CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 5, 2018
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamation – Crystal Lake Public Library Summer Reading Program**

5. **Approval of Minutes –May 15, 2018 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. St. Thomas the Apostle Church – Special Event Approval for an Outdoor Mass and Picnic, and closure of part of Lake Street on July 29, 2018.

    b. Refer a UDO Text Amendment to allow Photography Studios as a permitted use in the M Manufacturing District to the June 20th Planning and Zoning Commission for review and recommendation.

11. **Right to Life McHenry County – Special Event Approval for the use of McCormick Park for a Sign Sale Fundraiser on June 16, 2018.**

12. **Virginia Mini Storage, 201 S. Virginia Rd. – Final Planned Unit Development one-year extension.**

13. **Mariano's, 105 Northwest Highway – Sign Variation.**

14. **58 N. Williams St., Today's Uniforms - Retailer Job Creation & Investment Program Matching Grant request for $10,000 in matching grant funds.**

15. True North, 460 Coventry Lane – Comprehensive Land Use Plan Amendment from Office to High Density Residential, Rezoning from O to R-B PUD; and Preliminary and Final Planned Unit Development for a multi-family development.

16. Menards Self Storage, 800 Cog Circle – Comprehensive Land Use Plan Amendment from Commerce to Industry, Rezoning from B-2 PUD to M PUD Manufacturing, Final Planned Unit Development Amendment, Special Use Permit for Self-Storage/Mini-Warehousing and Outside Storage; and Sign Variation.

17. Resolution authorizing the execution of a contract amendment with American Fireworks for the 2018 Independence Day Fireworks; Ordinance authorizing an amendment to the Fiscal Year 2018/2019 Budget for the increased budgeted amount for the 2018 fireworks display.

18. Rescinding and cancelling the bid award made on March 20, 2018 and rejecting all bids from January 26, 2018 for the Design, Printing, Labeling, and Mailing of City Newsletter, and Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels and Business Cards; authorizing the re-bidding of the Design, Printing, Labeling, and Mailing of City Newsletter, and Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels and Business Cards.

19. Council Inquiries and Requests.

20. 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.

21. Reconvene to Regular Session.

22. 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: June 5, 2018

Item: St. Thomas the Apostle Church Outdoor Mass and Picnic

Staff Recommendation: Motion to approve the St. Thomas the Apostle Church's application for a Special Event for an outdoor mass and picnic, including the closure of part of Lake Street, on Sunday, July 29, 2018, pursuant to the staff recommended conditions.

Staff Contact: Michelle Rentzsch, Director of Community Development
Sharon Doruff, Administrative Assistant

Background: St. Thomas the Apostle Church has requested a Special Event approval for their annual outdoor mass and picnic. The event is scheduled for Sunday, July 29, 2018 from 7:00 a.m. until 7:00 p.m. The request includes permission to close Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as provide for adequate time for setup and cleanup. The City Council has approved similar requests annually since 2013.

City staff has reviewed the petitioner's request and does not have concerns regarding the event and the closure of Lake Street, providing the following conditions are met:

1) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be placed temporarily at the entrance to Lake Street from Dole Avenue.
2) The petitioner must send a notice to all affected property owners along Lake Street.
3) 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.
4) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.

5) All debris created by the event shall be cleaned up during and after the event.
6) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
7) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
8) The use of a tent or tents was indicated on the application but not on the site map. Tents and canopies used for this event must comply with City's tent requirements.
9) 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.
10) 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.
11) The applicant needs to contact the Fire Prevention Bureau three days prior to the event to schedule a site/tent inspection, or if you have any questions or concerns regarding this review.
12) 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.
13) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the June 5, 2018 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

Agenda Item No: 10b

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Referral of a text amendment for Section 2-300 Permitted Use Table of the Unified Development Ordinance to allow Photography Studios as a permitted use in the M Manufacturing District.

PZC Recommendation: Motion to refer the UDO Text Amendment to the June 20th Planning and Zoning Commission for review and recommendation.

Staff Contact: Michelle Rentzsch, Community Development Director

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Background:

- The proposed text amendment would allow photography studios as a permitted use in the Manufacturing zoning district. The proposed amendment is indicted in the table below with bolded text.

TABLE 2-300 PERMITTED USES TABLE

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O[1]	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
COMMERCIAL																		
Service Uses																		
Other services	Photography Studios, Portrait								P	P	P	P	P		**P**			541921

- Photography studios are currently permitted in the Residential Office, Office, Neighborhood Business, General Commercial and Mixed-Use Business zoning districts.
- Permitted uses in the Manufacturing zoning district that are similar in intensity and parking demand include professional offices, offices of physicians, offices of dentists, offices of other health practitioners and government offices.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Right to Life McHenry County "Thanks Dad" Sign Sale fundraiser

Staff Recommendation: Motion to approve Right to Life McHenry County's application for a Special Event for the use of McCormick Park for a fundraiser on Saturday, June 16, 2018, pursuant to the staff recommended conditions.

Staff Contact: Michelle Rentzsch, Director of Community Development
Sharon Doruff, Administrative Assistant

Background: The Right to Life McHenry County organization has requested the use of McCormick Park to hold a fundraiser to sell "Thanks Dad" signs on Saturday, June 16 from 9:00 a.m. to 1:00 p.m.

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

1) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. The fully executed hold harmless agreement has already been submitted.
2) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
3) Tents and canopies used for this event must comply with the applicable codes.
4) Generators, if used, must be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
5) All debris created by the event must be cleaned up during and after the event.
6) Signs should not be placed between the curb and sidewalk, they need to be placed to the south of the sidewalk.
7) Signs must not block the line of sight of vehicles exiting the roads onto Route 14.
8) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the June 5, 2018 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Virginia Mini Storage PUD Extension, 201 S. Virginia Road

Recommendation: Motion to grant a one-year extension to the Final PUD approval for Virginia Mini Storage at 201 Virginia Road.

Contact: Michelle Rentzsch, Director of Community Development
Elizabeth Maxwell, Senior Planner

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: Virginia Mini Storage was approved on July 7, 2015. The project consisted of a climate-controlled drive-through building at either 82,998 square feet or with an Option B mezzanine to 110,018 square feet and three drive-up buildings for a total square footage of 8,600.

Key Factors:

- Request: This would be the second request for an extension, bringing the expiration of the project to July 7, 2019.
- UDO Standard: The City Council has the authority to grant (3) one-year extensions.
- The property owner is considering an alternative development proposal for the site and is seeking this extension to finalize that possibility.

Votes Required to Pass: A simple majority vote.

2015-12 Virginia Road Mini Storage – 201 Virginia Road





Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Sign Variation for Mariano's to allow a height variation for the directional signs and parking space identification signs.

Petitioner: Lisa Neal, petitioner
105 Northwest Highway

Recommendation: City Council Discretion:
A. Motion to adopt an ordinance approving the sign variation with the recommended conditions for 105 Northwest Hwy.
B. Motion to deny the variation request.

Staff Contact: Michelle Rentzsch, Community Development Director
Elizabeth Maxwell, Senior Planner

Background:

- Mariano's was permitted by right in the B-2 zoning district and did not require any special approvals except for the gas station, which came in separately.
- Mariano's recently received a variation for wall signage.
- A variation request for the way-finding signs has been submitted. The UDO provision was created to allow wayfinding signs for 'enter' and 'exit' signage and did not contemplate signage for on-site circulation and grocery pick-up.

Analysis

- The UDO allows directional signs to be up to 4 square feet in area and up to 3 feet in height. The signs meet the sign area requirement but do not meet the height requirement.
- **The variation request is only for the height of these signs**. **All other aspects of the signage meet the UDO provisions.**
- These signs are for the online ordering and pick-up service offered by Mariano's. Wal-Mart had a similar request that was approved.
- The chart below illustrates the requested signs in relation to the UDO and other approvals.

UDO Requirement	Mariano's Request		Wal-Mart Approval	
Multiple signs are allowed on a lot	6 Directional Signs	3 Parking Space Signs	6 Directional Signs	8 Parking Space Signs
4 square feet in area	3 square feet	3.75 square feet	3 square feet	5.4 square feet
3 feet in height	6.5 feet tall	7.5 feet high	7 feet high	6 feet 2 inches high

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition, which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.

B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.

C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

If a recommendation is made, the following conditions are suggested:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Doyle Signs, received 05/16/18)
   B. Sign Plan (Doyle Signs, dated 04/02/18, received 04/30/18)

Votes Required to Pass: Simple majority vote

2018-27 Mariano's - 105 Northwest Hwy - Sign Variation





Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIGN VARIATION FOR MARIANO'S, 105 NORTHWEST HIGHWAY

DRAFT

WHEREAS, pursuant to the terms of the request (File #2018-27) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow six directional signs and three parking space identification signs to exceed the maximum height of 3 feet to allow up to 7.5 feet in height for Mariano's; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 sign variation be granted to allow six directional signs and three parking space identification signs to exceed the maximum height of 3 feet to allow up to 7.5 feet in height, for Mariano's located at 105 Northwest Highway (19-08-201-032), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Doyle Signs, received 05/16/18)
   B. Sign Plan (Doyle Signs, dated 04/02/18, received 04/30/18)

SECTION II: 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 Variation in accordance with the provisions of this

Ordinance, as provided by law.

SECTION III: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATED at Crystal Lake, Illinois, this 5th day of June, 2018.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: June 5, 2018
Approved: June 5, 2018

DRAFT

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Retailer Job Creation and Investment Grant request for Today's Uniforms Inc., 58 N. Williams Street, requesting $10,000 in matching grant funds.

Recommendations: City Council's discretion:

1. Motion to award $10,000 in Retailer Job Creation and Investment Grant to Today's Uniforms Inc., located at 58 N. Williams Street and to adopt a resolution authorizing the City Manager to execute the Grant Agreement, or
2. Motion to deny the grant application request.

Staff Contact: Michelle Rentzsch, Director of Community Development
Heather Maieritsch, Economic Development Manager

Background: The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new or expanding businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers that occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTOR

- Today's Uniforms Inc. currently has a business at 67 E Woodstock Street and has been very successful at this location. They are looking to expand by more than 20% into a vacant storefront at 58 N. Williams Street.

Today's Uniforms is eligible for a $10,000 grant award under the matching grant program guidelines.

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

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

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business or expand by more than 20% and occupy an existing vacant space.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least $150,000.
   ☒ *Meets* ☐ *Does not meet*

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

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

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

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

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

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

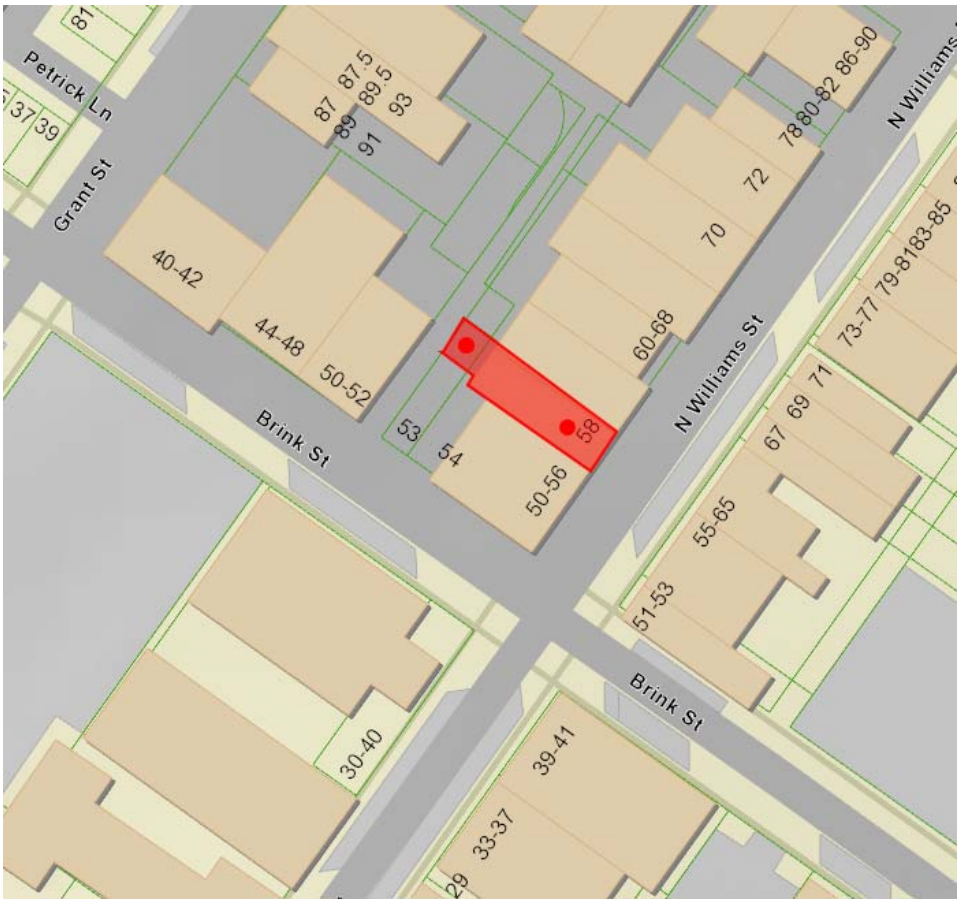
FUNDING STATUS OF 2018-2019 PROGRAM

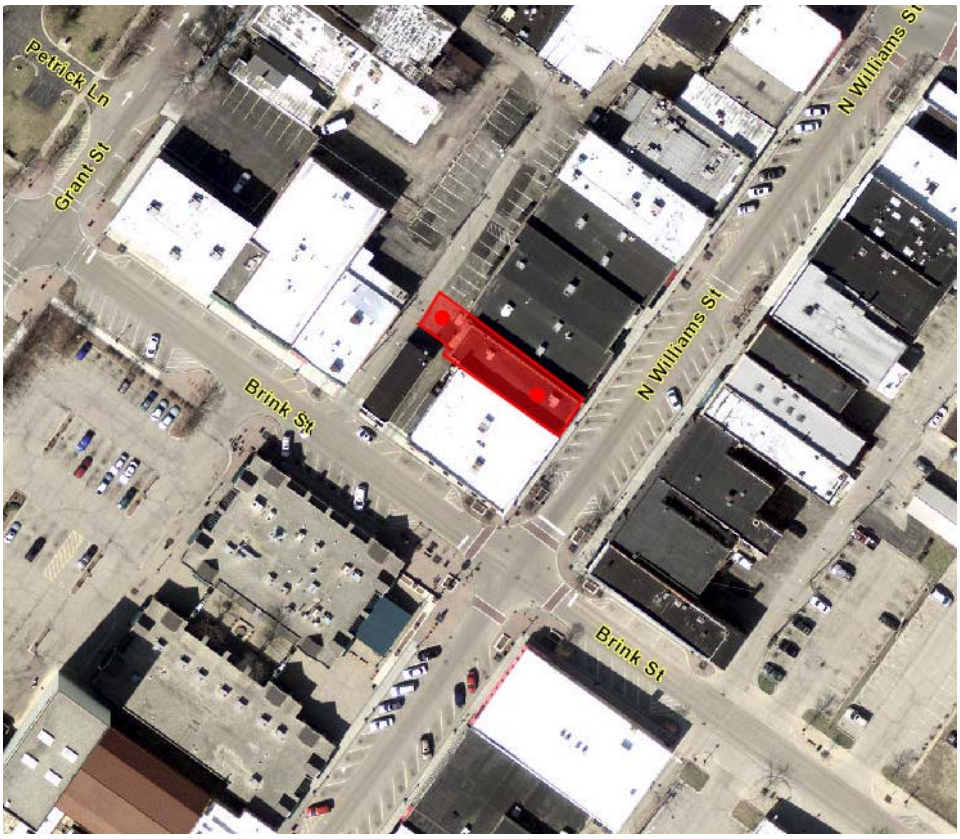
For the 2018-2019 Fiscal Year, there is $80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the first application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	**Address**	**Total Requested**	**Date Approved**	**Amount Approved**
Today's Uniforms Inc	58 N. Williams Street	$10,000	Pending	$10,000
Totals		***$10,000***		***Pending***

Votes Required to Pass:

A simple majority of the City Council in attendance.


Petrick Ln
Grant St
N Williams St
Brink St
87
87.5
89
89.5
91
93
78
80-82
86-90
72
70
60-68
40-42
44-48
50-52
53
54
58
50-56
73-77
79-81
83-85
67
69
71
55-65
51-53
30-40
39-41
33-37
29


Petrick Ln
Grant St
N Williams St
Brink St
Brink St

Res. _____

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Today's Uniform Inc., for a Retail Façade and Commercial Tenant Improvement Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 5th day of June, 2018.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: June 5, 2018

APPROVED: June 5, 2018

DRAFT

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2018-21 True North - 460 Coventry Lane

Requests:
1. Comprehensive Land Use Plan Amendment from Office to High Density Residential.
2. Rezoning from O to R-3B PUD Multi-Family Residential.
3. Preliminary and Final Planned Unit Development for a multi-family development.

Petitioner: Joe Gottemoller, attorney

PZC Recommendation: Motion to adopt an ordinance approving the Comprehensive Land Use Plan Amendment, Rezoning, and Preliminary and Final PUD for conversion of 460 Coventry Lane to a multi-family development.

Staff Contact: Michelle Rentzsch, Director of Community Development
Elizabeth Maxwell, Senior Planner

Zoning:

- The site is an office building with only a few remaining tenants.
- The petitioner desires to convert the building to 17 residential units. The units will vary in size from studio apartments to two bedroom units.
- Within the surrounding area there are several other multi-family developments.

PZC Highlights:

- The PZC liked the proposed conversion and thought the residential use would fit in with the other surrounding multi-family projects in the area.
- The PZC stated that the findings of fact had been met with this proposal.

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 (Ieremciuc, received 04/11/18)
   B. Plat of Survey (Amelse, dated 07/25/97, received 04/11/18)
   C. Plan Set (Joseph A. Meyer, dated 04/09/18, received 04/11/18)

2. Garage buildings are permitted provided they match the architectural style of the principle building and use similar color brick and design features.

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

Votes Required to Pass: A simple majority vote.

2018-21 IEREMCIVIC – 460 COVENTRY LN





Ord. No. ……
File No. ….

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING COMPENHENSIVE LAND USE PLAN AMENDMENT, REZONING, PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT FOR 460 COVENTRY LANE

DRAFT

WHEREAS, pursuant to the terms of the Petition (File #2018-21) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Comprehensive Land Use Amendment from Office to High Density Residential; Rezoning from O Office to R-3B PUD Multi-Family Residential; and Preliminary and Final Planned Unit Development for a multi-family development to create 17 apartment units in the existing building; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 28, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 16, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development; and

WHEREAS, on May 16, 2018, 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 Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-21, dated as of May 17, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Comprehensive Land Use Plan Amendment, Rezoning, Preliminary and Final Planned Unit Development and Variations 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 Comprehensive Land Use Amendment from Office to High Density Residential; Rezoning from O Office to R-3B PUD Multi-Family Residential; and Preliminary and Final Planned Unit Development for a multi-family development to create 17 apartment units in the existing building be granted for the property located at 460 Coventry Lane (19-05-352-013), Crystal Lake, Illinois.

Ord. No. ……
File No. ….

SECTION II: That the Preliminary and Final Planned Unit Development be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Ieremciuc, received 04/11/18)
   B. Plat of Survey (Amelse, dated 07/25/97, received 04/11/18)
   C. Plan Set (Joseph A. Meyer, dated 04/09/18, received 04/11/18)

2. Garage buildings are permitted provided they match the architectural style of the principal building and use similar color brick and design features.

3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works 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 Comprehensive Land Use Plan Amendment, the map amendment, and the issuance of a Planned Unit Development 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 5th day of June, 2018.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: June 5, 2018
Approved: June 5, 2018

DRAFT

Agenda Item No: 16

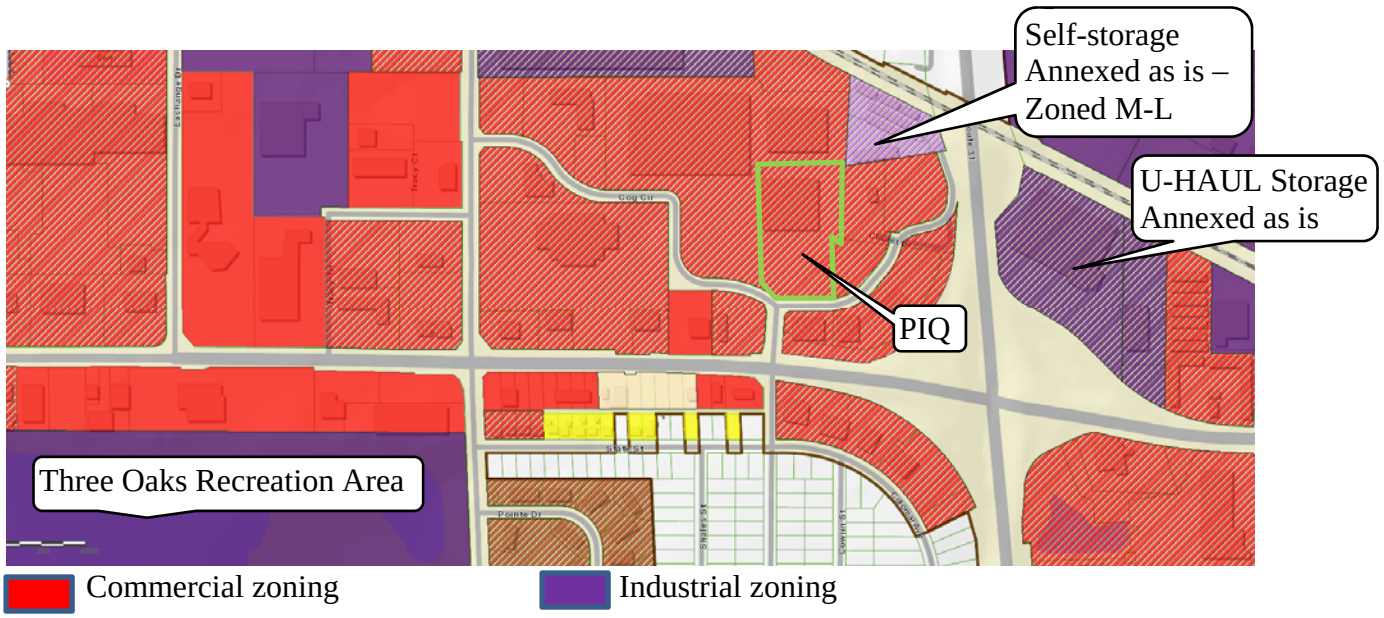
City Council
Agenda Supplement

Meeting Date:	June 5, 2018
Item:	REPORT OF THE PLANNING & ZONING COMMISSION Menards Self Storage
Requests:	1. Comprehensive Land Use Plan Amendment from Commerce to Industry. 2. Rezoning from B-2 PUD to M PUD Manufacturing. 3. Final Planned Unit Development Amendment. 4. Special Use Permit for Self-Storage / Mini-Warehousing and outside storage. 5. Variation from the 75 square feet maximum permitted signage per façade to allow 129 square feet of signage per façade, a variation of 54 square feet.
Petitioner:	Tyler Edwards, petitioner 800 Cog Circle
PZC Recommendation:	Motion to deny the request.
Staff Contact:	Michelle Rentzsch, Director of Community Development Elizabeth Maxwell, Senior Planner

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Zoning:

- The site was once the original Menards site until the new current Menards store was constructed. Since then, the property has changed ownership a few times transitioning from the SportMart to Sports Authority.
- Menards is interested in purchasing this building for a possible expansion of their store in the future. In the meantime, they plan to use it for their climate-controlled storage concept.
- Self-Storage / Mini-Warehousing is allowed as a use in the M Manufacturing zoning district with a Special Use Permit.
- The site is currently zoned B-2 PUD General Commercial.
- Storage uses provide negligible sales tax.
- The rezoning of this lot to manufacturing in the context of the Route 14 commercial area could be considered “spot zoning” because of its general inconsistency with surrounding zoning and uses. See the zoning map below.



PZC Highlights:

- The PZC had concerns with the proposed rezoning:
  - The rezoning would be considered spot zoning.
  - This is a prime parcel at one of the entrances to Crystal Lake and highly visible along Route 14.
  - The economy is changing and a retail use is likely and using this property as storage would change the dynamic of the area.
- The PZC was not in favor of amending the Comprehensive Land Use Plan Amendment and the Rezoning of the property.
- The petitioner requested that the condition for the 30-foot landscape buffer be removed due to this being an existing site and removal of the parking lot and building would not be feasible.

The PZC recommended **denial (6-0)** of all the petitioner's requests.

If the Council desires to approve the petitioner's requests and make a motion to direct the preparation of an ordinance to grant such approval, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Menards, received 04/16/18)
   B. Narrative (Menards , dated 09/01/17, received 09/01/17)
   C. Site Plan (Menards, dated 03/05/18, received 03/14/18)
   D. Floor Plan Storage layout (Menards, undated, received 03/14/18)
   E. Elevation (photo undated, received 03/14/18)
   F. Sign (Menards, undated, received 03/14/18)

2. All of the criteria for self-storage and for outdoor storage shall be met.

3. Reduce the size of the wall sign to meet the UDO requirements of 75 square feet.

4. Work with the City and adjacent property owners on a lease agreement for the excess available parking spaces on this lot.

5. Modify the plans to demonstrate compliance with the UDO landscape and buffer requirements to provide the 30-foot landscape buffer around the entirety of this site.

6. Modify the plans to illustrate an 8-foot high fence around the outside storage.

7. Outside storage of vehicles requires pans or mats to be placed under the vehicle to trap any leaking fluids.

8. No junk, debris or other miscellaneous items shall be stored outside.

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

Votes Required to Pass: A super majority vote (5 votes) is required to overturn the PZC's motion for denial.

2018-17 Menard's – 800 COG Circle





Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Independence Day Fireworks Show

Staff Recommendation:

1. Adopt a Resolution authorizing the City Manager to execute a contract amendment with American Fireworks for an additional amount of $10,000, with a total contract price of $45,000 for the 2018 Independence Day Fireworks Show.

2. Adopt an Ordinance authorizing an Amendment to the Budget for the Fiscal Year 2018-2019 for the City of Crystal Lake to increase the budgeted amount for the 2018 fireworks display.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

At the March 20, 2018 City Council meeting, the City Council authorized the approval of a contract with American Fireworks for the 2018 Independence Day fireworks show in the amount of $35,000, which was included in the City's 2018/2019 budget. As the Council may recall, previously a Crystal Lake family donated $10,000 to expand the 2017 Independence Day fireworks show. Since the 2017 show did not utilize this donation, the donation will be applied to the 2018 show. The donation is reflected in the show approved at the March 20th City Council meeting in the amount of $35,000. This year, the family wished to donate an additional $10,000 to further expand the show. This would increase the show budget to $45,000. The donor family requests that their donation be made without any public acknowledgement.

Due to the donation, the contractor will provide additional fireworks shells, which will be used throughout the show. The expanded show will include elements that will increase the intensity and visual effects. The pricing for the shells in this contract amendment matches the original bid pricing. The original bid is attached for the City Council's information. While the intensity of the show will increase, the length will remain the same at 30 minutes. This contract amendment will not result in the expenditure of additional City funds beyond those already approved in the 2018/2019 budget. The Fire Rescue Department has reviewed the number and size of shells and does not have any concerns with the expanded show. The City Attorney has reviewed the contract amendment.

Votes Required to Pass:

Resolution: Simple Majority
Budget Amendment Ordinance: Two-thirds of Councilmembers holding office (5)

Res.

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract amendment between the City of Crystal Lake and American Fireworks by increasing the 2018 contract amount by $10,000, for a total 2018 contract amount of $45,000.

DATED this 5th day of June, 2018.

CITY OF CRYSTAL LAKE,
an Illinois municipal corporation,

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST

_____
Nick Kachiroubas, City Clerk

PASSED: June 5, 2018

APPROVED: June 5, 2018

DRAFT

The City of Crystal Lake

AN ORDINANCE AUTHORIZING AN AMENDMENT TO THE BUDGET FOR FISCAL YEAR 2018-2019 FOR THE CITY OF CRYSTAL LAKE

WHEREAS, on April 17, 2018, the Annual Budget for Fiscal Year 2018-2019 was adopted and approved by Ordinance 7466-117; and

WHEREAS, it has been determined that certain revisions to the Annual Budget for Fiscal Year 2018-2019 are necessary to adjust for additional expenses which were not anticipated at the time that the Annual Budget for Fiscal Year 2018-2019 was adopted, and

WHEREAS, 65 ILCS 5/8-2-9.6 permits the corporate authorities of the City of Crystal Lake to make such revisions to the Annual Budget for Fiscal Year 2018-2019 upon a two- thirds vote of the corporate authorities; and

WHEREAS, the Mayor and City Council believe it is in the best interest of the City of Crystal Lake to revise the Annual Budget for Fiscal Year 2018-2019 to reflect such budget adjustments, as set forth in this ordinance; and

WHEREAS, all of the adjustments to the Annual Budget for Fiscal Year 2018-2019, contemplated by this ordinance contain sufficient funds to effectuate the purpose of the proposed revisions.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS AS FOLLOWS:

SECTION ONE: The foregoing recitals are incorporated herein and by this reference made a part hereof as findings of the Mayor and City Council of the City of Crystal Lake as if fully set forth.

SECTION TWO: The Budget for all corporate purposes of the City of Crystal Lake, County of McHenry, State of Illinois, for the fiscal year commencing on the first day of May 2018 and ending on the thirtieth day of April 2019, as presented to the Mayor and City Council of the City of Crystal Lake on April 17, 2018, is hereby amended and revised and incorporated herein by this reference and made a part hereof and is hereby adopted.

SECTION THREE: Pursuant to Section 8-2-9.6 of the Illinois Municipal Code, (65 ILCS 5/8-2-9.4), the original budgeted expenditures shall be and hereby is amended as follows:

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		Fiscal Year	Fiscal Year
		18-19	18-19
	Original Budget	Amendment	Amended Budget
Combined Revenues for the General Fund	$30,949,507	$10,000	$30,959,507
Combined Expenditures for the General Fund	$29,061,329	$10,000	$29,071,329

SECTION FOUR: This ordinance shall be in full force and effect upon passage and approval and publication in pamphlet form as required by law.

DATED at Crystal Lake, Illinois, this 5th day of June, 2018.

CITY OF CRYSTAL LAKE,
an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: June 5, 2018

APPROVED: June 5, 2018

DRAFT

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: June 5, 2018

Item: Design, Printing, Labeling and Mailing of City Newsletter, and Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards.

Staff Recommendation: Motion rescinding and cancelling the bid award made on March 20, 2018 to Copy Express and rejecting all bids for the design, printing, labeling and mailing of the City Newsletter and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Card; and authorizing the City Manager to re-bid the design, printing, labeling and mailing of the City Newsletter and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Card.

Staff Contact: Eric Helm, Deputy City Manager

Background:
On Friday, January 26, 2018, the City of Crystal Lake publicly opened and read aloud the bids received for a five-year (5-year) contract for two services; first, the design, printing, labeling and mailing of the City newsletter; and second, the printing and delivery services for letterhead, envelopes, mailing labels, and business cards.

In the agenda materials for the March 20, 2018 City Council meeting, Copy Express was identified as the lowest overall bidder for both of the services, and the City Council approved a contract for both services to Copy Express for its combined bid. Following the award of the bid, after further review and analysis, it has been determined that the overall bid of Copy Express was **not** the lowest overall bid, which mistake resulted in an award of the bid that was not in the best interest of the City and contrary to the purchasing provisions in the City Code [*see* City Code §102-3.A(7)].

For the reasons outlined in this agenda supplement, City Staff no longer supports the recommendation presented to the City Council at the March 20th City Council meeting. Because the approval of Copy Express for both services was based upon a mistake of fact and was contrary to the City Code, and the contract between the City and Copy Express for both services has not yet been executed, the City retains the flexibility and legal authority to rescind and cancel the bid approval.

Review of Bid Submittals and Presentation to the City Council

Following the bid award on March 20, 2018, several discrepancies were discovered. First, while all the raw data of the bid pricing was included in the March 20th agenda packet, it was not accurately summarized in the agenda supplement. Pages 2 and 3 of this agenda supplement show an accurate summary of the bid pricing received.

REVISED – Bid Representation: **Newsletter Printing, Design and Mailing – *Annual Total Cost***

The specifications include the design, printing, labeling and mailing of the City newsletter, including four-color ink for each newsletter. City Staff requested pricing for 12 annual issues of either an 8-page newsletter and a 12-page newsletter. This provides the City flexibility to print either length based on the amount of content for each month. The below table summarizes the bid results based on various assumptions.

The following assumptions are reflected in the *Annual Total Cost* depicted below:

- The pricing below is based on 12,729 households receiving the newsletter. This number was based on the June 2018 mailing list.
- The pricing below is the *annual total cost* based on the monthly mailing (12 issues) of the newsletter. Of the twelve issues produced annually, typically, 80% (10 issues) have 12 pages and 20% (2 issues) have 8 pages. The total annual cost reflects this allocation.

Company	Year 1	Year 2	Year 3	Year 4	Year 5
Creekside Printing* Elgin, IL	$38,750	$39,175	$39,900	$40,750	Did not Bid
Hagg Press Elgin, IL	$50,000	$51,500	$53,000	$54,500	$56,000
Service Printing Huntley, IL	$54,650	$56,287	$57,982.50	$59,722.50	$61,507.50
Copy Express Woodstock, IL	$60,375	$62,000	$63,450	$65,775	$67,625
Four Solutions Houston, TX	$61,125	$62,625	$65,375	$67,000	$68,625
FCL Graphics Harwood Heights, IL	$62,325	$63,675	$65,550	$67,550	$69,550
Work N Turn Lincolnshire, IL	Did not Bid	Did not Bid	Did not Bid	Did not Bid	Did not Bid

* Initially determined non-responsive since the vendor did not submit pricing for year 5.

REVISED – Bid Representation: **Printing and Delivery of City Letterhead, Envelopes, Mailing Labels and Business Cards**

The specifications include the printing and delivery of letterhead, envelops, mailing labels and business cards. The City requested pricing for the below:

- City Letterhead (order quantities of 10,000, 15,000, or 20,000)
- Police/Fire Rescue Department Letterhead (order quantities of 2,500, 5,000 or 7,500)
- Blank Second Sheet of Letterhead Quality Paper (order quantities of 2,500, 5,000, or 7,500)
- Standard Envelops (order quantities of 10,000, 15,000, or 20,000)
- Window Envelops (order quantities of 10,000, 15,000, or 20,000)
- Mailing Labels (order quantities of 10,000, 15,000, or 20,000)
- Business Cards (order quantities of 500 or 1,000)
- Collated and Glued Printing (per order)

The below table summarizes the bid results based on various assumptions.

It is difficult to anticipate how many units of each item will be ordered annually. In order to compare costs between the vendors, the below table depicts the cost comparison when each item in the bid is grouped together:

- City Letterhead (order of 10,000), Police/Fire Letterhead (order of 2,500), Blank Letterhead sheet (order of 2,500), Standard Envelope (order of 10,000), Window Envelope (order of 10,000), Mailing Labels (order of 10,000), Business Cards (order of 500), Collated and Glued Printing (one order)

This provides a number that can be used to compare each vendor as is labeled "Cost Comparison".

Company	Year 1 Cost Comparison	Year 2 Cost Comparison	Year 3 Cost Comparison	Year 4 Cost Comparison	Year 5 Cost Comparison
Copy Express Woodstock, IL	$1,725.00	$1,777.00	$1,832.00	$1,887.00	$1,947.00
Work N Turn Lincolnshire, IL	$3,639.70	$3,639.70	$3,821.74	$3,791.74	$4,012.83
Four Solutions Houston, TX	$4,086.00	$4,289.00	$4,503.00	$4,729.00	$4,965.00
Service Printing Huntley, IL	$4,237.43	$4,343.37	$4,451.96	$4,563.21	$4,677.33
Creekside Printing Elgin, IL	Did not Bid	Did not Bid	Did not Bid	Did not Bid	Did not Bid
Hagg Press Elgin, IL	Did not Bid	Did not Bid	Did not Bid	Did not Bid	Did not Bid
FCL Graphics Harwood Heights, IL	Did not Bid	Did not Bid	Did not Bid	Did not Bid	Did not Bid

The second discrepancy identified is that, when properly summarized, Copy Express was **not** the overall low bidder for both services as had been indicated in the agenda materials for the March 20th Council meeting. At the March 20th City Council meeting, the City Council approved a

contract for both services to Copy Express based on the understanding that its overall bid was the lowest price; it was not. [Copy Express provided the lowest price for general printing services, but it did not provide the lowest price for newsletter services. The comparison of the newsletter "Total Annual Cost" is depicted in the tables on Page 2 of this agenda supplement.]

Following the City Council's approval, it became apparent that the award of both bid services to Copy Express did not meet the City Code standard of awarding bids to the lowest responsive and responsible bidder. For this reason, staff did not execute the contract with Copy Express. This was done because, based on the correct information, the City Council might determine that awarding both services to a single bidder did not provide the most advantageous pricing for the City for newsletter design and printing; and therefore, was likely not in the best interest of the City.

Consistent with general principles of Illinois law and the City Code, the bid documents established the standard for awarding the contract – whether to a single bidder for its combined prices for both services, or to separate bidders for the two services. Specifically, the bid documents provided:

> Specifications/Special Provisions – General Information (page 1)
> "It is the City's preference to award to one vendor the design, printing, labeling and mailing of the City newsletter, and printing and delivery services for letterhead, envelopes, mailing labels, business cards, tri-fold brochures and specialty printing. ***Though, based on pricing, the City reserves the right to do whatever is in the best interest of the City in selecting the lowest responsive, responsible bidder to perform the services as specified.*** Therefore, prospective bidders have the option to submit a bid in the following ways: ***(emphasis added)***
>
> - Submit pricing for only the design, printing, labeling and mailing of the City newsletter portion of the Invitation to Bid.
> - Submit pricing for only the printing and delivery services for letterhead, envelopes, mailing labels, business cards, tri-fold brochures and specialty printing portion of the Invitation to Bid.
> - Submit pricing for both the design, printing, labeling and mailing of the City newsletter, and printing and delivery services for letterhead, envelopes, mailing labels, business cards, tri-fold brochures and specialty printing."

Upon review of the corrected bid analyses, the award to Copy Express did not comport with the terms of the bid packet.

Third, upon further review, it became apparent that the vendor presenting the lowest pricing for the newsletter portion of the bid, Creekside Printing, was prematurely disqualified from consideration. Despite the vendor not submitting pricing for year five, the City retained the authority to waive the requirements of the bid and could have considered Creekside's proposal (see above, Specifications/Special Provisions – General Information (page 1)). The March 20th agenda supplement did not include Creekside Printing's pricing for the City Council's review. If that pricing had been included, the Council's consideration of the bids may have been different.

For the foregoing reasons, the bidding process for the City's printing services failed to meet City Code standards and resulted in a decision by the City Council that was based on a factual error. The only way to correct these failings is to rescind and cancel the March 20th approvals and to re-bid for the desired printing services.

In pursuing the re-bidding for these services, the staff recommends that the services be handled in two distinct bid packets. Although cost-savings were expected from seeking combined bids for the newsletter printing and general printing services, the cost-savings did not materialize, and the overall construction of the bid packets made vendor comparison difficult. Nor did the combined bidding increase vendor interest, as only three of the seven bidders bid on both services. The City can improve on the process by creating two bid packages, one for the newsletter and one for general printing services. This will also add clarity to the selection process.

Revised Recommendation:

City Staff recommends rescinding and cancelling the bid award made at the March 20th meeting and rejecting all bids presented for the printing services. Following this action, the City will create two bid packages, one for the printing and design of the newsletter and another for general printing services. The resulting bids will be presented at a future City Council meeting for consideration. City staff has worked with the City's legal counsel to recommend this course of action, which is consistent with the City Code and Illinois law generally. As stated on page 1 of this supplement, the contract with Copy Express for both services has not been executed, so (i) the bid approval and the approval of the contract can be rescinded and canceled, and (ii) the City can re-bid the services.

Votes Required to Pass:

Simple majority vote of the City Council.

RESOLUTION

WHEREAS, the bid for the design, printing, labeling and mailing of the City Newsletter, and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Card bid was awarded at the March 20, 2018 City Council meeting; and,

WHEREAS, following the bid award, it was found that a mistake in fact relating to the bids resulted in a bid award to a bidder other than the lowest responsive and responsible overall bidder, which was contrary to the provisions of the City Code and bid documents and not in the best financial interest of the City; and,

WHEREAS, the contract with the awarded vendor, Copy Express, has not yet been executed and, under applicable law, the City retains the authority to rescind and cancel the bid approval,

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE of McHenry County, Illinois, that the bid award made on March 20, 2018 to Copy Express is hereby rescinded and canceled; and, that the City is rejecting all bids presented at the March 20, 2018 City Council meeting for the design, printing, labeling and mailing of the City Newsletter and the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Card; and directing the City Manager to notify Copy Express of such rescission and cancellation and the reasons therefor.

BE IT FURTHER RESOLVED that the City Manager advertise for separate bidding relating to: 1) the design, printing, labeling and mailing of the City Newsletter and 2) the Printing and Delivery Services for Letterhead, Envelopes, Mailing Labels, and Business Cards.

DATED this 5th day of June, 2018

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: June 5, 2018
APPROVED: June 5, 2018

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