# CITY OF CRYSTAL LAKE
## AGENDA
## CITY COUNCIL
## REGULAR MEETING

**City of Crystal Lake**
**100 West Woodstock Street, Crystal Lake, IL**
**City Council Chambers**
**February 4, 2020**
**7:30 p.m.**

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 21, 2020 Regular City Council Meeting**

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 Adoption of the Zoning Map**

10. **Bob Blazier Run for the Arts - Special Event Request and Police Assistance Fee and Application Fee Waiver for Sunday, May 3, 2020**

11. **Class 16 Temporary Liquor License Request, Crystal Lake Central Booster Club Annual Game Night at St. Elizabeth Ann Seton Church for Saturday, February 22, 2020**

12. **City Code Amendment to Increase the Number of Class 12 Liquor Licenses - El Agave Banquets, LLC, 22 Crystal Lake Plaza**

13. **City Code Amendment to Increase the Number of Class 17 Liquor Licenses – Watermark Communities LLC, d/b/a The Fountains at Crystal Lake, 965 N. Brighton Circle West**

14. **57 S. Oriole Trail – Simplified Residential Variation to allow the modification of a non-conforming detached garage, extending the front of the garage at the 3-foot side yard setback line**

15. **Smith Therapy Aquathon Special Event Request at Three Oaks Recreation Area**

16. **Girl Scouts Special Event Request at Three Oaks Recreation Area**

17. **Annexation Public Hearing – Helco Corporation and LaSalle National Trust 120591, 40-60 W. Terra Cotta Avenue; Annexation, Rezoning upon Annexation to Office PUD and Special Use Permit for a Resale Shop**

**18. Annexation Public Hearing – James B. Keelan Trust and Lorraine Keelan Trust, 100 W. Terra Cotta Avenue; Rezoning upon Annexation to B-2 General and Office Commercial PUD, Special Use Permit for a Mini-Storage Facility, and Variations to comply with the Approved Site Plan**

**19. Consultant Services Selection Approval for Engineering Services for the Municipal Complex Fuel Island Replacement Project**

**20. Consultant Selection Approval for the McCormick Park Area Water Main Upgrade Improvement Design Engineering**

**21. Amending School Zone on McHenry Avenue**

**22. Fire Rescue Automatic Aid Agreement**

**23. Economic Development Committee Appointment/Designation**

**24. Council Inquiries and Requests**

**25. 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**

**26. Reconvene to Regular Session**

**27. 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

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**Meeting Date:** February 4, 2020

**Item:** Annual Adoption of the Zoning Map

**Recommendation:** Motion to adopt an ordinance approving the 2020 Crystal Lake Zoning Map, as presented.

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

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**Background:** Attached is the 2020 updated Zoning Map, which reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2019. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the Council's information.

Below is a brief summary of the parcels that were rezoned.

| Petition | Location | Acreage | From | To |
|---|---|---|---|---|
| 2019-116 | 195 Liberty Road, 221 Liberty Road, 261 Liberty Road, 269 Liberty Road, 684 Tek Drive, 905 Pingree Road, 915 Pingree Road, 740 McArdle Drive, 735 McArdle Drive, 740 Duffy Drive, 200 Virginia Road, 473 Dartmoor Drive, 453-457 Dartmoor Drive, 451 Dartmoor Drive, 439 Dartmoor Drive, 440 Dartmoor Drive, 134 Virginia Road, and 775 Main Street. | 34.9 | M | M PUD |
| | 661 S. Main Street, 5417 Northwest Highway, 5333 Northwest Highway, 5409 Northwest Highway, 5313 Northwest Highway, 5213 Northwest Highway, 5201 Northwest Highway | 15.3 | B-2 | B-2 PUD |
| | 5505 Northwest Highway, 112 Virginia Road | 3.1 | M-L | M-L PUD |
| | 7810 Virginia Road, 124 LT Virginia Road | 0.87 | E | E PUD |
| Total Acreage | | 54.17 acres | | |

**Votes Required to Pass:** A simple majority vote.

DRAFT

Ord. No. ……
File No. ….

**The City of Crystal Lake Illinois**

**AN ORDINANCE ADOPTING**
**THE 2020 OFFICIAL ZONING MAP**

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2019, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

SECTION III: That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

SECTION IV: 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 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

# ZONING - 2020

City of Crystal Lake, Illinois

Zoning Code
- B-1
- B-1 PUD
- B-2
- B-2 PUD
- B-4
- B-4 PUD
- COUNTY
- E
- E PUD
- F
- M
- M PUD
- M-L
- M-L PUD
- O
- O PUD
- R-1
- R-1 PUD
- R-2
- R-2 PUD
- R-3A
- R-3A PUD
- R-3B
- R-3B PUD
- R-O
- RE
- RE PUD
- W

N

0 0.5 1 Miles

**Approved by the City Council**

Mayor

City Clerk

*Published this 29th day of January 2020, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.*

BAXTER & WOODMAN Consulting Engineers

Path: X:\Projects\CRYLC\AGP_Projects\Zoning.aprx | ZoningMap_24x36 1/29/2020 11:27 AM

**Agenda Item No: 10**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Bob Blazier Run for the Arts

**City Council discretion:** Motion to approve the Special Event request for the 2020 Bob Blazier Run for the Arts pursuant to the recommended conditions listed below and a waiver of the Special Event application fee ($50) and Police Officer assistance fees ($1,495).

**Staff Contact:** Michelle Rentzsch, Director of Community Development

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**Background:**
The Raue Center is in the process of planning the 2020 Bob Blazier Run for the Arts, which will be the event's 23rd year. The run will take place in Downtown Crystal Lake on Sunday, May 3, 2020. The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

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

Last year, the City Council granted the waiver of both the Special Event Application fee of $50 as well as the Police Officer assistance fee ($1,458.70). Again this year the applicants are requesting the waiver of both fees. This year's Police Officer assistance (up to nine Officers for 2 hours) is $1,495.00.

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

1. Items must not be located so as to block sidewalks.
2. Parking is restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.

3. All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
4. Streets are not to be marked with paint or any permanent materials.
5. 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.
6. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
7. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
8. The barricades on Brink Street should 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.
9. Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
10. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
11. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. 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.
13. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
14. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
15. The site shall be inspected the morning of the event for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30, 2020, is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
16. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.
17. An access lane greater than 13 feet is required for access to Williams Street by the aerial ladder truck.
18. The occupancy limit for the Raue Center cannot be exceeded during the award ceremony.
19. This event will require one supervisor and nine Crystal Lake Police Department staff members and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police

Department by April 1, 2020, to determine/arrange for police officers for traffic control, lead vehicle, etc.

20. All trash must be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
22. All temporary signage associated with this event is approved via this permit. The details of the signage must be submitted to the Building Division to ensure the sign, number, location, and duration meet the requirements.
23. In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the approximate cost for Police Officer assistance (up to nine Crystal Lake Police Department staff members for 2 hours) for this event is $1,495.00.

The applicant has been made aware of these recommended conditions and advised to attend the February 4, 2020 City Council meeting to answer any questions.

## Votes Required to Pass:

Simple majority vote.

**Agenda Item No: 11**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Class 16 Temporary Liquor License Request – Crystal Lake Central Booster Club

**Staff Recommendation:** Motion to approve issuance of a Class 16 Temporary Liquor License to the Crystal Lake Central Booster Club.

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**
The City has received a request from the Crystal Lake Central Booster Club for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their annual Game Night Fundraiser on February 22, 2020, from 6:00 p.m. to 11:00 p.m., at the St. Elizabeth Ann Seton Catholic Church at 1023 McHenry Avenue.

The Crystal Lake Central Booster Club has hosted this fundraiser for almost two decades at other locations. This event is an adults only night where no one under the age of 21 will be admitted. Funds raised from the event will go to benefit all programs at Central High School.

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: 12**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** City Code Amendment to Increase the Number of Class 12 Liquor Licenses – Applicant: El Agave Banquets, LLC.

**Staff Recommendation:** Motion to adopt an Ordinance increasing the number of Class 12 liquor licenses from the currently permitted 3 licenses to 4 licenses, in order to allow for the issuance of a new Class 12 liquor license to El Agave Banquets, LLC, who is leasing the former Four Season Banquet Hall, located at 22 Crystal Lake Plaza.

**Staff Contact:** Eric T. Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

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**Background:**
El Agave Banquets, LLC is leasing the former Four Seasons Banquet Hall facility, located at 22 Crystal Lake Plaza. Since the current license was issued to Four Seasons Banquet Hall, the liquor license will be surrendered and the number of Class 12 liquor licenses will be reduced automatically from 4 to 3.

As licenses are non-transferable, El Agave Banquets, LLC is requesting the City Council to approve an increase in the number of Class 12 licenses to allow for the operation of the banquet facility at 22 Crystal Lake Plaza. A Special Use Permit was approved in 2014 to allow for a banquet facility at this location. There are no zoning issues with this request.

The applicant is requesting to serve alcohol during the following hours:

- Monday through Sunday – 4:00 p.m. to 1:00 a.m.

The City Code authorizes the retail sale of alcoholic liquor for consumption only on the premises specified in the license where sold. The license shall be issued to a special occasion facility organized for the purposes of providing banquets, wedding and other receptions, meetings, parties or other special events upon a contractual engagement. The special occasion facility may also hold events that are open to the general public.

No Class 12 License shall be issued until the Local Liquor Control Commission and the Mayor and City Council have established the hours for operation of the Class 12 License. No Class 12 License shall be open for business except during the hours established by this chapter, provided, however, that the Mayor and City Council may in their discretion extend said hours upon request.

The annual fee for such license shall be the sum of $750.00.

The applicant has submitted all paperwork for application and licensing, and is working with the Community Development Department regarding inspections required for occupancy.

The following conditions must be met prior to the license being issued:

- Payment of Prorated License Fee
- Copy of Certificate of Occupancy

The following establishments currently hold Class 12 Liquor Licenses.

| Name | Address |
|---|---|
| Hickory Hall | 406 W. Woodstock Street |
| D'Andrea Banquets | 4419 Northwest Highway |
| Main Beach | 300 Lake Shore Drive |

The attached ordinance approves an increase in the number of Class 12 liquor licenses in order to allow the owner El Agave Banquets, LLC to operate at 22 Crystal Lake Plaza. This ordinance is expressly made subject to the voluntary surrender of the existing liquor license by the current license holder.

**Votes Required to Pass:**
Simple majority

DRAFT

Ord. No.
File No. 255 L

**The City of Crystal Lake**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE**

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 CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be as follows:

1. Class 12 License shall be increased from 3 to 4.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 4, 2020
APPROVED: February 4, 2020

**Agenda Item No: 13**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** City Code Amendment to Increase the Number of Class 17 Liquor Licenses – Applicant: Watermark Retirement Communities, LLC, d/b/a The Fountains at Crystal Lake.

**Staff Recommendation:** Motion to adopt an ordinance increasing the number of Class 17 liquor licenses from the currently permitted 0 licenses to 1 license, in order to allow for the issuance of a new Class 17 liquor license to Watermark Retirement Communities, LLC, d/b/a The Fountains at Crystal Lake, located at 965 N. Brighton Circle West.

**Staff Contact:** Eric T. Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

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**Background:**
Watermark Retirement Communities, d/b/a The Fountains at Crystal Lake, recently converted from a corporation to an LLC. Since the current license was issued to Watermark Retirement Communities Corporation, d/b/a The Fountains at Crystal Lake, the liquor license will be surrendered and the number of Class 17 liquor licenses will be reduced automatically from 1 to 0.

As a result of the change in corporate structure, Watermark Communities LLC is requesting the City Council approve a new liquor license to allow the Fountains at Crystal Lake to continue operations at its current location, 965 N. Brighton Circle West. There are no other changes to the liquor license.

The City Code authorizes the retail sale for consumption only on the premises specified in the license where sold and shall be issued to a congregate care facility within an independent congregate living complex within a private retirement community. A separate license shall be issued for each phase of the congregate living complex provided that once a license is issued for a particular phase of a congregate living complex, the license may be expanded on a phase-by-phase basis upon the filing of a separate application defining the area to be added to the license issued to the prior phases of the complex. The determination of the number of licenses required for each complex shall be determined by the individual plans submitted to and approved by the City for the development.

The applicant has submitted all necessary paperwork and a background check has been completed.

The annual fee for such license shall be $1,850.00 for each phase of the congregate living complex.

The following conditions must be met prior to the license being issued:

- Payment of Prorated License Fee

There are currently no establishments holding a Class 17 liquor license.

The attached ordinance approves an increase in the number of Class 17 liquor licenses in order to allow the owner Watermark Retirement Communities, LLC, d/b/a the Fountains at Crystal Lake to continue operations at its current location, 965 N. Brighton Circle West. This ordinance is expressly made subject to the voluntary surrender of the existing liquor license by the current license holder.

**Votes Required to Pass:**
Simple majority

DRAFT

Ord. No.
File No. 255 L

**The City of Crystal Lake**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE**

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 CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be as follows:

1. Class 17 License shall be increased from 0 to 1.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 4, 2020
APPROVED: February 4, 2020

**Agenda Item No: 14**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

**Requests:**

1. Variation from Article 4-600 to allow an accessory structure over 600 square feet which does not meet the principal structure setbacks causing a 15-foot encroachment into the required rear yard setback and a 4-foot 10-inch encroachment into the required side yard setback.

2. Variation from Article 4-600 to allow the construction of an addition to an accessory structure closer than 5 feet to the principal structure creating a perceived attachment between the two structures.

3. Variation from Article 7 Nonconformities to allow the expansion of a non-conforming use allowing the garage addition to continue on the 3.1-foot setback line.

**Petitioner:** Jason Curtin, petitioner
57 S. Oriole Trail

**PZC Recommendation:** To approve the PZC recommendation and adopt an Ordinance granting the variations for 57 S. Oriole Trail.

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

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**Background:**

- The property is an existing single family home with an existing non-conforming accessory structure. The garage is currently a two stories in height, which is not permitted for accessory structures and it is located approximately three feet from the side yard setback.
- The petitioners would remove the second story and add to the front of the structure to make a deeper garage. The addition would follow the existing setback of 3.1 feet and would cause the overall structure to be over 600 square feet.

## Key Factors:

- Request: Three variations are requested, which would allow for the expansion of the non-conforming garage to a structure over 600 square feet and to continue on the same setback from the side property line.
- Variation: The increase in size of the structure requires that it meet principal structure setbacks and not accessory structure setbacks, which is the need for the variation of 15 feet into the rear yard and 4 feet 10 inches into the side yard.
- Analysis: The proposed variations would allow the owner to improve the condition of the garage and make the structure more usable.

## PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- The PZC was supportive of the owner's desire to improve the garage and understood the needs for the variations.
- The PZC found that the petition met the Findings of Facts.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the following conditions:

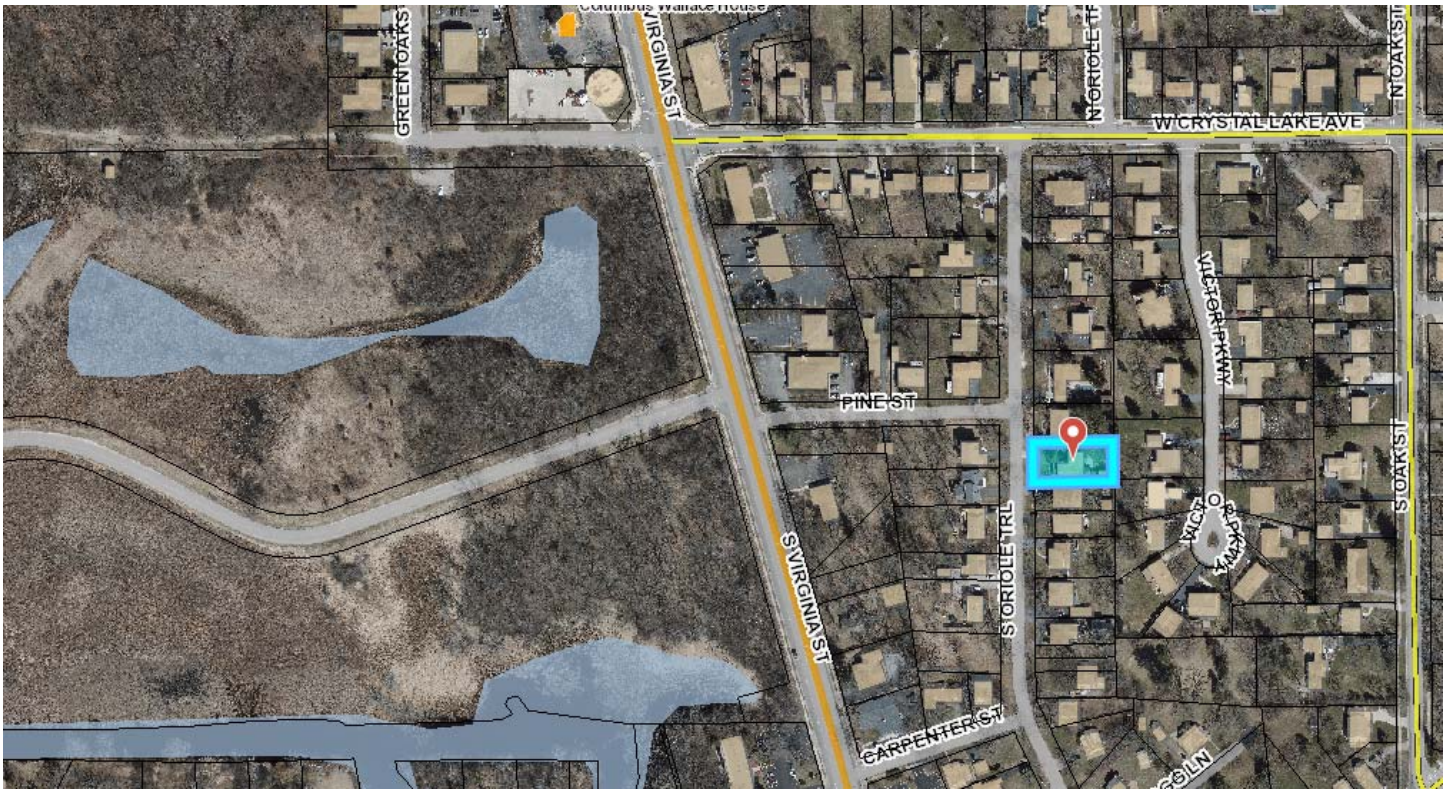
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Curtin, received 12/23/19)
   B. Plat of Survey (Coulson, dated 10/04/2011, received 12/13/19)
   C. Architectural Plans (ALA Architects, dated 12/13/19, received 12/13/19)

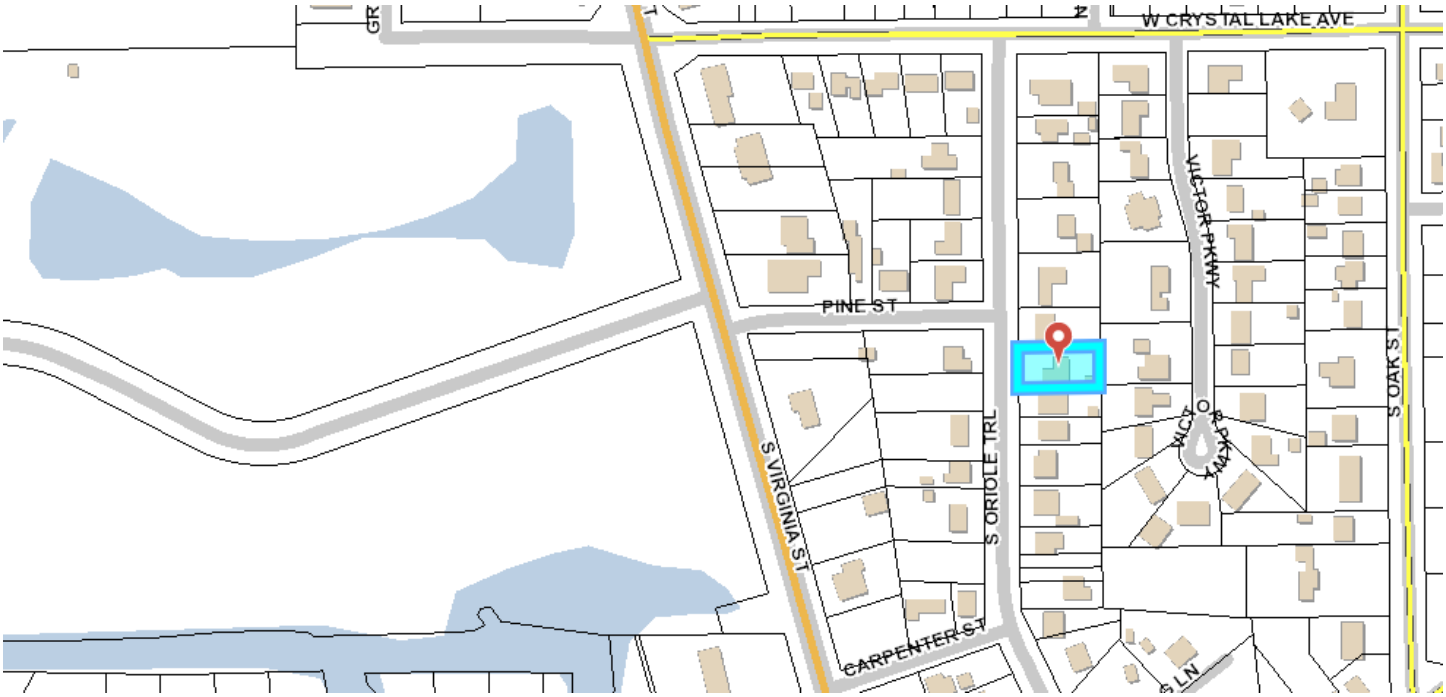
2. The petitioner shall address all of the review comments and requirements of Community Development Department.

3. Any addition to the principal structure shall be required to meet the principal structure setbacks and not allowed to use the variation granted for the accessory structure.

**Votes Required to Pass:** A simple majority vote

PLN-2019-193 – 57 S. ORIOLE TR - VARITION



DRAFT

Ord. No. ……
File No. ….

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING VARIATIONS AT 57 S. ORIOLE TRAIL**

WHEREAS, pursuant to the terms of the Application (File #PLN-2019-196) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of Simplified Residential Variations from: A. Article 4-600 to allow the addition to an accessory structure to be over 600 square feet, not meet the principal structure setbacks requiring a variation of 15 feet from the rear yard setback and 4 feet 10 inches from the side yard setback, and to allow the structure to be closer than 5 feet to the principal structure creating a perceived attachment between the two structures; and B. Article 7 Nonconformities to allow the expansion of a non-conforming use allowing the garage addition to continue on the 3.1-foot setback line; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 24, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on January 15, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variations; and

WHEREAS, on January 15, 2020, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Simplified Residential Variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-196, dated as of January 16, 2020; and

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

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

SECTION I: That the Variations be granted from the Crystal Lake Unified Development Ordinance from: A. Article 4-600 to allow the addition to an accessory structure to be over 600 square feet, not meet the principal structure setbacks requiring a variation of 15 feet from the rear yard setback and 4 feet 10 inches from the side yard setback, and to allow the structure to be closer than 5 feet to the principal structure; and B. Article 7 Nonconformities to allow the expansion of a non-conforming use allowing the garage addition to continue on the 3.1-foot setback line at the property at 57 S. Oriole Trail (19-06-229-007), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Curtin, received 12/23/19)
   B. Plat of Survey (Coulson, dated 10/04/2011, received 12/13/19)
   C. Architectural Plans (ALA Architects, dated 12/13/19, received 12/13/19)

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

3. Any addition to the principal structure shall be required to meet the principal structure setbacks and not allowed to use the variation granted for the accessory structure.

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

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

DATED at Crystal Lake, Illinois, this 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

**Agenda Item No: 15**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Smith Therapy Crystal Lake Aquathon at Three Oaks Recreation Area

**Staff Recommendation:** Motion authorizing approval of the Crystal Lake Aquathon, to be held on Sunday, August 2, 2020, at Three Oaks Recreation Area, subject to the recommended conditions, including a waiver of parking fees for non-resident volunteers in the amount of $150.

**Staff Contact:** Nick Hammonds, Management Analyst

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**Background:**

Smith Physical Therapy and Running Academy (Smith PT/RA) is requesting approval to organize the Crystal Lake Aquathon at Three Oaks Recreation Area on Sunday, August 2, 2020. An Aquathon is a continuous, two-stage race involving swimming followed by running. There are two distances: an Olympic Aquathon and a Sprint Aquathon. There will also be a swim only option for a long-distance swim. The addition of a Kid's Race was added with success in 2019 with a 250-meter swim and one-mile run for athletes aged 7 – 12 years old. A proposed addition to the 2020 event will be an adaptive swim race of one mile for those athletes with a disability.

The event was successfully held for the third time last year at Three Oaks Recreation Area. There are no changes to this year's request, and City staff will work closely with the petitioner to help ensure a successful event. Attached to this agenda supplement is a chart outlining previous fee waivers approved by the Council. All event details remain similar to the 2017, 2018 and 2019 events, which were previously approved by the City Council with a waiver of fees for non-resident volunteer parking. **Aquathon anticipates 30 non-resident volunteers for the event, amounting to a $150 non-resident parking fee waiver. All non-resident participants will still pay the parking fee.**

**Required Costs: (to be paid by petitioner)**

| | |
|---|---|
| Application Fee | $75 |
| Three Oaks Service Boat Fee | $36 ( $12 per hour x 3 hours) |
| Three Oaks General Staff Fee | $450 ($15 per hour x 6 staff (5 hours)) |
| Three Oaks Lifeguard Fee | $360 ($10 per hour x 12 guards (3 hours)) |
| Fire Rescue Boat/Ambulance/Personnel* | $1,240 |
| Pavilion A Rental Fee (Resident Rate) | $110 |
| **Total Non-Refundable Fee** | **$2,271** |
| | |

| *Refundable* | *Fee* |
|---|---|
| Refundable Event Damage | $500 |
| Pavilion Rental Deposit | $150 |
| **Total Refundable Fee** | **$650** |

*Ambulance with two personnel, Boat 399 with three personnel, and shift commander salary for the four hour minimum is included in this fee.

## Public/Visitor Impact:

The aquathon would begin at approximately 7:00 a.m. and end at approximately 12:00 p.m. Setup at the Three Oaks Recreation Area would begin on the evening of Saturday, August 1st. The entire event would take place within the Three Oaks Recreation Area property. It is anticipated that 150-200 attendees will participate in this Aquathon.

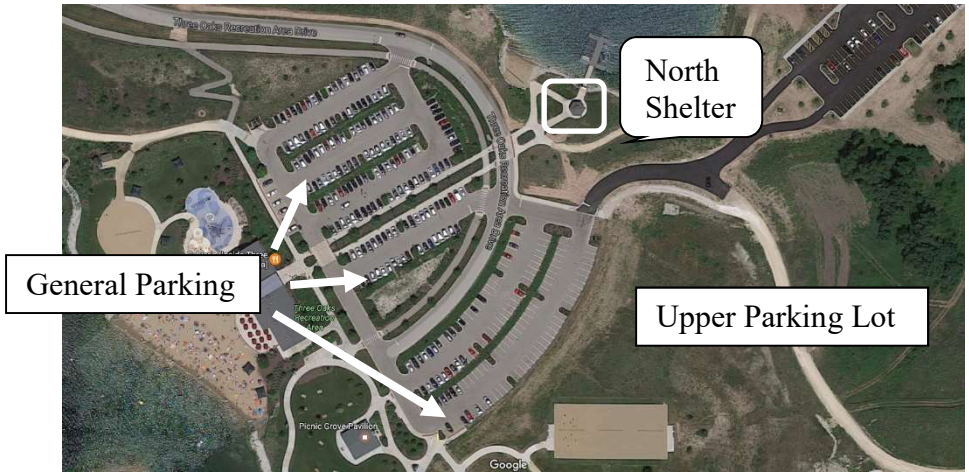
| *Use Location* | *Hours of Use* | *Exclusive Use?* | *Level Of Public Impact* | |
|---|---|---|---|---|
| Swim Beach | 7-10 a.m. | Yes | Low | Swim race will end before the swim area opens to the public at 10:00 a.m. |
| Beach Sand | 7-9 a.m. | Yes | Low | Public access to the sand is allowed at 9:00 a.m. Water access at 10:00 a.m. |
| Marina/Lake Usage | 7-10 a.m. | No | Moderate | Boaters will not be able to access the portion of the lake near the swim beach and islands from 6:30 a.m. to 10:00 a.m. |
| Trails | 7-10 a.m. | No | Moderate | The running course will occupy the trails, however, public access will still be allowed on the trails. |
| Picnic Grove Pavilion | 7:00 a.m. – 12:00 p.m. | Yes | Moderate | The Picnic Grove Pavilion will be rented for the exclusive use of the Aquathon event. Public use will be allowed after the event ends at 12:00 p.m. |
| Picnic Grove Grass Area | 7:00 a.m. – 10:00 a.m. | No | Moderate | The race portion of event will end at the Picnic Grove Pavilion. The race course may require use of the grassy area leading up to the Pavilion. |
| Parking Lot | 6:30 a.m. - 12:00 p.m. | No | Low | There will be 260 participants and volunteers. Assuming two people per vehicle, the City estimates 130 spaces to be used for the event. The upper lot will be reserved. This will have a low impact due to the event occurring during morning hours. |
| Quarry Cable Park | - | - | Low | No impact. Tenant has no issues with the event. |
| Board House | - | - | Low | No impact. Tenant has no issues with the event. |
| Cottage on the Beach | - | - | Low | No impact. Concessions opens after 10:00 a.m. when race is finished. |

## Event Details: Registration and Finish

The North Lake shelter will be used for race registration and will be cleared immediately after the start of the race to allow for usage as needed by guests. The North Lake pavilion will still be rented to the public for the day following the event. New this year, the run portion of the race will finish at the Picnic Grove Pavilion and then be rented by the race director until noon for the After Party. This will allow volunteers, racers, and sponsors to enjoy the view of Three Oaks and all that the facility has to offer.

Swimming Portion of the Event

The swim portion takes approximately one to two hours to complete. The swim course would be set up inside the islands, reserving the majority of the lake for fishermen. See the attached race course map. In addition, public access to the lake may be delayed while swimmers are in the water. Guests renting boats will be notified of the race on the lake and instructed to stay clear of the race area on the water. The Fire Rescue Department and Three Oaks staff would have emergency/service boats on the water to ensure the public's safety. Signage will be utilized to notify guests that the race may interfere with trail walking. Gate attendees will be on hand to alert guests of the race status.



The City Council has approved a similar swim course for previous Triathlons and A Long Swim events. This portion of the lake will not be accessible to boaters from 6:30 a.m. to 10:00 a.m.



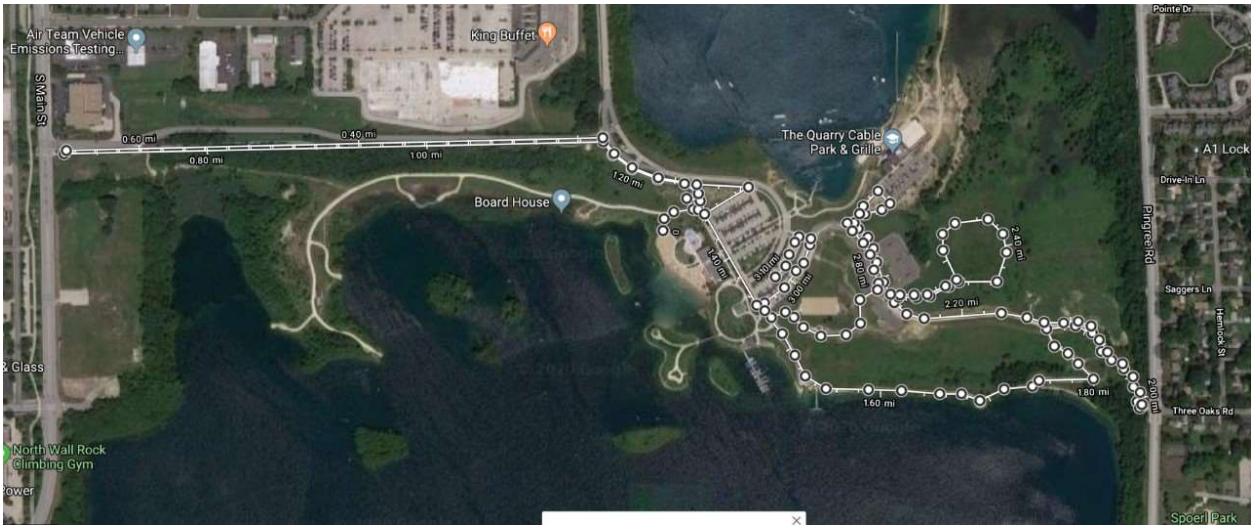

*Proposed Swim Map*




*Kid's Race*

Running Portion of the Event

The running portion of the triathlon will occur on existing trails. The race course map shows the running course as it was modified due to high water levels in 2019. New this year, the run portion will finish at the Picnic Grove Pavilion and the after party will take place under and around Pavilion A. The race course map shows the new running course and the petitioner understands that routes may be modified as directed by staff as needed. It is not anticipated that these areas will need to be closed to the general public during the race, but signage will alert the general public of the trail usage. The petitioner will have catered food and live music, in accordance with the recommended conditions.




The trail areas identified above will impact guests from 7:00 a.m. to 10:00 a.m.

## Petitioner Background:

Smith PT/RA is owned by Crystal Lake resident Denise Smith, a certified manual physical therapist who has been practicing for 17 years. She is also a certified running technique coach and the only Pose Master Coach in the Midwest. Her passion lies in injury prevention and showcasing Crystal Lake for its community support, natural beauty, and athletic population. Smith coordinated the 2017, 2018, and 2019 Aquathons. Last year's event was a success, with the help of a strong volunteer team, continued support of the residents, local business owners, City of Crystal Lake, and Three Oaks Recreation Area. Smith is in contact with local race directors, Trudy Wakeman and Matt Wehby, who have again offered to act as mentors/advisors this year.

## Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. 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, and sign the required Indemnity/Hold Harmless agreement. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site.
5. Submit for City approval, severe weather plans and an evacuation plan.
6. Sound system shall not disturb other users of the park.
7. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
8. The City will have flexibility in designing the race course based on any concerns from City Departments.
9. Smith PT/RA must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
10. All debris created by the event shall be cleaned up during and after the event.
11. In the case of inclement weather, an alternate date can be approved by the City Manager.
12. The petitioner is responsible for the required costs, which are the costs for Fire Rescue and use of Three Oaks Recreation Area.

13. Smith PT/RA must provide payment, proof of volunteers, insurance, off-site parking approval, severe weather and evacuation plan, and liability waivers by July 15, 2020 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council

**Agenda Item No: 16**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Girl Scout Request for a Special Event at the Three Oaks Recreation Area

**Council Discretion:** Motion to approve the Chippewa Girl Scout Service Unit request to hold a day camp, including overnight camping, at Three Oaks Recreation Area from Monday, July 20, 2020 through Thursday, July 23, 2020, subject to the recommended conditions, including a fee waiver in the amount of $1,185.

**Staff Contact:** Nick Hammonds, Management Analyst

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## Background:

The City has received a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, July 20, 2020, through Thursday, July 23, 2020. Between 2013 and 2019, the Girl Scouts held this same event and successfully complied with all City conditions. Attached to this agenda supplement is a chart outlining previous fee waivers approved by the Council. **All event details remain unchanged from the 2013 through 2019 events, which were previously approved by the City Council. From 2013 to 2019, the City Council waived the application fee, pavilion rental fee, and security staff fee.**

## Costs Requested to be Waived:

| *Non-Refundable* | Fee |
|---|---|
| Special Event Application Fee: | $75 |
| Pavilion Rental Fee (resident rate / four days / all 4 pavilions): | $1,040 |
| Additional Site Security Staff (one night, 2 hours): | $70 |
| **Total Non-Refundable Fee:** | **$1,185** |

## Required Costs:

| *Refundable* | Fee |
|---|---|
| Refundable Event Damage Deposit | $1,200 |
| **Total Refundable Fee:** | **$1,200** |
| *Non-Refundable* | |
| Non-Resident Swim Beach Flat Fee (30 Adults and Children) | $400 |
| **Total Non-Refundable Fee:** | **$400** |

**Public/Visitor Impact:**

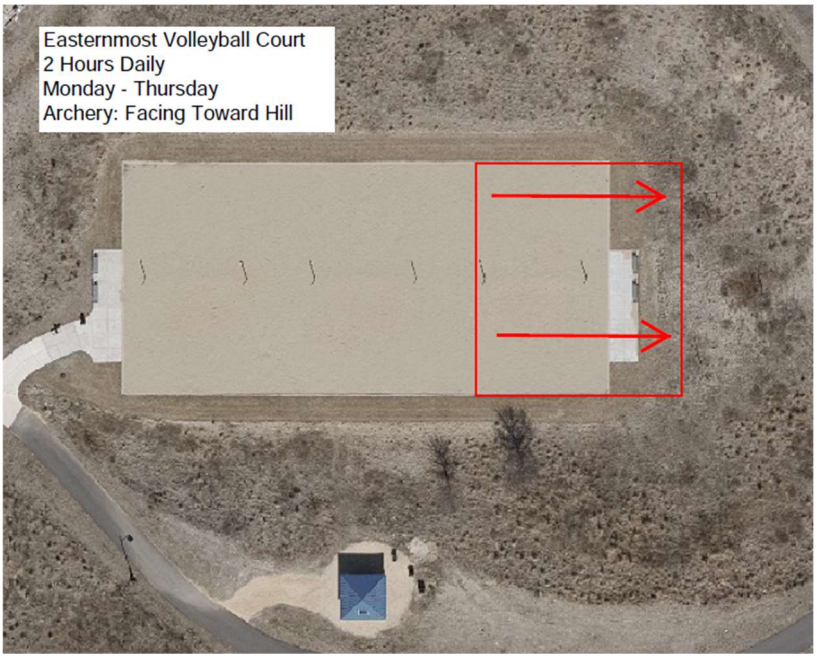
| *Use Location* | *Hours of Use* | *Exclusive Use?* | *Level Of Public Impact* | |
|---|---|---|---|---|
| Swim Beach | 2 Hours Daily | No | Low | The swim beach will be utilized for less than two hours each day after 4:00 p.m. This will have minimal impact on other guests. |
| Marina/Lake Usage | - | - | Low | The petitioner does not anticipate using the Marina. |
| Trails | 2:00 p.m. - Sunset | No | Low | The group may use the trails for hiking and will not impact other guests. |
| Pavilions (A, B, C and D) | 2:00 p.m. - Sunset | Yes | Moderate | Petitioner is requesting exclusive use of all four pavilions from Monday to Thursday. |
| Picnic Grove | 2:00 p.m. - Sunset Daily | Yes | Moderate | The event will take place from Monday to Thursday. Additionally, overnight camping will occur in the grass area with tents on Wednesday night. |
| Volleyball Court and Pavilion | 2 Hours Daily | No | Low | The west portion of the volleyball court will be utilized for archery. The public will have access to the other courts. |
| Parking Lot | 2:00 p.m. - Sunset | No | Low | 20 adult chaperons will be present throughout the week. This will have no impact on the parking lot. Participants will carpool. In addition, the event is held during the week, when parking is not a concern. |
| Quarry Cable Park | - | - | Low | No impact. Tenant has no issues with the event. |
| Board House | - | - | Low | No impact. Tenant has no issues with the event. |
| Cottage on the Beach | - | - | Low | No impact. Tenant has no issues with the event. |

## Event Details

The Chippewa Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 – 120 girls will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a "twilight camp" since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer hiking, swimming, cooking, crafts and letterboxing activities at the park. The petitioner is requesting exclusive use of all four pavilions and the Picnic Grove during this time. The petitioner will clean up the site and dispose of the trash from the activities.




In addition to the above activities, the Scouts will organize an archery event for two hours each day. City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. The archery activities will utilize the far end of the volleyball area as a "backdrop," and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park that are visited by the general public. The Scouts will shoot into hay bales and at least two adult leaders, certified in archery, will supervise the activity.



During the entire event, the Scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection. Attached to this agenda supplement is a copy of the request letter, Special Event Application, Group Use Application, and Pavilion Rental Application.

Overnight Camping

As part of the day camp, from Wednesday, July 22nd through Thursday, July 23rd, the Girl Scouts would like to overnight camp in the Picnic Grove area. Approximately 15 – 20 tents will be set up in the Picnic Grove. All tents will be removed first thing in the morning. This is the same area that has been utilized by numerous other scout overnight camp groups. Per Chapter 238 of the City Code, overnight camping at Three Oaks Recreation Area may be allowed when approved by the Mayor and City Council.

238-1 **General Rules and Admission**

A. Three Oaks Recreation Area General Rules

8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

Since the petitioner is requesting the overnight use of the facility, City staff recommends that a City security staff member monitor the facility during the time when no other Three Oaks staff is present. The additional security staff time would be for 2 hours, from 4:00 AM to 6:00 AM.

## Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. 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, and sign the required Indemnity/Hold Harmless agreement. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Submit for City approval, severe weather plans and an evacuation plan.
4. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
5. All debris created by the event shall be cleaned up during and after the event.
6. In the case of inclement weather, an alternate date can be approved by the City Manager.
7. If costs are not waived for the event, the petitioner is responsible for the Three Oaks Recreation Area costs.

8. The Chippewa Girl Scout Service Unit must provide payment, proof of volunteers, insurance, severe weather and evacuation plan, and liability waivers by July 1, 2020 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

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

**Agenda Item No: 17**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**ANNEXATION PUBLIC HEARING**

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

**Request:** 1. Rezoning upon annexation to Office PUD and
2. Special Use Permit for a resale shop.

**Petitioner:** Helco Corporation and LaSalle National Trust 120591
40-60 W. Terra Cotta Avenue

**Recommendation:** Motion to:
1) Adopt the Annexation Ordinance and approve the PZC recommendations and adopt an Ordinance for rezoning upon annexation to the O PUD – Office PUD District and a Special Use Permit for a resale shop at 40-60 W. Terra Cotta Avenue.

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

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## Background:

- As part of the Centennial Strategic Plan, the City Council identified a key strategy in development and reinvestment in the community by exploring annexation opportunities. Also during this process, City staff worked with McHenry County to reconcile any discrepancies in the city boundary and the property tax rolls.

- It was discovered that the properties commonly known as the Northside Center and Hawthorn Storage were not included in the property tax rolls for the City. Despite the City providing multiple forms of documentation showing the properties within city limits, McHenry County will not correct the tax roll unless an annexation ordinance is recorded with the Recorder of Deeds and filed with the McHenry County Clerk.

- The property owners have submitted annexation petitions at the City's request. The existing zoning approvals would be requested so the existing tenants and businesses would not be affected by the process.

- The site is currently zoned Office PUD. The property was granted the Office PUD zoning through a 1981 federal court lawsuit Settlement Agreement. A Special Use Permit for a resale shop was approved in 2002.

**PZC Highlights:**

- City staff presented the request on behalf of the property owner.
- The PZC stated that the petition met the Findings of Fact.

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

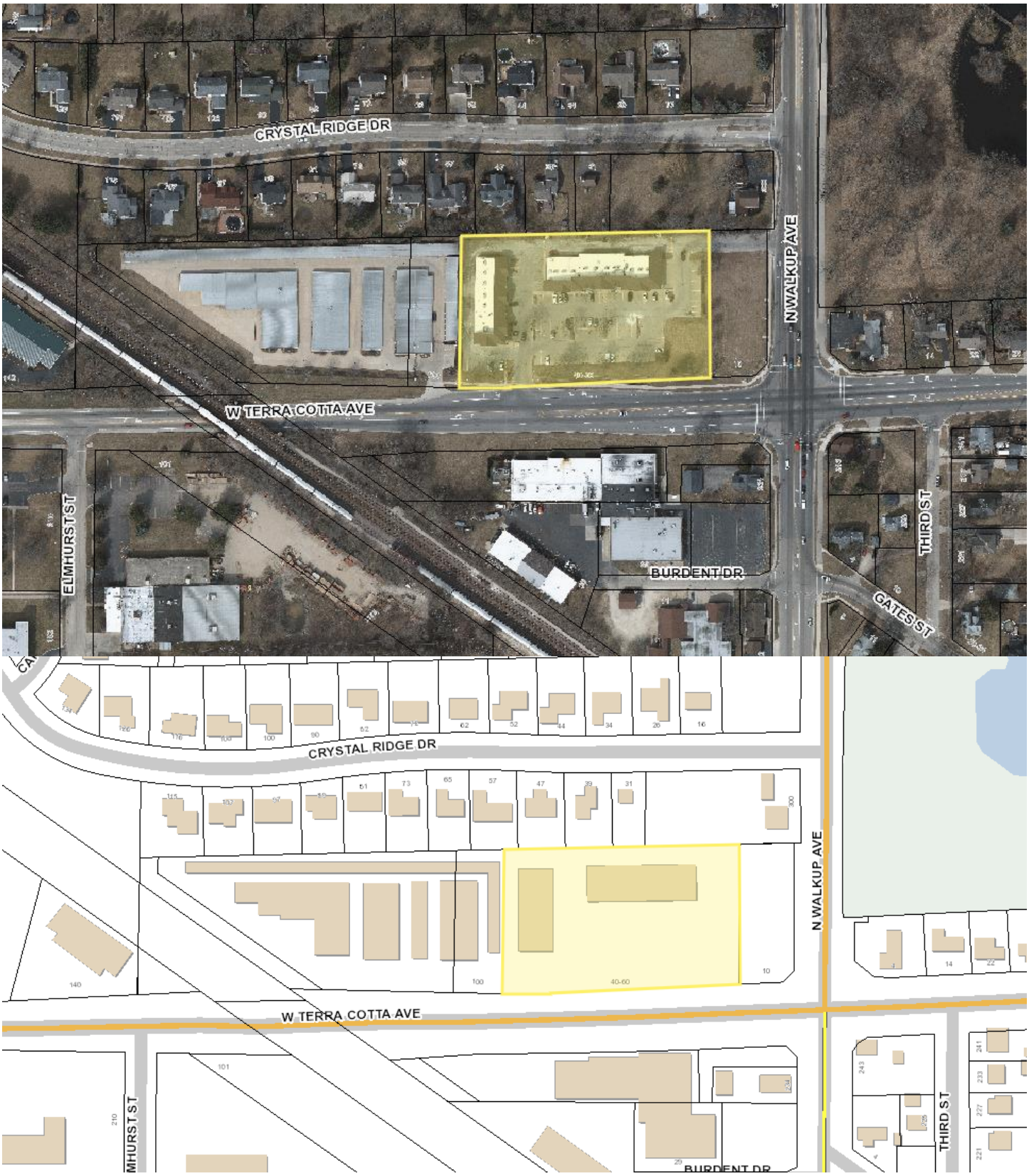
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Helco Corporation & LaSalle National Trust 120591, dated 11/20/19, received 11/21/19)

2. An Annexation Ordinance, by State Statute, classifies a property as Estate zoning and the intent of this request is to allow the previously approved zoning approvals to remain in effect and to correct McHenry County records.

3. The zoning approvals and related conditions of approval from the Settlement Agreement dated 11/10/1983 and accepted by Resolution 83R-26, as well as Ordinance 5538 (File #2002-40) are all still valid.

**Votes Required to Pass:** A simply majority.

PLN-2019-00186 NORTHSIDE CENTER – 40 & 60 W TERRA COTTA AVE ANNEX & REZONE
CORRECT COUNTY'S TAX CODE



Ord. No. ……
File No. ….

DRAFT

**The City of Crystal Lake Illinois**

# AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statues of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65ILCS 5/7-1-10; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

SECTION I: The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval.

AYES:

NAYS:

ABSENT:

PASSED this 4th day of February, 2020.

APPROVED by me this 4th day of February, 2020.

Ord. No. ……
File No. ….

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

Ord. No. ……
File No. ….

# C E R T I F I C A T I O N

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number _____ duly passed and approved at a regular meeting of said Mayor and Council; held on the 4th day of February 2020, at which time ___ councilmembers were present and ___ councilmembers were absent.

Motion was made by Councilmember _____ and seconded by Councilmember _____ that the following Ordinance be passed and approved. Upon roll-call vote, ___ councilmembers voted AYE and _____ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

_____
CITY CLERK

(SEAL)

Prepared by:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

After recording, return to:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

Ord. No. ……
File No. ….

EXHIBIT "A"
LEGAL DESCRIPTION

THE NORTH 1.00 FEET OF A PARCEL, AS MEASURED AT RIGHT ANGLES TO THE NORTH LINE THEREOF, DESCRIBED AS FOLLOWS: PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID LINE THEREOF 165 FEET TO A POINT OF BEGINNING; THENCE WESTERLY ON A CONTINUATION OF THE LAST DESCRIBED LINE, 444.18 FEET TO A POINT; THENCE SOUTHERLY ON A LINE FORMING AN ANGLE OF 88 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE, 262.76 FEET TO AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, ROUTE 176, THENCE EASTERLY ON SAID RIGHT OF WAY BEING ON A LINE FORMING AN ANGLE OF 88 DEGREES AND 24 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE A DISTANCE OF 155.33 FEET; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 2 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 295.25 FEET; THENCE NORTH ON A LINE FORMING AN ANGLE OF 90 DEGREES AND 56 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 280.74 FEET TO THE POINT OF BEGINNING, ALL IN MCHENRY COUNTY, ILLINOIS.

PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID LINE THEREOF 165 FEET TO A POINT OF A PLACE OF BEGINNING; THENCE WESTERLY ON A CONTINUATION OF THE LAST DESCRIBED LINE, 444.18 FEET TO A POINT; THENCE SOUTHERLY ON A LINE FORMING AN ANGLE OF 88 DEGREES TO THE LEFT; WITH A PROLONGATION OF THE LAST DESCRIBED LINE, 262.76 FEET TO AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, ROUTE 176; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 88 DEGREES AND 24 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE A DISTANCE OF 155.33 FEET; THENCE EASTERLY ON SAID RIGHT OF

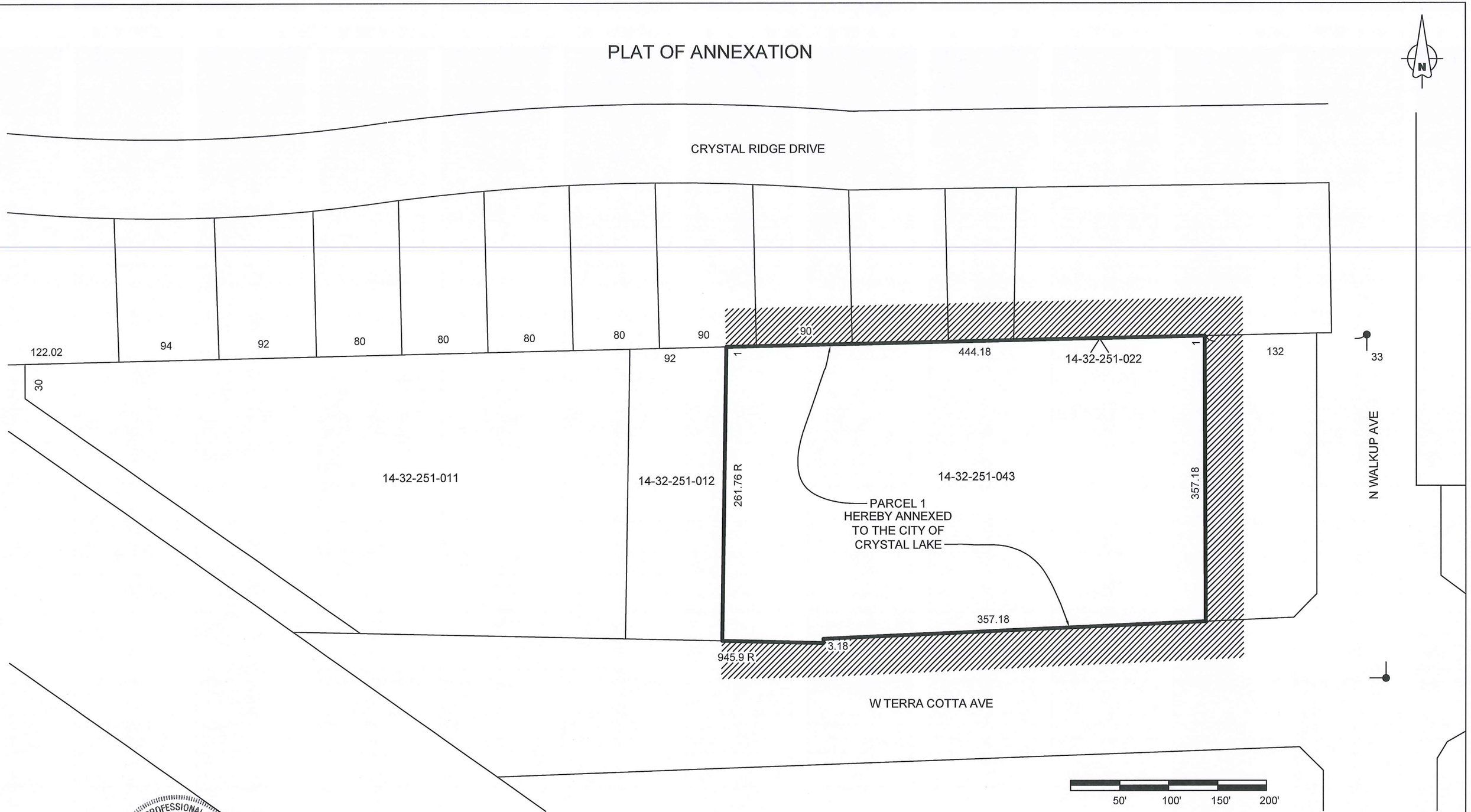
WAY LINE BEING ON A LINE FORMING AN ANGLE OF 2 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 295.25 FEET; THENCE NORTH ON A LINE FORMING AN ANGLE OF 90 DEGREES AND 56 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 280.74 FEET TO THE PLACE OF BEGINNING, EXCEPTING FROM THE ABOVE PARCEL THE NORTH 1.00 FEET THEREOF AS MEASURE AT RIGHT ANGLES TO THE NORTH LINE OF SUCH PARCEL, ALL IN MCHENRY COUNTY, ILLINOIS.

PIN: 14-32-251-022 & 14-32-251-043
COMMON ADDRESS: 40-60 WEST TERRA COTTA AVENUE

Ord. No. ……
File No. ….

EXHIBIT “B”
PLAT OF ANNEXATION

# PLAT OF ANNEXATION




APPROVED:

LICENSED PROFESSIONAL ENGINEER
ABIGAIL LYNN WILGREEN
062.060516
STATE OF ILLINOIS

(REGISTERED PROFESSIONAL ENGINEER)

DATED: 1/21/2020

| | | |
|---|---|---|
| PREPARED BY: | | City of Crystal Lake Illinois |
| City of Crystal Lake<br>Community Development<br>100 West Woodstock St<br>Crystal Lake, Illinois 60014 | | |
| DRAWN BY: | DD | |
| CHECKED BY: | KC | |
| COMPLETION DATE: | 01/17/2020 | SHEET 1 OF 2 |

COMMONLY KNOWN AS 40-60 W. TERRA COTTA AVENUE PIN 14-32-251-022 & 14-32-251-043

THE NORTH 1.00 FEET OF A PARCEL, AS MEASURED AT RIGHT ANGLES TO THE NORTH LINE THEREOF, DESCRIBED AS FOLLOWS: PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID LINE THEREOF 165 FEET TO A POINT OF BEGINNING; THENCE WESTERLY ON A CONTINUATION OF THE LAST DESCRIBED LINE, 444.18 FEET TO A POINT; THENCE SOUTHERLY ON A LINE FORMING AN ANGLE OF 88 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE, 262.76 FEET TO AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, ROUTE 176, THENCE EASTERLY ON SAID RIGHT OF WAY BEING ON A LINE FORMING AN ANGLE OF 88 DEGREES AND 24 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE A DISTANCE OF 155.33 FEET; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 2 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 295.25 FEET; THENCE NORTH ON A LINE FORMING AN ANGLE OF 90 DEGREES AND 56 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 280.74 FEET TO THE POINT OF BEGINNING, ALL IN MCHENRY COUNTY, ILLINOIS.

PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID LINE THEREOF 165 FEET TO A POINT OF A PLACE OF BEGINNING; THENCE WESTERLY ON A CONTINUATION OF THE LAST DESCRIBED LINE, 444.18 FEET TO A POINT; THENCE SOUTHERLY ON A LINE FORMING AN ANGLE OF 88 DEGREES TO THE LEFT; WITH A PROLONGATION OF THE LAST DESCRIBED LINE, 262.76 FEET TO AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, ROUTE 176; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 88 DEGREES AND 24 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE A DISTANCE OF 155.33 FEET; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 2 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 295.25 FEET; THENCE NORTH ON A LINE FORMING AN ANGLE OF 90 DEGREES AND 56 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 280.74 FEET TO THE PLACE OF BEGINNING, EXCEPTING FROM THE ABOVE PARCEL THE NORTH 1.00 FEET THEREOF AS MEASURE AT RIGHT ANGLES TO THE NORTH LINE OF SUCH PARCEL, ALL IN MCHENRY COUNTY, ILLINOIS.

APPROVED:

(REGISTERED PROFESSIONAL ENGINEER)

DATED:

| | |
|---|---|
| PREPARED BY: | |
| City of Crystal Lake<br>Community Development<br>100 West Woodstock St<br>Crystal Lake, Illinois 60014 | |
| DRAWN BY: | DD |
| CHECKED BY: | KC |
| COMPLETION DATE: | 01/17/2020 |

City of Crystal Lake Illinois

DRAFT

Ord. No. ……
File No. ….

**The City of Crystal Lake Illinois**

# AN ORDINANCE ZONING CERTAIN PROPERTY "O-PUD" OFFICE PLANNED UNIT DEVELOPMENT DISTRICT AND GRANTING A SPCIAL USE PERMIT

WHEREAS, Helco Corporation and LaSalle National Trust, as Trustee of Trust 120591 (hereinafter, the "Owner") is the owner of property legally described in Exhibit A, attached hereto (hereinafter, the "Subject Property"); and

WHEREAS, pursuant to an application filed by the Owner, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 21, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on January 15, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed zoning of the Subject Property to "O-PUD" Office Planned Unit Development District and granting of a Special Use Permit for a resale shop; and

WHEREAS, on January 15, 2020, 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 zoning of the Property be changed to "O-PUD" Office Planned Unit

Development District and granting of a Special Use Permit for a resale shop all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-00186, dated as of January 16, 2020; and

WHEREAS, the City Council of the City of Crystal Lake, pursuant to notice duly published on January 18, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 4, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed annexation of the subject property; and

WHEREAS, said territory has been duly annexed by ordinance to the City of Crystal Lake; and

WHEREAS, it is in the best interests of the City of Crystal Lake that a Special Use Permit for a resale shop; and

WHEREAS, said territory is to be zoned "O-PUD" Office Planned Unit Development District zoning; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the property legally described herein below be classified and zoned as indicated.

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

SECTION I: Recitals: The foregoing recitals are hereby incorporated by reference as though fully set forth herein.

SECTION II: That the Subject Property is hereby zoned and classified "O-PUD" Office Planned Unit Development District.

SECTION III: That a Special Use Permit for a resale shop is hereby granted for the Subject Property and subject to the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Helco Corporation & LaSalle National Trust 120591, dated 11/20/19, received 11/21/19)

2. An Annexation Ordinance, by State Statute, classifies a property as Estate zoning and the intent of this request is to allow the previously approved zoning approvals to remain in effect and to correct McHenry County records.

3. The zoning approvals and related conditions of approval from the Settlement Agreement dated 11/10/1983 and accepted by Resolution 83R-26, as well as Ordinance 5538 (File #2002-40) are all still valid.

SECTION IV: That the City Clerk 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 Special Use Permit and zoning classification of the above-described property in accordance with the provisions of this Ordinance, as provided by law.

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

AYES:

NAYS:

ABSENT:

Ord. No. ……
File No. ….

PASSED this 4th day of February, 2020.

APPROVED by me this 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

**EXHIBIT A**

THE NORTH 1.00 FEET OF A PARCEL, AS MEASURED AT RIGHT ANGLES TO THE NORTH LINE THEREOF, DESCRIBED AS FOLLOWS: PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID LINE THEREOF 165 FEET TO A POINT OF BEGINNING; THENCE WESTERLY ON A CONTINUATION OF THE LAST DESCRIBED LINE, 444.18 FEET TO A POINT; THENCE SOUTHERLY ON A LINE FORMING AN ANGLE OF 88 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE, 262.76 FEET TO AN INTERSECTION WITH THE NORTHERLY RIGHT OF WAY LINE OF THE STATE HIGHWAY, ROUTE 176, THENCE EASTERLY ON SAID RIGHT OF WAY BEING ON A LINE FORMING AN ANGLE OF 88 DEGREES AND 24 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE A DISTANCE OF 155.33 FEET; THENCE EASTERLY ON SAID RIGHT OF WAY LINE BEING ON A LINE FORMING AN ANGLE OF 2 DEGREES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 295.25 FEET; THENCE NORTH ON A LINE FORMING AN ANGLE OF 90 DEGREES AND 56 MINUTES TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED LINE 280.74 FEET TO THE POINT OF BEGINNING, ALL IN MCHENRY COUNTY, ILLINOIS.

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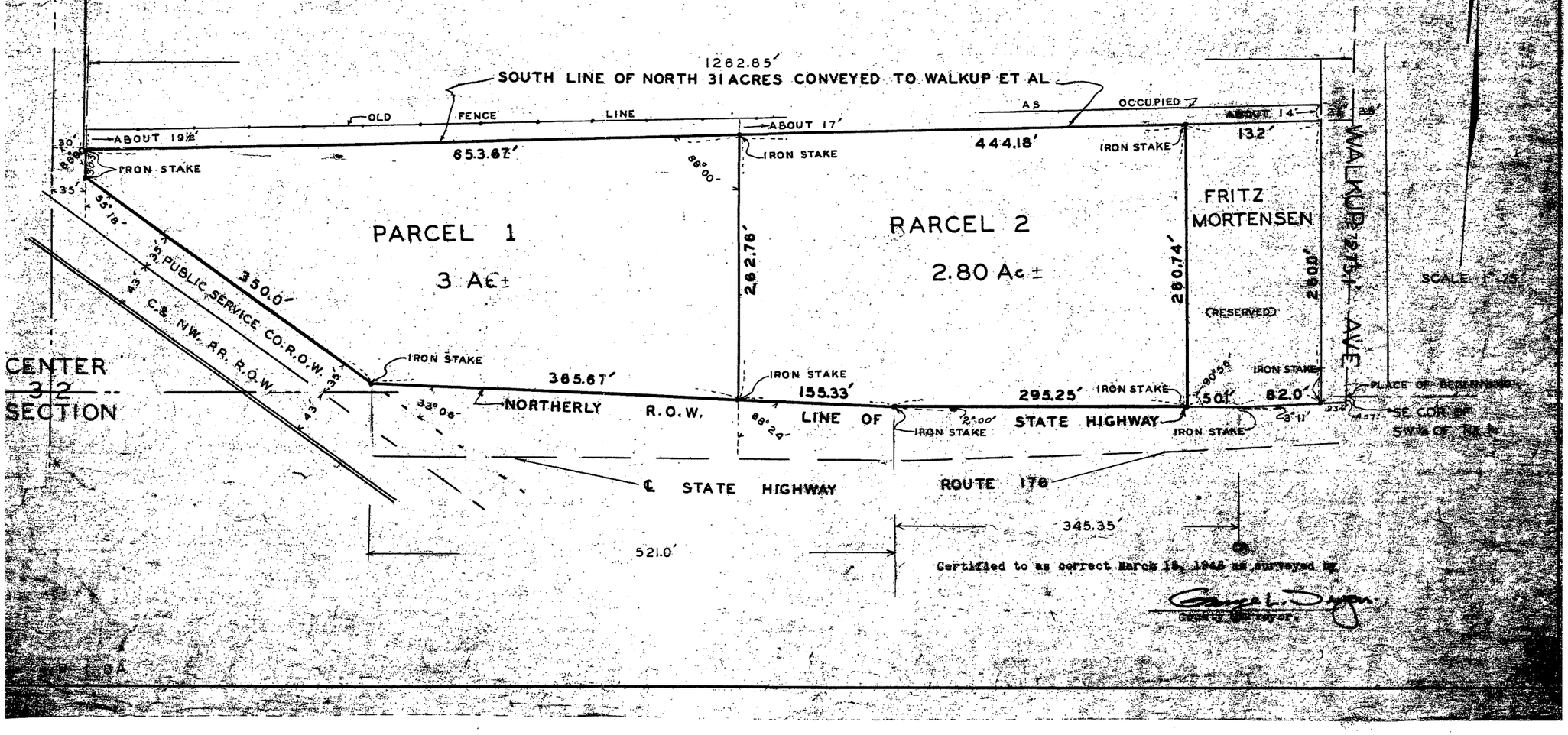
PIN: 14-32-251-022 & 14-32-251-043
COMMON ADDRESS: 40-60 WEST TERRA COTTA AVENUE

# PLAT OF SURVEY

OF PART OF SECTION 32 TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN IN MC HENRY COUNTY, ILLINOIS.

PARCEL 1 THE WEST 3 ACRES OF THE FOLLOWING DESCRIBED TRACT OF LAND BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, described by beginning at the southeast corner of the Southwest Quarter of the Northeast Quarter of said Section; thence north on the east line thereof 275.1 feet more or less to the Southeast corner of the north 31 Acres of the Southwest Quarter of the Northeast Quarter; thence westerly on said south line thereof 1262.85 feet to an intersection with the easterly line of land heretofore conveyed to the Public Service Company of Northern Illinois; thence southerly parallel with and 35 FT. easterly from the North and South Quarter Section line a distance of 30.3 feet to the northeasterly line of the Right-of-Way line of said Public Service Company of Northern Illinois; thence southeasterly along said Right-of-Way line 350 feet more or less to the northerly line of the parcel of land heretofore conveyed by Andrew J.Berlin to the State of Illinois for highway purposes; thence easterly along the northerly line thereof being on a line forming an angle of 33 degrees and 06 minutes to the left with a prolongation of the last described line a distance of 521 feet; thence easterly on a line forming an angle of 2 degrees to the left with a prolongation of the last described line a distance of 345.35 feet; thence easterly on a line forming an angle of 3 degrees and 11 minutes to the left with a prolongation of the last described line, being along the northerly line of land heretofore conveyed to the State of Illinois and said line extended, for a distance of 105.4 feet to a point on the east line of the West Half of the East Half of Section 32; thence north on the last described line 4.57 feet more or less to the place of beginning and containing 3.80 Acres of land more or less.

PARCEL 2 BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN described by commencing at the Southeast Corner of the Southwest Quarter of the Northeast Quarter of said Section; thence north on the east line thereof 275.1 feet more or less to the Southeast Corner of the North 31 Acres of the Southwest Quarter of the Northeast Quarter; thence westerly on said south line thereof 165 feet to a point for a place of beginning; thence westerly on a continuation of the last described line 444.18 feet to a point; thence southerly on a line forming an angle of 88 degrees to the left, with a prolongation of the last described line 262.76 feet to an intersection with the northerly Right-of-Way line of the State Highway, Route Number 176; thence easterly on said Right-of-Way line being on a line forming an angle of 88 degrees and 24 minutes to the left, with a prolongation of the last described line a distance of 155.33 feet; thence easterly on said Right-of-Way line being on a line forming an angle of 2 degrees to the left, with a prolongation of the last described line 295.25 feet; thence north on a line forming an angle of 90 degrees and 56 minutes to the left, with a prolongation of the last described line 280.74 feet to the place of beginning and containing 2.80 Acres of land more or less.




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**Agenda Item No: 18**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**ANNEXATION PUBLIC HEARING**

**Item:** REPORT OF THE PLANNING & ZONING COMMISSION

**Request:**
1. Rezoning upon annexation to B-2 General Commercial and Office PUD,
2. Special Use Permit for a mini-storage facility, and
3. Variations from Articles 2-300, 3-200, 4-200, 4-400 and 5-200 to comply with the approved site plan.

**Petitioner:** James B. Keelan Trust and Lorraine E. Keelan Trust
100 W. Terra Cotta Avenue

**PZC Recommendation:** Motion to:
1) Adopt the Annexation Ordinance and approve the PZC recommendations and adopt an Ordinance for rezoning upon annexation to the B-2 General Commercial District and O PUD - Office PUD District, a Special Use Permit for a mini-storage facility and Variations to comply with the approved site plan at 100 W. Terra Cotta Avenue.

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

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## Background:

- As part of the Centennial Strategic Plan, the City Council identified a key strategy in development and reinvestment in the community by exploring annexation opportunities. Also during this process, City staff worked with McHenry County to reconcile any discrepancies in the city boundary and the property tax rolls.

- It was discovered that the properties commonly known as the Northside Center and Hawthorn Storage were not included in the property tax rolls for the City. Despite the City providing multiple forms of documentation showing the properties within city limits, McHenry County will not correct the tax roll unless an annexation ordinance is recorded with the Recorder of Deeds and filed with the McHenry County Clerk.

- The property owners have submitted annexation petitions at the City's request. The existing zoning approvals would be requested so the existing tenants and businesses would not be affected by the process.

- The site is currently zoned B-2 General Commercial and Office PUD. The property was granted a Special Use Permit and variations for the mini-storage facility in 1997 and 1998, the zoning approvals are repeated through the current request and coupled with the annexation request, to meet the County's requirements and maintain the business' approvals.

**PZC Highlights:**

- City staff presented the request on behalf of the property owner.
- The PZC stated that the petition met the Findings of Fact.

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 (James B Keelan Trust and Lorraine E Keelen Trust, dated 10/14/19, received 10/14/19)

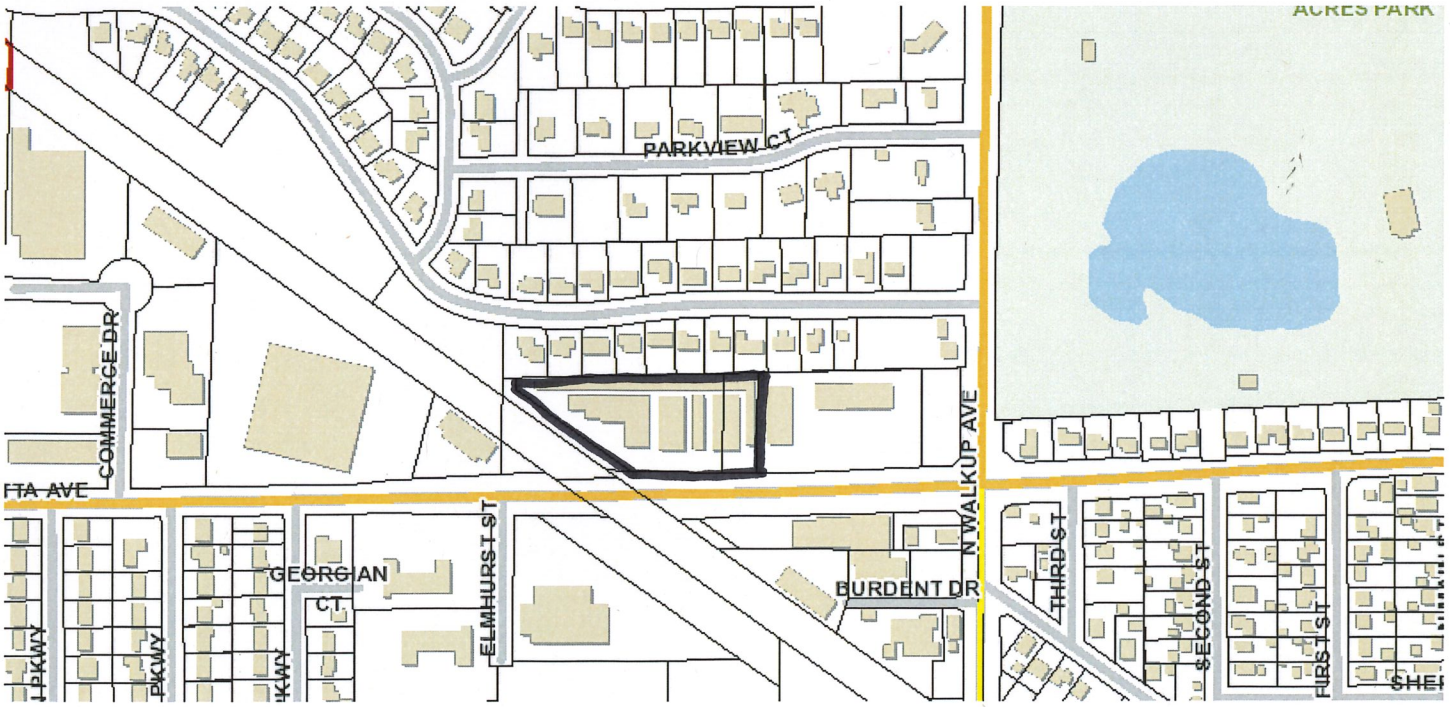
2. An Annexation Ordinance, by State Statute, classifies a property as Estate zoning and the intent of this request is to allow the previously approved zoning approvals to remain in effect and to correct McHenry County records.

3. The zoning approvals and related conditions of approval from Ordinances 3756 (File #94-64), 4070 (File #97-40), 5029 (File #97-65) and 5471 (File #5471) are all still valid.

**Votes Required to Pass:** A simply majority.

PLN-2019-00173 HAWTHORN STORAGE – 100 W TERRA COTTA AVE – ANNEXATION, REZONE
(CORRECT COUNTY'S TAX CODE)



DRAFT

Ord. No. ……
File No. ….

**The City of Crystal Lake Illinois**

# AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statues of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65ILCS 5/7-1-10; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

SECTION I: The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval.

AYES:

NAYS:

ABSENT:

PASSED this 4th day of February, 2020.

APPROVED by me this 4th day of February, 2020.

Ord. No. ……
File No. ….

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

Ord. No. ……
File No. ….

# C E R T I F I C A T I O N

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number _____ duly passed and approved at a regular meeting of said Mayor and Council; held on the 4th day of February 2020, at which time ___ councilmembers were present and ___ councilmembers were absent.

Motion was made by Councilmember _____ and seconded by Councilmember _____ that the following Ordinance be passed and approved. Upon roll-call vote, ___ councilmembers voted AYE and _____ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

_____
CITY CLERK

(SEAL)

Prepared by:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

After recording, return to:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

Ord. No. ……
File No. ….

EXHIBIT "A"
LEGAL DESCRIPTION

THE EASTERLY 92 FEET OF THE WEST 3 ACRES (AS MEASURED AT RIGHT ANGLES TO THE EASTERLY LINE OF SAID 3 ACRES) OF THE FOLLOWING DESCRIBED TRACT OF LAND, BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID SOUTH LINE THEREOF 1,262.85 FEET TO AN INTERSECTION WITH THE EASTERLY LINE OF LAND HERETOFORE CONVEYED TO THE PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHERLY PARALLEL WITH THE 35 FEET EASTERLY FROM THE NORTH AND SOUTH QUARTER SECTION LINE, A DISTANCE OF 30.3 FEET TO THE NORTHEASTERLY LINE OF THE RIGHT OF WAY LINE OF SAID PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE 350 FEET, MORE OR LESS, TO THE NORTHERLY LINE OF THE PARCEL OF LAND HERETOFORE CONVEYED BY ANDREW J BERLIN TO THE STATE OF ILLINOIS FOR HIGHWAY PURPOSES; THENCE EASTERLY ALONG THE NORTHERLY LINE THEREOF, BEING ON A LINE FORMING AN ANGLE OF 33 DEGREES AND 06 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 521 FEET, THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 2 DEGREES AND 00 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 345.35 FEET; THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 3 DEGREES AND 11 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, BEING ALONG THE NORTHERLY LINE OF LAND THERETOFORE CONVEYED TO THE STATE OF ILLINOIS AND SAID LINE EXTENDED FOR A DISTANCE OF 105.6 FEET TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF SECTION 32; THENCE NORTH ON THE LAST DESCRIBED LINE, 4.57 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

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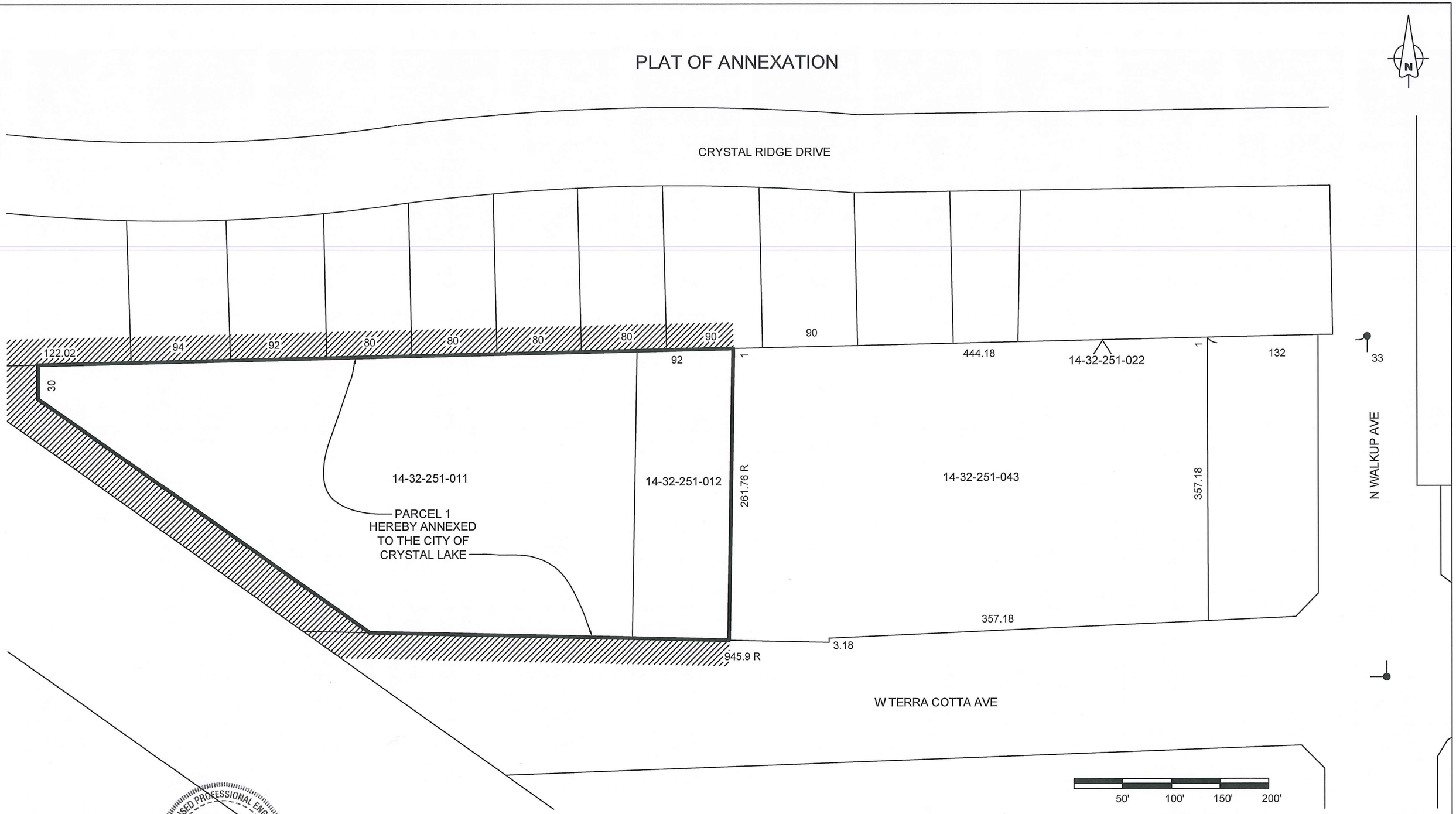
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PIN No: 14-32-251-012 & 14-32-152-011
Common Address: 100 WEST TERRA COTTA AVENUE

Ord. No. ……
File No. ….

EXHIBIT “B”
PLAT OF ANNEXATION

# PLAT OF ANNEXATION




APPROVED:

(REGISTERED PROFESSIONAL ENGINEER)

DATED: 1/21/2020

LICENSED PROFESSIONAL ENGINEER
ABIGAIL LYNN WILGREEN
062.060516
STATE OF ILLINOIS

| | |
|---|---|
| PREPARED BY: | |
| City of Crystal Lake<br>Community Development<br>100 West Woodstock St<br>Crystal Lake, Illinois 60014 | |
| DRAWN BY: | DD |
| CHECKED BY: | KC |
| COMPLETION DATE: | 01/17/2020 |

City of Crystal Lake Illinois

SHEET 1 OF 2

COMMONLY KNOWN AS 100 W. TERRA COTTA AVENUE PIN 14-32-251-012 & 14-32-152-011

THE EASTERLY 92 FEET OF THE WEST 3 ACRES (AS MEASURED AT RIGHT ANGLES TO THE EASTERLY LINE OF SAID 3 ACRES) OF THE FOLLOWING DESCRIBED TRACT OF LAND, BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID SOUTH LINE THEREOF 1,262.85 FEET TO AN INTERSECTION WITH THE EASTERLY LINE OF LAND HERETOFORE CONVEYED TO THE PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHERLY PARALLEL WITH THE 35 FEET EASTERLY FROM THE NORTH AND SOUTH QUARTER SECTION LINE, A DISTANCE OF 30.3 FEET TO THE NORTHEASTERLY LINE OF THE RIGHT OF WAY LINE OF SAID PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE 350 FEET, MORE OR LESS, TO THE NORTHERLY LINE OF THE PARCEL OF LAND HERETOFORE CONVEYED BY ANDREW J BERLIN TO THE STATE OF ILLINOIS FOR HIGHWAY PURPOSES; THENCE EASTERLY ALONG THE NORTHERLY LINE THEREOF, BEING ON A LINE FORMING AN ANGLE OF 33 DEGREES AND 06 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 521 FEET, THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 2 DEGREES AND 00 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 345.35 FEET; THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 3 DEGREES AND 11 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, BEING ALONG THE NORTHERLY LINE OF LAND THERETOFORE CONVEYED TO THE STATE OF ILLINOIS AND SAID LINE EXTENDED FOR A DISTANCE OF 105.6 FEET TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF SECTION 32; THENCE NORTH ON THE LAST DESCRIBED LINE, 4.57 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

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APPROVED:

_____

(REGISTERED PROFESSIONAL ENGINEER)

DATED:

_____

| | |
|---|---|
| PREPARED BY: | |
| City of Crystal Lake<br>Community Development<br>100 West Woodstock St<br>Crystal Lake, Illinois 60014 | |
| DRAWN BY: | DD |
| CHECKED BY: | KC |
| COMPLETION DATE: | 01/17/2020 |

City of Crystal Lake Illinois

SHEET 2 OF 2

Ord. No. ……
File No. ….

DRAFT

**The City of Crystal Lake Illinois**

# AN ORDINANCE ZONING CERTAIN PROPERTY "B-2" GENERAL COMMERCIAL AND "O-PUD" OFFICE PLANNED UNIT DEVELOPMENT DISTRICTS AND GRANTING A SPECIAL USE PERMIT AND VARIATIONS

WHEREAS, James B. Keelan Trust and Lorraine E. Keelan Trust (hereinafter, the "Owner") is the owner of property legally described in Exhibit A, attached hereto (hereinafter, the "Subject Property"); and

WHEREAS, pursuant to an application filed by the Owner, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 21, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on January 15, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed zoning of the Subject Property to "B-2" General Commercial and "O-PUD" Office Planned Unit Development Districts and granting of a Special Use Permit for a mini-storage facility, and Variations from Articles 2-300, 3-200, 4-200, 4-400, and 5-200 to comply with the approved site plan; and

WHEREAS, on January 15, 2020, 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 zoning of the Property be changed to "B-2" General Commercial and "O-PUD" Office Planned Unit Development Districts and granting of a Special Use Permit for a mini-storage facility, and Variations from Articles 2-300, 3-200, 4-200, 4-400, and 5-200 to comply with the approved site plan all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-00173, dated as of January 16, 2020; and

WHEREAS, the City Council of the City of Crystal Lake, pursuant to notice duly published on January 18, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 4, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed annexation of the subject property; and

WHEREAS, said territory has been duly annexed by ordinance to the City of Crystal Lake; and

WHEREAS, it is in the best interests of the City of Crystal Lake that a Special Use Permit for a mini-storage facility, and Variations from Articles 2-300, 3-200, 4-200, and 5-200 to comply with the approved site plan; and

WHEREAS, said territory is to be zoned "B-2" General Commercial and "O-PUD" Office Planned Unit Development; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the property legally described herein below be classified and zoned as indicated.

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

SECTION I: Recitals: The foregoing recitals are hereby incorporated by reference as though fully set forth herein.

SECTION II: That the Subject Property is hereby zoned and classified "B-2" General Commercial and "O-PUD" Office Planned Unit Development districts.

SECTION III: That a Special Use Permit for a mini-storage facility, and Variations from Articles 2-300, 3-200, 4-200, 4-400, and 5-200 to comply with the approved site plan are hereby granted for the Subject Property and are subject to the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (James B Keelan Trust and Lorraine E Keelan Trust, dated 10/14/19, received 10/14/19)

2. An Annexation Ordinance, by State Statute, classifies a property as Estate zoning and the intent of this request is to allow the previously approved zoning approvals to remain in effect and to correct McHenry County records.

3. The zoning approvals and related conditions of approval from Ordinances 3756 (File #94-64), 4070 (File #97-40), 5029 (File #97-65) and 5471 (File #5471) are all still valid.

SECTION IV: That the City Clerk 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 Special Use Permit, Variations and zoning classification of the above-described property in accordance with the provisions of this Ordinance, as provided by law.

SECTION V: 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. ….

AYES:

NAYS:

ABSENT:

PASSED this 4th day of February, 2020.

APPROVED by me this 4th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: February 4, 2020
Approved: February 4, 2020

**EXHIBIT A**

THE EASTERLY 92 FEET OF THE WEST 3 ACRES (AS MEASURED AT RIGHT ANGLES TO THE EASTERLY LINE OF SAID 3 ACRES) OF THE FOLLOWING DESCRIBED TRACT OF LAND, BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER AND A STRIP OFF THE NORTH SIDE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED BY BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION; THENCE NORTH ON THE EAST LINE THEREOF 275.1 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THE NORTH 31 ACRES OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE WESTERLY ON SAID SOUTH LINE THEREOF 1,262.85 FEET TO AN INTERSECTION WITH THE EASTERLY LINE OF LAND HERETOFORE CONVEYED TO THE PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHERLY PARALLEL WITH THE 35 FEET EASTERLY FROM THE NORTH AND SOUTH QUARTER SECTION LINE, A DISTANCE OF 30.3 FEET TO THE NORTHEASTERLY LINE OF THE RIGHT OF WAY LINE OF SAID PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE 350 FEET, MORE OR LESS, TO THE NORTHERLY LINE OF THE PARCEL OF LAND HERETOFORE CONVEYED BY ANDREW J BERLIN TO THE STATE OF ILLINOIS FOR HIGHWAY PURPOSES; THENCE EASTERLY ALONG THE NORTHERLY LINE THEREOF, BEING ON A LINE FORMING AN ANGLE OF 33 DEGREES AND 06 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 521 FEET, THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 2 DEGREES AND 00 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, A DISTANCE OF 345.35 FEET; THENCE EASTERLY ON A LINE FORMING AN ANGLE OF 3 DEGREES AND 11 MINUTES TO THE LEFT WITH A PROLONGATION OF THE LAST DESCRIBED LINE, BEING ALONG THE NORTHERLY LINE OF LAND THERETOFORE CONVEYED TO THE STATE OF ILLINOIS AND SAID LINE EXTENDED FOR A DISTANCE OF 105.6 FEET TO A POINT ON THE EAST LINE OF THE WEST HALF OF THE EAST HALF OF SECTION 32; THENCE NORTH ON THE LAST DESCRIBED LINE, 4.57 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

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PIN No: 14-32-251-012 & 14-32-152-011
Common Address: 100 WEST TERRA COTTA AVENUE

**Agenda Item No: 19**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Consultant Services Selection Approval for Engineering Services for the Municipal Complex Fuel Island Replacement Project

**Staff Recommendation:** Motion to award the proposal for Engineering Services for the Municipal Complex Fuel Island Project to the most qualified, responsible, and responsive proposer, Integrity Environmental Services, Inc. and adopt a Resolution authorizing the City Manager to execute an agreement with Integrity Environmental Services, Inc. in the amount of $35,230.00 and approve changes in scope by 10 percent of the original price.

**Staff Contact:** Michael Magnuson, Director of Public Works

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**Background:**
The City of Crystal Lake conducted an open solicitation (no prequalification) Request for Proposal (RFP) for Engineering Services to replace the existing Municipal Complex Fuel Island. Two proposals and one "no response" were received on January 17, 2020. Public Works staff evaluated and ranked the proposals based on qualifications, references and cost (see table below):

| Consultant | Proposed Cost |
|---|---|
| *Integrity Environmental Services, Inc.<br>Naperville, IL | $35,230.00 |
| Schmidt Engineering, Inc.<br>Wauconda, IL | $33,900.00 |

*Recommended Consultant

**Project Need and Description:**
The City's current fuel island and single walled underground storage tanks (USTs) located in the rear parking lot of the Municipal Complex are at the end of their service life. The fueling facility serves all City Departments, particularly Police, Fire/Rescue and Public Works. Access to fuel 24/7 including emergencies (extended winter storms, severe weather events, extended power outages) is necessary for the City to operate.

Since USTs are less desirable due to the potential for environmental risks and relatedly higher insurance rates, the new system will include Aboveground Storage Tanks (ASTs). The new fuel island project

includes a new concrete pad/base, two new 5,000 gallon double walled steel ASTs (one for gasoline and the other for diesel fuel), and two new 2 hose dispenser heads (one for gasoline and the other for diesel fuel). Additionally, the project will include all new double walled piping with interstitial monitoring (leak detection), electrical work and an optional fuel island canopy. The proposed facility will be located west of the Public Works garage and properly secured.

The consultant will provide a conceptual site plan, project engineering and design, preparation of bid documents, bidding assistance, contract administration, construction management and project close out services.

**Consultant Evaluation Process**

The Public Works Department followed the City's Purchasing Policy to secure a qualified vendor for this project. Public Works Department staff has reviewed the proposals. The qualifications criteria that were considered during the review were:

1. Proposal completeness
2. Firm's reputation and integrity
3. General experience and history of performance on similar projects
4. Current or past projects related to the scope of services
5. Understanding of the project
6. Adherence to the Project Scoping Summary
7. Experience of personnel, including industry certifications
8. Cost

In staff's opinion, Integrity Environmental Services, Inc. has the superior experience for this type of project. They provided nine (9) similar AST/UST projects for governmental agencies and referenced 24 other clients. They have provided similar service for the Village of Carol Stream, Village of Lisle, and the City of St. Charles. Specifically, Integrity Environmental Services, Inc. is providing UST system removal and AST installation project engineering and design for the Village of Carol Stream. Schmidt Engineering lacked required documentation and proof they have worked on similar projects. They referenced only two fueling facility projects (UST's) and both were for private sector clients. Schmidt Engineering provided no evidence of AST installation experience.

Integrity Environmental Services, Inc. specializes in AST and UST system installation, removal, and upgrade design and management, while Schmidt Engineering states their project experience ranges from very small homeowner decks to high-rise buildings, monuments and bridges. Schmidt Engineering also did not include project dates for their related list of projects as required in the RFP. Schmidt Engineering did not provide staff resumes as directed in the RFP. Integrity Environmental Services, Inc. provided a full list of resumes describing professional experience, certifications and licenses. Therefore, staff has determined Integrity Environmental Services, Inc. is the most qualified, responsible, and responsive proposer since they provided similar and comparable experience, had the superior proposal, and included the required documentation for project/staff experience.

**Recommendation:**

Based on a review of the firm's proposals, qualifications, experience and references, City staff recommends the selection of Integrity Environmental Services, Inc. for Engineering Services for the

Municipal Complex Fuel Island. City staff has received satisfactory reference checks for Integrity Environmental Services, Inc. as well.

Funding for the project is included in Budget for this year and has been included in the City's Capital Improvement Plans (CIP).

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

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 an agreement with Integrity Environmental Services, Inc. for engineering services for the Municipal Complex Fuel Island in the amount of $35,230.00 and approve changes in scope by 10 percent of the original price.

DATED this 4th day of February, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 4, 2020
APPROVED: February 4, 2020

**Agenda Item No: 20**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Consultant Selection Approval for the McCormick Park Area Water Main Upgrade Improvement Design Engineering.

**Staff Recommendation:** Motion to award the proposal for the McCormick Park Area Water Main Upgrade Improvement Design Engineering to the most qualified, responsible and responsive proposer, Fehr Graham, and adopt a Resolution authorizing the City Manager to execute an agreement with Fehr Graham, in the amount of $48,670.00 and approve changes in scope by 10 percent of the original price.

**Staff Contact:** Michael Magnuson, Director of Public Works

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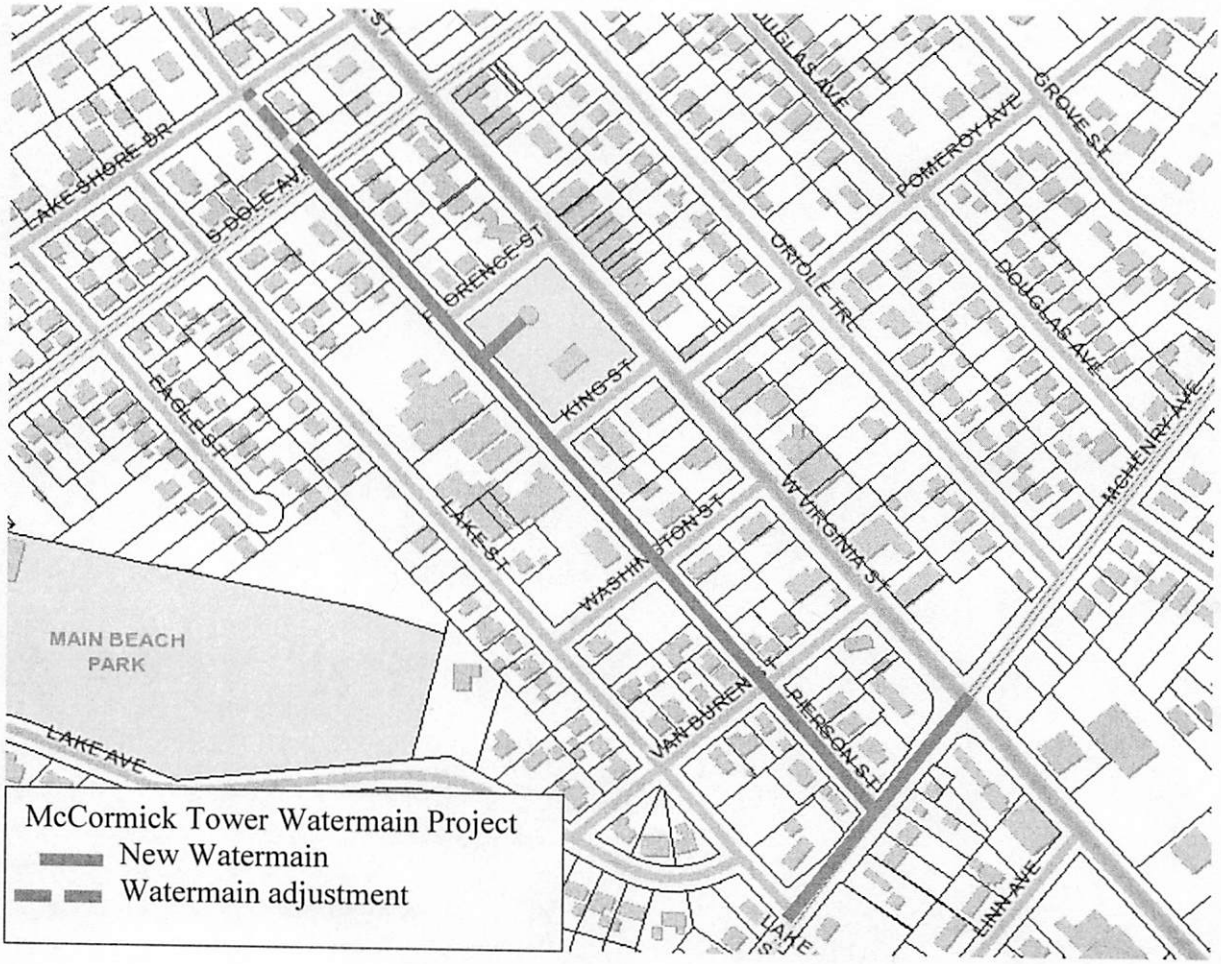
**Background:**
The McCormick Park area water main upgrade improvement project includes the installation of upsized water main along Pierson Street (Dole Avenue to McHenry Avenue) and McHenry Avenue (Route 14 to Lake Street) to improve the hydraulic connection to the McCormick Water Tower.

**Project Need**
The City operates four (4) elevated water tanks (towers). These water towers assist in maintaining adequate water pressure throughout our system. A loss in pressure below Illinois Environmental Protection Agency (IEPA) standards would result in the need for an area wide boil order.

The McCormick tower holds 250,000 gallons of water and is fed by a system of smaller 6-inch and 8-inch water mains. These smaller water mains are the supply link to the water tower, and they create a bottleneck when trying to fill the water tower during high water demand periods (summer) when water is leaving the tower at a faster rate than what can be replenished. This creates operational difficulties for Public Works staff trying to manage demand and pressure in the system. This tower services numerous businesses and residential areas. The City's other towers are fed with a system of larger mains that are 10-inch and 12-inch in diameter.

The 2015 water system master plan report recommended a larger 12-inch water main be installed to supply water to the McCormick elevated water tower. In addition to improving water flow to the tower, the larger main will improve fire-fighting capabilities, redundancy, and reliability. This project will also replace a section of watermain at the intersection of US Route 14 and McHenry Avenue that is in need of replacement (several recent watermain breaks in the last several years).

The new 12-inch water main is depicted below. It will be installed on Pierson Street, from Dole Avenue to McHenry Avenue, on McHenry Avenue, from Lake Street to US Route 14, and a segment tied to the McCormick elevated water tower. This work will also include abandoning a 4-inch water main on Pierson Street between Dole Avenue and Lake Shore Drive, installation of new watermain valves, and replacement of the City's portion of lead water service lines along the affected streets.




## Consultant Evaluation Process

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to qualified engineering firms and the City's standard advertising practices were followed. Through this notification process, the City received six proposals.

The proposals were reviewed based on the consultants' qualifications and the proposed cost. The qualifications criteria considered during the review were:

- Firm Experience
- Scope of Services
- Relevant Project Examples
- References

| Firm | *Fehr Graham | RHMG | V3 | CBBEL | CMT | B&W |
|---|---|---|---|---|---|---|
| Proposal Cost | $33,670.00 | $42,671.00 | $43,415.00 | $46,887.00 | $74,900.00 | $101,650.00 |
| Soil Testing Allowance | $15,000.00 | $15,000.00 | $15,000.00 | $15,000.00 | $15,000.00 | $15,000.00 |
| **Total** | **$48,670.00** | **$57,671.00** | **$58,415.00** | **$61,887.00** | **$89,900.00** | **$116,650.00** |

*Indicates the most qualified, responsible, responsive proposer

Of the six proposals received, Fehr Graham was deemed qualified and has the lowest overall cost, and is therefore the most qualified, responsive and responsible proposer. Fehr Graham is providing a knowledgeable project manager who has experience with projects similar. Additionally, City staff has worked with Fehr Graham on other projects. To date their performance was very satisfactory.

Based on the proposals received and the experience and qualifications noted, it is the recommendation to select Fehr Graham to perform the McCormick Park Area Water Main Upgrade improvement for Phase 2 Design Engineering.

The City has budgeted for this project.

**Votes Required to Pass:**
A 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 an agreement with Fehr Graham for the McCormick Park Area Water Main Upgrade improvement for Phase 2 Design Engineering in the amount of $48,670.00 and approve changes in scope by 10 percent of the original price.

DATED this 4th day of February, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: February 4, 2020
APPROVED: February 4, 2020

**Agenda Item No: 21**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Amending School Zone on McHenry Avenue

**Staff Recommendation:** Motion to approve an Ordinance Amending the School Zone on McHenry Avenue between Church Street and Paddock Street.

**Staff Contact:** Abigail Wilgreen, City Engineer

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## Background:

There is currently a School Zone Speed Limit of 20 MPH on McHenry Avenue that starts just north of the Paddock Street intersection and ends just south of Church Street. This school zone covers both Husmann Elementary School and the former Immanuel Lutheran Elementary School/Faith Lutheran High School and was established on April 19, 1960.

On January 7, 2020, the City Council approved the conversion of the former church and school buildings to apartments. Therefore, the existing school zone needs to be revised to only cover the portion of McHenry Avenue near Husmann Elementary.

The attached ordinance removes the portion around the former Immanuel Lutheran Elementary School/Faith Lutheran High School. The remaining school zone will start 225 feet north of the centerline of West Paddock Street and end at University Street and is approximately 850 feet long. This school zone will still protect students walking to and from Hussman School. The attached map shows the current and proposed school zone.

## Votes Required to Pass:

Simple majority vote.

**McHenry Avenue School Zone**

**Proposed Changes**



DRAFT

**The City of Crystal Lake Illinois**

# AN ORDINANCE AMENDING A SCHOOL ZONE ON MCHENRY AVENUE

WHEREAS, an ordinance passed by the City Council on April 19, 1960 established School Zones around the City adjacent to schools at that time; and

WHEREAS, this ordinance established a School Zone on McHenry Avenue between approximately Church Street and West Paddock Street which protected students walking to both Husmann Elementary School and Immanuel Lutheran Elementary School; and

WHEREAS, the former Immanuel Lutheran Elementary School building at 174 McHenry Avenue will no longer be used as a school; and

WHEREAS, the School Zone immediately adjacent to the former Immanuel Lutheran Elementary School is no longer necessary; and

WHEREAS, 625 ILCS 5/11-605 grants the City authority to establish a School Zone on any public thoroughfare where children pass going to and from school; and

WHEREAS, establishing a School Zone on a public thoroughfare sets a speed limit of 20 miles per hour on school days between 7:00 AM and 4:00 PM when children are present.

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

SECTION I: That any ordinance, or part thereof, establishing a School Zone speed limit on McHenry Avenue that starts north of the West Paddock Street intersection and ends south Church Street be repealed.

SECTION II: That a School Zone be established on McHenry Avenue between University Street and 225 feet north of the centerline of West Paddock Street.

SECTION III: That suitable signs and markers shall be erected.

SECTION IV: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION VI: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**DATED** at Crystal Lake, Illinois, this 4th day of February, 2020.

APPROVED:

_____

MAYOR

SEAL

ATTEST:

_____

CITY CLERK

PASSED: February 4, 2020

APPROVED: February 4, 2020

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

**Agenda Item No: 22**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Fire Rescue Automatic Aid Agreement

**Staff Recommendation:** Motion to adopt a Resolution authorizing the City Manager to execute an agreement with the Huntley Fire Protection District for automatic aid at structure fires and automatic fire alarms with smoke reported in the structure.

**Staff Contact:** Paul DeRaedt, Fire Rescue Chief

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**Background:**
The Fire Rescue Department has been in discussions with the Huntley Fire Protection District, at their request, regarding the possibility of entering into an automatic aid agreement for structure fires and automatic fire alarms with smoke reported in the structure. Each agency was able to identify a specific need based upon previous structure fire incidents in each jurisdiction.

While the City currently has mutual aid agreements, automatic aid differs from mutual aid in that automatic aid units are dispatched at the same time as the effected agency is dispatched to the incident. Under mutual aid, such as the Mutual Aid Box Alarm System (MABAS), mutual aid units are dispatched only at the request of the effected agency, usually after the effected agency arrives on scene and confirms a structure fire.

The Fire Rescue Department currently has automatic aid agreements with McHenry, Algonquin/LITH, and Nunda Rural Fire Protection Districts. Each agreement for automatic aid is for structure fires and automatic fire alarms with smoke reported in the structure. Each agency provides the same response to each other with the exception of the Nunda Rural agreement where Crystal Lake responds with a pumper to Nunda, and Nunda responds with a tender to Crystal Lake in areas without fire hydrants. Each agreement was prepared by the City for continuity.

The Crystal Lake Fire Rescue Department is looking to create an automatic aid agreement with the Huntley Fire Protection District (HFPD). Each agency would provide the other the following resources upon request:

Crystal Lake Fire Rescue would respond to HFPD with a ladder truck for all structure fires or reports of smoke in a building from a line north of Main Street in Huntley's response district.

HFPD would respond to Crystal Lake with an ambulance for all structure fires or reports of smoke in a building for all areas of Crystal Lake's response district.

This agreement provides mutual benefit to both agencies through immediate fire ground support based upon each agency's needs. Crystal Lake would only be responding to the northern half of Huntley's response area and Huntley would be responding to all of Crystal Lake's response area. HFPD and Crystal Lake have contiguous boundaries which allow for a prompt response. This agreement closely matches the existing agreements with McHenry, Algonquin/LITH, and Nunda Rural fire departments.

The City's special legal counsel David Pardys and the City's risk management agency, IRMA, have reviewed the agreement.

**Recommendation:**

Approve a motion to direct the City Manager to enter into an agreement with the Huntley Fire Protection District for the purpose of providing automatic aid.

**Votes Required to Pass:**

Simple majority

DRAFT

# RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the agreement between the City of Crystal Lake and Huntley Fire Protection District for automatic aid.

Dated this 4th day of February 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: February 4, 2020

APPROVED: February 4, 2020

**Agenda Item No: 23**

# City Council
# Agenda Supplement

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**Meeting Date:** February 4, 2020

**Item:** Economic Development Committee Appointment/Designation

**Mayor's Recommendation:** Move to approve the nomination of Philip Fritsche as the member of the Economic Development Committee nominated by the Crystal Lake Chamber of Commerce.

**Contact:** Aaron T. Shepley, Mayor

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**Background:**
The Economic Development Committee (EDC) consists of nine (9) voting members, one nominated by the Chamber of Commerce, one nominated by the Main Street program, and seven at-large members. The members are subject to the approval by a majority vote of the Mayor and City Council of the City of Crystal Lake.

As the City Council is aware, Philip Fritsche was recently hired as the new President and CEO of the Crystal Lake Chamber of Commerce. As such, Mr. Fritsche is requesting to become the new EDC member nominated by the Chamber of Commerce.

Appointments to the Economic Development Committee are nominated and confirmed by the Mayor and City Council.

Should the Council have any questions, please contact Mayor Shepley.

**Votes Required to Pass:** Simple majority