

**VILLAGE OF HUNTLEY
VILLAGE BOARD MEETING
October 11, 2018
MINUTES**

CALL TO ORDER:

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, October 11, 2018 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, Niko Kanakaris, Harry Leopold, John Piwko and JR Westberg.

ABSENT: None

IN ATTENDANCE: Village Manager David Johnson, Assistant Village Manager Lisa Armour, Director of Development Services Charles Nordman, Director of Public Works and Engineering Tim Farrell, Chief of Police Robert Porter, Director of Finance Cathy Haley, Human Resources Manager, Chrissy Hoover, Village Clerk Rita McMahan and Village Attorney John Cowlin.

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

PUBLIC COMMENTS: None

ITEMS FOR DISCUSSION AND CONSIDERATION:

- a) Consideration – Approval of the September 13, 2018 Village Board Meeting Minutes

Mayor Sass asked if the Village Board had any comments or changes to the minutes; there were none.

A MOTION was made to approve the September 13, 2018 Village Board Meeting Minutes

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- b) Consideration – Approval of the October 11, 2018 Bill List in the amount of \$347,105.93

Mayor Sass asked if the Village Board had any comments or questions regarding the Bill List; there were none.

A MOTION was made to approve the October 11, 2018 List in the amount of \$347,105.93

MOTION: Trustee Piwko

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None
ABSENT: None
The motion carried: 6-0-0

c) Consideration – The Appointment of Judith Serrano to the Huntley Police Commission

Mayor Sass reported of a vacancy on the Police Commission. A notice was published announcing the vacancy requesting interested parties to submit a letter of interest to the Village Clerk. A total of 17 letters were received and interviews were conducted with 7 of the applicants. Following the interview process, Mayor Sass presented the appointment of Ms. Judith Serrano to serve on the Police Commission.

Financial Impact

None.

Legal Analysis

Pursuant to Title III, Chapter 32, Section 32.61 Appointment; Terms, Police Commission members shall be appointed by the Village President by and with the consent of the Board of Trustees.

Ms. Serrano was in attendance and addressed the Village Board expressing her appreciation to serve the community.

Mayor Sass asked if the Village Board had any comments or questions. There were none.

A MOTION was made to approve the appointment of Ms. Judith Serrano to the Police Commission.

MOTION: Trustee Leopold
SECOND: Trustee Goldman
AYES: Trustees: Goldman, Hoefft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

d) Consideration – A Resolution Approving a Façade Improvement Assistance Program Grant for the Woodstock Street LLC, 11021 – 11023 Woodstock Street

Director of Development Services Charles Nordman reported that Woodstock Street LLC, has submitted a Façade Improvement Assistance Program application requesting \$8,875 in assistance for improvements to 11021 – 11023 Woodstock Street. The scope of work proposes to replace all of the wood components on the storefronts on both Woodstock Street and Main Street with James Hardiboard and/or LP Smart siding trim moldings to match the exterior finishes that were completed in 2016. The exterior floor tile at the building’s Woodstock Street entrance will also be replaced with a replica vintage tile and border trim. The construction cost of the proposed work is estimated at \$17,750.

The dark green color of the existing storefronts will be eliminated, except for where it appears on the center and upper cornice. The color of the storefronts will be changed to “heather moss” to match the rest of the building with the dark red and crème colors used as accents. The overall design of the storefronts will not change.

Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed exterior improvements are identified as eligible improvements under the guidelines of the program.

The Village Board shall evaluate the projects based on the value of the aesthetic improvements to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation (see photos with application)
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

Staff has reviewed the proposal and the project appears to meet the criteria for the program.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies “*Promote New Business Development, Retention, and Expansion*” as a priority, and “continue downtown revitalization efforts” as an objective.

Financial Impact

The FY2018 budget includes \$100,000 for the Façade Improvement Assistance Program in the Capital Projects Fund (To date, \$20,000 of the FY2018 funds have been dedicated to projects).

The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. As a policy, the maximum aggregate amount of all grants approved for a property within any five (5) year period shall be limited to \$20,000. The estimated cost of the proposed improvements totals \$17,750 which would allow for a maximum reimbursement of \$8,875.

The petitioner previously received a Façade Improvement Assistance Program grant in 2014 for \$7,925 to replace the second floor windows. A second grant was approved in 2016 for \$10,000 to replace the existing vinyl siding with Hardiplank Lap Siding, installation of copper gooseneck lamps on the Main Street and Woodstock Street building elevations, and to replace the existing awnings on the Woodstock and Main Street elevations.

To date, the petitioner has received \$17,925 over the past four (4) years. If the current request is approved, the total grants received would equal \$26,800.

Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

Director Nordman stated the petitioners were in attendance should the Village Board have any questions.

Mayor Sass asked if the Village Board had any questions; there were none.

A MOTION was made to approve a Resolution Approving a Façade Improvement Assistance Program Grant for The Woodstock Street LLC, 11021 – 11023 Woodstock Street.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- e) Consideration – An Ordinance Approving a Special Use Permit for a Kennel (Dog Daycare) in the “M” Manufacturing District for The Barking Lot, 11804 Route 47

Director of Development Services Charles Nordman reported the petitioners, Thomas Manning, Michael Linder and Cathy Gyiraszin, are proposing to locate a dog daycare facility to be known as The Barking Lot within the “M” Manufacturing District-zoned multi-tenant building at 11804 Route 47. The proposed dog kennel will occupy a ±9,750 square foot space at the rear portion of the building adjacent to Route 47.

The proposed dog daycare facility will operate seven (7) days a week between the hours of 6:00 a.m. and 6:00 p.m., with the possibility of hosting special monthly or bi-monthly, one or two-hour after-hour events. The facility will initially operate with two (2) full-time and four (4) part-time employees. The dog daycare will accommodate a maximum of forty (40) dogs, most likely averaging between 20 to 30 animals. No boarding of dogs will be accommodated over-night.

During the client’s first visit, paperwork will be completed verifying required immunizations and performance of a temperament test to confirm the suitability of the pet to be housed with other dogs. Generally, dogs will be fed prior to being dropped-off, therefore, no feeding of dogs will be necessary. Water for the dogs will be provided with the facility attempting to limit cross-use of water bowls. Blankets will be provided by the facility with daily washing of both the blankets and water bowls performed on-site.

The interior of the facility will include several white PVC-fenced areas for separation of dogs based on their sizes, with larger “play-areas” for both small/medium dogs and large dogs. Additionally, a six (6’) foot by twenty (20’) foot, 120 square-foot fenced dog-run will be installed along the north side of the facility.

Staff Analysis

Ordinance 97-01-23-002, approved January 23, 1997, amended the Zoning Ordinance to accommodate Kennel/Boarding as a Special Use. The subject site, 11804 Route 47, was rezoned from “B-2” Highway Service to “M (PUD)” Manufacturing - Planned Unit Development per Ordinance 2004-06.35 (June 10, 2004) and subsequently, the Final Planned Unit Development for the property was approved later that year by Ordinance 2004-10.63 (approved October 14, 2004).

More recently, in April of 2016, the Zoning Ordinance was amended to accommodate a “veterinary hospital” as a Special Use in the “M” Manufacturing District and the Special Use Permit for Huntley Veterinary Hospital was approved, per Ordinance 2016-04.07, permitting operation of that facility within the ±2,250 square foot front-portion of the subject building.

Parking

There are nineteen (19) parking stalls, including a single accessible space, on the south side of the building that are available to both the proposed Barking Lot Dog Daycare facility and the existing Huntley Animal Care veterinary hospital. Additionally, the petitioner has stated that employee parking will be provided on the north side of the building so not to occupy customer parking spaces. The employee parking spaces will be in the building’s rear lot and are not formally striped, therefore, they are not counted towards the required parking for the use. The following parking is required per the Zoning Ordinance:

Use	Parking Ratio	SF	Required Parking	Provided Parking*
Huntley Veterinary Hospital	Five (5) per 1,000 SF	2,250	11	--
The Barking Lot	Three (3) per 1,000 SF	9,750	29	--
		Total	40	19*

**This is parking provided in the front lot only. It does not include employee parking on the north side of the building.*

Relief is required to allow for twenty-one (21) fewer parking spaces than required to accommodate both the proposed dog daycare facility and the existing veterinary hospital. The petitioner has stated that pick-up and drop-off takes approximately 3-5 minutes, so parking spaces would only briefly be occupied. He also stated that pick-up and drop-off of dogs occur throughout the day and not all at the same time, so it is not anticipated that there will be a parking problem.

Signage

The Barking Lot has reached an agreement with Huntley Animal Care to share the existing monument sign previously approved for, and installed by, the latter business. The structure of the sign will remain the same and a new sign face will be inserted into the existing sign frame. The sign face will advertise both businesses.

Plan Commission Recommendation

On Monday, September 10, 2018, the Plan Commission conducted a public hearing to consider the request and Standards for Special Use Permits and, with a single adjacent property owner offering comments regarding the petition, the Plan Commission unanimously recommended approval of the request by a vote of 6 to 0, subject to the following conditions:

1. All improvements must occur in full compliance with all applicable Village Municipal Services (Engineering, Public Works, Planning and Building), practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. The parking lot shall be restriped to clearly identify parking stalls.
4. No signage is approved as part of the Special Use Permit.
5. Future expansions, including enlarging dog run area, will require approval of an Amended Special Use Permit.
6. All dogs must enter/exit through facility’s main doorway.
7. The outside area shall be regularly and thoroughly cleaned and maintained.

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.

Financial Impact

None.

Legal Analysis

None.

Director of Development Services Nordman stated that the petitioner is in attendance to answer questions.

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

Trustee Piwko asked if the top stone end cap will be placed on the sign in the front of the building to finish the sign. The petitioner said it would be completed. Trustee Goldman asked if the animals would be separated by size inside and outside of the facility. The petitioner said the animals are separated by size and added the animals are given a standardized temperament test when they first come into the facility as well. Trustee Westberg questioned if the animals were also separated by breed including that he was concerned about certain breeds being unpredictable and known to act out at any time. The petitioner stated all precautions are taken to ensure the safety of the animals, but unfortunately there is no certain way to make sure the animals all behave.

Mayor Sass asked if there were any other questions or comments; there were none.

A MOTION was made to approve an Ordinance for the Special Use Permit for a Kennel (Dog Daycare) in the “M” Manufacturing District for The Barking Lot, 11804 Route 47.

- MOTION:** Trustee Kanakaris
- SECOND:** Trustee Hoeft
- AYES:** Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
- NAYS:** None
- ABSENT:** None
- The motion carried: 6-0-0**

- f) Consideration – An Ordinance Approving (i) a Special Use Permit for a Restaurant (Beef Shack) with a Drive-Through and (ii) Site Plan Review in the “C-2 PDD” Regional Retail – Planned Development District for the Beef Shack, 12372 Princeton Drive

Director of Development Services Charles Nordman reported that Huntley 47 LLC has submitted a request for a Special Use Permit for a drive-through restaurant and Site Plan Review on behalf of the Beef Shack restaurant slated to occupy the ±1,483 square foot southern end-cap tenant space at 12372 Princeton Drive. The existing multi-tenant building is also currently occupied by Athletico Physical Therapy and Mattress Firm. The subject site is zoned “C-2” Regional Retail District.

The proposed exterior work for the Beef Shack restaurant includes construction of the drive-through lane, alterations to the south elevation of the exiting building for a pick-up window, installation of a menu order board, and reconfigured landscaping.

Staff Analysis

The ±8,080 square foot multi-tenant building was approved by the Village Board on October 9, 2014 (Ordinance No. 2014-10.46). The southernmost tenant space was originally proposed to include a drive-through restaurant; however, the Special Use Permit was not approved because there was no specific user identified for the drive-through at that time. In addition to the drive-through lane, the proposed Beef Shack restaurant will have seating for twenty-seven (27) and stacking for ten (10) vehicles within the drive-through lane which exceeds the five (5) vehicle minimum required by the Regency Square Development Guidelines.

Parking

The sixty-four (64) stall parking lot, including three (3) accessible loading/parking spaces, constructed with the original development allowed cross-access to the existing development to the south (7-11 / multi-tenant strip center), a single point of access from Princeton Drive and two (2) access drives from Langston Drive. The rear (west) access drive from Langston accommodates one-way traffic circulation south toward the proposed drive-through restaurant lane entrance. The following table summarizes the site’s parking requirements:

	BLDG. AREA	REQUIRED SPACES	PROVIDED SPACES
12360 and 12364 Princeton Dr. - Tenant Spaces	6,247 sf	28 (Medical Use / Retail)	--
12372 Princeton Dr. - Restaurant with Drive-Thru	1,483 sf	9 (Restaurant)	--
Total	7,730 sf	37	64

Landscaping

The installation of the proposed drive-through lane necessitates removal of the existing landscaping along the south elevation of the subject building and replacement of this plant material with shrubs, ornamental grasses and ground cover along the building foundation and between drive-through lane and the parking area to the south.

Lighting

Site lighting for the proposed restaurant drive-through is limited to additional wall packs along the south elevation of the building.

Signage

In addition to the three (3) existing multi-tenant monument signs (adjacent to Route 47, near easternmost Langston Drive access and the southwest corner of the site) accommodating all three tenants, there is a single “Beef Shack Drive-Thru” directional sign proposed at the northwest corner of the site. The single directional sign is required to be no greater than six (6) square feet, no more than three (3’) feet tall and must include a masonry base matching the principal structure.

The two (2) proposed wall signs will be located on the Route 47 (east) and Princeton Drive (west) elevations of the tenant space, similar to other tenant signage on the building.

Plan Commission Recommendation

The public hearing to consider the request for the Special Use Permit for a Restaurant (Beef Shack) with a Drive-Through and Site Plan Review is scheduled for the Plan Commission meeting on Monday, October 8, 2018. Staff has recommended the following conditions 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 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 revisions to be approved by the Village Engineer and Development Services Department.
3. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
4. The directional signage shall include a masonry base matching the principal structure.
5. The drive-through striping shall be extended north to clearly delineate the drive-through lane.
6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building plans or permits are approved as part of this submittal.
8. 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.

Financial Impact

None

Legal Analysis

None

Director of Development Services Nordman stated that the petitioner is in attendance to answer questions.

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

Trustee Westberg stated he is hearing all good things about the restaurant, and asked if they would consider reserved parking spaces for large to-go pick-ups or customers that need to wait longer for their food through drive up. The petitioner said yes they would.

Trustee Goldman stated she had a concern of the larger trucks protruding onto Princeton Drive holding up traffic during deliveries. The petitioner stated the deliveries arrived at 4:00 am each morning and does not expect them to interfere with local traffic on Princeton.

Trustee Piwko questioned the petitioner why they didn’t request signage on the south side of the building so more traffic could see the sign. The petitioner stated they were only allowed two, but would like to have three if it were allowed. Village Manager David Johnson said the Village Board could approve an additional sign at the petitioner’s request if so desired by all parties. The petitioner stated he would like to request the additional sign.

Mayor Sass asked if there were any other questions or comments; there were none.

A MOTION was made to approve an Ordinance Approving (i) a Special Use Permit for a Restaurant (Beef Shack) with a Drive-Through and (ii) Site Plan Review in the “C-2 PDD” Regional Retail – Planned Development District for the Beef Shack, 12372 Princeton Drive and to

include a third sign for the south side of the building.

MOTION: Trustee Piwko

SECOND: Trustee Westberg

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- g) Consideration – An Ordinance Approving (i) a Final Plat of Subdivision (Consolidation) and (ii) Site Plan Review, including any necessary relief for a +/-46,800 square foot manufacturing / warehouse addition for TEQ, LLC, 11320 Main Street

Director of Development Services Charles Nordman reported that TEQ, 11320 Main Street, specializes in the design, engineering and manufacturing of thermoformed plastic packaging and products for the medical, electronic and commercial markets. TEQ is proposing construction of a ±46,800 square foot addition to their existing ±84,000 square foot office-manufacturing-warehouse facility which is located on the 6.06-acre “M” Manufacturing-zoned site at the northwest corner of Main Street and Bakley Street.

Plat of Consolidation

The proposed final plat of subdivision will consolidate the seven (7) parcels that constitute the subject TEQ property, currently divided between Bakley’s 9th (Lots 1 through 3) and 10th Additions (Lots 1 through 3 and Lot 9) into the ±6.06-acre TEQ Plat of Consolidation.

The resulting Plat of Consolidation meets the minimum lot area (20,000 square feet) and minimum lot width (100 feet) required in the “M” Manufacturing District.

Site Plan Review

The proposed ±46,800 square foot warehouse addition will extend north from the existing building and include two (2) additional loading dock bays and an overhead door on the north elevation (adjacent to Kiley Drive) of the addition. The addition will maintain the same setback (19.84') from Bakley Street as the existing building. The northwest corner of the proposed addition will be setback 20.1' from the property line adjacent to the Kiley Drive, thereby requiring 9.9' relief from the thirty (30') foot setback requirement.

To comply with the Village’s Stormwater Management Ordinance, the building addition for TEQ will require stormwater detention. Detention is required whenever there is an increase in the total impervious area in excess of 25,000 square feet. The existing Village-owned detention basin west of the TEQ property/north of Main Street provides stormwater management for the adjacent business park and could be modified to account for the additional volume required. However, it is recommended that the owner pay a fee in-lieu-of modifying the existing basin. In doing so, there will be no change to the current drainage pattern and the additional stormwater runoff from the proposed building addition will not have an impact on the adjacent properties or right-of-way and will be in conformance to Section 155.132 (E) of the Village Code. The potential waiver of the fee is addressed in the proposed Business Development Agreement under separate consideration.

Parking

The reconfiguration of the parking for the site includes the modification of parking islands to allow truck turning movements near the two new loading docks. Nine (9) parking spaces will be added along the

west elevation of the building addition. The proposed and required parking for the existing facility and warehouse addition is as follows:

	REQUIRED RATIO	SQUARE FOOTAGE	REQUIRED
OFFICE – FIRST PHASE	4.0 / 1,000 SQ. FT.	4,000	16
WAREHOUSE/MANUFACTURING - EXISTING	1.0 / 1,000 SQ. FT.	80,000	80
WAREHOUSE - ADDITION	1.0 / 1,000 SQ. FT.	46,800	47
		TOTAL REQUIRED	143
		TOTAL PROVIDED	167

Building Elevations

The proposed addition will be 45 feet in height (the existing building is approximately 20 feet in height) and will utilize the same insulated steel wall panels to match the existing facility along the east (facing Bakley Street), north (facing Kiley Drive) and west (facing the site interior) elevations, with the exception that the north elevation will include seven (7) feet of face brick above grade. Therefore, the proposed building elevations will require relief from the Zoning Ordinance Section 156.089 Architecture, requiring masonry, stone, concrete panels or glass for exterior materials for elevations facing a street.

Landscaping

The proposed site landscaping includes plantings along the nine (9) parking spaces added on the west side of the building and six (6) Honey Locust, four (4) Red Maple, and four (4) Eastern White Pine and a single Red Oak along the north and east building elevations.

Required Relief

The proposed site plan requires the following relief:

1. Relief of 9.9' from the Zoning Ordinance, Section 156.045 (C)(3) thirty (30) foot building setback requirement for the proposed building addition at the northwest corner adjacent to the Kiley Drive cul-de-sac.
2. Relief of 0.16' from the Zoning Ordinance, Section 156.045 (C)(3) twenty (20) foot building setback required for the proposed building adjacent to Bakley Drive.
3. Relief from the Zoning Ordinance Section 156.089 Architecture for exterior building materials.

Village Board Conceptual Review

On September 13, 2018, the Village Board conceptually reviewed the proposed site plan and building elevations for the ±46,800 square foot building addition and authorized staff to negotiate a business development agreement. The following comments were provided at the meeting:

1. It was recommended that foundation landscaping be added along the Bakley Street elevation. *The petitioner has added foundation landscaping along the Bakley Street elevation in response to this comment.*
2. It was requested that landscaping be added across the Main Street frontage of the Village’s detention basin. *Staff investigated the possibility of installing landscaping; however, there is a sanitary sewer easement across the frontage of the property that would prevent the installation of landscaping.*

Plan Commission Recommendation

The Plan Commission is scheduled to consider the petitioner’s request and conduct the required public hearing on October 8, 2018. Staff has recommended the following conditions 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 changing the direction of stormwater runoff and will be required, to the extent practicable, to account for any required stormwater detention by paying a fee in lieu of constructing additional detention volume.
4. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
5. In accordance with Section 155.221(A)(6) of the Subdivision Ordinance, the developer shall record the plat of consolidation with the Recorder of McHenry County within three months of approval by the Village Board.
6. No building permits are approved as part of this submittal.
7. 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.

Financial Impact

A Business Development Agreement is being presented as a separate agenda item.

Legal Analysis

None.

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

A MOTION was made to approve an Ordinance for (i) a Final Plat of Subdivision (Consolidation) and (ii) Site Plan Review, including any necessary relief, for a ±46,800 square foot manufacturing/warehouse addition for TEQ LLC, 11320 Main Street.

MOTION: Trustee Leopold

SECOND: Trustee Goldman

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

- h) Consideration – An Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and TEQ, 11320 E. Main Street

Assistant Village Manager Lisa Armour reported that TEQ is a subsidiary of ESCO Technologies, and is a custom thermoformer located at 11320 E. Main Street, providing high quality thermoformed plastic packaging and products to medical, electronic and commercial markets (previously Tek Packaging). TEQ's predecessor, which was acquired by TEQ, moved to the current location in 1985. TEQ opened a second location nearby on Kiley Drive in early 2010 for the manufacture of class II medical devices. The Huntley location now serves as TEQ's headquarters.

In order to accommodate continued growth, TEQ is seeking to expand the existing facility with a 46,800 square foot building addition on a vacant parcel to the north. TEQ anticipates adding approximately 18 jobs in Huntley within two years, with an additional 10 employees in Year Three, adding to the current workforce of approximately 130.

Staff Analysis

The Business Development Agreement provides for a 5-year, 50% property tax abatement of the new taxes generated by the expanded facility (Village-portion only). The abatement is tied to employment criteria that must be met by TEQ during the course of the abatement period. Should TEQ not meet the employment requirements, the agreement includes provisions for the Village to recover all or a portion of the abated taxes. In addition, the Business Development Agreement provides for job creation grants in the amount of \$1,000 per job for each documented new job created with annual wages of \$40,000 or greater during the first two years after issuance of the building permit. TEQ anticipates the number of jobs meeting that requirement to be eight. The agreement also provides a waiver of a fee in-lieu-of for stormwater management.

Financial Impact

The project is estimated to generate approximately \$1,320,000 in new assessed valuation for all taxing bodies. The estimated new property tax to be generated for the Village is \$7,000. With the 50% abatement, the Village will receive approximately \$3,500 additional property tax per year for the first five years the property is fully assessed. During that time, the Village will collect approximately \$17,500 and abate approximately \$17,500 as a result of the expansion. The job creation grants are anticipated to total \$8,000 over the first two years after issuance of the building permit. The value of the fee in-lieu-of for stormwater management is approximately \$60,000.

Legal Analysis

The draft agreement is under review by the Village's Special Counsel.

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

Trustee Leopold asked if additional landscaping will be done around the building. Director Nordman said there were easements along Main Street which prevented the landscaping. Mayor Sass questioned the stormwater capacity of the pond west of the TEQ property. Village Manager Johnson explained the pond is owned by the Village and there is sufficient capacity at this time for the TEQ expansion. However; in the future the capacity will need to be re-evaluated should another development take place. The fee for utilizing Village owned capacity in the pond is being waived as part of the incentive agreement being presented to the Board.

Mayor Sass asked if there were any further questions; there were none.

A MOTION was made to approve an Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and TEQ, 11320 E. Main Street.

MOTION: Trustee Goldman
SECOND: Trustee Piwko
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

- i) Consideration – An Ordinance Approving (i) an Amended Special Use Permit for Recreational Vehicle Sales; and (ii) Site Plan Review, including any necessary relief, for General RV, 14000 Automall Drive

Director of Development Services Charles Nordman reported that General RV originally developed an ±8.28-acre site on Automall Drive in 2010 and expanded in 2013 to include a ±4.57-acre parcel to the north of that original site. The 2013 project included construction of a 13,240 square foot vehicle service building as well as installation of an adjacent parking to the north of the new service building.

In early 2018, General RV acquired a portion of the former Huntley Outlet Mall property to the east, executed a Plat of Consolidation for the now 20.12-acre property and expanded their operation to the east with the grading and construction of an eighty-eight (88) space recreational vehicle inventory parking area and associated landscaping and lighting improvements.

Special Use Permit

In accordance with the C-2 Regional Retail zoning district, recreational vehicle sales and service is allowed as a special use. Accordingly, the petitioner received approval for a special use permit per Ordinance 2010-09.48, approved September 9, 2010, to allow the initial General RV facility, with subsequent amended Special Use Permits following in 2013 (Ordinance 2013-06.38) and earlier this year (Ordinance No. 2018-02.06). The current expansion necessitates another amendment to the special use permit.

Site Plan

The current General RV expansion proposes construction of an ±18,400 (160' x 115') square foot addition adjoining (on the east side) the site's original ±33,280 square foot showroom/maintenance/office building, thereby increasing the size of the structure by just over 55% to ± 51,680 square feet. Additional paving is proposed adjacent to the north, east and south elevations of the building addition and an area of RV storage will be converted to forty-three (43) employee parking spaces. The expanded parking area will be uncurbed, similar to the latest General RV recreational vehicle inventory-parking expansion, and bordered by the same five (5') foot-tall black-coated fence currently installed along the perimeter of the other portions of the site.

Parking

The proposed building addition is for a fourteen (14) garage-bay maintenance facility, with no offices and/or showroom space, and includes an adjacent paved area designed to accommodate "staging" parking for approximately eight (8) recreational vehicles. The proposed building addition requires twenty-eight (28) parking spaces (two (2) parking spaces per garage bay). As part of the project forty-three (43) parking spaces are being added to the site to accommodate employee parking. These spaces will be located at the northern edge of the RV storage lot.

In 2010 the original ±33,280 square foot showroom/maintenance building included a fifty-eight (58) space customer/employee parking area, which required relief for 43 parking spaces. The 2013 expansion consisted of the ±13,240 square foot maintenance building and added 42 parking spaces to the

site. At the completion of the 2013 project there were a total of 80 parking spaces on the site, which required relief for 45 spaces. The currently proposed addition will add 18,400 square feet of service bays and 43 parking spaces which brings total parking on the site to 123 parking spaces. This reduces the previously approved relief from 45 spaces to 30 spaces.

The following table summarizes the required parking for each phase:

General RV - Phases	Required Parking	Parking Provided	Relief Required
(1) 2010 Original Facility	101	58 spaces	43 spaces
(2) 2013 Service Building	101+24=125	58+22=80 spaces	45 spaces
(3) 2018 Inventory Parking Area Addn.	--	80 spaces	45 spaces
(4) 2018 Building Addition	125+28=153	80+43=123 spaces	30 spaces

Building Elevations

The exterior of proposed building addition will consist of the same precast concrete panels with horizontal accent reveal-bands integrated into the construction of the original General RV facility. The building addition includes fourteen (14) garage bays with overhead doors and two (2) man-doors on each of the north and south elevations and a single man-doorway on the east-facing building elevation.

Landscaping

The proposed landscaping plan for the expansion includes installation of five 3” caliper Red Maples along the eastern perimeter of the site and twelve 3” caliper Triumph Elms within the open space at the northern end of the expansion pavement area for a total of seventeen (17) trees.

Lighting

Lighting for the latest General RV expansion proposes installation of the same Lithonia Lighting fixture utilized with the latest expansion including two (2) single-fixture lights mounted at a height of twenty-two (22’) feet. Similarly, the proposed wall-mounted lighting installed along the building addition elevations will be the same fixture installed along the elevations of the original showroom/maintenance building.

Relief Required

The proposed site plan requires the following element of relief:

1. Per Huntley Zoning Ordinance Section 156.106 (C)(7) parking areas are to be bordered by a 6” curb, therefore, relief is required for the proposed uncurbed portion of RV storage/display area. Similar relief was approved for the RV storage/display area when the initial phase of the General RV site was developed and with subsequent expansions in 2013 and 2018.

Plan Commission Recommendation

The Plan Commission is scheduled to consider the petitioners’ request and hold the required public hearing on October 8, 2018. Staff has recommended the following conditions 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 petitioners will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees 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. Employee parking shall be accommodated on the General RV site and any on-street parking shall be restricted to the right side of Automall Drive.
5. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
6. The petitioner shall obtain final approval of the Lighting Plan from the Development Services Department.
7. All permanent and seasonal plantings must be replaced immediately upon decline.
8. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
9. The expanded parking area shall be bordered by the black-coated fence installed along the existing parking area.
10. No building plans or permits are approved as part of this submittal.
11. 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.

Financial Impact

None.

Legal Analysis

None.

Mayor Sass asked if this would clear up the parking problem of customers and workers parking on Automall Drive around General RV. Director Nordman stated 43 parking spaces would be added and should be sufficient for everyone to park on the property and not on the street.

Mayor Sass asked if there were any questions or concerns; there were none.

A MOTION was made to approve an Ordinance Approving (i) an Amended Special Use Permit for Recreational Vehicle Sales; and (ii) Site Plan Review, including any necessary relief, for General RV, 14000 Automall Drive.

MOTION: Trustee Kanakaris
SECOND: Trustee Leopold
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

j) Consideration – A Resolution Imposing a Moratorium on Tobacco Specialty Retail

Businesses within the Village of Huntley

Village Manager David Johnson reported at the September 27, 2018 Village Board Meeting a trustee expressed concern regarding the number of cigarette, tobacco, smoke and vape shops that have recently opened in the Village. It was further discussed that the secondary effects of these uses could be detrimental to development within the Village. In response to his concerns, it was the consensus of the Village Board to direct staff to research the issue to determine appropriate regulations that should be applied to these uses.

Staff Analysis

Cigar, cigarette, and tobacco stores are currently permitted uses in the B-1 Neighborhood Convenience, B-2 Highway Service, B-3 Shopping Center Business District, C-1 Neighborhood Retail, and C-2 Regional Retail zoning districts.

A moratorium on the issuance of an occupancy permit or any other development approval or building permit would be imposed until January 24, 2019 for any tobacco specialty retail business, including cigarette, smoke, cigar, and vape shops. During this time, Village Staff and the Plan Commission will review the existing uses and determine the proper zoning classification and regulations for such establishments as well as the review process for locating such establishments in the Village.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a Strategic Priority, and “Maintain High Quality Development Standards” as a goal.

Financial Impact

Not applicable.

Legal Analysis

The Village of Huntley is authorized to impose this moratorium pursuant to 65 ILCS 5/11-13-1, et seq., for, among other things, the protection of public health, safety, comfort, morals, and welfare.

Mayor Sass asked if there were any questions or concerns.

Trustee Piwko stated he would like the Village to consider the new Tobacco 21 law in the near future. Trustee Leopold asked if the moratorium related to medical marijuana shops. Village Manager Johnson stated it is not a permitted use in the code of ordinances.

Mayor Sass asked if there were any other questions. There were none.

A MOTION was made to approve a Resolution Imposing a Moratorium on tobacco specialty retail businesses within the Village of Huntley.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg

NAYS: None

ABSENT: None

The motion carried: 6-0-0

j) Consideration – A Resolution Authorizing a Withdrawal Notice to the Municipal (Self)

Insurance Cooperative Agency (MICA)

Director of Finance Cathy Haley reported the Village of Huntley is one of twenty-two members of the Municipal (Self) Insurance Cooperative Agency (MICA). The Village joined this pool in 2009 and paid an initial annual premium cost of \$282,594. The estimated premium for the 2019-2020 renewal period is estimated to come in at over \$500,000. With such a large potential increase pending and per the Village Board's direction at the May 24, 2018 meeting, a request to authorize a withdrawal notice from the Village of Huntley to MICA is being requested. MICA by-laws allow the Village to withdraw from the MICA pool at the end of a fiscal year after giving a one-year notice of intent to withdraw, although an amendment to their by-laws states:

"The Board may, at its sole discretion, choose to waive any portion of the one-year notice requirement it deems necessary in order to protect the best interests of the AGENCY. If a MEMBER withdraws from the AGENCY, it shall be entitled to coverage for the period of its membership to the same extent as other MEMBERS of the AGENCY, but it shall not continue to have a representative on the Board of Directors."

In the event alternate programs are not feasible or beneficial to the Village of Huntley, the intent to withdraw from the MICA pool can be rescinded without loss of coverage. However, this must be approved by an affirmative vote of two-thirds of the MICA Executive Committee present at a regular or special meeting under terms established for readmission by the Executive Committee or Board of Directors.

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promoted Sound Financial Management and Fiscal Sustainability* as a strategic priority.

Financial Impact

Village staff has received preliminary quotes from other insurance pools and it appears that a slightly lower premium is possible, while also receiving a higher level of service. The Village would still be responsible for its share of the payment of all supplementary and other payments attributable to years during which it was a member of MICA.

Legal Analysis

The Village's special legal counsel is reviewing the MICA By-Laws to try to shorten the length of time we would need to stay with MICA. If it is determined the Village could have the membership lapse before the end of the 2019-2020 fiscal year, it would do so as long as insurance coverage has been finalized with another pool.

Mayor Sass asked if there were any questions.

Trustee Leopold asked if the Village's withdrawal notice was unsuccessful, would the Village remain with MICA until October 2019. Director Haley said yes. Trustee Goldman asked if the Village would still be responsible for any open cases currently under consideration. Director Haley said yes, all open claims would move to a new provider with the Village.

Mayor Sass asked if there were any additional questions. There were none.

A MOTION was made to approve a Resolution Authorizing a Withdrawal Notice to the Municipal (Self) Insurance Cooperative Agency (MICA).

- MOTION: Trustee Leopold**
- SECOND: Trustee Westberg**
- AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg**
- NAYS: None**
- ABSENT: None**
- The motion carried: 6-0-0**

k) Consideration – Approval of Payout Request No. 1 (Final) to Precision Pavement Marking, Inc. for the 2018 Pavement Marking Program in the amount of \$27,079.30

Mayor Sass reported that on July 26, 2018, the Village Board approved a Resolution Authorizing a Bid Award to Precision Pavement Marking, Inc. in the amount of \$232,260.59 using the quantities from all four (4) participating MPI communities and \$2,081.28 for the Village of Huntley work; and a separate Resolution Authorizing a Bid Award to Superior Road Striping, Inc. in the amount of \$205,523.54 using the quantities from all six (6) participating MPI communities and \$25,561.55 for the Village of Huntley work.

Precision Pavement Marking, Inc. and Superior Road Striping, Inc. have submitted the first and final payout request for the 2018 Pavement Marking Program. The Village Engineering Department has reviewed the request and all is in order for Village Board consideration.

Staff Analysis

Pay Request	Contractor	Total Completed Work	Retention	Previous Payments	Amount Requested
#1 (Final)	Precision Pavement Marking, Inc.	\$2,319.20	\$0.00	\$0.00	\$2,319.20
#1 (Final)	Superior Road Striping, Inc.	\$24,760.10	\$0.00	\$0.00	\$24,760.10

Financial Impact

The FY2018 Budget includes \$145,000 for Pavement Marking in the Street Improvement Fund (Street Programs) 04-10-4-7500. Other projects included in this line item include edge mill and overlay, crack sealing, Sun City Neighborhood 8 liquid road application, and street sign upgrades. Total expenditures are as follows:

Edge Mill & Overlay	Crack Sealing	NH 8 Liquid Road	Pavement Marking	Street Sign Upgrades	Total
\$53,991.81	\$39,018.90	\$6,400.00	\$27,079.30	\$3,231.20	\$129,721.21

Legal Analysis

None required.

Mayor Sass asked if there were any questions or concerns. There were none.

A MOTION was made to approve Payout Request No. 1 (Final) to Precision Pavement Marking, Inc. in the amount of \$2,319.20 and Payout Request No. 1 (Final) to Superior Road Striping, Inc. in the amount of \$24,760.10 for the work completed under the 2018 Pavement Marking Program.

MOTION: Trustee Westberg
SECOND: Trustee Kanakaris
AYES: Trustees: Goldman, Hoeft, Kanakaris, Leopold, Piwko and Westberg
NAYS: None
ABSENT: None
The motion carried: 6-0-0

FY2019 BUDGET WORKSHOP NO. 1: Review of Financial and Debt Management Policies

Village Manager Johnson made a presentation outlining the current financial and debt management policies of the Village of Huntley. Highlights of the presentation included the history of one-time transfers; outstanding debt balances, TIF information and debt per capita data. Village Manager Johnson stated a second workshop document would be presented to the Village Board on October 25th introducing proposed capital projects to be included in the FY9 budget. Village Manager Johnson stated he would address any questions or concerns from the Village Board.

Mayor Sass said he believed the Police Department cars were being replaced too soon; that 100,000 miles isn't considered high mileage any longer and believes the cars could be driven longer. Village Manager Johnson stated that some of the vehicles would be approaching 150,000 miles soon. He added that staff is currently looking into alternative options for vehicle replacements.

Mayor Sass asked if there were any questions of staff regarding the workshop presentation or resident survey. Trustee Weisberg questioned if it was still effective to conduct the annual resident survey. Village Manager Johnson said it was still effective because the results are used to calculate indicators in the budget document.

Mayor Sass thanked staff for the presentation.

VILLAGE ATTORNEY'S REPORT: None

VILLAGE MANAGER'S REPORT: Trustee Leopold asked for an update on the recent storm. Director of Public Works and Engineering Tim Farrell said there has been favorable response to the other communities that assisted during the clean-up process. Crews should be finalizing branch pickup in Sun City within the next day or two. Downed wires have been reported on various streets throughout the Village to the utility companies, but none appear to be live wires at this point. Director Farrell said he was proud of the way the entire Village handled the storm and clean-up process and was appreciative of the IPWMAN assistance.

VILLAGE PRESIDENT'S REPORT: Mayor Sass reminded the Village Board the monthly McCOG dinner will be at the McHenry Country Club.

UNFINISHED BUSINESS: None

NEW BUSINESS:

EXECUTIVE SESSION:

- a) Probable or Imminent Litigation and Pending Litigation
- b) Contractual
- c) Property Acquisition, Purchase, Sale or Lease of Real Estate

- d) Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the Village of Huntley
- e) Collective Bargaining
- f) Appointment, Discipline or Removal of Public Officers
- g) Appointment of a Public Officer
- h) Review of Closed Session Minutes
- i) Other

A MOTION was made at 8:07 p.m. to Enter into Executive Session for a) Probable or Imminent Litigation and Pending Litigation

MOTION: Trustee Hoeft

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

A MOTION was made to exit Executive Session at 8:49 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Kanakaris

The Voice Vote noted all ayes and the motion carried.

POSSIBLE ACTION ON ANY CLOSED SESSION ITEM: None

ADJOURNMENT:

There being no further items to discuss, a MOTION was made to adjourn the meeting at 8:50 p.m.

MOTION: Trustee Leopold

SECOND: Trustee Hoeft

The Voice Vote noted all ayes and the motion carried.

Respectfully submitted,

Rita McMahan
Village Clerk