CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
August 5, 2025
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Fire Swearing in Ceremony for New Firefighter/Paramedics, Lieutenant, Battalion Chief, and Deputy Chiefs**

5. **Approval of Minutes – July 15, 2025 Regular Meeting**

6. **Accounts Payable**

7. **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.

8. **Mayor's Report**

9. **City Council Reports**

10. **Consent Agenda**
    a. **County Zoning Request – Variation to allow an accessory building to be 26 feet in height, instead of the maximum 20 feet, at 3416 S. Cherry Valley Road, Unincorporated Woodstock, Illinois**

11. **New Directions Addiction Recovery Services – Zero Fest Special Event Request and Closure of Beardsley Street (from Main Street to Ellsworth Street) and a portion of the parking lot by 135 Beardsley Street – Saturday, September 20, 2025**

12. **Special Event and Class 19 Temporary Liquor License Request - Downtown Crystal Lake/Main Street - Johnny Appleseed Festival, Great Ball Race, and Taste of Downtown events, closures of Brink Street and Williams Street, and Police Department Assistance Fee Waiver – September 27, 2025**

13. **Special Event Request – Cantina 52 Music Mondays on Monday nights from August 11, 2025 to September 29, 2025 from 6:00 p.m. to 9:00 p.m.**

14. **City Code Amendment to Increase the Number of Class 12 Liquor Licenses – Applicant: The Ellery Group LLC, d/b/a The Ellery, 406 W. Woodstock Street**

15. **Parking Special Permit for 1294 Lake Avenue**

16. 290 West Crystal Lake Avenue, Salvation Army – Variations related to the removal and replacement of a parking lot, including: 1) A variation to allow the parking lot to have a 0-foot street yard setback, instead of the required 20 feet; 2) A variation to allow the reduction in the number of parking lot landscape islands from 21 to 10; 3) A variation to allow a reduction in the minimum size of parking landscape islands from 152 square feet to approximately 135 square feet for five landscape islands; 4) A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to two trees and 33 shrubs on 10 landscape islands; and 5) A variation to allow a reduction to the perimeter landscaping requirements, from nine trees and 65 shrubs to zero trees and zero shrubs

17. Purchase of a new Bucket Truck Using Sourcewell Purchasing Cooperative Contract #110421-ALT and Designation of the 2012 International 4300 Bucket Truck as Surplus, and Authorization of Auction Sale

18. Contract Amendment – Amend the Contract for Bio-Solids Land Application & Landfill Disposal

19. Public Arts Commission Presentation – Discussion Only

20. Council Inquiries and Requests

21. 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

22. Reconvene to Regular Session

23. Adjourn

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

Agenda Item No: 10a

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: COUNTY ZONING REQUEST

Variation to allow an accessory building to be 26 feet in height, instead of the maximum 20 feet at 3416 S. Cherry Valley Road. Unincorporated Woodstock, Illinois

Recommendation: No action

Staff Contact: Kathryn Cowlin, Director of Community Development
Darrell Moore, Assistant City Planner

Background:

- The property is not within the Crystal Lake Watershed, and staff does not have any concerns with this request.
- The City received this County Zoning requests because it is within the City's mile-and-a-half planning jurisdiction. The City's closest boundary to the subject property is approximately 0.9 miles southwest.
- The subject property is approximately 11 acres. It is zoned "E-3" Estate District and "A-1" Agriculture District. It is a mostly wooded lot used for a residence.
- The subject property abuts McHenry County "E-3" Estate District to the north, east, and west and abuts "E-3" and E-5" Estate Districts to the south. It is surrounded by estate residential uses.
- The County's 2030 Land Use Plan identifies the subject property as Residential.
- The County Staff Report was not yet available at the time of this agenda supplement.
- The subject property is designated Estate Residential on the Crystal Lake 2030 Comprehensive Land Use Plan map.

Request:

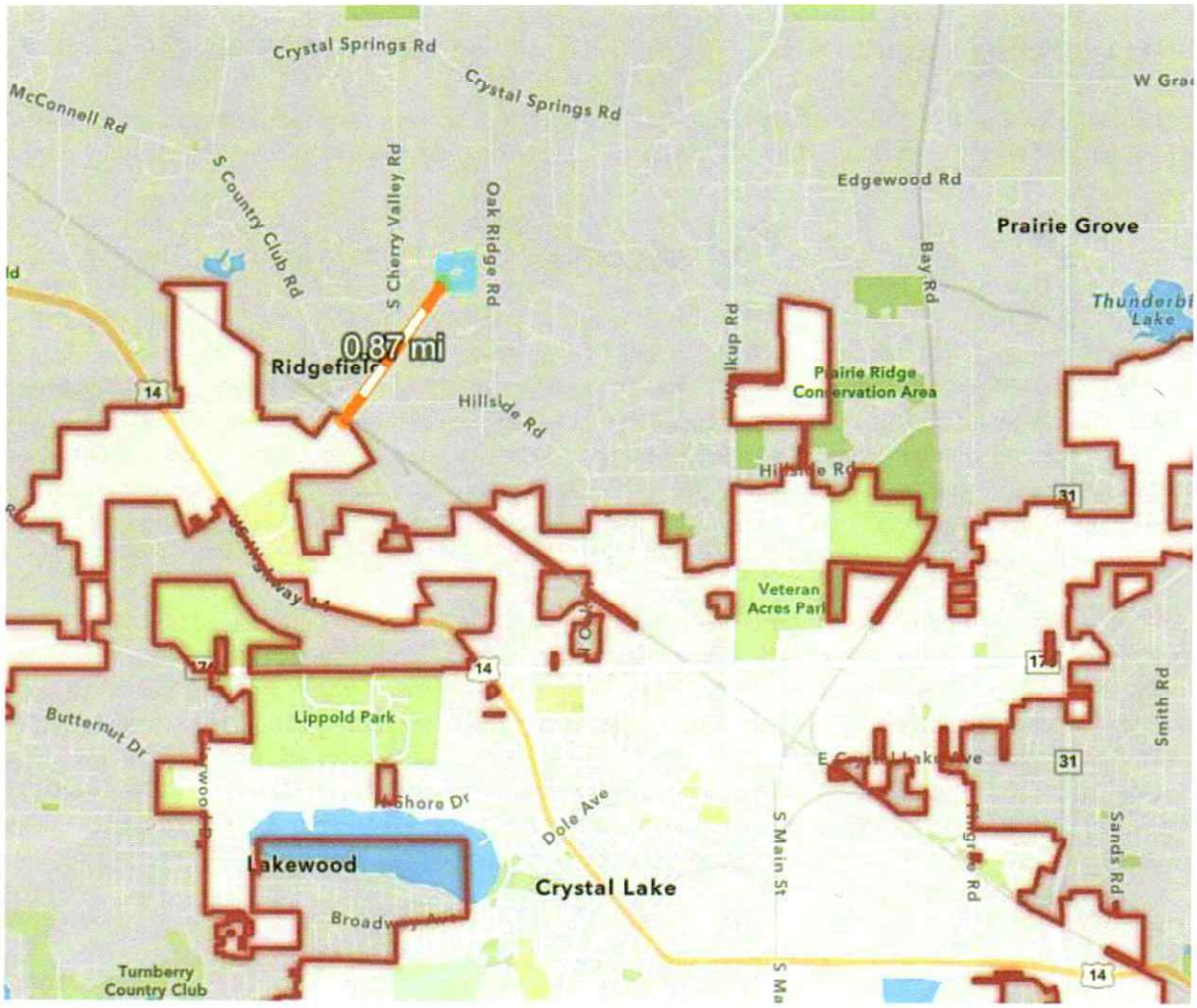
- The petitioner is requesting a height variation of 26 feet, instead of the maximum allowed 20 feet, for an accessory structure on the residential property.

- The building is a pole-barn type construction that is identified for use as a personal workshop. No site plan has been provided, so the exact location on the property for the proposed structure is not known. It can safely be said that the building will be at least ten feet from any side or rear lot line, in accordance with county setback requirements for accessory structures, as no setback variation is requested.

Votes Required to Pass: A simple majority.

Parcel in Question

Distance from Crystal Lake municipal boundaries



IN THE MATTER OF THE APPLICATION OF)
***ELIZABETH R. NYE REVOCABLE TRUST,* OWNER OF RECORD,**)
FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT) LEGAL NOTICE OF PUBLIC HEARING
ORDINANCE OF McHENRY COUNTY, ILLINOIS FOR A) Z25-0060
VARIATION)

Notice is hereby given in compliance with the McHenry County Unified Development Ordinance, that a public hearing will be held before the **McHenry County Hearing Officer,** in connection with this Ordinance, which would result in a ***VARIATION*** for the following described real estate:

PARCEL 1:
The South Half of the West Half of the South Half of Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois.

PARCEL 2: The South 33.00 feet of the North Half of the West Half of the South Half of Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois (excepting therefrom that part of the South 33.00 feet of the North Half of the West Half of the South Half of the Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois, described as follows: Beginning at the Northwest corner of said South 33.00 feet; thence South 89 degrees 53 minutes 44 seconds East along the North line of said South 33.00 feet, 659.98 feet to a point on the East line of the West Half of Government Lot 1 as occupied and monumented, thence South 00 degrees 01 minutes 31 seconds West along said East line, 16.00 feet; thence South 86 degrees 37 minutes 44 seconds West, 660.18 feet to a point on the West line of Government Lot 1 as occupied and monumented; thence North 00 degrees 01 minutes 35 seconds East along said West line of Government Lot 1, 33.00 feet to the Place of Beginning) all containing 0.1288 acres, more or less, in McHenry County, Illinois.

PARCEL 3: That part of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian described as follows: Commencing at the Southwest corner of said Northwest Quarter of Section 19; thence North 89 degrees 53 minutes 03 seconds East, 1329.42 feet along the South line of said Northwest Quarter to the Place of Beginning; thence North 00 degrees 01 minutes 27 seconds East, 629.48 feet to a point on the North line of the South 20.00 acres of Government Lot 2 as monumented; thence North 89 degrees 52 minutes 46 seconds East, 60.03 feet to a point on the West line of Government Lot 1 as occupied and monumented; thence South 00 degrees 01 minutes 35 seconds West. 629.49 feet along said West line of Government Lot 1 as occupied and monumented to the South line of said Northwest Quarter of Section 19; thence South 89 degrees 53 minutes 03 seconds West, 60.00 feet to the Place of Beginning, all located in McHenry County, Illinois.

PIN 14-19-100-036 and 14-19-100-033

The subject property is located approximately five hundred forty-five (545) feet north of the intersection of Cherry Valley Road and Cherry Vail Way ***with a common address of 3416 S. Cherry Valley Road, Woodstock, Illinois in Nunda Township.***

The subject property is presently zoned ***"E-3" Estate District and "A-1" Agriculture District and consists of approximately 10.962 acres with "E-3" Estate District zoning to the North and West, "E-3" Estate District and "E-3V" Estate District with Variation Zoning to the East, "E-3" Estate District and "E-5" Estate District Zoning to the South.***

The Applicant is requesting a **VARIATION** ***of the subject property to allow for a maximum building height of twenty-six (26) feet instead of the maximum twenty (20) feet allowed for a detached accessory structure.***

Elizabeth R. Nye as trustee of the Elizabeth R. Nye Revocable Trust, The Owner and Applicant, can be reached at 617 Williams Street, River Forest, Illinois.

A hearing on this Zoning Application will be held on the 12th day of August 2025 at 11:00 A.M. in the County Board conference room at the McHenry County Government Center Administration Building 667 Ware Rd, Woodstock, Illinois at which time and place any person desiring to be heard may be present. The McHenry County Government Center Mailing address is 2200 N. Seminary Avenue, Woodstock, Illinois 60098.

DATED THIS 23RD DAY OFJULY 2025.

By: Michael McNerney, MCHO
McHenry County Hearing Officer
2200 N. Seminary Avenue
Woodstock, IL 60098

Petitions for all Zoning hearings can be accessed at the following link:
www.mchenrycountyil.gov/county-government/new-meeting-portal and choosing the "Agenda" link for the specific meeting date.

Live audio streams of all Zoning hearings can be accessed at the following link:
www.mchenrycountyil.gov/county-government/new-meeting-portal and choosing the "Video" link for the specific meeting date.

Van Heart Services

Project Narrative – Pole Barn Installation

Project Title:
Construction and Installation of Workshop Pole Barn

Project Location:
3416 S. Cherry Valley Rd, Woodstock, IL 60098

Project Overview:
This project involves the construction of a pole barn to serve as a private workshop on a privately owned parcel of land. The goal is to create a durable, cost-effective, and functional workspace for personal projects, equipment storage, and light fabrication activities. The structure will be designed with long-term durability and minimal environmental impact in mind.

Project Purpose and Need:
Construct a 32' x 40' Main Workshop with a 18-foot ceiling height (Total Height 26 feet). With an additional Garage building 24' x 24' with a 14-foot ceiling height (Total Height (19 feet.).

Provide enclosed space for woodworking, mechanical work, and tool storage.

Ensure structural integrity and compliance with local building codes.

Integrate basic utilities such as electrical service and lighting.

Maintain proper drainage and site grading around the structure.

Scope of Work:
The proposed pole barn installation will include the following activities:

- **Site Preparation:**
    - Clearing and grading of approximately 200 square feet.

- Soil compaction and gravel base installation.
- Site access improvement as needed for construction equipment.

- **Foundation and Framing:**
  - Post holes dug to a depth of 4 feet, with concrete footings.
  - wood posts installed on 8 foot centers.
  - Structural framing using engineered trusses and girts.
- **Roofing and Siding:**
  - Installation of metal roofing with ridge cap and venting.
  - Optional insulation if temperature control is needed.
  - Metal on design requirements.
- **Doors and Access Points:**
  - Installation overhead doors and Man Doors.
  - Optional inclusion of windows or skylights for natural lighting.

Project Timeline:

- **Start Date:** July 14th, 2025
- **Estimated Duration:** [6] weeks/months
- **Completion Date:** August 8th, 2025
  The timeline may vary depending on weather conditions and material availability.

Compliance and Permits:
All work will be performed in compliance with local zoning ordinances and building codes.

Materials and Labor:
The barn will be constructed using high-quality, durable materials sourced from reputable suppliers. Labor will be provided by experienced contractors specializing in post-frame

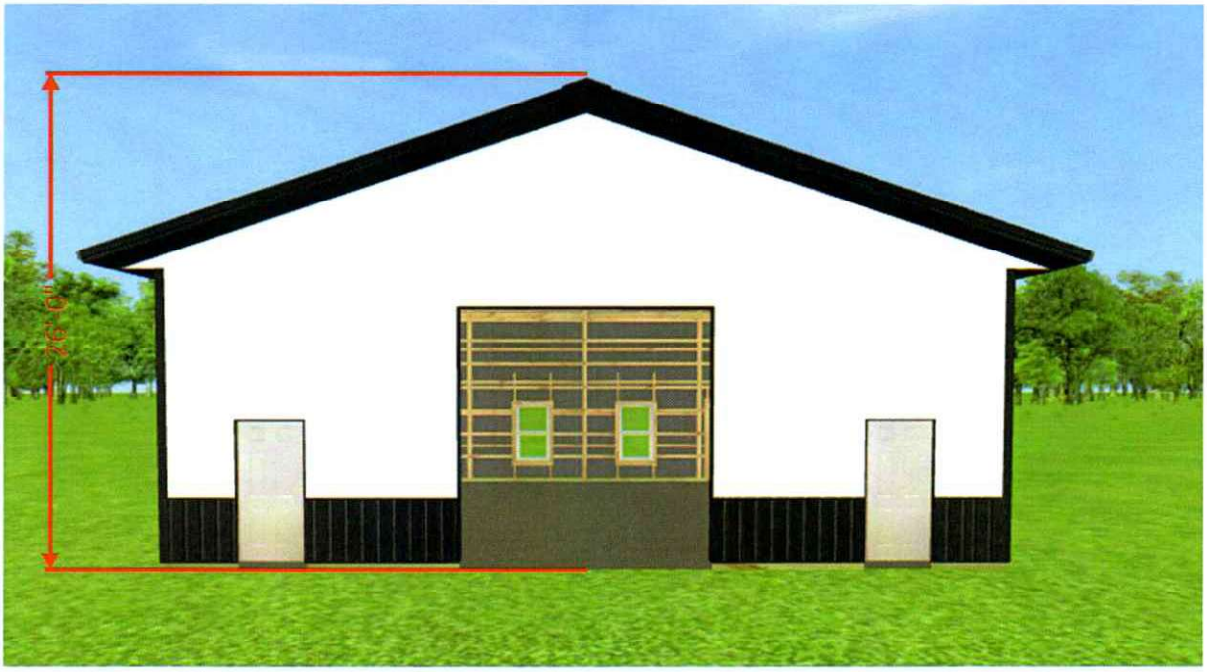
construction. Local vendors and trades will be used where possible to support the regional economy.

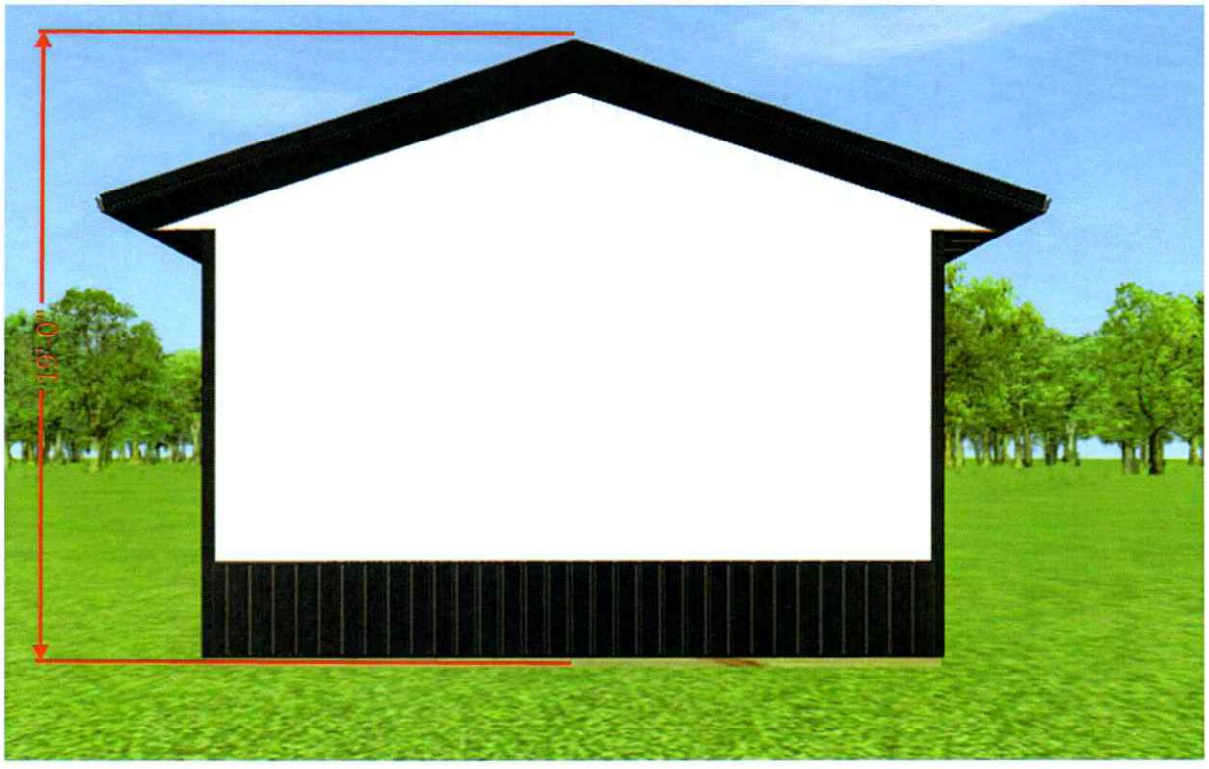
Anticipated Outcomes:
Upon completion, the pole barn will provide a reliable and functional structure that enhances the productivity and sustainability of the property. It will reduce operational inefficiencies and contribute to the long-term viability of the property's intended use.

Nicholas Dong

Van Heart Services.

Nicholas Dong


19'-0"


19'-0"

Vanderstappen Land Surveying, Inc.

PLAT OF SURVEY



LEGAL DESCRIPTION

PARCEL 1:
The South Half of the West Half of the South Half of Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois.

PARCEL 2:
The South 33.00 feet of the North Half of the West Half of the South Half of Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois (excepting therefrom that part of the South 33.00 feet of the North Half of the West Half of the South Half of Government Lot 1 as occupied and monumented of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian, in McHenry County, Illinois, described as follows: Beginning at the Northwest corner of said South 33.00 feet; thence South 89 degrees 53 minutes 44 seconds East along the North line of said South 33.00 feet, 659.38 feet to a point on the East line of the West Half of Government Lot 1 as occupied and monumented; thence South 00 degrees 09 minutes 31 seconds West along said East line, 19.00 feet; thence South 89 degrees 37 minutes 44 seconds West, 660.18 feet to a point on the West line of Government Lot 1 as occupied and monumented; thence North 00 degrees 01 minutes 15 seconds East along said West line of Government Lot 1, 33.00 feet to the Place of Beginning) all containing 0.7268 acres, more or less, in McHenry County, Illinois.

PARCEL 3:
That part of the Northwest Quarter of Section 19, Township 44 North, Range 8, East of the Third Principal Meridian described as follows: Commencing at the Southwest corner of said Northwest Quarter of Section 19; thence North 89 degrees 53 minutes 03 seconds East, 1329.42 feet along the South line of said Northwest Quarter to the Place of Beginning; thence North 00 degrees 09 minutes 31 seconds East, 639.48 feet to a point on the North line of the South 20.00 acres of Government Lot 2 as monumented; thence North 89 degrees 53 minutes 46 seconds East, 60.03 feet to a point on the West line of Government Lot 1 as occupied and monumented; thence South 00 degrees 01 minutes 35 seconds West, 639.48 feet along said West line of Government Lot 1 as occupied and monumented to the South line of said Northwest Quarter of Section 19; thence South 89 degrees 53 minutes 03 seconds West, 60.00 feet to the Place of Beginning, all located in McHenry County, Illinois.

PARCEL 4:
Easement for the benefit of Parcels 1 and 2 for vehicular and pedestrian traffic as reserved in Deed Document 3148222, in McHenry County, Illinois.

LEGEND	
●	DOWN GUY
○	FOUND ANGLE IRON
□	FOUND IRON
■	FOUND IRON BAR
○	FOUND IRON PIPE
⊕	FOUND MAG NAIL
⊠	FOUND MONUMENT
○	LIGHT
⊙	SEPTIC LID
●	SET IRON BAR
⊕	SET MAG NAIL
⊥	SIGN
☎	TELEPHONE RISER
■	TRANSFORMER
⚡	UTILITY POLE
●	WELL
WT	WATER
MH	MANHOLE
RM	RECORD

SCALE 1" = 50'

CLIENT: BONO CONSULTING, INC.
DRAWN BY: DRV CHECKED BY: MPD
SCALE: 1"=50' SEC. 19 T. 44 N. R. 08 E
BASIS OF BEARING: S. EAST ZONE NAD83 (2011)
P.I.N.: 14-19-100-022, -038, -040
JOB NO.: 221305 LS. MPD
FIELDWORK COMP.: 12/21/22 PC

NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.

- No distance should be assumed by scaling.
- No underground improvements have been located unless shown and noted.
- No representations as to ownership, use, or possession should be hereon implied.
- This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

In my professional opinion, and based on my observations, I hereby certify that we have surveyed the premises above described, and that the plat hereon is a true representation of the said survey. This professional service conforms to the current Illinois minimum standards for a boundary survey.

Dated at Woodstock, McHenry County, Illinois 12/22 A.D. 20 22

Vanderstappen Land Surveying Inc.
Design Firm No. 184-002760

By: _____
Illinois Professional Land Surveyor No. 3867

Due to the fact the property only has a carport. There is insufficient enclosed storage.

It does not have an enclosed garage.

Need enclosed storage.

Yes. Prior owners did not build a garage.

Has zero impact on the community.

6. Will the variation: impair an adequate supply of light and air to adjoining property, increase congestion on the public streets, increase the risk of fire to adjacent property, or substantially diminish or impair property values within the neighborhood?

   Has zero impact on the community or the surrounding neighborhood.

7. Will this variation confer special privilege to the property owner that is denied to other owners with property in the same zoning district?

   No special privilege to the property owner.

McHENRY-LAKE COUNTY
SOIL & WATER
CONSERVATION DISTRICT

1648 S. Eastwood Dr. Woodstock, Illinois 60098 (815) 338-0444 ext. 3 www.mchenryswcd.org

July 15, 2025

Elizabeth Nye
617 William St.
River Forest, IL 60305
Email (stork500@aol.com)

Re: Parcel # 14-19-100-036
Common Location: 3416 Cherry Valley Rd., Woodstock, IL
NRI# L25-058-4719
Zoning Change: Variance for Barn

Dear Ms. Nye:

The McHenry-Lake County Soil and Water Conservation District has carefully reviewed your application for Natural Resource Information Report on the Elizabeth Nye property as applied for in Report #25-058-4719. Due to the amount of previously disturbed soils on the site and current zoning, the SWCD finds that impact to natural resources from the proposed use is minimal for the purposes of the NRI report. A full Natural Resource Information Report will not be necessary.

No floodplain or wetlands were found on the site from office maps. Our wetland inventory is for informational and planning purposes only. Any proposed drainage work, in wet areas, requires a certified wetland delineation. If drainage work is to occur, please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

This letter fulfills your requirement to notify the SWCD of land use changes as per the Illinois Compiled State Statutes, Chapter 70, Par. 405/1 et seq. Illinois Revised Statutes, Ch. 5, Par 106 et seq. and the McHenry County Stormwater Ordinance. If you have any questions concerning this letter, feel free to call our office.

Sincerely,

Spring M. Duffey
Executive Director

cc. McHenry County Department of Planning and Development

MCHENRY COUNTY PLANNING AND DEVELOPMENT
2200 N. SEMINARY AVENUE, WOODSTOCK, IL 60098
815-334-4560

Office Use Only

Petition #/Permit # _____

LAND TRUST BENEFICIAL DISCLOSURE

Applications shall be brought in the name of the record title owner or the owner(s) of the beneficial interest through authorized agents. This includes applications made by: the trustee or beneficiary of any land trust, corporation or partnership. The application and notice shall identify the names and addresses of all officers, directors, shareholders/stockholders owning an interest in excess of 7.5%. *

If an officer, director, shareholder/stockholder or beneficiary of any land trust is another legal entity and not an individual, we require the same information (name, title, home address) for that entity.

Name of Entity: ELIZABETH R. NYE, REVOCABLE TRUST

Name	Title (officers, directors, shareholders/stockholders)	Home Address (address, city, state, zip)	Percent of ownership interest
ELIZABETH R. NYE, TRUSTEE	OFFICER	617 WILLIAM ST	100 %
ELIZABETH R. NYE, TRUSTEE	DIRECTOR	RIVER FOREST IL	100 %
ELIZABETH R. NYE, TRUSTEE	SHAREHOLDER	60305	100 %
ELIZABETH R. NYE, TRUSTEE	STOCKHOLDER		100 %

Please attach additional information, if needed.

*Extracted from Title 16: Unified Development Ordinance §16.16.020 §§ A1-4 (2014).

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: New Directions Addiction Recovery Services – Zero Fest Special Event Request and Closure of Beardsley Street (from Main Street to Ellsworth Street) and a portion of the parking lot by 135 Beardsley Street – Saturday, September 20, 2025

Recommendation: Motion to approve the application for a Special Event for Zero Fest to be held on September 20, 2025, including street and parking lot closures, pursuant to staff recommendations

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background: The applicant has applied for a Special Event to hold a fun fall event for people of all ages to enjoy, without the promotion of alcohol. This event will be used as a way to raise awareness of New Directions Addiction Recovery Services. The Other Side is a project of the non-profit New Directions Addiction Recovery Services, and hosting this event will provide the community an example of what services are provided. Zero Fest will be held from 6:00 p.m. to 10:00 p.m. on Saturday, September 20, 2025. This event would include live music, non-profit vendors, local artists, food trucks, and a bags tournament.

The applicant is proposing to block off Beardsley Street between Main Street and Ellsworth Street and a portion of the Beardsley Street public parking lot beginning at 12:00 p.m. on Saturday, September 20, 2025 to set up the stage. All barricades will be removed, and the site cleaned by 12:00 a.m. on Sunday, September 21, 2025. They are also proposing to place a tent with seating, games, vendors, portable toilets and handwashing stations in the City's portion of the parking lot located at 135 Beardsley Street for their event. The organizers will designate dedicated parking spaces for the tenants of 125-129 Main Street in the parking lot located at 91 Ellsworth Street.

A hold harmless agreement and certificate of insurance of applicant are on file.

The number of officers required for the event have been determined by the Police Department. The Police Department has determined that the chargeback fee total will be approximately $694.08 for two officers during the event.

If the request is approved, staff recommends the following conditions:

1. The approval for this event is valid for Saturday, September 20, 2025 from 6:00 p.m. to 10:00 p.m. The closure of Beardsley Street and the public parking lot is permitted from 12:00 p.m. on Saturday, September 20, to 12:00 a.m. on Sunday, September 21.
2. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
3. The applicant must notify all business owners along Main Street, from the railroad tracks to Prairie Street, that Beardsley Street will be closed beginning at 12:00 p.m. on Saturday, September 20, 2025, to 12:00 a.m. on Sunday, September 21, 2025, a minimum of 2 weeks prior to the event.
4. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. With the exception of the stage, a minimum of 20 feet must be open at all times to access Beardsley Street between Main Street and Ellsworth Street. Any barricades used must be easily moveable for emergency access.
5. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
6. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Beardsley Street. These signs and barricades must only be in place during the approved time for the road closure.
7. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
8. Any tent/canopy must be anchored using stakes, sand, or concrete blocks.
9. Generators, if used, must be a minimum of 20 feet from any tents and/ or canopies, and protected from the public fencing, enclosures, or there approved means. *Generators should be properly outlined by the manufacturer.*
10. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
11. Food trucks shall be inspected PRIOR to the event. Food trucks are required to provide a valid City of Crystal Lake certificate of inspection upon demand. City of Crystal Lake employees shall provide identification. A list of currently inspected food trucks is available by contacting Community Development.
12. 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.)
13. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies.

14. A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather, as per (2018) IFC Section 3106.4.1 & 3106.4.2.
15. Tents having an area exceeding 400 square feet (700 square feet with open sides) shall require a permit in accordance with (2018) IFC Section 3103.2. Please contact the Fire Rescue Department (815-356-3640) if utilizing a tent that shall require a permit.
16. Pop up tents, tents or other types portable tents shell be properly anchored.

The applicant has been made aware of these recommended conditions and advised to attend the August 5, 2025 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 ZERO FEST

EVENT LOCATION 135 BEARDSLEY ST. CRYSTAL LAKE IL 60014

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:
ZERO FEST IS A SUBSTANCE-FREE FESTIVAL THROWN TO BRING AWARENESS TO OUR CHARITY'S (NEW DIRECTIONS) MISSION: INSPIRING RECOVERY, FOSTERING COMMUNITY, AND SAVING LIVES

3. Will the event require the use of City-owned property? ☑ Yes ☐ No
4. Is a Site Map/Route Map attached? ☑ Yes ☐ No
5. Is the event an annual/recurring event? ☑ Yes ☐ No
6. Will the event require a public street/sidewalk to be blocked or closed? ☑ Yes ☐ No
7. Will the event require use of a public parking lot? ☑ Yes ☐ No
8. Number of persons scheduled to monitor and work the event: 22
9. Estimated attendance: 1500

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

ORGANIZATION INFORMATION

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

12. Name of Event Manager: HANK BESANT

13. Contact Information for Event Manager:

Address: 4017 W LILLIAN ST, APT 2B
McHENRY, IL 60050

		check preferred means of contact)
Daytime phone:	[redacted]	☑
Emergency phone:	—	☐
Cell phone:	—	☐
Email:	HANKB@NDARS.ORG	☑

EVENT OPERATION

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

Set Up: 12:00PM

Event: 6:00PM - 10:00PM

Dismantling: 10:00PM - 12:00AM

15. Hours of the event:

Set Up: SEPTEMBER ~~13~~ 20

Event: SEPTEMBER ~~13~~ 20

Dismantling: SEPTEMBER ~~13~~ 20

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 FOOD

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

Name of Company ~~ERS~~ LOUIE'S THRONE RESTROOM RENTALS
Address 21988 N PEPPER RD, LAKE BARRINGTON, IL 60010
Phone 847-387-4004

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

If yes, please specify the power requirements and plan for provision
2 PREDATOR GENERATORS, 1 CHAMPION GENERATOR

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:
(3) FIRST AID KIT PRESENT IN BRICK + MORTAR, MAIN ST ENTRANCE TENT, AND ELLSWORTH ENTRANCE TENT.

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 N/A

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.

Hank Besant — Signature

6/4/25 — Date

HANK BESANT — Print Name

STAFF USE ONLY

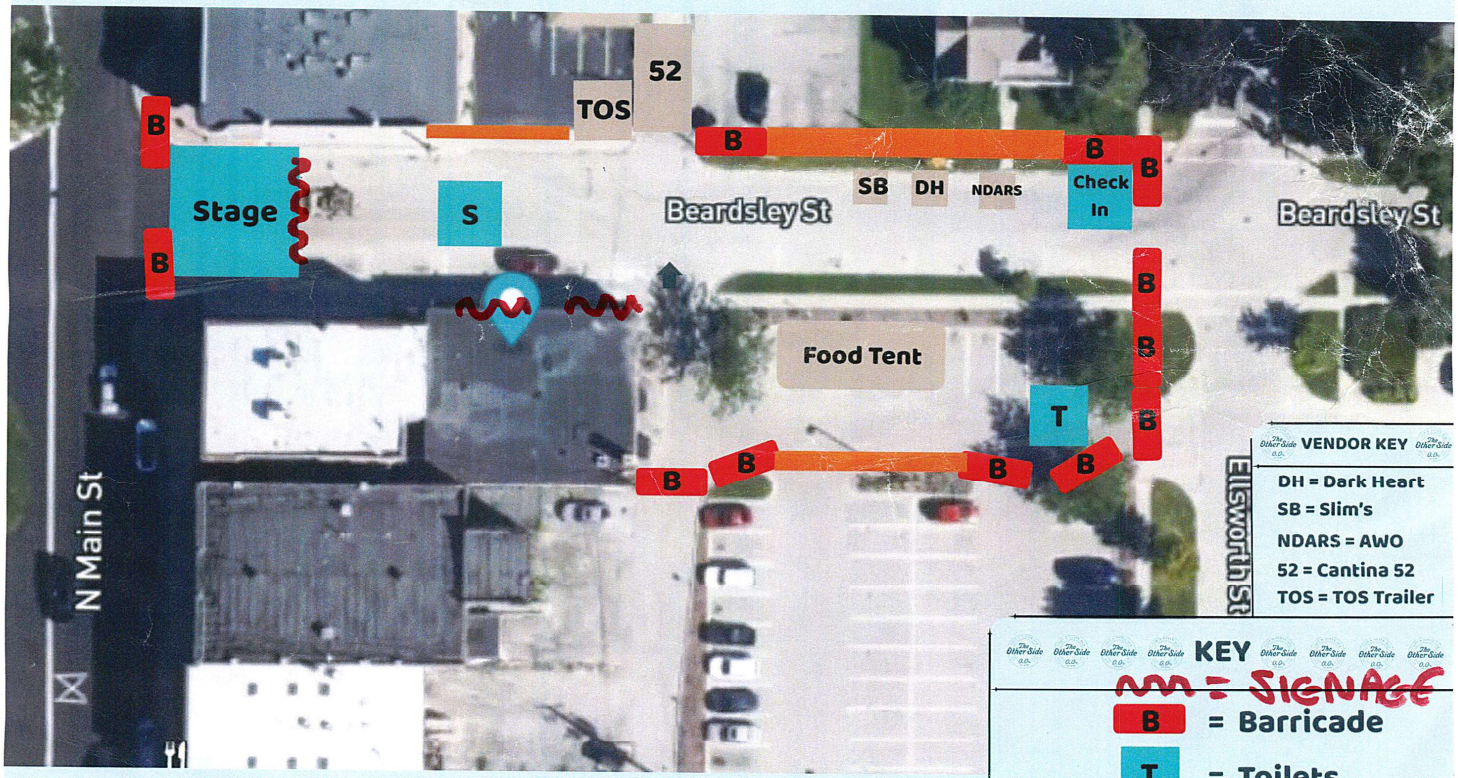
Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

ZERO FEST 2025



VENDOR KEY

DH = Dark Heart
SB = Slim's
NDARS = AWO
52 = Cantina 52
TOS = TOS Trailer

KEY

SIGNAGE
B = Barricade
T = Toilets
S = Sound Tent
= Vendor
= Fencing

The Other Side
CAFÉ & SOBER BAR

NEW DIRECTIONS
ADDICTION RECOVERY SERVICES

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Special Event and Class 19 Temporary Liquor License Request - Downtown Crystal Lake/Main Street - Johnny Appleseed Festival, Great Ball Race, and Taste of Downtown events, closures of Brink Street and Williams Street, and Police Department Assistance Fee Waiver – September 27, 2025

Recommendation: Motion to approve a Special Event Permit and Class 19 Temporary Liquor License for the 2025 Johnny Appleseed Festival, Great Ball Race, and Taste of Downtown events, closures of Brink Street and Williams Street, pursuant to staff recommendations, and waiver of the Police Department charge back fees (~$6,593.76)

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background: The applicant has applied for a Special Event for the 32nd Annual Johnny Appleseed Festival on Saturday, September 27, 2025, from 10:00 a.m. to 4:00 p.m. **New this year, the applicant is requesting permission to close off Williams Street from Crystal Lake Avenue to Woodstock Street for the duration of the event, reopening at 5:00 p.m.** This will hold children's activities and the craft fair. The applicant also requests the closure of the City parking lot behind Dalzell's, Brink Street to be closed from the Brink Street Market to the alley east of Williams Street from 10:00 a.m. to 4:00 p.m. for the Johnny Appleseed Fest, and the east portion of Brink Street closing starting at 1:00 p.m. to 4:00 p.m. for the Great Ball Race. The west side of Brink Street from the Brink Street Market to Williams Street is requested to stay closed from until 8:00 p.m. for the new feature, "Taste of Downtown" located by the food vendors.

Parking this year will be located at the Metra Train Station lot, the parking lot at the corner of Main Street and Williams Street, the public parking lots on either side of Brink Street east of Williams Street, on Woodstock Street, and the Brink Street Market. Assigned vendor parking will be located at Ormsby Motors and Home State Bank private lots.

This year's event would be similar to previous years' events and would include demonstrations and entertainment, food vendors, crafts, wagon rides, a pumpkin train, pumpkin bowling, inflatable activities, and a kids' performance stage. Added music performances will enhance the festival throughout the day. The Craft Fair will be located on the North portion of Williams Street. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point between the two public lots on Brink Street to their ending point by Goal Line Bar and Grill.

This year, the new addition of "Taste of Downtown" will include the consumption of food, wine, beer, and cider. This will be a fenced-off portion located on the west portion of Brink Street that will be held from 10:00 a.m. to 8:00 p.m. As such, Downtown Crystal Lake is also requesting approval of a Class 19 Temporary Liquor License to allow for the sale of beer, wine and cider as part of the event.

The "Taste of Downtown" area will be completely fenced off and include signage to ensure alcohol is only purchased and consumed in that area. Volunteers will be checking identification and providing wristbands for patrons purchasing alcohol. Only alcohol sold by Downtown Crystal Lake for this event will be allowed in this area.

The number of officers required for the event have been determined by the Police Department. The Police Department has determined that the chargeback fee total will be approximately $6,593.76, with 10 officers covering the first portion of the event from 10:00 a.m. to 5:00 p.m., and two officers from 5:00 p.m. to 8:00 p.m.

The organizers of the event are requesting a waiver of the fee. They have requested Police fee waivers for past events.

If the request is approved, staff recommends the following conditions:

1. The approval is valid on Saturday, September 27, 2025, from 10:00 a.m. to 4:00 p.m.
2. The closure of Brink Street from the Brink Street Market to the alley east of Williams Street is permitted from 5:30 a.m. to 8:00 p.m., with the east portion until Goal Line Bar and Grill closed from 1:00 p.m. to 4:00 p.m.
3. The closure of Williams Streets is permitted from 5:30 a.m. until 5:00 p.m. The other public parking lot indicated in the site plan is permitted to be closed from 5:30 a.m. until 5:00 p.m.
4. Ensure a movable barricade is utilized within the Brink Street alley so vehicles do not travel from Grant Street towards Brink Street.
5. The event must be in accordance with the attached site plan, with the exception of both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any additional changes to the site plan must be provided prior to the inspection by the Fire Prevention Bureau.
6. Property owner approval to use the private parking lots at Home State Bank and Ormsby Motors must be submitted prior to the start of the event.
7. Advanced notice of road closures and restricted parking must be given to surrounding businesses and residents a minimum of two weeks before the event.
8. Work with the Police Department to finalize a route for the wagon rides.
9. Restricted parking spots must be roped or coned off on the day of the event.

10. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
11. The applicant must contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
12. 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.
13. No sales and consumption of alcohol is allowed outside of the designated area approved for the special event. Alcohol from other vendors is not allowed.
14. An updated Certificate of Insurance including liquor liability coverage must be submitted at least 7 days prior to the event (September 20, 2025).
15. The $20 fee for the temporary liquor license must be paid for at least 7 days prior to the event (September 20, 2025).
16. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
17. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the event (September 20, 2025).
18. 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.)
19. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guide lines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material, or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies.
20. 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 parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used must be easily moveable for emergency access.
21. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.
22. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
23. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 1:00 and 4:00 p.m. only. These signs and barricades must only be in place during the approved time for the road closure.
24. Restrict parking in the three Brink Street Z-lots until after 4:00 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 1:00 p.m. and 4:00 p.m.

25. Any vendors must be located off all roadways and parking areas that are not approved for closure.

The applicant has been made aware of these recommended conditions and advised to attend the August 5, 2025 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 32nd Annual Johnny Appleseed Festival

EVENT LOCATION Williams Street and Brink Street

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:
See attached

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: up to 125 volunteers spread th
9. Estimated attendance: 8,000-10,000

10. Is a "rain date" proposed? Y ☑ or N ☐ If yes, what is the rain date? October 18, 19, or 25

ORGANIZATION INFORMATION

11. ☐ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Katie Galto
13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: 815-479-0835 ☑
Emergency phone: ☐
Cell phone: [redacted] ☑
Email: events@downtowncl.org ☑

EVENT OPERATION

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

Set Up: 9/27/2025
Event: 9/27/2025
Dismantling: 9/27/2025

15. Hours of the event:

Set Up: 6am
Event: 10-4pm JA Festival, 5-8pm on Br
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?
Beer, Wine, Cider

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 farmers market and craft fair

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

Name of Company Crown Restrooms/LRS
Address 1704 Lamb Road, Ste B Woodstock, IL 60098
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
We will need electricity all down williams street and all down brink street

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have a first aid kit available and the police and fire department is less tha

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 we will need water to weigh down the inflatables

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

- ☑ Barricade Borrowing Application
- ☑ Certificate of Insurance/Hold Harmless Agreement
- ❑ Raffle License Application
- ❑ Temporary Liquor License Application

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

Signature

7/07/2025
Date

Katie Galto
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

Description of Proposed Use
32nd Annual Johnny Appleseed Festival
Saturday, September 27th, 2025
10 am - 4 pm (Williams Street)
10 am - 8 pm (Part of Brink Street)

The Johnny Appleseed Festival is a popular tradition in Crystal Lake - a one-day event packed with music, entertainment, games, and family-friendly activities. This year marks an exciting change as we adapt to Depot Park being under construction. We are proposing the full closure of **Williams Street** to accommodate key areas of the festival, and to create a street fair experience. The Johnny Appleseed Festival will run from 10am - 4pm, with Williams Street reopening at 5 pm. Brink Street (between the entrance of the Brink Street Parking lot, which will be open at both entrances) and Williams Street will stay closed until 8 pm, to continue food and cider/beer/wine sales.

Williams Street will serve as the new home for all children's activities, including the pumpkin train, inflatable rides, games, and the kids' performance stage. In addition, all nonprofit vendors, sponsor booths, and the craft fair will be located along this stretch.

We are also introducing a brand-new feature this year: "Taste of Downtown," located on **Brink Street**, featuring local downtown food vendors and a designated, white picket fenced-off area where guests can purchase and enjoy cider, beer, and wine. Alcoholic beverages will only be allowed within the designated Brink Street section.

Farmers Market vendors will be located on the other side of **Brink Street**. We also request a temporary closure of the rest of **Brink Street** going east starting at 1pm, for the Great Ball Race.

Special attention was given to how parking will be affected by this change in location. In the past, the Brink Street Market was closed (83 spots) and Williams Street was open (78 spots). In

addition, the parking lot next to the train station was closed for the craft fair. By keeping that lot open, and by assigning our vendors this year to a private lot (Ormsby's and potentially two other private lots that we're securing permission for), there will be more public parking than typical.

Enclosed are a site plan highlighting this year's major activities and a copy of last year's festival brochure, for reference.

Weather Policy for Outdoor Community Events Hosted by Downtown Crystal Lake/Main Street

Purpose:

To ensure the safety of attendees, vendors, staff, and volunteers at outdoor events such as farmers markets and festivals, this policy outlines clear criteria for event cancellation or modification due to adverse weather. All decisions will be based on the National Weather Service (NWS) point forecast for Crystal Lake, Illinois, as of 3:00 PM the day before the event, unless a different decision time is noted in the event planning.

Official Weather Source

- Primary Source: National Weather Service (NWS) point forecast for Crystal Lake, IL
- Backup Source: NOAA Weather Radio and NWS mobile alerts for real-time updates during event hours if conditions change rapidly

Cancellation and Modification Criteria

1. Thunderstorms & Lightning

- The event will be canceled if the NWS forecast predicts a 50% or greater chance of thunderstorms during event hours, or if lightning is forecast or observed within 12 miles of the venue.
- If lightning is detected during the event, suspend activities immediately and move all participants to safe shelter (enclosed buildings or vehicles). Resume only after 30 minutes have passed since the last observed lightning or thunder.

2. Heavy Rain

- Cancel if the NWS forecast predicts a 70% or greater chance of heavy rain (defined as rainfall likely to cause pooling, flooding, or unsafe walking surfaces) during event hours.
- Consider modifying the event (e.g., relocating vendors under shelter, limiting activities) for moderate rain forecasts (40–70% chance), especially if electrical equipment is involved or surfaces become slippery.

3. High Winds & Gusts

- If the event includes tents or other, cancel if sustained winds are forecast at 25 mph or higher, or if gusts are expected to exceed 35 mph, due to risks to tents, canopies, and flying debris.
- Require all vendors to properly weigh down tents and canopies for any forecast of wind gusts over 20 mph. The event coordinator may require removal of canopies if not properly secured or if wind conditions worsen during the event.

4. Extreme Heat

- Cancel if the NWS forecasted heat index is 100°F or higher during event hours, or if an Excessive Heat Warning is in effect.
- For heat index between 90°F and 100°F, implement mitigation measures: provide hydration stations, shaded rest areas, and frequent water breaks for staff and volunteers.

5. Tornado or Severe Weather Watches/Warnings

- Automatically cancel or evacuate the event if a Tornado Watch, Tornado Warning, or Severe Thunderstorm Warning is issued for Crystal Lake, IL, at or before 3:00 PM the day before, or at any time during the event.

Decision Timing and Communication

- The final decision to cancel or modify an event will be made by 3:30 PM the day before, based on the 3:00 PM NWS forecast, unless a different decision is decided and noted in the event planning process.
- If any of these conditions are met, the default decision is to cancel the event. For the policy to be overridden, the executive director, event chair, and two members of the board must agree to hold the event despite cancellation conditions.
- Notification will be sent via email, posted on the event website, and shared on social media channels as soon as the decision is made.
- On event day, continuous monitoring of real-time NWS alerts is required. If conditions deteriorate unexpectedly, either the executive director or the event coordinator has authority to suspend or cancel activities for safety. If there's any disagreement, the more conservative decision prevails.

Vendor Guidelines & Info

Booth location will be assigned by Downtown Crystal Lake. Vendors using trailers will be placed on paved surfaces.

Facilities: Vendors must provide their own tents, tables, chairs, and means of display. Electricity is not provided. Vendors are responsible for clean-up of their own area after the event. All tents must be weighted at time of set-up by vendor. **All vendors must have a tent and tent weights to participate in the event.**

Vendor Parking: Vendors should plan to park in the Home State Bank parking lot directly next to the Grant Street Parking Lot.

Placement of the booths will be assigned by Downtown Crystal Lake. No participant will be allowed to set up without a signed and dated application and release. The Committee reserves the right to revoke or refuse to grant space at any time, without recourse by the participants. The committee shall not be liable to anyone for this action.

Signage for each booth will be limited to the merchandise and business name only. Participants may display or sell only the items that have been specifically approved by Downtown Crystal Lake.

Please note that this location is specific to 2025, while Depot Park is under construction. We look forward to our new, bigger, much improved park which has been designed with our downtown events in mind.

All fees are non-refundable. Inclement weather will not be grounds for refund. No exclusive rights for the sale of any item will be granted.

No alcohol (including beer and wine) may be served.

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: (815) 479-0835
Website: www.DowntownCL.org - Email: Info@DowntownCL.org

Eric Helm
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014

Dear Eric,

Downtown Crystal Lake / Main Street requests permission to host the **32nd Annual Johnny Appleseed Festival on Saturday, September 27, 2025**.

Due to ongoing construction at Depot Park, we are proposing the full closure of Williams Street for the duration of the event. This expanded footprint will ensure a safe, walkable area for families and festival-goers, while also allowing us to relocate and highlight some of our core festival features. We plan to use Williams Street for children's activities, a pumpkin train, inflatable rides, nonprofit vendors, sponsor booths, and our craft fair.

Additionally, we are excited to introduce a new feature this year: "Taste of Downtown." This will be located on Brink Street, between the entrance to the Brink Street parking lot (which will remain open) and Williams Street, where attendees can sample food from local vendors while enjoying live music from the temporary stage. A designated and enclosed corner of Brink Street will also be used to sell cider, beer, and wine, in accordance with City and State laws and guidelines. Alcoholic beverages will only be permitted within this controlled area.

We are proposing that the Johnny Appleseed Festival run from 10am - 4pm, vendors will have from 4 - 5pm to break down and clean up, Williams Street will reopen at 5pm and Brink Street will stay closed until 8pm to continue food and alcohol sales.

Farmers Market vendors will be located on the east side of Brink Street. We also request a temporary closure of the rest of Brink Street going east starting at 1pm for the Great Ball Race.

In conjunction with the festival, we also request approval to hold the "Great Ball Race" raffle on Brink Street, as in previous years.

With gratitude for the City's support and partnership in this community tradition, we are requesting a waiver of both the event application fee as well as the raffle application fee.

Please find enclosed:

- A completed Special Event Permit application
- A request for waiver of the police fee

- Our vendor guidelines
- A basic site plan for the festival

Finally, we are also enclosing a copy of our organization's new weather cancellation policy, which was created in response to concerns about potentially dangerous weather conditions at our public events. While the Johnny Appleseed Festival will be rain or shine, certain dangerous conditions (thunderstorms, tornados, etc.) would require us to cancel the event. In the event of cancellation due to dangerous conditions, we would like to request a back-up date of one month later: October 18, 19, or 25 - whichever is least inconvenient to the rescheduling of police detail.

Should you have any questions or require additional details, please do not hesitate to contact me at **(815) 479-0835**. We truly appreciate your consideration and support in helping us bring this much-loved community tradition to life.

Sincerely,



Joy Neal
Executive Director

CITY OF CRYSTAL LAKE

Class ~~16~~ 19 Temporary Liquor License

* Appropriate license for cider sales.

General Information:

- A Class "~~16~~ 19" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.

- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.

- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.

- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.

- Issuance of a Class "~~16~~ 19" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

- ***In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for here:***

  https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

City of Crystal Lake
Application for Temporary Liquor License

CLASS "~~16~~" 19
Beer and Wine and Alcoholic Liquor Drinks

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

1. Applicant's full name Downtown Crystal Lake/Main Street
(Must be not-for-profit organization)

   Address 25 W. Crystal Lake Ave Crystal Lake, IL 60014 Phone Number 8154790835

2. Organization Contact Information:
   Name: Katie Galto
   Address: 25 W. Crystal Lake Ave Crystal Lake, IL 60014
   Email: events@downtowncl.org
   Phone Number: (708) 790-1338

3. Location where beer and wine will be sold:
   We will be selling beer and wine on Brink Street

4. Dates of the event (**not to exceed three (3) days**): 09/27/25

5. Hours of operation: 10-8pm

6. Describe the type of crowd and traffic control licensee will utilize. We will have a taste of Downtown Crystal Lake on Brink Street and would like to add liquor sales to add as a component to our fundraiser

7. Describe plan for refuse pickup. Downtown Crystal Lake will be responsible for making sure that the empty bottles will be disposed of correctly.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
   Downtown Crystal Lake will have volunteers to sell beer and wine

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

10. In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for

here:

https://ilcc.illinois.gov/content/dam/soi/en/web/ilcc/sitecollectiondocuments/special-event-retailer-liquor-license-nfp.pdf

Name and title of individual submitting Application on behalf of the applicant:

Name: Katie Galto
Title: Events Coordinator
Date: 7/8/25

CERTIFICATION

[X] Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application: 2) that the Applicant 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; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: (815) 479-0835
Website: www.DowntownCL.org - Email: Info@DowntownCL.org

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

To Whom it May Concern:

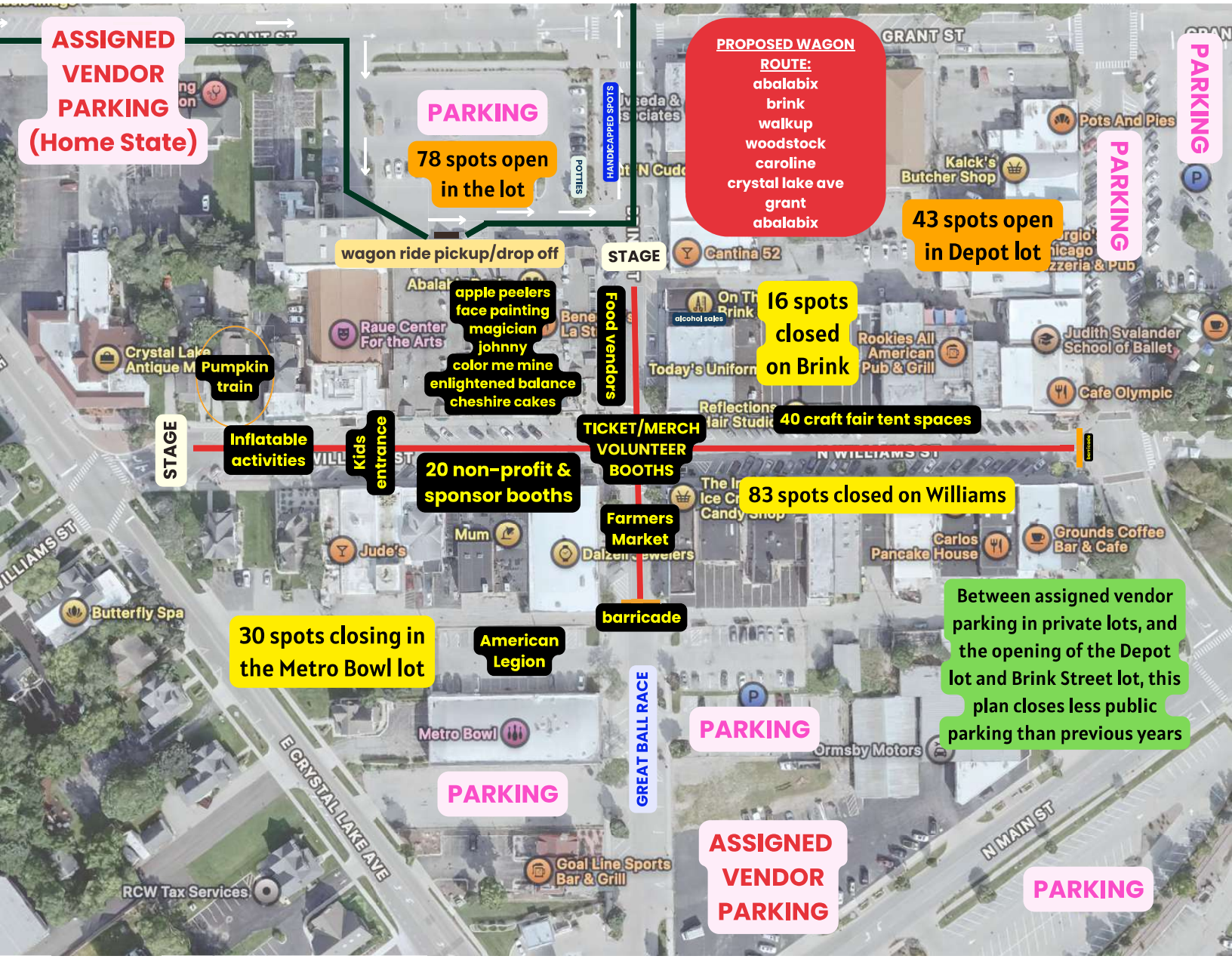
The Downtown Crystal Lake / Main Street organization is requesting a waiver of fees for Police detail for our 31st Annual Johnny Appleseed Festival taking place on September 27th, 2025. This event draws between 8,000 - 9,000 visitors into our Downtown at this one-day festival. Our Downtown organization is a 501(c)3 that plans, promotes, and runs this event that enriches our community and draws visitors from all over Northern Illinois.

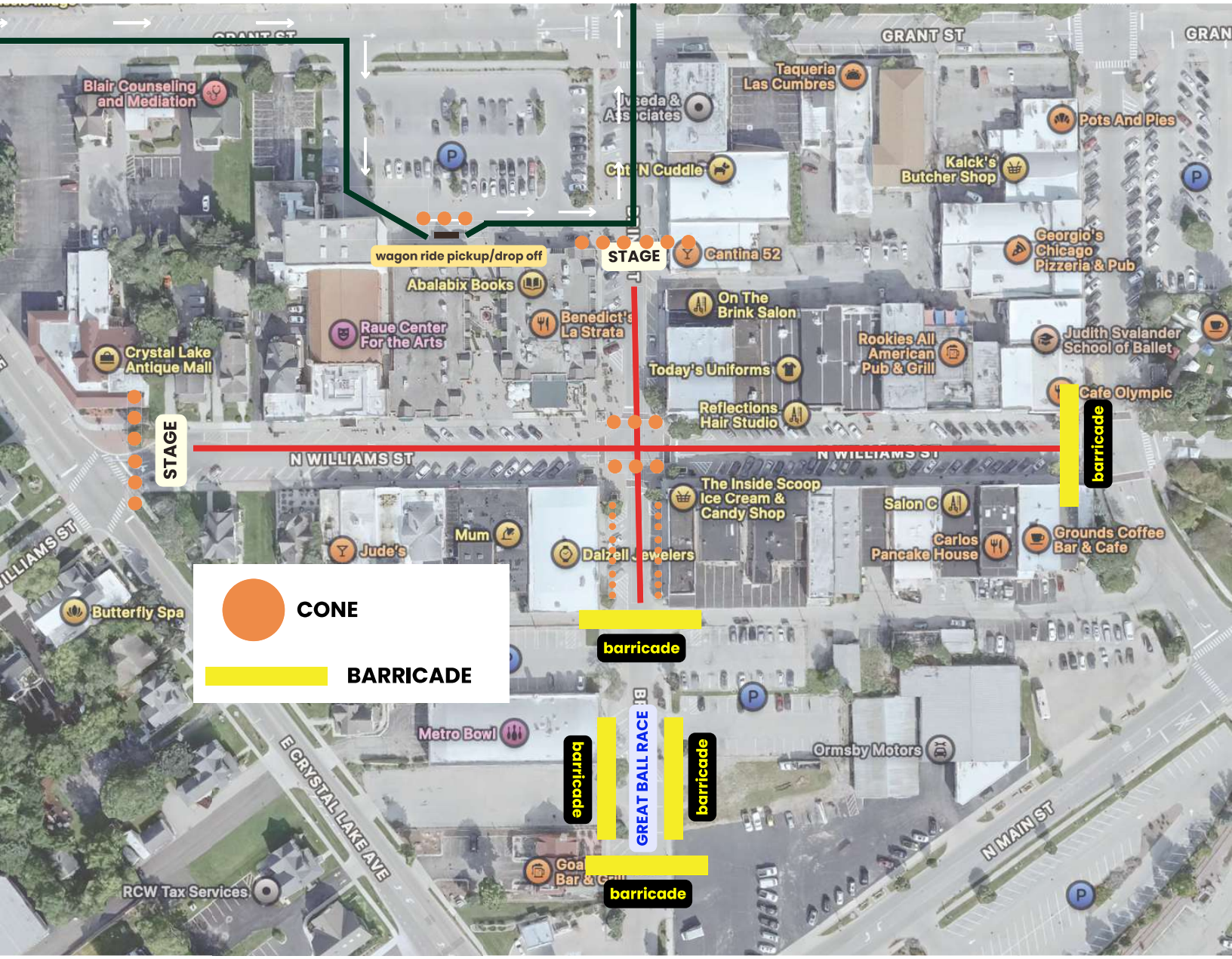
While the Johnny Appleseed Festival will be rain or shine, certain dangerous conditions (thunderstorms, tornados, etc.) would require us to cancel the event. In the event of cancellation due to dangerous conditions, we would like to request a back-up date of one month later: October 18, 19, or 25 - whichever of those dates would be least inconvenient to the rescheduling of police detail.

We appreciate your consideration of this request.

Sincerely,

Joy Neal
Executive Director


ASSIGNED VENDOR PARKING (Home State)
PARKING
78 spots open in the lot
HANDICAPPED SPOTS
POTTIES
wagon ride pickup/drop off
STAGE
PROPOSED WAGON ROUTE:
abalabix
brink
walkup
woodstock
caroline
crystal lake ave
grant
abalabix
GRANT ST
PARKING
PARKING
43 spots open in Depot lot
Pots And Pies
Kalck's Butcher Shop
Cantina 52
apple peelers
face painting
magician
johnny
color me mine
enlightened balance
cheshire cakes
Food vendors
16 spots closed on Brink
alcohol sales
Raue Center For the Arts
Crystal Lake Antique M
Pumpkin train
Rookies All American Pub & Grill
Judith Svalander School of Ballet
Cafe Olympic
Today's Uniform
Reflections Hair Studio
40 craft fair tent spaces
STAGE
Inflatable activities
Kids entrance
TICKET/MERCH VOLUNTEER BOOTHS
N WILLIAMS ST
20 non-profit & sponsor booths
83 spots closed on Williams
Farmers Market
Mum
Jude's
Carlos Pancake House
Grounds Coffee Bar & Cafe
Butterfly Spa
barricade
30 spots closing in the Metro Bowl lot
American Legion
Between assigned vendor parking in private lots, and the opening of the Depot lot and Brink Street lot, this plan closes less public parking than previous years
PARKING
Ormsby Motors
GREAT BALL RACE
Metro Bowl
PARKING
E CRYSTAL LAKE AVE
N MAIN ST
ASSIGNED VENDOR PARKING
Goal Line Sports Bar & Grill
RCW Tax Services
PARKING


GRANT ST
Blair Counseling and Mediation
Taqueria Las Cumbres
Pots And Pies
Kalck's Butcher Shop
Cat 'N Cuddle
wagon ride pickup/drop off
STAGE
Cantina 52
Georgio's Chicago Pizzeria & Pub
Abalabix Books
On The Brink Salon
Raue Center For the Arts
Benedict's La Strata
Crystal Lake Antique Mall
Rookies All American Pub & Grill
Judith Svalander School of Ballet
Today's Uniforms
Cafe Olympic
Reflections Hair Studio
barricade
STAGE
N WILLIAMS ST
The Inside Scoop Ice Cream & Candy Shop
Salon C
Mum
Jude's
Carlos Pancake House
Grounds Coffee Bar & Cafe
Butterfly Spa
CONE
BARRICADE
barricade
Metro Bowl
Ormsby Motors
barricade
GREAT BALL RACE
barricade
E CRYSTAL LAKE AVE
N MAIN ST
RCW Tax Services
barricade

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Special Event Request – Cantina 52 Music Mondays on Monday nights from August 11, 2025 to September 29, 2025 from 6:00 p.m. to 9:00 p.m.

Staff Recommendation: Motion to approve the Special Event Request for Cantina 52 Music Mondays - Monday nights from August 11, 2025 to September 29, 2025 from 6:00 p.m. to 9:00 p.m. pursuant to the recommended conditions

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst

Background:
Cantina 52 is proposing to hold weekly live music and outdoor dining on Monday nights from August 11, 2025 to September 29, 2025 from 6:00 p.m. to 9:00 p.m. The outdoor event will include a musician playing outside of the building in between the restaurant window and the outdoor seating area. Food and beverages will be served to the patrons seated outside. This is the first year this event will be held and requires a special event permit due to the request for outdoor live music.

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

1. This approval is valid for the Special Event Permit on Monday nights from August 11, 2025 to September 29, 2025 from 6:00 p.m. to 9:00 p.m.
2. All music must end by 9:00 p.m.
3. The event must continue to follow the conditions set by the Limited Use Permit granting outdoor seating on the sidewalk, such as maintaining a 3 feet public egress path through the sidewalk.
4. The event shall be in accordance with the submitted site plan.
5. Any lighting should be placed so as not to disturb neighbors.
6. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
7. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. 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.)

8. All garbage must be removed at the end of each event day.
9. A minimum 20' access lane shall be maintained within fire lanes to allow access for emergency vehicles.
10. Fire hydrants shall be accessible or unobstructed.
11. Any building used for the event must remain below the posted occupancy load limit.
12. All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 if you have any questions.
13. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.

The applicant has been advised to attend the August 5, 2025 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 Music Mondays

EVENT LOCATION 52 Brink Street (Cantina52)

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 live music on the patio	

2. General Description/Purpose of the event:
1 person acustic music on the patio Monday Nights 6pm to 9pm

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: 3

9. Estimated attendance: 20

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: Jim Tomasek

13. Contact Information for Event Manager:

Address: 52 Brink St
Crystal Lake

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: _____ ☐

Email: crystallakecantina@gmail.com ☐

EVENT OPERATION

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

Set Up: 5:30 07.21.25

Event: 6-9pm 7.21.25 - 09.29.25

Dismantling: 9pm

15. Hours of the event:

Set Up: _____

Event: 6-9pm 7.21.25 - 09.29.25

Dismantling: _____

CITY MANAGER'S OFFICE

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

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

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

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

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

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

staff trained in 1st aid

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature

07/10/25
Date

J Tamasek
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


ants
Hotels
Things to do
Museums
Transit
Studio Pilates
52 Brink St
Recently viewed
Cantina 52
Brink St
Pink = seating
Brink St
Google
Imagery ©2025 Vexcel Imaging US, Inc., Map data ©2025 Google
United States
Terms
Privacy

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: City Code Amendment to Increase the Number of Class 12 Liquor Licenses – Applicant: The Ellery Group LLC, d/b/a The Ellery, 406 W. Woodstock Street

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 12 liquor licenses from the currently permitted 3 licenses to 4 licenses, in order to allow for the issuance of a new Class 12 liquor license to The Ellery Group LLC, d/b/a The Ellery, 406 W. Woodstock Street

Staff Contact: Nick Hammonds, Deputy City Manager
Melanie Gray, Executive Assistant

Background:
The Ellery Group LLC, d/b/a The Ellery, is opening an event facility at 406 W. Woodstock Street, at the former Hickory Hall location, and has requested the creation of a Class 12 Liquor License to allow for the retail sale, on the premises specified, of alcoholic liquor, for consumption on the premises. Alcohol consumption is not allowed outside of the building.

It should be noted that The Ellery will utilize a BYOB structure, which is not licensed by the City, in which the clients will provide alcohol for events at the location. Beverages would be served by BASSET certified venue staff. Should a caterer be used and provide and serve alcohol for events, the catering company must hold a liquor license in the City of Crystal Lake. This model is used by event spaces in other cities. The Class 12 license would allow the Ellery to offer its own bar packages as well. If approved, clients would have both options available.

The main use of the space will be to host weddings. Events will typically take place Friday through Sunday between 4:00 p.m. and 11:00 p.m., with the exception of occasional small events during the week.

Hours of operation under the Class 12 license would be noon to 12:00 a.m. daily.

A Class 12 License allows the retail sale of alcoholic liquor for consumption only on the premises specified in the license where sold. The license shall be issued to a special occasion facility

organized for the purposes of providing banquets, wedding and other receptions, meetings, parties or other special events upon a contractual engagement. The special occasion facility shall not be open to the general public and shall be limited to the contracting party and his/her invited guests.

No Class 12 License shall be issued until the Local Liquor Control Commission and the Mayor and City Council have established the hours for operation of the Class 12 License. No Class 12 License shall be open for business except during the hours established by this chapter, provided, however, that the Mayor and City Council may in their discretion extend said hours upon request.
.
The annual fee for such license shall be the sum of $750.00.

Current Class 12 License Holders:

Name	**Address**	**Zoning**
El Agave Banquets	22 Crystal Lake Plaza	"B-2 PUD"
Main Beach	300 Lake Shore Drive	"RE"
Oruga Social	1000 S. McHenry Avenue	"B-2 PUD"

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

- Payment of Prorated License Fee
- Successful Completion of Remaining Background Checks

The attached Ordinance approves an increase in the number of Class 12 liquor licenses in order to allow the creation the issuance of a new Class 12 liquor license to The Ellery Group LLC, d/b/a The Ellery, 406 W. Woodstock Street.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255L

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 312 LIQUOR LICENSES Section 312-6 Limitations on licenses shall be as follows:

1. Class 12 License shall be increased from 3 to 4.

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

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

Draft

DATED at Crystal Lake, Illinois, this 5th day of August 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

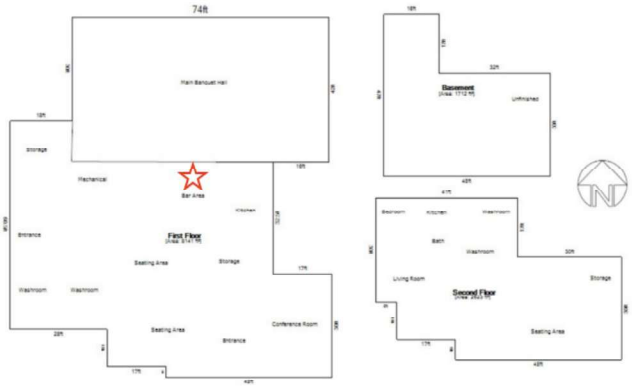
PASSED: August 5, 2025
APPROVED: August 5, 2025

Dear Mayor Haleblian and City Council Members,

My name is Jonathan Tlapek and I am the Facilities Manager for The Ellery Venue. We have purchased 406 W. Woodstock St, Crystal Lake, Illinois (previously known as Hickory Hall). Our purpose of the building will remain the same and continue to run as an event venue.

The previous owner of the building, Hickory Hall, had a liquor license and served liquor from the banquet hall bar. Our business will run differently. Our clients will bring everything into the venue through licensed caterers. Therefore, we will not be serving our own food or alcohol. We will ensure that the caterers have their own liquor license and will not be selling alcohol. That being said, we would still like to apply for our own liquor license to ensure we are following all city and state regulations and have the opportunity to serve alcohol in the future. We have discussed this business plan with the legal counsel for Crystal Lake and have been told this is acceptable.

The main use of the event space will be to host weddings. Therefore, events will typically take place Friday - Sunday between 4:00 pm-11:00 pm, with the exception of occasional small events throughout the week. The alcohol will be served at the fully operating bar by licensed and certified employees only.



I have previous experience working in the entertainment industry where alcohol has been served, including managing Zanies Comedy Club in Rosemont and Upright Citizens Brigade in New York City. Our team will follow all the guidelines and requirements needed to secure a liquor license and manage it appropriately, including background checks, fingerprints, and BASSET certifications.

We are excited to start our business and work in Crystal Lake! Thank you for your time and consideration. Please reach out if you have any questions.

JONATHAN TLAPEK
OWNER & FACILITIES MANAGER
847.254.6072 | JONATHAN@THEELLERYVENUE.COM

LL25-000008
Liquor License

Applicant Name	Maureen Ulbert
Applicant Email	ulbert@theelleryvenue.com
Applicant Address	517 Belmont Pkwy Sleepy Hollow IL 60118
Applicant Company Name	The Ellery Group LLC
Applicant Company Address	406 W. Woodstock St. Crystal Lake IL 60014
Applicant Home Phone	
Applicant Cell Phone	
Applicant Work Phone	
Application Type	New
License Classification	Class 12
Do you have a Class 28 Supplemental Liquor License	No
Legal Name	The Ellery Group LLC
DBA	The Ellery
Phone Number	[redacted]
Contact Person Name	Maureen Ulbert
Contact Person Email	ulbert@theelleryvenue.com
Contact Person Address	517 Belmont Pkwy Sleepy Hollow IL 60118
Contact Person Company Name	The Ellery Group LLC
Contact Person Company Address	406 W. Woodstock St. Crystal Lake IL 60014
Contact Person Home Phone	
Contact Person Cell Phone	
Contact Person Work Phone	
Manager Name	Maureen Ulbert
Manager Email	ulbert@theelleryvenue.com
Manager Address	517 Belmont Pkwy Sleepy Hollow IL 60118
Manager Company Name	The Ellery Group LLC
Manager Company Address	406 W. Woodstock St. Crystal Lake IL 60014
Manager Home Phone	
Manager Cell Phone	
Manager Work Phone	
Manager Status	Current Manager
Citizenship	Yes

Officer Full Name and Title	Maureen Ulbert
Home Address	517 Belmont Pkwy, Sleepy Hollow, IL 60118
Does this officer have a middle initial?	1
Date of Birth	[redacted]
Phone Number	
Email	ulbert@theelleryvenue.com
Officer Full Name and Title	Jonathan Tlapek
Citizenship	Yes
Does this officer have a middle initial?	1
Home Address	12464 Skeels St, Huntley IL, 60142
Date of Birth	[redacted]
Phone Number	
Email	Jonathan@theelleryvenue.com
Officer Full Name and Title	Erin Jorgenson
Citizenship	Yes
Does this officer have a middle initial?	1
Home Address	12543 Mullin St, Huntley IL, 60142
Date of Birth	[redacted]
Phone Number	
Email	erin@theelleryvenue.com
Is this for a new construction?	No
Own or Lease	Own
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
xHas applicant (including any partner, officer, manager, member or director, or any stockholder holding in the aggregate more than a 5% ownership interest in the applicant), ever been convicted of a f	No

Has applicant (including any partners, directors, or officers), ever been convicted of a felony under any Federal or State law and would be disqualified to receive a license by reason of any matter or	No
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	06/04/2025

Is your Surety Bond Continuous?	No
Surety Bond Expiration	07/02/2026
Check this box to confirm above statement	1
Check this box to confirm above statement	1
Payment Type	Full Amount

Letter to the Mayor and City Council requesting approval of the issuance of a Liquor License to applicant: Liquor License Application Letter (2).pdf
Owner / Registered Agent Signature: signature.png
Proof of Liquor Liability Insurance: Ellery Group Founders LQ Binder.pdf
Surety Bond ($1000 payable to City of Crystal Lake): Bond PR2762456.pdf
System Email: Online Application Received.htm
System Email: Your license application has been received.htm
System Email: Online Payment Received.htm
System Email: Your citizenserve payment has been received.htm

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Parking Special Permit for 1294 Lake Avenue

Staff Recommendation: City Council Discretion

A. Motion to approve the special permit as requested.
B. Motion to approve the special permit with any conditions.
C. Motion to deny the special permit request.

Staff Contact: Kathryn Cowlin, Director of Community Development

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Background:

The petitioner, Crystal Lake Rowing Club, has applied for a special permit for parking in order to allow an oversized boat trailer to be parked at Kamijima Park. The trailer is 36 feet in length, eight feet wide and eight feet tall. It is used to transport the rowing boats from the boathouse located on the property to events. It is parked on the grass for a few days a year while the boats are waiting to be unloaded or loaded. Per Section 4-200(F) the trailer would need to be parked on an approved surface.

The applicants have stated that the parking of the trailer is approximately six to ten times a year from spring to fall so that volunteers can unload the boats. The trailer is parked on the grass for approximately 24-48 hours each time. Due to the limited frequency of the parking, it is desired to continue to park on the grass so it can remain park space when the trailer is not present. It is not anticipated that the grass will be damaged.

The UDO requires the following for properties zoned residential, except when the City Council grants a special permit. The City Council has reviewed nine applications for special permits, with only one being denied. See table below. The parking and storage of construction equipment, trucks, trailers and commercial vehicles in any residential district must be in a fully enclosed structure. If not, the vehicle standards for height, length and vehicle type must be met. All vehicles as provided are allowed to be parked only on an approved surface.

Previous Residential Parking Special Permit Considerations		
Address	Request	Approved (Yes or No)
925 Augusta Drive	5-wheel camper	Yes
877 Cambridge Lane	Boat	Yes
649 Devonshire Lane	Motor home	Yes
1200 Pinewood Drive	Boat	Yes
155 Sunnyside Avenue	Travel Trailer	Yes
60 Surrey Lane	32-foot Recreational Vehicle	No
1119 Windridge Drive	5-wheel camper	Yes
67 W Woodstock Street	Tow truck	Yes
1394 Thornwood Lane	Truck	Yes

Previous special permits have been granted for commercial vehicles or recreation vehicles that are stored outdoors and could not meet the setback requirements.

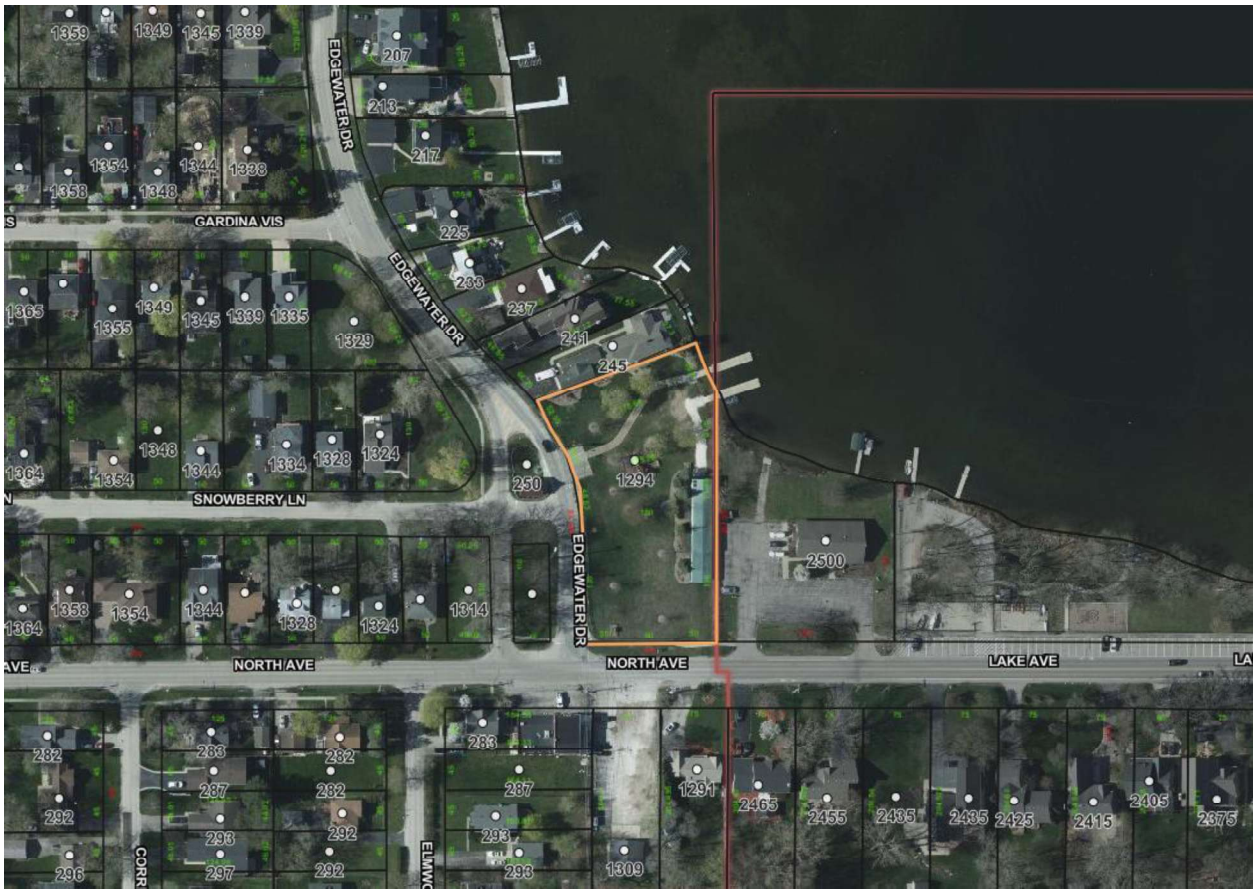
Attached is a copy of the application, a copy of the map indicating the location of the trailer on the property, the notice and list of names of surrounding properties that were notified, and a notarized affidavit. The $80.00 application fee has been paid. The petitioner will attend the City Council meeting to discuss the request with the City Council.

Votes Required to Pass:

Simple majority of the City Council present.

PIQ

1294 Lake Avenue



Office Use Only
Case #

City of Crystal Lake
Residential Parking Special Permit Application

IMPORTANT: Please submit the application at least two weeks prior to the intended City Council meeting. City Council meetings are held the first and third Tuesdays of each month.

☐ Recreational Vehicle ☒ Trailer ☐ Truck ☐ Travel Trailer ☐ Other: _____

Petitioner Information

Name: Crystal Lake Rowing Club
Address: P.O. Box 165
Crystal Lake, IL 60014
Phon[redacted]
E-mail: president@crystallakerowing.org

Owner Information (if different)

Name: Crystal Lake Park District
Address: 1E. Crystal Lake Ave
Crystal Lake, IL 60014
Phone: (815) 459-0680
E-mail: jherbster@crystallakeparks.org

Property Information

Property Address: Naoki Kamijima Park 1294 North Ave Crystal Lake, IL 60014
Type of Vehicle (Include registration plate information): Rowing Shell Trailer 897554-TA
Vehicle Height, Length & Width (Attach picture): 36' long (without boats), 8' wide, 8' high
Where will the vehicle be stored (Provide site plan): Next to CLRC Boathouse
Describe nature of the hardship: CLRC needs to park the trailer on the grass near the boathouse for unloading and loading boats before and after regattas. This would occur approximately 6-8 times per year in the Spring to fall months.

Signatures

Sue Zimmerman Sue Zimmerman 7/2/25
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.

Jason Herbster Jason Herbster 7/3/25
OWNER: Print and Sign name Date

Council Action (Office Use Only)

Date: _____ Action: APPROVED DENIED

Conditions: _____



Thank you - Illinois Secretary Of State External Inbox ×

ecommerce@ilsos.gov Mon, Apr 29, 2024, 1:16 PM

to me

Thank you for renewing your license plates online with the Illinois Secretary of State.

Your license plate renewal has been processed.

This receipt of sticker/registration renewal is valid proof of registration for 30 days from the purchase date. Please keep this receipt in your vehicle until your new sticker is affixed to your vehicle. This is pursuant to 625 ILCS 5/3-701.

Information For This Transaction
Transaction Time : Monday April 29, 2024
License Plate Number : 8975JA-TA
Confirmation Number : 64242857

Fee For This Transaction
Renewal Fee : $36.00
Payment Processor Fee : $1.00
Total Fee : $37.00

Thank you for using Paperless License Renewal Notice. Your next renewal notice will be sent to: treasurer@crystallakerowing.org

You can update your email address by going to www.ilsos.gov and using Email Renewal Notices

This transaction will appear on your credit card statement as: SOS INTERNET VEHICLE

If you did not print, or need to reprint, your detailed receipt from your transaction you may log into the License Plate Renewal application with your REG ID and PIN to reprint.

If you have any questions concerning this order, please contact us through the Vehicle Registration Renewal Form and include your license plate number and the date of your transaction or call: 1-800-252-8980 during normal business hours.


CLARC 01
CRYSTAL LAKE ROWING CLUB


CRYSTAL LAKE ROWING CLUB


CRYSTAL

STATE OF ILLINOIS

COUNTY OF MCHENRY

IN THE MATTER OF THE APPLICATION OF
Crystal Lake Rowing Club, P.O. Box 65, Crystal Lake, IL 60014

AFFIDAVIT

Sue Zimmerman, President of Crystal Lake Rowing Club, being first duly sworn on oath deposes and states as follows: A. That a copy of the meeting notice, concerning the date for the above mentioned Petitioner, was sent to each of the persons named below by regular mail notifying them of the request before the City Council on August 5, 2025, at 7:00 p.m., at the Crystal Lake City Hall, 100 West Woodstock Street in Crystal Lake, Illinois. Said notice was mailed to each of the below mentioned persons by regular mail on 7/23/25
(date)

Suzanne R. Zimmerman
(Printed name of Applicant, Trust, etc. here and signed above)

Subscribed and Sworn to me before
This 25th day of July, 2025.

Notary Public

OFFICIAL SEAL
VANESSA SANTANA
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires Oct. 26, 2026

ParcelNumber	Owner	MailToAddress1	MailToAddress2	MailToCity	MailToZip	MailToState	SiteAddress	SiteCity	SiteZip	SiteState
18-01-176-005	KING M H KING BRIAN TR	245 EDGEWATER DR		CRYSTAL LAKE	60014	IL	245 EDGEWATER DR	CRYSTAL LAKE	60014	IL
18-01-158-037	BERNARD P ELIZABETH A BOYLE	1324 SNOWBERRY LN		CRYSTAL LAKE	60014	IL	1324 SNOWBERRY LN	CRYSTAL LAKE	60014	IL
18-01-159-020	RAYMOND M CYNTHIA J URBANSKI	62 NW 575 RD		WARRENSBURG	64093	MO	1314 NORTH AVE	CRYSTAL LAKE	60014	IL
18-01-160-001	CRYSTAL LK CITY OF	100 W WOODSTOCK ST		CRYSTAL LAKE	60014	IL	EDGEWATER	CRYSTAL LAKE	60014	IL
18-01-176-013	LAKEWOOD VILL OF	2500 LAKE AVE		LAKEWOOD	600145199	IL	2500 LAKE AVE	LAKEWOOD	60014	IL
18-01-326-011	REFUGE FOR WOMEN INC	342 WALLER AVE	UNIT D	LEXINGTON	40504	KY	1291 NORTH AVE	CRYSTAL LAKE	60014	IL
18-01-326-010	LAKE 1309 LLC	1309 NORTH AVE		CRYSTAL LAKE	60014	IL	1309 NORTH AVE	CRYSTAL LAKE	60014	IL
18-01-326-001	LAKE 1309 LLC	1309 NORTH AVE		CRYSTAL LAKE	60014	IL	283 ELMWOOD AVE	CRYSTAL LAKE	60014	IL

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variations related to the removal and replacement of a parking lot, including:

1) A variation to allow the parking lot to have a zero-foot street yard setback, instead of the required 20 feet;

2) A variation to allow a reduction in the number of parking lot landscape islands from 21 to ten (10);

3) A variation to allow a reduction in the minimum size of parking lot landscape islands, from 152 square feet to approximately 135 square feet for five (5) landscape islands;

4) A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to two (2) trees and 33 shrubs on ten (10) landscape islands; and,

5) A variation to allow a reduction to the perimeter landscaping requirements, from nine (9) trees and 65 shrubs to zero (0) trees and zero (0) shrubs.

Applicant: The HOH Group, engineer
The Salvation Army, owner
290 West Crystal Lake Avenue

PZC Recommendation: To deny the petitioner's request

Staff Contact: Kathryn Cowlin, Director of Community Development
Darrell Moore, Assistant City Planner

Background:

- The PZC voted (5-1) to deny the petition having failed to find a hardship, but was generally supportive of the modified request agreed to by the petitioner identified as Staff Exhibit #2.
- Request: The original request for Variations related to the removal and replacement of a parking lot are listed below. The applicant stated during the PZC meeting that they could add

more landscaping which would reduce the variations, this reduction is noted in parentheses/bold:

1) A variation to allow the parking lot to have a zero-foot street yard setback, instead of the required 20 feet;

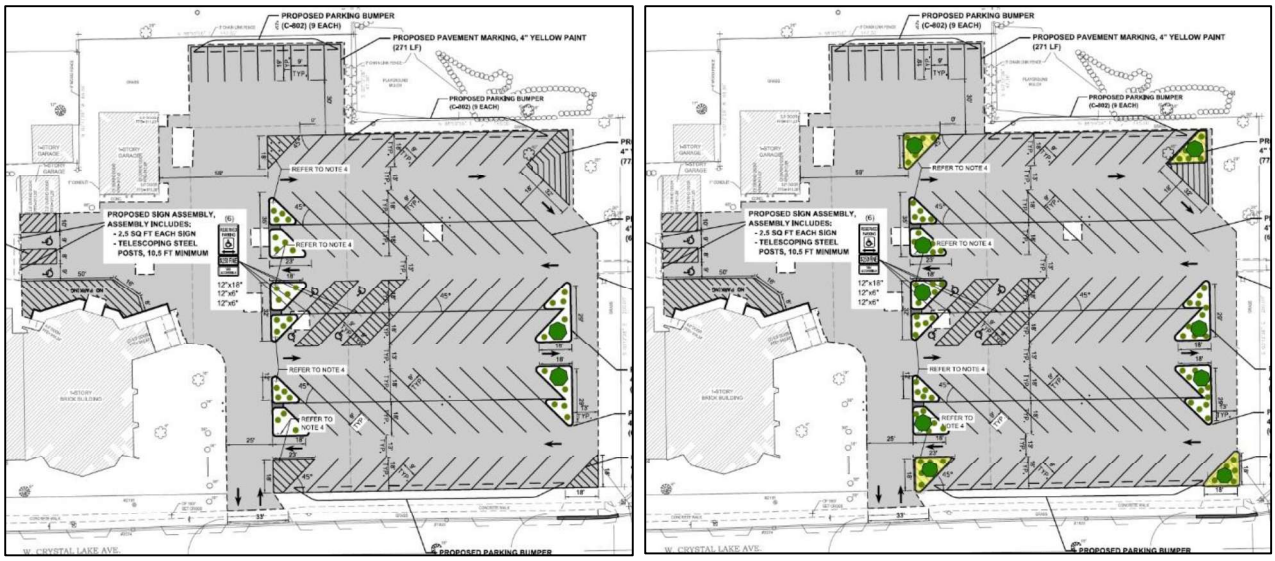
2) A variation to allow a reduction in the number of parking lot landscape islands from 21 to ten (10) **(modified request: 14)**;

3) A variation to allow a reduction in the minimum size of parking lot landscape islands, from 152 square feet to approximately 135 square feet for five (5) landscape islands;

4) A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to two (2) **(modified request: ten)** trees and 33 **(modified request: 70)** shrubs on 10 **(modified request: 14)** landscape islands; and,

5) A variation to allow a reduction to the perimeter landscaping requirements, from nine (9) trees and 65 shrubs to zero (0) trees and zero (0) shrubs.

Original Request **Modified Request**



- Land Use: The land use map shows the area as Urban Residential. Churches are often located in residential areas.
- Zoning: The site is zoned "R-2" Single-Family Residential. The use of the property for a church dates back about 60 years.
- Previous Approvals:
  - In 1994, a Special Use Permit (#1994-05) was granted to allow "the former church building to continue to be utilized as headquarters for the Crystal Lake Corps of the Salvation Army."
  - In 2006, a Special Use Permit (#2006-81) was granted to allow outside display and storage of two donation drop-boxes.

PZC Highlights:

The following discussion took place during the July 16, 2025 Planning and Zoning Commission hearing, at which time the commission expressed general support for a modified request identified as Staff Exhibit #2, but voted to deny the request based on a lack of hardship:

- The petitioner was represented by Mr. Porfilio and Ms. Sumrak of The HOH Group, which drafted the parking-lot plans. Presenting the variation request to the commission, they explained that the parking lot is in disrepair and has potholes that are unsafe for users. The proposal is to remove and replace the parking lot, which will not only improve its usability, but will also bring it much closer to city parking lot design standards than it is now. **They noted that the church is prepared to improve the parking lot to a greater extent than their originally submitted design by following Staff Exhibit #2 in the staff report, which includes:**
    - moving the parking lot back eight (8) feet out to be out of the right-of-way and no longer abutting the sidewalk, and
    - adding 14 parking lot islands with ten (10) trees and 70 shrubs, where there are now no islands and no landscaping.

  Mr. Porfilio stated that this design will reduce the number of parking spaces from 116 to 95, but he believes it preserves enough spaces to meet the church's needs for its multiple special events it holds throughout the year. He said that without the proposed variations, the space dedicated to parking lot islands, setbacks, and landscaping would reduce the number of parking spaces to the point that it would not meet the parking demand and potentially discourage attendees and participants of its events. He said that the size of the property and its site constraints, such as the location of existing accessory structures and the sloping topography on the east side, are the basis of the hardship—adding that compliance with all requirements would also be a financial hardship.
- Staff noted that Staff Exhibit #2, which the petitioner said was an acceptable compromise, was prepared in order to give the commission an alternative to the original proposal that lessened some of the variations, and, if found acceptable, would save the commission from trying to redesign the parking lot during the hearing. Additionally, staff noted that a fully compliant parking lot, which would reduce the amount of parking spaces down to 77, still meets the minimum standards for number of spaces in the UDO. However, if the special events described by the petitioner were at any point deemed to be "normal parking demand" that exceeded the parking lot capacity and created issues for adjacent streets or properties, then the City could require the property owner to provided additional off-street parking.
- One member of the public spoke in support the request. No public spoke in opposition.
- There was general agreement amongst the commission that the petitioners had not presented a true hardship to justify the variations requested. Most commissioners noted that if a hardship could have been proven, the Staff Exhibit #2 would have been an acceptable site plan. Commissioners Greenman and Repholz, however, said the plan did not go far enough to provide landscaping, most notably in the area between the parking lot and Crystal Lake Avenue. Mr. Greenman asked staff to further explore the possibility of landscaping within the right-of-way in the event that the variations are approved by City Council.
- The PZC found that the petition did not meet the Findings of Facts and the petitioner did not show a hardship.

The Planning and Zoning Commission recommended **denial (5-1)** of the petitioner's request.

If the City Council chooses to approve the request, the following conditions are recommended:

1. The parking lot application and installation shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (The HOH Group, 6/13/25)
    B. Site Plan/Engineering Bid Documents (The HOH Group, 4/7/25)
    C. Amended Site Plan identified in the staff report as Staff Exhibit #2

2. That the property shall be in compliance with the requirements of UDO Section 4-200D (Design Guidelines), Section 4-200E (General Landscaping Requirements), and Section 4-400F (Site Landscaping), except as provided for under this variation.

3. That all review comments and requirements of the departments of Community Development, Public Works and Engineering, and Fire Rescue shall be sufficiently addressed.

Exhibit List:
Exhibit A – PIQ
Exhibit B – PZC preferred layout (Staff Exhibit #2)

Votes Required to Pass: A super majority vote (5 votes), since the recommendation to deny was approved by 2/3 of all Planning and Zoning Commission members.

Acknowledgement Form

Regarding the **Variations at 290 W Crystal Lake Avenue** for, 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: 7/31/25

Signature

Recommended Conditions:

1. The parking lot application and installation shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (The HOH Group, 6/13/25)
    B. Site Plan/Engineering Bid Documents (The HOH Group, 4/7/25)
    C. Amended Site Plan identified in the staff report as Staff Exhibit #2

2. That the property shall be in compliance with the requirements of UDO Section 4-200D (Design Guidelines), Section 4-200E (General Landscaping Requirements), and Section 4-400F (Site Landscaping), except as provided for under this variation.

3. That all review comments and requirements of the departments of Community Development, Public Works and Engineering, and Fire Rescue shall be sufficiently addressed.

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS TO PARKING LOT AND LANDSCAPE STANDARDS AT 290 WEST CRYSTAL LAKE AVENUE

WHEREAS, The HOH Group and The Salvation Army have filed a Petition (File #PLN-2025-105) to allow the removal and replacement of a parking lot at 290 West Crystal Lake Avenue, Crystal Lake, Illinois; and

WHEREAS, the Subject Property is zoned R-2 Single-Family Residential; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to all required noticing, including notice duly published on May 5, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on July 16, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on July 16, 2025, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variation be denied, as documented in the minutes; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be issued as requested in said Petition.

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

Section I: That Variations to allow the removal and replacement of a parking lot having:

1) a zero-foot street yard setback, instead of the required 20 feet;
2) 14 parking lot landscape islands, instead of the required 21;
3) five parking lot landscape islands of 135 square feet, instead of the minimum of 152 square feet;
4) interior landscaping consisting of 10 trees and 70 shrubs on 14 parking lot islands, instead of the minimum 18 trees and 90 shrubs on 18 parking lot islands; and
5) no perimeter landscaping, instead of the required 9 trees and 65 shrubs

at 290 West Crystal Lake Avenue (PINs 14-32-376-046, 14-32-376-025, and 14-32-376-027), Crystal Lake, Illinois is hereby approved with the following conditions:

Draft

1. The parking lot application and installation shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (The HOH Group, 6/13/25)
    B. Site Plan/Engineering Bid Documents (The HOH Group, 4/7/25)
    C. Amended Site Plan identified in the staff report as Staff Exhibit #2

2. That the property shall be in compliance with the requirements of UDO Section 4-200D (Design Guidelines), Section 4-200E (General Landscaping Requirements), and Section 4-400F (Site Landscaping), except as provided for under this variation.

3. That all review comments and requirements of the departments of Community Development, Public Works and Engineering, and Fire Rescue shall be sufficiently addressed.

Section II: 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 Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 5th day of August, 2025.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: August 5, 2025
Approved: August 5, 2025

Draft

EXHIBIT A

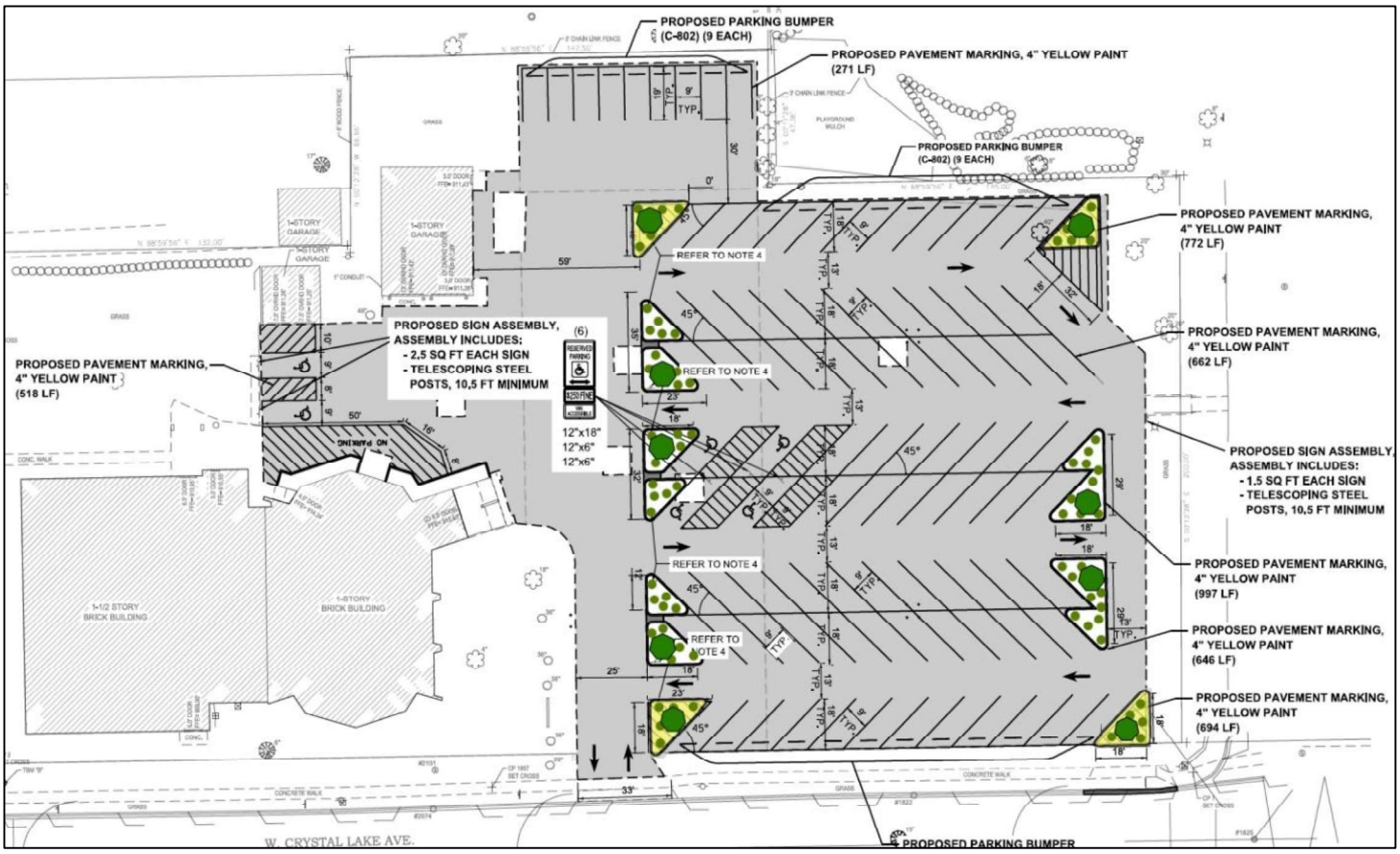
Parcel in Question





EXHIBIT B

Identified in the staff report as Staff Exhibit #2



#2025-105
290 W Crystal Lake Ave – Parking Lot / Landscaping Variations
Project Review for Planning and Zoning Commission

Meeting Date: July 16, 2025

Request: Variations related to the removal and replacement of a parking lot, including:

1) A variation to allow the parking lot to have a 0-foot street yard setback, instead of the required 20 feet;

2) A variation to allow a reduction in the number of parking lot landscape islands from 21 to 10;

3) A variation to allow a reduction in the minimum size of parking lot landscape islands, from 152 square feet to approximately 135 square feet for 5 landscape islands;

4) A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to 2 trees and 33 shrubs on 10 landscape islands; and,

5) A variation to allow a reduction to the perimeter landscaping requirements, from 9 trees and 65 shrubs to 0 trees and 0 shrubs.

Location: The Salvation Army, 290 West Crystal Lake Avenue

Acreage: Approximately 2 acres

Existing Zoning: R-2 Single Family Residential

Surrounding Properties:

North:	R-2 Single Family Residential
South:	R-1 Single Family Residential
East:	R-2 Single Family Residential
West:	R-2 Single Family Residential

Staff Contact: Darrell Moore (815) 356-3612

Background:

- The property is the location of The Salvation Army, a community center and place of worship. Previously, the location of the Evangelical Free Church, The Salvation Army acquired the property in 1994. By that time, based on historical aerials, the current parking lot footprint was already in place, which included encroachment into the West Crystal Lake Avenue right-of-way.

- The Salvation Army seeks to remove the existing parking lot and replace it with a new one. The Unified Development Ordinance (Table 4-200B-1) states that the removal and replacement of an existing parking lot be designed so as to meet all current standards for: 1) Number of required parking spaces; 2) Parking lot setbacks; 3) Parking lot curbing; 4) Parking lot landscaping; 5) Illinois Accessibility Code compliance; and 6) Wheel stops. The petitioner is requesting variations from some of these requirements (as listed above).
- Previous Approvals:
    - In 1994, a Special Use Permit (#1994-05) was granted to allow "the former church building to continue to be utilized as headquarters for the Crystal Lake Corps of the Salvation Army."
    - In 2006, a Special Use Permit (#2006-81) was granted to allow outside display and storage of two donation drop-boxes.

Aerial: 2022



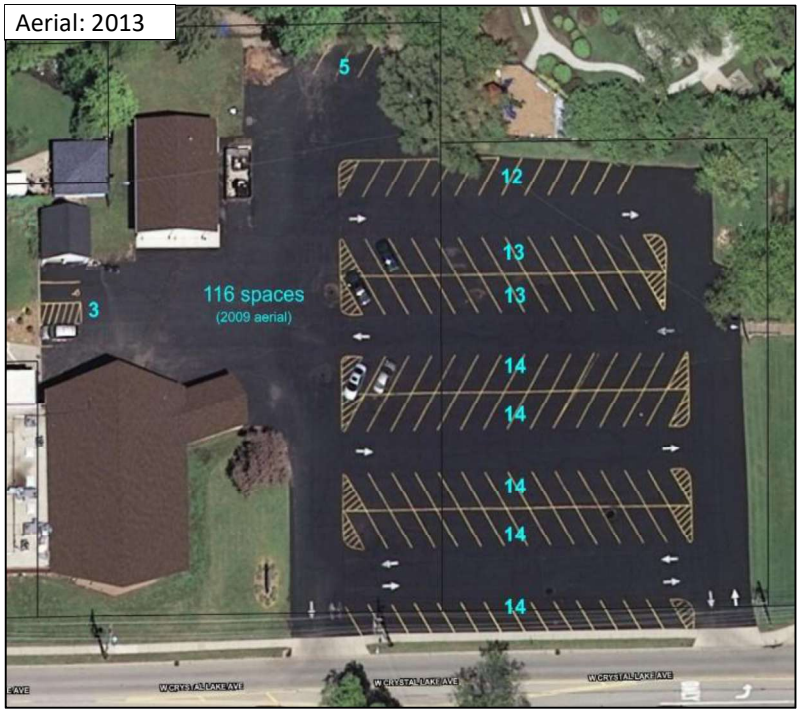
Streetview (2023) facing northwest



Development Analysis:

General

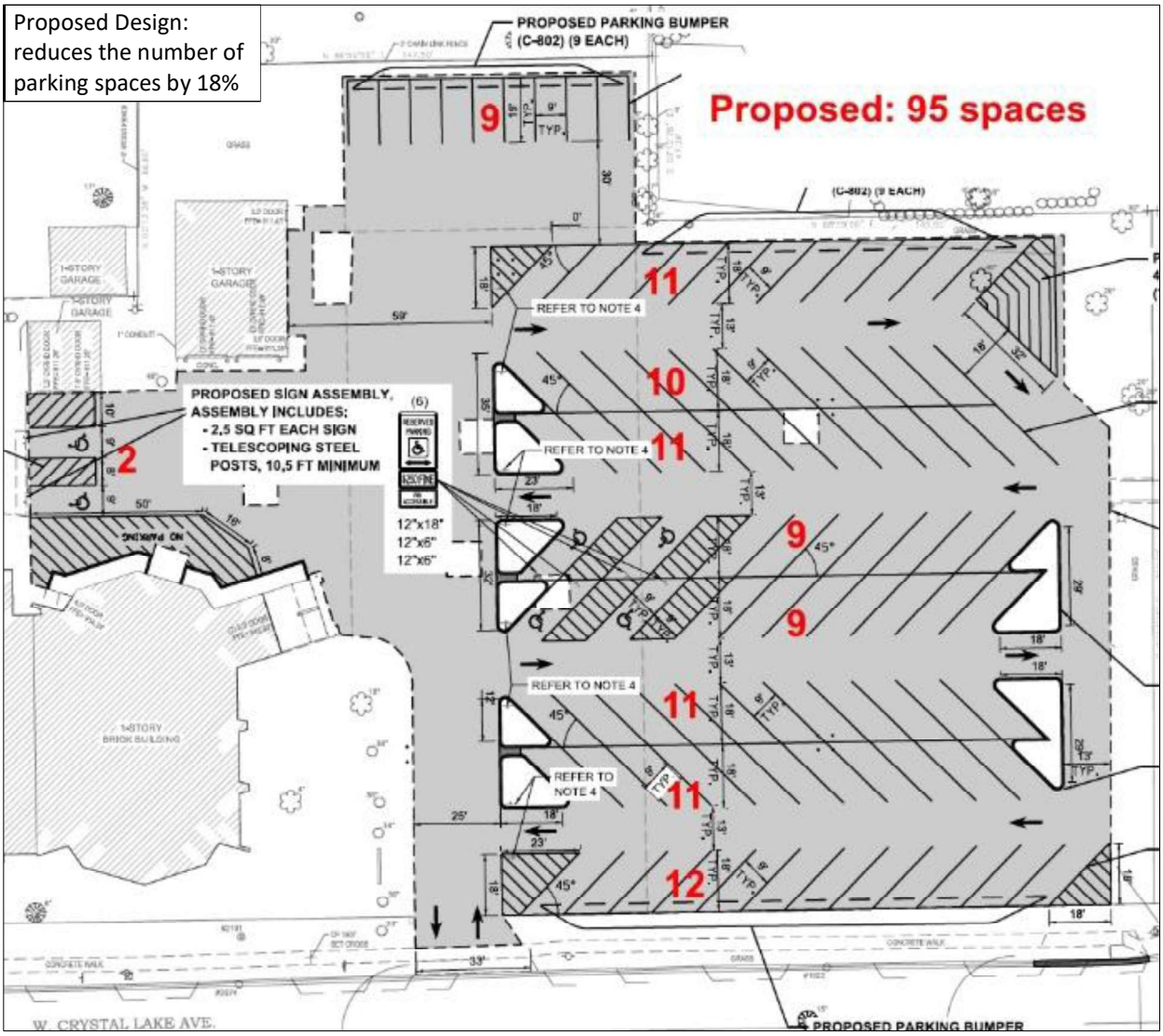
- Request: Variations to allow the removal and replacement of a parking lot, including:
  - A variation to allow the parking lot to have a 0-foot street yard setback, instead of the required 20 feet;
  - A variation to allow a reduction in the number of parking lot landscape islands from 21 to 10;
  - A variation to allow a reduction in the minimum size of parking lot landscape islands, from 152 square feet to approximately 135 square feet for 5 landscape islands;
  - A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to 2 trees and 33 shrubs on 10 landscape islands; and,
  - A variation to allow a reduction to the perimeter landscaping requirements, from 9 trees and 65 shrubs to 0 trees and 0 shrubs.
- Zoning: The site is zoned R-2 Single Family Residential.
- Land Use: The land use map shows the area as Urban Residential.



Petitioner's stated hardship

The petitioner asserts that compliance with the UDO parking lot and landscape design criteria is a hardship, based on the size of the lot. The petitioner contends that operating a place of worship and community center out of the building generates greater parking demand than the number of

spaces that would be provided if all design criteria (i.e. setbacks, islands, landscaping) were met. Even with the proposed design and requested variations, the number of parking spaces will be reduced from 116 to 95. The petitioner states that compliance with the design criteria would further reduce the number of spaces or potentially require the demolition of storage buildings on the property. Finally, the petitioner asserts that the requirement for trees within all landscape islands cannot be met because some islands are too small to support a tree, and that "there is no facility budget for additional maintenance staff/increase in the landscaping budget to maintain the required landscaping."

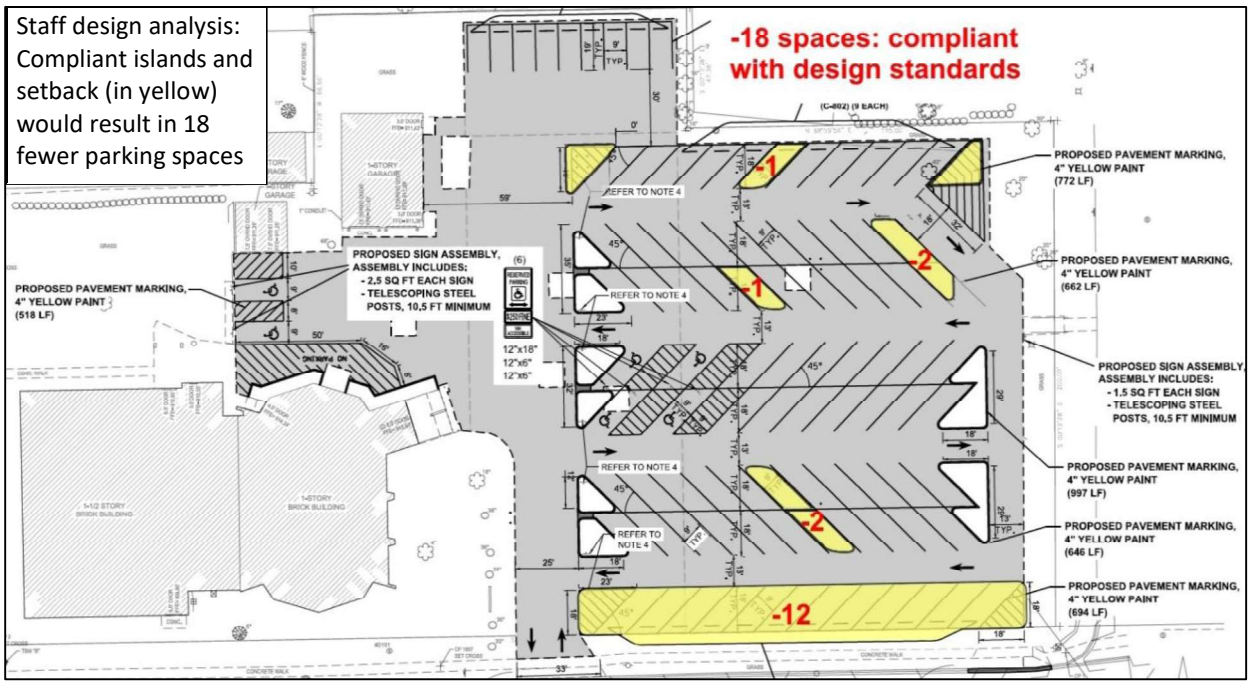


As evidence of the need for the requested number of parking spaces, the petitioner states that the building hosts events that draw more than 500 people. It is noted that the First United Methodist Church of Crystal Lake, which is adjacent to this property, allows the use of its parking lot on these occasions.

Staff analysis

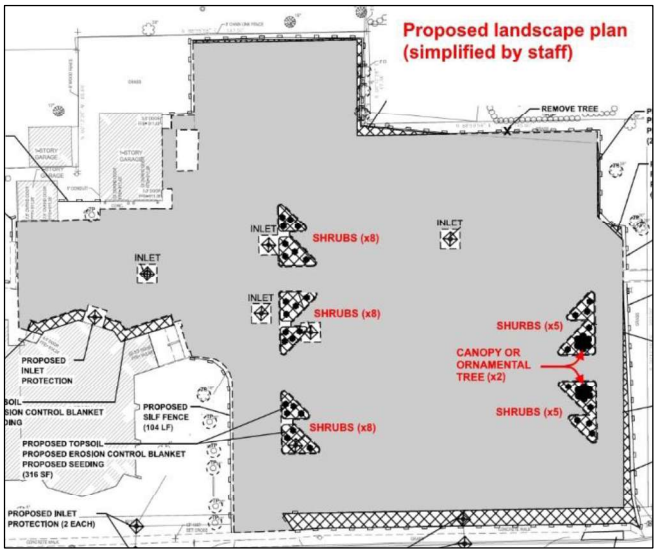
The petitioner has not requested, nor has staff identified a need for, a variation for the number of parking spaces. All variations pertain to parking lot design and landscaping, though the justification offered for the variations is stated as a need to retain as much parking as possible to meet the demand generated by the uses on site—and, that the property is too small to provide the necessary parking while still meeting all design standards.

All of the variations being requested pertain to existing nonconformities which would remain present, to various degrees, in the proposed parking lot design. Two of these nonconformities would be lessened by the proposed design: the portion of the parking lot that encroaches into the right-of-way will be removed and some landscape islands will be created (none currently exist).



The proposed design reduces the number of parking spaces by 18% (116 to 95). Staff estimates that compliance with the requirements for a 20-foot street setback and landscape islands would result in the loss of an additional 18 spaces, for a remaining total of 77. This would be a 34% reduction from the existing number of spaces.

The proposed landscape plan is limited to parking lot island landscaping—no perimeter landscaping is proposed. It includes 34 shrubs and two canopy/ornamental trees between ten islands. Parking lot island landscape requirements call for one tree and five shrubs per island, or a total of 50 shrubs and ten trees based on this design. With the current parking lot design, there is no room for required perimeter landscaping along West Crystal Lake Avenue. Perimeter landscape requirements call for one tree and five shrubs every 40 feet, or a total of four trees and 20 shrubs where room exists along the eastern side.

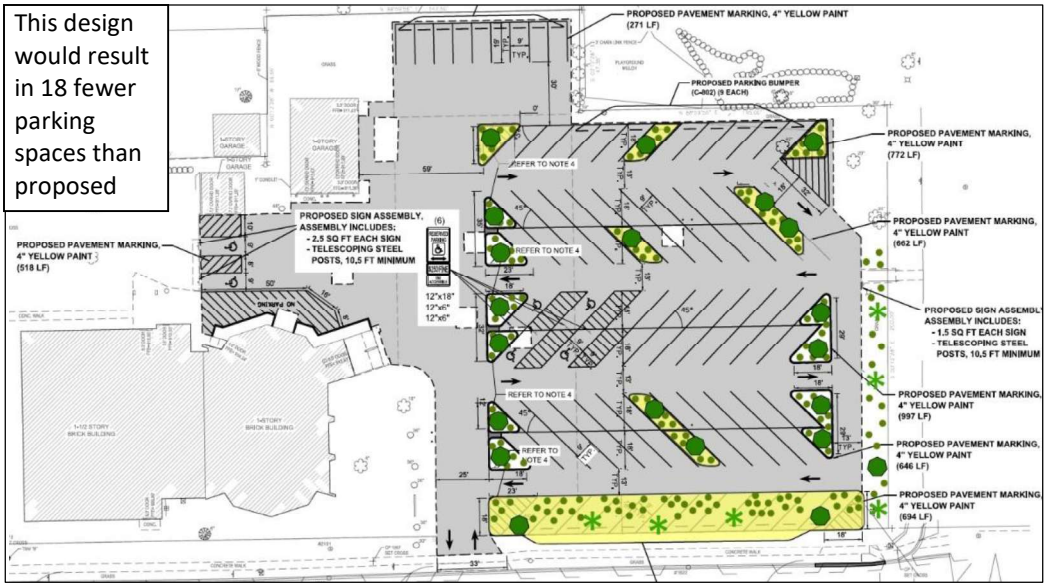


Top: Proposed landscaping by petitioner (10 islands, 2 trees, 33 shrubs, and no perimeter landscaping)

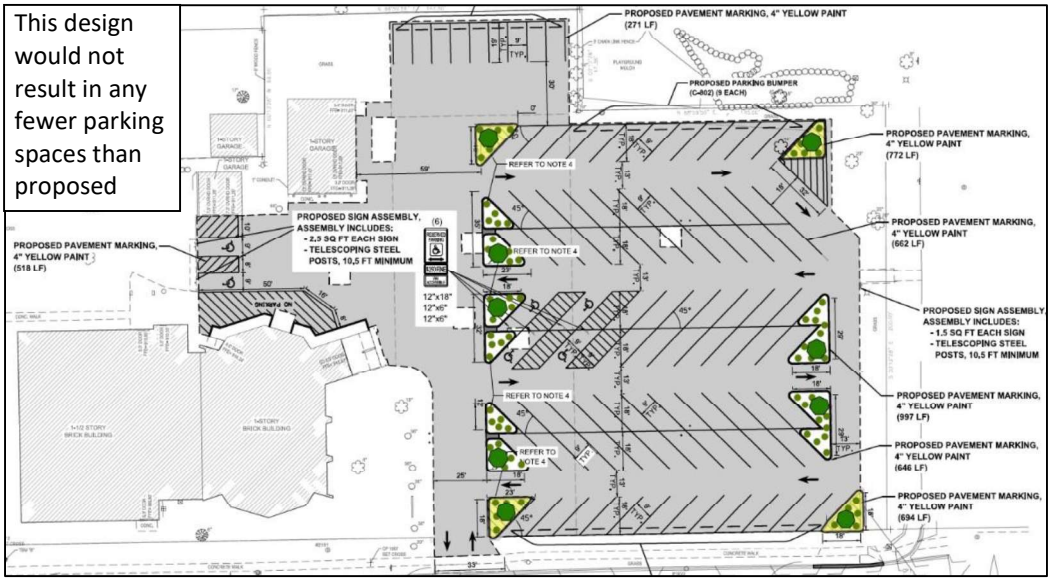
Middle: *STAFF EXHIBIT #1* -- Fully compliant parking lot (20-ft setback, 18 islands, 18 trees, 90 shrubs, plus another 9 trees and 65 shrubs on perimeter)

Bottom: *STAFF EXHIBIT #2* – Hybrid maintains proposed parking spaces (14 islands, 10 trees, 70 shrubs, no perimeter landscaping)

This design would result in 18 fewer parking spaces than proposed



This design would not result in any fewer parking spaces than proposed



Findings of Fact:

ZONING ORDINANCE VARIATION:

The petitioner is requesting:

1) A variation to allow the parking lot to have a 0-foot street yard setback, instead of the required 20 feet;
2) A variation to allow a reduction in the number of parking lot landscape islands from 21 to 10;
3) A variation to allow a reduction in the minimum size of parking lot landscape islands, from 152 square feet to approximately 135 square feet for 5 landscape islands;
4) A variation to allow a reduction to the landscaping requirements for parking lot landscape islands, from 18 trees and 90 shrubs on 18 landscape islands to 2 trees and 33 shrubs on 10 landscape islands; and,
5) A variation to allow a reduction to the perimeter landscaping requirements, from 9 trees and 65 shrubs to 0 trees and 0 shrubs.

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

Standards

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

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

   ☐ *Meets* ☐ *Does not meet*

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

   ☐ *Meets* ☐ *Does not meet*

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

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

   ☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

☐ *Meets* ☐ *Does not meet*

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

Comprehensive Land Use Plan 2030 Vision Summary Review:
Land Use – Urban Residential

Goal: Provide area for high quality public and semi-public facilities, such as schools, libraries, municipal facilities and private service providers, throughout the city to support the diverse and evolving needs of people in the city.

Supporting Actions: The City shall cooperate with the school districts, library, park district, neighboring municipalities, private service providers and other public and semi-public agencies.

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

1. The parking lot application and installation shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (The HOH Group, 6/13/25)
    B. Site Plan/Engineering Bid Documents (The HOH Group, 4/7/25)
    C. Amended Site Plan, recommended by the Planning & Zoning Commission

2. That variation requests be amended and plans revised to reflect the amended site plan proposed by city staff.

3. That the property shall be in compliance with the requirements of UDO Section 4-200D (Design Guidelines), Section 4-200E (General Landscaping Requirements), and Section 4-400F (Site Landscaping), except as provided for under this variation.

4. That all review comments and requirements of the departments of Community Development, Public Works and Engineering, and Fire Rescue shall be sufficiently addressed.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: 290 W Crystal Lake Ave - Parking Lot & Lighting Improvements

Action Requested

☑ **Administrative Variation**

Petitioner Information

Name: The HOH Group, Inc.
Address: 623 Cooper Court
Schaumburg, IL 60173
Phone: 708.609.4917
Fax: _____
E-mail: baporfilio@hohgroup.com

Owner Information (if different)

Name: The Salvation Army
Address: 5040 N Pulaski Road
Chicago, IL 60630
Phone: 773.892.7532
Fax: _____
E-mail: Mike.Hart@usc.salvationarmy.org

Property Information

Project Description: Repaving and re-striping parking lot, adding landscaping islands per Code, and upgrading lighting.

Project Standard of Approval Being Applied for:

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

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

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

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

☐ The variation is the result of right-of-way taking.

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

- ☐ The parking requirements of a specific use or development necessitate fewer parking spaces than required by this Ordinance. In support of such request, the applicant must present a trip generation and parking demand study or such other information deemed to be reliable by the Zoning Administrator which demonstrates the reduced parking demand for the development.
- ☑ For existing buildings in the Downtown District and Virginia Street Corridor, when a change of use to a more intensive use makes compliance with the required number of parking spaces impossible because of specific site constraints, the applicant may request to reduce the required number of off-street parking spaces.

Project Address/Location: 290 W Crystal Lake Avenue

PIN Number(s): _____

Development Team

Please include address, phone, fax and e-mail

Developer: The Salvation Army - see contact info above

Architect: The HOH Group, Inc. - see contact info above

Attorney: _____

Other: _____

Signatures

Michael Cho 6-11-25

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.

_____

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.

Northwest Herald

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202507101158357411616
213731298

Notice URL:

Back

Notice Publish Date:
Tuesday, July 01, 2025

Notice Content

PUBLIC NOTICE NOTICE OF HEARING BEFORE THE PLANNING AND ZONING COMMISSION OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS IN THE MATTER OF THE APPLICATION OF The HOH Group, Inc. 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 The HOH Group, Inc., on behalf of The Salvation Army for approval of variations at the following real estate known as 290 West Crystal Lake Avenue, Crystal Lake, Illinois 60014, PINs: 14-32-376-045, 14-32-376-025, and 14-32-376-027. This application is filed for the purpose of seeking variations from standards found in UDO Section 4-200 Off-Street Parking and Loading and Section 4-400 Landscaping and Screening Standards, as well as any other variations as presented at the public hearing pursuant UDO Article 4 and Article 9, in order to remove and replace the parking lot on the subject property. 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, July 16, 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 Northwest Herald July 1, 2025) 2256525

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CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JULY 16, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2025-105 – 290 W CRYSTAL LAKE AVE – PARKING & LANDSCAPE VARIATIONS

Variations from standards found in UDO Section 4-200 Off-Street Parking and Loading and Section 4-400 Landscaping and Screening Standards, as well as any other variations as presented at the public hearing pursuant UDO Article 4 and Article 9, in order to remove and replace the parking lot on the subject property.

Representing the petitioner, Brent Porfilio and Kim Sumrak of The HOH Group, Inc presented the request to the commission. Mr. Porfilio stated that the project aims to reconstruct the existing parking lot, which currently has 116 spaces and no landscaping. He noted that the plan involves resurfacing, restriping, updated lighting, and installation of storm water infrastructure. Mr. Porfilio's main goal was to bring the site closer to UDO compliance without sacrificing event-based parking needs. Ms. Sumrak described physical limitations along the east side and site slope that makes full compliance impractical. He said the petitioner was prepared to follow a "hybrid" site plan found in the staff report. Mr. Porfilio stated that this plan maintains their operations during peak community events and improves the appearance and functionality of the site.

Mr. Greenman asked the petitioners to clarify the hardship that is driving the request for them to consider the variations.
Mr. Porfilio cited that the hardships are due to the size of the property and constraints on reconfiguring the parking lot, given the location of existing ancillary structures, as well as sloping topography, that prevents full compliance. Mr. Porfilio also expressed budgetary limitations for relocation of accessory structures and maintenance of landscaping.

Mr. Greenman appreciated the financial aspects of hardships, but clarified that financial hardship is not a qualifying criteria under the Unified Development Ordinance (UDO). Only physical constraints are considered valid.

Mr. Greenman opened the public comment portion of the hearing.

Mr. Donald Kountz, 1515 West Crandon Court, spoke in favor of the petition. He expressed the financial challenges that nonprofits experience and that they cannot be compared to other for-profit companies. He was concerned that the loss of parking spaces on the lot would make it harder for The Salvation Army to be successful to their mission as a nonprofit.

With no other public wishing to speak, Mr. Greenman closed the public comment portion of the hearing and asked for staff to present the staff report.

Mr. Moore confirmed five variations are requested by petitioners. He outlined that the existing lot encroaches on public right-of-way, lacks any landscaping, and does not meet modern design standards. The hybrid plan corrects the right-of-way encroachment, adding an 8-foot grass strip along Crystal Lake Avenue, and introduces substantial interior landscaping. However, it still requires variations.

Mr. Gronow questioned what could happen if they leave parking lot as is. Mr. Porfilio expressed the issues of pot holes in the parking lot, and accessibility to the public as there are currently an insufficient number of handicap stalls.

Mr. Smith had questions regarding impervious coverage. Mr. Moore responded that the proposed lot will have a net reduction in impervious surface. Mr. Smith stated that he welcomed any enhancement to this property and is supportive of mission of The Salvation Army but that financial aspects are not considered as a hardship and it would seem the layout as shown with no variance is possible. Mr. Smith asked about the number of special events on the property and the city's requirements for providing off-street parking. Mr. Porfilio estimated around 12 events are held annually by The Salvation Army. Mr. Moore explained that if the city becomes aware that overflow parking is a persistent issue, the property owner could be compelled to create or find more parking. Mr. Smith asked staff if that ordinance requirement would constitute a hardship for the petitioner that the commission could consider. Mr. Moore responded that it could be a hardship for a variation request seeking a reduction in the required number of parking spaces. However, since staff believes that a fully compliant parking lot will still retain enough spaces to meet parking minimums, it is not clear if the petitioner's statement of need for more spaces is sufficient grounds to establish a hardship. Mr. Smith stated how he would love to see the parking lot improved, and at a minimum wanted to address the right-of-way encroachment issue. He stated that he was having trouble finding a hardship that would allow a positive recommendation to city council.

Ms. Mason thanked the petitioners. She considered the hybrid design and asked if it would be manageable to the petitioners. She emphasized her appreciation for the landscaping improvements but echoed the concern about the lack of qualifying hardship. Mr. Porfilio expressed reluctance to rely on neighboring properties and street parking. His concern was that it might turn away patrons to the events when they want to maximize the amount of attendants. Ms. Mason was in agreement with Mr. Smith and does not see the hardship element.

Mr. Skluzacek asked if there is any way to get landscape on east side of parking lot. Mr. Porfilio commented that the grading does not allow for it. Mr. Skluzacek expressed that the parking lot is in need of repair.

Mr. Greenman supported the hybrid layout but was cautious about deviating from code standards. He stated that he is sympathetic to the goals of The Salvation Army and that the hybrid layout is a great compromise, noting the parking lot is surrounded by residential properties and improvements would be an enhancement to the community. But, without a true site-based hardship, he cannot support the requested variations.

Ms. Repholz encouraged the petitioner to present clear data showing event-based parking demand to City Council. She did not discount the importance of the events, but clarified that direct data would help support the best decision.

Mr. Smith made a motion to deny the request and conditions as stated in the staff report:

1. The parking lot application and installation shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (The HOH Group, 6/13/25)
    B. Site Plan/Engineering Bid Documents (The HOH Group, 4/7/25)
    C. Amended Site Plan, recommended by the Planning & Zoning Commission

2. That variation requests be amended and plans revised to reflect the amended site plan proposed by city staff.

3. That the property shall be in compliance with the requirements of UDO Section 4-200D (Design Guidelines), Section 4-200E (General Landscaping Requirements), and Section 4-400F (Site Landscaping), except as provided for under this variation.

4. That all review comments and requirements of the departments of Community Development, Public Works and Engineering, and Fire Rescue shall be sufficiently addressed.

Ms. Repholz seconded the motion. Mr. Greenman called for discussion on the motion.

Mr. Smith stated that he will be voting to deny the petition due to a lack of a hardship. However, if the City Council found there to be a basis for the hardship, he would be in favor of following the hybrid design proposal.

Ms. Mason, Mr. Skluzacek, and Mr. Gronow concurred with Mr. Smith.

Ms. Repholz also indicated she would be voting to deny the request. However, she noted that she would not be satisfied with the hybrid design, and instead would want to see some landscaping required along Crystal Lake Avenue.

Mr. Greenman did not think it necessary for petitioner to go to council with unanimous denial. He would like petitioners to go back to engineering staff, and work with them to figure out a way to enhance the right-of-way. He otherwise supported the minor variations with the hybrid model.

On a roll call vote, commissioners Skluzacek, Mason, Smith, Repholz, and Gronow voted ‘aye’, while commissioner Greenman voted ‘no’. The motion to deny passed by a 6-1 vote.

Annual and Seasonal Events with 80+ vehicles at any one time

1) **Angel Tree (Thanksgiving and Christmas) Distribution – Food & Toys**
   Estimated vehicles: 300–350 (Stagged through a day)
   Frequency: Annually in November and December
   Duration: 10+ years

2) **Back-to-School Backpack Distribution**
   Estimated vehicles: 300–350 (Short time frame)
   Frequency: Annually in late July or early August
   Duration: 8+ years

3) **Baby Supplies Outreach (Future Event)**
   Estimated vehicles: 100+ (anticipated)
   Frequency: Annual
   Duration: Future Event

4) **Thanksgiving Community Meal**
   Estimated vehicles: 80–100+
   Frequency: Annually in November
   Duration: 5+ years

5) **Volunteer Appreciation Breakfast**
   Estimated vehicles: 80–100+
   Frequency: Annually in February
   Duration: 20+ years

6) **Community Tuesday/Wednesday Family Nights (Upcoming Launch)**
   Estimated vehicles: 80–100+
   Frequency: Weekly
   Duration: Future Event

7) **Community Parties and Open Gym (by nonprofits or local partners)**
   Estimated vehicles: 10–100 depending on event
   Frequency: bi-weekly or more
   Duration: 10+ years

8) **Summer Parade and Community Event Day**
   Estimated vehicles: 60–80+
   Frequency: Annually in summer
   Duration: 5+ years

9) **Christmas Bell Ringers Rally Dinner**
   Estimated vehicles: 55–60
   Frequency: Annually in November
   Duration: 20+ years

10) **Easter Outreach and Egg Hunt**
   Estimated vehicles: 50 (anticipated)
   Frequency: Annually in the Spring
   Duration: Tentative/Future Planning

11) **Women's Ministry**
   Estimated vehicles: 50
   Frequency: Weekly
   Duration: 10+ years

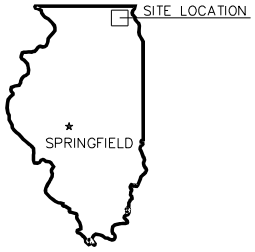
12) **Youth Nights**
   Estimated vehicles: up to 50
   Frequency: Monthly
   Duration: 10+ years

13) **Election Polling**
   Estimated vehicles: up to 50
   Frequency: Every Election Year
   Duration: 10+ years

PARKING LOT AND
LIGHTING IMPROVEMENTS
290 WEST CRYSTAL LAKE AVE.
CRYSTAL LAKE, ILLINOIS

FOR:
THE SALVATION ARMY

BY:
THE HOH GROUP, INC.
623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8131



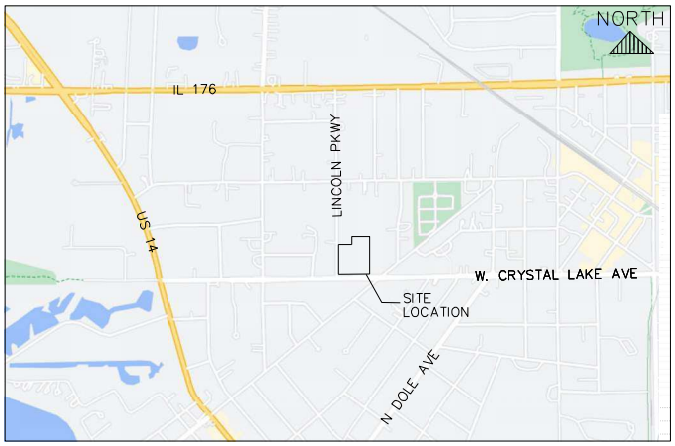
STATE LOCATION PLAN

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G-400	TO	G-404	SOIL BORINGS
C-100			EXISTING PLAN
C-200			DEMO PLAN
C-300			SITE PLAN
C-400			UTILITY PLAN
C-500			LANDSCAPING & EROSION CONTROL PLAN
C-600			PAVEMENT MARKING & SIGNING PLAN
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E-100			ELECTRICAL SPECIFICATIONS, GENERAL NOTES, AND SYMBOLS
E-101			PANEL SCHEDULE
E-200			POWER PLAN
E-300			LIGHTING PLAN
E-400			LIGHTING DETAILS

TOPOGRAPHIC LEGEND

BUFFALO BOX - GAS		BUSH	
BUFFALO BOX - WATER		TRAFFIC SIGN	
CATCH BASIN		DOWN SPOUT-FLOW	
VALVE - GAS	G	SPOT LIGHT	
VALVE - WATER	W	CITY ELEC. (UNDERGROUND)	CE — CE
FIRE HYDRANT		ELECTRIC CABLE (UNDERGROUND)	E — E
HANDHOLE		AERIAL POWER	
INLET		TELEPHONE CABLE	T — T
LIGHT POLE		SANITARY SEWER	SS — SS
STORM SEWER MANHOLE		STORM SEWER	
SANITARY SEWER MANHOLE		WATER DISTRIBUTION	W — W
WATER VAULT		GAS LINE	G — G
ELECTRIC VAULT		VEGETATION LINE	
TELEPHONE VAULT		WOODS & BUSH LINE	
GAS VAULT		CHAIN LINK FENCE	X
UTILITY POLE		WOOD FENCE	
SPLICE BOX ABOVE GROUND		IRON FENCE	
TELEPHONE SPLICE BOX		EXISTING CONTOUR	780
TRAFFIC SIGNAL		PROPERTY LINE	PL — PL
DECIDUOUS TREE / DIAMETER	10"	CURB ELEVATIONS	760.00 TP 00 CURB
EVERGREEN TREE / DIAMETER	10"		



NTS

J.U.L.I.E.
JOINT UTILITY LOCATION INFORMATION FOR EXCAVATION
1-800-892-0123 OR 811

NOTE: CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.

BID DOCUMENTS 04/07/2025

The HOH Group, Inc.
623 Cooper Court
Schaumburg, IL 60173
(312) 346-8131
Design Firm Registration Number : 184.004909

PN: 5783

BRENT A. POPHAM
062-050883
REGISTERED
PROFESSIONAL
ENGINEER
OF
ILLINOIS
DATE SIGNED: 04/07/2025
LIC. EXPIRES: 11/30/2025

DRAWN BY:	KAS
DESIGN BY:	---
CHECKED BY:	BAP
APPROVED BY:	BAP

HOH PROJECT NUMBER: 5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE
COVER SHEET

SHEET NO.
G-100

4/7/2025
N:\Projects\5783 Salvation Army - Crystal Lake Parking Lot improvement\Drawings\Civil\G400 Sheets\G-100 Cover Sheet.dgn

UTILITY DETAILS

SANITARY MANHOLE #1182
RIM = 911.05'
SW 12" RCP INV = 907.85'
BOTTOM = 907.55'

STORM MANHOLE #1224
RIM = 910.23'
NO PIPES FOUND
DEBRIS = 906.08'

STORM MANHOLE #1225
RIM = 909.87'
N 10" RCP INV = 907.57'
NE 12" RCP INV = 906.27'
SW 12" RCP INV = 906.47'
DEBRIS = 905.97'

SANITARY MANHOLE #1239
RIM = 910.56'
NO PIPES FOUND
DEBRIS = 906.71'

STORM MANHOLE # 1357
RIM = 914.44'
E 15" RCP INV = 907.44'
S 12" RCP INV = 908.94'
W 15" RCP INV = 909.81'
BOTTOM = 907.44'

STORM MANHOLE #1533
RIM = 908.84'
N 12" RCP INV = 905.84'
SE 12" RCP INV = 905.69'
BOTTOM = 905.34

STORM MANHOLE # 1539
RIM = 915.30'
W 15" RCP INV = 908.60'
NW 10" RCP INV = 908.60'
S 12" RCP INV = 911.65'
BOTTOM = 908.60'

STORM MANHOLE #1574
RIM = 910.01'
S 10" RCP INV = 906.61'
DEBRIS = 905.81'

STORM MANHOLE # 1822
RIM = 913.81'
N 12" RCP INV = 907.44'
S 12" RCP INV = 908.94'
W 15" RCP INV = 907.44'
BOTTOM = 908.71'

STORM MANHOLE # 1824
RIM = 815.50'
N, W, E, S 8" DIP
TOP OF PIPE = 910.70'
TOP OF VALVE = 912.00'
DEBRIS = 909.00'

SANITARY MANHOLE #1825
RIM = 915.65'
NE 6" PVC INV = 907.05'
E 6" PVC INV = 906.45'
W 6" PVC INV = 906.45'
BOTTOM = 906.45'

STORM MANHOLE # 1936
RIM = 908.10'
N 12" VCP INV = 899.70'
S 12" VCP INV = 899.70
SW 12" VCP INV = 899.70'
DEBRIS = 899.70'

MANHOLE # 1960
RIM = 909.52'
GREASE TRAP
DEBRIS = 903.32'

STORM MANHOLE # 2010
RIM = 906.66'
SE 12" RCP INV = 903.56'
NO OTHER PIPES FOUND
DEBRIS = 902.01

STORM MANHOLE # 2022
RIM = 906.21'
NW 12" RCP INV = 902.81'
S 12" RCP INV = 902.81
DEBRIS = 902.11'

STORM MANHOLE # 2074
RIM = 909.02'
N 15" RCP INV = 905.52'
S 15" RCP INV = 905.52'
DEBRIS = 905.37'

STORM MANHOLE # 2101
RIM = 909.86'
NE 12" RCP INV = 905.86'
E 15" RCP INV = 905.86'
S 15" RCP INV = 905.86'
BOTTOM = 905.86'

6IN CLEANOUT # 2228
RIM = 910.51'
N/A PIPES

STORM MANHOLE # 2288
RIM = 910.01'
SE 6" PVC INV = 908.71'
DEBRIS = 907.91'

VALVE VAULT # 2462
RIM = 906.99'
W/E 8" DIP
TOP OF PIPE = 902.49'
TOP OF VALVE = 903.74'
DEBRIS = 901.14'

SANITARY MANHOLE # 2464
RIM = 906.93'
N 8" PVC INV = 898.73'
E 8" PVC INV = 898.73'
S 8" PVC INV = 898.59'
W 8" PVC INV = 898.68'
DEBRIS = 898.68'

STORM MANHOLE #2465
RIM = 906.92'
NE 15" DIP INV = 902.42'
NE 12" DIP INV = 902.62'
SW 15" RCP INV = 903.02'
SW 12" DIP INV = 901.92'
NW 10" DIP INV = 902.72'
BOTTOM = 901.82'

SANITARY MANHOLE # 2466
RIM = 906.81'
N 8" VCP INV = 898.91'
S 8" VCP INV = 898.91'
W 12" VCP INV = 898.86'
DEBRIS = 898.86'

SANITARY MANHOLE # 2467
RIM = 906.77'
NE 12" VCP INV = 898.77'
E 12" VCP INV = 898.77'
W 12" VCP INV = 898.62'
DEBRIS = 898.62'

VALVE VAULT # 2468
RIM = 906.92'
W/E 8" DIP
TOP OF PIPE = 902.82'
TOP OF VALVE = 904.22'
BOTTOM = 901.17'

PROJECTION SURVEY HORIZONTAL CONTROL POINTS

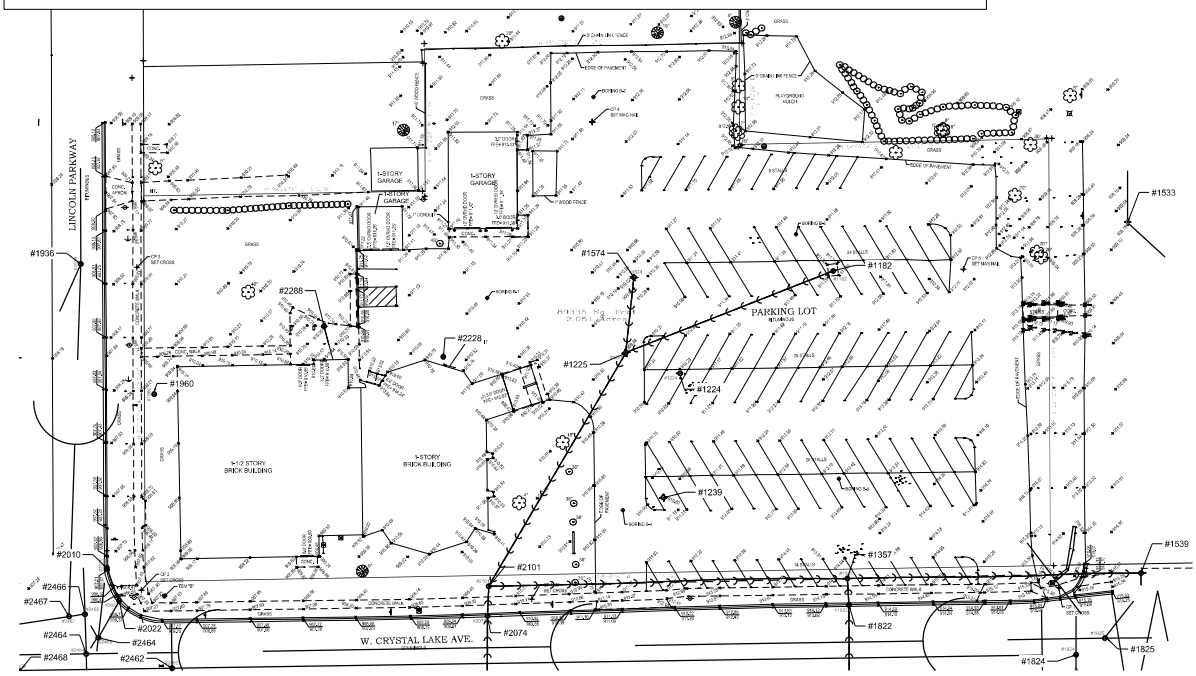
CP 1	CP2	CP4	CP5
N 2030445.10	N 2030443.98	N 2030863.46	N 2030594.40
E 985056.44	E 984626.17	E 984837.55	E 985011.66
ELEV. = 915.343	ELEV. = 907.38	ELEV. = 912.063	ELEV. = 912.793

VERTICAL CONTROL POINTS - PROJECT BENCHMARKS

VETRICAL CONTROL BASED ON NAD 83 VERTICAL DATUM FROM GPS OBSERVATION

TBM #A ELEVATION = 917.663
CHISELED RIM BOLT ON FIRE HYDRANT ON SOUTH SODE OF CRYSTAL LAKE AVE, ABOUT 115 FEET WEST OF SOUTHWEST CORNER OF CRYSTAL LAKE AVE, AND DOLE AVE.

TBM #B ELEVATION = 910.483
CHISELED RIM BOLT AT NORTHEAST CORNER OF CRYSTAL LAKE AVE AND LINCOLN PARKWAY.



LEGEND

- EXISTING UNDERGROUND POWER LINE
- EXISTING WATER LINE
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER LINE

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.

N

0 20 40 60
SCALE IN FEET

THE SALVATION ARMY

The HOH Group, Inc.
623 Cooper Court
Schaumburg, IL 60173
(312) 346-9131
Design Firm Registration Number : 184.004909

PN: 5783

BRENT A. POPPITO
062-050883
REGISTERED
PROFESSIONAL
ENGINEER
OF
ILLINOIS
DATE SIGNED: 04/07/2025
LIC. EXPIRES: 11/30/2025

DRAWN BY:	KAS
DESIGN BY:	---
CHECKED BY:	BAP
APPROVED BY:	BAP
HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE
EXISTING PLAN

SHEET NO.
C-100

4/7/2025
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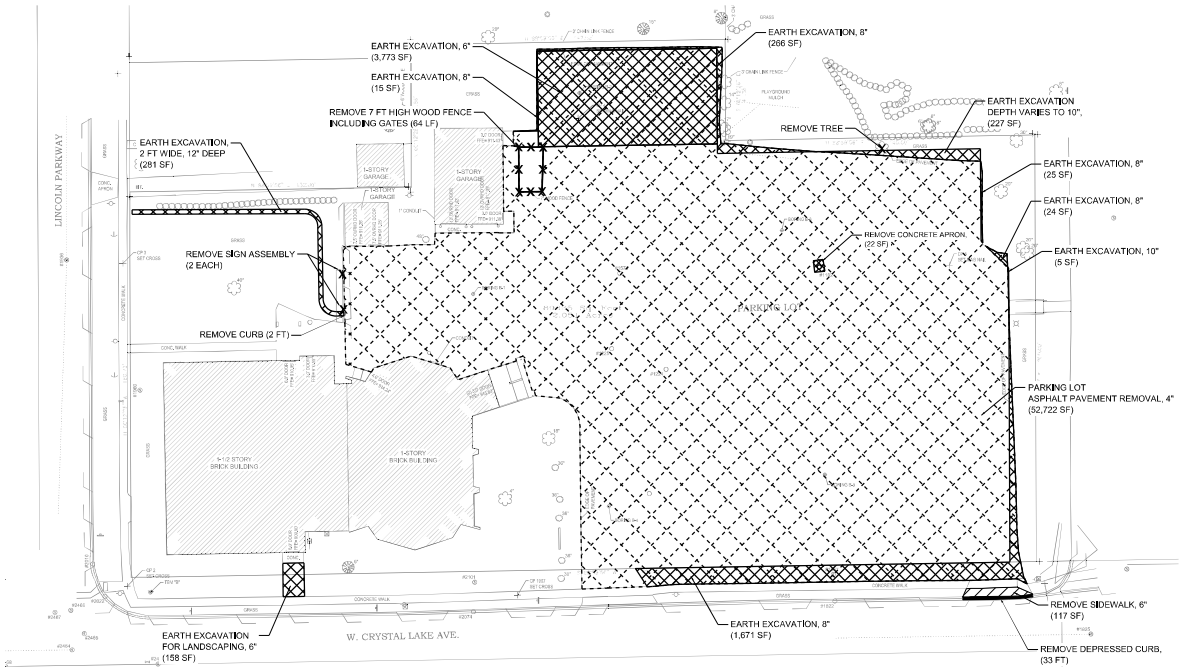
LEGEND

- REMOVE PAVEMENT, 4" (REFER TO PLAN NOTE OR TYPICAL FOR DEPTHS)
- REMOVE CONCRETE DRAINAGE APRON
- REMOVE SIDEWALK
- EARTH EXCAVATION (DEPTH VARIES 6" TO 10")
- REMOVE CURB/CURB & GUTTER
- REMOVE SIGN ASSEMBLY
- REMOVE 7 FT HIGH WOOD FENCE, INCLUDING GATES
- REMOVE TREE
- EXISTING BUILDING (FOR INFORMATION ONLY)

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. DEPTHS OF HMA PAVEMENT, AGGREGATE BASE, AND EARTH EXCAVATION ARE APPROXIMATE AND BASED ON SOIL BORINGS. CONTRACTOR IS RESPONSIBLE FOR ANY VARYING CONDITIONS IN EXISTING PAVEMENT THICKNESSES IN LUMP SUM BID.
3. ASSUME AN UNDERCUTTING QUANTITY OF 5% OF ALL PROJECT PAVEMENT AREAS AND TO A DEPTH OF 2' WITH POROUS GRANULAR EMBANKMENT STONE BACKFILL.

N

0 20 40 60
SCALE IN FEET



The HOH Group, Inc.
623 Cooper Court
Schaumburg, IL 60173
(312) 346-9131

PN: 5783
Design Firm Registration Number : 184.004909

BRENT A. POPPITO
062-050883
REGISTERED PROFESSIONAL ENGINEER OF ILLINOIS

DATE SIGNED: 04/07/2025
LIC. EXPIRES: 11/30/2025

DRAWN BY:	KAS
DESIGN BY:	---
CHECKED BY:	BAP
APPROVED BY:	BAP
HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE

DEMO PLAN

SHEET NO.
C-200

4/7/2025
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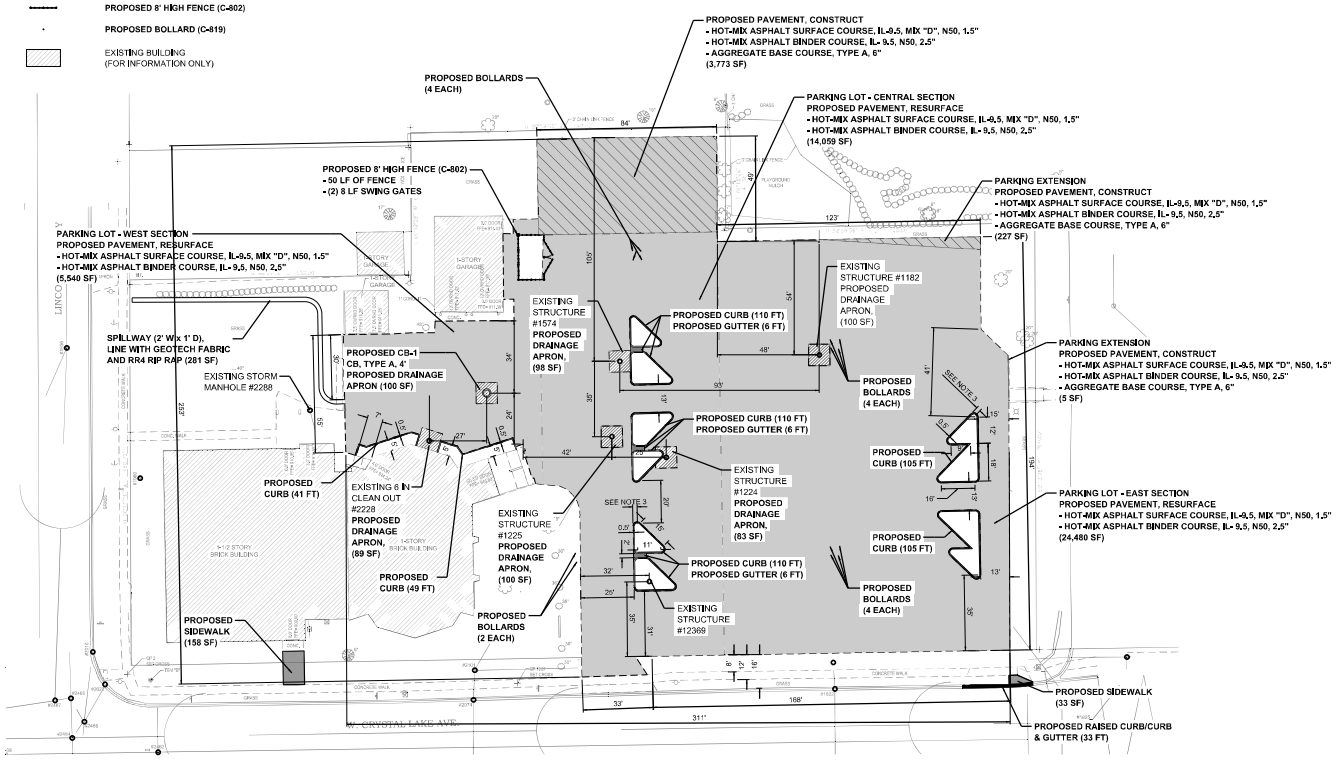
LEGEND

- PROPOSED PAVEMENT, RESURFACE
  - HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N50, 1.5"
  - HOT-MIX ASPHALT BINDER COURSE, IL- 9.5, N50, 2.5"
- PROPOSED PAVEMENT, CONSTRUCT
  - HOT-MIX ASPHALT SURFACE COURSE, IL-9.5, MIX "D", N50, 1.5"
  - HOT-MIX ASPHALT BINDER COURSE, IL- 9.5, N50, 2.5"
  - AGGREGATE BASE COURSE, TYPE A, 6"
- PROPOSED DRAINAGE APRON, 10 FT X 10 FT (C-802)
- PROPOSED SIDEWALK (C-808 THRU C-812)
- PROPOSED CURB/CURB & GUTTER (C-809 TO C-810)
- PROPOSED 8' HIGH FENCE (C-802)
- PROPOSED BOLLARD (C-819)
- EXISTING BUILDING (FOR INFORMATION ONLY)

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. EXISTING BASE SHALL BE PROOFROLLED USING A LOADED TANDEM AXLE OR SCRAPER WITH A MINIMUM GROSS WEIGHT OF 20 TONS. SOFT SPOTS IDENTIFIED BY PROOFROLLING SHALL BE REMEDIATED AS DESCRIBED IN THE GEOTECHNICAL REPORT AND APPROVED BY THE GEOTECHNICAL ENGINEER.
3. ALL SHOWN CURB CURVES HAVE A 2 FT RADIUS. ALL PROPOSED CURBS INSIDE THE PARKING LOT HAVE A WIDTH OF 0.5 FEET.

N

0 20 40 60
SCALE IN FEET



The HOH Group, Inc.
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Schaumburg, IL 60173
(312) 346-9131
Design Firm Registration Number : 184.004909

PN: 5783

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REGISTERED
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ENGINEER
OF
ILLINOIS
DATE SIGNED: 04/07/2025
LIC. EXPIRES: 11/30/2025

DRAWN BY:	KAS
DESIGN BY:	---
CHECKED BY:	BAP
APPROVED BY:	BAP
HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE
SITE PLAN

SHEET NO.
C-300

4/7/2025
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LEGEND

- EXISTING CATCH BASIN
- **PROPOSED CATCH BASIN (C-600 & C-601)**
- EXISTING STORM SEWER (TO BE CLEANED)
- **PROPOSED 12" STORM SEWER**
- **PROPOSED CLEAN OUT (C-602)**
- **PROPOSED 6" UNDERDRAIN (C-602)**
- **PROPOSED PAVEMENT (FOR INFORMATION ONLY)**
- EXISTING BUILDING (FOR INFORMATION ONLY)

UTILITY DETAILS

SANITARY MANHOLE #1182
EXISTING RIM = 911.05'
PROPOSED EL. = 911.44'
SW 12" RCP INV = 907.85'
BOTTOM = 907.55'
PROPOSED S & N 6" UD INV = 908.05'
(CLEAN STRUCTURE)
(ADJUST STRUCTURE)

STORM MANHOLE #1225
RIM = 909.87'
N 10" RCP INV = 907.57'
NE 12" RCP INV = 906.27'
SW 12" RCP INV = 906.47'
DEBRIS = 905.97'
(CLEAN STRUCTURE)

6IN CLEANOUT # 2228
RIM = 910.51'
N/A PIPES
(CLEAN STRUCTURE)
(SEE NOTE 4)

STORM MANHOLE #1574
RIM = 910.01'
S 10" RCP INV = 906.61'
PROPOSED SW 12" PVC INV = 906.78'
DEBRIS = 905.81'
PROPOSED N, W, & SE 6" UD INV = 907.01'
(RECONSTRUCT)
(CLEAN STRUCTURE)

STORM MANHOLE #1224
RIM = 910.23'
NO PIPES FOUND
DEBRIS = 906.08'
PROPOSED SW & NW 6" UD INV = 907.23'
(RECONSTRUCT)
(CLEAN STRUCTURE)
(SEE NOTE 4)

STORM MANHOLE #1224
RIM = 910.23'
NO PIPES FOUND
DEBRIS = 906.08'
PROPOSED SW & NW 6" UD INV = 907.23'
(RECONSTRUCT)
(CLEAN STRUCTURE)
(SEE NOTE 4)

SANITARY MANHOLE #1239
EXISTING RIM = 910.56'
PROPOSED EL. = 911.95'
NO PIPES FOUND
DEBRIS = 906.71'
(CLEAN STRUCTURE)
(ADJUST STRUCTURE)
(SEE NOTE 4)

STORM MANHOLE # 2101
RIM = 909.86'
NE 12" RCP INV = 905.86'
E 15" RCP INV = 905.86'
S 15" RCP INV = 905.86'
BOTTOM = 905.66'
(CLEAN STRUCTURE)

STORM MANHOLE #1224
RIM = 909.23'
NO PIPES FOUND
DEBRIS = 906.08'
PROPOSED S & NW 6" UD INV = 907.23'
(RECONSTRUCT)
(CLEAN STRUCTURE)
(SEE NOTE 4)

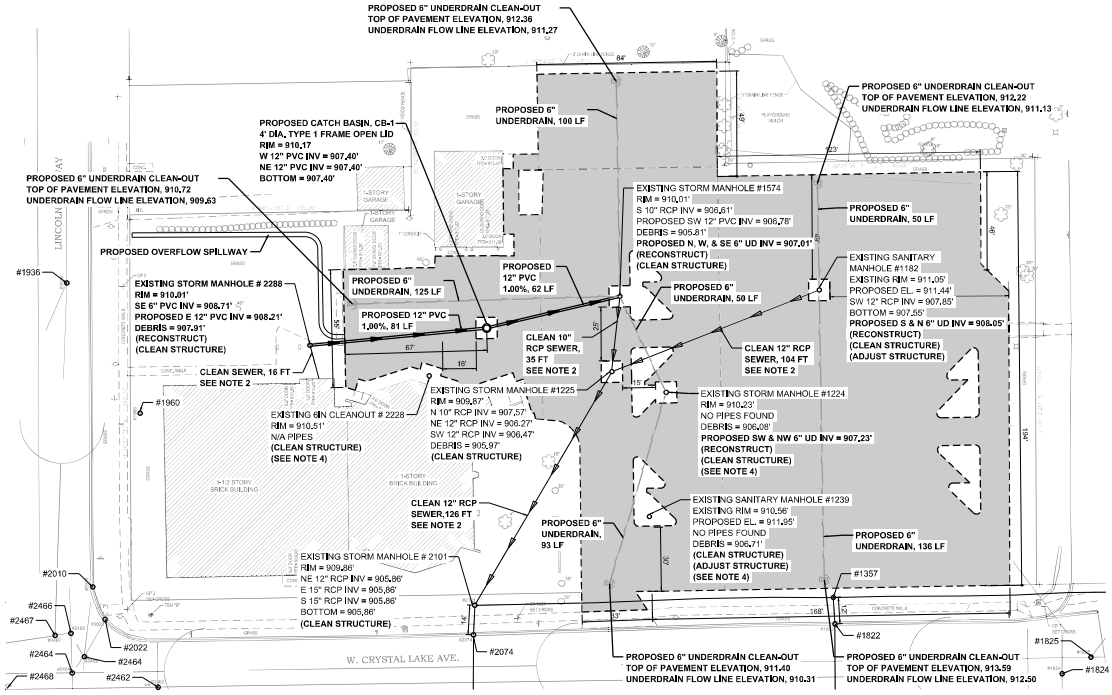
EXISTING STORM MANHOLE # 2288
RIM = 910.01'
SE 6" PVC INV = 908.71'
PROPOSED E 12" PVC INV = 908.21'
DEBRIS = 907.91'
(RECONSTRUCT)
(CLEAN STRUCTURE)

PROPOSED CATCH BASIN, CB-1
4' DIA, TYPE 1 FRAME OPEN LID
RIM = 910.17
W 12" PVC INV = 907.40'
NE 12" PVC INV = 907.40'
BOTTOM = 907.40'

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. ALL DRAINAGE STRUCTURES ON THE PROPERTY ARE TO BE CLEANED. IN ADDITION, ALL STORM SEWER ARE TO BE CLEANED AND TELEVISED FROM THE DRAINAGE STRUCTURES TO THE BLIND CONNECTION TO THE MAIN SEWER.
3. DIGGING TRENCHES FOR LIGHTING SHALL BE INCIDENTAL TO THE COST OF THE LIGHTING CONDUIT.
4. ONCE STRUCTURES ARE CLEANED, IF PIPES ARE FOUND THAT WAS NOT DRAWN ON THE PLAN, ON THE PLAN, CLEAN PIPES ACCORDING TO NOTE #2.
5. CONTRACTOR SHALL PLACE UNDRAINS AT A MINIMUM UPSTREAM INVERT OF 13 INCHES BELOW FINISHED GRADE, AT A 0.1% MIN. SLOPE, DRAINING TO THE CATCH BASIN AS SHOWN.
6. FOR OTHER STRUCTURE INFORMATION, REFER TO THE EXISTING PLAN SHEET.

0 20 40 60
SCALE IN FEET

N



ADDITIONAL UTILITY DETAILS

STORM MANHOLE # 1357
RIM = 914.44'
E 15" RCP INV = 907.44'
S 12" RCP INV = 908.94'
W 15" RCP INV = 909.81'
BOTTOM = 907.44'

STORM MANHOLE # 1539
RIM = 915.30'
W 15" RCP INV = 908.60'
NW 10" RCP INV = 908.60'
S 12" RCP INV = 911.65'
BOTTOM = 908.60'

STORM MANHOLE # 1822
RIM = 913.81'
N 12" RCP INV = 907.44'
S 12" RCP INV = 908.94'
W 15" RCP INV = 907.44'
BOTTOM = 908.71'

STORM MANHOLE # 1824
RIM = 915.50'
N, W, E, S 8" DIP
TOP OF PIPE = 910.70'
TOP OF VALVE = 912.00'
DEBRIS = 909.00'

SANITARY MANHOLE #1825
RIM = 915.65'
NE 8" PVC INV = 907.05'
E 6" PVC INV = 906.45'
W 6" PVC INV = 906.45'
BOTTOM = 906.45'

STORM MANHOLE # 1936
RIM = 908.10'
N 12" VCP INV = 899.70'
S 12" VCP INV = 899.70'
SW 12" VCP INV = 899.70'
DEBRIS = 899.70'

SANITARY MANHOLE #2466
RIM = 906.81'
N 8" VCP INV = 898.91'
S 8" VCP INV = 898.91'
W 12" VCP INV = 898.86'
DEBRIS = 898.86'

SANITARY MANHOLE #2467
RIM = 906.77
NE 12" VCP INV = 898.77'
E 12" VCP INV = 898.77'
W 12" VCP INV = 898.62'
DEBRIS = 898.62'

STORM MANHOLE # 2022
RIM = 908.21'
NW 12" RCP INV = 902.81'
S 12" RCP INV = 902.81
DEBRIS = 902.11'

STORM MANHOLE # 2074
RIM = 905.22'
N 15" RCP INV = 905.52'
S 15" RCP INV = 905.52'
DEBRIS = 905.37'

VALVE VAULT # 2462
RIM = 906.99'
W/E 8" DIP
TOP OF PIPE = 902.49'
TOP OF VALVE = 903.74'
DEBRIS = 901.14'

VALVE VAULT # 2468
RIM = 906.62'
W/E 8" DIP
TOP OF PIPE = 902.82'
TOP OF VALVE = 904.22'
BOTTOM = 901.17'

STORM MANHOLE #2465
RIM = 906.92'
NE 15" DIP INV = 902.42'
NE 12" DIP INV = 902.62'
SW 15" RCP INV = 903.02'
SW 12" DIP INV = 901.92'
NW 10" DIP INV = 902.72'
BOTTOM = 901.82'

STORM MANHOLE #1533
RIM = 908.84'
N 12" RCP INV = 905.84'
SE 12" RCP INV = 905.69'
BOTTOM = 905.34

STORM MANHOLE # 2010
RIM = 906.66'
SE 12" RCP INV = 903.56'
NO OTHER PIPES FOUND
DEBRIS = 902.01

MANHOLE # 1960
RIM = 909.52'
GREASE TRAP
DEBRIS = 903.32'

SANITARY MANHOLE #2464
RIM = 908.93'
N 8" PVC INV = 898.73'
E 8" PVC INV = 898.73'
S 8" PVC INV = 898.58'
W 8" PVC INV = 898.68'
DEBRIS = 898.68'

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LIC. EXPIRES: 11/30/2025

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CHECKED BY:	BAP
APPROVED BY:	BAP
HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE
UTILITY PLAN

SHEET NO.
C-400

4/7/2025
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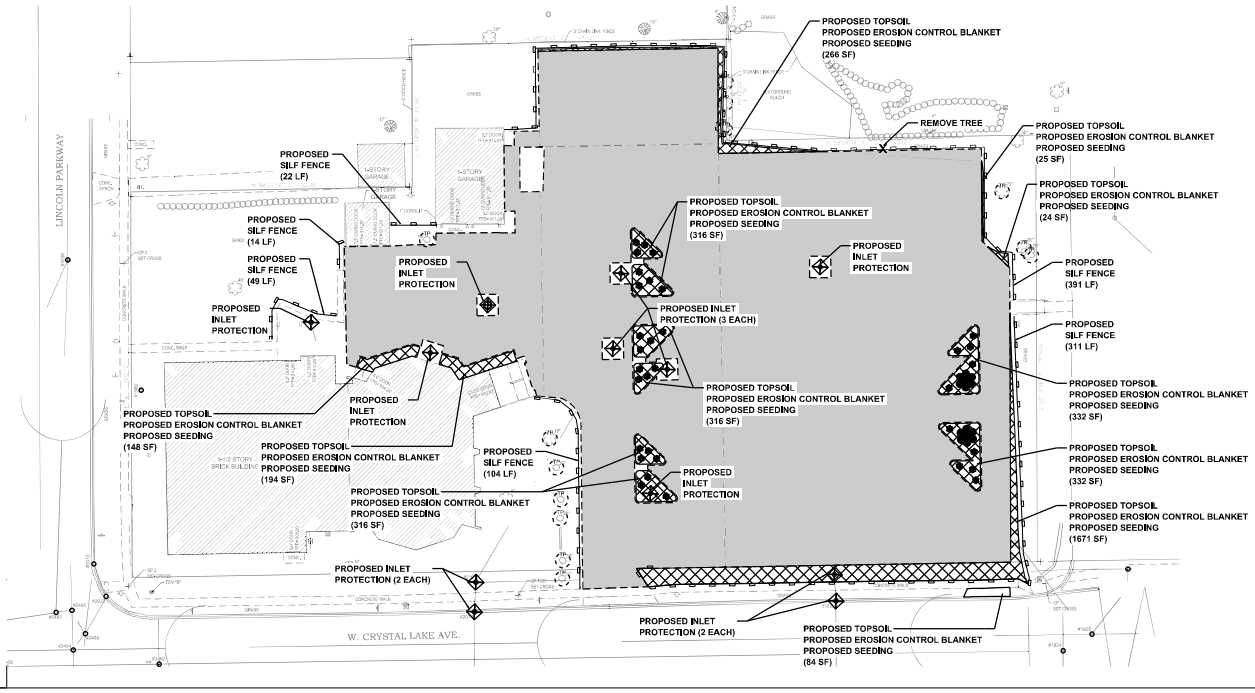
LEGEND

- PROPOSED TOPSOIL, PROPOSED EROSION CONTROL BLANKET, PROPOSED SEEDING
- PROPOSED INLET PROTECTION (C-803)
- PROPOSED TREE PROTECTION (C-807)
- PROPOSED SILT FENCE (C-804 TO C-805)
- REMOVE TREE
- PROPOSED CANOPY OR ORNAMENTAL NON-FRUIT TREE, 2 EACH
- PROPOSED SHRUB, 33 EACH
- PROPOSED PAVEMENT (FOR INFORMATION ONLY)
- EXISTING BUILDING (FOR INFORMATION ONLY)

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. ALL DRAINAGE STRUCTURES ON THE PROPERTY ARE TO BE CLEANED. IN ADDITION, ALL STORM SEWER ARE TO BE CLEANED AND TELEVISED FROM THE DRAINAGE STRUCTURES TO THE BLIND CONNECTION TO THE MAIN SEWER.
3. DIGGING TRENCHES FOR LIGHTING SHALL BE INCIDENTAL TO THE COST OF THE LIGHTING CONDUIT
4. PROPOSED STABILIZED CONSTRUCTION ENTRANCE SHALL BE PLACED AT ALL SITE ACCESS POINTS WHERE THERE IS NOT A PAVED SURFACE. SEE CIVIL DETAILS FOR LAYOUT (C-806). LOCATIONS TO BE DETERMINED BY ENGINEER.
5. FOR CONCRETE WASHOUT DETAIL, SEE CIVIL DETAILS (C-807). LOCATIONS TO BE DETERMINED BY ENGINEER.

N

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SCALE IN FEET



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APPROVED BY:	BAP
HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE

LANDSCAPING AND EROSION CONTROL PLAN

SHEET NO.
C-500

4/7/2025
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LEGEND

- PROPOSED PAVEMENT MARKING, 4" YELLOW PAINT TOTAL 4,560 LF
- PROPOSED INTERNATIONAL SYMBOL OF ACCESSIBILITY PAVEMENT MARKING (TYP.) (SEE NOTE 3) (C-816)
- PROPOSED PAVEMENT MARKING ARROW, YELLOW PAINT,11.5 SQ FT EACH
- PROPOSED PARKING BUMPER (C-802)
- PROPOSED SIGN (C-816 TO C-818)
- PROPOSED BOLLARD (C-819) (FOR INFORMATION ONLY)
- EXISTING BUILDING (FOR INFORMATION ONLY)
- PROPOSED PAVEMENT (FOR INFOMATION ONLY)
- PROPOSED CURB/CURB & GUTTER (FOR INFOMATION ONLY)

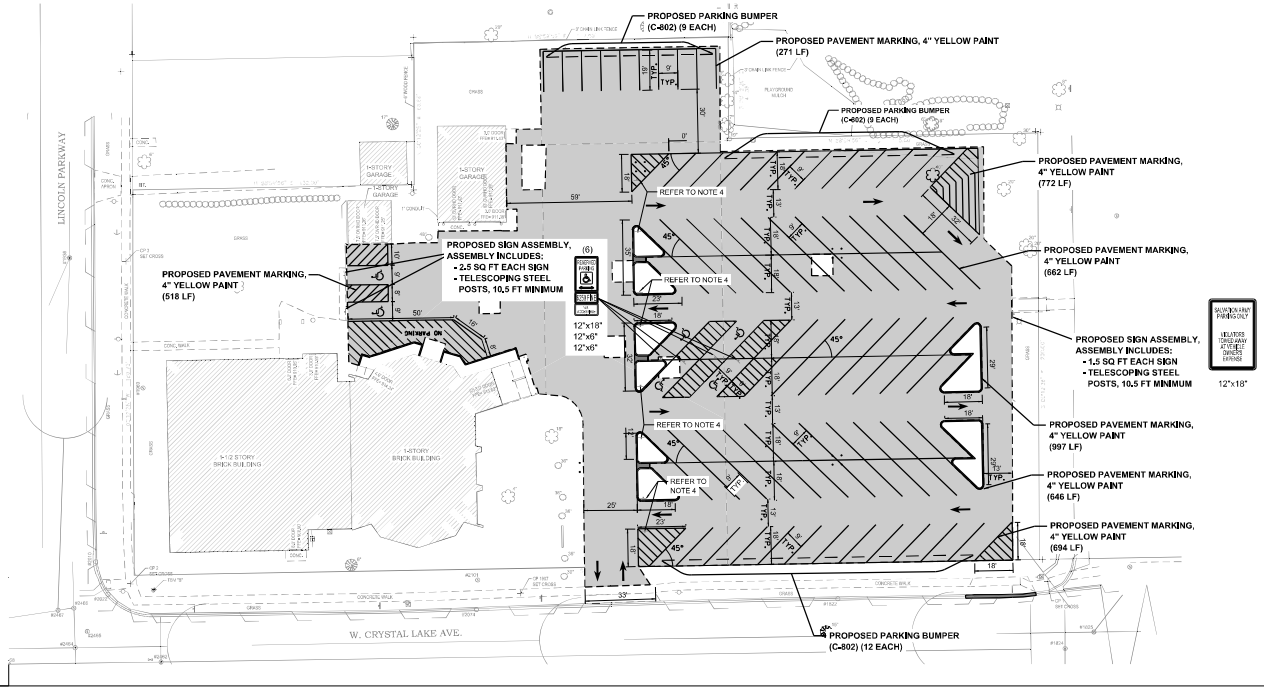
NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. THE $250 FINE (R7-4101) PLAQUE SHALL BE USED WITH THE R7-8 SIGN TO MARK PARKING SPACES FOR PERSONS WITH DISABILITIES AS REQUIRED BY THE ILLINOIS VEHICLE CODE.
3. HANDICAPPED SYMBOL WILL CONFORM TO THE SIZE AND DIMENSIONS SPECIFIED IN THE ILMUTC AND IDOT SSRBC MANUAL SECTION 780.14 TABLE 1.
4. PROPOSED SIGN ASSEMBLY INCLUDES:
   - 1.5 SQ FT EACH SIGN
   - TELESCOPING STEEL POSTS, 10.5 FT MINIMUM

(4) ONE WAY 12"x18" (4) ONE WAY 12"x18"

OPEN-TO-PUBLIC PARKING SPACES		
LOT	DESCRIPTION	QTY.
WEST SIDE	9'x19' ADA SPOTS	2
NORTH SIDE	9'x19' REG. SPOTS (STAFF PARKING)	9
CENTER	9'x19' ADA SPOTS	4
CENTER	9'x19' REG. SPOTS	69
	TOTAL	84

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SCALE IN FEET



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HOH PROJECT NUMBER:	5783

THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE
PAVEMENT MARKING & SIGNAGE PLAN

SHEET NO.
C-600

4/7/2025
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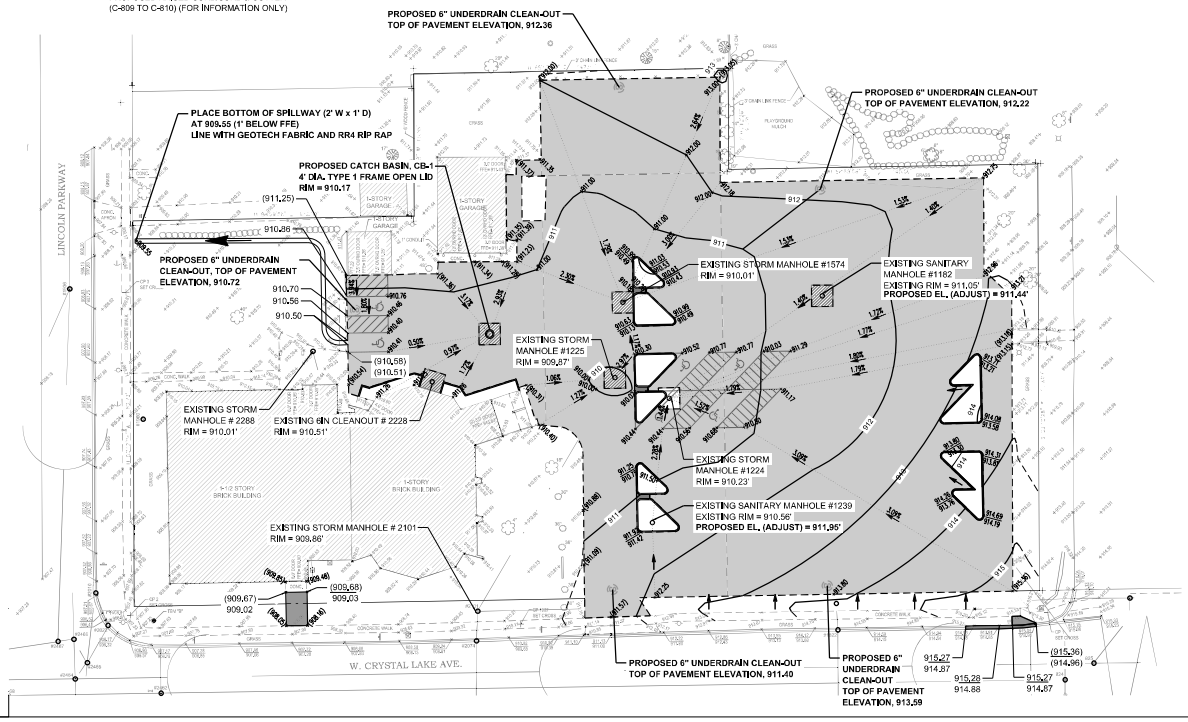
LEGEND

- EXISTING CONTOUR LINE
- **PROPOSED CONTOUR LINE**
- **PROPOSED DRAINAGE FLOW ARROWS**
- EXISTING CONTOUR
- **PROPOSED CONTOUR**
- PROPOSED PAVEMENT (FOR INFORMATION ONLY)
- PROPOSED SIDEWALK (FOR INFORMATION ONLY)
- EXISTING BUILDING (FOR INFORMATION ONLY)
- PROPOSED RAISED CURB/CURB & GUTTER (C-809 TO C-810) (FOR INFORMATION ONLY)

NOTE:
1. CONTRACTOR SHALL OBTAIN AND VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.
2. CONTRACTOR SHALL PLACE UNDRAINS AT AN INVERT OF 13 INCHES BELOW FINISHED GRADE, AT A 0.1% MIN. SLOPE, DRAINING TO THE CLOSEST CATCH BASIN AS SHOWN.
3. BOTTOM OF STONE BASE MAY NOT BE GRADED SAME AS SURFACE IN PARKING LOTS.

N

0 20 40 60
SCALE IN FEET



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LIC. EXPIRES: 11/30/2025

DRAWN BY:	KAS
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CHECKED BY:	BAP
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HOH PROJECT NUMBER:	5783

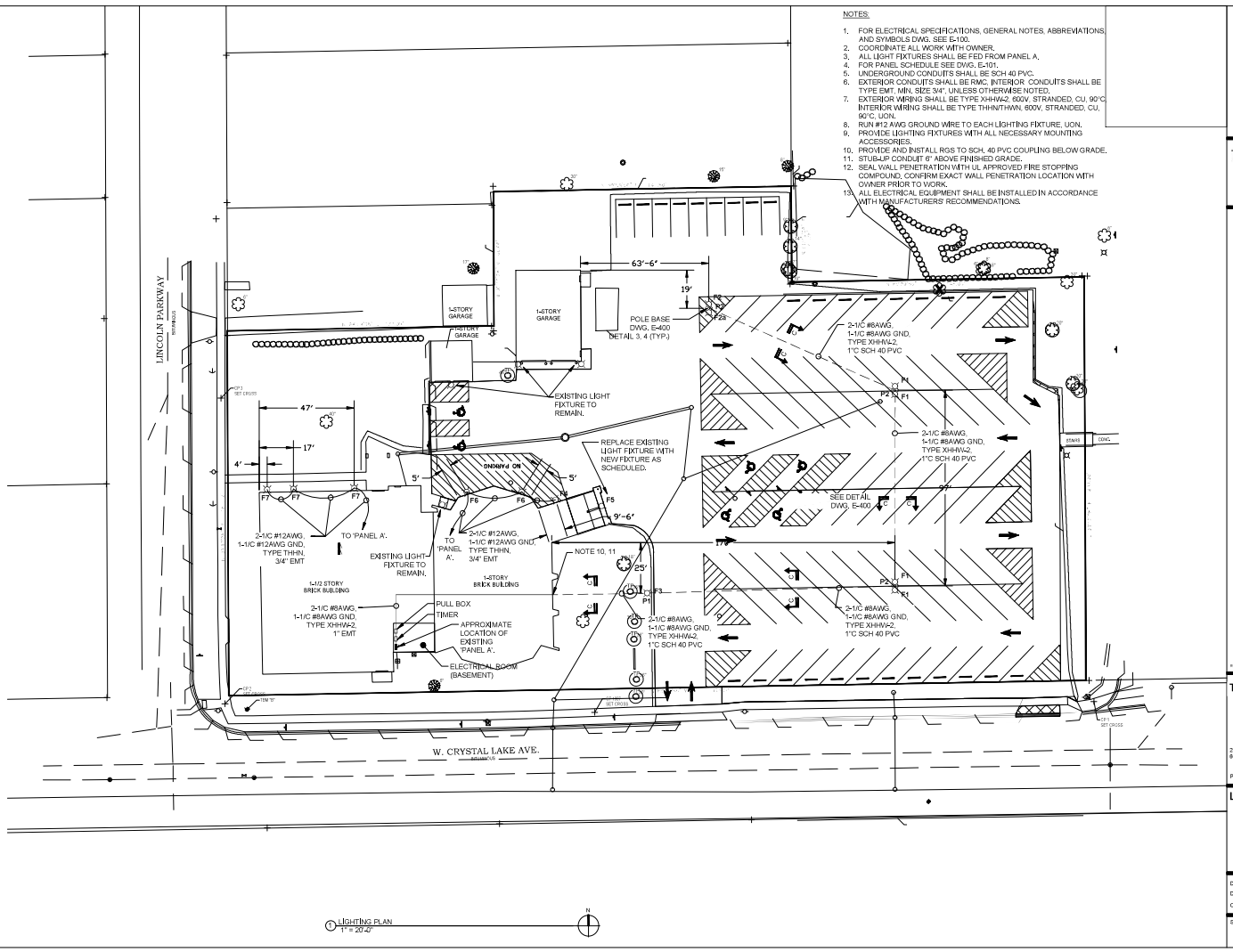
THE SALVATION ARMY
290 WEST
CRYSTAL LAKE AVE.
CRYSTAL LAKE,
ILLINOIS

DRAWING TITLE

GRADING PLAN

SHEET NO.
C-700

4/7/2025
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1 LIGHTING PLAN
1" = 20'-0"

NOTES:

1. FOR ELECTRICAL SPECIFICATIONS, GENERAL NOTES, ABBREVIATIONS, AND SYMBOLS DWG. SEE E-100.
2. COORDINATE ALL WORK WITH OWNER.
3. ALL LIGHT FIXTURES SHALL BE FED FROM PANEL A.
4. FOR PANEL SCHEDULE SEE DWG. E-101.
5. UNDERGROUND CONDUITS SHALL BE SCH 40 PVC.
6. EXTERIOR CONDUITS SHALL BE RMC. INTERIOR CONDUITS SHALL BE TYPE EMT, MIN. SIZE 3/4", UNLESS OTHERWISE NOTED.
7. EXTERIOR WIRING SHALL BE TYPE XHHW-2, 600V, STRANDED, CU, 90°C INTERIOR WIRING SHALL BE TYPE THHN/THWN, 600V, STRANDED, CU, 90°C, UON.
8. RUN #12 AWG GROUND WIRE TO EACH LIGHTING FIXTURE, UON.
9. PROVIDE LIGHTING FIXTURES WITH ALL NECESSARY MOUNTING ACCESSORIES.
10. PROVIDE AND INSTALL RGS TO SCH. 40 PVC COUPLING BELOW GRADE.
11. STUB-UP CONDUIT 6" ABOVE FINISHED GRADE.
12. SEAL WALL PENETRATION WITH UL APPROVED FIRE STOPPING COMPOUND, CONFIRM EXACT WALL PENETRATION LOCATION WITH OWNER PRIOR TO WORK.
13. ALL ELECTRICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS' RECOMMENDATIONS.

THE SALVATION ARMY

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ARCHITECTS | ENGINEERS
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SCHAUMBURG, IL 60173
(312) 346-8181

EXPIRES: 11/30/2025

NO.	ISSUED FOR / DESCRIPTION	ISSUED
REV.		DATE

THE SALVATION ARMY

280 W. CRYSTAL LAKE AVE., CRYSTAL LAKE, IL. 60014

PROJECT NO. 5783

LIGHTING PLAN

DESIGN BY: BF
DRAWN BY: JC
CHECKED BY: PBL

SHEET NO.
E-200

LIGHTING FIXTURE SCHEDULE

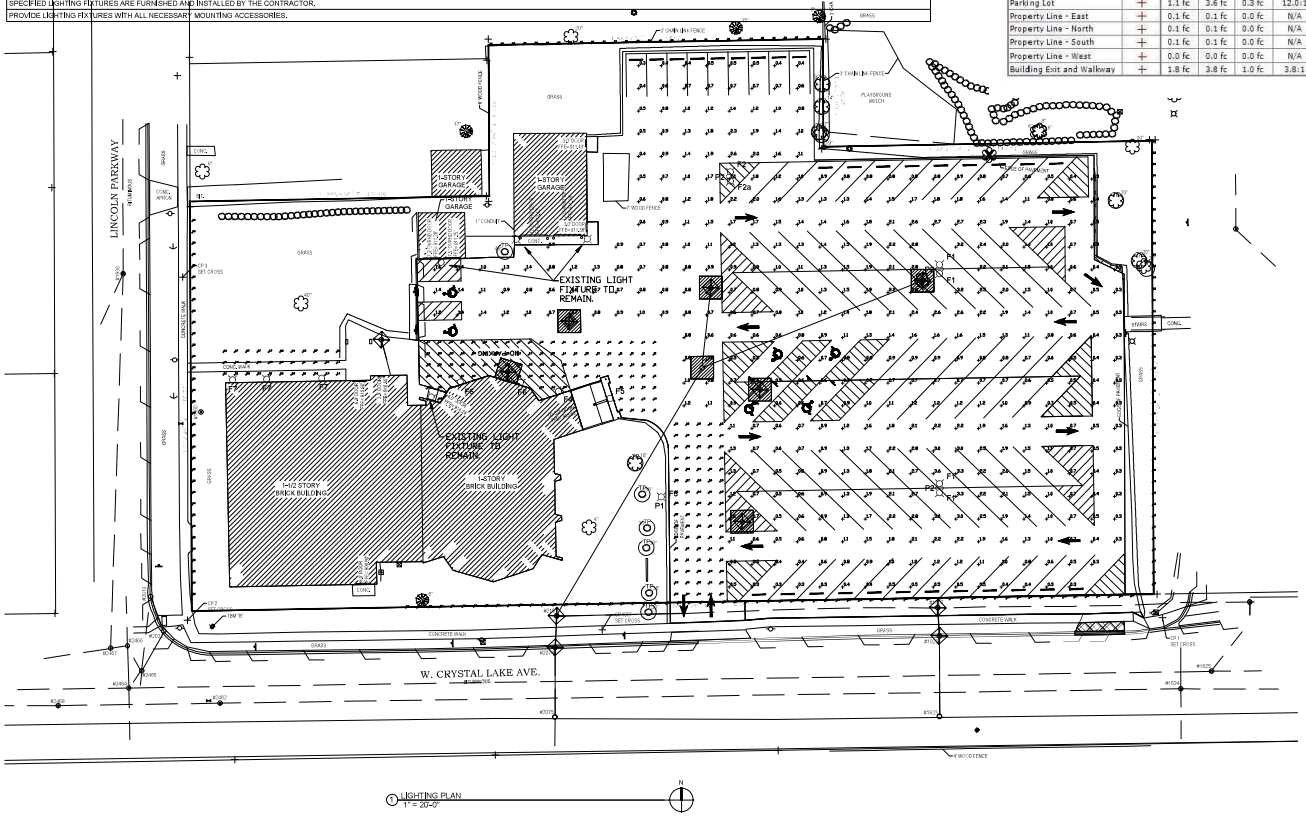
TAG	QTY	MANUFACTURER	CATALOG NUMBER	DESCRIPTION	LAMP TYPE	COLOR TEMP. (K)	LUMENS	WATTS	VOLTS	REMARKS
F1	4	LITHONIA	DSX1 LED P3 40K 70CRI T2M MVOLT RPA DDBXD	LED PARKING LOT POLE FIXTURE - SIZE 1	LED	4000	13605	102	120-277V	
F2	1	LITHONIA	DSX1 LED P1 40K 70CRI BLC4 MVOLT RPA DDBXD	LED PARKING LOT POLE FIXTURE - SIZE 1 BACKLIGHT CONTROL	LED	4000	5705	51	120-277V	
F2a	1	LITHONIA	DSX1 LED P2 40K 70CRI TFTM MVOLT RPA DDBXD	LED PARKING LOT POLE FIXTURE - SIZE 1	LED	4000	9977	68	120-277V	
F3	1	LITHONIA	DSX1 LED P1 40K 70CRI T3LG MVOLT RPA DDBXD	LED PARKING LOT POLE FIXTURE - SIZE 1	LED	4000	6783	51	120-277V	
F4	1	LITHONIA	WDGE1 LED P0 40K 80CRI VF MVOLT SRM PE DDBXD	LED WALLPACK	LED	4000	759	7	120-277V	MOUNTED APPR. 10' A.F.G.
F5	1	LITHONIA	WDGE2 LED P4 40K 70CRI TFTM MVOLT SRM PE DDBXD	LED WALLPACK	LED	4000	4202	47	120-277V	MOUNTED APPR. 17' A.F.G.
F6	2	LITHONIA	WDGE2 LED P3 40K 80CRI T4M MVOLT SRM PE DDBXD	LED WALLPACK	LED	4000	3147	32	120-277V	MOUNTED APPR. 13' A.F.G.
F7	3	LITHONIA	WDGE1 LED P0 40K 80CRI VW MVOLT SRM PE DDBXD	LED WALLPACK	LED	4000	760	7	120-277V	MOUNTED APPR. 9' A.F.G.
P1	1	LITHONIA	RSS-20-5B-DM19AS-DDBXD	20' HIGH, ROUND STEEL POLE, SINGLE LIGHT	N/A	N/A	N/A	N/A	N/A	
P2	3	LITHONIA	RSS-20-5B-DM28AS-DDBXD	20' HIGH, ROUND STEEL POLE, TWO LIGHTS	N/A	N/A	N/A	N/A	N/A	
SPECIFIED LIGHTING FIXTURES ARE FURNISHED AND INSTALLED BY THE CONTRACTOR.										
PROVIDE LIGHTING FIXTURES WITH ALL NECESSARY MOUNTING ACCESSORIES.										

NOTES:

1. FOR ELECTRICAL SPECIFICATIONS AND GENERAL NOTES SEE DWG. E-100.
2. FOR PANEL SCHEDULE, SEE DWG. E-101.
3. ALL CONDUITS SHALL BE EMT, MIN. SIZE 3/4" UNLESS OTHERWISE NOTED.
4. ALL WIRING SHALL BE TYPE THHN/THWN, 600V, STRANDED, CU, 90°C, UNLESS OTHERWISE NOTED.
5. RUN EQUIPMENT GROUNDING CONDUCTOR TO EACH ELECTRICAL DEVICE.
6. ALL ELECTRICAL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS.

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Building Walkway West	+	1.5 fc	3.1 fc	0.4 fc	7.8:1	3.8:1
Entrance - Vehicular	+	1.6 fc	3.1 fc	0.3 fc	10.3:1	5.3:1
Parking Lot	+	1.1 fc	3.6 fc	0.3 fc	12.0:1	3.7:1
Property Line - East	+	0.1 fc	0.1 fc	0.0 fc	N/A	N/A
Property Line - North	+	0.1 fc	0.1 fc	0.0 fc	N/A	N/A
Property Line - South	+	0.1 fc	0.1 fc	0.0 fc	N/A	N/A
Property Line - West	+	0.0 fc	0.0 fc	0.0 fc	N/A	N/A
Building Exit and Walkway	+	1.8 fc	3.8 fc	1.0 fc	3.8:1	1.8:1



1 LIGHTING PLAN
1" = 20'-0"

N

THE SALVATION ARMY

THE HOH GROUP, INC.
ARCHITECTS | ENGINEERS
623 COOPER COURT
SCHAUMBURG, IL 60173
(312) 346-8181

EXPIRES: 11/30/2025

NO.	ISSUE FOR PERMIT	09/17/25
REV.	ISSUE DESCRIPTION	DATE

THE SALVATION ARMY

280 W. CRYSTAL LAKE AVE., CRYSTAL LAKE, IL. 60014

PROJECT NO. 5785

PHOTOMETRIC PLAN AND LIGHTING FIXTURE SCHEDULE

DESIGN BY: BF
DRAWN BY: JC
CHECKED BY: PBL

SHEET NO.
E-300

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Purchase of a new Bucket Truck Using Sourcewell Purchasing Cooperative Contract #110421-ALT and Designation of the 2012 International 4300 Bucket Truck as Surplus, and Authorization of Auction Sale

Staff Recommendation:

1. Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Altec Industries, Inc. for the pricing and delivery of one (1) new 2025 Freightliner M2-106 Bucket Truck in the total amount of $245,528.00 using Sourcewell purchasing cooperative contract #110421-ALT, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

2. Motion to adopt a Resolution designating the 2012 International 4300 Bucket Truck as surplus property upon receipt of the new Bucket Truck from Altec Industries, Inc. and authorizing the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of the surplus 2012 International 4300 Bucket Truck

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

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Background:

The Public Works Department budget for 2025 includes funds for the replacement of its 2012 International 4300 Bucket Truck, which is used extensively in the Street Division. The Bucket Truck is a critical piece of equipment for the Public Works Department and is utilized year-round for routine and emergency tree work operations. The 2012 International 4300 Bucket Truck has been in operation for thirteen years and requires replacement to maintain an efficient and effective fleet. This determination was based on a Vehicle Replacement Evaluation conducted by the Public Works Department Fleets & Facilities Division. This equipment has a typical service life of 10 years.

Upon reviewing the needs of the division and the intended function of the equipment to be replaced, the Public Works Department has determined that replacing the 2012 International 4300 Bucket Truck with a new 2025 Freightliner M2-106 Bucket Truck offers the best value to the City.

Staff researched alternative equipment and market pricing and recommends the contract pricing provided by Altec Industries, Inc. through the Sourcewell contract #110421-ALT as the most advantageous to the City. Sourcewell contract #110421-ALT provides the City with an overall discount of $37,801.00 off the List Price of the 2025 Freightliner M2-106 Bucket Truck. The discounted pricing available through the cooperative contract as well as the details about the bucket truck to be declared surplus are illustrated in the tables below.

Equipment to be Declared Surplus	Serial Number
2012 International 4300 Bucket Truck with 60' Boom	3HAMMAAN9CL549950

Equipment for Purchase	List Price & Delivery Costs	Cooperative Discount	Total Price After Cooperative Discount
2025 Freightliner M2-106 Bucket Truck with 55' Boom	$283,329.00	$37,801.00	**$245,528.00**

The pricing provided through Sourcewell purchasing cooperative contract #110421-ALT was negotiated as part of an RFP that was advertised and reviewed by Sourcewell. As members of the Sourcewell purchasing cooperative, the City can take advantage of the contracts leveraged by the combined purchasing power of cooperative members, which helps reduce costs. Participation in this cooperative was authorized by Resolution 17R-98.

Recommendation:

The Public Works Department recommends authorizing the City Manager, to enter into an agreement with Altec Industries, Inc. for the pricing and delivery of one (1) new 2025 Freightliner M2-106 Bucket Truck. This purchase will be made using Sourcewell contract #110421-ALT for a total amount of $245,528.00. Additionally, the Public Works Department recommends designating the 2012 International 4300 Bucket Truck as surplus, pending receipt of the new bucket truck from Altec Industries, Inc., and authorizing the City Manager to enter into an agreement with Obenauf Auction Service, Inc. for the sale of the surplus 2012 International 4300 Bucket Truck through a public online bidding process administered by Obenauf Auction Service, Inc.

Votes Required to Pass:

Simple Majority

Res. 25R-36

RESOLUTION

WHEREAS Public Works Department's 2012 International 4300 Bucket Truck has been evaluated by City staff and has been determined to be in need of replacement in order to maintain efficient and operable equipment for use by the Public Works Department in conducting maintenance and emergency operations; and

WHEREAS the City has budgeted for the replacement of vehicles and equipment during the 2025 fiscal year including vehicles and equipment within the Public Works Department; and

WHEREAS City staff have determined that the 2012 International 4300 Bucket Truck should be replaced with one (1) new 2025 Freightliner M2-106 Bucket Truck; and

WHEREAS the City utilizes purchasing cooperatives and joint bids to combine purchasing power with other government agencies to reduce costs; and

WHEREAS the City Council has authorized participation in the Sourcewell purchasing cooperative; and

WHEREAS contract #110421-ALT, provided through the Sourcewell purchasing cooperative, offers pricing for the purchase and delivery of one (1) new 2025 Freightliner M2-106 Bucket Truck as specified by the Public Works Department; and

WHEREAS the City's Financial Policies allow for the City Council to declare property surplus and specify the method of its disposal; and

WHEARAS, upon receipt of the new 2025 Freightliner M2-106 Bucket Truck, the 2012 International 4300 Bucket Truck will be a redundant piece of equipment; and

WHEREAS disposing of the 2012 International 4300 Bucket Truck may provide revenue to the City and utilization of an on-line auction service increases the likelihood that the City will maximize its return on the sale of the items.

Draft

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

BE IT FURTHER RESOLVED that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Altec Industries, Inc. using Sourcewell purchasing cooperative contract #110421-ALT for the pricing and delivery of (1) new 2025 Freightliner M2-106 Bucket Truck in the total amount of $245,528.00; and

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

BE IT FURTHER RESOLVED that the Public Works Department's 2012 International 4300 Bucket Truck shall be designated as surplus, upon receipt of the new 2025 Freightliner M2-106 Bucket Truck; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute an agreement with Obenauf Auction Service, Inc. for auction services pertaining to the 2012 International 4300 Bucket Truck

DATED this 5th day of August, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: August 5, 2025
APPROVED: August 5, 2025

Altec
Altec Industries, Inc.

Quote Number:	1844776
Opportunity Number:	25161034
Sourcewell Contract #:	110421-ALT
Date:	7/9/2025

Quoted for: City of Crystal Lake
Altec Account Manager: Toni Tribby

REFERENCE ALTEC MODEL		Sourcewell Price
AA55	Non-Overcenter Aerial Device with Material Handling Insulated	$274,410

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

1			
2			
3			
4			

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

1	CG	Cab Guard	$4,298
2			
3			
4			
5			
6			
7			
8			
9			
10			
		SOURCEWELL OPTIONS TOTAL:	$278,708

(B.) **OPEN MARKET ITEMS** *(Customer Requested)*

1	UNIT		$0
2	UNIT & HYDRAULIC ACC		$0
3	BODY		$1,372
4	BODY & CHASSIS ACC		$0
5	ELECTRICAL		$0
6	FINISHING		$0
7	CHASSIS	SOURCEWELL DIRECT DISCOUNT - CHASSIS	-$17,118
8	OTHER	SOURCEWELL DIRECT DISCOUNT - BODY	-$22,055
		OPEN MARKET OPTIONS TOTAL:	-$37,801

SUB-TOTAL FOR UNIT/BODY/CHASSIS:	**$240,907.00**
Delivery to Customer:	**$4,621.00**
Estimated Taxes (Delivery non-taxable):	
FET:	
CA Doc/Admin/Tire Fees:	
Extended Warranty:	
TOTAL FOR UNIT/BODY/CHASSIS:	**$245,528.00**

(C.) **ADDITIONAL ITEMS** (items are not included in total above)

1			
2			
3			
4			

Pricing valid for 45 days

NOTES

PRICING: Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are considered budgetary due to potential cost inflation, market volatility, and tariff implications. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model years beyond the current open order bank are estimates only. Altec's turn-key pricing is subject to change based on chassis pricing received from the OEM. Chassis model year, specifications, and price will be reviewed and confirmed when specific model year information becomes available from the OEM, and any chassis price difference, including adjustments for tariffs, will be passed through to the customer.

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90)

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: TBD Based on availability, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Please ask your Altec Account Manager for more information

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Contract Amendment – Amend the Contract for Bio-Solids Land Application & Landfill Disposal

Staff Recommendation: Motion to authorize the City Manager to approve and sign an amendment to the contract for Bio-Solids Land Application & Landfill Disposal

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

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Background:

The City of Crystal Lake operates two Wastewater Treatment facilities, which collectively annually generate approximately 3,300 wet tons of bio-solids, a solid waste by-product of the wastewater treatment process. The management of bio-solids involves adherence to regulations set forth by both the United States Environmental Protection Agency (USEPA) and the Illinois Environmental Protection Agency (IEPA). Crystal Lake's wastewater treatment facilities produce bio-solids that meet the USEPA 503 Class "B" standards. These standards allow for the bio-solids to be disposed of at a landfill facility or land applied to farm fields.

On March 6, 2024, following a competitive bidding process, the City entered into a contract with Dahm Enterprises, Inc. for bio-solids land application and landfill disposal services. The contract includes optional renewal years, allowing for the extension of services through March 30, 2027. On July 11, 2025, Dahm Enterprises, Inc. was acquired by Synagro Central, LLC, and the City's contract for bio-solids land application and landfill disposal services was transferred to Synagro Central, LLC. The City has previously worked with Synagro Central, LLC, and all contract pricing will remain as awarded through the competitive bidding process. ***As part of this acquisition, Synagro Central, LLC has requested that, in order to continue performing the services outlined in the bio-solids hauling contract, the City authorize an amendment to incorporate language allowing for future amendments to be negotiated in the event of changes in law that materially impact their ability to perform contract requirements in a regulatory-compliant manner. The contract amendment will not alter the original bid pricing.***

Given the ongoing review of bio-solids application regulations by both federal and state agencies, City staff believes this to be a reasonable amendment request. The proposed amendment language will also allow either party to terminate the contract if future amendments related to changes in law cannot be mutually agreed upon.

There are a limited number of regional contractors that perform bio-solids hauling services, and City staff believes it would be most advantageous to amend the contract and maintain the current agreement—now assigned to Synagro Central, LLC—preserving the existing contract pricing. City staff and the City's legal counsel have reviewed and jointly negotiated the requested contract amendment.

Recommendation:

It is the recommendation of the Public Works Department to authorize the City Manager to approve and sign an amendment to the contract Bio-Solids Land Application & Landfill Disposal, now assigned to Synagro Central, LLC, allowing for future contract amendments to be negotiated in the event of changes in law that materially impact their ability to perform contract requirements in a regulatory-compliant manner.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS Synagro Central, LLC has acquired the City's current Bio-Solids Land Application & Landfill Disposal contractor, Dahm Enterprises, Inc.; and

WHEREAS Synagro Central, LLC has requested an amendment be made to the City's contract for Bio-Solids Land Application & Landfill Disposal allowing for future contract amendments to be negotiated in the event of changes in law that materially impact their ability to perform contract requirements in a regulatory-compliant manner; and

WHEREAS the language of the requested amendment, to addressed changes in law, has been reviewed and approved by City staff and City legal counsel; and

WHERAS City staff believe accepting the amendment and maintaining the current contract for Bio-Solids Land Application & Landfill Disposal would be advantageous to the City;

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

BE IT FURTHER RESOLVED that the City Manager is authorized to approve and sign the amendment to the contract for Bio-Solids Land Application & Landfill Disposal.

DATED this 5th day of August, 2025.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, MAYOR

SEAL:

ATTEST:

_____
CITY CLERK

PASSED: August 5, 2025

APPROVED: August 5, 2025

Draft

AMENDMENT TO THE PROFESSIONAL

SERVICES AGREEMENT FOR THE CITY OF CRYSTAL LAKE, IL AND

SYNAGRO CENTRAL, LLC

This Amendment is dated **this 5th day of August 2025** between Synagro Central, LLC 435 Williams Court, Suite 100, Baltimore, Maryland 21220 (hereinafter referred to as the "Contractor" or "Synagro") and the City of Crystal Lake (hereinafter referred to as the "City" or "Crystal Lake"), a Municipal / Governmental Incorporation with principal location at 100 West Woodstock Street Crystal Lake, Illinois 60014, and collectively referred to as the "Parties".

WITNESSETH:

WHEREAS On March 6, 2024, the Parties did execute Professional Services Agreement ("Contract") for the Management, Transportation and Disposal of the City's Biosolids ("Agreement"); with Dahm Enterprises, Inc. ("Dahm") and, subsequently extended the Agreement through July 31, 2027.

WHEREAS On July 11, 2025 Synagro Central, LLC did wholly acquire Dahm Enterprises, and all its assets and active contracts, including the City of Crystal Lake, IL Biosolids Management Contract. The City then executed a contract assignment agreement to Synagro on July 1, 2025, effective on the Closing date of the transaction between Synagro and Dahm (7/11/25)

WHEREAS, the parties have negotiated and collectively wish to modify that agreement to implement additional provisions, updates and agreed upon revisions into the original agreement; specifically modifying terms and conditions consistent with current and future Changes in Law from both state and federal regulatory agencies.

WHEREAS, the Effective Date of this Amendment to the Contract Amendment shall be August 1, 2025.

NOW THEREFORE, in consideration of the foregoing, the parties hereby agree to amend the existing sections of the Contract to incorporate the following Sections, which shall now read as follows:

A. "**CHANGE IN LAW** – It is agreed that in the event of any change in Federal, State, or local law or ordinance; orders or judgments of any Federal, State or local court, administrative agency or governmental body or change in permit conditions or requirements which materially impact the ability of either party to perform in accordance with the provisions of this contract in a regulatory compliant manner, the parties will engage in good faith negotiations to amend the contract in order to adapt to the changed regulatory requirements as articulated above. Such negotiations shall commence within thirty (30) days of a written request by either party. In the event that the parties are unable to agree upon the terms of such amendment within thirty

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(30) days following the commencement or negotiations, or such later date as the parties may agree to, in writing, either party may terminate this agreement by providing written notice of termination not less than ninety (90) days prior to the effective date of the termination, as specified in the notice."

B. **REMAINDER -** All remaining sections, agreements, covenants and performance responsibilities between the parties shall remain in full force and effect for the duration of this Agreement, and subsequent dates of continued performance and warranty.

IN WITNESS WHEREOF, the City of Crystal Lake, Illinois and Synagro Central, LLC., each by a duly authorized representative, have executed this Amendment to the Original Agreement as of the date set forth above.

CITY OF CRYSTAL LAKE, IL	**SYNAGRO CENTRAL, LLC.**
_____	_____
By	*By*
_____	**Regional Vice President,**
Title	**Synagro Central, LLC.**
_____	**Nick Caggiano, RVP Synagro Central ,LLC**
Printed Name	
_____	_____
Date	Date

Draft

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: August 5, 2025

Item: Public Arts Commission Presentation – Discussion Only

Staff Contact: Kathryn Cowlin, Director of Community Development

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Background:

Members of the Public Arts Commission will provide an update on past and current projects as well as ideas for the future. The Public Arts Commission is seeking feedback from the City Council on the proposed future ideas.