#2025-166
575 E. Crystal Lake Avenue - Evangelical-Free Church – Special Use Permit Amendment
Project Review for Planning and Zoning Commission

Meeting Date:	October 1, 2025	
Request:	Special Use Permit Amendment to allow multiple way-finding signs	
Location:	575 E. Crystal Lake Avenue	
Acreage:	Approximately 20 acres	
Existing Zoning:	E Estate	
Surrounding Properties:	North:	R-1 Single Family Residential (across Crystal Lake Ave)
	South:	M Manufacturing (south of the railroad tracks)
	East:	R-2 Single Family Residential
	West:	E Estate (Hannah Beardsley Middle School)
Staff Contact:	Elizabeth Maxwell (815.356.3615)	

Background:

- The property is the existing Evangelical Free Church. It was annexed after its initial construction.
- There is a main monument sign on the property adjacent to Crystal Lake Avenue.
- Due to the size of the campus and the multiple activities and entrances, they have installed some way-finding signage. There are some existing signs that were installed in 2016.

Development Analysis:

General

- Request: A Special Use Permit Amendment to install numerous way finding signs that exceed the height and square footage.
- Zoning: The site is zoned E, Estate. Religious Establishments are allowed as a Special Use.
- Land Use: The land use map shows the area as Urban Residential.
- Multiple way-finding signs are allowed on a site provided they are 3 feet high and 4 square feet in square footage. The sign analysis outlines the various signs and their size.

Sign Analysis of Proposed Way-finding Signs

The existing signs were installed in 2016 without a permit.

Sign	Dimensions	Size (area)	Sign Height	Status
(1) Welcome	40" x 18"	5 square feet	69" / 5 feet 9 inches	Existing
(2) Guest Parking	40" x 18"	5 square feet	36" / 3 feet	New
(3) Directional Parking	66" x 36"	16.5 square feet	68" / 5 feet 8 inches	New
(4) Worship entrances	66" x 48"	22 square feet	80" / 6 feet 8 inches	Existing
(5) Entrances	66" x 48"	22 square feet	80" / 6 feet 8 inches	New
(6) Student center	66" x 36"	16.5 square feet	68" / 5 feet 8 inches	New
(7) Ministry center	40" x 36"	10 square feet	69" / 5 feet 9 inches	Existing
(8) Canopy entrance	40" x 18"	5 square feet	69" / 5 feet 9 inches	Existing
(9) Student center	40" x 18"	5 square feet	69" / 5 feet 9 inches	Existing
(10) Worship entrance	40" x 24"	6.7 square feet	69" / 5 feet 9 inches	Existing
(11) Gym entrance	40" x 24"	6.7 square feet	69" / 5 feet 9 inches	Existing
TOTAL		120.4 square feet		

Additionally two walls signs are proposed
"Worship Center" 119" x 20" 16.5 square feet
"Children's Ministry" 151" x 20" 21 square feet

Findings of Fact:
SPECIAL USE PERMIT AMENDMENT
Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake. Briefly, the criteria are as follows:

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

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

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

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

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

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

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

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

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

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

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. In addition, certain service users like Religious Establishments are permitted in the various zoning districts.

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kolbe, received 08/05/25)
   B. Sign Package (EFree Church, dated 07/16/24, received 07/26/24)

2. Landscape equal to one square foot of spread area per each square foot of sign area shall be planted at the base of each free-standing sign. No more than 10% of the area can be no living material. Work with staff to create a landscape plan that meets these requirements.

3. The petitioner shall address all of the review comments and requirements of Engineering and Public Works Department and the Community Development Department.

PIQ Map
575 E. Crystal Lake Avenue



EVANGELICAL FREE CHURCH
OF CRYSTAL LAKE

815-459-1095
info@efccl.org
www.efccl.org

575 E Crystal Lake Avenue
Crystal Lake
Illinois 60014

August 5, 2025

Building Department
City of Crystal Lake

Seeking Exterior Signage Approval

The Evangelical Free Church of Crystal Lake is seeking approval to update our existing and add new signage to better direct people on our campus. We are asking for variances to our existing signage along with the new signs we hope to place.

Our driveway is long and our building sits sideways on our property which creates confusion for people who are unfamiliar with our campus. With the length of our driveway people come upon signage quickly and it needs to be in large letters which are easy to comprehend.

I appreciate you looking over the materials I have presented and would also appreciate the opportunity to meet with someone in person to thoroughly discuss it.

Thank you for your consideration.

Blessings,

Mark Kolbe
Business Director
815-459-1095 x322

Certificate of the Publisher

Northwest Herald

Description:CL - PZC MEETING 10-1-25
2272621

EVANGELICAL FREE CHURCH
575 E. CRYSTAL LAKE AVE
CRYSTAL LAKE IL 60014

Shaw Media certifies that it is the publisher of the Northwest Herald. The Northwest Herald is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Crystal Lake, County of McHenry, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in the Northwest Herald, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on
09/13/2025

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2.1.
In witness, Shaw Media has signed this certificate by John Rung, its Publisher, at Crystal Lake, Illinois, on
13th day of September, A.D. 2025

Shaw Media By:

John Rung, Publisher

Account Number 100810

Amount $99.92

PUBLIC NOTICE
BEFORE THE PLANNING AND ZONING COMMISSION OF THE CITY OF CRYSTAL LAKE, MCHENRY COUNTY, ILLINOIS

IN THE MATTER OF THE APPLICATION OF
Crystal Lake Evangelical Free Church

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 Mark Kolbe, representing the Crystal Lake Evangelical Free Church for approval of a Special Use Permit Amendment at the following real estate known as 575 E. Crystal Lake Avenue, Crystal Lake, Illinois 60014, **PIN:** 19-04-226-026.

This application is filed for the purpose of seeking a Special Use Permit Amendment to allow internal way-finding signage that exceeds the maximum height and square footage and two additional wall signs pursuant to Unified Development Ordinance Article 4 and Article 9. Plans for this project can be viewed at the City of Crystal Lake Planning and Economic 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, October 1, 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 Sep. 13, 2025) 2272621


REE CHURCH
VICES
S AM
PUBLIC HEARING

STATE OF ILLINOIS

COUNTY OF MCHENRY

IN THE MATTER OF THE APPLICATION OF
Sign Variance (NAME);
Evangelical Free Church of Crystal Lake

AFFIDAVIT

Mark Kolbe (Name), being first duly sworn on oath deposes and states as follows:

A. That a copy of the legal notice, concerning the hearing date for the above mentioned Petitioner, was sent to each of the persons named on the attached list by regular mail notifying them of the hearing before the Planning and Zoning Commission on October 1, 2025, at 7:00 p.m., at the City of 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 9/12/2025 (date)

B. That the posting requirements of the Unified Development Ordinance have been complied with by placing the customary public notice sign on the subject property on 9/12/2025
(date)

Official Seal
Emily E Peterson
Notary Public State of Illinois
My Commission Expires 6/28/2026

Mark A Kolbe
(name) (Signature)
(SIGN NAME IN PRESEANCE OF A NOTARY)

Subscribed and Sworn to me before
This 17th day of September 2025

Emily E Peterson
Notary Public

ALTA / NSPS LAND TITLE SURVEY

LEGAL DESCRIPTION:

LOTS 1, 2 AND 3 OF CHURCH SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 22, 2004 AS DOCUMENT NUMBER 2004R0085425 AND A CERTIFICATE OF CORRECTION RECORDED FEBRUARY 2, 2005 AS DOCUMENT NUMBER 2005R0008960 IN McHENRY COUNTY, ILLINOIS.

0 30 60

GRAPHIC SCALE : 1" = 30'
BEARING SYSTEM : RECORD

AREA SUMMARY

LOT 1 =	12.701 ACRES±
LOT 2 =	4.596 ACRES±
LOT 3 =	3.637 ACRES±
TOTAL =	20.934 ACRES±

LEGEND

FLAG POLE, WATER VALVE VAULT, B-BOX, FIRE HYDRANT, CATCH BASIN, INLET, SANITARY MANHOLE, CLEANOUT, UTILITY BOX, SINGLE LIGHT POLE, DOUBLE LIGHT POLE, TRIPLE LIGHT POLE, QUAD. LIGHT POLE, SIGN, MAILBOX, LIGHT, BOLLARD, YARD DRAIN, UTILITY POLE, STREET SIGN, AIR CONDITIONER, FLARED END SECTION, STORM MANHOLE, STOP BLOCKS

OUTLOT "A"

LOT 24 — LOT 25 — LOT 26 — LOT 27 — LOT 28 — LOT 29 — LOT 30

WOODEN FENCE CORNER 4.2' EAST OF LINE — 416.73' = REC. — WOODEN FENCE CORNER 1.7' EAST OF LINE — STEEL FENCE CORNER 0.3' EAST OF LINE — 60.31' = REC. — 105.03' = REC. — ALUMINUM FENCE CORNER 0.3' S. & 0.2' EAST — 5' PUBLIC UTILITY & SIDEWALK EASEMENT — ALUMINUM FENCE CORNER 2.6' N. & 0.1' EAST — 4" CONCRETE SIDEWALK 3.0' EAST OF LINE — 75.00' = REC. — 70.00' = REC. — 70.00' = REC. — 70.00' = REC. — WOODEN SPLIT RAIL FENCE 1.8' EAST OF LINE

S 0°42'44" E 1187.87' = REC. & MEAS.

10' MINIMUM BUILDING LINE SETBACK (ITEM AY-30)

FOUND 5/8" IRON ROD 0.32' N. & 0.03' E. WOODEN FENCE CORNER 0.3' SOUTH & 0.3' WEST

NORTH — 343.2' = DEED

FOUND 5/8" IRON PIPE 0.05' N. OF LINE

100' = DEED & 99.98' = MEAS. — S 88°40'03" E 137.08' = REC. & MEAS. — 20' BUILDING LINE SETBACK (ITEM AY-30)

LOT 3

(ITEM BK31) FOUND 5/8" IRON PIPE FOUND 3/4" IRON PIPE 0.34' N. & 0.09' E. WOODEN FENCE CORNER 0.3' SOUTH OF CORNER

N 0°42'44" W 1125.37' = REC. & MEAS.
S 0°42'44" E 1414.87' = REC. & MEAS.

(ITEM AY-30) 10' MINIMUM BUILDING LINE SETBACK

FOUND 3/4" IRON PIPE 17.33' N. & 1.25' E. — UTILITY POLE 15' N. & 3.3' WEST OF LINE — FOUND 5/8" IRON ROD FOUND 3/4" IRON PIPE 0.54' N. & 2.35' E. — WOODEN FENCE CORNER 0.0' WEST OF LINE — WOODEN FENCE CORNER 9.4' WEST OF LINE

S 0°42'44" E 269.50 = REC. & MEAS.

50' ROAD DEDICATION TO THE CITY OF CRYSTAL LAKE PER DOCUMENT #1998R079335 (ITEM BH-34)

CRYSTAL LAKE AVENUE — CONCRETE SIDEWALK — 30' BUILDING LINE SETBACK (ITEM AY-30) — 20' BUILDING LINE SETBACK (ITEM AY-30)

DETENTION POND — WOOD LINE 0.1'S-0.6'E — WIRE LINE 0.1'S-0.6'E — 15' DRAIN — 20' DRAIN — 30' DRAIN

N 89°12'05" E 278.00' = REC. & MEAS.

FOUND 5/8" IRON ROD FOUND 5/8" IRON ROD 0.05' N. & 1.35' E.

30' MINIMUM BUILDING LINE SETBACK (ITEM AY-30)

LOT 1

WOODEN SPLIT RAIL FENCE

N 0°42'44" W 1107.54' = REC. & MEAS.

CONCRETE — STONE STAIRS — CONCRETE

OAK HOLLOW ROAD

LOT 1

ASPHALT PAVING — 3' CONCRETE SIDEWALK — 5' CONCRETE SIDEWALK — BRICK PAVERS — BRICK RETAINING WALL — 2.0' BRICK CURB (TYPICAL) — 13.5' — 13.5' — 13.5'

Exterior Signage

The Evangelical Free Church of Crystal Lake

575 E Crystal Lake Ave

Crystal Lake, IL 60014


WELCOME!
WE'RE GLAD YOU'RE HERE


PARKING
WORSHIP CENTER
CHILDREN'S MINISTRY

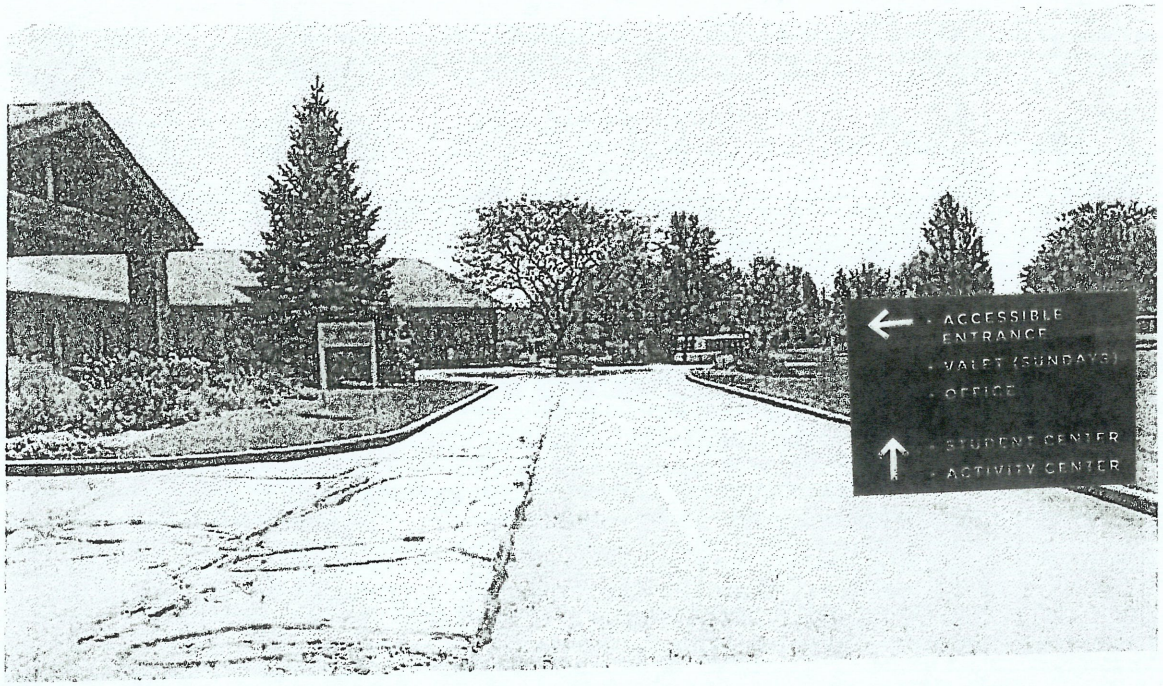

GUEST
PARKING


• WORSHIP CENTER
• CHILDREN'S MINISTRY
• ACCESSIBLE ENTRANCE
• STUDENT CENTER

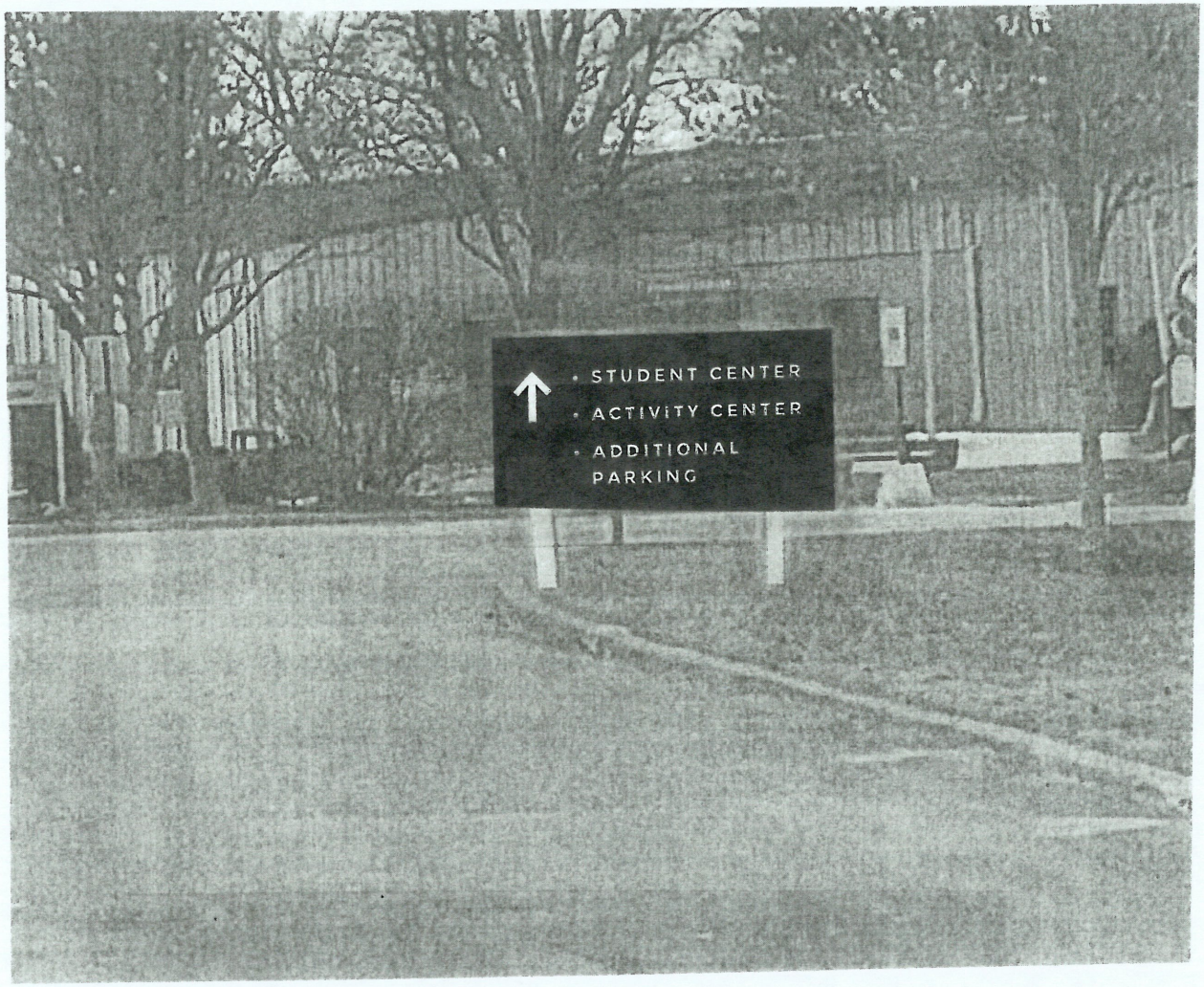

WORSHIP
CENTER
ENTRANCE


CHILDREN'S MINISTRY
ENTRANCE
WORSHIP CENTER
ENTRANCE


CHILDREN'S
MINISTRY
BIRTH - 5TH GRADE
WORSHIP
CENTER


ACCESSIBLE ENTRANCE
VALET (SUNDAYS)
OFFICE
STUDENT CENTER
ACTIVITY CENTER


CANOPY
ENTRANCE


• STUDENT CENTER
• ACTIVITY CENTER
• ADDITIONAL PARKING


STUDENT
CENTER
MIDDLE & HIGH SCHOOL



Back side of sign


GO + MAKE
DISCIPLES



FRONT OF ENTRANCE
40" X 18"

Sign 1
Existing



BACK OF ENTRANCE
40" X 18"

Back of
Sign 1

Sign 2
New

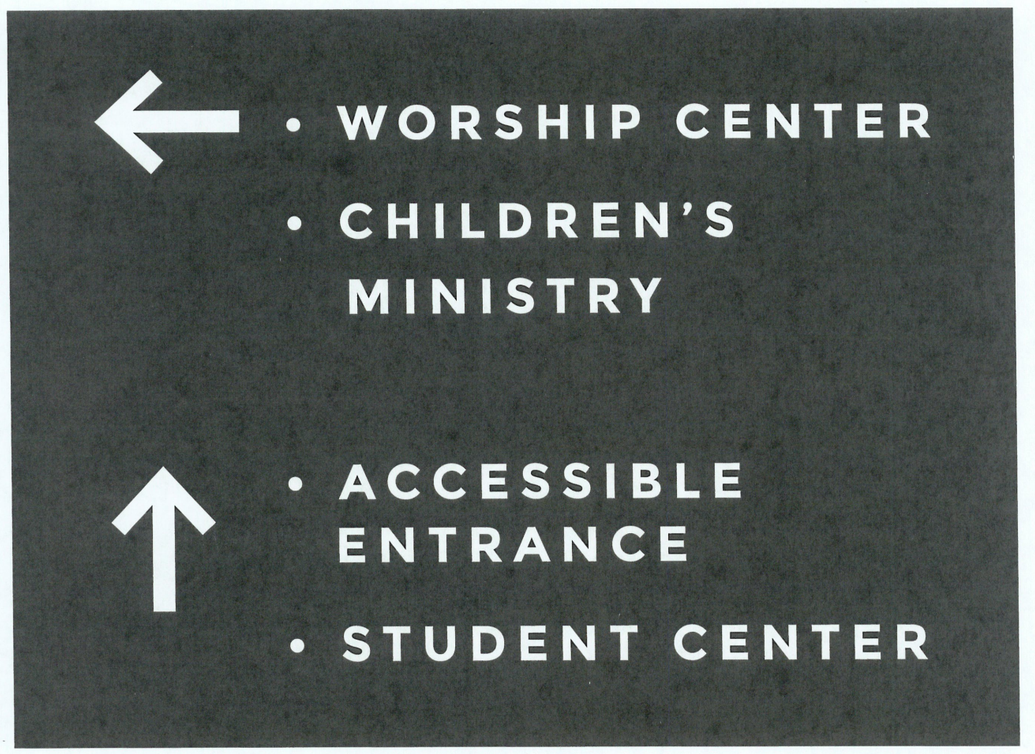


40" X 18"



BIG SIGN
66" X 36"

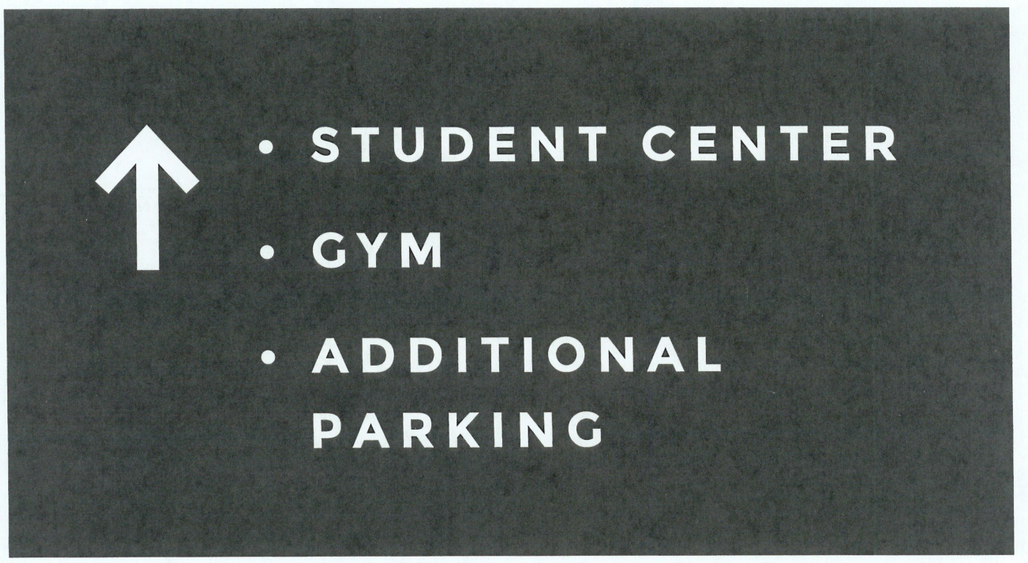
Sign 3
New



BIG SIGN
66" X 48"
Sign 4
Existing



BIG SIGN
66" X 48"
Sign 5
New

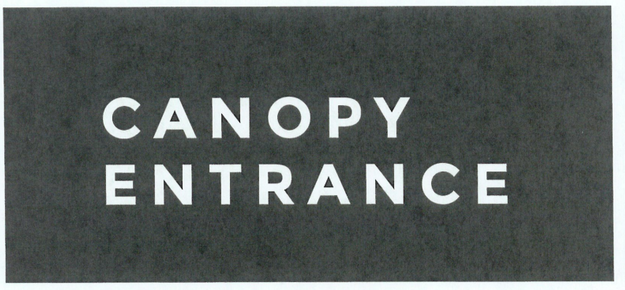


BIG SIGN
66" X 36"
Sign 6
New



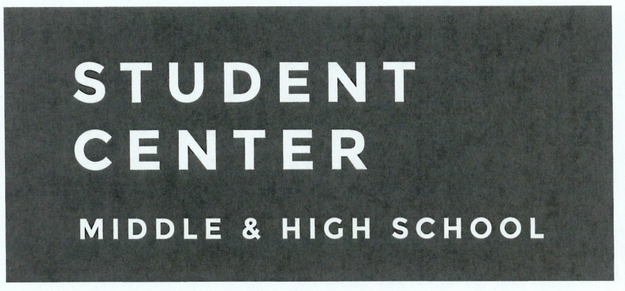
NORTH ENTRANCE
40" X 36"

Sign 7
Existing



40" X 18"

Sign 8
Existing



40" X 18"

Sign 9
Existing

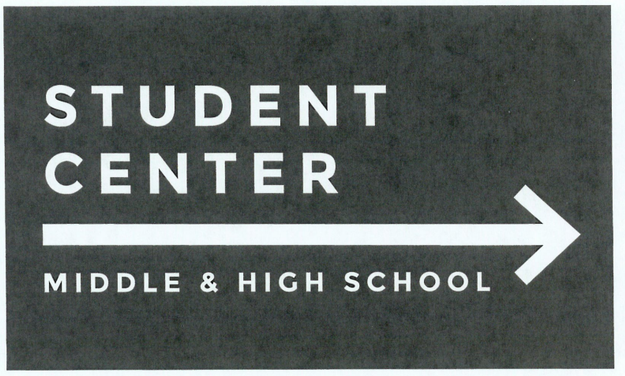


40" X 24"

Sign 10
Existing

Sign 11
Existing

SOUTH - BACK 40" X 24"



SOUTH - FRONT 40" X 24"

