

PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING



THURSDAY, JULY 15, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Items for Discussion
 - a) Discussion –Meeting Minutes June 17, 2010 Committee of the Whole and June 24, 2010 Village Board Meeting Minutes
 - b) Discussion – July 22, 2010 Bill List in the amount of \$1,431,414.91
 - c) Discussion – Ordinance (O)2010-07.38 – Approval of a Simplified Residential Zoning Variation for a building addition encroaching into the Rear Yard Setback - Frank Lund, 14038 Westmore Road
 - d) Discussion – Resolution (R)2010-07.30 – Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for Faith Community Church, 10547 Faiths Way
 - e) Discussion – Resolution (R)2010-07.31 – Granting a Temporary Use Permit to allow a temporary banner and waiver of permit fees for Shepherd of the Prairie Church, 10805 Main Street
 - f) Discussion – Resolution (R)2010-07.32 – Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for the Breast Cancer Support Hour of Sun City, 12880 Del Webb Boulevard
 - g) Discussion – Ordinance (O)2010-07.39 – Approval and Issuance of a Class “E” Liquor License – Huntley Park Foundation / 2010 Huntley Fall Fest
 - h) Discussion – Resolution (R)2010-07.33 – Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Fall Fest for the installation of temporary banners
 - i) Discussion – Emerald Ash Borer Update
5. Village Attorney’s Report
6. Village Manager’s Report

7. Village President's Report
8. Unfinished Business
9. New Business
10. Executive Session
 - a) Probable or Imminent Litigation and Pending Litigation
 - b) Contractual
 - c) Property Acquisition, Purchase, Sale or Lease of Real Estate
 - d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
 - e) Collective Bargaining
 - f) Appointment, Discipline or Removal Public Officers
 - g) Appointment of a Public Officer
 - h) Review of Closed Session Minutes
 - i) Other
11. Possible Action on any Closed Session Item
12. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.



David J. Johnson, Village Manager

Agenda Item: **June 17, 2010 Committee of the Whole and June 24, 2010 Village Board Meeting Minutes**

Department: **Village Manager's Office**

Introduction

The following meeting minutes are being presented for Village Board approval:

- June 17, 2010 Committee of the Whole
- June 24, 2010 Village Board

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval the above referenced meeting minutes.

Agenda Item: **July 22, 2010 Bill List in the amount of \$1,431,414.91**

Department: **Finance Department**


Included in the agenda packet is the July 22, 2010 Bill List. The Bill List has been reviewed by Staff. All is in order for Village Board approval at this time.

- | | |
|--|------------------|
| • Bill List - Detail Board Report | \$ 1,343,722.08 |
| • Bill List – Manual Checks Issued - 6/03/10 | \$ 1,996.07 |
| • Bill List – Manual Checks Issued - 6/10/10 | \$ 2,293.95 |
| • Bill List – Manual Checks Issued - 6/18/10 | \$ 11,217.41 |
| • Bill List – Manual Checks Issued - 6/24/10 | \$ 58,774.61 |
| • Bill List – Manual Checks Issued - 6/25/10 | \$ 5,263.00 |
| • Bill List – Manual Checks Issued - 6/28/10 | \$ 5,000.00 |
| • Bill List – Manual Checks Issued - 6/30/10 | \$ 2,942.79 |
| • Bill List – Petty Cash Checking Account | \$ <u>205.00</u> |
| Total for approval: | \$ 1,431,414.91 |
- Vendor Summary Report

Village Board Action

A motion of the Village Board to authorize the payment of the July 22, 2010 Bill List in the amount of \$1,431,414.91

Reviewed by:  7/8/10
Village Manager

Reviewed by: 
Finance Director

Petition: **Ordinance (O)2010-07.38 – Approval of a Simplified Residential Zoning Variation for a building addition encroaching into the Rear Yard Setback - Frank Lund, 14038 Westmore Road.**

Petitioner: **Frank Lund**

Department: **Development Services – Planning and Zoning**

Introduction

The petitioner is requesting relief from Village of Huntley Zoning Ordinance No. 97-07-24-01, (Annexation Agreement for Del Webb’s Sun City) which stipulates Site Standards for *Premier and Estate Residential Lots (single family)* which includes a 20-foot rear yard setback requirement.

The petitioner is requesting approval of 7.01 feet in relief from the required 20-foot rear yard setback to allow a 22 ft. x 11 ft. three-season room addition at the rear (south side) of the residence. The petitioner has stated his sensitivity to sun light previously necessitated the installation of a retractable awning; however, it has become unusable with the strong and sustained winds at the rear of the house. The petitioner believes the screen room addition will permit the use of the backyard and provide protection from the sunlight while more effectively withstanding the weather elements.

The Sun City Community Association Modifications Committee approved the petitioner’s project request on June 11, 2010 and the Sun City Community Association’s Board of Directors approved the request on July 7, 2010.

The Village’s Building Department has approved the building permit for the three-season room addition pending the Village Board’s approval of the Simplified Residential Zoning Variation.

Zoning Board of Appeals Recommendation

The Zoning Board of Appeals will hold a Public Hearing on Wednesday, July 14, 2010. Staff has recommended the following condition should the Zoning Board of Appeals forward a positive recommendation to the Village Board:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.

Financial Impact Not applicable.

Legal Analysis Not required.

Village Board Action

A consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2010-07.38 – An Ordinance approving the Simplified Residential Zoning Variation for a building addition encroaching into the Rear Yard Setback - Frank Lund, 14038 Westmore Road.

Exhibits

- Final As-Built Plat of Survey with Addition footprint and Addition Elevations, *single, double-sided 11”x17”* sheet
- Draft Ordinance

Agenda Item: **Resolution (R)2010-07.30 – Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for Faith Community Church, 10547 Faiths Way**

Department: **Development Services Department – Planning and Zoning**

Introduction

Faith Community Church is requesting approval to display temporary banners advertising their Vacation Bible School and rummage sale for the Church's community care ministries. The proposed banners will each measure 4 feet high by 10 feet wide (40 sq. ft.) and will be located on their property at the northwest corner of Algonquin Road and Haligus Road. The Vacation Bible School banner would be displayed from July 16 – July 26, 2010 and the rummage sale banner would be displayed from July 26 – August 14, 2010.

Staff Analysis

Faith Community Church last received approval from the Village Board on December 10, 2009 to display temporary banners to advertise their Christmas services.

Financial Impact

The petitioner is seeking a waiver of the permit fees for the temporary banners. The fee is \$75.00 plus 50 cents per square foot (40 sq. ft. = \$20.00) for a total of \$95.00 per banner.

Legal Analysis

The Village Board's authorization for this request is required in accordance with Sign Code §156.125 Prohibited Signs, subparagraph (K) Banners and Flags.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-07.30 - A Resolution Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for Faith Community Church, 10547 Faiths Way.

Staff recommends the following conditions be applied should the Village Board approve the Temporary Use Permit:

1. The petitioner shall obtain a sign permit from the Development Services Department prior to installing the signs; fees to be waived.
2. The Temporary Use Permit is not transferable to other events.
3. The banners shall be maintained in good condition at all times.

Exhibits

- Sign Elevation
- Site Plan
- Draft Resolution

Agenda Item: **Resolution (R)2010-07.31 – Granting a Temporary Use Permit to allow a temporary banner and waiver of permit fees for Shepherd of the Prairie Church, 10805 Main Street**

Department: **Development Services Department – Planning and Zoning**

Introduction

Shepherd of the Prairie Church is requesting approval to display a temporary banner advertising “Little Lambs Early Learning – Enrolling Now”. The proposed banner will measure 3 feet high by 6 feet wide (18 sq. ft.) and will be located along Main Street. The petitioner is requesting approval to display the banner each February and August for the next five years. This August the sign would be displayed from August 1 - 29, 2010.

Staff Analysis

The Village Board previously approved a request for the same banner on October 15, 2009 and January 14, 2010.

Financial Impact

The petitioner is seeking a waiver of the permit fees for the temporary banner. The Village Board previously waived permit fees for the same banner on October 15, 2009 and January 14, 2010. The fee is \$75.00 plus 50 cents per square foot (18 sq. ft. = \$9.00) for a total of \$84.00.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Sign Code §156.125 Prohibited Signs, subparagraph (K) Banners and Flags.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-07.31 - A Resolution Granting a Temporary Use Permit to allow a temporary banner and waiver of permit fees for Shepherd of the Prairie Church, 10805 Main Street.

Staff recommends the following conditions be applied should the Village Board approve the Temporary Use Permit:

1. The petitioner shall obtain a sign permit from the Development Services Department prior to installing the sign; fees to be waived.
2. The Temporary Use Permit is not transferable to other events.
3. The banner shall be maintained in good condition at all times.

Exhibits

- Sign Elevation
- Site Plan
- Draft Resolution

Agenda Item: **Resolution (R)2010-07.32 – Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for the Breast Cancer Support Hour of Sun City, 12880 Del Webb Boulevard**

Department: **Development Services Department – Planning and Zoning**

Introduction

The Development Services Department is in receipt of a request from the Breast Cancer Support Hour of Sun City to display two (2) temporary 3' x 6' (18 square feet) banners to advertise their “You’re Not Alone 5K Cancer Walk” being held on Saturday, October 2, 2010. The banners would be displayed on Sun City property at the northwest corner of Route 47 and Del Webb Boulevard and above the entrance to the Prairie Lodge Fitness Center. This is an annual event; therefore, the petitioner is requesting approval to display the banners for one week at the end of September for the next five (5) years through 2015. This year the banners would be displayed from September 26 – October 2, 2010.

Staff Analysis

The Village Board previously granted a three (3) year approval for the same banners on August 17, 2006. That approval expired last year.

Financial Impact

The petitioner is seeking a waiver of the permit fees for the temporary banners. The Village Board previously waived permit fees for the Breast Cancer Support Hour of Sun City on August 17, 2006. The approval waived permit fees for a three (3) year period. The fee is \$75.00 plus 50 cents per square foot (18 sq. ft. = \$9.00) for a total of \$84.00 per banner.

Legal Analysis

The Village Board’s authorization for this request is required in accordance with Sign Code §156.125 Prohibited Signs, subparagraph (K) Banners and Flags.

Action Requested

A consensus of the Committee of the Whole to forward on to the Village Board for approval Resolution (R)2010-07.32 - A Resolution Granting a Temporary Use Permit to allow temporary banners and waiver of permit fees for the Breast Cancer Support Hour of Sun City.

Staff recommends the following conditions be applied should the Village Board approve the Temporary Use Permit:

1. The petitioner shall obtain a sign permit from the Development Services Department prior to installing the signs; fees to be waived.
2. The Temporary Use Permit is not transferable to other events.
3. The banners shall be maintained in good condition at all times.

Exhibits

- Sign Elevation
- Site Plan
- Draft Resolution

Agenda Item: **Ordinance (O)2010-07.39 – Approval and Issuance of a Class “E” Liquor License – Huntley Park Foundation / 2010 Huntley Fall Fest**

Petitioner: **Huntley Park Foundation**

Department: **Village Manager’s Office**

Introduction

The Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

A Class “E” Liquor License is being requested at this time. A Class “E” Liquor License is a temporary license, not to exceed three days, issued to not-for-profit organizations with a license fee of \$75.00.

Staff Analysis

The Liquor Commission is being presented with the request from the Huntley Park Foundation (Foundation) for the issuance of a Class “E” Liquor License to sell beer, Mike’s Hard Lemonade flavored coolers and wine only. The request is for the 2010 Huntley Fall Fest taking place on Huntley Park District property located at 12015 Mill Street on September 24, 25 and 26, 2010.

The Foundation is requesting the license to operate a beer garden during the hours of 4:00 pm to 11:00 pm on Friday, September 24, 2010; 11:00 am to 11:00 pm on Saturday, September 25, 2010; and 11:00 am to 5:00 pm on Sunday, September 26, 2010. The serving of alcohol will stop at 10:30 pm on Friday and Saturday night, and at 4:30 pm on Sunday, which is a half-hour before the event closes each day. The beer garden area will be fenced off and removal of alcohol from this area will be prohibited. The event will be monitored by the Jaycees’ own security with a wristband ID service.

Mr. Thom Palmer, Executive Director of the Huntley Park District, has submitted a letter on behalf of the Park District authorizing the beer garden on their property.

An application has been placed on file and reviewed by the Village Clerk’s Office. All is in order for consideration at this time. The liquor license would be issued for September 24, 25 and 26, 2010 only. All of the required documentation has been submitted and meets code requirements.

Financial Impact

The Foundation is requesting waiver of the payment of the \$75.00 fee. The Commission has waived the fee in the past.

Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

Action Requested

A motion of the Liquor Commission to approve Ordinance (O)2010-07.39 - Authorizing the issuance of a Class "E" Liquor License to the Huntley Park Foundation for the 2010 Huntley Fall Fest subject to the following conditions of approval:

1. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class "E" Liquor License becomes effective.
2. The beer, wine and coolers can only be sold and consumed in the designated beer garden area.

Exhibits:

- Huntley Park District Letter
- Beer Garden Layout
- Draft Ordinance

Agenda Item: **Resolution (R)2010-07.33- Temporary Sign Request – Huntley Fall Fest Committee**

Petitioner: **Huntley Fall Fest Committee**

Introduction

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit for temporary signs as follows: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 15 feet above ground, 3) not to be displayed on a fence or tree, and 4) not located in the rights-of-way.

Staff Analysis

The Village is in receipt of a request from the Huntley Fall Fest Committee for the display of:

- 1) Eight (8) 3' x 8' banners / signs posted throughout the Village. These banners are the same as used last year and will be displayed two weeks prior to the event:
 - a) Route 47 and Reed
 - b) Route 47 and Algonquin Road
 - c) Route 47 and Mill Street
 - d) Route 47 and Del Webb Boulevard
 - e) Huntley/Dundee Road and Haligus Road
 - f) Reed Road and Cambridge Drive (by Village of Huntley sign)
 - g) Algonquin Road and Haligus Road
 - h) Route 47 and Kreutzer Road

The Fall Fest Committee acknowledges that some sites may not be possible due to the Route 47 construction. If these sites are denied, the Committee requests permission for other sites with the approval of the Village Manager.
- 2) One (1) 4' x 10' double sided banner to be posted two weeks prior to the event at the following location:
 - a) Over Main Street near the railroad tracks (same banner will be used as 2009)
- 3) Snipe signs to be posted at subdivision entrances from September 20th – September 27th.
- 4) Directional signage on the days of the event as follows:
 - a) West Main Street and Lois Lane
 - b) Diecke Park entrance
 - c) Route 47 and I-90
 - d) Route 47 and Park Street
 - e) Route 47 and Mill Street

A variation from the Ordinance will need to be granted for the length of days of display, and also locating the signs in the Village's rights-of-way.

Financial Impact

It is being requested that all fees be waived. The fees have been waived for the previous Fall Fests.

Legal Analysis

None required.

Action Requested

A motion is requested of the Village Board to approve Resolution (R)2010-07.33 – Granting the issuance of a Temporary Sign Permit and the Waiving of Fees to the Huntley Fall Fest for the installation of temporary signage.

Exhibit:

- Draft Resolution

Agenda Item: **2010 Emerald Ash Borer Update**

Department: **Village Manager's Office**

Introduction

In 2009, Village Staff conducted a survey of Ash trees in residential parkways and determined that there were approximately 2,288 Ash trees. At that same time, it was confirmed that 34 of those trees were infested with the Emerald Ash Borer (EAB); those trees were removed immediately and the homeowners were given the opportunity to replace the infested tree either on their own or with a tree available through the 50/50 Residential Parkway Tree Replacement Program. Since May, staff has conducted inspections of Ash trees located in residential parkways and has confirmed the infestation of approximately 70 trees throughout the Village.

Staff Analysis

The following is a comparison of 2009 and 2010 findings:

Subdivision	Number of Ash Trees	Confirmed EAB in 2009	Confirmed EAB in 2010
Covington Lakes	79	0	0
Georgian Place	150	0	2
Heritage & Cider Grove	182	0	5
Huntley Cove	22	0	22
Huntley Meadows	89	4	0
Northbridge	116	0	1
Oakcrest	1	0	0
Southwind	299	0	6
Sun City	970	18	17
Wing Pointe	321	1	0
Woodcreek	48	10	15
Huntley – other	11	1	0
Totals	(2009) 2,288	34 1.5% of all Ash Trees	68
	(2010) 2,254		3.01% of all Ash trees

Financial Impact

The homeowners of confirmed EAB infested trees will receive a letter notifying them of the status of their parkway tree(s), a date when the tree(s) will be removed and the option to participate in the 50/50 tree program. In 2009, 34 infested Ash trees were removed and of those 16 residents participated in the 50/50 tree program.

Legal Analysis

Not required.

Action Requested

No action is required by the Village Board.