

**VILLAGE BOARD MEETING MINUTES**  
**June 8, 2023**  
**VILLAGE OF HUNTLEY**



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**CALL TO ORDER:**

A meeting of the Village Board of the Village of Huntley was called to order on Thursday, June 8, 2023 at 7:08 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Village President Timothy Hoeft; Trustees: Vito Benigno, Ronda Goldman, Mary Holzkopf, John Piwko, and Ric Zydorowicz

**ABSENT:** Trustee JR Westberg

**IN ATTENDANCE:**

Village Manager David Johnson, Deputy Village Manager Lisa Armour, Director of Development Services Charles Nordman, Director of Public Works & Engineering Timothy Farrell, Building Official Mark Fink, Marketing and Recruitment Specialist Melissa Stocker, Executive Assistant Barbara Read, Communications & Compliance Manager Sarah Palaszewski, and Village Attorney Betsy Gates-Alford.

**PLEDGE OF ALLEGIANCE:** Village President Hoeft invited the Huntley High School Track team to lead the Pledge of Allegiance.

**SPECIAL PRESENTATION:**

Huntley High School State Champions 2023 Class 3A Girls Track & Field

Village President Hoeft announced that the Village Board is pleased to recognize and congratulate Huntley High School, the team and coaches for winning the IHSA Class 3A team title at the Girls Track and Field State Meet. The team's dedication to greatness is exemplified by each athlete in the program. The team's repeat performance as a Long Jump State Champion along with their winning results in the Triple Jump, 400 and 800 Relays are a result of hard-work and dedication combined with their impressive desire to be a winner individually and as a teammate. Congratulations on bringing home the championship and continued good luck for years to come.

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:**

All items listed under Consent Agenda are considered to be routine by the Village Board and may be approved and/or accepted by one motion with a Roll Call Vote. If further discussion is needed, any member of the Board may request that an item be moved off of the Consent Agenda to Items for Discussion and Consideration.

- a) Consideration - Approval of May 25, 2023 Village Board Meeting Minutes
- b) Consideration - Approval of the June 8, 2023 Bill List in the Amount of \$734,397.85
- c) Consideration - Resolution Approving a Temporary Use Permit for Animal House Shelter, Inc., Pawfest Event at Deicke Park on August 12, 2023
- d) Consideration - Approval of Payout Request No. 1 to Schroeder Asphalt Services, Inc. for the South Church and Mill Streets Streetscape Improvements in the Amount of \$328,240.40
- e) Consideration - Approval of Payout Request No. 1 to Arrow Road Construction Company for the 2023 Street Improvement Program in the amount of \$310,742.73
- f) Consideration - Approval of Payout Request No. 5 (Final) to Martam Construction, Inc. for Water Main Replacement along IL Route 47 in the amount of \$125,037.03
- g) Consideration - Ordinances Proposing Amendments to the Village of Huntley Code of Ordinances Related to Building Permit and Impact Fees: (i) Ordinance Approving Amendments to Building Permit Fees; and (ii) Ordinance Approving Amendments to the Village of Huntley Code of Ordinances, Title XV Land Usage, Chapter 155 Subdivision Regulations, Section 155.210 Fire District Impact Fees
- h) Consideration - Resolution Approving a Right-Of-Way Permitting Agreement with i3 Broadband

Village President Hoeft asked if the Village Board had any comments or changes to the Consent Agenda; there were none.

**A MOTION was made to approve the June 8, 2023 Consent Agenda.**

**MOTION:** Trustee Goldman  
**SECOND:** Trustee Zydorowicz  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

**ITEMS FOR DISCUSSION AND CONSIDERATION:**

Village President Hoeft stated the Agenda needed to be amended removing Item 7d Papa Saverio's Issuance of a Video Gaming Location License; this agenda item will come back before the Board at a future date.

**A MOTION was made to remove Item 7d from the Agenda.**

**MOTION:** Trustee Benigno  
**SECOND:** Trustee Holzkopf  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

- a) Consideration - Resolution Approving a Facade Improvement Assistance Program Grant for Lincoln Family Farmstead, Inc DBA Lincoln House Co, 8401 N IL Route 47 for Improvements to the Property Located at 11808 Main Street

Director of Development Services Charles Nordman stated Barb Lincoln – Lincoln Family Farmstead, Inc DBA Lincoln House Co, has submitted a Façade Improvement Assistance Program application for proposed improvements to the exterior of the building located at 11808 Main Street which will be occupied by the Lincoln’s new venture, Lincoln House & Co. The proposed improvements would include reconstruction of the first-floor storefront facade with pressure treated lumber, painting the new façade, installing four gooseneck light fixtures, and installing a new front door. The total cost of the eligible improvements is \$7,724, which is detailed on the attached contractor estimates. The following is a summary of the project costs:

Rebuild Front Façade with Treated Lumber	\$2,500
Paint New Façade	\$1,750
Four (4) Gooseneck Style Light Fixtures to Illuminate Wall Sign	\$1,026
New Front Door and Installation	\$2,448
TOTAL	\$7,724

### **STAFF ANALYSIS**

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

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

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

### **FINANCIAL IMPACT**

The FY23 budget includes \$50,000 for the Façade Improvement Assistance Program in the Downtown Tax Increment Financing (TIF) District No. 2 Fund. To date, \$6,000 of the FY23 budget has been awarded (Huntley Dairy Mart).

The Façade Improvement Assistance Program allows reimbursement of up to 50% of the project cost per property with a maximum reimbursement of \$10,000 per project. As a policy, the maximum aggregate amount of all grants approved for a property within any five-year period shall be limited to \$20,000. The estimated cost of the proposed improvements total \$7,724, which would allow for a maximum reimbursement of \$3,862 for this project.

### **LEGAL ANALYSIS**

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

## **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “Healthy, Safe and Attractive Community” as a strategic focus, and “A Safe Community” and “An attractive Community” as goals. The proposed improvements to the front façade will enhance the appearance of the building, which is highly visible from both Route 47 and Main Street.

## **ACTION REQUESTED**

A motion of the Village Board to Approve a Resolution Approving a Façade Improvement Assistance Program Grant for Lincoln Family Farmstead, Inc DBA Lincoln House Co., 8401 N IL Route 47 for improvements to the property located at 11808 Main Street.

Trustee Benigno asked if similar requests to this one have been approved in the past; Director of Development Services Nordman confirmed that the Village Board has awarded similar requests in the past.

## **A MOTION was made to approve a Resolution Approving a Facade Improvement Assistance Program Grant for Lincoln Family Farmstead, Inc DBA Lincoln House Co, 8401 N IL Route 47 for Improvements to the Property Located at 11808 Main Street**

**MOTION:** Trustee Piwko  
**SECOND:** Trustee Benigno  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

- b) Conceptual Consideration - Approving Small Business Assistance Program Grant Agreements for Lincoln House & Co., 11808 Main Street in the Total Amount of \$46,635.38:
  - i. Resolution Approving a Building Improvements and Upgrades Grant Agreement with Lincoln Family Farmstead, Inc DBA Lincoln House Co. in the Amount of \$26,635.38;
  - ii. Resolution Approving a Business Start-Up, Location and Expansion Grant Agreement with Lincoln Coffee House & Company DBA Lincoln House & Co in the Amount of \$20,000

Melissa Stocker, Marketing and Recruitment Specialist, stated that Barb and Chris Lincoln (Lincoln Family Farmstead Inc DBA Lincoln House Co) have purchased the building located at 11808 Main Street (previously occupied by Manny’s Gelato). They are currently renovating the first floor of the building for their new venture, Lincoln House & Co, a coffee and wine bar that will serve coffee, wine, smoothies, salads, sandwiches and other small plate offerings. The applicant has submitted an application for two programs under the Small Business Assistance Program: the Building Improvements and Upgrades Grant Program and the Business Start-Up, Location and Expansion Grant. Lincoln House & Co has also submitted an application for the Façade Improvement Assistance Program (to be considered under a separate agenda item). Discussions regarding the Small Business Assistance Program began prior to the purchase of the building, and paperwork has been submitted in accordance with program parameters.

## **STAFF ANALYSIS**

The Building Owner’s Improvement Incentive Program is open to building owners seeking to revitalize existing commercial buildings; the applicant meets this application requirement. The Business Start-Up, Location and Expansion Grant is available to start-up businesses; the applicant is a new business operation and therefore

meets this application requirement as well.

The business has applied for the grants under the Small Business Assistance Program to help offset the cost of renovating the building and establishing the business. Expenses are only considered eligible under one Grant Program and the same expenses may not be submitted for reimbursement under multiple programs. The applicant meets this application requirement.

Expenses submitted under the **Building Improvements and Upgrades Grant Program** include plumbing, electric, roofing, HVAC, flooring, drywall, bathroom fixtures and fees, which are all eligible program expenses. Expenses that physically improve the space and are permanently fixed to the real estate are eligible, as are soft costs associated with the project. Tenant finish work expenses are not considered eligible expenses and are not included in the request.

Per the application:

Estimated total of costs: \$133,431.68

Portion of expenses considered grant eligible: \$133,426.90

Grant Amount request: \$26,685.38

***The Building Improvements and Upgrades Grant Program offers reimbursement up to 20% of qualifying expenditures, with a maximum \$30,000.***

Quotes and receipts have been provided for the work and purchases submitted as part of the application and have been reviewed and discussed with the applicant to determine the final grant request amount. A number of the submitted expenses are still in process and have not been completed and/or paid-in-full. Expenses will only be reimbursed for those items that have been completed and for which a paid-in-full receipt has been provided. If any of the expenses included in the application are not completed, the total disbursement for the Building Improvements and Upgrades Grant Program may be less than the approved amount. The program allows the applicant 12 months from the date the grant agreement is executed to complete the work.

The largest expenses submitted for the **Business Start-Up, Location and Expansion Grant Program** include fixtures, equipment, furniture and signage. These are all eligible program expenses. Items such as inventory, packaging and office supplies are not considered eligible expenses and are not included in the request.

Per the application:

Estimated total of startup costs: \$89,337.47

Portion of expenses considered grant eligible: \$88,737.13

Grant Amount request: \$20,000

***The Business Start-Up, Location and Expansion Grant Program offers reimbursement up to 50% of qualifying expenditures, with a maximum \$20,000.***

Quotes and receipts have been provided for the work and purchases submitted as part of the application and have been reviewed and discussed with the business owners to determine the final grant request amount. All work has been completed.

## **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies *“Strong Local Economy”* as a strategic focus and the following goal: *“Location of Choice for New and Expanding Businesses of all Sizes.”* The assistance programs help smaller businesses seeking to grow and expand by offsetting costs associated with business start-up and expansion. The Strategic Plan also identifies *“Healthy, Safe and Attractive Community”* as a strategic focus with the following goal: *“An Attractive Community: Residents, Businesses, and the Village will maintain and improve the appearance of public and private properties.”* The assistance programs help building owners invest in their commercial use properties to improve the visual aesthetic and functionality of existing buildings.

## **FINANCIAL IMPACT**

Applications will be accepted and reviewed on a first-come, first-serve basis, with grants awarded based on available funds. The total Small Business Assistance Program Grant request is \$46,635.38.

## **LEGAL ANALYSIS**

The applicant has submitted grant applications and supporting documentation for the funds requested. The applicant will be required to sign Grant Agreements acknowledging the terms of the agreement in order to be reimbursed for the project.

## **ACTION REQUESTED**

A motion by the Village Board is requested by the applicant for Small Business Assistance Program Grant Agreements for Lincoln House & Co., 11808 Main Street in the Total Amount of \$46,635.38 as follows:

- i. Resolution Approving a Building Improvements and Upgrades Grant Agreement with Lincoln Family Farmstead, Inc DBA Lincoln House Co. in the Amount of \$26,685.38
- ii. Resolution Approving a Business Start-Up, Location and Expansion Grant Agreement with Lincoln Coffee House & Company DBA Lincoln House & Co. in the Amount of \$20,000

Trustee Holzkopf stated that she loves small businesses and this Village; Trustee Holzkopf thanked Ms. Lincoln for bringing her small business to Huntley. Trustees Piwko and Benigno welcomed Ms. Lincoln to the downtown. Village President Hoeft welcomed Ms. Lincoln to Huntley and thanked her for selecting Huntley twice for her two small businesses. Ms. Lincoln thanked the Village Board for investing in her small business; she is confident that the Village Board will like her use of the property.

**A MOTION was made to approve a Small Business Assistance Program Grant Agreements for Lincoln House & Co., 11808 Main Street in the Total Amount of \$46,635.38:**

- i. **Resolution Approving a Building Improvements and Upgrades Grant Agreement with Lincoln Family Farmstead, Inc DBA Lincoln House Co. in the Amount of \$26,635.38;**
- ii. **Resolution Approving a Business Start-Up, Location and Expansion Grant Agreement with Lincoln Coffee House & Company DBA Lincoln House & Co in the Amount of \$20,000**

**MOTION:** Trustee Holzkopf

**SECOND:** Trustee Piwko

**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz

**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

- c) Consideration – Consideration - Ordinance Approving the Issuance of a Video Gaming Location License to DC Cobbs, Huntley; 11808 Coral Street

Village Manager David Johnson stated per the terms of the Redevelopment Agreement for the Coral Street Firehouse, approved via Ordinance (O) 2022-03.11, the Village agreed to issue a video gaming license for a restaurant at 11808 Coral Street subject to meeting all requirements for the approval of a license, including the approval of a Class “A” liquor license to be considered by the Liquor Commission.

#### **STAFF ANALYSIS**

DC Cobbs, Huntley has submitted an application for a Video Gaming Location License to operate six video gaming machines at 11808 Coral Street. The applicant has not yet determined the terminal operator for this location. Approval of the gaming location license would be subject to all requirements of the Village having been met prior to the license becoming effective.

#### **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goals: “*Location of Choice for New and Expanding Businesses of all Sizes,*” and “*A Vibrant Downtown Gathering Place.*” Additional commercial development in the downtown enhances its location as a gathering place and reinforces the economic vitality of the area.

#### **FINANCIAL IMPACT**

Payment for the Gaming License fees in the amount of \$500 per machine (\$3,000 for six machines) and the Terminal Operator fee in the amount of \$1,000 will be required.

#### **LEGAL ANALYSIS**

Section 110.60 of the Village Code of Ordinances regulates video gaming in the Village. The application has been reviewed and must be in compliance with Section 110.60 Video Gaming prior to becoming effective.

#### **ACTION REQUESTED**

A motion of the Village Board for an Ordinance Approving the Issuance of a Video Gaming Location License to DC Cobbs, Huntley; 11808 Coral Street

Dan Hart, owner of DC Cobbs, is in attendance if there are any questions. There were none.

**A MOTION was made to approve the Issuance of a Video Gaming Location License to DC Cobbs, Huntley; 11808 Coral Street.**

**MOTION:** Trustee Goldman  
**SECOND:** Trustee Zydorowicz  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz  
**NAYS:** None

**ABSENT:** Trustee Westberg

**The motion carried: 5-0-1**

- d) Consideration - Ordinance Approving the Issuance of a Video Gaming Location License to Lagos Pizzeria Inc., d/b/a Papa Saverio's Pizzeria; 12070 Princeton Drive - ***This item was removed from the agenda.***
  
- e) Consideration – Discussion -The Cornell Redevelopment Update for the Property at 11117 S. Church Street

Village President Hoeft invited Nick and George Ieremciuc, developer of The Cornell, to provide an update on construction activity at the former Catty property located at 11117 S. Church Street.

#### **STAFF ANALYSIS**

The property at 11117 S. Church Street is being redeveloped for 37 multi-family units to be available for lease later this year.

#### **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goal: “*Location of Choice for Residents.*” The addition of rental housing units in the downtown will provide another housing option for those seeking to live in Huntley.

#### **FINANCIAL IMPACT**

None.

#### **LEGAL ANALYSIS**

The Redevelopment Agreement includes a substantial completion date of July 30, 2023.

Mr. George Ieremciuc stated that they are on schedule, with minor delays due to sprinkler installation, and hoping to be open for leasing at the end of July 2023. Out of abundance of caution, he is anticipating requesting an extension to September to have the property fully rented. The exterior of the building is still under construction with treatment and repainting occurring in the coming weeks. He is hopeful that construction will be completed in July so the apartments can be shown to prospective renters. A Cornell Building Apartment marketing sign would be displayed in July. Trustee Piwko stated the building transformation has been amazing and a lot of hard work. Trustee Benigno acknowledged the varied spaces in a small space was impressive. Trustee Holzkopf stated that redevelopment looks amazing and is grateful that Nick and George Ieremciuc are the developers of this property. Trustee Zydorowicz stated the place has transformed well and will be appealing in the downtown. Trustee Goldman stated her excitement of the developers keeping the historical integrity of the property and has spoken with the historical society about getting a plaque acknowledging the historical aspect of the building.

**This item is presented for discussion purposes only. No action requested.**



f) Discussion - Coral Street Firehouse Redevelopment Update for the Property at 11808 Coral Street

Village Manager Dave Johnson invited the developer team to provide an update to the Village Board. The June 22, 2023 Village Board agenda is anticipated to include a request to extend the dates of the redevelopment agreement of the former Fire Station property at 11808 Coral Street. The developer team includes Joe Billitteri and John Curtis of Billetteri Enterprises and United Construction Services.

**STAFF ANALYSIS**

The property located at 11808 Coral Street was the former site of the Huntley Fire Protection District Station One. The redevelopment of the site includes construction of a new building, with the first floor to serve as restaurant space leased by DC Cobbs and the upper three floors to include 18 apartment units. The developer and restaurant operator will provide a construction schedule update.

**2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “*Strong Local Economy*” as a strategic focus and the following goals: “*Location of Choice for New and Expanding Businesses of all Sizes,*” and “*Location of Choice for Residents.*” The addition of a new restaurant will offer additional dining opportunities, with the addition of rental housing units in the downtown providing another housing option for those seeking to live in Huntley.

**FINANCIAL IMPACT**

None.

**LEGAL ANALYSIS**

The Redevelopment Agreement includes a date of June 30, 2023, for final certificates of occupancy for the apartments and the restaurant, with the restaurant also to be open by that date.

**ACTION REQUESTED**

No action requested.

The developer was asked to provide an update on construction activity. John Curtis stated the second, third, and fourth residential floors will be complete in the coming two weeks. The outstanding item is the chip board controller that operates the elevator, anticipated to be delivered by June 16<sup>th</sup> for installation with elevator inspection scheduled for June 29<sup>th</sup>. Full certification is expected in July. DC Cobbs’ drywall will be completed in the next week and a half; upon completion of the drywall, the developer will allow Dan Hart, owner of DC Cobbs, to begin move in and installation his equipment. Joe Billitteri stated he would be requesting an extension of the June 30<sup>th</sup> redevelopment agreement date for apartment occupancy to August 15, 2023. Mr. Billitteri stated that seventeen tenant spaces out of eighteen tenant spaces are secured for move in.

Village President Hoeft invited DC Cobbs owner, Dan Hart, to provide an update to the Village Board. Dan Hart stated that he has been unable to work in the space or store materials due to ongoing construction; once he has access to the property, he will need 45-60 days to complete the build out. Mr. Hart stated he is eager to open. Village President Hoeft stated that he has spoken with Mr. Hart, who will be ready to go once he has access to the space. Trustee Goldman stated that an extension has been requested until August 15, 2023, but when would Mr. Hart plan to open. He stated he would like to have access as soon as possible. Village Manager David Johnson stated that the Village will provide updated dates to the Village Board on June 22, 2023. Mr. Hart

stated he will do whatever he can to open as soon as possible. Trustee Goldman stated that Village is excited to have DC Cobbs join the Village. Trustee Zydorowicz acknowledged that delays are frustrating and the Village is excited to have DC Cobbs in the Village.

Trustee Zydorowicz asked about the status of completion of the exterior of the building. Mr. Curtis stated the west side of the building is complete and the north side of the building is nearly ready for balcony hanging. The south and east sides of the building are still under construction. Mr. Curtis stated he has been working with Mark Fink, Village of Huntley Building Official, on code compliance related to ADA and outstanding issues on the patio. Trustee Holzkopf asked Mr. Hart if there will be designated spots for take-out at the restaurant. He stated no, because take-out is a small part of their business. Trustee Holzkopf asked what percentage of his staff has been hired. He stated that hiring is ongoing due to high staff turnover and anticipates 40-50 staff members at the Huntley location of DC Cobbs. Trustee Piwko stated that delays are common and is looking forward to seeing the finished product. Trustee Benigno stated he is looking forward to DC Cobbs opening. Village President Hoeft asked Building Official Fink if all is going well with this development, and he confirmed in the affirmative.

**This item is presented for discussion purposes only. No action requested.**

- g) Consideration -Ordinance Approving (i) Special Use Permit for Drive-Through Food Service; and (ii) Final Planned Unit Development, Including Any Necessary Relief, for the Construction of a Multi-Tenant Commercial Building Upon Lot 6 of Huntley Crossings Phase I, Generally Located on Route 47 South of Powers Road Near Huntley Crossings Drive

Director of Development Services Charles Nordman stated in February 2022, the petitioner, OM Group, purchased Lot 6 of Huntley Crossings Phase I. The outlot is located on Route 47 south of Powers Road near Huntley Crossings Drive, directly north of BMO Harris Bank. OM Group intends to construct a multi-tenant building with up to four restaurant and retail tenants. OM Group has shared with the Village that they are finalizing lease agreements for users of the building, which include Wing Stop, a liquor store, and The Human Bean coffee/espresso cafe. The property is zoned "B-3 (PUD)" Shopping Center Business District – Planned Unit Development and is subject to the Rubloff Annexation Agreement. The district allows for the proposed liquor store and restaurants as permitted uses; however, the proposed food service drive-through will require special use permit approval. A liquor store requires separate approval by the Liquor Commission.

## **STAFF ANALYSIS**

### *Site Plan*

The site plan includes the construction of a multi-tenant commercial building upon the ±1.7 acre outlot. The ±8,400 square-foot single story retail building is proposed to support four users:

1. The southernmost ±1,395 square-foot end cap is proposed to support a Wing Stop restaurant. This quick service restaurant will offer limited seating, as the location is primarily intended for carry-out and delivery service.
2. The larger ±4,115 square-foot in-line unit is proposed to support a retail liquor store.
3. The smaller ±1,395 square-foot in-line unit is proposed to support a quick service/carry out restaurant.
4. The northern most ±1,395 square-foot end cap will support The Human Bean, a drive-through coffee/espresso cafe with over 300 locations operating or under development in 25 states.

### *Access/Circulation*

The outlot will receive principle vehicle access from the rear private roadway that runs parallel to Route 47 and connects Powers Road to Huntley Crossings Drive. Lot 6 proposes a dedicated access point at the northeast corner of the parcel. Cross access is also proposed between the front parking areas of Lot 6 and Lot 7c to the north. This would provide vehicle cross access from Culvers south to Lot 6, offering the functionality of an integrated shopping center, allowing users to flow directly between outlots without the need to pull onto the rear private roadway. Pedestrian access will be provided along the west side of the private roadway and will complete the connection north to Powers Road and south to Huntley Crossings Drive. An internal sidewalk network is shown along the south property line to bring pedestrians internal to the site. Bicycle racks are provided as required.

The proposed drive-through requires users to circulate the building before entering the dedicated drive-through lane. Stacking has been provided to accommodate 10 vehicles to the pickup window and six vehicles to the menu board. Overflow queuing would be positioned in the southern drive aisle alongside the building.

### *Parking*

The primary customer parking lot is located in front of the building and along the north property line. Diagonal parking is provided in the rear and would likely serve employees. Lot 6 provides parking for 39 passenger vehicles as compliant with the Rubloff Annexation Agreement. All parking stalls measure a compliant 10' X 19'. A dumpster enclosure is provided within the parking lot located in the rear.

### *Building Elevations*

The proposed building is comprised principally of a dark gray face brick with veneer stone piers at each corner of the building and between each of the tenant spaces. A decorative sconce adorns each pier around the entire building. Light gray fiber cement boards are proposed as an accent material to serve as the backdrop for the tenant signage. Storefront glass lines the entire front façade facing Route 47 and wraps around the two endcap units. A permanent canopy has been installed above the drive-through window along the north elevation. A stone veneer entry monolith offers roofline variation as viewed from the Route 47 frontage. A cast stone band divides the brick from the fiber cement board and a black metal coping will cap the entire building. The parapets have been raised so that all rooftop mechanical equipment will be completely concealed by the building.

### *Lighting*

The Commercial Design Guidelines state that pole and wall mount 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 lighting plan indicates the use of the Sternberg Prairie Series fixture as used in the nearby Lighthouse Academy development and closely resembles the style used throughout Huntley Crossings Phase I. The petitioner will be required to modify their plans to verify the pole style, color, and fixture mounting height matches those used in the neighboring developments. The photometric plans shall be revised to ensure the maximum permitted illumination at the property line is not greater than one half (0.50) foot-candles. Final plans are to be reviewed and approved by the Development Services Department at the time of building permit.

### *Landscaping*

Landscape plans have been submitted which show a mix of landscaping elements along the west frontage and east rear lot lines. Foundation plantings are provided where possible on the west front and south sides of the building. Landscape beds are proposed at the rear of the building and near the drive-through order location.

The curbed separation between drive-through and drive aisle is also proposed to be landscaped on the north side. The plans propose a total of 39 new trees offering six different species as well as 220 shrubs of 13 different species. Perennials, grasses, and groundcover are proposed within the foundation, rear, and patio planting areas. The petitioner states the plan has been prepared to achieve compliance with the intent of the Village’s landscape requirements while also maintaining a horticulturally responsible spacing of trees. Relief has been requested to accept the landscaping plans as presented, which are 17 trees less than the lot requirements.

*Signage*

The petitioner proposes a total of 10 wall signs upon the multi-tenant building. Relief has been requested by the petitioner to allow for the installation of six additional wall signs, for installation of signage upon the side and rear elevations with no street frontage, and to accommodate the proposed wall sign area overage of ±40 square feet for the northernmost tenant space, ±20 square feet for the small inline tenant space, ±39 square feet for the larger inline tenant space, and ±40 square feet for the southernmost tenant space. The following table provides a summary of the proposed wall signage:

Building elevation	Number of signs allowed	Number of signs proposed	Square footage of signs allowed	Square footage of signs proposed	Relief required
West (front)	4	4	99 sf	99 sf	No
East (rear)	0	4	0 sf	99 sf	Yes, for signs installed on elevation with no frontage
North (side)	0	1	0 sf	20 sf	Yes, for signs installed on elevation with no frontage
South (side)	0	1	0 sf	20 sf	Yes, for signs installed on elevation with no frontage
Total	4	10	99 sf	238 sf	<b>Six (6) additional Signs &amp; ±139 sf area overage</b>

The petitioner has also proposed a standalone directional sign at the rear entrance. A condition has been added requiring a brick base on all directional signs. An 11’-4” tall monument sign is proposed to be located within the front parking area adjacent to the 100’ greenbelt across the Route 47 Frontage. The 110 square-foot monument will feature a brick base with matching stone surround, and a cast stone cap. The monument supports four, 12 square-foot panels that can be changed based on tenancy.

*Village Board Concept Review*

The Village Board reviewed conceptual plans for the proposal on March 23, 2023 and provided the following comments.

1. The Village Board expressed the need to design the drive-through to discourage stacking onto the rear access roadway. *The revised plans show that the drive-through lane is curbed to provide a separation from those queuing and those circulating the parking lot. The site has been reconfigured to eliminate the*

*potential for overflow stacking onto the rear roadway.*

2. The Village Board asked that signage on the side or rear elevation be included as part of the Final PUD. *The revised plans show that signage is requested upon the side and rear elevations of the building, requiring relief.*
3. The Village Board requested an outdoor patio seating area be proposed for the northern endcap unit. *The revised plans show the removal of a front parking stall to accommodate a self-contained area for outdoor dining.*
4. It was suggested that a permanent overhang above the drive-through pickup window be incorporated into the building's design. *The revised plans show a permanent awning proposed above the drive-through pickup window.*
5. The Village Board asked that brick be utilized at the base of the building as opposed to storefront glazing below the horizontal mullion, so that the building is compatible with its Huntley Crossings neighbors. *The revised plans replaced the storefront glazing from slab to mullion with masonry and a cast stone cap at the base of the building.*

#### *Plan Commission Recommendation*

The Plan Commission conducted a public hearing to consider the petitioner's request on April 24, 2023, and, with no members of the public offering testimony in favor or opposition to the request, unanimously 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 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 proposed rumble strip near the drive-through entrance shall be constructed as a full curb to prohibit direct access to queuing from the rear roadway. *The petitioner has reconfigured the site circulation to eliminate the potential for overflow stacking onto the rear roadway. The revised site plan provides a full curb separation.*
4. A railing/fencing shall be provided within the front patio seating area. *The petitioner has revised plans to include a fence around the outdoor dining area.*
5. 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. The specifications and photometric plans shall be resubmitted and approved by the Development Services Department.
6. All directional signs shall have a brick base.
7. The landscaping plan shall be resubmitted and approved by the Development Services Department, including the following revisions:
  - a. An alternative species shall be selected to replace the Espresso Kentucky Coffee Tree and the Grow Low Sumac.
  - b. The mechanical equipment as visible from the ground including meters and transformers shall be appropriately screened.
  - c. All landscape beds are required to be mulched on an annual basis and dead plantings must be replaced immediately upon decline.
8. 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:*

9. Landscaping near the entrance apron shall be reviewed to include low rise plantings so as to eliminate concerns of any sight line obstructions.

## **2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies *“Strong Local Economy”* as a strategic focus and the following goal: *“Location of Choice for New and Expanding Businesses of all Sizes.”*

## **FINANCIAL IMPACT**

None.

## **LEGAL ANALYSIS**

The required public hearing was conducted by the Plan Commission. A liquor license for a retail liquor store requires separate approval by the Liquor Commission.

## **ACTION REQUESTED**

A motion of the Village Board is requested by the petitioner for an Ordinance Approving (i) Special Use Permit for Drive-Through Food Service; and (ii) Final Planned Unit Development, including any necessary relief, for the construction of a multi-tenant commercial building upon Lot 6 of Huntley Crossings Phase I, generally located on Route 47 south of Powers Road near Huntley Crossings Drive.

Village President Hoeft expressed gratitude on the behalf of former trustees for following their feedback provided in previous public hearings on the development. Trustee Zydorowicz confirmed there would be no access to BMO Harris Bank from the south and access would be north to Culvers, Steven Kolber, architect of the development, confirmed in the affirmative. Trustee Zyradowicz confirmed that the signage would be in the center lot and questioned if neighboring commercial properties’ signage were pushed closer to Route 47. Director Nordman acknowledged that the stormwater detention area prevents the signage from being pushed closer to Route 47. Trustee Holzkopf questioned if leases were signed with the businesses. Mr. Kolber confirmed the liquor store and Wingstop have signed their leases. Trustee Piwko stated the site looks good. Trustee Benigno stated his excitement for the site. Village President Hoeft stated the sites plans look good and asked for a time frame. Mr. Kolber stated they are ready to submit their building permit plans to the Village.

**A MOTION was made to approve Ordinance Approving (i) Special Use Permit for Drive-Through Food Service; and (ii) Final Planned Unit Development, Including Any Necessary Relief, for the Construction of a Multi-Tenant Commercial Building Upon Lot 6 of Huntley Crossings Phase I, Generally Located on Route 47 South of Powers Road Near Huntley Crossings Drive**

**MOTION:** Trustee Zydorowicz  
**SECOND:** Trustee Piwko  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

h) Consideration – Resolution Approving a Bid Award to GO Painters, Inc. in the amount of \$111,835 for the Facility and Streetlight Repainting Project

Director of Public Works & Engineering Tim Farrell stated the Facility and Streetlight Repainting Project includes the repainting of the Public Works facility in 2023 and the repainting of various streetlight poles and bases throughout the Village in 2023, 2024 and 2025.

Public Works Facility Exterior Repainting

Public Works has occupied the current facility since May 2001 with limited improvements to the facility since that time. Over the last few years, improvements have included a flat roof replacement, HVAC upgrades, and LED lighting retrofits. The age of the exterior painting system is not known, but it has reached the end of its useful life. The contractor will repaint the entire facility including the brick/block walls, metal siding, fascia, awning, trims, vents, overhead doors, man doors, gutters and downspouts. Exhibit A shows renderings of what the facility will look like after the repainting. While the contractor will provide the labor to repaint the facility, the Village will supply the contractor with the paint, which will allow staff to keep any/all extra paint for future use on touch-ups or exterior building components that are replaced.

Streetlight Pole and Base Repainting

The contractor will clean, prepare and repaint 877 of the Village’s 2,061 decorative streetlight poles and bases over the next three years (2023, 2024 and 2025), with the remaining 1,153 painted by the end of 2029. Exhibit B shows the current streetlight repainting plan from 2023 through 2029.

**STAFF ANALYSIS**

On May 24, 2023, the Village received bids from two contractors for this project. The bid results are included as an exhibit to this agenda item and summarized in the bid tabulation summary table below.

Bid Tabulation Summary:

COMPANY	Streetlight Repainting			PW Facility Repainting LUMP SUM	TOTAL BID
	2023	LUMP SUM 2024	2025		
GO Painters, Inc.	\$70,960.00	\$76,717.00	\$71,254.00	\$40,875.00	\$259,806.00
Muscat Painting & Decorating	\$82,177.00	\$93,667.65	\$66,060.55	\$53,878.00	\$295,783.20

Staff has reviewed the bids and all is in order for consideration of the Bid award to the overall lowest, responsible bidder, GO Painters, Inc. in the amount of \$111,835 for the 2023 portions of this bid, which are the exterior facility repainting project (\$40,875) and the 2023 streetlight repainting (\$70,960). If the 2023 repainting work is satisfactory, staff will present the 2024 streetlight repainting budget and bid award to GO Painters for Village Board consideration in FY24. The repainting of the Public Works facility will be completed within 60 days of award and the 2023 street light repainting work will be completed within 90 days of award.

**2022-2025 STRATEGIC PLAN ALIGNMENT**

The Strategic Plan identifies “Healthy, Safe and Attractive Community” as a strategic focus and the following goal: “An Attractive Community.” Repainting the Public Works facility and the Village’s decorative streetlights improves the appearance of the Village’s public amenities.

**FINANCIAL IMPACT**

The FY23 Budget includes \$65,000 for Streetlight Repainting in the Street Improvements and Roads & Bridges Fund, 420-00-00-8001. The 2023 streetlight repainting cost of \$70,960 is \$5,960 over the budgeted amount; however, this amount will be absorbed within the 2023 budgeted dollars without requiring a budget amendment.

The Facility Repainting project is funded by the Facilities and Grounds Maintenance Fund, 410-00-00-8003. At a cost of \$53,436.55 (\$40,875 plus \$12,561.55 for paint purchased separately by the Village), this will be over the budgeted amount of \$25,000 by \$28,436.55. This project will require a budget amendment. The Public Works Facility Parking Lot, Loading Dock and Garage Floor Project, also funded through the Facilities and Grounds Maintenance Fund and presented under a separate agenda item, will also require a budget amendment. Since the budget amendment is for the same fund, the ordinance for a budget amendment for both projects is included with that agenda item.

The table below lists both abovementioned projects and shows that a budget amendment in the amount of \$100,381.55, rounded to \$100,400, is needed in the Facilities and Grounds Maintenance Fund for all projects to be completed as planned.

Facilities and Grounds Maintenance Fund Budget Amendment Summary

<b>Project</b>	<b>Contractor</b>	<b>Amount Over Budget</b>
Public Works Facility Parking Lot, Loading Dock and Garage Floor Project	Alliance	\$58,200.00
	A.S.A.P. Garage Door Repair	\$13,745.00
Facility Repainting Project	GO Painters	\$28,436.55
<b>TOTAL</b>		<b>\$100,381.55</b> <b>(Rounded to \$100,400)</b>

**LEGAL ANALYSIS**

To approve an ordinance amending the budget, a supermajority (two-thirds) vote of the Board is required.

**ACTION REQUESTED**

Items 6)h and 6)i will be discussed together prior to taking action on a motion by the Village Board for a Resolution Approving a Bid Award to GO Painters, Inc. in the amount of \$111,835 for the Facility and Streetlight Repainting Project.

Village President Hoeft asked if the Village Board had comments or questions. There were none.



**A MOTION was made to approve a Resolution Approving a Bid Award to GO Painters, Inc. in the amount of \$111,835 for the Facility and Streetlight Repainting Project**

**MOTION:** Trustee Benigno  
**SECOND:** Trustee Zydorowicz  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

- i) Consideration – Approving the Public Works Facility Parking Lot, Loading Dock and Garage Floor Project: (i) Resolution Approving a Bid Award with Alliance Contractors, Inc. in the amount of \$532,200; (ii) Resolution Approving a Change Order to the Bid Award with Alliance Contractors, Inc., reducing the Bid Award amount by \$24,000; and (iii) Ordinance Approving an Amendment to the FY23 Budget.

Village President Hoeft asked if the Village Board had any comments or questions. There were none.

**A MOTION was made to approve the Public Works Facility Parking Lot, Loading Dock and Garage Floor Project:**

- (i) Resolution Approving a Bid Award with Alliance Contractors, Inc. in the amount of \$532,200;  
(ii) (ii) Resolution Approving a Change Order to the Bid Award with Alliance Contractors, Inc., reducing the Bid Award amount by \$24,000; and  
(iii) (iii) Ordinance Approving an Amendment to the FY23 Budget

**MOTION:** Trustee Benigno  
**SECOND:** Trustee Piwko  
**AYES:** Trustees: Benigno, Goldman, Holzkopf, Piwko, and Zydorowicz  
**NAYS:** None  
**ABSENT:** Trustee Westberg  
**The motion carried: 5-0-1**

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** Village Manager David Johnson referenced the Street Improvement Plan phasing update distributed to the Village Board prior to the meeting and stated that Phase I of the plan has been completed in Sun City.

**VILLAGE PRESIDENT’S REPORT:** Village President Hoeft acknowledged the new Village Communications & Compliance Manager, Sarah Palaszewski, in attendance. Village President Hoeft praised the success of the new police program, Junior Citizen Police Academy Program for incoming 7<sup>th</sup> and 8<sup>th</sup> graders.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** Trustee Benigno acknowledged his appreciation for his recent tour of Village facilities and meeting Village Staff.

**EXECUTIVE SESSION:** No

**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 8:28 p.m.

**MOTION:** Trustee Holzkopf

**SECOND:** Trustee Zydorowicz

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

Respectfully submitted,

Sarah Palaszewski  
Communications & Compliance Manager