CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 7, 2023
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 17, 2023 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. **Refer the proposed Unified Development Ordinance (UDO) Amendment to Articles 2 and 10 to allow Tourist Homes (short-term rentals) to the March 1, 2023 Planning and Zoning Commission meeting**
   b. **Amendment of Joint Funding Agreement between the United States Department of the Interior, United States Geological Survey (USGS) and the City of Crystal Lake for a Water Resource Investigation of Crystal Lake**
   c. **Class 16 Temporary Liquor License Request – St. Thomas the Apostle Catholic Church – Parish Social Event, Friday, February 10, 2023**
   d. **Girl Scout Special Event Request and Fee Waiver at the Three Oaks Recreation Area - Monday, June 19 – Thursday, June 22, 2023**
   e. **2023 Bob Blazier Run for the Arts Special Events Request, Street Closure and Police Assistance Fee Waiver – Sunday, May 7, 2023**
   f. **2023 Indian Uprising Special Event Request and Police Assistance Fee Waiver – August 11-13, 2023**
   g. **Woods Creek Feet Meet Special Event Request, Street Closure and Police Assistance Fee Waiver – Sunday, April 30, 2023**
   h. **Adoption of the Annual Zoning Map**

10. **4504 Northwest Highway, U-Haul - Final Planned Unit Development (PUD) Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet**

11. **875 S. Route 31, Mercyhealth – Final Planned Unit Development Amendment for increased size of wall signs for the hospital complex**

12. Proposal Award – Feasibility Study of Lake Michigan Water Engineering Services

13. Purchasing Cooperative – GPS/AVL/Camera Lease

14. Purchasing Cooperative – Wheel Loader Purchase

15. Two-Hour Parking Restriction – South side of Railroad Street, between Grant Street and N. Main Street

16. Board and Commission Appointment – Sustainability Committee

17. Project Update – McHenry County Randall Road Improvement – Information Only

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, review of draft Executive Session Minutes, and Semi-Annual Review of Executive Session Minutes

20. Reconvene to Regular Session

21. Approval of Executive Session Minutes that includes the dates of February 15, 2022, April 19, 2022, August 16, 2022, October 4, 2022, October 18, 2022, November 15, 2022 and December 20, 2022

22. Consideration to destroy verbatim records that includes the dates of October 6, 2020, October 20, 2020, July 20, 2021, June 29, 2021 and April 20, 2021

23. Consideration of action following semi-annual review of Executive Session Minutes

24. Adjourn

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

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Unified Development Ordinance (UDO) Amendment, to Article 2 and Article 10 to allow for Tourist Homes (Short-Term Rentals)

PZC Recommendation: The Planning and Zoning Commission (PZC) recommendation was to deny the proposed language, and draft language that prohibited Tourist Homes.

City Council Action: Motion to refer the proposed Unified Development Ordinance (UDO) Amendment to Articles 2 and 10 to allow Tourist Homes (short-term rentals) to the March 1, 2023 Planning and Zoning Commission meeting.

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

Background:
The UDO is a dynamic document and can be periodically updated as the world evolves. In 2009, when the UDO was adopted, it was anticipated that the document would be updated especially as new uses are introduced.

The City is evaluating language in the UDO regarding Tourist Homes after receiving a complaint from a neighbor of an existing Tourist Home. The owner of the short-term rental on College Street provided a letter to the City about how they screen their guests and maintain their property.

The City currently does not have any regulations and treats these like any other single-family or multi-family residence. Special Legal Counsel has noted that ownership method (in state, out of state, primary residence, etc.) cannot be regulated through zoning.

The proposed changes to the UDO were presented to the PZC on January 18, 2023. The proposed text would allow Tourist Homes as a Limited Use, which can be approved by staff

provided they meet the established criteria. The criteria would regulate proximity to another short-term rental in the single-family zoning districts, the number of adult guests, ensuring parking needs are met, and that the short-term rental shall be established in the principal structure.

PZC Discussion/Vote:

The following was discussed at the PZC meeting.

- Members of the public spoke about the concern with people coming and going, potential increase in crime, and the out of state ownership of the house.
- The commission was concerned that this could act like a business.
- The commission was not in favor of the proposed language, most members wanted language that would prohibit short-term rentals, one member wanted language that would allow them, but be much more restrictive, and one member wanted more regulations with a licensing component, but allowing for more private property rights to establish one.
- Their final consensus was **denial (5-1)** of the draft language.

Prior to the March 1, 2023 Planning and Zoning Commission meeting, staff will research additional surrounding communities and their regulations of Tourist Homes. In addition, staff will work with legal counsel on updated draft criteria to address concerns raised at the January 18, 2023 PZC meeting.

Votes Required to Pass: A simple majority vote

#2022-249
UDO Text Amendment – Tourist Homes
Project Review for Planning and Zoning Commission

Meeting Date: December 21, 2022 continued to January 18, 2023

Request: Amend the Unified Development Ordinance Article 2 and Article 10 to add regulations for Tourist Homes.

Staff Contact: Elizabeth Maxwell, 815-356-3605

Background:

- Tourist Homes or Short-Term rentals are currently unregulated by the City.
- There are eight existing homes listed on Airbnb's website in the City.
- The text amendment was prompted by a complaint the City received from a neighbor of an existing Tourist Home.
- Staff researched other communities to see how short-term rentals were regulated:

COMMUNITY	ALLOWED	STANDARDS
Algonquin	No & Unregulated	
Cary	Yes	Tourist Homes, Multi-family zoning and business districts as a Conditional Use Permit
Chicago	Yes	Vacation Rental, Residential and Business Zoning Districts
Galena	Yes	Vacation Rental, Special Use in Neighborhood Commercial, Downtown Commercial and all Residential Zoning Districts except High Density Residential
Geneva	Yes & Unregulated	No regulations
Lake Geneva, WI	Yes	By right where all residential dwellings are allowed with license
Madison, WI	Yes	Tourist Rooming House, all residential districts w/licensing and reporting requirements

ARTICLE 2-400 C

78. Tourist Homes. Tourist Homes shall comply with the following criteria:

a) **General: A Tourist Home must be located more than 250 feet from any other existing Tourist Home in the E, RE, R-1 or R-2 zoning districts, unless the City Council adopts a subarea plan that permits this spacing to be reduced. Measurements shall be made in a straight line, without regard to intervening structures or objects, from the property line of the proposed use to the property line of the existing use. A short-term rental must be located in a structure that is permitted in the zoning district in which it is located.**

b) **Accessory structures cannot be utilized as a Tourist Home dwelling unit.**

c) **A maximum of six adult guests and all related children are permitted.**

d) **Off street parking: The site shall comply with the required number of parking spaces identified in Section 4-200, Off-street parking and loading. Parking areas less than 10 spaces are not required to meet the landscaping requirements.**

ARTICLE 10-200 E

TOURIST HOMES: The rental of a residential dwelling unit or any portion of a residential dwelling unit for a period of less than 30 consecutive days. Tourist homes shall further be described as a single-family dwelling, or a residential dwelling unit in a multi-unit structure, condominium, cooperative, timeshare, or similar joint property ownership arrangement that is rented for a fee. "Tourist homes" includes vacation rentals. "Tourist homes" does not include: (a) a unit that is used for any non-residential purpose, including event center, banquet facility, wedding venue or another similar uses; or (b) a bed and breakfast establishment as defined by Section 2 of the Illinois Bed and Breakfast Act (50 ILCS 820/2).

McHenry	Yes & Unregulated	All rental properties are required to register as part of the Landlord Registration program.
Naperville	No	Prohibited
Schaumburg	Yes	Residential rental license, not regulated through zoning so allowed in all districts
St. Charles	No	Contemplated during hearings
Woodstock	Yes & Unregulated	No regulations

- In order to best provide some structure for owners looking to create a short-term rental on their property, staff has proposed adding the use to the ordinance and establishing criteria.
- Amending the UDO would allow Tourist Homes as a Limited Use, similar to traditional bed-and-breakfast uses. Limited Uses are approved by staff, provided they meet the established criteria.
- The existing bed-and-breakfast LUP criteria were used as a base in the creation of the proposed Tourist Home criteria.
- The following is the proposed amendment to the UDO. In addition, taking into consideration the PZC's last discussion:
    - Staff reduced the distance requirement from 500 feet to 250 feet. This is approximately four R-2 lot widths. This change was to address the concern of limiting property rights within a neighborhood.
    - Regarding the number of occupants, the proposed criteria was revised to include adults and allowing children related to those adults. See below.

Recommendation:

ARTICLE 2-300

P = Permitted Use L = Limited Use Permit S = Special Use Permit

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria
Overnight Lodging	Bed-and-Breakfast Inn	L	L	L	L	L	L	L	L				L				2-400C-36
	Tourist Homes	**L**	**L**	**L**	**L**	**L**	**L**	**L**	**L**				**L**				**2-400C-78**

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JANUARY 18, 2023
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, Skluzacek, Smith, Repholz and Teetsov were present. Mr. Gronow 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.

2022-249 – UDO TEXT AMENDMENT – TOURIST HOMES

Text Amendment to the Unified Development Ordinance to allow Tourist homes (short term rentals) as a Limited Use in various zoning districts subject to criteria.

Staff presented the proposed text amendment language. They made changes to the language based on some feedback from the last meeting. The spacing between short term rentals was reduced from the original proposed 500 feet to 250 feet, which is about 4 lots away. The number of guests was also changed to six adults and all related kids. Staff stated that the City received a complaint about a house on College Street being used as a short term rental. The text amendments were to put something official in the UDO, as they are currently unregulated and considered single-family uses.

Mr. Greenman opened the public hearing.

Don and Karen Barkley at 225 College Street stated they lived there since 2008. Mr. Barkley said he would like some checks and balances with these uses. He lives on a corner lot and he wanted a fence higher than what was allowed, so he needed to jump through hoops to get the variation approved and these owners can just rent out their house. He stated he has concerns with conflicts of interest by commission members and why staff changed the buffer requirement from 500 feet to 250 feet because that only benefits the people operating these uses. Ms. Barkley said she is concerned with who is in the house.

Tim and Gail Stegenga at 220 College Street said they called McHenry County and found that short term rentals require a Conditional Use Permit and it takes three to four months to approve. He said they have conditions and if the neighbors are not okay with it then they deny the use. The short term rental on College is not occupied so they should pay hotel taxes. People are coming and going all the time. They have witnessed people taking the trash out and it has liquor bottles in it. They would like the use prohibited.

Lee Montgomery at 240 College Street said that several people bid on the house, but they were outbid by this company. This is a neighborhood and it should not have a business in it.

There being no one else to speak, Mr. Greenman closed the public hearing.

Mr. Atkinson would not want this use next to him. He stated transient people could increase crime and does not like that it is not occupied by a full time owner. He could support some language if it was occupied 100% by an owner.

Mr. Skluzacek said he would not want a short tern rental next door unless the owner was present in case there were issues.

Mr. Greenman clarified that right now there are no standards so this is an attempt to put something on the books.

Mr. Smith said he lives in town. He would want a definition of a short term rental added to the code. He appreciates the neighbors attending the meeting, but it is no one's business to know who is coming and going from another person's residence. He wants to be sure to protect private property owner rights, the surrounding neighbors and the City as a whole. He stated he found an ordinance from Hilton Head South Caroline that he sent to staff right before this meeting. He said it is long, but there are a lot of good items in the text. He noted with the size of his family to get everyone together he would not be able to rent in Crystal Lake with the proposed six adult restriction. They would not be able to stay in the same house. He does not like the 250 foot separation restriction as that is unfair that some owners would be able to establish a short term rentals and others would not if their neighbor did it first.

Ms. Repholz said this clearly sounds like a business and does not belong in residential areas.

Ms. Teetsov said she also believes this sounds like a business. She noted that private property owner's rights do not supersede the community's rights. There can be crime everywhere so a short term rental cannot be blamed for increased crime. She thought that hotels would be a better option for larger groups.

Mr. Greenman agreed with the other members. If they do pursue some language, he would want something incredibly restrictive. This is not the right time for the ordinance. He does appreciate the neighbors attending and said he wishes more people would stay informed about issues and attend the meetings.

The commission summarized their voting options. Ms. Teetsov said she could support a prohibition like other surrounding communities.

Ms. Teetsov made a motion to deny 2022-249 the UDO Text Amendment for Short Term Rentals and suggested they prohibit the uses. Mr. Atkinson seconded the motion. On roll call Members Atkinson, Repholz, Skluzacek, Teetsov, and Greenman voted aye. Mr. Smith voted no. Motion to deny passed 5-1.

REPORT FROM PLANNING

Staff noted the items that were recently approved by the City Council and the upcoming items on the next PZC meeting.

COMMENTS FROM THE COMMISSION

None.

ADJOURNMENT

Mr. Atkinson made a motion to adjourn the meeting. Ms. Teetsov seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 9:30 p.m.

January 25, 2023

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

ATTN: Haig Haleblain - Mayor
Kathryn Cowlin- Community Development
Eric Helm - City Manager

Regarding: 222 College Street, Crystal Lake, IL 60014

It has come to our attention that our home at 222 College Street, Crystal Lake, IL 60014 and its short term rental status is up for review with the City Council. As we were just in Crystal Lake last week and we are unable to be present for the Council meeting in February we would like to address some concerns regarding our home.

A little bit about us. We are full time residents of Phoenix, Arizona. We own a business and have offices in Phoenix and Milwaukee. We travel through Chicago and/or Milwaukee up to 6+ times a year and have been doing so for the past 5+ years and will continue to do so for the foreseeable future.

In June of 2022 we stopped in Crystal Lake for a short visit with friends, we instantly felt at home. With Crystal Lakes' beautiful town/community and proximity to our Milwaukee office it just felt like the right choice for us to invest in our future and purchase our 2nd home.

With this purchase we have begun to make plans for our future. This home has offered us peace and an escape from the city. We are also able to rest at home while working out of Milwaukee, avoiding extended uncomfortable hotel stays and costs. Our goal is to be able to spend longer amounts of time in Crystal Lake as the years progress. We have 2 dogs that aren’t able to travel just yet.

Our goal with our 2nd home purchase has never been to turn a fast profit or use this as a money maker. This is genuinely our home and we look forward to spending time in Crystal Lake every 4-6 weeks for 5-10 days at each visit. We are proud to be home owners in Crystal Lake and intend to maintain its integrity. We have complete respect for the neighbors and community, which is why we work diligently to ensure the home is well maintained and cared for. When the weather permits we have local weekly landscaping services via Dream Gardens Landscaping and a professional snow removal service to ensure the home does not become an eyesore and look unkempt.

Regarding the Short-term rental aspect, we have very straightforward rules in place for each guest. We market our home as a family home and we have strict approval settings for the guests we do accept. Our goal is to offer a safe and peaceful alternative to hotels for families, while alleviating some of the household expenses.

We have introduced ourselves to our neighbors to either side of our home and have even given out our direct contact numbers in the event of any disturbances and we have not once been contacted. As far as we are aware there have been no neighborhood disturbances, noise or otherwise. I will say however a guest had been harassed with pounding and cursing at the front door and windows. The guest chose not to call police since they were past residents of Crystal Lake and mentioned how out of character it was for the Crystal Lake community.

We would like to raise the question of if we are being reviewed as an isolated case or will any decisions involve or affect the other nearby Crystal Lake Short Term Rentals?

Please consider the effort we put into maintaining the integrity of the neighborhood. If it is made necessary to be a long term rental, we would have less control (or incentive) over the meticulous maintenance of the property therefore taking business from the local maintenance crews and housekeeping services.

We understand the cause for concern from the neighborhood and we do hope this clarifies our property and our intentions to maintain the dignity of the community.

Thank you,
Ludwing and Lisa Arias

Mailing Address:

Ludwing Arias

Lisa Arias

For informational purposes we have listed a summary of guests from the past 6 months in addition to the upcoming year. A majority listed are past residents of Crystal Lake returning home to visit their parents/siblings/family.

July 25, 2022 - Aug 2, 2022
8 nights - Family of 3 - Family member had a medical procedure and needed to be near Northwestern for follow up testing and care.

August 2 - 24, 2022
22 nights - 2 Adults - Current resident of Crystal Lake. Wanted to be close to home and able to shop the same stores during a remodeling project.

Sept 3, 2022 - Oct 1, 2022
28 nights - 1 Adult guest - Extended visit with my family in Lake in the Hills.
Oct 28 - 30, 2022
2 nights - 2 Adult guests - Visiting Crystal Lake and surrounding area for potential relocation.

Oct 6 - 11, 2022
5 nights - 2 Adult guests - Visiting family in Crystal Lake. Past resident of Crystal Lake for 33 years.

Nov 22 - 26, 2022
4 nights - 2 Adults, 1 child - Visiting with family who reside in Crystal Lake..

Dec 18 - 24, 2022
6 nights - 2 Adults,1 child - Past resident, adult who grew up in Crystal Lake. Home visiting parents/siblings for the holidays.

Dec 25, 2022 - Jan 2, 2023
8 nights - 2 Adults, 2 children - Past resident, adult who grew up in Crystal Lake. Home visiting parents/siblings for the holidays.

Jan 5, 2023 to Feb 5, 2023
31 nights - 1 Adult - Relocated to Crystal Lake for a new job, from overseas.

Upcoming 2023

April 29, 2023 - May 14, 2023
15 nights - 2 Adults - Visiting family who reside in Crystal Lake.

June 23, 2023 - July 28, 2023
35 nights - 1 Adult - Raised family in Woodstock, moved out of state to retire. Visiting adult children/grandchildren who reside in Crystal Lake.

Sept 1 - 5, 2023
4 nights - 2 Adults 1 Child - Past resident, adult who grew up in Crystal Lake. Home visiting parents who reside in Crystal Lake.

RECEIVED

SEP 0 2 2022

City Manager
City of Crystal Lake

Mr. Eric Helm
Deputy City Manager
City of Crystal Lake
Crystal Lake IL 60014

September 2, 2022

Per your suggestion we have outlined some but not all of our concerns surrounding the recent purchase and subsequent operation of a commercial business in our neighborhood. Most of the residents of this neighborhood have been here for 20 – 30 – 40 + years. This is a very close-knit neighborhood. Everyone knows each neighbor and we look out for one another.

Having a facility that offers nightly lodging means that none of us individually or collectively can know who is coming or going. We searched the Unified Development Ordinance Section 2-200 Article 2 Section 2-100, for any designation addressing an Airbnb but none seems to be noted. We can only surmise this property operates under the same designation as a B&B or Lodging facility (the latter being a commercial designation). In that regard: "The owner and/or operator of the B&B must reside in the B&B dwelling". In this case the owner may be in Phoenix, AZ or Milwaukee WI. We really don't know. On the flip side, if it is considered a "Hotel" (even short term), then the R2 designation clearly does not allow this use and should be subject to restrictions set forth in this ordinance to preserve the residential nature or these districts.

Being that there are no permits required or licensing issued it seems like there is no oversight for such commercial entities.

In times like these Community is one of the most important safeguards we have. Allowing this Commercial property to function within a Totally Residential (R2) neighborhood has created many questions from concerned citizens from this neighborhood.

Concerns are:

Every night there could be a different person there. There is no way the company offering overnight lodging can know who is there. What background checks and security measures are taken to avoid potentially dangerous customers? At least at a hotel you have to show some ID when you check in. This is all done through the internet. The safety and security this neighborhood have known is now unknown. With the increase in drug traffic and crime this adds one more unknown.

There are several people who travel for business in this neighborhood. Their spouses are very uncomfortable with not knowing who lives next door, let alone who these people are.

Property values would be negatively affected if there were an incident at this commercial property.

College Street is a main artery to Husmann Elementary Grade School. Every day during the school year there are many young children (kindergarten to 5th grade) that walk to school down this street. They are not always accompanied by an adult. Not knowing who could be seeking lodging at this property could present another issue. In Crystal Lake persons convicted of a sex crime have to be registered with the city. In this case no one would ever know who is there.

With the influx of drug traffic and the Fentanyl crisis, and being so close to Central High School, this could be a perfect opportunity for increased drug traffic. We have experienced this before in our neighborhood. We dealt with it and the Crystal Lake Police Department investigated it, dealt with it and it was eliminated.

An acceptable resolution to the situation would be to require the standards defined in our ordinance be adhered to, to either rent the property for not less than 3 months or more, live at the property, or sell it to someone who is going to live there.

This is presented on behalf of the following residents of this neighborhood.

Tim & Gail Stegenga
220 College Street [redacted]

Vern & Bonnie Schultz
224 College Street _____

Jamie Fireng
210 College Street _____

Don & Karen Barkley
225 College Street _____

Jim & Karen Doyle
175 Rosedale Ave _____

Lee & Lisa Montgomery
240 College Street _____

Tony & Ann May
232 College Street _____

Ken & Kristen Moore
246 College Street _____

Ralph Statter
200 College Street _____

Ivan and Leann Ewert
233 College Street _____

Ally White
164 Lill Ave. _____

Jim Jouron, Vice-Chair
Planning & Zoning Commission
City of Crystal Lake
Crystal Lake IL 60014

January 11, 2023

To whom it may concern:

This is the letter that was sent to Eric Helms in August of 2022. It outlines the concerns of some of the neighbors located on College Street and surrounding Streets. I attended the meeting in December and did not know that you had not received this letter. So I'm sending it to each of the Commissioners for there review. The letter is copied below.

Mr. Eric Helm
Deputy City Manager
City of Crystal Lake
Crystal Lake IL 60014

August 26, 2022

Per your suggestion we have outlined some but not all of our concerns surrounding the recent purchase and subsequent operation of a commercial business in our neighborhood. Most of the residents of this neighborhood have been here for 20 – 30 – 40 + years. This is a very close-knit neighborhood. Everyone knows each neighbor and we look out for one another.

Having a facility that offers nightly lodging means that none of us individually or collectively can know who is coming or going. We searched the Unified Development Ordinance Section 2-200 Article 2 Section 2-100, for any designation addressing an Airbnb but none seems to be noted. We can only surmise this property operates under the same designation as a B&B or Lodging facility (the latter being a commercial designation). In that regard: "The owner and/or operator of the B&B must reside in the B&B dwelling". In this case the owner may be in Phoenix, AZ or Milwaukee WI. We really don't know. On the flip side, if it is considered a "Hotel" (even short term), then the R2 designation clearly does not allow this use and should be subject to restrictions set forth in this ordinance to preserve the residential nature or these districts.

Being that there are no permits required or licensing issued it seems like there is no over site for such commercial entities.

In times like these Community is one of the most important safe guards we have. Allowing this Commercial property to function within a Totally Residential (R2) neighborhood has created many questions from concerned citizens from this neighborhood.

Concerns are:

Every night there could be a different person there. There is no way the company offering overnight lodging can know who is there. What back ground checks and security measures are taken to avoid potentially dangerous customers? At least at a hotel you have to show some ID when you check in. This is all done through the internet. The safety and security this neighborhood has know is now unknown. ***With the increase in drug traffic and crime this adds one more unknown.***

There are several people who travel for business in this neighborhood. Their spouses are very uncomfortable with not knowing who lives next door, let alone who these people are.

Property values would be negatively effected if there were an incident at this commercial property.

College Street is a main artery to Husmann Elementary Grade School. Everyday during the school year there are many young children (kindergarten to 5th grade) that walk to school down this street. They are not always accompanied by an adult. Not knowing who could be seeking lodging at this property could present another issue. In Crystal Lake persons convicted of a sex crime have to be registered with the city. In this case no one would ever know who is there.

With the influx of drug traffic and the Fentanyl crisis, and being so close to Central High School, this could be a perfect opportunity for increased drug traffic. We have experienced this before in our neighborhood. We dealt with it and the Crystal Lake Police Department investigated it, dealt with it and it was eliminated.

An acceptable resolution to the situation would be to require the standards defined in our ordinance be adhered to, to either rent the property for not less than 3 months or more, live at the property, or sell it to someone who is going to live there.

This is presented on behalf of the following residents of this neighborhood.

Tim & Gail Stegenga
220 College Street _____

Vern & Bonnie Schultz
224 College Street _____

Jamie Fireng
210 College Street _____

Don & Karen Barkley
225 College Street _____

Jim & Karen Doyle
175 Rosedale Ave _____

Lee & Lisa Montgomery
240 College Street _____

Tony & Ann May
232 College Street _____

Ken & Kristen Moore
246 College Street _____

Ralph Statter
200 College Street _____

Ivan Ewert
233 College Street _____

Ally White
164 Lill Ave. _____

Nancy Zegarski
199 College Street _____

Keep Neighborhoods First!

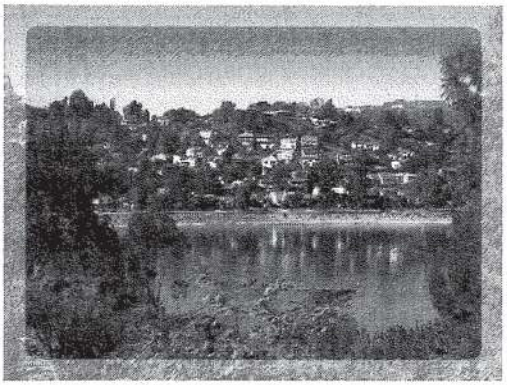
Home / Learn More

THE PROBLEM WITH COMMERCIALIZED SHORT TERM RENTALS

Though some hosts occupy their rentals and truly participate in the spirit of "home sharing," a disproportionate number of rentals belong to commercial users who do not occupy their multiple property listings. Lack of enforcement allows these commercial ventures to wear down the economic and social fabric of residential neighborhoods in a variety of ways. Here are the realities that the optimistic propaganda of the "sharing economy" leaves out:



1) **Commercialized short-term rentals artificially inflate rental costs.** Commercial short-term rental operators have figured out how to profit from evading city laws and converting long-term living spaces (including those under rent control) into short-term rentals. That means fewer homes on the market for long-term renters, and landlords that can expect a higher rent from tenants planning to operate a short-term rental. More on that here.



2) **Commercialized short-term rentals make it impossible for most families to live in their current neighborhoods**. As long-term residents get priced out of your neighborhood, who remains? Only those who already own a home (and don't rent it out short term). Goodbye new families. Goodbye young couples struggling to pay the rent. Goodbye students, artists, and anyone who can't afford to compete with vacationers' budgets. **Goodbye neighborhood diversity, goodbye**

affordable/workforce/rent-control housing.



3) **Illegal short-term rentals attract disruptive visitors.** The influx of out-of-town visitors upsets the peaceful enjoyment of long-standing residential neighborhoods. Short-term renters have no stake in the community, and therefore no reason to care how the neighborhood around them suffers from their vacation activities. Zoning code laws keep hotels out of residential neighborhoods, and exist to accommodate the inevitable disruptions of tourism. Illegal short-term rentals ignore zoning restrictions and make virtually any residence into a hotel/party house. One creative traveler made his Airbnb rental the site of an orgy.

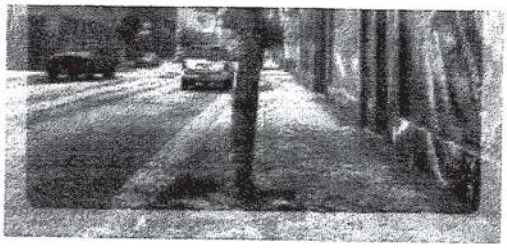
Are you wondering just how many illegal short-term rentals (Airbnb, VRBO, Globe Properties, Flipkey, HomeAway, OneFineStay, etc.) are in your neighborhood? If you live in Venice Beach, CA, an area of 3.17 square miles, you share your residential neighborhood with approximately 1,000 to 1,500 listings, all of which are illegal in residential neighborhoods. Many of these are **NOT** shared homes; they are stockpiled apartments, houses, duplexes and condos that have been snatched away from the long term rental market.



4) **Commercialized short-term rentals are frequently operated without paying taxes that benefit the surrounding communities.** Illegal short-term rentals are unfair to the hotel industry and hotel workers: commercialized short-term rentals rarely follow fire and safety codes, provide worker benefits or pay transient occupancy taxes.



5) **Commercialized short-term rentals break city laws with impunity.** Airbnb did not become a multi-billion dollar company by facilitating true home sharing. This false impression is part of a carefully calculated misinformation campaign. In reality,



short-term rental platforms make enormous profits from turning a blind eye to illegal, commercialized short-term rentals. Airbnb puts the responsibility to figure out the complicated maze of zoning codes and other municipal requirements squarely on the backs of the inexperienced and uninformed residents using its services. Airbnb is now 10th in total lobbyist spending for the lodging/tourism industry, and they fund organizations dedicated to limiting regulation of these destructive practices.

Does all of this frustrate you? Sign the petition to stop short-term rental abuse.

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Amendment of Joint Funding Agreement between the United States Department of the Interior, United States Geological Survey (USGS) and the City of Crystal Lake for a Water Resource Investigation of Crystal Lake

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute the Amendment of Joint Funding Agreement between the United States Department of the Interior, United States Geological Survey and the City of Crystal Lake for a Water Resource Investigation of Crystal Lake extending the completion date from February 28, 2023 to September 30, 2023.

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

---

Background

In 2017, after large, successive heavy rainfall events, the City started the Stormwater Solutions Initiative to identify projects to reduce flooding and obtain consensus from residents and stakeholders. Over 20 stakeholder meetings were held to obtain their comments and suggestions. One reoccurring question raised throughout these meetings was if the outfall to the lake could be altered or seasonally controlled to reduce flooding. To answer this question a detailed study of the relationship of groundwater and surface water flows is needed. Previous studies have only discussed this relationship qualitatively.

Crystal Lake is fed by groundwater and surface water. Unlike most lakes, there is no year round flowing stream into the lake. Water leaves the lake through groundwater flow and by overtopping a weir and culvert structure on Lake Avenue near Main Beach. According to an Illinois State Water Survey report published in 1957, the original dam across the lake was constructed in 1915 by the Knickerbocker Ice Company. The current weir and culvert under Lake Avenue was built in 1921. It does not appear that there have been any significant modifications to the weir and culvert since that time (over 100 years ago.) The elevation and configuration of the weir structure and culvert under Lake Avenue control how much surface water can leave the lake under non-flood conditions.

During the 2017 flooding event, the water in the lake was so high it overtopped the banks of the lake, west of the weir, and crossed over Lake Avenue causing flooding and damage to nearby homes in the Country Club area. This was the first time, that City staff is aware of, when the lake overtopped and crossed Lake Avenue. In May of 2020, the lake overtopped again, and water was observed up to the north edge of Lake Avenue (lake side of road) but did not cross it.

U.S Geological Survey Study

In order to quantitatively assess whether changes in the weir and culvert would have measurable benefits in reducing flooding, the relationship of groundwater flows and surface flows must be understood. Studying groundwater flows is complex and requires special expertise. Any proposed modifications to the weir and culvert must be based on robust and defensible research, science, and investigation. In July of 2020, the City entered into an agreement with the United States Department of the Interior, United States Geological Survey (USGS) to conduct a study of Crystal Lake. Because of the unique characteristics of the lake, the USGS is partially funding the research. The study was anticipated to be completed within 3 years. However, due to the complexities of this work, the USGS is requesting a zero dollar amendment to extend the completion date from February 28, 2023 to September 30, 2023 (see attached amendment).

Upon completion of this study, a decision can be made whether modifying the weir structure and culvert (seasonally or permanently) will reduce flooding. Any proposal to alter or modify the weir will involve numerous stakeholders and include a public involvement process.

Votes Required to Pass:

A simple majority vote.

RESOLUTION

WHEREAS, the City has identified the need to quantify the relationship of groundwater and surface water flows into and out of Crystal Lake as part of its ongoing efforts to reduce flooding; and

WHEREAS, the City entered into an agreement with the United States Department of the Interior, United States Geological Survey (USGS) for a Water Resource Investigation of Crystal Lake on July 1, 2020; and

WHEREAS, the City and the USGS mutually agree to a zero dollar amendment to the agreement to extend the period of performance end date from February 28, 2023 to September 30, 2023 to provide the USGS with adequate time to complete their work.

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 City Manager is authorized to execute the Amendment of Joint Funding Agreement with the United States Department of the Interior, United States Geological Survey for a Water Resource Investigation associated with the Assessment of Groundwater and Surface Water Interaction and Lake Management Resiliency

Draft

for Crystal Lake extending the period of performance end date from February 28, 2023 to September 30, 2023.

DATED this 7th day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 7, 2023
APPROVED: February 7, 2023

Draft

UNITED STATES DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY
AMENDMENT OF JOINT FUNDING AGREEMENT
FOR WATER RESOURCES INVESTIGATIONS

Agreement #: 20NEJFA021
Customer #: 6000005200
TIN: 36-6005840
Project: NE00E6N
Fixed Cost Agreement: Yes

This amendment is for the agreement dated July 1, 2020.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation, **the assessment of groundwater and surface water interaction and lake management resiliency of Crystal Lake in McHenry County, IL**, herein called the program. This amendment extends the period of performance end date to September 30, 2023.

2. Paragraph 2a of the agreement is hereby ___ increased/ __ decreased by **$0** to read as follows:

   (a) $**47,500** by the party of the first part during the period **July 1, 2020,** to **September 30, 2023.**

   Paragraph 2b of the agreement is hereby __ increased/ __ decreased by **$0** to read as follows:

   (b) **$111,100** by the party of the second part during the period **July 1, 2020,** to **September 30, 2023**.

Billing for this agreement will be rendered **quarterly**. Payments of bills are due within 60 days after billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30-day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983.) All parties agree that electronic signatures are an acceptable form of approval.

Draft

UNITED STATES DEPARTMENT OF THE INTERIOR U.S. GEOLOGICAL SURVEY	**CITY OF CRYSTAL LAKE**
_____ (Signature)	_____ (Signature)
Acting for: Amy Beussink (Name)	_____ (Name)
Director, Central Midwest WSC (Title)	_____ (Title)
01/18/2023 (Date)	_____ (Date)

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Class 16 Temporary Liquor License Request – St. Thomas the Apostle Catholic Church Parish Social Event, Friday, February 10, 2023

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to St. Thomas the Apostle Catholic Church

Staff Contact: Nick Hammonds, Assistant City Manager

Background:
The City has received a request from the St. Thomas the Apostle Catholic Church for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Parish Social Event being held at the St. Thomas the Apostle Catholic Church Community Center, located at 451 W. Terra Cotta Avenue, on Friday, February 10, 2023 from 6:00 p.m. to 9:00 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 City Council has approved temporary liquor licenses in the past for St. Thomas the Apostle Catholic Church.

Votes Required to Pass:
Simple majority

ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

January 18, 2023

Mayor Haig Haleblian
City Council Members
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Dear Mayor Haleblian and City Council Members,

With this letter we are requesting your permission to serve wine at our Parish Social Event; *Chocolate, Wine and Jazz.* This event is being hosted by the St. Thomas Parish, and will be held in our Oak Street Church Community Center at 451 W. Terra Cotta Avenue, Crystal Lake, on Friday, February 10, 2023. Doors will open at 6:00 pm and the bar (wine) will be opened until 9:00 pm. We are selling tickets and anticipate 50-75 to attend.

Thank you for your kind consideration to our request. Should you require further information, please do not hesitate to contact us.

Sincerely in Christ,

Robert W. Jones

Rev. Robert W Jones, Pastor
St. Thomas the Apostle Church

272 King St, Crystal Lake, IL 60014 *(Parish Office)*
451 W. Terra Cotta Ave, Crystal Lake, IL 60014 *(Oak Street Church)*
453 Pierson St, Crystal Lake, IL 60014 *(Pierson Street Church)*

Phone 815-455-5400
Fax 815-455-2733
www.stthomascl.church

CITY OF CRYSTAL LAKE

Class "16"
Temporary Liquor License

General Information:

- A Class "16" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class "16" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

City of Crystal Lake
Application for Temporary Liquor License

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. THOMAS THE APOSTLE CATHOLIC CHURCH
(Must be not-for-profit organization)
MAILING Address 272 KING ST CRYSTAL LAKE, IL 60014 Phone Number 815-455-5400

2. Location where beer and wine will be sold: - OAK ST. CHURCH 451. W. TERRA COTTA AVE, CRYSTAL LAKE, IL

3. Dates of the event **(not to exceed three (3) days)**: FRIDAY, FEBRUARY 10 2023

4. Hours of operation: 6:00 P.M. TO 9:00 P.M.

5. Describe the type of crowd and traffic control licensee will utilize. EVENT WILL BE HELD INSIDE IN COMMUNITY ROOM

6. Describe plan for refuse pickup. CONTAINERS ON SITE IN PARKING LOT

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.
NINO RUFFOLO 9307 N. MUIRFIELD DR. VILLAGE OF LAKEWOOD, IL 60014
STEVE HOUSTON 115 CRYSTAL RIDGE DR. CRYSTAL LAKE, IL 60014

8. **Please attach the following to your application:**
- [X] **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
- [X] **Proof of liquor liability insurance**
- [X] **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.**
- [X] **Site plan of area where beer and wine will be sold.**
- [X] **Letter to the Mayor and City Council requesting approval of the issuance of a Class "16" Temporary Liquor License to applicant.**

Robert W. Jones 1-23-2023
Signature of President Date

Donna Potter 1-23-2023
Signature of Secretary Date

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

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.

Robert W. Jones
Signature of President

Dorina Kolkus
Signature of Secretary

Subscribed and sworn to before me this 23rd day of January, 2022.

OFFICIAL SEAL
THOMAS J SCILUFFO
Notary Public, State of Illinois
My Commission Expires 10/25/2026

Thomas J Sciluffo
Notary Public

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/23/2023

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 have ADDITIONAL INSURED provisions or 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 Arthur J. Gallagher Risk Management Services, LLC 2850 Golf Rd Rolling Meadows IL 60008	CONTACT NAME: Gallagher Bassett Services, Inc. PHONE (A/C, No, Ext): 414-203-4053 FAX (A/C, No): 414-258-1250 E-MAIL ADDRESS:
INSURED DIOCOFR-01 Diocese of Rockford Finance & Administration Office P.O. Box 7044 Rockford IL 61125	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : National Catholic RRG , Inc — 10083 INSURER B : Safety National Casualty Corporation — 15105 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 581350765 **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			RRG 10268-25	7/1/2022	7/1/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ Included
	X Liquor Liability						MED EXP (Any one person)	$ Included
							PERSONAL & ADV INJURY	$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ N/A
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER:							$
A	AUTOMOBILE LIABILITY			RRG 10268-25	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 5,000,000
A	ANY AUTO			XS1026625	7/1/2022	7/1/2023	BODILY INJURY (Per person)	$
	X OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB [X] OCCUR			RRG 10268-25	7/1/2022	7/1/2023	EACH OCCURRENCE	$ 4,000,000
	X EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 4,000,000
	DED [X] RETENTION $ 1,000,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			SP 4066812	7/1/2022	7/1/2023	X PER STATUTE [ ] OTH-ER	Statutory
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A						E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
General Liability and Auto Liability limits inclusive of $250,000 Self-Insured Retention.
If Additional Insured status noted herein, coverage afforded by Form #TNC-G118 (ed. 01/01/12).
FOR: Saint Thomas The Apostle 451 W Terra Cotta Ave, St Crystal Lake, IL (DIOCESE OF ROCKFORD)
REASON: Parish Dance to be held at above address on 02/10/23 600-900pm
-Alcohol will be served via wrist bands to those ages 21 & older.

CERTIFICATE HOLDER

City of Crystal Lake
100 W Woodstock St
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
Cynthia L. La Montaine

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

January 21, 2023

Mayor Haig Haleblian
City Council Members
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014

Dear Mayor Haig Haleblian and City Council Members,

With this letter we are requesting your permission to serve beer and wine at our Parish Social Event: Chocolate, Wine and Jazz. This event will be held at our St. Thomas Oak Street Church Community Center at 451 W. Terra Cotta Avenue, Crystal Lake, on Friday, February 10, 2023 from 6:00 pm to 9:00 pm. We are selling tickets and anticipate 50-75 people to attend.

Enclosed is our Class "16" Temporary Liquor License and attachments, as we will be selling wine and beer. Wrist bands will be issued.

Thank you for your kind attention to this request. It is our understanding that we will have a representative at the February 7, 2023 City Council Meeting at 7:00 pm. Please send verification that we will be on the agenda at this meeting to Donna Kothera, Parish Secretary, at 815-455-5400, ext. 400;
dkothera@saintthomascatholicchurch.org; Thank you.

We are planning this activity to be a fun activity which will help strengthen our community. Thank you for your consideration of this request, and please contact us if you have any questions.

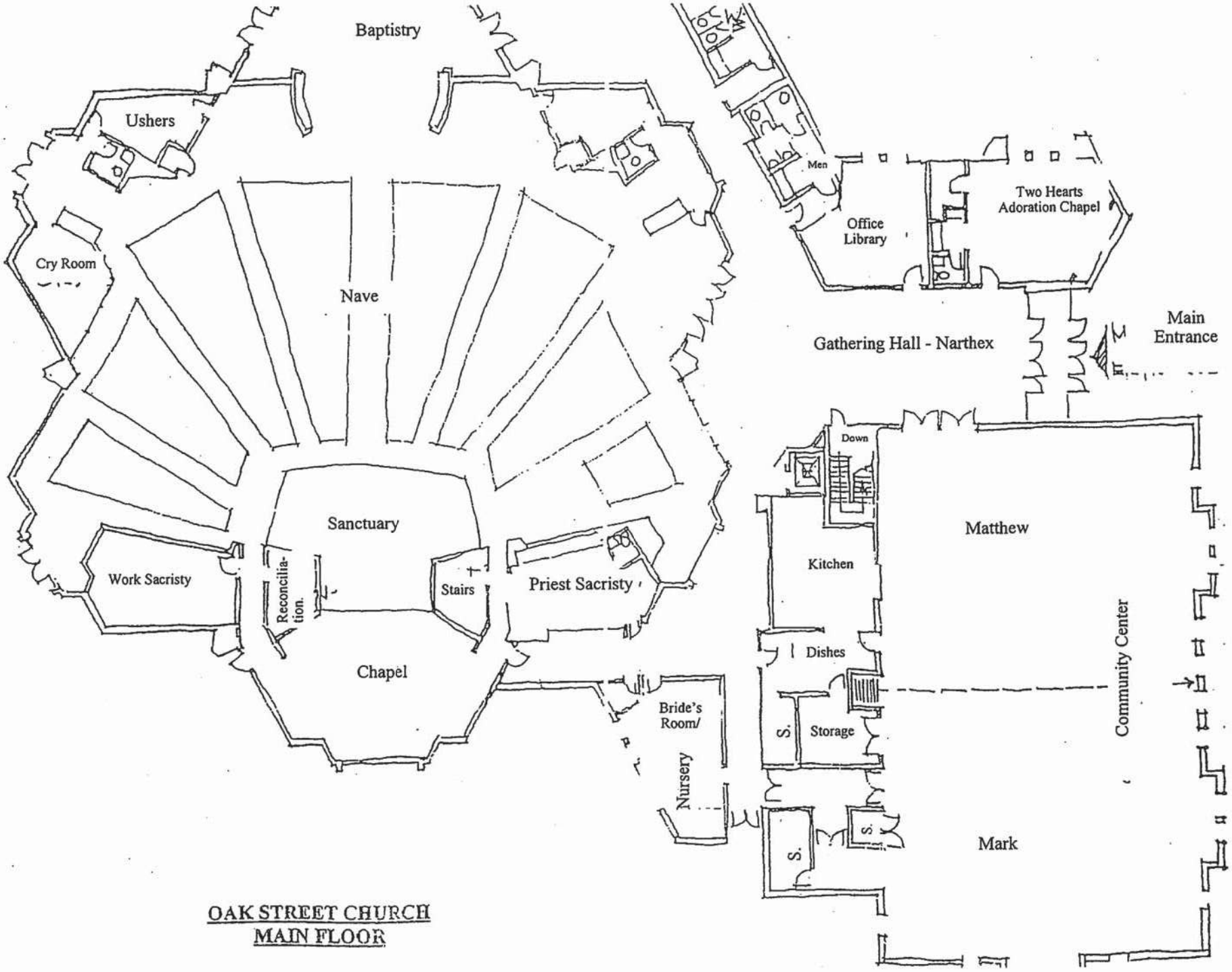
Sincerely in Christ,

Robert W. Jones

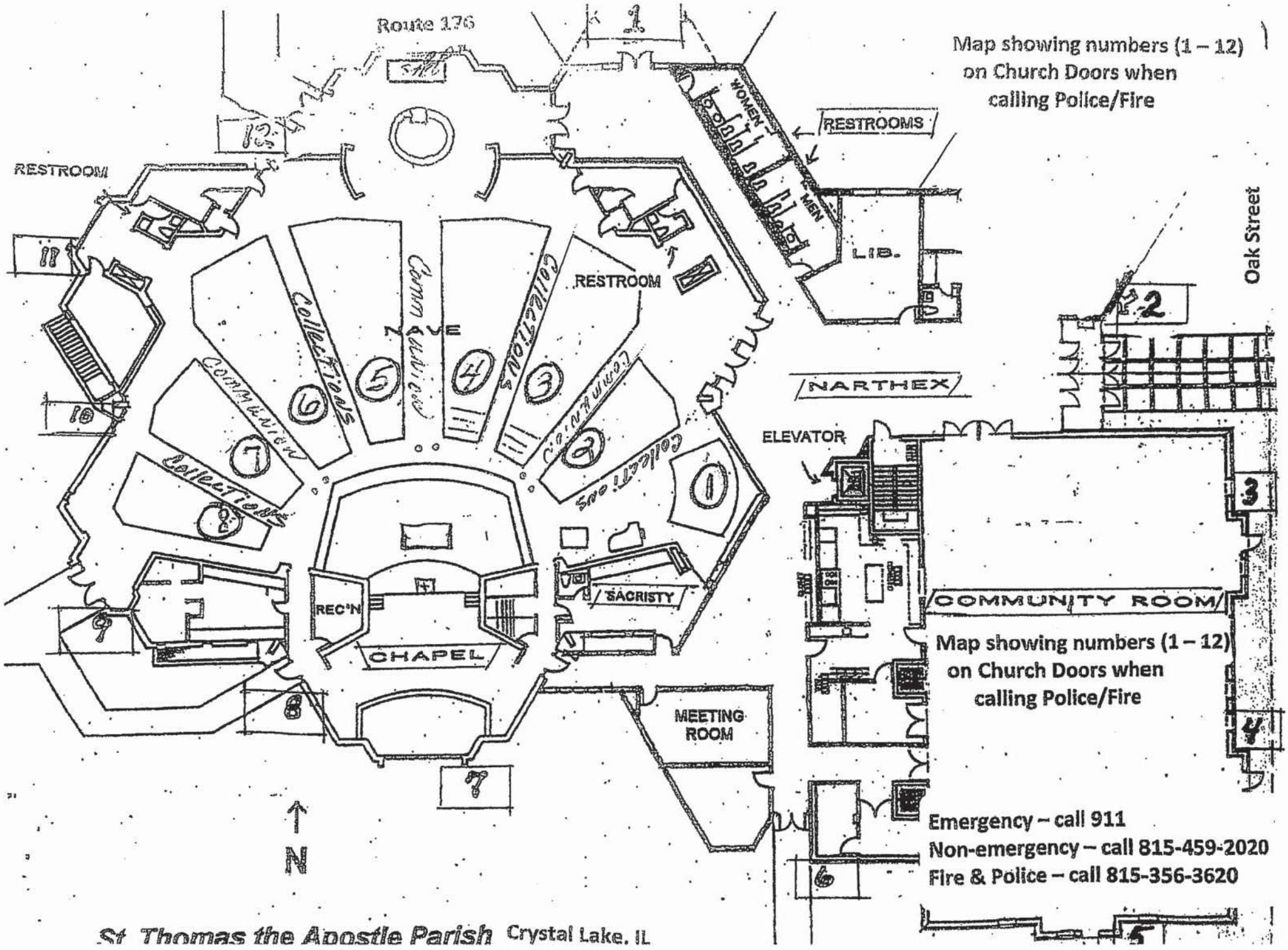
Rev. Robert W Jones, Pastor
St. Thomas the Apostle Church

272 King St, Crystal Lake, IL 60014 *(Parish Office)*
451 W. Terra Cotta Ave, Crystal Lake, IL 60014 *(Oak Street Church)*
453 Pierson St, Crystal Lake, IL 60014 *(Pierson Street Church)*

Phone 815-455-5400
Fax 815-455-2733
www.stthomascl.church



OAK STREET CHURCH
MAIN FLOOR


Route 176
Map showing numbers (1 – 12)
on Church Doors when
calling Police/Fire
RESTROOMS
WOMEN
MEN
RESTROOM
LIB.
Oak Street
RESTROOM
Communion
Collections
NARTHEX
ELEVATOR
COMMUNITY ROOM
REC'N
SACRISTY
CHAPEL
MEETING
ROOM
N
Map showing numbers (1 – 12)
on Church Doors when
calling Police/Fire
Emergency – call 911
Non-emergency – call 815-459-2020
Fire & Police – call 815-356-3620
St Thomas the Apostle Parish Crystal Lake, IL

Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Girl Scout Special Event Request and Fee Waiver at the Three Oaks Recreation Area, Monday, June 19, 2023 through Thursday, June 22, 2023.

Council Discretion: Motion to approve the Chippewa Girl Scout Service Unit request to hold a day camp, including overnight camping, at Three Oaks Recreation Area from Monday, June 19, 2023 through Thursday, June 22, 2023, subject to the recommended conditions, including a fee waiver in the amount of $1,085.

Staff Contact: Nick Hammonds, Assistant City Manager

Background:
The City received a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, June 19, 2023, through Thursday, June 22, 2023. Between 2013 and 2022, the Girl Scouts held this same event and successfully complied with all City conditions. The event was approved in 2020, however, due to the Covid-19 pandemic the event was cancelled. **All event details remain unchanged from the 2013 through 2022 events, which were previously approved by the City Council.**

Costs Requested to be Waived:

Non-Refundable	Fee
Special Event Application Fee:	$75
Pavilion Rental Fee (resident rate / four days / three pavilions):	$940
Additional Site Security Staff (one night, two hours):	$70
Total Non-Refundable Fee:	**$1,085**

Required Costs to be Paid by Petitioner:

Refundable	Fee
Refundable Event Damage Deposit	$500
Refundable Pavilion Deposit (resident rate / four days / three pavilions):	$1,000
Total Refundable Fee:	**$1,500**
Non-Refundable	
Non-Resident Swim Beach Flat Fee (20 Adults and 120 Children)	$400
Total Non-Refundable Fee:	**$400**

Public/Visitor Impact:

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

Event Details

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



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



During the entire event, the Scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Overnight Camping

As part of the day camp, from Wednesday, June 21st through Thursday, June 22nd, the Girl Scouts would like to overnight camp in the Picnic Grove area. Approximately 15 - 20 tents will be set up in the Picnic Grove. All tents will be removed first thing in the morning. This is the same area that has been utilized by numerous other scout overnight camp groups. Per Chapter 238 of the City Code, overnight camping at Three Oaks Recreation Area may be allowed when approved by the Mayor and City Council.

238-1 **General Rules and Admission**

A. Three Oaks Recreation Area General Rules

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

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

Recommended Conditions:

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

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Submit severe weather plans and an evacuation plan for City approval.
4. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
5. All debris created by the event shall be cleaned up during and after the event.
6. In the case of inclement weather, an alternate date can be approved by the City Manager.
7. If costs are not waived for the event, the petitioner is responsible for the Three Oaks Recreation Area costs.
8. The Chippewa Girl Scout Service Unit must provide payment, proof of volunteers, insurance, severe weather and evacuation plan, and liability waivers by June 1, 2023 or the event may be cancelled.

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

Votes Required to Pass:

Simple majority vote of the City Council

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

January 18, 2023

To Whom It May Concern:

This letter is to serve as a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, June 19, 2023 through Thursday, June 22, 2023. The Girl Scouts of Northern Illinois will provide the City with an insurance certificate and sign any requested paperwork. Each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Between 2013 and 2021 (camp was not offered in 2018 and canceled in 2020 due to the pandemic), the Girl Scouts held this same event and successfully complied with all City conditions. For reference, when camp has been held in past years, the City Council approved overnight camping for this group. In addition, they waived the application fees, pavilion rental fees, additional security staff fees and beach/splash pad fees were a flat rate of $400. I am asking the Council to consider waiving those fees for 2023 as well as keep the flat fee for beach/splash park use. For a little clarification in a normal camp week, a camper goes in the water for two 45-minute sessions over the course of three days (M-W). Splash pad use is a cool off only if needed. Our adults usually do not swim with the girls, they act as additional eyes on the swimmers.

The Chippewa Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 girls (has been as high as 120 in past years) will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a "twilight camp" since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer the following events and activities at the park:

- Speakers/Presenters (Vary based on camp theme)
- Swimming (Lifeguard breaks may need to be adjusted as they have in the past.)
- Cooking
- Hiking
- Crafts

In addition to the above activities, the Girl Scouts will organize an archery event for at least 1 (Possibly two) hours each day. It is also my understanding that City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. As in past years we will continue to utilize the far end of the volleyball area as a "backdrop" and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park that are visited by the general public. The Girl Scouts will shoot into hay bales and at least two adult leaders, certified in archery, will supervise the activity.

<u>Overnight Camping</u>
As part of the day camp, from Wednesday, June 21 through Thursday, June 22, the Girl Scouts would like to overnight camp in the picnic grove area. Approximately 15- 20 tents will be set up in the picnic grove. This is the same area that has been utilized by numerous other scout overnight camp groups.

In addition, we are requesting exclusive use of the pavilion and picnic grove during this time. We will clean up the site and dispose of the trash from the activities. In past years when requesting the overnight use of the facility, City staff has recommended that a City Security staff member monitor the facility during the time when no other Three Oaks staff is present.

On the morning of June 22, we would like to offer the Girls Scouts and adults who stayed overnight the option to enjoy a special activity. In the past, they have paddle boarded, held art class, etc. At this time, we do not have a head count, but in other years have had typically 10-15 Girl Scouts between the ages of 12 and 18 attending the overnight along with 3-5 adults.

Thank you for your consideration. If you have any questions or concerns, I may be reached at [redacted] or [redacted]

April Fox
Chippewa Service Unit Twilight Camp Director

Three Oaks Recreation Area

City of Crystal Lake, IL

Pavilion Rental Permit Application

Pavilion(s) Requested

Check all that apply

Pavilion "A" Picnic Grove	Pavilion "B" Island Shelter	Pavilion "C" Volleyball Court	Pavilion "D" North Lake	Lake House Patio*
☒	☒	☒	☐	☐

Number of Guests Attending ≈ 200 *Reason for Rental* Night Girlscout camp

Event Details

*Available only after Labor Day through mid-October

***Day** (Circle)*
MO – TU – WE – TH – FR – SA - SU
overnight all day Thursday

***Month** (Circle)*
APR – MAY – JUN – JUL – AUG – SEP – OCT

Date 19-22

Times for Event

Set-up 2pm a.m. / p.m.

Guest Arrivals 3pm a.m. / p.m.

Departure 8pm a.m. / p.m.

Alcohol Use Requested: ☐ Yes ☒ No
If yes, applicant must review page 4 of this application.

Parking Tally Request: ☐ Yes ☐ No
Beach Tally Request: ☐ Yes ☐ No
Table Relocation Request*: ☐ Yes ☐ No

Applicant Information

*Table Relocation available only for Pavilion A

Name of Individual / Organizer April Fox

Name of Group / Organization Girl Scouts Chippawa Service Unite

Address: 51 Erick St (Street) Crystal Lake (City) 60014 (Zip)

Telephones *Work* ( ) ___-___ / *Home* ( ) ___-___ / *Mobile* [redacted]

E-Mail Address [redacted]

Applicant Type *(Check which applies)*

☐ Crystal Lake "City Limits" Resident ☐ Non-Resident

☒ Crystal Lake "City Limits" Non-Profit Organization ☐ Non-Crystal Lake Non-Profit Organization

Office Use Only

Confirmation email sent: _____ Staff initial: _____

Indemnity/Hold Harmless
for use of
Three Oaks Recreation Area Pavilion(s)

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents, and employees, arising in whole or part or in consequence of the use of a pavilion at the Three Oaks Recreation Area by the undersigned, its employees, agents, subcontractors or and 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The user of the pavilion shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Applicant shall use pavilion in compliance with, and agrees to, all the terms and conditions stated within this application:

- By signing this signatory agrees that he/she has received, read and understood the attached rental terms and conditions.

Print Complete Name April Fox

Signature _____

Date 1-10-23

Office Use

☒ Hold Harmless signed and completed (for all users)

☒ Organization / Corporation proof of insurance / naming City as additional insured attached
(□ not applicable)

□ Deposit Paid

□ Rental Fee Amount Paid

Name/Signature _____

Date: _____

Indemnity/Hold Harmless For Use of City Owned Property

In consideration of the undersigned ("User") requesting to use the following City property 5517 Northwest Highway, Three Oaks Recreation Area, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the use of the following City property 5517 Northwest Highway, Three Oaks Recreation Area.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents and employees, arising in whole or in part or in consequence of the use of City property by the undersigned, its employees, agents, subcontractors or any 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The User shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

(January 10, 2023) AS

Agreed this 1 day of 10, 2023

April Fox
(Name of User's representative)

(Signature of User)

GSNI Chippewa Service Unit
(Organization of User)

City Facility or Area to be used, including address:

5517 Northwest Highway, Three Oaks Recreation Area.

Description of Use (Type of Use and Dates of Use):

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Twilight camp

EVENT LOCATION Three Oaks

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests*

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

☐ Carnival*	☐ General use of City-owned property
☐ Circus*	☐ Parade*
☐ Festival*	☐ Special Event at Three Oaks Recreation Area*
☐ Filming*	☐ Run/Walk Event
☒ Other	

*Requires separate application in addition to Special Events Application

2. General Description/Purpose of the event:
Girl scout camp from 3-7pm with girls learning about animals, taking small hikes, swimming, and for old girls 1 over night tent camping from wednesday to thursday + archery

3. Will the event require the use of City-owned property? ☒ Yes ☐ No

4. Is a Site Map/Route Map attached? ☐ Yes ☐ No

5. Is the event an annual/recurring event? ☒ Yes ☐ No

6. Will the event require a public street/sidewalk to be blocked or closed? ☐ Yes ☒ No

7. Will the event require use of a public parking lot? ☒ Yes ☐ No

8. Number of persons scheduled to monitor and work the event: 20+

9. Estimated attendance: 180

10. Is a "rain date" proposed? Y ☐ or N ☒ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☒ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: Girl Scout of Northern IL

13. Contact Information for Event Manager: April Fox

Address: 51 Erick st
Crystal Lake

(Please check preferred means of contact)

Daytime phone: [redacted] ☑

Emergency phone: _____ ☐

Cell phone: _____ ☐

Email: April.242@Hotmail.com ☐

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: June 19th 2023

Event: Twilight camp

Dismantling: June 22nd 2023

15. Hours of the event:

Set Up: 2 pm ~~mon~~ monday & Tuesday - 2 pm ~~the~~ wednesday to Thursday is The over night until 10am Then back at 2pm til 8pm For the last day

Event: Twilight camp

Dismantling: 8 pm

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☐ Yes* ☒ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☑ Yes ☐ No
you have on file

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☐ Yes* ☒ No

If yes, what type of alcoholic beverages will be served?

NO

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☐ Yes ☒ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☐ Yes ☒ No

    Temporary neighborhood event signs ☐ Yes ☒ No

    Directional signs ☐ Yes ☒ No

    Banner ☐ Yes ☒ No

21. Will food be served or sold at the event? ☐ Yes* ☒ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☒ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☒ No

    Name of Company_____
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☐ Yes ☒ No

    If yes, please specify the power requirements and plan for provision

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☐ Yes ☒ No

26. Does this event require an on-site ambulance? ☐ Yes ☒ No

27. Will the event require sound amplification of any kind? ☐ Yes ☒ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will provide a CPR Trained or Nurse every day at camp and over night

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☐ Yes* ☒ No

**If yes, please complete the attached Barricade Borrowing Application*

30. Will the event require water? ☐ Yes ☒ No

Specify _____

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☐Barricade Borrowing Application
- ☐Carnival License Application
- ☐Certificate of Insurance/Hold Harmless Agreement
- ☐Circus License Application
- ☐Festival License Application
- ☐Film Production Application
- ☐Parade Permit/Open Air Application
- ☐Raffle License Application
- ☐Temporary Liquor License Application
- ☐Temporary Use Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

April Fox
Signature

1-10-23
Date

April Fox
Print Name

STAFF USE ONLY

Assigned City Department: City Manager's Office / Three Oaks

Assigned City Staff Liaison: Alaina Skurski

Meeting with Event Organizer Required: ☐ Yes ☒ No

City Council Approval Required: ☒ Yes ☐ No


Boat Ramp
Google

City of Crystal Lake
Three Oaks Recreation Area

Group Use Participant Form

Thank you for visiting the Three Oaks Recreation Area. Please complete this form prior to scheduled visit and submit to City Hall staff.

Name of Organization: Girl Scout	Date(s) of Visit: June 19-22
Participant's Last Name: Fox	Participant's First Name: April
Street Address: 51 Erick st	
City / State / Zip Code: Crystal Lake	
Home Telephone Number: [redacted]	Email Address: [redacted]
Emergency Contact's Name: Troy Evert	**Emergency Contact's Telephone:** [redacted]

I certify that all the facts contained in this form are true and complete to the best of my knowledge. In case of medical emergency, I authorize the City of Crystal Lake personnel to take such emergency actions as may be deemed necessary.

Please read this form carefully and be aware that having your minor child/ward visit the Three Oaks Recreation Area you will be waiving your rights to all claims for injuries you and/or your minor child/ward might sustain arising out of this visit; and you will be required to indemnify, hold harmless and defend the City of Crystal Lake for any claims arising out of the visit of your minor child/ward.

In consideration of my minor child/ward being allowed to visit the Three Oaks Recreation Area, as the Parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury associated with the visit. I agree to assume the full risk of injuries that may be sustained by any minor child/ward of mine, as a result of visiting the Three Oaks Recreation Area and all activities connected or associated therewith. I agree to waive and relinquish all claims on behalf of my minor child/ward that the minor child/ward may have against the City of Crystal Lake as a result of the minor child/ward's visit to the Three Oaks Recreation Area.

I do hereby fully release and discharge the City of Crystal Lake and its officers, agents and employees from any and all claims from injuries, damage or loss which I, or any minor child/ward may have or which may occur to my minor child/ward on account of his/her visit to the Three Oaks Recreation Area. I further agree to indemnify and hold harmless and defend the City of Crystal Lake, its officers, agents and employees from any and all claims sustained by me or my minor child/ward, and arising out of, connected with, or in any way associated with the visit described herein.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement. I have read and fully understand the above Waiver and Release of all claims.

Chippawa Service Units 5-18 of age
Name(s) of Minor

April Fox
Printed Name of Parent/Legal Guardian

[signature] 1-10-22
Signature of Parent/Legal Guardian Date

Revised 3/5/2020

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/4/2022

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 have ADDITIONAL INSURED provisions or 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 AssuredPartners of Illinois, LLC 4350 Weaver Pkwy. Warrenville IL 60555	CONTACT NAME: Certificate Team PHONE (A/C, No, Ext): 630-355-2077 FAX (A/C, No): 630-355-7996 E-MAIL ADDRESS: certs.apil@assuredpartners.com
INSURED GIRLSCO-01 Girl Scouts of Northern Illinois 353 Randall Rd South Elgin IL 60177	INSURER A : Great American Insurance Company of New York — NAIC # 22136 INSURER B : Great American Assurance Company — 26344 INSURER C : Philadelphia Indemnity Company — 18058 INSURER D : National Liability & Fire Insurance Company — 20052 INSURER E : — INSURER F : —

COVERAGES **CERTIFICATE NUMBER:** 28164450 **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 CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		PAC0661299	10/1/2022	10/1/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CAP0661300	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED X RETENTION $ 10,000			PAC0661299	10/1/2022	10/1/2023	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ $
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			V9WC310653	10/1/2022	10/1/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
B C	Auto Physical Damage Cyber Liability			CAP0661300 PHSD1673380	10/1/2022 12/1/2021	10/1/2023 12/1/2022	DED: 100 Comp LIMIT:	DED: 500 Collision 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured(s) for General Liability: CITY OF CRYSTAL LAKE

CERTIFICATE HOLDER

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: 2023 Bob Blazier Run for the Arts Special Event Request, Street Closure and Police Assistance Fee Waiver – Sunday, May 7, 2023

City Council discretion: Motion to approve the Special Event request for the 2023 Bob Blazier Run for the Arts, including Street Closure, pursuant to the recommended conditions listed below and a waiver of the Police Officer assistance fees ($2,462.45).

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:
The Raue Center is in the process of planning the 2023 Bob Blazier Run for the Arts, which will be the event's 26th year. The run will take place in Downtown Crystal Lake on Sunday, May 7, 2023. The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 11:00 a.m. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m.

Last year, the City Council granted the waiver of the Police Officer assistance fee. Again this year the applicants are requesting the waiver of this fee. This year's Police Officer assistance is estimated to be $2,462.45.

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

1. All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
2. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. The petitioner must meet with

the City's Police, Community Development, and Public Works Departments to discuss signage needed.

3. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
4. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
5. Barricades must be placed so that a firefighter is able to move them if an emergency vehicle(s) need access or position the barricades so that emergency vehicles can go through the barricaded street.
6. The barricades on Brink Street should be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
7. Parking is restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
8. Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
10. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
11. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12. No smoking, cooking, nor open flames are permitted under the canopies/tents.
13. An access lane of no less than 20 feet must be maintained for emergency vehicles access to Williams and area streets. Items must not be located so as to block sidewalks.
14. This event will require one supervisor and nine Crystal Lake Police Department staff members and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2023, to determine/arrange for police officers for traffic control, lead vehicle, etc.
15. All trash must be picked up along the race route, as well as in the downtown area.
16. Streets are not to be marked with paint or any permanent materials.
17. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
18. All temporary signage associated with this event is approved via this permit. The details of the signage must be submitted to the Building Division to ensure the sign, number, location, and duration meet the requirements.
19. In the case of inclement weather, an alternate date can be approved by the City Manager.

Fee Waiver
The Police Department estimates that the approximate cost for Police Officer assistance for this event is $2,462.45. The applicant is requesting a waiver from paying this cost, which has been waived in previous years.

The applicant has been made aware of these recommended conditions and advised to attend the February 7, 2023 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote.

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Bob Blazier Run For the Arts

EVENT LOCATION 26 N. Williams St. in front of Raue Center (start/finish)
RUN THROUGH SURROUNDING NEIGHBORHOODS

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

- ☐ Carnival
- ☐ Circus
- ☐ Festival
- ☐ Filming
- ☐ Other _____
- ☐ General use of City-owned property
- ☐ Parade
- ☐ Outdoor Sales
- ☑ Run/Walk Event

2. General Description/Purpose of the event:
The Bob Blazier Run For The Arts is a 5K Run/Walk and accompanying 1 Mile Walk that moves through the residential areas of Crystal Lake. Now in its 26th year, this fundraiser helps support Raue Center, a 501(c)3 non profit arts organization.

3. Will the event require the use of City-owned property? ☑ Yes ☐ No

4. Is a Site Map/Route Map attached? ☑ Yes ☐ No

5. Is the event an annual/recurring event? ☑ Yes ☐ No

6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No

7. Will the event require use of a public parking lot? ☐ Yes ☑ No

8. Number of persons scheduled to monitor and work the event: 6 staff, 45-50 volunteers

9. Estimated attendance: 350

10. Is a "rain date" proposed? Y ☐ or N ☒ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☒ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: James Knight

13. Contact Information for Event Manager:

Address: 80 Union St.
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: 815-356-9010 x 14 ☒

Emergency phone: _____ ☐

Cell phone: 917-723-1223 ☐

Email: jknight@rauecenter.org ☒

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: 5/5/23 afternoon

Event: 5/7/23 @ 8 AM

Dismantling: 5/7/23 @ 10:30 AM

15. Hours of the event:

Set Up: 5/5/23 1-2pm, 5/7/23 6am - 7:30 am

Event: 5/7/23 8am - 9:15 am

Dismantling: 5/7/23 9:30 am - 10:30 am

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☐ Yes* ☒ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☒ Yes ☐ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☐ Yes* ☒ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:
First aid kits in building
Police on site
Ambulance within 5 minute drive

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☒ Yes* ☐ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☐ Yes ☒ No

Specify _____

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☒ Barricade Borrowing Application
- ☒ Certificate of Insurance/Hold Harmless Agreement
- ☐ Raffle License Application
- ☐ Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

Signature _____ Date 12/20/22

James Knight
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☐ Yes ☒ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☒ Yes ☐ No

    Temporary neighborhood event signs ☒ Yes ☐ No

    Directional signs ☒ Yes ☐ No

    Banner ☒ Yes ☐ No

21. Will food be served or sold at the event? ☐ Yes* ☒ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☒ No

    Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☒ No

    Name of Company_____
    Address_____
    Phone_____

24. Will the use of electricity be required for the event? ☒ Yes ☐ No

    If yes, please specify the power requirements and plan for provision
    Use of Rave Center's electricity for stage needs

    _____

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☒ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☒ No

27. Will the event require sound amplification of any kind? ☒ Yes ☐ No

RAUE CENTER
FOR THE ARTS

received
12/23

December 21st, 2022

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

Tim Paul,
president

John Jacobsen,
vice president

Luanne Flavin,
secretary

Chuck Stevens,
treasurer

John Green
Michael Johnson
Richard Kuranda
Stacey McInerney
Jack Minsley
Rich Naponelli
Michelle Nowland
Sandra Pierce
William Schmiel
Regan Shepley
Steven Szalaj
Jerry Trachsler

To Whom it may Concern:

Please find the attached special events application for the Bob Blazier Run For The Arts on Sunday May 7th, 2023. The annual 5K Run/Walk will be conducted in the same manner as previous years with no change to the route or timetable of the event. Also included in this packet are the barricade and cone borrowing application, course maps, certificate of insurance, and hold harmless forms.

As done in previous years, Raue Center would also like to formally ask for a waiver of the Police Change Back fees.

Please let me know if there are any issues with the application, any extra steps I need to take, or anything else I can do to make the application process smoother.

Thank you,

James Knight
Economic Development Manager
Raue Center For the Arts

Raue Center For The Arts is a 501(c)3 nonprofit organization dedicated to enriching the lives of all through the arts.

BBR 5K Volunteer Map 2021

Raue Contact: James Knight: 917-723-1223
Michele Shaw: 847-456-0428



Volunteer/Police Positions

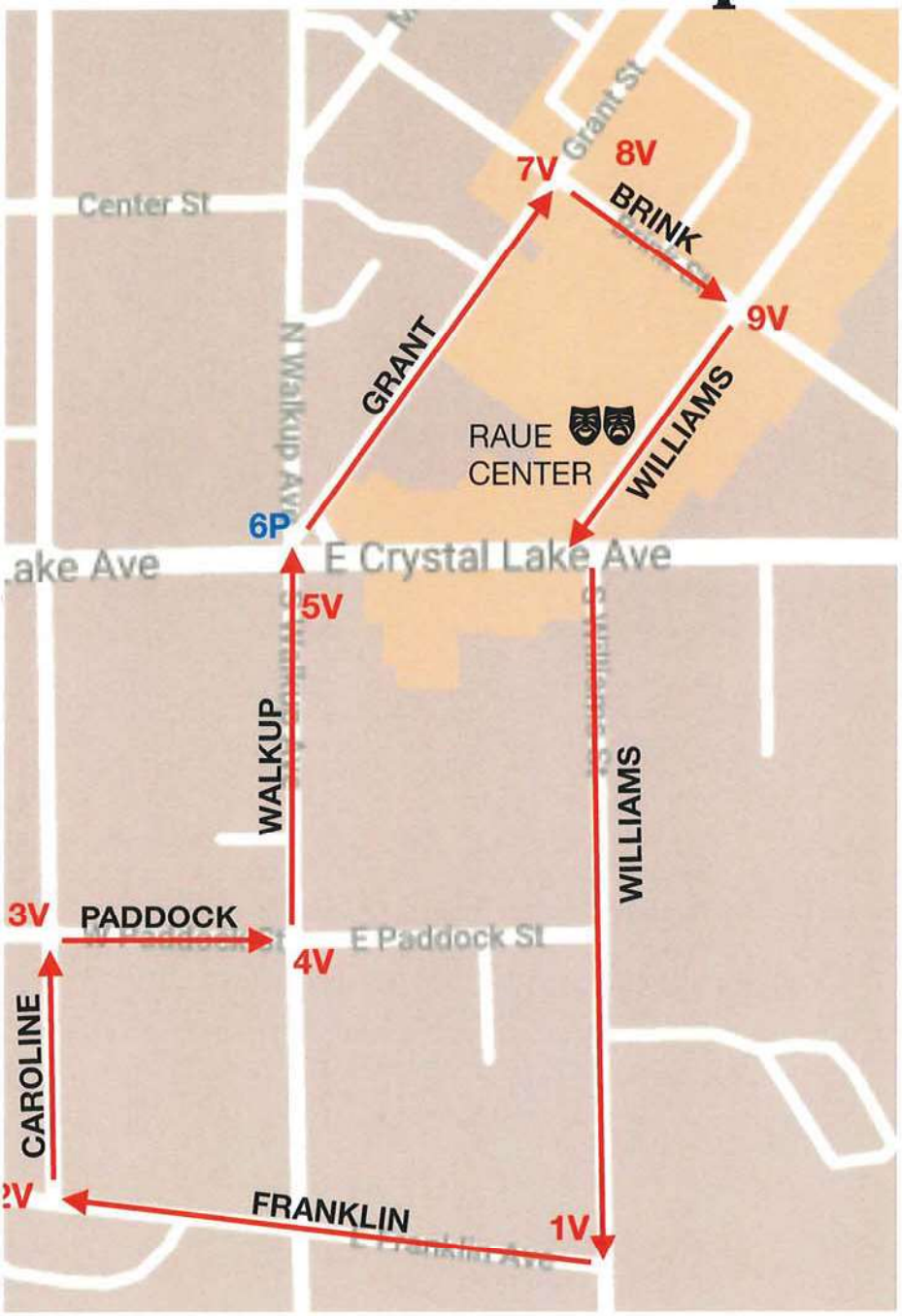
- 1 - Williams/Franklin - Volunteer
- 2 - Franklin/College - Volunteer
- 3 - College/Rosedale - Volunteer
- 4 - Rosedale/McHenry - Police
- 5 - 1 mile split time - Volunteer
- 6 - McHenry/Douglas - Police
- 7 - Douglas/Pomeroy - Volunteer
- 8 - Douglas/Dole - Police
- 9 - Dole/Oak - Police
- 10 - Oak/Crystal Lake Ave - Police
- 11 -Oak/Woodstock - Police
- Water Station - Volunteer
- 12- Woodstock/Walkup - Police
- 13 - Woodstock/Grant - Volunteer
- 14 - Woodstock/Williams* - Volunteer

*Volunteer on Woodstock/Williams also to monitor parking lot on Woodstock

Instructions:

- 5K begins at 8:00 AM. *Its very important to arrive prior to this.*
- There will be a lead police car and and end police car.
- Stop oncoming traffic as runners come by: ask drivers to please wait.
- Allow cars to drive by if runners are in one lane.
- Cheer on runners and walkers.
- Please stay in your location until end police car drives by, return to Raue.

BBK 1 Mile
Volunteer Course Map 2021



Raue Contact: James Knight: 917-723-1223
Michelle Stien 847-756-0428

Volunteer/Police Positions

- 1 - Williams/Franklin - Volunteer
- 2 - Franklin/Caroline - Volunteer
- 3 - Caroline/Paddock - Volunteer
- 4 - Paddock/Walkup - Volunteer
- 5 - Walkup/Crystal Lake Ave - Volunteer
- 6 - Walkup/Crystal Lake Ave - Police
- 7 - Grant/Brink - Volunteer
- 8 - Grant/Brink - Volunteer (Opposite Corner)
- 9 - Brink/Williams - Volunteer

Lead Bike: John Jacobsen

Instructions:

- *It is very important to be set up and ready before 8:10*
- There will be a lead bike.
- Stop oncoming traffic as walkers/ runners come by; ask drivers to pleas wait.
- Allow cars to drive by if runners are in one lane.
- Cheer on runners and walkers.
- Please stay in your location until the end police car drives by, return to Raue.

Agenda Item No: 9f

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: 2023 Indian Uprising Special Event and Police Assistance Fee Waiver Request – August 11-13, 2023

Staff Recommendation: Motion to approve the Cruisin' Tigers Pontiac Club's application for a Special Event and Fee Waiver of the Police Department chargeback fees ($15,974.70).

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:
The Cruisin' Tigers Pontiac Club is proposing to hold its 32nd Annual Indian Uprising fundraiser at the Holiday Inn in Crystal Lake on August 11th through August 13th. The outdoor event will include a car show of over 500 classic cars, a live band, food trucks and a raffle. This is the third time the event will held in Crystal Lake.

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

1. Comply with all City Code regulations pertaining to the request.
2. Trash must be picked up on a daily basis.
3. Any lighting should be placed so as not to disturb the neighbors.
4. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the event.
5. The petitioner shall work with the property owners regarding parking for the event. In addition to on-site parking for the event, the petitioner has requested the use of the Rita Corporation parking lots for trailer parking. Shuttles must be provided if off-site parking is utilized with the property owners permission.
6. To ensure public safety, uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the event operation on Saturday and Sunday.
7. Police staff is present on Holiday Inn grounds to ensure compliance with alcoholic beverage sales to the general public and overall crowd control.

8. Police are present at both entrance locations to the property to ensure traffic on Three Oaks Road and Sands Road remains fluid. Additionally, to be available for pedestrians that may be on foot crossing the aforementioned roadways.
9. Any security staff hired by the event organizer shall wear a consistent, distinct color t-shirt that identifies them as being "security".
10. Holiday Inn shall have posted signs indicating the prohibited concealed carry of firearms while on their property.
11. Tents and canopies used for this event must comply with the Tent Guidelines (enclosed).
12. The drive around the building shall be maintained and remain fully accessible for emergency responding vehicles. The 20 foot minimum clearance includes around all four sides of the building.
13. A 3-foot clear space, and otherwise unobstructed, shall me maintained around the circumference of fire hydrants.
14. Fire apparatus and ambulance access shall not be obstructed. A 20 foot minimum clearance shall be maintained on existing driveways around the building. Booths shall not be positioned to extend into drive aisles.
15. Vehicles positioned inside the Banquet Area shall not contain no more than ¼ tank or 5 gallons of gas (whichever is less) while stored inside. Batteries must also remain disconnected.
16. Fire Department Connections must remain clear and accessible for use.
17. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
18. Stage inspection is required. At the time of inspection, manufacturer's cut sheets should be on site to address setup requirements.
19. Please contact the Fire Prevention Bureau at (815) 356-3640 on Thursday to arrange for the required inspections.
20. Obtain any necessary approvals from the McHenry County Department of Health.
21. If food trucks are to be utilized, the food truck shall have a current, valid annual inspection for operating issued by Crystal Lake Fire Department. The placement shall not be located at the main entrance canopy.
22. Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.

Fee Waivers

Since this is a fundraiser for the Cruisin' Tigers Pontiac Club and the proceeds are donated to the Humanitarian Service Project and the Friends for Therapeutic Equine Activities, they are requesting that the Police chargeback fee be waived. The estimated cost of Police personnel for the event is approximately $15,974.70. This fee was waived last year by City Council.

The applicant has been advised to attend the February 7, 2023 City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME INDIAN UPRISING ALL PONTIAC WEEKEND

EVENT LOCATION HOLIDAY INN CRYSTAL LAKE

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

☐ Carnival	☐ General use of City-owned property
☐ Circus	☐ Parade
☐ Festival	☐ Outdoor Sales
☐ Filming	☐ Run/Walk Event
☒ Other CAR SHOW	

2. General Description/Purpose of the event:
WEEKEND CAR SHOW - ALL PROCEEDS DONATED TO OUR SPECIFIED CHARITY ORGANIZATIONS

3. Will the event require the use of City-owned property? ☐ Yes ☒ No

4. Is a Site Map/Route Map attached? ☒ Yes ☐ No

5. Is the event an annual/recurring event? ☒ Yes ☐ No

6. Will the event require a public street/sidewalk to be blocked or closed? ☐ Yes ☒ No

7. Will the event require use of a public parking lot? ☐ Yes ☒ No

8. Number of persons scheduled to monitor and work the event: 22 COMMITTEE MEMBERS PLUS ADDITIONAL VOLUNTEERS

9. Estimated attendance: 5000 OVER THE WEEKEND

received 1/3/23

10. Is a "rain date" proposed? Y ☐ or N ☒ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

11. ☒ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: KEN ARENDT

13. Contact Information for Event Manager:

Address: 1541 GINNY LANE
WOODSTOCK, IL 60098

(Please check preferred means of contact)

Daytime phone: [redacted] (CELL) ☒

Emergency phone: SAME ☐

Cell phone: SAME ☐

Email: [redacted] ☐

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: 8/10/2023

Event: 8/11/2023 - 8/13/2023

Dismantling: 8/13/2023

15. Hours of the event:

Set Up: 8:00 AM - 3:00 PM

Event: 10:00 AM - 5:00 PM FRIDAY -
8:00 AM - 9:00 PM SATURDAY - 8:00 AM - 4:00 PM SUNDAY

Dismantling: 4:00 - 6:00 PM

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☒ Yes* ☐ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☐ Yes ☐ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? BEER GARDEN SATURDAY ☒ Yes* ☐ No

If yes, what type of alcoholic beverages will be served?
BEER GARDEN SATURDAY (HOTEL)

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☐ Yes ☒ No

20. What signs or advertising do you anticipate needing for the event?

Temporary community event signs	☒ Yes	☐ No
Temporary neighborhood event signs	☐ Yes	☒ No
Directional signs	☒ Yes	☐ No
Banner	☒ Yes	☐ No

21. Will food be served or sold at the event? ☒ Yes* ☐ No

If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☒ Yes ☐ No

Description of Products AUTOMOTIVE

23. Will the event require portable sanitation facilities? ☒ Yes ☐ No

Name of Company LRS
Address 5500 PEARL ST.
Phone ROSEMONT, IL 60018

24. Will the use of electricity be required for the event? ☒ Yes ☐ No

If yes, please specify the power requirements and plan for provision
HOTEL TO PROVIDE ELECTRICITY NEEDS FOR BAND ON SATURDAY

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☒ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☒ No

27. Will the event require sound amplification of any kind? ☒ Yes ☐ No

BAND ON SAT. NIGHT

28. Please state what provisions have been made for first aid and emergency medical services, if any:
HOTEL HAS FIRST AID AVAILABLE.

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☐ Yes* ☒ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☐ Yes ☒ No

Specify _____

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☐ Barricade Borrowing Application
- ☒ Certificate of Insurance/Hold Harmless Agreement
- ☒ Raffle License Application
- ☐ Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

Kenneth E. Arendt
Signature

January 2, 2023
Date

KENNETH E. ARENDT
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No



01/19/2023

To Whom it May Concern,

We are the Cruisin' Tigers GTO and All Pontiac Club and we are holding our annual car event at the Crystal Lake Holiday Inn on Friday, August 11th to Sunday, August 13th, 2023. We are a Not-For-Profit organization and we donate all proceeds from the event to our charities.

We respectfully request a waiver of any determined police, fire and City fees for our event. We have security in place for the hours the show is not open.

We appreciate your consideration of this request and look forward to having our event in Crystal Lake for many years to come.

Sincerely,

Thomas L. Prendergast, President of the Cruisin' Tigers GTO and All Pontiac Club

CC: Eric Yarolimek, [redacted]

CC: Laurrie Fitzgerald, lfitzgerald@crystallake.org

TEMPORARY TRAILER PARKING UNTIL 6:00PM FRIDAY
EXIT
FOOD VENDOR
FOOD VENDOR
SHOW CARS
SHOW CARS
SHOW CARS

Agenda Item No: 9g

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: 2023 Woods Creek Feet Meet Special Event Request, Street Closure and Police Assistance Fee Waiver – Sunday, April 30, 2023

Staff Recommendation: Motion to approve the Special Event Request for the 2023 Woods Creek Feet Meet, pursuant to the recommended conditions and to waive Police Officer assistance fees ($2,144.76) for this event.

Staff Contact: Kathryn Cowlin, Director of Community Development
Laurrie Fitzgerald, Support Services Coordinator

Background:
The Woods Creek Feet Meet Committee has submitted a special event permit application for the 2023 Woods Creek Feet Meet. The 2023 Feet Meet will be Sunday, April 30, 2023 beginning at 8:00 a.m. Additionally, they are requesting a Crystal Lake Police Detail to help with the street closure.

As part of their application, they are requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council has approved similar requests in previous years.

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

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The Woods Creek Feet Meet Committee must coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. A barricade borrowing application has been submitted.

5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.
6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
8) All debris created by the event needs to be cleaned up during and after the event.
9) Streets are not to be marked with paint or any permanent materials.
10) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
11) If tents or canopies will be used, the petitioner needs to contact the Fire Rescue Department for further review.
12) In the case of inclement weather, an alternate date can be approved by the City Manager.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event. The City Council has also waived the chargeback fees for the Police Officers assisting with the race. The Police Department estimates that the chargeback fees would not be more than $2,144.76.

The applicant has been made aware of these recommended conditions and advised to attend the February 7, 2023, City Council meeting to answer any questions.

Votes Required to Pass:
A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Feet Meet

EVENT LOCATION Woods Creek Elementary School

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

- ☐ Carnival
- ☐ Circus
- ☐ Festival
- ☐ Filming
- ☐ Other _____
- ☐ General use of City-owned property
- ☐ Parade
- ☐ Outdoor Sales
- ☑ Run/Walk Event

2. General Description/Purpose of the event:
1 mile/5k run/walk event fundraiser for the school and fitness event for local families

3. Will the event require the use of City-owned property? ☑ Yes ☐ No

4. Is a Site Map/Route Map attached? ☑ Yes ☐ No

5. Is the event an annual/recurring event? ☑ Yes ☐ No

6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No

7. Will the event require use of a public parking lot? school lot ☐ Yes ☒ No

8. Number of persons scheduled to monitor and work the event: approx. 40

9. Estimated attendance: 400-500 individuals

10. Is a "rain date" proposed? Y ☐ or N ☐ If yes, what is the rain date? TBD

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization

12. Name of Event Manager: Woodscreek PTO - Cassie Cleary Michelle Hasselhoff

13. Contact Information for Event Manager:

Address: 1100 Alexandra Blvd
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☑

Email: cassie woodscreekfeetmeets gmail.com ☑

EVENT OPERATION

14. Date(s) of the event (including time for assembling and/or dismantling support structures):

Set Up: 7am - April 30th

Event: 8am

Dismantling: 10-10:30 am

15. Hours of the event:

Set Up: 7am

Event: 8am

Dismantling: 10-10:30

CITY MANAGER'S OFFICE

16. Will the event hold a raffle of any kind? ☐ Yes* ☒ No

***If yes, please complete attached Raffle License Application**

17. Is the Certificate of Insurance and Hold Harmless Agreement attached? ☑ Yes ☐ No

***Attached please see the City's insurance provisions (Required for all special events)**

18. Will alcoholic beverages be served or sold at the event? ☐ Yes* ☒ No

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? small popups may be used ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

Temporary community event signs	☒ Yes	☑ No
Temporary neighborhood event signs	☑ Yes	☐ No
Directional signs	☑ Yes	☐ No
Banner	☑ Yes	☐ No

21. Will food be served or sold at the event? ☒ Yes* ☒ No

water + Snacks may be handed out

If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☑ No

Description of Products_____

23. Will the event require portable sanitation facilities? ☐ Yes ☒ No

Name of Company_____
Address_____
Phone_____

24. Will the use of electricity be required for the event? ☐ Yes ☑ No

If yes, please specify the power requirements and plan for provision

_____

_____

PUBLIC SAFETY *Please remember to post the Firearm Concealed Carry Act sign*

25. Does this event require assistance from the Police Department? ☑ Yes ☐ No

26. Does this event require an on-site ambulance? ☐ Yes ☑ No

27. Will the event require sound amplification of any kind? ☐ Yes ☑ No

28. Please state what provisions have been made for first aid and emergency medical services, if any:

PUBLIC WORKS

29. Will the event require barricades for traffic control? ☒ Yes* ☐ No

If yes, please complete the attached Barricade Borrowing Application

30. Will the event require water? ☒ Yes ☐ No

Specify from school or bottled

Please remember to include the necessary attachments, if possible. (Please check those included)

- ☒ Barricade Borrowing Application
- ☒ Certificate of Insurance/Hold Harmless Agreement
- ☐ Raffle License Application
- ☐ Temporary Liquor License Application

The undersigned has read the foregoing application and knows the contents thereof, and affirms that the information is true and correct to the best of his/her knowledge, information and belief. For special events, the undersigned agrees to indemnify and hold harmless the City, together with its officers, agents, volunteers, and employees from all losses, damages, injuries, claims, demands and expenses arising out of, or as the result of, the operation of the event, the special City services provided for the event, and/or the permit issued for same, and/or the condition, maintenance and use of the public property in connection with the event, as well as for any injury to or sustained by a City employee, agent, or contractor in conjunction with the event authorized by the City.

Signature

12/31/22
Date

Cassie Cleary
Print Name

STAFF USE ONLY

Assigned City Department:

Assigned City Staff Liaison:

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

December 31, 2022

To Whom This May Concern,

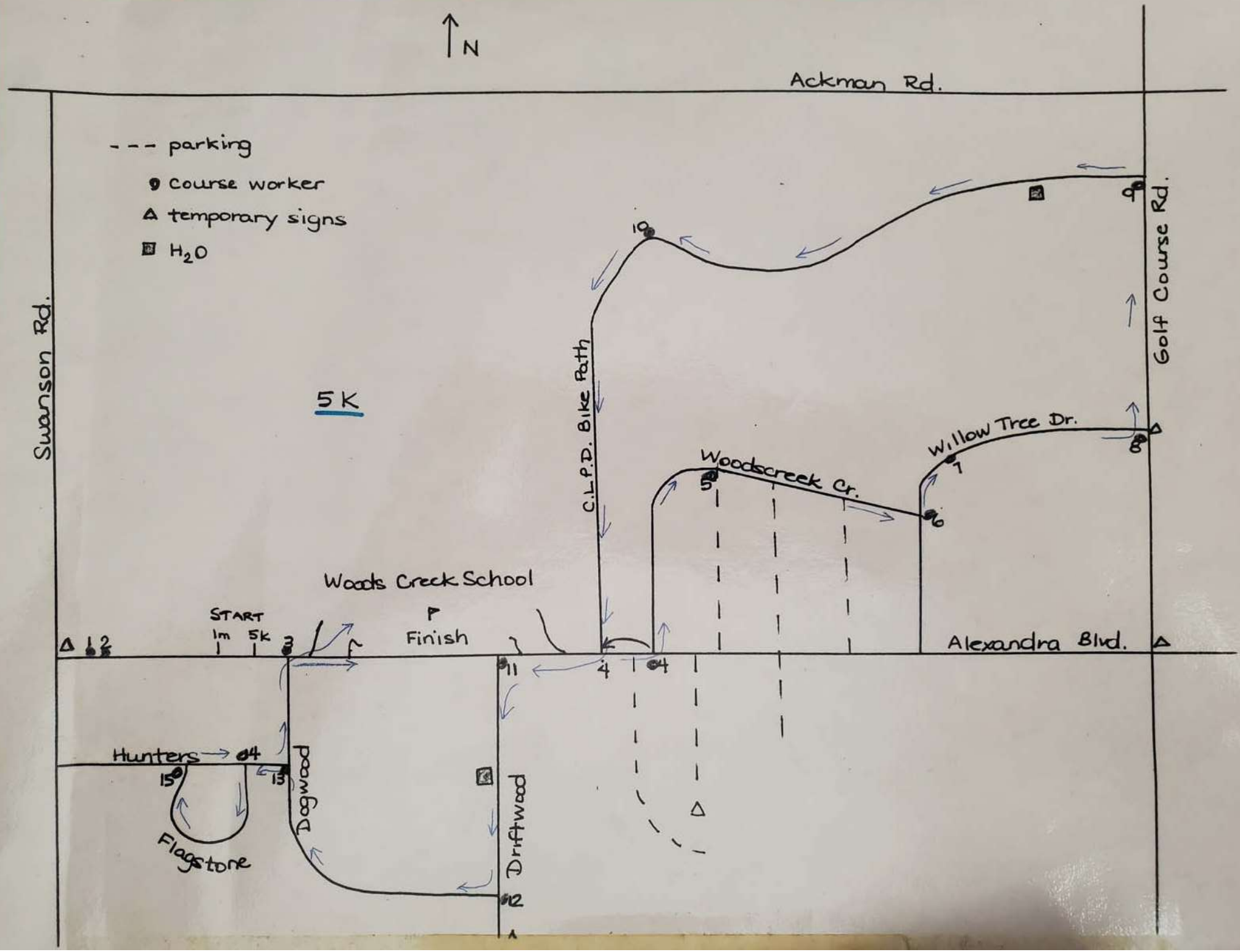
The Parent Teacher Organization is requesting to host our 24th annual Feet Meet: a 5k, 1 mile, and 50 yard dash race on April 24th. We have attached the necessary paperwork to this email. We would also like to please request a waiver of both the application fee as well as the Police chargeback fees.

Thank you for your time and consideration,

Cassie Cleary

woodscreekfeetmeet@gmail.com

[redacted]


N
Ackman Rd.
--- parking
9 Course worker
△ temporary signs
H2O
Swanson Rd.
Golf Course Rd.
5K
C.L.P.D. Bike Path
Woodscreek Cr.
Willow Tree Dr.
Woods Creek School
START
1m 5k
Finish
Alexandra Blvd.
Hunters
Flagstone
Dogwood
Driftwood

Agenda Item No: 9h

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Annual Adoption of the Zoning Map

Recommendation: Motion to adopt an Ordinance approving the 2023 Crystal Lake Zoning Map, as presented.

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

Background: Every year the City must approve a Zoning Map. The 2023 updated Zoning Map reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2022. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the Council's information.

Below is a brief summary of the parcels that were rezoned due to previous City Council action.

Petition	Location	Acreage	From	To
2021-131	Water's Edge (Former Crystal Court Shopping Center)	30	B-2 PUD	B-4 PUD
2021-202	551 Congress Parkway	6.62	M	R-3B PUD
2021-203	731 E Terra Cotta Avenue	9	B-2 PUD	R-3B PUD
2022-16	271 E Terra Cotta Avenue	2.6	O	R-2
2022-55	7205 Huntley Road	0.17	R1 (County)	R-2
2022-69	SEC Randall Road & Ackman Road	2.41	O	B-2 PUD
2022-165	800 Reiland Drive	4.22	E	B-2 PUD
Total Acreage		**55.02 acres**		

Votes Required to Pass: A simple majority vote.

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE ADOPTING
THE 2023 OFFICIAL ZONING MAP

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2022, is hereby approved as the official Zoning Map for the City of Crystal Lake.

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

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

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

DATED at Crystal Lake, Illinois, this 7th day of February 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

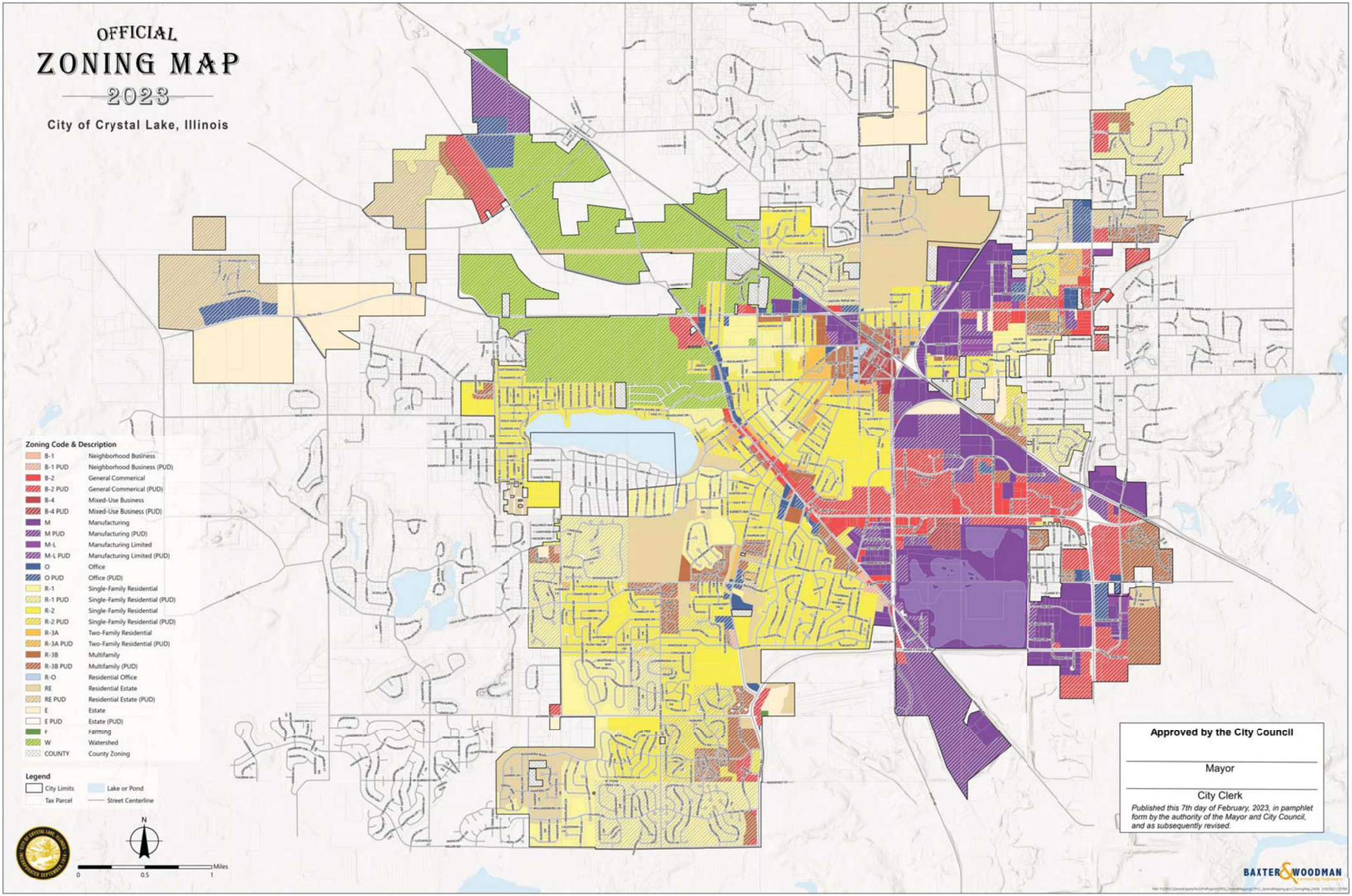
Passed: February 7, 2023
Approved: February 7, 2023

Draft

OFFICIAL ZONING MAP

2023

City of Crystal Lake, Illinois



Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

U-Haul

Request: Final Planned Unit Development (PUD) Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet

Petitioner: Heather Skelton, petitioner
4504 Northwest Highway

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting the Final PUD Amendment for increased impervious surface coverage and increased wall signs for the new building for U-Haul at 4504 Northwest Highway.

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

Background:

- U-Haul is proposing a new building to house their U Box containers. These are packing containers that homeowners can pack themselves and have picked up and stored at the U Haul site.
- During the pandemic, they found customers using this service to store items. Their closest facility was in Elgin and this is a much needed expansion to their business model in the Crystal Lake area.
- U-Haul purchased the property in 1997 and has begun improving it and modernizing the interior and exterior look, as well as the services they provide.
- The petitioner worked with staff on the architecture and reduced the signage so it fit more appropriately with the façade.

Request:

- U-Haul was annexed with 71.36 % coverage. The UDO, adopted in 2009, established a maximum 70% impervious coverage for industrial properties. The increase in the impervious for the new building is 5.6% for a total of 75.6% for the site
- The sign variation is to allow 521.76 square feet of signage on the new building. U-Haul originally proposed 695.3 square feet. They reduced this signage, as well as reducing the existing signage on the main building by 160 square feet.

PZC Highlights:

- The Planning and Zoning Commission was concerned with the size of the signage, though was appreciative that the petitioner reduced it from their original ask.
- They liked the modern look of the building as it is one of the first buildings you will see entering the City.
- The PZC found that this request meets the Findings of Fact.

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Heimsoth, received 06/20/22).
   B. Elevations (a&m, dated 01/06/23, received 01/09/23)
   C. Sign Plans (a&m, dated 11/23/22, received 01/09/23)
   D. Landscape Plan (HKM, dated 11/28/22, received 11/28/22)
   E. Engineering Plans (Condon, dated 10/14/22, received 10/24/22)
   F. Impervious Surface Exhibit (Condon, dated 10/14/22, received 10/24/22)
   G. Engineering Report, dated 10/14/22, received 10/24/22)

2. The colored "Lyrical Articulated Design Elements" attached to the ATAS Sandstone portion of the façade cannot be illuminated.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

Votes Required to Pass: A simple majority.

Acknowledgement Form

Regarding the PUD Amendment at 4504 NW Hwy for U Haul. 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: (U-Haul) Date: 1-31-2023
Signature

Recommended Conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Heimsoth, received 06/20/22).
   B. Elevations (a&m, dated 01/06/23, received 01/09/23)
   C. Sign Plans (a&m, dated 11/23/22, received 01/09/23)
   D. Landscape Plan (HKM, dated 11/28/22, received 11/28/22)
   E. Engineering Plans (Condon, dated 10/14/22, received 10/24/22)
   F. Impervious Surface Exhibit (Condon, dated 10/14/22, received 10/24/22)
   G. Engineering Report, dated 10/14/22, received 10/24/22)

2. The colored "Lyrical Articulated Design Elements" attached to the ATAS Sandstone portion of the façade cannot be illuminated.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

PIQ Map
4504 Northwest Highway



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT AMENDMENT FOR A NEW STORAGE BUILDING WITH VARIATIONS TO IMPERVIOUS SURFACE COVERAGE AND THE SQUARE FOOTAGE OF WALL SIGNS FOR U-HAUL AT 4504 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-140) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final PUD Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet for U-Haul at 4504 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on October 15, 2022 in the Northwest Herald, held a public hearing at 7:00 p.m., on November 2, 2022, which was continued to January 18, 2023 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development; and

WHEREAS, on January 18, 2023, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Final Planned Unit Development Amendment be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Final Planned Unit Development Amendment 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 Final Planned Unit Development Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet for U-Haul at 4504 Northwest Highway, (19-03-451-001), Crystal Lake, Illinois is hereby approved.

Section II: Said Final Planned Unit Development Amendment is issued with the following conditions:

Draft

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Heimsoth, received 06/20/22).
   B. Elevations (a&m, dated 01/06/23, received 01/09/23)
   C. Sign Plans (a&m, dated 11/23/22, received 01/09/23)
   D. Landscape Plan (HKM, dated 11/28/22, received 11/28/22)
   E. Engineering Plans (Condon, dated 10/14/22, received 10/24/22)
   F. Impervious Surface Exhibit (Condon, dated 10/14/22, received 10/24/22)
   G. Engineering Report, dated 10/14/22, received 10/24/22)

2. The colored "Lyrical Articulated Design Elements" attached to the ATAS Sandstone portion of the façade cannot be illuminated.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

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 Final Planned Unit Development Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

Draft

DATED at Crystal Lake, Illinois, this 7th day of February, 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: February 7, 2023
Approved: February 7, 2023

#2022-140
U Haul Final PUD Amendment
Project Review for Planning and Zoning Commission

Meeting Date:	December 2, 2022 continued to January 18, 2023
Request:	Final PUD Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet.
Location:	4504 Northwest Highway
Acreage:	Approximately 8.2 acres
Zoning:	M PUD Manufacturing
Surrounding Properties:	North: M Manufacturing South: B-2 PUD General Commercial East: M PUD Manufacturing West: B-2 PUD General Commercial
Staff Contact:	Elizabeth Maxwell (815.356.3615)

Background:

- Previous Approvals:
  - The property was annexed in 2016 and zoned M PUD. They received a Special Use Permit for Bulk Inside Storage and Outside Storage.
  - June 7, 2022, they received a sign variation to paint the water tower with 260 square feet of signage.
- Existing Use: U Haul operates the facility for inside and outside storage.

Development Analysis:

Request:

- To allow a new bulk storage building for the storing of the U Boxes, which are the pack your own portable storage and moving containers, with variations for impervious surface coverage and wall signage.
- There are requested variations for signage and impervious surface coverage.

Land Use:

- Zoning: The site is zoned M PUD Manufacturing. The zoning district is appropriate for the storage use.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for service and storage.

Elevations

- U-Haul provided an elevation with various materials and design elements that creates a distinct and appealing façade.
- Window bays provide relief to the wall panels.
- The building is mainly comprised of a paneling system colored Sirerra Tan, Sand Stone, and Bone White.
- The main front corner of the building includes a wood style paneling and brick veneer base.
- The "Lyrical Articulated Design Element" panels project from the façade and create interest, shade and shadow, and pick up colors from other parts of the façade.
- There is a teal top cap over the front corner which really stands out against the dark wood paneling. This teal is also repeated above the windows.

Signage:

- Wall signage is proposed on two sides of the building.
- The following table lists the signs and the sizes:

Sign	Square Footage	Quantity	Total Square Footage
U-Box Cabinet Sign	168.83 SF	2	337.66 SF
Moving Containers Channel Letters	92.05 SF	2	184.1 SF
			Total 521.76 square feet

- In addition to the new building, the existing signage on the showroom building is being reduced from 570 square feet to 410.25 square feet.
- The petitioner reduced the signage to the staff suggested amount, as well as reducing the signage on the existing building.

Findings of Fact:

Final Planned Unit Development Amendment

The petitioner is requesting approval of an amendment to a Final Planned Unit Development to allow a new bulk inside storage building with variations to allow 75.6% impervious and 521.76 square feet of signage. A Planned Unit Development is a Special Use and Special Uses require separate review because of their potential to impact surrounding properties and the orderly development of the City.

Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake. Briefly, the criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.
   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.
   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.
   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.
   ☒ *Meets* ☐ *Does not meet*

5. The use will not negatively impact public utilities or municipal service delivery systems. If required, the use will contribute financially to the upgrading of public utilities and municipal service delivery systems.
   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.
   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.
   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.
   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.
   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.
    ☒ *Meets* ☐ *Does not meet*

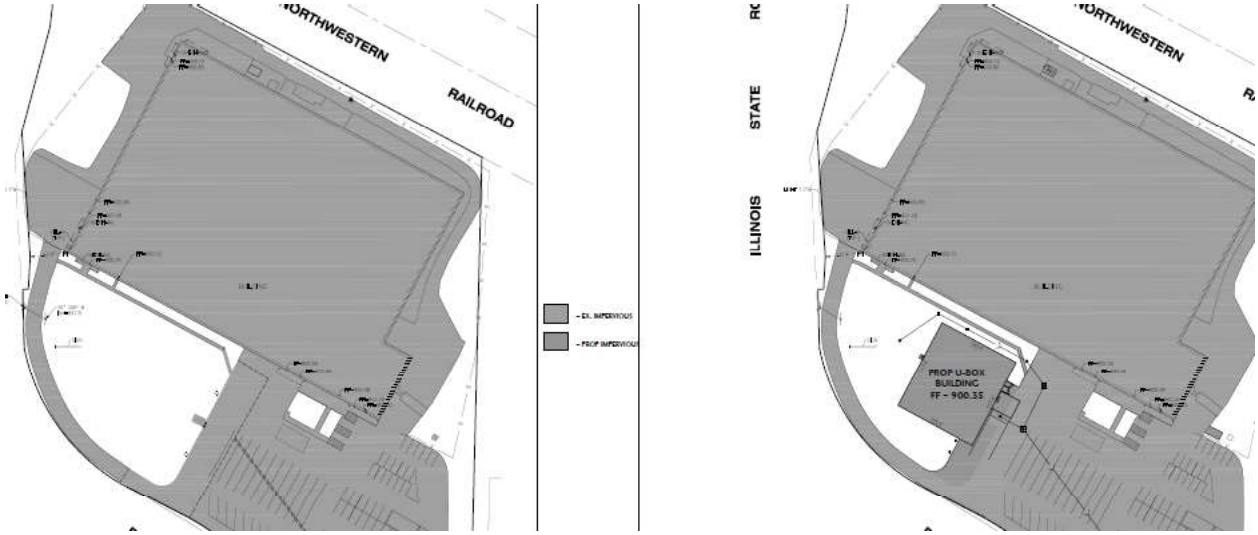
Planned Unit Development Variation
The purpose of Planned Unit Developments is to encourage and allow more creative and imaginative design of land developments than is possible under district zoning regulations. Planned Unit Developments are, in the form of relief from compliance with conventional zoning ordinance site and design therefore, intended to allow substantial flexibility in planning and designing a proposal. This flexibility is often requirements.

Ideally, this flexibility results in a development that is better planned, contains more amenities, and is ultimately more desirable than one that would have been produced through compliance with typical zoning ordinance and subdivision controls.

Therefore more lenient site requirements may be granted where the Planned Unit Development contains features not normally required of traditional developments. If the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation request be lessened or denied.

Variations are being requested from:

- Article 3 from the maximum impervious surface coverage of 70%. The existing impervious surface coverage is 71.36%. The new building and paving to the building will increase the total impervious coverage to 75.6%, which is a variation of 5.6%.



Existing **Proposed**

- U Haul is requesting a variation from Article 4-1000 Commercial Signs to allow signage on the new building at 521.76 square feet to allow for the U-Box Moving Containers identification signage.

Signs can be evaluated based on certain for the hardship:

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

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

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

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future commercial and business 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 actions:

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

Recommended Conditions:

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

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Heimsoth, received 06/20/22).
   B. Elevations (a&m, dated 01/06/23, received 01/09/23)
   C. Sign Plans (a&m, dated 11/23/22, received 01/09/23)
   D. Landscape Plan (HKM, dated 11/28/22, received 11/28/22)
   E. Engineering Plans (Condon, dated 10/14/22, received 10/24/22)
   F. Impervious Surface Exhibit (Condon, dated 10/14/22, received 10/24/22)
   G. Engineering Report, dated 10/14/22, received 10/24/22)

2. The colored "Lyrical Articulated Design Elements" attached to the ATAS Sandstone portion of the façade cannot be illuminated.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: U-Haul Crystal Lake U-Box Building

Action Requested

__	**Annexation**	__	**Preliminary PUD**
__	**Comprehensive Plan Amendment**	__	**Preliminary Plat of Subdivision**
__	**Conceptual PUD Review**	__	**Rezoning**
__	**Final PUD**	__	**Special Use Permit**
	Final PUD Amendment	x	**Variation**
__	**Final Plat of Subdivision**	__	**Other**

Petitioner Information

Name: Brian Heimsoth

Address: 2482 Technology Dr. Elgin IL. 60124

Phone: 847-930-5859

Fax: 224-699-9650

E-mail: brian@bcentinc.com

Owner Information (if different)

Name: UH STORAGE DE LTD PRTNRSHP

Address: U HAUL MOVING PRTNRS INC
PO BOX 29046
PHOENIX, AZ, 85038-9046

Phone: 602-263-6555 / 815-477-7389

Fax: N/A

E-mail: heather_skelton@uhaul.com

Property Information

Project Description: Construction of a 13,775 U-Box storage building with loading dock.

Project Address/Location: 4504 Northwest Hwy. Crystal Lake, IL 60014

PIN Number(s): 19-03-451-001, 002

Development Team

Please include address, phone, fax and e-mail

Developer: B+C Enterprises, Inc. 2482 Technology Drive; Elgin, IL 60124 Brian Heimsoth
815-482-5722 brian@bcentinc.com; heather@bcentinc.com

Architect: RB Custom Designs, Inc. Rick Bierman 2108 Johnsburg Rd; Johnsburg, IL 60051
815-759-9459 rbcusdesgn@comcast.net

Attorney: UHAUL Legal Department, 2727 N. Central Ave., Phoenix, AZ 800-528-0463
85004-1120

Engineer: J. Condon & Associates, Inc. Meghan Michel, P.E. 5415 Business Parkway, Ringwood IL 60072
815-404-1358 mmichel@jcondoninc.com

Landscape Architect: HKM Architects + Planners; Mark Kwensky - mkwensky@hkm-arch.com
847-392-9200 - 43 S. Vail Ave; Arlington Heights, IL 60005

Planner:

Surveyor: Vanderstappen Land Surveying, Inc. Arthur Gritmacker artg@vandersinc.com (815) 337-8310
1316 N. Madison Street Woodstock IL 60098

Other:

Signatures

Brian Heimsoth 6/10/22

PETITIONER: Print and Sign name (*if different from owner*) **Date**

As owner of the property in question, I hereby authorize the seeking of the above requested action.

Heather Skelton 6/10/22

OWNER: Print and Sign name **Date**

NOTE: If the property is held in 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, JANUARY 18, 2023
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, Skluzacek, Smith, Repholz and Teetsov were present. Mr. Gronow 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.

2022-140 – 4504 NORTHWEST HIGHWAY – FINAL PUD AMENDMENT AND VARIATIONS

Request for a Final Planned Unit Development Amendment to allow a new storage building with variations from the maximum 70% impervious surface coverage to allow 75.6% and from the maximum 150 square feet of signage to allow 521.76 square feet.

Mr. Brian Heimsoth, representing B & C Enterprises and Ms. Megan Michaels, with Condon Consulting, were present to represent the petition. Mr. Heimsoth stated that during their previous presentation, it was suggested that they work with staff to reduce the signage. They worked with their art department to tie both buildings together. They reduced the total site signage by 333 square feet between the existing building and the proposed building.

Mr. Heimsoth said that the property was purchased in 1997 and very little has been done to date. They want to modernize the site. Ms. Michaels explained the request for impervious surface variation. The PUD allows flexibility and they have placed this new building where it fits well with the existing and proposed activities on the site.

Mr. Greenman opened the public hearing. There being no one who wished to speak, he closed the public hearing and turned it over to the commission.

Mr. Skluzacek said last time he was just concerned with the amount of signage and since they reduced it he can support the request.

Mr. Atkinson was glad they were able to work with staff to reduce the signage.

Mr. Smith noted their hardship and what they are showing is appropriate. At the last presentation he asked about downstream properties and was glad to hear that there are no storm water issues downstream.

Ms. Repholz supported the adjustment of the signage between the buildings. The new building is very attractive so she is happy with their proposal.

Ms. Teetsov said the renderings were helpful. She would like to see additional landscape planted around the base of the building. The signage is still too big.

Mr. Greenman was glad they worked with staff and the PUD does provide some flexibility from the standards for the Commission to consider. He is unable to support the request due to the amount of signage.

Mr. Smith made a motion to approve 2022-140 the Final Planned Unit Development Amendment with variation to the impervious surface coverage and the signage for U Haul at 4504 Northwest Highway with the following staff conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Heimsoth, received 06/20/22).
   B. Elevations (a&m, dated 01/06/23, received 01/09/23)
   C. Sign Plans (a&m, dated 11/23/22, received 01/09/23)
   D. Landscape Plan (HKM, dated 11/28/22, received 11/28/22)
   E. Engineering Plans (Condon, dated 10/14/22, received 10/24/22)
   F. Impervious Surface Exhibit (Condon, dated 10/14/22, received 10/24/22)
   G. Engineering Report, dated 10/14/22, received 10/24/22)

2. The colored “Lyrical Articulated Design Elements” attached to the ATAS Sandstone portion of the façade cannot be illuminated.

3. The petitioner shall comply with all of the requirements of the Community Development Department.

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



U-HAUL

PRELIMINARY ELEVATIONS

CRYSTAL LAKE, IL

©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06, 2023

U-HAUL

MOVING & STORAGE OF CRYSTAL LAKE (739050)

4504 Northwest Hwy., Crystal Lake, IL 60014



©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06, 2023

U-HAUL

MOVING & STORAGE OF CRYSTAL LAKE (739050)

4504 Northwest Hwy., Crystal Lake, IL 60014



©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06, 2023

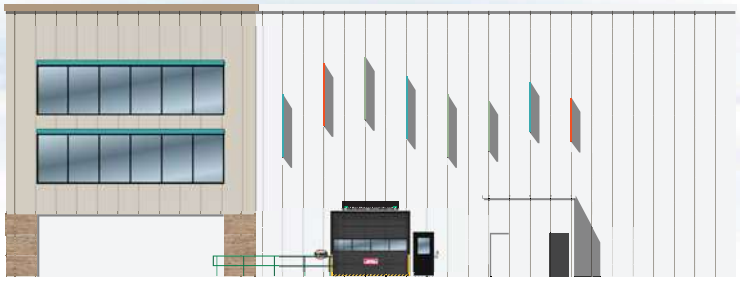
MOVING & STORAGE OF CRYSTAL LAKE (739050)

4504 Northwest Hwy., Crystal Lake, IL 60014



SOUTH ELEVATION

Scale: 1" = 20'



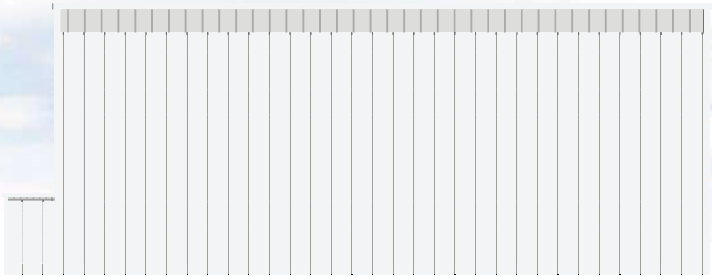
EAST ELEVATION

Scale: 1" = 20'



WEST ELEVATION

Scale: 1" = 20'



NORTH ELEVATION

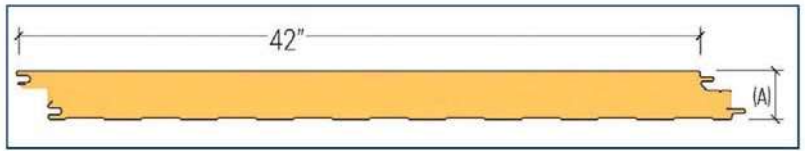
Scale: 1" = 20'

©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06, 2023

Isoleren IM (or Equivalent IMP)





9"D Lyrical Articulated Design Element

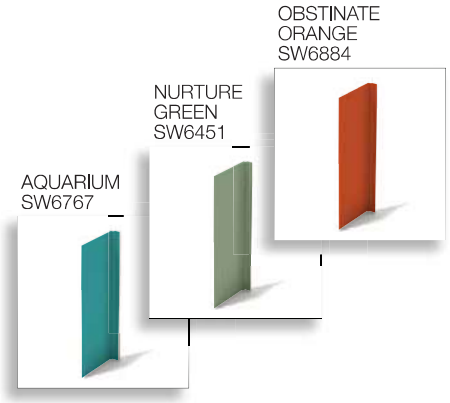




WOODLAND SERIES
HORIZONTAL LAP SIDING
EMBOSSED WALNUT
EXAMPLE



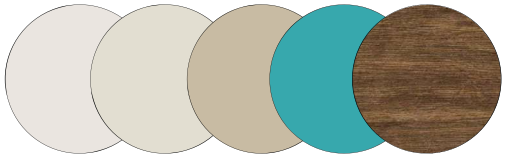
Isoleren
STUCCO EMBOSSED
EXAMPLE

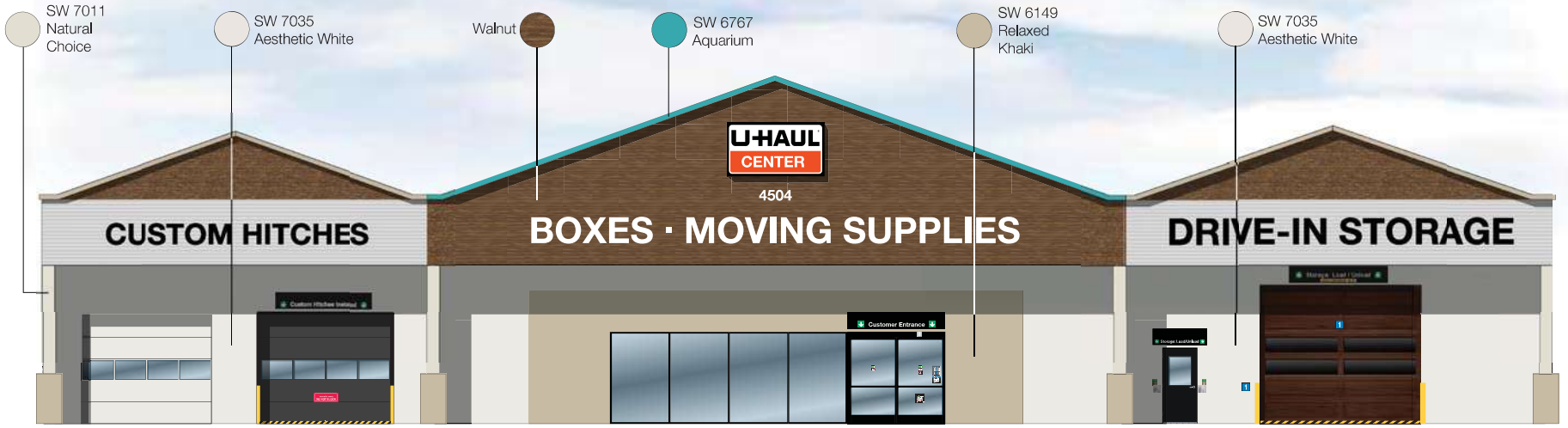


©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

MOVING & STORAGE OF CRYSTAL LAKE (739050)

4504 Northwest Hwy., Crystal Lake, IL 60014





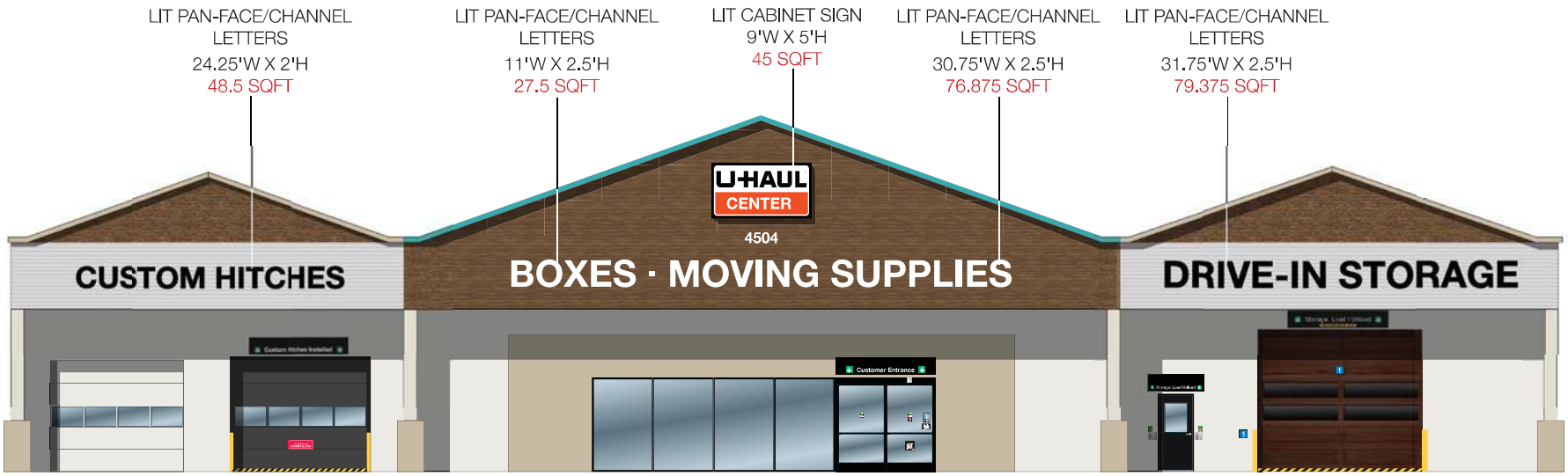
SOUTH ELEVATION

©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06,2023

MOVING & STORAGE OF CRYSTAL LAKE (739050)

4504 Northwest Hwy., Crystal Lake, IL 60014



SOUTH ELEVATION

©2023 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Jan 06,2023



SIGNAGE PROPOSAL

CRYSTAL LAKE, IL

©2022 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Nov. 23rd, 2022

U-HAUL

MOVING & STORAGE OF CRYSTAL LAKE

4504 Northwest Hwy., Crystal Lake, IL 60014



©2022 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Nov. 23rd, 2022

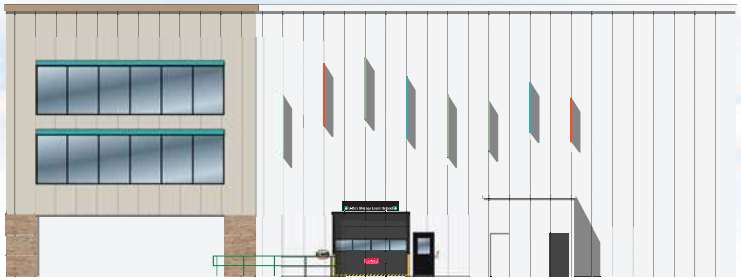
MOVING & STORAGE OF CRYSTAL LAKE

4504 Northwest Hwy., Crystal Lake, IL 60014



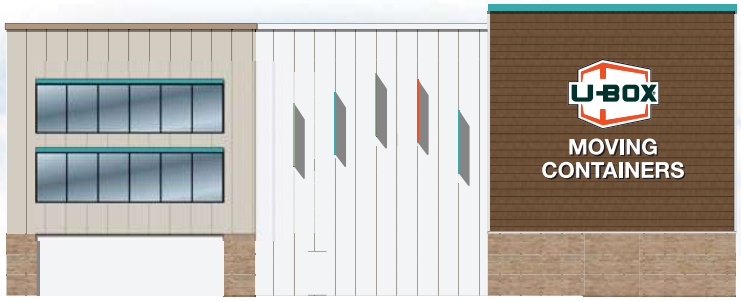
SOUTH ELEVATION

Scale: 1" = 20'



EAST ELEVATION

Scale: 1" = 20'



WEST ELEVATION

Scale: 1" = 20'



NORTH ELEVATION

Scale: 1" = 20'

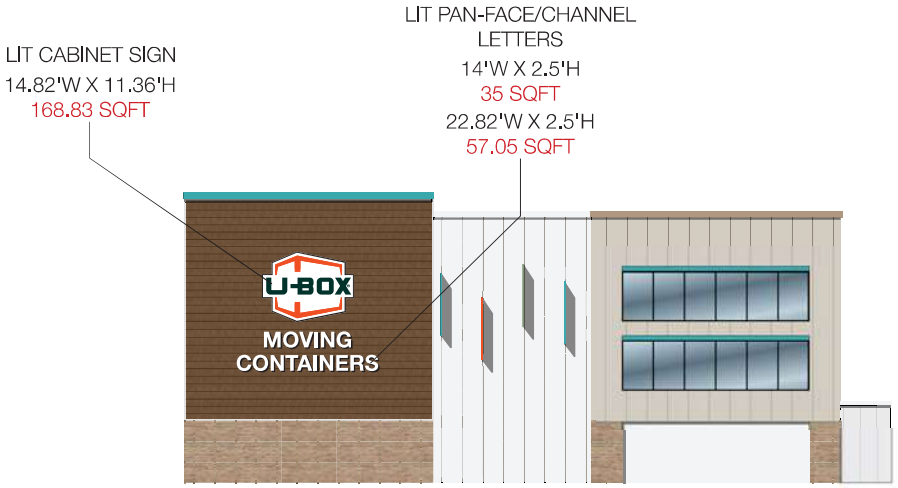
©2022 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Nov. 23rd, 2022

U-HAUL

MOVING & STORAGE OF CRYSTAL LAKE

4504 Northwest Hwy., Crystal Lake, IL 60014



SOUTH ELEVATION

Scale: 1" = 20'

©2022 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Nov. 23rd, 2022

U-HAUL

MOVING & STORAGE OF CRYSTAL LAKE

4504 Northwest Hwy., Crystal Lake, IL 60014

LIT CABINET SIGN
14.82'W X 11.36'H
168.83 SQFT

LIT PAN-FACE/CHANNEL LETTERS
14'W X 2.5'H
35 SQFT
22.82'W X 2.5'H
57.05 SQFT



WEST ELEVATION

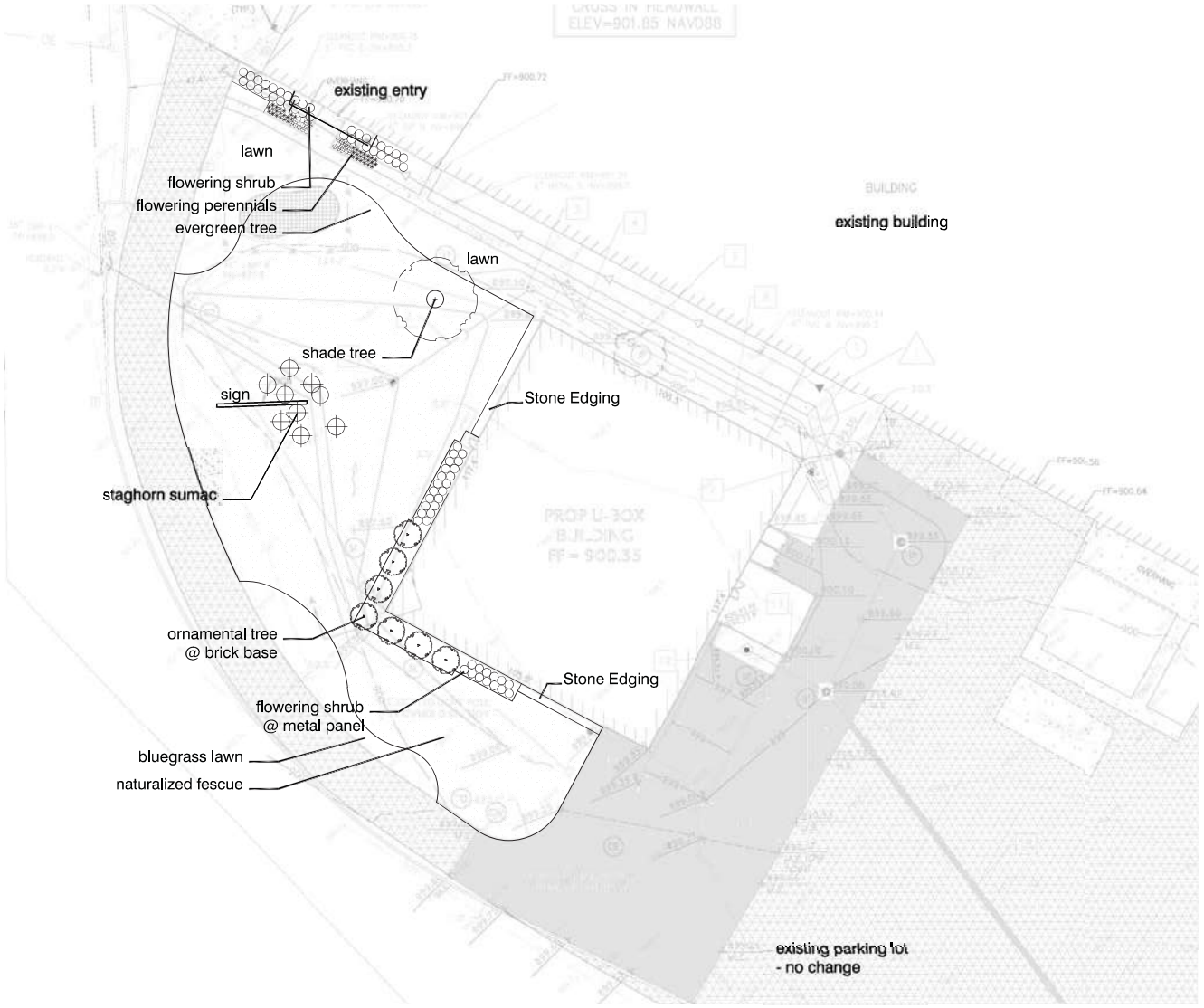
Scale: 1" = 20'

©2022 U-HAUL® INTERNATIONAL • ALL RIGHTS RESERVED

Nov. 23rd, 2022



naturalized fescue

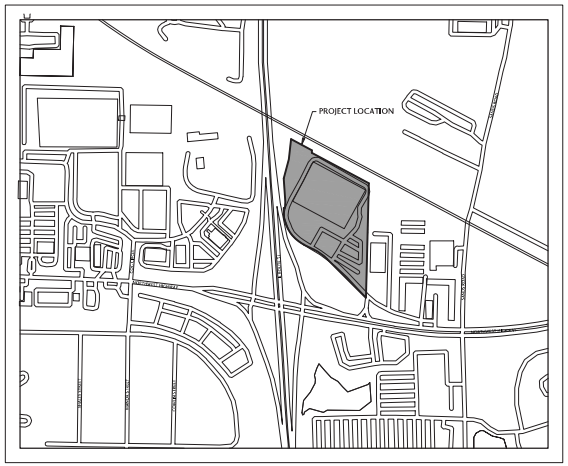


ENGINEERING PLANS
FOR
U-HAUL CRYSTAL LAKE
U-BOX BUILDING
4504 NORTHWEST HWY
CRYSTAL LAKE, IL 60014

PRELIMINARY
NOT FOR CONSTRUCTION

PLANS PREPARED FOR:

MR. BRIAN HEIMSOTH
B&C ENTREPRISES
2482 TECHNOLOGY DRIVE
ELGIN, IL 60124



LOCATION MAP
N.T.S.

BENCHMARK

SITE BENCHMARK:

CROSS IN HEADWALL
ELEV=901.85 NAVD88

Know what's below.
Call before you dig.

OPERATES 24 Hours 365 Days
CALL JULIE 1-800-892-0123
WITH THE FOLLOWING:
COUNTY MCHENRY
CITY-TOWNSHIP CITY OF CRYSTAL LAKE
SEC. & ¼SEC. NO.# SE 1/4 SEC 3, T43N, R8E
48 Hours Before You Dig.
EXCLUDING SAT., SUN., & HOLIDAYS

SHEET INDEX:

C0.0 COVER SHEET
C0.1 SPECIFICATIONS AND TYPICAL SECTIONS
C1.0 EXISTING CONDITIONS AND DEMOLITION PLAN
C2.0 OVERALL SITE PLAN
C3.0 GRADING & EROSION CONTROL PLAN
C4.0 STANDARD DETAILS
C4.1 STANDARD DETAILS

LEGEND

EXISTING	DESCRIPTION	PROPOSED
	DOWN GUY	
	DRAIN	
ETV	ELECTRIC TELEPHONE TV RISERS	
UHH	UTILITY HANDHOLE MANHOLE	
EGWM	ELECTRIC GAS WATER METER	
	UTILITY MARKER	
	LIFT STATION	
SPIGOT	SPIGOT	
	TRAFFIC CONTROL BOX	
	TRAFFIC CONTROL SIGNAL	
	TRANSFORMER	
	WELL	
	SOIL BORING	
	A/C UNIT	
	FLAG POLE	
	CURB INLET	
	SANITARY MANHOLE	
	STORM MANHOLE	
	STORM CATCH BASIN	
	STORM INLET	
	FLARED END SECTION	
	VALVE VAULT	
	WATER VALVE	
	FIRE HYDRANT	
	SIGN POST	
	LIGHT POLE	
DS	DOWNSPOUT	DS
	BOLLARD	BOL
	UTILITY POLE	
	CLEANOUT	CO
	MAILBOX	
W	WATERMAIN	W
	SANITARY SEWER	
	STORM SEWER	
X	FENCE	X
OE	OVERHEAD ELECTRIC	OE
E	ELECTRIC SERVICE	E
T	TELEPHONE SERVICE	T
GAS	GAS SERVICE	GAS
	COMBINED SEWER	
XXX	MAJOR CONTOUR	XXX
XXX	MINOR CONTOUR	XXX

PRELIMINARY
NOT FOR CONSTRUCTION

MEGHAN A. MICHEL
062-057170
LICENSED PROFESSIONAL ENGINEER OF
ILLINOIS

I HEREBY CERTIFY THAT THE PLANS WITH THE FIRM'S NAME LISTED BELOW WERE PREPARED UNDER MY DIRECT SUPERVISION. FURTHERMORE, THE PROPOSED PROJECT WILL NOT RESULT IN DRAINAGE, EROSION OR RUNOFF WHICH ADVERSELY IMPACTS ADJACENT PROPERTIES OR THE PUBLIC RIGHT-OF-WAY. THE PLANS PREPARED MEET THE MINIMUM REQUIREMENTS OF THE MCHENRY COUNTY STORMWATER MANAGEMENT ORDINANCE. DATED AT RINGWOOD, ILLINOIS THIS 14th DAY OF OCTOBER, 2022

MEGHAN A. MICHEL, P. E., J. CONDON & ASSOCIATES, INC.
ILLINOIS REG. PROF. ENGINEER No. 062-057170 EXPIRATION DATE 11-30-2023
ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION FIRM NUMBER: 184-006759

J. CONDON & ASSOCIATES, INC
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES
ELGIN,
ILLINOIS

SCALE
N/A

ISSUE DATE
06/03/2022

PROJECT MANAGER
MAM

DESIGNER
MAM

QUALITY CONTROL
JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING
CRYSTAL LAKE,
ILLINOIS

NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

LIMITATION OF WARRANTY OF ENGINEER'S INSTRUMENTS OF SERVICE

THE ENGINEER AND HIS CONSULTANTS DO NOT WARRANT OR GUARANTEE THE ACCURACY AND COMPLETENESS OF THE DESIGNABLE FURNISHED IN CONNECTION WITH THIS PROJECT. MISTAKES, OMISSIONS, OR DISCREPANCIES ARE FOUND TO EXIST WITHIN THE DRAWINGS, THE ENGINEER SHALL BE PROMPTLY NOTIFIED SO THAT HE MAY HAVE THE OPPORTUNITY TO TAKE WHATEVER STEPS NECESSARY TO RECTIFY THESE MISTAKES, OMISSIONS, OR DISCREPANCIES. FAILURE OF SUCH CONDITIONS SHALL RELIEVE THE ENGINEER FROM ANY RESPONSIBILITY FOR THE CONSEQUENCES OF SUCH FAILURE. ACTIONS TAKEN WITHOUT THE KNOWLEDGE AND CONSENT TO THE ENGINEER, OR ANY MODIFICATIONS TO THE PLANS BY OTHERS OR DEVIATIONS FOR RECOMMENDATIONS, SHALL BECOME THE RESPONSIBILITY NOT OF THE ENGINEER BUT OF THE PARTIES RESPONSIBLE FOR TAKING SUCH ACTION.

PROJECT NUMBER
BCEI-21046-3

SHEET TITLE
COVER SHEET

SHEET NUMBER
C0.0

Design Special Provisions

The Standard Specifications for Road and Bridge Construction prepared by the Department of Transportation of the State of Illinois (latest edition), Supplemental Specifications, the Standard Specifications for Water and Sewer Main Construction in Illinois (latest edition) and the Illinois Urban Manual (blue book) as published by the IEPA shall govern the construction of this project.

In addition, the following special provisions supplement the said specifications, and in case of conflict with any part or parts of said specifications, these special provisions shall take precedence and shall govern.

1. Scope of Work

The proposed improvement consists of supplying all the necessary labor, material and equipment to satisfactorily construct and install all improvements according to the plans designated "U-HAUL CRYSTAL LAKE U-BOX BUILDING."

2. Construction Of Underground Utilities

A. Excavation: Where working conditions and right-of-way permit, pipe line trenches with sloping sides may be used.

The slopes shall not extend below the top of the pipe, and the trench excavations below this point shall be made with vertical sides with widths not exceeding those specified herein for the various sizes of pipe.

Open-cut trenches shall be sheeted and braced as required by the governing state, federal laws and municipal ordinances, and as may be necessary to protect life, property or the work.

Where firm foundation is not encountered at the grade established, due to unsuitable soil, all such unsuitable material shall be removed and replaced with approved compacted granular material.

B. Width of Trenches: The maximum width of the trench at the top of the pipe shall be as follows:

Nominal Pipe Sizes (inches)	Trench Widths (inches)
12 or smaller	30
14-18	36
20-24	42
27-30	48
33 and larger	1-1/3 times pipe O.D.

C. Removal of Water: Contractors shall, at all times during construction, provide and maintain ample means and devices with which to remove and properly dispose of all water entering the excavations. No sanitary sewer shall be used for disposal of trench water, unless specifically approved by the City Engineer and then only if the trench water does not ultimately arrive at existing pumping or sewage treatment facilities.

D. Bedding of Pipe: All pipe shall be installed on a bedding of approved, compacted granular material unless otherwise approved by the City Engineer. The bedding material shall be installed as per the typical trench backfill detail.

E. Trench Backfill: Whenever the excavation is in or within 2 feet of existing or proposed streets, parking areas, driveways, sidewalks or other paved areas, the trench shall be backfilled with approved selected granular material compacted in place. The granular material shall consist of CA-6 and extend away from the back of curb or any edge of pavement at a 1 to 1 slope. The top 12 inches of the backfill shall be filled with road gravel or crushed stone and maintained as a temporary surface for the normal use of the area when the trench is in existing pavements.

F. Restoration of Drainage: As soon as possible after backfilling the trench, all ditching, grading and shaping necessary to restore the original drainage in the area of work shall be performed. Culverts removed during the course of the work shall be replaced as soon as practical after backfilling is complete.

G. Utilities: The contractor shall notify all utilities prior to the installation of any pipelines. Where conflicts exists between underground utilities and the proposed underground pipeline requiring a revision to the plans, such construction shall not be undertaken until such changes are approved by the City Engineer in writing.

3. Inspection

All improvements shall be subject to inspection by a duly authorized and qualified Owner's Representative both during the course of construction and after construction is complete. The Owner's Representative shall have authority over materials of construction, methods of construction and workmanship to ensure compliance with working drawings and specifications. The contractor shall provide for reasonable tests and proof of quality of materials as requested by the inspector. Upon due cause, which shall include weather conditions, workmanship or non-adherence to the approved plans and specifications, the inspector shall have the authority to stop construction.

4. Sanitary Service Lines

The services shall be of adequate depth at the property line to gravity drain the lowest point in the building. Where necessary, riser pipes shall be installed to prevent the service line from being installed deeper than necessary. All sanitary services shall be 10 feet parallel to water services where practical. All services shall be marked with a red-topped wood 4"x 4" x 8' stake, securely buried with 30 inches exposed. Required trench backfill shall be considered in the cost of the service being installed.

5. Water Main

Water mains shall be cement lined Class 52 Ductile Cast Iron pipe meeting the requirements of ANSI A21.51 or Class 150 (SDR 18) PVC pipe meeting the requirements of AWWA Standard C900. Pipe joints may be push-on bell and spigot type with rubber ringed gasket, except for valves, hydrants and bends used for vertical height adjustments to cross over or under storm and sanitary structures and pipe, which shall be mechanical joints. All required fittings for water main construction shall be included in the cost of the water main being installed.

6. Fire Hydrants

Hydrants shall be per City of Crystal Detail "UW-06" with break away flange and a depth of "bury" compatible to the finished grade and elevation of the water main. All hydrants shall have an auxiliary valve and box.

7. Valves And Vaults

Valve vaults shall be provided for all valves except fire hydrant auxiliary valves and will be of the type specified in the valve vault detail. The word "Water" shall be permanently imprinted on the face of the valve box and valve vault covers. All valves shall be Mueller 2360-23-9020 or American Flow Control 2500-1 Resilient Seat Gate Valve or approved equal.

8. Protection Of Water Main And Water Service Lines

Water mains and water service lines shall be protected from sanitary sewers, storm sewers, combined sewers, house sewer service connections and drains as follows:

A. Water Main

1. Horizontal Separation

a. Water mains shall be located at least 10 feet (3.1 m)horizontally from any existing or proposed drain, storm sewer, sanitary sewer, combined sewer or sewer service connection.

b. Water mains may be located closer than 10 feet (3.1 m)to a sewer line when:

i. local conditions prevent a lateral separation of 10 feet (3.1 m); and

ii. the water main invert is at least 18 inches (460 mm)above the crown of the sewer; and

iii. the water main is either in a separate trench or in the same trench on an undisturbed earth shelf located to one side of the sewer.

c. When it is impossible to meet (a.) or (b.) above, both the water main and drain or sewer shall be constructed of slip-on or mechanical joint cast or ductile iron pipe, prestressed concrete pipe, or PVC pipe equivalent to water main standards of construction. The drain or sewer shall be pressure to the maximum expected surcharge head before backfilling.

2. Vertical Separation

a. A water main shall be separated from a sewer so that its invert is a minimum of 18 inches (460 mm) above the crown of the drain or sewer whenever water mains cross storm sewers, sanitary sewers or sewer service connections. The vertical separation shall be maintained for that portion of the water main located within 10 feet (3.1 m) horizontally of any sewer or drain crossed. A length of water main pipe shall be centered over the sewer to be crossed with joints equidistant from the sewer or drain.

b. Both the water main and sewer shall be constructed of slip-on, mechanical joint cast or ductile iron pipe, prestressed concrete pipe, or PVC pipe equivalent to water main standards of construction when:

i. it is impossible to obtain the proper vertical separation as described in (a)above;

or

ii. the water main passes under a sewer or drain.

c. A vertical separation of 18 inches (460 mm) between the invert of the sewer drain and the crown of the water main shall be maintained where a water main crosses under a sewer. Support for the sewer or drain lines shall be provided to prevent settling and breaking the water main, as shown on the plans or as approved by the ENGINEER.

d. Construction shall extend on each side of the crossing until the perpendicular distance from the water main to the sewer or drain line is at least 10 feet (3.1 m).

9. Water Service Line

a. The horizontal and vertical separation between water service lines and all storm sewers, sanitary sewers, combined sewers or any drain or sewer service connection shall be the same as the water main separation described in (A) above.

b. The water pipe described in (2) above shall be used for sewer service lines when minimum horizontal and vertical separation cannot be maintained.

1. Special Conditions. Conditions in (1.), (2.) and (3.) shall be met unless special considerations are covered in the Plans and Special Provisions.

2. Sewer Manholes. No water pipe shall pass through or come in contact with any part of a sewer or sewer manhole.

10. Pressure And Leakage Testing

After the pipe has been laid and partly backfilled as Specified herein, all newly laid pipe or any valved sections of it shall, unless otherwise expressly specified, be subjected to a hydrostatic pressure equal to fifty (50) percent more than the operating pressure at the lowest elevation of the pipe section, but not to exceed the pressure rating of the type of pipe specified. The duration of each pressure test shall be for a period of not less than one hour and not more than six hours. The basic provisions of AWWA C-600 and C-603 shall be applicable.

Each section of pipe to be tested, as determined by the ENGINEER, shall be slowly filled with water and the Specified test pressure shall be applied by means of a pump connected to the pipe in a satisfactory manner. The pump, pipe connection and all necessary apparatus including gauge and meters shall be furnished by the CONTRACTOR. Before applying the specified test pressure, all air shall be expelled from the pipe. To accomplish this, taps shall be made, if necessary, at points of highest elevation and afterwards tightly plugged. Any cracked of defective pipes, fittings, valves, or hydrants discovered in consequence of this pressure test shall be removed and replaced by the CONTRACTOR with the sound material and the test shall be repeated until satisfactory to the ENGINEER. Provisions of AWWA C-600 and C-603, where applicable, shall apply.

After completion of the pressure test, a leakage test shall be conducted to determine the quantity of water lost by leakage under the specified test pressure. Test pressure is defined as the maximum operating pressure of the section under test and is based on the elevation of the lowest point in the line or section under test corrected to the elevation of the test gauge. Applicable provisions of AWWA C-600 and C-603 shall apply. Duration of each leakage test shall be a minimum of one (1) hour in addition to the pressure test period.

11. Disinfection & Chlorination

All installed water mains shall be disinfected and chlorinated per Article 41, Section 2.14 of the Standard Specifications.

12. Storm Sewers

Storm sewers shall be of reinforced concrete pipe meeting the requirements of ASTM C-76. Pipe shall be Class III for depths less than or equal to 14 feet and Class IV for depths exceeding 14 feet or less than 3 feet under paved surfaces. All joints shall be completed with mastic joint materials.

OR

Corrugated Polyethylene (HDPE) Pipe with Smooth Interior. Pipes and fittings shall meet the requirements of AASHTO M-294 (12" and larger). Type S (corrugated outside smooth inside, 4" -48"). The joints shall be bell and spigot having a factory installed Elastomeric rubber "O-ring" gasket which meets ASTM F-477.

OR

Corrugated Polypropylene (CPP) Pipe with Smooth Interior. Pipes and fittings shall meet the requirements of AASHTO M-330 (12" and larger). The joints shall be bell and spigot having meeting the requirements of ASTM F2881 or AASHTO M330 with a factory installed Elastomeric rubber "O-ring" gasket which meets ASTM F-477.

OR

PVC storm sewer shall be SDR 26 ASTM D3034 with ASTM D3212 joints.

13. Storm Sewer Frames And Grates

All frames and grates shall be per City of Crystal Lake details "UD-01a-d".

14. Earth Excavation

This item shall include stripping and stockpiling of all topsoil in areas designated by the Owner's Representative. All material deposited in embankment areas shall be compacted under the direction of the municipal inspector. Topsoil shall be stripped in all fill areas before placement of material. All excess material shall be disposed of off-site at an approved facility by the contractor unless otherwise directed by the Owner.

15. Topsoil Placement

The contractor shall place topsoil to a minimum depth of 6 inches over all unpaved disturbed areas ready for landscaping. The surface of the topsoil shall be free from clods, stones, sticks and debris. Placement shall include spreading, cultivating, lightly compacting, dragging and grading. Topsoil, when placed, shall be dry enough so as not to puddle or bond. Topsoil shall not be placed when the subgrade is frozen, excessively wet, or in any other condition detrimental to proper grading. Remove all foreign matter and soil clods larger than 1" in diameter. If undesirable vegetation is present prior to seeding, the topsoil shall be disked until all vegetation has been removed

16. Seeding

All disturbed unpaved areas shall be seeded or sodded with Kentucky Bluegrass mixture or with another mixture approved by the owner's representative. All seeded areas shall be covered with the specified erosion control matting. All seeded areas shall have an adequate growth of grass before work is accepted. All seeded areas shall be stabilized within 24 hours after seeding operations have been completed. The owner's representative shall approve the seed bed prior to sowing any seeds. Prior to starting seed work, contractor shall submit the name of seed supplier for the project and labels from the bags. The seed shall be sown with a machine that mechanically places the seed in direct contact with the soil, packs, and covers the seed in one continuous operation. Broadcasting will be allowed as approved by owner's representative in inaccessible areas where the use of the equipment specified is physically impossible. Adequate growth will be defined as root depth into topsoil a minimum of 2" and dense, green, consistent turf void of any bare or patchy areas of more than 9 square inches. The contractor shall maintain the turf grass until final acceptance. Maintenance to include grade repair, reseeding, mowing, insect & weed control, trimming & edging. Each mowing shall occur when the grass has reached a height of 4 inches. Mow to a height of 3 inches, turf shall be mowed so as not to remove more than 1/3 of the total height. The cost of such maintenance shall be included in the turf grass installation cost. All seeded areas shall have an adequate growth of grass before work is accepted.

17. Bituminous Materials (Prime Coat)

Prime shall be MC-30 applied at a rate of 0.35 GAL/SY of pavement for all aggregate areas. Prime shall be SS-1 applied at a rate of 0.1 GAL/SY of pavement on all bituminous surfaces.

18. Traffic Control

The contractor shall obtain, erect, maintain and remove all signs, barricades, flagman, and other traffic control devices as may be necessary for the purpose of regulating, warning or guiding traffic. Placement and maintenance of all traffic control devices shall be as directed by the municipal inspector and in accordance with the applicable parts of Article 701 of the Standard Specifications for Road and Bridge Construction. All traffic protection will be considered incidental to the contract.

19. Engineer's Responsibility

The engineer shall be responsible for the following:

A. To visit the construction site in order to better carry out the duties and responsibilities assigned by the Owner and undertaken by the engineer;

B. The engineer shall not, during such visits or as a result of such observations of the contractor's work in progress, supervise, direct, have control over the contractor's work, nor shall the engineer have the authority over the responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the contractor for safety precautions and programs incidental to the work of the contractor, or for any failure of the contractor to comply with the laws, rules, regulations, ordinances, codes or orders applicable to the contractor furnishing and performing his work. Accordingly, the engineer can neither guarantee the performance of the construction contracts by the contractor nor assume responsibility for the contractor's failure to furnish and perform his work in accordance with the contract documents.

20. Construction Drawings/Contractor's Responsibility

No construction plans shall be used for construction unless specifically marked "For Construction." Prior to commencement of construction, the contractor shall verify all dimensions and conditions affecting their work with the actual conditions at the job site. In addition, the contractor must verify the engineer's line and grade stakes. If there are any discrepancies from what is shown on the construction plans, he must immediately report same to the engineer before doing any work, otherwise, the contractor assumes full responsibility. In the event of disagreement between the construction plans, Standard Specifications and/or special details, the contractor shall secure written instructions from the engineer prior to proceeding with any part of the work effected by omissions or discrepancies. Failing to secure such instructions, the contractor will be considered to have proceeded at his own risk and expense. In the event of any doubt or question arising with respect to specifications, the decision of the engineer shall be final and conclusive.

21. Indemnification

The contractor shall indemnify and hold harmless the Owner and J. Condon & Associates, Inc. from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the performance of the contractor's work. In any and all claims against the owner or J. Condon & Associates, Inc., by any employee of the contractor, or anyone directly or indirectly employed by the contractor, or anyone for whose acts the contractor may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount of damages, compensation or benefits payable by or for the contractor under Worker's Compensation acts, disability benefit acts or other employee benefit acts.

22. Preconstruction Conference

A preconstruction conference for representatives of the developer, municipality and contractor will be held before the contractor proceeds with construction, at a time and place convenient for all parties, for review of the contractor's construction schedules, to establish procedures for handling shop drawing and other submittals and to establish a working understanding among the parties to the contract work.

23. Project Quantities

The quantities given by the engineer are intended as a guide for the contractor in determining the scope of the completed project. It is the contractor's responsibility to determine all material quantities and appraise himself of all site conditions. The contract price submitted by the contractor shall be considered as lump sum for the completed project. No claims for extra work will be recognized unless ordered in writing by the Owner.

24. Insurance Requirements

The contractor shall purchase and maintain Comprehensive General Liability and other insurance set forth below which will provide protection from claims which may arise out of or resulting from the performance of work by anyone directly or indirectly employed by the contractor or by anyone for whose acts the contractor may be liable.

A. Worker's Compensation and Employer's Liability insurance in any amount not less than statutory limits required by law.

B. Comprehensive General Liability insurance including coverage in the amount of $500,000 per accident for property damage and $1,000,000 per person and $2,000,000 aggregate per accident for bodily injury, sickness or disease, or death of any person.

C. Comprehensive Automobile Liability insurance covering all automobiles, trucks, trailers and any other motorized equipment owned or leased by the contractor.

25. Certificate of Insurance

The contractor shall not commence work until he has filed with the Owner's Representative a certificate of insurance showing complete coverage of all insurance required, signed by the insurance companies or their authorized agents. Each certificate shall provide that coverage shall not be terminated or reduced without 30 days advance written notice to the Owner's Representative. The contractor shall name the Owner & J. Condon & Associates, Inc. as additional insureds on the Comprehensive General Liability and Automobile Liability policies.

26. Erosion Control

It shall be the contractor's responsibility to properly control erosion on the job site through the use of siltation ponds, filter fabrics, etc. Any siltation of conduits, structures, or ditches shall be cleaned and maintained by the contractor until the seeding has taken hold. All washouts, gullies, etc. will be regraded and reseeded by the contractor.

The contractor's responsibility for erosion control shall extend throughout the construction process. The contractor shall be responsible for clean-up of paved surfaces within and outside of the project.

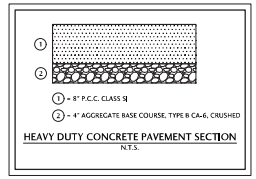
All erosion control practices shall comply with the latest revision of the Illinois Urban Manual (Blue Book) as published by the IEPA.

STANDARD SOIL EROSION AND SEDIMENT CONTROL

1. Control measures shall meet the minimum standards and specifications of the *Illinois Urban Manual* (www.aiscd.org/IUM) unless stated otherwise.
2. Soil disturbance shall be conducted in such a manner as to minimize erosion. Areas of the development site that are not to be disturbed shall be protected from construction traffic or other disturbance until final stabilization is achieved.
3. Soil stabilization measures shall consider the time of year, development site conditions and the use of temporary or permanent measures.
4. Stabilization by seeding shall include topsoil placement and fertilization, as necessary.
5. Native seed mixtures shall include rapid-growing annual grasses or small grains to provide initial, temporary soil stabilization.
6. Offsite property shall be protected from erosion and sedimentation. Velocity dissipation devices shall be placed at concentrated discharge locations and along the length of any outfall channel, as necessary to prevent erosion.
7. Sediment control measures shall be installed prior to the disturbance of tributary areas.
8. Stabilization of disturbed areas shall be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the development site, or temporarily ceased on any portion of the development site and will not resume for a period exceeding 14 calendar days. Stabilization of disturbed areas shall be initiated within 1 working day of permanent or temporary cessation of earth disturbing activities and shall be completed as soon as possible, but not later than 14 calendar days from the initiation of stabilization work in an area. Exceptions to these time frames are specified below:
   a. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable; and
   b. In areas where construction activity has temporarily ceased and will resume after 14 days, a temporary stabilization method may be used.
9. Disturbance of steep slopes shall be minimized. Areas or embankments having slopes steeper than 3:1 shall be stabilized with staked in place sod, erosion control blanket in combination with seeding, or an equivalent control measure.
10. Perimeter control measures shall be provided downslope and perpendicular to the flow of runoff from disturbed areas, where the tributary area is greater than 5,000 square feet, and where runoff will flow in a sheet flow manner. Perimeter erosion control shall also be provided at the base of soil stockpiles.
11. The stormwater management system shall be protected from erosion and sedimentation downslope from disturbed areas. Inlet protection that reduces sediment loading, while allowing runoff to enter the inlet shall be required for all storm sewers. Check dams, or an equivalent control measure, shall be required for all channels. Filter fabric inlet protection and straw bale ditch checks are not acceptable control measures.
12. If dewatering services are used, discharges shall be routed through an effective sediment control measure (e.g., sediment trap or an equivalent control measure). The Enforcement Officer shall be notified prior to the commencement of dewatering activities.
13. All temporary soil erosion and sediment control measures shall be removed within 30 days after final stabilization of the development site is achieved or after the temporary measures are no longer necessary. Trapped sediment shall be removed or disturbed areas shall be permanently stabilized.
14. Stockpiled soil and materials shall be removed from flood hazard areas at the end of each work day. Soil and materials stockpiled in IWMC or buffer areas shall be placed on timber mats, or an equivalent control measure.
15. Effective control measures shall be utilized to minimize the discharge of pollutants from the development site. At a minimum, control measures shall be implemented in order to:
   a. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash water; and
   b. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, vehicle fluids, sanitary waste, and other materials present on the development site to precipitation and to stormwater.
16. Adequate receptacles shall be provided for the depositing of all construction material debris generated during the development process. The applicant shall not cause or permit the dumping, depositing, dropping, throwing, discarding or leaving of construction material debris upon or into any development site, channel, or IWMC. The development site shall be maintained free of construction material debris.
17. The Enforcement Officer may require additional or alternate soil erosion and sediment control measures, based on development site specific considerations and the effectiveness of the installed control measures.

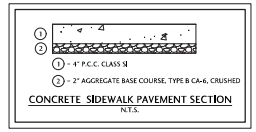
Standard Drain Tile Notes

1. Drain tiles disturbed during regulated development shall be reconnected by those responsible for their disturbance, unless the development plans specify abandonment of the drain tiles.
2. All abandoned drain tiles within disturbed areas shall be removed in their entirety.
3. Drain tiles within the disturbed area of a development site shall be replaced, bypassed around the development site or intercepted and connected to the stormwater management system for the development site. The size of the replaced or bypassed drain tile shall be equivalent to the existing drain tile.



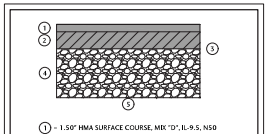
1 = 8" P.C.C. CLASS SI
2 = 4" AGGREGATE BASE COURSE, TYPE B CA-6, CRUSHED

HEAVY DUTY CONCRETE PAVEMENT SECTION
N.T.S.



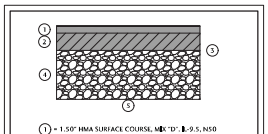
1 = 4" P.C.C. CLASS SI
2 = 2" AGGREGATE BASE COURSE, TYPE B CA-6, CRUSHED

CONCRETE SIDEWALK PAVEMENT SECTION
N.T.S.



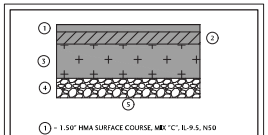
1 = 1.50" HMA SURFACE COURSE, MIX "D", IL-9.5, N50
2 = 2.50" HMA BINDER COURSE, IL-19.0, N50
3 = BITUMINOUS MATERIALS PRIME COAT, MC-30, 0.35 GAL/SY
4 = 8" AGGREGATE BASE COURSE, TYPE B CA-6, CRUSHED
5 = SUBGRADE, COMPACTED & PROOF ROLLED

PARKING LOT ASPHALT PAVEMENT SECTION
N.T.S.



1 = 1.50" HMA SURFACE COURSE, MIX "D", IL-9.5, N50
2 = 3.50" HMA BINDER COURSE, IL-19.0, N50
3 = BITUMINOUS MATERIALS PRIME COAT, MC-30, 0.35 GAL/SY
4 = 10" AGGREGATE BASE COURSE, TYPE B CA-6, CRUSHED
5 = SUBGRADE, COMPACTED & PROOF ROLLED

HEAVY DUTY ASPHALT PAVEMENT SECTION
N.T.S.



1 = 1.50" HMA SURFACE COURSE, MIX "C", IL-9.5, N50
2 = 2.50" HMA BINDER COURSE, IL-19.0, N50
3 = 7" HMA BASE COURSE
4 = 4" AGGREGATE BASE COURSE, TYPE B CA-6, CRUSHED
5 = TRENCH BACKFILL

UTILITY TRENCH ASPHALT PAVEMENT SECTION
N.T.S.

J. CONDON & ASSOCIATES, INC
ENGINEERS, PLANNERS, SURVEYORS
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES

ELGIN,
ILLINOIS

N
W E
S

SCALE
N/A

ISSUE DATE
06/03/2022

PROJECT MANAGER
MAM

DESIGNER
MAM

QUALITY CONTROL
JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING

CRYSTAL LAKE,
ILLINOIS

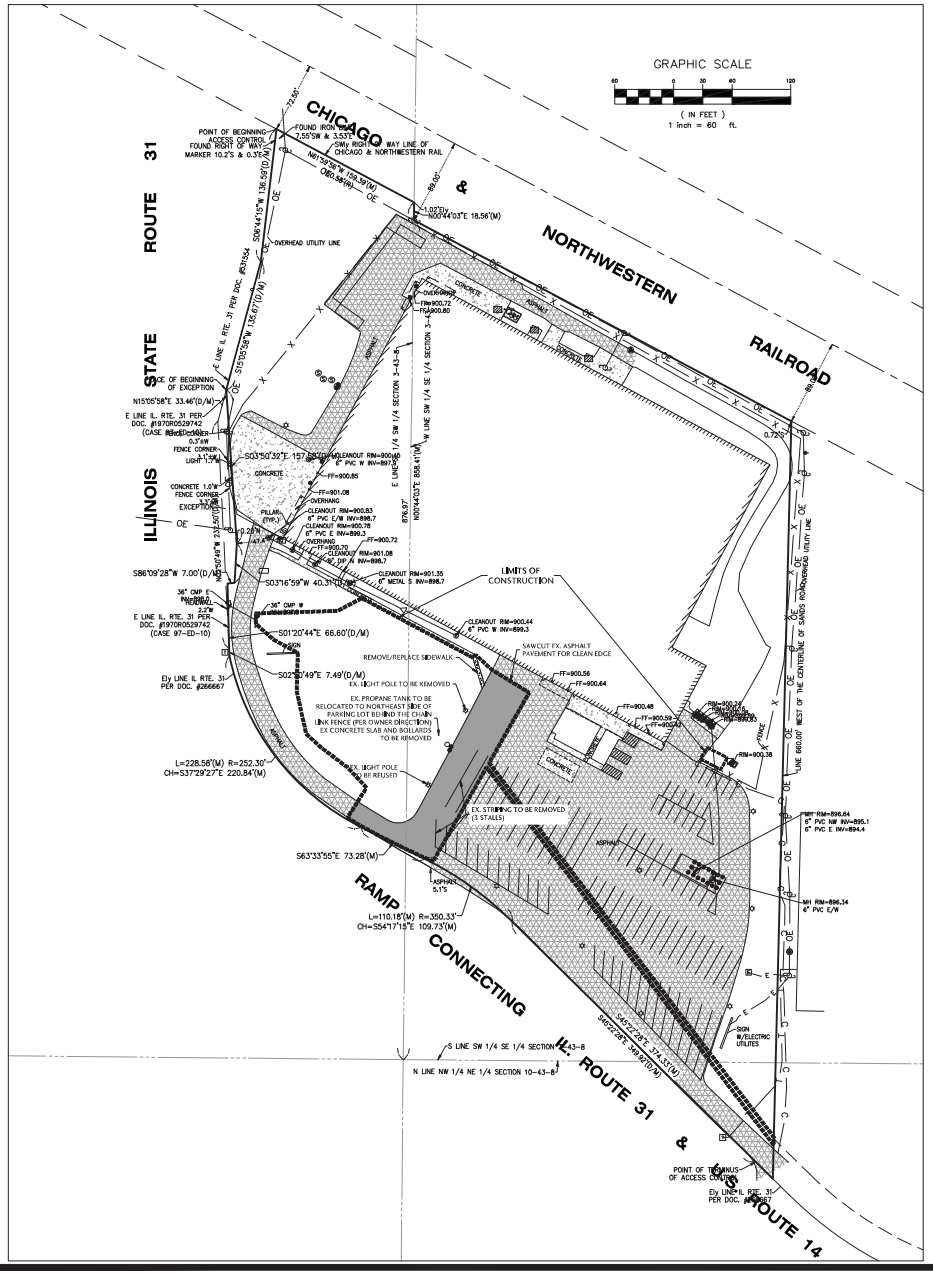
NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER
BCEI-21046-3

SHEET TITLE
SPECIFICATIONS AND TYPICAL SECTIONS

SHEET NUMBER
C0.1

X:\2021\21046\Permits\21046-P.dwg, 10/24/2022 11:37:52 AM, DWG To PDF.pc3, 1:1



DEMOLITION NOTES

1. CONTRACTOR SHALL FIELD VERIFY EXISTING UTILITY LOCATIONS AND ELEVATIONS PRIOR TO DEMOLITION. SOME UTILITIES MAY NOT BE SHOWN.
2. COORDINATE WITH LOCAL AUTHORITIES AND UTILITY PURVEYORS FOR THE REMOVAL/RELOCATION OF EXISTING UTILITIES.
3. SAWCUTTING OF EXISTING PAVEMENT SHALL BE FULL DEPTH TO PROVIDE A CLEAN VERTICAL FACE TO MATCH PROPOSED PAVEMENT.
4. KEEP ALL PUBLIC AND PRIVATE STREETS CLEAR OF CONSTRUCTION DEBRIS, TRASH, AND MATERIALS. ALL ADJOINING PUBLIC AND PRIVATE PROPERTIES SHALL BE PROTECTED FROM DAMAGED CAUSED BY CONSTRUCTION.
5. ALL WASTE MATERIALS SHALL BE DISPOSED OF OFFSITE IN AN APPROVED FACILITY.
6. ALL WASTE MATERIALS SHALL BE REMOVED IN A MANNER THAT PREVENTS INJURY OR DAMAGE TO PERSONS, ADJOINING PROPERTIES AND/OR RIGHT-OF-WAY.
7. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO DEMOLITION OPERATIONS.
8. THE SITE SHALL BE GRADED TO MINIMIZE ACCUMULATION OF WATER OR DAMAGE TO ANY FOUNDATIONS ON THE PREMISES OF ADJOINING PROPERTY.

LEGEND

- = EXISTING BITUMINOUS PAVEMENT
- = EXISTING CONCRETE SIDEWALK
- = EXISTING GRAVEL
- = EXISTING BUILDING
- = PAVEMENT TO BE REMOVED
- = CONCRETE PAVEMENT TO BE REMOVED
- ------ = FULL DEPTH SAWCUT
- ====== = LIMITS OF WORK AREA

SITE DATA TABLE

EXISTING		
IMPERVIOUS AREA:	6.23 ACRES	
PERVIOUS AREA:	2.50 ACRES	
PROPERTY AREA:	8.73 ACRES	
PROPOSED		
IMPERVIOUS AREA:	6.60 ACRES	(16,139 SF NEW)
DISTURBANCE AREA:	0.95 ACRES	

J. CONDON & ASSOCIATES, INC
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES
ELGIN, ILLINOIS

N W E S

SCALE: 1" = 60'
ISSUE DATE: 06/03/2022
PROJECT MANAGER: MAM
DESIGNER: MAM
QUALITY CONTROL: JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING
CRYSTAL LAKE, ILLINOIS

NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER: BCEI-21046-3

SHEET TITLE: EXISTING CONDITIONS AND DEMOLITION PLAN

SHEET NUMBER: C1.0

X:\2021\21046\Layouts\C1.0DEM.dwg, 10/24/2022 12:08:13 PM, DWG To PDF.pc3, 1:1



OVERALL NOTES

1. ALL SIGNING AND PAVEMENT MARKINGS SHALL MEET MUTCD STANDARDS.
2. PAVEMENT MARKINGS TO BE 4" WIDE PAINT UNLESS OTHERWISE NOTED.
3. ALL ACCESSIBLE PARKING SIGNS (R7-8) SHALL BE PLACED AT THE CENTER OR THE PARKING SPACE AND WITHIN 5' OF THE SPACE.
4. ALL DIMENSIONS ARE TO BACK OF CURB, EDGE OF PAVEMENT, AND OUTSIDE OF BUILDING FOUNDATION UNLESS OTHERWISE NOTED.
5. STRIPING DIMENSIONS ARE FROM CENTER TO CENTER OF PAVEMENT MARKING.

LEGEND

- = EXISTING BITUMINOUS PAVEMENT
- = EXISTING CONCRETE PAVEMENT
- = EXISTING CONCRETE SIDEWALK
- = EXISTING BUILDING
- = PROPOSED BUILDING
- = PROPOSED PARKING LOT PAVEMENT
- = PROPOSED HEAVY DUTY PAVEMENT
- = PROPOSED CONCRETE PAVEMENT
- = PROPOSED CONCRETE SIDEWALK

STORM SEWER TAGS

P1. PROP 12" FES W/GRATE
INV = 897.00

P2. PROP 58 LF 12" ST SEWER @ 0.86%

P3. PROP CB TC 3' DIA, T8GR
RIM = 899.50
INV = 896.50 (SW, SE)

P4. PROP 41 LF 12" ST SEWER @ 0.98%

P5. PROP CB TC 3' DIA, T8GR
RIM = 899.25
INV = 896.10 (E, W)

P6. PROP 85 LF 12" ST SEWER @ 0.53%

P7. PROP CB TC 3' DIA, T8GR
RIM = 899.30
INV = 895.65 (E, W)

P8. PROP 38 LF 12" ST SEWER @ 0.53%

P9. PROP CB TC 3' DIA, T8GR
RIM = 899.35
INV = 895.45 (NW, SE)

P10. PROP 60 LF 12" ST SEWER @ 0.50%

P11. PROP CB TA, 4' DIA, TIF OL
W/ SNOUT DEBRIS HOOD
RIM = 899.00
INV = 895.15 (N)
INV = 895.90 (W, SE)

P12. PROP CB TA, 3' DIA, TIF OL
RIM = 896.25
INV = 894.15

P13. PROP 33 LF 12" ST SEWER @ 0.76%

P14. PROP 477 LF 15" ST SEWER @ 0.30%

P15. PROP 15" FES W/GRATE
INV = 892.45

GRAPHIC SCALE

30 0 15 30 60

(IN FEET)
1 Inch = 30 ft.

J. CONDON & ASSOCIATES, INC
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES
ELGIN,
ILLINOIS

SCALE
1"=30'

ISSUE DATE
06/03/2022

PROJECT MANAGER
MAM

DESIGNER
MAM

QUALITY CONTROL
JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING
CRYSTAL LAKE,
ILLINOIS

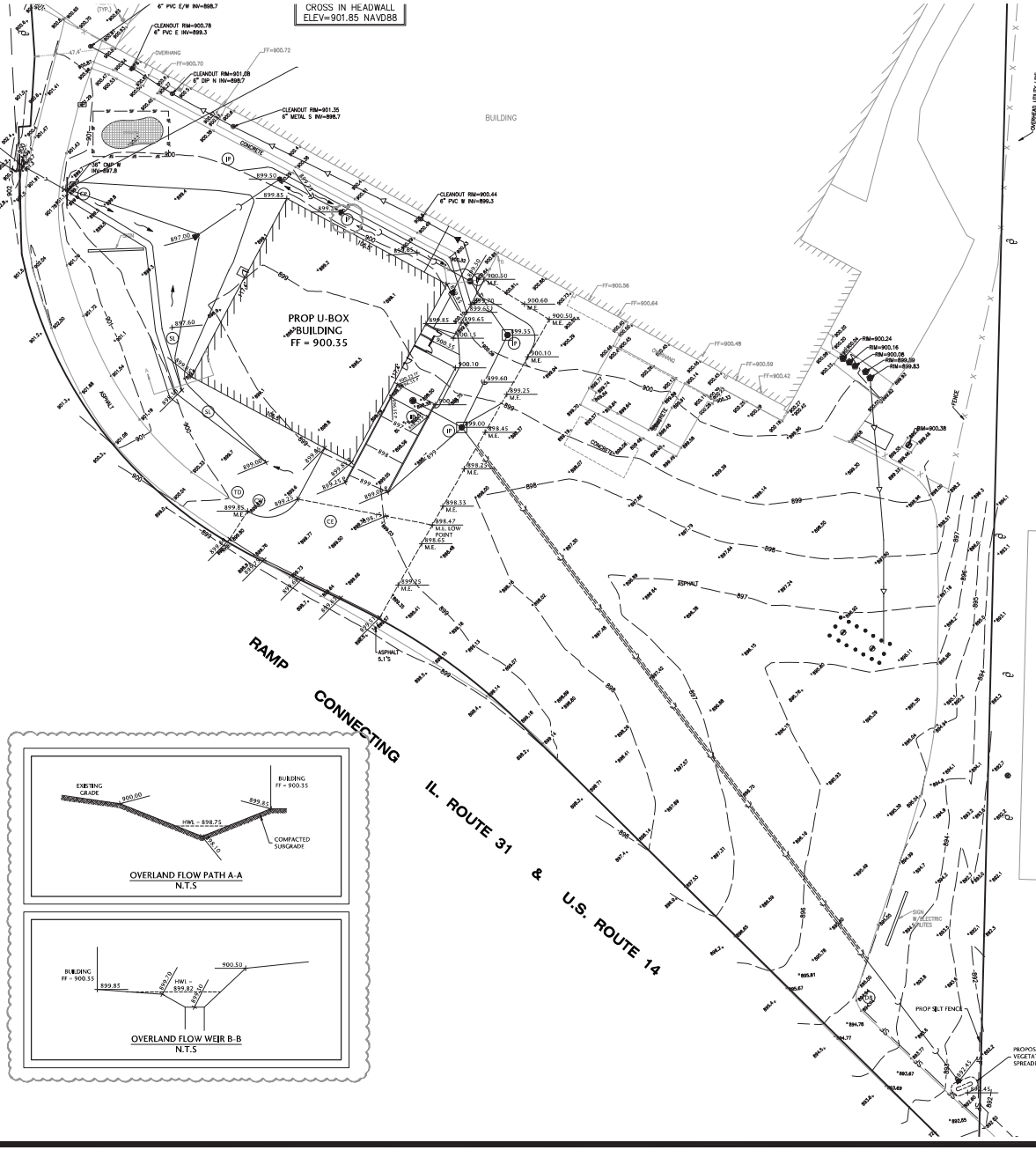
NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER
BCEI-21046-3

SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
C2.0

X:\2021\21046\proj\civil\21046-Final.dwg, 10/24/2022 11:38:48 AM, DWG To PDF.pc3, 1:1



OVERLAND FLOW PATH A-A
N.T.S

OVERLAND FLOW WEIR B-B
N.T.S

GRADING & EROSION CONTROL LEGEND

DRAINAGE ARROW	X.XX%
OVERLAND OVERFLOW ROUTE	
SILT FENCE	SF
TEMPORARY TYPE II/ TYPE III TRAFFIC BARRICADES	TB
OPEN-LID INLET PROTECTION	IP
RIP RAP PROTECTION	RR
SEDIMENT LOG (CURLEX SEDIMENT LOG 6")	SL
STABILIZED CONSTRUCTION ENTRANCE (USE EX. PAVEMENT)	CE
PERMIT DISPLAY BOARD	DB
PORTABLE CONCRETE WASHOUT AREA	CW
ONSITE TRASH DUMPSTER	TD
SEDIMENT LOG CULVERT PROTECTION	CP

PROPOSED ELEVATIONS:

TOP OF CONCRETE CURB	C XXX.XX
EDGE OF CONCRETE/BITUMINOUS PAVEMENT	P XXX.XX
EDGE OF CONCRETE SIDEWALK	W XXX.XX
TOP OF WALL	T/W XXX.XX
BOTTOM OF WALL	B/W XXX.XX
TOP OF FOUNDATION	T/F XXX.XX
FIRST FLOOR ELEVATION	FF XXX.XX
FINISHED GRADE	XXX.XX

EROSION CONTROL
SEQUENCE OF CONSTRUCTION/EROSION CONTROL MEASURES

1. Installation of sedimentation and erosion control measures.
2. Site clearing and topsoil stripping.
3. Excavation and grading.
4. Placement of topsoil on disturbed areas.
5. Seeding, landscaping and final stabilization Seeding to be completed within 7 days of final grading.
6. All temporary erosion control measures shall be removed and disposed of within 30 days of final stabilization. All trapped sediment is required to be stabilized or disposed of offsite.

EROSION CONTROL NOTES

1. Construction on this site shall comply with all Crystal Lake ordinances pertaining to erosion control.
2. All disturbed areas shall be stabilized within 7 days of active disturbance.
3. All roadways shall be cleaned at the end of each day.
4. Silt Sack/approved equal measure shall be placed between all open frame and grates.
5. All erosion and sediment control practices shall be maintained and repaired as needed to ensure effective performance of the required erosion control measures.
6. All temporary erosion control measures shall be removed and disposed of within 30 days of final stabilization. All trapped sediment is required to be stabilized or disposed.
7. All erosion and sediment control work shall conform to the Illinois Urban Manual for erosion control.

GRADING & EROSION CONTROL NOTES:

1. ALL DISTURBED AREAS SHALL BE STABILIZED WITH NA GREEN D575 EROSION BLANKET OR APPROVED EQUAL OR HYDROSEEDED UNLESS OTHERWISE NOTED WITHIN THE PLAN SET.
2. CONTRACTOR RESPONSIBLE FOR MAINTENANCE/REPAIR OF EROSION CONTROL MEASURES UNTIL ADEQUATE VEGETATION GROWTH HAS OCCURRED. MAINTENANCE/REPAIR WORK SHALL BE INCIDENTAL TO THE INSTALLATION COSTS.
3. CONTRACTOR RESPONSIBLE FOR ADDITIONAL EROSION CONTROL MEASURES AS RECOMMENDED BY THE ENFORCEMENT OFFICER OR THE DESIGNATED EROSION INSPECTOR AS SITE CONDITIONS WARRANT.
4. ALL TRAPPED SEDIMENT IS TO BE PROPERLY STABILIZED OR DISPOSED OF.
5. IF CONTRACTOR NEEDS TO DEWATER WHEN EXCAVATING, THEY MUST PUMP TO A "DIRT BAG" OR APPROVED EQUAL.
6. WHERE THE USE OF TREE PROTECTION FENCING DOES NOT PROVIDE AMPLE ROOM FOR CONSTRUCTION, TREE TRUNK PROTECTION SHALL BE USED.
7. TEMPORARY SEEDING SHALL BE REQUIRED TO TEMPORARILY STABILIZE DISTURBED AREAS THAT WILL NOT BE BROUGHT TO FINAL GRADE OR ON WHICH CONSTRUCTION WILL BE STOPPED FOR A PERIOD OF MORE THAN 14 DAYS. THE COVER CROP SEED MIX SHALL BE UTILIZED FOR TEMPORARY SEEDING.
8. CONTRACTOR IS RESPONSIBLE TO EMPLOY DUST CONTROL METHODS TO REDUCE & PREVENT THE SURFACE AND AIR TRANSPORT OF DUST DURING CONSTRUCTION. IN ADDITION TO MINIMIZATION OF SOIL DISTURBANCE, CONTRACTOR SHALL UTILIZE MULCHING METHODS (IDOT 251.03 OR 251.04), IRRIGATION AND BARRIERS.

STORM SEWER TAGS

P1. PROP 12" FES W/GRATE
INV = 897.00

P2. PROP 58 LF 12" ST SEWER @ 0.86%

P3. PROP CB TC 3' DIA, T&GR
RIM = 899.50
INV = 896.50 (SW, SE)

P4. PROP 41 LF 12" ST SEWER @ 0.98%

P5. PROP CB TC 3' DIA, T&GR
RIM = 899.25
INV = 896.10 (E, W)

P6. PROP 85 LF 12" ST SEWER @ 0.53%

P7. PROP CB TC 3' DIA, T&GR
RIM = 899.30
INV = 895.65 (E, W)

P8. PROP 38 LF 12" ST SEWER @ 0.53%

P9. PROP CB TC 3' DIA, T&GR
RIM = 899.35
INV = 895.45 (NW, SE)

P10. PROP 60 LF 12" ST SEWER @ 0.50%

P11. PROP CB TA, 4' DIA, TF OL
W/ SNOUT DEBRIS HOOD
RIM = 899.00
INV = 895.15 (N)
INV = 895.90 (W, SE)

P12. PROP CB TA, 3' DIA, TF OL
RIM = 896.25
INV = 894.15

P13. PROP 33 LF 12" ST SEWER @ 0.76%

P14. PROP 477 LF 15" ST SEWER @ 0.30%

P15. PROP 15" FES W/GRATE
INV = 892.45

GRAPHIC SCALE
30 0 15 30 60
(IN FEET)
1 Inch = 30 ft.

J. CONDON & ASSOCIATES, INC
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES
ELGIN,
ILLINOIS

SCALE
1"=30'

ISSUE DATE
06/03/2022

PROJECT MANAGER
MAM

DESIGNER
MAM

QUALITY CONTROL
JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING
CRYSTAL LAKE,
ILLINOIS

NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER
BCEI-21046-3

SHEET TITLE
GRADING PLAN

SHEET NUMBER
C3.0

X:\2021\21046\Revit\21046-Final.rvt 10/24/2022 11:38:21 AM CWP To PDF.pc3 1:1

GE-02a

GENERAL SITE WORK

1. Pre-Construction meeting shall be conducted with City Staff and all Contractors prior to commencing any grading or underground utility construction activities (schedule meeting with the Community Development Department at 815-356-3615).
2. 24-hour Emergency contact numbers shall be provided to Cry Staff at the Pre-Construction meeting.
3. Working hours shall be limited to the hours of 7:00 a.m. and 7:00 p.m. on weekdays only (except in cases of emergency). Non-emergency work on weekends w/holidays is not permitted per City Code except under written permission from the City Engineer. The owner is responsible for the City Inspector cost of overtime inspection beyond the normal eight (8) hour day, including weekends and holidays.
4. Public/private streets shall be kept free of dirt and debris w/regular cleaning, sweeping, and scraping conducted by the Contractor. Dirt and debris shall not be allowed to accumulate, blow, or scatter onto streets or adjacent properties.
5. J.U.L.I.E. shall be contacted for utility locations on-site and in the adjacent rights-of-way.
6. Contractor shall provide and maintain fencing, barricades, traffic control signs, and other safeguarding measures during the course of all work to protect the public from the construction operations.
7. Mention access to adjacent streets during construction. No tearing of streets unless approval is first obtained from the agency with jurisdiction (City of Crystal Lake, McHenry County Department of Transportation, Illinois Department of Transportation, etc).
8. Any damage to public rights-of-way, public utilities, streets, cub, etc. shall be repaired/replaced as soon as possible and as directed by the City Engineer.
9. The contractor shall give the City of Crystal Lake, Illinois Department of Transportation, and any other governmental agency having jurisdiction, at least two (2) working days notice excluding Saturday and Sunday prior to the initiation of any phase of construction. Contractor shall immediately notify if construction has ceased and renew the six (2) working day notification thereafter.
10. The Contractor shall be responsible for obtaining all requirements for construction prior to commencement along or across existing streets or highways. The Contractor shall make arrangements for the proper bracing, shoring and other protection of all roadways before construction begins.

GRADING

1. The grading and construction / fine site improvements shall not cause ponding of storm sewer water. All area adjacent to these improvements shall be graded to allow positive drainage.
2. The proposed grading and paving shown on the plans are finished grade. A minimum of six (6) inches of topsoil is to be placed before finished grade elevations are achieved.
3. Embankment material within pavey and open space areas shall be compacted to a minimum of ninety percent (90%) of maximum density in accordance with ASTM Specification D-1557 (modified proctor method), or to such other density as may be determined appropriate by an soils engineer.
4. All subgrade material shall have a minimum CBR (California Bearing Ratio) of 3.0 as determined by the soils engineer, or base replacement and pavement design revisions shall be provided which are adequate to obtain equivalent pavement strength.
5. Proposed pavement areas, building pads, driveways and sidewalks and yard/open space areas shall be excavated or filled to plus or minus 0.1 foot of design subgrade elevations by the Contractor.
6. Any borrow pit locations shall is specified by the Contractor on a copy of the approved site plans and furnished to the Engineering Division at least 24 hours prior to excavation. Provide soils compaction reports from a geotechnical engineer and as-built plans to re Engineering Division for any borrow pit area.
7. Backfill shall be monitored by geotechnical engineer on-site with compaction reports forwarded to the Engineering Division for review.
8. Water truck shall be on-site at if times during mass-grading operations and be available as needed for the purposes of dust control in at the request of City Staff.
9. Use of City fire hydrants is not allowed, unless approved (separate from the permit) by the Public Works Department and a hydrant meter and RPZ is obtained from the City of Crystal Lake Water Division (815-356-3614). Only the City of Crystal Lake Water Division ng operate valves and hydrants.

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	STANDARD NOTES AND SPECIFICATIONS	GE-02a	
2.		Date: 01/30/15	
3.		Drawn: DD	Checked: AW
4.			

GE-02b

TOPSOIL STOCKPILING

1. Location of any on-site topsoil stockpiles shall be identified o the approved plans with silt fence installed around the perimeter of the stockpile.
2. Topsoil stockpiled for future use shall be relatively free from orge roots, sticks, weeds, brush, stones larger than one (1) inch diameter, or oter filler and waste products inducing other extraneous materials not conducive t plant growth.
3. Topsoil shall be stockpiled in sequence to eliminate any re-handing or double movements by the Contractor. Failure to properly sequence the stockpiling operations shall not constitute a claim for additional compensation. No material will be stockpiled in front yards, in utility easements, or in the right-of-way lines.
4. If a stockpile is to remain in place for more than (14) calendardays, it is required that the stockpile meet the requirements as outlined in sectio 595 of the City Code.

UNDERGROUND UTILITY

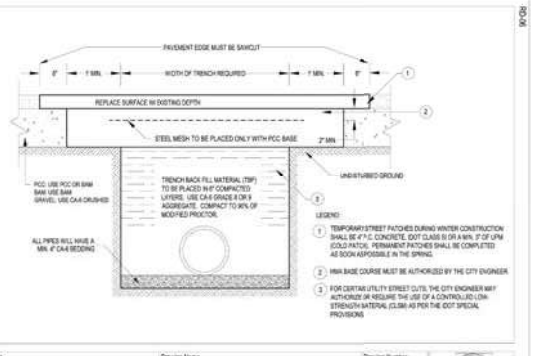
1. The Contractor shall coordinate water main, water service, sanitary and storm sewer inspections and testing with the Community Development at east 24 hours in advance.
2. All main line sanitary shall be cleaned and televised (provide)VD to the City's Engineering Division)
3. All manhole or valve covers shall be imprinted "City of Crystal Lake Sanitary", or "City of Crystal Lake Storm", or "City of Crystal Lake Water"as directed by the City.
4. Reference the latest edition of the Standard Specifications fr Water and Sewer Main Construction in Illinois.
5. Existing manholes to be circular cored and bricked.

EROSION CONTROL

1. All specified erosion control measures shall be installed and maintained per the requirements of the Crystal Lake Stormwater Ordinance in accordance with the active NPDES permit.
2. All slopes 4:1 or steeper shall be sodded or blanketed immediately after mass earthwork.
3. All overland flow routes to be stabilized by sod or blanket.
4. Erosion control measures to be inspected and approved by City Engineering Division prior to additional work on site.
5. Continuous monitoring of erosion control measures is required. Maintain records of weekly reports per the City of Crystal Lake Stormwater Ordinance.
6. The Contractor shall implement any additional erosion control measures deemed necessary by the City per the standards of the City Of Crystal Lake Stormwater Ordinance.
7. All storm sewer catch basins, sumps and/or retention basins provided are to be cleaned at the end of construction of the project prio to final acceptance. Cleaning may also be required during the course of the construction of the project if it is determined that ma ani and storm traps are not properly functioning and their performance is impaired.
8. Rip-rap material RR-2 (2") - RR4 (10") shall be in accordance with Article 281 and grouted in place according to Article 601 of the IDHT Standard Specifications.
9. Projects of 1 Acre or greater must obtai an NPDES permit prior to commencement of any construction activity.

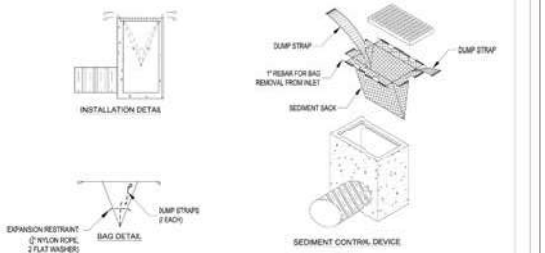
Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	STANDARD NOTES AND SPECIFICATIONS	GE-02b	
2.		Date: 01/30/15	
3.		Drawn: DD	Checked: AW
4.			

RD-06



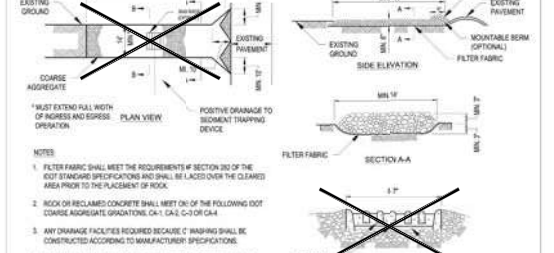
Revised:	Drawing Name	Drawing Number	
1. 05/13/2013	PAVEMENT CUT AND REPLACEMENT	RD-06	
2.		Date: 05/19/2015	
3.		Drawn: JH	Checked: AW
4.			

EC-03



Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	INLET SEDIMENT CONTROL DEVICE	EC-04	
2.		Date: 11/2/2007	
3.		Drawn: EM	Checked: AW
4.			

EC-02

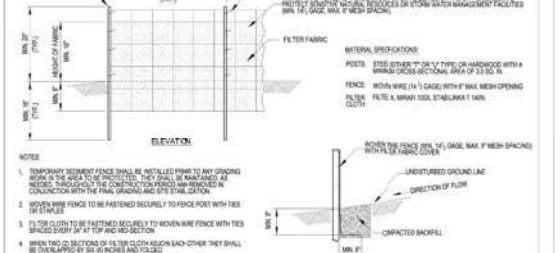


NOTES:

1. FILTER FABRIC SHALL MEET THE REQUIREMENTS IF SECTION 282 OF THE IDOT STANDARD SPECIFICATIONS AND SHALL BE LACED OVER THE CLEARED AREA PRIOR TO THE PLACEMENT OF ROCK.
2. ROCK OR RECLAIMED CONCRETE SHALL MEET ON OF THE FOLLOWING IDOT COARSE AGGREGATE GRADATIONS: CA-1, CA-2, C-3 OR CA-4
3. ANY DRAINAGE FACILITIES REQUIRED BECAUSE C WASHING SHALL BE CONSTRUCTED ACCORDING TO MANUFACTURERS' SPECIFICATIONS.
4. IF WASH RACKS ARE USED, THEY SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS.

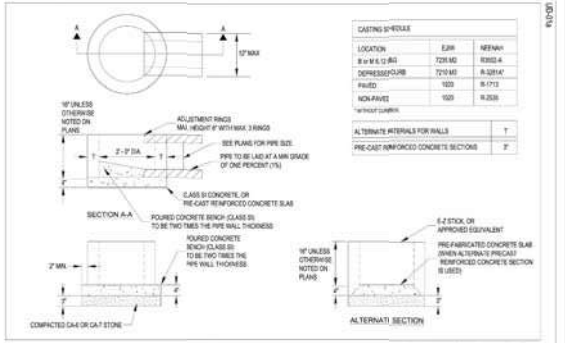
Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	CONSTRUCTION ENTRANCE	EC-02	
2.		Date: 07/31/2012	
3.		Drawn: DD	Checked: AW
4.			

EC-01



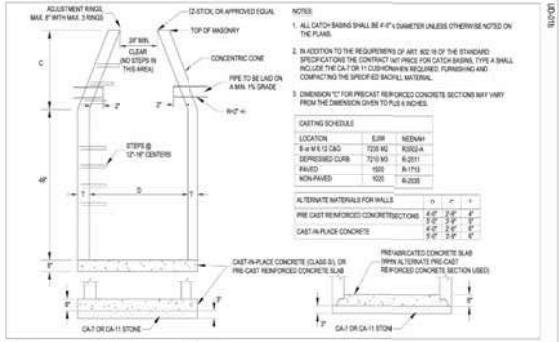
Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	SILT FENCE	EC-01	
2.		Date: 12/4/2012	
3.		Drawn: DD	Checked: AW
4.			

UD-01a



Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	DRAINAGE STRUCTURES: INLET, TYPE A	UD-01a	
2.		Date: 05/26/2015	
3.		Drawn: JH	Checked: AW
4.			

UD-01b



NOTES:

1. ALL CATCH BASINS SHALL BE 4'-0" x DIAMETER UNLESS OTHERWISE NOTED ON THE PLANS.
2. IN ADDITION TO THE REQUIREMENTS OF ART. 602.16 OF THE STANDARD SPECIFICATIONS THE CONTRACT UNIT PRICE FOR CATCH BASINS, TYPE A SHALL INCLUDE THE CA-7 OR 11 CUSHION WHEN REQUIRED. FURNISHING AND COMPACTING THE SPECIFIED BACKFILL MATERIAL.
3. DIMENSION "C" FOR PRECAST REINFORCED CONCRETE SECTIONS MAY VARY FROM THE DIMENSION GIVEN TO PLUS 6 INCHES.

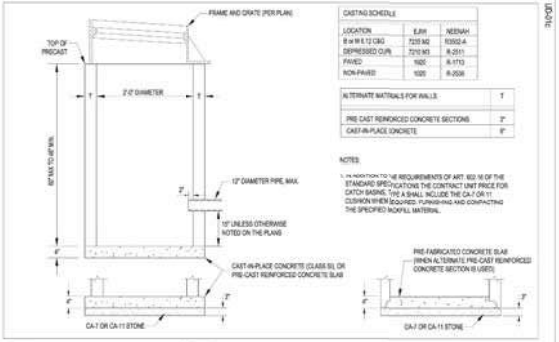
CASTING SCHEDULE

LOCATION	EJIW	NEENAH
B or M 6.12 C&G	7235 M2	R3502-A
DEPRESSED CURB	7210 M3	R-2511
PAVED	1020	R-1713
NON-PAVED	1020	R-2530

ALTERNATE MATERIALS FOR WALLS	D	T
PRE CAST REINFORCED CONCRETE SECTIONS	4'-0"	6"
CAST-IN-PLACE CONCRETE	4'-0"	6"
	5'-0"	7"
	6'-0"	8"

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	CATCH BASIN TYPE A	UD-01b	
2.		Date: 09/18/2012	
3.		Drawn: DD	Checked: AW
4.			

UD-01c



NOTES:

1. IN ADDITION TO THE REQUIREMENTS OF ART. 602.16 OF THE STANDARD SPECIFICATIONS THE CONTRACT UNIT PRICE FOR CATCH BASINS, TYPE A SHALL INCLUDE THE CA-7 OR 11 CUSHION WHEN REQUIRED. FURNISHING AND COMPACTING THE SPECIFIED BACKFILL MATERIAL.

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015	CATCH BASIN TYPE C	UD-01c	
2.		Date: 05/19/2015	
3.		Drawn: JH	Checked: AW
4.			

J. CONDON & ASSOCIATES, INC
CIVIL ENGINEERS • LAND DEVELOPMENT CONSULTANTS
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES

ELGIN, ILLINOIS

N W E S

SCALE: N/A

ISSUE DATE: 06/03/2022

PROJECT MANAGER: MAM

DESIGNER: MAM

QUALITY CONTROL: JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING

CRYSTAL LAKE, ILLINOIS

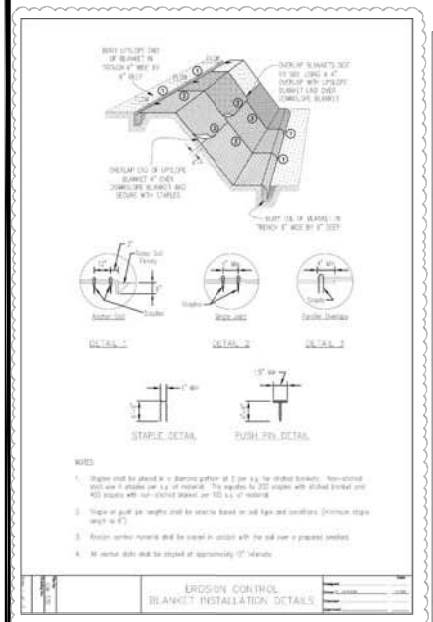
NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER: BCEI-21046-3

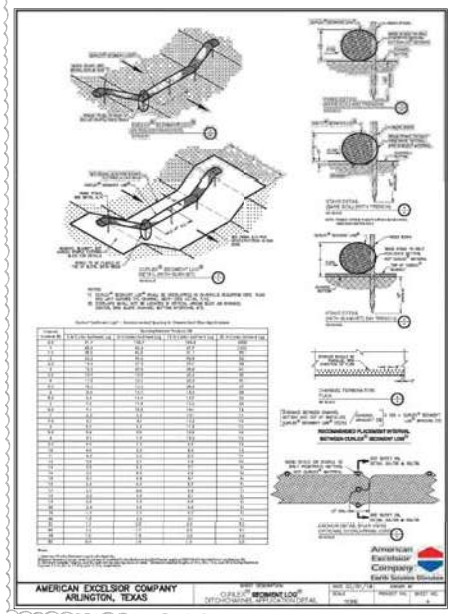
SHEET TITLE: STANDARD DETAILS

SHEET NUMBER: C4.0

X:\2021\21046\Land\DWG\Plans\21046-Plan.dwg, 10/24/2022 11:43:59 AM, DWG To PDF.pc3, 1:1



EROSION CONTROL BLANKET INSTALLATION DETAILS



AMERICAN EXCELSIOR COMPANY
ARLINGTON, TEXAS

COVER CROP MIX (TEMP. SEEDING)

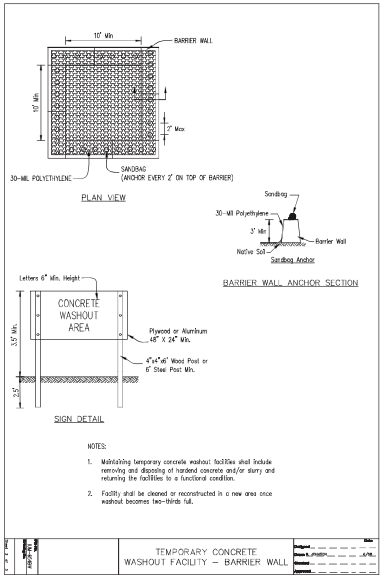
Scientific Name	Common Name	Amount/Ac
Avena sativa	Oats	65 lbs
Lolium multiforum	Annual Ryegrass	25 lbs

Notes:
1. The cover crop rate listed above is for spring and summer, in the event the seed is sown for the fall the Oats shall be sown at 130 lbs/ac.
2. Seedbed shall be prepared of loose soil to a depth of 3-4 inches prior to temporary seeding occuring.
3. Temporary seed shall be evenly applied with a cyclone seeder, drill, cultipacker seeder or hydroseeder. Small grains shall be planted no more than 1 inch deep, grasses no deeper than 1/2 inch. Cover broadcast seed by cultipacking, dragging a harrow or raking.
4. Temporary seeding shall be mulched in accordance with IDOT specifications (Article 251.03 or 251.04).

TURF GRASS SEED MIX (IDOT Class 1) (ONSITE AREAS)

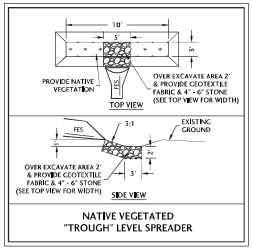
Common Name	Amount/Ac
Kentucky Bluegrass	100 lbs
Perennial Ryegrass	60 lbs
Creeping Red Fescue	40 lbs

* FINAL SEEDING ON ALL DISTURBED AREAS UPON CONSTRUCTION COMPLETION



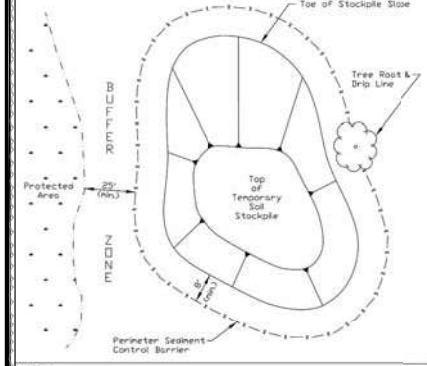
NOTES:
1. Maintaining temporary concrete washout facilities shall include removing and disposing of hardened concrete and/or slurry and returning the facilities to a functional condition.
2. Facility shall be cleaned or reconstructed in a new area once washout becomes two-thirds full.

TEMPORARY CONCRETE WASHOUT FACILITY – BARRIER WALL



NATIVE VEGETATED "TROUGH" LEVEL SPREADER

TEMPORARY SOIL STOCKPILE DETAIL



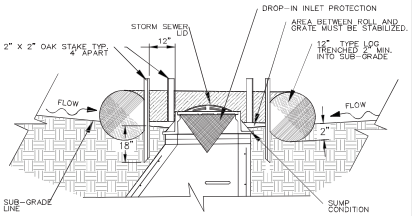
NOTES:
1. Stockpile slopes should be based on angle of repose of the soil material to avoid potential sloughing of the slope.
2. Soil stockpile to be stabilized in accordance with practical standards.
3. Do not locate stockpile within overland drainage flow path, designated floodways, drip line or over the root crown of adjacent trees.
4. Provisions for sediment control practices may be required along haul roads and entrance/exit locations for access the soil stockpile that can create flow path for stormwater runoff.
5. Installation of benches, terraces, or slope interrupters should be considered.
6. Avoid building soil stockpiles on impervious surfaces.
7. Linear sediment trap surrounding the stockpile base may be used to control sediment.

REFERENCE
Project
Designed Date
Checked Date
Approved Date

STANDARD DWG. NO. IUM-627
SHEET 1 OF 1
DATE JANUARY 2017

INLET PROTECTION LOG TYPE

NOT TO SCALE

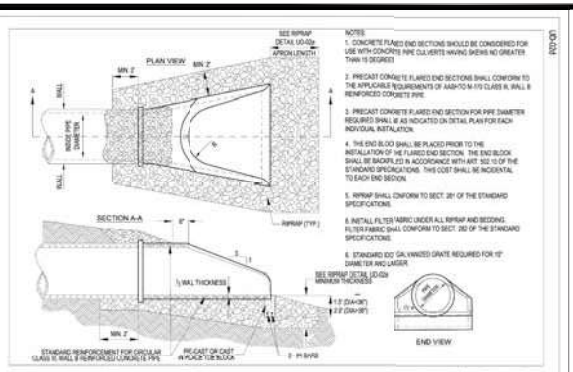


SECTION

NOTES:
1. 2" x 2" nominal hardwood stakes, 4 foot minimum length, driven into ground approximately 18 inches, stakes driven a minimum width of 12 inches away from the drop inlet.
2. Area inside the log, from edge of fabric to structure, must be stabilized with erosion control blanket. Turf Reinforcement Mat, Geotextile 592 Table 2 Class 2 or CA-7 stone.
3. The maximum distance between the stakes should be 4 feet.
4. A maintenance schedule must maintain a sediment accumulation of less than 50% of the height of the log.

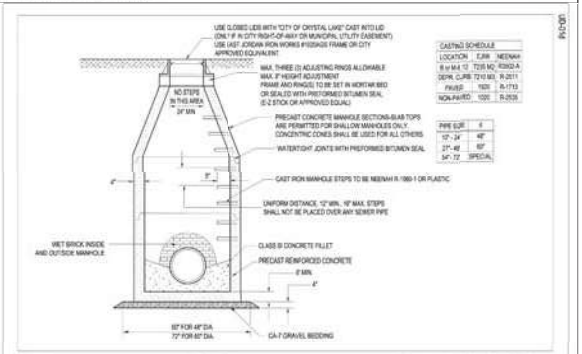
REFERENCE
Project
Designed Date
Checked Date
Approved Date

STANDARD DWG. NO. IUM-362
SHEET 1 OF 1
DATE 11-30-2015



NOTES:
1. CONCRETE FLARED END SECTIONS SHOULD BE CONSIDERED FOR USE WITH CONCRETE PIPE CULVERTS HAVING SKEWS NO GREATER THAN 15 DEGREES
2. PRECAST CONCRETE FLARED END SECTIONS SHALL CONFORM TO THE APPLICABLE REQUIREMENTS OF AASHTO M 170 CLASS III, WALL B REINFORCED CONCRETE PIPE
3. PRECAST CONCRETE FLARED END SECTION FOR PIPE DIAMETER REQUIRED SHALL BE AS INDICATED ON DETAIL PLAN FOR EACH INDIVIDUAL INSTALLATION.
4. THE END BLOCK SHALL BE PLACED PRIOR TO THE INSTALLATION OF THE FLARED END SECTION. THE END BLOCK SHALL BE BACKFILLED IN ACCORDANCE WITH ART. 502.10 OF THE STANDARD SPECIFICATIONS. THIS COST SHALL BE INCIDENTAL TO EACH END SECTION.
5. RIPRAP SHALL CONFORM TO SECT. 281 OF THE STANDARD SPECIFICATIONS.
6. INSTALL FILTER FABRIC UNDER ALL RIPRAP AND BEDDING. FILTER FABRIC SHALL CONFORM TO SECT. 283 OF THE STANDARD SPECIFICATIONS.
7. STANDARD 810 GALVANIZED GRATE REQUIRED FOR 15" DIAMETER AND LARGER.

Revised: 1. 09/12/2015 2. 8/27/2015 3. 4.
Drawing Name: FLARED END SECTION (PRECAST CONCRETE PIPE)
Drawing Number: UD-02d
Date: 04/19/2007
Drawn: DD Checked: AW

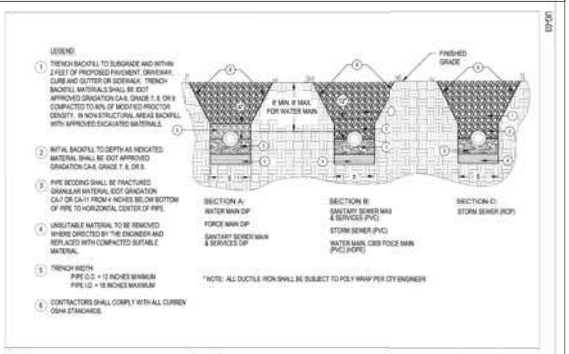


CASTING SCHEDULE

LOCATION	EJIW	NEENAH
R-1916 W/ 12" TYP.	7235 MQ	R-3062-A
DEPR. CURB	7210 MQ	R-2511
PAVED	1020	R-1733
NON-PAVED	1020	R-2535

PIPE SIZE	H
12" - 24"	48"
27" - 48"	60"
54" - 72"	SPECIAL

Revised: 1. 09/12/2015 2. 3. 4.
Drawing Name: STORM MANHOLE TYPE A
Drawing Number: UD-01d
Date: 05/19/2015
Drawn: JH Checked: AW



Revised: 1. 09/12/2015 2. 3. 4.
Drawing Name: TYPICAL TRENCH CROSS SECTION
Drawing Number: UG-03
Date: 05/29/2015
Drawn: JH Checked: AW

J. CONDON & ASSOCIATES, INC.
CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES
ELGIN, ILLINOIS

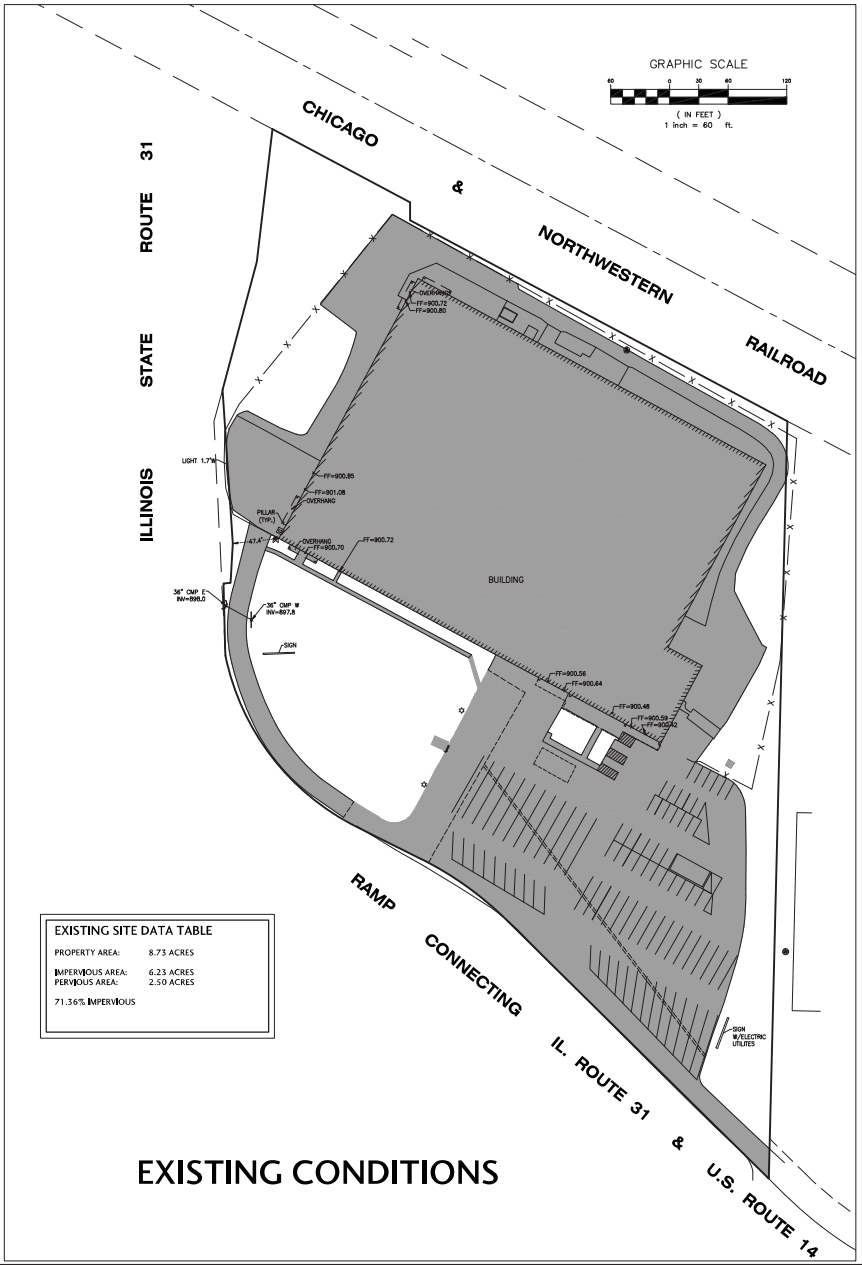
SCALE: N/A
ISSUE DATE: 06/03/2022
PROJECT MANAGER: MAM
DESIGNER: MAM
QUALITY CONTROL: JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING
CRYSTAL LAKE, ILLINOIS

NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER: BCEI-21046-3
SHEET TITLE: STANDARD DETAILS
SHEET NUMBER: C4.1

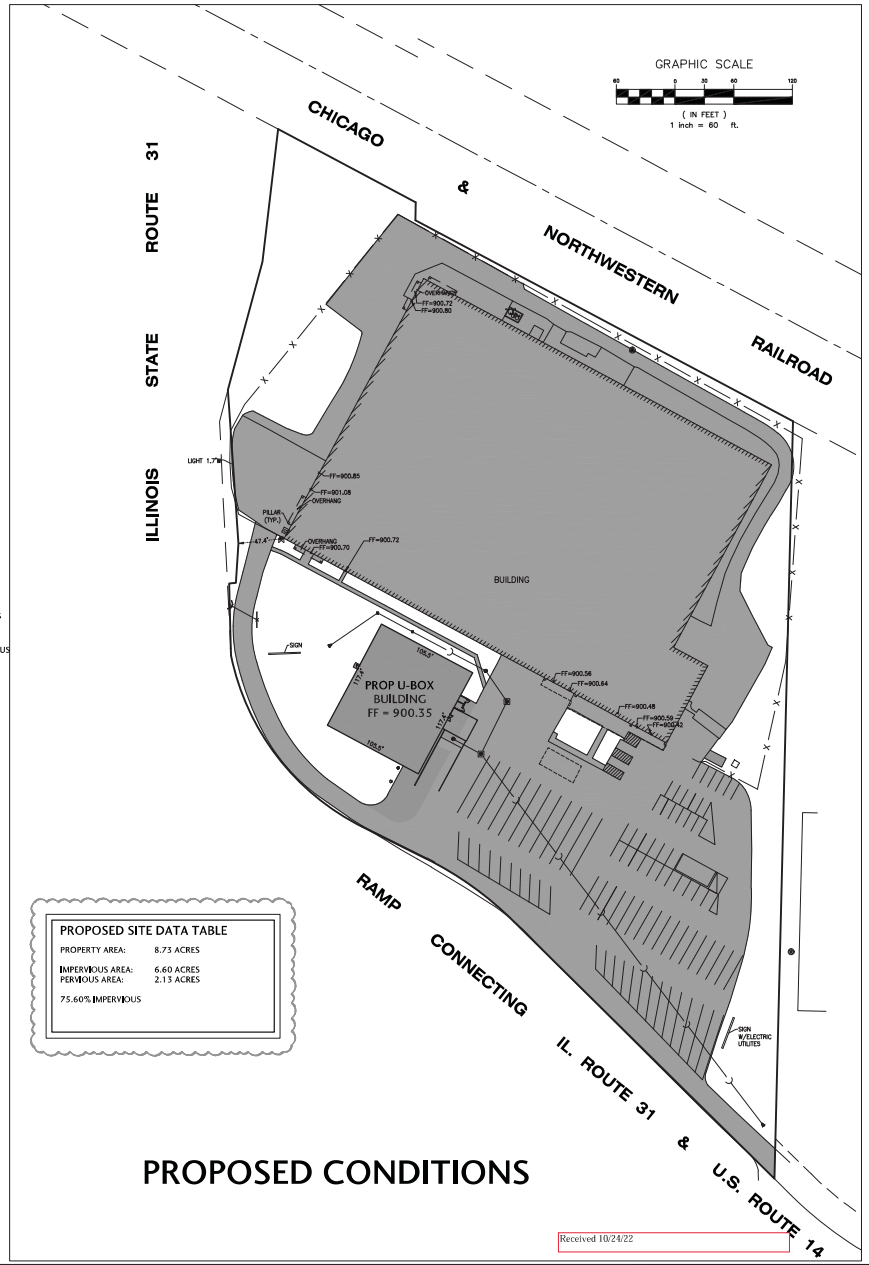
X:\2021\21046\Layouts\21046-Detail.dwg, 10/24/2022 11:43:37 AM, DWG To PDF.pc3, 1:1



EXISTING SITE DATA TABLE

PROPERTY AREA:	8.73 ACRES
IMPERVIOUS AREA:	6.23 ACRES
PERVIOUS AREA:	2.50 ACRES
71.36% IMPERVIOUS	

EXISTING CONDITIONS



PROPOSED SITE DATA TABLE

PROPERTY AREA:	8.73 ACRES
IMPERVIOUS AREA:	6.60 ACRES
PERVIOUS AREA:	2.13 ACRES
75.60% IMPERVIOUS	

PROPOSED CONDITIONS

Received 10/24/22

J. CONDON & ASSOCIATES, INC
5415 BUSINESS PARKWAY
RINGWOOD, ILLINOIS 60072
815.728.0068
IL DESIGN FIRM # 184-006759

B&C ENTERPRISES

ELGIN, ILLINOIS

SCALE: 1" = 60'

ISSUE DATE: 06/03/2022

PROJECT MANAGER: MAM

DESIGNER: MAM

QUALITY CONTROL: JEC

U-HAUL CRYSTAL LAKE U-BOX BUILDING

CRYSTAL LAKE, ILLINOIS

NO.	DATE	DESCRIPTION
1	10/14/22	PER CITY REVIEW AND NEW BUILDING SIZE

PROJECT NUMBER: BCEI-21046-3

SHEET TITLE: IMPERVIOUS SURFACE VARIANCE REQUEST

SHEET NUMBER: VX1.0

U-Haul Crystal Lake

U-Box Building

ENGINEERING REPORT

BCEI-21046-3

For:
Mr. Brian Heimsoth
B&C Enterprises
2482 Technology Drive
Elgin, IL 60124

June 3, 2022
Revised 10/14/22



EXPIRES 11/30/2023



5415 Business Parkway
Ringwood, Illinois 60072
(815) 728-0068
Email: mmichel@jcondoninc.com
IL Design Firm # 184-006759

Received 10/24/22

General Information

The proposed development is located at the northeast corner of Route 14 and the frontage road to IL Route 31 in the City of Crystal Lake. The parcel is located in the Southeast Quarter of Section 3 Township 43 North Range 8 East. The overall site is approximately 8.73 acres containing the existing 125,000+/- sf U-Haul facility and the associated parking lot and outside storage areas. The proposed improvements are comprised of the following items:

1. Construction of a 12,385 sf U-Box storage building with loading dock.
2. Storm sewer and drainage improvements onsite.
3. Water and sewer services.

Site Data:

Existing Conditions (Pre-2004)

Impervious Area:	*6.23 Acres*
Pervious Area:	*2.50 Acres*
Property Area:	*8.73 Acres*

Proposed Conditions

Impervious Area:	*6.60 Acres*
Pervious Area:	*2.13 Acres*
Property Area:	*8.73 Acres*

Disturbed Area: *0.95 Acres*

Site Access and Parking

The site will continue to use the existing driveway and parking facilities for the new storage building.

Sewer and Water Services

A 4" combined water service and a 6" sanitary sewer service will be connected to the existing septic system and well.

Stormwater Management

The proposed development will create 16,139 sf of new impervious area, thus no detention will be required.

On-site storm sewer has been designed to convey runoff to the existing discharge point at the southeast corner of the site. The storm sewer outlet will release to a native vegetated level spreader. A snout oil and debris hood will be installed on the most downstream catch basin to reduce contaminants and pollutants from leaving the site.

There is an existing 36" culvert that crosses the U-Haul driveway on the west side of the property. Exhibit CX1.1 demonstrates that the reconfiguration of the Route 31/14 intersection in the late 1990's reduced the tributary area to that culvert. The tributary area is shown in Exhibit CX1.0.

The onsite storm sewer is designed to accommodate the 10-year storm event. Supporting calculations have been included in the Appendix of the report.

Overflow Design:

The overland flow path capacity has been verified to confirm building freeboard requirements are met at two critical locations. The results indicate that the ordinance freeboard requirement has been met. (See supporting calculations)

Floodplain Design

Per FEMA Firm panel number 17111C0335J, effective November 16, 2006, there is no floodplain located within the project area.

Wetland Design

Per the U.S. Fish and Wildlife Service National Wetlands Inventory, there are no wetlands within the vicinity of the project. A copy of the referenced map is located in the appendix portion of this report.

Miscellaneous Information

Since the site was previously fully developed, a drain tile survey has not been included in the site design work as neither exist on the site due to the previous developments.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Mercyhealth

Request: Final Planned Unit Development Amendment for increased size of wall signs for the hospital complex

Petitioner: Joanna Benning, petitioner
875 S. Route 31

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting the Final Planned Unit Development Amendment for increased wall signs up to 1,871 square feet for Mercyhealth Hospital at 875 S. Route 31.

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

Background:

- Mercyhealth received the Final Planned Unit Development Approval in 2018. The complex is currently under construction.
- Signage was amended in July of 2022 to request 920.35 square feet of wall signage. They also requested approvals for their free-standing signage. No changes are proposed to the free-standing signs with this request.
- The table below shows the proposed changes:

Sign	Current Approval	Proposed Size
"Mercyhealth" on the south elevation	378 SF	749.04 SF
"Mercyhealth" on the west elevation	378 SF	749.04 SF
"Emergency" on the north elevation	87.75 SF	295.51 SF
"Emergency Urgent Care" on the north elevation	26.6 SF	No change
"Ambulance Enter Exit" on the northeast elevation	50 SF	No change
		TOTAL 1,870.19 SF

PZC Highlights:

- The Planning and Zoning Commission was concerned that Mercy asked for a Final PUD approval and then came back to modify the signage after the fact. They would prefer to see everything come in together to properly evaluate the project as a whole.
- The PZC noted that this was different from a typical commercial signage request. These signs were for a public service benefit and they could support them.
- The PZC found that this request meets the Findings of Fact.

The PZC recommended **approval (5-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Mercyhealth, received 01/10/23)
   B. Sign Plans (Jones Sign, dated 07/22/22, received 01/11/23)

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

Votes Required to Pass: A simple majority.

PIQ Map
875 S. Route 31



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT AMENDMENT FOR WALL SIGNS WITH SQUARE FOOTAGE VARIATIONS FOR MERCYHEALTH AT 875 S. ROUTE 31

WHEREAS, pursuant to the terms of a Petition (File #PLN-2023-11) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Planned Unit Development Amendment for a variation to allow 1,871 square feet of wall signs for the hospital complex for Mercyhealth at 875 S. Route 31; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 18, 2023 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 1, 2023 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development; and

WHEREAS, on February 1, 2023, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Final Planned Unit Development Amendment be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Final Planned Unit Development Amendment 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 Final Planned Unit Development Amendment for a variation to allow 1,871 square feet of wall signs for the hospital complex for Mercyhealth at 875 S. Route 31, (19-10-400-010, 19-10-401-009, 19-10-401-008, 19-10-400-013, 19-10-401-010, 19-10-400-011), Crystal Lake, Illinois is hereby approved.

Section II: Said Final Planned Unit Development Amendment is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Mercyhealth, received 01/10/23)

Draft

B. Sign Plans (Jones Sign, dated 07/22/22, received 01/11/23)

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

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 Final Planned Unit Development Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 7th day of February, 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: February 7, 2023
Approved: February 7, 2023

Draft

#2023-11
Mercyhealth Hospital – Final PUD Amendment
Project Review for Planning and Zoning Commission

Meeting Date: February 1, 2023

Requests: Final Planned Unit Development Amendment to increase the size of three of five signs to 1,794 square feet, for a total variation of 1,871 square feet of wall signage at the hospital complex.

Location: 875 Route 31

Acreage: 16.39 acres

Existing Zoning: O PUD Office

Surrounding Properties:
North: B-2 PUD General Commercial
South: M Manufacturing
East: M Manufacturing
West: M Manufacturing

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- Mercyhealth received the Final Planned Unit Development Approval in 2018. The complex is currently under construction.
- Signage was amended in July of 2022 to request 920.35 square feet of wall signage. They also requested approvals for their free-standing signage. No changes are proposed to the free-standing signs with this request.
- The table below shows the proposed changes:

Sign	Current Approval	Proposed Size
"Mercyhealth" on the south elevation	378 SF	749.04 SF
"Mercyhealth" on the west elevation	378 SF	749.04 SF
"Emergency" on the north elevation	87.75 SF	295.51 SF
"Emergency Urgent Care" on the north elevation	26.6 SF	No change
"Ambulance Enter Exit" on the northeast elevation	50 SF	No change

TOTAL 1,870.19 SF

Land Use Analysis:

ZONING

- The site is currently zoned O PUD Office and Mercy received a Special Use Permit for a hospital and helipad and Final PUD approval.
- The Comprehensive Land Use Plan designates this area as Commercial. The proposed office use is an acceptable business use in the Commercial land use district.

SIGNAGE

- The signage needs to be quickly and easily readable to those unfamiliar with the site and location of services. MercyHealth reviewed the signage and determined that larger signage is necessary.

Findings of fact:

Final Planned Unit Development Amendment

The petitioner is requesting approval of a Final Planned Unit Development Amendment to allow the installation of wall signage for the hospital campus, which requires a variation from the UDO. A Planned Unit Development is a Special Use and Special Uses require separate review because of their potential to impact surrounding properties and the orderly development of the City.

Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake. Briefly, the criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.
   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.
   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.
   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.
   ☒ *Meets* ☐ *Does not meet*

5. The use will not negatively impact public utilities or municipal service delivery systems. If required, the use will contribute financially to the upgrading of public utilities and municipal service delivery systems.
   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.
   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to

surrounding properties and acceptable by community standards.
☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.
☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.
☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.
☒ *Meets* ☐ *Does not meet*

In addition PUDs must also meet the standards in Section 4-500 C. Development Standards and 4-500 D. 1 Additional standards for Planned Unit Developments Commercial PUDs.

1. Implements the vision and land use policies of the Comprehensive Plan.
☒ Meets ☐ Does not meet

2. Shall not result in substantial adverse effect on adjacent property, natural resources, infrastructure, public sites or other matter of public health, safety and welfare.
☒ Meets ☐ Does not meet

3. PUDs must provide transitional uses to blend with adjacent development.
☒ Meets ☐ Does not meet

4. PUD phases must be logically sequenced.
☒ Meets ☐ Does not meet

5. The density and intensity of a PUD shall be in accordance with the Comprehensive Plan.
☒ Meets ☐ Does not meet

6. All dimensional standards shall be listed within the PUD plan if they do not meet the Ordinance minimum standards.
☒ Meets ☐ Does not meet

7. The responsible parties for all on-site and other required public improvements shall be established and a utility plan indicating all proposed easements shall be provided.
☒ Meets ☐ Does not meet

8. Any private infrastructure shall comply with the city standards.
☒ Meets ☐ Does not meet

9. The PUD plan shall establish the responsibility of the applicant/developer.
☒ Meets ☐ Does not meet

10. A bond or letter of credit shall be posted to cover required fees or public improvements.
☒ Meets ☐ Does not meet

Planned Unit Development Variations
The purpose of Planned Unit Developments is to encourage and allow more creative and imaginative design of land developments than is possible under district zoning regulations. Planned Unit Developments are, therefore, intended to allow substantial flexibility in planning and designing a proposal. This flexibility is often in the form of relief from compliance with conventional zoning ordinance site and design requirements which may otherwise require individual requests and applications for zoning variations.

Ideally, this flexibility results in a development that is better planned, contains more amenities, and is ultimately more desirable than one that would have been produced through compliance with typical zoning ordinance and subdivision controls.

Therefore more lenient site requirements may be granted where the Planned Unit Development contains features not normally required of traditional developments. Although a formal variation request is not required to be made in conjunction with a Planned Unit Development, Staff identifies those aspects of the Planned Unit Development which effectively result in variations from UDO requirements. If the evidence is not found to justify these variations from the UDO that fact shall be reported to the City Council with a recommendation that the variations from the UDO which are proposed as part of the Planned Development be lessened or denied.

The Planned Unit Development proposed by the Petitioner includes the following variations from the UDO:

Article 4-1000 Signs

- UDO allows 150 square feet of total wall signage
    - Total wall signage is 1,871 square feet. This is a variation of 1,644 square feet.

Comprehensive Land Use Plan 2030 Vision Summary Review:
The Comprehensive Plan designates the subject property as Office, which allows for existing and future office and business uses. The following goal is applicable to this request:

Land Use – Office
Goal: Maintain and expand the availability of professional and research office in appropriate locations throughout the city to complement commercial and manufacturing uses.

This can be accomplished with the following supporting actions:

Supporting Action: Encourage office development along major roadways, near transit stops and bicycle routes, and in proximity to residential uses.

Success Indicator: The number of new office occupancies.

Recommended Conditions:

If a motion to recommend approval of the petitioner's request is made it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Mercyhealth, received 01/10/23)
   B. Sign Plans (Jones Sign, dated 07/22/22, received 01/11/23)

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

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: Mercyhealth

Address: 1000 Mineral Point Ave. Janesville WI 53548

Phone: 507-254-9746

E-mail: jbenning@mhemail.org

Project Name & Description:

Proposed hospital/clinic with paved parking lots, landscaping, stormwater, detention and utilities.

PIN Number(s):19-10-400-010,19-10-401-009

Project Address/Location: Southeast corner of Illinois Route 31 and Three Oaks Road

Signature

Joanna Benning 01/10/2023

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.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, FEBRUARY 1, 2023
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 Greenman, Repholz, Skluzacek, Smith, and Teetsov were present. Mr. Gronow was absent. It was noted that Mr. Atkinson resigned from the Commission.

Elizabeth Maxwell, City Planner was 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.

2023-11 – 875 S. ROUTE 31 – MERCY HEALTH – FINAL PLANNED UNIT DEVELOPMENT AMENDMENT

Request for a Final Planned Unit Development Amendment for a variation from the maximum allowed wall signage to allow a total of 1,871 square feet of wall signage.

Mr. Randy Benish was present to represent the petition. He went through the study that Jones Signs did in reviewing the size and visibility of the signage. They are spending millions of dollars to open this hospital and they do not want to make any mistakes in helping people get to and navigate the site. They really want the wall signs to stand out. This will be similar size to their other two hospitals.

Mr. Greenman opened the public hearing. There being no one who wished to speak, he closed the public hearing.

Staff summarized the request.

Ms. Repholz said this is not advertising signage. This is for a public service so she is in favor of increasing the size of the signs.

Ms. Teetsov agreed this is not their traditional request for signage since this is a community service provider.

Mr. Smith said he was not on the Commission for the original request. He asked why the size of the signs were not presented with the original PUD. Mr. Benish said that the executive staff took a final look at the sign package prior to fabrication and they requested Jones Signs take another look at everything. They came back with opportunities to increase the size of the signs for better visibility. Mr. Smith said he does not want this to become the normal pattern where the request comes through the process with one set of

plans and then when it is under construction, they ask for amendments on the hard things like signs and parking.

Mr. Skluzacek understands this is for safety reasons so he can support this request.

Mr. Greenman asked what prompted the new signs since the building footprint has not changed, the existing site conditions like the roadway and how far the building is setback. Mr. Benish said that Jones Signs did the study to relook at everything and found they should increase the size. Mr. Greenman noted they have concerns with the order of the request. He did note the petitioner met the findings of fact.

Ms. Teetsov moved to approve 2023-11 the Final Planned Unit Development Amendment to increase the size of the wall signage to 1,872 square feet for the hospital building with the following staff conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Mercyhealth, received 01/10/23)
   B. Sign Plans (Jones Sign, dated 07/22/22, received 01/11/23)

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

Mr. Skluzacek seconded the motion. On roll call Members Greenman, Repholz, Skluzacek, Smith and Teetsov voted aye. Motion passed 5-0.

B.1 PLACEMENT ON ELEVATIONS



DAYTIME VIEW - SOUTH ELEVATION
SCALE 3/64" = 1'-0"



NIGHTTIME VIEW - SOUTH ELEVATION
SCALE 3/64" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

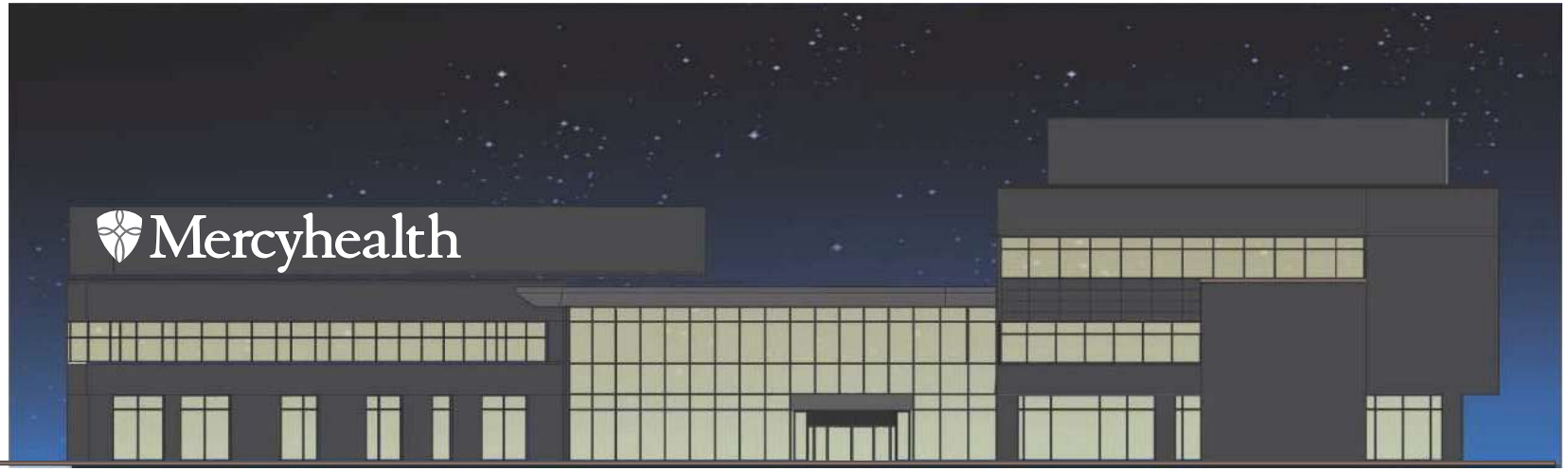
SHEET NUMBER
4.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.2 PLACEMENT ON ELEVATIONS



DAYTIME VIEW - WEST ELEVATION
SCALE 3/64" = 1'-0"



NIGHTTIME VIEW - WEST ELEVATION
SCALE 3/64" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS. FIXED PDF CONVERSION ISSUES. DELETED P-4 & #8 FROM M.4. D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

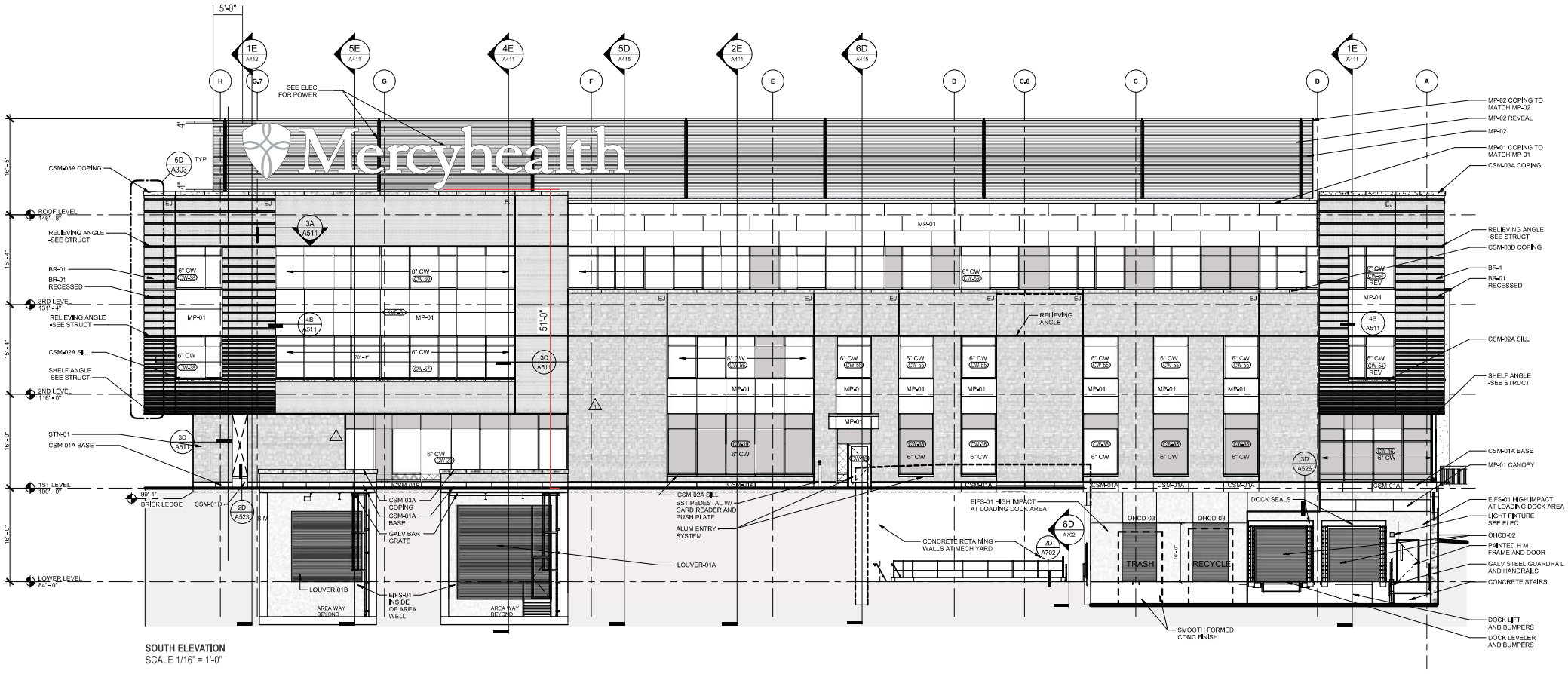
MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
5.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.1 PLACEMENT ON ELEVATIONS



SOUTH ELEVATION
SCALE 1/16" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS. FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4. D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

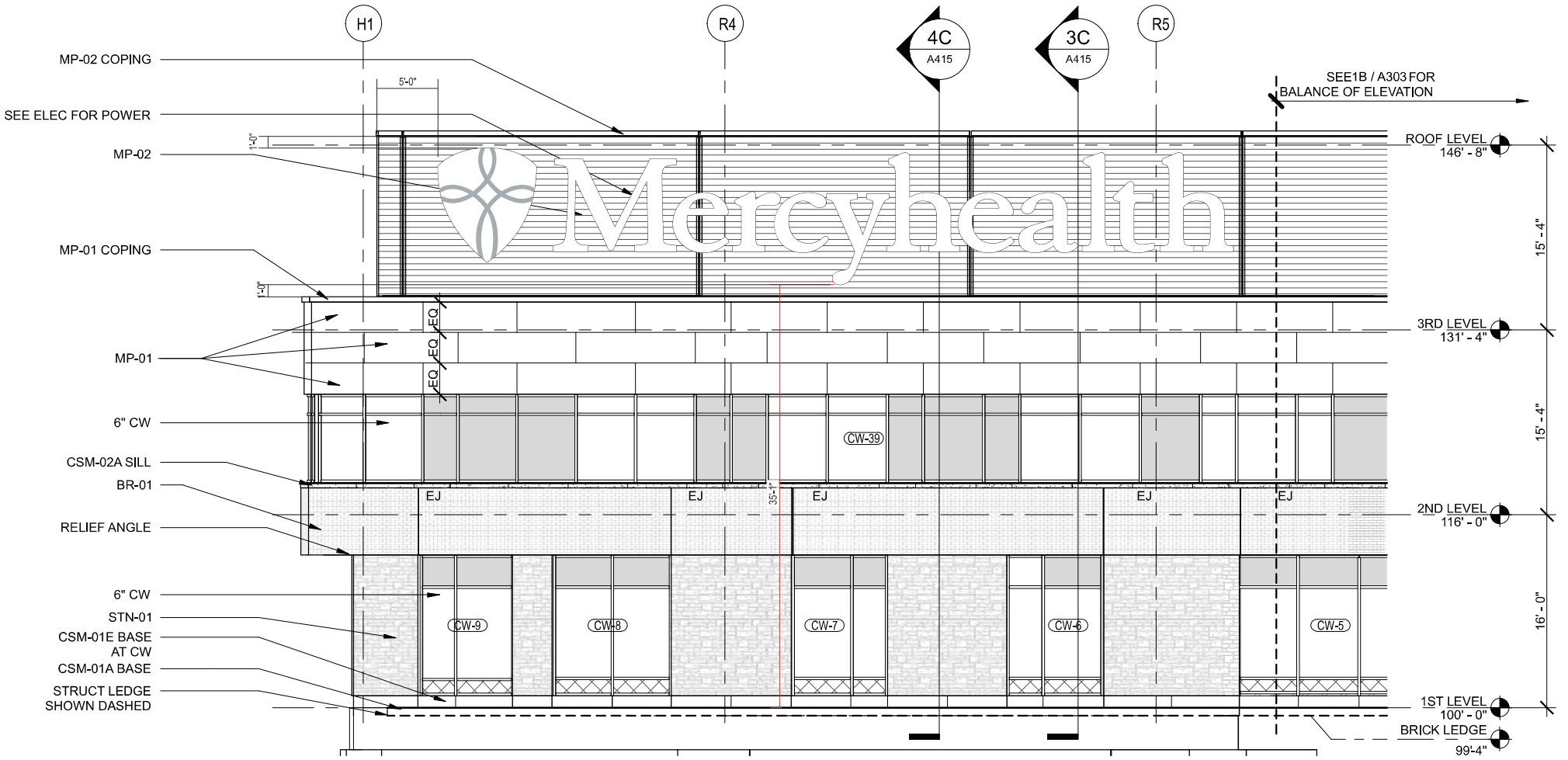
MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
6.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.2 PLACEMENT ON ELEVATIONS



PARTIAL WEST ELEVATION
SCALE 1/8" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

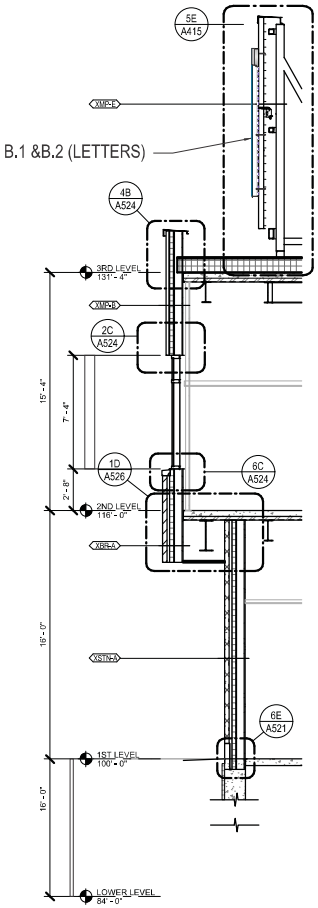
MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

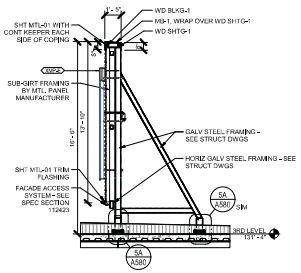
SHEET NUMBER
7.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

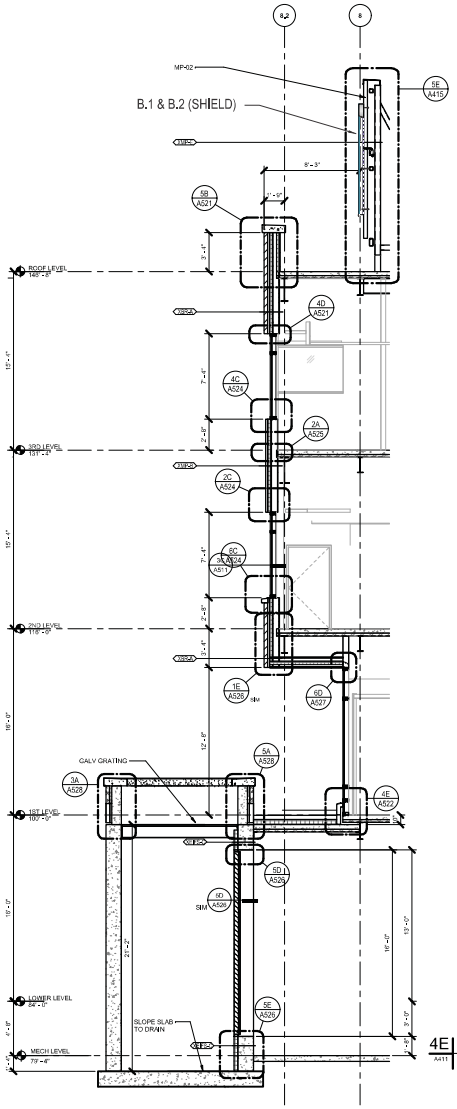
B.1 & B.2 PLACEMENT ON WALL SECTIONS



WALL SECTION @ HOSPITAL
4C (STONE)
SCALE: 1/8" = 1'-0"



SECTION AT SCREENWALL
5E (TYP.)
SCALE: 3/32" = 1'-0"



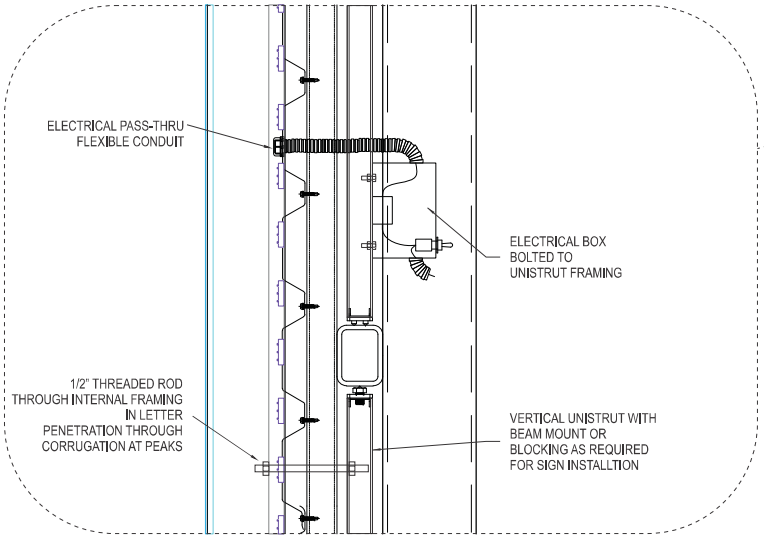
4E WALL SECTION @ AREA WAY (CLINIC)
SCALE: 3/32" = 1'-0"

JONES SIGN Your Vision. Accomplished. A Mortensen Company	JOB #: 274210-R21 DATE: 07.22.2022 DESIGNER: J. Dowden SALES REP: J. Merriman PROJ MGR: D. Kelly	CLIENT APPROVAL DATE LANDLORD APPROVAL DATE
Mercyhealth	MERCY HEALTH CRYSTAL LAKE CAMPUS 875 S. ROUTE 31 CRYSTAL LAKE, IL 60014	SHEET NUMBER 8.0

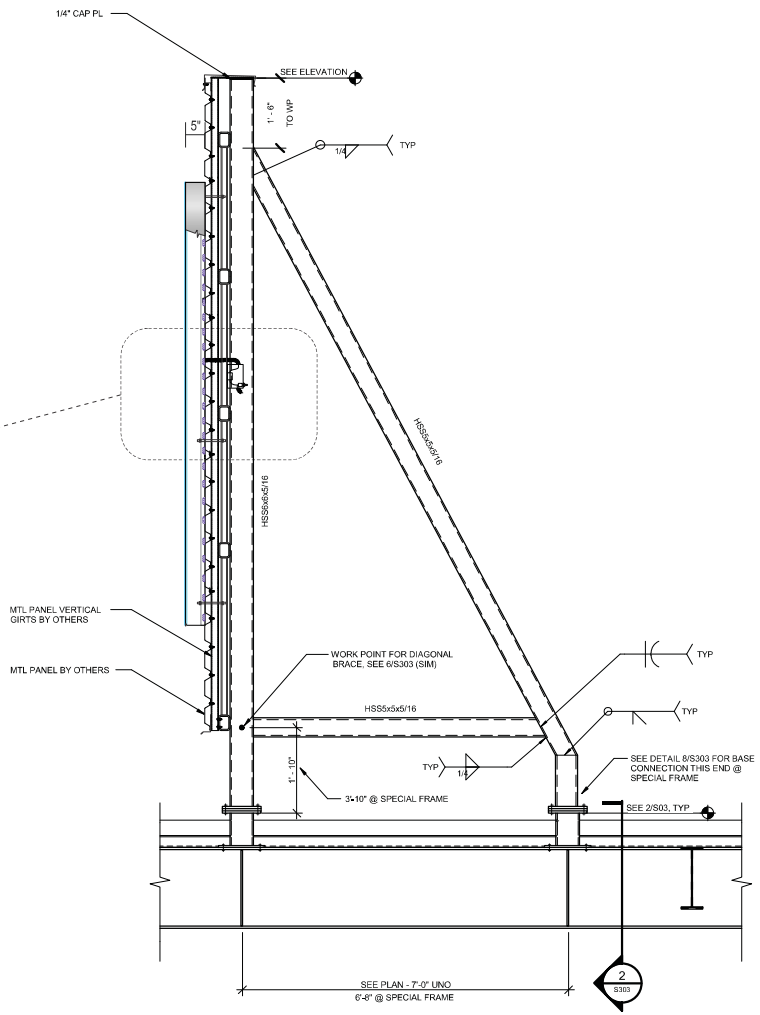
REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.1 & B.2 PLACEMENT ON SECTIONS



CROSS SECTION DETAIL
SCALE 1 1/2" = 1'-0"



CROSS SECTION
SCALE 3/8" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

MERCY HEALTH
CRYSTAL LAKE CAMPUS

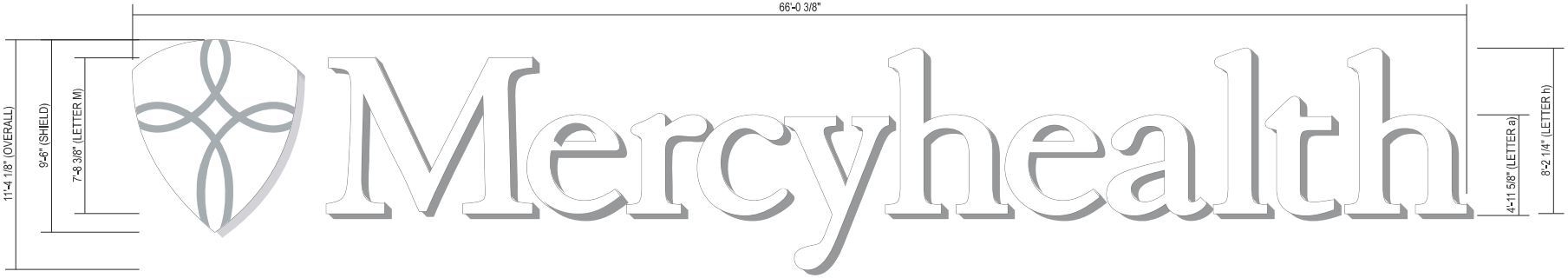
875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
9.0

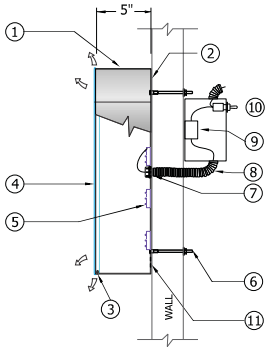
This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.1 & B.2 CHANNEL LETTERS (QTY. 2) - SQUARE FOOTAGE: 749.04

SIGN B.1 & B.2 - MH1CL108-504-5LB1/2

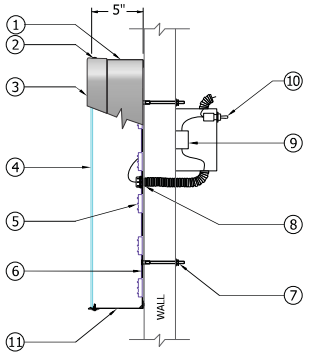


FRONT VIEW
SCALE 3/16" = 1'-0"



SHIELD DETAIL - REMOTE WIRED FACE LIT SHIELD LOGO
TRIM-LESS EDGE LIT
SCALE: NTS

1. .063" X 5" ALUMINUM COIL (WHITE INSIDE P-7) PAINTED P-6
2. WELDED AND SEALED TO .063" ALUMINUM BACK WHITE INSIDE P-7
3. #8 - ½" FLAT HEAD C'SUNK SCREWS PAINTED P-6
4. 1/2" CLEAR ACRYLIC WITH DIGITALLY PRINTED VINYL APPLIED 1ST SURFACE V-7, V-8 DIFFUSER APPLIED 2ND SURFACE
5. LEDs / 1 ROW SECURED TO BACK OF LETTER
6. MOUNTING HARDWARE HLC SLEEVE ANCHOR 1 1/2" EMBEDMENT
7. 7/8" ELECTRICAL HOLE / 3/4" COUPLER WITH FLEXIBLE CONDUIT TO POWER SUPPLY BOX
8. LED POWER SUPPLY INSIDE POWER SUPPLY BOX
9. TOGGLE SWITCH MOUNTED TO POWER SUPPLY BOX
10. 1/4" DIA. WEEP HOLES (BRAKE FORMED ALUMINUM TENT)
11. TO PREVENT LIGHT LEAKS



LETTER DETAIL - REMOTE WIRED FACE LIT CHANNEL LETTERS
SCALE: NTS

1. .040" X 5" ALUMINUM COIL (WHITE INSIDE P-7) PAINTED P-6
2. #8 - ½" PAN HEAD SCREWS PAINTED P-6
3. 2" JEWELITE CHEMICALLY BONDED TO FACES PAINTED P-6 SECURE WITH HURRICANE CLIPS (OR USE ALUM FABRICATED RETAINERS)
4. 3/16" WHITE ACRYLIC
5. LEDs / 1 ROW SECURED TO BACK OF LETTER
6. .063" PRE-FINISHED BLK/WHT ALUMINUM BACK
7. MOUNTING HARDWARE HLC SLEEVE ANCHOR 1 1/2" EMBEDMENT
8. 7/8" ELECTRICAL HOLE / 3/4" COUPLER WITH FLEXIBLE CONDUIT TO POWER SUPPLY BOX
9. LED POWER SUPPLY INSIDE POWER SUPPLY BOX
10. TOGGLE SWITCH MOUNTED TO POWER SUPPLY BOX
11. 1/4" DIA. WEEP HOLES (BRAKE FORMED ALUMINUM TENT)
12. TO PREVENT LIGHT LEAKS

AMP DRAWS ARE BASED ON INPUT AMPERAGE OF FULLY LOADED POWER SUPPLIES	
SIGN B1 & B2 - PART# MH1CL108-504-5LB1/2	TBD AMPS

SPECIFICATIONS

1. INDIVIDUAL LED LIT CHANNEL LOGO CUSTOM FACE-LIT SIDE HIGHLIGHT
2. DIGITALLY PRINT DIE CUT ELEMENT IN SHIELD, V-1
3. INDIVIDUAL LED LIT CHANNEL LETTERS STANDARD FACE-LIT LETTERS W/ TRIMCAP
4. POWER IS OUT AT THE CENTER
5. ATTACHMENT HARDWARE TO BE STAINLESS STEEL

NOTES
- ALL BLOCKING PROVIDED BY MERCYHEALTH

COLORS/FINISHES

- P-6 MP 18094 METALLIC SILVER
- P-7 LEP LIGHT ENHANCING PAINT, LIT LETTER INTERIORS
- V-7 BLOCK OUT VINYL W/ MP MATCH TO PMS 7544C GREY
- V-8 3M WHITE DIFFUSER (2ND SURFACE)



NIGHT VIEW
SCALE: NTS

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: 274210-R21
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M,1, M,2 & D,3
16	10.10.22	JD	ADDED "HOSPITAL" TO M,1 & M,2
17	10.14.22	JD	M,1 & M,2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M,1 & M,2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B,1, B,2, B,3, MOVED LOCATION OF B,3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M,4, D,1-D,5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M,2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

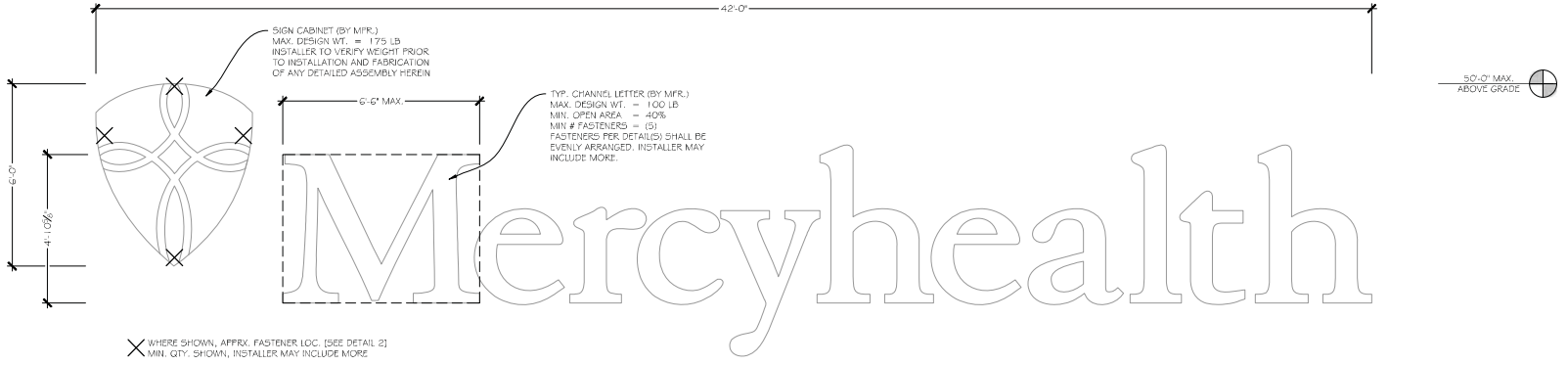
Mercyhealth

MERCY HEALTH
CRYSTAL LAKE CAMPUS

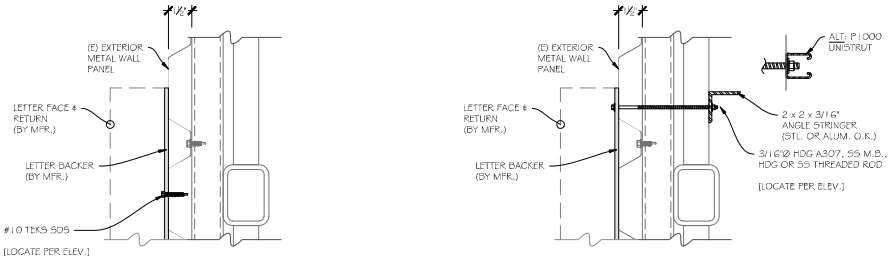
875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
10.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.



1 SIGN B.1 & B.2 ELEVATION



OPTION 'A' OPTION 'B'

2 CONNECTION DETAIL

ENGINEERING REVISION DEPENDANT UPON CUSTOMER SIZE APPROVAL

LICENSED STRUCTURAL ENGINEER
WILLIAM EDD MITCHELL, JR.
STATE OF ILLINOIS

REVERENCE ENGINEERING
www.reverenceengineering.com
(619) 354-1152
600 B STREET, STE 300
SAN DIEGO, CA 92101

PREPARED FOR:
MERCYHEALTH

PROJECT #:
2112063

MERCYHEALTH
SIGN PACKAGE
ROUTE 31 & THREE OAKS ROAD
CRYSTAL LAKE, IL 60014

No:	Issue/Revision:	Date:
----	Initial Submittal	1-25-2022
1		
2		
3		
4		

Murdoch Engineering
2 Hummingbird Ct.
Howell, New Jersey
(973)-570-8215
1/27/22
William E. Mitchell, Jr.
IL Structural Engineer
License #081006535

SHEET TITLE:
STRUCTURAL

SHEET:
S.2

ORIGINAL SHEET SIZE: 11x17

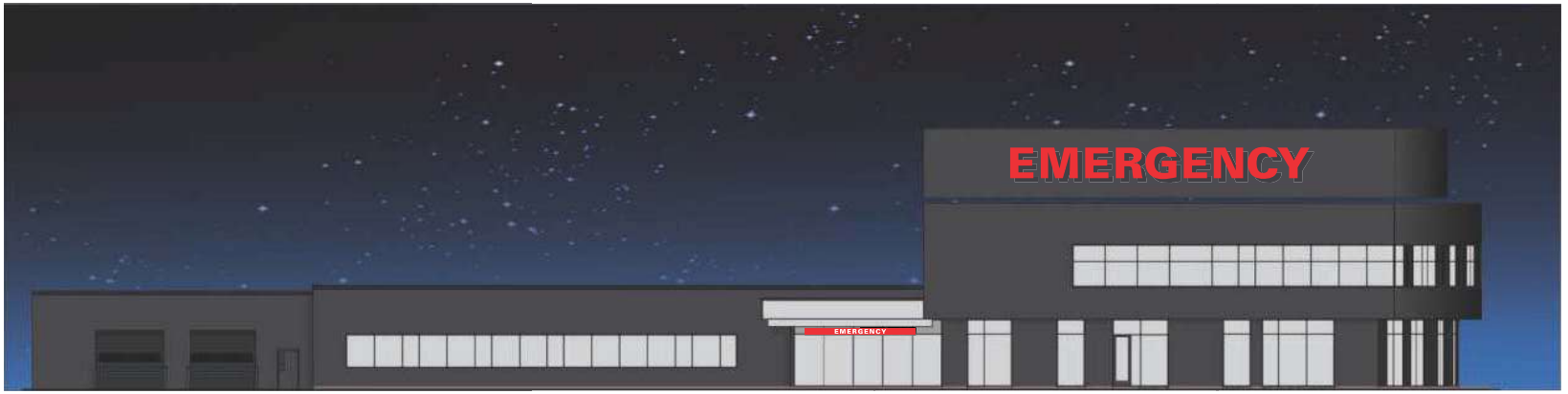
Limits of liability extend only to the work detailed, for the quantity of assemblies indicated (1 unless noted otherwise), at the location specified, and by the client listed; use of these plans and/or corresponding structural calculations in violation of either voids all liability.

The designs, details and specifications contained in this drawing are confidential. The recipients of this drawing hereby acknowledge and agree that it is the sole property of Reverence Engineering and that they shall neither use nor reveal any of the designs, details and specifications contained in this drawing, outside of the contractual agreement expressed written permission from Reverence Engineering. Deviations from this drawing shall not be made without consulting Reverence Engineering. In case of incongruities between drawings, specifications, and details included in contract documents, Reverence Engineering shall decide which indication must be followed and their decision shall be final. Copyright Reverence Engineering. All rights reserved.

B.3 & B.4 PLACEMENT ON ELEVATIONS



DAYTIME VIEW - NORTH ELEVATION
SCALE 3/64" = 1'-0"



NIGHTTIME VIEW - NORTH ELEVATION
SCALE 3/64" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

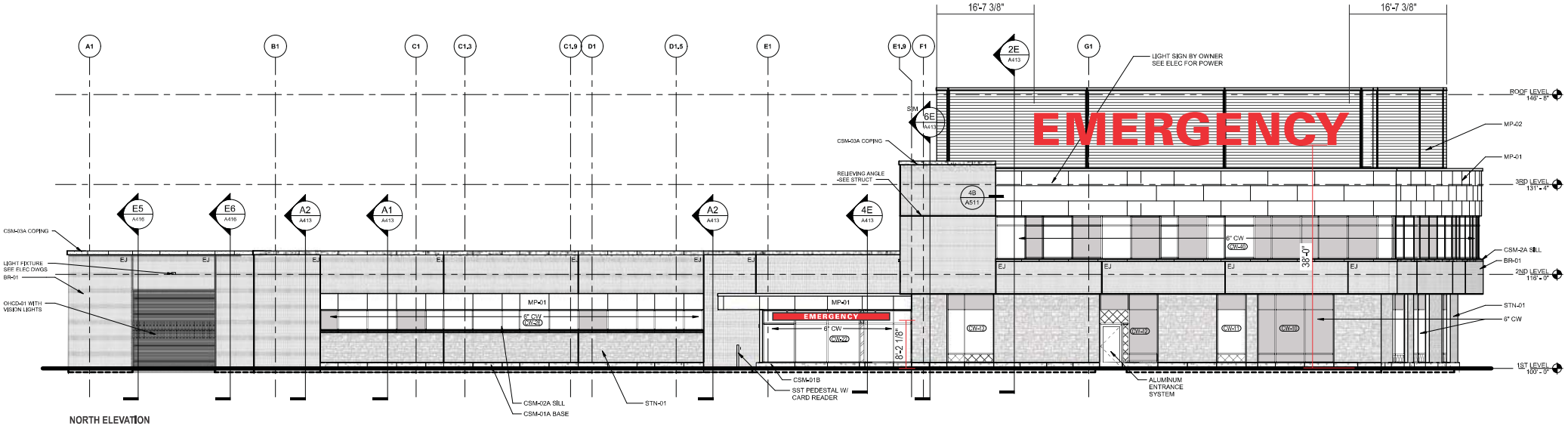
MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
12.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.3 & B.4 PLACEMENT ON ELEVATIONS



NORTH ELEVATION
SCALE 1/16" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS. FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

Mercyhealth

MERCY HEALTH
CRYSTAL LAKE CAMPUS

875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
13.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.

B.3 CHANNEL LETTERS - EMERGENCY - SQUARE FOOTAGE 295.51 - PART # MH1CL36-351-5LB3

SIGN B.3 - MH1CL36-351-5LB3



FRONT VIEW
SCALE 3/16" = 1'-0"

SIDE VIEW
SCALE 3/8" = 1'-0"



NIGHT VIEW
SCALE: NTS

AMP DRAWS ARE BASED ON INPUT AMPERAGE OF FULLY LOADED POWER SUPPLIES	
SIGN B3 - PART# MH1CL36-351-5LB3	TBD AMPS

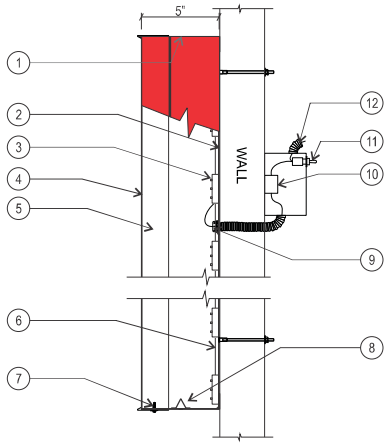
SPECIFICATIONS

1. .040" X 5" ALUMINUM COIL (WHITE INSIDE) (SEAMS IN CORNERS OR TOP) P-8
2. ACM BACKS / LETTER LOCKED TO RETURNS
3. WHITE LED'S
4. 3/16" ACRYLIC / V-4
5. 2" PRE-FINISHED JEWELITE CHEMICALLY BONDED TO FACES (SEAMS AT THE TOP) P-8
   SECURE WITH HURRICANE CLIPS (OR USE ALUM FABRICATED RETAINERS)
6. MOUNTING HARDWARE HLC SLEEVE ANCHOR 1 1/2" EMBEDMENT
7. #8 - 1/2" PAN HEAD SCREWS (NO MORE THAN 24" APART)
8. 1/4" DIA. WEEP HOLES W/ .063" DRAIN HOLE COVER (EXTERIOR APPLICATIONS ONLY)
9. 7/8" ELECTRICAL HOLE / 3/4" COUPLER WITH FLEXIBLE CONDUIT TO POWER SUPPLY BOX
   (IN MIDDLE OF LETTER UNLESS NOTED OTHERWISE)
10. LED POWER SUPPLY INSIDE POWER SUPPLY BOX
11. TOGGLE SWITCH MOUNTED TO POWER SUPPLY BOX
12. 15 FT. MIN. WHIP LENGTH

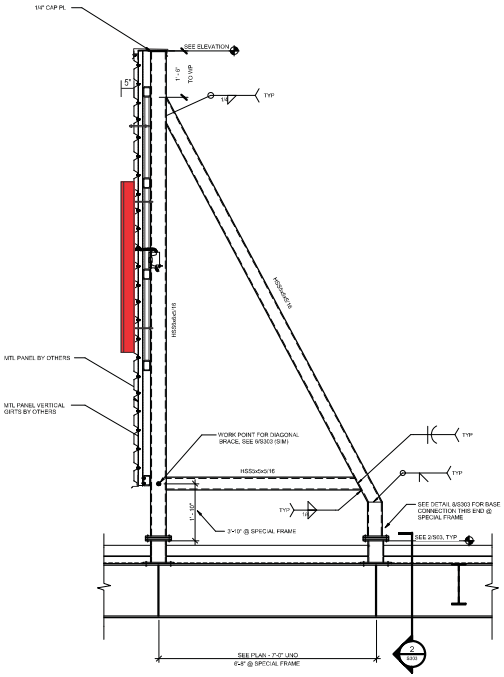
NOTES
- ALL BLOCKING PROVIDED BY MERCYHEALTH

COLORS/FINISHES

P-8 TO MATCH PMS 1797 C
V-4 3M 3630-33 RED TRANSLUCENT



CROSS SECTION VIEW
SCALE 1 1/2" = 1'-0"



CROSS SECTION
SCALE 1/4" = 1'-0"

JONES SIGN
Your Vision. Accomplished.
A Mortensen Company

JOB #: **274210-R21**
DATE: 07.22.2022
DESIGNER: J. Dowden
SALES REP: J. Merriman
PROJ MGR: D. Kelly

REV.	DATE	BY	DESCRIPTION
12	09.16.22	JD	REVISED VERBIAGE ON DIRECTIONAL SIGNS
13	09.21.22	JD	ADDED LANDSCAPE PLANS, MOVED D4 LOCATION
14	09.30.22	JD	ADDED PART # AND AMP INFO
15	10.07.22	JD	REVISED VERBIAGE ON M.1, M.2 & D.3
16	10.10.22	JD	ADDED "HOSPITAL" TO M.1 & M.2
17	10.14.22	JD	M.1 & M.2 INCREASED HEIGHT OF "CRYSTAL LAKE CAMPUS"
18	10.31.22	JD	M.1 & M.2 INCREASED HEIGHT OF COPY
19	11.11.22	JD	INCREASED SIZE OF B.1, B.2, B.3, MOVED LOCATION OF B.3
20	11.15.22	JD	ADDED P-4 CALLOUTS, FIXED PDF CONVERSION ISSUES, DELETED P-4 & #8 FROM M.4, D.1-D.5
21	01.09.23	JD	ADDED A 5'-7" BERM TO M.2

CLIENT APPROVAL DATE

LANDLORD APPROVAL DATE

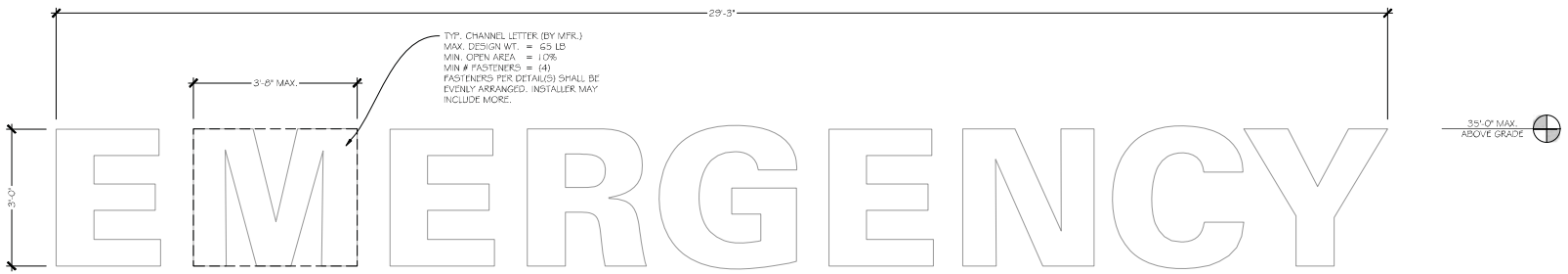
Mercyhealth

MERCY HEALTH
CRYSTAL LAKE CAMPUS

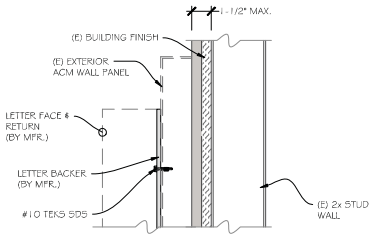
875 S. ROUTE 31
CRYSTAL LAKE, IL 60014

SHEET NUMBER
14.0

This is an original, unpublished drawing by Jones Sign Co., Inc. It is for your personal use in conjunction with a project being planned for you by JONES SIGN. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the express written permission of JONES SIGN, is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. JONES SIGN will endeavor to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used. All sizes and dimensions are illustrated for client's conception of project and are not to be understood as being exact size or exact scale.



1 SIGN B.3 ELEVATION



2 CONNECTION DETAIL

ENGINEERING REVISION DEPENDANT UPON CUSTOMER SIZE APPROVAL

LICENSED STRUCTURAL ENGINEER
WILLIAM EDD MITCHELL, JR.
STATE OF ILLINOIS

REVERENCE ENGINEERING
www.reverenceengineering.com
(619) 354-1152
600 B STREET, STE 300
SAN DIEGO, CA 92101

PREPARED FOR:
MERCYHEALTH

PROJECT #:
2112063

MERCYHEALTH
SIGN PACKAGE
ROUTE 31 & THREE OAKS ROAD
CRYSTAL LAKE, IL 60014

No:	Issue/Revision:	Date:
----	Initial Submittal	1-25-2022
1		
2		
3		
4		

Murdoch Engineering
2 Hummingbird Ct.
Howell, New Jersey
(973)-570-8215
1/27/22
William E. Mitchell, Jr.
IL Structural Engineer
License #081006535

SHEET TITLE:
STRUCTURAL

SHEET:
S.3

ORIGINAL SHEET SIZE: 11x17

Limits of liability extend only to the work detailed, for the quantity of assemblies indicated (1 unless noted otherwise), at the location specified, and by the client listed; use of these plans and/or corresponding structural calculations in violation of either voids all liability.

The designs, details and specifications contained in this drawing are confidential. The recipients of this drawing hereby acknowledge and agree that it is the sole property of Reverence Engineering and that they shall neither use nor reveal any of the designs, details and specifications contained in this drawing, outside of the contractual agreement expressed written permission from Reverence Engineering. Deviations from this drawing shall not be made without consulting Reverence Engineering. In case of incongruities between drawings, specifications, and details included in contract documents, Reverence Engineering shall decide which indication must be followed and their decision shall be final. Copyright Reverence Engineering. All rights reserved.

DISTRICT OFFICES:

200 S. WYMAN St.,SUITE 302
ROCKFORD, IL 61101
815/987-7555
E-MAIL: info@senatordavesyverson.com

CAPITOL OFFICE:
105E STATE HOUSE
SPRINGFIELD, IL 62706
217/782-5413

SENATOR DAVE SYVERSON
ILLINOIS SENATE – 35TH DISTICT
REPUBLICAN CAUCUS WHIP
DEAN OF THE ILLINOIS SENATE

COMMITTEES:

REPUBLICAN SPOKESMAN
- HEALTHCARE ACCESS AND AVAILABILITY
- HEALTH
- INSURANCE

MEMBER:
- COMMISSION ON GOVERNMENT FORECASTING & ACCOUNTABILITY
- EXECUTIVE
- BEHAVIORAL AND MENTAL HEALTH
- TOURISM AND HOSPITALITY

November 19, 2022

Joanna Benning, AIA
VP Facilities and Construction
Mercy Health

Dear Joanna,

Thank you for sending us the latest update and renderings on the Mercy Crystal Lake Hospital project. We are so grateful for your investment in building this first-ever Hospital and Emergency Room in Crystal Lake. The aesthetics of the building look wonderful, but even more important is what will happen in this state-of-the-art facility that our residents will be able to use and be proud to have in their community.

One thing we all noticed, and maybe it is because we are politicians, was your signage. When you have a facility that people are very proud of, we would think you would want to highlight who and what you are, so it would stand out to everyone. Maybe more importantly, since you will be drawing patients from outside Crystal Lake, we would think you want to make sure the Hospital was easy to see and find. This is especially true for your ER; that sign seems to be very small and set back when considering the size of the building and the message it is supposed to send. People need to know there is an ER and for those coming from outside the area who are desperate, seeing that ER sign becomes very welcoming to them.

Other than that, it is a wonderful looking build, and we look forward to your opening day and seeing the positive impact Mercy is going to have on this community and region.

Best,

Senator Dave Syverson
Senator Craig Wilcox
Senator Don DeWitte

JONES SIGN
Your Vision. Accomplished.
A MORTENSEN COMPANY

2.1.2023

Jones Sign design engineers performed a visibility study to confirm readability of the wall mounted letter signage at Mercyhealth Crystal Lake Hospital. This study investigated the relationship between the building setback and the passing traffic to determine if signage will be safely readable. A summary of that study is listed below.

650ft distance from building to intersection Three Oaks Rd and Rt 31
800ft distance from building to intersection Raymond Dr and Rt 31

5' letter height is best read from ~ 600ft per studies completed by the International Sign Association.
the building is setback over the 600ft distance from both intersections

EMERGENCY letters for safe readability = 5'-6" high
Mercyhealth letters for safe readability = 5' high (lower case height)

Conclusion:

The wall mounted letters need to be at the sizes listed above as noted on Jones Sign drawing *274210_R21_Mercyhealth_Crystal Lake IL.pdf* to ensure safe viewing for drivers navigating to the hospital. Distress, less than perfect vision, traffic, weather, familiarity, and other factors can reduce visibility. Therefore it is critical that the signs are made at these sizes to ensure safe navigation to the Crystal Lake healthcare facility.

Jim Merriman | Senior Vice President
Jones Sign
Your Vision. Accomplished.

Green Bay | Minneapolis | Dallas | Denver | Philadelphia | Richmond | Virginia Beach | Tampa | Miami | Tijuana | Juarez | Reno | Las Vegas | San Diego | Los Angeles
1711 Scheuring Road.
Green Bay, WI 54115
Office: 920-425-9815
Mobile: 920-360-5253
www.jonessign.com

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Proposal Award – Feasibility Study of Lake Michigan Water Engineering Services

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Burns & McDonnell to study the long-term viability of providing Lake Michigan water to the City of Crystal Lake allowing for a 10% annual contingency for unforeseen changes.

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

---

Background:
The City's water system includes five (5) groundwater treatment plants, four (4) deep wells, and six (6) shallow wells. The current water demand is approximately 4.46 million gallons per day (MGD) on an average day and 6.1 MGD maximum day with an annual production of 1.1 billion gallons. Using CMAP population projections through 2050, the future Crystal Lake population is projected 23% higher than in 2022. Using this estimation, water use for the City of Crystal Lake in the year 2050 is estimated to be 5.49 MGD average day and 7.5 MGD maximum day. In addition to customers within the City, water is provided to Oak Brook Estates (manufactured home community) and McHenry County College.

The Illinois State Water Survey (ISWS) is a division of the Prairie Research Institute at the University of Illinois. The Water Survey's scientists conduct state-of-the-art research and collect, analyze, archive, and disseminate high-quality, objective data and technical information. The Water Survey's data, services, and expertise provide a sound technical basis for the people and policymakers of Illinois to make decisions. ISWS has published two reports dated September 2015 and December 2020. The reports conclude that the sandstone wells in the region are at risk of not meeting future long-term water demand, and will become increasingly vulnerable to new demands in the region.

McHenry County Municipalities and the ISWS have been working together to collect well data to evaluate sandstone water levels in Northeastern Illinois. In the fall of 2021, the ISWS collected measurement for static and pumping heads as part of a larger synoptic measurement study of the Ironton-Galesville sandstone aquifer. The Ironton-Galesville sandstone aquifer is approximately 1,200 feet deep in the Crystal Lake area. Observations from a study in Will County found that wells encountered a number of issues when pumping heads fall within 200 feet of the top of the Ironton-Galesville aquifer. The wells in the City of Crystal Lake are still around 500 feet above

the top of the Ironton-Galesville aquifer. However, model simulations conducted at the ISWS indicate that static heads may approach 400 feet above the top of the Ironton-Galesville aquifer depending on future growth in Crystal Lake. The sandstone heads have fallen by several hundred feet since predevelopment conditions.

City staff are being proactive and forward planning in requesting approval of this feasibility Study. McHenry County communities should consider the impact of industrial demands, county growth, and the availability of ground water supply beyond the years of 2050 or 2070. If Lake Michigan water supply is feasible to the City of Crystal Lake, a partnership with other benefiting communities would be required to share the expense of additional studies, design, and construction.

Consultant Selection Process

The Public Works and Engineering Department followed the City's Purchasing Policy to solicit proposals from consulting engineering firms for this project. The City interviewed two firms and determined that Burns & McDonnell's experience and approach to this unique project would best serve the City of Crystal Lake. This project is unlike any other project City staff has experience with, so City staff and Burns & McDonnell consultants (who have performed this type of work previously) discussed the expected final product.

Lake Michigan Alternate Water Supply Design Services - Interview Ranking

Proposal Ranking Excellent = 5 Very Good = 4 Good = 3 Acceptable = 2 Poor = 1 Unacceptable = 0	Committee's Relative Weight of Importance	CDM Smith		Burns & McDonnell	
		Rating (0-5)	Weighted Rating	Rating (0-5)	Weighted Rating
Criteria	(1-10)				
Presented an approach that demonstrated ability to perform the scope tasks.	10	4.00	40.00	5.00	50.00
Thorough understanding of potential capital improvements and cost categories needed to prepare a planning level cost estimates.	9	4.33	39.00	4.67	42.00
Experience with wholesale water providers and permitting agencies.	8	3.67	29.33	3.67	29.33
Overall presentation and relevant experience of the project team.	7	3.33	23.33	4.67	32.67
Total Weighted Rating	34		131.67		154.00
INTERVIEW RANKING		3.87		4.53	

With the final product in mind, the group negotiated the scope and fee of the project. Costs and hours are shown in the table below.

	√ Burns & McDonnell	
	Hours	Fee
Task 01: Hydraulic Modeling		$66,876.00
Task 02: Lake Michigan Water Supply and Groundwater Supply Evaluation		$10,461.00
Task 03: Risk and Issues		$7,722.00
Task 04: Project Management, Meeting & Deliverables		$39,918.00
Total	***621***	***$124,977.00***

√ Recommended proposer

City staff feels that Burns & McDonnell number of hours is appropriate for the scope of work expected by the City.

Recommendation:

This contract is being presented pursuant to a request for qualification process. Under such process, the contract is to be awarded to the vendor whose proposal "will be the most advantageous to the City." City staff has reviewed the proposals received, and determined that the recommended consultant is the most well-suited for the project.

Based on the proposals received, the City's evaluation criteria and the detailed review by staff, it is the recommendation of staff that Burns & McDonnell be selected for the Feasibility Study of Lake Michigan Water Engineering Services. Burns & McDonnell has previously worked on various City projects and staff is satisfied with their work. Sufficient funds are available in the Fiscal Year 2022/2023 and 2023/2024 Capital Budget for this project.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE is desirous of a Feasibility Study to examine the long-term viability of providing Lake Michigan water to the City of Crystal Lake and surrounding communities; and

WHEREAS, the CITY requires consultant engineering services to conduct the necessary hydraulic modeling, groundwater supply evaluation, risk analysis, and project management; and

WHEREAS, proposals were publically solicited and reviewed, resulting in a determination that Burns & McDonnell offered a proposal that is the most advantageous to the City.

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 City Manager is authorized to execute an agreement with Burns & McDonnell for a Feasibility Study to bring Lake Michigan water to the City of Crystal Lake for a contract at a not-to-exceed amount of $124,977.00; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted change orders for up to ten percent (10%) of the annual agreement value and to approve warranted time extensions.

DATED this 7th day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 7, 2023
APPROVED: February 7, 2023

Draft

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Purchasing Cooperative - GPS/AVL/Camera Lease

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Samsara Inc. for the lease of GPS/AVL/Camera equipment through the Sourcewell Purchasing Cooperative, Contract #020221-SAM.

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

---

Background:
The Public Works Department has been utilizing global positioning system technology (GPS) for over 13 years. Our current technology is limited to vehicle location, very limited vehicle reporting and plow up/down telemetry. The current GPS/AVL equipment in the Public Works (PW) vehicles has been installed longer than its useful life (3G cellular technology).

GPS applications (now referred to as global positioning system/automatic vehicle location GPS/AVL) has evolved significantly in public works, specifically snow removal operations, and brings new capabilities to help manage operations, reconcile material inventories and increase efficiency.

Year-Round Functions Requiring GPS/AVL
The PW Department is responsible for year-round critical City functions. It is important that the PW operations are managed as efficiently as possible to minimize costs while providing residents and businesses with a high level of service. The PW Department currently has 66 vehicles or pieces of equipment that need GPS/AVL equipment for improved deployment of manpower and vehicles.

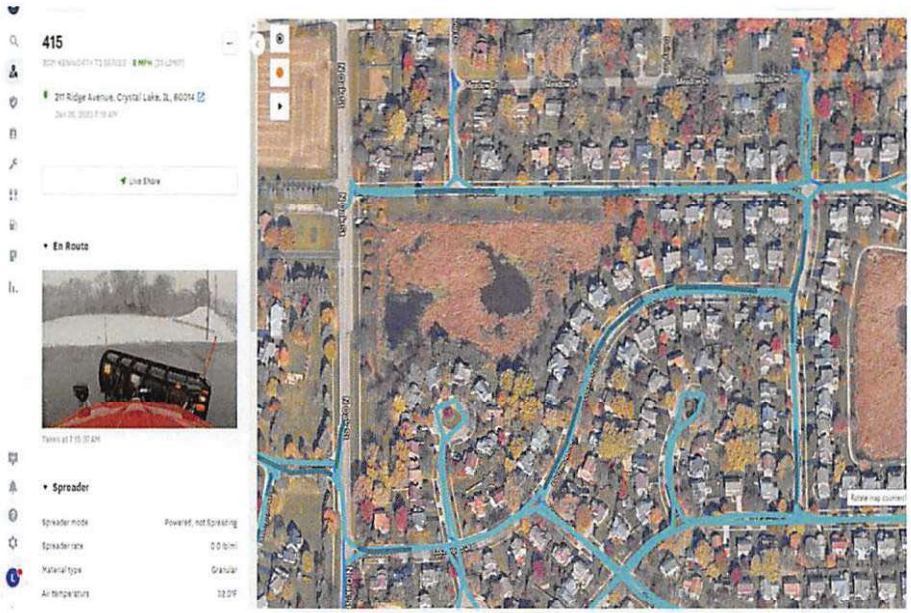
Snow Storm Operations Requiring GPS/AVL
In addition to the year-round services described above, the Public Works Department is responsible for winter maintenance (snow/ice removal) on 341 lane miles of City streets and 11 lane miles of State roadways. Existing routes utilize nineteen commercial grade winter maintenance vehicles carrying onboard equipment for mixing and distribution of chemicals during snow storm activities. The newer technology GPS/AVL/Camera equipment will provide snow plow event coordinators with critical information to maximize the value of city assets. Utilizing the forward-facing dashboard cameras, the supervisors can compare road conditions in real time

to better distribute the work force. Additionally, the equipment will provide data from each plow truck that can be used to improve vehicle maintenance and monitor the use of chemicals. Reports generated using the data received from the GPS/AVL providers will help the PW staff decrease the total time on the road, thus reducing operational costs. This will result in lessening the environmental impact of our carbon footprint and optimized salt and chemical use during snow events.

The Public Works Department has been researching current technologies and snow removal specific applications to improve operations. While there are many GPS/AVL providers on the market, very few have applications tailored to public works and specific experience in GPS/AVL for snow removal operations. Current technologies include the ability to interface with snow removal equipment controllers and thereby monitor salt spreading and de-icing liquid consumption. GPS/AVL technology can also monitor fuel consumption, communicate engine diagnostics and have the ability to employ cameras that can be viewed remotely. The PW Department contacted multiple global positioning system/automatic vehicle location (GPS/AVL) providers to determine what companies could track and communicate essential information for snow removal operations by interfacing with our existing snow plow truck controllers. Public Works staff also installed GPS/AVL/Camera equipment from two providers for a trial period in order to evaluate their technology.

GPS/AVL/Camera Trial Period

During the trial period, staff determined that Samsara Inc. offered the equipment and services that meet the expectations of staff. The snapshot below shows a few of the features available. Samsara was the most responsive company to questions and troubleshooting, and their user interface (cloud based software application) will be a powerful tool in completing the mission of the PW Department.



Sourcewell Purchasing Cooperative

The City participates in a number of purchasing cooperatives as authorized in Chapter 102 of the City Code. Cooperative contracts are utilized by many government agencies at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation. In simple terms, cooperative purchasing involves sharing procurement contracts between governments. Sourcewell is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. Sourcewell contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors. As a result, Sourcewell offers its members the opportunity to purchase equipment through nationally leveraged contracts. The proposed GPS/AVL services are offered through Sourcewell contract #020221-SAM.

The following provides a summary of costs:

	Year 1	Year 2	Year 3
Samsara GPS/AVL/Camera *(San Francisco, CA)*	$21,811.80	$21,436.80	$21,436.80

Recommendation:

After careful examination, it is the recommendation of the Public Works Department to enter into a three-year agreement for the lease of GPS/AVL/Cameras from Samsara Inc., through the Sourcewell Contract #020221-SAM in the amount shown in the table above. Funds have been budgeted for this lease.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need for GPS/AVL/Camera technology in the Public Works vehicles that allows for improved deployment of manpower and vehicles; and

WHEREAS it is beneficial to the CITY OF CRYSTAL LAKE to upgrade GPS/AVL/Camera devices in the Public Works vehicles in order to maximize the value of city assets, provide data which can be used to improve vehicle maintenance and snow plow route efficiency, and to provide information to snow event supervisors to deliver a high level of service; and

WHEREAS the CITY OF CRYSTAL LAKE thoroughly evaluated multiple GPS/AVL/Camera providers and installed equipment from two providers for a test period; and

WHEREAS the most qualified proposer was Samsara Inc. listed through Sourcewell Contract #020221-SAM;

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 City Manager is authorized to execute a three-year (3) Agreement with Samsara Inc. for a not to exceed amount of $64,685.40

DATED this 7th day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____

Nick Kachiroubas, CITY CLERK

PASSED: February 7, 2023
APPROVED: February 7, 2023

Draft

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Purchasing Cooperative - Wheel Loader Purchase

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with McCann Industries, Wauconda, IL for the purchase of a new Case 621G Wheel Loader in the amount of $232,514.00 through the Sourcewell Purchasing Cooperative, Contract # 032119-CNH.

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

---

Background:
The 2022/2023 fiscal year Public Works budget includes funds for the replacement of a Public Works Wheel Loader #427, a 2012 Case 621F with approximately 4,900 hours. Wheel Loaders are critical pieces of equipment and are utilized year-round in emergency operations such as storms (tree and debris removal) and are critical for snow removal operations (loading of salt). They are also utilized for excavation, landscaping, asphalt work, and other various projects throughout the City.

Discussion:
City staff reviewed pricing on a John Deere 544P and a Case 621G wheel loader, both are available for purchase through Sourcewell with Case being the lower priced unit. The new Case 621G wheel loader will be assigned to the Street Division and the current #427 wheel loader will be re-assigned to the Wastewater Treatment Division to replace unit #704, a 2003 Komatsu WA180PT-3. The 2003 Komatsu will be declared surplus and auctioned off at a later date.

Vendor	Model	Cost
McCann Industries, Inc.	Case 621G	$232,514.00
Westside Tractor Sales, Co.	John Deere 544P	$254,184.36

Sourcewell Purchasing Cooperative
The City participates in a number of purchasing cooperatives as authorized in Chapter 102 of the City Code. Cooperative contracts are utilized by many government agencies at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation. In simple terms, cooperative purchasing involves sharing procurement contracts between

governments. Sourcewell is a government-managed, public, national municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. Sourcewell contracts are solicited, awarded, and monitored by a public agency with a publicly elected board of directors. As a result, Sourcewell offers its members the opportunity to purchase equipment through nationally leveraged contracts.

Recommendations:

It is the recommendation of the Public Works Department to purchase one (1) new Case 621G wheel loader from McCann Industries, Inc., through the Sourcewell Contract # 032119-CNH in the amount of $232,514.00. Funds to purchase this equipment are included the Fiscal Year 2022/2023 Budget.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the City relies on wheeled front-end loaders to accomplish critical storm and snow removal operations as well as other construction and maintenance tasks; and

WHEREAS replacement of one of the front-line wheel loaders is warranted based on age and condition;

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and McCann Industries, Inc. for the purchase of one (1) new Case 621G wheel loader in the amount of $232,514.00.

Draft

DATED this 7th day of February, 2023.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 7, 2023

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date:	February 7, 2023
Item:	Two-Hour Parking Restriction – South side of Railroad Street between Grant Street and N. Main Street
Staff Recommendation:	Motion to adopt an Ordinance restricting parking to a two-hour limit on the south side of Railroad Street from Grant Street to N. Main Street
Staff Contact:	Michael P. Magnuson, Director of Public Works and Engineering Kathryn Cowlin, Director of Community Development

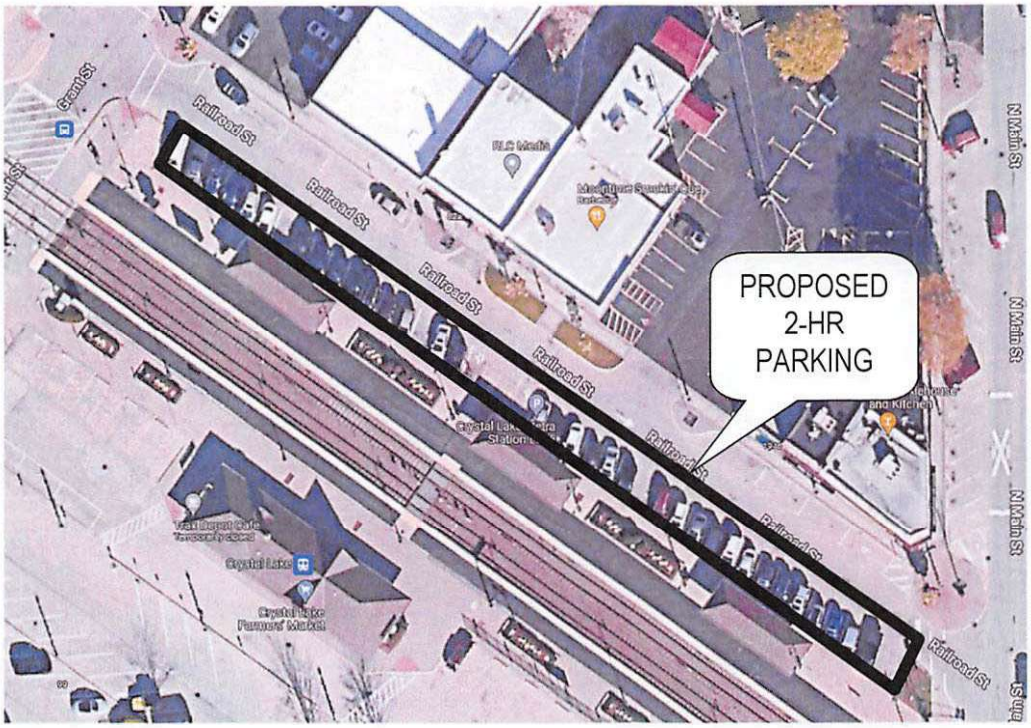
Background:

As a result of the City's Downtown Parking Committee analysis of available parking, staff is proposing to convert the existing 39 Metra Parking spaces along the south side of Railroad Street from Grant Street to N. Main Street to public two-hour parking spaces. Parking for Metra riders is available in the nearby Metra parking lots. Converting these spaces for public use will provide additional options for patrons visiting the nearby businesses. As Downtown Crystal Lake continues to succeed as a hub for local businesses there has been an increase demand for patron parking. The proposed conversion to two-hour parking will be a positive improvement for the business district.

Temporary signage was posted on February 1, 2023 notifying existing Metra users of this change which will be effective February 13, 2023. In addition, staff is handing out postcards with information about the change during the morning rush hour for Metra commuters.

[See map on next page.]

Map of proposed 39 parking spaces to be converted to 2-hour parking:



Votes Required to Pass:
Simple majority.

ORDINANCE

WHEREAS, Railroad Street is a one-way street in the CITY OF CRYSTAL LAKE with parking on both sides of the street; and

WHEREAS, parking along the southern side of the street is assigned to Metra riders;

WHEREAS, parking is available in the nearby Metra Parking Lots for Metra riders; and

WHEREAS, there is a greater demand for local patron parking in the Downtown Crystal Lake District, especially along Railroad;

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

SECTION I: That it shall be unlawful for a person to park over two-hours along Railroad Street from Grant Street to N. Main Street.

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

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

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

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

DATED this 7th day of February, 2023.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: February 7, 2023
APPROVED: February 7, 2023

Draft

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: February 7, 2023

Item: Board and Commission Appointment – Sustainability Committee

Council Discretion: Motion to approve the appointment of Stephen Platt to fill a vacancy on the Sustainability Committee for a term expiring March 15, 2026.

Staff Contact: Haig Haleblian, Mayor

Background:
On November 17, 2015, the City Council formed the Sustainability Committee ("Committee"), replacing the Ad Hoc Clean Air Counts Advisory Committee established in 2007. The purpose of the Committee is to assist the City in promoting environmental sustainability within the City. As part of the Committee Charter, the City Council approved a total of nine (9) members to fulfill the Committee for three (3) year terms. There is currently one (1) vacancy on the Committee.

Per the Committee Charter, to be a member on the Committee one must live in Crystal Lake, own a business in Crystal Lake, or attend a school in Crystal Lake. Stephen Platt meets the requirements of the Charter. The Sustainability Committee has recommended Mr. Platt's appointment.

Stephen Platt volunteers with numerous environmental organizations in the community. He has experience working on policy analysis in the energy and agricultural sectors. He is passionate about the environment and has experience working with the Environmental Defenders of McHenry County.

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

Votes Required to Pass:
Simple majority.

City of Crystal Lake

Sustainability Committee Application

Applicant Information

Name Stephen Platt

Address: 784 Flint Trail (Street) Crystal Lake (City) 60012 (Zip)

Telephone (Home): [redacted] Telephone (Work): _____

e-mail: [redacted]

Please describe your *training* and *education* that would make you an asset to this Committee.

I have been employed as a commodity futures analyst, manager, account executive at major financial firms for over 40 years. My concentration in these areas has been in the Energy and Agricultural sectors and the associated policy considerations and their economic impact. I graduated with a BS in Business Administration from Georgetown University with a major in Economics. I am a long standing member of the McHenry County Defenders and serve on the Water and Natural Resource Protection Committee.

Please describe your *experience* that would make you an asset to this Committee.

From farmers to corporate executives, I have been able to communicate measures to assess and mitigate risk. An effective sustainability strategy entails an analysis by which goals and objectives are set, strategies are formulated and put into action. I hope to ~~provide valuable input into these areas for the benefit of the Sustainability Committee.~~

Please describe why you are interested in serving on this Committee.

Crystal Lake has provided my family with a community that I am proud of for over 25 years and I would like to give back. From businesses to individuals, we need to all work together. Through education and action at making our land and water resources safe and environmentally sustainable everyone can benefit. Helping our community achieve these goals through the Crystal Lake Sustainability Committee would not only be personally satisfying but be of benefit to our entire community.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, ~~if I am selected on this~~ Committee, my Committee membership may be terminated.

Signed: Stephen Platt Date: 1/22/22

Please submit your completed application via email to Nick Hammonds, Management Analyst, at nhammonds@crystallake.org.

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date:	February 7, 2023
Item:	Project Update – McHenry County Randall Road Improvement
Staff Recommendation:	Information Only
Staff Contact:	Michael P Magnuson, Director of Public Works and Engineering Abigail Wilgreen, City Engineer

---

Background:
In April of 2022, staff presented an update regarding the McHenry County Division of Transportation (MCDOT) upcoming Randall Road project from Ackman Road to Acorn Lane. In April, the City Council passed a resolution that:

- Supports the improvement with three through lanes in each direction
- Concurs with the provision of a right-in/right-out access at Angela Lane
- Concurs with a "Continuous Green-T" traffic signal configuration at Village Road
- Requests the County investigate a signalized intersection (similar to signals along Randall Road in southern section at commercial entrances) at Alexandra Boulevard to permit left-turns in if warranted by additional analysis
- Concurs with a six foot wide sidewalk on the west side and an off-street multi-use path on the east side of Randall Road. Both facilities should be as far from the edge of pavement as feasible.
- Supports a grade-separated pedestrian crossing somewhere between McHenry Avenue and Angela Lane (Note: Council subsequently modified this to requesting the County provide a center median wide enough to provide for a future overpass.)
- Requests use of traffic calming measures along Golf Course Road during construction as well as evaluation and use of temporary traffic signals at Golf Course Road and Miller Road and/or Randall Road and Village Road intersections

Since that discussion, staff has been working with MCDOT staff to address the City's concerns and to work with the County to resolve the traffic signal issues and other design matters that affect the City. Listed below are updates on the traffic signal analysis and other coordination items:

Traffic Signal: Village Road or Alexandra Boulevard

Previously, the County had indicated that it was not possible to have a full traffic signal at Alexandra Boulevard. The County had proposed a "Green-T" traffic signal at Village Road that would have allowed left-turns in and out and right-turns out onto southbound Randall Road
At the City's request, the County re-evaluated the traffic along the corridor and determined that a full traffic signal (accommodates all movements) can be provided at either Village Road or Alexandra Boulevard but not both. The remaining non-signalized intersection would become a right-in/right out. This is a change from the County's previous position. Because of the lack of high traffic volumes (such as from large commercial developments) a signal at both intersections is not warranted. In addition, the County is no longer proposing a "Green T" configuration for any of the intersections on Randall Road.

Direction is requested from the Council regarding the proposed location of the full traffic signal (Alexandra Boulevard or Village Road). Since the County has changed their position on the location of a signal, staff feels that a full traffic signal at Alexandra Boulevard is the preferred location as it will have the least impacts and support further development of the commercial properties. This recommendation is based on the following factors:

- Both roads carry approximately the same daily volume of traffic and extend from Randall Road west to slightly west of Swanson Road. Village Road carries approximately 2,200 vehicles per day and Alexandra Boulevard carries approximately 1,600 vehicles.
- City staff has received a communication from a commercial business owner off of Alexandra Boulevard stating that a signal at Alexandra is needed to support the businesses as well as service the senior living facility.
- Village Road services residential neighborhoods and Indian Prairie Elementary School is located on Village Road approximately 0.5 miles west of Randall Road where as Alexandra Boulevard services 124,000 square feet of commercial uses, a senior living facility, over 5 acres of undeveloped property and residential neighborhoods to the west. The road that will be signalized will likely see an increase in traffic. This could be perceived as a negative impact along Village Road and positive impact for the commercial properties off of Alexandra Boulevard at Randall Road.
- Prior improvements to Ackman Road at Randall Road by the County eliminated westbound access to the Skyridge Apartments when the barrier median was constructed on Ackman Road. The City receives reoccurring complaints from the homes off of Ackman Road at Crimson Drive regarding vehicles pulling into their driveways to turn around and then go back east on Ackman (west of the barrier median). A traffic signal at Alexandra Boulevard would eliminate this problem.
- A traffic signal at Village Road may result in commercial traffic from the north traveling through the residential area on Carlemont Drive to access the traffic signal.
- The residential neighborhoods off of Village Road can be serviced from Miller Road. The proposed Randall Road improvement will add dual northbound left turn lanes on Randall Road at Miller Road. There may or may not be an increase in traffic on Bradford Lane. This can be monitored by the City in the future.

Other project related items to note are:

- A bike path will be placed on the east side of Randall Road up to Ackman Road and a 6 foot wide sidewalk along the west side. These facilities will be maintained by the City. This maintenance agreement is the same as the County has with the Village of Algonquin.
- Lighting will be added along the entire corridor (to be maintained by the County).
- A new bridge will be installed on Miller Road just west of Randall Road to convey storm water that is currently flowing through a dual-chamber angled box culvert under the intersection. The creek will be relocated back to the west side of Randall Road. After construction, the bridge will be the maintenance responsibility of the City since it is on a City street. Staff does not object to this. The Miller Road intersection needs to be raised 3 feet to be above the new floodplain elevations. This will necessitate a road closure for several months. City staff is currently reviewing the construction traffic control plan.
- The proposed detention/compensatory storage for the parcel at the northwest corner of Miller Road at Randall Road has been concentrated on the southeast corner of the parcel (reduction from previous plan). This makes the property viable for development.
- The City has proposed to the County that landscaping be provided in the center median similar to what was installed on US Route 14 between Crystal Lake and Woodstock. The cost of installation and maintenance would be borne by the City. The City currently maintains the landscaping along US Route 14.
- Any exposed retaining walls, bridge parapets, etc. will have an aesthetic finish. The City will be responsible for the incremental additional cost of adding the aesthetic enhancements and future maintenance. This maintenance agreement is the same as the County has with the Village of Algonquin.
- There are some City water main modifications that will have to be completed by the City prior to construction to avoid a costly relocation of the City's water main that is within the Randall Road right-of-way.
- The existing Park District bike path that terminates at Miller Road west of Randall Road will have to be modified to better connect to the County's path along Randall Road to the south. The City and Park District will coordinate this part of the improvement at no cost to either agency (County cost).

Assuming all the right-of-way is secured, the project is anticipated to be bid out for construction in late 2023. City staff continues to work cooperatively and meet regularly with MCDOT as the design moves forward.

Votes Required to Pass:

Information Only