

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 3, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 3, 2015 at 6:00 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.

EXECUTIVE SESSION:

A MOTION was made at 6:00 p.m. to Enter into Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 6:42 p.m. to Exit Executive Session and take a recess until 7:00 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 7:00 p.m. to reconvene the Committee of the Whole meeting.

MOTION: Trustee Leopold

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

PLEDGE OF ALLEGIANCE: Mayor Sass led the Pledge of Allegiance.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of August 13, 2015 Liquor Commission Hearing and August 13, 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 August 13, 2015 Liquor Commission Hearing and August 13, 2015 Village Board Meeting Minutes.

- b) Discussion – Approval of the September 10, 2015 Bill List in the Amount of \$208,922.42

Mayor Sass 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 10, 2015 Bill List in the Amount of \$208,922.42.

- c) Discussion – Consideration of an Ordinance Approving a Final Planned Unit Development including any necessary relief for a dental office on Outlot 7, Huntley Grove Commercial Subdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner, Interplan LLC, on behalf of the owner, Professional Resource Development, is proposing construction of a ±3,616 square foot Heartland Dental office building on Outlot 7 (1.47 acres) within the Huntley Grove Commercial Subdivision, adjacent to Route 47. The request for Final Planned Unit Development approval includes associated parking area and landscape improvements of the subject site.

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 stipulating that the Plan Commission and Village Board are to review and approve the Final Planned Unit Development plan for each Lot/Outlot. The Village's Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provides further standards for development throughout the commercial subdivision.

The Annexation Agreement that originally served to annex and zone the Huntley Grove commercial subdivision in 2007 was amended in 2013 as part of the development of Outlot 8 for the McDonald's restaurant. Specifically, the amendment to the Annexation Agreement reduced the greenbelt/landscape buffer for the Huntley Grove Outlots adjacent to Route 47 from 100 feet to 70.5 feet.

Final Planned Unit Development

The proposed ±3,616 square foot Heartland Dental office building, associated parking area and landscaping on Outlot 7 of the Huntley Grove commercial subdivision is located north of the recently developed McDonald's restaurant site and south of the Route 47 access drive to the commercial subdivision.

Site Plan

A single drive near the northeast corner of the Outlot will provide ingress/egress to the site from the north-south Huntley Grove access drive with twenty-four (24') foot wide two-way drive aisles providing traffic circulation around the proposed building.

The proposed front, side and rear-yard building setbacks exceed minimum required setbacks (70.5 feet, 20 feet and 20 feet, *respectively*). Parking setbacks for the site are in conformance with the requisite ten

(10') foot minimums along the rear and respective side lot lines. The 70.79 feet front-parking setback matches the parking lot setback of the neighboring McDonald's.

The site's dumpster enclosure will be constructed of brick to match the dental office building along with solid metal gates. The enclosure will be located within the southeast corner of the site and screened with landscaping.

Parking

The site plan includes forty-seven (47) parking stalls including the requisite two (2) accessible spaces. The Declaration of Covenants, Conditions, Easements and Restrictions (CCRs) for Huntley Grove, recorded in 2007, specifies five (5) parking spaces per 1,000 square feet of building space for the proposed dental office use, thereby requiring eighteen (18) parking spaces for the site.

Building Façade

The proposed exterior of the dental office structure includes flagstone and a combination of two (2) contrasting types of brick with fabric awnings above the building windows. Column accents surround the building with a parapet sufficient in height to fully screen all rooftop mounted equipment.

Landscaping

The landscape plan submitted for the site includes foundation and perimeter plantings and trees meeting the Village's Landscape Ordinance and Commercial Design Guidelines.

Site Lighting

The petitioners are proposing Sternberg Prairie Series, lantern-style, double-fixtures mounted in nine (9) locations at a height of approximately twenty-one (21') feet. Wall-mounted exterior lighting includes sconce lights at the corners of the building and at the center of each side, as well as gooseneck accent lighting above the building's wall signs. The proposed site lighting plan is in compliance with the Village's Zoning Ordinance requirements for an average minimum illumination of two foot-candles within the parking lot and a maximum of 0.5 foot-candles at the property lines.

Signage – Wall

Wall signs for the site include two (2) signs, one on the front (west-facing elevation) and the other on the rear (east-facing elevation) of the building. The sign on the rear of the building requires relief with the Final Planned Unit Development approval for a wall a sign without street frontage.

Signage – Ground Sign

The proposed 6' tall, 8' wide monument sign for the dental office will include the requisite landscaping at the base and matches the Outlot monument sign-template approved with the Huntley Grove Preliminary Planned Unit Development including a brick base and cast-stone surrounding the sign-copy area.

REQUIRED RELIEF

The following relief will be considered as part of the Final Planned Unit Development approval for the site:

1. The sign on the rear of the building requires relief for a wall a sign without street frontage.

Village Board Conceptual Review

The Village Board reviewed the conceptual plans for the project at their June 18, 2015 meeting and expressed general support of the development plans as presented and referred the project on to the Plan 09.03.15 COW Minutes

Commission to begin the formal development review and approval process.

Plan Commission Recommendation

The Plan Commission reviewed the petition on August 24, 2015 and unanimously recommended approval by a vote of 6-0, subject to the following conditions:

- 1) All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
- 2) The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
- 3) The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.
- 4) The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
- 5) The petitioner shall work with Village Staff to address the replacement of existing landscape materials in poor condition along the Route 47 frontage.
- 6) All permanent and seasonal plantings must be replaced immediately upon decline.
- 7) The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
- 8) As per the amended annexation agreement, upon request by the Village, the petitioner/owner shall grant a multi-use pathway easement within the westernmost 70.5 feet of the greenbelt perimeter buffer. The exact location of the easement shall be determined by the Village and Owner at such time as the Village requests the multi-use path easement.
- 9) No building plans or permits are approved as part of this submittal.
- 10) No sign permits are approved as part of this submittal.

Conditions added by the Plan Commission:

11. The petitioner shall add a faux window to the rear portion of the south side of the building.
12. The petitioner shall provide an additional handicap accessible parking space (three (3) total).
13. The petitioner shall increase the width of the ingress/egress access drive at the north east corner of the site to twenty-six (26') feet.

Director Nordman reported that representatives of the Petitioner were in attendance to answer questions.

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

Trustee Leopold asked if the proposed ground sign on Route 47 is to be located with the same setback as the McDonald's sign; Director Nordman stated that it had the same setback.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance for the Final Planned Unit Development including any necessary relief to accommodate a dental office and associated site improvements within Outlot 7, Huntley Grove Commercial Subdivision.

d) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for

Tee2Green Indoor Golf, LLC to Hold a Haunted House within their facility at 11173 Dundee Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for carnivals and circuses, and in this instance a haunted house.

Carnivals/circuses (haunted houses), are subject to the following conditions: 1) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties, 2) limited to a period not to exceed five (5) days, and 3) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.

Tee 2 Green Indoor Golf, LLC is seeking approval to hold the haunted house within the southern portion of the indoor golf facility at 11173 Dundee Road on the following dates:

- Saturday, October 2nd – Saturday, October 3rd: 7 pm - 12 am
- Friday, October 9th – Saturday, October 10th: 7 pm – 12 am
- Thursday, October 15th – Sunday, October 18th: 7 pm – 10 pm on Thursday and Sunday; 7 pm – 12 am on Friday and Saturday
- Thursday, October 22nd – Sunday, October 25th: 7 pm – 10 pm on Thursday and Sunday; 7 pm – 12 am on Friday and Saturday
- Thursday, October 29th – Saturday, October 31st: 7pm – 10pm on Thursday; 7 pm – 12 am on Friday and Saturday

A temporary banner advertising the haunted house will be installed along Huntley/Dundee Road and signs will be installed on the site to direct customers to parking. The size of the temporary banner shall be restricted to 50 square feet in accordance Section 156.120(E) of the Zoning Ordinance.

Staff Analysis

A variation is required to allow the temporary haunted house use for fifteen (15) non-consecutive days, ten days more than the five (5) days accommodated under the Ordinance.

Recommended Conditions of Approval:

- Any music or noise generated during the event will comply with the Village's Noise Ordinance.
- The site shall be kept free of trash throughout the haunted house event.
- The petitioner shall apply for and obtain a building permit prior to construction of the haunted house.

Financial Impact

A temporary use permit fee of \$75.00 is required for the haunted house event. The temporary sign permit fee is \$50.00 plus a \$100.00 compliance bond returned following removal of the temporary sign.

Director Nordman reported that Christian Hanssler and the business owner Marc Tintner were in attendance to answer questions.

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

Trustee Piwko asked if there was an age limit to enter the haunted house; Mr. Hanssler reported that no one under the age of ten would be allowed. Trustee Piwko asked if the exit is at the south end of the

building; Mr. Hanssler stated that it was at the south end of the building.

Trustee Goldman stated that she believes that the event was running too many weekends and that people will lose interest. Mr. Hanssler stated that the time period was typical for haunted houses.

Trustee Kanakaris stated that he approved of the length of the haunted house being open.

Trustee Leopold asked if the neighboring businesses were open in the evenings; Mr. Hanssler stated that he believes that only Tee2Green is open in the evenings. Trustee Leopold asked if the nearby businesses have been notified; Mr. Hanssler stated that he will notify the businesses.

Trustee Westberg asked if the Huntley Fire Protection District has been notified and if there were emergency exits; Director Nordman reported that the Huntley Fire Protection District has reviewed and approved the plans.

Trustee Leopold asked if in case of an emergency were there lights in the area of the haunted house to turn on; Mr. Tintner reported that lights can be lit in case of an emergency.

Trustee Hoeft asked that the petitioner fence off the construction equipment parked adjacent to the property; the petitioner agreed.

Trustee Goldman asked if there would be security on site; Mr. Tintner stated that there will be security on site.

Trustee Kanakaris asked if the parking lot had lights; Mr. Tintner reported that there were lights on the building. Trustee Kanakaris suggested that the petitioner rent a light tower for use while the haunted house was open.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution granting the issuance of a Temporary Use Permit to hold a Haunted House exceeding the period of five (5) days.

Trustee Westberg left the Board Room.

e) Discussion – Consideration of a Resolution Approving Façade Improvement Assistance Program Grants for Parkside Pub, 11721 E. Main Street

Director of Development Services Charles Nordman reviewed and Power Point presentation and reported that Parkside Pub, 11721 E. Main Street, has submitted an application for the Façade Improvement Assistance Program seeking assistance in the amount of \$10,000.00 for the year 2015 and \$10,000.00 for the year 2016 to complete the below listed work:

2015 Project:

- Building south wall of patio and iron work \$30,000

2016 Project:

- Complete removal and replacement of exterior brick on primary building,

including increasing the height of the parapet wall to screen the rooftop mechanical equipment	\$20,000
• Replace glass block windows and remove door located on north elevation	\$2,500
• Replace main entrance door	\$2,500
• Replace side entrance door (west elevation)	\$2,000
• Remove exterior freezer and cooler and install new freezer in basement	\$24,000
• Electrical and exterior lighting	\$5,000
• Awnings	\$3,000
2016 PROJECT TOTAL	\$59,000

To facilitate the orderly redevelopment of the alley, the applicant began work on the south brick wall to coincide with the Village’s construction activity in that area. The intent of proceeding with the wall construction was to complete the footing and majority of the brick work so as not to damage the Village’s recently completed improvements.

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed exterior improvements are identified as an eligible improvement under the guidelines of the program.

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 Parkside Pub propose to complete the 2015 project at cost of \$30,000 and the 2016 projects at a cost of \$59,000 (\$89,000 total investment). The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. The maximum aggregate amount of all grants approved for a building/property within a five year period is limited to \$20,000.

If the grants are approved for Parkside Pub, a total \$47,925 in funding will have been committed/paid in 2015 and \$40,000 will have been committed for 2016.

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 the business owner Jeff Lovell was in attendance to answer questions.

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

Trustee Leopold stated that he liked the work that was being done currently and stated that he would also like the rooftop mechanicals to be screened to the east as well. Mr. Lovell agreed.

Trustee Piwko asked if they were planning on keeping the tree in the outdoor seating area; Mr. Lovell stated that they were keeping the tree in the outdoor seating area. Trustee Piwko confirmed that all the brick on the west side of the building will match; Mr. Lovell confirmed that it will all match.

Trustee Goldman stated that the building plans look good.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving Façade Improvement Assistance Program Grants for Parkside Pub, 11721 E. Main Street.

Trustee Westberg returned to the meeting.

f) Discussion – Consideration of an Ordinance Amending Title XV, Land Usage Chapter 150, Building Regulations

Director of Development Services Charles Nordman reported that the Village adopted the 2006 versions of the International Code Council (ICC) Building Codes in 2010, with various local amendments. Since that time the ICC has released the 2012 Building Codes which have been widely adopted throughout the Chicago area. A survey conducted of 27 Chicago area communities found that 66% have either adopted the 2012 ICC Codes or are contemplating it. Locally, Lake in the Hills, West Dundee, Carpentersville, and Elgin have already adopted the 2012 Codes.

The proposed adoption of the 2012 codes includes the International Building Code, International Residential Code, International Mechanical Code, International Property Maintenance Code, International Existing Building Code, International Fuel Gas Code, International Energy Conservation Code, as well as the 2014 State of Illinois Plumbing Code and the 2011 National Electrical Code. The State Plumbing Code and the Energy Conservation Code are mandated by the State of Illinois, and are not subject to amendment without State approval.

Staff is also proposing to adopt the Huntley Fire Protection District Fire Prevention Code, as amended, by reference. In adopting the Huntley Fire Protection District's Fire Prevention Code by reference, we achieve consistency, rather than having overlapping requirements that are often confusing to property owners and developers. The one important exception to this code is that fire sprinklers will not be required in single family detached dwellings.

The amendments have been kept to a minimum on all codes, with the exception of the International Residential Code (IRC) and National Electric Code (NEC). The amendments to the IRC and NEC are 09.03.15 COW Minutes

necessary to maintain consistency for the existing residential developments. Overall, the building process is expedited for all concerned when amendments are minimal. This better facilitates the building process as developer, architects, and contractors are not surprised by regulations they may not encounter in other municipalities.

Staff Analysis

The 2012 ICC Existing Structures Code (ESC) is a new code for the Village. This code is used when a community has older structures that would be difficult, if not impossible, to bring into compliance with the current building codes. There are many such structures in the downtown and surrounding area. The Existing Structures Code breaks down the type and age of a structure, and assigns a “level of compliance” designation, which allows the Code Official to get some degree of compliance, without severely hampering an owner’s ability to improve their property. The addition of this code achieves the Village Board’s current Strategic Plan goal of revising building codes to facilitate redevelopment.

Director Nordman reported that the Village’s Chief Building Official, Phil Knudsen, was in attendance to answer questions.

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

Trustee Leopold asked if the Village is able to grant waivers or exceptions; Director Nordman stated yes.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance amending Title XV, Land Usage Chapter 150, Building Regulations.

g) Policy Direction – Halloween Trick or Treat Hours 2015

Mayor Sass reported that the yearly Halloween Trick or Treat hours are 4:00 p.m. to 7:00 p.m. This year Halloween is on a Saturday and Staff is looking for direction to see if the hours should be adjusted.

Mayor Sass asked if the Committee had comments.

Trustee Leopold suggested that they start at 1:00 p.m.

Trustee Piwko agreed and stated that the trick or treat hours should be from 1:00 p.m. to 7:00 p.m. Trustees Kanakaris and Goldman agreed.

Trustee Piwko also suggested that beginning next year the trick or treat hours should be from 4:00 p.m. to 8:00 p.m. and that residents who wish to participate should turn their porch lights on during the trick or treat hours.

It was the policy direction by the Committee of the Whole to change the Halloween Trick or Treat hours for 2015 to be from 1:00 p.m. to 7:00 p.m.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Leopold noted that the grass behind Sun City Neighborhoods #2 and #3 was mowed.

Trustee Piwko asked that the construction sign which is on the median on Route 47 be removed.

VILLAGE PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 7:32 p.m. to Enter into Executive Session for Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley.

MOTION: Trustee Piwko

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

A MOTION was made at 8:34 p.m. to Exit Executive Session.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:35 p.m.

MOTION: Trustee Hoeft

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary