CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
June 6, 2023
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – May 16, 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. **Marine Corps League usage of Three Oaks Recreation Area**
   b. **Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 2, 2023**
   c. **Special Event Request and Street Closure – St. Thomas the Apostle Church Outdoor Mass and Picnic – Sunday, July 30, 2023**

10. **City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: Patel Guys, Inc., d/b/a Oak Street Food & Liquor, 256 N. Oak Street, Unit 1**

11. **161 Liberty Road, Swift Car Wash - Sign Variation to allow for approximately 404 square feet of wall signage**

12. **907-909 Crooked Drive, Oakbrook Estates – Final Planned Unit Development Amendment to allow a new community center**

13. **Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and approving the consultant contract with Teska Associates for Fiscal Year 2023/2024**

14. **One Year Extension of Pavement Patching Contract with Chicagoland Paving**

15. **Bid Award – 2023 Pavement Marking Program**

16. **Bid Award – Well 10 Maintenance and Rehabilitation**

17. City Code Amendment – Leashing and Impoundment of Dogs

18. Board and Commission Reappointments – Library Board

19. Council Inquiries and Requests

20. 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

21. Reconvene to Regular Session

22. 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: June 6, 2023

Item: Marine Corps League usage of Three Oaks Recreation Area

Council Discretion: 1) Motion to approve a waiver of fees associated with their June 29, 2023 fishing derby event at the Three Oaks Recreation Area.

2) No action.

Staff Contact: Nick Hammonds, Assistant City Manager

Background:

For eight years, the Marine Corps League out of Woodstock has held their annual fishing derby event for local disabled/disadvantaged Veterans at the Three Oaks Recreation Area. This year, the Marine Corps League will hold their event at the Three Oaks Recreation Area on June 29, 2023. During the event, members of the Marine Corps League and guest Veterans will utilize Three Oaks fishing boats to participate in a fishing derby out on the lake. Following the fishing derby, the event will conclude with food and drinks at the main pavilion.

City staff received a request from the Marine Corps League asking that all fees for this event be waived as in past years. The following is a breakdown of estimated fees for the event:

10 vehicles x $5 (parking fee):	$50.00
10 - 12' Rowboats:	$280.00
Total:	**$330.00**

In the past, the City has waived fees for similar events including, overnight camps held by Boy Scout Troop 15, the Choctaw Girl Scout Service Unit, and the District 155 Bass Fishing Club.

Votes Required to Pass:

Simple majority vote of the City Council.

Alaina Skurski

From: [redacted]
Sent: Friday, May 12, 2023 2:36 PM
To: Alaina Skurski
Subject: Veterans fishing derby

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Alaina, another year has flown by and I hope all is well with you. We finally decided on a date for our annual fishing derby.
We would like to have it on Thursday June 29. Everything will be as in past years with fishing from 8:00 am until noon lunch to follow in the pavilion. The size of this year's group will be 20-25. We will appreciate the same generosities that we have been afforded in past years. We will need 8-10 boats and possibly the golf cart to assist less ambulatory vets. I should have all documentation ready in 7-10 days.
I will be available to attend the council meeting when we are on the agenda.
Thank you, Tom

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 15-20 *Reason for Rental* Fishing Derby

Event Details

*Available only after Labor Day through mid-October

***Day** (Circle)*
MO – TU – WE – (TH) – FR – SA - SU

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

Date 6/29/2023

Times for Event

Set-up 7:30 (a.m.) / p.m.

Guest Arrivals _____ a.m. / p.m.

Departure 1:00 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

*Table Relocation available only for Pavilion A

Applicant Information

Name of Individual / Organizer Thomas Gillis

Name of Group / Organization McHenry County Detachment Marine Corps League #1069

Address: 26 Newhaven Dr. Cary IL. 60013
(Street) (City) (Zip)

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

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 Rick Prescott

Signature Rick Prescott

Date 5/24/2023

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 N/A

☐ Rental Fee Amount Paid N/A

Name/Signature Alaina Sierzputowski

Date: 5/24/23

NOTE

For all organizations or corporations regardless of size, and families/individuals with groups over 50 people:

Insurer and Policy Number _____

The homeowner's policy (for residents) or proof of liquor liability insurance coverage (for local organizations / businesses) MUST be attached before the application will be considered.

APPLICATION TO POSSESS AND/OR CONSUME ALCOHOLIC LIQUOR DURING SCHEDULED USE OF PAVILION(S)

1. Alcohol (beer and wine) is only allowed in the park when approved as part of a picnic area or shelter reservation or permit. Pavilion applications, which include requests for alcohol consumption, shall be signed by an individual 21 years or older, who will be responsible for overseeing the serving of alcohol and who will be responsible for his or her guests.

2. Beer and wine cannot be consumed outside of the picnic grove, or the Island Pavilion or Volleyball court pavilion or the North Lake Pavilion. The sale of alcoholic beverages is prohibited. Beer and wine cannot be consumed at a pavilion rental event where admission is charged.

3. A family or individual having a picnic with over 50 people on City property where alcohol in any form will be served or present, must purchase or provide Host Liquor Liability Insurance coverage with a binder naming the City as additional insured. Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx

4. Any organization or corporate event, regardless of size, where alcohol in any form will be served or present, must purchase or provide a Host Liquor Liability Insurance coverage with a binder name the City as an additional insured. Host Liquor Liability Insurance shall have a minimum of $1 million per occurrence. Depending on your insurance, a fee may be involved when requesting a Host Liquor Liability – Certificate of Insurance. From the insurance company of your choice, the Certificate of Insurance must state 'Host Liquor Liability' to be accepted. If your insurance does not cover a Host Liquor Liability, another option to receive one can be found at the following link: http://irmarisk.org/Coverage/TULIP.aspx

5. The City reserves the right to prohibit alcohol in any areas of the Recreation Area or buildings located thereon at any time it deems necessary.

The Pavilion Use Applicant will be responsible for overseeing serving and consumption of beer and/or wine, and is responsible for making sure that no guests enter into the general park area with alcohol. The designated responsible adult must be of legal drinking age (*driver's license must be shown at time of rental to prove age*).

The undersigned agrees that he/she and/or group, association, or organization will not interfere with the general use of the park by the public and will obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.

Fee Refund Policy

The cancellation fee is ½ the deposit amount. To receive a refund of the deposit, less the cancellation fee, all cancellations must be made at least 10 days in advance of the event. The reservation fee is non-refundable. No refunds are given in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. City Staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. City Staff may cancel a rental based on severe weather, or for other reasons. Refunds for rentals cancelled by City Staff are at the discretion of City Staff.

Reservation Fees and Deposits Schedule

Pavilion "A": Main Picnic Grove

Number of Guests	*Resident Rates*		*Non-Resident Rates*	
	Fee	*Deposit*	*Fee*	*Deposit*
1 - 100 people	$110	$150	$220	$150
*Off-season**			**$200**	
101 - 150 people	$145	$150	$290	$150
*Off-season**			**$270**	
151 – 200** people	$180	$150	$360	$150
*Off-season**			**$340**	

** Off-season rates are in effect prior to Memorial Day weekend and after Labor Day **Groups over 200 require a special event permit*

Pavilions "B, C and D": Island Shelter, Volleyball Court, North Lake Pavilion

Number of Guests	*Resident Rates*		*Non-Resident Rates*	
	Fee	*Deposit*	*Fee*	*Deposit*
B & C: 1 - 25 people	$50	$50	$150	$50
*Off-season**	**$40**		**$130**	
D: 1-30 people	$50	$50	$150	$50
*Off-season**	**$40**		**$130**	

** Off-season rates are in effect prior to Memorial Day weekend and after Labor Day*

Lake House Patio

Number of Guests	*Resident Rates*		*Non-Resident Rates*	
	Fee	*Deposit*	*Fee*	*Deposit*
1-60 People	$40	$50	$130	$50

Available only after Labor Day through mid-October

- Please return completed application to City Hall, located at 100 W. Woodstock Street, Crystal Lake, IL 60014 or by email to pavilion@crystallake.org.

- **The full rental fee and security deposit are required at the time of reservation to hold the rental date. The deposit will be returned per the rental terms and conditions. The reservation is nontransferable.**

- Any permit will be granted on the condition that the permittee not interfere with the general use of the Park by the general public and obey all the laws of the State of Illinois and the ordinances of the City of Crystal Lake.

- No alcoholic beverages are allowed without prior approval. Additional requirements for alcohol for groups over 50 people (See page 3). No accessory structures may be erected; i.e. tents, stands, bleachers, etc. without prior approval.

Rental Terms and Conditions

Reservations for the year will begin on the first business day following January 1st for in person reservations at City Hall only. The 2nd business day following January 1st will be open to phone and email reservations. Rentals will be reserved on a "first-come, first-serve" basis. ***The pavilion rental fee and deposit are due at the time of the reservation to hold the rental date.***

Fees for City of Crystal Lake tax exempt, non-profit groups with an address in the City of Crystal Lake will be waived for Monday – Thursday rentals. The deposit is still required.

General Rules

- Pavilions are available for reservation from 9:00 AM – Dusk
- The area reserved must be left in a clean state with picnic tables in their designated area, and garbage placed in the provided receptacles
- No sound-amplifying devices are allowed as part of pavilion rental
- Picnic tables may not be moved to different locations. **If requesting to relocate tables, please provide a diagram of your desired table layout. A $25.00 table-relocating fee may be charged on a case-by-case basis for Pavilion A only. Picnic tables will not be moved to/from Pavilions B, C, and D**
- No driving shall be permitted on the trails or picnic areas without on-site City supervision and approval
- Requests for tents or canopies may be considered by the City following the submittal of a plan showing the proposed use. If approved, the tent or canopy must be installed and removed the day of the event. Locations for tents and canopies shall be determined and approved by the City. In addition, tents or canopies greater than 20' x 20' require an inspection by the City's Fire Rescue Department.
- No advertising signs on the property or soliciting on the property
- Failure to comply with the rules will result in forfeiture of the maintenance deposit, plus a fine of up to $500.00 and removal from the premises
- The use of the fireplace requires prior approval. Wood and lighters not provided.
- Fixed charcoal grills are available for use near the Picnic Grove Pavilion. No gas grills may be used in the park, unless approved by City Staff for special events
- Any organization or corporate event shall show proof of insurance and name the City as additional insured, per the City's insurance requirements and sign an appropriate hold harmless/indemnification document. The individual signing the permit form and/or authorizing payment will be held responsible for relaying City rules and procedures to all group members

Non-Resident Parking

Non-Crystal Lake residents are required to pay $5.00 per vehicle to park in the facility. The individual reserving the pavilion may purchase prepaid parking "tokens" for non-resident guest vehicles. Alternatively, a parking tally can be taken at the parking gate if prior arrangements have been made. A list of expected guests (non-residents) must be submitted to staff prior to your event. Guest lists can be emailed to pavilion@crystallake.org or given to a park manager prior to the date of your event for approval. Event tally requests will not be taken if requests are not received before your event and prior manager approval has not be received. If requesting a parking tally, City staff can apply your deposit to pay for parking fees or send an invoice.

Deposit Refund Policy

Deposits shall only be released after an inspection has been made by City employees. The costs to repair and clean up the facility may be taken from the deposit. If the amount of repair or clean up costs exceeds the deposit, the deposit will be kept and the applicant shall be responsible for the remaining amount.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/19/2023

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	CONTACT NAME: Andrew Ferrera	
Andrew Ferrera Insurance Agency Inc 1216 North Seminary Avenue Suite H Woodstock IL 60098	PHONE (A/C, No, Ext): (847) 802-8408	FAX (A/C, No): (847) 802-8408
	E-MAIL ADDRESS: andy@ferrerainsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : ROCKFORD MUT INS CO	27065
INSURED McHenry County Marine Corps League #1009 PO Box 311 Woodstock IL 60098	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	X		CP000065349	05/05/2023	05/05/2024	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 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
				CP000065349	05/05/2023	05/05/2024	Host Liquor Liability	$1,000,000

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

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

Andrew J Ferrera

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Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Special Event Request and Street Closure – Crystal Lake Police Department's National Night Out – Thursday, August 3, 2023

Recommendation: Motion to approve the Crystal Lake Police Department's Special Event for National Night Out and street closure of Williams Street between Brink Street and Crystal Lake Avenue on August 3, 2023 pursuant to the staff recommended conditions.

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

Background: The City of Crystal Lake Police Department has applied for a Special Event Permit to hold National Night Out in downtown Crystal Lake. The event is to be held on Williams Street between Brink Street and Crystal Lake Avenue on August 3, 2023 between 3:00 p.m. and 8:00 p.m. The event will include a mobile DJ, food vendors, and games.

The proposed event will be held in the same location as the previous year's National Night Out events that were approved by the City Council.

The Police Department worked with Downtown Crystal Lake to ensure there were no conflicts for the proposed event. Downtown Crystal Lake did not have any concerns regarding the proposed event. The City has received a letter of support from the Downtown Crystal Lake Association.

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

1. This approval is valid for the Special Event Permit and closure of Williams Street between Brink Street and Crystal Lake Avenue on August 3, 2023 from 3:00 p.m. to 8:00 p.m.
2. The event shall be in accordance with the submitted site plan.
3. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
4. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.

5. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
6. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
7. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the roadway, the parking areas serving the alley to the rear of Williams Street, and the Brink Street lot near the Raue Center. Any barricades used must be easily moveable for emergency access.
8. Fire hydrants shall be accessible or unobstructed.
9. Tents and canopies used for an event must comply with City requirements.
10. Signs indicating the road closures are to be posted a minimum of 24 hours prior to the event.
11. All directly affected businesses should be notified of road closure as far in advance as possible.

The applicant has been made aware of these recommended conditions and advised to attend the June 6, 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 National Night Out

EVENT LOCATION Downtown Crystal Lake (William's Street South of Brink)

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 _____	

2. General Description/Purpose of the event:
A national comunity-building event that promotes police-community partnerships.

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: 10

9. Estimated attendance: 300

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: Ofc. Kristiana Stolzman
13. Contact Information for Event Manager:

Address: 100 W Woodstock Street
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: 815-444-5956 ☐

Emergency phone: _____ ☐

Cell phone: _____ ☐

Email: kstolzman@crystallake.org ☑

EVENT OPERATION

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

Set Up: 8/3/23 3PM
Event: 8/3/23 5PM
Dismantling: 8/3/23 9PM

15. Hours of the event:

Set Up: 3PM
Event: 5PM
Dismantling: 8PM

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? ☑ 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 Crown Restrooms
    Address _____
    Phone 815-459-5558

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

    If yes, please specify the power requirements and plan for provision
    Vendors will utlize generators, businesses can provide power upon approval.

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:
Ambulance will be at the event or close enough to the event for any medical response needed.

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 May need access to fire hydrant to fill up dunk tank.

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.

Kristiana Stolzman
Signature

05/23/2023
Date

Kristiana Stolzman
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

May 22, 2023

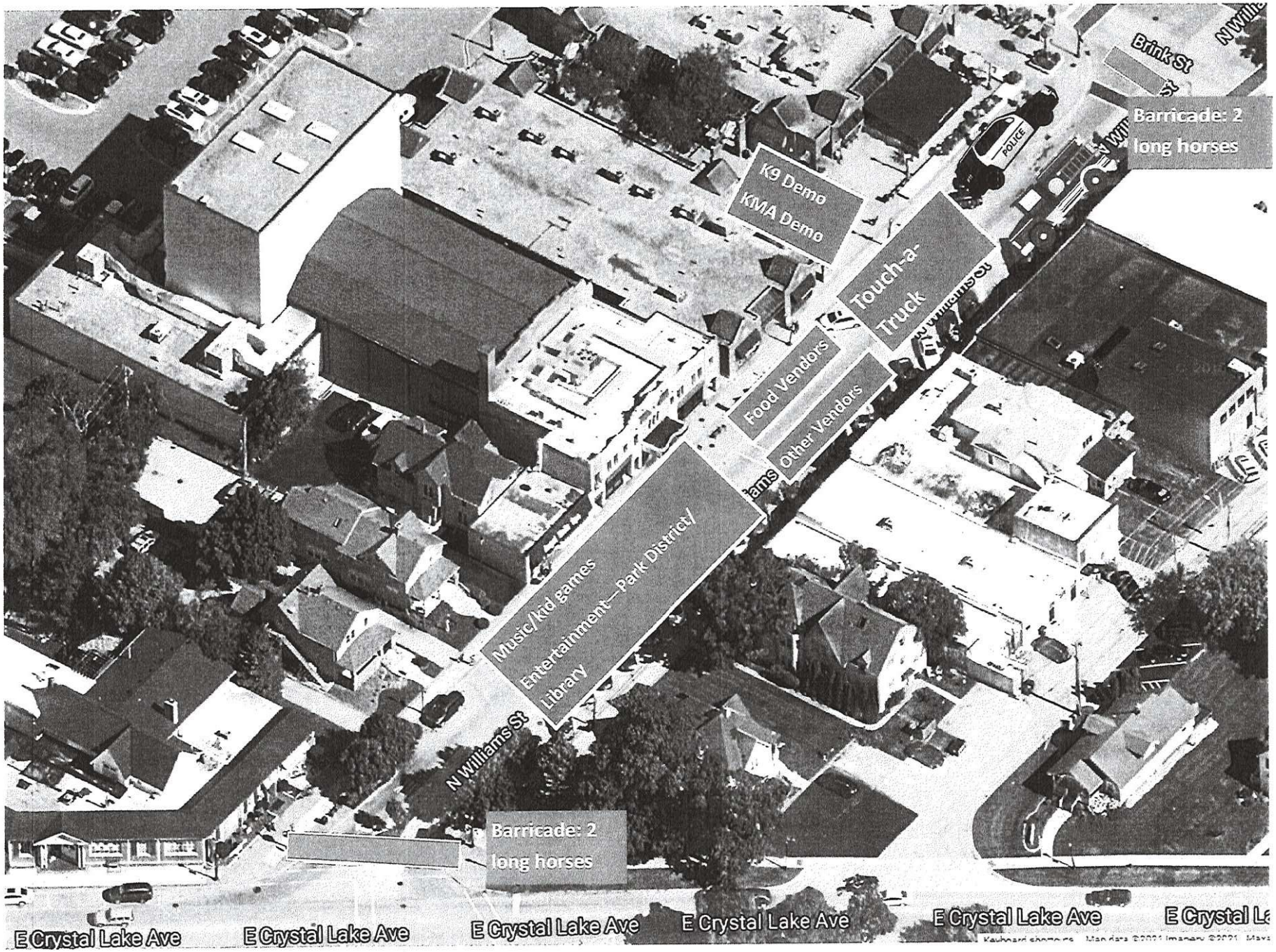
Hi Sal,

Thank you for reaching out regarding National Night Out being held on August 3rd, 2023. Downtown Crystal Lake is excited to host this wonderful event put on by the Crystal Lake Police Department. We believe this event truly adds value to our community and we are happy to be a part of it.

Thank you,

Lynn Reckamp

Executive Director


Brink St
Barricade: 2 long horses
POLICE
K9 Demo
KMA Demo
Touch-a-Truck
N Williams St
Food Vendors
Other Vendors
Music/ kid games
Entertainment—Park District/ Library
N Williams St
Barricade: 2 long horses
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave
E Crystal Lake Ave

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Special Event Request and Street Closure - St. Thomas the Apostle Church Outdoor Mass and Picnic- Sunday, July 30, 2023

Staff Recommendation: Motion to approve the St. Thomas the Apostle Church's application for a Special Event for an outdoor mass and picnic, including the closure of part of Lake Street, on Sunday, July 30, 2023, pursuant to the staff recommended conditions.

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

Background: St. Thomas the Apostle Church has requested a Special Event approval for their annual outdoor mass and picnic. The event is scheduled for Sunday, July 30, 2023 from 7:00 a.m. until 7:00 p.m. The request includes permission to close Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as provide for adequate time for setup and cleanup. The City Council has approved similar requests annually since 2013, with the exception of 2020 and 2021, due to the global pandemic.

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

1) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be placed temporarily at the entrance to Lake Street from Dole Avenue.
2) The petitioner must send a notice to all affected property owners along Lake Street.
3) 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.

4) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
5) All debris created by the event must be cleaned up during and after the event.
6) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
7) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
8) Tents and canopies used for this event must comply with City's tent requirements.
9) Generators, if used, must be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
10) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
11) The applicant needs to contact the Fire Prevention Bureau three days prior to the event to schedule a site/tent inspection, or if you have any questions or concerns regarding this review.
12) 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.
13) All food vendors must obtain approval from the McHenry County Health Department.
14) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the June 6, 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 OUTDOOR MASS AND PICNIC

EVENT LOCATION 469 LAKE ST. CRYSTAL LAKE, IL. 66014

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

RECEIVED MAY 12 2023

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 OUTDOOR MASS AND PICNIC	

2. General Description/Purpose of the event:
DESCRIPTION: HISPANIC COMMUNITY OF SAINT THOMAS PARISH OUTDOOR MASS WITH PICNIC
PURPOSE: TO PROMOTE FELLOWSHIP WITHIN HISPANIC COMMUNITY, DONATED PROCEED GO TO SAINT THOMAS CHURCH

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: 90 PEOPLE
9. Estimated attendance: 500 PEOPLE

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: REV. WILLIAM TUNAROSA, Hispanic Ministry Associate Priest
13. Contact Information for Event Manager:

Address: St. Thomas the Apostle Church
272 King St. Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone:	815 356 0860	☑
Emergency phone:	815 455 5400	☐
Cell phone:	[redacted]	☑
Email:	igarcia@stthomascl.church	☑

EVENT OPERATION

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

Set Up: July 29th, 2023
Event: July 30th, 2023
Dismantling: July 30th, 2023

15. Hours of the event:

Set Up: 7:00am
Event: 10:00am
Dismantling: 5:00-6:00pm

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?

N/A

**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 ARROW SEPTIC SERVICES
    Address 1704 LAMB ST. WOODSTOCK, IL
    Phone 847 516 8050

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

    If yes, please specify the power requirements and plan for provision
    ST. THOMAS LITTLE CHRISTOPHER SHOPPE, 469 LAKE ST. CRYSTAL LAKE, IL. 60014

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:

Lake St. Grounds, St. Thomas Parish Office, St. Thomas Church

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.

Robert W. Jones

Signature

5/8/2023

Date

Rev. Robert W. Jones, Pastor

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

ST. THOMAS THE APOSTLE
CATHOLIC CHURCH

May 8th, 2023

Crystal Lake City Council
100 W. Municipal Complex
Crystal Lake, IL 60014

Dear Council Members,

St. Thomas the Apostle Church is planning an Outdoor Mass and Picnic for Sunday, July 30, 2023, it will begin at 10:00 am Mass and end at 7:00 pm.

Approximately 500 people, including children, are expected to participate in this Mass and Picnic.

Activities will include Mass, live music, food and refreshments, and group games. Most of the activities will take place in the parking lot and grassy area across from St. Thomas School at 469 Lake Street in Crystal Lake.

A map of the area is enclosed for your review.

Safety for all participants crossing Lake Street is a primary concern. Accordingly, we respectfully request permission to close a portion of Lake Street from 7:00 am until 7:00 pm. The additional hours prior to and after the event will allow adequate time for set-up and cleanup.

Please note that it is our hope that the roadway to be closed will not cause significant inconvenience to the residents in the area from having access to their homes and driveways.

We would appreciate it if you would please let us know if our presence is needed at the upcoming City Council meeting regarding this matter. Your consideration of this matter is greatly appreciated. Thank you.

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

ST. THOMAS THE APOSTLE CHURCH
272 KING STREET
CRYSTAL LAKE, IL 60014

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: Patel Guys Inc., d/b/a Oak Street Food & Liquor, 256 N. Oak Street, Unit 1.

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 13 liquor licenses from the currently permitted 34 license to 35 licenses, in order to allow for the issuance of a new Class 13 liquor license to Patel Guys Inc., d/b/a Oak Street Food & Liquor, 256 N. Oak Street, Unit 1.

Staff Contact: Nick Hammonds, City Manager
Melanie Nebel, Executive Assistant

Background:
Patel Guys Inc. is the new owner of Oak Street Food & Liquor, 256 N. Oak Street, Unit 1. Since the current license was issued to the former owner, the liquor license will be surrendered and the number of Class 13 liquor licenses will be reduced automatically from 35 to 34.

Licenses are non-transferable, thus Patel Guys Inc. is requesting the City Council approve an increase in the number of Class 13 licenses to allow for the continuous operation of the business Oak Street Food & Liquor, 256 N. Oak Street, Unit 1. No other changes are being made to the license.

Class 13 license authorizes the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 am. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises. The annual fee for such a license shall be $625.

Current Class 13 License Holders:

Name	Address	Zoning
7-Eleven	60 W. Terra Cotta (Northside Center)	"O PUD"
7-Eleven	1024 McHenry Ave.	"B-1 PUD"
7-Eleven	6225 Northwest Highway	"B-1 PUD"
Casey's	1095 Pyott Road	"B-2 PUD"
Casey's General Stores	639 E. Terra Cotta Ave.	"B-2"

Circle K	220 W. Virginia	"B-2"
Circle K	280 N. Route 31	"B-2 PUD"
Circle K	681 W. Terra Cotta	"B-2"
Convenient Liquor & Wine	201 E. Virginia	"B-2"
Cost Plus World Market	6000 Northwest Highway (Crystal Point)	"B-2 PUD"
Crystal Lake BP	281 W. Virginia Street	"B-2"
Crystal Lake Food & Liquor	540 E. Terra Cotta Avenue	"B-2 PUD"
Crystal Lake Gas (Marathon)	770 S. Virginia Road	"B-2"
Crystal Lake Amoco	339 W. Virginia	"B-2"
CVS Pharmacy	1305 Randall Road	"B-2 PUD"
CVS Pharmacy	177 W. Virginia	"B-2"
Fresh Market	6000 Northwest Highway	"B-2 PUD"
Fresh Thyme Farmer's Market	5340 Northwest Highway	"B-2 PUD"
KA Sales (Exxon)	415 W. Virginia	"B-2"
Nick's General Store/Yoga on Lake	1309 North Avenue	"R-2"
LaRosita of Mesos Group, Inc.	131 Main Street	"B-4"
Midwest Petroleum Dev.	7615 U.S. Route 14 (by McDonald's)	"B-2"
Mobil Mart	250 N. Route 31	"B-2"
Murphy's Oil	985 Central Park Drive	"B-2 PUD"
Baard Gas Station/Shell #801	4811 Northwest Highway	"B-2"
Osco Drug	6140 Northwest Highway	"B-2 PUD"
RJ Pantry & Liquor	19 E. Berkshire Drive	"B-1 PUD"
Sam's Club	5670 Northwest Highway	"B-2 PUD"
Target	5580 Northwest Highway	"B-2 PUD"
Thornton's LLC	911 Tek Drive	"B-2 PUD"
Walgreens	151 W. Northwest Highway	"B-2"
Walgreens	315 N. Route 31	"B-2 PUD"
Wal-Mart	1205 Route 31	"B-2 PUD"
Off the Vine	129 N. Main Street	"B-4"

The applicant has submitted all of the necessary paperwork. There are no zoning issues with the request.

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

- Payment of Prorated License Fee
- Certificate of Occupancy

The attached Ordinance approves an increase in the number of Class 13 liquor licenses in order to allow the creation the issuance of a new Class 13 liquor license to Patel Guys Inc., d/b/a Oak Street Food & Liquor, 256 N. Oak Street, Unit 1.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

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

1. Class 13 License shall be increased from 34 to 35.

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

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

DATED at Crystal Lake, Illinois, this 6th day of June 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 6, 2023
APPROVED: June 6, 2023

Draft

Date 05/18/2023

City of Crystal Lake
100 West Woodstock Street,
Crystal Lake, IL 60014

Respected Mayor and Council Members:

I am planning to Lease a Liquor store called Oak Street Food & Liquor in City of Crystal Lake. I have already arranged a lease at the property address 256 N Oak St # 1, Crystal Lake, IL 60014. We are requesting a Liquor License class 13.

I have already contacted the City of Crystal Lake, and Licenses Divisions to determine the requirements for opening this business. Please feel free to call me with your concerns or suggestions regarding this project.

Sincerely,
Dipen Patel
Patel Guys Inc
[redacted]
patelguys5@gmail.com

LL23-000005
Liquor License

Applicant Name	Dipen Patel
Applicant Email	patelguys5@gmail.com
Applicant Address	277 S Pointe Ave South Pointe IL 60177
Applicant Company Name	Patel Guys Inc
Applicant Company Address	277 S Pointe Ave South Pointe IL 60177
Applicant Home Phone	
Applicant Cell Phone	[redacted]
Applicant Work Phone	
Application Type	New
License Classification	Class 13
Do you have a Class 28 Supplemental Liquor License	No
Legal Name	Patel Guys Inc
DBA	Oak Street Food & Liquor
Phone Number	[redacted]
Contact Person Name	Dipen Patel
Contact Person Email	patelguys5@gmail.com
Contact Person Address	277 S Pointe Ave South Pointe IL 60177
Contact Person Company Name	Patel Guys Inc
Contact Person Company Address	277 S Pointe Ave South Pointe IL 60177
Contact Person Home Phone	
Contact Person Cell Phone	[redacted]
Contact Person Work Phone	
Manager Name	Ronak Patel
Manager Email	[redacted]
Manager Address	22 Ascot Ln Streamwood IL 60107
Manager Company Name	Patel Guys Inc
Manager Company Address	277 S Pointe Ave South Pointe IL 60177
Manager Home Phone	
Manager Cell Phone	
Manager Work Phone	
Manager Status	Current Manager
Citizenship	Yes

Officer Full Name and Title	Dipen P Patel
Home Address	277 S Pointe Ave, South Elgin, IL -60177
Does this officer have a middle initial?	1
Date of Birth	[redacted]
Phone Number	[redacted]
Email	[redacted]
Officer Full Name and Title	Ronak N Patel
Citizenship	Yes
Does this officer have a middle initial?	1
Home Address	22 Ascot Ln, Streamwood, IL-60107
Date of Birth	[redacted]
Phone Number	[redacted]
Email	[redacted]
Officer Full Name and Title	Darshak M Patel
Citizenship	Yes
Does this officer have a middle initial?	1
Home Address	5 Ascot Ln, Streamwood, IL-60107
Date of Birth	[redacted]
Phone Number	[redacted]
Email	[redacted]
Is this for a new construction?	No
Own or Lease	Lease
Name of Lessor	Oak St MSM, Inc
Address of Lessor	256 N Oak St, Crystal Lake, IL-60014
Period Covered by Lease	2023-2033
Has applicant made application for a similar license for premises other than described in this application?	No
Has a previous license by any state or subdivision, or the federal government been revoked?	No
Has applicant (including any partners, directors, or officers), ever been convicted of a felony under any Federal	No

or State law and would be disqualified to receive a license by reason of any matter or	
Does the applicant agree not to allow gambling devices or gambling on the premises? (Except for those license holders that hold a supplemental Class 28 Liquor License)	Yes
The applicant will not violate any of the laws of the State of Illinois, of the United States, or any ordinance of the City in the conduct of his place of business.	Yes
The applicant authorizes the establishment manager to accept all notices, including notices of violations or notices of hearings, on applicant's behalf.	1
Each licensee at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provide	1
No licensee, manager of other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such a licensee, manager or other employee poss	1
Employees hired by licensed establishments will obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within 90 days of their employment	1
Applicant lives (select one)	in the State of Illinois but outside of Crystal Lake
Liquor Liability Insurance Expiration	06/01/2024
Is your Surety Bond Continuous?	Yes

Check this box to confirm above statement	1
Payment Type	Full Amount

Attach Lease Agreement: Oak St Food and Liquor Lease - BothSigned.pdf
Letter to the Mayor and City Council requesting approval of the issuance of a Liquor License to applicant: LetterToTheMayor.pdf
Owner / Registered Agent Signature: signature.png
Partner / Manager Signature: signature.png
Proof of Liquor Liability Insurance: CertificateOfLiabilityInsurance_PatelGuysINC.pdf
Surety Bond ($1000 payable to City of Crystal Lake): Bond_PatelGuysINC.pdf
Upload signed affidavit Click Here for form: Bond_PatelGuysINC.pdf

AFFIDAVIT

STATE OF IL)
) **SS**
COUNTY OF McHenry)

I (we) swear that I (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 my (our) knowledge and belief.

(Affidavit must be signed in front of a notary public.)

Please sign below:

	Partner
Printed Full Name	Title
PATEL DARSHAK M.	5/30/2023
Applicant Signature	Date
Printed Full Name	Title
Applicant Signature	Date

Subscribed and sworn to before me this

30th day of May, 2023.

Melanie A. Nebel
Notary Public

My commission expires: April 18, 2025

(SEAL)

OFFICIAL SEAL
MELANIE A. NEBEL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires April 18, 2025

AFFIDAVIT

STATE OF IL)
) SS
COUNTY OF McHenry)

I (we) swear that I (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 my (our) knowledge and belief.

(Affidavit must be signed in front of a notary public.)

Please sign below:

RONAK N PATEL — Manager
Printed Full Name — Title

[signature] — 05/30/2023
Applicant Signature — Date

Printed Full Name — Title

Applicant Signature — Date

Subscribed and sworn to before me this

30th day of May, 2023.

[signature]
Notary Public

My commission expires: April 18, 2025

(SEAL)

OFFICIAL SEAL
MELANIE A. NEBEL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires April 18, 2025

AFFIDAVIT

STATE OF IL)
) SS
COUNTY OF McHenry)

I (we) swear that I (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 my (our) knowledge and belief.

(Affidavit must be signed in front of a notary public.)

Please sign below:

Partner
Printed Full Name Title

Hardik M Patel.
Applicant Signature Date 5/30/2023

A. Patel.
Printed Full Name Title

Applicant Signature Date

Subscribed and sworn to before me this

30th day of May, 2023.

Notary Public

My commission expires: April 18, 2025

(SEAL)

OFFICIAL SEAL
MELANIE A. NEBEL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires April 18, 2025

AFFIDAVIT

STATE OF IL)
) **SS**
COUNTY OF McHenry)

I (we) swear that I (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 my (our) knowledge and belief.

(Affidavit must be signed in front of a notary public.)

Please sign below:

DiPen Patel	President
Printed Full Name	Title
DiPen Patel	05/26/2023
Applicant Signature	Date
Printed Full Name	Title
Applicant Signature	Date

Subscribed and sworn to before me this

26th day of May, 2023.

Notary Public

My commission expires: April 18, 2025

(SEAL)

OFFICIAL SEAL
MELANIE A. NEBEL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires April 18, 2025

AFFIDAVIT

STATE OF IL)
) **SS**
COUNTY OF McHenry)

I (we) swear that I (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 my (our) knowledge and belief.

(Affidavit must be signed in front of a notary public.)

Please sign below:

Akash Patel — Manager
Printed Full Name — Title

Ak. Patel — 05/26/2023
Applicant Signature — Date

Printed Full Name — Title

Applicant Signature — Date

Subscribed and sworn to before me this
26th day of May, 2023.

Melanie Nebel
Notary Public

My commission expires: April 18, 2025

(SEAL)

OFFICIAL SEAL
MELANIE A. NEBEL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires April 18, 2025

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/10/2023

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 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	CONTACT NAME: Raval
Raval Insurance Agency, Inc. 11013 N Wood Stock St, Suite,- 112 Huntley, IL- 60142	PHONE (A/C, No, Ext): 224-569-6424 FAX (A/C, No): 224-858-4296 E-MAIL ADDRESS:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Patel Guys Inc DBA;- Oak Street Food and Liquors 256 N Oak Street Crystal Lake, IL- 60014	INSURER A: Nationwide Inurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / X LOC	A		PABP476118	06/01/2023	06/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Liquor Liability	$ 1,000,000 $ Included $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $ $
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE AGGREGATE	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N / N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
	Liquor Liability			PABP476118	06/01/2023	06/01/2024	CSL$1,000,000/-	

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

Retail:- Liquor Store Located as above address

30 Days notice of cancellation

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



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Nationwide Mutual Insurance Company
Bond Department
1100 Locust Department 2006
Des Moines, IA 50391-2006
Phone: 866-387-0457
Email: bondcomm@nationwide.com

License and Permit Bond

Bond No. 7901141078

KNOW ALL MEN BY THESE PRESENTS:

That we, Patel Guys Inc, of Crystal Lake, State of IL, as Principal, and Nationwide Mutual Insurance Company, a corporation duly licensed to do business in the State of IL, as Surety, are held and firmly bound unto City of Crystal Lake, State of IL, in the penal sum of One Thousand and no/100 dollars ($1,000.00), lawful money of the United States, to be paid to the said Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas, the said Principal has been issued a license or permit described as follows: Liquor License by the said Obligee.

NOW THEREFORE, if the said Principal shall faithfully perform the duties and in all things comply with the laws and ordinances, including all Amendments thereto, appertaining to the license or permit described then this obligation to be void, otherwise to remain in full force and effect from June 1, 2023, until June 1st 2024, unless extended by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, to the obligee with whom this bond is filed and to the Principal, at the last known address, and at the expiration of thirty (30) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said date.

Dated this 10th day of May, 2023.

Shall save and keep harmless the City of Crystal Lake, from all loss or damage which it may sustain or for which it may become liable on account of the issuance of said license or permit.

Patel Guys Inc

_____
Principal

Nationwide Mutual Insurance Company

By: Elizabeth Moore
Elizabeth Moore, Attorney-in-Fact

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Elizabeth Moore

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

One Thousand and no/100 dollars ($1,000.00)

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 20th day of August, 2021.

Antonio C. Albanese, **Vice President** of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF NEW YORK: ss

On this 20th day of August, 2021, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

Stephanie Rubino McArthur
Notary Public, State of New York
No. 02MC6270117
Qualified in New York County
Commission Expires October 19, 2024

Notary Public
My Commission Expires
October 19, 2024

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 10th day of May, 2023.

Assistant Secretary

BDJ 1(08-21)00

LEASE AGREEMENT

TERM OF LEASE BEGINNING	ENDING
May 1, 2023	Apr. 30th 2028

MONTHLY GROSS RENT (INCLUDING CAM & TAX)	DATE OF LEASE	LOCATION OF PREMISES
See Below Rent Table	May 1, 2023	256 N Oak St., Unit A Crystal Lake IL 60014 2250 sqft + Basement

PURPOSE: Liquor, Tobacco, and Convenient Store

RENT:	Monthly Rent	Deposit
See Below		$7200.00

Rent Table first Five years

May 1, 2023 – Apr. 30, 2025	$3600.00
May 1, 2025 – Apr. 30, 2026	$3800.00
May 1, 2026 – Apr. 30, 2027	$3895.00
May 1, 2027 – Apr. 30, 2028	$3992.00

Option to Lease for 5 Years from May 1, 2028

May 1, 2028 – Apr. 30, 2029	$4092.00
May 1, 2029 – Apr. 30, 2030	$4195.00
May 1, 2030 – Apr. 30, 2031	$4300.00
May 1, 2031 – Apr. 30, 2032	$4300.00
May 1, 2032 – Apr. 30, 2033	$4300.00

	LESSEE	LESSOR
NAME:	**Patel Guys Inc** d/b/a Oak Street Food and Liquor	**NAME:** Oak St MSM, Inc.
ADDRESS:	256 N Oak St., Unit A	**ADDRESS:** 256 N Oak St
CITY:	Crystal Lake IL 60014	**CITY:** Crystal Lake, IL 60014

In consideration of the mutual covenants and agreements herein stated, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor solely for the above purpose the premises designated above (the "Premises"), together with the appurtenances thereto, for the above Term

LEASE COVENANTS AND AGREEMENTS

1. **RENT.** Lessee shall pay Lessor or Lessor's agent as rent for the Premises the sum stated above, monthly in advance, until termination of this lease, at Lessor's address stated above or such other address as Lessor may designate in writing.
2. **RENEWAL.** One option to renew lease for a term of 5 years starting May 1, 2033 upon the same terms and conditions herein, except that Rent shall be as provided for above during the Option Term.
3. **WATER, GAS AND ELECTRIC CHARGES**. Lessee will be responsible for all **Utilities.**
4. **SUBLETTING; ASSIGNMENT.** The Premises shall not be sublet in whole or in part to any person other than Lessee, and Lessee shall not assign this lease without, in each case, the consent in writing of Lessor first had and obtained, which shall not be unreasonably withheld, nor permit to take place by any act or

default of himself or any person within his control any transfer by operation of law of Lessee's interest created hereby, nor offer for lease or sublease the Premises, nor any portion thereof, by placing notices or signs of "To Let," or any other similar sign or notice in any place, nor by advertising the same in any newspaper or place or manner whatsoever without, in each case, the consent in writing of Lessor first had and obtained, which shall not be unreasonably withheld..

5. **LESSEE NOT TO MISUSE**. Lessee will not permit any unlawful or immoral practice, with or without his knowledge or consent, to be committed or carried on in the Premises by himself or by any other person. Lessee will not allow the Premises to be used for any purpose that will increase the rate of insurance thereon, nor for any purpose other than that hereinbefore specified. Lessee will not keep or use or permit to be kept or used in or on the Premises or any place contiguous thereto any flammable fluids or explosives, without the written permission of Lessor first had and obtained. Lessee will not load floors beyond the floor load rating prescribed by applicable municipal ordinances. Lessee will not use or allow the use of the Premises for any purpose whatsoever that will injure the reputation of the Premises or of the building of which they are a part.
6. **CONDITION ON POSSESSION.** Lessee has examined and knows the condition of the Premises and has received the same in good order and repair and acknowledges that no representations as to the condition and repair thereof, and no agreements or promises to decorate, alter, repair or improve the Premises, have been made by Lessor or his agent prior to or at the execution of this lease that are not herein expressed.
7. **REPAIRS AND MAINTENANCE**. Lessee shall keep the Premises and appurtenances thereto in a clean, sightly and healthy condition, and in good repair, all according to the statutes and ordinances in such cases made and provided, and the directions of public officers thereunto duly authorized, all at his own expense, and shall yield the same back to Lessor upon the termination of this lease, whether such termination shall occur by expiration of the term, or in any other manner whatsoever, in the same condition of cleanliness, repair and sightliness as at the date of the execution hereof, loss by fire and reasonable wear and tear excepted. Lessee shall make all necessary repairs and renewals upon Premises and replace broken globes, glass and fixtures with material of the same size and quality as that broken and shall insure all glass in windows and doors of the Premises at his own expense If, however, the Premises shall not thus be kept in good repair and in a clean, sightly and healthy condition by Lessee, as aforesaid, Lessor may enter the same, himself or by his agents, servants or employees, without such entering causing or constituting a termination of this lease or an interference with the possession of the Premises by Lessee, and Lessor may replace the same in the same condition of repair, sightliness, healthiness and cleanliness as existed at the date of execution hereof, and Lessee agrees to pay Lessor, in addition to the rent hereby reserved, the expenses of Lessor in thus replacing the Premises in that condition. Lessee shall not cause or permit any waste, misuse or neglect of the water, or of the water, gas or electric fixtures. Notwithstanding the foregoing, Lessor hereby represents and warrants to Lessee that the Premises are in compliance with all applicable laws, are in good repair, and that the HVAC, electrical, plumbing systems are in good working condition.
8. **ACCESS TO PREMISES**. Lessee shall allow Lessor, or any person authorized by Lessor reasonable access to the Premises for the purpose of examining or exhibiting the same, or to make any repairs or alterations thereof which Lessor may see fit to make, and Lessee will allow Lessor to have placed upon the Premises at all times notices of "For Sale" and "For Rent", and Lessee will not interfere with the same. Lessor agrees not to interfere with any of Lessee's business operations. Notwithstanding the foregoing, any For Rent notices shall only be places during the last three months of the Term.
9. **NON-LIABILITY OF LESSOR.** Except as provided by Illinois statute, Lessor shall not be liable to Lessee for any damage or injury to him or his property occasioned by the failure of Lessor to keep the Premises in repair, and shall not be liable for any injury done or occasioned by wind or by or from any defect of plumbing, electric wiring or of insulation thereof, gas pipes, water pipes or steam pipes, or from broken stairs, porches, railings or walks, or from the backing up of any sewer pipe or down-spout, or from the bursting, leaking or running of any tank, tub, washstand, water closet or waste pipe, drain, or any other pipe or tank in, upon or about the Premises or the building of which they are a part nor from the escape of steam or hot water from any radiator, it being agreed that said radiators are under the control of Lessee, nor for any such damage or injury occasioned by water, snow or ice being upon or coming through the roof, skylight, trap-door, stairs, walks or any other place upon or near the Premises, or otherwise, nor for any such damage or injury done or occasioned by the falling of any fixture, plaster or stucco, nor for any damage or injury arising from any act, omission or negligence of co-tenants or of other persons, occupants of the same building or of adjoining or contiguous buildings or of owners of adjacent or contiguous property, or of Lessor's agents or Lessor himself, all claims for any such damage or injury being hereby expressly waived by Lessee.
10. **RESTRICTIONS (SIGNS, ALTERATIONS, FIXTURES).** Lessee shall not attach, affix or exhibit or permit to be attached, affixed or exhibited, except by Lessor or his agent, any articles of permanent character or any sign, attached or detached, with any writing or printing thereon, to any window, floor, ceiling, door or wall in any place in or about the Premises, or upon any of the appurtenances thereto, without in each case the written consent of Lessor first had and obtained; and shall not commit or suffer any waste in or about said

premises, and shall make no changes or alterations in the Premises by the erection of partitions or the papering of walls, or otherwise, without the consent in writing of Lessor; and in case Lessee shall affix additional locks or bolts on doors or window, or shall place in the Premises lighting fixtures or any fixtures of any kind, without the consent of Lessor first had and obtained, such locks, bolts and fixtures shall remain for the benefit of Lessor, and without expense of removal or maintenance to Lessor. Lessor shall have the privilege of retaining the same if he desires. If he does not desire to retain the same, he may remove and store the same, and Lessee agrees to pay the expense of removal and storage thereof. The provisions of this paragraph shall not however apply to Lessee's trade fixtures, equipment and movable furniture. Notwithstanding the foregoing, Lessee is hereby permitted and authorized to place window signs, placards, decals, and lights that are typical of other liquor stores in the Chicagoland area.

11. **MAINTAINANCE**: Lessee will have all responsibility to maintain, repair, replace within the Premises. Any and all repair requires in Leased Premise during period of Lease and at end of term. Lessee will be responsible of maintaining or repairing the HVAC, Doors and Windows. In the event the HVAC system, or a component thereof requires replacement, the same shall be undertaken by Lessor at Lessor's sole cost. Lessor shall be responsible for maintaining, repairing, and replacing the exterior walls, roof, foundation, structure, and structural components.
12. **FIRE AND CASUALTY**. In case the Premises shall be rendered untenantable by fire, explosion or other casualty, Lessor may, at his option, terminate this lease or repair the Premises within sixty days. If Lessor does not repair the Premises within said time, or the building containing the Premises shall have been wholly destroyed, the term hereby created shall cease and terminate.
13. **TERMINATION; HOLDING OVER**. At the termination of the term of this lease, by lapse of time or otherwise, Lessee will yield up immediate possession of the Premises to Lessor, in good condition and repair, loss by fire and ordinary wear excepted, and will return the keys therefor to Lessor at the place of payment of rent. If Lessee retains possession of the Premises or any part thereof after the termination of the term by lapse of time or otherwise, then Lessor may at its option within thirty days after termination of the term serve written notice upon Lessee that such holding over constitutes either (a) creation of a month-to-month tenancy, upon the terms of this lease or (c) creation of a tenancy at sufferance, at a rental of $150 dollars per day, for the time Lessee remains in possession. If no such written notice is served then a tenancy at sufferance with rental as stated at (c) shall have been created. Lessee shall also pay to Lessor all damages sustained by Lessor resulting from retention of possession by Lessee. The provisions of this paragraph shall not constitute a waiver by Lessor of any right of re-entry as hereinafter set forth; nor shall receipt of any rent or any other act in apparent affirmance of tenancy operate as a waiver of the right to terminate this lease for a breach of any of the covenants herein.
14. **LESSOR'S REMEDIES**. If Lessee shall vacate or abandon the Premises or permit the same to remain vacant or unoccupied for a period of thirty days, or in case of the non-payment of the rent reserved hereby, or any part thereof, or of the breach of any covenant in this lease contained, and the same shall not have been cured within 15 days following written notice from Lessor, Lessee's right to the possession of the Premises thereupon shall terminate with or to the extent permitted by law without any notice or demand whatsoever, and the mere retention of possession thereafter by Lessee shall constitute a forcible detainer of the Premises, and if the Lessor so elects, but not otherwise, and with or without notice of such election or any notice or demand whatsoever, this lease shall thereupon terminate, and upon the termination or Lessee's right of possession, as aforesaid, whether this lease be terminated or not, Lessee agrees to surrender possession of the Premises immediately, without the receipt of any demand for rent, notice to quit or demand for possession of the Premises whatsoever, and hereby grants to Lessor full and free license to enter into and upon the Premises or any part thereof, to take possession thereof with or (to the extent permitted by law) without process of law, and to expel and to remove Lessee or any other person who may be occupying the Premises or any part thereof, and Lessor may use such force in and about expelling and removing Lessee and other persons as may reasonably be necessary, and Lessor may re-possess himself of the Premises as of his former estate, but such entry of the Premises shall not constitute a trespass or forcible entry or detainer, nor shall it cause a forfeiture of rents due by virtue thereof, nor a waiver of any covenant, agreement or promise in this lease contained, to be performed by Lessee. Lessee hereby waives all notice of any election made by Lessor hereunder, demand for rent, notice to quit, demand for possession, and any and all notices and demand whatsoever, of any and every nature, which may or shall be required by any statute of this state relating to forcible entry and detainer, or to landlord and tenant, or any other statute, or by the common law, during the term of this lease or any extension thereof, The acceptance of rent, whether in a single instance or repeatedly, after it falls due, or after knowledge of any breach hereof by Lessee, or the giving or making of any notice or demand, whether according to any statutory provision or not, or any act or series of acts except an express written waiver, shall not be construed as a waiver of Lessor's rights to act without notice or demand or of any other right hereby given Lessor, or as an election not to proceed under the provisions of this lease.
15. **RIGHT TO RELET.** If Lessee's right to the possession of the Premises shall be terminated in any way, the Premises, or any part thereof, will be relet by Lessor, for the account and benefit of Lessee, for such rent

and upon such terms and to such person or persons and for such period or periods as may seem reasonably fit to the Lessor, but Lessor shall not be required to accept or receive any unreasonable tenant offered by Lessee, nor to do any act whatsoever or exercise any diligence whatsoever, in or about the procuring of any care or diligence by Lessor in the reletting thereof; and if a sufficient sum shall not be received from such reletting to satisfy the rent hereby reserved, after paying the expenses of reletting and collection, including commissions to agents, and including also expenses of redecorating. Lessee agrees to pay and satisfy all deficiency, but the acceptance of a tenant by Lessor, in place of Lessee, shall not operate as a cancellation hereof, nor to release Lessee from the performance of any covenant, promise or agreement herein contained, and performance by any substituted tenant by the payment of rent, or otherwise, shall constitute only satisfaction pro tanto of the obligations of Lessee arising hereunder. Notwithstanding, Lessor must use commercially reasonable efforts to mitigate damages

16. **COSTS AND FEES**. Lessee or Lessor, as the case may be (the "Indemnitor"), shall on demand pay or reimburse the other party (the "Indemnitee") for expenses of the Indemnitee including, but not limited to, reasonable attorneys' fees, expenses and administrative hearing and court costs, in both the trial and any and all appellate proceedings, incurred either directly or indirectly: (i) in successfully enforcing any obligation of the Indemnitor under this Lease; and (ii) in defending or otherwise participating in any legal proceedings initiated by or on behalf of the Indemnitor where the Indemnitee is not adjudicated to be in default under this Lease.
17. **LESSOR'S LIEN**. Lessor shall have a first lien upon the interest of Lessee under this lease, to secure the payment of all moneys due under this lease, which lien may be foreclosed in equity at any time when money is overdue under this lease; and the Lessor shall be entitled to name a receiver of said leasehold interest, to be appointed in any such foreclosure proceeding, who shall take possession of said premises and who may relet the same under the orders of the court appointing him.
18. **REMOVAL OF OTHER LIENS.** In event any lien upon Lessor's title results from any act or neglect of Lessee, and Lessee fails to remove said lien within ten days after Lessor's notice to do so, Lessor may remove the lien by paying the full amount thereof or otherwise and without any investigation or contest of the validity thereof, and Lessee shall pay Lessor upon request the amount paid out by Lessor in such behalf, including Lessor's costs, expenses and counsel fees.
19. **REMEDIES NOT EXCLUSIVE**. The obligation of Lessee to pay the rent reserved hereby during the balance of the term hereof, or during any extension hereof, shall not be deemed to be waived, released or terminated by the service of any five-day notice, other notice to collect, demand for possession, or notice that the tenancy hereby created will be terminated on the date therein named, the institution of any action of forcible detainer or ejectment or any judgment for possession that may be rendered in such action, or any other act or acts resulting in the termination of Lessee's right to possession of the Premises. The Lessor may collect and receive any rent due from Lessee, and payment or receipt thereof shall not waive or affect any such notice, demand, suit or judgment, or in any manner whatsoever waive, affect, change, modify or alter any rights or remedies which Lessor may have by virtue hereof
20. **NOTICES.** Notices may be served on either party, at the respective addresses given at the beginning of this lease, either (a) by delivering or causing to be delivered a written copy thereof, or (b) by sending a written copy thereof by United States certified or registered mail, postage prepaid, addressed to Lessor or Lessee at said respective addresses in which event the notice shall be deemed to have been served at the time the copy is mailed.
21. **MISCELLANEOUS.** (a) Provisions typed on this lease and all riders attached to this lease and signed by Lessor and Lessee are hereby made a part of this lease. (b) Lessee shall keep and observe such reasonable rules and regulations now or hereafter required by Lessor, which may be necessary for the proper and orderly care of the building of which the Premises are a part. (c) All covenants, promises, representations and agreements herein contained shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns. (d) The rights and remedies hereby created are cumulative and the use of one remedy shall not be taken to exclude or waive the right to the use of another. (e) The words "Lessor" and "Lessee" wherever used in this lease shall be construed to mean Lessors or Lessees in all cases where there is more than one Lessor or Lessee, and to apply to individuals, male or female, or to firms or corporations, as the same may be described as Lessor or Lessee herein, and the necessary grammatical changes shall be assumed in each case as though fully expressed.
22. **SEVERABILITY.** If any clause, phrase, provision or portion of this lease or the application thereof to any person or circumstance shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this lease nor any other clause, phrase, provision or portion hereof, nor shall it affect the application of any clause, phrase, provision or portion hereof to other persons or circumstances.
23. **FORCE MAJEURE.** Whenever a period of time is prescribed for taking of an action by Lessor or Lessee, the period of time for the performance of such action shall be extended by the number of days that the performance is actually delayed due to strikes, acts of God, shortages of labor or materials, war, civil

disturbances, labor troubles, inability to procure materials or equipment, failure of power, Governing Law, any order or recommendation of any governmental authority, state or federal emergency declarations, communicable and infectious diseases, epidemics, pandemics, riots, insurrection, delays attributable to Lesseethe other Party, delays attributable to utility provider(s) and other causes beyond the reasonable control of the performing party ("Force Majeure"). However, events of Force Majeure shall not extend any period of time for the payment of Rent or other sums payable by either party or any period of time for written exercise of an option or right by either party. Additionally and notwithstanding the forgoing, in the event a federal or state governmental authority, having jurisdiction over Lessee's use of the Premises, issues an official and lawful written order, as a direct result of the presence of the national pandemic COVID-19 coronavirus, or another pandemic, that requires Lessee to close and cease all material operations within the Premises ("Order"), through no fault, action, or omission of Lessee, or Lessee's employees, contractors, or agents, and Lessee provides written notice to Lessor within 5 business days after the effective date of such Order, then Lessee may defer 100% of Rent. Such Rent deferment shall expire upon the earliest of: (a) 90 days following the earlier of: (x) delivery of Lessee's timely notice to Lessor of such Order, or (y) the effective date of such Order; (b) the date Lessee re-opens for business within the Premises; or (c) withdraw or expiration of such Order (collectively the "Rent Deferment Period"), and in any case, Lessee shall resume full payment of Rent. Lessee shall pay Lessor any outstanding amounts of deferred Rent within 180 days following the expiration of such Rent Deferment Period.

24. **EXCLUSIVE USE**. Lessee's Exclusive Use. During the term of this lease and during any renewal option, or extension period, Lessor as a material inducement to Lessee's entering into this Lease, agrees it will not sell, lease to, or otherwise permit or allow any party, other than the Lessee, to sell or provide at the Property, including any adjacent parcels owned by Landlord and/or its affiliates; (i) intoxicating liquors, (ii) beer and wine, (iii) tobacco products, and/or convenient store items, for off-site consumption. Should Lessor, or a rogue tenant, violate this this exclusive, Lessee may immediately begin paying 50% of any Rent amounts owed until the condition is remedied. Should such condition not be remedied within six (6) months, Lessee may, at its option, terminate the Lease and Lessor will pay back all unamortized leasehold improvements, or Lessee may continue paying 50% of any rent amounts due throughout the remainder of the Lease or until such violation is cured.
25. **LICENSING CONTINGENCY.** This Lease is contingent upon Lessee receiving and maintaining all necessary licenses or permits to operate Lessee's intended use from the Premises. In the event one or more such necessary licenses or permits are denied or revoked, Lessee may terminate this Lease and receive back its Security Deposit and any prepaid Rent.

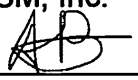
WITNESS the hands and seals of the parties hereto, as of the Date of Lease stated above.

LESSEE: Patel Guys Inc LESSOR: Oak St MSM, Inc.



By: Dipen Patel and Partners

Its: President



By: Anil Brahmbhatt Its: President

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Sign Variation to allow for approximately 404 square feet of wall signage

Petitioner: John Puntillo, petitioner
161 Liberty Road

Recommendation: City Council Discretion:
A. Motion to approve an Ordinance with the recommended conditions for the variation as requested.
B. Motion to deny the variation request.

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

Background:

- This property is the Swift Car Wash, which opened in the former Turtle Wax Car Wash space.
- On April 19, 2022 the petitioners received a sign variation to allow a second free-standing sign on the property with one at the corner of Main Street and Liberty Road and a second farther down on Liberty Road at the actual entrance.



Turtle Wax Façade



Swift Wash Façade

Analysis:

- Freestanding buildings are allowed 150 square feet of wall signage. Painting non-neutral or corporate colors is considered wall signage.
- This is a request to add an additional 344 square feet of signage for the blue painted wall. The existing building also has 60 square feet of wall signage.



3' x 20'= 60 SqFt

- There have been similar requests with the Five Below, which received a variation for the blue behind the sign text and Best Buy, which was permitted 200 square feet of signage. The variations granted have been for banding near the top of the building or colored areas behind the text portion of the signs, not full wall painting.
- Staff has added two conditions to the approval to install additional landscape to screen the mechanical equipment and to add landscape around the free-standing signs.





The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

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.

Per the Unified Development Ordinance procedures, Sign Variations are only processed by the City Council and not reviewed by the Planning and Zoning Commission first.

If a recommendation of approval is made, the following conditions are suggested:

1. Approved plans, as approved by the City Council:
   A. Application (Puntillo, received 05/17/23)
   B. Exhibit Photos (Puntillo, undated, received 05/17/23)

2. The painting is only valid for Swift Car Wash, should the property change hands the façade shall be painted a neutral color.

3. No wall mounted lighting or ground mounted lighting shall be installed to illuminate sections of the wall to further create the appearance of signage.

4. Additional landscape materials shall be planted to screen the mechanical equipment located along Main Street.

5. The required landscape materials around the two existing free-standing signs shall be planted by September 30th. One square-foot of landscape material including trees and bushes are required to be planted for each square-foot of sign area.

Votes Required to Pass: Simple majority vote

PIQ Map
161 Liberty Road



Ord. No. 7803
File No. 368

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIGN VARIATION FOR SWIFT CAR WASH AT 161 LIBERTY ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2023-107) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow the west façade to be painted a stone blue color which is considered signage adding 344 square feet of building signage for Swift Car Wash at 161 Liberty Road; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council on June 6, 2023 in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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 sign variation be granted to allow the west elevation to be painted a stone blue adding 344 square feet of wall signage for Swift Car Wash at 161 Liberty Road (19-09-104-019), Crystal Lake, Illinois.

Section II: Said sign variation is approved with the following conditions:

1. Approved plans, as approved by the City Council:
   A. Application (Puntillo, received 05/17/23)
   B. Exhibit Photos (Puntillo, undated, received 05/17/23)

2. The painting is only valid for Swift Car Wash, should the property change hands the façade shall be painted a neutral color.

Draft

3. No wall mounted lighting or ground mounted lighting shall be installed to illuminate sections of the wall to further create the appearance of signage

4. Additional landscape materials shall be planted to screen the mechanical equipment located along Main Street.

5. The required landscape materials around the two existing free-standing signs shall be planted by September 30th. One square-foot of landscape material including trees and bushes are required to be planted for each square-foot of sign area.

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 the sign variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 6th day of June, 2023.

Draft

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

Passed: June 6, 2023
Approved: June 6, 2023

City of Crystal Lake
Sign Variation Application

RECEIVED
MAY 17 2023
By PM

IMPORTANT: Please submit a completed application along with sign details and a $100 application fee to the Planning and Economic Development Department. The application must be submitted by Friday, two weeks prior to the intended Council meeting. City Council meetings are held the first and third Tuesdays of each month.

Property Address: 161 Liberty Rd

Petitioner Information	***Sign Owner Information (if different)***
Name: SWRE Crystal Lake, LLC/John Puntillo	Name:
Address: 905 Joliet Street #220	Address:
Dyer, IN 46311	
Telephone: 312-933-0704	Telephone:
Email: john@swiftwash.com	Email:

Sign Details

Type of Sign: ☐ Wall ☐ Free Standing ☑ Other: building facade

Illumination Type: ☑ Non-illuminated ☐ Internally Illuminated ☐ Externally Illuminated

Prior to requesting a variation, please make all reasonable efforts such as utilizing color, lettering legibility, contrast, illumination or graphic composition to increase the reading effectiveness of the proposed sign within the requirements of the Ordinance.

Variation Requested: Allow for current stone blue paint color on west building facade (approx. 344 sq.ft)

Variations can only be approved to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance. Please indicate how the following standards are met:

1. Unique Hardship: Explain how the proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship Swift Wash acquired the property in late 2021 after it failed under prior ownership. We believe the failure was in part due to limited visibility. The stone blue color on the west building facade goes well with the other natural tones of the building and provides a backdrop for the "Swift Wash" sign that will aid with increasing visibility.

Of note: Swift Wash has three (3) other locations. The first year of performance for the Crystal Lake location has been significantly lower than each of the other stores.

2. Not harm public welfare: 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 be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property We believe the spirit of the ordinance is to avoid ostentatious or a multitude of colors that create an eyesore. The stone blue color (see attached pictures) provides a professional, classy look that goes well with the rest of the building. It does not create a visual distraction to those driving by. We have received only positive feedback from customers and residents regarding the professional look of the building.

3. Consistent with Intent: The proposed variation is in harmony with the intent, purpose, and objectives of the Ordinance We appreciate the City's desire under Section 4-900 E.2.f to avoid abusive use of paint colors that would create a gaudy, undesirable look. This is not the case in this situation. Swift Wash is operating a highly professional business, offering the best possible service at a price that is lower than all of our competitors. The look of the west building facade is clean and consistent with the professional service we are providing to our customers.

Signatures

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.

John A. Puntillo, Manager SWRE Crystal Lake, LLC 5-17-23

Property 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.


SWIFT WASH


SWIFT WASH
CAR WASH

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Oakbrook Estates

Request: Final Planned Unit Development Amendment to allow a new community center

Petitioner: Ravinia Crystal Lake, LLC
907-909 Crookedstick Drive (Oakbrook Estates)

PZC Recommendation: To approve the Planning & Zoning Commission (PZC) recommendation and adopt an Ordinance granting a Final Planned Unit Development Amendment to allow a new community center at 907-909 Crookedstick Drive (Oakbrook Estates).

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

Background:

- Request: The petitioners are requesting an amendment to the Planned Unit Development to allow the addition of a community center to Oakbrook Estates Manufactured Home Park.

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

- Zoning: The site is zoned R-3B PUD, which allows manufactured housing parks as a Special Use Permit.

- Oakbrook Estates is a 55+ manufactured home park community.

- Oakbrook Estates was annexed and granted PUD approval in 1999. The PUD approval allowed the 179 existing home sites and an additional 236 home sites proposed for the future. In 2022, Oakbrook Estates began the process of adding the additional home sites.

- The community center would serve Oakbrook Estates' residents. The community center would provide residents with a gathering room, fitness room, breakroom and bathrooms. However, residents could rent the space in the evening for events such as family gatherings.

- Oakbrook Estates consists of three large parcels, instead of individual parcels for each home site. The approved PUD did not specify any dimensional or parking standards for the community. The petitioners have proposed the following setbacks:
    - 15 feet from Crookedstick Drive (Private Drive)
    - 11 feet from Forestview Drive (Private Drive)
    - 8 feet to the east
    - 5 feet to the north
- The parking lot will provide nine parking spaces. The petitioners anticipate most residents will walk to the center. However, there is on-street parking available during the day and overflow parking available at the sales center (which is relocating to the vacant home sites across the street).

PZC Highlights:

- The petitioners spoke to the Special Use standards and explained their justifications for the requested PUD Amendment. They feel the community center would be an added amenity to the community. They stated they have had success with community centers at their other manufactured home parks.
- The petitioners requested that PZC amend Condition #3 to require brick or stone elements on the two street-facing elevations only. The PZC wanted brick or stone on all elevations; therefore, they did not amend this condition.
- Overall, the PZC was supportive of the request. They felt it would be enhancement and an amenity to the community. However, they expressed concerns related to safety and security of the residents as there would not be any staff on-site. They also requested more information related to refuse and recycling. Ultimately, the PZC recommended two additional conditions – a Safety and Security Plan and a Refuse and Recycling Plan.
- Following the PZC meeting, city staff received three emails from existing Oakbrook Estates residents. They do not feel sufficient parking is proposed since the community is age-restricted and many residents will not walk.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
    A. Application (Crystal Lake Main Street, LLC, date signed 03/07/2023, received 03/10/2023
    B. Site Plan (Weaver Consultants Group, dated 05/04/2023, received 05/04/2023)
    C. Elevations and Floor Plans (David Cornes Architect, dated 05-03-2023, received 05/04/2023)

2. The Petitioner must provide site and foundation landscaping where possible. Provide a landscape plan during the permit review process.

3. The Petitioner must provide brick or stone elements on all elevations of the community center.

4. All conditions from the original PUD Ordinance and subsequent Ordinances shall remain valid, as applicable, unless specifically modified by this request.

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

6. The Petitioner must submit a Safety and Security Plan. **(ADDED BY PZC)**

7. The Petitioner must submit a Refuse and Recycling Plan. **(ADDED BY PZC)**

Votes Required to Pass: A simple majority.

Acknowledgement Form

Regarding the Final Planned Unit Development Amendment for Oakbrook Estates Mobile Home Park at 907 Crookedstick Drive. Please check one of the choices and sign below.

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

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

_____

_____

Petitioner's Name: _____ Date: 5/22/23
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crystal Lake Main Street, LLC, date signed 03/07/2023, received 03/10/2023
   B. Site Plan (Weaver Consultants Group, dated 05/04/2023, received 05/04/2023)
   C. Elevations and Floor Plans (David Cornes Architect, dated 05-03-2023, received 05/04/2023)

2. The Petitioner must provide site and foundation landscaping where possible. Provide a landscape plan during the permit review process.

3. The Petitioner must provide brick or stone elements on all elevations of the community center.

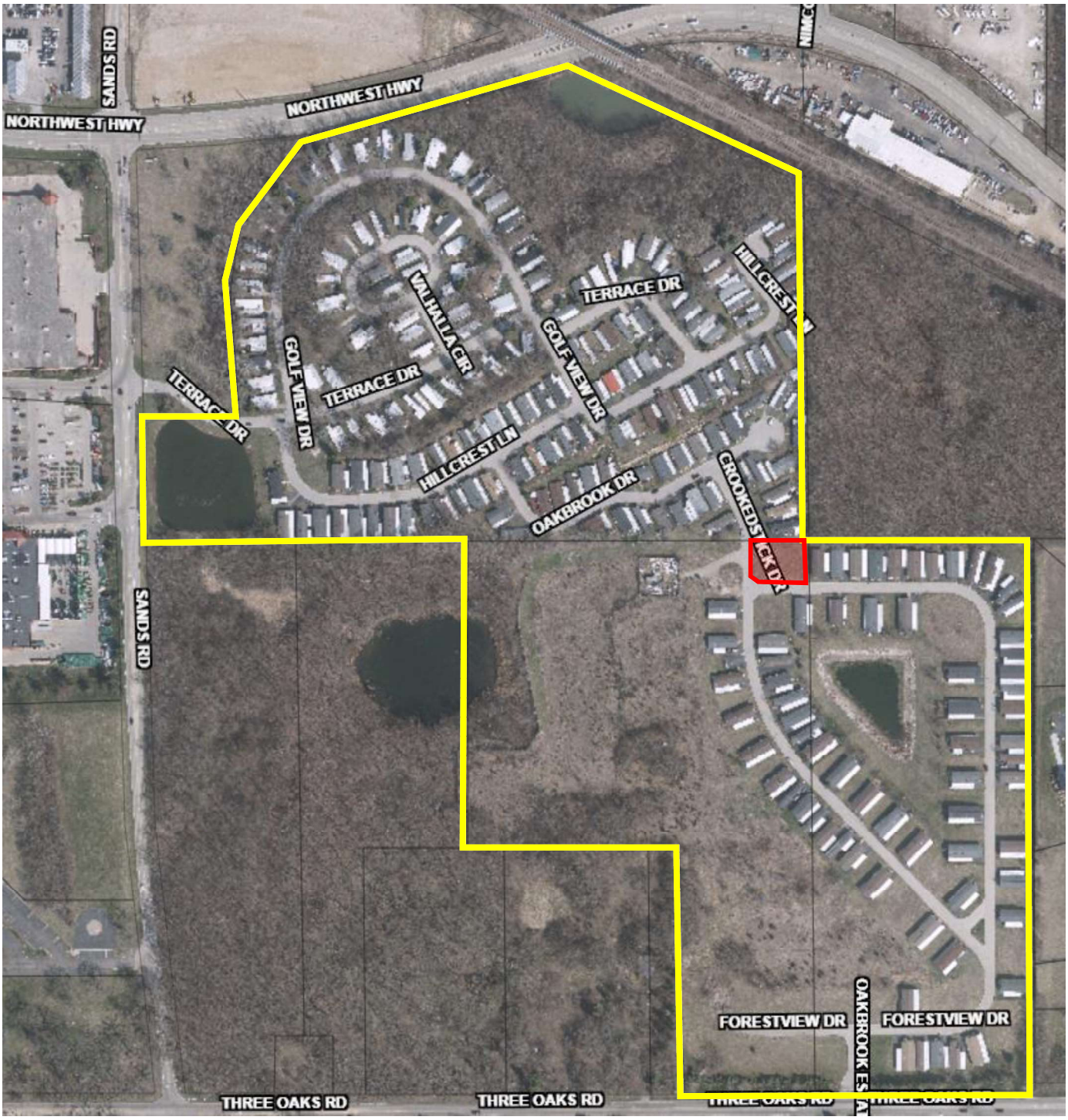
4. All conditions from the original PUD Ordinance and subsequent Ordinances shall remain valid, as applicable, unless specifically modified by this request.

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

6. The Petitioner must provide a Safety and Security Plan. (ADDED BY THE PZC)

7. The Petitioner must provide a Refuse and Recycling plan. (ADDED BY THE PZC)

PIQ Map
907 Crookedstick Drive - Oakbrook Estates



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLANNED UNIT AMENDMENT FOR OAKBROOK ESTATES AT 907-909 CROOKEDSTICK DRIVE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2023-53) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Planned Unit Development Amendment to allow a new community center for Oakbrook Estates at 907-909 Crookedstick Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 28, 2023 in the Northwest Herald, held a public hearing at 7:00 p.m., on May 17, 2023 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development Amendment; and

WHEREAS, on May 17, 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 to allow a new community center for Oakbrook Estates 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 community center for Oakbrook Estates at 907-909 Crookedstick Drive (19-10-200-045, 19-10-200-046 and 19-11-100-032), 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 (Crystal Lake Main Street, LLC, date signed 03/07/2023, received 03/10/2023
    b. Site Plan (Weaver Consultants Group, dated 05/04/2023, received 05/04/2023)

Draft

c. Elevations and Floor Plans (David Cornes Architect, dated 05-03-2023, received 05/04/2023)

2. The Petitioner must provide site and foundation landscaping where possible. Provide a landscape plan during the permit review process.

3. The Petitioner must provide brick or stone elements on all elevations of the community center.

4. All conditions from the original PUD Ordinance and subsequent Ordinances shall remain valid, as applicable, unless specifically modified by this request.

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

6. The Petitioner must submit a Safety and Security Plan.

7. The Petitioner must submit a Refuse and Recycling Plan.

Draft

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 6th day of June, 2023.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

Nick Kachiroubas, CITY CLERK

Passed: June 6, 2023
Approved: June 6, 2023

Draft

#2023-53
Final Planned Unit Development Amendment for a New Community Center Building at Oakbrook Estates
Project Review for Planning and Zoning Commission

Meeting Date:	May 17, 2023
Zoning Requests:	Final Planned Unit Development Amendment to allow a new community center
Location:	907 Crookedstick Drive – Oakbrook Estates Mobile Home Park
Size:	Approximately 64 acres
Existing Zoning:	R-3B PUD Multi-Family Residential
Surrounding Properties:	North: B-2 PUD General Commercial South: McHenry County "E1" Estate East: Cary "M" Limited Manufacturing and McHenry County "I1" Light Industrial West: B-2 PUD General Commercial and O Office
Staff Contact:	Katie Rivard (815.356.3612)

Background:

- Existing Use: The existing use is Oakbrook Estates Mobile Home Park.
- Development History:
    - In 1999, Oakbrook Estates was annexed and rezoned to R-3B PUD Attached Residence Planned Unit Development. The PUD permitted the existing 179 mobile home units and the proposed 236 mobile home units.
    - In 2022, Oakbrook Estates began the process of the adding the proposed mobile home units.

Development Analysis:
General:

- Request: Final Planned Unit Development Amendment to allow a new community center.

- Land Use: The Comprehensive Land Use map shows the area as High Density Residential, which is an appropriate land use.
- Zoning: The site is zoned R-3B PUD, which allows manufactured housing parks as a Special Use Permit.

Request Overview:

- Oakbrook Estates is seeking an amendment to the Planned Unit Development to allow the addition of a community center to the mobile home park.
- Oakbrook Estates is a 55+ age mobile home park community. The community center would serve Oakbrook's residents. It would be centrally located and feature a gathering room, fitness room, breakroom and bathrooms.
- The community center would have the following setbacks:
    - 20 feet from Crookedstick Drive (Private Drive)
    - 11 feet from Forestview Drive (Private Drive)
    - 8 feet to the east
    - 5 feet to the north
- The associated parking lot will provide nine parking spaces.
- The petitioner will need to provide brick or stone elements on all elevations of the community center to comply with the UDO design standards.
- Site landscaping and foundation plantings are required where possible.

Findings of Fact:

FINAL PLANNED UNIT DEVELOPMENT AMENDMENT
The petitioner is requesting approval of a Final Planned Unit Development Amendment to allow a new community center. 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.

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*

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as High Density Residential, which permits manufactured housing parks as a Special Use. The following goal is applicable to this request:

Land Use – Commerce

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

This can be accomplished with the following supporting action:

Supporting Action: Encourage a diversity of housing types throughout the city, which satisfy wide-range needs for all persons regardless of age, race, religion, national origin, physical ability and economic level for existing and future city residents.

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crystal Lake Main Street, LLC, date signed 03/07/2023, received 03/10/2023
   B. Site Plan (Weaver Consultants Group, dated 05/04/2023, received 05/04/2023)
   C. Elevations and Floor Plans (David Cornes Architect, dated 05-03-2023, received 05/04/2023)

2. The Petitioner must provide site and foundation landscaping where possible. Provide a landscape plan during the permit review process.

3. The Petitioner must provide brick or stone elements on all elevations of the community center.

4. All conditions from the original PUD Ordinance and subsequent Ordinances shall remain valid, as applicable, unless specifically modified by this request.

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

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

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

Owner Information

Name: Ravinia Crystal Lake, LLC

Address: 900 Skokie Blvd, Suite 285

Northbrook, IL 60062

Phone: 847.881.2237

E-mail: dw@raviniacommunities.com

Project Name & Description: Community Center - Oakbrook Estates Manufactured Home Park

The project consists of the construction of a modular building and an asphalt parking lot on lots #1 and #2 at Oakbrook Estates Manufactured Home Park in Crystal Lake, IL. The proposed modular building will be used as a community center for the park.

Project Address/Location: 907 & 909 Crookedstick Drive, Crystal Lake, IL 60014

Signature

David Wortz 3/20/23

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, MAY 17, 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, Gronow, Repholz, Skluzacek, Teetsov and Smith were present.

Katie Rivard, Assistant 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.

APPROVE MINUTES OF THE MAY 3, 2023 PLANNING AND ZONING COMMISSION MEETING

Mr. Skluzacek moved to approve the minutes from the May 3, 2023 regular Planning and Zoning Commission meeting. Mr. Gronow seconded the motion. On voice vote, members Skluzacek, Gronow, Repholz, Teetsov and Greenman voted aye with Member Smith abstaining. Motion passed.

2023-53 – 907 & 909 CROOKEDSTICK DRIVE – OAKBROOK ESTATES – FINAL PLANNED UNIT DEVELOPMENT AMENDMENT

Final Planned Unit Development Amendment to allow a new community center.

Mr. John Talbot, Civil Manager with Weaver Consultants Group, and Mr. Jonathon Uretz with Ravinia Communities, were present to represent the petition. Mr. Talbot explained that Oakbrook Estates is a PUD. It is a single lot for manufactured homes. He noted he will refer to the home sites as lots. The community center would be located on two lots. It is a 70'x30' manufactured building that consists of a gathering room, fitness room and more. The community center will be open and free to residents during the day. Residents could rent the space in the evening for private gatherings. He stated the community center will bring the community together. The project will provide 9 parking spaces, but they anticipate most residents will walk. Mr. Talbot spoke to the Findings of Fact. He stated community centers have proven to enhance property values. The community center complies with the zoning and will have a low traffic volume. The center will not negatively impact the vegetation. They meet all government requirements. Mr. Uretz stated they are excited and they have had success at their other Ravinia communities.

Staff summarized the request and spoke to Oakbrook Estates' Annexation, Rezoning and Planned Unit Development approval from 1999.

Mr. Greenman opened the public hearing.

Diane, a resident of Oakbrook Estates, stated she moved in on May 25th, 2022. She received a notice in the mail that her rent went up. She stated she signed a commercial lease and her attorney said they can raise the prices due to the type of lease. She cannot afford the rent. Mr. Greenman stated these hearings are not for these issues and that contacting her attorney could be an option. Ms. Diane stated she does not think people will use the building. There are very few residents who walk. She stated this will cause the rent to go up.

He closed the public hearing and turned it over to the commissioners.

Mr. Greenman asked the petitioner if he has any concerns with the conditions of approval. Mr. Talbot asked the PZC to modify Condition #3 to request that the brick or stone element is only placed on the two street-facing elevations.

Mr. Skluzacek asked about the hours of operation. Mr. Uretz responded the typical hours are 9am to 5pm. Mr. Skluzacek asked who opens and closes the building. Mr. Uretz explained the sales office is being moved to across the street and the fitness facility will require a key fob to enter. Mr. Skluzacek asked if the sales office would ever close permanently. Mr. Uretz responded no.

Mr. Gronow asked if the lots/homes are leased. Mr. Urtetz stated the lots are leased and the homes are owned. Mr. Gronow asked if there would fees associated with the new building. Mr. Uretz responded there will be no special assessment. Mr. Gronow asked if management will fund the project. Mr. Uretz stated there would be no increases based on the project. Mr. Gronow asked if staff would be present when the center is open. Mr. Uretz there would be no staff on site, but the sales office is being moved across the street in Lots 3, 4, or 46. The exact lot is still to be determined. The fitness room is separate and will require a key fob to enter. Mr. Gronow asked if they have been successful in other communities. Mr. Uretz stated yes. He noted their other locations which include Sunset Village in Glenview and Harbor Point Estates in Chicago.

Ms. Teetsov stated she would like to keep Condition #3 as is. She asked if the building had lattice at the bottom. Mr. Talbot explained the building will have a full concrete foundation with siding. Ms. Teetsov asked if there would be security cameras on site. Mr. Uretz responded the fitness room is completely separate with a key fob required to enter. Mr. Teetsov recommended the petitioners install cameras since no staff will be on-site. Mr. Uretz stated it is standard for their centers to have cameras. Ms. Teetsov asked if there will be an outdoor area. Mr. Uretz responded there will not be an outdoor area.

Ms. Repholz stated an outdoor area should be considered. Mr. Talbot stated that space is tight on-site and there are existing outdoor areas in the community. Ms. Repholz asked if 70'x30' is a typical home size. Mr. Talbot responded no that the center is bigger. Ms. Repholz asked about the mature trees shown in the plans. Mr. Talbot explained the trees are just a visual and do not currently exist. Mr. Talbot spoke to some locations of existing mature trees in the community. He stated no trees are being cut down. Ms. Repholz asked what kind of lighting will be provided outdoor. Mr. Talbot stated the lights will be sconce lights. Ms. Repholz noted this is an opportunity to enhance the appearance of the building and would like to keep Condition #3 as is.

Mr. Smith stated security and maintenance are his main concerns. He noted that all four sides should have the brick or stone elements; and, to not address the north side is a disservice to the residents. Mr. Smith

asked about the setbacks. He stated he is okay with the setbacks as presented, but he does not want to see the setbacks change. Mr. Smith asked if street parking is available and where overflow parking would go. Mr. Talbot responded there is street parking during the day, but it is not allowed overnight. He anticipates there will be minimal traffic. Mr. Smith noted he does not want this to cause traffic issues and to make sure emergency vehicles can still access the neighborhood. Mr. Uretz stated the sales office will have additional parking available.

Mr. Greenman stated the overall consensus is the Commission is favorable of the community center and that it will be an enhancement to the community. He asked if the community center will ever be open when the sales office is closed. Mr. Uretz responded he will have to check on the operations for weekend hours. Mr. Greenman stated he wants someone there when it is open. He noted that closing the center goes against an amenity for residents. Mr. Greenman asked about the fitness center hours. Mr. Uretz responded he would have to look into the hours. Mr. Greenman stated this is a great amenity, but wants someone to be on-site when the center is open. He also noted a possible condition to add security cameras. He asked if guests could rent the center. Mr. Uretz responded the center is exclusive to residents. Mr. Greenman asked if there would be alcohol in the center. Mr. Uretz mentioned possible weddings. Mr. Greenman stated he loves the concept. He asked who would clean the center and how often. Mr. Uretz stated the center is regularly cleaned. Mr. Greenman asked about refuse and recycling containers. Mr. Talbot stated they would use a wheeled containers. Mr. Greenman suggested a condition addressing a refuse and recycling plan. Mr. Greenman stated he wants to see brick or stone elements on all elevations.

Ms. Repholz noted that community centers in apartments, etc. are not a new concept. She noted that most places do not have staff in the common area. It is a common level of security.

Mr. Gronow asked about the number of units. Mr. Uretz noted there are a total of 415 home sites. Mr. Gronow asked how many were left. Mr. Uretz stated 242 home sites are occupied.

Mr. Smith asked what the standard security measures are. Mr. Uretz stated their centers always have security cameras. The emergency phone would be a new concept they do not have in place currently.

Ms. Teetsov asked if an AED was available. Mr. Uretz responded he is not sure.

Mr. Greenman said this meets the Findings of Fact.

Ms. Teetsov made a motion to approve 2023-58, the Final Planned Unit Amendment to allow a new community center with the following staff conditions and PZC's recommended conditions #6 and #7:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Crystal Lake Main Street, LLC, date signed 03/07/2023, received 03/10/2023
   B. Site Plan (Weaver Consultants Group, dated 05/04/2023, received 05/04/2023)
   C. Elevations and Floor Plans (David Cornes Architect, dated 05-03-2023, received 05/04/2023)

2. The Petitioner must provide site and foundation landscaping where possible. Provide a landscape plan during the permit review process.

3. The Petitioner must provide brick or stone elements on all elevations of the community center.

4. All conditions from the original PUD Ordinance and subsequent Ordinances shall remain valid, as applicable, unless specifically modified by this request.

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

6. The Petitioner must submit a Safety and Security Plan. (ADDED BY PZC)

7. The Petitioner must submit a Refuse and Recycling Plan. (ADDED BY PZC)

Mr. Smith seconded the motion. On roll call Members Gronow, Repholz, Skluzacek, Teetsov, Smith and Greenman voted aye. Motion passed 6-0.

REPORT FROM PLANNING

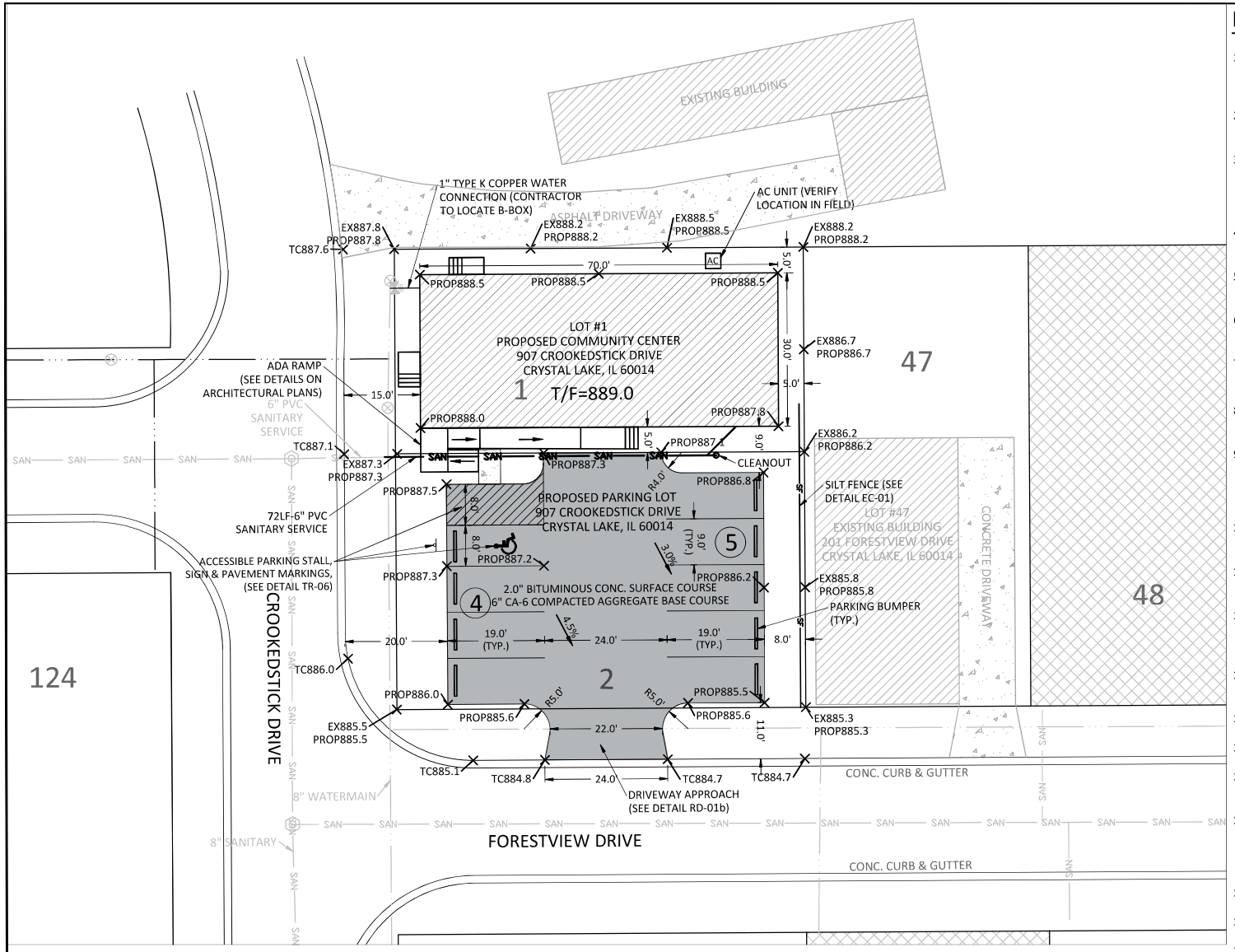
Staff noted the items that were recently approved by the City Council and the upcoming items on the next PZC meeting.

COMMENTS FROM THE COMMISSION

Mr. Gronow asked questions about the fence requirements for in-ground pools.

ADJOURNMENT

Ms. Repholz made a motion to adjourn the meeting. Mr. Smith seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 7:56 p.m.



NOTES:

1. CONTRACTOR TO COMPLY WITH THE ILLINOIS PLUMBING CODE DATED APRIL 24, 2014 AND CRYSTAL LAKE AMENDMENTS APPROVED BY THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH ON FEBRUARY 7, 2018.
2. SANITARY SERVICE PIPE WITHIN TEN FEET OF WATER SERVICE SHALL BE PVC AWWA C900 (WATERMAIN QUALITY).
3. WATER MAIN SERVICES AND PLUMBING CONNECTIONS SHALL BE INSTALLED BY AN ILLINOIS LICENSED PLUMBING CONTRACTOR WITH A CURRENT ILLINOIS LICENSE, REGISTRATION, AND LETTER OF INTENT ON FILE WITH THE CITY OF CRYSTAL LAKE.
4. PROVIDE MIN. 5' FIRE SEPARATION DISTANCE BETWEEN HOMES. IRC TABLE R302.1(1)
5. MAINTAIN SOIL EROSION MEASURES. INSTALL SILT FENCE ALONG PERIMETER OF THE LOT BEFORE EXCAVATION.
6. KEEP LOT AND STREET CLEAN AT ALL TIMES. DO NOT ALLOW OFF -SITE BLOWING OF DEBRIS.
7. DO NOT STORE, STAGE, OR DUMP MATERIALS INTO THE STREET, RIGHT-OF WAY, EASEMENTS, FLOODPLAIN OR LANDSCAPE BUFFER.
8. DO NOT TRACK DEBRIS ONTO THE ROADWAY. IF DEBRIS IS TRACKED ONTO THE ROADWAY, IT MUST BE CLEANED UP IMMEDIATELY.
9. FINAL SURFACE RESTORATION MUST BE COMPLETED AS SOON AS WEATHER PERMITS. RESTORATION MUST BE A MINIMUM OF 4 INCHES OF TOPSOIL AND SEED. SILT FENCE MUST REMAIN AND BE MAINTAINED UNTIL FINAL RESTORATION IS COMPLETED.
10. NO USE OF CITY WATER TO SPRINKLE LAWN PER CITY ORDINANCE (JUNE 15 - AUGUST 31).
11. THE ELECTRICAL SERVICE SHALL BE INSTALLED ON THE SERVICE PROVIDER SIDE OF THE DWELLING.
12. ELECTRICAL SERVICE GROUNDING SYSTEM MUST COMPLY WITH THE MANUFACTURER'S SPECIFICATIONS AND THE 2017 NEC (I.E. WATER PIPE, UFER, TRAILER FRAME, GROUND RODS...).
13. ACCESS TO THE SITE FOR INSPECTION AND EMERGENCY SHALL BE MAINTAINED AT ALL TIMES.
14. FINAL SURVEY REQUIRED 5 DAYS PRIOR TO FINAL INSPECTION.
15. SURVEYS TO SHOW ALL "AS BUILT" IMPROVEMENTS AT FINAL. ,
16. GRADING AND DRAINAGE AS-BUILT TO BE SUBMITTED 5 DAYS BEFORE FINAL INSPECTION.
17. FUTURE ADDITIONS SUCH AS CARPORTS MUST BE STRUCTURALLY INDEPENDENT OF THE HOUSING ITSELF. IF NOT, AN ENGINEERED DEIGN CONSISTENT WITH THAT OF THE MANUFACTURER OF THE DWELLING IS ACCEPTABLE.
18. CONCRETE FOUNDATION TO BE 2500 PSI MINIMUM AT 28 DAYS.
19. SOIL BEARING CAPACITY TO BE MIN. 1500 PSF .
20. CALL FOR INSPECTIONS (815 356-3605) AT LEAST ON BUSINESS DAY IN ADVANCE AND BEFORE 4:00PM.

CONSTRUCTED LOT

APPROXIMATE GRAPHIC SCALE
20 0 10 20 40
1 inch = 20 ft.

PREPARED FOR:
RAVINIA COMMUNITIES

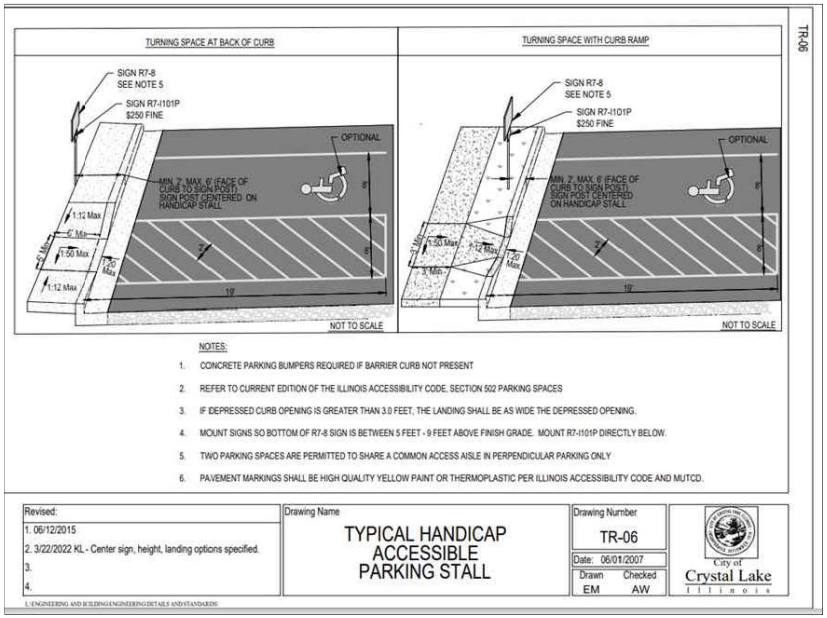
PERMIT PLAT - LOT 1 & 2
907 & 909 CROOKEDSTICK DRIVE
OAKBROOK ESTATES
CRYSTAL LAKE, IL

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CHICAGO, ILLINOIS
(312) 922-1030 www.wcgrp.com

DRAWN BY: AJ
REVIEWED BY: JJT
DATE: 05/04/2023
FILE: 3687-308-32
CAD: 907 & 909 Crookedstick Drive
SHEET 01

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TR-06

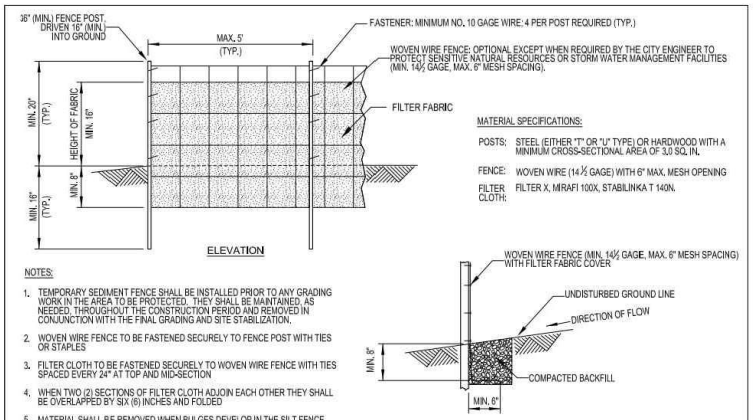
NOTES:

1. CONCRETE PARKING BUMPERS REQUIRED IF BARRIER CURB NOT PRESENT
2. REFER TO CURRENT EDITION OF THE ILLINOIS ACCESSIBILITY CODE, SECTION 502 PARKING SPACES
3. IF DEPRESSED CURB OPENING IS GREATER THAN 3.0 FEET, THE LANDING SHALL BE AS WIDE THE DEPRESSED OPENING.
4. MOUNT SIGNS SO BOTTOM OF R7-8 SIGN IS BETWEEN 5 FEET - 9 FEET ABOVE FINISH GRADE. MOUNT R7-I101P DIRECTLY BELOW.
5. TWO PARKING SPACES ARE PERMITTED TO SHARE A COMMON ACCESS AISLE IN PERPENDICULAR PARKING ONLY
6. PAVEMENT MARKINGS SHALL BE HIGH QUALITY YELLOW PAINT OR THERMOPLASTIC PER ILLINOIS ACCESSIBILITY CODE AND MUTCD.

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015 2. 3/22/2022 KL - Center sign, height, landing options specified. 3. 4.	TYPICAL HANDICAP ACCESSIBLE PARKING STALL	TR-06 Date: 06/01/2007 Drawn EM Checked AW	City of Crystal Lake Illinois

1. ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

EC-01



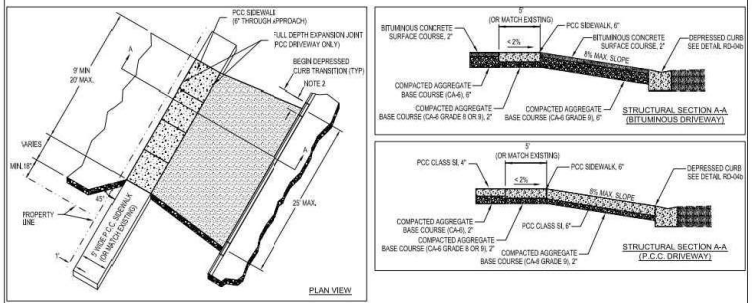
NOTES:

1. TEMPORARY SEDIMENT FENCE SHALL BE INSTALLED PRIOR TO ANY GRADING WORK IN THE AREA TO BE PROTECTED. THEY SHALL BE MAINTAINED, AS NEEDED, THROUGHOUT THE CONSTRUCTION PERIOD AND REMOVED IN CONJUNCTION WITH THE FINAL GRADING AND SITE STABILIZATION.
2. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POST WITH TIES OR STAPLES
3. FILTER CLOTH TO BE FASTENED SECURELY TO WOVEN WIRE FENCE WITH TIES SPACED EVERY 24" AT TOP AND MID-SECTION
4. WHEN TWO (2) SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY SIX (6) INCHES AND FOLDED
5. MATERIAL SHALL BE REMOVED WHEN BULGES DEVELOP IN THE SILT FENCE
6. DOUBLE ROWS OF SILT FENCE SPACED FIVE (5) FEET APART SHALL BE PLACED AROUND EXISTING STORMWATER MANAGEMENT FACILITIES OR WETLANDS AS ADDITIONAL PROTECTION WHEN REQUIRED BY CITY ENGINEER

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

1. ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

RD-01b



NOTES:

1. FOR THICKNESS OF PAVEMENT "T", VERTICAL THICKNESS OF THE GUTTER FLAG SHALL BE A MINIMUM OF 9 INCHES. FOR HMA BASE COURSE PAVEMENT SECTIONS THE GUTTER FLAG SHALL BE SAME THICKNESS AS PAVEMENT STRUCTURE.
2. TRANSITION FROM FULL CURB TO DEPRESSED CURB IN 1 TO 1.5 LINEAL FEET. ALSO, THE DRIVEWAY SHALL BE NO LESS THAN 3/4 OF THE DEPRESSION.
3. DRIVEWAY APPROACH SHALL MEET CURB AND GUTTER AT A POINT BETWEEN FULL CURB AND ONE-HALF CURB HEIGHT.
4. DRIVEWAY FLARE SHALL BE SYMMETRIC ABOUT THE DRIVEWAY CENTERLINE, AS MEASURED AT THE PROPERTY LINE, UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER.

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015 2. 3. 4.	DRIVEWAY: RESIDENTIAL APPROACH	RD-01b Date: 01/30/15 Drawn DD Checked AW	City of Crystal Lake Illinois

1. ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

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PREPARED FOR:

RAVINIA COMMUNITIES

DETAILS
907 & 909 CROOKEDSTICK DRIVE
OAKBROOK ESTATES
CRYSTAL LAKE, IL

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DRAWN BY: AJ
REVIEWED BY: JJT
DATE: 05/04/2023
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CAD: 907 & 909 Crookedstick Drive

SHEET 02

GENERAL NOTES

All construction shall be in accordance with:

1. 2018 IRC INTERNATIONAL BUILDING CODE
2. 2018 IECC INTERNATIONAL MECHANICAL CODE
3. NFPA 70 NATIONAL ELECTRICAL CODE 2017 EDITION
4. STATE OF ILLINOIS PLUMBING CODE, 2014 EDITION
5. INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION
6. INTERNATIONAL FIRE CODE 2018
7. INTERNATIONAL FUEL GAS CODE 2018
8. ILLINOIS ACCESSIBILITY CODE 2018
9. NFPA LIFE SAFETY 2014
10. Owner shall be responsible for carrying his/her own insurance. Minimum limits shall be in compliance with applicable laws.
11. Contractors shall visit the site to be familiarized with all existing conditions before submitting bids. Verify all dimensions in the field and notify architect of any discrepancies prior to proceeding with construction.
12. Contractor shall be responsible to carry Workman's Compensation, Public Liability, Property Damage, Hold Harmless, etc., Required Insurance. Owner and Architect shall be listed as additional insured. Copies of insurance shall be submitted to Owner/Architect before commencement of work.
13. Contractor shall be responsible for his own clean up and shall collect rubbish and debris resulting from work and shall be properly disposed away from the site. Owner shall provide dumpster.
14. Contractor shall guarantee his work for a period of one (1) year from date of substantial completion of the work and acceptance by the Owner.
15. It is the responsibility of Owner's Contractors, Sub-Contractors to schedule all inspections and obtain an occupancy permit or certificate.
16. Owner/Contractors to strictly adhere to building permit approved drawings. Should any changes or modifications be required or desired for any reason, Owner/Contractor is to notify Architect in writing before such changes are made, otherwise Owner shall be responsible at his/her own expense to comply with all applicable codes.
17. Do not scale the drawings, dimensions shall govern. Verify all dimensions in field & notify architect of any discrepancies prior to processing.
18. Dimensions shown are to drywall or other finished material unless otherwise noted.
19. The term "provide" as used herein shall mean furnish and install.
20. The term "OFCI" as used herein shall mean Owner furnished and Contractor installed.

ROUGH CARPENTRY

Provide rough carpentry materials and labor required for proper completion of the work. All wood construction shall conform to the NFPA and APA National Design Specifications. Identify all lumber and plywood by grade stamps. Use factory pressure treated lumber on all exterior locations and members exposed to weathering and moisture or in direct contact with masonry or concrete. Wood framing lumber shall be southern pine, stress grade #2 with FB= 1,470psi, E=1,600,000 psi containing moisture content no greater than 19%. Alternate decking, posts, joists, handrails, stairs and wood members making contact with the earth or resting on the foundation shall be factory pressure treated. Provide rough hardware such as nails, steel plates, joist hangers, screws, spikes and bolts as required for proper installation. *CUTS, NOTCHES AND HOLES BORED IN TRUSSES, LAMINATED VENETS LUMBER, GLUE LAMINATED MEMBERS OR I-JOISTS ARE NOT PERMITTED UNLESS THE EFFECTS OF SUCH ARE SPECIFICALLY ADDRESSED. EXTERIOR OR LOAD BEARING WALLS WITH PLATES CUT, DRILLED OR NOTCHED MORE THAN 50% OF THE WIDTH OF THE STUD SHALL HAVE A GALVANIZED METAL TIE (16 GAUGE AND 1-1/2" WIDE FASTENED TO EACH PLATE.

FINISHED CARPENTRY

PROVIDE FINISH CARPENTRY MATERIALS AND LABOR REQUIRED FOR PROPER COMPLETION OF THE WORK. THE FOLLOWING ITEMS ARE TO BE FURNISHED BY THE CARPENTRY CONTRACTOR: WOOD BLOCKING, FINISHED FRAMING AND DIMENSIONAL LUMBER, INTERIOR AND EXTERIOR WOOD TRIM, DOORS AND FRAMES, WEATHER STRIPPING, ALL HARDWARE, WOOD HANDRAILS. ALL HARDWARE IS TO BE SUBMITTED FOR OWNER'S APPROVAL PRIOR TO INSTALLATION.

INSTALLATION

INSTALL FINISHED CARPENTRY WORK PLUMB, LEVEL, TRUE, STRAIGHT WITH NO DISTORTIONS. SHIM AS REQUIRED USING CONCEALED SHIMS. SCRIBE AND CUT FINISH CARPENTRY ITEMS TO FIT ADJOINING SUBSTRATE, USING CONCEALED FASTENERS AND BLIND NAILING WHERE POSSIBLE. USE FIRE-TREATED WOOD FOR EXPOSED NAILING, EXCEPT AS INDICATED. COUNTER SINK AND FILL FLUSH WITH FINISHED SURFACE. INSTALL STANDING AND RUNNING TRIM WITH THE MINIMUM NUMBER OF JOINTS POSSIBLE, USING FULL LENGTH PIECES FROM MAXIMUM LENGTH OF LUMBER AVAILABLE. COPE AT RETURNS, MITER AT CORNERS TO PRODUCE TIGHT FITTING JOINTS. USE SCARF JOINTS FOR LONG TO ZIG-ZAG RUNS. MANUFACTURE TO SIZES AND PATTERNS USING SEASONED LUMBER. USE PIECES MADE FROM SOLID LUMBER FOR TRANSPARENT FINISHED WORK, AND GLUED-UP OR SOLID AT CONTRACTOR'S OPTION FOR PAINTED WORK.

WOOD PRODUCTS

Manufactured stock lumber and molding graded under Wood Molding and Millwork Products Industry Standard WMM, 588. Provide lumber with 10% moisture content at time of dressing and shipment.

Exterior: Standing and running trim to be wind sliding to match existing.

Interior: Standing and running trim on 1st floor to be economy grade of natural yellow birch, or poplar and veneer plywood to match existing.

DOORS

Contractor shall install all doors as shown on drawings. All doors shall be snug and operate smoothly.

GYPSUM DRYWALL

Provide finish gypsum drywall materials, labor, and other finish and rough products not specifically described but required for proper completion of the work prior to painting. Materials used shall comply with applicable ASTM standards. "Sheetrboard" to be used in all damp locations.

MECHANICAL

Heating and ventilation systems shall be gas forced air furnace. All sheet metal ducts shall be erected securely and anchored to the building and installed to be completely free from vibration. The thickness of the sheet metal and the size and spacing of the stiffeners used shall be in accordance with the requirements of the current edition of ASHRAE Guide and Data Book. All exhaust shall be vented to the exterior with flue caps and back draft damper.

GRILLES, REGISTERS AND DIFFUSERS

Equipment shall be as listed and scheduled by contractor. Blades are to be run in long direction. At wood floor, provide wood grills to match hardwood floors with concealed aluminum dampers. Verify the exact location of all outlets in the field with the Owner. Duct connections to all supply outlets and to all exhaust and return air inlets shall be made airtight.

ELECTRICAL

Provide all necessary labor, materials, equipment for the installation of a complete and operable electrical system. All work shall be in accordance with the National Electrical Code and the governmental agencies having jurisdiction. Light fixtures to be selected by Owner. Underground feed conduit from meter receptacle to all yard locations and all exterior.

PLUMBING

Provide all necessary labor, materials, equipment for the installation of a complete and operable plumbing system. All work shall be in accordance with the National Plumbing Code and the governmental agencies having jurisdiction. Plumbing fixtures and faucets to be selected by Owner. Underground sewer lines to 5'0=5 ft or 10'0=10 ft PVC. Provide new 4" vent stack thru roof.

1. ALL INTERIOR WALLS ARE 2x4 UNLESS MARKED OTHERWISE ON MODEL PLANS.
2. ALL EXTERIOR WALLS ARE 2x6 UNLESS MARKED OTHERWISE.
3. STATE LABEL LOCATION MAY VARY FROM MARKED AS REQUIRED BY SPECIFIC STATE.
4. FOR WINDOW AND DOOR SCHEDULE SEE DETAIL IN THIS SECTION.
5. RADON VENTS WHERE REQUIRED WILL BE LOCATED IN A WALL CLOSE TO THE ATTIC ACCESS.
6. FURNACE AND WATER HEATER MAY BE INSTALLED ON SITE WHERE SHOWN ON PLANS UNLESS NOTED.
7. REGISTER BOOTS, WARM AIR AND RETURN AIR DUCTS TO BE INSTALLED BY MANUFACTURER UNLESS NOTED ON MODEL PLANS.
8. FIRESTOP ALL MECHANICAL AND PLUMBING CHASES AT FLOOR AND CEILING.
9. X INDICATES REQUIRED LOCATION OF MATING BEAM SUPPORT COLUMN(S). SEE FOUNDATION DRAWINGS.
10. ALL ELECTRICAL PANEL BOXES MAY BE MOVED AND OR DELETED SUBJECT TO THE REQUIREMENTS OF THE NEC., TYPICAL BASEMENT LOCATION WILL BE DIRECTLY UNDER WHERE SHOWN ON THE ELECTRICAL DRAWING UNLESS OTHERWISE REQUESTED.
11. ALL PENETRATIONS THRU THE CEILING AND FLOOR TO BE FIRESTOPPED.
12. WARM SIDE VAPOR BARRIER AT WALLS AND CEILINGS TO BE SPRAYED ON PROKO PRODUCTS "INTERIOR VAPOR BARRIER II", WHEN REQUIRED VAPOR BARRIER SHALL BE CONTINOUS WITH ALL SEAMS, JOINTS, EDGES, AND PENETRATIONS TO BE CAULKED, TAPED, OR FINISHED IN AN APPROVED MANNER.
13. ALL FIELD WORK CONNECTIONS AND INSTALLATIONS TO BE INSPECTED, VERIFIED, AND APPROVED BY LOCAL JURISDICTION.
14. A WATER CLOSET, URINAL, LAVATORY OR BIDET SHALL NOT BE SET CLOSER THAN 15" FROM CENTER TO ANTY SIDEWALL, PARTITION, VANITY OR OTHER OBSTRUCTION OR CLOSER THAN 30" CENTER-TO CENTER BETWEEN ADJACENT FIXTURES. THERE SHALL BE AT LEAST 21" CLEARENCE IN FRONT OF THE WATER CLOSET, URINAL, LAVATORY OR BIDET TO ANY WALL, FIXTURE OR DOOR. WATER CLOSET COMPARTMENTS SHALL NOT BE LESS THAN 30" WIDE BY 60" DEEP.
15. WHERE A WIND WASH BARRIER IS REQUIRED ANY JOINTS IN THE EXTERIOR SHEATHING THAT DO NOT HAVE SOLID BACKING MUST BE CAULKED, ANY PENETRATIONS THROUGH THE BARRIER SHALL ALSO BE CAULKED OR GASKETED.
16. ALL EXPOSED FASTENERS AND METAL SHALL BE OF CORROSION RESISTANT MATERIALS.
17. ALL FASTENERS, STRAPS, FLASHING, ETC, THAT ARE IN DIRECT CONTACT WITH PRESSURE PRESERVATIVE TREATED LUMBER SHALL BE HOT DIPPED GALVANIZED OR STAINLESS STEEL PER THE 2012 IBC.
18. ALL TREATED LUMBER SHALL BEAR THE QUALITY MARK OF AN ACCREDITED INSPECTION AGENCY SHOWING APA DESIGNATION UC3B OR BETTER.

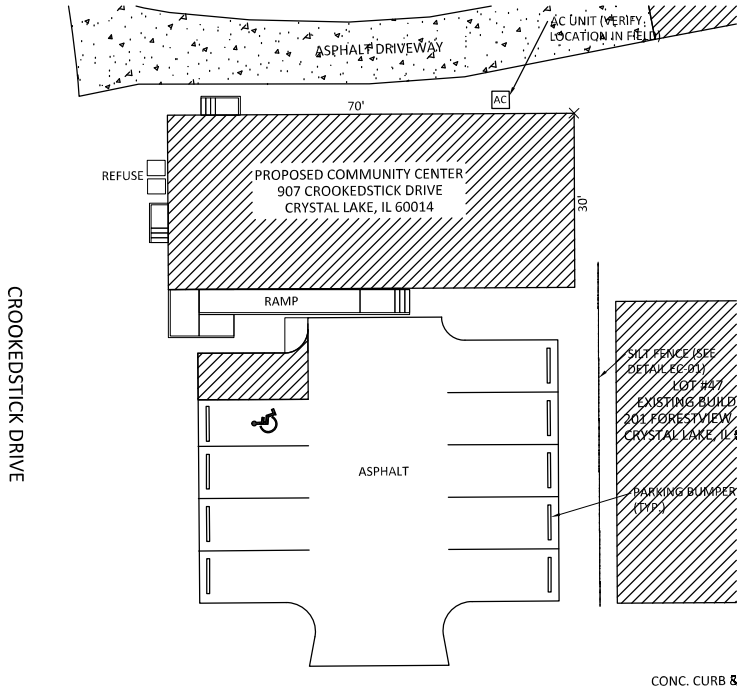
ZONING AND PLANNING
FACILITY IS WITHIN AN EXISTING PUD
USE GROUP A-3
ASSEMBLY AREA = 1,229 SF
OCCUPANCY LOAD 15 NET/PERSON = 82 PERSONS
WORKOUT AREA =317 SF
OCCUPANCY LOAD 50 GROSS/PERSON = 7 PERSONS
COMMON PATH OF EGRESS TRAVEL 54'<75 OKAY
EXIT ACCESS TRAVEL DISTANCE 54<250 OKAY
TOTAL OCCUPANCY = 89; REQUIRES 2 EXITS, OKAY
PARKING:
WORKOUT ARE IS 6.4 /1000 = 2
GATHERING AREA 82 PERSONS@ 1 SPOT PER 4 PERSONS = 21
TOTAL 23.
9 SPOTS INCLUDING ACCESSIBLE ON SITE. BALANCE ON STREET.

DRAWING INDEX

A1	SITE PLAN AND NOTES
A2	EXIT PLAN AND ACCESSIBILITY
A3	FOUNDATION PLAN AND DOOR SCHEDULE
A4	PLANS
A5	ELEVATIONS, RAMP AND DECK DETAILS
A6	SECTION
E1	ELECTRICAL
P1	PLUMBING
M1	MECHANICAL



OAKBROOK ESTATES COMMUNITY CENTER



1 SITE PLAN
1" = 10'-0"

DAVID CORNES ARCHITECT
926 Main Street
Antioch IL 60002
312-590-1716
david@cornesco.com

© 2023 David Cornes Architect P.C.

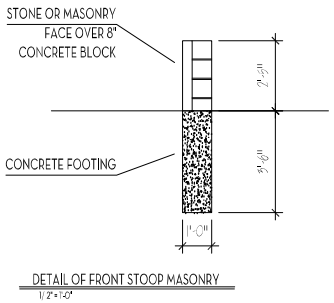
AIA
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OAKBROOK ESTATES COMMUNITY CENTER
907 CROOKEDSTICK DRIVE, CHRYSTAL LAKE IL 60014

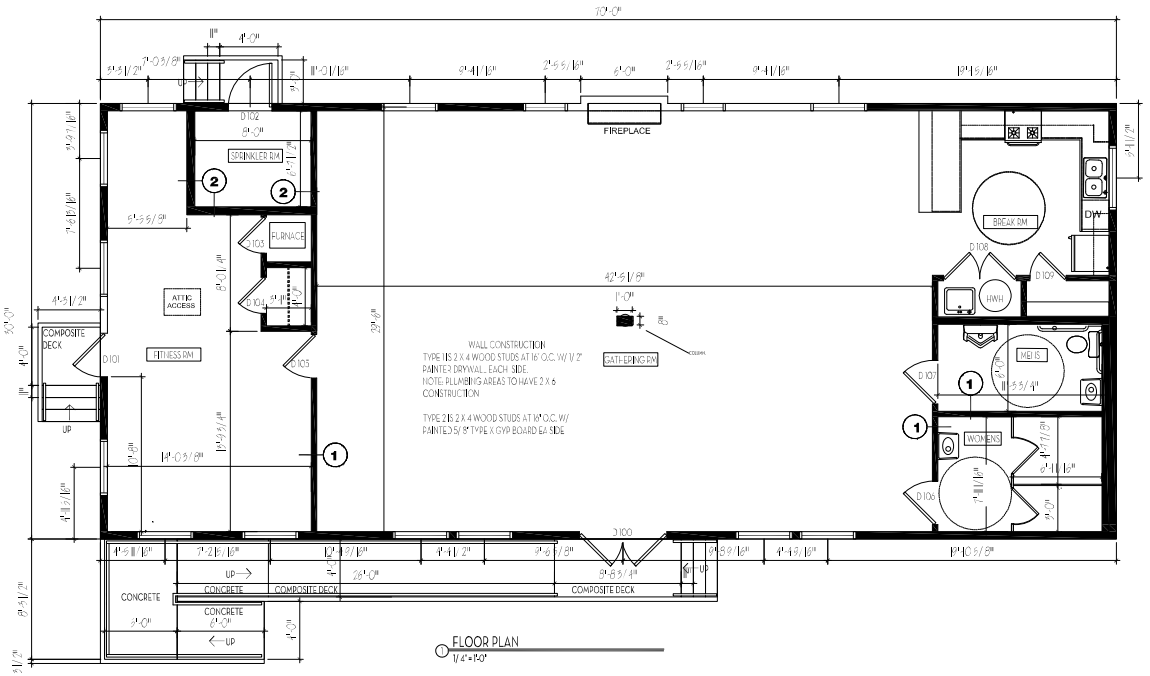
SITE PLAN AND NOTES

DATE 5-23-2023
SCALE

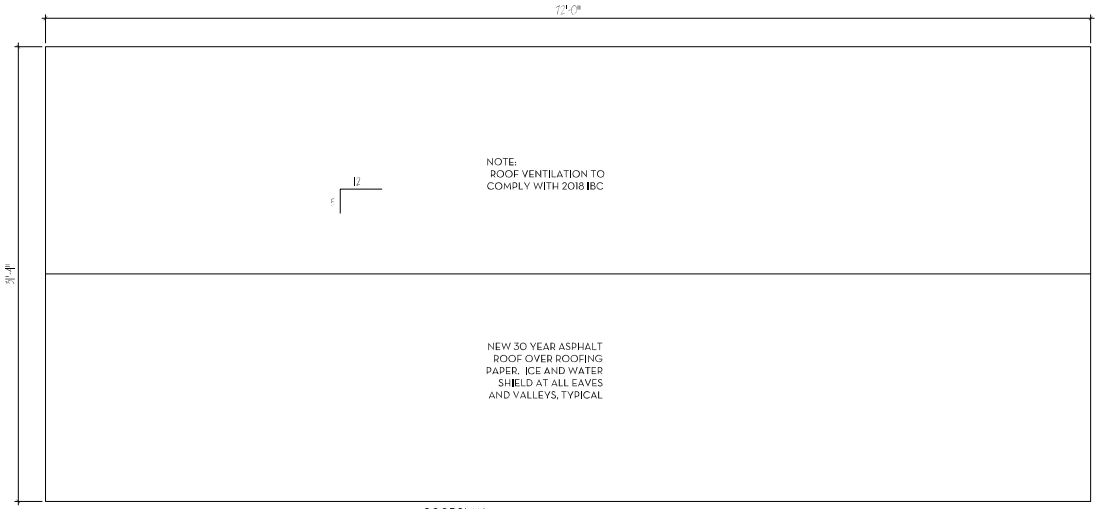
A1



DETAIL OF FRONT STOOP MASONRY
1/2" = 1'-0"



1 FLOOR PLAN
1/4" = 1'-0"



2 ROOF PLAN
1/4" = 1'-0"

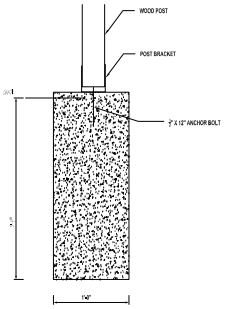
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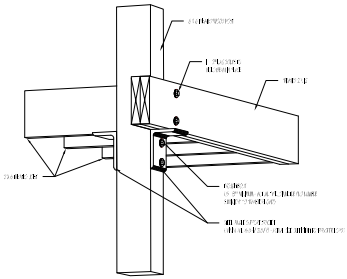
OAKBROOK ESTATES COMMUNITY CENTER
907 CROOKEDSTICK DRIVE, CHRYSTAL LAKE IL 60014

PLANS

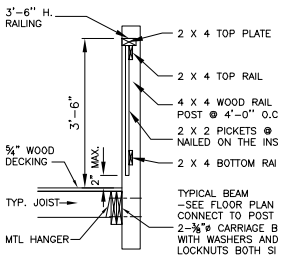
DATE 5-23-2023
SCALE
A4



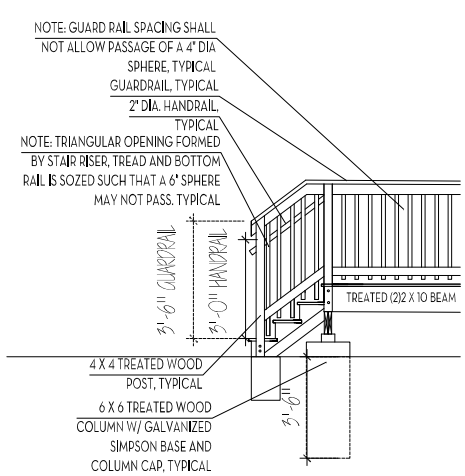
CYLINDRICAL POST FNDTN



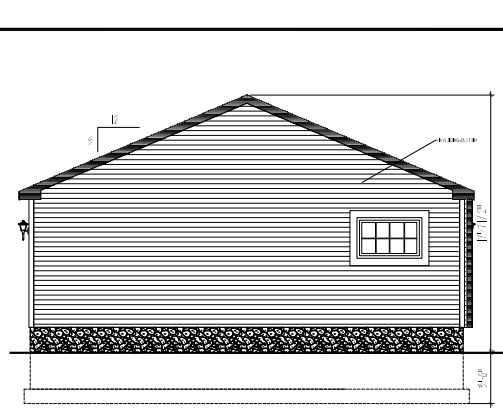
3- BEAM TO POST CONNECTION



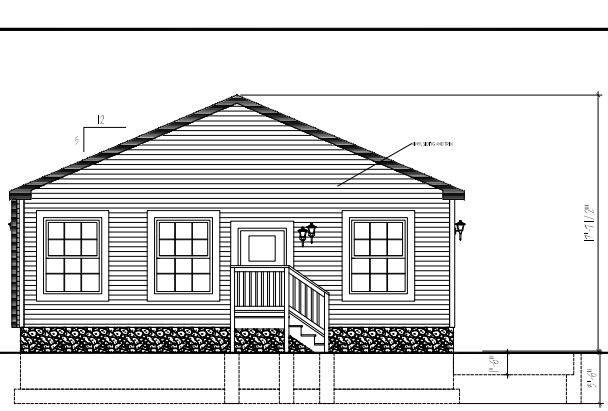
9 RAIL POST



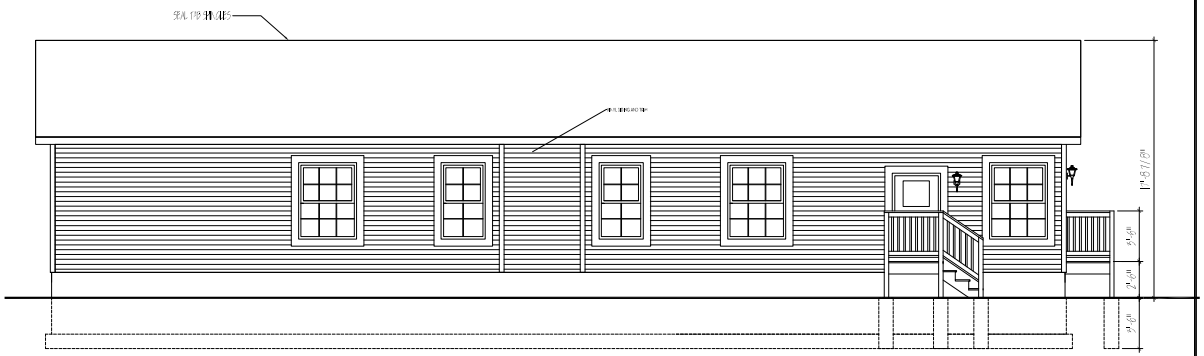
STAIR DETAIL



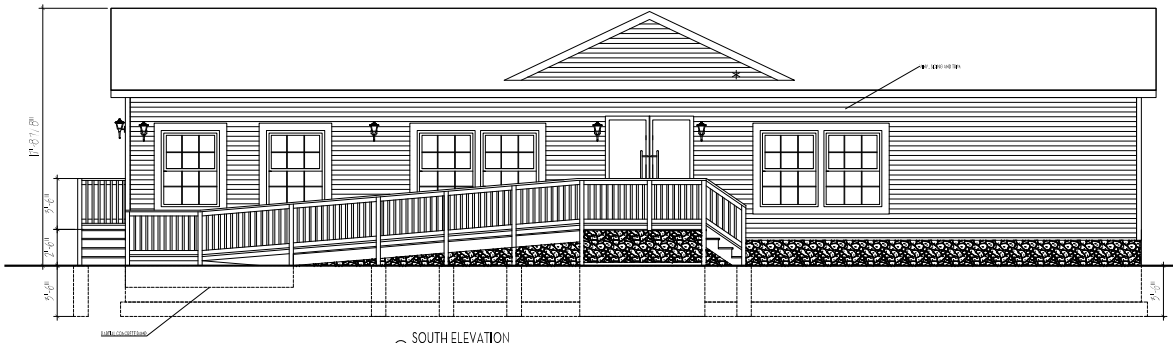
4 EAST ELEVATION
1/4" = 1'-0"



3 WEST ELEVATION
1/4" = 1'-0"



2 NORTH ELEVATION
1/4" = 1'-0"



1 SOUTH ELEVATION
1/4" = 1'-0"

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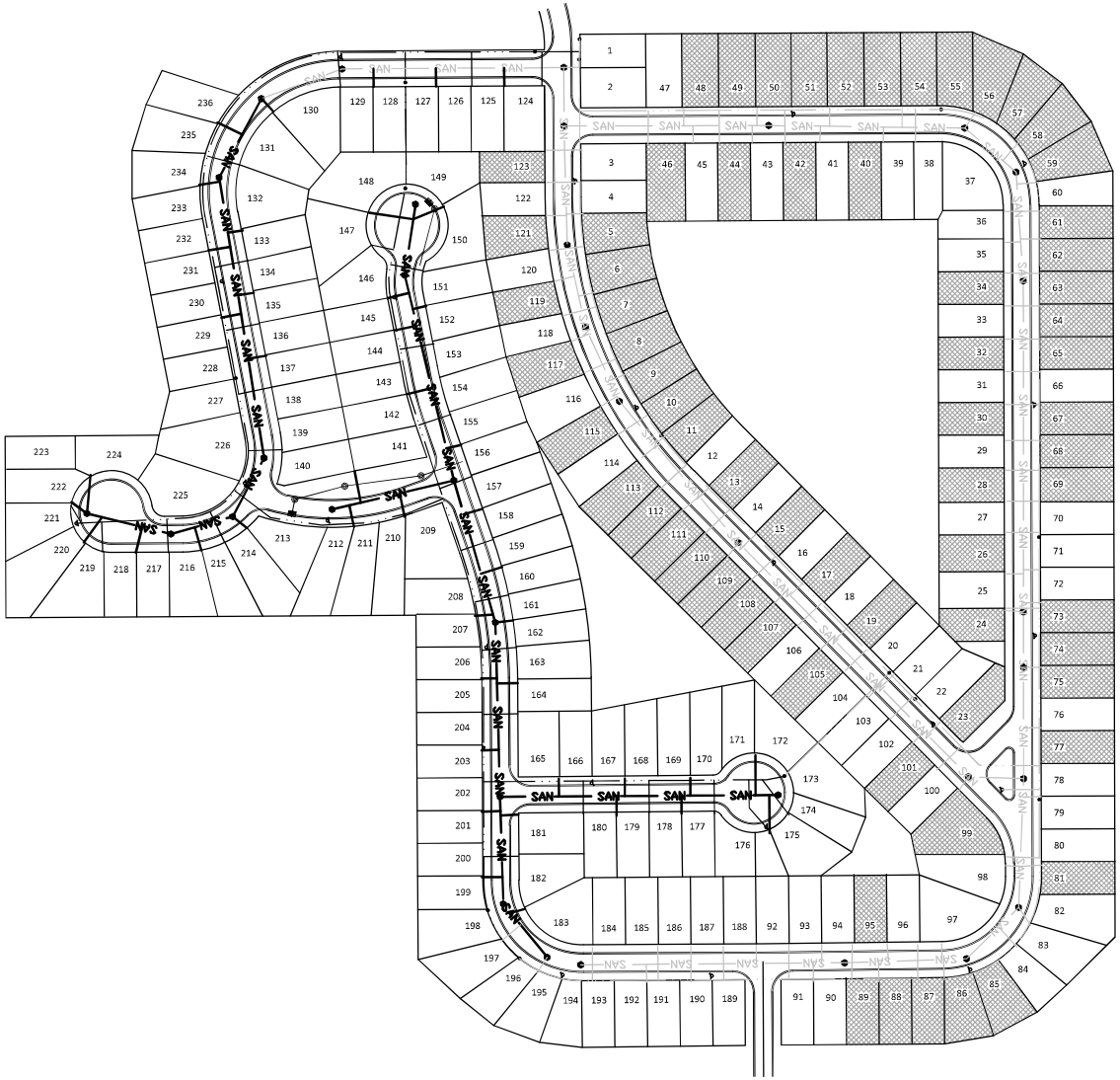
AIA
The American Institute of Architects

OAKBROOK ESTATES COMMUNITY CENTER
907 CROOKEDSTICK DRIVE, CHRYSTAL LAKE IL 60014

ELEVATIONS
RAMP AND
DECK DETAILS

DATE 5-23-2023
SCALE

A5



XX NEW HOME LOT

XX CONSTRUCTED LOT

APPROXIMATE GRAPHIC SCALE

150 0 75 150 300

1 inch = 150 ft.

N

PREPARED FOR:

RAVINIA COMMUNITIES

OVERALL PARK PLAN

OAKBROOK ESTATES
CRYSTAL LAKE, IL

REUSE OF DOCUMENTS
THIS DOCUMENT, AND THE DESIGNS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF WEAVER CONSULTANTS GROUP, AND IS NOT TO BE USED IN WHOLE OR IN PART, WITHOUT THE WRITTEN AUTHORIZATION OF WEAVER CONSULTANTS GROUP.

Weaver Consultants Group
CHICAGO, ILLINOIS
(312) 922-1030 www.wcgrp.com

DRAWN BY: AJ
REVIEWED BY: JJT
DATE: 1/20/2022
FILE: 3687-308-32
CAD: Permit Drawings.dwg

FIGURE 1

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GENERAL NOTES

1. The bearing base for this survey originated from South line NE 1/4 Section 10-43-8 per Document #2002R0057929.
2. This property has an area of 2,812,922± square feet or 64.5758 acres of land.
3. This property is designated by McHenry County, as Tax Map Parcel 19-11-100-032, 19-10-200-045 & 19-10-200-046.
4. There was no observable evidence of cemeteries found at the time of this survey.
5. The property has access via Three Oaks Road & Sands Road, which are a public rights of way.
6. Interior roadways appear to be private, variable in width and unmarked, unless otherwise shown.
7. The title information shown hereon is exclusively that provided to the Surveyor by the Title Insurer or the client. The Surveyor does not warrant the exact location of the Utility Easements shown hereon, but does state that they are located as accurately as possible from the information provided.
8. The underground utilities shown have been located from visible field evidence and existing drawings, maps and records supplied to Surveyor. The Surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The Surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are located as accurately as possible from available information. The Surveyor has physically located visible structures; however, he has not physically located the underground lines.
9. Not all buildings/building corners were surveyed. Only building corners violating zoning setbacks were surveyed per client request.
10. 241 Residential trailers were observed onsite at the time of survey.

SCHEDULE B - TITLE EXCEPTION NOTES

This survey is based on a title report prepared by Fidelity National Title Insurance Company, Commitment No. 2010 999011079 NCF, dated October 28, 2011.

Items not listed below are standard title exceptions and/or are not matters or issues that pertain to this survey.

(F) Land taken for road purposes via Plat of Dedication recorded as Document #2002R0057929 affects property, as shown on survey.

(G) Easement in favor of Commonwealth Edison Company, Ameritech Illinois, and its/their respective successors and assigns recorded as Document #2003R0069110 affects property, as shown on survey.

(R) Certification recorded as Doc. #2000R0002111 affects property. Said Certification affects property described as parcels 1 and 3 as shown on survey into the City of Crystal Lake.

(S) Rights of way for drainage tiles, feeders and laterals, affects property but cannot be plotted. None visible at time of survey.

(T) Rights of adjoining owners of land bordering on the ponds affects property as shown on survey. Ponds are depicted on survey.

(V) Easement in favor of MCI Telecommunications Corporation and its/their respective successors and assigns as described in Doc. #93R061851 affects property as shown on survey.

(W) Easements in favor of Commonwealth Edison, Northern Illinois Gas Company and its/their respective successors and assigns recorded as Doc. #90R020695 and Doc. #90R027184 affect property buy cannot be plotted. Dimensions shown on said documents are not legible.

(AJ) Easement in favor of public utilities and their respective successors and assigns recorded as Doc. #2001R0044703 affects property as shown on survey.

(AK) Easement in favor of the City of Crystal Lake, its respective successors and assigns recorded as Doc. #2002R0057928 affects property as shown on survey.

(AL) Terms and provision of sanitary sewer maintenance agreement recorded as Doc. #2003R0031603 affects property as shown on survey.

ZONING NOTES

Zoned: R-3B - Multi-Family Residential

Permitted Use Classification: Residential
Observed Use(s): Residential
Existing site conditions appear (from outside observations) to fall within permitted uses as listed above in the City of Crystal Lake's Zoning Regulations Section 3-200.

Zoning Regulations are subject to change and interpretation, for further information contact: City of Crystal Lake (phone: 815-356-3615)
Contact's Name: Elizabeth Maxwell (email: emaxwell@crystallake.org)

Site Restrictions:

1. Minimum building setbacks:
   Front: 30' (min. provided: 1502.8')
   Side: 8' (min. provided:N/A)
   Rear: 20' (min. provided: 7.2')
2. Minimum lot size: 40,000 Sq.Ft. (min. provided: 2,812,922± Sq.Ft.)
3. Minimum lot frontage: 150' (min. provided: 281.90')
4. Maximum building height: 40'/3 Stories (max. provided: 13.2'/1)
5. Maximum density: 20%
6. Maximum floor area ratio: N/A

Parking Tabulation:

Per table 4-200 D of the Crystal Lake Unified Ordinance
Household Living: Dwelling, Single-Family Detached=2 per dwelling unit, one space shall be an enclosed garage and one can be a driveway at least 21 feet long.
Dwelling, Two-Family=2 per dwelling unit, one space shall be an enclosed garage and one can be a driveway at least 21 feet long.
Dwelling, Single-Family Attached=2 per dwelling unit, one space shall be an enclosed garage and one can be a driveway at least 21 feet long + 0.25 guest parking per unit.
Dwelling, Multi-Family=1 per efficiency unit + 1.5 per 1-bedroom unit + 2 per 2/3/4-bedroom unit + 0.25 guest parking per unit.
Dwelling, manufactured home=2 per dwelling unit
Dwelling, Upper Story above non-residential use=1 per dwelling unit.
Congregate Living: Group Dwelling=1 per employee + 1 per 3 adults
Family Care=1 per employee + 1 per 3 adults
Continuing Care Retirement Community=0.5 per dwelling unit (where centralized amenities like dining, housekeeping, etc. are provided)

South line NE 1/4 Section 10-43-8 per Document #2002R0057929

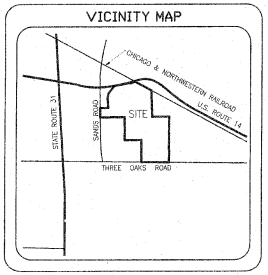
LEGEND OF SYMBOLS & ABBREVIATIONS

SET IRON BAR	ELECTRIC METER	LIGHT
FOUND NAIL	CATCH BASIN	SIGN
FOUND MONUMENT	STORM MANHOLE	SANITARY MANHOLE
FOUND IRON BAR	FLARED END SECTION	TRANSFORMER
FOUND CUT CROSS	FIRE HYDRANT	WATER VALVE VAULT
FOUND IRON PIPE	WATER SERVICE VALVE	ELECTRIC RISER
STORM INLET	MANHOLE	CABLE TV RISER
MAILBOX	WATER VALVE	TELEPHONE RISER
(D) DEED	(M) MEASURE	FENCE
RCP REINFORCED CONCRETE PIPE		CMP CORRUGATED METAL PIPE

POTENTIAL ENCROACHMENT NOTES

- (A) Entire garden is South of property line. South end of garden is 15.3' south of property line.
- (B) Wood Fence is 20.4' South of property line.
- (C) Wood deck/stairs are 4.8' east of property line.
- (D) Wood deck/stairs are 9.0' east of property line.
- (E) Trailer protrudes over rear zoning setback by 7.9'
- (F) Trailer protrudes over rear zoning setback by 9.0'
- (G) Trailer protrudes over rear zoning setback by 8.6'
- (H) Trailer protrudes over rear zoning setback by 12.5'
- (I) Trailer protrudes over rear zoning setback by 12.1'
- (J) Trailer protrudes over rear zoning setback by 8.0'
- (K) Trailer protrudes over rear zoning setback by 12.1'
- (L) Trailer protrudes over rear zoning setback by 12.8'
- (M) Trailer protrudes over rear zoning setback by 2.4'
- (N) Trailer protrudes over rear zoning setback by 0.1'
- (O) Trailer protrudes over rear zoning setback by 2.8'
- (P) Trailer protrudes over rear zoning setback by 0.7'
- (Q) Trailer protrudes over rear zoning setback by 1.3'
- (R) Trailer protrudes over rear zoning setback by 1.6'
- (S) Trailer protrudes over rear zoning setback by 8.2'
- (T) Trailer protrudes over rear zoning setback by 3.6'
- (U) Shed protrudes over rear zoning setback by 11.3'
- (V) Trailer protrudes over rear zoning setback by 4.0'
- (W) Shed protrudes over rear zoning setback by 3.6'
- (X) Trailer protrudes over rear zoning setback by 0.7'
- (Y) Shed protrudes over rear zoning setback by 1.0'
- (Z) Metal Clad Pole Barn protrudes over rear zoning setback by 5.7'
- (AA) Shed protrudes over rear zoning setback by 3.7'
- (AB) Trailer protrudes over rear zoning setback by 9.0'
- (AC) Shed protrudes over rear zoning setback by 6.3'
- (AD) Trailer protrudes over rear zoning setback by 2.7'
- (AE) Trailer protrudes over rear zoning setback by 4.1'
- (AF) Trailer protrudes over rear zoning setback by 7.7'
- (AG) Trailer protrudes over rear zoning setback by 6.4'
- (AH) Trailer protrudes over rear zoning setback by 6.8'
- (AI) Trailer protrudes over rear zoning setback by 5.6'
- (AJ) Trailer protrudes over rear zoning setback by 7.7'
- (AK) Trailer protrudes over rear zoning setback by 7.4'
- (AL) Trailer protrudes over rear zoning setback by 6.1'
- (AM) Trailer protrudes over rear zoning setback by 3.3'
- (AN) Trailer protrudes over rear zoning setback by 6.9'
- (AO) Trailer protrudes over rear zoning setback by 0.5'
- (AP) Trailer protrudes over rear zoning setback by 3.1'
- (AQ) Trailer protrudes over rear zoning setback by 3.1'
- (AR) Fence corner is 3.0'± East of property line
- (AS) Fence line is 0.5'± West of property line
- (AT) Fence line is 3.3'± North of property line
- (AU) Fence line is 4.1'± North of property line
- (AV) Fence corner is 2.5'± West of property line
- (AW) Fence corner is 0.7'± West and 0.5'± South of property corner.
- (AX) Fence line is 0.1'± South of property line.

VICINITY MAP



LEGAL DESCRIPTION

PARCEL 1:
That Part of the Southeast Quarter of the Northeast Quarter of Section 10, Township 43 North, Range 8, East of the Third Principal Meridian, described as follows: Beginning at the Southeast corner of the said Southeast Quarter of the Northeast Quarter of Section 10, aforesaid; thence North 87 degrees 57 minutes 51 seconds West along the South Line thereof 334.00 feet; thence North 02 degrees 02 minutes 09 seconds East at right angles thereto a distance of 600.0 feet; thence West along a line parallel with the South Line of the Southeast Quarter of the Northeast Quarter of Section 10 aforesaid 502.05 feet; thence North 02 degrees 02 minutes 09 seconds East 707.42 feet to a point in the North Line of the Southeast Quarter of the Northeast Quarter of Section 10 aforesaid; thence South 88 degrees 00 minutes 51 seconds East along said North Line to the Northeast corner of the Southeast Quarter of the Northeast Quarter of Section 10, aforesaid; thence Southerly along the East Line of the Southeast Quarter of the Northeast Quarter of Section 10, aforesaid, to the Point of Beginning, all in McHenry County, Illinois.

PARCEL 2:
Part of the North Half of the Northeast Quarter of Section 10, Township 43 North, Range 8, East of the Third Principal Meridian, lying South of the South right-of-way line of U.S. Route 14, being described as follows: Beginning at the Southeast corner of said North Half; thence South 89 degrees 21 minutes 01 second West along the South Line of said North Half, 1577.91 feet to the centerline of Sands Road; thence North 2 degrees 17 minutes 12 seconds West along said centerline, 282.02 feet; thence North 87 degrees 42 minutes 48 seconds East, 258.03 feet; thence North 05 degrees 30 minutes 38 seconds West, 290.82 feet; thence North 09 degrees 44 minutes 23 seconds East, 154.31 feet; thence North 38 degrees 21 minutes 20 seconds East, 262.32 feet to the South right-of-way line of U.S. Route 14; thence Northeasterly, 437.75 feet along said Southerly right-of-way, being along a curve to the left, having a radius of 2903.90 feet (the chord of said curve bears North 76 degrees 10 minutes 06 seconds East, 437.33 feet); thence North 85 degrees 25 minutes 41 seconds East along said right-of-way line, 103.04 feet; thence North 72 degrees 05 minutes 49 seconds East along said right-of-way line, 119.06 feet to the Southwesterly right-of-way line of the Chicago and Northwestern Railroad; thence South 63 degrees 11 minutes 37 seconds East along said Southwesterly line, 583 ± feet to the East Line of the Northeast Quarter of said Section 10; thence South 0 degrees 38 minutes 13 seconds East 818 ± feet to the Place of Beginning, all in McHenry County, Illinois.

PARCEL 3:
That part of the Southwest Quarter of the Northwest Quarter of Section 11, lying west of the East 821.00 feet thereof in Township 43 North, Range 8, East of the Third Principal Meridian, all in McHenry County, Illinois.

PARCEL 4:
Together with the easement contained in that certain grant of easement dated January 31, 2012, recorded on February ____, 2012, with the office of the County Recorder of McHenry County, Illinois.

Said easement being over the following:

Part of the North Half of the Northeast Quarter of Section 10, Township 43 North, Range 8 East of the Third Principal Meridian, being described as follows: Commencing at the Southeast corner of the said North Half of the Northeast Quarter; thence South 89 degrees 21 minutes 01 seconds West along the South line thereof, 1577.91 feet to the centerline of Sands Road; thence North 02 degrees 17 minutes 12 seconds West along said centerline, 282.02 feet to the Place of Beginning; thence North 87 degrees 42 minutes 48 seconds East, 258.03 feet; thence North 05 degrees 30 minutes 38 seconds West, 110.17 feet; thence South 87 degrees 42 minutes 48 seconds West, 251.83 feet to the centerline of said Sands Road; thence South 02 degrees 17 minutes 12 seconds East along said Centerline, 110.00 feet to the Place of Beginning, in McHenry County, Illinois.

Being the same tract of land described in a Title Report prepared by Fidelity National Title Insurance Company, Commitment No. 2010 999011079 NCF, dated January 6, 2012.

ALTA/ACSM LAND TITLE SURVEY

Oakbrook Estates MHP
Loan No. 901000319
One Oakbrook Estates Drive
Crystal Lake, IL

Surveyor's Certification

To: Genworth Life Insurance Company, Fidelity National Title Insurance Company and MKAssociates, Inc.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS and includes Items 1, 2, 3, 4, 6(b), 7(a), 7(b)(1), 7(c), 8, 11(a), 13, 14 & 21 of Table A thereof.

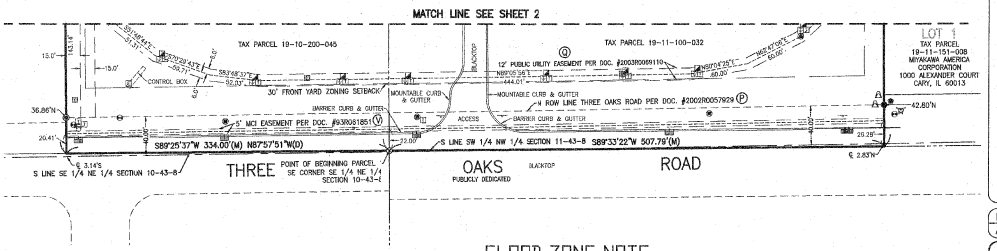
The field work was completed on December 20, 2011.

Date of Plat or Map: December 28, 2011 Revised February 1, 2012 to reflect new title commitment.

Surveyor's Signature

Registered Surveyor: William J. Vandersteppen
Registration Number: 035-002709
In the State of: Illinois

PROJECT NAME: OAKBROOK ESTATES MHP MKA PROJECT No.: 4782-11-2316
ADDRESS: 1 OAKBROOK ESTATES DRIVE CITY: Crystal Lake STATE: IL



FLOOD ZONE NOTE

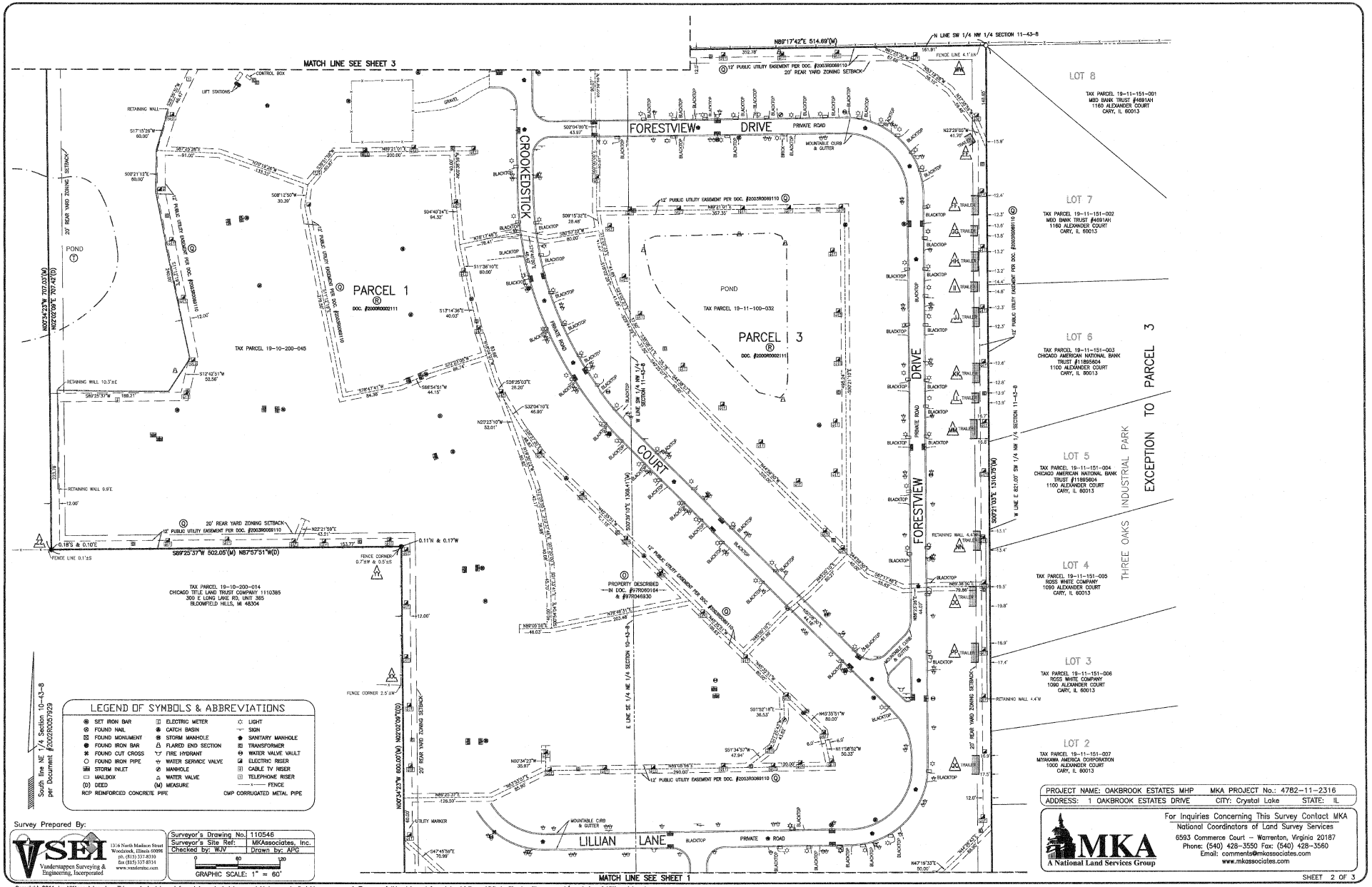
By graphic plotting only, this property is in Zone X of the Flood Insurance Rate Map, Community Panel No. 17111C0335J, which bears an effective date of November 16, 2006 and IS NOT in a Special Flood hazard Area. By telephone call to the National Flood Insurance Program (800-638-6620) we have learned this community DOES currently participate in the program. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

Survey Prepared By:
VSEI Vandersteppen Surveying & Engineering, Incorporated
1316 North Madison Street
Woodstock, Illinois 60098
ph. (815) 337-9310
fax (815) 337-9314
www.vandersteppen.com

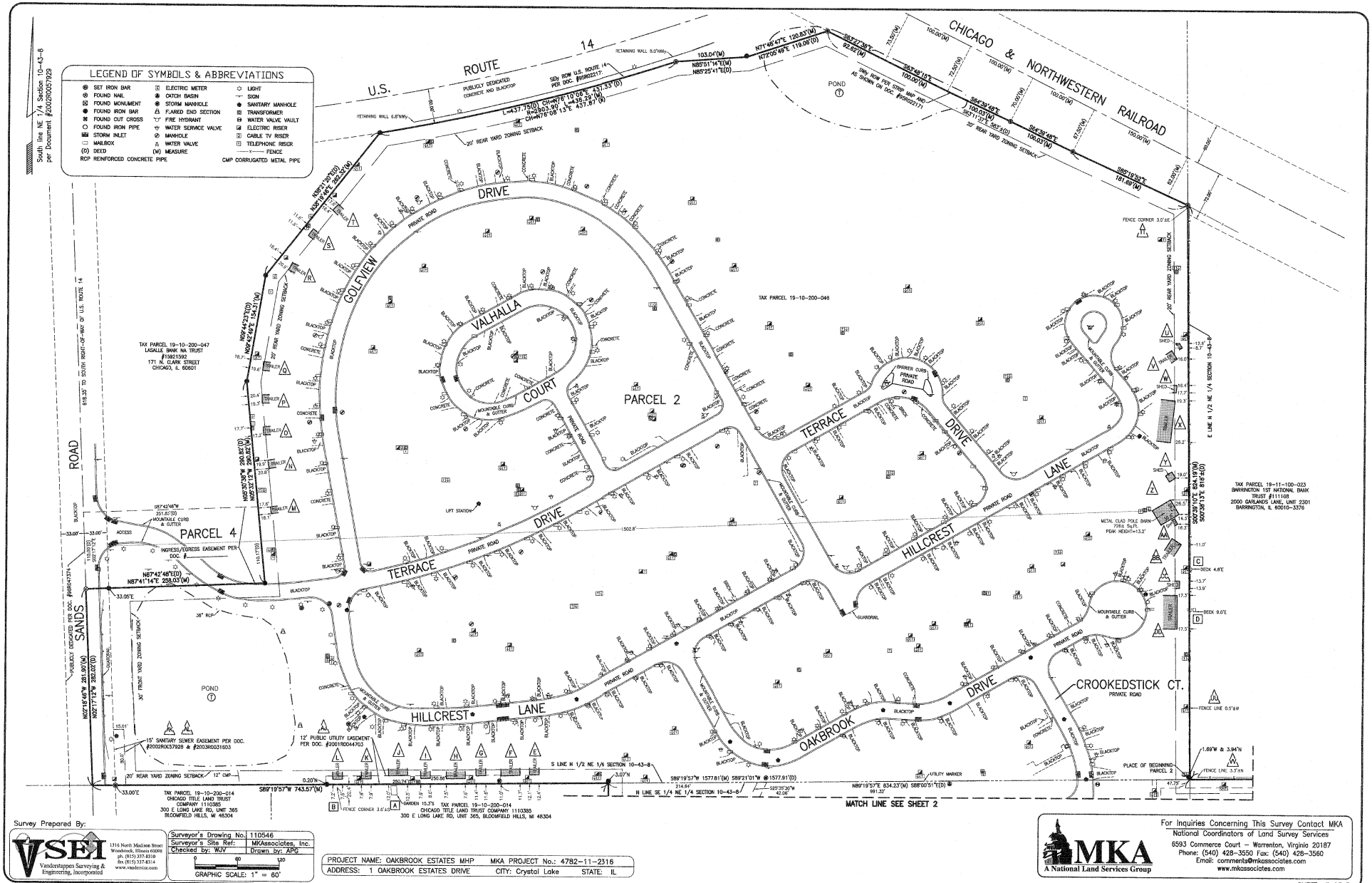
Surveyor's Drawing No.: 110546
Surveyor's Site Ref: N/A
Checked by: WJV Drawn by: APG
GRAPHIC SCALE: 1" = 60'

For Inquiries Concerning This Survey Contact MKA
National Coordinators of Land Survey Services
6593 Commerce Court - Warrenton, Virginia 20187
Phone: (540) 428-3550 Fax: (540) 428-3560
Email: comments@mkassociates.com
www.mkassociates.com
MKA A National Land Services Group

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Survey Prepared By:

VSEI Vandersteppen Surveying & Engineering, Incorporated
1316 North Madison Street
Woodstock, Illinois 60098
ph. (815) 337-8310
fax (815) 337-8314
www.vandersteps.com

Surveyor's Drawing No.	110546
Surveyor's Site Ref:	MKAssociates, Inc.
Checked by: WJV	Drawn by: APG

GRAPHIC SCALE: 1" = 60'

PROJECT NAME: OAKBROOK ESTATES MHP MKA PROJECT No.: 4782-11-2316
ADDRESS: 1 OAKBROOK ESTATES DRIVE CITY: Crystal Lake STATE: IL

MKA A National Land Services Group

For Inquiries Concerning This Survey Contact MKA
National Coordinators of Land Survey Services
6593 Commerce Court – Warrenton, Virginia 20187
Phone: (540) 428-3550 Fax: (540) 428-3560
Email: comments@mkassociates.com
www.mkassociates.com

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Ravinia Communities

Oakbrook Estates

907 Crookedstick Drive

Crystal Lake, Illinois

Community Center Security, Health and Safety Plan

1. It is anticipated that the Community Center will be open to residents during normal weekday business hours, 9 AM to 5 PM. Weekend times will also be 9 AM to 5 PM.
2. Access to the main room of the building will be limited to normal business hours, 9 AM to 5 PM unless special provisions are made with the Oakbrook Estates management office.
3. The fitness room will also be open during normal business hours, 9 AM to 5 PM.
4. Each residence will receive a FOB for entry and use of the fitness room. This room will be locked from the outside and only open for active FOB accounts. The interior door to the Community Center main room will be locked at all times after 5 pm.
5. The building will have interior and exterior security cameras aimed at each entrance to the building. Data from the camera's will be kept for one month, minimum.
6. Lighting in the fitness center will be motion activated.
7. Telephone number(s) for park management or maintenance will be prominently displayed in the fitness room for reporting any after hours needs.

Ravinia Communities reserves the right to modify hours and access as conditions permit.

Oakbrook Estates

Crooked Stick Lane

Crystal Lake, Illinois

Community Center Refuse and Recycling Plan

1. Ravinia Communities will provide large receptacle, one for trash and one for recycling within the meeting room area and within the kitchen area of the Community Center.
2. Ravinia Communities will provide large garbage bags for use in the trash and recycling receptacles for ease of disposal of each.
3. Ravinia Communities will provide a screened garbage area adjacent to the Fitness Room exterior door, with wheeled trash and recycling containers for disposal of the indoor trash and recycling bags. The garbage area will have a concrete floor for ease of cleaning.
4. Ravinia Communities will contract for weekly trash and recycling removal from the Community Center.
5. Ravinia Communities personnel will be responsible for the cleanliness of the receptacle areas.

From: Crystal Lake Citizen Support Center <crystallakeil@mycusthelp.net>
Sent: Saturday, May 20, 2023 2:10 PM
To: Kathryn Cowlin AICP <kcowlin@crystallake.org>
Subject: Assign to Staff - Question

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

You received a question through the Action Center.

Login to the system by clicking the link below:

Question Detail: I just watched the May 17 meeting of Planning and Zoning Commission. I live in the Oakbrook Estates Manufactured Housing community. Please do not call us "trailer park".

You must understand that first of all, all of the residents are very upset with the new owners, Ravinia Communities, for raising our rents. $75 per month this year, another $75 per MONTH next year, and yet another $75 in 2025. New people pay even more up front. You work that out with a $1,000 per month budge.

Second, the communication from the area managers has been horrible. I recommended many months ago that they hold a meeting for everyone and set expectations on rent increase, paying for our own water usage...guess what? NO SUCH MEETING. The new units that they have placed are cheap units, as compared to many that have been here for over 18 years. In bringing in these units they have had to remove mail boxes, tear up lawns and some driveways with no apology or even a simple letter explaining how to report and get resolution of

destroyed property.

Thirdly, a community center seems like a good idea; its sounds cozy, and friendly, and safe. The sales office is closed on weekends so how are they going to keep an eye on just who enters the community center??
I hate to admit it but I have a solution: On the lot where they currently want to put the community center they can put a triple wide there which can then house the sales offices. (yes they do make triple wides) That way when sales is open they can be onsite. When sales is closed then the doors can be so that they automatically lock via a clock when sales hours are closed. The parking can then be across Crookedstick with way more parking spaces.

Fourthly, I myself have had to knock on neighbors doors to move cars parked on the street (during the day) to allow the garbage truck to get by. Imagine if cars are parked on both sides of the street and garbage or fire trucks want to get through??

I encourage Building and Zoning to come to our community and see for themselves.

Sincerely,
Kathy VanMaren
(former Deputy Clerk, Village of South Barrington)
208 Forestview Drive
Crystal Lake, Il 60014

https://CRYSTALLAKEIL.mycusthelpadmin.com/webapp/zadmin/ServiceRequests/Details.aspx?id=38523

Katie Rivard AICP

From:
Sent: Tuesday, May 23, 2023 3:22 PM
To: Katie Rivard AICP
Subject: Oakbrook Estates community center meeting on June 6

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Can you please give this to the committee for the 6/6 meeting about the plan to build a community center in Oakbrook Estates?

Sent from my iPad **I just watched the meeting on YouTube. It was obvious the committee needed to visit the community before the meeting, to familiarize themselves with the layout of Oakbrook Estates. The Ravinia representative stated that many people would walk to the community center, when they were talking of the nine parking spaces.That comment is totally ridiculous. It's hard to believe the committee didn't question the 9 parking spaces more for a community, when completed will be approximately 400 homes. They must have forgotten this is a 55+ community and we have to walk in the streets without street lights, no sidewalks, and no speed limit signs. What are the options in winter, with snow and icy streets? Ravinia has forgotten the age group that lives in this community! We have been ignored from the beginning and is still going on.**

Katie Rivard AICP

From: Pat DePaepe
Sent: Wednesday, May 24, 2023 1:18 PM
To: Katie Rivard AICP
Subject: Oakbrook Estates Variance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Rivard,

I am deeply concerned about the establishment of a Club House in our community. In the absence of any survey, community meeting or communication regarding the building of a Community Center, many longtime residents are fearful of yet another onerous financial burden which surely will be passed on to homeowners and renters on fixed incomes. Many of us are still reeling from the huge raise in lot rent along with the added cost of water, which previously had been included in the rent. Ravinia management has a history here of ignoring the damage their new construction has caused to our driveways, lawns, mailboxes, etc. If past performance is predictive, we have reason to believe that any variances will detract from, rather than enhance, the quality of life in Oakbrook Estates.

Thank you for your attention to this matter.

Pat De Paepe
223 Forestview Dr
Crystal Lake, IL

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and approving the consultant contract with Teska Associates for Fiscal Year 2023/2024

Staff Recommendation: Motion to approve an Ordinance waiving competitive bidding, approving a contract with Teska Associates for planning assistance and TIF consulting professional services in the not-to-exceed amount of $28,000 and authorizing execution of the contract by the City Manager.

Staff Contact: Kathryn Cowlin, Director of Community Development

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Background:
The City is seeking to enter a contract for professional planning assistance in reviewing and analyzing proposed developments within the City as well as providing TIF District evaluation services. Teska Associates, Inc. has been a long-time consultant for the City, particularly for projects within our TIF Districts, and offers a historical perspective coupled with a breadth of understanding of the planning profession and current market conditions that remains unparalleled in the industry. A brief snapshot of the projects from Teska Associates' portfolio are included for reference.

The City entered into a contract with Teska Associates in 2021 in anticipation of a TIF District establishment and redevelopment review for the former Crystal Court Shopping Center. The proposed scope of work for the new contract includes planning, technical and facilitation services to guide the review and adoption of plans and agreements related to the redevelopment of Crystal Court and any other proposed development inquiry. The professional services costs are eligible for recapture through TIF increment if the project is within a designated TIF District, such as Water's Edge.

The proposed contract would allow the City to engage Teska, on an as-needed basis, to provide review and analysis services in connection with other development and planning matters and TIF District evaluation services. The proposed scope of work is set forth below:

Scope of Work:

- Development Review, Observation, and Testimony. This category of service includes all activities related to review of specific private development proposals, including, but not limited to the following:

    - Meetings with City staff, consultants and developers/property owners to review current development activity, plans and preliminary project proposals and applications.

    - Review of development plans and preparation of advisory memoranda, including recommendations for each development application.

    - Review subdivision, zoning and planned development applications.

    - Preparation of fiscal impact analyses and or assessment of market analytics of proposed developments.

    - Evaluation of project TIF eligibility or impact of a development on a TIF district.

    - Site observation to ensure integrity of site and landscape plans through installation.

    - Preparation of site observation reports noting compliance or installation deficiencies.

    - Final site observation/inspection of site and landscape plans prior to final acceptance of improvements by City.

    - Expert testimony on behalf of City.

    - Attendance at Plan Commission and Zoning Board meetings, providing oral comments and recommendations.

    - Attendance at City Council meetings, as required.

- Staff Support Services, Special Planning Studies and Landscape Architectural Service. This category of service includes all activities not related to the review of specific private development proposals, including, but not limited to the following:

    - Coordination with the Director of Community Development in the scheduling and preparation of the Plan Commission, Zoning Board, or other meeting agendas.

    - Formulation of annexation, zoning and subdivision application procedures.

    - Interpretation of codes and ordinances.

- Assistance with public notices.
- Update City zoning map.
- Attendance at Plan Commission meetings, providing oral comments and recommendations.
- Attendance at City Council meetings, as required.
- Oversight of compliance with zoning code and other development related ordinances.

- Updates, revisions, and amendments to the Zoning and Subdivision ordinances, or other development codes of the City.
- Updates, revisions, and amendments to the Comprehensive Plan of the City.
- Detailed special area plans and design guidelines for the Downtown and other key development areas/corridors of the City, illustrating the City's preferred development approach.
- Preparation of landscape plans for municipal sites, buildings, and roadways.

Recommendation
It is staff's recommendation to move forward with the contract amount of up to $28,000 for the FY 2023/2024 Budget. The proposed contract has been reviewed and approved by the City's legal counsel.

Votes Required to Pass:
A vote of two-thirds of the Council members holding office is required to waive competitive bidding. Consequently, four affirmative votes of Council members are required for adoption of the attached ordinance.

Ordinance No.:
File No. :

ORDINANCE APPROVING THE WAIVER OF COMPETITIVE BIDDING FOR TESKA ASSOCIATES PLANNING AND TIF CONSULTANT CONTRACT

WHEREAS, the City has utilized Teska Associates for various planning and TIF consultant work since the 1980s; and

WHEREAS, the City entered into a contract with Teska Associates for planning and TIF consultant work relating to the Water's Edge development in 2021; and

WHEREAS, the City continues to work with a development group relating to the Water's Edge mixed-use development; and

WHEREAS, the City desires to utilize professional planning consultant services to assist with reviewing development plans within corporate limits; and

WHEREAS, it is in the best interest of the City to waive competitive bidding and continue the agreement with Teska Associates in a not-to exceed amount of $28,000 in the Fiscal Year 23/24.

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

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Waiver of Competitive Bidding and authorization to enter into Agreements with Teska Associates. The City Manager is hereby authorized to enter into agreements, in such form as may be approved by the City Manager, for the Teska Associates contract in the not-to-exceed amount of $28,000, without the necessity of seeking competitive bids.

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SECTION THREE. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this 6th day of June, 2023

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 6, 2023
APPROVED: June 6, 2023

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

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AGREEMENT BETWEEN
THE CITY OF CRYSTAL LAKE, IL.
AND
TESKA ASSOCIATES, INC.

This AGREEMENT made and entered into this _____ day of *June, 2023* by and between *The City of Crystal Lake,* an Illinois Municipal Corporation with offices at 100 W. Woodstock Street, Crystal Lake, IL 60014, hereinafter referred to as the "CLIENT" and Teska Associates, Inc., an Illinois Corporation with offices at 627 Grove Street, Evanston, Illinois 60201, hereinafter referred to as the "CONSULTANT".

WITNESSETH:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish professional and technical assistance in connection with planning services, technical and professional support to the City Staff and the City Council, as further described herein (hereinafter referred to as the "the SERVICES"), and the CONSULTANT has signified its willingness to furnish the SERVICES to the CLIENT:

NOW THEREFORE, the parties hereto do mutually agree as follows:

A. Scope of Consultant's Services

The CONSULTANT agrees to commence work upon execution of this AGREEMENT, and to perform those SERVICES outlined in Attachment "A", a copy of which is attached hereto and incorporated in this Agreement, utilizing the degree of skill and care exercised by practicing professionals performing similar services under similar conditions. CONSULTANT makes no other representations and no warranties of any kind, whether express or implied, with respect to its services rendered hereunder. The SERVICES shall be provided on an as-needed basis, as may be determined by the CLIENT, and each assignment shall be deemed a "PROJECT" for purposes of this Agreement.

B. Services to be provided by the CLIENT

In the event that any information, data, reports, records and maps are existing and available and are useful for carrying out the work on any PROJECT, the CLIENT shall promptly furnish this material to the CONSULTANT. CONSULTANT shall be entitled to rely upon the accuracy and completeness of all information provided by the CLIENT and the CLIENT shall obtain any information reasonably necessary for the CONSULTANT to perform its work under this Agreement. The CLIENT will be responsible for the organization and conduct of all meetings necessary to carry out the

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services described in Attachment "A". The CLIENT designates *Kathryn Cowlin, AICP, Community Development Director,* to act as its representative with respect to the designation of Projects and the work to be performed under this Agreement, and such person shall have authority to transmit instructions, receive information, interpret and define the CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this Agreement until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT shall assign Lee M. Brown as Project Manager with respect to the work to be performed under this agreement.

C. Compensation

The CONSULTANT shall be compensated for services on the basis of hourly billing rates for professional and technical staff time devoted to each PROJECT, assigned by the CLIENT plus reimbursement for directly related expenses such as reproduction, subcontractors, etc.). It is understood that the retention of any subcontractor for which the CONSULTANT seeks reimbursement shall be subject to the prior written approval of the Client. The billing rates for professional staff are:

Lee M. Brown	$195/hour
Other Principals	$130 -- $185/hour
Senior Associates	$115 - $125/hour
Associates	$90 -- $105/hour
Clerical/Technical	$60/hour

Based upon the Scope of Services in Attachment A, the maximum combined compensation which may be paid by the CLIENT for all PROJECTS assigned to the CONSULTANT pursuant to this Agreement will not exceed **$28,000**. No retainer nor minimum compensation for services is awarded with this agreement. Budgets and Tasks for individual assignments will be requested by the CLIENT, prepared by the CONSULTANT and agreed to by the CLIENT prior to execution of each assignment. An accurate accounting of the hours and expenses incurred on the assignment shall be kept by the CONSULTANT and the CLIENT will be invoiced monthly.

D. Method of Payment

Method of payment shall be as follows: The CONSULTANT shall submit monthly invoices for costs incurred on the PROJECT during the billing period. Invoices are subject to the requirements of the Prompt Payment Act of the State of Illinois.

If the CLIENT fails to make any payment due the CONSULTANT within sixty (60) days from receipt of the invoice, the consultant may, after giving seven days' written notice to the CLIENT, suspend services under this AGREEMENT until it has been paid in full all

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amounts due.

E. Time of Performance

Work shall proceed in a timely manner according to mutually acceptable scheduling adopted between the CLIENT and CONSULTANT. The services of the CONSULTANT will begin upon delivery to the CONSULTANT of an executed copy of this Agreement and shall continue through *April 30, 2024.*

F. Excusable Delays

The CONSULTANT shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms (including any failure by the CONSULTANT to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the reasonable control and without the fault or negligence of the CONSULTANT. Such causes may include, but are not restricted or limited to, acts of God, or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, illness, accidents, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the CONSULTANT.

G. Termination

The CLIENT and the CONSULTANT shall have the right to terminate the Agreement by written notice delivered to the other party at least thirty (30) days prior to the specified effective date of such termination. In such event, all finished and unfinished documents prepared by the CONSULTANT under the Agreement shall become the property of the CLIENT upon payment of all invoices properly submitted and due the CONSULTANT under the terms of the Agreement. CLIENT acknowledges that incomplete documents are not represented as suitable for any use or purpose, and further agrees to defend, indemnify, and hold the CONSULTANT harmless from and against all claims, costs, suits, damages, liabilities, and expenses, including reasonable attorneys' fees, arising from or relating to any use, reuse, or modification of any CONSULTANT-authored documents that occurs without the CONSULTANT'S consent and professional involvement. This includes any subsequent use or completion of any incomplete documents.

H. Dispute Resolution

The parties agree that all claims, disputes, or other matters in question that arise out of or relate to this AGREEMENT or the breach thereof shall be submitted to non-binding mediation as a condition precedent to the institution of legal proceedings. If

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mediation fails to resolve the matter, either party may initiate litigation in a court of competent jurisdiction.

I. Conflict of Interest

The CONSULTANT certifies that to the best of his knowledge, no CLIENT's employee or agent interested in the Agreement has any pecuniary interest in the business of the CONSULTANT or the Agreement, and that no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of the Agreement.

J. Changes

The CLIENT may, from time to time, require or request changes in the scope or deadline of services of the CONSULTANT to be performed hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to this Agreement.

K. Hold Harmless

The CLIENT shall hold the CONSULTANT harmless, protect and defend the CONSULTANT against any claims brought by third parties in connection with the implementation of any recommendations made or services rendered by the CONSULTANT in accordance with the Agreement that are not the result of the CONSULTANT'S negligence.

To the fullest extent permitted by law, the total liability in the aggregate, of the CONSULTANT to the CLIENT or anyone claiming by, through, or under the CLIENT, whether arising in tort, breach of contract, or by virtue of any other cause of action or legal theory, shall be limited to the coverage and limits of the insurance required of CONSULTANT by this Agreement.

The CONSULTANT shall indemnify and hold the CLIENT harmless from and against damages, costs, liabilities, and expenses, to the extent caused by the CONSULTANT'S negligence in the performance of its services under this Agreement.

L. Insurance

The CONSULTANT shall maintain and keep in force during the term of this Agreement Commercial General Liability, Professional Liability and Automobile Liability coverage in the following minimum amounts:

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Commercial General Liability

General Aggregate Limit	$4,000,000
Products-Completed Operation Aggregate	$4,000,000
Each Occurrence Limit	$2,000,000
Medical expense Limit	$10,000
Auto - Combined Single Limits (each Accident)	$1,000,000
Excess/Umbrella Liability	$1,000,000
Workers Compensation (statutory limits)	$1,000,000
Professional Liability	$2,000,000

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this Agreement on the date and year first above written.

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CONSULTANT:
TESKA ASSOCIATES, INC.

BY: _____
Lee M. Brown, FAICP
President

Date: _____

CLIENT:
CITY OF CRYSTAL LAKE, IL

BY:_____

Date: _____

ATTACHMENT A
SCOPE OF SERVICES

1. The Study Area

For the purposes of this Agreement, the study area is defined as the Crystal Lake, IL and all unincorporated land contiguous to and within 1-½ miles of the City's municipal limits.

2. Consultant Services

CONSULTANT services will be provided in response to a specific request for services, (in writing or by phone) made by the Director of Community Development or her designee. The Director will request an estimate of the work effort and fees in advance of authorizing a work order. The following services may be provided by the CONSULTANT:

Development Review, Observation, and Testimony. This category of service includes all activities related to review of specific private development proposals, including, but not limited to the following:

- Meetings with City staff, consultants and developers/property owners to review current development activity, plans and preliminary project proposals and applications.
- Review of development plans and preparation of advisory memoranda, including recommendations for each development application.
- Review subdivision, zoning and planned development applications.
- Preparation of fiscal impact analyses and or assessment of market analytics of proposed developments.
- Evaluation of project TIF eligibility or impact of a development on a TIF district.
- Site observation to ensure integrity of site and landscape plans through installation.
- Preparation of site observation reports noting compliance or installation deficiencies.
- Final site observation/inspection of site and landscape plans prior to final acceptance of improvements by City.

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- Expert testimony on behalf of City.

- Attendance at Plan Commission and Zoning Board meetings, providing oral comments and recommendations.

- Attendance at City Council meetings, as required.

- Staff Support Services, Special Planning Studies and Landscape Architectural Service. This category of service includes all activities not related to the review of specific private development proposals, including, but not limited to the following:

    - Coordination with the Director of Community Development in the scheduling and preparation of the Plan Commission, Zoning Board, or other meeting agendas.

    - Formulation of annexation, zoning and subdivision application procedures.

    - Interpretation of codes and ordinances.

    - Assistance with public notices.

    - Update City zoning map.

    - Attendance at Plan Commission meetings, providing oral comments and recommendations.

    - Attendance at City Council meetings, as required.

    - Oversight of compliance with zoning code and other development related ordinances.

- Updates, revisions, and amendments to the Zoning and Subdivision ordinances, or other development codes of the City.

- Updates, revisions, and amendments to the Comprehensive Plan of the City.

- Detailed special area plans and design guidelines for the Downtown and other key development areas/corridors of the City, illustrating the City's preferred development approach.

- Preparation of landscape plans for municipal sites, buildings, and roadways.

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3. Meetings

During the period of the Agreement, the CONSULTANT will attend regular or special meetings of the City Council, Plan Commission, Council Committees, Zoning Board of Appeals, Economic Development Commission, the City Staff, or other special bodies, as requested by the CLIENT to provide advice on subjects related to the meeting agendas.

4. Special Assignments

As required, the CONSULTANT will provide professional and technical assistance on special assignments related to such subjects as: intergovernmental relations, development project review, code enforcement and amendment, tax increment finance, business district revitalization, capital improvements, economic development, public meetings, litigation, and other topics as requested by the CLIENT during the period of this Agreement.

5. Other Planning Projects as Assigned

From time to time, the City, through the Director of Community Development may request Teska Associates, Inc. to, conduct studies, prepare alternatives, prepare documents or make recommendations related to current or long range planning issues for the City of Crystal Lake.

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Featured Projects

FILTER ALL ECONOMIC DEVELOPMENT ENGAGEMENT HOUSING + COMMUNITY DEVELOPMENT LAND PLANNING LANDSCAPE ARCHITECTURE PLANNING MORE



Carrboro Connects Comprehensive Plan

A Comprehensive Plan Built on Racial Equity & Climate Action Carrboro, NC Project Highlights Awarded APA-NC Marvin Collins Award for a Comprehensive Plan Received First Place...



Mind Mapping

Collaboration Meets Consensus: Mind mapping embraces the way we are wired. Fact: 60% of folks are visual learners and visuals are processed by the brain...



Austin Harvest Youth Engagement

Youth listening sessions lead to the opening of a fresh food market in a food desert on Chicago's west side Project Highlights Partnered with 'By...



Re-imagine Carpentersville Comprehensive Plan

Working together to unite people and celebrate diversity, culture, and economic opportunities Carpentersville, IL Project Highlights Created a long-term development plan for the Village Bike...



Foxtown Commons Mequon

Teska provided initial land planning that established Foxtown within the Mequon Town Center. Site Plans illustrated a mixed-use and civic development and revitalization of a...



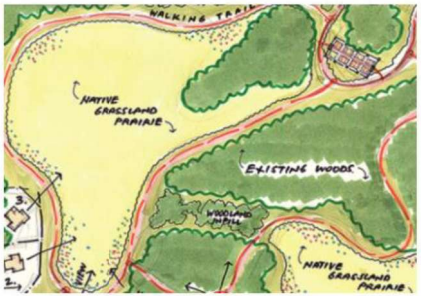
Walworth County – Private Property

Located in the rolling glacial area called the Knobs, Teska Associates created a Conservation resort recreational master plan including livestock, fishing, game fields and trails...



Preserve on Westleigh

Working with a team of civil engineers, architects natural area restoration and wetland consultants we prepared the master plan for a 22 acre conservation open...



Kohler Ridge Master Plan

Teska Associates teamed together with Trio Engineering to prepare site plans for the 173 acre Kohler Ridge property. The present open pit sand and gravel...



Cedar Vineyard

Teska and the property contract owner have planned the Cedar Vineyard as an open space conservation, residential and vineyard neighborhood. The 200-acre property is situated...



Williams Property

Master Planning, residential open space planning and agricultural preservation for a 406 acre historic dairy farm. Land Planning provided for preservation of the Century Farm...



Route 83 Corridor Plan

Enhancing aesthetics, safety and land use along the Route 83 corridor for users and residents DuPage County, IL Project Highlights Plan includes Land Use, Transportation...



NHS Chicago Strategic Plan & Annual Report

Expanding homeownership opportunities in Chicago's neighborhoods Chicago, IL Project Highlights Developed a strategic planning process to prioritize NHS' services and impact Facilitated series of engaging...



Elburn Connects Transit-Oriented Development Plan

Infill development, alley activation, and new connections between a Metra station and neighborhoods Elburn, IL Project Highlights Plan renderings illustrate the potential for redevelopment of...



Broadview Marketing Brochure: "Come Grow With Us"

Showcasing a Community's Story + Metrics to Attract Future Investment Project Highlights 8-Page Double Sided Brochure Full-service graphic design, data, and narrative "Community Snapshot" includes...



Lockport Comprehensive Plan

A Guide to Future Growth and Development Built on Past Planning Efforts Lockport, IL Working Group Meetings and Community Workshops Ties together individual plans for...



Evanston ADU Guidebook

A User-Friendly Homeowner's Guide to Accessory Dwelling Units in the City of Evanston Evanston, IL Worked with clients to present zoning regulation in clear and...



Deer Park Strategic Plan

Purposeful and constantly evolving, Deer Park confirms focus on sustainable, experiential future Village of Deer Park, IL SWOT Evaluation and Demographic Analysis Interactive Retreat with...



Rolling Meadows Zoning Update

Outdated Zoning Ordinance Gets User-Friendly Updates Rolling Meadows, IL Project Highlights User-friendly update includes new graphics, tables, and understandable language Code customized to meet City...



King Bruwaert House

King Bruwaert House (KBH) is a full spectrum and highly regarded senior living facility that has been serving the Burr Ridge community for almost 90...



Sterling Place Residential Masterplan

Sterling Place is an 11-acre former sports and fishing tackle manufacturing property in Northbrook. Teska led land and site planning efforts, along with landscape and...



Golf Course Turned Mixed-Use

The Teska Team was tasked with providing initial land and site planning, stormwater infrastructure planning, and open space programming for a conceptual open space residential...



Parkside Residential Development

Parkside of Glenview is an 8.5-acre planned residential development site in Glenview. Teska led land and site planning efforts, along with landscape and community amenity...



Broadview Marketing Brochure: "Come Grow With Us"

Showcasing a Community's Story + Metrics to Attract Future Investment Project Highlights 8-Page Double Sided Brochure Full-service graphic design, data, and narrative "Community Snapshot" includes...



Deer Park Strategic Plan

Purposeful and constantly evolving, Deer Park confirms focus on sustainable, experiential future Village of Deer Park, IL SWOT Evaluation and Demographic Analysis Interactive Retreat with...



City Gate West Economic Impact Analysis

Evaluating the Economic Impact of a Mixed-Use Entertainment District Naperville, IL Project Highlights Completed an economic analysis that examined financial impact (costs vs. revenues) to...



Avenues For Growth Corridor Plan

Strengthening commercial corridors through marketing, transportation, housing, and placemaking Belmont Cragin · Chicago, IL Project Highlights Focus on placemaking, jobs, housing, local business, and mobility...



Sheridan Road + Howard Street SSA Renewals

Engaging local businesses, residents, & property owners in the midst of a pandemic Rogers Park · Chicago, IL Project Highlights Close coordination with RPBA &...



Austin Coming Together: Aspire Initiative

The Aspire Initiative was selected as one of only six finalists competing for the $10 million Chicago Prize from the Pritzker Traubert Foundation. Led by...



Evanston Central Street SSA

Evanston's Central Street, named one of America's Great Streets by the American Planning Association, is a small thriving commercial area served by a busy Metra...



Warrenville Strategic Plan

Teska worked with the City of Warrenville, IL to prepare a Strategic / Economic Development Plan. The plan sets focused objectives for City actions related...



Itasca Design Guidelines

Itasca, IL The Village of Itasca is utilizing design guidelines drafted by Teska to encourage new development that is in keeping with the traditional scale...



Evanston Fountain Square Plaza

APA-IL Implementation Award Recipient When presented with the need to address improvements to the namesake fountain at Evanston's Fountain Square, the City turned to the...



Lincoln Square Ainslie Arts Plaza

From Pavement To Plaza, Carving Out A Canvas For Community Connection Lincoln Square · Chicago, IL Project Highlights Roadway mural commissioned through Lincoln Square's "Paintworks"...



Winnetka Downtown Streetscape Implementation

Outdoor Living Rooms and Sustainable Landscapes Breathe New Life into the Elm Street District Winnetka, IL Project Highlights Support for existing active gathering areas as...



Wilmette Downtown Streetscape

Downtown Wilmette Streetscaping: Festoon Lighting, Custom Site Furnishings, Seatwalls, + more... Wilmette, IL Robust engagement strategy, including a combination of online polls, stakeholder interviews, focus...



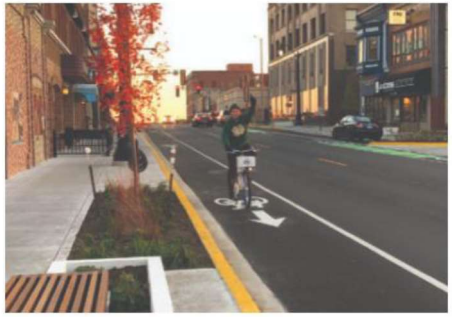
Tudor Court Streetscape

A Former Alleyway Transforms to a People-Focused Street Glencoe, IL Project Highlights Closure of Glencoe Drive, providing additional green space, seating space and on street...



Harbert Park

Harbert Park is Transformed Into A Shaded Urban Oasis for All Ages Evanston, IL Project Highlights Drainage Improvements Pathway Lighting Retrofits Basketball Court Reconstruction Playground...



Kankakee Schuyler Avenue Placemaking

Kankakee is rethinking how people will connect with one another and with community destinations by building out portions of a planned bike network. The downtown...



Visualizations + Renderings

Teska's skilled group of Landscape Architects translate technical design concepts into 3D photovisualizations to convey character and place. Go ahead and scroll through the gallery...



Evanston Fountain Square Plaza

APA-IL Implementation Award Recipient When presented with the need to address improvements to the namesake fountain at Evanston's Fountain Square, the City turned to the...

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: One Year Extension of Pavement Patching Contract with Chicagoland Paving

Staff Recommendation: Motion to approve a Resolution authorizing the City Manager to exercise the option for a one-year extension of the pavement patching contract with Chicagoland Paving and to authorize the City Manager to execute purchase orders in an amount not to exceed $135,000 for necessary pavement patching

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

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Background:
The Public Works Department supplements City forces with private contractors to deliver services in a timely and economical manner. The City utilizes private contractors to assist in specialized tasks including street sweeping, tree trimming, mowing, and large tree removal. The City also utilizes a private contractor for large pavement patching consisting of milling (grinding), warranted repairs to the base materials, and new asphalt surface. Public Works crews are utilized for smaller pavement patches, "pothole" patching, and emergency repairs. Each spring, a list of large pavement patches is developed and provided to the contractor.

In May 2022, the City Council awarded a contract to Chicagoland Paving for pavement patching. The contract was awarded following the solicitation of bids through the McHenry County Municipal Partnership Initiative (MPI) where regional communities collaborate by preparing and soliciting bids for various projects. MPI allows members to combine purchasing power to leverage cost savings. Chicagoland Paving was deemed to be the lowest responsive and responsible bidder. The contract bid documents provided pricing for both the 2022/2023 and the 2023/2024 Fiscal Years. The City Council authorized payment of up to $100,000 for pavement patching services for the first year of the contract. The contract provided an option for the City to extend the agreement for a second year at the bid prices.

Based on recent bids for the 2023 rehabilitation program (resurfacing, curb/ sidewalk replacement, etc.), there is budget available for additional pavement patching work (due to savings in anticipated expenditures). Staff has also identified additional areas that can benefit from pavement patching. Therefore, staff is requesting an increase in the amount allocated for pavement patching from $100,000 to $135,000. The previously approved and awarded bid pricing included in the contract for both year one and year two are reflected below:

2022/2023 YEAR 1	Schroeder Asphalt, Huntley, IL	Approx # of Sq. yds.	Bid Totals	√ Chicagoland Paving, Lake Zurich, IL	Approx # of Sq. yds.	Bid Totals
Class D - 2" - Type I	$27.50	600	$16,500.00	$30.00	600	$18,000.00
Class D - 2" - Type II	$26.00	900	$23,400.00	$30.00	900	$27,000.00
Class D - 2" - Type III	$24.50	1100	$26,950.00	$25.00	1100	$27,500.00
Class D - 2" - Type IV	$23.00	7800	$179,400.00	$22.00	7800	$171,600.00
Class D - 3" - Type II	$39.00	650	$25,350.00	$35.00	650	$22,750.00
Class D - 3" - Type III	$37.50	600	$22,500.00	$35.00	600	$21,000.00
Class D - 3" - Type IV	$36.00	550	$19,800.00	$32.50	550	$17,875.00
Class D - 4" - Type IV	$41.00	150	$6,150.00	$45.00	150	$6,750.00
Structures to be Adjusted	$650.00	100	$65,000.00	$100.00	100	$10,000.00
	Bid Total		**$385,050.00**	**√Bid Total**		**$322,475.00**

2023/2024 YEAR 2	Schroeder Asphalt, Huntley, IL	Approx # of Sq. yds.	Bid Totals	√ Chicagoland Paving, Lake Zurich, IL	Approx # of Sq. yds.	Bid Totals
Class D - 2" - Type I	$28.75	600	$17,250.00	$31.50	600	$18,900.00
Class D - 2" - Type II	$27.50	900	$24,750.00	$31.50	900	$28,350.00
Class D - 2" - Type III	$25.75	1100	$28,325.00	$26.25	1100	$28,875.00
Class D - 2" - Type IV	$24.00	7800	$187,200.00	$23.25	7800	$181,350.00
Class D - 3" - Type II	$41.00	650	$26,650.00	$36.75	650	$23,887.50
Class D - 3" - Type III	$39.50	600	$23,700.00	$36.75	600	$22,050.00
Class D - 3" - Type IV	$37.75	550	$20,762.50	$34.25	550	$18,837.50
Class D - 4" - Type IV	$43.00	150	$6,450.00	$47.25	150	$7,087.50
Structures to be Adjusted	$685.00	100	$68,500.00	$100.00	100	$10,000.00
	Bid Total		**$403,587.50**	**√ Bid Total**		**$339,337.50**

✔*Indicates lowest responsive and responsible bidder*

Staff has identified approximately $130,000 worth of work to be completed in the City during the current Fiscal Year. This work will be measured and paid for at the unit prices quoted above.

Recommendation.
The recommendation of City staff is to exercise the option to extend the contract for a second year at the previously awarded and approved contract unit prices. The pavement patching services for Fiscal Year 2023/2024 shall not exceed the amount of $135,000. Funds are available in the City's 2023/2024 Budget.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to contract for annual pavement patching for maintenance and upkeep of City streets; and

WHEREAS, the CITY participates in the McHenry County Municipal Purchasing Initiative (MPI) with other public agencies to leverage purchasing power; and

WHEREAS, following a solicitation for bids MPI conducted a joint public bid for pavement patching services and opened bids publicly on April 26, 2022; and

WHEREAS, on May 17, 2022, the City Council awarded a contract to the lowest responsible and responsive bidder, Chicagoland Paving (the "Contract"): and

WHEREAS, the Contract provided for a one-year agreement with an option to extend the contract for a second year and contained pricing for both years; and

WHEREAS, the Mayor and City Council have found and determined that it would be in the best interests of the City and its residents to exercise the option for a second year at the unit pricing set forth in the Contract.

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 exercise the option to extend the Contract with Chicagoland Paving for an additional one-year period, and to execute purchase orders with Chicagoland Paving for paving patching service, at the unit pricing established for year two of the Contract in a combined amount not to exceed $135,000.

Draft

BE IT FURTHER RESOLVED that the Mayor is authorized to approve warranted completion date change orders relating to the contract.

DATED this 6th day of June, 2023

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 6, 2023
APPROVED: June 6, 2023

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Bid Award - 2023 Pavement Marking Program

Staff Recommendation: Motion to adopt a Resolution awarding a contract for thermoplastic pavement markings to the lowest responsive and responsible bidder, Maintenance Coatings Company, in the submitted bid amounts for a not-to-exceed amount of $100,000 and authorize warranted completion date change orders

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

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Background:

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI) where regional communities collaborate by preparing and soliciting bids for various projects. McMPI allows members to combine purchasing power to leverage cost savings. This year the McMPI bid for pavement markings was administered by McHenry County. On March 14, 2023, the bids were publically opened by McHenry County. The bid results are provided below:

McHenry County Division of Transportation
Bid Tabulation
23-00000-05-GM
Thermoplastic Pavement Markings: Group 1 - Thermoplastic Pavement Markings
3/14/2023 @ 10:00 AM

Item No.	Items	Unit	Engineer's Estimate			Precision Pavement Markings, Inc.		Superior Road Striping, Inc.		Countryman, Inc.	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Thermo Pvt Mkgs-Line 4"	ft	211,067	$0.62	$130,861.54	$0.85	$179,406.95	$0.80	$168,853.60	$0.70	$147,746.90
	Thermo Pvt Mkgs-Line 6"	ft	25,611	$0.80	$20,488.80	$1.45	$37,135.95	$1.30	$33,294.30	$1.40	$35,855.40
	Thermo Pvt Mkgs-Line 8"	ft	4,274	$1.20	$5,128.80	$3.23	$13,805.02	$1.50	$6,411.00	$2.10	$8,975.40
	Thermo Pvt Mkgs-Line 12"	ft	13,844	$1.70	$23,534.80	$5.99	$82,925.56	$2.00	$27,688.00	$2.80	$38,763.20
	Thermo Pvt Mkgs-Line 24"	ft	5,864	$4.25	$24,922.00	$7.00	$41,048.00	$5.00	$29,320.00	$4.90	$28,733.60
	Thermo Pvt Mkgs-Letters & Symbols	sq ft	8,774.9	$4.25	$37,293.33	$8.00	$70,199.20	$5.00	$43,874.50	$4.90	$42,997.01
	Pvt Mkg-Removal	sq ft	142,703.0	$0.75	$107,027.25	$0.60	$85,621.80	$0.35	$49,946.05	$0.35	$49,946.05
	TOTAL				$349,256.52		$510,142.48		$359,387.45		$353,017.56

Item No.	Items	Unit	Engineer's Estimate			AC Pavement Striping Co.		Maintenance Coatings Company	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Thermo Pvt Mkgs-Line 4"	ft	211,067	$0.62	$130,861.54	$0.76	$160,410.92	$0.60	$126,640.20
	Thermo Pvt Mkgs-Line 6"	ft	25,611	$0.80	$20,488.80	$1.18	$30,220.98	$1.10	$28,172.10
	Thermo Pvt Mkgs-Line 8"	ft	4,274	$1.20	$5,128.80	$1.80	$7,693.20	$1.60	$6,838.40
	Thermo Pvt Mkgs-Line 12"	ft	13,844	$1.70	$23,534.80	$3.25	$44,993.00	$2.50	$34,610.00
	Thermo Pvt Mkgs-Line 24"	ft	5,864	$4.25	$24,922.00	$7.00	$41,048.00	$5.00	$29,320.00
	Thermo Pvt Mkgs-Letters & Symbols	sq ft	8,774.9	$4.25	$37,293.33	$7.00	$61,424.30	$5.00	$43,874.50
	Pvt Mkg-Removal	sq ft	142,703.0	$0.75	$107,027.25	$0.72	$102,746.16	$0.33	$47,091.99
	TOTAL				$349,256.52		$448,536.56		$316,547.19

Low Bid

McHenry County Division of Transportation
Bid Tabulation
23-00000-05-GM
Thermoplastic Pavement Markings: Group 2 - Hot Spray Thermoplastic Pavement Markings
3/14/2023 @ 10:00 AM

Item No.	Items	Unit	Engineer's Estimate			Precision Pavement Markings, Inc.		Superior Road Striping, Inc.	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Hot Spray Thermplastic Pvt Mkg - Line 4"	ft	222,461	$0.25	$55,615.25	$0.28	$62,289.08	$0.40	$88,984.40
	Hot Spray Thermplastic Pvt Mkg - Line 6"	ft	55,170	$0.40	$22,068.00	$0.48	$26,481.60	$0.55	$30,343.50
	TOTAL				$77,683.25		$88,770.68		$119,327.90

Item No.	Items	Unit	Engineer's Estimate			Maintenance Coatings Company		Marking Specialists Corp.	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Hot Spray Thermplastic Pvt Mkg - Line 4"	ft	222,461	$0.25	$55,615.25	$0.28	$62,289.08	$0.50	$111,230.50
	Hot Spray Thermplastic Pvt Mkg - Line 6"	ft	55,170	$0.40	$22,068.00	$0.45	$24,826.50	$0.87	$47,997.90
	TOTAL				$77,683.25		$87,115.58		$159,228.40

Low Bid

McHenry County Division of Transportation
Bid Tabulation
23-00000-05-GM
Thermoplastic Pavement Markings: Group 3 - Urethane Pavement Markings
3/14/2023 @ 10:00 AM

Item No.	Items	Unit	Engineer's Estimate			Precision Pavement Markings		Superior Road Striping, Inc.	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Modified Urethane Pvt Mkgs - Line 4"	ft	12,327	$1.50	$18,490.50	$2.85	$35,131.95	$1.30	$16,025.10
	Modified Urethane Pvt Mkgs - Line 6"	ft	1,711	$2.50	$4,277.50	$3.08	$5,269.88	$1.60	$2,737.60
	Modified Urethane Pvt Mkgs - Line 8"	ft	513	$3.00	$1,539.00	$3.23	$1,656.99	$2.00	$1,026.00
	Modified Urethane Pvt Mkgs - Line 12"	ft	342	$5.00	$1,710.00	$5.99	$2,048.58	$4.00	$1,368.00
	Modified Urethane Pvt Mkgs - Line 24"	ft	501	$9.00	$4,509.00	$11.25	$5,636.25	$8.00	$4,008.00
	Modified Urethane Pvt Mkgs - Ltrs & Sym	sq ft	322.4	$9.00	$2,901.60	$11.00	$3,546.40	$7.00	$2,256.80
	TOTAL				$33,427.60		$53,290.05		$27,421.50

Item No.	Items	Unit	Engineer's Estimate			AC Pavement Striping Co.		Maintenance Coatings Company	
			Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
	Modified Urethane Pvt Mkgs - Line 4"	ft	12,327	$1.50	$18,490.50	$1.90	$23,421.30	$1.15	$14,176.05
	Modified Urethane Pvt Mkgs - Line 6"	ft	1,711	$2.50	$4,277.50	$3.00	$5,133.00	$1.20	$2,053.20
	Modified Urethane Pvt Mkgs - Line 8"	ft	513	$3.00	$1,539.00	$4.00	$2,052.00	$2.00	$1,026.00
	Modified Urethane Pvt Mkgs - Line 12"	ft	342	$5.00	$1,710.00	$6.00	$2,052.00	$3.00	$1,026.00
	Modified Urethane Pvt Mkgs - Line 24"	ft	501	$9.00	$4,509.00	$12.00	$6,012.00	$6.00	$3,006.00
	Modified Urethane Pvt Mkgs - Ltrs & Sym	sq ft	322.4	$9.00	$2,901.60	$12.00	$3,868.80	$6.00	$1,934.40
	TOTAL				$33,427.60		$42,539.10		$23,221.65

Low Bid

Recommendation:

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

The recommendation of City staff is to award the contract to the lowest responsive and responsible bidder, Maintenance Coatings Company, in the submitted bid amounts for a not-to-exceed amount of $100,000.00 Funds have been budgeted for this work.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to replace various pavement markings throughout the CITY; and

WHEREAS, the CITY participates in the McHenry County Municipal Purchasing Initiative (McMPI) with other public agencies to leverage purchasing power; and

WHEREAS, the McMPI conducted a joint public bid for pavement markings and opened bids publically on March 14, 2023; and

WHEREAS, the lowest responsible and responsive bidder for thermoplastic pavement markings is Maintenance Coatings Company.

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 Mayor is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Maintenance Coatings Company for various thermoplastic pavement marking related work in unit price amounts bid for a not-to-exceed amount of $100,000; and

BE IT FURTHER RESOLVED that the Mayor is authorized to approve warranted completion date change orders relating to the contract.

Draft

DATED this 6th day of June, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 6, 2023
APPROVED: June 6, 2023

Draft

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Bid Award – Well 10 Maintenance and Rehabilitation

Staff Recommendation: Motion to award the contract for maintenance and rehabilitation work on Well 10 to the lowest responsive, responsible bidder, Municipal Well & Pump, and adopt a Resolution authorizing the City Manager to execute a contract with Municipal Well & Pump in the amount of $58,772.50 with a 10% contingency for unforeseen expenses and approve warranted completion date extensions

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

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Background:
The City's system of deep and shallow wells pumps water 24/7, 365 days a year. All of the wells in Crystal Lake obtain their source water from geologic layers consisting of sand and gravel (shallow wells) or glacial sandstone (deep wells). General "wear and tear" along with fine sand that is present in both of these deposits damages the pumping equipment over time, which results in the need to rehabilitate or replace components. Public Works staff uses pump run time, well output over time, and other factors in deciding when to rehabilitate a well.

Well 10 is located at Water Treatment Plant 4 (400 Knaack Boulevard), and was last rehabilitated in 2014. The well's motor needs replacement and other well components are in need of routine maintenance and rehabilitation work.

Bids were advertised publically and opened and read out loud on May 22, 2023 at 10:00 a.m. The results of the bids are presented in the table below:

WELL 10 REHABILIATION: BID OPENING MAY 22, 2023, 10:00 A.M.

Description of Work	*Municipal Well & Pump* *Waupun, WI*				*Water Well Solutions* *Elbrun, IL*				*Great Lakes Water Resources* *Joliet, IL*			
	$ (per Unit)	Est. Qty.		Total $	$ (per Unit)	Est. Qty.		Total $	$ (per Unit)	Est. Qty.		Total $
Mobilize, remove & inspect pumping equipment	$6,210.00		1	$6,210.00	$6,200.00		1	$6,200.00	$9,470.00		1	$9,470.00
Cost of new check valve (same as existing)	$1,240.00		1	$1,240.00	$1,300.00		1	$1,300.00	$1,075.00		1	$1,075.00
Cost per splice kit (complete 3 wire)	$210.00		1	$210.00	$47.00		1	$47.00	$320.00		1	$320.00
Cost per foor of airline (inc. Stainless Banding)	$1.50	ft	195	$292.50	$2.00	ft	195	$390.00	$2.00	ft	195	$390.00
Cost of new Motor (same as existing)	$7,040.00	each	1	$7,040.00	$8,550.00	each	1	$8,550.00	$6,740.00	each	1	$6,740.00
Cost of new Pump (same as existing)	$4,690.00	each	1	$4,690.00	$5,175.00	each	1	$5,175.00	$4,590.00	each	1	$4,590.00
Cost of new Electrical Cable (same as existing)	$6.00	ft	195	$1,170.00	$8.00	ft	195	$1,560.00	$8.00	ft	195	$1,560.00
Cost of new 6" coupling blasted and coated (6 mil min thickness coating)	$220.00	each	6	$1,320.00	$251.00	each	6	$1,506.00	$176.00	each	6	$1,056.00
Cost per foot for 6" new column pipe replacement - blasted and coated (6 mil min thickness coating)	$88.00	ft	60	$5,280.00	$104.00	ft	60	$6,240.00	$85.00	ft	60	$5,100.00
Cut & Rethread Column Pipe (one side of pipe)	$49.00		10	$490.00	$210.00		10	$2,100.00	$125.00		10	$1,250.00
Cost for new level trandsucer w/250' cable	$2,570.00	hour	1	$2,570.00	$1,550.00	hour	1	$1,550.00	$2,700.00	hour	1	$2,700.00
Chemical costs (Amounts as required & specified)	$1,600.00		1	$1,600.00	$5,120.00		1	$5,120.00	$422.00		1	$422.00
Sandblast/Re-coat inside & outside of column pipe (6 mil in thickness coating)	$44.00	ft	120	$5,280.00	$45.00	ft	120	$5,400.00	$54.00	ft	120	$6,480.00
Televise Well	$1,425.00	ft	2	$2,850.00	$1,300.00	ft	2	$2,600.00	$1,600.00	ft	2	$3,200.00
Cost per hour for brushing, surging & saind bailing	$482.00	hrs	10	$4,820.00	$390.00	hrs	10	$3,900.00	$375.00	hrs	10	$3,750.00
Install motor/pumping equipment	$12,410.00		1	$12,410.00	$4,580.00		1	$4,580.00	$13,016.00		1	$13,016.00
Test Pumping	$1,300.00		1	$1,300.00	$4,400.00		1	$4,400.00	$1,995.00		1	$1,995.00
Total Bid Price				**$58,772.50**				**$60,618.00**				**$63,114.00**

Low Bidder

It is not possible to know the exact required repair and rehabilitation work needed for a pump until all pumping equipment has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bid pricing for the most likely repairs needed. The bids include hourly labor rates, material pricing, and equipment cost for repairs and services that may be needed.

In addition, well chemical treatment work was specified in the bid to improve water production and remove nuisance bacteria.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Municipal Well & Pump has submitted the lowest responsive and responsible bid per the specifications stated in the bid document based on a typical scenario and anticipated repairs needed. The Public Works Department staff has worked with Municipal Well & Pump and received satisfactory results. Therefore, it is the recommendation of staff to award the contract to the lowest responsive, responsible bidder, Municipal Well & Pump to perform the work on Well 10, in accordance with the terms and conditions of the bid document.

There are FY2023/2024 budget funds available for this project.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to rehabilitate Well 10 to ensure an adequate supply of potable water to the public; and

WHEREAS the CITY received and publicly opened bids for the rehabilitation of Well 10 on May 22, 2023; and

WHEREAS the lowest responsive and responsible bidder is Municipal Well & Pump, Waupun WI.

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 the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Municipal Well & Pump for the Well 10 Maintenance & Rehabilitation in the amount of $58,772.50; and

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

Draft

DATED this 6th day of June, 2023.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: June 6, 2023
APPROVED: June 6, 2023

Draft

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: City Code Amendment - Leashing and Impoundment of Dogs

Staff Recommendation: A motion to approve an Ordinance Amending Sections 166-7 and 166-8 of the Crystal Lake City Code Relating to Leashing and Impoundment of Dogs

Staff Contact: James Black, Chief of Police

Background:

The Police Department currently manages the enforcement of applicable ordinances relating to dogs. While most animal complaints that occur within the City fall under the jurisdiction of the McHenry County Animal Control, the City still maintains the ability to enforce violations of the animal ordinance if necessary. A recent review of the City Code relating to the regulation of dogs revealed some ambiguity of language used in the current code. City Staff wishes to update the current language with the proposed two amendments set forth below relating to Sections 166-7 **(**Leashing of Dog) and 166-8 (Impoundment of Dogs), where the strike-through represents current Code language to be removed and the italicized and underlined language will be new Code language.

166-7 Leashing of Dog
~~All dogs shall be kept under restraint~~.

A. *No animal shall be permitted, except on a leash, to use or be upon any public street, sidewalk, parkway or public place.*

B. *No owner of an animal shall fail to control such animal on the owner's property through the means of a leash, fence or the immediate control of a responsible person to whose hand or voice commands the animal is obedient.*

166-8 Impoundment of Dogs
Unrestrained *or unleashed* dogs *running at large* may be taken by Police or the County Animal Control Officer and impounded ~~and disposed of~~ in accordance with the McHenry County article (Article 6 Section 8.01.870 Public Nuisance) regulating animal control. ~~Impounded dogs shall be kept for not less than seven business days unless reclaimed by~~

~~their owners. If by a permit tag or by other means the owner can be identified, the Director of Finance shall immediately upon impoundment notify the owner by telephone or mail of the impoundment of the animal. Dogs not claimed by their owners within three days shall be humanely disposed of by the Director of Finance or by an agency delegated by him/her to exercise that authority.~~

City staff recommends the approval of the attached Ordinance incorporating the foregoing changes to the Code. Legal staff has reviewed these amendments.

Votes Required to Pass:

Simple Majority.

Ordinance No. _____

File No. _____

The City of Crystal Lake Illinois

AN ORDINANCE AMENDING SECTIONS 166-7 AND 166-8 OF THE CRYSTAL LAKE CITY CODE RELATING TO LEASHING AND IMPOUNDMENT OF DOGS

Draft

WHEREAS, the City Code of Crystal Lake (the "***City Code***") currently includes various regulations relating to the leashing and impoundment of dogs; and

WHEREAS, in order to ensure that the City Code is clear for citizens and law enforcement personnel, the City Council has determined that it is appropriate and in the best interests of the City and its residents to amend Sections 166-7 and 166-8 of the City Code as hereinafter set forth;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County, Illinois, as follows:

SECTION 1: Incorporation of Recitals. The foregoing recitals are incorporated into and made a part of this Ordinance as if fully set forth.

SECTION 2: Amendment to Article III of Chapter 166 of the City Code. Sections 166-7 and 166-8, respectively entitled "Leashing of Dogs" and "Impoundment of Dogs," of Article III, entitled "Rules and Regulations," of Chapter 166, entitled "Animals," of the City Code are hereby amended so that said Sections shall hereafter be and read as follows:

166-7 Leashing of Dog

~~All dogs shall be kept under restraint~~.

A. *No animal shall be permitted, except on a leash, to use or be upon any public street, sidewalk, parkway or public place.*

B. *No owner of an animal shall fail to control such animal on the owner's property through the means of a leash, fence or the immediate control of a responsible person to whose hand or voice commands the animal is obedient.*

166-8 Impoundment of Dogs

Unrestrained *or unleashed* dogs *running at large* may be taken by Police or the County Animal Control Officer and impounded ~~and disposed of~~ in accordance with the McHenry County article (Article 6 Section 8.01.870 Public Nuisance) regulating animal control. ~~Impounded dogs shall be kept for not less than seven business days unless reclaimed by their owners. If by a permit tag or by other means the owner can be identified, the Director of Finance shall immediately upon impoundment notify the owner by telephone or mail of the impoundment of the animal. Dogs not claimed by their owners within three days shall be humanely disposed of by the Director of Finance or by an agency delegated by him/her to exercise that authority.~~

SECTION 3: Effective Date. This Ordinance shall be in full force and effect following its passage, approval, and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 2023.

APPROVED by me this ____ day of _____, 2023.

_____

SEAL MAYOR

ATTEST:

_____

CITY CLERK

Draft

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: June 6, 2023

Item: Board and Commission Reappointments – Library Board

Mayor's Recommendation: Motion to reappoint William Weller and Charles Stump to the Library Board

Contact: Haig Haleblian, Mayor

Background:

Mary Alice Fellers, Charles Stump and William Weller are current Library Board members whose three-year terms expire June 30, 2023. William Weller and Charles Stump would like to be reappointed. Mary Alice Fellers no longer wishes to serve on the Board.

Library Board appointments and reappointments are nominated by the Mayor and confirmed by the City Council.

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

Votes Required to Pass:

Simple majority

Melanie Nebel

From: Fyolek, Becky <bfyolek@crystallakelibrary.org>
Sent: Friday, May 19, 2023 4:28 PM
To: Melanie Nebel
Subject: CLPL 2023 Trustee Terms

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Melanie,

I have three trustees with terms that are expiring in June of 2023. I believe Alice Fellers has already let Haig know that she is not planning to continue on the board. Both Bill Weller and Charles Stump have indicated they would be interested in continuing for another term.

Please let me know how the mayor would like to proceed.
Thank you and have a great weekend!
-Becky

Becky Fyolek (She/Her)
Executive Director
Crystal Lake Public Library
126 Paddock Street
Crystal Lake, IL 60014
815.526.5102
www.clpl.org

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