

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
December 18, 2014  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, December 18, 2014 at 7:06 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, Charles Huffman, 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.

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration – December 4, 2014 Village Board Minutes

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

**A MOTION was made to approve the December 4, 2014 Village Board Meeting Minutes.**

**MOTION:** Trustee Westberg

**SECOND:** Trustee Huffman

**AYES:** Trustees: Goldman, Huffman, Kanakaris, Leopold, Piwko and Westberg

**NAYES:** None

**ABSENT:** None

**The motion carried: 6-0-0**

- b) Consideration – Approval of the December 18, 2014 Bill List in the Amount of \$126,708.77

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

**A MOTION was made to approve the December 18, 2014 Bill List in the Amount of \$126,708.77.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Piwko

**AYES:** Trustees: Goldman, Huffman, Kanakaris, Leopold, Piwko and Westberg

**NAYES:** None

**ABSENT: None**  
**The motion carried: 6-0-0**

- a) Conceptual Review of a Proposed Final Planned Unit Development and Special Use Permit for a Drive-Thru Restaurant for Outlot 8, Huntley Crossings – Phase 1 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 Culver's, Inc., as the contract purchaser, is proposing construction of a new 4,207 square foot restaurant including a drive-through on Outlot 8 (1.94-acres) of Huntley Crossings – Phase 1 at the southeast corner of Route 47 and Powers Road. This location will replace the existing Culver's restaurant located at Village Green. Culver's has been at that location since 2000 and has been involved in the community through its support of various activities and events such as Veterans Day ceremonies, Family Fun Day, Green & Clean Huntley Day, and other special events.

The site is zoned "B-3-PUD" Shopping Center Planned Unit Development. The annexation agreement approved in November 2006 assigned the zoning designation to the Huntley Crossings subdivision and established, among other requirements, a maximum of two (2) drive-through restaurants within the Phase I outlots. This will be the first drive-through restaurant in the Huntley Crossings subdivision.

#### *Site Plan*

As proposed the site plan is in adherence to the building and parking setbacks with the exception of the northern parking area which requires 3.83-feet in relief from the ten (10') foot minimum parking setback requirement. Ingress and egress to the subject 1.94-acre site will be via two (2) drives off the private Huntley Crossings north-south access road. The annexation agreement requires eating establishments to provide a minimum of ten (10) parking stalls per 1,000 square feet of floor area, therefore, requiring 43 parking spaces for the restaurant. The proposed site plan provides 66 parking spaces.

One-way drive-aisles on the west and south portions of the site serve to accommodate the counter-clockwise traffic circulation within and adjacent to the drive-thru lanes and providing cross-access to the outlot to the south. A concrete patio for outdoor dining is located at the northwest corner of the restaurant. The trash enclosure is located at the northeast corner of the building with its gates facing the rear (east) of the lot.

The petitioner and developer will be required to provide a bike path easement on the west side of the property to accommodate the bike path extension along Route 47. Also, a sidewalk will be required on the north side of the property extending from Powers Road east to the existing sidewalk on the east side of the north-south access road.

#### *Building Elevations*

Conceptual elevations provided for the proposed restaurant specifies a combination of manufactured stone with stone sill trim and cement board siding with an EFIS cornice accent and EFIS piers separating the cement board siding portions of the structure. Blue canvas awnings are proposed above each of the structure's windows as well as the cement board siding portions of the restaurant without windows. Wall mounted gooseneck lighting fixtures are also proposed to highlight these canvas awnings.

#### *Landscaping*

The Annexation Agreement governing the commercial subdivision requires adherence to the Village 12.18.14 VB Minutes

Design Guidelines including the foundation landscaping and perimeter plantings. The proposed plan includes the trees along the west and north property lines which meet the requisite one tree per forty (40') feet and street trees proposed along the east and south property lines adhere to the one tree per seventy-five (75') foot requirement. The proposed foundation plantings exceed the foundation planting requirements found in the Commercial Design Guidelines. Additional plantings will augment existing landscape materials along the property perimeter.

### *Signage*

The proposed two-sided, six (6') foot-tall, 26.3 square foot monument sign at the southwestern corner of the site will be mounted on a masonry base matching the principal structure and include an Electronic Message Board. Relief is required for the message board, as it is prohibited by Village Sign Regulations. Staff has informed the petitioner that the ground sign will need to be surrounded by brick/stone. Additionally, the ground sign does not match the design approved as part of the Phase I PUD for the property.

Wall signage includes a thirty (30) square foot sign on each of the four elevations thereby requiring relief for the two (2) wall signs on the east and south elevations which do not have street frontage. Otherwise, the sign package includes directional signage at the site's entrance and exit drives and signs associated with the drive-thru.

### Staff Analysis

The proposed development of Outlot 8, Huntley Crossing – Phase 1 will require the following review and approval by the Plan Commission and Village Board:

1. Final Planned Unit Development Review and approval of necessary relief
2. Special Use Permit for a drive-through

The following relief will be considered as part of the PUD process:

1. Section 156.106 Parking (C) (2) requires a ten (10') foot landscape setback. The 6.17' setback proposed along the north parking area requires 3.83 feet in relief from this requirement.
2. Electronic message boards are prohibited under the Sign Regulations. Relief is required to accommodate this component of the proposed monument sign.
3. Relief is required for the two additional wall signs proposed for the east and south sides of the restaurant.
4. Relief is required to accommodate an architectural style for the ground sign that does not match the outlot sign template approved as part of the Planned Unit Development for Huntley Crossings.

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

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

Trustee Piwko stated that the new design was unique and he liked the look of the building. Trustee Piwko stated that he would like a barrier at the south driveway as it is not connected to another parcel at this time. Trustee Piwko also stated that he would like the ground signs wrapped in brick.

Trustee Leopold stated that the required plantings along Route 47 should not interfere with the future pathway.

Trustee Kanakaris stated that he would like the site to be moved closer to Route 47. Director Nordman reported that moving the site closer to Route 47 may not be possible due to the stormwater detention area adjacent to the property. Trustee Kanakaris suggested then moving the ground sign closer to Route 47 for better visibility. Village Manager Johnson reported that Staff will look at the possibility of moving the sign closer to the corner.

Trustee Goldman asked how many handicapped parking spaces were required. Director Nordman reported that three (3) spaces are required.

Trustee Westberg reported that he would like the directional signs to also be wrapped in brick at the bottom.

***It was the consensus from the Village Board to refer Culver's, Inc. to the Plan Commission to begin the formal development review process for the proposed Final Planned Unit Development review and Special Permit Request for a drive-thru for Outlot 8, Huntley Crossings – Phase 1.***

b) Policy Direction and Conceptual Review of a Proposed Façade Improvement Assistance Program Grant Request for Façade Improvements to 11808 Main Street

Director of Development Services Charles Nordman reviewed a Power Point Presentation and reported that Mr. Joseph Billitteri has inquired about requesting a Façade Improvement Assistance Program grant in the amount of \$20,000 to restore the front elevation of 11808 Main Street (occupied by Split Endz). The Façade Improvement Assistance Program currently limits reimbursement up to 50% of eligible expenses, up to a maximum of \$10,000 per project. The maximum aggregate amount of all grants approved for a building or property within any five year period is limited to \$20,000. The petitioner is requesting that the Village consider granting the maximum aggregate amount of \$20,000 all at one time to facilitate the rehabilitation of the building.

The petitioner is working with Mr. Larry Farrenkopf of Architects 127 to design the proposed renovations. Mr. Farrenkopf is also the architect for the Sawyer Kelley Mercantile building and the Hackett House. The proposed renovations are intended to restore the original architectural features and character of the building. It is estimated that the eligible program expenses for the restoration would be approximately \$46,500 with the total project cost of \$64,515. This project would be the first major restoration of a historic building in the Downtown since the adoption of the Downtown Revitalization Plan by the Village Board in 2010.

Staff Analysis

Staff is requesting policy direction for a proposed modification to the Façade Improvement Assistance Program to maximize the possible grant award for a project that restores the historic character of a building in the downtown core/square area. Staff is requesting the Village Board provide policy direction for the following modification to the Façade Improvement Assistance Program:

- Increase the maximum grant award to \$20,000 per project for projects that restore the historic character of a building in the downtown core/square area. The maximum aggregate grant award over a 5-year period would still be capped at \$20,000.

Financial Impact

The FY2014 budget included \$50,000 for the Façade Improvement Assistance Program in the Downtown Improvement Fund of which \$13,087.59 has been awarded to date. The FY2015 again

includes \$50,000 for the Façade Improvement Program. The current structure of the program allows reimbursement of up to fifty percent (50%) of the project cost, up to a maximum of \$10,000.00. The maximum aggregate amount of all grants approved for a building within a five year period is limited to \$20,000.

#### Legal Analysis

If a 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. The Agreement requires that the owner properly maintain the improvements for a period of no less than five (5) years.

Director Nordman reported that the petitioner Joseph Billitteri and Larry Farrenkopf of Architects 127 were in attendance to answer questions.

Mayor Sass asked if the petitioners would like to make a comment.

Mr. Farrenkopf reported that he has been asked to bring the front of the building back to look as it did in the 1900s with signage in the window and a small sign projecting off the front of the building. He also stated that by moving the stairs back to the original location would make a better entrance and safer.

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

Trustee Westberg asked if the petitioner was improving the west wall at this time. Mr. Farrenkopf stated that he is only working on the front façade of the building at this time.

Trustee Westberg asked if the window air conditioners would be removed. Mr. Billitteri reported that he plans to put two (2) smaller AC units on the roof which will not be seen from the street.

Trustee Leopold stated that there is currently one light on the front façade of the building and that he would like to see three (3) in the front of the building.

Mayor Sass asked why they were not doing anything on the west or north side of the building. Mr. Farrenkopf stated that the west side of the building has not been analyzed yet. Mr. Billitteri reported that he had just closed on the purchase of the building.

Trustee Goldman asked if the new stairs would have grab bars; Mr. Farrenkopf stated that the stairs would have railings.

Trustee Piwko asked about the current vents in the front of the building; Mr. Billitteri stated that they will find a way to hide them. Trustee Piwko asked that the petitioner consider improvements on the west wall.

Trustee Goldman asked the petitioner to consider providing a concept plan for the west wall.

Mayor Sass noted that the north side of the building also needs improvement.

Trustee Leopold asked when the improvements will take place. Mr. Billitteri stated that he would like to do it all at one time, as it is more cost-efficient. Mr. Billitteri stated that he plans on tuck-pointing the entire building.

Village Manager Johnson clarified that the program caps the total amount of \$20,000 over a 5-year period and that the petitioner is asking for the total amount in one year, and then will not be eligible for additional funding. Village Manager Johnson reiterated that the Village Board was being asked to consider the \$20,000 a one-time amount. Village Manager Johnson stated that the petitioner will then come for final approval if it is the policy direction of the Board to approve the \$20,000 in one year.

In response to Trustee comments about the west wall, Mr. Farrenkopf reported that to fit with the time period of the proposed façade the petitioner could install a “soft” billboard with a picture. Trustee Goldman suggested a mural.

Trustee Kanakaris suggested that only \$10,000 be considered as only one side of the building is being improved. Mr. Billitteri stated that the west side of the building will be cleaned and tuck-pointed and the unnecessary deck/stairs will also be removed.

Trustee Leopold stated he would like to see details for faux window, lights, everything so that he has a full understanding of the project.

Village Manager Johnson reported that a vote was not necessary at this time and that Staff will work with the owner and architect.

Trustee Westberg stated that the project looks great and that he liked the concept but would like to review the plan and costs in further detail.

Village Manager Johnson reported that the Façade Program is a reimbursement program and the petitioner will need to submit proper documentation prior to reimbursement. Village Manager Johnson asked if the Village Board was willing to consider this request to expedite the façade improvements of this building.

Mayor Sass said that he was concerned about the petitioner doing the improvements when other building owners would probably not be making the same type of historical improvements.

Trustee Leopold stated that the Village Board should evaluate each request on a case-by-case basis.

Trustee Piwko stated that it is up to each building owner to decide what they want as the whole purpose of the Façade Program was to bring back or repair the facades of buildings that are worn out. Trustee Piwko reported that he would support the one-time reimbursement of \$20,000.

Mayor Sass suggested that the petitioner return after the first of the year.

c) Discussion – Policy Direction Regarding Relocation of Overhead Utilities in downtown Huntley

Village Manager David Johnson reported that the relocation and burial of the overhead lines is a key component of the downtown streetscape improvements as presented to the Board on December 4<sup>th</sup>. Staff has been working with Ron Watson of Dry Utility Services to coordinate discussions with ComEd and the other utilities to develop a route and cost estimate for the burial of overhead utility lines in the downtown. Mr. Watson attended the May 1<sup>st</sup> Committee of the Whole meeting and presented the initial conceptual plan for the portion of Main Street between Route 47 and Church Street, with the first phase the section between Rt. 47 and Woodstock Street. Per the Village Board discussion at that meeting, staff

has been working with Mr. Watson and ComEd to refine the project limits.

### Staff Analysis

The area now under consideration for overhead line removal and burial is Main Street between Rt. 47 and Church Street, Coral Street between Dwyer Street and Church Street, and the alley behind the Main Street businesses between Woodstock and Church Street. To accommodate the removal of lines along Main Street from Rt. 47 east to Church Street, a new overhead line feed is required from Mill Street north to the back side of the Village-owned parcels adjacent to the alley. The new line would be located in an easement adjacent to the railroad tracks and the perimeter of the Village-owned parcels (see attached exhibit). Staff has been working with Mr. Watson and ComEd to develop a preliminary design and cost estimate for the new underground route. ComEd has been on-site several times to identify issues associated with the removal of poles and transitioning from overhead to underground and back to overhead. The current design reflects the new project limits as defined above. Mr. Watson will coordinate the new routing with AT & T and Comcast to facilitate relocation of their overhead lines in this area as well.

### Financial Impact

As the new route has been identified, ComEd has provided an engineered estimate of cost to relocate the overhead facilities. The estimated cost for ComEd's work is approximately \$345,000. Additional costs include relocation of AT & T and Comcast lines, installation of new services at affected locations, and installation of underground conduit (work to be completed by the Village). The costs would be incurred in 2015. The FY15 budget includes funds in the Downtown TIF fund to accommodate utility relocations as part of the implementation of the Downtown Streetscape/ Revitalization Plan.

Village Manager Johnson reported that Mr. Ron Watson of Dry Utility Services was in attendance to answer questions.

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

Trustee Piwko stated that he liked the idea and that this work will clean up the Town Square area and he was supportive of this moving forward.

Mayor Sass asked what the cost to connect the services to the buildings would be; Village Manager Johnson reported that Staff will be meeting with a contractor within the next two (2) weeks to confirm costs.

Trustee Leopold asked Mr. Watson how confident he was with ComEd's numbers; Mr. Watson reported that the ComEd numbers were actual and not estimates and that the upcoming meetings with ComEd will work on a better design

***It was the consensus of the Village Board to authorize staff to move forward with the design and engineering work to complete the utility relocations as presented.***

- d) Consideration – An Ordinance approving the Annual License Renewal for Commercial Waste Haulers and Sun City Residential Only Waste Hauler in the Village of Huntley

Mayor Sass reported that in October, 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.

Mayor Sass reported that on December 18<sup>th</sup>, Advanced Disposal contacted the Village and requested a Commercial Waste Hauler License so they were added to the original list of commercial waste haulers so that if approved by the Village Board, a license will be issued to Advanced Disposal once all the documentation and payment has been received.

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

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 FY15 Budget, this specific Refuse Licenses revenue source is included under the Licenses and Permits line item in the General Fund. The individual license fee for 2015, as regulated by the Village’s Waste Hauler Ordinance, is \$1,762.18.

**A MOTION was made to approve an Ordinance approving the Village of Huntley Annual License Renewal for Commercial Waste Haulers and Sun City Residential only Waste Hauler.**

- MOTION: Trustee Leopold**
- SECOND: Trustee Goldman**
- AYES: Trustees: Goldman, Huffman, Kanakaris, Leopold, Piwko and Westberg**
- NAYES: 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 reported that the next meeting will be January 15, 2015.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None



**EXECUTIVE SESSION:**

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate
- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

**A MOTION was made at 8:14 p.m. to Enter into Executive Session for c) Property Acquisition, Purchase, Sale or Lease of Real Estate and h) Review of Closed Session Minutes.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Leopold**

**The Voice Vote noted all ayes and the motion carried.**

**A MOTION was made at 8:23 p.m. to Exit Executive Session.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Leopold**

**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 8:24 p.m.**

**MOTION: Trustee Westberg**

**SECOND: Trustee Leopold**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary