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

**City of Crystal Lake**
**100 West Woodstock Street, Crystal Lake, IL**
**City Council Chambers**
**September 20, 2022**
**7:00 p.m.**

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – September 6, 2022 Regular City Council Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   *The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.*

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **Resolution supporting the Application for the Illinois Transportation Enhancement Program (ITEP) grant funding for the Oak Street Pedestrian Path Improvement Project**
   b. **Amended Rules and Regulations of the Board of Fire and Police Commissioners – Information Only**
   c. **Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678**

10. **City Code Amendment to reduce the number of Class 8 Liquor Licenses and increase the number of Class 24 Liquor Licenses – Applicant: Goal Line Sports Bar & Grill, located at 85 Brink Street**

11. **Historic Landmark Designation for 215 Illinois Street**

12. **775 Oak Court – Simplified Residential Variation from Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage**

13. **6319 Northwest Highway, Valvoline – Variations to allow a 0-foot setback for the parking lot along the western lot line, a variation of 8 feet; a 5-foot setback for the parking lot abutting Northwest Highway, a variation of 15 feet; a 5-foot perimeter landscape area along Northwest Highway, a variation of 10 feet; a 0-foot wide perimeter landscape area along the west lot line, a variation of 8 feet; and no foundation landscape area around the building, a variation of 5 feet**

**14. Document Imaging & Management Annual Subscription**

**15. Bid Award – Pingree Metra Station Parking Lot and Site Rehabilitation**

**16. Bid Award – Downtown Parking Improvements – Williams Street and Grant Street**

**17. Special Event Request Fee Waiver – Crystal Lake Chamber of Commerce Home and Business Expo at the Three Oaks Recreation Area – Saturday, October 1, 2022**

**18. Council Inquiries and Requests**

**19. 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**

**20. Reconvene to Regular Session**

**21. Adjourn**

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

**Agenda Item No: 9a**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** Resolution supporting the Application for the Illinois Transportation Enhancement Program (ITEP) grant funding for the Oak Street Pedestrian Path Improvement Project

**Staff Recommendation:** Motion to adopt a Resolution supporting the application for Illinois Transportation Enhancement Program (ITEP) funding for the Oak Street Pedestrian Path Improvement Project

**Staff Contact:** Michael P. Magnuson, Director of Public Works and Engineering

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**Background:**
The Illinois Transportation Enhancement Program (ITEP) is a competitive grant program that provides funding for community based projects that expand travel choices and enhance the transportation experience by improving the cultural, historic, aesthetic and environmental aspect of our transportation infrastructure. It provides funding for walking, biking and trail projects around the state. Projects which are solely recreational or maintenance in nature or fill in sidewalk gaps on various residential streets are not eligible. The program is administered by the Illinois Department of Transportation (IDOT), and applications for projects to fund through ITEP are currently being accepted. Funding recipients must abide by all IDOT design and environmental requirements. The project will be bid and awarded by IDOT with the City administering the project locally.

Staff reviewed a variety of potential projects that would meet the requirements of the grant and benefit projects already identified in the City's budget. The installation of a multi-use path along Oak Street between Illinois Route 176 (IL 176) and the McHenry County Conservation District's Ridgefield Trace Trail is being proposed as a candidate for the grant program. This project includes upgrading the existing sidewalk on the west side of Oak Street to a multi-use path (8-foot wide) and installing a new multi-use path in the township section which has no pedestrian accommodations. The new multi-use path will also provide a critical link between the various subdivisions north of IL 176 and Bernotas Middle School and North Elementary School. The Ridgefield Trace Trail extends to McHenry County College and Woodstock (via US 14 path) to the west and to Veterans Acres Park to the east. The City's current budget includes engineering

for a project at IL 176 and Oak Street consisting of the installation of left turn lanes and modernizing the traffic signals. The City previously applied for a Safe Routes to School (SRS) grant for this project, but it was not selected. A location map is attached for reference.

The portion of the improvement that includes construction of a new multi-use path (no existing sidewalk) is located within Nunda Township. City staff discussed with Nunda Township Road District the potential of a financial partnership for the construction cost of the local agency share for the portion within the Township. Township staff agreed this is a project they would be interested in partnering and financially participating in with the City. The City is proposing to fund one hundred percent (100%) of the design engineering. Fully funding the design engineering will ensure that the City's procurement process is being followed and staff can have full oversight of the design. A breakdown of the project's estimated cost, should the City be awarded the grant, is as follows:

| Item | Estimated Total Cost | Anticipated Grant Award | City Estimated Share | Township Estimated Share |
|---|---|---|---|---|
| Design Engineering | $30,000 | (not eligible) | $30,000 | **$0** |
| Construction Engineering | $26,555 | $21,244 | $5,311 | $0 |
| Construction Total | $265,546 | $212,437 | $26,097 | $27,013 |
| **Estimate Project Total** | **$322,101** | **$233,681** | **$61,408** | **$27,013** |

Should the project be awarded the ITEP grant funds, the design engineering would be funded by the City (estimated at $30,000) with construction and construction oversight being funded 80% with federal ITEP funds and 20% by the local agency. The proposed grant application will be submitted by the City as the lead agency. Should the project be awarded, a formal intergovernmental agreement would be completed with the township.

A resolution of support is a requirement of the grant application submittal. Therefore, the City Council is requested to adopt the attached resolution so that it may be included in the ITEP application.

This project is in the City's Capital Improvement Program (CIP). The City's local share portion would be paid for using MFT funds. If the City does not receive grant funds, the project will not proceed. Design engineering will be proposed in the FY 23/24 Capital Budget and construction will be included in the CIP for 2024/2025.

**Votes Required to Pass:**
Simple Majority of the Council

# LOCATION MAP






# RESOLUTION

**WHEREAS,** the CITY OF CRYSTAL LAKE desires to participate in the construction of the Oak Street Pedestrian Path Improvement Project to provide a missing critical connection to the regional pedestrian and bicycle network; and

**WHEREAS,** an Illinois Transportation Enhancement Program (ITEP) Grant will fund 80% of the construction and construction engineering for the project with 20% to be paid for with local funds; and

**WHEREAS,** the Nunda Township Road District has agreed to financially participate in the project.

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

**BE IT FURTHER RESOLVED** that the Mayor and City Council support the Oak Street Pedestrian Path Improvement Project and fully support all efforts in including this project in the Illinois Transportation Enhancement Program; and

**BE IT FURTHER RESOLVED** that the City will secure and provide the necessary local match required for the ITEP funding so long as the project is awarded ITEP funding; and

**BE IT FURTHER RESOLVED** that the Interim City Manager is authorized to execute any required documents associated with the grant application process.

Draft

**DATED** this 20th day of September 2022.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

PASSED: September 20, 2022
APPROVED: September 20, 2022

Draft

**Agenda Item No: 9b**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** Amended Rules and Regulations of the Board of Fire and Police Commissioners - Information Only

**Staff Contact:** Julie Meyer, Director of Human Resources

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## Background:

The Board of Fire and Police Commission is established through Illinois State Statutes, the Illinois Municipal Code and the City of Crystal Lake Municipal Code. The board consists of three members serving overlapping terms generally for a three-year term. The Board is responsible for the promotional process for Police Sergeants, Fire Lieutenants and Fire Battalion/Bureau Chiefs and may also conduct disciplinary hearings or appeals of disciplinary action in the Police and Fire Departments.

The City Council appoints members of the City's Board of Fire and Police Commissioners, which Board is authorized (among other things) to adopt rules regarding the certain aspects relating to the hiring, promotion, and discipline of police officers and firefighters. The Board has previously adopted rules in 2015, which rules have recently undergone a review by the Board.

The Board of Fire and Police Commission's legal counsel reviewed the City's Rules and Regulations of the Board of Fire and Police Commissioners, which were last adopted on May 19, 2015, and determined there were some minor revisions to be made based on laws that have changed since 2015, which bring the Rules and Regulations up to date. In particular, Chapter 11-1 D (2)(b) of the City Code includes language for a 12 month probationary period following the promotion of a police officer. One of the revisions to the Rules and Regulations of the Board of Fire and Police Commissioners includes the probationary language to correspond with the City's Ordinance.

The Rules and Regulations were reviewed and approved by Board of Fire and Police Commission on September 7, 2022. Prior to the publication of the required newspaper notice advising of the Rules and Regulation changes, staff desires to present the proposed updated Rules and Regulations to the City Council for information only. A copy of the amended Rules and Regulations will also

be available at City Hall before they become effective. Under Illinois law, the Rules and Regulations would be effective 10 days after the publication in the newspaper.

**No action required; information only.**

# RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS

## City of Crystal Lake
## State of Illinois

Adopted: ~~May 19, 2015~~ September 7, 2022

Published: ~~May 27, 2015 (online)~~

Effective: ~~July 13, 2015~~

Board of Fire and Police Commissioners
100 W. Woodstock Street
Crystal Lake, IL 60014
(815) 459-2020

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# RULES AND REGULATIONS OF THE BOARD OF FIRE AND POLICE COMMISSIONERS OF THE CITY OF CRYSTAL LAKE STATE OF ILLINOIS

As adopted by the Board of Fire and Police Commissioners of the City of Crystal Lake, Illinois, effective ~~May 19, 2015~~September 7, 2022.

## CHAPTER I – ADMINISTRATION

### SECTION 1 – SOURCE OF AUTHORITY.

The Board of Fire and Police Commissioners of the City of Crystal Lake, Illinois derives its power and authority from an Act of the General Assembly entitled "Division 2.1 Board of Fire and Police Commissioners," of Chapter 65 of the Illinois Compiled Statutes and the Ordinances of the City of Crystal Lake.

### SECTION 2 – DEFINITIONS.

The word *Commission* and/or *Board* wherever used shall mean the Board of Fire and Police Commissioners of the City of Crystal Lake, Illinois. The word *Officer* shall mean any person holding a regular office in the Fire Rescue or Police Department of the City of Crystal Lake, Illinois. The singular includes the plural, and the plural the singular.

### SECTION 3 – OFFICERS OF BOARD AND THEIR DUTIES.

The Board shall annually, at its first meeting in April, elect a Chairperson and a Secretary. They shall hold office until the end of the fiscal year of the municipality and until their successors are duly elected and qualified. The Chairperson shall be the presiding officer at all the meetings. The Secretary shall keep the minutes of all meetings of the Board in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board *(65 ILCS §5/10-2.1-2, 65 ILCS §5/10-2.1-20)*.

### SECTION 4 – MEETINGS.

a) Regular meetings may be held monthly or as needed, notice shall be posted and meetings shall be open to the public.

b) Special meetings shall be open, with a notice thereof to be posted at least forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Board and signed either by the Chairperson of the Board or any two members thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board at such special meetings, and shall set forth the time and place of such special meeting, and no other business shall be considered at such special meetings unless by unanimous consent of the Board.

c) During any regular or special meeting, a closed session may be held upon a proper motion made by any single member of the Board for any lawful purpose as allowed by the Open

Meetings Act 5 ILCS 120/2. Closed sessions may be limited to Board members and such invited persons, as the Board may deem necessary. The Secretary will record the motion to close the meeting, record the roll call vote of the members on said motion and keep minutes of the closed session. An audio or video record of each closed session will be maintained by the Secretary of the Board and shall be disposed of in accordance with the provisions of the Open Meetings Act, 5 ILCS 120/2.06.

d) Public notice of any regularly scheduled or special meeting shall be held in accordance with the Open Meetings Act, Illinois Compiled Statutes, Chapter 5, §120/1-120/6.

e) If a member is unable to be physically present at a meeting of the Board, whether it be for health related reasons, the need to conduct personal business or the business of the Board, or due to a personal or family emergency, that member may attend and participate at a Board meeting by telephonic or other electronic means provided that a quorum of the Board's members are physically present at the meeting and vote to approve the attendance of the missing member(s) by way of telephonic or other electronic means. The minutes of the meeting shall reflect, by name, those members of the Board who are physically present as well as those attending by telephonic or other electronic means. Notice that a board member will be in attendance and participating at a Board meeting, not in person but electronically, shall be provided to the Board's recording secretary or the municipal clerk at least 48 hours prior to the scheduled meeting.

**SECTION 5 – QUORUM.**

A majority of the members of the Board shall constitute a quorum for the conduct of all business *(65 ILCS §5/10-2.1-2)*.

**SECTION 6 – ORDER OF BUSINESS.**

The order of business at any meeting shall be:

a) Approval of the Minutes

b) Public Comment

c) Communications

d) Unfinished Business

e) New Business

f) Closed Session, for any lawful purpose, if needed.

g) Adjournment

**SECTION 7 – PROCEDURE.**

The parliamentary procedure prescribed in Robert's *Rules of Order* shall be followed as far as applicable. Any person wishing to speak at a public meeting of the Board shall be allowed to address the Board when the agenda item *Public Comment* is reached. Public comment will be subject to comments relevant to the matters of the Police and Fire Commission. Comments should not be repetitive. Generally, speakers should identify themselves, their topic and limit their remarks to no more than three (3) minutes. Speakers will not be allowed to continue with their remarks if the statements are uncivil, abusive, profane or are personal attacks.

**SECTION 8 – AMENDMENTS.**

Amendments to the rules of the Board may be made at any meeting of the Board. All amendments shall forthwith be printed for distribution and notice shall be given of the place or places where said rules may be obtained. Such notice shall be published in a newspaper of general circulation in the City. The notice shall specify the date, not less than ten (10) days subsequent to the date of such publication, when said Rules shall become effective *(65 ILCS §5/10-2.1-5)*.

**SECTION 9 – ANNUAL REPORT AND BUDGET REQUEST.**

The Board shall submit an Annual Report of its activities, and a Budget Request for the ensuing year *(65 ILCS §5/10-2.1-19)*.

## CHAPTER II – ORIGINAL APPOINTMENT

**SECTION 1-ORIGINAL APPOINTMENT**

Recruitment for initial eligibility and ~~the~~ hiring including a lateral hire or entry process has been delegated as the responsibility of City Staff per Ordinance Number 2008- 6324. Recruitment, selection and hiring shall be as provided in the City of Crystal Lake's ~~Administrative Directives~~Personnel Policies.

## CHAPTER III– PROMOTIONAL EXAMINATIONS

**SECTION 1 A – GENERAL -POLICE PROMOTIONS.**

The Board, by its rules, shall provide for promotion in the Fire Rescue and Police Departments on the basis of ascertained merit and seniority in service and examination and shall provide, in all cases where it is practicable, that vacancies shall be filled by promotion *(65 ILCS §5/10-2.1-15)*.

All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit him/herself to examination *(65 ILCS §5/10-2.1-15)*.

All promotions shall be made from the three (3) individuals having the highest rating, and where there are less than three (3) names on the promotional eligibility register, as originally posted, or remaining thereon after appointments have been made there from, appointments to fill existing vacancies shall be made from those names or the name remaining on the promotional register. The method of examination and the rules

governing examinations for promotion are specified below. The Board shall strike off the names of candidates for promotional appointment after they have remained thereon for more than three (3) years, provided there is no vacancy existing which can be filled from the promotional register. For the purpose of determining that a vacancy exists, the Board must have received notice from the City Manager to fill an existing vacancy prior to the date the name(s) are to be stricken from a promotional eligibility register *(65 ILCS §5/10-2.1-15)*.

Each component of the examination process shall be based upon a scale of 1 to 100. Candidates who submit themselves to examination will be graded according to the following schedule:

| EXAMINATIONS | WEIGHTS | MINIMUM PASSING |
|---|---|---|
| Written Examination | 45% | 70% |
| Oral Interview | 25% | 70% |
| Dept. Merit and Efficiency | 25% | ** |
| Seniority | 5% | |
| Total Weighted Test Score *** | | |

** The method of examination and the manner in which points are to be awarded shall be in accordance with the procedures established by the Chief prior to the commencement of the process.

*** The total weighted test score will be adjusted by adding applicable veterans preference points *(65 ILCS §5/10-2.1-10, 65 ILCS §5/10-2.1-11)*.

If the Board so designates, an assessment center may be conducted as a final step in the process. The top twenty (20) promotional candidates within the Crystal Lake Police Department, based upon their total weighted test scores, shall submit to further testing by participating in an assessment center evaluation as directed by the Board of Fire and Police Commissioners. The top twenty (20) candidates shall be placed upon the Final Promotional Eligibility Register, in rank order to be determined as follows:

a) Adjusted Total Weight Test Score multiplied by 80%, plus,
b) Assessment Center Test Score multiplied by 20%
Final Weighted Promotional Score

In the event of a tie score, the placement of the tied candidates' names on the eligibility register shall be determined by lot, in the presence of a quorum of the Board, in whatever manner the Board deems appropriate.

## *SENIORITY FOR POLICE PROMOTION*

Candidates for promotion, who have successfully passed the written, merit/efficiency, and oral components of the examination process, shall be awarded credit for seniority in the following manner. Said seniority points will be determined as of the announced date of the written examination.

a) Candidates shall receive one-half (½) point per year, to a maximum of five (5) points for each full year the candidate has served after initial appointment by the Board as a member of the Crystal Lake Police Department at any full-time rank.

***MILITARY PREFERENCE POINTS FOR POLICE PROMOTION***

A candidate may file for preference points with the Board of Fire and Police Commissioners after the initial list is posted. Candidates who are otherwise qualified and have, in writing and in a timely fashion, requested credit for prior military service of at least one year of active military service, shall be granted veteran's preference points of 7/10 of one point for each six (6) months or fraction thereof of active military or naval service not exceeding thirty (30) months (3.5 points total). No person shall receive the preference for a promotional appointment after he/she has received one promotion from an eligibility list on which he/she was allowed such preference *(65 ILCS §5/10-2.1-10, 65 ILCS §5/10-2.1-11)*. A candidate must have received an honorable discharge from his/her military service to apply to for military preference credit. After the candidates have had ten (10) days to file for military preference points, the Board of Fire and Police Commissioners will compose and post a final eligibility list in order of finish which shall be valid for three (3) years.

***PROBATIONARY PERIOD FOR PROMOTIONS***

The Board shall establish a probationary period for promoted positions within the Crystal Lake Police Department based on the recommendation of the Police Chief. During this probationary period, the member may be demoted to the next lower rank without cause and without right to a hearing. The probationary period for promotions in the Crystal Lake Police Department shall be twelve (12) months.

**SECTION 1 B-GENERAL – FIRE RESCUE PROMOTIONS –** Will be handled according to the Fire Rescue Collective Bargaining Agreement and the Fire Department Promotion Act**,** effective August 4, 2003, HB 988, 50 ILCS.

## CHAPTER IV– ORDER OF RANK, CLASSIFICATION AND OATH OF OFFICE

**SECTION 1 – RANK.**

The order of rank in the Fire Rescue Department shall be as provided by ordinance and municipal budget.

The order of rank in the Police Department shall be as provided by ordinance and municipal budget.

**SECTION 2 – CLASSIFICATION.**

The Board classifies such offices in the Fire Rescue and Police Departments for the purpose of establishing and maintaining standards of examinations and promotions based upon job descriptions and departmental regulations.

**SECTION 3 – OATH OF OFFICE.**

Before entering duty, any person about to become a member of the Crystal Lake Fire Rescue or Police Department shall take the following oath, before any person authorized to administer oaths in the state of Illinois:

"I _____, having been appointed to the ~~office~~ position of _____ in the City of Crystal Lake, in the County of McHenry aforesaid, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties ~~of the office~~ of _____ ~~according~~ to the best of my ability.

_____
Employee

Subscribed and sworn to be this ____ day of _____, 20___.

_____ _____
City Manager ~~Mayor~~

He/she shall enter into such bond in such amount as prescribed by the Ordinance.

# CHAPTER V– HEARING OF CHARGES, REMOVALS, SUSPENSIONS AND DISCHARGES

**SECTION 1 – HEARING OF CHARGES***

a) Hearings before the Board are not common law proceedings. The provisions of the "Code of Civil Procedure" do not apply to hearings before the Board.

b) *Counsel* as used herein means: One who has been admitted to the bar as an attorney-at-law in the State of Illinois.

c) No rehearing, reconsideration, modification, vacation, or alteration of a decision of the Board shall be allowed.

d) *Cause* is some substantial shortcoming that renders continuance in employment in some way detrimental to the discipline and efficiency of the public service and something that the law and sound public opinion recognize as cause for the officer no longer occupying his/her position. The right to determine what constitutes cause is in the Board.

e) The complainant or appellant initiating any proceedings that call for a hearing before the Board shall have the burden of proof to establish by a preponderance of evidence that cause for discipline exists or that a suspension, previously imposed by the Chief of a Department, is unwarranted. Should the question of a crime be involved, the rule of *reasonable doubt* shall not control.

f) The phrase *preponderance of evidence* is defined as the greater weight of the evidence, that is to say, it rests with that evidence which, when fairly considered produces the stronger impression, and has a greater weight, and is more convincing as to its truth when weighted against the evidence in opposition thereto.

g) All hearings shall be public, in accordance with the Open Meetings Act.

h) At the time and place of hearing, both parties may be represented by counsel, if they so desire. It is the responsibility of the party represented by counsel to compensate his/her counsel.

i) All proceedings before the Board during the conduct of the hearing shall be recorded by a court reporter to be employed by the Board.

j) The records of all hearings will not be transcribed by the court reporter unless requested to do so by the Board or any party of interest.

k) All witnesses shall be sworn prior to testifying and the matter will be decided by the Board solely on evidence presented at the hearings.

l) The Board will first hear the witnesses either substantiating the charges which have been made against the respondent or in support of an appeal brought by a suspended sworn Police or Fire Rescue employee who is not covered under a collective bargaining agreement. Thereafter the other party may present and examine those witnesses whom he/she desires the Board to hear. All parties shall have the right to cross-examine witnesses presented by the opposite party.

***Per the Collective Bargaining Agreement for the Crystal Lake Firefighter/Paramedics and Fire Lieutenants and the Collective Bargaining Agreement for Police Officers. The Board of Fire and Police Commissioners have no jurisdiction over any disciplinary matters involving employees covered under the Agreement and the employees voluntarily waive any rights they may have possessed to appeal or contest the imposition of discipline before such Board of Fire and Police Commissioners.**

## SECTION 2 – HEARING PROCEDURE.

a) **Complaints:** In all cases, written complaints shall be filed in quintuple, setting forth a plain and concise statement of the facts upon which the complaint is based.

b) **Probable Cause:** The Board shall have the right to determine whether there is or is not probable cause for hearing a complaint and may conduct such informal hearings as may be necessary for such purpose.

c) **Notification of Hearing:** Upon the filing of a complaint in quintuple with the Secretary of the Board, and the determination of the Board of probable cause for entering the said complaint, the Secretary of the Board shall notify both the complainant and the respondent, either by registered or certified mail, return receipt requested, or personally, of the time and place of the hearing of the charges contained in the Complaint. The respondent shall also be served with a copy of the Complaint, and if an Order of Suspension Pending a Hearing is entered by the Board, the respondent, the complainant, the Chief of the Department, the City Manager, and the Human Resources Director of the municipality shall be notified of the entry of such Order of Suspension Pending a Hearing, and be served either personally or by registered or certified mail, return receipt requested, with a copy of such Order.

d) **Continuances:** The matter of granting or refusing to grant a continuance of a hearing is within the discretion of the Board.

e) **Stipulations:** Parties may, on their own behalf, or by counsel, stipulate and agree in writing, or on the record, as to evidenced guilt. The facts so stipulated shall be considered as evidence in the proceeding.

   In the event a respondent has been suspended pending a hearing and desires a continuance, it shall also be stipulated and agreed that in the event said respondent is to be retained in his/her position as a result of a decision of the Board following a hearing of the cause, then no compensation shall be paid to said respondent during the period of said continuance.

f) **Sufficiency of Charges-Objections to:** Motions or objections to the sufficiency of written charges must be filed or made prior to or at the hearing before the Board.

**SECTION 3 – SUBPOENAS.**

a) Any party to an administrative hearing may, at any time before the hearing, make application to the Board by filing with it a written request for subpoenas for any individual to appear for a hearing or have them produce books, papers, records, accounts and other documents as may be deemed by the Board as relevant to the hearing. On the filing of such application, subpoenas will be issued for the named persons. Subpoenas may be served by any person twenty-one (21) years of age or older designated by the party requesting the subpoenas. Application for subpoenas should contain the names and addresses of the individuals to be subpoenaed, and the identity of any documents that they are to produce. Subpoenas will not be issued for anyone outside the State of Illinois *(65 ILCS §5/10-2.1-17)*.

b) Any request for continuance by reason of inability to serve subpoenas shall be filed in the office of the Board at least three (3) days before the date set for such hearing, provided, however, that the Board in its discretion may waive this rule.

**SECTION 4 – SERVICE.**

All papers required by these Rules and Regulations to be served shall be delivered personally to the party designated or mailed, by United States mail in an envelope properly addressed with postage prepaid, to the designated party at his/her last known residence as reflected by the complaint filed with the Board, except as herein otherwise provided. Proof of service of any paper may be made by the certification of any person so mailing the paper or delivering the same to the designated party personally, or by filing a return receipt showing that a paper was mailed, by either registered or certified mail, return receipt requested, to a party's address where it was received by a named party.

**SECTION 5 – FILING.**

All papers may be filed with the Board by mailing them or delivering them personally to the Secretary of the Board at the City of Crystal Lake, Illinois. For the purpose of these Rules and Regulations, the filing date of any paper shall be the date it was received in the Board's Office, in the event the paper is delivered personally or by messenger. In the event a paper is forwarded by mail, then the filing date shall be the date that is postmarked on the envelope of such paper.

**SECTION 6 – FORMS OF PAPER.**

a) All papers filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only.

b) If typewritten, the lines shall be double spaced, except that long quotations may be single spaced and indented.

c) All papers shall be not larger than 8 ½" by 11" with inside margins not less than one inch.

d) The original of all papers filed shall be signed in ink by the party filing the paper or by an officer, agent, or attorney thereof and copies thereof provided the opposing party or his/her counsel.

e) If papers are filed by an attorney, his/her name and address shall appear thereon.

**SECTION 7 – COMPUTATION OF TIME.**

That time within which any act under these Rules is to be done shall be computed by excluding the first day and including the last, unless the last day is Sunday or a holiday as defined or fixed in any statute now or hereafter in force in the State, and then it shall also be excluded. If the day succeeding such Sunday or holiday is also a holiday or a Sunday then such succeeding day shall also be excluded.

**SECTION 8 – SUSPENSION.**

a) The Board may suspend any applicable member of the Police and/or Fire Rescue Department against whom charges have been filed, pending a hearing of the charges by the Board, but not to exceed thirty (30) days, without pay at any one time *(65 ILCS §5/10-2.1-17)*.

b) The Chief of the Police or Fire Rescue Department shall have the right to suspend any sworn employee not covered by a collective bargaining agreement under his/her command for a period not to exceed ten (10) calendar days without pay, providing no charges on the same offense have been filed and are pending before the Board, and he/she shall notify the Board in writing within seventy-two (72) hours of the time of such suspension. Any individual so suspended may appeal to the Board for a review of the suspension within five (5) calendar days after receiving written notice of such suspension by filing notice of such appeal in writing with the Secretary of the Board of Fire and Police Commissioners. The Board shall then meet to discuss and determine the disposition of the appeal. The Board may, in its sole discretion, request information or testimony from the appealing officer and/or the Chief of the Police or Fire Rescue Department to aid in its determination of the appropriate disposition. At the Board's option, they may hold an appeal to review the details regarding the circumstance The burden of establishing that a suspension is unwarranted shall be upon the individual bringing the appeal *(65 ILCS §5/10-2.1-17).*

c) Upon such appeal, the Board may sustain the action of the Chief of the Department, may reverse it with instructions that the individual so suspended receive his/her pay for the period involved, may suspend the individual for a period of not more than thirty (30) days, or discharge him/her, depending on the evidence presented *(65 ILCS §5/10-2.1-17)*.

d) Discharge from office, demotion or suspension from service in the Police or Fire Rescue Department shall be in compliance with the Fire and Police Commissioners Act of the State of Illinois, being Division 2.1, Sections §5/10-2.1-1 through §5/10-2.1-30, inclusive, of Chapter 65 of the Illinois Compiled Statutes.

e) The Board shall, within a reasonable time after the hearing is completed, enter its findings on the records of the Board.

f) The Board of Fire and Police Commissioners shall have the authority to demote any officer or member of the Police Department, except for those positions above the rank of Police Sergeant any rank in said Department as follows:

    1) Voluntary Demotion. The Board may demote a member at the request of said member if such request has been approved by the Chief of the Department.

    2) Disciplinary Demotion. The Board may demote a member upon written charges and after a hearing upon said charges in the manner set forth in 65 ILCS §5/10-2.1-17.

**SECTION 9 – DATE OF HEARING.**

The time set by the Board for the Board's hearing of charges shall be within thirty (30) days of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceedings, at the discretion of, and by order of the Board. The time limitation is not applicable to hearings conducted to review suspensions of ten (10) days or less imposed by the Chief of a Department on one of its members *(65 ILCS §5/10-2.1-17)*.

**SECTION 10 – FINDINGS AND DECISION.**

In case any sworn member of the Police or Fire Rescue Department shall be found guilty of the charges filed against him/her after an applicable hearing by the Board, he/she may be removed, demoted, discharged, or suspended for a period not exceeding thirty (30) days, without pay. Upon an appeal, the Board may sustain the action of the Chief, may reverse it, in whole or part, or may suspend the individual for an additional period of not more than thirty (30) days, demote or discharge him or her depending on the facts presented *(65 ILCS §5/10-2.1-17)*.

The findings and decision of the Board, following a hearing of the charges, shall be preserved by the Secretary, and notice of said findings and decisions sent to the officer involved and the Department Chief for enforcement. If the finding or decision is that an employee is guilty of charges investigated, and removal or discharge is ordered, such order or removal or discharge shall become effective forthwith. (See Section 8 of this Chapter V).

**SECTION 11 – RULES – CONFLICT.**

The personnel of the Fire Rescue and Police Department shall be governed by the Rules as adopted by the Board, the City of Crystal Lake Personnel Policies, applicable collective bargaining agreements, and the Regulations or General Orders of the Fire Rescue and Police Departments. In case of conflict, the Rules of the Board or applicable collective bargaining agreement shall govern.

**SECTION 12 – VIOLATION OF RULES.**

All members of the Fire Rescue and Police Departments shall be subject to the Regulations or General Orders of such departments, the City of Crystal Lake Personnel Policies, and the Rules of the Board, and a violation of such rules or regulations may be cause for filing of charges before the Board, a subsequent hearing and action by the Board on such charges.

**SECTION 13 – VIOLATION OF LAW.**

Any violation of the laws of the municipality, county, or state or federal law, by any member of the Fire Rescue and Police Departments of such municipality may be cause for the filing of charges against said officer, except as herein otherwise provided.

## CHAPTER VI – GENERAL

**SECTION 1.**

The Board shall have such other powers and duties as are given it by the Statutes of the State of Illinois or by ordinance.

**SECTION 2.**

Any Chapter, Sections and/or Subsections of the foregoing Rules for the operation of the Board that are in conflict with State Statute or with any amendments thereto that may hereafter be enacted are null and void. This, however, does not invalidate any other Chapters, Sections and/or Subsections of said Rules.

**SECTION 3 – LEAVE OF ABSENCE.**

Leaves of Absence shall be granted by reason of military service or duty-related disability. If a Leave of Absence is granted by the Board during a probationary period, such probationary period shall be tolled until the probationary employee returns from his/her leave of absence *(65 ILCS §5/10-2.1-23)*.

**SECTION 4 – POLITICAL CONTRIBUTIONS.**

No person in the Fire Rescue Department or Police Department of the City of Crystal Lake, Illinois, shall be under any obligation to contribute any funds to render any political service, and no such person shall do so or be removed or otherwise prejudiced for refusing to do so. No person in the Fire Rescue Department or the Police Department of the City of Crystal Lake, Illinois, shall discharge or promote or reduce, or in any manner change the official rank or compensation of any other person in such service, or promise or threaten so to do, for withholding or refusing to make any contribution of money or service or any other valuable thing for any political purpose, or in any other manner, directly or indirectly, use his/her official authority or influence to compel or induce any other person to pay or render any political assessment, subscription, contribution or service.

PASSED and APPROVED this _____day of September, 2022.

Board of Fire and Police Commissioners
of the City of Crystal Lake, Illinois

| | |
|---|---|
| Chairperson | Date |
| Secretary | Date |
| Commissioner | Date |

PASSED and APPROVED this 7 day of September, 2022.

Board of Fire and Police Commissioners
of the City of Crystal Lake, Illinois

Luke R. Parsick 9/7/22
Chairperson Date

9/7/22
Secretary Date

C. M. Bouchet 9/7/22
Commissioner Date

**Agenda Item No: 9c**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678

**Staff Recommendation:** Motion to approve issuance of a Class 16 Temporary Liquor License to the St. Elizabeth Ann Seton Knights of Columbus Council #10678

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

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**Background:**
The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, October 8, 2022 from 5:00 p.m. to 11:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

The Council has approved this event in the past and other temporary liquor license requests for the St. Elizabeth Ann Seton Knights of Columbus Council #10678.

**Votes Required to Pass:**
Simple majority

St. Elizabeth Ann Seton
Knights of Columbus Council 10678
1023 McHenry Avenue
Crystal Lake, IL 60014

September 6, 2022

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council

Mayor Haleblian and Council Members;

We are writing to request approval for a Class 16 temporary liquor license for our Oktoberfest, which will be held on Saturday, October 8, 2022 at St. Elizabeth Ann Seton's Community Center on McHenry Avenue in Crystal Lake. Our plans include dinner, music, and a 50/50 raffle (license being applied for as well).

The proceeds from this event will be used to fund the many charitable activities of the Knights. Annually, the Council donates over 85% of its revenue to a variety of deserving charitable and religious organizations. Some of our larger gifts have gone to our parish's upkeep and beautification, seminarian support, the St. Vincent De Paul Conference and the Crystal Lake Food Pantry.

Members of the Knights of Columbus Council #10678 have volunteered to handle the sale of beer and wine, as well as security, emergency medical, and taxi services, if needed. Wristbands will be used to designate those whose identification shows them to be at least 21 years of age. The Knights have worked in this capacity at several other functions and are confident they will be responsible stewards in this area of the benefit.

Thank you for your time in considering our request. Please do not hesitate to contact us for any further information you may need.

Sincerely,

K Cpbell

Kevin Campbell – Past Grand Knight and Chairman
(847)669-9232

*City of Crystal Lake*
*Application for Temporary Liquor License*

RECEIVED
SEP 15 2022
12:30 pm
BY:

**CLASS "16"**
**Beer and Wine**

The undersigned hereby makes application for a license for the sale at retail of beer and wine under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name St Elizabeth Ann Seton K of C Council 10678
**(Must be not-for-profit organization)**

Address 1023 S Mchenry Hwy Crystal Lake, IL Phone Number 815-666-5544

2. Location where beer and wine will be sold:
Church's Community Center - 1023 S Mchenry Hwy

3. Dates of the event (**not to exceed three (3) days**): October 8, 2022 (Oktoberfest)

4. Hours of operation: 5:30 - 11:00 pm

5. Describe the type of crowd and traffic control licensee will utilize. Crowd consists of parishoners, primarily. Guests must be over 21 years old

6. Describe plan for refuse pickup. We will use dumpsters located behind the Kitchen

7. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.

See Attached

8. **Please attach the following to your application:**
   - ☑ **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   - ☑ **Proof of liquor liability insurance**
   - ☑ **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer and wine on the property during the time requested.**
   - ☑ **Site plan of area where beer and wine will be sold.**
   - ☑ **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16" Temporary Liquor License to applicant.**

[signature] 9/13/2022
Signature of President Date

[signature] 9-13-2022
Signature of Secretary Date

***Both application and affidavit must be signed by the President and Secretary of the not-for-profit organization.***

Knights of Columbus
Council #10678
1023 McHenry Avenue
Crystal Lake, IL 60014

2022 Oktoberfest – Bar Staff

Mike Scronce
[redacted]

Kevin Campbell
[redacted]

Jim McCarthy
[redacted]

James MacKenzie
[redacted]

Greg Squiers
[redacted]

Greg Verbick
[redacted]

# AFFIDAVIT

**STATE OF ILLINOIS )**
**COUNTY OF MCHENRY )**

We swear that we will not violate any of the Ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief.

Signature of President

Signature of Secretary

Subscribed and sworn to before me this 11

day of September 11, 2022.

Notary Public

OFFICIAL SEAL
DIANE M SCHIFFER
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 04/13/2026



# St. Elizabeth Ann Seton Catholic Church

1023 McHenry Avenue
Crystal Lake, Illinois 60014

"The first end I propose in our daily work is to do the will of God;
secondly, to do it in the manner He wills it; and thirdly to do it because it is His will."
*Quote from St. Elizabeth Ann Seton*

September 8, 2022

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council

Re; Knights of Columbus Temporary Liquor License Application

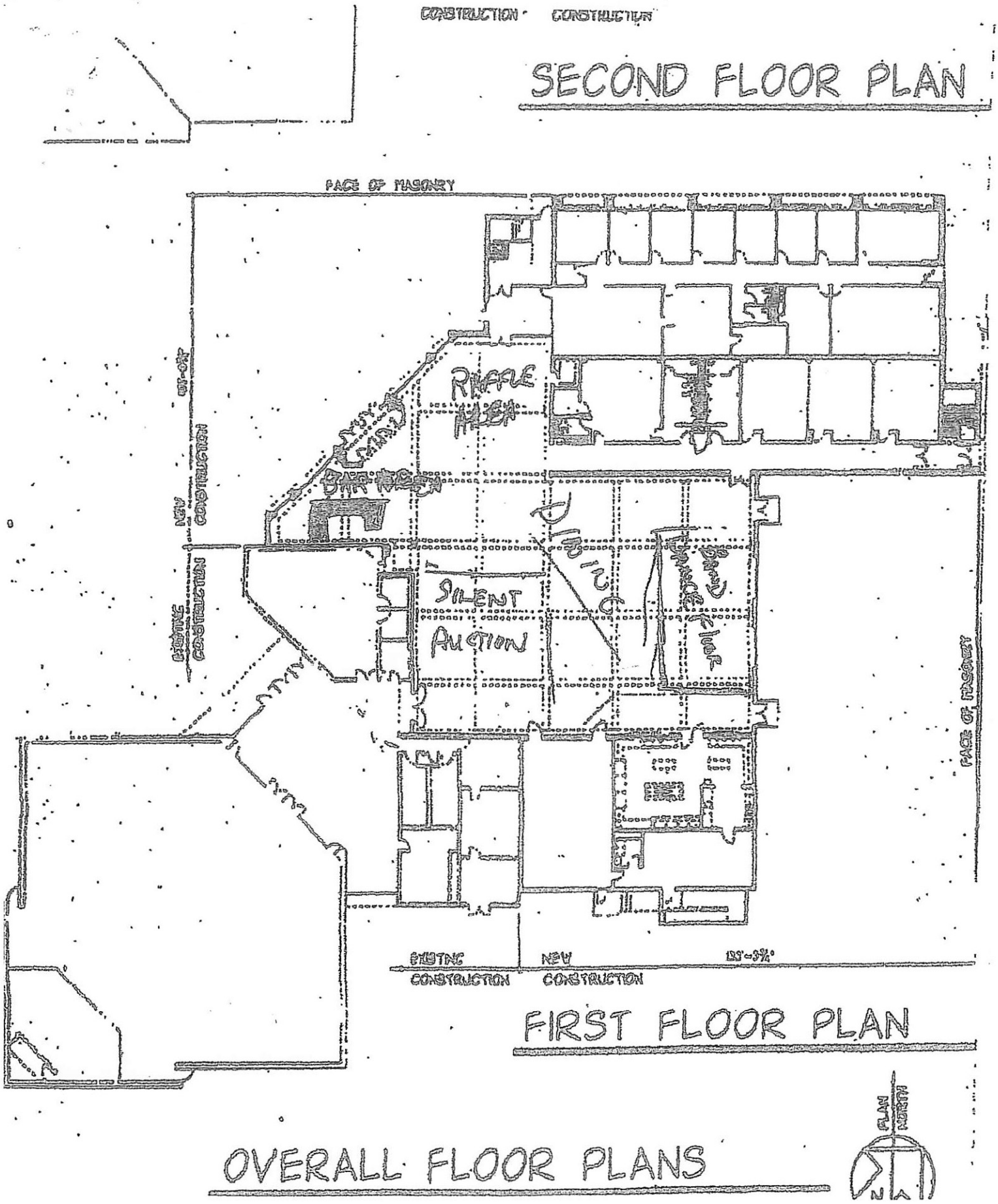
To Whom It May Concern:

St Elizabeth Ann Seton Parish has given permission to the Knights of Columbus Council #10678 to hold an Oktoberfest in its Community Center on the evening of October 8, 2022. The Knights have requested and have been given conditional approval to sell beer and wine between the hours of 5:00pm and 11:00pm on October 8, 2022, The K of C will be responsible for obtaining liability insurance for this event, as well as a Class 16 temporary liquor license, before receiving final permission.

Sincerely,

Fr. Keith Romke

Fr. Keith Romke
Pastor


CONSTRUCTION
CONSTRUCTION
SECOND FLOOR PLAN
FACE OF MASONRY
RAFFLE
BAR
SILENT
AUCTION
FACE OF MASONRY
EXISTING
CONSTRUCTION
NEW
CONSTRUCTION
FIRST FLOOR PLAN
OVERALL FLOOR PLANS
NORTH
PLAN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|---|
| PRODUCER<br>Lockton Affinity, LLC<br>P. O. Box 879610<br>Kansas City, MO 64187-9610 | CONTACT NAME: Lockton Affinity, LLC<br>PHONE (A/C, No, Ext): 800-496-0288 FAX (A/C, No): 913-652-7599<br>E-MAIL ADDRESS: |
| INSURED<br>St Elizabeth Ann Seton Knights of Columbus Council #10678<br>1023 S. McHenry Avenue<br>Crystal Lake, IL 60014 | INSURER(S) AFFORDING COVERAGE — NAIC #<br>INSURER A : United States Liability Insurance Co. — 25895<br>INSURER B :<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>INSURER F : |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | X | | SE1056053 | 10/08/2022 | 10/10/2022 | EACH OCCURRENCE | $ 1,000,000 |
| | ☐ CLAIMS-MADE ☒ OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 100,000 |
| | | | | | | | MED EXP (Any one person) | $ 1,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | X POLICY ☐ PRO-JECT ☐ LOC | | | | | | PRODUCTS - COMP/OP AGG | $ Excluded |
| | OTHER: | | | | | | | $ |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | ☐ ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | ☐ HIRED AUTOS ☐ NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | ☐ UMBRELLA LIAB ☐ OCCUR | | | | | | EACH OCCURRENCE | $ |
| | ☐ EXCESS LIAB ☐ CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | ☐ DED ☐ RETENTION $ | | | | | | | $ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N | | | | | | ☐ PER STATUTE ☐ OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory in NH) | N/A | | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| A | Liquor Liability | | | SE1056053 | 10/08/2022 | 10/10/2022 | Occurrence | $1,000,000 |
| | | | | | | | Aggregate | $2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

St Elizabeth Ann Seton Knights of Columbus Council #10678 to host dinner and dance with an Oktoberfest Theme at St Elizabeth Ann Seton Catholic Church on October 8, 2022
St Elizabeth Ann Seton Catholic Church and City of Crystal Lake are Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

**CERTIFICATE HOLDER**

2212020

St Elizabeth Ann Seton Catholic Church
1023 S. McHenry Avenue
Crystal Lake, IL 60014

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patti D. Otarnes

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/15/2022

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| PRODUCER | CONTACT NAME: Lockton Affinity, LLC |
|---|---|
| Lockton Affinity, LLC<br>P. O. Box 879610<br>Kansas City, MO 64187-9610 | PHONE (A/C, No, Ext): 800-496-0288 FAX (A/C, No): 913-652-7599<br>E-MAIL ADDRESS: |

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : United States Liability Insurance Co. | 25895 |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

INSURED
St Elizabeth Ann Seton Knights of Columbus Council #10678
1023 S. McHenry Avenue
Crystal Lake, IL 60014

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | X | | SE1056053 | 10/08/2022 | 10/10/2022 | EACH OCCURRENCE | $ 1,000,000 |
| | CLAIMS-MADE [X] OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 100,000 |
| | | | | | | | MED EXP (Any one person) | $ 1,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 2,000,000 |
| | X POLICY [ ] PRO-JECT [ ] LOC | | | | | | PRODUCTS - COMP/OP AGG | $ Excluded |
| | OTHER: | | | | | | | $ |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | ALL OWNED AUTOS / SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | HIRED AUTOS / NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | UMBRELLA LIAB / OCCUR | | | | | | EACH OCCURRENCE | $ |
| | EXCESS LIAB / CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | DED / RETENTION $ | | | | | | | $ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | PER STATUTE / OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A | | | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| A | Liquor Liability | | | SE1056053 | 10/08/2022 | 10/10/2022 | Occurrence | $1,000,000 |
| | | | | | | | Aggregate | $2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
St Elizabeth Ann Seton Knights of Columbus Council #10678 to host dinner and dance with an Oktoberfest Theme at St Elizabeth Ann Seton Catholic Church on October 8, 2022.
St Elizabeth Ann Seton Catholic Church and City of Crystal Lake are Additional Insured, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

**CERTIFICATE HOLDER**

2212020

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

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Patti D. Otarnes

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**Agenda Item No: 10**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** City Code Amendment to Reduce the Number of Class 8 Liquor Licenses and Increase the Number of Class 24 Liquor Licenses – Applicant: Goal Line Sports Bar & Grill, located at 85 Brink Street

**Staff Recommendation:** Motion to adopt an Ordinance reducing the number of Class 8 liquor licenses from 6 to 5 and increasing the number of Class 24 liquor licenses from the currently permitted 7 licenses to 8 licenses, in order to allow for the issuance of a new Class 24 liquor license to Goal Line Sports Bar & Grill, located at 85 Brink Street

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

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**Background:**
Goal Line Sports Bar & Grill, located at 85 Brink Street, which currently holds a Class 8 liquor license, has requested a new Class 24 liquor license to allow for the sale and consumption of alcoholic liquor on the premises, both the interior of the building and an open unroofed area immediately contiguous to the building or structure, during breakfast earlier in the day. A Class 8 license allows for consumption (both interior and exterior) beginning at 11:00 a.m., while a Class 24 license allows for consumption beginning at 7:00 a.m.

The petitioner has notified the City that no other changes will be made, with breakfast being served on the weekends to start. The petitioner will surrender the Class 8 license, should a Class 24 be approved.

Class 24 License authorizes the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 7:00 a.m. and 1:00 a.m., Sunday, Monday, Tuesday, Wednesday; Thursday, 7:00 a.m. and 2:00 a.m. Friday and Saturday; and 7:00 a.m. on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. Any open unroofed area in which alcoholic beverages are served or consumed.

329-5-X-(1) (1) Any open unroofed area in which alcoholic beverages are served or

consumed pursuant to this license shall conform to the following:

(a) The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

(b) The open unroofed area shall be no greater than 100**%** the other floor space of the licensed premises.

(c) The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner, which shall be separately posted at the entrance to the open unroofed area.

(d) When the open unroofed area is located on private property any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner, which shall contain the required number of fire =exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

(e) All electrical wiring shall comply with the codes of the City.

(f) All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

(g) The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

(h) The license holder shall be responsible for preventing violations of this chapter.

(i) No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes, except as may be approved by the Liquor Commissioner, subject to such conditions as the Liquor Commissioner may deem necessary to ensure that sales and consumption can be conducted in a safe manner and to minimize any impact upon such residentially zoned properties.

(2) The annual fee for such license shall be the sum of $1,950.

**Current Class 24 License Holders:**

| **Name** | **Address** | **Zoning** |
|---|---|---|
| Benedicts la Strata | 40 N. Williams Street | "B-4" |
| Cantina 52 | 52 N. Brink Street | "B-4" |
| Café Olympic | 90 N. Williams Street | "B-4" |
| Jude's | 19 N. Williams Street | "B-4" |
| Crystal Lake Junction (not Issued Yet) | 88 Railroad Street, Unit B | "B-4" |
| Papa Savarios Pizzeria | 540 E Terra Cotta Ave, Unit A | "B-1 PUD" |

Tony's Café 1030 S. McHenry Avenue

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

- Payment of license fee
- Surrender of Class 8 liquor license

The attached Ordinance approves a reduction in the number of Class 8 liquor licenses from 6 to 5 and increases the number of Class 24 liquor licenses from the currently permitted 7 licenses to 8 licenses, in order to allow for the issuance of a new Class 24 liquor license to Goal Line Sports Bar & Grill, located at 85 Brink Street.

**Votes Required to Pass:**
Simple majority

Ord. No.
File No. 255 L

**The City of Crystal Lake**

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

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

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

The number of Class 8 Liquor Licenses shall be reduced from 6 to 5; and

the number of Class 24 Liquor Licenses shall be increased from 7 to 8.

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

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

Draft

DATED at Crystal Lake, Illinois, this 20th day of September, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: September 20, 2022
APPROVED: September 20, 2022

**Agenda Item No: 11**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** REPORT OF THE HISTORIC PRESERVATION COMMISSION

Historic Landmark Designation for 215 Illinois Street

**Petitioner:** Roberta Reed, homeowner
215 Illinois Street

**HPC Recommendation:** Motion to approve the Historic Preservation Commission (HPC) recommendation and adopt an Ordinance authorizing Historic Landmark designation for 215 Illinois Street

**Staff Contact:** Kathryn Cowlin, Director of Community Development
Elizabeth Maxwell, City Planner

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## Background:

The petitioners purchased the house in 1967. The house was constructed in 1929 and is the Barrington model of the Sears kit homes. Sears homes were a very popular way for residents to build a home. Rather than hiring an architect or builder to design one, you could pick it out of the catalog.

The architect, David S. Betcone, designed several Sears models around this time. The homes shipped with instructions and all the parts including pre-cut and labeled lumber, plumbing fixtures, doors and windows, even the screws and nails.

The petitioner is requesting the property in question be designated an historic landmark. The requirements for historic landmark designation are below.

1. It is within the corporate boundaries of the City of Crystal Lake; and
2. It is over fifty years old, in whole or in part; and
3. The Historic Preservation Ordinance continues by listing a host of general considerations and items of architectural and historic significance to be considered for designation.

215 Illinois Street satisfies the criteria provided in the Historic Preservation Ordinance, as detailed in the historic landmark application and staff report.

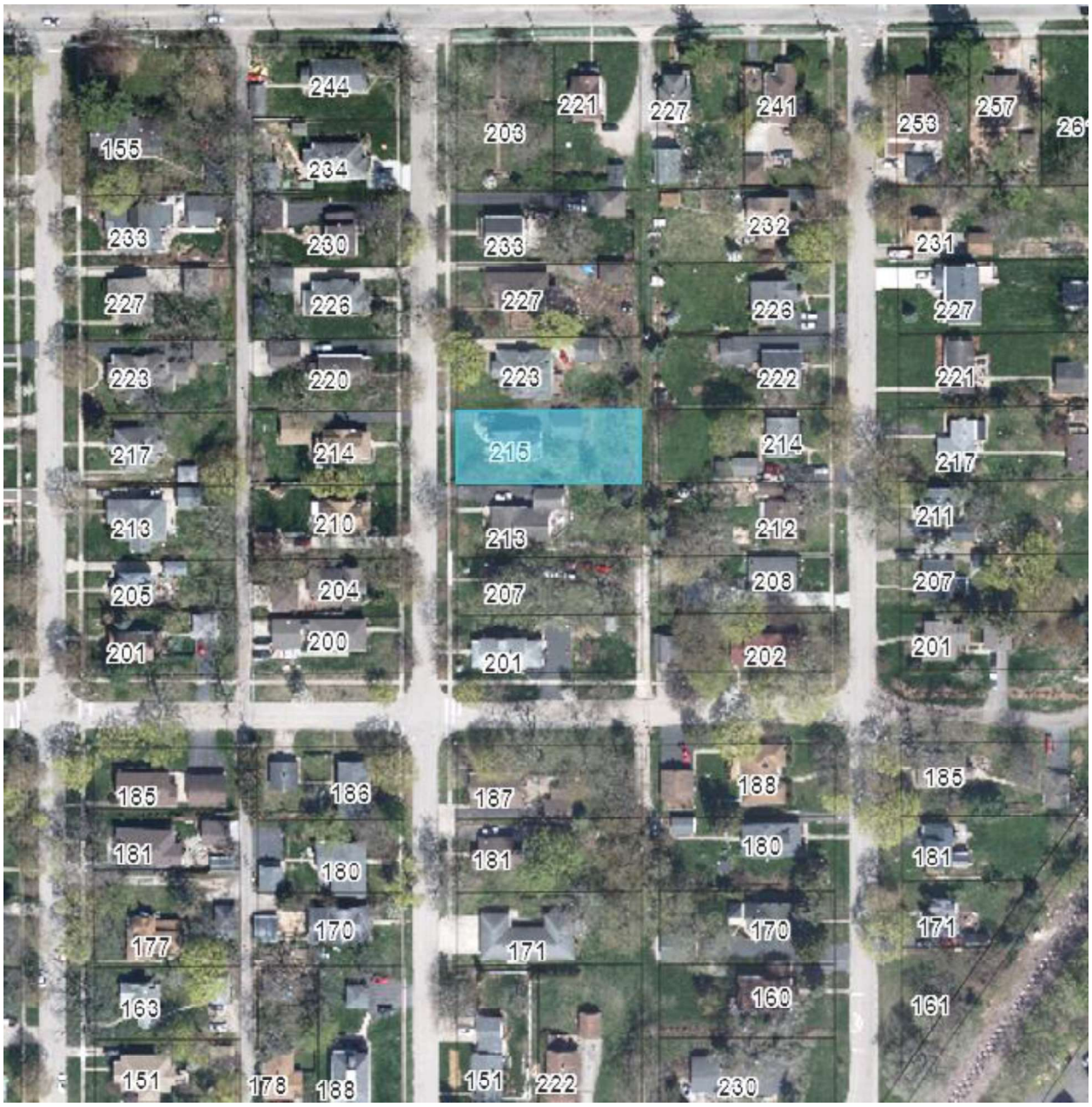
Once a property is historically landmarked, any significant changes to the exterior of the structure must be reviewed and approved by the Historic Preservation Commission through a Certificate of Appropriateness. The Commission determines if the proposed improvement is historically appropriate. In addition, landmarked buildings are eligible for a $500 grant every other year provided by the HPC that assists the property owner in their exterior upgrades. The HPC generates this grant funding through the proceeds of their Annual Heritage Trolley Tour.

215 Illinois Street represents a special landmark of Crystal Lake's local history. The house is a Sears kit home ordered and shipped to the site, where it was constructed. It is worthy of recognition and preservation because of its historic significance.

The Historic Preservation Commission recommended **approval (8-0 vote)** of the request.

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

PIQ Map
215 Illinois Street



Ord. No.
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING HISTORIC LANDMARK DESIGNATION TO 215 ILLINOIS STREET**

WHEREAS, the Mayor and City Council of the City of Crystal Lake have by ordinance established an Historic Preservation Commission; and

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-185) before the Crystal Lake Historic Preservation Commission, the Petitioner has requested a Historic Landmark Designation for 215 Illinois Street; and

WHEREAS, the Historic Preservation Commission of the City of Crystal Lake held a public hearing at 7:00 p.m., on September 1, 2022 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Historic Landmark Designation and recommended approval of the request; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Historic Landmark Designation 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 Mayor and City Council of the City of Crystal Lake approve the Historic Landmark Designation of 215 Illinois Street, Crystal Lake, Illinois.

Section II: That the Historic Preservation Commission take all steps necessary to recognize the Historic Landmark Designation of 215 Illinois Street.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Historic Landmark Designation in accordance with the provisions of this Ordinance, as provided by law.

Draft

Ord. No.
File No.

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

DATED at Crystal Lake, Illinois, this 20th day of September, 2022.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: September 20, 2022
Approved: September 20, 2022

Draft

**Agenda Item No: 5**

**Historic Preservation Commission**
**Agenda Supplement**

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**Meeting Date:** September 1, 2022

**Request:** **PUBLIC HEARING**
**Historic Landmark Designation**

**Location:** 215 Illinois Street

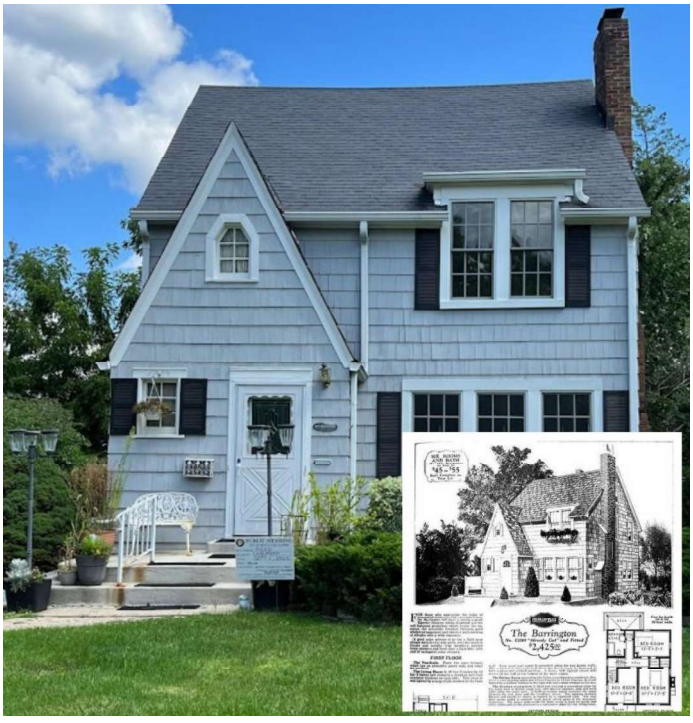
**Petitioner:** Roberta and Emily Reed, Owners

**Action:**
1. Vote to recommend the landmark designation
2. Continue the item
3. Vote to not recommend the landmark designation

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## Background:

- Ms. Reed and her husband Ron Reed purchased the property in April 1967.
- The owners made some changes to the property, remodeling the bathroom and kitchen, squaring off some doorway arches, reconfiguring the back porch, and painstakingly removing the wallpaper when they moved in. Additional changes that were made more recently include adding a family room, a half bath, and larger master bedroom, as well as removing the small original garage and replacing it with a two-story two-car garage.
- The house has original exterior cedar shake siding
- The house is representative of the Barrington model of the Sears Kit Homes.
- Sears kit houses were shipped so they could be assembled on site. They contained pre-cut labeled lumber, shingles, windows, interior trim, flooring, plumbing, and all screws and nails.
- The house was constructed in 1929 and although some modifications have been made it stands as a placeholder in Crystal Lake's history and is an excellent representation of how popular kit homes were at the time.



## Landmark Criteria:

1. It is located within the corporate boundaries of the City of Crystal Lake; and
   ☒ *Meets* ☐ *Does not meet*

2. It is over 50 years old, in whole or in part; and
   ☒ *Meets* ☐ *Does not meet*

3. **One** or more of the following conditions exist:

   A. General consideration.
      1. It has significant character, interest, or value as part of the historic, cultural, aesthetic, or architectural characteristics of the City, the State of Illinois, or the United States;
         ☒ *Meets* ☐ *Does not meet* ☐ *N/A*

      2. It is closely identified with a person or persons who significantly contributed to the culture or development of the City, the State of Illinois, or the United States;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

      3. It involves the notable efforts of or is the only example of work by a master builder, designer, architect, architectural firm, or artist whose individual accomplishment has influenced the development of the City, the State of Illinois, or the United States;
         ☒ *Meets* ☐ *Does not meet* ☐ *N/A*

      4. It has a unique location or single physical characteristic(s) that make it an established or familiar visual feature;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

      5. Activities associated with it make it a current or former focal point of reference in the City;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

      6. It is of a type associated with a use once common but now rare, or is a particularly fine or unique example of a utilitarian structure and possesses a high level of integrity or architectural significance;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

      7. It is an area that has yielded or is likely to yield historically significant information or even prehistoric data;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

   B. Architectural Significance.
      1. It represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction, or use of indigenous materials;
         ☒ *Meets* ☐ *Does not meet* ☐ *N/A*

      2. It embodies elements of design, detail, material, or craftsmanship of exceptional quality;
         ☐ *Meets* ☐ *Does not meet* ☒ *N/A*

3. It exemplifies a particular architectural style in terms of detail, material, and workmanship, and has undergone little or no alteration since its original construction or has been properly restored;
☒ *Meets* ☐ *Does not meet* ☐ *N/A*

4. It is one of the few remaining examples of a particular architectural style and has undergone little or no alterations since its original construction or has been properly restored;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

5. It is or is part of a contiguous grouping that has a sense of cohesiveness expressed through a similarity of style, characteristics, time period, type of property, method of construction or use of indigenous materials and accents the architectural significance of an area;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

6. The detail, material and workmanship of the structure, building, object, or site can be valued in and of themselves as reflective of or similar to those of the majority of the visual elements in the area;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

C. Historical Significance.

1. It is an exceptional example of an historic or vernacular style or is one of the few such remaining properties of its kind in the City;
☒ *Meets* ☐ *Does not meet* ☐ *N/A*

2. It is associated with an organization or group, whether formal or informal, from which persons have significantly contributed to or participated in the historic or cultural events of the City of Crystal Lake, State of Illinois, or the United States;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

3. It is associated with a notable historic event;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

4. It is associated with an antiquated use due to technological or social advances;
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

5. It is a monument to or a cemetery of an historic person or persons.
☐ *Meets* ☐ *Does not meet* ☒ *N/A*

- Should the Historic Preservation Commission find that the structure meets the criteria for landmark designation, they shall make a motion stating such recommendation to the City Council.

PROJECT NUMBER: _____
CITY OF CRYSTAL LAKE
LANDMARK DESIGNATION
APPLICATION
*Please type or print legibly*

PROJECT TITLE: _____

PERSON(S) OR GROUP PROPOSING DESIGNATION:

NAME: Roberta and Emily Reed

ADDRESS: 190 Telluride Ln.
Volo, IL 60020-3425

PHONE: [redacted] or [redacted]
Roberta Emily

OWNER(S) OF PROPERTY(S) PROPOSED FOR DESIGNATION (as shown on the tax assessor's rolls):

NAME: Reed, Roberta & Emily S.

ADDRESS: 215 Illinois Street
Crystal Lake, IL 60014

INDICATE OWNER(S) CONSENT TO PROPOSED DESIGNATION:

X YES _____ NO _____ UNKNOWN

ADDRESSES & PROPERTY INDEX NUMBERS (attach legal description): _____

DOC 2017R0015736 LT12 BLK34 PTC

Pin # 14-33-303-008-0040 Nunda Twp. 215 Illinois St Crystal Lake, IL 60014

ATTACH A WRITTEN STATEMENT DESCRIBING THE AREA AND PROPERTY(S) AND REASONS IN SUPPORT OF THE PROPOSED DESIGNATION AS STATED IN THE CRITERIA FOR DESIGNATION AS A HISTORIC LANDMARK@ (ATTACH DOCUMENTATION)

see attached pages and photos

PLEASE PROVIDE A LIST OF SIGNIFICANT EXTERIOR ARCHITECTURAL FEATURES AND/OR OBJECTS THAT SHOULD BE PROTECTED:

_____

_____

_____

History of 215 Illinois Street
as told by Roberta Reed



In April 1967 my husband Ron and I purchased the house at 215 Illinois Street (Property Lot 12 Block 3 in EE Vail subdivision) with the assistance of Ernest Schroeder, realtor. We bought it from Mabel Wolff and Colin Grantham. It was part of the estate of their mother Christina Grantham who had the house built. The property was aquired in 1910. The deed is recorded at the McHenry County Courthouse document #15877, Book 3, page 36. The house was covered with brown shake shingles. A brick porch with somewhat crumbling masonry lead to the front door. Jutting out from the second floor double windows were 2 beams designed to hold a window box.

Inside, every room was covered with wallpaper. Downstairs the living room had huge feathers printed on it, while the dining room was covered with large cabbage roses. Under Mr. Vinci's of Vinci's Paint Store in C.L.,

tutelage we meticulously removed all of the wallpaper both upstairs and down. Thankfully there was only one layer of paper, but it was well secured with lots of paste.

In the dining room was, and still is, a built-in telephone niche. Both the living room and dining room had hanging fixtures which can be seen in Sears Kit Home publications. On either side of the fireplace were side sconces, also pictured in the catalog. The features of the home inside and out match the Barrington model of a Sears Kit House. In the kitchen was a built-in pull down ironing board and swing under the sink stool. A breakfast nook contained a table with benches on either side. There were a couple of large cabinets that hung on the wall.

Before moving in the kitchen and bathroom were remodeled by Rosenthal Lumber and Fuel Co. The kitchen and backporch were reconfigured. Upstairs the toilet and bathtub were replaced. Downstairs as well as over the bathtub unusual arches were squared off as it lowered the enterance between the living room, dining room and landing leading to the upstairs. Two chandeliers were removed. One was painted white and installed in an upstairs bedroom where it remains.

A small garage was also included. We have since replaced it with a two stall, two story garage.

In 1981 we employed Robert Lories, ROL construction, to add a family room with a half bath and much larger

master bedroom with a walk in closet above. This design also added another fireplace to the home. The back porch was again changed.

The shake shingles on the home are original, but have been stained and painted several times. The two beams were removed from the outside as tending the large flowerbox was too difficult.

Mr. Warren Swenson, a self-employed carpenter, who lived one house away on Illinois Street told us of his recollection of the materials for the home being unloaded from railway cars. He also said the reason there was a fieldstone fireplace was that an old German stonecutter who lived on Terra Cotta fashioned it from stones found as they put in the road. That explains

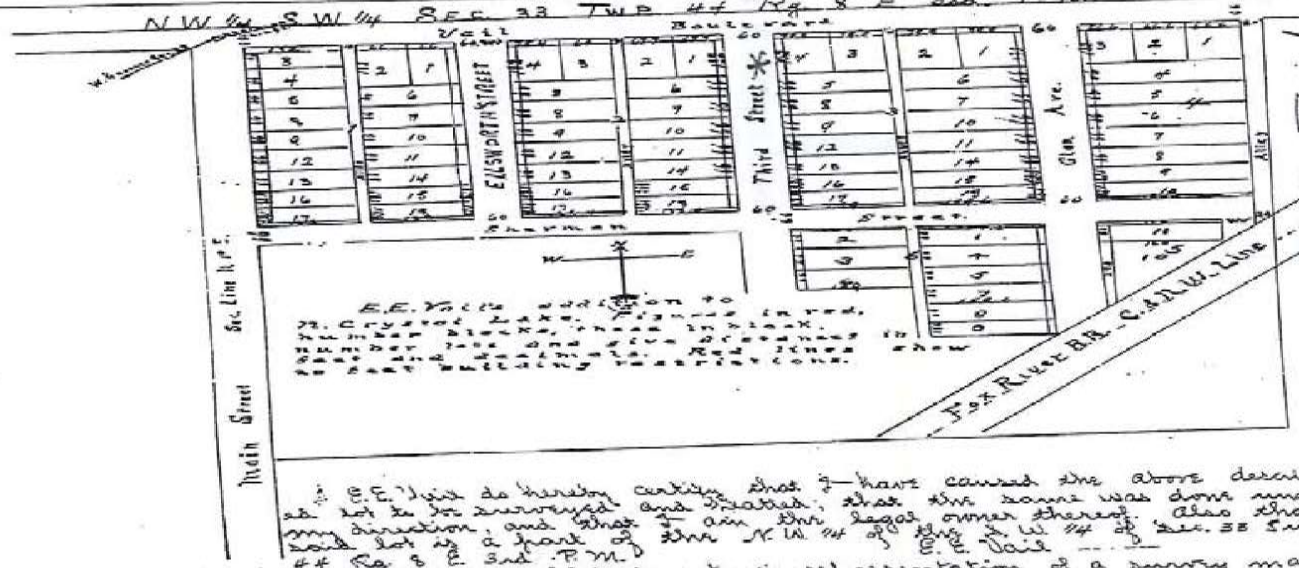
why the chimney is brick and the fireplace is stone. We are guessing the extra bricks were used to construct the front porch. It is our assumption that he may have helped construct the house.

To referrence Sears kit Houses see Houses by Mail Preservation Press, ISBN 0-471-14394-4. The interior description as well as the exterior picture is on p. 154.

Properties Adjacent to
215 Illinois Street

* 213 Illinois Street
owner Judith Stolz
PIN 14-33-303-009

* 223 Illinois Street
owner Renee Copley - Copley Living Trust
Megan Alana Copley
PIN 14-33-303-007




The street between Ellsworth and Glen is now Illinois St. *

I E. E. Vail do hereby certify that I have caused the above described lot to be surveyed and platted, that the same was done under my direction, and that I am the legal owner thereof. Also that said lot is a part of the N.W. ¼ of the S.W. ¼ of Sec. 33 Twp. 44 Rg 8 East 3rd P.M.

I hereby certify that the foregoing plat is a true representation of a survey made by me under the direction of E. E. Vail (the owner thereof) and that the same is located in the N.W. ¼ of the S.W. ¼ of Section 33 Township 44 range 8 E of the 3rd P.M. July 30. 1908.

Chas. H. Lyon County Surveyor
Easton Baldwin Deputy

State of Illinois } ss.
County of McHenry }

I, Louis D. Whiting, a Notary Public in and for said County, in the State aforesaid, do hereby certify, that E. E. Vail, personally known to me to be the same person, whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this 29th day of September A.D. 1908.

Louis D. Whiting
Notary Public

Louis D. Whiting
Notary Public
McHenry Co. Ills.

E. E. Vails Addition
An Ordinance

To approve and accept of certain lands laid out and platted into Lots by E. E. Vail and known as E. E. Vail's Addition to North Barrystal Lake.

Be it ordained by the President and Board of Trustees of the Village of North Barrystal Lake:

Section 1— That said plat of E. E. Vails Addition to North Barrystal Lake now filed in the Board of Trustees is approved, and the territory in said plat as platted by E. E. Vail is hereby accepted and shall hereafter form a part thereof.

Section 2. The Village Clerk is hereby instructed to file a copy of this Ordinance and an accurate map of E. E. Vails Addition to North Barrystal Lake, showing the territory hereby accepted, in the office of the County Clerk of McHenry County, Illinois and to have the same recorded therein. Said map and copy of this Ordinance to be filed during certain by the President and Clerk, and the President is hereby instructed to certify same.

Section 3. All ordinances attending the recording of said plat shall be borne by the said E. E. Vail.

Passed this 8th day of February A.D. 1909

Attest: A. C. Brownson
Village Clerk

Robert Child President

Village of North Barrystal Lake
McHenry County
Illinois

No. 12990 Filed for Record April 22nd 1909 at 2 45 P.M.

The Undersigned and Clerk of the Board of Trustees of the Village of North Barrystal Lake, McHenry County, State of Illinois, hereby certify that the foregoing document is a true and correct copy of an ordinance passed and approved by the Board of Trustees on the 8th day of February A.D. 1909 and this document was filed herewith as a copy of said ordinance on file in the office of said Clerk.

H. J. Merryfield Village Clerk
Village of North Barrystal Lake
McHenry County
Illinois

Map for 715 Illinois Street

Earlier photos from 1975 and 1982 for 215 Illinois Street



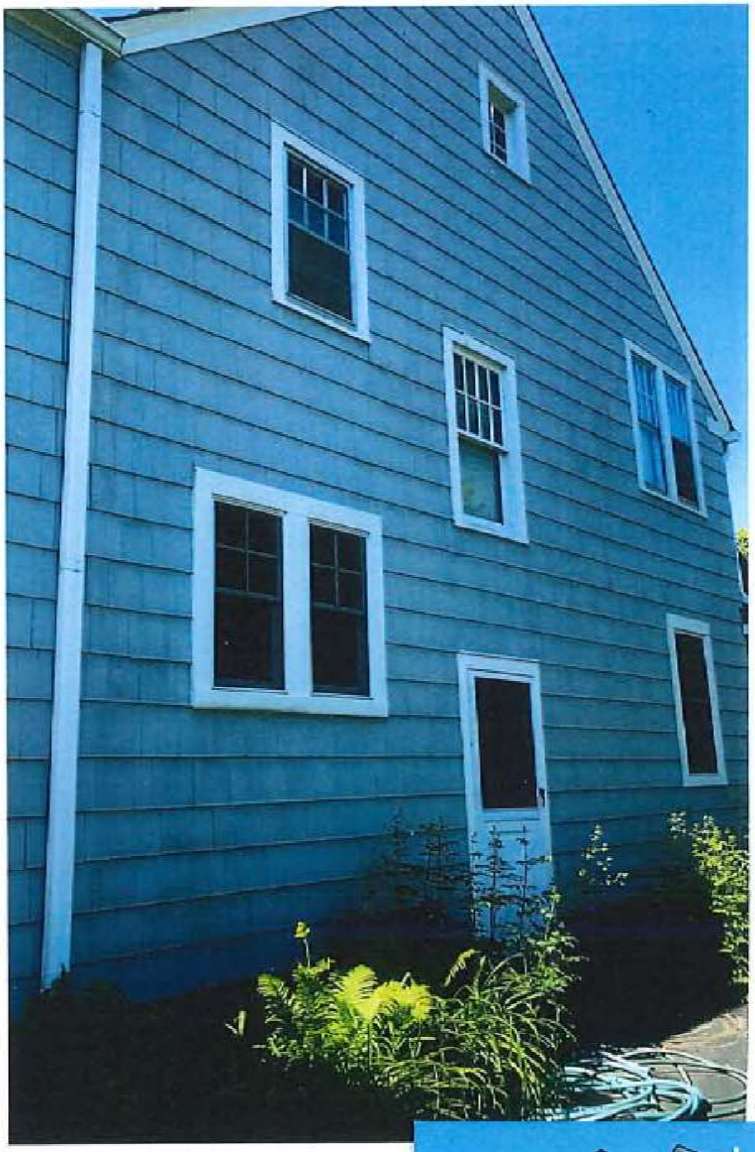


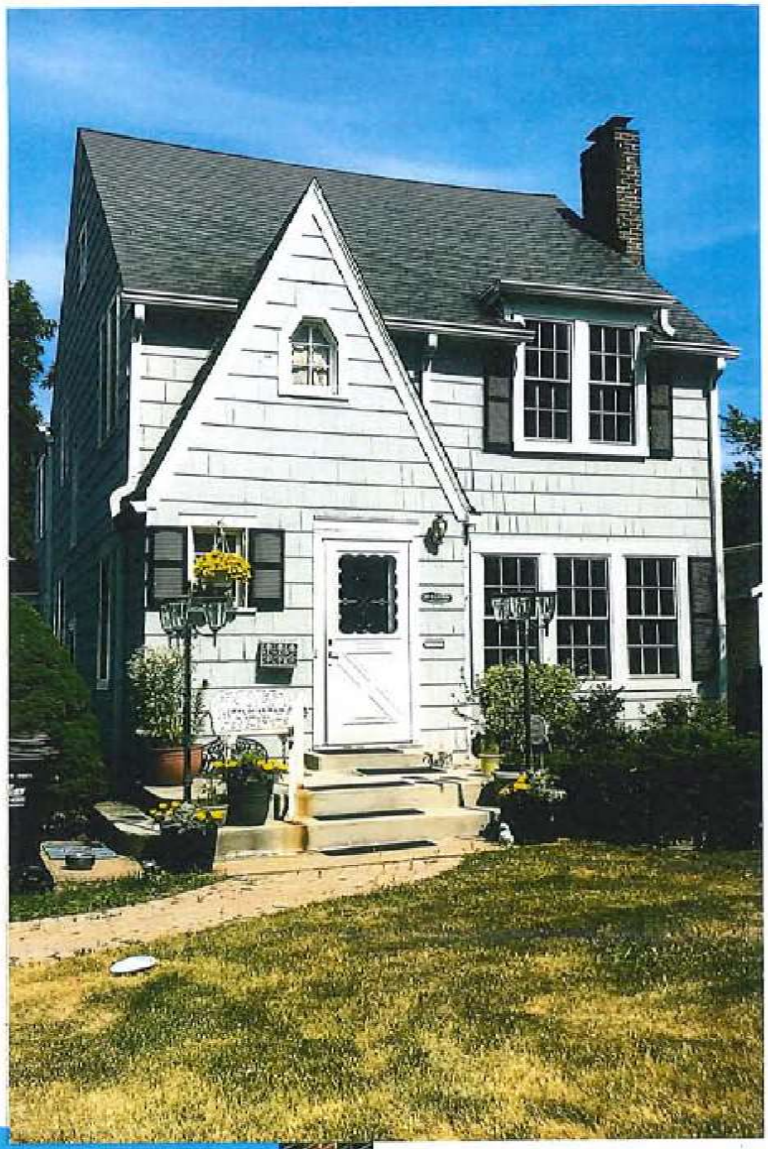
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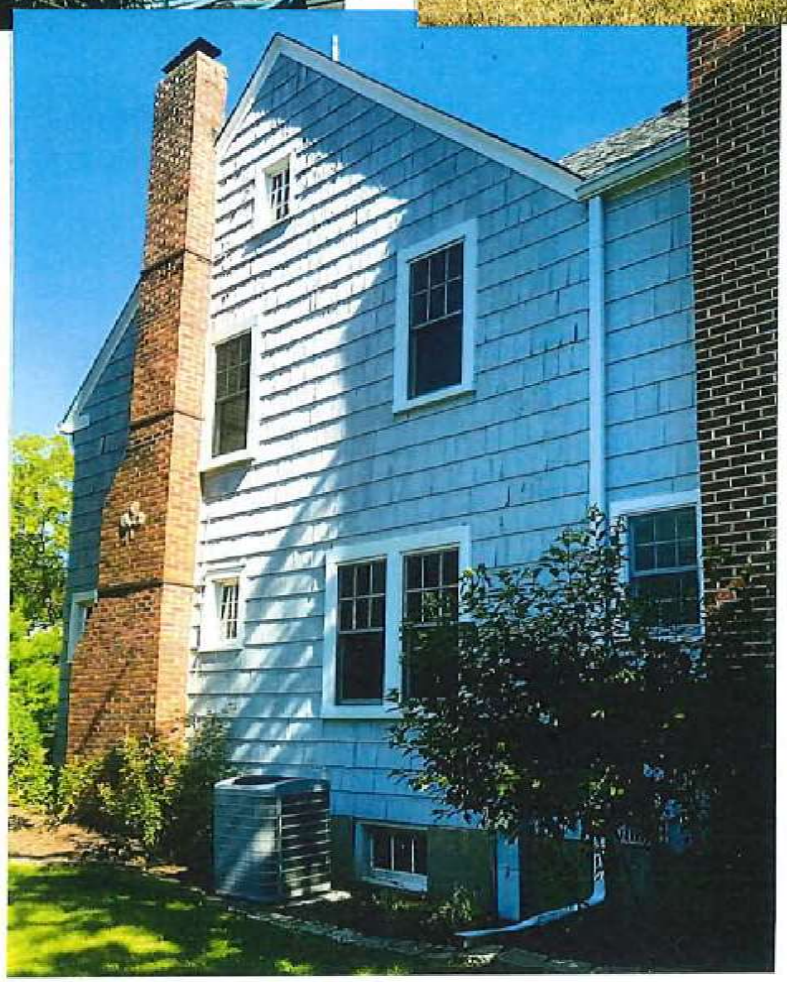


New s/s addition back of house

8-24-82







215 ILLINOIS Street

Crystal Lake IL.

Landmark Designation

Chapter 295 Historic Preservation

Article #3 § 295-13 Criteria.

A. It is located within the corporate boundaries of the City of Crystal Lake; and

B. It is over 50 years old, in whole or in part; and

(2) Architectural significance.

(a) It represents certain distinguishing characteristics of architecture inherently valuable for the study of a time period, type of property, method of construction, or use of indigenous materials.

(b) It embodies elements of design, detail, material, or craftsmanship of exceptional quality.

(c) It exemplifies a particular architectural style in terms of detail, material, and workmanship, and has undergone little or no alteration since its original construction or has been properly restored.

- Address 215 ILLINOIS St.
- Subdivision E.E. Vails Addition
- Pin No. 14-33-303-008
- Lot 12 Block 3
- Two addresses in 1955 – 422 & 420. 422 there was a tenant
- Phone number address in 1948 phone book Address 420, then to address 215. All address's changed in Crystal Lake in the early 1950's.
- Sears Home – Model, The Barrington
- Date of house built, mortgage, taxes, architectural elements, see below
- 3 owners of the building
    - Henry Kruse sold 7 lots to Emilia Heim in 1919
    - Emilia Heim in 1925 sold lot 12 in block 3 on Illinois St. to Christina Grantham
    - Christina Grantham took out a loan in April 1928 for a mortgage to put up a house
    - She sold in 1944 the house to Mabel and Louis Wolff (Mabel was Christine's daughter).
    - Mabel Grantham Wolff, daughter and son Colin Grantham sold the house to Ronald and Roberta Reed in 1967 who are the current owners.

**Built Date of 215 Illinois Street House:**

Tax Records for 215 Illinois Street: [taxes paid in arrears]

1928 – Tax amount $6.36 took out loan for the house

1929 – Tax amount $6.84 house was built

1930 – Tax amount $6.86

1931- Tax amount $41.26 due to the house was existing on the lot

Architectural Elements

Sears sold The Barrington model from 1926-1931. The architect was David S. Betcone, who designed many of Sears models in that time.

Sears would ship soon after the financing was finalized the models as precut kits. Material was assembled and fabricated in Cairo, Illinois and placed in a railroad box car to be constructed by the owner. The boxcar was taken to a spur line and contents emptied and transported to the building site, in the matter at hand 215 Illinois.

When Christina Grantham ordered The Barrington from Sears, she received every construction element, all shipped from Sears, via train carloads such as the bathtub, the faucets, the shingles, the nails, the screws, the windows, the flooring, the molding, the window shades, the lighting fixtures, the doorknob hardware -- everything other than masonry items, for the brick to build the fireplace chimney. The framing lumber was pre-cut by Sears, and labeled by size, so that Christina Grantham, or her construction crew, could find the correct pieces of lumber for each part of the construction.

Though the exterior architectural features were changed by Sears year over year and not available in the 1928 and 1930 Modern Home catalogs as found at 215 Illinois, **so it was constructed in 1929.**

The house has a basement for utilities which would have been excavated first and prepared for the foundation of the building.

Exterior Architectural Features for 1929 Sears Home Model, The Barrington:

- Flat top dormer cap
- Angled window frame above front door
- Front door flat top frame

http://www.searshouseseeker.com/2019/02/lookalikes-gvt-diana-sears-barrington.html

Noted exterior architectural elements

Chimney personal ornamentation of cut stone instead of the ornamental “s” iron work.

Addition retains the building side and roof lines

Second brick chimney similar in color and course to original chimney

**MINUTES**
**Historic Preservation Commission**
**September 1, 2022**
**City Hall, 100 W. Woodstock Street, Crystal Lake, IL**

**1) Call to Order**
L. Solak called the meeting to order at 7:01 p.m.

**2) Roll Call/Attendance**
The following Commission members were present, Judi Halter, Nancy Haskins, Diana Kenney, Bob Kosin, Brittany Niequist, Lisa Solak, Natalie Tyron, and Bob Wyman. City Planner, Elizabeth Maxwell, was present for staff. Emily and Roberta Reed were in the audience.

**3) Public Comment**
None.

**4) Approval of Minutes of the August 4, 2022 Regular Meeting**
D. Kenney made a motion to approve the minutes. J. Halter seconded the motion. On voice vote, all members voted aye, B. Niequist abstained. Motion passed.

**5) Public Hearing – Landmark application 215 Illinois Street**
L. Solak opened the public hearing. D. Kenney thanked the petitioners and really enjoyed their narrative. She stated they did put an addition onto the house, but were very smart and put it in the back where it does not alter the appearance from the street. B. Wyman also thanked the petitioners for their continued conversation through his research process. Ms. E. Reed stated the process was made easy by everyone and they learned more about their house.

B. Niequist asked if the petitioners had received any comments from the neighbors. Ms. E. Reed just said that several neighbors already knew what they wanted to do and were very supportive and happy for them. L. Solak went through the landmark criteria and noted the property met the first two mandatory criteria. She also noted several other criteria this request met and the other commission members agreed.

L. Solak closed the public hearing, there being no additional comments.

D. Kenney made a motion to recommend to the City Council the landmark application of 215 Illinois Street. N. Haskins seconded the motion. On voice vote, all members voted aye. Motion passed. This item will proceed to the September 20, 2022 City Council meeting for the final vote. The petitioners thanked everyone and were prepared to attend that meeting. Several commission members also said they would attend to support the request.

**6) Cemetery Cleaning and Veteran's Book**
D. Kenney was coordinating organizing the stories and then would get them over to N. Haskins. There are a few stories left to research and some stones still need to be cleaned. B. Niequist has taken some pictures and if you re-clean any stones to let her know and she will take new pictures.

D. Kenney said she and N. Haskins have some suggestions for organizing the book. They discussed the layout, a possible title, stories or articles to include, and a map. B. Kosin suggested the map be a two page spread so it would be easier to read.

D. Kenney noted that the stories should be about 300-400 words, which would fill a page. She discussed a few other odd stories about David L. Wilcox and Thomas Smith. All the members agreed that these stories should stay in the book.

The members viewed some sample books to look at the binding style and the majority preferred the perfect bound over the saddle stitch. N. Haskins will look at pricing and prepare some sample covers.

N. Haskins asked about an event for the book launch maybe docents dressed in costume. D. Kenney said that would require a lot of men and uniforms, which have been difficult to get. Maybe it could be the soldier's mothers. They could do an event, but the concern is that there is no parking at the cemetery.

**7) Landmark Meeting Follow Up**
N. Tryon said she has been in conversation with the Franz's. B. Niequist said the owners of the Crow House are busy trying to adopt right now and they want to make changes to the house so they are looking at all that first before landmarking it. She knows they are taking very good care of the home.

B. Wyman said the Jaster building is for sale. L. Solak suggested he do some research and send them a letter. The members looked at their list of the top properties and started assigned some as research projects.

**8) Trolley Tour**
B. Wyman knows that many people have enjoyed the Annual Heritage Tours and people are wondering if we plan to do more tours. The members discussed the possibility of a tour and noted that they currently have a lot of irons in the fire. The members discussed multiple options for doing a tour that did not require a significant amount of new research such as a best of or they could do kit houses since they are just getting a new Sears home plaqued. All the commission members wanted a set of books so they could research possible tours and further discuss this at the next meeting.

**7) Member Inquiries and Reports**
B. Wyman noted a large Linden tree was removed from a home on Dole Avenue. N. Haskins said her grandparents used to live there and her grandmother fought to save that tree. The owners found that the tree was completely hollow and it was a safety risk and needed to be removed. Single-Family homes under three acres are exempt from the tree preservation ordinance.

**8) Adjournment**
There being no further business, D. Kenney made a motion to adjourn the meeting. J. Halter seconded the motion. All members voted aye. The meeting adjourned at 8:15 p.m.

**Agenda Item No: 12**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

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

**Request:** Simplified Residential Variation from Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage

**Petitioner:** Dennis and Becky Crounse, petitioners
775 Oak Court

**PZC Recommendation:** To approve the Planning & Zoning Commission (PZC) recommendation and adopt an Ordinance granting a variation for dormers on a detached garage at 775 Oak Court

**Staff Contact:** Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

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## Background:

- Request: The petitioners are requesting to replace the existing detached garage with a new, larger detached garage in the same location. The detached garage will have a dormer on the front and rear of the structure, which face north and south. The dormer exceeds the Unified Development Ordinance (UDO) requirement of dormers being no wider than 20% of the length of each side elevation upon which the dormer is constructed.

- Land Use: The Comprehensive Land Use map shows the area as Urban Residential, which is an appropriate land use designation.

- Zoning: The site is zoned R-2 Single-Family Residential. Single family residential is permitted in the R-2 zoning district.

- The petitioners are requesting to construct a new 15-foot tall detached garage with north and south facing dormers that are 16 feet in length, which exceeds the maximum allowable length of 11 feet (20% of the length of the side of the structure).

- The detached garage also meets the UDO requirements for size and setbacks.

**PZC Highlights:**

- The petitioners explained their justifications for the variations. Their current garage is very small and one-car only. The new garage would fit two cars, which will help get their cars off the street in a very walkable neighborhood. It was designed to meet the height requirements of the UDO. They noted they recently downsized and currently have a storage unit. The larger dormers would provide them with more storage space.

- A neighbor testified in support of the request. He noted the new garage will be in keeping with the neighbors' garages.

- The PZC was supportive of the request. There was discussion regarding the removal of the existing carport and some concrete areas, which the petitioners intend to do. The PZC was pleased to see less cars on the street. They were appreciative of their willingness to invest in the property.

- The PZC found that the Findings of Fact had been met.

The PZC recommended **approval (5-1)** of the petitioners' request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crounse, dated 08/05/2022, received 08/22/22)
   B. Site Plans (Crounse, received 08/22/22)
   C. Elevations (Crounse, received 08/22/2022)

2. The proposed detached garage must complement the existing exterior house in material, color, and style of roof.
3. The petitioners must provide the existing and proposed impervious amounts with the permit application for review and be in compliance with the impervious surface coverage.
4. The unfinished upper-story of the detached garage can only be used for storage and not living space. An affidavit acknowledging this must be recorded with the McHenry County Recorder's Office.
5. The petitioners shall address all of the review comments and requirements of the Community Development and Engineering Departments.

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

# Acknowledgement Form

Regarding the Simplified Residential Variation at 775 Oak Court. Please check one of the choices and sign below.

- I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

- I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

_____

_____

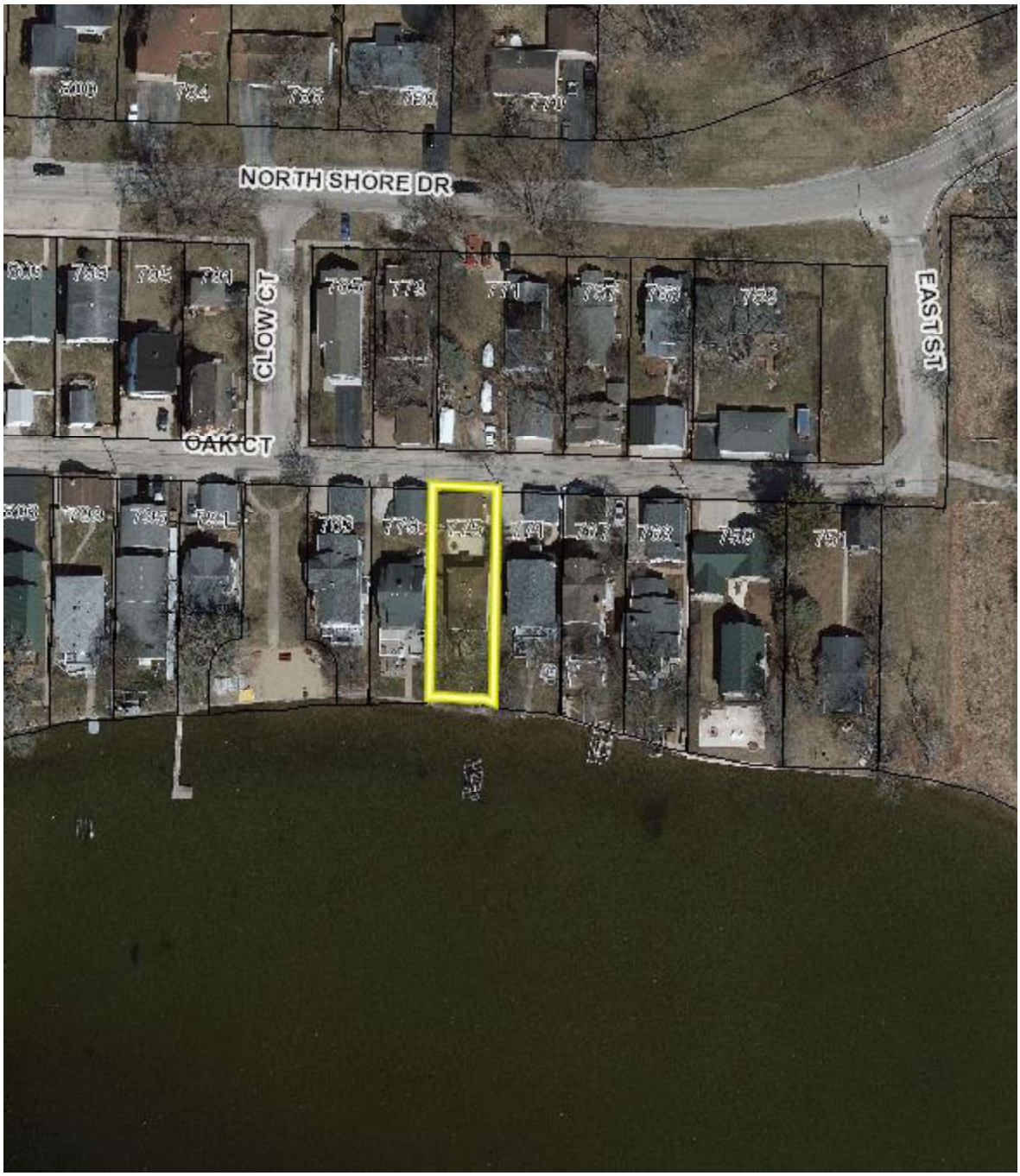
Petitioner's Name: _____ Date: 9/14/22
Signature
Rebecca 9/14/22

**Recommended Conditions:**

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crounse, dated 08/05/2022, received 08/22/22)
   B. Site Plans (Crounse, received 08/22/22)
   C. Elevations (Crounse, received 08/22/2022)

2. The proposed detached garage must complement the existing exterior house in material, color, and style of roof.
3. The petitioners must provide the existing and proposed impervious amounts with the permit application for review and be in compliance with the impervious surface coverage.
4. The unfinished upper-story of the detached garage can only be used for storage and not living space. An affidavit acknowledging this must be recorded with the McHenry County Recorder's Office.
5. The petitioners shall address all of the review comments and requirements of the Community Development and Engineering Departments.

PIQ Map
775 Oak Court



Ord. No.
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION AT 775 OAK COURT**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-178) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Variation from Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage at 775 Oak Court; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on August 20, 2022 in the Northwest Herald, held a public hearing at 7:00 p.m., on September 7, 2022 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the variation; and

WHEREAS, on September 7, 2022, 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 Variation be approved, as documented in the minutes, and

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

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

Section I: That a Variation from Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage be approved for the property commonly known as 775 Oak Court (19-06-176-010), Crystal Lake, Illinois is hereby approved.

Section II: Said Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crounse, dated 08/05/2022, received 08/22/22)
   B. Site Plans (Crounse, received 08/22/22)
   C. Elevations (Crounse, received 08/22/2022)

Draft

2. The proposed detached garage must complement the existing exterior house in material, color, and style of roof.

3. The petitioners must provide the existing and proposed impervious amounts with the permit application for review and be in compliance with the impervious surface coverage.

4. The unfinished upper-story of the detached garage can only be used for storage and not living space. An affidavit acknowledging this must be recorded with the McHenry County Recorder's Office.

5. The petitioners shall address all of the review comments and requirements of the Community Development and Engineering Departments.

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

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

Draft

DATED at Crystal Lake, Illinois, this 20th day of September, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____

Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: September 20, 2022
Approved: September 20, 2022

# #2022-178
# 775 Oak Court – Simplified Residential Variation
# Project Review for Planning and Zoning Commission

| | |
|---|---|
| **Meeting Date:** | September 7, 2022 |
| **Requests:** | Simplified Residential Variation from Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage. |
| **Location:** | 775 Oak Court |
| **Acreage:** | Approximately 5,500 square feet |
| **Existing Zoning:** | R-2 Single-Family Residential |
| **Surrounding Properties:** | North: R-2 Single-Family Residential<br>South: Crystal Lake<br>East: R-2 Single-Family Residential<br>West: R-2 Single-Family Residential |
| **Staff Contact**: | Katie Rivard (815.356.3612) |

## Background:

- Existing Use: The subject property is currently improved with a single-family residence and detached garage.

## Development Analysis:

General:

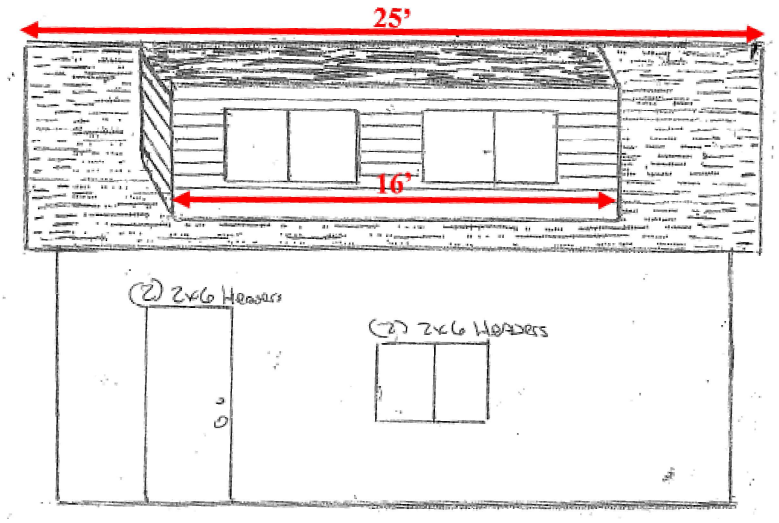
- Land Use: The Comprehensive Land Use map shows the area as Urban Residential, which is an appropriate land use designation.
- Zoning: The site is zoned R-2 Single-Family Residential. Single family residential is permitted in the R-2 zoning district.

Request Overview:

- The petitioners are requesting to replace the existing detached garage with a new, larger detached garage in the same location. The property is a lake lot and the front yard is on the water side.




- The proposed detached garage is 600 square feet, and it will meet the required setbacks.
- The proposed detached garage is one-story and 15 feet tall, which meets the UDO requirements.
- The proposed detached garage will have a dormer on the front and rear of the structure, which face north and south. The dormer exceeds the Unified Development Ordinance's requirements of no wider than 20% of the length of each side elevation upon which the dormer is constructed.



- The garage will have a traditional gambrel roof and will match the new roof on the house that was added last year. The garage will have white board and batten siding to match the current yellow house.

- The dormer areas will be used as unfinished storage.

**Comprehensive Land Use Plan 2030 Vision Summary Review:**

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. The following goal is applicable to this request:

Land Use - Residential

**Goal: Encourage a diversity of high quality housing in appropriate locations throughout the city that supports a variety of lifestyles and invigorates community character.**

This can be accomplished with the following supporting action:

**Supporting Action:** Preserve and enhance the character and livability of existing residential area with architectural and development guidelines. Promote safe, clean and well-maintained housing by encouraging regular repair and maintenance of housing.

**Findings of Fact:**

**ZONING ORDINANCE VARIATION**

The petitioners are requesting a variation from the following:

- Article 4-600 from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations on a new detached garage.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

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

a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional

narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

☒ *Meets* ☐ *Does not meet*

b. Also, that the variation, if granted, will not alter the essential character of the locality.

☒ *Meets* ☐ *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

☒ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

☒ *Meets* ☐ *Does not meet*

c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

☒ *Meets* ☐ *Does not meet*

d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

☒ *Meets* ☐ *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

**Recommended Conditions:**

If a motion to recommend approval of the petitioners' request is made, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crounse, dated 08/05/2022, received 08/22/22)
   B. Site Plans (Crounse, received 08/22/22)
   C. Elevations (Crounse, received 08/22/2022)

2. The proposed detached garage must complement the existing exterior house in material, color, and style of roof.
3. The petitioners must provide the existing and proposed impervious amounts with the permit application for review and be in compliance with the impervious surface coverage.
4. The unfinished upper-story of the detached garage can only be used for storage and not living space. An affidavit acknowledging this must be recorded with the McHenry County Recorder's Office.
5. The petitioners shall address all of the review comments and requirements of the Community Development and Engineering Departments.

**City of Crystal Lake**
**Development Application**
**Ownership Sign-off Acknowledgement Form**

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

Owner Information

Name: Dennis and Rebecca Crounse

Address:

775 Oak Court Crystal Lake

Phone: [redacted]

E-mail: [redacted]

Project Name & Description: Garage build with dormers

Project Address/Location: 775 Oak Court Crystal Lake

Signature

8/5/22

Owner: Print and Sign name Dennis Crounse Rebecca Crounse Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

**CRYSTAL LAKE PLANNING AND ZONING COMMISSION**
**WEDNESDAY, SEPTEMBER 7, 2022**
**HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS**

The meeting was called to order by Mr. Greenman at 7:00 p.m.

## CALL TO ORDER

On roll call, members, Atkinson, Greenman, Gronow, Repholz, Skluzacek, and Teetsov were present. Mr. Jouron was absent.

Elizabeth Maxwell, City Planner, and Katie Rivard, Assistant City Planner, were present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

## APPROVE MINUTES OF THE AUGUST 17, 2022 PLANNING AND ZONING COMMISSION MEETING

Mr. Skluzacek moved to approve the minutes from the August 17, 2022 regular Planning and Zoning Commission meeting as presented. Mr. Atkinson seconded the motion. On roll call, members Atkinson, Greenman, Gronow, Repholz, Skluzacek, and Teetsov voted aye. Motion passed.

## 2022-205 – 72 N WILLIAMS STREET – ROOKIES – SPECIAL USE PERMIT AMENDMENT – PUBLIC HEARING

Continuation to the September 21, 2022 Regular Planning and Zoning Meeting for a Special Use Permit Amendment to amend the opening time to start at 10:00 a.m.

Ms. Teetsov made a motion to continue item 2022-205 to the September 21, 2022 meeting. Mr. Gronow seconded the motion. On voice vote all members voted aye. Motion passed.

## 2022-178 – 775 OAK COURT – SIMPLIFIED RESIDENTIAL VARIATION – PUBLIC HEARING

Simplified Residential Variation from the maximum dormer length of 5 feet (20% of the length of the side of the structure) to allow a dormer length of 16 feet, a variation of 11 feet on the north and south elevations for a new detached garage.

Becky and Dennis Crounse were present to represent the petition. Ms. Crounse spoke to the new detached garage being in the same location and only slightly larger.

Mr. Greenman opened the public hearing.

Scott Puma, 799 Oak Court, spoke in favor of the request. He stated it will be in keeping with the neighbors and residential neighborhood.

Mr. Greenman closed the public hearing portion and turned it over to staff for a summary of the request.

Ms. Rivard provided a summary of the request.

Ms. Crounse stated the size of the garage is very small and can only fit one vehicle. The new garage would fit two cars and help keep cars off the heavily walked street. She noted they downsized from approximately 3,000 square feet and currently have a storage unit.

Mr. Gronow asked if the petitioners would remove the carport. Ms. Crounse responded yes. Mr. Gronow asked if they were okay with the conditions. Ms. Crounse responded yes. Mr. Gronow stated he supports the request and there is a similar garage nearby.

Ms. Teetsov agreed with Mr. Gronow. It would help keep cars off the street.

Ms. Repholz said she would prefer three 5-foot dormers as they are more aesthetically pleasing. She has no problems with the request.

Mr. Skluzacek asked the petitioners if they could move the garage closer to the house for more parking. Mr. Crounse responded they do not want the garage closer to the house. There are power lines there as well. Mr. Skluzacek asked about the roof. Ms. Crounse stated they worked within the height requirements. Mr. Skluzacek had no issues with the request.

Mr. Greenman stated there was a general consensus agreement of support. He appreciated the petitioners' willingness to invest in their property. He stated that the petitioners meet the Findings of Fact.

Ms. Teetsov made a motion to approve the Variation with the following recommendations:

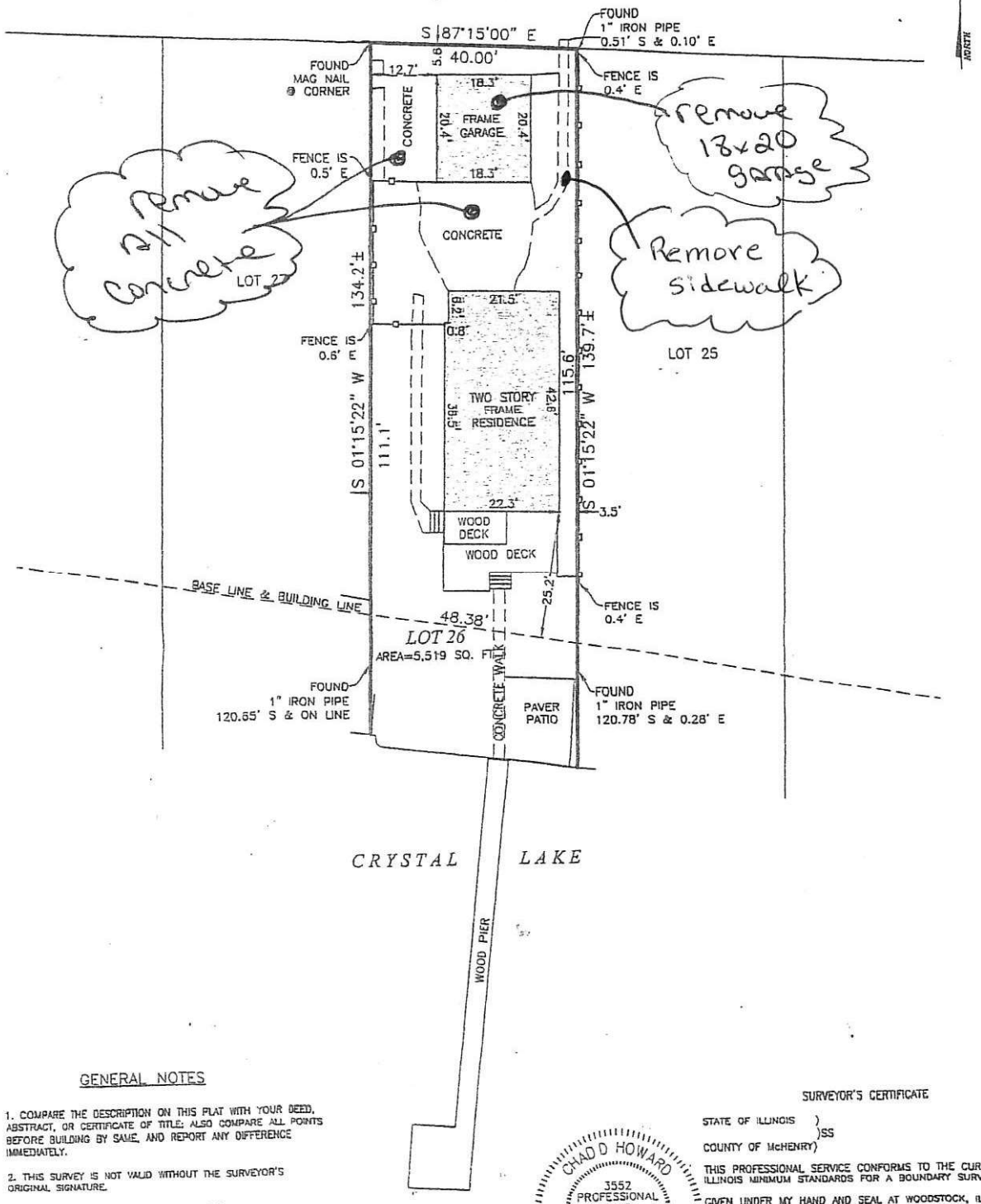
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2. The proposed detached garage must complement the existing exterior house in material, color, and style of roof.
3. The petitioners must provide the existing and proposed impervious amounts with the permit application for review and be in compliance with the impervious surface coverage.
4. The unfinished upper-story of the detached garage can only be used for storage and not living space. An affidavit acknowledging this must be recorded with the McHenry County Recorder's Office.
5. The petitioners shall address all of the review comments and requirements of the Community Development and Engineering Departments.

Mr. Atkinson seconded the motion. On roll call Members Atkinson, Gronow, Skluzacek, Teetsov, and Greenman voted aye. Ms. Repholz voted no. Motion passed 5-1.

# PLAT OF SURVEY

LOT 26 IN 1ST ADDITION TO CLOW'S CRYSTAL LAKE PARK, A SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 5, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED APRIL 28, 1923, AS DOCUMENT 58798, IN BOOK 4 OF PLATS, PAGE 83, IN MCHENRY COUNTY, ILLINOIS.




## GENERAL NOTES

1. COMPARE THE DESCRIPTION ON THIS PLAT WITH YOUR DEED, ABSTRACT, OR CERTIFICATE OF TITLE; ALSO COMPARE ALL POINTS BEFORE BUILDING BY SAME, AND REPORT ANY DIFFERENCE IMMEDIATELY.
2. THIS SURVEY IS NOT VALID WITHOUT THE SURVEYOR'S ORIGINAL SIGNATURE.
3. BEARINGS SHOWN HEREON ARE ASSUMED.
4. ALL DISTANCES SHOWN HEREON ARE MEASURED UNLESS OTHERWISE NOTED.
5. FIELD WORK COMPLETED 09/13/2021.
6. PREPARED FOR LAW OFFICES OF CAREY E. SCHULZE, P.C.

CHAD D HOWARD
3552
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
WOODSTOCK, ILLINOIS

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )
)SS
COUNTY OF McHENRY)

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER MY HAND AND SEAL AT WOODSTOCK, ILLINOIS.

THIS 14TH DAY OF SEPTEMBER, A.D., 2021.

BY: _____

ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3552
LICENSES EXPIRE NOVEMBER 30, 2022.
PROFESSIONAL DESIGN FIRM 184.006160


MERIDIAN
Land Surveying Co.
2547 APPLEWOOD LANE
WOODSTOCK, IL
(815)861-3135

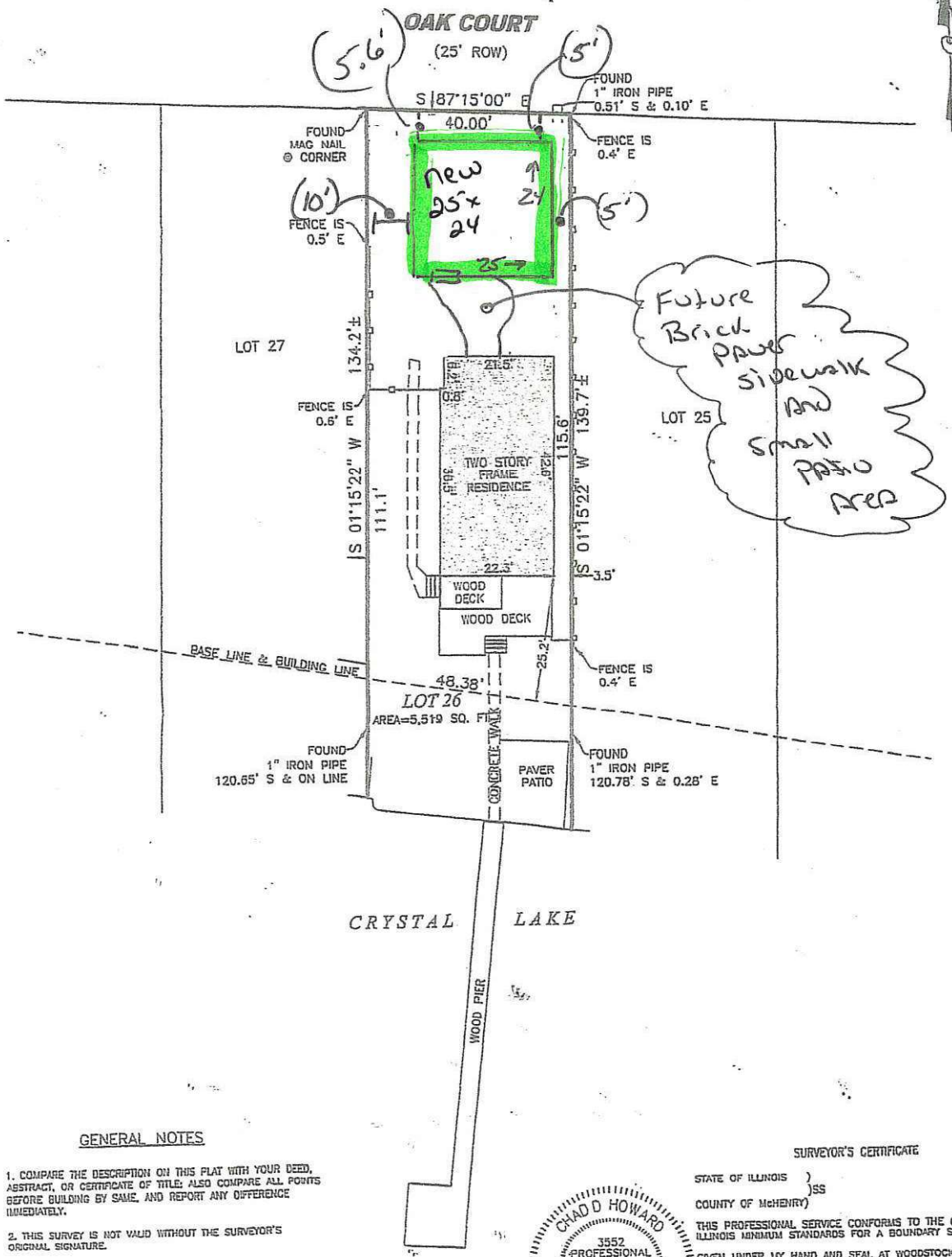

775 OAK COURT
CRYSTAL LAKE, IL

PROJECT NO. 21-418
DATE 09/14/21
SCALE 1"=20'
DRAWN BY : CDH
CHECKED BY : CDH

PAGE 1 OF 1

# PLAT OF SURVEY

LOT 26 IN 1ST ADDITION TO CLOW'S CRYSTAL LAKE PARK, A SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED APRIL 28, 1923, AS DOCUMENT 58798, IN BOOK 4 OF PLATS, PAGE 83, IN MCHENRY COUNTY, ILLINOIS.




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CHAD D HOWARD
3552
PROFESSIONAL
LAND
SURVEYOR
STATE OF
ILLINOIS
WOODSTOCK, ILLINOIS

## SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )
)SS
COUNTY OF McHENRY)

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER MY HAND AND SEAL AT WOODSTOCK, ILLINOIS, THIS 14TH DAY OF SEPTEMBER, A.D., 2021.

BY: _____

ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3552
LICENSES EXPIRE NOVEMBER 30, 2022.
PROFESSIONAL DESIGN FIRM 184.005160

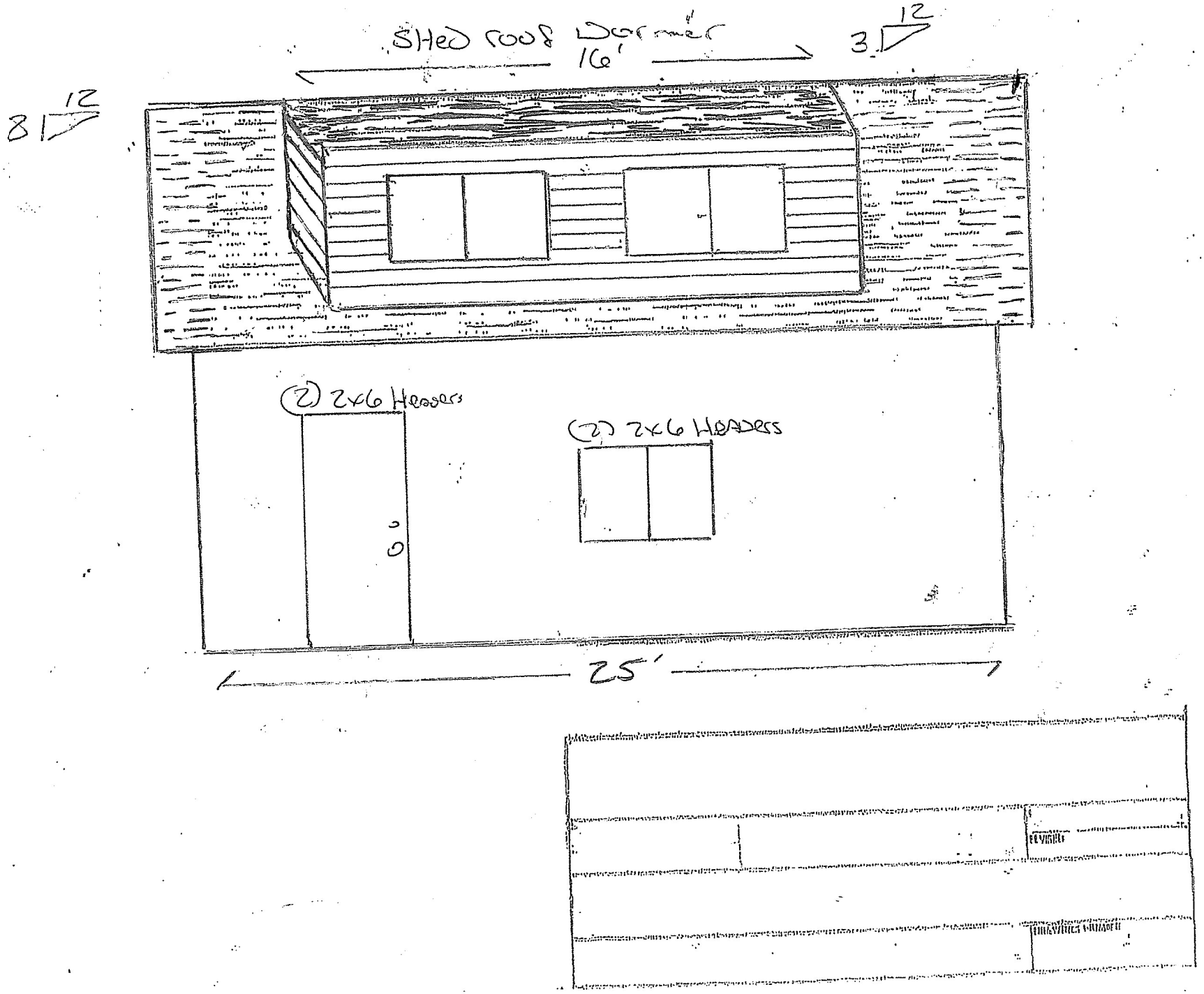

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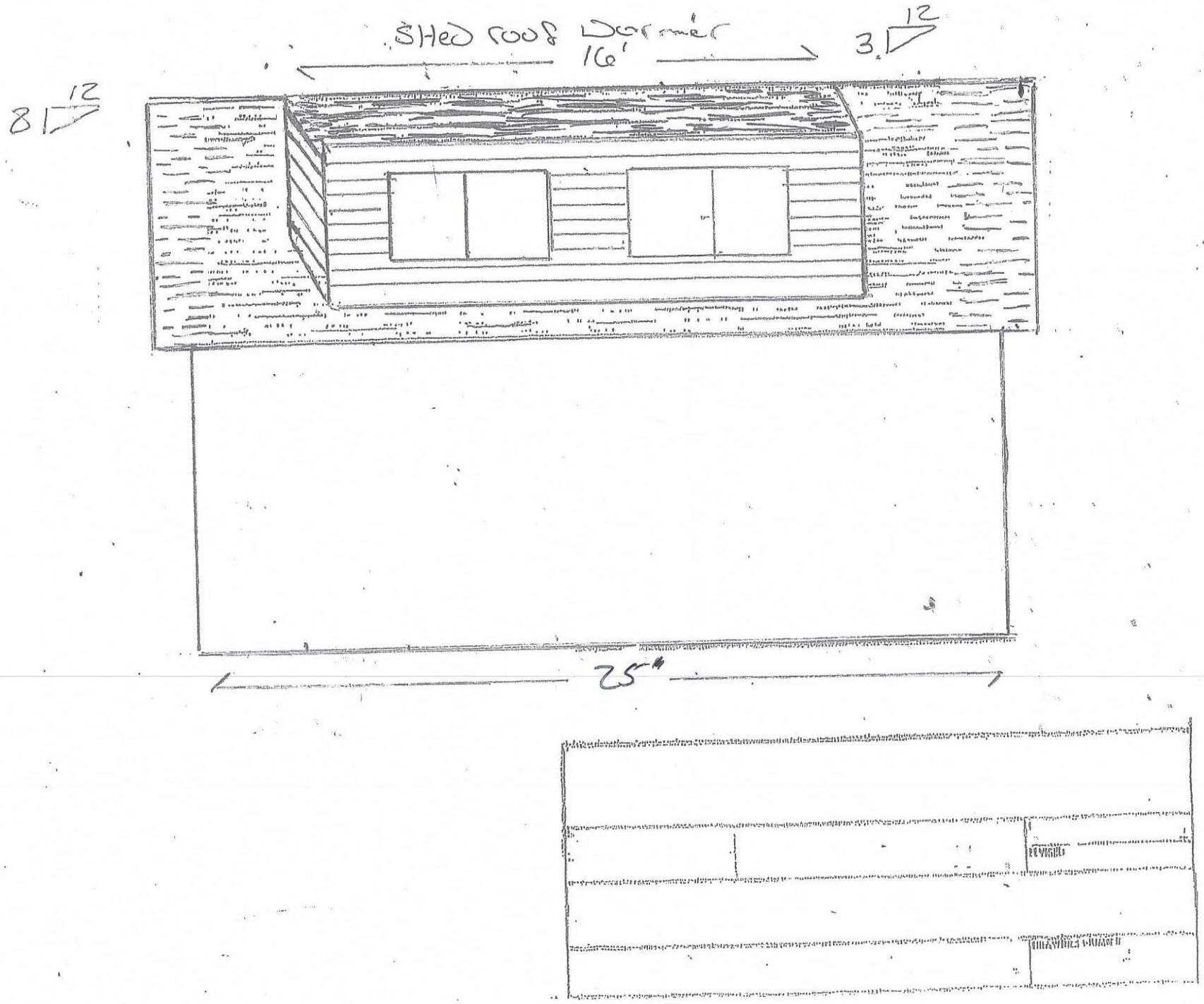

# 775 OAK COURT

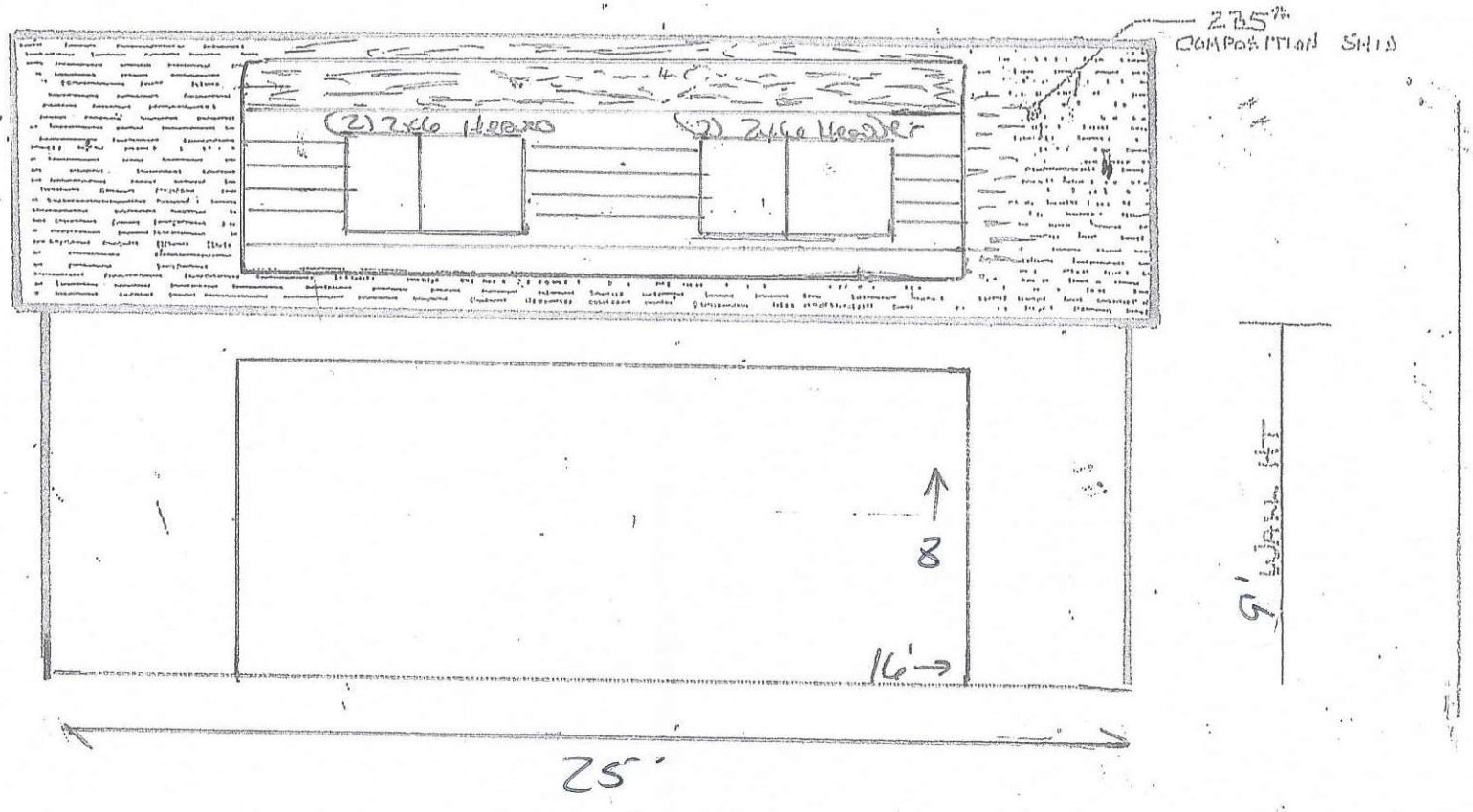
CRYSTAL LAKE, IL

PROJECT NO. 21-418
DATE 09/14/21
SCALE 1"=20'
DRAWN BY : CDH
CHECKED BY : CDH

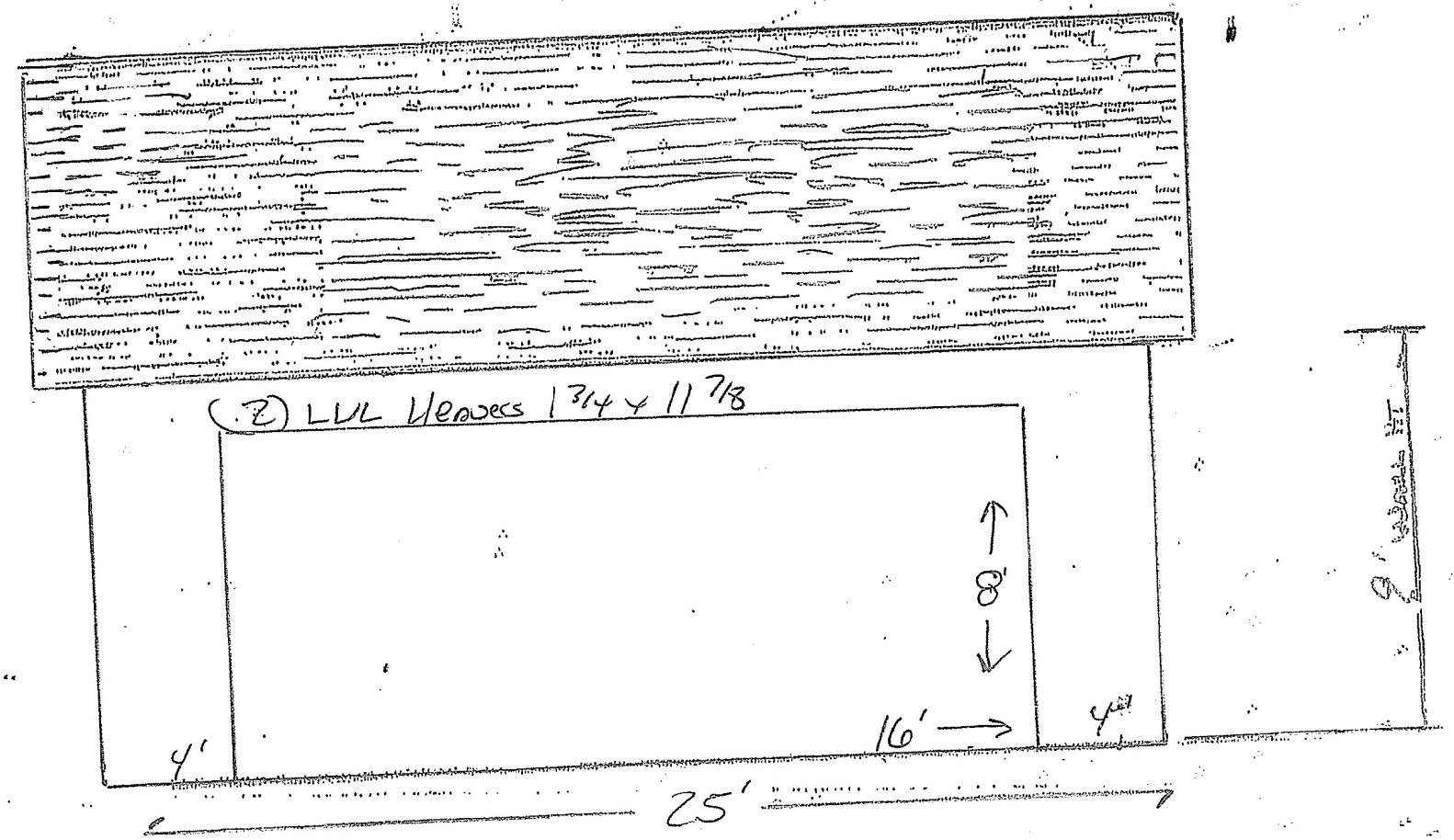
PAGE 1 OF 1

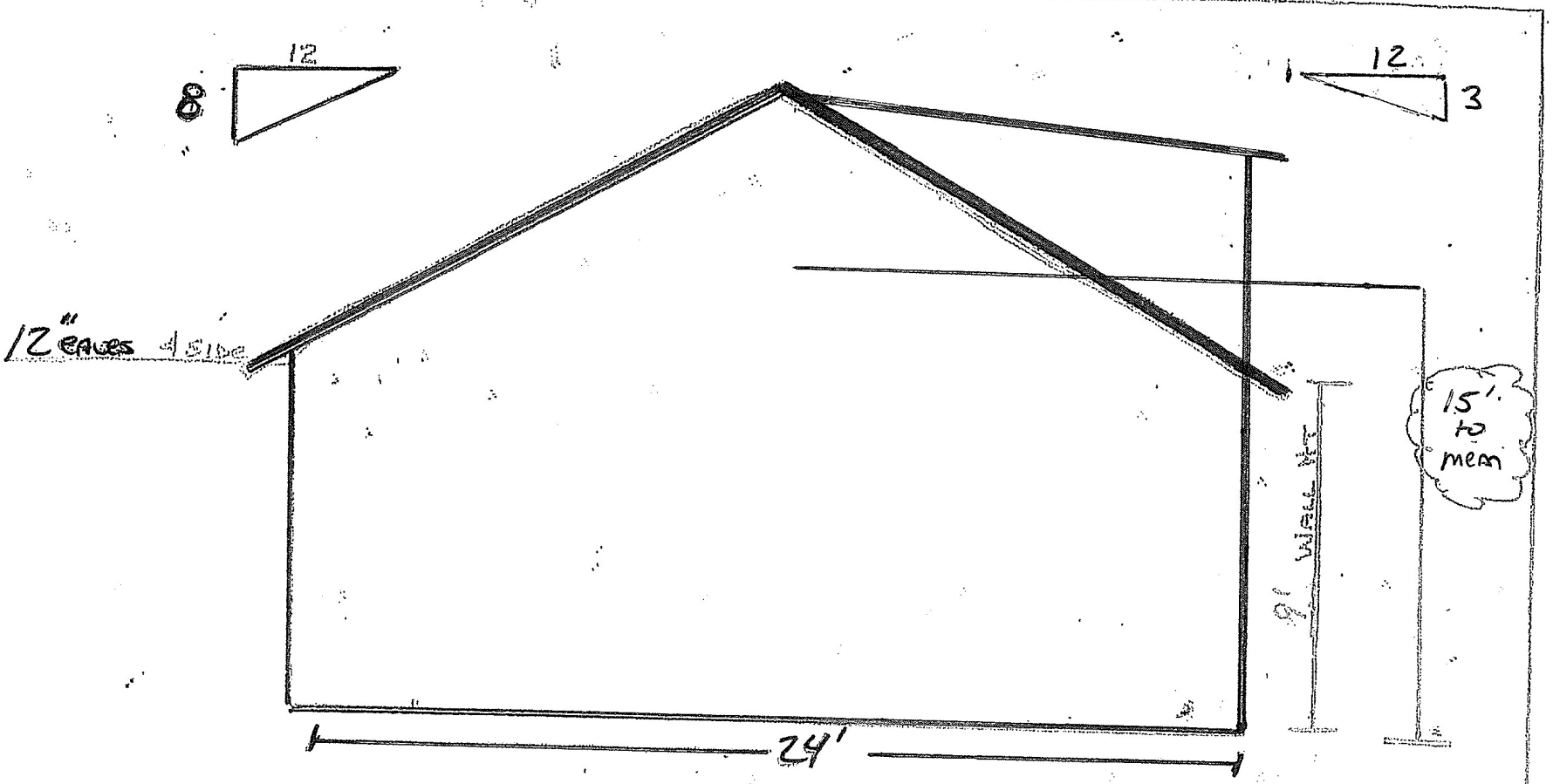

Shed roof Dormer
16'
3 12
8 12
(2) 2x6 Headers
(2) 2x6 Headers
25'


Shed roof Dormer
16'
3 12
8 12
25'

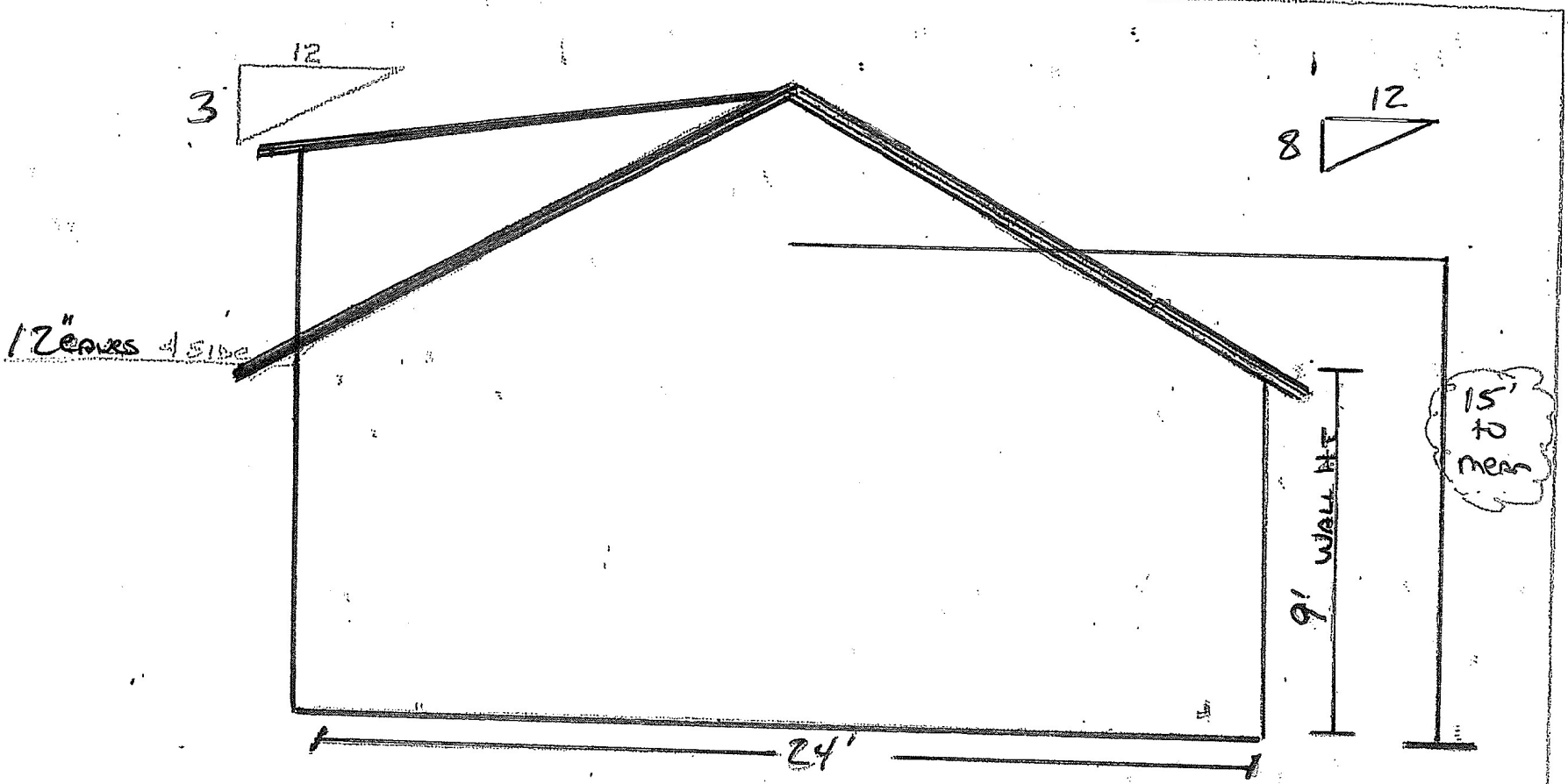



| | |
|---|---|
| JOB ADDRESS | |
| SCALE: | APPROVED BY |
| DATE: | |
| JOB NAME | |
| ELEVATION | DRAWING NUMBER |


(2) LVL Headers 1 3/4 x 11 7/8
8'
16'
4'
4'
25'




| | | |
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| SCALE: 1/4" = 1' | APPROVED BY: | |
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| SHEET: | |
| SECTION | DRAWING NUMBER |

**Agenda Item No: 13**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

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

**Requests:** Variations to allow a 0-foot setback for the parking lot along the western lot line, a variation of 8 feet; a 5-foot setback for the parking lot abutting Northwest Highway, a variation of 15 feet; a 5-foot perimeter landscape area along Northwest Highway, a variation of 10 feet; a 0-foot wide perimeter landscape area along the west lot line, a variation of 8 feet; and no foundation landscape area around the building, a variation of 5 feet

**Petitioner:** Stan Latos, on behalf of Aterra 176
6319 Northwest Highway

**PZC Recommendation:** To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting variations to the parking lot setbacks, perimeter landscaping and foundation landscaping at 6319 Northwest Highway

**Staff Contact:** Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

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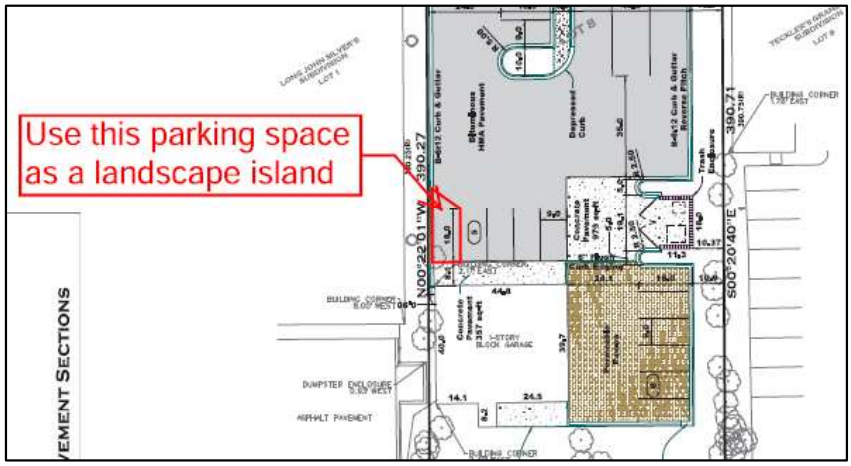
## Background:

- Request: The petitioner is requesting Variations to allow the parking lot to be setback 0 feet from the side yard instead of the required 8 feet; a 5-foot setback along Northwest Highway instead of the required 20 feet; a 5-foot wide landscape area for the parking lot along Northwest Highway, instead of the required 15-foot wide landscape area where the parking lot abuts the right-of-way (Northwest Highway); a 0-foot wide landscape area for the parking lot on the west side, instead of the required 8 feet; and a 0-foot wide foundation landscape area around all perimeters of the new building.
- Land Use: The Comprehensive Land Use map shows the area as Commerce, which is an appropriate land use designation.
- Zoning: The site is zoned B-2 General Commercial, which permits automotive oil change uses.

- The petitioner is requesting variations as part of the construction of a new commercial building for Valvoline Oil Change. The former TitleMax building will be demolished. Valvoline will use the existing one-story accessory building at the rear of the property for storage only.

- The building meets the UDO's design standards and the requirements for setbacks and on-site parking.

- Staff recommends additional landscape features, such as planters or planter boxes, are installed on the west and south sides of the building. Additionally, staff recommends replacing the parking space in front of the accessory building closest to the west property line with a landscape island.




## PZC Highlights:

- The petitioners explained that Valvoline has 60 franchises with exclusive territorial rights in northern Illinois and portions of Wisconsin. They spoke to the positives of the site being the location, B-2 General Commercial zoning district which allows oil change uses, and the existing accessory building for storage. They also spoke to some challenges with the site being the narrowness of the lot and modifying their standard building size in order fit within the lot.

- The PZC was mostly supportive of the request. They noted this will be an improvement to the property, and it would make sense for this location. However, they would like to see additional landscaping wherever possible. They agreed with staff's recommendation to add planters or planter boxes on the west and south sides of the building in lieu of the 5-foot foundation landscape requirement.

- Some PZC members felt the petitioners created the hardships when they chose the location.

The PZC recommended **approval (4-2)** of the petitioners' request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Application (Aterra 176, date signed 07/25/2022, received 05/10/2022)
B. Site Plan (Arch America, dated 07/29/2022, received 06/07/2022)
C. Landscape Plan (Webster, McGrath & Ahlberg, Ltd., dated 07/29/2022, received 07/26/2022)
D. Building Elevations (Arch America, dated 04/29/2022, received 06/07/2022)

2. Add the required 5-foot foundation base landscape along the west and south sides of the building, except in front of doors.

3. The far west parking space in the south row of parking shall be a landscape island.

4. The Petitioner shall address all of the review comments and requirements of the Community Development, Engineering, and Fire Rescue Departments.

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

# Acknowledgement Form

Regarding the Variations at 6319 Northwest Highway (Valvoline). Please check one of the choices and sign below.

☒ I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

☐ I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

_____

_____

Petitioner's Name: _____ Date: 9-13-22
Signature

**Recommended Conditions:**

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Aterra 176, date signed 07/25/2022, received 05/10/2022)
   B. Site Plan (Arch America, dated 07/29/2022, received 06/07/2022)
   C. Landscape Plan (Webster, McGrath & Ahlberg, Ltd., dated 07/29/2022, received 07/26/2022)
   D. Building Elevations (Arch America, dated 04/29/2022, received 06/07/2022)

2. Add the required 5-foot foundation base landscape along the west and south sides of the building, except in front of doors.

3. The far west parking space in the south row of parking shall be a landscape island.

4. The Petitioner shall address all of the review comments and requirements of the Community Development, Engineering, and Fire Rescue Departments.

PIQ Map
6319 Northwest Highway



Ord. No.
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING VARIATIONS AT 6319 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-166) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested Variations from: A. Article 4-200 to allow a 0-foot setback for the parking lot along the western side lot line instead of the required 8 feet, a variation of 8 feet; and, B. Article 4-200 to allow a 5-foot setback for the parking lot abutting Northwest Highway, instead of the required 20 feet, a variation of 15 feet; and, C. Article 4-400 to allow the parking lot to have a 5-foot wide perimeter landscape area along Northwest Highway, instead of the required continuous 15-foot wide landscape area, for parking lots abutting rights-of-way; and, D. Article 4-400 to allow the parking lot to have a 0-foot wide perimeter landscape area along the west lot line, instead of the required continuous 8-foot wide landscape area, for parking lots not abutting rights-of-way; and, E. Article 4-400 to allow no foundation landscape area around the west and south sides of the building, instead of the required 5-foot wide landscape area for a new commercial building at 6319 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on August 20, 2022 in the Northwest Herald, held a public hearing at 7:00 p.m., on September 7, 2022 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the variation; and

WHEREAS, on September 7, 2022, 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 Variation be approved, as documented in the minutes, and

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

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

Section I: That Variations from: A. Article 4-200 to allow a 0-foot setback for the parking lot along the western side lot line instead of the required 8 feet, a variation of 8 feet; and, B. Article 4-200 to allow a 5-foot setback for the parking lot abutting Northwest Highway, instead of the required 20 feet, a variation of 15 feet; and, C. Article 4-400 to allow the parking lot to have a 5-foot wide perimeter landscape area along Northwest Highway, instead of the required continuous

Draft

15-foot wide landscape area, for parking lots abutting rights-of-way; and, D. Article 4-400 to allow the parking lot to have a 0-foot wide perimeter landscape area along the west lot line, instead of the required continuous 8-foot wide landscape area, for parking lots not abutting rights-of-way; and, E. Article 4-400 to allow no foundation landscape area around the west and south sides of the building, instead of the required 5-foot wide landscape area for a new commercial building be approved for the property commonly known as 6319 Northwest Highway (19-08-201-003), Crystal Lake, Illinois is hereby approved.

Section II: Said Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Aterra 176, date signed 07/25/2022, received 05/10/2022)
   B. Site Plan (Arch America, dated 07/29/2022, received 06/07/2022)
   C. Landscape Plan (Webster, McGrath & Ahlberg, Ltd., dated 07/29/2022, received 07/26/2022)
   D. Building Elevations (Arch America, dated 04/29/2022, received 06/07/2022)

2. Add the required 5-foot foundation base landscape along the west and south sides of the building, except in front of doors.

3. The far west parking space in the south row of parking shall be a landscape island.

4. The Petitioner shall address all of the review comments and requirements of the Community Development, Engineering, and Fire Rescue Departments.

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

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

Draft

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 20th day of September, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____

Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: September 20, 2022
Approved: September 20, 2022

Draft

# #2022-166
# 6319 Northwest Highway – Variations
# Project Review for Planning and Zoning Commission

**Meeting Date:** September 7, 2022

**Request:**

1. Variation to allow a 0-foot setback for the parking lot along the western side lot line instead of the required 8 feet, a variation of 8 feet.

2. Variation to allow a 5-foot setback for the parking lot abutting Northwest Highway, instead of the required 20 feet, a variation of 15 feet.

3. Variation to allow the parking lot to have a 5-foot wide perimeter landscape area along Northwest Highway, instead of the required continuous 15-foot wide landscape area, for parking lots abutting rights-of-way.

4. Variation to allow the parking lot to have a 0-foot wide perimeter landscape area along the west lot line, instead of the required continuous 8-foot wide landscape area, for parking lots not abutting rights-of-way.

5. Variation to allow no foundation landscape area around the west and south sides of the building, instead of the required 5-foot wide landscape area.

**Location:** 6319 Northwest Highway

**Acreage:** Approximately 0.9 acres

**Existing Zoning:** B-2 General Commercial

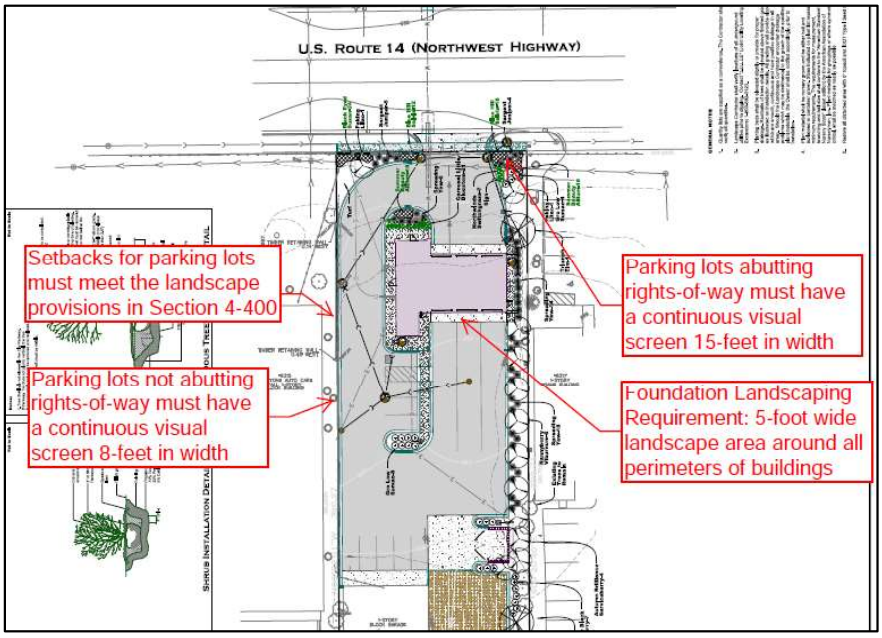
**Surrounding Properties:**

North: B-2 PUD – General Commercial PUD
South: R-2 PUD – Single-Family Residential PUD
East: B-2 General Commercial
West: B-2 General Commercial

**Staff Contact**: Katie Rivard (815.356.3612)

## Background:

- Existing Use: The subject property is the former TitleMax.
- The property is straight zoned B-2 General Commercial, which means there is not a Planned Unit Development overlay. In order to construct the requested site plan, variations are being requested.
- UDO Requirements:
    - Surface parking areas are permitted in required yards, provided that all parking areas meet the landscape provisions within Section 4-400, Landscape and Screening Standards and parking lots along right-of-way maintain a 20-foot setback.
    - Perimeter landscape for parking lots abutting rights-of-way require a continuous visual screen 15 feet in width using both deciduous and evergreen species planted in undulating beds forming an interesting pattern requiring one canopy, ornamental or evergreen tree and 10 shrubs, with shrubs planted at various heights, averaging three feet in height, along every 40 lineal feet. The subject property abuts the Northwest Highway right-of-way.
    - Perimeter landscaping for parking lots not abutting rights-of-way require a continuous visual screen eight (8) feet in width using both deciduous and evergreen species planted in undulating beds forming an interesting pattern requiring one canopy, ornamental or evergreen tree and five shrubs, with shrubs planted at various heights, averaging three feet in height, along every 40 lineal feet. This variation applies to the side yard along the west lot line.
    - A five-foot-wide landscape area around all perimeters of buildings containing both deciduous and evergreen species of tree and shrubs providing an interesting visual pattern around the building.



- Previous Approvals:
    - In 1999, the subject property was granted a variance to reduce the front yard setback and to reduce the minimum perimeter parking lot landscaping along the west property line from 8 feet to 4 feet.

**Development Analysis:**

General:

- Request: The petitioner is requesting Variations to allow the parking lot to be setback 0 feet from the side yard instead of the required 8 feet; a 5-foot setback along Northwest Highway instead of the required 20 feet; a 5-foot wide landscape area for the parking lot along Northwest Highway, instead of the required 15-foot wide landscape area where the parking lot abuts the right-of-way (Northwest Highway); a 0-foot wide landscape area for the parking lot on the west side, instead of the required 8 feet; and a 0-foot wide foundation landscape area around all perimeters of the new building.
- Land Use: The Comprehensive Land Use map shows the area as Commerce, which is an appropriate land use designation.
- Zoning: The site is zoned B-2 General Commercial, which permits automotive oil change uses.

Request Overview:

- The petitioner is requesting the construction of a new commercial building for Valvoline Oil Change. The former TitleMax building will be demolished. Valvoline will use the existing one-story accessory building at the rear of the property for storage only.

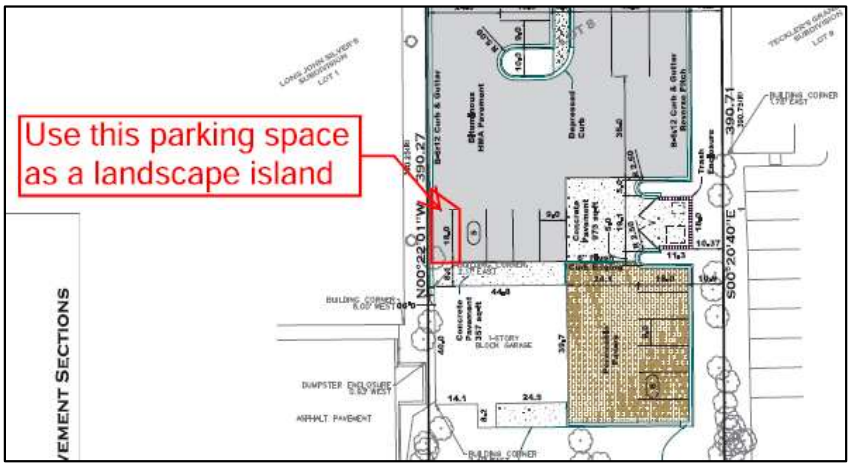
- The building meets UDO's design standards and setback requirements.

| | Required | Proposed Addition |
|---|---|---|
| Front Yard | 40 feet | 45.06 feet |
| Rear Yard | 20 feet | >100 feet |
| Interior Side Yard | 0 feet | 10 and 30 feet |
| Yard Abutting Residential Districts | 50 feet | >100 feet |

- The UDO requires the development to include a 40-foot landscape buffer at the rear of the property. Landscape buffering is required where adjoining properties are located within

different zoning districts or from specific uses to soften the visual impact of the development or use. Virginia Road Apartments is located adjacent to the subject property to the south.

- Oil change facilities require three parking spaces per service bay, plus 1 per employee on the largest shift. There are three service bays, and there will be a maximum of four employees on the largest shift. The property provides 15 spaces, which meets the UDO requirements. Staff recommends the parking space in located front of the accessory building closest to the west property line be used as a landscape island.




- Per the petitioner, the justifications for the requested variances are:
    - Foundation Landscaping: Due to the garage door entry/exit and building entry/exit do not leave sufficient room to provide foundation landscaping. The UDO does allow exceptions along drive-through windows and doorways. However, staff recommends the petitioner include the required 5-foot foundation landscaping where the sidewalk is along the west and south sides of the property, as outlined in the recommended conditions.
    - Perimeter Landscaping and Setbacks: Existing pavement abuts the property line and is non-conforming.

**Findings of Fact:**

ZONING ORDINANCE VARIATION

The petitioner is requesting Variations from the following:

1. Variation to allow a 0-foot setback for the parking lot along the western side lot line instead of the required 8 feet, a variation of 8 feet.

2. Variation to allow a 5-foot setback for the parking lot abutting Northwest Highway, instead of the required 20 feet, a variation of 15 feet.

3. Variation to allow the parking lot to have a 5-foot wide perimeter landscape area, instead of the required continuous 15-foot wide landscape area, for parking lots abutting rights-of-way.

4. Variation to allow the parking lot to have a 0-foot wide perimeter landscape area, instead of the required continuous 8-foot wide landscape area, for parking lots not abutting rights-of-way.

5. Variation to allow no foundation landscape area around all perimeters of the building instead of the required 5-foot wide landscape area.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

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

a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

☒ *Meets* ☐ *Does not meet*

b. Also, that the variation, if granted, will not alter the essential character of the locality.

☒ *Meets* ☐ *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

☒ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

☒ *Meets* ☐ *Does not meet*

c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

☒ *Meets* ☐ *Does not meet*

d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

☒ *Meets* ☐ *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

**Comprehensive Land Use Plan 2030 Vision Summary Review:**
The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future commercial uses. The following goals are applicable to this request:

Land Use – Commerce

**Goal: Maintain a dynamic and sustainable base of commercial uses that provides a solid tax base, goods, services, and jobs to the city, as well as the surrounding region through coordination in the Unified Development Ordinance, Comprehensive Land Use Plan, and Economic Development Strategic Plan.**

This can be accomplished with the following supporting action:

**Supporting Action:** Promote, retain and attract businesses that provide a diverse tax base.

**Recommended Conditions:**
If a motion to recommend approval of the petitioner's request is made, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Aterra 176, date signed 07/25/2022, received 05/10/2022)
   B. Site Plan (Arch America, dated 07/29/2022, received 06/07/2022)
   C. Landscape Plan (Webster, McGrath & Ahlberg, Ltd., dated 07/29/2022, received 07/26/2022)
   D. Building Elevations (Arch America, dated 04/29/2022, received 06/07/2022)

2. Add the required 5-foot foundation base landscape along the west and south sides of the building, except in front of doors.

3. The far west parking space in the south row of parking shall be a landscape island.

4. The Petitioner shall address all of the review comments and requirements of the Community Development, Engineering, and Fire Rescue Departments.

**City of Crystal Lake**
**Development Application**
**Ownership Sign-off Acknowledgement Form**

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

Owner Information

Name: Aterra 176, 6319 NW Hwy., Crystal Lake LLC

Address: 1001 Grand Avenue

West Des Moines, IA 50265

Phone: 515-225-9029 X125

E-mail: bjackson@aterrarealestate.com

Project Name & Description: Valvoline - 1 story building with basement

Required variations for Foundation Landscaping, Perimeter Landscaping,

and Parking Lot Setbacks.

Project Address/Location: 6319 Northwest Highway

Signature

7/25/2022

Owner: Print and Sign name Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

the City does not issue permits for this and is not sure if anyone looked at it when they were taking pictures for the violation notice. Mr. Atkinson stated by putting it in the front yard it opens a huge can of worms. He is not sure it is a good location and it sets precedent.

Ms. Repholz stated as a realtor accessory structures in the front yard impact the aesthetics of a neighborhood. It is a potential safety issue. She is not in favor of any accessory structure in the front yard.

Ms. Teetsov stated the front yard is not the place. She has safety and aesthetics concerns.

Mr. Gronow thinks it is a good idea, but not the right spot. He cannot support the request.

Mr. Greenman said the project looks nice, but it comes down to location. He appreciates the petitioner for coming before them, but they cannot look at the individual, but the impact the approval could have on the City as a whole. In regard to the Findings of Fact, this will alter the character of the neighborhood and he cannot support. There is still the opportunity to go before City Council.

Mr. Palmisano stated it was not the intent to do it without approval.

Mr. Gronow made a motion to deny the Simplified Residential Variation.

Ms. Repholz seconded the motion. On roll call Members Atkinson, Gronow, Repholz, Skluzacek, Teetsov, and Greenman voted aye. Motion to deny passed 6-0.

**2022-166 – 6319 NORTHWEST HIGHWAY – VALVOLINE – VARIATION** – PUBLIC HEARING
Variations to allow a 0-foot setback for the parking lot along the western side lot line instead of the required 8 feet, a variation of 8 feet; a 5-foot setback for the parking lot abutting Northwest Highway, instead of the required 20 feet, a variation of 15 feet; a 5-foot wide perimeter landscape area along the Northwest Highway, instead of the required continuous 15-foot wide landscape area, for parking lots abutting rights-of-way; a 0-foot wide perimeter landscape area along the west lot line, instead of the required continuous 8-foot wide landscape area, for parking lots not abutting rights-of-way; and, no foundation landscape area around the west and south sides of the building, instead of the required 5-foot wide landscape area.

Mr. Stan Latos, Real Estate Development Manager, and Mr. Ed Kurzeja, Architect, were present to represent the petition. Mr. Latos stated Valvoline has 60 franchises with exclusive territorial rights in Northern Illinois and parts of Wisconsin. The positives of this site is the location, B-2 zoning, and the outbuilding for storage. The negatives of this site is the narrow lot which required them to modify the building down to 59 feet in width.

Mr. Kurzeja stated they are not changing the way the neighborhood looks.

Mr. Greenman opened the public hearing. There being no one in the public wishing to speak Mr. Greenman closed the public hearing portion and turned it over to staff for a summary of the request.

Ms. Rivard provided a summary of the request.

Mr. Greenman asked the petitioners if they were okay with the conditions. Mr. Latos responded yes.

Mr. Gronow confirmed there were three bays and that they are okay with the recommendations by staff. This will be an improvement to the property.

Ms. Teetsov stated this will definitely be an improvement. She would like to see more landscaping wherever possible. The overall plan and building is okay.

Ms. Repholz stated that based on the use the request makes sense. Mr. Latos stated they are leaving the back half of the property and landscaping. Ms. Repholz appreciates staff being creative.

Mr. Atkinson stated he is okay with the conditions if the petitioners are okay with the conditions as well.

Mr. Skluzacek agreed with the other commission members. He asked the petitioners if the accessory building is on well or City water. Mr. Latos stated they will fix up the accessory building. They will be removing the well and septic and connecting to City utilities by going under Northwest Highway.

Mr. Greenman stated there was a general consensus agreement of support. He asked the petitioners what the hardships are for the variations. Mr. Latos stated that due to the narrow lot, they had to decrease the building size. Mr. Greenman stated he is not in support of the request as they chose this lot and created the hardships by trying to make the site work.

Ms. Repholz made a motion to approve the Variations with the following recommendations:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   D. Application (Aterra 176, date signed 07/25/2022, received 05/10/2022)
   E. Site Plan (Arch America, dated 07/29/2022, received 06/07/2022)
   F. Landscape Plan (Webster, McGrath & Ahlberg, Ltd., dated 07/29/2022, received 07/26/2022)
   G. Building Elevations (Arch America, dated 04/29/2022, received 06/07/2022)

2. Add the required 5-foot foundation base landscape along the west and south sides of the building, except in front of doors.

3. The far west parking space in the south row of parking shall be a landscape island.

4. The Petitioner shall address all of the review comments and requirements of the Community Development, Engineering, and Fire Rescue Departments.

Mr. Atkinson seconded the motion. On roll call Members Atkinson, Gronow, Skluzacek, and Repholz voted aye. Ms. Teetsov and Mr. Greenman voted no. Motion passed 4-2.

TOTAL AREA = 2,183 sq-ft

## Pavement Sections

**BITUMINOUS PAVEMENT**

12,998 sq-ft

- 1.5" HMA Surface Course, Mix "D" N50
- 2.5" HMA Binder Course, N50
- 10" Aggregate Base (CA-6) typical
- Compacted Subgrade

**CONCRETE PAVEMENT**

1,929 sq-ft

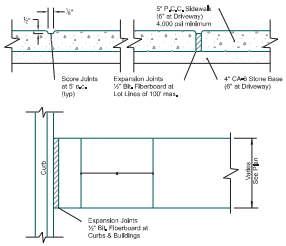
SITE CONCRETE PAVEMENT
8" CONCRETE - 4,000 psi minimum
WWF 6x6 - W2.0xW2.0
4" Compacted CA-6 BASE

DRIVE APRON CONCRETE PAVEMENT
8" CONCRETE - IDOT Class SI
4" Compacted CA-6 BASE

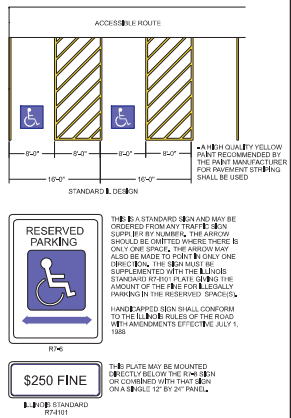
1,332 sq-ft

WALKS
5" CONCRETE - IDOT Class SI
4" Compacted CA-6 BASE

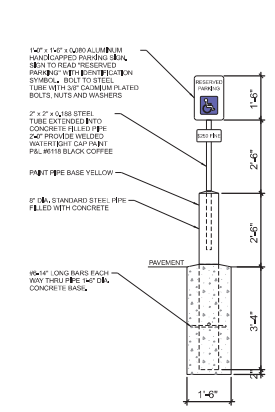
## Concrete Sidewalk in R.O.W.




## Handicap Stall




## Handicap Sign




## Site Data

**PROPERTY AREA = 39,029 sq-ft = 0.896 acre**

**EXISTING IMPERVIOUS AREA = 23,871 sq-ft**

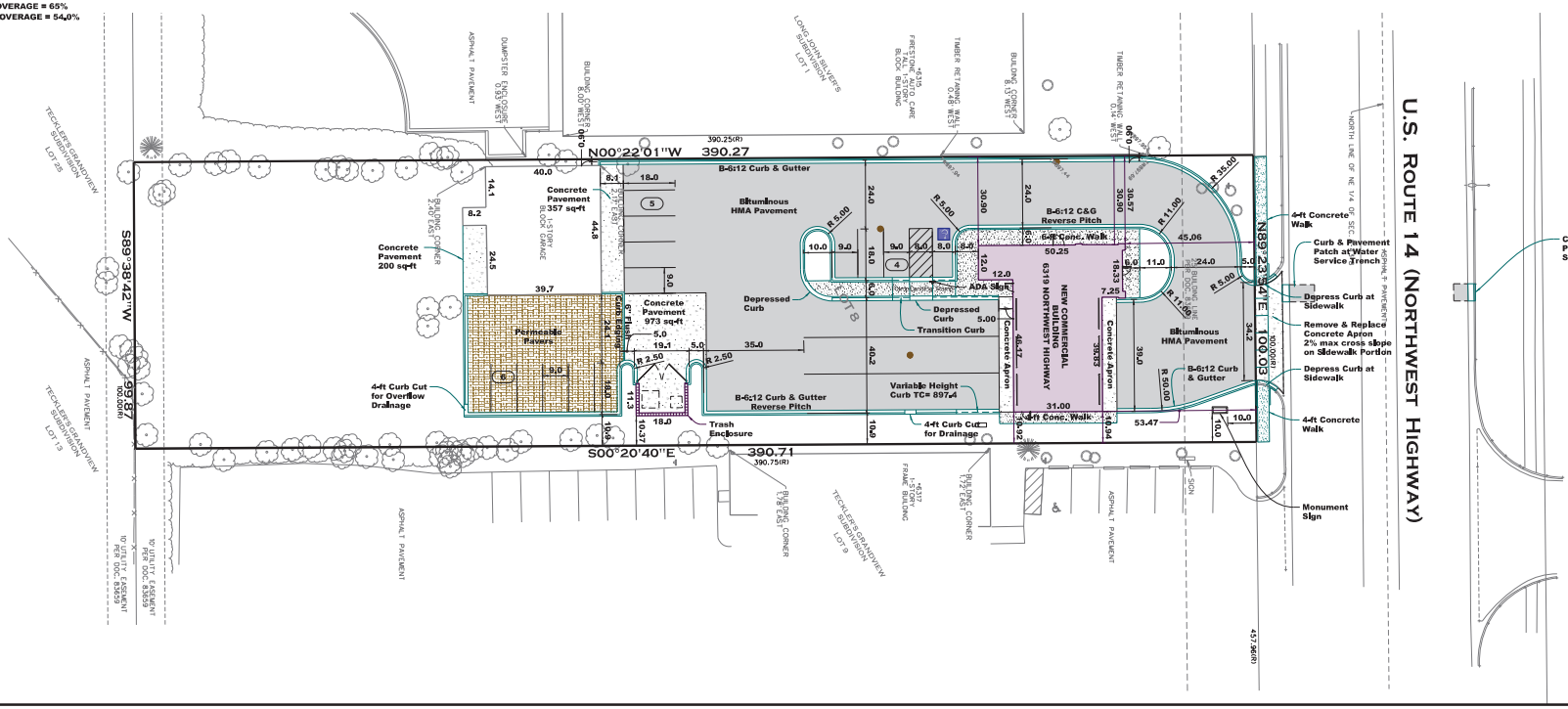
**NEW IMPERVIOUS AREA = 19,229 sq-ft**

**PROPOSED IMPERVIOUS AREA = 21,066 sq-ft**
**(19,229 + 1,837 existing garage to remain)**

**CRYSTAL LAKE ZONE B-2 - GENERAL COMMERCIAL**

**MINIMUM FRONT SETBACK = 30-ft**
**MINIMUM INTERIOR SIDE SETBACK = 0-ft**
**MINIMUM REAR SETBACK = 20-ft**

**MAXIMUM IMPERVIOUS COVERAGE = 65%**
**PROPOSED IMPERVIOUS COVERAGE = 54.0%**





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Illinois Firm License No.: 184.005710


| BY | REVISION DESCRIPTION | DATE | NO. |
|---|---|---|---|
| RLS | Revised per City review | 09-01-2022 | 1 |
| RLS | Revised per City review | 09-06-2022 | 2 |

Northing-Township-Range: McHenry: N83, 05-43N-08E

| | |
|---|---|
| JOB # 44616 | SURV: CLB / JCV |
| DRAWN: RLS | REVIEW: SMR |
| SCALE: 1"=20' | DATE: 05-06-2022 |

SHEET NAME:

# Paving & Layout Plan

SHEET #: C-2

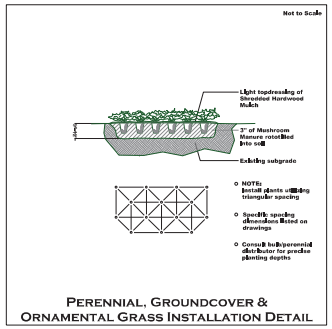
GRAPHIC SCALE • FEET (0, 20, 40)

# Valvoline - Crystal Lake
## 6319 Northwest Highway

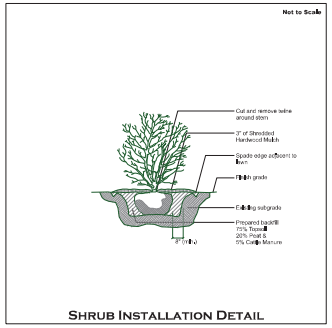
Prepared For:
ARCHAMERICA INC.
3121 Hillside, Suite 210
Aurora, IL 60502
(847) 554-4000

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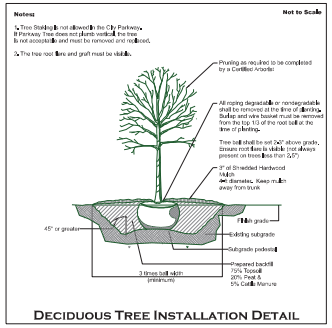
| Plant List | QTY/Root Form/Size |
|---|---|
| **Autumn Blaze Maple**<br>Acer freemanii 'Autumn Blaze' | 2/b&b/2x5" |
| **Summer Beauty Allium**<br>Allium 'Summer Beauty' | 36/pot/1 gal. |
| **Autumn Brilliance Serviceberry**<br>Amelanchier canadensis 'Autumn Brilliance' | 4/b&b/8' clump |
| **Hinsdale Black Chokeberry**<br>Aronia melanocarpa 'Morton' | 13/b&b/36" |
| **Hackberry**<br>Celtis occidentalis | 2/b&b/2x5" |
| **Cardinal Dogwood**<br>Cornus sericea 'Cardinal' | 16/b&b/30" |
| **Sargent Juniper**<br>Juniperus chinensis 'Sargentii' | 9/b&b/3 gal. |
| **Northwinds Switchgrass**<br>Panicum virgatum 'Northwinds' | 7/pot/ 1 gal. |
| **Eastern White Pine**<br>Pinus strobus | 4/b&b/6' |
| **Gro Low Sumac**<br>Rhus aromatica 'Gro Low' | 12/b&b/30" |
| **Black Eyed Susan**<br>Rudbeckia fulgida 'Goldstrum' | 24/b&b/1 gal. |
| **Blue Hill Salvia**<br>Salvia nemorosa 'Blue Hill' | 30/pot/1 gal. |
| **Carousel Little Bluestem**<br>Schizachyrium scoparium 'Carousel' | 21/pot/ 1 gal. |
| **Peking Lilac**<br>Syringa pekinensis 'Morton' | 2/b&b/6' |
| **Spreading Yew**<br>Taxus media 'Dark Green Spreader' | 40/b&b/3 gal. |
| **Triumph Elm**<br>Ulmus 'Frontier' | 3/b&b/2" |
| **Nannyberry Viburnum**<br>Viburnum lentago | 5/b&b/8' |



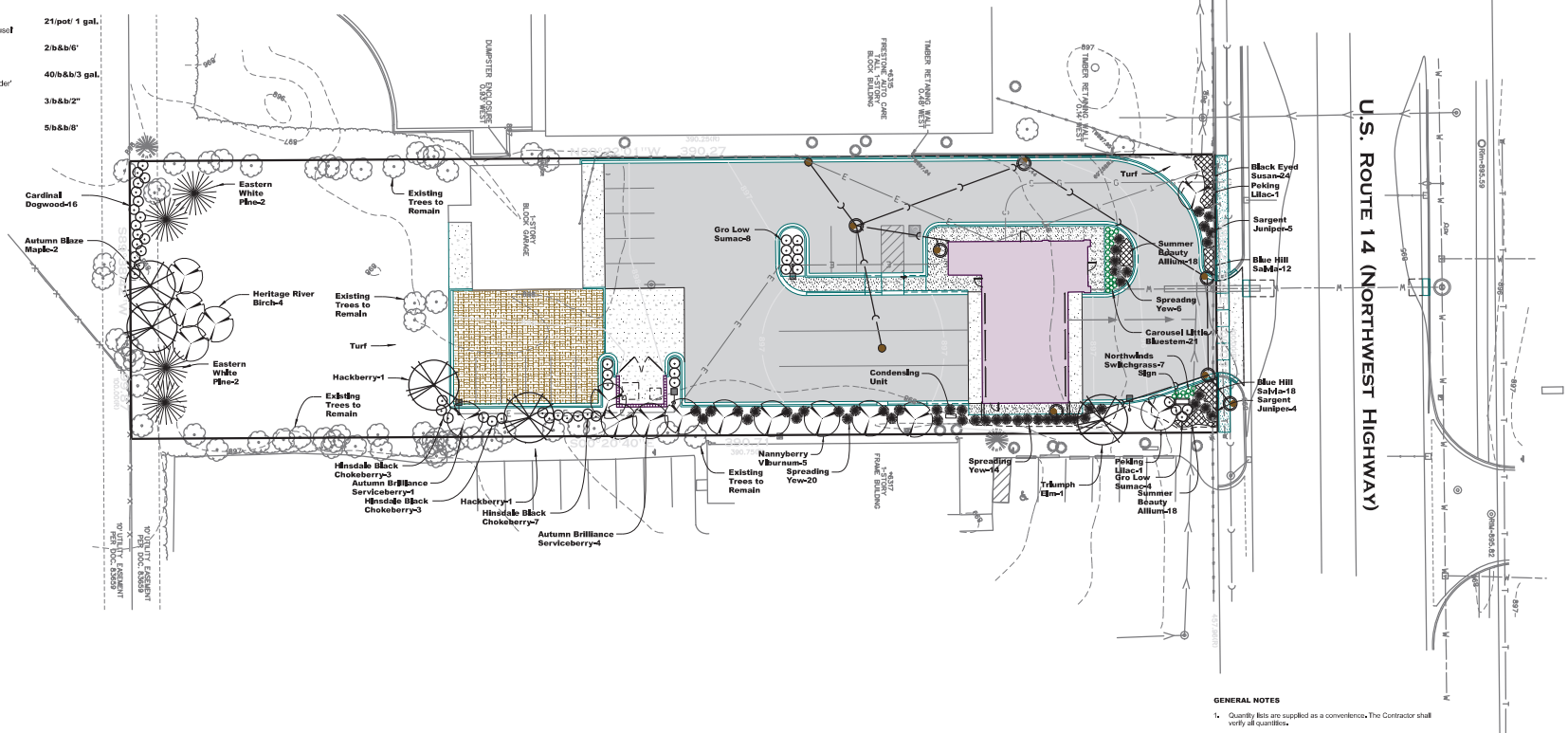

PERENNIAL, GROUNDCOVER & ORNAMENTAL GRASS INSTALLATION DETAIL




SHRUB INSTALLATION DETAIL




DECIDUOUS TREE INSTALLATION DETAIL




**GENERAL NOTES**

1. Quantity lists are supplied as a convenience. The Contractor shall verify all quantities.
2. Landscape Contractor shall verify locations of all underground utilities prior to digging. Contact "JULIE" (Joint Utility Locating for Excavators) 1-800-892-0123.
3. Planting beds shall be elevated slightly to provide for proper drainage. Rootballs of trees shall be elevated above finished grade as illustrated on installation details. All grading shall provide slopes which are smooth, continuous and have positive drainage in all areas. Should the Landscape Contractor encounter drainage problems which may be detrimental to the growth of the specified plant materials, the Owner shall be notified accordingly, prior to installation.
4. Plant material shall be nursery grown and be either ball and burlapped or container grown. Sizes indicated on plant list represent minimum requirements. The requirements for measurement, branching and ball size shall conform to the "American Standard for Nursery Stock" (latest edition) by the American Association of Nurserymen, Inc. Plant material for groupings or where symmetry is critical, shall be matched as nearly as possible.
5. Restore all disturbed area with 6" topsoil and IDOT Type I Seed Mix.

0 20 40
GRAPHIC SCALE • FEET

# VALVOLINE - CRYSTAL LAKE
# 6319 NORTHWEST HIGHWAY

Prepared For:
ARCHAMERICA INC.
3121 Belvidere Road, Suite 215
Grayslake, Illinois 60030
(847) 543-4600


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Illinois Firm License No.: 184003110


| NO. | REVISION DESCRIPTION | DATE | BY |
|---|---|---|---|
| 1 | Revised per City review | 09/14/2022 | RLS |
| 2 | Revised per City review | 01/04/2023 | RLS |

Electric Traveling Bridge
McHenry: NEIL 05-43N-05E

| | | | |
|---|---|---|---|
| JOB # | 44616 | SURV: | CLB / JCV |
| DRAWN: | RLS | REVIEW: | SMR |
| SCALE: | 1"=20' | DATE: | 05-06-2022 |

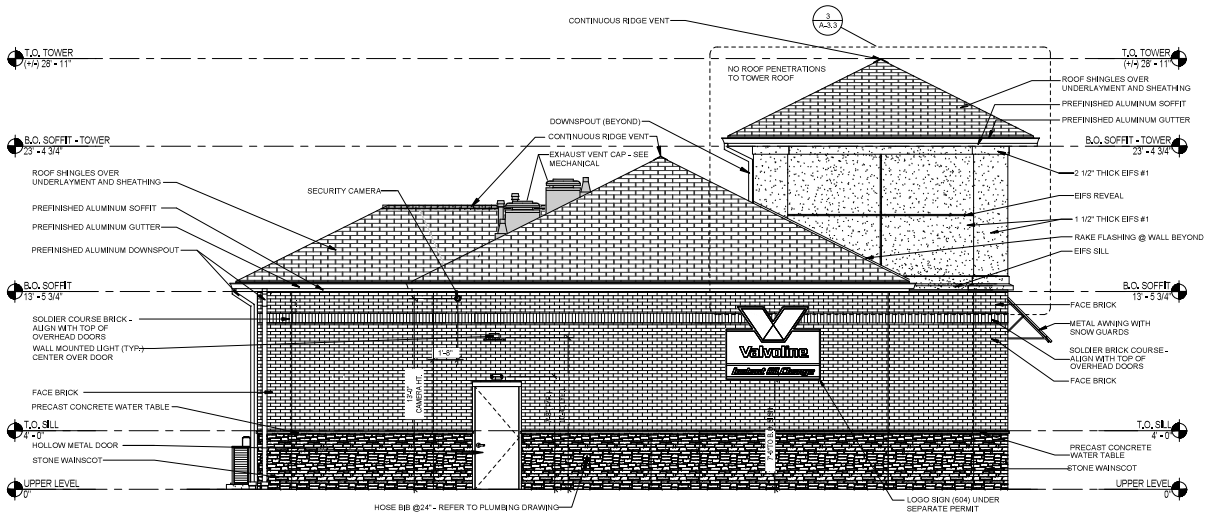
SHEET NAME:

## LANDSCAPE PLAN

SHEET #:

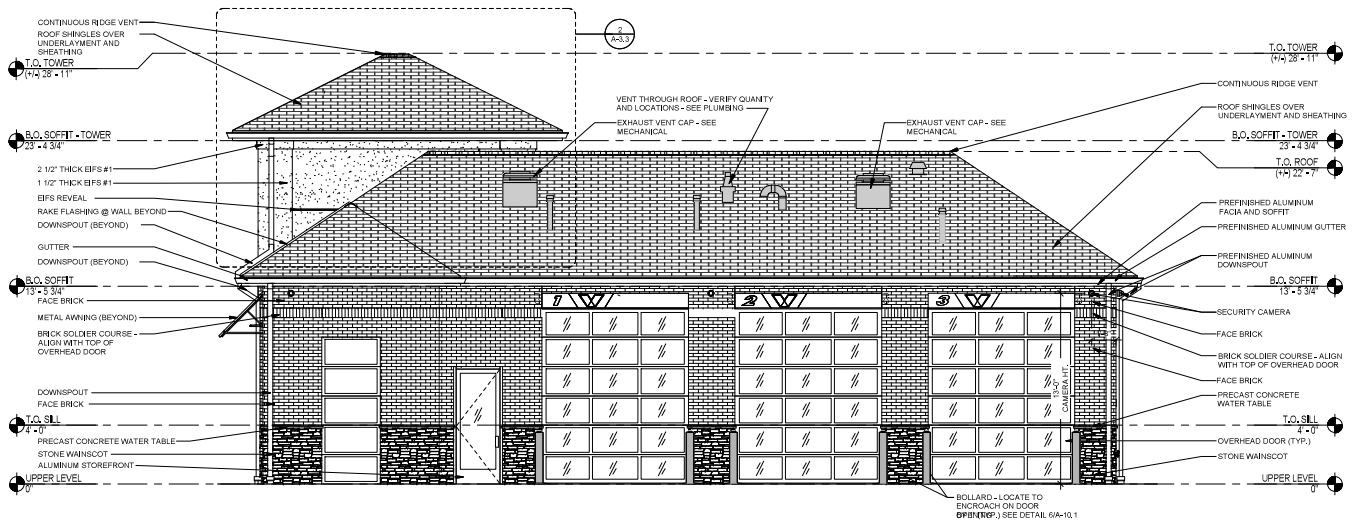
**L-1**

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EAST ELEVATION

Scale: 1/4" = 1'-0"




SOUTH ELEVATION

Scale: 1/4" = 1'-0"

## ELEVATION NOTES

1. EIFS SHALL BE DRYVIT, CLASS PB DRAINAGE SYSTEM WITH FLUID APPLIED WATER RESISTIVE BARRIER BEHIND INSULATION BOARD.
2. SIGNAGE SHOWN ON THESE ELEVATIONS IS FOR GENERAL REFERENCE PURPOSES ONLY. ALL SIGNAGE SHALL BE APPLIED FOR & PERMITTED UNDER A SEPARATE SIGNAGE SUBMITTAL.
3. G.C. SHALL PROVIDE BLOCKING IN STUD WALL BEHIND EACH SIGN AS REQUIRED BY SIGN VENDOR - FIELD VERIFY REQUIREMENTS W/ VENDOR & OWNER'S REPRESENTATIVE.
4. ALL FLASHING, RIDGE CAPS, DRIP EDGE ETC. SHALL MATCH GUTTER & DOWNSPOUT MANUFACTURER'S STANDARD DETAILS, PROVIDE VENTED RIDGE CAP WHERE SHOWN.
5. EXHAUST FAN, VTRS & SIMILAR ITEMS ON ROOF SHALL BE PAINTED TO MATCH ROOF.
6. ALL MASONRY WITH CORNER EXPOSURES TO HAVE SAME PROFILE AS FACE OF THE STANDARD MASONRY PRODUCT. NO CUT SURFACE ARE TO BE EXPOSED
7. ALL EXTERIOR SECURITY CAMERAS SHALL BE INSTALLED OVER ELECTRICAL BOXES RECESSED FLUSH WITH THE EXTERIOR WALL FINISH - REFER TO ELECTRICAL FOR ADDITIONAL INFORMATION.

## EXTERIOR FINISHES

| | |
|---|---|
| EXTERIOR INSULATED FINISH SYSTEM: | DRYVIT (SANDPEBBLE FINE)<br>COLOR: E.I.F.S. 1 = #113 AMARILLO WHITE |
| STONE WAINSCOT: (GRADE TO PRECAST SILL) | MANUFACTURER: CUSTOM CAST STONE<br>ROCK FACE; ASHLAR PATTERN, COLOR: "LIGHT BUFF" |
| FACE BRICK (ABOVE WAINSCOT): | BELDEN - "MODULAR HAMILTON BLEND 'A' |
| BRICK SOLDIER COURSE: | BELDEN - "MODULAR HAMILTON BLEND 'A' |
| PRECAST SILL: | CUSTOM CAST STONE - "LIGHT BUFF" (REFER TO SILL PROFILE) |
| MORTAR: | LEHIGH STANDARD KIT - "BEIGE" |
| MASONRY SEALER: | ALL MASONRY SURFACES SHALL BE TREATED W/SEALER REFER TO SPECIFICATIONS. |
| STANDING SEAM AWNING: | FIRESTONE UNA-CLAD KYNAR 500 / HYLAR METAL 5000 FLUOROCARBON STEEL "CHAMPAGNE METALLIC"<br>UNDERSIDE & FRAME TO BE PAINTED SW6152 "SUPERIOR BRONZE" |
| ROOF SHINGLES: | OWENS CORNING DURATION SERIES "DRIFTWOOD" |
| MISC. ROOF VENTS, FANS, ETC.: | PAINT SW7046 "ANONYMOUS" |
| GUTTER, DOWNSPOUTS, FASCIA, EXTERIOR SOFFIT, & EXPOSED TRIM: | BERRIDGE - "SIERRA TAN" |
| STOREFRONT SYSTEM: | 2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/1" INSULATED GLAZING. |
| H.M. DOORS & FRAMES: | FIELD PAINT W/ SHERWIN-WILLIAMS B66-1300 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF B66-200 SHER-CYRL HPA, COLOR SHALL BE SW-7515 "HOMESTEAD BROWN", PROVIDE MOCK-UP AND VERIFY COLOR W/ OWNER |
| O.H. DOOR FINISH: | CLEAR ANODIZED ALUMINUM |
| ACCESS PANEL: | STAINLESS STEEL |

## SIGNAGE SCHEDULE

| NUMBER | DESCRIPTION | SIZE | ILLUMINATED | QUANTITY |
|---|---|---|---|---|
| 600 | LOGO SIGN | 7'-8" x 5'-11" (45 SF) | INTERNALLY | 2 |
| | PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR | | | |
| 601 | LANE INDICATOR SIGN | 10'-0" x 1'-0" (10 SF) | NO | 3 |
| | PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR | | | |
| 602 | OPEN SIGN | 2'-7 1/2" x 11 1/2" (2.52 SF) | INTERNALLY | 2 |
| | PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR | | | |
| 603 | MONUMENT SIGN | REFER TO SHEET A-11.1 | INTERNALLY | 1 |
| | PER LOCAL AND DEVELOPMENTAL RESTRICTIONS | | | |
| 604 | LOGO SIGN | 4'-11" x 6'-5" (31 SF) | INTERNALLY | 1 |
| | PROVIDED BY OWNER, INSTALLED BY SIGN CONTRACTOR | | | |

## FINISH LEGEND

| ITEM | COLOR | FINISH | PRODUCT |
|---|---|---|---|
| BLOCK FILLER/PRIMER | TINTED TO MATCH | | LOXON BLOCK SURFACE A24W200 |
| BOTTOM FOUR ROWS OF BLOCK (TYP) | SW6110 STEAD BROWN | SEMI GLOSS | DTM ACRYLIC B66-200 |
| WALLS ABOVE 25' (GUTTERS) | SW6107 NOMADIC DESERT | SEMI GLOSS | DTM ACRYLIC B66-200 |
| FASCIA/MANSARD W NEW SIGNS | SW6107 NOMADIC DESERT | SEMI GLOSS | DTM ACRYLIC B66-200 |
| EXTERIOR DOORS/FRAMES | SW7515 HOMESTEAD BROWN | SEMI GLOSS | SHER-CRYL HPA B66-300 SERIES |
| METAL FLASHING | SW7072 ONLINE | SEMI GLOSS | SHER-CRYL HPA B66-300 SERIES |
| BUMPER POSTS/PYLON POLE | VALVOLINE RED + Y1-2Y | GLOSS | SHER-CRYL HPA B66/300 SERIES & SHER CLEAR |
| AREA LIGHTS & POLES | DO NOT TINT | SEMI GLOSS | DTM BONDING PRIMER B66/50 |
| | DARK BRONZE | | SHER-CRYL HPA B66-300 SERIES |
| METAL PRIMER | DO NOT TINT | | PRO-CRYL UNIVERSAL PRIMER B66-310 SERIES |
| PARKING STRIPING | WHITE | | TM/29 SET FAST TRAFFIC MARKING PAINT |
| | YELLOW | | TM/29 SET FAST TRAFFIC MARKING PAINT |
| HANDICAP PARKING | ADA BLUE | | TM/133 SET FAST TRAFFIC MARKING PAINT |
| WOOD FENCE and GATES | SW6110 STEADY BROWN | SEMI GLOSS | DMDT ACRYLIC SEMI-GLOSS (DTM) H00 SERIES |

ARCHAMERICA
34121 N. US 45, Suite 213
Grayslake, Illinois 60030
Phone 847-3364600
Fax 847-3364601

VALVOLINE INSTANT OIL CHANGE

**6319 Northwest Highway**

CRYSTAL LAKE, ILLINOIS

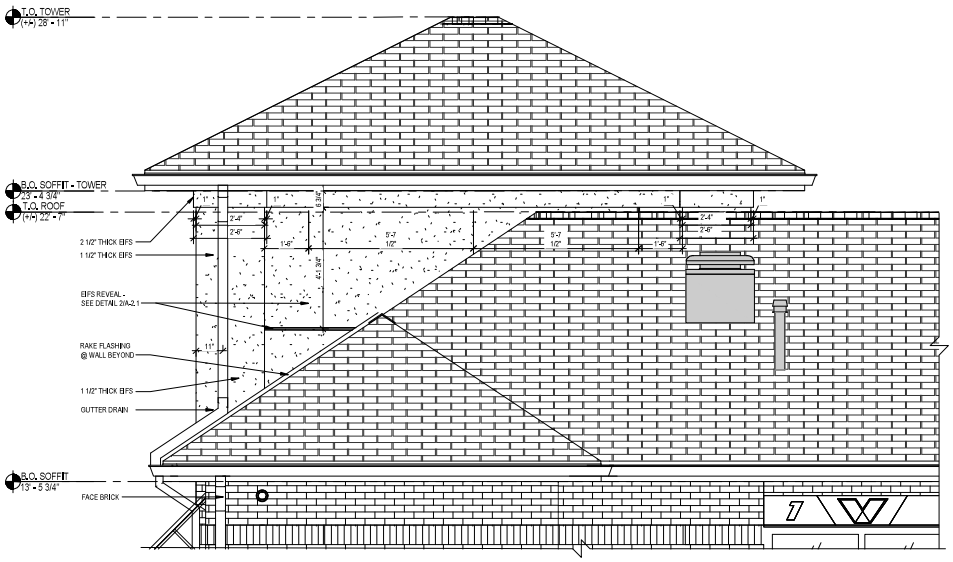
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EXTERIOR ELEVATION

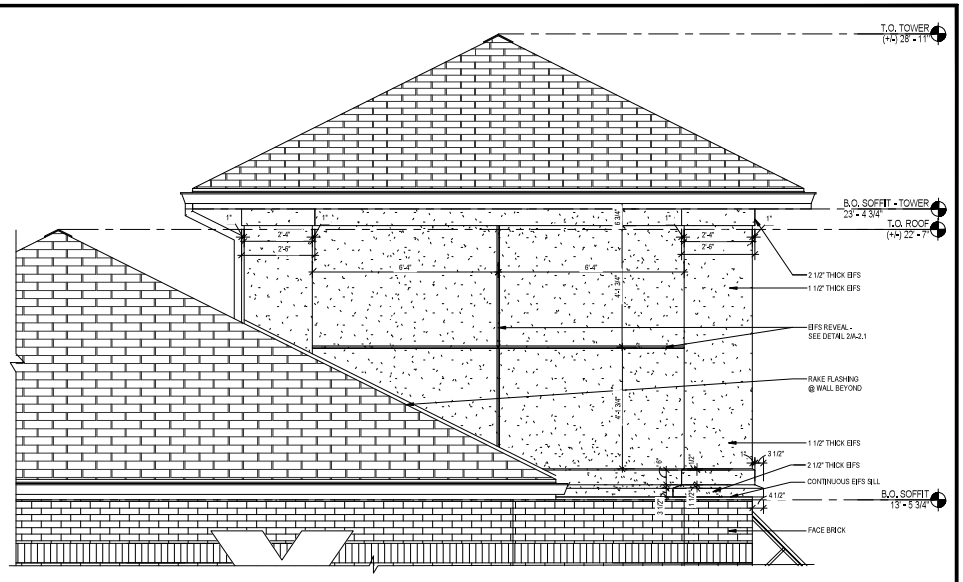
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| FOR PERMIT 2022-4-29 |

22007

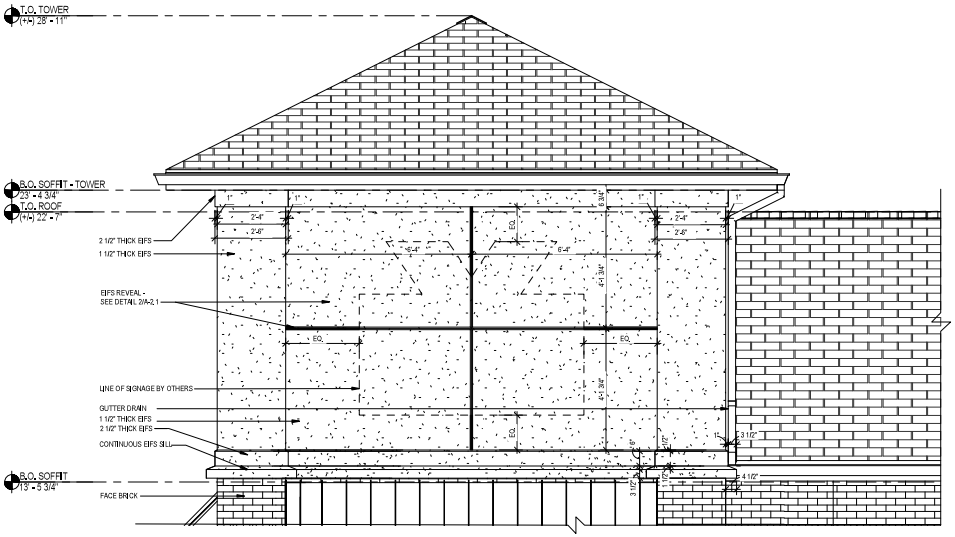
A3.2



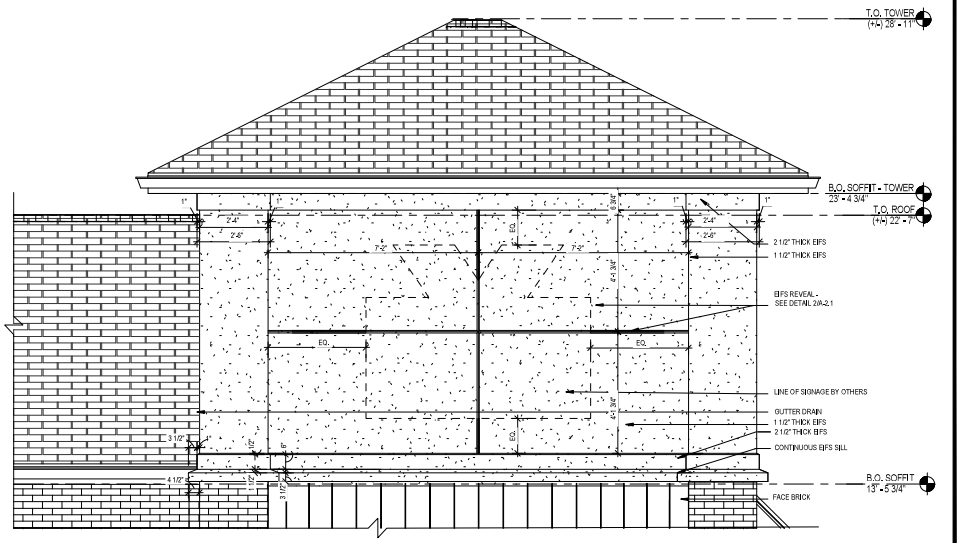

1 TOWER DETAIL
A-3.3 Scale: 1/2" = 1'-0"




2 TOWER DETAIL
A-3.3 Scale: 1/2" = 1'-0"




3 TOWER DETAIL
A-3.3 Scale: 1/2" = 1'-0"




4 TOWER DETAIL
A-3.3 Scale: 1/2" = 1'-0"

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VALVOLINE INSTANT OIL CHANGE

**6319 Northwest Highway**

CRYSTAL LAKE, ILLINOIS

TOWER DETAILS

| DATE |
|---|
| |
| FOR PERMIT |
| 7/12/2022 |

22007

A3.3

**Agenda Item No: 14**

# City Council
# Agenda Supplement

---

**Meeting Date:** September 20, 2022

**Item:** Document Imaging & Management Annual Subscription

**Staff Recommendation:** Motion to adopt a Resolution authorizing the Interim City Manager to execute a sole source renewal order form with Upland Software, Inc., for a five (5) year renewal of the subscription fees for Document Imaging & Management software in the amount of $25,200.00 annually from October 1, 2022 through September 30, 2027.

**Staff Contact:** Gregory A. Fettes, Director of Information Technology
Jodie Hartman, Director of Finance

---

**Background:**

On June 4, 2013, the City Council awarded a Request for Proposal to Advanced Processing and Imaging for the implementation of a Document Imaging & Management system. This document imaging and management system was fully implemented by the end of December 2013.

Since the inception of this software in 2013, the annual subscription (maintenance) on the software has not increased from the original $24,000.00 annually. Approximately three years ago, Advanced Imaging and Processing merged with Upland Software, Inc, and is rolling out an improved version of the software that has been branded Filebound. With the release of the new software, Upland Software is implementing a 5% increase in the annual subscription and maintenance fees. We have worked with Upland Software to limit future increases in the annual subscription and maintenance fees and they have agreed to defer any additional future increases to this fee through the execution of a five (5) year agreement through September 30, 2027.

Over the course of many years, the City has generated a significant amount of paper documents in the normal course of conducting business. These documents vary from normal 8½" x 11" sized paper all the way through plan-sized documents for various engineering & building projects and planning submittals. Various laws and regulations determine the amount of time that these paper documents must be maintained by the City and storage can take a significant

amount of building space. Even with the City's adoption of many electronic services through the implementation of 24 hour City Hall services, new paper documents continue to be generated, which necessarily, over time, may require additional physical space for storage. Electronic document imaging and storage takes up only as much physical space as the servers required to host the software and provide the storage.

In addition to the space requirements for the storage of all these documents, the amount of time and effort that must be expended to locate and actually retrieve documents in storage can be significant. Advances in the field of electronic document imaging and management have made it significantly less expensive to create electronic images of documents and store them on magnetic media (network servers) that allow for almost instantaneous retrieval.

City staff utilizes document imaging and management extensively, and any change to the software vendor would likely require a significant financial outlay and disruption not only in the implementation of any new software package, but also in the training of staff to use any new system.

## Recommendation:

It is the recommendation to adopt a resolution authorizing the Interim City Manager to execute a five (5) year sole source renewal order form with Upland Software, Inc., in the amount of $25,200.00 annually from October 1, 2022 through September 30, 2027.

## Votes Required to Pass:

Simple Majority

# R E S O L U T I O N

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the Interim City Manager be authorized to execute a sole source renewal order form with Upland Software in the annual amount of $25,200.00 from October 1, 2022 through September 30, 2027.

**DATED** this 20th day of September, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: September 20, 2022
APPROVED: September 20, 2022

Draft

**Agenda Item No: 15**

# City Council
# Agenda Supplement

---

**Meeting Date:** September 20, 2022

**Item:** Bid Award – Pingree Metra Station Parking Lot and Site Rehabilitation

**Staff Recommendation:** Motion to award the Pingree Metra Station Parking Lot and Site Rehabilitation Bid to the lowest responsive and responsible bidder, Schroeder Asphalt Services, Inc. and adopt a Resolution authorizing the Interim City Manager to execute a contract with Schroeder Asphalt Services, Inc. in the amount of $676,049.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

**Staff Contact:** Michael Magnuson, P.E., Director of Public Works and Engineering
Nick Hammonds, Assistant City Manager

---

**Background:**
On September 7, 2021 an agreement was approved between the City of Crystal Lake and Metra for the rehabilitation of the Pingree Train Station Site (parking lots, detention basins, sidewalks, etc.) **The agreement does not include any work on the station buildings, ramps, or tunnel.** Metra anticipates the station rehabilitation work will take place in 2023. **The City will not incur any contractual costs for the site rehabilitation.**

Plans and specifications for this work were completed and bids were advertised in accordance with City policies. The City of Crystal Lake publically opened and read the bids on September 12, 2022. The bid results are summarized below:

| *Bidder* | *Cost* |
|---|---|
| Schroeder Asphalt Services[1] | $676,049.00 |
| Curran Contracting | $695,722.00 |
| Geske and Sons | $727,824.28 |
| Arrow Road Construction | $765,759.45 |
| A Lamp Contracting | $854,625.50 |

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Metra will provide one-hundred percent of the funds for the City to coordinate and perform repairs to the site up to $942,000. This amount is well above the low bid.

**Recommendation:**

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

Schroeder Asphalt Services, Inc. meets all of the City's requirements and has previously performed work with the City with satisfactory results. Therefore, staff recommends Schroeder Asphalt Services, Inc. for the Pingree Metra Station Parking Lot Rehabilitation project. The costs for these improvements will be covered by grant funding provided by Metra pursuant to the Intergovernmental Agreement.

**Votes Required to Pass:**

Simple majority vote

# RESOLUTION

**WHEREAS** the CITY OF CRYSTAL LAKE has entered into an intergovernmental agreement to improve the Pingree Metra Station grounds, parking lot and stormwater basins; and

**WHEREAS** the CITY received and publicly opened the bids for the Pingree Metra Station Parking Lot Rehabilitation project on September 12, 2022; and

**WHEREAS** the lowest responsive and responsible bidder is Schroeder Asphalt Services, Inc.

**NOW THEREFORE BE IT RESOLVED BY THE 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** that the Interim City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Schroeder Asphalt Services, Inc. for the Pingree Metra Station Parking Lot Rehabilitation in the bid amount $676,049.00; 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.

**DATED** this 20th day of September, 2022.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: September 20, 2022
APPROVED: September 20, 2022

Draft

**Agenda Item No: 16**

# City Council
# Agenda Supplement

---

**Meeting Date:** September 20, 2022

**Item:** Bid Award – Downtown Parking Improvements – Williams Street and Grant Street

**Staff Recommendation:** Motion to award the Downtown Parking Improvements – Williams Street and Grant Street Bid to the lowest responsive and responsible bidder, Alliance Contractors, Inc. and adopt a Resolution authorizing the Interim City Manager to execute a contract with Alliance Contractors, Inc. in the amount of $276,812.20, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract.

**Staff Contact:** Michael Magnuson, P.E., Director of Public Works and Engineering
Kathryn Cowlin, Director of Community Development

---

**Background:**
During the height of the COVID-19 Pandemic, the City temporarily allowed outdoor dining in on-street parking spaces. As the world returned to normal, business owners in Downtown expressed concerns about the amount of available street parking. In an effort to explore and address the concerns, the Downtown Crystal Lake Parking Committee was established. This committee consisted of City staff, representatives from the Downtown Crystal Lake/Main Street Association and business owners. The comprehensive look at the Downtown parking resulted in recommendations for enhancements. Two of the enhancements include:

- Reconfiguration of Williams Street at Crystal Lake Avenue which includes removing the central landscape island at the intersection, narrowing the turning lanes, adding more usable public gathering space and results in a gain of four parking spaces (see illustration below):

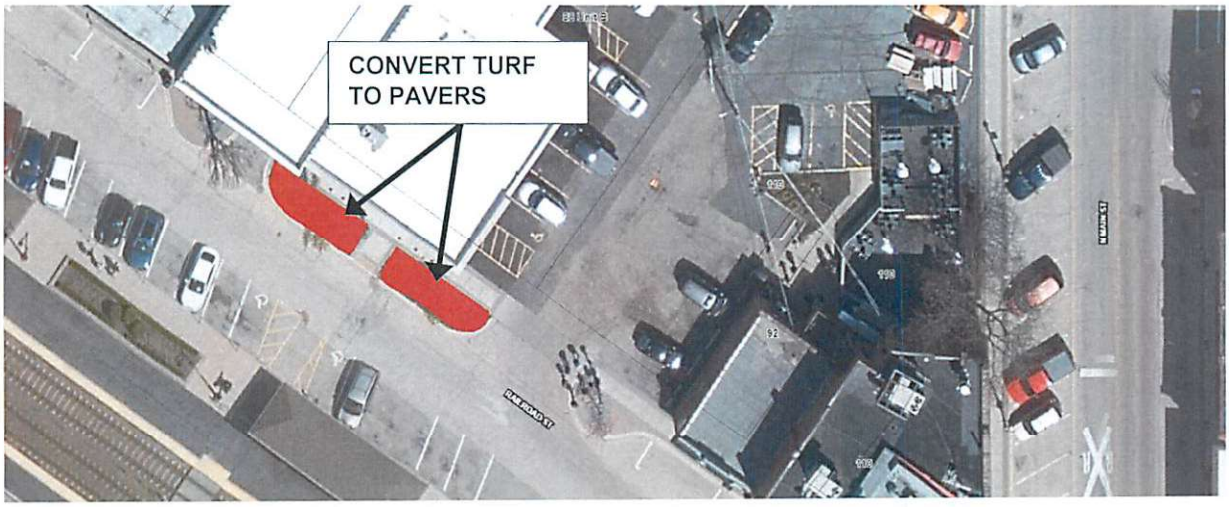



- Adding angled parking on Grant Street where parallel spaces are located now. This would increase the quantity of parking spaces to add six additional spaces to this street that is a short walking distance to the core of downtown (see illustration below):



A presentation was given to the Downtown Crystal Lake/Main Street Association and a public open house was held on the proposed enhancements. The Downtown Association was very supportive of the proposed improvements and thanked the City for coming up with creative options, especially the Williams Street enhancements since it will not only address parking, but will create a safer pedestrian crossing and beautify the intersection.

In addition, two island areas along Railroad Street, west of Main Street will be converted from grass to brick to reduce maintenance and provide the opportunity for a future outdoor seating area (see illustration below):




Plans and specifications for this work were completed and bids were advertised in accordance with City policies. The City of Crystal Lake publically opened and read the bids on September 12, 2022. The bid results are summarized below:

| *Bidder* | *Product* |
|---|---|
| [1] Alliance Contractors, Inc. | $276,812.20 |
| Schroeder Asphalt | $317,477.00 |
| Landmark Contractors | $345,112.70 |

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

**Recommendation:**

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

Alliance Contractors meets all of the City's requirements. Staff has previously worked with Alliance Contractors and was satisfied with their performance. Therefore, staff recommends Alliance Contractors, Inc. for the Downtown Parking Improvements – Williams Street and Grant Street. This project is included in the FY2022/2023 Budget.

**Votes Required to Pass:**
Simple majority vote

# RESOLUTION

**WHEREAS** the CITY OF CRYSTAL LAKE is desirous of improving the City's downtown area in the form of traffic flow and parking enhancements; and

**WHEREAS** the CITY received and publicly opened the bids for the Downtown Parking Improvements – Williams Street and Grant Street on September 12, 2022; and

**WHEREAS** the lowest responsive and responsible bidder is Alliance Contractors, Inc.

**NOW THEREFORE BE IT RESOLVED BY THE 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** that the Interim City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Alliance Contractors, Inc. for the Downtown Parking Improvement – Williams Street and Grant Street in the bid amount $276,812.20; 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.

**DATED** this 20th day of September, 2022.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: September 20, 2022
APPROVED: September 20, 2022

Draft

**Agenda Item No: 17**

# City Council
# Agenda Supplement

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**Meeting Date:** September 20, 2022

**Item:** Special Event Request Fee Waiver – Crystal Lake Chamber of Commerce Home and Business Expo at the Three Oaks Recreation Area

**Council Discretion:** Motion authorizing a waiver of fees for the Crystal Lake Chamber of Commerce Home and Business Expo, approved to be held on Saturday, October 1, 2022, with set-up on Friday, September 30, 2022 at the Three Oaks Recreation Area, subject to the recommended conditions.

**Staff Contact:** Nick Hammonds, Assistant City Manager

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**Background:**
As the Council is aware, at the June 7, 2022 City Council meeting, the Council approved the Crystal Lake Chamber of Commerce's request to hold their Home and Business Expo at the Three Oaks Recreation Area on Saturday, October 1, 2022 from 7:00 a.m. (event set-up) to 3:00 p.m. The actual event time will be from 9:00 a.m. to 3:00 p.m. The Chamber of Commerce has requested a few waiver for the event, in the amount of $835. If the fee waiver is approved, the deposit for the event will still be required and will be refunded after the event, assuming no damages occur.

The Crystal Lake Chamber of Commerce has held their annual Home and Business Expo at various locations in Crystal Lake throughout the years and has chosen Three Oaks Recreation Area this year to accommodate more space for vendors and guests attending. The Chamber requested approval to rent the Picnic Grove Pavilion and the main parking lot for an estimated attendance of 1,500 guests throughout the duration of the event. During this event, the public will be inconvenienced in the following ways:

- The petitioner will have exclusive use of the Picnic Grove Pavilion, and half of the main parking lot for vendor booths.
- The petitioner will utilize the other half of the main parking lot for Expo visitor parking, which shall be shared with other park guests.
- The City expects that the park's amenities will not be heavily impacted as the beach will be closed for the season. The marina will still be open for boat rentals, dependent upon the weather, but staff recommends placing the designated Expo visitor parking by the marina to ensure park guests can adequately access the marina.

## City Staff Review

City Staff has reviewed the event and recommended several conditions in order to minimize inconvenience to the public. The operations at the park will be open as normal throughout the day. Signage will also be utilized to notify guests of Three Oaks that the expo may interfere with parking availability. The northern half of the main parking lot will be reserved for Home and Business Expo booths, while the southern half of the main parking lot (closest to the marina) will be reserved for the Expo visitors and general public parking.




The City of Crystal Lake, along with the Crystal Lake Police and Fire Rescue Departments, have provided support and feedback. The Police Department advised that additional staff at the park on the day of the event will not be necessary. The Fire Rescue Department will be on site to inspect any tents or objects that are larger than 400 square feet. Fire safety hazards and placement of the portable toilets will be inspected as well.

There will be no impact to the Board House or Quarry Cable Park and Grille. The marina will be open during the event, weather dependent, and the event may draw participants to utilize the Quarry Cable Park and Grille after the completion of their visit to the expo. A staff member will be positioned at the entrance of the Quarry Cable Park parking lot to ensure that only Quarry Cable Park customers use this lot.

## Public/Visitor Impact:

| *Use Location* | *Hours of Use* | *Exclusive Use?* | *Level Of Public Impact* | |
|---|---|---|---|---|
| Swim Beach | - | No | Low | No impact. The beach will be closed for the season. |
| Marina/Lake Usage | - | No | Moderate | Staff anticipates a moderate increase in marina use due to the event. |
| Trails | - | No | Low | Trails will not be utilized by the Expo. |
| Pavilions (A) | 7:00 a.m. - Sunset | Yes | High | Petitioner is requesting exclusive use of Pavilion A. |
| Pavilions (B, C & D) | - | No | Low | The petitioner is not requesting use of Pavilion B, C and D. |
| Picnic Grove | - | No | Low | The petitioner is not requesting use of the Picnic Grove surrounding Pavilion A. |
| Parking Lot | 7:00 a.m. – 3:00 p.m. | Partial | High | The petitioner is requesting exclusive use of the main parking lot. The northern half of the parking lot will be used for Expo booths and no guests will be able to park in this area. |
| Quarry Cable Park | - | - | Low | No impact. Tenant has no issues with the event. |
| Board House | - | - | Low | No impact. Tenant has no issues with the event. |
| Cottage on the Beach | - | - | Low | No impact. Tenant has no issues with the event. |

## Required Petitioner Fees:

| *Fee Type* | *Amount* |
|---|---|
| Refundable Pavilion Deposit – Picnic Grove Pavilion October 1, 2022 | $150 |
| Refundable Damage Deposit (over 200 people) | $1,000 |
| **Total Refundable Fees** | **$1,150** |

## Fees Requester to Be Waived:

| *Fee Type* | *Amount* |
|---|---|
| Application Fee | $75 |
| Resident Pavilion Rental Fee (Picnic Grove Pavilion) October 1, 2022 | $180 |
| Three Oaks Staffing Fee (4 employees/$15 per hour/5 hours) | $300 |
| Preparation, Cleaning & Restoration Fee (as needed/ 3 staff members / $30 per hour/ 2 hours) | $180 |
| Table Moving Fee (as needed) | $25 |
| Generator Fee | $75 |
| **Total Non-Refundable Fees** | **$835** |

## Recommended Conditions:

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

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. The petitioner shall contact the Fire Rescue Department for further review of tent/canopy locations. Locations must be approved by the Fire Rescue Department. Tents/canopies must be installed and removed day of the event. Should safety concerns arise, Three Oaks Staff reserves the right to request the removal of tents/canopies. Tents and canopies must be secured using rain barrels or weights only. The petitioner shall be responsible for any damage resulting from the use of stakes.
3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Submit for City approval, severe weather plans and an evacuation plan.
5. Sound system shall not disturb other users of the park.
6. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
7. All debris created by the event shall be cleaned up during and after the event.
8. In the case of inclement weather, an alternate date can be approved by the City Manager.
9. Number and location of portable toilets to be determined by petitioner and City Staff prior to event. Portable toilets will be supplied at the petitioner's expense.
10. The Crystal Lake Chamber of Commerce must provide proof of volunteers, severe weather and evacuation plan, hold harmless, and liability waivers by September 26, 2022 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will have a representative at the meeting.

## Votes Required to Pass:

Simple majority vote of the City Council

CRYSTAL LAKE
*Chamber of Commerce*

Dear Mayor Haig and City Council,

As the acting president of the Crystal Lake Chamber of Commerce, I am writing to request the fee charged by the Three Oaks Recreation Area be waived for the chambers Fall Business Showcase being held there on Saturday October 1st from 9:00AM to 3:00PM for following reasons:

The chamber is always looking for ways to promote our community. Not only to promote our members but our community at large to bring both together as a service to our community. This event provides an opportunity for over 40,000+ local residents to meet and speak with local business experts to help them with their home or business improvement projects.

This event truly provides a unique experience to our members, their business, and those living in our community with the opportunity to shop local and keep those dollars in our community where they belong.

We hope the City believes that the chamber thru this event provides value to everyone in the community and will consider waiving this one time fee on the chambers behalf.

Sincerely,

Thank you!