CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 6, 2020
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – September 15, 2020 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. **Acting Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**

10. **Special Event Request - Pumpkin Carving Contest "Pumpkins on Parade" – Ms. Bossy Boots, 23 N. Williams Street, October 22-25, 2020**

11. **Special Event Request – Festival of Lights Parade, Parking Restrictions, and Fee Waiver – Downtown Crystal Lake, Friday, November 27, 2020**

12. **110 W. Woodstock Street – Rezoning Request from M-L to M-L Planned Unit Development**

13. **Liquor License Ordinance Amendments**

14. **Ordinance Amending Articles 2, 4, 5, 9, and 10 and Appendix sections A-400, A-600 and A-1600 for text changes to the Unified Development Ordinance (UDO)**

15. **Overview of the McHenry County Division of Transportation Ackman Road Feasibility Study – Discussion Only**

16. **Update for the Transit Oriented Development (TOD) Plan around the Crystal Lake and Pingree Road Metra Stations – Discussion Only**

17. **Bid Award – Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project Contract**

18. **Bid Award – Well #8 Maintenance and Rehabilitation Contract**

19. **Bid Award – Sewer Lining Services Contract**

20. Board and Commission Reappointments – Economic Development Committee

21. Council Inquiries and Requests

22. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel

23. Reconvene to Regular Session

24. Adjourn

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

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Pumpkin Carving Contest "Pumpkins on Parade" Special Event Request

City Council Discretion: a) Motion to approve the Special Event for the Ms. Bossy Boots Pumpkin Carving Contest, pursuant to the recommendations staff conditions.
b) Motion to deny the request.

Staff Contact: Michelle Rentzsch, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:

The applicant has applied for a Special Event Permit to sponsor a Pumpkin Carving Contest. Administrative approval to display up to 100 pumpkins directly in front of the store, on private property, has already been granted. However, to encourage as much participation as possible, the applicant is requesting approval to display an additional 320 pumpkins on the City's sidewalk or other public property. The event is scheduled for the long weekend of October 22, 2020 through October 25, 2020.

Display racks would be set up at the following locations:

A) The brick bump out area in front of 21 N. Williams Street, between the public benches.
B) The public right-of-way plaza area in the Brink Street Market.
C) The four corners of Williams and Brink Streets.
D) The southeast corner of Woodstock and Williams Street.
E) The three City signboard locations in the Downtown.

Similar to the business-sponsored Scarecrow Decorating Contest at Johnny Appleseed, this would be another way to invite community participation, showcase the creative decorations, attract shoppers and diners to the Downtown, and add to the overall holiday decorations for the area. The event is scheduled for the weekend of October 22, 2020 through October 25, 2020. The Downtown Association is aware of this planned activity and has no concerns with the request.

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

1. The approval is valid from October 22, 2020 through October 25, 2020.
2. The guidelines from the Governor's Restore Illinois Plan must be met.
3. Tents/Canopies must meet the requirements, as provided in the handout.
4. Inspections from the Fire Rescue Department may be completed.
5. Based on the demand for display space, the display areas along Williams Street must be implemented first, with the more remote locations by the sign boards utilized only if needed.
6. Pedestrian ways or fire lanes cannot be obstructed.
7. Fire hydrants must remain unobstructed.
8. A hold harmless indemnity agreement must be completed and submitted to the City by October 19, 2020.
9. Any debris created from the displays must be cleaned up on a continuous basis by the applicant, the display shelving must be removed by October 26, 2020, and any damage to property from the pumpkins are the responsibility of the applicant.

The applicant has been made aware of these recommended conditions and advised to attend the October 6, 2020 City Council meeting to answer any questions.

Votes Required to Pass:

A simple majority vote.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Festival of Lights Parade Special Event Request, Parking Restrictions, and Fee Waiver

Staff Recommendation: Motion to approve the 2020 Festival of Lights Parade to be held on Friday, November 27, 2020, as requested, subject to the staff conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees ($1,837.50).

Staff Contact: Michelle Rentzsch, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:

Downtown Crystal Lake is requesting approval to hold the annual Festival of Lights Parade on Friday, November 27, 2020 at 6:30 p.m. in Downtown Crystal Lake. As they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

Due to the COVID-19 pandemic, the parade this year will be a "Drive Thru" with the lighted floats, vehicles, and bands lined up on each side of Williams Street in the parking spaces. The spectators will line up in their personal vehicles at the Downtown train station parking lot and be directed to exit the lot at the intersection of Woodstock Street and Williams Street to drive down Williams Street to admire the lighted floats and displays before exiting onto Crystal Lake Avenue. Santa's float will be at the end of Williams Street, near the Downtown holiday tree. A map of the parade route has been attached to this agenda supplement.

The Downtown Association is requesting to close Williams Street between Woodstock Street and Crystal Lake Avenue from 6:00 p.m. for the parade route, and will open the street when the route clears at about 9:00 p.m..

In addition, the Downtown Crystal Lake organization is requesting to prohibit parking temporarily along both sides of Williams Street between Woodstock Street and Crystal Lake Avenue from 3:30 p.m. until the end of the parade at approximately 9:00 p.m.

The Crystal Lake Police Department will place "NO PARKING AFTER 3:30 P.M. BY POLICE ORDER" signs along Williams Street. The Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street and Woodstock Street.

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

1) This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
2) The Downtown Crystal Lake organization must coordinate with the Crystal Lake Police and Public Works Departments regarding staffing, signage, and other needs for the parade.
3) Traffic will be restricted at the following locations during the parade:
    a. Woodstock Street at Grant Street – No eastbound traffic,
    b. Woodstock Street at Main Street – No westbound traffic, and
    c. Williams Street at Brink Street – both directions.
4) Police Officers will be stationed at the following locations to direct traffic:
    a. Woodstock Street and Minnie Street, the entrance to vehicle queue,
    b. Woodstock Street and Grant Street,
    c. Woodstock Street and Main Street,
    d. Williams Street and Crystal Lake Avenue, and
    e. Crystal Lake Avenue and Walkup Avenue.
5) City-owned barricades and parking cones will be used by the petitioner to block both sides of Williams Street at Brink Street. The petitioner must complete and submit a Barricade Borrowing Application.
6) If tents or canopies will be used, the petitioner must contact the Fire Rescue Department for further review, and must meet the criteria contained in the Tent and Canopy handout.
7) Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event.
8) Emergency vehicle access must be maintained throughout the event. Items should not be placed in front of fire hydrants, fire department connections, and entrances to each building along the parade route. Volunteers should be available to remove barricades to allow emergency vehicles on the roadway if necessary.
9) All electrical equipment and wiring must comply with the Codes and Ordinances adopted by the City of Crystal Lake.
10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $1,837.50 based on the traffic control needs. In previous years, Downtown Main Street has not

been charged for the Police Officers. The Downtown Main Street has requested that the Police Department chargeback be waived.

The applicant has been made aware of these recommended conditions and advised to attend the October 6, 2020 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Rezoning request from M-L to M-L Planned Unit Development

Petitioner: Craig Krandel, Petitioner
110 W. Woodstock Street

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance granting the Rezoning at 110 W. Woodstock Street.

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

Background

- The owner has a stand-alone tenant interested in the storage building. In order to allow the tenant to occupy this space, a Planned Unit Development overlay needs to be put on the property to allow two principal structures on a zoning lot.

Request

- Rezoning to place the PUD overlay on the property.

PZC Highlights

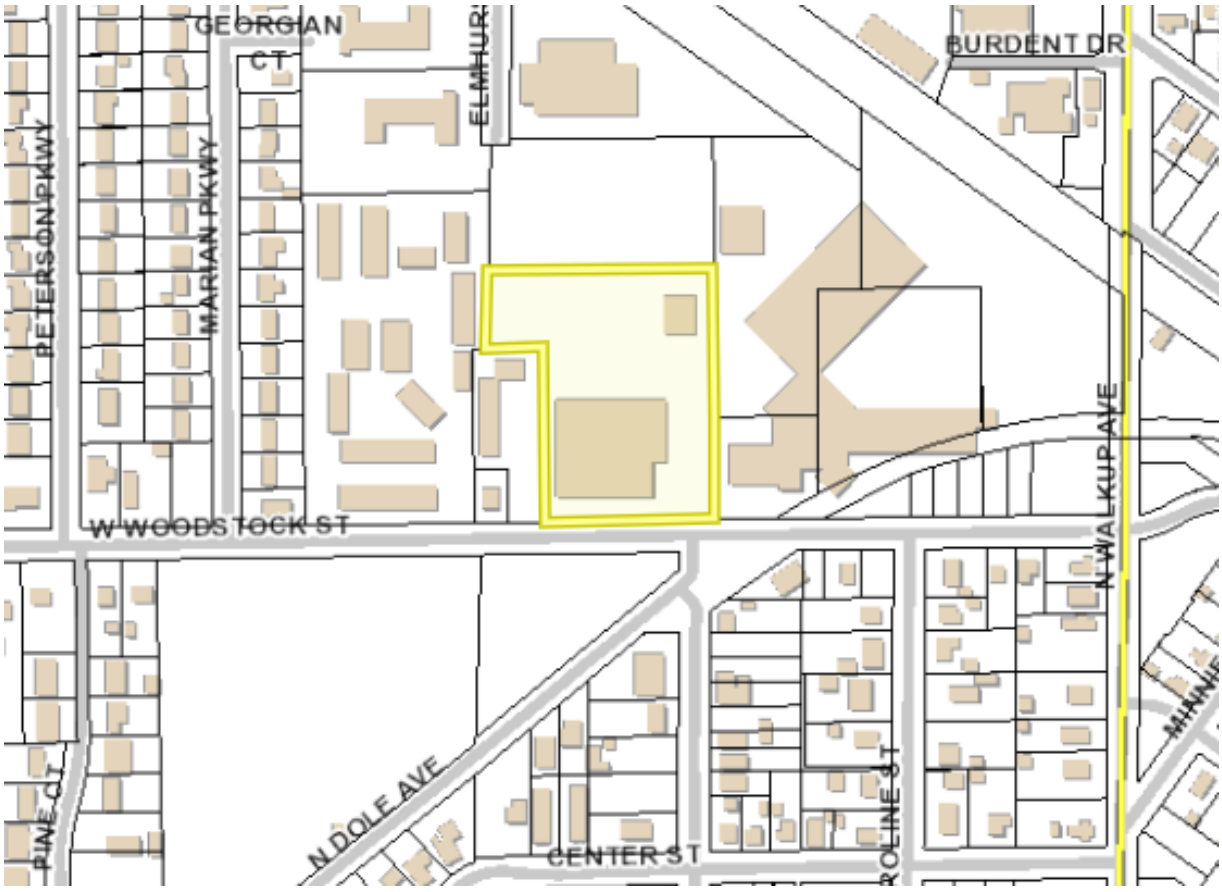
- The PZC understood the request and thought the PUD would give them additional control over changes to the site in the future.
- The PZC found that the site was unique and met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request.

Votes Required to Pass: A simple majority vote

PIQ Map
110 West Woodstock Street





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Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING REZONING TO M-L PLANNED UNIT DEVELOPMENT AT 110 W. WOODSTOCK STREET

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-111) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a rezoning from M-L Manufacturing Limited to M-L PUD Manufacturing Limited Planned Unit Development at 110 W. Woodstock Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on September 1, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on September 16, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed rezoning; and

WHEREAS, on September 16, 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 rezoning be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the rezoning be issued as requested in said Petition.

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

Section I: That the rezoning to M-L Planned Unit Development be granted for the property commonly known as 110 W. Woodstock Street (14-32-402-016), Crystal Lake, Illinois.

Section II: That the City Clerk be and is hereby directed to amend the Official Zoning Map and all pertinent records of the City of Crystal Lake to show the issuance of the rezoning in accordance with the provisions of this Ordinance, as provided by law.

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Ord. No.
File No.

Section III: 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 6th day of October, 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, Acting Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: October 6, 2020
Approved: October 6, 2020

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date:	October 6, 2020
Item:	Liquor License Ordinance Amendments
Staff Recommendation:	Motion to adopt an Ordinance amending Chapter 248 and Chapter 329 of the City Code, regarding Liquor Licenses.
Staff Contact:	Eric T. Helm, Deputy City Manager

Background:
Chapter 329 of the City Code governs liquor licensing and provides the criteria and process for the issuance of liquor licenses to retailers, restaurants and bars. This agenda supplement outlines various proposed changes to this chapter of the City Code. A change is also proposed to City Code Chapter 248, Fines, in order to correspond to the proposed changes in Chapter 329. These changes are proposed to update the Code and streamline the requirements for current license holders and future applicants.

Most of the proposed changes are administrative and have no impact on the license holder; however, two changes are notable and will impact license holders and future applications. These are summarized below.

1. **Non-resident liquor license holders shall designate an on premises "manager", instead of a Crystal Lake resident "registered agent".** Currently, corporations, limited liability companies, or clubs without a Crystal Lake resident owner must have a designated "registered agent" who is a resident of Crystal Lake. A resident registered agent provides the City with an individual that can be readily served with legal documents related to the liquor license. This is especially important for large corporations that have national headquarters situated outside of the City or State. Under the current requirements, a registered agent can be any resident, even those not affiliated with the liquor license holder's operation. A registered agent that is not affiliated with the license holder could make the service of legal documents difficult.

   In order to remedy this situation, the proposed change requires that all liquor license holder designate a "manager". The manager is *"a person designated by the licensee who is directly in control of the day-to-day operations of the business operated upon the licensed premises"*. As opposed to a registered agent, the manager is required to be directly involved in the liquor license holder's operation; but, is not required to be a resident of Crystal Lake.

This will be more convenient for the liquor license holder since the restaurant/bar/store manager can act at the "manager" on file with the license application. Also, it will help the City serve necessary legal documents and notices, since the manager works at the license premises and is familiar with the license holder's operations.

2. **Beverage Alcohol Servers and Servers Education and Training (BASSET) verification.** Per State Law, employees of retailers, restaurants and bars must have certification of having completed BASSET training in order to serve, vend alcoholic beverages, or check identification relating to such services or sales. This course trains individuals on how to legally serve alcohol.

   City staff is proposing three license holder requirements that will improve the enforcement of the State BASSET laws:

   a. License holders shall at all times, have on premises a copy on the BASSET certification of all employees who will serve or sell alcoholic beverages or check identification, for inspection by the City. Currently, the City Code only requires that liquor license owners or managers to provide proof of BASSET certification at the time of the license application. Recent changes to State law now requires that all servers and employees who serve, vend, or check identification have BASSET certification. Due to the expanded list of employees that must be certified, it would be impractical for the license holder to submit, and the City to collect and maintain, an accurate file of all certifications. In order to assist the City in enforcing BASSET requirements, the license holder will need to have certifications available for reasonable inspection by the City on the licensed premises.
   b. New employees shall complete the BASSET course within 90 days of beginning their employment. This is consistent with a recommendation of the State and within the mandate under the Illinois Liquor Control Act.
   c. New employees without a certification (within the first 90 days of employment) shall be under the supervision of another BASSET certified employee prior to the new employee receiving the BASSET certification. This is important to ensure that the new employee receives the proper supervision prior to receiving the BASSET certification.

The information on the following pages of this agenda supplement detail each change and the impact of the change.

Reference to the Liquor Control Commission

The liquor code currently references a "Liquor Control Commission" (Section 329-3(A) and Section 329-4 (O)). A "Liquor Control Commission" is not a Commission that is established through any other section of the City Code, nor is it required by State law. It is proposed that this reference is eliminated and replaced by the "Liquor Control Commissioner", which is the Mayor **(Section 329-27).**

Section 329-1 – Definitions.

Proposed Change	*Explanation*	*Impact*
Definitions Added	Define "bar". Currently, this term is not defined. This definition is consistent with the City's video gaming code and is referenced several times in Chapter 329.	Clarification; no impact.
	Define "premises". Currently, this term is not defined, but used in the code to specify the location where the sale or consumption of alcohol is allowed.	Clarification; no impact.
	Define "manager". This is a new definition. All liquor license holders will need to designate a manager on their liquor license application. The designation of a manager will allow the City to contact and serve notices on an individual involved in the day-to-day operations of the business.	Each liquor license holder will need to have a designated manager.
	Define "sports facility". Currently, this term is not defined, but the class 18 liquor license allows for the retail sale of alcoholic liquor for consumption on the premises in a "sports facility".	Clarification; no impact.

Section 329-2 – License Required
No changes recommended.

Section 329-3 - Applications

Proposed Change	*Explanation*	*Impact*
Section (A) (1)	This change would eliminate the term "copartnership", since this is not a legal entity. Also, limited liability corporations will be included as a form of business who may apply for a liquor license. Finally, a reasonable ownership interest was added to determine when an owner needs to be placed on the application. This is consistent with the State liquor license application.	Clarification; no impact.
Section (A) (11)	This change would require that all liquor license holders identify a manager on their application. This person would be authorized to receive City notices and be in direct control of the day-to-day operations.	Each liquor license holder will need to have a designated manager and inform the City of any change to the designated manager.
Section (B)	In the last several years, the State passed a new Beverage Alcohol Sellers/Servers Education and Training (BASSET) law. The State Liquor Control Act requires all servers and those checking customer identification to take BASSET every three years. The	License holders are required to have a copy of current BASSET certifications available at the licensed premises for City

	proposed changes reflect recent changes to State law. The City is eliminating the need for the business to submit proof of BASSET certification with the application. With frequent changes to shift manager, servers and other employees, it is impractical to require the license holder to provide the City proof of BASSET certification at the initial application and throughout the year. Proof of certification still must be available for inspection by the City at the licensed premises.	inspection.
Section (C)	Changes to this section clarify when the $300 application fee is due. There is no increase in this fee. In addition the language regarding the $50 background check fee is moved to the subsection concerning background checks. This fee is only applicable when the applicant requests that the City perform a background check. If the license applicant uses another agency to perform the background check, the applicant would pay the agency directly.	Clarification; no impact. The application fee and background check fee will not change.
Section (D)	The proposed language will establish clear guidelines on the requirements for background checks. In addition, new language has been created to comply with Illinois State Police regulations pertaining to the method by which background checks are completed. Also, designated managers will need to have a background check.	Clarification; no impact.
Section (E)	This section clarifies the City's requirements for the collection of license fees. This language was contained in section 329-5 (V)(4), but should be relocated to this section to apply to all liquor classifications.	Clarification; no impact.

Section 329-4 - Restrictions on issuance of Licenses

Proposed Change	*Explanation*	*Impact*
	Throughout this article, the term "person" is replaced with the term "applicant". The term "applicant" better describes the entity that applies for the license.	Clarification; no impact.
	Throughout this article, it is proposed to eliminate the term "copartnership", since this is not a legal entity.	Clarification; no impact.
Section (A)	State law requires that individuals (and partnerships), otherwise known as "sole proprietorship", must be residents of the community in which they hold a liquor license.	Clarification; no impact. Corporations, limited liability corporations and clubs with non-resident owners are allowed to apply for a liquor license.

Section (C)	The proposed change modifies the requirement that a license holder be a citizen of the United States of America. Per the City's legal counsel recommendation, the language in this section should be updated to reflect recent changes to the Illinois Liquor Control Act.	Applicants who are not citizens will be allowed to apply for a liquor license; however, applicants will need to verify legal status prior to receiving a liquor license.
Section (I) through Section (T)	Various formatting changes were made to clarify which entities are allowed to receive a liquor license.	Clarification; no impact.
Previous Section (U)	Deleted. This section is deleted since the language is unnecessary and already included in previous sections.	Clarification; no impact.
Previous Section (V)	Deleted. This language is redundant and already included in previous sections.	Clarification; no impact.

Section 329-5 (V)(4) – License classifications; fees

Proposed Change	*Explanation*	*Impact*
Relocation of Language to Section 329-3 (E)	This section allows license holder to pay their annual liquor license fee in two installments. This is applicable to all license holders, but is currently located in the section that relates only to Class 22 liquor licenses. It should be relocated so that it is applicable to all license classifications.	Clarification; no impact.

Section 329-7 - Bond

Proposed Change	*Explanation*	*Impact*
	Bonds shall not be required for licenses that are temporary (i.e. those issued for special events). The language clarifies this stipulation.	Clarification; no impact.

Section 329–8 - Insurance Required through **Section 329-15 – Sanitary Conditions**
No changes recommended.

Section 329-16 – Employees

Proposed Change	*Explanation*	*Impact*
Relocation of language to Section 329-3 (B)	This section references BASSET training for employees. It has been relocated to section 329-3 (B).	Clarification; no impact.

Section 329–17 – Location Restrictions
No changes recommended.

Section 329-18 – Restricted Areas

Proposed Change	*Explanation*	*Impact*
Elimination of this section	It is proposed that this section be deleted since the Unified Development Ordinance, Chapter 650, Section 2-300 Permitted Uses Table, outlines the appropriate locations for Food and Beverage Stores and Food Service and Drinking places.	Clarification; no impact.

Section 329-19 – Sales Prohibited through **Section 329-22 – Revocation of licenses for gambling offenses**
No changes recommended.

Section 329-23 - License Revocation Hearings

Proposed Change	*Explanation*	*Impact*
Section (C)	The current language requires that a public hearing occur prior to the issuance of a fine or suspension of a license. The new language allows for actions by the Liquor Commissioner pursuant to a stipulated order, without the requirement for a public hearing.	Clarification; no impact. The use of a stipulated order has already been utilized to settle license violations.

Section 329-24 - Use of premises one year after license revocation through Section 329-27 Liquor Control Commissioner
No changes recommended.

Section 329-28 – Abandonment

Proposed Change	*Explanation*	*Impact*
Allows for automatic renovation of liquor license if business is discontinued.	This is a new section. It defines the process by which licenses will be revoked if the license holder discontinues their operations. This will allow the Liquor Commissioner to revoke license that are no longer necessary.	No impact

Section 329-29 – Penalty
Penalty section was previously Article 28 and it proposed that it is renumbered as Article 29.

Chapter 248 – Fines

Chapter 248 of the City Code lists an amount for a fine if liquor license holders fails to report a change to a registered agent or internal change of ownership. The below change is proposed to Chapter 248 to correspond with the changes that are proposed to Chapter 329. *There is no change to the fine amount.*

The change has no impact to the license holder and is shown below:

329-3C	Liquor license holder's failure to report change of a ~~registered agent~~ **manager** or internal change of ownership within 30 days.	$300	$300

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Ordinance #:
File #:

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE PERTAINING TO THE AMENDMENT OF CHAPTER 248 AND CHAPTER 329.

WHEREAS, the City of Crystal Lake, (the "City") is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City's home rule powers; and

WHEREAS, it is in the best interest of the City of Crystal Lake to amend certain language in Chapter 329 of the City Code relating to liquor licensing, including but not limited to modifying application requirements, amending Chapter 329 to reflect changes in the Illinois Liquor Control Act of 1934, clarifying definitions for the purposes of liquor licensing, and to further make changes to Chapter 248 related to Fines; and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend Chapter 248 and 329 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE:

SECTION I: Recitals.

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: Method of Amendments: As used in this ordinance, strikethroughs represent deletions, bold letters represent additions. Items within brackets are explanatory, only, and are not intended to be included within the text of the City Code.

SECTION III: **Amendments to Section 329-1 (Definitions)**

Section 329-1 of the City Code of Ordinances is hereby amended as follows

BAR
A business establishment, holding a liquor license issued pursuant to Chapter 329 of this Code, in which the principal business is the sale of alcoholic liquors for consumption on the premises and may include the incidental sale of food for consumption on the premises.
MANAGER

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A person designated by the licensee who is directly in control of the day-to-day operations of the business operated upon the licensed premises. The Manager shall be authorized by the licensee to accept service of all notices, including but not limited to notices of violation and notices of hearing.

PREMISES
Except as otherwise provided in this Chapter, premises shall mean the interior of the building or structure within or upon which the licensee is licensed to conduct their business.

SPORTS FACILITY
Any building or site that has as its principal purpose the operation of a facility for participatory sporting events.

SECTION IV: **Amendments and Additions to Section 329-3 (Applications)**

Section 329-3 of the City Code of Ordinances is hereby amended as follows:

A. Applications for such licenses shall be made to the Local Liquor ~~Control Commission~~ **Commissioner** in writing, signed by the applicant, or corporation, verified by oath or affidavit, and shall contain the following information and statements:

(1) The name, age and address of the applicant in the case of an individual; in the case of a ~~co~~**partnership**, the persons entitled to share in the profits thereof, and in the case of a corporation for profit, **limited liability company or limited liability partnership,** or a club, the date of incorporation **or formation,** the objects for which it was organized, the names and addresses of the officers, **managers,** and/or directors, **and any shareholder and or LLC member holding a 5% or greater ownership interest in such entity.** ~~owned by one person or his/her nominees, the name and address of such person.~~

(11) The name, age, address and telephone number of a manager, as defined in this chapter, who will be in direct day-to-day control of the establishment for which the license is sought along with a statement executed by the applicant authorizing such manager to accept on behalf of the applicant, all notices, including but not limited to notices of violations or notices of hearing. In the event that a license is issued to the applicant, the applicant shall be responsible to promptly update the City with the current name address and telephone number of such manager and any future change of manager. Designation of the manager as a person upon whom notices may be served does not, in any manner, limit the authority of the City and/or the Liquor Commissioner to serve notices upon any other person or company who may otherwise be authorized by law to be served with legal notices on behalf of a licensee.

B. ~~Each license holder or manager shall show proof of certification to Beverage Alcohol Sellers and Servers Education and Training (BASSET) conducted by Corporate Health Resources, Oak Park, Illinois, or by any other business offering such certification.~~ **For the purposes of this ordinance, all Liquor License holders must comply with the provisions of the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 *et. seq.*), including but not limited to the provisions of 235 ILCS 5/6-27.1 with respect to certification of individuals for completion**

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of training by a licensed Beverage Alcohol Sellers and Servers Education and Training (BASSET) provider and shall comply with each of the following:

(1) Each Licensee shall at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provider licensed by the Illinois Liquor Control Commission, to all servers at the licensed premises as well as all managers and persons checking identification at the licensed establishment.

(2) Except as otherwise provided herein, no licensee, manager or other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such licensee, manager or other employee possesses a current certification of completion of BASSET training from a BASSET training provider licensed by the Illinois Liquor Control Commission.

(3) Employees hired by licensed establishments after passage of this ordinance shall obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within ninety (90) days of beginning such employment, and until certified, shall not serve, vend or check identification for alcoholic beverages except under the supervision of a BASSET certified manager or employee of the licensed establishment.

(4) The requirements of this section 329-3(B) shall not apply to a special event for which a Class 16, 19 or 20 liquor license that has been issued.

C. ~~All such applications shall be accompanied by a nonrefundable fee in the amount of $300 to cover administrative costs. An additional fee of $50 shall be paid for each individual or authorized agent for whom a background investigation must be conducted.~~ A fee of $300**, to cover administrative costs,** shall be paid **for the initial application or change in classification for a liquor license, or** upon any change in ownership or interest of any corporation, partnership, ~~copartnership~~, limited-liability company or other entity holding a liquor license which would result in a change of ownership interest of 5% or more of the entity's ownership~~; and $50 for a background investigation to be conducted for the change in registered agent.~~ There shall be imposed a fine as set forth in Chapter 248, Fines, for failure to report the change of a ~~registered agent~~ manager or the internal change of ownership within 30 days. Application fees are in addition to the annual license fee.

Section 329-3 of the City Code of Ordinances is hereby further amended by adding Section 329 (D) and 329(E), which shall read as follows:

D. Background checks shall be made for all persons required by this Chapter to be listed on the application for license. For the purposes of this ordinance, all Liquor License holders must comply with the following procedures for obtaining the necessary background investigations. All new applicants must submit Federal and State background investigations for all listed owners and managers. In the event of a change to the listed owners and/or managers, background checks shall be required for all such newly designated individuals.

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(a) For applicants residing within the corporate limits of the City of Crystal Lake, a fee of $50, payable to the City of Crystal Lake, shall be made, per applicant. The applicant shall contact the Crystal Lake Police Department to complete their background investigation.

(b) For applicants living in the State of Illinois, but outside the corporate limits of the City of Crystal Lake, the applicant is required to apply for a background check at an Illinois State Police approved LiveScan vendor. All fees for such background check shall be paid directly to the vendor that performs the background check.

(c) For applicants living outside of the State of Illinois, applicants must comply with Illinois State Police requirements for background investigations. All fees will be paid directly to the agency providing the background investigation.

E. The annual license fee and any applicable supplemental license fees, for the first licensed year, as set forth in this chapter, shall be prorated from the month of issuance to the last month of the first license year. The prorated amount for the applicable license fee and/or supplemental license fee for the first licensed year shall be paid, in full, at the time of issuance of such license. All persons making application for a license renewal, including the renewal of a supplemental license, shall either pay the balance in full at the time such renewal, or may elect to pay 1/2 of the fees due at the time of renewal of such license or supplemental license and the balance of such fee by not later than December first of the year in which the license or supplemental license is renewed. Failure to pay the license fee or any portion thereof shall result in the immediate revocation of the license. All persons requesting a Class 16, 19, or 20 license shall be required to pay the full amount of the license fee at the time of application. In the event an application is not accepted, the license fee shall be refunded.

SECTION V: **Amendments to Section 329-4 (Restrictions on issuance of licenses)**

Section 329-4 of the City Code of Ordinances is hereby amended as follows:

No such license shall be issued to:
A. **An applicant** ~~person~~ who is not a resident of the City **(applicable only to sole proprietorships).**
B. A**n applicant** ~~person~~ who is not of good character and reputation in the City.
C. **A person who is not a citizen of the United States and who is unable to present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.** ~~A person who is not a citizen of the United States.~~
D. A**n applicant** ~~person~~ who has been convicted of a felony under any federal or state law.
E. A**n applicant** ~~person~~ who has been convicted of being the keeper or is keeping a house of ill fame.
F. A**n applicant** ~~person~~ who has been convicted of pandering or other crime or misdemeanor opposed to decency and morality.
G. A**n applicant** ~~person~~ whose license issued under this chapter has been revoked for cause.
H. A**n applicant** ~~person~~ who, at the time of application for renewal of any license issued hereunder, would not be eligible for such license upon a first application.

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I. A ~~co~~**partnership**, unless all of the members of such ~~co~~**partnership** shall be qualified to obtain a license hereunder except for the requirement of residence within the political subdivision, except that at least one partner of a ~~co~~**partnership** shall be a resident of the City**.**

J. A corporation, **limited liability corporation (LLC), limited liability partnership (LLP)** if any **partner**, officer, manager, **member** or director thereof, or any stockholder or stockholders ~~owning in the aggregate more than~~ **holding in the aggregate more than a** 5% **ownership interest in such entity** ~~of the stock of such corporation~~, would not be eligible to receive a license hereunder for any reason other than ~~citizenship and~~ residence within the City.

K. A corporation **or limited liability company unless it is incorporated or organized in Illinois, or unless it is a foreign corporation or foreign limited liability company which is qualified under the Business Corporation Act or 1983 or the Limited Liability Company Act to transact business in Illinois and has designated a registered agent within the State of Illinois to accept process and notices on the corporation or limited liability company's behalf.** ~~whose registered agent is not a resident of City of Crystal Lake.~~

L. A**n applicant** ~~person~~ whose place of business is conducted by a manager ~~or agent~~, unless said manager ~~or agent~~ possesses the same qualifications required of the licensee, **except those related to residency.**

M. A**n applicant** ~~person~~ who has been convicted of a violation of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor, subsequent to the passage of this chapter, or shall have forfeited his/her bond to appear in court to answer charges for any such violation.

N. A**n applicant** ~~person~~ who does not own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is to be issued.

O. Any law enforcing public official, any City Manager, any Mayor, ~~Alderman,~~ or member of the City Council or ~~Liquor Commission~~ **Liquor Commissioner** or any President or member of a county board ~~who is interested in any way, either directly or indirectly,~~ **and no such persons shall have a direct interest** in the manufacture for sale, sale or distribution of alcoholic liquor.

P. Any person, association, or corporation not eligible for a state retail liquor dealer's license.

Q. A**n applicant** ~~person~~ who is not a beneficiary owner of the business to be operated by the licensee.

R. A**n applicant** ~~person~~ who has been convicted of a gambling offense as prescribed by any part of Subsection (a)(3) through (a)(10) of 720 ILCS 5/28-1 or as prescribed by 720 ILCS 5/28-3, as heretofore or hereafter amended, or as prescribed by a statute replaced by any of the aforesaid statutory provisions.

S. A**n individual applicant, corporation, limited liability corporation or limited liability partnership, including any officer, manager, director, partner, or owner thereof** ~~person~~ to whom a federal gaming device stamp or a federal wagering stamp has been issued by the federal government for the current tax period, except that this prohibition shall not apply to any such stamps applicable to such video gaming terminals for which a video gaming terminal permit has been issued and which is lawfully operated within a licensed establishment, in accordance with the provisions of Section 268-3 of this Code.

T. A ~~co~~partnership to which a federal gaming device stamp or a federal wagering stamp has been issued by the federal government for the current tax period **except that this prohibition shall not apply to any such stamps applicable to such video gaming terminals for which a video gaming terminal permit has been issued and which is lawfully operated within a licensed establishment, in accordance with the provisions of Section 268-3 of this Code.**

~~U. A corporation, if any officer, manager, or director thereof, or any stockholder owning in the aggregate more than 20% of the stock of such corporation has been issued a federal gaming device stamp or a federal wagering stamp for the current tax period.~~

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~~V. Any premises for which a federal gaming device stamp or a federal wagering stamp has been issued by the federal government for the current tax period.~~

U. ~~W.~~ A person who does not have an established place of business in which to use the license.

V. ~~X.~~ Any business which features topless or bottomless dancers, strippers or similar entertainers or other employees where nude or seminude dancing or other displays are performed or employed.

SECTION VI: **Amendments to Section 329-5 (License classifications; fees)**

Section 329-5 (V)(4) of the City Code of Ordinances is hereby deleted as follows:

(4) ~~All persons making application for a license shall first deposit 1/2 of the total license fee amount with the City Clerk of the City. The balance of the license fee shall be due and payable on or before December first of the year in which the license is issued. All persons desiring licenses shall be required to pay the full amount of the license fee whether the license is to be issued for a full year or a part of the year. There shall be no rebate of any portion of the license fee due to the fact the application is made after the beginning of the fiscal year. Failure to pay the license fee or any portion thereof shall result in the immediate revocation of the license. All persons requesting a Class 16 license shall be required to pay the full amount of the license fee at the time of application. In the event an application is not accepted, the license fee shall be refunded.~~

SECTION VII: **Amendments to Section 329-7 (Bond)**

Section 329-7 of the City Code of Ordinances is hereby amended, as follows:

In no case shall any retail license be issued for the sale of alcoholic liquor, unless the applicant therefore shall first give to the City of Crystal Lake a bond payable to the City of Crystal Lake, which bond shall be in the penal sum of $1,000 for all classes of **non-temporary** liquor licenses. Said bond shall be signed by two good sureties or responsible surety companies, licensed to do business in the State of Illinois; said bond shall be conditioned that any such applicant for the license and any and all persons in his/her employ or such as are under his/her control comply with every and all resolutions, laws, regulations and ordinances of this City, in force at the time of the approval of such bond, or that may be adopted by the City Council during the continuance of such license, which relate in any manner to the sale of alcoholic beverages, or for the general good government or the City of Crystal Lake, and said bond shall be further conditioned that such applicant shall pay or cause to be paid all fines, penalties and costs which may be legally imposed upon him/her or imposed upon his/her employee or employees, servant or servants, agent or agents, or any other person or persons under his/her control, for any violation or breach of such resolution, rule, regulation or ordinance aforesaid. In addition to the foregoing bond, every such applicant for an alcoholic liquor license shall also file with the City Clerk of the City of Crystal Lake any bonds which may be required by any act passed by the Legislature of the State of Illinois or by the Congress of the United States.

SECTION VIII: **Deletion of Section 329-16 (B) (Employees)**

Section 329-16 (B) of the City Code of Ordinances is hereby deleted as follows:

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~~B. Each license holder shall be required or their general manager and shift managers shall be required to obtain either certification equivalent to Beverage Alcohol Sellers and Servers Education and Training (BASSET) or such alcohol sales and servers training that is conducted by a trained member of the Crystal Lake Police Department. Each license holder shall ensure that all employees engaged in the sale or serving of alcohol or alcoholic beverages on the premises of the licensee shall follow appropriate principles to the certification received in serving alcohol to customers.~~

SECTION IX: **Deletion of Section 329-18 (Restricted Areas)**

Section 329-18 of the City Code of Ordinances is hereby amended as follows:

Section 329-18. **Reserved**.
~~It is hereby determined that all of the City of Crystal Lake is predominately residential in character except the following described portion: It shall be unlawful to sell or offer for sale at retail any alcoholic liquor in any zoning district as defined by the provisions of Chapter 650, Zoning, except those districts which authorize the retail sale, on the premises specified, of alcoholic liquor for consumption on the premises or the retail sale of alcoholic liquor in the original package in conjunction with the district's permitted use or special use as approved by the procedures established by the provisions of Chapter 650, Zoning, within such portions of the City of Crystal Lake described as predominately residential in character, unless the owner or owners of at least 2/3 of the frontage feet along the street and streets adjacent to such place of business for which a license is sought for a distance of 200 feet in each direction from such proposed place of business shall file with the local Liquor Commissioner, or licensing officer, his/her or their written consent to the use of such place for the sale of alcoholic liquors.~~

SECTION X: **Amendments to Section 329-23 (License revocation hearings)**

Section 329-23 of the City Code of Ordinances is hereby amended, as follows:

(C) **Except as may be agreed to, pursuant to a stipulated order,** ~~However~~, no fine shall be imposed nor shall such license be suspended or revoked except after a public hearing by said Liquor Commissioner with a three-day written notice to the licensee affording the licensee the opportunity to appear and defend. If the Liquor Commissioner or, in his/her absence, an Assistant Liquor Commissioner has reason to believe that any continued operation of a particular licensed premises will immediately threaten the welfare of the City, he/she may, upon the issuance of a written order stating the reason for such conclusion and without notice or hearing, order the licensed premises closed for not more than seven days, giving the licensee an opportunity to be heard during that period, except that if such licensee shall also be engaged in the conduct of another business or businesses on the licensed premises, such order shall not be applicable to such other business or businesses. The Liquor Commissioner shall, within five days after such hearing, if he/she determines after a hearing that the fine should be imposed or that the license should be suspended or revoked, state the reason or reasons for such determination in a written order of suspension or revocation and shall serve a copy of such order within the five days upon the licensee.

SECTION XI: **Renumbering of Section 329-28 (Penalty)**

Section 329-28 of the City Code of Ordinances is hereby renumbered as Section 329-29.

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SECTION XII: **Addition of New Section 329-28 (Abandonment)**

New Section 329-28 of the City Code of Ordinances is hereby adopted as follows:

If the licensee to which a license has been issued discontinues operations at the premises described in the application and license for a period of 60 consecutive days, (except as hereafter set forth) or whenever there is evidence of a clear intent of the licensee to abandon the premises, said license shall be subject to revocation. If said discontinued operation is due to fire or other such damage wherein the Building Commissioner deems the premises uninhabitable, said 60 day period shall be tolled only until occupancy is granted by the Building Commissioner.

SECTION XIII: **Amendments to Chapter 248 (Fines)**

Chapter 248 of the City Code of Ordinances is hereby amended, as follows:

329-3C	Liquor license holder's failure to report change of a ~~registered agent~~ **manager** or internal change of ownership within 30 days	$300	$300

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

DATED at Crystal Lake, Illinois, this 6th day of October 2020.

City of Crystal Lake, an
Illinois municipal corporation

_____
Acting Mayor Haig Haleblian

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: October 6, 2020
Approved: October 6, 2020

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Ordinance Amending Articles 2, 4, 5, 9, and 10 and Appendix sections A-400, A-600 and A-1600 for text changes to the Unified Development Ordinance (UDO).

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance amending the UDO text.

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

Background:

The City amends the UDO periodically to ensure that the regulations keep pace with modern development trends and emerging development regulatory practices, promote continued high-quality development, maintain the character and charm of Crystal Lake neighborhoods and offer greater protection for natural resources.

The following are the proposed amendments to the various UDO sections. A memorandum summarizing the proposed changes is included for City Council review.

Article 2 Land Use

Modifications to the Land Use Table adding and removing uses and changing approval process status (Permitted, Limited, Special). The major changes are:

- Group Dwelling (group homes eliminated)
- Nursing Care (removed from some districts)
- Age Restricted Living (reclassified from continuing care retirement)
- Family Care (definition expanded and broken down to two categories)
- Recovery Home (new use added)
- Industrial Uses changed to Light Industrial and Heavy Industrial with a few specific categories remaining

- Changes to the specific criteria for uses.
- Modifications to the Outdoor Seating criteria to allow more flexibility for restaurants.

- Changes to the Gas Station criteria removing canopy striping or illumination as signage and removing gas pump signage as signage in terms of calculating the overall square footage.
- Added back in Temporary Uses for Farming and Model Homes.

Article 4 Development and Design Standards

- Updating standards for roadway design.
- Reorganized the accessory structure section to be clear on the setback of various structures in the front, side, yard abutting a street and rear of lakefront and non-lakefront homes.
- Other minor clean up items.

Article 5 Subdivision

- Minor text addition to clarify the definition of a parkway.

Article 9 Administration

- Clarified the language on the Planning and Zoning Commission recommendation that a super majority of the PZC members that vote no forces the super majority vote before the City Council.
- Eliminate the need for an introductory meeting for a Planned Unit Development.
- Created an Administrative Approval process for Special Use Permits expanding on the Administrative Variation approval process.

Article 10 Definitions

- Corrected definitions to correspond to changes in land use categories.
- Amended definitions for Family, Family Care and added Recovery Home and Age Restricted Living.

Appendix A-400 Access Management Manual

- Cleaning up and clarifying some of the requirements.

Appendix A-600 Standard Details

- Cleaning up the text.

Appendix A-1600 Easements

- Modification to the language for easements and maintenance responsibility.

PZC Vote:

The PZC recommended **approval (7-0)** of the comprehensive UDO text amendments.

Votes Required to Pass: A simple majority.

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Ord. No. ……

File No. ….

AN ORDINANCE AMENDING
CHAPTER 650: UNIFIED DEVELOPMENT ORDINANCE OF THE
CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS

WHEREAS, pursuant to its home rule powers, the Illinois Municipal Code, and other applicable authority, the City is authorized to regulate land uses and the construction, alteration, and maintenance of structures and the use of residential parking areas within the City and does so pursuant to the City's Unified Development Ordinance, set forth as Chapter 650 of the Crystal Lake City Code; and

WHEREAS, from time to time it is appropriate to review, update and modify the Unified Development Ordinance to assure that it appropriately addresses new issues that may arise; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on July 31, 2020 in the Northwest Herald, held a public hearing at 7:00 p.m., on August 19, 2020, September 2, 2020 and September 16, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider proposed amendments to the Unified Development Ordinance regarding Articles 2, 4, 5, 9, and 10 and Appendix Sections A-400, A-600, and A-1600 within the City; and

WHEREAS, on September 16, 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 proposed amendments to the Unified Development Ordinance be approved; and

WHEREAS, the Mayor and City Council, having considered such recommendation and the findings and minutes from the Planning and Zoning Commission, have found and determined that adopting amendments to the Unified Development Ordinance regarding Article 2, 4, 5, 9 and 10 and Appendix Sections A-400, A-600, and A-1600 as set forth in this Ordinance will be in the best interests of the City and its residents;

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

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SECTION I: That Article 2 Section 2-200 Use Categories C. 3. be amended to read as follows:

3. Permitted upon approval of a special use permit, known as special uses. Special uses require review and approval by the City Council following recommendations from the Planning and Zoning Commission, prior to initiation of the use. Special uses are indicated with an "S" in Table 2-300, Permitted Uses Table;

SECTION II: That Article 2 Section 2-200 Use Categories C. 5. be amended to read as follows:

5. Prohibited Uses.

a) Uses that are specifically prohibited through this Ordinance either by their designation as a prohibited use in the text of this Ordinance or a use indicated with a blank cell across all districts in Table 2-200, Permitted Uses Table.

b) Uses which are not listed in this article and for which the Zoning Administrator has not made a determination that a substantially similar use exists in this article, pursuant to Section 2-200(D), are prohibited, unless a text amendment to incorporate the specific use is adopted by the City Council.

SECTION III: That Article 2 Section 2-200 Use Categories D. 2. Be amended to read as follows:

2. Where the Zoning Administrator determines that a use not mentioned is of a type, scope, or impact that does not fit any existing use category, the Zoning Administrator may request that the Planning and Zoning Commission and City Council initiate the process for a text amendment to incorporate the specific use into this Ordinance at its proposed location. An approval does not create a right for a similar use within the same zoning category.

SECTION IV: That Article 2 Section 2-300 Table 2-300 Permitted Uses Table be amended to read as follows: (portions of table not illustrated require no changes)

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Household Living	Single Family Detached Dwelling	P	P	P	P	P	P	P	P				S			L	2-400C-1	
	Two-Family Dwelling						P	P	P				S				2-400C-1	
	Single-Family Attached Dwelling							P	P				S				2-400C-1	
	Multi-Family Dwelling							P					S				2-400C-1	
	Upper Story Above non-residential use												P					
	Manufactured Housing Park							S									2-400C-2	
	Home Occupation	L	L	L	L	L	L	L	L				L			L	2-400C-3	
	Home Kitchen and Cottage Food Operation	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	2-400C-68	
Congregate Living	~~Group Dwelling~~						~~S~~	~~S~~									~~2-400C-4~~	
	Nursing Care Facility	S	S	~~S~~	~~S~~	~~S~~	~~S~~	S	S	S						S	2-400C-5	623110
	Age-Restricted Independent Living	S	S	S	S	S	S	L	S	S							2-400C-5	623311
	Family Care I	L	L	L	L	L	L	L	L				~~L~~				2-400C-6	
	Family Care II						L	L									2-400C-6	

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	Recovery Home						S	S									2-400C-72	623220

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Furniture and Home Furnishings Stores	Furniture Stores											P	P	L	L		2-400C-73	
	Floor Covering Stores											P	P	P	L		2-400C-73	
	Window Treatment Stores											P	P	L	L		2-400C-73	
	All Other Home Furnishing Stores											P	P	L	L		2-400C-73	

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Building Material and Supplies Dealers	Home Centers											P	P	L	L		2-400C-73	444110
	Paint and Wallpaper Stores											P	P	L	L		2-400C-73	444120
	Hardware Stores											P	P	L	L		2-400C-73	444130
	Other Building Material Dealers											P	P	L	L		2-400C-73	444190

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Sporting Goods, Hobby, Book and Music Stores	Sporting Goods Stores											P	P					451110
	Hobby, Toy, and Game Stores [Amended 10-7-2014 by Ord. No. 7055]										S	P	P					451120
	Sewing, Needlework, and Piece Goods Stores											P	P					451130
	Musical Instrument and Supplies Stores										P	P	P					451140
	Book Stores										P	P	P					451211
	Prerecorded Tape, Compact Disc, and Record Stores											P	P					451220

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		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Personal and Laundry Services	Barber Shops								P	P	P	P	P					812111
	Beauty Salon								P	P	P	P	P					812112
	Nail Salons									P	P	P	P					812113
	Spa										P	P	P					
	Diet and Weight Reducing Centers								P	P	P	P	P					812191
	Tanning Salons									P	P	P	P					
	Massage (Therapeutic) Establishments [Amended6-3-2014 by Ord. No. 7034; 8-2-2016 by Ord. No. 7247]								S	S		S	S				2-400C-65	
	Tattoo Parlors and Permanent Makeup											L						
	Tailor and Dressmaking shop (including alteration and repair)								P		P	P	P					
	Other Personal Care Services											P	P					812199
	Funeral Homes [Amended 11-5-2013 by Ord. No. 6970]									L		L	L				2-400C-63	812210
	Crematories [Amended 11-5-2013 by Ord. No. 6970]									L		L	L				2-400C-15	
Other Services	Photography Studio, Portrait								P	P	P	P	P	P	P			541921

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Commercial Recreation																		
Commercial Recreation	Adult Uses	P																
	Amusement and Theme Parks (including indoor/outdoor water parks)											S					2-400C-23	713110
	Amusement Arcades											L	L				2-400C-24	713120

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	Ball Rooms, Dance Hall, Banquet hall [Amended 8-2-2016 by Ord. No. 7247; 12-11-2017 by Ord. No. 7419]										P	P	S	S		2-400C-25	
	Batting Cages [Amended 12-11-2017 by Ord. No. 7419]										L	L	L	L		2-400C-26	
	Billiards Parlor / Billiards Room / Pool Hall / Pool Parlor									L	P	P	S	S		2-400C-27	
	Bowling Center										P	P	S	S			713950
	Convention Center										S	S	S	S		2-400C-28	
	Golf Courses and Country Clubs	S	S	S	S	S	S	S		S						2-400C-29	
	Golf Driving Range	S	S	S	S	S	S	S		S							
	Health Club										P	P	P	S			
	Ice Skating / roller skating rink																
	Large-Scale Entertainment Venue [Amended 12-11-2107 by Or. No. 7419]																
	Lodge / Membership Club																
	All Other Amusement and Recreation Facilities										S			S			

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Utilities	Residential Wind or Solar Energy Systems as an accessory use	P	P	P	P	P	P	P	P									
	Wind Farms (utility-scale turbines) principal use	S													S			

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	Solar Farm	S												S	S		2-400C-74	
	Commercial Solar as an accessory use									L	L	L	L	L	L		2-400C-75	
INDUSTRIAL																		
Industrial	Light Industrial													P	P			
	Heavy Industrial														P			
	Oil or Petroleum Processing																	
	Concrete Batch Plant														S		2-400C-51	
	Earth Extraction, Materials Processing and Stockpilling														S		2-400C-52	
	All Other Noxious Uses														S		2-400C-53	

(Note – Remove all individually listed industrial uses not shown above)

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
Warehousing, Distribution and Storage	Outdoor sales, display and storage (as accessory use)													L	L		2-400C-8	
Agriculture	Agricultural Supplies and Equipment Sales	P																
	Animal Raising (Specialized Farms for breeding and raising of fish, pigeons, dogs, cats, horses, and bees)	P	S	S												S	2-400C-56	
	Dairy, Livestock and Poulty Farm (excluding hog farms)	P																
	Farms and Farmhouses	P	P	P	P	P	P	P	P									

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	Outdoor Sales and Display (as accessory use to farms) [Amended by Ord. No. 6543]	L	L	L	L	L	L	L	L						L		2-400C-8	
	Packing House for Fruits and Vegetables	S																
	Packing House for Meat														S			
	Silverculture	P																
	Specialized horticulture Operations including sod farms, flower and vegetable gardens, orchards, greenhouses and wholesale nurseries	P																
	Bee Production (Bee keeping, apiculture)																	

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria	NAICS
TEMPORARY [Amended 7-7-2009 by Ord. No. 6475; 12-20-2011 by Ord. No. 6765; 6-3-2014 by Ord. No. 7034; repleased 8-2-2016 by Ord. No. 7247																		
Temporary	Farming	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	2-500C-1	
	Model Homes	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	2-500C-2	

SECTION V: That Article 2 Sections 2-400 C. 3. be amended to read as follows:

3. Home occupations. All home occupations must comply with the following standards: **[Amended 11-5-2013 by Ord. No. 6970]**

a. General: The use for the occupation must be clearly incidental to the use of the dwelling as a residence, so that its existence is not apparent except for the signage as provided in Section 4-1000, Signs, of this Ordinance. Any home occupation must not alter the exterior residential character of the dwelling or the neighborhood. All home occupations must take place within the principal structure.

b. Use:

The uses permitted as home occupations may include, but are not limited to:

(i) Instruction in music, musical instruments, home crafts and arts and dance, provided the total class size does not exceed four students at any time;

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(ii) Tutoring, limited to four students at any time;

(iii) Home day care, subject to the standards listed in Section 203C-26;

(iv) Offices offering professional services including, but not limited to, architects, brokers, engineers, insurance agents, lawyers, real estate agents, accountants, consultants, stockbrokers, financial planners, urban planners, etc.;

(v) Offices of salesmen, contractors, sales representatives or manufacturers representatives, provided that no retail transaction shall take place on the premises, except through telephone, facsimile, telegraph or mail communication, electronic or wireless communication;

(vi) Studios of artists, authors, composers, photographers, sculptors;

(vii) Workrooms of dressmakers, seamstresses and tailors;

(viii) Workrooms for home crafts, crafts and trade people, including but not limited to model making, rug weaving, lapidary work and cabinet making;

(ix) Limited personal services, including, but not limited to, cosmetology, beauty salon, barber shop, massage therapy, etc.;

(x) Office of a home-based call center agent.

(xi) Firearm sales through the internet.

The following uses are prohibited as home occupations:

(i) Human or animal care facilities, such as hospitals, clinics, tattoo, physical therapy, stables, dog or cat grooming, veterinarian clinics, kennels/dog daycare;
(ii) Repair shop (excluding personal or small household goods repair such as clock repair, cutlery sharpening, watch repair, etc.);
(iii) Rooming/Boarding house;
(iv) Rental outlets (including but not limited to rental of mobile homes, trailers, camper trailers)
(v) Contractor yards;
(vi) Scrap/Salvage services;
(vii) Automobile repair services;
(viii) Eating and drinking establishments;
(ix) General retail.
(x) Commercial Farming, including orchards, fruit, vegetables, marijuana or any cannabis or hemp related plants, or other similar items grown inside or outside of the structure, which is farmed for the purpose, in whole or in part, to be sold to the public.

c. Size: The home occupation may not occupy more than 20% or 500 square feet of the gross floor area of the dwelling unit, whichever is less;

d. Ownership: The home occupation must be managed by and owned or under the principal control of a person residing in the dwelling unit;

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e. Employment: Not more than one employee of the home occupation may work in the dwelling than members of the immediate family living in the structure. Appropriate off-street parking must be provided for the nonresident employee;

f. Site design: The site design must comply with the following requirements:

(i) An entrance may not be specifically dedicated for the home occupation, unless otherwise required by law;
(ii) No alteration may be made which changes the exterior residential character or appearance of the dwelling. Home occupations that require a structural alteration of the dwelling to comply with nonresidential building codes are prohibited. This prohibition does not apply to modifications required to comply with any accessibility requirements;
(iii) The home occupation may not require or use outdoor storage or involve conducting business activity outdoors;
(iv) No commercial display of materials, merchandise, goods, or equipment is visible from the exterior of the dwelling;
(v) Signage is restricted to an unlighted name plate or business sign with an overall size of no more than one-square-foot, per the provisions of Section 4-1000, Signs.

g. Operation: The home occupation does not require the delivery or shipment of materials, merchandise, goods, or equipment other than by parcel delivery businesses. Sale of merchandise directly to customers on premises is not permitted.

h. The home occupation must be conducted so that it does not create parking or traffic congestion or otherwise unreasonably interfere with the peace and enjoyment of surrounding homes as places of residence; and

i. The home occupation must be operated in compliance with all applicable laws and, the terms and conditions of any state, federal or local permit or license required in connection with the home occupation.

Note: Certain home occupations may require approval by the McHenry County Health Department and involve modifications per the Building Code. It is the applicant's responsibility to check and ensure that all applicable McHenry County Health Department and all applicable local, county, state and federal requirements are met.

SECTION VI: That Article 2 Sections 2-400 C. 4. Group Dwellings be deleted.

SECTION VII: That Article 2 Sections 2-400 C. 6. Family Care be amended to read as follows:

6. Family care facilities. All family care facilities must comply with the following criteria:

a. Size requirements and occupancy limitation:

i. For Family Care I there is a maximum of eight occupants allowed per property.

ii. For Family Care II there is a maximum of 12 occupants allowed per property.

iii. Every dwelling unit shall be subject to the following requirements/limitations:

1. Bedroom Space. All occupants, shall have bedroom space which meets the following criteria: 70 square feet of bedroom space shall be provided

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in each bedroom occupied by not more than one person. If more than one person occupies a bedroom, such bedroom shall contain not less than 50 square feet per person.

2. Living Room Space. Each dwelling unit shall contain a common living room space meeting the following criteria: 120 square feet of living room space for up to 5 occupants and 150 square feet of living room space for 6 or more occupants.

   Dining Space. Each dwelling unit shall contain common dining space meeting the following criteria: 80 square feet of dining space for up to 5 occupants and 100 square feet of dining space for 6 or more occupants.

3. Maximum Occupancy. Not more than one person per 1,000 square feet of total lot area.

b. These dwellings shall comply with all applicable state and federal regulations, including the Illinois Accessibility Requirements, as required by the licensing agency.

SECTION VIII: That Article 2 Sections 2-400 C. 13. Gas Stations be amended to read as follows:

13. Gasoline stations (with and without convenience stores). Gasoline stations must comply with the following standards: **[Amended 11-5-2013 by Ord. No. 6970]**

a. Location: Gasoline stations are not permitted within the City's wellhead protection areas. Stations in the Crystal Lake Watershed require a site specific analysis by the City's watershed consultant.

b. Environmental impact: No gasoline station shall commence operations unless it has first provided an environmental impact statement from a qualified expert in the related field that the use will not negatively affect ground water resources or contaminate the soil.

c. Screening: Gasoline stations adjacent to residential properties shall provide a six-foot-tall solid screen consisting of a solid wooden fence, in accordance with the provisions of Section 4-700, Fences, walls and screening, or opaque landscaping along the perimeters of the property abutting the residential district or use, in accordance with the provisions of Section 4-400, Landscaping and screening standards.

d. Canopy:

   i The edge of the pump canopy shall be setback at least 15 feet from all property lines.

   ii Signage located on the gasoline fueling station canopy or the gas pumps is not considered signage and is not included in the total square feet of wall signage for the property.

   iii Signage located on any ancillary building is to be included in the total square feet of wall signage for the property.

e. Curb cuts: There shall be a maximum of two curb cuts per property. Corner lots shall be limited to one curb cut per street frontage. Curb cuts for corner lots shall be

located at least 75 feet from the intersection, or as deemed appropriate by the City Engineer.

f. Vending machines: One vacuum and one air compressor shall be permitted on-site. Vending machines are treated as outside sales and display. Refer to the handout on Outdoor Sales, Service, Storage and Display available through the Community Development Department for further clarification. **[Amended 6-3-2014 by Ord. No. 7034]**

g. Outside sales: Outside product display and sales of seasonal items are prohibited. Propane tanks stored in one locked metal cage are not treated as outside sales and permitted subject to the approval of the City's Fire Prevention Bureau. For any other outside display and sales, refer to the handout on Outdoor Sales, Service, Storage and Display available through the Community Development Department for further clarification. **[Amended 6-3-2014 by Ord. No. 7034]**

h. Propane tanks stored in one locked metal cage are not treated as outside sales and permitted subject to the approval of the City's Fire Prevention Bureau. For any other outside display and sales, refer to the handout on Outdoor Sales, Service, Storage and Display available through the Community Development Department for further clarification. **[Amended 6-3-2014 by Ord. No. 7034]**

i. Monitoring: Monitoring wells finished at appropriate depths and locations best suited to detect a contaminate plume are required to be designed and located by a groundwater professional for stations within the Crystal Lake Watershed or as determined by the City Engineer.

j. Electronic pricing signs: Electronic pricing signs must be requested as part of the special use permit.

SECTION IX: That Article 2 Sections 2-400 C. 19. Sidewalk or Outdoor Seating be amended to read as follows:

19. Sidewalk or outdoor seating. Sidewalk or outdoor seating areas must comply with the following standards: **[Amended 1-18-2011 by Ord. No. 6641]**

a. Sidewalk Seating located on public sidewalks shall comply with the following standards:

(i) City Council approval is required in accordance with plans submitted to the City.

(ii) The sidewalk seating area must be located adjacent to the primary restaurant and must not extend beyond the frontage of the restaurant.

(iii) The operation of the sidewalk seating area shall be conducted in such a way as to not interfere with the circulation of pedestrian or vehicular traffic on the adjoining streets or sidewalks. There shall be a minimum of three feet of clear pedestrian passage provided between the seating area and the edge of the pavement.

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(iv) All kitchen equipment and refuse containers used to service the sidewalk seating shall be located inside the primary food service use.

(v) The food service use owner/operator shall be responsible for maintaining the sidewalk seating in a clean, neat, orderly and safe condition. All debris and litter shall be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers shall not be used by restaurant staff as a means of disposing of table waste generated by restaurant consumers.

(vi) The applicant shall be required to provide the City with a certificate of insurance, naming the City as an additional insured, in the amount to be specified by the City.

(vii) A standard hold harmless agreement between the applicant and the City will be required.

b. Outdoor seating located on private property shall comply with the following standards:

(i) Outdoor seating areas must be adjacent to and provide direct access to and from the tenant space within the principal structure which the outside seating area serves.

(ii) Outdoor seating areas must be located 20 feet from the rear property line if adjacent to residentially zoned properties

(iii) Outdoor seating areas shall not be located in the parking lot landscape islands.

(iv) The use of the additional area for outdoor seating will not decrease available parking below that required by the UDO for the food service use.

(v) If outdoor seating areas are located within six feet from driveways, drive aisles and alleys, and within10 feet from intersections, a sturdy and highly visible barrier shall be provided to protect the seating area.

(vi) A minimum of three feet of clear pedestrian passage, free of barriers and street trees, bike racks, lamp posts, sign posts, and any other fixtures or obstructions is required between the seating area and the edge of the sidewalk.

These requirements may be modified by the Zoning Administrator where unusual circumstances exist.

SECTION X: That Article 2 Sections 2-400 C. 20. Nursery School Preschool be amended to read as follows:

20. Nursery school, pre-school. Nursery schools and pre-schools must comply with the following standards:

a. Location: If the nursery or pre-school is not located in a standalone building:

(i) It shall be located on the first floor of a principal structure.

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(ii) It shall be segregated (including the rest rooms) from the remaining portion of the building in which it is located.

b. Outdoor play areas: All outdoor play areas shall:

(i) An outdoor play area, meeting DCFS regulations must be provided.

(ii) Have a fence at least four feet in height that completely encloses the play area, and is designed so all persons entering the play area are within direct line of sight from the classroom areas.

(iii) Be safely segregated from parking, loading, or service areas and (iv) Not be used for outdoor play activities after 8:00 p.m.

c. Parking area, vehicular circulation, and drop-off and pick-up: Parking areas and vehicular circulation patterns shall be designed to:

(i) Enhance the safety of children as they arrive at and leave the facility.

d. Located on site of religious establishment: If the nursery or pre-school is located on the site of a religious establishment, it is allowed as an accessory use only if designed and located such that it does not cause significant traffic impacts, per the determination of the City Engineer.

SECTION XI: That Article 2 Sections 2-400 C. 31. Shooting Range be amended to read as follows:

31. Shooting range. Shooting ranges must comply with the following standards:

a. General: Shooting ranges shall be permitted only as indoor facilities. It is required that all shooters must complete an orientation safety program or show a valid firearm owners identification (FOID) card, before they are allowed to discharge firearms.

b. Sound barrier: All shooting ranges shall provide ceiling and in-wall sound barriers to prevent unusually high sound from traveling beyond the property lines of the subject property.

c. Number of shooters: The number of shooters shall be limited to the number of firing points or stations identified on the plans.

d. Storage of ammunition: The storage of ammunition on site shall be limited to that utilized on the property within 48 hours. The storage of live ammunition must occur in an approved safe.

e. Other applicable regulations: The shooting range must comply with all applicable local and state laws, rules and regulations regarding the discharge of a firearm.

f. Incidental sales of fire arms are permitted, provided they meet all applicable federal, state and local regulations.

SECTION XII: That Article 2 Sections 2-400 C. 40. Commercial Child Care Center be amended to read as follows:

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40. Commercial child-care center. Commercial child-care centers must comply with the following standards:

a. State license: The center operator shall provide proof of obtaining an Illinois Department of Children and Family Services (DCFS) license.

b. Evacuation plan: The center operator shall provide a copy of the evacuation plan.

c. Location: If the child-care center is not located in a standalone building:

(i) It shall be located on the first floor of a principal structure;

(ii) It shall be segregated (including the rest rooms) from the remaining portion of the building in which it is located.

d. Hours of operation: The center shall not provide day care for more than 18 hours per day.

e. Fenced play area: There shall be a minimum of 75 square feet of fenced outdoor area per child for the maximum number of children to be cared for at one time. The preferred location for the fenced play areas is in the rear or side yard.

SECTION XIII: That Article 2 Sections 2-400 C. 56. Animal Raising be amended to read as follows:

56. Animal raising. Animal raising uses must comply with the following standards:

a. Minimum site area: Animal raising shall be conducted on a minimum of 1/2 acre of land.

b. Setbacks: Corrals, paddocks, pens and other outdoor animal enclosures shall be located at least 50 feet from any residential property. Other structures on site shall meet the required setbacks per Article 3, Density and Dimensional Standards.

c. Odor and vector control: All animal enclosures, including, but not limited to, pens, coops, cages and feed areas shall be maintained free from litter, garbage and the accumulation of manure, so as to discourage the proliferation of flies, other disease vectors and offensive odors. Sites shall be maintained in a neat and sanitary manner.

d. Minimum lot areas: The following minimum lot areas listed below are required depending on animal type. Lot area used to qualify one animal type, shall not be reused to qualify another animal type.

(i) Fish raising shall be limited to one pond, 1/2 surface acre in area per acre.
(ii) Horses shall be limited to four per acre with a minimum lot area of one acre being required

e. The slaughtering or dressing for sale of animals shall be permitted only if they are produced, raised, or fattened on the premises.

f. Any animal not specifically classified within this chapter shall be classified by the Zoning Administrator based upon a determination of what it is most similar to and as to the probable impact on the health, safety or general welfare of the community and the neighborhood.

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SECTION XIV: That Article 2 Sections 2-400 C. 61. Electronic Message Center a. vi. VII. be amended to read as follows:

VII. The EMC unit must be equipped to allow for the remote override of commercial messages for emergency situations such as an "Amber Alert" or other such acute public emergencies, but such override authority for public emergencies shall not exceed 48 total hours within any two week period. The owner of the EMC unit is requested to cooperate with the City of Crystal Lake in order to allow the City to remotely exercise its override authority; and

SECTION XV: That Article 2 Sections 2-400 C. 62. Gasoline Electronic Pricing Signs c. iv. be amended to read as follows:

iv. Except as otherwise provided herein, all messages displayed on the GEP unit must be static and may not reflect movement, flashing scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video is not permitted and this function of the GEP must be disabled; and

SECTION XVI: That Article 2 Sections 2-400 C. 65. Massage Establishments be amended to read as follows:

a. A floor plan, drawn to scale is required illustrating all the services/uses listed.

b. A complete list of the names, residence addresses, with zip codes, and dates of birth of all licensed massage therapists engaged in massage at the massage establishment, as well as current copies of the licenses as issued by the State Department of Professional Regulation of all licensed massage therapists must be provided.

c. All massage establishments subject to this section are declared to be public places, and shall not, during business hours, have the doors to the exits and entrances of such establishment locked or obstructed in any way so as to prevent free ingress and egress of persons; provided, however, that such doors may be closed.

d. Persons under 18 years of age are not permitted in a massage establishment, unless accompanied by his/her parent or legal guardian.

e. At least 75% of the window area of the massage establishment shall be visible, installed with clear, nonreflective windows. Blocking of windows with drapes, blinds or shelving is prohibited.

f. No massage establishment shall be kept open for any purpose between the hours of 9:00 p.m. and 8:00 a.m. **[Amended 8-2-2016 by Ord. No. 7247]**

g. No residential use is permitted within the massage establishment at any time.

h. Alcohol is not permitted to be served in a massage establishment at any time.

i. Prior to applying for a special use permit, the owner shall complete the required Massage Establishment License application. The license shall be reviewed and approved prior to moving forward with the special use application. **[Added 12-11-2017 by Ord. No. 7419]**

j. By applying for a special use, the applicant is authorizing the City, its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application, including an investigation of the applicant's character, qualification and criminal background check.

k. By applying for a special use, the applicant is consenting to unannounced inspections by the City, its agents or employees for the purpose of determining of the provisions of this section are met.

l. Upon sale, transfer or relocation of a massage establishment, the special use will be considered null and void.

SECTION XVII: That Article 2 Sections 2-400 C. shall be amended to add 72. Recovery Homes and to read as follows:

72. Recovery Homes must comply with the following standards:

a. The Recovery Home must be a licensed facility.

b. A recovery home cannot be located within 1000 feet of another recovery home, a school, or a family care facility.

c. A recovery home cannot be located within 500 feet of any recreational cannabis dispensary or business with a valid liquor license.

d. Every dwelling unit shall contain a minimum of:
   1 70 square feet of bedroom space per individual user and 50 square feet of bedroom space each for more than one user.

   2 120 square feet of living room space up to 5 occupants and 150 square feet of living room space for 6 or more occupants.

   3 80 square feet of dining space up to 5 occupants and 100 square feet of dining space for 6 or more occupants.

   4 One person per 1,000 square feet of total lot area.

SECTION XVIII: That Article 2 Sections 2-400 C. shall be amended to add 73. Furniture Stores, Floor Covering Stores, Window Treatment Store, All Other home Furnishing Stores and to read as follows:

73. Furniture Stores, Floor Covering Stores, Window Treatment Store, All Other Home Furnishings Stores, Home Center, Paint & Wallpaper Store, Hardware Store and Other Building Material Dealers must comply with the following standards:
   a. Allowed in the M-L zoning district if they warehouse, manufacture, assemble or store products for retail sale on site.

SECTION XIX: That Article 2 Sections 2-400 C. shall be amended to add 74. Solar Farms and to read as follows:

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74. Solar Farms must comply with the following standards:
    a. The entire project site shall be surrounded with landscape and a fabric wrapped chain link fence, which would screen the property from any roadways or public driveways.
    b. The grounds in and around the panels shall be repurposed for wildflowers or agriculture. A landscape plan is required.
    c. One 10-foot wide paved drive shall provide access around the entire site.

SECTION XX: That Article 2 Sections 2-400 C. shall be amended to add 75. Commercial Solar and to read as follows:

75. Commercial Solar must comply with the following standards:
    a. The use of solar panels must be ancillary to the use of the commercial building.
    b. The panels shall be screened from view by existing rooftop screening or new screening, which is architecturally compatible with the building shall be added.

SECTION XXI: That Article 2 Section 2-500 Temporary Use Section C. Review Criteria for Specific Uses be added and to read as follows:

C. Review criteria for specific uses. The following review criteria for specific temporary uses, to be approved are hereby established.

1. Farming.
    a. The use is valid for one year, which can be renewed annually.
    b. Any landscape buffer strip between the crops and the street, shall maintained and grass shall be below 8 inches in height.
    c. Create a designated area, which contains a rocky area where the farm equipment can enter and exit the property.
    d. Provide a $10,000 bond or letter of credit for any damage to the existing parkway.
    e. No crops shall be planted within the City's right-of-way.
    f. The property shall be cognizant of all sight-lines and if there are any issues with sight-lines the owner would cut the crops accordingly.
    g. Work may be performed between 7:00 am and dusk.
2. Model Homes:
    a. Parking. A temporary parking lot shall be installed on one of the lots adjacent to the model homes. The temporary parking lot must be paved with an approved surface and meet parking lot dimensional standards outline in Section 4-200 and be removed as soon as the model homes are closed.
    b. Signs. A signage plan is required to be approved with the TUP, which outlines the quantity, location and size of all signs. It shall also list the duration when the signs would be posted. Any off-site signage shall be accompanied with the property owner's approval. Signs shall not obstruct views or sight-lines and signs within 10 feet of the property line shall not exceed 3.5 feet in height.

c. Plan. Indicate on a map which home lots are the model homes and any other improvements around the lots including landscaping and fencing. Any fencing is required to be removed when the model homes are closed.

d. Lighting, All lighting shall meet the exterior lighting standards of Section 4-800.

SECTION XXII: That Article 4 Section 4-100 Street Standards D. Design Standards 1. c. (vii). Tangent between vertical curves, I., and II. be deleted and subsequent sections renumbered.

SECTION XXIII: That Article 4 Section 4-100 Street Standards D. Design Standards 1. c. (vii). Gradient Street III. be amended to read as follows:

III. Intersections with collector or local streets: Grades shall not exceed 2% for the 100 feet closest to any predetermined stopping points with collector (major or minor) or local streets such as T-intersections or four-way intersections as determined by the City Engineer.

SECTION XXIV: That Article 4 Section 4-100 Street Standards D. Design Standards 1. e. Traffic Calming be amended to read as follows:

e. Traffic calming.

i. Streets shall be laid out in such a manner as to encourage the flow of traffic at slow speeds and so that their use by non-local traffic will be discouraged without impairing the overall efficiency of traffic. The types of traffic calming features and geometric requirements shall be in accordance with the criteria of the City of Crystal Lake Traffic Calming Policy referenced in the Appendix and approved by the City Engineer.

ii. Off-site impacts: In cases where the traffic study shows that the proposed new development traffic will likely impact the streets of an adjacent or nearby existing neighborhood, the off-site traffic calming measures may be required as a condition of approval. The City Engineer shall approve the appropriate location(s) and device(s) to be implemented by the developer on off-site streets prior to the first certificate of occupancy.

SECTION XXV: That Article 4 Section 4-100 Street Standards D. Design Standards 1. f. Other Street Types (i) be amended to read as follows:

(i) Culs-de-sac: Refer to the City Standard Details.

SECTION XXVI: That Article 4 Section 4-100 Street Standards D. Design Standards 1. f. Other Street Types (ii) image of Centerline of Cross-Street to end of Right-of-way be deleted.

SECTION XXVII: That Article 4 Section 4-100 Street Standards D. Design Standards 1. f. Other Street Types (iv) Private Streets be amended to read as follows:

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(iv)Private streets acceptance requirement. The following criteria must be met and verified prior to the dedication to the City.

I. Streets shall be built to City standards for the appropriate street classification in accordance with the provisions of this Ordinance and all other applicable City standards.

II. Streets that invite the public in shall have all traffic control features, such as striping or markers, in conformance with the Manual of Uniform Traffic Control Devices (MUTCD).

III. All properties served by the street shall provide adequate access for emergency vehicles and shall conform to the approved local street numbering system.

IV. All streets shall have adequate provisions for drainage and stormwater runoff as provided in the Crystal Lake Stormwater Ordinance.

V. All streets shall have a sign and name meeting City standards.

SECTION XXVIII: That Article 4 Section 4-100 Street Standards D. Design Standards 1. l. Street Names Upper Sign Detail and Lower Sign Detail images be deleted.

SECTION XXIX: That Article 4 Section 4-100 Street Standards D. Design Standards Table 4-100 D2 "Vertical Curve Tangent" row be deleted.

SECTION XXX: That Article 4 Section 4-100 Street Standards D. Design Standards 2. e. (iv) be amended to read as follows:

(iv) Refer to the City Standard Details for additional information.

SECTION XXXI: That Article 4 Section 4-100 Street Standards D. Design Standards 2. h. Standard Specifications be deleted.

SECTION XXXII: That Article 4 Section 4-100 Street Standards D. Design Standards 2. Sidewalks Table 4-100 D3 Summary of Sidewalk Design Standards be deleted.

SECTION XXXIII: That Article 4 Section 4-100 Street Standards E. 1. a. (iii) be amended to read as follows:

(iii) The right-of-way and pavement width of any interior local street within a conservation design development shall meet the following requirements in the table below. Right-of-way 90 feet or more may be required if a rural cross section with vegetated swales is utilized. Pavement width at intersections with other public streets may need to be increased as determined by the City Engineer.

SECTION XXXIV: That Article 4 Section 4-100 Street Standards E. Typical Local Street Specifications, note "[1]" and all references in the table to be deleted.

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SECTION XXXV: That Article 4 Section 4-100 Street Standards E. 3. c. be amended to read as follows:

c. Culs-de-sac should be designed so the center landscaped area is designed to accommodate stormwater storage.

SECTION XXXVI: That Article 4 Section 4-300 Tree Preservation D. 5. Guaranty of replacement be amended to read as follows:

5. Guaranty of replacement. Prior to the issuance of a permit, the owners shall provide to the City a copy of a written guaranty in the form of a bond, letter of credit or such other form as may be acceptable to the City, for the replacement cost of the trees to be removed, as outlined in this ordinance.

SECTION XXXVII: That Article 4 Section 4-500 B. 4. be amended to read as follows:

4. A PUD is required if one of the following is proposed:
   a. Two or more principal structures on a single zoning lot;
   b. Development on any lot or parcel one acre or greater in the B-4 Mixed-Use Business District;
   c. Exclusively residential developments in the B-4 Mixed-Use Business District;
   d. Multifamily projects which contain over two units in the R-3A Two-Family District, over four units in the R-3B District, whether in one building or multiple buildings; and
   e. Any development in the W Watershed District or C Conservation Overlay District.

SECTION XXXVIII: That Article 4 Section 4-600 be retracted and fully amended to read as follows:

SECTION 4-600. Accessory structures and uses.

A. Purpose. The purpose of the accessory structures and uses Section is:

1. To authorize the establishment of accessory uses and structures that are incidental and customarily subordinate to principle uses so that they may be carried on under the umbrella of the principal use; and

2. To ensure the compatibility of accessory structures and uses with permitted structures and uses.

B. General standards. Subject to the limitations of this section, accessory structures and uses are permitted in any zoning district in connection with any principal use lawfully existing within such district, provided the accessory structure or uses:

1. Are subordinate in area, extent and purpose to, and serve, a principal structure or use;

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2. Are customarily found as incidental to the principal structure or use;

3. Contribute to the comfort, convenience, or necessity of those occupying, working at, or being served by the principal structure or use;

4. Except as otherwise expressly authorized by the provisions of this Ordinance, are located on the same zoning lot as the principal structure or use;

5. Are under the same ownership and control as the principal structure or use;

6. Are not constructed or established on the site prior to the establishment of the principal use. A permit for a detached accessory structure such as a garage may be issued simultaneously with the issuance of a permit for the principal structure;

7. Are not located within five feet of a principal structure, with the exception of flat work; **[Amended 12-20-2012 by Ord. No. 6765; 6-3-2014 by Ord. No. 7034; 8-2-2016 by Ord. No. 7247; 12-11-2017 by Ord. No. 7419]**

8. Unless otherwise expressly stated, comply with all applicable regulations of this Ordinance, including the floor area ratio, maximum lot coverage, height and setback regulations.

C. Permitted accessory structures. **[Amended by Ord. No. 6543; 3-1-2016 by Ord. No. 7200]**

1. All Residential uses: Permitted accessory structures for residential uses include but are not limited to: detached garages; decks; gazebos; private greenhouses; garden houses; sheds or buildings for domestic storage; children's playhouses; play equipment (including, but not limited to, swing set, trampoline, basketball hoop, treehouses, etc.); fences, walls, hedges (in compliance with Section 4-700, fences, walls and screening); flagpoles; swimming pools; antenna or satellite dish (smaller than 39 inches in diameter); signs (in compliance with Section 4-1000, Signs); mailboxes; off-street parking areas for multifamily developments; waste disposal containers for multifamily developments (screened from public view, in compliance with Section 4-700, Fences, walls and screening); public utility equipment and any supporting structures; and other structures meeting the definition of an accessory use or structure. Additionally, structures used for water-related activities, including boat docks, boathouses, sea walls and similar structures are permitted accessory structures for properties that front on Crystal Lake.

2. Nonresidential uses: Permitted accessory structures for nonresidential uses include but are not limited to: detached garages; off-street parking and loading facilities; storage buildings for merchandise, stock or records as part of a principal use; process, production or maintenance facilities; guardhouses for industrial uses; rail spur lines or rail loading docks for industrial uses; signs (in compliance with Section 4-1000, Signs); waste disposal containers (screened from public view, in compliance with Section 4-700, Fences, walls and screening); fences, walls, hedges (in compliance with Section 4-700, Fences, walls and screening); public utility equipment and any supporting structures; and other uses and structures meeting the definition of an accessory use or structure.



D. Special use permit required: Any individual structure accessory to a single-family detached, single-family attached or a two-family dwelling, greater than 900 square feet in area, is required to obtain a special use permit. **[Amended 3-1-2016 by Ord. No. 7200]**

1. Residential uses:

a. Any enclosed, detached, accessory structure greater than 900 square feet in area is required to obtain a special use permit.

Residential enclosed, detached accessory structures include, but are not limited to, garages, sheds, greenhouses, playhouses, or any other applicable accessory structure as determined by the Zoning Administrator.

b. The requirement to obtain a special use permit does not apply to attached accessory structures, including gazebos, decks, porches, terraces, pergola or patio covers that are greater than 900 square feet in area, as long as the applicable principal structure setback requirements are met.

c. This requirement also does not apply to above-ground or in-ground swimming pools or above-ground swimming pool and deck combinations, attached or detached, as long as the applicable setback requirements are met.

2. Nonresidential uses: Accessory structures for a nonresidential use that are located in a residential zoning district and greater than 900 square feet in area are required to obtain a special use permit.

E. Location of detached accessory structures.

1. Residential use not fronting *Crystal Lake*.

a. Front yard and yard abutting a street: Accessory structures are not permitted within the front yard and yard abutting a street setback, with the following exceptions: [Amended 11-19-2013 by Ord. No. 6972; 3-1-2016 by Ord. No. 7200; 12-11-2017 by Ord. No. 7419]

i. Signs (in compliance with Section 4-1000, Signs);

ii. Mailboxes;

iii. Flagpoles;

iv. Play equipment permanently affixed to the wall of the principal structure; freestanding basketball hoops on poles;

v. Fences, walls and hedges (in compliance with Section 4-700, Fences, Walls and Screening);

vi. Flat work; and

vii. Off-street parking areas for multifamily developments.

b. Side and rear yards:

i. The following accessory structures must meet a 5-foot setback, provided the accessory structure is not located on a recorded utility, drainage or municipal easement:

A. Detached accessory buildings or structures 600 square feet or less, provided the wall of the accessory structure adjacent to the rear lot line contains no openings;

B. Detached above-ground pool and deck combinations regardless of square-footage;

C. Children's play equipment and play houses; and

D. Flatwork such as patios, decks, and in-ground swimming pools not more than 12 inches above the ground.

ii. The following accessory structures can be located on the property line:

A. Retaining walls: Retaining walls cannot exceed three feet in height, measured at any point on either side of the wall, from the finished grade level adjacent to the wall to the top of the wall. Walls cannot be used to alter the overall natural topography of the land; and

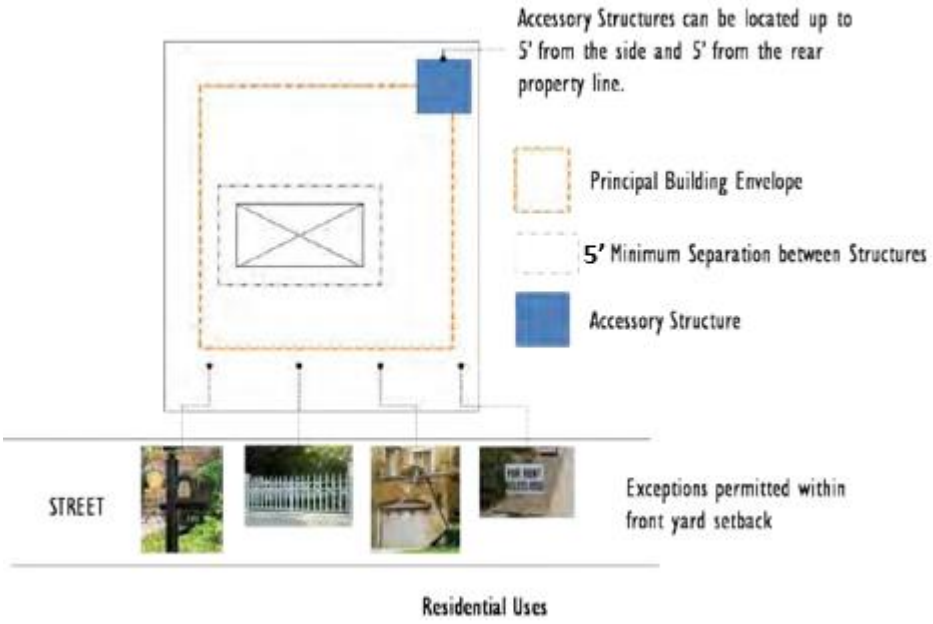
B. Fences, walls and hedges provided they meet the requirements of Section 4-700, Fences, walls and screening.

iii. The following accessory structures must meet the principal structure setback requirements:

A. All accessory structures attached or within 5 feet of the principal structure; and

B. Detached accessory buildings or structures greater than 600 square feet.

C. Attached above-ground swimming pool and deck combinations.



2. Residential use fronting *Crystal Lake*.

a. Front yard (lake side) and side yard:

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i. The following accessory structures must meet a 5-foot setback, provided the accessory structure is not located on a recorded utility, drainage or municipal easement:

A. Detached accessory buildings or structures 600 square feet or less;

B. Detached above-ground and deck combinations regardless of square-footage;

C. Children's play equipment and play houses; and

D. In-ground swimming pools not more than 12 inches above the ground.

ii. The following accessory structures must meet a 5-foot side yard setback and can be located at the water's edge:

A. Boat houses; and

B. Detached flatwork, such as patios and decks not more than 12 inches above the ground (Any seat walls around the patio or deck can be no taller than 18 inches in height. A continuous wall around the patio or deck is not considered a seat wall.).

iii. The following accessory structures can be located at the property line and the water's edge:

A. Retaining walls: Retaining walls cannot exceed three feet in height, measured at any point on either side of the wall, from the finished grade level adjacent to the wall to the top of the wall. Walls cannot be used to alter the overall natural topography of the land;

B. Sea walls; and

C. Fences, walls and hedges, provided they meet the requirements of Section 4-700, Fences, walls and screening.

iv. The following accessory structures must meet the principal structure setback requirements:

A. All accessory structures attached or within 5 feet of the principal structure; and

B. Accessory structures greater than 600 square feet.

b. Yard abutting a street (street side/rear yard):

i. The following accessory structures must meet a 5-foot yard abutting a street and side yard setback, provided the accessory structure is not located on a recorded utility, drainage or municipal easement:

A. Detached accessory buildings or structures 600 square feet or less such as garages and sheds; and

B. Detached flatwork, such as patios and decks not more than 12 inches above the ground.

ii. The following accessory structures can be located at the property line:

A. Signs (in compliance with Section 4-1000, Signs);

B. Mailboxes;

C. Flagpoles;

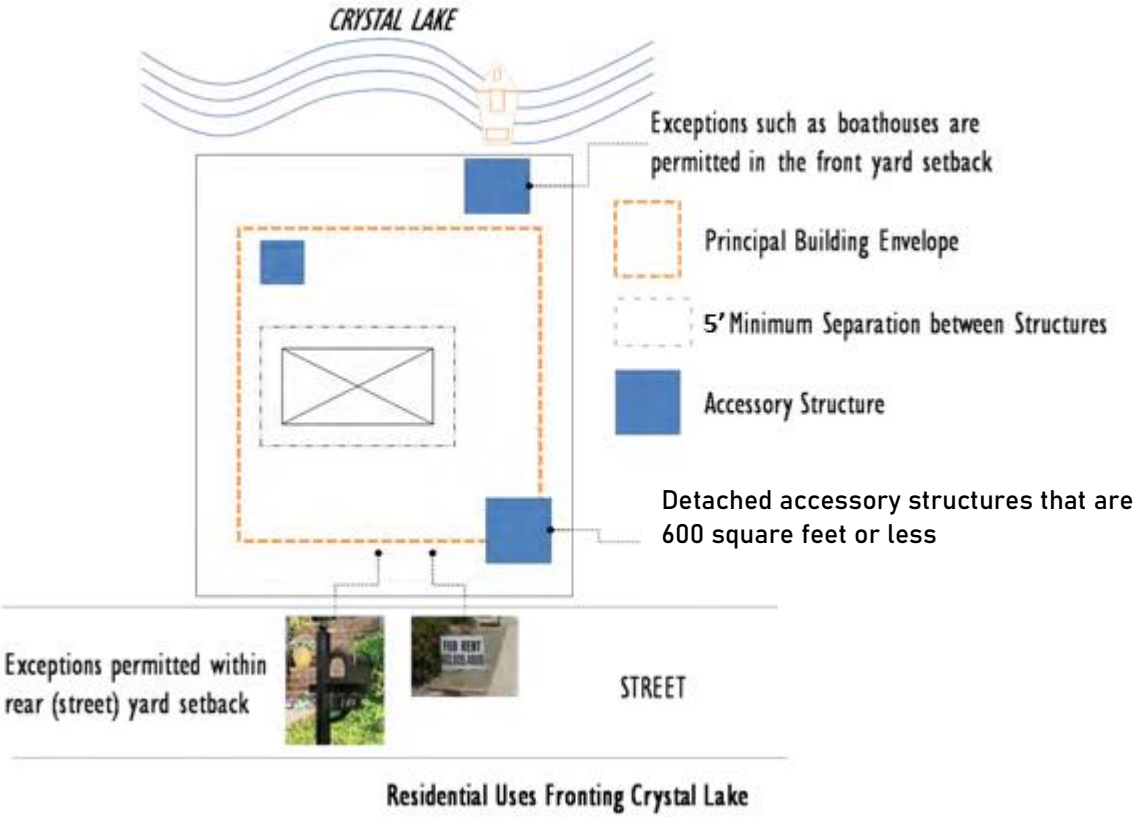
D. Play equipment permanently affixed to the wall of the principal structure; freestanding basketball hoops on poles; and

E. Fences, walls and hedges (in compliance with Section 4-700, Fences, Walls and Screening);

iii. The following accessory structures must meet the principal structure setback requirements:

A. All accessory structures attached or within 5 feet of the principal structure; and

B. Accessory structures greater than 600 square feet.



3. For nonresidential uses:

a. Front yard and yard abutting a street: Accessory buildings or structures are not

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permitted within the front yard, with the exception of signs (in compliance with Section 4-1000, Signs); fences, walls, hedges (in compliance with Section 4-700, Fences, Walls and Screening); mailboxes and flagpoles.

b. Side and rear yard: Accessory structures must meet the setback requirements listed in Article 3, Density and Dimensional Standards. Exceptions include fences, walls or screening in accordance with the provisions of Section 4-700, Fences, walls and screening, and waste disposal containers. **[Added 3-1-2016 by Ord. No. 7200]**

c. Accessory buildings or structures may be located adjacent to a railroad right-of-way, but only for the purpose of providing a rail loading dock.

F. Other regulations.

1. Where an accessory structure is structurally attached to the principal building or within 5 feet it shall be subject to, and must conform to, setback regulations of this Ordinance applicable to the principal building.

2. Decks and platforms, open to sky, whether attached to the principal structure or within five feet are considered as part of the principal building and are subject to all regulations of this Ordinance applicable to the principal building.

3. Structures accessory to residential uses shall be limited to a single dormer per side elevation, which can be no wider than 20% of the length of each side elevation upon which the dormer is constructed or no more than 40% of one side in a noncontiguous pattern.

4. Uses which are accessory to special uses may be permitted when approved as part of the special use, or when the Zoning Administrator finds they are not an expansion of an approved special use.

5. Tents used in nonresidential districts or tents used for camping purposes where permitted, must be of a temporary nature and must meet the requirements for a temporary use permit per the requirements of Article 2, Land Use, if applicable.

6. Car ports that do not meet applicable Building Code requirements, even when used as temporary structures are not permitted.

7. Accessory structures over 120 square feet shall utilize exterior siding materials of wood, cement board, vinyl siding, or other similar material and complement the residential character of the area. **[Added 12-11-2017 by Ord. No. 7419]**

G. Procedures. Building permits may be required for accessory structures as determined by the City Code. Where permits are required, the permit must be approved and issued by the Building Commissioner or his/her appointed designee prior to the commencement of work.

SECTION XXXIX: That Article 4 Section 4-700 B General Standards 2. d. be deleted and subsequent sections renumbered

SECTION XL: That Article 4 Section 4-700 B General Standards 4. be amended to read as follows:

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4. Clear view of intersecting streets. On any corner lot in order to maintain a clear view, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision. A clear view shall be established in accordance with the provisions of Section 4-100D(1)d.

SECTION XLI: That Article 4 Section 4-700 C Required Fences 5. be amended to read as follows:

5. Any use in the R-3B, B-1, B-2, B-4, O, M-L or M District abutting residential uses is required to provide a six-foot solid screen of fencing or landscaping along the lot line abutting the residential use.

SECTION XLII: That Article 4 Section 4-800 Exterior Lighting C. 2. be amended to read as follows:

2. Any nonconforming luminaire or light installation is required to comply with the requirements of this Ordinance or be removed within 30 days under the following circumstances:

SECTION XLIII: That Article 4 Section 4-800 Exterior Lighting Table 4-800 D (1) Non internally illuminated signs (wall and ground, light colors), Non internally illuminated signs (wall and ground, medium color), and Non internally illuminated signs (wall and ground, dark colors) be deleted.

SECTION XLIIV: That Article 4 Section 4-800 Exterior Lighting images for the gas station examples should be switched.

SECTION XLV: That Article 4 Section 4-800 Exterior Lighting D. 3. a. IV. be amended as follows:

a. Any single luminaire used for lighting of a ground-mounted sign that is not internally illuminated shall not exceed 1,100 lumens† (up to 45° maximum inclination). Internally illuminated signage shall be designed to minimize the amount of light transmitted through the sign panel and not cuase excessive light trespass. The display of light should be limited to the canopy area. [Amended by Ord. No. 6543; 3-1-2016 by Ord. No. 7200]

b. The cumulative number of lumens emitted by luminaires used for lighting of a wall mounted sign that is not internally illuminated shall not exceed 200 lumens per square foot of sign area.

SECTION XLVI: That Article 4 Section 4-800 Exterior Lighting D. 4. Table be amended as follows:

Emitting Zoning Lot	Impacted Zoning Lot	Maximum Light Level (footcandles)

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Residential Lighting Zone	Residential Lighting Zone	0.1
Residential Lighting Zone	Commercial Lighting Zone	0.5
Commercial Lighting Zone	Residential Lighting Zone	0.3
Commercial Lighting Zone	Commercial Lighting Zone	2.0

SECTION XLVII: That Article 4 Section 4-800 Exterior Lighting F. 6. be amended as follows:

6. Lighting used for outlining windows, doors, rooflines or buildings. **[Amended 1-18-2011 by Ord. No. 6641; 3-1-2016 by Ord. No. 7200]**

SECTION XLVIII: That Article 4 Section 4-1000 Signs Table 4-1000 F-1 Commercial Signs be amended as follows:

TABLE 4-1000F-1 Commercial Signs [Amended 1-18-2011 by Ord. No. 6641]					
Quantity	**Sign Type**	**Size (sq. ft.)**	**Height (Feet)**	**Notes**	
1	A-Frame	6	3	The sign shall not block public access and must be located within 10 feet of the primary entrance and not interfere with pedestrian traffic or violate standards of accessibility as required by the ADA or other applicable accessibility codes. The use of A-frame signs is limited to business hours only. Signs must be stored indoors at all other times. The signs must not be used outdoors when high winds or heavy snow conditions exist.	
1	Flag	20	25	Permitted in Location B. The flag pole or flag shall not be located on public property or attached to the top of the roof.	

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1*	Freestanding	80	9	Permitted in Location A. The base width shall be a minimum of 80% of the sign width and contain architectural elements/ materials from the building.	
1*	Freestanding	50 Lots with less than 50 feet of public street frontage are limited to 32 SF	8 or 3.5 if within 10 feet of the property line	Permitted in Location B. The base width shall be a minimum of 80% of the sign width and contain architectural elements or materials from the building. Signs in the Downtown District must match the standards found in the Appendix and if there is a conflict, the Downtown District standard shall apply.	
1*	Freestanding	50	8	Permitted in Location C. The base width shall be a minimum of 80% of the sign width and contain architectural elements or materials from the building.	
1 per drive-through lane*	Freestanding	60 total for each lane	8	Permitted for food service drive-through tenants only. Must be located behind the front building line. **[Amended 12-20-2011 by Ord. No. 6765]**	
1*	Freestanding-EMC **[Added 8-2-2016 by Ord. No. 7247]**	See §2-400 (C)(61)	See § 2-400 (C) (61)	EMC signs require a Limited Use Permit; please see § 2-400(C)(61)	
Multiple	Freestanding	4	3	Way-finding signs	
1*	Limited Duration# (Feather Banner)	32(20)	5(12)	A sign providing information on an event or occurrence. The sign is permitted 30 days prior to and 2 days following the event or occurrence and is limited to 4 permits per calendar year. For the purpose of this article, an event is an occurrence lasting no more than 7 days. Signs must be located 10 feet from the property line.	

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				[Amended by Ord. No. 6543; amended 12-20-2011 by Ord. No. 6765]	

TABLE 4-1000F-1 Commercial Signs
[Amended 1-18-2011 by Ord. No. 6641]

Quantity	Sign Type	Size (sq. ft.)	Height (Feet)	Notes	
# In addition to the Limited Duration signage, a total of 2 signs in conformance with the size and height requirements listed above are permitted as part of the construction and grand opening sign package. Construction signs are permitted where construction activity is underway along the right-of-way in front of the property and are permitted for the duration of the project. Grand opening signs are permitted 30 days prior and 60 days following a business opening. **[Amended 12-20-2011 by Ord. No. 6765]**					
1*	Projecting	9	Between 8 and 15 feet above mean ground level	Permitted in Location B only and is to be included in the total square feet of wall signage. Limited to a maximum of 4-foot projection and 3-foot width. **[Amended 8-2-2016 by Ord. No. 7247]**	
Multiple	Temporary	16 32 (for Sign Area "A")	6 (for Free-Standing signs)	A temporary wall sign shall not extend above the roof eave or top of the parapet wall. Signs must be located 10 feet from the property line. **[Amended 1-18-2011 by Ord. No. 2011]**	
Multiple*	Wall (single-tenant building)	75# max. for any 1 sign or on 1 facade (150 total)	Must not extend above the roof line	**[Amended by Ord. No. 6543]**	

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2* per Tenant (interior) 3* per tenant (corner)	Wall (multi-tenant building)	75# (50 max. for any 1 sign or on 1 façade)	Must not extend above roof line	For all signs: No single sign or all signs on a single facade can exceed 50 SF along a maximum of 70% of the individual tenant-suite frontage. Interior tenants can install signs on 2 facades and corner tenants can install signs on 3 facades.	
Multiple *	Awning	50 max. for any 1 sign	Must not extend above roof line	Awning signage is to be included in the total square feet of wall signage.	

TABLE 4-1000F-1 Commercial Signs [Amended 1-18-2011 by Ord. No. 6641]

Quantity	**Sign Type**	**Size**	**Height**	**Notes**	
# In addition to the wall signage allowances listed above, for buildings or tenant spaces with at least 100 foot of primary frontage along a public street one of the following may be used to add to the total allowable wall sign area square footage: • 1.5 SF of signage for every linear foot of frontage along the public street up to 250 SF is permitted. • For every additional 100 linear feet of building frontage along a public street over 166 feet, an additional 10 SF of wall sign is permitted. • For buildings or tenant spaces with at least 100 foot of primary frontage along a public street, for every additional sign character over 9 characters and up to 14 characters, an additional 10 SF of wall signage is permitted. • For every additional 100 feet of building setback from the roadway beyond 700 feet, an additional 10 SF of wall signage is permitted. The area allowance for limited duration signs can also be increased in accordance with the standards listed above.					
Multiple	Window	25% maximum of window/ door area	N/A	Signage may not cover more than 25% of the total window or door area for any elevation. Vehicle window signs shall not exceed 4 square feet of signage. Window signs are affixed to the window either on the inside or outside of the glass and includes film at any level of transparency that promotes the branding of the business.	

SECTION XLIX: That Article 5 Section 5-200 F. 3. c. to be amended as follows:

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c. Maintenance of the parkway area, defined as the portion of a public street right-of-way that is typically planted or landscaped lying between the curb or edge of pavement and the property line and including the bulb of a cul-de-sac, if applicable, shall be the responsibility of the adjacent property owner or in the case of a cul-de-sac, the maintenance responsibility is shared by the properties that are accessed via the cul-de-sac, including but not limited to:

SECTIONL: That Article 5 Section 5-200 F.3. c.(ix) to be amended as follows:

(ix) Standards for acceptable private driveway approach and curb (depressed) or flare shall be as established by the City Engineer or designee.

SECTION LI: That Article 9 Section 9-100 C. Planning and Zoning Commission be deleted and amended as follows:

1. Created: The appointment of members, term, duties and responsibilities of the Planning and Zoning Commission are outlined in Section 11-4 of the City Code.

SECTION LII: That Article 9 Section 9-200 B. 2. Public Hearing and Notice be amended as follows:

2. Public hearing and notice. Upon receipt of a petition for a map amendment, the Zoning Administrator shall schedule a public hearing before the Planning and Zoning Commission, allowing adequate time for proper notice. Upon receipt of a petition for a text amendment, the City Council shall schedule a public hearing before the Planning & Zoning Commission, allowing adequate time for proper notice. Notice shall be given as provided in Section 9-200L, Notice.

SECTION LIII: That Article 9 Section 9-200 B. 4. Report be amended as follows:

Within 45 days, or as soon as the agenda schedule permits, after all pertinent information has been received from the petitioner, and as necessary from the City departments, the petition shall be placed on the Planning and Zoning Commission agenda. The Planning and Zoning Commission shall review the proposed petition and report its findings to the City Council as provided in this article.

If the Planning and Zoning Commission fails to conclude the public hearing within 60 days from the date that the petition is scheduled for a Planning and Zoning Commission public hearing, for whatever reason, the petitioner's request shall be deemed to have received a negative recommendation from the Planning and Zoning Commission, unless the time is specifically extended by a request from the petitioner. If the Planning and Zoning Commission fails to conclude the public hearing within the time allotted, the petition will be forwarded to the City Council for action.

SECTION LIV: That Article 9 Section 9-200 B. 6. Action by the Council be amended as follows:

6. Action by the Council. The City Council, upon receipt thereof, may adopt, with or without modification reject or deny, the report and recommendations of the Planning and Zoning Commission, or may refer any matter back to the Planning and Zoning Commission for

further consideration. In addition, when a motion to recommend the denial of a map amendment or text amendment is approved by 2/3 of all Planning and Zoning Commission members then holding office, or such motion to recommend denial is approved unanimously by all members present, such map amendment or text amendment shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate Authorities then holding office.

SECTION LV: That Article 9 Section 9-200 C. 3 Standards be amended as follows:

When evidence in a specific case establishes that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

SECTION LVI: That Article 9 Section 9-200 C. 6. Action by the Council be amended as follows:

6. Action by the council. The City Council, upon receipt thereof, may adopt, with or without modification, reject or deny the report and recommendation of the Planning and Zoning Commission or refer any matter back to the Commission for further consideration In addition, when a motion to recommend the denial of a variation is approved by 2/3 of all Planning and Zoning Commission members then holding office, or such motion to recommend denial is approved unanimously by all members present, such variation shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate Authorities then holding office.

SECTION LVII: That Article 9 Section 9-200 D. 1.h. be amended as follows:

h. Additional information indicating compliance with the regulations of this chapter and all other applicable City ordinances.

Refer to the "Development Application" handout, available through the Community Development Department, for specific explanations of submittal requirements, and for review procedures.
[Amended 6-3-2014 by Ord. No. 7034]

SECTION LVIII: That Article 9 Section 9-200 D. 4. Report be amended as follows:

Within 45 days, or as soon as agenda schedule permits, after all pertinent information has been received from the petitioner, and as necessary from the City Staff, the petition shall be placed on the Planning and Zoning Commission agenda. The Planning and Zoning Commission shall review the proposed petition and report its findings to the City Council as provided in this section.

If the Planning and Zoning Commission fails to conclude the public hearing within 60 days from the date that the petition is scheduled for a public hearing, for whatever reason, the petitioner's request shall be deemed to have received a negative recommendation from the Planning and Zoning Commission, unless the time is specifically extended by a request from the petitioner. If the Planning and Zoning Commission fails to conclude the public hearing within the time allotted, the petition shall be forwarded to the City Council for action. In the case of a special use permit for a planned unit

development, the procedure established in Section 9-200E, Planned unit development, shall be followed.

SECTION LIX: That Article 9 Section 9-200 D. 7. Action by the Council be amended as follows:

7. Action by the Council. The City Council, upon receipt thereof, may adopt, with or without modification, reject or deny, the report and recommendations of the Planning and Zoning Commission, or may refer any matter back to the Planning and Zoning Commission for further consideration. In addition, when a motion to recommend the denial of a special use permit is approved by 2/3 of all Planning and Zoning Commission members then holding office, or such motion to recommend denial is approved unanimously by all members present, such special use permit shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate Authorities then holding office.

SECTION LX: That Article 9 Section 9-200 E. Planned Unit Development be amended as follows:

E. Planned unit development. Planned unit developments (PUD) are special use permits and are held to additional standards, as stated below. A preliminary and final PUD approval is required.

1. Preapplication conference. Before submitting required materials for a preliminary planned unit development review, a preapplication meeting with the Director of Community Development or his/her assigned designee is recommended. The purpose of the meeting is to informally discuss the general concept of the proposed development, its effects on the surrounding area and the City as a whole, and the feasibility of utilizing City services. The meeting is advisory and is intended to allow both parties to express their concerns and reach mutual conclusions. **[Amended 6-3-2014 by Ord. No. 7034]**

2. Conceptual PUD. Following the preapplication meeting, the petitioner has the option to appear before the Planning and Zoning Commission to informally discuss the initial concept for the proposal. Neither party shall be required to provide a formal position statement on the proposal, and the developer shall not be required to comply with any position statement offered by either party. Refer to the "Development Application" handout, available through the Community Development Department, for specific explanations of submittal requirements, and for review procedures. **[Amended 6-3-2014 by Ord. No. 7034]**

3. Application. **[Amended 6-3-2014 by Ord. No. 7034]**

Refer to the "Development Application" handout, available through the Community Development Department, for specific explanations of submittal requirements, and for review procedures. **[Amended 6-3-2014 by Ord. No. 7034]**

The following persons or public bodies shall have standing to initiate a planned unit development:

a. Any person owning real property in the City of Crystal Lake may file a petition for a planned unit development subject to the general provisions of this Ordinance. The petition shall be made in writing and shall be accompanied

by maps, plans and other information as required in Section 9-200A, Required submittals, and by paying the proper filing fee.

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b. The City Council as provided in this section.

c. The Planning and Zoning Commission as provided in this section.

4. Public hearing and notice. Upon receipt of a petition for a planned unit development, the Zoning Administrator shall schedule a public hearing before the Planning and Zoning Commission, allowing adequate time for proper notice. Notice shall be given as provided in Section 9-200L, Notice.

5. Report.

Within 45 days, or as soon as agenda schedule permits, after all pertinent information has been received from the petitioner, and as necessary from the City Staff, the petition shall be placed on the Planning and Zoning Commission agenda. The Director of Community Development may require an earlier submittal date, if the proposed PUD is expected to require additional staff review time. Hearing/meeting dates shall not be established until all required submittals are received by the Director of Community Development. The Planning and Zoning Commission shall review the proposed petition and report its findings to the City Council as provided in this section.

If the Planning and Zoning Commission fails to conclude the public hearing within 60 days from the date that the petition is scheduled for a public hearing, for whatever reason, the petitioner's request shall be deemed to have received a negative recommendation from the Planning and Zoning Commission, unless the time is specifically extended by a request from the petitioner. If the Planning and Zoning Commission fails to fails to conclude the public hearing within the time allotted, the petition shall be shall be forwarded to the City Council for action.

6. Recommendations. Within 45 days following the public hearing, excluding any continuation of such hearing or extensions requested by the petitioner, the Planning and Zoning Commission shall forward its recommendations to the City Council.

7. Conditions. The Planning and Zoning Commission may recommend and the City Council, in granting any planned unit development, may impose such conditions or restrictions as appear necessary to minimize possible detrimental effects of such special use upon other properties in the neighborhood.

8. Action by the Council. The City Council, upon receipt thereof, may adopt, with or without modification, reject or deny, the report and recommendations of the Planning and Zoning Commission, or may refer any matter back to the Planning and Zoning Commission for further consideration. In addition, when a motion to recommend the denial of a planned unit development is approved by 2/3 of all Planning and Zoning Commission members then holding office, or such motion to recommend denial is approved unanimously by all members present, such planned unit development shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate Authorities then holding office.

9. Failure to begin the final PUD process Approval of a preliminary PUD shall be valid for two years after approval by City Council. The City Council may, for good cause, approve an extension of the preliminary PUD. The City Council may grant one-year extensions.

10. Failure to initiative a final PUD plan. Unless the petitioner, or a successor to the petitioner, has substantially completed construction of the public improvements and has commenced construction of the uses approved in the PUD, the PUD special use permit shall automatically lapse two years after the date of approval. The City Council, upon a written petition from the holder of the planned unit development, may for good cause extend for a period of up to one additional year the period for

beginning the PUD. The City Council shall be entitled to grant a one-year extension, beyond the original expiration date for the PUD and such additional one year extensions as the City Council may approve. If the PUD special use permit lapses, under the provisions of this section, the City shall remove the PUD from the Zoning Map and, if the basic zoning classification was approved at the time of approval of the PUD by the City Council, the basic zoning district shall continue in effect.

11. Amendment to a final PUD plan. For residential planned unit developments, when amending an approved final PUD plan, unless the homeowners' association, where one is present, is authorized to act on behalf of the entire development, every property owner within the PUD is required to consent to the amendment to the PUD. **[Added 11-5-2013 by Ord. No. 6970]**

12. Formal subdivision of parcels. Formal subdivision of parcels in a planned unit development will follow the following procedures.

a. Any parcel designated PUD at the time of adoption of this Ordinance, shall not be subdivided into two or more parts for purposes of sale, whether immediate or future, unless and until a final plat of subdivision has been approved by the City Council, as regulated by this Ordinance.

b. If a PUD designation is sought for a parcel and no preliminary PUD plans are concurrently presented for consideration, a preliminary plat of subdivision designating the separately zoned segments must be approved by the City Council before the zoning for each segment becomes effective. Rezoning shall follow procedures set forth in this article.

SECTION LXI: That Article 9 Section 9-200 F. 7. Report be amended as follows:

Within 45 days, or as soon as agenda schedule permits, after all pertinent information has been received from the petitioner, and as necessary from the City Staff, the petition shall be placed on the Planning and Zoning Commission agenda. The Director of Community Development may require an earlier submittal date, if the proposed PUD is expected to require additional staff review time. Hearing/Meeting dates shall not be established until all required submittals are received by the Director of Community Development. The Planning and Zoning Commission shall review the proposed petition and report its findings to the City Council as provided in this section. **[Amended 6-3-2014 by Ord. No. 7034]**

If the Planning and Zoning Commission fails to conclude the public hearing within 60 days from the date that the petition is scheduled for a public hearing, for whatever reason, the petitioner’s request shall be deemed to have received a negative recommendation from the Planning and Zoning Commission, unless the time is specifically extended by a request from the petitioner. If the Planning and Zoning Commission fails to conclude the public hearing within the time allotted, the petition shall be forwarded to the City Council for action.

SECTION LXII: That Article 9 Section 9-200 F. 10. Action by the Council be amended as follows:

10. Action by the Council. The City Council, upon receipt thereof, may adopt, with or without modification, reject or deny, the report and recommendations of the Planning and Zoning Commission, or may refer any matter back to the Planning and Zoning Commission for further consideration. In addition, when a motion to recommend the denial of a watershed planned unit development is approved by 2/3 of all Planning and Zoning Commission members then holding office,

or such motion to recommend denial is approved unanimously by all members present, such watershed planned unit development shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate Authorities then holding office.

SECTION LXIII: That Article 9 Section 9-200 F. 11. Failure to begin the preliminary PUD process be amended as follows:

Approval of a Watershed PUD shall be valid for two years after approval by City Council. The City Council may, for good cause, approve an extension of the Watershed PUD. The City Council may grant one-year extensions.

If the Watershed PUD lapses, under the provisions of this section, the City shall remove the PUD from the Zoning Map and the property will remain classified in the W Watershed Zoning District.

SECTION LXIV: That Article 9 Section 9-200 G. 3. Standards be amended as follows:

3. Standards. The City Council shall determine, when evidence in a specific case establishes that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship, based on the standards below:

SECTION LXV: That Article 9 Section 9-200 I. Administrative Variation be amended as follows:

I. Administrative Approvals. **[Added 8-2-2016 by Ord. No. 7247[1]]**

1. Application. Any property owner in the City of Crystal Lake may file a petition for such administrative approvals as may be authorized by this section of the Ordinance. The petition shall be made in writing and shall be accompanied by maps, plans and other information as required in Section 9-200A.

2. Standards for approval.

a. To be eligible for an administrative variation, the petition shall meet the following standards:

(i) The petitioner is performing maintenance, on a legally permitted structure, which may include removal and replacement, but shall not increase the nonconformity.

(ii) The improvement is to meet a building code requirement; such as a stoop or landing for egress purposes that would encroach into the setback, provided the improvement is the minimum necessary to meet the code.

(iii) The construction of an accessory structure (deck, fence, etc.) which does not increase the nonconformity as established by the principal structure (e.g., A deck may be constructed off the rear of the house, provided it does not extend farther into the setback than the farthest point of the house. A fence, which does not meet the setback requirement for the proposed height, may be constructed, provided it does not extend farther into the setback than the house.)

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(iv) The addition/enlargement to a nonconforming structure which does not increase the nonconformity into the setback, as established by the farthest point of the existing structure.

(v) The variation is the result of right-of-way taking.

(vi) The minimum parking space requirements of Section 4-200 cannot be met and if one of the following is met:

1 The parking requirements of a specific use or development necessitate fewer parking spaces than required by this Ordinance. In support of such request, the applicant must present a trip generation and parking demand study or such other information deemed to be reliable by the Zoning Administrator which demonstrates the reduced parking demand for the development.

2 For existing buildings in the Downtown District and Virginia Street Corridor, when a change of use to a more intensive use makes compliance with the required number of parking spaces impossible because of specific site constraints, the applicant may request to reduce the required number of off-street parking spaces.

(vii) The variation cannot be for a setback encroachment in the front yard of a lake lot.

(viii) An existing front porch, stoop, or deck can be covered with a roof, provided the sides remain open and the stoop or deck does not exceed a 5-foot by 5-foot area.

b. To be eligible for an administrative special use permit, the petition shall meet the following standards:

(i) The business received a Special Use Permit for another location in the City.

(ii) The new location would meet the same SUP criteria as the previous location.

(iii) A cannabis dispensary is not eligible to apply for an administrative special use permit.

3. Procedure. Upon receipt of a completed application for an administrative approval, the Zoning Administrator shall set a meeting date to review the application.

4. Notice. Petitioner shall provide a copy of the legal notice by first-class mail to each adjacent property owner. "Adjacent" shall mean across the street and kitty-corner, on either side of the lot and behind, including kitty-corner. The notice will include a letter detailing the process and how to make an objection to the request. The petitioner shall also post a sign on the zoning hearing sign on the subject property.

5. Action. The Zoning Administrator, upon receiving no objection from the public, shall approve or deny the request. If an objection from the public is received or if the Zoning Administrator determines that the application does not meet the above standards, the request shall be referred to the Planning and Zoning Commission for final action as outlined in Section 9-200C-6h. J. Appeals and stays of proceedings.

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SECTION LXVI: That Article 9 Section 9-200 N Fees be amended as follows:

N. Fees. The development application fees can be found in the City Code Chapter 241-4. (The table to be deleted).

SECTION LXVII: That Article 10 Definitions Section 10-200 be amended with the following definitions to be added or modified:

LOT — Unless the context indicates otherwise, all references in this Ordinance to a "lot", "lot of record", "property", "parcel" or "zoning lot" shall be deemed to mean a "zoning lot". A lot is a distinct portion or piece of land and shall abut a public street or an approved private street. **[Amended 8-2-2016 by Ord. No. 7247]**

LOT OF RECORD. A lot that is part of a subdivision, the properly approved plat of which has been recorded in the office of the Recorder of Deeds of McHenry County Illinois, or a parcel of land separately described in a recorded deed.

WATER'S EDGE – The earth bank, stone seawall, corrugated metal seawall or concrete seawall portion of the lot that faces the water of *Crystal Lake.*

FRONT LOT LINE — The narrowest boundary of a lot which is along a public right-of-way, or where no public right-of-way exists, along a private right-of-way, easement or access way. Where a lot contains an easement for street purposes across the front of a lot, the edge of the easement shall be considered the front lot line. Where a lot abuts *Crystal Lake*, the lot line at the water's edge is to be the front lot line.**[Amended 12-11-2017 by Ord. No. 7419]**

LOT LINE. The boundary line of a lot which denotes the edge of the subject property.

FAMILY —

1. One of the following:

   a. One or more persons related by blood, marriage or legal adoption (including foster children) together with not more than two domestic servants living as a single not-for-profit housekeeping unit occupying a dwelling unit.

   b. Two or fewer persons not related by blood, marriage or legal adoption together with their children (including foster children) together with not more than two domestic servants living as a single not-for-profit housekeeping unit occupying a dwelling unit.

   c. Not more than five adult persons who are not necessarily related to each other by blood, marriage or legal adoption living as a single not-for-profit housekeeping unit occupying a dwelling unit.

2. For purposes of this Ordinance, "single not-for-profit housekeeping unit" shall mean the joint occupancy and use of the entire dwelling unit and the facilities therein with the exception of bedrooms by all of the residents. A single not-for-profit housekeeping unit shall further be defined that the costs s include the proportionate share of rent/mortgage, utilities, and other shared household expenses and not paying for services provided to residents including, but not limited to medical care, supervision, or transportation.

3. Frequent gatherings hosted by a professional or outside volunteer such as; therapy sessions or counseling sessions, shall constitute a business use and not a Family.

4. See Chapter 302, Housing Code, of the Code of Ordinances of the City of Crystal Lake for standards for occupancy of a residential dwelling unit.

FAMILY CARE I — A nonmedical facility operated by an individual or sponsoring entityor agency which is licensed or certified by or registered with the State and, if required by law, retains a valid license at all times wherein individuals are provided room, board, protective supervision and counseling to no more than eight unrelated persons (inclusive of any residential staff) other than a Family, who, due to advanced age, handicap, impairment due to chronic illness or status as a minor who is unable to live with parents or guardians reside together Excluded from the definition of family care facilities are Residential Mental Health and Substance Abuse Facilities and Nursing Care.

FAMILY CARE II — A nonmedical facility operated by a sponsoring agency which is licensed or certified by or registered with the State and, if required by law, retains a valid license at all times wherein individuals are provided room, board, protective supervision and counseling to no more than twelve (12) unrelated persons (inclusive of any residential staff) other than a Family, who, due to advanced age, handicap, impairment due to chronic illness or status as a minor who is unable to live with parents or guardians reside together. Excluded from the definition of family care facilities are Residential Mental Health and Substance Abuse Facilities and Nursing Care.

FARM – Land used for agricultural purposes including agriculture, floriculture, forestry, greenhouses, horticulture, nurseries, and orchards.

FARMHOUSE – Any single-family residence associated with a farm.

HOME CARE PROFESSIONAL – A health care professional hired by the occupant of any residence to provide therapy, medicine, or assistance with daily needs at the occupant's home for any period of time.

INDUSTRIAL

HEAVY INDUSTRIAL – The assembly, fabrication, or processing or goods and materials using processes that ordinarily have greater than minimal impacts on the environment, or that ordinarily have significant impacts on the use and enjoyment of adjacent property in terms of noise, smoke, fumes, visual impact, odors, glare, or health and safety hazards, or that otherwise do not constitute "light industrial". Heavy industrial generally includes processing and fabrication of large or bulky products made from extracted or raw materials or products involving flammable or explosive materials and processes that require extensive floor areas or land areas for the fabrication and/or incidental storage of the products.

LIGHT INDUSTRIAL – The assembly, fabrication, or processing of goods and materials using processes that ordinarily do not create noise, smoke, fumes, odors, glare, or health or safety hazards inside or outside of the building or lot where such assembly, fabrication, or processing takes place. Light industrial generally includes processing and fabrication of finished products predominantly from previously prepared materials and includes processes that do not require extensive floor areas or land areas.

NURSING CARE FACILITIES — Commercial establishments primarily engaged in providing inpatient nursing and rehabilitative services. The care is generally provided for an extended period of time to individuals requiring nursing care. These establishments have a permanent core staff of registered or licensed practical nurses who, along with other staff, provide nursing and continuous

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personal care services. Examples include convalescent homes or convalescent hospitals (except psychiatric), nursing homes, homes for the elderly or aged with nursing care, rest homes, retirement homes with nursing care, inpatient care hospices, etc.

RECOVERY HOMES: facilities licensed by the Illinois Department of Human Services-Division of Substance Use Prevention and Recovery (SUPR) and possess an alcohol and drug-free housing component whose rules, peer-led groups, staff activities and/or structured operations are directed toward maintenance of sobriety for persons in early recovery from substance abuse, or those individuals who recently have completed substance abuse treatment or who may still be receiving such treatment at another licensed facility.

(Property Line deleted)

(Group Dwelling deleted)

SECTION LXVIII: That Appendix Section A-400 Access Management Manual C. 4. be amended as follows:

4. The spacing requirements for driveways not meeting the specifications in this Ordinance may be lessened or waived by the City Engineer if tapered or channelized deceleration lanes are used.

SECTION LXIX: That Appendix Section A-400 Access Management Manual E be amended as follows:

E. Driveway design.

1. All driveways shall meet the City's Standard Details and Chapter 570 of the City Code.

2. Curb cuts for driveways shall not be permitted in the curb return of an intersection.

3. The curb return radii for driveways intersecting at right angles with the roadway and without a deceleration lane shall be as follows: **[Amended 3-1-2016 by Ord. No. 7200]**

a. Curb return radii for commercial and multifamily driveways shall vary between 15 feet and 30 feet.

b. Curb return radii for driveway types not included in the above shall be determined by the City Engineer.

4. The angle of driveway approach shall be approximately 90° for two way drives and between 45° and 90° for one-way drives.

5. Restricted access may be necessary based on the recommendations of the traffic study or as determined by the City Engineer.

6. Traffic signals: Access points on arterial and collector streets may be required to be signalized in order to provide safe and efficient traffic flow, but only if the intersection meets the signal warrant(s) specified in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).

a. A development may be responsible for all or part of any right-of-way, design, hardware, and construction costs of a traffic signal if it is determined that the signal is necessitated by the traffic generated from the development.

b. A development may be required to post a letter of credit or bond meeting the City's minimum requirements to cover the costs of its assigned share of the traffic signal improvement.

SECTION LXXX: That Appendix Section A-600 Standard Details the web address shall be deleted.

SECTION LXXI: That Appendix Section A-1600 Easements be amended to read as follows:

SECTION A-1600. Easements.

A. General. All proposed plats submitted for approval under the provisions of the UDO shall allocate sufficient easement areas for features including, but not limited to, stormwater management facilities, public utilities, tree preservation, environmental conservation, pedestrian/vehicular access, landscaping, municipal facilities and wetland/wetland buffers, wherever necessary.

1. All easements and corresponding utility location plans shall be approved prior to the approval of the plat.

2. For features required to be in an easement but not required to be within common area, maintenance shall generally be the responsibility of the lot owner, except as expressly provided otherwise in this Unified Development Ordinance or in the development approval.

3. A grant of authority to the City to enter upon an easement for purposes of inspection, maintenance and/or repair of a feature within the easement shall not be construed as relieving the owner or owners of such responsibility.

B. Recording of easements. All necessary easements and easement provisions shall be clearly identified on final plats and shall be recorded with the McHenry County Recorder's Office by the owner as a condition of approval prior to permit issuance.

C. Existing easements. All proposed plats shall clearly identify any existing easements on the property, including dimensions, bearings, and recorded instrument numbers.

D. Easement types. Unless specifically defined on an approved plat or by condition of plat approval, the following requirements shall apply to these easements:

1. Municipal utility easement (MUE).

a. Shall be required for any publicly owned and maintained sanitary sewer, water, and/or storm sewer facilities, including all fire hydrants and associated fire service lines.

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b. Grants the City exclusive access to install, operate, maintain, relocate, renew and remove sanitary sewer, water, and/or storm sewer facilities together with the right to cut, trim, or remove trees, bushes, and roots as may be reasonably required to maintain or access such facilities.

c. Shall prohibit encroachment by other utilities, unless such encroachment is approved by the Director of Public Works (or designee) in conjunction with the preliminary plat or consists of a perpendicular crossings of the municipal utility easement. Upon written permission from the Director of Public Works (or designee), encroachments may be permitted after the recording of the final plat.

d. Shall prohibit the installation, construction, placement or planting of any structures, buildings, fences, walls, patios, posts, trees, plants or shrubbery within the easement. Grass or City approved plantings are allowed.

e. Shall prohibit the altering, modification, or change in any way the topography or elevations without approval from the City.

f. Allows the placement of pavement or any other approved surface within the easement.

g. Shall be exclusive of any other blanket easement on the property.

h. Shall be at least 20 feet in width if the easement is not immediately accessible from a public right-of-way. Municipal utility easements that are immediately adjacent to a public right-of-way may be reduced to 15 feet in width with the approval of the Director of Public Works (or designee).

i. Shall provide that the owner of the lot, property owners association or other party accepting title to all or any part of the easement is responsible for the maintenance of the surface of that portion of the easement which is located on such party's property. Maintenance shall include, but shall not be limited to, the regular seeding, watering and mowing of all lawns.

j. Shall provide that the owner of the lot, property owners association or other party accepting title to all or any part of the easement are completely responsible for landscape and/or paving restoration, should maintenance of the utility be required.

2. Public utility easement (PUE).

a. Shall allow both private and public utility providers access associated with the installation, maintenance, repair, or removal of utility facilities.

b. Shall prohibit the installation, construction, placement or planting of any structures, buildings, walls, patios, posts, trees, plants or shrubbery within the easement. Grass or City approved plantings are allowed.

c. Shall allow the location of fences and plant material in the easement, subject to written approval of the applicable utility company.

d. Shall only perpendicularly cross Municipal Utility Easements.

3. Drainage easement (DE).

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a. Shall be required for any surface swales required for the stormwater management system to function.

b. Shall prohibit any alteration within the easement that would hinder or redirect flow.

c. Shall prohibit the installation, construction, placement or planting of any structures, buildings, walls, patios, posts, trees, plants or shrubbery within the easement. Grass or City approved plantings are allowed.

d. Shall allow the location of fences in the easement, subject to permit approval by the City.

e. Shall provide that the owner of the lot, property owners association or other party accepting title to all or any part of the easement is responsible for maintenance of the drainage features within such easement so that it is in good and functional condition for its intended purpose as a stormwater drainage facility. Maintenance shall include, but shall not be limited to, the regular seeding, watering and mowing of all lawns and removal of all obstructions.

f. Shall be enforceable by the City on behalf of owners of properties that are adversely affected by conditions within the easement.

g. Shall prohibit the altering, modification, or change in any way the topography or elevations without approval from the City.

4. Stormwater management easement (SME).

a. Shall be required for all components of the stormwater management system. It may also be required for existing residential properties located within the Crystal Lake Watershed as required by the City Engineer.

b. Shall provide that the owner of the lot, property owners association or other party accepting title to all or any part of the easement is responsible for maintenance of the stormwater management system (including but not limited to basins, pipes, structures and overland flood routes) within such easement so that it is in good and functional condition for its intended purpose as a stormwater management system. Maintenance shall include, but shall not be limited to, the regular seeding, watering and mowing of all lawns, removal of all obstructions and keeping all surface openings of the drainage pipes underlying the easement free of all grass clippings, leaves, or other related or foreign materials.

c. Shall prohibit the installation, construction, placement or planting of any structures, buildings, fences, walls, posts, trees, plants or shrubbery within the easement. Grass or City approved plantings are allowed.

d. Shall prohibit any alteration, modification or obstruction within the easement that would hinder or redirect drainage flow or change in any way the topography or elevations of the easement.

e. Shall be enforceable by the City on behalf of owners of properties that are adversely affected by conditions within the easement.

f. Shall allow the City, upon five days' notice to the owner of the lot, property owners association or party accepting title served by certified mail, to enter upon the easement for the purpose of maintenance and to charge the costs of such maintenance to the owner of the lot, property owners association or party accepting title at its discretion.

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g. Shall allow the City to enter upon the easement for the purpose of emergency repairs, to charge the costs of such repairs to the owner of the lot, property owners association or party accepting title, to construct drainage facilities within the easement, and to assume temporary responsibility for the drainage features at its discretion.

h. The City may, at its sole election, record notice of lien with the Recorder of Deeds for McHenry County as described above against the subject real property for the costs of unpaid maintenance or emergency repairs conducted by the City. Said lien shall include the applicable expense to the owner of the lot, property owners association or party accepting title plus attorney's fees and court costs. Upon payment of said lien, the City shall issue the appropriate release of lien to the owner of the lot, property owners association or party accepting title. It shall not be the obligation of the City to record the release of the lien but shall be the obligation of the party procuring the release.

5. Conservation easement (CE).

a. Prohibits any land-disturbing activities, or alteration of any vegetative cover, including mowing, within the easement area.

b. Allows the removal of dead and diseased trees that pose a safety risk or impede drainage, only after first obtaining written approval from the Community Development Department. Normal maintenance activities for wetlands or wetland buffers, as outlined in a maintenance plan approved by the City Engineer and in accordance with the Crystal Lake Stormwater Ordinance, are permitted. **[Amended 6-3-2014 by Ord. No. 7034]**

c. All Conservation Easements shall be identified with signs located along the boundary of the easement. Signs shall be placed at intervals of no more than 200 feet, and each sign shall be a maximum of 1.5 square feet in area. A minimum of one sign is required, regardless of easement size.

d. Conservation Easements shall be required on the Final Plat for the following environmental features:

(i) Excessive slopes: All areas with a slope 2:1 (H:V) or greater.

(ii) Riparian buffers: Riparian buffer areas as defined in the Crystal Lake Stormwater Ordinance.

(iii) Floodplains: All areas within designated floodways and regulatory floodplains as defined in the Crystal Lake Stormwater Ordinance.

(iv) Native Vegetation/Wetlands: All delineated wetlands and required wetland buffer areas as defined in the Crystal Lake Stormwater Ordinance.

(v) Trees and forested areas: All trees required to be preserved by the Section 4-300, Tree preservation.

6. Access easement (AE).

a. Shall be required for shared, joint or cross access as required by the Access Management Ordinance or to facilitate pedestrian connections between private properties.

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b. Grants the general public the right to access the easement for purposes of driving, walking, running, bicycling, skating, or utilizing certain classes of nonmotorized vehicles.

c. Prohibits the placement of any obstruction within the easement that would otherwise prevent the public from accessing this easement.

7. Landscape easement (LE).

a. Shall be required for landscaping in common areas that is maintained by the property owners association or other responsible party.

b. Shall provide that the property owners association or other party accepting title or maintenance obligations to all or any part of the easement is responsible for maintenance of the landscaping as indicated on the plat of subdivision in a manner consistent with the landscape plan approved by the City of Crystal Lake. Maintenance shall include, but shall not be limited to, the watering of plantings and lawns, removal of weeds, leaves or other foreign material and the mowing of lawns.

c. No individual lot fences are permitted in the landscape easements.

8. Watershed Stormwater Management Easement (WSME).

a. Shall be required for new stormwater management systems located within the Crystal Lake Watershed.

b. The "Crystal Lake Watershed Stormwater Management Facilities Non-Residential Maintenance Plan, Grant of Easement and Funding Agreement" shall also be applicable as directed by the City Engineer.

9. Wetland and Wetland Buffer Easement (WE).

a. Shall be required as outlined in Chapter 595 of the City Code.

b. Shall prohibit the installation, construction, placement or planting of any structures, buildings, walls, patios, posts, trees, plants or shrubbery within the easement. Grass or City approved plantings are allowed.

c. Shall prohibit any alteration, modification or obstruction within the easement that would hinder or redirect drainage flow or change in any way the topography or elevations of the easement.

d. Shall be enforceable by the City on behalf of owners of properties that are adversely affected by conditions within the easement.

e. Shall allow the City, upon five days' notice to the owner of the lot, property owners association or party accepting title served by certified mail, to enter upon the easement for the purpose of maintenance and to charge the costs of such maintenance to the owner of the lot, property owners association or party accepting title at its discretion.

f. Shall allow the City to enter upon the easement for the purpose of emergency repairs, to charge the costs of such repairs to the owner of the lot, property owners association or party accepting title, to construct drainage facilities within the easement, and to assume temporary responsibility for the drainage features at its discretion.

g. The City may, at its sole election, record notice of lien with the Recorder of Deeds for McHenry County as described above against the subject real property for the costs of unpaid maintenance or emergency repairs conducted by the City. Said lien shall include the applicable expense to the owner of the lot, property owners association or party accepting title plus attorney's fees and court costs. Upon payment of said lien, the City shall issue the appropriate release of lien to the owner of the lot, property owners association or party accepting title. It shall not be the obligation of the City to record the release of the lien but shall be the obligation of the party procuring the release.

10. Other. Other easements may be required by the City Council to preserve features or functions unique to a given property and shall be defined on the recorded plat.

E. Common areas.

1. In addition to easements required by this section, the following environmental features shall be placed within common (outlot) areas on the plat:

i Riparian buffers.

ii Floodways.

iii Wetlands and wetland buffers: All delineated wetlands and required wetland buffer areas as defined in the Crystal Lake Stormwater Ordinance.

iv Forested areas: All contiguous areas of tree cover totaling one acre or greater that are required to be preserved by Section 4-300, Tree preservation.

v Stormwater management systems: Engineered and built drainage or water quality treatment improvements, including but not limited to detention and retention facilities, for subdivisions shall be contained within common areas. Such improvements shall be constructed and maintained according to the requirements of the Crystal Lake Stormwater Ordinance.

2. Access. All common areas required by this section shall be provided with an access easement that connects the common area with a public right-of-way. The access easement shall be a minimum of 15 feet in width.

F. Access. All common areas required by this section shall be provided with an access easement that connects the common area with a public right-of-way. The access easement shall be a minimum of 15 feet in width.

Summary of Easements				
Easement Type		**Width**	**Typical Maintenance By**	**Fences Permitted?**
Municipal Utility Easement	MUE	Minimum 20 feet	City	No
Public Utility Easement	PUE	Varies	Utility Company	Yes (utility company approval needed)
Drainage Easement	DE	Varies	Property Owner	Yes (City approval)

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Stormwater Management Easement	SME	Varies	Property Owners' Association	No
Conservancy Easement	CE	Varies	Property Owners' Association	Yes (City approval)
Access Easement	AE	Varies (minimum 15 feet)	Property Owner	No
Landscape Easement	LE	Varies	Property Owners' Association	No

SECTION LXXII: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

DATED at Crystal Lake, Illinois, this 6th day of October, 2020.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

By: _____
Haig Haleblian, Acting Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: October 6, 2020

APPROVED: October 6, 2020

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

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Overview of the McHenry County Division of Transportation Ackman Road Feasibility Study

Staff Recommendation: Discussion Only

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering
Abigail Wilgreen, City Engineer

Background:
The McHenry County Division of Transportation (MCDOT) has initiated a feasibility study along the Ackman Road corridor from Haligus Road to Randall Road. The section of Ackman Road from Huntley Road to Randall Road is located within the City of Crystal Lake. The purpose of a feasibility study is to obtain conceptual feedback regarding potential alternatives for an improvement.

The goal of the project is to address known safety concerns (specifically vehicle turning conflicts at the intersections of Huntley, Swanson and Redtail) and provide bicycle and pedestrian infrastructure along the corridor.

MCDOT is requesting input from local municipalities and the public regarding potential alternatives along the corridor. Staff will present the various alternatives to the Council for their feedback, which will be provided to MCDOT.

A copy of the information from the project website is attached.

Votes Required to Pass:
Discussion Only

The Ackman Road Project Team Welcomes You

We're here to:

- ✓ Update you on the Ackman Road: Haligus Road to Randall Road Feasibility Study
- ✓ Get your input on the potential alternatives
- ✓ Update you on the project schedule
- ✓ Explain how you can stay informed and get involved

Ackman Road is an important part of the McHenry County road network

Potential Needs:

- ✓ Add pedestrian/bicycle facilities
- ✓ Enhance ADA accessibility
- ✓ Improve turning maneuvers
- ✓ Address pavement condition
- ✓ Upgrade intersections
- ✓ Improve drainage conditions



Ackman Road: Haligus Road to Randall Road Feasibility Study

Existing Roadway Conditions

Safety

Roadway Facilities

- ✓ Undefined shoulders
- ✓ Poor pavement condition and drainage
- ✓ Tight turning maneuvers

Pedestrian Facilities

- ✓ Narrow and gapped sidewalks
- ✓ Bicyclist riding on shoulders
- ✓ Unmarked crosswalks

Traffic Operations

Signalized Intersections

- ✓ Turn lanes
- ✓ Storage bays
- ✓ Tight corner radii

UnSignalized Intersections

- ✓ Stop-controlled on side streets
- ✓ No turn lanes
- ✓ Tight turning maneuvers

Connectivity

Roadway Facilities

- ✓ Varying number of travel lanes
- ✓ Mixture of curbed and shouldered edges

Pedestrian Facilities

- ✓ Mixture of sidewalks and bike paths
- ✓ Varying path widths and material types
- ✓ Gaps along the corridor



Existing Issues / Constraints

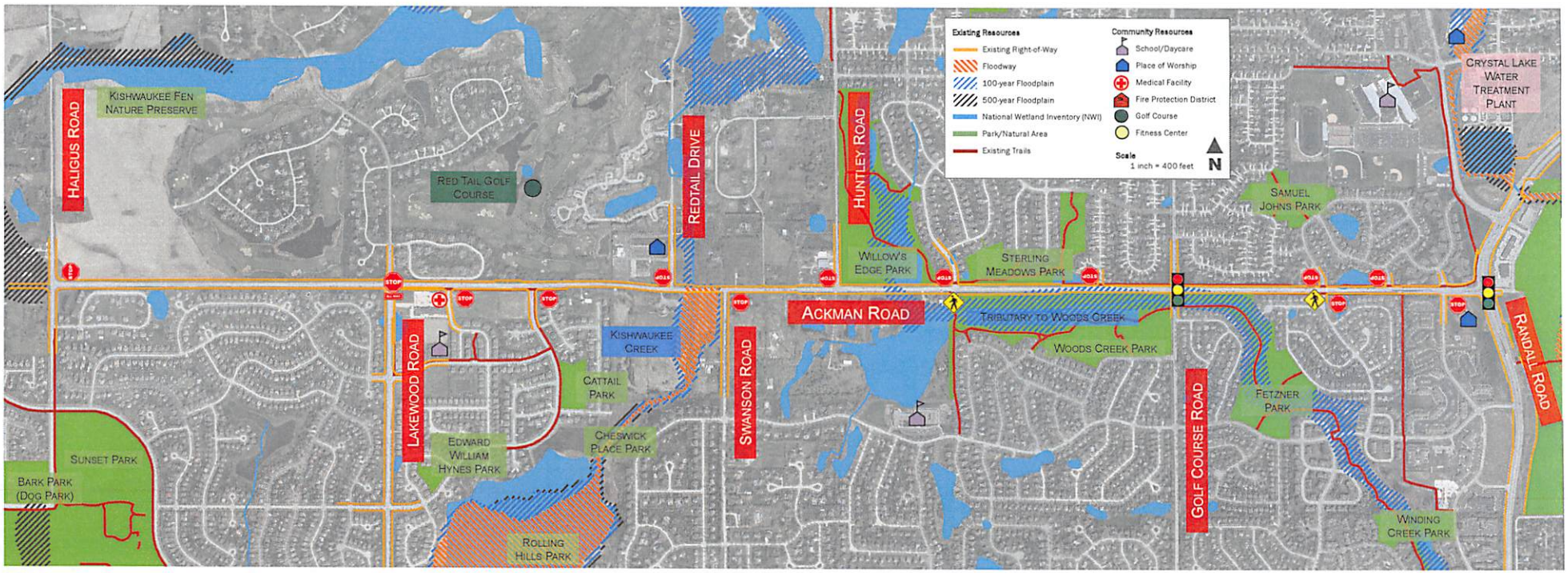
Environmental Review Purpose

Gathers information on existing conditions for:

- ✓ Natural Resources
- ✓ Human Environment
- ✓ Physical Resources

Environmental Studies

- ✓ Threatened/endangered species
- ✓ Wetland and water quality
- ✓ Community impacts
- ✓ Historic and cultural sites
- ✓ Social and economic resources



EXISTING BIKE & PEDESTRIAN FACILITIES MAP



BIKE PATH CROSSING OPTIONS

MID-BLOCK CROSSING (NO DEVICES)



Advantages: Minimal right-of-way needs, low maintenance, lowest cost

Challenges: Interrupted pedestrian flow, not complete separation of pedestrians from motor vehicle travel, low vehicular yield rates, least safe out of all of the options

RECTANGULAR RAPID FLASHING BEACON



Advantages: Minimal right-of-way needs, low maintenance, higher yield rates than crossings with no devices, low cost

Challenges: Interrupted pedestrian flow, not complete separation of pedestrians from motor vehicle travel

UNDERPASS



Advantages: Complete separation of pedestrians from motor vehicle travel, uninterrupted pedestrian flow

Challenges: Lighting, graffiti removal, security, substantial right-of-way needs, pedestrians are less likely to use it, high cost

OVERPASS



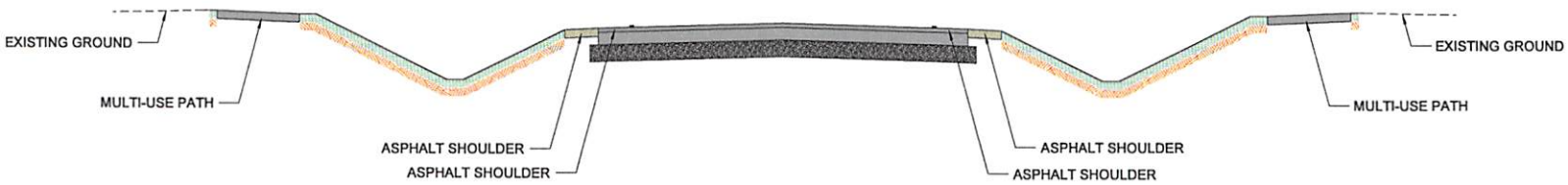
Advantages: Complete separation of pedestrians from motor vehicle travel, uninterrupted pedestrian flow

Challenges: Substantial right-of-way needs, pedestrians are less likely to use it, high cost

TYPICAL SECTIONS – URBAN VS RURAL



URBAN TYPICAL SECTION
WITH CURB & GUTTER



RURAL TYPICAL SECTION
WITH SHOULDER

TYPES OF POTENTIAL INTERSECTION IMPROVEMENTS



TRAFFIC SIGNAL

Advantages

- ✓ Typically less overall intersection delay than with stop control
- ✓ Less right-of-way required than roundabouts
- ✓ Emergency vehicle preemption is possible

Challenges

- ✓ Higher potential for rear-end collisions
- ✓ More delay on certain legs of the intersection than with stop control
- ✓ Cost and maintenance of signal equipment



ROUNDABOUT

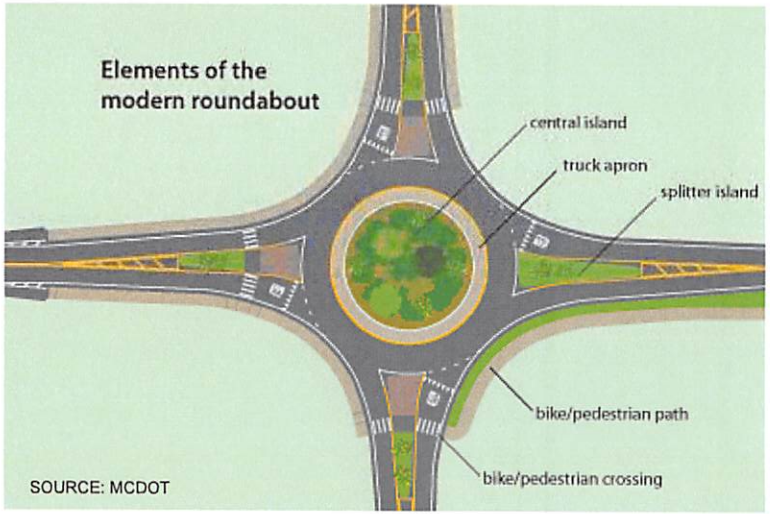
Advantages

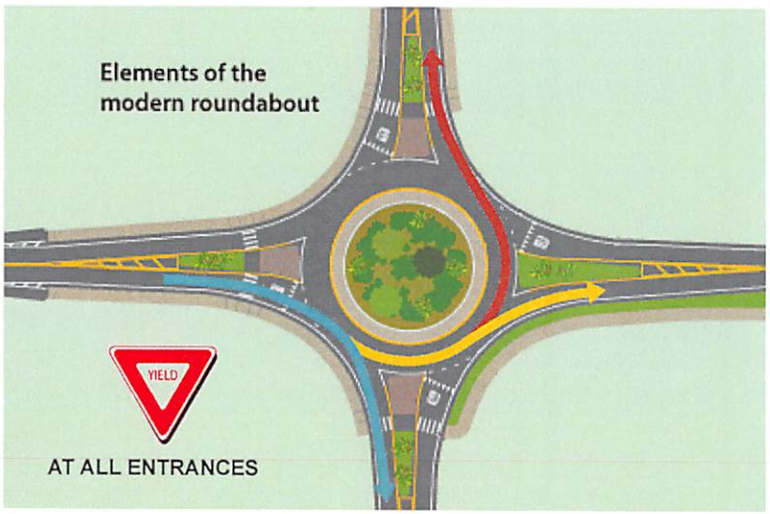
- ✓ Safer than traditional stop sign or signal controlled intersections
- ✓ Less overall vehicle delay
- ✓ Design encourages lower and safer speeds

Challenges

- ✓ More driver confusion than typical intersections
- ✓ Larger footprint, requiring more right-of-way
- ✓ No emergency vehicle preemption

ROUNDABOUTS – HOW DO THEY WORK?





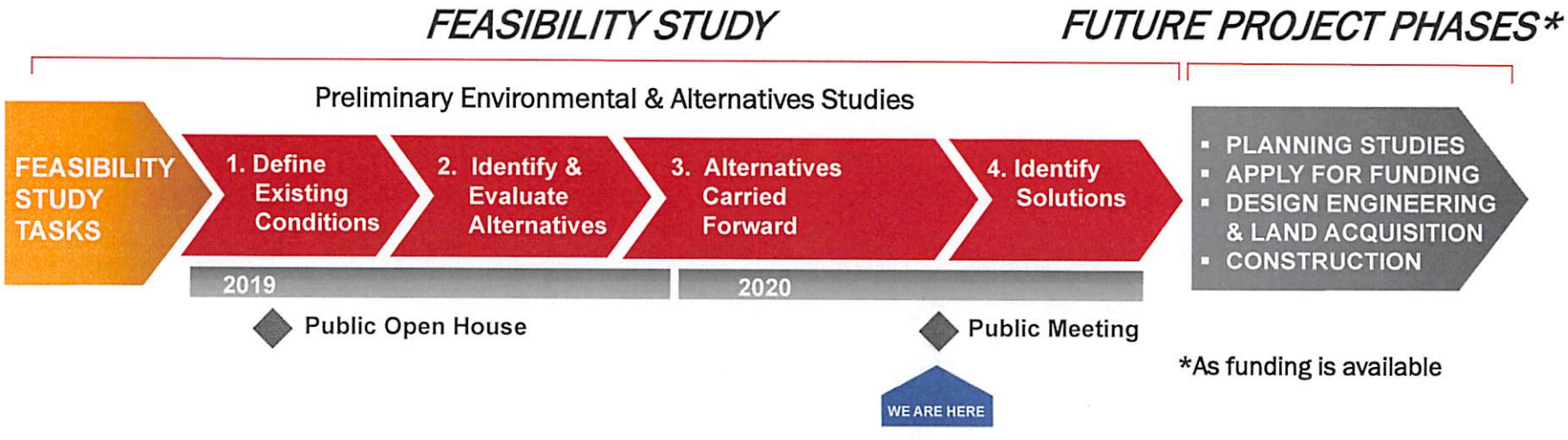
Approaching a Roundabout
- Get in the correct lane
- Reduce speed
- Yield for pedestrians at approach crosswalk

Yielding in a Roundabout
- Yield to traffic circulating from the left
- Watch for cyclists and motorcycles

Driving within a Roundabout
- Do not stop except to avoid a collision
- Travel in a counterclockwise direction
- Keep to the right of the central island

Exiting a Roundabout
- Maintain a low speed
- Use turn signal to indicate your exit
- Yield to pedestrians at exit crosswalk

PROCESS



HOW TO COMMENT

How to submit comments:

ALL COMMENTS MUST BE SUBMITTED BY THURSDAY **OCTOBER 23, 2020** TO BE INCLUDED IN THE PUBLIC RECORD

Email: SLDittrich@McHenryCountyIL.gov

Mail: McHenry County Division of Transportation
16111 Nelson Road, Woodstock, IL 60098

Website: www.McHenryCountyDOT.org

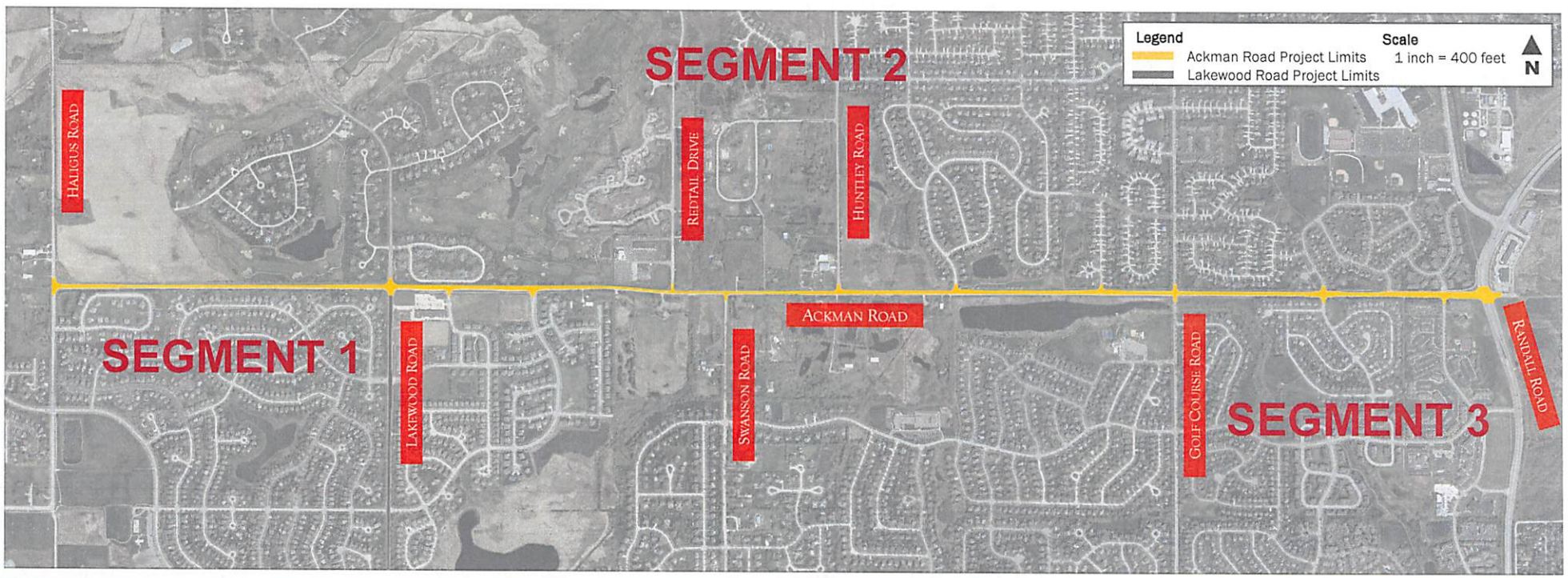
DIVISION OF SEGMENTS

ACKMAN ROAD SEGMENTS:

Segment 1: Haligus Road to Lakewood Road

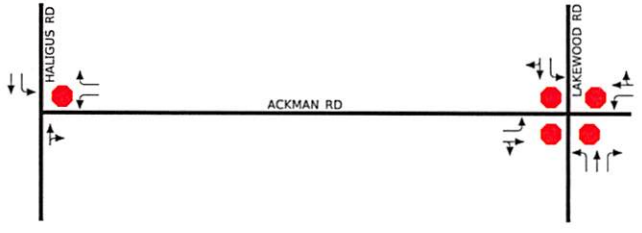
Segment 2: Redtail Drive to Huntley Road

Segment 3: Golf Course Road to Randall Road

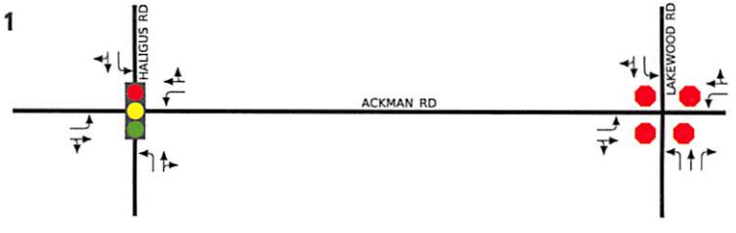


LISTING OF ALTERNATIVES – SEGMENT 1

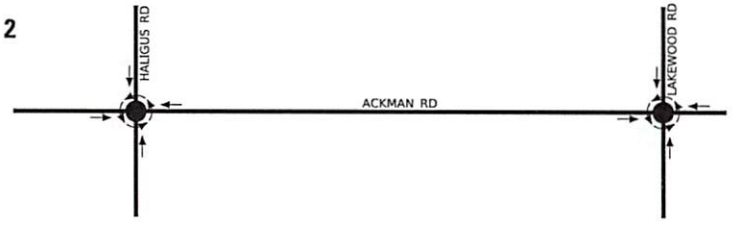
EXISTING CONDITIONS



OPTION 1



OPTION 2



LEGEND

- STOP CONTROLLED INTERSECTION
- SIGNALIZED INTERSECTION
- ROUNDABOUT
- LANE CONFIGURATION

N

EVALUATION MATRIX – SEGMENT 1

Ackman Road Feasibility Study
Alternatives Analysis Evaluation Matrix
Segment 1: Haligus Road to Lakewood Road

ALTERNATIVES			EVALUATION MATRIX								
			PROJECT GOALS			ENVIRONMENTAL IMPACTS					
			SAFETY	MOBILITY		HUMAN ENVIRONMENT			NATURAL ENVIRONMENT		
				Improve LOS and Delay							
Option	Intersection	Intersection Traffic Control Type	Improve Overall Safety	Overall[1]	Critical Movement[1]	Potential Displacement(s)	Property Acquisition[2]	Change Travel Patterns	4(f) Property Acquisition[2]	Stormwater Detention & Water Quality[3]	COST[4]
Segment 1: Haligus Road to Lakewood Road											
Existing (2018)	Haligus Road	One-way Stop (Ackman Road)		A [5.6]	C [17.3]						
	Lakewood Road	All-way Stop		C [21.6]	D [32.3]						
No-Build (2050)	Haligus Road	Two-way Stop (Ackman Road)		F [52.4]	F [285.7]						
	Lakewood Road	All-way Stop		F [150.8]	F [150.8]						
Option 1 (2050)	Haligus Road	Traffic Signal		B [19.4]	C [25.4]						
	Lakewood Road	Traffic Signal (not warranted)[5]									
Option 2 (2050)	Haligus Road	Roundabout		A [8.3]	A [8.6]						
	Lakewood Road	Roundabout		B [14.2]	C [17.5]						

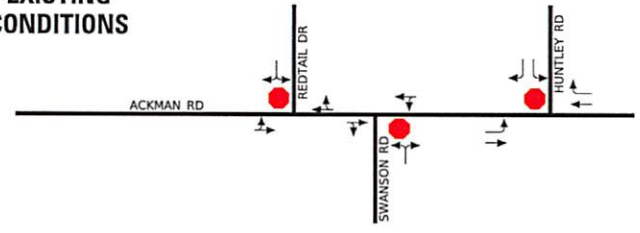
Notes:

1. Level of Service (LOS) and delay are for the PM peak hour.
2. Potential property acquisition does not include areas for detention or compensatory storage.
3. Impacts are based on the additional impervious area of the proposed improvement.
4. Does not include land acquisition(s), relocation(s), mitigation, and/or engineering costs.
5. Option was not studied/evaluated further since a traffic signal was not warranted.

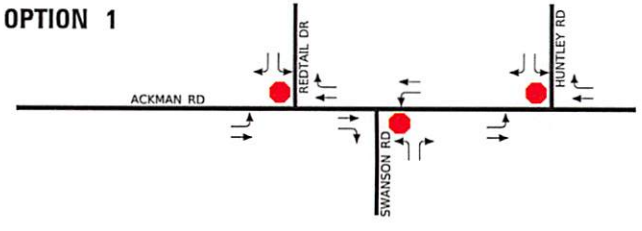
- Least Favorable
- Moderate
- Most Favorable
- Not Applicable/No Discernible Difference Between Options 1 and 2
- No Rating

LISTING OF ALTERNATIVES – SEGMENT 2

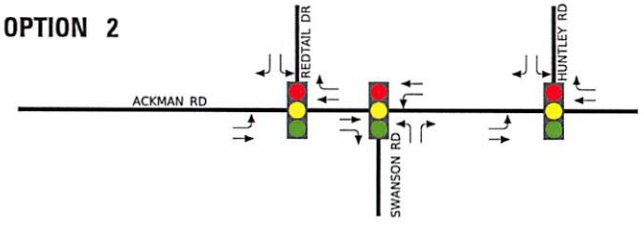
EXISTING CONDITIONS



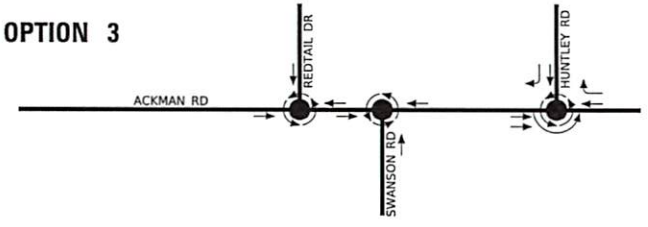
OPTION 1



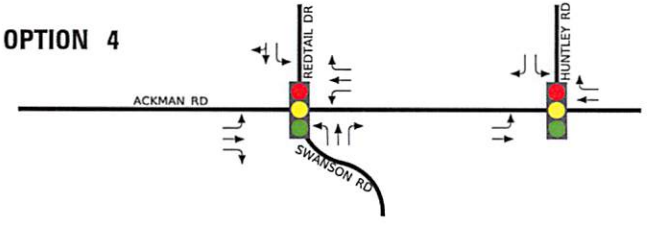
OPTION 2



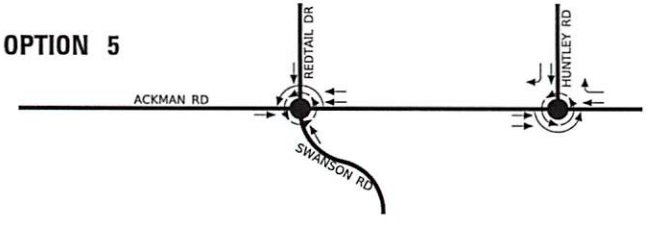
OPTION 3



OPTION 4



OPTION 5



LEGEND

- STOP CONTROLLED INTERSECTION
- SIGNALIZED INTERSECTION
- ROUNDABOUT
- LANE CONFIGURATION

N

EVALUATION MATRIX – SEGMENT 2

Ackman Road Feasibility Study
Alternatives Analysis Evaluation Matrix
Segment 2: Redtail Drive to Huntley Road

ALTERNATIVES			EVALUATION MATRIX									
			PROJECT GOALS			ENVIRONMENTAL IMPACTS						
			SAFETY	MOBILITY		HUMAN ENVIRONMENT			NATURAL ENVIRONMENT			
				Improve LOS and Delay								
Option	Intersection	Intersection Traffic Control Type	Improve Overall Safety	Overall[1]	Critical Movement[1]	Potential Displacement(s)	Property Acquisition[2]	Change Travel Patterns	4(f) Property Acquisition[2]	Stormwater Detention & Water Quality[3]	COST[4]
Segment 2: Redtail Drive to Huntley Road												
Existing (2018)	Redtail Drive	One-way Stop (Redtail Drive)		A [4.5]	F [58.5]						
	Swanson Road	One-way Stop (Swanson Road)		B [12.9]	F [101.7]						
	Huntley Road	One-way Stop (Huntley Road)		A [4.8]	D [28.1]						
No-Build (2050)	Redtail Drive	One-way Stop (Redtail Drive)		D [28.8]	F [414.9]						
	Swanson Road	One-way Stop (Swanson Road)		F [298.8]	F [1887]						
	Huntley Road	One-way Stop (Huntley Road)		B [12.6]	F [91.4]						
Option 1 (2050)	Redtail Drive	One-way Stop (Redtail Drive)		B [12.2]	F [266.3]						
	Swanson Road	One-way Stop (Swanson Road)		F [93.3]	F [1199]						
	Huntley Road	One-way Stop (Huntley Road)		A [9.1]	F [71.7]						
Option 2 (2050)	Redtail Drive	Traffic Signal		A [9.1]	D [47.4]						
	Swanson Road	Traffic Signal		B [11.0]	D [43.8]						
	Huntley Road	Traffic Signal		B [15.8]	D [48.7]						
Option 3 (2050)	Redtail Drive	Roundabout		C [15.1]	C [19.1]						
	Swanson Road	Roundabout		C [18.2]	C [24.4]						
	Huntley Road	Roundabout		B [10.2]	C [16.0]						
Option 4 (2050)	Redtail Drive / Swanson Road	Traffic Signal		B [14.6]	D [49.0]						
	Huntley Road	Traffic Signal		B [14.5]	D [43.8]						
Option 5 (2050)	Redtail Drive / Swanson Road	Roundabout		B [12.7]	C [16.3]						
	Huntley Road	Roundabout		B [10.2]	C [16.0]						

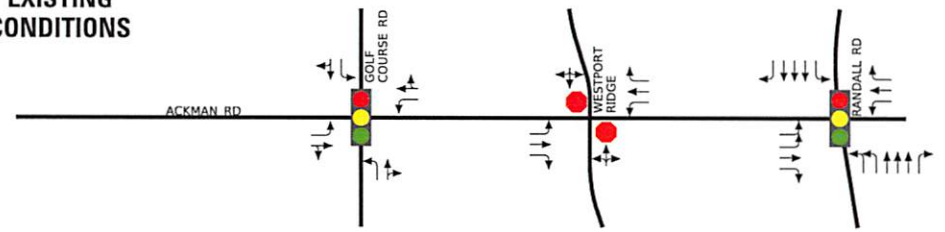
Notes:

1. Level of Service (LOS) and delay are for the PM peak hour.
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3. Impacts are based on the additional impervious area of the proposed improvement.
4. Does not include land acquisition(s), relocation(s), mitigation, and/or engineering costs.

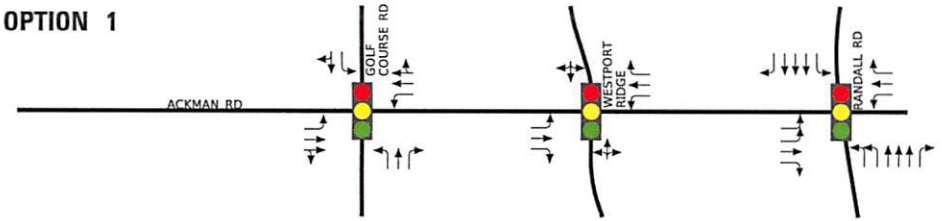
- Least Favorable
- Moderate
- Most Favorable
- Not Applicable/No Discernible Difference Between Options 1 thru 6
- No Rating

LISTING OF ALTERNATIVES – SEGMENT 3

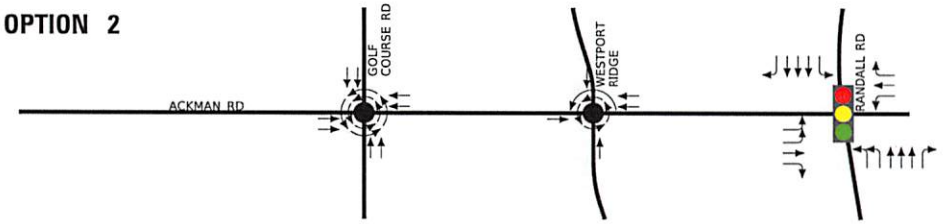
EXISTING CONDITIONS



OPTION 1



OPTION 2



LEGEND

- STOP CONTROLLED INTERSECTION
- SIGNALIZED INTERSECTION
- ROUNDABOUT
- LANE CONFIGURATION

N

EVALUATION MATRIX – SEGMENT 3

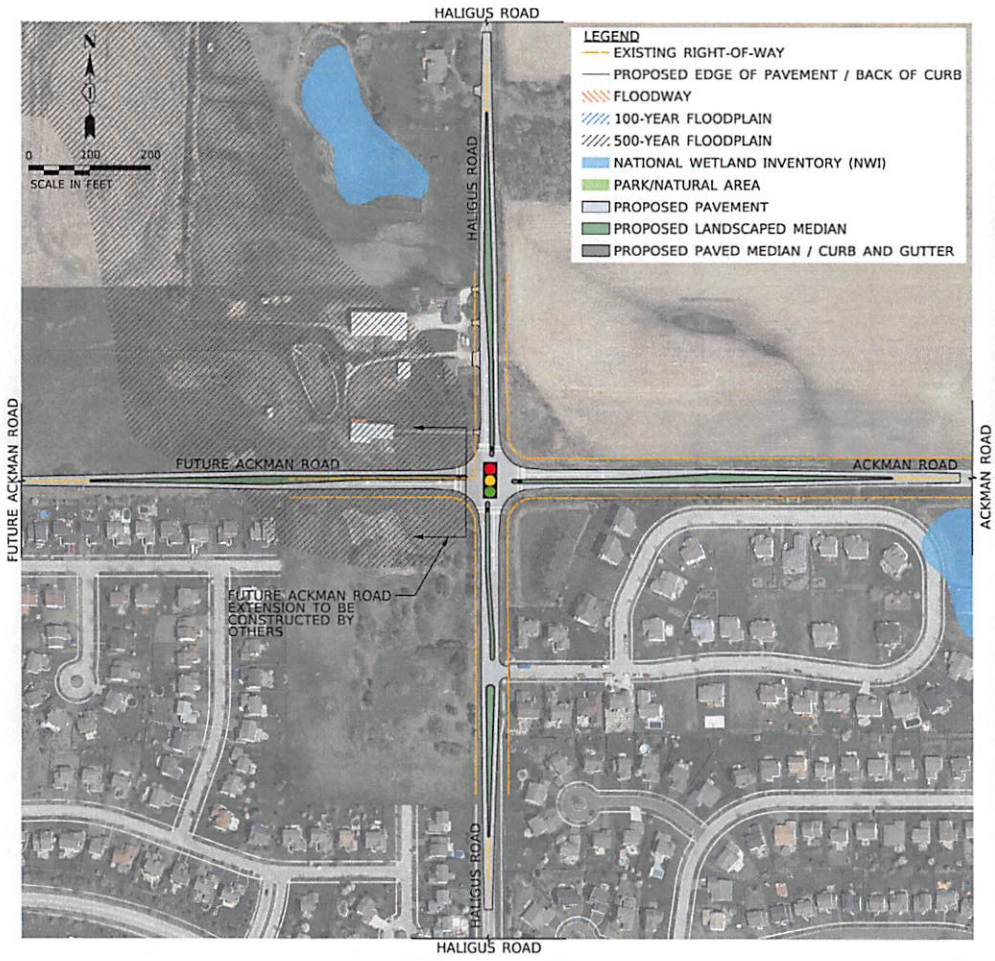
Ackman Road Feasibility Study
Alternatives Analysis Evaluation Matrix
Segment 3: Golf Course Road to Randall Road

ALTERNATIVES			EVALUATION MATRIX									
			PROJECT GOALS			ENVIRONMENTAL IMPACTS						
			SAFETY	MOBILITY		HUMAN ENVIRONMENT			NATURAL ENVIRONMENT			
				Improve LOS and Delay								
Option	Intersection	Intersection Traffic Control Type	Improve Overall Safety	Overall[1]	Critical Movement[1]	Potential Displacement(s)	Property Acquisition[2]	Change Travel Patterns	4(f) Property Acquisition[2]	Stormwater Detention & Water Quality[3]	COST[4]
Segment 3: Golf Course Road to Randall Road											
Existing (2018)	Golf Course Road	Traffic Signal		E [62.1]	F [103.2]						
	Westport Ridge	Two-way Stop (Westport Ridge)		A [4.3]	F [84.8]						
	Randall Road	Traffic Signal		C [34.3]	E [78.4]						
No-Build (2050)	Golf Course Road	Traffic Signal		F [91.7]	F [177.7]						
	Westport Ridge	Two-way Stop (Westport Ridge)		C [20.5]	F [282.5]						
	Randall Road	Traffic Signal		D [37.4]	F [86.7]						
Option 1 (2050)	Golf Course Road	Traffic Signal		C [33.5]	E [65.4]						
	Westport Ridge	Traffic Signal		B [11.7]	E [57.7]						
	Randall Road	Traffic Signal		D [37.4]	F [86.7]						
Option 2 (2050)	Golf Course Road	Roundabout		C [17.7]	D [31.1]						
	Westport Ridge	Roundabout		A [8.3]	A [9.4]						
	Randall Road	Traffic Signal		D [37.4]	F [86.7]						

Notes:
1. Level of Service (LOS) and delay are for the PM peak hour.
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3. Impacts are based on the additional impervious area of the proposed improvement.
4. Does not include land acquisition(s), relocation(s), mitigation, and/or engineering costs.

- Least Favorable
- Moderate
- Most Favorable
- Not Applicable/No Discernible Difference Between Options 1 and 2
- No Rating

GEOMETRIC CONCEPTS - SEGMENT 1, OPTION 1



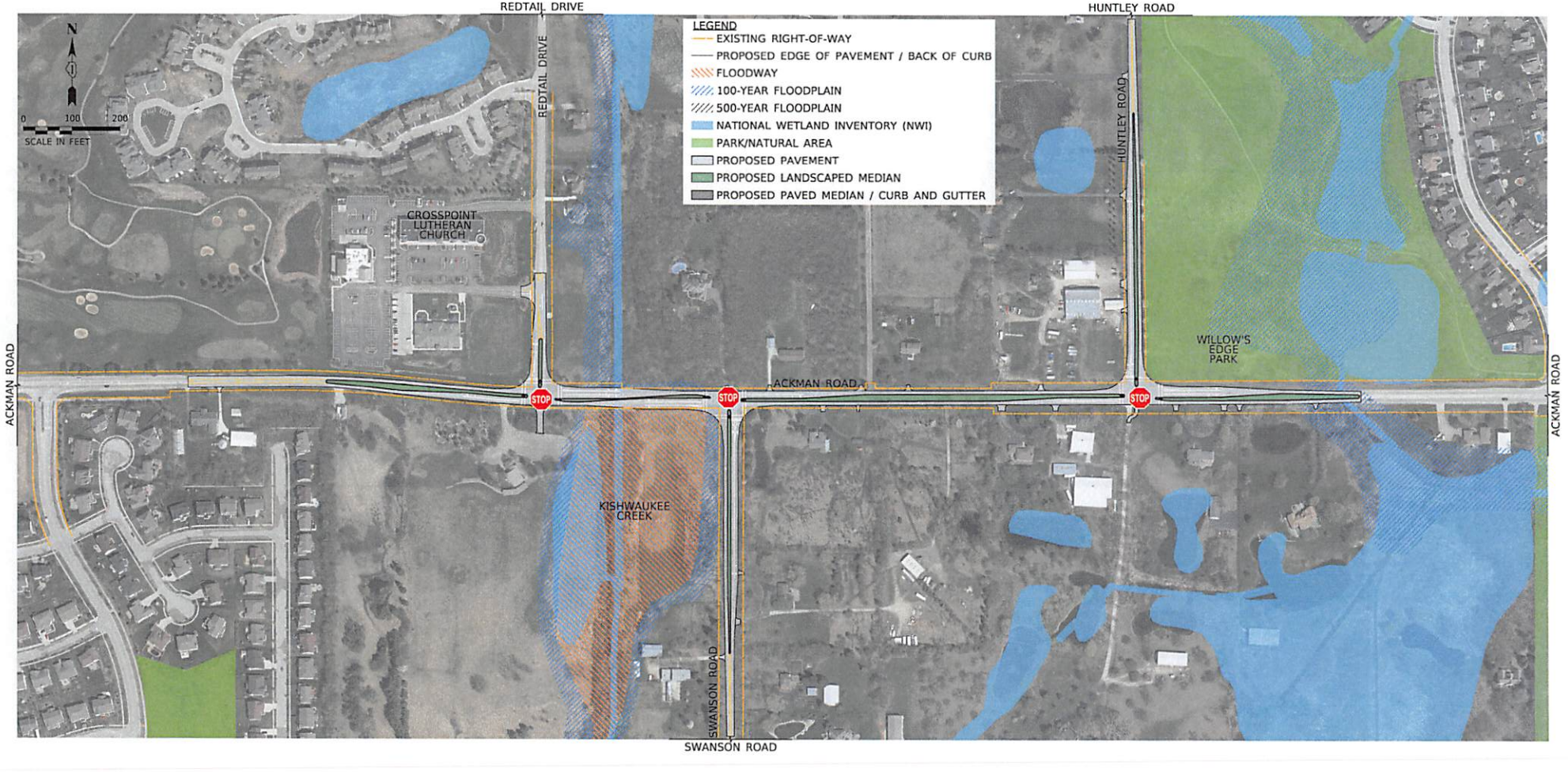


GEOMETRIC CONCEPTS - SEGMENT 1, OPTION 2

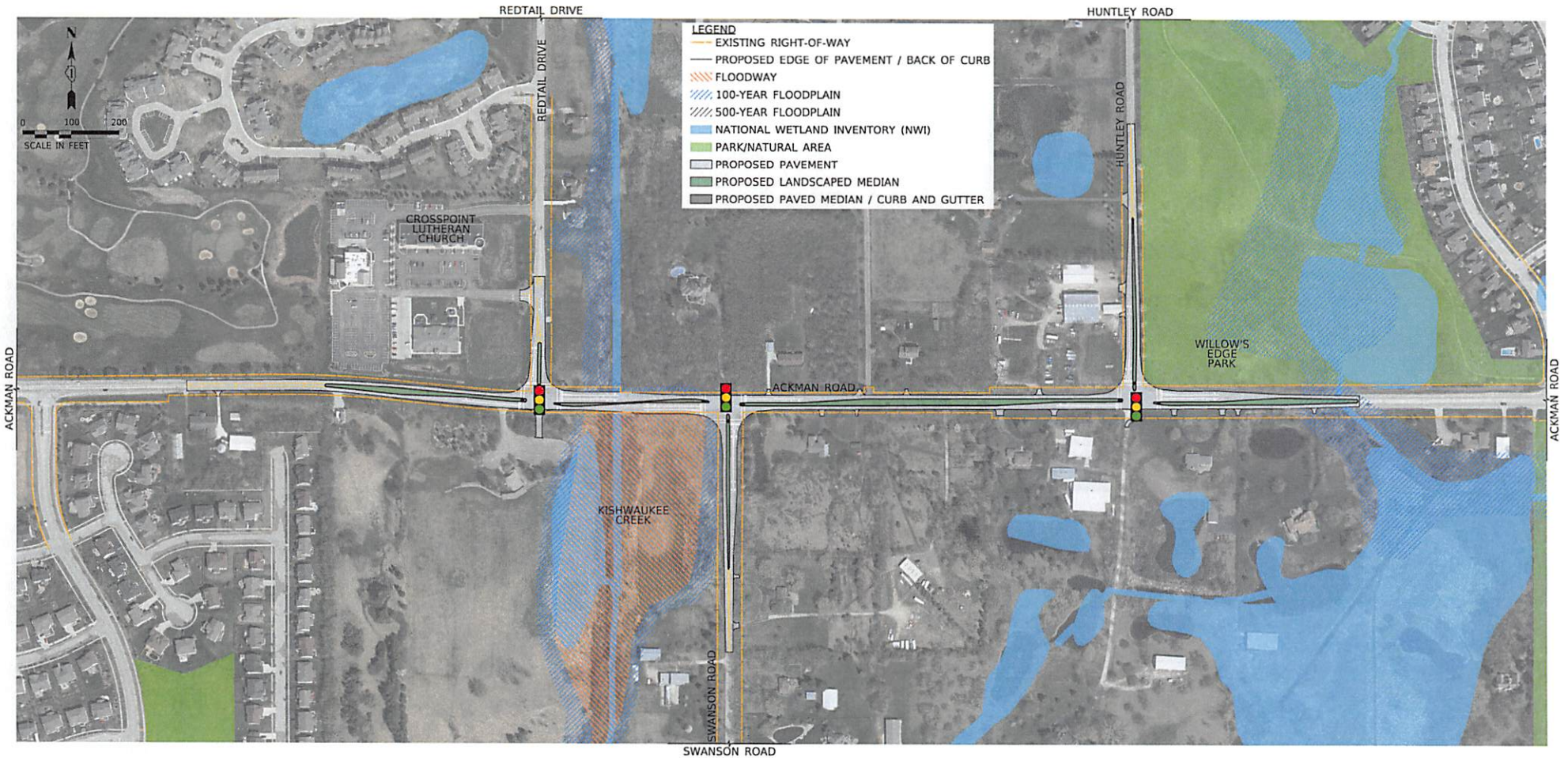




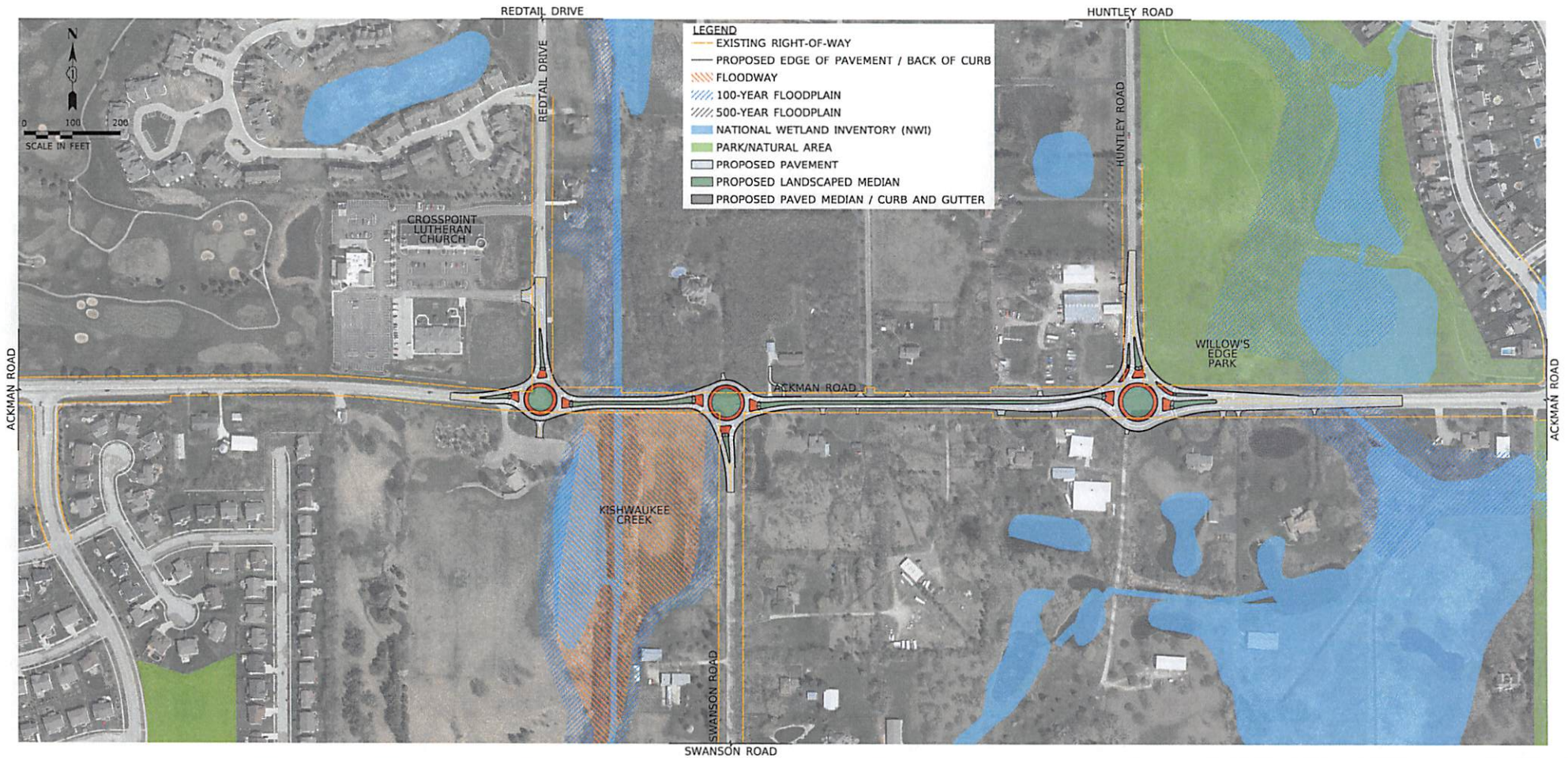
GEOMETRIC CONCEPTS - SEGMENT 2, OPTION 1



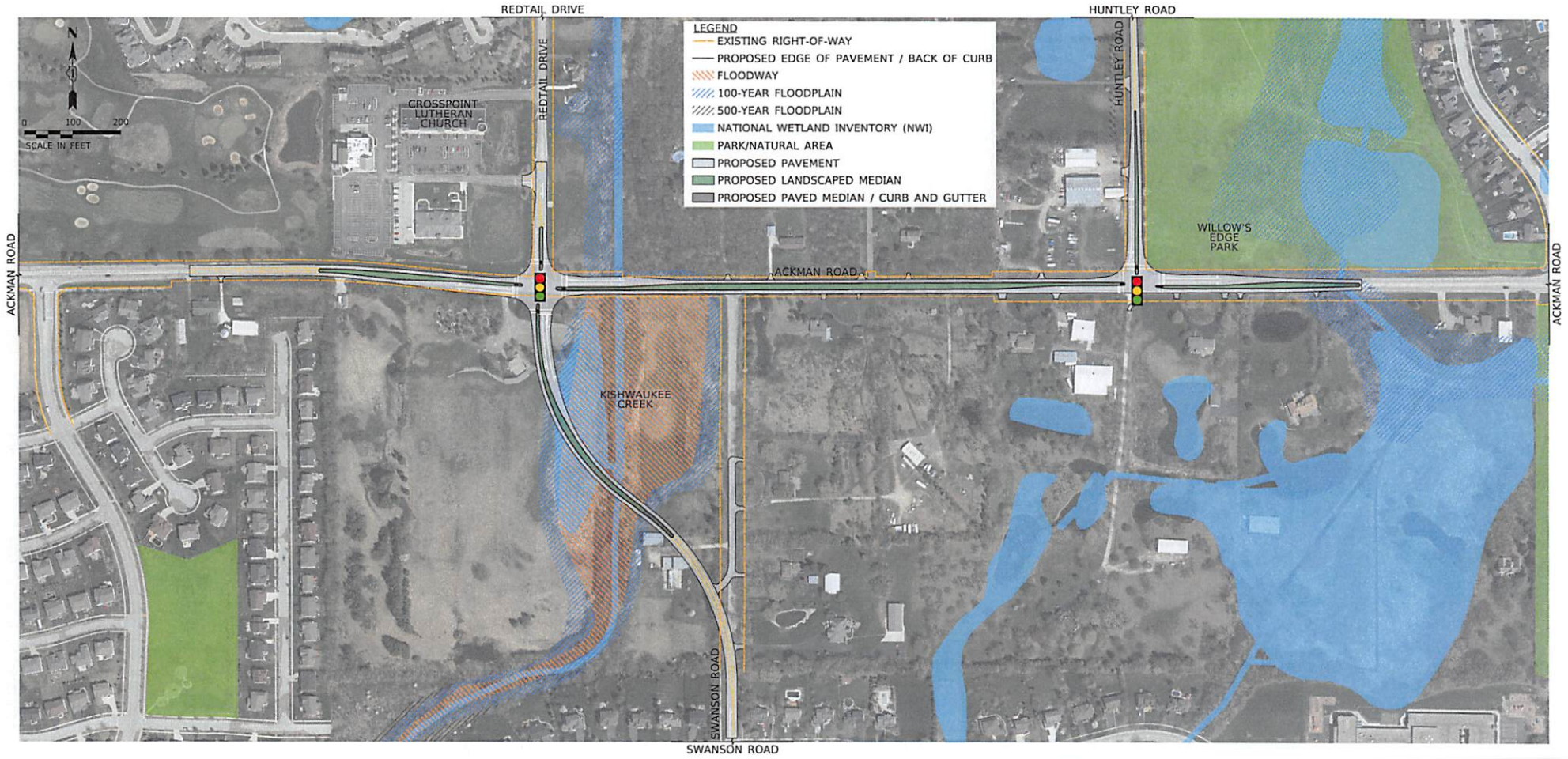
GEOMETRIC CONCEPTS - SEGMENT 2, OPTION 2



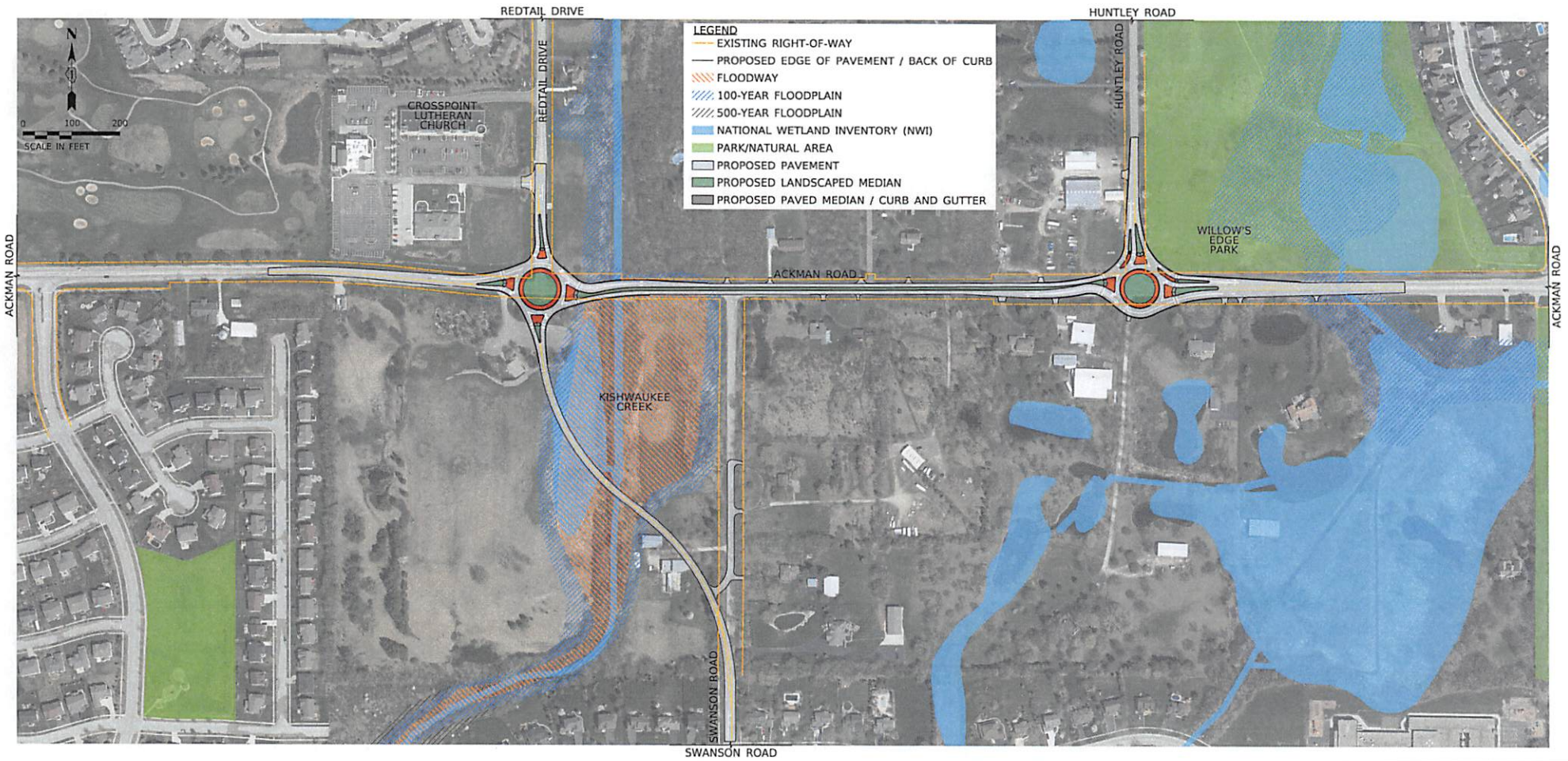
GEOMETRIC CONCEPTS - SEGMENT 2, OPTION 3



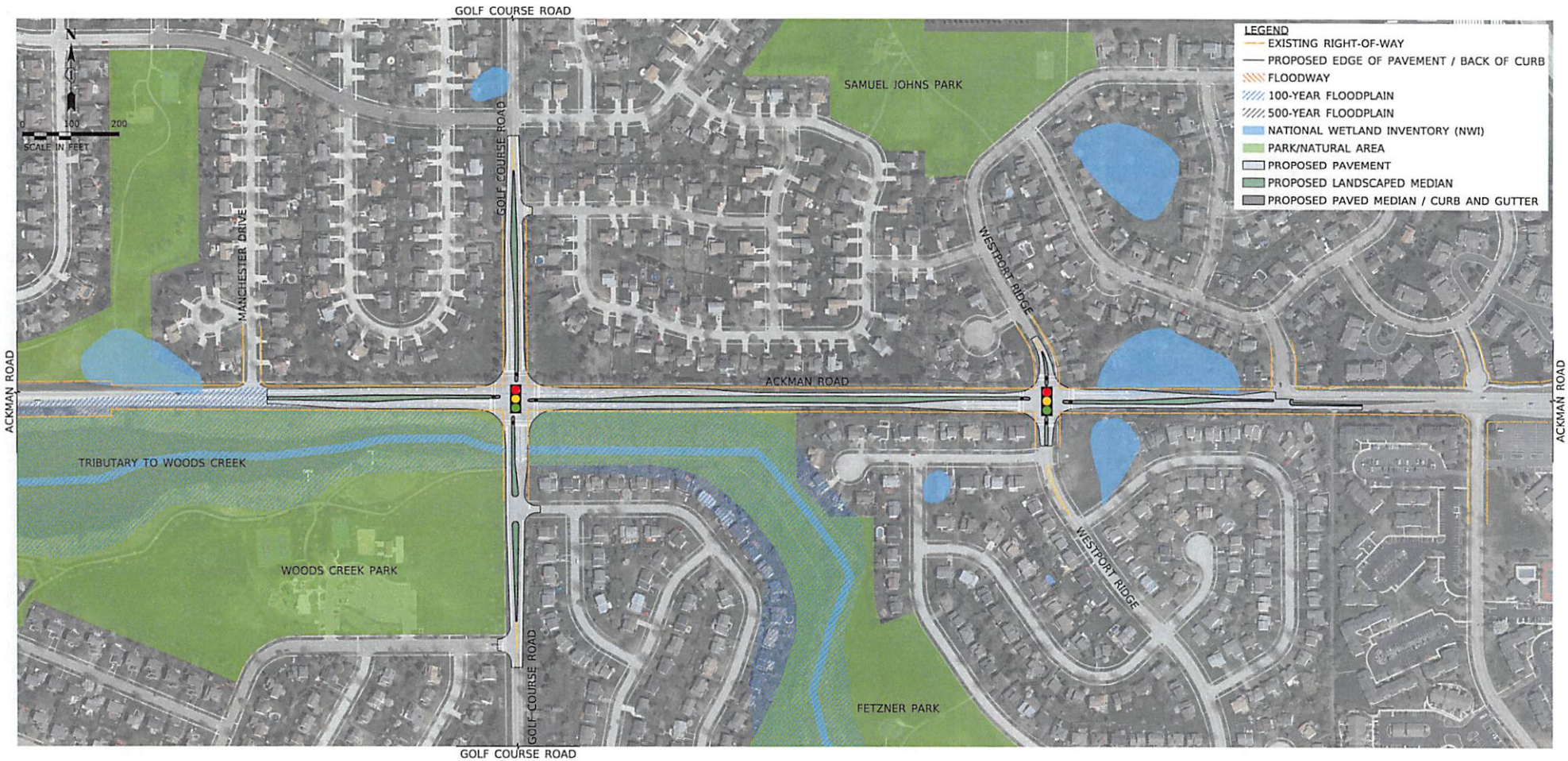
GEOMETRIC CONCEPTS - SEGMENT 2, OPTION 4



GEOMETRIC CONCEPTS - SEGMENT 2, OPTION 5



GEOMETRIC CONCEPTS - SEGMENT 3, OPTION 1



GEOMETRIC CONCEPTS - SEGMENT 3, OPTION 2



Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Update for the Transit Oriented Development (TOD) Plan around the Crystal Lake and Pingree Road Metra Stations.

Discussion only: For Discussion Only

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

Background:

- The City applied for a grant for Local Technical Assistance through the Regional Transportation Authority's (RTA) grant program and based on our need for a TOD plan Crystal Lake was awarded the grant.

Transit Oriented Development has been a growing trend in creating vibrant, livable, and sustainable developments. Also known as TOD, it's the creation of compact, walkable, pedestrian-oriented, mixed-use developments centered on high quality train systems. *This creates an opportunity for Crystal Lake to leverage our enviable position of having two Metra train stations in the center of our community.*

- Four major principles of TOD plans are mixed land uses, transit, walkability, and density. The proposed TOD plan will help staff guide appropriate development in the area of the City's two train stations with acceptable densities and product style to support the market and leverage the benefits of the two trains stations for attractive and vibrant developments.
- The TOD plan would include a study area as depicted on the attached exhibit and generally encompasses the Downtown and Pingree Road Metra stations and the surrounding developable parcels.

City staff will provide an update as to the progress of this project (Project Steps provided below) for the Council's information.

Progress to Date:

- The award of the RTA Local Technical Assistance Grant allowed a pool of qualified consultants to submit their proposals for selection for the project.
- Staff, along with the RTA, reviewed and scored the proposals. The consultant, Houseal Lavigne, was selected as the preferred consultant.
- Staff began working right away with Houseal Lavigne, who created the following Scope of Work.

Scope of Work

Task One: Project Initiation and Steering Committee Project Kickoff
Task Two: Data Collection, Analysis of Conditions, and Review of Existing Plans
Task Three: Land Use and Zoning Analysis
Task Four: Transportation and Accessibility Analysis
Task Five: Market Analysis
Task Six: Implementation Strategies – Plans and Policies
Task Seven: Public Outreach and Participation
Task Eight: Draft Crystal Lake and Pingree Road Station Strategic Action Plan
Task Nine: Final Crystal Lake and Pingree Road Station Strategic Action Plan

- The project is currently between tasks Two and Three.
- Staff created a stakeholder group by choosing members of the community with a varied background including a homebuilder, a bike advocate, a McDOT representative and a Downtown representative in addition to the RTA, Metra and PACE representatives.
- On October 13th staff is coordinating a stakeholder meeting to go through the existing conditions report and discuss the sites which have the highest potential for redevelopment. The consultant will select 1-3 sites to create detailed design concepts to best guide future redevelopment of these sites.
- On October 27th staff is holding a Visioning Workshop for the public via Zoom. Due to the limitations on public gatherings, the open house format of the workshop is being changed to a Zoom meeting where the panelists will provide a brief presentation of some concepts and then answer any questions about the TOD plan.
- Prior to the consultant finalizing the goals of the plan, it will be presented to the Planning and Zoning Commission and City Council for their feedback.

Votes Required to Pass:

Discussion only

Exhibit A

Proposed TOD Boundary



City of Crystal Lake

City Council

October 6, 2020

Transit Oriented Development Plan

Transit Oriented Development

- Consultant Selection
- Stakeholder and Public Input
- Analysis of Existing Conditions
- Site Selection
- Visioning Workshop (scheduled for October 27th)



Consultant Selection

- **Houseal Lavigne along with Fish Transportation Group**



Houseal Lavigne is an award winning firm recognized across the County. They specialize in community planning, urban design and economic development. They have drafted plans for over 300 communities and won awards for Best Plan from the APA, Special Achievement in GIS, IL APA Healthy Active Community Award, Commonwealth Plan of the Year Award and numerous awards for their public outreach strategies.
They were the best firm and were under the budget set for this project.

ftg fish transportation group

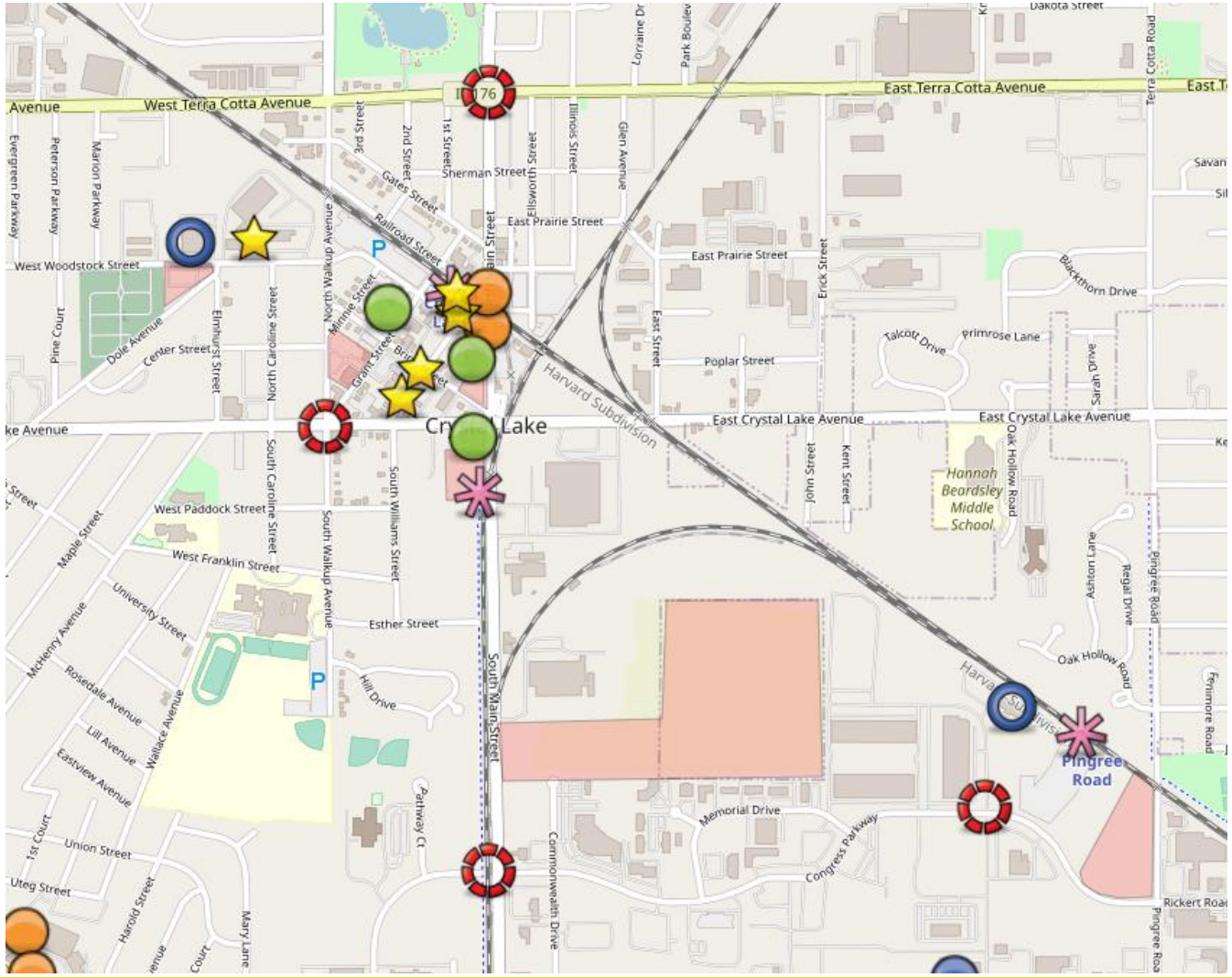
Fish Transportation Group has completed numerous transit-oriented development plans, corridor studies, sub-area plans, community access and circulation plans, and pedestrian and bicycle plans. Their expertise will evaluate the network around the two Metra stations.

Stakeholder Group and Public Input

Maps.Social website

Houseal and Lavigne have employed the following techniques to obtain public input:

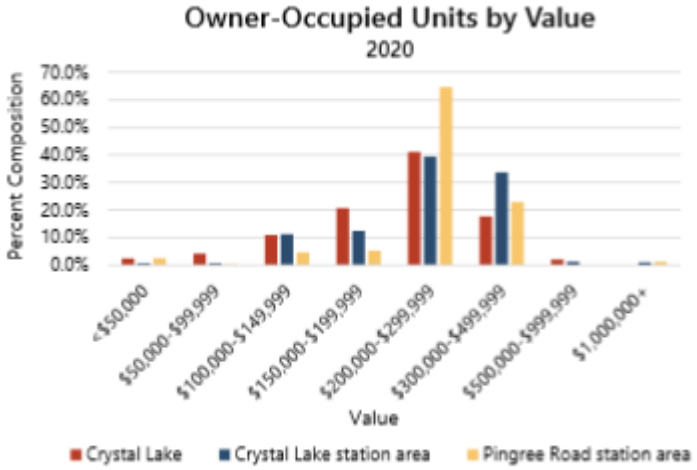
- Stake holder group with varied experience
- Interviews with community organizations
- Website with project information and online feedback
- Maps.Social



Analysis of Existing Conditions

- Analysis of existing zoning and land uses
- Walking site visit around both stations
- Ridership data from Metra and PACE
- Demographics and Population Projections
- Market Analysis

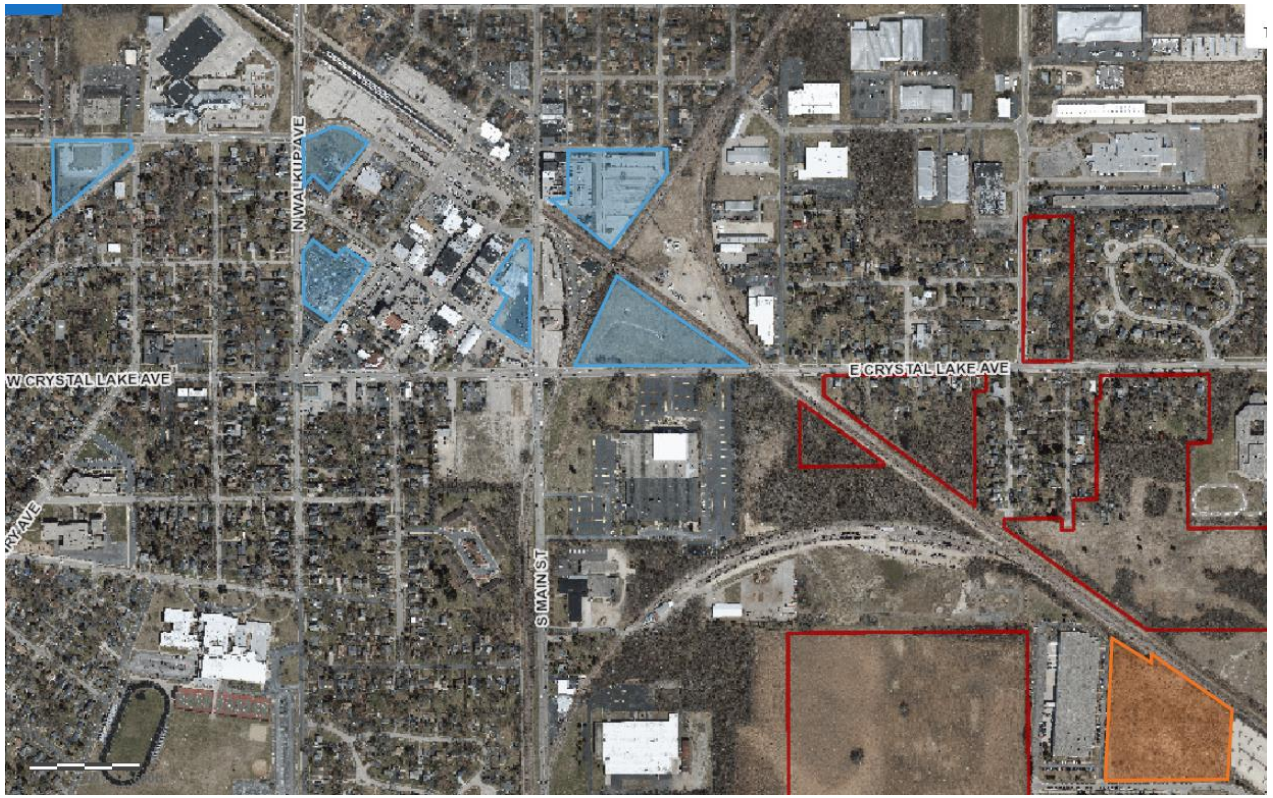




Site Selection

Staff provided 8 sites that would be excellent for redevelopment.
Houseal Lavigne will create a concept rendering for up to 3 of those sites.





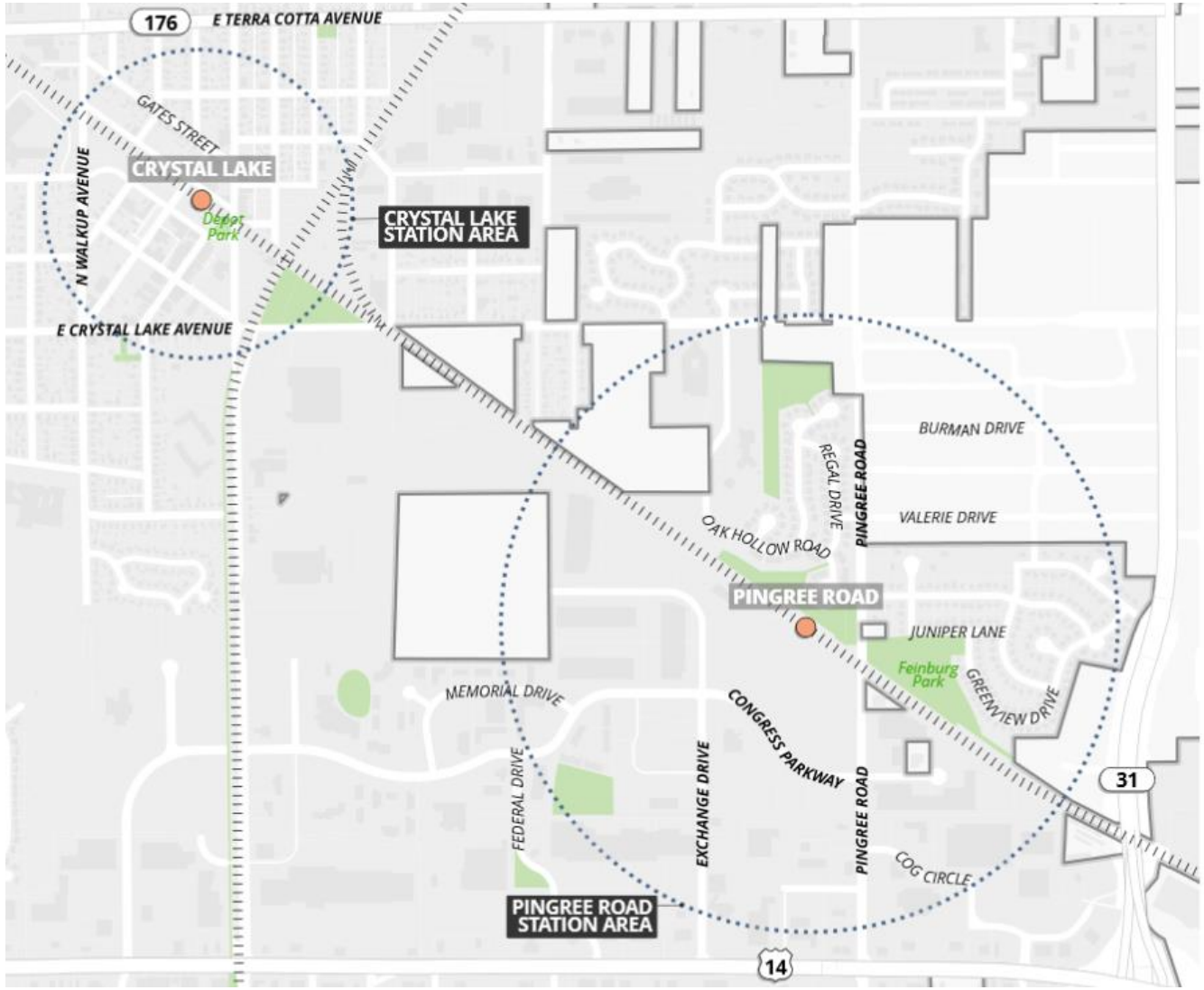
Visioning Workshop

- **ZOOM Meeting**
- **October 27th**

  6:30 pm – 7:30 pm



Panel discussion and presentation and then questions and answers.



Future Steps:

- Compiling input from Visioning Workshop
- Start creating design concepts for selected sites
- Continued public outreach
- Staff presentation of draft plan to Planning and Zoning Commission and City Council
- Creation of goals and objectives for development in the plan area
- Presentation of Final Plan

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project Contract Bid Award

Staff Recommendation: Motion to award the contract for the Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project to the lowest responsive, responsible bidder, Vulcan Industries, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Vulcan Industries, Inc. in the submitted bid amounts with a 10% contingency for unforeseen expenses and approve warranted completion date extensions.

Staff Contact: Michael Magnuson, P.E., Director of Public Works & Engineering

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Background:
On September 24, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for the Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project. The following are the bid results:

Bidder	Total Cost
√ Vulcan Industries, Inc.	$41,879.23
Envirodyne Systems, Inc.	$44,411.00
LAI Ltd.	$49,550.00
Peterson and Matz, Inc.	$67,729.00

√ Indicates the lowest responsive and responsible bidder

Project Need:
Grit removal is critical to wastewater treatment plant operations. The grit washer is a part of the preliminary treatment process at Wastewater Treatment Plant #2. It separates accumulated grit (inorganics) from the wastewater and disposes it into a dumpster for disposal in a landfill. The system protects downstream equipment from wear, and also eliminates grit from accumulating downstream which can have a negative impact on the treatment capacity in tanks throughout the rest of the wastewater treatment plant.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Vulcan Industries, Inc. has submitted the lowest responsive and responsible bid per the specifications. It is the recommendation of staff to award the contract to the lowest responsive, responsible bidder, Vulcan Industries, Inc., for the Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project. There are sufficient funds in the FY 2020/2021 Budget ($50,000) for this expense.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for the replacement of the Wastewater Treatment Plant #2 Grit Washer Unit on September 24, 2020; and

WHEREAS the lowest responsive and responsible bidder is Vulcan Industries, Inc., Missouri Valley, Iowa.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Vulcan Industries, Inc. for the Wastewater Treatment Plant #2 Grit Washer Unit Replacement Project in the amount of $41,879.23; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DRAFT

DATED this 6th day of October, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 6, 2020
APPROVED: October 6, 2020

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Well #8 Maintenance & Rehabilitation Contract Bid Award

Staff Recommendation: Motion to award the contract for maintenance and rehabilitation work on Well #8 to the lowest responsive, responsible bidder, Great Lakes Water Resources, and adopt a Resolution authorizing the City Manager to execute a contract with Great Lakes Water Resources in the submitted bid amounts with a 10% contingency for unforeseen expenses and approve warranted completion date extensions.

Staff Contact: Michael Magnuson, P.E., Director of Public Works & Engineering

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Background:
On September 15, 2020, the City of Crystal Lake publicly opened and read aloud the bids received to perform maintenance and rehabilitation work to City Well #8 located next to Water Treatment Plant #3 (WTP #3) at 850 Virginia Road Well #8 is one of the City's four deep wells that pumps water from a glacial sandstone formation. It is also the City's highest producing well and is utilized heavily to meet summer demands.

The following table includes bid pricing for the Well #8 project:

Bidder	Total Base Bid
√ Great Lakes Water Resources Joliet, IL	$207,185.00
Layne Christensen Aurora, IL	$220,684.00
Municipal Well & Pump Waupun, WI	$224,066.00

√ Indicates the lowest responsive and responsible bidder

Project Need:
Recently, the production of this well dropped significantly in a period of days. City staff discussed this rapid production loss with well contractors and engineers who concur there is a high probability that the cause is some type of collapse of the geologic formation down within the well bore hole which extends 1,400 feet below the ground surface. The well equipment was rehabilitated in 2018. Staff does not feel that the cause is mechanical as this would not result in a rapid drop in the water level. The only way to fully diagnose the cause is to televise the well bore hole after the pumping equipment is removed.

The exact type and extent of work required will be determined after the well has been pulled. The bid pricing includes unit costs for the following work items.

- pulling existing pumping equipment from well;
- performing a complete inspection of all existing pumping components;
- TV survey of existing well;
- rehabilitating the well as required (this includes unit costs for drilling to remove an obstruction and bailing of sand/debris from the bottom of the well);
- providing pumping equipment repairs if warranted;
- installing all pumping equipment;
- providing and installing temporary discharge line for pump testing/start up; and
- testing of installed pump and motor.

All of the wells in Crystal Lake obtain their source water from geologic layers consisting of sand and gravel (shallow wells) or glacial sandstone (deep wells). The fine sand present in both of these deposits damages the pumping equipment over time, which results in the need to rehabilitate or replace components. Sand in our source water is a continual operating challenge for the City that is managed daily by staff.

Recommendation:
The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Great Lakes Water Resources has submitted the lowest responsive and responsible bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has checked references for Great Lakes Water Resources and received satisfactory results. Therefore, it is the recommendation of staff to award the contract to the lowest responsive, responsible bidder, Great Lakes Water Resources to perform the work on Well #8, in accordance with the terms and conditions of the bid document. The FY 2020/2021 Operating Budget has $332,562 budgeted for well rehabilitation.

Votes Required to Pass:
Simple Majority

DRAFT

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for the rehabilitation of Well #8 on September 15, 2020; and

WHEREAS the lowest responsive and responsible bidder is Great Lakes Water Resources, Joliet, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Great Lakes Water Resources for the Well #8 Maintenance & Rehabilitation in the amount of $207,185.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DRAFT

DATED this 6th day of October, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 6, 2020
APPROVED: October 6, 2020

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Sewer Lining Services Contract Bid Award

Staff Recommendation: Motion to award the contract for sewer lining services to the lowest responsive and responsible bidder, Visu-Sewer, Inc., and to adopt a Resolution authorizing the City Manager to execute a contract with Visu-Sewer, Inc. in the submitted bid amounts with a 10% contingency for unforeseen expenses and to approve warranted completion date extensions.

Staff Contact: Michael Magnuson, Director of Public Works & Engineering

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Background:
On September 21, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for the lining of sewers at various locations throughout the City. The following is a breakdown of the base bids received:

BIDDER	BASE BID TOTAL
√ Visu-Sewer, Inc. Bridgeview, IL	$410,186.00
Hoerr Construction Peoria, IL	$466,341.50
Michels Corporation Brownsville, WI	$476,012.50
Insituform Technologies Orland Park, IL	$483,363.00

√ *Indicates lowest responsive and responsible bidder*

Project Need and Description:
Sewer lining is an annual program in the Public Works Department. This program addresses structural deficiencies (broken or cracked pipe) and infiltration that has been detected by Public Works crews as part of our sewer assessment operations throughout the year. Infiltration is the flow of groundwater into the sanitary sewer system through cracks or other defects that are caused by age, tree roots, etc. Infiltration can overload the sanitary sewer system (cause backups) and result in operational issues at the wastewater treatment facilities.

Lining is significantly less expensive and more efficient than traditional open-cut excavation and pipe replacement methods. The lining is normally installed with minimal surface disruption.

Public Works has identified approximately 2.04 miles of sanitary sewer mains that require lining for defects and infiltration.

Recommendation

The Public Works Department has reviewed bids received for completeness and accuracy in accordance with the invitation to bid document. City staff has worked with Visu-Sewer, Inc. previously with satisfactory results. Therefore, the Public Works Department recommends that the contract for Sewer Lining Services be awarded to the lowest responsive and responsible bidder, Visu-Sewer, Inc., in the amount of $410,186.00. Sufficient funds are available for this project in the FY2020/2021 Operating Budget ($455,500).

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE received and publicly opened bids for the lining of various sewers in the City on September 21, 2020; and

WHEREAS the lowest responsive and responsible bidder is Visu-Sewer, Inc., Bridgeview, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Visu-Sewer, Inc. for the lining of sewers in various locations in the amount of $410,186.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve warranted completion date change orders relating to the contract.

DRAFT

DATED this 6th day of October, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 6, 2020
APPROVED: October 6, 2020

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: October 6, 2020

Item: Economic Development Committee Reappointments

Recommendation: City Council Discretion

Contact: Haig Haleblian, Acting Mayor

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

The terms of EDC Chair Brian Fowler and Peter Affrunti expired on September 30, 2020. Mr. Fowler has expressed an interest in continuing to serve on the Committee as Chair and Mr. Affrunti is interested in continuing to serve. If Mr. Fowler and Mr. Affrunti are reappointed, their terms would expire September 30, 2023.

Should the Council have any questions, please contact Acting Mayor Haleblian.

Votes Required to Pass: Simple majority