

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
March 5, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, March 5, 2015 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Pro-Tem Harry Leopold; Trustees: Ronda Goldman, Charles Huffman, Niko Kanakaris, John Piwko and JR Westberg.

ABSENT: Mayor Charles Sass

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman and Village Attorney Mike Coppedge.

PLEDGE OF ALLEGIANCE: Mayor Pro-Tem Leopold led the Pledge of Allegiance.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the February 12, 2015 Village Board and February 19, 2015 Committee of the Whole Meeting Minutes

Mayor Pro-Tem Leopold asked if the Committee had any comments or changes to the Minutes; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the February 12, 2015 Village Board and February 19, 2015 Committee of the Whole Meeting Minutes.

- b) Discussion – Approval of the March 12, 2015 Bill List in the Amount of \$337,602.80

Mayor Pro-Tem Leopold reported that \$23,179.99 of the bill list expenditures is from the FY14 Budget and the remaining \$314,422.81 is from the FY15 Budget.

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the March 12, 2015 Bill List in the Amount of \$337,602.80

- a) Discussion – Conceptual Review of a Proposed Site Plan and Elevations for a Self-Storage Facility on 3.78± Acres on Kiley Drive and Referral into the Formal Development Review Process

Director of Development Service Charles Nordman reviewed a Power Point presentation and reported that Mr. Chris Loiseau, contract purchaser, is proposing to develop 3.78 acres on Kiley Drive with a self-storage facility. The proposed site plan consists of eight buildings comprising 61,625 square feet of storage and a 960 square foot office. The single-story buildings would include both cold storage and climate controlled units. No outdoor storage is proposed as part of the site plan. The renderings presented with the conceptual plan include the use of brick and stone on the wall elevations facing the exterior of the site with green standing seam metal roofs and a black aluminum fence surrounding the facility.

Staff Analysis

The northern half of the proposed self-storage site was previously included as part of a development application submitted by Kids R Kids Childcare Center in 2009. The Kids R Kids application was eventually withdrawn; however, the property owner proceeded with rezoning the 4± acres immediately south of the Huntley Professional Center from M Manufacturing to O-1 (PUD) General Office District – Planned Unit Development. The petitioner is now proposing to rezone two of the four acres immediately south of the Huntley Professional Center back to M Manufacturing thus allowing him to request a special use permit for a self-storage facility.

In order to develop the site with a self-storage facility, the following review and approvals are required from the Plan Commission and Village Board:

1. Map Amendment to rezone the northern half of the site (approximately 1.9 acres) from O-1 (PUD) General Office District – Planned Unit Development to M Manufacturing
2. Special Use Permit for a Self-Storage Facility in the M Manufacturing district
3. Final Plat of Subdivision
4. Site Plan Review

Special Use Standards

The Zoning Ordinance provides additional special standards for certain special uses, including self-storage facilities. A permit for a self-storage facility shall not be recommended or granted unless the applicant shall establish compliance with the special standards. The special standards for self-storage have been provided as an exhibit to this report. As the site plan is currently proposed, the petitioner would require relief from the special standards to allow a building-to-building separation of 28 feet, rather than the 30 feet required by the special standards.

In addition to the above referenced special standards, the following standards shall be considered with all petitions for a special use:

- (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.

Director Nordman reported that Mr. Chris Loiseau was in attendance to answer questions.

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions.

Trustee Goldman asked for confirmation of eight (8) parking spaces and one (1) handicapped space; Director Nordman concurred.

Trustee Piwko asked if the drive aisle width was approved by the Huntley Fire Protection District; Director Nordman reported that the Fire District reviewed and approved the plans.

Trustee Westberg asked about outside storage; Mr. Loiseau reported that there was no outside storage. Trustee Westberg suggested that the entrance to the site be widened so that vehicles with trailers may enter easily. Mr. Loiseau stated that he would make that change.

Trustee Goldman asked if the entrance would be gated with key-pad access; Mr. Loiseau stated

that the site would be fenced and gated with key-pad access and he also stated that the property would be under surveillance 24/7.

Trustee Huffman asked about the property to the north of the site; Director Nordman stated that property would remain zoned for professional offices when built out.

It was the consensus of the Committee of the Whole to refer the project to the Plan Commission to begin the formal development review process.

- b) Discussion – Consideration of a Resolution Approving an Intergovernmental Agreement between the Village of Huntley and the Lake in the Hills Sanitary District

Village Manager David Johnson reported that the Southwind Subdivision, located north of Reed Road and east of Haligus Road, is within the boundaries of the Lake in the Hills Sanitary District and residents therefore receive wastewater treatment services from the Sanitary District. Residents in Southwind receive separate bills for water from the Village, and a separate bill from the Sanitary District for wastewater. The Sanitary District serves 727 residences in Southwind.

Staff Analysis

The Sanitary District is seeking Village assistance with customers who are delinquent on their sanitary sewer service bills. On June 1, 2004 the Illinois General Assembly passed Public Act 93-0500 that amended the Illinois Municipal Code and the Sanitary District Revenue Bond Act to provide that the payment of delinquent charges for sewerage service to any premises may be enforced by discontinuing either the water service or the sewerage service to that premises, or both. PA 93-0500 requires a municipality to discontinue water service upon receiving notice from the Sanitary District. It also requires the Sanitary District to reimburse the municipality for lost water service revenues and costs of discontinuing service, and it also requires the Sanitary District to indemnify the municipality for any judgment and related attorney fees resulting from any action based on the discontinuance of water service. Currently, the primary method the District has to collect on delinquent accounts is by placing a lien on a property.

Under the agreement the District would reimburse the Village for the cost of the discontinuance and reinstatement of water service in the same amount as set forth in Village Code (\$100.00) for each discontinuance and reinstatement. Additionally, this agreement requires the District to reimburse the Village for lost water service revenues as determined by the water consumption history of the premises being disconnected.

The proposed intergovernmental agreement sets forth procedures for discontinuing water service to those premises per the requirements of PA93-0500. This agreement would be for a term of five (5) years and automatically renew each year unless cancelled in accordance with the provisions as stated in the agreement.

Legal Analysis

The Village Attorney has reviewed the agreement.

Village Manager Johnson reported that a representative from the Lake in the Hills Sanitary District was in attendance to answer questions.

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward to the Board a Resolution Approving an Intergovernmental Agreement Between the Village of Huntley and the Lake in the Hills Sanitary District.

- c) Discussion – Consideration of an Ordinance Approving a Plat of Easement from Robert and Cathy Wozniak (Strode’s Furniture)

Village Manager David Johnson reported that Strode’s Furniture located at 11707 E. Main Street is owned by Robert and Cathy Wozniak. To accommodate the relocation and burial of overhead utility lines within the downtown, including the burial of overhead services on the south side of the building, an easement is required to allow for the location of public utilities, as well as ingress/egress.

Staff Analysis

The plat of easement provides an easement that allows ComEd to install a new underground line, and also grants the Village a public utility easement for the purposes of roadway, drainage, and ingress/egress. The easement is located on the south side of the property and consists of approximately 2,571 square feet.

The required easement will divide the Wozniak’s property, resulting in a portion of their property being located on the south side of the alley. In consideration for the easement, the Wozniak’s have requested that parking be constructed on their property to the south of the alley for use by employees and customers, and that the loading space be paved at the southwest corner of the building.

It was also requested that parking be provided on Church Street adjacent to the store to allow for additional public parking and/or semi-truck deliveries for the store. Semi-truck deliveries currently use the paved parkway adjacent to the store on Church Street to unload; however, this area is proposed for landscaping as part of the original streetscape plan. The addition of parking in this area will still allow for a 5’ wide sidewalk and 5’ wide pavers with tree planters adjacent to the parking. The requested improvements would be made as part of the Downtown Streetscape Improvements.

Mayor Pro-Tem Leopold asked if the Committee had any comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Approving a Plat of Easement from Robert and Cathy Wozniak (Strode’s Furniture).

d) Discussion - Downtown Huntley Streetscape Improvements

Village Manager David Johnson reported that on December 4, 2014, representatives from Christopher Burke Engineering (CBBEL) were in attendance and provided an overview of the proposed improvements. Project limits are along Main Street from east of the railroad tracks to east of Church Street; Dwyer Street/Coral Street from Rt. 47 east to Church Street; Woodstock Street from Main Street north to Second Street; and Church Street from Main Street to just north of First Street.

Village Manager Johnson turned the presentation over to Mike Kerr, Executive Vice President Christopher B. Burke Engineering, who reviewed a Power Point Presentation.

Staff Analysis

The Village Board provided the following comments on the plan and CBBEL has addressed them in the revised plans being prepared for going out to bid:

- Two (2) parking spaces on the north side of Main Street at Woodstock Street should be removed. *The parking spaces have been removed. Should the spaces be preserved as temporary drop-off spaces (i.e. limited to 10 minutes)?*
- The bump out should be removed at the northwest corner of Main Street at Woodstock Street. *The bump out has been removed.*
- A question was asked about how tall the decorative fence/railing would be along Main Street west of Woodstock Street. *The fence/railing is proposed to be 42" high.*

Trustee Piwko stated that he did not want the previous two (2) parking spaces to be drop off spaces either. Trustee Goldman agreed.

Trustee Westberg stated that the businesses will suffer without the drop off spaces and felt that the bump out will keep pedestrians safe. Mayor Pro-Tem Leopold stated that there will be striping instead of the bump out. Trustee Westberg stated that the hash marks will do nothing for safety.

Trustee Huffman stated that he had no problem with the parking spaces.

Village Manager Johnson stated that the Mayor communicated to him that he thought the drop off spaces would be ok.

Village Manager Johnson stated that the project needs to proceed and the drop off can be visited again in the future.

It was the consensus of the Committee to proceed with the fencing; remove the hash marks and not allow parking or a drop off at the corner.

Mayor Pro-Tem Leopold stated that he would like the end pieces of the fencing to be lower to 36 inches as it will look better.

- A question was asked regarding parking on the south side of Coral between Dwyer and Woodstock. *Parking will remain at that location.*
- A question was asked regarding the dumpster locations on the south side of Coral west of Woodstock Street. *The plan incorporates dumpsters behind screened enclosures*
- A question was asked regarding the elevation and curb height along Coral between Woodstock and Church Street. *The curb height will be approximately 6”.*
- A question was asked regarding the location of the decorative clock. *The clock will be installed on the southwest corner of the Square.*

Mayor Pro-Tem Leopold suggested that the Veteran’s Memorial be placed on the west side of the Square.

Trustee Piwko stated that in that location the Memorial would interfere with the Gazebo.

Trustee Goldman stated that the Memorial should stay on the east side of the Square and the decorative clock on the west side.

It was the consensus of the Committee to install the “Architectural” dumpster enclosure.

- A question was asked regarding how far the new sidewalk at the Post Office on Woodstock will continue. *The new sidewalk extends to 1st Street.*
- With the removal of the parking against the east side of the Old Village Hall building and the addition of a parkway, parking spaces should be added adjacent to the new parkway. *Parking spaces have been added.*

Trustee Kanakarlis suggested that the sidewalk on Church Street be extended to 2nd Street.

A separate plan for the Town Square, incorporating the area designated for the Veteran’s Memorial and identifying specific options for the type of clock to be installed on the southwest corner of the Square, will be presented at a future Board meeting for Village Board review.

Financial Impact

The proposed FY15 budget includes funding for the improvements as part of the Downtown Streetscape Improvements included in the \$4 million debt issuance recently approved by the Board.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to Authorize Staff to Proceed with the Downtown Streetscape Improvement Plans with the discussed modifications.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Village Manager Johnson reported that on March 4, 2015 the Village received six (6) sealed bids for the Downtown Retail Parking Improvements project. The bids were opened, read aloud and Landmark Contractors, Inc. appeared to be the low bidder. Staff is reviewing the bids and the award of the project will be at the March 12, 2015 Village Board Meeting.

VILLAGE PRESIDENT’S REPORT:

Mayor Pro-Tem Leopold reported that on Saturday, March 7th are the Indoor Farmers Market at the Legion and the Chamber Expo at Marlowe Middle School.

Mayor Pro-Tem Leopold announced that the next McCOG will be held on March 25th at Golf Club of Illinois.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:42 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary