



**Village of Algonquin
Committee of the Whole Meeting Minutes
Held in Village Board Room
May 24, 2016**

AGENDA ITEM 1: Roll Call to Establish a Quorum

Present: Trustees, Brian Dianis, John Spella, Jerrold Glogowski, and President Schmitt.
Absent: Robert Smith, Debby Sosine.
Staff Members Present: Tim Schloneger, Russ Farnum, Katie Parkhurst, Ben Mason, Bob Mitchard, Deputy Police Chief Jeff Sutrick, and Attorney Kelly Cahill. Village Clerk Jerry Kautz was also in attendance.

Chairman Jim Steigert called the Committee of the Whole meeting to order at 7:30 p.m.

AGENDA ITEM 2: Public Comment – Audience Participation

Walter Weinert, 903 Lincoln, Fox River Grove, asked why the road in back of the Jewel Food Store was marked 'No through traffic' as it was inconvenient to drive to the other side of the center. Deputy Chief Sutrick responded, the road is private property and the owner did not want through traffic to interfere with deliveries to the retail stores.

AGENDA ITEM 3: Community Development

A. Consider a Special Use Permit for Scoo B Doo's at 1113 S. Main Street

Mr. Ben Mason:

Wendy Faber has submitted a petition for a Special Use Permit for Scoo-B-Do's, a proposed new pet grooming business. The location is 1113 S. Main Street, which is a vacant tenant space in the Edgewood Plaza commercial building. Specifically, the overall building is 9,691 square feet (sf) and the unit in question is 931sf. The property is zoned B- 2 and is located at the southeast corner of Edgewood Drive and S. Main Street. Pet care uses require a Special Use Permit according to the Zoning Code, and are permitted in the B-1 and B-2 commercial districts. The proposed hours of operation are 8:00am- 2:00pm Tuesday through Saturday. Staff will consist of 4 employees and the business anticipates approximately 9-12 customers per day. The Edgewood Plaza shopping center has 20 parking spaces, which is much fewer than the 40 that would typically be required under current zoning standards for a commercial building of that size. The availability of parking at the center has not been an issue in the past with previous tenants; given the expected short-term parking needs for customers to drop-off and pick-up their pets, Staff believes the existing parking will be sufficient to accommodate this business. Additionally, there is an auxiliary parking area behind the building that is owned by the landlord, which Staff recommends be used by employees should parking ever become a concern.

On May 9, 2016 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for a Special Use Permit, subject to the conditions listed by staff.

Staff concurs with the Planning and Zoning Commission and recommends approval of the Special Use Permit with the following conditions:

1. Any signage shall meet Village Sign Code requirements and proposed elevations shall be submitted for review and approval by Community Development staff.
2. All necessary permits through the McHenry County Health Department shall be obtained prior to opening for business.
3. Dogs shall be let outside no more than one at a time and at the rear of the building only, and any waste shall be cleaned up immediately and disposed of in a sanitary and airtight manner.
4. Any motor vehicle associated with the business that includes logos, decals, or other similar business-related information on its exterior shall be parked in the adjacent lot owned by the landlord at the rear of the building.

During discussion it was noted that no dogs will be allowed outside the business. Customers dropping off their pets will be there only for a few minutes so parking will not be a problem.

Consensus of the Committee of the Whole was to pass this on to the Board for approval.

B. Consider Abitua Annexation, 1621 Heather Drive, Annexation and Zoning Upon Annexation to R-2 Case No. 2016-06

Ms. Katie Parkhurst:

Frank and Cindy Abitua have submitted plans for a single lot annexation for the purpose of constructing one single family home. The parcel is 1.58 acres and located at 1621 Heather Drive, in the Algonquin Hills Subdivision, at end of North Harrison Street. The proposed zoning will be R-2, One Family Dwelling with a minimum lot size of 8,700 square feet. This is the same zoning and use as the surrounding parcels. The lot was created as part of the Frank E. Merrill and Company's Algonquin Hills Unit Number 2 subdivision in 1926. There are two parcels that make up this lot, abutting the Fox River. Over the years the Village and McHenry County have gone back and forth on where the Village Boundary line exists along the Fox River. Currently this property is partially in the Village and partially unincorporated. In order to clear up any confusion going forward, the entire lot will be officially annexed into the Village. The proposed house will be served by existing Village water, sewer and storm sewer recently constructed in front of this property part of the North Harrison Street improvements. No elevations for the proposed single family home have been submitted. However, the house will be situated on the property to take advantage of the Fox River views. There are no architectural requirements for houses in this area. The house will be located well within the appropriate setback requirements for the zoning district.

On May 9, 2016 the Planning and Zoning Commission considered the petition and unanimously recommended approval of the request for Annexation and Zoning upon Annexation to R-2 for 1621 Heather Drive with the conditions listed by staff and the finding of facts presented.

Staff concurs with the Planning and Zoning Commission and recommends approval of the annexation and zoning upon annexation to R-2 for the Abitua Annexation of 1621 Heather Drive with the following conditions:

1. Plat of Annexation as prepared by Haeger Engineering, date stamped April 15, 2016, shall incorporate all the comments contained in the April 18, 2016 memorandum from Public Works and the April 20, 2016 memorandum from Christopher Burke Engineering.
2. Engineering Plan as prepared by Haeger Engineering, with the latest revision date of March 29, 2016, shall be revised to incorporate the comments contained in the April 18, 2016 Public Works memorandum and the April 20, 2016 memorandum from Christopher Burke Engineering.
3. The existing garage building shall be considered a permitted use. The garage shall not be used for business purposes.
4. Landscape screening, as shown on the Landscape Plan prepared by Ever Green Landscape Associates dated April 18, 2016 shall be installed by November 31, 2016.
5. The pillars and gate at the driveway entrance shall be considered a permitted use.
6. The existing fire pit shall be considered a permitted use.
7. A building permit shall be issued prior to any construction taking place on site. There shall be coordination with Public Works for utility connections.
8. If there is an existing well and/or septic on the property, these must be appropriately closed according to the McHenry County Health Department.
9. Any wire fencing on the property shall be removed by August 1, 2016.

Following discussion, it was consensus of the Committee of the Whole to pass this on to the Board for approval with the preceding conditions met.

C. Consider a Public Event Request – Founders' Days

Mr. Alan Kirk, representing the Founders Days Committee:

The Founders Days Committee submitted an event permit request with the following conditions and waiver of appropriate fees. The Liquor Permit will be handled separately by the Liquor Commissioner.

1. Permit Towne Park to remain open during hours as approved (July 28, 29, 30, 31).
2. Permit the carnival, entertainment which includes concerts and musical performances with amplified music, and selling of foods and goods in Towne Park and Riverfront Park pursuant to the Schedule of Events (July 28, 29, 30, 31).
3. Permit vehicles in Towne Park subject to Village Staff and Founders' Days President approval (July 28, 29, 30, 31).
4. Permit dogs, cats and other domestic pets in Algonquin Lakes Park from one hour before to one hour after the Dog and Cat Show (July 29).
5. Permit sidewalk sales in the downtown area (July 28, 29, 30, 31), and outside selling of goods on public property by only those vendors approved by the Founders' Days Committee (July 28, 29, 30, 31).

6. Permit bicycles in Towne Park from one hour before to one hour after the Bike Decorating Contest (July 29).
7. Permit the closure of certain streets for the Founders' parade on July 30 and a car show on South Main Street July 31.
8. Permit the posting of certain posters and signs designating events, sponsors, routes, or directions related to Founders' Days activities subject to the approval of the Police Chief and the Founders' Days President.
9. Permit firework aerial display at dusk on July 31 with approved applications and insurance filed with the Police Chief.
10. Permit the Founders' Run(s) be held on certain streets in the Village on July 31 from 8:00 a.m. to 9:30 a.m. as approved by Police Chief.
11. Permit food vendor trucks to park on the public street area of N. Harrison St. on July 31 during the firework event.
12. Waive the public event license permit fee along with the electrical permit fee and temporary sign permit fee(s).

During discussion, Mr. Kirk was advised to have the entertainment on Friday and Saturday moved up one half hour so that the music would end at 10:30 pm and park closed at 11:00 pm.

Consensus of the Committee of the Whole was to move this item on to the Board for approval.

AGENDA ITEM 4: General Administration

A. Consider an Ordinance Amending the Available B-2 and F Class Liquor Licenses

Mr. Tim Schloneger:

In accordance with an ordinance passed in 2013 limiting the number of allowable liquor licenses in all classes to the number of licenses issued at that time, the attached proposed ordinance changes the number of available liquor license for the following classes.

Staff recommends that the increase in the number of available F and B-2 licenses be approved.

Class F increase by two (2);

- Fradillios – 2321 West Algonquin Road
- Sushi King – 1030 E. Algonquin Road

Class B-2 increase by one (1);

- Marathon Gas Station – 2150 E. Algonquin Road

Consensus of the Committee of the Whole was to move this item to the Board for approval.

AGENDA ITEM 5: Public Works & Safety

A. Consider an Agreement with Schefflow Engineering for Stonegate Roadway Rehab Inspectional Services

Mr. Bob Mitchard:

Each RFP was reviewed with an emphasis on each firm's qualifications, expertise, work load, team makeup, and value. Schedule Analysis:

- Inspectional Services Proposal Recommendation to Committee of the Whole = 5-24-16
- Inspectional Service proposal to Full Board = 6-7-16
- Notice of Award = 6-8-16
- Start of Construction = 7-18-16
- End of Construction = 9-16-16

Per the RFP all firms submitted a cost based on the RFP for observation & documentation, as well as management of Village "On Call" Material Testing. Utilizing the modified decision matrix, the firm that provided the best value was Schefflow Engineers. This firm listed the top rated inspector and had one of the lowest costs. Based on all the above mentioned information it is my recommendation that you consider Schefflow Engineers for this project.

The Village budgeted an amount of \$150,000.00 in 04900300-42232. The estimated cost of services of the recommended firm is in the amount of \$46,200.00. However, there is also material testing in the amount of \$13,228.40 that has also been awarded. Therefore, the proposed total estimate of services for this project is \$59,428.40 a 60% reduction in the budgeted cost.

Consensus is to move this item to the Board for approval.

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business
None

AGENDA ITEM 8: Adjournment

There being no further business, Chairman Steigert adjourned the Committee of the Whole meeting at 8:07 p.m.

Submitted: Jerry Kautz, Village Clerk