

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
Thursday, September 15, 2011
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 15 2011 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Pam Fender, Nick Hanson, Niko Kanakaris, Harry Leopold, Paul Mercer and John Piwko.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

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

SPECIAL PRESENTATION:

Proclamation – Chamber of Commerce Week

Mayor Sass read the following proclamation into the record:

**NATIONAL CHAMBER OF COMMERCE WEEK
SEPTEMBER 12 – 17, 2011**

WHEREAS, the Huntley Area Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional and cultural life of the Village of Huntley; and

WHEREAS, chambers of commerce have contributed to the civic and economic life of Illinois for 173 years since the founding of the Galena Chamber of Commerce in 1838; and

WHEREAS, this year marks the 24th anniversary of the Huntley Area Chamber of Commerce which was established in 1987 and currently has over 350 involved members, as an ambassador of local businesses for the residents of our community; and

WHEREAS, the Huntley Area Chamber of Commerce leads by example of their purpose and mission statement, *“Working Together To Make A Difference”*, of promoting a prosperous business environment that enhances the quality of life within Huntley’s business community.

NOW THEREFORE I, Charles H. Sass, President of the Village of Huntley, proclaim September 12 through September 17, 2011, as CHAMBER OF COMMERCE WEEK in the Village of Huntley and call its significance to the citizens of the Village of Huntley.

Members of the Huntley Area Chamber of Commerce were in attendance and accepted the proclamation.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – August 25, 2011 Village Board and September 1, 2011 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee of the Whole 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 25, 2011 Village Board and September 1, 2011 Committee of the Whole Meeting Minutes.

- b) Discussion – September 22, 2011 Bill List in the Amount of \$689,941.88

Mayor Sass reported that 70.2% of the Bill List is for SSA property taxes and TIF sales tax. Mayor Sass asked if the Committee of the Whole 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 22, 2011 Bill List in the Amount of \$689,941.88.

- c) Discussion – Resolution (R)2011-09.28 - Temporary Use Permit Request – Huntley Artfest – First Congregational Church, 11628 East Main Street

Mayor Sass reported that the First Congregational Church is requesting a temporary use permit to hold an Artfest on Saturday, August 18, 2012 (10 a.m. to 5 p.m.) and Sunday, August 19, 2012 (10 a.m. to 4 p.m.). The event will be similar to this year's event and will be staged on the church-owned open space area east of the Huntley Apartments building at 11624 Main Street. The approximate 100 artists that are expected to be scheduled for the two-day Artfest will begin setting up on Thursday (8/16/12) and Friday (8/17/12) and close down shortly after 4:00 p.m. on Sunday afternoon. The First Congregational Church will provide overnight supervision of the event grounds. A site plan showing the artist area on the east side of the Huntley Apartments building and entertainment stage was included in the packet. Additionally, the event organizers are considering food concessions and are aware that the McHenry County Health Department may require permitting and inspection to accommodate this activity.

Parking for the rain or shine event is anticipated at four locations: (1) First Congregational Church lots; (2) Trinity Lutheran Church; (3) Village of Huntley public parking lots (adjacent to the railroad tracks and Old Village Hall); (4) Union Special parking lot (a shuttle will transport people to the Artfest). The four sites will provide a total of 700 parking spaces, according to the petitioner.

Off-Premise (14 square foot) banners promoting the event are proposed at the following four (4) locations:

- Southwest corner of Route 47 and Reed Road (American Community Bank property) – facing north
- Northeast corner of Route 47 and Borden Street (Union Special property) – facing north
- Northeast corner of Route 47 and Huntley Crossing Drive (Harris Bank property) – facing south
- Northeast corner of Haligus and Algonquin Road (Centegra property)

The 6'-tall x 2'-4"-wide banners will be similar in design to this year's banner and will be placed at the specified locations no sooner than Saturday, July 28, 2012 and will be removed no later than Monday, August 20, 2012.

Staff Analysis

The Temporary Use Permit request is accommodated under the Village’s Zoning Ordinance Section 156.084 for property zoned Commercial or Business Park. The subject property is zoned B-3 (PUD) Shopping Center Business - Planned Development District.

The Village’s Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The table below details the criteria and the proposed signs:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	Three (3) of the four (4) banners proposed are adjacent to Route 47
Prohibited within a residentially zoned property	None of the banners are proposed to be located on a residentially-zoned property.
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The banners are 14 square feet.
Maximum height is 15 feet above grade	The height of the banners is six (6) feet.
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver’s view of approaching, merging or intersecting traffic for a distance of 500 feet	The placement of the proposed banners will be required to meet this standard.

Staff recommends the following conditions should the temporary use permit be approved:

1. The \$75 temporary use permit fee shall apply for the Artfest event.
2. All drive-aisles and sidewalks must be kept clear.
3. Necessary McHenry County Health Department permits and inspections must be secured to accommodate food preparation and sales.
4. Site shall be cleared of all trash immediately following completion of the event.
5. All signage shall be removed immediately following the completion of the event.
6. Property owner permission shall be obtained for all off-premise parking and signage.

Financial Impact

The petitioner will be required to pay the \$75 Temporary Use Permit fee for the event.

Legal Analysis

The request falls under Zoning Ordinance Section 156.084 Temporary Uses, Structures and Obstructions; (6) *Art Shows* provided such temporary uses are limited to four (4) such sales in a 12 month period and no such sale shall be permitted for a period of more than five (5) successive days.

Mayor Sass reported that a representative of the petition was in the audience to answer questions.

Mayor Sass asked if the Committee of the Whole 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)2011-09.28 - Temporary Use Permit Request for Huntley Artfest – First Congregational Church, 11628 East Main Street subject to the conditions of approval.

- d) Discussion – Ordinance (O)2011-09.40 – An Ordinance Approving a Special Use Permit for an Indoor Amusement Facility at 11177 Dundee Road / Virtual Outdoors Indoor Golf

Senior Assistant to the Village Manager Lisa Armour reviewed a Power Point presentation and reported

that Virtual Outdoors Indoor Golf is requesting a Special Use Permit for Indoor Amusement to accommodate a Golf Simulation Center in the “M” Manufacturing-zoned Huntley Tech Center lease space located at 11177 Dundee Road. The definition for “Indoor Amusement” provided in the Zoning Ordinance specifically includes “indoor sport clubs”.

The Virtual Outdoors Indoor Golf facility is proposed for the approximately 9,000 square foot lease space located at 11177 Dundee Road on the east side of the Huntley Tech Center. The proposed floor plan for the facility includes a lounge area, restrooms, office, storage room, private party room and future kitchen. The golf center will house six (6) golf simulators featuring True Golf’s E6Golf software with sixty-seven (67) prominent worldwide golf courses along with practice putting greens and chipping areas.

The business plan provided by the petitioner includes the following days and hours of operation:

Monday through Wednesday	Thursday through Saturday
8 am to 10 pm	8 am to 12 am

Opening at 6:00 a.m. a few days a week shall be a consideration if desired by the facility’s patrons.

Staff Analysis

The Huntley Tech Center includes a large paved area adjacent to the east of the proposed Golf Simulation facility lease space for parking. Per the Village’s Zoning Ordinance, the 9,000 square foot tenant space requires 0.3 parking spaces per person of design capacity, therefore, requiring a maximum of 54 parking spaces (max. occupant load is 180 persons per the 2006 International Building Code). The petitioner has indicated initially the facility would need parking for no more than twenty-eight (28) vehicles, with additional parking easily accommodated within this paved area.

Plan Commission Action

The Plan Commission shall review the petition at a public hearing to be held on September 12, 2011.

Staff recommended the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

1. No building permits, plans or Certificates of Occupancy are approved as part of this submittal.
2. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
3. No Signage is approved as part of the Special Use Permit.

Ms. Armour stated that the petitioner, Mr. Mark Tintner, was in the audience to answer questions.

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

Trustee Leopold asked if the petitioner operated the like business in Palatine. Mr. Tintner stated that he did not but this facility would be similar to that operation.

Mayor Sass asked if there were other 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 Ordinance (O)2011-09.40 – An Ordinance Approving a Special Use Permit for an Indoor Amusement Facility at 11177 Dundee Road / Virtual Outdoors Indoor Golf.

e) Discussion – Proposed Addition to St. Mary Church, 10307 Dundee Road

Village Manager David Johnson reviewed a Power Point Presentation and reported that St. Mary Catholic Church is proposing a 32,567 square foot parish center addition to their existing facility that was completed in 2001. The addition will include a 600 person parish hall, a small chapel, ten (10) meeting rooms that could be subdivided into as many as seventeen (17) meeting rooms, office space for staff, and a full service kitchen. The exterior of the building will be constructed using brick veneer and sloped shingle roof to match the existing building.

The proposed site plan will modify the existing parking lot layout to accommodate a covered drop-off lane for the new parish center. As a result of the drop-off lane, a total of fourteen (14) parking spaces will be lost. A service drive to the kitchen is proposed to the south of the addition. The service drive will also provide access to a new trash enclosure.

Staff Analysis

The property is zoned RE-1 (PUD) Residential Estate Planned Unit Development which requires the property to be developed as a Planned Unit Development. The Church originally received Final Planned Unit Development (PUD) approval from the Village Board on March 9, 2000. An amendment to the PUD was later approved by the Village Board on March 27, 2003, which allowed a revised landscape plan for the parking lot. A second amendment to the PUD was approved on September 25, 2005, which allowed a parking lot expansion and new driveway on Huntley-Dundee Road. The currently proposed addition for the parish center will also require an amendment to the Final PUD. Furthermore, the requested amendment requires relief to reduce the number of required parking spaces and will therefore necessitate a public hearing in accordance with Section 156.070(3.b) of the Zoning Ordinance. Section 156.070(3.b) requires a public hearing when relief is required that was not contemplated as part of the Final PUD.

Village Manager Johnson reported that relief will be necessary to allow a reduction in the required number of parking spaces. This relief was not originally contemplated as part of the Final PUD.

Required Parking

Total Parking Required (Existing Building)	435
Total Parking Required (Parish Hall Addition)	<u>260</u> (preliminary calculation)
Total Required	695
Total Parking Proposed	532
Relief Required	163 Parking Spaces

Village Manager Johnson reported that representatives for the petition Mr. Tom Siebert and Mr. Steve Pate were in attendance to answer questions.

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

Trustee Fender stated that the required relief of 163 parking spaces seemed excessive. Mr. Pate stated that he had toured the parking lot on Saturdays and Sundays and during church times there was available parking. Mr. Pate also noted that both buildings will not be fully occupied at the same time. Trustee Fender stated that at one time there was talk about adding a cemetery and a school onto this property and asked if this was being addressed. Mr. Pate stated that there currently no plans for either of these uses.

Trustee Leopold stated that it looks like a nice addition and from what he has heard much needed. Trustee Leopold stated that he is concerned with the parking relief requested and suggested that the petitioners add another double row of parking, at this time, extending toward Kreutzer Road. Mr. Pate stated that they will be looking at the additional parking need. Trustee Leopold stated that he would like to see them add a sketch of the additional parking location onto the plans.

Trustee Piwko asked about the basement addition. Mr. Siebert stated that a small basement will be added under the Adoration Chapel for storage only. Trustee Piwko reported that when he attends Mass at St. Mary's that people park along the road because of laziness and not due to the lack of spaces.

Mayor Sass asked if there were any other comments or questions; there were none.

It was the consensus of the Committee of the Whole to refer to the Plan Commission to begin the formal development review and approval process for an Amendment to a Final Planned Unit Development for St. Mary Church at 10307 Dundee Road.

f) Transmittal – Fiscal Year (FY) 2012 Budget Calendar

Village Manager Dave Johnson reported that the Fiscal Year (FY)2012 Budget Calendar was in the Board Packet.

	<u>FISCAL YEAR (FY)2012 BUDGET CALENDAR</u>
Friday, October 14, 2011	Budget requests due from Departments
Thursday, October 27, 2011	Village Board Workshop Meeting
October 24 – 31, 2011	Budget compilation - Draft
November 1 – November 4, 2011	Staff Budget review
November 7 – 10, 2011	Budget revisions
Tuesday, November 15, 2011	Staff review and finalization of proposed budget
Thursday, November 17, 2011	Property tax levy estimate – Village Board (20 days before adoption of levy)
Friday, November 18, 2011	Distribute proposed budget to Mayor and Board of Trustees
Monday, November 28, 2011	Publish Property Tax Levy Hearing Notice (Must appear no more than 14 days and no less than 7 days prior to hearing.) Publish Budget Hearing Notice
Monday 12/5 – Tuesday 12/6/11	Village Board breakdown sessions
Tuesday, December 6, 2011	Village Board Budget workshop (if necessary)
Thursday, December 8, 2011	Public Hearing – FY 2012 Proposed Budget Public Hearing – 2011 Property Tax Levy Additional Village Board Discussion Village Board Consideration of FY 2012 Budget Village Board Consideration of 2011 Tax Levy

(levy finances 2012 budget)

Friday, December 16, 2011

File Property Tax Levy with Counties

Mayor Sass asked if the Committee of the Whole had any comments or questions with the budget calendar; there were none.

This agenda item was for informational purposes and no action was required.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

a) West Main Street Resurfacing

Village Manager Johnson reported that Staff has been in conversation with Plote to extend the unit price as part of the Route 47 Widening Project to grind and do a surface overlay from the end of the project on West Main Street to the Village limits at a cost to the Village of \$69,470. Therefore Main Street will be resurfaced from Church Street on the east side of the project to the Village limits on the west.

Trustee Leopold asked if curb will be replaced along the way; Village Manager Johnson stated that staff will look into the cost. Trustee Piwko asked about the portion to Church Street; Village Manager Johnson reported that the portion to Church Street was included as part of the 2011 budget.

It was the consensus of the Committee of the Whole for staff to move forward with the project.

b) Fishing Regulation Ordinance

Village Manager Johnson reported that the Board received a copy of the Fishing Regulation Ordinance that was discussed at the September 8th meeting and that will be included on the September 22, 2011 Agenda.

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

Trustee Leopold stated that it is nice for parents to be able to take their children fishing and would not be in favor of banning fishing. Trustee Fender asked if a ticket would be issued and how much it would be; Village Manager Johnson reported that tickets would be issued of not less than \$250 to \$500 for subsequent violations but as the Village typically handles new regulations a warning ticket would be issued first. Trustee Piwko asked if the Police would be patrolling the ponds or if violations would be handled on a complaint basis; Village Manager Johnson stated that they would be handled on a complaint basis. Trustee Piwko requested that this agenda item not be placed on the Consent Agenda. Trustees Kanakarlis and Hanson stated that they think residents should be able to fish and would support the catch and release requirement.

VILLAGE PRESIDENT'S REPORT:

Mayor Sass thanked the Trustees that attended the Village's September 11th Ceremony and stated that the ceremony was very nice.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A Motion was made to enter into Executive Session at 7:33 p.m. for a) Probable or Imminent Litigation and Pending Litigation.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

A Motion was made to exit Executive Session at 7:40 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:41 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Fender

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary