

VILLAGE OF HUNTLEY
COMMITTEE OF THE WHOLE MEETING
September 21, 2017
MINUTES

CALL TO ORDER:

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, September 21, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft (arrived at 7:02 p.m.), 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.

SPECIAL PRESENTATION:

- a) Huntley Chamber of Commerce – 30th Anniversary

Mayor Sass read the following proclamation:

WHEREAS, the Huntley Area Chamber of Commerce works with the businesses, merchants, and industry to advance the civic, economic, industrial, professional and cultural life of the Village of Huntley; and

WHEREAS, 2017 marks the 30th anniversary of the Huntley Area Chamber of Commerce which was established in January of 1987 with 30 business members and now has over 300 involved members; and

WHEREAS, the Huntley Area Chamber of Commerce is an ambassador of local businesses for the residents of our community and leads by example of their purpose and mission statement, “*Working Together to Make a Difference*”, of promoting a prosperous business environment that enhances the quality of life within Huntley’s business community.

NOW, THEREFORE, be it proclaimed, on behalf of the Village Board, and the entire Huntley Community, that I, Charles H. Sass, Mayor of Huntley, proclaim September 21, 2017 as Huntley Area Chamber of Commerce Day and encourage all residents to support the Village of Huntley businesses and to take advantage of the services, programs, and resources available here in Huntley in celebration of the 30th Anniversary of the Huntley Area Chamber of Commerce.

PASSED and APPROVED this 21st Day of September, 2017.

Sunday Graham, Executive Director of the Huntley Area Chamber of Commerce thanked the Mayor and Village Board and she and the members of the Chamber who were in attendance took a picture with the Village Board.

PUBLIC COMMENTS: None.

ITEMS FOR DISCUSSION:

- a) Discussion – Approval of the August 10, 2017 Village Board, August 17, 2017 Committee of the Whole and September 7, 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 August 10, 2017 Village Board, August 17, 2017 Committee of the Whole and September 7, 2017 Committee of the Whole Meeting Minutes.

- b) Discussion – Consideration of an Ordinance for the Approval and Issuance of a Class “E” Liquor License; St. Mary Knights of Columbus / 2017 Parish Brat 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. 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.

Staff Analysis

The Liquor Commission is being presented with the request from Knights of Columbus Council 11666 (Knights) for the issuance of a Class “E” Liquor License. The Knights is a not-for-profit corporation associated with St. Mary Church of Huntley. The request to sell beer and wine only is for the Parish Brat Fest taking place on church property, 10307 Dundee Road on October 7, 2017. The Knights are requesting the license to operate a beer garden during the hours of 5:00 pm to 9:00 pm with serving ending at 8:30 pm.

The beer garden area will be fenced off and no alcohol will be removed from this area. All members of the Knights have been Basset trained and will be the only members to perform the ID check to provide a wrist band and serve the alcohol.

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 being provided closer to the date of the event. The liquor license would be issued for October 7, 2017 only. All other required documentation has been submitted and meets code requirements.

Financial Impact

The Knights of Columbus 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 asked if the Committee had any comments or questions; Trustee Leopold requested that this item be put on the agenda 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 approving the issuance of a Class “E” Liquor License to The Knights of Columbus for the St. Mary Parish Brat 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.***
- c) Discussion - Consideration of a Resolution Approving a Temporary Use Permit and Temporary Sign Request for Don Smock Auction Company Inc. to hold a construction equipment auction on the property located east of Route 47 and immediately south of Rush Truck Center

Mayor Sass reported that this item was removed from the Agenda.

- d) Discussion – Consideration of an Ordinance Approving (i) a Special Use Permit for a Self-Storage Facility and (ii) Site Plan Review for the ±3.78-acre property at the northwest corner of Ruth Road and Kiley Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioner, PSS Huntley Self Storage, LLC, and property owner, Ann C. Deneke Trust, are proposing development of a 76,050 square foot self-storage facility on the ±3.78-acre, Lot 1, Huntley Self-Storage subdivision located on the north side of Kiley Drive, west of Ruth Road.

In 2016 the Village Board considered the petition for the final plat of subdivision, zoning map amendment, special use permit for self-storage, and site plan review including the subject site which was subsequently approved per Ordinance 2016-05.08 on May 12, 2016, which approved the necessary development actions for the self-storage facility. As a result, the property was rezoned and the plat of subdivision was recorded with McHenry County; however, the previous developer, Merchant Retail Partners, did not move forward with the project and the approvals for the Special Use Permit and Site Plan Review expired.

The current application by PSS Huntley Self Storage, LLC includes the same 76,050 square foot self-storage facility consisting of three (3) single-story buildings with both cold storage and climate controlled units. The proposed site plan, building elevations, landscaping, and lighting match the plans that were previously reviewed by the Plan Commission and approved by the Village Board. The facility will only be accessible between the hours of 5 a.m. and 11 p.m. in accordance with the regulations for self-storage facilities.

Staff Analysis

Site Plan/Parking

The 76,050 square foot self-storage facility includes an 860 square foot office and the requisite nine (9), 10’ x 19’ parking stalls with a twenty-four (24’) wide drive aisle and single accessible parking stall and loading area. Ingress/egress to the site is via two (2) driveways and 25’-wide and 24’-wide gates provide entrance and exit, respectively, to the fenced storage unit-portion of the development. The facility will offer both storage units accessed by exterior garage doors and internal storage units.

Building Elevations

The self-storage facility exterior includes a combination of face brick, stone veneer and EIFS-accent

materials. The exterior of the office-portion of the building at the southeast corner of the facility consists primarily of stone veneer, EIFS-accented with insulated glass windows framed with anodized aluminum storefront. All exterior facing walls will be masonry as required by the special use standards for self-storage facilities. Material samples and colors will be available at the meeting.

Landscape Plan

The proposed site landscaping includes foundation plantings along the front and around the corners of the building elevations fronting Kiley Drive. The submitted landscape plan conforms to the Village's Landscape Ordinance requirements and evergreen trees were provided along the west, east and north property lines to provide additional buffering of the proposed development from adjoining properties and the Ruth Road right-of-way.

Lighting Plan

The proposed site lighting includes a single pole with three (3) shoebox style fixtures at the front of the site to illuminate the parking lot and office entrance area. Thirty-two (32) wall-mounted lighting packs will illuminate the drive aisles between the storage buildings and the front (south elevation) of the middle building. The Photometric Plan indicates that both the minimum two (2) foot-candle average for the parking area and maximum 0.5 foot-candle at the property line requirements are met and both light fixtures are shielded to prevent glare.

Signage

Director Nordman reviewed the proposed ground sign exhibit and stated that it was presented to the Village after the packet was distributed to the Committee.

Plan Commission Recommendation

The public hearing to consider the petition was held before the Plan Commission on Monday, September 11, 2017. Having considered the General Standards for Special Use Permits and Specific Standards for Self-Storage Facilities, and with no members of the public offering testimony in favor or in opposition to the request, the Plan Commission unanimously recommended approval by a vote of 6 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 petitioners will comply with all final engineering plans and require approval from 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.
4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
6. No building plans or permits are approved as part of this submittal.
7. No sign permits are approved as part of this submittal.
8. Any signage to be proposed in the future shall conform to the Village Commercial Design Guidelines. Any ground signage shall be limited to six feet in height and shall be constructed of a masonry base and sign surround to match the building materials.

Financial Impact

The petitioner is required to pay any applicable building permit/inspection, engineering inspection, occupancy and sign permit fees.

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 for approval an Ordinance adopting (i) a Special Use Permit for a Self-Storage Facility and (ii) Site Plan Review to accommodate development of the ±3.78-acre property at northwest corner of Ruth Road and Kiley Drive.

- e) Discussion – Consideration of an Ordinance Approving a Second Amendment to the Par Development Inc./Tucker Development Corporation and Harris N.A. Annexation Agreement

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the proposed second amendment to the Par Development Inc./Tucker Development Corporation and Harris N.A. Annexation Agreement is requested to allow monument signs up to ten (10) feet in height on Huntley Grove Outlots 1 through 3 and Outlots 5 and 6. The amendment will also reduce the required setback from fifty (50) feet to ten (10) feet for the subject Outlots.

The request will accommodate the 7'-11¼" tall ground sign proposed on Outlot 5 for the Panera restaurant and will also allow a recent request by the owner of the Outlot 6 multi-tenant retail center to increase the height of its sign from six (6) feet to ten (10) feet. The proposed amendment also applies to the remaining vacant lots within the Huntley Grove commercial subdivision (Outlots 1-3).

Staff Analysis

The Annexation Agreement currently allows the Huntley Grove Outlots to have a single monument sign with a height not to exceed six (6') feet and requires a setback of fifty (50) feet from the Route 47 right-of-way and twenty-five (25) feet from the Kreutzer Road right-of-way. The proposed amendment to increase the monument sign height to ten (10) feet and reduce the minimum required setback to ten (10) feet is consistent with the amended annexation agreement recently approved for Huntley Crossings Phase II. The required public hearing for the amendment will be conducted on September 28th at the Village Board meeting.

Legal Analysis

The Village Attorney has reviewed the proposed amendment and all is in order for Village Board consideration.

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 a Second Amendment to the Par Development Inc./Tucker Development Corporation and Harris N.A. Annexation Agreement.

- f) Discussion – Policy Direction for the FY2018 Budget Calendar

Village Manager David Johnson reviewed the FY2018 Budget process calendar.

Staff Analysis

09.21.17 COW Minutes

Pursuant to State Statutes, dates are included showing when all applicable notices are to be published to conduct the levy and budget hearing.

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 proceed with the FY2018 budget calendar, as proposed.

g) Discussion – Approval of the September 28, 2017 Bill List in the amount of \$1,346,314.97

Mayor Sass reported that \$1,067,907.28 of the total Bill List is attributable to payment of SSA Property Taxes (\$976,991.22), development impact fees to other taxing bodies (\$33,133.28), payment to Terra-Firma Soil Solutions for the Vine Street reconstruction project (\$43,704.78) & payment to Petersen Sealcoating for sealcoating at the Water & Sewer Facilities (\$14,078.00).

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 September 28, 2017 Bill List in the amount of \$1,346,314.97.

VILLAGE ATTORNEY’S REPORT: None

VILLAGE MANAGER’S REPORT:

Trustee Leopold asked Staff to get the sales tax information for the DSA auction that took place earlier in the year; Village Manager Johnson stated that Staff will get that information before DSA comes before the Board.

VILLAGE PRESIDENT’S REPORT:

Mayor Sass reported that the next McCOG meeting will take place in Crystal Lake.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Trustee Westberg stated that the corn stalks that will be used for decorations at Fall Fest will be available on Monday after the fest and asked if the Committee would like them for the Town Square; at no charge. The Committee agreed that they would be nice placed around the Town Square.

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 7:17 p.m.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Barbara Read
Recording Secretary