



VILLAGE MANAGER'S REPORT September 2, 2022

- ▶ **Woodstock Street Parking Lot Scheduling**

A planned street closure of Woodstock Street between Coral and 1st Street is scheduled to take place on Friday, September 2 from 7 am-3 pm (approximately). The road is being closed to vehicular traffic to install a new storm sewer across Woodstock Street to provide drainage for the new parking lot. Pedestrian access to businesses will be maintained.
- ▶ **Fire Station Project**

Construction of the wall framing panels, which is being done offsite, will begin in the next two weeks. The panels would be delivered to the site beginning September 6th at the earliest.
- ▶ **Cornell Apartments (Catty)**

Exterior and interior work continues, with window installation and interior buildout taking place.
- ▶ **Shops on Main**

Attached is a copy of the draft program guidelines for prospective tenants for the Shops on Main. The guidelines will be presented to the Board for consideration on September 22nd. Staff has received several inquiries to date regarding interest in leasing a space.
- ▶ **Panera**

A building permit application and plans have been submitted for Panera Bread.
- ▶ **Lions Chase Commercial**

Development Services Department Staff met with the owner of the property located at the southeast corner of W. Main Street and Charles H. Sass Parkway regarding a proposed plan to construct three retail buildings on the site. The 5.9 acre property is zoned "B-2" Neighborhood Service. The site was zoned and platted in conjunction with the Lions Chase Subdivision. The proposed plan consists of two 9,225 square-foot multi-tenant retail buildings and a 14,251 square-foot building intended for a single user. No tenants have been identified at this time. A conceptual site plan and building elevations are attached.
- ▶ **North Rock Commercial Property**

Continental Properties, an apartment/multi-family real estate developer based in Menomonee Falls, Wisconsin, contacted the Village this week to communicate that it has the approximately 24.4 acre commercial area, east of the outlots where the Belle Tire Store and Tommy's Express Car Wash are under construction, under contract to purchase. Continental is interested in building apartments on the site. Similar to the Regency Square apartment discussion, the Village's land use plan would need to be amended and the property needs to be rezoned to accommodate the use.
- ▶ **Former Restaurant on Freeman Road**

The owner of the former restaurant site on Freeman Road contacted the Village to communicate that he received a letter of intent to lease the store for Adult-Use / Recreational Cannabis sales. Modifications to the Village's Code of Ordinances are required to allow such a use.

▶ **Plote Annexation Agreement Amendment – Well No. 13**

The Village's Project Manager, Bill Ganek, has been working with Plote to amend the Plote Annexation Agreement for the property east of the Wal-Mart and south of Kreuzer Road. One primary purpose of the amendment is to secure the property needed for the construction of the Village's new Water Well. In exchange, Plote is seeking assurance that infrastructure recapture agreements have been paid off and fee structure for development on the property be modified. Discussion on the proposed amendment is scheduled for the September 22nd Village Board meeting with a public hearing to follow at the October 13th meeting.

▶ **Chickens in Residential Areas**

A resident contacted the Village regarding her desire to have chickens on her property in Southwind. Trustee Holzkopf, the Village Manager, and Village Attorney held a conference call with the resident and explained the process that would need to be followed to allow chickens in the Village. The resident stated that she is interested in seeing the Village Board consider allowing chickens.

▶ **Meeting with Jim McConnell, Resident**

The Village Manager, Police Chief and Deputy Chief of Support Services met with Mr. McConnell to discuss illegal use of fireworks. Mr. McConnell filed a Freedom of Information request for all tickets issued over the last ten years. The request was reviewed by the Village Attorney and Mr. McConnell was provided with the names, but no addresses of the parties who have been cited.

▶ **Executive Team Leadership Meeting**

The Village's Executive Leadership Team consisting of the Village Manager, Deputy Village Manager, Director of Finance, Chief of Police, Director of Public Works and Engineering, Director of Development Services and Director of Human Resources met off-site at D.C. Cobbs in East Dundee to review the resident survey comments. The intent of the meeting was to review the comments through a different "lens." There were some different and unique "take-aways" from the meeting that will be presented and reviewed with the Village Board as a part of the budget process.

▶ **Annual Resident Survey – Comments**

Attached are the comments received since last week's report. The survey began on Tuesday, August 16th and closed on August 29th, with 1,341 responses. All results will be tabulated and forwarded to the Village Board as a part of the budget process.

▶ **Mosquito Spraying – September 2nd**

Mosquito spraying will take place on September 2nd.

Respectfully submitted,

David Johnson

Village Manager



SHOPS ON MAIN – PROGRAM HIGHLIGHTS

Thank you for your interest in becoming a vendor at Shops on Main in Huntley, Illinois! The application offers potential vendors the opportunity to describe their business and unique product offerings in addition to explaining why the business is a good fit for the Shops on Main program.

The Shops on Main program provides a retail space for entrepreneurial business owners to sell and showcase products and services of interest to area residents and visitors in downtown Huntley's retail shopping experience. The primary goal is to provide a platform to boost local business owners, artists and makers, and to act as a catapult in assisting them on the path to opening a brick-and-mortar shop in Huntley. This low-cost incubator environment provides an opportunity for the business owner to furnish and stock a retail location, process in-person retail sales and further establish a budget including the costs of leasing a physical location.

The Village of Huntley Shops on Main seeks retailers with strong business and marketing plans. The vendors chosen from the pool of applicants will have the opportunity to enter into a seasonal rental agreement that will include the use of a brick-and-mortar store in the Shops on Main retail village. This program is focused on retail establishments that do not currently have a brick-and-mortar location in Huntley and is not designed for businesses that primarily offer services rather than products. Chosen businesses will deliver a store that is fully stocked with products as described in the vendor application.

Selected applicants will be required to sign a vendor agreement and will be responsible for following all Village, County and State business requirements as well as obtaining proper insurance coverage and licensing prior to the move-in date.

All vendors must participate in marketing and events. All vendors must commit to operating during the pre-established minimum operating hours, which will include special event dates.

ELIGIBILITY CRITERIA

Eligible vendors must be:

- Local retail businesses
- Common occurrences of businesses who *do not qualify* include:
 - franchises
 - full-service restaurants/food trucks
 - dispensaries
 - On-site food preparation. A food vendor applicant must cook and prep in an offsite kitchen and must hold proper licensure.
 - Salon-focused business types such as hair services, nail services, massage services, etc.
 - No smoking related concepts, guns or firearms, adult materials, gambling or pawn shops.
 - No onsite alcohol consumption.
 - No multi-level marketing, mass-produced, or resell companies will be allowed (examples include Avon, Pampered Chef, Norwex, etc.).
 - This program is not designed for businesses that primarily offer a service (the Village is focused on retail establishments).

As part of the process, applicants will be required to meet with Illinois Small Business Development Center (at McHenry County College or Elgin Community College). All applicants must submit a business plan (reviewed by the Illinois Small Business Development Center) to ensure that they are familiar and comfortable with the costs of establishing a physical business location. The business plan should include current sales and expense information and well as projected sales and expense projections as if operating a Shops on Main retail location.

BUILDING INFORMATION:

Selected applicants will be assigned a free-standing building in the Shops on Main shopping village.

Seasonal Rent: \$2,000 for 2023 Season (May-December)

Building Size: 12 ft. x 12 ft. with a front porch

Provided: Electricity, Heating, Cooling, Lighting, Wi-Fi.

Please note: We have a LIMITED supply of electricity available. If your power needs are greater than that needed for standard lighting fixtures, please provide details on the application submission.

Generators are not allowed.

Running water is not available.

No food preparation allowed on site.

Signage will be universal. All vendors will provide the Village with a logo that will be used on the approved signage throughout the Shops on Main community. No additional signage will be allowed.

The interior of the space must be reminiscent of a true retail space. The use of temporary fixtures will not be allowed (no folding tables, no plastic shelving or bins, etc.). Furniture based fixtures should be used. Garment racks are allowed. Pictures must be included in the application submission for review.

No fixtures may be displayed outside. All products must be housed inside the building with the exception of designated 'sidewalk event' days.

No holes will be allowed in the wall. Slat board will be installed on the walls for display purposes.

The building interior must be cleaned and maintained by the vendor.

MINIMUM REQUIRED HOURS (subject to change):

May – October:

Friday: noon to 7pm
Saturday: 9 am to 5pm
Sunday: 12pm to 4pm

November – December:

Friday: noon to 6pm
Saturday: 9 am to 5pm
Sunday: 12pm to 4pm

The Shops on Main vendors are required to be open during Village of Huntley Special Events to include: Summer Concerts in the Square (Tuesday evenings), 1st Friday Nights (first Friday of the

month July-October) Huntley Hootenanny Glow 5K, Very Merry Huntley. Specific operating hours and event dates will be provided with ample notice.

The days and hours listed are MANDATED and will be followed by all vendors. Please consider how you will handle the mandatory operating hour coverage if you cannot be there.

The Village's intent is to create a synergetic environment with all Shops operating on the same schedule. We understand that emergencies may arise and will handle issues on a case-by-case basis.

CANCELLATION POLICY

No refunds for vendor cancellations will be given. Vendors may not assign or sublease their space to another vendor. Only vendors listed and approved on the original agreement will be allowed to operate in the space. Vendor agreement may be terminated if the Vendor does not maintain the minimum agreed upon operating schedule hours.

SALES TAX

All applicable sales tax must be remitted and paid to the Village of Huntley and the State of Illinois. Please advise an accountant for guidance.

INSURANCE REQUIREMENTS

Approved vendors must carry insurance for the products and the space being rented prior to occupancy.

If your business type requires licensing, please provide evidence of current licensing with the application submittal.

REVIEW/APPROVE APPLICATIONS?

There will be an internal review o submitted applications. Finalists will be presented to the Village Board for approval.

APPLICATION FEE?

A \$100 application fee must accompany the application submission. This fee will be applied to the first month rent payment for chosen applicants, and will be refunded for any applicants not chosen as a vendor for this operating season.



VENDOR APPLICATION FORM

Business Owner First/Last Name _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Does applicant consent to a background check and credit check? Y or N

Business Name _____

Business EIN/State Tax ID _____

Business Website _____

Do you have a current physical location? yes no
If yes, please provide the current address: _____

Do you have a current website, Etsy and/or other online shop(s)? yes no
If yes, please provide website URL(s):

Do you have business social media accounts? yes no
If yes, please provide handles:

Please describe why you would like to be a vendor at the Shops on Main, including why you feel that your business is unique and should be chosen for the program.

Explain your experience with running a retail business in the past. Describe relevant experience such as: events you've participated in, online sales, previous or current brick-and-mortar locations you have operated

Please describe the products you plan to sell in detail. Attach at least five images for review that clearly reflect your business concept.

Note: please review ineligible business and product types before submission

Describe your shop's aesthetic. Share images of the fixtures and displays you intend to use to make your space your own. Help us envision the look and feel of your space. *Note: no folding tables, plastic storage items, etc. – all fixtures/furnishings must be permanent in nature. No holes will be allowed in the walls, however slat board will be installed in the upper portion of the walls for display purposes*

What is the average price point of the items you sell? Or, describe the range of price points that you intend to carry.

How do you currently market your business?

Will you be operating the store yourself? yes no

If no, how many staff members do you anticipate hiring? _____

Can you financially commit to the annual Shops on Main lease expense of \$2,000? yes no

As a Shops on Main applicant, you commit to consult with the Small Business Development Center at McHenry County College or Elgin Community College to create a Business Plan (or modify/review an existing business plan) which must include current and future projected sales/expense, budget and general business plan details.

Have you satisfied this requirement? yes no

Will you commit to the required minimum hours of operation? yes no

Will you commit to participating in media and marketing events held on site? yes no

Is your business presently licensed and insured? yes no

If you have a positive experience in the retail incubator Shops on Main program, would you be interested in leasing a Huntley location after the program has ended? yes no

Please attach additional pages as needed to fully address application questions

The Village of Huntley will review all applications and will be responsible for awarding space.

The intent of Shops on Main is to provide a shopping area that is unique and inviting and avoids duplication of products and services; however, based on the pool of applicants it is possible that vendors may be approved that sell similar items. Once approved as a vendor, any additional product offerings must be approved by the Village before being presented for sale.

Attach to the Application:

- Copy of your logo
- Copy of your proposed budget
- Copy of current Business Plan (If you do not have a Business Plan, a template format will be provided upon request). If selected as a vendor, a meeting with the Illinois Small Business Development Centers (SBDC) at McHenry County College or Elgin Community College will be required for additional guidance and assistance in solidifying the business plan to include the Shops on Main operating period.
- Images of planned fixtures, displays, décor
- Images of product offerings
- additional pages as needed

Please submit completed applications to:

Attention: Village of Huntley Shop on Main
via email:
via mail or dropoff: 10987 Main Street, Huntley, IL 60142

Please direct questions to:
Melissa Stocker, 847-515-5268, mstocker@huntley.il.us



1 Site - with floor plan
 001 1" = 50'-0"

PROPOSED HUNTLEY DEVELOPMENT
 SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
 HUNTLEY, IL
 PROPOSED ARCHITECTURAL FLOORPLAN
 1" = 50'-0"
 AUGUST 24TH, 2022
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2514 WEST PETERSON AVENUE
 CHICAGO, IL 60659
 PHONE: 773.508.5533 FAX: 773.508.5757
 www.akarchitects.com



PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
BUILDING RENDERINGS - OVERALL FRONT

AUGUST 24TH, 2022
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PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
BUILDING RENDERINGS - OVERALL BACK

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PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
BUILDING RENDERINGS - TYPICAL BUILDING

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PROPOSED HUNTLEY DEVELOPMENT
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HUNTLEY, IL
BUILDING RENDERINGS - MAIN TENANT

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PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
BUILDING RENDERINGS - OVERALL SITE

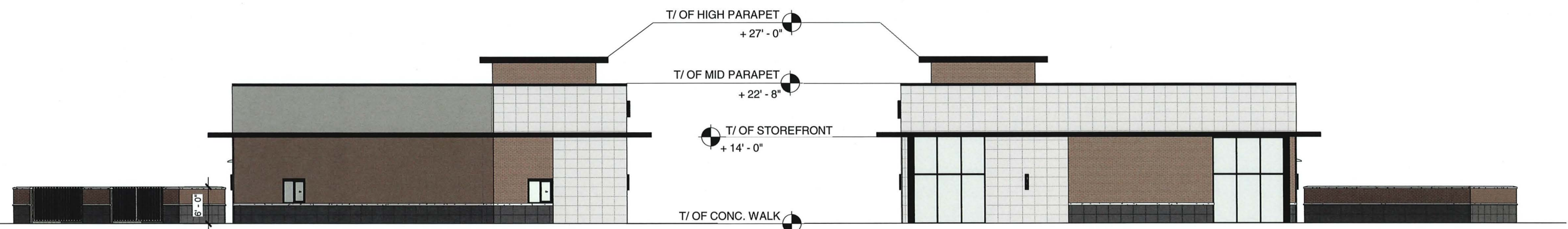
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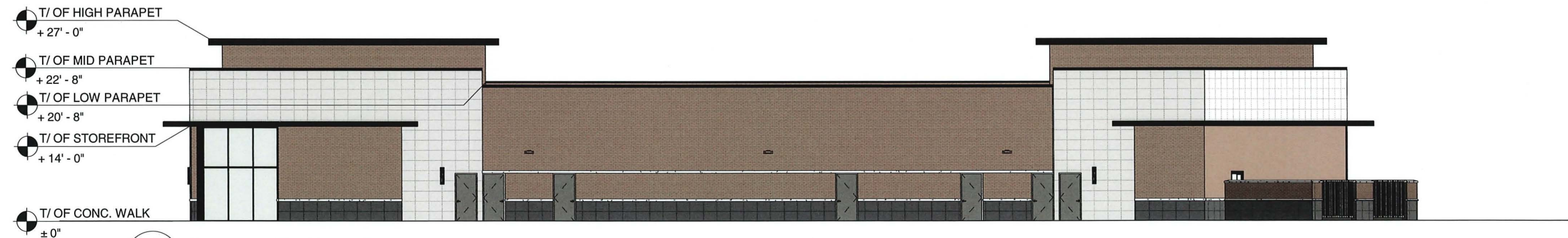


1 Building B/C - North Elevation
007 1/16" = 1'-0"



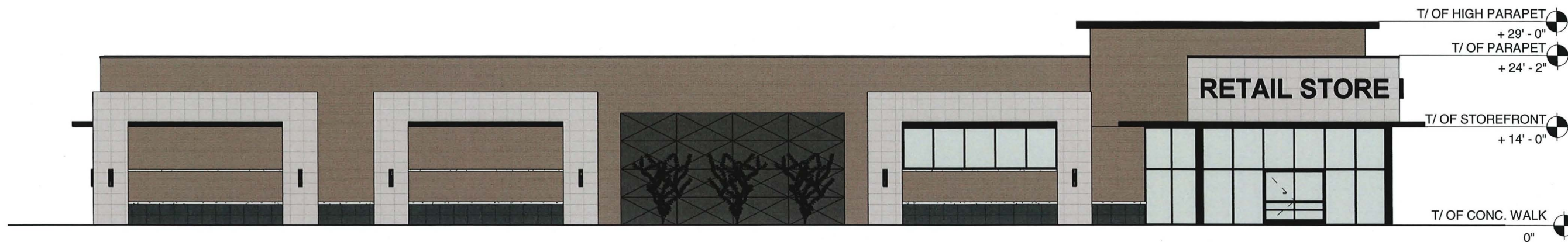
2 Building B/C - East Elevation
007 1/16" = 1'-0"

3 Building B/C - West Elevation
007 1/16" = 1'-0"

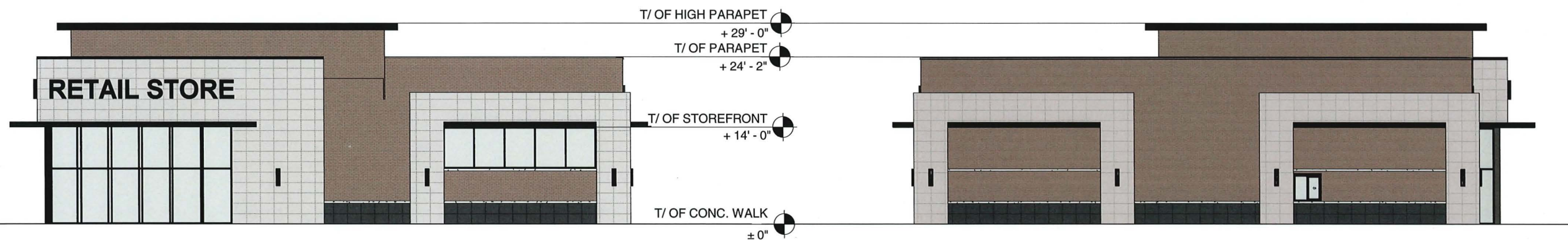


4 Building B/C - South Elevation
007 1/16" = 1'-0"

PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
Building B/C Elevations
1/16" = 1'-0"
AUGUST 24TH, 2022
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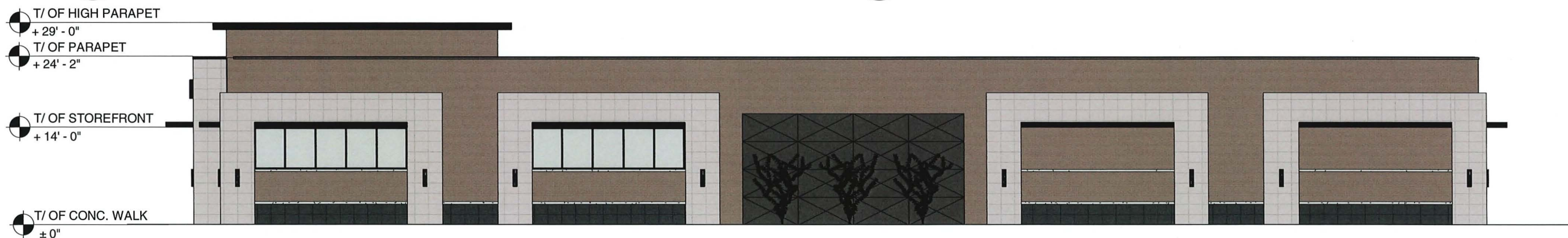


1 Building A - East Elevation
008 1/16" = 1'-0"



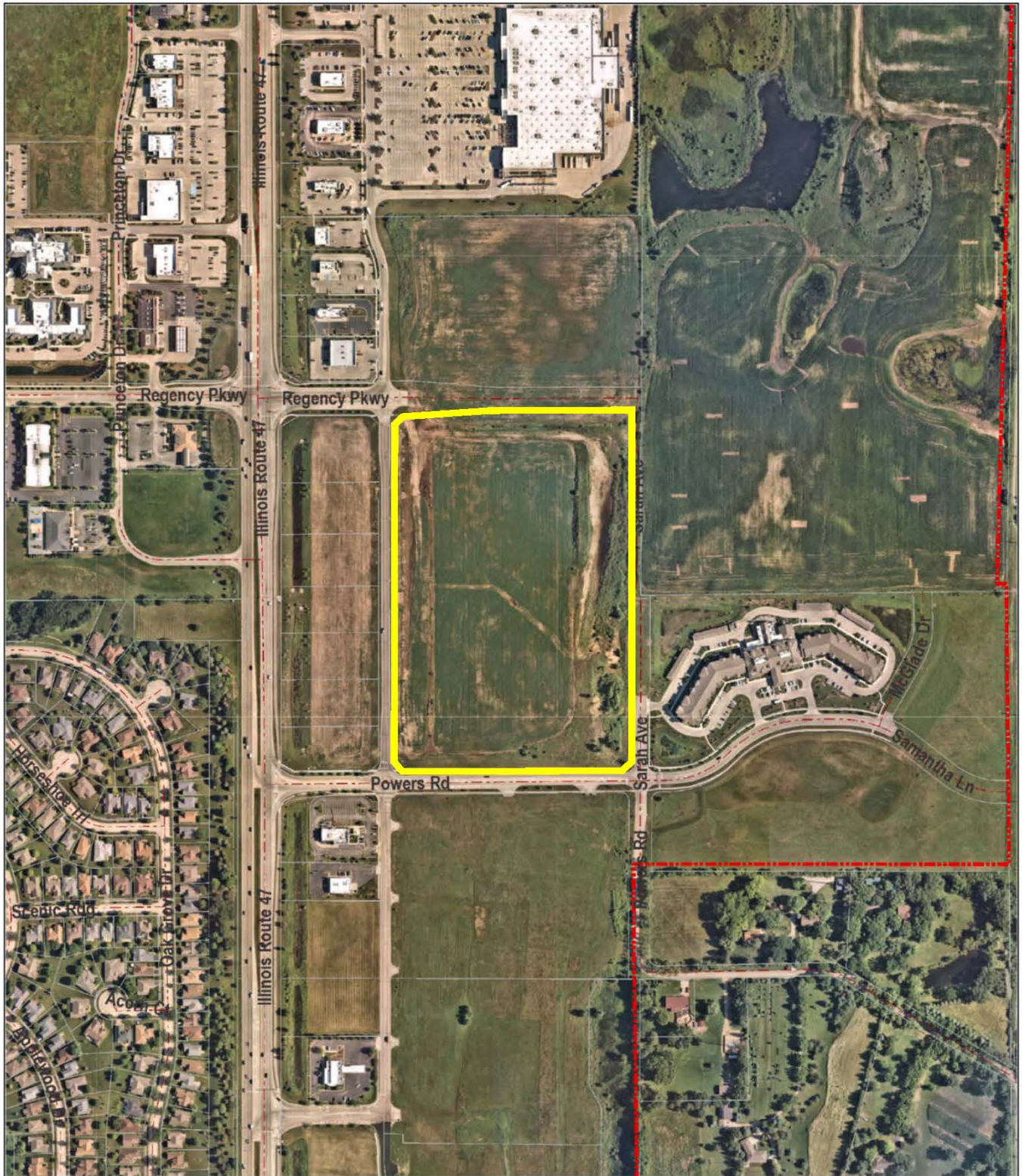
2 Building A - North Elevation
008 1/16" = 1'-0"

3 Building A - South Elevation
008 1/16" = 1'-0"



4 Building A - West Elevation
008 1/16" = 1'-0"

PROPOSED HUNTLEY DEVELOPMENT
SE CORNER OF WEST MAIN STREET AT KREUTZER ROAD
HUNTLEY, IL
Building A Elevations
1/16" = 1'-0"
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Continental Properties

24.4 acres

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VILLAGE OF HUNTLEY

10987 Main Street
 Huntley, IL 60142
 (847)669-9600

SCALE: 1" = 500'

Print Date: 9/2/2022

Annual Resident Survey Comments 2022

August 27–29, 2022

Not sure if this is the right place for these comments. The retail shopping in huntley is very poor. The Main Street shops may help when they open depending on the type of stores. But we really need a target or Meijers. Shopping for clothes and shoes is poor. Restaurants are another problem. We have plenty of fast food and carry out restaurants. But we need some nicer dining similar to Jameson's. Would be nice to have an Italian or Mexican restaurant with a nice indoor seating area.

I am happy to see the Georgian subdivision trail get repaved. I ride my bike or walk that trail all the time and it needed repaved for sure... Thanks and the downtown looks nice....

IM VERY HAPPY TO BE LIVING IN SUN CITY.

More STOP Signs

Proud to live in Huntley. The Board is not just focused on the present but with vision for the future.... Thank you to all who are involved in this process

WONDERING IF THE VILLAGE HAS ANY FEEDBACK ON THE SALE OF HUGE AMOUNT OF LAND BEING SOLD. WOULD LIKE TO SEE OVERSIGHT FOR LIMITING FOREIGN BUYERS!!!! COULD THE SNOW PLOWS TRY NOT TO PLOW AFTER DRIVEWAYS ARE CLEANED!!!! I KNOW EVERY STORM IS DIFFERENT, BUT, AFTER SOME STORMS MY DRIVEWAY SNOW MAY HAVE A FEW MILES ON IT FROM GOING BACK AND FORTH. DO NOT KNOW WHAT THE FINAL SOLUTION COULD BE??

It would be a great visual improvement to put the overhead wiring (electrical and or phone) underground. This would improve the looks of highway 47 through town and would likely improve reliability as well.

They are trying. Post Office not good enough. kf A

Building those new shops on Main Street is a complete waste of money. You never could support the shops that tried to exist in the Square so why do you think they'll walk down to those shops. You're also losing parking for the bands In August. Just another way to use our taxpayer money.

1)RE: traffic circle at Kreutzer & Huntley- Dundee Rd - DO NOT DO IT. Put in a light. Much less confusing. 2) what happen to Kreurzer Rd straightening at the train track? It never happened.

1) Huntley needs more bicycle paths and/or designated bicycle lanes. These should connect to surrounding communities of which there are many that have more and better bicycle routes than Huntley does. 2)Huntley should find a way to become more golf cart friendly. Currently no carts can venture outside of Sun City which severely limits their usefulness. Of course I understand the need to be mindful of safety considerations but more could be done even with that in mind.

Please plan better! As you allow more industrial growth make sure you offset it with forest preserve, open areas, wildlife pockets, walking trails, etc

There is always room for improvement.

My concern is with traffic when high school is in session. Speeding and drag racing on Coyne Station Road (which I understand is unincorporated which is McHenry county, but it is also concerning on Main Street and through Talamore subdivision.

Very concerned with the pace of growth and the possibility of lower income rental property given the overall lack of safety in Illinois including political representatives.

Very disappointed that the village doubled the fee of the water used in irrigation for our lawns.

Dislike the way the Mayor and Village Board are eager to loose the small town feel that Huntley originally had by allowing Amazon to build a huge facility that now is not needed until 2025 and the construction of a huge facility on Dahlmar and Rt. 47. Also boosting the population and lower the standard of living of the village by construction of apartments and townhouses. Many of Huntley residents came from Chicago to escape all of that. With all the downside this brings is it worth it?