

**VILLAGE OF HUNTLEY  
VILLAGE BOARD MEETING  
March 6, 2008  
MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, March 6, 2008 at 7:00 p.m. in the Municipal Complex Village Board Room 10987 Main St, Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles H. Sass, Trustees: Pam Fender, Jay Kadakia, Niko Kanakaris, Harry Leopold, Paul Mercer, and John Piwko.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager Carl Tomaso, Assistant Village Manager David Johnson, Village Attorney Mike Coppedge, Management Assistant Barb Read, and Recording Secretary Anita Powers of Karick & Associates.

**PLEDGE OF ALLEGIANCE:**

Mayor Sass led the Pledge of Allegiance.

**PUBLIC COMMENTS**

None

**ITEMS FOR CONSIDERATION:**

A. Approval of March 6, 2008 Bill List in the amount of \$529,176.03

**A MOTION was made to authorize the payment of the March 6, 2008 Bill List in the amount of \$529,176.03**

<b>MOTION:</b>	<b>Trustee Leopold</b>
<b>SECOND:</b>	<b>Trustee Kanakaris</b>
<b>AYES:</b>	<b>Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer, and Piwko</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>Motion carried</b>	<b>6:0:0</b>

B. Approval of Petition No. 08-2.1 Pistakee Partners, First Amendment to Regency Square Unit 1 Final Plat for 16.666 acre property / Knowledge Learning Corporation, Site Plan Review and Side and Rear Yard Setback Relief as follows:

- a) Approval of Ordinance (O)2008-03.11 - First Amendment to Regency Square Unit 1 Final Plat for 16.666 acre property
- b) Approval of Ordinance (O)2008-03.12 - Knowledge Learning Corporation, Site Plan Review and Site and Rear Yard Setback Relief

Co-Petitioners: Knowledge Learning Corporation; Pistakee Partners LLC

Assistant Village Manager David Johnson presented a PowerPoint presentation reviewing the petition.

Knowledge Learning Center is proposing to construct a 9,500 square foot KinderCare childcare facility on Princeton Drive, immediately south of the Regency Square Executive Center. The proposed 1.265 acre site will be subdivided by Pistakee Partners from the existing Lot 10B (16.666 acres) of Regency Square Unit 1. The proposed site improvements include 39 parking spaces, including 2 handicap spaces and 2 spaces reserved for KinderCare vans. The lots created by the subdivision meet the minimum required lot area and width requirements for the BP-Business Park zoning district. Additional perimeter landscaping has been provided within a 10'-0" landscape buffer located within a landscape easement on a parcel adjacent to the play area (south and west sides), per Village Board discussions. This landscaping will be installed and maintained by KinderCare.

Assistant Village Manager Johnson presented a site plan and reviewed the required parking compared to the parking provided in the plan.

### **Parking**

The "BP" zoning district does not provide specific parking regulations for a childcare facility, therefore, parking requirements for an office use have been applied to the proposed KinderCare. The proposed number of parking spaces conforms to the parking requirements of the Regency Square Development Guidelines.

### **Zoning Board of Appeals Review**

The Zoning Board of Appeals (ZBA) reviewed the petition at their February 13, 2008, meeting, at which time, the ZBA unanimously recommended approval of the required relief. The site plan reviewed by the ZBA required the following relief from the Regency Square Development Guidelines and the Village's Zoning Code:

1. Relief was requested from the 15'-0" side and rear building setbacks to allow for the proposed play equipment, tent structures, picnic tables, and rubberized playground material groundcover to be located within side and rear building setback lines.

*The petitioner still proposes to locate equipment within the required 15'-0" required setback; however, a landscape buffer would be located within a 10'-0" landscape easement on a parcel adjacent to the play area, per conceptual review by the Village Board. Additional landscaping was also added along*

*the north lot line adjacent to the fence.*

2. In accordance with Appendix D of the Regency Square Development Guidelines, two motorcycle/golf cart spaces are required onsite and one loading space is required. The petitioner does not propose to provide any motorcycle parking and is not proposing to designate a loading space for truck deliveries.

*Given that the majority of visitors will be dropping off children, the petitioner does not anticipate that visitors will utilize golf carts or motorcycles to travel to the childcare facility. Additionally, the petitioner has indicated that a loading space is not necessary based on the type of deliveries the facility generally receives.*

### **Building Materials**

The proposed building materials include brick, hardi-plank and Oakridge “Deep Shadow” black shingles. An outdoor children’s play area would be located at the rear of the building, extending to the rear and side lot lines. The play area would be enclosed with a black wrought iron fence. Equipment within the fenced enclosure will include play sets, tent structures, and picnic tables.

Assistant Village Manager Johnson presented renderings of building elevations.

### **Parking Lot Lighting**

The petitioner is proposing to install an ornamental style parking lot light fixture. The proposed fixture is an LD style fixture produced by Pacific Lighting and Standards Company. The fixtures would be located within the two parking lot islands. A cut sheet and pole details are provided within the materials packet that is provided as an attachment to this report.

### **Signage**

The petitioner is proposing to install one ground sign and one wall sign for KinderCare. The proposed ground sign is a monument style sign that will measure 5’-2” in height. The sign face measures 8 square feet per side which conforms to the Regency Square Development Guidelines.

The proposed wall sign will be located over the building’s main entrance which faces Princeton Drive. The proposed sign will measure approximately 48 square feet in area.

### **Plan Commission Review of Final Plat of Subdivision and Site Plan**

The Planning Commission reviewed the proposed Final Plat of Subdivision and Site Plan at their February 25, 2008, meeting. The Planning Commission unanimously recommended approval of the Final Plat of Subdivision and Site Plan for the proposed childcare facility.

## **Conditions of Approval**

The recommendations of the Zoning Board of Appeals and Planning Commission were subject to the following conditions:

1. All public improvement and site development must occur in full compliance with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building) standards, Huntley Fire Protection District requirements and Illinois Department of Transportation practices and permit requirements.
2. The petitioner shall obtain final approval of the engineering plans from the Village Engineer prior to the issuance of a site grading permit or building permit.
3. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
4. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner is responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume.
5. The final Landscape Plan requires approval from the Huntley Development Services Department Staff and the Village Forester.
6. The petitioner shall provide a photometric plan for the proposed parking lot lighting prior to the issuance of a building permit. Light levels shall conform to Zoning Code and Village Commercial Design Guidelines.
7. No building plans or permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.

With the conclusion of the PowerPoint presentation, Assistant Village Manager Johnson asked if there were any questions.

Trustee Leopold asked if the cap on the sign will be masonry. Assistant Village Manager Johnson answered yes.

Trustee Leopold asked if Princeton Drive and Regency Square would have a paved topcoat prior to the opening of the facility. Assistant Village Manager reported that the Village is working with the petitioner to coordinate all improvements. Mayor Sass asked that the Village Engineer look at the roads to determine their condition and the timing of the final asphalt paving.

Trustee Leopold stated that the new lights should match one of the surrounding existing lights. After discussion, the Trustees agreed that the new lights should match the lights at the Heritage Woods Assisted Living Facility. Mr. Patrick Gunn of Spaceco Inc, stated that the lights will be 14-feet in height and the revised photometric plan will adhere to Village Ordinances.

Trustee Piwko asked where the daycare vans will load the children. Mr. Gunn stated that they will be loading at the front of the building.

**A MOTION was made approve Ordinance (O)2008-03.11 - First Amendment to Regency Square Unit 1 Final Plat for 16.666 acre property; subject to the conditions noted above**

**MOTION: Trustee Leopold**  
**SECOND: Trustee Fender**  
**AYES: Trustees Fender, Kadakia, Kanakaris, Leopold, and Piwko**  
**NAYS: Trustee Mercer**  
**ABSTAIN: None**  
**Motion carried 5:1:0**

**A MOTION was made approve Ordinance (O)2008-03.12 - Knowledge Learning Corporation, Site Plan Review and Side and Rear Yard Setback Relief, subject to the conditions noted above**

**MOTION: Trustee Piwko**  
**SECOND: Trustee Leopold**  
**AYES: Trustees Fender, Kadakia, Kanakaris, Leopold, and Piwko**  
**NAYS: Trustee Mercer**  
**ABSTAIN: None**  
**Motion carried 5:1:0**

C. Approval of Payout Request No. 13 – Joseph J. Henderson & Son, Inc. West Wastewater Treatment Plant Improvements Phase 3 - \$279,516.38

Mayor Sass reported that on October 5, 2006 the Village Board of Trustees awarded Joseph J. Henderson & Son, Inc., the contract for the 1 million gallon Phase 3 expansion of the West Wastewater Treatment plant. The contract amount awarded was \$14,320,000.00.

In accordance with the Facility Expansion Agreement with Huntley Venture for the Talamore Subdivision all costs for the Phase 3 West Wastewater Treatment Plant Improvements are to be funded by Huntley Venture.

Joseph J. Henderson & Son, Inc. is now requesting partial payment for work performed and material purchased through January 20, 2008 (thirteenth payout request).

The Phase 3 improvement is 70% complete. J.J. Henderson has requested in accordance with Construction Contract Article 14.02, Subsection A, Paragraph 3 it states “Periodic partial payments shall be made for the value of the completed work as approved by the engineer until construction is 50% complete, after which no additional amount will be retained if contractor is making progress to owner

satisfaction and there is no specific cause for withholding 10% of the total value of completed work”. Staff is in agreement with the request and will no longer reduce payouts by 10% for retainage.

Funds paid to date including the proposed \$10,615,185.88. Awarded contract amount \$14,320,000.00 minus payouts to date, \$10,615,185.88 leaves an outstanding balance of \$3,704,814.12.

**A MOTION was made to approve the Engineer’s Payment Estimate No. 13 for the West Wastewater Treatment Plant Improvements Phase 3 and payment to Joseph J. Henderson & Son, Inc. in the amount of \$279,516.38.**

<b>MOTION:</b>	<b>Trustee Leopold</b>
<b>SECOND:</b>	<b>Trustee Kanakaris</b>
<b>AYES:</b>	<b>Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer, and Piwko</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>Motion carried</b>	<b>6:0:0</b>

D. Approval of Payout Request No. 3, West Wastewater Treatment Plant Irrigation Pumping Station No. 2 - \$61,616.89

Mayor Sass reported that on May 10, 2007 the Village Board of Trustees awarded Joseph J. Henderson & Son, Inc., the contract for construction of West Wastewater Treatment Plant Irrigation Pumping Station No. 2. The amount awarded was \$402,000.00

In accordance with the Facility Expansion Agreement with Huntley Venture for the Talamore Subdivision all costs for the West Wastewater Treatment Plant Irrigation Pumping Station No. 2 construction are to be funded by Huntley Venture.

Funds paid to date including the proposed \$318,667.24. Awarded contract amount \$402,000.00 minus payouts to date, \$318,667.24 leaves an outstanding balance of \$83,332.76.

**A MOTION was made to approve the Engineer’s Payment Estimate No. 3 for the West Wastewater Treatment Plant Irrigation Pumping Station No. 2 for payment to Joseph J. Henderson & Son, Inc. in the amount of \$61,616.89.**

<b>MOTION:</b>	<b>Trustee Leopold</b>
<b>SECOND:</b>	<b>Trustee Fender</b>
<b>AYES:</b>	<b>Trustees Fender, Kadakia, Kanakaris, Leopold, Mercer, and Piwko</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>Motion carried</b>	<b>6:0:0</b>

#### E. Policy Direction– Village of Huntley 2008 Farmers Market

Village Manager Tomaso reviewed the 2007 Village of Huntley Farmers Market and discussed plans for 2008. The Village has budgeted \$10,000 for the Farmers Market in 2008 and has applied for a \$7,500 matching grant.

Trustee Mercer asked about the beginning date for the Farmers Market. Management Assistant Barb Read reported that the first week will be June 7th in order to accommodate sales of bedding plants.

The Village Board gave direction regarding the following items for the 2008 Farmers Market:

#### **Date/Time/Frequency**

Every Saturday, June 7<sup>th</sup> through September 27<sup>th</sup>, 8:00 am – 12:00 pm.

#### **Additional Events during the market**

1. The three Sun City groups stated that they would like to participate in the event again.
2. Peter Guerin.

#### **Craft Fair**

A craft fair will be conducted the first Saturday of each month.

#### **Other Events**

Other events and activities will be scheduled during the market to enhance attendance.

#### **Cost**

The whole season rate will be \$100. For those vendors who only attended less than 50% of the dates, the weekly rental fee will be \$15. These fees are payable in advance.

#### **Vendor Requirements**

A maximum of 2 non-farmer vendors that sell similar goods will be accepted such as baked or other food type vendors.

#### **Promotion and Signage:**

The Farmer's Market Information & Registration packet will be mailed to farmer's market contacts, area farmers, confirmed vendors, and Kane & McHenry County farm bureaus.

The Village will provide signs and be responsible for putting them up and taking them down in The Square, along Rt. 47, and on Algonquin Road on market days. Press Releases will be sent to: Huntley Area Chamber of Commerce, Northwest Herald, Daily Herald, Huntley Farmside, Village Life, Elgin Courier, and the Chicago

Tribune. Information will be put in the Spring Village Newsletter, on the Village's website as well as several other "farmers market" websites. Ads will be placed in the Northwest Herald and the Village Life as the budget allows (if the Illinois Farmers' Market Advertising Grant of \$7,500 is awarded to the Village, a large-scaled advertising plan will be implemented). Also, if the grant is awarded, canvas bags with the market's logo will be sold at the market for \$1.

**Location**

Booths will be set up along Coral Street with Coral Street being blocked off at both Church Street and Woodstock Street. Public Works will assist in the set up of barricades at 7:00 a.m. and Farmers Market staff will take down the barricades and empty the trash, etc. at the close of the market.

**Set-Up**

Producers must furnish their own tables, chairs, displays, and protection from rain. Set up will commence at 7:00 a.m. with the requirement that vendors be ready to sell promptly at 8:00 a.m.

**Clean-Up**

Each producer will be responsible for the removal of all waste, garbage or refuse from his or her space at the closing hour of each market day. Public Works will be needed to empty Village trash receptacles and pick up debris that may be on the street and/or in the park on Mondays.

**Items Allowed to be Sold**

The Village Board policy direction was that products should be locally or home grown. Local products will include produce grown on farms from neighboring states.

Trustee Leopold thanked Staff for doing a great job with the Farmers Market last summer.

**VILLAGE ATTORNEY'S REPORT:**

No report

**VILLAGE MANAGER'S REPORT:**

Trustee Piwko asked about the status of the Comcast agreement. Attorney Coppedge stated that the item will be on next week's agenda.

Trustee Fender asked that Public Works look at the water drainage conditions along Huntley Dundee Road west of the Wing Pointe Commercial Center. It appears that ice is encroaching on the townhome property.

**VILLAGE PRESIDENT'S REPORT:**

No Report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

None

**ADJOURNMENT INTO EXECUTIVE SESSION:**

**There was a motion made at 7:45pm. to adjourn the meeting into Executive Session to discuss personnel issues and review Executive Session Meeting Minutes.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Leopold**

**Motion carried unanimously**

**ADJOURNMENT OUT OF EXECUTIVE SESSION:**

**There was a motion made to exit Executive Session at 8:09pm.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Mercer**

**Motion carried unanimously**

**ADJOURNMENT:**

**There was a MOTION made to adjourn the meeting at 8:10pm.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Mercer**

**Motion carried unanimously**

Respectfully submitted,

Anita M. Powers  
Recording Secretary  
Karick & Associates.