

**VILLAGE OF HUNTLEY**  
**PLAN COMMISSION MEETING**  
Monday, January 25, 2010  
MINUTES

5

**CALL TO ORDER**

Plan Commission Chairman Ron Hahn called to order the meeting of the Plan Commission of the Village of Huntley on January 25, 2010 at 6:30 pm in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

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**ATTENDANCE**

**PLAN**

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**COMMISSIONERS:** Chairman Ron Hahn and Commissioners Tom Kibort, Len Stensing, Ruby Hornig, and Russ Palermo

**COMMISSIONERS**

**ABSENT:** Commissioner Dawn Ellison

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**ALSO PRESENT:** Senior Assistant to the Village Manager Lisa Armour, Senior Planner Charles Nordman and Planner James Williams

3. Approval of Minutes

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A. Approval of the December 14, 2009 Plan Commission Meeting Minutes

**A MOTION was made to approve the December 14, 2009 Plan Commission Minutes as written.**

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**MOVED:** Commissioner Stensing

**SECONDED:** Commissioner Palermo

**AYES:** Commissioners Kibort, Stensing, Palermo, and Chairman Hahn

**NAYS:** None

**ABSTAIN:** Hornig

**MOTION CARRIED 4:0:1**

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4. Petitions

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A. Petition No. 10-01.01, James A. O'Connor Funeral Home, 11603 and 11605 E. Main Street, Conceptual review of a 5,539 square foot building addition and related site improvements.

Senior Planner Nordman reviewed a PowerPoint presentation outlining the petitioner's request.

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The petitioner, Miller Architects and Builders on behalf of the owners of the James O'Connor Funeral Home, is requesting conceptual review of a 5,539 square foot building addition and related site improvements to the funeral home at 11603 Main Street and the adjacent property to the west at 11605 Main Street.

Senior Planner Nordman reviewed the development history for the subject property.

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In 2003, the petitioner requested a Text Amendment to the Village's Zoning Ordinance to allow a parking lot as a Special Use in the "R-2" Single Family District and a Special Use Permit to allow the construction of a parking lot at 11110 Grove Street. Development proposed at that time included a proposal to tear down the house and garage located at 11110 Grove Street for additional parking with a driveway from the funeral home parking lot to Grove Street

5 Senior Planner Nordman continued his development history review stating after two meetings with both advisory boards, the petitioner's request received positive recommendations for approval; however, both the Plan Commission and Zoning Board of Appeals added a condition that Grove Street access not be part of the project. On August 14, 2003, the Village Board reviewed the proposal and denied the petition as presented. The Village Board recommended the petitioner revise the plan to exclude the parking lot access to Grove Street.

10 In 2005, the petitioner returned to request a Text Amendment and a Special Use Permit to allow the construction of a parking lot at 11110 Grove Street which did not include parking lot access to Grove Street. The Village Board approved the request on September 8, 2005 per Ordinance No. 2005-09.74.

15 Senior Planner Nordman stated that in 2007, the funeral home owner presented a conceptual site plan before the Village Board detailing the remodeling of the existing funeral home structure to include an approximate 5,000 square foot addition on the southwest portion of the structure. The project proposed the razing of the Hansmann residence and garage to the west (11605 East Main Street), reconfiguration of the parking area (resulting in a total of ±44 parking spaces) and connection of a drive aisle to exit onto Grove Street.

20 At the 2007 meeting the Village Board did not express any objection to the demolition of the Hansasman house and garage and directed the petitioner speak to the neighbors about parking and landscape buffering and develop a master plan for the funeral home including the neighboring lots. A consensus was reached to refer the petition to the Plan Commission to begin the formal review process; however, the petitioner put plans on hold and did not proceed with the formal review process.

25 Senior Planner Nordman summarized the development currently proposed for the O'Connor Funeral Home including demolition of the structures at 11605 Main Street to accommodate a 5,539 square foot addition. Additionally, the parking area will be reconfigured and expanded to accommodate 50 parking spaces and access to the site would be designed from Main and Grove Streets.

30 Required approvals to accommodate the petitioner's proposal include:

- Amend previously approved Special Use Permit for Parking Area in the "R-2" Single-Family Residence District to accommodate access to Grove.

35 Additionally, Site Plan Review included relief for the following:

- Reducing the required front yard setback from 30'-0" to 17'-3"; noting the existing structure is setback 17'-3" on the Main Street-side
- Reducing the required setback abutting a street (Myrtle) from 20'-0" to 16'-0"; noting the existing structure is setback 12'-0"
- The petitioner is requesting relief to not provide a bicycle rack as required by Section 156.106(C)(14) of the Zoning Ordinance.

45 Senior Planner Nordman stated the fence along the adjacent to the new Main Street driveway would match the existing fence white fence on the property. Senior Planner Nordman further explained the existing structure would be resided to match the building addition.

50 The latest Village Board review of the petitioner's project at their August 20, 2009 Committee of the Whole meeting yielded the following comments:

- The Village Board encouraged the petitioner to discuss the project with surrounding residents before returning with a formal application.

- Additionally, the Village Board offered the following comments and concerns:

- The new building should be tied in better to the existing building. Senior Planner Nordman explained the petitioner has stated that the existing structure will be resided to match the addition.
- The current concrete ramp along Main Street should be removed, as there will be a new accessible entrance in the rear. Senior Planner Nordman stated the petitioner has revised plans to remove the ramp.
- Parking lot entrance on Grove Street was not viewed favorably.
- The Village Board did not express any objection to the demolition of the Hansmann house located at 11605 Main Street.

Senior Planner Nordman stated the petitioner is requesting concept review of the project from the Plan Commission and this review does not bind the Plan Commission or the Village in any additional review processes.

Chairman Hahn asked Staff and the petitioner if there have been any recent comments from neighborhood residents.

Walter Leucht, owner of the O'Connor Funeral Home and Dave TeBrake, Executive Vice-President with Miller Architects and Builders, addressed the Plan Commission.

Mr. Leucht stated he expects the neighbors on the west side of Grove Street will still object to the Grove Street access and the Grove Street property owners north and south of the parking area will be supportive of the proposal. Mr. Leucht stated he believes the Grove Street access will improve site circulation particularly for those attendees to a funeral unable to leave a service before the entire funeral processional exits to Myrtle. Mr. Leucht further stated funeral visitations, approximately 50 currently take place per year, are typically over between 8:00 and 9:00 pm, so headlight-glare on the houses along Grove Street should not be a persistent concern.

Chairman Hahn stated he understands the desire for the access to Grove Street, but is unsure whether it should be included with the current addition project.

Mr. Leucht mentioned the request for the removal of the accessibility ramp on the front (Main Street-side) of the existing structure as unnecessary in light of the cost for initially installing the ramp as well as the accessibility the ramp may provide for physically-impaired visitors entering the Main Street-side of the facility after the proposed addition is constructed.

Commissioner Kibort asked if the garage on the south side of the site will remain and where the trash dumpster and enclosure are located.

Mr. Leucht stated the garage will remain and the trash enclosure is located in that same area.

Commissioner Kibort pointed out the proposed Main Street access will hopefully serve to alleviate on-site circulation problems if the Grove Street access is not permitted. Furthermore, Commissioner Kibort stated he was concerned with Grove Street being impacted by a facility relatively distant and removed from that street.

Additionally, Commissioner Kibort stated he did not have a problem with the existing handicap ramp at the northeast corner of the existing structure if it serves a relevant purpose.

Mr. TeBrake suggested a right-in/right-out for the Grove Street access.

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Commissioner Kibort reiterated the issue remains traffic introduced to a street from a facility not oriented on that street and located relatively far from that street.

Mr. TeBrake asked if the downtown revitalization study area extended to the property along Grove Street.

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Senior Planner Nordman pointed out the areas specified for adaptive reuse primarily front upon Main Street.

Chairman Hahn expressed his concern with the Grove Street access to the site.

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Commissioner Stensing stated he did not have any specific concerns with the proposed project other than the issue of the Grove Street access and asked what exterior material is proposed for the structure.

Mr. TeBrake stated hardiplank siding is the primary exterior material proposed for the entire structure.

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Commissioner Palermo stated he shared concerns over the Grove Street access to the site, did not have a problem with the ramp on the northeast corner of the existing structure remaining and asked if Myrtle will continue to be the main access to the site.

Mr. Leucht stated the Myrtle Street ingress/egress will continue as the main entry/exit to the site.

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Commissioner Kibort suggested appropriate on-site signage, pavement striping and arrows will provide Funeral Home visitors with direction for how best to navigate entry and exit from the property.

David Patterson, former Plan Commissioner, offered his opinion of the proposed plan for the addition to the funeral home stating the Grove Street access was not favorably received in the past and, in light of the properties on Main Street between Grove and Myrtle Streets transitioning to non-residential uses, believes the access to Grove Street as a significant intrusion to the neighborhood.

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Chairman Hahn stated he did not have any concerns with the proposed relief to the setbacks needed to accommodate the project.

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Senior Planner Nordman stated that although the Landscape Plan was not specifically reviewed this evening a full-sized plan is on display this evening and an 11"x17" version of the Landscape Plan was included in the Commissioner's packet.

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Commissioner Kibort stated air conditioning units shall be adequately screened and Mr. TeBrake acknowledged he was aware of this requirement and the site plan includes elements for the screening requirement.

Commissioner Kibort concluded by stating he was generally in favor of the concept plan for the O'Connor Funeral Home addition with the exception of the Grove Street access to the site.

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## 5. Discussion

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### A. Downtown Revitalization Plan Update

Senior Planner Nordman reviewed the Downtown Revitalization Plan memorandum he prepared, dated January 25, 2010, updating the Plan Commission of the program's current status.

## Tasks Completed to Date

### Steering Committee Meeting – August 26, 2009

- 5 The first Steering Committee meeting was held to review the overall objectives, review the Village’s past planning efforts, and review the planning process and schedule. The meeting also included a workshop to gather the Committee’s views regarding their concerns and aspirations for Downtown Huntley.

### First Community Workshop – September 2, 2009

- 10 Approximately 50 residents, property owners, and business owners attended the first Community Workshop for the Downtown Revitalization Plan. The workshop provided an opportunity for community members to tell the Consultant what they think about the Downtown and surrounding area before the plan was prepared. The meeting served to secure local views on problems, issues and potentials in the Downtown and surrounding area.

### Key Person Interviews – October 8, 2009

- 15 Eight key person interviews were conducted by the Consultant to obtain insight into the community and opinions about the history, image, culture, hospitality and development potential of the Downtown and surrounding area. Those interviewed included business owners, property owners and various community organizations.

### Inventory of Existing Conditions and Assets – September/October 2009

- 20 The consultant completed a detailed assessment of the existing conditions and influencing factors within the Downtown and surrounding area. This inventory represents a draft of the first four chapters of the Downtown Revitalization Plan. The assessment included a detailed look at the following:

- Review of past plans and studies
- Zoning Ordinance
- Existing Land Use and Development
- Community Facilities and Infrastructure
- Cultural, Community and Historical Resources
- Parking, Access and Circulation
- Streetscape and Urban Design Analysis
- Market Analysis and Business Inventory

### Second Community Workshop – December 15, 2009

- 30 Approximately 40 residents, property owners, and business owners attended the second Community Workshop. The workshop included small group working sessions to review and discuss conditions and potentials within the Downtown and surrounding area. The small groups worked together through a hands-on process to develop a “vision” for the Downtown and surrounding area. Each group then presented their “vision” to the whole group. This information was used to prepare a preliminary Vision Statement for the Downtown and surrounding area. The narrative vision articulates the downtown desired by the Village and its residents and captures the long-range aspirations of the community.

### 45 Next Steps

#### Draft Downtown Revitalization Plan

- 50 The Consultant will complete a draft of the Downtown Revitalization Plan and submit it to Staff for review. The plan will contain:

1. Introduction and Inventory of Existing Conditions and Assets
2. Vision, Goals and Objectives
3. Land Use and Infill Redevelopment Strategies Plan

- 4. Transportation and Parking Plan
- 5. Community Facilities Plan
- 6. Beautification and Urban Design Plan
- 7. Design and Development Guidelines
- 5 8. Benchmarks and Implementation Strategies

A Village Board and Steering Committee Meeting will be held to review and reach agreement on the draft Downtown Revitalization Plan and based on feedback from this meeting appropriate revisions will be made to the draft plan.

10 A Final Community Workshop will be conducted to review and discuss the draft Downtown Revitalization Plan and appropriate revisions will be made to the draft plan based on feedback from the community.

15 A Joint Village Board and Plan Commission Public Hearing will be scheduled to present the final Downtown Revitalization Plan. Based on feedback from the Village Board, Plan Commission and resident input, a revised Downtown Revitalization Plan will be prepared.

20 The Consultant will then present the final Downtown Revitalization Plan to the Committee of the Whole for consideration. Based on feedback from the Committee of the Whole, a final Downtown Revitalization Plan will be submitted for adoption at a subsequent Village Board meeting.

Senior Assistant Armour addressed the impending Route 47 improvement project.

25 Chairman Hahn asked if there was any information regarding proposed Route 47 closures and detours.

Senior Assistant Armour stated there is no information available at this time regarding these issues.

30 Senior Assistant Armour informed the Plan Commission of the recent decision by the petitioners for the Kid-R-Kids facility to withdraw their request and the property owner’s decision to continue with the re-zoning of the property along Ruth Road from “M” Manufacturing to “O-PUD” Office Planned Unit Development.

6. Adjournment

35 **At 7:21 pm, a MOTION was made to adjourn the January 25, 2010 Plan Commission meeting.**

<b>MOVED:</b>	<b>Commissioner Hornig</b>
<b>SECONDED:</b>	<b>Commissioner Kibort</b>
<b>AYES:</b>	<b>Commissioners Stensing, Kibort, Hornig, Palermo, and Chairman Hahn</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>5:0:0</b>

45 Respectfully submitted,  
*James Williams*  
 Planner  
 Village of Huntley