

PUBLIC MEETING NOTICE AND AGENDA
VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING



THURSDAY, NOVEMBER 4, 2010
7:00 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comments
4. Items for Discussion and Consideration:
 - a) October 14, 2010 Village Board, October 19, 2010 Joint Meeting of the Village of Huntley and Community School District 158 and October 21, 2010 Committee of the Whole Meeting Minutes
 - b) Approval of the November 4, 2010 Bill List in the Amount of \$726,177.69
 - c) Ordinance (O)2010-11.55 - An Ordinance Approving the Zoning Map Amendment from "R-2" Single Family Residence District to "B-4" Adaptive Re-Use Business District and Site Plan Review for 11503 Main Street
 - d) Referral of Vektor Development LLC to the Plan Commission to begin the formal development review process
 - e) FY2010 Project Status Reports and Accomplishments
 - f) Policy Direction for Property Tax Levy Ordinance
 - g) Approval of the 2010 Christmas in the Square Event
5. Village Attorney's Report
6. Village Manager's Report
7. Village President's Report
8. Unfinished Business
9. New Business
10. 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
11. Possible Action on any Closed Session Item
12. Adjournment

MEETING LOCATION
Village of Huntley Municipal Complex
10987 Main Street
Huntley, IL 60142

The Village of Huntley is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding accessibility of the meeting or the facilities, are requested to contact Mr. David Johnson, Village Manager at 847-515-5200. The Village Board Room is handicap accessible.



David J. Johnson, Village Manager

Agenda Item: **Approval of the October 14, 2010 Village Board, October 19, 2010
Joint Meeting of the Village of Huntley and Community School
District 158 and October 21, 2010 Committee of the Whole
Meeting Minutes**

Department: **Village Manager's Office**

Introduction

The following meeting minutes are being presented for Village Board approval:

- October 14, 2010 Village Board
- October 19, 2010 Joint Meeting of the Village of Huntley and Community School District 158
- October 21, 2010 Committee of the Whole Meeting

Action Requested

A motion of the Village Board to approve the above referenced meeting minutes.

Petition: **Ordinance (O)2010-11.55 - An Ordinance Approving the Zoning Map Amendment from “R-2” Single Family Residence District to “B-4” Adaptive Re-Use Business District and Site Plan Review for 11503 Main Street**

Petitioner: **Joann L. Jones Insurance and Retirement Agency**

Department: **Development Services – Planning and Zoning**

Introduction

The residence on the 0.77 acre parcel at 11503 Main Street was constructed in 2001 and the petitioner Joann Jones purchased the property in the spring of 2007 with the intention of converting the property from a residential use to a professional office use.

Zoning Map Amendment

The petitioner is requesting approval to rezone 11503 Main Street from “R-2” Single Family Residence District to “B-4” Adaptive Reuse to allow the existing house to be used as an insurance and retirement planning services office. The proposed conversion will allow the business to operate on the first floor of the building and business related storage on the second floor. No sleeping quarters are permitted within the structure as part of the office conversion.

The Adaptive Reuse district was intended for residences located on East and West Main Street where it may no longer be desirable to live due to the increased traffic levels on Main Street. This petition is the fourth request to rezone a property to Adaptive Reuse.

Site Plan Review

The petitioner has previously made alterations to the 2,248 square foot residence, which included conversion of the garage to living space and adding a covered entry in the place of a garage door. Additionally, a portico/vestibule structure was erected on the rear of the structure along with a wheelchair accessible ramp. The 950 square foot detached garage at the southeast corner of the site will remain intact.

Parking

Proposed site improvements include a thirteen (13) stall parking lot on the south side (rear) of the building with a single handicap space and loading zone. The proposed 13 parking spaces exceeds the required parking (9 stalls) for the 2,248 square foot building. The 10’-6” parking stall width exceeds the requisite minimum width of nine feet resulting in the turnaround at the west end of lot (6’-10” from the property line) requiring relief from the 10 foot setback requirement. Staff recommends reducing the parking stall width thereby eliminating the need for relief for this particular design element. The parking area is served by a ten-foot wide driveway at the east side of the site requiring relief from the required 24 foot drive aisle width.

Landscaping

Much of the existing landscaping on the site will remain with exception of the removal of plant materials necessary to accommodate development of the parking area at the rear of the site. The

redesign of the existing drive and pavement at the front of the site provides opportunities for groundcover and foundation landscaping along the front elevation and flanking the doorway/portico feature. Foundation landscaping is proposed to extend along the east side of the building and adjacent to the rear vestibule. Two (2) 2.5" caliper Crabapple trees are proposed for the front lawn and a row of 30" tall spirea shrubs along the west side of the property frames the property and screens the HVAC unit on that side of the structure. The landscape plan will be revised to reflect the inclusion of a rain garden on the south side of the parking lot to enhance stormwater management. The rain garden is shown on the site plan.

Lighting

Lighting for the site includes two light poles; a single lantern-fixture on a 10' tall Lithonia pole at the center of the south side of the parking area; and a set of two lantern-fixtures on a 10' tall Lithonia pole oriented within the bump-out at the northeast corner of the proposed parking area. A photometric plan for the lighting is required to insure footcandles at the property lines and that glare produced by the lighting fixtures is minimized.

Signage

The new 5'-2" tall, 23.92 square foot ground sign and 2'-4" tall, 3.33 square foot directional sign are not illuminated and both signs meet the Sign Regulations and Commercial Design Guidelines. The site plan does not specify the location of either sign. The ground sign must be located no closer than 10 feet from any property line.

Required Relief for Site Plan Review

The following relief is requested by the petitioner as part of the site plan review:

1. Relief of to allow a 10'-wide drive aisle narrower than the requisite 24-foot minimum required per Zoning Ordinance Section 156.106 (C) (13) *Size of Parking Spaces and Aisle Widths*.

Staff Analysis

The Plan Commission reviewed the petition and held a public hearing at their October 25, 2010 meeting. Having fully heard and considered testimony, the Plan Commission unanimously (6 to 0) recommended approval, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with all 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. The petitioner, its agents and assignees 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 through "retention" and design of multi stage outlet structures.
4. The petitioner shall reduce the width of the parking stalls in order to provide the required ten (10) foot setback from the parking lot to the nearest property line.

5. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
6. The petitioner shall obtain final approval of the Photometric Plan from the Development Services Department.
7. No building plans or permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.

Financial Impact

Not applicable.

Legal Analysis

Not required.

Action Requested

A motion of the Village Board to approve Ordinance (O) 2010-11.55 - Granting Approval of the Zoning Map Amendment from “R-2” Single Family Residence District to “B-4” Adaptive Re-Use Business District and Site Plan Review for the property at 11503 Main Street.

Exhibits

- Site Plan, prepared by Wm. Levernier: Architect & Planner, Ltd., P.C. dated 10/20/10
- Landscape Plan, prepared by Wm. A. Ruth Landscape, dated August, 2009
- Proposed Ground and Directional Sign Illustrations, prepared by Hughes Signs, undated
- Antique Street Lamps TR25 Luminaries Parking Lot Fixture and Lithonia Lighting - Anchor Base Poles Cut-Sheets, undated
- Draft Ordinance

Petition: **Discussion – Referral of Vektor Development LLC to the Plan Commission to begin the formal development review process**

Petitioner: **Vektor Development Group, LLC**

Department: **Development Services Department – Planning and Zoning Division**

Introduction

Vektor Development Group, owner of the 20.15 acre site located on West Main Street, is proposing to develop a skilled nursing and assisted living facility for seniors. This property was originally planned to be Neighborhood 39 of Sun City; however, Pulte Homes sold the property to the Vektor Development Group in 2007.

The proposed site plan calls for developing the easternmost 12.04 acres of the property with a 3-story assisted living facility (81 units) and 1-story skilled nursing facility (77 units). A 29,910 square foot resident services building would be located between the two facilities. The proposed site plan provides 206 parking spaces and four driveways on West Main Street, which will require approval from the McHenry County Department of Transportation.

Staff Analysis

The 20.15 acre property is currently zoned “SF-2” Garden Residential, “MF-2” Multi-Family and “P” Parks and Open Space in accordance with amendments to the Prime Annexation Agreement. Healthcare facilities require a special use permit in both the “SF-2” Garden Residential and “MF-2” Multi-Family zoning districts. Health care facilities are not permitted in the “P” Parks and Open Space district. The proposed assisted living and skilled nursing facility is proposed on the portion of the property zoned “MF-2” Multi-Family and “P” Parks and Open Space; therefore, a zoning map amendment will be required to rezone the area of “P” Parks and Open Space to “MF-2” Multi-Family. A plat of subdivision is also required to create the proposed lots.

The following regulations and guidelines are applicable for the MF-2 district:

	<u>Required</u>	<u>Proposed</u>	<u>Relief Required</u>
Lot Area	10 acres min.	12.04 acres	No
Lot Width	No minimum width	1,040 ft.	No
Lot Coverage	30% max.	18%	No
Building Setbacks			
Front	30 ft. min.	85 ft.	No
Side	20 ft. min.	90 ft. min.	No
Combined Side Yard	40 ft. min.	190 ft.	No
Rear	20 ft. min.	150 ft. min.	No
Parking/Drive Setbacks			
Front	30 ft. min.	10 ft.	YES
Side	10 ft. min.	10 ft.	No
To Buildings	20 ft. min.	10 ft.	YES
Rear	10 ft. min.	110 ft. min.	No
Building Height	3 stories + 1 story parking/60 ft. max.	3 stories	No
Open Space	25%	28%	No

Financial Impact

Not applicable.

Legal Analysis

Not required.

Action Requested

A consensus of the Committee of the Whole to refer Vektor Development Group to the Plan Commission to begin the formal development review and approval process.

Exhibits

- Location/Zoning Map, not dated
- Proposed Site Plan, Shive Hattery, dated 10/18/10
- Example Senior Living Facilities

Agenda Item: **FY2010 Project Status Reports and Accomplishments**

Department: **Village Manager's Office**

Introduction

As part of the annual budget process, a summary of projects and accomplishments for the year is provided for review. The list will be included in the FY2011 budget.

Exhibits

- FY2010 Significant Accomplishments

Agenda Item: Policy Direction for Tax Levy Ordinance

Department: Finance and Human Resources

Introduction

On November 18, 2010 the Village Board is scheduled to adopt the 2010 Tax Levy Ordinance. Due to unprecedented activity that will affect the rate and dollar amount, staff is seeking policy direction from the Village board two weeks in advance of the scheduled meeting.

Staff Analysis

Staff has been in contact with both counties regarding projected valuations. Kane County has submitted valuations with an overall 2% decrease from the 2009 base valuation. McHenry County valuations are not yet available however; the Grafton Township Assessor has stated valuation reductions will vary between 7% and 15% below the 2009 base valuation. An overall 11% decrease in valuation is the McHenry County recommendation.

Financial Impact

Estimated financial impact on the Village and individual property owners varies upon policy direction of the Village Board. For the Village, estimates range from a loss of \$315,000 to the General Fund to an increase of \$110,000. The Police Pension Fund will affect any decision as funding requirements will increase by \$45,111 in the 2010 levy which is a direct loss to the General Fund. The following is an estimate of the impacts on a \$225,000 house in each of the possible scenarios.

Levy/Bill	Market Value		Assessed Value	Rate	VOH Taxes	
2009/2010	\$ 225,000.00	33.33%	\$ 74,992.50	0.4116	\$ 308.67	
1.) Estimated affect with maximum levy: Change						
(This option has historically been the Village's standard practice.)						
-15%	\$ 191,250.00	33.33%	\$ 63,743.63	0.4639	\$ 295.71	\$ (12.96)
-11%	\$ 200,250.00	33.33%	\$ 66,743.33	0.4639	\$ 309.62	\$ 0.95
-7%	\$ 209,250.00	33.33%	\$ 69,743.03	0.4639	\$ 323.54	\$ 14.87
-2%	\$ 220,500.00	33.33%	\$ 73,492.65	0.4639	\$ 340.93	\$ 32.26
2.) Estimated affect holding the same dollar value (2009 Tax Levy/2010 Collections): Change						
-15%	\$ 191,250.00	33.33%	\$ 63,743.63	0.4446	\$ 283.40	\$ (25.26)
-11%	\$ 200,250.00	33.33%	\$ 66,743.33	0.4446	\$ 296.74	\$ (11.93)
-7%	\$ 209,250.00	33.33%	\$ 69,743.03	0.4446	\$ 310.08	\$ 1.41
-2%	\$ 220,500.00	33.33%	\$ 73,492.65	0.4446	\$ 326.75	\$ 18.08
3.) Estimated affect holding the same dollar with Pension increase (2009 Tax Levy with Pension Increase/2010 Collections with Pension Increase): Change						
-15%	\$ 191,250.00	33.33%	\$ 63,743.63	0.4502	\$ 286.97	\$ (21.70)
-11%	\$ 200,250.00	33.33%	\$ 66,743.33	0.4502	\$ 300.48	\$ (8.19)
-7%	\$ 209,250.00	33.33%	\$ 69,743.03	0.4502	\$ 313.98	\$ 5.31
-2%	\$ 220,500.00	33.33%	\$ 73,492.65	0.4502	\$ 330.86	\$ 22.19
4.) Estimated affect holding the same rate (2009 Levy Property Tax Rate): Change						
-15%	\$ 191,250.00	33.33%	\$ 63,743.63	0.4116	\$ 262.37	\$ (46.30)
-11%	\$ 200,250.00	33.33%	\$ 66,743.33	0.4116	\$ 274.72	\$ (33.95)
-7%	\$ 209,250.00	33.33%	\$ 69,743.03	0.4116	\$ 287.06	\$ (21.61)
-2%	\$ 220,500.00	33.33%	\$ 73,492.65	0.4116	\$ 302.50	\$ (6.17)

1.) Estimated affect with maximum levy:

In this scenario, the process would remain consistent with all previous tax levy ordinance. The levy request of \$3,800,000 would capture all dollars available to the Village. This levy would provide an estimated increase of \$155,958 of which \$45,111 would be allocated to the Police Pension Fund. Depending on the market value adjustments, some homeowners could potentially realize an increase from the 2010 tax bill, however the amount varies. The property tax rate increase is potentially .05 or 12%. This does not mean that property owners would be subject to a 12% increase in property taxes paid. The estimated impact to property owners is found on the previous page.

2.) Estimated affect holding the same dollar value as the 2010 collections:

In this scenario, levy request would be the 2010 collections of \$3,608,068. This would reduce the allocation to the General Fund by \$45,111 for the Police Pension Fund levy. The Village would potentially lose \$155,958 permanently of which \$110,847 would be to the General Fund. The property tax rate increase is potentially .03 or 7%. This does not mean that property owners would be subject to a 7% increase in property taxes paid. The estimated impact to property owners is found on the previous page.

3.) Estimated affect holding the same dollar value with Police Pension increase:

In this scenario, the levy request would be \$3,653.179 (\$3,608,068 + \$45,111) which would keep the General Fund with the same property tax revenues as 2010, but allowing the higher funding level of the Police Pension Fund. The Village would potentially lose \$110,847 permanently. The property tax rate increase would be the same as scenario #2.

4.) Estimated affect holding the same tax rate:

In this scenario, the levy request would be \$3,800,000; however the rate would be adjusted or reduced next year to the same tax rate as the 2010 tax bills of .4116 when the Counties issue the final reports. This would be a loss of approximately \$315,000 to the General Fund permanently. The property tax would potentially remain the same; however, property taxes paid to the Village would be reduced as found on the previous page.

Legal Analysis

None required.

Action Requested

Policy direction by the Village Board regarding the levy dollar amount request for the 2010 tax levy ordinance.

Agenda Item: **Approval of the 2010 Christmas in the Square Event**

Department: **Village Manager's Office**

Action Requested: **Approval is requested of the Village Board to authorize Staff to assist with the Christmas on the Square event on December 4, 2010**

Summary and Background Information

The Huntley Jaycees are requesting approval and assistance to conduct a Christmas in the Square event on Saturday December 4, 2010 from Noon – 6:00 pm. The following is an outline of the events tentatively scheduled:

Noon – 4:30 p.m.

- Free Hayrides – Church Street through Ol' Timer Park
- Free Kids Crafts – sponsored by the Huntley Park District in Old Village Hall
- The Reading of Classic Holiday Stories – sponsored by the Huntley Area Public Library in Old Village Hall

Noon – 5:00 p.m.

- Friends of the Library Book Sale in Old Village Hall
- Kris Kringle Market – Farmers' Market Vendors & Crafters in Tent #1
- Free Family Games – sponsored by the Jaycees with help from the girl scouts in Tent #2
- Free hot cocoa – sponsored by Westlake Community Church
- Free popcorn – sponsored by Cornerstone Baptist Church

4:00 – 4:30 p.m.

- Caroling led by Westlake Community Church

4:30 p.m. – 6:00 p.m.

- Santa will arrive at the square on a fire truck at 4:30 p.m. (sun sets at 4:22 p.m.)
- Holiday Tree Lighting in the Gazebo (immediately following Santa's arrival)
- Free Pictures with Santa in the Gazebo by Kelly Eagan Photography (4:30 – 6:00 pm)

Village Responsibilities

- Coordination of the event
- Purchase of Christmas Tree for Gazebo
- Installation of lights on Village Holiday Tree in the Gazebo and trees/bushes in the Square (week of November 15th)
- Installation of banner over Main Street (November 19th)
- Use of Village barricades for closure of Coral Street between Church and Woodstock Streets

Other Responsibilities

- Purchase / obtain additional lights, if needed, for the Square – Huntley Jaycees
- Rental and installation of second 20' x 40' tent – Huntley Jaycees
- Purchase and installation of snipe signs to be placed at the entrances of the subdivisions on November 19th and removed no later than December 6th – Huntley Jaycees
 - Del Webb Blvd at Route 47 (Sun City)
 - Kreutzer Road at Main Street (Lion's Chase)
 - Talamore Blvd at Route 47 (Talamore)
 - Northbridge Drive at Algonquin Road (Northbridge)
 - Faiths Way Drive at Haligus Road (Northbridge)
 - Rainsford Drive at Route 47 (Covington Lakes)
 - Evendale Road at Haligus Road (Huntley Meadows & Georgian Place)
 - Lansdale Street at Haligus (Heritage)
 - Haligus at Huntley-Dundee (Wing Pointe)
 - Beacon Avenue at Huntley-Dundee (Cider Grove)

Approval is requested of the Village Board to authorize Staff to proceed with the event as proposed.