CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 17, 2016
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamation**
   - **a. Waggoner Law Firm-25 years**
   - **b. Colonial Café-30 years**
   - **c. Andy's Restaurant-35 years**
   - **d. Public Works Week**

5. **Approval of Minutes – May 3, 2016 Regular City Council Meeting**

6. **Accounts Payable**

7. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.

8. **Mayor's Report**

9. **City Council Reports**

10. **Consent Agenda**
    a. Kensington (Formerly Bryn Mawr Phase II)-Motion to continue the public hearing on the annexation agreement amendment to the June 7, 2016 City Council meeting.

    b. Moe-B-Dick's North Shore Pub, 1050 North Shore Drive – Temporary Use Permit request to allow a washer tournament for Saturday, June 11, Saturday, August 13 & Saturday, September 10, 2016 from 12:00 p.m. to 8:00 p.m.

    c. Resolution authorizing a sign to be placed along the City rights-of-way recognizing high school students for winning State championships.

11. **755 Blackthorn Drive – Variation for a garage expansion into the rear-yard setback.**

12. **Car Dealerships Temporary Use Permit requests for 2016 Special Promotions.**

13. **Aroma Café, 77 E. Woodstock St. - New Retailer Job Creation and Investment Program Matching Grant.**

14. **Crystal Lake Lions Club Ground Lease Amendment.**

15. **Text Amendments for various provisions of the City code.**

16. **Resolution authorizing the execution of an amendment to the agreement with Ray O'Herron Co., Inc. for the pricing and purchase of Police uniforms for one additional year.**

17. **Council Inquiries and Requests.**

18. **Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**

19. **Reconvene to Regular Session.**

20. **Adjourn.**

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, Assistant to the City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.

Agenda Item No: 10a

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Kensington (Formerly Bryn Mawr Phase II) Annexation Agreement Amendment Public Hearing Continuation

Kenneth Rawson, petitioner

Recommendation: Motion to continue the petitioner's request to the June 7, 2016, City Council meeting for the Annexation Agreement Amendment Public Hearing.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background: The petitioner is requesting an annexation agreement amendment for the undeveloped land in the Kensington Subdivision (formerly known as Bryn Mawr Phase II) that total approximately 192 acres, located south and west of Bryn Mawr Phase I on Route 176.

City staff and the petitioner are finalizing details concerning the annexation agreement amendment language. The petitioner is also in the process of hiring a local land use attorney to present the request. Due to these reasons, the petitioner respectfully requests that this matter be continued to the June 7, 2016, City Council meeting for the Annexation Agreement Amendment Public Hearing.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10b

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Moe-B-Dick's North Shore Pub Temporary Use Permit request to allow a washer tournament.

Recommendation: Motion to approve the issuance of a Temporary Use Permit for Moe-B-Dick's North Shore Pub for a Special Promotion to allow a Washer Tournament, pursuant to the recommended conditions below.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background: Moe-B-Dick's (1050 North Shore Drive) has applied for a Temporary Use Permit for a Special Promotion to allow a washer tournament to take place in the backyard of the subject property. This event has been approved annually since 2004.

The applicant is requesting permission to allow a washer tournament, which is an outdoor game similar to horseshoes, in the backyard of the Moe-B-Dick's property. The applicant would like permission to have the tournaments take place on Saturday, June 11, 2016, Saturday, August 13, 2016, and Saturday, September 10, 2016, from noon until 8:00 p.m.

Section 2-500.7 of the Unified Development Ordinance allows Special Promotions for a time period not to exceed 3 days in any calendar month, with no more than 4 promotions allowed per year. This request does not exceed the time period allowed by the Ordinance.

In addition, the applicant is requesting permission to allow the tournament players to purchase alcohol inside of the bar and bring the beverages outside of the building to the backyard during the washer games. Please note the following information relative to the applicant's liquor license:

- Moe-B-Dick's Class "1" liquor license allows the retail sale of alcoholic liquor for consumption on the premises, interior only, as well as the retail sale of alcoholic liquor in the original package. Their license does not permit alcohol to be sold or served in an outside area.
- Moe-B-Dick's is located in a residential area. As this bar pre-existed the current liquor code, it is allowed to sell and serve alcohol in a predominantly residential section of the City.

If approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid from noon to 8:00 p.m. on Saturday, June 11, 2016, Saturday, August 13, 2016, and Saturday, September 10, 2016.
2. This event shall remain within the confines of the subject property only. No alcoholic beverages shall be allowed in any other area than the subject property and the backyard area where the games will be held.
3. Area roads shall allow a minimum of 20 feet of access for fire apparatus. Parking shall be allowed on one side of the street only and signs shall be posted near the event. Work with the Police Department to determine the location of the no parking zones.
4. Fire hydrants in the area shall not be blocked by parking and signs posted.
5. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
6. Any other permits or requests for signs shall be made through the Building Division.
7. The outdoor portion of the event in the backyard of the property shall be separated from the adjacent lots by a temporary fence in order to maintain separation between patrons and the surrounding residential neighborhood.
8. The event and its associated customer parking shall not interfere with any accessible parking spaces, emergency access (fire lanes), fire hydrants, or privately owned driveways.

The applicant has been made aware of these recommended conditions and advised to attend the May 17, 2016, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10c

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Championship Signs

Staff recommendation: Motion to adopt a resolution authorizing signs to be placed along the City rights-of-way recognizing:

1. Crystal Lake Central High School wrestler, Andrew Marsden, for winning the 195 pound Class 2A State Wrestling Championship; and

2. Crystal Lake Central High School wrestler, Romeo McKnight for winning the 220 pound Class 2A Wrestling Championship.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

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Background:

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. Because IDOT allows no more than two (2) championship signs on IDOT rights-of-way at a time, the Council approved the implementation of a program that places championship signs at the entrances to the City or around the high school(s) or private facility honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During 2015 the following high school students won State championships:

- Andrew Marsden, Crystal Lake Central High School, for 195 pound Class AA State Wrestling Championship.
- Romeo McKnight, Crystal Lake Central High School, for 220 pound Class AA State Wrestling Championship.

Recommendation:

Staff recommends that signs be placed in relative proximity to Crystal Lake Central High School to recognize these students for their achievements.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to install championship signs, along the City rights-of-way, recognizing Crystal Lake Central High School wrestler Andrew Marsden, for winning the 195 pound Class AA State Wrestling Championship and Crystal Lake Central High School wrestler Romeo McKnight for winning the 220 pound Class 2A Wrestling Championship, for a one-year period.

DATED this 17th day of May, 2016

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 17, 2016

APPROVED: May 17, 2016

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Kay Variation for a garage expansion into the rear-yard setback.

Request: Simplified Residential Variation from the required 20-foot rear yard setback to allow for a garage expansion for a third car which would extend to create a setback of 17.1 feet, a variation of 2.9 feet per Article 3-200(A)(3).

Petitioner: George Kay, petitioner
755 Blackthorn Drive

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the variation from the minimum corner side yard setback for a garage addition at 755 Blackthorn Drive.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- Existing Use: The property is currently improved with a single-family dwelling. The driveway is off of Wildflower Lane.
- Background: The property is a corner lot, the front yard is considered to be the yard fronting Blackthorn Drive. The petitioner would like to add a third car garage to the house which would extend into the rear yard setback.

Key Factors:

- Request: The petitioner is requesting a variation to allow a 2.9-foot encroachment into the required 20-foot rear yard setback for a third car garage.
- UDO Standard: The minimum rear yard setback is 20 feet in the R-1 Single-Family zoning district.

PZC Highlights:

- The PZC agreed with the petitioner that the hardship was the lot size and shape and its context with the corner yard and dead-end street.
- The PZC felt the findings of fact have been met.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kay, dated 04/11/16, received 04/11/16)
   B. Survey (Schlaf-Sedig & Associates, dated 09/12/15, received 04/11/16)
   C. Plans (ALA, dated 04/06/16, received 04/11/16)
2. The proposed third car garage should incorporate architecture styling and elements that complement the existing house and garage.
3. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Public Works and Community Development Departments.

Votes Required to Pass: A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 755 BLACKTHORN DRIVE

DRAFT

WHEREAS, pursuant to the terms of the Application (File #2016-13) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from required 20-foot rear yard setback to allow for a garage expansion for a third car which would extend to create a setback of 17.1 feet, a variation of 2.9 feet per Article 3-200(A)(3) at 755 Blackthorn Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 17, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 4, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on May 4, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-13, dated as of May 4, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance from required 20-foot rear yard setback to allow for a garage expansion for a third car which would extend to create a setback of 17.1 feet, a variation of 2.9 feet per Article 3-200(A)(3)

at the property at 755 Blackthorn Drive (14-34-354-011), Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kay, dated 04/11/16, received 04/11/16)
   B. Survey (Schlaf-Sedig & Associates, dated 09/12/15, received 04/11/16)
   C. Plans (ALA, dated 04/06/16, received 04/11/16)

2. The proposed third car garage should incorporate architecture styling and elements that complement the existing house and garage.

3. The petitioner shall address all of the review comments and requirements of the Fire Rescue, Public Works and Community Development Departments.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of a Simplified Residential Variation in accordance with the provisions of this Ordinance, as provided by law.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

_____
MAYOR

ATTEST:

_____
CITY CLERK

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Car Dealerships Temporary Use Permit requests for 2016 Special Promotions.

Recommendation: Motion to approve the Temporary Use Permits for the 2016 Car Dealership Special Promotions pursuant to the recommendations below.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background: For the past several years, staff has worked with auto dealerships to obtain an annual Temporary Use Permit for all of the dealerships' special advertising needs. This allows car dealerships to hold promotions within the time-frames required by the manufacturers without the need for seeking individual Temporary Use Permit approval. Also, this conserves City resources by allowing all promotions to be reviewed simultaneously through a single review. Again this year, staff has contacted all of the car dealerships within the City limits and is presenting their requests to the City Council simultaneously. Attached please find the application and promotional information for: Anderson Motors, 360 N. Route 31; Anderson VW, 5213 Northwest Highway; Brilliance Honda, 680 Terra Cotta Avenue; Courtesy Buick GMC, 6305 Northwest Highway; Martin Chevrolet, 5220 Northwest Highway; M'Lady Nissan, 5656 Northwest Highway; and Pauly Toyota, 1035 S. Route 31.

Auto manufacturers require their dealers to hold various promotional events during the year as part of the manufacturer's overall advertising program. These promotional events are inconsistently timed throughout the year and given to the dealers with little or no advance notice. The challenge for the auto dealers occurs when they are sent the promotional materials, banners, and program requirements and given very short notice to begin advertising for the promotions. The promotional events can last as few as five days and, therefore, by the time the temporary use permit and signage permits are applied for and obtained, the promotion is already over.

Staff has worked with our dealers to draft promotional schedules that allow the dealerships the flexibility to commence promotions throughout the year as needed, without being required to return to the City for individual approvals for each promotion. The petitioners are each requesting approvals that are in accordance with their manufacturer's advertising program for the year 2016.

The proposed schedule and the details for each of the events, including event length, and promotional items (banners and tents), are listed on the attached schedule. This will also eliminate the need for limited duration sign permits.

If the requests are approved, the following conditions are recommended:

1. The Temporary Use Permits shall be valid during the 2016 calendar year.
2. The installation of a tent requires an inspection prior to occupancy by the Fire Prevention Bureau. The additional conditions for the tents are:
   A. All tents must be labeled fire retardant and anchored properly.
   B. At least one fire extinguisher must be under the tent.
   C. No automobiles will be allowed under the tent with the batteries connected.
   D. Fuel levels must be less than ¼ tank or not more than 5 gallons, whichever is less.
   E. Fuel tank openings must be secured to prevent the escape of vapors.
   F. Provide a 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site. The tents may need to be adjusted.
   G. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars.
   H. All tents/canopies shall be anchored using stakes, sand, or concrete blocks.
3. Banners should be positioned so as not to prohibit sight lines. They shall be a minimum of 10 feet from the property line/sidewalk at intersections.
4. On-site traffic flow must be maintained around the building, Fire Rescue Department connection, and the event site (minimum of 20 feet).
5. A meeting with the Fire Prevention Bureau shall be scheduled at least one week prior to the first time of setting up tents to review the placement of the canopy/tent.
6. If there will be any food vendors, they will require approval from the McHenry County Health Department.
7. All electrical connections and lighting shall comply with the 2005 National Electric Code.
8. On-site traffic flow must be maintained. Adjust employee parking as necessary to accommodate customer parking.
9. Permits for limited duration signs approved within this Temporary Use Permit does not require separate sign permits.
10. Temporary vehicle display on non-approved surfaces (e.g. grass) shall be located on private property, not within City or State rights-of-way.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: New Retailer Job Creation and Investment Program Matching Grant application request for Aroma Café, at 77 East Woodstock Street to request $10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award up to $10,000 in New Retailer Grant Funds to Aroma Café at 77 East Woodstock Street with the recommended condition and to adopt a resolution authorizing the City Manager to execute the Grant Agreement with Dawn Kincaid for Aroma Café, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment (FFE).

In March of 2013, several changes were made to the grant program. The New Retailer Job Creation and Investment Program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures, and equipment, and hire new full-time and part-time employees.

KEY FACTORS

As part of the rehabilitation of the building at 77 East Woodstock Street, the building owners have proposed a coffee shop on the premises, Aroma Cafe. On April 27, 2016 the City received a grant application for the New Retailer Job Creation and Investment Program from Aroma Café. As part of the renovation of this building, the owners are planning to divide the space and open the Aroma Café coffee shop in one space and Blush Salon in the other. The Aroma Café is planning to hire two full time and three part-time employees. The owners also plan to purchase full service coffee equipment and warming kitchen equipment. They estimate annual taxable sales of $175,000, which meets the minimum taxable sales threshold requirement. In accordance with the matching grant program guidelines, Café Aroma is eligible for a $10,000 grant award.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period. The agreement and application are attached.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least $100,000.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant's business must provide a stocked retail showroom for retail products.
   ☒ *Meets* ☐ *Does not meet*

4. Applicant must provide written proof of employment recruitment and of fixture, furniture, and equipment (FFE) costs.
   ☒ *Meets* ☐ *Does not meet*

5. Applicant must file an application for grant funding prior to commencing improvements.
   ☒ *Meets* ☐ *Does not meet*

6. Grant recipient may re-apply after five years from the date of recipient's previous award.
   ☒ *Meets* ☐ *Does not meet*

7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet seven of the seven eligibility criteria.

RECOMMENDED CONDITION

Since the business owner has no previous sales data upon which to estimate taxable sales, it is recommended that the business be open one full year before disbursing any reimbursements. This will allow the City to verify that it will meet the $100,000 in taxable sales requirement. If it does not meet this requirement after a year, then no reimbursement will be made.

FUNDING STATUS OF 2016-2017 PROGRAM

For the 2016-2017 Fiscal Year, there is $80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the first application received this fiscal year for the program, so there are sufficient funds for the grant.

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2016-16-01	Aroma Café	77 E. Woodstock St	$10,000	-	-	$10,000	Pending
	Totals		*$10,000*	-	-	*$10,000*	*$-*

Votes Required to Pass:

A simple majority of the City Council in attendance.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Aroma Café for a Retailer Job Creation and Investment Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 17th day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: May 17, 2016

APPROVED: May 17, 2016

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Crystal Lake Lions Club Ground Lease Amendment

Staff Recommendation: City Council's discretion

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:
The Crystal Lake Lions Club is requesting to amend the lease agreement with the City of Crystal Lake for the EMC community sign located at McCormick Park. In 2009 prior to the adoption of the UDO, the Lions Club received a sign ordinance variation to allow the sign to be built as it stands today. The variation allowed the Lions Club to display community event messages with a minimum hold time of six minutes on a full color screen.

The Lions Club is requesting to expand the messages allowed to include community events and happenings and personal greetings and to allow a minimum hold time of two minutes for the messages. In no event may the EMC display advertisements for commercial purposes.

The attached lease agreement amendment was developed and approved by a Special Counsel, and reviewed by the Lions Club. A representative from the Lions Club will be in attendance at the May 17, 2016 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

WHEREAS, the City of Crystal Lake and the Crystal Lake Lions Club entered into a Ground Lease September 15, 2009; and,

WHEREAS, the purpose of the Ground Lease was to erect a Deep Double Face LED Electronic Message Center (EMC) in McCormick Park; and,

WHEREAS, the EMC was subsequently erected and is currently functioning; and,

WHEREAS, the City of Crystal Lake and Crystal Lake Lions Club desire to change and clarify the terms and conditions of the Ground Lease.

NOW, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an amendment to the Ground Lease between the City of Crystal Lake and the Crystal Lake Lions Club.

DATED this 17th day of May, 2016

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: May 17, 2016

APPROVED: May 17, 2016

AMENDMENT TO GROUND LEASE

BETWEEN

THE CITY OF CRYSTAL LAKE and THE CRYSTAL LAKE LIONS CLUB

This AMENDMENT TO GROUND LEASE (the "*Amendment*"), is made this ___ day of May, 2016, between the CITY OF CRYSTAL LAKE, an Illinois municipal corporation, ("*Lessor*"), and CRYSTAL LAKE LIONS CLUB ("*Lessee*"):

Section 1: Recitals.

A. Lessor and Lessee have previously entered into that certain "Ground Lease" dated as 15 September 2009 relating to real property situated in the City of Crystal Lake in the County of McHenry and State of Illinois, known and described as follows, to wit:

> That portion of McCormick Park fronting on U.S. Route 14 as depicted on Exhibit "A" attached,

(the "*Demised Premises*") for improvement with and use for a Deep Double Face LED Electronic Message Center and base as depicted on Exhibit "B" (the "*Sign*").

B. Under the Ground Lease, Lessee's use of the Demised Premises must be conducted in accordance with the ordinances of the City, including the land use codes and ordinances of the City of Crystal Lake ("***Crystal Lake***") and approvals granted thereunder (including without limitation the variations approved by the Crystal Lake City Council on 20 January 2009 and the conditions placed upon such variation approvals)(collectively, the "*Use Restrictions*").

C. Lessee now desires to seek approvals for the modification of the Use Restrictions, and the Lessor must co-sign any application for such modifications.

D. Lessor and Lessee agree jointly to seek an amendment to the Use Restrictions, subject to the terms and conditions set forth in this Amendment.

Section 2: Use Restrictions on the Demised Premises. Subject to Lessee obtaining approval from the Crystal Lake City Council, Lessor agrees that use of the Sign on the Demised Premises shall be subject to the following terms and conditions:

a. The display of messages, provided that such messages are limited to community events and happenings and personal greetings. For purposes of this Subsection 2.a, personal greeting messages and community event messages must either: (i) relate to

events and activities occurring within the corporate limits, or otherwise for the benefit of the citizens, of Crystal Lake; or (ii) relate to persons associated with Crystal Lake.

b. The Sign must have the "flash" feature disabled at all times.

c. Any message shall be displayed for a minimum of two-minutes.

d. In no event may the Sign display advertisements for commercial purposes.

Until Lessee receives approval from Crystal Lake for the modification of the Use Restrictions, the Sign shall not be used for any purposes inconsistent with the Use Restrictions or this Amendment.

Section 3. Continued Effect. Except as expressly provided in this Amendment, the terms of the Ground Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals the day and year first above written.

CITY OF CRYSTAL LAKE

By: _____

Attest:

_____
City Clerk

In Presence of

_____

CRYSTAL LAKE LIONS CLUB

By: _____

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Text Amendments for various provisions of the City Code.

Recommendation: Motion to adopt an ordinance amending various sections of the City Code.

Staff Contact: Michelle Rentzsch, Community Development Director
Victor Ramirez, Director of Public Works

Background:

- The proposed City Code text amendments would address issues observed by staff, based on their day-to-day application of the City Code, and would simplify the requirements and procedures for businesses and residents.

Request:

- Changes are proposed to Chapters 241, 251, 392, 515, 570, and 575. A marked-up listing of all the existing and proposed code changes is attached as Exhibit A.
- The following charts provide a brief explanation of the proposed text changes.

Chapter 241 Fees

PROPOSED TEXT	EXPLANATION
241-33: Overtime Fees	Provide a set hourly rate for overtime required for inspections as opposed to utilizing the actual hourly rate of the personnel completing the work. This overtime fee would be used for larger commercial projects where the contractor completes work on weekends or later into the evening past normal working hours. The contractor will be made aware of this charge prior to the inspection occurring.
241-34: Professional Services	Add additional services which may require the City to retain a professional consultant or technician.
241-35: New subdivision or individual property plan review and inspection by City staff	Change the language to make it clearer by removing confusing language and reference the changes proposed in 241-33 and 241-34.

241-38: Stormwater Fees	Add fees for stormwater permit reviews completed by City staff. These fees mirror McHenry County fees.

Chapter 251: Fire Code

PROPOSED TEXT	EXPLANATION
251-2: Additions, insertions and amendments	Provide further clarification for fire apparatus access roads and posted fire lanes for varying road widths.

Chapter 392: Plumbing Code

PROPOSED TEXT	EXPLANATION
392-1: Adoption of standards by reference	Updated to current code amendment published by the State of Illinois Department of Health.
392-2: Additions, insertions and amendments	*890.200c*: The old code did not specifically say that the City has the ability to restore a water service after settling of outstanding water bills. This amendment explicitly gives the City this power.
	890.410.b.1: This is a new requirement. The practice of installing a clothes washing machine under a countertop is becoming more common. This requirement will help prevent water damage due to the possible overflow of the drainage pipe for this specific installation.
	890.420.a.4: Specified City of Crystal Lake to match style of other code sections.
	890.1130.g.8: The City has been following this practice for protection of the public water supply as a policy. This amendment will formalize the requirement.
	890.1150.a.2: This section is no longer necessary The plumbing code does not allow for sewer and water installations to be within 24 inches in the same trench. The requirement for six-foot water burial depth (section 890.1150.a.3) and overhead sewer installation (section 890.1320.a.1) has negated the possibility that such an installation could occur.
	890.1150.a.3: This section re: minimum depth of water service pipe was reworded for clarity and style.
	890.1190.b: This amendment clarifies some language of the existing code section.
	890.1190.b.1: This amendment gives the Building Commissioner the authority to approve the style of lockable water meter.

	890.1190.h: This section is no longer necessary. This requirement is now in the body of the Illinois State Plumbing Code.
	890.1190.f.1: The City currently requires this as a matter of policy. This requirement provides tenants of commercial spaces access to water control in their space in a readily accessible location. This is useful in emergencies or when repairs are necessary. This amendment will formalize the requirement.
	890.1240: This section is no longer necessary. Water softener installations are no longer covered by the Illinois State Plumbing Code.
	890.1320.a.1: This is a new requirement which replaces the protections currently in 890.1360.a.3. This will help prevent basement flooding caused by Public Works performing repairs or maintenance of the sanitary sewer. This requirement has better protections than the requirements of Section 890.1360.a.3, which will be deleted.
	890.1360.a.3: Section is being replaced by section 890.1320.a.1.
	890.1960: The requirements of this section are duplicated in the International Building Code, Residential Code, and Property Maintenance Code.
	890, appendix A: This section specifies the types of pipe materials used for sewer and water installations. This amendment allows the use of certain types of non-metal pipes, such as Pex brand pipes. Pex is a lower cost material for this type of installation.

Chapter 515: Water and Sewer

PROPOSED TEXT	**EXPLANATION**
515-2: Submission of written request; approval; deposit	Changes to the language to make it clearer and strengthen the City's position. The amendment gives the City the authority to go back to the applicant and increase the amount of the security for extending water and sewer facilities if the amount of the security becomes insufficient. The amendment also adds the bond rating requirement present in the UDO for developers. The amendment clarifies that the City may accept different forms of performance and maintenance securities. This amendment mirrors the requirements for developers posting performance and maintenance securities.
515-3: Responsibility for costs	This amendment allows the City Engineer and Chief of Fire Rescue the authority to approve a water main extension that uses a pipe smaller than eight inches. The old code required

	City Engineer and City Council approval for this.
515-13: Building sewers and connections	The amendment now includes a fine for a violation. The amendment adds water main and sanitary sewer disconnections to the list of expenses for which the building owner is responsible. The amendment also adds language that governs the abandonment of sanitary sewer lines in connection with a building demolition.
515-29: Meter accuracy tests	Clarifies testing by meter company for accuracy and fee language.
515-43: Water System	Clarifies the limits of the public water supply and consumers water systems, maintenance and repair responsibility, and abandonment requirements.

Chapter 570: Parking Lot, Driveway and Sidewalk Construction

PROPOSED TEXT	EXPLANATION
570-1: Residential parking lots and driveways	Modifications to match the Unified Development Ordinance chapter.
570-2: Commercial parking lots and driveways	Modifications to match the Unified Development Ordinance chapter.
570-3: Sidewalks	Modifications to match the Unified Development Ordinance chapter.

Chapter 575: Planning and Development

PROPOSED TEXT	EXPLANATION
575-2: Procedure	Modifications to match the current process regarding payment. ~~Reduction in number of approved traffic consultants from six to three as a wide range of quality exists with six consultants.~~ **(Removed based on input at last City Council meeting)** **The specific changes pertain to:** ➢ **Specifying that the consultant shall be retained by the City.** ➢ **Spelling out the billing process and clarifying that the developer is responsible for the costs of the traffic services.** ➢ **Changing a few grammatical errors.**
575-3: Consultant Selection	Modifications to match the current process. **Updated a title.**

Votes Required to Pass: A simple majority vote.

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

SECTION I: That Section 241-33 be amended to read as follows:

If overtime is necessary in order to perform inspections or plan reviews, in addition to other fees prescribed in the section, a fee of $100 shall be charged for the first hour or part thereof. Any time beyond the first hour shall be charged in quarter-hour increments at a rate of $25 per quarter hour. All overtime fees shall be paid by the owner or permittee.

SECTION II: That Section 241-34 be amended to read as follows:

All fees, actual costs or actual expenses related to the City retaining a professional service consultant or technician to conduct any plan review, inspections, economic impact analysis, environmental analysis, legal fees, or other due diligence development costs on behalf of the City shall be paid for by the owner or permittee, in addition to other fees or costs required by the City. The petitioner shall execute a consultant fee reimbursement acknowledgement form.

SECTION III: That Section 241-35A be amended to read as follows:

A. The minimum fee shall be computed as 1.25% of the cost estimate for public and/or private property site improvements as approved by the City Engineer.

SECTION IV: That Section 241-35B(5) be amended to read as follows:

(5) Overtime fees as stated in §241-33 and §241-34 incurred by City staff or consultant inspectors when developer's contractor(s) chooses to work overtime, Saturdays or holidays.

SECTION V: That Section 241-38 be amended to read as follows:

§ 241-38 Stormwater fees.

The following stormwater review and inspection fees shall be charged when the review is not completed by a professional service consultant:

A. General Permit #1: $150.

B. General Permit #2: $400.

C. Minor development: $400.

D. Intermediate development: $550.

E. Major development: $850 + $50 per additional acre.

SECTION VI: That Section 251-2A(2)(b) be amended to read as follows:

b. Appendix D is adopted in its entirety with the following amendments:

i. D103.1, Access road width with a hydrant. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 28 feet (back of curb to back of curb). See Figure D103.1.
ii. D103.6.1, Roads 20 feet to 24 feet in width. Fire apparatus access roads 20 feet up to but less than 24 feet wide (back of curb to back of curb) shall be posted on both sides as a fire lane.
iii. D103.6.2, Roads 24 feet to 28 feet in width. Fire apparatus access roads 24 feet wide up to but less than 28 feet wide (back of curb to back of curb) shall be posted on one side of the road as a fire lane.
iv. D103.6.3, Roads more than 28 feet in width. Fire apparatus access roads greater than or equal to 28 feet wide (back of curb to back of curb) shall not be required to post either side as a fire lane.

SECTION VII: That Section 392-1 be amended to read as follows:

The Illinois State Plumbing Code, effective date April 24, 2014, and subsequent amendments thereto published by the State of Illinois Department of Public Health, shall be and is hereby adopted by reference as the Plumbing Code for the City of Crystal Lake, and all terms and conditions contained in the Illinois State Plumbing Code, with an effective date of April 24, 2014, and subsequent amendments thereto published by the Illinois Department of Public Health, shall be part of the ordinances of the City of Crystal Lake, the same as if they were adopted verbatim.

SECTION VIII: That Section 392-2B be amended to read as follows:

B. Section 890.200c) is hereby added as follows: A building or structure wherein sewer or water service is required to serve the building or structure, and service is shut off due to nonpayment of the water bill, a water service leak or any failure of the water or sewer

service, shall not be occupied by persons thereafter until such time as remedial repairs are made and approved by the Plumbing Inspector or payment of services has been made and the water service has been restored by the City of Crystal Lake. This section is not intended to prevent occupancy of the building while maintenance or repairs of the sewer or water service are being performed to restore service.

SECTION IX: That the following be inserted into a new section after Section 392-2B:

Section 890.410 b) 1) is hereby added as follows: Clothes Washing Standpipe. The standpipe inlet for an automatic clothes washing machine shall be a minimum of 24 inches above the trap weir.

SECTION X: That Section 392-2C be amended to read as follows:

C. Section 890.420 a) 4), Pipe Cleanouts; Location of Cleanouts within a Building Drain, is hereby amended as follows: A full-size cleanout shall be located within five feet of the building foundation, inside or outside, in direct line with the building drain and sewer. A monitoring manhole may be installed as an alternative to an outside cleanout and shall also be located outside of the building within five feet of the building foundation and installed in such a manner that it meets the approval of the City of Crystal Lake Community Development Department or Public Works Department.

SECTION XI: That the following be inserted into a new section after Section 392-2C:

Section 890.1130 g) 8) is hereby added as follows: A backflow prevention device shall be installed on each customer water service supply serving any building, other than a single-family dwelling; such installation shall be performed in accordance with the Illinois Plumbing Code. This requirement shall apply whenever there is an installation of a new customer service supply pipe, alteration to an existing building, renovation of an existing building or replacement of an existing customer service supply pipe.

SECTION XII: That Section 392-2F be amended to read as follows:

F. Section 890.1150a)3) is hereby amended as follows: The minimum depth for any water service pipe shall be at least six feet or the maximum frost penetration of the local area, whichever is greater.

SECTION XIII: That Section 392-2G be amended to read as follows:

G. Section 890.1190b) is hereby amended as follows: Water Supply Control Valves and Meter: A water meter shall be installed on every water service pipe entering every building. Water meters shall be approved and supplied by the City of Crystal Lake. The water meter shall be installed within the building in an accessible location. Meters may not be installed in crawl spaces or pits within the building. The meter shall have unions on the inlet and outlet opening and is required to have shutoff valves on both the inlet and outlet sides for all installations. Valves shall be full-port valves with an open area at least that of the water service pipe and be provided with a drip valve installed on the outlet side of the meter. Any variations of the water meter placement shall be subject to the approval of the Director of Public Works or his/her designated representative.

SECTION XIV: That Section 392-2H be amended to read as follows:

H. Section 890.1190b)1), Non-Single-Family Water Meter Installation, is hereby added as follows: The valve on the inlet side before the domestic water meter shall be a lockable style approved by the Building Commissioner or his/her duly designated representative.

SECTION XV: That the following be inserted into a new section after 392-2H

Section 890.1190 f)1) is hereby added as follows: Line valves shall be readily accessible and located no more than five feet above the finished floor. Valves shall be located in the tenant or occupant space where the fixtures are located.

SECTION XVI: That the following be inserted into a new section after 392-2J

Section 890.1320 a)1) is hereby added as follows: All new buildings with basements, floors, rooms or occupancy areas below ground level shall have the building drain located above the finished floor. Footing drains shall be connected to sump pumps for discharge outside the building or into the storm sewer system with Public Works Department approval. No footing drain or drainage tile shall be connected to the sanitary sewer system.

SECTION XVII: That Section 392-2N be amended to read as follows:

N. Section 890, Appendix A, Tables, Plumbing Materials, Equipment, Use Restrictions and Applicable Standards. The following amendments to Appendix A, Tables, shall be made as follows:

(1) Table A, Approved Materials for Water Service Pipe.

(a) Delete items 1, 2, 4, 5, 7, 8, 9, 10, 11, 12, and 13.

(b) Approved for use: 3 Cast-iron (ductile iron) water pipe; 6 Type K copper tube with compression or flared connections.

(2) Section 890, Appendix A, Table B, Minimum Number of Plumbing Fixtures, plumbing materials, equipment, use restrictions and applicable standards, single dwelling or multiple dwelling units, condo or apartment or hotel/motel unit, other fixtures, add as follows: Install a minimum of one antisiphon self-draining frostproof sill cock at ground level for attached or detached single-family dwellings, when separate water service and water meter is provided for each dwelling unit.

SECTION XVIII: That the following sections of Chapter 392 be deleted and the remaining sections be renumbered in sequential order:

- Section 392-2E
- Section 392-2I
- Section 392-2J
- Section 392-2K
- Section 392-2L

- Section 392-2M

SECTION XIX: That Section 515-2 be amended to read as follows:

A. Any property owner, hereinafter referred to as "applicant," desiring an extension of the City water or sewer main or other conveyance to his/her property shall submit to the City a detailed plan showing the location of the extensions to the property. The applicant shall state in said request that he/she agrees to pay the cost of the extension, unless otherwise provided by § 241-46 of the City Code. Such request shall be subject to the approval of the City Engineer, or his/her designee.

B. Upon approval of the request, the applicant shall submit to the City a surety for 120% of the estimated amount of the cost chargeable to him/her for the extension. The surety may be a letter of credit, bond, cash deposit, as may be designated by the City, or other security approved by the City, in a format approved by the City (hereinafter, "performance security"). Upon completion of any portion of such improvements, a reduction to the performance security may be requested and the City may grant a reduction at its sole discretion. If, at any time, the City determines that the funds remaining in the performance security are not sufficient to pay in full the remaining unpaid costs of such improvements, within 30 days of written notice the performance security shall be increased to an amount determined by the City to be sufficient to pay in full the remaining costs of such improvements. Failure to increase the amount of the performance security shall be grounds to draw down the entire remaining balance of the performance security. Any performance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any performance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois.

C. A bond, letter of credit, cash deposit, as may be designated by the City, or other security approved by the City, in a form approved by the City (hereinafter, "maintenance security"), in the amount not less than 5% of the approved engineer's estimate of cost of the installation of such improvements, providing guarantee of workmanship and materials for a period of two years from the final inspection and acceptance of such improvements, shall be submitted. If, at any time, the City determines that the funds remaining in the maintenance security are not sufficient to pay for correcting defects and deficiencies of such improvements, within 30 days of written notice, the maintenance security shall be increased to an amount determined by the City to be sufficient to pay for correcting defects and deficiencies of such improvements. Failure to increase the amount of the maintenance security shall be grounds to draw down the entire remaining balance of the maintenance security. Any maintenance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any maintenance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois.

SECTION XX: That Section 515-3A be amended to read as follows:

A. Water main extension. The applicant will be required to pay the cost of the water main extension of a size suitable for his/her needs, but in no event shall the size be smaller than an eight-inch main unless approved by the City Engineer and Chief of Fire Rescue.

SECTION XXI: That Section 515-13A be amended to read as follows:

A. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Community Development Department. Any person, firm or corporation who or which utilizes an unauthorized connection or unauthorized use shall be fined for each offense as set forth in Chapter 248, Fines.

SECTION XXII: That Section 515-13C be amended to read as follows:

C. Allocation of costs.

(1) All costs and expenses incident to the installation, connection, disconnection, repair, or maintenance of the building sewer shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation, connection, disconnection, repair and maintenance of the building sewer.

(2) All costs and expenses incident to the installation, connection, disconnection, repair, or maintenance of the building water service shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation, connection, disconnection, repair, and maintenance of the building water service.

SECTION XXIII: That Section 515-13M be created and reads as follows:

M. Abandonment of sanitary sewer lines.

(1) All existing portions of the sanitary sewer system serving a building or property that will not be re-used as part of building demolition or remodeling must be properly disconnected and abandoned by the property owner from the point where such system connects to the sewer main.

(2) The sanitary sewer service lateral shall be capped at the public right-of-way. An abandonment fee will be charged for grouting the service line at the sanitary main, which shall be based on the City's annual grouting program cost.

(3) Upon abandonment of a sewer line, as required by this subsection, the owner of the property serviced by such line shall be required to restore all property disturbed by such abandonment, including compacted backfill, restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

SECTION XXIV: That Section 515-29 be amended to read as follows:

In the event of a disputed water and/or sewer bill, or for other cause, the building owner or occupant may request a water meter accuracy test. Water meter accuracy testing shall be scheduled by the Public Works Department and conducted by a third-party meter testing company. The meter shall be deemed accurate if it meets the AWWA meter accuracy standards as they apply to each specific meter. Should the meter accuracy test prove the meter to be accurate a meter testing fee of $25 plus the City cost for the third-party test will be assessed, and the amount of the water and/or sewer bill in dispute owed. Should the meter be determined to be defective, no meter testing fee will be assessed and the water and/or sewer bill in question will be adjusted based on the inaccuracy percentage determined, provided that such adjustment shall be for a period not exceeding one year.

SECTION XXV: That Section 515-43E be amended to read as follows:

E. The consumer's water system shall include all parts of the facilities used to convey water from the public water supply distribution system to the point of use, beyond the curb stop or shut-off valve. In the event that no curb stop or shut-off valve exists, the consumer's water system shall include all parts of such facilities located within the consumer's property.

SECTION XXVI: That Section 515-43F be amended to read as follows:

F. Water service line installation. No water service line shall be installed or used to supply water to more than one parcel or building unless a separate curb stop or shut-off valve is installed in the public right-of-way or easement for each parcel or building. Each parcel or building with a water service line shall have a City water meter installed for billing purposes.

SECTION XXVII: That Sections 515-43G through 515-43I be created a reads as follows:

G. Maintenance and repair responsibilities.

(1) The City shall repair and/or replace any leaky or defective condition of the public water supply system and the public water distribution system. The consumer shall be responsible to repair and/or replace any leaky or defective condition of the consumer's water system. The consumer shall be notified by the City either in person or in writing of such leak or defective condition. If a defective condition is not repaired within 10 business days after such notice, the water supply shall be shut off and not reinstated until defective conditions have been corrected. Shut-off fees shall be charged per Chapter 248, Fines.

(2) In such cases where the operation, use, maintenance or repair of the consumer's water system results in the need to repair or replace the curb stop or shut-off valve, the consumer shall be responsible to repair and/or replace the curb stop or shut-off valve.

H. Abandonment of water lines.

(1) All existing portions of the water system serving a building or property that will not be re-used as part of building demolition or remodeling must be properly disconnected and

abandoned by the property owner from the point where such system connects to the water main.

(2) Water service lines shall be disconnected at the water main and sealed. The corporation stop or valve at the water main shall be either capped or removed per the direction of the Director of Public Works.

(3) Upon abandonment of a water line, as required by this subsection, the owner of the property serviced by such line shall be required to restore all property disturbed by such abandonment, including compacted backfill, restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

I. Any person, firm, or corporation who or which draws water from the public water supply through an unauthorized connection or unauthorized use shall be fined for each offense as set forth in Chapter 248, Fines.

SECTION XXVIII: That Chapter 570 be amended to read as follows:

§ 570-1 Residential parking lots and driveways.

A. Parking lots for one to six vehicles. Pavement design shall be according to Chapter 650, Section A-700. The parking lot must be graded for surface drainage. The driveway shall have sufficient crown to provide surface runoff. The driveway must be graded in such a manner that it will drain from the lot line to the street drainage system. The concrete public sidewalk shall extend through the driveway per the City standard detail. The driveway shall end at a depressed concrete curb (if curbs exist) or at the edge of the paved roadway. A depressed driveway section must be installed in those driveways that cross a drainage swale. It is the responsibility of the permittee to call for City inspection before the concrete or bituminous paved surface is applied. The permittee shall provide the City inspector with verification of material thickness and compaction. All single-family residentially zoned sections shall have a minimum of one enclosed parking space (garage) for each dwelling unit. Driveways shall be offset a minimum of 18 inches from the property lines, unless local conditions or design are approved by the City Engineer. All sidewalks shall be constructed in such a manner so as to provide access to the sidewalk for handicapped persons by means of an inclined ramp at the curbline where the sidewalk intersects the driveway and at the curbline where the sidewalk intersects the street line per the City standard detail.

B. Parking lots for more than six vehicles. The same structural specification applies to this parking section that applies to the parking area in Subsection A. Drainage for this capacity of parking area must be obtained by a system of catch basins and dry wells of sufficient capacity to drain this surface for a ten-year-frequency storm. Ponding of no more than 0.75 foot is permitted. Drainage to an existing storm sewer of adequate capacity through underground conduit connected to a system of inlets located in the parking area is acceptable. Surface runoff onto adjoining areas is prohibited.

(1) The driveway shall be drained in the same manner or with the parking area. The concrete sidewalk shall extend through the driveway. It shall be a high point in the driveway to

facilitate drainage to the street from that point and also back into the driveway drainage system.

(2) All sidewalks shall be constructed in such a manner as to provide access to the sidewalk for handicapped persons by means of an inclined ramp at the curbline where the sidewalk intersects the driveway and at the curbline where the sidewalk intersects the street line, per the City standard detail.

(3) All standards and materials referred to in this subsection shall follow the City standard details or Standard Specifications for Road and Bridge Construction for the State of Illinois Highway Department, most current edition.

C. A site plan will be required for all parking lots. The elevations shown shall be to USGS datum. A permit must be obtained before construction begins.

§ 570-2 Commercial parking lots and driveways.

A. Pavement design shall be according to Chapter 650, Section A-700. Portland cement concrete shall be reinforced with 6-6/6-6 welded wire mesh and be treated with a membrane curing and sealing compound per IDOT standards. The paved surface shall be graded to produce positive drainage to a series of inlets connected by underground conduit to an existing storm sewer or drainage ditch of adequate capacity. A system of catch basins and dry wells can be used if none of the above-noted outlets are available. The drainage system shall be designed to convey 100% of the runoff for a ten-year storm. Refer to Chapter 595, Stormwater Management, for additional requirements. No more than 0.75 foot of ponding is permitted. The parking lot shall have an arrangement of islands, planted with trees, ground cover and shrubbery, as required by Chapter 650, Unified Development Ordinance.

B. The entrance and any areas within the parking lot that will provide for a service truck route shall need to follow the heavy-duty pavement design per Chapter 650, Section A-700.

C. All standards and materials referred to in this section are to follow the City details or the Standard Specifications for Road and Bridge Construction for the State of Illinois Highway Department, most current edition.

D. Site plans covering the entire parking area shall be submitted to the City Engineer for approval. The plans shall be detailed and complete, showing the drainage plan with elevations shown to produce positive drainage to all drainage structures. The elevations shall be to USGS datum.

E. All curbs constructed upon private property shall be constructed of Portland cement concrete in accordance with specifications as determined by the City Engineer. The curb or curb and gutter width shall not be included in the parking lot drive aisle width. Sidewalks immediately adjacent to curbs shall be a minimum six-foot width.

F. In the event the use of property zoned for commercial, business, industrial or manufacturing uses pursuant to Chapter 650, Unified Development Ordinance, of the

Ordinances of the City of Crystal Lake is intensified or expanded beyond the use in existence on the effective date of this section, or in the event property is rezoned for any of said uses subsequent to said date, or in the event of any new construction on said property subsequent to the effective date of this section, curbs shall be constructed in the public right-of-way when required by the City Engineer.

G. Permit. A permit issued by the Community Development Department shall be required for all parking lot, driveway and curb work.

§ 570-3 Sidewalks.

A. General specifications.

(1) Concrete sidewalks in the public right-of-way shall conform with Chapter 650, Section 4-100.

(2) The width of commercial sidewalks in the Central Business District are to be consistent with adjacent commercial parcels, but not less than five feet.

(3) A permit issued by the Community Development Department shall be required for all sidewalk installations.

(4) Sidewalks shall be constructed if none exist whenever a new house is erected, unless otherwise provided by the City Council of the City of Crystal Lake.

B. Construction specifications shall conform with Chapter 650, Section A-800.

SECTION XXIX: That Chapter 575, Article I, shall be amended to read as follows:

§ 575-1 Purpose.

The City of Crystal Lake requires the periodic use of private traffic engineering consultants to provide independent, unbiased evaluations of developments where traffic studies are required or deemed necessary by the City Engineer.

§ 575-2 Procedure.

A. The Engineering Services Division shall determine is a traffic study is necessary or specific traffic issues need to be evaluated as part of the development review process, as outlined in Chapter 650, Unified Development Ordinance.

B. The Engineering Services Division shall review the proposed development and, based upon a suitable site plan, shall develop a scope of services or request a scope of services from one of the approved traffic engineering firms.

C. The developer/owner shall be given the choice to select the private traffic consulting firm to be retained by the City that will complete the traffic study using one of the following two selection procedures:

(1) The developer/owner can opt to select one of the six approved traffic engineering firms to complete the traffic study/analysis, pursuant to the process outlined in Subsection D below.

(2) The developer/owner can opt to select one of the six approved traffic engineering firms to complete the traffic study/analysis using the request for proposal (RFP) process outlined in Subsection E below.

D. In order to expedite the traffic review procedure, the developer/owner shall have the option of selecting an approved traffic consultant to complete the traffic study/analysis, exclusive of the RFP process. The City shall furnish the developer/owner with a list of six approved traffic consultants having been selected pursuant to the selection process in §575-3.

(1) The developer/owner shall select one of the six approved traffic consultants, and notify the City in writing of the selection. Upon receipt of the developer's/owner's selection, the Engineering Services Division shall request a scope of services from the selected consultant and request a quote from the consultant, to include a "not to exceed" amount, for review and approval.

(2) The developer/owner shall execute a task order, in a form provided by the City Engineer, that acknowledges and agrees that the services provided by the consultant are for the benefit of the developer/owner. The developer/owner shall, pursuant to §241-34 of this Code, be responsible for payment to the City of all fees, actual costs or actual expenses related to the City retaining a traffic consultant pursuant to this section.

(3) Upon compliance with Subsection D(2), the City shall enter into a contract with the selected consultant. A completed and finally approved copy of the consultant's report shall be furnished to the developer/owner.

E. At the request of the developer/owner, the traffic study/analysis can be completed using the request for proposal (RFP) process.

(1) The Engineering Division shall send a request for proposals to a list of six traffic engineering consultants.

(2) All tendered proposals shall be furnished to the developer/owner, who will have the right to select the proposal/consultant of its choice.

(3) The developer/owner shall execute a task order, in a form provided by the City Engineer, that acknowledges and agrees that the services provided by the consultant are for the benefit of the developer/owner. The developer/owner shall, pursuant to §241-34 of this Code, be responsible for payment to the City of all fees, actual costs or actual expenses related to the City retaining a traffic consultant pursuant to this section.

(4) Upon compliance with Subsection E(3), the City shall enter into a contract with the selected consultant. A completed and finally approved copy of the consultant's report shall be furnished to the developer/owner.

§ 575-3 Consultant selection.

A. The selection of traffic engineering consultants shall be the duty of a committee comprised of the City Manager, Director of Community Development and the City Engineer, who shall be subject to confirmation and approval by the Mayor and City Council.

B. Statements of qualifications from interested consultants will be received by the committee and evaluated to obtain the most qualified field of candidates.

C. It is the policy of the City to place up to six qualified consultants on an active list that would be called upon to review traffic-related issues pertinent to development projects and provide proposals to the City for studying same.

D. The essential criteria used to select consultants would include, but may not be limited to:

(1) Traffic engineering experience.

(2) Qualifications of principals and staff engineers to supervise and perform the scope of intended services.

(3) Suitable, comparable results in previous studies performed with the City of Crystal Lake or other reliable references.

(4) Adequate available personnel to accomplish the scope of services in a timely manner.

(5) That the consultant does not perform engineering services to private developers/owners seeking approvals within the City of Crystal Lake.

E. The six consultants selected pursuant to this section shall be subject to removal from the list, at any time, by direction of the committee referred to in § 573-3A. If, in the opinion of the City selection committee, results are unsatisfactory on a second successive study or other negative quality issue, that firm may be dropped and replaced with the next most highly qualified firm.

SECTION XXX: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION XXXI: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as provide by law.

DATED at Crystal Lake, Illinois, this 17th day of May, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: May 17, 2016

APPROVED: May 17, 2016

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: May 17, 2016

Item: Police Department Uniform Agreement Renewal

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an amendment to extend the agreement with Ray O'Herron Co., Inc. for the pricing and purchase of Police Uniforms for one additional year.

Staff Contact: James Black, Chief of Police

Background:

In August of 2014, following a formal bidding process, the City executed an agreement with Ray O'Herron Co., Inc. for the pricing and purchase of police uniforms for 2 years. The agreement is set to expire in August of 2016.

Ray O'Herron Co., Inc. has agreed to extend the agreement for 1 year with the same pricing established in the original agreement. It is anticipated the prices for uniform expenses would increase should the City decide to solicit bids under new terms.

Recommendation:

It is staff's recommendation to extend the original agreement for police uniforms to Ray O'Herron Co., Inc., thereby maintaining current pricing. There are sufficient funds in the FY 2016/2017 Budget for police clothing.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a one-year purchase agreement extension between the City of Crystal Lake and Ray O'Herron Co., Inc. for Police Department uniform pricing beginning August 2016.

DATED this

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED:
APPROVED: