

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
June 15, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, June 15, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, 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 John Cowlin.

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

PUBLIC COMMENTS:

Jim Sharkey, 10926 Cape Cod shared his concerns regarding safety along Route 47 at Dairy Mart. Mr. Sharkey stated that he was going northbound on Route 47 and as he was coming up to the Dairy Mart a child was following a rolling coin which made him have to stop quickly in fear of the child coming onto Route 47 as there is no barrier. Mayor Sass reported that Route 47 is a State of Illinois road and they will not allow a barrier to be placed along the roadway. Mayor Sass reported that the Village has spoken with the Dairy Mart owner requesting that they reconfigure their building to have the walk-up windows in a safer area and the owner will not make the changes. Mr. Sharkey stated that this is a tragedy waiting to happen and asked if Staff could give him contact information of who to contact at the State level; Village Manager Johnson stated that he will provide Mr. Sharkey with that information.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the May 25, 2017 Village Board and June 1, 2017 Committee of the Whole Meeting Minutes

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

It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the May 25, 2017 Village Board and June 1, 2017 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for Trinity Lutheran Church to Hold an Oktoberfest August 25th – August 27th 2017 and Temporary Sign Request

Mayor Sass reported that the Village has received a request from Trinity Lutheran Church to hold an Oktoberfest on the church property from August 25-27, 2017. The event will highlight the music, beer and cuisine of the German culture and will also offer American cuisine, games and activities for children. A tent will be set up on the north side of the property with a stage and tables and chairs for guests. There will also be additional tents set up for food vendors as well as a beer trailer. Parking will be available on-site as well as street parking.

The hours of the event will be: Friday, August 25th from 5:00 pm to 11:00 pm; Saturday, August 26th from 12:00 pm to 11:00 pm; and Sunday, August 27th from 12:00 pm to 5:00 pm.

Trinity Lutheran Church is also requesting the issuance of a temporary sign permit. Temporary signs are subject to the following conditions: 1) not to exceed 30 days; 2) maximum size of 50 square feet and no more than 8 feet above ground; 3) not to be displayed on a fence or tree; and 4) not to be located in the rights-of-way.

Trinity Lutheran Church would like to post 15 18"x24" snipe signs on August 11th at the following locations:

- 1) RT 47 and Reed Road
- 2) RT 47 and Algonquin Road
- 3) RT 47 and Mill Street
- 4) RT 47 and Del Webb Boulevard
- 5) RT 47 and Kreutzer Road
- 6) RT 47 and Dean St
- 7) RT 47 and Main Street
- 8) Algonquin Road and Haligus Road (E/B)
- 9) Algonquin Road and Haligus Road (W/B)
- 10) Huntley/Dundee Road and Haligus Road
- 11) Huntley/Dundee Road and Main Street
- 12) Reed Road and Haligus Road
- 13) Haligus Road and Main Street
- 14) Kreutzer Road and Main Street
- 15) Kreutzer Road and Haligus Road

Trinity Lutheran Church acknowledges that some sites may not be under the Village's jurisdiction and others may not be feasible in the noted location. If these sites are not feasible, the petitioner requests permission for other sites with the approval of the Village Manager. No signs will be posted on private property without prior authorization of the property owner.

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

Recommended Conditions of Approval:

- Notification to all adjacent property owners.
- Any music or noise generated during the event will comply with the Village's Noise Ordinance.
- The site shall be kept free of trash throughout the event.

Financial Impact

It is being requested that any fees associated with the Oktoberfest be waived, as the church is a non-profit organization.

Mayor Sass noted that there was not a representative from the Church in attendance and asked the Committee had any questions for Staff; there were none.

Mayor Sass stated that he would like to add a condition of approval being that a set date, as soon as possible, be given to the Village for the removal of the house on the Church's property. Trustee Hoeft stated that the Church is waiting for an asbestos report and once that is confirmed they will be in for a permit.

Mayor Sass stated that he would like this request removed from future agendas until the Village gets a definitive date for the removal of the house.

It was the consensus of the Committee of the Whole to pull the Resolution Granting a Temporary Use Permit and Temporary Sign Permit and the waiving of Fees to Trinity Lutheran Church for an Oktoberfest Event until a definitive date of the removal of the house is set.

- c) Discussion – Consideration of an Ordinance for the Approval and Issuance of a Class “E” Liquor License; Trinity Evangelical Lutheran Church – Oktoberfest

Mayor Sass stated that he would like this request removed from future agendas until the Village gets a definitive date of the removal of the house.

It was the consensus of the Committee of the Whole to pull Consideration of an Ordinance for the Approval and Issuance of a Class “E” Liquor License; Trinity Evangelical Lutheran Church – Oktoberfest until a definitive date of the removal of the house is set.

- d) Discussion – Consideration of a Resolution Approving a Temporary Use Permit for Huntley Fall Fest Committee to Hold a Carnival and Temporary Sign Request

Mayor Sass reported that the Village is in receipt of a request from the Huntley Fall Fest Committee to hold its 2017 event at Deicke Park on September 21st (from 5:00pm-9:00pm); September 22nd (from 5:00 pm-11:00pm); September 23rd (from 10:00am-11:00pm) and September 24th (from 11:00 am – 7:00pm). The event which began in 2006 includes, but is not limited to, a carnival, entertainment, food and drink, craft fair, car show and fireworks. The Fall Fest Committee annually requests to place temporary signage throughout the Village to advertise the event.

The Village of Huntley Zoning Ordinance allows for the issuance of a temporary use permit (TUP) for temporary signs and carnivals.

Carnivals are subject to the following conditions: 1) approval on the basis of the adequacy of the parcel size, parking provisions, and traffic access and the absence of undue adverse impact on other properties, 2) limited to a period not to exceed five (5) days, and 3) adequate fire extinguishers, refuse containers and cleanup of the site upon termination of the event.

Temporary signs are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of

50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not to be located in the rights-of-way.

Event Changes in 2017

- They are requesting an additional day for the carnival (Thursday, September 21st from 5:00-9:00 pm).
- The number of food vendors has been reduced by two (2) in order to expand the size of the beer tent.

Staff Analysis

The Village is in receipt of a request from the Huntley Fall Fest Committee for the following:

1. To post 15 (3'x 10') banners in the following locations listed below, as were done in previous years. The banners are the same type of banner that was used for last year's Fall Fest. These will be posted two weeks prior to the event. They are also requesting the assistance of the Public Works Department to hang the banners.

- 1) RT 47 and Reed Road
- 2) RT 47 and Algonquin Road
- 3) RT 47 and Mill Street
- 4) RT 47 and Del Webb Boulevard
- 5) RT 47 and Kreutzer Road
- 6) RT 47 and Dean St
- 7) RT 47 and Main Street (N/E)
- 8) Algonquin Road and Haligus Road (E/B)
- 9) Algonquin Road and Haligus Road (W/B)
- 10) Huntley/Dundee Road and Haligus Road
- 11) Huntley/Dundee Road and Main Street
- 12) Reed Road and Haligus Road
- 13) Haligus Road and Main Street
- 14) Kreutzer Road and Main Street
- 15) Kreutzer Road and Haligus Road

The Fall Fest Committee acknowledges that some sites may not be under the Village's jurisdiction and others may not be feasible in the noted location. If these sites are unacceptable, the Committee requests permission for other sites with the approval of the Village Manager.

Additionally, no signs will be posted on private property without prior authorization of the property owner and no more than one (1) sign will be placed at any of the specified locations.

2. To post snipe signs at the subdivision entrances. These will be posted from September 17-25.
3. To post directional signage on the day of the event at the following locations:
 - a) West Main Street at Lois Lane
 - b) Deicke Park entrance
 - c) Route 47 and Mill Street

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

4. To hold a carnival in the Stingray Bay parking lot area.

The Fall Fest Committee will hire private security for the event.

Financial Impact

It is being requested that the temporary use permit for the carnival and any fees associated with the Fall Fest be waived.

Mayor Sass noted that there was not a representative from Fall Fest in attendance and asked if the Committee had any comments or questions for Staff.

Trustee Kanakaris asked if they were still required to only serve one (1) drink per person or could it be changed to two (2) drinks per person.

Trustee Piwko stated that he was livid because over one month ago and before Fall Fest even asked for permission they were advertising on social media that they added an extra day to the event for the carnival. Trustee Piwko stated that the event is turning into a beer fest; he also reported that a Class E Liquor License allows them to sell beer and wine only and we are allowing them to sell just about everything.

Trustee Leopold stated that he would like them to follow the Code and sell beer, wine and Mike's Hard Lemonade only as the liquor is expanding too much.

Trustee Piwko reported that allowing Fall Fest to add an extra carnival day is costing Huntley baseball extra money as they have to play these days as away teams. Trustee Kanakaris stated that it is the Park District that is making baseball go to other places to play. Trustee Piwko stated that while the baseball fields are open there is not enough parking as the carnival takes up a lot of space.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board for a Roll Call Vote a Resolution granting the issuance of a Temporary Use Permit to hold a carnival and Temporary Sign Permit and the Waiving of Fees to the Huntley Fall Fest for the 2017 Huntley Fall Fest.

- e) Discussion - Consideration of an Ordinance for the Approval and Issuance of a Class "E" Liquor License to the Huntley Fall Fest Foundation / 2017 Huntley Fall Fest

Mayor Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

A Class "E" Liquor License is being requested at this time. Pursuant to the Village of Huntley Liquor Control Ordinance, a Class "E" Liquor License is a temporary license, not to exceed three days, issued to not-for-profit organizations with a license fee of \$75.00. The Class "E" license authorizes the retail sale of beer and wine for consumption upon the premises where sold or offered as specified in the

license. No class “E” license shall be issued until the Liquor Commission has:

1. Established the location upon the premises where beer and wine is to be sold;
2. The hours of operation, which shall not be extended beyond those provided in §110.09;
3. The manner in which the licensee will manage crowd control and refuse pickup;
4. Proof of insurance as required by this chapter or state laws;
5. A list of members of the corporation who will be selling beer and wine at the location pursuant to the license; and
6. Proof of permission from the owner of the premises authorizing the sale of beer and wine during the time requested in the permit and such other requirements as the President and Village Board or Liquor Control Commission deem appropriate in the case of each particular permit.

Staff Analysis

The Liquor Commission is being presented with the request from The Huntley Fall Fest Foundation (Foundation) for the issuance of a Class “E” Liquor License. The Foundation has established itself as a not-for-profit corporation and is qualified to hold a Class “E” liquor license. The Foundation is requesting to sell Cayman Jack Margarita’s, Bob Chinn’s Mai Tais, beer, Mike’s Hard Lemonade flavored coolers and wine only. The request is for the 2017 Huntley Fall Fest taking place on Huntley Park District property, 12015 Mill Street on September 21, 22, 23, and 24, 2017.

The Foundation is requesting the license to operate a beer garden during the hours of 5:00 pm to 11:00 pm on Friday, September 22nd, 10:00 am to 11:00 pm on Saturday, September 23rd, and 11:00 am to 7:00 pm on Sunday, September 24th. Alcohol serving will stop at 10:30 pm on Friday and 10:30 pm Saturday night, and at 6:30 pm on Sunday, which is a half-hour before the event closes each day. The beer garden area will be fenced off and there will be no removal of alcohol from this area to the festival area. The event will be monitored by the Fall Fest organization’s own security with a wristband ID service. Mr. Thom Palmer, Executive Director of the Huntley Park District, has submitted a letter on behalf of the Park District authorizing the beer garden on District property.

An application has been placed on file and reviewed by the Village Clerk’s Office. The application is being presented with the provision of the State license and insurance documents being provided closer to the date of the event. This stipulation will be included as a condition of approval in the ordinance. The liquor license would be issued for September 22, 23 and 24, 2017 only. All other required documentation has been submitted and meets code requirements.

Financial Impact

The Huntley Fall Fest Foundation is requesting waiver of the payment of the \$75.00 fee. The Commission has waived the fee in the past.

Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sale in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages requirements.

Mayor Sass reported that comments regarding the Liquor License were made earlier and asked if the Committee had additional comments or questions; there were none.

It was the consensus of the Committee of the Whole to forward to the Liquor Commission for a Roll Call Vote an Ordinance approving the issuance of a Class “E” Liquor License to The Huntley Fall Fest Foundation d/b/a Huntley Fall Fest for the 2017 Huntley Fall Fest subject to the following

conditions of approval:

- 1. Petitioner must show proof of the State of Illinois Liquor License before the Village of Huntley Class "E" Liquor License becomes effective.***
- 2. Petitioner must provide proper insurance coverage and documentation prior to the event.***
- 3. The approved alcohol can only be sold and consumed in the designated beer garden area.***

f) Discussion – Consideration of a Resolution approving the Centegra Health System Family Health Fest – Centegra Health Care Campus - 10350 Haligus Road

Mayor Sass reported that the Village is in receipt of a request from Centegra Health System to hold their annual Family Health Fest on Saturday, July 15, 2017. The event will be held in the parking area north of the Centegra Medical Office Building 1 (formerly the ACM) facility.

Staff Analysis

The Saturday, July 15, 2017 event will be held between 9:00 a.m. and 12:00 p.m. Centegra has requested permission to install the tents for the event on Friday, July 14, 2017 as well as the fencing around the areas where activities will take place. These activities include: a climbing rock wall, distribution/check of bicycle safety helmets, DJ music, refreshment zones, and various class demonstrations. Food and beverages will be supplied by Centegra Health System catering and coordinated through the McHenry Department of Health.

As with previous events held within the Centegra Campus, signage is proposed along Haligus Road, to be placed before the event and removed by 5:00 p.m. the day of the event, directing traffic to extra parking at Marlowe Middle School.

Additionally, Centegra will contact the Huntley Police Department regarding assistance with traffic control on Algonquin Road and Haligus Road.

Should the Board approve this request, Staff recommends the following Conditions of Approval:

1. The Centegra Family Health Fest shall be conducted in accordance with the Centegra Event Request Letter, dated June 5, 2017, and accompanying site plan.
2. Tent inspection(s) shall be scheduled with the Developments Services Department and a copy of the Certificate of Flame Retardancy for the tents must be provided to the Development Services Department.
3. The \$75.00 Temporary Use Permit fee shall be paid to the Village of Huntley.
4. Police assistance for traffic control must be coordinated through the Huntley Police Department.
5. Off-site signage shall be removed by 5:00 p.m. on Saturday, July 15, 2017.
6. The event must be conducted so not to adversely impact surrounding properties.
7. The event location and surrounding area shall be cleaned of all trash at the end of the festivities.

Financial Impact

Applicant understands that any extraordinary request for Police involvement during the event is their responsibility.

Mayor Sass reported that there was not a representative from Centegra in attendance but asked if the Committee had any questions of Staff; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution granting approval of the request from Centegra Health System for the Family Health Fest to be held on Saturday, July 15, 2017 at 10350 Haligus Road.

- g) Discussion – Consideration of an Ordinance Granting Relief from the Requirements of the Regency Square Development Guidelines for the Installation of New Ground Signs for 7-Eleven, 12400 Princeton Drive

Director of Development Services Charles Nordman reported that the 7-Eleven gas station at 12400 Princeton Drive is requesting approval to replace the two existing monument signs; one is adjacent to Route 47 and the other is adjacent to the Regency Parkway driveway entrance to the site. The existing Route 47 ground sign is 6’8” tall and has a sign face measuring twenty-seven (27) square feet in area. The existing Regency Parkway ground sign is 5’-2” tall and has a sign face measuring twelve (12) square feet in area. Both signs display the price of gasoline which must be manually changed. The proposed Route 47 ground sign is ten (10’) feet tall with a sign face area of thirty-two (32) square feet. The proposed Regency Parkway ground sign is 6’-0” tall with a sign face area of eighteen (18) square feet. Both proposed signs will have the gasoline price in red LED and will be constructed of the same style brick as the existing signs.

Additionally, the Route 47 monument sign is proposed to be setback 30’-0” rather than the 100 foot setback required by the Regency Square Development Guidelines.

Staff Analysis

The Regency Square Development Guidelines allow two (2) types of ground signs on the subject site: Sign Type B – along Route 47; and Sign Type C – along Regency Parkway.

The proposed ground signs require the following relief from the Regency Square Development Guidelines:

		REGENCY SQUARE REQUIREMENTS	PROPOSED SIGNS	RELIEF REQUIRED
MAXIMUM OVERALL SIGN AREA	ALONG RT. 47	68 SF	100 SF	32 SF
	ALONG REGENCY PKWY	32 SF	48 SF	16 SF
MAXIMUM SIGN COPY AREA	ALONG RT. 47	27 SF	32 SF	5 SF
	ALONG REGENCY PKWY	12.75 SF	18 SF	5.25 SF
MAXIMUM HEIGHT	ALONG RT. 47	6’-8”	10’-0”	3’-4”
	ALONG REGENCY PKWY	5’-2”	6’-0”	0’-10”
REQUIRED SETBACK	ALONG RT. 47	100 ft. setback	30 ft.	70 FT.
	ALONG REGENCY PKWY	10 ft. setback	10 ft.	NONE
NUMBER OF SIGNS ALLOWED	ALONG RT. 47	1	1	NONE
	ALONG REGENCY PKWY	1	1	NONE

The lots immediately north of 7-Eleven (Mattress Firm, Aldi, Brunch Café, Rookies, Starbucks, etc.) received similar relief to increase the maximum sign area, increase the allowed height and reduce the setback for the multi-tenant ground signs installed in association with each respective commercial development. The ground signs for these properties measure 10'-3" in height and are setback thirty (30) feet from the front lot line.

Staff recommends the following conditions be added should the Village Board approve the requested relief from the Regency Square Development Guidelines:

1. The original Route 47 and Regency Parkway ground signs shall be removed upon installation of the new ground signs.
2. For every one (1) square foot of sign area there shall be provided two (2) square feet of landscaped area immediately adjacent to the base of both monument signs. The petitioner shall provide a landscape plan for approval by the Development Services Department prior to the issuance of a sign permit.

Financial Impact

The petitioner is required to pay all applicable sign permit and appeal fees.

Director Nordman reported that a representative from the sign company was in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that he was in support of the request but asked if they were legally required to post more than one price. John Streets from Doyle Signs reported that they are only required to post one price.

Trustee Kanakaris asked if landscaping around the sign was required; Director Nordman stated that landscaping is required.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance granting relief from the requirements of the Regency Square Development Guidelines for the installation of the new ground signs for 7-Eleven, 12400 Princeton Drive.

- h) Discussion – Consideration of an Ordinance Approving (i) a Final Planned Unit Development, including any necessary relief and (ii) a Special Use Permit for a Restaurant with a Drive-Through to accommodate the proposed Panera Bread Restaurant on Outlot 5 of the Huntley Grove Commercial Subdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner, Chicago Bread, LLC, owner, is requesting approval of a Final Planned Unit Development to accommodate construction of a 7,500 square foot building on the 1.716-acre Outlot 5 of the Huntley Grove Commercial Subdivision located at the southeast corner of Route 47 and Kreutzer Road. The site will include a 4,200 square foot Panera Bread restaurant with a drive-through and 3,300

square foot adjoining retail space.

The Annexation Agreement approved in 2007 for the subject property established the Preliminary Planned Unit Development and framework for the development of the Huntley Grove Commercial Subdivision stipulating that the Plan Commission and Village Board are to review and approve the Final Planned Unit Development plan for each Lot/Outlot. The Village's Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provides further standards for development throughout the commercial subdivision.

Staff Analysis

Final Planned Unit Development

The 7,500 square foot building proposed on Outlot 5 includes the 4,200 square foot Panera Bread restaurant, with a single drive-through lane, the adjoining 3,300 square retail space, associated parking and other site improvements within the property at the southeast corner of Route 47 and Kreutzer Road.

Site Plan

The single access point to the site, at the southeast corner of the Outlot, connects both the Huntley Grove access aisle with the existing shared-access to the AutoZone site to the east. Vehicles entering the Panera Bread site will circulate one-way, counter-clockwise around the building. The development of the subject site shall also require connection to the Route 47 multi-purpose pathway currently under construction along the adjacent roadway.

The proposed front, side and rear-yard building setbacks all conform to the setbacks required by the Annexation Agreement. The proposed front parking setback conforms to the 70.5-foot setback requirement accommodated under the amended Annexation Agreement executed for the previously developed Outlots within the commercial subdivision. The parking lot also conforms to the required setbacks along the corner-side and rear lot lines, however, the proposed three (3') foot parking setback along the south lot line requires relief from the ten (10') foot requirement.

An outdoor dining area is proposed adjacent to the Panera Bread tenant space. The area will be protected from the parking lot with a five (5) foot tall Trex fence/screen and raised planters as shown on the color rendering. The fence location was previously depicted on the conceptual site plan reviewed by the Village Board, however, a fence detail was not provided at that time.

The trash enclosure, located at the southeast corner of the site, has been rotated to improve accessibility as recommended by the Plan Commission. The enclosure will be constructed of masonry to match the building with solid metal gates.

Parking

The Declaration of Covenants, Conditions, Easements and Restrictions (CCRs) for Huntley Grove, which are enforced by the developer, include parking requirements specifying five (5) parking spaces per 1,000 square feet for retail and office; ten (10) parking spaces per 1,000 square feet for restaurants under 5,000 square feet. The parking requirements included in the CCRs are more restrictive than parking requirements found within the Annexation Agreement. The Annexation Agreement for the Huntley Grove property requires a parking ratio of four (4) parking spaces per 1,000 square feet for retail. All parking stalls are 10 feet in width and 19 feet in depth, which exceeds the minimum dimensions required by the Zoning Ordinance.

The proposed and required parking for the site is as follows:

PROPOSED PARKING	HUNTLEY GROVE CCRS – REQUIRED PARKING - Restaurants less than 5,000 square feet - Ten (10) spaces /1,000 square feet	ANNEXATION AGREEMENT REQUIRED PARKING – four (4) spaces /1,000 square feet
66 spaces including three (3) accessible parking spaces	59 parking spaces	30 parking spaces

Building Façade

The building facade primarily consists of a combination of a light grey and dark grey face brick. The entrances to the Panera restaurant and retail space face towards Route 47 (west-facing elevation) and have a flat aluminum awning system above each doorway with fabric awnings above the restaurant’s windows and above the windows flanking the retail space entryway. The windows on the other three elevations, and doorway on the rear (east-facing) elevation, have similar flat and angled awnings above the windows with a flat awning system above the drive-through pick-up window on the rear of the Panera restaurant. The building parapet will serve to screen the roof-mounted HVAC and mechanical equipment to the full height of that equipment.

Director Nordman reported that since the Concept review before the Committee of the Whole, Panera has relocated the parapet wall from the south side of the unit to the north side due to a change in location of the restrooms inside of the building.

Landscaping

The landscape plan submitted for the site includes foundation and perimeter plantings and trees meeting or exceeding the Village’s Landscape Ordinance and Commercial Design Guidelines. The dumpster enclosure screening includes a combination of plant materials including, most notably, three (3) Black Hills Spruce trees and Bayberry shrubs.

Site Lighting

The petitioners are proposing Sternberg Prairie Series, lantern-style, double-fixtures mounted on 17’-6”-tall posts. The fixture will match the style of the parking lot lights on the adjacent lots. The Village’s Zoning Ordinance requires parking lot lighting to have an average minimum illumination of two foot-candles within the parking lot and a maximum of 0.5 foot-candles at the property lines. Village staff will continue to work with the petitioners to ensure compliance with the lighting requirements prior to the issuance of a building permit.

Signage – Monument/Ground Signs

The proposed ground signage for the Panera Bread restaurant consists of a single, two-sided, 7’-11 ¼”-tall monument sign with a 5’-9 ¼” x 8’-0” (46.16 square foot/side) copy area located adjacent to Route 47 at the southwest corner of the site. The monument sign copy-area includes “Panera Bread Drive Thru” as well space for the future retail tenant sign. In addition to the drive-through signage (i.e. preview and menu boards), two (2) 3.5 square foot, 3’-3”-tall directional signs are proposed at the drive-through aisle entrance (at the southwest corner of the building) and at the southeast entry to the site. The directional signs will have a brick base to match the building. Relief is required for the directional signs exceeding the three (3’) foot height maximum by three inches.

Signage – Wall

The petitioner’s proposed wall sign package breaks-down as follows:

BUILDING ELEVATION	NUMBER OF SIGNS ALLOWED	NUMBER OF SIGNS PROPOSED	SQUARE FOOTAGE OF SIGNS ALLOWED	SQUARE FOOTAGE OF SIGNS PROPOSED	RELIEF REQUIRED
WEST (FRONT)	2	4 ^(1, 2,3,4)	60	47.99	FOR TWO (2) SIGNS
NORTH (CORNER SIDE)	1	2 ^(1, 3)	60	42.15	FOR ONE (1)) SIGN
EAST (REAR) DRIVE-THRU	0	1 ⁽¹⁾	--	35.07	FOR ONE (1)) SIGN & 35.07 SF
SOUTH (SIDE)	0	--	--	--	--
TOTAL	3	7	120	125.21	FOUR (4) ADDL. SIGNS AND 5.21 SQUARE FEET

THE THREE (3) TYPES OF PROPOSED WALLS SIGNS ARE:

- (1) “PANERA BREAD” SIGN – 35.07 SF; (2) “PANERA BREAD WALL LOGO” SIGN – 5.84 SF
(3) “DRIVE THRU” SIGN – 7.08 SF; (4) “RETAIL” SIGN – UNDEFINED - 50 SF MAXIMUM ALLOWABLE SIZE

Final Planned Unit Development - Requested Relief

1. Relief is required to allow an outlot ground sign greater than six (6) feet in height as restricted by the Annexation Agreement. This also requires an amendment to the Annexation Agreement which will be processed at a later date.
2. Relief required from the ten (10’) foot internal side parking setback to accommodate the three (3’) foot proposed parking area setback on the south side of the site.
3. The Sign Package requires the following relief:
 - a. Wall Signage – relief for four (4) additional signs and an additional 5.21 square feet
 - b. Directional Signs – relief of three (3”) inches from the three (3’) foot height requirement

Village Board Concept Review

The Village Board favorably reviewed the conceptual plan on May 4, 2017, and referred it to the Plan Commission to begin the formal development review and approval process. Comments received included the following:

1. Increase the width of the sidewalk/patio at the front of the building to provide more space for the outdoor dining. *The petitioner adjusted the width (from 28.5’ to 25.8’) of the drive aisle along the front of the site in order to increase the size of the outdoor patio seating area. The drive aisle width remains greater than that required by the Zoning Ordinance.*
2. Extend the barrier median at the southeast corner of the drive-through to prevent vehicles from entering the drive-through lane at the incorrect location. *The petitioner has extended the barrier around the corner of the building to prevent someone from entering the drive-through at the incorrect location. The petitioner has stated that an opening remains in the curb to allow someone to exit the drive-through if they do not wish to wait in the line.*

Plan Commission Concept Review

The Plan Commission reviewed the conceptual plans on May 8, 2017. Comments received included the following:

1. The suggestion was made to turn the dumpster enclosure clockwise in order to orient its opening to the southwest improving its accessibility. *The dumpster was rotated slightly clockwise to improve accessibility.*

Plan Commission Recommendation

The public hearing to consider the request for the Final Planned Unit Development including necessary relief and Special Use Permit for a Restaurant with a drive-through is scheduled for the Plan Commission meeting on Monday, June 12, 2017. Staff has recommended the following conditions of approval should the Plan Commission forward a positive recommendation to the Village Board:

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 petitioner 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 are 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 obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. In accordance with Zoning Ordinance Section 156.106(C), bicycle racks shall be added to the site plan.
7. In accordance with the Village’s Commercial Design Guidelines, screens, dormers or other features are required to conceal rooftop mechanical equipment on all sides of the structure if the Development Services Department determines that the parapet walls, as proposed, do not fully screen said equipment.
8. The development of the subject site shall require a paved connection to the Route 47 multi-purpose pathway currently under construction.
9. Relief for the height of the proposed Outlot monument sign is subject to an amendment to the Huntley Grove Annexation Agreement.
10. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
11. No building plans or permits are approved as part of this submittal.
12. No sign permits are approved as part of this submittal.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a Strategic Priority, “*Attract and Retain Businesses to Enhance Tax Base and Create New Jobs*” as a goal, and “*Work with commercial property owners to attract additional restaurants and shopping opportunities*” as an objective.

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

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold stated that if the petitioner makes any additional changes to the outside of the building that they will need to come back before the Village Board.

Trustee Westberg asked if something could be done to fix the timing of the Kreutzer Road light; Village Manager Johnson reported that the Kreutzer Road light is timed with the Route 47 light which is

regulated by IDOT. Trustee Westberg stated that he was concerned about cars stacking; Village Manager Johnson stated that Staff will look to see if anything can be done with the light's timing.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance approving (i) a Final Planned Unit Development, including any necessary relief and (ii) a Special Use Permit for a Restaurant with a Drive-Through to accommodate the proposed Panera Bread Restaurant on Outlot 5 of the Huntley Grove Commercial Subdivision in accordance with the application submitted to, and is on file with, the Village of Huntley.

- i) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for a O'Reilly Auto Parts at the Northeast Corner of Route 47 and Regency Parkway 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 O'Reilly Auto Parts has submitted conceptual plans for a proposed 7,927 square foot auto parts store to be located on Lot 4 of Huntley Crossings Phase II. The subject site is a 1.201 acre lot located at the northeast corner of the Route 47 and Regency Parkway intersection.

Staff Analysis

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the Riedl Annexation Agreement and the subsequent amendments to the agreement.

Site Plan

The proposed O'Reilly site plan proposes a 7,927 square foot building with parking for 37 vehicles which exceeds the 34 parking spaces required by the Annexation Agreement. The building's main entrance will be oriented toward Route 47 with access to the site being provided from the private access road at the rear of the site. A future cross-access parking lot connection is also proposed to connect with Lot 3 to the north of the O'Reilly site. The building's trash enclosure and loading area will be located at rear of the building. The site plan also includes parking stalls that are 10 feet in width and up to 20 feet in depth, which exceeds the minimum dimensions required by the Zoning Ordinance. The width of the parking lot drive aisle is also greater than required and will measure 25 feet in width.

Building Elevations

The proposed building elevations consist of three primary materials: dove grey velour colored brick, oxford brown velour brick, and ledgestone at the base of the building. The use of red colored EIFS is proposed behind the wall signage on the west and south elevations. Canopies are proposed over the storefront windows on the north, west, and south elevations (the canopy will extend beyond the storefront windows on the south elevation). Staff had requested that wall signage be added to the rear and north elevations of the building and decorative wall light fixtures be added to the elevations; however, the petitioner elected not to follow these recommendations. The original elevation submitted during the design process, which consisted of concrete block and did not meet the Commercial Design Guidelines, is also attached for comparison.

Signage

The proposed O'Reilly sign plan includes two wall signs and two ground signs. The proposed wall signage includes signage stating "O'Reilly Auto Parts" on the west (facing Route 47) and south (facing

Regency Parkway) elevations. The site plan proposes ground signs to be located at the corner of Route 47 and Regency Parkway and at the intersection of Regency Parkway and the private access road. The Annexation Agreement for the site allows one ground sign on each outlot; therefore, one sign will need to be removed from the site plan when plans are formally submitted for Final Planned Unit Development review. Elevations for the proposed ground sign have not been provided for conceptual review, but are required to be provided with the application for Final Planned Unit Development. In accordance with the most recent amendment to the annexation agreement a ground sign may measure up to ten (10) feet in height and be located within ten (10) feet of the front lot line.

Required Relief

The proposed plans require the following relief:

1. The wall signage as proposed does not require relief; however, relief would be required if the petitioner adds the additional signage as recommended by Staff.

Required Approvals

The proposed plan will require Final Planned Unit Development review and approval from the Plan Commission and Village Board.

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

Mayor Sass asked if the Committee had any comments or questions.

Trustee Leopold asked if the door on the south side of the building will connect to a sidewalk; Director Nordman stated that it would not connect to a sidewalk as it was a service/emergency door only.

Trustee Piwko told the petitioner that they should have followed Staff's recommendations as the façade of the building is very bland and needs to be improved. Mayor Sass agreed and stated that all elevations look bad.

Trustee Kanakaris suggested that faux windows and lighting should be added to the exterior of the building.

Trustee Piwko suggested that awnings also be added to the exterior.

Trustee Kanakaris asked the petitioner if there were any high end O'Reilly locations that the Board can look at their elevations.

Mr. Adam Herberg, Architect from CASCO Architects, stated that windows cannot be added as they won't be conducive to the inside of the store having large amounts of items to display against the walls. Mr. Herberg stated that they might be able to add benches and trellises outside to improve the look.

Trustee Hoeft told the petitioner that when Staff tells you to do something to improve the project that it is wise to follow their recommendations. Mr. Herberg stated that they will work with Staff.

Mayor Sass stated that this petition should not be forwarded on to the Plan Commission until they return before the Committee of the Whole with better plans.

*It was the consensus of the Committee of the Whole **NOT** to refer O'Reilly Auto Parts to the Plan Commission to begin the formal development review process.*

- j) Discussion – Conceptual Review of a Proposed Site Plan and Building Elevations for a Panda Express Restaurant near the Northeast Corner of Route 47 and Regency Parkway 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 Panda Express has submitted plans for a proposed 2,200 square foot restaurant with a drive-through to be located on Lot 2 of Huntley Crossings Phase II. The subject site is a 1.2 acre lot located near the northeast corner of the Route 47 and Regency Parkway intersection (the subject site is two lots south of Burger King).

Staff Analysis

The site is zoned B-3 (PUD) Shopping Center Business District and is subject to the Riedl Annexation Agreement and the subsequent amendments to the agreement.

Site Plan

The proposed Panda Express site plan proposes a 2,200 square foot building with parking for 29 vehicles which exceeds the 22 parking spaces required by the Annexation Agreement. The building will be oriented towards Route 47 and the main entrance will be located at the southwest corner of the building with access to the site being provided from the private access road at the rear of the site. The site plan also includes parking stalls that are 10 feet in width and up to 19.5 feet in depth, which exceeds the minimum dimensions required by the Zoning Ordinance. The width of the parking lot drive aisle is also greater than required and will measure 25 feet or greater in width.

Building Elevations

The proposed building elevations consist of two shades of brick, stone at the base of the building, and composite wood material on the upper portions of the building. A canopy will be located over the storefront and drive-through windows on the north, west, and south elevations. The trash enclosure will be brick to match the building and will include metal gates.

Signage

The proposed Panda Express sign plan includes four (4) wall signs and directional ground signage. A ground sign is not proposed along Route 47. The proposed wall signage includes three Panda Express logos which will be located on the sides and rear of the building. The wall sign on the west elevation, facing Route 47, will state "Panda Express".

Required Relief

The proposed plans require the following relief:

The Sign Ordinance allows one wall sign per tenant or one per street frontage on corner lots. The subject site is not a corner lot, therefore, only one (1) wall sign is allowed by right. Relief is required to allow three additional wall signs. Such relief is consistent with relief approved for McDonald's, Burger King, and Culver's.

Required Approvals

The proposed plan will require the following review and approvals from the Plan Commission and Village Board:

1. Final Planned Unit Development, including relief for additional wall signage
2. Special Use Permit for a Drive-through restaurant

Director Nordman stated that representatives of the petition are in attendance to answer questions.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Piwko suggested that at the rear portion (the drive thru) of the building he would like awnings or something to break up the look for the building.

Trustee Leopold suggested that they add their logo on the grey area on the rear of the building.

Mr. Dan Free, the civil engineer for the project, reported that there will be decorative lighting in the parking lot; Trustee Hoeft suggested adding decorative lighting on the outside of the building. Mr. Free also noted that he will speak with the architect with regards to adding another logo.

Trustee Leopold asked if the retention area is to be mowed; Director Nordman reported that the retention area at this location is much like the one at Culver's with native plants. Village Manager Johnson stated that the retention area cannot be mowed because of the native plants.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to refer Panda Express to the Plan Commission to begin the formal development review process.

- k) Discussion – Consideration of an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Mechanics, and other Workers Engaged in the Construction of Public Works Under the Jurisdiction of the Village of Huntley

Mayor Sass reported that each year, the Village of Huntley is required by the Illinois Department of Labor to pass a Prevailing Wage Ordinance ascertaining the prevailing wage for laborers, mechanics, and other workmen engaged in the construction of public works. State law requires that municipalities annually adopt this ordinance.

Staff Analysis

Prevailing wages are established by the Illinois Department of Labor. Once approved, the Ordinance will be published in the local newspaper. The Prevailing Wage Scale pertains to the wages that the Village must ensure contractors are providing to laborers that perform work for the Village as part of any municipal project or public works construction or maintenance programs.

Documentation along with a notarized statement is required to be provided by the contractors that work for the Village stating that they are adhering to the Federal law and are in fact paying prevailing wages.

Legal Analysis

Pursuant to State Statute, the Ordinance will be published in the local paper and properly posted.

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

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance approving the Village of Huntley Prevailing Wage Ordinance.

1) Discussion – Approval of the June 22, 2017 Bill List in the amount of \$437,035.90

Mayor Sass reported that \$125,903.03 (or 29%) of the total bill list is attributable to the payment of SSA Property Taxes (\$75,936.83) and payment to Behm Pavement Maintenance, Inc. for the 2017 Crack Sealing Program (\$49,966.20).

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

It was the consensus of the Committee of the whole to forward on to the Village Board the approval of the June 22, 2017 Bill List in the amount of \$437,035.90.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Village Manager Johnson reported the IDOT is talking about shutting down the State projects if there is no budget by June 30th and this would include the Village’s multi-use path. Trustee Leopold asked when the project would be shut down; Village Manager Johnson stated it would be shut down by July 1st.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the Director of IDOT will be presenting at McCOG

UNFINISHED BUSINESS: None

NEW BUSINESS: None

EXECUTIVE SESSION: None

ACTION ON CLOSED SESSION ITEMS: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:59 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary