

**VILLAGE OF HUNTLEY**  
**PLAN COMMISSION MEETING**  
Monday, November 28, 2016  
MINUTES

5

**CALL TO ORDER**

Acting-Chairman Ron Hahn called to order the Village of Huntley Plan Commission meeting for November 28, 2016 at 6:31 pm in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

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**PLEDGE OF ALLEGIANCE**

Acting-Chairman Ron Hahn led the Pledge of Allegiance.

**ROLL CALL**

15

**PLAN**

**COMMISSIONERS:** Commissioners Darci Chandler, Lori Nichols and Robert Chandler and Acting-Chairman Ron Hahn

**COMMISSIONERS**

20

**ABSENT:** Commissioner Terra DeBaltz, Vice Chair Dawn Ellison and Chairman Tom Kibort

**ALSO PRESENT:**  
Williams

Director of Development Services Charles Nordman and Planner James

25

4. Public Comments None.

5. Approval of Minutes

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A. Approval of the October 10, 2016 Plan Commission Meeting Minutes

Approval of the October 10, 2016 Plan Commission Meeting Minutes Tabled.

B. Approval of the November 14, 2016 Plan Commission Meeting Minutes

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**A MOTION was made to approve the November 14, 2016 Plan Commission Meeting Minutes as written.**

**MOVED:**

**Commissioner Darci Chandler**

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**SECONDED:**

**Commissioner Nichols**

**AYES:**

**Commissioners Darci Chandler, Nichols and Acting-Chairman Hahn**

**NAYS:**

**None**

**ABSTAIN:**

**Commissioner Robert Chandler**

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**MOTION CARRIED**

**3:0:1**

6. Public Hearing(s)

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A. Petition No. 16-11.2, Ombudsman Educational Services, petitioner, and Ryan McNaughton, receiver, 11922-11924 Oak Creek Parkway - Request for (i) a Text Amendment to the Village of Huntley Zoning Ordinance Section 156.063 "BP" Business Park District to add "learning institute/educational center" as a Special Use; and (ii) a Special Use Permit for a learning

institute/educational center in the “BP” Business Park District, pursuant to the requirements of Section 156.068 and Section 156.204 of the Huntley Zoning Ordinance.

### Development Summary

5 Planner Williams reviewed a PowerPoint presentation outlining the request from the petitioner, Ombudsman Educational Services (OES), and their proposal to partner with the Huntley School District 158 to provide an alternative learning opportunity curriculum to students struggling in the traditional school setting within the two (2) lease spaces at 11922-11924 Oak Creek Parkway, totaling 2,897 square feet, located at the northeast corner of the southernmost of the two (2) Gateway Commons buildings zoned “BP” Business Park.

15 Planner Williams noted that Ombudsman Educational Services will operate Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m., following the Huntley School District’s calendar for holidays and vacation breaks. Huntley School District 158 will refer up to twenty-five (25) students to the OES program, with each student assigned to either a morning or afternoon session. Each session includes no more than thirteen (13) students, with a student-instructor ratio no greater than 8 to 1.

### Staff Analysis

20 Planner Williams stated that the subject lease spaces, 11922 and 11924 Oak Creek Parkway within the Gateway Commons development, are zoned “BP” Business Park District, which does not permit the “learning institute/educational center” as an allowed or special permitted use. Currently, the Zoning Ordinance allows the “learning institute/educational center” use as a *Permitted Primary Use* within the “HC” Health Care District established with the development of the Centegra Health Care System campus.

25 **LEARNING INSTITUTE/EDUCATIONAL CENTER:** A facility which is designed for providing educational and/or leadership development, for use by the Owner and/or third parties (including governmental agencies).

30 Planner Williams pointed out that in order to accommodate OES to operate the learning institute/educational center within the subject site would require an amendment of the Zoning Ordinance text to add *learning institute/educational center* as a special use within the “BP” zoning district. Furthermore, the proposed amendment would allow any “BP” Business Park District-zoned property to request a Special Use Permit for a learning institute/educational center.

### Parking

35 The Zoning Ordinance minimum parking requirements for College, University, Junior College and High School is one (1) parking space per every five (5) students. Planner Williams state there are eighteen (18) parking stalls, including an accessible space, immediately adjacent to the proposed lease space entrance. Therefore, existing available parking is sufficient given the expectation that no more than thirteen (13) students and two (2) instructors will require parking through the course of each of the morning and afternoon educational sessions. Furthermore, it is planned that District 158 will offer van service to transport students to and from the high school.

### Standards for Amendments

45 Planner Williams stated that the Section 156.211 of the Huntley Zoning Ordinance specifies the procedure for considering proposed changes to the text of the Zoning Ordinance, including (E) *Standards for Amendments*. Planner Williams noted that when determining if a proposed amendment should be granted, the Plan Commission and Village Board are to be guided by the principal that its power to amend the Code is exercised only when the public good demands or requires the amendment to be made.

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***Special Use Permits***

Planner Williams stated that when reviewing a Special Use Permit, the Plan Commission must consider the standards identified in Section 156.068(E) of the Zoning Ordinance. No Special Use Permit shall be recommended or granted pursuant to Section 156.068(E) unless the applicant establishes the following:

- 5 (a) *Code and Plan Purposes.* The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.
- 10 (b) *No Undue Adverse Impact.* The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.
- 15 (c) *No Undue Interference with Surrounding Development.* The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.
- 20 (c) *Adequate Public Facilities.* The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.
- 25 (e) *No Undue Traffic Congestion.* The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential street.
- (f) *No Undue Destruction of Significant Features.* The proposed use and development will not result in the destruction, loss or damage of natural, scenic and historic feature of significant importance.
- 30 (g) *Compliance with Standards.* The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

Planner Williams noted that the petitioner’s responses to each of the General Standards were included as an attachment to the staff report.

**Action Requested**

Planner Williams concluded the PowerPoint presentation by stating that the petitioners request a motion of the Plan Commission to recommend approval of Petition No. 16-11.2, Ombudsman Educational Services, petitioner, and Ryan McNaughton, receiver, 11922-11924 Oak Creek Parkway - Request for (i) a Text Amendment to the Village of Huntley Zoning Ordinance Section 156.063 “BP” Business Park District to add “learning institute/educational center” as a Special Use; and (ii) a Special Use Permit for a learning institute/educational center in the “BP” Business Park District.

Staff recommends the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

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. No Signage is approved as part of the Special Use Permit.

**A MOTION was made to open the public hearing to consider Petition No. 16-11.2.**

**MOVED:** Commissioner Nichols  
**SECONDED:** Commissioner Darci Chandler  
5 **AYES:** Commissioners Darci Chandler, Nichols, Robert Chandler and  
Acting-Chairman Hahn  
**NAYS:** None  
**ABSTAIN:** None  
10 **MOTION CARRIED** 4:0:0

Acting-Chairman Hahn stated that a public hearing is being conducted and all audience members that would like to speak tonight must be sworn in. Acting-Chairman Hahn asked anyone wishing to speak to stand and be sworn in. The following individuals were sworn in:

15 James Williams, Village of Huntley  
Sue Fila, Regional Vice President, Center Operations, Ombudsman Education Services, 1585 N.  
Milwaukee Avenue, Suite 2, Libertyville, IL 60048  
Eric Shaffer, Project Manager, Ombudsman Education Services

20 Ms. Fila and Mr. Shaffer addressed the Plan Commission and thanked them for their consideration of the requests for the text amendment and Special Use Permit.

Mr. Shaffer noted that he did not have any issues with the conditions of approval and that he has met on-site with the Huntley Fire District's Fire Marshal regarding the lease space.

25 Commissioner Darci Chandler noted that she appreciates the educational programs provided by the OES and supports the proposed requests.

No other members of the public wished to speak in favor of or in opposition to the proposed request.

30 Acting-Chairman Hahn noted that he had driven through Gateway Commons earlier that day and found sufficient parking adjacent to the subject lease spaces.

35 Commissioner Nichols stated that she was in support of the petitioner's request, but had a question about how security is handled within and around the facility.

40 Ms. Fila noted that staff works with students to help them make good choices and discipline is handled in a positive behavioral manner. Additionally, Ms. Fila stated that while on-site OES staff will not include security personnel, it does include a staff social worker and all other staff members are thoroughly trained to address situations where appropriate disciplinary actions are warranted.

Commissioner Robert Chandler stated that he is supportive of the petitioner's requests and inquired as to whether the program provided by OES is related to the state's individualized education program (IEP).

45 Ms. Fila noted that the program provided by OES is accommodated under the state's alternative learning opportunities program (ALOP) and that OES applies through the State of Illinois to allow them to partner with Huntley School District 158 to provide the alternative educational program. Ms. Fila continued noting that students chose to participate in the program OES provides and that this program is open to all students including those students participating in the state's IEP curriculum.

50 Acting-Chairman Hahn asked how the program is funded and Ms. Fila stated that the program funds are provided through Huntley School District 158 as dictated by the contract executed between the school district and OES.

A MOTION was made to close the public hearing to consider Petition No. 16-11.2.

MOVED: Commissioner Darci Chandler

SECONDED: Commissioner Nichols

5 AYES: Commissioners Darci Chandler, Nichols, Robert Chandler and  
Acting-Chairman Hahn

NAYS: None

ABSTAIN: None

MOTION CARRIED 4:0:0

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A MOTION was made to recommend approval of Petition No. 16-11.2, Ombudsman Educational Services, petitioner, and Ryan McNaughton, receiver, 11922-11924 Oak Creek Parkway - Request for (i) a Text Amendment to the Village of Huntley Zoning Ordinance Section 156.063 "BP" Business Park District to add "learning institute/educational center" as a Special Use; and (ii) a Special Use Permit for a learning institute/educational center in the "BP" Business Park District, subject to the following conditions:

15

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. No Signage is approved as part of the Special Use Permit.

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MOVED: Commissioner Robert Chandler

25 SECONDED: Commissioner Darci Chandler

AYES: Commissioners Darci Chandler, Nichols, Robert Chandler and  
Acting-Chairman Hahn

NAYS: None

ABSTAIN: None

30 MOTION CARRIED 4:0:0

B. Petition No. 16-11.3, Groth Design Group, petitioner, and Shepherd of the Prairie Lutheran Church, owner, 10805 Main Street – Request for approval of a Final Planned Unit Development, including any necessary relief, to allow construction of a ±14,300 square foot addition to the existing church facility within the "RE-1 (PUD)" Residential Estate Planned Unit Development-zoned property.

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### Development Summary

Director Nordman reviewed a PowerPoint presentation outlining the proposed project request from Groth Design Group, petitioner, and Shepherd of the Prairie Lutheran Church, owner, for the construction of a ±14,300 square foot addition to the existing 12,200 square foot church facility, 10805 Main Street, located at the southeast corner of Main Street and L. J. Marak Drive.

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Director Nordman continued noting that the first phase of Shepherd of the Prairie Lutheran Church was constructed in 2009 on the subject 7.03- acre lot zoned RE-1 (PUD) Residential Estate District Planned Unit Development. Director Nordman pointed out that the initial conceptual development plans for the church site included multiple phases with a build-out totaling approximately 67,700 square feet and with each phase requiring a corresponding approval of a Final Planned Unit Development. The church's second phase entails construction of a ±14,300 square foot addition including a 351-seat sanctuary, classrooms, offices, a gathering/reception area increasing the size of the facility to 26,500 square feet. Director Nordman made special note of the fact that the sanctuary proposed within the second phase addition will replace the existing 250-seat sanctuary space which is slated to become a multi-purpose space not dedicated to worship services.

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**Staff Analysis**

***Site Plan***

5 Director Nordman reviewed the site plan for the church site noting that the main entrance to the Shepherd of the Prairie Church is currently oriented at the center of the building facing south. Director Nordman stated that the proposed church addition will include two (2) entrance vestibules; one, near the southeast corner of the building; and other, the main entrance facing east, will be served by a covered drop-off/pick-up carport.

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***Parking***

15 Director Nordman reviewed the existing/proposed parking for the site including the existing 112-space parking lot that will be expanded by an additional 91 parking spaces thus creating a total of 203 parking spaces for the church. In accordance with Zoning Ordinance parking requirements, 159 parking spaces are required for the 26,500 square foot building. The parking provided exceeds the minimum number of required parking spaces by 44 spaces. Director Nordman pointed out that in addition to the parking proposed with the church addition, an additional 59 parking spaces will be landbanked for construction in the future, if needed. If constructed, there would be a total of 262 parking spaces on the property.

20 The proposed, existing and total-provided parking calculations for the church campus are as follows:

	Capacity / Square footage	Parking Ratios	Parking Spaces
Proposed Sanctuary Seating	351 seats / 6,094 SF	0.3 stalls / person	106
Sunday School/Classroom	4,812 SF	3/1,000	15
Office	2,493 SF	4/1,000	10
Conf./Gathering/Fellowship	6,903 SF	4/1,000	28
<b>Total Parking Required</b>			<b>159</b>
Existing Church Parking			112
New Parking Lot			91
<b>Total Parking Provided</b>			<b>203*</b>

\* - An additional fifty-nine (59) parking spaces are landbanked.

***Building Elevations***

25 Director Nordman reviewed that the Shepherd of the Prairie Church addition will utilize the same exterior materials as the first phase including the 8"-wide (khaki-colored) and 4"-wide (autumn tan-colored) horizontal fiber cement lap siding, vertical (sail cloth-colored) fiber cement panels and natural stone veneer material accenting several portions of the building including the windowed-atrium feature proposed on the east side of the addition.

30

***Landscaping***

35 Director Nordman pointed out that the landscape improvements proposed with development of the ±14,300 square foot addition are similar to the planting pattern begun with the initial phase of the development including foundation plantings, shrubs along the parking area perimeter and ground cover and trees within the parking area's islands.

40 Director Nordman also reviewed that the proposed parking lot expansion necessitates the removal of nine (9) trees bordering the eastern portion of the church property, however, the proposed planting and replacement of trees within this area of the site meets the requisite number required for perimeter plantings (i.e. 1 tree /75 feet). Additionally, the HVAC conditioning equipment, on the west side of the proposed addition, includes the requisite landscape screening from Main Street.

**Lighting**

5 The light fixtures and pole standards proposed for this phase of development matches the existing lights and shall adhere to the Village’s requirements for a minimum of 2.0 foot-candle average for parking areas, no greater than 0.5 foot-candles at the property line and house-side shields to eliminate the impact of any light glare on adjacent properties

**Signage**

10 Director Nordman noted that there is no additional signage proposed with the development of the subject site.

**VILLAGE BOARD CONCEPT REVIEW**

15 The Village Board reviewed conceptual plans for the project at their November 3, 2016 Village Board meeting and was generally supportive of the proposal.

**REQUESTED ACTION**

20 Director Nordman concluded the PowerPoint presentation by stating that the petitioners request a motion of the Plan Commission, to recommend approval of Petition No. 16-11.3, Groth Design Group, petitioner, and Shepherd of the Prairie Lutheran Church, owner, 10805 Main Street – Request for approval of a Final Planned Unit Development, including any necessary relief, to allow construction of a 14,300 square foot addition to the existing church facility within the “RE-1 (PUD)” Residential Estate Planned Unit Development-zoned property.

25 Staff recommends the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board:

1. All public improvements and site development must occur in full compliance with the submitted plans (see list of exhibits) and all other applicable Village Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner will comply with all final engineering revisions to be approved by the Village Engineer and Development Services Department.
3. The Village of Huntley will require adherence to Illinois drainage law and best management practices for stormwater management. The petitioner, its agents and assignees are responsible for not increasing the rate of stormwater runoff and will be required, to the extent practicable, to minimize any increase in runoff volume through “retention” and design of multi stage outlet structures.
- 35 4. The petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
- 40 6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.

**A MOTION was made to open the public hearing to consider Petition No. 16-11.3.**

45	<b>MOVED:</b>	<b>Commissioner Robert Chandler</b>
	<b>SECONDED:</b>	<b>Commissioner Darci Chandler</b>
	<b>AYES:</b>	<b>Commissioners Darci Chandler, Nichols, Robert Chandler and Acting-Chairman Hahn</b>
	<b>NAYS:</b>	<b>None</b>
50	<b>ABSTAIN:</b>	<b>None</b>
	<b>MOTION CARRIED</b>	<b>4:0:0</b>

Acting-Chairman Hahn stated that a public hearing is being conducted and all audience members that would like to speak tonight must be sworn in. Acting-Chairman Hahn asked anyone wishing to speak to stand and be sworn in. The following individuals were sworn in:

- 5 Charles Nordman, Village of Huntley
- Dan Konczal, Groth Design Group, N58 W6181 Columbia Road, Cedarburg, WI 53012
- Pastor Mark Boster, Shepherd of the Prairie Lutheran Church, 10805 Main Street, Huntley, IL 60142

Pastor Boster and Mr. Konczal addressed the Plan Commission and thanked them for their consideration.

No other members of the public wished to speak in favor of or in opposition to the proposed request.

Commissioners Robert Chandler, Nichols, Darci Chandler and Acting-Chairman Hahn expressed their support of the proposed church addition plans and associated site improvements.

Acting-Chairman Hahn asked when the groundbreaking is scheduled and Mr. Konczal noted that they are hopeful to begin the project in April, 2017.

**A MOTION was made to close the public hearing to consider Petition No. 16-11.3.**

<b>MOVED:</b>	<b>Commissioner Robert Chandler</b>
<b>SECONDED:</b>	<b>Commissioner Nichols</b>
<b>AYES:</b>	<b>Commissioners Darci Chandler, Nichols, Robert Chandler and Acting-Chairman Hahn</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>4:0:0</b>

**A MOTION was made to recommend approval of Petition No. 16-11.3, Groth Design Group, petitioner, and Shepherd of the Prairie Lutheran Church, owner, 10805 Main Street – Request for approval of a Final Planned Unit Development to allow construction of a 14,300 square foot addition to the existing church facility within the “RE-1 (PUD)” Residential Estate Planned Unit Development-zoned property, 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 petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
7. No building permits are approved as part of this submittal.
8. No sign permits are approved as part of this submittal.



**MOVED:** Commissioner Nichols  
**SECONDED:** Commissioner Darci Chandler  
**AYES:** Commissioners Darci Chandler, Nichols, Robert Chandler and Acting-Chairman Hahn  
5 **NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED** 4:0:0

7. Discussion

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Director Nordman stated that the next Plan Commission meeting on Monday, December 12, 2016 will include review and discussion of the FYH Bearing facility expansion plans.

8. Adjournment

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**At 7:06 pm, a MOTION was made to adjourn the November 28, 2016 Plan Commission meeting.**

**MOVED:** Vice Chair Ellison  
**SECONDED:** Commissioner Nichols  
20 **AYES:** Commissioners Hahn, Nichols, Darci Chandler, Vice Chair Ellison and Chairman Kibort  
**NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED** 4:0:0

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Respectfully submitted,

*James Williams*

Planner

Village of Huntley

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