

**VILLAGE OF HUNTLEY  
PLAN COMMISSION MEETING  
Monday, May 13, 2019  
MINUTES**

5

**CALL TO ORDER**

Chairman Tom Kibort called to order the Village of Huntley Plan Commission meeting for May 13, 2019 at 6:30 pm in the Municipal Complex Village Board Room at 10987 Main Street, Huntley, Illinois 60142. The room is handicap accessible.

10

**PLEDGE OF ALLEGIANCE**

Chairman Tom Kibort led the Pledge of Allegiance.

**ROLL CALL**

15

**PLAN**

COMMISSIONERS: Commissioners Darci Chandler, Ron Hahn, Vice Chair Dawn Ellison, and Chairman Tom Kibort. Commissioner Lori Nichols arrived at 6:41 p.m.

20

**COMMISSIONERS**

**ABSENT:** Commissioners Terra DeBaltz and Robert Chandler were absent.

25

**ALSO PRESENT:** Director of Development Services Charles Nordman and Development Manager Margo Griffin

4. Public Comments None.

5. Approval of Minutes

30

A. Approval of the March 25, 2019 Plan Commission Meeting Minutes

No additions or corrections were noted.

35

**A MOTION was made to approve the March 25, 2019 Plan Commission Meeting Minutes.**

**MOVED:** Vice Chair Ellison

**SECONDED:** Commissioner Darci Chandler

**AYES:** Commissioners Darci Chandler, Hahn, Vice Chair Ellison, and Chairman Kibort

40

**NAYS:** None

**ABSTAIN:** Commissioner Hahn

**MOTION CARRIED 3:0:1**

45

B. Approval of the April 8, 2019 Plan Commission Meeting Minutes

No additions or corrections were noted.

**A MOTION was made to approve the April 8, 2019 Plan Commission Meeting Minutes.**

50

**MOVED:** Commissioner Ron Hahn

**SECONDED:** Commissioner Darci Chandler

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

5

6. Public Hearing(s)

10

A. Petition No. 19-5.1, Steve Boyer (d/b/a Village Vintner Winery), petitioner, and The Rink of Crystal Lake, Inc., owner, 10679 Wolf Drive, Request is for approval of a Special Use Permit for Village Vintner Winery to allow limited retail sales in the “M” Manufacturing District in accordance with Ordinance (O) 99-09-0—01.

A MOTION was made to open the public hearing to consider Petition No. 19-5.1.

15

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

20

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

25

Charles Nordman, Director of Development  
Steve Boyer, Owner, Village Vintner

**SUMMARY**

30

Director Nordman stated the Village Vintner Winery (“Vintner”) has been manufacturing wine at 10679 Wolf Drive since 2017. The wine produced at the Wolf Drive facility is transported to the Village Vintner restaurant located at 2380 Esplanade Drive in Algonquin where it is sold to the public. The Wolf Drive facility is used only to produce wine and there is no retail sale to the public or tasting room associated with the production facility. As such, a liquor license was not required by the Village when the facility opened in 2017.

35

Last year, the State of Illinois Liquor Control Commission (ILCC) informed the Vintner that the business does not have a valid local liquor license to sell alcohol at retail at the premise location of 10679 Wolf Drive. This is based on the ILCC determining that a retail sale is occurring from the Huntley production facility to the Algonquin restaurant. As a result, the ILCC is now requiring the Vintner to obtain a local retailer’s license from the Village of Huntley for the Wolf Drive location in order to be compliant as a wine maker to provide wine to the Algonquin restaurant.

40

Commissioner Lori Nichols arrived at 6:41 p.m.

45

Director Nordman stated that in order to accommodate ILCC’s requirement for the Vintner to have a valid local liquor license, the Village Board has created a Class “K” liquor license. The Class “K” license permits the retail sale of wine produced by the licensee on the licensed premises in sealed packages for off-premises consumption, all in connection with the licensee’s operation of a winemaking facility in compliance with all applicable state and federal regulations and licenses authorizing the manufacture, storage, distribution, and sale of wine. The Class “K” license would also allow the retail sales on the licensed premises from the hours of 12:00 p.m. through 11:00 p.m.; however, the petitioner is not proposing a retail storefront as part of the production facility.

50

The Wolf Drive facility is located in the “M” Manufacturing zoning district which does not allow the retail sales that is permitted by the Class “K” license, without the approval of a Special Use Permit. The Vintner is required to petition the Village for a Special Use Permit to allow for the retail sale of wine and apply for the Class “K” liquor license upon completion of the Special Use Permit process.

5

**STAFF ANALYSIS**

As stated in the business plan provided by the petitioner, the Huntley facility receives grapes that are manufactured into wine that is aged and bottled. When ready for consumption, the wine is transferred to the restaurant at 2380 Esplanade Drive in Algonquin where it is sold to the public. This has been occurring since the facility opened in 2017 and the petitioner is not proposing any change to the existing operation of the Huntley facility upon approval of the Special Use Permit.

10

Director Nordman reviewed the requirements for Special Use Permits. When reviewing a Special Use Permit for limited retail sales in the “M” Manufacturing district, 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 (*The petitioner’s responses to the standards were provided as an exhibit with the report*):

15

- (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.
- (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.
- (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.
- (d) *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.
- (e) *No Undue Traffic Congestion.* The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.
- (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.
- (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.

20

25

30

35

**REQUESTED ACTION**

Director Nordman concluded the presentation stating the petitioner requests a motion of the Plan Commission, to recommend approval of a Special Use Permit for Village Vintner Winery to allow limited retail sales in the “M” Manufacturing District in accordance with Ordinance (O) 99-09-0-01.

40

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

45

- 1. The establishment of a tasting room shall require the petitioner to submit an application for an amended Special Use Permit to be reviewed by the Plan Commission and Village Board.

Director Nordman introduced Steve Boyer, owner of Village Vintner, to answer any questions from the Commission.

50

Chairman Kibort asked if there any comments from members of the public. There were none.

Commissioner Hahn inquired whether any retail sales would occur in Huntley and if the Village would be able to share in the benefit of sales tax. Mr. Boyer stated all sales occurred at the Algonquin restaurant site.

5 Chairman Kibort inquired if the petitioner thought they may eventually sell the wine in Huntley. The petitioner said no, he did not have any future plans for retail sales in Huntley.

Chairman Kibort asked if there were any additional questions or comments from members of the Plan Commission. There were none.

10

**A MOTION was made to close the public hearing to consider Petition No. 19-5.1**

**MOVED: Commission Darci Chandler**

**SECONDED: Commissioner Nichols**

15 **AYES: Commissioners Darci Chandler, Nichols, Hahn, Vice Chair Ellison, and Chairman Kibort**

**NAYS: None**

**ABSTAIN: None**

**MOTION CARRIED 5:0:0**

20

**A MOTION was made to approve Petition No. 19-5.1, Steve Boyer (d/b/a Village Vintner Winery), petitioner, and The Rink of Crystal Lake, Inc., owner, 10679 Wolf Drive, Request for approval of a Special Use Permit for Village Vintner Winery to allow limited retail sales in the “M” Manufacturing District in accordance with Ordinance (O) 99-09-0-01, subject to the following conditions:**

25

**1. The establishment of a tasting room shall require the petitioner to submit an application for an amended Special Use Permit to be reviewed by the Plan Commission and Village Board.**

**MOVED: Vice Chair Ellison**

30 **SECONDED: Commissioner Hahn**

**AYES: Vice Chair Ellison, Commissioners Darci Chandler, Hahn, Nichols, and Chairman Kibort**

**NAYS: None**

**ABSTAIN: None**

35 **MOTION CARRIED 5:0:0**

40

**B. Petition No. 19-5.2, Huntley Fire Protection District, petitioner and owner, 11118 Main Street, Request is for approval of Site Plan Review, including any necessary relief in accordance with the site plan that has been submitted to, and is on file with, the Village of Huntley, pursuant to the requirements of Section 156.204 of the Huntley Zoning Ordinance. The application proposes a building addition and site renovations that will allow the building to serve as the Fire District’s headquarters as well as a fire station and maintenance facility. The property is zoned “M” Manufacturing District.**

45

**A MOTION was made to open the public hearing to consider Petition No. 19-5.2.**

**MOVED: Vice Chair Ellison**

**SECONDED: Commissioner Nichols**

50 **AYES: Commissioners Darci Chandler, Nichols, Hahn, Vice Chair Ellison, and Chairman Kibort**

**NAYS: None**

**ABSTAIN: None**

**MOTION CARRIED 5:0:0**

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

- Charles Nordman, Director of Development
- Margo Griffin, Development Manager
- Chief Scott Ravagnie, Huntley Fire Protection District

**SUMMARY**

Manager Griffin began with a PowerPoint presentation reviewing the particulars of the project. The Huntley Fire Protection District (“District”) has submitted plans for a proposed ±12,145 SF building addition and site renovations to their property at 11118 Main Street. This site currently serves as administrative offices and maintenance facility for the District. The proposed addition and site renovations will allow the building to serve as the District’s headquarters as well as a fire station and maintenance facility. The District’s existing Station #1/Headquarters at 11808 Coral Street would be vacated and sold upon completion of the Main Street property.

**Site Plan**

Manager Griffin stated the proposed site plan includes a ±12,145 square foot addition on the south elevation (2 story) and north elevations (single story). The additions will include administrative offices, firefighter living quarters, training facilities, a fitness facility, and garage parking. The final buildout will result in a 35,690 square foot fire station.

The south facade encroaches 4.7 feet into the 30-foot required front yard setback, and the east facade encroaches 4.1 feet into the 15-foot required side yard setback. Relief is being requested to allow for the proposed project design.

Manager Griffin discussed how the proposed site plan includes the reconstruction of the parking lot on the north and west side of the site, providing 69 parking spaces (a net increase of 34 parking spaces). Per the Zoning Ordinance, 113 parking spaces are required; therefore, relief is required for 44 of the spaces. (Staff notes, of the 113 required spaces, 90 are attributed to square footage used for garage and living quarters.) The District was also asked to increase the parking width to 10-foot wide spaces. However, the petitioner has requested to keep the parking width at 9-foot due to the low turnover rate of the parking lot and to maximize the number of parking stalls.

Manager Griffin stated in order to comply with the Kane County Stormwater Management Ordinance, the building addition and site improvements for the Fire District will require stormwater detention. Detention is required whenever the total new impervious area exceeds 25,000 square feet constructed since 2002. Previous improvements on the site did not require detention at the time, however, the addition of the impervious area for the proposed expansion and development of the Huntley Fire Station No. 1 will exceed the threshold. Due to site limitations, only a portion of the required detention volume will be constructed at the north end of the site. The balance of the detention is currently proposed to be provided through modifications to the Village of Huntley owned detention basin located north of the Donald Drive/Main Street intersection.

**Building Elevations**

Manager Griffin reviewed the architectural elevations. The proposed building materials for the addition include the use of three different colors of brick (red, dark red, beige) and a mocha cream colored limestone. The station will also include 3 large overhead aluminum and glass doors in the front and 4 overhead aluminum garage doors in the rear. The metal siding in the middle of the building will remain, and a matching metal siding will be used for the new portion located at the rear of the building. Mechanicals will be screened with a prefabricated metal roof screen in a deep red color to match the red brick color of the front facade.

**Lighting**

The proposed lighting plan utilizes LED wall mounted and pole mounted fixtures to illuminate the parking lot. Wall mounted fixtures would illuminate the parking lot to the west of the building and pole mounted fixtures, mounted at 20 feet in height, would illuminate the parking area to the north of the building. All pole mounted fixtures would include houseside shields. The proposed photometric plan complies with the minimum lighting levels within the parking lot and maximum light levels allowed along lot lines.

**Signage**

Manager Griffin stated the proposed signage includes three wall signs which consist of the Department’s logo and text stating “Fire Station No. 1” and “Huntley Fire Protection District.” A new ground sign is also proposed at the front of the building that will measure 7’-4” in height and would include a 4’ by 8’ (32 square feet) digital message board. The ground sign and two of the wall signs will require relief from the Zoning Ordinance to allow for the following:

1. Relief to allow for a 2.3-foot setback from the property line instead of the required 10-foot setback for the ground sign;
2. Relief to allow for a digital message board on the proposed ground sign; and
3. Relief to allow two (2) additional wall signs. One (1) wall sign is permitted by right since the property has frontage on only one street.

**Landscaping**

Manager Griffin reviewed the landscaping for the project. The proposed site landscaping also includes perimeter plantings of deciduous and evergreen shrubs, ornamental grasses, and perennials along the south, east and west sides of the building. Three (3) White Oak trees will be planted at the front of the building; and six (6) State Street Maples will be planted along the east façade to break up the expanse of metal siding. Section 156.151(G)(9) requires one canopy tree for every ten parking spaces in the interior of the parking lot. Relief is needed to allow for zero canopy trees in the parking lot instead of the six (6) required trees.

**Required Relief**

Manager Griffin stated the proposed plans require Site Plan Review by the Plan Commission and Village Board. The plans, as presented, shall require the following relief from Zoning Ordinance requirements:

1. Relief to encroach 4.7 feet into the 30-foot required front yard setback
2. Relief to encroach 4.1 feet into the 15-foot required side yard setback along the east lot line.
3. Relief to allow the ground sign encroach 7.7 feet into the required 10-foot setback from the front lot line.
4. Relief to allow a digital message board on the proposed ground sign.
5. Relief to allow two (2) additional wall signs. One (1) wall sign is permitted by right since the property has frontage on only one street.
6. Relief is required to provide 69 parking spaces, rather than 113 parking spaces as required by the Zoning Ordinance.
7. Relief to allow zero (0) canopy trees in the parking lot instead of the required six (6) trees.

**REQUESTED ACTION**

Manager Griffin concluded the presentation stating the petitioner requests a motion of the Plan Commission, to recommend approval of Petition No. 19-5.2 for Site Plan Review and necessary relief for a ±12,145 square foot addition/renovation and related site improvements at 11118 Main Street.

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

- 5
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 petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
  4. All permanent and seasonal plantings must be replaced immediately upon decline.
  5. No building permits are approved as part of this submittal.
  6. No sign permits are approved as part of this submittal.
- 10

Manager Griffin introduced Chief Ravagnie of the Huntley Fire Protection District to answer any comments from the Plan Commission.

15 Chairman Kibort asked if there any comments from members of the public. There were none.

Vice Chair Ellison inquired whether Station #1 would have a “Baby Drop”. Chief Ravagnie responded the new building is required to be a designated drop off site, but the it would not have “Baby Drop” like she saw on television.

20 Vice Chair Ellison also inquired whether Station #1 would have a better time response for Huntley calls. Chief Ravagnie responded the new station would be about the same response time; however, the new Station #5 would be taking most of the calls from Sun City residents.

25 Vice Chair Ellison asked about whether HFPD looked into renovating the downtown location. Chief Ravagnie replied they did, but due to limited space, it just did not work for them.

Commissioners Hahn, Darci Chandler, and Nichols all mentioned they were in favor of the project and that it was much needed.

30 Chairman Kibort asked about funding for the new station, and about adequate parking. Chief Ravagnie responded the projects were budgeted and fully funded, and no bonds would be needed for financing. As for parking, there is more than enough parking.

35 Chairman Kibort inquired about a start date for the project. Chief Ravagnie replied they planned to begin this summer and to be open by July 2020.

Chairman Kibort asked if there were any additional questions or comments from members of the Plan Commission. There were none.

40 **A MOTION was made to close the public hearing to consider Petition No. 19-5.2**

**MOVED: Vice Chair Ellison**  
**SECONDED: Commissioner Hahn**  
45 **AYES: Commissioners Darci Chandler, Nichols, Vice Chair Ellison, Hahn and Chairman Kibort**  
**NAYS: None**  
**ABSTAIN: None**  
**MOTION CARRIED 5:0:0**

50 **A MOTION was made to approve Petition No. 19-5.2, Huntley Fire Protection District, petitioner and owner, 11118 Main Street; Request for approval for Site Plan Review, including any necessary relief in**

accordance with the site plan, pursuant to the requirements of Section 156.204 of the Huntley Zoning Ordinance, 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 petitioner shall obtain final approval of the Landscape Plan from the Development Services Department.
4. All permanent and seasonal plantings must be replaced immediately upon decline.
5. No building permits are approved as part of this submittal.
6. No sign permits are approved as part of this submittal.

**MOVED:** Vice Chair Ellison  
**SECONDED:** Commissioner Hahn  
**AYES:** Vice Chair Ellison, Commissioners Darci Chandler, Hahn, Nichols, and Chairman Kibort  
**NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED 5:0:0**

7. Discussion

Director Nordman stated the next regularly scheduled Plan Commission meeting is scheduled for Monday, June 10, 2019.

8. Adjournment

At 7:13 pm, a MOTION was made to adjourn the May 13, 2019 Plan Commission meeting.

**MOVED:** Vice Chair Ellison  
**SECONDED:** Commissioner Darci Chandler  
**AYES:** Commissioners Darci Chandler, Nichols, Hahn, Chairman Kibort, and Vice Chair Ellison  
**NAYS:** None  
**ABSTAIN:** None  
**MOTION CARRIED 5:0:0**

Respectfully submitted,

*Margo Griffin*  
Development Manager  
Village of Huntley