

VILLAGE OF HUNTLEY
PLAN COMMISSION MEETING
Monday, December 14, 2020
MINUTES

5

CALL TO ORDER

Chairman Tom Kibort called to order the Village of Huntley Plan Commission meeting for December 14, 2020 at 6:37 p.m. The meeting was held virtually in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. *In light of the COVID-19 public health emergency and the prohibition of public gathering of 10 or more, the Plan Commission conducted the meeting remotely via an online video platform. Due to technical difficulties, the meeting was not recorded.*

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PLEDGE OF ALLEGIANCE

Chairman Kibort led the Pledge of Allegiance.

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ROLL CALL

PLAN

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

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COMMISSIONERS

ABSENT: None

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

4. **Public Comments** None.

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5. **Approval of Minutes**

A. Approval of the October 12, 2020 Plan Commission Meeting Minutes

Chairman Kibort noted the final vote for adjournment on page 3, line 43, included two names of Commissioners who were absent. Commissioners Lori Nichols and Terra DeBaltz should be removed.

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A MOTION was made to approve the October 12, 2020 Plan Commission Meeting Minutes, with noted changes.

MOVED: Vice Chair Dawn Ellison
SECONDED: Commissioner Robert Chandler
AYES: Commissioners Ron Hahn, Darci Chandler, Robert Chandler, Vice Chair Dawn Ellison, and Chairman Tom Kibort
NAYS: None
ABSTAIN: Commissioners Lori Nichols and Terra DeBaltz
MOTION CARRIED 5:0:2

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6. Petitions/Public Hearings:

5 A. Petition No. 20-12.1, Shepherd of the Prairie Lutheran Church, petitioner and owner,
10805 Main Street – Request for approval of (i) a Final Planned Unit Development,
including any necessary relief; and (ii) a Special Use Permit for a Memory Garden with
Columbarium, within the “RE-1 (PUD)” Residential Estate Planned Unit Development-
zoned property, in accordance with the site plan that has been submitted to, and is on file
with, the Village of Huntley, pursuant to the requirements of Section 156.204 of the
Huntley Zoning Ordinance.

Chairman Kibort announced Manager Griffin would be giving a PowerPoint presentation to review the
petition.

15 Manager Griffin reviewed a PowerPoint presentation.

Development Summary

20 Manager Griffin reviewed an aerial photo and stated Shepherd of the Prairie Lutheran Church recently
presented plans to amend the Planned Unit Development to include a Memory Garden with
columbarium vaults and niches, and an accessory storage building. Columbarium vaults are permanent
structures for the placement of the ashes after someone has been cremated. Columbarium vaults require
a Special Use permit as they are burial buildings and considered a cemetery per Section 156.068 (F) (3)
of the Zoning Ordinance. The Memory Garden and Columbarium vaults have been approved as a
religious cemetery by the State of Illinois under the Section 8 of the Illinois Cemetery Act (760 ILCS
100/1). The project is anticipated to be constructed in Spring 2021.

Site Plan & Landscaping – Memory Garden

30 Manager Griffin reviewed the architectural plans and artist rendering for the Memory Garden which
showed the addition of a 32’ x 32’ octagonal concrete pad and plans for one (1) 72 niche columbarium
vault, and four (4) 24 niche vaults, and four benches. While the proposed maximum buildout of the
32’x32’ pad provides for eight (8) vaults with a total of 240 niches, the project will begin with the center
72 niche vault. The benches will likely be added in 2022, and the remaining 7 vaults will be added
when needed. The site plan also includes a new brick paver walkway, with a portion of the bricks being
sold and engraved to memorialize those who have passed.

35 Manager Griffin reviewed the landscape plan. Manager Griffin stated the Memory Garden will be
surrounded with landscaping in order to offer a place of solitude to those visiting and paying their
respects. There are currently five (5) mature Colorado Spruce trees in the location next to the
columbarium site. One (1) of the existing spruce trees will be relocated from the southwest corner to the
northeast corner of the Memory Garden. A new landscape bed will be added to the west side of the
columbarium which includes three (3) Bailey Red Dogwoods, eleven (11) Purple Salvias, and two (2) 8’
Colorado Spruce. Directly north of the Columbarium three (3) 8’ Douglas Fir Pines will be planted.

45 *Accessory Structure*

 Manger Griffin reviewed the accessory structure. The 24’x24’ Menards Design-It Garage is proposed to
be located along the south side of parking lot and will take up three (3) parking spaces. The garage

location meets the 5-foot rear setback requirement for accessory structures and it will not encroach into the 20-foot municipal utility easement that runs along the south lot line. The proposed hardie board siding will match the material and color scheme of the church. The accessory structure will be utilized for storage of maintenance equipment and extra construction materials. No street vehicles will be parked inside the structure.

Manager Griffin stated the development currently has 203 parking spaces, which exceeds the required 159 parking spaces for the 26,500 square foot building. The removal of the three parking spaces to install the accessory building will bring the total spaces to 200. When the project is complete, the site will still exceed the minimum number of required parking spaces by 41.

Special Use Permit

Manager Griffin discussed the procedure for Special Use Permits. When reviewing the Special Use Permit for the Memory Garden with columbarium vaults 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*):

- (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.

Manager Griffin referenced the petitioner's Special Use Permit qualifying statement and narrative was included in the packet information.

Manger Griffin stated Cemeteries require additional Special Use Standards per Section 156.068 (F) (2), and reviewed the specific requirements:

- (a) The site proposed for a cemetery shall not interfere with the development of a system of collector and larger streets in the vicinity. In addition, the site shall have direct access to a public thoroughfare. *The site meets the standard.*
- (b) Any new cemetery shall be located on a site containing at least ten acres. *The church site is 7.03 acres and will require relief.*
- (c) All burial buildings shall be set back at least 80 feet from any street bounding the cemetery and at least 55 feet from all side and rear lot lines. A burial building is any building used for the interment of bodies or other remains of persons who have died, including mausoleums, vaults or columbaria. *The columbarium pad site meets all the setback requirements.*
- (d) All graves or burial lots shall be set back at least 30 feet from any street bounding the cemetery and at least 25 feet from all side and rear lot lines. *The columbarium pad site meets all the setback requirements.*
- (e) Existing cemeteries may continue to operate in a manner consistent with the existing development in the area presently occupied. Any expansion to land not occupied must comply with the requirements of this section, subsequent to the issuance of a special use permit. *No additional land is required and the cemetery will be on the church owned property.*
- (f) Adequate parking shall be provided on the site, and no cemetery parking shall be permitted on any public street. *Adequate parking is available on site.*

Action Requested

Manager Griffin stated the petitioner is requesting a motion of the Plan Commission, to recommend approval of Petition No. 20-12.1, Shepherd of the Prairie Lutheran Church, petitioner and owner, 10805 Main Street – Request for approval of (i) a Final Planned Unit Development, including any necessary relief; and (ii) a Special Use Permit for a Memory Garden with Columbariums, within the “RE-1 (PUD)” Residential Estate Planned Unit Development-zoned property.

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

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
4. Any trees removed as part of this project must be relocated or replaced with a similar size and variety of species immediately.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building permits are approved as part of this submittal.

Manager Griffin concluded her slide presentation, and introduced Pastor Mark Boster, Ralph Wehnes, Kathy Miller, and Rich Paeth from Shepherd of the Prairie Church, and stated they were available to answer questions from the Commission.

Chairman Kibort thanked Manager Griffin and requested a motion to open the Public Hearing.

A MOTION was made to open the public hearing to consider Petition No. 20-12.01

5 **MOVED:** Vice Chair Dawn Ellison
SECONDED: Commissioner Lori Nichols
AYES: Commissioners Lori Nichols, Darci Chandler, Robert Chandler, Ron Hahn, Terra DeBaltz, Vice Chair Dawn Ellison, and Chairman Tom Kibort
10 **NAYS:** None
ABSTAIN: None
MOTION CARRIED 7:0:0

15 Chairman Kibort stated that as this public hearing, anyone wishing to testify must be sworn in and asked those wishing to please raise their right hand. He then swore in Pastor Mark Boster, Ralph Wehnes, Kathy Miller, Rich Paeth and Manager Griffin.

20 Chairman Kibort asked the representatives for Shepherd of the Prairie Church if they had anything to add.

Mr Ralph Wehnes stated staff had done a great job of reviewing the petition, and he thanked them for their assistance throughout the project. He stated he had just a couple of additional statements.

25 Mr. Wehnes stated the Memory Garden is planned to be a private area of solitude that will be open to members of the church. He added that the maximum number of niches will be 240, and that each niche can hold the remains of two people. To date, they have pre-sold 34 niches. The project is expected to begin in March 2021, when weather is appropriate to relocate the Spruce tree.

30 Chairman Kibort then asked if there were any other comments from the petitioners. There were none.

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

Chairman Kibort then asked for comments or questions from the Commission.

35 Vice Chair Dawn Ellison stated she had no additional questions and she was in favor of the project as it was presented.

Commissioner Ron Hahn stated he was in favor of the project and it was a logical addition to the church.

40 Commissioner Darci Chandler stated she approved of the project and agrees the landscaping should be kept up.

Commissioner Lori Nichols stated she likes the look of the project and has no objection.

45 Commissioner Terra DeBaltz stated she agrees with the positive comments of the other Commissioners.

Commissioner Robert Chandler stated he thinks it is a great project and he particularly likes the idea of

having an area of solitude.

Chairman Tom Kibort stated he has no issues at all, and commended the petitioners on their project.

5 There were no further comments from the Commission.

Chairman Kibort requested a motion to close the public hearing.

A MOTION was made to close the public hearing to consider Petition No. 20-12.01.

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MOVED:	Commissioner Terra DeBaltz
SECONDED:	Commissioner Lori Nichols
AYES:	Commissioners Lori Nichols, Darci Chandler, Robert Chandler, Ron Hahn, Terra DeBaltz, Vice Chair Dawn Ellison, and Chairman Tom Kibort
NAYS:	None
ABSTAIN:	None
MOTION CARRIED	7:0:0

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Chairman Kibort requested a motion to approve the petition.

A MOTION was made to approve Petition No. 20-12.1, Shepherd of the Prairie Lutheran Church, petitioner and owner, 10805 Main Street – Request for approval of (i) a Final Planned Unit Development, including any necessary relief; and (ii) a Special Use Permit for a Memory Garden with Columbariums, within the “RE-1 (PUD)” Residential Estate Planned Unit Development-zoned property, in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, pursuant to the requirements of Section 156.204 of the Huntley Zoning Ordinance, subject to the following conditions:

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- 1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.**
- 2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.**
- 3. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.**
- 4. Any trees removed as part of this project must be relocated or replaced with a similar size and variety of species immediately.**
- 5. All permanent and seasonal plantings must be replaced immediately upon decline.**
- 6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.**
- 7. No building permits are approved as part of this submittal.**

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MOVED:	Commissioner Ron Hahn
SECONDED:	Commissioner Robert Chandler
AYES:	Commissioners Lori Nichols, Darci Chandler, Robert Chandler, Ron

Hahn, Terra DeBaltz, Vice Chair Dawn Ellison, and Chairman Tom Kibort

NAYS: None

ABSTAIN: None

5 **MOTION CARRIED 7:0:0**

6. Discussion

10 Director Nordman stated the next regularly scheduled meeting is Monday, December 28th, however there were currently no petitions scheduled for that date. He added, that would likely make tonight's meeting the final meeting of the year. Director Nordman then wished everyone a happy holiday and he looked forward to seeing everyone again in the new year.

7. Adjournment

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At 7:05 pm, a MOTION was made to adjourn the December 14, 2020 Plan Commission meeting.

MOVED: Vice Chair Ellison

SECONDED: Commissioner Lori Nichols

20 **AYES: Commissioners Lori Nichols, Darci Chandler, Robert Chandler, Ron Hahn, Terra DeBaltz, Vice Chair Dawn Ellison, and Chairman Tom Kibort**

NAYS: None

ABSTAIN: None

25 **MOTION CARRIED 7:0:0**

Respectfully submitted,

Margo Griffin

Development Manager

30 Village of Huntley