Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: 108 Heather Drive

Request: Simplified Residential Variations for a larger replacement shed from:
1) required 30-foot setback from Briarwood Rd to allow a 5 foot setback, a variation of 25 feet; and
2) required 5-foot interior setback to allow a 2.66-foot setback, a variation of 2.34 feet.

Petitioner: Lisa Kincaid, petitioner

PZC Recommendation: To approve the PZC recommendation and adopt an ordinance granting Simplified Residential Variations for a larger replacement shed at 108 Heather 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 Briarwood Road.
- The property is a double frontage lot, the yard abutting Heather Drive is considered the front yard and the yard abutting Briarwood Road is defined as the corner side yard in the UDO.
- The petitioner removed a legal non-conforming shed (54 square feet) and constructed the shed in question (160 square feet) without a permit.

PZC Highlights:

- The PZC stated they were concerned with the current location of the shed as it would block views given its substantially larger size.
- The PZC recommended rotating the shed 90 degrees to reduce the shed's visibility from Briarwood Road.
- The PZC felt that the Findings of Fact had been met, once the shed is rotated.

The PZC recommended **approval (5-0)** 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 (Kincaid, dated 08/29/16, received 08/29/16)
   B. Survey with drawing of shed (dated 04/14/15, received 08/29/16)

2. The petitioner shall ~~relocate the shed to meet a minimum 20 foot setback to be in character with the neighborhood~~ **rotate the shed 90 degrees and locate it outside of the public utility easement. The side yard setback would be acceptable due to the narrowness of the lot. (Added by PZC)**

3. If the shed is to remain in the current location (5 feet from corner side yard and 2.66 feet from interior side yard), a letter from the utility companies stating they will permit the shed to be located in the utility easement is required to be submitted to the City.

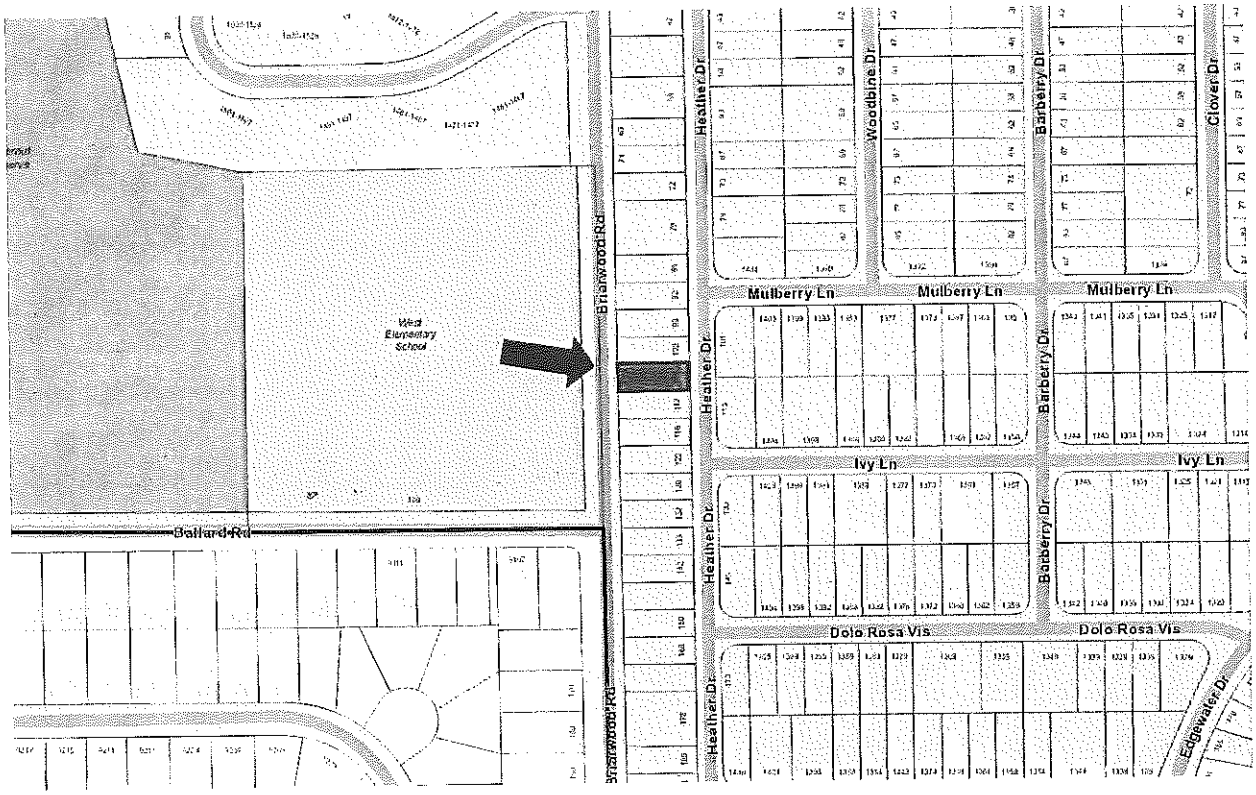
4. The addition of the shed requires a trench drain to be installed on the property. The petitioner shall work with the Engineering Division to properly locate the trench drain.

5. The addition of the shed puts the property at the maximum allowable impervious surface coverage. No additional impervious surface can be added to the property without a variation request.

6. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

2016-40 Kincaid 108 Heather Dr.





Ord. No. .....
File No. ....

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A VARIATION AT 108 HEATHER DRIVE

WHEREAS, pursuant to the terms of the Application (File #2016-40) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of Simplified Residential Variations from 1) required 30-foot setback from Briarwood Rd to allow a 5 foot setback, a variation of 25 feet; and 2) required 5-foot interior setback to allow a 2.66-foot setback, a variation of 2.34 feet, per Article 3-200(A)(4); and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 21, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on December 7, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on December 7, 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 Simplied Residential Varaition be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-40, dated as of December 8, 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.

NOW, THEREFORE, 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 1) required 30-foot setback from Briarwood Rd to allow a 5 foot setback, a variation of 25 feet; and 2) required 5-foot interior setback to allow a 2.66-foot setback, a variation of 2.34 feet, per Article 3-200(A)(4) at the property at 108 Heather Drive (18-01-101-018), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kincaid, dated 08/29/16, received 08/29/16)
   B. Survey with drawing of shed (dated 04/14/15, received 08/29/16)

2. The petitioner shall rotate the shed 90 degrees and locate it outside of the public utility easement. The side yard setback would be acceptable due to the narrowness of the lot.

3. If the shed is to remain in the current location (5 feet from corner side yard and 2.66 feet from interior side yard), a letter from the utility companies stating they will permit the shed to be located in the utility easement is required to be submitted to the city.

4. The addition of the shed requires a trench drain to be installed on the property. The petitioner shall work with the Engineering Division to properly locate the trench drain.

5. The addition of the shed puts the property at the maximum allowable impervious surface coverage. No additional impervious surface can be added to the property without a variation request.

6. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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 Simplified Residential Variations 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 7th day of March, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____

Nick Kachiroubas, City Clerk

Passed: March 7, 2017
Approved: March 7, 2017

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: City Code Amendment to Increase the Number of Class "15" Liquor Licenses – Applicant: The Olive Tap

Staff Recommendation: Motion to adopt an ordinance increasing the number of Class "15" Liquor Licenses from the current permitted 2 licenses to 3 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
The City has received a request from The Olive Tap, an establishment located at 68 N. Williams St., for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "15" liquor licenses from the current 2 licenses to 3 licenses.

The City Code permits the issuance of a Class "15" liquor license for the sale of beer and wine in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 am. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises.

A fingerprint/background search revealed no criminal history under the applicants' names.

Other establishments currently holding a Class "15" liquor license include: 7-Eleven (Berkshire) and Aldi.

Votes Required to Pass:
Simple majority

Property in Question



Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Lakeside Legacy Foundation 2017 Lakeside Fest

Staff Recommendation: Motion to approve the following requests for the 2017 Lakeside Festival to be held June 29 through July 2, 2017:

1. The application for two Class "19" Temporary Liquor Licenses.
2. The application for a special event pursuant to the conditions recommended in this agenda supplement.
3. A waiver of Police chargeback fees for the Police Officers assigned to the festival.

Staff Contact: Eric T. Helm, Deputy City Manager
Michelle Rentzsch, Director of Community Development

Background:

The Lakeside Legacy Foundation is currently planning the 2017 1 Lakeside Festival on June 29 through July 2, 2017. The Lakeside Festival is one of McHenry County's largest festivals, and attracts around 50,000 people every year. The festival will be operated much as it has been in the past, with two stages of live entertainment, a carnival featuring rides and midway games, food vendors from the area, and other fun events. The daily schedule of the event is:

- Thursday, June 29: 4:00 PM to 11:00 PM
- Friday, June 30: Noon to 11:00 PM
- Saturday, July 1: Noon to 11:00 PM
- Sunday, July 2: Noon to 10:00 PM

As part of the planning they have requested the approval of a major special event, as well as requesting approval for two Class "19" Temporary Liquor Licenses.

Liquor License
As part of the approval for this event, the Lakeside Legacy Foundation has requested the issuance of two Class "19" Temporary Liquor License in order to sell alcohol at the four day

festival. The Lakeside Legacy Foundation is requesting two licenses because the time limit for the Class "19" license is three days.

Section 329-5-S of the City Code permits the issuance of a Class "19" Temporary Liquor License for the retail sale of beer, wine, and alcoholic liquors for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Special Event
The application has been reviewed and the following conditions are recommended:

1. Comply with all City Code regulations pertaining to the request.
2. Comply with all of the Carnival License requirements.
3. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
4. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden that is subject to the license.
5. Provide a list of members of the organization who will be selling beer and alcohol at the location pursuant to the license.
6. The area where alcohol is sold must be in a contained location.
7. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
8. The applicant will provide a Proof of Insurance for Liquor sales.
9. Trash must be picked up on a daily basis.
10. There must be sufficient lighting around the portable toilet area.
11. Any lighting should be placed so as not to disturb the neighbors.
12. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
13. The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
14. The Lakeside Festival is exempt from the City's Noise Ordinance (City Code Chapter 358).
15. The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
16. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:
17. Provide Police assistance, as detailed below:

Date	*Times*	*Police Department Detail*
Thursday, June 30	4:00 PM to 11:00 PM	8 Officers
Friday, July 1	Noon to 5:00 PM	4 Officers
Friday, July 1	5:00 PM to 11:00 PM	9 Officers
Saturday, July 2	Noon to 5:00 PM	4 Officers
Saturday, July 2	5:00 PM to 11:00 PM	9 Officers
Sunday, July 3	Noon to 5:00 PM	4 Officers
Sunday, July 3	5:00 PM to 10:00 PM	9 Officers

The Police have updated their detail assignment for 2017. They have decreased the number of officers assigned to the festival during day time hours from six officers for four officers. They have also increased the number of officers during the evening hours of Friday, Saturday, and Sunday from eight officers to nine officers. This was done in response to a noticeable increase in attendance during those times last year.

18. The Women of Today will be required to apply for a parade permit for the children's bike decorating parade on Lake Shore Drive and Country Club Road and coordinate the logistics of the parade through the Crystal Lake Police Department. The Police Department will use two squad cars to assist with the parade.
19. In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.
20. Tents and canopies used for this event must comply with the following conditions:
    a. Provide documentation of the size of any Tents/Canopies and the uses that will occur under the Tent/Canopy.
    b. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.
    c. Canopies and awnings open on all sides can be combined, side-by-side up to 700 square feet, and then a firebreak of 12 feet is required.
    d. Tents/canopies shall be of a flame resistant material or treated as such.
    e. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.
    f. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.
    g. Special requirements may be needed for Tents/Canopies that have cooking or heat producing equipment. Heating or cooking equipment shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and approved by the code official.
    h. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 feet.
    i. Any propane tanks shall be located a minimum of 10 feet from the tent. Safety release valves shall be pointed away from the tent, canopy, or membrane structure.
    j. A portable fire extinguisher of minimum size 2A10BC or other approved fire suppression equipment is needed for the cooking area and other tents/canopies.

When cooking areas include deep fat fryers, a listed Class K portable fire extinguisher shall be provided.

k. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
l. Waste materials in/under and within 30 feet of all tents/canopies must be stored in approved containers.

21. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
22. Provide male and female accessible restroom facilities.
23. Obtain any necessary approvals from the McHenry County Department of Health.
24. Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.

Police Department Chargeback Waiver

The Lakeside Festival will require staffing officers and supervisors as the City has provided in the past. This year, the total man-hours would be 269 hours. The estimated cost of staff salary only for the Lakeside Festival is approximately $17,977. As stated above, the applicant has requested to waive these fees, and the City Council has granted this request in the past.

Votes Required to Pass:

Simple majority vote

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Bob Blazier Run for the Arts

Recommendation: Motion to approve the Special Event for the 2017 Bob Blazier Run for the Arts pursuant to the recommended conditions listed below and a waiver of the Special Event application fee.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

The Raue Center is in the process of planning the 2017 Bob Blazier Run for the Arts, which will be the event's 20th year. The run will take place in Downtown Crystal Lake on Sunday, May 7, 2017. The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and noon. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closures, providing the following conditions are met:

1) No items shall be located on the sidewalks.
2) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
3) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.

4) Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
5) Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
6) The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
7) Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
8) All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
9) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
10) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
11) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13) Streets are not to be marked with paint or any permanent materials.
14) The site shall be inspected the morning of the event for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
15) An access lane greater than 13 feet is required for access to Williams Street by the aerial ladder truck.
16) The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
17) Please contact the Fire Rescue Department by April 1 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 7 to determine/arrange for police officers for traffic control, lead vehicle, etc.
19) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20) All trash shall be picked up along the race route, as well as in the downtown area.
21) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.

22) A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23) No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.
24) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for for Police Officer assistance for this event is $1,488.54. The Raue Center has requested that the $50 application Special Event Application Fee be waived.

The applicant has agreed to meet these conditions. The event applications, information regarding the courses, and a map indicating the race routes have been attached for City Council consideration.

Votes Required to Pass:

Simple majority of City Council present.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Downtown Crystal Lake/Main Farmers Markets

Recommendation: Motion to approve the Special Event for Downtown Crystal Lake/Main Street Farmers Market, pursuant to the recommendations listed below and a waiver of the Special Event application fee.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

The applicant has applied for a Special Event to allow the Farmers Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 3, 2017 through October 14, 2017.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park.

The applicant is also requesting a waiver of the $50.00 Special Event application fee.

If the request is approved, the following conditions are recommended:

1. The approval is valid on Saturday mornings from June 3, 2017 through October 14, 2017.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers Market.
7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Access
   A. During the Farmers Market events, the closure of the depot driveway is approved.

B. Barricades can be borrowed from Public Works to block the drive aisle during the Farmers Market. Emergency vehicle access shall be maintained on the drive aisle.

C. A restriction should be placed which allows only accessible vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).

D. Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.

E. Barricades shall be placed, as shown in aerial photo, to ensure adequate turning space for a bus if all accessible spaces are in use.

F. Access both in and out of all accessible spaces must be maintained at all times.

G. Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.

10. Tents/Canopies

    A. No smoking is permitted in or under any tents or canopies.

    B. Enclosed tents shall be 20 feet from all buildings and other tents/canopies tents open on all sides are required to be 12 feet away from any structure.

    C. The tents shall be properly anchored.

    D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.

    E. A portable fire extinguisher shall be present.

11. Inspections from the Fire Rescue Department may be completed.

The applicant has been made aware of these recommended conditions and advised to attend the March 7, 2017 City Council meeting to answer any questions.

Votes Required to Pass:

A simple majority vote.

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Woods Creek Feet Meet

Staff Recommendation: Motion to approve the Special Event for the 2017 Woods Creek Feet Meet, pursuant to the recommended conditions and to waive the Police chargeback fees for this event.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:
The Woods Creek Feet Meet Committee has submitted a special event permit application for the 2017 Woods Creek Feet Meet. The 2017 Feet Meet will be Sunday, April 30, beginning at 8:00 a.m. Additionally, they are requesting a Crystal Lake Police Detail to help with the street closure.

As part of their application, they are requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council has approved similar requests in previous years.

If the request is approved, the following conditions are recommended:

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The Woods Creek Feet Meet Committee must coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. A barricade borrowing application has been submitted.
5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.
6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.

7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
8) All debris created by the event needs to be cleaned up during and after the event.
9) Streets are not to be marked with paint or any permanent materials.
10) The petitioner must sign the required Indemnity/Hold Harmless agreement.
11) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
12) If tents or canopies will be used, the petitioner needs to contact the Fire Rescue Department for further review.
13) In the case of inclement weather, an alternate date can be approved by the City Manager.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event. The City Council has also waived the chargeback fees for the Police Officers assisting with the race. The Police Department estimates that the chargeback fees would not be more than $802.00.

The applicant has agreed to meet these conditions. The letter, application, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed have been attached.

Votes Required to Pass:
Simple majority vote of the City Council

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Raue Center for the Arts 2017 Williams Street Festival

Staff Recommendation: Motion to approve the following requests for the 2017 Williams Street Festival to be held Saturday, June 3, 2017:

1. The application for a Class "16" Temporary Liquor License
2. The application for a major special event as requested subject to the conditions recommended in this agenda supplement.

Staff Contact: Eric T. Helm, Deputy City Manager
Michelle Rentzsch, Director of Community Development

Background:
The Raue Center for the Arts has submitted an application to hold the 2017 Williams Street Festival on Saturday, June 3, 2017. Last year, the Raue Center held its first Williams Street Festival which closed Williams Street between Brink Street and Crystal Lake Avenue in the late afternoon and an outdoor festival was held in the evening, which was headlined by the Modern Day Romeos, who has a significant regional following.

There were no major incidents with the 2016 festival. An after action review was conducted by City staff and given to the Raue Center organizers for future consideration. The review did contain several concerns that would have to be addressed should the festival be held again.

In response to those concerns, as well as some other issues with their own logistics, the Raue Center has proposed having this festival held in the Brink Street Parking Lot. Both City staff and Raue Center staff believe that changing the location will greatly reduce or eliminate the concerns that were present with having the festival on Williams Street. They have also requested closing Brink Street between Williams Street and Grant Street.

The Raue Center has also requested to start the festival earlier. Last year, in response to a survey of downtown businesses, Williams Street was closed at 4:00 p.m., and the festival started at 6:00 p.m.. For 2017, the organizers have requested to close the Brink Street parking lot and adjacent

part of Brink Street starting at 8:00 a.m., with the festival beginning at noon. The festival will shut down at 11:00 a.m.

The City sent a notification to the Downtown business owners about the changes to the festival and invited them to come to the March 7 City Council meeting to voice any concerns they have about the festival. A few sent responses in writing, and they have been attached to the agenda supplement.

Liquor License
As part of the approval for this event, the Raue Center for the Arts, 26 N. Williams, has requested the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at their Williams Street Fest on June 3, 2017 in the Brink Street Parking Lot from noon to 11:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class "16" Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

All patrons are required to wear a nontransferable, one-time use only, disposable wristband identifying them as patrons of the beer and wine area that is subject to the license. The entire Brink Street Parking lot will be cordoned off as the beer garden area. There will be two access points. The first will be at the northeast corner near the Starbucks, the second is adjacent to the breezeway between the two Brink Street Market buildings.

Special Event
City staff has reviewed the request and recommends its approval as proposed with the following conditions:

1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
2) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
3) All directly affected businesses and residents on Brink Street shall be notified in advance of the road closure.
4) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event.
5) Provide an Emergency Action Plan prior the event that indicates severe weather precautions (i.e. will the Raue Center be open for sheltering). Police and Fire Commanders will have the final determination to suspend or end the event due to impending severe weather.

6) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.

7) All hourly parking restrictions, such as 2-hour only parking, shall be suspended on the following streets on June 3: Williams Street, Grant Street, Brink Street, Woodstock Street, and Crystal Lake Avenue.

8) All festival activities, including vendors associated with the festival, must cease operations by 11:00 p.m.

9) Tents and canopies used for this event must comply with the following conditions:

   a. Provide documentation of the size of any Tents/Canopies and the uses that will occur under the Tent/Canopy.

   b. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.

   c. Canopies and awnings open on all sides can be combined, side-by-side up to 700 square feet, and then a firebreak of 12 feet is required.

   d. Tents/canopies shall be of a flame resistant material or treated as such.

   e. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.

   f. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.

   g. Special requirements may be needed for Tents/Canopies that have cooking or heat producing equipment. Heating or cooking equipment shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and approved by the code official.

   h. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 feet.

   i. Any propane tanks shall be located a minimum of 10 feet from the tent. Safety release valves shall be pointed away from the tent, canopy, or membrane structure.

   j. A portable fire extinguisher of minimum size 2A10BC or other approved fire suppression equipment is needed for the cooking area and other tents/canopies. When cooking areas include deep fat fryers, a listed Class K portable fire extinguisher shall be provided.

   k. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.

   l. Waste materials in/under and within 30 feet of all tents/canopies must be stored in approved containers.

10) All structures (tents, canopies, stages, etc.) shall capable of withstanding minimum required wind and floor loads and to be anchored to the ground per the manufacturer's specifications.

11) Submit stage specifications and assembly instructions.

12) Submit lighting specifications (i.e. stage, canopy, grounds, etc.)

13) Temporary wiring must comply with the 2005 National Electrical Code.

a. All exterior electrical equipment must be suitable for use in a wet location.

b. All 15A and 20A receptacles installed in a wet location must be within an enclosure that's weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.

c. Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW and STOW).

d. Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.

e. Use rubber cable protector / cable bridge where flexible electrical cords cross pedestrian paths.

f. Generator shall be grounded with two 8-foot long ground rods a minimum of 6 feet apart connected with a minimum #6 copper grounding conductor.

2005 NEC, Sections 250-50, 250-56 and 250-66[A]

14) Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.

15) Provide adequate lighting for participants during night hours.

16) Lighting shall not create a hazard or nuisance and shall comply with the Unified Development Ordinance.

17) Schedule a meeting with the Fire Prevention Bureau and the Police Department at least one week prior to the event to review final details or any changes. Contact the Fire Prevention Bureau at least three days prior to the event to schedule a site inspection.

18) All food vendors shall obtain approval from the McHenry County Department of Health.

19) Provide male and female restroom facilities that meet ADA accessibility standards.

20) At the conclusion of the event, all trash and debris shall be removed in the festival area. Additionally, the Brink Street Parking lot shall be sprayed with a hose to remove spilled alcohol.

21) Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:

Date	*Times*	*Police Department Detail*
June 3, 2017	Noon to 6:00 p.m.	2 Officers
June 3, 2017	6:00 PM to 7:00 p.m.	4 Officers
June 3, 2017	7:00 PM to 11:00 p.m.	7 Officers

The Police Department estimates that the cost of the detail will be no more than $2,941. The Raue Center will be responsible for reimbursing the Crystal Lake Police Department for the actual costs.

22) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.

23) All patrons are required to wear a nontransferable, one-time use only, disposable wristband identifying them as patrons of the beer and wine area that is subject to the license.

24) The area where beer and wine is sold must be in a contained location. The location must be cordoned off using a highly visible, sturdy barricade.

25) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has reviewed and concurs with the recommended conditions. Attached is the supporting documentation for the requests, including the special event application, the liquor license application, and the notification letter to the Downtown areas businesses.

Votes Required to Pass:
Simple majority vote

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: City Square Preliminary PUD Extension

Recommendation: Motion to approve the ordinance granting a one-year extension to the Preliminary PUD approval for City Square at 110 West Woodstock Street.

Contact: Michelle Rentzsch, Community Development Director

Background:

- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: City Square was approved in January 2008 for 57 townhome units with variations to the rear and side yard setbacks and the density. The Preliminary PUD approval was valid for 2 years.
- Previous Approvals:
    - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to May 2013.
    - The petitioner was granted their first one-year extension to May 2014, their second one-year extension to May of 2015 and their third one-year extension to May of 2016.

Key Factors:

- Request: A fifth one-year extension of the City Square Preliminary PUD approval to April 1, 2018.
- UDO Standard: The City Council has the authority to grant (3) one-year extensions.
- With the recession and the stall on the project additional extensions have been granted on other project approvals beyond the standard (3) one-year extensions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Teckler Boulevard Self Storage Phase 2

Request: Final PUD and SUP for mini-warehousing/self-storage for Teckler Boulevard Self Storage

Petitioner: Brennon Fitzpatrick, petitioner
Joseph Gottemoller, attorney
647 Teckler Boulevard

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Final PUD and Special Use Permit for Phase 2 of the Teckler Boulevard Self Storage at 647 Teckler Boulevard.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- Existing Use: The property is currently improved with the first phase of the self-storage project. The second phase is the eastern portion of the property to Eastgate Alley and the lot on the north side of Official Road.
- Previous Approval: The petitioner was previously granted a Final Planned Unit Development and Special Use Permit that allowed multiple buildings on a zoning lot, mini-warehousing/self-storage and outside storage. They were also granted variations from the maximum impervious surface limit, the rear yard setback, the front yard setback and the driveway spacing from a public roadway intersection.

Key Factors:

- Request: This request is for Phase 2 of the project, which includes three additional drive-up storage buildings at 3,350 SF, 11,200 SF, and 5,100 SF; the outside storage lot fronting along Factory Road; and a new 18,412 SF climate controlled building on Official Road.
- Request: The petitioner is requesting a Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage.

PZC Highlights:

- The PZC found that the Final PUD and Special Use Permit met the Findings of Fact.

The PZC recommended **approval (4-0)** of the petitioner's request for a Final PUD to allow a self storage facility for Teckler Boulevard Self Storage with the following conditions:

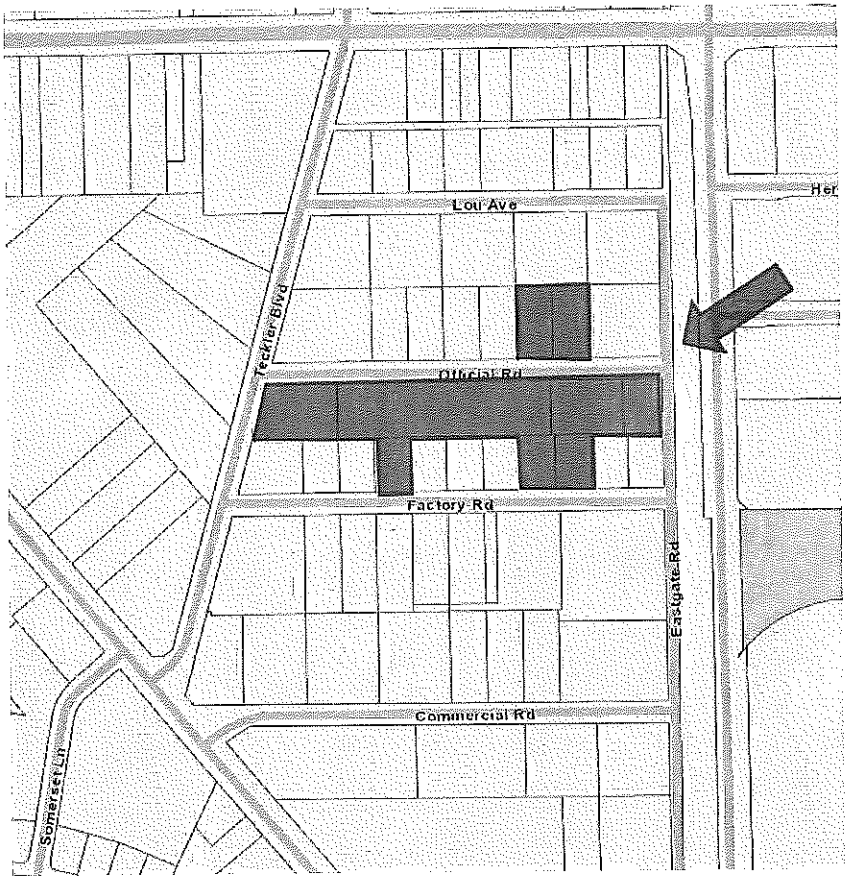
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Teckler Blvd. Development, received 03/03/14)
   B. Site Plan (J. Condon & Associates, Inc., dated 1/12/17, received 1/12/17)
   C. Landscape Plan (J. Condon & Associates, Inc., dated 1/11/17, received 1/12/17)
   D. Architectural Plan Set (Reitan Architects, LLC, dated 12/07/16, received 02/01/17)
   E. Engineering Plan Set (J. Condon & Associates, Inc., dated 1/12/17, received 1/12/17)
   F. Engineering Report (J. Condon & Associates, Inc., dated 1/17/17, received 1/12/17)

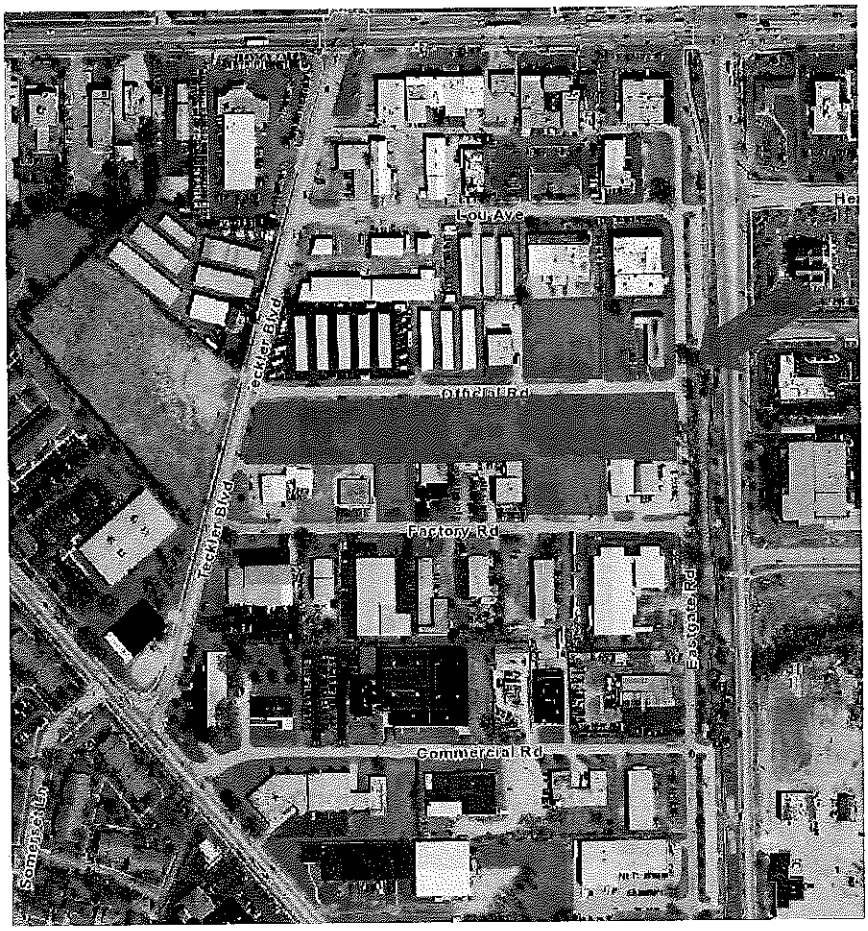
2. Site and Landscape Plan
   A. Add additional landscape materials along Factory Road to screen the outside storage area. These should be taller evergreens to provide a solid year-round screen.
   B. All ground mounted and roof-top mechanical equipment must be screened.
   C. Signs shall meet the UDO.

3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, Public Works Departments and of the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote.

2015-55 Crystal Lake Self Storage





Ord. No. .....
File No. ....

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT AND SPECIAL USE PERMIT FOR TECKLER BOULEVARD SELF STORAGE PHASE 2

WHEREAS, pursuant to the terms of the Petition (File #2016-55) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Preliminary and Final Planned Unit Development and Special Use Permit to allow multiple buildings on a zoning lot and mini-warehousing/self-storage with outside storage; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 16, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 1, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on February 1, 2017, 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 Special Use Permit be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-55, dated as of February 2, 2017; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Special Use Permit be granted as requested in said Petition,

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

SECTION I: That a Preliminary and Final Planned Unit Development and Special Use Permit be granted to allow multiple buildings on a zoning lot and mini-warehousing/self-storage with outside storage for the property located at 647 Teckler Boulevard (19-08-228-001/ 002/ 003/ 004/ 008/ 012/ 013), Crystal Lake, Illinois.

SECTION II: That the Special Use Permits be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Teckler Blvd. Development, received 03/03/14)
   B. Site Plan (J. Condon & Associates, Inc., dated 1/12/17, received 1/12/17)
   C. Landscape Plan (J. Condon & Associates, Inc., dated 1/11/17, received 1/12/17)
   D. Architectural Plan Set (Reitan Architects, LLC, dated 12/07/16, received 2/01/17)
   E. Engineering Plan Set (J. Condon & Associates, Inc., dated 1/12/17, received 1/12/17)
   F. Engineering Report (J. Condon & Associates, Inc., dated 1/17/17, received 1/12/17)

2. Site and Landscape Plan
   A. Add additional landscape materials along Factory Road to screen the outside storage area. These should be taller evergreens to provide a solid year-round screen.
   B. All ground mounted and roof-top mechanical equipment must be screened.
   C. Signs shall meet the UDO.

3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, Public Works Departments and of the City's Stormwater Consultant.

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 issuance of a Planned Unit Development and special use permit 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 7th day of March, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: March 7, 2017
Approved: March 7, 2017

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: COUNTY ZONING REQUEST

Lillian M. Powers Family Limited Partnership & CTLTC Trust 8002351915
8733 Ridgefield Road

Recommendation: City Council's discretion.

a) Motion to object to the proposed Zoning Reclassification, directing staff to proceed with an objection at the County Board meeting.
b) No action.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request. At the January 17th, 2017 City Council meeting, City Council decided to take no action on the request.
- A copy of the agenda packet for the February 21st County Board meeting is attached. The County Board continued the petition to allow City Council to review the petition request for a second time, as the original City Council packet had an error in the PIQ map, showing the whole property and not just the 5.6 acres being rezoned. Also, at the County level, there were concerns raised about the commercial zoning in the Crystal Lake Watershed.
- The Care of Trees business and an overhead garage door repair business occupies the property; there are currently two buildings and outside storage.
- The property is located across from the McHenry Athletic Complex (formerly known as Regional Sports Center) and is contiguous to the current City boundaries.
- The property consists of 5.63 acres and is zoned "A-1" Agriculture District with a Variation.

Request:

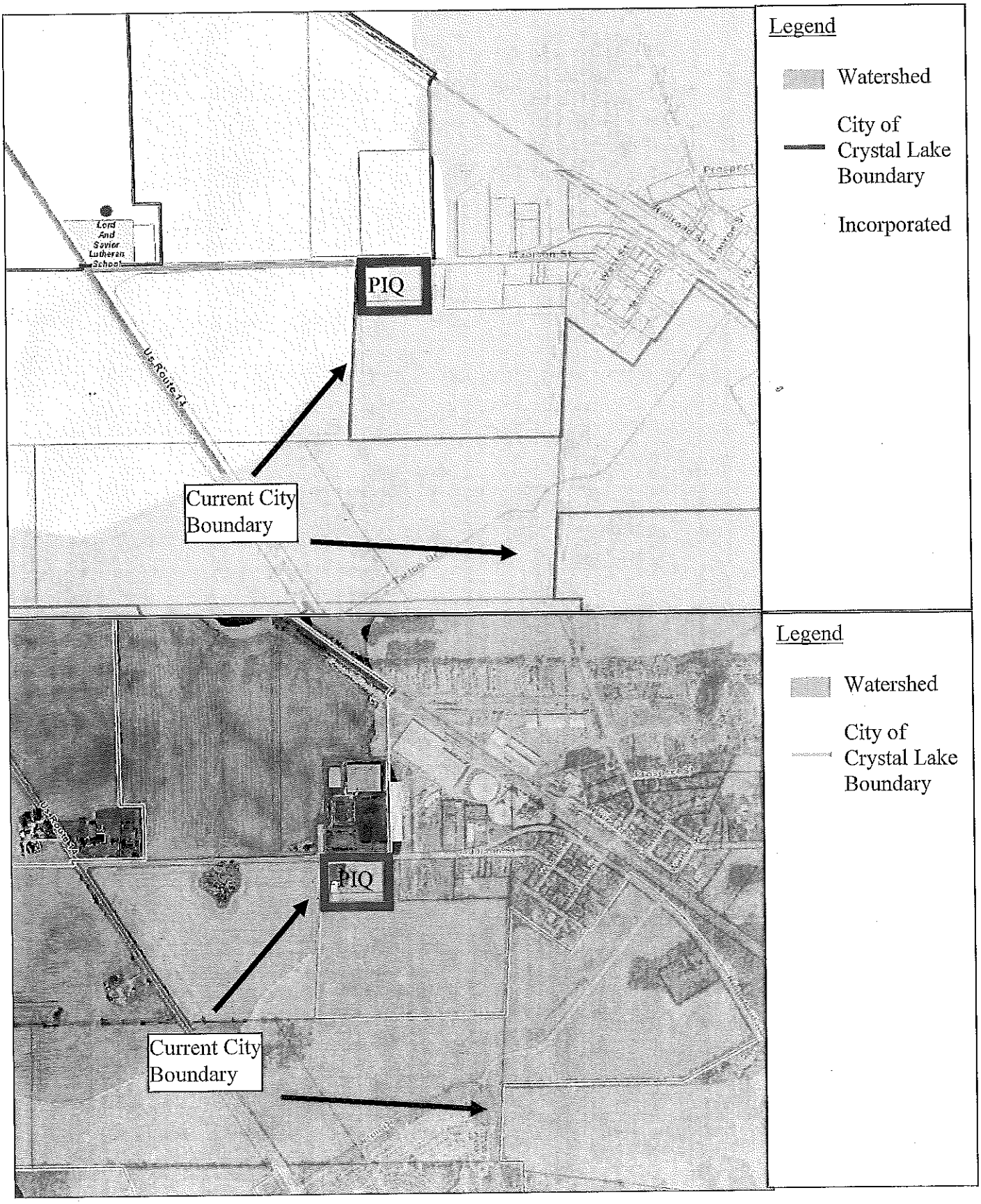
- The petitioners are requesting a zoning reclassification from "A-1" Agriculture District to "B-3" General Business District to allow the existing uses to remain. The existing uses are classified as a Landscape Business – With Outdoor Storage and Offsite Services Business per the McHenry County Unified Development Ordinance, both uses are permitted uses in the "B-3" zoning district.
- Below are possible future land uses that are permitted or specially permitted in the County "B-3" zoning district:

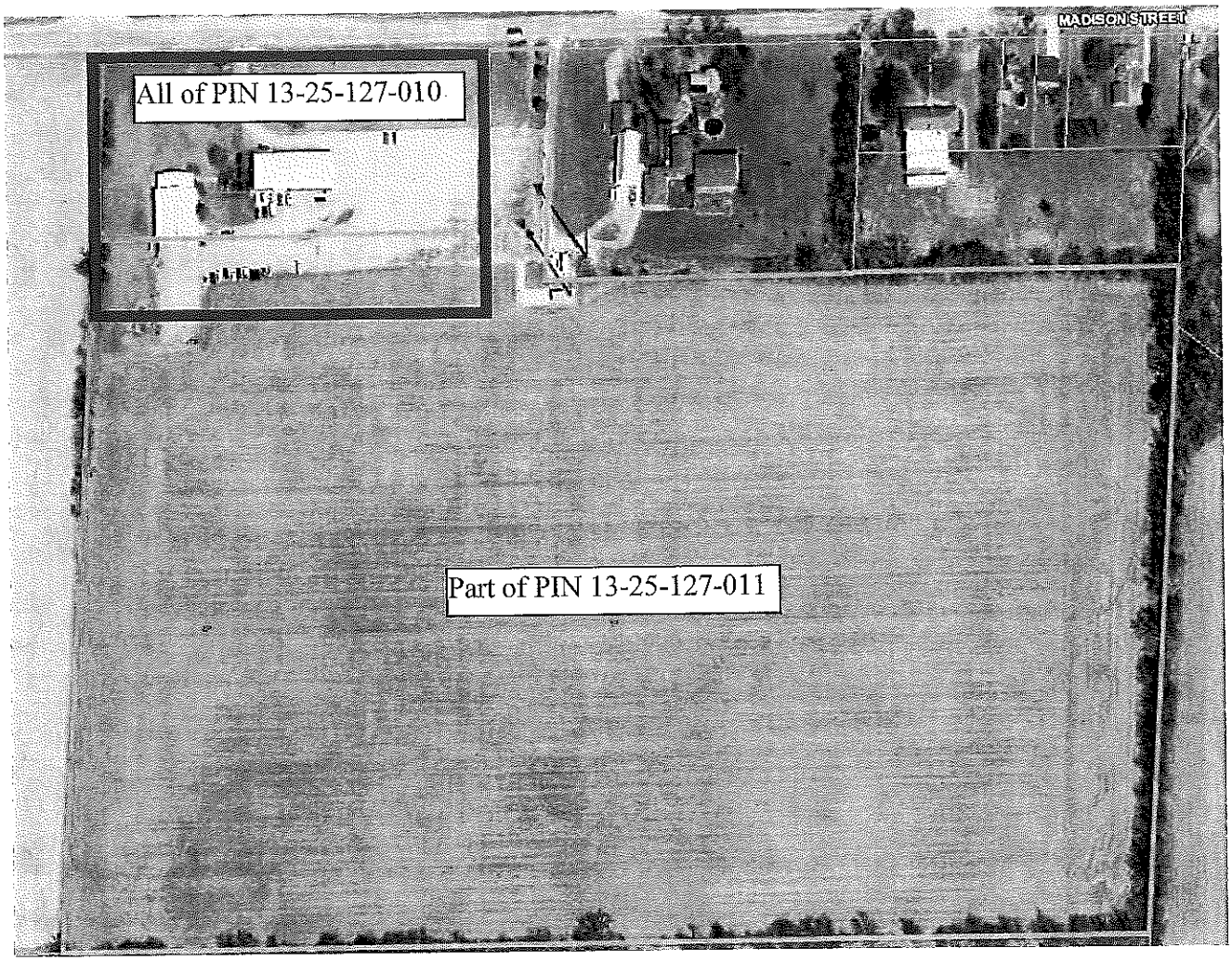
Permitted Uses	**Conditional Uses (Requires review and approval by County Board)**
Auto Repair - Major	Flea Market
Auto Repair – Minor	Household Hazardous Waste Collection Facility
Car Wash	Recycling Collection Center
Gas Station	Storage Yard
Lumber Yard	Medical Cannabis Dispensary
Off-Premise Commercial Advertising Sign – Non-Digital	Off-Premise Commercial Advertising Sign – Digital

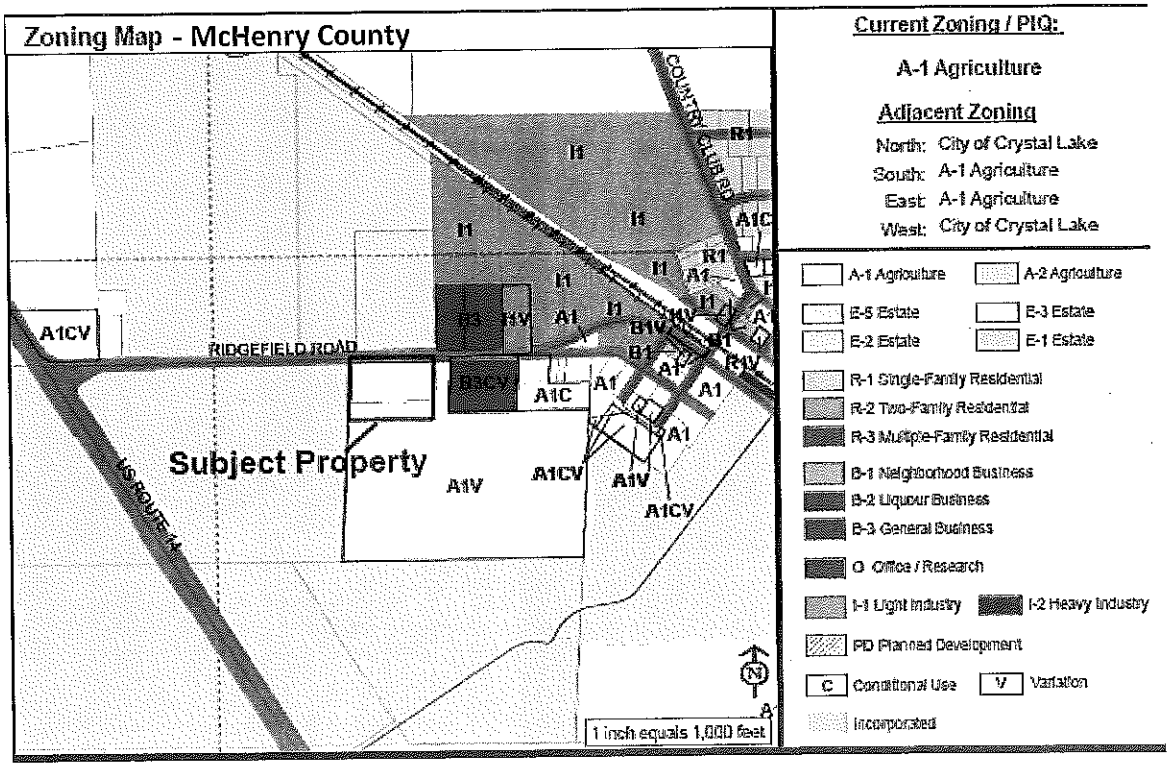
- The property is within the Crystal Lake Watershed. McHenry County adopted the Crystal Lake Watershed Design Manual and Implementation Plan as part of the McHenry County Stormwater Management Ordinance in order to help maintain the quality and quantity of groundwater that recharges Crystal Lake so any development or physical improvement would be required to meet the County's ordinances that mirror the City's.
- The properties lying adjacent and across the Ridgefield Road are also zoned County "B-3" and are located in the Crystal Lake Watershed.
- Staff has no concerns with this request.

Votes Required to Pass: A simple majority vote.

8733 Ridgefield Road PIQ




MADISON STREET
All of PIN 13-25-127-010
Part of PIN 13-25-127-011


Zoning Map - McHenry County
COUNTRY CLUB RD
RIDGEFIELD ROAD
Subject Property
US ROUTE 14
1 inch equals 1,000 feet
Current Zoning / PIQ:
A-1 Agriculture
Adjacent Zoning
North: City of Crystal Lake
South: A-1 Agriculture
East: A-1 Agriculture
West: City of Crystal Lake
A-1 Agriculture
A-2 Agriculture
E-5 Estate
E-3 Estate
E-2 Estate
E-1 Estate
R-1 Single-Family Residential
R-2 Two-Family Residential
R-3 Multiple-Family Residential
B-1 Neighborhood Business
B-2 Liquour Business
B-3 General Business
O Office / Research
I-1 Light Industry
I-2 Heavy Industry
PD Planned Development
C Conditional Use
V Variation
Incorporated

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Quarry Cable Park and Duke's Alehouse 2017 Rental Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the Quarry Cable Park and Grille owners, Copley McGinnis LLC, to execute an agreement to allow Duke's Alehouse of Crystal Lake to operate a restaurant within the building at the Quarry Cable Park, located at the Three Oaks Recreation Area.

Staff Contact: Eric T. Helm, Deputy City Manager
Brad Mitchell, Assistant to the City Manager

Background:

As the City Council may be aware, the Quarry Cable Park and Grille has a kitchen, which was intended to allow the opening of a restaurant. Following completion of the cable park in 2016, Copley-McGinnis ("Concessionaire") were researching the best options to open the restaurant operation. Recently, City staff was notified by the Concessionaire that they propose to execute an agreement to allow Duke's Alehouse of Crystal Lake to operate a restaurant within the building and kitchen located at the Quarry Cable Park. Duke's will be the sole provider of food and non-alcoholic beverages at the Quarry Cable Park located at the Three Oaks Recreation Area. As part of the previous approved Concessionaire and Property Use Agreement, the Concessionaire may sublet space within the building to sub-tenants for use for the sale of food and beverages subject to the City's approval.

A copy of the Quarry Cable Park & Duke's Alehouse 2017 Rental Agreement is attached. This agreement is subject to all terms and conditions set forth in the previous approved Concessionaire and Property Use agreement. The agreement is for one-year and all contents of the agreement will be renegotiated in December 2017. Duke's has agreed to meet all the City's insurance requirements.

For the restaurant operation, the inside lower level seating area will be designated for patrons of Duke's. The outside concrete patio area will be designated for both patrons of Duke's and the Quarry Cable Park.

Also, pursuant to this agreement, Duke's will pay to the Quarry Cable Park a monthly rent payment in the amount of $3,500 during operating months (May – October). The City will receive 5% of this monthly rent collected. In addition, the City will receive 5% of all gross revenues generated by Duke's food and beverage sales. Per the agreement, Duke's will remit to the Quarry Cable Park 2.5% of the gross revenue generated by their food and beverage sales as "Additional Rent". The Quarry Cable Park will remit the "Additional Rent" to the City and shall pay to the City 2.5% of Duke's Gross Revenue in accordance with the Concessionaire Agreement.

Votes Required to Pass:

Simple majority vote of the City Council

DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City authorizes the Quarry Cable Park and Grille owners, Copley McGinnis LLC, to execute an agreement to allow Duke's Alehouse of Crystal Lake to operate a restaurant within the building at the Quarry Cable Park, located at the Three Oaks Recreation Area.

DATED this 7th day of March, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 7, 2017
APPROVED: March 7, 2017

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Illuminated Street Name Sign Program Year Four Installation Bid Award

Staff Recommendation: Motion to award the Illuminated Street Name Sign bid to the lowest responsive and responsible bidder, Meade Inc., in the bid amount of $89,233.30, and adopt a resolution authorizing the City Manager to execute a contract with Meade, Inc. for the contract amount and allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
On February 27, 2017, the City opened and publicly read the bids received for the fourth and final part of the Illuminated Street Name Sign program. The City received five bids and the results are tabulated below.

Firm	*Amount of Bid*
Meade, Inc.[1] McCook, IL	$89,233.30
Thorne Electric Wheaton, IL	$98,347.19
Hecker and Company Wheeling, IL	$98,363.33
Lyons Electric La Grange, IL	$104,989.00
H&H Electric Franklin Park, IL	$114,714.30

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Illuminated street name signs assist visitors to our community in finding key intersections as they travel in night-time conditions. The five intersections included in this year's program are:

- Route 14 and Keith Avenue/Devonshire Lane
- Route 14 and McHenry Avenue

- Route 14 and Dole Avenue
- Route 176 and Walkup Avenue
- Route 176 and Terra Cotta Avenue

Illuminated street name signs have already been installed at many intersections throughout the City. This program is in its fourth and final year. After this year's program, there will still be a few signalized intersections in the City along our major roadways that do not have illuminated street name signs. These signs will be added with planned future improvements.

Specifications were sent to various contractors and standard bid advertisement procedures were followed. The City has used Meade in the past for several projects and they are currently the City's traffic signal and street light maintenance contractor. The City has received high quality and responsive service from them. Motor Fuel Tax (MFT) funds have been allocated for this project.

Votes Required to Pass:
Simple majority

The City of Crystal Lake Illinois

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Meade, Inc., for the Illuminated Street Name Sign Program Year Four Installation in the amount of $89,233.30. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED at Crystal Lake, Illinois, this 7th day of March, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
NICK KACHIROUBAS, CITY CLERK

PASSED: March 7, 2017

APPROVED: March 7, 2017

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Video Surveillance System

Staff Recommendation: 1) Motion to reject the bids received on March 2, 2016 for a Video Surveillance System.

(2) Motion to award the Request for Proposal for a Video Surveillance System, received on February 21, 2017, to the lowest responsive and responsible responder, e.Norman Security Systems, Inc.; and to adopt a resolution authorizing the City Manager to execute an agreement with e.Norman Security Systems Inc. in the submitted proposal amount of $384,364.66 with a 10% contingency for unforeseen expenses.

Staff Contact: Gregory A. Fettes, Director of Information Technology

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Background:

The City currently operates several surveillance camera systems throughout its facilities. At City Hall, the system includes several exterior building cameras covering parking lots and the entrance to the building, with a video recorder and management system. This video recorder has reached end of life and is no longer supported by the manufacturer. In addition, the video recorder has limited retention capability of less than thirty (30) days. Since we cannot always be immediately aware of the need to review video footage, this limited retention period is less than desirable and does not meet retention requirements. The State of Illinois Records Retention Act requires that all governmental video surveillance systems have the capability of retaining ninety (90) days of video footage. The cameras on the current City Hall surveillance system are older generation IP cameras that have and insufficient range to cover all parking areas surrounding the building at a high enough resolution to be effective.

The Video Surveillance System in the Police Department covers Police Department hallways, the Police Department lobby, the basement, the hallway outside evidence storage, and the City

Hall lobby. The system was installed at the time the building was constructed, is over 13 years old and uses lower quality analog cameras. We have experienced several technical issues with the video recorder on the system and the recording capacity is less than thirty (30) days.

Three Oaks Recreation Area operates several high quality IP cameras throughout the facility which are recorded on a video recorder and management server. This recording server currently has a retention significantly less than thirty (30) days and has reached the end of its useful life.

The downtown train station currently operates a video surveillance system covering interior and exterior views of the station, the warming shelters, and several views of the tracks. The cameras at this location are older analog cameras with limited functionality and significantly lower recording quality than modern IP cameras. In addition, the video recorder at this station has reached end of life and is extremely difficult to obtain video from since it is locked in the ticket agent office which has limited operating hours.

The City operates six (6) cameras on the Prairie Trail Path underpass along Main Street, under Route 14. These older analog cameras are failing and require replacement. In addition, the recording server, housed in the control cabinet alongside the underpass, has reached end of life and is also exposed to extreme heat and cold which significantly impacts its performance.

The video surveillance systems are an invaluable tool to aid the City, particularly in the area of risk management. These cameras cover significant areas of municipal facilities where members of the public interact and City employees perform their job functions. Video footage from these systems are used to effectively evaluate risk management at these locations.

Due to the age of the current recording platforms, we are unable to purchase new cameras for the systems as the newer cameras are incompatible with the older recording hardware. Additionally, the older recording hardware, which has reached end of life, is no longer supported by the manufacturers and cannot be expanded to add additional recording capacity or refreshed with newer firmware to take advantage of newer technologies such as enhanced motion detection, detection of people and cars in video footage and license plate detection.

Video Surveillance System Development Process:

Due to the advanced age and limited capabilities of the City's current video surveillance systems, and also in an effort to consolidate all surveillance systems onto a common platform with a minimum of ninety (90) days of retention, it was determined that a video system upgrade and consolidation onto a common management platform would be beneficial. Consequently, the City engaged Technical Design Services, Inc., (TDSi) to develop a plan to bring all four (4) locations onto a common recording platform and enhance the cameras and locations to cover all critical areas.

TDSi worked with staff from all Departments to design a new video surveillance system at all locations that both enhanced the cameras and locations, but also consolidated the 3 different

recording platforms into one platform. Using one platform for all cameras will allow video search and retrieval between the system to be greatly enhanced and made significantly easier for end users. This initial design included the Temporary Detention Facility and Interview Rooms in the Police Department which has a minimum retention requirement, set by the State of Illinois for all new Video Surveillance Systems in law enforcement of a minimum of 90 days for all videos and ten (10) years for all videos involving arrests.

In addition, during this initial design period, City staff engaged several video management system manufacturers, including ONSSI (currently in use at Three Oaks), Milestone, Genetec, and Avigilon, to provide in-depth demonstrations of their systems. During these reviews, it was readily apparent that the systems produced by both ONSSI and Milestone were significantly more robust than the others.

Request for Proposal Process:

On March 2, 2016, the City of Crystal Lake publicly opened and read aloud the bids for a Video Surveillance System. The specifications for this Video Surveillance System included cameras and storage for Police Department Areas (Temporary Detention Facility and Interview Rooms) that were later determined to be better served through the new Police Department Video Surveillance System, which also includes Patrol Vehicles and potential future body cameras. Consequently, the Video Surveillance System required redesign. Therefore, staff recommends that all the bids received for the initial project be rejected.

The removal of the Police Department cameras and associated storage from the system required a redevelopment of the City Hall surveillance system due to the removal of the cameras and the significantly reduced recording requirements since these cameras would be on the Panasonic system. City staff took the opportunity at this time to comprehensively review the entire City Hall Video Surveillance System and re-designed it taking into account revised needs and the removal of the Police Department cameras. As a result of this review, the total camera count on the system was lowered and total video recorder capacity was also reduced.

The new system contains cameras at City Hall, Three Oaks Recreation Area, the Downtown Train Station and the Prairie Trail Underpass along Main Street under Route 14. The total number of cameras contained on the four (4) systems is 168. We have been able to reuse all 27 cameras at Three Oaks Recreation Area and 15 cameras at the Municipal Complex, for a total of 42 (2 of these re-used cameras are being retained as spares). The remaining 128 cameras are new.

The camera system at the Municipal Complex will have older, incompatible analog cameras removed, some older IP cameras re-located to smaller coverage areas, and new cameras added to greatly expand the outdoor coverage of the parking lots around the building. In addition, all entrances to the building will have camera coverage as well as all areas in which interaction with the public will take place (such as the Community Development, Administration/Finance and Fire Department counters, as well as enhanced coverage in the Police Department and City Hall

lobbies). Additional cameras will be added at Three Oaks Recreation Area to better cover the parking lots, picnic pavilion and paddle boarding areas and walking trails).

Replacement cameras will be installed at the Prairie Trail Underpass and the Downtown Train Station (the train station will also receive additional cameras to expand coverage) in an effort to better cover public areas with cameras that have the proper resolution and night vision to pick up necessary detail. In addition, all video recorders at these locations will be replaced with modern, up-to-date recorders that have the sufficient capacity to maintain the recordings for at least ninety (90) days. The video recorder at the train station will also be removed from the limited access ticket agent office and relocated to a locked cabinet in the basement of the station.

On February 21, 2017 at 10:00 am, the City of Crystal Lake publicly opened and read aloud the Requests for Proposal for the revised Video Surveillance System. The following proposals were received:

	~~Engineered Security & Sound **~~ ~~(Non-responsive proposer)~~	e Norman *	Esscoe	Applied Comms
Municipal Complex	~~$137,384.00~~ ~~($132,370.00 alt)~~	$214,222.87	$188,433.00	$196,553.00
Metra Station	~~$73,976.00~~ ~~($71,275.00 alt)~~	$89,098.58	$103,021.00	$98,730.00
Prairie Trail	~~$23,778.00~~ ~~($22.910.00 alt)~~	$28,052.43	$24,354.00	$53,374.00
Three Oaks	~~$29,062.00~~ ~~($28,005.00 alt)~~	$52,990.78	$71,212.00	$95,451.00
	~~$264,200.00~~ ~~($254,560.00 alt)~~	$384,364.66	$386,999.00	$444,108.00

*-Denotes lowest responsive and responsible responder

** - Non-responsive proposer. The proposal does not provide required submittal information such as proposed system configuration as required by the specifications.

Recommendation:

Information Technology staff reviewed the proposals for completeness and accuracy. The response from Engineered Security & Sound was initially received with no information other than dollar amounts for each location, with an alternate amount for substitute cameras. The proposal specifications required, in several locations, that the responder was required to submit their proposed configuration with their submittal. Subsequently, after staff inquired of the vendor, they submitted a limited written response. However, their response consists of a paragraph with very limited information and does not contain a detailed listing of the equipment they are providing to enable a thorough evaluation of the response, nor does it provide proper configuration information as required by the proposal documents. In addition, their response provided no information on their experience with the Video Surveillance System they were proposing or any information on which cameras, or how many, they were substituting on their alternate RFP submittal. The pre-RFP estimate for this project was $380,000.00, and their response is significantly lower than this estimate.

e.Norman has worked with the City on a number of projects in the past and in fact installed the video surveillance system currently in use at Three Oaks Recreation Area. e.Norman has also worked extensively on the City's Access Control System and has performed well on all previous projects. Based upon the fact that Engineered Security & Sound provided an incomplete proposal response containing insufficient information and did not follow the RFP directions for submittal, staff recommends awarding the proposal to the lowest responsive and responsible proposer, e.Norman Security Systems, Inc., in the amount of $384,364.66.

Attorney Pardys has reviewed this matter.

Sufficient funds have been budgeted in the FY 2016/2017 budget for this project.

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 authorized to execute the contract with e.Norman Security Systems, Inc. for the purchase and installation of a Video Surveillance System in the amount of $384,364.66. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 7th day of March 2017.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 7, 2017
APPROVED: March 7, 2017

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: March 7, 2017

Item: Phone System/Unified Communications Replacement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a contract with Call One Networks, LLC for the purchase and installation of a replacement Unified Communications System through the Suburban Purchasing Cooperative of the Northwest Municipal Conference, in the amount of $142,020.76, including a three year service agreement, a contract with CDW Government for the purchase of 40 Cisco switches through the State of Illinois Joint Purchasing program in the amount of $33,960.00, and allowing for a ten percent contingency for the phone system/unified communications replacement.

Staff Contact: Gregory A. Fettes, Director of Information Technology

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Background:

The City's Information Technology Strategic Plan, in conjunction with our IT Assessment, identified the City's current phone system as being outdated and an impediment to effective and efficient communication with our customers, and recommended a replacement of this system with a modern unified communications system during FY 16-17. This replacement is included in the 2016/2017 budget.

The City currently utilizes a PBX style phone system manufactured by Nortel Communications that was installed in City Hall in 1999. A PBX, or business phone system, generally performs the following basic functions:

- Establishing connections (circuits) between the telephone sets of two users (e.g. mapping a dialed number to a physical phone, ensuring the phone isn't already busy)

- Maintaining such connections as long as the users require them (i.e. channeling voice signals between the users)
- Disconnecting those connections as per the user's requirement
- Providing information for accounting purposes (e.g. metering calls)

Some phone systems of this age can also perform other functions as well:

- Voicemail – allowing callers to leave a message for the user;
- Call Routing – allowing incoming calls to be routed to users in a pre-determined manner to ensure that incoming calls are handled appropriately;
- Caller ID – providing the telephone number and, sometimes, the name of the caller;
- Auto Attendant – a spoken menu system that allows callers to listen to a menu to receive information on services and quickly reach the appropriate department/personnel and lessening the reliance on a live operator answering calls;
- Call Forwarding – allowing a user to send a caller to another user on the system;
- Conference Call – allowing multiple users to talk on the same line;

The Nortel system was modified and expanded in 2004 as employees moved into the new City Hall building, and again in 2010 as the City added Three Oaks Recreation Area to the system as a hybrid VoIP (Voice over Internet Protocol) system and modified both Fire Stations 3 and 4 to utilize VoIP phones.

Nortel Communications subsequently announced that they were ceasing operations in June of 2009. Avaya Communications, through Nortel bankruptcy proceedings, acquired the rights to all Nortel enterprise communications equipment (business phone systems) and continued operations. However, Avaya Communications subsequently announced end of life for the Nortel Meridian phone system (which the City currently utilizes) in 2016. Basically, end of life on the current phone system means that support and spare parts are becoming increasingly difficult to acquire. In most cases, new spare parts for the system are now unavailable and either used or refurbished parts must be secured if there is a failure in the system.

In addition, business (and residential) telephone technology has undergone an enormous technological change throughout the past decade. Most current phone systems utilize VoIP technology, which sends voice over a data network, rather than a dedicated phone network. Consequently, most modern phone systems are large computer systems that process voice calls over data networks.

The Process

In April of 2016, the City hired BlackBox Network Services to conduct a needs assessment for a new Unified Communications System (the new industry name for business phone systems). As a part of this needs assessment, Black Box reviewed the current system in place (the Nortel Meridian system) and met with representatives of each department to discuss their needs and the capabilities of any new system.

Most modern unified communications systems offer all of the capabilities of the City's current phone system noted above, in addition to the following:

- Enhanced Auto Attendant – older PBX systems have limited capabilities related to how calls can be directed. Currently, the City's auto attendant system, when it answers outside calls, gives users a menu of how they would like their call directed. This auto attendant menu changes depending on the time of day. Once a call is transferred from either the auto attendant or to a live call, our options for call handling with auto attendant functions is limited and we must rely on a combination of automated call redirection and voicemail boxes to properly route a call and appropriately serve a customer. Newer systems, such as those we have evaluated, have expanded auto attendant capabilities that will allow calls to different departments/divisions to have their own attendant and call handling functions that are suited to the unique needs of the department/division and their customers.
- Presence – modern VoIP phone systems are capable of communicating "presence". Presence allows users to indicate to the unified communications system whether they are available to take a call, or if they are not available, to leave information on the system so others within the organization can see their availability. When a user changes their "presence" on the unified communications system, a number of pre-recorded greetings can be automatically assigned that the caller would receive upon reaching the users' voicemail.
- Desktop Faxing – as a part of unified communications, and in an effort to reduce the number of telephone lines in use, desktop faxing (both send and receive) is incorporated into new unified communications systems. Users will be able to receive faxes sent to their desktop from a direct dial phone number unique to them, ensuring that faxes reach the intended recipient. These faxes are received in software on their desktop computer. Additionally, users will have the capability of sending faxes directly from their desktop.
- Chat Feature – the chatting function allows short text messages to be sent among users. This would be particularly helpful for quickly contacting someone if they were on the phone to indicate another important phone call was in their queue, or an appointment was waiting for them.
- Call Queuing – if a phone call is placed on hold or parked for a particular user, the unified communications software would indicate to the user visually that a call was waiting for them.
- Visual Voicemail – similar to many modern cell phones, users will be able to see on the software or their desk phone all of the voicemails that are waiting in their mail queue and be able to listen to any voicemail in that queue in any order, rather than having to skip through messages to try and reach the correct one. This feature is very useful in allowing users to listen to voicemails that are more important first.
- Outlook Integration – modern unified communications systems are able to integrate with the calendaring function of Microsoft Outlook so that presence can be set automatically through meeting and out of office information in user calendars.
- Call Handling – users will be able to manage their calls not only on the phone on their desk, but also through the unified communications software on their desktop computer. This software will allow users to perform almost any function for their phone on the

computer desktop, including setting presence, answering calls, forwarding calls, and managing voicemail.

- Voice to Text – as a subscription service, many users will be able to receive their voicemail transcribed to their email. Voice to Text will be significantly useful to users to alert them to information contained in their voicemails prior to being able to physically check their voicemail.

During the phone needs assessment, the current usage of the Nortel Meridian system was reviewed, the different functionality of a new unified communications system was presented, and information was developed from each department on their future needs. Upon completion of the assessment, Black Box reviewed leading phone systems in this market and recommended the NEC unified communications system, with Shoretel a close second.

Other systems reviewed as possible solutions were the Cisco Call Manager, Mitel and Avaya. These systems were eliminated from consideration for the following reasons:

Cisco Call Manager – Cisco Call Manager is an excellent unified communications platform and would serve the City well. However, initial quotes for this system, in a similar configuration as the NEC and Shoretel systems, was well over $350,000. In addition, annual maintenance costs for a Cisco system are quite high, estimated at over $27,000.

Mitel – Mitel systems rely heavily on virtualization and cloud services. The City is in the beginning stages of virtualization in the next Fiscal Year and a heavily virtualized system would be more difficult to install and maintain. In addition, heavier reliance on cloud services could put the City at a disadvantage if there were an Internet outage.

Avaya – The Avaya system has high complexity, but more importantly for the City in its purchasing decision, Avaya has had significant financial issues over the past several years and declared bankruptcy in 2016. Avaya is not recommended due to these financial issues and how that may impact their systems in the future.

Purchasing Process

The State of Texas maintains a state purchasing contract with NEC, with BlacBox as the installer, in their Cooperative Contracts program, which allows all local governments both in the State of Texas, and nationwide, to purchase off their contracts. This contract is DIR-TSO-2658 and currently expires on August 28, 2018. Appendix C, Amendment Number 1, which is attached, governs the discounts offered through this contract.

BlackBox has offered, through the State of Texas DIR Cooperative Contracts program, a quote to install an NEC system at the City of Crystal Lake (City Hall, Three Oaks Recreation Area, Fire Station 3, Fire Station 4, and Wastewater Treatment Plant 2) in the amount of $145,080.60.

Call One, as an alternative to the NEC system, has offered, through the Suburban Purchasing Cooperative of the Northwest Municipal Conference, to install a Shoretel system at the City of Crystal Lake (same locations as the NEC system) in the amount of $142,070.76.

Over the last several months, City staff has spent a considerable amount of time working with both vendors to ensure that their quotes met the needs of the City and were offering comparable systems. Both of these systems will meet the needs of the City as identified through the needs assessment and we have ensured that the end user equipment quoted is a similar level of equipment so that we are reviewing quotes that are consistent with each other.

The Blackbox NEC quote at $145,080.60 contains a line item for network equipment, which includes network cables for the phones, a rack for the phone system equipment, and uninterruptible power supplies (batteries and electrical line conditioners) at the remote sites in the amount of $2,375.00. The Call One Shoretel quote does not and they would prefer that this equipment be provided directly by the City. In order to normalize the quotes and to be comparing the Blackbox quote directly to the Call One quote, the extra costs for the network equipment should be removed. Once that is done, the following comparison can be made between the two systems:

Vendor	System	Price
Black Box Network Services	NEC Univerge 9100	$142,705.60
Call One Networks, LLC	Shoretel Connect	$142,070.76 *

*- Denotes the lowest and most qualified vendor

References

The City has contacted references from both vendors asking questions about the installation process, whether the vendor came in under the contracted price, reliability and end user experience. All references for the Call One Shoretel system were from municipal installations, while most of the references for Blackbox were from the private sector with no municipal installations in the Chicago metropolitan area. References from Blackbox customers using NEC phone systems were only marginally positive with most supplied references representing older versions of the system, much smaller installations, and not fully utilizing all the capabilities of the system. Call One references were all Chicagoland municipal clients using the same system as quoted for the City (City of Kankakee, Village of Palatine, Village of Oswego, Village of Hillside and Maine Township). All Call One references had excellent responses.

Network Switching Needs

Modern Unified Communications systems are designed to run over the City's data network. Systems such as the Nortel PBX system that the City currently operates run over a separate telephony network that does not communicate with the data network. As we are moving the telephone (unified communications) system over to the City's networks, several equipment changes are needed. Desktop phones on both the NEC and Shoretel systems transmit voice calls through a technology called VoIP (Voice over Internet Protocol). The new unified communications system will be transmitting all voice calls over the data network. Because voice and data "packets" on the network can collide, and the voice data is much more sensitive to collisions than the data, it is necessary to prioritize the voice packets over the data packets. This is accomplished through software contained in the switches used to direct traffic over the network.

In addition to the voice prioritization needs of the switches on the network, the newer phones are provided power through the network by a technology called PoE (Power over Ethernet). The switches will provide power to the phones through the network connections rather than having a separate external brick power supply. Because the City's current network switches were not anticipated to have to prioritize voice over data traffic or provide PoE technology, it is necessary to replace these switches. Throughout the City's Wide Area Network, forty (40) switches need replacement. In order for the new traffic to be best managed over the network, we have selected layer 3 switches from Cisco as a replacement. All data transport equipment on our network is supplied by Cisco and we have, over the years, found them to be excellent performers and requiring little to no support.

CDW Government has been awarded the State Joint Purchasing contract, through the State of Illinois, for all Cisco products. This contract was recently awarded on July 14, 2016 and expires on June 30, 2021. The quote for the forty (40) replacement switches through the State Joint Purchasing program is $33,960.00. These switches would be needed regardless of which unified communications system was selected for installation.

Recommendation

The City has had long-term business relationships with both Blackbox Network Services and Call One Networks. Blackbox currently supports the City's Nortel PBX system (although Blackbox was not the vendor that originally sold the system to the City) and Call One has been a long time provider of phone network services as a reseller of AT&T through its contract with the Suburban Purchasing Cooperative of the Northwest Municipal Conference.

Because Call One submitted a lower price through the Suburban Purchasing Cooperative of the Northwest Municipal Conference and Call One references were better than those for Black Box, City staff recommends awarding the contract for the purchase and installation of a Shoretel

Connect Unified Communications System to Call One Networks, LLC in the amount of $142,070.76, including a three year service agreement. In addition, City staff recommends awarding the contract for the purchase of forty (40) Cisco network switches to CDW Government in the amount of $33,960.00.

Sufficient funds have been budgeted in the FY 2016/2017 budget for this project.

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 is authorized to participate in the Suburban Purchasing Cooperative program of the Northwest Municipal Conference and that the City Manager be authorized to execute the contract with Call One Networks, LLC for the purchase and installation of a Unified Communications (Phone) system in the amount of $142,070.76; and the City is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager be authorized to execute the contract with CDW Government for the purchase of forty (4) Cisco network switches in the amount of $33,960.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 7th day of March 2017.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 7, 2017
APPROVED: March 7, 2017