

VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 15, 2016
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, 2016 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 Public Works and Engineering Timothy Farrell and Village Attorney John Cowlin.

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

SPECIAL PRESENTATIONS:

- a) Chamber of Commerce Week: September 12-16, 2016

Mayor Sass read the following proclamation:

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 178 years since the founding of the Galena Chamber of Commerce in 1838; and

WHEREAS, this year marks the 29th anniversary of the Huntley Area Chamber of Commerce which was established in 1987 and currently has over 300 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 16, 2016, as CHAMBER OF COMMERCE WEEK in the Village of Huntley and call its significance to the citizens of the Village of Huntley.

PASSED and APPROVED this 15th Day of September, 2016.

Executive Director Sunday Graham accepted the proclamation and the Chamber members in attendance took a picture with the Mayor and Village Board.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the August 18, 2016 Committee of the Whole, August 25, 2016 Liquor Commission and August 25, 2016 Village Board Meeting Minutes

Mayor Sass asked if the Committee had any questions 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 18, 2016 Committee of the Whole, August 25, 2016 Liquor Commission and August 25, 2016 Village Board Meeting Minutes.

- b) Discussion – Approval of the September 22, 2016 Bill List in the amount of \$832,843.90

Mayor Sass asked if the Committee had any questions or comments 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, 2016 Bill List in the amount of \$832,843.90.

- c) Discussion – Conceptual Review of a request for a Zoning Map Amendment to Rezone 11103 Church Street property from “R-2” Single-Family Residence District to “B-4” Adaptive Reuse Business District and Referral into the Formal Development Review Process

Village Manager David Johnson reported that Randy and Lisa Uidl, petitioners and owners of 11103 Church Street, are proposing a Zoning Map Amendment to rezone the property from “R-2” Single-Family Residence District to “B-4” Adaptive Re-use Business District. The subject property is located immediately south of Strode’s Furniture and adjacent to the Village’s alley and parking lot. The petitioners propose the adaptive reuse of the existing circa 1915 two-story house to accommodate a boutique style retail business on the first floor. The business, named *Plenty*, will sell products that include the following:

- Décor and home goods
- Artisan work
- Assortment of small, specialty, handcrafted furniture and home furnishings
- Select books and an expanse of stationery products – paper, cards, journals pens, select art supplies
- Wellness items
- Unique jewelry, clothing and accessories
- Seasonal porch inspiration
- Music

Additionally, the petitioners propose to offer space on the second floor of the building for such things as guitar lessons and book clubs.

Parking

Parking for the business is proposed to be accommodated within the existing Village parking lot located immediately behind the subject property. The existing driveway and detached garage would remain as

existing but would be blocked to prohibit access by the public. The Zoning Ordinance allows off-site parking, upon approval of a Special Use Permit by the Village Board, provided that it is within 600 feet of the main entrance to the business and in the same block as the business so that no public street lies between the off-site parking spaces and the business. The use of the Village parking lot would meet these requirements.

Staff Analysis

The proposed use of the property will require the Plan Commission and Village Board to review and approve the Map Amendment to rezone the property and a Special Use Permit to allow off-site parking. If approved by the Village Board, the rezoning to “B-4” Adaptive Reuse Business District would allow the following Permitted and Special Uses on the subject property (special uses are subject to the approval of a Special Use Permit by the Village Board):

Permitted Uses:

Advertising agency	Leather goods
Antique sales	Music, instrument & record store
Art gallery-art studio sales	Park
Art supply store	Photography
Attorney’s office	Picture frame shop
Barber shop / beauty shop; ≤ three chairs or stations	Public accountant
Bicycle shop	Shoe and hat repair
Bookkeeping service	Single Family Dwelling
Book store	Stationery store
Camera shop	Tailor
Craft shop	Ticket office
Clothes pressing and repair	Tot lot
Detective agency	Toy store
Dressmaker, seamstress	Travel agency
Engineering office	Watch, clock – sales & repair
Florist Sales	
Gift shop	<u>Special Uses (requires public hearing):</u>
Health food & vitamin store	Medical, dental, and optometry
Hearing aid store	offices/clinics
Hobby shop	Real estate office
Ice cream shop	Restaurant
Income tax service	Bed and breakfast establishments
Insurance office/agency	
Interior decorating studio	
Jewelry retail	

Downtown Revitalization Plan

The Downtown Revitalization Plan, adopted by the Village Board in 2010, planned for the conversion of single family homes along south Church Street to commercial use.

Building Code

The use of the second floor is predicated on the owners installing a fire suppression system within the structure, which they have indicated will be done. Additionally, the owners are required to comply with the requirements of the Illinois Accessibility Code. Based on initial discussions between staff and the owners, it does not appear that the proposed alterations will meet the threshold to require accessibility improvements to the structure. The owners are not proposing any exterior changes to the property and

only minor redecorating is proposed for the interior of the structure.

Relief Required

The relief required from the Lot, Area and Bulk Regulations under the proposed “B-4” Adaptive Reuse Business District is generally the same relief necessary for the site under the current zoning designation of “R-2” Single Family Residence District.

The proposed map amendment to “B-4” Adaptive Reuse Business District necessitates the following relief for the property’s existing structure:

- (a) A minimum lot width of 70 feet is required within the “B-4” Adaptive Reuse Business District. The width of the subject lot is 53 feet, thereby requiring relief of 17 feet.
- (b) The minimum front yard setback is 30 feet within the “B-4” Adaptive Reuse Business District. The front yard setback is approximately 8 feet, thereby requiring relief of 22 feet.
- (c) The minimum parking lot/drive aisle setback is 10 feet in the “B-4” District. The existing driveway abuts both the north and south property lines, thereby requiring relief of 10 feet.
- (d) The 6,618 square foot lot is less than the 8,400 square foot minimum lot area required in “B-4” zoning district, thereby requiring relief of 1,782 square feet.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention, and Expansion* as a Strategic Priority, and “promote adaptive re-use of residences adjacent to the downtown” as an objective.

Village Manager Johnson reported that the petitioners were in attendance to answer questions.

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

Trustee Kanakaris asked if the changes to the building would require it to be handicapped accessible; Village Manager Johnson reported that with the minimal upgrades it was not likely needed but the plans would be reviewed in detail by staff and the Plan Commission.

Trustee Goldman asked how many restrooms were currently located on the first floor; Village Manager Johnson reported one restroom on the first floor. Trustee Goldman asked what the kitchen was going to be used for. Lisa Uidl reported that it would be the area staged for kitchen items to be sold. Ms. Uidl stated that the store would be totally retail.

Trustee Leopold asked about signage on the building; Ms. Uidl reported that they had not yet worked that out but might request a variance.

There were no other comments or questions.

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

- d) Discussion – Consideration of an Ordinance Approving a Special Use Permit for a Secondhand Store within the “B-3” Shopping Center Business District-zoned property at 10514 Route 47 / Sweet Repeats

Village Manager David Johnson reported that the petitioners, Sweet Repeats and Journey Church, are requesting approval of a Special Use Permit to allow a secondhand store within the “B-3” Shopping Center Business District-zoned property at 10514 Route 47. Sweet Repeats, formerly affiliated with the Pioneer Center, previously received approval of a Special Use Permit to operate a secondhand store at this same location in April 2010. They occupied the space from the spring of 2010 until the spring of 2013 at which time they received approval of a Special Use Permit for their current location in the Outlet Center. Sweet Repeats is currently leasing the Outlet Center space on a month-to-month basis through the end of October, 2016.

Sweet Repeats will lease a 7,200 square foot space within the building at 10514 Route 47 and will sell merchandise that has been donated and will likely include clothing, furniture, art, jewelry, books, CDs and DVDs, housewares, and small appliances. The business will be open seven days a week from 9:00 AM TO 5:00 PM. Proceeds from sales are used to assist the community as need is identified. Examples of assistance include, but are not limited to, District 158 Transition Light, Huntley Library, scouting, community events, Grafton Food Pantry, and families in need. Retail sales tax is collected on items sold.

Staff Analysis

A secondhand store is defined as “a retail store that buys or accepts donations and sells previously used merchandise, such as clothing, furniture, appliances, household goods, sporting goods, recreational equipment or other merchandise not considered to be antique, that is in good repair or has been restored or reconditioned to a clean and usable condition”. Secondhand stores are classified as a special use in the “B-2” Highway Service, “B-3” Shopping Center Business, “C-1-PDD” Neighborhood Business District and “C-2-PDD” Regional Retail zoning districts.

Parking

Per Section 156.106 of the Zoning Ordinance, the minimum required parking for retail uses is four (4) parking stalls per 1,000 square feet. Therefore, the 7,200 square foot facility requires twenty-nine (29) parking stalls, including two (2) accessible spaces. The site currently provides thirty-four (34) parking spaces, including one (1) accessible parking space. Therefore, provided an additional accessible parking space is accommodated, the proposed site conforms to the parking ratio requirements.

Except for the addition of the required accessible parking space, Sweet Repeats does not propose any changes to the site or the exterior of the building.

Plan Commission Recommendation

The Plan Commission will consider the petition and hold the required public hearing on Monday, September 12, 2016. Staff has recommended the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. No Signage is approved as part of the Special Use Permit.
4. There shall be no outdoor display of merchandise or outdoor storage of donated materials.
5. A second handicap parking space shall be added to the site in accordance with the Illinois Accessibility Code.

Village Manager Johnson reported that the petitioners were in attendance to answer questions.

Mayor Sass asked the Committee if there were any comments or questions.

Trustee Leopold asked if there was still an apartment on the 2nd floor; Village Manager Johnson stated that there was still an apartment. Trustee Leopold stated that when Sweet Repeats was in the space previously that it seemed very cluttered and asked that it be made more customer friendly.

Trustee Kanakaris asked if Sweet Repeats would be using the entire first floor. Cindy Howver, store manager, stated that they will be using the whole first floor (7,200 square feet) but not the garages.

Trustee Westberg thanked the petitioner for staying in Huntley.

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance for a Special Use Permit for a Secondhand Store at 10514 Route 47.

- e) Discussion – Consideration of an Ordinance Approving a Special Use Permit to operate an Indoor Recreation Facility within the “M” Manufacturing District-zoned property at 11530 Smith Drive / Huntley Barbell

Village Manager David Johnson reported that Huntley Barbell is a warehouse-style fitness facility providing strength training to their clients utilizing free weights, cardio equipment and group exercise sessions. Huntley Barbell currently operates at 11514 Smith Drive - Unit D for which they received a special use permit in December, 2013 for an indoor recreation use in the “M” Manufacturing District.

Huntley Barbell has requested a special use permit for an indoor recreation use in the “M” Manufacturing District to accommodate the relocation of their facility into the ±2,600 square foot lease space at 11530 Smith Drive (Unit 4), across Smith Drive from their current location.

Huntley Barbell offers 24-hour key card access to the facility as well as various group training sessions scheduled Monday through Friday between 5:00 a.m. and 8:00 p.m. and Saturdays between 10:00 a.m. and 12:00 p.m.

Staff Analysis

Indoor Amusement and Indoor Recreation is allowed as a Special Use within the “M” Manufacturing District. Therefore, the petitioner must secure approval of the Special Use Permit to accommodate the fitness facility’s relocation to the subject “M” Manufacturing-zoned lease space.

Parking

The Zoning Ordinance requires 0.3 parking spaces per person of design capacity for commercial recreation. The maximum occupancy for the proposed Huntley Barbell facility is 26 persons (1 occupant/100 square feet), therefore requiring 8 parking spaces. The remaining tenant spaces on the north side of the building are occupied by industrial users which require an additional 24 parking spaces, for a total of 32 required parking spaces. The parking area on the north side of the building includes 34 parking stalls, therefore, sufficient parking is provided to accommodate Huntley Barbell.

Plan Commission Recommendation

The Plan Commission will consider the petition and hold the required public hearing on Monday, September 12, 2016. Staff has recommended the following conditions be applied should the Plan 09.15.16 COW Minutes

Commission forward a positive recommendation to the Village Board:

1. No building unit construction 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.

Village Manager Johnson reported that the petitioner was in attendance to answer questions.

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 for a Special Use Permit for an Indoor Recreation Facility at 11530 Smith Drive.

- f) Discussion – Consideration of an Ordinance for Acceptance of Public Improvements for Talamore Subdivision Pods 3 and 4

Director of Public Works and Engineering Timothy Farrell reported that the Village Board routinely accepts subdivision public improvements for ownership and maintenance once the improvements have been successfully constructed and inspected. The Village has received a request from Lennar Chicago, Inc. for acceptance of Talamore Subdivision Pods 3 and 4 along with the release of the performance guarantee for the public improvements.

Staff Analysis

The public improvements punch lists generated by the Village and our consultant, Christopher B. Burke Engineering, LTD (CBBEL), have been successfully completed by Lennar of Chicago, Inc. for Pods 3 and 4. Staff recommends that the Village accept the public improvements for Talamore Pods 3 and 4 thereby releasing the performance guarantees for both Pods 3 and 4. The Village shall require a 10% maintenance security for a term of year in accordance with the Talamore Development Agreement dated September 12, 2003 as follows:

Talamore Subdivision	Public Improvement Value	Maintenance Security Required (10%)
Pod 3	\$2,297,091.69	\$229,709.17
Pod 4	\$2,254,425.62	\$225,442.56

The current performance securities may be released upon receipt of the one-year maintenance security.

Financial Impact

All applicable escrow accounts shall be current prior to release of the performance bond.

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

Trustee Kanakaris asked if all the parkway trees were alive in Pods 3 and 4; Director Farrell reported

that they were. Village Manager Johnson reported that the Talamore HOA is responsible for all the parkway trees.

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 for Acceptance of Public Improvements – Talamore Subdivision Pods 3 and 4.

- g) Discussion – Consideration of a Resolution Approving the Bid Award to J. Congdon Sewer Service, Inc. in the amount of \$338,428.50 to Complete the 2016 Water Main Replacement Program and Amending the FY16 Budget

Director of Public Works and Engineering Timothy Farrell reported that over the past several years, there have been numerous water main breaks along Giordano Ct. and along the alley behind the Bakley Shopping Center as a result of deteriorating and aging pipe. These main breaks consume staff resources, result in water loss, are costly to repair, are disruptive to water users and are likely to continue unless the pipe is replaced with new pipe meeting current material and construction standards. This project includes replacement of approximately 900 feet of 10” and 12” pipe at the locations identified in the attached exhibits.

On September 2, 2016 the Village received bids from eleven (11) contractors for the 2016 Water Main Replacement Program. The bid results are summarized as follows:

Bidder	Base Bid Amount	Alternate Bid Amount
J. Congdon Sewer Service Inc.	\$331,438.50*	\$338,428.50*
Copenhaver Construction	\$323,599.00	\$341,206.00
Trine Construction	\$330,551.90*	\$341,276.60*
Mauro Sewer Construction Inc.	\$325,377.00	\$343,551.40*
Patnick Construction Inc.	\$349,394.00*	\$362,268.00*
R.A Mancini, Inc.	\$340,169.00	\$363,398.00
Berger Excavating	\$394,099.00	\$416,654.00
Maneval Construction	\$397,597.68	\$426,673.88*
Kellenberger Plumbing & Underground Inc.	\$406,694.00	\$429,646.00
Stark & Son Excavating Inc.	\$418,328.35	\$432,828.35
Boulder Construction	\$416,280.00	\$432,840.00
<i>Engineer’s Estimate of Probable Cost</i>	<i>\$322,908.00</i>	<i>\$332,120.00</i>

* Bid amount corrected from amount read at bid opening due to calculation errors found in bid documents

Staff Analysis

The bids have been reviewed by Staff and the consulting engineer, Christopher B. Burke Engineering, Ltd (CBBEL). The base bid amount includes restoring the alley behind Bakley Shopping Center with a 4” pavement patch along the trench width only and the alternate bid includes pavement removal and replacement for the entire width of the alley. The lowest responsive, responsible bidder for the 2016 Water Main Replacement Project Base Bid is Copenhaver Construction Co. in the amount of

\$323,599.00. The lowest responsive, responsible bidder for the 2016 Water Main Replacement Project's Alternate Bid is J. Congdon Sewer Service, Inc. in the amount of \$338,428.50. Staff recommends awarding the Alternate Bid to J. Congdon Sewer Service Inc. in the amount of \$338,428.50.

Work is anticipated to be complete in November. As has been done in previous years, residents and businesses in the project area will be notified of the project and associated service disruptions.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and "Enhance asset management program to sustain level of service at economical life cycle cost" as an objective.

Financial Impact

The FY16 Budget includes \$285,000 for the Water Main Replacement Program in the Water Capital Fund, 20-10-4-6900. Engineering services agreement for design and construction engineering services in the amount of \$37,500 was approved earlier this year. It is recommended that the \$40,000 budgeted in FY16 in the Water Capital Fund, 20-10-2-6320, for Water Well No. 13 Engineering instead be utilized for engineering services, as this project can be deferred until a future fiscal year. The fund balance in the Water Capital Fund is sufficient to cover the additional cost of approximately \$55,000 to complete the project. A budget amendment would be required to approve the increased project cost and use of engineering funds and fund balance for the project.

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

Mayor Sass directed Staff to be sure to give the businesses enough notice of water shut off so they can plan accordingly.

Trustee Hoeft asked if the contractor had experience with municipalities and if references were checked; Director Farrell stated that their references were checked and they have municipal experience.

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 the Alternate Bid Award to J. Congdon Sewer Service Inc. in the amount of \$338,428.50 to complete the 2016 Water Main Replacement Program and Amending the FY16 Budget

- h) Discussion – Consideration of the Approval of Payout Request No. 2 to Arrow Road Construction Company for the 2016 MFT Street Program in the amount of \$484,726.20

Director of Public Works and Engineering Timothy Farrell reported that on April 28, 2016, the Village Board approved a resolution appropriating \$860,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2016 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Arrow Road Construction Company in the amount of \$757,990.20 for grind and overlay of Heritage of Huntley Subdivision. Change Order No.1 was approved on June 9, 2016 in an amount not to exceed \$40,000 for grind and overlay of a section of Main Street. The adjusted contract amount is \$797,990.20.

Arrow Road Construction Company has submitted the second payout request for the 2016 MFT Street Program. Village staff and the Village's project engineer, CBEL, has reviewed the request and

recommend approval of payout request No. 2.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$317,033.00	\$31,703.30 (10%)	\$0.00	\$285,329.70
#2	\$810,585.16	\$40,529.26 (5%)	\$285,329.70	\$484,726.20

The total completed work is \$12,594.96 over the adjusted contract amount mainly due to additional concrete sidewalk, curb and gutter and the associated restoration.

Financial Impact

The FY2016 Budget includes \$860,000 in the MFT Fund line item 42-05-3-6750 and \$73,000 in the Street Improvement Fund line item 04-10-2-6320 for the 2016 Street Improvement Program.

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. 2 to Arrow Road Construction Company in the amount of \$484,726.20 for the work completed under the 2016 MFT Street Program.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Leopold asked what the work on Route 47 being done by the State was and asked if it was completed; Director Farrell stated that the State filled the pot holes with crushed rocks and they that was all that they were going to do at this time. Village Manager Johnson stated that staff will communicate the Board’s concerns.

Trustee Goldman stated that the monthly report shows that MC Ride ridership is going down and asked if they could track the number of Kane County riders; Assistant Village Manager Lisa Armour stated that Staff will request a breakdown to verify the numbers.

VILLAGE PRESIDENT’S REPORT: None

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 7:26 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg
The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary