

VILLAGE OF HUNTLEY
PLAN COMMISSION MEETING
Monday, July 8, 2019
MINUTES

5

CALL TO ORDER

Chairman Tom Kibort called to order the Village of Huntley Plan Commission meeting for July 8, 2019 at 6:30 pm in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

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PLEDGE OF ALLEGIANCE

Chairman Tom Kibort led the Pledge of Allegiance.

ROLL CALL

15

PLAN

COMMISSIONERS: Commissioners Ron Hahn, Terra DeBaltz, Darci Chandler, Lori Nichols, Vice Chair Dawn Ellison, and Chairman Tom Kibort.

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COMMISSIONERS

ABSENT: Commissioner Robert Chandler was absent.

ALSO PRESENT: Director of Development Services Charles Nordman and Development Manager Margo Griffin

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4. Public Comments None.

5. Approval of Minutes

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A. Approval of the June 10, 2019 Plan Commission Meeting Minutes

No additions or corrections were noted.

A MOTION was made to approve the June 10, 2019 Plan Commission Meeting Minutes.

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MOVED: Commissioner DeBaltz

SECONDED: Vice Chair Ellison

AYES: Commissioners Darci Chandler, Hahn, DeBaltz, Vice Chair Dawn Ellison, and Chairman Tom Kibort

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NAYS: None

ABSTAIN: Commissioner Nichols

MOTION CARRIED 5:0:1

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B. Approval of the June 24, 2019 Plan Commission Meeting Minutes

No additions or corrections were noted.

A MOTION was made to approve the June 24, 2019 Plan Commission Meeting Minutes.

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MOVED: Commissioner Hahn

SECONDED: Vice Chair Ellison

AYES: Commissioners Nichols, Hahn, Vice Chair Dawn Ellison, and Chairman Tom Kibort
NAYS: None
ABSTAIN: Commissioners DeBaltz and Darci Chandler
5 **MOTION CARRIED 4:0:2**

10 5. Public Hearing(s)

A. Petition No. 19-7.1, Huntley Cheer Association, petitioner, and Property Dynamics, LLC XXXII, Inc., owner, 10721-10727 Wolf Drive, Requesting a Special Use Permit to operate an Indoor Recreation Facility in the “M” Manufacturing District.

15 **A MOTION was made to open the public hearing to consider Petition No. 19-7.1.**

MOVED: Vice Chair Ellison
SECONDED: Commissioner DeBaltz
20 **AYES:** Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

25 Chairman Kibort stated that a public hearing is being conducted and all audience members that would like to speak tonight must be sworn in. Chairman Kibort asked anyone wishing to speak to stand and be sworn in. The following individuals were sworn in:

30 Margo Griffin, Development Manager, Village of Huntley
Brian Spaid, Huntley Cheer Association

SUMMARY

35 Manager Griffin summarized the project overview. Huntley Cheer Association is requesting a Special Use Permit to operate an Indoor Recreation Facility at 10721-10727 Wolf Drive. The property is zoned “M”-PUD” Manufacturing – Planned Unit Development. The Special Use Permit will allow the Huntley Cheer Association to train and store their equipment within the 10,000 square foot lease space. Huntley Cheer is currently located in the building directly to the east in Wolf Business Park and the move will assist in reducing costs for the mostly volunteer organization. The space was previously leased by Huntley Gymnastics Academy & Academy of Cheer (which closed in early 2019). Huntley Cheer supports over 200 athletes within grades first through eighth.
40 Cheerleading training takes place primarily Monday through Friday between 5:00 p.m. and 9:00 p.m.

STAFF ANALYSIS

45 Manager Griffin summarized the parking needs for the business and parking availability at Wolf Business Park. The facility will serve as a practice facility with most athletes being dropped-off and picked-up for practice sessions. Huntley Cheer is not proposing to host competitions at the facility. According to the petitioner, there are typically between ten (10) to fifteen (15) parking spaces needed to accommodate parents and instructors. The center parking lot provides 178 parking spaces that are shared by the nearby tenants. The entire Wolf Business Park has 482 parking spaces.

50 Manager Griffin reviewed the requirements for Special Use Permits. When reviewing a Special Use Permit the Plan Commission must consider the standards identified in Section 156.068(E) of the Zoning Ordinance. No Special Use Permit shall be recommended or granted pursuant to Section 156.068(E) unless the applicant

establishes the following (*The petitioner's responses to the standards were provided as an exhibit with the report*):

- 5 (a) *Code and Plan Purposes.* The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.
- (b) *No Undue Adverse Impact.* The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.
- 10 (c) *No Undue Interference with Surrounding Development.* The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.
- (d) *Adequate Public Facilities.* The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.
- 15 (e) *No Undue Traffic Congestion.* The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.
- (f) *No Undue Destruction of Significant Features.* The proposed use and development will not result in the destruction, loss or damage of natural, scenic and historic feature of significant importance.
- 20 (g) *Compliance with Standards.* The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

REQUESTED ACTION

25 Manager Griffin concluded the presentation stating the petitioner requests a motion of the Plan Commission, to recommend approval of Petition No. 19-7.1, Huntley Cheer Association, petitioner, and Property Dynamics, LLC XXXII, owner, 10721-10727 Wolf Drive, Requesting a Special Use Permit to operate an Indoor Recreation Facility in the "M" Manufacturing zoning district.

30 Staff recommended the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
- 35 2. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
3. No Signage is approved as part of the Special Use Permit.

40 Manager Griffin introduced Brian Spaid from Huntley Cheer Association and stated he was prepared to answer questions from the Commission.

Chairman Kibort asked if there any comments from members of the public. There were none.

45 All commissioners stated they were happy to see the business in Huntley and there were no objections presented.

Chairman Kibort asked if there were any additional questions or comments from members of the Plan Commission. There were none.

A MOTION was made to close the public hearing to consider Petition No. 19-7.1

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MOVED: Vice Chair Ellison
SECONDED: Commissioner Nichols

AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.

NAYS: None

ABSTAIN: None

5 **MOTION CARRIED 6:0:0**

10 **A MOTION was made to approve Petition No. 19-7.1, Huntley Cheer Association, petitioner, and Property Dynamics, LLC XXXII, Inc., owner, for a Special Use Permit to operate an Indoor Recreation Facility in the “M” Manufacturing District, 10721-10727 Wolf Drive, subject to the following conditions:**

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.

15 2. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.

20 4. No Signage is approved as part of the Special Use Permit.

MOVED: Commissioner DeBaltz

SECONDED: Vice Chair Ellison

AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.

25 **NAYS:** None

ABSTAIN: None

MOTION CARRIED 6:0:0

30 B. Petition No. 19-7.2, Guggenheim Development Services, LLC, as petitioner, and Viking-TDC Huntley LLC, as owner, Outlot 3 of the Huntley Grove Commercial Subdivision, Requesting approval of a Special Use Permit for Automobile Repair (Minor) for Jiffy Lube; and Final Planned Unit Development, including any necessary relief.

35 **A MOTION was made to open the public hearing to consider Petition No. 19-7.2.**

MOVED: Commissioner Nichols

SECONDED: Commissioner Darci Chandler

40 **AYES:** Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.

NAYS: None

ABSTAIN: None

45 **MOTION CARRIED 6:0:0**

Chairman Kibort stated that a public hearing is being conducted and all audience members that would like to speak tonight must be sworn in. Chairman Kibort asked anyone wishing to speak to stand and be sworn in. The following individuals were sworn in:

50 Charles Nordman, Director of Development Services, Village of Huntley
Carrie Williams, Greenberg Farrow (on behalf of Guggenheim Development)

SUMMARY

Director Nordman began with a PowerPoint presentation reviewing the particulars of the project. Guggenheim Development is proposing to construct a 3,261 square foot Jiffy Lube with five (5) service bays on Outlot 3 (1.01 acres) of Huntley Grove, immediately east of Auto Zone. The development also includes a 1,093 SF basement, bringing the total building floor area to 4,354 square feet.

The Annexation Agreement approved in 2007 for the subject property established the Preliminary Planned Unit Development and framework for the development of the Huntley Grove Commercial Subdivision stipulating that the Plan Commission and Village Board is to review and approve the Final Planned Unit Development plan for each Lot/Outlot. The Village's Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provides further standards for development throughout the commercial subdivision.

Site Plan

Director Nordman reviewed the site plans. As proposed, the site plan is in adherence to the building and parking setback requirements, including the proposed 50.5-foot front building setback, and the 26-foot front parking setback from Kreutzer Road. The proposed plan utilizes a shared driveway entrance (with Auto Zone) at the southwest corner of the site, and facilitates two-way traffic along the west side. The west side of the building serves as the main parking lot and the entrance for vehicles to enter the service bays. After servicing, the vehicles will leave the building through the east bay doors, and will drive south to the get back to the shared access point.

The site plan includes fourteen (14) parking spaces, including two required (2) ADA stalls. The covenants for Huntley Grove dictate 4 spaces per 1,000 square feet of building area, thereby requiring fourteen (14) parking spaces. Furthermore, the proposed 10' x 19 parking stalls meet the new parking requirements.

Building Elevations

Director Nordman stated the building will be primarily constructed of egret white face brick, a brown stone veneer wainscot, bronze anodized aluminum garage doors. As required by the Huntley Grove PUD, the front (facing Kreutzer Road) includes enhanced architectural elements, including stone veneer accent columns, decorative accent windows and awnings. The parapet wall is designed to fully screen all mechanicals. In accordance with the Commercial Design Guidelines, the dumpster enclosure is constructed of brick materials to match the Jiffy Lube building façade; however, the gates shall be constructed of ribbed steel panels instead of the proposed composite decking inserts shown on plans. Director Nordman noted, the petitioner has agreed they will be updating their plans to include gates with ribbed steel panels. Director Nordman also discussed an error with the architectural plans showing red awnings for the project; however, the awnings should be bronze as shown in the sign plan.

Landscape Plans

Director Nordman reviewed the landscaping plans. The proposed site plan depicts foundation landscaping and plantings within the parking lot islands and bump-outs as required by the Village's Commercial Design Guidelines. Sixteen (16) trees are included in the landscape plan, including eight (8) skyline thornless honey locust, four (4) common hackberry, three (3) greenspire littleleaf linden, and one (1) autumn brilliance serviceberry. The proposed landscaping at the base of the monument sign is in conformance with the Sign Regulation requirements.

Lighting

Parking lot lighting proposed for the Jiffy Lube site utilizes the Steinberg 1230 Prairie Series fixtures. This matches the light fixtures installed within the other developed lots in Huntley Grove. The lighting fixtures will be required to provide the requisite 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line.

Signage

Director Nordman reviewed the sign plan for Jiffy Lube. The site plan delineates a monument sign at the northwest corner of the site. The sixteen square foot (16 SF) illuminated “Jiffy Lube multicare” sign face measures 4’ x 4’ and will be wrapped with egret white face brick and a stone cap and will match the materials utilized on the building. When built, the entire monument structure will measure 36 square feet (6’ x 6’).

Director Nordman stated the proposed wall signage includes nine (9) wall mounted signs including four (4) illuminated “Jiffy Lube” logo signs on the front (north), rear (south), and side (east) and main entrance (west) side. The remaining five are flat fascia panel signs, including one (1) sign on the east side above the exit for the service bays, and four (4) signs listing services (i.e., oil changes, brakes) above the service bay doors on the west side of the building. In accordance with the Sign Ordinance, the building would be permitted one wall sign; therefore, relief will be required to allow eight (8) additional wall signs.

Special Use Permit

Director Nordman discussed the process for reviewing a Special Use Permit. The Plan Commission must consider the standards identified in Section 156.068(E) of the Zoning Ordinance. No Special Use Permit shall be recommended or granted pursuant to Section 156.068(E) unless the applicant establishes the following (The petitioner’s responses to the standards are provided as an exhibit to this report):

(a) Code and Plan Purposes. The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.

(b) No Undue Adverse Impact. The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.

(c) No Undue Interference with Surrounding Development. The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

(d) Adequate Public Facilities. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.

(e) No Undue Traffic Congestion. The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential street.

(f) No Undue Destruction of Significant Features. The proposed use and development will not result in the destruction, loss or damage of natural, scenic and historic feature of significant importance.

(g) Compliance with Standards. The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

Village Board Conceptual Review

Director Nordman stated the Village Board reviewed conceptual plans for the project at their June 27, 2019 meeting and gave positive reviews for the project. Questions predominantly focused on the dumpster location, but no changes were recommended.

REQUESTED ACTION

Director Nordman concluded the presentation stating the petitioner requests a motion of the Plan Commission, to recommend approval of Petition No. 19-7.2, Guggenheim Development Services, LLC, as petitioner, and Viking-TDC Huntley LLC, as owner, Outlot 3 of the Huntley Grove Commercial Subdivision, Requesting approval of a Special Use Permit for Automobile Repair (Minor) for Jiffy Lube; and Final Planned Unit Development, including any necessary relief.

Director Nordman recommended the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

- 5 1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
- 10 3. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
4. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The lighting fixtures will be required to provide the minimum 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line.
- 15 7. The gates on the dumpster enclosure shall be constructed of ribbed steel panels.
8. No building plans or permits are approved as part of the submittal.
9. No sign permits are approved as part of the submittal.

20 Director Nordman introduced Carrie Williams from Greenberg Farrow to answer any comments from the Plan Commission.

Chairman Kibort asked if there any comments from members of the public. There were none.

25 Carrie Williams stated Director Nordman has done a very nice presentation and she has nothing further to add. She then offered the Commissioners the opportunity to view the building materials board she had brought to the meeting.

30 Commissioner DeBaltz stated she was pleased with the project and asked about parking spaces for employees. Ms. Williams responded they would be using the parking lot spaces and at their busiest time, there would be 6 employees during a shift.

Commissioner Nichols stated she like the bronze awnings, and was happy with the entire project.

35 Vice Chair Ellison said she thought the red awnings were brighter, but she would go with the bronze. Vice Chair Ellison also commented on the south elevation, and requested the petitioner enhance the signage. She added, this elevation currently shows only the “J” logo, and requested the petitioner add “Jiffy Lube” to the sign.

40 Commissioner Hahn stated the Jiffy Lube facility was a good use for the lot, and he agreed enhanced signage was a good idea for the south elevation.

Chairman Kibort agreed with the enhanced signage for the south elevation.

Commissioner Darci Chandler liked the entire project.

45 Chairman Kibort inquired about the timing of the project. Ms. Williams stated she thought the developer was prepared to start construction on the project as soon as possible.

Chairman Kibort asked if there were any additional questions or comments from members of the Plan Commission. There were none.

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A MOTION was made to close the public hearing to consider Petition No. 19-7.2

MOVED: Commissioner DeBaltz
SECONDED: Commissioner Hahn
AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
5 **NAYS:** None
ABSTAIN: None
MOTION CARRIED 6:0:0

10 **A MOTION was made to approve Petition No. 19-7.2, Guggenheim Development Services, LLC, as petitioner, and Viking-TDC Huntley LLC, as owner, Outlot 3 of the Huntley Grove Commercial Subdivision, Requesting approval of a Special Use Permit for Automobile Repair (Minor) for Jiffy Lube; and Final Planned Unit Development, including any necessary relief, subject to the following conditions:**

- 15 1. All public improvements and site development must occur in full compliance with the submitted plans and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
20 3. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
4. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
25 6. The lighting fixtures will be required to provide the minimum 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line.
7. The gates on the dumpster enclosure shall be constructed of ribbed steel panels.
8. No building plans or permits are approved as part of the submittal.
9. No sign permits are approved as part of the submittal.

30 *One additional condition was added with the motion by the Plan Commission:*

1. Extra signage, "Jiffy Lube" should be added to the south elevation.

35 **MOVED:** Vice Chair Ellison
SECONDED: Commissioner DeBaltz
AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
NAYS: None
ABSTAIN: None
40 **MOTION CARRIED 6:0:0**

45 C. Petition No. 19-6.7, Principal Construction Corp., petitioner, and General RV Center, owner, 14000 Automall Drive, Request is for approval of (i) an Amended Special Use Permit for Recreational Vehicle Sales; (ii) Final Plat of Consolidation; and (iii) Site Plan Review, including any necessary relief in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley. The application proposes an expanded recreational vehicle storage lot for General RV Center located at 14000 Automall Drive.

50 **A MOTION was made to open the public hearing to consider Petition No. 19-6.7.**

MOVED: Commissioner Nichols
SECONDED: Vice Chair Ellison
AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
5 **NAYS:** None
ABSTAIN: None
MOTION CARRIED 6:0:0

10 Chairman Kibort stated the petitioner advised staff that they were making changes to the plan and wished to ask for a continuance for the Public Hearing.

A MOTION was made to continue Petition No. 19-6.7, Principal Construction Corp., petitioner, and General RV Center, owner, 14000 Automall Drive, to the July 22, 2019 Plan Commission meeting.

15 **MOVED:** Vice Chair Ellison
SECONDED: Commissioner Hahn
AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
20 **NAYS:** None
ABSTAIN: None
MOTION CARRIED 6:0:0

25 7. Discussion

Director Nordman advised the Commissioners the Village Board was considering merging the Zoning Board of Appeals and the Plan Commission. He stated, in essence the Plan Commission would most likely be taking over the duties of the Zoning Board of Appeals. Members of the Plan Commission and Zoning Board of Appeals will be kept apprised of the decision and how things will go after the Board gives staff their policy direction.

30 Director Nordman stated the next regularly scheduled Plan Commission meeting is scheduled for Monday, July 22, 2019.

35 8. Adjournment

At 7:00 pm, a MOTION was made to adjourn the July 8, 2019 Plan Commission meeting.

40 **MOVED:** Vic Chair Ellison
SECONDED: Commissioner Darci Chandler
AYES: Commissioners Hahn, Nichols, DeBaltz, Darci Chandler, Vice Chair Ellison, and Chairman Kibort.
NAYS: None
ABSTAIN: None
MOTION CARRIED 6:0:0

45 Respectfully submitted,

Margo Griffin

Development Manager
Village of Huntley