CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
September 4, 2018
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – August 21, 2018 Regular City Council Meeting and Workshop Meetings**

5. **Accounts Payable**

6. **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.

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**

   a. **Annual Kiwanis Santa Run for Kids –Special Event approval request for Downtown Crystal Lake on December 2, 2018.**

   b. **Raue Center Oktoberfest Special Event approval request, Issuance of a Class 16 Temporary Liquor License and Waiver of Fees for September 14 and 15, 2018 at Beyond Stables, 11129 Route 176.**

10. **165 First Street - Preliminary and Final Planned Unit Development for a Residential Duplex and Comprehensive Plan Amendment to allow the Central Urban Residential land use designation.**

11. **Council Inquiries and Requests.**

12. **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.**

13. **Reconvene to Regular Session.**

14. **Adjourn.**

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: September 4, 2018

Item: Annual Kiwanis Santa Run for Kids

Staff Recommendation: Motion to approve Kiwanis Club's application for a Special Event for the Santa Run on December 2, 2018 pursuant to the recommended conditions below and waiver of the Special Event ($50) and Police Department chargeback fees (~$1,418.72).

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background:

The Raue Center for the Arts, in cooperation with the Crystal Lake Kiwanis Club, is in the process of planning the annual Santa Run. The run will take place in Downtown Crystal Lake on December 2, 2018.

The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.

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

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

4) Organizers are to contact the Street Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
5) The barricades on Brink Street must be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
6) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
7) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
8) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12) Streets are not to be marked with paint or any permanent materials.
13) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
14) Should the Raue Center be used for the award ceremony, the occupancy limit cannot be exceeded during the award ceremony.
15) This event will require one supervisor and nine officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2018 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
16) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
17) All trash must be picked up along the race route, as well as in the downtown area.
18) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
19) A temporary sign permit must be obtained from the Building Division for any signage/banners.
20) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.

Fee Waivers

Since this is a fundraiser for the Kiwanis, they are requesting that the Special Event application fee of $50 be waived. Also, the Santa Run will require staffing officers and supervisors. The estimated cost of Police personnel for the event is approximately $1,418.72.

The applicant has been made aware of these recommended conditions and advised to attend the September 4, 2018 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority of City Council present.

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: September 4, 2018

Item: Raue Center Oktoberfest Special Event request to allow stage, food/vendor/activity tents, and issuance of a Temporary Liquor License.

Recommendation: Motion to approve the Special Event and issuance of a Class 16 Temporary Liquor License for the Raue Center Oktoberfest pursuant to the recommendations below and waiver of the Special Event ($50) and Temporary Liquor License ($20) application fees.

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

Background: The Raue Center is requesting a Special Event and the issuance of a Class "16" Temporary Liquor License in order to sell beer and wine for their 4th annual Oktoberfest to be held at Beyond Stables located at 11129 Route 176 on Friday, September 14, 2018 and Saturday, September 15, 2018 from 2:00 p.m. to 10:00 p.m., both days. The applicant is striving for this event to be a family-oriented festival, which would include activity areas for the children, music, food and beer/wine. The event areas are proposed to be separated with fencing/barricades around each of them so the beer/wine will remain in the designated barn area. The applicant has discussed with staff two (2) check points for the beer/wine wristbands. They are also working on a notification system between the stage and the children's area in case a parent/guardian is needed.

The request for the issuance of a Class 16 Temporary Liquor License is for the sale of beer and wine at this annual event. 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 is issued to not-for-profit corporations qualified to do business in the State of Illinois. The license is for a period not to exceed three days and is issued only for special events sponsored by the not-for-profit organization requesting the license. Attached for City Council review is a copy of all support documentation regarding this request.

The stage they are proposing is a stand-alone unit that has the scaffolding and canned lighting attached. The event will use a generator, for which the size and location will be reviewed with the Fire Rescue Department.

The Police Department has indicated that two (2) officers will be required for security and traffic control. The cost for the two officers, each working an 8-hour detail for two days, is $1,961.12.

Since this is a fundraiser for the Raue Center, they are requesting that the Special Event application fee of $50 and the Temporary Liquor License fee of $20 be waived. Last year, the Raue Center received approval from the City Council for a waiver of both the Special Event Application fee of $50 and the Temporary Liquor License fee of $20.

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

1. Site changes that need to be made:
    A. Overhead doors to be secured in the up position
    B. Restrict access to additional portion of the building (other than for exiting)
    C. Provide protection for temporary electrical for the stage
    D. Provide clear 20 foot path from cooking area to building
    E. Maintain clear drive aisles to building exits
    F. Entrance drive to be marked 'no parking'
2. If a tent or canopy is used for the event, the tent requirements as detailed on the Tent/Canopies Requirements hand-out must the followed. The handout has been enclosed for reference.
3. An access lane of a minimum of 20 feet width must be maintained to the site for emergency access.
4. Generators, if used, shall be a minimum of 20 feet from any tents or canopies, and protected from the public by fencing, enclosure, or other approved means.
5. Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during event hours.
6. Provide adequate lighting for participants during night hours.
7. Schedule a meeting with the Fire Prevention Bureau and the Police Department at least one week prior to the event to review final details or any changes. The site shall be inspected the day prior to the event (September 13, 2018) for compliance with canopy spacing (if applicable) and electrical connections.
8. Submit stage lighting and canopy lighting specifications.
9. Provide male/female accessible restroom facilities.
10. Obtain approval from McHenry County Health Department.
11. Temporary wiring must comply with the 2005 Electrical code:
    A. All exterior electrical equipment must be suitable for use in a wet location.
    B. All 15A and 20A receptacles installed in a wet location must be within an enclosure that is weatherproof when an attachment plug is inserted. The outlet box hood must be listed for "extra-duty" use if supported by grade. Nonlocking-type 15A and 20A, 125V and 250V receptacles in a wet location must be listed as weather resistant.
    C. Flexible electrical cords (extension cords) shall be UL listed for wet locations and extra hard usage (e.g. SEW, SEOW, SOW, and STOW).
    D. Cord connectors (plugs) shall not be laid on the ground unless listed for wet locations.

E. Use rubber cable protector/cable bridges where flexible electrical cords cross pedestrian paths.
F. Generator shall be grounded with two eight-foot long ground rods, a minimum of six feet apart, connected with a minimum #6 copper grounding conductor.
G. 2005 NEC, Sections 250-50, 250-56, and 250-66[A]

12. Contact Commander Miller of the Crystal Lake Police Department at 815-356-3603 no later than September 5, 2018 to coordinate officers for the event. The applicant is required to pay for these officers at applicable rates.
13. In the case of inclement weather, an alternate date can be approved by the City Manager.
14. The sale and service of beer and wine must remain within the fenced area.
15. All patrons of the beer and wine area must have appropriate wristbands.

The applicant has been made aware of these recommended conditions and will be attending the September 4, 2018, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: September 4, 2018

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Kourtis – Preliminary and Final PUD

1. Preliminary and Final Planned Unit Development to allow a completely residential project within the B-4 Mixed-Use Business zoning district.
2. Comprehensive Plan Amendment to change the land use designation from Commerce to Central Urban Residential.

Petitioner: Pete Kourtis, petitioner
165 First Street

PZC Recommendation: To approve the PZC recommendation and adopt an Ordinance granting the Preliminary/Final Planned Unit Development for a residential duplex and Comprehensive Plan Amendment to allow the Central Urban Residential land use designation at 165 First Street.

Staff Contact: Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Planner

Background:

- Existing Use: The property is currently a vacant property.
- Residential land uses are permitted in the B-4 zoning district with the approval of a Planned Unit Development.
- First Street is a residential street. The proposed two-family home fits in with the character of the street.

PZC Highlights:

- Neighbors along First Street expressed concerns with stormwater management on their street. Currently, the street floods with heavy rains. The City's stormwater consultant has reviewed the plans for this project and the onsite stormwater will be directed to the proposed detention pond on the property, in accordance with the City's Stormwater Ordinance.

- Residents made staff aware of the flooding that occurs at the low spot of the road to the north of this property. During high intensity rains, the storm sewer in the area cannot handle all the water and it ponds on the roadway and into the front yards. The water resides quickly after the rain storm is over. This occurrence is very similar to other areas in town such as Elmhurst Street, McHenry Avenue in front of the library, Route 14 at Keith/Devonshire to name a few. First Street is being monitored by staff for future reconstruction. When the roadway is reconstructed, the storm sewer will be evaluated to see if larger pipes can be installed to reduce the water that ponds on the roadway.
- A special meeting for the area residents is occurring on Thursday, August 30th at 7pm. All area residents were invited. The meeting has been arranged to gather all data, listen to residents' concerns, and communicate about what steps can be taken to address this intermittent ponding.
- The PZC liked the look of the duplex and agreed the building would fit in well with the existing structures along First Street.
- A few of the PZC members expressed concerns with the lot coverage. The petitioner explained that having two driveways allows for tenants to park in designated areas and allows for stormwater generated on the property to be maintained onsite.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (4-2)** 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 (Kourtis, received 01/03/18)
   B. Engineering Plans (CE Ltd, dated 05/21/2018, received 05/22/18)
   C. Elevations (James R. Byrnes, dated 12/20/17, received 01/03/18)
   D. Plat of Survey (Vanderstappen, received 01/03/2018)

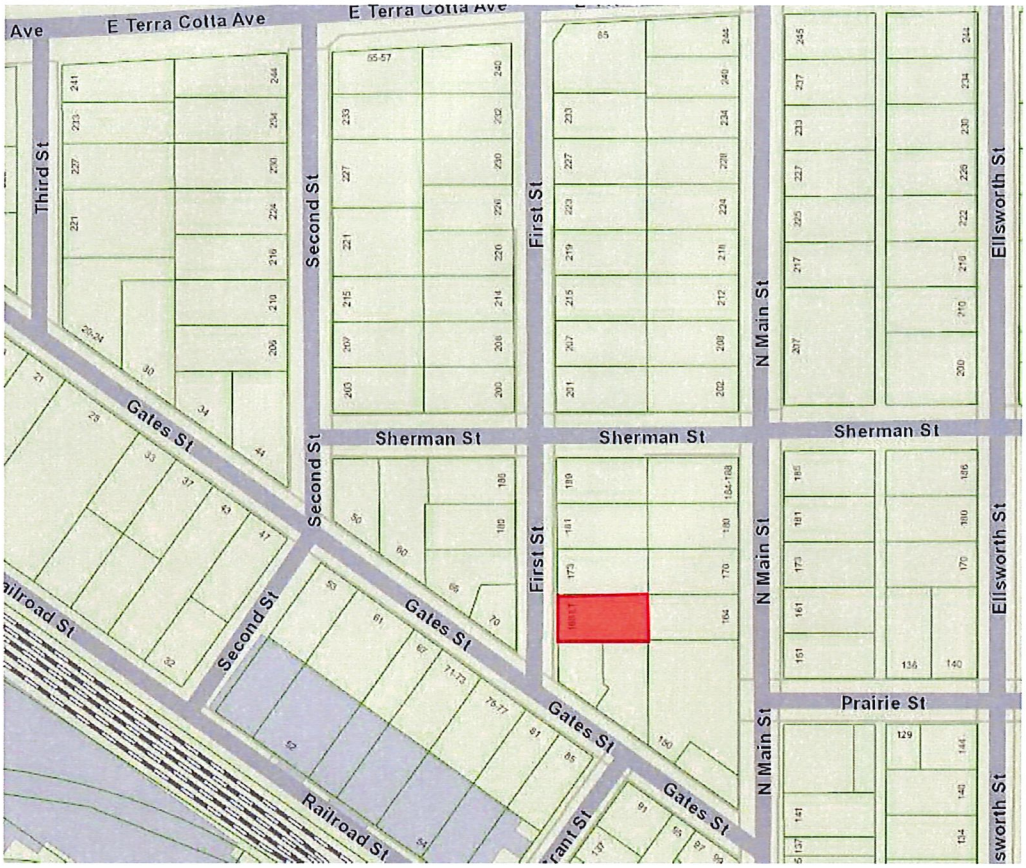
2. If the northern detached garage must be moved to address the stormwater consultant comments, it must maintain the proposed side yard setback of 3 feet.

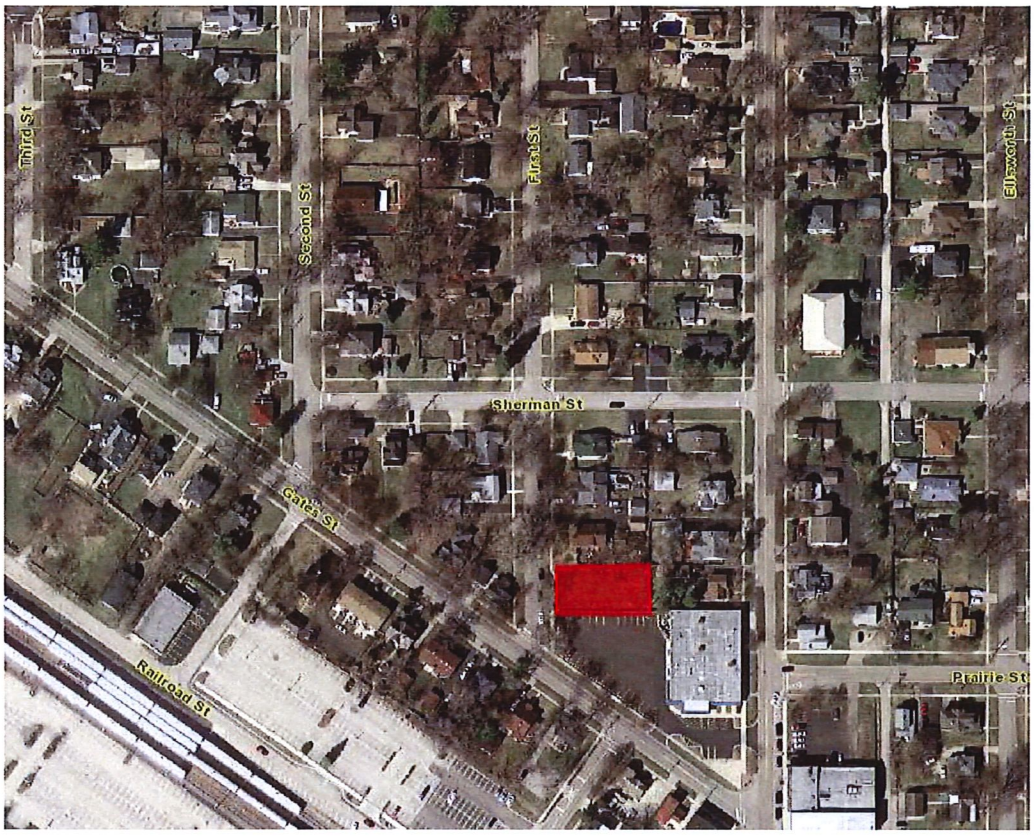
3. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments, as well as the City's stormwater consultant, Christopher B. Burke Engineering.

4. **The petitioner is responsible for replacing the fence along the north property line. (Added by the PZC)**

Votes Required to Pass: A simple majority vote.

2018-02 Kourtis – 165LT First St





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

DRAFT

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A COMPREHENSIVE LAND USE PLAN AMENDMENT, PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT, AND VARIATION FOR 165 FIRST STREET

WHEREAS, pursuant to the terms of the Petition (File #2018-02) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Comprehensive Land Use Plan Amendment from Commerce to Central Urban Residential, Preliminary and Final Planned Unit Development for a residential duplex and a Variation from Appendix A-400(C) to allow two driveways on a lot less than 70 feet in width (66 feet existing); and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 6, 2018 in the Northwest Herald, held a public hearing at 7:30 p.m., on August 1, 2018 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Comprehensive Land Use Plan Amendment, Preliminary and Final Planned Unit Development, and a Variation; and

WHEREAS, on August 1, 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 Comprehensive Land Use Plan Amendment, Preliminary and Final Planned Unit Development, and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2018-02, dated as of August 2, 2018; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Comprehensive Land Use Plan Amendment, Preliminary and Final Planned Unit Development, and Variation 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 Plan Amendment from Commerce to Central

Urban Residential, a Preliminary and Final Planned Unit Development for a residential duplex and a Variation from Appendix A-400(C) to allow two driveways on a lot less than 70 feet in width (66 feet existing) for the property located at 165 First Street (14-32-431-015), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kourtis, received 01/03/18)
   B. Engineering Plans (CE Ltd, dated 05/21/2018, received 05/22/18)
   C. Elevations (James R. Byrnes, dated 12/20/17, received 01/03/18)
   D. Plat of Survey (Vanderstappen, received 01/03/2018)

2. If the northern detached garage must be moved to address the stormwater consultant comments, it must maintain the proposed side yard setback of 3 feet.

3. The petitioner shall address all of the review comments and requirements of the Community Development and Fire Rescue Departments, as well as the City's stormwater consultant, Christopher B. Burke Engineering.

4. The petitioner is responsible for replacing the fence along the north property line.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Planned Unit Development and Comprehensive Land Use Plan Amendment 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.

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

DATED at Crystal Lake, Illinois, this 4th day of September, 2018.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: September 4, 2018
Approved: September 4, 2018