

**VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
July 20, 2017
MINUTES**

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, July 20, 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, Assistant to the Director of Public Works and Engineering Jason Irvin and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the June 8, 2017 Village Board, June 15, 2017 Committee of the Whole, June 22, 2017 Liquor Commission and June 22, 2017 Village Board 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 June 8, 2017 Village Board, June 15, 2017 Committee of the Whole, June 22, 2017 Liquor Commission and June 22, 2017 Village Board 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 in follow up to the June 15th Committee of the Whole meeting, staff has been in contact with the Church in regard to establishing a schedule to raze the house immediately to the north of the church. Included in the packet is a letter from Pastor Hoffman stating a contract has been executed for the asbestos removal and demolition of the house. After the asbestos removal process takes place, a ten day waiting period must take place prior to the demolition to ensure the house is free from all asbestos. The demolition company has submitted paperwork for the permit to demolish the

house to the extent that it can at this time. The Village will need proof of the asbestos removal and the ten day waiting period.

Introduction

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 reported that members from Trinity Lutheran Church were in attendance to answer questions.

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 for approval a Resolution Granting a Temporary Use Permit and Temporary Sign Permit and the waiving of Fees to Trinity Lutheran Church for an Oktoberfest Event to be held August 25 – 27, 2017.

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

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 Update

In follow up to the June 15th Committee of the Whole meeting, staff has been in contact with the Church in regard to establishing a schedule to raze the house immediately to the north of the church. Included in the packet is a letter from Pastor Hoffman stating a contract has been executed for the asbestos removal and demolition of the house. After the asbestos removal process takes place, a ten day waiting period must take place prior to the demolition to ensure the house is free from all asbestos. The demolition company has submitted paperwork for the permit to demolish the house to the extent that it can at this time. The Village will need proof of the asbestos removal and the ten day waiting period.

Staff Analysis

The Liquor Commission is being presented with the request from the Trinity Evangelical Lutheran Church (Church) for a Class “E” Liquor License to sell beer and wine. The request is for an Oktoberfest event planned for August 25th – August 27th on their premises located at 11008 Church Street.

The Church is requesting the license to operate a beer and wine area during the hours of 5:00 pm to 11:00 pm on Friday, August 25th, 12:00pm – 11:00 pm on Saturday, August 26th, and 12:00 pm – 5:00 pm on Sunday August 27th. Serving of alcohol will stop at 10:30 pm on Friday and Saturday and 5:00 pm on Sunday. The beer and wine 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 using an ID wristband. A letter of request has been submitted outlining the event and is included in the packet.

An application has been placed on file and reviewed by the Village Clerk’s Office. All is in order for consideration at this time. The application is being presented with the provision of the State license 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 only August 25th – August 27th 2017. All of the required documentation has been submitted and meets code requirements.

Financial Impact

The Church is requesting waiver of the payment of the \$75.00 fee.

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 members of Trinity Lutheran Church were in attendance to answer questions.

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

Trustee Leopold requested that this item not be included on the Consent Agenda but on for a Roll Call vote.

There were no other comments or questions.

It was the consensus of the Committee of the Whole to forward on to the Liquor Commission an Ordinance authorizing the issuance of a Class “E” Liquor License to the Trinity Evangelical Lutheran Church for the Oktoberfest event 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. The approved alcohol can only be sold and consumed in the designated beer garden area.***

- d) Discussion – Consideration of a Resolution Approving an Off-Premise Sign Request for an event at Legion Post 673

Mayor Sass reported that Huntley Legion Post 673 has requested to place temporary signs in the Village rights-of-way from October 20th through Sunday, November 5th promoting their Feather Party (meat

raffle) on Saturday, November 4, 2017. The annual event is held to raise funds for the Legion’s charities.

The request is to post 7 (3’x 8’) banners two (2) weeks prior to the event in the following locations:

- 1) RT 47 and Algonquin Road
- 2) RT 47 and Del Webb Boulevard
- 3) RT 47 and Main Street (N/E)
- 4) Algonquin Road and Haligus Road (E/B)
- 5) Algonquin Road and Haligus Road (W/B)
- 6) Huntley/Dundee Road and Main Street
- 7) Reed Road and Haligus Road

The banners will show the following information:

*Feather Party (meat raffle)
Huntley American Legion
November 4th from 7pm to 11:30pm
At the Legion Home 11712 W. Coral Street*

Staff Analysis

The Village’s Sign Regulations allow off-premise signs provided they receive Village Board approval and adherence to certain standards and criteria. The below table details the criteria and the proposed sign:

Criteria	Proposed
Sign adjacent to and intended to be viewed from Route 47 Only	A majority of the signs are proposed adjacent to Route 47; however, several are along other Village roadways.
Prohibited within a residentially zoned property	A majority of the signs are proposed adjacent to commercially zoned property; however, several are proposed near residential subdivisions
Maximum area of a sign face, whether a single sign face, two back-to-back, or a V-shaped type sign is 100 square feet	The proposed signage is 24.0 square feet
Maximum height is 15 feet above grade	The height of the signs are less than 3.5 feet above grade
The location shall not obscure or interfere with an official traffic control device or railroad safety signal or sign, or obstruct or interfere with a driver’s view of approaching, merging or intersecting traffic for a distance of 500 feet	The proposed sign locations will meet this requirement

Legion Post 673 acknowledges that some sites are not under the Village’s jurisdiction. Additionally, no signs will be posted on private property without prior authorization of the property own and no more than one (1) sign will be placed at any of the specified locations.

Financial Impact

The temporary sign permit fees are waived by Section 156.115 of the Zoning Ordinance.

Mayor Sass asked if the Commission had any comments or 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 an off-premise sign permit to American Legion Post 673.

- e) Discussion – Consideration of an Ordinance Approving a (i) Preliminary/Final Plat of Subdivision, (ii) Special Use Permit for a Drive-Through for a CVS Pharmacy and (iii) Site Plan Review, including any necessary relief in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that TMC Illinois 2, LLC on behalf of CVS Pharmacy is proposing to subdivide the subject ±33.88-acre property into five (5) lots: Lot 1, the ±1.75-acre proposed CVS Pharmacy site; Lot 2, a ±1.14-acre future retail site; Lot 3, a ±0.97-acre stormwater detention area; Lot 4, a ±2.54 acre stormwater detention/compensatory storage area; and Lot 5, the ±27.48-acre residual portion of the subject property to the west. The site is zoned C-2 Regional Retail and is subject to the Regency Square Development Guidelines.

Staff Analysis

Preliminary/Final Plat of Subdivision

The proposed preliminary/final plat of subdivision would subdivide the ±33.88-acre property into five (5) lots as follows:

- Lot 1 (±1.75-acres): proposed CVS Pharmacy
- Lot 2 (±1.14-acres): future retail
- Lot 3 (±0.97-acre): stormwater detention area
- Lot 4 (±2.54 acres): stormwater detention/compensatory storage area
- Lot 5 (±27.48-acres): residual portion of the subject property to the west

The CVS Pharmacy lot (Lot 1), future retail development lot (Lot 2) and the residual lot to the west (Lot 5) meet the minimum lot area (1 acre) and minimum lot width (200 feet) stipulated by the Regency Square Development Guidelines. Lot 3 is ±0.97 acres and neither Lot 3 or Lot 4 meets the minimum lot width; however, both are dedicated for stormwater detention.

Site Plan

The CVS site plan proposes a 13,225 square foot building with parking for sixty-eight (68) vehicles which exceeds the requisite fifty-three (53) parking spaces (i.e. four (4) / 1,000 gross square feet). The building's main entrance will be orientated toward the intersection of Route 47 and Kreutzer Road with access to the site being provided by a right-in/right-out and a full access at the intersection of Kreutzer Road and Princeton Drive. The building's trash enclosure and loading area will be located on the north elevation and the drive-through pharmacy will be located at the northwest corner of the building. 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 measuring up to 30 feet in width.

In conjunction with the development of the site, the Village's Subdivision Ordinance requires the burial of overhead utility lines across the Route 47 frontage of the property. The developer has been in contact

with ComEd to begin the design work necessary for the burial of the lines. The overhead utility lines across the frontage of the southern portion of Regency Square were previously buried with the original development.

Building Elevations

The proposed building elevations consist of structural brick, Nichiha panels, and Nichiha stone veneer. The stone veneer will be located on the columns adjacent to the building's main entrance and Nichiha panels will be used below the windows flanking the main entrance. The remaining portions of the building will be brown and beige colored structural brick. The bottom ± 7 feet of the building and columns will be brown colored brick and the upper ± 13 feet of the building will be beige colored brick. The trash enclosure, located on the north side of the proposed pharmacy, will be masonry matching the principal structure with solid metal gates. Spandrel glass windows are proposed along the east elevation (facing Route 47) and west elevations of the building.

Landscape Plan

The proposed landscape plan includes the preservation of two (2) large oak trees adjacent to Route 47. The building's trash enclosure would be screened with four (4) Douglas Firs and four (4) Colorado Spruces planted at eight (8) feet in height. Additional screening is proposed on the north side of the detention area with the planting of deciduous trees. The Regency Square Development Guidelines require one tree per fifty (50') feet of street frontage and the CVS site has ± 232 feet (requiring five (5) trees) and ± 254 feet (requiring six (6) trees) of frontage along Route 47 and Kreutzer Road, respectively. Therefore, the proposed seven (7) trees (including the two (2) "preserved" trees) along Route 47 and six (6) trees to be planted adjacent to Kreutzer Road sufficiently address this requirement.

Signage

The proposed CVS sign plan includes five wall signs and two ground signs. The proposed wall signage includes three signs stating "CVS Pharmacy" and two signs stating "drive-thru pharmacy". The proposed ground signs will be located at the corner of Route 47 and Kreutzer Road and at the intersection of Kreutzer Road and Princeton Drive. The ground sign at the corner of Route 47 and Kreutzer Road would be 12 feet in height and the sign at Princeton Drive and Kreutzer Road would measure 8 feet in height. Both ground signs would be constructed of brick to match the building and would include sign panels for both CVS and the lot to be developed in the future. Required relief is outlined below.

Lighting

The petitioners are proposing installation of nine (9) shoebox fixtures mounted upon 28'-0" poles. The fixture will match the style of the parking lot lights utilized throughout the Regency Square development. 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.

Required Relief

The proposed site plan requires the following relief:

1. The Regency Square Development Guidelines require a rear park/drive setback of 10 feet. The proposed site plan proposes no setback as a shared drive aisle is proposed between the CVS site and the 1.14 acre lot to be developed in the future. The shared access will be reflected as an access easement on the proposed plat of subdivision.

2. The Regency Square Development Guidelines restrict ground signs for commercial parcels to 6'-8" in height. The ground sign at the corner of Route 47 and Kreutzer Road would be 12 feet in height and the sign at Princeton Drive and Kreutzer Road would measure 8 feet in height. Similar relief has been granted for other commercial lots within Regency Square.

Village Board Concept Review

The Village Board reviewed the conceptual plans on March 2, 2017. At that time, the building elevation primarily consisted of split-face block. The following is a summary of the comments by the Village Board:

- The Village Board opposed the significant use of split-face block proposed along the upper portion of the building and the plain wall elevations. *The petitioner replaced the split-face block with brick, added faux windows to the east and west elevations, and added a cornice at the top of the building.*
- The Village Board recommended increasing the size and quantity of plant materials along the north lot line of the CVS site to better screen the trash enclosure and loading area. *In addition to the eight (8) eight-foot (8') tall evergreens (Douglas Fir and Colorado Spruce) along the north side of the pharmacy drive-through aisle, nine (9) deciduous trees have been added to the north of the stormwater detention area on the north side of the site.*

Plan Commission Concept Review

The Plan Commission reviewed the conceptual plans on June 12, 2017 and the following comment was made:

- The suggestion was made to break-up the large wall expanses of the building with faux windows. *Two (2) faux windows have been added on both the east elevation (facing Route 47) and west elevation of the proposed CVS Pharmacy building.*

Plan Commission Recommendation

The public hearing to consider the request for the Preliminary/Final Plat of Subdivision, Special Use Permit for a Drive-Through CVS Pharmacy, and Site Plan Review for the proposed 13,225 square foot facility including any necessary relief was held before the Plan Commission on Monday, July 10, 2017. Having considered the testimony and standards for Special Use Permits the Plan Commission unanimously recommended approval of the request by a vote of 4 to 0, subject to the following conditions:

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 burial of the overhead utility lines adjacent to the site shall be completed prior to the issuance of a final certificate of occupancy for the CVS Pharmacy on Lot 1.

5. An access easement shall be provided on the Plat of Subdivision for the shared drive aisles on Lots 1 and 2.
6. The petitioner shall file with the recording of the final plat the Declaration of Covenants, Conditions, Restrictions and Easements. A draft of the Declaration of Covenants, Conditions, Restrictions and Easements shall be submitted to Village staff for review prior to recording.
7. In accordance with Section 155.221(A)(6) of the Subdivision Ordinance, the plat of subdivision shall be recorded with the Recorder of McHenry County within three months of approval by the Village Board. Failure to record the Plat(s) of Subdivision within three (3) months shall render the documents null and void.
8. The petitioner shall replace the Gro-Low Sumac with similar alternative plant material.
9. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
10. All permanent and seasonal plantings must be replaced immediately upon decline.
11. 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.
12. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
13. No building plans or permits are approved as part of this submittal.
14. 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; there were none.

It was the consensus of the Committee of the Whole to forward on to the Village Board an Ordinance Approving (i) Preliminary/Final Plat of Subdivision, (ii) Special Use Permit for a Drive-Through for a CVS Pharmacy and (iii) Site Plan Review, including any necessary relief in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley.

- f) 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 Panda Express Restaurant on Lot 2 of Huntley Crossings, Phase 2, Plat 1

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Norr Architects, on behalf of Panda Express Chinese Kitchen, 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 1.257-acre site on the east side of Route 47 and north of Regency Parkway is two lots south of the existing Burger King restaurant.

The Amended Annexation Agreement, Preliminary/Final Plat of Subdivision and Preliminary Planned Unit Development for Huntley Crossings – Phase 2 approved earlier this year established the framework for development within the subdivision. The annexation agreement amendment included increasing the number of drive-through restaurants allowed (from two to four) and revised the parameters for signage (i.e. Outlot sign height increased from six (6') feet to ten (10') feet and may be installed within ten (10') feet from the property line rather than fifty (50') feet). The Final Planned Unit Development plan for each lot requires review and approval by the Plan Commission and Village Board with adherence to the Village's Commercial Design Guidelines included as an exhibit to the Annexation Agreement for the subject property.

Staff Analysis

Site Plan

The proposed ±2,200 square foot Panda Express Chinese Kitchen will be oriented to face Route 47 with the customer entrance at the building's southwest corner. The restaurant's drive-through circulates traffic counter-clockwise through the site from the single entrance/exit driveway from the Huntley Crossings – Phase 2 service road at the southeast corner of the site. Bike racks for the site are proposed within the curbed bump-out near the restaurant's main entrance.

Parking

The Annexation Agreement requires eating establishments of 7,000 square feet or less to provide ten (10) parking spaces per 1,000 square feet, thereby requiring twenty-two (22) parking stalls for the subject site. The proposed twenty-nine (29) parking spaces exceed the required number of parking spaces required for the restaurant. The site plan also includes parking stalls that are 10 feet in width and 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 in width.

Building Façade

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. An aluminum canopy extends from the storefront over the restaurant's main entrance, along the front (Route 47-facing) elevation and above the drive-through window. The building's parapet will completely screen all roof-mounted mechanical equipment. The facility's brick masonry trash enclosure, located on the south side of the site near the driveway entrance, includes solid metal gates.

Landscaping

The landscape plan submitted for the site features foundation plantings, three (3) trees internal to the site with perimeter landscaping including fifteen (15) deciduous trees within the ten (10') foot landscape setback. The proposed plantings and trees meet or exceed the Village's Landscape Ordinance and Commercial Design Guidelines. The Gro-Low Sumac dumpster enclosure screening must be replaced with a similar alternative plant material.

Site Lighting

The petitioners propose installation of eleven (11) decorative lantern-style parking lot light fixtures, mounted at a height of twenty-two feet and a wall-mounted lantern light fixture. 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 – Wall

The 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)	1	1 ⁽¹⁾	41.5	41.28	NONE
NORTH (SIDE) DRIVE-THRU	0	1 ⁽²⁾	--	36	FOR ONE (1) SIGN
EAST (REAR)	0	1 ⁽²⁾	--	36	FOR ONE (1) SIGN
SOUTH (SIDE)	0	1 ⁽²⁾	--	36	FOR ONE (1) SIGN
TOTAL	1	4	41.5	149.28	THREE (3) ADDL. SIGNS AND ADDL. 107.78 SQUARE FEET

THE TWO (2) TYPES OF PROPOSED WALLS SIGNS ARE:

- (1) “PANDA EXPRESS” SIGN – 41.28 SF;
- (2) “PANDA EXPRESS CHINESE KITCHEN” W/ PANDA LOGO SIGN – 36 SF

Signage – Ground

The petitioner is not proposing to install a ground sign along Route 47. The only proposed ground sign on the site is a “Thank you” directional style sign at the exit of the drive-through. The “Thank you” sign will measure two (2) square feet and is proposed to be 3’-6”-tall. The height of the “Thank you” directional sign must be reduced by six (6) inches to meet the maximum three (3) foot height allowed by the Sign Ordinance.

Required Relief

The proposed plans require the following relief:

1. 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 and an additional 107.78 square feet of wall signage. Such relief is consistent with relief approved for McDonald’s and Burger King to the north.

Village Board Concept Review

The Village Board reviewed the conceptual plans on June 15, 2017. The following is a summary of the comments by the Village Board:

- The Village Board directed the petitioner to install the wall-mounted lantern style fixture on all four elevations of the building. *The petitioner has added the decorative wall fixtures to all four elevations of the building.*
- The Village Board suggested relocating the wall sign on the rear of the building to the area of darker colored brick. *The petitioner has stated the location of the sign was chosen because it is the portion of the rear elevation that projects closest to the Huntley Crossings service road, thereby maximizing the exposure of the wall-mounted sign to traffic entering from Regency Parkway.*

Plan Commission Recommendation

The public hearing to consider the request for the Final Planned Unit Development, including any necessary relief and the Special Use Permit for a Restaurant with a Drive-Through to accommodate the proposed Panda Express Restaurant was held before the Plan Commission on Monday, July 10, 2017. Having considered the testimony and standards for Special Use Permits the Plan Commission unanimously recommended approval of the request by a vote of 4 to 0, subject to the following conditions:

15. 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.
16. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
17. 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.
18. The petitioner shall replace the Gro-Low Sumac with similar alternative plant material.
19. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
20. All permanent and seasonal plantings must be replaced immediately upon decline.
21. The “Thank you” directional sign shall not exceed three (3) feet in height.
22. 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.
23. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
24. No building plans or permits are approved as part of this submittal.
25. 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 suggested that the petitioner consider having a sign on Route 47.

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 Panda Express Restaurant on Lot 2 of Huntley Crossings, Phase 2, Plat 1 in accordance with the application submitted to, and is on file with, the Village of Huntley.

- g) Discussion – Consideration of an Ordinance Approving Amendments to Chapter 156: Zoning Ordinance of the Village of Huntley Code of Ordinances to: (i) Add definitions to Article II Interpretations and Definitions, Section 156.011 Definitions; (ii) Modify permitted uses and special uses in Article VI Planned Development District, Section 156.060 C-1 Neighborhood Retail District; and (iv) modify permitted uses and special uses in Article VI Planned Development District, Section 156.061 C-2 Regional Retail District.

Director of Development Services Charles Nordman reported that the proposed text amendment will create definitions for truck stop and gasoline service station/gasoline station. The Zoning Ordinance currently does not define gasoline service station/gasoline station, which is a special use in the B-1, B-2, B-3, M, ORI, and BP zoning districts, or a permitted use in the C-1 and C-2 Districts. Additionally, the Zoning Ordinance does not define truck stop and does not include them as a permitted or special use in any zoning district.

The proposed amendments would define gasoline service station/gasoline station as follows, with gasoline service stations/gasoline stations revised to be a special use in the C-1 and C-2 Districts as well as the B-1, B-2, B-3, M, ORI, and BP zoning districts:

Gasoline Service Station/Gasoline Station: Buildings and premises where gasoline, oil, grease, batteries, tires and automobile accessories may be supplied and dispensed at retail. A gasoline service station/gasoline station is not a truck stop and no over the road trucks shall be allowed to stop and park overnight or for any other period in which the operator of the truck takes mandatory down time or sleeps to enable the driver to return to service. May include a convenience center/mini-mart and/or car wash.

The proposed amendment would also define truck stop as follows, with truck stops not included as a permitted or special use in any zoning district at this time:

Truck Stops: An establishment engaged primarily in the fueling, servicing, repair, or parking of tractor trucks or similar heavy commercial vehicles, including the sale of accessories and equipment for such vehicles. A truck stop consists of, at the very least, a diesel grade fueling station with bays wide and tall enough for modern tractor/ trailer rigs, have a large enough parking area to accommodate five or more semi-trucks or other heavy vehicles, exclusive of the fueling lanes. A truck stop may also include overnight accommodations, showers, or restaurant facilities primarily for the use of truck crews. Over the road trucks shall be allowed to stop and park overnight or for any other period in which the operator of the truck takes mandatory down time or sleeps to enable the driver to return to service. A truck stop is not a gasoline service station/gasoline station. A convenience store may also be associated with a truck stop; however, diesel fuel sales are the primary source of retail sales.

Staff Analysis

Statement of Need and Justification

In accordance with Section 156.204(E)(6) of the Zoning Ordinance, a statement of need and justification shall be provided for the proposed text amendment. The following statement is provided to satisfy this requirement:

The proposed text amendments are required to define uses within the Zoning Ordinance that are currently undefined. Amendments to the C-1 and C-2 zoning districts are proposed to better promote the health, safety, morals, and general welfare of the community, to protect and conserve the value of buildings, and encourage the most appropriate use of land. To accomplish this, revisions are proposed to classify gasoline service stations/gasoline stations as a special use in both the C-1 and C-2 zoning districts which is consistent with how gasoline stations/gasoline service stations are classified in the B-1, B-2, B-3, M, ORI, and BP zoning districts. The proposed amendments ensure that gasoline service stations/gasoline stations are reviewed for their location, design, configuration and special impact.

Standards for Amendments

In accordance with Section 156.211(2)(E) of the Zoning Ordinance, the wisdom of amending the Zoning Ordinance is a matter committed to the legislative discretion of the Board of Trustees and is not dictated on any set standard.

Plan Commission Recommendation

The public hearing to consider the proposed text amendments was held before the Plan Commission on Monday, July 10, 2017. No members of the public spoke in favor or opposition of the proposed amendments. Having reviewed the amendments, the Plan Commission unanimously recommended approval by a vote of 4 to 0.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a priority, and “maintain high quality development standards” as a goal.

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

Trustee Piwko stated that he would like to change stacking of vehicles from four (4) to six (6) under Gas Stations with Car Wash. Mayor Sass stated that the amount of space for stacking would depend on how the site is laid out. Village Manager Johnson stated that the text can be amended at this time. Trustee Kanakarlis stated that he supports the change to stacking a minimum of six (6) vehicles. Trustee Leopold stated that a petitioner could request stacking of less than six (6) when they submit their plans.

It was the consensus of the Committee to amend the text to increase the number of vehicles to be stacked to six (6).

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 Amendments to Chapter 156: Zoning Ordinance of the Village of Huntley Code of Ordinances to: (i) Add definitions to Article II Interpretations and Definitions, Section 156.011

Definitions; (ii) Modify permitted uses and special uses in Article VI Planned Development District, Section 156.060 C-1 Neighborhood Retail District; and (iv) modify permitted uses and special uses in Article VI Planned Development District, Section 156.061 C-2 Regional Retail District.

- h) Discussion – Consideration of a Resolution Approving the Bid Award to Alliance Contractors, Inc. in the amount of \$464,675.30 to Complete 1st Street Municipal Parking Lot Improvements and Amending the FY2017 Budget

On Tuesday, June 20, 2017 the Village received bids from five (5) contractors for the 1st Street Municipal Parking Lot Improvements project. The bid results are summarized as follows:

Company Name	Bid Amount
Engineer’s Estimate	\$494,250.00
Alliance Contractors, Inc.	\$464,675.30
Landmark Contractors, Inc.	\$467,352.46
Schroeder Asphalt Services, Inc.	\$470,969.50
Copenhaver Construction Co.	\$475,666.03 ¹
Abbey Paving, Inc.	\$498,593.76

¹ Corrected from As Read Bid Amount of \$475,801.03

Staff Analysis

The bids have been reviewed by Staff and the consultant engineer, Christopher B. Burke Engineering, Ltd (CBBEL). The lowest responsive, responsible bidder for the 1st Street Municipal Parking Lot Improvements project is Alliance Contractors, Inc. in the amount of \$464,675.30. The project includes the parking lot improvements at 1st Street as well as resurfacing a portion of the parking lot at First Congregational Church to be used for overflow parking per the attached exhibits.

Low Bid Summary by Location	Bid Amount
1 st Street Parking Lot	\$415,763.80
Overflow Parking Lot at 1 st Congregational Church	48,911.50

The anticipated schedule for the project includes asbestos abatement and demolition of the house at 11705 1st Street in August, with site improvements starting immediately thereafter and substantially completed by the end of October. Landscaping and final surface course will be completed in Spring, 2018.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote New Business Development, Retention and Expansion* as a Strategic Priority, and “Promote development and redevelopment opportunities within the Downtown Tax Increment Finance District” as an objective.

Financial Impact

A budget amendment is required for the 1st Street Municipal Parking Lot Improvements project. The budget amendment would transfer \$465,000 from the Capital Projects Fund to the Downtown TIF Fund 16-10-2-6320.

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

Trustee Leopold asked if the paving of the walkway along the side of Old Village Hall to the new parking lot was included in the bid. Village Manager Johnson stated that it was included and the walkway will be pavers.

There were no other questions.

It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving a Bid Award to Alliance Contractors, Inc. in the amount of \$464,675.30 for 1st Street Municipal Parking Lot Improvements and Amending the FY2017 Budget.

- i) Discussion – Consideration of an Ordinance Authorizing Execution of a Parking Easement Agreement with First Congregational Church, to allow Public Parking on Church-Owned Property at 11628 E. Main St.

Village Manager David Johnson reported that in order to provide additional parking spaces available to the public in the downtown as part of the redevelopment of the Kelley House site at 11708 Coral Street, the Village has held discussions with the First Congregational Church to utilize a portion of the church parking lot. The Church is in agreement with allowing the use of the parking lot on the north side of the property in exchange for the Village resurfacing the existing paved parking area as well as a portion of the property that is currently unpaved.

Staff Analysis

A Parking Easement Agreement has been prepared which provides terms and conditions for the easement. The 1st Street Municipal Parking Lot Improvements project, also on the agenda for the Board's consideration, includes funds for the resurfacing and paving of the affected parking area. The term of the Agreement shall be for a period of 20 years. If the Church determines that the parking spaces are needed for its sole use any time prior to 10 years from the date of approval of the agreement, the Church is required to provide written notice of 180 days to the Village and shall also reimburse the Village for the full cost of the parking lot improvements made subject to the Agreement. After 10 years, the Church would have no financial obligation to the Village if the Easement Agreement is terminated subject to the terms of the agreement.

Financial Impact

The cost to complete the improvements, which were included in the bid for the 1st Street Municipal Parking Lot Improvements project, is \$48,911.50.

Legal Analysis

The Village Attorney has reviewed the agreement and all is in order for Village Board approval.

Village Manager Johnson reported that Jeff Peterson, representing the First Congregational Church was in attendance to answer questions.

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

Trustee Westberg stated that he heard that the site of the old school will become a parking lot as well and asked if it was going to be connected to the lot being discussed. Village Manager Johnson stated

that the portion of the parking lot that Trustee Westberg is questioning is not included in this project and that the Church would have to submit a permit request. Trustee Westberg suggested that when they expand the parking lot that, with the downtown becoming busier, that this agreement would be extended.

Mr. Jeff Peterson stated that the Church has not had discussions about an additional parking lot and stated that they have been talking about having the site of the old school be green space as the Church does not have the need for additional parking at this time and they have been told that they need to let the ground settle in that area. Mr. Peterson reported that the Church Council has not voted on the Agreement as they did not have a quorum at the last meeting but will be meeting again in the next week and he stated he had full confidence in the approval of the Agreement with the Village.

Trustee Piwko noted that Number 7 in the Agreement discusses damages to the property or injuries to individuals and wanted clarification regarding Village responsibilities.

Trustee Leopold asked if the parking spaces would be marked; Village Manager Johnson reported that the parking lot would be striped.

Trustee Kanakaris thanked the Church for letting the Village use the parking lot.

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 Authorizing Execution of a Parking Easement Agreement with First Congregational Church, to allow Public Parking on Church-Owned Property at 11628 E. Main St.

- j) Discussion – Approval of Payout Request No. 1 in the amount of \$181,462.05 to Mauro Sewer Construction Inc. for 2017 Water Main Replacement Program

Assistant to the Director of Public Works and Engineering Jason Irvin reported that on May 11, 2017 the Village Board of Trustees awarded a contract for the 2017 Water Main Replacement Program to Mauro Sewer Construction Inc. The contract amount was \$268,884.00.

Mauro Sewer Construction Inc. started working on May 22, 2017 and has submitted the first payout request for the 2017 Water Main Replacement Program. Village staff and the Village’s project engineer, CBBEL, has reviewed the request and recommends approval of Payout Request No. 1.

Staff Analysis

<u>Pay Request</u>	<u>Total Completed Work</u>	<u>Retention</u>	<u>Previous Payments</u>	<u>Amount Requested</u>
#1	\$201,624.50	\$20,162.45	\$0.00	\$181,462.05

Financial Impact

The FY 17 Budget includes \$325,000 for the Water Main Replacement Program in the Water Equipment Replacement Fund 21-10-4-7725.

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

Trustee Leopold asked if this project included Smith Drive East. Assistant to the Director Irvin stated that portion is not included in Payment #1 as it had just started.

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 approval Payout Request No. 1 in the amount of \$181,462.05 to Mauro Sewer Construction Inc. for the 2017 Water Main Replacement Program.

- k) Discussion - Presentation and Policy Direction Regarding Refunding of Bonds for Special Service Areas Number 6, 7, 8, 9 and 10

Director of Finance Cathy Haley reported that in June 2007, the Village issued bonds for Special Service Areas Number 6, 7, 8, 9 and 10, in five separate series, the aggregate par amount of which is \$32.895 million (collectively, the Series 2007 Bonds). These SSAs are in Southwind, Heritage of Huntley, and Wing Pointe. The Series 2007 Bonds were fully callable on July 1, 2017 (the "Call Date") at Par, plus accrued interest. There is currently an opportunity to refund these bonds for a potential aggregate net present savings over the life of the bonds of over \$1,000,000 and an aggregate annual savings between \$100,000 and \$200,000. Bernardi Securities and PMA Financial Network have put together a presentation with the details of this refunding opportunity and representatives will be in attendance at the Committee of the Whole to review the presentation.

Staff Analysis

Since the bonds are now fully callable, this will be a straight savings that will be passed on to the homeowners. A calendar of events has been attached along with the team that will assist Village staff in this refunding project.

Financial Impact

Total savings in year one to an individual homeowner will be in the range of \$130 - \$156. Total savings over the remaining life of the bonds will be in the range of \$900 - \$1,350. All maturity dates will remain the same as they are currently with the 2007 Special Tax Refunding Bond Series. None of the refunding will extend the life of the bonds. For example, SSA No. 6 current 2007 bond amortization schedule matures in 2025. The new SSA No. 6 2017 refunding amortization schedule would mature in 2025. This is meant to be a reduction to the homeowner's tax bill in year one of the refunding through the life of the bond.

Legal Analysis

The Letter of Intent from Bernardi Securities and the Financial Advisory Agreement from PMA Securities have been reviewed by the Village Attorney. All documents throughout the course of the refunding process will be reviewed by Bond Counsel and the Village's Legal Counsel.

Director Haley introduced Robert Vail of Bernardi Securities and Andrew Kim of PMA Securities who presented information on their companies and the refinancing opportunities. Mr. Kim stated that his company PMA is acting as the municipal advisor to the Village and Bernardi Securities is acting as the underwriter.

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

Trustee Leopold noted the call dates and asked if nothing happens at this time if the rates would remain the same. Mr. Vail said that the current bonds have a 10 year call date (2017) and the new bonds would have a call date as well. Trustee Leopold asked that if the new owner of the bond would have the ability to change the call date in order to get a higher interest rate; Mr. Vail said that the new owner would not be able to change the call dates and once the bonds are sold the rates are fixed. Mr. Kim stated that once the Ordinance to authorize the refunding is passed, PMA will include a minimum savings level so that when the bonds are sold, if the minimum savings level is not achieved then the refunding does not take place and this will protect the Village and the SSAs. Trustee Leopold questioned the bonds that will end after the 10 year call date and asked what would happen with them; Mr. Kim stated that unless there could be a savings at that time, they would not be refinanced.

Trustee Westberg stated that currently the residents are allowed to call in and get a payoff amount to pay off the SSA and asked if that option was still available. Mr. Vail stated that there will be no change for an early payoff by the homeowner with a 30-day notice to the trustee.

Trustee Leopold asked if the amortization schedule would be shortened and a homeowner could actually save interest by pre-paying. Mr. Vail stated that a homeowner can pre-pay their SSA taxes at any time and would save money on the interest.

Mr. Kim stated that all the basic features in the 2007 Indenture will remain unchanged.

Trustee Leopold asked what notification the homeowners will receive regarding the refinancing. Mr. Vail stated that Bernardi Securities will not send out anything but the Village could inform the residents on its website, etc.

There were no other comments or questions.

It was the policy direction of the Village Board to move forward with the refunding of bonds for Special Service Areas Number 6, 7, 8, 9 and 10.

l) Discussion – Approval of the July 27, 2017 Bill List in the amount of \$664,572.42

Mayor Sass reported that \$480,662.70 (or 72.3%) of the total bill list is attributable to the payment of SSA Property Taxes (\$188,152.54), Payout#1(Final) to J A Johnson Paving for the 2017 MPI Pavement Patching Program (\$53,750.11), Payout#1 to Mauro Sewer Construction for the 2017 Water Main Replacement Program (\$181,462.05) and payment to Morrow Brothers Ford for the purchase of two new police vehicles (\$57,298.00).

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 for approval the July 27, 2017 Bill List in the amount of \$664,572.42.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT:

Trustee Piwko asked if with all the recent rain if there were any creeks or areas in town that had flooding; Village Manager Johnson reported that Public Works has been out monitoring and earlier today there was an issue at Mill and Church Streets which did not last very long. Village Manager Johnson stated that with the modifications that had taken place at Giordano Court that there have been no issues with that area during the heavy rains. Village Manager Johnson continued saying that he and Director Farrell met with some Sun City residents that had concerns with Wildflower Park. Village Manager Johnson stated that two (2) Public Works employees were dispatched to Algonquin to assist them with filling sandbags.

Trustee Kanakaris asked if the Village was putting in any lighting in the church parking lot as part of the Agreement. Village Manager Johnson reported that currently there is no lighting in the Church parking lot and it may be discussed as they finalize the Agreement. Trustee Kanakaris stated that it would be nice to add decorative light poles to match the ones in the Square. Village Manager Johnson stated that the Church has been talking about additional wall lighting on their building.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass gave information on the upcoming McCOG meeting.

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 8:04 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary