

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
October 15, 2015
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 15, 2015 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

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

ABSENT: Trustee Ronda Goldman

IN ATTENDANCE: Village Manager David Johnson, Management Assistant Barbara Read, Village Clerk Rita McMahon, Director of Development Services Charles Nordman, Director of Finance Jennifer Chernak, Village Engineer Tim Farrell, Director of Public Works Jim Schwartz, Police Chief Robert Porter and Village Attorney Mike Coppedge.

PLEDGE OF ALLEGIANCE: The Police Department Color Guard presented the colors. Mayor Sass led the Pledge of Allegiance.

ADMINISTRATION OF THE OATH OF OFFICE:

Mayor Sass reported that Police Chief Robert Porter was selected after a national search to replace retiring Police Chief John Perkins. Chief Porter comes to Huntley from Downers Grove, where he served as chief for the last 15 years. He is also a past president of the Illinois Chiefs of Police Association. Chief Porter officially began his duties on October 12, 2015. Chief Porter holds a bachelor's degree in Criminal Justice and a master's degree in Public Safety Administration from Lewis University. He is also a graduate of Northwestern University's School of Police Staff and Command and the FBI National Academy, and is a Certified Police Chief through the Illinois Association of Chiefs of Police.

Village Clerk Rita McMahon administered the Oath of Office.

Chief Porter thanked Village Manager David Johnson and the Village Board of Trustees. Chief Porter expressed his enthusiasm for the chance to work with the members of the Huntley Police Department.

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of August 14, 2015 Village Board Workshop, September 10, 2015 Liquor Commission, September 10, 2015 Village Board, September 17, 2015 Committee of the Whole, September 24, 2015 Village Board and October 1, 2015 Committee of the Whole 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 14, 2015 Village Board Workshop, September 10, 2015 Liquor Commission, September 10, 2015 Village Board, September 17, 2015 Committee of the Whole, September 24, 2015 Village Board and October 1, 2015 Committee of the Whole Meeting Minutes.

- b) Discussion – Approval of the October 22, 2015 Bill List in the Amount of \$1,958,311.68

Mayor Sass reported that \$1,683,475.49 (or 86%) of the expenditures were directly attributed to the payment of SSA Property Taxes (\$79,606.02), TIF Sales Tax (\$136,980.81), Sales Tax Rebate to Viking – TDC Huntley, LLC (\$96,117.34), Payout#2 to Alliance Contractors Inc. for the Downtown Streetscape Improvement Project (\$422,339.65), Payout#3 to Elmund & Nelson for the Downtown Dry Utilities Replacement Project (\$204,878.66), Payout#1 to Plote Construction for the 2015 MFT Street Program (\$654,180.61) and refund of the Compliance Bond for the Weber Distribution Facility Permit (\$89,372.40).

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 October 22, 2015 Bill List in the Amount of \$1,958,311.68.

- c) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for Hiwin Corporation, 12455 Jim Dhamer Drive, and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Hiwin Corporation Inc. (Hiwin), a designer and manufacturer of linear guides, ball screws and robotic equipment utilized by specialized manufacturing companies, is proposing to construct an 117,441 square foot office-warehouse facility on the 15.25-acre site on the south side of Jim Dhamer Drive, east of George Bush Court.

The first phase of development includes the 117,441 square foot office-warehouse facility with corresponding parking, landscaping and a stormwater detention feature on the northern portion of the site adjacent to Jim Dhamer Drive. The future phase of development proposes a 144,366 square foot warehouse addition on the north side of the initial Hiwin facility as well as additional parking.

Staff Analysis

The subject site is zoned “BP-PDD”, Business Park – Planned Development District and further designated under the Village’s comprehensive plan for Business Park development.

Site Plan

The 117,441 square foot Hiwin office-warehouse facility is proposed on the southern portion of the 15.25-acre site with the building’s main entrance facing south towards Interstate 90. The adjacent parking lot will provide parking for 185 vehicles at the southeast corner of the site which includes the requisite six (6) accessible parking spaces. The parking lot will be accessible by a driveway from Jim Dhamer Drive at the northeast corner of the site. Trucks will utilize a second driveway from Jim Dhamer

Drive on the west edge of the site which will provide access to the loading dock on the west side of the facility.

The future phase for the facility is a 144,366 square foot warehouse addition on the north side of the initial office-warehouse building with an expanded parking lot on the east side of the site.

Parking

The proposed and required parking for the first and future phases of the Hiwin project is as follows:

	REQUIRED RATIO	SQUARE FOOTAGE	REQUIRED	PROPOSED
OFFICE – FIRST PHASE	1: 250 GROSS SQ. FT.	30,286	121	121
WAREHOUSE–FIRST PHASE	1: 1,000 GROSS SQ. FT.	87,155	87	58
		TOTAL – 1ST PHASE	208	185
WAREHOUSE–FUTURE PHASE	0.5: 1,000 GROSS SQ. FT.	144,366	72	149
		TOTAL – ALL PHASES	280	334

Building Elevations

The proposed Hiwin office and warehouse facility will use pre-cast wall panels, narrow horizontal reveals, thermal glass and prefinished metal fascia along the building parapet. As previously noted the main entrance to the facility will face south and include glass doors, sidelights and transom.

Landscaping

The proposed site landscaping includes foundation plantings and deciduous, evergreen and ornamental trees proposed within the site and along the perimeter.

Lighting

The proposed site lighting includes pole-mounted shoebox style fixtures to illuminate the parking lot and wall lighting packs, matching the parking lot fixture, mounted to the perimeter of the building.

Required Approvals

The property will require the following review and approvals from the Plan Commission and Village Board:

- i. Final Plat of Subdivision
- ii. Site Plan Review, including any necessary relief.

Director Nordman reported that Adam Reiche from Reiche Construction was in attendance to answer questions.

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

Trustee Westberg asked if the petitioner could include the white vertical lines on the north elevation of the building to break up the long wall. Mr. Reiche asked if they could paint white vertical lines on that elevation as that is where the building expansion will take place. Trustee Westberg said that he would support that modification.

Trustee Piwko asked when was the expansion anticipated; Mr. Reiche stated that he was not sure but believes that it is not far off.

Trustee Leopold stated that he liked the look of the building.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to Refer the Proposed Site Plan and Building Elevations for Hiwin Corporation, 12455 Jim Dhamer Drive, to the Plan Commission to begin the Formal Development Review Process.

- d) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for a Burger King on Outlot 9 of Huntley Grove and Referral to the Plan Commission to begin the Formal Development Review Process

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that N3 Real Estate is proposing to construct a 2,567 square foot Burger King Restaurant with a dual drive-through on Outlot 9 (1.39-acres) of Huntley Grove, immediately south of McDonald's. The building will be primarily constructed of face brick and fiber cement siding, with metal canopies over the windows and doorways.

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 is 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.

Staff Analysis

The Annexation Agreement allows a maximum of three drive-through restaurants on the Huntley Grove outlots, which is inclusive of restaurants that may be located in a multi-tenant building. The proposed Burger King restaurant represents the second drive-through restaurant in Huntley Grove. Staff notes a drive-through is designed for the multi-tenant building on Outlot 6; however, it has yet to be utilized.

Site Plan

As proposed, the site plan is in adherence to the building and parking setback requirements, including the proposed 70.5-foot setback for the parking lot from Route 47. The McDonald's development in 2013 amended the Huntley Grove Annexation Agreement (Huntley (O) 2013-09.49) to reduce the 100-foot landscape setback to 70.5 feet.

The proposed plan facilitates one-way traffic around the restaurant with a total of forty (40) parking spaces, including the requisite two (2) accessible spaces. The covenants for Huntley Grove dictate 10 spaces per 1,000 square feet of building area for restaurants, thereby requiring twenty-six (26) parking spaces. Furthermore, the proposed 10' x 21.5' angled parking stalls exceed the Village Parking Requirements for parking stall dimensions which require a minimum of 9' x 19' parking spaces.

Proposed signage includes four (4) wall mounted signs including the circular "Burger King" logo sign on the front (west), drive-through (north) side and main entrance (south) side, with a single "Home Of The Whopper" sign proposed on the south side of the restaurant. In accordance with the Sign Ordinance, 10.15.15 COW Minutes

the restaurant would be permitted one wall sign; therefore, relief will be required to allow three (3) additional wall signs.

The monument sign for the site shall be required to match the monument sign template approved as part of the planned unit development for Huntley Grove and relief will be required from the Village's Sign Regulations for an electronic message board, if proposed.

Required Approvals

The property will require the following review and approvals from the Plan Commission and Village Board:

- i. Special Use Permit for a restaurant with a dual drive-through.
- ii. Site Plan Review, including any necessary relief.

Director Nordman reported that representatives from Burger King were in attendance to answer questions.

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

Trustee Leopold asked if the rooftop mechanicals were going to be shielded; Director Nordman stated that they will be shielded. Trustee Leopold asked where the trash enclosure was to be located; Director Nordman reported that the trash enclosure would be located at the northeast corner of the lot.

Mayor Sass asked if the plans were correct in showing that a customer would drive in, go around to building to order, pick up their order at the window and then around the building again to exit; Director Nordman agreed that was the process; the exact same traffic movements as the McDonald's located immediately north of the subject property.

Trustee Westberg asked that gooseneck lights be added above the awnings.

Trustee Leopold asked if the darker awnings fade quickly; the petitioner reported that the awnings are painted metal and the colors hold up on them.

Trustee Piwko noted the ladder located on the rear elevation and asked if it is locked up; Director Nordman stated that it is locked.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to Refer Burger King to the Plan Commission to begin the formal development review and approval process.

- e) Discussion – Consideration of the Approval of Payout Request No. 1 to Plote Construction, Inc. for the 2015 MFT Street Program in the amount of \$654,180.61

Mayor Sass reported that on May 14, 2015, the Village Board approved a Resolution appropriating \$915,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2015 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Plote Construction, Inc., in the amount of \$816,350.81 for the partial reconstruction of 3rd Street between Woodstock Street and Church Street, grind and overlay of North Street east of IL Rt. 47 to Woodstock Street, and grind and overlay of the western portion of Wing Pointe Subdivision.

Plote Construction, Inc. has submitted the first payout request for the 2015 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and recommends approval of payout request No. 1.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$688,611.17	\$34,430.56 (5%)	\$0.00	\$654,180.61

Financial Impact

The FY2015 Budget includes \$915,000 in the MFT Fund line item 42-05-3-6750 for the 2015 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. 1 to Plote Construction, Inc. in the amount of \$654,180.61 for the work completed under the 2015 MFT Street Program.

- f) Discussion – Approvals to Alliance Contractors, Inc. for the Downtown Streetscape Improvements:
 - i. Approval of Payout Request No. 2 in the amount of \$422,339.65
 - ii. Approval of Change Order No. 1 resulting in a contract decrease amount of \$55,804.54 and a contract completion extension of 35 calendar days to November 14, 2015

Village Engineer Timothy Farrell reported that on May 14, 2015 the Village Board of Trustees awarded a contract for the Downtown Streetscape Improvements to Alliance Contractors, Inc. The contract amount was \$2,857,772.58.

Alliance Contractors, Inc. started working on June 22, 2015 and has submitted a second pay request for the Downtown Streetscape Improvements. Also, Change Order No. 1 has been prepared to incorporate certain contract increases and decreases to date based on estimated and measured quantities of contract line items and time and materials billings.

Village staff and the Village’s project engineer, CBBEL, have reviewed Payout Request No. 2 and Change Order No. 1 and recommend approval.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$213,434.85	\$21,343.49	\$0.00	\$192,091.36
#2	\$682,701.12	\$68,270.11	\$192,091.36	\$422,339.65

Change Order No. 1 will adjust the Original Contract value down a total of \$55,804.54 from

\$2,857,772.58 to \$2,801,968.04 and add 35 calendar days adjusting the completion date to November 14, 2015.

Financial Impact

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

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

Trustee Westberg stated that the workers did an outstanding job considering the confined area they were working. Village Engineer Farrell agreed.

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 to Alliance Contractors, Inc. for the Downtown Streetscape Improvements

- i. Payout Request No. 2 in the amount of \$422,339.65; and***
- ii. Change Order No. 1 adjusting the contract value from \$2,857,772.58 down to \$2,801,968.04 and extending the contract completion date by 35 days to November 14, 2015.***

- g) Discussion – Approval of Payout Request No. 3 in the amount of \$204,878.66 to Elmund & Nelson, Co. for Downtown Dry Utility Replacement Plan

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

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

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$151,424.65	\$15,142.47	\$0.00	\$136,282.18
#2	\$174,743.50	\$17,474.34	\$136,282.18	\$157,269.15
#3	\$524,663.15	\$26,233.16	\$293,551.33	\$204,878.66

Financial Impact

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

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

Trustee Leopold asked if all the underground work was completed; Village Engineer Farrell reported

that there was an issue at the Legion that is being worked on but the rest has been completed. Trustee Leopold asked if all the connections were completed where the electric poles were removed; Village Engineer Farrell stated that the connections have been completed.

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 Payout Request No. 3 in the amount of \$204,878.66 to Elmund & Nelson, Co. for the Downtown Dry Utility Replacement Plan.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

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 7:29 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary