

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
Thursday, August 18, 2011  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, August 18, 2011 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Trustees: Pam Fender, Nick Hanson, Paul Mercer and John Piwko.

**ABSENT:** Mayor Sass, Trustee Kanakaris and Trustee Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Village Clerk Rita McMahon and Village Attorney Mike Coppedge.

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Mercer led the Pledge of Allegiance.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – July 21, 2011 Committee of the Whole, July 28, 2011 Liquor Commission Hearing, July 28, 2011 Village Board and August 4, 2011 Committee of the Whole Meeting Minutes

Mayor Pro Tem Mercer 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 July 21, 2011 Committee of the Whole, July 28, 2011 Liquor Commission Hearing, July 28, 2011 Village Board and August 4, 2011 Committee of the Whole Meeting Minutes.*

- b) Discussion – September 8, 2011 Bill List in the Amount of \$239,494.06

Mayor Pro Tem Mercer asked if the Committee had any comments or questions regarding the Bill List. There were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the September 8, 2011 Bill List in the amount of \$239,494.06.*

- c) Discussion - Ordinance (O)2011-08.35 – Requesting Relief to Install a Community Identification Ground Sign at Southeast corner of Main Street and Haligus Road

Senior Assistant to the Village Manager Lisa Armour gave a brief Power Point presentation and reported that the Heritage of Huntley Homeowners Association (HOA) is proposing to add and replace subdivision entrance signage, which is regulated by the Annexation Agreement for the Heritage subdivision. The Annexation Agreement allows one ground sign not to exceed 4 feet in height and 40 square feet per sign face at each entry point of access to the subdivision. The HOA is proposing to install a total of four (4) ground signs and replace the sign mounted to the covered bridge located at the subdivision's Heritage Lane entrance. The ground signs are all located within existing landscape easements.

Three of the four ground signs proposed by the HOA comply with the Annexation Agreement's restrictions; however, the sign proposed at the southeast corner of Main Street and Haligus Road requires relief to be located somewhere other than an access point to the subdivision. The proposed sign that will be mounted on the covered bridge exceeds the 40 square feet size limitation, but is replacing a sign of the same size therefore no relief is required.

The proposed ground signs would be installed at the following locations:

- Southeast corner of Sunbury Street and Haligus Road  
(14 sq. ft. / 3'-6" in height)
- Southeast corner of Main Street and Central Park Boulevard  
(14 sq. ft. / 3'-6" in height)
- Northeast corner of Lansdale Street and Haligus Road  
(14 sq. ft. / 3'-6" in height)
- Southeast corner of Main Street and Haligus Road  
(18.64 sq. ft. / 4'-0" in height) - *Requires relief due to location.*

### **Staff Analysis**

Staff recommends the following conditions be added should the Village Board approve the required relief for the ground sign:

1. In accordance with Section 11.1(ii)(b) of the Annexation Agreement, signs shall be located on private property in a properly established easement and may not be located closer than ten (10) feet to any right-of-way.
2. The petitioner shall obtain a sign permit from the Development Services Department upon receiving approval from the Village Board.

### **Legal Analysis**

In accordance with Section 3.4 of the Annexation Agreement, additional zoning relief may be sought for variations and the Village shall give all requests prompt consideration.

Senior Assistant Armour stated that Mr. Brian Thomas of the Heritage of Huntley Homeowners Association was present for any questions.

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

Trustee Piwko questioned Mr. Thomas if there was one sign on each of the proposed corners.

Mr. Thomas replied yes just one.

Trustee Piwko questioned the size of the proposed signage.

Mr. Thomas stated that the signs were 4' high with the face of the sign being 2' x 7'. The Haligus and Main Street sign is 2'4" x 8" still under the overall 40' total square footage sign limitation.

Trustee Piwko asked what the residents of the Heritage Subdivision thought of the proposed signs.

Mr. Thomas replied that the Homeowners Association Board asked for volunteers for a sign committee; however, no residents came forward. The decision for the signs was based solely on the Homeowners Association Board.

Trustee Fender commented that she liked the design of the signs.

Mr. Thomas thanked her and stated that they are using the same vendor that made the Village of Huntley welcome signs.

Mayor Pro Tem Mercer referenced a slide in the Power Point presentation showing the intersection of Main and Haligus Road and questioned the difference between the poorly landscaped area as opposed to the nice landscaped picture on the same slide.

Mr. Thomas said that the poorly landscaped picture was prior to the landscaping that the Homeowners Association did in Spring 2011, and the nicer landscaped picture is what it looks like today. They take great pride in their entrance areas.

Trustee Hanson added that he also liked the design of the signs.

Mayor Pro Tem Mercer asked the Committee if they had any further questions or comments; there were none.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-08.35 – an Ordinance Granting Relief to Install a Community Identification Ground Sign at the Southeast corner of Main Street and Haligus Road.***

- d) Discussion - Ordinance (O)2011-08.36– Recognizing the Legal Non-Conforming Status of 11603 Route 47

Village Manager Johnson presented a brief Power Point presentation and reported that due to the widening of Route 47, the Illinois Department of Transportation acquired additional right-of-way from the property at 11603 Route 47. The property is zoned “B-2 (PUD)” Highway Service Planned Unit Development and is currently considered to be nonconforming in accordance with Section 156.180 of the Village’s Zoning Ordinance.

The Route 47 widening and consequent right-of-way acquisition has increased the nonconforming condition affecting the required front yard building setback for the site.

### **Staff Analysis**

In 2003, per Ordinance 2003-02.15, the subject property was rezoned from “RE-1” Residential Estate to “B-2 (PUD)” Highway Service Planned Unit Development and relief was approved to reduce the required drive aisle width. In 2004, per Ordinance 2004-02.10, relief from the 30-foot front yard setback was granted to accommodate a porch feature on the front of the structure.

As a result of the IDOT taking for the Route 47 widening, additional relief is now necessary from the requisite 30-foot front yard setback to accommodate a setback of 14.38 feet from the right-of-way/property line. The IDOT taking also necessitated the driveway access to the parking lot at the rear of the site to be relocated from the north end of the site to the south end of the site. This work was completed earlier this year.

Should the Village Board approve the increased nonconformity of the subject site, Staff recommends the following condition of approval:

1. The approved relief is for the front yard building setback that is a result of the right-of-way taking for the Route 47 widening project only. This request does not extend to relief that may be required for other modifications to the site and/or structure that may be proposed at a later date. All other future improvements to the site and/or structure shall comply with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building) and approved site design standards, practices and permit requirements, unless relief is otherwise approved by the Village Board.

### **Legal Analysis**

The Village Board has the option to place a limit on the length of time that the property may continue to be nonconforming, if the Board is inclined to grant the requested relief.

Village Manager Johnson stated that the petitioner, Mr. David Bunge was in attendance to answer any questions.

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

Trustee Piwko asked if the garage area had recently been renovated for office space.

Mr. Bunge replied that the space was not renovated. The old garage doors were replaced for aesthetic reasons only. Mr. Bunge also said that possibly in the far future, if the water and sewer service would be connected to the Villages' service, then perhaps the property would be developed further.

Village Manager Johnson added that this property could possibly be included in a larger development west of the property in the future.

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

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-08.36– Recognizing the Legal Non-Conforming Status of 11603 Route 47***

- e) Discussion – Proposed Indoor Golf Simulator and Recreation Center, 11189 Dundee Road (Huntley Tech Center)

Senior Assistant to the Village Manager Lisa Armour reported that Mr. Marc Tintner of The Virtual Outdoors Indoor Golf and Recreation Center, is proposing to open an indoor golf simulator and recreation center within the “M” Manufacturing zoned Huntley Tech Center, 11189 Dundee Road. The proposed facility would occupy approximately 10,000 square feet on the first floor of the building and would

feature golf simulator bays that will allow golfers to play a round of golf by hitting a ball into a large screen which has a view of the golf course projected on it. The facility would also include indoor practice putting and chipping areas, snack bar/lounge with liquor, and pro shop.

### **Staff Analysis**

The proposed indoor golf simulator and recreation center is defined by the Village's Zoning Ordinance as "Indoor Amusement" which requires a Special Use Permit in the "M" Manufacturing zoning district. Additionally, a liquor license is required for the sale of alcoholic beverages.

Senior Assistant Armour reported that Mr. Marc Tintner of The Virtual Outdoors Indoor Golf and Recreation Center is in attendance and available for any questions or comments.

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

Trustee Fender asked if this business would be located near the back of the Huntley Tech Center.

Senior Assistant Armour replied that it would be located on the east side of the Center.

Trustee Fender asked if the patrons would enter from the front of the building and if there was sufficient parking on the east side of the building.

Mr. Tintner replied that the patrons would enter approximately mid-center of the building's east side and that there is definitely sufficient parking on the east side of the building.

Trustee Fender questioned if there would be team or league play or if it would be more for individual players and also questioned his intent about a bar or lounge area.

Mr. Tintner stated that his intent is to create a golf atmosphere and environment and to not focus on the bar component of the project. Patrons will be able to virtually play actual golf courses from all over the world. It will primarily suit the golfing patrons throughout the winter months when the golfers cannot play outside. Mr. Tintner said that he would like to see youth camps and seminars with possible fund raisers for youth sports throughout the summer months.

Trustee Piwko asked Staff what other businesses are currently in the Tech Center.

Senior Assistant Armour replied that there is an interior design company, Route 47 Taxi, a landscaping company, and a chiropractic office.

Trustee Piwko asked what the proposed hours would be for the establishment.

Mr. Tintner replied that the patrons would dictate the hours but he is currently planning on 7:00 am – 10:00 pm. If the patrons need or request longer hours, he will adjust.

Mayor Pro Tem Mercer asked how many players could play at once.

Mr. Tintner said that foursomes can play the courses and there will be six simulator machines.

Mayor Pro Tem Mercer asked if there is a new door on the east side of the building.

Mr. Tintner replied that he has not officially met the property owner yet, but it is his plan to install a new

door and entryway into the building.

Senior Assistant Armour added that the property owner is aware of the new business and did sign the petition for Village Board review at tonight's meeting.

Mayor Pro Tem Mercer asked the petitioner if he was planning on sufficient room for winter clothing, etc during the cold months.

Mr. Tintner said that each booth will have its own rack for coats and clubs. He added that there will be a vestibule for patrons entering the building. Patrons will enter into the lounge area so to not disturb the golfers. He also plans on a kitchen, but not until the future. His plans are to just sell vending food at this time such as pretzels, etc.

Trustee Hanson asked if there will be a full service bar and if the new business will look like the one included in the Board's packet.

Mr. Tintner replied yes it will be a full service and will include televisions to watch sporting events, etc. The proposed business will not look exactly like the one distributed to the Board with all the wood trim etc., but the booths will have golf names across the top and will look very nice. He added that there will also be a 30' x 40' chipping area for golfers.

Trustee Hanson commented that the proposed business looked good and wished the petitioner well.

Mayor Pro Tem Mercer asked the Committee if they had any further questions or comments. There were none.

***It was the consensus of the Committee of the Whole to forward on to the Plan Commission to begin the formal development review and approval process for Proposed Indoor Golf Simulator and Recreation Center, 11189 Dundee Road (Huntley Tech Center).***

- f) Discussion – Resolution (R)2011-08.27 – McHenry County Council of Governments Local Government Vehicle and Equipment Auction Agreement and Approval of the Sale and/or Disposal of Village Owned Property

Village Manager Johnson reported that McHenry County Council of Governments is hosting its annual vehicle and equipment auction at the McHenry County fairgrounds in Woodstock on Saturday, September 24, 2011.

**Staff Analysis**

Staff is requesting approval to sell or dispose of the vehicles and equipment outlined below. These items have reached the end of their useful life with the Village. The vehicles will be sold in accordance with our Village vehicle replacement policy at an auction being conducted by the McHenry County Council of Governments (McCOG). Village Board approval is requested for the sale or disposal of the following items:

**Vehicles for Auction:**

#1903	1985 International 5-yd Dump Truck	1HTLCHYP2GHA26640	25,729 miles
#1656	2004 Dixie Chopper SP2800 (with 60" mowing deck)	28 HP 40-47404	Hours Unknown
4"	Homelite Trash Pump, main seal on pump, shaft needs replacing, runs good		

### **Equipment**

Miscellaneous office items such as computer parts, old printers, scanners and other old office equipment.

### **Financial Impact**

Revenue generated from the vehicle sales will go into the Vehicle Replacement fund.

Mayor Pro Tem Mercer 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 Resolution (R)2011-08.27 McHenry County Council of Governments Local Government Vehicle and Equipment Auction Agreement and Approval of the Sale and/or Disposal of all Village-owned property listed.*

g) Discussion - Consensus and Policy Direction to Establish an Adopt A Highway Program

Village Manager Johnson reported that Staff was recently contacted by a business organization interested in “adopting” a section of Village roadway to conduct a roadside clean-up. Currently, one roadway, Ruth Road from Algonquin Road south to Douglas Street, is posted as an Adopt a Highway location. The Village does not have a formal policy in place at this time.

### **Staff Analysis**

The proposed program is consistent with the Illinois Adopt a Highway Program. Groups interested in “adopting” a section of roadway would be required to complete an application and sign an agreement that would state their commitment to conducting at least two clean-ups per year (April and October) in exchange for a sign being posted along the roadway acknowledging their “adoption” of that portion of the roadway. Eligible program roadways would include primary municipal roadways (i.e. Huntley-Dundee Road, Haligus Road, Reed Road, Kreutzer Road). McHenry County and the State of Illinois also have Adopt a Highway Programs for roadways under their jurisdiction.

### **Financial Impact**

The Village budgeted \$5,000.00 in the Beautification Program Line Item (01-30-3-6712) for FY2011. Costs would be minimal and would be related to providing supplies for clean-up days.

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

Trustee Hanson asked Staff if the spring clean up date could be done in conjunction with Earth Day.

Village Manager Johnson stated that it could.

Trustee Fender commented that the Village really needs a program like this and thinks it is a good idea.

Trustee Piwko asked what would happen if the material could not be returned on a Monday as stipulated in the forms.

Village Manager Johnson replied that the Village would work with the group to make alternative arrangements.

Trustee Piwko asked for a form that would show who would be responsible for the materials for the clean up.

Senior Assistant Armour replied that it is included in the application form.

Mayor Pro Tem asked if the Village could help groups that are looking to adopt a county road by supplying County contacts, etc.

Village Manager Johnson said that the Village would definitely help with County contacts for the groups.

Trustee Hanson suggested that the Village reach out to contact all area organizations and clubs at the beginning of the program to make them all aware of the program.

Village Manager Johnson replied that contact would be made with all Huntley organizations.

Mayor Pro Tem Mercer asked the Committee if anyone had any further questions or comments; there were none.

***It was the consensus of the Committee of the Whole to direct Staff to establish an Adopt a Highway Program.***

- h) Discussion – Ordinance (O)2011-08.37 – An Ordinance Amending Title XV: Land Usage, Chapter 155: Subdivision Regulations of the Village of Huntley Code of Ordinances

Senior Assistant to the Village Manager Armour reported that the last major revision to the Subdivision Regulations was completed in 2007. Staff has reviewed the current regulations and identified various changes throughout the chapter that are in need of updating.

### **Staff Analysis**

The revised Subdivision Regulations will better reflect current construction standards and practices. The regulations have also been modified to clarify that all development and infrastructure construction, whether completed as part of the subdivision of land or as a stand-alone project, shall be subject to the regulations and design criteria contained within the Subdivision Regulations. The revision also amends the Approved Material List (AML) to include Street Geometric Criteria, and reaffirms that the AML identifies products, manufacturers and nationally recognized specifications that can be updated with new products and/or specifications annually without having to update and rewrite the entire Subdivision Ordinance each time a new product or manufacturer is introduced.

A summary of the major proposed changes is included below:

**Title** – Revised from “Subdivision Regulations” to “Subdivision Regulations and Design Criteria”

**155.032** – “Landscaping” section header changed to “Parkway Maintenance” since the section includes more than just landscaping regulations within the parkway

**155.032 (B) (7)** – Changed to (6); Clarifies that Village will replace a single section of sidewalk when it a trip hazard is documented; Defines trip hazard as a 1.5 inch horizontal deviation

**155.055 - INTRODUCTION** – Adds language to clearly state that the intent of the paragraph is that “improvements” within the Village extend beyond “subdivision” development and are subject to the regulations and design criteria outlined within Chapter 155; Improvements include site improvements and capital projects (road construction, sewer and water installations, storm water management facilities, etc.)

**155.063 - PLAN REVIEW, INSPECTION AND ADMINISTRATION FEES** – Revises the fee schedule from a sliding scale for plan review and inspection and replaces with a flat fee of 1.5%. The flat fee is simpler to administer and calculate for both staff and the applicant

**155.116 Sanitary Sewer Service Lines (B)** – Minimum diameter is revised from four inches to six inches

**155.117 Testing and Inspecting (5)** - Criteria is added for testing of sanitary forcemain, which has not been specified in the past.

**155.132 Design Criteria for Storm Water Detention (C) (1)** - Requires developer to post appropriate signage at all wet basins

**155.133 Design Criteria for Surface Swales and Storm Sewers (11)** - All storm sewers designed to be abandoned that are located under a paved surface designed for vehicular traffic must be completely removed

**155.157 Water Service Lines (C)** - Requires all water service tap lines to be an undiminished diameter of 1.5 inches through the curb box (b-box)

**155.175 Design Standards – Roadways, Sidewalks, and Streetlighting; Introduction (E)** – Requires a snow removal easement dedicated to the Village of Huntley shall be provided in each cul-de-sac at least 20 feet wide and ten feet deep.

**155.183 Special Requirements for Bituminous Pavement (Hot Mix Asphalt)** - If the HMA binder or base course is exposed for more than 2 years from the point of its original installation and prior to the placement of subsequent pavement courses including, but not limited to the surface course, the developer will be required to completely remove and replace the HMA binder course or base course at the Village Engineer's discretion. This requirement does not relieve the developer of any additional remediation measures that may be required (including HMA binder course or base course removal and replacement prior to the 2 year timeframe) as determined by the Village Engineer.

If HMA surface course is placed prior to permit issuance for 75% of the platted lots in a given development, the developer will be required to completely remove and replace the surface course at the Village Engineer's discretion.

If it is anticipated that construction of all lots within a development will take more than two years, the Village may require a thicker binder course to be installed on streets within the development, such that the pavement will drain to the curb and gutter per the intent of the approved engineering plans.

#### **APPROVED MATERIAL LIST**

**Figures 1 and 2 – Minimum Pavement Requirements and Street Geometric Criteria** – These attachments are Removed from the Subdivision Ordinance and made part of the Approved Materials List, allowing the Village better control of the street cross sections and widths as development takes place in the Village

A complete marked up copy of the Subdivision Regulations was included in the Board's packet with changes highlighted in red.

Mayor Pro Tem Mercer asked if the Committee if they had any comments or questions.

Mayor Pro Tem Mercer stated that he would like to see an adoption date included in the text of the ordinance so in the future it will be easier to identify what code was in place at time of development. He also suggested that all developers be notified of the changes being made.

Senior Assistant Armour stated that the adoption date will be included in the code text and that all developers will be notified of the text amendments.

Village Manager Johnson added that certain Annexation Agreements have different language provisions that adjust to code amendments, and some agreements have language that states that certain codes are non-negotiable.

Mayor Pro Tem Mercer suggested that in this digital age, a copy of the applicable codes in place when developments are approved by the Village, should be maintained in the file.

Village Manager Johnson agreed.

Trustee Piwko commended Staff on updating the code ordinance. He did have a laugh when he saw a reference in the old code to a VHS format for filming and recording. He said that Staff did a good job in updating the code and that he was glad to see this being done.

Trustee Hanson asked if the Village had the ability to transfer a VHS tape to a DVD.

Senior Assistant Armour replied that the Village does have the ability and has already transferred tapes received from contractors to DVDs.

Mayor Pro Tem Mercer asked if there were any further questions or comments. There were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval Ordinance (O)2011-08.37 – An Ordinance Amending Title XV: Land Usage, Chapter 155: Subdivision Regulations of the Village of Huntley Code of Ordinances*

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** Village Manager Johnson gave a brief report on an ISTHA meeting that he and Mayor Sass attended earlier in the day. The Village was grateful to Senator Althoff for prioritizing the full interchange project and arranging for the meeting. Kane County Board Chairman McConnaughay and McHenry County Board Chairman Koehler were also in attendance as well as representatives from IDOT and ISTHA. He stated that it was a positive meeting with good discussion regarding the interchange project.

Trustee Fender asked where the project is with Engineering.

Village Manager Johnson informed the Board that the affected property owners have all been receiving letters from ISTHA for the appraisal of their property needed to be acquired for the project. It is the Village's responsibility to prepare the plats of survey and legal descriptions for the parcels before handing the project to ISTHA. The Village has submitted 60% complete Phase 2 Engineering plans to ISTHA and are on schedule to submit 90% of the Engineering by the end of October. By the end of 2011, 100% of the Engineering will be submitted to ISTHA.

Trustee Mercer asked when the letting would be for the interchange project.

Village Manager Johnson replied that the target letting date is March or April 2012.

Trustee Fender asked if there was a Tollway public hearing scheduled at the Municipal Complex for Friday August 19<sup>th</sup>.

Village Manager Johnson said yes. The public hearing will take place from 7:00pm – 9:00pm at the Municipal Complex to discuss the proposed Tollway Capital Plan and toll increase.

Trustee Fender asked if the Route 47 widening project is on schedule.

Village Manager Johnson replied that the project should be substantially completed by the end of this construction season. The current contract with Plote has been extended to Spring 2012 to finalize landscaping, lighting, etc.

Trustee Hanson added that he heard that the two –way traffic should be open after Labor Day.

Staff agreed; however added that the west side of Route 47 between Main and Algonquin still needs to be completed.

Trustee Fender asked who decides what lane gets shut down and when.

Village Manager Johnson said that IDOT, Plote and the Phase 3 Engineering Consultants make the decision.

**VILLAGE PRESIDENT’S REPORT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEM:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:46 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Fender**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Rita McMahan  
Village Clerk