

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
June 18, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, June 18, 2015 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

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 Sass led the Pledge of Allegiance.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the May 21, 2015 Committee of the Whole and May 28, 2015 Village Board Meeting Minutes

Mayor Sass 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 May 21, 2015 Committee of the Whole and May 28, 2015 Village Board Meeting Minutes.

- b) Discussion – Approval of the June 25, 2015 Bill List in the Amount of \$1,698,991.41

Mayor Sass reported that \$1,381,952.57 (or 81%) of the total bill list was attributable to Payout#1 to Elmund & Nelson for the Downtown Dry Utilities Replacement Project (\$136,282.18), payment to Comcast to relocate overhead utilities downtown (\$47,530.61), payment to Behm Pavement Maintenance, Inc. for the 2015 Crack Sealing Program (\$49,938.00), payouts to Carmichael Construction for Hackett House renovation expenditures (\$110,371.09) and payment of SSA Property Taxes (\$1,037,380.69).

Mayor Sass 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 June 25, 2015 Bill List in the Amount of \$1,698,991.41.

- c) Discussion – Conceptual Review of a Proposed Final Planned Unit Development for Outlot 7, Huntley Grove and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that Heartland Dental is proposing construction of a 3,600 square foot dental office on Outlot 7 (1.47-acres) of the Huntley Grove Commercial Subdivision. Outlot 7 is located immediately north of McDonald's.

The Annexation Agreement approved in 2007 for the subject property established the Preliminary Planned Unit Development and framework for the development of the Huntley Grove Commercial Subdivision, which is zoned B-3, PUD. The Village's Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provides further standards for development throughout the commercial subdivision. The dental office is an allowed use within the B-3 district.

Site Plan

As proposed, the site plan is in adherence to the building and parking setback requirements including the proposed 70.79-foot setback for the parking lot from Route 47. In 2013, the 100-foot landscape setback was reduced to 70 feet under the amended Huntley Grove Annexation Agreement (Huntley (O) 2013-09.49) implemented through the course of the development review and approval process for the McDonald's restaurant project on Outlot 8.

Ingress and egress to the 1.47-acre site will be via the single drive proposed off of the private Huntley Grove service road at the northeast corner of the site.

The Annexation Agreement requires a minimum of four (4) parking stalls per 1,000 square feet of floor area, therefore requiring fifteen (15) parking spaces for the office building. The CCRs for the Huntley Grove Commercial Subdivision requires a ratio of five (5) parking stalls per 1,000 square feet of floor area requiring eighteen (18) parking spaces. The proposed site plan accommodates forty-seven (47) spaces including the requisite two (2) accessible parking stalls.

Building Elevations

Conceptual elevations for the proposed dental office building include a combination of two styles of brick and stone exterior materials. Black aluminum-frame and fabric awnings are proposed above the windows and doors at the rear of the building. Gooseneck lighting will accent the awnings above the facility's front (west-facing) windows and windows flanking each side of the front elevation. Sconce-style accent wall lighting is also proposed around the exterior of the dental office building. Village Staff will work with the petitioners to ensure that the roof-mounted HVAC and mechanical equipment is fully screened by the building parapet.

The trash enclosure, located at the southeast corner at the rear of the site, will be brick to match the office building and include solid metal gates facing west.

Lighting

The petitioners are proposing the installation of Sternberg Prairie Series, lantern-style fixtures mounted at a height of twenty (20') feet. The Village's Zoning Ordinance requires parking lot lighting to have an average minimum illumination of two foot-candles within the parking lot and a maximum of 0.5 foot-candles at the property lines. Village staff will work with the petitioners to ensure compliance with the lighting requirements through the development review process.

Landscaping

The Annexation Agreement governing the commercial subdivision requires adherence to the Village Design Guidelines including the foundation landscaping and perimeter plantings for the site.

Signage

The petitioner has not provided specifics for the proposed signage as part of the conceptual review, however, proposed locations for ground and wall signage has been shown on the site plan and building elevations. A ground sign is proposed adjacent to Route 47 which will be setback the required fifty (50') from the right-of-way/property. The building elevations include the location for two wall signs; one on the front (west-facing) elevation and another on the rear (east-facing) elevation. Relief will be required for the second wall sign proposed on the rear of the building. The Final Planned Unit Development review process will require submittal and approval of the complete sign package for the site including any necessary relief.

Staff Analysis

The proposed development of Outlot 7, Huntley Crossing – Phase 1 will require the following review and approval by the Plan Commission and Village Board:

1. Final Planned Unit Development Review and approval of necessary relief

The following relief will be considered as part of the Final PUD process:

1. Relief is required for the wall sign proposed for the east side of the building.

Director Nordman reported that the petitioner was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions; Trustees Goldman and Westberg stated that they liked it.

It was the consensus of the Committee of the Whole to refer Heartland Dental to the Plan Commission to begin the formal development review process for the proposed Final Planned Unit Development review and necessary relief to accommodate the dental office on Outlot 7, Huntley Grove Commercial Subdivision.

- d) Discussion – Consideration of a Resolution Approving a Façade Improvement Assistance Program Grant for Strode’s Colonial Vermont Furniture, 11707 East Main Street

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that Robert and Cathy Wozniak, owners of Strode’s Furniture/11707 East Main Street, have submitted an application for the Façade Improvement Assistance Program requesting assistance in the amount of \$10,000 for the year 2015 and \$10,000 for the year 2016 to complete the following work:

- Tuck pointing the entire building; estimated cost \$2,650
- Replace all lower large retail windows with Andersen Low E Tempered Glass and replace all front and side second floor windows currently boarded with Andersen Low E Glass; estimated cost \$28,840
- Power wash and paint the entire building; estimated cost \$5,200

- Install black canvas awnings over the smallest of the three second floor windows on the front façade; estimated cost \$2,346
- Replace roofing on the front overhang and rear building entrance; estimated cost \$1,500
- Replace lighting within the front overhang; estimated cost \$2,000
- Replace and paint wood façade on doors and windows on both the side and rear facades; estimated cost \$5,000 (materials only)

The total cost of the above work is estimated at \$47,536. Contractor quotes are provided as part of the petitioner's application.

Mr. Wozniak will also be replacing the building's roof within the next couple of months, which is not an eligible expense under the façade improvement assistance program. Quotes for replacing the roof have ranged from \$45,000 to \$70,000. He is also in the process of re-opening the rear entrance which has been boarded for years. This work has already included the installation of a new door and exterior lighting and an enhanced façade surrounding the door. Mr. Wozniak has proactively completed this work on his own in anticipation of the new parking lot at the rear of the Main Street businesses.

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements eligible for reimbursement. All proposed improvements met the eligibility criteria under the program guidelines.

The Village Board shall evaluate the project based on the value of the aesthetic improvement to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Staff has reviewed the proposal and the project appears to meet the criteria for the program.

Financial Impact

The FY2015 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Improvement Fund. The quotes provided by Mr. Wozniak propose to complete the work at a total cost of \$47,536. The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost with a maximum reimbursement of \$10,000 per project. The maximum aggregate amount of all grants approved for a building within a five year period is limited to \$20,000. This would be the first project funded in 2015.

Upon completion of the work, the owner must submit copies of all invoices, contractor's statements, proof of payment, and notarized final lien waivers to the Village, as evidence that the owner has paid the contractor. Payment of the approved grant amount will only be authorized upon completion of all work items as originally approved and receipt of all required documents.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

Director Nordman reported that Robert Wozniak was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that this project is a great example of the use of the program.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving a Façade Improvement Assistance Program grant for Strode's Furniture, 11707 East Main Street.

- e) Discussion – Consideration of an Ordinance Granting a One Year Extension to the Preliminary Plat of Subdivision, Special Use Permits, and Site Plan for Alden Realty Services

Director of Development Services Charles Nordman reported that on June 27, 2013, the Village Board adopted Ordinance (O)2013-06.39 which approved the preliminary plat of subdivision, map amendment, special use permits, and site plan review for the Alden Realty Services' development. The proposed development, located on 14.6 acres at the northwest corner Regency Parkway and Princeton Drive, includes a 60-bed memory care facility, 110-bed skilled nursing facility and 79-units of independent living. Ordinance (O)2013-06.39 included an extension allowing the necessary approvals to be valid for two (2) years; however, the process of obtaining tax credits/financing has taken long than originally anticipated. The requested one year extension would extend the approvals to June 27, 2016.

The certificate of need has been approved for the skilled nursing and memory care facility and Alden anticipates breaking ground on this portion of the project in the Spring/Summer of 2016. An application is currently pending with the Illinois Housing Development Authority for the necessary tax credits for the independent living portion of the project. Prior to breaking ground, Alden is required to submit the final plat of subdivision for approval by the Village Board.

Staff Analysis

In accordance with Section 156.200(K)(2), the Village Board may, upon written request, for good cause shown, and without any notice or hearing, grant extensions of any time limit imposed on an applicant by the Zoning Ordinance provided an ordinance is duly adopted by a two-thirds vote of the Board of Trustees. The total period of time granted by such extension or extensions shall be specifically stated in the ordinance.

Legal Analysis

In accordance with Section 156.200(K)(2) of the Zoning Ordinance, a two-thirds vote is required to approve the requested extension.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that he did not have a problem with the request and asked if the independent living portion of the project was included; Director Nordman reported that it was included.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance
06.18.15 COW Minutes

Granting a One Year Extension to the Preliminary Plat of Subdivision, Special Use Permits, and Site Plan Approvals for Alden Realty Services.

- f) Discussion – Approval of Payout Request No. 1 in the amount of \$136,282.18 to Elmund & Nelson, Co. for Downtown Dry Utility Replacement Plan

Mayor Sass reported that on April 2, 2015 the Village Board awarded a contract for the Downtown Dry Utility Replacement plan to Elmund & Nelson, Co. The contract amount was \$529,510.00.

Elmund & Nelson, Co. started working on April 27, 2015 and has submitted the first payout request for the Downtown Utility Replacement plan. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of the payout.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$151,424.65	\$15,142.47	\$0.00	\$136,282.18

Financial Impact

The FY2015 budget includes \$4,000,000 for Streetscape Improvements in the Downtown TIF Fund 16-10-4-7712.

Mayor Sass 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 Payout Request No. 1 in the amount of \$136,282.18 to Elmund & Nelson, Co. for the Downtown Dry Utility Replacement Plan.

- g) Discussion – Approval of Payout Request No. 1 (Final) in the amount of \$49,938.00 to Behm Pavement Maintenance, Inc. for the 2015 Crack Sealing Project

Mayor Sass reported that on April 9, 2015 the Village Board awarded a contract for the 2015 Crack Sealing project to Behm Pavement Maintenance, Inc. The contract amount was \$1.148 per pound of material with a not to exceed cost of \$50,000.

Behm Pavement Maintenance, Inc. started work on April 30 and finished on May 14. Behm used 43,500 pounds of sealant. Behm has submitted this first and final pay request for the 2015 Crack Sealing project.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1 (Final)	\$49,938.00	\$0.00	\$0.00	\$49,938.00

Financial Impact

The FY 2015 budget amount for this program is \$50,000. The amount is budgeted for in the Road & Bridge Fund

43-05-4-7501.

Mayor Sass 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 Payout Request No. 1 (Final) in the amount of \$49,938.00 to Behm Pavement Maintenance, Inc. for the 2015 Crack Sealing project.

- h) Discussion – Consideration of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and other Workman Engaged in the Construction of Public Works Under the Jurisdiction of the Village of Huntley

Mayor Sass reported that each year, the Village of Huntley is required by the Illinois Department of Labor to pass a Prevailing Wage Ordinance ascertaining the prevailing wage for laborers, mechanics, and other workmen engaged in the construction of public works. State law requires that municipalities annually adopt this ordinance.

Staff Analysis

Prevailing wages are established by the Federal Government. Once approved, the Ordinance will be published in the local newspaper. The Prevailing Wage Scale pertains to the wages that the Village must ensure contractors are providing to laborers that perform work for the Village as part of any municipal project or public works construction or maintenance programs.

Documentation along with a notarized statement is required to be provided by the contractors that work for the Village stating that they are adhering to the Federal law and are in fact paying prevailing wages.

Legal Analysis

Pursuant to State Statute, the Ordinance will be published in the local paper and properly posted.

Mayor Sass 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 an Ordinance approving the Village of Huntley Prevailing Wage Ordinance.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT: None

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reminded the Board that the Strategic Plan Workshop will be held on Friday, June 19th. Breakfast will be served at 7:30 a.m. with the workshop beginning at 8:00 a.m.

Mayor Sass reminded the Board that the Weber Ribbon Cutting will also be held on Friday, June 19th at 11:00 a.m.

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 7:20 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary