

**VILLAGE OF HUNTLEY**  
**VILLAGE BOARD MEETING**  
**August 8, 2013**  
**MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, August 8, 2013 at 7:05 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, Nick Hanson, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Business Recruitment Coordinator Vic Narusis and Village Attorney Mike Coppedge.

**PLEDGE OF ALLEGIANCE:** Mayor Sass led the Pledge of Allegiance.

**PUBLIC COMMENTS:**

Ms. Lonnie Oldham, 11618 2<sup>nd</sup> Street, Huntley thanked the Village Board for recognizing Thomas Stillwell Huntley on the Village's sign at the town square and for considering the rehabilitation and re-use of the Hackett House Property and the Request for Proposals for the rehabilitation and re-use of the Sawyer-Kelley Mill Building.

**CONSENT AGENDA:**

- a) Approval of the July 11, 2013 Village Board Meeting Minutes
- b) Approval of the August 8, 2013 Bill List in the amount of \$417,010.75
- c) Approval of the Village of Huntley Police Pension Board / Re-appointment of Mr. David Richardson
- d) Approval of a Resolution Approving an Agreement with Dean Dairy Holdings, LLC to Purchase Wastewater Capacity at the East Wastewater Treatment Facility
- e) Approval of an Ordinance Amending Title V: Public Works, Chapters 51 (Sewer Use Regulations) and 52 (Water and Sewers; Rates and Charges) of the Village of Huntley Code of Ordinances
- f) Approval of a Resolution Approving an Engineering Services Agreement with Trotter & Associates, Inc. for Permitting of the Talamore Irrigation System
- g) Approval Authorizing Staff to Submit an Application for the Illinois Transportation Enhancement Program (ITEP) for Route 47 Multi-Use Path Extension from Kreutzer Road south to Del Webb Blvd/Oak Creek Parkway

- h) Approval of a Resolution Awarding a Job Order Contract to F.H. Paschen, S.N. Nielsen & Associates, LLC in the amount of \$36,847.65 to Replace Windows at Old Village Hall, 11704 Coral Street
- i) Approval of an Ordinance Accepting the Building Code Amendment Updates
- j) Accept and Place on File the Quarterly Financial Reports – Transmittal of the Second Quarter Financial Reports for the Village of Huntley

Mayor Sass reported that the items on the Consent Agenda were discussed at the August 1, 2013 Committee of the Whole Meeting. Mayor Sass asked if the Village Board had any comments or changes.

Trustee Hanson requested that Item g) be removed from the Consent Agenda so a separate vote could be taken.

**A MOTION was made to approve the Consent Agenda excluding Item 4 g) Approval Authorizing Staff to Submit an Application for the Illinois Transportation Enhancement Program (ITEP) for Route 47 Multi-Use Path Extension from Kreutzer Road south to Del Webb Blvd/Oak Creek Parkway.**

**MOTION: Trustee Leopold**  
**SECOND: Trustee Kanakaris**  
**AYES: Trustees Goldman, Hanson, Kanakaris, Leopold, Piwko & Westberg**  
**NAYS: None**  
**ABSENT: None**  
**The motion carried: 6-0-0**

**CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT AGENDA:**

Approval Authorizing Staff to Submit an Application for the Illinois Transportation Enhancement Program (ITEP) for Route 47 Multi-Use Path Extension from Kreutzer Road south to Del Webb Blvd/Oak Creek

Mayor Sass asked if the Village Board had any comments or questions; there were none.

**A MOTION was made to Authorize Staff to Submit an Application for the Illinois Transportation Enhancement Program (ITEP) for Route 47 Multi-Use Path Extension from Kreutzer Road south to Del Webb Blvd/Oak Creek.**

**MOTION: Trustee Piwko**  
**SECOND: Trustee Leopold**  
**AYES: Trustees Leopold, Piwko, Westberg and Mayor Sass**  
**NAYS: Trustees Goldman, Hanson and Kanakaris**  
**ABSENT: None**  
**The motion carried: 4-3-0**

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration of Ryland Homes/Talamore requests:
  - i. An Ordinance approving a Preliminary and Final Plat of Subdivision, and Preliminary and Final Planned Unit Development for Talamore Pod 8A-Phase 2 (39-lots)
  - ii. Consensus of the Village Board for Proposed Modifications to Talamore Pod 8A – Phase 3 and Referral of Talamore Pod 1 to the Plan Commission to begin the formal review process

Village Manager David Johnson reported that the Committee of the Whole initially reviewed Ryland’s petition for Talamore Pod 8A Phase 2 and 3 on July 18, 2013, at which time discussion focused on the reduced area and width of the proposed lots. Subsequently, on July 25, 2013, the Village Board moved to table the requested action.

Since the meeting of the Village Board on July 25<sup>th</sup>, Ryland Homes has proposed a modification to the proposed lot sizes and floor plans proposed for Pod 8A – Phases 2 and 3. Ryland proposed to increase the lot sizes for Pod 8A – Phase 3 (Phase 3) to be similar in size to the lots proposed for Pod 8A - Phase 2 (Phase 2). This will result in the average lot size in Phase 3 increasing from 11,179 to 12,203 square feet and the number of lots decreasing from 110 to 101.

Ryland is also proposing to offer the same floor plans in Phase 3 as would be offered in Phase 2 and are currently being built in Pod 8B, which include the following:

<u>Model</u>	<u>Square Feet</u>
Huntington	2,652
Magnolia	3,103
Normandy	3,367
Oxford	3,584
Newcastle	3,800
Nottingham	4,229

Additionally, Ryland has agreed to add the 5/4” surrounds on the side and rear windows and market the largest homes on the largest lots.

The following table provides a comparison of the average lot sizes for all of Pod 8, including Pod 8B and all phases of Pod 8A.

*Pod 8 - Comparison of Lot Sizes*

	Pod 8A Phase 1 (Lennar)	Pod 8B (Ryland – Under Construction)	Proposed Pod 8A Phase 2	Revised Pod 8A Phase 3
Avg. Lot Area	15,957 s.f.	11,378 s.f.	14,230 s.f.	12,203 s.f.

*\* The same homes that are built in Pod 8B would be Pod 8A – Phase 2 and 3.*

At this time, Ryland is requesting Village Board approval for the proposed Preliminary and Final Plat of Subdivision and Preliminary and Final Planned Unit Development (PUD) for Phase 2 only (average lot size of 14,230 square feet). Subject to the Village Board’s feedback on the proposed changes to Phase 3, Ryland would move forward with creating a Plat of Subdivision and revising Final PUD plans for the Board’s consideration at a future meeting.

As a result of the proposed changes to Phase 3, Ryland has stated they will seek to develop Pod 1 in the

near future thus allowing them to continue building the floor plans currently offered in Pod 6. Pod 1 received Preliminary Plat of Subdivision and Preliminary PUD approval in 2005 with a minimum lot size of 8,750 square feet. Ryland would submit plans for a Final Plat of Subdivision and Final PUD in conformance with the preliminary approvals.

#### Financial Impact

The petition is subject to the impact and transition fees in accordance with Annexation Agreement for the Talamore Subdivision.

Village Manager Johnson reported that representatives from Ryland Homes were in attendance to answer questions.

Mayor Sass asked if the Village Board had any comment or questions; there were none.

**A MOTION was made to Approve an Ordinance approving a Preliminary and Final Plat of Subdivision, and Preliminary and Final Planned Unit Development for Talamore Pod 8A-Phase 2 (39-lots).**

**MOTION: Trustee Hanson**

**SECOND: Trustee Leopold**

**AYES: Trustees Goldman, Hanson, Kanakaris, Leopold, Piwko & Westberg**

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

Mayor Sass reported that the second request is to consider Proposed Modifications to Talamore Pod 8A – Phase 3 and Referral of Talamore Pod 1 to the Plan Commission to begin the formal review process. Mayor Sass reported that Mr. John Carroll from Ryland Homes was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Westberg thanked Mr. Carroll for listening and coming to what will be a nice compromise.

Mayor Sass asked if the Village Board had any other comments or questions; there were none.

***It was the Consensus of the Village Board to refer Proposed Modifications to Talamore Pod 8A – Phase 3 and Referral of Talamore Pod 1 to the Plan Commission to begin the formal review process.***

- b) Policy Direction Regarding Rehabilitation and Re-Use of the Hackett House Property (11879 E. Main Street)

Village Manager David Johnson reviewed a Power Point Presentation and reported that the Village purchased the house at 11879 E. Main Street earlier this year. The house was once known as the Hackett House and served as a hotel. It was most recently used as a two-unit residence. The house was built around 1900, with a large stone basement, two full stories, and a half story at the top.

#### Staff Analysis

The Village has engaged the services of Dewberry Architects to conduct an assessment of the property to identify necessary structural, life safety, and building code issues that would need to be addressed to make use of the first floor of the building. Dewberry has recently completed the interior restoration of

the Livingston County Courthouse and is currently working with the Village of East Dundee to assist with the renovation of the old village hall and fire house in the downtown. The analysis has been performed with the Secretary of the Interior's Standards for Rehabilitation in mind which defines "rehabilitation" as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

#### Financial Impact

The estimated cost of rehabilitation is approximately \$310,000. This would allow the first floor of the structure to be used for offices. Staff has begun researching possible funding sources to assist with the improvements.

Village Manager Johnson reported that Daniel Atilano, a principal with Dewberry Architects, was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hanson stated that he would like the building restored to the original Hackett House and utilize it as a welcome center for the Village and let the Historic Society and Commission use it. Trustee Hanson stated that he would like the porch re-opened.

Trustee Leopold stated he liked the idea of putting it back to a good condition and explore who would be using it and see if they have resources to pay for the restoration or have them obtain grant money for restoration and look into alternatives for the property. Trustee Leopold asked about the huge willow tree on the back of the property; Village Manager Johnson reported that the Village is working with Bill Ruth Landscaping to clean up the property by the end of the year. Village Manager Johnson also reported that Staff is in discussions with Dean's to screen the back of their property by mid-2014.

Trustee Kanakaris stated that he agreed with Trustees Hanson and Leopold. Trustee Kanakaris also requested that access from Route 47 to the parking lot on the property be added; Village Manager Johnson stated that Staff will check with the State as Dean's has access and will also reach out to Dean's for possible joint access. Trustee Kanakaris stated that he would also like the area along the train tracks off of Main Street blocked with a wood fence and shrubbery.

Trustee Goldman asked for clarification from Trustee Hanson regarding the combined use of the property by the Historical Society and Historic Commission; Trustee Hanson said that he would like both groups to use the facility. Trustee Goldman stated that she liked the idea of the adaptive re-use of the property as it is the entry to the historic downtown of Huntley. Trustee Goldman stated that it will take a lot of research and grant money.

There were no other comments or questions.

- c) Authorization to Distribute a Request for Proposal (RFP) for the Rehabilitation and Re-Use of the Sawyer-Kelley Mill Building located at 11801 E. Main Street

Village Manager David Johnson reviewed a Power Point Presentation and reported that at the June 20, 2013 Committee of the Whole Meeting, the Village Board directed staff to prepare an RFP for the redevelopment of the former Sawyer-Kelley Mill Building at 11801 E. Main Street purchased in 2012.

As the Village continues to move forward with implementation of the Downtown Revitalization Plan, it is necessary to explore opportunities for the possible redevelopment of the property which is located in the newly established Downtown TIF district.

### Staff Analysis

The proposed RFP seeks to obtain detailed information by a potential purchaser, including the purchase price, conceptual drawings, and a re-use plan for the building, as well as detailed background information on the qualifications and financial capacity of the entity submitting the RFP.

During the process of assembling the RFP, staff surveyed redevelopment proposals from other communities. Additionally, staff met with representatives of both the Historic Preservation Commission and Huntley Historical Society to obtain their input. A summary of the RFP is below.

### Project Concept Qualification

1. Municipal Code Adherence. Existing code violations must be corrected and all rehabilitation work must conform to the Village of Huntley codes and ordinances. The extent of improvements required by the building code is determined by the use(s) that the building is intended to accommodate.
2. Uses. The developer shall identify use types for the first and second floors (i.e. residential apartments, retail, or office). If only the first floor is redeveloped, installation of a fire suppression system will not be required. However, if the second floor is to be occupied in any manner, a fire suppression and detection system shall be required for the *entire* building.
3. Timeline/milestones. The developer shall provide a detailed timeline of milestones which shall span the period from awarding of the project to project stabilization.
4. Exterior Color Elevations. The developer shall submit full color elevations of all four sides of the structure which accurately depict proposed images of the exterior of the building. The developer is strongly encouraged to incorporate design and building materials appropriate to the use of the building during the turn of the 20<sup>th</sup> century. Renovation of the building's exterior shall seek to replicate an appearance during the building's original use (during the turn of the 20<sup>th</sup> century). Preference shall be given to renovation which replicates an exterior appearance similar to that shown in Exhibit C-Sawyer-Kelley Mill Photos.
5. Interior. Interior redevelopment design shall replicate period appropriate design when possible. At the same time, all interior (and exterior) redevelopment shall incorporate modern building practices and adherence to all municipal and other building codes.
6. Village's Sole Right of Acceptance or Rejection. The Village of Huntley reserves the right to approve or reject the initial occupant(s) of the building. If residential apartments are to be provided on the second floor, tenant requirements shall be established jointly with the Village of Huntley and the developer.

### Applicant Qualifications

The applicant shall provide the Village of Huntley with an overview of the anticipated financing program. Specifically, the applicant is required to complete a project overview in which the following are identified:

- Applicant background including principals, references, and information regarding previous similar projects
- Project financial information including project costs, applicant's equity contribution, bank financed amount, interest reserve, and Village contribution amount
- Benefits derived to the Village through the redevelopment (created increment)

Applicant Selection

*If a qualified applicant is selected, it shall then have 90 days to deliver the following which demonstrates, among other things, that sufficient funding to finance all hard and soft construction costs have been arranged and finalized:*

- Documentation which confirms that the developer’s equity has been deposited into an account at the financing bank
- Executed construction or similar note evidencing bank funding
- Identification of a funded interest reserve via bank documentation or other means acceptable to the Village of Huntley
- Village to approve all lien-waivers and advances for loans and interest reserves
- Execution of a redevelopment agreement which documents, among other issues, uses, building renovation plans and timelines, and the Village’s and applicant’s responsibilities

The RFP includes language that provides the Village the option to select the proposal that is most consistent with the vision of the Village or to reject any and all proposals if deemed unsatisfactory and not in line with the Board’s vision for downtown Huntley.

A mandatory pre-submittal meeting is proposed for August 27<sup>th</sup> and submittal date of September 30<sup>th</sup>.

Financial Impact

Purchase price of the building was \$115,000 on August 10, 2012 with the original asking price in excess of \$300,000. In addition to acquisition costs, inspection costs (structural, environmental, etc.), electrical and gas utility costs, time spent by Public Works employees, and nominal purchases for repairs have been incurred.

The financial impact of redevelopment cannot be determined until a detailed plan for redevelopment is presented.

Legal Analysis

The Village Attorney has reviewed the RFP.

Staff is seeking authorization from the Village Board to distribute the Request for Proposals (RFP) for the rehabilitation and re-use of the Sawyer-Kelley Mill Building at 11801 E. Main Street.

Village Manager Johnson reported that representatives from Dewberry were in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold commended the Staff and Dewberry representatives for putting together a very comprehensive report.

There were no other comments or questions and the Village Board authorized the distribution of the RFP.

**VILLAGE ATTORNEY’S REPORT:**     None

**VILLAGE MANAGER’S REPORT:**     None

**VILLAGE PRESIDENT’S REPORT:**

Mayor Sass reported that the Police Department received their CALEA re-accreditation.

Mayor Sass also reported that Centegra will be on the August 15<sup>th</sup> Agenda and that the Board will receive hard copies of the agenda item along with the electronic copy.

Mayor Sass reported that the Kreutzer Road resurfacing work is completed except for the striping.

**UNFINISHED BUSINESS:**

Trustee Westberg asked what was happening with the incidents going on in Southwind. Village Manager Johnson reported that in speaking with the Police Department it is believed the incidents have been committed by juveniles. The Police Department is continuing to follow up on the incidents.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:25 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Kanakaris**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary