CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
July 18, 2017
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamation**
   a. Carow Packaging-30 years
   b. Clip Joynt Family Hair Center-40 years
   c. Coventry Elementary School-50 years
   d. Metro Bowl-60 years

5. **Approval of Minutes – June 20, 2017 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. Chicago Title Land Trusts 1004004149 & 1004004152 & Reinhardt/Kirk Annexation Public Hearings - Continuation to the January 16, 2018 regular City Council meeting for the Annexation Public Hearings.

    b. Downtown Crystal Lake – Special Event Approval for the Johnny Appleseed Festival and Great Ball Race on September 30, 2017; and waiver of the application fee.

    c. Downtown Crystal Lake – Special Event Approval for the Festival of Lights Parade on November 24, 2017; and waiver of the application fee and Police Department chargeback.

    d. Crystal Lake Teen Center (The BREAK), 6292 Northwest Highway – Temporary Class "16" Liquor License request for a fundraising event to be held on September 16, 2017.

11. **Stormwater Solutions and Stakeholder Engagement Process.**

12. **39 N. Williams St., Pilates by Kirsten – Special Use Permit for a Massage Therapeutic Establishment and parking variation.**

13. 551 Crystal Point Drive, McDonald's – Special Use Permit Amendment to allow changes to the approved elevations, site plan and landscape plan.

14. 105 Northwest Highway, Mariano's Gas Station – Special Use Permit for a gas station with variations.

15. 6000 Northwest Highway, Crystal Point Shopping Center – Final Planned Unit Development Amendment to divide ownership within a Planned Unit Development; and Final Plat of Subdivision for a 6-lot commercial subdivision.

16. Capital Improvement Project Overview Follow-up of North Main Street.

17. Resolution authorizing payment of the annual Illinois Environmental Protection Agency Pollution Discharge Elimination System (NPDES) Permit Fees

18. Resolution authorizing the execution of an agreement with Landmark Ford for the purchase of a Ford F350 Cab & Chassis through the Suburban Purchasing Cooperative, Contract #144.

19. Bid award and resolution authorizing the execution of a contract with Copenhaver Construction Company for the 2017 Downtown Sidewalk Replacement Project.

20. Resolution designating items as surplus equipment and execution of agreements with Obenauf Auction Service, Inc. as well as other specialized brokers for the sale of surplus equipment and scrapping in accordance of City Code.

21. Council Inquiries and Requests.

22. 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.

23. Reconvene to Regular Session.

24. Adjourn.

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Jillian Austin, Executive Assistant, 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: July18, 2017

Item: Chicago Title Land Trusts 1004004149 & 1004004152 (Whiskey Business and Shopping Center) and Reinhardt/Kirk Annexation Public Hearing Continuation

Recommendation: Motion to continue the 1) Chicago Title Land Trusts 1004004149 & 1004004152 and 2) Reinhardt/Kirk requests to the January 16, 2018 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

Chicago Title Land Trusts- The petitioner is requesting the annexation of three parcels that total approximately 3.04 acres, located at 4616 Route 176, 4709 Route 176 and lot 13 on Reiland Drive. The parcels are improved with Whiskey Business, a commercial retail shopping center, auto repair business and outdoor storage.

Reinhardt/Kirk- The property is contiguous with the above property and consists of one parcel that totals approximately 0.28 acres, located at 851 Reiland Drive. The property would be involuntarily annexed after the annexation of the Chicago Title Land Trusts.

City staff respectfully requests that the Whiskey Business and Reinhardt/Kirk petitions be continued to the January 16, 2018, City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioner on the annexation agreement for the Chicago Title Land Trusts.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10b

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Downtown Crystal Lake/Main Street Special Event for a Special Promotion (Johnny Appleseed Festival and Great Ball Race)

Recommendation: Motion to approve the 2017 Johnny Appleseed Festival and Great Ball Race events, pursuant to the recommendations listed below, and waive the application fee.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background: The applicant has applied for a Special Event for a Special Promotion for the 25th annual Johnny Appleseed Festival on Saturday, September 30, 2017, from 9:00 a.m. to 4:00 p.m. City Council approval is required because the applicant is requesting permission to close off Brink Street between Williams and Main Streets from 2:00 p.m. to 3:30 p.m. for the 16th annual Great Ball Race and close the Brink Street Market parking lot until 5:00 p.m. (please see the attached site plans). The event also includes a Craft Fair located on the Ormsby Motors lot as well as a Food Court/Entertainment area at Depot Park.

This year's event would be very similar to previous years' events and would include demonstrations and entertainment, food vendors, crafts, pony rides, a pumpkin train, pumpkin bowling, an apple ride, a giant slide, mini farris wheel, climbing tower, and a petting zoo. Horse-drawn wagon rides would be given, which would circle the block that includes the Brink Street Market. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point at Williams Street to their ending point before Main Street. Also, the Farmers' Market, which is held every Saturday in the Depot Park, will be relocated to the parking lot at Brink and Grant Streets for this day only.

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

If the request is approved, staff recommends the following conditions:

1. The approval is valid on Saturday, September 30, 2017. The closure of Brink Street from Williams Street to Main Street is permitted from 2:00 p.m. to 3:30 p.m. The closure of the Brink Street Market parking lot is permitted from 9:00 a.m. until 5:00 p.m.

2. The event shall be in accordance with the attached site plan, with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Begin temporary closure of Williams Street east of the alley entrances and end the closure WEST of the gas station driveways. Any additional changes to the site plan shall be provided prior to the inspection by the Fire Prevention Bureau.
3. The Farmers' Market at the Grant Street parking lot must keep displays, tables, tents, etc. off the bioswale along Brink Street. Please keep all foot traffic off the bioswale area and ensure that all trash is picked up from the parking lot, as rainwater will cause debris to flow from the pavement surface into the bioswale.
4. All electrical must comply with the 2005 National Electric Code and is subject to an inspection prior to starting the event.
5. A standard Hold Harmless agreement between Downtown Crystal Lake/Main Street and the City, including insurance coverage covering these events, is required.
6. The applicant must contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
7. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs shall not obstruct the view of traffic or be attached to utility poles.
8. No liquor shall be served at the event.
9. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
10. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 22, 2017).
11. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans shall be provided for waste.)
12. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies.
13. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used must be easily moveable for emergency access.
14. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.
15. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.

16. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 2:00 and 3:30 p.m. only. These signs and barricades must only be in place during the approved time for the road closure.
17. Restrict parking in the three Brink Street Z-lots until after 3:30 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 2:00 p.m. and 3:30 p.m.
18. Temporary pedestrian crossing warning signs at the intersection of Brink Street and Grant Street shall be provided. Contact the Public Works Department for these signs.
19. Any vendors must be located off all roadways and parking areas that are not approved for closure.

This year, as in previous years, the Police Department will have a presence at the event but only as community liaisons. They will also have a squad car there. In the past there has been no police assistance for this event. The Downtown Main Street has requested that the $50 application Special Event Application Fee be waived.

The applicant has been made aware of these recommended conditions and advised to attend the July 18, 2017 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: July 18, 2017

Item: Festival of Lights Parade and Parking Restrictions Request

Staff Recommendation: Motion to approve the 2017 Festival of Lights Parade on Friday, November 24, 2017, as requested subject to the conditions contained in this agenda supplement and a waiver of the application fee and Police Department chargeback.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

Downtown Crystal Lake is requesting approval to hold the annual Festival of Lights Parade on Friday, November 24, 2017 at 7:00 p.m. in Downtown Crystal Lake. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

The parade participants and vehicles will line-up at City Hall and use the far-east entrance/exit off Woodstock Street into City Hall. Parade participants will be asked to use the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police, and Public Works Departments will use the west entrance/exit to City Hall. A map of the parade route has been attached to this agenda supplement.

The following roads will be closed starting at about 6:30 p.m. for the parade route and will open when the route clears at about 8:30 p.m.

- Woodstock Street between Walkup Avenue and Caroline Street, and between Grant Street and Williams Street
- Caroline Street between Woodstock Street and Crystal Lake Avenue
- Crystal Lake Avenue between Caroline Street and Main Street
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Williams Street between Woodstock Street and Crystal Lake Avenue

The road closures are the same as previous years, with the exception of Crystal Lake Avenue. In previous years, Crystal Lake Avenue was closed between Caroline Street and Williams Street. However, the parade organizers and the Police Department met to discuss this year's parade, and determined that closing Crystal Lake Avenue to Main Street would be safer for the disbursing crowd after the tree lighting ceremony. The parade vehicle return route has also been changed to send vehicles down Franklin Street, which is easier to navigate with larger vehicles than the former route down Paddock Street.

In addition, the Downtown Crystal Lake organization is requesting to prohibit parking temporarily along the following streets from 5:00 p.m. until the end of the parade at approximately 8:30 p.m.:

- Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
- Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
- Both sides of Woodstock Street between Grant Street and Williams Street,
- Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and
- Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street.

The Crystal Lake Police Department will place "NO PARKING AFTER 5 P.M. BY POLICE ORDER" signs along Caroline Street, Franklin Street, Williams Street, Grant Street, and Woodstock Street. The Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street and Woodstock Street.

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

1) The Downtown Crystal Lake organization must coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
2) Signs must be posted restricting parking on the following streets:
   a. Both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue,
   b. Both sides of Franklin Avenue between Williams Street and Walkup Avenue,
   c. Both sides of Woodstock Street between Grant Street and Williams Street,
   d. Both sides of Williams Street between Woodstock Street and Crystal Lake Avenue
   e. Both sides of Grant Street between Crystal Lake Avenue and Woodstock Street

   The signs must be removed after the parade has concluded.
3) City-owned barricades and parking cones will be used by the petitioner to block parking on Woodstock Street, both sides of Williams Street and Grant Street. The petitioner must complete and submit a Barricade Borrowing Application.
4) The petitioner must continue to work with City staff on how best to control spectators which may include 3-foot tall metal barricades, additional parade marshals, additional police assistance, or other acceptable crowd control measures to ensure the safety of all spectators and participants.
5) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license. In addition, any business conducting a promotional activity must coordinate with the

Downtown CL organization to ensure the activity does not conflict with the parade approval.

6) All debris created by the event must be cleaned up during and after the event. In addition, MDC Environmental Services, Inc., the City's refuse contractor, will conduct a special collection following the parade.
7) If tents or canopies will be used, the petitioner must contact the Fire Rescue Department for further review.
8) Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event.
9) 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.
10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance (13 officers at $68.30 per hour) for this event is $1,775.80. In previous years, Downtown Main Street has not been charged for the Police Officers. The Downtown Main Street has requested that the $50 application Special Event Application Fee as well as the Police Department chargeback be waived.

The petitioner has agreed to meet these conditions and will be present at the July 18, 2017 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 10d

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Temporary Liquor License – Crystal Lake Teen Center (aka The BREAK), 6292 Northwest Highway

Staff Recommendation: Motion to approve issuance of a Class "16" Temporary Liquor License to the Crystal Lake Teen Center

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
The City has received a request from the Crystal Lake Teen Center (aka The BREAK), 6292 Northwest Highway, for the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine at their Oktoberfest Fundraiser at Main Beach on Crystal Lake on Saturday, September 16, 2017 from 6:00 p.m. to 10:00 p.m. At their April 20, 2017 meeting, the Park District Board approved the request to hold the fundraiser at Main Beach. The City Council previously granted a Temporary Liquor License for this event in 2013, 2014, 2015 and 2016.

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 (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:
Simple majority

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Stormwater Solutions and Stakeholder Engagement Process

Staff recommendation: Proceed with stakeholder engagement process to review and refine improvements to reduce the risk of flooding. Develop priority list of projects for future funding consideration.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

Storm Events

The City of Crystal Lake is experiencing successive and high rain events this summer. Surface flooding of roads and private properties has occurred from the heaviest of these rainfall events. During June, the City experienced 8.7" of rainfall with an additional 4.7" to date in July. The following table illustrates rainfall totals during June and July for the past five years along with average rainfall.

Rainfall Precipitation by Month (inches)
2014 - Present

Month	2013[1]	2014[1]	2015[1]	2016[1]	2017[1]	Average[2]
June	8.5	7.6	5.8	3.1	8.7	4.35
July	2.6	3.0	6.3	5.3	4.7 (through 7/12)	3.73
Total	**11.1**	**10.6**	**12.1**	**8.4**	**13.4**	**8.08**

Source: [1] City rainfall data
[2] Illinois State Water Survey data

For comparison purposes, approximately 11 inches of rain fell in August 2007.

Observed Flooding

Throughout these events, the majority of the flooding has occurred in surface areas (yards and roadways). The majority of these areas have experienced flooded previously. The observed flooding generally falls into four categories:

1. Roadway and parkway flooding that subsides after the event. In certain areas, this flooding encroached into adjacent yards and parking lots.

2. Flooding in FEMA floodplains (adjacent to creeks, ponds, lakes, etc. that have been designated as regulatory floodplains.)

3. Flooding of pocketed areas (low spots with no outlet). These areas may or may not receive stormwater from adjacent roadways and the duration of flooding (length of standing water) varies by location.

4. Private stormwater facilities (private detention/retention areas, storm drains, culvert, etc.) that require maintenance, repair or have been modified over time and no longer function as intended (homeowner association responsibility).

Previous Efforts and Funded Improvements

The City has invested staff and financial resources in developing and constructing improvements to reduce the risk of flooding. Initial studies focused on the neighborhoods surrounding the Lake started in 2007 with the most recent construction project completed in 2012.

The large rain event in July of 2013 identified additional areas of concern throughout the City including Route 14 at Keith/Devonshire, Route 176 near Countryside Nursery, McHenry Avenue near the library, College/Uteg area, and Mary Lane/Union. These areas have been studied with various solutions identified on how to move forward. Some of these solutions have been implemented, such as drywell auguring (to increase capacity) and smaller scale storm sewer improvements. For larger cost projects, staff has submitted multiple times for grants, and met with the Illinois Department of Transportation for flooding concerns along US14 and IL 176.

A partial list of City funded studies and improvements includes the following:

- Initial Flooding Study = $33,272
- Crystal Creek Study = $35,547
- North Shore Culvert Project Detailed Review/Study = $46,958
- North Shore Culvert Design = $110,410
- North Shore Construction = $761,992
- Lake Modeling = $26,798
- Design for Area 2 (north of the lake) = $63,628

These investments total $1,078,605. Other identified improvements in the North Shore area did not advance because of a lack of stakeholder consensus.

Recommendation:

These studies and the identified projects are pertinent and applicable to reducing flooding associated with recent stormwater events. The Public Works Department and Engineering Division staff would like to meet with the various neighborhoods to review previous efforts and work cooperatively to identify opportunities to refine previously identified projects to gain stakeholder acceptance. This effort includes improving communication with the various stakeholders. The goal of this effort is identification of projects that reduce the risk of flooding and have stakeholder

acceptance. The effort will identify individual project costs and a recommend priority for implementation.

Votes Required to Pass:

None. Direction for staff to proceed with effort described above. The effort will be led by the Director of Public Works and utilize in-house resources with periodic consultation from the City's stormwater management consultant.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Pilates by Kirsten - 39 N. Williams Street

Request: Special Use Permit and Parking Variation

Petitioner: Kirsten Karlblom, petitioner

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit for a Massage Therapeutic Establishment and parking variation for 39 N. Williams Street.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- This tenant space was previously occupied by Taste of Benedict's. They are moving into the adjacent space leaving this one available for Pilates by Kirsten.
- Pilates by Kirsten is currently in the Brink Street Marketplace, but was looking for a new space to expand. This space provides 3,400 square feet for her customers.
- Through the expansion, Pilates by Kirsten is able to offer two rooms for massage therapy. Massage therapy requires a Special Use Permit. Staff is also looking into language that would require massage establishments to acquire a City license.
- Downtowns, by their nature, typically do not contain onsite parking lots since those are not conducive to walkability. The change of use to a more intense use requires the parking variation. The total parking required for this downtown business would be 15 spaces and the variation would be to allow 0 spaces.

PZC Highlights:

- The Commission was supportive of the request and was glad that Pilates by Kirsten was successful and needing to expand. They believed that her hours would not conflict with the other busy times Downtown.

- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

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 (Karlblom, received 05/26/17)
   B. Floor plan (Karlblom, received 05/26/17)

2. The petitioner must comply with the State requirements and provide the City with a copy of every licensed masseuse at the location.

3. The petitioner shall comply with the SUP criteria for massage therapeutic establishments and when the City enacts the massage license requirement, they shall apply for and receive a license to continue operation.

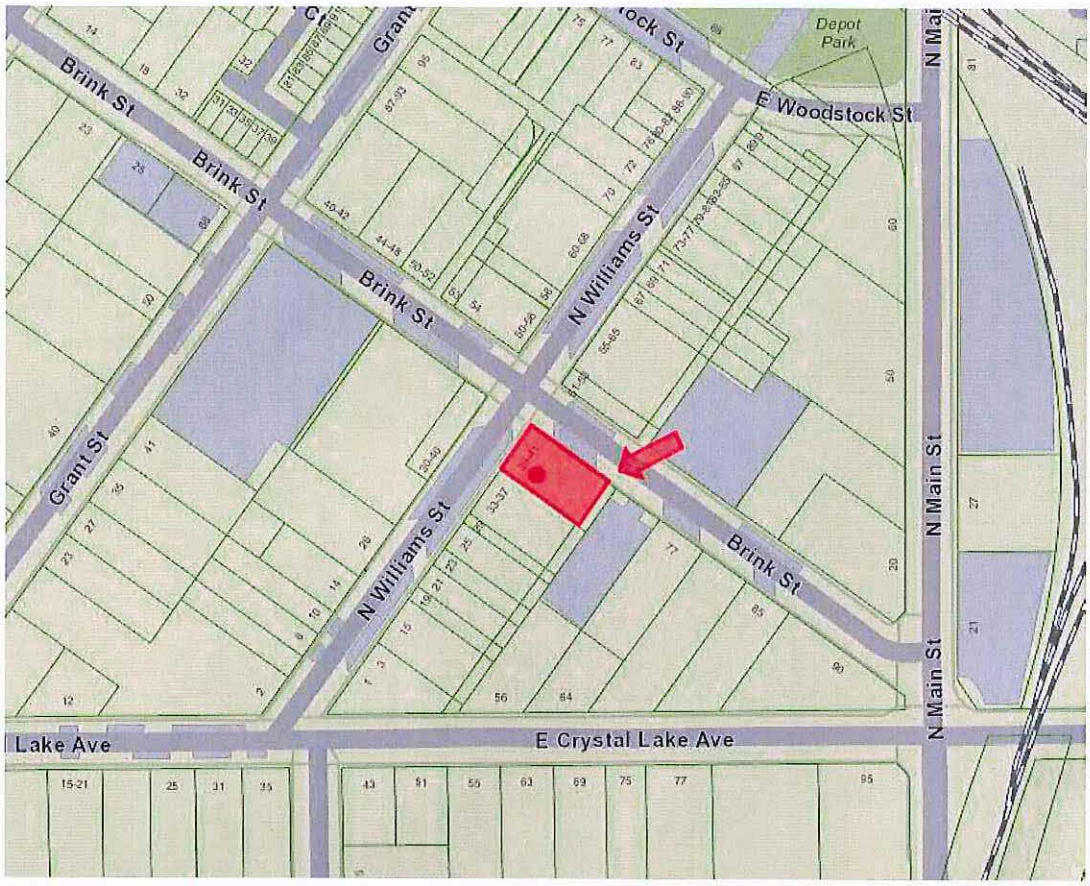
4. The parking variation is granted for the proposed use, if the uses intensify or a new more intense use locates here, the request will need to be amended to review the parking in the future.

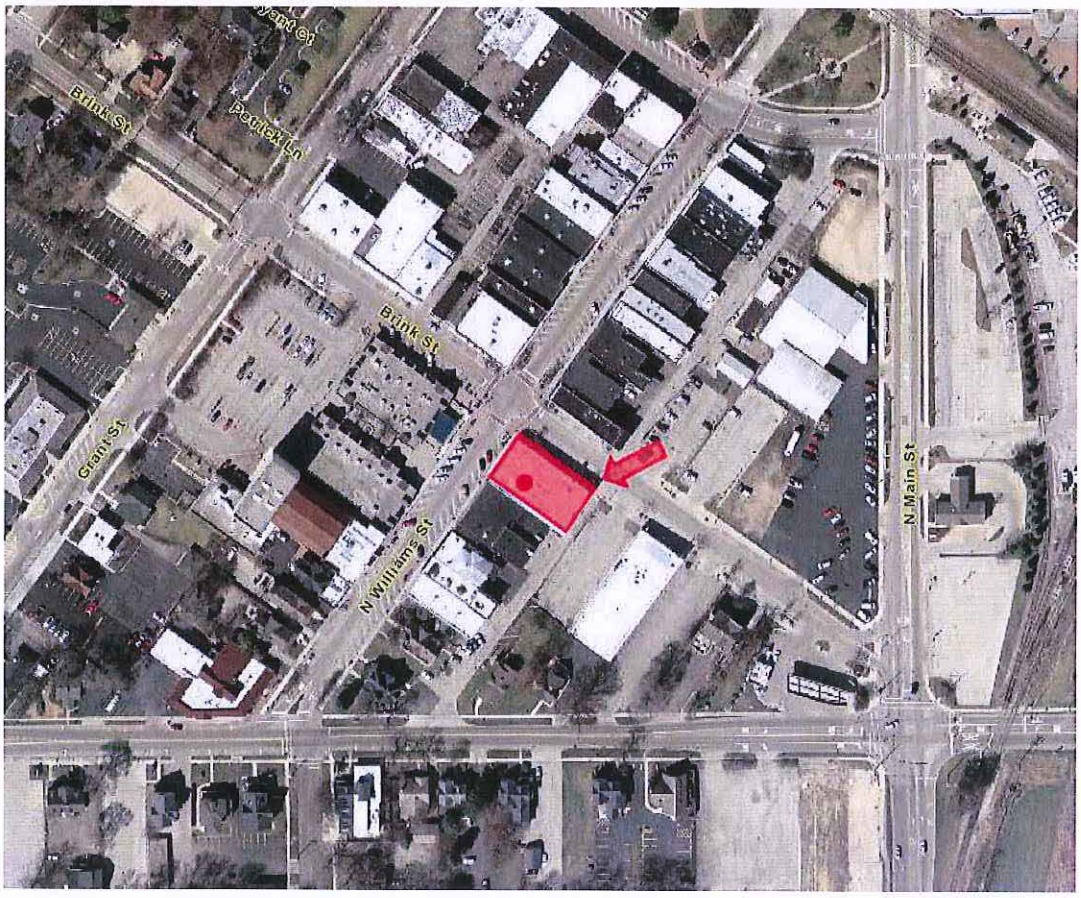
5. All employees for this business must acquire and maintain Z-lot passes.

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

Votes Required to Pass: A simple majority vote.

2017-17 Pilotes by Kirsten – Special Use Permit, Variation





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATION AT 39 N. WILLAMS STREET

WHEREAS, pursuant to the terms of a Petition (File #2017-17) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit for a massage therapeutic establishment and Variation from Article 4-200 from the required minimum parking of 15 spaces to allow 0 spaces for Pilates by Kirsten for the property located at 39 N Williams Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on June 5, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 21, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit and Variation; and

WHEREAS, on June 21, 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 and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-17, dated as of June 22, 2017; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit and Variation be issued 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 Special Use Permit for a massage therapeutic establishment and Variation from Article 4-200 from the required minimum parking of 15 spaces to allow 0 spaces for Pilates by Kirsten for the property commonly known as 39 N Williams Street (19-09-103-001), Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Karlblom, received 05/26/17)
   B. Floor plan (Karlblom, received 05/26/17)

2. The petitioner must comply with the State requirements and provide the City with a copy of every licensed masseuse at the location.

3. The petitioner shall comply with the SUP criteria for massage therapeutic establishments and when the City enacts the massage license requirement, they shall apply for and receive a license to continue operation.

4. The parking variation is granted for the proposed use, if the uses intensify or a new more intense use locates here, the request will need to be amended to review the parking in the future.

5. All employees for this business must acquire and maintain Z-lot passes.

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

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit and 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 18th day of July, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: July 18, 2017
Approved: July 18, 2017

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

McDonald's – 551 Crystal Point Drive

Request: A Special Use Permit Amendment to allow changes to the approved elevations, site plan and landscape plan.

Petitioner: Dan Olson, Watermark Engineering, representing the petitioner

PZC Recommendation: To approve the PZC recommendation and adopt an ordinance granting the Special Use Permit Amendment to allow changes to the approved elevations, site and landscape plans at 551 Crystal Point Drive.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- Existing Use: The subject property is an existing McDonald's restaurant.
- Previous Approvals: A special use permit was approved in 1979 to allow a drive through facility and a fast food restaurant. The special use permit included approved site plan, landscape plan and elevations. The special use permit was amended in 1996 to allow the addition of the play place.
- Proposed Changes: The proposed plan includes renovating the entire exterior to update the branding and altering the site and landscaping to allow for a second drive-through lane.

PZC Highlights:

- The PZC asked if there would be enough room for delivery trucks to unload with the new site plan and the petitioner noted that the new layout would be better for both drive-through customers and delivery trucks.
- The PZC liked that the façade improvements will unify the existing building, as the play place currently looks tacked onto the main portion of the building.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (McDonald's USA LLC, dated 05/25/17, received 05/30/17)
   B. Elevations (Lingle Design Group Inc, dated 04/19/17, received 05/30/17)
   C. Site Plan (Watermark Engineering Resources, dated 05/25/17, received 05/30/17)
   D. Floor Plan (Lingle Design Group Inc, dated 04/19/17, received 05/30/17)
   E. Landscape Plan (Watermark Engineering Resources, dated 05/25/17, received 05/30/17)
   F. Survey (Compass Surveying LTD, dated 05/02/17, received 05/30/17)

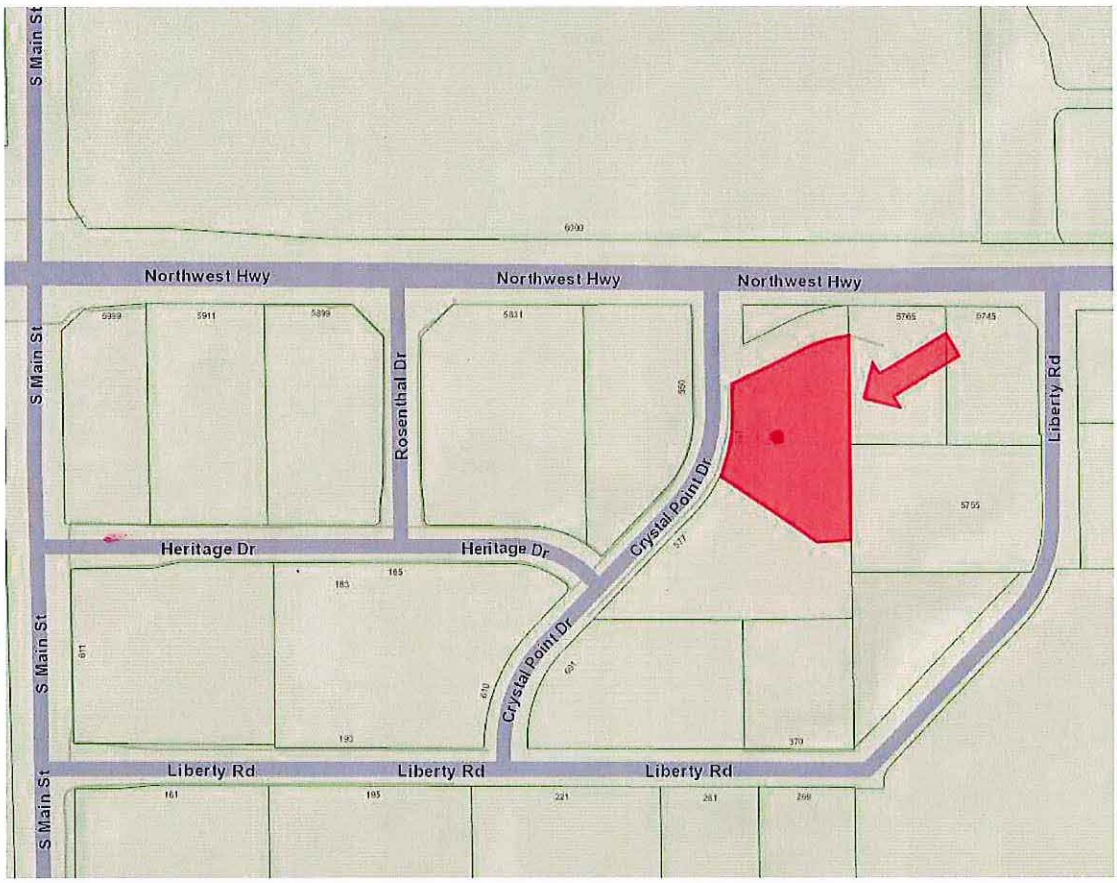
2. The total allowable square footage of wall signs is 150 square feet, as permitted by the UDO.

3. Any future changes to the façade may be approved administratively if the design standards in Article 4-1000 are met.

4. The petitioner must comply with all of the requirements of the Community Development and Fire Rescue Departments.

Votes Required to Pass: A simple majority vote.

2017-18 McDonald's – 551 Crystal Point Dr – Special Use Permit





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT AT 551 CRYSTAL POINT DRIVE

WHEREAS, pursuant to the terms of a Petition (File #2017-18) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow changes to the approved elevations, site plan and landscape plan for McDonald's for the property located at 551 Crystal Point Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on June 5, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 21, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on June 21, 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 #2017-18, dated as of June 22, 2017; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued 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 Special Use Permit Amendment to allow changes to the approved elevations, site plan and landscape plan for McDonald's for the property commonly known as 551 Crystal Point Drive (ADD PIN), Crystal Lake, Illinois.

Section II: Said Special Use Amendment is issued with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (McDonald's USA LLC, dated 05/25/17, received 05/30/17)
   B. Elevations (Lingle Design Group Inc, dated 04/19/17, received 05/30/17)
   C. Site Plan (Watermark Engineering Resources, dated 05/25/17, received 05/30/17)
   D. Floor Plan (Lingle Design Group Inc, dated 04/19/17, received 05/30/17)
   E. Landscape Plan (Watermark Engineering Resources, dated 05/25/17, received 05/30/17)
   F. Survey (Compass Surveying LTD, dated 05/02/17, received 05/30/17)

2. The total allowable square footage of wall signs is 150 square feet, as permitted by the UDO.

3. Any future changes to the façade may be approved administratively if the design standards in Article 4-1000 are met.

4. The petitioner must comply with all of the requirements of the Community Development and Fire Rescue 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 issuance of a 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 18th day of July, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: July 18, 2017
Approved: July 18, 2017

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Mariano's Gas Station – 105 Northwest Highway

Request: Special Use Permit for a gas station with variations

Petitioner: Shaun Nelson, petitioner

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit with variations for a flat canopy and to allow red illumination for the sign, as well as, to allow a second free-standing sign at 105 Northwest Highway.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- The property is the former Sears, which is currently under construction for the Mariano's grocery store.
- A portion of the parking lot adjacent to Route 14 has been designed for the proposed gas station, which provides discounts on fuel based on rewards earned while shopping at Mariano's.
- The station would provide 5 double-sided fueling stations.
- Three variations have been requested:

1. Article 2-400 13 d. Special Use Criteria for Gasoline Stations from the requirements to construct a peaked canopy.
   The canopy has been designed with a flat parapet style roof to minimize the obstruction to the Mariano's store behind.

2. Article 2-400 62 c.ii. Special Use Criteria for Gasoline Stations to allow red illumination.
   Currently, the UDO allows for white, amber or green illumination for EMC signs. Several other stations have red illumination, including the Mobil and

Marathon stations. Typically gas stations like to advertise regular fuel with red illumination and diesel with green illumination.

3. Article 4-1000 Signs to allow a second free-standing sign.
   Mariano's will have their own free-standing sign and the second sign would identify Mariano's but also include the gas pricing EMC signs.

PZC Highlights:

- The PZC asked about the traffic study and the on-site circulation. Abby Wilgreen, City Engineer, spoke about the traffic study, as well as, the already planned intersection improvements to Virginia Road and Route 14 intersection.
  - The traffic study, which did contemplate a gas station as part of the project, determined that Mariano's was not required to make any roadway improvements with the exception of lining up their driveways with the shopping center across Route 14.
  - During the PZC meeting, the developers explained that Roundy's has constructed over 1400 gas stations in conjunction with their Kroger grocery stores and there have been no issues with site circulation.
  - As a follow up to the PZC meeting, staff discussed site circulation with the Roundy's/Mariano's team. The attached Exhibit A shows two good examples from a myriad of similar locations throughout the country where a gas station is located in the parking field for the grocery store. They have never encountered a stacking problem at their other stations.
- The PZC examined the architecture and felt that the canopy would blend well with the Mariano's grocery store.
- The PZC reviewed the Findings of Fact and the majority found that this petition meets the criteria.

The PZC recommended **approval (4-3)** 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 (Roundy's, received 05/31/17)
   B. Plat of Survey (Manhard, dated 07/29/16, received 05/31/17)
   C. Site Plans (Seven, dated 05/26/17, received 05/31/17)
   D. Signage (Doyle, dated 05/25/17, received 05/31/17)

2. Petitioner is required to prepare and submit an Environmental Impact Statement for review and approval.

3. No outdoor storage, display or sales are permitted outside at the gas station area.

4. Work with staff to determinate the best site layout and if one-way circulation is necessary around the gas pumps to reduce any stacking with the major east-west drive aisle for the grocery store.

5. No signage is permitted on the canopy posts or on any light posts.

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

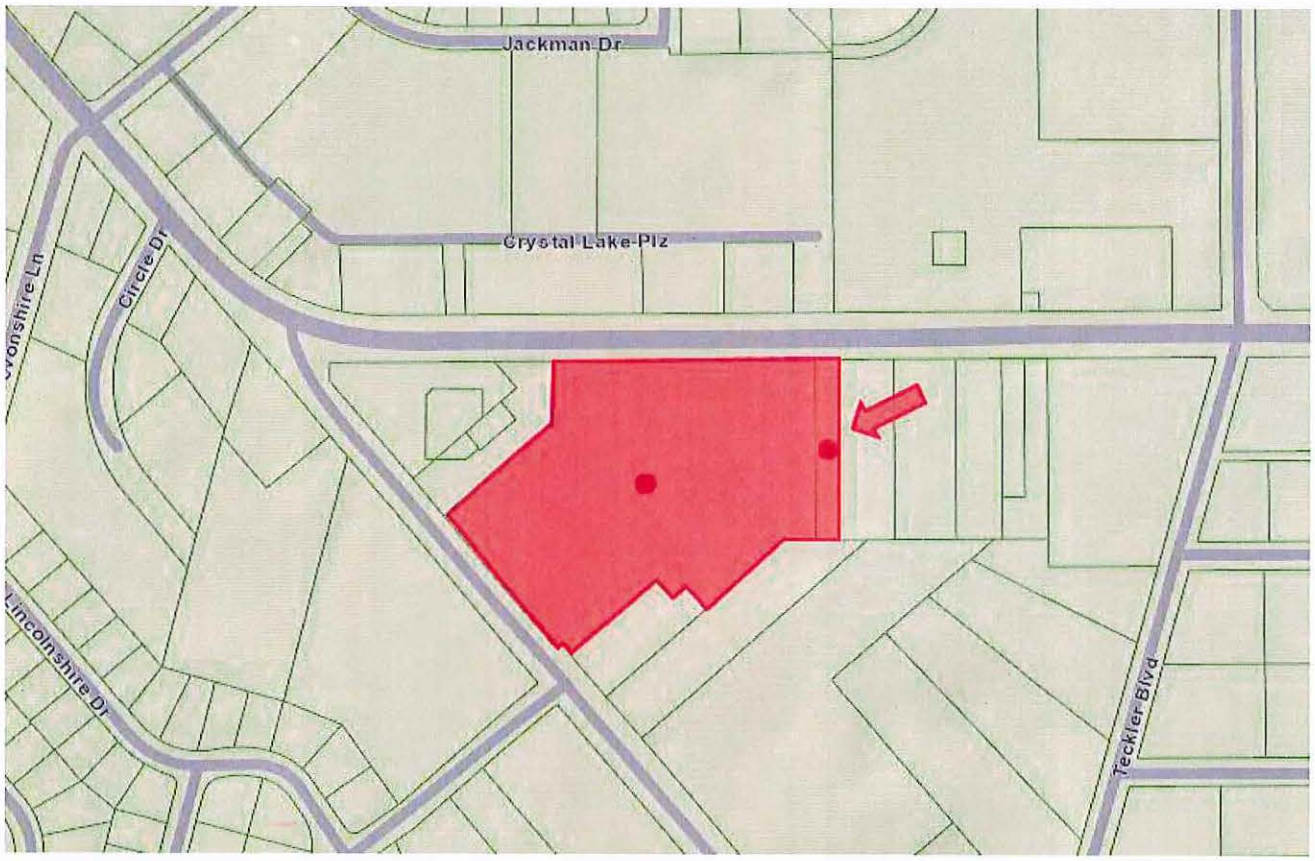
Votes Required to Pass: A simple majority vote.

EXHIBIT A


Santa Anita Drive
Santa Anita Drive
Santa Anita Drive
Eric D Jones & Co PC
Kroger
Supermarket with a deli, bakery & more
Pizza Hut
Bartonville Square
Party Shoppe
Redbox
McDonald's
Davison-Fulton/ Bartonville Chapel
Kroger Fuel Center
Coinstar
CEFCU (ATM)
W Garfield Ave
W Garfield Ave
W Garfield Ave
W Garfield Ave
Bartonville Community Bank
Proctor Medical Group
Winston Ave
Bartonville Diner
South Side Bank
Lauder Ave
Granville Ave
Marilyn's Bow K
Better Banks
CEFCU (ATM)
Google
Imagery ©2017 Google, Map data ©2017 Google United States Terms


Elks Lodge
Kroger
AT&T Authorized Retailer
Subway
Redbox
Battle Ridge Pavilion
Western Union
Level1
Great Clips
Kroger
Coinstar
Powder Springs Rd SW
Powder Springs Rd SW
Lamplighter Village of Marietta, Georgia
Oxford Rd
Bow Wags
Concunis
Texaco
Enterprise Rent-A-Car
American Residential Communities
Google
Kolb's Farm W

2017-19 MARIANO'S – 105 NORTHWEST HWY – SPECIAL USE PERMIT, VARIATION





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT WITH VARIATIONS AT 105 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2017-19) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Gasoline Service Station with Gasoline Electronic Pricing signs with Variations from the Special Use Criteria for Gasoline Stations from the requirement to construct a peaked canopy and to allow red illumination for the sign, as well as, to allow a second free-standing sign for Mariano's for the property located at 105 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on June 5, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on June 21, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on June 21, 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 #2017-19, dated as of June 22, 2017; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued 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 Special Use Permit be issued to allow a Gasoline Service Station with Gasoline Electronic Pricing signs with Variations from the Special Use Criteria for Gasoline Stations from the requirement to construct a peaked canopy and to allow red illumination for the sign, as well as, to allow a second free-standing sign for the property located at 105 Northwest Highway (19-08-201-032), Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Roundy's, received 05/31/17)
   B. Plat of Survey (Manhard, dated 07/29/16, received 05/31/17)
   C. Site Plans (Seven, dated 05/26/17, received 05/31/17)
   D. Signage (Doyle, dated 05/25/17, received 05/31/17)

2. Petitioner is required to prepare and submit an Environmental Impact Statement for review and approval.

3. No outdoor storage, display or sales are permitted outside at the gas station area.

4. Work with staff to determinate the best site layout and if one-way circulation is necessary around the gas pumps to reduce any stacking with the major east-west drive aisle for the grocery store.

5. No signage is permitted on the canopy posts or on any light posts.

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

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit and 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 18th day of July, 2017.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: July 18, 2017
Approved: July 18, 2017

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Crystal Point Shopping Center – 6000 Northwest Highway

Requests:
1. Final Planned Unit Development Amendment to divide ownership within a Planned Unit Development.
2. Final Plat of Subdivision for a 6-lot commercial subdivision.

Petitioner: Jeff Semler, petitioner

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Final Plat of Subdivision at 6000 Northwest Highway.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- The property is currently improved with the Crystal Point Shopping Center, which has tenants such as Best Buy and The Fresh Market along with free-standing tenants Panera, Starbucks, and Five Guys Burgers and Fries.
- The Final Plat of Subdivision would divide the smaller free-standing tenants into separate outlots. The plat would create 5 new outlots for the 4 existing free-standing tenant buildings and one new outlot for a future tenant building. The main inline big-box stores would remain on the one existing lot.
- Several other large shopping centers in Crystal Lake are divided under multiple ownership including Bohl Farm Marketplace (Target, Kohls, etc.), Archway East (Portillos, Texas Roadhouse, etc.), Twin Ponds (PetsMart, Home Depot, etc.), and Rose Plaza (Outback, Chuck E. Cheese, etc.).

PZC Highlights:

- The PZC members had concerns regarding maintenance of the property if it were under different ownership. Mr. Semler assured them that IRC, the shopping center owner, would still control the property in terms of snow plowing, landscape, etc. and a Reciprocal Easement Agreement (REA) would be established for access, parking and maintenance.

- The PZC reviewed the Findings of Fact and the majority found that the petition meets the criteria.

The PZC recommended **approval (5-2)** 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 (IRC Retail Centers, received 05/25/17)
   B. Alta Survey (American Surveying & Mapping, undated, received 05/25/17)
   C. Final Plat (HLC, dated 03/27/17, received 05/25/17)

2. The overall planned unit development approval and all subsequent amendments are still in effect. The area designated in the original PUD shall remain under unified control. Unified control of property under multiple-ownership needs to be documented and recorded via enforceable covenants. Work with staff to finalize and record this covenant document.

3. Final Plat of Subdivision:
   a. The subdivision shall illustrate the overall lot "Part of Lot 2 Crystal Point Retail Center" to be subdivided with a new legal description for the remaining part of "Part of Lot 2 Crystal Point Retail Center" and legal descriptions for the new outlots.
   b. Add a provision/easement to the plat for the shared common signs for access and maintenance.
   c. Change PZC signature date to 2017.

4. As part of the plat of subdivision approval, new addresses are assigned for all existing buildings. The addresses are as follows:
   a. Ace Hardware – 435 S. Main Street
   b. Arby's – 6000 Northwest Highway
   c. Panera/Jamba Juice – 5950 Northwest Highway Units A-E
   d. Five Guys/Starbucks – 5900 Northwest Highway Units A-E
   e. XFinity – 5890-5892 Northwest Highway (mailing address is 5890 Northwest Hwy, two addresses assigned since it is a double unit)
   f. Best Buy – 5880 Northwest Highway
   g. "K-Mart" space – 5846 Northwest Highway
   h. Ross Dress for Less – 5832 Northwest Highway
   i. World Market – 5818 Northwest Highway
   j. Fresh Market – 5808 Northwest Highway
   k. LT Nails – 5800 Northwest Highway
   l. Bed, Bath & Beyond – 5786 Northwest Highway
   m. "Sports Authority" space – 5764 Northwest Highway
   n. Vacant outlot – 5754 Northwest Highway
   o. Boston Market – 5750 Northwest Highway

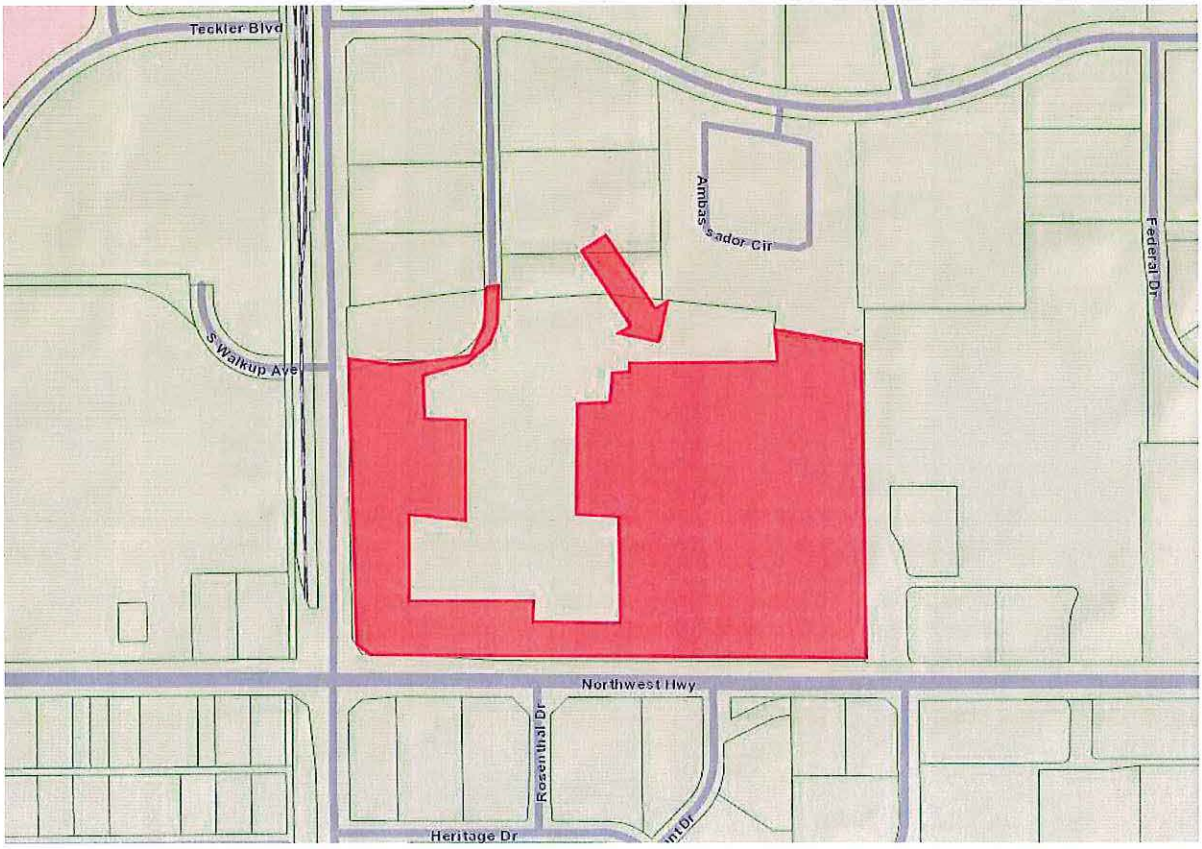
5. The petitioner must address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments, of the City's Stormwater Consultant.

6. **The new addresses must be changed within 60 days after final approval by City Council. (Added by PZC)**

Votes Required to Pass: A simple majority vote.

2017-15 Crystal Point SC – 6000 Northwest Hwy – Minor Subdivision





ORDINANCE NO. _____
FILE NO. _____

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLAT OF RESUBDIVISION
FOR CRYSTAL POINT SHOPPING CENTER

WHEREAS, IRC Retail Centers LLC, has submitted a Final Plat of Resubdivision of Crystal Point Retail Center (File #2017-15) in general conformance with the pertinent ordinances of the City of Crystal Lake, Illinois; and

WHEREAS, the Final Plat of Resubdivision of Crystal Point Retail Center complies with the Crystal Lake Comprehensive Land Use Plan; and

WHEREAS, the Final Plat of Resubdivision of Crystal Point Retail Center meets the requirements of the Unified Development Ordinance; and

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

SECTION I: The Final Plat of Resubdivision of Crystal Point Retail Center attached thereto is hereby approved as platted.

SECTION II: Said Final Plat of Resubdivision of Crystal Point Retail Center is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (IRC Retail Centers, received 05/25/17)
   B. Alta Survey (American Surveying & Mapping, undated, received 05/25/17)
   A. Final Plat (HLC, dated 03/27/17, received 05/25/17)

2. The overall planned unit development approval and all subsequent amendments are still in effect. The area designated in the original PUD shall remain under unified control. Unified control of property under multiple-ownership needs to be documented and recorded via enforceable covenants. Work with staff to finalize and record this covenant document.

3. Final Plat of Subdivision:
   A. The subdivision shall illustrate the overall lot "Part of Lot 2 Crystal Point Retail Center" to be subdivided with a new legal description for the remaining part of "Part of Lot 2 Crystal Point Retail Center" and legal descriptions for the new outlots.
   B. Add a provision/easement to the plat for the shared common signs for access and maintenance.
   C. Change PZC signature date to 2017.

4. As part of the plat of subdivision approval, new addresses are assigned for all existing buildings. The addresses are as follows:
   A. Ace Hardware – 435 S. Main Street
   B. Arby's – 6000 Northwest Highway
   C. Panera/Jamba Juice – 5950 Northwest Highway Units A-E
   D. Five Guys/Starbucks – 5900 Northwest Highway Units A-E
   E. XFinity – 5890-5892 Northwest Highway (mailing address is 5890 Northwest Hwy, two addresses assigned since it is a double unit)
   F. Best Buy – 5880 Northwest Highway
   G. "K-Mart" space – 5846 Northwest Highway
   H. Ross Dress for Less – 5832 Northwest Highway
   I. World Market – 5818 Northwest Highway
   J. Fresh Market – 5808 Northwest Highway
   K. LT Nails – 5800 Northwest Highway
   L. Bed, Bath & Beyond – 5786 Northwest Highway
   M. "Sports Authority" space – 5764 Northwest Highway
   N. Vacant outlot – 5754 Northwest Highway
   O. Boston Market – 5750 Northwest Highway

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

6. The new addresses must be changed within 60 days after final approval by City Council.

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 Final Plat of Subdivision 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 18th day of July, 2017.

City of Crystal Lake, an

Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: July 18, 2017
Approved: July 18, 2017

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Capital Improvement Project Overview Follow-up of North Main Street

Staff Recommendation: Information Only

Staff Contact: Abigail Wilgreen, City Engineer

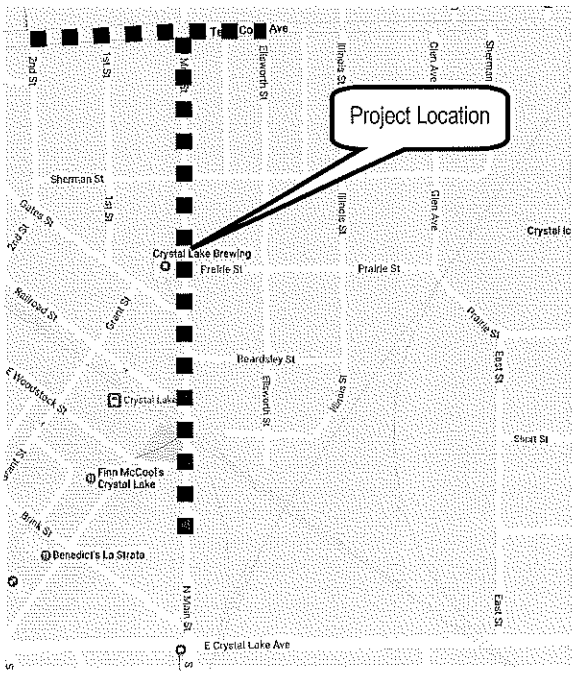
Purpose

The purpose of this presentation is to provide follow-up information to the City Council from the May 16, 2017 meeting regarding the capital improvement of North Main Street.

Background as Presented at the May 16, 2017 Meeting

North Main Street

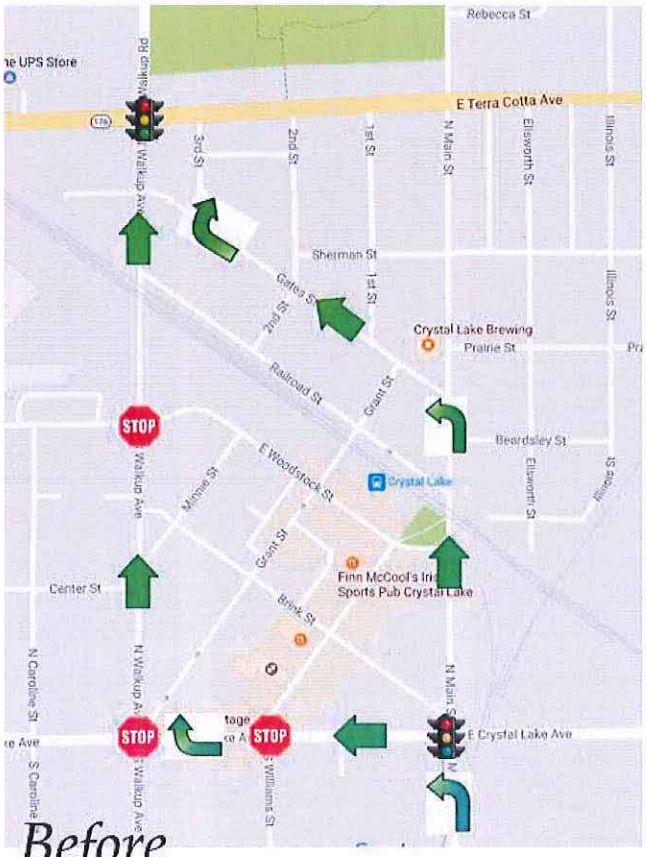
- Project Limits
  - Route 176 to south of Woodstock Street
- General Project Scope
  - New traffic signal at N. Main Street and Route 176
  - Resurfacing and widening
  - Upsized water main
- Project Scope – Route 176 at N. Main Street
  - Extend existing eastbound thru lane which becomes an eastbound right turn lane at N. Main Street
  - Widening and resurfacing along Route 176 to the north to minimize impacts to homes along south side of Route 176
  - Addition of northbound left turn lane on N. Main Street at Route 176
  - New sidewalk along south side of Route 176, east of N. Main Street



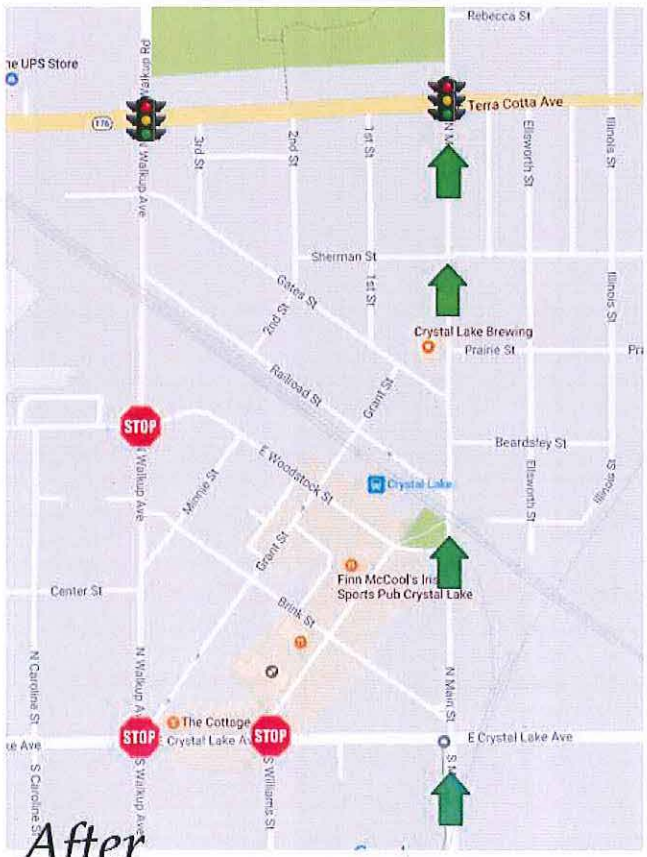
- Project Scope – N. Main Street between Prairie Street and Route 176
  - Resurfacing
  - Addition of center turn lane to accommodate safe center median for residents access to driveways with no widening to minimize impacts to existing trees.
  - Existing 4-hour parking on the west side of street changed to no parking anytime
  - Realign Sherman Street
  - Add southbound left turn lane at Prairie Street
  - Evaluating water main replacement
- Project Scope – N. Main Street south of Woodstock Street to Prairie Street
  - Resurfacing
  - Consolidation of pedestrian crossings based upon results for pedestrian study that counted number of pedestrians during a Saturday evening

Traffic Patterns

- The existing traffic patterns throughout the downtown area will change with the installation of the new traffic signal at N. Main Street and Route 176.
- Currently vehicles traveling north on Main Street take two path to access the existing traffic signal located at Route 176 and Walkup Avenue:
  - West along Crystal Lake Avenue, north on Walkup Avenue
  - West along Gates Street
- After the installation of the new traffic signal at Route 176 and N. Main Street, the general traffic pattern will be for vehicles to travel north along N. Main Street to the new traffic signal.



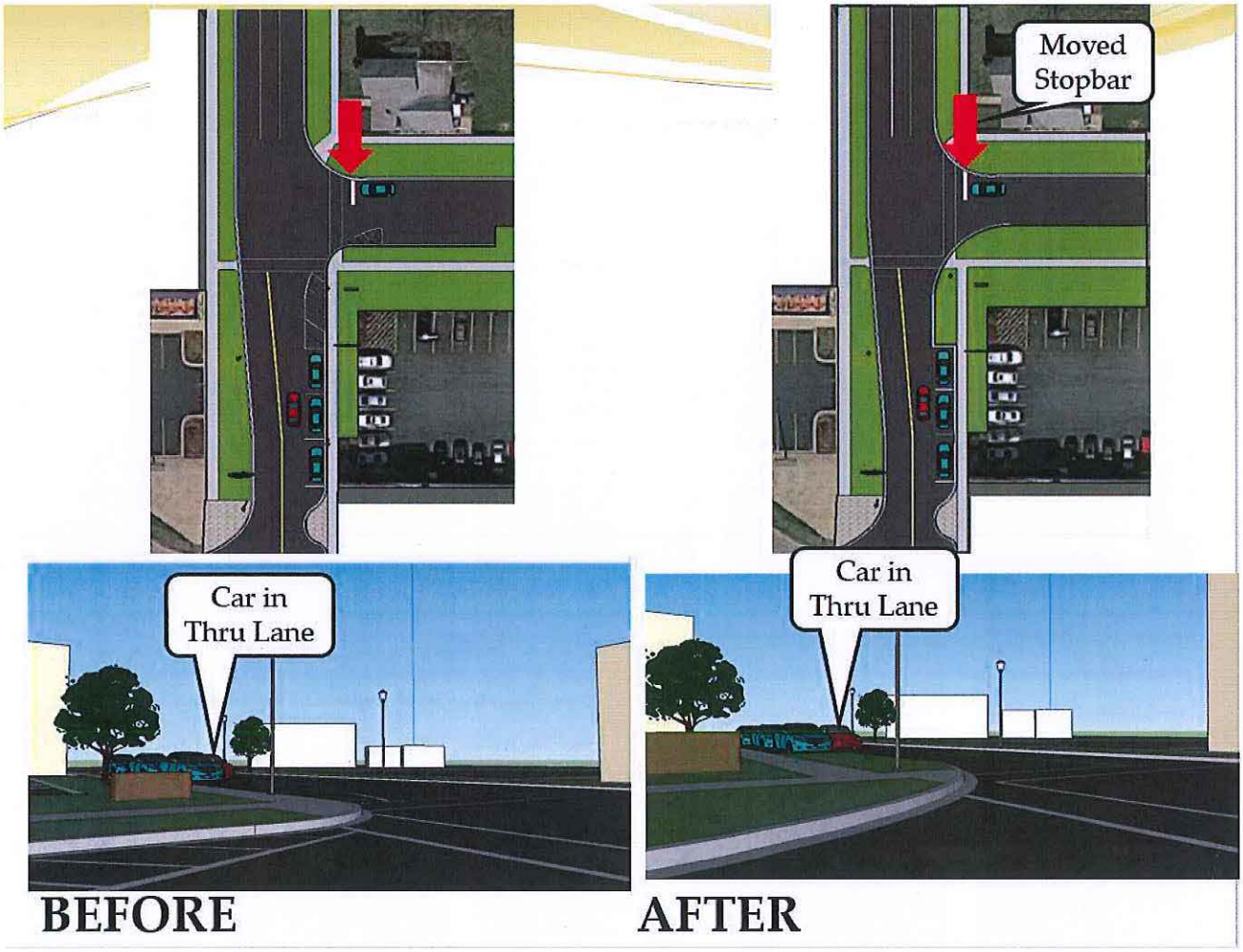
Before



After

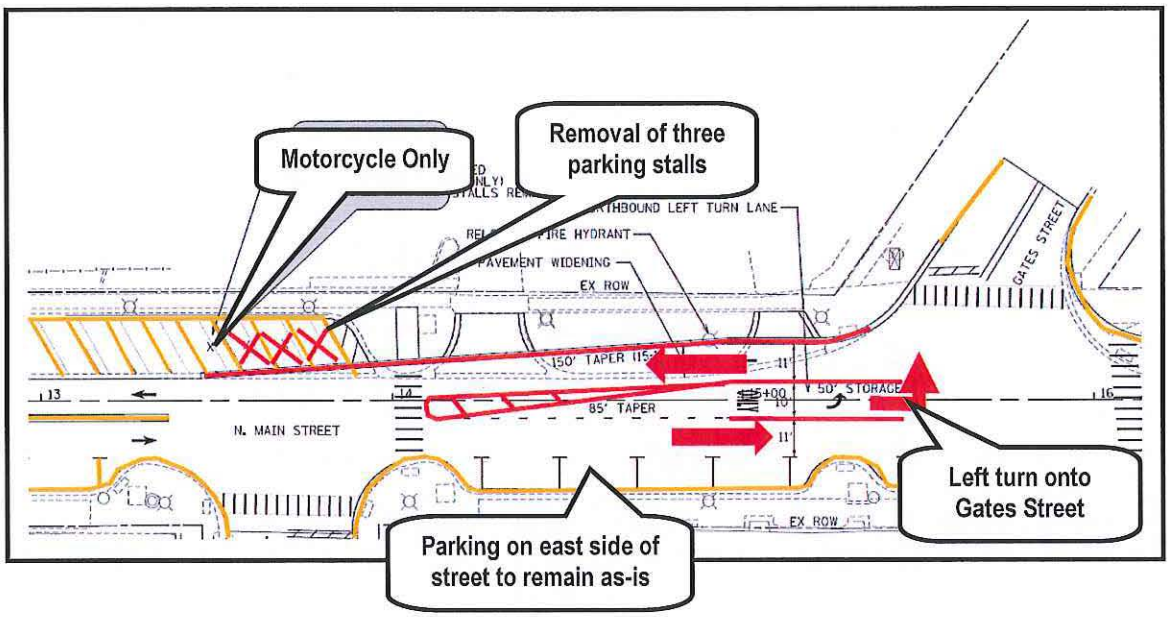
Follow-Up Information

- Sherman Street realignment will not be completed as part of the improvement as no crashes exist at this intersection.
- The existing pedestrian crossings between the railroad tracks and Prairie Street will be consolidated based upon results from a pedestrian study completed by the consultant. The existing crossings at the north leg of the Main Street/Prairie Street intersection and the south leg of Main Street/Gates intersection will be removed.
- Sight Line Concern at Prairie Street and N. Main Street
  - *Concern:* Existing vehicle sight lines are restricted when turning from westbound Prairie Street onto southbound N. Main Street
  - *Crash Summary*: Over the last 6 years (2011-2016), there were 5 crashes at this intersection. Of the 5 crashes, 2 were related to limited sight lines of vehicles traveling from westbound Prairie Street onto southbound N. Main Street in 2013.
  - *Traffic Data:*
    - Approximately 2.5 times more vehicles will be going north to access new traffic signal at Route 176
    - Less gaps in traffic will be available for vehicles turning left from Prairie Street
  - *Proposed Solution:* Move the existing stop bar on Prairie Street further to the west to improve the existing sight line.
  - *Estimated Cost:* $11,700



- Addition of Left Turn Lane on N. Main Street at Gates Street
  - *Option:* Widen N. Main Street to the west to add left turn lane for northbound vehicles turning onto Gates Street (see picture below), which would require:
    - Elimination of 3 parking spaces
    - Change 1 parking space to motorcycles only
  - *Crash Summary*: Over the last 6 years (2011-2016), there were 13 crashes at this intersection. None of the crashes would have been prevented by the addition of a separate left turn lane.
  - *Traffic Data:*
    - Less vehicles will be turning from N. Main Street onto Gates Street to access the traffic signal at Walkup Avenue and Route 176.
  - *Estimated Cost:* $102,000

Proposed Configuration



- Anticipated Schedule
  - Preliminary engineering underway
  - Public meeting late summer or early fall
  - Construction anticipated in 2020, after completion of the Crystal Lake Avenue at Main Street intersection improvement

Votes Required to Pass:
Information Only

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date:	July 18, 2017
Item:	Illinois Environmental Protection Agency Annual National Pollution Discharge Elimination System (NPDES) Permit Fees
Staff Recommendation:	Motion to adopt a resolution authorizing payment in the amount of $48,500.00, for annual NPDES permit fees under protest, and the addition of an equal amount to the Accounts Payable list.
Staff Contact:	Michael Magnuson, P.E., Director of Public Works

Background:

As part of the State of Illinois' adoption of its annual budget in 2003 and its efforts to overcome a budget deficit, unprecedented annual fees were established for holders of National Pollution Discharge Elimination System (NPDES) Permits. These permits, which regulate the operation and discharges of the City's wastewater and storm water systems, are required under the Clean Water Act and are issued by the IEPA. Operation of wastewater and storm water facilities in violation of the permit requirements, or without a permit, constitutes violations of the Clean Water Act and the State of Illinois compiled statutes relative to Water Pollution Control. Violators are subject to civil and criminal prosecution. The fees were previously "justified" by the Governor and Legislature as being needed to fund the IEPA and its oversight of NPDES holders' operations, which have, prior to 2003, been funded without permit fees other than new water and sewer extension permit application fees.

The annual permit fees for the wastewater plants are based on design average flows (DAF), with facilities with a DAF of more than one Million Gallons per Day (MGD) and less than five MGD receiving an annual fee of $15,000.00. This would be the fee for WWTP #3 since the DAF is 1.7 MGD. Facilities with a DAF greater than five MGD and less than ten MGD are to be charged $30,000.00. The DAF of WWTP #2 is 5.8 MGD. The IEPA has invoiced the City of Crystal Lake in the amount of $30,000.00 for WWTP #2 and $15,000.00 for WWTP #3, with a payment due date of August 4, 2017. In addition to these fees, a fee of $2,500.00 per year is assessed for our Sludge Generator Land Application permit.

Storm water annual permit fees have been assessed to the City for its municipally-owned and operated separate storm sewer system (MS4) in the amount of $1,000.00 and these annual permit fees are due by August 4, 2017.

These NDPES permit fees were unforeseen and not publicized and were, therefore, unbudgeted when first implemented in 2003, but have been budgeted items in subsequent fiscal years. The fees were established within the State of Illinois' FY2004 Budget Implementation Act and became effective July 1, 2003 and, in spite of intense political rhetoric, have not been repealed or modified. The City Council has voted to pay these fees under protest since 2003. A copy of the letter to be submitted with the 2017 payment is attached, in addition to the invoices for the current year.

The City has been assessed a total of $680,500.00 in NPDES fees since 2003.

The IEPA website includes the ominous statement that failure to pay the required fees will result in referral to the Attorney General's office for "prosecution as provided for within the act".

Attached for consideration is a resolution authorizing payment of the NPDES Permit Fees in the amount invoiced, totaling $48,500.00.

Votes Required to Pass:

Simple Majority

16R-_____

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 authorized to authorize payment under protest in the amount of $48,500.00 for annual NPDES permit fees and add an equal amount to the Accounts Payable list.

DATED this 18th day of July, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST

_____
Nick Kachiroubas, City Clerk

Passed: July 18, 2017
Approved: July 18, 2017

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Vehicle Purchase-Suburban Purchasing Cooperative Contract #144, a 2017 Ford F350 Cab & Chassis

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Landmark Ford, in Springfield, IL, for the purchase of one (1) Ford F350 Cab & Chassis in the amount submitted through the Suburban Purchasing Cooperative, Contract #144.

Staff Contact: Michael Magnuson, Director of Public Works

Background:
The Public Works Department's fiscal year 2017/2018 budget includes replacement of a 2003 Ford F250 truck (97,500 miles) with a 2017 Ford F350 with a service body. The Water and Sewer Division uses this vehicle on a daily basis for work at the City's water plants. The service body for this vehicle will be purchased separately. The existing vehicle will be declared as surplus once the new unit is integrated into the fleet.

As members of the Suburban Purchasing Cooperative Program, the City is able to take advantage of the Cooperative members' leveraged contract. This program allows members to combine purchasing power, which significantly reduces costs. All items that are bid through the cooperative follow the same public procurement statutes that the City follows during the competitive, sealed bidding process.

Recommendation:
The Public Works Department recommends purchasing the one (1) Ford F350 Cab & Chassis for a total of $29,468.00 from Landmark Ford in Springfield, Illinois through the Suburban Purchasing Cooperative Program. Funds have been budgeted for this purchase.

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 execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Landmark Ford (Springfield, IL) for the purchase of one (1) Ford F350 Cab & Chassis through the Suburban Purchasing Cooperative Program.

DATED this 18th day of July, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: July 18, 2017
APPROVED: July 18, 2017

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: 2017 Downtown Sidewalk Replacement Bid Award

Staff Recommendation: Motion to award the 2017 Downtown Sidewalk Replacement Project bid to the lowest responsive and responsible bidder, Copenhaver Construction Company, in the bid amount of $120,628.50, and adopt a resolution authorizing the City Manager to execute the contract with Copenhaver Construction Company, and allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
On July 11, 2017, the City opened and publicly read bids received for the 2017 Downtown Sidewalk Replacement Project. The City received six bids and the results are tabulated below.

Firm	*Amount of Bid*[2]
Copenhaver Construction Company[1] Gilberts, IL	$120,628.50
Strada Construction Company Addison, IL	$125,779.50
Bergquist & Zimmerman Construction, Inc. Crystal Lake, IL	$132,890.30
Alliance Contractors, Inc. Woodstock, IL	$144,033.50
Triggi Construction, Inc. West Chicago, IL	$152,681.25
Chadwick Contracting Lake in the Hills, IL	$168,806.00

[1] Indicates Recommended Lowest Responsive and Responsible Bidder
[2] Quantities reflect adjusted quantities

The 2017 Downtown Sidewalk Replacement Program consists of replacing the concrete sidewalk with brick paver sidewalks along Brink Street between Williams Street and Main Street. These areas of sidewalk are in various stages of disrepair, and the replacement will be compatible with the other recent improvements to the sidewalks in downtown Crystal Lake.

The quantities of the bid were adjusted because after the bid was the released, several contractors noted that the quantity for curb was inadvertently incorrect. The City has adjusted the concrete curb quantity for award to ensure the project will be done correctly.

The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. Copenhaver Construction has been the contractor for other portions of the downtown sidewalk program, and the City has been very satisfied with their performance. This project is included in the proposed Fiscal Year 2017-2018 budget.

Votes Required to Pass:
Simple majority

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 be authorized to execute the contract with Copenhaver Construction for the 2017 Downtown Sidewalk Rehabilitation Program in the amount of $120,628.50. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 18th day of July, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

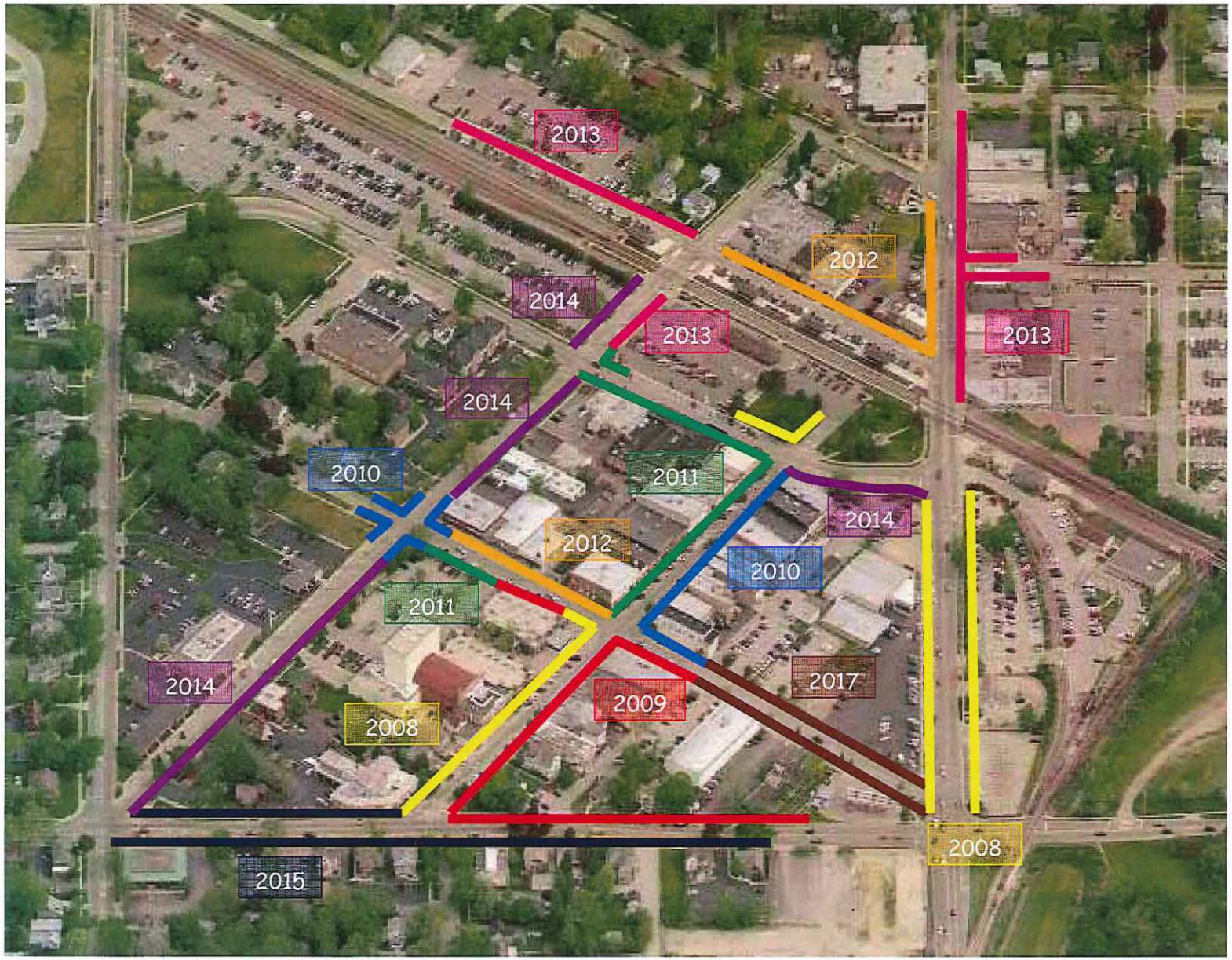
ATTEST:

_____
City Clerk

PASSED: July 18, 2017

APPROVED: July 18, 2017

Staging of Sidewalk Improvements in Downtown Crystal Lake



Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: July 18, 2017

Item: Designation and Auction/Brokerage Sale of Surplus Equipment

Staff Recommendation: Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus equipment, and authorize the City Manager to execute agreements with Obenauf Auction Service, Inc. as well as other specialized brokers for the sale of surplus equipment, and further to authorize surplus items not sold or whose proposed auction price is less than a scrap price, be scrapped in accordance with the City's scrap metal policy.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The Public Works Department coordinates the selling of surplus City equipment. A list of equipment proposed as surplus, to be sold through a public online bidding process or brokerage sale, is attached as Exhibit "A". Brokerage services will be used to maximize the return on the sale of specialty equipment. Exhibit "A" identifies a list of surplus vehicles and non-utilized pieces of equipment, which have been compiled by the Administration, Public Works, IT, Police, and Fire Rescue Departments, as well as Three Oaks Recreation Area. The designation of equipment as surplus and subsequent auction/brokerage sales of equipment provides the following benefits to the City:

1) Designating equipment as surplus allows the City the ability to make space available currently occupied by the non-utilized equipment.

2) Partnerships with auction/brokerage firms minimizes the costs and time required to sell the equipment through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold, while other brokerage firm commissions vary.

3) Participation in auction/brokerage sales provides an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

Recommendation:

It is the recommendation of staff to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute agreements with brokerage services, including Obenauf Auction Service, Inc. for the sale of the surplus items. Most vehicles and equipment will be sold through a public online bidding process administered by Obenauf with a 3% sales commission for all items sold and other brokerage firms for specialty items.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT

1. The items identified on Exhibit "A" be and are hereby designated as surplus; and
2. The City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to items listed on "Exhibit A" for a 3% sales commission; and
3. The City Manager is hereby authorized and directed to execute agreements with other specialized brokers for the sale of surplus equipment where the utilization of specialized brokers would be in the best interests of the City; and
4. Any items not sold or whose proposed auction price is less than a scrap price, be scrapped in accordance with the City's scrap metal policy.

DATED this 18th day of July, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: July 18, 2017
APPROVED: July 18, 2017