#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 continued to November 5, 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 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. After the original meeting, the petitioner went back and looked at the signs, reducing the number to only 6.

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 entrance	**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**
(12) Playground				**Existing**
TOTAL		55.7 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 10/27/25, received 10/27/25)

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

The Evangelical Free Church of Crystal Lake
575 E Crystal Lake Ave
Crystal Lake, IL 60014

Elizabeth
Does sign size include the frame

Remove
Welcome
Tower Pt wc above doors
North
Visitor Parking
Canopy

move on Building
Sign to left

What to do here

Outdoor Signage Request

Allowable sign sqare footage for wayfinding signs - 4 sq ft

Sign Number	Sign Size	Sq ft	Sign Height	Bottom of sign to grade	New or Existing
1 (front)	40" x 18"	5	69"	51"	Existing
1 (back)	40" x 18"	5	69'	51"	Existing
2	40" x 18"	5	36"	18"	New
3	66" x 36"	16.5	68"	32"	New
4	66" x 48"	22	80"	32"	Existing
5	66" x 48"	22	80"	32"	New
6	66" x 36"	16.5	68"	32"	New
7	40" x 18"	5	69""	33"	Existing
Would like	40" x 36"	10	69""	33"	
8	40" x 18"	5	69"	51"	Existing
9	40" x 18"	5	69"	51"	Existing
10	40" x 18"	5	69"	45"	Existing
Would like	40" x 24"	6.7	69"	45"	
11 (Front)	40" x 18"	5	69"	51"	Existing
11 (Back)	40" x 24"	6.7	69"	51"	Existing
Would like	40" x 24"	6.7	69"	45"	

Too large and lower SC

Parking lot

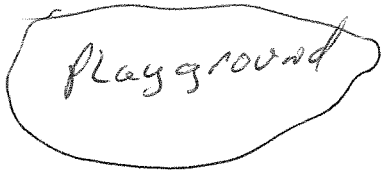
New smaller canopy

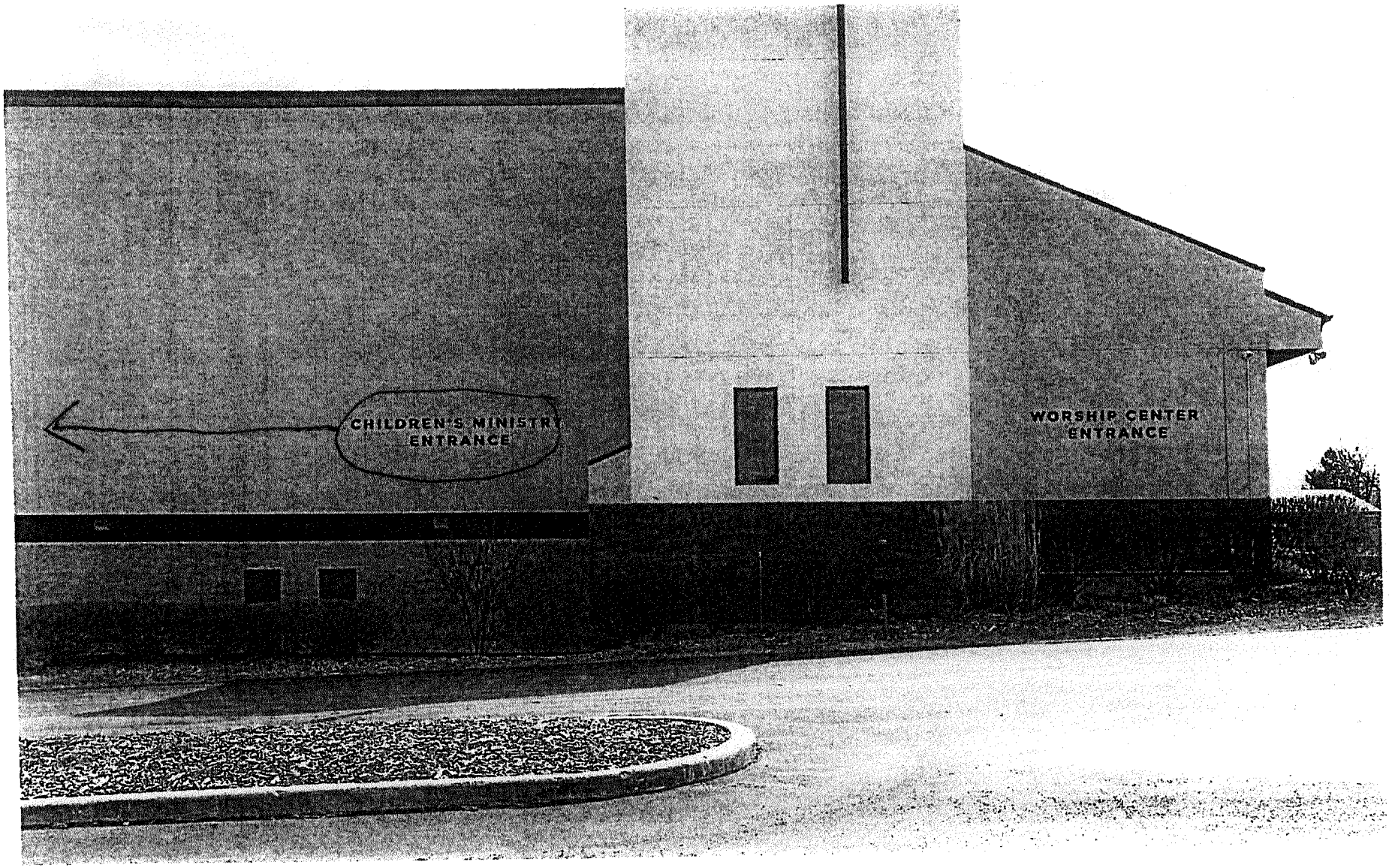
SC

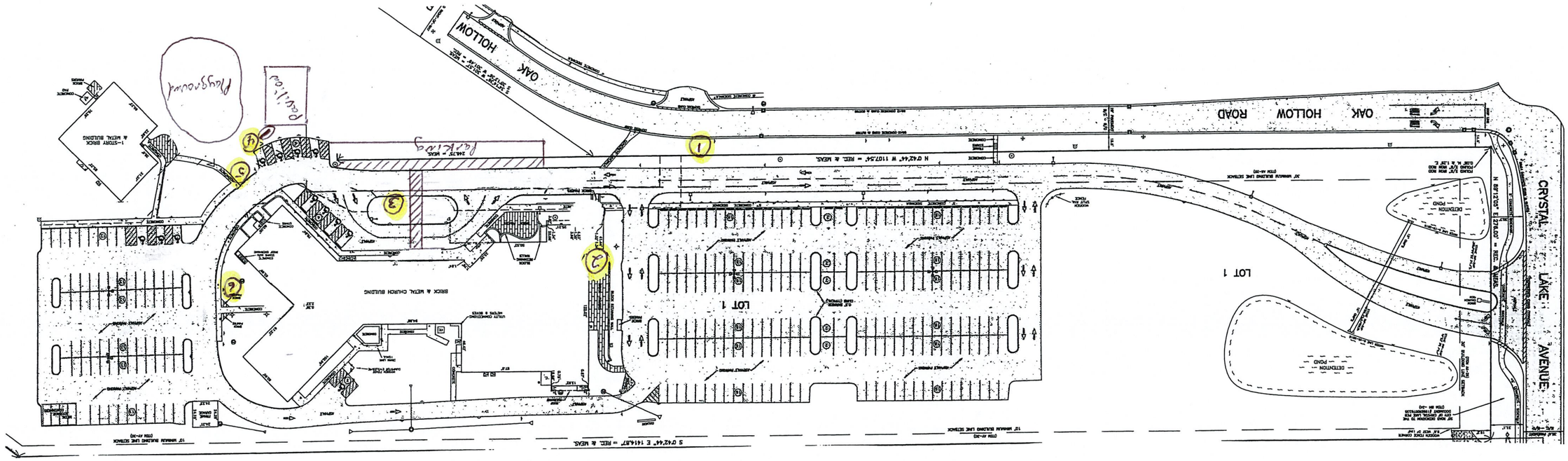
64m

Allowable sign sqare footage for wall signs - 75 sq ft

12 (Left)	151" x 20"	21	On side of wall	New
12 (Right)	119" x 20"	16.6	On side of wall	New




CHILDREN'S MINISTRY
ENTRANCE
WORSHIP CENTER
ENTRANCE


OAK HOLLOW ROAD
CRYSTAL LAKE AVENUE
LOT 1
LOT 1
BRICK & METAL CHURCH BUILDING
1-STORY BRICK & METAL BUILDING
Playground
Parking
POND
DETENTION
POND
N 0°42'44" W 1107.54' = REC. & MEAS.
S 0°42'44" E 1414.87' = REC. & MEAS.
N 89°12'01" E 274.00' = REC. & MEAS.
1
2
3
4
5
6

To: Elizabeth Maxwell

From: Mark Kolbe

Evangelical Free Church of Crystal Lake

Re: Signage

Dear Elizabeth,

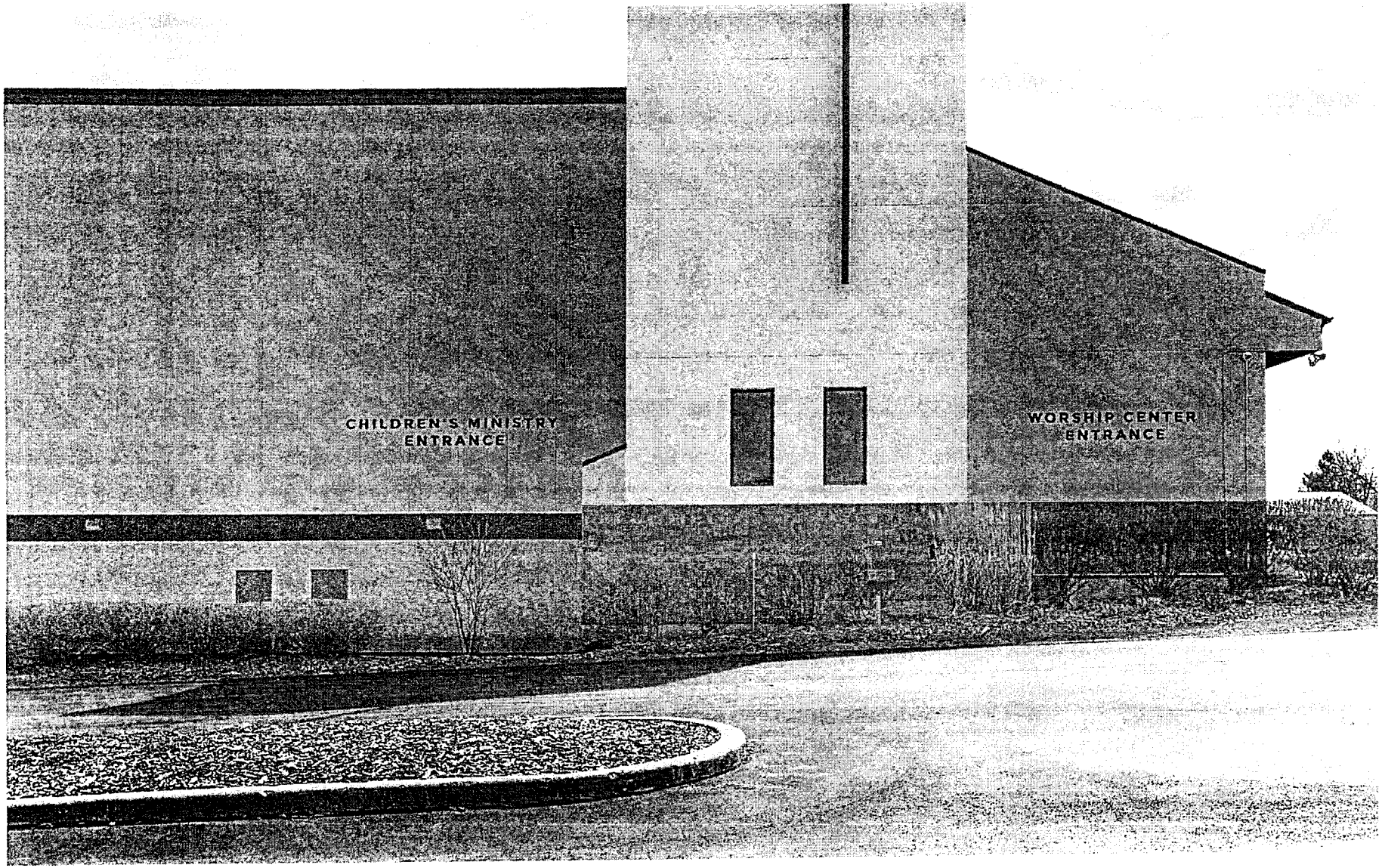
Attached are the 6 signs we are requesting for review from the Planning Commission on November 5th. I have numbered each sign to the corresponding number on the property layout.

Thank you,

Mark

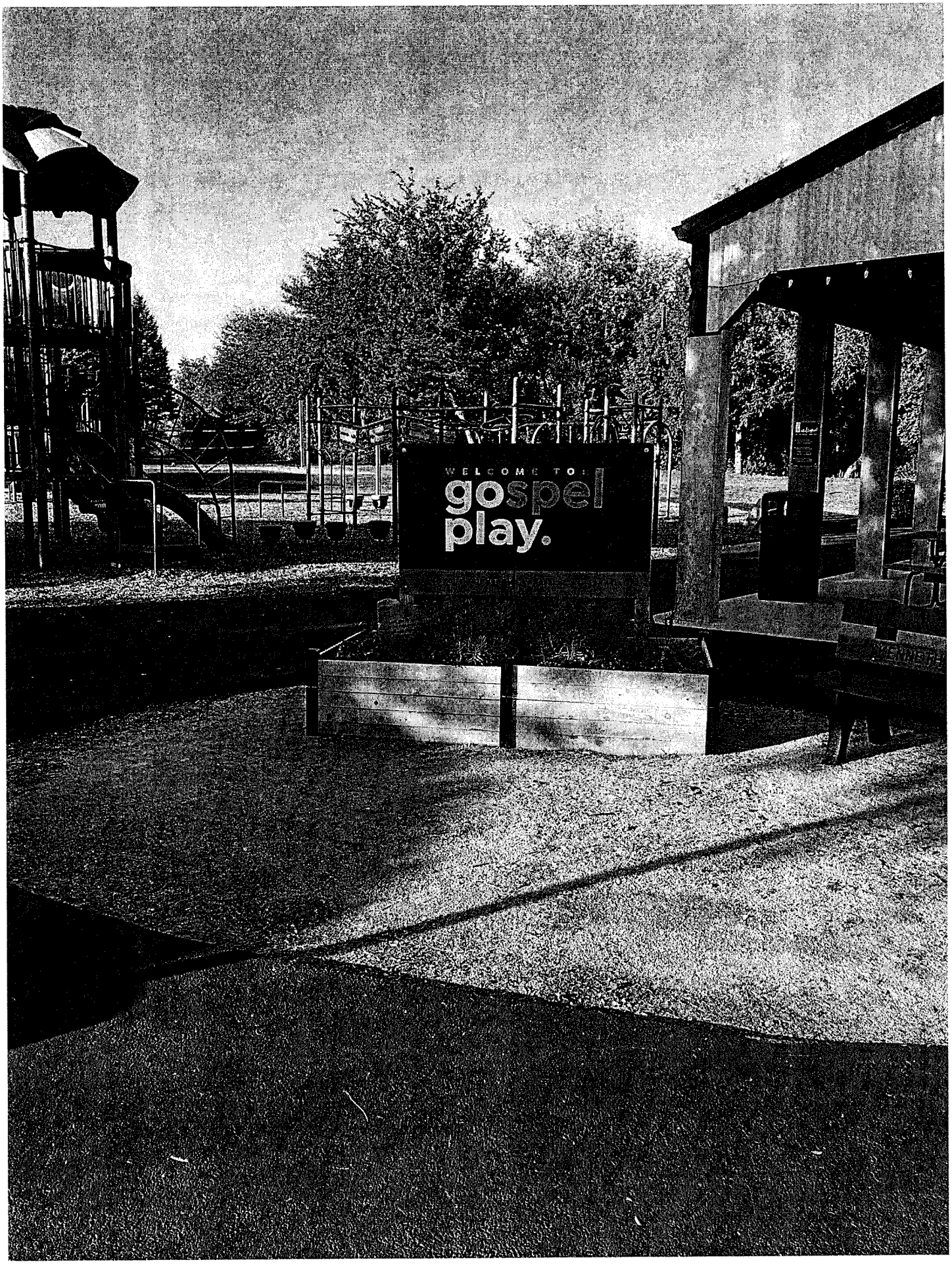
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OCT 27 2025
By


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


CHILDREN'S MINISTRY
ENTRANCE
WORSHIP CENTER
ENTRANCE


• ACCESSIBLE ENTRANCE
• VALET (SUNDAYS)
• OFFICE

4




↑ STUDENT CENTER
MIDDLE & HIGH SCHOOL
← GYM


• GYM ACCESS
• WORSHIP CENTER ACCESS