

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
December 15, 2011
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 15, 2011 at 7:06 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, IL 60142.

ATTENDANCE:

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

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Senior Assistant to the Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman and Village Attorney Mike Coppedge.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Approval of the December 1, 2011 Village Board Meeting Minutes

Mayor Sass asked the Village Board if they had any questions or changes to the Minutes; there were none.

A MOTION was made to approve the December 1, 2011 Village Board Meeting Minutes.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- b) Approval of the December 15, 2011 Bill List in the Amount of \$935,364.43

Mayor Sass reported that \$660,274.48 or 70.6% of the Bill List is for payment to Union Pacific Railroad for the installation of the Kreutzer Road Rail Road Crossing, TIF Sales Tax, Sales Tax Rebate to Tucker Development and payment to Graef for Engineering Services for Route 47/I-90 Phase II.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve the December 15, 2011 Bill List in the Amount of \$935,364.43.

MOTION: Trustee Fender
SECOND: Trustee Leopold
AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- c) Ordinance (O)2011-12.67 – An Ordinance Approving an Amendment to the Final Planned Unit Development for St. Mary Catholic Church, 10307 Dundee Road, and relief for associated site improvements in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq.

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that the St. Mary Catholic Church site, zoned R-1 (PUD) Single Family Residence - Planned Unit Development, received its initial approval on March 9, 2000 and a 22,981 square foot main sanctuary building was constructed and subsequently opened in November 2001. On March 27, 2003, the Village Board approved an amendment to the PUD accommodating revised landscaping for the site. The church was granted a second PUD amendment on September 25, 2005 for a parking lot expansion and new driveway to Huntley-Dundee Road.

The proposed 32,567 square foot parish center addition requires an amendment to the Final PUD to allow relief to reduce the number of required parking spaces. Planned Unit Development amendments and/or additional relief not contemplated as part of the originally approved Final PUD necessitates a public hearing in accordance with Section 156.070(3.b) of the Zoning Ordinance.

Site Plan Review

St. Mary Catholic Church is proposing a single story, 32,567 square foot parish center addition southeast of the main sanctuary building. The addition will include a 600-person parish hall, staff office space, full service kitchen, ±800 square foot chapel, ten (10) meeting rooms, with the option to subdivide these spaces into as many as seventeen (17) meeting rooms. The new parish addition will connect to the original church building via an at-grade corridor flanked by a meeting room and the small chapel with corresponding basement connection between the original structure and the only basement-portion of the parish addition. The small basement portion of the parish addition will contain storage and mechanical equipment rooms.

A new dumpster enclosure will be located near the southeast corner of the building. The enclosure will be a masonry enclosure to match the building. In accordance with the Village's Design Guidelines, the enclosure shall utilize metal gates. Additionally, the roof-mounted mechanical equipment will be located in a rooftop well at the southeast corner of the building. Any additional mechanical equipment not currently shown on the plans must be fully screened from adjacent properties.

Building Elevations

The exterior of the building will be constructed using face brick veneer and an asphalt-shingled multi-gabled roof to match the original building. A prefinished metal spire and cross will adorn the roof of the small chapel at the north end of the addition. The main entrance to the parish ministry center

includes an EIFS wall face material also used on the soffit of the proposed porte-cochere canopy sheltering the drop-off area. Pointed gothic-style arched windows accent the center of each gabled-roof wall section, a semi-circular transom windows over the main entrance and pointed arch transoms over other entryways to the addition.

Parking

The proposed site plan will modify the existing parking lot layout to accommodate a drop-off lane for the new parish center. The reconfigured drop-off lane will result in the loss of two (2) parking spaces. A driveway to service the kitchen is shown on the south side of the addition. The service drive will also provide access to a new trash enclosure.

As shown below, 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 Spaces

Total Parking Required (Existing Building)	435
Total Parking Required (Parish Center Addition)	<u>260</u>
Total Required	695

Total Parking Proposed	581 (No parking proposed to be added)
Landbanked Parking Proposed	<u>108</u>
Total	689

Relief Required 114 spaces not including landbanked spaces
6 spaces including landbanked spaces

Landscaping

The proposed landscape plan includes the removal of two (2) existing trees totaling eighteen (18”) caliper inches and transplanting another nine (9) trees to the area at the southern end of the proposed parish center addition site. Trees proposed for the site, along with the proposed transplanted trees, adequately meets the requirements of the Village’s Tree Preservation Ordinance.

Proposed new plantings include two (2) Sugar Maples along the front of the parish center, with three (3) Chinkapin Oaks at the southeast corner of the site and four (4) American Hophornbeam trees surrounded by Gro-Low Fragrant Sumac adjacent to the rear entryways to the parish center building.

Serviceberry (4) and Sargent Crabapple (6) ornamental trees and a single, six-foot Vernal Witchhazel tree near the chapel portion of the parish center provide landscaping around the parish center building. Foundation landscaping includes several varieties of ground cover and shrubbery flanking the main entry to the building. Seven (7) Black Hill’s Spruce trees serve as screening for the proposed masonry dumpster enclosure at the southeast corner of the site.

Lighting

There is no additional lighting proposed for the site. The relocation of a light pole near the southwest corner of the building is required to accommodate the proposed driveway serving the building. Any wall mounted lighting necessary to meet safety requirements as part of the building permit review will be required to meet all applicable codes.

Signage

The proposed “Parish Ministry Center” sign over the main entrance conforms to the regulations of the Sign Ordinance; however, it shall require a sign permit prior to installation.

Plan Commission Action

The Plan Commission conducted a public hearing and reviewed the petition at their November 28, 2011 meeting. The proposed landbanked parking and possible “triggers” requiring the development of this parking were the main issues discussed which resulted in a condition pertaining to future Staff review of parking on the site. Having fully heard and considered testimony, the Plan Commission unanimously recommended approval of the request by a vote of 5 to 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 petitioners 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.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. Approval of screening for the roof-mounted mechanical equipment is required.
6. Approval of the Landscape Plan is required.
7. No building plans or permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.
9. Any future building additions will require Development Services Department review to determine the need for constructing the proposed landbanked parking.
10. The petitioner agrees to construct the additional 30 parking spaces on the south side of the existing parking lot as shown on the amended site plan by no later than November 1, 2013.

Staff Analysis

As dictated Section 156.106 (H)(3) of the Zoning Ordinance, Landbanking of Required Parking may be authorized by Special Use, or in the case of St. Mary Catholic Church, by the amendment to the Final Planned Unit Development. The Village Board shall have the right, in its sole discretion, to terminate the landbanking of required parking and require the property owner to increase the number of parking spaces provided for the development. Furthermore, the authorization to landbank required parking includes the stipulation that the property owner maintains and reserves the subject property as open space.

Director of Development Services Charles Nordman reported that the petitioners were in attendance to answer questions.

Village Manager David Johnson reported that Staff has been in discussions with the petitioners and they have agreed to the addition of No. 10 in the Conditions of Approval.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Hahn asked what measures were being taken regarding the occasional overflow water from the retention pond onto the driveway; Village Manager Johnson stated that staff has talked with the

engineers to monitor the storm water management at Cider Grove. Trustee Hahn also noted that the Church may need to improve egress conditions from the site in the future.

There were no other comments or questions.

A MOTION was made to approve Ordinance (O)2011-12.67 – Approving an Amendment to the Final Planned Unit Development for St. Mary Catholic Church, 10307 Dundee Road, and relief for associated site improvements in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, all pursuant to the requirements of the Huntley Zoning Ordinance, including specifically Section 156.204 et seq.

MOTION: Trustee Kanakaris

SECOND: Trustee Leopold

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- d) Resolution (R)2011-12.40 – Authorizing to enter into a Professional Services Agreement between the Village of Huntley and Kane, McKenna and Associates for preparation of a TIF Eligibility Analysis in accordance with the agreement dated October 25, 2011

Senior Assistant to the Village Manager Lisa Armour reported that a priority of the Village’s Strategic Plan and Downtown Revitalization Plan is to expand local financing tools to advance the implementation of the Downtown Revitalization Plan. To accomplish this goal, the fiscal year 2012 budget includes \$50,000 for a Tax Increment Financing (TIF) Eligibility Analysis as part of the Downtown Improvement Fund. The eligibility analysis will determine the potential for establishing a Downtown TIF District.

Staff has contacted Kane, McKenna and Associates (KMA) to provide a proposal for preparing a TIF eligibility analysis. KMA has prepared approximately 200 TIF programs and is familiar with the Village as they have previously assisted staff with a financial analysis for a proposed development plan.

The proposal by KMA includes three phases, each of which would only move forward based upon the findings of the previous phase. Phase One will determine whether the downtown area would qualify for consideration as either a “conservation area” or “blighted” pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 et. seq. as amended. Phase One will also review the economic eligibility of a potential TIF. The following summarizes the additional phases and costs.

PROJECT PHASE	ESTIMATED COST
Phase I – Preliminary Review of Potential Qualification Factors and Economics of the Proposed TIF District	\$12,500 - \$15,000
Phase II – Complete Preparation of the Redevelopment Plan and Project	\$22,000 - \$27,500

Phase III – Redevelopment Agreement, Plans and Project Implementation

Would be estimated prior to authorization to begin such services. Estimated cost is dependent on scope of Phase II Redevelopment Plan and Project

Financial Impact

The creation of a Downtown TIF District would ultimately increase available funding to support Downtown improvement activities (i.e. streetscape improvements, public infrastructure improvements, etc.).

Ms. Armour reported that Mr. Bob Rychlicki, Executive Vice President from Kane, McKenna and Associates, Inc. was in attendance to answer questions.

Mayor Sass asked if the Village Board had any comments or questions.

Trustee Leopold asked if the Village had received any comments or concerns from the public; Village Manager Johnson said he had not received any comments. Trustee Fender stated that she has only heard positive comments to do this in order to get the downtown going. Village Manager Johnson stated that the analysis will look at all sites in the downtown and surrounding areas.

There were no other comments or questions.

A MOTION was made to approve Resolution (R)2011-12.40 - Authorization to enter into a Professional Services Agreement between the Village of Huntley and Kane, McKenna and Associates for preparation of a TIF eligibility analysis in accordance with the agreement dated October 25, 2011.

- MOTION: Trustee Leopold**
- SECOND: Trustee Fender**
- AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

- e) Resolution (R)2011-12.41 – Approval of an Intergovernmental Agreement between the Village of Algonquin and the Village of Huntley for use of Village Facilities in the Event of an Emergency

Village Manager David Johnson reported that Staff has been in discussions with the Village of Algonquin Staff regarding the shared use of municipal facilities should a natural or man-made emergency occur resulting in a situation where one of the municipality’s facility(s) is rendered uninhabitable.

Staff Analysis

Should the Village Board approve of the Intergovernmental Agreement, both municipalities would agree to allow the stricken municipality the use of its Board Room to set up temporary offices so that the stricken municipality may continue operations until such time as its own facility is again safe for occupancy or for a period not to exceed 60 days, whichever occurs sooner. The host municipality would provide the stricken municipality with access to its facilities within two (2) business days following the request for access.

Employees, including all associated salaries, insurance and workman's compensation, of both municipalities will remain with their existing municipality.

Legal Analysis

The Village Attorney has reviewed and approved the proposed agreement.

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Resolution (R)2011-12.41 – Authorization to Enter Into an Intergovernmental Agreement between the Village of Algonquin and the Village of Huntley for Use of Village Facilities in the Event of An Emergency.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- f) Ordinance (O)2011-12.68 – Approval of the Village of Huntley Annual License Renewal for Commercial Waste Haulers and Sun City Residential Only Waste Hauler

Mayor Sass reported that in November, renewal packets were mailed by certified mail to the current commercial waste haulers as well as the Sun City/Residential only waste hauler, Waste Management.

The following waste haulers have submitted the application and payment to provide commercial waste and recycle pickup in the Village of Huntley. Waste Management of Illinois has also submitted their application for Sun City residential pick up.

1. Allied Waste (A Republic Services Company) - Commercial
2. Groot Industries, Inc. – Commercial
3. MDC Environmental Services – Commercial
4. Prairieland Disposal, Inc. – Commercial (*new applicant*)
5. Ray Schreiber Disposal Co. - Commercial
6. Waste Management of Illinois, Inc. – Commercial
7. Waste Management of Illinois, Inc. – Residential Sun City ONLY

Staff Analysis

All required documentation has been received and is in compliance. All is in order for Village Board consideration at this time.

Financial Impact

As part of the approved FY2012 Budget, this specific Refuse Licenses revenue source is included under the Licenses and Permits Line Item. The individual license fee for 2012, as regulated by the Village's Waste Hauler Ordinance, is \$1,629.34.

Mayor Sass asked if the Village Board had comments or questions; there were none.

A MOTION was made to approve Ordinance (O)2011-12.68 - the Village of Huntley Annual License Renewal for Commercial Waste Haulers and Sun City Residential only Waste Hauler.

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Approval of Resolution (R)2011-12.42 – Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2012

Included in the packet is the proposed holiday schedule and meeting dates for the Village Board, Committee of the Whole and Advisory Boards for 2012. Once the schedule has been approved by the Village Board the meeting schedule will be published and distributed as necessary. If necessary, meetings may be added or cancelled throughout the year, after approving the schedule, with appropriate legal notice.

MEETING DATES - CALENDAR YEAR 2012

The Village of Huntley will hold its **COMMITTEE OF THE WHOLE** meetings for the 2012 Calendar Year at 7:00 p.m. at the Board Room, 10987 Main Street, Huntley, IL 60142 on: (1st and 3rd Thursday of each month unless otherwise noted)

January 19, 2012	July 5, 2012
February 2, 2012	July 19, 2012
February 16, 2012	August 2, 2012
March 1, 2012	August 16, 2012
March 15, 2012	September 6, 2012
April 5, 2012	September 20, 2012
April 19, 2012	October 4, 2012
May 3, 2012	October 18, 2012
May 17, 2012	November 1, 2012
June 7, 2012	
June 21, 2012	

The Village of Huntley will hold its **REGULAR VILLAGE BOARD** Meetings for the 2012 Calendar Year at 7:00 p.m. at the Board Room, 10987 Main Street, Huntley, IL 60142 on: (2nd & 4th Thursday of each month unless otherwise noted)

January 12, 2012	July 12, 2012
January 26, 2012	July 26, 2012
February 9, 2012	August 9, 2012
February 23, 2012	August 23, 2012
March 8, 2012	September 13, 2012
March 22, 2012	September 27, 2012
April 12, 2012	October 11, 2012
April 26, 2012	October 25, 2012
May 10, 2012	November 8, 2012

May 24, 2012
June 14, 2012
June 28, 2012

November 15, 2012
December 6, 2012
December 13, 2012
December 20, 2012
December 27, 2012

No Village Board meeting is scheduled for November 22nd due to Village offices being closed for Thanksgiving Day; therefore, November 15th will be Village Board Meeting instead of Committee of the Whole Meeting. All dates in December will be Village Board meetings.

MEETING DATES - CALENDAR YEAR 2012

The Village of Huntley will hold its **PLAN COMMISSION** Meetings for the 2012 Calendar Year at 6:30 p.m. at the Municipal Complex Board Room, 10987 Main Street, Huntley, IL 60142 on: (2nd and 4th Monday of each month)

January 9, 2012	July 9, 2012
January 23, 2012	July 23, 2012
February 13, 2012	August 13, 2012
February 27, 2012	August 27, 2012
March 12, 2012	September 10, 2012
March 26, 2012	September 24, 2012
April 9, 2012	October 8, 2012
April 23, 2012	October 22, 2012
May 14, 2012	November 26, 2012
June 11, 2012	December 10, 2012
June 25, 2012	

The Village of Huntley will hold its **ZONING BOARD OF APPEALS** Meetings for the 2012 Calendar Year at 7:00 p.m. at the Municipal Complex Board Room, 10987 Main Street, Huntley, IL 60142 on the Wednesday after 2nd & 4th Monday of each month on an as needed basis.

The Village of Huntley will hold its **HISTORIC PRESERVATION COMMISSION** Meetings for the 2012 Calendar Year at 6:00 p.m. at the Municipal Complex Board Room, 10987 Main Street, Huntley, IL 60142 on: (Tuesday following 3rd Monday of each month)

January 17, 2012	July 17, 2012
February 21, 2012	August 21, 2012
March 20, 2012	September 18, 2012
April 17, 2012	October 16, 2012
May 22, 2012	November 20, 2012
June 19, 2012	December 18, 2012

MEETING DATES - CALENDAR YEAR 2012

The Village of Huntley will hold its **BOARD OF POLICE COMMISSIONERS** meetings for the 2012 Calendar Year at the Municipal Complex, in Conference Room C107, 10987 Main Street, Huntley, IL 60142 on an **as needed basis**.

VILLAGE OFFICES WILL BE CLOSED

New Years Day	Monday, January 2, 2012
Martin Luther King, Jr.	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Spring Holiday	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Veterans' Day	Monday, November 12, 2012
Thanksgiving Day	Thursday, November 22, 2012
Day After Thanksgiving	Friday, November 23, 2012
Christmas Eve Day	Monday, December 24, 2012
Christmas	Tuesday, December 25, 2012

Mayor Sass asked if the Village Board had any comments or questions; there were none.

A MOTION was made to approve Resolution (R)2011-12.42 – Accept and Place on File the Village of Huntley Village Board and Advisory Board Meeting Date and Holiday Schedule for 2012.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

AYES: Trustees Fender, Hahn, Hanson, Kanakaris, Leopold and Piwko

NAYS: None

ABSENT: None

The motion carried: 6-0-0

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: None

VILLAGE PRESIDENT'S REPORT:

Mayor Sass asked Trustee Fender to give a summary of the McCOG meeting; Trustee Fender reported that it was a Holiday Party and a social function.

Mayor Sass reminded the Village Board that this was the last meeting of the year. The next Village Board meeting will be January 12, 2012.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION:

A MOTION was made at 7:29 p.m. to enter into Executive Session for b) Contractual.

MOTION: Trustee Piwko

SECOND: Trustee Leopold

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to exit Executive Session at 7:56 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

ACTION ON CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:57 p.m.

MOTION: Trustee Hanson

SECOND: Trustee Piwko

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary