

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
August 21, 2014
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, August 21, 2014 at 7:00 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, Director of Development Services Charles Nordman and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – August 7, 2014 Committee of the Whole Minute Approval

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the August 7, 2014 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of the August 28, 2014 Bill List is the Amount of \$391,586.69

Mayor Sass asked if the Committee had any comments or questions regarding the Bill List; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the August 28, 2014 Bill List is the Amount of \$391,586.69.

- c) Discussion – Consideration of Advisory Board Appointments:
 - i) Plan Commission Appointment – Mr. Tom Kibort
 - ii) Zoning Board of Appeals Appointment – Ms. Helen Shumate
 - iii) Zoning Board of Appeals Appointment – Ms. Melissa Stocker

Mayor Sass reported that Mr. Tom Kibort was previously on the Plan Commission and had resigned but 08.21.14 COW Minutes

would like to serve again. Both Ms. Shumate and Ms. Stocker submitted a letter of interest in serving on the Zoning Board of Appeals. The letters of interest were included in the packet for review. Mayor Sass invited Ms. Shumate and Ms. Stocker to come to the podium and introduce themselves to the Committee.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the appointment of Tom Kibort to the Plan Commission; Ms. Helen Shumate to the Zoning Board of Appeals and Ms. Melissa Stocker to the Zoning Board of Appeals.

- d) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for Lot 6A of Regency Square – Unit 1 and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that Interstate Partners is proposing the construction of a new commercial building on Lot 6A (1.92-acres) of Regency Square – Unit 1. Similar to the other Regency Square lots which front Route 47, Lot 6A is zoned “C-2” Regional Retail District. The proposed building is a 7,950 square foot multi-tenant retail building with a drive-through proposed for the southernmost tenant space. No tenants have been announced at this time.

Building Elevations

Conceptual elevations have been provided for the building that includes the use of utility brick as the primary material. The building generally replicates the architectural style of the petitioner’s buildings to the north.

Parking

The proposed parking lot has been designed to share a curb cut with the existing retail center located immediately to the south (retail center with 7-Eleven). Access to the parking lot would also be provided from two curb cuts located along Langston Drive. A total of 63 parking spaces are proposed for the 7,950 square foot building. The Regency Square Design Guidelines require 43 parking spaces (this assumes 6,200 square feet of retail and a 1,750 square foot restaurant).

Signage

The petitioner is proposing three (3) ground signs on the site; however, no additional details for the proposed signage has provided at this time. The proposed ground signs would be located adjacent to Route 47, Langston Drive, and Princeton Drive.

Staff Analysis

Any proposed development within Regency Square is subject to the Regency Square Development Guidelines which provides the standards for site planning, building design, construction, landscaping and signage. Subject to the Guidelines, each development must receive Site Plan approval from Huntley Investments LLC and the Village of Huntley. Additionally, the proposed development of Lot 6A will require the following review and approval by the Plan Commission and Village Board:

1. Site Plan Review
2. Special Use Permit for a drive-through

Additionally, the following relief from the Regency Square Development Guidelines will need to be

considered as part of the Site Plan Review process:

1. A parking lot setback of 100 feet is required from Route 47 right-of-way. A 39-foot setback is proposed, which is the same as that approved for lots to the north.
2. A ground sign must be setback 100 feet from Route 47 right-of-way. A setback of 26'-6" is proposed on Lot 6A. A 30-foot setback was approved for the lots to the north.
3. Curb cuts for any drive-through establishment shall not be permitted within 100 feet of any street intersection or street corner. The curb cut at the northwest corner of the site is approximately 60 feet from the intersection of Princeton Drive and Langston Drive.
4. One (1) ground sign is permitted per lot. Relief is required to allow three (3) ground signs on Lot 6A.

Director Nordman reported that representatives of the petitioner were in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that he had three concerns: 1) where the semi-trucks would park to unload and the possibility of interference with the drive-thru; 2) location of the order station for the drive-thru; and 3) why the need for reserved parking spaces in front of Retail Space A.

Trustee Piwko stated that he appreciated the location of the stop signs within the site but had reservations regarding stacking at the drive-thru.

Trustee Westberg stated that he liked the parking lot configuration but also wanted information on the need for the reserved parking spaces and the interference at the drive-thru by delivery trucks.

Trustee Goldman asked if truck delivery is the same as at the other buildings.

Director Nordman reviewed the truck overlay area at the rear of the property. Trustee Leopold stated that trucks will be unable to back up to the doors to unload. Village Manager Johnson stated that Staff will work with the developer regarding deliveries including delivery hours.

Trustee Kanakaris stated that he agreed with the others regarding deliveries and noted that the building might be too big for the size of the site.

Trustee Hanson stated that he approved of the proposed plans.

Mayor Sass stated that he has concerns with the drive-thru and doesn't want the Village to give the developer carte blanche for the drive-thru and wants to know what restaurant will be renting that space in order to determine its needs. Mayor Sass also stated that he has concerns regarding traffic circulation especially concerning the outdoor seating.

The developer, Mark Ebacher, reported that Retail Space A is a 3,000 square foot space that will be rented by Athletico and the reserved parking spaces in front of the building will be used by their clients. Mr. Ebacher stated that Athletico typically serves about 25 patients per day and has 3-4 employees. Mr. Ebacher stated that they do not have a user yet for the drive-thru space. Concerning deliveries, Mr. Ebacher reported that companies that make deliveries will use a lift truck with a push cart to unload and deliver to sites and the space allowed for deliveries is large enough for the types of delivery trucks typically used at the sites. Mr. Ebacher stated that deliveries are usually the first thing in the morning or evenings.

Mr. Ebacher stated that they can look into the curve of the drive-thru.

Mr. Ebacher reported that the requested signage is consistent with the other buildings.

Mayor Sass stated that it will be mandatory that the delivery trucks are parked properly on the property and not on Princeton Drive as there have been problems at Interstate's other buildings. Mayor Sass stated that he is not happy with the traffic circulation at the other buildings adjacent to this property so he has concerns with the impact of this project.

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

It was the consensus of the Committee of the Whole to refer Interstate Partners to the Plan Commission to begin the formal development review process for the proposed site plan and building elevations for Lot 6A of Regency Square – Unit 1.

Trustee Westberg left the room.

- e) Discussion – Consideration of an Ordinance Authorizing the Purchase of Property located immediately west of Parkside Pub on Main Street and Execution of a License Agreement

Village Manager David Johnson reported that in accordance with Village Board direction, staff has negotiated the purchase of the parcel located immediately west of Parkside Pub. The current owner of the Parkside Pub, Bricks & Ivy, LLC, and (Jeff Lovell) leases the subject property from Downtown Huntley, LLC, owned by Mr. William Rinn.

Staff Analysis

As directed, staff entered into negotiations to purchase the 20,473 ± square-foot parcel and the owner has agreed to sell the property for \$90,000. As part of the purchase agreement, a license agreement is also needed to allow Bricks & Ivy, LLC, as the owner of Parkside Pub and tenant of Downtown Huntley, LLC, to use the property for the annual TTF event and up to two additional outdoor events per year, subject to all necessary approvals and requirements.

Financial Impact

The acquisition costs will be funded through the Downtown Improvement Fund, line item 06-10-4-7712.

Legal Analysis

The Village Attorney has reviewed the Real Estate Sales Contract and Associated License Agreement and all is in order for Village Board consideration.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Authorizing the Purchase of Property located immediately west of Parkside Pub on Main Street and Execution of an Associated License Agreement.

Trustee Westberg entered the room and took his place at the dais.

f) Discussion – Streetscape/Memorial Improvements for the Northwest Corner of Route 47 and Main Street

Village Manager David Johnson reported that the Downtown Streetscape Plan approved by the Village Board on April 24, 2014, includes landscape improvements for Village-owned property at the northwest corner of Route 47 and Main Street. On June 12, 2014, the Village Board authorized staff to seek proposals for these improvements, which include landscaping the majority of the property and utilizing a portion of the north side of the property for parking for Enterprise Rent-A-Car.

When the Village purchased the property from Mr. Jankowski, the Village agreed to purchase, install, and maintain a park bench on the property for a period of no less than ten years. Mr. Jankowski will be allowed to purchase and apply a small memorial plaque to the bench.

The Hoeft family has also contacted the Village about donating a tree in remembrance of the late Terry Hoeft, who served as a Village Trustee from 1988-1993 and again from 2001-2005. The family would like to donate one of the proposed maple trees and commemorate it with a plaque in honor of Terry.

During the approval process for the Downtown Streetscape Plan, the Board requested additional options to review for trash cans and benches. As part of the final adoption of the plan, the Board was presented with a more decorative option that was approved as part of the plan. The proposed design incorporates two benches, one on either side of the center circle area.

Staff Analysis

In regard to the parking lot improvements on the north end of the site, the Village completed the curb work and paving of the parking area. A separate agenda item address a parking easement for the adjacent property owner's continued use of the property.

Staff contacted Bill Ruth of William Ruth Landscaping to refine the concept presented to the Board in June. Mr. Ruth marked out the site for the planting areas and hardscape improvements He provided a mock-up of the proposed location and sizes of benches and pillars, as well identifying the location for the concrete pathways (with brick paver edges) and center paver area. Board members provided comments to staff and expressed consensus with the proposed concept. Mr. Ruth has further refined the design based on comments. The design is being presented for Village Board review for final approval.

Financial Impact

The FY2014 budget includes funding in the Downtown Improvement Fund for improvements to the northwest corner of Rt. 47 and Main Street. The estimated cost of the improvements associated with the proposed concept is approximately \$75,000.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Hanson stated that he liked the upgraded fence and added that brick pavers would be nice.

Trustee Leopold stated that he liked the benches and would like the addition of a trash can. Trustee Leopold also stated that he would like brick pavers also on the walkways. Mayor Sass stated that brick pavers will require more maintenance and stated that he liked the proposed combination of brick pavers and concrete. Mayor Sass asked if there was an additional cost to have all brick pavers. Mr. Bill Ruth reported that he did not have the exact amount but it is estimated that to have all brick pavers would cost

minimally an additional 10%. Trustee Goldman stated that brick pavers are difficult to keep up and prefers the plan as presented. Trustee Piwko asked about the cost to have stamped concrete; Mr. Ruth stated that he did not have a cost for stamped concrete at this time. Trustee Leopold stated that he was totally against the use of stamped concrete as it fades, is slippery and does not last.

Trustee Westberg stated that he likes the use of the upgraded fence and would prefer whatever method for the walkway that would be less maintenance.

Trustee Leopold asked Mr. Ruth if he could get the cost of brick pavers before the Village Board meeting; Mr. Ruth said he would be able to provide costs for brick pavers.

Trustee Kanakaris asked about lighting the area; Village Manager Johnson stated that there was decorative street lighting near the corner but will review the availability of additional lighting.

Mayor Sass asked if the Committee had any additional comments or questions; there were none.

It was the consensus of the Committee of the Whole to provide the additional costs for using all brick pavers and the possibility of lighting the area prior to proceeding with the Streetscape/ Memorial Improvements to the Northwest Corner of Route 47 and Main Street.

- g) Discussion – Consideration of an Ordinance Authorizing Execution of a Limited Easement Agreement with Scott and Lora Ball, Owners of 11015 Rt. 47 to allow Parking on Village-Owned Property at the Northwest Corner of Rt. 47 and Main Street

Village Manager David Johnson reported that the Village purchased the property at the northwest corner of Rt. 47 and Main Street in 2013. The Downtown Streetscape Plan approved by the Village Board on April 24, 2014, includes landscape improvements for this site. On June 12, 2014, the Village Board authorized staff to seek proposals for completing these improvements. The concept plan presented for review provided for utilizing a portion of the property, through a cross-access and parking easement, for Huntley Collision and Enterprise Rent-A-Car to improve parking and flow of traffic through the area.

Staff Analysis

Staff met with Scott and Lora Ball, owners of the adjacent property to the north (Enterprise Rent-A-Car) and west (Huntley Collision) to review the proposed plan for the site and to request financial participation in paving the unpaved portion of the property. The owners have agreed to a contribution of \$6,000 as a condition for the cross-access and parking easement. The parking area can accommodate up to eight vehicles. An agreement has been prepared which provides terms and conditions for the easement.

Curb has been installed on the site to delineate the south boundary of the parking area. Public Works staff has paved the parking area. Remaining improvements to be completed by the end of the year include landscaping, walkway, columns, seating, and fencing.

Financial Impact

The Village will receive \$6,000 from the property owners of 11015 Rt. 47 to offset a portion of the costs for curb work.

Legal Analysis

The Village Attorney has reviewed the agreement and all is in order for Village Board approval.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold noted that they have been cutting out some of the old shrubbery and asked if they were going to replace it; Village Manager Johnson reported that Staff has encouraged them to do so during discussions and noted that the Balls have stated that they were planning on painting the buildings.

Trustee Kanakaris asked if the Village was liable for any accidents on the property; Mayor Sass reported that they will provide the Village with a Certificate of Liability Insurance.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Authorizing Execution of a Limited Easement Agreement with Scott and Lora Ball Owners of 11015 Rt. 47 to allow Parking on Village-Owned Property at the Northwest Corner of Rt. 47 and Main Street.

- h) Discussion – Consideration of a Resolution Granting Approval of the Sale and/or Disposal of Village Owned Property

Mayor Sass reported that McHenry County Council of Governments is hosting its annual vehicle and equipment auction at the McHenry County fairgrounds in Woodstock in September. The Village has utilized the auction in previous years to sell or dispose of various items.

Staff Analysis

Staff is requesting approval to sell or dispose of the vehicles, large items such as salt spreaders, diesel engine, wheel balancer, tire changer, and bicycles and miscellaneous office items such as computer parts, old printers, scanners and other old office equipment as outlined in the attached resolution. These items have reached the end of their useful life with the Village. The vehicles and large items will be sold in accordance with the Village vehicle replacement policy at an auction being conducted by the McHenry County Council of Governments (McCOG). Miscellaneous office items and equipment will be disposed of through online sales, scrap sales or recycling centers.

Financial Impact

Revenue generated from the vehicle sales will go into the Equipment Replacement Fund.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution Granting Approval of the Sale and/or Disposal of Village-Owned Property.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 7:45 p.m. to enter into Executive Session for: b) Contractual

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:59 p.m. to exit Executive Session.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:00 p.m.

MOTION: Trustee Hanson

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary