

**VILLAGE OF HUNTLEY  
VILLAGE BOARD  
July 25, 2019  
MEETING MINUTES**

**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, July 25, 2019 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 Hoefft, Niko Kanakaris, Harry Leopold, John Piwko, and JR Westberg.

**ABSENT:** None

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, and Village Attorney John Cowlin.

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

**SPECIAL RECOGNITION:**

- a) Huntley HS Girls Softball Team – State Champions

The Huntley High School Girls Softball Team was recognized as Huntley’s first State Champions.

Mayor Sass stated that we are very proud of our State Champions. The video of the last out of the championship game was shown as well as the video of the welcome home at the high school. Each member of the team then received a Certificate of Recognition and a key to the Village. The coach then said a few words of thanks on behalf of the team. A group picture was taken with the Village Board.

**PUBLIC COMMENTS:** None.

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

- a) Consideration — Approval of the July 25, 2019 Bill List in the amount of \$209,350.16

Mayor Sass reported that \$98,825.00 (or 47.2%) of the total bill list is attributable to the payment of development impact fees to other taxing bodies.

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

**A MOTION was made to approve the July 25, 2019 Bill List in the amount of \$209,350.16.**

**MOTION:** Trustee Leopold

**SECOND:** Trustee Piwko

**AYES:** Trustees: Goldman, Hoefft, Kanakaris, Leopold, Piwko and Westberg

**NAYS:** None

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

- b) Consideration — An Ordinance Approving a Simplified Residential Zoning Variance for Rear Yard Building Setback Relief in the "SF-2 (PDD)" Garden Residential - Planned Development District for Barry and Gloria Newman, 13673 Roosevelt Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that the petitioners, Barry and Gloria Newman, are requesting ±5.59 feet relief from the twenty (20') foot minimum rear yard building setback to accommodate the construction of a three-season room addition to the rear of their home located at 13673 Roosevelt Drive. The property is zoned "SF-2 (PDD)" Garden Residential – Planned Development District. The Sun City Community Association of Huntley reviewed the request for variance on May 22, 2019 and has approved the project per their Covenants and pending final approval by the Village Board.

Staff Analysis

The proposed ±12' x ±13.5', ±162 square foot addition is located on the rear (south side) of the single-family residence. The proposed addition will encroach ±5.59 feet into the requisite 20-foot rear yard building setback. The elevations show the siding, roofing materials and colors will match the existing home.

The petitioners cited the relatively small size of their lot and depth of their rear yard as reasons for requesting the subject relief from the rear-yard setback requirement. In addition, the lot backs up to a bike path and is located close to a creek. The addition will add privacy from persons utilizing the path, and will improve quality of life with the protection against insects.

Zoning Board of Appeals

The Zoning Board of Appeals reviewed the petitioners' request at a public hearing on July 10, 2019, with no members of the public speaking in opposition to the request, the Zoning Board of Appeals unanimously recommended approval of the request by a vote of 4 to 0 subject to the following condition:

1. No building permits or Certificates of Occupancy are approved as part of the Simplified Residential Zoning Variation.

Director Nordman reported that the petitioners were in attendance to answer questions.

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

**A MOTION was made to approve an Ordinance for a Simplified Residential Zoning Variation for an addition encroaching into the Rear Yard Building Setback – Barry and Gloria Newman, 13673 Roosevelt 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**

- c) Consideration – A Resolution Approving a Temporary Use Permit to Hold an Outside Event on Village Property and Temporary Sign Request; Huntley High School Athletic Boosters/ RAIDERFest 2019

Special Events Manager Barbara Read reported that the Village has received a request from the Huntley High School Athletic Boosters (Boosters) to hold RAIDERFest 2019 in the James C. Dhamer Town Square on Saturday, August 17, 2019 from 5:00 – 10:00 p.m.

The proposed event will include:

1. A .26 micro-marathon around the Square on the sidewalk
2. Dunk Tank
3. Three (10x20 ft.) canopy tents
4. Huntley Community Radio broadcasting from the Gazebo
5. To post temporary signage before the event as follows: To post 15 (3' x 10') banners as indicated on the event signage exhibit included in the packet. The banners would be posted two weeks prior to the event. The Boosters acknowledge that some sites may not be under the Village's jurisdiction and others may not be feasible in the noted location. If these sites are not feasible, the petitioner requests permission for other sites with the approval of the Village Manager. No signs will be posted on private property without prior authorization of the property owner.

#### Staff Analysis

The Zoning Ordinance allows temporary signs, which are subject to the following conditions: 1) not to exceed 30 days, 2) maximum size of 50 square feet and no more than 8 feet above ground, 3) not to be displayed on a fence or tree, and 4) not to be located in the rights-of-way.

A variation from the Ordinance is required to locate the signs in the Village's rights-of-way.

#### Recommended Conditions of Approval:

1. The petitioner and any vendor that they use shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.
2. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.
3. A Sound Amplification permit must be applied for and received.  
The \$500 Special Events Deposit shall be received a minimum of two (2) weeks prior to the event. The deposit is to cover unanticipated costs of Village personnel for safety, set up and/or clean up.
4. The site shall be kept free of trash throughout the event.
5. All signage must be removed by 8:00 a.m. on August 19, 2019.

#### Financial Impact

Any unused funds from the \$500 Special Event deposit/fee will be returned within 30 days of the event. If additional funds are required, an itemized invoice will be issued.

Manager Read reported that representatives from the Huntley High School Athletic Boosters were in attendance to answer questions.

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

Trustee Westberg asked if this event was held on Coral Street last year; Ms. Read stated that it was.

Trustee Westberg asked if it was going to also be on Coral Street this year. Trustee Kanakaris asked if the Boosters wanted it on Coral Street. Ms. Read stated that the Athletic Boosters amended their request as Staff is trying not to close Coral Street for events such as these so the businesses will not be harmed.

Trustee Kanakaris noted that there could be a lot of people in attendance and asked how many were in attendance in 2018. Ms. Read stated that they did not have a count of how many people attended the event last year.

Trustee Westberg asked about fitting everything inside the Town Square. Ms. Read stated that she was told that they would hold their micro-marathon on the sidewalks around the Square and then they would patronize the businesses around the Square.

Trustee Westberg stated his concern for the grass in the Square and how it might be damaged with the dunk tank and other activities.

Trustee Goldman asked if the representatives from the Boosters could come to the podium.

Bruce Krich, president of the Athletic Boosters stated that Coral Street was closed last year because BBQ King was not yet open and also stated that he estimated that at the 2018 event they had between 300 to 400 people and hope that it will be bigger. Mr. Krich stated that he also was concerned about damaging the Square with the tents and dunk tank water.

Village Manager Johnson stated that he appreciates the event but that the Village has received complaints about the timing of the closure of the street. Village Manager Johnson stated that Staff appreciates the safety issue but with the increased number of events on Coral Street we want to be considerate of the businesses. Village Manager Johnson stated that in the near future that there should be a discussion about the closing of Coral Street for events.

Trustee Leopold stated that the grass gets trampled at the Memorial Day Parade and every time there is a concert or other event; we would repair any damage for those events. Trustee Leopold stated that when the Banjo Buddies were playing during the farmers market people were all over the Square. Village Manager Johnson reported that as a point of reference that during the recent Blooze Brothers concert there were 1,200 people in the Square. Village Manager Johnson reiterated that for the upcoming year, there should be an understanding of the use of Coral Street as there is a different dynamic of activity as what we have seen in the past.

Trustee Leopold suggested that they use the Municipal Complex parking lot. Village Manager Johnson said that the Boosters would like to patronize the businesses downtown. Mr. Krich stated that they had discussed having it out at the high school but wanted to bring the community together and help the businesses.

Mayor Sass suggested that they consider asking the Congregational Church to use their grassy area in the future. Village Manager Johnson also stated that the Catty gravel area worked well for the music fest and could also be considered for them in 2020.

Trustee Kanakaris stated that he thinks Coral Street should be closed as long as the Legion and BBQ King do not have a problem with it. Trustee Kanakaris asked the Legion Commander Mike Stojak (sitting in the audience) if he had a problem with Coral Street being closed; Commander Stojak stated he did not have a problem with Coral Street being closed.

Village Manager Johnson stated that if the Board approves the closure of Coral Street, Staff will work with the Boosters so that the times of the closure can be communicated to the businesses.

Mr. Krich stated that last year it closed down at 11:00 pm but felt that this year it would be closer to 10:00 p.m.

Trustee Hoeft stated that he would agree to the closing of Coral Street for this event but agrees with Village Manager Johnson that moving forward guidelines for when Coral Street is to be closed should be established.

Mayor Sass stated that four (4) Trustees want to close Coral for this event and that for 2020 a policy will be established. Mayor Sass also stated that he liked the idea of using the gravel area on the Catty site.

Mr. Krich stated that he will be president again next year and would be happy to move next year's event.

There were no other comments or questions.

**A MOTION was made to approve a Resolution Authorizing a Temporary Use Permit to Hold an Outside Event on Village Property, the closure of Coral Street, and Temporary Sign Permit to Huntley High School Athletic Boosters for RAIDERFest 2019 subject to the following conditions:**

- 1. The petitioner and any vendor that they use shall provide the Village with a valid Certificate of Insurance naming the Village as an additional insured.**
- 2. The petitioner agrees to enter into an agreement to indemnify and hold the Village harmless from and against any and all claims arising from the event.**
- 3. A Sound Amplification permit must be applied for and received.  
The \$500 Special Events Deposit shall be received a minimum of two (2) weeks prior to the event. The deposit is to cover unanticipated costs of Village personnel for safety, set up and/or clean up.**
- 4. The site shall be kept free of trash throughout the event.**
- 5. All signage must be removed no later than 8:00 a.m. on August 19, 2019.**

**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**

- d) Consideration – An Ordinance Approving a Special Use Permit for an Indoor Recreation Facility in the "M" Manufacturing District for Huntley Cheer Association, 10721 Wolf Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Huntley Cheer Association, petitioner, and Property Dynamics, LLC XXXII, owner, have applied for a Special Use Permit for Indoor Recreation within the "M" Manufacturing zoning district. The Special Use Permit will allow the Huntley Cheer Association to train and store their equipment within the 10,000 square foot lease space. Huntley Cheer is currently located in the building directly to the east in Wolf Business Park and the move will assist in reducing costs for the mostly volunteer organization. The space was previously leased by Huntley Gymnastics Academy & Academy of Cheer (which closed 07.25.19VB Meeting

in early 2019). Huntley Cheer supports over 200 athletes within grades first through eighth. Cheerleading training takes place primarily Monday through Friday between 5:00 p.m. and 9:00 p.m.

#### Staff Analysis

The facility will serve as a practice facility with most athletes being dropped-off and picked-up for practice sessions. Huntley Cheer is not proposing to host competitions at the facility. According to the petitioner, there are typically between ten (10) to fifteen (15) parking spaces needed to accommodate parents and instructors. The center parking lot provides 178 parking spaces that are shared by the nearby tenants. The entire Wolf Business Park has 482 parking spaces.

#### Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on July 8, 2019, and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 6 to 0, subject to the following conditions:

1. No building unit construction permits, plans or Certificates of Occupancy are approved as part of this submittal.
2. No products shall be sold on the subject premises except such products distributed in the normal course of business of the principal use and no outdoor display is permitted and/or approved as part of this submittal.
3. No Signage is approved as part of the Special Use Permit.

#### 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.

Director Nordman stated that representatives of the petition were in attendance to answer questions.

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

**A MOTION was made to approve an Ordinance for a Special Use Permit for an indoor recreation facility in the "M" Manufacturing zoning district for Huntley Cheer Association, 10721 Wolf Drive.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Goldman**

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

**NAYS: None**

**ABSENT: None**

**The motion carried: 6-0-0**

- e) Consideration – An Ordinance Granting Relief for Additional Wall Signage for PSS Huntley Self Storage, 11200 Kiley Drive

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that on September 28, 2017, the Village Board approved the site plan and Special Use Permit for the ±3.78-acre PSS Huntley Self Storage development located at the northwest corner of Ruth Road and Kiley Drive. At the time of review, the developer/operator did not have the complete sign package for the self-storage facility; however, they did submit a ground sign design which met the Sign Standards. The petitioner recently submitted the sign plan which includes five (5) wall signs and one ground sign.

All but one of the signs (west side tower) have already been installed, without sign permits. The sign ordinance allows one ground sign and one wall sign. The petitioner is requesting relief for the four additional wall signs. The ribbon cutting ceremony for PSS Huntley Self Storage is scheduled for July 30<sup>th</sup>.

The petitioner’s attorney, Eric J. Miller Law Group, submitted a letter (see exhibit) explaining the mix-up on installing the signs without a permit, their reasoning for the signage, and their formal request for approval by the Village Board. In addition, the petitioner stated they would be willing to remove the wall signage on the east and west elevations (upon request by the Village Board) after the development of the lots to the east and west of the site.

Staff Analysis

The wall signage includes three LED illuminated “SELF STORAGE” signs constructed of red channel letters, flush-mounted to the east, south, and west facades of the tower portion of the building A. Each illuminated sign measures 17.76’ by 1.83’ (32.5 square feet). Two additional non-illuminated “BOXES & MOVING SUPPLIES” wall signs are proposed for the single-story facades facing east on Building A and west on Building C. The signs are constructed of 12” formed plastic red letters and are stud mounted into the brick. The non-illuminated signs each measure 24.14’ by 1.05’ (25.34 square feet).

Sign-type	# Signs Proposed	# Signs Allowed	Sign Face SF	Total Signage SF	Total Allowed SF
Illuminated Wall Sign, “Self Storage”	3		32.50 SF ea.	97.50 SF	
Non-Illuminated Wall Sign, “Boxes & Moving Supplies”	2		25.34 SF ea.	50.68 SF	
Total Wall Signs	5	1		148.18 SF	195.00 SF
Ground Sign	1	1	32.00 SF	32.00 SF	80.00 SF

The Sign Ordinance allows for one wall sign, with the total square footage not to exceed one square foot for each lineal foot of the building’s frontage (195 square feet). The total square footage for the five wall signs measure 148.18 square feet and meets the Code requirements. Relief from the Village Board will be required to allow for the four additional wall signs.

The petitioner also constructed a 6’-10’’ tall double-sided ground sign, located along Kiley Drive. The monument sign was reviewed by the Village Board as part of the Special Use permit when the project was approved in 2017. At that time, the sign plan showed the finished height of the sign (with base and cap) at 6-feet. The installed monument sign is 10-inches taller, but does meet all Sign Code requirements. The sign face measures 4.0 feet in height and 8.0 feet in width (32 square feet), which is less than the 80 square feet allowed by Code. The sign base is brick which matches the building, and is wrapped with decorative 18-inch stone columns, and a limestone cap. The required landscaping has also been installed at the base of the monument sign. The monument does not require relief.

Staff recommends the following conditions be applied should the Village Board approve the relief for five wall signs:

- 1) No sign permits are approved as part of this submittal. Sign permits must be applied for with the Development Services Department.

- 2) The petitioner shall be required to pay all penalties and fees as required by Section 150.40, Chapter 150, Building Regulations, of the Village Code of Ordinances for installing signs without a permit.
- 3) After development of the lots to the east and west, the Village Board has the right to require the petitioner to remove any or all wall signage on the east and west elevations.

Director Nordman reported that representatives from the petition were in attendance to answer questions.

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

**A MOTION was made to approve an Ordinance Approving Relief for Five Wall Signs for PSS Huntley Self Storage.**

**MOTION: Trustee Piwko**

**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 a Final Planned Unit Development for a ±3,261 Square Foot Building, including any necessary relief, and a Special Use Permit for Automobile Repair (Minor) for Jiffy Lube, on Outlot 3 of Huntley Grove Commercial Subdivision

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Guggenheim Development is proposing to construct a 3,261 square foot Jiffy Lube with five service bays on Outlot 3 (1.01 acres) of Huntley Grove, immediately east of Auto Zone. The development also includes a 1,093 square foot basement, bringing the total building floor area to 4,354 square feet. The parcel is zoned “B-3 (PUD)” Shopping Center Business – Planned Unit Development.

The Annexation Agreement approved in 2007 for the subject property established the Preliminary Planned Unit Development and framework for the development of the Huntley Grove Commercial Subdivision stipulating that the Plan Commission and Village Board is to review and approve the Final Planned Unit Development plan for each Lot/Outlot. The Village’s Commercial Design Guidelines, which is an exhibit to the Annexation Agreement, provide further standards for development throughout the commercial subdivision.

Staff Analysis

*Site Plan*

As proposed, the site plan is in adherence to the building and parking setback requirements, including the proposed 50.5-foot front building setback, and the 26-foot front parking setback from Kreutzer Road. The proposed plan utilizes a shared driveway entrance (with Auto Zone) at the southwest corner of the site, and facilitates two-way traffic along the west side. The west side of the building serves as the main parking lot and the entrance for vehicles to enter the service bays. After servicing, the vehicles will leave the building through the east bay doors, and will drive south back to the shared access point.



The site plan includes 14 parking spaces, including two required ADA stalls. The covenants for Huntley Grove dictate 4 spaces per 1,000 square feet of building area, thereby requiring fourteen (14) parking spaces. Furthermore, the proposed 10' x 19' parking stalls meet the new parking requirements.

### *Building Elevations*

The building will be primarily constructed of egret white face brick, a brown stone veneer wainscot, bronze anodized aluminum garage doors, and bronze aluminum awnings. As required by the Huntley Grove PUD, the front (facing Kreuzer Road) includes enhanced architectural elements, including stone veneer accent columns, decorative accent windows and awnings. The parapet wall is designed to fully screen all mechanicals. In accordance with the Commercial Design Guidelines, the dumpster enclosure is constructed of brick materials to match the Jiffy Lube building façade, and includes ribbed steel gates.

### *Landscaping Plan*

The proposed site plan depicts foundation landscaping and plantings within the parking lot islands and bump-outs as required by the Village's Commercial Design Guidelines. Sixteen trees are included in the landscape plan, including eight skyline thornless honey locust, four common hackberry, three Krichspire littleleaf linden, and one autumn brilliance serviceberry. The proposed landscaping at the base of the monument sign is in conformance with the Sign Regulation requirements.

### *Lighting*

Parking lot lighting proposed for the site utilizes the Steinberg 1230 Prairie Series fixtures. This matches the light fixtures installed within the other developed lots in Huntley Grove. The lighting fixtures will be required to provide the requisite 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line.

### *Signage*

The site plan delineates a monument sign at the northwest corner of the site. The sixteen square foot (16 SF) illuminated "Jiffy Lube Multicare" sign face measures 4' x 4' and will be wrapped with egret white face brick and a stone cap and will match the materials utilized on the building. When built, the entire monument structure will measure 36 square feet (6' x 6').

The proposed wall signage includes nine wall mounted signs including four illuminated "Jiffy Lube" logo signs on the front (north), rear (south), and side (east) and main entrance (west) side. The remaining five are flat fascia panel signs, including one sign on the east side above the exit for the service bays, and four signs listing services (i.e., oil changes, brakes) above the service bay doors on the west side of the building. In accordance with the Sign Regulations, the building would be permitted one wall sign; therefore, relief will be required to allow eight additional wall signs. *The Plan Commission recommended upgrading the sign package on the south elevation to include "Jiffy Lube" as the original submittal only included the "J" logo. This was added as a condition, and the petitioner did upgrade the sign plan as recommended.*

### Required Relief

The plans, as presented, require the following relief from Zoning Ordinance requirements:

### *Signage*

1. In accordance with the Sign Regulations, the building is allowed one wall sign; therefore, relief will be required to allow eight additional wall signs.

### Village Board Conceptual Review

The Village Board reviewed conceptual plans for the project on June 27, 2019. Questions predominantly focused on the dumpster location.

### Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on July 8, 2019, and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 6 to 0, subject to the following conditions:

1. All public improvements and site development must occur in full compliance with the submitted plans 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 is required to meet all development requirements of the Huntley Fire Protection District.
4. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
5. All permanent and seasonal plantings must be replaced immediately upon decline.
6. The lighting fixtures will be required to provide the minimum 2.0 foot-candle average for the parking area and the 0.5 foot-candle maximum at the property line.
7. No building plans or permits are approved as part of the submittal.
8. No sign permits are approved as part of the submittal.

*Condition added by the Plan Commission:*

9. The Petitioner shall upgrade the signage on the south elevation to include "Jiffy Lube" in addition to the already proposed "J" logo. *The petitioner has revised the south elevation to address this condition.*

### 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, and "Work with commercial property owners to attract additional restaurants and shopping opportunities" as an objective.

Director Nordman reported that a representative from the petition was in attendance to answer questions.

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

Trustee Kanakaris asked if the driveway on the north side was one way; Director Nordman stated that it was one-way.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance for a Final Planned Unit Development for a ±3,261 Square Foot Building, including any necessary relief, and a Special Use Permit for Automobile Repair (Minor) for Jiffy Lube, on Outlot 3 of Huntley Grove Commercial Subdivision.**

**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**

- g) Consideration – An Ordinance Approving a (i) a Special Use Permit for a Thorntons Gasoline Station; (ii) a Special Use Permit for a Car Wash; (iii) Preliminary and Final Plat of Subdivision; and (iv) Site Plan Review for ±6.45-Acres Generally Located at the Northwest Comer of Route 47 and Kreutzer Road

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Thorntons has submitted plans for a proposed ±4,515 square foot convenience store/gasoline station at the northwest corner Route 47 and Kreutzer Road. The site includes ten (10) fueling dispensers which provide twenty (20) fueling positions for vehicles. Additionally, a ±5,000 square foot car wash is proposed to the north of the Thorntons. The proposed 6.45-acre site includes area for stormwater detention and compensatory storage for the modified floodplain.

#### Staff Analysis

The site is zoned C-2 Regional Retail and is subject to the Regency Square Development Guidelines.

#### Site Plan Review

The Thorntons site plan proposes a ±4,515 square foot convenience store with parking for 40 vehicles, which exceeds the required 19 parking spaces. The site plan also includes parking stalls that are 10 feet in width and up to 20 feet in depth, which exceeds the minimum required dimensions. The width of the parking lot drive aisle is also greater than required and will measure at least 28 feet in width. The building's main entrance will be oriented toward Route 47 and a secondary entrance to the convenience store will be provided along the rear elevation of the building. Pedestrian connections will be provided from the Thorntons site to the existing multi-use paths on both Route 47 and Kreutzer Road and a bicycle rack is provided at the southwest corner of the building. A proposed outdoor sales pavilion for propane and ice is proposed along the south elevation. The proposed trash enclosure for Thorntons will be located at the northwest corner of the site so as not to be easily visible from Route 47 or Kreutzer Road.

The proposed car wash would consist of a ±5,000 square foot building with parking/vacuums for eighteen (18) vehicles along the north elevation of the building. Stacking for the car wash will be provided in three (3) lanes that can accommodate stacking for approximately 27 vehicles prior to the pay canopy. The trash enclosure for the car wash is located northwest of the building, away from Route 47.

In conjunction with the development of the site, the Village's Subdivision Ordinance requires the burial of overhead utility lines across the Route 47 frontage of the property. The overhead utility lines across the frontage of the southern portion of Regency Square were previously buried with the original development.

#### Site Access

Access to the two sites would be provided by a right-in/right-out on Route 47, a right-in on Kreutzer Road, and a full access at the intersection of Kreutzer Road and Princeton Drive. Right turn lanes will also be added on both Route 47 and Kreutzer Road for each of the access points. A left turn lane will be created at the intersection of Kreutzer Road and Princeton Drive for vehicles traveling east on Kreutzer Road. A traffic impact study was prepared by the petitioner, and reviewed by the Village's

traffic consultant, to ensure the proposed access points are properly located and adequate to accommodate anticipated traffic. The Illinois Department of Transportation (IDOT) has reviewed the plans and has provided conceptual approval of the access and road improvements.

#### *Stormwater/Floodplain*

In order to develop the site, a modification to the existing floodplain is required. The modification of the floodplain by filling the area requires a Conditional Letter of Map Revision based on Fill (CLOMR-F) to be issued by FEMA. The developer's engineer has started the process of receiving this authorization from FEMA. Additionally, in order to be in compliance with the regulations, the development provides for compensatory storage to offset the displacement of the storage within the floodplain. This additional volume would be constructed at a ratio of 1.5 to 1 and is in addition to the stormwater detention volume that is required for the development of the site improvements. The total compensatory storage volume required is 1.56 acre-feet. The proposed development will construct 2.23 acre-feet of storage, which results in a surplus of 0.67 acre-feet. The remaining stormwater management is in compliance with the Stormwater Ordinance.

#### *Building Elevations*

The proposed elevations for the Thorntons include the use of brick as the primary material and stacked stone at the base of the building. The main entrance to the store would be surrounded with a red raised parapet and aluminum canopy. A red awning with gooseneck light fixtures above would be located over the storefront window to the south of the main entrance. The gooseneck light fixtures would also be located on the north, south and west building elevations. The rear of the building (west elevation) would also include a secondary entrance to the convenience store with a red panel accent similar to that used on the main entrance. The south elevation (facing Kreutzer Road) would have a faux window with an aluminum trellis canopy above. Roof-top mechanical equipment would be screened by the height of the building's parapet wall. The Thorntons canopy used to cover the gas pumps will have columns to match the building and bronze panel and red coping on the canopy roof.

The proposed elevations for the car wash would also utilize brick as the primary material and stacked stone at the base of the building and for vertical columns, although the color of the brick would differ slightly from that used on the Thorntons building. The front of the car wash building would include a red standing seam aluminum roof and red aluminum canopies above each of the windows along the north elevation adjacent to the vacuums.

Both Thorntons and the car wash would have trash enclosures that are constructed of materials to match each building and each would have metal gates in accordance with the Village's Commercial Design Guidelines.

#### *Landscaping*

The proposed landscape plan provides landscaping in accordance with ordinance requirements. The frontage of Route 47 and Kreutzer Road will include the use of Hedge Maples, Sugar Maples, and Autumn Blaze Maples and 'Autumn Brilliance' Serviceberry and Glenleven Littleleaf Linden trees. Trees are also provided internally to the site and along the perimeter of the stormwater management area. Landscaping has also been provided around the ground signs in accordance with the ordinance.

Staff notes, the four existing trees located along the Route 47 frontage of the site would be removed to accommodate site work.

#### *Lighting*

Parking lot lighting on both the Thorntons and car wash site will utilize the CreeEdge Series LED style fixtures mounted on 20-foot tall poles. Additional site lighting will be provided by under mounted canopy lights and wall fixtures on both buildings. The proposed light levels within the parking areas meet the minimum 2-footcandle average and do not exceed allowable light levels at the lot lines.

### *Signage*

The proposed Thorntons sign plan includes six (6) wall signs stating “Thorntons.” One wall sign would be located over the building’s front entrance, one on the south elevation (facing Kreutzer Road), one on the west (rear) elevation and three would be located on the fueling canopy (north, east, and south sides of the canopy). The proposed signage for the car wash includes two (2) wall signs which state “\$3.00 Car Wash.” Both signs would measure 3’-4” by 22’-0” (73 sq. ft)

Proposed ground signs are located at the Route 47 right-in/right-out access and near the right-in access along Kreutzer Road. Both would be constructed of stacked stone to match the Thorntons building. The ground signs will advertise both Thorntons and the car wash and would stand 10’-3” in height, which is comparable to the height of other ground signs within Regency Square. One directional sign, three (3) feet in height, is proposed at the Kreutzer Road/Princeton Drive intersection entrance. This sign will include a stacked stone base to match the other ground signs.

### *Required Relief*

The plans, as presented, shall require the following relief from Zoning Ordinance requirements:

1. The number of wall signs requires relief from the Sign Regulations, which allow one wall sign per street frontage. The Thorntons site has frontage on Route 47 and Kreutzer Road, thus allowing two (2) signs. Relief would be required for four (4) additional signs for Thorntons. The car wash site has frontage on only Route 47, therefore only one (1) wall sign is allowed. The car wash will require relief to allow one (1) additional wall sign.

### *Preliminary/Final Plat of Subdivision*

A Preliminary/Final Plat of Subdivision is required to create the lots necessary for the proposed gasoline station and car wash. The proposed two (2) lot subdivision will create a ±3.13-acre lot for Thorntons and a ±3.32-acre lot for the car wash. The two lots will share stormwater management by establishment of an easement which is reflected on the plat. The two lots will also share access to Route 47 and Kreutzer Road. The Declaration of Easements, Covenants, Conditions and Restrictions (CCRs) for Manke’s Subdivision provides for the reciprocal easements necessary for access as well as the shared detention pond, utilities, and ground signs. A copy of the CCRs is provided as an attachment to this report.

The Regency Square Development Guidelines require a minimum lot area of 0.6 acres and lot width of 135 feet for a gasoline station or car wash. Both proposed lots exceed the minimum lot area and width required by the Guidelines.

### *Village Board Conceptual Review*

The Village Board reviewed conceptual plans for the project on October 25, 2018, and requested the petitioner to make improvements to the overall building elevations. Since that time, the petitioner has added the following features to the building elevations:

- A rear entrance was added to Thorntons.

- A faux window and canopy were added to the south elevation (facing Kreutzer Road). Faux windows were also added to the west and north building elevations at the recommendation of the Plan Commission.
- The height of the parapet wall was increased to fully screen the roof-top equipment.
- Gooseneck light fixtures were added to all elevations of Thorntons.
- A red awning was added above the window to the south of the main entrance.
- Wall signage was added to the west (rear) and south (facing Kreutzer Road) elevations of the Thorntons building.
- The CMU block was removed from the car wash elevations and replaced with Harvard brick.

#### Plan Commission Recommendation

The Plan Commission reviewed the petitioner's request on June 24, 2019, and, with no members of the public offering comments in favor or opposition to the request, recommended approval of the petition by a vote of 5 to 0, subject to the following conditions:

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 be required to obtain Illinois Department Transportation (IDOT) approval prior to the issuance of a building permit.
4. The petitioner shall not begin site work until a Conditional Letter of Map Revision based on Fill (CLOMR-F) is issued by FEMA.
5. The burial of the existing overhead utilities shall be completed prior to the issuance of a certificate of occupancy for Thorntons or the car wash, whichever occurs first.
6. The petitioner shall obtain final landscape approval of the Landscape Plan from the Development Services Department.
7. The Techny Arborvitae shall be replaced with a different species of shrub.
8. All permanent and seasonal plantings must be replaced immediately upon decline.
9. The petitioner is required to meet all development requirements of the Huntley Fire Protection District.
10. In accordance with Section 155.221 of the Subdivision Ordinance, the Final Plat of Subdivision shall be recorded with McHenry County within three (3) months of approval by the Village Board. No building plans or permits are approved as part of the submittal. *(Due to the requirement of approvals from FEMA and IDOT, it is likely that the petitioner will require additional time to record the plat and to commence construction. Therefore, it is recommended that the timeframe for recording the plat and commencing the special uses be extended to December 31, 2020.)*
11. No building plans or permits are approved as part of the submittal.
12. No sign permits are approved as part of the submittal.

#### *Condition added by the Plan Commission:*

13. An additional wall sign may be added to the west elevation of the car wash, if desired by the owner.

14. The petitioner will work with staff to add faux windows to the north and west building elevations. *The petitioner has revised the building elevations to add the windows to the north and west building elevations.*

*Additional Condition:*

15. The petitioner shall add directional signage at the egress point on Route 47 to direct southbound traffic to Route 47.

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.

Director Nordman reported that representatives of the petition were in attendance to answer questions.

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

Trustee Goldman stated that she was concerned about the route into the car wash from Kreutzer Road. Director Nordman stated that there is an additional right turn lane into the property.

Trustee Piwko asked if there was a designated right turn into the property from southbound Route 47; Director Nordman stated that there was also an additional right turn lane from southbound Route 47.

Trustee Leopold asked about the objection to the use of Arborvitae; Village Manager Johnson stated that Arborvitae have been difficult to establish in some recent development.

There were no other comments or questions.

**A MOTION was made to approve an Ordinance approving a (i) a Special Use Permit for a Thorntons Gasoline Station; (ii) a Special Use Permit for a Car Wash; (iii) Preliminary and Final Plat of Subdivision; and (iv) Site Plan Review, including any necessary relief.**

**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**

- h) Consideration – A Resolution Authorizing the Purchase of a Polymer Blending System for the East Wastewater Treatment Plant from Drydon Equipment in the amount of \$25,000 and Waiving Competitive Bidding

Director of Public Works and Engineering Timothy Farrell reported that a polymer blending system is used in a wastewater treatment plant to feed a blend of polymer and water-to-waste activated sludge prior to thickening and dewatering process equipment. The polymer blend improves waste sludge thickening and dewatering process performance by coagulating solids and improving dry solids content. The East Wastewater Treatment Plant existing polymer blending system is nearly twenty years old and has reached the end of its useful life. Advancements in polymer blending technology have produced more reliable and efficient systems.

Staff Analysis

The Village chose the VeloBlend polymer blending system for the recent upgrade at the West Wastewater Plant. After working with this particular system for the past year, Village plant operators observed several process improvements. The new blending system significantly increases the efficiency of the polymer. Ultimately, this will translate into decreased chemical use, reducing sludge volume for storage and disposal and lower operating costs. For instance, VeloBlend states the unit can reduce polymer usage up to 30% depending on plant conditions. Using 2018 polymer purchase costs for the East Wastewater Plant, the potential chemical cost savings could be up to \$4,800 per year.

Drydon Equipment, Inc. is the manufacturer’s representative and therefore the sole vendor for this product. Village staff will remove the existing polymer blending system and install the new piping and equipment.

Financial Impact

The FY19 budget includes \$25,000 in the Wastewater Equipment Fund 525-00-00-8124 for this item.

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

**A MOTION was made to approve a Resolution Authorizing the Purchase of a Polymer Blending System for the East Wastewater Treatment Plant from Drydon Equipment in the Amount of \$25,000 and Waiving Competitive Bidding.**

**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**

- i) Consideration – Approval of Payout Request No. 1 to Globe Construction, Inc. for the 2019 Curb & Sidewalk Replacement Program in the amount of \$73,935.42

Director of Public Works and Engineering Timothy Farrell reported that on March 15, 2018 the Village of Cary received bids from six contractors for the Municipal Partnering Initiative (MPI) Curb & Sidewalk Replacement Program. The MPI is a municipality-based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. The Village of Cary was the lead MPI community for this project and prepared the necessary contract bid documents. The other three participating communities included the Village of Huntley, the City of Woodstock, and the Village of Fox River Grove. The bid included contract extensions for 2019 and 2020.

On March 28, 2019, the Village Board approved a resolution awarding a contract extension to Globe Construction, Inc. for curb & sidewalk replacement and saw cutting in the target areas.

Globe Construction, Inc. has submitted the first payout request for the Curb & Sidewalk Replacement project. Village staff has reviewed the request and all is in order for approval of the payout request No. 1.

Staff Analysis



Pay Request	Total Completed Work	Retainage	Previous Payments	Amount Requested
#1	\$73,935.42	\$0.00	\$0.00	\$73,935.42

Financial Impact

The FY19 Budget includes \$75,000 in the Streets Improvement and Roads & Bridges Fund, line item 420-00-00-8001 for the Sidewalk Replacement Program.

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

Trustee Leopold asked if the repair of the landscaping had been completed; Director Farrell reported that it was completed.

There were no other comments or questions.

**A MOTION was made to approve Payout Request No. 1 to Globe Construction, Inc. in the amount of \$73,935.42 for the work completed under the Curb & Sidewalk Replacement project.**

**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 – Approval of Payout Request No. 2 to Geske & Sons, Inc. for the 2019 MFT Street Program in the amount of \$424,958.16

Director of Public Works and Engineering Timothy Farrell reported that on February 28, 2019, the Village Board approved a resolution appropriating \$985,000.00 in Motor Fuel Tax Funds for Maintenance of Streets and Highways for the 2019 Street Improvement Program and a Resolution Authorizing a Bid Award and Construction Contract to Geske & Sons, Inc. in the amount of \$1,538,779.75 for the resurfacing of Georgian Place Subdivision for a total length of 18,960 ft. (3.6 miles). On June 27, 2019, the Village Board approved a Change Order in the amount of \$26,900 to complete Potomac Court modifications, bringing the awarded contract amount to \$1,565,679.75.

Geske & Sons, Inc. has submitted the second payout request for the 2019 MFT Street Program. The Village’s project engineer, CBBEL, has reviewed the request and all is in order for approval of payout request No. 2.

Staff Analysis

Pay Request	Total Completed Work	Retention	Previous Payments	Amount Requested
#1	\$285,589.15	\$28,558.91 (10%)	\$0.00	\$257,030.24
#2	\$757,764.88	\$75,776.48 (10%)	\$257,030.24	\$424,958.16

Financial Impact

The FY19 Budget includes funding for the 2019 program in the amount of \$915,000.00 for engineering

and partial construction costs from the Streets Improvements and Roads & Bridges Fund, 420-00-00-8000 and \$985,000.00 for construction costs from the MFT Fund, 460-00-00-8001. The full amount of the MFT appropriation will be used for construction. Any unexpended budget funds will remain in the Streets Improvements and Roads & Bridges Fund.

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

**A MOTION was made to approve Payout Request No. 2 to Geske & Sons, Inc. in the amount of \$424,958.16 for the work completed under the 2019 Street Improvement Program.**

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

- k) Consideration – A Resolution Appointing Thomas R. Burney, Attorney at Law, as Special Legal Counsel in the Matter of Huntley Investment Partners, LLC v. the Village of Huntley and Authorizing the Village Manager to Execute a Fee Agreement

Village Manager David Johnson reported that Huntley Investment Partners, LLC (“HIP”), owner of the former Huntley Outlet Center, has filed suit against the Village as a result of the failure of HIP’s development application to be approved by the Village on April 11, 2019.

Staff Analysis

Per Village Board direction, a resolution is being presented to appoint Thomas R. Burney, Attorney at Law, as Special Legal Counsel in the Matter of Huntley Investment Partners, LLC v. the Village of Huntley and authorizing the Village Manager to execute a fee agreement.

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

**A MOTION was made to approve a Resolution Appointing Thomas R. Burney, Attorney at Law, as Special Legal Counsel in the Matter of Huntley Investment Partners, LLC v. the Village of Huntley and Authorizing the Village Manager to Execute a Fee Agreement.**

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

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:**

Trustee Leopold asked about the work status in Sun City N6; Director Farrell reported that currently concrete work is being completed.

Trustee Kanakaris asked about a possible Craft Beer / Cocktail business and asked if it included gaming.

Village Manager Johnson stated that it would be a tasting room only.

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass wished Trustee Kanakaris a happy birthday.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**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 8:21 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Leopold**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary