AGENDA
CRYSTAL LAKE PLANNING AND ZONING COMMISSION
Wednesday, June 4, 2025
7:00 p.m.
Doors open at 6:50 p.m.
100 West Woodstock Street, Crystal Lake, IL
Council Chambers

All public hearing public comment is limited to five (5) minutes per person signed up to speak.

1. Call to Order

2. Roll Call

3. Approve the minutes of the May 21, 2025 Planning and Zoning Commission Meeting.

4. **2025-40 – 5213 NORTHWEST HIGHWAY – FOX VALLEY VOLKSWAGON – SPECIAL USE PERMIT AMENDMENT AND VARIATIONS –** PUBLIC HEARING
   A Special Use Permit to allow a second Electronic Message Center Sign with Variations from the maximum size and height, the maximum EMC square footage and percentage of the sign, the minimum base width, and to allow a second free-standing sign on the property.

5. **REPORT FROM PLANNING**
   A summary of the previous petition outcomes and details of the upcoming items for this Commission.

6. COMMENTS FROM THE COMMISSION

7. ADJOURNMENT

If you need special assistance in order to participate in the City of Crystal Lake public meeting, please contact Melanie Nebel, Executive Assistant, City Manager's Office at 815-459-2020.
If possible, please contact the City at least 24 hours before the meeting to make arrangements.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, MAY 21, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Greenman at 7:01 p.m.

CALL TO ORDER

On roll call, commissioners Jeff Greenman (chairman), Bill Gronow, Stacy Mason, Kathy Repholz, and Al Skluzacek were present. Commissioner Scott Smith was absent. Mr. Greenman confirmed that a quorum was present.

Darrell Moore, 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 APRIL 16, 2025 PLANNING AND ZONING COMMISSION MEETING

Mr. Skluzacek made a motion to approve the minutes from the April 16, 2025 Planning and Zoning Commission meeting. Mr. Gronow seconded the motion. On voice vote, all members voted aye. Motion passed.

2025-63 – 250 LAKE SHORE DR – HANNELL – VARIATION

A Variation to allow a second-story deck encroaching two feet into an interior side yard.

The petitioner, Matthew Hannell, presented the request to the commission. He explained that he is the owner and resident of the property and is acting as general contractor on its renovation—now in its 8th year. The second-story deck being for which he was seeking approval, will be on the roof of a patio, which received a side-yard encroachment variation the year before. During construction, he explained, he discovered that there was a view of the lake from atop the patio roof. He noted that prior to the construction of the house across Leonard Parkway, the lake could be viewed from inside the house. He then described some of the changes that would be made to create the deck, which included converting a window into a doorway, affixing a railing, and adding exterior lighting.

Mr. Greenman inquired if there were any concerns with the conditions offered by staff in the staff report. Mr. Hannell stated that he had no concerns, and added that he has talked with his neighbors about the project and they had no objections to the request. Using current photos of the property taken by staff, Mr. Hannell described the project in more detail including how there is arbor vitae planted next to the patio that should grow to provide privacy for the second-story deck in the next four years.

Mr. Greenman opened the public hearing. There being no one to speak, he closed the public hearing and asked staff to provide any additional information.

Mr. Moore summarized the request and stated that there were no concerns.

Ms. Repholz asked for clarification as to why a variation was needed, given that a majority of what would become the second-story deck is already in place and approved by a previous variation. Mr. Moore explained that converting the patio rooftop into a deck qualifies as increase the bulk of the structure not covered by the previous variation. He added that the use of a second-story deck had the potential to have a greater impact on neighbors than the current covered patio.

Ms. Mason asked the petitioner about the location of the lighting for the deck. Mr. Hannell stated that he intended to affix an exterior light on the wall to the left side of the proposed doorway, which is further from the property line than the right side of the doorway (the location shown in the staff report exhibit).

Mr. Skluzacek asked about the car port heights on the property and whether they obstructed the lake view. Mr. Hannell said that they represented only a minor obstruction.

Mr. Gronow asked why this variation request was not a part of the previous one. He expressed his dissatisfaction with the number of variations having been requested on the property. Mr. Hannell replied that he only realized the lake view potential while constructing the patio roof and that he regrets not having incorporated it into his previous plans, which would have saved him time and money. Mr. Gronow stated that he believed that the hardship in this case was being created by the petitioner, and therefore did not meet the standards for a variation.

Mr. Greenman thanked the petitioner for his application and efforts coming before the commission. He stated that he believes the hardship now is the same as it was in the previously approved variation. He cautioned the petitioner that a future expansion requiring a variation may not be viewed the same way. He stated that the findings of fact were met.

Mr. Hannell provided a final summary of the request.

Ms. Repholz made a motion to approve petition 2025-63, a variation to allow a second-story deck encroaching two feet into an interior side yard with the following conditions:

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

   A. Application (Hannell, received 4/21/25)
   B. Plat of Survey (Luco, dated 08/11/11)

2. Work with staff on the second-story exterior light fixtures, so as to limit potential adverse impacts to the neighboring property.

Ms. Mason seconded the motion. On roll call vote members Greenman, Mason, and Repholz vote aye. Members Skluzacek and Gronow voted no. Motion passed 3-2.

REPORT FROM PLANNING

Mr. Moore reported that both Water's Edge Commercial Phase 2 and the Chicago Gems & Jewelry petitions were approved by the city council. He asked that any commissioners who have not replied to the September 30 joint workshop scheduling request to do so soon.

COMMENTS FROM THE COMMISSION

Mr. Greenman told the commission that he expects the city council to be filling the open commission seat in the coming month.

ADJOURNMENT

Ms. Mason made a motion to adjourn the meeting. Ms. Repholz seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 7:27 p.m.

#2025-40 FOX VALLEY VW
ELECTRONIC MESSAGE CENTER (EMC) SIGN
Special Use Permit / Variations
Project Review for Planning and Zoning Commission

Meeting Date: June 4, 2025

Request: A Special Use Permit to allow an Electronic Message Center (EMC) and all necessary Variations including:

1) to allow a second freestanding sign, instead of the maximum allowed one;
2) to allow the EMC sign copy area to be 36 sq. ft. instead of the 32 sq. ft. maximum;
3) to allow the EMC sign copy area to be 100% of the sign area, instead of the 40% maximum;
4) to allow the sign to be 16'-5" in height, instead of the 9' maximum; and
5) to allow a sign base that is 40% the width of the sign, instead of the 80% minimum.

Location: 5213 Northwest Hwy

Existing Zoning: B-2 PUD – General Commercial

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

Staff Contact: Darrell Moore (815) 356-3612

Background:

- Existing Use: The subject property is an existing automobile dealer.
- The subject property currently has one freestanding sign which was approved through a Special Use Permit and Variation in 2014.
- A second Special Use Permit and Variations, also approved in 2014, would have allowed a sign similar to the one requested now. It was for an EMC as a second sign with a height of 14'8", located 7'-6" from the front property line, and having a sign base less than 80% of the sign width. However, that approval automatically lapsed after two years due to lack of progress (per UDO Article 9-200D-8).
- UDO Requirement: A Special Use Permit and Variation(s) are required for an EMC that does not meet all requirements for a EMC Limited Use Permit, listed in UDO Article 2-

PIQ


Zoom In
Zoom
FEDERAL DRIVE
EXCHANGE DRIVE
TRACY TRAIL
US ROUTE 14
POINTE DRIVE

400C-61. Additionally, a Variation is required for more than one freestanding signs on a property.

Development Analysis:

General

- Request: The petitioner is requesting a Special Use Permit to allow an Electronic Message Center (EMC) and all necessary Variations including to allow: a second freestanding sign; EMC sign copy area to be 36 sq. ft.; EMC sign copy area to be 100% of the sign area; a sign to be 16'-5" in height; and a sign base that is 40% the width of the sign.
- Land Use: The Comprehensive Land Use map shows the area as Commerce, which is an appropriate land use designation.

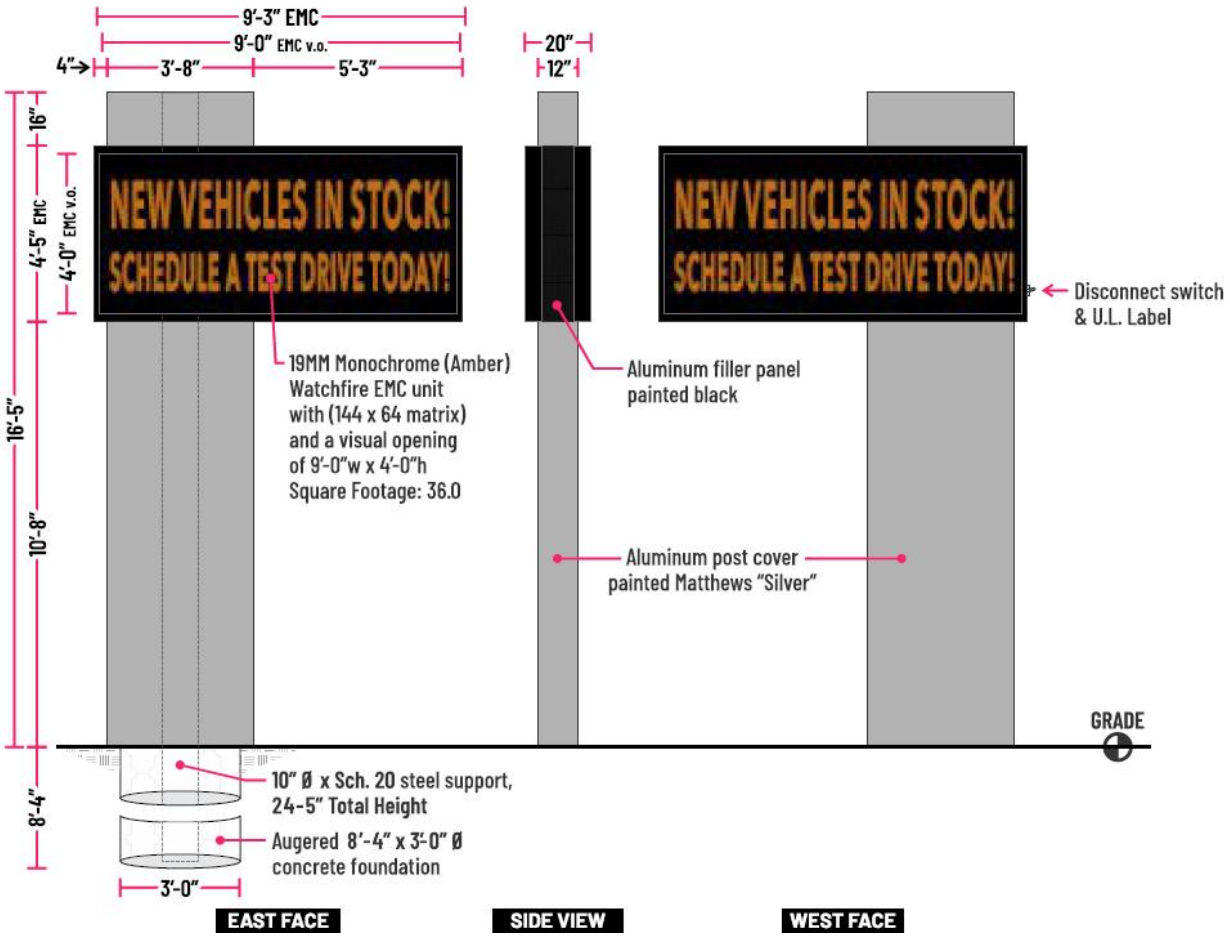
EMC Sign

- The proposed sign is a new freestanding pylon sign having a width of 9'-3" and sign base 3'-8" wide, which is wrapped in a silver aluminum cover.
- The EMC sign is 36 square feet in area, which exceeds the maximum allowed EMC sign copy area of 32 square feet.
- The EMC sign copy area comprises 100% of the sign copy area, which exceeds the 40% maximum by 60%.
- The sign is 16'-5" high, which exceeds the 9-foot maximum height by 7'-7".
- The proposed color of the LEDs is amber, which is an allowable color for EMC text.

Variations

- See the table below for the standards for freestanding signs and whether a variation for the proposed sign in s required.

	UDO Standard	**Proposed Sign**	**Variation Required**
Number of signs	1	2	Yes
Sign height	9 feet	16 feet 5 inches	Yes
Sign copy area	80 square feet	32 square feet	No
EMC sign copy area % of sign	32 square feet or 40% of total sign area, whichever is less	36 square feet & 100% of sign copy area	Yes
Sign base width	80%	40%	Yes
Setback	10 feet	14 feet 9 inches	No



Comparison to Other Auto Dealers

- Of the seven car dealerships, including Martin Chevrolet, three have existing freestanding signs with an EMC. See the table below for the breakdown of signage for the car dealerships.

Address	Name	Area (sq ft)	Height (feet)	EMC	EMC Copy Area (sq ft)
6305 Northwest Hwy	Courtesy Motors	76	20’	No	-
5656 Northwest Hwy	M’Lady Nissan	80	24’8”	Y – Variation	30.6
5213 Northwest Hwy	Anderson VW	10	14’8”	No	-
5220 Northwest Hwy	Martin Chevrolet	75.5	15’	No	-
		75.5	15’	No	-
		87.4	18’	Y – SUP/Variation	72.2
360 N Route 31	Anderson BMW	150	25’	No	-

		32.2	15’	No	-
1035 S Route 31	Pauly Toyota	104	19’3”	No	-
		20	6’	No	-
680 W Terra Cotta Ave (Route 176)	Brilliance Honda	64	11’	No	-
		74	18’	Y – Annex/PUD/SUP	74

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

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

This can be accomplished with the following supporting action:
Supporting Action: Promote, retain and attract businesses that provide a diverse tax base.

Findings of Fact:
SPECIAL USE PERMIT
The petitioner has requested a Special Use Permit Amendment to allow a freestanding sign with an EMC. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. 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*

Electronic message center signs have specific Special Use criteria they have to meet. All electronic message center (EMC) signs, except gasoline electronic pricing signs, must comply with the following standards:

1. Minimum width: The zoning lot upon which an EMC may be permitted must have a minimum of 200 contiguous lineal feet of frontage that must be located on Route 14 or Route 31.

   ☐ *Meets* ☐ *Does not meet*
   The subject property has over 850 lineal feet of frontage on Route 14.

2. Minimum area: The zoning lot upon which an EMC may be permitted must have a minimum of two acres of total lot area.

   ☐ *Meets* ☐ *Does not meet*
   The subject property is 6.4 acres.

3. Maximum gross surface area: The maximum gross surface area of the EMC portion of any sign shall not exceed 32 square feet or 40% of the sign's total area; whichever is smaller. The EMC portion must occupy the bottom half of the sign. The maximum gross area of

any sign within which an EMC sign is incorporated shall comply with the requirements for maximum gross surface area based on the underlying Zoning District and shall include the surface area of the EMC. The sign must be outside of the required setback and located on the middle third of the property.

☐ *Meets* ☐ *Does not meet*

Variation being requested.

4. Maximum height: The EMC sign, including any sign in which the EMC is incorporated, shall comply with the maximum height permitted for any sign based on the underlying Zoning District to which the property is located.

   ☐ *Meets* ☐ *Does not meet*

   Variation being requested.

5. Preexisting nonconforming signs: An EMC sign cannot be incorporated into a preexisting nonconforming sign.

   ☐ *Meets* ☐ *Does not meet*

   The proposed sign is not a preexisting nonconforming sign.

6. Minimum design standards: The EMC sign shall meet all the following design conditions:
   a. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the EMC, at night or in overcast conditions, will be no more than 40% of the daytime brightness level;

      ☐ *Meets* ☐ *Does not meet*

   b. All EMCs located on properties adjacent to residential uses must be extinguished from 11:00 p.m. until 7:00 a.m. This restriction shall apply regardless of the location of the EMC on the property;

      ☐ *Meets* ☐ *Does not meet*

      The subject property is not adjacent to residential uses.

   c. The message area of an EMC can be illuminated by white or amber incandescent lamps, LED (light-emitting diode) or magnetic discs;

      ☐ *Meets* ☐ *Does not meet*

      The proposed color is amber.

d. The EMC unit must have the "flash" feature disabled and messages shall have a five-minute "hold" time except for time and temperature messaging which may have a shorter duration, but no less than one minute or separate the sign into two areas - one for the message and the other for the time and temperature;

☐ *Meets* ☐ *Does not meet*

e. The messages displayed on the EMC may only transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages;

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

h. The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.

☐ *Meets* ☐ *Does not meet*

7. A freestanding sign may have not more than two sign faces. Freestanding signs with more than one sign face must be designed to have the sign faces attached back to back to the support structure. No V-shaped freestanding EMC signs shall be permitted.

☐ *Meets* ☐ *Does not meet*

The proposed sign is not V-shaped and does not have more than two sign faces.

8. EMC signs located within the Estate District are limited to special event centers as defined in Article 10-200.

☐ *Meets* ☐ *Does not meet*

The EMC sign is not located within the Estate District.

9. The EMC unit shall otherwise comply with all other provisions of Section 4-1000 of the Crystal Lake Unified Development Ordinance ("Signs"), including, but not limited to, the prohibition of Off-Premise Signs.

   ☐ *Meets* ☐ *Does not meet*

   Variations are being requested.

ZONING VARIATION

The petitioner is requesting variations from Article 2-400 and Article 4-1000 to allow a second freestanding sign; the EMC sign copy area to be 36 sq. ft.; the EMC sign copy area to be 100% of the sign area; a sign to be 16'-5" in height; and, a sign base that is 40% the width of the sign.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property.

To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

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

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

   ☐ *Meets* ☐ *Does not meet*

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

   ☐ *Meets* ☐ *Does not meet*

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

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

   ☐ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently

having interest in the property;

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

Recommended Conditions:

If a motion to recommend approval of the petitioner's request is made, it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Olympik Signs / Crystal Lake VW Real Estate LLC, dated 4/11/25)
   B. Sign Plan (Olympik Signs, dated 4/11/25)
   C. Landscaping Plan (Olympik Signs, dated 4/11/25)

2. Comply with all standards for EMCs listed in UDO Article 2-400C-61, not otherwise included in any variations approved by the City Council.

3. 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: Crystal Lake VW Real Estate LLC

Address: 5213 Northwest Hyw.

Crystal Lake, IL 60014

Phone: 708-977-0944

E-mail: emir@foxvalleyag.com

Project Name & Description:

Fox Valley Volkswagen; Installation of one (1) double-faced freestanding sign

with EMC units.

Project Address/Location: 5213 Northwest Hwy, Crystal Lake, IL 60014

Signature

Emir C Abinion, Mgr. **3/21/2025**

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.

Northwest Herald

NORTHWEST HERALD

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Notice Keywords:
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Notice Publish Date:
Friday, May 16, 2025

Notice Content

PUBLIC NOTICE PUBLIC NOTICE BEFORE THE PLANNING AND ZONING COMMISSION OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS IN THE MATTER OF THE APPLICATION OF CRYSTAL LAKE VW REAL ESTATE LLC and OLYMPIK SIGNS LEGAL NOTICE Notice is hereby given in compliance with the Unified Development Ordinance (UDO) of the City of Crystal Lake, Illinois, that a public hearing will be held before the Planning and Zoning Commission upon the application by CRYSTAL LAKE VW REAL ESTATE LLC and OLYMPIK SIGNS for approval of a Special Use Permit for the following real estate known as 5213 Northwest Highway, Crystal Lake, Illinois 60014, PIN: 19-09-200-039. This application is filed for the purpose of seeking a Special Use Permit for the property, which is zoned B-2 PUD General Commercial District, to allow a second freestanding sign on the property comprised of an electronic message center (EMC) with variations for sign area, sign height, sign-base width, and any other changes as presented at the hearing, pursuant to UDO Section 2-400C-61. Plans for this project can be viewed at the City of Crystal Lake Community Development Department at City Hall. A public hearing before the Planning and Zoning Commission on the request will be held at 7:00 p.m. on Wednesday, June 4, 2025, at the Crystal Lake City Hall, 100 West Woodstock Street, at which time and place any person determining to be heard may be present. Jeff Greenman, Chairperson Planning and Zoning Commission City of Crystal Lake (Published in the Northwest Herald May 16, 2025) 2246331

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630.424.6100

1130 N. Garfield Street
Lombard, IL 60148

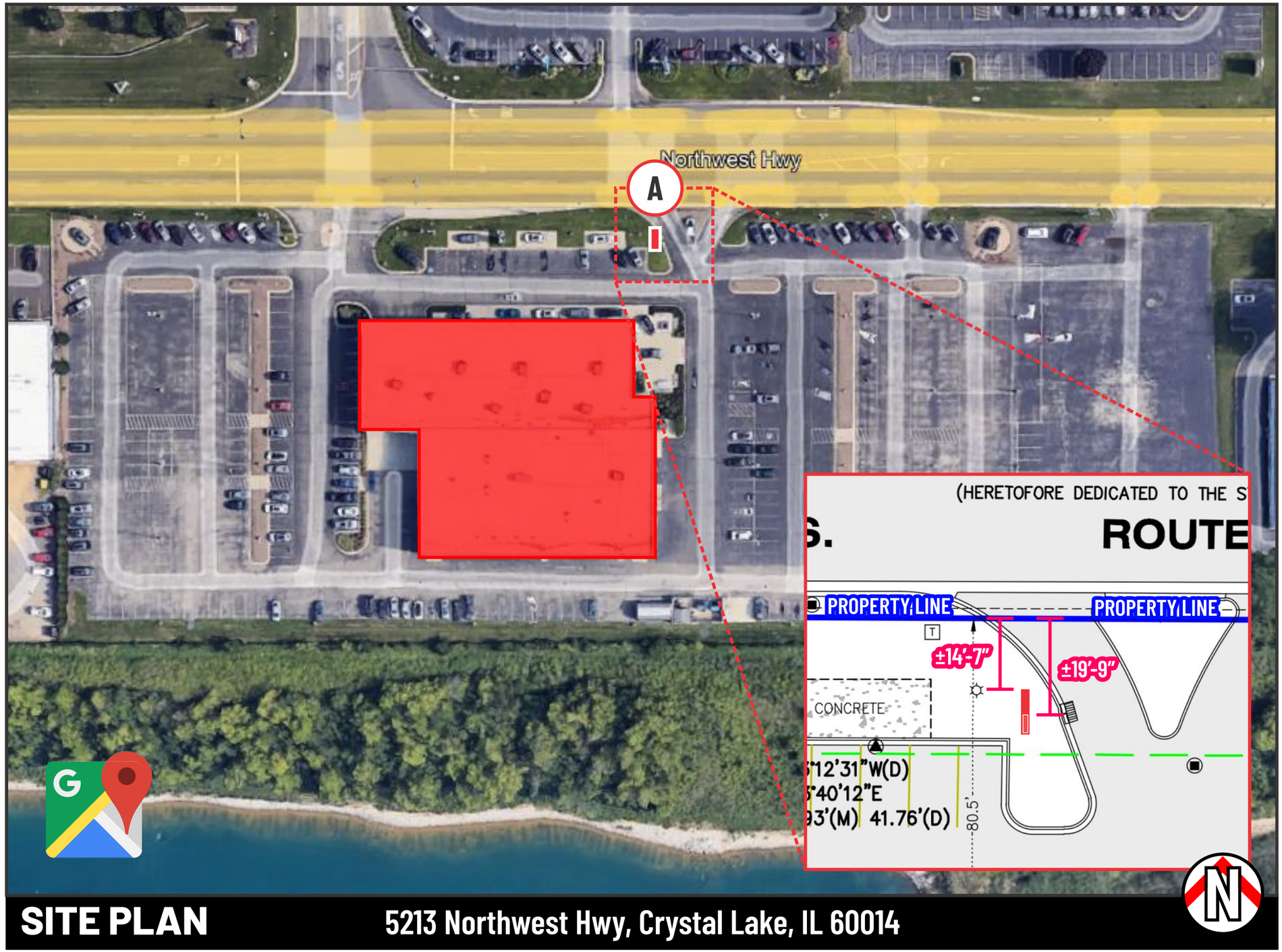
www.OLYSIGNS.com

5213 Northwest Hwy
Crystal Lake, IL 60014

Double-Faced Pylon Sign with EMCs

JOB #	DATE	REV #	ARTIST	ACCOUNT REP	PAGE
24-10071	04-11-25	2	AS	RWJR	1

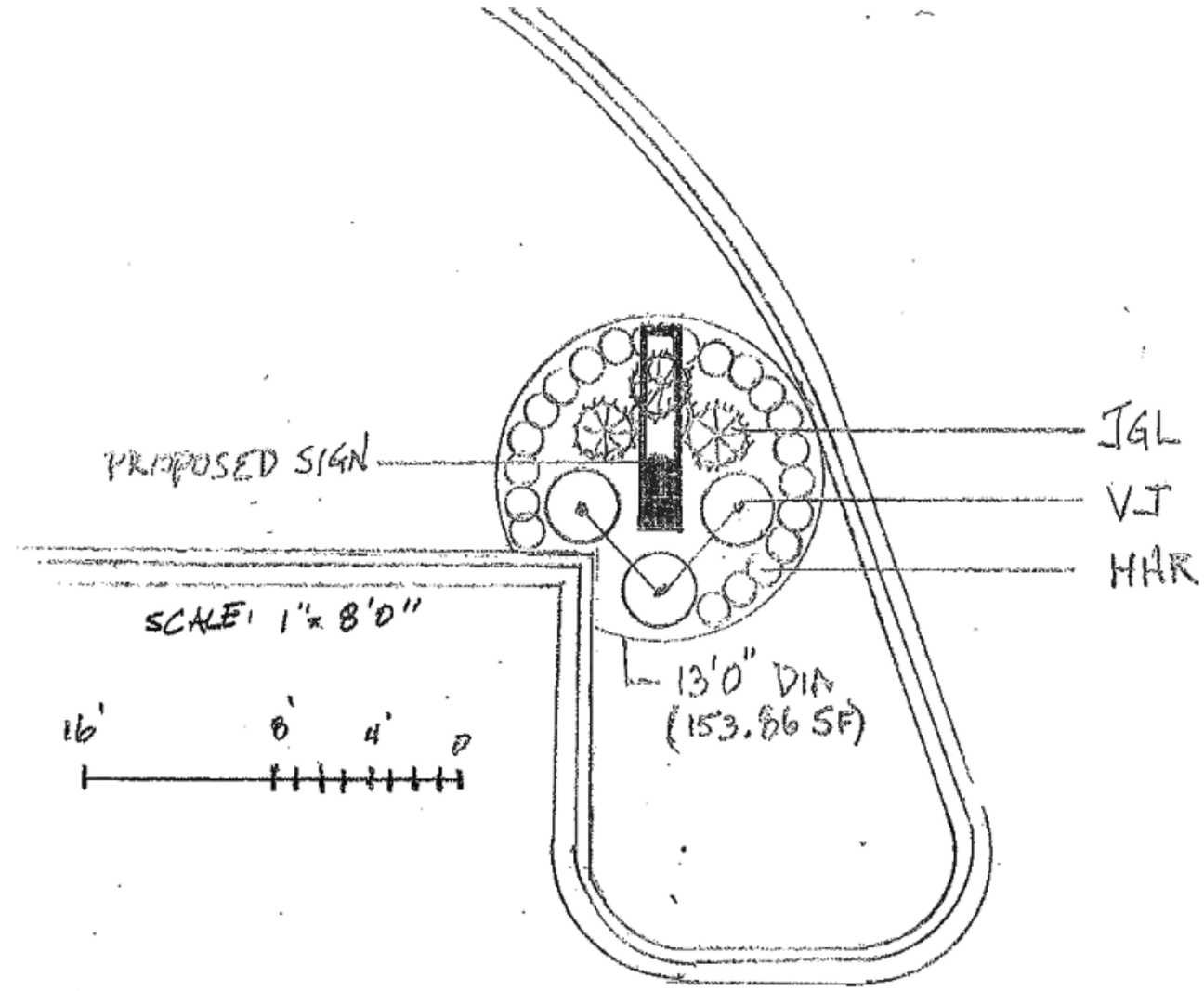
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SITE PLAN 5213 Northwest Hwy, Crystal Lake, IL 60014

A Double-Faced Pylon Sign with EMCs

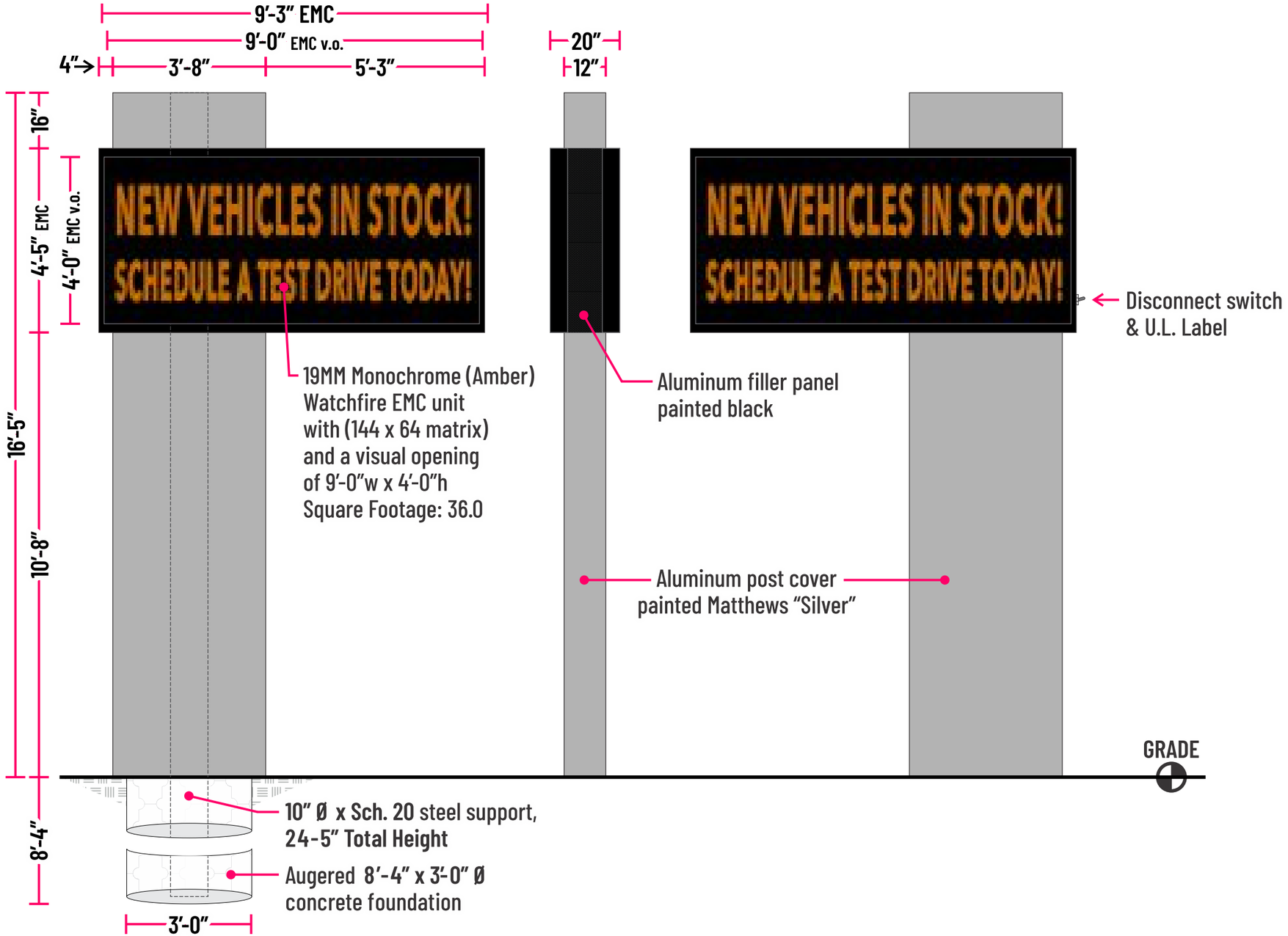
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Sym	Qty	Size	Common Name	Botanical Name
JGL	3	18"	Gold Lace Juniper	Juniperus Chinensis 'Gold Lace'
VJ	3	36"	Fragrant Viburnum	Viburnum 'Juddi'
HHP	21	1Gal	Happy Return Daylily	Hemerocallis 'Happy Returns'

LANDSCAPE PLAN

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A D/F PYLON SIGN WITH EMCs

SCALE: 3/8" = 1' SQ/FT 40.8

A Double-Faced Pylon Sign with EMCs

Double-Faced pylon sign with aluminum pole cover painted Matthews "Silver". (2) 9' x 4' 19mm Monochrome (Amber) EMC units mounted to pole. Aluminum filler panels between EMC returns painted black.

Field survey required before fabrication.

COLORS

Matthews "Silver" MP41342SP

5213 Northwest Hwy, Crystal Lake, IL 60014

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5213 Northwest Hwy, Crystal Lake, IL 60014

OLYMPIK SIGNS

630.424.6100 OLYSIGNS.com JOB # 24-10071 DATE 04-11-25 REV # 2 ARTIST AS ACCOUNT REP RWJR PAGE 5

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