CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
January 20, 2026
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 6, 2026 Regular Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **Special Event Request – Smith Therapy Crystal Lake Aquathon at the Three Oaks Recreation Area, Sunday, July 19, 2026**
   b. **Special Event Request and Fee Waiver - Girls Scouts at the Three Oaks Recreation Area, Monday, June 15, 2026 through Thursday, June 18, 2026 until 10:00 a.m.**
   c. **Special Event Request – Medela, LLC Company Picnic at the Three Oaks Recreation Area, Saturday, June 27, 2026, with set-up on Friday, June 26, 2026**
   d. **Special Event Request, Street Closures and Police Department Assistance Fee Waiver – Crystal Lake Cars and Caffeine Charity Car Show – May 17, 2026**
   e. **Dunkin - Continuation of the Special Use Permit for a Drive -Through Limited-Service Restaurant with Variations Request to the February 3, 2026 City Council meeting**
   f. **Honorary Street Name Designation - Designation of East Street between Crystal Lake Avenue and Poplar Street as Paul and Marilyn Georgy Street**

10. **Manufacturing Job Creation and Investment Grant Program Matching Grant application request for Altus Global Aviation LLC, requesting $10,000 in matching grant funds**

11. **1031 North Shore Drive - Final Plat of Subdivision for a two-lot subdivision**

12. **8900 US Highway 14, McHenry County College – Annexation Public Hearing; Rezoning upon annexation from E Estate Residential to W PUD Watershed Planned Unit Development; Planned Unit Development (PUD) for the continuation of the existing educational facility and the continued use of the existing building and radio tower located on the subject property**

13. **201 S. Virginia Road - Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage**

14. 275 S. Main Street, Pulte - Comprehensive Land Use Plan Amendment from Industry to Urban Residential; Rezoning from M PUD Manufacturing to R-2 PUD Single Family Planned Unit Development; Preliminary Planned Unit Development and Preliminary Plat of Subdivision for a 175-lot single-family residential subdivision with deviations from the code

15. No Parking Restriction on Woodland Drive from Lake Shore Drive to 100 feet northwest

16. Agreement with Three Oaks Road, LLC to install a pedestrian path along Three Oaks Road

17. Purchasing Cooperative - GPS/AVL/Camera Lease

18. Vehicle Purchases – Use of purchasing cooperative agreements for the pricing and delivery of eighteen vehicles, at a total cost of $787,340.33

19. Designation and Auction Sale of Surplus Vehicles

20. Designation and Sale of Surplus Police Service Weapons

21. Sole Source Agreement for Chicago Communications to purchase Motorola portable radios and equipment and to perform upgrades to existing mobile Motorola radios and Designation and Sale of Surplus Radio Equipment

22. First Due Fire Software Renewal Agreement

23. Council Inquiries and Requests

24. 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

25. Reconvene to Regular Session

26. 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: 9a

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Special Event Request – Smith Therapy Crystal Lake Aquathon at the Three Oaks Recreation Area, Sunday, July 19, 2026

Staff Recommendation: Motion authorizing approval of the Crystal Lake Aquathon, to be held on Sunday, July 19, 2026, at the Three Oaks Recreation Area, subject to the recommended conditions, including a waiver of parking fees for non-resident volunteers.

Staff Contacts: Nick Hammonds, Deputy City Manager
Ryan Oates, Assistant to the City Manager

Background:
Smith Physical Therapy and Running Academy (Smith PT/RA) is requesting approval to organize the Crystal Lake Aquathon at the Three Oaks Recreation Area on Sunday, July 19, 2026. The event was successfully held from 2017 through 2025. **All event details remain unchanged from the 2017 through 2025 events, which were previously approved by the City Council. From 2017 through 2025, the City Council waived the fees for non-resident volunteer parking.**

An Aquathon is a continuous, two-stage race involving swimming followed by running. There are two distances: an Olympic Aquathon and a Sprint Aquathon. There will also be two swim only options for a long-distance swim which include a two mile and one mile swim. The swim only options would attract those triathletes who are training for an Ironman Race (Ironman Wisconsin is held approximately four weeks after the CL Aquathon). The addition of a Kid's Race was added in 2019 with a 250-meter swim and one-mile run for athletes aged 7 – 12 years old.

The event will begin at approximately 7:00 a.m. and end at approximately 12:00 p.m. Setup at the Three Oaks Recreation Area would begin on the evening of Saturday, July 18th. The race format will include an Olympic Aquathon, a Sprint Aquathon, Kid's Race, adaptive one-mile swim, and two long-distance swim only options (two mile swim and one mile swim). The Olympic Aquathon will consist of a one mile swim and 10k run. The Sprint Aquathon consists of a 500m swim, and 5k run. The one and two mile swim will be a one and two mile swim only. The entire event will take place within the Three Oaks Recreation Area and it is anticipated that 150-200 attendees will participate. Registration will be limited to 200 participants and start times will be staggered by event.

The petitioner has requested approval to serve alcohol at the conclusion of the event for attendees and volunteers. This will be considered at a later City Council meeting as it requires proof that a nonprofit organization is partnering with the petitioner to host the event, and the nonprofit organization must receive approval for a temporary liquor license.

Petitioner Background:

Smith PT/RA is owned by Crystal Lake resident Denise Smith, a certified manual physical therapist who has been practicing for over 23 years. She is also a certified running technique coach and the only Pose Method Master Coach in the Midwest. Her passion lies in injury prevention and showcasing Crystal Lake for its community support, natural beauty, and athletic population. Smith coordinated the 2017 through 2025 Aquathons. In addition, she was the primary supporter for the 2021 through 2025 Crystal Lake Half Marathon, the Santa Run and the Patriot Race.

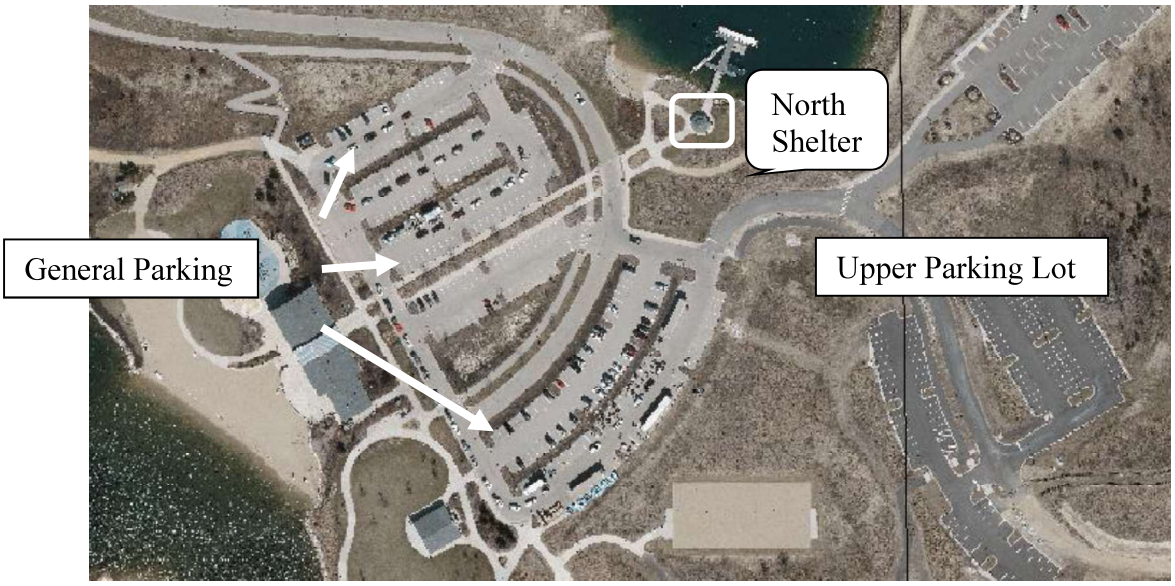
Three Oaks Recreation Area Impact:

Use Location	*Hours of Use*	*Exclusive Use?*	*Level Of Public Impact*	
Swim Beach	3 Hours	Yes	Low	The swim beach will be utilized from 7:00 a.m. – 10:00 a.m. The petitioner will have all equipment removed from the beach prior to beach opening at 10:00 a.m.
Marina/Lake Usage	7:00 a.m. – 9:00 a.m.	No	Moderate	The northern portion of the south lake will be restricted from public access by buoy markers during the event.
Trails	8:00 a.m. – 12:00 p.m.	No	Moderate	The running portion of the triathlon will occur on existing trails. Signage will be posted. The public will have access to trails during the event.
North Lake Pavilion D	7:00 p.m. – 7:30 a.m.	No	Low	Petitioner is requesting to use the North Marina pavilion for event registration. The pavilion will be cleared before 8:00 a.m.
Picnic Grove	7:00 a.m. – 12:00 p.m.	Yes	Moderate	Running portion of the event will finish at the Picnic Grove pavilion. The post-event celebration will end at 12:00 p.m.
Parking Lot	7:00 a.m. – 12:00 p.m.	No	Moderate	Event participants and guests will be directed to park in the upper parking lot.
Quarry Cable Park	-	-	Low	No impact. Tenant has no issues with the event.
Board House	-	-	Low	No impact. Tenant has no issues with the event.
Concessionaire	-	-	Low	No impact. Tenant has no issues with the event.

The event will occur on the third Sunday in July. Although this is a popular day for residents to visit Three Oaks, care will be taken to ensure guests can still enter the park and use the marina and beach facilities. Aquathon participants and guests will park onsite in the upper parking lot as depicted below. The $5 parking fee will be incurred for all non-residents that park at Three Oaks through collection during registration. Smith is requesting that all non-resident volunteers have their parking fee waived by the City as a show of appreciation for their time and talent, which has

been approved in previous years. The North Lake shelter will be used for race registration and will be cleared immediately after the start of the race to allow for usage as needed by guests.

There will be no impact to the Board House, Quarry Cable Park and Grille, Concession Area or the Beach as the race will be completed by 10:00 a.m. The marina will be open during the event, however, portions of the lake will be closed to watercraft until the event is completed. The event may draw participants to utilize the Beach and Quarry Cable Park and Grille after the completion of their race. Past races yielded increased exposure for the entire park area with race attendees coming from Michigan, Indiana, Wisconsin, downtown Chicago, and southern Illinois.



On Sunday, July 19th, visitors to the park may be inconvenienced in the following ways:

- The public access to the swim beach will be limited during the swim portion of the race. Since public swimming does not begin until 10:00 a.m., it is anticipated that public access to the swim beach will be minimally impacted.
- The swim beach would be used between 7:00 a.m. and 8:30 a.m. The swim portion takes approximately one to two hours to complete. Staff will begin cleaning the beach as soon as the last swimmer is done to get the beach open to the public by 10:00 a.m. The swim course will be set up inside the islands, reserving the majority of the lake for fishermen, as shown in the swim map below. It is requested that ropes from the swim area be removed except to identify a swim lane for racers entering and exiting the water. A special swim area will be marked for the kids race, similar to all races since 2019.
- The marina will be open, however, a portion of the lake will be closed to watercraft until the event is completed at 10:00 a.m. The northern portion of the south lake would be restricted from public access by buoy markers. In addition, public access to this area of the lake may be delayed while swimmers are in the water. Guests renting boats will be notified of the race on the lake and instructed to stay clear of the race area. The Fire Rescue Department and Three Oaks staff will have emergency service boats on the water to ensure the public's safety.
- Signage will be utilized to notify guests that the race may interfere with trail walking. In addition, gate attendees will be on hand to alert guests of the race status.

The City Council has approved a similar swim course for previous triathlons and A Long Swim events.



Proposed Swim Map



Kid's Race

The running portion of the Aquathon will take place on the Lake Loop Trail. It is not anticipated that these areas will need to be closed to the general public during the race, but signage will alert the general public of the trail usage. The run portion of the event will finish at the Picnic Grove Pavilion where a post-race celebration will take place. Additional plans may include post-celebration musical entertainment.



Required Costs to be Paid by Petitioner:

1. Fire Rescue requires an ambulance with two personnel to standby for the race, as well as a boat with three personnel. The anticipated cost for Fire Rescue services with the Aquathon is a minimum of $2,372.00. The following is a breakdown of Fire Rescue Department costs:

Ambulance with two personnel:	$138.00/hour
Boat 399 with three personnel:	$207.00/hour
Boat 398 with two personnel:	$138.00/hour
Shift Commander	$110.00/hour
Total for 1 hour:	$593.00
Four hour minimum:	x 4
Minimum Total:	**$2,372.00**

2. Three Oaks Recreation Area Costs:

Non-Refundable	*Fee*
Application Fee	$75
Three Oaks Service Boat Fee	$45 ($15 per hour x 3 hours)
Three Oaks General Staff Fee	$450 ($15 per hour x 6 staff (5 hours))
Three Oaks Lifeguard Fee	$594 ($16.50 per hour x 12 guards (3 hours))
Pavilion A Fee	$180
Non-Refundable Fee	**$1,344**
Refundable	*Fee*
Refundable Event Damage	$500
Refundable Fee	**$500**

3. Total Costs:

Non-Refundable Fee	$3,716
Refundable Fee	$500
Total Due by July 1, 2026	**$4,216**

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.

2. If alcohol will be provided at the conclusion of the event, Smith PT/RA must partner with a nonprofit organization that has applied for and received a temporary liquor license.
3. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
4. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
5. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site.
6. Submit for City approval, severe weather plans and an evacuation plan.
7. Sound system shall not disturb other users of the park.
8. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
9. The City will have flexibility in designing the race course based on any concerns from City Departments.
10. Smith PT/RA must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
11. All debris created by the event shall be cleaned up during and after the event.
12. The petitioner is responsible for the required costs, which are the costs for Fire Rescue and use of the Three Oaks Recreation Area.
13. Smith PT/RA must provide the proof of volunteers, insurance, off-site parking approval, severe weather and evacuation plan, and liability waivers by July 1, 2026 or the event may be cancelled.

Votes Required to Pass:

Simple majority vote of the City Council

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Aquathon

EVENT LOCATION Three Oaks

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:
Swim + run event with varying distances to support Girls on the Run (please see 2021e request)

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: >100

9. Estimated attendance: > 300

10. Is a "rain date" proposed? Y ☐ or N ☒ If yes, what is the rain date? _____

ORGANIZATION INFORMATION

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

12. Name of Event Manager: Denise Smith

13. Contact Information for Event Manager:

Address: 110 W. Woodstock St
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☒

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: 7/18/26

Event: ~~7/20~~ 7/19/26

Dismantling: 7/19/26

15. Hours of the event:

Set Up: 4-5

Event: ~~8~~ 5

Dismantling: 2

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 will be ordered

***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

Special alcohol permit will be applied by GOTR.

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☒ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

Temporary community event signs ☐ Yes ☐ No

Temporary neighborhood event signs ☐ Yes ☐ No

Directional signs ☒ Yes ☐ No

Banner ☒ Yes ☐ No

21. Will food be served or sold at the event? ☐ Yes* ☒ No

If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☒ No

Description of Products_____

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

Name of Company_____
Address_____
Phone_____

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

If yes, please specify the power requirements and plan for provision

for finishline arch & speakers

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:
will utilize 911 if needed
The fire department is on hand for the water event

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.

[redacted] 1/13/26

Signature Date

Denise Smith

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

Smith Physical Therapy + Running Academy

Background:

Smith Physical Therapy and Running Academy (AKA Smith Physical Therapy+) is requesting approval from the City to organize the Crystal Lake Aquathon at Three Oaks Recreation Area on Sunday, July 19th, 2026.

The Aquathon would begin at approximately 7:00 a.m. and end at approximately 12:00 p.m. Setup at the Three Oaks Recreation Area would begin on the evening of Saturday, July 18th. The race format would include an Olympic Aquathon, a Sprint Aquathon, Kids Race, adaptive one-mile swim, and 2 long-distance swim-only option (2 Mile Swim and 1 Mile Swim). The Olympic Aquathon would consist of a 1-mile swim and 10k run. The Sprint Aquathon would consist of a 500m swim, and 5k run. The 1- and 2-Mile Swim would consist of a 1 and 2-mile swim only. The Kids Race will be a 100-150 meter swim with a 1-mile run. The entire event would take place within the Three Oaks Recreation Area property. It is anticipated that 150-200 attendees will participate in this Aquathon. Registrations will be limited to 200 participants and start times will be staggered by event.

This is the same plan as 2017-2025, which were successful in terms of having no incidents and full support of the Crystal Lake Fire Department and the City of Crystal Lake. Numbers for each year are as follows:
2017 – 83 participants, 91 volunteers
2018 – 132 participants, 90 volunteers
2019 – 162 participants, 102 volunteers
2021 - 175 participants, 85 volunteers
2022 - 124 participants, 67 volunteers
2023 - 135 participants, 83 volunteers
2024 - 175 participants, 91 volunteers
2025 - 160 participants, 90 volunteers

Petitioner Background:

Smith Physical Therapy and Running Academy is owned by Crystal Lake resident Denise Smith. She is a certified manual physical therapist and has been practicing for 24 years. She is also a certified running technique coach and is the only Pose Master Coach in the Midwest. Her passion lies in injury prevention and showcasing Crystal Lake for its community support, natural beauty, and athletic population.

Denise was responsible for coordinating this race, beginning in 2017. Denise is also the primary supporter of the Crystal Lake Half Marathon, The Santa Run and the Patriot Race. Through the experience of multiple races, Denise has learned how to coordinate the event with the help of a strong volunteer team along with continued support of the residents, local business owners, the City of Crystal Lake, and Three Oaks Recreational Area. She also has a strong advisory/volunteer committee that has successfully assisted in all facets of the race in both preparation and execution. In 2017, the original concerns voiced by the City Council were lack of volunteers, parking restrictions, and interrupting normal operations at Three Oaks. All of these issues were addressed without difficulty the first year.

Three Oaks Recreation Area Impact:

The event will be occurring on the 3rd Sunday in July. Though this is a popular day for residents to visit Three Oaks, care will be taken to ensure guests can still enter the park and use the marina and beach facilities. Aquathon participants and guests would be referred to park onsite in the upper parking lots as depicted below. Because most athletes and sponsors arrive before 7:00am, there will be no parking fee for this group. Any spectator that arrives after 8:30am will be assessed the $5 parking fee as they enter the property. We are requesting that all non-resident volunteers have their parking fee waived by the City as a show of our appreciation for their time and talent as was offered in all previous years. The north shelter (Pavilion A) will be utilized for race registration. The race director would like to again rent the Pavilion until noon for the After Party. This will allow volunteers, racers, and sponsors to enjoy the view of Three Oaks and all that the facility has to offer. We would like permission to serve beer to those that are 21 years old. We understand that special insurance called Host Liquor Liability Insurance is required and we will make sure that is completed by our charity organization, Girls on the Run, should we receive permission to serve beer. A mark on the hand would be utilized to indicate those under 21 after their IDs are checked on site.

There will be no impact to the Board House, Quarry Cable Park and Grille, the upcoming restaurant at Three Oaks, or the beach area because the race will be completed by 10:00 am. In fact, the event may draw participants to utilize the Beach and food and the other amenities after the completion of their race. Past races yielded increased exposure for the entire Park area with race attendees coming from Michigan, Indiana, Wisconsin, downtown Chicago, and southern Illinois.

On Sunday, visitors to the park would be inconvenienced in the following ways:

- The swim beach would be used between 7:00 am and 8:30am. The

swim portion takes approximately 1-2 hours to complete. Event staff/volunteers will begin cleaning the beach as soon as the last swimmer is done to get the beach open by 10:00 am. The swim course would be set up inside the islands reserving the majority of the lake for fishermen. See the attached race course maps. It is requested that ropes from the swim area are removed except to identify a swimming lane for racers entering and exiting the water.

- Gate attendees will be on hand to alert guests of the race status.

Swimming Portion of the Race – Three Oaks Lake Usage

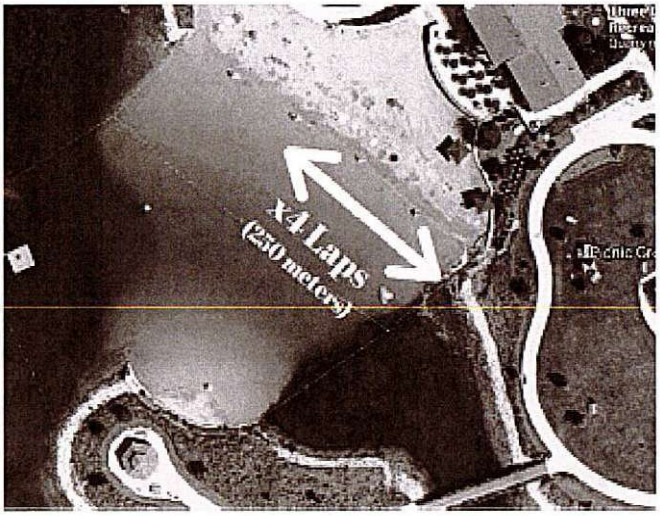
The use of the lake at the Three Oaks Recreation Area would require two restrictions on the public's access.

First, the public would not be able to access the entire lake during the swim portion of the race. The northern portion of the south lake would be restricted from public access by buoy markers. In addition, public access to the lake may be delayed while swimmers are in the water. Guests renting boats will be notified of the race on the lake and instructed to stay clear of the race area on the water. The Fire Rescue Department and Three Oaks staff would have emergency/service boats on the water to ensure the public's safety.

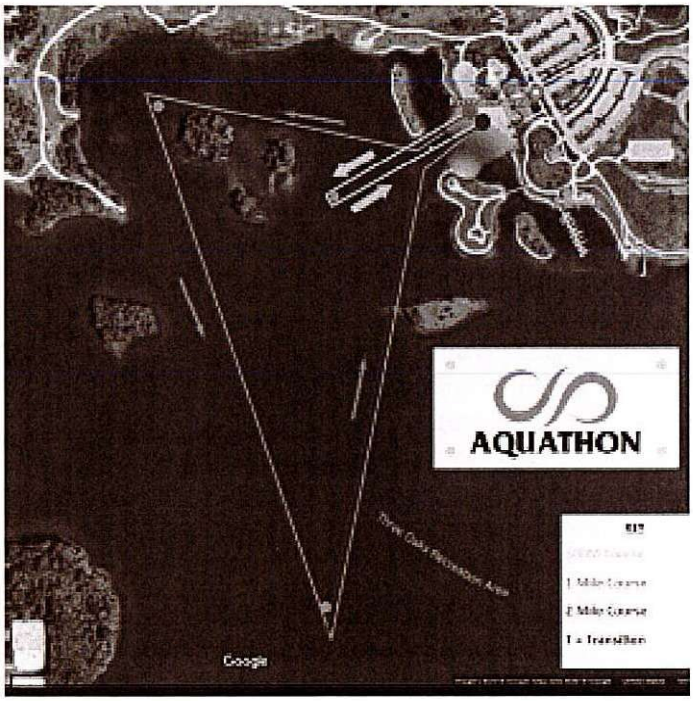
Second, the public access to the sand beach would be limited during the swim portion of the race. Since public swimming does not begin until 10:00 am, it is anticipated that public access to the swim water would not be substantially impacted.

It is requested that ropes from the swim area are removed except to identify a swimming lane for racers entering and exiting the water. A special swim area will be marked for the Kids Race, similar to all races since 2019; however the distance may be reduced to 100-150 meters depending on the participants. Those details will be finalized a month prior to the event to allow for ample time for planning with Three Oaks staff.

Kids Race:



Other Swim Races:

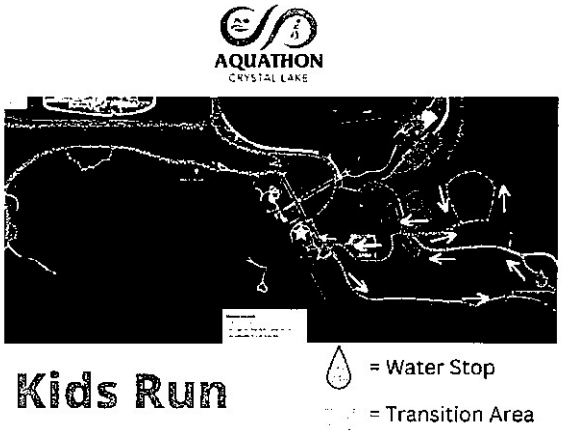


Running Portion of the Race – Three Oaks Trail Usage

The goal for 2026 will be to have the run occur around the new path, which is a perfect 5k trail. There will be 2 loops for the 10k distance. However, if that path is not open by race day, the run portion of the Aquathon will occur on existing trails as in years past. It is not anticipated that these areas will need to be closed to the general public during the race but signage will alert the general public of the trail usage. The run portion will finish by

Pavilion A and the after party will take place under and around Pavilion A. A rental application for the pavilion will be completed. Food will be provided by local Crystal Lake businesses and will be available for volunteers, racers, and sponsors. The race course map shows the current running course. Routes can be modified as directed by Three Oaks Staff due to any additional flooding zones or re-opening of previously flooded areas. The following photos are to be utilized if the new path is not open.

Kids Race (1 mile distance):



Run Route (5k and 10k distance):



Required Costs: (to be paid by petitioner)

1. Fire Rescue would require an ambulance with two personnel to standby for the race, as well as a boat with three personnel. Based on previous years, the anticipated cost for Fire Rescue services with the Aquathon is $3480.

2. There is also a $500 refundable event damage deposit

Recommended Conditions:

City staff has reviewed the petitioner's request in the past and offered the following conditions:

1. Three Oaks Recreation Area Conditions:
    a. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually.
    b. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
    c. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
    d. Receive approval from 3rd party property owners for any off-site parking. Following the filling of the new parking lots, participants will be directed to park off-site.
    e. Submit for City approval, severe weather plans and an evacuation plan.
    f. Sound system shall not disturb other users of the park.
    g. All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection.
2. The City will have flexibility in designing the race course based on any concerns from City Departments.
3. Smith Physical Therapy+ must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for the event for review by City Departments.
4. All debris created by the event shall be cleaned up during and after the event.
5. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. Also, all participants should sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collection upon race registration.
6. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
7. In the case of inclement weather, the event will be canceled and there will not be an alternative date.
8. The petitioner is responsible for the required costs, which are the costs for Fire Rescue and use of Three Oaks Recreation Area.
9. Smith Physical Therapy+ must provide the proof of insurance and

liability waivers by July 10, 2024 or the event may be canceled.

10. The petitioner is aware of the recommended conditions and will have an representative at the City Council meeting.

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Special Event Request and Fee Waiver – Girls Scouts at the Three Oaks Recreation Area, Monday, June 15, 2026 through Thursday, June 18, 2026 until 10:00 a.m.

Council Discretion: Motion to approve the Chippewa Girl Scout Service Unit request to hold a day camp, including overnight camping, at Three Oaks Recreation Area from Monday, June 15, 2026 through Thursday, June 18, 2026 until 10:00 a.m., subject to the recommended conditions, including a fee waiver in the amount of $1,185

Staff Contact: Nick Hammonds, Deputy City Manager
Ryan Oates, Assistant to the City Manager

Background:
The City received a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, June 15, 2026, through Thursday, June 18, 2026 until 10:00 a.m. Between 2013 and 2025, the Girl Scouts held this same event and successfully complied with all City conditions. **All event details remain unchanged from the 2013 through 2025 events, which were previously approved by the City Council with a fee waiver.**

Costs Requested to be Waived:

Non-Refundable	Fee
Special Event Application Fee:	$75
Pavilion Rental Fee (resident rate / four days / four pavilions):	$1,040
Additional Site Security Staff (one night, two hours):	$70
Total Non-Refundable Fee:	**$1,185**

Required Costs to be Paid by Petitioner:

Refundable	Fee
Refundable Event Damage Deposit	$500
Refundable Pavilion Deposit (resident rate / four days / four pavilions):	$1,200
Total Refundable Fee:	**$1,700**
Non-Refundable	
Non-Resident Swim Beach Flat Fee (20 Adults and 120 Children)	$400
Total Non-Refundable Fee:	**$400**

Public/Visitor Impact:

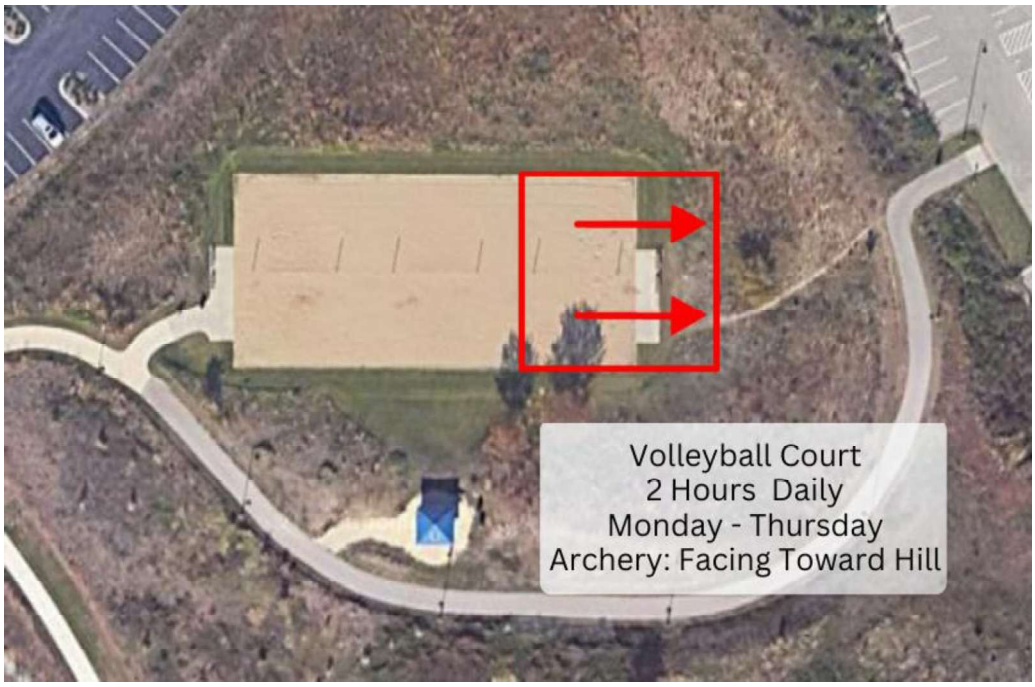
Use Location	*Hours of Use*	*Exclusive Use?*	*Level Of Public Impact*	
Swim Beach	2 Hours Daily	No	Low	The swim beach will be utilized for less than two hours each day. This will have minimal impact on other guests.
Marina/Lake Usage	-	-	Low	The petitioner does not anticipate using the Marina.
Trails	2:00 p.m. - Sunset	No	Low	The group may use the trails for hiking and will not impact other guests.
Pavilions (A, B, C, and D)	2:00 p.m. - Sunset	Yes	Moderate	Petitioner is requesting exclusive use of four pavilions from Monday to Thursday.
Picnic Grove	2:00 p.m. - Sunset Daily	Yes	Moderate	The event will take place from Monday to Thursday. Additionally, overnight camping will occur in the grass area with tents on Wednesday night.
Volleyball Court and Pavilion	2 Hours Daily	No	Low	The west portion of the volleyball court will be utilized for archery. The public will have access to the other courts.
Parking Lot	2:00 p.m. - Sunset	No	Low	20 adult chaperons will be present throughout the week. This will have no impact on the parking lot. Participants will carpool. In addition, the event is held during the week, when parking is not a concern.
Quarry Cable Park	-	-	Low	No impact. Tenant has no issues with the event.
Board House	-	-	Low	No impact. Tenant has no issues with the event.
Beach Concessionaire	-	-	Low	No impact. Tenant has no issues with the event.

Event Details

The Chippewa Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 girls will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a "twilight camp" since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer hiking, swimming, cooking, and craft activities at the park. The petitioner is requesting exclusive use of four pavilions and the Picnic Grove during this time. The petitioner will clean up the site and dispose of the trash from the activities.



In addition to the above activities, the Scouts will organize an archery event for two hours each day. City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. The archery activities will utilize the far end of the volleyball area as a "backdrop," and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park that are visited by the general public. The Scouts will shoot into hay bales and at least two adult leaders, certified in archery, will supervise the activity.



During the entire event, the Scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Overnight Camping

As part of the day camp, from Wednesday, June 17th through Thursday, June 18th until 10:00 a.m., the Girl Scouts would like to overnight camp in the Picnic Grove area. Approximately 15 - 20 tents will be set up in the Picnic Grove. All tents will be removed first thing in the morning. This is the same area that has been utilized by numerous other scout overnight camp groups. Per Chapter 238 of the City Code, overnight camping at Three Oaks Recreation Area may be allowed when approved by the Mayor and City Council.

238-1 **General Rules and Admission**

A. Three Oaks Recreation Area General Rules

8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

Since the petitioner is requesting the overnight use of the facility, City staff recommends that a security staff member monitor the facility during the time when no other Three Oaks staff is present. The additional security staff time would be for two hours, from 4:00 AM to 6:00 AM.

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
3. Submit severe weather plans and an evacuation plan for City approval.
4. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
5. All debris created by the event shall be cleaned up during and after the event.
6. In the case of inclement weather, an alternate date can be approved by the City Manager.
7. If costs are not waived for the event, the petitioner is responsible for the Three Oaks Recreation Area costs.
8. The Chippewa Girl Scout Service Unit must provide payment, proof of volunteers, insurance, severe weather and evacuation plan, liability waivers, and Participant Forms by June 1, 2026 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

Votes Required to Pass:

Simple majority vote of the City Council

Outlook

Girl Scout Twilight camp letter for city

From April Fox [redacted]
Date Fri 1/2/2026 8:52 PM
To Alaina Skurski <askurski@crystallake.org>

Stop - Look - Think - Decide: This email originated from outside of the City. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

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

January 1, 2026

To Whom It May Concern:

This letter is to serve as a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, June 15th, 2026 through Friday, June 19th till 10am 2026. The Girl Scouts of Northern Illinois will provide the City with an insurance certificate and sign any requested paperwork. Each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Between 2013 and 2025 (camp was not offered in 2018 and canceled in 2020 due to the pandemic), the Girl Scouts held this same event and successfully complied with all City conditions. For reference, when camp has been held in past years, the City Council approved overnight camping for this group. In addition, they waived the application fees, pavilion rental fees, additional security staff fees and beach/splash pad fees were a flat rate of $400. I am asking the Council to consider waiving those fees for 2025 as well as keep the flat fee for beach/splash park use. For a little clarification in a normal camp week, a camper goes in the water for two 45-minute sessions over the course of three days (M-W). Splash pad use is a cool off only if needed. Our adults usually do not swim with the girls, they act as additional eyes on the swimmers.

The Chippewa Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 girls (has been as high as 120 in past years) will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts considers this a "twilight camp" since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer the following events and activities at the park:

- Speakers/Presenters (Vary based on camp theme)
- Swimming (Lifeguard breaks may need to be adjusted as they have in the past.)
- Cooking
- Hiking
- Crafts

- Cooking

In addition to the above activities, the Girl Scouts will organize an archery event for at least 1 (Possibly two) hours each day. It is also my understanding that City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. As in past years, we will continue to utilize the far end of the volleyball area as a "backdrop," and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park that are visited by the general public. The Girl Scouts will shoot into hay bales, and at least two adult leaders, certified in archery, will supervise the activity.

Overnight Camping

As part of the day camp, from Thursday, June 18th, through Friday, June 19th, the Girl Scouts would like to spend an overnight camp in the picnic grove area. Approximately 15- 20 tents will be set up in the picnic grove. This is the same area that has been utilized by numerous other scout overnight camp groups.

In addition, we are requesting exclusive use of the pavilion and picnic grove during this time. We will clean up the site and dispose of the trash from the activities. In past years, when requesting the overnight use of the facility, City staff has recommended that a City Security staff member monitor the facility during the time when no other Three Oaks staff is present.

On the morning of June 19th , we would like to offer the Girl Scouts and adults who stayed overnight the option to enjoy a special activity. In the past, they have paddle-boarded, held art class, etc. At this time, we do not have a head count, but in other years, we have typically had 10-15 Girl Scouts between the ages of 12 and 18 attending the overnight along with 3-5 adults.

Thank you for being so considerate. I may be reached at [redacted] or [redacted] if you have any questions or concerns.

April Fox
Chippewa Service Unit Twilight Camp Director

April Fox
[redacted]

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Twilight camp

EVENT LOCATION 3 Oaks Recreation Center

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*	❑ Special Event at Three Oaks Recreation Area*
❑ Filming*	❑ Run/Walk Event

❑ Other Evening Camp from 2pm to 8:30 PM for Crystal lake Girl Scouts

*Requires separate application in addition to Special Events Application

2. General Description/Purpose of the event:
Having different groups go from spot to spot learning about different ways to use food or kitchen items. There will be cooking.

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: 28+

9. Estimated attendance: 80

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: April Fox

13. Contact Information for Event Manager:

Address: [redacted]

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: June 15th

Event: Twilight camp

Dismantling: June 18

15. Hours of the event:

Set Up: 2pm

Event: _____

Dismantling: 8:30pm

CITY MANAGER'S OFFICE

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

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

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

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

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

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☐ Yes ☑ No

    Directional signs ☐ Yes ☑ No

    Banner ☐ Yes ☑ No

21. Will food be served or sold at the event? ☐ Yes* ☑ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☐ Yes ☑ No

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

    If yes, please specify the power requirements and plan for provision

    _____

    _____

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:

_____

_____

_____

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' ll need water for specific crafts, cooking safety washing hands

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

❑Barricade Borrowing Application
❑Carnival License Application
❑Certificate of Insurance/Hold Harmless Agreement
❑Circus License Application
❑Festival License Application
❑Film Production Application
❑Parade Permit/Open Air Application
❑Raffle License Application
❑Temporary Liquor License Application
❑Temporary Use 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.

[redacted] January 2, 2026

Signature Date

April Fox

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

Indemnity/Hold Harmless For Use of City Owned Property

In consideration of the undersigned ("User") requesting to use the following City property 5517 Northwest Highway, Three Oaks Recreation Area, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the use of the following City property 5517 Northwest Highway, Three Oaks Recreation Area.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents and employees, arising in whole or in part or in consequence of the use of City property by the undersigned, its employees, agents, subcontractors or any 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The User shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Agreed this 1 day of 2, 20 25 [redacted]

April Fox
(Name of User's representative)

(Signature of User)

Girl Scouts of Northern Illinois Chippewa Serv
(Organization of User)

City Facility or Area to be used, including address:

5517 Northwest Highway, Three Oaks Recreation Area.

Description of Use (Type of Use and Dates of Use):

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Special Event Request – Medela, LLC Company Picnic at the Three Oaks Recreation Area, Saturday, June 27, 2026, with set-up on Friday, June 26, 2026

Council Discretion: Motion authorizing approval of the Medela, LLC company picnic, to be held on Saturday, June 27, 2026, with set-up on Friday, June 26, 2026 at the Three Oaks Recreation Area, subject to the recommended conditions

Staff Contact: Nick Hammonds, Deputy City Manager
Ryan Oates, Assistant to the City Manager

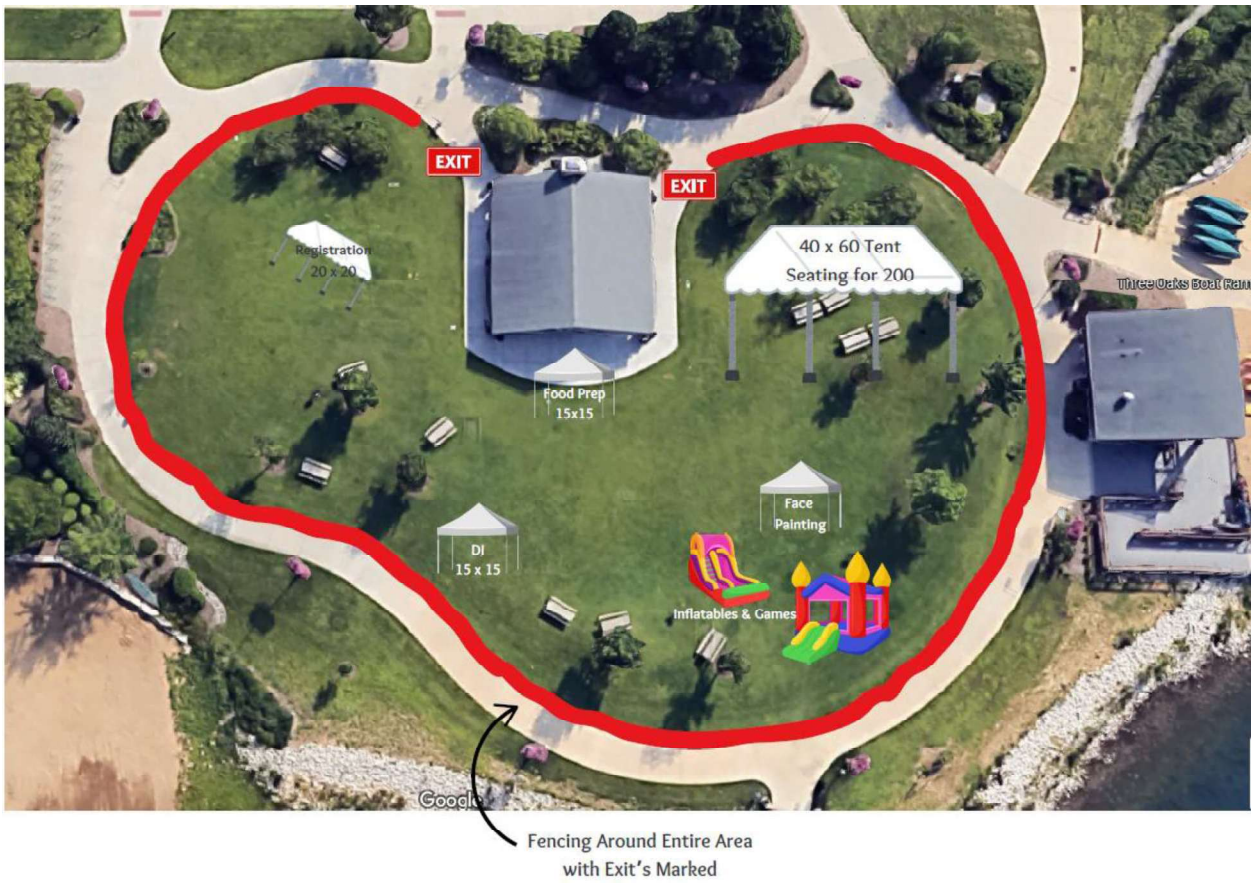
Background:
Medela, LLC is requesting approval for their company picnic at the Three Oaks Recreation Area on Saturday, June 27, 2026 from 6:30 a.m. (event set-up) to 8:00 p.m. The actual event time will be from 11:30 a.m. to 3:00 p.m. The remainder of the evening will be spent dismantling. In addition, Medela would like to use Friday, June 26, 2026 from 7:00 a.m. to 3:30 p.m. to begin tent set-up.

Medela was founded in 1961 by Olle Larsson in Zug, Switzerland and provides medical devices for nursing mothers. The first USA subsidiary was established in Crystal Lake in 1981. Medela moved their U.S. headquarters to McHenry in 1999. The Three Oaks Recreation Area is their preferred location based on the great amenities and close proximity to the homes of many of their employees. Medela held their annual employee picnic at the Three Oaks Recreation Area in 2018 through 2025. Previous events were successful and the City was pleased with the applicant's performance. **All event details remain unchanged from the 2018 - 2025 events, which were previously approved by the City Council.**

Medela is requesting approval for rental of the Picnic Grove Pavilion, the surrounding grass area, and the Volleyball Court Pavilion for 400 guests, and exclusive use of the upper parking lot (135 parking spaces). During this event, the public will be inconvenienced in the following ways:

- The petitioner will have exclusive use of the picnic grove, including the pavilion and the volleyball court pavilion with exclusive use of one (1) volleyball court.

- The petitioner is requesting exclusive use of the upper parking lot in order to accommodate a majority of the attendees from 11:30 a.m. – 3:00 p.m. 135 vehicles can be accommodated in the upper lot. The remaining vehicles will be directed to park off site. Medela is requesting a shuttle from off-site parking be approved to run from the lot to a designated drop off location. *No event parking will be allowed in the Quarry Cable Park parking lot or the main parking lot*.
- The City expects that the park's amenities will be busier than usual, which could create longer lines and wait times for entry to the parking lot, beach, marina and other park amenities.



City Staff Review:

City Staff has reviewed the event and recommended several conditions in order to minimize inconvenience to the public. The operations at the park will be open as normal throughout the day. Staff suggests the installation of a barrier (snow fence around the Picnic Grove) by the petitioner to separate event activities from the general public. Signage will also be utilized to notify guests of Three Oaks that the picnic may interfere with parking availability. Finally, the main parking lot and the Quarry Cable Park parking lot will be reserved for the general public and attendees will not be allowed to park in these areas. When the upper parking lot is filled with event attendees, additional attendee vehicles will be directed to off-site parking.

The City of Crystal Lake, along with the Crystal Lake Police and Fire Rescue Departments, have provided support and feedback. The Police Department advised that additional staff at the park on the day of the event will not be necessary. Staff will notify the Police Department prior to the event and an Officer will be available to respond to any incident at the park. The Fire Rescue Department

will be on site to inspect any tents or objects that are larger than 400 square feet. Fire safety hazards and placement of the portable toilets will be inspected as well.

There will be no impact to the Board House or Quarry Cable Park and Grille. The marina will be open during the event, and the event may draw participants to utilize the marina, beach, and Quarry Cable Park and Grille after the completion of their company picnic. A staff member will be positioned at the entrance of the Quarry Cable Park parking lot to ensure that only Quarry Cable Park customers use this lot.

With great success in past years, Medela will again pay for car passes for employees who are not Crystal Lake residents, and all Medela guests will receive a wristband with beach tear off tags. The coordination of a shuttle service for the company's employees to park in an off-site location functioned without issue in previous years. The City and Medela would like to continue this plan as this would reduce the amount of parking spaces used for the event and maintain non-event patron access to the park.

Public/Visitor Impact:

Use Location	*Hours of Use*	*Exclusive Use?*	*Level Of Public Impact*	
Swim Beach	11:30 a.m. – 3:00 p.m.	No	Low	The swim beach will be open to the public during the event. Event guests may visit the beach during or after the event.
Marina/Lake Usage	11:30 a.m. – 3:00 p.m.	No	Moderate	The petitioner anticipates some guests may visit the Marina. Staff anticipates a moderate increase in marina use due to the event.
Trails	-	No	Low	The group may use the trails for hiking and will not impact other guests.
Pavilions (A & C)	6:30 a.m. - Sunset	Yes	High	Petitioner is requesting exclusive use of Pavilion A and the surrounding Picnic Grove, and the Volleyball Court Pavilion.
Pavilions (B & D)	-	No	Low	The petitioner is not requesting use of Pavilion B and D. Low impact is anticipated.
Picnic Grove	6:30 a.m. - Sunset	Yes	High	The petitioner is requesting exclusive use of the Picnic Grove. Non-event guests will not have access to the Picnic Grove until the event concludes.
Parking Lot	6:30 a.m. – Sunset	No	High	The petitioner is requesting exclusive use of the upper parking lot. The parking lot fills quickly on weekend days in June and will reduce the number of available parking for non-event guests. Off-site parking will be utilized when the upper lot is full.
Quarry Cable Park	-	-	Low	No impact. Tenant has no issues with the event.
Board House	-	-	Low	No impact. Tenant has no issues with the event.
Beach Concessionaire	-	-	Low	No impact. Tenant has no issues with the event.

Required Petitioner Fees:

Fee Type	*Amount*
Refundable Pavilion Deposit – Picnic Grove Pavilion June 26, 2026	$150
Refundable Pavilion Deposit – (Picnic Grove Pavilion & Volleyball Court Pavilion) June 27, 2026	$250
Refundable Tent Damage Deposit (over 200 people)	$1,000
Total Refundable Fees	**$1,400**
Application Fee	$75
Out of Town Fee	$150
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion) June 26, 2026	$360
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion & Volleyball Court Pavilion) June 27, 2026	$510
Three Oaks Staffing Fee (4 employees/$15 per hour/5 hours)	$300
Preparation, Cleaning & Restoration Fee (as needed/ 3 staff members / $30 per hour/ 2 hours)	$180
Table Moving Fee (as needed)	$25
Sound System Fee	$75
Total Non-Refundable Fees	**$1,675**

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

1. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
2. The petitioner shall contact the Fire Rescue Department for further review of tent/canopy locations. Locations must be approved by the Fire Rescue Department. Tents/canopies must be installed on Friday, June 26, 2026 during regular business hours of the Fire Rescue Department and removed the day of the event. The petitioner shall be responsible for paying to the City the amount of the pavilion rental fees for Sunday, June 28, 2026 if the tents/canopies are not removed from the site. Should safety concerns arise, Three Oaks Staff reserves the right to request the removal of tents/canopies. Tents and canopies must be secured using rain barrels only. The petitioner shall be responsible for any damage resulting from the use of stakes.

3. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
4. Receive approval from third party property owners for any off-site parking. Following the filling of the upper parking lot, participants will be directed to park off-site. Remote parking / shuttle service locations and signage plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval. The City must receive the written authorization by the third party property owner for parking prior to June 1, 2026.
5. Submit severe weather plans and an evacuation plan for City approval.
6. Sound system shall not disturb other users of the park.
7. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
8. Medela, LLC must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for volunteers and event workers for review by City Departments.
9. All debris created by the event shall be cleaned up during and after the event.
10. In the case of inclement weather, an alternate date can be approved by the City Manager.
11. Installation of a barrier (snow fence or equivalent) around the Picnic Grove Area. Location to be approved by City staff.
12. Number and location of portable toilets to be determined by petitioner and approved by City Staff prior to event.
13. The petitioner is responsible for the required costs, which are for use of the Three Oaks Recreation Area, as stated on page 4 of this Agenda Supplement. These are estimated costs, and actual costs could be more.
14. Once the upper parking lot is full, all attendees will utilize off-site parking.
15. Medela, LLC must provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide an adequate evacuation plan for attendees utilizing shuttle buses.
16. Medela, LLC must provide payment, proof of volunteers, severe weather and evacuation plan, hold harmless, and liability waivers by June 1, 2026 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will have a representative of the company present at the meeting.

Votes Required to Pass:
Simple majority vote of the City Council

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Medela Family Picnic

EVENT LOCATION Three Oaks Recreation Area

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*	☒ Special Event at Three Oaks Recreation Area*
❑ Filming*	❑ Run/Walk Event
❑ Other	

*Requires separate application in addition to Special Events Application

2. General Description/Purpose of the event:
The annual Medela Family Picnic is a joyous occasion dedicated to honoring the incredible efforts of our team and their loved ones. It's a day filled with laughter, leisure, and rejuvenation, celebrating both our achievements and the cherished bonds of family.

3. Will the event require the use of City-owned property? ☒ Yes ❑ No

4. Is a Site Map/Route Map attached? ☒ Yes ❑ No

5. Is the event an annual/recurring event? ☒ Yes ❑ No

6. Will the event require a public street/sidewalk to be blocked or closed? ❑ Yes ☒ No

7. Will the event require use of a public parking lot? ☒ Yes ❑ No

8. Number of persons scheduled to monitor and work the event: 10 Event Staff

9. Estimated attendance: 200 Adults + 200 Children

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: Scout Hospitality (Lindsie Hass & Kaitlyn Cinquegrani)

13. Contact Information for Event Manager:

Address: [redacted]

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: 6/26/2026

Event: 6/27/2026

Dismantling: 6/27/2026

15. Hours of the event:

Set Up: 7-5AM

Event: 11:30 - 3PM

Dismantling: 3-7PM

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?
NA

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☒ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

Temporary community event signs	☐ Yes	☒ No
Temporary neighborhood event signs	☐ Yes	☒ No
Directional signs	☒ Yes	☐ No
Banner	☒ Yes	☐ No

21. Will food be served or sold at the event? ☒ Yes* ☐ No

**If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.*

22. Will the event include vendors selling products? ☐ Yes ☒ No

Description of Products_____

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

Name of Company_____
Address_____
Phone_____

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

If yes, please specify the power requirements and plan for provision
Generators will be used for bounce houses, catering and games.

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:
Generators will be used for bounce houses, catering and games.

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
- ☐Carnival License Application
- ☐Certificate of Insurance/Hold Harmless Agreement
- ☐Circus License Application
- ☐Festival License Application
- ☐Film Production Application
- ☐Parade Permit/Open Air Application
- ☐Raffle License Application
- ☐Temporary Liquor License Application
- ☐Temporary Use 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.

[redacted]

Signature

12/1/2025

Date

Lindsie Hass

Print Name

STAFF USE ONLY

Assigned City Department: City Manager's Office/ Three Oaks

Assigned City Staff Liaison: Alaina Skurski and Ryan Oates

Meeting with Event Organizer Required: ☒ Yes ☐ No

City Council Approval Required: ☒ Yes ☐ No

Indemnity/Hold Harmless For Use of City Owned Property

In consideration of the undersigned ("User") requesting to use the following City property 5517 Northwest Highway, Three Oaks Recreation Area, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the use of the following City property 5517 Northwest Highway, Three Oaks Recreation Area.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Crystal Lake its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of Crystal Lake, its elected and appointed officials, agents and employees, arising in whole or in part or in consequence of the use of City property by the undersigned, its employees, agents, subcontractors or any 3rd party, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of Crystal Lake, its agents or employees. The User shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of Crystal Lake, its elected and appointed officials, agents and employees, in any such action, the User shall, at its own expense, satisfy and discharge the same.

Agreed this 2nd day of December, 2025

Anita Matheson
(Name of User's representative)

[redacted]
(Signature of User)

Medela LLC
(Organization of User)

City Facility or Area to be used, including address:

5517 Northwest Highway, Three Oaks Recreation Area.

Description of Use (Type of Use and Dates of Use):

Company picnic 06/27/2026

Scout Hospitality Outdoor Emergency Response Plan

Medela Company Picnic

Introduction

The Outdoor Event Emergency Response Plan is an all-hazard plan that details the emergency procedures specific to the **Medela Company at the Three Oaks Recreation Area; 5517 Northwest Highway Crystal Lake, IL 60014**. The purpose of the plan is to ensure the safety of the individuals participating in the **Medela Company Picnic** at the Three Oaks Recreation in the event of an emergency. This plan has been developed to improve the efficiency of the **Medela Company Picnic** response to an incident in order to promote safety.

Explanation of Terms (Resource)

One key feature of ICS is "Management by Objectives." Objectives and initial decisions for any emergency should be based on the following three (3) priorities:

1.) Life Safety
2.) Incident Stabilization
3.) Property Preservation

These priorities are utilized to establish objectives. General Emergency Planning Objectives include:

1.) Save lives and prevent injuries
2.) Promote an effective action in responding to emergencies
3.) Minimize loss of village property
4.) Restore conditions to normal and with minimal disruption

Emergency Response Procedures

Reporting an Emergency

Contact Crystal Lake Police at (815) 459-2020 or dial 911

- Tell the dispatcher exactly where you are, including venue name and room number
- Give your full name and telephone number
- Describe the nature of the emergency clearly and accurately
- Do not hang up unless your safety is threatened or you are told to do so
- If possible have someone watch for arrival of emergency personnel and direct them
- After emergency personnel arrive, stay out of the way and follow all directives given

Outdoor Location Evacuation

- Highlight below the parking areas and access/egress points where participants should be directed
  - **Assembly/Meeting Areas are located here:**

    _Pavillion A_____

    _Cottage on the Beach_____

- Should the event need sudden evacuation, announcements will be made via all available PA systems or through the event staff. Additionally, staff and security will begin the process to escort patrons to the nearest evacuation point.

Shelter In Place

- **Lightning**
  - Upon the observation of lightning in the area, guests will be directed to take shelter in nearby shelter-in-place locations or in their vehicles. These shelter locations can be parking garages or near-by buildings if available and open.
  - Follow instructions provided by event staff
  - **Shelter-in-Place Locations (Garages or Near-by Buildings)**
    - **_Pavillon A_____**
    - **Cottage on the beach_____**
  - After 30 minutes of no lightning present within 5 miles of area, the all clear will be given. Should the event need to be canceled or postponed, alerts shall be sent via pre-determined communication channels.

- **Tornado Warning:**
    - Seek shelter indoors in an interior room away from windows, and on the lowest floor possible
    - Follow instructions provided by the event staff
    - **Potential Shelter-in-Place Locations (Windowless/Interior Room/Lowest Floor)**
        - **_Cottage on the beach_____**
        - **__Utility Barn_____**

- **Hazardous Materials Release:**
    - Move indoors to a windowless room away from hazardous materials and, if possible, cover the vents.
    - Follow instructions provided by event staff
    - Wait for an "All Clear" before leaving your safe space

Active shooter / Person with a weapon

AVOID – DENY – DEFEND

Once notified, Law Enforcement will respond to an Active Shooter as quickly as possible.
Response time averages about three minutes. Your immediate actions should be focused on maximizing your personal safety until Law Enforcement is able to stop the threat.

- **Avoid**: Pay attention to your surroundings. Have an exit plan. Move away from the source of the threat as quickly as possible. The more distance and barriers between you and the threat, the better. Call (815) 459-2020 to reach CL Police directly, or dial 911
- **Deny**: Keep distance between you and the source. Create barriers to prevent or slow down a threat from getting to you. Turn the lights off. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
- **Defend**: If you cannot Avoid or Deny be prepared to Defend yourself. Be aggressive and committed to your actions. Do not fight fairly; this is about survival.

Medical Response Plan

In the event of a medical emergency at **Medela Company Picnic** requiring a response from medical services, the following protocol will be following:

Basic first aid is available in **Pavillion A**

If the situation required more advanced medical response, the **Medela Company Picnic** will contact CLPD dispatch at 911 and request medical response.

Weather Response Plan

In the event of severe weather, **Lindsie Hass, Event Manager** will monitor throughout the event.

Outdoor Area: **Pavillon A, 3 Oaks Rec Park**

Staff Responsibilities

Venue/Outdoor Space Representative or Designee:

1. Responsible for coordination of regular event operations during the event
2. Work in consultation with the Incident Commander and respective public safety entities regarding crowd management decisions.
3. In the event of an emergency, coordinate with promoter/organizer.
4. Communicate to Athletics staff and third party entities working the event, in the case of a delay, suspension, cancellation or postponement of the event

Communications

Internal Communication Channels (defined as communication devices used to communicate amongst internal staff) are listed below:

1) Cellphones
    a) Cellphones provide an additional option for communication (included list of cell phone number as an attachment to the plan)

External Communications Process

In the event that emergency information needs to be communicated to all outlets outside **Lindsie Hass and Kaitlyn Cinquegrani** will communicate this information through event staff for distribution.

External communication channels (defined as communication devices used to communicate from event personnel to patrons) is listed below:

1) Outside Venue Channels
    a) Bullhorns

Important Phone Numbers - EMERGENCIES

Crystal Lake Police	**(815) 459-2020 Or 911**
Crystal Lake Fire	**(815) 459-2020 Or 911**
Security	**XXXXXXXX**

Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Special Event Request, Street Closures and Police Department Assistance Fee Waiver– Crystal Lake Cars and Caffeine Charity Car Show – May 17, 2026

Recommendation: Motion to approve the Crystal Lake Cars and Caffeine Charity Car Show event, street closures, pursuant to staff recommendations, and waiver of the Police Department charge back fees (~$2,776.32)

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

Background: The applicant has applied for a Special Event to hold the Crystal Lake Cars and Caffeine Charity Car Show on Sunday, May 17, 2026, from 10:00 a.m. to 1:00 p.m. Crystal Lake Cars and Caffeine is a group that is passionate about automobiles and wants to share that passion with the community. In collaboration with the Downtown Crystal Lake/Main Street Association, the event will showcase a stunning array of vehicles and downtown businesses. All proceeds from the event will be donated to the Crystal Lake Food Pantry. This is the third year that this event has been held in Crystal Lake.

City Council approval is required because the applicant is requesting permission to close off Williams Street between Woodstock Street and Crystal Lake Avenue, Brink Street between Grant and Main Streets, the Brink Street parking lot, the parking lot at the west corner of Brink Street and Grant Street, and the Ormsby Motors parking lot at the corner of Main and Brink Streets. The organizers are requesting to also close Grant Street between Crystal Lake Avenue and Brink Street to park show vehicles. Ormsby Motors has supported the use of their parking lot for the event.

The Police Department estimates that the cost for Police Officer assistance for this event is approximately $2,776.32 based on the scope of the event.

The organizers of the event are requesting a waiver of the fee. The police assistance fee was waived for the past two year's evenst.

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

1. The approval is valid on Sunday, May 17, 2026. Street closures are approved between 10:00 a.m. and 1:00 p.m.
2. After 1:00 p.m. on May 17, 2026, all vehicles illegally parked on the street or within the Brink Street Market will be relocated or parked legally within marked parking spaces.
3. City owned barricades and parking cones will be used to block parking on the streets and parking lots to be used during the event.
4. Advance notice shall be given to all surrounding businesses and residents of the event
5. Provide advanced signage for the parking restrictions/road closures and for all event vehicles to be legally parked on the street or within the closed parking lots to be relocated or legally parked within marked parking lanes.
6. All electrical must comply with the 2017 National Electric Code.
7. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
8. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. *Generators shall be properly grounded as outlined by the manufacturer.*
9. The event organizers must coordinate with the Crystal Lake Public Works Department and the Crystal Lake Police Department regarding staffing, signage, and other needs for the event.
10. Emergency vehicle access of at least 20 feet must be maintained throughout the event. Items shall not be placed on the roadway to prohibit access, and volunteers shall be available to remove barricades to all emergency vehicle access.
11. Fire hydrants shall be accessible or unobstructed.
12. A weather monitoring person is required during the event and an emergency plan shall be in place, in the event of severe weather.
13. 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.
14. 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.
15. Pop up tents, sun shades, or other types of portable tents shall be properly anchored. Inspections shall be completed prior to the event.
16. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
17. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year.
18. No liquor service is allowed at the event.
19. In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the January 20, 2026 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

RECEIVED
DEC 19 2025
By:

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Cars and Caffeine Charity Car Show

EVENT LOCATION Brink St Lot, Grant St to Brink St, Brink St to Main St and Williams S

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
- ☐ Circus
- ☐ Festival
- ☐ Filming
- ☑ Other Car Show
- ☐ General use of City-owned property
- ☐ Parade
- ☐ Outdoor Sales
- ☐ Run/Walk Event

2. General Description/Purpose of the event:
To host a car show event for the community with proceeds benefitting the Crystal La
participating cars will check in at the CL metra lot station 2

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: 20
9. Estimated attendance: 400-1000

10. Is a "rain date" proposed? Y ☑ or N ☐ If yes, what is the rain date? 5/31/26

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: 815-479-0835 ☐

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: 5/17/26

Event: 5/17/26

Dismantling: 5/17/26

15. Hours of the event:

Set Up: 6AM

Event: 10-1pm

Dismantling: 1pm

CITY MANAGER'S OFFICE

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

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

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

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

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

If yes, what type of alcoholic beverages will be served?

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

19. Will the event require tents or temporary structures? ☑ Yes ☐ No

20. What signs or advertising do you anticipate needing for the event?

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

21. Will food be served or sold at the event? ☐ Yes* ☑ No

    If yes, please contact the McHenry County Health Department and please provide the City with a copy of the approval from the McHenry County Health Department.

22. Will the event include vendors selling products? ☑ Yes ☐ No

    Description of Products vendor tents possibly selling items from their organization.

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

    Name of Company LRS
    Address 1704 Lamb Road Woodstock, IL 60098
    Phone 815-206-3689

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 electric for music and generators

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:
first aid kit on hand
police and fire station less than a mile away

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

12/9/25
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

Outlook

Cars & Caffeine

From Ormsby Motors [redacted]
Date Wed 1/14/2026 9:17 AM
To Victoria Wojcik <vwojcik@crystallake.org>; Downtowncl Info <info@downtowncl.org>

Stop - Look - Think - Decide: This email originated from outside of the City. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello Victoria,

I'm writing to extend my permission for the Cars & Caffeine group to use the Ormsby Motors parking lot for the Car Show in Downtown Crystal Lake on May 17 2026. Let me know if you need any additional information.

Tom Ormsby

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

January 6, 2026

City of Crystal Lake
100 Woodstock Street

To Whom it May Concern:

The Downtown Crystal Lake / Main Street organization is requesting a waiver of fees for police detail for the Car Show being held in Downtown Crystal lake on May 17, 2026. Based on the two previous Car Shows, we estimate that this event will draw 2,500 - 3,500 additional visits (beyond standard Sunday traffic) to the downtown district. This event is enriching to our community, providing a free, fun, inter-generational experience that highlights the historic beauty of our downtown. This year's event is also raising money for the Crystal Lake Food Pantry and will benefit those in our community in need of food assistance.

We are cognizant of the considerable effort and cost of police detail for this and other events, and we appreciate your consideration of this request.

Sincerely,

Joy Neal

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

City of Crystal Lake
Barricade & Cone Borrowing/ Block Party Application

Individuals wanting to borrow barricades or cones from the City of Crystal Lake are required to provide the information requested and agree to all of the conditions stated in the following application.

Privately sponsored Events on Private Property are excluded. Organizer must provide own barricades /cones.

Name & Location of Event: Crystal Lake Cars and Caffeine Charity Car Show

Katie		Galto
First Name		Last Name

25 W Crystal Lake	Crystal Lake	IL	60014
Residential Address	City	State	Zip

[redacted]	(___)___-____	events@downtowncl.org
Home Phone	Cell Phone	Email

Date of Event: 5 / 17 / 2026 Time of Event: 10 to 1

Number of Barricades Needed *(maximum 12) at least two per intersection*: 12

Number of Cones Needed *(maximum 20)*: 20

Street(s) to be closed to non-emergency traffic:

1. Brink St	1. Grant	1.Main
2. Williams	between 2. Woodstock	and 2. CL Avenue
Street Name	Street Name	Street Name

Applicant agrees to:

- Return barricades and cones in the same condition as received.
- Return barricades and cones to the City Garage on the following business day after completion of the event.
- Reimburse the City of Crystal Lake for barricades or cones which are damaged or missing at a rate of $98 per barricade and $26 per cone.

Borrower Signature

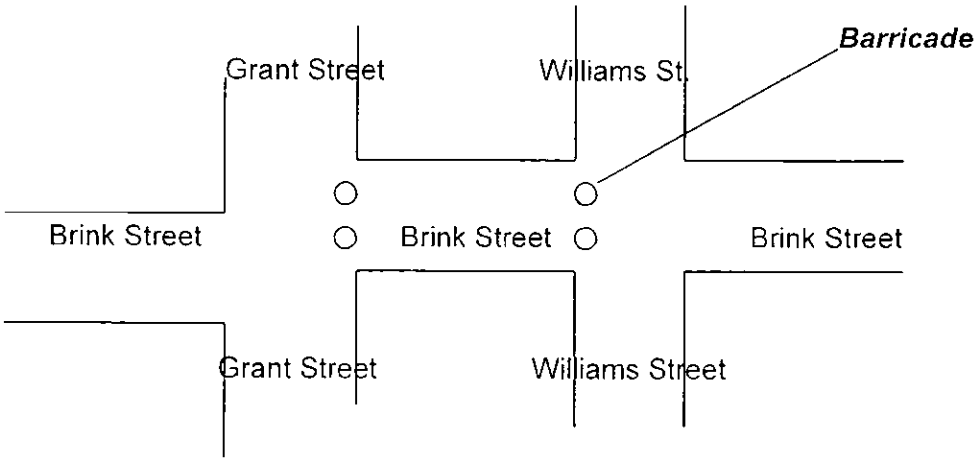
12 / 09 / 2025

Date

Please return application to the Public Works Department at: bmogan@crystallake.org or City of Crystal Lake, 100 W. Woodstock Street, Crystal Lake, IL 60014 (815) 356-3614

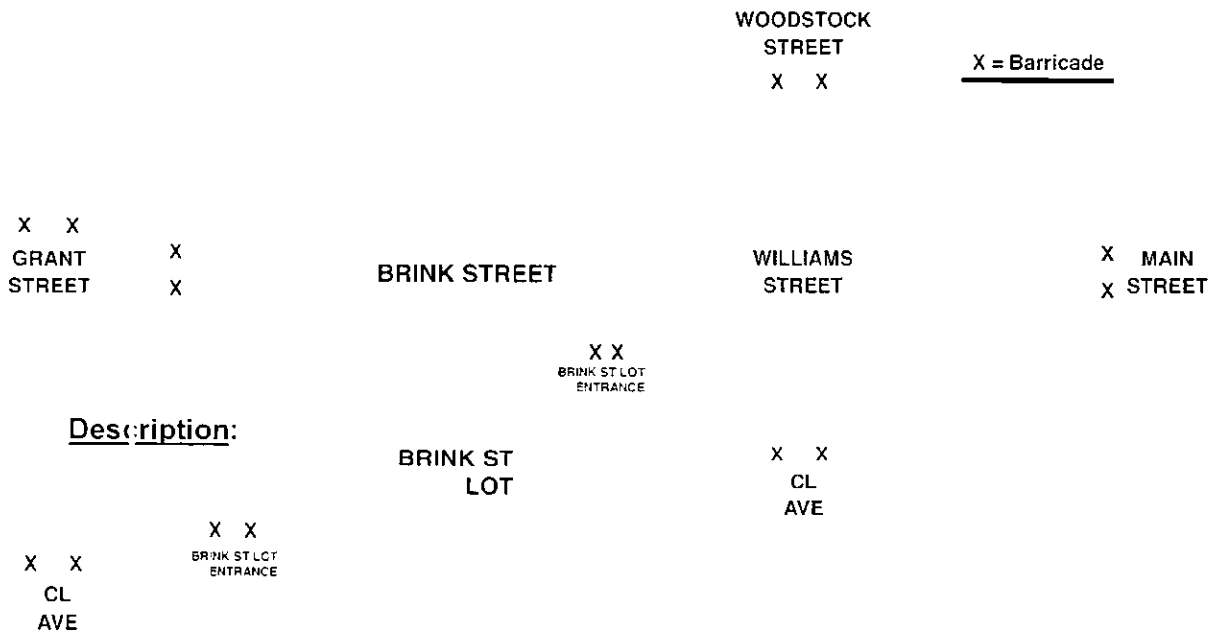
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the street(s) to be closed to non-emergency traffic (see example below).

Example:



Example Description:
Access to Brink Street between Grant Street and Williams Street will be closed to non-emergency traffic.

Map showing the Location of the Barricades and Cones:



Description:

Please return application to Public Works Department at: bmogan@crystallake.org or City of Crystal Lake, 100 W. Woodstock Street, Crystal Lake, IL 60014 (815) 356-3614

City of Crystal Lake
Block Party Application Procedures

The following procedures should be followed when applying for a block party. The attached application must be completely filled out and submitted to the Public Works Department at least one week before the block party is to be held. Should you have any questions, please call the Public Works Department at 815-356-3614.

1. An application requesting approval for the block party must be submitted to the Public Works Department indicating the location, date and time of the event. The request must contain signatures from at least 50% of the residents on that particular block.

2. In the event a street or streets will be closed to thru traffic, city owned barricades must be used to block off street entrances. (Please be specific as to what streets will be closed, as many streets have similar names and are distinguished only by Lane, Drive, etc.). The City will provide the barricades and/or cones, by completing the applicable portion of the application. **It will be the responsibility of the applicant to pick up the barricades and/or cones on the business day before the event, and must be returned on the business day following the event.**

3. All litter produced, as a result of the event must be properly attended to.

4. The block party should be conducted in an orderly manner.

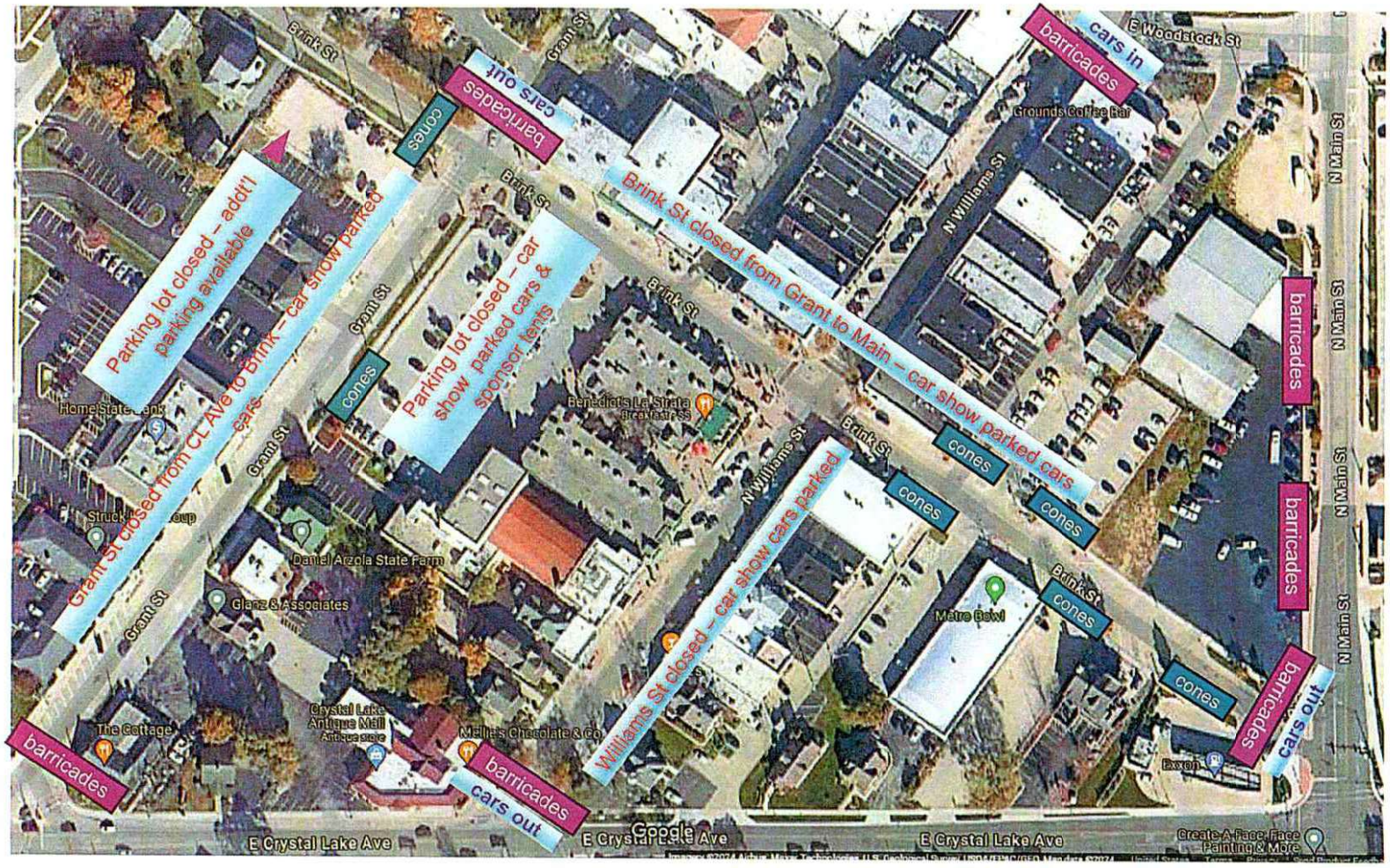
5. A written response will follow as soon as a determination has been made by the Public Works Department. Included in the letter will be specific instructions on when and where to pick up the barricades and/or cones.

Grant Street closed from CL Ave to Brink Street

Brink Street closed from Grant Street to Main Street

Williams Street closed from CL Ave to Woodstock Street

Brink Street and 60 Grant



Legend

10x10 sponsor tents

2 portable toilets & handwashing station



Brink/Grant Street parking lot will be closed to public parking

Car show cars will be parked in available existing parking spaces

Sponsor tents along the North and West sides of the parking lot

2 portable toilets and 1 hand washing station in North corner of parking lot

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Continuation of the Special Use Permit for a Drive-Through Limited Service Restaurant with variations (Dunkin) Request to the February 3, 2026 City Council meeting

Recommendation: Motion to continue the petitioner's request to the February 3, 2026 City Council meeting for the consideration of the Special Use Permit and Variations.

Staff Contact: Kathryn Cowlin, Director of Community Development

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Background: The request was first heard at the December 2, 2025 regular City Council meeting. At the meeting, the City Council directed the petitioner to meet with the neighbors and get an answer from IDOT on the access points.

It is anticipated that IDOT will respond to the inquiry on the access points the week of January 12th or 19th. A neighborhood meeting will be coordinated after the City and petitioner hear from IDOT.

Therefore, it is requested at this time to continue the item to the February 3, 2026 City Council meeting.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 9f

City Council
Agenda Supplement

Meeting Date:	January 20, 2026
Item:	Honorary Street Name Designation
Staff Recommendation:	Motion to adopt a Resolution authorizing the honorary designation of East Street between Crystal Lake Avenue and Poplar Street as Paul and Marilyn Georgy Street
Staff Contact:	Michael P. Magnuson, P.E., Director of Public Works and Engineering

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Background:
To honor the selfless dedication of Paul and Marilyn Georgy to the City and greater community, it has been determined that East Street between Crystal Lake Avenue and Poplar Street should receive the honorary designation as Paul and Marilyn Georgy Street in recognition of their many years of volunteer work to the Crystal Lake Food Pantry and other community causes. This section of East Street is adjacent to the Crystal Lake Food Pantry.

It is the City Council's prerogative to designate honorary street names. The city's Public Works and Engineering Department will fabricate and install the signs.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS the City Council from time to time identifies citizens whose contributions to the City and community are significant and have enhanced the quality of our City; and

WHEREAS the Council has the authority to designate City public streets with honorary designations;

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 Council authorizes the honorary designation of East Street between Crystal Lake Avenue and Poplar Street as Paul and Marilyn Georgy Street in recognition of their selfless volunteering and outstanding contributions to the Crystal Lake Food Pantry and our community at large; and

BE IT FURTHER RESOLVED that the Public Works Department is directed to place honorary street name signs at these locations.

DATED this 20th day of January, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____

Nick Hammonds, CITY CLERK

PASSED: January 20, 2026
APPROVED: January 20, 2026

Petition for an Honorary Street Sign at Crystal Lake Ave. & East St. for The Late Paul Georgy and his surviving wife Marilyn

I Kirk Dawson am formally requesting that an Honorary Designation be given at the intersection of Crystal Lake Ave. & East Street. The reasons are the many hours of community service and donations to our community .

To share the Georgy's story is that of a true American Rags to Riches Success Story, that coupled with Great Kindness and Willingness to give back to their community.

To become Successful is a feat of its own, but to then be humble enough to share your time and wealth is something that is rare and to be respected.

Paul & Marilyns journey to our Crystal Lake Community began in the early 1970's. Freshly married and from rural southern Illinois was a big step for anyone. A new job and a new area with no family support can prove a challenge. It was exactly that!

It was extremely difficult to provide enough food for a growing family, Paul & Marilyn turned to the C.L. Food Pantry to get help to get by.

As time went on things improved, they welcomed three children John, Steve & Laura.

A lot of Paul & Marilyns story centers around the Crystal Lake Food Pantry.

Being new to the community Paul & Marilyn joined Saint Thomas church where they still are members today, and while attending church Marilyn learned about the opportunity to volunteer at the food pantry, she jumped at the chance to give back.

By this time Paul's career was transitioning from managing the Bull Valley Symetal to the brokerage side of that industry.

Both Paul & Marilyn started volunteering at the food pantry as early as 1989 to the present. Marilyn become president for nine years in the late 1990's and into the 2000's.

Paul's career grew to become a local business named Allendale. The business grew and prospered. Paul's business theory was to hire locally. Therefore, allowing others to share in his success.

Some of Paul & Marilyns other gifts to Crystal Lake and the community in general are donations to the McHenry County College, Baseball coach in the Little League, donations to Southern Illinois College, as well as serving on many boards. There are too many other thoughtful gifts to list but these are a few of them.

Paul retired from his firm Allendale in the late 1990's and his sons now run the company with the same kindness and generosity that they were taught from their father, hire local and give back to the community.

After retirement Paul became the President of the C.L. Food Pantry from 2021 thru 2025, prior to his passing. He was also the driver of

the big truck to pick up the food from business's that provide the supplies for the pantry.

Paul has recently passed, but his legacy will live on forever, Marilyn is still active at the pantry and church.

In closing, I believe these individuals are an inspiration and a great example of how to be a great community member, through kindness and willingness to give their time and money to worthy causes. Our Community !!!

I have also provided others that agree that an Honorary sign designation is worthy of Paul and Marilyn Georgy.

Respectfully, Kirk Dawson

PETITION FOR HONORARY STREET NAME DESIGNATION

We, the undersigned residents and community members, respectfully request the designation of an Honorary Street Name in recognition of Paul and Marilyn Georgy for their contributions and lasting impact on the Crystal Lake community, including their ongoing service operating the local food pantry.

Proposed Honorary Street Name: Paul and Marilyn Georgy Way
Current Street Name: East Street
Location / Block(s): 42 East Street
City: Crystal Lake County: McHenry County State: Illinois

This honorary designation does not change postal addresses and is intended solely as a ceremonial recognition.

Signature #	Printed Name	Street Address	City	County	Zip Code	[redacted]	Date Signed	Resident of CL (Y/N)
1	RYAN ZAMSON	1321 NEW HAVEN	CARY	MCH	60013		12-27-25	N
2	Kris Mahins	1004 Revere LN	[illegible] Lake	McH	60042		12/23/25	N
3	Braden Quick	3410 N. RT 47	Woodstock	MCH	60098		12/23/25	Y
4	Joey Corelli	3410 N. RT 47	Woodstock	MCH	60098		12/25	Y
5	Jacob Pollack	340 N. RT 47	Woodstock	MCH	60098		12/23	N
6	Josh Puma	20 Elmhurst St.	Crystal Lake	McH	60014		12/23	Y
7	Callia Kolze	420 Everett Ave	Crystal Lake	McH	60014		12/23	Y
8	BILL DUNN	1331 FIELDSTONE	CL	McH	60014		12/23	Y
9	JON MALLERY	2019 SERENITY LN		"	60098		12/23	Y
10	JOHN WEAN	10771 CORTLAND LN	HUNTLEY	MCH	60142		12/23	N
11	Tim Behrens	131 McHenry Ave	CL	"	60014		12/23	Y
12	Paul Willenbrock	172 Coltese St	Crystal Lake	McH	60014		12/23	
13	Amie Dawson	1815 Sunset Ave	McHenry	IL			12/23	N
14	Seth Piller	340 Arlington	Valparaiso	IN	46383		12/25	N
15	Sam Dawson	9010 Ferris Rd	Harvard	MC	60033		12-25	N
16	Karen Hansen	921 Serene Trl	Woodstock	Mc	60098	—	12/25	N
17	Kenneth Hansen	921 SERENE TRAIL	WOODSTOCK	MC	60098	—	12/25	N
18	Linda Dawson	100 Park View	CL	Mc	60014	—	12/25	Y
19	Cheryl Dawson	9010 Ferris Rd	Harvard	McH	60033		12/25/25	N
20	Eric Dawson	13915 Berglund Rd	Winnebago	Winnebago	61088	—	12/25/25	N

PETITION FOR HONORARY STREET NAME DESIGNATION

22	Larry Hall	145 E Lake Ave	CL	MCH	60014	[redacted]	12-29-25	✓
23	Marti Romano	443 linn Ave	CL	Mch	60014		12/29/25	
24	CAROL Coel	145. Caroline	CC	McH	60014		12/29/25	
25	Colin Frisby	314 Douglas	CL	MCH	60014		12/29/25	
26	Brian Frisby	314 Douglas	CL	MCH	60014		12/29/25	
27	Lycol Bialowas	503 Sharon	CL	MCH	60014		29 Dec 25	
28	Joe Cummings	1039 Plum TREE	CL	McH	60014		12/30/25	
29	Heather Cummings	1039 Plum Tree Dr.	CL	MCH	60014		12/30/25	
30	Chad Miller C.L.		EI					
31	~~Jim~~ DuVoisin	207 Lakeshore DR	CL	McH	60014		12.30.25	
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PETITION FOR HONORARY STREET NAME DESIGNATION

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Current Street Name: East Street
Location / Block(s): 42 East Street
City: Crystal Lake County: McHenry County State: Illinois

This honorary designation does not change postal addresses and is intended solely as a ceremonial recognition.

Signature #	Printed Name	Street Address	City	County	Zip Code	[redacted]	Date Signed	Resident of CL (Y/N)
1	Jeremy Shelton	4207 Jacqueline	Crystal Lake	McHenry	60014		12/23/25	
2	Becky Huffman	360 W. CL Ave	Crystal Lake	McHenry	60014		12/30/25	yes
3	Teddy Tarvis	21605 W Field Ct	Deer Park	Lake	60010		12/30/25	no
4	Samuel Ortiz	8804 Doir Rd	Wonder Lake	McHenry	60097		12/30/25	no
5	John Georgy	1538 Autumncrest Dr.	Crystal Lake	McHenry	60014		12/30/25	Yes
6	Greg McBride	406 Redwing Way SW	Poplar Grove	Boone	61065		12/30/25	No
7	Peter Affinati	1810 Dundalk Dr.	McHenry	McHenry	60050		12/30/25	No
8	Timothy Healy	4605 Southhampton Dr	Island Lake	McHenry	60042		12/30/25	NO
9	Erik Marotz	4104 Rigby Rd	C.L.	McHenry	60012		12/30/25	No
10	Richard Nelson	247 W Denton Ave	Palatine	Cook	60067		12/30/25	No
11	Steve Georgy	7321 Hillside Rd.	C. L.	McHenry	60012		1/6/26	YES
12								
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Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: Manufacturing Job Creation and Investment Grant Program Matching Grant application request for Altus Global Aviation LLC, requesting $10,000 in matching grant funds

Recommendation: City Council's discretion:

1. Motion to award $10,000 in Manufacturing Job Creation and Investment Grant Funds to Altus Global Aviation LLC, 186 S. Virginia Road, and to adopt a Resolution authorizing the City Manager to execute the Grant Agreement with Altus Global Aviation LLC, or

2. Motion to deny the grant application request.

Staff Contact: Kathryn Cowlin, Director of Community Development
Heather Maieritsch, Economic Development Manager

Background:

The Retailer and Manufacturer Job Creation and Investment Program was instituted in 2011 as a tool to help attract new businesses to Crystal Lake. This program provides matching grant funding to new and existing retailers and manufacturers who occupy vacant space, hire new full-time or part-time employees, and/or install eligible furniture, fixtures, and equipment (FFE).

KEY FACTORS

- Altus Global Aviation LLC is a leading supplier of commercial aircraft engines and engine parts. They work with airlines, engine shops and other brokers worldwide supplying them with parts and components for many of the most commonly flown commercial jet engines.
- Altus Global Aviation LLC has been operating in Crystal Lake since 2004 and is currently located at 111 Erick Street, Unit 127 and will be expanding by more than 20% and moving to 186 S. Virginia Road.
- This new location will enable Altus Global Aviation LLC to continue to grow and expand their business from 5,400 sq feet to 16,756 sq feet while remaining in the City of Crystal Lake.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed. Additionally, it has provisions to recoup the grant in case the business closes before the required four-year period.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to any new manufacturer or professional service provider that will occupy vacant manufacturing space or a building, or that will construct a new building for its business.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant business must develop and manufacture finished hard or soft goods, provide technological products, equipment, or software.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant must provide written proof of employment recruitment and of fixture, furniture, and equipment (FFE) costs.
   ☒ *Meets* ☐ *Does not meet*

4. Applicant must file an application for grant funding prior to commencing improvements.
   ☒ *Meets* ☐ *Does not meet*

5. Grant recipient may re-apply after five years from the date of recipient's previous award.
   ☒ *Meets* ☐ *Does not meet*

6. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
   ☒ *Meets* ☐ *Does not meet*

7. Applicant's business must be new to Crystal Lake City limits; in-town expansions must be greater than 20%.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE. The current application would meet the applicable criteria.

FUNDING STATUS OF 2026 PROGRAM

For the 2026 Fiscal Year, there is $80,000 budgeted for the Retailer and Manufacturer Job Creation and Investment Program. This is the first 2026 application received this fiscal year for the program, so there are sufficient funds for the grant.

Applicant Name/ Business Name	Address	Total Requested	Date Approved	Amount Approved
Altus Global Aviation LLC	186 S. Virginia Road	$10,000	***Pending***	***Pending***
Totals		***$10,000 Pending***		Pending

Votes Required to Pass:

A simple majority vote.

2026- Altus Global Aviation LLC

186 S. Virginia Road





Res. 26R-

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with the owner of the property for Altus Global Aviation LLC at 186 S. Virginia Road, for a Manufacturing Job Creation and Investment Matching Grant in an amount not to exceed $10,000.

DATED at Crystal Lake, Illinois, this 20th day of January, 2026.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: January 20, 2026

APPROVED: January 20, 2026

Draft

Altus Global Aviation, LLC
186 S Virginia Road
Crystal Lake, Il 60014

January 12, 2026

Subject: Grant Application Statement

To Mayor Haig Haleblain and City Council Members:

Thank you for the opportunity to be considered for this grant.

Our company has been proudly operating in Crystal Lake since September 2004. We are a distributor of jet engine parts, and over the past several years our business has experienced substantial growth. For more than 22 years, we have rented three office and warehouse suites totaling 5,400 square feet in Crystal Lake. As our operations expanded, we actively searched for a larger facility and were committed to remaining within the Crystal Lake community.

We are excited to share that we recently found and purchased a building in Crystal Lake that meets our needs, featuring a large warehouse and a total of 16,756 square feet. This milestone reflects both our continued growth and our long-term commitment to the local community.

Our goal is to continue expanding our business while creating additional employment opportunities for local residents in both our warehouse and office operations. Grant funding would allow us to purchase essential warehouse shelving, inspection tables, and two forklifts. We also are planning to complete office renovations to create a welcoming and functional environment for our employees and customers.

Thank you once again for considering our application and for supporting local businesses in Crystal Lake.

Sincerely,

Liz Franz
President & CEO
Altus Global Aviation, LLC

CITY OF CRYSTAL LAKE
Manufacturer Job Creation and Investment Grant Application

Please completely fill out this application and return it to the City of Crystal Lake with the items listed in the checklist on page 2.

Applicant Information	Name ALTUS GLOBAL AVIATION LLC	Phone [redacted]
	Mailing Address 111 ERICK STREET, SUITE 127	Fax [redacted]
	Email [redacted]	Federal Tax ID# [redacted]

Property Information	Address for the building/storefront where the grant funds are sought: 186 S. VIRGINIA RD., CRYSTAL LAKE, IL 60014	
	Property Identification Number(s) 19-09-353-008	Phone [redacted]

Description of the product(s) manufactured by the applicant. Please include information regarding the end-users of the product(s):

ALTUS SELLS AIRCRAFT ENGINE PARTS FOR COMMERCIAL AVIATION. THE COMPANY HAS THE PARTS REFURBISHED BY FAA APPROVED REPAIR STATIONS + STORES THE PARTS AT THIS FACILITY.

New employment information:

Number of full-time employees: 3 Wage rates $ 20-23 /hr or Salary: $ 15,000 - $35,000

Number of part-time employees: 1 Wage rates $ 20-30 /hr

Description of furniture, fixtures, and equipment to be utilized:

3-4 LARGE RACKS FOR STORAGE 40' x 4' x 16' (subject to final measurements)

5 INSPECTION TABLES WITH LIGHTS + CHAIRS

1 FORK LIFT

1 ORDER PICKER OR STAND UP FORK LIFT

Application Checklist

The following items must be submitted <u>with</u> the Improvement Application form (Page 1):

- ☐ Completed and signed Crystal Lake Improvement Grant Application
- ☐ Written estimates for the cost of the furniture, fixtures, and equipment
- ☐ Details regarding the number of employees to be hired and their employment status (part-time or full-time)
- ☐ A fixture plan, illustrating the locations for the furniture, fixtures, and equipment (drawings do not have to be architectural renderings, but should be to scale so that the City can understand the proposed project)
- ☐ Written description of the scope of the proposed project (letter to the Mayor and City Council)

I agree to comply with the guidelines and standards of the City of Crystal Lake Job Creation and Investment Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature [redacted] Date 12/12/2025

Applicant(s) Signature [redacted] Date 12/12/2025

Cart (1 item)

Pickup and delivery options

Free shipping arrives between **Thu, Jan 22 – Mon, Jan 26**
60014

Sold and shipped by Machinery Online | **Pro Seller**
Free shipping



$9,899.10
New 2025 TYPHON Vigor 1.5 Blue Electric Forklift 1.5 Ton Lifter Lift Truck Jitney Hi-Lo
Free 30-day returns

Remove | Save for later | − 1 +

Get Organized with Easy Storage Solutions

Clearance



Add

Now $43.99
~~$74.99~~
Casacomoda 5-Tier Bookshelf, Freestanding Book Shelf, Home Office Bookcase, Storage Shelving Unit for...
★★★★½ 203
Save with W+
Shipping, arrives **in 3+ days**

Best seller



Add

$169.99
WORKPRO 20 inch 5-Drawer Rolling Tool Chest, Sliding Metal Drawer Rolling Tool Storage Cabinet, Removable...
★★★★☆ 109
Save with W+
Shipping, arrives **in 2 days**

Best seller



Add

$9.29
EasyLiner Select Grip Shelf Liner, Taupe, 12 in. x 20 ft. Roll
★★★★½ 941
Save with W+
Pickup **today**
Delivery **today**
Shipping, arrives **tomorrow**

Continue to checkout

For the best shopping experience, sign in

Subtotal (1 item)	$9,899.10
Shipping	Free
Taxes	Calculated at checkout
Estimated total	**$9,899.10**

Walmart+ **Become a member to get free same-day delivery, gas discounts & more!**
☐ New members get a free 30-day trial



OnePay CashRewards Card Earn unlimited 3% cash back at Walmart and 1.5% back on all other purchases Learn More

ULINE 1-800-295-5510

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Products Uline Brand Quick Order Catalog Request Special Offers About Us Careers

Continue Shopping

Shopping Cart

Save Cart | Empty Cart | Share

Add Product by Model #

Model #	Description	Qty	Price	Total	Remove
H-3722	Concrete Installation Kit for Rack Protectors and Pallet Racks	21	$4.00/PK	$84.00	
H-8618S	Pallet Rack Wire Decking Skid Lot - 46" Wide, 24" Deep	176	$31.00/EA	$5,456.00	
H-10507-ADD	Add-On Unit for Heavy-Duty Pallet Rack - 144 x 48 x 96"	15	$695.00/EA	$10,425.00	
H-10507	Heavy-Duty Pallet Rack Starter Unit - 144 x 48 x 96"	6	$870.00/EA	$5,220.00	
H-6890	Deluxe Mesh Work Stool	4	$295.00/EA	$1,180.00	
H-1222-MAP	Industrial Packing Table - 96 x 36", Maple Top with Rounded Edge	4	$825.00/EA	$3,300.00	

SUBTOTAL = $25,665.00

Update Checkout

Shipping | Sale Code: Add

$300+ orders are eligible for a free item.

CITY OF CRYSTAL LAKE
Grant Agreement

THIS AGREEMENT, entered into this 20th day of January, 2026, between the City of Crystal Lake, Illinois (hereinafter referred to as "CITY") and the following designated business owner, (hereinafter referred to as "OWNER"), to witness:

Business Owner's Name: Liz Franz

Name of Business: Altus Global Aviation LLC

Federal Tax ID#: [redacted]

Address of Property where the business will be located:

186 S. Virginia Road

Crystal Lake, IL 60014

WITNESSETH:

WHEREAS, the City of Crystal Lake has established a Manufacturer Job Creation and Investment Program ("Grant Program"); and

WHEREAS, said Grant Program is administered by the CITY and are funded by the general fund for the purposes of enhancing economic development opportunities in the City; and

WHEREAS, pursuant to the Grant Program, the City has agreed to participate, subject to its sole discretion, in reimbursing business owners who occupy vacant manufacturing space in the City limits of Crystal Lake and who 1) hire new full-time and/or part-time employees; and/or 2) invest in furniture, fixtures, and equipment for their business, at a cost of no more than $10,000; and

WHEREAS, the OWNER'S property or leased space is located within the corporate limits of the City of Crystal Lake, and the OWNER desires to participate in the Grant Program pursuant to the terms and provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the CITY and the OWNER do hereby agree as follows:

SECTION 1

The City shall reimburse the OWNER for creating new jobs and for the cost of furniture, fixtures and equipment at OWNER'S property. Reimbursements to the OWNER will be made by the

CITY at the rate of $2,500 for each new full-time employee and $1,000 for each new part-time employee hired by the OWNER. The City will also reimburse the owner at a rate of fifty percent (50%) for the cost of eligible furniture, fixtures, and equipment for the OWNER's business, up to a maximum amount of $10,000 for new manufacturers to Crystal Lake. The actual total reimbursement amounts per this Agreement shall not exceed $ 10,000.

SECTION 2

The CITY's approval of a grant shall not be construed as permission to commence construction on the subject property. No improvements or construction shall be undertaken by the OWNER on the location of their business until applications for Building Permits and Occupancy have been submitted to the Building Division and approved by the CITY. Following approval, the OWNER shall occupy the subject property and commence full-time business operations within one hundred eighty days (180) from the date of City Council approval. The OWNER may request a ninety-day (90) extension provided there is a demonstrated hardship.

SECTION 3

Upon completion of the improvements and upon their final inspection and approval by the City Building Commissioner, the OWNER shall submit to the CITY properly executed documentation, including: documented proof regarding the new employees through an Employer's Contribution and Wage Report; receipts and cancelled checks for the purchase of the approved furniture, fixtures, and equipment; copy of a final Certificate of Occupancy for the business. The CITY shall, within forty-five (45) days, issue a check to the OWNER as reimbursement for the new employees hired or one-half of the furniture, fixtures, and equipment, subject to the limitations set forth in Section 1 hereof.

SECTION 4

If the OWNER fails to hire new full-time or part-time employees or to purchase furniture, fixtures, or equipment consistent with the conditions of the approval by the Mayor and City Council, then upon written notice being given by the City Manager to the OWNER, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 5

Upon completion of the improvement work pursuant to this Agreement, the OWNER shall be responsible for properly maintaining the furniture, fixtures, and equipment without change or alteration thereto, as provided in this Agreement for a period of four (4) years following completion of the construction and/or business commencement. The OWNER shall also be required to retain the employees hired for which the CITY reimbursed the OWNER for subject to the OWNER's application for the Retailer Job Creation and Investment Program, where practical, for a period of one (1) year.

SECTION 6

This Agreement shall be binding upon the CITY and upon the OWNER and its successors, to said property for a period of four (4) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the OWNER to inform subsequent OWNER(S) of the provisions of this Agreement.

In the event that at any time, subsequent to the reimbursement payment required by this Agreement have been paid by the City, the Owner abandons, closes, transfers, sells or terminates the Owner's business upon the Property during the four (4) year term of this Agreement (hereinafter collectively referred to as the "Terminating Event"), the Owner shall, within thirty (30) days from the date of the Terminating Event or such later date as the City may agree to in writing (hereinafter, the "Refund Payment Due Date"), refund to the City a portion of the Improvement Grant received from the City prior to the Terminating Event, in accordance with the following schedule (hereinafter, the "Refund Payment").

Date of Terminating Event	% of the Total Grant Payment to be Refunded
Within one year of the agreement date	100%
Within two years of the agreement date	75%
Within three years of the agreement date	50%
Within four years of the agreement date	25%

Such Refund Payment shall be paid to the City within thirty (30) days from the date of the Terminating Event (hereinafter, the "Refund Payment Due Date").

Owner agrees on its own behalf and on behalf of its heirs, successors, and assigns that the City's right to the Refund Payment pursuant to this paragraph shall constitute both a personal

obligation of the Owner and a lien against the Property, and Owner agrees that the City may record this Agreement with the McHenry County Recorder of Deeds. To further secure the repayment of Reimbursement Payments pursuant to this paragraph, Owner agrees to execute and deliver to the City a UCC financing statement, in a form acceptable to the City Attorney, pledging inventory, accounts held at financial institutions, accounts receivables, and such other assets of the Owner as the parties may agree to in writing, and Owner further consents to the filing and/or recording of such financing statements as may be appropriate under the laws of the State of Illinois. Such financing statement shall be delivered to the City upon request.

SECTION 7

The OWNER releases the CITY from, and covenants and agrees that the CITY shall not be liable for, and covenants and agrees to indemnify and hold harmless the CITY and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected directly or indirectly with the furniture, fixtures, and equipment, and/or employees hired for the OWNER's business. The OWNER further covenants and agrees to pay for or reimburse the CITY and its officials, officers, employees, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CITY shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER / LESSEE

[redacted]

CITY OF CRYSTAL LAKE

_____

City Manager

ATTEST: _____

City Clerk

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Final Plat of Subdivision for a two-lot subdivision

William Eaton, petitioner
1031 North Shore Drive

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance approving the Final Plat of Subdivision for 1031 North Shore Drive

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

Background:

- Requests: To subdivide the property into two lots.
- Zoning: The site is zoned R-2 Single Family and is improved with a single-family residence.
- Land Use: The land use map shows the area as Urban Residential.
- The owner plans to demolish the home, sell one lot and build a new home for his family on the other lot. Both lots are buildable. A modest home could be built on the western lot that would not require variations depending on how front yard setbacks are calculated in the future.

PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- Both lots meet the minimum lot width and area standards for the R-2 zoning district. No variations are requested.
- The Commission was concerned that the unique lot configuration could result in a future owner requesting a variation to build on the property. Staff explained the setbacks and that the standards for lake lots are currently under review.
- The PZC found that the petition met the Findings of Facts.



Proposed division line on the plat cutting through the existing house. The petitioner explained that the existing home would be demolished when the western lot is sold.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    a. Application (Eaton, received 10/19/25)
    b. Plat of Subdivision (Luco, dated 10/1/25, received 10/20/25)

2. Plat of Subdivision
    a. Provide a dedication along North Shore Drive on the final plat, which is approximately 8-16 feet from the edge of the North Shore Drive pavement at the property corners.
    b. Prepare a final bond copy of the plat for signatures and recording.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Plat of Subdivision at 1031 North Shore Drive, please check one of the choices and sign below.

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

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

_____

_____

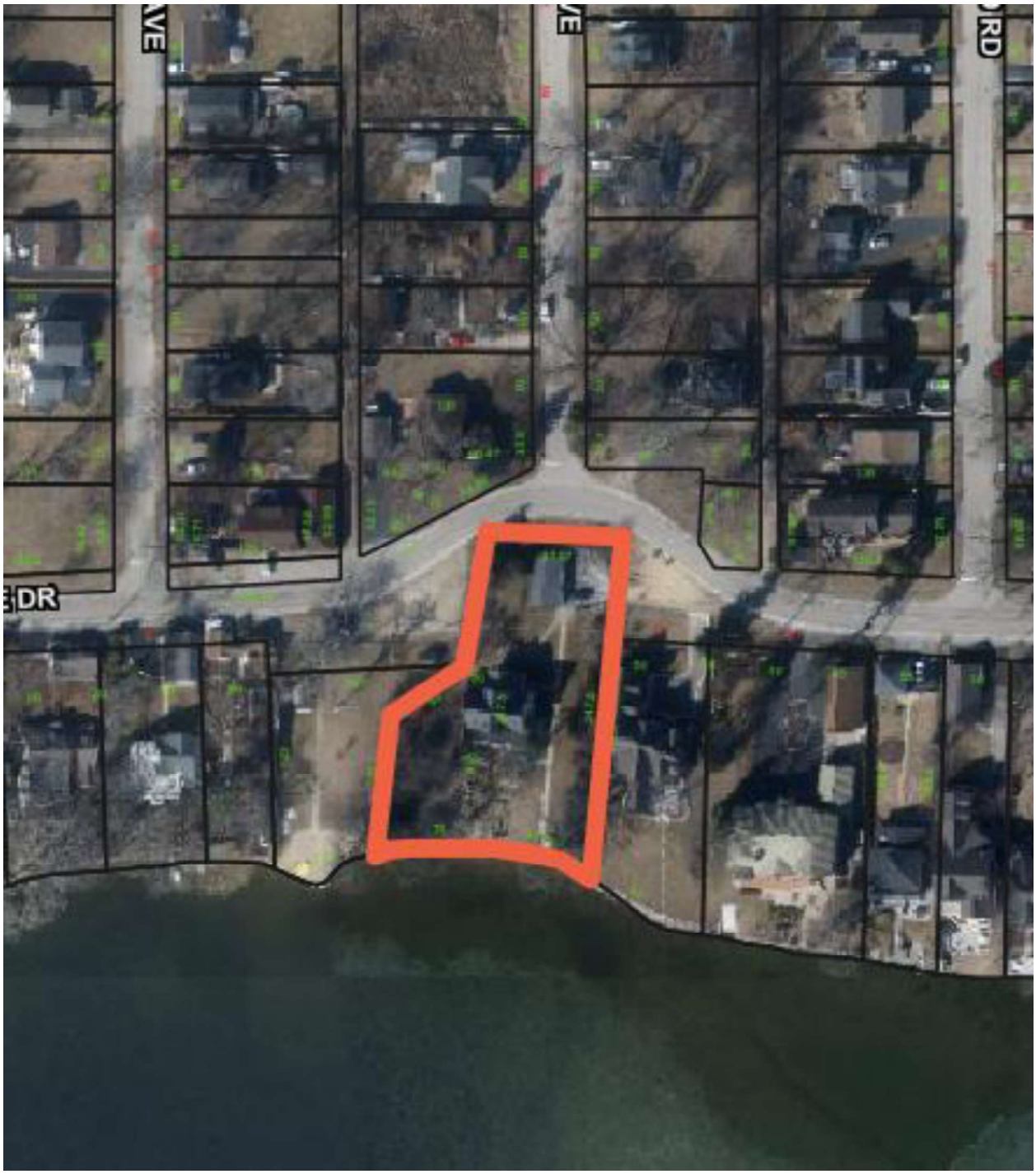
Petitioner's Name: [redacted] Date: 11/4/26
Signature

Recommended Conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing ant he following provided documents:
   a. Application (Eaton, received 10/19/25)
   b. Plat of Subdivision (Luco, dated 10/1/25, received 10/20/25)

2. Plat of Subdivision
   a. Provide a dedication along North Shore Drive on the final plat, which is approximately 8-16 feet from the edge of the North Shore Drive pavement at the property corners.
   b. Prepare a final bond copy of the plat for signatures and recording.

PIQ Map
1031 North Shore Drive



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLAT OF RESUBDIVISION FOR A TWO LOT SUBDIVISION FOR 1031 NORTH SHORE DRIVE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-202) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Plat of Subdivision for a two-lot subdivision at 1031 North Shore Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake held a public meeting at 7:00 p.m., on January 7, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed request; and

WHEREAS, on January 7, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public meeting 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 Plat of Subdivision be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the request for the Final Plat be issued as requested in said Petition.

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

Section I: That a Final Plat of Subdivision for a two-lot subdivision at 1031 North Shore Drive (18-01-229-062), Crystal Lake, Illinois is hereby granted with the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    a. Application (Eaton, received 10/19/25)
    b. Plat of Subdivision (Luco, dated 10/1/25, received 10/20/25)

2. Plat of Subdivision
    a. Provide a dedication along North Shore Drive on the final plat, which is approximately 8-16 feet from the edge of the North Shore Drive pavement at the property corners.
    b. Prepare a final bond copy of the plat for signatures and recording.

Draft

Section II: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance of a Final Plat of Subdivision 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 20th day of January, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: January 20, 2026
Approved: January 20, 2026

Draft

#2025-202 Eaton Subdivision
1031 North Shore Drive – Final Plat of Resubdivision
Project Review for Planning and Zoning Commission

Meeting Date: January 7, 2026 continued from November 19, 2025

Requests: Final Plat of Resubdivision for a 2-lot subdivision.

Location: 1031 North Shore Drive

Acreage: Approximately 0.67 acres

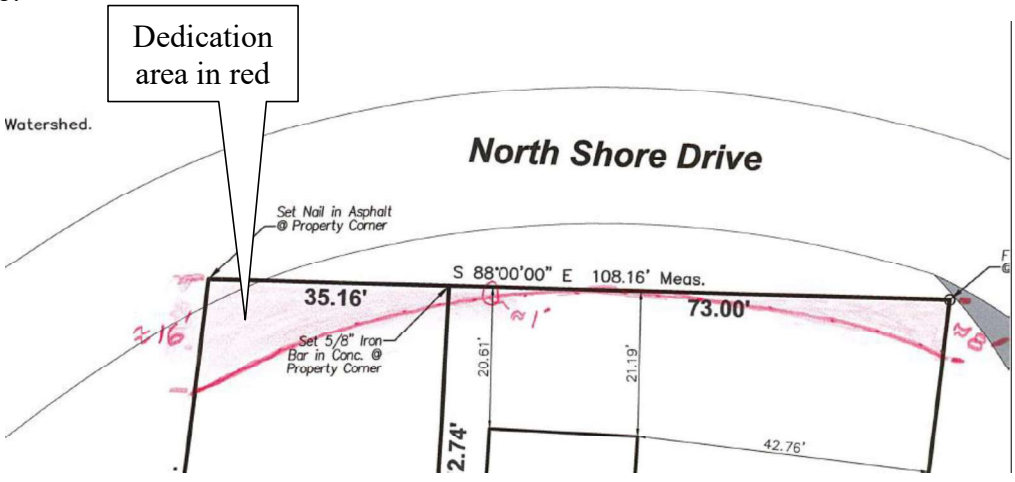
Existing Zoning: R-2 Single Family Residential

Surrounding Properties:
North: R-2 Single Family Residential
South: R-2 Single Family Residential
East: R-2 Single Family Residential
West: R-2 Single Family Residential

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- The property contains an existing single family residence and detached garage.
- The proposed subdivision would split the property into two lots for sale. The existing home crosses over the proposed lot lines and would be demolished prior to the sale of either lot.
- Minor plats of subdivision are subdivisions of land into 10 lots or less, comprise of one phase and do not require any public improvement (installation of roadway, sidewalks or street trees) are reviewed by the Planning and Zoning Commission and City Council.
- A dedication of right-of-way is being requested to allow for a future multi-use path and curb.



Development Analysis:

General

- Requests: A Final Plat of Resubdivision for a two-lot subdivision.
- Zoning: The site is zoned R-2 Single Family Residential.
- Land Use: The land use map shows the area as Urban Residential.
- Plat of Subdivision:
  - The existing lot is 33,978 square feet in area. The two lots created will be 13,356 square feet and 20,622 square feet. Both of these exceed the minimum 8,400 square feet.
  - The lot width is determined by the front yard setback. The front yard setback is 69 feet back. The lot width of Lot 1 is 72.83 feet. The lot width of Lot 2 is 87.59 feet. The minimum lot width is 70 feet. Making these both conforming lots.
  - Access would be provided via North Shore Drive.

Findings of Fact:

Final Plat of Subdivision

The petitioner is requesting a Final Plat of Resubdivision to split one lot into two lots. Final Plats are required to meet the following requirements:

a) Promote the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of the City by providing for the orderly growth and development of the City;
☒ *Meets* ☐ *Does not meet*

b) Coordinating streets and roads within proposed subdivisions with the City's planned street system, and with other public facilities;
☒ *Meets* ☐ *Does not meet*

c) Providing right-of-way easements for streets and utilities;
☒ *Meets* ☐ *Does not meet*

d) Avoiding congestion and overcrowding, and encouraging the proper arrangement of streets in relation to existing or planned streets;
☒ *Meets* ☐ *Does not meet*

e) Ensuring there is adequate open space and recreation facilities to serve development;
☒ *Meets* ☐ *Does not meet*

f) Ensuring there is proper recordation of landownership records;
☒ *Meets* ☐ *Does not meet*

g) Installation of any public improvements including water, sewer, storm sewer or detention, parkway trees, and sidewalks;

☒ *Meets* ☐ *Does not meet*

h) Burial of overhead utility lines and all new lines and services in appropriate easements; and
☒ *Meets* ☐ *Does not meet*

i) Ensuring the provision of such other matters as the City Council may deem necessary in order to protect the general health, safety, and welfare of the City
☒ *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 residential. The following goal is applicable to this request:

Land Use – Residential

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

Supporting Actions: Provide for a reasonable rate of residential growth especially infill growth and mixed-use development which take advantage of existing City services.

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

1. Be consistent with the information and testimony provided by the petitioner in the hearing ant he following provided documents:
    a. Application (Eaton, received 10/19/25)
    b. Plat of Subdivision (Luco, dated 10/1/25, received 10/20/25)

2. Plat of Subdivision
    a. Provide a dedication along North Shore Drive on the final plat, which is approximately 8-16 feet from the edge of the North Shore Drive pavement at the property corners.
    b. Prepare a final bond copy of the plat for signatures and recording.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: Eaton subdivision

Action Requested

___ Annexation	___ Preliminary PUD
___ Comprehensive Plan Amendment	_x_ Preliminary Plat of Subdivision
___ Conceptual PUD Review	___ Rezoning
___ Final PUD	___ Special Use Permit
___ Final PUD Amendment	___ Variation
___ Final Plat of Subdivision	___ Other

Petitioner Information

Name: William Eaton

Addre [redacted]

Phone: [redacted]

Fax: _____

E-mail: [redacted]

Owner Information (if different)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Property Information

Project Description: We are seeking approval to reconfigure existing lot with single family Two buildable lots each capable of having a single family home on the ~~We also seek to understand what if any variances might be needed~~

Project Address/Location: 1031 n shore drive

PIN Number(s): 18-01-229-062

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: _____

Attorney: _____

Engineer: _____

Landscape Architect: _____

Planner: _____

Surveyor: _____

Other: _____

Signatures

[redacted] 10/19/25

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.

[redacted] 10/19/25

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.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JANUARY 7, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Gronow at 7:00 p.m.

CALL TO ORDER

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

City Planner Elizabeth Maxwell was present from staff.

Mr. Gronow informed those in attendance that the meeting was being recorded for broadcast and future playback on the City's website. He led the group in the Pledge of Allegiance.

2025-202 – 1031 NORTH SHORE DRIVE – FINAL PLAT OF RESUBDIVISION

Final Plat of Resubdivision for a two-lot subdivision.

Bill Eaton, petitioner and property owner of 1031 North Shore Drive, presented his proposal to subdivide his property into two buildable lots intended for future single-family homes. Mr. Eaton explained that the property is unique in that it extends into the street. He stated that the property was originally platted as two lots, later combined into one, and is now proposed to be re-subdivided into two lots. His intent is to sell one lot and construct a home on the other. Mr. Eaton further explained that the City had approached him regarding improvements along the streetside to establish a functional right-of-way and yard area that could serve as a walking path. He noted that fencing has been removed and landscaping installed.

Mr. Gronow asked staff to present the staff report.

Ms. Maxwell presented an overview of the proposed subdivision, including a graphic representation of the layout. She noted that the existing house currently straddles the proposed lot lines and that access would be from North Shore Drive. Public Works has requested a right-of-way dedication to allow for a pedestrian path, and staff met on site with the petitioner to discuss the proposal. Ms. Maxwell confirmed both lots are conforming, with lot widths exceeding the minimum required, 70 feet, and that no variations are being requested.
Mr. Gronow opened the public comment portion of the hearing. With no public wishing to speak. Mr. Gronow closed the public comment portion of the hearing.

Mr. Smith expressed concern regarding the constrained lot sizes, particularly the narrower portion along the street frontage, and questioned whether sufficient width existed for driveway access. He noted disappointment regarding the potential demolition of the existing home and raised concerns about creating self-imposed hardships that could lead to future variance requests. Mr. Smith emphasized that any future

variances resulting from self-created hardship would be difficult to support. He also requested clarification on setback lines and buildable areas on both lots.

Mr. Eaton responded that he had spoken with builders and indicated that the larger proposed lot is approximately 89 feet wide and the second lot approximately 74 feet wide, noting that many buildable lots along North Shore Drive are as narrow as 50 feet.

Mr. Smith asked about the placement of accessory structures on the irregularly shaped lot and whether garages would need to be set back from North Shore Drive. Mr. Eaton stated he intends to build on the larger lot and believes there is adequate space to accommodate his plans. He indicated the second lot would be sold and that builders he consulted believed a home could be constructed there, potentially with a garage located on the upper portion of the lot.

Mr. Smith requested clarification on setback requirements for Lot 2. Ms. Maxwell explained that the front yard setback is determined by an average at the time a building permit is issued and can change overtime. She stated the setback from the lake is approximately 60 feet, though it is subject to future conditions. Ms. Maxwell noted that while the lot appears narrow near the street, there are feasible design options, including a tandem or shorter garage, and that a variation would not necessarily be required.

Ms. Mason inquired about the historical configuration of the property and whether there was one home or two homes on the lots in the past. Mr. Eaton was unsure of past development history when the lots were separated. No further questions were raised.

Ms. Repholz questioned the petitioner's motivation for the subdivision. Mr. Eaton stated that after considering various options for the property over time, he determined he does not need the full amount of land and that selling one lot would improve his financial situation.

Ms. Repholz asked about the marketability and value of the constrained lot. Mr. Eaton stated he could not speak for others, but believed buyers may prefer a vacant lakefront lot rather than purchasing and demolishing an existing home.

Ms. Dzielski asked if a marketing analysis of the land had been completed. Mr. Eaton confirmed that he has seen the value and sale of other lots in the area. Ms. Dzielski had no further questions as they had already been addressed

Mr. Gronow expressed concern that, while no variations are currently requested, future variance requests related to the lot's unique shape would be difficult to approve due to self-created hardship. He raised safety concerns related to driveway placement near the curve on North Shore Drive and the 35-foot narrow frontage area. Mr. Eaton stated the driveway design had not yet been fully evaluated and would likely access North Shore Drive.

Ms. Repholz asked whether the right-of-way dedication was finalized. Ms. Maxwell confirmed that the dedication is a condition of approval and that the plat of subdivision would be amended accordingly.

Mr. Smith asked whether driveway access could be explored from the west property line. Ms. Maxwell stated the exact right-of-way boundaries are uncertain, and GIS data may not be accurate. She noted that access to beach property would not be permitted, but that alternative access options could be explored.

Mr. Smith reiterated safety concerns related to sight distance, impervious coverage, and future variance implications. Mr. Eaton acknowledged the concerns and stated he is aware of the potential limitations.

Mr. Eaton asked whether he could conduct further research with a surveyor to evaluate the potential need for variances prior to City Council review. Mr. Smith confirmed that City Council will make the final decision and that additional analysis could be conducted prior to that time.

Mr. Gronow asked whether the petitioner had reviewed and agreed to the staff recommendations. Mr. Eaton confirmed agreement and stated he intends to work through details regarding right-of-way and landscaping to maintain aesthetic improvements.

Mr. Smith made a motion to approve the request as presented, with the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
    A. Application (Eaton, received 10/19/25)
    B. Plat of Subdivision (Luco, dated 10/1/25, received 10/20/25)

2. Plat of Subdivision
    A. Provide a dedication along North Shore Drive on the final plat, which is approximately 8-16 feet from the edge of the North Shore Drive pavement at the property corners.
    B. Prepare a final bond copy of the plat for signatures and recording.

Ms. Mason seconded the motion. On roll call, Members Gronow, Mason, Repholz, Smith, and Dzielski voted yes. The motion passed unanimously 5-0.

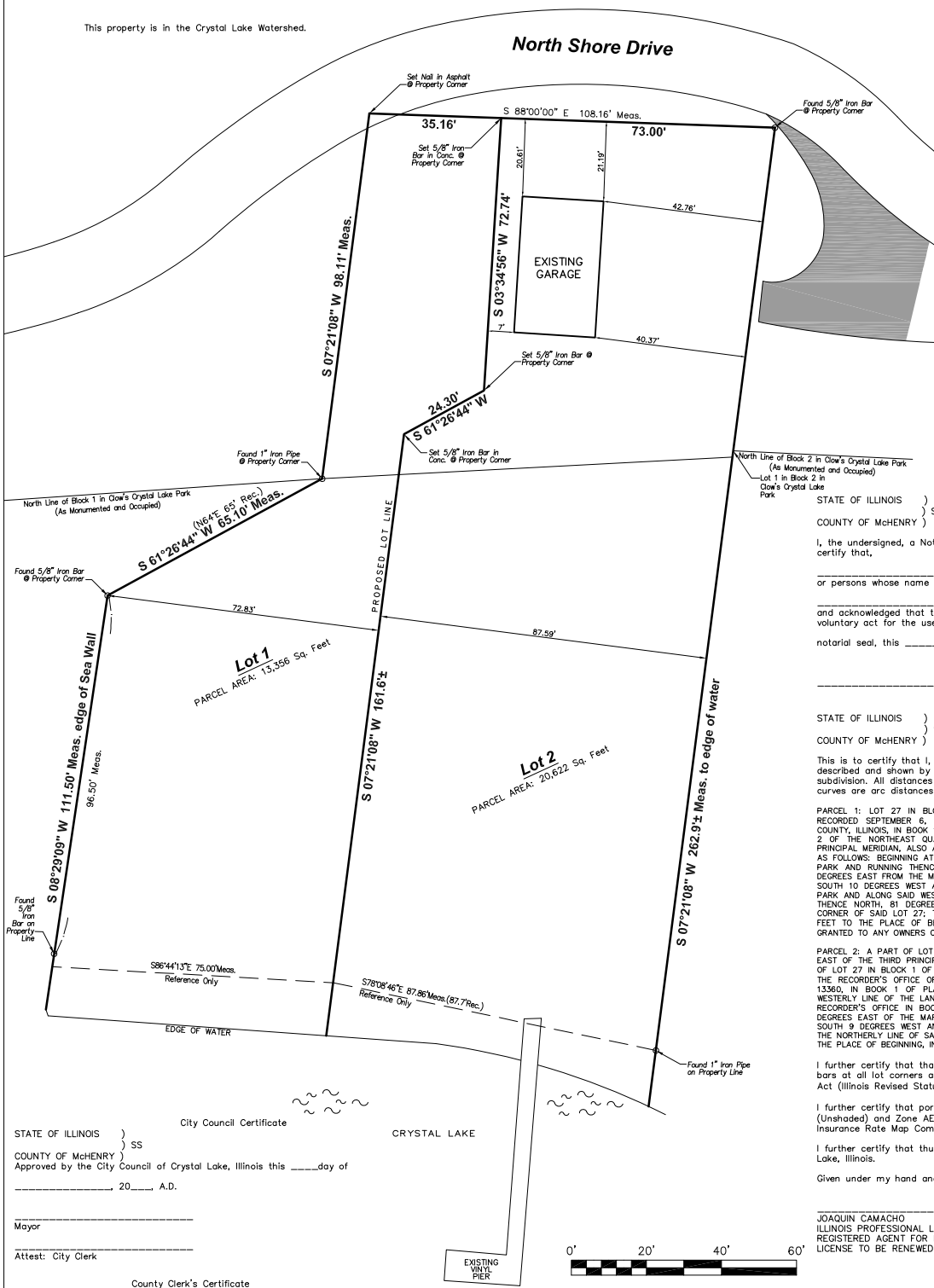
Final Plat of
Eaton Subdivision

BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, ILLINOIS.

Grafton Township

These properties are subject to the approval Ordinance # _____ with recording number _____

This property is in the Crystal Lake Watershed.



Owner's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

This is to certify that the undersigned,

_____ are the legal owners of a portion of land described on the plat hereon drawn and shown hereon as subdivided; that they have caused said land to be surveyed, subdivided, staked and platted as shown hereon, for the purpose of having this plat recorded provided by law, and as the Owners, do hereby state that to the best of our knowledge, all of the lots in this Subdivision lie within:
Crystal Lake Community Consolidated School District 47
Crystal Lake High School District 155

Seal(s) this _____ day of _____, A.D. 20__

_____ (Seal)

_____ (Seal)

Notary Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

I, the undersigned, a Notary Public in and for the county and state aforesaid, do hereby certify that,

_____ personally known to me to be the same person or persons whose name or names are subscribed to the foregoing instrument as,

_____ respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act for the uses and purposes set forth. Given under my hand and notarial

seal, this _____day of _____, 20___.

_____
Notary Public

Planning and Zoning Commission Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

I, _____, Chairman of the Crystal Lake Planning and Zoning Commission, do hereby certify that on this _____day of _____, 20____, this plat of subdivision was duly approved by the Planning and Zoning Commission of the City of Crystal Lake.

_____
Chairman

Notary Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

I, the undersigned, a Notary Public in and for the county and state aforesaid, do hereby certify that,

_____ personally known to me to be the same person or persons whose name or names are subscribed to the foregoing instrument as,

_____ respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act for the uses and purposes set forth. Given under my hand and

notarial seal, this _____day of _____, 20___.

_____ Notary Public

Surveyor's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

This is to certify that I, Joaquin Camacho, have surveyed and subdivided the property as described and shown by the plat, which is a correct representation of said survey and subdivision. All distances are shown in feet and decimals thereof. Dimensions shown along curves are arc distances unless otherwise noted.

PARCEL 1: LOT 27 IN BLOCK 1 OF CLOW'S CRYSTAL LAKE PARK AS SHOWN ON THE PLAT THEREOF RECORDED SEPTEMBER 6, 1894 AS DOCUMENT NUMBER 13360, IN THE RECORDER'S OFFICE, MCHENRY COUNTY, ILLINOIS, IN BOOK 1 OF PLATS, PAGE 54, SAID LOT BEING LOCATED IN AND BEING A PART OF LOT 2 OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ALSO A PART OF SAID LOT 2 OF THE NORTHEAST QUARTER OF SECTION 1, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 27, BLOCK 1 OF CLOW'S CRYSTAL LAKE PARK AND RUNNING THENCE NORTH 9 DEGREES EAST TO A POINT 3 CHAINS AND 75 LINKS NORTH, 9 DEGREES EAST FROM THE MARGIN OF CRYSTAL LAKE; THENCE SOUTH 81 DEGREES EAST 87.7 FEET; THENCE SOUTH 10 DEGREES WEST ALONG THE WEST LINE OF LOT 1 IN BLOCK 2 OF SAID CLOW'S CRYSTAL LAKE PARK AND ALONG SAID WEST LINE EXTENDED 3 CHAINS AND 75 LINKS TO THE MARGIN OF CRYSTAL LAKE; THENCE NORTH, 81 DEGREES WEST ALONG THE MARGIN OF SAID LAKE, 87.7 FEET TO THE SOUTHEAST CORNER OF SAID LOT 27; THENCE NORTH 10 DEGREES EAST ALONG THE EAST LINE OF SAID LOT 27, 150 FEET TO THE PLACE OF BEGINNING (EXCEPTING THEREFROM ANY RIGHT OF WAY WHICH MAY HAVE BEEN GRANTED TO ANY OWNERS OF LOTS IN SAID CLOW'S CRYSTAL LAKE PARK), IN MCHENRY COUNTY, ILLINOIS.

PARCEL 2: A PART OF LOT 2 OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF LOT 27 IN BLOCK 1 OF CLOW'S CRYSTAL LAKE PARK, AS SHOWN ON THE PLAT THEREOF RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS ON SEPTEMBER 6, 1894 AS DOCUMENT NUMBER 13360, IN BOOK 1 OF PLATS, PAGE 54, AND RUNNING THENCE NORTH 9 DEGREES EAST ALONG THE WESTERLY LINE OF THE LAND CONVEYED TO THE GRANTEES HEREIN BY WARRANTY DEED RECORDED IN THE RECORDER'S OFFICE IN BOOK 167 OF DEEDS, PAGE 5, TO A POINT 3 CHAINS AND 75 LINKS NORTH 9 DEGREES EAST OF THE MARGINS OF CRYSTAL LAKE; THENCE NORTH 81 DEGREES WEST 20 FEET; THENCE SOUTH 9 DEGREES WEST AND PARALLEL WITH THE EASTERLY LINE OF THE PARCEL HEREBY CONVEYED TO THE NORTHERLY LINE OF SAID LOT 27; THENCE EAST ALONG THE NORTH LINE OF SAID LOT 27, 20 FEET TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

I further certify that that concrete monuments at opposing subdivision corners and 5/8" iron bars at all lot corners and point of change in alignment will be set as required by the Plat Act (Illinois Revised Statutes 2005, 765ILCS 205/1)

I further certify that portions of the above described property are located in Zone "X" (Unshaded) and Zone AE, as identified by the Federal Emergency Management Agency, Flood Insurance Rate Map Community Panels 17111C0326J, both dated November 16, 2006.

I further certify that thus Subdivision lies within the corporate limits of the City of Crystal Lake, Illinois.

Given under my hand and seal this 15th Day of JULY, 2021.

_____
JOAQUIN CAMACHO
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4088
REGISTERED AGENT FOR LUCO SURVEYING
LICENSE TO BE RENEWED NOVEMBER 30, 2026

City Council Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

CRYSTAL LAKE

Approved by the City Council of Crystal Lake, Illinois this _____day of _____, 20____, A.D.

_____
Mayor

_____
Attest: City Clerk

County Clerk's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

I, _____, County Clerk in McHenry County, Illinois do hereby certify that there are no delinquent general taxes, no unpaid current general taxes, no unpaid forfeited taxes, and no redeemable tax against any of the land included in the attached plat. I further certify that I have received all statutory fees in connection with the plat.
Given under my hand and seal of the County at Woodstock, Illinois, this

_____day of _____, 20___, A.D.

_____
McHenry County Clerk

Recorder's Certificate

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

This instrument filed for record in the Recorder's office of McHenry County, Illinois on this _____day of _____, 20____, A.D. at _____o'clock ____.M. and recorded as document number _____.

_____
McHenry County Recorder

This Plat presented for recording by: _____

LEGEND

- FOUND IRON PIPE/BAR
- SET IRON BAR
- PK NAIL
- "X" SCRIBED INTO SURFACE
- WOOD FENCE
- CL/METAL/WIRE FENCE
- PLASTIC/VINYL FENCE

ABBREVIATIONS

PUE PUBLIC UTILITY EASEMENT
MUE MUNICIPAL UTILITY EASEMENT
VUE VILLAGE UTILITY EASEMENT
LE LANDSCAPE EASEMENT
DE DRAINAGE EASEMENT
BSL BUILDING SETBACK LINE
PC POINT OF CURVATURE
P.O.B. POINT OF BEGINNING
R.O.W. RIGHT OF WAY

LUCO SURVEYING
A Division of Polaris Surveying, Inc.
54 Lou Street, Crystal Lake, IL 60014
PROFESSIONAL DESIGN FIRM NO. 184-007972
Telephone: (815) 526-3974
E-mail: admin@lucosurveying.com

Common Address: 1031 N. Shore Drive, Crystal Lake, IL
PIN: 18-01-229-062
Job Number: 25- 75905 Drafted By: jac
Client: Eaton
Field Work Completion: 7/2/2025
Revision: 9/17/2025 per City Comments
10/1/2025 per City Comments

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: ANNEXATION PUBLIC HEARING

REPORT OF THE PLANNING & ZONING COMMISSION

Request: 1. Rezoning upon Annexation from E Estate Residential to W PUD Watershed Planned Unit Development

2. Planned Unit Development (PUD) for the continuation of the existing educational facility and the continued use of the existing building and radio tower located on the subject property

Petitioner: McHenry County Community College District 528
8900 US Highway 14, Crystal Lake

Recommendation: Motion to:

1) Adopt an ordinance authorizing the execution of the Annexation Agreement;
2) Adopt the Annexation Ordinance; and
3) Approve the Planning & Zoning Commission (PZC) recommendation and adopt an Ordinance granting a Rezoning upon Annexation from E Estate to W PUD Watershed and Final Planned Unit Development for the continuation of the existing educational facility and the continued use of the existing building and radio tower located on the subject property at 8800 US Highway 14, Crystal Lake

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

Background:

- The subject property is approximately 27 acres of unincorporated land owned by McHenry County College (MCC). It is primarily used for a radio station, a radio tower, and some college agricultural and utility buildings.
- It is surrounded on three sides by Crystal Lake municipal boundaries and is the last MCC property in the area that is not incorporated.

- Request: The petitioner is requesting a Rezoning upon Annexation from E Estate to W PUD Watershed and Planned Unit Development for the continuation of the existing educational facility and the continued use of the existing building and radio tower located on the subject property.
- Land Use: The current Comprehensive Plan land use designation is Public & Semi-Public, which is an appropriate land use designation.
- Zoning: The site is currently in unincorporated McHenry County and zoned 'O' Office. It also has a conditional use permit and variations related to the radio station and radio tower.
- The petition seeks approval of a Planned Unit Development for the existing uses, which consists of buildings in support of agricultural education, a utility building, a radio station, and a radio antenna. The zoning requested, 'W' Watershed, is consistent with Crystal Lake's adjacent zoning and is the City's preferred zoning district in the Crystal Lake watershed.

Key Points:

- No development is proposed at this time. The college's plans changed in the middle of the public hearing process. The initial development proposal for the property was withdrawn at the public hearing. The PUD request was revised to focus on allowing the college to continue to use the property in its present manner.
- MCC is currently in the process of revising its Master Plan. Once adopted, the college will petition the City to amend the PUD to approve the uses in the Master Plan. Until such time, no expansion of uses or addition of buildings will be permitted on the property.
- The staff report has been revised to reflect the changes to the request presented by the petitioner in the hearing.

PZC Highlights:

- The petitioners presented their request to the PZC, explaining that they are looking toward future upgrades and development of the 27-acre subject property, which is currently used for some agricultural-related educational purposes, a utility building, a radio station, and a radio tower. They noted that a recently won grant by the college was shifting how they intend to use the property, which has led to them retracting the site plan submitted to city staff. The college was now only seeking approval for continuation of the existing uses on the subject property and stated that they will come back for an amended PUD after the college has adopted a new master plan.
- No public spoke on the matter.
- Due to the change in direction by the petitioner, staff recommended modifying the conditions of approval to clarify that the PUD would pertain only to existing uses and buildings.
- The PZC was supportive of the request and found it met the Findings of Fact.

The PZC recommended **approval (5-0)** of the petitioners' request with the following conditions:

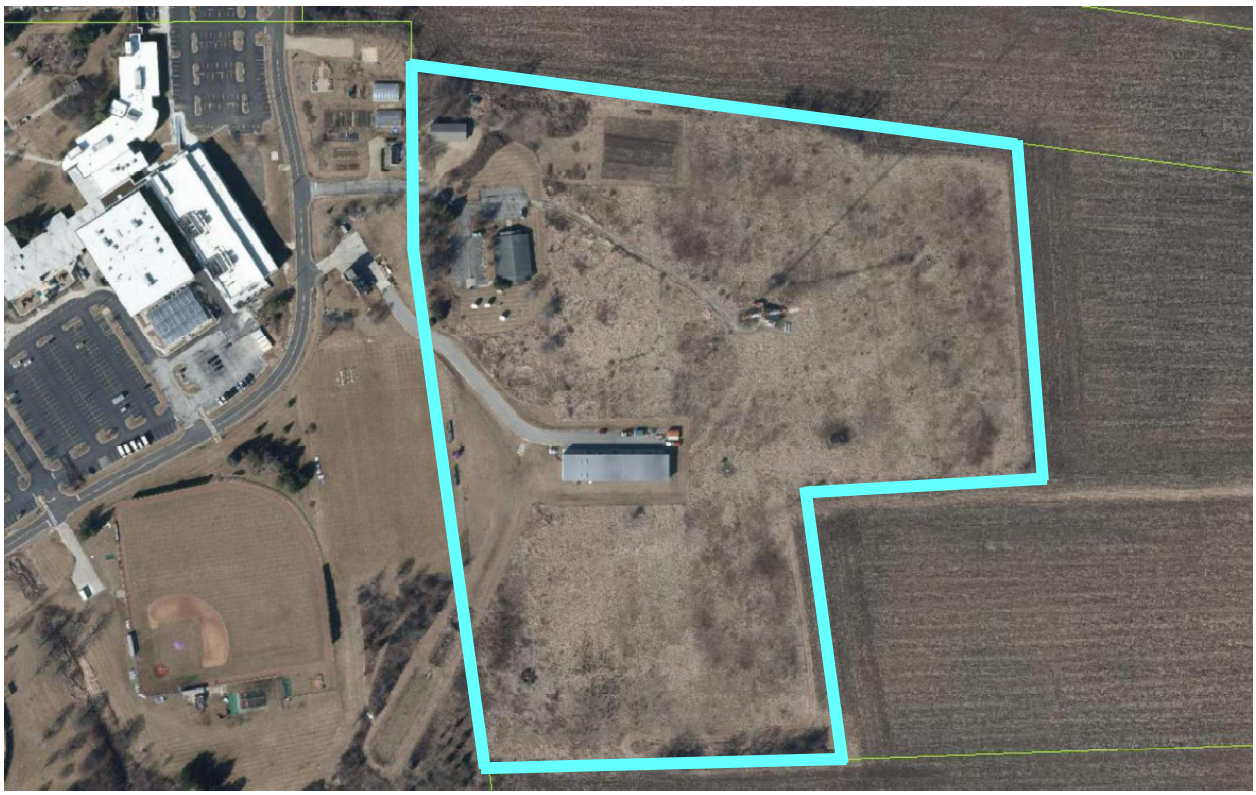
1. Allowed uses on the property shall be limited to the existing buildings and uses.

2. Prior to any development, the petitioner must submit the following plans and address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments, as well as a stormwater consultant, if engaged by the City.
   A. Stormwater and watershed plans
   B. Landscape/screening plan
   C. Parking and traffic plan
   D. Lighting and photometric plan
   E. Sign plan
   F. Architectural and building design drawings

Votes Required to Pass: A super majority (5 votes) is required to approve the annexation agreement.

PARCEL IN QUESTION





Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN ANNEXATION AGREEMENT

WHEREAS, McHenry County Community College District 528 (hereinafter, "the Owner") is the record title owner of a certain tract of land located in Dorr Township in unincorporated McHenry County, Illinois, and legally described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the "Subject Property"); and

WHEREAS, there are no electors residing on the subject property; and

WHEREAS, the Subject Property consists of approximately 26.92 acres and is depicted on the plat of annexation attached as Exhibit B attached hereto (the "Plat of Annexation"); and

WHEREAS, the Subject Property is contiguous to the corporate limits of the City and is not within the corporate limits of any municipality; and

WHEREAS, the Owner desires and proposes to have the Subject Property annexed to the City of Crystal Lake pursuant to and in accordance with the provisions of Section 7-1-8 of the Illinois Municipal Code (the "Annexation"); and

WHEREAS, prior to approval of the Annexation, the City and the Owner desire to establish by agreement terms for the Annexation of the Subject Property; and

WHEREAS, pursuant to the provisions of Section 11-15.1-1 *et seq*. of the Illinois Municipal Code, a proposed annexation agreement, in substance and form substantially the same as the

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agreement attached hereto as Exhibit C, was submitted to the Corporate Authorities of the City of Crystal Lake and, pursuant to notice published in the Northwest Herald on December 30, 2025, as provided by statute, a public hearing was held thereon by the Corporate Authorities commencing on January 20, 2026.

WHEREAS, the Mayor and City Council of the City of Crystal Lake have found and determined that it is in the best interests of the City that an annexation agreement with the Owner be approved and the execution and attestation of such agreement be authorized;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, MCHENRY ILLINOIS, AS FOLLOWS:

SECTION I: The foregoing recitals are incorporated as though fully set forth herein.

SECTION II: That the Mayor be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement, a copy of which is attached hereto and made a part hereof as Exhibit C.

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

AYES:

NAYS:

ABSENT:

PASSED this 20th day of January, 2026.

APPROVED by me this 20th day of January, 2026.

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Ord. No.
File No.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, Mayor

SEAL

ATTEST:

_____
City Clerk

Passed: January 20, 2026
Approved: January 20, 2026

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Ord. No.
File No.

EHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF: THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25,586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON STAKE FOR PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AND ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

COMMONLY KNOWN AS 8800 US Highway 14, Crystal Lake, Illinois. PINs: 13-25-400-012 and 13-25-400-016.

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EXHIBIT B
PLAT OF ANNEXATION

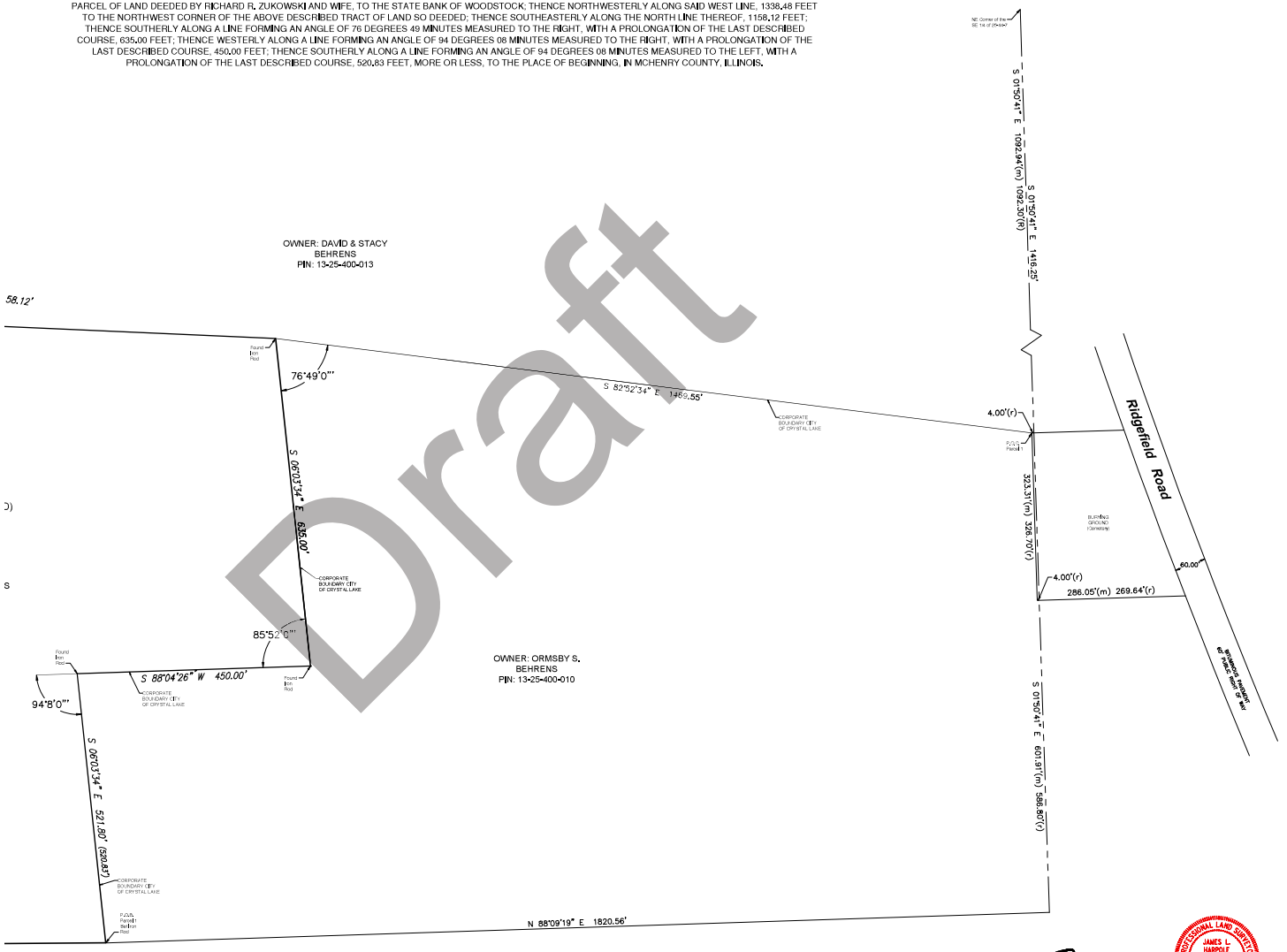
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EXHIBIT C
ANNEXATION AGREEMENT

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PLAT OF ANNEXATION

PARCEL 1: PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25, 586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON STAKE FOR A PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.



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James L. Harpole, PLS 12/18/2025
Professional Land Surveyor No. 035-3190
Expires 11-30-2026
THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

PROFESSIONAL LAND SURVEYOR JAMES L. HARPOLE 035-003190 SHOREWOOD IL STATE OF ILLINOIS

ILLINOIS PROFESSIONAL DESIGN FIRM NO. 184.007120

JLH LAND SURVEYING INC.
ARIZONA | ILLINOIS | INDIANA | WISCONSIN
815.729.4000 | WWW.JLHSURVEY.COM
910 GENEVA STREET | SHOREWOOD, IL 60404

SURVEY PREPARED FOR:
MCHENRY COUNTY COLLEGE
8900 NORTHWEST HIGHWAY #14
CRYSTAL LAKE, IL 60012

BY	DATE	REVISIONS

PLAT OF ANNEXATION
8800 U.S. ROUTE 14
CRYSTAL LAKE, ILLINOIS

FIELD WORK: SM & RC
DRAFTED BY: JAH
PROJ SURV: SR
FIELD DATE: 12/01/2025
SCALE: 1"=100'

SHEET 1 OF 1

25-1483-100

PRE-ANNEXATION AGREEMENT

This Pre-Annexation Agreement (the "Agreement") is made and entered into this _____day of _____ , 2026, by and among the Board of Trustees of McHenry

County Community College District 528, a Body Politic and Municipal Corporation (the "Owner"), and the City of Crystal Lake, a municipal corporation organized and existing under and by virtue of the laws of the State of Illinois (the "City") by and through its Mayor and Members of the City Council (collectively, the "Corporate Authorities").

RECITALS:

A. The Owner is the owner of record of that certain parcel of real property situated on the east side of U.S. Highway 14 in McHenry County, Illinois, which is more particularly described in Exhibit A attached hereto and made a part hereof (the "Parcel" or "Subject Property"), which parcel consists of approximately 26.908 acres and adjoins, abuts and is contiguous with corporate limits of the City and is commonly known as 8800 U.S. Highway 14, Crystal Lake, Illinois 60012. The Parcel is contiguous to the existing portion of the McHenry County College which is located within the corporate limits of the City (the “Currently Incorporated Parcel”). Hereinafter, the Currently Incorporated Parcel and the Subject Property may be referred to individually, or may be collectively referred to as the “College Campus”)

B. The Parcel has not been annexed to any municipality.

C. The Subject Property constitutes territory which is contiguous to and may be annexed to the City, as provided under 65 ILCS 5/7-1-1 et seq.

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D. The Owner desires to have the Subject Property annexed to the City, upon the terms and conditions provided herein,

E. The Corporate Authorities, after due and careful consideration, have concluded that the annexation of the Subject Property to the City would further the orderly growth of the City, enable the City to control the development of the Subject Property, and serve the best interests of the City.

F. Pursuant to the provisions of 65 ILCS 5/11-15-1 et seq., a proposed Pre Annexation Agreement in substance and form the same as this Agreement was submitted to the Corporate Authorities and a public hearing held thereon pursuant to notice, all as provided by statute and the ordinances of the City.

G. Any fire protection district, library district and other entity or person entitled to notice prior to annexation of the Subject Property to the City has been given notice thereof as required by law.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, and in reliance on the ordinances, codes and regulations of the City in effect as of the date hereof, the parties hereto hereby agree as follows:

1. *Statutory Authority.* The parties hereto enter into this Agreement pursuant to and

in accordance with the provisions of 65 ILCS 5/11-15-1 et seq.

2.. *Annexation.*

(a) The Owners have filed with the City Clerk a Petition for Annexation of the Subject Property to the City of Crystal Lake, Illinois, conditioned upon the

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approval of the terms and provisions of this Agreement, which petition has been prepared, executed and filed in accordance with 65 ILCS 5/7-1-1 et seq. and 65 1LCS 5/7-1-14, and the ordinances and other requirements of the City. A copy of said Petition is attached hereto as Exhibit B and made a part hereof. The Owners have paid all fees and deposits required for such annexation.

(b) The Owners have filed with the City Clerk a preliminary Plat of Annexation which contains an accurate map of the Subject Property, which Plat is attached hereto as Exhibit C and made a part hereof.

(c) Promptly upon request by the Owner, the Corporate Authorities shall enact an ordinance annexing the Subject Property to the City (the "Annexation Ordinance"), which ordinance shall attach a Plat of Annexation in form and substance as Exhibit C and shall be effective immediately upon its passage.

3. *Rezoning and Special Use Permit.* Immediately upon passage of the Annexation Ordinance, the City shall do the following:

(a) The City shall adopt an ordinance zoning and classifying the Subject Premises as W - Watershed District under the provisions of the City's Unified Development Ordinance ("UDO"). Prior to the date of this Agreement, such public hearings as are necessary to enable the City lawfully to grant said zoning classification as to the Subject Property have been conducted upon proper notice, and no further action need be taken by the Owner to cause the Subject property to be rezoned as W - Watershed District once the Subject Property is annexed to the City.

(b) The City shall adopt an ordinance pursuant to the Provisions of the City's UDO granting a Special Use Permit for a planned unit development (“PUD”)

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with such variations required under City Ordinances to permit the existing uses, buildings, and radio tower to remain after the annexation of the Subject Property The Owner currently operates the McHenry County College within the corporate limits of the City pursuant to a currently existing PUD ("Existing PUD") . It is anticipated that the Owner may seek to amend the PUD adopted in conjunction with this Agreement, as well as the existing PUD in accordance with the Owner's Master Plan for the College Campus in accordance with amendments to the Owner's Master Plan for the Campus. The City agrees to hear and consider such amendments, pursuant to a single application to amend both PUD's (the "Combined Applications"). The Combined Application shall be heard and considered in accordance with the provisions of the UDO.

4. *Water Supply and Service.*

(a) The Owner shall use and exercise all reasonable means and facilities to install water transmission lines (the "Water Lines") sufficient to carry an adequate supply of water to service the Parcel.. Said lines shall be constructed in a manner that follows the City's ordinances except as may be otherwise approved by the City. .

5. Sewers, Drainage and Treatment Facilities,

(a) The Owner shall use and exercise all reasonable means and facilities to install storm and sanitary sewer trunk lines (the "Storm Sewers" and the "Sanitary Sewers", respectively) and retention basins sufficient to serve the College Campus, upon obtaining all necessary approvals from the City.

(b) The Owner shall be permitted to connect without tap on, extension or pro rata charge to the existing water and sanitary sewers to serve the Parcel.

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6. INTENTIONALLY Omitted.

7. The City agrees to acknowledge the parking lots in their current condition including the markings thereon if any and will not require any changes or alterations in either parking lot. All future additions, repairs or replacements of any part of any parking lot shall be in accordance with the provisions of the ordinances of the City. Any future additions, repairs or replacement to one parking lot shall not require conformance with all City ordinances as to other existing parking lots.

8. The City acknowledges the outside lighting system in the current condition as of the date of this Agreement and the entrance and exit drives in their current location and condition as of the date of this Agreement. The City agrees that it will not require any additional lighting at entrances or exits to the Parcel.

9. Miscellaneous.

(a) All provisions, conditions, and regulations as set forth in this Agreement and the documents or plans to which it refers shall supersede all City ordinances, codes, and regulations that are in conflict herewith as they may apply to the Subject Property.

(b) Notwithstanding any other provision contained herein to the contrary, with respect to the Subject Property, this Agreement shall be effective for a term of twenty (20) years from the date hereof or, if longer, the longest term permitted by law.

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(c) This Agreement shall bind the heirs, successors, and assigns of the Owners, the Owner, the Corporate Authorities and their successors in office, This Agreement shall insure to the benefit of the parties hereof, their successors and assigns, provided that the Owners shall have no right to assign this Agreement except in connection with conveyances of all or any portion of the Subject Property.

(d) Nothing herein shall in any way prevent the alienation, encumbrance or sale of the

Subject Property or any portion thereof and the new owner or owners shall be both benefitted and bound by the conditions and restrictions herein expressed.

(e) Within thirty (30) days after the execution hereof; this Agreement (or a suitable memorandum hereof) shall be recorded at the sole cost and expense of the Owner in the Office of the Recorder of McHenry County, Illinois.

(f) It is further agreed that any party to this Agreement, either in law or in equity, by suit, action, mandamus, or other proceeding may enforce or compel the performance of this Agreement or have other such relief for the breach thereof as may be authorized by law or which by law or in equity is available to them.

(g) It is understood by the parties hereto that time is of the essence of this Agreement. It is further understood that upon the occurrence of a default of any of the provisions of this Agreement, which default continues for ten (10) days after a notice specifying such default is given the defaulting party, the injured party hereto may in law or in equity, by suit, action, mandamus, or other proceeding, including specific performance, enforce or compel the performance of this Agreement by such defaulting party.

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(h) In the event any portion of this Agreement or part thereof shall be deemed invalid, by a court of competent jurisdiction, such invalidity of said provisions or part thereof shall not affect the validity of any other provision hereof; provided, however, any invalidity of Sections 3, 4, 5, 7, 8 and 9 of this Agreement, the owner, at its option may declare the entire agreement void and of no force and effect and may seek the disconnection of the Subject Property from the City.

(i) Unless stated otherwise elsewhere herein, any notice required or permitted under this Agreement shall be in writing and shall be deemed given when mailed by registered or certified mail.

If To The Owners: The Trustees of McHenry County Community College District 528
8900 U.S. Highway 14
Crystal Lake, Illinois 60012

Copy to: Daniel F. Curran
8600 U.S. Highway 14, Ste. 210
Crystal Lake, IL 60012

If To The City: The City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, Illinois 60014

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

The Board of Trustees of McHenry County
Community College District 528, a Body Politic and Municipal Corporation

By:

_____
Its Chairman

ATTEST:

_____
Its Secretary

State of Illinois)
) ss
County of McHenry)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____ personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, as such Chairman and Secretary, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this _____ day of _____, 2026.

_____
Notary Public

Draft

The City of Crystal Lake, a Municipal Corporation

By: _____
Its Mayor

ATTEST:

_____
Its Secretary

State of Illinois)
) ss
County of McHenry)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that _____ and _____personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and
voluntary act, as such _____ and _____, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this _____ day of _____, 2026.

_____
Notary Public

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LIST OF EXHIBITS

A. Legal description of Development Parcel

B. Petition for Annexation

C. Plat of Annexation

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EXHIBIT A

PIN NOS. 13-25-400-012; 13-25-400-016
LEGAL DESCRIPTION

PARCEL 1:
PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAI[illegible]RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF S[illegible]D [illegible]CTION 25, 586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND L[illegible]EDED [illegible]Y RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON [illegible]EB[illegible]RY 23, [illegible]2 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINO[illegible]S DOC[illegible]NT [illegible]398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO[illegible]D, 18[illegible]FEET [illegible]O AN IRON STAKE FOR A PLACE OF BEGINNING; THENCE CONTINUING [illegible]LON[illegible]LAST. DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE [illegible]LINE [illegible]F A[illegible]AID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND [illegible]TH[illegible]STA[illegible]NK [illegible]F WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST L[illegible].48[illegible]TO TH[illegible]RTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND [illegible]T[illegible]NC[illegible]OUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THEN[illegible]THE[illegible]LO[illegible]LINE FORMING AN ANGLE OF 76 DEGREES 49 MINUTES MEASURE[illegible]ERI[illegible]TH[illegible]PROLONGATION OF THE LAST DESCRIBED COURSE, 635,00 FEET; TH[illegible]WE[illegible]ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO TH[illegible]GHT[illegible]A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 F[illegible]NCE [illegible]THE[illegible]Y ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEA[illegible]E L[illegible]WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 [illegible]R [illegible], TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

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BEFORE THE CITY COUNCIL
OF THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE PETITION OF)
McHENRY COUNTY COMMUNITY)
COLLEGE DISTRICT 528 FOR THE)
ANNEXATION OF CERTAIN)
PROPERTY INTO THE CITY OF)
CRYSTAL LAKE, ILLINOIS)

PETITION FOR ANNEXATION
TO THE MAYOR AND MEMBERS OF THE CITY COUNCIL
OF THE CITY OF CRYSTAL LAKE
McHENRY COUNTY, ILL[illegible]S

The undersigned Petitioner, hereby respectfully p[illegible]ns to [illegible]ex to the City of Crystal Lake, McHenry County, Illinois, the territory de[illegible]n Ex[illegible] att[illegible]hed hereto and made a part hereof.

The Petitioner hereby states a[illegible]

1. The territory her[illegible]e de[illegible] is [illegible] within the corporate limits of any municipality.

2. The territ[illegible]e d[illegible]d is contiguous to the City of Crystal Lake, McHenry County, Illinois.

3. There are no electors residing on the territory hereinbefore described.

4. The undersigned hereby requests that the hereinbefore described property be annexed to the City of Crystal Lake ("City") by its corporate authorities. This Petition is expressly made subject to and is conditioned upon the corporate authorities of the City entering into a binding Annexation Agreement ("Agreement") with the undersigned and amending the City Zoning Ordinance so as to zone or classify the Subject Property as described in the Agreement.

WHEREFORE, the Petitioner respectfully requests that the corporate authorities of the

EXHIBIT
B

Draft

City of Crystal Lake, McHenry County, Illinois, annex the territory hereinbefore described and any public streets or highways adjacent thereto to said City in accordance with the provisions of this Petition and approve the Annexation Agreement referenced herein and in accordance with the law in such case made and provided.

Dated: 4/24/25

The Board of Trustees of McHenry County Community College District 528, a Body Politic and Municipal Corporation

By: [redacted]
Its Chairman

ATTEST:

[redacted]
Its Secretary

State of Illinois)
) ss
County of McHenry)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that [redacted] and ALYSSA KUEFFNER personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, as such Chairman and Secretary, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this 24 day of April, 2025.

[redacted]
Notary Public

OFFICIAL SEAL
DENISA J SHALLO
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES: 09/09/2026

Draft

8800 U.S. HIGHWAY 14, CRYSTAL LAKE, ILLINOIS 60012
PIN # 13-25-400-012; 13-25-400-016

PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF

A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25, 586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; TH[illegible]CE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON S[illegible]AR[illegible]R A PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBE[illegible]URS[illegible]80.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF [illegible]ND [illegible]D B[illegible]CHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THE[illegible]ORTH[illegible]ERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER [illegible]ED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE [illegible]LINE [illegible]EOF[illegible],12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN AN[illegible]76 D[illegible]REES[illegible]INUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE L[illegible]RIL[illegible]OURSE,[illegible]00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE O[illegible]GRE[illegible]0[illegible]MIN[illegible]S MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESC[illegible]CUR[illegible].00[illegible]T; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94[illegible]8 MI[illegible]EASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED [illegible]RSE,[illegible]FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY CO[illegible]OIS.

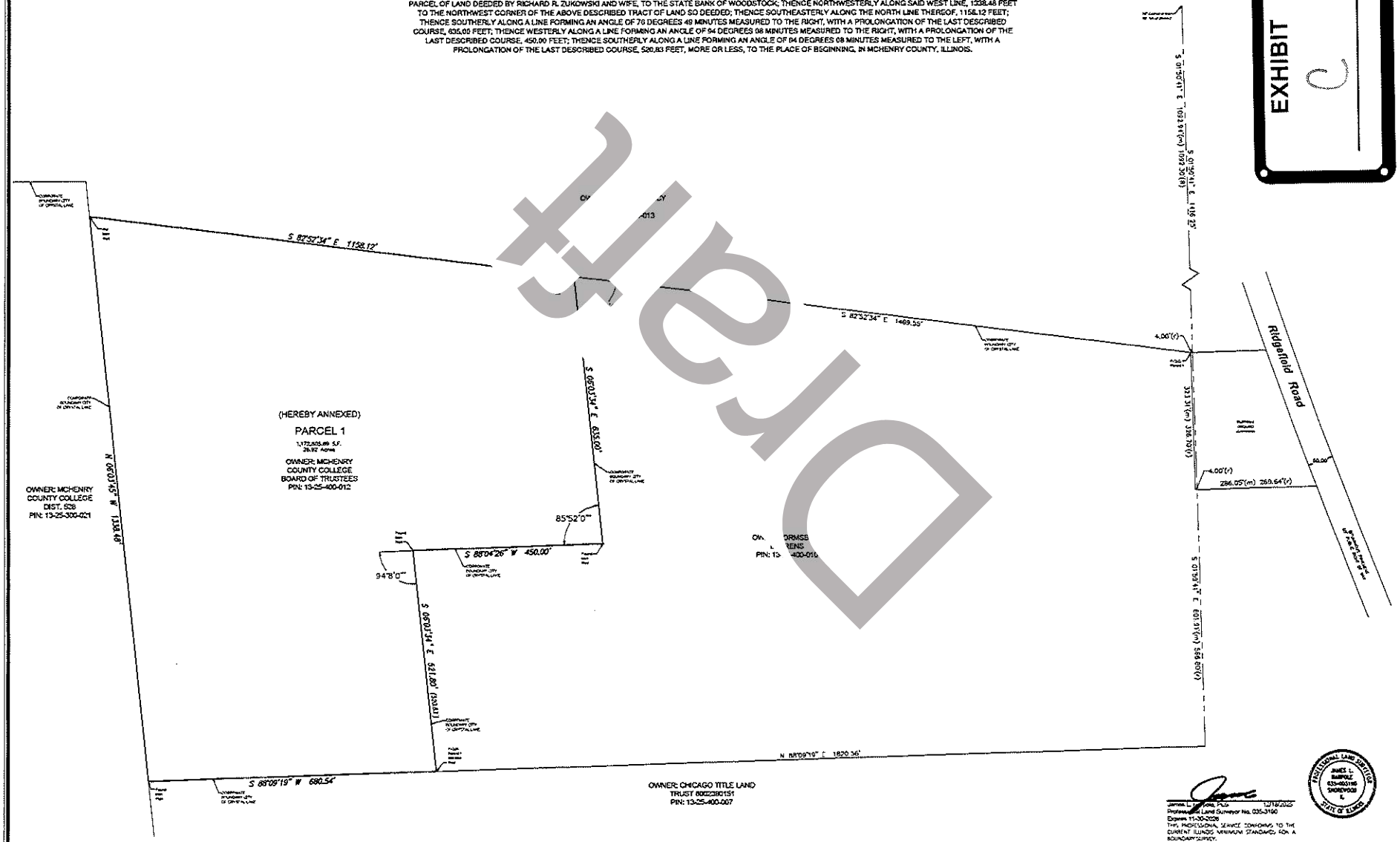
Draft

EXHIBIT A

PLAT OF ANNEXATION

PARCEL 1: PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.00 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25, 586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 22, 1982 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 2396627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1226.58 FEET TO AN IRON STAKE FOR A PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1238.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

EXHIBIT C



James L. Ramos, PLS — 1/16/2025
Professional Land Surveyor No. 035-3190
Expires 11-30-2026
THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

ILLINOIS PROFESSIONAL DESIGN FIRM NO. 184.007129

Draft

JLH LAND SURVEYING INC.
2520 N. Lakeview Parkway, Suite 200, Vernon Hills, IL 60061
815.759.8000 | www.jlhlandsurvey.com
815 Seminary Street | Crystal Lake, IL 60014

SURVEY PREPARED FOR:
MCHENRY COUNTY COLLEGE
8900 NORTHWEST HIGHWAY #14
CRYSTAL LAKE, IL 60012

REVISIONS	DATE

PLAT OF ANNEXATION
8800 U.S. ROUTE 14
CRYSTAL LAKE, ILLINOIS

FIELD WORK	SM & RC
DRAFTED BY	JAH
PROJECT MGR	SR
FIELD DATE	12/20/2024
SCALE	1"=100'

SHEET 1 OF 1

25-1483-100

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS

WHEREAS, a written Petition, signed by The Board of Trustees of McHenry County Community College District 528, the legal owners of all land within the territory hereinafter described, has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said territory be annexed to the City of Crystal Lake; and

WHEREAS, the said territory is not within the corporate limits of any municipality, but is contiguous to the City of Crystal Lake; and

WHEREAS, said territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statues of the State of Illinois, specifically 65 ILCS 5/7-1-8; and

WHEREAS, annexation of the territory by the City is also authorized under, and is in compliance with the requirements of, Section 7-1-10 of the Illinois Municipal Code, 65ILCS 5/7-1-10; and

Draft

WHEREAS, it is in the best interests of the City of Crystal Lake that said territory be annexed thereto.

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

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

SECTION II: That the territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "B". Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval.

AYES:

NAYS:

ABSENT:

PASSED this 20th day of January, 2026.

APPROVED by me this 20th day of January, 2026.

Draft

Ord. No.
File No.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, Mayor

SEAL

ATTEST:

_____
City Clerk

Passed: January 20, 2026
Approved: January 20, 2026

Draft

Ord. No.
File No.

C E R T I F I C A T I O N

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number _____ duly passed and approved at a regular meeting of said Mayor and Council; held on the 5th day of December 2023, at which time ___ councilmembers were present and ___ councilmembers were absent.

Motion was made by Councilmember _____ and seconded by Councilmember _____ that the following Ordinance be passed and approved. Upon roll-call vote, ___ councilmembers voted AYE and _____ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

Draft

_____
CITY CLERK

(SEAL)

Prepared by:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

After recording, return to:

City of Crystal Lake
Community Development
100 W. Woodstock Street
Crystal Lake, IL 60014

Ord. No.
File No.

EXHIBIT "A"
LEGAL DESCRIPTION

PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF: THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25,586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON STAKE FOR PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AND ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

COMMONLY KNOWN AS 8800 US Highway 14, Crystal Lake, Illinois. PINs: 13-25-400-012 and 13-25-400-016.

Draft

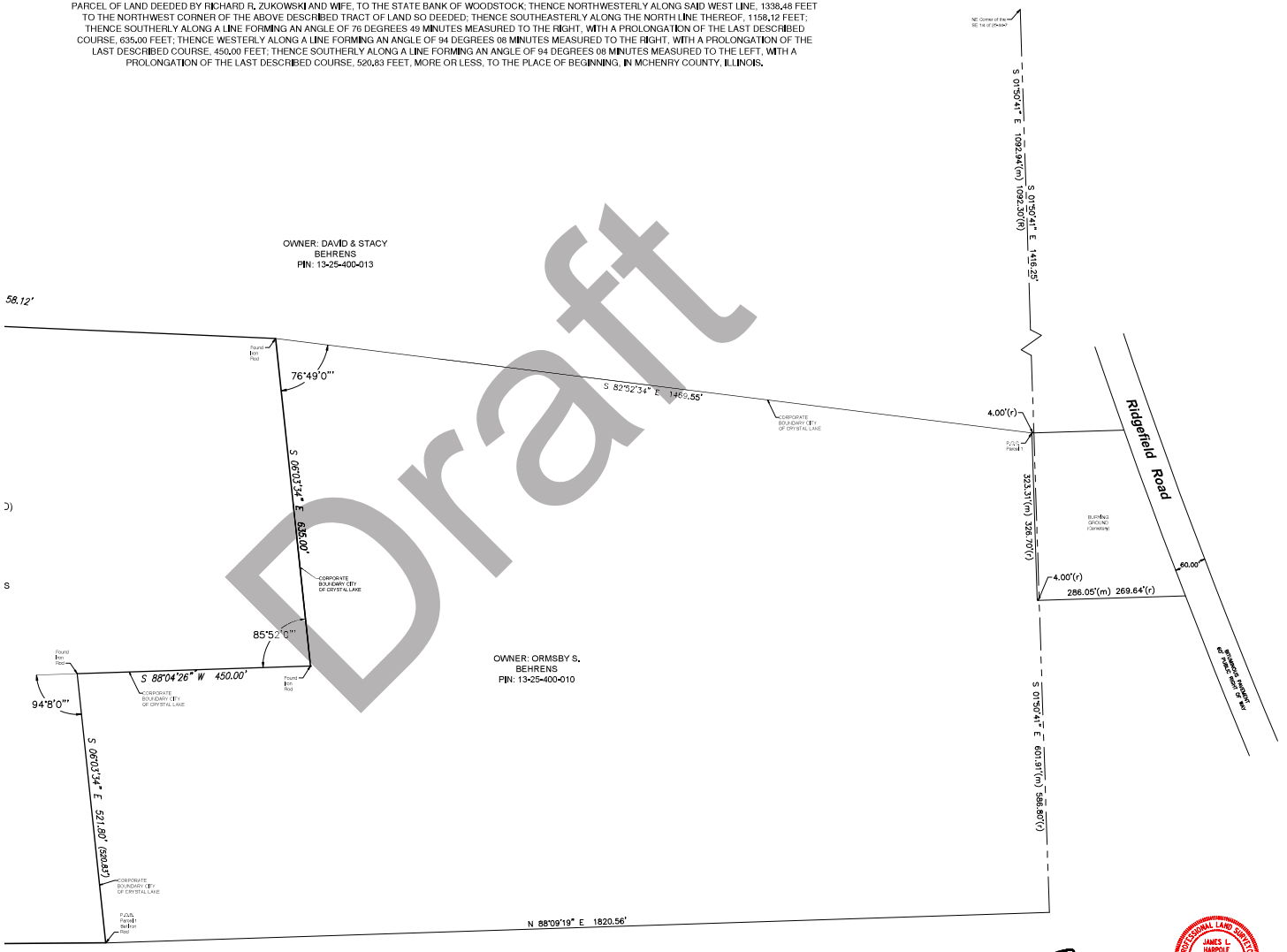
Ord. No.
File No.

EXHIBIT “B”
PLAT OF ANNEXATION

Draft

PLAT OF ANNEXATION

PARCEL 1: PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF; THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25, 586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON STAKE FOR A PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.



Draft

James L. Harpole, PLS 12/18/2025
Professional Land Surveyor No. 035-3190
Expires 11-30-2026
THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

PROFESSIONAL LAND SURVEYOR JAMES L. HARPOLE 035-003190 SHOREWOOD IL STATE OF ILLINOIS

ILLINOIS PROFESSIONAL DESIGN FIRM NO. 184.007120

JLH LAND SURVEYING INC.
ARIZONA | ILLINOIS | INDIANA | WISCONSIN
815.729.4000 | WWW.JLHSURVEY.COM
910 GENEVA STREET | SHOREWOOD, IL 60404

SURVEY PREPARED FOR:
MCHENRY COUNTY COLLEGE
8900 NORTHWEST HIGHWAY #14
CRYSTAL LAKE, IL 60012

BY	DATE	REVISIONS

PLAT OF ANNEXATION
8800 U.S. ROUTE 14
CRYSTAL LAKE, ILLINOIS

FIELD WORK: SM & RC
DRAFTED BY: JAH
PROJ SURV: SR
FIELD DATE: 12/01/2025
SCALE: 1"=100'

SHEET 1 OF 1

25-1483-100

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE ZONING CERTAIN PROPERTY "W PUD" WATERSHED DISTRICT AND GRANTING A PLANNED UNIT DEVELOPMENT

WHEREAS, McHenry County Community College District 528 (hereinafter, the "Owner") is the owner of property legally described in Exhibit A, attached hereto (hereinafter, the "Subject Property"); and

WHEREAS, pursuant to an application filed by the Owner (#PLN-2025-00205), the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 4, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on November 19, 2025 at City Hall at 100 West Woodstock Street, Crystal Lake, Illinois to consider the proposed zoning of the Subject Property to "W PUD" Watershed District and granting of a Planned Unit Development; and

WHEREAS, on November 19, 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 zoning of the Subject Property be changed to "W PUD" Watershed District Planned Unit Development to allow the continuation of the existing educational uses, and the continued use of the existing buildings and radio tower; and

WHEREAS, the City Council of the City of Crystal Lake, pursuant to notice duly published

Draft

on December 30, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on January 20, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed annexation of the Subject Property (Exhibit A); and

WHEREAS, said territory has been duly annexed by ordinance to the City of Crystal Lake; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the property legally described herein below be classified and zoned as indicated.

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

SECTION I: Recitals: The foregoing recitals are hereby incorporated by reference as though fully set forth herein.

SECTION II: That the Subject Property, described in Exhibit A, is hereby zoned and classified "W PUD" Watershed and Planned Unit Development District.

SECTION III: That a Planned Unit Development is hereby granted for the Subject Property commonly known as 8800 US Highway 14, Crystal Lake, Illinois (PINs: 13-25-400-012 and 13-25-400-016), for the continuation of the existing educational facility and the continued use of the existing building and radio tower located on the Subject Property, subject to the following conditions:

1. Allowed uses on the property shall be limited to the existing buildings and uses.
2. Prior to any development, the petitioner must submit the following plans and address all of the review comments and requirements of the Community Development, Public Works and

Draft

Engineering, and Fire Rescue Departments, as well as a stormwater consultant, if engaged by the City.

A. Stormwater and watershed plans
B. Landscape/screening plan
C. Parking and traffic plan
D. Lighting and photometric plan
E. Sign plan
F. Architectural and building design drawings

SECTION IV: That the City Clerk is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the Planned Unit Development, and zoning classification of the Subject Property in accordance with the provisions of this Ordinance, as provided by law.

SECTION V: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

AYES:

NAYS:

ABSENT:

PASSED this 20th day of January, 2026.

APPROVED by me this 20th day of January, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, Mayor

SEAL

Draft

ATTEST:

_____
City Clerk

Passed: January 20, 2026
Approved: January 20, 2026

Draft

Ord. No.
File No.

EXHIBIT A

PART OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 44 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A POINT 4.0 FEET WEST OF A POINT ON THE RANGE LINE THAT IS 1092.30 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER, SAID POINT BEING AT THE NORTHWEST CORNER OF THE RIDGEFIELD BURYING GROUNDS; AND RUNNING THENCE SOUTH ALONG THE WEST LINE OF SAID BURYING GROUNDS, 326.70 FEET TO THE SOUTHWEST CORNER THEREOF: THENCE EAST ALONG THE SOUTH LINE OF SAID BURYING GROUND, 4.0 FEET TO SAID RANGE LINE; THENCE SOUTH ALONG SAID RANGE LINE AND ALONG THE EAST LINE OF SAID SECTION 25,586.80 FEET, MORE OR LESS, TO THE SOUTH LINE OF A CERTAIN TRACT OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK, ON FEBRUARY 23, 1962 AND RECORDED IN THE RECORDER'S OFFICE OF MCHENRY COUNTY, ILLINOIS, AS DOCUMENT NO. 398627; THENCE WESTERLY ALONG SAID SOUTH LINE OF LAND SO DEEDED, 1820.56 FEET TO AN IRON STAKE FOR PLACE OF BEGINNING; THENCE CONTINUING WESTERLY ALONG THE LAST DESCRIBED COURSE, 680.54 FEET, MORE OR LESS, TO THE WEST LINE OF THE AFORESAID PARCEL OF LAND DEEDED BY RICHARD R. ZUKOWSKI AND WIFE, TO THE STATE BANK OF WOODSTOCK; THENCE NORTHWESTERLY ALONG SAID WEST LINE, 1338.48 FEET TO THE NORTHWEST CORNER OF THE ABOVE DESCRIBED TRACT OF LAND SO DEEDED; THENCE SOUTHEASTERLY ALONG THE NORTH LINE THEREOF, 1158.12 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AND ANGLE OF 76 DEGREES 49 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 635.00 FEET; THENCE WESTERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE RIGHT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 450.00 FEET; THENCE SOUTHERLY ALONG A LINE FORMING AN ANGLE OF 94 DEGREES 08 MINUTES MEASURED TO THE LEFT, WITH A PROLONGATION OF THE LAST DESCRIBED COURSE, 520.83 FEET, MORE OR LESS, TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

COMMONLY KNOWN AS 8800 US Highway 14, Crystal Lake, Illinois. PINs: 13-25-400-012 and 13-25-400-016.

DRAFT

REVISED

2028-205
McHenry County College (District 528) – ~~Preliminary/Final~~ PUD and Rezoning upon Annexation
Project Review for Planning and Zoning Commission

Meeting Date:	November 19, 2025
Request:	1. Preliminary/Final Planned Unit Development to allow the continuation of the existing educational uses ~~and the expansion thereof in accordance with the College's Master Plan~~, and the continued use of the existing buildings and radio tower 2. Rezoning upon annexation to 'W' Watershed
Location:	8800 US Highway 14
Acreage:	26.9 acres
Zoning:	Unincorporated 'O' Office
Requested Zoning:	W PUD – Watershed District, Planned Unit Development
Surrounding Properties:	North: 'A-1' Agriculture (Unincorporated) South: 'W' Watershed East: 'W' Watershed West: 'W' Watershed
Staff Contact:	Darrell Moore (815) 356-3612

Background:

- The subject property is approximately 27 acres of unincorporated land owned by McHenry County College (MCC). It is primarily used for a radio station, a radio tower, and some college agricultural and utility buildings.
- It is surrounded on three sides by Crystal Lake municipal boundaries and is the last MCC property in the area that is not incorporated.

Development Analysis:

LAND USE/ZONING

- The site is currently in unincorporated McHenry County and zoned 'O' Office. It also has a conditional use permit and variations related to the radio station and radio tower.
- The land use map shows the property as Public & Semi-Public. This is an appropriate land use designation for the requested uses.

- In the UDO, a college must meet certain criteria for approval (UDO 2-400C-22). They include submittal of a master plan. A preliminary master plan has been submitted and a full review of the master plan will be brought before the City for consideration in the future.
- The petition seeks approval of a Special Use Permit for ~~both~~ the existing uses ~~and the proposed expansion of educational uses~~. This is being brought forward as a Planned Unit Development, which is a type of Special Use Permit. The zoning requested, 'W' Watershed, is consistent with Crystal Lake's adjacent zoning and is the City's preferred zoning district in the Crystal Lake watershed.



SITE LAYOUT & USES

- ~~The portion of the preliminary MCC Master Plan relating to this property consists of a bullet-point list of uses and the diagram below. It states that the primary focus on this parcel will be to create:~~
  - ~~a first-responder training center comprised of classroom space;~~
  - ~~multi-purpose training space;~~
  - ~~a mock town with burn tower;~~
  - ~~an emergency vehicle operations course (EVOC); and~~
  - ~~a regional police academy training center.~~
- ~~As it is a preliminary plan, it does not include:~~
  - ~~dimensions and setbacks of buildings, including the burn tower~~
  - ~~stormwater plans and engineering, including dimensions and calculation of impervious surface (training center is estimated at approximately 5 acres of impervious surface), and detention basin sizing~~
  - ~~parking calculations and design~~

- ~~lighting design/photometrics~~
- ~~landscaping/screening plan~~



PARKING AND TRAFFIC CIRCULATION

- ~~New and expanded parking area locations are identified, but no dimensions or parking calculations are provided.~~
- ~~The master plan proposes minor modifications to traffic circulation. These adjustments only affect the internal road network and allow for a more efficient use of the property.~~

Findings of fact:

REZONING

The petitioner is requesting 'W' Watershed zoning upon annexation.

Criteria for Rezoning:

a) The existing uses and zoning of nearby property.
☒ *Meets* ☐ *Does not meet*

b) The extent to which property values are diminished by a particular zoning classification or restriction.
☒ *Meets* ☐ *Does not meet*

c) The extent to which the destruction of property value of a petitioner property owner promotes the health, safety, morals or general welfare of the public.
☒ *Meets* ☐ *Does not meet*

d) The relative gain to the public as opposed to the hardship imposed on a petitioning property owner.
☒ *Meets* ☐ *Does not meet*

e) The suitability of the subject property for its zoned purposes.
☒ *Meets* ☐ *Does not meet*

f) The length of time the property has been vacant as zoned, considered in the context of land development in the area.
☒ *Meets* ☐ *Does not meet*

g) The Comprehensive Plan designation and the current applicability of that designation.
☒ *Meets* ☐ *Does not meet*

h) The evidence or lack of evidence, of community need for the use proposed.
☒ *Meets* ☐ *Does not meet*

PRELIMINARY/FINAL PLANNED UNIT DEVELOPMENT
The petitioner is requesting approval of a Preliminary and Final Planned Unit Development for continuation of existing uses ~~and a proposed expansion of educational uses~~. A Planned Unit Development is a type of Special Use, which require separate review because of its potential to impact surrounding properties and the orderly development of the City.

Section 2-400 B General Standards for all special uses in the Unified Ordinance establishes standards for all special uses in Crystal Lake.

Criteria for Planned Unit Development:

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*

In addition, PUDs must also meet the standards in Section 4-500 C. Development Standards and 4-500 D. 1 Additional Standards for Planned Unit Developments Commercial PUDs.

1. Implements the vision and land use policies of the Comprehensive Plan.
   ☒ Meets ☐ Does not meet

2. Shall not result in substantial adverse effect on adjacent property, natural resources, infrastructure, public sites or other matter of public health, safety and welfare.
   ☒ Meets ☐ Does not meet

3. PUDs must provide transitional uses to blend with adjacent development.
   ☒ Meets ☐ Does not meet

4. PUD phases must be logically sequenced.
   ☒ Meets ☐ Does not meet

5. The density and intensity of a PUD shall be in accordance with the Comprehensive Plan.
   ☒ Meets ☐ Does not meet

6. All dimensional standards shall be listed within the PUD plan if they do not meet the Ordinance minimum standards.
   ☒ Meets ☐ Does not meet

7. The responsible parties for all on-site and other required public improvements shall be established and a utility plan indicating all proposed easements shall be provided.
   ☒ Meets ☐ Does not meet

8. Any private infrastructure shall comply with the city standards.
   ☒ Meets ☐ Does not meet

9. The PUD plan shall establish the responsibility of the applicant/developer.
   ☒ Meets ☐ Does not meet

10. A bond or letter of credit shall be posted to cover required fees or public improvements.
    ☒ Meets ☐ Does not meet

Planned Unit Development Variation
The purpose of Planned Unit Developments is to encourage and allow more creative and imaginative design of land developments than is possible under district zoning regulations. Planned Unit Developments are, therefore, intended to allow substantial flexibility in planning and designing a proposal. This flexibility is often in the form of relief from compliance with conventional zoning ordinance site and design requirements which may otherwise require individual requests and applications for zoning variations.

Ideally, this flexibility results in a development that is better planned, contains more amenities, and is ultimately more desirable than one that would have been produced through compliance with typical zoning ordinance and subdivision controls.

Therefore, more lenient site requirements may be granted where the Planned Unit Development contains features not normally required of traditional developments. Although a formal variation request is not required to be made in conjunction with a Planned Unit Development, Staff identifies those aspects of the Planned Unit Development which effectively result in variations from UDO requirements. If the evidence is not found to justify these variations from the UDO that fact shall be reported to the City Council with a recommendation that the variations from the UDO which are proposed as part of the Planned Development be lessened or denied.

Insufficient detail has been provided at the time of this report to determine if variations are necessary for the proposed development and the master plan will be brought before the City for review in the future. Existing uses and structures would be accepted under the PUD request.

Comprehensive Land Use Plan 2030 Vision Summary Review:
The Comprehensive Plan designates the subject property as Public & Semi-Public, which is not typical for the existing radio station use, but is appropriate for existing and future educational uses. The following goal is applicable to this request:

Land Use – Public & Semi-Public

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 Action: Carefully plan for a reasonable rate of growth that promotes a maximum use of existing facilities and minimizes the need for new facilities.

Success Indicator: Public and Semi-public uses should look to expand within their existing facilities.

Recommended Conditions:

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

1. Development of the property and project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. McHenry County College Facilities Master Plan (3/16/2021)

2. Prior to any development, a final Master Plan and Planned Unit Development Amendment will be required to be submitted for review and approval.

3. Prior to any development, the petitioner must submit the following plans and address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments, as well as a stormwater consultant, if engaged by the City.
   A. Stormwater and watershed plans
   B. Landscape/screening plan
   C. Parking and traffic plan
   D. Lighting and photometric plan
   E. Sign plan
   F. Architectural and building design drawings

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, NOVEMBER 19, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2025-205 – 8800 ROUTE 14 – MCHENRY COUNTY COLLEGE – REZONING AND SPECIAL USE PERMIT

Rezoning upon annexation from Estate to W Watershed and Special Use Permit for an educational use.

Attorney Dan Curran and MCC Chief Financial Officer Bob Tenuta presented their request to the Commission. Mr. Tenuta explained that a portion of the McHenry County College campus is outside City limits and the College intends to upgrade the existing building. The request includes a Special Use Permit to allow the existing radio tower to remain as it stands currently. Storm water and related site issues will be addressed at a later time. The College's master plan is currently being renewed. Campus functions on the south side are planned to shift to the north side with support of grant funding, including an agricultural grant. Improvements will include washrooms and extension of water and sewer service to the building. He explained that no impact on the watershed is anticipated. The existing fire training tower on the south side will be reconstructed in the same location, with permeable surface changes coordinated with the engineer.

Mr. Greenman opened the public comment portion of the public hearing. There being no one to speak, he closed the public comment portion of the public hearing and asked staff to provide the staff report.

Mr. Moore reviewed the zoning request and preliminary PUD. He noted that the site plan shown in the staff report is conceptual, as the College is planning on moving in a different direction. The proposed burn tower and training pad are not imminent, and approval of the site plan is not requested at this time. Due to these changes, staff recommended modifying certain conditions of approval, including removing Condition #1 and clarifying the permitted uses of the existing building. Utilities will be extended from existing infrastructure without requiring City extension. Mr. Moore also mentioned that the zoning requested is consistent with adjacent zoning and the preferred zoning district in the Crystal Lake watershed.

Mr. Greenman questioned if the petitioners reviewed staff's recommending conditions and if they were comfortable with following said conditions. Mr. Curran confirmed agreement with the conditions.

Mr. Smith expressed support for the project and appreciation for McHenry County College's service to the community.

Mr. Greenman echoed these comments.

Mr. Smith made a motion to approve the request with the following conditions:

1. Allowed uses on the property shall be limited to the existing buildings and uses.

2. Prior to any development, the petitioner must submit the following plans and address all of the review comments and requirements of the Community Development, Public Works and Engineering, and Fire Rescue Departments, as well as a stormwater consultant, if engaged by the City.
   A. Stormwater and watershed plans
   B. Landscape/screening plan
   C. Parking and traffic plan
   D. Lighting and photometric plan
   E. Sign plan
   F. Architectural and building design drawings

Mr. Gronow seconded the motion. On roll call, all members voted yes. Motion passed unanimously.

BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE APPLICATION OF McHENRY COUNTY COMMUNITY COLLEGE DISTRICT 528 FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF CRYSTAL LAKE AND THE GRANTING OF A SPECIAL USE THEREUNDER.	))))))))

PETITION FOR ZONING

1) That the Board of Trustees of McHenry County Community College District 528 ("College") is the record owner of the real estate described on Exhibit "A" hereto (hereinafter referred to as the "Subject Property").

2) That the Subject Property is located in the County of McHenry and is adjacent to and contiguous with the corporate boundaries of the City of Crystal Lake, Illinois ("City").

3) That the Subject Property is currently zoned "O" Office with a Conditional Use and Variation to allow the radio tower located on the Subject Property in the County of McHenry and is commonly known as 8800 Route 14, Crystal Lake, Illinois 60012

4) That the Subject Property contains 26.908 acres and was part of PIN Nos. 13-25-400-012 and 13-25-400-016.

5) That the College has filed a Petition to Annex the Subject Property into the City along with a Pre-Annexation Agreement ("Annexation Documents").

6) The Annexation of the Subject Property is contingent upon the granting of the zoning requested in this Petition.

7) That the balance of the property owned by the College has already been annexed into the City and has been zoned W - 3 Watershed district and has been granted a Special Use for

Colleges under Section 2-400-22 of the City of Crystal Lake's Unified Development Ordinance ("Ordinance") which allows the property to be developed in accordance with the Master Planned Unit Development approved by the College.

8) That the Subject Property be classified as Watershed District with the granting of such a Special Use and variations so as to allow for the continuation of the existing educational facility and expansion of such facility in accordance with the College's Master Plan for its development and the continued use of the existing buildings and radio tower located on the Subject Property.

9) This Petition has been filed in accordance with 65 ILCS 5/11-13-27 and the requirements of the City's Unified Development Ordinance.

10) That the College will comply with all of the Notice requirements contained in the City's Ordinance. Exhibit B is a list of adjacent taxpayers.

11) That the College hereby requests that the matter be set for hearing before the City's Planning and Zoning Commission and that the requests made herein be granted by the City Council.

Board of Trustees of McHenry County Community College District 528

By: _____
Its Chairman

ATTEST:

_____
Its Secretary

BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE APPLICATION)
OF McHENRY COUNTY COMMUNITY)
COLLEGE DISTRICT 528 FOR AN)
AMENDMENT OF THE UNIFIED)
DEVELOPMENT ORDINANCE OF THE)
CITY OF CRYSTAL LAKE AND THE)
GRANTING OF A SPECIAL USE)
THEREUNDER.)

LEGAL NOTICE

NOTICE is hereby given in compliance with the Unified Development Ordinance of the City of Crystal Lake, Illinois, that a public hearing will be held before the Planning and Zoning Commission of the City of Crystal Lake upon application of the Board of Trustees of McHenry County Community College District 528 relating to the following described real estate:

Southerly at right angles to the last described course, for a distance of 18.48 feet; thence Westerly along a line forming an angle of 88 degrees 33 minutes measured to the right, with a prolongation of the last described course, for a distance of 1171.46 feet, more or less, to the Southeasterly corner of a tract of land heretofore conveyed to George M. Debeer and George L. Debeer; thence Northwesterly along the East line of said tract so conveyed, being on a line forming an angle of 85 degrees 53 minutes measured to the right, with a prolongation of the last described course, for a distance of 30.08 feet; thence Easterly along a line forming an angle of 94 degrees 07 minutes measured to the right, with a prolongation of the last described course, for a distance of 1143.62 feet; thence Northerly along a line forming an angle of 88 degrees 33 minutes measured to the left, with a prolongation of the last described course, for a distance of 18.48 feet; thence Easterly at right angles to the last described course, 560.10 feet to the place of beginning, in McHenry County, Illinois.

Parcel 3:
Non-exclusive easement for the benefit of Parcel 1 for ingress and egress from Route 14 created by mutual easement agreement made as of February 27, 2014 and recorded April 9, 2014 as Document No. 2014R0011120 made between McHenry County Community College District No. 528 and Chicago Newsweb Corporation, an Illinois corporation and the Mile High Station Trust, LLC, a Delaware limited liability company.

PIN: 13-25-400-012; 13-25-400-016

Commonly known as 8800 U.S. Highway 14, Crystal Lake, IL 60012.

This application is filed for the purpose of obtaining a Special Use Permit for the property which is zoned W-3 Watershed District to allow its use as a College pursuant to Section 2-400-22 of the City of Crystal Lake's Unified Development Ordinance and developed in accordance with the Master Plan Development approved by the College upon its annexation to the City.

A public meeting before the Planning and Zoning Commission on the request will be held at 7:00 p.m. on _____, 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

TO BE PUBLISHED IN THE NORTHWEST HERALD ON _____.

EXHIBIT "B"

BOARD OF TRUSTEES OF McHENRY COUNTY
COMMUNITY COLLEGE DISTRICT 528

13-25-400-014; 13-25-400-016
8800 U.S. HIGHWAY 14
CRYSTAL LAKE, IL 60012

13-25-400-010

David Behrens
Stacy Ormsby-Behrens
7898 Ridgefield, Rd.
Crystal Lake, IL 60012

13-25-400-013
David Behrens
Stacy Behrens
7989 Ridgefield Rd.
Crystal Lake, IL 60012

13-25-400-007

Chicago Title Land Trust 8002390151
c/o Light Real Estate, LLC
Wade B. Light
104 S. Wynstone Park Dr.
North Barrington, IL 60010

13-25-400-017

Surya Powered LLC
1245 S. Michigan Ave., Ste. 123
Chicago, IL 60605

13-25-400-019

M Hanson Living Trust
8209 Ridgefield Rd.
Crystal Lake, IL 60012

13-25-176-001; 13-25-300-021

Northwest Herald

NORTHWEST HERALD

Publication Name:
Northwest Herald

Publication URL:
www.nwherald.com

Publication City and State:
Crystal Lake, IL

Publication County:
McHenry

Notice Popular Keyword Category:

Notice Keywords:
annexation

Notice Authentication Number:
202601050838564003725
213731298

Notice URL:

Back

Notice Publish Date:
Tuesday, December 30, 2025

Notice Content

PUBLIC NOTICE PUBLIC NOTICE CITY OF CRYSTAL LAKE PUBLIC NOTICE REGARDING A HEARING TO CONSIDER ANNEXATION OF CERTAIN PROPERTY PUBLIC NOTICE IS HEREBY GIVEN that the Mayor and City Council of the City of Crystal Lake will conduct a public hearing on January 20, 2026 at 7:00 p.m., at 100 W. Woodstock Street, Crystal Lake, Illinois, to discuss and hear testimony about a proposed annexation agreement for the property consisting of approximately 27 acres and commonly known as 8800 U.S. Highway 14, Crystal Lake, Illinois, in unincorporated McHenry County, Illinois, that is proposed to be annexed to the City of Crystal Lake, which property is identified by Permanent Index Numbers (PINs) 13-25-400-012 and 13-25-400-016. Following approval of the annexation agreement by the City Council, it is anticipated the property will be annexed to the City of Crystal Lake. The property will be zoned as W Watershed District upon annexation with such special uses and variations as will allow the continuation of the agricultural and educational uses, as well as the existing radio station. All interested persons are invited to attend the public hearing and will be given an opportunity to provide testimony on the proposed annexation. All documents in connection with the above matter are (or will be) on file with the City of Crystal Lake and are available for examination by interested persons by contacting the City's Community Development Department at 815-356-3605. The form of the proposed annexation agreement may be changed, altered, modified, amended or redrafted in its entirety after the public hearing. The public hearing may be continued from time to time with further public notice. Nick Hammonds, City Clerk City of Crystal Lake (Published in Northwest Herald Dec. 30, 2025)2295772

Back

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: January 20, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests: Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage

Clint Kleppe, petitioner
201 S. Virginia Road

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage for Extra Space Storage at 201 S. Virginia Road.

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

Background:

- Request: The petitioner is requesting approval of the Preliminary and Final PUD and Special Use Permit for Mini-Warehouse Storage for Phase 2.
- Land Use: The land use is Industry. This is the appropriate land use category for storage.
- Zoning: The zoning is M-PUD Manufacturing. This is the appropriate zoning for storage.
- This is the second phase of an existing storage facility.
- The exterior elevations on the rear of Buildings A and C, as well as the eight-foot fence is designed to match the existing elevations with brick and columns.



SITE

- The entrance into the development is from Virginia Road, which is under the jurisdiction of McHenry County Department of Transportation. They reviewed using this existing access point for Phase 2. They require no roadway improvements or right-of-way dedication.
- The overhead doors are interior to the site and not visible to the roadways.

LANDSCAPE

- With this project, any missing existing arborvitae along Rakow will be replaced.
- A variety of landscape will be planted around the perimeter of the buildings and the fence. Numerous trees and bushes have been selected to complement the architecture and soften the appearance of the building meeting the ground.

PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- The commission was appreciative of the work on the architecture and how nice this site will look. They also appreciated the amount of landscape that would be added.
- The PZC found that the petition met the Findings of Facts.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request for a Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage with the applicable conditions.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Extra Space Storage, received 12/30/25)
   B. Elevations (Extra Space Storage, dated 12/05/25, received 12/18/25)
   C. Site Plan (Extra Space Storage, dated 12/05/25, received 12/18/25)
   D. Landscape Plan (Kimley-Horn, dated 12/11/25, received 12/18/25)
   E. Engineering Plans (Kimley-Horn, dated 12/11/25, received 12/18/25)

2. Replant any dead or dying arborvitae landscape along Rakow Road.

3. Signs shall meet the UDO requirements.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works and Engineering Departments and of the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Preliminary and Final PUD and Special Use Permit for Self-Storage for Extra Space Storage at 201 Virginia Road, 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: _____
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Extra Space Storage, received 12/30/25)
   B. Elevations (Extra Space Storage, dated 12/05/25, received 12/18/25)
   C. Site Plan (Extra Space Storage, dated 12/05/25, received 12/18/25)
   D. Landscape Plan (Kimley-Horn, dated 12/11/25, received 12/18/25)
   E. Engineering Plans (Kimley-Horn, dated 12/11/25, received 12/18/25)

2. Replant any dead or dying arborvitae landscape along Rakow Road.

3. Signs shall meet the UDO requirements.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works and Engineering Departments and of the City's Stormwater Consultant.

PIQ Map
201 Virginia Road



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT FOR MINI-WAREHOUSE / SELF-STORAGE FOR EXTRA SPACE STORAGE AT 201 S. VIRGINIA ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-158) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage for Extra Space Storage at 201 S. Virginia Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on December 23, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on January 7, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed request; and

WHEREAS, on January 7, 2026, 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 Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage for Extra Space Storage be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the request 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 the Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage for Extra Space Storage for Extra Space Storage at 201 S. Virginia Road (19-09-352-013), Crystal Lake, Illinois is hereby granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Extra Space Storage, received 12/30/25)
   B. Elevations (Extra Space Storage, dated 12/05/25, received 12/18/25)
   C. Site Plan (Extra Space Storage, dated 12/05/25, received 12/18/25)
   D. Landscape Plan (Kimley-Horn, dated 12/11/25, received 12/18/25)
   E. Engineering Plans (Kimley-Horn, dated 12/11/25, received 12/18/25)

Draft

2. Replant any dead or dying arborvitae landscape along Rakow Road.

3. Signs shall meet the UDO requirements.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works and Engineering Departments and of the City's Stormwater Consultant.

Section II: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance of a Preliminary and Final Planned Unit Development and Special Use Permit 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 20th day of January, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: January 20, 2026
Approved: January 20, 2026

Draft

#2025-158
Virginia Road Mini Storage – Preliminary/Final PUD and Special Use Permit
Project Review for Planning and Zoning Commission

Meeting Date:	January 7, 2026
Request:	Preliminary and Final Planned Unit Development and Special Use Permit for mini-warehousing/self-storage.
Location:	201 S. Virginia Road
Acreage:	Approximately 1.7 acres
Existing Zoning:	M Manufacturing
Surrounding Properties:	North: M-PUD Manufacturing South: M PUD Manufacturing East: (Across Virginia Road) M Manufacturing West: M PUD Manufacturing
Staff Contact:	Elizabeth Maxwell (815.356.3615)

Background:

- Phase 1 of this site received approval in 2015. The storage facility was built with both an interior climate controlled building and drive-up exterior access buildings.
- There were multiple conceptual reviews for this corner property including a possible gas station or outside storage.

Development Analysis:

Request

- The petitioner is requesting approval of the Preliminary and Final PUD and Special Use Permit for Mini-Warehouse Storage for Phase 2.
- Land Use: The land use is Industry. This is the appropriate land use category for storage.
- Zoning: The zoning is M-PUD Manufacturing. This is the appropriate zoning for storage.

Site Layout

- The site plan illustrates three (3) buildings. The center building is a climate controlled building that can be accessed via interior corridors. There are two other buildings that are drive-up exterior access only.

- This site has an existing access onto S. Virginia Road.
- The proposed plan complies with various requirements of the Manufacturing zoning district including, but not limited to, setbacks, hard-surface coverage, and building height.

Building Elevations

- There are three (3) buildings. Building A and Building C would be visible to Rakow Road. These buildings have brick exterior and columns that match the existing phase 1 elevation appearance. Their overhead doors are interior to the site and not visible to the street.
- Building B is behind a solid masonry fence. The fence maintains the brick and columns to match the phase 1 buildings and the backs of the other buildings.



- The buildings also have enhanced top cap, various roof heights and minimized the metal with brick veneer and stucco.

Landscape

- With this project, any missing existing arborvitae along Rakow will be replaced.
- A variety of landscape will be planted around the perimeter of the buildings and the fence. Numerous trees and bushes have been selected to complement the architecture and soften the appearance of the building meeting the ground.

Signage

- All signage will comply with the UDO requirements.

Findings of fact:
Special Use Permit
Preliminary/Final Planned Unit Development
The petitioner is requesting approval of a Preliminary/Final Planned Unit Development and Special Use Permit to allow a self-storage/mini-warehouse development. A Planned Unit Development is a Special Use and Special Uses require separate review because of their potential to impact surrounding properties and the orderly development of the City.

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*

Self-Storage, mini warehouses. Self-Storage and mini-warehouse uses must comply with the following standards:

1. General: No business activity other than the rental of storage units shall be conducted on the premises. The storage of hazardous, toxic or explosive substances, including, but not limited to hazardous waste, industrial solid waste, medical waste, municipal solid waste, septage or used oil is prohibited.
☒ *Meets* ☐ *Does not meet*

2. Site layout: Buildings shall be situated such that the doorways or access points are facing away from the yards abutting street right of way.
☒ *Meets* ☐ *Does not meet*

3. Screening: An eight-foot-tall solid screen consisting of a solid wooden fence in accordance with the provision of Section 4-700, Fences, walls and screening, or opaque landscape along the perimeters of the property in accordance with the provisions of Section 4-400 Landscape and screening standards, shall be provided.

   ☒ *Meets* ☐ *Does not meet*

4. Landscaping: Landscaping shall be provided within a minimum five-foot wide landscape beds along the foundations of the ends of the storage buildings in accordance with the provisions of Section 4-400 Landscaping and screening standards.

   ☒ *Meets* ☐ *Does not meet*

   Additional landscape has been added to the perimeter of the buildings facing Rakow Road to compensate for the removal of the interior islands. The interior islands are not practical due to the overhead doors.

5. Security: Security lighting shall be provided to safely illuminate all areas of the facility. The use of photocell units and motion sensors is encouraged as a means of saving energy. If overnight security personnel will be staying at the facility, provide details regarding the location of the proposed residence. Appropriate utilities to service the unit shall be provided. No more than one overnight unit shall be provided per facility.

   ☒ *Meets* ☐ *Does not meet*

Comprehensive Land Use Plan 2020 Vision Summary Review:

The Comprehensive Plan designates the subject property as Industry, which allows for existing and future manufacturing and light manufacturing uses including storage and warehousing. The following goals are applicable to this request:

Land Use: Industry

Goal: Support manufacturing uses within the community which contribute to the regional and local economy and Crystal Lake's live, work, play philosophy.

This can be accomplished with the following supporting action:

Supporting Action: Encourage the redevelopment of "brownfield" sites, underused or abandoned manufacturing properties in the City, and reuse already existing structures or draw upon existing infrastructure.

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Extra Space Storage, received 12/30/25)

B. Elevations (Extra Space Storage, dated 12/05/25, received 12/18/25)
C. Site Plan (Extra Space Storage, dated 12/05/25, received 12/18/25)
D. Landscape Plan (Kimley-Horn, dated 12/11/25, received 12/18/25)
E. Engineering Plans (Kimley-Horn, dated 12/11/25, received 12/18/25)

2. Replant any dead or dying arborvitae landscape along Rakow Road.

3. Signs shall meet the UDO requirements.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works and Engineering Departments and of the City's Stormwater Consultant.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: Extra Space Storage - 201 S Virginia Rd

Action Requested

___ **Annexation**	X **Preliminary PUD**
___ **Comprehensive Plan Amendment**	___ **Preliminary Plat of Subdivision**
___ **Conceptual PUD Review**	___ **Rezoning**
X **Final PUD**	___ **Special Use Permit**
___ **Final PUD Amendment**	X **Variation**
___ **Final Plat of Subdivision**	___ **Other**

Petitioner Information

Name: Extra Space Prop Two LLC

Address: 2795 E Cottonwood Pkwy #300
Salt Lake City, UT 84121

Phone: [redacted]

Fax: _____

E-mail: [redacted]

Owner Information (if different)

Name: N/A

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Property Information

Project Description: Extra Space Storage is proposing an expansion of their existing facility. This includes the Construction of three climate controlled self-storage buildings. (Building A: 2,200 SF, Building B: 20,935 SF, Building C: 3,890 SF). Additionally, this includes the construction of drive aisles, utilities, and minor stormwater improvements.

Project Address/Location: 201 S Virginia Road, Crystal Lake, IL 60014

PIN Number(s): Proposed development on: 19-09-352-013;
Existing development includes:19-09-352-004; 19-09-352-008; 19-09-352-007; 19-09-352-011

Development Team

Please include address, phone, fax and e-mail

Developer: Extra Space Storage / 2795 E Cottonwood Pkwy Ste. #300, Salt Lake City, UT 84121. / (480) 256-5263 [redacted]

Architect: VISSI / 10000 Lincoln Drive East #104, Marlton, NJ 08053 / (856) 428-8877 [redacted]

Attorney: N/A

Engineer: Kimley-Horn & Associates, Inc. / 111 W Jackson Blvd., Suite 1320 Chicago, IL 60604 / (630) 487-555[redacted]

Landscape Architect: Kimley-Horn & Associates, Inc. / 111 W Jackson Blvd., Suite 1320 Chicago, IL 60604 / (630) 487-5550 [redacted]

Planner: N/A

Surveyor: Weaver Consultants Group / 1316 Bond Street Suite 108, Naperville, IL 60563 / (630) 717-4848 [redacted]

Other: N/A

Signatures

PETITIONER: Print and Sign name (*if different from owner*) **Date**

As owner of the property in question, I hereby authorize the seeking of the above requested action.

[redacted] 2/24/25

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.

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

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

Owner Information

Name: Extra Space Prop Two LLC

Address: 2795 E Cottonwood Pkwy #300, Salt Lake City, UT 84121

Phone: 480-266-5263

E-mail: [redacted]

Project Name & Description: Extra Space Storage Expansion includes the construction of three climate controlled self-storage buildings. (Building A: 2,200 SF, Building B: 20,935 SF,Building C: 3,890 SF). Additionally, the construction of drive aisles, utilities, and minor stormwater improvements.

Project Address/Location: 201 S Virginia Road, Crystal Lake, IL 60014

Signature [redacted]

Brett Nelson 12/29/25

Owner: Print and Sign name Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, JANUARY 7, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Gronow at 7:00 p.m.

CALL TO ORDER

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

City Planner Elizabeth Maxwell was present from staff.

Mr. Gronow informed those in attendance that the meeting was being recorded for broadcast and future playback on the City's website. He led the group in the Pledge of Allegiance.

2025-160 – 201 S. VIRGINIA ROAD – EXTRA SPACE STORAGE – PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT AND SPECIAL USE PERMIT FOR SELF-STORAGE/MINI WAREHOUSE

Preliminary and Final Planned Unit Development and Special Use Permit for mini warehouse/self-storage.

Alexa Falbo, Civil Engineer with Kimley-Horn, and Clint Kleppe, with Extra Space Storage were present to represent the petition. Ms. Falbo presented the Extra Space Storage expansion project located at 201 S. Virginia Road. She explained that the petitioner owns and operates the existing storage facility on the north side of the property and is proposing an expansion that includes additional asphalt parking, one climate-controlled storage building, and two drive-up storage buildings. Ms. Falbo stated that the petitioner is requesting approval of a PUD amendment and Special Use Permit, as well as a variance related to impervious surface coverage. The site has approximately 73% impervious coverage, which would be reduced to approximately 72% with the proposed improvements. The proposed building will be one story in height and will require minimal utility connections, including two water utility taps. Ms. Falbo explained that stormwater will be directed to an existing detention pod that was constructed with future development in mind. She noted that the proposal includes landscape improvements, including the addition of evergreen and ornamental trees and the replacement of dead or dying plantings. Ms. Falbo stated that the petitioner has worked closely with staff through several design iterations. A unit matrix was developed to provide a variety of storage unit sizes for customer use. Building facades and renderings have been designed to complement the existing facility and comply with City Code requirements. She proposed building materials which include a mix of red brick veneer, stucco, and paneling. Architectural columns and variations are proposed along the right-of-way. Ms. Falbo presented the building rendering and stated that the petitioner has reviewed the staff report and agrees with the findings of fact.

Mr. Gronow asked staff to present the staff report.

Ms. Maxwell stated that the site is zoned Manufacturing and Planned Unit Development and currently operates as a storage facility with interior climate-controlled units and drive-up storage units. The proposed expansion represents a continuation of the existing use and matches the architectural style of the existing buildings to the north. Ms. Maxwell explained that the proposed elevations include green doors that will be located internally on the site and will not be visible from the public right-of-way. An eight-foot fence is proposed along Virginia Road and is designed to mimic the style of the adjacent building. Enhanced rear elevations are proposed for Buildings A and C due to their visibility from Rakow Road. She added that additional landscaping, including shrubs, bushes, and trees is proposed throughout the site to further soften visual impact.

Mr. Gronow opened the public comment portion of the meeting. With no public wishing to speak. Mr. Gronow closed the public comment portion of the hearing.

Ms. Dzielski asked whether the expansion had been contemplated during earlier conceptual reviews or whether the site was previously intended for other uses. Ms. Maxwell stated that the prior owner came forward with a conceptual plan for a gas station or outside storage. Extra space recently acquired this property. prior approvals existed and that the current proposal was advanced after being picked up more recently. Ms. Dzielski stated that the additional landscaping would be an improvement and was curious as to wither other potential uses had been considered for the site.

Ms. Repholz stated that she was surprised by the continued demand for storage facilities, but expressed support for the proposal. She thanked the petitioner for the attention given to the appearance of the development from surrounding roadways.

Ms. Mason asked about current occupancy levels at the facility. Mr. Kleppe stated that the site had operated above 95% occupancy for an extended period, prompting expansion.

Mr. Smith stated that the proposal is an extension of an existing use and expressed appreciation for the masonry fencing and landscaping. While noting general concerns regarding the number of storage facilities, he stated that this project is visually pleasing and appropriate for the site.

Mr. Gronow stated that this proposal represents one of the best-designed storage facilities he has reviewed and that the requested land use is appropriate. He asked whether the drive-up units would also be climate controlled. Mr. Kleppe confirmed that they would. Mr. Gronow asked whether the petitioner was familiar with and agreeable to the staff recommendations, and the petitioners responded affirmatively.

Mr. Smith made a motion to approve the request as presented, with the following conditions:

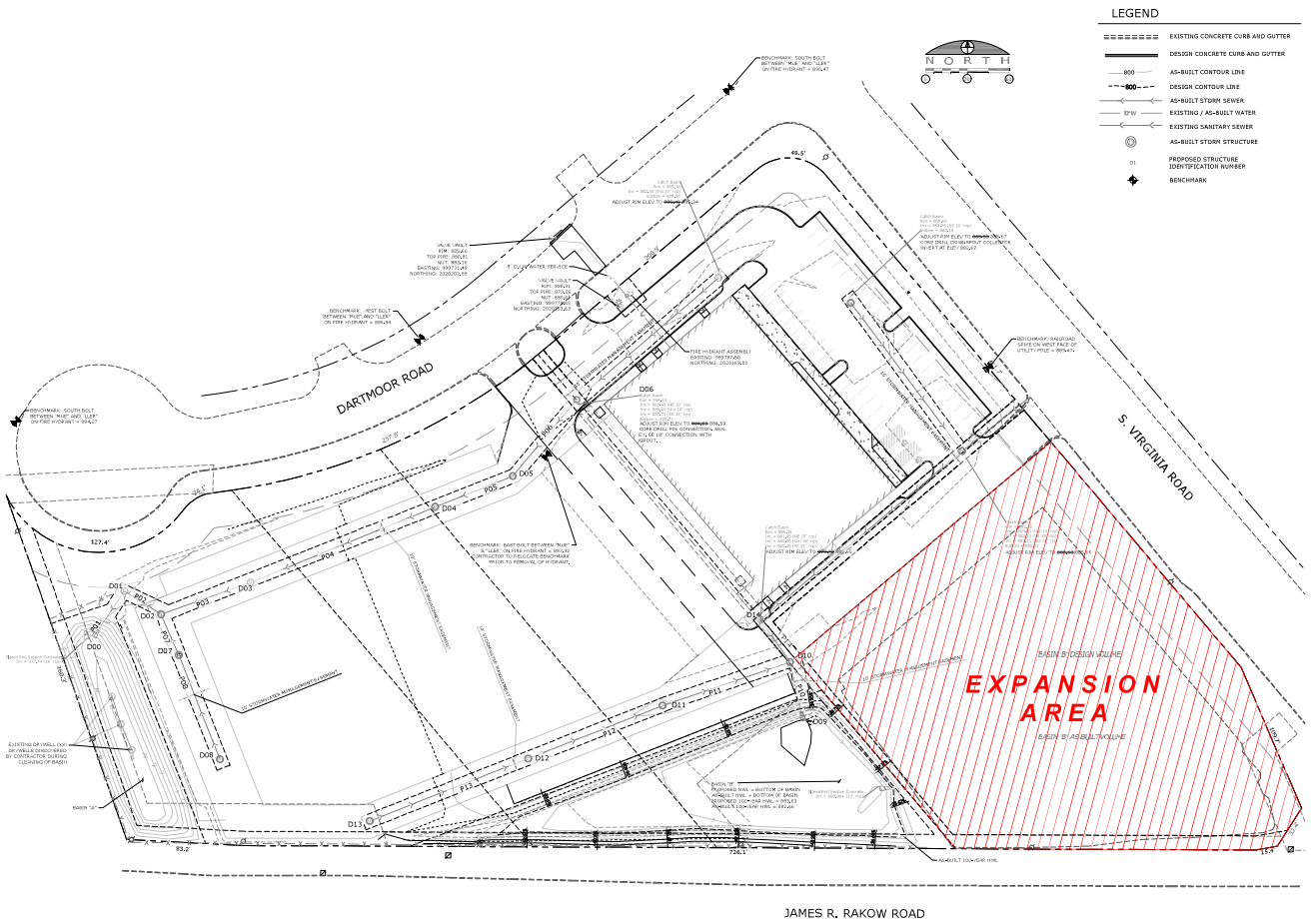
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2. Replant any dead or dying arborvitae landscape along Rakow Road.

3. Signs shall meet the UDO requirements.

4. The petitioner shall address all the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works and Engineering Departments and of the City's Stormwater Consultant.

Ms. Mason seconded the motion. On roll call vote, Members Dzielski, Gronow, Repholz, Mason, and Smith voted in favor. The motion passed 5-0.



1 CS EXISTING SITE PLAN
SCALE: 1:500

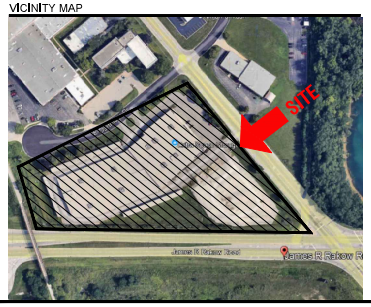
ESS #7363 OF CRYSTAL LAKE, IL

PROJECT LOCATION
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

THESE DRAWINGS ARE FOR REFERENCE USE ONLY AND ARE NOT FOR CONSTRUCTION. ARCHITECT TO USE THESE DRAWINGS FOR REFERENCE ONLY. ARCHITECT/ENGINEER IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CODE REQUIREMENTS AS REQUIRED BY LOCAL JURISDICTIONS.

NOT FOR CONSTRUCTION

VICINITY MAP



SHEET INDEX

CS	COVER SHEET
A-01	CONCEPTUAL SITE PLAN
A-02	CONCEPTUAL FLOOR PLANS
A-03	ELEVATIONS
A-04	ELEVATIONS
A-05	RENDERS
A-06	RENDERS
A-07	RENDERS
A-08	NOT USED
A-09	NOT USED
A-10	NOT USED

GENERAL NOTES

EXTRA SPACE STORAGE, Inc.
2795 E COTTONWOOD PARKWAY, SUITE 400,
SALT LAKE CITY, UTAH 84121

PROJECT CONTACT

NAME: CLINT KLEPPE
PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

EXTRA SPACE STORAGE, Inc.,
CORPORATE OFFICE
2795 E. COTTONWOOD PKWY.,
SUITE 300,
SALT LAKE CITY, UT 84121

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PROJECT NAME

ESS SITE #7363

PROJECT LOCATION

EXTRA SPACE STORAGE #7363
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

DATE

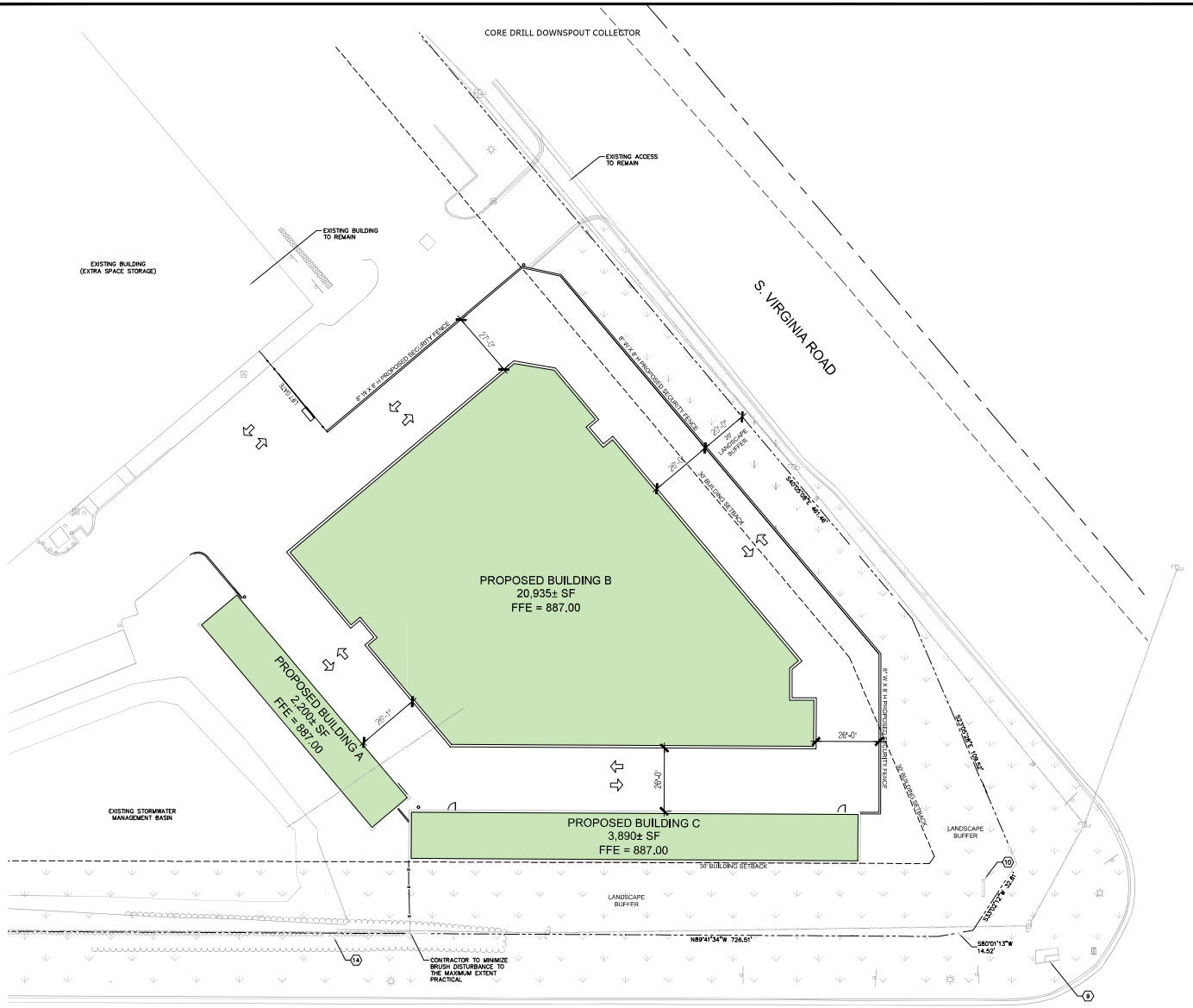
12-05-2025

SHEET TITLE

COVER SHEET

SHEET NUMBER

CS



1 / A01 CONCEPTUAL SITE PLAN
SCALE: 1:250

N O R T H
0 30 60

SITE DATA TABLE

PARCEL NUMBER: 19-09-352-013, 16-32-201-005 & 16-32-201-006
SITE ADDRESS: 201 S VIRGINIA RD, CRYSTAL LAKE, IL 60014
PROPERTY AREA: ±6.29 AC
ZONING: M-PUD (MANUFACTURING PLANNED UNIT DEVELOPMENT)
PROPOSED USE: SELF STORAGE FACILITY

EXISTING BUILDING AREA:	87,837± SF
PROPOSED BUILDING AREA:	27,025± SF
TOTAL BUILDING AREA:	114,862± SF
PROPOSED IMPERVIOUS AREA:	1.09± AC
PROPOSED PERVIOUS AREA:	5.20± AC
TOTAL DISTURBANCE AREA:	1.36± AC

ZONING	REQUIRED:	PROPOSED:
FRONT YARD SETBACK:	25'	*15.0'
SIDE YARD SETBACK:	15'	N/A
REAR YARD SETBACK:	20'	N/A
EXISTING IMPERVIOUS PERCENTAGE:	70.0%	*4.62± AC (73.4%)
PROPOSED IMPERVIOUS PERCENTAGE:	70.0%	*4.59± AC (73.0%)

*VARIANCE BEING REQUESTED

THESE DRAWINGS ARE FOR REFERENCE USE ONLY AND ARE NOT FOR CONSTRUCTION. ARCHITECT TO USE THESE DRAWINGS FOR REFERENCE ONLY. ARCHITECT/ENGINEER IS RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CODE REQUIREMENTS AS REQUIRED BY LOCAL JURISDICTIONS.

EXTRA SPACE STORAGE, Inc..
2795 E COTTONWOOD PARKWAY, SUITE 400,
SALT LAKE CITY, UTAH 84121

PROJECT CONTACT

NAME: CLINT KLEPPE
PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

EXTRA SPACE STORAGE, Inc..
CORPORATE OFFICE
2795 E. COTTONWOOD PKWY.,
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PROJECT NAME

ESS SITE #7363

PROJECT LOCATION

EXTRA SPACE STORAGE #7363
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

DATE

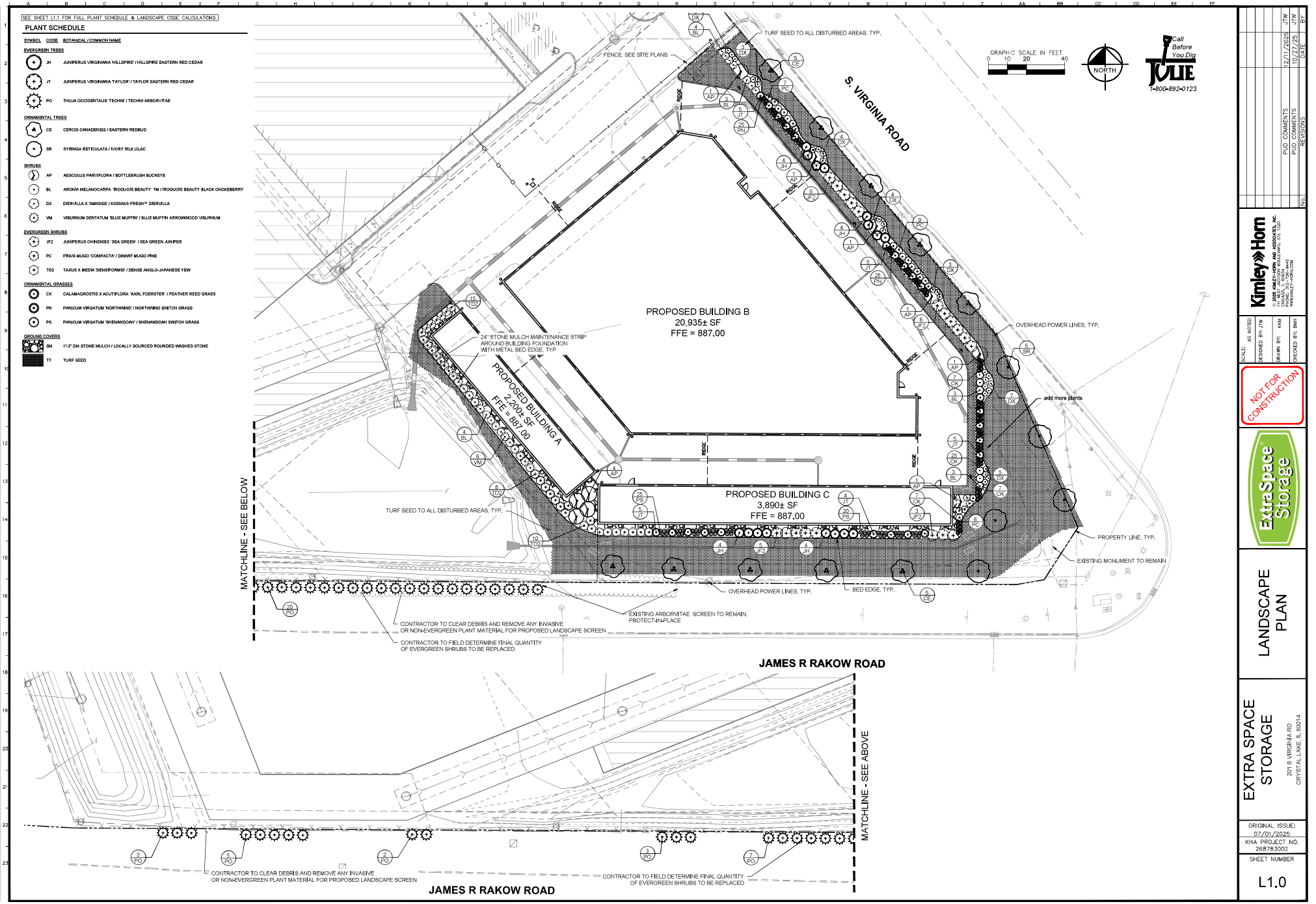
12-05-2025

SHEET TITLE

SITE PLAN

SHEET NUMBER

A-01



No.	REVISIONS	DATE	BY
	PUD COMMENTS	12/11/2025	JTW
	PUD COMMENTS	10/27/25	JTW

Kimley»Horn

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.

2555 M KIMLEY-HORN AND ASSOCIATES, INC.
2555 M KIMLEY-HORN AND ASSOCIATES, INC.
CHICAGO, IL 60601
PHONE: 312-565-4445
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED
DESIGNED BY: JTW
DRAWN BY: KKM
CHECKED BY: BMH

NOT FOR CONSTRUCTION

Extra Space Storage

LANDSCAPE PLAN

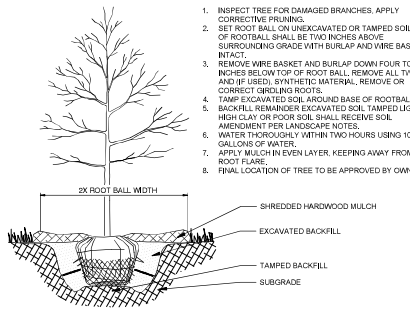
EXTRA SPACE STORAGE
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

ORIGINAL ISSUE: 07/01/2025
KHA PROJECT NO. 268783002
SHEET NUMBER L1.0

Drawing name: K:\CHI_LIVE\268783002_ES Storage_Crystal Lake\2 Design\CAD\PlanSheets\L1.0 - LANDSCAPE.dwg LL0 Dec 11, 2025 - 3:05pm by Jenny.Anderson
This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley»Horn and Associates, Inc. shall be without liability to Kimley»Horn and Associates, Inc.

NOTES:

1. INSPECT TREE FOR DAMAGED BRANCHES. APPLY CORRECTIVE PRUNING.
2. SET ROOT BALL ON UNEXCAVATED OR TAMPED SOIL. TOP OF ROOTBALL SHALL BE TWO INCHES ABOVE SURROUNDING GRADE WITH BURLAP AND WIRE BASKET INTACT.
3. REMOVE WIRE BASKET AND BURLAP DOWN FOUR TO SIX INCHES BELOW TOP OF ROOT BALL. REMOVE ALL TWINE AND (IF USED), SYNTHETIC MATERIAL. REMOVE OR CORRECT GIRDLING ROOTS.
4. TAMP EXCAVATED SOIL AROUND BASE OF ROOTBALL.
5. BACKFILL REMAINDER EXCAVATED SOIL TAMPED LIGHTLY. HIGH CLAY OR POOR SOIL SHALL RECEIVE SOIL AMENDMENT PER LANDSCAPE NOTES.
6. WATER THOROUGHLY WITHIN TWO HOURS USING 10 TO 15 GALLONS OF WATER.
7. APPLY MULCH IN EVEN LAYER, KEEPING AWAY FROM ROOT FLARE.
8. FINAL LOCATION OF TREE TO BE APPROVED BY OWNER.

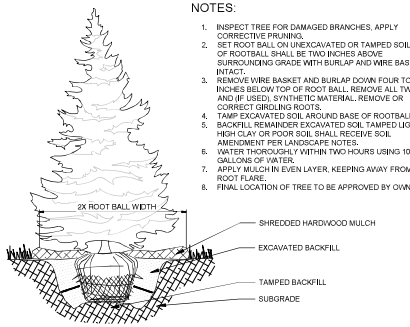


1 TREE PLANTING

NTS

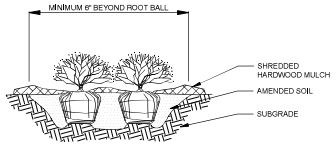
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6. WATER THOROUGHLY WITHIN TWO HOURS USING 10 TO 15 GALLONS OF WATER.
7. APPLY MULCH IN EVEN LAYER, KEEPING AWAY FROM ROOT FLARE.
8. FINAL LOCATION OF TREE TO BE APPROVED BY OWNER.



2 EVERGREEN TREE PLANTING

NTS

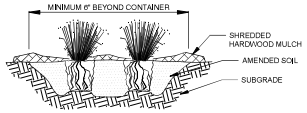


NOTES:

1. APPLY CORRECTIVE PRUNING.
2. SET ROOT BALL OR CONTAINER ON UNEXCAVATED OR TAMPED SOIL. TOP OF ROOTBALL (CONTAINER) SHALL BE ONE INCH ABOVE SURROUNDING GRADE. FOR LARGER SHRUBS WITHIN PLANTING BED DIG A DEEPER PIT ONLY FOR THOSE SHRUBS.
3. REMOVE BURLAP FROM TOP HALF THE LENGTH OF ROOTBALL, TWINE AND (IF USED) SYNTHETIC MATERIAL SHALL BE REMOVED FROM PLANTING BED. FOR CONTAINER GROWN SHRUBS. REMOVE CONTAINER AND LOOSEN ROOTS PRIOR TO INSTALLATION.
4. REMOVE OR CORRECT GIRDLING ROOTS.
5. PLUMB AND BACKFILL WITH AMENDED SOIL PER LANDSCAPE NOTES. WATER THOROUGHLY WITHIN TWO HOURS.
6. APPLY MULCH IN EVEN LAYER, KEEPING AWAY FROM ROOT FLARE. MULCH LIMITS FOR SHRUBS EXTEND TO ALL LIMITS OF PLANTING BED. SEE PLANS FOR BED LAYOUTS.

3 SHRUB PLANTING

NTS



NOTES:

1. APPLY CORRECTIVE PRUNING.
2. SET ROOT BALL OR CONTAINER ON UNEXCAVATED OR TAMPED SOIL. TOP OF CONTAINER SHALL BE ONE INCH ABOVE SURROUNDING GRADE.
3. SYNTHETIC MATERIAL SHALL BE REMOVED FROM PLANTING BED. FOR CONTAINER GROWN GRASSES. REMOVE CONTAINER AND LOOSEN ROOTS PRIOR TO INSTALLATION.
4. REMOVE OR CORRECT GIRDLING ROOTS.
5. PLUMB AND BACKFILL WITH AMENDED SOIL PER LANDSCAPE NOTES. WATER THOROUGHLY WITHIN TWO HOURS.
6. APPLY MULCH IN EVEN LAYER, KEEPING AWAY FROM ROOT FLARE. MULCH LIMITS FOR GRASS EXTEND TO ALL LIMITS OF PLANTING BED. SEE PLANS FOR BED LAYOUTS.

4 ORNAMENTAL GRASS PLANTING

NTS

LANDSCAPE NOTES

1. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING MATERIALS AND PLANTS SHOWN ON THE LANDSCAPE PLAN. THE CONTRACTOR IS RESPONSIBLE FOR THE COST TO REPAIR UTILITIES, ADJACENT LANDSCAPE, PUBLIC AND PRIVATE PROPERTY THAT IS DAMAGED BY THE CONTRACTOR OR THEIR SUBCONTRACTOR'S OPERATIONS DURING INSTALLATION OR DURING THE SPECIFIED MAINTENANCE PERIOD. CALL FOR UTILITY LOCATIONS PRIOR TO ANY EXCAVATION.
2. THE CONTRACTOR SHALL REPORT ANY DISCREPANCY IN PLAN VS. FIELD CONDITIONS IMMEDIATELY TO THE LANDSCAPE ARCHITECT, PRIOR TO CONTINUING WITH THAT PORTION OF WORK.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY OF THEIR TRENCHES OR EXCAVATIONS THAT SETTLE.
5. ALL PLANTS TO BE SPECIMEN GRADE, WELL BRANCHED, HEALTHY, FULL, PRE-INOCULATED AND FERTILIZED. PLANTS SHALL BE FREE FROM DISEASE, PESTS, WOUNDS, AND SCARS. PLANTS SHALL BE FREE FROM NOTICEABLE GAPS, HOLES, OR DEFORMITIES. PLANTS SHALL BE FREE FROM BROKEN OR DEAD BRANCHES. TRUNKS WILL BE WRAPPED IF NECESSARY TO PREVENT SUN SCALD AND INSECT DAMAGE. THE LANDSCAPE CONTRACTOR SHALL REMOVE THE WRAP AT THE PROPER TIME AS PART OF THIS CONTRACT.
6. THE OWNER'S REPRESENTATIVE MAY REJECT ANY PLANT MATERIALS THAT ARE DISEASED, DEFORMED, OR OTHERWISE NOT EXHIBITING SUPERIOR QUALITY.
7. ALL NURSERY STOCK SHALL BE GUARANTEED, BY THE CONTRACTOR, FOR ONE YEAR FROM DATE OF FINAL INSPECTION. THE GUARANTEE BEGINS ON THE DATE OF THE LANDSCAPE ARCHITECT'S OR OWNERS WRITTEN ACCEPTANCE OF THE INITIAL PLANTING. REPLACEMENT PLANT MATERIAL SHALL HAVE A ONE YEAR GUARANTEE COMMENCING UPON PLANTING.
8. PLANTS TO MEET AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1-2014 OR MOST CURRENT VERSION) REQUIREMENTS FOR SIZE AND TYPE SPECIFIED.
9. PRUNE PLANTS AS NECESSARY. PER STANDARD NURSERY PRACTICE AND TO CORRECT POOR BRANCHING OF EXISTING AND PROPOSED TREES.
10. TOPSOIL SHALL BE PROVIDED AND GRADED BY THE GENERAL CONTRACTOR UP TO 6 INCHES BELOW FINISHED GRADE IN TURF AREAS AND 18 INCHES IN PLANTING AREAS.
11. PLANTING AREA TOPSOIL SHALL BE AMENDED WITH 25% SPHAGNUM PEATMOSS, 5% HUMUS AND 70% PULVERIZED SOIL FOR ALL NON TURF SEED MIX AREAS, SHRUB, ORNAMENTAL GRASS, PERENNIAL AND ANNUAL BEDS.
12. SEED/SOD LIMIT LINES ARE APPROXIMATE. CONTRACTOR SHALL SEED/SOD ALL AREAS WHICH ARE DISTURBED BY GRADING WITH THE SPECIFIED SEED/SOD MIXES.
13. EDGING TO BE A SPADED EDGE UNLESS INDICATED OTHERWISE ON THE PLANS. SPADED EDGE TO PROVIDE V-SHAPED DEPTH AND WIDTH TO CREATE SEPARATION BETWEEN MULCH AND GRASS. A SPADED BED EDGE SHALL SEPARATE MULCH BEDS FROM TURF OR SEEDED AREAS. A SPADED EDGE IS NOT REQUIRED ALONG CURBED EDGES.
14. CONTRACTOR SHALL INSTALL SHREDDED HARDWOOD MULCH AT A 3" DEPTH TO ALL TREES, SHRUB, PERENNIAL, AND GROUNDCOVER AREAS. TREES PLACED IN AREA COVERED BY TURF SHALL RECEIVE A 4 FT WIDE MAXIMUM TREE RING WITH 3" DEPTH SHREDDED HARDWOOD MULCH.
15. INSTALLATION OF TREES WITHIN PARKWAYS SHALL BE COORDINATED IN THE FIELD WITH LOCATIONS OF UNDERGROUND UTILITIES. TREES SHALL NOT BE LOCATED CLOSER THAN 5' FROM UNDERGROUND UTILITY LINES AND NO CLOSER THAN 10' FROM UTILITY STRUCTURES.
16. DO NOT DISTURB THE EXISTING PAVING, LIGHTING, OR LANDSCAPING THAT EXISTS ADJACENT TO THE SITE UNLESS OTHERWISE NOTED ON PLAN.
17. ALL DISTURBED AREAS TO BE SODDED OR SEEDED, UNLESS OTHERWISE NOTED. SOD/SEED SHALL BE LOCAL HARDY TURF GRASS MIX UNLESS, OTHERWISE NOTED.
18. PLANT QUANTITIES SHOWN ARE FOR THE CONVENIENCE OF THE OWNER AND JURISDICTIONAL REVIEW AGENCIES. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL PLANT QUANTITIES AS DRAWN.
19. THE CONTINUED MAINTENANCE OF ALL REQUIRED LANDSCAPING SHALL BE THE RESPONSIBILITY OF THE OWNER OF THE PROPERTY ON WHICH SAID MATERIALS ARE REQUIRED. ALL PLANT MATERIALS REQUIRED BY THIS SECTION SHALL BE MAINTAINED AS LIVING VEGETATION AND SHALL BE PROMPTLY REPLACED IF THE PLANT MATERIAL HAS DIED PRIOR TO FINAL ACCEPTANCE. PLANTING AREAS SHALL BE KEPT FREE OF TRASH, LITTER, AND WEEDS AT ALL TIMES.

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	CONT	CAL	SIZE
EVERGREEN TREES						
	JH	16	JUNIPERUS VIRGINIANA 'HILLSPIRE' / HILLSPIRE EASTERN RED CEDAR	B & B		6' HT. MIN.
	JT	24	JUNIPERUS VIRGINIANA 'TAYLOR' / TAYLOR EASTERN RED CEDAR	B & B		6' HT. MIN.
	PO	40	THUJA OCCIDENTALIS 'TECHNI' / TECHNI ARBORVITAE	B & B	-	6' HT. MIN.
ORNAMENTAL TREES						
	CE	10	CERCIS CANADENSIS / EASTERN REDBUD MULTISTEM	B & B		6' HT. MIN.
	SR	5	SYRINGA RETICULATA / IVORY SILK LILAC SINGLE STEM	B & B	2.5" CAL. MIN.	
SYMBOL	**CODE**	**QTY**	**BOTANICAL / COMMON NAME**	**CONT**	**SPACING**	**SIZE**
SHRUBS						
	AP	10	AESCULUS PARVIFLORA / BOTTLEBRUSH BUCKEYE	-	SEE PLAN	24" HT. MIN.
	BL	17	ARONIA MELANOCARPA 'IROQUOIS BEAUTY' TM / IROQUOIS BEAUTY BLACK CHOKEBERRY	-	SEE PLAN	18" HT. MIN.
	DX	29	DIERVILLA X 'SMNDSS' / KODIAK® FRESH™ DIERVILLA	-	SEE PLAN	18" HT. MIN.
	VM	11	VIBURNUM DENTATUM 'BLUE MUFFIN' / BLUE MUFFIN ARROWWOOD VIBURNUM	-	SEE PLAN	18" HT. MIN.
EVERGREEN SHRUBS						
	JF2	19	JUNIPERUS CHINENSIS 'SEA GREEN' / SEA GREEN JUNIPER	-	SEE PLAN	24" HT. MIN.
	PC	22	PINUS MUGO 'COMPACTA' / DWARF MUGO PINE	-	SEE PLAN	24" HT. MIN.
	TD2	33	TAXUS X MEDIA 'DENSIFORMIS' / DENSE ANGLO-JAPANESE YEW	-	SEE PLAN	24" HT. MIN.
ORNAMENTAL GRASSES						
	CK	46	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER' / FEATHER REED GRASS	2 GAL.	SEE PLAN	
	PN	50	PANICUM VIRGATUM 'NORTHWIND' / NORTHWIND SWITCH GRASS	2 GAL.	SEE PLAN	
	PS	45	PANICUM VIRGATUM 'SHENANDOAH' / SHENANDOAH SWITCH GRASS	2 GAL.	SEE PLAN	
SYMBOL	**CODE**		**BOTANICAL / COMMON NAME**			
GROUND COVERS						
	SM		1"-2" DIA STONE MULCH / LOCALLY SOURCED ROUNDED WASHED STONE			
	TT		TURF SEED			

CRYSTAL LAKE, IL LANDSCAPE CODE REQUIREMENTS		
ZONING ORDINANCE	**REQUIRED**	**PROPOSED**
SECTION 4-400.E - GENERAL LANDSCAPING REQUIREMENTS		
PARKWAY TREE(S) SHALL BE PLANTED WITHIN 35' TO 50' OF SPACE BETWEEN TREE TRUNKS AND 40' ON CENTER SPACING.	1 TREE REQUIRED PER 40' L.F. OF PARKWAY PARKWAY LENGTH: 596' L.F. 596' / 40' L.F. = 14.9 TREES **15 PARKWAY TREES REQUIRED**	15 ORNAMENTAL TREES PROVIDED WITH PARKWAY DUE TO EXISTING OVERHEAD POWER LINES
FOUNDATION LANDSACPING - 5' WIDE LANDSCAPE AREA AROUND ALL PERIMETERS OF BUILDINGS CONTAINING BOTH DECIDUOUS AND EVERGREEN SPECIES OF TREES AND SHRUBS PROVIDING AN INTERSECTING VISUAL PATTERN AROUND THE BUILDING.	**5' WIDE FOUNDATION LANDSCAPE AREA IS REQUIRED** ALONG PERIMETERS OF BUILDINGS.	FOUNDATION LANDSCAPE IS PROVIDED.

Call Before You Dig
JULIE
1-800-892-0123

No.	REVISIONS	DATE	BY
	PUD COMMENTS	10/27/25	JTW
	PUD COMMENTS	12/11/2025	JTW

Kimley»Horn
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2500 NORTH DALLAS PARKWAY, SUITE 550
PLANO, TX 75093-4445
PHONE: 972-770-1300
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED | DESIGNED BY: JTW | DRAWN BY: KKM | CHECKED BY: BMH

NOT FOR CONSTRUCTION

Extra Space Storage

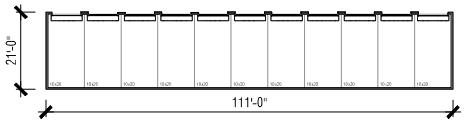
LANDSCAPE DETAILS

EXTRA SPACE STORAGE
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

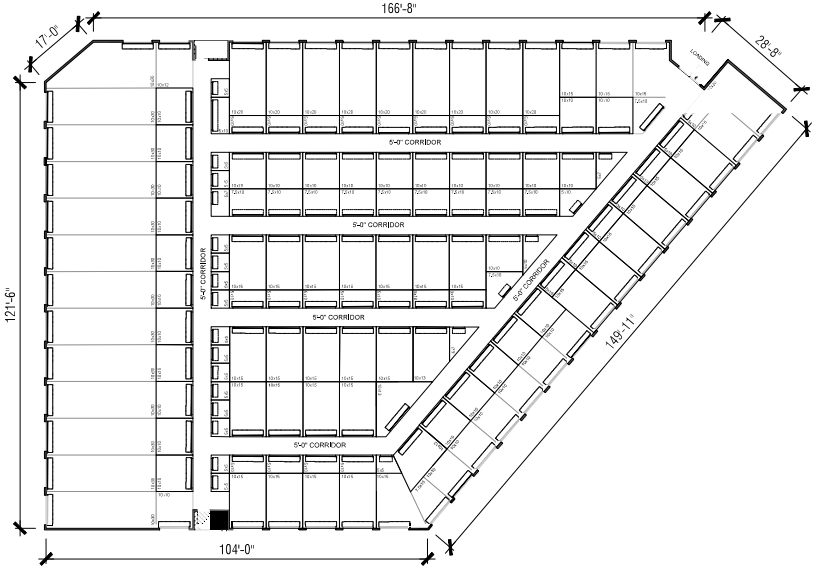
ORIGINAL ISSUE: 07/01/2025
KHA PROJECT NO. 268783002

SHEET NUMBER
L1.1

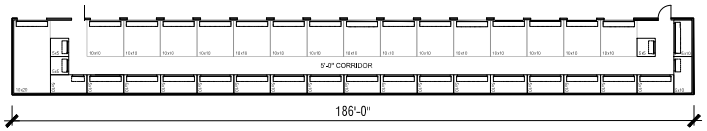
Drawing name: K:\CHI_LIDEV\268783002_ES Storage_Crystal Lake\2 Design\CAD\Plan Sheets\L1.0 - LANDSCAPE.dwg LL1 Dec 11, 2025 - 9:00am by JennyAnderson
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1 A02 BUILDING 'A' - FLOOR PLAN
SCALE: 1/16"=1'-0"



2 A02 BUILDING 'B' - FLOOR PLAN
SCALE: 1/16"=1'-0"



3 A02 BUILDING 'C' - FLOOR PLAN
SCALE: 1/16"=1'-0"

BUILDING 'A' - UNIT MIX DATA

UNIT	DOWN OUT	C.C. DOWN OUT	DOWN IN	C.C. DOWN IN	UP IN	C.C. UP IN	TOTAL	% of UNITS	NET SQ.FT.
10x20	0	11	0	0	0	0	11	100	2,200
	0	11	0	0	0	0	11	100	2,200

NET RENTABLE	2,200
AVG. UNIT SIZE	200

BUILDING 'B' - UNIT MIX DATA

UNIT	DOWN OUT	C.C. DOWN OUT	DOWN IN	C.C. DOWN IN	UP IN	C.C. UP IN	TOTAL	% of UNITS	NET SQ.FT.
5x5	0	0	0	16	0	0	16	10	400
5x7	0	0	0	3	0	0	3	2	105
5x10	0	0	0	30	0	0	30	19	1,500
7.5x10	0	1	0	11	0	0	12	8	900
10x10	0	7	0	29	0	0	36	23	3,600
10x12	0	0	1	0	0	0	1	1	120
10x13	0	0	0	3	0	0	3	2	390
10x15	0	0	15	16	0	0	31	20	4,650
10x20	0	0	10	0	0	0	10	7	2,000
10x30	0	12	1	0	0	0	13	8	3,900
	0	20	27	108	0	0	155	100	17,565

NET RENTABLE	17,565
AVG. UNIT SIZE	113
GROSS SQ.FT.	20,935
EFFICIENCY	84%

BUILDING 'C' - UNIT MIX DATA

UNIT	DOWN OUT	C.C. DOWN OUT	DOWN IN	C.C. DOWN IN	UP IN	C.C. UP IN	TOTAL	% of UNITS	NET SQ.FT.
5x5	0	0	0	3	0	0	3	8	75
5x10	0	0	0	19	0	0	19	50	950
10x10	0	15	0	0	0	0	15	40	1,500
10x20	0	1	0	0	0	0	1	3	200
	0	16	0	22	0	0	38	100	2,725

NET RENTABLE	2,725
AVG. UNIT SIZE	72
GROSS SQ.FT.	3,890
EFFICIENCY	70%

ALL BUILDINGS TOTAL - UNIT MIX DATA

UNIT	DOWN OUT	C.C. DOWN OUT	DOWN IN	C.C. DOWN IN	UP IN	C.C. UP IN	TOTAL	% of UNITS	NET SQ.FT.
5x5	0	0	0	19	0	0	19	9	475
5x7	0	0	0	3	0	0	3	2	105
5x10	0	0	0	49	0	0	49	24	2,450
7.5x10	0	1	0	11	0	0	12	6	900
10x10	0	22	0	29	0	0	51	25	5,100
10x12	0	0	1	0	0	0	1	1	120
10x13	0	0	0	3	0	0	3	2	390
10x15	0	0	15	16	0	0	31	15	4,650
10x20	0	12	10	0	0	0	22	11	4,400
10x30	0	12	1	0	0	0	13	6	3,900
	0	47	27	130	0	0	204	100	22,490

NET RENTABLE	22,490
AVG. UNIT SIZE	110
GROSS SQ.FT.	27,025
EFFICIENCY	83%

4 A02 UNIT MIX SCHEDULE

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EXTRA SPACE STORAGE, Inc..
2795 E COTTONWOOD PARKWAY, SUITE 400,
SALT LAKE CITY, UTAH 84121

PROJECT CONTACT

NAME: CLINT KLEPPE
PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

EXTRA SPACE STORAGE, Inc..
CORPORATE OFFICE
2795 E. COTTONWOOD PKWY.,
SUITE 300,
SALT LAKE CITY, UT 84121

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PROJECT NAME

ESS SITE #7363

PROJECT LOCATION

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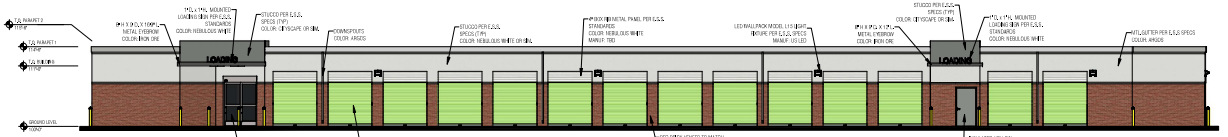
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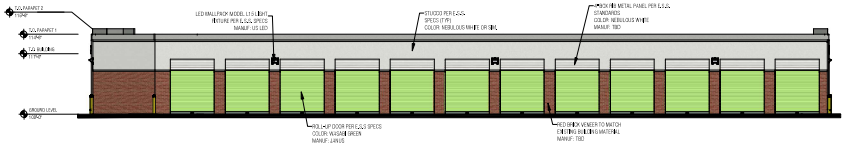
FLOOR PLANS

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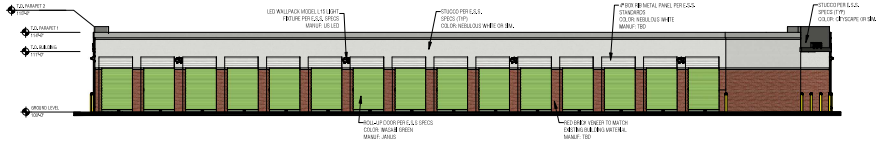
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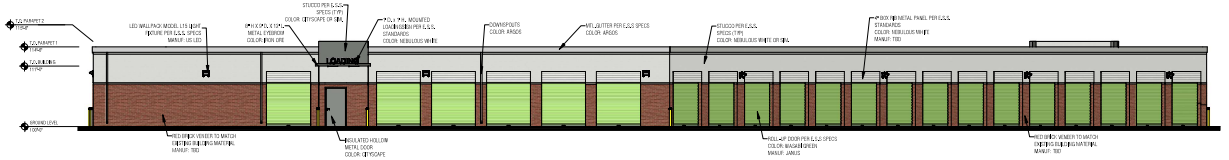
1 A03 NORTH-EAST ELEVATION - BUILDING 'B'
SCALE: 3/32"=1'-0"



2 A03 NORTH-WEST ELEVATION - BUILDING 'B'
SCALE: 3/32"=1'-0"



3 A03 SOUTH-EAST ELEVATION - BUILDING 'B'
SCALE: 3/32"=1'-0"



4 A03 SOUTH-WEST ELEVATION - BUILDING 'B'
SCALE: 3/32"=1'-0"

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PROJECT CONTACT

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PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

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CORPORATE OFFICE
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SUITE 300,
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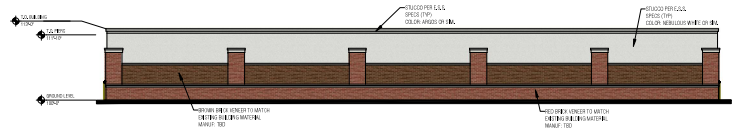
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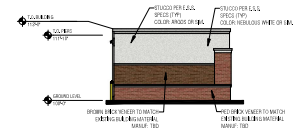
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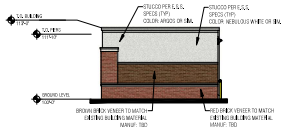
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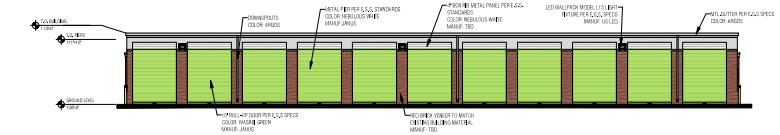
1 A04 SOUTH -WEST ELEVATION - BUILDING 'A'
SCALE: 3/32"=1'-0"



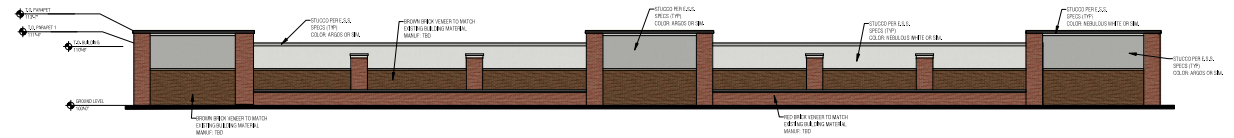
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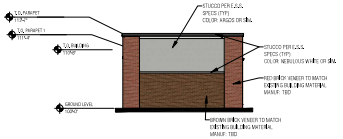
3 A04 SOUTH-EAST ELEVATION - BUILDING 'A'
SCALE: 3/32"=1'-0"



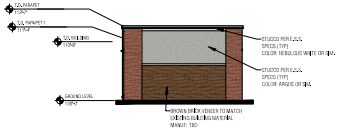
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SCALE: 3/32"=1'-0"



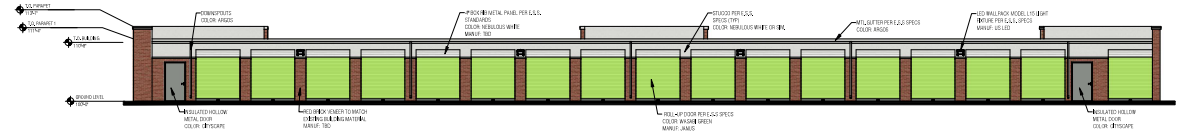
5 A04 SOUTH ELEVATION - BUILDING 'C'
SCALE: 3/32"=1'-0"



6 A04 EAST ELEVATION - BUILDING 'C'
SCALE: 3/32"=1'-0"



7 A04 WEST ELEVATION - BUILDING 'C'
SCALE: 3/32"=1'-0"



8 A04 NORTH ELEVATION - BUILDING 'C'
SCALE: 3/32"=1'-0"

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PROJECT CONTACT

NAME: CLINT KLEPPE
PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

EXTRA SPACE STORAGE, Inc..
CORPORATE OFFICE
2795 E. COTTONWOOD PKWY.,
SUITE 300,
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12-05-2025

SHEET TITLE

ELEVATIONS

SHEET NUMBER

A-04



1 A05 ACCESS FROM S. VIRGINIA RD
SCALE: N/A



2 A05 ACCESS TO STORAGE AND OFFICE
SCALE: N/A



3 A05 LOADING AREA AND EXTERIOR UNITS
SCALE: N/A

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PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

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CORPORATE OFFICE
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DATE

12-05-2025

SHEET TITLE

RENDERS

SHEET NUMBER

A-05



1 A06 LOADING AREA
SCALE: N/A



2 A06 VIEW FROM S. VIRGINIA RD
SCALE: N/A



3 A06 VIEW FROM S. VIRGINIA RD
SCALE: N/A

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DATE

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SHEET TITLE

RENDERS

SHEET NUMBER

A-06



1 A07 VIEW FROM S. VIRGINIA RD
SCALE: N/A



2 A07 VIEW FROM JAMES R. RAKOW RD
SCALE: N/A



3 A07 VIEW FROM JAMES R. RAKOW RD
SCALE: N/A

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ExtraSpace Storage.

EXTRA SPACE STORAGE, Inc..
2795 E COTTONWOOD PARKWAY, SUITE 400,
SALT LAKE CITY, UTAH 84121

PROJECT CONTACT

NAME: CLINT KLEPPE
PHONE: 480.266.5263
EMAIL: ckleppe@extraspace.com

CONTACT ADDRESS

EXTRA SPACE STORAGE, Inc..
CORPORATE OFFICE
2795 E. COTTONWOOD PKWY.,
SUITE 300,
SALT LAKE CITY, UT 84121

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PROJECT NAME

ESS SITE #7363

PROJECT LOCATION

EXTRA SPACE STORAGE #7363
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

DATE

12-05-2025

SHEET TITLE

RENDERS

SHEET NUMBER

A-07

FINAL ENGINEERING PLANS

EXTRA SPACE STORAGE

201 S VIRGINIA ROAD

CRYSTAL LAKE, ILLINOIS 60014

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Sheet List Table	
Sheet Number	Sheet Title
C0.0	COVER SHEET
V0.0	TOPOGRAPHIC SURVEY
V0.1	TOPOGRAPHIC SURVEY
C1.0	GENERAL NOTES
C2.0	EXISTING CONDITIONS & DEMO PLAN
C3.0	SITE PLAN
C3.1	TRUCK TURN EXHIBIT
C4.0	EROSION CONTROL PLAN
C4.1	EROSION CONTROL DETAILS
C5.0	GRADING AND DRAINAGE PLAN
C6.0	UTILITY PLAN
C7.0	CONSTRUCTION DETAILS
C7.1	CONSTRUCTION DETAILS
L1.0	LANDSCAPE PLAN
L1.1	LANDSCAPE DETAILS

UTILITY AND GOVERNING AGENCY CONTACTS

ENGINEERING DEPARTMENT
CITY OF CRYSTAL LAKE PUBLIC WORKS DEPT
100 W. WOODSOCK ST
CRYSTAL LAKE, IL 60014
TEL: (815) 356-3605
CONTACT: ABBY WILGREEN

SANITARY SEWER SERVICE
CITY OF CRYSTAL LAKE PUBLIC WORKS DEPT
100 W. WOODSOCK ST
CRYSTAL LAKE, IL 60014
TEL: (815) 356-3614
CONTACT: MICHAEL MAGNUSON

STORM SEWER SERVICE
CITY OF CRYSTAL LAKE PUBLIC WORKS DEPT
100 W. WOODSOCK ST
CRYSTAL LAKE, IL 60014
TEL: (815) 356-3614
CONTACT: MICHAEL MAGNUSON

WATER SERVICE
CITY OF CRYSTAL LAKE PUBLIC WORKS DEPT
100 W. WOODSOCK ST
CRYSTAL LAKE, IL 60014
TEL: (815) 356-3614
CONTACT: MICHAEL MAGNUSON

ROADWAY AUTHORITY
CITY OF CRYSTAL LAKE PUBLIC WORKS DEPT
100 W. WOODSOCK ST
CRYSTAL LAKE, IL 60014
TEL: (815) 356-3605
CONTACT: ABBY WILGREEN

POWER COMPANY
ComEd
5100 S ILLINOIS RTE 31
CRYSTAL LAKE, IL 60014
TEL: (800) 334-7661
CONTACT: FIRST LAST NAME

NATURAL GAS COMPANY
NICOR GAS
300 W TERRA COTTA AVE
CRYSTAL LAKE, IL 60014
TEL: (888) 642-6748
CONTACT: KEVIN GADZALA

TELEPHONE
AT&T
1325 SOUTH ST,
ELGIN, IL 60123
TEL: (847) 207-3874
CONTACT: SARA VAINCE

PROJECT TEAM

DEVELOPER
EXTRA SPACE STORAGE
2795 E COTTONWOOD PKWY STE #300
SALT LAKE CITY, UT 84121
TEL: (480) 256-5263
CONTACT: CLINT KLEPPE

GEOTECH
ECS MIDWEST, LLC
216 W JACKSON BLVD #1050
CHICAGO, IL 60606
TEL: (847) 279-.366
CONTACT: PENG WANG, PHD, P.E.

ARCHITECT
VISSI
10000 LINCOLN DR EAST #104
MARLTON, NJ 08053
TEL: (856) 428-8877 X234
CONTACT: BILL FEARON, AIA

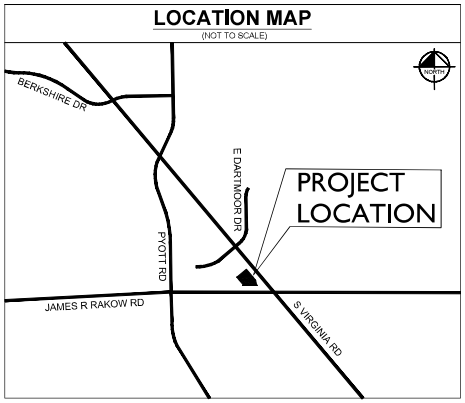
CIVIL ENGINEER
KIMLEY-HORN AND ASSOCIATES, INC.
111 W JACKSON BLVD., SUITE 1320
CHICAGO, IL 60604
TEL: (630) 487-5550
EMAIL: BRETT.HICKEY@KIMLEY-HORN.COM
CONTACT: BRETT HICKEY, P.E.
EMAIL: ALEXA.FALBO@KIMLEY-HORN.COM
CONTACT: ALEXA FALBO, P.E.

LANDSCAPE ARCHITECT
KIMLEY-HORN AND ASSOCIATES, INC.
111 W JACKSON BLVD., SUITE 1320
CHICAGO, IL 60604
TEL: (630) 487-5550
CONTACT: JOE COGSWELL, P.L.A

SURVEYOR
WEAVER CONSULTANTS GROUP
1316 BOND STREET SUITE 108
NAPERVILLE, ILLINOIS 60563
TEL: (630) 717-4848
CONTACT: JAMES BERGER, P.L.S.

LOCATION MAP

(NOT TO SCALE)



BENCHMARKS

REFER TO V0.1 FOR BENCHMARKS LISTED BY LICENSED LAND SURVEYOR

PROFESSIONAL ENGINEER'S CERTIFICATION

I, BRETT HICKEY, A LICENSED PROFESSIONAL ENGINEER OF ILLINOIS, HEREBY CERTIFY THAT THIS SUBMISSION, PERTAINING ONLY TO THE "C" SERIES CIVIL SHEETS LISTED ABOVE BUT EXCLUDING DETAILS PREPARED BY OTHERS, WAS PREPARED ON BEHALF OF EXTRA SPACE STORAGE BY KIMLEY-HORN AND ASSOCIATES, INC. UNDER MY PERSONAL DIRECTION. THIS TECHNICAL SUBMISSION IS INTENDED TO BE USED AS AN INTEGRAL PART OF AND IN CONJUNCTION WITH THE PROJECT SPECIFICATIONS AND CONTRACT DOCUMENTS.

DATED THIS 11TH DAY OF DECEMBER, A.D., 2025.

BRETT M. HICKEY 062-074564 ILLINOIS

ILLINOIS LICENSED PROFESSIONAL ENGINEER 062-074564
MY LICENSE EXPIRES ON NOVEMBER 30, 2027
DESIGN FIRM REGISTRATION NUMBER: 184002012-0006

Date of Expiration: 11-30-25

No.	REVISIONS	DATE	BY
	PUD COMMENTS	12/11/2025	JTW
	PUD COMMENTS	10/27/25	JTW

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2500 CITYWEST BLVD, SUITE 1150
HOUSTON, TX 77042-3445
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED
DESIGNED BY: JTW
DRAWN BY: KKM
CHECKED BY: BMH

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Extra Space Storage

COVER SHEET

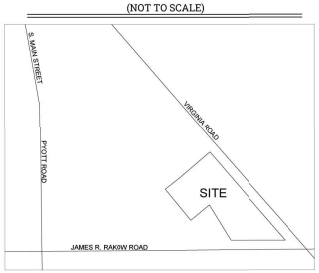
EXTRA SPACE STORAGE
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

ORIGINAL ISSUE: 07/01/2025
KHA PROJECT NO. 268783002
SHEET NUMBER
C0.0

Drawing name: K:\CHI_LIEN\268783002_ES Storage_Crystal Lake\V2 Design\CAD\PlanSheets\C0.0 - COVER SHEET.dwg Dec 11, 2025 - 2:58pm by Jenna.Anderson
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TOPOGRAPHIC SURVEY

PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 9,
TOWNSHIP 43 NORTH RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN,
IN MCHENRY COUNTY,IL.



HORIZONTAL AND VERTICAL DATUM

MEASURED BEARINGS SHOWN HEREON ARE ILLINOIS STATE PLANE EAST ZONE, BASED ON GLOBAL NAVIGATION SATELLITE SYSTEM OBSERVATIONS.

ELEVATIONS SHOWN HEREON ARE NORTH AMERICAN VERTICAL DATUM 1988 (GEOID 18), BASED ON GLOBAL NAVIGATION SATELLITE SYSTEM OBSERVATIONS.

BENCHMARKS

SOURCE BENCHMARK: (NOT SHOWN)

DESCRIBED BY COAST AND GEODETIC SURVEY 1960 AT CRYSTAL LAKE.
AT THE JUNCTION OF FRANKLIN AVENUE AND SOUTH CAROLINE STREET, AT COMMUNITY HIGH SCHOOL, IN TOP OF THE EAST EDGE OF THE CIRCULAR CONCRETE BASE FOR THE FLAGPOLE, 84 FEET NORTH OF THE NORTH FACE OF THE NORTH WALL OF THE SCHOOL, 5 1/2 FEET WEST OF THE WEST EDGE OF THE SIDEWALK LEADING TO THE NORTH ENTRANCE OF THE SCHOOL, 87 FEET SOUTH OF THE SOUTH CURB LINE OF FRANKLIN AVENUE AND ABOUT LEVEL WITH THE SIDEWALK
ELEVATION: 922.22

BM1:
RAILROAD TIE IN THIRD POWER POLE FROM INTERSECTION OF VIRGINIA RD AND JAMES R RAKOW RD.
ELEVATION:889.33

BM2:
SQUARE CUT ON BACK OF CURB FIRSTFIRE HYDRANT EAST SIDE OF VIRGINIA RD FROM THE INTERSECTION
ELEVATION:889.65

BM3:
NORTHWEST CORNER OF INTERSECTION OF VIRGINIA RD AND JAMES R RAKOW RB NORTHEAST BOLT ON LIGHT POLE.
ELEVATION:890.04

CONTROL POINT 400
SET MAGNETIC NAIL IN PAVEMENT INSOUTHWEST PARKING LOT OF SITE

CONTROL POINT 401
FOUND/SET CROSS CUT ON CURB ON IRST ISLAND IN NORTHEAST PARKING LOT OF SITE

STRUCTURE INFORMATION

STRUCTURE 101
CATCH BASIN
OPEN LID – 24" DIA
RIM ELEVATION = 882.30
S 12" RCP INV = 878.93
BOTTOM OF STRUCTURE = 877.54

STRUCTURE 102
CURB INLET
RIM ELEVATION = 885.88
STRUCTURE INACCESSIBLE

STRUCTURE 103
CURB INLET
RIM ELEVATION = 888.57
STRUCTURE INACCESSIBLE

STRUCTURE 104
CATCH BASIN
OPEN LID – 24" DIA
RIM ELEVATION = 885.56
N 10" RCP INV = 883.46
E 15" RCP INV = 883.06
W 15" RCP INV = 883.01

STRUCTURE 105
SANITARY MANHOLE
CLOSED LID
RIM ELEVATION = 885.19
CAN NOT OPEN PAVED OVER

STRUCTURE 106
CURB INLET
RIM ELEVATION = 888.81
STRUCTURE INNACCESSIBLE

STRUCTURE 107
SANITARY MANHOLE
CLOSED LID – 24" DIA
RIM ELEVATION = 888.32
E 8" PVC INV = 878.16
S 8" PVC INV = 878.32

STRUCTURE 108
SANITARY MANHOLE
CLOSED LID – 24" DIA
RIM ELEVATION = 885.26
SW 12" RCP INV = 883.06
NW 12" RCP INV = 883.24

STRUCTURE 109
STORM MANHOLE
CLOSED LID – 24" DIA
RIM ELEVATION = 888.92
BOTTOM OF STRUCTURE = 883.02
E 12" PVC INV = 883.32

STRUCTURE 110
STORM MANHOLE
CLOSED LID – 24" DIA
RIM ELEVATION = 888.85
BOTTOM OF STRUCTURE = 877.75
E 18" PVC INV = 884.85
S 18" PVC INV = 877.85

STRUCTURE 211
CATCH BASIN
OPEN LID – 36" DIA
RIM ELEVATION = 888.24
NE 12" RCP INV = 877.84
E 12" RCP INV = 882.60
S 18" RCP INV = 877.42
BOTTOM OF STRUCTURE = 875.14
BEEHIVE LID

STRUCTURE 212
STORM MANHOLE
CLOSED LID – 24" DIA
RIM ELEVATION = 889.17
N 12" RCP INV = 883.19
S 12" RCP INV = 883.19
W 12" PVC INV = 883.19
BOTTOM OF STRUCTURE = 883.19

STRUCTURE 213
CURB INLET
RIM ELEVATION = 888.26
STRUCTURE INACCESSIBLE

STRUCTURE 214
CURB INLET
RIM ELEVATION = 887.53
STRUCTURE INACCESSIBLE

STRUCTURE 215
CATCH BASIN
OPEN LID – 24" DIA
RIM ELEVATION = 882.65
W 12" RCP INV = 880.30
BOTTOM OF STRUCTURE = 878.75

STRUCTURE 216
CATCH BASIN
RIM ELEVATION = 885.33
N 21" RCP INV = 879.63
S INV = 881.48
W INV = 880.03
PIPE TO THE SOUTH IS TOP OF SNOUT

STRUCTURE 217
CATCH BASIN
OPEN LID – 24" DIA
RIM ELEVATION = 885.60
N 18" RCP
NE 15" RCP INV = 880.60
S 21" RCP INV = 880.05
BOTTOM OF STRUCTURE = 880.05

STRUCTURE 218
CATCH BASIN
OPEN LID – 24" DIA
RIM ELEVATION = 218.00
N 8" PVC INV = 881.85
E INV = 881.85
W 24" RCP INV = 880.15
EAST PIPE IS TOP OF SNOUT

(NOT SHOWN) STRUCTURE 219
STORM MANHOLE
OPEN LID – 24" DIA
RIM ELEVATION = STMH
S 10" RCP INV = 883.44

SYMBOL LEGEND

- BENCH MARK
- "SIR" SET IRON ROD
- "FIR" FOUND IRON ROD
- CATCH BASIN
- STORM MANHOLE
- SANITARY MANHOLE
- MAILBOX
- AIR CONDITIONER
- CABLE PEDESTAL
- GUY WIRE
- WATER VALVE
- BOLLARD
- UTILTY POLE
- FIREHYDRANT
- LIGHT POLE
- SIGN
- HANDHOLE
- ELECTRIC MARKER
- WATER MARKER
- FLARED END SECTION
- TRAFFIC SIGNAL
- DEPRESSED CURB
- BUILDING HATCH
- ADA STRIP

LINE LEGEND

- 1' CONTOUR
- 5' CONTOUR
- STORM LINE
- SANITARY LINE
- OVERHEAD WIRE
- UNDERGROUND WATER LINE
- UNDERGROUND ELECTRIC LINE
- 6' IRON FENCELINE
- 6' CHAIN LINK/FENCE LINE
- TREE LINE
- APPROXIMATE LIMITS OF ACTIVE CONSTRUCTION

ABBREVIATIONS

EC	EDGE OF CONCRETE
BC	BACK OF CURB
EP	EDGE OF PAVEMENT
FL	FLOW LINE
FF	FINISHED FLOOR
GR	GRADING RING FIRE HYDRANT
CP	CONTROL POINT

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PREPARED FOR:
Kimley»Horn

TOPOGRAPHIC SURVEY
EXTRA SPACE STORAGE
201 S. VIRGINIA ROAD
CRYSTAL LAKE, IL

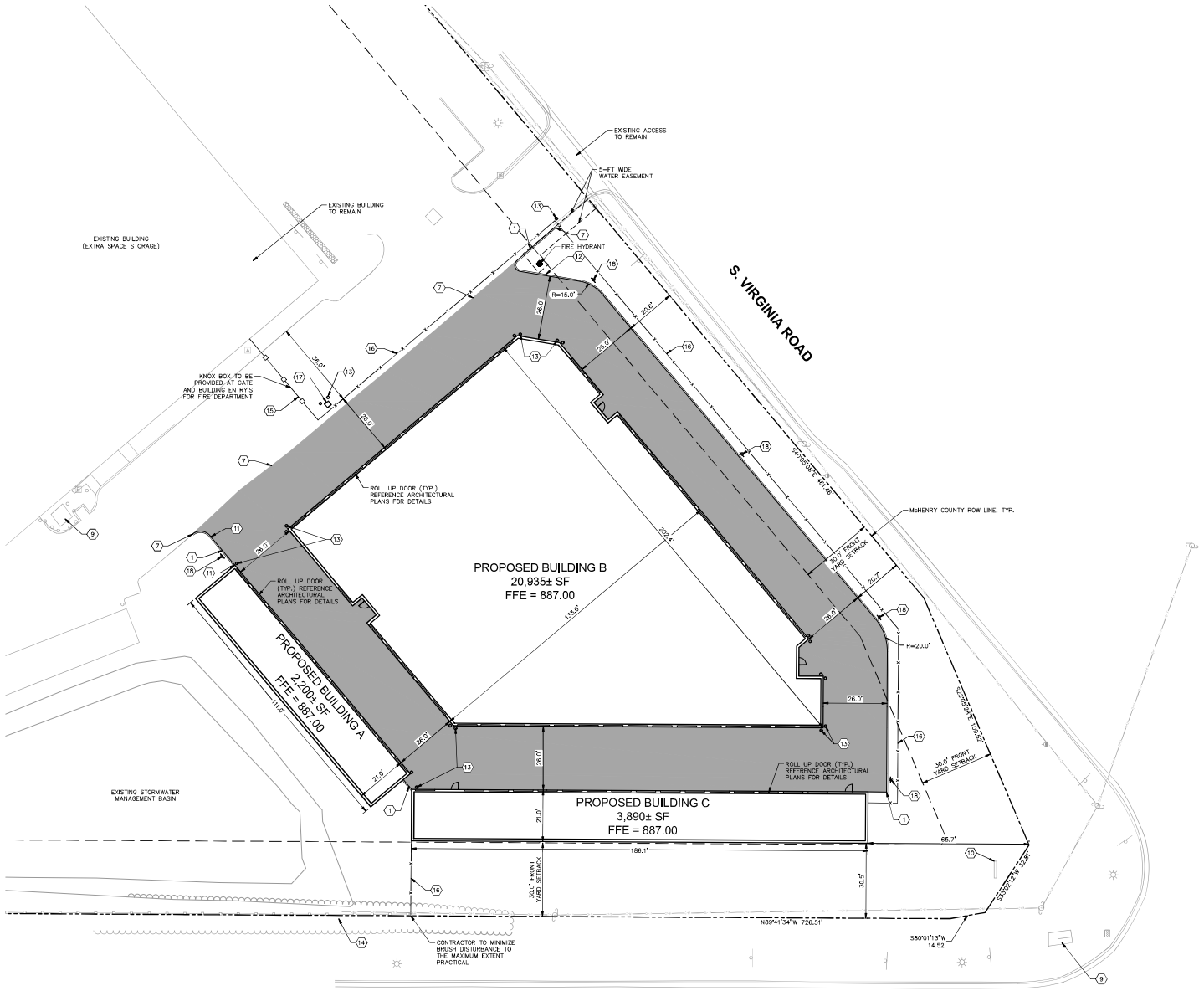
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Weaver Consultants Group
WEAVER CONSULTANTS GROUP
1316 BOND STREET SUITE 100
NAPERVILLE, ILLINOIS 60563
(630)-717-6848
www.wcgrp.com

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REVIEWED BY:	JTB
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SHEET	1 OF 2

V0.0



GRAPHIC SCALE IN FEET
0 10 20 40

NORTH

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GENERAL NOTES

1. ALL DIMENSIONS REFER TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
2. BUILDING DIMENSIONS ARE TO THE OUTSIDE FACE OF BUILDING UNLESS OTHERWISE NOTED.
3. REFER TO ARCHITECTURAL AND STRUCTURAL PLANS TO VERIFY ALL BUILDING DIMENSIONS.
4. RADII ADJACENT TO PARKING STALL AND NOT DIMENSIONED ON THIS PLAN SHALL BE 3-FEET, TYPICAL.
5. REFER TO ARCHITECTURAL PLANS FOR MONUMENT SIGN DETAILS. SEE MEP PLANS FOR SITE ELECTRICAL DRAWINGS.
6. ALL PROPOSED ON-SITE STRIPING SHALL BE PAINTED UNLESS OTHERWISE NOTED.

KEY NOTES

1. 6-INCH BARRIER CONCRETE CURB AND GUTTER, TYP. (SEE DETAILS)
2. DEPRESSED CURB AND GUTTER
3. CONCRETE SIDEWALK, TYP. (SEE DETAILS)
4. ACCESSIBLE PAVEMENT MARKINGS, TYP. (SEE DETAILS)
5. ACCESSIBLE PARKING SIGN, TYP. (MUTCD R7-8, SEE DETAILS)
6. 4" WIDE PAINTED SOLID LINE, TYP.
7. CONNECT TO EXISTING PAVEMENT, SIDEWALK, CURB, TYP.
8. TRASH COMPACTOR AND ENCLOSURE (SEE ARCHITECTURAL PLANS FOR DETAILS)
9. EX. TRANSFORMER PAD (FOR REFERENCE ONLY)
10. EX. MONUMENT SIGN (SEE ARCHITECTURAL PLANS FOR DETAILS)
11. 3-FT TRANSITION CURB
12. CURB CUT WITH RIP-RAP (SEE DETAILS) (NOT USED)
13. BOLLARD, TYP. (SEE DETAILS)
14. EX. FENCE TO REMAIN, TYP.
15. PROPOSED SECURITY GATE, TYP.(SEE ARCHITECTURAL PLANS FOR DETAILS)
16. PROPOSED FENCE (SEE ARCHITECTURAL PLANS FOR DETAILS)
17. PROPOSED CARD READER
18. 12" WIDE X 18" HEIGHT "NO PARKING – FIRE LANE" SIGNAGE (SEE DETAILS FOR POST, FOR SIGN REQUIREMENT REFERENCE CITY OF CRYSTAL LAKE STANDARDS)

SITE DATA TABLE

PARCEL NUMBER: 19-09-352-013, 19-09-352-004, 19-09-352-007 & 19-09-352-011

SITE ADDRESS: 201 S VIRGINIA RD, CRYSTAL LAKE, IL 60014

PROPERTY AREA: ±6.29 AC

ZONING: M-PUD (MANUFACTURING PLANNED UNIT DEVELOPMENT)

PROPOSED USE: SELF STORAGE FACILITY

EXISTING BUILDING AREA:	87,837± SF
PROPOSED BUILDING AREA:	27,025± SF
TOTAL BUILDING AREA:	114,862± SF
PROPOSED IMPERVIOUS AREA:	1.05± AC
PROPOSED PERVIOUS AREA:	0.35± AC
TOTAL DISTURBANCE AREA:	1.40± AC

ZONING	REQUIRED:	PROPOSED:
FRONT YARD SETBACK:	30'	30.5'
SIDE YARD SETBACK:	15'	N/A
REAR YARD SETBACK:	20'	N/A
EXISTING IMPERVIOUS PERCENTAGE:	70.0%	*4.62± AC (73.4%)
PROPOSED IMPERVIOUS PERCENTAGE:	70.0%	*4.54± AC (72.2%) (NET REDUCTION)

*VARIANCE BEING REQUESTED

FEMA NOTE

PER FLOOD INSURANCE RATE MAP PANEL NO. 17111C0335J, THE SITE OR A PORTION OF THE SITE IS LOCATED IN ZONE X, AREAS OF MINIMAL FLOOD HAZARD.

PAVING AND CURB LEGEND

- STANDARD DUTY ASPHALT PAVEMENT (NOT USED) SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
- HEAVY DUTY ASPHALT PAVEMENT SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
- CONCRETE SIDEWALK (NOT USED) SEE CONSTRUCTION DETAILS FOR PAVEMENT SECTION
- 6-INCH BARRIER CONCRETE CURB
- CONCRETE DEPRESSED CURB (NOT USED)

No.	REVISIONS	DATE	BY
	PUD COMMENTS	10/27/25	JTW
	PUD COMMENTS	12/11/2025	JTW

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KIMLEY-HORN AND ASSOCIATES, INC.
125 S. WACKER DR., SUITE 1500
CHICAGO, IL 60606-4445
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED | DESIGNED BY: JTW | DRAWN BY: KKM | CHECKED BY: BMH

NOT FOR CONSTRUCTION

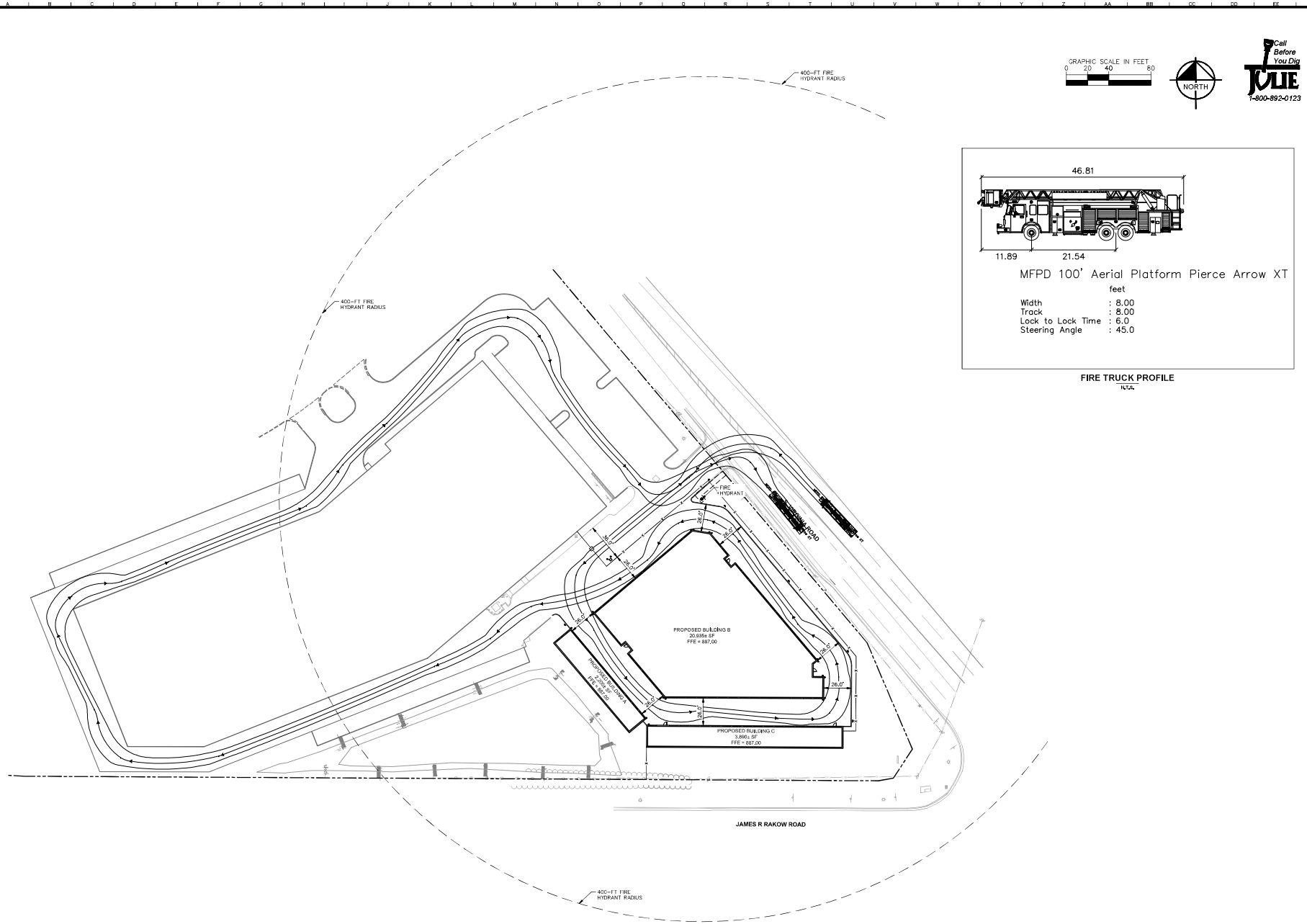
Extra Space Storage

SITE PLAN

EXTRA SPACE STORAGE
201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

ORIGINAL ISSUE: 07/01/2025
KHA PROJECT NO. 268783002
SHEET NUMBER
C3.0

Drawing name: K:\CHI_LIDEV\268783002_ES Storage_Crystal Lake\2 Design\CAD\Plan Sheets\C3.0 - SITE PLAN.dwg Dec 11, 2025 - 2:58pm by JennyAnderson
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MFPD 100' Aerial Platform Pierce Arrow XT

feet

Width	: 8.00
Track	: 8.00
Lock to Lock Time	: 6.0
Steering Angle	: 45.0

FIRE TRUCK PROFILE
N.T.S.

No.	REVISIONS	DATE	BY
	PUD COMMENTS	12/11/2025	JTW
	PUD COMMENTS	10/27/25	JTW

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1551 N. WATERFRONT PKWY, SUITE 150
WICHITA, KS 67206-4445
PHONE: 316-260-1200
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED
DESIGNED BY: JTW
DRAWN BY: KKM
CHECKED BY: BMH

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Extra Space Storage

TRUCK TURN EXHIBIT

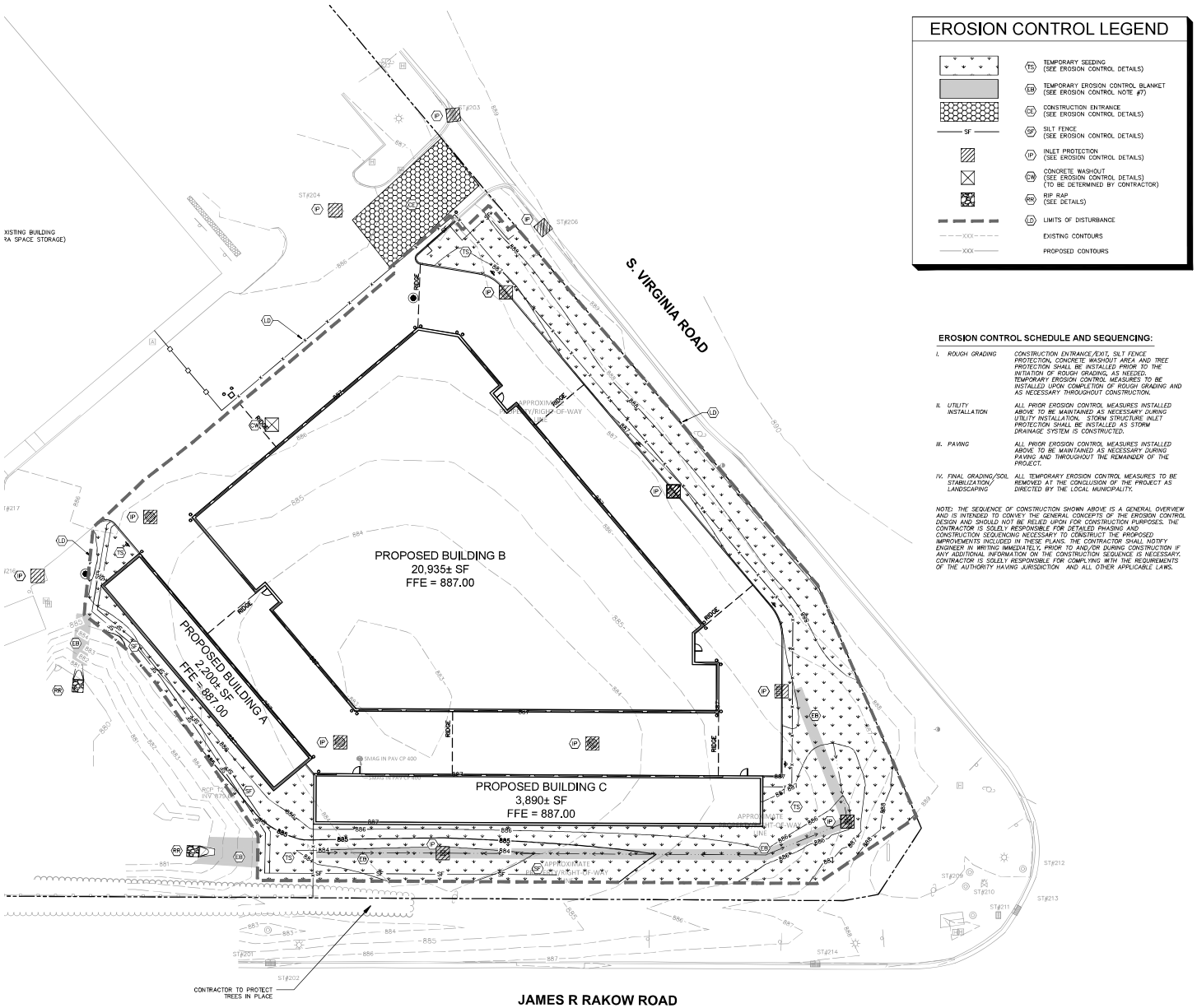
EXTRA SPACE STORAGE

201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

ORIGINAL ISSUE:
07/01/2025
KHA PROJECT NO.
268783002

SHEET NUMBER
C3.1

Drawing name: K:\CHI_LIEN\268783002_ES Storage_Crystal Lake\2 Design\CAD\PlanSheets\C3.0 – SITE PLAN.dwg Dec 11, 2025 - 2:58pm tyler.dennis.anderson
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EROSION CONTROL LEGEND

- TS — TEMPORARY SEEDING (SEE EROSION CONTROL DETAILS)
- EB — TEMPORARY EROSION CONTROL BLANKET (SEE EROSION CONTROL NOTE #7)
- CE — CONSTRUCTION ENTRANCE (SEE EROSION CONTROL DETAILS)
- SF — SILT FENCE (SEE EROSION CONTROL DETAILS)
- IP — INLET PROTECTION (SEE EROSION CONTROL DETAILS)
- CW — CONCRETE WASHOUT (SEE EROSION CONTROL DETAILS) (TO BE DETERMINED BY CONTRACTOR)
- RR — RIP RAP (SEE DETAILS)
- LD — LIMITS OF DISTURBANCE
- XXX — EXISTING CONTOURS
- XXX — PROPOSED CONTOURS

GRAPHIC SCALE IN FEET
0 10 20 40

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EROSION CONTROL SCHEDULE AND SEQUENCING:

I. ROUGH GRADING — CONSTRUCTION ENTRANCE/EXIT, SILT FENCE PROTECTION, CONCRETE WASHOUT AREA AND TREE PROTECTION SHALL BE INSTALLED PRIOR TO THE INITIATION OF ROUGH GRADING, AS NEEDED. TEMPORARY EROSION CONTROL MEASURES TO BE INSTALLED UPON COMPLETION OF ROUGH GRADING AND AS NECESSARY THROUGHOUT CONSTRUCTION.

II. UTILITY INSTALLATION — ALL PRIOR EROSION CONTROL MEASURES INSTALLED ABOVE TO BE MAINTAINED AS NECESSARY DURING UTILITY INSTALLATION. STORM STRUCTURE INLET PROTECTION SHALL BE INSTALLED AS STORM DRAINAGE SYSTEM IS CONSTRUCTED.

III. PAVING — ALL PRIOR EROSION CONTROL MEASURES INSTALLED ABOVE TO BE MAINTAINED AS NECESSARY DURING PAVING AND THROUGHOUT THE REMAINDER OF THE PROJECT.

IV. FINAL GRADING/SOIL STABILIZATION/ LANDSCAPING — ALL TEMPORARY EROSION CONTROL MEASURES TO BE REMOVED AT THE CONCLUSION OF THE PROJECT AS DIRECTED BY THE LOCAL MUNICIPALITY.

NOTE: THE SEQUENCE OF CONSTRUCTION SHOWN ABOVE IS A GENERAL OVERVIEW AND IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS INCLUDED IN THESE PLANS. THE CONTRACTOR SHALL NOTIFY ENGINEER IN WRITING IMMEDIATELY PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY. CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITY HAVING JURISDICTION AND ALL OTHER APPLICABLE LAWS.

EROSION CONTROL NOTES

1. CONSTRUCTION ENTRANCE SHALL BE LOCATED SO AS TO PROVIDE THE LEAST AMOUNT OF DISTURBANCE TO THE FLOW OF TRAFFIC IN AND OUT OF THE SITE. ADDITIONALLY, CONSTRUCTION ENTRANCE SHALL BE LOCATED TO COINCIDE WITH THE PHASING OF THE PAVEMENT REPLACEMENT.
2. POST CONSTRUCTION STORM WATER POLLUTION CONTROL MEASURES INCLUDE STABILIZATION BY PERMANENT PAVING, DRAINAGE SYSTEM STRUCTURE, OR LANDSCAPING.
3. TEMPORARY AND PERMANENT STABILIZATION PRACTICES AND BMP'S SHALL BE INSTALLED AT THE EARLIEST POSSIBLE TIME DURING THE CONSTRUCTION SEQUENCE. AS AN EXAMPLE, PERIMETER SILT FENCE SHALL BE INSTALLED BEFORE COMMENCEMENT OF ANY GRADING ACTIVITIES. OTHER BMP'S SHALL BE INSTALLED AS SOON AS PRACTICABLE AND SHALL BE MAINTAINED UNTIL FINAL SITE STABILIZATION IS ATTAINED. CONTRACTOR SHALL ALSO REFERENCE CIVIL AND LANDSCAPE PLANS SINCE PERMANENT STABILIZATION IS PROVIDED BY LANDSCAPING, THE BUILDING(S), AND SITE PAVING.
4. BMP'S HAVE BEEN LOCATED AS INDICATED ON THIS PLAN IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES IN ORDER TO MINIMIZE SEDIMENT TRANSFER. FOR EXAMPLE: SILT FENCES LOCATED AT TOE OF SLOPE AND INLET PROTECTION FOR INLETS RECEIVING SEDIMENT FROM SITE RUN-OFF.
5. THE PLACEMENT OF EROSION/SEDIMENTATION CONTROLS SHALL BE IN ACCORDANCE WITH THE APPROVED EROSION AND SEDIMENTATION CONTROL PLAN.
6. ANY MAJOR VARIATION IN MATERIALS OR LOCATIONS OF CONTROLS OR FENCES FROM THOSE SHOWN ON THE APPROVED PLANS WILL REQUIRE A REVISION AND MUST BE APPROVED BY THE REVIEWING ENGINEER, ENVIRONMENTAL SPECIALIST, OR ARBORIST AS APPROPRIATE. MAJOR REVISIONS MUST BE APPROVED BY THE PLANNING AND DEVELOPMENT DEPARTMENT AND THE DRAINAGE UTILITY DEPARTMENT. MINOR CHANGES OR ADDITIONAL CONTROL MEASURES TO BE MADE AS FIELD REVISIONS TO THE EROSION AND SEDIMENTATION CONTROL PLAN MAY BE REQUIRED BY THE ENVIRONMENTAL INSPECTOR DURING THE COURSE OF CONSTRUCTION TO CORRECT CONTROL INADEQUACIES AT NO ADDITIONAL COST TO THE OWNER.
7. CONTRACTOR SHALL PLACE EROSION CONTROL BLANKET (NORTH AMERICAN GREEN S150BN OR APPROVED EQUAL) ON ALL SITE AREAS WITH SLOPES GREATER THAN 4:1, AND IN THE BOTTOM AND SIDE SLOPES OF ALL SWALES.
8. PRIOR TO FINAL ACCEPTANCE, HAUL ROADS AND WATERWAY CROSSINGS CONSTRUCTED FOR TEMPORARY CONTRACTOR ACCESS MUST BE REMOVED, ACCUMULATED SEDIMENT REMOVED FROM THE WATERWAY AND THE AREA RESTORED TO THE ORIGINAL GRADE AND REVEGETATED. ALL LAND CLEARING SHALL BE DISPOSED OF IN APPROVED SPOIL DISPOSAL SITES.
9. PERMANENT, FINAL PLANT COVERING OR STRUCTURES SHALL BE INSTALLED PRIOR TO FINAL ACCEPTANCE.
10. ALL CONTROL DEVICES THAT FUNCTION SIMILARLY TO SILT FENCE OR FIBER ROLLS MUST BE REPAIRED, REPLACED OR SUPPLEMENTED WITH EFFECTIVE CONTROLS WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ONE-THIRD THE HEIGHT OF THE DEVICE. THESE REPAIRS MUST BE MADE WITHIN 24 HOURS OF THE RAINFALL EVENT OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
11. ALL SEDIMENT DELTAS AND DEPOSITS MUST BE REMOVED FROM SURFACE WATERS, DRAINAGE WAYS, CATCH BASINS AND OTHER DRAINAGE SYSTEMS. ALL AREAS WHERE SEDIMENT REMOVAL RESULTED IN EXPOSED SOIL MUST BE RESTABILIZED. THE REMOVAL AND STABILIZATION MUST TAKE PLACE IMMEDIATELY, BUT NO MORE THAN 7 DAYS AFTER THE RAINFALL EVENT UNLESS PRECLUDED BY LEGAL, REGULATORY OR PHYSICAL ACCESS CONSTRAINTS. ALL REASONABLE EFFORTS MUST BE USED TO OBTAIN ACCESS. ONCE ACCESS IS OBTAINED, REMOVAL AND STABILIZATION MUST TAKE PLACE IMMEDIATELY, BUT NO MORE THAN 7 DAYS LATER. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL APPROPRIATE AUTHORITIES AND RECEIVING THE APPLICABLE PERMITS PRIOR TO CONDUCTING ANY WORK.
12. ACCUMULATIONS OF TRACKED AND DEPOSITED SEDIMENT MUST BE REMOVED FROM OFF-SITE PAVED SURFACES WITHIN 24 HOURS OR SOONER IF REQUIRED. SEDIMENT TRACKING MUST BE MINIMIZED BY THE APPROPRIATE MANAGEMENT PRACTICE, LIKE A DEDICATED SITE EXIT WITH AN AGGREGATE SURFACE OR DESIGNATED OFFSITE PARKING AREA. CONTRACTOR IS RESPONSIBLE FOR STREET SWEEPING AND/OR SCRAPING IF YOUR PRACTICES ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED FROM THE SITE.
13. SURFACE WATERS, DRAINAGE DITCHES AND CONVEYANCE SYSTEMS MUST BE INSPECTED FOR SEDIMENT DEPOSITS.
14. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL MEASURES AS INDICATED ON THIS SHEET IN ACCORDANCE WITH THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) PREPARED BY KIMLEY-HORN AND ASSOCIATES, INC. THE CONTRACTOR IS RESPONSIBLE FOR IMPLEMENTING THE PROVISIONS INDICATED IN THE SWPPP, INCLUDING EROSION CONTROL MEASURES AND INSPECTION FREQUENCY, AS REQUIRED BY THE IEPA NPDES PHASE II PERMIT PROGRAM REQUIREMENTS.
15. PUMPING SEDIMENT LADEN WATER INTO ANY STORMWATER FACILITY THAT IS NOT DESIGNATED TO BE A SEDIMENT TRAP, DRAINAGEWAY, OR OFFSITE AREA EITHER DIRECTLY OR INDIRECTLY WITHOUT FILTRATION IS PROHIBITED.
16. SOIL STOCKPILES SHALL NOT BE LOCATED IN A DRAINAGEWAY, FLOOD PLAIN AREA OR A DESIGNATED BUFFER, UNLESS OTHERWISE APPROVED, UNDER SPECIFIC CONDITIONS TO BE ESTABLISHED BY THE DIRECTOR OR ADMINISTRATOR.
17. STOCKPILES TO REMAIN IN PLACE FOR MORE THAN THREE DAYS SHALL BE PROVIDED WITH SESC MEASURES. MATERIAL IS TO BE HAULED OFF IMMEDIATELY AND LEGALLY IF NO STOCKPILE IS TO REMAIN IN PLACE.
18. ALL TEMPORARY SESC MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL STABILIZATION IS ACHIEVED. TRAPPED SEDIMENT AND OTHER DISTURBED SOILS RESULTING FROM TEMPORARY MEASURES SHALL BE PROPERLY DISPOSED OF PRIOR TO PERMANENT STABILIZATION.
19. WATER REMOVED FROM TRAPS, BASINS, AND OTHER WATER HOLDING DEPRESSIONS OR EXCAVATIONS MUST FIRST PASS THROUGH A SEDIMENT CONTROL AND/OR FILTRATION DEVICE. WHEN DEWATERING DEVICES ARE USED, DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION.
20. SITE STABILIZATION REQUIREMENTS ARE AS FOLLOWS:
    - 20.1. WHERE THE INITIATION OF STABILIZATION MEASURE BY THE 7TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASES ON A PORTION OF THE SITE IS PRECLUDED BY SNOW COVER, STABILIZATION MEASURE SHALL BE INITIATED AS SOON AS PRACTICABLE.
    - 20.2. WHERE CONSTRUCTION ACTIVITY WILL RESUME ON A PORTION OF THE SITE WITHIN 14 DAYS FROM WHEN ACTIVITIES CEASED, (E.G. THE TOTAL TIME PERIOD THAT CONSTRUCTION ACTIVITY IS TEMPORARILY CEASED IS LESS THAN 14 DAYS) THEN STABILIZATION MEASURES DO NOT HAVE TO BE INITIATED ON THAT PORTION OF THE SITE BY THE 7TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY CEASED.

No.	REVISIONS	DATE	BY
	PUD COMMENTS	12/11/2025	JTW
	PUD COMMENTS	10/27/25	JTW

Kimley»Horn
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1801 ALEXANDER BAY DRIVE, SUITE 350
CHICAGO, IL 60603-4445
WWW.KIMLEY-HORN.COM

SCALE: AS NOTED
DESIGNED BY: JTW
DRAWN BY: KKM
CHECKED BY: BMH

NOT FOR CONSTRUCTION

ExtraSpace Storage

EROSION CONTROL PLAN

EXTRA SPACE STORAGE

201 S VIRGINIA RD
CRYSTAL LAKE, IL 60014

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