

**VILLAGE OF HUNTLEY**  
**PLAN COMMISSION MEETING MINUTES**  
July 10, 2023

5 **CALL TO ORDER**

A meeting of the Village of Huntley Plan Commission was called to order on Monday, July 10, 2023 at 6:30 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, Huntley, Illinois 60142.

**PLEDGE OF ALLEGIANCE**

10 Chairwoman Dawn Ellison led the Pledge of Allegiance.

**ROLL CALL**

PRESENT: Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison

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ABSENT: Commissioners Terra DeBaltz

IN ATTENDANCE: Development Services Director Charles Nordman and Senior Planner Scott Bernacki

20 **PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

25 A. Approval of the April 24, 2023 Plan Commission Meeting Minutes

**A MOTION was made to approve the April 24, 2023 Plan Commission Meeting Minutes.**

**MOTION: Commissioner Jeff Peterson**

**SECOND: Commissioner Joseph Holtorf**

30 **AYES: Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, and Chairwoman Dawn Ellison**

**NAYS: None**

**ABSTAIN: Commissioner Don Walz**

**MOTION CARRIED 5:0:1**

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**PUBLIC HEARING(S)**

Chairwoman Ellison requested that the cases as listed on the agenda be switched to which unanimous consent was given by the commissioners present.

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B. Petition No. 23-07.02, Core Huntley LLC, as Owner, Relating to the property known as Lot 4 of Huntley Crossings Phase I (generally located on the southeast corner of Route 47 and Huntley Crossings Drive) Request for approval of (i) Final Plat of Subdivision; (ii) Special Use Permit for Drive-Thru Food Service; and (iii) Final Planned Unit Development, including any necessary relief, in accordance with the plans that have been submitted to, and are on file with, the Village of Huntley, pursuant to the requirements of Section 156.204 of the Huntley Zoning Ordinance.

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Chairwoman Ellison turned to Village staff to begin the PowerPoint presentation to review the petition.

Senior Planner Scott Bernacki introduced the request from the petitioner, Core Huntley LLC, requesting approval of a Final Plat of Subdivision, Special use permit for drive through food service and Final Planned Unit Development, including any necessary relief, for the construction of two commercial buildings upon Lot 4 of Huntley Crossings Phase 1.

5 The aerial photographs were reviewed to show Lot 4 located on the southeast corner of Route 47 and Huntley Crossings Drive. The subject lot is zoned "B-3 (PUD)" Shopping Center Business District - Planned Unit Development and is subject to the 2006 Rubloff Annexation Agreement. Core's proposal was reviewed to further subdivide the 2.74 acre lot for the purpose of constructing a multi-tenant and standalone restaurant building.

10 Planner Bernacki shared that the petitioners are currently at lease with Chipotle Mexican Grill for the stand alone building and a Noodles and Company restaurant with and urgent care medical user proposed to occupy the multi-tenant building.

15 The proposal was reviewed as calling for two individual outlots fronting Route 47. Lot 4a on the hard corner being 1.46 acres and the second Lot 4b, just north of the existing stormwater detention area coming in at 1.28 acres. It was noted that the B-3 zoning district requires a minimum lot width of 200 feet and lot area of 80,000 square feet or around 1.8 acres and that both proposed Lots 4a and 4b will require relief from these requirements.

20 The site plan was reviewed to include the proposed construction of two commercial buildings, one upon each lot. Lot 4a proposing a 4,842 square foot single story building which supports two-tenants. Noodles and Company on the hard corner with the southern end cap occupied by an urgent care medical group based out of Northern Illinois. Lot 4b proposing a 2,334 square foot freestanding single tenant building for Chipotle. The two lots would operate under a reciprocal easement agreement with cross access and shared parking provided between the lots.

25 Access plans were reviewed with the two outlots receiving principle vehicle access from the rear private roadway. The principal access to the lots is provided by a shared 25-foot drive aisle which runs between the buildings, providing cross access to both lots. Lot 4b proposes a dedicated access point at the southeast corner of the parcel. It was noted that relief is required from the Annexation Agreement which requires a 10 foot parking field setback along the side yard of each lot. The pedestrian walkway will be extended along the south side of Huntley Crossings Drive completing the connection between the Route 47 multi-use path and the existing sidewalk which leads to the Hampton Inn. Pedestrian access is further provided internal to each lot.

30 Drive-through pick up lanes are requested on both Lots as requiring a Special Use Permit. Noodles and Company and Chipotle are proposing drive-through lanes for mobile order pick-up only. Neither lot proposes a point of sale menu board or speaker box in the drive-aisles, as orders must be completed online prior to pick up. The Noodles and Company drive-through is positioned in the side yard along Huntley Crossings Drive and provides 10 vehicle stacking positions to the pick-up window. For Chipotle, Vehicles can circulate to the drive-through lane by using the shared access drive aisle and traveling counter clockwise around the building to begin queuing on the south side of the building.

40 Lot 4a provides 26 parking stalls. Relief has been requested by the petitioner for a parking reduction of 7 parking stalls upon lot 4a. It was noted that Lots 4a and 4b would operate under a reciprocal easement agreement with shared parking provided between the lots. With lot 4b supplying 31 parking stalls, which is 8 stalls over what is required, it was said that the combined lots supply a total of 57 parking spaces for use by any user between the integrated sites. All parking stalls measure a compliant 10' X 19' and bicycle parking has also been provided on each lot.

The commission reviewed the proposed elevations for the multi-tenant retail building, comprised principally of a velour textured gray face brick with soldier course brick above the windows and atop the building. A brown

5 ironspot brick is used as the backdrop for the tenant signage, upon the entry parapets, and the accent piers throughout. Brick piers are installed around the building, capped with precast stone and featuring a decorative prairie style sconce. A stone veneer wainscot has been provided along the base of the entire building. Black canvas awnings on metal frames are proposed at the entrance facing Route 47, above the storefront glass on the north and south elevations, and above the rear access doors.

10 Planner Bernacki described the stand alone Chipotle building as a nationally approved prototypical plan. The building is clad entirely in knights armor colored brick and features soldier course brick work above the windows, along the drive-through, and atop the building. It was noted that the petitioner upgraded the exterior materials from entirely EIFS to brick in conformance with the Annexation Agreement. The Route 47 frontage and south elevations include storefront glass supported by brick columns. The north elevation also shows a metal paneled bump out which supports the drive-through pickup window. A metal canopy integrated into the building facade is proposed atop the pickup window and the building's main entrance. A condition has been added requesting enhancements to the building's cornice to provide an architecturally and visually interesting cap to the building, using variation in roofline when possible.

15 Landscape plans were shown to offer a mix of landscaping elements along the Route 47 and Huntley Crossings Drive street frontages as well as the east rear lot line. Foundation plantings have been provided where possible on the west and south sides of the buildings. The plans for both lots propose a total (66) new trees and (284) shrubs. The Commercial Design Guidelines require a minimum 10-foot landscape buffer along side lot lines. To accommodate the shared drive aisle, the applicant requests relief to allow for a zero foot south side landscape buffer on Lot 4a and a zero foot north side landscape buffer upon Lot 4b. Relief has also been requested to accept the landscaping plans as presented, which are, in total, 45 trees short of the lot requirements.

25 It was noted that the Commercial Design Guidelines state that lighting used in outlot development along Route 47 shall be of decorative design as compatible with the fixtures used in the nearby outlot developments. The Prairie Series fixture used in the BMO Harris Bank, Sherwin Williams, and Culvers has since been discontinued. A closely matching Prairie Series 1230 fixture was recently approved in the Lighthouse Academy project and well as Lot 6 within Huntley Crossings Phase I. It has been selected for both the wall mount and pole mount lighting upon Lots 30 4a and 4b. A condition of approval was added to ensure that the pole style, color, and mounting height are to be compatible with the surrounding developments and that any additional light fixture specifications must be approved by the development services department.

35 The sign proposal was reviewed to include one 8 foot tall freestanding monument per lot along with the wall signs for each tenant space. The request for signage relief upon Lot 4a was summarized to include (4) additional wall signs upon the side and rear elevations with no street frontage and ±130 square feet of sign area overage. The request for signage relief upon Lot 4b was summarized to include (2) additional wall signs upon the side elevations with no street frontage and ±68 square feet of sign area overage.

40 The Plan Commission was reminded that the Village Board had reviewed the concept plans on 4.13.23. Comments regarding two way parking, landscape separation between the drive through, foundation landscaping, and side façade enhancements for Lot 4a were addressed in the revised plans. Comments relating to relocation of the buildings to accommodate a larger patio did not align with the developer's intent for the site.

45 The elements of requested relief were recapped to include the lot area, lot width, sign number, sign location, sign area, number of shade trees and removal of the side yard landscaped buffers.

Planner Bernacki stated that Staff recommends the following conditions be applied should the Plan Commission forward a positive recommendation to the Village Board including:

1. All public improvements and site development must occur in full compliance with the submitted plans and all applicable Village codes, ordinances, and Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
- 5 3. The petitioner shall provide a copy of the reciprocal easement agreement for cross access and shared parking.
4. The pole and wall mounted lighting fixtures shall be selected to match that of the prairie style used in the neighboring developments. Pole style, color, and mounting height shall be designed to match the existing developments. Any additional lighting specifications shall be submitted for review and approval by the  
10 Development Services Department.
5. Modification shall be made to the building's cornice to provide an architecturally and visually interesting cap to the building, using variation in roofline when possible.
6. Any directional signs shall have a brick base.
7. All landscape beds are required to be mulched on an annual basis and dead plantings must be replaced  
15 immediately upon decline.
8. No building plans, construction permits, sign permits, or Certificates of Occupancy are approved as part of this submittal.

20 Chairwoman Ellison thanked Planner Bernacki and requested a motion from the Commission to open the public hearing.

**A MOTION was made to open the public hearing to consider Petition No. 23-07.02**

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| 25 | <b>MOTION:</b>        | <b>Commissioner Dennis O'Leary</b>  |
|    | <b>SECOND:</b>        | <b>Commissioner Joseph Holtorf</b>  |
|    | <b>AYES:</b>          | <b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O'Leary, Don Walz, and Chairwoman Dawn Ellison</b> |
|    | <b>NAYS:</b>          | <b>None</b>   |
|    | <b>ABSTAIN:</b>       | <b>None</b>   |
| 30 | <b>MOTION CARRIED</b> | <b>6:0:0</b>  |

Chairwoman Ellison stated that this is a public hearing and anyone wishing to testify must be sworn in. The following persons were sworn in: Senior Planner Scott Bernacki and Petitioners Adam Firsell and Adam Bell of Core Acquisitions.

35 Chairwoman Ellison asked if the petitioner had anything to add or present to which Adam Firsell introduced the firm's excitement for the proposal. It was noted that Core worked very hard to produce developments upon Lot 7b and 7c as well as working through two separate concept plans for Lot 4.

40 Chairwoman Ellison asked if any members of the public had any comments to add to which no members of the public had anything to add.

Commissioner Ron Hahn noted that the monument signs for lot 4a and 4b were appropriately located. Commissioner Hahn introduced a discussion regarding the dumpster enclosure located upon Lot 4a.

45 Commissioner Joseph Holtorf noted that the landscaping relief appeared significant, but the plans show that there is little space for additional plantings.

50 Commissioner Jeff Peterson continued the dumpster enclosure discussion for Lot 4a in attempt to find an easier way to service the building without obstruction to the drive aisle. Mr. Firsell noted that the waste provider would need to wheel out the dumpster from the enclosure to have it serviced. It was also noted that these services are

typically performed during off peak hours and it should not significantly obstruct operations.

5 Commissioner Peterson asked how the immediate care center would operate. Mr. Firsel noted that this was a minute clinic type operation that you would typically see inside of a corner drug store. It was confirmed that emergency vehicles including a fire truck or an ambulance would be able to safely navigate the site.

Commissioner Peterson concluded his comments complimenting the design of the buildings and agreeing with the decision to keep the buildings aligned in lieu of installing a larger front patio.

10 Commissioner Dennis O’Leary asked about the proximity of the parking lot to the existing detention area. Mr. Firsel noted that the soils on the site were tested and came back with favorable results. The full curb and 10’ landscape area should be enough separation so that there are not future problems.

15 Commissioner Don Walz requested clarification of the landscaping requirements. Planner Bernacki noted that the request for relief from the landscaping requirements as listed in the Commercial Design Guidelines is not uncommon in the past approved Huntley Crossings Phase I developments. Commissioner Walz noted that bike users would typically lock up their bikes closer to the storefront entrances. Mr. Firsel was receptive to this suggestion.

20 Commissioner Peterson recommended that given the bike rack relocation, there would be enough room to accommodate a dumpster enclosure reorientation. Mr. Adam Bell noted that this site plan adjustment could be pursued prior to Village Board review.

25 Chairwoman Dawn Ellison recommended that a sign be installed upon all four sides, but especially the east rear elevation facing the access road. Chairwoman Ellison also noted that the drive through elevation was a bit bland. Mr. Firsel noted that the soldier course brick was added as a design element to assist in breaking up this elevation.

30 Chairwoman Ellison noted concern with the immediate care center posting reserved parking spaces, if all of the tenants are to share the lot. Mr. Firsel noted that no exclusive parking will be provided, however, reserved short term parking may be provided in certain areas including the immediate care or restaurant users.

There were no further comments. Chairwoman Ellison requested a motion to close the public hearing.

**A MOTION was made to close the public hearing to consider Petition No. 23-07.02**

35	<b>MOTION:</b>	<b>Commissioner Joseph Holtorf</b>
	<b>SECONDED:</b>	<b>Commissioner Jeff Peterson</b>
	<b>AYES:</b>	<b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison</b>
	<b>NAYS:</b>	<b>None</b>
40	<b>ABSTAIN:</b>	<b>None</b>
	<b>MOTION CARRIED</b>	<b>6:0:0</b>

Chairwoman Ellison requested a motion to approve the petition.

45 Prior to the motion, Mr. Firsel noted that condition number 5 which notes “modification shall be made to the building’s cornice to provide an architecturally and visually interesting cap to the building, using variation in roofline when possible” was not discussed and is something that the petitioners are not agreeable to. Mr. Firsel noted that the brick upgrade and soldier course brick should have been enough to appease the commission. Commissioner Peterson and Chairwoman Ellison asked for clarification on what was being requested. Director Nordman noted that a decorative cornice would cap the building in line with other buildings in the Huntley

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Crossings Phase I outlot area. Mr. Firsel noted that Chipotle does not want to deviate from the prototypical plan and has agreed to accept the designs as presented. Chairwoman Ellison asked for feedback from all of the commissioners on the design of the building, and all commissioners agreed to proceed with the plans as presented, thus removing the condition to add the cornice.

**A MOTION was made to approve Petition No. 23-07.02, Requesting approval of (i) Final Plat of Subdivision; (ii) Special Use Permit for Drive-Through Food Service; and (iii) Final Planned Unit Development, including any necessary relief, in accordance with the plans that have been submitted to, and are on file with, the Village of Huntley, subject to the following conditions:**

1. All public improvements and site development must occur in full compliance with the submitted plans and all applicable Village codes, ordinances, and Municipal Services (Engineering, Public Works, Planning and Building) site design standards, practices and permit requirements.
2. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
3. The petitioner shall provide a copy of the reciprocal easement agreement for cross access and shared parking.
4. The pole and wall mounted lighting fixtures shall be selected to match that of the prairie style used in the neighboring developments. Pole style, color, and mounting height shall be designed to match the existing developments. Any additional lighting specifications shall be submitted for review and approval by the Development Services Department.
5. Any directional signs shall have a brick base.
6. All landscape beds are required to be mulched on an annual basis and dead plantings must be replaced immediately upon decline.
7. No building plans, construction permits, sign permits, or Certificates of Occupancy are approved as part of this submittal.

*The Plan Commission added the following conditions:*

8. An additional wall sign shall be provided upon the east rear elevation of the Lot 4b building so that a wall sign exists on all four elevations.
9. The bike rack provided upon Lot 4a shall be relocated to the front of the building.
10. The dumpster enclosure located in the side parking area of Lot 4a shall be angled to accommodate “pull in” service.

<b>MOTION:</b>	<b>Commissioner Jeff Peterson</b>
<b>SECOND:</b>	<b>Commissioner Ron Hahn</b>
<b>AYES:</b>	<b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>6:0:0</b>

- A. Petition No. 23-07.01, Union Farms LLC, as Owner, Relating to the property located at 7816 S. Union Road (generally located on the east side of Union Road, north of Adamson Road and south of Hemmingsen Road), Request for approval of a Final Plat of Subdivision, including any necessary relief, in accordance with the plans that have been submitted to, and are on file with, the Village of Huntley, pursuant to the requirements of Section 156.221 of the Huntley Subdivision Ordinance.

Chairwoman Ellison turned to Village staff to begin the PowerPoint presentation to review the petition.

Senior Planner Scott Bernacki introduced the request from the petitioner, Union Farms LLC, requesting approval of a Final Plat of Subdivision, including any necessary relief, for the property of 7816 S. Union Road, which is

generally located on the east side of Union Road, north of Adamson Road and south of Hemmingsen Road. The subject lot is zoned "RE-1" Residential Estate District.

5 The proposal was reviewed calling for a subdivision of the existing 39 acre parcel into two separate lots. Lot one which will preserve the farmstead and its existing buildings and the second lot which will continue to be utilized for agricultural purposes. Lot one is 2.62 acres with 308 feet of frontage on Union Road and Lot 2 will be 36.36 acres with 1,008 feet of frontage. The proposed subdivision meets the minimum lot area and width requirements for the RE-1 zoning district.

10 The elements of requested relief accommodating the subdivision were recapped to include necessary action by the Zoning Board of Appeals. It was explained The Village's zoning ordinance requires a 50' front yard setback. The Plat of Subdivision proposes a roadway dedication to the Village in accordance with the Village's Subdivision Ordinance, which results in the principle structure being located closer than the required 50 feet. The petitioner will be required to request relief from the Village's Zoning Ordinance requirements for minimum front yards for an RE-1 property. Secondly, relief would be required from the number of accessory storage structures permitted on a residential lot. The Village's zoning ordinance allows for no more than one (1) accessory storage structure, other than a detached garage, to be installed upon a lot within a Residence District. The proposed Plat of Subdivision results in more than one accessory storage structure being located upon Lot 1. The petitioner will be required to request relief from the Village's Zoning Ordinance to accommodate these additional structures.

20 Planner Bernacki concluded by recapping the requested action of the Plan Commission by the petitioner requesting approval of a Final Plat of Subdivision, including the necessary relief, in accordance with the plans.

25 Chairwoman Ellison thanked Planner Bernacki and requested a motion from the Commission to open the public hearing.

**A MOTION was made to open the public hearing to consider Petition No. 23-07.01**

**MOTION:** Commissioner Terra DeBaltz

**SECOND:** Commissioner Jeff Peterson

30 **AYES:** Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O'Leary, Don Walz, and Chairwoman Dawn Ellison

**NAYS:** None

**ABSTAIN:** None

**MOTION CARRIED** 6:0:0

35 Chairwoman Ellison stated that this is a public hearing and anyone wishing to testify must be sworn in. The following persons were sworn in: Senior Planner Scott Bernacki and the Petitioner Gini Rinn, Manager of Union Farms LLC. and the Petitioner's Attorney Lisa Waggoner.

40 Chairwoman Ellison asked if the petitioner had anything to add or present to which Lisa Waggoner introduced the request to simply portion of the homestead and existing buildings from the farmland. It was noted that her client's only interests were to continue farming their land and not to be landlords to the tenant whom occupies the homestead located on the property.

45 Chairwoman Ellison asked if any members of the public had any comments to add to which no members of the public had anything to add.

Director Nordman clarified for Commissioner Ron Hahn that the property is annexed into the Village of Huntley.

50 Commissioner Don Walz clarified there is a separate dedicated entrance off Union Road for both lots.

Commissioner Joseph Holtorf, Jeff Peterson, Dennis O’Leary, and Chairwoman Dawn Ellison represented they were in favor of the request.

There were no further comments. Chairwoman Ellison requested a motion to close the public hearing.

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**A MOTION was made to close the public hearing to consider Petition No. 23-07.01**

<b>MOTION:</b>	<b>Commissioner Jeff Peterson</b>
<b>SECONDED:</b>	<b>Commissioner Ron Hahn</b>
<b>AYES:</b>	<b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>6:0:0</b>

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Chairwoman Ellison requested a motion to approve the petition.

**A MOTION was made to approve Petition No. 23-07.01, Requesting approval of a final plat of subdivision, including the necessary relief, in accordance with the plans that have been submitted to, and are on file with, the Village of Huntley.**

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<b>MOTION:</b>	<b>Commissioner Ron Hahn</b>
<b>SECOND:</b>	<b>Commissioner Don Walz</b>
<b>AYES:</b>	<b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>6:0:0</b>

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**DISCUSSION**

None.

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**ADJOURMENT**

There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:24 pm.

<b>MOTION:</b>	<b>Commissioner Jeff Peterson</b>
<b>SECOND:</b>	<b>Chairwoman Dennis O’Leary</b>
<b>AYES:</b>	<b>Commissioners Ron Hahn, Joseph Holtorf, Jeff Peterson, Dennis O’Leary, Don Walz, and Chairwoman Dawn Ellison</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>	<b>6:0:0</b>

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Respectfully submitted,

Senior Planner  
Village of Huntley

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