

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 18, 2014
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 18, 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, 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 – Approval of the August 28, 2014 Village Board Meeting and the September 4, 2014 Village Board Meeting Minutes

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 28, 2014 Village Board Meeting and the September 4, 2014 Village Board Meeting Minutes.

- b) Discussion – Consideration of the September 25, 2014 Bill List in the Amount of \$1,080,264.36

Mayor Sass reported that \$776,000.00 or (71.8%) of the total Bill List is attributed to payment of Impact Fees, SSA Property Taxes, TIF Sales Tax, Sales Tax Rebate to Viking – TDC Huntley, LLC, and Payout #1(Final) for the Sanitary Sewer Manhole Replacement at Algonquin Road and Church Street.

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 September 25, 2014 Bill List in the Amount of \$1,080,264.36.

- c) Discussion – Consideration of a Resolution Approving a Façade Improvement Assistance
- 09.18.14 COW Minutes

Program Grant for the Replacement of Windows at 11021-11023 Woodstock Street

Mayor Sass reported that this agenda item was tabled until October 2nd at the request of the petitioner.

- d) Discussion – Conceptual Review of a Proposed Site Plan and Elevations for a Dental Office at 11613 Main Street and Referral into the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the petitioner is requesting conceptual review of a proposal to raze the existing residential structure and garage at 11603 Main Street (southeast corner of Main St. and Grove St.) and redevelop the site with a single-story, 1,876 square foot dental office building with associated parking, landscaping and other site improvements. Dr. Faubl is currently located on Vine Street.

The subject property was rezoned by a previous owner from “R-2” Single Family Residential to “O-1-PUD” Office – Planned Unit Development in July 2005. The petitioner/current owner purchased the property in 2007 and subsequently rezoned the property to “B-4” Adaptive Reuse in October 2009 (per VOH Ordinance No. 2009-10.44) with the intent of renting the property as a single-family residence until he was prepared to relocate his dental practice to the site. The B-4 district allows for healthcare uses, including dental, as a special use. Replacement structures must have a residential character and appearance.

Conceptual Plans

The conceptual plans for the proposed dental office include a new single-story building in the center of the lot (approximately 0.42-acre) with a ten (10) stall parking lot on the south side of the lot. The dental office and associated parking is proposed to be screened by a six-foot tall wood fence extending along the south and east property lines. The single-point of ingress and egress to the parking lot will be provided by a driveway off Grove Street, which is the approximate location of the existing driveway for the single-family residence.

The conceptual architecture for the one-story structure features a cross-gabled roof with shake-shingled/circular vent gable-end treatments and horizontal drop siding (LP Smart Siding). The entrance to the dental office is oriented toward the parking area to the south.

The conceptual landscape plan includes foundation plantings and the preservation of several of the existing trees on the site. The existing trees along with new tree plantings along the respective street frontages would meet the 1 tree / 40’ requirement. A small trash enclosure, on the east side of the office building, would serve to screen the trash receptacles used by the dental office. Exterior site lighting will be required to meet the Zoning Ordinance requirements

Staff Analysis

The proposed plans are conceptual at this time; therefore, a comprehensive review has not been completed by staff. Such a review will be conducted upon submittal of the formal application and all required plans. However, staff has provided the petitioner with the following initial comments for the conceptual plans:

- The building elevation facing Main Street must be further enhanced to appear as if it is the primary/front building façade.

- The building elevation facing Grove Street should be improved to include additional windows and/or other architectural feature(s).
- The materials used for the trash enclosure (currently proposed to be wood) should match the primary material used for the building.
- A signage plan was not provided. Staff recommends a ground sign rather than building-mounted, as other adaptive re-use properties on E. Main Street have utilized similar signage and is more consistent with the residential nature of the area.

To assist in the review of the conceptual plans, Staff recommends the Committee of the Whole consider the following questions as part of their review:

1. Is razing of the existing residential structure on the site to allow for the new dental office appropriate for this location?
2. Are the orientation of the building and the location of the building's main entrance acceptable?
3. Are the building elevations facing Main Street and Grove Street acceptable? Are there any architectural features that should be added to the elevations?
4. Is the wood fencing proposed for screening of the parking area and trash receptacles acceptable?
5. Are there any landscaping elements that should be added or altered on the plan?

Required Approvals

The plans submitted by the petitioner for review by the Committee of the Whole are conceptual plans. The petitioner will be required to submit a complete Development Application, including all required plans (civil engineering, lighting plans, material samples, etc.) should they decide to move forward with a formal application. A formal development application will require review and approval by the Plan Commission and Village Board for the following items:

- Special Use Permit for a dental office
- Site Plan Review

Director Nordman reported that the Architect, Tim Carson, was in attendance to answer questions.

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

Trustee Piwko stated that the proposed building should look older and not as modern as proposed; Trustee Piwko stated that characteristics of the existing house should be used in the new building. Trustee Piwko stated that he did not like the driveway coming onto Grove and suggested that the ingress should be Grove Street and the egress Main Street. Trustee Piwko stated that the material for the trash enclosure should match the building.

Trustee Leopold stated that he preferred the parking lot entrance to be on Grove Street only and also

suggested that the architecture should include brick-brack as used in the past. Trustee Leopold also suggested that an easement be set up for a future sidewalk on Main Street. Trustee Leopold stated that he would like to see lights on the building.

Trustee Kanakaris stated that he had no issues with the razing of the building; but did state that he did not like the wood fence idea and would prefer a berm with landscaping. Trustee Kanakaris stated that he would like brick or stone added to the outside of the building.

Trustee Goldman stated that she would like the building to look more historic and stated that the current building is not in good shape but does have historic features.

Trustee Westberg stated that he liked the idea of a berm instead of a fence. Trustee Westberg concurred with the Committee that the proposed building looks too modern. Trustee Westberg stated that he approved of the proposed driveway on Grove Street.

It was the consensus of the Committee for the petitioner to make the building look more historic; add a 2-foot berm with arborvitae and keep the access to the property on Grove Street. It was suggested that the petitioner line up the driveway with the driveway across the street.

Mayor Sass asked the petitioner if he would like to address the Committee. Mr. Carson, the petitioner's architect, stated that he would waive his time to speak.

It was the consensus of the Committee of the Whole to refer the project to the Plan Commission to begin the formal development review process.

- e) Discussion – Authorization to Execute Agreements with the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Route 47 Multi-Use Path Extension from Kreutzer Road south to Del Webb Blvd/Oak Creek Parkway

Village Manager David Johnson reported that in August 2013, the Village Board authorized Staff to submit an application for an Illinois Transportation Enhancement Program (ITEP) grant to the Illinois Department of Transportation. The project submitted was for the extension of a multi-use path on the east side of Route 47 from the north side of Kreutzer Road to the south side of Oak Creek Parkway, and along Del Webb Boulevard/Oak Creek Parkway. The Village was informed earlier this year that the application was approved. The first step in moving forward with the project is to execute Local Agency Agreements with the Illinois Department of Transportation for federal participation and preliminary engineering services to be provided by Christopher Burke Engineering, Ltd. (CBBEL).

Staff Analysis

The western extension of Kreutzer Road includes a bike path on the north side of the roadway and along the north side of Kreutzer Road from Route 47 east to the signalized access at Walmart. This provides a complete loop between the intersection of Kreutzer Road and Rt. 47 and the Huntley Park District facilities on West Main Street. The widening of Rt. 47 north of Kreutzer Road provided sidewalks on both sides of the roadway further enhancing off-road pedestrian and bike paths that connect with pedestrian paths that exist along the various east-west roadways intersecting with Rt. 47 (Reed Road, Algonquin Road, Main Street, and Mill Street). The multi-use path would provide off-road access to Huntley Grove (Walmart), Huntley Crossings Phases I and II, and Village Green (Jewel-Osco), in addition to the internal sidewalks planned through these developments.

Financial Impact

Christopher Burke Engineering, Ltd. (CBBEL) has prepared the cost estimate for the path. Total cost is estimated at \$1,401,920, with a local share of \$280,390. The preliminary engineering agreement with CBBEL is \$86,275, with 80% funded through the ITEP grant (\$69,020) and 20% (\$17,255) funded by the Village. Funds for the preliminary engineering would not be expended until 2015 and would therefore need to be accommodated in the FY2015 budget. The remainder of the project would be spread out over FY2016 and FY2017.

Mayor Sass asked the Committee if they 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 Authorizing Execution of Agreements with the Illinois Department of Transportation for the Illinois Transportation Enhancement Program (ITEP) for the Route 47 Multi-Use Path Extension from Kreuzer Road south to Del Webb Blvd/Oak Creek Parkway.

- f) Discussion – Consideration for Approving a Bid Award for the Freeman Road Widening Project

Village Manager David Johnson reported that on September 16, 2014 the Village received five (5) bids for the widening of Freeman Road, which is part of the Weber-Stephen expansion project. The results are summarized in the bid tabulation summary table below. Curran Contracting Co. was the lowest responsible bidder in the amount of \$984,999.00. The improvements start at a point approximately 700 feet west of the proposed Weber Drive (at the current eastern terminus of the full 3 lane section) and continue east approximately 1,829 feet (0.35 miles) across the frontage of the Huntley DC Subdivision. The project generally consists of the widening of Freeman Road from a two lane section to a three lane (center turn lane) section, including two right turn lanes. The existing pavement will include surface removal and replacement. Storm water management infrastructure and street lighting are also included.

COMPANY	BASE BID
<i>Engineer's Estimate</i>	\$962,284.75
CURRAN CONTRACTING CO.	\$984,999.00
BERGER EXCAVATING CONTRACTORS, INC.	\$985,402.30
ALLIANCE CONTRACTORS, INC.	\$1,033,270.66
PLOTE CONSTRUCTION, INC.	\$1,058,577.45
SCHROEDER ASPHALT SERVICES, INC.	\$1,237,510.26

Staff Analysis

On July 17, 2014, the Illinois Department of Transportation (IDOT) executed a joint agreement with the Village authorizing Economic Development Program (EDP) funding in the amount of \$518,494.00 for eligible engineering, construction and contingencies of the Freeman Road Widening project. On August 28, 2014, Village staff and our engineering consulting team met with IDOT officials to review the design plans and specifications for the project and request authorization to bid. IDOT released the design contract documents for bidding on that same day. The earliest allowable bid date, September 16,

2014, was established. Work is anticipated to begin in mid-October, with the project completed in 24 working days. It has been a goal of the Village and the Developer to complete the Freeman Road Widening Improvements in calendar year 2014 such that the roadway improvements will be available for increased traffic volumes when the Weber-Stephen facility commences operations in 2015.

Financial Impact

The Village has entered into a joint agreement with IDOT for EDP funding in the amount of \$518,494.00. The EDP agreement with IDOT requires the Village to bid the project and provide for construction observation. However, there is no financial impact to the Village. Project expenses over \$518,494.00 will be borne by Duke Realty, the developer of the Huntley DC Subdivision.

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 a Resolution Awarding a Bid to Curran Contracting Co. in the amount of \$984,999.00 for the Freeman Road Widening Project.

- g) Discussion – Approval of Payout Request No. 1 and Final in the amount of \$27,162.00 to Pirtano Construction Company, Inc. of Addison, IL for Sanitary Sewer Manhole Replacement at Algonquin Road and Church Street

Mayor Sass reported that on July 24, 2014 the Village Board of Trustees, as part of the sewer lining project, approved a contract with Pirtano Construction Company, Inc. for sanitary sewer manhole replacement at Algonquin Road and Church Street in the amount of \$27,162.00.

Staff Analysis

Pirtano Construction Company performed and completed the work on August 5th and is now submitting a pay request in the amount of \$27,162.00.

Financial Impact

The FY 2014 Budget includes \$225,000 for the Sewer Lining Program. The funding of this project is coming from the Sewer Capital Fund, 30-90-4-6955.

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 Payout Request No. 1 and Final in the amount of \$27,162.00 to Pirtano Construction Company, Inc. of Addison, IL for Sanitary Sewer Manhole Replacement at Algonquin Road and Church Street.

- h) Policy Direction – Rutland / Hampshire Townships Senior Transportation Voucher Program

Mayor Sass reported that materials were distributed to the Board at the September 11, 2014 meeting giving options for the program.

Mayor Sass suggested that the Village increase the resident's rate to \$4 per trip and fund the program until the end of 2014 which would mean an additional \$5,000. Mayor Sass stated that he believes it is unfair to fund this program for just a few residents using tax dollars. Mayor Sass stated that Grafton Township discontinued the program and that both Rutland Township and Sun City will not contribute to

the program which services their residents.

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

Trustee Piwko stated that he agreed with the Mayor by increasing the rate to \$4 per trip.

Trustee Goldman stated that the program should end on December 31, 2014 and the increase in rate per trip may decrease the unnecessary trips.

Trustee Westberg agreed to ending the program on December 31, 2014 and increasing the rate to \$4 per trip.

Both Trustees Kanakaris and Leopold agreed.

It was the consensus of the Committee of the Whole to add an additional \$5,000 into the program in order to fund it until December 31, 2014; increase the rate to \$4 per trip beginning on October 1, 2014 and inform the registered riders that the program will cease on December 31st.

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 to Enter into Executive Session at 7:26 p.m. for c) Contractual.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

A Voice Vote noted all ayes and the motion carried.

A MOTION was made to Exit Executive Session at 7:39 p.m.

MOTION: Trustee Kanakaris

SECOND: Trustee Westberg

A 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 7:40 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary