



**Village of Algonquin
Minutes of the Committee of the Whole Meeting
Held in Village Board Room
May 21, 2019**

AGENDA ITEM 1: Roll Call – Establish A Quorum

Trustee John Spella, Chairperson, called the Committee of the Whole meeting to order at 7:52 p.m. Present: Trustees Jim Steigert, Janis Jasper, Jerry Glogowski, Debby Sosine, Laura Brehmer, John Spella, and President Schmitt. A quorum was established.

Staff Members Present: Village Manager, Tim Schloneger; Senior Planner, Ben Mason; Public Works Director, Bob Mitchard; Village Clerk, Jerry Kautz; and Village Attorney, Kelly Cahill.

AGENDA ITEM 2: Public Comment

(1) Peggy Roberts, 12 Arbordeale, Algonquin, HOA President, voiced complaint regarding an open space in their townhome community where teenagers or young adults gather way after dark. She said there is a fence separating the HOA property from the Galleria property but stops right near their unit.

President Schmitt and Trustee Spella told her to contact the Galleria management as this is not Village property and must be resolved with Galleria.

AGENDA ITEM 3: Community Development

Ben Mason Presented

A. Consider a PUD Amendment for Orthollinois

Orthollinois Algonquin received Final PUD approval from the Village two years ago and opened their new orthopedic clinic at 650 South Randall Road in September 2018. The business has been very successful in its first year and is experiencing growth in both its staffing levels and number of patients seen on a daily basis. To accommodate the growing number of employees and visitors to their clinic, over this past winter Orthollinois hired McMahon Engineer and Architects to prepare a parking lot improvement study.

While the building facility remains capable of handling the current growth of the business, on several occasions the existing parking lot has been fully occupied and customers have needed to park off-site across Sherman Road. The Orthollinois building is approximately 30,000 square feet and currently has a total of 123 spaces. The current parking meets village code requirements of 4 spaces per 1,000 square feet of building, however the business is requesting to expand the customer parking lot by an additional 59 spaces, for a total of 182 spaces to better accommodate existing and projected parking needs. Additionally, the business has received suggestions and comments from some of its patients that the existing directional signage is difficult to see and Orthollinois is also requesting approval of a new ground sign on Sherman Road, similar in size to what Advocate Sherman recently installed on their lot immediately to the north. The original PUD approval in 2017 allowed Orthollinois one (1) ground sign which is the village's standard for a commercial lot, and above is a photograph of their existing ground sign on Randall Road. Committee members might recall Advocate Sherman had requested and received approval for some additional ground signs for their property immediately to the north, as part of their building addition a few years ago. Last year Advocate installed a ground sign at their new entrance on Sherman Road, and the sign rendering is on the following page. Staff supported Advocate's request in part because that business has multiple points of ingress / egress to their property, from Randall Road, Sherman Road and also Bunker Hill Drive. While Orthollinois does not have an entrance on Randall Road, their preference was to place their initial ground sign within the Randall Road frontage of their property, similar to the majority of businesses and commercial outlots throughout the corridor.

Concerning the comments Orthollinois has received from their patients that their entrance is difficult to find, staff believes patients will become more accustomed to where the entrances are for the respective medical buildings after their first visit, and the initial success of the Orthollinois practice indicates a lack of signage is not necessarily a critical issue impacting the business. In light of the fact Orthollinois is re-investing in their property through a large parking expansion and anticipates a growing number of patients and employees over the coming years, staff supports the requested ground sign on Sherman Road to provide their practice with an entrance more compatible to and visually consistent with the Advocate Sherman facility immediately north. On May 13, 2019 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for Final Planned Unit Development Amendment for the parking lot expansion and Sherman Road ground sign, subject to the findings of fact and conditions listed by staff.

Recommendation

Staff concurs with the Planning and Zoning Commission and recommends approval of the request for Final Planned Unit Development Amendment for the parking lot expansion and Sherman Road ground sign, subject to the following conditions:

1. That all offsite and onsite utilities serving the Subject Property shall be underground and that site construction, utility installation and grading shall not commence until the final planned development amendment has been approved by the Village Board and permits are issued.

2. The Engineering Plans as prepared by McMahan Engineer and Architects, with a latest revision date of April 15, 2019 shall be revised to incorporate comments from the April 24, 2019 Christopher Burke memo and the April 29, 2019 Public Works memo. The new parking lot light fixtures shall comply with village standards, and match existing black painted posts in current parking lot, with a maximum pole height of 25 feet, downcast lights, bulbs flush with housing, and zero cut-off at the property line.

3. The Landscape Plans as prepared by McMahan Engineer and Architects, with a latest revision date of April 15, 2019 shall be revised to incorporate comments from the April 24, 2019 Christopher Burke memo and the April 29, 2019 Public Works memo. The landscape plan shall be revised to show the specific locations on the site where the trees proposed for relocation will be moved. Any tree removal in excess of new installation shall be addressed according to the Village's tree reforestation fee of \$100 per caliper inch removed.

4. The ground sign shall be constructed consistent with the Signage Plans as prepared by Signs Now with a date stamped received April 15, 2019, with a maximum height of 6 feet from grade and maximum width of 6 feet. The brick and masonry materials shall match the building, and the tenant panels shall have an opaque background. The petitioner shall be required to apply for and obtain a sign permit from the Community Development Department prior to installation. The two existing 3-foot tall directional / entrance signs on Sherman Road shall be removed immediately following construction of the proposed new ground sign.

5. The proposed ground sign on Sherman Road shall not be constructed until the petitioner revises the site plan to shift the sign footprint outside of the 10-foot wide public utility easement or signs a Village of Algonquin Property Owner Release and Waiver of Liability form to acknowledge placement within a village easement is done at the owner's risk and they indemnify the Village from any damage to the sign due to maintenance or work that is necessary within the village easement.

Afterward, Committee members saw this as a good improvement and gave consensus to move it on for approval.

B. Consider a Special Use Permit for 24 Hour Fitness

Graham Palmer of Hubbard Street Group, representing 24 Hour Fitness, has submitted a petition for a Special Use Permit for a health club business in the former Dania furniture building at 1621 South Randall Road. Dania received Final PUD approval in 2006, however, the store closed and building has been vacant for several years. The subject property is zoned B-2 PUD, General Retail and a health club is allowed as a special use in all commercial use districts. Enclosed please find an overview of the business provided by the petitioner. The business would be open

24 hours a day, and projects an average number of visits per day between 750-1,000 customers. Five full-time and 50 part-time employees will staff the business.

The health club will offer a large number of services and amenities, including cardio, weights, exercise classes, personal training, indoor basketball courts, sauna and an indoor lap pool that would be cut into the existing slab of the building. All activities will be located within the building and enclosed is a floor plan provided by the petitioner.

The Dania building is 40,000 square feet and has approximately 200 on-site parking spaces, for a ratio of 5 spaces per 1,000 square feet. The parking exceeded the requirement for the former furniture store business, but will adequately serve the health club use as the projected number of visitors will be distributed throughout the day and evening hours. And at peak times, additional parking would be available elsewhere throughout Galleria as the shopping center has cross-parking and cross-access between lots.

On May 13, 2019 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for a Special Use Permit for the 24 Hour Fitness health club, subject to the findings of fact and conditions listed by staff.

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

1. The business shall be allowed two wall signs for the free-standing building. Access to a panel on the Galleria ground sign on Randall Road would be subject to property owner permission. All signs shall meet the Algonquin Galleria Signage Criteria dated January 10, 2005. The petitioner shall apply for sign permits and submit renderings for review and approval by the Community Development Department.

2. Any modifications to the building shall be consistent with the Algonquin Galleria Architectural Guidelines dated January 10, 2005. All other terms of the original Final PUD approval – ordinances 2004-O-06 and 2006-O-18 – shall remain in full force and effect.

3. All activities shall be located within the building and the business shall comply with the village code requirements for public peace and safety. The Village Board reserves the right to require security or noise abatement measures should there arise any issues with the business operations, in particular during the overnight hours.

4. The business shall apply for and obtain any necessary Village stickers for vending machines.

During discussion, Mr. Steigert said he wants to be sure there is enough parking lighting to ensure safety. Ms. Jasper asked if the detention area behind this property is owned by the Galleria. It definitely is. Ms. Brehmer asked if the sound system can be heard by neighbors. No, it is entirely within the building.

The Committee of the Whole consensus was to move this project forward for approval.

C. Consider a Special Use Permit for Proactive Adult Daycare

Jhoana LaRosa, owner of the office unit at 1198 E. Algonquin Road, has submitted a petition for a Special Use Permit for an adult day care business in the multi-tenant building located at the rear of the Fountain Square commercial center on East Algonquin Road. Ms. LaRosa and her family members – Ms. Edna Arroyo and Ms. Jennifer Lenon – have formed Proactive Adult Day Care LLC and are proposing to open an adult day care facility in their office space at the rear of the Fountain Square center. Committee members may recall a dental office was recently approved for a special use permit to be located in an adjacent unit within the same office building.

The subject property is zoned B-1 PUD and a day care is allowed as a special use in any B-1, B-2, OR&D, or B-P District.

The petitioner proposes to offer adult day care services for up to 12 adults suffering from physical, social, and/or medical impairment. Activities will be located within the building and services to be offered include recreational and therapeutic activities, medication supervision and assistance with personal care. The petitioner intends to arrange for a caterer to deliver a mid-day meal and smaller snacks would also be served throughout the day.

Hours of operation would be typical work week hours, 8:30-4:30pm, Monday through Friday, as a primary intent of the business is to provide day supervision of the adults needing assistance and a respite for their caregivers. It is anticipated that most caregivers will have short-term parking

needs for simple drop-off and pick-up, so the business will not negatively impact parking for the building's other tenants.

On May 13, 2019 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for a Special Use Permit for the Proactive Adult Day Care, subject to the findings of fact and conditions listed by staff.

Recommendation

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

1. The day care business shall obtain all necessary State and County permits for operation of a day care facility and serving food.
2. A Certificate of Occupancy shall be issued prior to the business opening.
3. A wall sign permit, if allowed by the Fountain Square PUD, shall be reviewed and approved by Community Development staff. The office building and tenants do not have access to a ground sign on East Algonquin Road.

Discussion: a registered nurse will be on hand to dispense any medication to clients.

The Committee of the Whole consensus was to move this project forward for approval.

D. Consider a Final PUD for Spectrum Senior Living

Mr. Mike Longfellow, Spectrum Acquisition Algonquin LLC, has submitted final development plans for a proposed market-rate senior living facility. Committee members may recall Spectrum received annexation, zoning and preliminary planned development approval in 2017 for their entire 30-acre parcel. The developer was back before the Village last year for final plat of subdivision approval, and final engineering for the Millbrook Drive extension that they will be constructing through the site up to Harnish Drive.

The developer is before the Village at this time for Final PUD review and approval of the Spectrum Senior Living facility on Lot 1 of the property. Spectrum Senior Living was approved at Preliminary PUD for approximately 101 units of independent living and 59 units of assisted care for a total of 160 units. The facility is expected to be the home of 180 residents. One minor change is the developer is proposing an additional six (6) units for a total of 166 units, as a result of some interior floor plan changes that would split up some memory care units from a larger duplex style with shared common hall entrance, to individual entrances. The number of total beds in the facility would remain the same and the residents in those units will not have a car or additional parking needs, therefore staff does not have concerns about this revision and supports the request.

The building will continue to be a 2-3 story structure and the associated storm water facility would be located directly to the south on Lot 1. Spectrum will be the owner and operator of the facility. Residents will be offered a variety of services such as three meals per day, linen services and housekeeping, transportation to activities, shopping and doctor visits, and planned activities. The facility will include amenities such as a bistro, wellness spa area, library, theater, and gathering areas in addition to landscaped courtyards. The project is expected to employ 65 full-time and part-time staff. The remaining developable land on Lot 2 is proposed for future multi-family residential units, not age restricted. This property will come in for review and approval once a builder/developer has been identified.

The three floors of the west side of the building are independent living apartments and assisted living is located on the east side of the building on two floors. The design of the building layouts in an "H" shape, this provides a feeling of a smaller building. The major building materials include full dimensional reddish brown face brick, stone in tan shades, and fiber cement siding in light beige. Two minor changes from the original elevations – which staff supports and believes are consistent with the overall building design and color palette – are the shake siding accents originally proposed as a green are now a dark brown and the window / door trim is now a dark trim rather than white. The full pitched roof is covered in dark brown asphalt shingles. There are also small balconies for some of the independent living units. The building is designed to have a residential feel to it since it will house 180 residents. The front entrance area features a porte cochere for a drop-off area. The height of the building to the top of the pitched roof has been reduced

slightly from 47 feet 10 inches to 45 feet. The roof will conceal all the mechanical equipment. The height exceeds the code of 35 feet; however, due to the large setbacks, full pitched roof and screening of mechanical equipment, this taller building is acceptable. The number of garage buildings have been reduced from four to two, but remain single story buildings. The buildings are constructed with the reddish brown brick around the base of the building and the shake siding in a dark brown to match the main building.

A couple of changes Staff is recommending to the elevations is eliminating the small areas shown as Standing Seam Metal Roof on the building's west elevations, and wrapping a brick foundation around on all four sides of the main building, to be consistent with the Preliminary PUD approval. Additional brick shall also be incorporated on all 4 sides, and has encouraged the developer to have their architect consider options on how to increase brick on the elevations. Final engineering plans for the development of the Spectrum Senior Living project on Lot 1. Access to the site will be from Harnish Drive and Millbrook Drive. Internal site circulation includes a driveway around two sides of the building with parking on the north, south and west sides of the building. In accordance with the findings of the traffic study the developer had done by Gehwalt Hamilton Associates in March 2017, left turn lanes shall be added on Harnish Drive at Millbrook Drive and the entrance to Spectrum Senior Living. Parking for the independent residents will be in the garages on the west side of the property or the west side of the building, closest to the building entrance. Guest parking is located on the north side, at the front of the building. There are a total of 126 parking spaces. This is six additional spaces over what was proposed at preliminary PUD, and will be ample parking for the expected number of staff and visitors to the site. There is a sidewalk around the entire building, which will provide able residents a safe area to walk.

The setbacks for the parking lots have been reduced from 25 to 20 feet along Harnish Drive, and from 50 to 25 feet from the west property line. Staff recommends the incorporation of additional evergreen trees along the west property line adjacent to the parking lot area, to provide increased screening and landscape buffer to the residential homes to the west.

Stormwater is collected in a basin on the south side of the property and will outflow north and west. There are isolated wetlands on site that will be filled in. A wetland fee in lieu of mitigation shall be submitted to the Village. The dumpster and generator enclosures are shown adjacent to the garages and at the southwest corner of the parking lot. The enclosures shall be constructed of the same material as the building and have a solid gate that latches closed.

The future multi-family area, Lots 2 and 3, approximately 20 acres has only a conceptual site plan. Since a builder will be identified in the future, no preliminary engineering has been done for this area other than Millbrook Drive, the main bike path connection, and a proposed storm water facility. The developer of the multi-family property is required to install Becky Lynn Lane as part of that future phase of the development. The site is currently farmed with a fence row of trees existing on the west and south property lines. The majority of these trees are slated to remain even though they are not high quality trees, mostly Box Elder. A mix of shrubs, perennials, groundcovers, and ornamental grasses are proposed around the entire building as foundation plantings. The front courtyard is heavily landscaped to create an inviting entrance into the building while the rear courtyard provides a semi-private seating area for the residents. The west side of the site, is planted with a variety of evergreen trees and shrubs which provides a nice buffer for the existing residents in Grand Reserve. The stormwater facility is outlined with trees and the slopes of the pond are planted with native seed mixes.

A monument sign is proposed at the intersection of Harnish Drive and Millbrook Drive. The monument sign has a brick base and opens up in a V-shape, rather than a traditional double-sided ground sign. A decorative stone coping shall be added to the top and exterior perimeter of the sign panels, to provide a masonry surround on all four sides. The sign will be lit from ground lights; the lighting shall be reviewed by Village Staff prior to approval. The monument sign is 5'7" tall by 12' wide. Landscaping around the base of the sign shall be attractive in all seasons. The wayfinding sign proposed at the entrance to the site off Millbrook Drive shall comply with the village code regulations for a directional sign.

The photometric plan shows the maximum light level of 6.5 foot candles with light levels appropriately approaching 0.0 at the lot lines. All parking lot light fixtures shall meet Village standards with a maximum of 25-foot poles, metal halide light/LED or similar white light, the lens

flush with the housing, all black fixtures and poles. Decorative light bollards are proposed for a few of the walkways at the front entrance area and the rear courtyard area; these shall also conform to Village standards of metal halide light/LED or similar white light and black fixtures. The wall sconces and decorative light fixtures on the building shall have downcast lighting, no exposed bulbs, and metal halide/LED or similar light. All light shall conform to the Village standards; no exposed bulbs or glare shall come from any fixture.

On May 13, 2019 the Planning and Zoning Commission considered the petition and unanimously recommended approval (5-0) of the request for Final Planned Unit Development of Spectrum Senior Living, subject to the conditions listed below.

Staff concurs with the Planning and Zoning Commission and recommends approval of the Final PUD for Spectrum Senior Living on Lot 1 with the conditions:

1. That all offsite and onsite utilities serving the Subject Property shall be underground and that site construction, utility installation and grading shall not commence until the Final Plat of Subdivision and Final Planned Development plan have been approved by the Village Board and recorded with the County.

2. The Landscape Plans prepared by Allen Kracower and Associates, with the latest revision date of April 5, 2019, shall be revised to address the comments from the April 29, 2019 memo from Public Works and the May 7, 2019 memo from Christopher Burke Engineering. Additional evergreen trees shall be incorporated along the west property line adjacent to the parking lot area, to provide increased screening and landscape buffer to the residential homes to the west.

3. Engineering Plans, as prepared by Cross Engineering and Associates, with the latest revision date of April 5, 2019 shall be revised to address the comments from the April 29, 2019 memo from Public Works, the May 7, 2019 memo from Christopher Burke Engineering and the April 24, 2019 memo from the Police Department.

4. Architectural elevations, as prepared by Vessel Architecture, with the latest revision date of April 5, 2019, shall be revised to address the comments from the April 29, 2019 memo from Public Works and the May 7, 2019 memo from Christopher Burke Engineering. The major building materials shall include full dimensional reddish brown face brick, stone in tan shades, and fiber cement siding in light beige, shake siding accents in a dark brown, and dark window / door trim. The full pitched roof shall be covered in dark brown asphalt shingles. There shall be small balconies for some of the independent living units. The height of the building to the top of the pitched roof shall be 45 feet and the roof shall conceal all the mechanical equipment. The height exceeds the code of 35 feet; however, due to the large setbacks, full pitched roof and screening of mechanical equipment, this taller building is acceptable. The garage buildings shall be single story buildings and constructed with the reddish brown brick around the base of the building and the shake siding in a dark brown to match the main building. Several small areas shown as Standing Seam Metal Roof on the building's west elevations shall be replaced with architectural shingles. Additional brick shall also be incorporated on all sides of the main building, including a brick foundation extended around all four elevations to be consistent with the Preliminary PUD approval.

5. The Photometric Plan as prepared by KSA Lighting and Controls, with the latest revision date of April 5, 2019, shall be revised to address the comments from the April 29, 2019 memo from Public Works and the May 7, 2019 memo from Christopher Burke Engineering. All parking lot light fixtures shall meet Village standards with a maximum of 25-foot poles, metal halide light/LED or similar white light, the lens flush with the housing, all black fixtures and poles. Decorative light bollards are proposed for a few of the walkways at the front entrance area and the rear courtyard area; these shall also conform to Village standards of metal halide light/LED or similar white light and black fixtures. The wall sconces and decorative light fixtures on the building shall have downcast lighting, no exposed bulbs, and metal halide/LED or similar light. All light shall conform to the Village standards; no exposed bulbs or glare shall come from any fixture.

6. The Signage plans, as prepared by Vessel Architecture, with the latest revision date of April 5, 2019 shall be revised to address the comments from the April 29, 2019 memo from Public Works and the May 7, 2019 memo from Christopher Burke Engineering. The monument sign at the intersection of Millbrook and Harnish Drive shall incorporate a decorative stone coping to the top and exterior perimeter of the sign panels, to provide a masonry surround on all four sides.

The sign will be lit from ground lights; the lighting shall be reviewed by Village Staff prior to approval. The monument sign shall be a maximum of 5'7" tall by 12' wide on each side. Landscaping around the base of the sign shall be attractive in all seasons.

7. The wayfinding sign proposed at the entrance to the site off Millbrook Drive shall be reduced in size and comply with the village code regulations for a directional sign.

8. All trash enclosures shall be sized appropriately to provide for trash and recycling containers. The enclosures shall be constructed of the same material as the building and have a solid gate that latches closed.

9. A special service area shall be established for the Village to maintain the stormwater facility.

10. The multi-family residential parcel shall come in for Preliminary and Final PUD approval on Lot 2 prior to any construction taking place. Legal notice shall be done for the PUD review process. The site plan, building elevations, density, landscaping, photometric plan and all development plans shall be reviewed as part of the PUD process.

11. The total number of units in the building shall increase from 160 units to 166 units, per the developer's intention to split up some of the duplex-style memory care units into individual spaces; the total number of beds will remain unchanged from preliminary approval.

Following Mr. Mason's report, just a few clarifications were asked for and then the Committee of the Whole consensus was to move this item forward to the Board for approval.

E. Consider a Licensing Agreement for Cucina Bella Outdoor Serving Area

The owner of Cucina Bella, Mr. Anthony Colatorti, has requested the addition of an outdoor patio along the Washington Street sidewalk, on the south side of the restaurant located at 220 South Main Street. The proposed patio area is village-owned public sidewalk and thus requires a license agreement between the Village and the building's owner and tenant.

The proposal for 2019 is to do a pilot / temporary plan, with 36" tall temporary fencing and have servers access the enclosed seating area from the restaurant's existing front entrance. This would require waiving the liquor code requirement for a separate access to the outdoor area from inside the building, as the restaurant is proposing to serve alcohol to the outdoor tables. A Village requirement will be that a hostess station be setup and staffed at all times, in lieu of a separate / dedicated point of entrance to the patio area from within the building. The business owner has indicated he would then cut in a new doorway entrance on the south side of the building as shown on the enclosed site plan next year when he has additional funds available to do a permanent installation.

During discussion, a few questions were asked:

- Was there enough space from the curb line to the outdoor dining area fencing?

Staff said yes, but the footing for the temporary fence posts may extend out too far on to the existing walkway. Mr. Mitchard said this has to be corrected.

- Ms. Jasper was concerned about the height of the fencing so that no one could reach over to the tables. It will be sufficient according to Staff.
- Committee members want to see the exact type of lighting of the area to be sure it is in coherence with the village code.

In addition, Mr. Bill Hellyer, attorney representing Cucina Bella wants to do some housekeeping in the agreement, just wording not affecting any items.

Following discussion, it was the consensus to move to the Board with the previous conditions met.

F. Consider a Special Event Permit for Art on the Fox

The Village of Algonquin's Public Arts Commission (co-sponsored with the Village of Algonquin) has applied for a Public Event License for Saturday, June 15, 2019 and Sunday, June 16, 2019. The event would be the 12th annual "Art on the Fox" fine art show.

This year the event is being moved to Towne Park to limit conflicts with construction taking place downtown near Riverfront Park. The art show will take place from the hours of 10:00am to 5:00pm both days, and will be open to the public. Revenue from the event will be used to cover expenses to host the event and the remainder will be added to the Village's Public Art Fund.

The event has taken place in the same manner for the past eleven years without any issues. This year there is a request for amplified music at the pavilion shelter in Towne Park thus requiring the Board's approval. The organizer is also once again requesting assistance from the Algonquin Police Explorers to patrol the park overnight and the assistance of one Public Works staff member on Sunday at 6:00pm to assist with the packing up and storage of the event supplies. Finally, due to the art show being moved this year to a new location, the event organizer is requesting the ability to place additional signage around downtown, in particular from Main Street and Algonquin Road, directing visitors to Towne Park and the public parking lot down Washington Street. Consensus was given to move this item forward for approval.

AGENDA ITEM 4: General Administration
None

AGENDA ITEM 5: Public Works & Safety
None

AGENDA ITEM 6: Executive Session
None

AGENDA ITEM 7: Other Business
None

AGENDA ITEM 8: Adjournment:
Being no further business, the meeting was adjourned at 9:37 pm.

Submitted by: Jerry Kautz, Village Clerk