

**VILLAGE OF HUNTLEY
VILLAGE BOARD
MEETING MINUTES
May 12, 2022**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, May 12, 2022 at 7:03 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Timothy Hoeft; Trustees: Ronda Goldman, Mary Holzkopf, Curt Kittel, Harry Leopold and JR Westberg.

ABSENT: Trustee Kanakaris

IN ATTENDANCE:

Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Finance Cathy Haley, Director of Development Services Charles Nordman, Director of Public Works and Engineering Tim Farrell, Deputy Chief of Police Linda Hooten, Deputy Chief of Police Amy Williams, Management Assistant Barbara Read, Information Technology Manager Karl Schmidt and Village Attorney Betsy Gates-Alford.

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

SPECIAL PRESENTATIONS:

- i. Proclamation: National Police Week: May 11 - 17, 2022

Mayor Hoeft thanked all the members of the Village of Huntley Police Department for everything they do and read the following proclamation:

WHEREAS, there are more than 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Village of Huntley Police Department;
WHEREAS, since the first recorded death in 1791, more than 23,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;
WHEREAS, the men and women of the Huntley Police Department have made the commitment to provide upstanding and unequalled dedication in serving and protecting Huntley residents, businesses and visitors;
WHEREAS, the Huntley Police Department sponsors community events and services such as Bike Huntley, National Night Out, Citizen Police Academy, Neighborhood Watch, and L.E.A.D. the Way just to name a few; and
WHEREAS, the mission statement of the Village of Huntley Police Department states "With crime prevention and law enforcement as our cornerstone, the Huntley Police Department is committed to providing professional service through a well-trained staff working with the community and other departments and agencies to maintain a safe, friendly village".
NOW, THEREFORE, BE IT PROCLAIMED, on behalf of the Village Board of Trustees, I Village President Timothy J. Hoeft, hereby request all residents to publicly salute the service of law enforcement officers in our great community and in all communities across the nation.

Deputy Chief Hooten, Deputy Chief Williams, Sergeant Willard, Officer Juliano, Officer Prokuski and Officer Swigart accepted the proclamation on behalf of the Police Department.

ii. Proclamation: National Public Works Week: May 15 – 21, 2022

Mayor Hoeft thanked the members of the Village of Huntley Public Works & Engineering Department for everything they do and read the following proclamation:

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Village of Huntley; and,
WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,
WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Village of Huntley to gain knowledge of and to maintain ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,
WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,
RESOLVED, I, Timothy J. Hoeft, Village President do hereby designate the week of May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Director of Public Works and Engineering Tim Farrell accepted the proclamation on behalf of the department.

PUBLIC COMMENTS: None

CONSENT AGENDA:

All items listed under Consent Agenda are considered to be routine by the Village Board and may be approved and/or accepted by one motion with a Roll Call Vote. If further discussion is needed, any member of the Board may request that an item be moved off of the Consent Agenda to Items for Discussion and Consideration.

- a) Consideration – Approval of the May 12, 2022 Bill List in the Amount of \$361,517.98
- b) Consideration – Resolution Approving the Bid Award to Precision Pavement Marking, Inc. through the Municipal Partnering Initiative (MPI) for the 2022 Paint Pavement Marking Program

- c) Consideration – Resolution Approving the Bid Award to Patriot Pavement Maintenance for the 2022 Crack Sealing Program
- d) Consideration – Resolution Approving Professional Services Agreements with Christopher B. Burke Engineering, LTD in an Amount Not to Exceed \$30,100 for a Drainage Investigation and Stormwater Analysis at Vine Street and at South Union Road
- e) Consideration – Ordinance Proposing the Establishment of a Special Service Area for the Huntley Commercial Center Subdivision

Mayor Hoeft asked if the Village Board had any comments or changes to the Consent Agenda; there were none.

A MOTION was made to approve the May 12, 2022 Consent Agenda.

MOTION: Trustee Kittel
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

ITEMS FOR DISCUSSION AND CONSIDERATION:

Mayor Hoeft reported that agenda item 7a included a public hearing and a resolution for the Huntley Crossings Phase 1 development and requested a motion to open the Public Hearing.

- i. Consideration – Annexation Agreement Amendment Relating to Huntley Crossings Phase 1, Including:
 - ii. Public Hearing – Annexation Agreement Amendment Relating to Huntley Crossings Phase 1
 - ii. Consideration – A Resolution Approving and Authorizing the Execution of a First Amendment to the Rubloff Phase I Development Annexation Agreement Relating to Huntley Crossings Phase 1

A MOTION was made at 7:12 p.m. to Open the Public Hearing.

MOTION: Trustee Leopold
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

Mayor Hoeft asked Staff to begin the presentation for Huntley Crossings.

Director of Development Charles Nordman said Huntley Crossings Development, LLC has submitted a request to amend the Rubloff Phase I Development Annexation Agreement relating to the commercial development commonly known as Huntley Crossings Phase I (south of Powers Road). The Village entered

into the original Annexation Agreement with Rubloff Huntley LLC on February 20, 2007. The proposed amendments relate to monument signage and the ability to develop additional drive-through restaurants on the outlots. The amendments also clarify lot number designations, which have changed since the original agreement.

Monument Signage

The original agreement allowed two 30-foot tall shopping center monument signs, one each at the corner of Powers Road/Route 47 (near Culver's and identified as Sign A) and at the northeast corner of Huntley Crossings Drive/Route 47 (near Harris Bank and identified as Sign B). The proposed amendment would allow alternative locations for the sign originally as proposed at the northeast corner of Route 47/Huntley Crossings Drive (Sign B). The alternate locations are proposed at the southeast corner of Route 47/Huntley Crossings Drive and approximately 300 feet south of the Route 47/Huntley Crossings intersection (see Exhibit C of the proposed amendment for specific locations). Sign A would be for the benefit of the Lot 9 owner and Sign B would be for the benefit of Lot 2 (Hampton Inn).

The proposed amendment would also allow the Route 47 outlots to have a monument sign up to 15 feet in height for any sign located outside of the 100-foot stormwater management easement. The original annexation agreement restricted the height of the outlot monument signs to six feet.

Drive-Through Restaurants

The original annexation agreement allowed a maximum of two drive-through restaurants on the Route 47 outlots. The proposed amendment would allow a maximum of four drive-through restaurants on the outlots.

FINANCIAL IMPACT

None.

LEGAL ANALYSIS

The Village Attorney has reviewed the annexation agreement amendment and all is in order for Village Board action.

Director of Development Services said that Mr. Jim Purinton representing the petitioner is in attendance to address any questions or concerns of the Village Board.

Mayor Hoeft thanked Director Nordman and noted that no one had signed up for public comments. He asked if anyone present wished to be heard from the audience for this petition item. There were none.

Mayor Hoeft asked for a motion to close the public hearing.

A MOTION was made at 7:17 p.m. to Close the Public Hearing.

MOTION: Trustee Westberg
SECOND: Trustee Holzkopf
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

Mayor Hoeft asked if the Village Board had any questions or concerns. Trustee Westberg asked if anyone is currently looking at the property and if there was someone looking, would it be a duplicate to a business already in Huntley. Mr. Purinton said there is an outlot developer looking to buy the three remaining lots, but he did not know what would be built on the sites. He added that the outlot developer hoped to begin construction on at least one of the lots yet this year. Trustee Westberg said he liked that the signs are taller and asked if they were brick with a stone cap. Mr. Purinton said yes.

Mayor Hoeft asked if there were any further questions; there were none.

A MOTION was made to approve at a Resolution Approving and Authorizing the Execution of a First Amendment to the Rubloff Phase I Development Annexation Agreement Relating to Huntley Crossings Phase 1

MOTION: Trustee Leopold
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

- a) Conceptual Review - Proposed Site Plan and Building Elevations for an Expansion to More Brewing and New Hotel to be Located at 13980 Automall Drive; and Authorization to Begin Negotiations for a Business Development Agreement

Director of Development Services Charles Nordman said the petitioner, 13980 Automall LLC, is proposing to construct a ±49,665 square foot expansion to the existing More Brewery to accommodate increased production capacity and the addition of a distillery. More Hospitality LLC has proposed a 4-story, 97 guestroom hotel to be located south of the brewery and distillery. The proposed hotel would operate as a Towneplace Suites by Marriott, which is an extended-stay style hotel. The proposed developments would occupy the remaining land within the inner ring of Automall Drive.

The subject property is zoned “C-2” Regional Retail – Planned Development District, which allows a microbrewery as a special use (subject to limitations) and a hotel as a permitted use. A distillery is a use that is not currently included in the Zoning Ordinance and will require an amendment to add it as a special use in the “C-2” zoning district.

STAFF ANALYSIS

Brewery/Distillery Expansion Site Plan

The petitioner proposes to construct a new ±49,665 square foot building addition to the south of the existing brewery for a total building area of 76,286 square feet. The building addition is configured to allow the existing outdoor silos and garbage enclosure to remain in their current location. The building addition will house barrel tanks and a new canning machine among other new equipment normally associated with a distillery. The proposed building addition is setback ±20 feet from the east and west lot lines, which would require relief to encroach into the platted 50 foot building setback along Automall Drive. The main distillery entrance faces southwest and would be accessible from the new parking lot to the south of the building.

Hotel Site Plan

The proposed hotel is located approximately 200 feet south of the brewery/distillery expansion. The hotel's main entrance would face north towards the brewery/distillery and an enclosed swimming pool would be located to the south of the building. The site plan does not provide setbacks for the hotel, although it appears the hotel will require relief to encroach into the platted 50 foot building setback along Automall Drive. The owners have secured a franchise flag with Marriott.

Parking

The parking lot to accommodate the brewery/distillery addition and new hotel is located between the two buildings and is intended to be utilized as a shared lot. The parking lot offers 96 parking spaces with access provided through two curb cuts on both the east and west ends of Automall Drive. Parking for the brewery's existing restaurant and taproom is primarily provided to the north of the building and meets the 135 parking spaces required for the restaurant and brewery (this consists of 116 parking spaces and 19 landbanked parking spaces). The new hotel would require 97 parking spaces (1 space for each room) and the brewery/distillery expansion would require at least 50 parking spaces (assuming all 49,655 square feet are used for warehouse/storage), totaling 147 required parking spaces. Based on this, relief would be required to reduce the required number of parking spaces by 50 spaces. Parking requirements for the addition will need to be reevaluated when a floor plan is provided for the building. Staff notes, there are an additional 78 parking spaces provided on Automall Drive.

Required Approvals

The request to expand the brewery's production area and the addition of a distillery will require an amendment to the Village's Zoning Ordinance to redefine microbrewery and add a distillery as a special use in the "C-2" Regional Retail zoning district. The Ordinance currently requires that a microbrewery producing more than 30,000 barrels and less than 120,000 barrels per year must include a restaurant on the premises. Furthermore, a microbrewery which produces more than 30,000 barrels and less than 120,000 barrels per year shall be limited in floor area, such that the floor area used for manufacturing and its ancillary uses shall not be greater than the floor area used for retail (restaurant) and its ancillary uses. The existing brewery consists of an approximately 14,000 square foot restaurant/taproom and 11,302 square feet of manufacturing, which complies with the Zoning Ordinance requirements; however, the expansion of the brewery will result in the area of manufacturing exceeding the size of the restaurant.

Additionally, the proposed project will require amending the existing special use for More Brewing, site plan review, and a plat of resubdivision to move the existing lots lines.

FINANCIAL IMPACT

The petitioner has estimated the expansion to the brewery and addition of a distillery to be a \$5 million investment. The construction of the hotel is estimated to be a \$12 million investment. The petitioner is seeking authorization from the Village Board to enter into negotiations for a Business Development Agreement that would provide assistance for the proposed projects.

Comprehensive Plan

The I-90/IL 47 Gateway Plan identifies the Automall for mixed commercial and states the area should be targeted for a mix of commercial development that serve as a regional draw, such as general retailers, sporting goods stores, restaurants, and service uses.

LEGAL ANALYSIS

None.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus, and the following goal: “*Location of Choice for New and Expanding Businesses of All Sizes.*”

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Mayor Hoeft asked the petitioners to come forward and asked if they had anything to add to staff’s presentation. Mr. Sunny Patel thanked the Mayor and Board of Trustees for their consideration saying it is More’s second phase of expanding the brewery and they are excited to be presenting a concept for a hotel.

Trustee Goldman asked how many rooms are being planned for the hotel, if there will be a meeting room and if signage will be included on I-90. Mr. Mitesh Patel, partner, said there are currently 89 rooms planned and yes there is a meeting room and a boardroom planned for corporate customers. Village Manager Johnson stated that staff and representatives from More have been working with the Toll Highway Authority for some time to obtain signage along the tollway. He added that the hotel would not be eligible to be on a tollway sign but hoping for a tourist attraction type of sign that would include the brewery and distillery. Trustee Goldman asked when they plan to start construction. Mr. Mitesh Patel said construction will begin in July of 2023 per their agreement with the franchise.

Trustee Westberg asked if the brewery and the distillery units were connected and if distillery included vodka. Mr. Sunny Patel said the buildings were connected, the distillery will include vodka and whiskey and have a small production area of approximately 10,000 s.f.

Trustee Holzkopf said she is happy that More is expanding because these last couple of years have been so challenging and asked if the islands would stay in place in the parking lot for aesthetic reasons but also because they add a safety component. Mr. Perry Patel said the islands will stay and that they want the hotel to look as beautiful as possible because it is the entryway to Huntley. Trustee Holzkopf asked if the building and expansion will happen if the Village is able to give them an incentive or not. Mr. Perry Patel said it would definitely help.

Trustee Leopold asked if they were planning retail sales in the distillery. He added that he did not like the concept plan for the hotel and would like to see the building improved and include more landscaping around the building. Mr. Perry Patel stated there will be retail sales in the distillery and that this is a rough concept plan for the hotel and improvements will be made to enhance the beauty of the building. Mr. Patel said they will make a building that Huntley will be proud of.

Trustee Kittel thanked More for their expansion and being such a positive in the Village of Huntley. Trustee Kittel questioned if there was enough parking spaces for an 89 unit hotel plus the addition of the distillery. Mr. Patel said they could add 15 more parking spaces where the grassy area is. Mayor Hoeft asked if the trailer will be removed with the new building providing extra storage space. Mr. Patel said the trailer will absolutely go away. He added that the last two years have been so frustrating with COVID, but they are excited to be building the expansion and the hotel. Mayor Hoeft thanked More for expanding and doubling their business in the community and asked Mr. Patel to consider the Trustees comments this evening and to bring back a beautiful hotel for consideration of the Board.

Mr. Patel thanked the Mayor and Board for their time.

No action was taken on the proposed plans for this agenda item as it was conceptual review only. There was a general consensus to authorize staff to begin negotiations for a Business Development Agreement.

b) Conceptual Review – Proposed Site Plan and Home Elevations for Pod 10 of the Talamore Subdivision

Director of Development Services Charles Nordman stated that Lennar is the owner of approximately 178 acres located south of Reed Road that has been preliminary planned as Pods 9 and 10 of the Talamore Subdivision. At this time, Lennar has submitted conceptual plans to develop the area known as Pod 10 which is located near the terminus of Reed Road and adjacent to the railroad tracks. Pod 10 was preliminary planned for 457 townhomes and included right-of-way for the future extension of Algonquin Road. It is anticipated that plans to develop Pod 9, which is located east of Pod 10, will be submitted at a later date.

STAFF ANALYSIS

Lennar is proposing to develop the ±63.36 acres known as Pod 10 for the purpose of constructing 129 new single family homes with a minimum lot area of 9,520 square feet. The average lot area will be 11,541 square feet with the largest lot having an area of 19,417 square feet. Access to the subdivision is proposed from Reed Road with the opportunity for additional connections should Reed Road be extended as land to the north and west of the subdivision is annexed into the Village. The proposed site plan also provides land for the future extension of Algonquin Road as required by past development agreements.

Landscaping

Lennar has provided a conceptual landscape plan that proposes a 100-foot wide “conservation easement” buffer along the southern edge of Pod 10, adjacent to the railroad tracks and the McHenry County Conservation District property that abuts the railroad tracks. The existing stormwater management basin at the northwest corner of the site plan will remain and has been placed in an outlot that will be maintained by the association. Along the eastern edge of the property, native plantings are proposed in the rear of lots abutting the wetland area. Entry landscaping and an outlot providing a landscaped buffer ranging from 25 – 35 feet is provided at the rear of the lots backing to the future extension of Reed Road.

Home Product

The proposed single family home product for Pod 10 is a continuation of the same product currently offered in Pod 8A Phase 1. Seven different floor plans have been offered each providing four elevation options. The following is a summary of the proposed plans:

Model	Type	Square Feet	Bedrooms	Garage
Adams	1 Story	2,146	3 BR	3 Car
Matisse	1 Story	2,365	3 BR	3 Car
Galveston	2 Story	2,612	4 BR	3 Car
Rainier	2 Story	2,758	4 BR	3 Car
Weston	2 Story	2,907	4 BR	3 Car
Santa Rosa	2 Story	3,084	4 BR	3 Car
Sequoia	2 Story	3,237	4 BR	3 Car

Required Approvals

The proposed use of the property shall require a rezoning from “M” Manufacturing District to the proposed “RE-1 (PUD)” Residential Estate District – Planned Unit Development. The development shall also require approval of a Preliminary/Final Plat of Subdivision and Special Use Permit for Preliminary/Final Planned Unit Development. These development actions shall require a public hearing by the Plan Commission.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus, and the following goal: “*Location of Choice for Residents.*”

FINANCIAL IMPACT

Pod 10 would be subject to current impact fees for the school, library, and fire districts. The required park land dedication has already been provided within the existing portions of the Talamore subdivision.

LEGAL ANALYSIS

None.

COURTESY REVIEW

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Director Nordman stated Mr. John McFarland from Lennar was in attendance to answer questions.

Mayor Hoeft asked if there were any questions or comments.

Trustee Westberg questioned the side yard setbacks being only 9’ and asked if this product was the same as Pod 8. Director Nordman said it was the same product and that the proposed setbacks being presented are the same as what was built within the subdivision other than they are requesting a 35’ rear yard setback instead of a 40’ setback.

Trustee Goldman said she liked the product and is ready to see construction begin. Trustee Holzkopf said the product is beautiful and is glad Lennar is building in Huntley again and questioned how the extension of Algonquin Road would impact the homeowners since a bridge would need to be constructed to go over

the railroad tracks. Village Manager Johnson said that a disclosure of some sort would be provided to the homebuyer. Trustee Leopold questioned if an easement would be needed from the neighboring property owner to extend Reed Road to the west. Village Manager Johnson said yes and that previous discussions have taken place over the years in preparing for the extension. He said that Staff would reach out to resume discussions.

Mayor Hoeft thanked Mr. McFarland for building in Huntley again and asked if anyone had any further questions. There were none.

No action was taken on this agenda item as it was conceptual review only.

- c) Conceptual Review – Proposed Site Plan and Building Elevations for a Panera Bread Drive-Through Restaurant on Outlot 5 of the Huntley Grove Commercial Subdivision

Director of Development Services Charles Nordman said Hamra Enterprises has submitted a conceptual site plan and building elevations for the construction of a Panera Bread restaurant on Outlot 5 of the Huntley Grove Commercial Subdivision (southeast corner of Route 47 and Kreutzer Road). Hamra was previously before the Village Board on June 22, 2017 for approval of a 7,500 square foot multi-tenant building that included a 4,200 square foot Panera Bread restaurant with a drive-through and 3,300 square foot adjoining retail space (Ordinance (O)2017-06.29). The Final Planned Unit Development and Special Use Permit approved by Ordinance (O)2017-06.29 have since expired and Hamra is required to resubmit a development application for the new plan.

The new conceptual plan for the site proposes a 3,480 square foot Panera Bread restaurant to be located Outlot 5 (1.87 acres) of Huntley Grove Commercial Subdivision. The site plan also identifies a future 1,890 square foot standalone retail building. The site is zoned “B-3” Shopping Center Business District and is subject to the Par/Tucker Annexation Agreement. The petitioner has stated that it is their intention to build and open by the end of the year.

STAFF ANALYSIS

Site Plan

The site plan proposes a 3,480 square-foot building with parking for 76 vehicles. Based on restaurant seating for 60, the Zoning Ordinance requires 20 parking spaces. The construction of the retail building would require an additional 8 parking spaces, for a total of 28 required parking spaces on the site. The building’s main entrance will be located at the northwest corner of the building with doors facing both north (towards Kreutzer Road) and west (towards Route 47). Access to the site will be provided by a driveway shared with AutoZone. Vehicles entering the site would circulate one-way counter clockwise around the building. The building’s trash enclosure would be located behind the building at the southeast corner of the site. The drive-through window and menu board would be located along the rear elevation of the building with an island separating the drive-through lane from the parking lot drive aisle. The site plan also includes parking stalls that are 10 feet in width and 19 feet in depth.

Building Elevations

The building elevations primarily consist of thin brick and Nichiha fiber cement panels. Formglas fiberglass reinforced panels would be used to accent the main entrance of the restaurant and drive-through window.

Signage

The proposed Panera Bread sign plan includes wall signage on all four elevations of the building. The Route 47 (west) and Kreutzer Road (north) elevations include signage stating “Panera Bread” with logo above. The west elevation, facing Route 47, will also include advertising panels featuring pictures of products and/or specials (these panels are illustrated as black rectangles on the building elevations). The east elevation of the building, facing AutoZone, includes the Panera Bread logo above the drive-through window. The south elevation of the building includes signage stating “Panera Bread” and also includes a large Panera Bread logo mural. A proposed ground sign has not been presented for concept review, but shall be provided with the application for Final Planned Unit Development. The ground sign must be constructed with brick to match the building elevations.

Required Relief

The proposed plans require the following relief:

1. A parking setback of 10 feet is required from side lot lines. A setback of approximately ± 2 feet is proposed along the side lot line adjacent to the multi-tenant retail center to the south. *Similar relief was approved for the site plan presented in 2017.*
2. The Sign Ordinance limits the number of wall signs to one per street frontage, therefore allowing two wall signs for the site. Relief is required to allow a total of nine wall signs on the building and to allow wall signs to be located on the non-street frontage elevations of the building.

Required Approvals

The new plans for the Panera Bread restaurant will require the following review and approvals from the Plan Commission and Village Board:

1. Special Use Permit for a restaurant with a drive-through.
2. Final Planned Unit Development, including any necessary relief.
3. The construction of the 1,890 square foot retail building will require Final Planned Unit Development approval to allow a second building on the lot.

LEGAL ANALYSIS

None.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus, and the following goal: “*Location of Choice for New and Expanding Businesses of All Sizes.*”

Courtesy Review

The petitioner has requested the Village Board to conceptually review the proposed plans. The Village Board is not required to provide a formal position statement on the proposal, and the petitioner shall not be required to comply with any position statements which are offered. The concept review shall provide the petitioner with initial comments and concerns that should be considered as they proceed in the formal review process. The Village Board and its individual members are not bound by any comments made during the discussion and the petitioner acknowledges that it cannot claim in the future any reliance whatsoever on those comments.

Mayor Hoeft asked Mr. Joseph Gross, representing Hamra Enterprise, if he had anything to add to Director Nordman’s presentation. Mr. Gross said Director Nordman did a great job and that they are looking forward to building in Huntley. Mayor Hoeft said the Village is also looking forward to seeing construction begin, it has been too long waiting. Trustee Leopold agreed that this process has taken too long and began the discussion asking how many spaces will be provided for pickup. Mr. Gross said there are typically six pickup

spaces. Trustee Leopold said he did not care for the roofline or the advertising paddles on the wall. He asked if something could be added on the east or south elevation instead of having the walls look so plain. Mr. Gross said he would pass along Trustee Leopold's request.

Trustee Kittel asked if there were any plans or timeframe for the second building being constructed or what the intent was for the building and who would maintain the empty lot until something gets built. Mr. Gross said the empty lot would be maintained by Hamra. Trustee Kittel asked what the seating capacity is for the outside patio. Mr. Gross said he was not sure and it depended on the amount of business anticipated for each location. Their Naperville store has seating for 60 and anticipates Huntley being the same. Trustee Goldman questioned the second building being detached and asked what would typically go in the second building. Mr. Gross said that some of the businesses that have gone in the second building have been Noodles & Company, Wendy's and beauty salons, but it could be anything. Trustee Goldman asked when they expected to break ground. Mr. Gross said the intent is to be finished with the site before the end of 2022.

Trustee Westberg expressed his concern about the project being first presented in 2013 and hopes to see construction started and finished soon. Trustee Holzkopf asked if this was a standard sized store compared to others and what is the inside seating capacity. Mr. Gross said the seating capacity was 60. He added that it will be very similar to other stores being constructed in the area and encouraged the Board to visit some of the stores because they will like what they see. Mayor Hoeft said he too has seen this project through the process since 2015 and is anxious to see a shovel in the ground and construction started. He said he would like to see the plans enhanced before they come back for approval and that he looks forward to seeing the project built in Huntley. Mr. Gross thanked Mayor Sass and the Board for their time.

No action was taken on this agenda item as it was conceptual review only.

- d) Consideration – Authorizing the Addition of a Full-Time Maintenance Worker in the Public Works and Engineering Department; Streets, Underground Utilities and Fleet Services Division

Village Manager David Johnson said the Public Works and Engineering Department is currently authorized for 37 full-time equivalent (FTE) positions across its Administration & Engineering; Building & Grounds; Utilities; and Streets, Underground Utilities & Fleet Services Divisions. The International Union of Operating Engineers (IUOE) Local 150 Collective Bargaining Agreement represents all full-time employees in the Streets, Underground Utilities and Fleet Services Division in the following job classifications: Mechanic, Maintenance Worker, General Utility Worker, General Utility Worker II, and Crew Leader. The FY22 budget authorizes 15 FTE bargaining member employees, up from 14 FTE authorized in FY21. The current number of Maintenance Works is 7 FTE. It is proposed that the number be increased to 8 FTE.

STAFF ANALYSIS

Work tasks and assignments in the Streets, Underground Utilities & Fleet Services Division were previously supported by hiring part-time seasonal staff in the winter months for snow plowing and in the warm weather months for right-of-way maintenance. The FY22 budget includes employing up to three seasonal support staff for right-of-way maintenance. Attracting qualified applicants for seasonal support has been difficult. For FY22, there are no qualified applicants for right-of-way maintenance seasonal support to date. An additional full-time Maintenance Worker in the Streets, Underground Utilities & Fleet Services Division is necessary to keep pace with the workload and continue quality service delivery.

Historically, the Village's staffing levels in all departments, including Public Works and Engineering, have been conservative and below comparable communities in the region. By example, the Village's authorized/budgeted number of full-time equivalent (FTE) positions for FY22 is 107. The total number of current FTEs employed by the Village is 101.5. The Village's Management Team remains committed to providing the highest levels of service in the most cost efficient manner; however, the Village's population and business base continues to grow, which correlates to an increase in demand for service in all departments.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies "*Organizational Excellence*" as a strategic focus and the following goal: "*Highest Level of Customer Service.*" Increasing staff levels within Public Works and Engineering is necessary to maintain service levels as the Village continues to grow.

FINANCIAL IMPACT

Based on a review of the Village's current and future financial position in the General Fund, sufficient financial resources are available to cover the increase in personnel costs for the addition of a full-time Maintenance Worker.

LEGAL ANALYSIS

None required.

Mayor Hoeft asked if there were any questions or comments. There were none.

A MOTION was made Authorizing the Addition of a Full-Time Maintenance Worker in the Public Works and Engineering Streets, Underground Utilities & Fleet Services Division.

MOTION: Trustee Holzkopf
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

e) Consideration – Resolution Adopting a Small Business Assistance Grant Program

Deputy Village Manager Lisa Armour said the Village Board approved the 2022 Economic Development Work Plan on January 27th. One of the work plan action items is to implement small business assistance programs to provide assistance with start-up costs, expansion costs, and building and improvements and upgrades for both building owners and tenants. A draft set of program parameters was provided to the Village Board for review and discussion.

STAFF ANALYSIS

Per Village Board discussion, the following grant programs are proposed:

- Code Compliance Grant for Tenants, maximum of \$20,000 (no more than 25% of project cost)

- Building Owners Improvement Incentive Grant, maximum of \$30,000 (no more than 20% of project cost)
- Business Location, Start-Up, and Expansion Grant, maximum of \$20,000 (no more than 50% of project cost)

A summary of the programs and eligible expenditures was provided.

2022-2025 STRATEGIC PLAN ALIGNMENT

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goal: “*Location of Choice for New and Expanding Businesses of all Sizes.*” The assistance programs would help smaller businesses seeking to grow and expand.

FINANCIAL IMPACT

Applications will be accepted and reviewed on a first-come, first-serve basis, with grants awarded based on available funds. Actual cost to be determined depending upon the number of participants.

LEGAL ANALYSIS

None required.

Deputy Village Manager Armour said she would like to thank Melissa Stocker, Marketing & Recruitment Specialist for her help with the program and would address any questions of the Board.

Trustee Westberg said he helps high school students by conducting mock interviews on occasion and asked if a marijuana dispensary would be eligible for this program. Mayor Hoeft said it would not because it is not an approved use within the Village. Trustee Westberg asked if the Village Board will be considering each business for the grant program and if the Board would receive feedback from the Small Business Development Center (SBDC) from the meeting with the applicants. Village Manager Johnson said the Village Board will have the ultimate say on all businesses submitting an application for the Small Business Assistance Program and would be given background information from the counseling with the SBDC.

Trustee Holzkopf said this program is very near and dear to her and she has been advocating for a program like this for quite some time. She said she sees this program as another bridge and opportunity for a small business to utilize the Shops on Main Street program and the Small Business Assistance Program to bridge them into a larger retail business. Trustee Holzkopf suggested there should be a payback schedule should the business close within the five year grant period. She said the business owner would feel more connected to the investment if they knew there could be a consequence of having to pay back money if the business was not successful. Mayor Hoeft said he understood the idea of the payback if a business fails, but he said that it is also difficult to get money from a failed business. The Village could spend more money on chasing the money owed than what is actually owed back to the Village.

Trustee Leopold said the \$5,000 minimum project cost would barely cover anything for a new business and suggested a minimum of \$10,000 for project costs be considered. He also said that if it is a new business looking to break ground and build a building, the amount should be much higher. Village Manager Johnson stated that a larger business looking to construct a new building wouldn't be considered for the grant program, but would likely negotiate with the Village Board for their own type of incentive program. He added that this proposed program would be to help the small to medium businesses get started.

Trustee Kittel said he did agree with Trustee Leopold with raising the minimum level to \$10,000. He said it could show the Village is more invested in the business if the amount was a little higher than the \$5,000. He added that he appreciates the work staff has done to create this program and include the flexibility of reviewing each business to help businesses become part of the Huntley community. Village Manager Johnson noted that if the program is modified from \$5,000 to \$10,000 the businesses with projects between \$0 - \$9,999 would be left out.

Trustee Goldman asked about the company recently hired to help find business to come to Huntley and if this program will conflict with their efforts. Village Manager Johnson said Retail Coach will be focusing on businesses outside the scope of the Small Business Assistance Program.

Trustee Holzkopf questioned if a business could apply for the Small Business Assistance and the façade program grant. Village Manager Johnson said a business could apply for both grants and mentioned again that the Village Board would have the ultimate say and control over the disbursements of the grant funds. Village Manager Johnson asked for clarification from the Trustees as to whether the project minimum will stay at \$5,000 or if they would like the cost raised to \$10,000. There was an overall consensus of the Board to keep the \$5,000 amount.

Village Manager Johnson asked the Village Board if they would like a provision called a clawback incorporated into the program which would place a specific amount for the Village to recoup for each grant if the business should fail. Trustee Kittel said there is too much flexibility in setting a specific amount because each grant it is awarded on a case by case basis. Mayor Hoeft asked if a personal guarantee would work better. Trustee Kittel said he would prefer the personal guarantee because that would put the pressure on the business owner signing a letter acknowledging that the Village would lose "X" amount of money if the business fails. Trustees Leopold and Holzkopf agreed. Mayor Hoeft asked if there were any other questions or comments; seeing none he called for a motion.

A MOTION was made to approve a Resolution Adopting a Small Business Assistance Grant Program.

MOTION: Trustee Holzkopf
SECOND: Trustee Westberg
AYES: Trustees: Goldman, Holzkopf, Kittel, Leopold and Westberg
NAYS: None
ABSENT: Trustee Kanakaris
The motion carried: 5-0-1

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: Village Manager Johnson provided a copy of the annual water report to the Board and said the report is being distributed in the May water bills. He added that the report shows that the Village's water system is in good order. Trustee Westberg asked if the TIF District at the Automall is expired. Village Manager Johnson said it is expired.

VILLAGE PRESIDENT'S REPORT: Mayor Hoeft announced that the last indoor farmers market is moving outside to Coral Street this Saturday and the weekly market begins on May 28. He said that this Saturday from 8am – noon residents can drop off branches at the Public Works building on Donald Drive. Mayor Hoeft stated that it has been one year for this Board to be together and that he thinks everyone is doing a wonderful job together, including staff. He said he is excited to see the business development going on in Huntley and that they are beyond most of the Covid regulations of masks and doing things virtually.

He thanked the Board members for comments and input and for having the best interest of the Village of Huntley in their hearts.

Trustee Leopold asked if the Village of Huntley is accepting drugs for disposal. Management Assistant Barb Read said the Police Department is not yet taking in drugs, but believes Northwestern Hospital can take the disposable drugs. She added that information would be included in the Manager's Report once the information is confirmed.

Mayor Hoeft asked if there were any other questions or comments; there were none.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:35 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahon
Village Clerk