CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 3, 2026
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – January 20, 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. **Class 19 and Class 20 Temporary Liquor License Request – Crystal Lake South High School Booster Club, Trivia Game Night - Saturday, February 28, 2026**
   b. **Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678 - Saturday, March 7, 2026**
   c. **Class 20 Temporary Liquor License Request – The Service League of Crystal Lake - Saturday, February 28, 2026**
   d. **Special Event Request – Raue Center for the Arts 2026 Bob Blazier Run for the Arts, Street Closure and Police Assistance Fee Waiver – Sunday, May 3, 2026**
   e. **Special Event Request - 2026 Woods Creek Feet Meet, Street Closure and Police Assistance Fee Waiver – Sunday, April 26, 2026**
   f. **Adopt-A-Highway Program – Application Approval, Pique Technologies, LLC**

10. **154 S. Virginia Street – Dunkin - Special Use Permit for a Drive-Through Limited Service Restaurant adjacent to a residence with Variations from: The requirement to have a dedicated bypass only lane; The maximum hard-surface coverage of 65% to allow 69.7%; The buffer requirement of a trash enclosure to a residential property line; and The minimum number of parking spaces to allow six**

11. **Proposal Award – Residential Curbside Refuse, Recycling, and Yard Waste Collection**

12. **Bid Award – 2026 Street Resurfacing Program**

13. **UDO Text Amendment to Article 2, 4, 9, 10 and Appendix**

14. **Sidewalk Snow Removal and Winter Overnight Parking – Discussion Only**

15. Council Inquiries and Requests

16. 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

17. Reconvene to Regular Session

18. 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: February 3, 2026

Item: Class 19 and Class 20 Temporary Liquor License Request – Crystal Lake South High School Booster Club, Trivia Game Night - Saturday, February 28, 2026

Staff Recommendation: Motion to approve issuance of a Class 19 and a Class 20 Temporary Liquor License to the Crystal Lake South High School Booster Club, Trivia Game Night on Saturday, February 28, 2026.

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

The City has received a request from the Crystal Lake South High School Booster Club for the issuance of a Class 19 and a Class 20 Temporary Liquor License in order to sell beer, wine, and alcoholic liquor drinks at their annual Trivia Game Night and being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, February 28, 2026 from 6:00 p.m. to 10:00 p.m.

The Booster Club has also requested the issuance of a Class 20 Temporary Liquor License to offer alcoholic liquor, in the package only, as a raffle prize for the fundraiser. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The alcohol raffle prizes will be awarded at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, February 28, 2026, and must be picked up by Monday, March 2, 2026.

Section 329-5-S of the City Code permits the issuance of a Class 19 Temporary Liquor License for the retail sale of beer, wine, and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Section 329-5-T of the City Code permits the issuance of a Class 20 Temporary Liquor License for the retail sale of alcoholic liquor on the premises in packages only but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license.

The South High School Booster Club has met all application requirements for a temporary liquor license.

The Council has approved this event in the past.

Votes Required to Pass:
Simple majority

1/15/2026

Dear Mr Mayor and City Council,

The Crystal Lake South Booster Club is requesting a class 19 and 20 temporary liquor license We will be holding our annual Trivia night fundraiser February 28th at St. Elizabeth Ann Seton Church and would like to be able to sell wine, mixed drinks, and beer to the participants for consumption on the property We would greatly appreciate your consideration.

Sincerely,

Monica Eckman

Booster Club President

Crystal Lake South High School

City of Crystal Lake
Application for Temporary Liquor License

CLASS "19"
Beer, Wine and Alcoholic Liquor Drinks

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

1. Applicant's full name Crystal Lake South Boosters
(Must be not-for-profit organization)

Address 1200 S Main St Phone Number [redacted]

2. Organization Contact Information:
Name: Melissa Cleary
Address: 1024 Ascot Dr Crystal Lake 60014
Email: crystallakesouthboosters@gmail.com
Phone Number: [redacted]

3.Location where beer, wine and alcoholic liquor drinks will be sold:
Back of event room. St Elizabeth Ann Seton Church Community Center, 1023 McHenry Avenue CL, IL 60014

4. Dates of the event **(not to exceed three (3) days)**: 2/28/26

5. Hours of operation: 6pm-10pm

6. Describe the type of crowd and traffic control licensee will utilize.
Bar set up back of room away from tables.

7. Describe plan for refuse pickup. Dumpster at Location

8. Please list the names and addresses of the members of the organization who will be selling beer, wine and alcoholic liquor drinks at the location pursuant to the license. If additional space is needed, please use reverse side.
Monica Eckman 596 Crimson Dr. Crystal Lake, IL 60014
Michelle Heidrich 1383 Royal Oak Ln. Lake in the Hills IL 60156

9. **Please attach the following to your application:**
- **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
- **Proof of liquor liability insurance**
- **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer, wine and alcoholic liquor drinks on the property during the time requested.**
- **Site plan of area where beer, wine and alcoholic liquor drinks will be sold.**
- **Letter to the Mayor and City Council requesting approval of the issuance of a Class "19" Temporary Liquor License to applicant.**

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

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

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

Name: Melissa Cleary
Title: Secretary
Date: 1/22/26

CERTIFICATION

[x] Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Crystal Lake South Boosters
(Must be not-for-profit organization)

Address 1200 S Main St Phone Number [redacted]

2. Organization Contact Information:
Name: Melissa Cleary
Address: 1024 Ascot Dr Crystal Lake 60014
Email: crystallakesouthboosters@gmail.com
Phone Number: [redacted]

3. Location where beer in packages only will be sold:
St. Elizabeth Ann Seton Church, Crystal Lake. Raffle tables monitored by CLS Boosters

4. Dates of the event (**not to exceed three (3) days**): 2/28/26

5. Hours of operation: 6pm-10pm

6. Describe the type of crowd and traffic control licensee will utilize.
Raffle tables monitored by CLS Boosters

7. Describe plan for refuse pickup. Dumpster at Location

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
Monica Eckman 596 Crimson Dr. Crystal Lake IL 60014
Michelle Heidrich 1383 Royal Oak Ln. Lake in the Hills IL 60156

9. **Please attach the following to your application:**
   a. **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   b. **Proof of liquor liability insurance**
   c. **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.**
   d. **Site plan of area where beer in packages only will be sold.**
   e. **Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.**

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

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

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

Name: Melissa Cleary
Title: CLS Booster Secretary
Date: 1/22/26

CERTIFICATION

[x] Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

HESTRUP AND ASSOCIATES

ST. ELIZABETH ANN SETON CATHOLIC CHURCH

NEW ADDITION FOR

FIRST FLOOR PLAN – SYSTEMS

ST. ELIZABETH ANN SETON
SEAS
CATHOLIC CHURCH

1023 McHenry Ave.
Crystal Lake, IL 60014

815-459-3033
elizabethannseton.org

January 16, 2026

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

To Whom It May Concern:

On behalf of our pastor, Rev. Christopher Kuhn, I grant permission to the Crystal Lake South High School Booster Club to serve alcohol at their Trivia Night fundraiser to take place on Saturday, February 28, 2026, at St. Elizabeth Ann Seton Church in Crystal Lake, IL. I understand that the Booster Club will obtain liability insurance to cover this event and will provide me with a copy of the policy prior to the event. I further understand the C.L. South High School Booster Club will obtain the required liquor license from the City of Crystal Lake in order to serve alcohol at this event.

God Bless You,

Denise Ramis
Business Manager

OP ID: CB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Frisch & Barrett Insurance Agency, Inc. 226 W. Main Cary, IL 60013 Charles Barrett	CONTACT NAME: Chuck Barrett PHONE (A/C, No, Ext): 847-639-2134 FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HIGHS-1
INSURED HIGH SCHOOL DISTRICT #155 BOOSTER CLUBS c/o 226 W Main St. Cary, IL 60013-2721	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Erie Insurance Exchange INSURER B : Risk Placement Services Inc. INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	Y		Q45-0750619	09/07/2025	09/07/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			Q45-0750619	09/07/2025	09/07/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $			Q33-0770181	09/07/2025	09/07/2026	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
B	Liquor Liability	Y		JFL/LIQ/250138	02/28/2026	03/01/2026	Liq. Liab	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Booster Clubs/ St. Elizabeth Ann Seaton Catholic Church is added as Additional Insured in connection with event held there on 2/28/26 by the Crystal Lake South High School Booster Club.

CERTIFICATE HOLDER

STEL001

St. Elizabeth Ann Seaton
Catholic Church
1023 McHenry Ave.
Crystal Lake, IL 60014

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Charles Barrett

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OP ID: CB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/15/2026

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PRODUCER Frisch & Barrett Insurance Agency, Inc. 226 W. Main Cary, IL 60013 Charles Barrett	CONTACT NAME: Chuck Barrett PHONE (A/C, No, Ext): 847-639-2134 FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HIGHS-1
INSURED HIGH SCHOOL DISTRICT #155 BOOSTER CLUBS c/o 226 W Main St. Cary, IL 60013-2721	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Erie Insurance Exchange INSURER B : Risk Placement Services Inc. INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC	X		Q45-0750619	09/07/2025	09/07/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 5,000 1,000,000 2,000,000 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			Q45-0750619	09/07/2025	09/07/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ $ $ $	1,000,000
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DEDUCTIBLE [ ] RETENTION $			Q33-0770181	09/07/2025	09/07/2026	EACH OCCURRENCE AGGREGATE	$ $	4,000,000 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	
B	Liquor Liability			JFL/LIQ/250138	02/28/2026	03/01/2026	Liq. Liab		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Insured: Crystal Lake South High School Booster Club/ Trivia night at St. Elizabeth Ann Seaton Catholic Church, 1023 McHenry Ave., Crystal Lake, IL 60014, on 2/28/26. The City of Crystal Lake is added as Additional Insured.

CERTIFICATE HOLDER

CRYS005

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Charles Barrett

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Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Class 16 Temporary Liquor License Request – St. Elizabeth Ann Seton Knights of Columbus Council #10678 - Saturday, March 7, 2026

Staff Recommendation: Motion to approve issuance of a Class 16 Temporary Liquor License to the St. Elizabeth Ann Seton Knights of Columbus Council #10678

Staff Contact: Nick Hammonds, Deputy City Manager

Background:
The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their Irishfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, March 7, 2026 from 5:00 p.m. to 11:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

The Council has approved this event in the past and other temporary liquor license requests for the St. Elizabeth Ann Seton Knights of Columbus Council #10678.

Votes Required to Pass:
Simple majority

CITY OF CRYSTAL LAKE

Class 16
Temporary Liquor License

General Information:

- A Class "16" **Temporary** Liquor License authorizes the retail sale of beer and wine for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class "16" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.
- ***In addition to the City of Crystal Lake Temporary Liquor License, a license is also needed from the State of Illinois. A copy of the State of Illinois License must be provided to the City as a condition of local license approval once it has been received. A license from the State of Illinois can be applied for here:***

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

1. Applicant's full name St Elizabeth Ann Seton Knights of Columbus #10678
(Must be not-for-profit organization)

Address 1023 McHenry Ave, CL 60014 Phone Number [redacted]

2. Organization Contact Information:
Name: Kevin Schroeder
Address: [redacted]
Email:
Phone Number:

3. Location where beer and wine will be sold:
1023 McHenry Ave Crystal Lake, IL 60014 (Church Comm Ctr)

4. Dates of the event **(not to exceed three (3) days)**: March 7, 2026

5. Hours of operation: 5:00 pm — 11:00 pm

6. Describe the type of crowd and traffic control licensee will utilize. Wristbands will be used to identify approved purchaser. Attendees will primarily be parishoners

7. Describe plan for refuse pickup. We will use trash bin located on the premises

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

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

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

here:

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

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

Name: Kevin Schroeder
Title: Deputy Grand Knight
Date: 1/13/26

CERTIFICATION

☒ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

Knights of Columbus
Council #10678
1023 McHenry Avenue
Crystal Lake, IL 60014

2026 Irishfest – Bar Staff

Mike Scronce
[redacted]

Kevin Campbell
[redacted]

Jim McCarthy
[redacted]

Joe Oskerep
[redacted]

Greg Squiers
[redacted]

Jerry Ward
[redacted]

St. Elizabeth Ann Seton
Knights of Columbus Council 10678
1023 McHenry Avenue
Crystal Lake, IL 60014

January 17, 2026

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

Mayor Haleblian and Council Members;

We are writing to request approval for a Class 16 temporary liquor license for our Irishfest celebration, which will be held on Saturday, March 7, 2026, at St. Elizabeth Ann Seton's Community Center on McHenry Avenue in Crystal Lake. Our plans include dinner, music, Irish dancers and a 50/50 raffle (this license is being applied for as well).

The proceeds from this event will be used to fund the many charitable activities of the Knights. Annually, the Council donates over 70% of its net revenue to a variety of deserving charitable and religious organizations. Some of our larger gifts have gone to our parish's upkeep and beautification, Crystal Lake Food Pantry, First Way Life Center, and the St. Vincent De Paul Conference.

Members of the Knights of Columbus Council #10678 have volunteered to handle the sale of beer and wine, as well as security, emergency medical, and taxi services, if needed. Wristbands will be used to designate those whose identification shows them to be at least 21 years of age. The Knights have worked in this capacity at many similar functions, without incident, and are confident they will be responsible stewards in this area of the event.

Thank you for your time in considering our request. Please do not hesitate to contact us for any further information you may need.

Sincerely,

Kevin M Campbell

Kevin Campbell – Past Grand Knight and Chairman
[redacted]

ST. ELIZABETH ANN SETON
SEAS
CATHOLIC CHURCH

1023 McHenry Ave.
Crystal Lake, IL 60014

815-459-3033
elizabethannseton.org

January 13, 2026

City of Crystal Lake
100 W. Municipal Street
Crystal Lake, IL 60014
Attn: City Council

Re: Knights of Columbus Temporary Liquor License Application

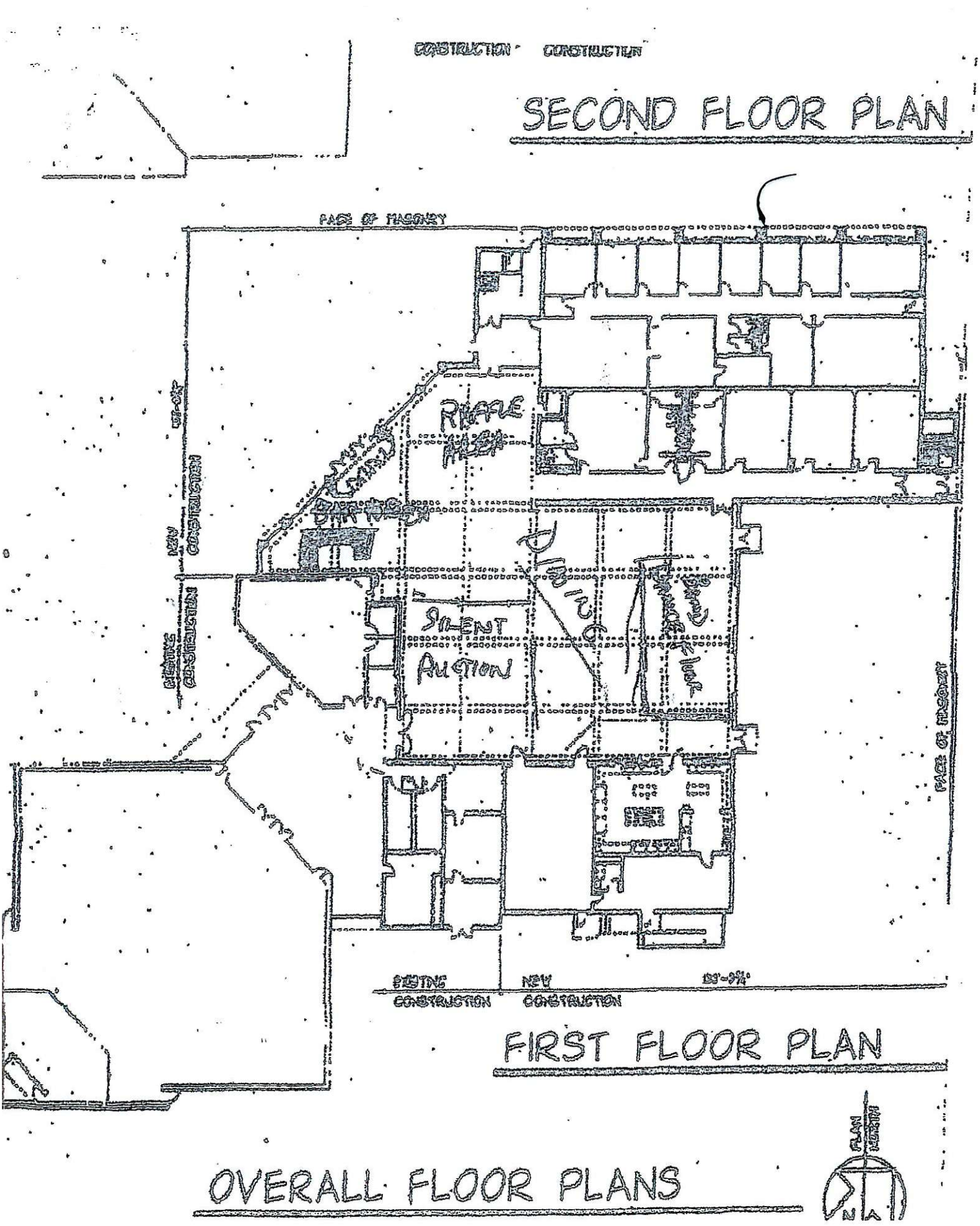
To Whom it May Concern:

St Elizabeth Ann Seton Parish has given permission to the Knights of Columbus Council #10678 to hold an Irish Fest in its Community Center on the evening of March 7, 2026. The Knights have requested and have been given conditional approval to sell beer and wine at the event between the hours of 5:00 and 11:00 pm. The K of C will be responsible for obtaining liability insurance for this event, as well as a Class 16 temporary liquor license, before receiving final permission.

Sincerely,

Denise Ramis

Denise Ramis
Business Manager


CONSTRUCTION
CONSTRUCTION
SECOND FLOOR PLAN
FACE OF MASONRY
RIFLE RANGE
SILENT AUCTION
FACE OF MASONRY
EXISTING CONSTRUCTION
NEW CONSTRUCTION
EXISTING CONSTRUCTION
NEW CONSTRUCTION
FIRST FLOOR PLAN
OVERALL FLOOR PLANS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley CA 95945

CONTACT NAME: Event Helper Customer Service
PHONE (A/C, No, Ext): (855) 493-8368 FAX (A/C, No):
E-MAIL ADDRESS: info@theeventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lloyds Syndicate 2623 82%	AA-1128623
INSURER B : Lloyds Syndicate 623 18%	AA-1126623
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

St Elizabeth Ann Seton Knights of Columbus Council 10678
c/o Kevin Schroeder
1023 McHenry Ave
Crystal Lake IL 60014

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY ✓ CLAIMS-MADE ☐ OCCUR Host Liquor Liability ✓ Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	N	EH-771325-L4140920	03/07/2026 12:01 AM	03/08/2026 12:01 AM	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Deductible	$ 1,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 275, Event Type: Fund Raising Dinner. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brent Nelson

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):
City of Crystal Lake 100 W Woodstock St Crystal Lake, IL 60014
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:
If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

© Insurance Services Office, Inc., 2012

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Class 20 Temporary Liquor License Request – The Service League of Crystal Lake - Saturday, February 28, 2026

Staff Recommendation: Motion to approve issuance of a Class 20 Temporary Liquor License to The Service League of Crystal Lake

Staff Contact: Nick Hammonds, Deputy City Manager

Background:

The City has received a request from The Service League of Crystal Lake for the issuance of a Class 20 Temporary Liquor License in order offer alcohol in the package only, as a raffle prize for a fundraiser on Saturday, February 28, 2026. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a temporary liquor license as the awarding of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The alcoholic raffle prizes will be awarded at The Dole, located at 401 Country Club Road, on Saturday, February 28, 2026 and must be picked up by Monday, March 2, 2026.

Section 329-5-T of the City Code permits the issuance of a Class 20 Temporary Liquor License for the retail sale of alcoholic liquor on the premises in packages only but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license.

The Council has approved similar events in the past.

Votes Required to Pass:

Simple majority

CITY OF CRYSTAL LAKE

Class 20
Temporary Liquor License

General Information:

- A Class "20" **Temporary** Liquor License authorizes the retail sale of alcoholic liquor on the premises specified in the license in packages only but not for consumption on the premises where sold.

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

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

- Issuance of a Class "20" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "20"
Alcoholic Liquor in Packages Only

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Service League of Crystal Lake
(Must be not-for-profit organization)

Address P.O. Box 893, Crystal Lake, IL 60039 Phone Number [redacted]

2. Organization Contact Information:
Name: Kelly Malina
Address: 305 Springbrook Rd Crystal Lake, IL 60012
Email: [redacted]
Phone Number: [redacted]

3. Location where beer in packages only will be sold:
The Dole (AS)

4. Dates of the event (**not to exceed three (3) days**): 2/28/26

5. Hours of operation: 4pm - 12am

6. Describe the type of crowd and traffic control licensee will utilize.

7. Describe plan for refuse pickup. included in room rental

8. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.
raffle
see officer information on license application

9. **Please attach the following to your application:**
   a. **License fee in the amount of *$20.00*. (Make checks payable to the "*City of Crystal Lake*".)**
   b. **Proof of liquor liability insurance**
   c. **Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.**
   d. **Site plan of area where beer in packages only will be sold.**
   e. **Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.**

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

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

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

Name: Kelly Malina
Title: Secretary
Date: 1/6/26

CERTIFICATION

☑ Under penalty of perjury, the person(s) named above, hereby certify and/or affirm as follows: (1)That I (we) are authorized on behalf of the applicant to submit this application; 2) that the Applicant will not violate any of the ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein; (2) That the statements contained in this application are true and correct to the best of my (our) knowledge and information; 3) That the statements in this application are made for the purpose of obtaining the license applied for and are made on my (our) personal knowledge and information.

The Dole
PEOPLE • PURPOSE

City of Crystal Lake IL

January 6th, 2026.

To Whom it May Concern

This letter is to confirm that Lakeside Legacy Foundation will not receive any financial benefit or proceeds from the Service League Casino Night being held at the Dole on February 28. This event is a contracted facility rental only.

Please feel free to contact us should you require any additional information or clarification.

Sincerely,

Kathryn Loprino

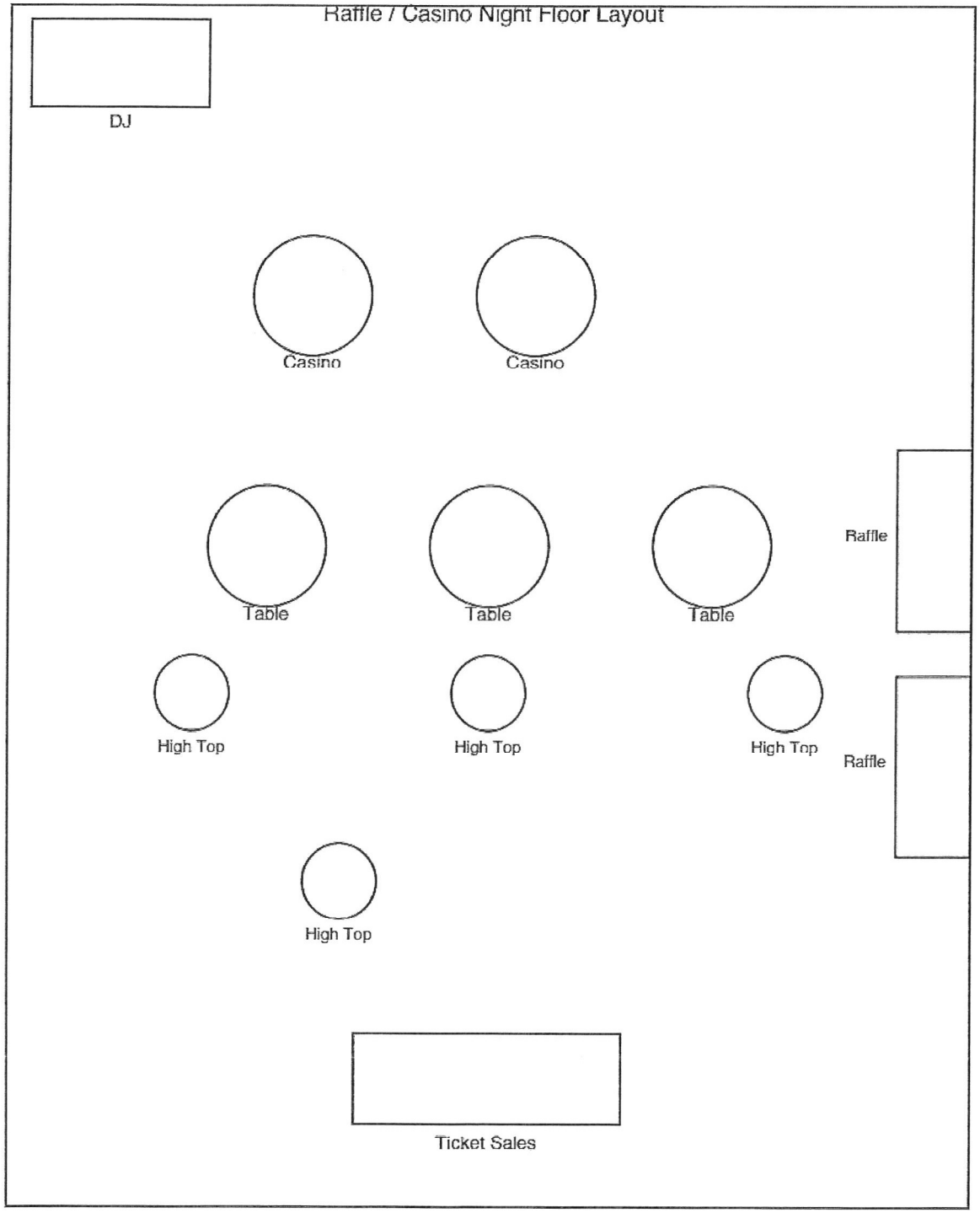
Director of Events & Community Engagement
Lakeside Legacy Foundation

501 (c)3 Organization

401 Country Club Rd | Crystal Lake IL | 60014

815-455-8000

Dole Mansion – First Floor Ballroom



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/06/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Eventsured Customer Service	
Foresite Sports LLC DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	PHONE (A/C, No, Ext): 888-882-5902	FAX (A/C, No):
	E-MAIL ADDRESS: info@eventsured.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Houston Casualty Company	42374
INSURED Service League of Crystal Lake Kelly Ackerberg PO Box 893 Crystal Lake, IL 60039	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** TM495478 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			H25SE00172/TM495478	02/28/2026 12:01AM	03/01/2026 2:01AM	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG DEDUCTIBLE	$ 1,000,000 $ 100,000 $ 1,000 $ 1,000,000 $ 2,000,000 $ 1,000,000 $ 0
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Casino Night to be held on 02/28/2026 - 02/28/2026 with 250 attendees at THE DOLE 401 Country Club Road Crystal Lake, IL 60014.

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Special Event Request – Raue Center for the Arts 2026 Bob Blazier Run for the Arts, Street Closure and Police Assistance Fee Waiver – Sunday, May 3, 2026

City Council discretion: Motion to approve the Special Event request for the 2026 Bob Blazier Run for the Arts, including Street Closure, pursuant to the recommended conditions listed below and a waiver of the Police Officer assistance fees ($3,123.36).

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

Background:
The Raue Center is in the process of planning the 2025 Bob Blazier Run for the Arts, which will be the event's 29th year. The run will take place in Downtown Crystal Lake on Sunday, May 3, 2026. The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 11:00 a.m. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m. The running route is the same as past years' events.

Last year, the City Council granted the waiver of the Police Officer assistance fee. Tthe applicants are requesting the waiver of this fee again this year. This year's Police Officer assistance fee is estimated to be $3,123.36.

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

1. All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.

2. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. The petitioner must meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
3. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
4. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
5. Barricades must be placed so that a firefighter is able to move them if an emergency vehicle(s) need access or position the barricades so that emergency vehicles can go through the barricaded street.
6. The barricades on Brink Street should be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
7. Parking is restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
8. Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
10. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
11. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12. Pop up tents, tents or other types portable tents shell be properly anchored. No smoking, cooking, nor open flames are permitted under the canopies/tents.
13. An access lane of no less than 20 feet must be maintained for emergency vehicles access to Williams and area streets. Items must not be located so as to block sidewalks.
14. This event will require one supervisor and twelve Crystal Lake Police Department staff members and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2026, to determine/arrange for police officers for traffic control, lead vehicle, etc.
15. All trash must be picked up along the race route, as well as in the downtown area.
16. Streets are not to be marked with paint or any permanent materials.
17. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
18. All temporary signage associated with this event is approved via this permit. The details of the signage must be submitted to the Building Division to ensure the sign, number, location, and duration meet the requirements.

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 February 3, 2026 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

RECEIVED
DEC 17 2025
By MW pm

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Bob Blazier Run For The Arts

EVENT LOCATION Downtown Williams Street and the surrounding residential streets

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:
The Bob Blazier Run For The Arts is a 5K Run and 1 Mile Walk that helps raise funds for Raue Center For The Arts.
Participants travel a loop around the residential streets of Crystal Lake, beginning and ending at Raue Center.
This is the 29th year of the event.

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: 6 staff and 45-50 volunteers
9. Estimated attendance: 350

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: James Knight
13. Contact Information for Event Manager:

Address: [redacted]

[redacted]

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: jknight@rauecenter.org ☑

EVENT OPERATION

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

Set Up: 5/1/26 afternoon

Event: 5/3/26 @ 8 AM

Dismantling: 5/3/26 10:30AM

15. Hours of the event:

Set Up: 5/1 1-2pm, 5/3 6-7:30am

Event: 5/3/26 8-9:30am

Dismantling: 5/3/26 9:30-10:30am

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
    Use of Raue Center's electricity for stage needs

    _____

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 kits in building, police on site, Ambulance within 5 minute drive

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

12-15-25
Date

James Knight
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

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: Bob Blazier Run for the Arts Start/Finish @ Raue Center (26 N. Williams) Run through surrounding neighborhood

James (First Name) L Knight (Last Name)

[redacted] (Residential Address) [redacted] (City) State Zip

(____)____-_____ (Home Phone) [redacted] (Cell Phone) jknight@rauecenter.org (Email)

Date of Event: 05 / 03 / 2026 Time of Event: 8:00am to 9:30am

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:

Williams St. (Street Name) between Woodstock (Street Name) and Crystal Lake Ave. (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.

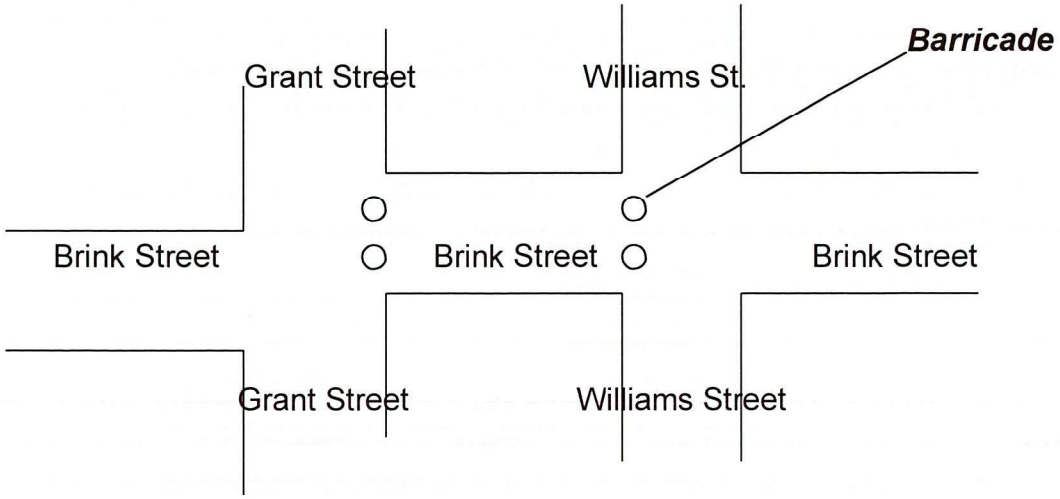
_____
Borrower Signature

12 / 16 / 25
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

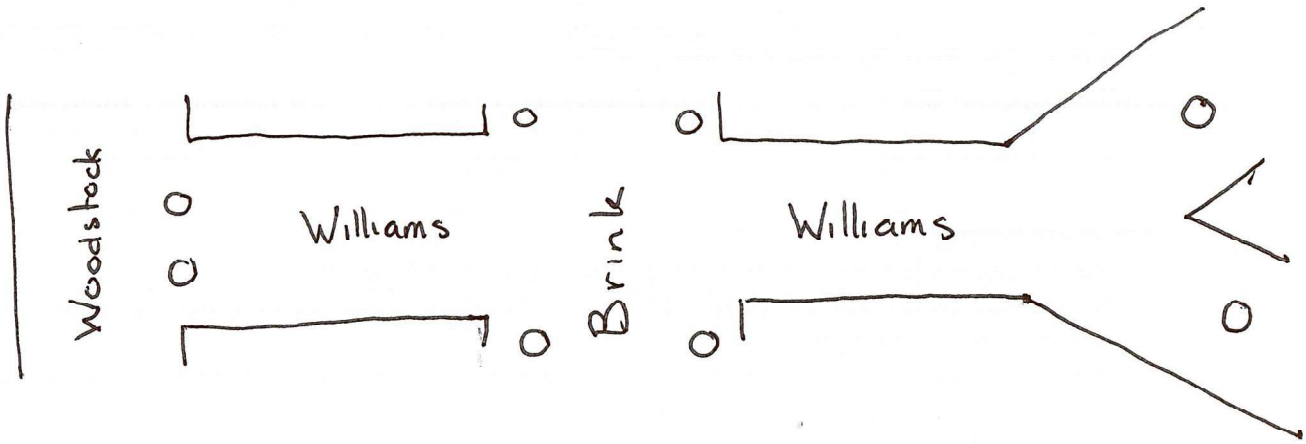
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the 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 Police Department

Temporary "No Parking" Signs Borrowing Application

Individuals wanting to borrow temporary "No Parking" signs 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.

Name JAMES KNIGHT Event BOB BLAZIER RUN FOR THE ARTS

Home address [redacted]

Home telephone _____ Work or alternate telephone [redacted]

Date & time when signs will be picked up 4/30/26 - AFTERNOON (2 PM)

Date(s) of event 5/3/26

Location of event DOWNTOWN CRYSTAL LAKE & RESIDENTIAL STREETS

Number of "No Parking" signs requested 40

APPLICANT AGREES TO:

- Return signs in the same condition as received.
- Return signs to the City Garage on the following business day after completion of the event.
- Pay a late fee if the signs are not returned on the following business day.
- Reimburse the City of Crystal Lake for signs / barricades that are damaged, or missing at a cost of $3.99 per sign.
- Only use or place the signs per conditions agreed upon for the event.

_____ 12-15-25

Applicant Signature — Date

_____ _____

Department Authorization — Date

OFFICE USE:

- ☐ ☐ Copy to Street Dept. Superintendent
- ☐ ☐ Copy to Chief of Police
- ☐ ☐ Copy to Fire Chief

RAUE CENTER FOR THE ARTS

SURVIVE AND THRIVE
25 Years of Great Art -
The Next 25, Starts Today.



December 15, 2025

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

To Whom it may concern:

Please find the attached special events application for the Bob Blazier Run For The Arts on Sunday May 3rd, 2026. The annual 5K Run/Walk will be conducted in the same manner as previous years with no change to the route or timetable of the event. Also included in this packet are the barricade and cone borrowing application, course maps, certificate of insurance, hold harmless form, and temporary no parking sign request form.

As done in previous years, Raue Center would also like to formally ask for a waiver of the Police Change Back fees.

Please let me know if there are any issues with the application, any extra steps I need to take, or anything else I can do to make the application process smoother.

Thank you,

James Knight
Economic Development Manager
Raue Center For The Arts

Richard Kuranda
executive director/CEO

Board of Directors
Tim Paul,
president

John Jacobsen,
vice president

Jerry Trachsler
treasurer

Luanne Flavin,
secretary

Mike Johnson
Stacey McInerney
Jack Minsley
Rich Naponelli
Michelle Nowland
Sandra Pierce
Steven Szalaj

Administration Offices
104 Minnie Street
Crystal Lake, IL 60014
815.356.9010

Raue Center
School For The Arts
@ St. Mary's Episcopal
210 McHenry Avenue
Crystal Lake, IL 60014
815.356.9010

Raue Center For The Arts is a 501(c)(3) nonprofit organization dedicated to enriching the lives of all through the arts.

BBR 5K Volunteer Map

Raue Contact: James Knight: 917-723-1223



Volunteer/Police Positions

- 1 - Williams/Franklin - Volunteer
- 2 - Franklin/College - Volunteer
- 3 - College/Rosedale - Volunteer
- 4 - Rosedale/McHenry - Police
- 5 - 1 mile split time - Volunteer
- 6 - McHenry/Douglas - Police
- 7 - Douglas/Pomeroy - Volunteer
- 8 - Douglas/Dole - Police
- 9 - Dole/Oak - Police
- 10 - Oak/Crystal Lake Ave - Police
- 11 -Oak/Woodstock - Police
- Water Station - Volunteer
- 12- Woodstock/Walkup - Police
- 13 - Woodstock/Grant - Volunteer
- 14 - Woodstock/Williams* - Volunteer

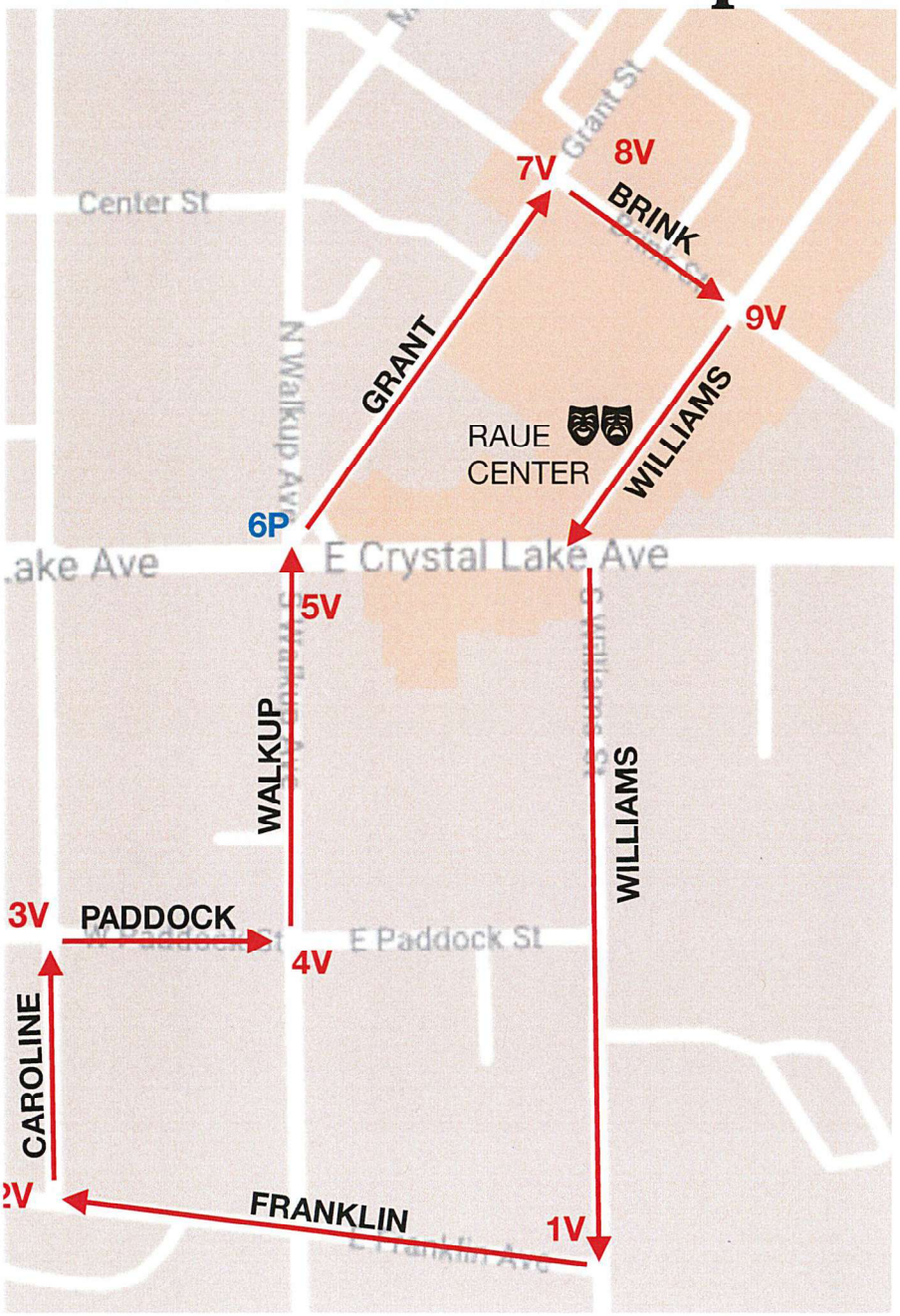
*Volunteer on Woodstock/Williams also to monitor parking lot on Woodstock

Instructions:

- 5K begins at 8:00 AM. *Its very important to arrive prior to this.*
- There will be a lead police car and and end police car.
- Stop oncoming traffic as runners come by: ask drivers to please wait.
- Allow cars to drive by if runners are in one lane.
- Cheer on runners and walkers.
- Please stay in your location until end police car drives by, return to Raue.

BBR 1 Mile
Volunteer Course Map

Raue Contact: James Knight: 917-723-1223



Volunteer/Police Positions

- 1 - Williams/Franklin - Volunteer
- 2 - Franklin/Caroline - Volunteer
- 3 - Caroline/Paddock - Volunteer
- 4 - Paddock/Walkup - Volunteer
- 5 - Walkup/Crystal Lake Ave - Volunteer
- 6 - Walkup/Crystal Lake Ave - Police
- 7 - Grant/Brink - Volunteer
- 8 - Grant/Brink - Volunteer (Opposite Corner)
- 9 - Brink/Williams - Volunteer

Lead Bike: John Jacobsen

Instructions:

- *It is very important to be set up and ready before 8:10*
- There will be a lead bike.
- Stop oncoming traffic as walkers/ runners come by; ask drivers to please wait.
- Allow cars to drive by if runners are in one lane.
- Cheer on runners and walkers.
- Please stay in your location until the end police car drives by, return to Raue.

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Special Event Request - 2026 Woods Creek Feet Meet, Street Closure and Police Assistance Fee Waiver – Sunday, April 26, 2026

Staff Recommendation: Motion to approve the Special Event Request for the 2026 Woods Creek Feet Meet, pursuant to the recommended conditions and to waive Police Officer assistance fees ($2,342.52) for this event.

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

Background:
The Woods Creek Feet Meet Committee has submitted a special event permit application for the 2026 Woods Creek Feet Meet. The 2026 Feet Meet will be Sunday, April 26, 2026 beginning at 8:00 a.m. Additionally, they are requesting a Crystal Lake Police Detail to help with the street closure.

As part of their application, they are requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane, barricades on Woods Creek Circle from Blue Heron Drive to Willow Tree Drive, and on Willow Tree Drive from Woods Creek Circle to Trailwood Drive. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council has approved similar requests in previous years.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard, Woods Creek Circle, and Willow Tree Drive for the event. The City Council has also waived the chargeback fees for the Police Officers assisting with the race. The Police Department estimates that the chargeback fees would not be more than $2,342.52.

If the request is approved, the following conditions are recommended:

1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.

2) The Woods Creek Feet Meet Committee must coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. A barricade borrowing application has been submitted.
5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard, Woods Creek Circle, and Willow Tree Drive.
6) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
8) All debris created by the event needs to be cleaned up during and after the event.
9) Streets are not to be marked with paint or any permanent materials.
10) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
11) Pop up tents, tents or other types portable tents shell be properly anchored. If tents or canopies will be used, the petitioner needs to contact the Fire Rescue Department for further review.
12) All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 if you have any questions.
13) All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
14) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
15) 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 February 3, 2026 City Council meeting to answer any questions.

Votes Required to Pass:
A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Feet Meet

EVENT LOCATION Woods Creek Elementary School

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:
1 mile/5K run/walk fundraiser and fitness event for local families

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: 50 volunteers

9. Estimated attendance: 400 people (runners and lots of cheering parents)

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: Woods Creek PTO / Samantha Enayati
13. Contact Information for Event Manager:

Address: 1100 W. Alexandra Blvd
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: _____

Event: April 26, 2026

Dismantling: April 26, 2026

15. Hours of the event:

Set Up: 7:00 AM

Event: 8:00 AM

Dismantling: 10:30 AM

CITY MANAGER'S OFFICE

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

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

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

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

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

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

N/A

**Please complete the attached Temporary Liquor License Application*

COMMUNITY DEVELOPMENT

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

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

Temporary community event signs ☑ Yes ☐ No

Temporary neighborhood event signs ☑ Yes ☐ No

Directional signs ☑ Yes ☐ No

Banner ☐ Yes ☐ No

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

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

(country Donuts, Bagels, Granola Bars, & Bananas)

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
We will only be using electricity from the school, directly in front of the school.

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
we will have access to the nurse's office as well as the availability to call Emergency services.

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 Bottled water that we are providing

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.

Samantha Enayati
Signature

January 6, 2026
Date

Samantha Enayati
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

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: Woods Creek Fest meet @ Woods Creek School

Samantha _____ Enayati
First Name Last Name

[redacted]
Residential Address City State Zip

(___)___-____ [redacted] [redacted]
Home Phone Cell Phone Email

Date of Event: 04 / 26 / 26 Time of Event: 8am to 1pm

Number of Barricades Needed *(maximum 12) at least two per intersection*: 22 (10 intersections)

Number of Cones Needed *(maximum 20)*: 0

Street(s) to be closed to non-emergency traffic: Please see the map.

_____ between _____ and _____
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.

Samantha Enayati
Borrower Signature

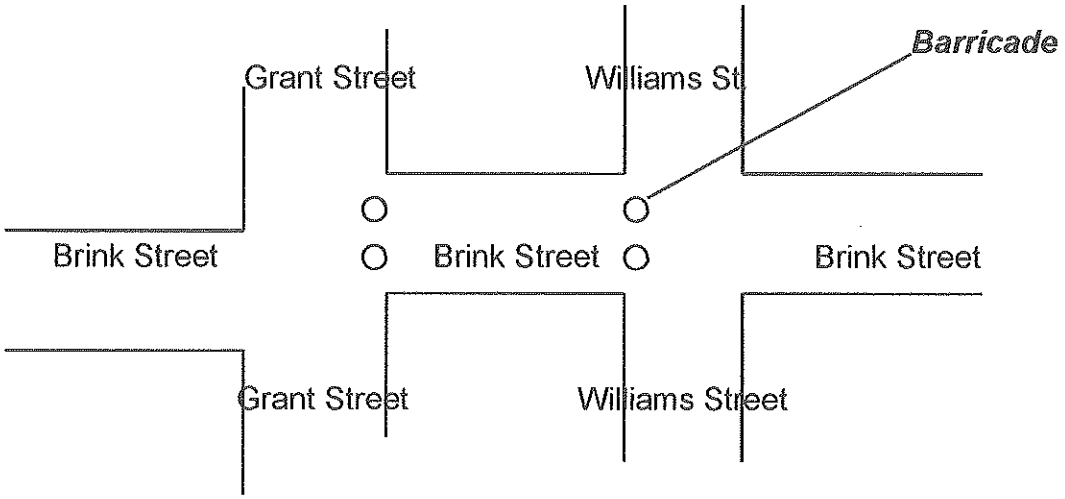
Should we pick up the barricades on 04/24/26?

01 / 06 / 26
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:

1. Dogwood / Alexandra - 2
2. Lilac / Alexandra - 2
3. Driftwood / Alexandra - 2
4. Blue Heron / Woods Creek circle - 4
5. Magnolia Dr. / Woods Creek Circle - 2
6. Pebble / Woods Creek Cir. - 2
7. Willow Tree / Woods Creek Cir. - 2
8. Blue Heron / Willow Tree - 2
9. Tanglewood / Willow Tree - 2
10. Trailwood / Willow Tree - 2

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

January 6, 2026

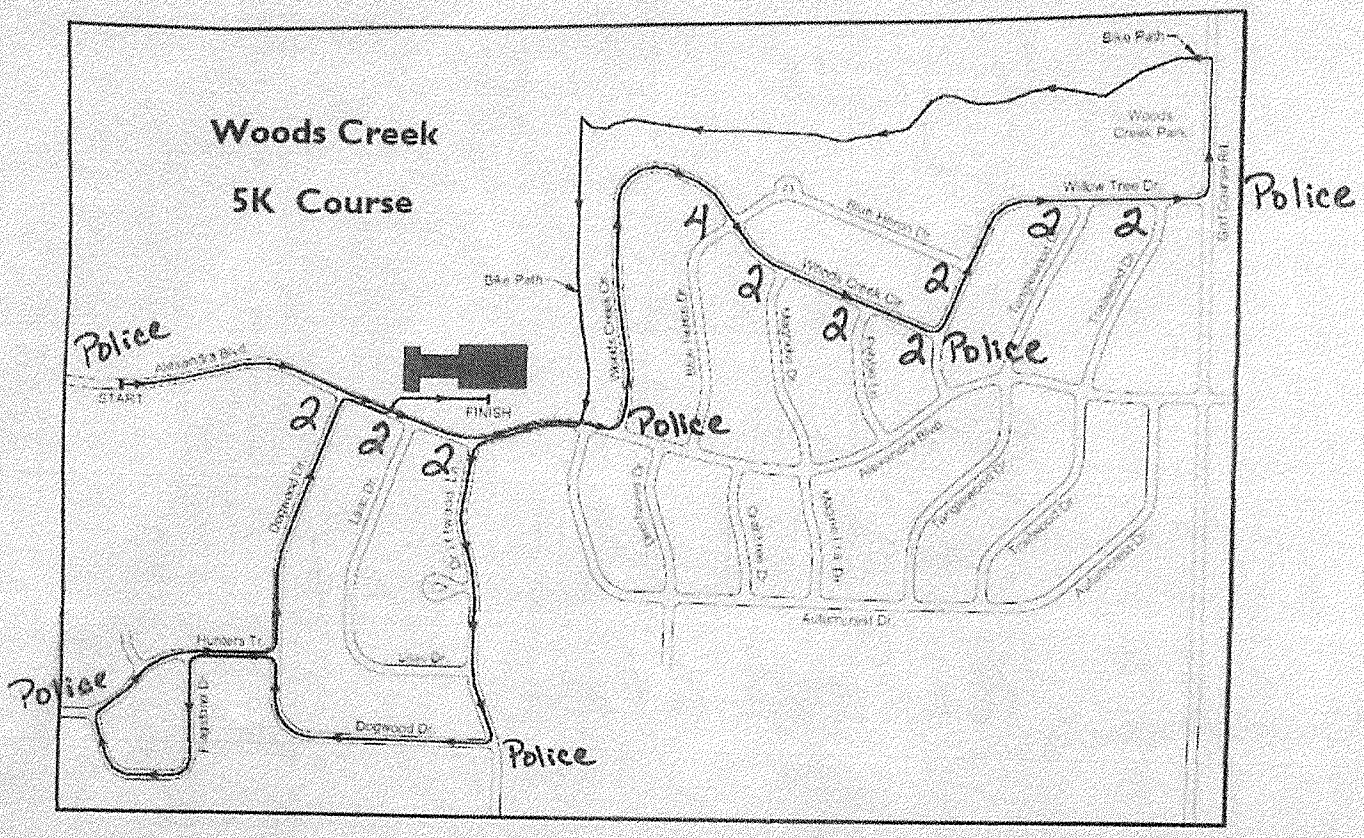
To Whom This May Concern,

The Parent Teacher Organization is requesting to host our 26th annual Feet Meet: a 5k/1mile race on April 26, 2026. We would like to please request a waiver of both the application fee as well as the police fees.

Thank you for your time and consideration,

Samantha Enayati
Woods Creek PTO Vice President of Volunteers and Feet Meet Chair
[redacted]

BARRICADE PLACEMENT



Intersections:

Dogwood / Alexandra 2

Lilac/ Alexandra 2

Driftwood/ Alexandra 2

Blue Heron/Woods Creek Circle 4

Magnolia Dr/Woods Creek Circle 2

Pebble/Woods Creek Circle 2

Willow Tree /Woods Creek Circle 2

Blue Heron/Willow Tree 2

Tanglewood/Willow Tree 2

Trailwood/Willow Tree 2

Agenda Item No: 9f

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Adopt-A-Highway Program - Application Approval, Pique Technologies, LLC

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an agreement with Pique Technologies, LLC to adopt the following road: South Walkup Avenue, from Crystal Lake Avenue south to the end of the roadway, for a two-year period, in accordance with the requirements set forth in the City of Crystal Lake Adopt-A-Highway Program

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

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Background:
On June 4, 2019 the City adopted an ordinance [Ord. No. 7547] approving an Adopt-A-Highway program for City of Crystal Lake roads. This program allows private citizens or organizations, with an address in the City of Crystal Lake, to support the City's anti-litter efforts by allowing groups to adopt a section of City roadway for the purpose of litter collection. The program was established pursuant to the Illinois Adopt-A-Highway Act and is administered by the Director of Public Works.

Pique Technologies, LLC, has applied to take part in the City's Adopt-A-Highway Program and has requested to adopt South Walkup Avenue, from Crystal Lake Avenue south to the end of the roadway, for a two-year period. Adopt-A-Highway signs will be installed at both ends of the adopted road segment, listing "Pique Technologies LLC" as the organization responsible for that section. If approved, the City Manager will execute an agreement with the Pique Technologies, LLC providing for the group's participation in the Adopt-A-Highway Program. The Adopt-A-Highway Program agreement follows all requirements of the Illinois Adopt-A-Highway Act and all additional requirements set forth in the City of Crystal Lake's Adopt-A-Highway Program ordinance. The adoption of the roadway, as approved by the City Council, will expire two years following its approval unless extended by the applicant, with the approval of the Director of Public Works.

Recommendation:
City staff has reviewed Pique Technologies, LLC's application to take part in the Adopt-A-Highway program and recommends a motion to adopt a resolution approving the Pique Technologies, LLC to adopt South Walkup Avenue, from Crystal Lake Avenue south to the end of the roadway, for a two-year period.

Votes Required to Pass:
Simple Majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that per 605 ILCS 120/1 et. seq., the "Illinois Adopt-A-Highway Act," the CITY approves Pique Technologies, LLC for adoption of South Walkup Avenue, from Crystal Lake Avenue south to the end of the roadway, for a two-year period, per the requirements set forth in the City of Crystal Lake Adopt-A-Highway Program.

DATED this 3rd day of February 2026.

DRAFT

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: February 3, 2026
APPROVED: February 3, 2026

Date Received: _____

City of Crystal Lake

Adopt-A-Highway Program Application

Application Type: First Time Applicant or Renewal

Group Name: Pique Technologies, LLC

Street Address: 110 W. Woodstock St, Suite E

City, State, Zip: Crystal Lake, IL 60014

Type of Group: Civic Group or Not for Profit or Private Enterprise/Commercial

Number of participants: 5-7

Number of supervising adults: 2

Number of participants between the ages of 10-17: 2

Group Coordinator and Traffic Supervisor

Name: Jason Pfaff Phone Number: [redacted] Email: jason@piquetechnologies.com

Street Address: 110 W. Woodstock St, Suite E

City, State, Zip: Crystal Lake, IL 60014

Lettering to Appear on Adopt-A-Highway Sign:

Only 17 characters per line, maximum of 2 lines, leave space between words.

P	I	Q	U	E		T	E	C	H	N	O	L	O	G	I	E
S		L	L	C												

Section of roadway to be adopted: First Choice:

Road Name: WALKUP AVE - FROM CRYSTAL LAKE AVE TO THE SOUTHERN END OF ROAD AT CL CENTRAL HS

Second Choice:

Road Name: WOODSTOCK ST (FROM WALKUP TO OAK)

Each group shall sign an agreement with the City of Crystal Lake before participating in the program.

Signature of Group Coordinator: _____ Date: 12/8/2025

Please return all forms to: 100 W. Woodstock St. Crystal Lake, IL 60014 ATTN: Public Works

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: February 3, 2026, continued from December 2, 2025

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit for a Drive-Through Limited Service Restaurant adjacent to a residence with Variations from:

a. The requirement to have a dedicated bypass only lane
b. The maximum hard-surface coverage of 65% to allow 69.7%
c. The buffer requirement of a trash enclosure to a residential property line
d. The minimum number of parking spaces to allow six

Sumish Parikh, applicant
154 S. Virginia Street

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Special Use Permit and Variations for Dunkin Donuts at 154 S. Virginia Street

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

Update:

- **Following the December 2, 2025 City Council meeting the petitioner and city staff worked on a site plan that would limit the access on Lake Shore Drive, add a second right-out on Route 14 and restrict the intersection of Lake Shore Drive and Route 14 to right-in/right-out only. This plan was presented to IDOT and the following feedback was provided:**
  - **IDOT would only permit one access point on Route 14 (the full access proposed at the north edge of the property).**
  - **The existing painted median on Route 14 would be removed to extend the two-way left turn lane.**
  - **The Lake Shore Drive access must be 30 feet from the edge of pavement of Route 14.**
  - **IDOT supports the change of Lake Shore Drive and Route 14 to right-in/right-out and the 'pork chop' must comply with IDOT standards (concrete).**
- **On January 27, 2026, a neighborhood meeting was held at City Hall. The petitioners, City Representatives, and 12 neighbors attended the meeting. There was a discussion**

on the access points, pedestrian walkability and the number of on-site parking spaces. The meeting resulted in a consensus (see attached drawing):

- **Restrict right hand turns out of Dunkin onto Lake Shore Drive by designing an entrance that would allow customers to exit towards Route 14 and enter the site.**
- **Add the restricted access ('pork chop') to Lake Shore Drive and Route 14.**

Background:

- Request: The request is for a Special Use Permit for fast food drive-through use adjacent to a residential use with Variations.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for this use.
- Zoning: The site is zoned B-2. The use of the property as a Limited Service Restaurant is appropriate.
- Site Analysis: The main access into the site is from Virginia Street (Route 14). Traffic patterns during their peak hours in the AM function as a right-in / right-out with customers entering from Route 14 and exiting back to head east on Route 14.
- Building Analysis: The building is designed with high quality Hardi Board siding in modern neutral colors with Dunkin Donuts signature colors as accents.
- The building meets all the Design Standards.
- Variations: The petitioner is requested several variations on the site.
    - The requirement to have a dedicated bypass only lane. The site has a double drive-through. Originally, this outside lane would be the mobile bypass where customers would cut around and feed into the main drive-through stacking inside lane. Due to concerns over possible stacking close to Route 14, staff required a second order board for this outside lane as well.
    - The maximum hard surface coverage of 65% to allow 69.7%. The drive-through use dictates a higher amount of paved surface for maneuvering around the site. To mitigate this overage, the petitioner is installing water quality treatment improvements on the site in the form of rain gardens.
    - The buffer from a residence for a trash enclosure. The UDO states that trash containers serving nonresidential uses shall not be located in a yard abutting residential property. The trash is located along the west side of the site, which is along the shared property line with the residence. Trash enclosures also cannot be located in any yard abutting a street limiting the location of the enclosure to the west and northwest side of the site.
    - The parking requirement of 13 spaces to allow 6 spaces. The parking requirement for limited service restaurants is based on the gross square footage of the restaurant. This accounts for the parking needed for the customer area inside the facility. There is no inside seating and only a pick up window for mobile orders. The parking is for the employees and is sufficient based on the maximum number of employees on the largest shift.

PZC Highlights:

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

- The PZC had several questions about the on-site circulation and traffic, which staff and the petitioner answered.
- The Commission felt they met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (4-1)** of the petitioner's request.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sumish, received 01/17/25)
   B. Site Plan/Engineering (Larson Engineering, dated 10/17/25, received 10/27/25)
   C. Landscape Plan (Dowden Design Group, dated 10/17/25, received 10/27/25)
   D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 08/11/25)
   E. Elevations (Architects 127, dated 12/17/21, received 08/11/25)
   F. Traffic Study (GHA, dated 06/04/25, received 06/04/25)
   G. Photometric Plan (Villa Lighting, dated 11/06/25, received 11/06/25)

2. Create an operations plan for opening that discusses onsite circulation, traffic control and alternatives if stacking and backups on Route 14 occur. Work with staff on the operations plan.

3. Lighting.
   A. The light plan must be revised to meet the ordinance of 0.3 foot candles at the property lines adjacent to residential uses.
   B. Lighting standard must meet the Virginia Street Corridor standard. Provide cut sheets for wall packs and pole lighting for staff review.

4. Landscape plan:
   A. No more than 10% of landscape beds can be nonliving materials such as mulch or gravel.
   B. Install larger plant material along Virginia Street for parking lot screening. Replace some plugs with established native plants of the same species.
   C. Work with staff on the final landscape plan along the perimeter of the property. There appears to be room for additional plantings.

5. The petitioner shall address all of the review comments and requirements of the Community Development Department, Engineering and Public Works Department, the City's Stormwater Consultant Christopher B. Burke and the City's Traffic Consultant Gewalt Hamilton.

~~**6. The petitioner with work with staff to mitigate the ingress and egress on Lake Shore Drive during peak hours for safety. Added by the PZC**~~ **The petitioner will work with staff on a final engineering plan that includes: restricted right out (southbound) onto Lake Shore Drive, add a concrete median per IDOT standards to Lake Shore Drive and Route 14, restripe Route 14 and comply with the access point width and distancing requirements of IDOT. Modified as a result of the neighborhood meeting and feedback from IDOT.**

Votes Required to Pass: A simple majority vote


ROUTE 14
LAKE SHORE DRIVE

Acknowledgement Form

Regarding the Special Use Permit for the Dunkin Donuts at 154 Virginia Street, 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: 11-26-2025
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sumish, received 01/17/25)
   B. Site Plan/Engineering (Larson Engineering, dated 10/17/25, received 10/27/25)
   C. Landscape Plan (Dowden Design Group, dated 10/17/25, received 10/27/25)
   D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 08/11/25)
   E. Elevations (Architects 127, dated 12/17/21, received 08/11/25)
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   A. The light plan must be revised to meet the ordinance of 0.3 foot candles at the property lines adjacent to residential uses.
   B. Lighting standard must meet the Virginia Street Corridor standard. Provide cut sheets for wall packs and pole lighting for staff review.

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   B. Install larger plant material along Virginia Street for parking lot screening. Replace some plugs with established native plants of the same species.
   C. Work with staff on the final landscape plan along the perimeter of the property. There appears to be room for additional plantings.

5. The petitioner shall address all of the review comments and requirements of the Community Development Department, Engineering and Public Works Department, the City's Stormwater Consultant Christopher B. Burke and the City's Traffic Consultant Gewalt Hamilton.

6. The petitioner with work with staff to mitigate the ingress and egress on Lake Shore Drive during peak hours for safety.

PIQ Map
154 S. Virginia Street



Ord. No. 8173
File No. 440

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATIONS TO ALLOW A LIMITED SERVICE DRIVE-THROUGH RESTAURANT FOR DUNKIN DONUTS AT 154 S. VIRGINIA STREET

DRAFT

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-08) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit with Variation to allow a Drive-Through Limited Service Restaurant with no dedicated bypass lane, maximum hard surface coverage of 69.7%, a trash enclosure abutting a residential property and a maximum of 6 parking space for a Dunkin Donuts at 154 S. Virginia Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 1, 2025 in the Northwest Herald, held a public hearing at 7:00 p.m., on November 19, 2025 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; 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 proposed Special Use Permit with Variations be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit with Variations 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 Special Use Permit with Variation to allow a Drive-Through Limited Service Restaurant with no dedicated bypass lane, maximum hard surface coverage of 69.7%, a trash enclosure abutting a residential property and a maximum of 6 parking space for a Dunkin Donuts at 154 S. Virginia Street (19-06-204-025), Crystal Lake, IL is hereby approved with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sumish, received 01/17/25)
   B. Site Plan/Engineering (Larson Engineering, dated 10/17/25, received 10/27/25)
   C. Landscape Plan (Dowden Design Group, dated 10/17/25, received 10/27/25)
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2. Create an operations plan for opening that discusses onsite circulation, traffic control and alternatives if stacking and backups on Route 14 occur. Work with staff on the operations plan.

3. Lighting.
   A. The light plan must be revised to meet the ordinance of 0.3 foot candles at the property lines adjacent to residential uses.
   B. Lighting standard must meet the Virginia Street Corridor standard. Provide cut sheets for wall packs and pole lighting for staff review.

4. Landscape plan:
   A. No more than 10% of landscape beds can be nonliving materials such as mulch or gravel.
   B. Install larger plant material along Virginia Street for parking lot screening. Replace some plugs with established native plants of the same species.
   C. Work with staff on the final landscape plan along the perimeter of the property. There appears to be room for additional plantings.

5. The petitioner shall address all of the review comments and requirements of the Community Development Department, Engineering and Public Works Department, the City's Stormwater Consultant Christopher B. Burke and the City's Traffic Consultant Gewalt Hamilton.

6. The petitioner will work with staff on a final engineering plan that includes: restricted right out (southbound) onto Lake Shore Drive, add a concrete median per IDOT standards to Lake Shore Drive and Route 14, restripe Route 14 and comply with the access point width and distancing requirements of IDOT.

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 Special Use Permit with Variations 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 3rd day of February, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: February 3, 2026
Approved: February 3, 2026

DRAFT

#2025-08
154 S. Virginia Street – Special Use Permit &Variations
Project Review for Planning and Zoning Commission

Meeting Date: November 19, 2025

Requests: Special Use Permit for a Drive-Through Limited Service Restaurant adjacent to a residence with Variations from:

a. Article 2 from the drive-through standards to have a bypass lane.
b. Article 3 from the maximum hard surface coverage of 65% to allow 69.7%, a variation of 4.7%
c. Article 4 to allow a trash enclosure abutting a residential property
d. Article 4 from the required parking of 13 parking spaces to allow 6 spaces, a variation of 7 spaces.

Location: 154 Virginia Street

Acreage: Approximately 16,761 square feet

Existing Zoning: B-2 General Commercial

Surrounding Properties:

North:	B-2 General Commercial
South:	B-2 General Commercial
East:	(Across Route 14) O Office
West:	R-3A Two Family Residential and R-3B Multi-Family Residential

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- Existing Use: The site is a former auto repair shop. The building has been vacant for some time.
- UDO Requirements: The Unified Development Ordinance (UDO) states that a drive-through use adjacent to a residential use shall be a Special Use Permit.
- The petitioner would reuse the existing building by removing the grass area to make room for the drive-through lanes. The position of the building makes it difficult to meet the drive-through requirements and there is concern with stacking onto Route 14. Early on in the process staff suggested demolishing the building and building new building closer to Route 14 to accommodate a longer drive-through queue, a bypass lane and buffer to the adjoining residential property.

Development Analysis:

General

- Request: The request is for a Special Use Permit for fast food drive through use adjacent to a residential use with Variations.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for this use.
- Zoning: The site is zoned B-2. The use of the property as a Limited Service Restaurant is appropriate.

Site Plan

- The primary access is from Route 14 / Virginia Street as a full access on the northeastern corner of the site.
- There are two drive-through lanes each with an ordering board. The outside lane also functions for mobile ordering and allows patrons to pull around and merge into the main lane to get to the pickup window.
- There is no inside seating just a walk up window and the drive-through reducing the need for traditional parking requirements. The parking is for walk up customers and employees.
- Customers can exit back onto Route 14 or onto Lake Shore Drive.
- The site plan includes the recommendations from the traffic consultant's review.

Landscape

- Landscape is planned around the site with a large rain garden along Route 14 to comply with watershed requirements.
- Foundation base landscape is proposed around the building.
- There is a solid fence and shrubs proposed along the west side adjacent to the residential property.

Elevations

- The building is constructed of Hardi Board panels and siding, which is a masonry product.
- They are illustrating a thick black top cap to the building. A dark charcoal brick base and black metal canopy. Vertical siding allows the main tower element to stand out from the rest of the structure.
- The color scheme is classic and bold. White and black contract with accents of pink and orange in the signage.
- The building meets the design standards.

Comprehensive Land Use Plan 2030 Plan Review:

The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future commercial, service and office uses. The following goals are applicable to this request:

Land Use - Commerce

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

This can be accomplished with the following supporting action:

Supporting Action: Promote, retain, and attract businesses that provide a diverse tax base.

Economic Development – Revitalize and Enhance Key Commercial Corridors

Goal: Establish funding sources and work with property owners to assist with and encourage the redevelopment of commercial areas.

Economic Development – Attract and Retain Businesses

Goal: Establish marketing efforts to attract and retain businesses throughout the City.

This can be accomplished with the following supporting action:

Supporting Action: Continue to solicit the retail businesses which are most likely to succeed in various retail nodes in Crystal Lake.

Success Indicator: The number of retail businesses – grocery, restaurants, coffee/juice shops, apparel, electronics, and comparison goods – contacted, started and/or relocated.

Findings of Fact:

SPECIAL USE PERMIT

The petitioner has requested a Special Use Permit to allow a Drive-Through Limited Service restaurant. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. The criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.

   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.

   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.

   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.

   ☒ *Meets* ☐ *Does not meet*

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

   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.

   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.

   ☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.

   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.

   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.

    ☒ *Meets* ☐ *Does not meet*

DRIVE THROUGH

Drive-Through Uses. All drive-through uses must comply with the following standards:

1. General:
   a. Drive-through windows and lanes shall not be placed between the right-of-way of the primary street and the associated building.

      ☒ *Meets* ☐ *Does not meet*

   b. Drive-through windows and lanes shall be placed to the side or rear of the building served. Where allowed, as part of a planned unit development approval or through a variation, drive-through windows and lanes placed between the right-of-way of primary street and the associated building shall require landscape plantings installed and maintained along the entire length of the drive-through lane, located between the drive-through lane and the adjacent right-of-way in accordance with the provision of Section 4-400, Landscaping and Screening standards..

☒ *Meets* ☐ *Does not meet*

c. Drive-through windows shall not be permitted on the side of a building adjoining any residential property.

☒ *Meets* ☐ *Does not meet*

2. Special Use Required. Where a drive-through is adjacent to a residential property, a special use is required.

☒ *Meets* ☐ *Does not meet*

3. Stacking space criteria: Stacking spaces shall be provided for any use having a drive-through. The following general standards shall apply to all stacking spaces for drive-through stations:

☒ *Meets* ☐ *Does not meet*

a. Stacking spaces and lanes for drive-through stations shall not impede on and off-site traffic movement, shall not cross or pass through off street parking areas, and shall not create a potentially unsafe condition where crossed by pedestrian access to a public entrance of a building.

☒ *Meets* ☐ *Does not meet*

b. Drive-through lanes shall be separated from off-street parking areas. Individual lanes shall be striped, marked, or otherwise distinctly delineated.

☒ *Meets* ☐ *Does not meet*

c. Bypass lanes and other parking lot drive aisles immediately adjacent to the drive-through lanes(s) shall maintain the same direction of traffic flow as the drive-through.

☒ *Meets* ☐ *Does not meet*

d. Approach lanes for drive-through facilities shall have a minimum width of 12 feet as measured from the face of the curb. The City Engineer may administrate approve the following reductions in width for constrained sites:

One lane: Reduction to 11 feet

Two or more lanes: Reduction to 10 feet per lane.

☒ *Meets* ☐ *Does not meet*

e. All drive-through facilities shall be provided with a bypass lane with a minimum width of 10 feet.

☐ *Meets* ☒ *Does not meet*

f. Alleys or driveways in residentially zoned areas adjacent to drive-through facilities shall not be used for the circulation of customer traffic.

☒ *Meets* ☐ *Does not meet*

g. Each stacking space shall be a minimum of 10 feet wide by 20 feet long.

☒ *Meets* ☐ *Does not meet*

h. All drive-through facilities shall be provided with an "escape" route from an existing queue.

☐ *Meets* ☒ *Does not meet*

i. Estimates of anticipated drive-through traffic, processing rates, or other operational data from other existing comparable facilities shall be provided.

☒ *Meets* ☐ *Does not meet*

4. Required number of stacking spaces for specific uses: The required number of stacking spaces are to be provided before the location of the first stop (order window, order pedestal, order board, etc.) The uses below shall provide the following minimum numbers of stacking spaces:

☒ *Meets* ☐ *Does not meet*

a. Limited service (fast food) restaurant. Total nine stacking spaces with a minimum of four stacking spaces between the order board and the pick-up window.

☒ *Meets* ☐ *Does not meet*

5. Traffic Study: A traffic study or impact analysis will be required if, in the opinion of the City Engineer, the standards provided in this section cannot be met or where the traffic impact for the proposed use reaches or exceeds the threshold for requiring a traffic study or analysis.

☒ *Meets* ☐ *Does not meet*

VARIATION

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

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of

this Ordinance would result in a practical difficulty or particular hardship because:

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

☒ *Meets* ☐ *Does not meet*

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

☒ *Meets* ☐ *Does not meet*

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

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

☒ *Meets* ☐ *Does not meet*

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

☒ *Meets* ☐ *Does not meet*

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

☒ *Meets* ☐ *Does not meet*

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

☒ *Meets* ☐ *Does not meet*

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

Recommended Conditions:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sumish, received 01/17/25)

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   C. Work with staff on the final landscape plan along the perimeter of the property. There appears to be room for additional plantings.

5. The petitioner shall address all of the review comments and requirements of the Community Development Department, Engineering and Public Works Department, the City's Stormwater Consultant Christopher B. Burke and the City's Traffic Consultant Gewalt Hamilton.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: Quick Service Restaurant Drive Thru Only

Action Requested

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

Petitioner Information

Name: Star Coffee of Virginia LLC

Address: 709 Oak Hollow Court Crystal Lake, IL 60014

Phone: 773-425-7810

Fax:

E-mail:

Owner Information (if different)

Name: Lotus Real Estate LLC

Address: 709 Oak Hollow Court Crystal Lake, IL 60014

Phone: 773-425-7810

Fax:

E-mail:

Property Information

Project Description:

Project Address/Location: 154 South Virginia Ave Crystal Lake 60014

PIN Number(s): 19-06-204-025

Development Team

Please include address, phone, fax and e-mail

Developer: RESA Construction Inc. 711 N Elmhurst Road Prospect Heights, IL 60070Phone: (847) 850-5510 Fax: (847) 850-5509

Architect: Koru Group, PLLC 2135 City Gate Lane, Suite 330 Naperville, IL 60563 Office Main: 331-444-KORU(5678) x108 Office Direct: 331-256-9791

Attorney: Brandy S. Quance Zukowski, Rogers, Flood & McArdle 50 Virginia Street Crystal Lake, IL 60014 815-459-2050; 815-459-9057 FAX

Engineer: Larson Engineering, Inc. 1488 Bond Street, Suite 100 Naperville, IL 60563-6503 630.357.0540 Fax: 630-357-0164

Landscape Architect: Dowden Design Group P.O. Box 415, Libertyville, IL 60048 Office: (847) 362~1254

Planner:

Surveyor: Vanderstappen Land Surveying, Inc 1316 N. Madison Street Woodstock, IL 60098 815-502-5516 (Direct) 815-337-8314 (Fax)

Other:

Signatures

Sumish Parikh — 12-1-2024

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.

Sumish Parikh — 12-1-2024

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, NOVEMBER 19, 2025
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

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

CALL TO ORDER

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

City Planner Elizabeth Maxwell, Assistant City Planner Darrell Moore and City Engineer Abby Wilgreen were present from staff.

Mr. Greenman 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.

2025-08 – 154 VIRGINIA STREET – DUNKIN DONUTS – SPECIAL USE PERMIT AND VARIATIONS

Special Use Permit to allow a drive-through limited service restaurant adjacent to a residence with Variations from maximum hard surface coverage, the requirement for a bypass lane, allowing a trash enclosure adjacent to a residence, and the minimum parking requirement.

Petitioner, Sumish Parikh, stated he intends to construct his third Dunkin' Donuts in Crystal Lake. He proposed a drive-through only operation to serve the surrounding community. He is a 40-year Crystal Lake resident and has operated Dunkin' locations for over 20 years. He noted the proposal would update and beautify the Virginia Street Corridor.

Mr. Greenman asked if the petitioner had reviewed the staff report and conditions. Mr. Parikh confirmed he had and was comfortable meeting all conditions, including lighting, landscaping, and operations planning.

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

Erin Philpot, 186 Lake Shore Dr, opposed the request, stating the site is inappropriate due to proximity to residences and existing traffic issues. She noted stacking concerns, outdated stacking data, the presence of school bus stops, bike lanes, and inadequate parking.

Jen Oliver, 195 Lake Shore Dr, also opposed the request, citing ongoing congestion from Lake Roots Coffee causing queues on Dole Avenue. She stressed safety concerns for children at a bus stop approximately 60 feet from subject location.

Mr. Parikh addressed public comments and expressed his understanding to public concerns, particularly about school buses. He emphasized that drive-through-only locations require minimal parking, with parking only needed for the 4-5 employees that will be working during business hours. He noted that operations have become significantly faster since 2020, and that more customers would enter from Virginia Street. He noted the walk-up window is for mobile orders only, not general customer walk ups.

Mr. Greenman closed the public comment portion of the hearing and turned to staff to present the staff report.

Ms. Maxwell outlined the request, including variations for hard surface coverage, bypass lane, parking, and trash enclosure location. She explained how the site complies with architectural standards using neutral classic color palette and dark trim elements in the brick base, canopy and roof top cap. The walk-up window would be for mobile orders only.

Ms. Wilgreen summarized coordination with the traffic consultant. A second order board was added at the City's request to prevent stacking on Route 14. Historical IDOT practices suggest difficulty in obtaining two full access points on Route 14. The petitioner will need to submit to IDOT for approval with the change of use and it very likely they will require at least one of the drives onto Route 14 be closed.

Ms. Repholz stated she does not support the Special Use Permit for this property due to location and proximity to residential homes.

Mr. Gronow felt the location itself could work, but expressed concern about the site restraints, limited parking, and escape routes. He understood neighborhood concerns regarding traffic.

Mr. Smith asked petitioner if two-lane configurations where a person could exit and bring the drinks out rather than an order pick up window were ever considered. Mr. Parikh noted that Dunkin' Corporate has no standard for a permanent dual-lane layout. He explored the possibility of eliminating the Lake Shore Drive access, but acknowledged the challenge of providing adequate egress. Mr. Smith's primary concern was traffic, though he recognized the petitioner's long-term effort to refine the site plan.

Mr. Greenman struggled with the impact to Lake Shore Drive, particularly during school bus hours. He stated he could not support the current layout, even if the overall use could be acceptable. He asked whether reorienting the building could improve circulation. Ms. Wilgreen indicated the site is constrained by both Route 14 and Lake Shore Drive, and significant layout improvements were unlikely to change the access points. Mr. Greenman noted that even limited peak-hour impacts pose concerns given residential adjacency.

Mr. Greenman asked petitioner if he was comfortable looking into traffic mitigation strategies in regards to Lake Shore Drive. Mr. Parikh reiterated his intent to avoid impacting neighbors and was willing to add signage or mitigation measures.

Mr. Smith made a motion to approve the request with the following conditions, including an added condition to work with staff on mitigation techniques for Lake Shore Drive during peak hours to enhance traffic flow:

1. Approve plans, reflecting staff and advisory board recommendations, as approved by the City Council.
    A. Application (Sumish, received 01/17/25)
    B. Site Plan/Engineering (Larson Engineering, dated 10/17/25, received 10/27/25)
    C. Landscape Plan (Dowden Design Group, dated 10/17/25, received 10/27/25)
    D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 08/11/25)
    E. Elevations (Architects 127, dated 12/17/21, received 08/11/25)
    F. Traffic Study (GHA, dated 06/04/25, received 06/04/25)
    G. Photometric Plan (Villa Lighting, dated 05/15/25, received 10/27/25)

2. Create an operations plan for opening that discusses onsite circulation, traffic control and alternatives if stacking and backups on Route 14 occur. Work with staff on the operations plan.

3. Lighting:
    A. The light plan must be revised to meet the ordinance of 0.3 foot candles at the property lines adjacent to residential uses.
    B. Lighting standard must meet the Virginia Street Corridor standard. Provide cut sheets for wall packs and pole lighting for staff review.

4. Landscape Plan:
    A. No more than 10% of landscape beds can be nonliving materials such as mulch or gravel.
    B. Install larger plant material along Virginia Street for parking lot screening. Replace some plugs with established native plants of the same species.
    C. Work with staff on the final landscape plan along the perimeter of the property. There appears to be room for additional plantings.

5. The petitioner shall address all of the review comments and requirements of the Community Development Department, Engineering and Public Works Department, the City's Stormwater Consultant Christopher B. Burke and the City's Traffic Consultant Gewalt Hamilton.

6. The petitioner with work with staff to mitigate the ingress and egress on Lake Shore Drive during peak hours for safety

Ms. Repholz seconded the motion. On roll call vote Members Skluzacek, Gronow, Smith, and Greenman voted yes. Ms. Repholz voted no. Motion passed 4-1.

GHA GEWALT HAMILTON ASSOCIATES, INC.
CONSULTING ENGINEERS
625 Forest Edge Drive ▪ Vernon Hills, IL 60061
847.478.9700 ▪ GHA-Engineers.com

Project Traffic Review #2

To: Ms. Abigail Wilgreen, PE, CFM
City of Crystal Lake

From: Dan Brinkman, P.E., PTOE

Date: June 4, 2025

Subject: Proposed Dunkin' Crystal Lake Redevelopment
154 S Virginia Street
US Rte 14 at Lake Shore Drive
Crystal Lake, Illinois

Per your request, Gewalt Hamilton Associates, Inc. (GHA) has reviewed the following documents provided for the above referenced project related to traffic, parking, and on-site circulation:

1. Geometric and Paving Plan (Sheet C3.0) prepared by Larson Engineering, Inc. last revised February 25, 2025.
2. Memorandum to Sumish Parikh from Stephen Corcoran of Eriksson Engineering Associates, Ltd. dated June 11, 2015, regarding a proposed Dunkin Donuts on Northwest Highway in Cary, Illinois.
3. Email to Abigail Wilgreen from Sumish Parikh dated May 20, 2024, regarding proposed operations at the subject site.

It is our understanding that the proposed location will operate as a **drive-thru only**, with no opportunities for customers to park and walk into the building to make purchases. Our analysis assumes all transactions occur via the drive-thru lane(s).

Access / Circulation

- One of the two existing access driveways along US Rte 14 (S Virginia Street) is shown to remain operational for the proposed Dunkin' development. This driveway is approximately 28 feet wide on-site and is expected to operate as a full-movement driveway. The on-site curb is not shown connecting / aligning with the existing curb within the US Rte 14 ROW where the access is approximately 25-feet wide. *We recommend that the on-site curb and access be widened to provide for additional stacking in the "Mobile Order" queue and be clearly marked for two-way (full) movements.* Exiting traffic should be under Stop sign control at the driveway.
- As the proposed use is more intense than the previous auto repair facility, access to US Rte 14 will require review and approval from the Illinois Department of Transportation (IDOT). Considering the pattern of adjacent development, we believe it is likely that IDOT will allow one full-movement driveway for the proposed project.
- The second / eastern driveway (the one closest to Lake Shore Drive) is shown as remaining and simply not connected to the proposed parking lot. This access should be completely removed and the curb along US Rte 14 be restored.
- The existing access to Lake Shore Drive is shown as being widened to 24-feet, which will provide adequate width for two-way traffic.
- While most movements in and out of the US Rte 14 drive are expected to be right turns, most turns onto Lake Shore Drive exiting the site are expected to be left turns. The location of the existing/proposed Lake Shore Drive access with respect to US Rte 14 provides limited stacking on Lake Shore Drive to accommodate vehicles exiting the site and attempting to make right or left turns onto US Rte 14.

- A proposed trash enclosure is located at the northwest corner of the subject site accessed via the drive thru and bypass lanes. It is our experience / understanding that deliveries and trash removal typically occur within the drive-thru and bypass lanes during off-peak hours.

Stacking

- The unscaled "Stacking Illustration" on Larson's sheet C3.0 shows nine (9) vehicles between the drive-up window and the existing curb along US Rte 14, four (4) of those from the "order sign" to the curb on US Rte 14. Three (3) additional vehicles are shown stacked in the "Mobile Order" line. Per the City's Unified Development Ordinance eight (8) spaces are required for "Restaurant, with Drive-Through Coffee/Smoothie/Donut/Bakery" sales with four (4) spaces between the "order box" and the pick-up window (which is provided).
- The 2015 Eriksson Engineering memorandum references parking and queuing observations of Dunkin Donuts facilities completed by Gewalt Hamilton Associates, Inc. in 2011. These observations were updated in July 2017 and September 2019 (see attached). Of the eight (8) locations observed, most had an average Morning Peak Period queue of six (6) spaces from the "order sign" with a maximum observed queue of ten (10) spaces from the "order sign".
- A majority (85% per the operations email) of Dunkin' business is conducted via the drive-thru and is typically a function of adjacent street traffic. The average adjacent street volume from the previous study was 26,362 vehicles per day. For reference, in comparison to the sites observed in 2017 and 2019, US Rte 14 carried 25,600 vehicles per day in 2023 along the site frontage.
- The operations email indicates increased usage of mobile ordering, but once there are three (3) vehicles at the "order sign" the mobile order/bypass lane is not accessible.
- Drive through customers are generally interested in convenience and should the queue extend beyond 4-5 vehicles, we feel that it is unlikely that traffic would "sit" on US Rte 14. More likely they would enter the site from Lake Shore Drive and create a second queue across the front of the building.
- Drive-thru stacking could theoretically be increased by one space by moving the "order sign" closer to the pick-up window. Any vehicles that attempted to extend the stacking on-site along the front of the building (parallel to US Rte 14) would effectively block the parking spaces and the on-site circulation.

Parking

- A total of six (6) parking spaces are proposed, including two parallel spaces only accessible from the Drive Thru lanes and one handicapped accessible space. Per the City's Unified Development Ordinance 1 space for each 100 square feet of gross floor area is required. The 1,314 square foot building requires thirteen (13) spaces. However, as the proposed project is within the City's Virginia Street Corridor Overlay District a reduction to 70% of the required parking is allowed. Accordingly, the requirement for the proposed building would be nine (9) spaces. The site is short three (3) spaces from the reduced requirement.
- The 2015 Eriksson Engineering memorandum also references Institute of Transportation Engineers (ITE) parking data. See attached a chart from the current 6th Edition of the ITE *Parking Generation Manual.* Per the ITE data, the proposed Dunkin' would be expected to have a peak parking demand of seven (7) spaces, two more than are provided (not including the accessible space).
- The average parking demand observed in 2017 and 2019 was 6.875 or approximately seven (7) spaces consistent with the ITE data. Peak parking demands as high as thirteen (13) spaces were observed.
- It is possible that the parking supply is sufficient (depending on the number of employees expected), being only one short of other observed peak demands in the Chicago area and the estimated ITE peak, and the heavy reliance on drive-thru traffic during the Morning Peak periods.
- Employees should be required to park in the parallel spaces along the Drive-thru.
- For reference, there is no parking allowed along Lake Shore Drive.

Summary and Recommendations

- The proposed Dunkin' site as proposed on the attached site plan is deficient in parking supply per City Code, but meets the minimum of eight (8) stacking spaces.
- As the proposed use is more intense than the previous auto repair facility, access to US Rte 14 will require review and approval from the Illinois Department of Transportation (IDOT). Considering the pattern of adjacent development, we believe it is likely that IDOT will allow one full-movement driveway for the proposed project.
- We recommend that the on-site curb and existing west access be widened to provide for additional stacking in the "Mobile Order" queue and be clearly marked for two-way (full) movements.
- The second / eastern driveway (the one closest to Lake Shore Drive) is shown as remaining and simply not connected to the proposed parking lot. This access should be completely removed and the curb along US Rte 14 be restored.
- The existing access to Lake Shore Drive is shown as being widened to 24-feet, which will provide adequate width for two-way traffic.
- The petitioner could consider widening the approach to the drive thru and providing a double drive thru that could provide additional stacking spaces (this would require a variance to not provide a full bypass lane). It may be possible to provide a total of eight (8) stacking spaces in two queues of four (4) vehicles between "order signs" and the US Rte 14 curb line while maintaining space to get back to a single line before the "pick-up window".
- The petitioner could also consider an alternative of removing both existing US Rte 14 driveways and constructing a new access on US Rte 14 that allows cars full-movements in and out while also providing appropriate stacking space.
- The location and orientation of the building appear to be limiting / dictating some of the operations. The Petitioner could consider demolishing the existing building and constructing a purpose-built facility that would provide greater flexibility for on-site circulation and improved stacking capacity.

6096.900 CL Dunkin Donuts TPR#2-060425.docx

Exhibit 2
Dunkin' Brands Coffee Shop Survey Data Summary - July 2017 and September 2019

Group 1 - Morning Peak Period (6 AM to 9 AM) - July 2017

Location	Parking Demand Maximum	Parking Demand Average	Drive-Thru Queue Maximum	Drive-Thru Queue Average	Drive-Thru Average Service Time	Annual Average Daily Traffic (Year)
Chicago, IL 6332 N. Broadway	9	5	10	6	2:25	20,000 (2018)
Round Lake Beach, IL 369 Rollins Rd	13	10	7	6	2:26	33,000 (2016)
Northbrook, IL 2775 Dundee Rd	13	8	9	6	1:51	29,900 (2017)
Niles, IL 8080 N. Milwaukee	7	4	7	5	2:23	29,600 (2017)
Waukegan, IL 2900 Belvidere Rd	9	8	7	4	2:19	27,900 (2017)

Group 2 - Morning Peak Period (6 AM to 9 AM) - September 2019

Location	Parking Demand Maximum	Parking Demand Average	Drive-Thru Queue Maximum	Drive-Thru Queue Average	Drive-Thru Average Service Time	Annual Average Daily Traffic (Year)
Chicago, IL. 6250 N. Clark Avenue	6	5	7	5	1:20	15,000 (2018)
Chicago, IL. 3132 W. Devon Avenue	7	6	7	6	1:08	24,800 (2018)
Chicago, IL. 3401 W. Peterson Avenue	10	9	9	6	1:33	30,700 (2017)

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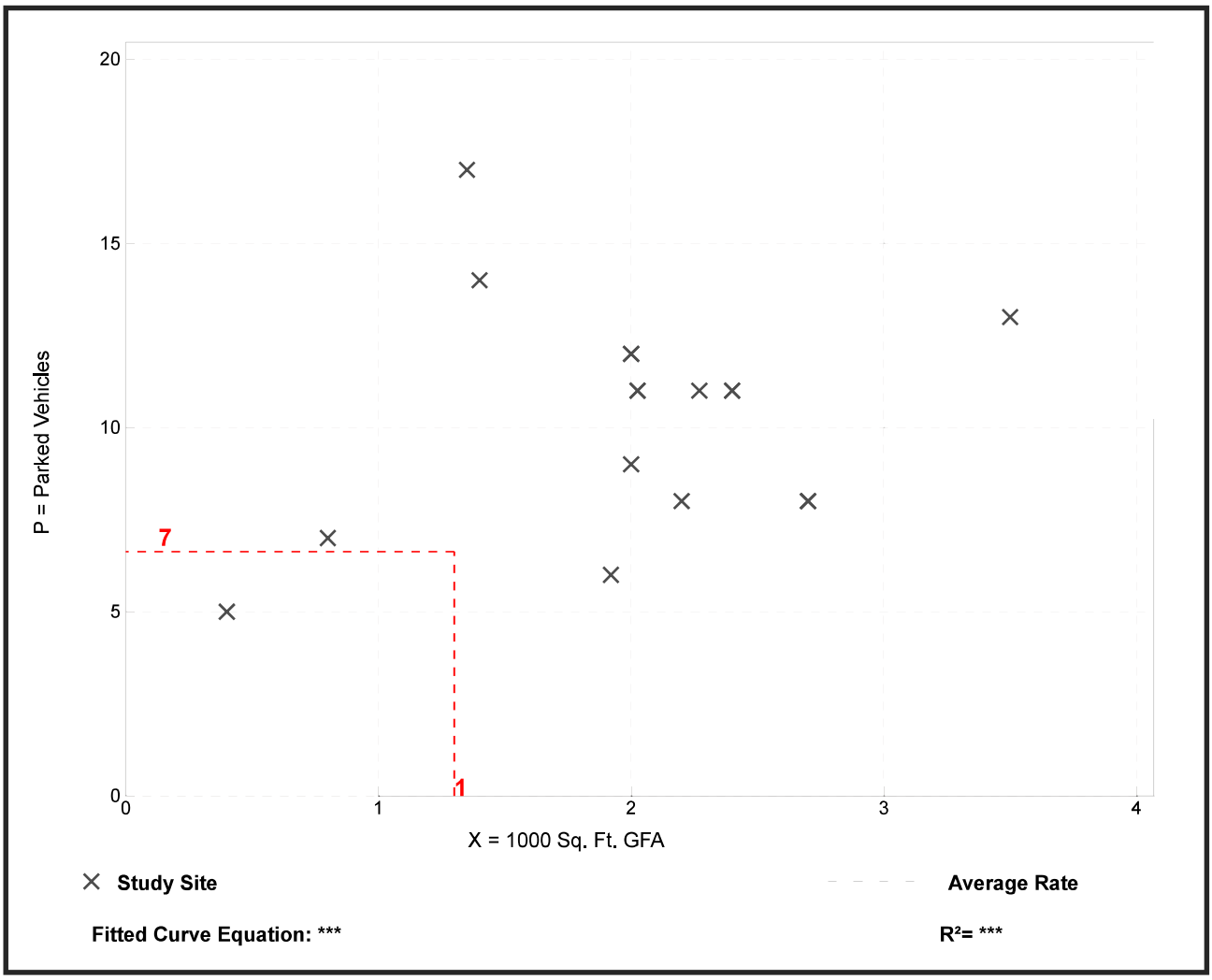
Coffee/Donut Shop with Drive-Through Window
(937)

Peak Period Parking Demand vs: **1000 Sq. Ft. GFA**
On a: **Weekday (Monday - Friday)**
Setting/Location: **General Urban/Suburban**
Number of Studies: 17
Avg. 1000 Sq. Ft. GFA: 2.0

Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
5.10	2.96 - 12.59	4.45 / 10.75	***	2.44 (48%)

Data Plot and Equation



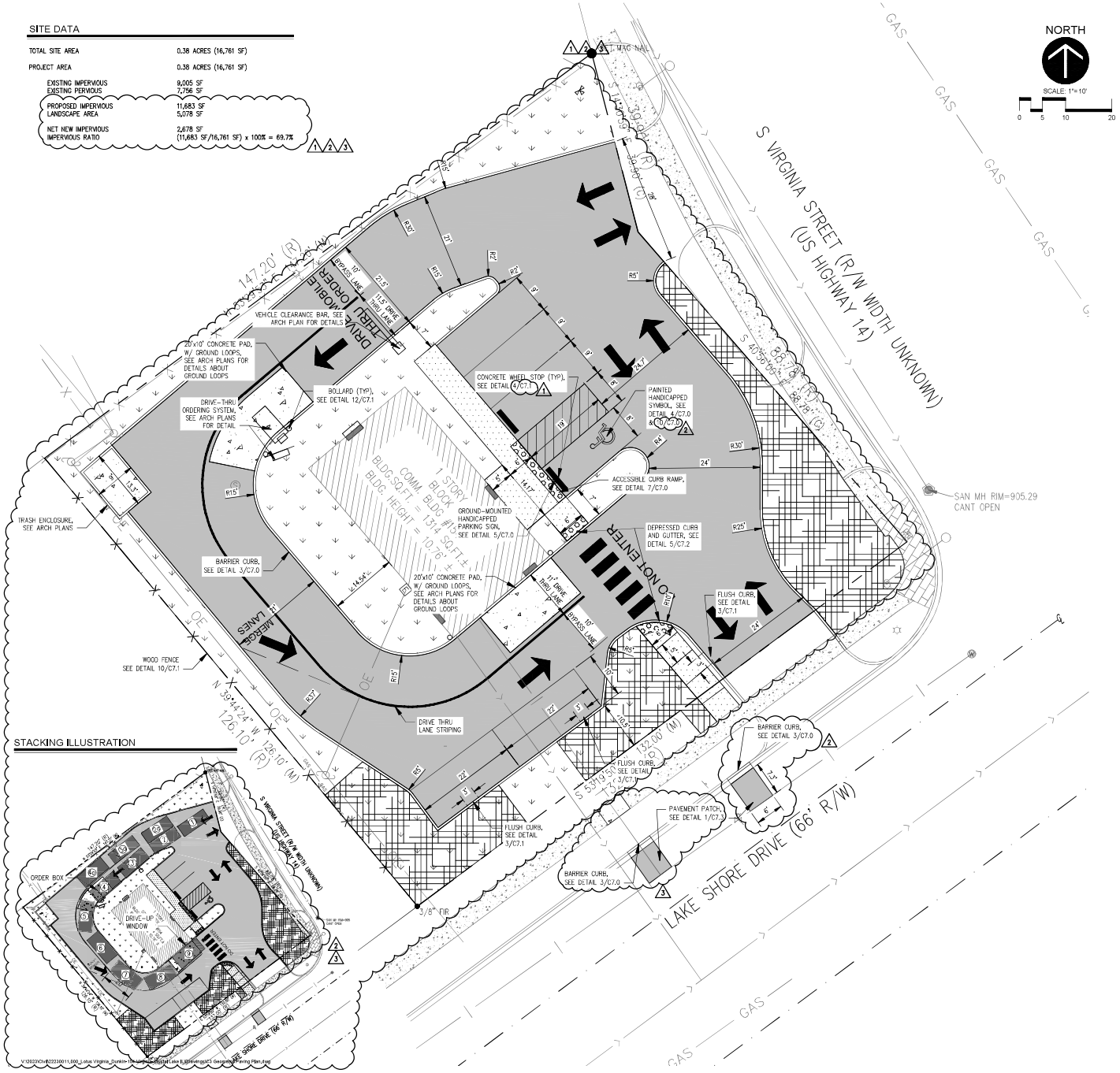
Fitted Curve Equation: ***

R^2= ***

SITE DATA

TOTAL SITE AREA	0.38 ACRES (16,761 SF)
PROJECT AREA	0.38 ACRES (16,761 SF)
EXISTING IMPERVIOUS	9,005 SF
EXISTING PERVIOUS	7,756 SF
PROPOSED IMPERVIOUS	11,683 SF
LANDSCAPE AREA	5,078 SF
NET NEW IMPERVIOUS	2,678 SF
IMPERVIOUS RATIO	(11,683 SF/16,761 SF) x 100% = 69.7%

1 2 3



STACKING ILLUSTRATION

SYMBOL LEGEND

- CONCRETE SIDEWALK, SEE DETAIL 6/C7.0
- HEAVY DUTY ASPHALT PAVEMENT, SEE DETAIL 1/C7.0
- CONCRETE PAVEMENT, SEE DETAIL 2/C7.0
- 4" TOPSOIL WITH SOD
- RAIN GARDEN, SEE DETAIL 2/C7.1

1 2

NOTES

1. ALL WORK PERFORMED SHALL MEET THE STANDARDS OUTLINED IN THE ENCLOSED PLANS, AS WELL AS THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION) BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION, UNLESS OTHERWISE NOTED.
2. DO NOT SCALE DIMENSIONS FOR BUILDINGS FROM THESE DRAWINGS. SEE ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS.
3. ALL DIMENSIONS ARE FROM FRONT OF CURB TO FRONT OF CURB, FRONT OF CURB TO END OF STALL LINE, OR BACK OF CURB TO PROPERTY LINE, UNLESS OTHERWISE NOTED. ALL RADII DIMENSIONS ARE TO THE FRONT OF CURB, UNLESS OTHERWISE NOTED.
4. PARKING STALL AND DRIVE THRU STRIPING SHALL BE 4" WIDE YELLOW OR WHITE PAINT MEETING IDOT MATERIAL SPECIFICATION IN ART. 1095.02 OF THE STANDARD SPECIFICATIONS AND SHALL BE APPLIED IN ACCORDANCE WITH ART. 780 OF THE STANDARD SPECIFICATIONS.
5. BASE AGGREGATE IS TO BE IDOT GRADATION CA-6, TYPE B IN ACCORDANCE WITH ART. 1004.01 AND 351 OF THE STANDARD SPECIFICATIONS.
6. BEDDING, JOINT, AND VOID FILLER AGGREGATE SHALL BE IDOT GRADATION CA-11 OR CA-13 IN ACCORDANCE WITH ART. 1004.01 OF THE STANDARD SPECIFICATIONS.
7. DRAINAGE/STORAGE AGGREGATE SHALL BE IDOT GRADATION CA-7 (WASHED) IN ACCORDANCE WITH ART. 1004.01 OF THE STANDARD SPECIFICATIONS.
8. THE CONCRETE MIX DESIGN SHALL BE COMPOSED OF PORTLAND CEMENT, COARSE AND FINE AGGREGATE, WATER, AND AN AIR-ENTRAINING ADMIXTURE, AND SHALL BE PROPORTIONED TO MEET ART. 1020.04 OF THE STANDARD SPECIFICATIONS FOR CLASS PV OR SI, AS INDICATED ON THE DRAWINGS.
9. HOT MIX ASPHALT MIX DESIGNS SHALL CONFORM TO ART. 1030.04 OF THE STANDARD SPECIFICATIONS AND THE FOLLOWING:
   - 9.1. HMA SURFACE COURSE: IL9.5, N50, 4% AIR VOIDS, MIX "D"
   - 9.2. HMA BINDER COURSE: IL 19.0, N50, 4% AIR VOIDS, MIX "D"
10. THE INSTALLATION OF THE HMA SHALL BE DELAYED UNTIL THE BASE AGGREGATE IS PROOF-ROLLED WITH A FULLY LOADED SIX (6) WHEELED VEHICLE BY CONTRACTOR, AT HIS EXPENSE, TO THE SATISFACTION OF THE ENGINEER.
11. WHERE NEW PAVEMENT MEETS EXISTING HMA OR CONCRETE PAVEMENTS, A CUT JOINT OF TRANSITIONAL LENGTH NO LESS THAN TEN (10) FEET WILL BE REQUIRED. THE SUBGRADE SHALL BE GRADED PARALLEL TO THE FINAL SURFACE GRADES AND, AS SUCH, SHALL DRAIN TO THE CURB LINE AND TO THE INLETS AND CATCH BASINS. POSITIVE DRAINAGE MUST BE ACCOMPLISHED ON THE COMPACTED SUBGRADE OR THE PLACEMENT OF BASE MATERIAL WILL NOT BE ALLOWED.
12. TIE NEW CURB TO EXISTING CURB WITH 2 #4 BARS (24" LENGTH, 12" ON EITHER SIDE) EPOXIED INTO EXISTING.
13. ALL CURBS CONSTRUCTED OR REPLACED OVER A UTILITY TRENCH SHALL BE REINFORCED WITH TWO (2) #4 BARS FOR A LENGTH OF 20 FEET CENTERED OVER THE TRENCH. SIDEWALKS SHALL BE TREATED IN THE SAME MANNER USING THREE (3) #6 BARS.
14. ALL B6.12 CURB & GUTTER SHALL BE REVERSE PITCH UNLESS OTHERWISE NOTED ON THE PLANS.
15. THE GRANULAR CURB BASE SHALL BE A MINIMUM OF THREE (3) INCHES OF ⅜" TO ¾" OPEN GRADED GRANULAR MATERIAL TO ALLOW FOR PROPER SUBGRADE DRAINAGE. COMPACTED CURB SUBGRADE SHALL BE SHAPED PARALLEL TO THE CURB FLOW LINE A POSITIVELY DRAINED TO THE INLETS AND CATCH BASINS.
16. CONTRACTION JOINTS SHALL BE CONSTRUCTED AT TEN (10) FOOT MINIMUM INTERVALS. EXPANSION JOINTS SHALL BE REQUIRED AT ALL POINTS OF CURVATURE, AT BOTH SIDES OF ALL DRAINAGE STRUCTURES, AND ALL LOCATIONS WHERE THE SIDEWALK ABUTS THE CONCRETE CURB AND GUTTER.
17. ALL CONCRETE CURB AND GUTTER AND SIDEWALKS SHALL BE CURED WITH W.R. MEADOWS CS-309 CURING COMPOUND, OR APPROVED EQUAL.
18. ALL CONCRETE CURB AND GUTTER SHALL BE SEALED WITH W.R. MEADOWS T1A44 SEALANT, OR APPROVED EQUAL, IMMEDIATELY AFTER SEVEN (7) DAYS OF CURING. APPLICATION SHALL BE AT A RATE OF 300 SQUARE FEET PER GALLON UTILIZING A SPRAYER. THE SURFACE MUST BE THOROUGHLY CLEAN AND DRY FOR APPLICATION.
19. DRAINAGE FABRIC, IF REQUIRED, SHALL BE NON-WOVEN GEOTEXTILE SPECIFICALLY MANUFACTURED AS A DRAINAGE GEOTEXTILE, MEETING THE MINIMUM SPECIFICATIONS OF THE ILLINOIS URBAN MANUAL SPECIFICATION 592.
20. SEPARATION FABRIC, IF REQUIRED, SHALL BE WOVEN GEOTEXTILE SPECIFICALLY MANUFACTURED FOR USE AS A SEPARATION GEOTEXTILE, MEETING THE MINIMUM SPECIFICATIONS OF THE ILLINOIS URBAN MANUAL SPECIFICATION 592.
21. ALL NON-PAVED AREAS DISTURBED OR REGRADED SHALL BE BACKFILLED WITH A MINIMUM OF 6" TOPSOIL AND SEEDED.

Larson Engineering, Inc.
1488 Bond Street, Suite 100
Naperville, IL 60563-8503
630.357.2040 or 630.357.2010
www.larsoneng.com
ILLINOIS LICENSE NO. 184-001442

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KENNY
062-060672
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS

Date: February 25, 2025
Expires: November 30, 2025

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments

Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023

Sheet Title:
GEOMETRIC PAVING PLAN

C3.0

Sheet: 4 of 13

PROJECT:

DUNKIN' SITE DESIGN

154 VIRGINIA AVE

CRYSTAL LAKE, IL 60014

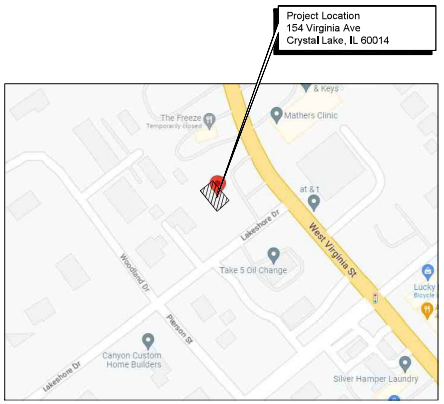
PROJECT CONTACTS

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Fax: 630.357.0164

Land Surveyor:
Terry L. VanAlstine
Vanderstappen Land Surveying, Inc.
1316 N. Madison Street
Woodstock, IL 60098
Tel: 815.337.8310
Fax: 815.337.8314

LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

VICINITY MAP



INDEX OF DRAWINGS

C0.0	Cover Sheet
C1.0	Existing Conditions
C2.0	Demolition Plan
C3.0	Geometric Paving Plan
C4.0	Grading Plan
C5.0	Erosion Control Plan
C6.0	Utility Plan
C7.0-C7.3	Details
O&M	Operation & Maintenance Plan
TTE	Truck Turning Exhibit

GENERAL NOTES

1. All site improvements shall be in accordance with the applicable sections of the following, except as modified herein or on the plans:
   - Standard Specifications for Road and Bridge Construction (latest edition), by the Illinois Department of Transportation for all improvements except sanitary sewer and water main construction,
   - Standard Specifications for Water and Sewer Main Construction in Illinois (latest edition) for sanitary sewer and water main construction,
   - Codes and Regulations of the City of Crystal Lake,
   - In case of conflict between the applicable ordinances, the more stringent shall take precedence and shall control all construction.
2. The contractor shall contact "JULIE" at (800) 892-0123 to have certain utility companies field locate their installations. A minimum of two (2) full working days notice are required for a field location.
3. The contractor shall examine the plans and specifications, visit the site of the work and inform himself fully with the work involved, general and local conditions, all federal, state and local laws, ordinances, rules and regulations and all other pertinent items which may affect the cost and time of completion of this project before submitting a proposal.
4. The contractor shall be required to make arrangements for the proper bracing, shoring and other required protection of all roadways, structures, poles, cables and pipe lines, before construction begins. He shall be responsible for any damage to the streets or roadways and associated structures and shall make repairs as necessary to the satisfaction of the engineer and owner at his own expense.
5. No holes are to be left open in the pavement or parkway over a holiday, weekend, or after 3 p.m. on the day preceding a holiday or weekend, or any time the excavation cannot be supervised, secured with snow fence and lighted.
6. The contractor shall restore any area disturbed to a condition equal to or better than its original use. This shall include finish grading, establishment of a vegetative cover (seeding or sod) and general cleanup. The contractor shall not excavate or disturb beyond property line boundaries, unless otherwise noted.
7. The following must be notified two working days prior to starting construction:
   - City Building Department (815) 356-3605
   - Department of Public Works (815) 356-3614

12. All lot irons damaged or removed during construction of this project shall be replaced by the engineer and said cost of replacement shall be paid by the contractor.

12. All work performed shall be done by qualified contractors and subcontractors familiar with the type of work to be accomplished.
13. Permits and licenses of a temporary nature necessary for the prosecution of the work shall be secured and paid for by the contractor. Prior to submitting his bid, the contractor shall call the attention of the engineer to any material or equipment he deems inadequate and to any item of work omitted.
14. The contractor will have in his possession, on the job site, a copy of the plans and specifications prior to beginning work.

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709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KEPPY
062-069975
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

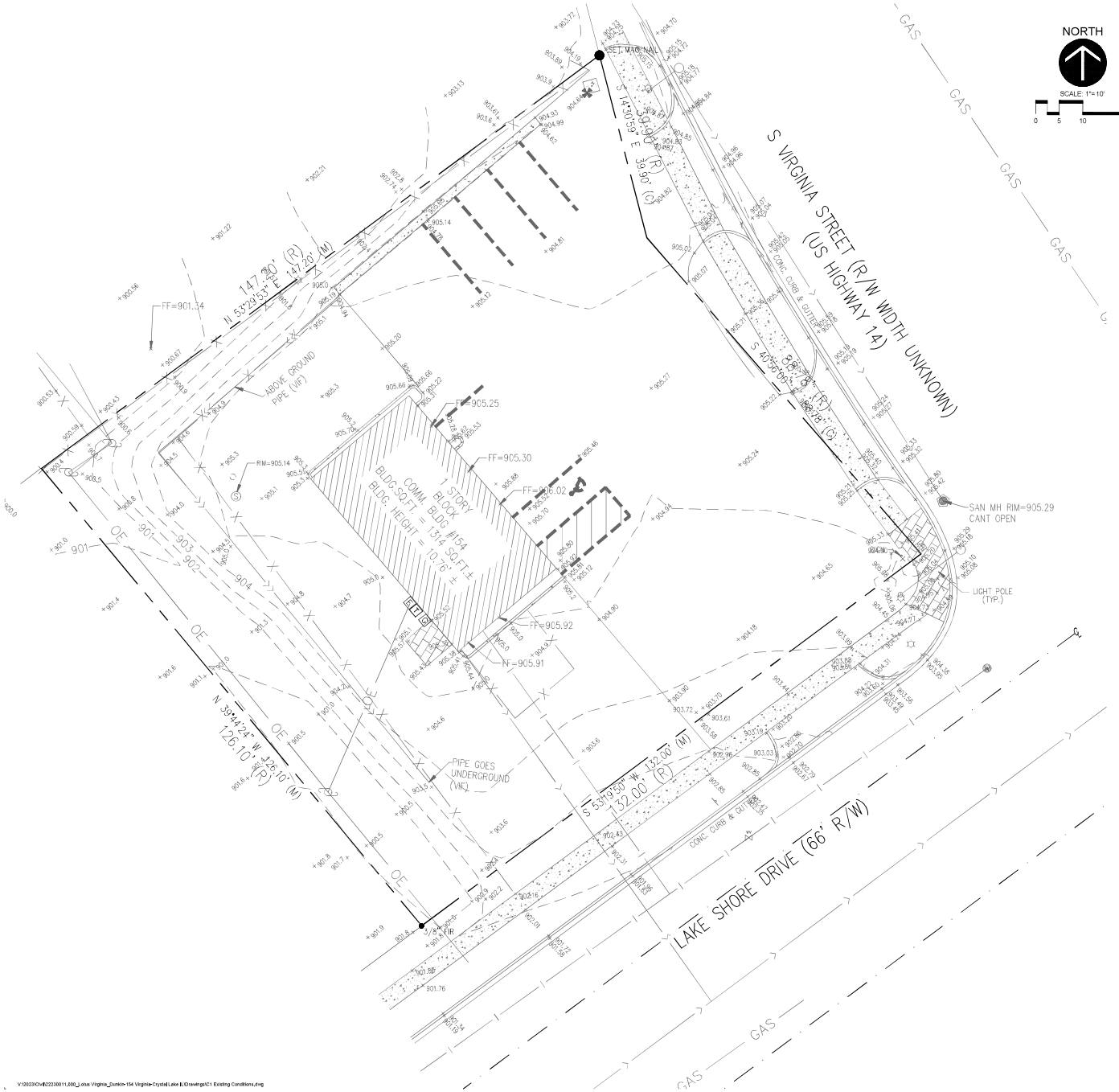
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Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:
COVER SHEET

C0.0

Sheet: 1 of 13

V:\2023\Civil\22230011.000_Lotus Virginia_Dunkin-154 Virginia-Crystal Lake IL\Drawings\C0.0 Title Sheet.dwg



BENCHMARK

PROJECT BENCHMARK: MCHENRY COUNTY GEODETIC
CONTROL STATION "CRYSTAL-LAKE-2B"
ELEV = 918.78 (NAVD88)

SITE BENCHMARK: CUT CROSS IN NW CORNER OF OLD
LIGHT POLE BASE
ELEV = 904.94 (NAVD88)

LEGAL DESCRIPTION

THAT PART OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE WESTERLY LINE OF VIRGINIA STREET WITH THE NORTHERLY LINE OF LAKE SHORE DRIVE, AND RUNNING THENCE NORTHWESTERLY ALONG THE WESTERLY LINE OF VIRGINIA STREET, 88.78 FEET TO AN ANGLE IN SAID WESTERLY LINE; THENCE NORTHERLY ALONG THE WESTERLY LINE OF VIRGINIA STREET, 39.9 FEET; THENCE SOUTHWESTERLY PARALLEL WITH NORTHERLY LINE OF LAKE SHORE DRIVE, 147.2 FEET; THENCE SOUTHERLY TO A POINT IN THE NORTHERLY LINE OF LAKE SHORE DRIVE, 132.0 FEET WESTERLY FROM THE PLACE OF BEGINNING; THENCE EASTERLY ALONG SAID NORTHERLY LINE, 132.0 FEET TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

TOPOGRAPHIC INFORMATION BASED ON ALTA/ACSM LAND TITLE SURVEY BY:
VANDERSTAPPEN LAND SURVEYING, INC.

DATE: 04/25/2023

ABBREVIATIONS

ADS	ADVANCED DRAINAGE SYSTEMS, INC.
B/W	BOTTOM OF WALL
C	TOP OF CONCRETE
CB	PRECAST CONCRETE CATCH BASIN
CMP	CORRUGATED STEEL PIPE
DIP	DUCTILE IRON PIPE
EX	EXISTING
FG	FINISH GRADE
FH	FIRE HYDRANT
FL	FLOW LINE
HDPE	HIGH DENSITY POLYETHYLENE
INL	PRECAST CONCRETE INLET
INV	INVERT
MH	PRECAST CONCRETE MANHOLE
P	TOP OF PAVEMENT
PC	PORTLAND CEMENT
PR	PROPOSED
PVC	POLYVINYL CHLORIDE
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
SAN	SANITARY
STM	STORM DRAIN
TC	TOP OF CURB
TW	TOP OF SIDEWALK
T/W	TOP OF WALL
T/WM	TOP OF WATER MAIN
UC	UTILITY CROSSING
V	VALVE
WM	WATER MAIN
WS	WATER SERVICE

CALL JULIE TOLL FREE (WORKING HOUR) 72 HOURS BEFORE YOU DIG OR DRILL 811 OR 800-892-0123 TDD 800-858-0123 TDD 800

WARNING
CALL BEFORE YOU DIG

LEGEND

EXISTING		PROPOSED
	SANITARY SEWER	
	STORM SEWER	
	PERFORATED STORM SEWER	
	WATER MAIN	
S	SANITARY SEWER MANHOLE	
ST	STORM SEWER MANHOLE	
	CATCH BASIN	
	INLET	
W	VALVE IN VAULT	
	FIRE HYDRANT	
	UTILITY POLE	
	STREET LIGHT	
	LIGHT STANDARD	
685.02 TC 685.02 TC	SPOT ELEVATION	685.02 TC 685.02 TC
621	CONTOUR	621
	SURFACE DRAINAGE	
	GRADE BREAK	
RIM XXX.XX INV XXX.XX	SANITARY MANHOLE ELEVATIONS	RIM XXX.XX INV XXX.XX
RIM XXX.XX INV XXX.XX	STORM STRUCTURE ELEVATIONS	RIM XXX.XX INV XXX.XX
	PROPERTY LINE & R.O.W.	
	EASEMENT LINE	
	CHAIN FENCE	
	WOOD FENCE	
UE UT	BURIED UTILITY LINE	UE UT
OE OT	OVERHEAD UTILITY LINE	OE OT

FOR BURIED AND OVERHEAD UTILITIES:
E=ELECTRIC T=TELEPHONE C=COMMUNICATIONS G=GAS

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

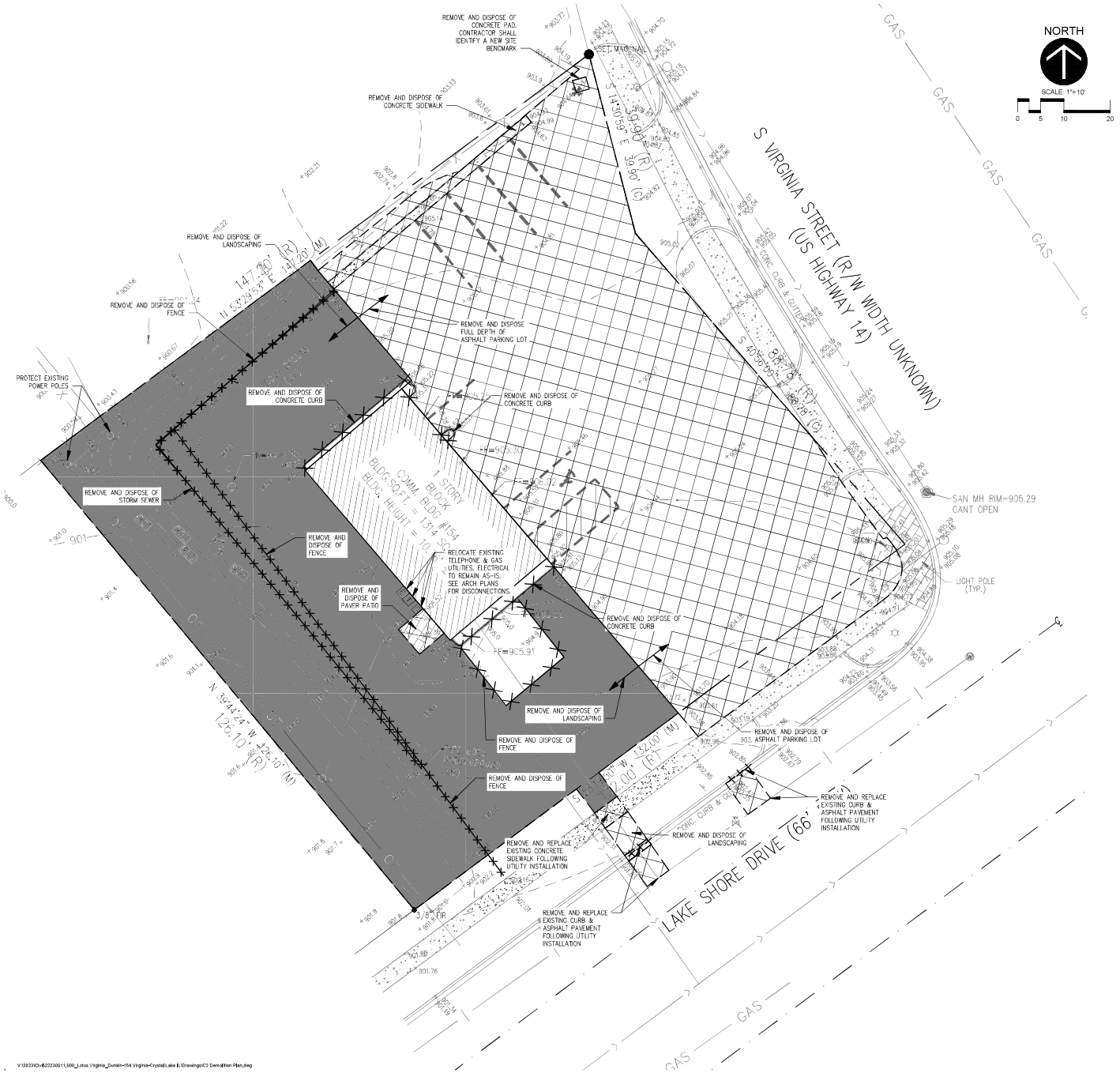
Seal:
DOUGLAS H. KEPPY
062-068676
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments
4	10.17.25	City Comments

Project #: 22230011.000
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Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:
EXISTING CONDITIONS

C1.0

Sheet: 2 of 13



SYMBOL LEGEND

- REMOVE AND DISPOSE OF EXISTING CURB, FENCE, & UTILITY LINES
- REMOVE AND DISPOSE OF EXISTING BUILDINGS, SIDEWALKS, ASPHALT AND CONCRETE PAVEMENT
- EARTH EXCAVATION
- REMOVE AND DISPOSE OF EXISTING TREES, FEATURES, & UTILITY STRUCTURES

DEMOLITION NOTES

1. CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL NECESSARY PERMITS HAVE BEEN SECURED. CONTRACTOR SHALL PERFORM ALL DEMOLITION AND ASSOCIATED OPERATIONS IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND REQUIREMENTS OF AGENCIES HAVING JURISDICTION.
2. VERIFY ALL EXISTING UTILITY LOCATIONS PRIOR TO COMMENCEMENT OF DEMOLITION OPERATIONS.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM OR COORDINATE ALL NECESSARY UTILITY DEMOLITIONS AND RELOCATIONS FROM EXISTING UTILITY LOCATIONS TO ALL ONSITE AMENITIES AND BUILDINGS. THESE CONNECTIONS INCLUDE, BUT ARE NOT LIMITED TO, WATER, SANITARY SEWER, CABLE TV, TELEPHONE, GAS, ELECTRIC, SITE LIGHTING, ETC.
4. PRIOR TO BEGINNING WORK, CONTACT "JULIE" (800-892-0123) TO LOCATE UTILITIES THROUGHOUT THE AREA UNDER CONSTRUCTION. THE CONTRACTOR SHALL RETAIN THE SERVICES OF A PRIVATE UTILITY LOCATOR TO LOCATE THE PRIVATE UTILITIES.
5. CONTRACTOR SHALL VERIFY THAT ALL EXISTING UTILITIES HAVE BEEN LOCATED, MARKED, AND SHUT-OFF PRIOR TO COMMENCING ABANDONMENT ACTIVITIES. THE ACCURACY AND COMPLETE INCLUSION OF THE LOCATIONS OF EXISTING UTILITIES ON THE PLAN IS NOT GUARANTEED. NOTIFY OWNER AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.
6. UTILITY SERVICE LINES INDICATED FOR ABANDONMENT SHALL BE PLUGGED AT BOTH ENDS WITH A MINIMUM OF TWO FEET OF NON-SHRINK CONCRETE/MORTAR PLUGS. CONTRACTOR SHALL PROTECT EXISTING UTILITY SERVICE LINES AND MAINS INDICATED TO REMAIN FROM DAMAGE DURING DEMOLITION AND ABANDONMENT OPERATIONS.
7. SAWCUT ALONG EDGES OF PAVEMENTS, SIDEWALKS, AND CURBS TO REMAIN.
8. CLEARING SHALL INCLUDE THE REMOVAL OF BUSHES, TREES AND OTHER PLANTS, AS DETERMINED BY OWNER, WITHIN THE LIMITS SHOWN. CLEARING SHALL ALSO INCLUDE THE REMOVAL OF ALL ROCKS OR BOULDERS LARGER THAN 2 INCHES AT THE SURFACE.
9. ALL DEMOLITION DEBRIS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROMPTLY AND IN A LEGAL MANNER. STOCKPILING OF MATERIALS WILL BE PROHIBITED WITHOUT PERMISSION FROM THE OWNER AND AGENCY HAVING JURISDICTION.
10. IF MATERIALS SUSPECTED OF CONTAINING HAZARDOUS MATERIALS ARE ENCOUNTERED, DO NOT DISTURB, AND NOTIFY THE OWNER IMMEDIATELY.
11. CONTRACTOR SHALL PROTECT ALL UTILITIES, STRUCTURES, AND TREES DESIGNATED TO REMAIN. ANY DAMAGE BY THE CONTRACTOR TO THESE UTILITIES, STRUCTURES, TREES, STREETS OR ADJACENT PROPERTIES WILL BE REPLACED/REPAIRED AT THE CONTRACTOR'S EXPENSE.
12. CONTRACTOR SHALL PROVIDE TEMPORARY BARRICADES AND OTHER PROTECTION REQUIRED TO PREVENT INJURY TO PEOPLE AND DAMAGE TO ADJACENT FACILITIES TO REMAIN. DO NOT CLOSE OR OBSTRUCT WALKS, ROADS, WALKWAYS OR OTHER FACILITIES WITHOUT PERMISSION FROM THE OWNER AND AUTHORITIES HAVING JURISDICTION.

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KENNY
062-060670
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

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Sheet Title:
DEMOLITION PLAN

C2.0

Sheet: 3 of 13

V:\2023\Civil\22230011.000_Lotus Virginia_Dunkin-154 Virginia-Crystal Lake IL\Drawings\C2 Demolition Plan.dwg

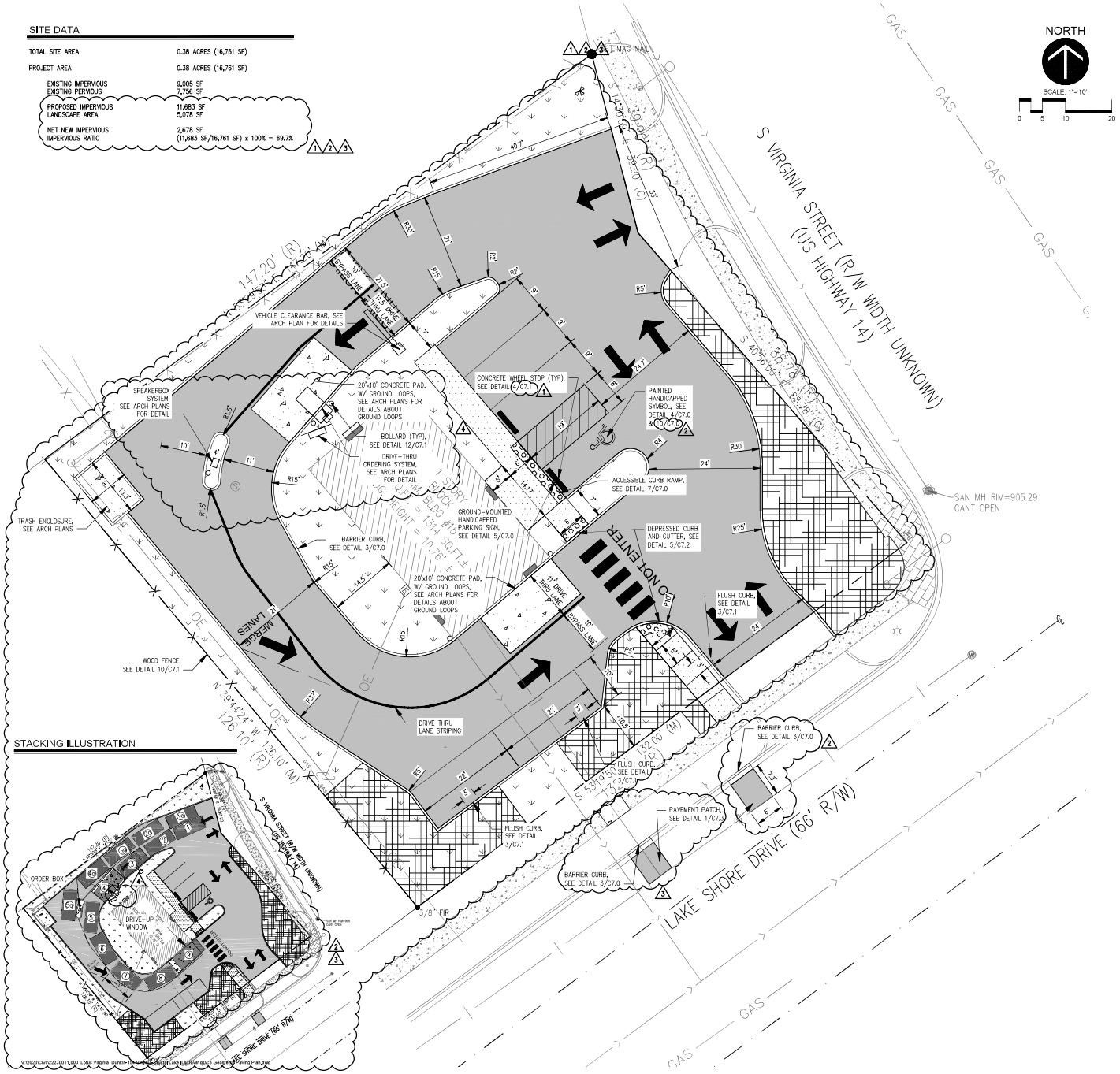
SITE DATA

TOTAL SITE AREA	0.38 ACRES (16,761 SF)
PROJECT AREA	0.38 ACRES (16,761 SF)
EXISTING IMPERVIOUS	9,005 SF
EXISTING PERVIOUS	7,756 SF
PROPOSED IMPERVIOUS	11,683 SF
LANDSCAPE AREA	5,078 SF
NET NEW IMPERVIOUS	2,678 SF
IMPERVIOUS RATIO	(11,683 SF/16,761 SF) x 100% = 69.7%

NORTH

SCALE: 1"= 10'

0 5 10 20



STACKING ILLUSTRATION

SYMBOL LEGEND

- CONCRETE SIDEWALK, SEE DETAIL 6/C7.0
- HEAVY DUTY ASPHALT PAVEMENT, SEE DETAIL 1/C7.0
- CONCRETE PAVEMENT, SEE DETAIL 2/C7.0
- 4" TOPSOIL WITH SOD
- RAIN GARDEN, SEE DETAIL 2/C7.1

NOTES

1. ALL WORK PERFORMED SHALL MEET THE STANDARDS OUTLINED IN THE ENCLOSED PLANS, AS WELL AS THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION) BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION, UNLESS OTHERWISE NOTED.
2. DO NOT SCALE DIMENSIONS FOR BUILDINGS FROM THESE DRAWINGS. SEE ARCHITECTURAL DRAWINGS FOR BUILDING DIMENSIONS.
3. ALL DIMENSIONS ARE FROM FRONT OF CURB TO FRONT OF CURB, FRONT OF CURB TO END OF STALL LINE, OR BACK OF CURB TO PROPERTY LINE, UNLESS OTHERWISE NOTED. ALL RADII DIMENSIONS ARE TO THE FRONT OF CURB, UNLESS OTHERWISE NOTED.
4. PARKING STALL AND DRIVE THRU STRIPING SHALL BE 4" WIDE YELLOW OR WHITE PAINT MEETING IDOT MATERIAL SPECIFICATION IN ART. 1095.02 OF THE STANDARD SPECIFICATIONS AND SHALL BE APPLIED IN ACCORDANCE WITH ART. 780 OF THE STANDARD SPECIFICATIONS.
5. BASE AGGREGATE IS TO BE IDOT GRADATION CA-6, TYPE B IN ACCORDANCE WITH ART. 1004.01 AND 351 OF THE STANDARD SPECIFICATIONS.
6. BEDDING, JOINT, AND VOID FILLER AGGREGATE SHALL BE IDOT GRADATION CA-11 OR CA-13 IN ACCORDANCE WITH ART. 1004.01 OF THE STANDARD SPECIFICATIONS.
7. DRAINAGE/STORAGE AGGREGATE SHALL BE IDOT GRADATION CA-7 (WASHED) IN ACCORDANCE WITH ART. 1004.01 OF THE STANDARD SPECIFICATIONS.
8. THE CONCRETE MIX DESIGN SHALL BE COMPOSED OF PORTLAND CEMENT, COARSE AND FINE AGGREGATE, WATER, AND AN AIR-ENTRAINING ADMIXTURE, AND SHALL BE PROPORTIONED TO MEET ART. 1020.04 OF THE STANDARD SPECIFICATIONS FOR CLASS PV OR SI, AS INDICATED ON THE DRAWINGS.
9. HOT MIX ASPHALT MIX DESIGNS SHALL CONFORM TO ART. 1030.04 OF THE STANDARD SPECIFICATIONS AND THE FOLLOWING:
   - 9.1. HMA SURFACE COURSE: IL9.5, N50, 4% AIR VOIDS, MIX "D"
   - 9.2. HMA BINDER COURSE: IL 19.0, N50, 4% AIR VOIDS, MIX "D"
10. THE INSTALLATION OF THE HMA SHALL BE DELAYED UNTIL THE BASE AGGREGATE IS PROOF-ROLLED WITH A FULLY LOADED SIX (6) WHEELED VEHICLE BY CONTRACTOR, AT HIS EXPENSE, TO THE SATISFACTION OF THE ENGINEER.
11. WHERE NEW PAVEMENT MEETS EXISTING HMA OR CONCRETE PAVEMENTS, A CUT JOINT OF TRANSITIONAL LENGTH NO LESS THAN TEN (10) FEET WILL BE REQUIRED. THE SUBGRADE SHALL BE GRADED PARALLEL TO THE FINAL SURFACE GRADES AND, AS SUCH, SHALL DRAIN TO THE CURB LINE AND TO THE INLETS AND CATCH BASINS. POSITIVE DRAINAGE MUST BE ACCOMPLISHED ON THE COMPACTED SUBGRADE OR THE PLACEMENT OF BASE MATERIAL WILL NOT BE ALLOWED.
12. TIE NEW CURB TO EXISTING CURB WITH 2 #4 BARS (24" LENGTH, 12" ON EITHER SIDE) EPOXIED INTO EXISTING.
13. ALL CURBS CONSTRUCTED OR REPLACED OVER A UTILITY TRENCH SHALL BE REINFORCED WITH TWO (2) #4 BARS FOR A LENGTH OF 20 FEET CENTERED OVER THE TRENCH. SIDEWALKS SHALL BE TREATED IN THE SAME MANNER USING THREE (3) #6 BARS.
14. ALL B6.12 CURB & GUTTER SHALL BE REVERSE PITCH UNLESS OTHERWISE NOTED ON THE PLANS.
15. THE GRANULAR CURB BASE SHALL BE A MINIMUM OF THREE (3) INCHES OF ⅜" TO ¾" OPEN GRADED GRANULAR MATERIAL TO ALLOW FOR PROPER SUBGRADE DRAINAGE. COMPACTED CURB SUBGRADE SHALL BE SHAPED PARALLEL TO THE CURB FLOW LINE A POSITIVELY DRAINED TO THE INLETS AND CATCH BASINS.
16. CONTRACTION JOINTS SHALL BE CONSTRUCTED AT TEN (10) FOOT MINIMUM INTERVALS. EXPANSION JOINTS SHALL BE REQUIRED AT ALL POINTS OF CURVATURE, AT BOTH SIDES OF ALL DRAINAGE STRUCTURES, AND ALL LOCATIONS WHERE THE SIDEWALK ABUTS THE CONCRETE CURB AND GUTTER.
17. ALL CONCRETE CURB AND GUTTER AND SIDEWALKS SHALL BE CURED WITH W.R. MEADOWS CS-309 CURING COMPOUND, OR APPROVED EQUAL.
18. ALL CONCRETE CURB AND GUTTER SHALL BE SEALED WITH W.R. MEADOWS T1A44 SEALANT, OR APPROVED EQUAL, IMMEDIATELY AFTER SEVEN (7) DAYS OF CURING. APPLICATION SHALL BE AT A RATE OF 300 SQUARE FEET PER GALLON UTILIZING A SPRAYER. THE SURFACE MUST BE THOROUGHLY CLEAN AND DRY FOR APPLICATION.
19. DRAINAGE FABRIC, IF REQUIRED, SHALL BE NON-WOVEN GEOTEXTILE SPECIFICALLY MANUFACTURED AS A DRAINAGE GEOTEXTILE, MEETING THE MINIMUM SPECIFICATIONS OF THE ILLINOIS URBAN MANUAL SPECIFICATION 592.
20. SEPARATION FABRIC, IF REQUIRED, SHALL BE WOVEN GEOTEXTILE SPECIFICALLY MANUFACTURED FOR USE AS A SEPARATION GEOTEXTILE, MEETING THE MINIMUM SPECIFICATIONS OF THE ILLINOIS URBAN MANUAL SPECIFICATION 592.
21. ALL NON-PAVED AREAS DISTURBED OR REGRADED SHALL BE BACKFILLED WITH A MINIMUM OF 6" TOPSOIL AND SEEDED.

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Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

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Date: October 17, 2025
Expires: November 30, 2027

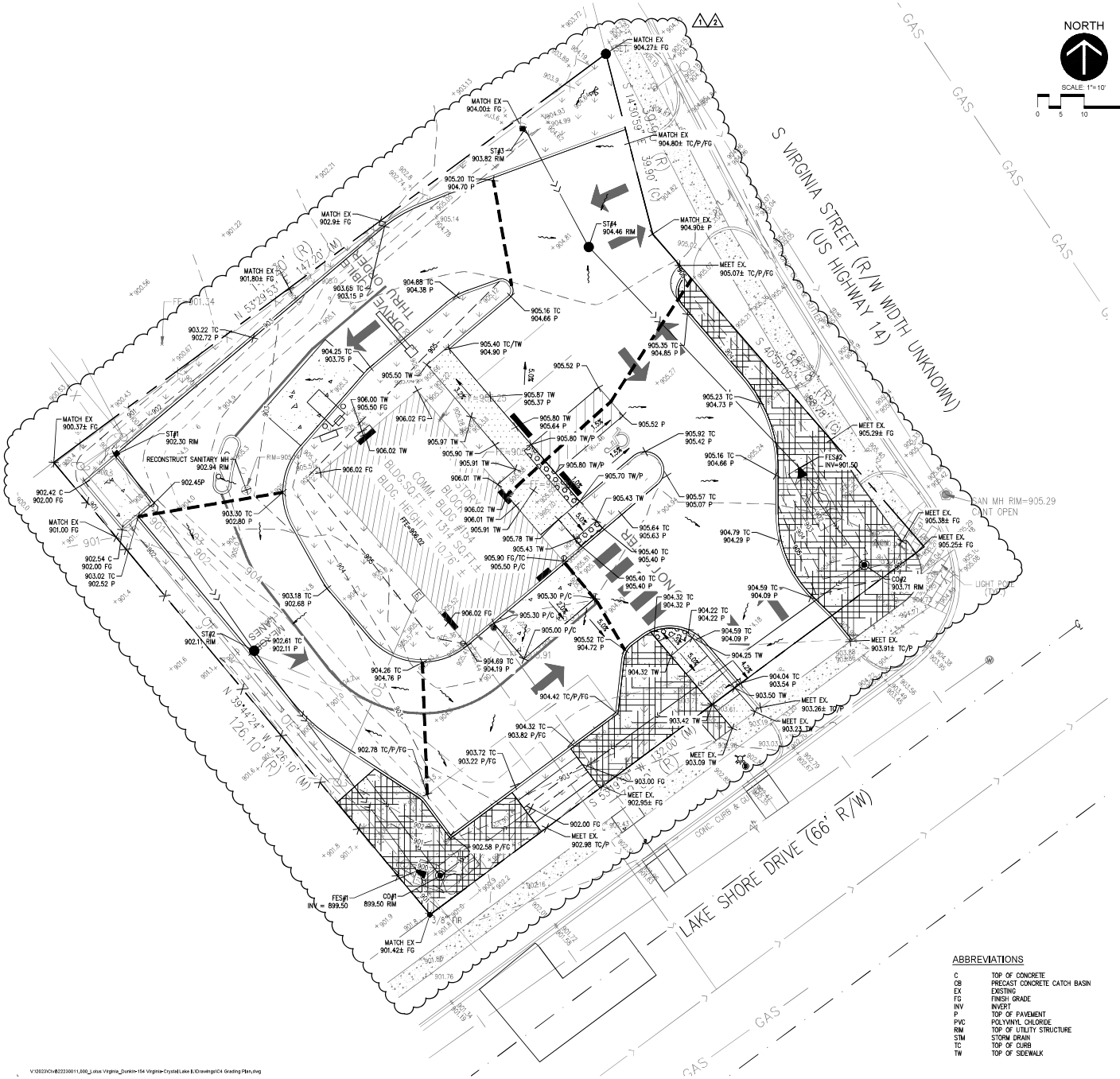
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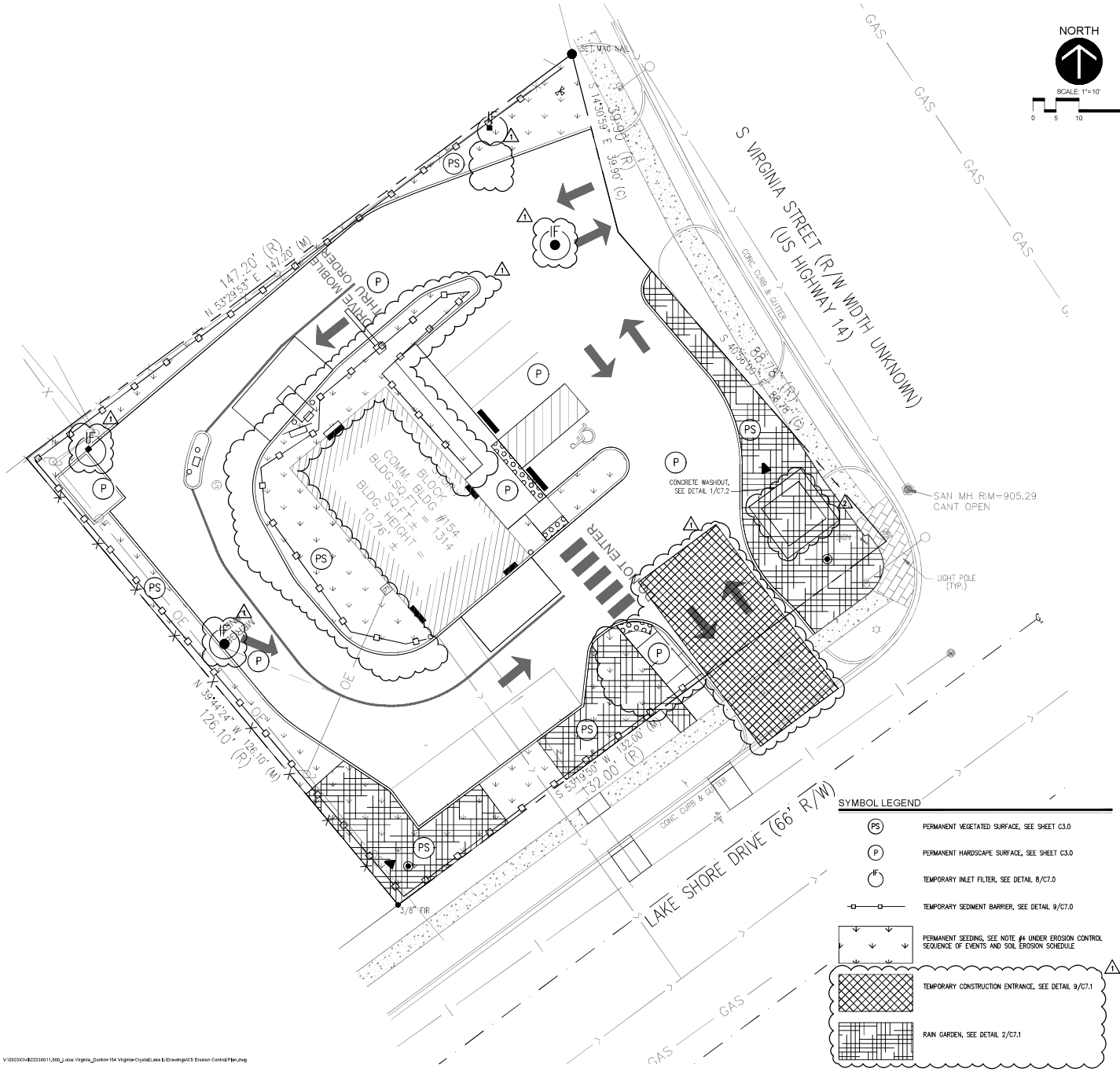
Project #: 22230011.000
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Checked By: DHK
Issue Date: 10.04.2023

Sheet Title:
GEOMETRIC PAVING PLAN

C3.0

Sheet: 4 of 13


NORTH
SCALE: 1"=10'
0 5 10 20
S VIRGINIA STREET (R/W WIDTH UNKNOWN)
(US HIGHWAY 14)
LAKE SHORE DRIVE (66' R/W)
DRIVE THRU
COMM. BLDG. #1 & #2
BLDG. SQ.FT. = 1,134
BLDG. HEIGHT = 10.16'
STORY
ENTRANCE
EXIT
ONE WAY
DRIVE THRU
MATCH EX 904.27± FG
MATCH EX 904.00± FG
MATCH EX 904.80± TC/P/FG
MATCH EX 902.9± FG
MATCH EX 901.80± FG
MATCH EX 900.37± FG
MATCH EX 901.00 FG
MATCH EX 904.38 P
MATCH EX 904.90± P
MATCH EX 901.42± FG
ST#1 902.30 RIM
ST#2 902.11 RIM
ST#3 903.82 RIM
ST#4 904.46 RIM
RECONSTRUCT SANITARY MH 902.94 RIM
FES#1 INV = 899.50
COM1 899.50 RIM
FES#2 INV=901.50
COM2 903.71 RIM
SAN MH RIM=905.29 CNT OPEN
MEET EX. 905.07± TC/P/FG
MEET EX. 905.29± FG
MEET EX. 905.38± FG
MEET EX. 905.25± FG
MEET EX. 903.91± TC/P
MEET EX. 903.26± TC/P
MEET EX. 903.23 TW
MEET EX. 903.09 TW
MEET EX. 902.95± FG
MEET EX. 902.98 TC/P
LIGHT POLE
CONC. CURB & GUTTER
905.16 TC 904.66 P
904.88 TC 904.38 P
903.65 TC 903.15 P
903.22 TC 902.72 P
904.25 TC 903.75 P
905.40 TC/TW 904.90 P
905.35 TC 904.85 P
905.52 P
905.87 TW 905.37 P
905.80 TW 905.64 P
905.80 TW/P
905.70 TW/P
905.23 TC 904.73 P
905.92 TC 905.42 P
905.16 TC 904.66 P
905.57 TC 905.07 P
905.64 TC 905.63 P
905.40 TC 905.40 P
905.40 TC 905.40 P
905.30 P/C
905.00 P/C
905.52 TC 904.72 P
904.69 TC 904.19 P
904.42 TC/P/FG
904.32 TC 904.32 P
904.22 TC 904.22 P
904.59 TC 904.09 P
904.25 TW
904.04 TC 903.54 P
903.50 TW
903.42 TW
903.32 TC 903.82 P/FG
903.72 TC 903.22 P/FG
903.00 FG
902.78 TC/P/FG
902.58 P/FG
902.00 FG
902.61 TC 902.11 P
903.18 TC 902.68 P
904.26 TC 904.76 P
903.30 TC 902.80 P
902.54 C 902.00 FG
903.02 TC 902.52 P
902.42 C 902.00 FG
902.45P
906.00 TW 905.50 FG
906.02 FG
906.02 TW
905.97 TW
905.90 TW
905.91 TW
906.01 TW
905.78 TW
905.43 TW
905.90 FG/TC 905.50 P/C
905.50 TW
905.64 P
905.52 P
905.15 TW
905.78 TW
905.43 TW
904.79 TC 904.29 P
904.59 TC 904.09 P
904.25 TW
904.04 TC 903.54 P
903.50 TW
903.42 TW
903.09 FG
902.00 FG
902.98 TC/P
902.58 P/FG
902.95± FG
902.78 TC/P/FG
903.73 TC 903.22 P/FG
903.32 TC 903.82 P/FG
904.42 TC/P/FG
904.32 TW
904.69 TC 904.19 P
905.52 TC 904.72 P
905.00 P/C
905.30 P/C
905.40 TC 905.40 P
905.40 TC 905.40 P
905.64 TC 905.63 P
905.90 FG/TC 905.50 P/C
905.43 TW
905.78 TW
905.91 TW
906.01 TW
906.02 TW
906.02 FG
903.18 TC 902.68 P
903.30 TC 902.80 P
902.54 C 902.00 FG
903.02 TC 902.52 P
902.42 C 902.00 FG
902.45P
906.02 FG
906.02 TW
905.97 TW
905.90 TW
905.91 TW
906.01 TW
905.80 TW/P
905.70 TW/P
905.80 TW/P
905.80 TW/P
905.64 P
905.87 TW 905.37 P
905.52 P
905.40 TC/TW 904.90 P
905.16 TC 904.66 P
904.88 TC 904.38 P
903.65 TC 903.15 P
903.22 TC 902.72 P
904.25 TC 903.75 P
905.50 TW
906.00 TW 905.50 FG
906.02 FG
905.16 TC 904.66 P
905.35 TC 904.85 P
905.52 P
905.23 TC 904.73 P
905.92 TC 905.42 P
905.16 TC 904.66 P
905.57 TC 905.07 P
905.64 TC 905.63 P
905.40 TC 905.40 P
905.40 TC 905.40 P
905.30 P/C
905.00 P/C
905.52 TC 904.72 P
904.69 TC 904.19 P
904.42 TC/P/FG
904.32 TC 904.32 P
904.22 TC 904.22



NORTH

SCALE: 1" = 10'

0 5 10 20

EROSION CONTROL NOTES

1. ALL WORK PERFORMED SHALL MEET THE STANDARDS OUTLINED IN THE ENCLOSED PLANS, AS WELL AS THE STANDARDS AND SPECIFICATIONS OF THE ILLINOIS URBAN MANUAL, UNLESS OTHERWISE NOTED.
2. OWNER AND CONTRACTOR SHALL OBTAIN ILLINOIS EPA NPDES (ILR10) PERMIT, IF REQUIRED. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FEES PERTAINING TO THIS PERMIT. THE SWPPP SHALL BE KEPT ONSITE AT ALL TIMES.
3. INSTALL TEMPORARY EROSION CONTROL MEASURES (INLET PROTECTION, SILT FENCE, AND ROCK CONSTRUCTION ENTRANCE) PRIOR TO BEGINNING ANY EXCAVATION OR DEMOLITION WORK AT THE SITE.
4. EROSION CONTROL MEASURES SHOWN ON THE EROSION CONTROL PLAN ARE THE ABSOLUTE MINIMUM. THE CONTRACTOR SHALL INSTALL TEMPORARY EARTH DIKES, SEDIMENT TRAPS OR BASINS, ADDITIONAL SILTATION FENCING, AND/OR DISK THE SOIL PARALLEL TO THE CONTOURS AS DEEMED NECESSARY TO FURTHER CONTROL EROSION. ALL CHANGES SHALL BE RECORDED IN THE SWPPP.
5. ALL CONSTRUCTION SITE ENTRANCES SHALL BE SURFACED WITH CRUSHED ROCK ACROSS THE ENTIRE WIDTH OF THE ENTRANCE AND FROM THE ENTRANCE TO A POINT 70' INTO THE CONSTRUCTION ZONE.
6. THE TOE OF THE SILT FENCE SHALL BE TRENCHED IN A MINIMUM OF 6". THE TRENCH BACKFILL SHALL BE COMPACTED WITH A VIBRATORY PLATE COMPACTOR.
7. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION. SEDIMENT CONTROL PRACTICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UP GRADIENT LAND DISTURBING ACTIVITIES BEGIN.
8. ALL EXPOSED SOIL AREAS MUST HAVE TEMPORARY PROTECTION COVER ACCORDING TO THE FOLLOWING:

TYPE OF SLOPE	TIME (MAXIMUM TIME AN AREA CAN REMAIN OPEN WHEN AREA IS NOT ACTIVELY BEING WORKED)
SLOPES STEEPER THAN 3:1	WITHIN 7 DAYS
SLOPES BETWEEN 10:1 AND 3:1	WITHIN 14 DAYS
SLOPES FLATTER THAN 10:1	WITHIN 21 DAYS

THESE AREAS INCLUDE CONSTRUCTED STORM WATER MANAGEMENT POND SIDE SLOPES, AND ANY EXPOSED SOIL AREAS WITH A POSITIVE SLOPE TO A STORM WATER CONVEYANCE SYSTEM, SUCH AS A CURB AND GUTTER SYSTEM, STORM SEWER INLET, TEMPORARY OR PERMANENT DRAINAGE DITCH, OR OTHER NATURAL OR MAN MADE SYSTEMS THAT DISCHARGE TO A SURFACE WATER.

9. ALL RIPRAP MATERIAL SHALL BE INSTALLED WITH A FILTER MATERIAL OR SOIL SEPARATION FABRIC AND COMPLY WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS.
10. IN AREAS WHERE CONCENTRATED FLOWS OCCUR (SUCH AS SWALES AND AREAS IN FRONT OF STORM CATCH BASINS AND INTAKES) THE EROSION CONTROL FACILITIES SHALL BE BACKED BY STABILIZATION STRUCTURE TO PROTECT THOSE FACILITIES FROM THE CONCENTRATED FLOWS.
11. ALL STORM SEWER CATCH BASINS NOT NEEDED FOR SITE DRAINAGE DURING CONSTRUCTION SHALL BE COVERED TO PREVENT RUNOFF FROM ENTERING THE STORM SEWER SYSTEM. CATCH BASINS NECESSARY FOR SITE DRAINAGE DURING CONSTRUCTION SHALL HAVE INLET FILTER BASKETS INSTALLED. THE FILTER BASKETS SHALL BE MAINTAINED UNTIL THE TRIBUTARY AREAS ARE RESTORED.
12. INSPECT THE CONSTRUCTION SITE ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. ALL INSPECTIONS SHALL BE RECORDED IN THE SWPPP.
13. ALL SILT FENCES MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES 1/3 OF THE HEIGHT OF THE FENCE. THESE REPAIRS MUST BE MADE WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. ALL REPAIRS SHALL BE RECORDED IN THE SWPPP.
14. IF SEDIMENT ESCAPES THE CONSTRUCTION SITE, OFF-SITE ACCUMULATIONS OF SEDIMENT MUST BE REMOVED IN A MANNER AND AT A FREQUENCY SUFFICIENT TO MINIMIZE OFF-SITE IMPACTS.
15. ALL SOILS TRACKED ONTO PAVEMENT SHALL BE REMOVED DAILY.
16. ALL PERMANENT SEDIMENTATION BASINS MUST BE RESTORED TO THEIR DESIGN CONDITION IMMEDIATELY FOLLOWING STABILIZATION OF THE SITE.
17. COLLECTED SEDIMENT, ASPHALT AND CONCRETE MILLINGS, FLOATING DEBRIS, PAPER, PLASTIC, FABRIC, CONSTRUCTION AND DEMOLITION DEBRIS AND OTHER WASTES MUST BE DISPOSED OF PROPERLY AND MUST COMPLY WITH ILLINOIS EPA DISPOSAL REQUIREMENTS.
18. OIL, GASOLINE, PAINT, AND ANY HAZARDOUS SUBSTANCES MUST BE PROPERTLY STORED, INCLUDING SECONDARY CONTAINMENT, TO PREVENT SPILLS, LEAKS, OR OTHER DISCHARGE. RESTRICTED ACCESS TO STORAGE AREAS MUST BE PROVIDED TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE MUST BE IN COMPLIANCE WITH ILLINOIS EPA REGULATIONS.
19. EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION VEHICLES MUST BE LIMITED TO A DEFINED AREA OF THE SITE. RUNOFF MUST BE CONTAINED AND WASTE PROPERLY DISPOSED OF. NO ENGINE DEGREASING IS ALLOWED ONSITE.
20. ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH ILLINOIS EPA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.
21. UPON COMPLETION OF THE PROJECT AND STABILIZATION OF ALL GRADED AREAS, ALL TEMPORARY EROSION CONTROL FACILITIES SHALL BE REMOVED FROM THE SITE.
22. SEE ADDITIONAL NOTES ON SHEET C7.2. (1)

EROSION CONTROL SEQUENCE OF EVENTS

1. INSTALL CONSTRUCTION ENTRANCE INTO THE SITE. (1)
2. INSTALL SILT FENCE AND INLET FILTERS.
3. AGGREGATE BASE COURSE WORK, CURBS, AND BASE COURSE PAVING SHALL BE PERFORMED AS SOON AS PRACTICAL.
4. GREEN SPACE AREAS WHICH ARE GRADED AND NO LONGER IN THE PATH OF CONSTRUCTION OPERATIONS SHALL BE TOPSOILED, SEEDED OR SODDED, AND MULCHED AS SOON AS POSSIBLE IN ONE CONTINUOUS OPERATION.
5. PRIOR TO REMOVING INLET FILTERS FROM STORMWATER INTAKE STRUCTURES, REMOVE AND PROPERLY DISPOSE OF ALL ACCUMULATED SILT IN FILTERS.

SYMBOL LEGEND

- (PS) PERMANENT VEGETATED SURFACE, SEE SHEET C3.0
- (P) PERMANENT HARDSCAPE SURFACE, SEE SHEET C3.0
- (IF) TEMPORARY INLET FILTER, SEE DETAIL 8/C7.0
- TEMPORARY SEDIMENT BARRIER, SEE DETAIL 9/C7.0
- PERMANENT SEEDING, SEE NOTE #4 UNDER EROSION CONTROL SEQUENCE OF EVENTS AND SOIL EROSION SCHEDULE
- TEMPORARY CONSTRUCTION ENTRANCE, SEE DETAIL 9/C7.1 (1)
- RAIN GARDEN, SEE DETAIL 2/C7.1

SOIL EROSION SCHEDULE

STABILIZATION TYPE		JAN.	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.
A	PERMANENT SEEDING					IRRIGATE					→		
B	DORMANT SEEDING			→									
C	SODDING					IRRIGATE-2 TO 3 WEEKS					→		
D	MULCHING												→

A. KENTUCKY BLUEGRASS @ 90#/ACRE MIXED W/PERENNIAL RYE GRASS @ 30#/ACRE
B. KENTUCKY BLUEGRASS @ 135#/ACRE MIXED W/PERENNIAL RYE GRASS @ 45#/ACRE PLUS 2 TONS STRAW MULCH/ACRE
C. SOD
D. STRAW MULCH @ 2 TONS/ACRE

NOTE:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING ALL SOIL EROSION AND SEDIMENTATION CONTROLS, AS REQUIRED HEREIN, AND MAINTAINING THESE CONTROLS AS FOLLOWS:
1. FOR 90 DAYS, AFTER OCCUPANCY PERMIT IS ISSUED, EXCEPT THAT AT SUCH TIME ALL SODDED & SEEDED AREAS MUST BE DEVELOPED, HEALTHY STRANDS OF GRASS WHICH SHALL HAVE UNDERGONE AT LEAST THREE MOWINGS.

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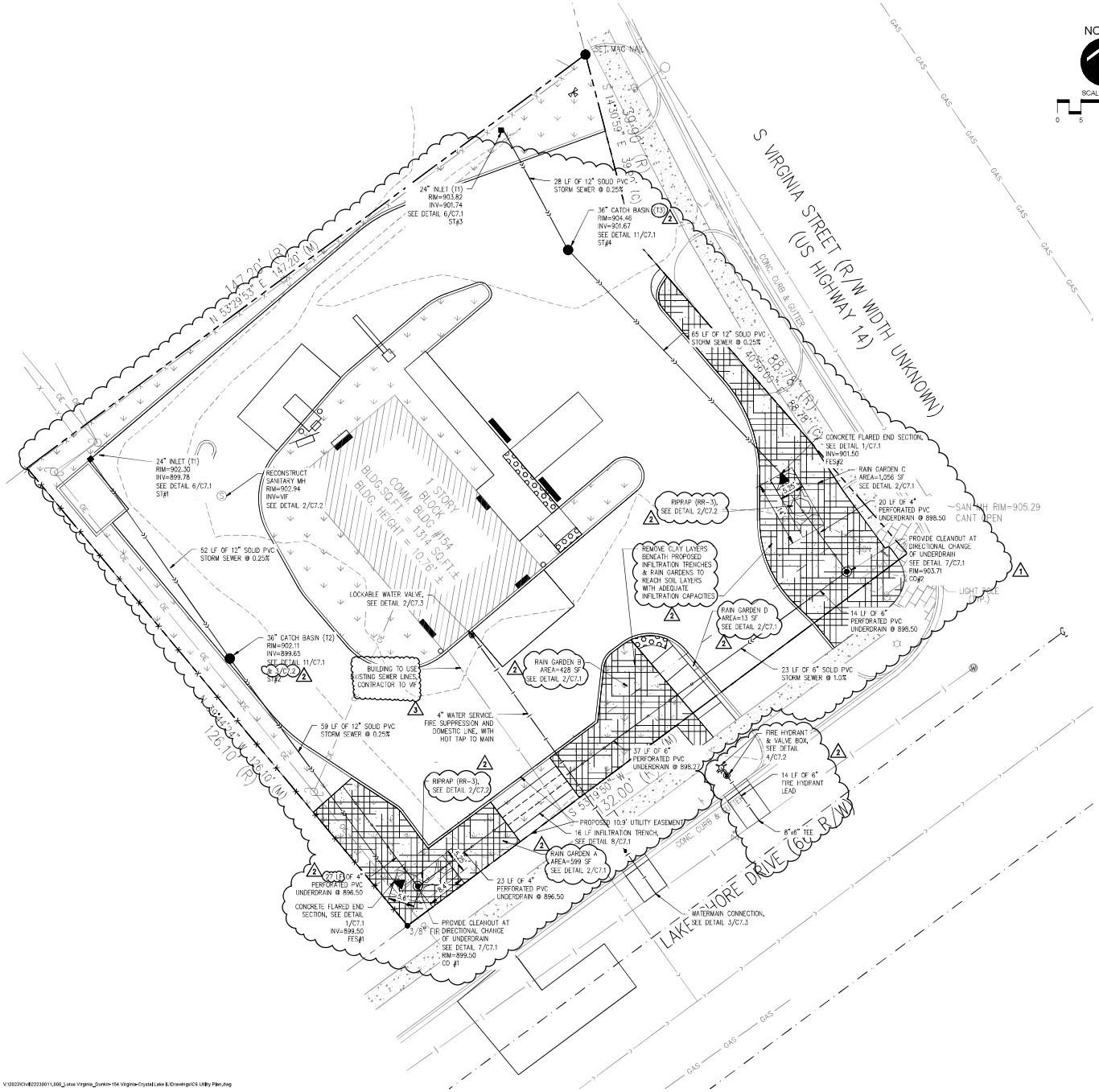
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EROSION CONTROL PLAN

C5.0

Sheet: 6 of 13



NORTH

SCALE: 1"= 10'

0 5 10 20

DRAINAGE STRUCTURE CASTINGS

TYPE OF CASTING TO BE PROVIDED FOR EACH STRUCTURE SHALL BE AS INDICATED ON PLANS IN THE FOLLOWING MANNER:

48" CATCH BASIN (T1)
- 48" — STRUCTURE SIZE
- CATCH BASIN — STRUCTURE TYPE
- T1 — TYPE OF CASTING

CASTING NUMBER	NEENAH CATALOG NUMBER
T1	R-2535 (OPEN GRATE)
T2	R-3281-A (CURB INLET)
T3	R-1713 WITH R-2504 GRATE

UTILITY NOTES

A. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PERFORM OR COORDINATE ALL NECESSARY UTILITY CONNECTIONS AND RELOCATIONS FROM EXISTING UTILITY LOCATIONS TO THE PROPOSED BUILDING, AS WELL AS TO ALL ONSITE AMENITIES. THESE CONNECTIONS INCLUDE, BUT ARE NOT LIMITED TO, WATER, SANITARY SEWER, CABLE TV, TELEPHONE, GAS, ELECTRIC, SITE LIGHTING, ETC.

B. ALL WORK PERFORMED SHALL MEET THE STANDARDS OUTLINED IN THE ENCLOSED PLANS, AS WELL AS THE STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION) BY THE ILLINOIS DEPARTMENT OF TRANSPORTATION, AND THE STANDARD SPECIFICATIONS FOR WATER AND SEWER CONSTRUCTION IN ILLINOIS (LATEST EDITION), UNLESS OTHERWISE NOTED.

C. THE ACCURACY AND COMPLETE INCLUSION OF THE LOCATIONS OF EXISTING UTILITIES IS NOT GUARANTEED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE IDENTIFICATION AND PROTECTION OF ALL PRIVATE AND PUBLIC UTILITIES EVEN THOUGH THEY MAY NOT BE SHOWN ON THE PLANS. ANY UTILITY THAT IS DAMAGED SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER, OWNER, AND UTILITY OWNER, BY THE CONTRACTOR AT HIS EXPENSE.

D. THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AT PROPOSED CONNECTIONS TO EXISTING UTILITIES PRIOR TO ANY DEMOLITION OR EXCAVATION.

E. ALL SEWER AND WATER MAIN WHICH FALLS WITHIN THREE (3) FEET OF EXISTING OR PROPOSED HARDSCAPE SURFACES SHALL BE BACKFILLED WITH TRENCH BACKFILL MATERIAL IN ACCORDANCE WITH IDOT GRADATION CA-6. THE TRENCH BACKFILL SHALL EXTEND A DISTANCE OF 2'-0" BEYOND THE HARDSCAPE AND EXTEND DOWN FROM THAT POINT AT A 1:1 SLOPE AWAY FROM THE HARDSCAPE.

F. NEW AND EXISTING STRUCTURES ONSITE SHALL BE ADJUSTED TO FINISHED GRADE PRIOR TO FINAL INSPECTION OF THE WORK. ADJUSTMENTS UPWARD SHALL BE MADE USING PRECAST CONCRETE ADJUSTMENT RINGS, BUT NO MORE THAN 8" OF RINGS SHALL BE USED. IF THE TOTAL HEIGHT OF ADJUSTMENT EXCEEDS 8" THEN ADJUSTMENTS SHALL BE MADE BY ADDING/REMOVING COMPLETE BARREL SECTIONS TO ACHIEVE THE DESIRED ELEVATION. ALL ADJUSTING RINGS SHALL BE SET IN BUTYL ROPE JOINT SEALANT.

G. PIPES OF DISSIMILAR MATERIALS SHALL BE CONNECTED BY "BANDSEAL" CONNECTORS OR APPROVED EQUAL, AS NECESSARY.

H. ALL MANHOLES, CATCH BASINS, AND INLET STRUCTURES SHALL BE PRECAST REINFORCED CONCRETE CONFORMING TO ASTM C-478.

STORM SEWERS & SANITARY SEWERS

A. SEWERS SHALL BE POLYVINYL CHLORIDE (PVC) PIPE, SDR 26, CONFORMING TO ASTM D3034 WITH JOINTS CONFORMING TO ASTM D3212 AND ASTM F477 ELASTOMERIC GASKETS, UNLESS OTHERWISE NOTED.

B. "WATER MAIN QUALITY" PVC SEWER SHALL CONFORM TO ASTM D2241 WITH JOINTS CONFORMING TO ASTM D3139 AND ASTM F477 ELASTOMERIC GASKETS.

C. REINFORCED CONCRETE PIPE (RCP) SEWERS, WHERE NOTED ON THE PLANS, SHALL CONFORM TO ASTM C76, CLASS IV, WITH CONFINED "O-RING" JOINTS CONFORMING TO ASTM C443.

D. DUCTILE IRON (DIP) SEWER, WHERE SHOWN ON PLANS, SHALL BE CLASS 52 CONFORMING TO ANSI 21.51 (AWWA C151) WITH "PUSH-ON" OR "MECHANICAL" JOINTS CONFORMING TO ANSI 21.11 (AWWA C111 AND C600).

E. WHEN CONNECTING TO AN EXISTING SEWER MAIN BY MEANS OTHER THAN A WYE FITTING, TEE FITTING, OR EXISTING MANHOLE, ONE OF THE FOLLOWING METHODS SHALL BE USED:
- CIRCULAR SAW-CUT OF SEWER MAIN BY PROPER TOOL "SEWER TAP" MACHINE (OR SIMILAR) AND PROPER INSTALLATION OF HUB-WYE SADDLE OR HUB-TEE SADDLE,
- REMOVE AN ENTIRE SECTION OF PIPE (BREAKING ONLY THE TOP OF ONE BELL) AND REPLACE WITH A WYE OR TEE BRANCH SECTION,
- WITH A PIPE CUTTER, NEATLY AND ACCURATELY CUT OUT DESIRED LENGTH OF PIPE FOR INSERTION OF A PROPER FITTING USING "BANDSEAL" OR SIMILAR COUPLINGS TO HOLD IT FIRMLY IN PLACE.

WATER MAINS AND SERVICES

A. ALL WATER MAINS AND SERVICE PIPES GREATER THAN 3" IN DIAMETER SHALL BE DUCTILE IRON (DIP) CLASS 52 CONFORMING TO ANSI 21.51 (AWWA C151) WITH "PUSH-ON" OR "MECHANICAL" JOINTS CONFORMING TO ANSI 21.11 (AWWA C111 AND C600).

B. ALL GATE VALVES, VALVE BOXES, HYDRANTS, CORPORATION STOPS, CURB BOXES, AND CURB STOPS SHALL BE IN ACCORDANCE WITH LOCAL REQUIREMENTS.

C. ALL TEES, BENDS, HYDRANTS, AND VALVES SHALL BE ADEQUATELY SUPPORTED WITH PEER BLOCKING, SUPPORTED LATERALLY WITH POURED IN PLACE THRUST BLOCKING AGAINST UNDISTURBED EARTH. ALL FITTINGS SHALL BE INSTALLED WITH RETAINER GLANDS.

D. ALL WATER MAINS SHALL HAVE A MINIMUM DEPTH OF 5'-6". IF COVER REQUIREMENT CANNOT BE MET, INSTALL 2" RIGID POLYSTYRENE INSULATION WITH A THERMAL RESISTANCE OF AT LEAST 5 AND A COMPRESSIVE STRENGTH OF AT LEAST 25 PSI. INSULATION SHALL BE 8' WIDE, CENTERED OVER PIPE WITH 6" SAND CUSHION BETWEEN PIPE AND INSULATION.

E. PRESSURE TEST AND DISINFECT ALL NEW WATER MAINS IN ACCORDANCE WITH STATE AND LOCAL REQUIREMENTS.

UTILITY CROSSINGS

A. WATER MAINS AND SERVICES SHALL BE PROTECTED FROM SANITARY SEWERS, STORM SEWERS, AND COMBINED SEWERS IN ACCORDANCE WITH TITLE 35: ENVIRONMENTAL PROTECTION AGENCY, SUBTITLE F: PUBLIC WATER SUPPLIES, CHAPTER II: ENVIRONMENTAL PROTECTION AGENCY, PARTS 651-654 TECHNICAL POLICY STATEMENTS, SECTION 653.119.

B. AT ALL LOCATIONS WHERE A SANITARY OR STORM SEWER CROSSES A WATER MAIN OR SERVICE PIPE, PROVIDE "WATER MAIN QUALITY" SEWER PIPE WITHIN 10 FEET MEASURED HORIZONTALLY FROM THE POINT OF CROSSING.

C. AT LOCATIONS WHERE WATER MAINS OR SERVICES ARE SHOWN AS CROSSING BELOW STORM OR SANITARY SEWERS, THEY SHALL BE DEPRESSED BELOW THE MINIMUM COVER DEPTH, AS NECESSARY TO MAINTAIN THE 18" MINIMUM ALLOWABLE CLEAR SEPARATION.

WATER SERVICE TESTING REQUIREMENTS

A. AFTER WATER SERVICE HAS BEEN INSPECTED AND APPROVED THE FOLLOWING TESTS ARE REQUIRED. CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT TO SCHEDULE INSPECTIONS WITH PERMIT NUMBER AND ADDRESS. MINIMUM OF 24 HOURS ADVANCE NOTICE IS REQUIRED. CITY OF CRYSTAL LAKE PERSONAL TO OPERATE ALL VALVES.

B. DO NOT INSTALL THE RPZ BACKFLOW DEVICE UNTIL WATER TESTING HAS BEEN COMPLETED AND APPROVED.

C. ILLINOIS ENVIRONMENTAL PROTECTION AGENCY OPERATING PERMIT REQUIRED BEFORE WATER CAN BE TESTED TO BUILDING, IF APPLICABLE.

D. FULL-BORE FLUSH OF WATER SERVICE FOR A MINIMUM OF 5 MINUTES OR UNTIL PIPE IS DETERMINED TO BE CLEAR OF FOREIGN DEBRIS.

E. INSTALL PERMANENT VALVES FOR FIRE AND DOMESTIC SERVICE. THE FIRST DOMESTIC VALVE IS REQUIRED TO BE A LOCKABLE TYPE IF THERE A SINGLE WATER SERVICE FOR THE FIRE AND DOMESTIC.

F. A HYDROSTATIC TEST OF A FIRE SERVICE FROM CITY VALVE (B-BOX, VALVE VAULT) TO THE FIRST PERMANENT VALVE OR VALVES IN BUILDING. THE TEST IS REQUIRED TO HOLD 200 PSI FOR A MINIMUM OF 2 HOURS WITH NO LOSS OF PRESSURE.

G. AFTER COMPLETION OF THE PRESSURE TESTING THE CHLORINATION CAN BE INSERTED INTO THE WATER SERVICE.

H. SAMPLES ARE REQUIRED AT EACH CONNECTION TO THE SERVICE AND INSIDE AT THE VALVE. AFTER 24 HOURS OF CHLORINATION IN THE SYSTEM THE FIRST DAY SAMPLE CAN BE TAKEN. THE FOLLOWING DAY THE SECOND DAY SAMPLE CAN BE TAKEN.

I. SUBMIT THE RESULTS FROM AN APPROVED TESTING AGENCY TO THE CRYSTAL LAKE COMMUNITY DEVELOPMENT DEPARTMENT. AFTER RECEIPT OF APPROVED RESULTS THE WATER MAY BE TURNED ON INTO THE BUILDING.

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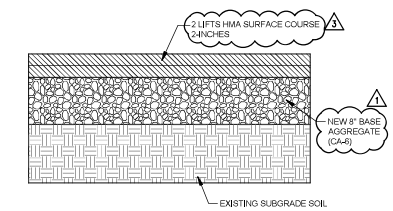
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UTILITY PLAN

Sheet: C6.0
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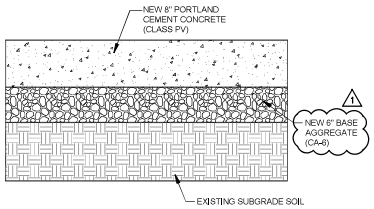
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HEAVY-DUTY BITUMINOUS SURFACE PAVEMENT SECTION

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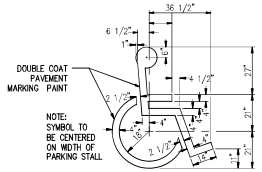
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CONCRETE CONSTRUCTION DETAIL

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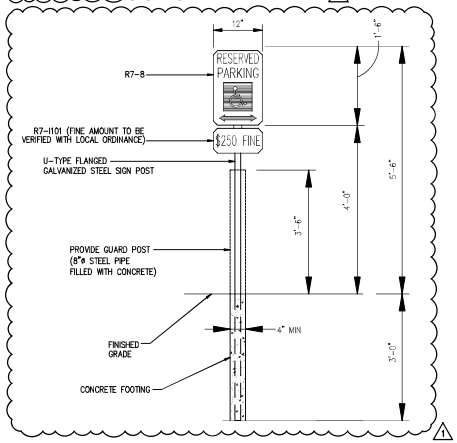
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HANDICAPPED PAINTED SYMBOL

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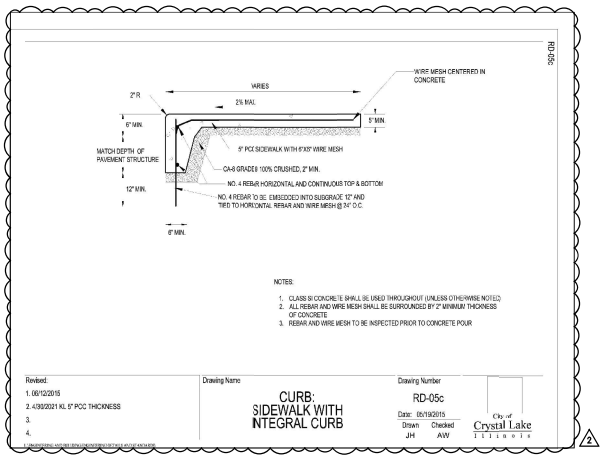
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ACCESSIBLE PARKING SIGN DETAIL

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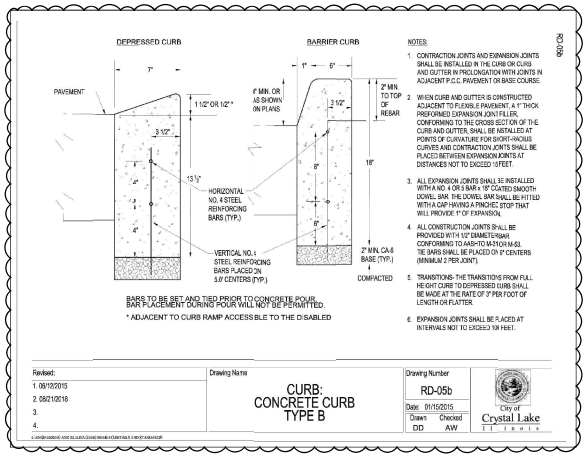
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SIDEWALK AS CURB AGAINST PAVEMENT

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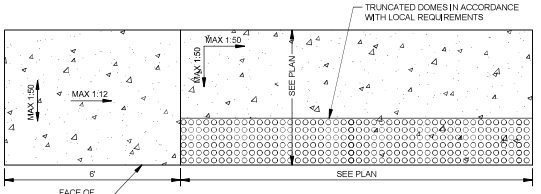
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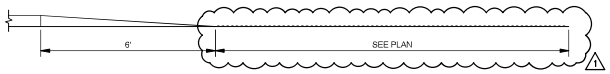
BARRIER CURB DETAIL

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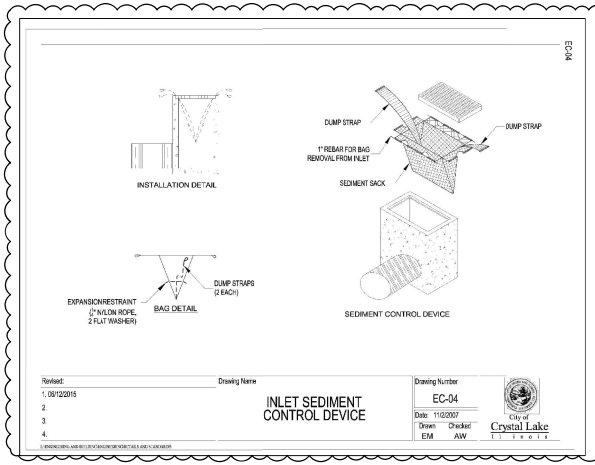
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ACCESSIBLE CURB RAMP

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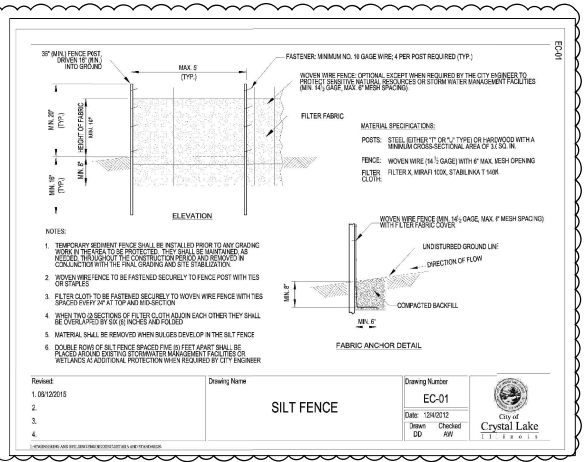
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INLET FILTER BASKET

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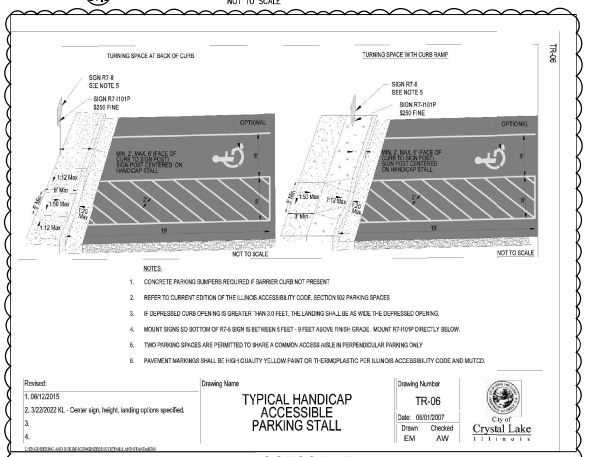
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SILT FENCE DETAIL

9 C7.0

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ACCESSIBLE PARKING STALL DETAIL

10 C7.0

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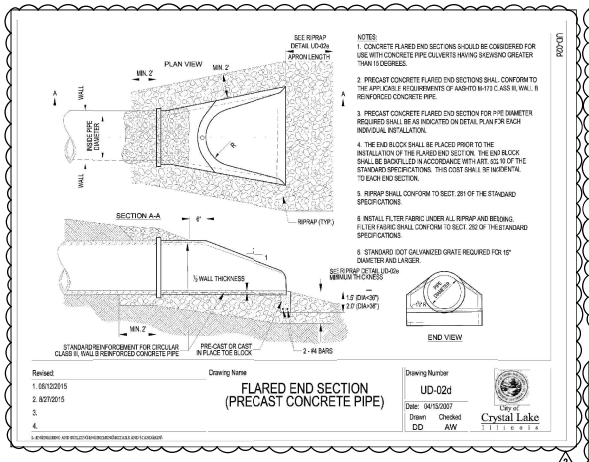
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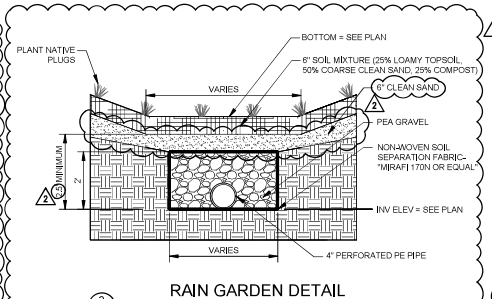
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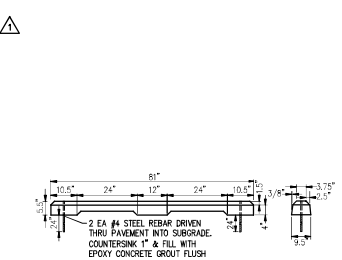
NOTES:
1. CONCRETE FLARED END SECTIONS SHOULD BE CONSIDERED FOR USE WITH CONCRETE PIPE CULVERTS HAVING SKEWS NO GREATER THAN 15 DEGREES.
2. PRECAST CONCRETE FLARED END SECTIONS SHALL CONFORM TO THE APPLICABLE REQUIREMENTS OF AASHTO M-170 CLASS III, WALL B REINFORCED CONCRETE PIPE.
3. PRECAST CONCRETE FLARED END SECTION FOR PIPE DIAMETER REQUIRED SHALL BE AS INDICATED ON DETAIL PLAN FOR EACH INDIVIDUAL INSTALLATION.
4. THE END BLOCK SHALL BE PLACED PRIOR TO THE INSTALLATION OF THE FLARED END SECTION. THE END BLOCK SHALL BE BACKFILLED IN ACCORDANCE WITH ART. 502.16 OF THE STANDARD SPECIFICATIONS. THIS COST SHALL BE INCIDENTAL TO EACH END SECTION.
5. RIPRAP SHALL CONFORM TO SECT. 281 OF THE STANDARD SPECIFICATIONS.
6. INSTALL FILTER FABRIC UNDER ALL RIPRAP AND BEDDING. FILTER FABRIC SHALL CONFORM TO SECT. 282 OF THE STANDARD SPECIFICATIONS.
7. STANDARD IDOT GALVANIZED GRATE REQUIRED FOR 18" DIAMETER AND LARGER.

Revised:	Drawing Name	Drawing Number
1. 05/12/2015	FLARED END SECTION (PRECAST CONCRETE PIPE)	UD-02d
2. 8/27/2015		Date: 04/15/2007
3.		Drawn: DD / Checked: AW
4.		City of Crystal Lake Illinois

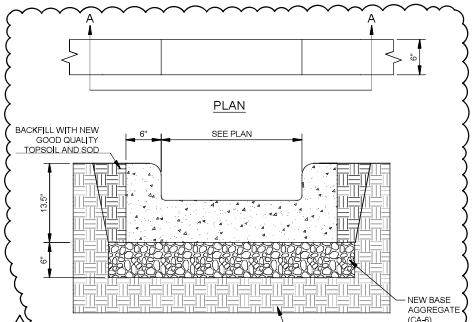
PRECAST REINFORCED CONCRETE FLARED END SECTION
1 / C7.1 — NOT TO SCALE



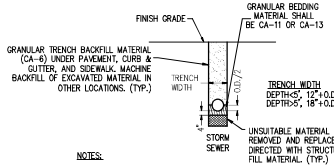
RAIN GARDEN DETAIL
2 / C7.1 — NOT TO SCALE



CONCRETE WHEEL STOP DETAIL
4 / C7.1 — NOT TO SCALE

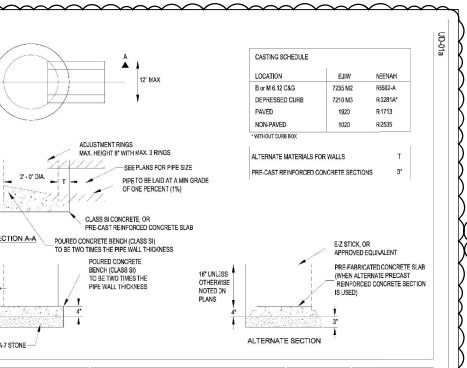


CURB CUT DETAIL
3 / C7.1 — NOT TO SCALE



NOTES:
1. TRENCH WALLS MAY REQUIRE TEMPORARY SHEETING, BRACING OR OTHER SUPPORT DURING EXCAVATION, PIPE INSTALLATION & BACKFILL, AT A MINIMUM, ALL APPLICABLE STANDARDS, REGULATIONS AND PROCEDURES AS REQUIRED BY FEDERAL, STATE AND LOCAL LAW FOR THE PROSECUTION OF WORK IN OPEN CUT EXCAVATIONS SHALL BE ADHERED TO FOR THE PROTECTION OF PERSONNEL & PROPERTY.
2. GRANULAR TRENCH BACKFILL REQUIRED FOR UTILITIES LOCATED LESS THAN 3' FROM THE OUTSIDE EDGE OF PAVEMENT
   GRANULAR BEDDING MATERIAL SHALL BE TAMPED INTO PLACE AS SHOWN (ONLY TO ½ POINT OF PIPE IF DUCTILE IRON PIPE IS TO BE USED, TYP.) FOR THERMOPLASTIC PIPE, THE BEDDING MATERIAL SHALL CONFORM TO ASTM D-2321 (CLASS I) AND SHALL EXTEND 12" (MIN) ABOVE THE TOP OF PIPE

UTILITY TRENCH
5 / C7.1 — NOT TO SCALE



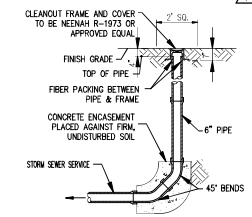
CASTING SCHEDULE		
LOCATION	EJIW	NEENAH
B or M-6.12 CAG	7235 M2	R3582-A
DEPRESSED CURB	7210 M3	R-3281A*
PAVED	1020	R-1713
NON-PAVED	1020	R-2535

*WITHOUT CURB BOX

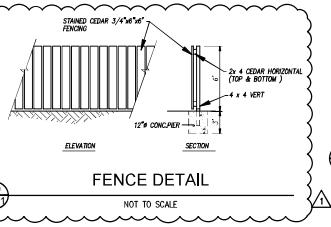
ALTERNATE MATERIALS FOR WALLS	T
PRE-CAST REINFORCED CONCRETE SECTIONS	3"

Revised:	Drawing Name	Drawing Number
1. 05/12/2015	DRAINAGE STRUCTURES: INLET, TYPE A	UD-01a
2.		Date: 05/28/2015
3.		Drawn: JH / Checked: AW
4.		City of Crystal Lake Illinois

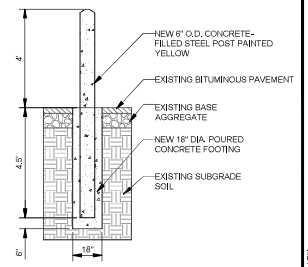
24" STORM INLET
6 / C7.1 — NOT TO SCALE



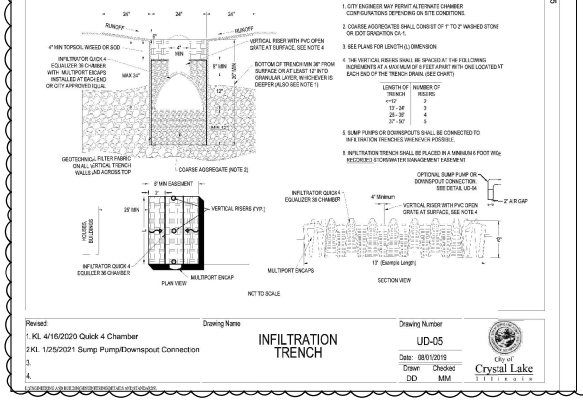
CLEANOUT
7 / C7.1 — NOT TO SCALE



FENCE DETAIL
10 / C7.1 — NOT TO SCALE



BOLLARD DETAIL
12 / C7.1 — NOT TO SCALE



NOTES:
1. CITY ENGINEER MAY PERMIT ALTERNATE CHAMBER CONFIGURATIONS DEPENDING ON SITE CONDITIONS
2. COARSE AGGREGATES SHALL CONSIST OF 1" TO 2" WASHED STONE OR IDOT GRADATION CA-1.
3. SEE PLANS FOR LENGTH (L) DIMENSION.
4. THE VERTICAL RISERS SHALL BE SPACED AT THE FOLLOWING INCREMENTS AT A MAXIMUM OF 8 FEET APART WITH ONE LOCATED AT EACH END OF THE TRENCH (SEE DETAIL)

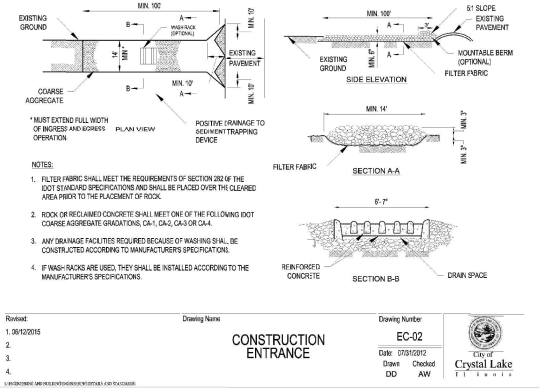
LENGTH OF TRENCH	NUMBER OF RISERS
<=12	2
13 - 24'	3
25 - 35'	4
37' - 50'	5

5. SUMP PUMPS OR DOWNSPOUTS SHALL BE CONNECTED TO INFILTRATION TRENCHES WHENEVER POSSIBLE.
6. INFILTRATION TRENCH SHALL BE PLACED IN A MINIMUM 8 FOOT WIDE RESTRICTED STORMWATER MANAGEMENT EASEMENT

NOT TO SCALE

Revised:	Drawing Name	Drawing Number
1. K1, 4/16/2020 Quick 4 Chamber	INFILTRATION TRENCH	UD-05
2 K1, 1/25/2021 Sump Pump/Downspout Connection		Date: 08/01/2019
3.		Drawn: DD / Checked: MM
4.		City of Crystal Lake Illinois

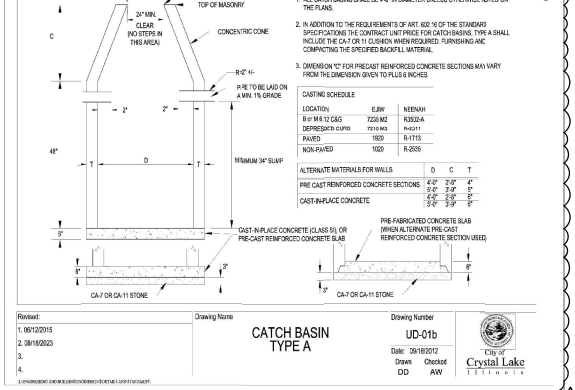
INFILTRATION TRENCH
8 / C7.1 — NOT TO SCALE



NOTES:
1. FILTER FABRIC SHALL MEET THE REQUIREMENTS OF SECTION 282 OF THE IDOT STANDARD SPECIFICATIONS AND SHALL BE PLACED OVER THE CLEARED AREA PRIOR TO THE PLACEMENT OF ROCK.
2. ROCK OR RECLAIMED CONCRETE SHALL MEET ONE OF THE FOLLOWING IDOT COARSE AGGREGATE GRADATIONS, CA-1, CA-2, CA-3 OR CA-4.
3. ANY DRAINAGE FACILITIES REQUIRED BECAUSE OF WASHING SHALL BE CONSTRUCTED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
4. IF WASH RACKS ARE USED, THEY SHALL BE INSTALLED ACCORDING TO THE MANUFACTURER'S SPECIFICATIONS.

Revised:	Drawing Name	Drawing Number
1. 06/12/2015	CONSTRUCTION ENTRANCE	EC-02
2.		Date: 07/31/2012
3.		Drawn: DD / Checked: AW
4.		City of Crystal Lake Illinois

CONSTRUCTION ENTRANCE DETAIL
9 / C7.1 — NOT TO SCALE



NOTES:
1. ALL CATCH BASINS SHALL BE 4'-0" IN DIAMETER UNLESS OTHERWISE NOTED ON THE PLANS.
2. IN ADDITION TO THE REQUIREMENTS OF ART. 602.16 OF THE STANDARD SPECIFICATIONS THE CONTRACT UNIT PRICE FOR CATCH BASINS, TYPE A SHALL INCLUDE THE CA-7 OR 11 CUSHION WHEN REQUIRED, FURNISHING AND COMPACTING THE SPECIFIED BACKFILL MATERIAL.
3. DIMENSION "D" FOR PRECAST REINFORCED CONCRETE SECTIONS MAY VARY FROM THE DIMENSION GIVEN TO PLUS 6 INCHES

CASTING SCHEDULE		
LOCATION	EJIW	NEENAH
B or M-6.12 CAG	7235 M2	R3582-A
DEPRESSED CURB	7210 M3	R-4311
PAVED	1020	R-1713
NON-PAVED	1020	R-2535

ALTERNATE MATERIALS FOR WALLS	D	C	T
PRE CAST REINFORCED CONCRETE SECTIONS	4'-0"	2'-0"	4"
	5'-0"	2'-0"	5"
	4'-0"	3'-0"	6"
CAST-IN-PLACE CONCRETE	5'-0"	3'-0"	6"

Revised:	Drawing Name	Drawing Number
1. 06/12/2015	CATCH BASIN TYPE A	UD-01b
2. 08/18/2023		Date: 09/18/2012
3.		Drawn: DD / Checked: AW
4.		City of Crystal Lake Illinois

36" CATCH BASIN
11 / C7.1 — NOT TO SCALE

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KEPPY
062-060676
LICENSED PROFESSIONAL ENGINEER OF ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments
4	10.17.25	City Comments

Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:
DETAILS

C7.1

Sheet: 9 of 13

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STORMWATER MANAGEMENT

595 Attachment 2

City of Crystal Lake

Appendix 2
Standard Soil Erosion and Sediment Control Notes

1. Control measures shall meet the minimum standards and specifications of the Illinois Urban Manual unless stated otherwise. **[Amended 11-07-2020 by Ord. No. 7671]**
2. Soil disturbance shall be conducted in such a manner as to minimize erosion. Areas of the development site that are not to be disturbed shall be protected from construction traffic or other disturbance until final stabilization is achieved.
3. Soil stabilization measures shall consider the time of year, development site conditions and the use of temporary or permanent measures.
4. Stabilization by seeding shall include topsoil placement and fertilization, as necessary.
5. Native seed mixtures shall include rapid-growing annual grasses or small grains to provide initial, temporary soil stabilization.
6. Off-site property shall be protected from erosion and sedimentation. Velocity dissipation devices shall be placed at concentrated discharge locations and along the length of any outfall channel, as necessary to prevent erosion.
7. Sediment control measures shall be installed prior to the disturbance of tributary areas.
8. Stabilization of disturbed areas shall be initiated immediately whenever any clearing, grading, excavating or other earth-disturbing activities have permanently ceased on any portion of the development site, or temporarily ceased on any portion of the development site and will not resume for a period exceeding 14 calendar days. Stabilization of disturbed areas shall be initiated within one working day of permanent or temporary cessation of earth-disturbing activities and shall be completed as soon as possible, but not later than 14 calendar days from the initiation of such stabilization work in an area. Exceptions to these time frames are specified below:
   a. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable; and
   b. In areas where construction activity has temporarily ceased and will resume after 14 days, a temporary stabilization method may be used.
9. Disturbance of steep slopes shall be minimized. Areas or embankments having slopes steeper than 3:1 shall be stabilized with staked-in-place sod, erosion control blankets in combination with seeding, or an equivalent control measure.

CRYSTAL LAKE CODE

10. Perimeter control measures shall be provided downslope and perpendicular to the flow of runoff from disturbed areas, where the tributary area is greater than 5,000 square feet, and where runoff will flow in a sheet flow manner. Perimeter erosion control shall also be provided at the base of soil stockpiles.
11. The stormwater management system shall be protected from erosion and sedimentation downslope from disturbed areas. Inlet protection that reduces sediment loading, while allowing runoff to enter the inlet, shall be required for all storm sewers. Check dams, or an equivalent control measure, shall be required for all channels. Filter fabric inlet protection and straw bale ditch checks are not acceptable control measures.
12. If dewatering services are used, discharges shall be routed through an effective sediment control measure (e.g., sediment trap or an equivalent control measure). The enforcement officer shall be notified prior to the commencement o' dewatering activities.
13. All temporary soil erosion and sediment control measures shall be removed within 30 days after final stabilization of the development site is achieved or after the temporary measures are no longer necessary. Trapped sediment shall be removed and disturbed areas shall be permanently stabilized.
14. Stockpiled soil and materials shall be removed from load hazard areas at the end of each work day. Soil and materials stockpiled in IWMC or buffer areas shall be placed on timber mats, or an equivalent control measure.
15. Effective control measures shall be utilized to minimize the discharge of pollutants from the development site. At a minimum, control measures, shall be implemented in order to:
   a. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash water; and
   b. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, vehicle fluids, sanitary waste, and other materials present on the development site to precipitation and to stormwater.
16. Adequate receptacles shall be provided for the depositing of all construction material debris generated during the development process. The applicant shall not cause or permit the dumping, depositing, dropping, throwing, discarding or burying of construction material debris upon or into any development site, channel, or IWMC. The development site shall be maintained free of construction material debris.
17. The enforcement officer may require additional or alternate soil erosion and sediment control measures, based on development-site-specific considerations and the effectiveness of the installed control measures.

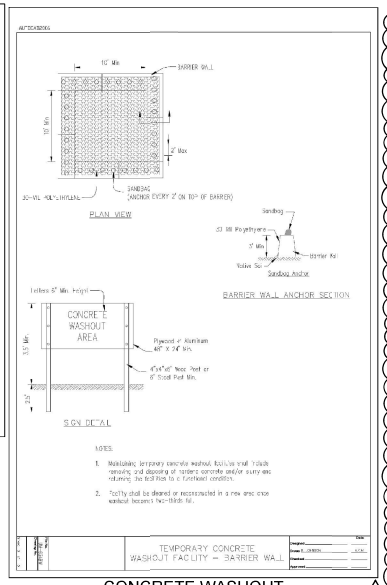
STORMWATER MANAGEMENT

595 Attachment 3

City of Crystal Lake

Appendix 3
Standard Drain Tile Notes

1. Drain tiles disturbed during regulated development shall be reconnected by those responsible for their disturbance, unless the development plans specify abandonment of the drain tiles.
2. All abandoned drain tiles within disturbed areas shall be removed in their entirety.
3. Drain tiles within the disturbed area of a development site shall be replaced, bypassed around the development site or intercepted and connected to the stormwater management system for the development site. The size of the replaced or bypassed drain tile shall be equivalent to the existing drain tile.



CONCRETE WASHOUT

1 C7.2 NOT TO SCALE

UD-02e

ROCK RIPRAP SPECIFICATIONS AND BEDDING

IDOT GRADATION	MAXIMUM ROCK SIZE (lb)*	EQUIVALENT DIAMETER (SPHERICAL)(in)*	MINIMUM BEDDING THICKNESS(in)	MINIMUM THICKNESS (in)
RR-3	50	10	-	8
RR-4	150	15	6	18
RR-5	400	21	8	22
RR-6	600	24	10	26
RR-7	1000	28	12	30

*ASSUMES A MINIMUM SPECIFIC GRAVITY OF 2.450 AND A MINIMUM UNIT WEIGHT OF 153 lb/cf

NOTES:
1. RIPRAP SHALL CONFORM TO SECT. 281 OF THE STANDARD SPECIFICATIONS.
2. INSTALL FILTER FABRIC UNDER ALL RIPRAP AND BEDDING. FILTER FABRIC SHALL CONFORM TO SECT. 282 OF THE STANDARD SPECIFICATIONS.

ROCK RIPRAP SIZE REQUIREMENTS AND THICKNESS

CULVERT DIAMETER (in)	MINIMUM TAILWATER MAX CONDUIT VELOCITY = 5 fps IDOT GRADATION	MINIMUM TAILWATER MAX CONDUIT VELOCITY = 5 fps APRON LENGTH (ft)	MINIMUM TAILWATER MAX CONDUIT VELOCITY = 10 fps IDOT GRADATION	MINIMUM TAILWATER MAX CONDUIT VELOCITY = 10 fps APRON LENGTH (ft)	MAXIMUM TAILWATER MAX CONDUIT VELOCITY = 5 fps IDOT GRADATION	MAXIMUM TAILWATER MAX CONDUIT VELOCITY = 5 fps APRON LENGTH (ft)	MAXIMUM TAILWATER MAX CONDUIT VELOCITY = 10 fps IDOT GRADATION	MAXIMUM TAILWATER MAX CONDUIT VELOCITY = 10 fps APRON LENGTH (ft)
12	RR-3	10	RR-3	12	RR-3	12	RR-3	15
18	RR-3	14	RR-4	16	RR-3	12	RR-3	16
24	RR-3	16	RR-4	20	RR-3	14	RR-4	17
30	RR-3	18	RR-4	22	RR-3	16	RR-4	20
36	RR-4	20	RR-5	24	RR-3	16	RR-4	22
48	RR-4	24	RR-6	28	RR-4	20	RR-4	24
60	RR-5	32	RR-6	36	RR-4	22	RR-5	26
72	RR-6	40	RR-6	44	RR-5	24	RR-5	29
96	RR-7	50	RR-7	54	RR-5	26	RR-6	32

NOTES:
1. IF TAILWATER DEPTH FROM THE PIPE INVERT IS LESS THAN HALF THE DIAMETER OF THE PIPE THEN MINIMUM TAILWATER CONDITIONS EXIST.
2. ADAPTED FROM THE ILLINOIS URBAN MANUAL

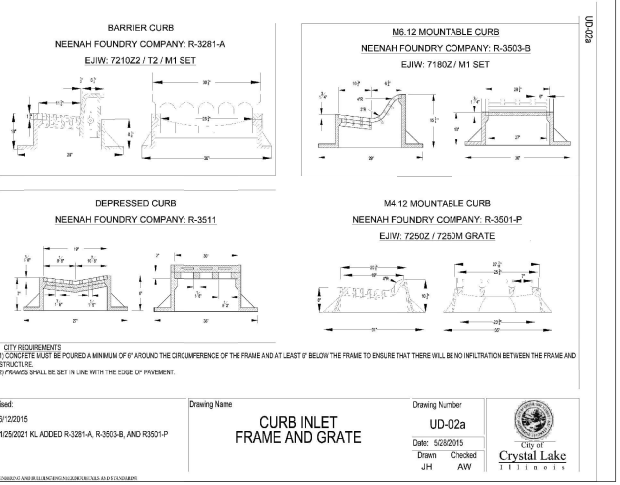
Revised:	Drawing Name	Drawing Number
1.	RIPRAP DETAILS	UD-02e
2.		Date: 08/27/2015
3.		Drawn: DD / Checked: AW
4.		

ILLINOIS ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

RIPRAP DETAILS

2 C7.2 NOT TO SCALE

UD-02a



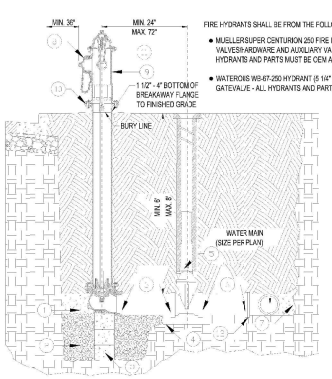
Revised:	Drawing Name	Drawing Number
1. 06/12/2015	CURB INLET FRAME AND GRATE	UD-02a
2. 01/25/2021 KL ADDED R-3281-A, R-3503-B, AND R3501-P		Date: 5/28/2015
3.		Drawn: JH / Checked: AW
4.		

ILLINOIS ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

36" CURB INLET

3 C7.2 NOT TO SCALE

UW-06



FIRE HYDRANTS SHALL BE FROM THE FOLLOWING LIST, AS APPROVED BY THE CITY:

- MUELLERSUPER CENTURION 250 FIRE HYDRANT, A423 (5 1/4" BARREL) WITH MUELLER VALVES® ARDWARE AND AUXILIARY VALVE 6" GATE VALVE NO. 2361RESILIENT WEDGE - ALL HYDRANTS AND PARTS MUST BE OEM AND COMPLY WITH NO LEAD REQUIREMENTS.
- WATEROUS WS-67-250 HYDRANT (5 1/4" PACER) WITH SERIES 2500-1 RESILIENT WEDGE GATEVALVE - ALL HYDRANTS AND PARTS MUST COMPLY WITH NO LEAD REQUIREMENTS

LEGEND:

1. PROVIDE CLASS SI CONCRETE BASE AND BLOCKING AGAINST UNDISTURBED EARTH
2. DRAIN SUMP TO BE 3/4 CUBIC YARD OF 3/4" WASHED STONE
3. CONCRETE SUPPORT
4. CONCRETE BLOCK OR BRICK SUPPORT
5. RUBBER VALVEBOX STABILIZER
6. USE MEGALUG RESTRAINTS WITH GRADE 304 STAINLESS STEEL NUTS AND BOLTS AT ALL MECHANICAL JOINTS.
7. CONCRETE BLOCKING
8. 4 1/2" PORT TO FACE PAVEMENT OR AS DIRECTED BY CITY ENGINEER
9. ALL NEWLY INSTALLED HYDRANTS MUST HAVE 2.4 MILS AMERICO AT PRIMER OR EQUAL AND FINISH COAT SHERWIN WILLIAMS POLANE B MIN 4.1 MILS = 6.5 MILS TOTAL DRY FILM THICKNESS. COLOR (SAFETY RED)
10. MIN. 48" BETWEEN HYDRANT AND ANY VERTICAL OBSTRUCTIONS.
11. MIN. 72" BETWEEN HYDRANT AND ANY LANDSCAPING WITH A MATURE HEIGHT GREATER THAN 12".
12. ALL UNDERGROUND HARDWARE MUST BE STAINLESS STEEL INCLUDING NUTS, BOLTS, AND WASHERS.

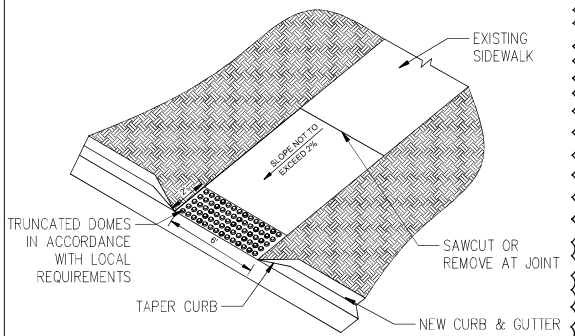
Revised:	Drawing Name	Drawing Number
1. 06/12/2015	FIRE HYDRANT	UW-06
2. 01/25/2021 KL Mueller Super Centurion 250 FH Specification		Date: 06/01/2015
3.		Drawn: JH / Checked: VR
4.		

ILLINOIS ENGINEERING AND BUILDING ENGINEERING DETAILS AND STANDARDS

FIRE HYDRANT

4 C7.2 NOT TO SCALE

TRUNCATED DOMES IN ACCORDANCE WITH LOCAL REQUIREMENTS



ACCESSIBLE RAMP DETAIL WITH TRUNCATED DOMES

5 C7.2 NOT TO SCALE

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KEPPY
062-060676
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments
4	10.17.25	City Comments

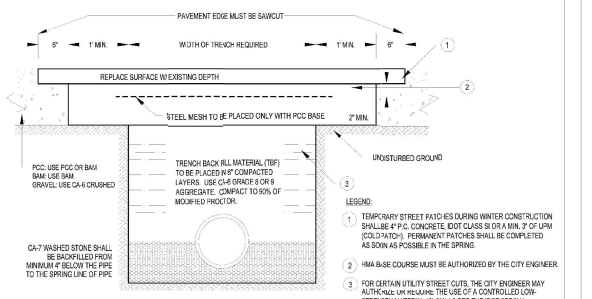
Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:
DETAILS

C7.2

Sheet: 10 of 13

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RD-06



LEGEND:

1. TEMPORARY STREET PATCHES DURING WINTER CONSTRUCTION SHALL BE 4" P.C. CONCRETE, IDOT CLASS SI OR A MIN. 3" OF UPM (COLD PATCH). PERMANENT PATCHES SHALL BE COMPLETED AS SOON AS POSSIBLE IN THE SPRING.
2. HMA BASE COURSE MUST BE AUTHORIZED BY THE CITY ENGINEER.
3. FOR CERTAIN UTILITY STREET CUTS, THE CITY ENGINEER MAY AUTHORIZE THE USE OF A CONTROLLED LOW-STRENGTH MATERIAL (CLSM) AS PER THE IDOT SPECIAL PROVISIONS.

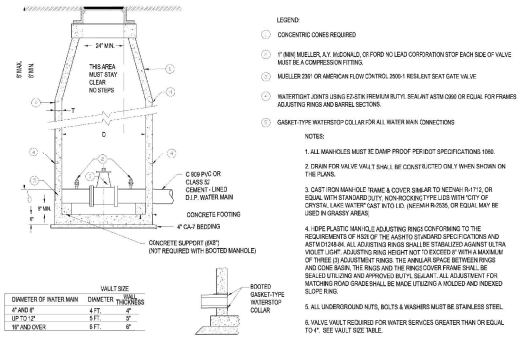
Revised:	Drawing Name	Drawing Number	
1. 06/12/2015 2. 9/8/2021 KL - CA-7 TO SPRING LINE OF PIPE 3. 4.	PAVEMENT CUT AND REPLACEMENT	RD-06 Date: 05/19/2015 Drawn: JH Checked: AW	City of Crystal Lake Illinois

LIVING/BUILDING AND BUILDING ENGINEERING/BUILDING TALKS AND STANDARDS

1 C7.3 PAVEMENT PATCH

NOT TO SCALE

UW-01



VAULT SIZE		
DIAMETER OF WATER MAIN	DIAMETER	WALL THICKNESS
4" AND 6"	4 FT.	6"
UP TO 12"	5 FT.	7"
16" AND OVER	6 FT.	8"

LEGEND:

1. CONCENTRIC CONES REQUIRED
2. 1" (MIN) MUELLER, A.Y. McDONALD, OR FORD NO LEAD CORPORATION STOP EACH SIDE OF VALVE MUST BE A COMPRESSION FITTING.
3. MUELLER 2361 OR AMERICAN FLOW CONTROL 2500-1 RESILIENT SEAT GATE VALVE
4. WATERTIGHT JOINTS USING EZ-STIK (REMKUM BUTYL SEALANT ASTM C990 OR EQUAL FOR FRAMES ADJUSTING RINGS AND BARREL SECTIONS.
5. GASKET-TYPE WATERSTOP COLLAR FOR ALL WATER MAIN CONNECTIONS

NOTES:

1. ALL MANHOLES MUST BE DAMP PROOF PER IDOT SPECIFICATIONS 1060.
2. DRAIN FOR VALVE VAULT SHALL BE CONSTRUCTED ONLY WHEN SHOWN ON THE PLANS.
3. CAST IRON MANHOLE FRAME & COVER SIMILAR TO NEENAH R-1712, OR EQUAL WITH STANDARD DUTY, NON-ROCKING TYPE LIDS WITH "CITY OF CRYSTAL LAKE WATER" CAST INTO LID. (NEENAH R-1536, OR EQUAL MAY BE USED IN GRASSY AREAS.
4. HDPE PLASTIC MANHOLE ADJUSTING RINGS CONFORMING TO THE REQUIREMENTS OF M.321 OF THE AASHTO STANDARD SPECIFICATIONS AND ASTM D1248-84. ALL ADJUSTING RINGS SHALL BE STABALIZED AGAINST ULTRA VIOLET LIGHT. ADJUSTING RING HEIGHT NOT TO EXCEED 8" WITH A MAXIMUM OF THREE (3) ADJUSTMENT RINGS. THE ANNULAR SPACE BETWEEN RINGS AND CONE BASIN, THE RINGS AND THE RINGS COVER FRAME SHALL BE SEALED UTILIZING AND APPROVED BUTYL SEALANT. ALL ADJUSTMENT FOR MATCHING ROAD GRADE SHALL BE MADE UTILIZING A MOLDED AND INDEXED SLOPE RING.
5. ALL UNDERGROUND NUTS, BOLTS & WASHERS MUST BE STAINLESS STEEL.
6. VALVE VAULT REQUIRED FOR WATER SERVICES GREATER THAN OR EQUAL TO 4". SEE VAULT SIZE TABLE.
7. STEPS WITHIN VAULT TO BE REMOVED PRIOR TO CITY ACCEPTANCE.

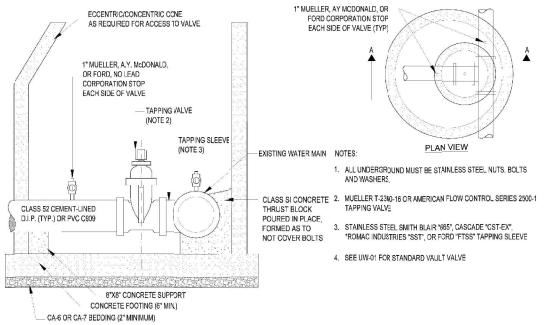
Revised:	Drawing Name	Drawing Number	
1. 06/12/2015 2. 08/18/2023 - JRG 1" CORP AND STEPS REMOVED 3. 4.	STANDARD VALVE VAULT	UW-01 Date: 05/29/2015 Drawn: JH Checked: VR	City of Crystal Lake Illinois

LIVING/BUILDING AND BUILDING ENGINEERING/BUILDING TALKS AND STANDARDS

2 C7.3 VALVE VAULT

NOT TO SCALE

UW-02



NOTES:

1. ALL UNDERGROUND MUST BE STAINLESS STEEL, NUTS, BOLTS AND WASHERS.
2. MUELLER T-2360-16 OR AMERICAN FLOW CONTROL, SERIES 2500-1 TAPPING VALVE.
3. STAINLESS STEEL SMITH BLAIR 1965", CASCADE "CST-EX" "ROMAC INDUSTRIES "SST", OR FORD "FTSS" TAPPING SLEEVE
4. SEE UW-01 FOR STANDARD VAULT VALVE

* DUCTILE IRON FLANGE AND M.J. OUTLET NOT APPROVED FOR USE W/ROMAC SST

Revised:	Drawing Name	Drawing Number	
1. 06/12/2015 2. KL 1-26-2021 1" CORPORATION STOPS 3. 4.	WATER MAIN PRESSURE CONNECTION	UW-02 Date: 05/29/2015 Drawn: JH Checked: VR	City of Crystal Lake Illinois

LIVING/BUILDING AND BUILDING ENGINEERING/BUILDING TALKS AND STANDARDS

3 C7.3 WATER MAIN CONNECTION

NOT TO SCALE

3

V:\2023\Civil\22230011.000_Lotus Virginia_Dunkin~154 Virginia~Crystal Lake IL\Drawings\C7 Details.dwg

Larson Engineering, Inc.
1488 Bond Street, Suite 100
Naperville, IL 60563-8503
630.357.2040 // 630.357.2164
www.larsonengr.com
ILLINOIS LICENSE NO. 184-001442

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

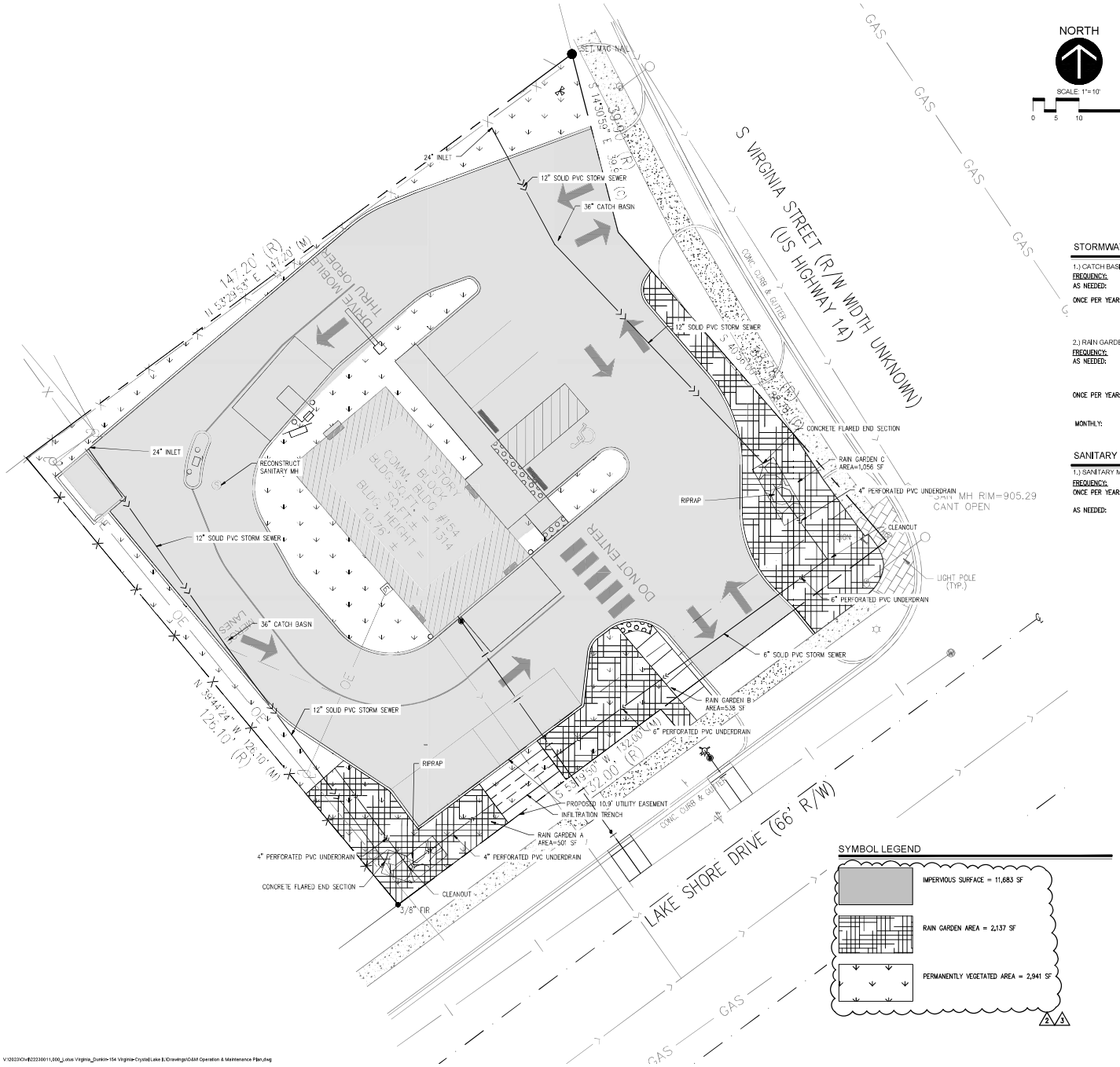
Seal:
DOUGLAS H. KEPPY
062-060676
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
Expires: November 30, 2027

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments
4	10.17.25	City Comments

Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:
DETAILS

C7.3

Sheet: 11 of 13



NORTH

SCALE: 1" = 10'

0 5 10 20

OPERATION & PLAN NOTES

1. O&M PLAN PROCEDURES AND PRACTICES MUST BE REVIEWED AND ASSESSED ANNUALLY.
2. ACCESS ROUTES INCLUDING ROADWAYS AND SIDEWALKS SHALL BE INSPECTED ANNUALLY AND MAINTAINED AS NEEDED.
3. DRAINAGE STRUCTURES MUST BE INSPECTED AND CLEANED SEMI-ANNUALLY.
4. VOLUME CONTROL BMPs SHALL BE INSPECTED SEMI-ANNUALLY AND AFTER SIGNIFICANT RAINFALL EVENTS EXCEEDING 1.5 INCHES.
5. THE OWNER SHALL KEEP AN UPDATED LOG BOOK DOCUMENTING THE PERFORMANCE OF THE REQUIRED O&M ACTIVITIES FOR PERPETUITY. LOG BOOKS MUST BE PRODUCED UPON THE REQUEST OF A VILLAGE INSPECTOR.
6. VEGETATION SHALL BE MAINTAINED ON A REGULAR BASIS.
7. PEST CONTROL MEASURES SHALL BE IMPLEMENTED TO ADDRESS INSECTS AND RODENTS.
8. SIGNAGE AND FENCING SHALL BE INSTALLED AND MAINTAINED WHERE NECESSARY TO PROTECT PROPERTY AND THE PUBLIC.
9. THE SANITARY SEWERS MUST BE INSPECTED ANNUALLY AND MAINTAINED BY OWNER. SEWERS SHALL BE CLEANED ON A PERFORMANCE BASIS ANNUALLY.
10. VOLUME CONTROL PROCEDURES AND PRACTICES MUST BE REVIEWED AND ASSESSED ANNUALLY. ACCESS ROUTES, INCLUDING ROADWAYS AND SIDEWALKS, DRAINAGE SYSTEMS, AND MONITORING WELLS, MUST BE INSPECTED, CLEANED, AND MAINTAINED AS NEEDED SEMI-ANNUALLY.

STORMWATER BMP ACTIVITY SCHEDULE

1.) CATCH BASINS, INLETS, MANHOLES, ROOF DRAINS, AND STORM SEWERS:

FREQUENCY:	ACTIVITY:
AS NEEDED:	CLEAR LEAVES AND DEBRIS FROM DRAINAGE STRUCTURE GRATES TO AVOID CLOGGING AND BLOCKAGES.
ONCE PER YEAR:	KEEP CATCH BASIN CLEAR OF DEBRIS AND LITTER. CLEAN WHEN THEY BECOME ONE THIRD FULL TO MAINTAIN SEDIMENT-TRAPPING CAPACITY. VISUALLY INSPECT PIPES BY REMOVING STRUCTURE LIDS, MAKE REPAIRS AS NECESSARY. STORM SEWERS AND ROOF DRAINS SHALL BE CHECKED FOR SILTATION DEPOSITS. FLUSH DEBRIS FROM PIPES USING HIGH PRESSURE WATER AND COLLECT FROM STRUCTURES, AS NEEDED.

2.) RAIN GARDENS, INFILTRATION TRENCH, & TRIBUTARY AREA:

FREQUENCY:	ACTIVITY:
AS NEEDED:	INSPECT AFTER RUNOFF EVENTS AND ENSURE WATER DRAINS WITHIN 72 HOURS. REMOVE ACCUMULATED SEDIMENT FROM BASIN AS REQUIRED. RESTORE ORIGINAL CROSS SECTION AND INFILTRATION RATE. DISPOSING OF SEDIMENT PROPERLY. REPAIR ADJACENT TRIBUTARY SURFACES IF EVIDENCE OF EROSION IS OBSERVED.
ONCE PER YEAR:	ADD ADDITIONAL STONE. INSPECT FACILITY AND PRETREATMENT AREAS FOR SEDIMENT BUILDUP, EROSION, EXCESS VEGETATIVE GROWTH, ETC. INSPECT OUTLET CONTROL STRUCTURE FOR DAMAGE AND SIGNS OF SPILLS/CONTAMINATION.
MONTHLY:	INSPECT SURFACE STONE AND REPAIR ERODED AREAS. REMOVE LITTER AND DEBRIS. CLEAR LEAVES AND DEBRIS FROM OVERFLOW.

SANITARY SEWER MAINTENANCE ACTIVITY SCHEDULE

1.) SANITARY MANHOLES AND SEWERS:

FREQUENCY:	ACTIVITY:
ONCE PER YEAR:	INSPECT MANHOLES AND SEWERS TO IDENTIFY BLOCKAGES, STRUCTURAL DEFECTS, AND POTENTIAL SAFETY HAZARDS.
AS NEEDED:	CLEAN BLOCKAGES USING HYDRAULIC OR MECHANICAL METHODS.

SYMBOL LEGEND

IMPERVIOUS SURFACE = 11,683 SF

RAIN GARDEN AREA = 2,137 SF

PERMANENTLY VEGETATED AREA = 2,941 SF

2 3

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. KEPPY
062-069875
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS

Date: October 17, 2025
Expires: November 30, 2027

Rev.	Date	Description
1	03.05.24	City Comments
2	10.29.24	City Comments
3	02.25.25	City Comments
4	10.17.25	City Comments

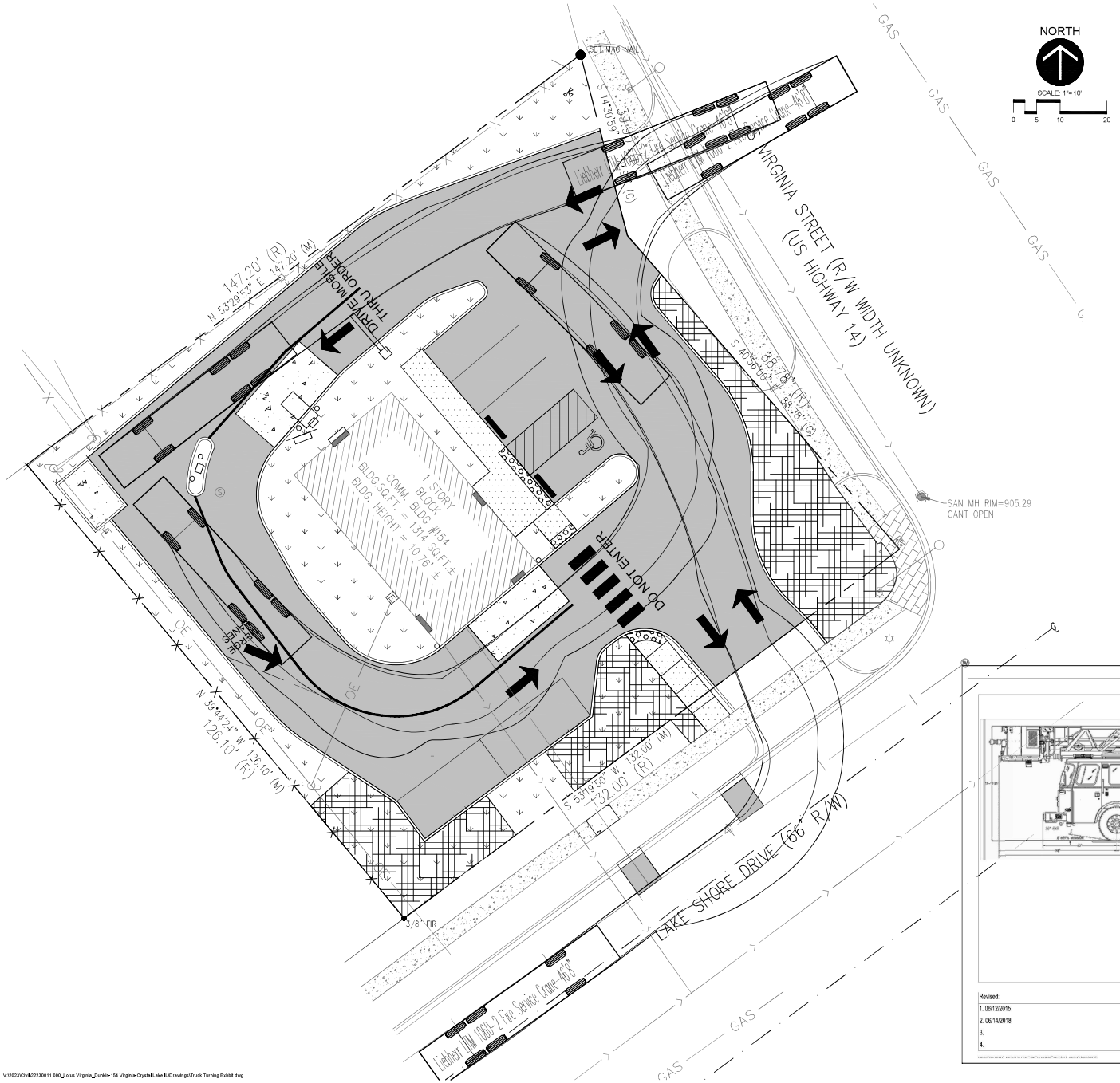
Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023

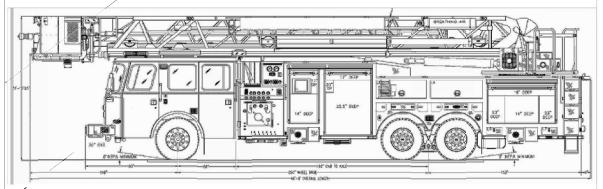
Sheet Title:
OPERATION & MAINTENANCE PLAN

O&M

Sheet: 12 of 13

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TR-05

NOTES

1. THIS DESIGN VEHICLE SHALL BE USED AS THE BASIS FOR ROADWAY AND PARKING LOT GEOMETRICS IN THE ABSENCE OF A SPECIFIC DESIGN TRUCK (e.g., WB-65)
2. THIS INFORMATION IS PROVIDED FOR REFERENCE ONLY.
3. A VEHICLE MANEUVERABILITY ANALYSIS SHOULD BE PERFORMED BY A LICENSED PROFESSIONAL ENGINEER TO VERIFY THE TURNING CAPABILITIES OF THIS DESIGN VEHICLE.

Revised:	Drawing Name	Drawing Number
1. 09/12/2015	TURNING TEMPLATES: LADDER TRUCK (CITY DESIGN VEHICLE)	TR-05
2. 06/14/2018		Date: 04/15/2007
3.		Drawn: EM Checked: AW
4.		

City of Crystal Lake Illinois

V:\2023\Civil\22330011.000_Lotus Virginia_Dunkin-154 Virginia-Crystal Lake IL\Drawings\Truck Turning Exhibit.dwg

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ILLINOIS LICENSE NO. 184-001442

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Client:
LOTUS VIRGINIA
709 OAK HOLLOW COURT
CRYSTAL LAKE, IL 60014

Project Title:
DUNKIN'
SITE DESIGN
154 VIRGINIA AVE
CRYSTAL LAKE, IL 60014

Seal:
DOUGLAS H. HEPPY
062-068675
LICENSED PROFESSIONAL ENGINEER
OF
ILLINOIS
Date: October 17, 2025
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4	10.17.25	City Comments

Project #: 22230011.000
Drawn By: NLF
Checked By: DHK
Issue Date: 10.04.2023
Sheet Title:

TRUCK TURNING EXHIBIT

TTE

Sheet: 13 of 13

= OPTIONAL OSB VDU

= VIDEO DISPLAY UNIT

= PRINTER

= PRINTER UNDERCOUNTER

= FLOOR SINK

= ELECTRICAL DUPLEX OUTLET

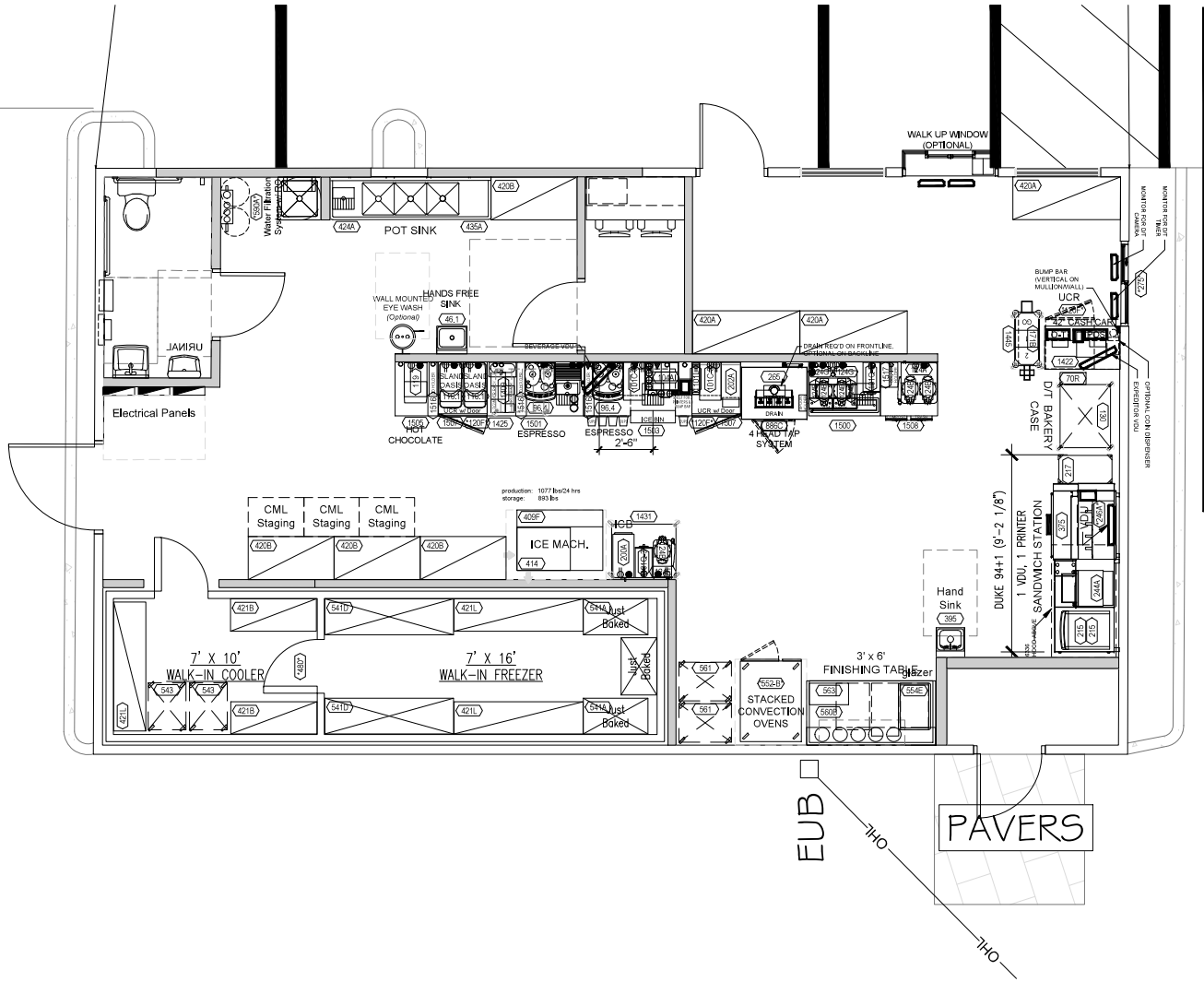
= ELECTRICAL SINGLE OUTLET

= RECESSED PLUMBING

= RECESSED TECHNOLOGY

1,314 SF Total
2 DRY DELIVERIES per WK.
2 REF'D DELIVERIES per WK.
400 DZNS. of DONUTS per WK.
100 DZNS. of Munchkins per WK.
38 LF Dry Storage Shelving

0 5' 10'



NOTES:

1. FRANCHISEE'S ARCHITECT SHALL ENSURE 40" MINIMUM CLEAR ACCESS INTO AND THROUGHOUT THE STORE FOR DELIVERY OF LARGE EQUIPMENT ITEMS.
2. FRANCHISEE'S ARCHITECT TO VERIFY COMPLIANCE WITH APPLICABLE ADA AND CODE REQUIREMENTS FOR RESTROOM(S) AND ENTRANCE(S).
3. WINDOW(S) TO BE IN-FILLED, TINTED, OR BLOCKED OUT WITH APPROVED DBI WINDOW GRAPHICS.
4. UNSIGHTLY UTILITIES:

   TO ENHANCE THE D/T EXPERIENCE PLAN ACCORDINGLY TO EITHER REMOVE OR SCREEN WHEN POSSIBLE.
5. DEFAULT WATER FILTRATION SYSTEM SHOWN. ARCHITECT TO HAVE WATER TESTED TO VERIFY ACTUAL SYSTEM REQUIRED. BOOSTER PUMP CAN BE ELIMINATED IF INCOMING WATER PRESSURE TO THE BUILDING IS 65PSI OR HIGHER.

NORTH

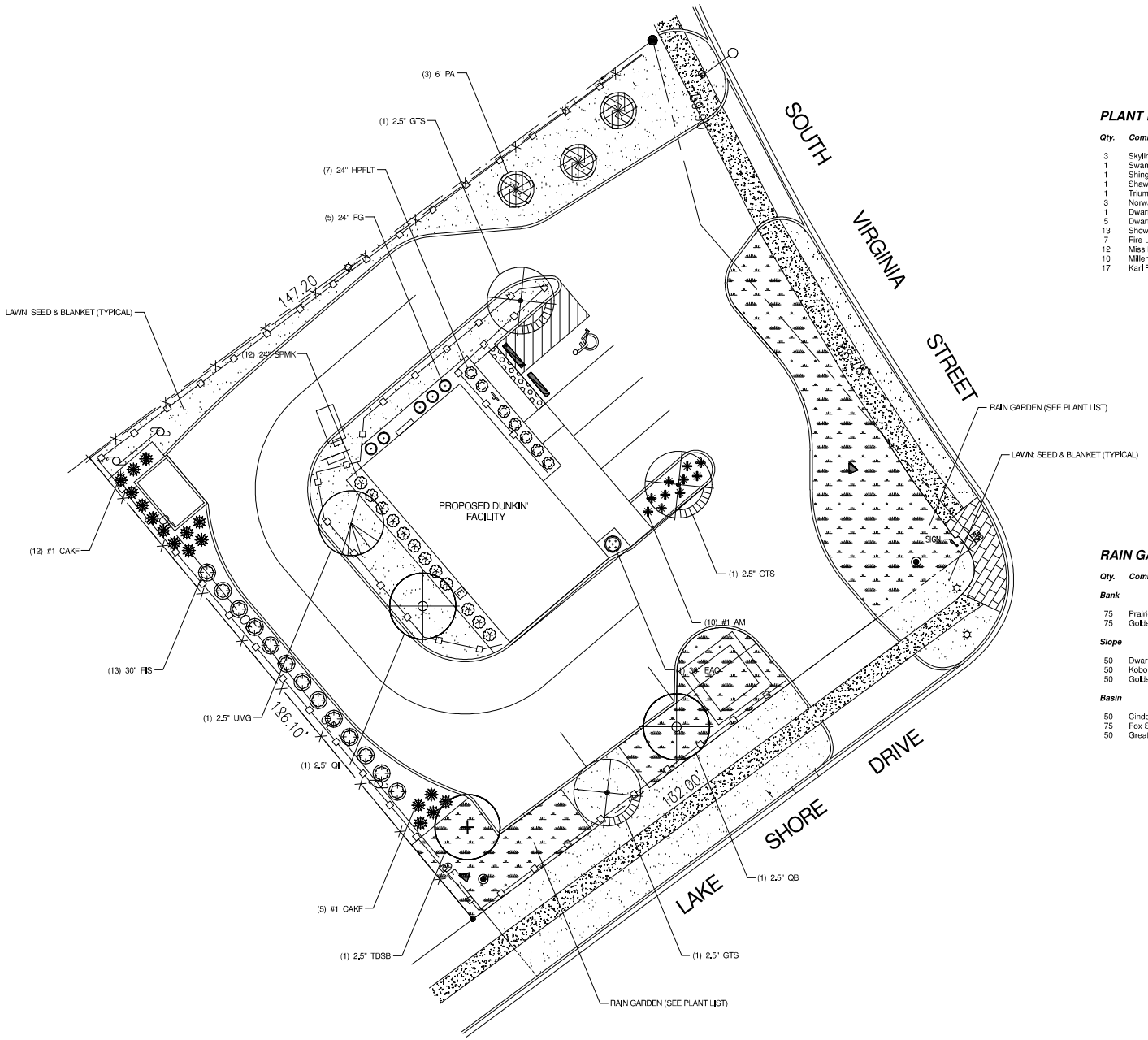
PRELIMINARY KITCHEN LAYOUT

SCALE: 3/16" = 1'-0"

DUNKIN'

DUNKIN' (PC#364510)
154 S VIRGINIA AVE, CRYSTAL LAKE, IL
1 JUNE 2023

KORU



PLANT LIST

Qty.	Common Name	Botanical Name	Size	Remarks	Key
3	Skyline Locust	Gleditsia triacanthos 'Skyline'	2.5"	B&B	GTS
1	Swamp White Oak	Quercus bicolor	2.5"	B&B	QB
1	Shingle Oak	Quercus imbricaria	2.5"	B&B	QI
1	Shawnee Brave Bald Cypress	Taxodium distichum 'Shawnee Brave'	2.5"	B&B	TDSB
1	Triumph Elm	Ulmus 'Morton Glossy'	2.5"	B&B	UMG
3	Norway Spruce	Picea abies	6'	B&B	PA
1	Dwarf Burning Bush	Euonymus alatus 'Compactus'	36"	Cont.	EAC
5	Dwarf Fothergilla	Fothergilla gardenii	24"	Cont.	FG
13	Show Off Forsythia	Forsythia intermedia 'Show Off'	30"	Cont.	FIS
7	Fire Light Tidbit Hydrangea	Hydrangea paniculata 'SMNHPK'	24"	Cont.	HPFLT
12	Miss Mik Lilac	Syringa patula 'Miss Kim'	24"	Cont.	SPMK
10	Millenium Ornamental Onion	Allium 'Millenium'	#1	Pots	AM
17	Karl Foerster Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#1	Pots	CAKF

RAIN GARDEN PLANT LIST *(24"-30" Spacing)*

Qty.	Common Name	Botanical Name	Size
Bank			
75	Prairie Dropseed	Sporobolus heterolepis	Plugs
75	Golden Alexander	Zizia aurea	Plugs
Slope			
50	Dwarf Joe Pye Weed	Eupatorium dubium 'Baby Joe'	Plugs
50	Kobold Spiked Gayfeather	Liatris 'Kobold'	Plugs
50	Goldsturm Black Eyed Susan	Rudbeckia fulgida 'Goldsturm'	Plugs
Basin			
50	Cinderella Swamp Milkweed	Asclepias incarnata 'Cinderella'	Plugs
75	Fox Sedge	Carex vulpinoidea	Plugs
50	Great Blue Lobelia	Lobelia siphilitica	Plugs

0 5 10 20 30

SCALE: 1"=10'

REVISIONS:
10.22.24 (OWNER REVIEW)
10.31.24 (OWNER REVIEW)

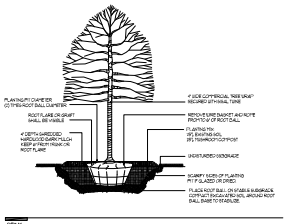
DOWDEN DESIGN GROUP
LANDSCAPE ARCHITECTURE, DESIGN & PLANNING
P.O. BOX 415, LIBERTYVILLE, IL. 60048
DOWDENDESIGNGROUP.COM PHONE: (847) 362-1254

DUNKIN' BRANDS
154 VIRGINIA AVENUE
CRYSTAL LAKE, ILLINOIS

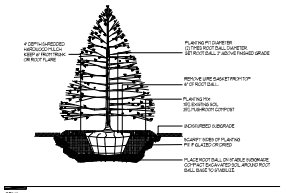
LANDSCAPE PLAN

DATE: 10.17.24
SCALE: 1"=10'
DRAWN: CJD

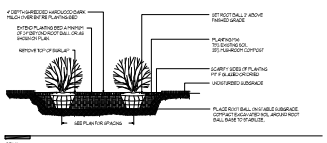
L101



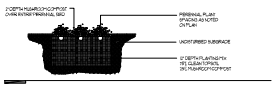
DETAIL
DECIDUOUS TREE PLANTING



DETAIL
EVERGREEN TREE PLANTING



DETAIL
SHRUB PLANTING



DETAIL
PERENNIAL PLANTING

NOTES:

1) The Landscape Contractor shall provide and install all plant materials in the quantities and sizes sufficient to complete planting as shown on the Landscape Plans. All plants shall comply with the requirements of the current American Standard for Nursery Stock published by The American Nursery and Landscape Association. Plants shall meet size, genus, species and variety and be in good health, free of insects, diseases or defects. No "park grade" materials shall be accepted. Trees not exhibiting a central (or single leader will be rejected unless noted in the plant list as multi-stem. Quantity lists are supplied for convenience. The Landscape Contractor shall verify all quantities and, in case of a discrepancy, the drawn plan shall prevail over the plant list. No plants are to be changed of substituted without approval of the Owner or a representative of James Dowden & Associates, Inc.

2) All plants shall be watered during the first 24-hour period following installation. A watering schedule must be agreed upon with the Owner before plantings are installed) of whom, when and how plant materials are to be properly watered. The Landscape Contractor shall verify proper watering is being done for the establishment and health of all plant materials. The Landscape Contractor shall warranty all plant materials for one year from the time of installation and project acceptance.

3) Plants shall be balled and burlapped unless otherwise noted on the Landscape Plans. No root bound materials shall be accepted and all synthetic or plastic materials shall be removed at the time of planting. It is the option of the Landscape Contractor to roll back burlap from the top of the root ball.

4) Recommended mulch depth is four inches (4") of shredded hardwood bark. The Landscape Contractor shall avoid over-mulching and the creation of "mulch volcanoes." Mulch Beds shall extend a minimum of two feet (2') beyond the center of a tree or shrub. Mulch must be pulled back at least two inches (2') from the base of a tree so the base of the trunk and root crown are exposed.

5) Prepare all perennial beds with one cubic yard of garden compost per 100 sf and the compost shall be rototilled to an 8" depth.

6) All plants shall be set plumb. It is the option of the landscape contractor to stake deciduous trees but it is also the responsibility of the Landscape Contractor to guarantee the plants remain plumb until the end of the guarantee period.

7) Trees shall be installed a minimum of five feet (5') horizontally from underground electrical feeders, sanitary sewers, sanitary services, water mains, and water services. Trees shall be installed a minimum of ten feet (10') horizontally from utility structures including, but not limited to, manholes, valve vaults and valve boxes. Shade trees shall be a minimum of ten feet (10') from all light poles and all shrubs shall be a minimum of three to five feet (3'-5') from all fire hydrants.

8) The Landscape Contractor shall locate the existence of all underground utilities prior to starting work. The Landscape Contractor must also keep the pavement and work areas in neat and orderly condition throughout the construction process. The Landscape Contractor shall acquaint himself with, And verify, Working conditions in advance of submitting a proposal. Failure to recognize inherent responsibilities does not relieve the contractor of obligations due to miscalculations.

9) Property owners shall be responsible for maintaining all landscaping shown on the approved plans throughout the life of the development.

10) Turf shall be Premium Bluegrass Mix seed and blanket in all disturbed areas except where sod is noted.

11) Once a Landscape Plan has been approved and a Building Permit issued, the Planning and Zoning Administrator may authorize minor revisions to the approved Landscape Plan including the substitution of equivalent planting and ground covers where such revisions do not diminish the benefits of the approved Landscape Plan. As such, revisions shall require the written approval of the Planning and Zoning Administrator.

12) Trees and shrubs shall not be located closer than ten (10) feet to fire hydrants, transformers, or other above ground utilities.

13) Bare root plants shall not be allowed.

14) All planted areas and landscaped islands shall receive a four (4) inch layer of shredded hardwood bark mulch.

PREMIUM BLUEGRASS SEED MIX (4-5 LBS/1000 S.F.)

MIX %	*SEED*	*GERMINATION*	*ORIGIN*
22.82%	AWARD KENTUCKY BLUEGRASS	85%	OR
22.22%	NuGLADE KENTUCKY BLUEGRASS	85%	OR/WA
17.79%	JACKPOT KENTUCKY BLUEGRASS	85%	OR/WA
16.11%	EVEREST KENTUCKY BLUEGRASS	85%	OR
9.98%	FIESTA 4 PERENNIAL RYEGRASS	90%	MN
9.87%	HANCOCK PERENNIAL RYEGRASS	90%	MN
1.11%	INERT MATTER		

REVISIONS:

DOWDEN DESIGN GROUP
LANDSCAPE ARCHITECTURE, DESIGN & PLANNING
P.O. BOX 415, LIBERTYVILLE, IL 60048
DOWDENDESIGNGROUP.COM PHONE: (847) 362-1254

DUNKIN' BRANDS
154 VIRGINIA AVENUE
CRYSTAL LAKE, ILLINOIS

LANDSCAPE PLAN

DATE: 10.17.24
SCALE: NONE
DRAWN: CJD

L102

01 GRAY
SW 7019
"GAUNTLET GRAY"

02 CHARCOAL
SW 7069
"IRON ORE"

03 WOOD
PATTERN
COLOR:
"HONEY GLAZE"

04 OFF-WHITE
SW 7063
"NEBULOUS WHITE"

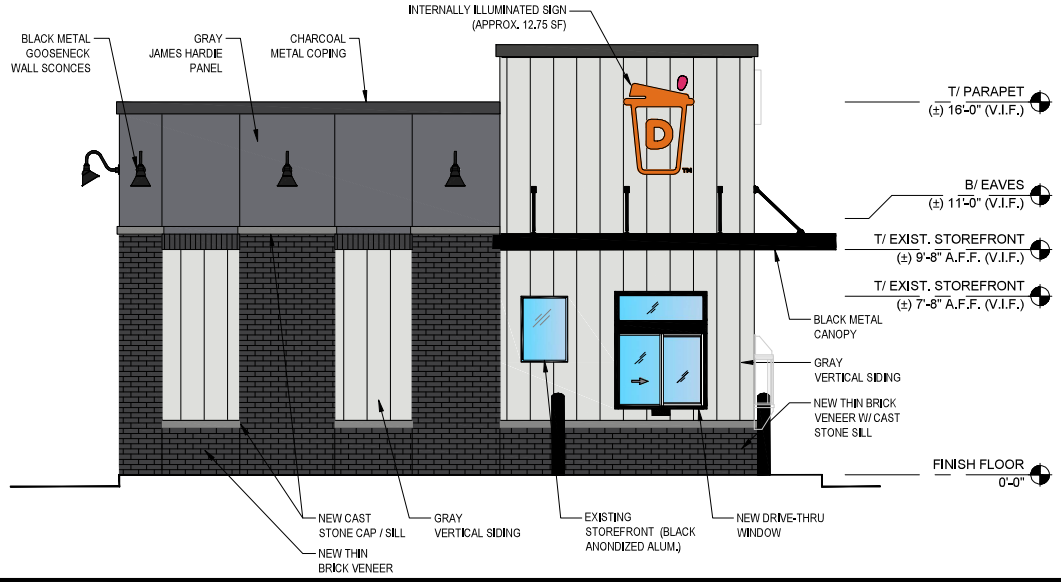
09 CHARCOAL
SW 7069
"IRON ORE"

12 DD PINK
PMS 7635C

13 DD ORANGE
PMS 3564C



NORTHEAST (FRONT) ELEVATION



SOUTHEAST (SIDE) ELEVATION

PRELIMINARY
EXTERIOR ELEVATIONS (1 of 2)

SCALE: 3/16" = 1'-0"

DUNKIN'

PC# 364510
154 W VIRGINIA ST, CRYSTAL LAKE, IL
9 MAY 2025

KORU

01 GRAY
SW 7019
"GAUNTLET GRAY"

02 CHARCOAL
SW 7069
"IRON ORE"

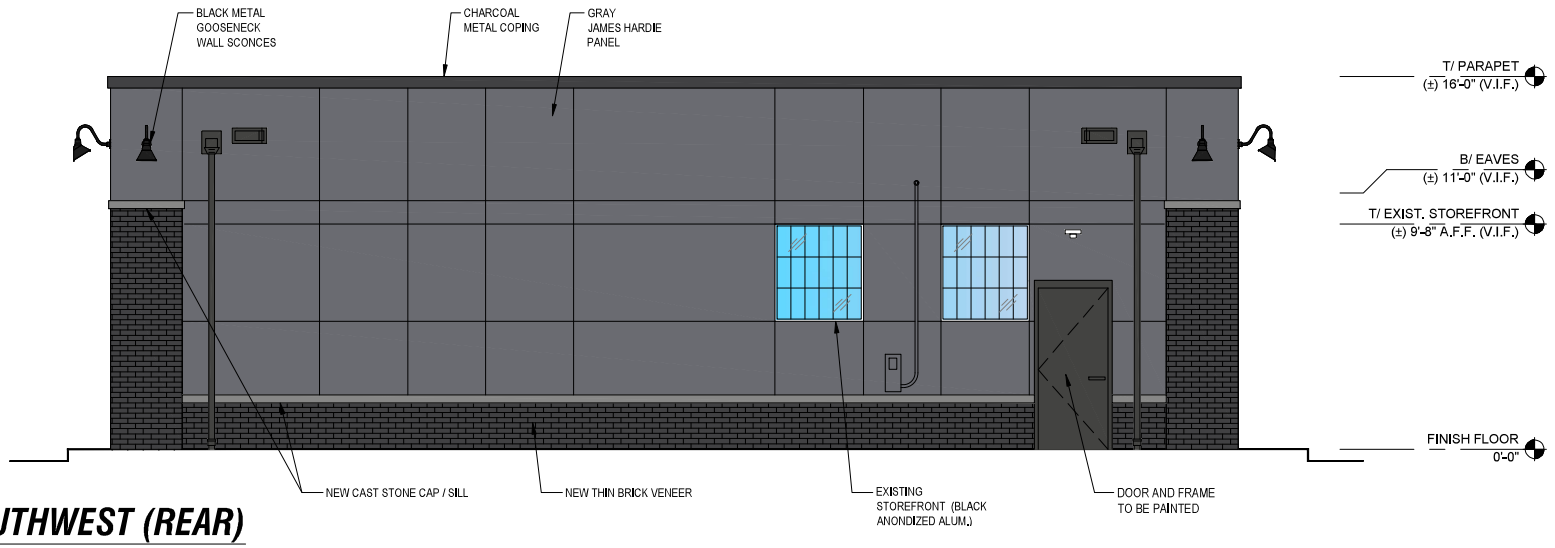
03 WOOD
PATTERN
COLOR:
"HONEY GLAZE"

04 OFF-WHITE
SW 7063
"NEBULOUS WHITE"

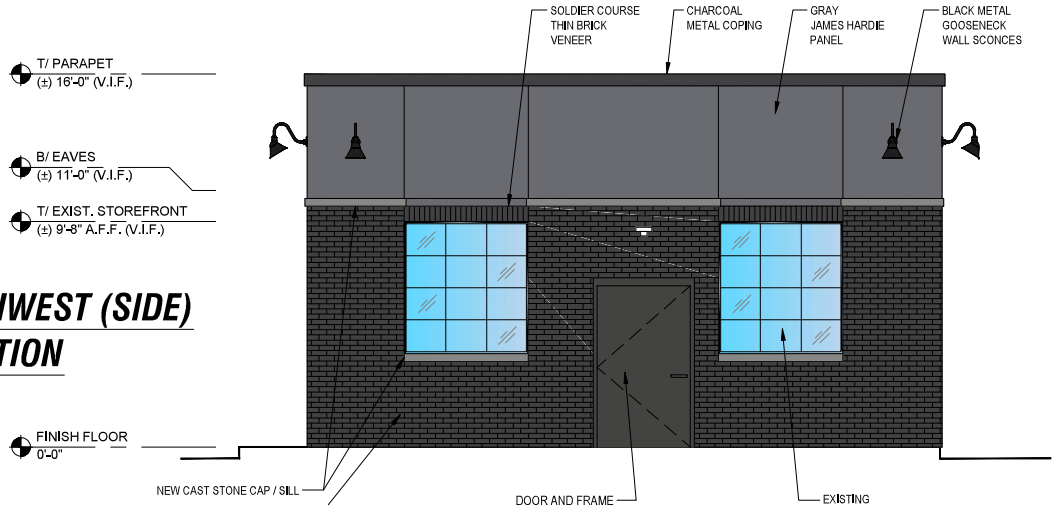
09 CHARCOAL
SW 7069
"IRON ORE"

12 DD PINK
PMS 7635C

13 DD ORANGE
PMS 3564C



SOUTHWEST (REAR) ELEVATION



NORTHWEST (SIDE) ELEVATION

PRELIMINARY
EXTERIOR ELEVATIONS (2 of 2)

SCALE: 3/16" = 1'-0"

DUNKIN'

PC# 364510
154 W VIRGINIA ST, CRYSTAL LAKE, IL
24 APRIL 2025

KORU


BLC-4P2
MH: 18
BLC-4P2
MH: 18
BLC-4P2
MH: 18
BLC-4P2
MH: 18
CONTROL
PIPE (WP)
DRIVE-THRU
DRIVE-THRU
DRIVE-THRU

Luminaire Schedule							
Symbol	Qty	Label	Description	LLF	Luminaire Lumens	Luminaire Watts	BUG Rating
	4	BLC4-P2	DSX1 LED P2 40K 70CRI BLC4	1.000	7333	67.79	B0-U0-G3

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Parking Lot	Illuminance	Fc	1.99	3.8	0.1	19.90	38.00
Property Line	Illuminance	Fc	0.15	0.3	0.0	N.A.	N.A.

Luminaires & Lamps Furnished By Villa Lighting Inc. St Louis, MO. 63103
(800)325-0963
www.villalighting.com

The electrical contractor shall be responsible for receiving, storage, installation and wiring of light fixtures.

The electrical contractor shall report any damaged light fixtures or missing parts to Villa Lighting within 48 hours of receipt of light fixture package.

Design is based on current information provided at the time of request. Any changes in mounting height, mounting location, lamp wattage, lamp type, and existing field conditions that effect any of the previously mentioned will void the current layout and require a change request and recalculation. Calculations are based upon a computer simulation and actual field calculations may vary.

Fixtures mounted on 15' pole & 3' base
Light level calculated on the ground

villa LIGHTING

Revisions
| Date | Comments

Date: 11/6/2025

DUNKIN DONUTS
CRYSTAL LAKE, IL

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Proposal Award – Residential Curbside Refuse, Recycling, and Yard Waste Collection

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a five-year agreement with Lakeshore Recycling Systems, Inc. with three optional four-year extensions, for the curbside collection and disposal of refuse, recycling, and yard waste, in the submitted proposal amounts, with the selection of the base program and alternates

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

Background:
Lakeshore Recycling Systems (LRS) has been the refuse, recycling, and yard waste hauler for the City since 2021, having taken over the contract previously awarded to Prairieland Disposal in 2018. The initial agreement with LRS was for five years expiring in 2023, with options that would allow for contract extensions. The first extension of three years was exercised in 2023 and the contract will expire on April 30, 2026.

The City proceeded with issuing a Request for Proposals (RFP) to solicit competitive proposals from waste haulers for a new contract effective May 1, 2026. City staff prepared the RFP for the curbside collection of refuse, recycling, and yard waste, matching the existing program, and including potential alternates. An open proposal process from multiple vendors allows the City to choose pricing and services that provide the best value to residents at the lowest cost.

Proposal Pricing:
On December 12, 2025, the City opened proposals submitted by two (2) waste hauling contractors for the City's residential curbside refuse, recycling, and yard waste collection contract. The City received proposals from Lakeshore Recycling Systems and Groot Industries. Waste Management submitted a no-bid response. A breakdown of the proposal tabulation with pricing submitted by each contractor is attached to this document and summarized below.

Unlimited Collection Program:

	Current	LRS 2026 Proposal*	Groot 2026 Proposal
Single-Family			
Base Rate includes totes	***$20.50***	***$23.50***	***$24.02***
Tote for Yard Waste (optional)	*$3.00*	$3.00	$3.00
Base Rate with Yard Waste Tote	$23.50	$26.50	$27.02
Add. Refuse/ Recycling Tote (optional)	*$3.00*	$3.00	$3.00
Two Totes	*$23.50*	$26.50	$27.02
Senior Rate			
Base Rate includes totes	***$18.48***	***$21.15***	***$18.02***
Tote for Yard Waste (optional)	*$3.00*	$3.00	$3.00
Base Rate with Yard Waste Tote	*$21.48*	$24.15	$21.02
Add. Refuse/ Recycling Tote	*$3.00*	$3.00	$3.00
Two Totes	*$21.48*	$24.15	$21.02
Multi-Family			
Base Rate includes totes	***$16.42***	***$20.00***	***$21.02***
Tote for Yard Waste (optional)	*$3.00*	$3.00	$3.00
Base Rate with Yard Waste Tote	*$19.42*	$23.00	$24.02
Add. Refuse/ Recycling Tote	*$3.00*	$3.00	$3.00
Two Tote	*$19.42*	$23.00	$24.02
Additional Services:			
White Goods	*$35.00*	$35.00	$45.00
Additional Bulk	*$20.00*	$25.00	$45.00
Special Collection	*$20.00*	$25.00	$30.00
Account Restart	*$0.00*	$75.00	$30.00
Annual Increase	***3% - 5% CPI-U***	*5%*	*5%*

*Recommended Proposer: After reviewing the pricing and possible alternate services provided by each contractor, the City has identified LRS as the lowest responsive and responsible proposer.

	LRS	Groot	Waste Management
Base Rate	$23.50	$24.02	No Bid
Senior Rate	$21.15	$18.02	No Bid
Multi-Family Rate	$20.00	$21.02	No Bid
Annual Increase	5%	5%	-

The following table depicts the anticipated monthly cost to residents based upon the number of regular rate, senior rate, and multi-family residences multiplied by the submitted pricing by each contractor.

# of Residents	LRS	Groot	Waste Management
Base Rate: 10,124	$237,914.00	$243,178.48	No Bid
Senior Rate: 1,575	$33,311.25	$28,381.50	No Bid
Multi-Family Rate: 765	$15,300.00	$16,080.30	No Bid
Total Cost to Residents Per Month	$286,525.25	$287,640.28	-

RFP Evaluation:

The RFP document was sent to six haulers (LRS, Groot, Waste Management, MDC, Republic Services, and Flood Brothers). Despite numerous attempts to secure a proposal from MDC, Republic Services, and Flood Brothers, the contractors did not submit a proposal. Flood Brothers indicated that the company is not looking to expand services to another municipality due to the equipment costs associated with additional service provision. MDC and Republic Services provided no communication to the City.

City staff recommends accepting the LRS request for proposal pricing for several reasons:

First, while the LRS proposal pricing will increase the costs for refuse and recycling services in 2026, when compared to what the community was paying for refuse and recycling services in 2017, costs have changed little for single-family residences and seniors. The City was under contract with Marengo Disposal (MDC) in 2017, and after the contract expired, the City selected Prairieland Disposal to begin service in 2018. The following table shows the 2017 monthly base price compared to the prices in 2018, 2025, and the 2026 proposed price.

	2017 Rates (MDC)	2018 Rates (Prairieland)	Current Rates	2026 LRS RFP Submittal	2017 to 2026 Annualized Rate Increase
Single-Family	$23.13	$16.89	$20.50	$23.50	+ 0.17%
Senior Rate	$19.25	$15.20	$18.48	$21.15	+ 1.11%
Multi-Family	$15.14	$13.51	$16.42	$20.00	+ 4.0%

Second, the LRS proposal offers some value-added services. The following items have been included in the RFP base proposal or as an alternate that the City can elect to add to the agreement:

- Organics composting program. Year-round and ride-along (informational flyer attached).
- Additional toters and portable toilets for events and the Three Oaks Recreation Area.

LRS will continue the following programs:

- Food scraps and organic waste can be comingled with yard waste.
- Holiday light recycling.
- Pumpkin composting bin.
- Two residential curbside electronics collection weeks per year.
- Battery recycling for municipal properties.

Organics Composting: Currently, all residents may place organics with their yard waste during the yard waste collection months (April-December). The RFP included an alternate requesting waste haulers to provide programming options for curbside organics composting. The waste haulers provided options for a subscription based program where residents may sign up and receive a small toter for weekly organics composting collections.

Curbside Electronics Collection Weeks: The RFP includes the continuation of two curbside electronics collection weeks per year.

Holiday Light Recycling Program: Residents will continue to be able to drop off light strands during the holiday season.

City Events and Three Oaks: The waste hauler will be required to provide additional portable toilets and hand-washing stations for the City's events and at the Three Oaks Recreation Area at no additional cost.

Yard Waste and Leaf Collection: Residents will continue to be allowed to place an unlimited amount of yard waste at the curb each week during the yard waste collection season.

Finally, the pricing submitted by LRS does compare favorably to other Chicago-area refuse and recycling collection costs. A survey table is attached.

Waste Management Host Agreement:
The City's Host Agreement with Waste Management includes a standard host benefit fee for all tons of waste transported to the facility. In addition, the agreement includes an additional $0.06 per ton for Crystal Lake municipal waste from City residents. LRS has indicated their desire to utilize their own transfer facility. If LRS selects to utilize their own facility, the contract will include provisions requiring LRS to reimburse the City for the amount of host fees that would have been generated from the Waste Management facility, therefore making the City whole.

Recommendation:

City staff recommends a motion to authorize the City Manager to execute a five-year agreement with Lakeshore Recycling Systems, Inc. (LRS) with three optional four-year extensions, for the curbside collection and disposal of refuse, recycling, and yard waste, with the selection of the base program and alternates 1A, 1B and 1D listed below. City staff structured the RFP to allow the selection of alternates that are in the best interest of the City. The following table outlines City staff recommendations.

Alternate	Recommendation
1A – Brush Pickup	Accept. The alternate is for as-needed or emergency purposes only. The residential monthly base rate is not impacted by this alternate.
1B – Two Curbside Electronics Waste Collection Events	Accept. Cost included in monthly rate.
1C – Document Destruction Events	Reject this alternate at this time.
1D – Organics Composting	Accept.

Alternate 1A (Brush Pickup):
City staff recommends accepting this alternate for emergency or as-needed services only. Acceptance of the alternate does not impact the residential monthly rate and will be billed to the City if exercised.

	LRS	GROOT
Hourly Labor/Equipment Rate or Emergency/Special Pickup	$250.00/hour	$175.00/hour

Base Proposal with Alternate 1B (Curbside Electronics Collection):
This option includes unlimited waste collection (Base), along with Alternate 1B curbside electronics collection of up to six items during two collection periods in March and September. The curbside electronics collection events have occurred twice annually since 2018. City staff proposes the acceptance of Alternate 1B to continue this program, which is included in the monthly base cost for residents.

LRS	GROOT
Two Collection Events Included Per Year	Two Collections Per Address Per Year Scheduled at Least 24 Hours Ahead of Scheduled Collection Date

Alternate 1D (Organics Composting):
Residents may select to pay a subscription service, which will be billed by the contractor to the resident as part of the billing process. Such fee shall include a toter of a 35-gallon size to be used for the collection and proper composting of household organic material.

	LRS	GROOT*
Cost per Subscription (annual)	$150.00	$36.00

*Groot is willing to negotiate a winter collection option based on minimum participation.

Community Comparison:

				90-96 Gallon Toter		Additional Services	
Community	Company	Tote/ Unlimited	Sticker/ Volume	2025/2026	2026/2027	Yard Waste	Organics Composting
Unlimited Refuse Collection:							
Crystal Lake: LRS Proposal	***LRS***	***X***	**-**	$20.50	***$23.50***	***Included***	***Included in Yard Waste April to December***
Lakewood Expires: 8/31/2028	MDC	X		$22.70	$23.84	Included	
Cary Expires 11/30/2028	Flood Brothers	X	X	$20.74	CPI-U	Included	
Algonquin Expires 8/31/2026	Groot	X	X	$21.80	-	Sticker	
Lake in the Hills Expires 6/30/2026	Flood Brothers	X		$21.32	-	Free stickers	Included in Yard Waste April to November
McHenry Expires 7/31/2027	Flood Brothers	X		$22.89	$23.58	Included	Included in Yard Waste April to December
Huntley Expires 3/31/2030	MDC	X		$23.14	$23.83	Included	
Woodstock Expires 12/21/2034	MDC	X	For additional bags	$25.17	CPI-U	Sticker/ Subscription	
Des Plaines Expires 3/31/2028	LRS	X		$19.91	CPI-U	Included	
Barrington Expires 10/31/2030	Groot	X		$33.75	$34.76	Included with 95-gallon container	Included in Yard Waste mid-March to mid-December
St. Charles Expires 6/30/2029	LRS	X	X	$26.23	$27.41	Sticker/ Subscription	Free on Collection Days
Lake Zurich Expires 8/31/2030	LRS	X		$29.15	$30.32	Included	Included in Yard Waste April to December

Votes Required to Pass:

Simple Majority

Res. 26R-___

RESOLUTION

WHEREAS, the City of Crystal Lake's contract for residential curbside collection of refuse, recycling, yard waste, and additional alternates is set to expire on April 30, 2026; and,

WHEREAS, proposals were publicly solicited for the residential curbside collection of refuse, recycling, yard waste, and additional alternates on December 12, 2025; and

WHEREAS, based upon a review of the proposals received, Lakeshore Recycling Systems offered a proposal that is most advantageous to the City.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a five-year agreement between the City of Crystal Lake and Lakeshore Recycling Systems in the submitted proposal amounts, with three optional four-year extensions.

DATED this 3rd day of February, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: February 3, 2026
APPROVED: February 3, 2026

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AGREEMENT

WHEREAS, the Mayor and City Council of the City of Crystal Lake requested proposals for the curbside refuse, recycling and yard waste collection program and possible alternate services; and

WHEREAS, Lakeshore Recycling Systems submitted a proposal for the purpose of curbside refuse, recycling and yard waste collection and possible alternate services; and

WHEREAS, the Mayor and City Council of the City of Crystal Lake did, at a regular meeting on February 3, 2026, approve and accept the proposal of Lakeshore Recycling Systems for the curbside refuse, recycling, and yard waste collection program and possible alternate services as the lowest responsible person submitting proposals meeting specifications.

IT IS HEREBY AGREED between the CITY OF CRYSTAL LAKE (hereinafter referred to as "City") and Lakeshore Recycling Systems (hereinafter referred to as "LRS") as follows:

1. LRS shall be awarded the contract as the exclusive curbside refuse, recycling and yard waste collection collector within the city limits of the City of Crystal Lake for the period beginning May 1, 2026 and ending April 30, 2031. The term "exclusive" shall mean curbside collection of refuse, yard waste and recyclable materials and possible alternate services. The contract shall include all single-family, attached single-family, and multi-family units that utilize curbside collection service. The contract shall not include multi-family properties serviced by centralized dumpsters or commercial, industrial, or institutional properties unless specified. Upon award of the contract, no other firms shall be awarded single-family garbage and refuse collection service and single-family recycling licenses.

2. The curbside collection of refuse, recyclables and yard waste materials and alternate services shall be in accordance with the proposal submitted by LRS dated December 12, 2025, which is made a part of this Agreement by reference.

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3. The contract shall include the following documents which are incorporated herein by reference and attached hereto:

a. Request for proposals for curbside refuse, recycling and yard waste collection;

b. General Terms and Conditions;

c. The City of Crystal Lake proposal questionnaire;

d. Copy of insurance for LRS as required by the request for proposals;

e. Any addenda or amendments or changes to the following documents which may subsequently be mutually agreed upon by the parties in writing.

4. The contract price for the period May 1, 2026 through April 30, 2031 shall be as set forth under the heading Base Bid 1 Unlimited Collection, Alternate 1A (as-needed brush collection), Alternate 1B (curbside electronics collection), and Alternate 1D (organics composting subscription program) in accordance with the schedule and prices submitted by LRS for that time period. The City reserves, in its absolute discretion, to select additional alternates, as identified in Exhibit A, at the prices and in accordance with the terms of the selected alternate, as set forth in such exhibit, upon written notice to LRS.

5. LRS may deposit refuse, recycling and yard waste materials collected in the City of Crystal Lake at the Waste Management Transfer Station facility, located at 1400 S. Virginia Road, Crystal Lake, during the term of this Agreement. If LRS does not deposit refuse, or recycling, or yard waste at the Waste Management Transfer Station facility, located at 1400 S. Virginia Road, Crystal Lake, then LRS shall submit to the City, in quarterly installments, the amount of host fees that would have been generated to the City during that period in accordance with the Host Agreement fee schedule.

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6. LRS shall prepare and submit to the City a monthly refuse, recycling and yard waste report, due by the 15th day of the following month. The report shall include, but not be limited to, the following information:

a. Total weight in tons and total volume in compacted cubic yards of refuse/recyclables/yard waste collected each month;

b. Name and location of the compost facility used by Contractor;

c. Copy of all complaints filed by Crystal Lake residents per month. LRS shall maintain a staffed telephone number that shall receive service calls and complaints Monday through Friday of each week (except for legal holidays), and on Saturdays when collections take place throughout the term of this Agreement. There shall be a message receiving system for service and complaints placed during non-business hours. All service calls and complaints shall be given prompt and courteous attention and shall be investigated and resolved within twenty-four (24) hours from the time received. Any complaints not resolved by LRS within such twenty-four (24) hour period may be investigated by the City. In the event that the City determines that a complaint has not been satisfactorily resolved, the City may impose a penalty of $100 per day for each day following the City's determination that such complaint remains unresolved. LRS shall pay such penalty within thirty (30) days of invoicing from the City.

d. Number and percentage of curbside collection customers setting out materials on a weekly basis. LRS shall also provide participation on a monthly basis.

All reports, data and information, once supplied to the City, will become the property of the City to be used as it will solely determine without obligation to any person, firm, or corporation, except for such information as stated in these

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specifications that will be considered exempt from Freedom of Information Act disclosure by the City upon assertion as to its proprietary nature by Prairieland Disposal. The City reserves the right to audit the financial and administrative records of LRS as they pertain to the refuse, recycling and yard waste services in the City of Crystal Lake.

7. Indemnity/Hold Harmless: To the fullest extent permitted by law, LRS hereby agrees to defend, indemnify and hold harmless the City, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses (including attorney's fees), which may in anywise accrue against the City, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by LRS, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the City, its agents or employees. LRS 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, its officials, agents and employees, in any such action, LRS shall, at its own expense, satisfy and discharge the same.

LRS***R*** expressly understands and agrees that any performance bond or letter of credit, or insurance policies required by this contract, or otherwise provided by LRS, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City, its officials, agents and employees as herein provided.

LRS further agrees that to the extent that money is due LRS by virtue of this contract as shall be considered necessary in the judgment of the City, may be retained by the City to protect itself against said loss until such claims, suits, or judgments shall have been

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settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the City.

8. Required Insurance: When submitting a proposal or bid, and/or agreeing to provide products and/or services to the City, LRS shall certify that they have all insurance coverages required by law, outlined below, or would normally be expected for the type of business. LRS shall procure and maintain, for the duration of the contract or agreement with the City, insurance against claims for injuries to persons or damages to property, which may arise from, or in connection with the performance of the work by LRS, their agents, representatives, employees or subcontractors. In addition, LRS shall provide coverage at least as broad as the following on Insurance Service Office (ISO) policy forms:

a. Insurance Services Office Commercial General Liability, with the City named as additional insured, on the following ISO endorsements: Additional Insured Endorsement CG 2010, or CG 2026, and CG 20 01 and if requested by the City, CG2037 - Completed Operations.

b. Minimum Limits: LRS shall maintain limits no less than the following, $1,000,000 combined single limit per occurrence for bodily injury and property damage and $1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than $2,000,000 or a project/contract specific aggregate of $1,000,000.

   General Provisions:

   i. The City, its officials, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of LRS' work, including activities performed by or on behalf of LRS; products and completed operations of LRS; premises owned, leased or used by LRS; or

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automobiles owned, leased, hired or borrowed by LRS. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, agents, employees and volunteers.

ii. LRS' insurance coverage shall be primary as respects the City, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, agents, employees and volunteers shall be excess of LRS' insurance and shall not contribute with it as confirmed by ISO additional insured endorsement CG 20 01.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, agents, employees and volunteers.

iv. LRS' insurance shall contain a Severability of Interests/Cross Liability clause or language stating that LRS' insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

v. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then LRS shall be required to name the City, its officials, agents, employees and volunteers as additional insureds on the ISO Additional insured endorsement required above. A copy of the actual additional insured endorsement shall be provided to the City.

vi. All general liability coverages shall be provided on an occurrence policy form. Claims made general liability policies will not be accepted.

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c. Insurance Services Office Business Auto Liability Coverage, form number CA 0001, Symbol 01 "Any Auto." Minimum Limits: LRS shall maintain limits no less than the following, $1,000,000 combined single limit per accident for bodily injury and property damage. (This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles).

d. Workers' Compensation and Employers' Liability. Minimum Limits: LRS shall maintain limits no less than the following, Workers Compensation coverage with statutory limits and Employers' Liability limits of $500,000 per accident. General Provisions: The insurer shall agree to waive all rights of subrogation against the City, its officials, agents, employees and volunteers for losses arising from work performed for the City of Crystal Lake by LRS.

e. Applicable to All Coverages: The policies are to contain, or be endorsed to contain, the following provisions:

    i. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. The City shall be named as "Cancellation Notice Recipient" by policy endorsement.

    ii. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to, and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the member, its officials, agents, employees and volunteer; or LRS shall procure a bond guaranteeing

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payment of losses and related investigation, claim administration and defense expenses.

iii. The specifications may require higher limits or additional types of insurance coverages than shown above and LRS will be required to furnish a certificate of insurance, copy of additional insured endorsement or other proof of insurance coverages.

f. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

g. Verification of Coverage: LRS shall furnish the City with certificates of insurance naming the City, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements on the ISO forms and noted above are to be received and approved by the City before any work commences. The City reserves the right to request fully certified copies of the insurance policies and endorsements.

h. Subcontractors: LRS shall include all subcontractors as insureds under its policy or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

i. Assumption of Liability: ***C***LRS assumes liability for all injury to or death of any person or persons including employees of LRS, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any

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person or persons occasioned by or in any way arising out of any work performed pursuant to LRS' agreement with the City.

9. Compliance with All Laws: LRS shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws (if applicable), the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations. Also including the following:

a. Equal Employment Opportunity: During the performance of the contract and/or supplying of materials, equipment and supplies, LRS must be in full compliance with all provisions of the Acts of the General Assembly of the State of Illinois relating to employment, including equal employment opportunity requirements.

b. Prevailing Wages: If applicable, all laborers, workers, and mechanics shall be paid no less than the current prevailing wages for the construction trades, as established by the Illinois Department of Labor and included in these provisions.

c. Substance Abuse Prevention: In accordance with Section 15 of the Substance Abuse Prevention on Public Works Projects Act 820 ILCS 265, before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, to

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be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees.

d. LRS, if required by the City, shall provide evidence of specific regulatory compliance.

e. Safety/Loss Prevention Program: The City may request that LRS provide written confirmation that a safety/loss prevention program was in place at least 90 days prior to approval to work with the City. Evidence of completed employee safety training shall be provided if requested by the City.

10. The City may terminate the contract in the event LRS is in violation of the provisions of Article IV Business Licenses and regulations, Chapter I Particular Businesses, Section X Recycling Services or the provisions of this Agreement, provided that the City shall notify LRS of the violation in writing and LRS shall have the right to correct such violation within thirty (30) days of receipt of said notice. In the event that such violation is not corrected to the satisfaction

11. LRS shall post a performance bond in the amount of FIVE HUNDRED THOUSAND AND NO/100 DOLLARS ($500,000.00). The bond shall remain in effect for the full term of the contract, including any extension period. Said bond shall be executed by and with a surety company acceptable to the City and shall be subject to approval as to form and content by the City Attorney. The performance bond will: (1) serve as security for faithful performance of the work; and (2) guarantee the work against defective workmanship and material for the period of the Contract.

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12. During the term of this Agreement, LRS shall maintain in full force and effect all of the insurance policies specified in and required by the Request for Proposals and this Agreement.

13. Nothing contained in this Request for Proposals or this Agreement shall require LRS to collect any hazardous waste materials.

14. LRS shall not refuse to provide services described in this agreement to any resident for any reason other than failure to pay for services.

15. If any provisions of this Agreement is held to be invalid by any court of competent jurisdiction, such provisions shall be deemed to be excised from this Agreement, and the invalidity thereof shall not affect any of the other provisions contained herein.

16. This Agreement may only be amended by mutual agreement of the parties, in writing.

DATED at Crystal Lake, Illinois this _____ day of _____, 2026.

CITY OF CRYSTAL LAKE, an Illinois municipal corporation,

By: _____
CITY MANAGER

ATTEST:

_____
CITY CLERK

LAKESHORE RECYCLING SYSTEMS

By: _____
PRESIDENT

ATTEST:

_____
NOTARY

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AN UPDATE FROM LRS

Dear Crystal Lake Resident,

Beginning this **May**, all single-family residents have an option for a 3rd LRS cart, specifically for disposal of yard waste and food scraps. This material will be collected by LRS and made into compost, a soil amendment. Food waste makes up over 20% of all material that winds up in landfills. Crystal Lake Residents, and other like-minded communities can have an impact on this percentage. By diverting yard waste and food scraps from the landfill, we not only preserve landfill space but also reduce emissions of methane, a potent greenhouse gas.

In addition to the already existing Seasonal Yard Waste/Organics program from April 1 through December 15, **a Crystal Lake resident will have the OPTION to subscribe to a 12 month organic composting program for $150.00 per year.** If you choose to subscribe to this program, a 32-gallon cart will be delivered to your house, specifically used for Organic material and will be serviced weekly on the same day as your garbage and recycling. An additional yearly charge of $150.00 will be invoiced direct to the resident that choose to participate in this service. There's no need to be home to receive the cart. You can begin putting the acceptable materials pictured below into this cart and place it at the curb for pick up on your regular trash pick-up.





If you would like to participate in the Year Round organics/food scrap program from LRS please visit the following link **LRSrecycles.com/CrystalLake,** You can also call us at **844.NEED.LRS** or email **Service@LRSrecycles.com** with any inquires or requests.

Sincerely,
LRS Management



VILLAGE OF CRYSTAL LAKE

WASTE AND RECYCLING PROPOSAL FOR THE VILLAGE OF CRYSTAL LAKE



PREPARED BY
Steve Ramos
5500 Pearl Street
Rosemont, IL 60018

LRS-2797

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AWARDS & ACCOLADES

Best and Brightest Companies in the Nation

Environmental Leader Top Product of the Year

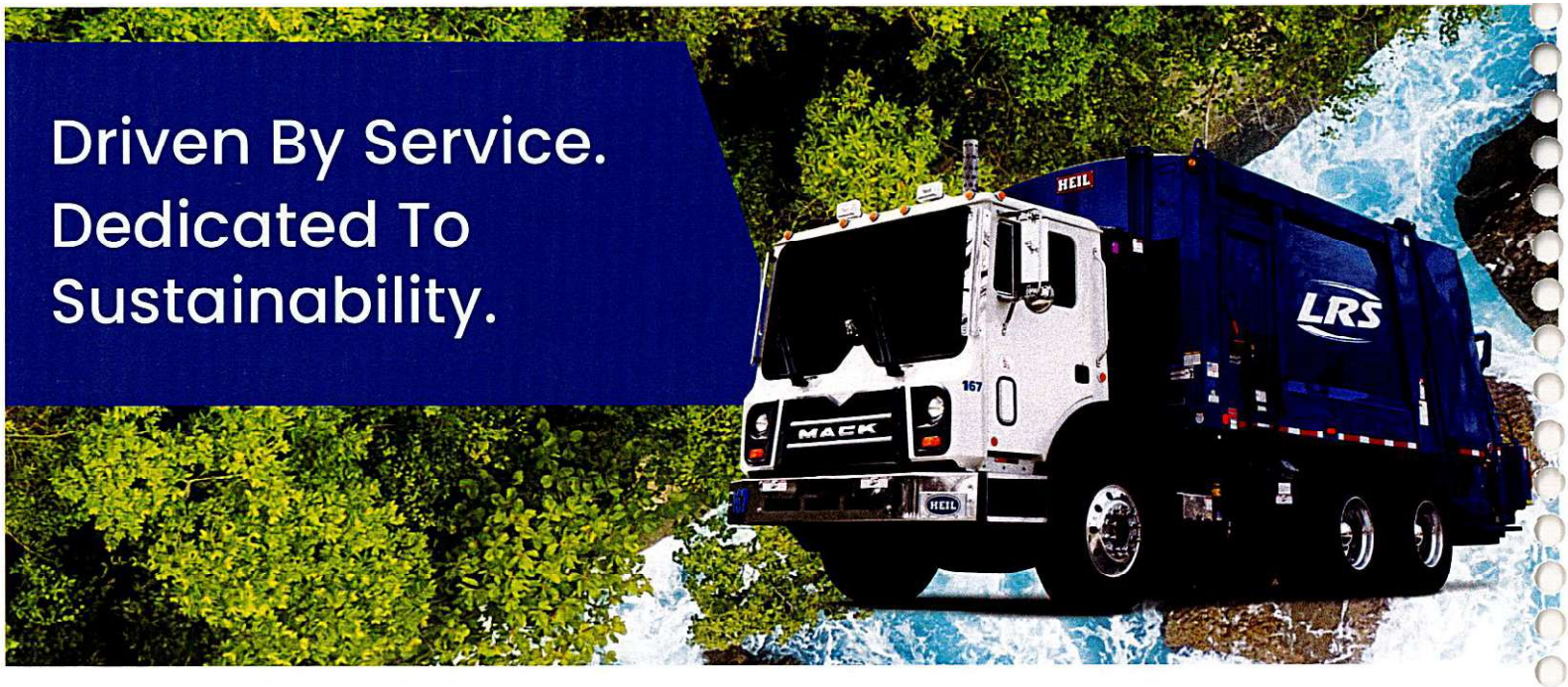
Top 100 Waste and Recycling Haulers in America

BBB Torch Award for Business Ethics

Excellence in Corporate Social Responsibility

Fastest Growing Private Companies in America

Driven By Service. Dedicated To Sustainability.



MISSION STATEMENT

LRS is the industry leader in providing innovative and environmentally responsible waste and recycling solutions. Our team delivers exceptional service and value through relentless commitment to customer satisfaction and preservation of our environment.



SAFETY

Protecting the well-being of our employees and the communities is essential. That's why we've taken the lead in building a lasting culture of safety and awareness.



SOCIAL IMPACT

From volunteering and fundraising to our mindful hiring practices and outreach programs, we're proudly working to help enrich the neighborhoods we serve and live in.



SUSTAINABILITY

We're proud to be reducing consumption, diverting material away from landfills and consistently working to improve our planet's long-term viability.

I. Cover Letter

December 12, 2025

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

Re: Village of Crystal Lake – Refuse and Recycling Proposal

Dear Eric,

On behalf of LRS, I thank you for the opportunity to submit the proceeding waste, recycling and yard waste collection proposal for the Village of Crystal Lake. We look forward to the opportunity to prove ourselves as Chicagoland's premier waste and recycling hauler.

LRS was started over 24 years ago by industry veterans who saw an opportunity in the Chicagoland market to enhance the overall waste and recycling customer experience. Since those modest beginnings, LRS now ranks as one of the country's largest privately-held waste and recycling haulers, operating in 10 states, with nearly 2,700 employees, a fleet of 2,000 vehicles and 58 facilities.

In the past decade, LRS has added more municipal contracts than any other area hauler. We have done this by focusing on offering municipalities a compelling value proposition: gold-standard service, creative pricing and innovation.

Lastly, we are particularly proud of the impact we have made on how residents see and approach the recycling process. LRS stands behind the mission for optimal sustainability. To that effect, LRS owns five Material Recycling Facilities in Illinois including a state-of-the-art single-stream recycling facility.

We are eager for an opportunity to discuss the parameters of this proposal and why we feel we would make the best partner for the Village of Crystal Lake and its residents. Please don't hesitate to reach out to me with any questions or thoughts in the interim.

Sincerely,

Steve Ramos
Municipal Service Manager LRS
5500 Pearl Street
Rosemont IL, 60018
SRamos@LRSrecycles.com
773.619.0832

II. Executive Summary

COMPANY EXPERIENCE

LRS is prepared and committed to carrying out all provisions of the Crystal Lake's RFP. We believe our submission will not only outline our abilities to meet and exceed the Village's criteria but will also demonstrate LRS' ability to stand out when it comes to additional value to the residents of Village of Crystal Lake. LRS will provide a convenient 'backdoor' service option for residents who are unable to bring their carts to the curb for regular service.

LRS owns and operates several dozen facilities throughout Illinois, Iowa, Minnesota, Michigan and Wisconsin, including several of the Midwest's most sophisticated Material Recovery Facilities (MRF), and several of the country's most advanced recycling plants.

At each facility, LRS uses a unique combination of human quality control (line workers who scrutinize and capture items that technology may not recognize) and automation (optic sorters, ballistic separators, eddy currents, et al). This technology allows us to divert as much as 40% of recyclable items from conventional waste, and a true recycling rate of nearly 100% at our MRF's and recycling centers.

LRS is the contracted hauler for over 200 municipalities. Several of those with similar make-up and characteristics of Village of Crystal Lake. From the North Shore (Highland Park, Glencoe, Winnetka) to the West (Wheaton, DeKalb, St. Charles, Geneva), and south (Blue Island), LRS understands the high standards that Chicagoland communities demand.

In terms of outreach, LRS is the only Chicagoland hauler to have a dedicated marketing department, which complements the high standards we place on our operations, dispatch and customer service departments. With each community we service, we continuously work with residents and administrators to come up with tailored promotional programs that will fit the Village's needs and expectations. Crystal Lake will be no exception to this.

LRS offers our municipal partners a multitude of services that are sustainable and convenient, along with a competitive rate structure and flexible capabilities. Many of our municipal partners have recognized an increase in recycling in both cost and waste reductions. LRS offers the following services throughout northern and western Illinois, all of which are available to our municipal partners:

- Residential Subscription Cart Program
- Portable Restrooms, Sinks and Sanitizing Stations
- Residential Organics/Food Scrap Program
- Commercial & Construction Recycling & Waste
- Household Hazardous Waste Services
- Electronic Waste Services
- Semi-dump Trailer Services
- Street Sweeping (Preferred Municipal Partner)
- Portable Storage Units



COMPANY INFORMATION

FULL COMPANY NAME:	Lakeshore Recycling Systems, LLC
ADDRESS:	5500 Pearl St., Rosemont, IL 60018
PHONE NUMBER:	844.NEED.LRS
FAX NUMBER:	773.685.6043
WEBSITE:	LRSrecycles.com

III. Litigation

LEGAL MATTERS AND COMPLIANCE ASSURANCE

Transparency and responsibility guide our approach to legal affairs. Currently, LRS has no material litigation pending. Occasionally, we are involved in property damage and personal injury litigation, all of which are fully covered by our comprehensive insurance policies. Similarly, worker's compensation matters and occasional employment claims are also managed through our insurance coverage.

CITY ORDINANCE VIOLATIONS

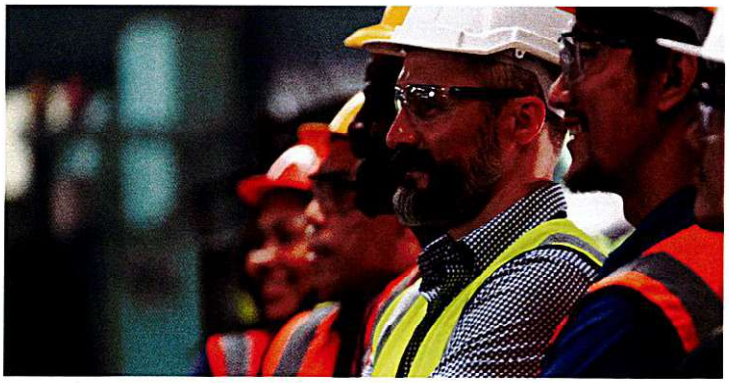
Periodically, LRS may receive fines related to City of Chicago ordinance violations stemming from customer-directed placements of roll-off boxes and porta potties on City property. The majority of these violations are either dismissed without a fine or result in fines of under $500.

This proactive approach ensures that we operate in compliance with legal requirements while maintaining a strong focus on mitigating risks and resolving issues swiftly and effectively.









IV. Operational Approach

LRS has read the Village of Crystal Lake's RFP thoroughly and understands the parameters for service it has laid forth. Should the Village award this contract to LRS, the following are primary (but not sole) areas of concentration during the initial implementations:

CONTAINER/CART DELIVERY/GENERAL IMPLEMENTATION

LRS has implemented more new municipal contracts over the past several years than any other area hauler. In each instance, we have been commended by that particular municipality on the relative ease of transition – not just the Village, but to the resident as well.

Even before the Village has officially awarded the contract, LRS will have begun preparing steps to implement services – internally and externally with our cart supplier and truck manufacturer. This process allows us to be most prepared, act quickly and accurately, should we be awarded the Village's waste and recycling contract.

If awarded this contract, we will assume a smooth transition of information from the incumbent hauler will be part of the process. However, this is not always the case, so we will also procure information by reaching out directly to the Village's residents by social media, mailers and selected civic centers and retailers that experience high amounts of foot traffic. Once we have attained the information we need for cart allocation, we will be in nearly daily contact with our cart company and delivery teams. We would expect a smooth transition based on our experience.

BASIC SERVICES

Before implementation, LRS route managers, municipal managers and customer service managers will meet with key Village contacts to review general guidelines as well as granular details in order to ensure as seamless transition as possible.

LRS will have a route manager who is dedicated to making sure routes are finished efficiently and smoothly and with minimal interruption to Village residents. The route manager will be tasked to head the cart delivery crews and operational teams. They will work closely with the municipal manager as well as LRS' Operations Manager and General Manager.

CUSTOMER SERVICES

Our Customer Experience team will have a dedicated manager who will make sure our entire CX team is current on all facets and details of our new partnership with the Village.

We will keep detailed logs of all calls that come in and report all activity back to the Village's designated point persons. LRS prides itself on being able to handle resident questions and concerns with the highest level of detail and professional courtesy.

LRS will provide the Village with a dedicated customer service team and management team. Residents and Village administrators will have 24-hour access to our customer service center. Our management team will be led by Steve Ramos (Municipal Manager) who will oversee all facets of the Village's contract, and constantly look for ways to improve efficiency and the overall experience for Village residents.

IV. Operational Approach

CUSTOMER SERVICE DAY-TO-DAY

- Phone number: 844.NEED.LRS
- Hours of Operation: 7:00 am-5:30 pm (Monday-Friday); 7:00 am-12:00 pm (Saturday)
- Center Location: Locally housed in Rosemont, IL Field Support Office

MISSED PROCEDURES FOR HANDLING COMPLAINTS & OTHER CALLS

Residents may call LRS' Customer Service Center at 844.NEED.LRS. Customers can also submit inquiries through a dedicated link that will be set up on our website. Concerns will be addressed immediately by one of our experienced Customer Service Representatives (CSRs). Should a call need to be escalated, a floor leader or one of our Municipal Managers will be available to assist. All matters will be responded to and/or handled within 24-hours or next business day. LRS' Municipal Managers will also be available for site visits as needed. A manager will review the issues log to ensure all customer needs are resolved appropriately and promptly and evaluated for improvement opportunities. A Customer Service Manager will review the call log daily for an abandonment rate below 3% and analyze for ways to improve.

MISSED PICKUPS

Residents can report missed pickups by calling our Customer Service Center at 844.NEED.LRS or online at https://www.lrsrecycles.com/missed-pick-up/. One of our experienced Customer Service Representatives will collect detailed information about the missed pickup, properly document the information and then schedule a recovery pickup. Missed pickup recovery will be dispatched; a recovery pickup will occur the same day or the following day (depending on the time of day the request is received). If the call/form is received late Friday, the recovery will occur on the following Monday.

OPERATIONS SUPPORT

Led by our Area General Manager, Kevin Duffy and his team will use their vast industry experience, specifically related to municipal work, to ensure a smooth transition from the Village's incumbent hauler to LRS.

Our experienced operations team will have a dedicated Operations Supervisor who will audit routes every day and spend several days each week in the Village making sure all services are operating at peak performance.

Our operations leads will carefully consider all drivers who are interested in becoming part of our on team. Often times, we will first look to hire the best drivers that are currently part of the incumbent hauler's team. If we cannot accomplish this, our operations supervisor(s) will fill those roles only with the most qualified and courteous drivers.

ROUTING & SERVICING

LRS is bidding this work based on a two-day schedule for the sake of efficiency and full utilization of assets and drivers. LRS will ensure that proper outreach is made to all residents to make the transition as seamless as possible.

INNOVATIVE TECHNOLOGY

LRS introduced driver tablets into every fleet vehicle in order to track pickups, easily photograph containers for customers and retain the most updated route schedule possible while drivers are enroute. These modifications have reduced LRS' paper consumption by 50%.

IV. Operational Approach
Communication

DEDICATED MUNICIPAL WEB PORTAL
LRS provides each municipal partner with a custom digital portal hosted through our internal IT system. Separate from LRSrecycles.com, the portal offers mobile-friendly access to service details, educational materials and request tools.

The portal is maintained by LRS and tailored to each municipality, supporting secure, accessible and up-to-date communication for residents.

STANDARD FEATURES OF THE MUNICIPAL WEB PORTAL
Collection Schedules: Updated residential pickup calendars organized by waste stream, including solid waste, recycling, yard waste, bulk and seasonal programs. Schedules are printable and available in downloadable formats.

Service Updates: Timely alerts for holiday delays and alternative collection days.

Educational Content: Printable flyers, cart placement diagrams and how-to resources for bulk items, yard waste, acceptable materials and proper cart use. Content may include PDFs, videos or guides.

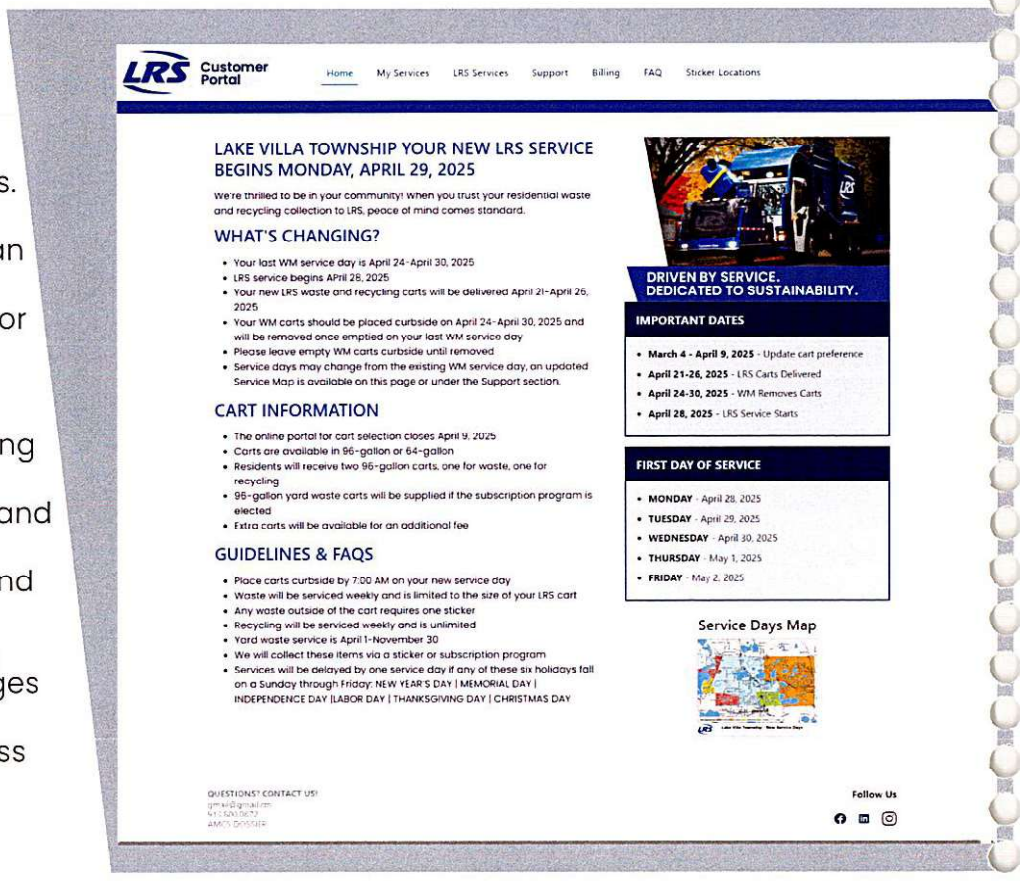
FAQs and Policy Clarifications: Answers to common resident questions specific to each municipality's contract terms and service offerings.

Digital Service Request Forms: Forms for missed pickups, broken carts, extra items or scheduling special collections. Requests are automatically routed to our customer service system with built-in tracking and resolution workflow.

Contact Directory: Direct support numbers for LRS and municipal contacts, plus clear escalation instructions for time-sensitive issues.

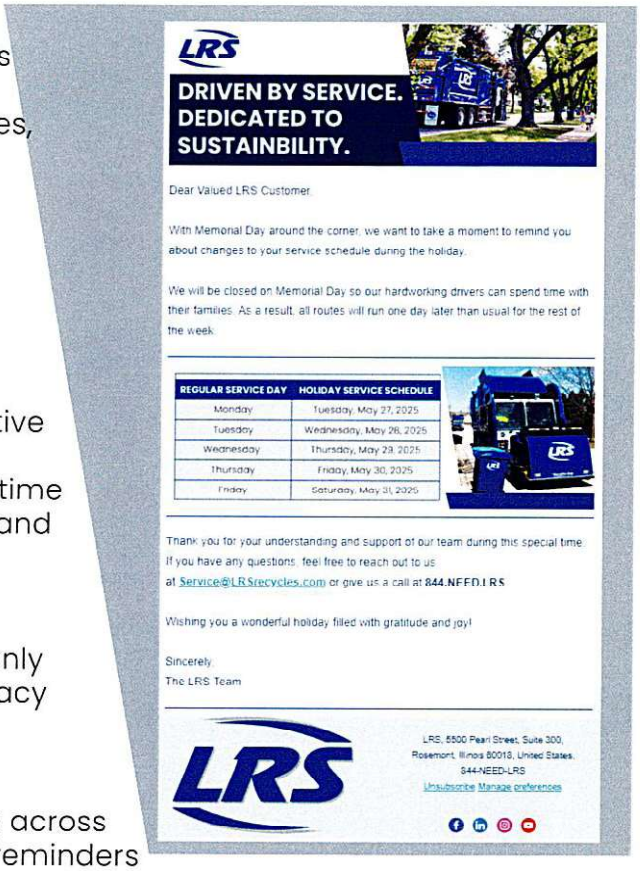
Opt-In Links for Alerts: Residents can easily sign up for email and SMS notifications using embedded links or QR codes.

BENEFITS
- Reduces call volume by answering resident questions online
- Provides centralized, consistent and up-to-date service information
- Available 24/7 across desktop and mobile devices
- Allows for timely updates during weather events or service changes
- Fosters public trust by offering transparency and responsiveness
- Multilingual content is available upon municipal request



IV. Operational Approach
Communication

EMAIL NOTIFICATIONS
LRS sends email alerts to residents during onboarding periods or through our service portal. These alerts cover key service updates such as start-of-service reminders, holiday schedules, bulk item guidelines and contamination education. We also provide a new customer onboarding email series that walks residents through FAQs, including billing, cart use, collection guidelines and customer support resources. Emails are formatted and written in plain language to provide clear understanding.


LRS

DRIVEN BY SERVICE. DEDICATED TO SUSTAINBILITY.

Dear Valued LRS Customer,

With Memorial Day around the corner, we want to take a moment to remind you about changes to your service schedule during the holiday.

We will be closed on Memorial Day so our hardworking drivers can spend time with their families. As a result, all routes will run one day later than usual for the rest of the week.

REGULAR SERVICE DAY	HOLIDAY SERVICE SCHEDULE
Monday	Tuesday, May 27, 2025
Tuesday	Wednesday, May 28, 2025
Wednesday	Thursday, May 29, 2025
Thursday	Friday, May 30, 2025
Friday	Saturday, May 31, 2025

Thank you for your understanding and support of our team during this special time. If you have any questions, feel free to reach out to us at Service@LRSrecycles.com or give us a call at 844.NEED.LRS.

Wishing you a wonderful holiday filled with gratitude and joy!

Sincerely,
The LRS Team

LRS

LRS, 5500 Pearl Street, Suite 300, Rosemont, Illinois 60018, United States
844-NEED-LRS
Unsubscribe Manage preferences

TEXT MESSAGE ALERTS
Text messaging provides immediate outreach for time-sensitive updates like missed pickups, inclement weather delays and emergency service interruptions. Residents can opt in at any time and may unsubscribe if preferred. SMS alerts are brief, direct and location-specific to avoid confusion and limit unnecessary messages to unaffected addresses.

LRS uses a geo-targeted approach to ensure that alerts are only sent to relevant zones or route areas, helping maintain accuracy while minimizing resident frustration.

SOCIAL MEDIA COLLABORATION
LRS supports municipal partners with coordinated messaging across social platforms. Our team shares service updates, program reminders and seasonal tips through LRS-managed Facebook pages. We monitor engagement, respond to questions when appropriate and route service concerns directly to our customer care or operations teams.

We also offer graphics, messaging templates and suggested posting timelines to help municipalities enhance local engagement on their own social pages.


LRS

SERVICE UPDATES

MONDAY, MAY 26, 2025

REGULAR SERVICE DAY	HOLIDAY SERVICE SCHEDULE
Monday	Tuesday, May 27, 2025
Tuesday	Wednesday, May 28, 2025
Wednesday	Thursday, May 29, 2025
Thursday	Friday, May 30, 2025
Friday	Saturday, May 31, 2025

MEMORIAL DAY

PERFORMANCE TRACKING
Our digital systems track message performance, providing key insights for both LRS and municipal partners. Standard reporting includes:

- Email open and click-through rates
- SMS delivery success and opt-out rates
- Engagement trends on social media content
- Complaint reduction correlated with targeted messaging
- Feedback and common themes from digital inquiries

These insights help refine outreach, improve timing and identify which messages reduce confusion or service complaints. Reporting can be shared monthly, quarterly or yearly.

IV. Operational Approach
Communication

PRINT COMMUNICATIONS
LRS leads with a digital-first communication strategy but recognizes the continued value of printed materials as part of a well-rounded outreach approach. While most of our service alerts, updates and educational content are shared electronically, printed communications remain useful for reinforcing key messages and reaching residents with limited digital access.

These materials are particularly effective during program rollouts, seasonal changes and contamination education, where visual reminders support understanding and compliance. All printed materials are created by LRS and reviewed with municipal staff to ensure accuracy, consistency and alignment with local requirements.

KEY ADVANTAGES OF PRINT COMMUNICATIONS
- Complements digital messaging with physical reinforcement
- Reaches households without regular access to email or mobile devices
- Supports rollouts with clear visuals for cart placement and collection guidelines
- Reduces confusion and call volume during program launches and changes

POSTCARDS
Mailed ahead of service changes, program rollouts or seasonal updates. Postcards are designed for clarity and often include QR codes linking to digital resources.

CART HANGERS
Attached directly to carts to deliver route-specific messages such as contamination reminders, sorry tags, blocked access notices or upcoming service alerts.

FLYERS
Distributed at events or mailed with other materials, flyers are ideal for focused messaging such as bulk item guidelines, recycling dos and don'ts or program launches.

BROCHURES
Mailed directly to residents and made available at municipal offices. These offer a comprehensive overview of service offerings, collection schedules and contact information.



IV. Operational Approach
Proven Experience

SERVICE STANDARDS
Since its inception, LRS has flourished into one of the largest haulers in the Midwest and one of the largest privately-held haulers in America. Our growth has been organic and deliberate at every step of our 20+ year journey. Several factors come into play when it comes to our successful growth as a company, but none more important than the first-rate service we have been delivering since the day we started.

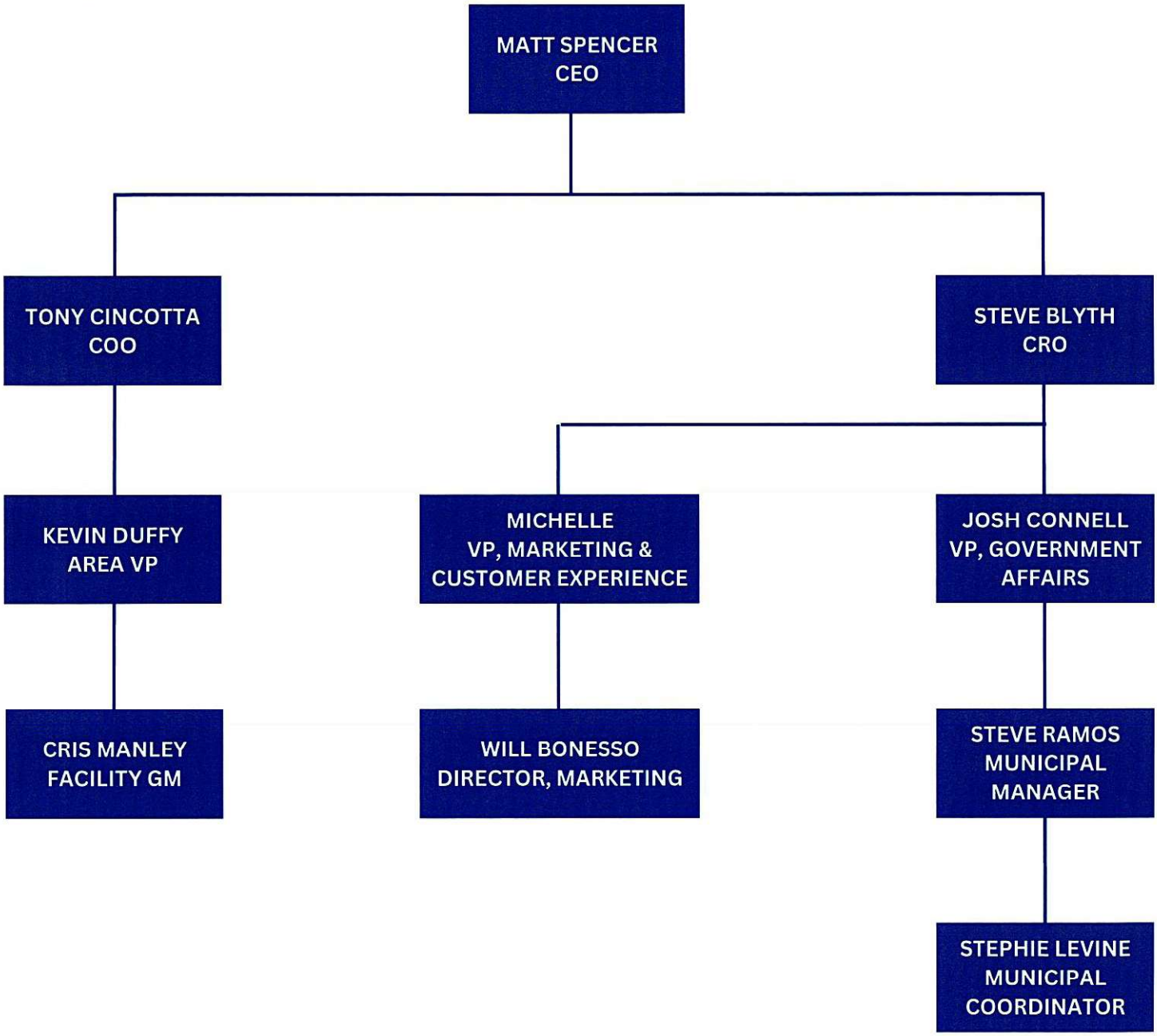
LRS now serves as the exclusive waste and recycling hauler for more than 200 municipalities. Our Village of Crystal Lake team will consist of veteran drivers, a customer team-lead, a municipal coordinator and a municipal manager. Each of these roles will have separate duties and accountabilities to ensure the Village and its residents are addressed quickly and effectively from standard weekly services to everyday thoughts, questions and concerns.

UNIQUE RECYCLING CAPABILITIES
As municipal and residential views and approaches to recycling evolve, so does LRS' commitment to our mission of sending as little material to landfills as possible. Over the past seven years, no other Chicagoland hauler demonstrably committed itself to upgrading and building new recycling infrastructure. In 2016, LRS opened one of Illinois' most state-of-the-art recycling facilities in Forest View. This facility sorts up to 20 tons of recycling material per hour by using optic sorters, ballistic sorters and AI robots. In 2020, our Forest View facility was complimented with another newly built recycling facility in Northbrook, and in February 2023, LRS officially opened our new $55M recycling facility in Chicago's Back-of-the-Yards neighborhood, which stands over 150,000 square feet and processes over 25 tons of recycling material per hour.

EXPERIENCE
LRS knows that the Village and its residents have high expectations and standards for all services and utilities. We will leverage our vast experience and abilities to make sure these standards are exceeded.



V. Organizational Chart



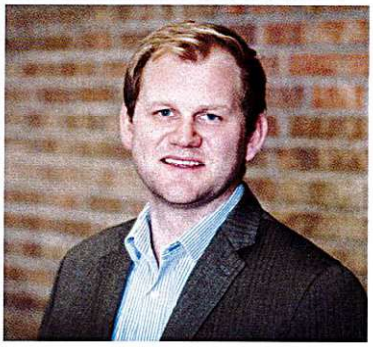
VI. Qualifications of Personnel



STEVE RAMOS

MUNICIPAL MANAGER

Steve has been with LRS since its inception. After a successful tenure with Waste Management, Steve joined the company to head up the sales team at LRS (then, Lakeshore Waste Services). In his nearly 23 years with LRS, Steve has overseen some of our largest commercial customers. His success in this market in not only the commerce segment, but education segment, is unrivaled. Some of those customers include: Loyola University, DePaul University, The Field Museum of Chicago and The Museum of Science and Industry.



GEORGE STROM

AREA VICE PRESIDENT, CHICAGO

George Strom was raised in the industry. He is a natural leader and excellent at building teams that are accountable for themselves and one another. He can quickly assess and create a plan to correct the most challenging obstacles. He was put in the VP of HR role and immediately made headway in improving the overall culture within LRS. While working towards his MBA, he was juggling two roles as he was also put over one of our largest lines of business, municipal services, which accounts for over $100 million of LRS' annual revenue. George put into place a multitude of improvements helping the entire company communicate more effectively and efficiently.



JOSH CONNELL

VICE PRESIDENT, GOVERNMENT AFFAIRS

Josh's work in the waste industry began with Waste Management as a high school student. He continued his employment as an undergraduate at the University of Kansas, while working towards his MBA at DePaul University. Josh was eventually named Vice President of Sales, Chicago division, of Waste Management. He would hold this position until 2001 – when he left, in order to start Lakeshore Waste Services, now LRS. Josh leads our municipal services division.



MICHELLE MCCONNAUGHEY

VICE PRESIDENT, MARKETING & CUSTOMER EXPERIENCE

As the Senior Director of Marketing at LRS, Michelle brings a wealth of experience and expertise to the realm of strategic marketing and brand management. Since joining LRS in 2023, Michelle has consistently demonstrated an unparalleled ability to drive growth, elevate brand presence and forge meaningful connections with our customers across every line of business. Her customer-centric approach and marketing mindset are instrumental in our municipality rollouts, ensuring proactive communication with customers and providing them with the necessary information before they know they need it.

VII. Cost Proposal
Pricing Quotation Sheet

CITY OF CRYSTAL LAKE
100 W. WOODSTOCK STREET
CRYSTAL LAKE, ILLINOIS 60014

Pricing Quotation Sheet

Contractor Company Name: Lakeshore Recycling Systems dba LRS

Contact Person Email: SRamos@LRSrecycles.com

Contact Person Phone: (773) 619-0832

Base Proposal - Unlimited Collection: Single-Family/Multi-Family Household Per Unit Rates

	Year One (1) 5/1/26 – 4/30/27	Year Two (2) 5/1/27 – 4/30/28	Year Three (3) 5/1/28 – 4/30/29	Year Four (4) 5/1/29 – 4/30/30	Year Five (5) 5/1/30 – 4/30/31
Toter Provided Unlimited Monthly Collection of Refuse, Recycling and Yard Waste Cost (Single-Family):	$23.50	$24.68	$25.91	$27.21	$28.57
Toter Provided Unlimited Monthly Collection of Refuse, Recycling and Yard Waste Cost (Single-Family / Senior Rate):	$21.15	$22.21	$23.32	$24.49	$25.71
Toter Provided Unlimited Monthly Collection of Refuse and Recycling Cost (Multi-Family):	$20.00	$21.00	$22.05	$23.15	$24.31
Additional Refuse Toter Rental (Per Month):	$3.00	$3.00	$3.00	$3.00	$3.00
Additional Recycling Toter Rental (Per Month):	$3.00	$3.00	$3.00	$3.00	$3.00
Yard Waste Toter Rental (Per Month):	$3.00	$3.00	$3.00	$3.00	$3.00
Per Cubic Yard for Special Collection:	$25.00 (per cubic yard)	$25.00 (per cubic yard)	$25.00 (per cubic yard)	$25.00 (per cubic yard)	$25.00 (per cubic yard)
White Goods:	$35.00 (per item)	$35.00 (per item)	$35.00 (per item)	$35.00 (per item)	$35.00 (per item)
Additional Bulk Items:	$25.00 (per item)	$25.00 (per item)	$25.00 (per item)	$25.00 (per item)	$25.00 (per item)
Account Restart Fees (only if an account is placed on hold longer than six months):	$75.00	$75.00	$75.00	$75.00	$75.00

-22-

VII. Cost Proposal
Pricing Quotation Sheet (cont.)

Alternate 1A: Brush Pickup (For Emergencies or As Needed)

	Year One (1) 5/1/26 – 4/30/27	Year Two (2) 5/1/27 – 4/30/28	Year Three (3) 5/1/28 – 4/30/29	Year Four (4) 5/1/29 – 4/30/30	Year Five (5) 5/1/30 – 4/30/31
Hourly Labor/Equipment Rate for Emergency/Special Pickup:	$250.00	$250.00	$250.00	$250.00	$250.00

Alternate 1B: Two Curbside Electronic Waste Collection Weeks

The City elects to include the costs for this alternate in the rate paid by the resident for refuse, recycling, and yard waste. Please include the cost for two curbside e-waste collection weeks in the base bid monthly rate.

Alternate 1C: Document Destruction Events (Municipal Services Only)

	Year One (1) 5/1/26 – 4/30/27	Year Two (2) 5/1/27 – 4/30/28	Year Three (3) 5/1/28 – 4/30/29	Year Four (4) 5/1/29 – 4/30/30	Year Five (5) 5/1/30 – 4/30/31
Lump Sum Cost Per Computer Box: Minimum 3 hr	$600.00/hr	$600.00/hr	$600.00/hr	$600.00/hr	$600.00/hr

Alternate 1D: Organics Composting

	Year One (1) 5/1/26 – 4/30/27	Year Two (2) 5/1/27 – 4/30/28	Year Three (3) 5/1/28 – 4/30/29	Year Four (4) 5/1/29 – 4/30/30	Year Five (5) 5/1/30 – 4/30/31
Cost Per Subscription:	$150.00	$150.00	$150.00	$150.00	$150.00

VIII. Service Vehicles

Crystal Lake Fleet

At LRS, sustainability and safety are top priorities. If awarded the contract, we will purchase new vehicles to service Crystal Lake, aligning with our ongoing efforts to gradually replace older service vehicles in our fleet over the next several years.

We proudly choose Heil trucks for their reliable performance and cutting-edge technology, ensuring exceptional service and satisfaction for our customers. Heil has set the standard in waste truck design and manufacturing for over a century, renowned for their quality, durability, and constant innovation. With a diverse range of truck bodies, including front loaders, rear loaders, automated side loaders, and multi-compartment rear loaders, Heil provides versatile and efficient waste management solutions.

SPLIT BODY SIDE LOADER

The Labrie Split Body Side Loaders offer a lighter, more efficient design that enhances performance and reduces environmental impact. The split body design allows the truck to complete routes in one pass, with dedicated compartments for both waste and recycling. By evenly distributing weight across the vehicle, these side loaders outperform front-load models with concentrated weight on the front steer tires. Trash cans load directly into the hopper on the side of the truck, preventing wind-blown debris and keeping neighborhoods cleaner. Additionally, their compact design—about 12 inches shorter than front-load trucks—ensures easier maneuverability and access in tight spaces.

AUTOMATED HALF/PACK LOWRIDER RESIDENTIAL FRONT LOADER WITH CUROTTO-CAN

A revolutionary waste service vehicle, our new model features a body 12 inches lower and 4,150 pounds lighter than the standard Half/Pack, providing greater access and increased payload capacity. Equipped with Lightning Cylinders for a 23% faster dump cycle and Odyssey® Controls for maximum uptime, it's built for efficiency. Handling 1,300-1,400 homes, it decreases the number of units needed on the road, optimizing service, and reducing environmental impact. With the Curotto-Can Automated Carry Can, this vehicle boasts the fastest load time of any automated system, enhancing productivity by 25-30% over traditional side loaders.

VIII. Service Vehicles
Management

TECHNOLOGY & INNOVATION
LRS is laser-focused on leveraging technology to enable real-time monitoring of our fleet and service levels, reducing fuel consumption and operating costs to improving recycling participation rates and minimize environmental impact.

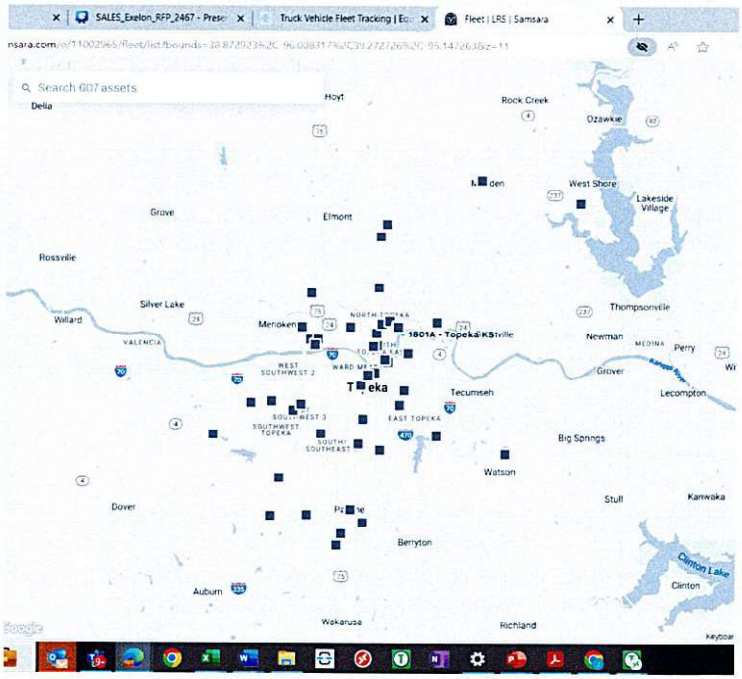
3RD EYE FLEET MANAGEMENT SYSTEM
- Provides 360 degree visibility, with cameras on LRS vehicles
- Live monitoring, allowing tracking of drivers progress
- Real time data to improve safety and productivity to ensure a seamless customer experience
- AI technology to provide videos to ops leaders to provide near-miss training materials

ROUTE SMART SOFTWARE (TRUX)
- Fully integrated route optimization solution
- Allows for increased efficiency by removing wasted miles and reducing CO2 emissions
- Improves ability to handle high-priority container movements and routes
- Single platform enables LRS to import, analyze and optimize all route data
- Driver picture capability to provide confirmation of service

SAMSARA ASSET TRACKING SOLUTION
- Unique waste solution, placed on Chicagoland roll-off containers to track location and other relevant information
- Locates container and also provides info on days-idle to provide better forecasting of container movements
- System has allowed LRS to right-size container services to hundreds of customers







VIII. Service Vehicles
ESG/ENVIRONMENTAL STEPS

ALTERNATE POWERED VEHICLES

COMPRESSED NATURAL GAS (CNG)

LRS highly values the environmental advantages offered by our fleet of compressed natural gas (CNG) trucks, which have faithfully served many of our municipal partners for over a decade. However, our commitment to sustainability drives us to continually explore and adopt even more environmentally beneficial alternatives in our truck fleet. We are dedicated to enhancing our environmental impact positively while ensuring efficient and reliable service for our valued partners.

HYDROGEN FUEL CELL & HYBRID-POWERED VEHICLES

LRS eagerly anticipates the promising advancements in hydrogen fuel cell and hybrid-powered vehicles. We see a future where waste collection could benefit greatly from a blend of these innovative alternative-powered technologies. As we explore these options, we are dedicated to evaluating their feasibility and potential benefits for our municipal partners, including the Village of Crystal Lake, whom we are eager to serve with these cutting-edge solutions.

BIOFUEL CLEAN DIESEL

LRS currently uses a bio-fuel blend made from vegetable oils and other clean-burning resources for approximately nine months of the year, switching only during freezing weather.

As this service program is set to begin in less than six months, LRS will initially service the Village with a bio-fuel blend and clean diesel, both of which are better for our environment compared to standard diesel-powered vehicles.

ELECTRIC VEHICLES (EV)

At LRS, we are at the forefront of innovation in environmental sustainability. As the market transitions from compressed natural gas (CNG) to other alternative-powered vehicles, we are proud to lead the way with the pilot of Illinois' first electric vehicle (EV) truck, initially deployed in the Village of Oak Park in May 2023. Supporting this initiative, we have installed EV charging stations and established maintenance infrastructure at our Maywood, IL facility, catering to both our local staff's EV work vehicles and the operational needs of our EV fleet used in material management.

While EV trucks represent a significant capital investment, especially in residential service applications nationwide, we are encouraged by the early success of our EV pilot. However, this initiative is still in its early stages. New truck models often require initial maintenance adjustments, and EV trucks necessitate specialized maintenance procedures. Therefore, we are actively gathering data to better understand the operational feasibility and economic efficiency of EV technology in waste collection.



It's important to note that while EV trucks show promise, they may not be suitable for all residential service applications due to unique operational considerations. LRS remains committed to gathering insights and evaluating the outcomes of our EV pilot program to inform potential future applications of this sustainable model.

VIII. Service Vehicles

ESG/ENVIRONMENTAL STEPS

LRS continues to be an industry leader when it comes to taking aggressive steps in lowering greenhouse emissions and its overall footprint. Our fleet is a mix of clean-diesel and CNG trucks as well as electric cars, which are used for route supervisors.

Moving forward, LRS feels strongly that conversion from a clean-diesel and CNG-based fleet is inevitable. We have already begun demo-testing electric yard-spotters and begun discussions to incorporate MRF Material-handlers at our facilities. Although this technology is not quite ready to be used on an every-day-basis, the roof of concept is there and we plan to be at the apex of this technology.

ALTERNATE POWERED MACHINERY

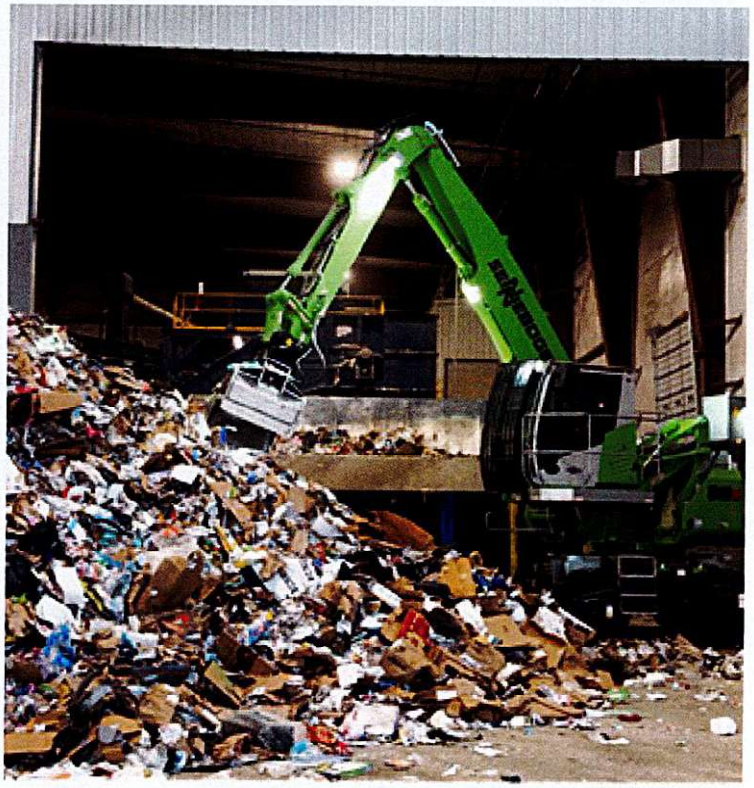
ELECTRIC YARD-SPOTTERS

- Up to 36 hours of operation per charge (max 10mph)
- Limited braking reduces particulate emissions
- Eliminates over 6,500 gallons of diesel fuel usage per year

ELECTRIC MATERIAL HANDLERS

- Direct plug-in with umbilical
- Eliminates over 10,000 gallons of diesel fuel per usage per year





IX. References

VILLAGE OF NORTH BARRINGTON

John Lobaito, Village Administrator
111 Old Barrington Rd
North Barrington, IL 60010
847.381.6000
Contract: Residential
Start Date: September 1, 2020
Homes: 1,147

VILLAGE OF ISLAND LAKE

Richard McLaughlin - Mayor
815.354.0208
Richard.mclaughlin@voislk.com
Contract: Residential
Start Date: January 1, 2021
Homes: 3,079

VILLAGE OF LAKE BARRINGTON

Sharon Peterson
23860 N Old Barrington
Lake Barrington, IL 60010
847.842.6080
speterson@lakebarrington.org
Contract: Residential
Start Date: November 1, 2023
Homes: 2,318

VILLAGE OF WAUCONDA

Allison Matson
101 N. Main St.
Wauconda, IL 60084
847.526.9600
amatson@wauconda-il.gov
Contract: Residential
Start Date: September 1, 2020
Homes: 2,721

VILLAGE OF LAKE ZURICH

Kyle Kordell
70 E Main St.
Lake Zurich IL, 60047
847.540.1684
kyle.kordell@lakezurich.org
Contract: Residential
Start Date: September 1, 2020
Homes: 5,956

IX. References
Continued

ILLINOIS CONTRACTS

VILLAGE OF OAK PARK
Contract: Residential & Multi-Family Franchise
Start Date: April 1, 2022
Homes: 18,000

VILLAGE OF LISLE
Contract: Residential & Multi-Family Franchise
Start Date: July 1, 2018
Homes: 12,100

CITY OF DEKALB
Contract: Residential Franchise
Start Date: September 1, 2018
Homes: 9,175

CITY OF DARIEN
Contract: Residential Franchise
Start Date: April 1, 2022
Homes: 7,400

VILLAGE OF VILLA PARK
Contract: Residential Franchise
Start Date: July 1, 2013
Homes: 6,200

VILLAGE OF MONTGOMERY
Contract: Residential Franchise
Start Date: August 1, 2017
Homes: 6,200

CAMPTON TOWNSHIP
Contract: Residential & Commercial Franchise
Start Date: April 1, 2020
Homes: 5,100

LISLE TOWNSHIP
Contract: Residential Franchise
Start Date: August 1, 2020
Homes: 4,100

VILLAGE OF SUGAR GROVE
Contract: Residential Franchise
Start Date: August 1, 2018
Homes: 3,375

VILLAGE OF ELBURN
Contract: Residential & Multi-Family Franchise
Start Date: October 1, 2018
Homes: 2,400

MILL CREEK SSA
Contract: Residential Franchise
Start Date: November 1, 2021
Homes: 1,800

CITY OF HICKORY HILLS
Contract: Residential Franchise
Start Date: July 1, 2023
Homes: 3,500

VILLAGE OF HINCKLEY
Contract: Residential Franchise
Start Date: October 1, 2018
Homes: 750

VILLAGE OF KANEVILLE & KANEVILLE TOWNSHIP
Contract: Residential Franchise
Start Date: July 1, 2019
Homes: 600

VILLAGE OF NORTH RIVERSIDE
Contract: Residential Franchise
Start Date: September 1, 2017
Homes: 2,175

PLATO TOWNSHIP
Contract: Residential Franchise
Start Date: September 1, 2017
Homes: 1,200

VILLAGE OF ROCKDALE
Contract: Residential & Commercial Franchise
Start Date: September 1, 2017
Homes: 850

VILLAGE OF SUMMIT
Contract: Residential & Multi-Family Franchise
Start Date: August 1, 2018
Homes: 2,200

VILLAGE OF SYMERTON
Contract: Residential Franchise
Start Date: October 1, 2018
Homes: 45

VILLAGE OF WATERMAN
Contract: Residential & Multi-Family Franchise
Start Date: December 1, 2016
Homes: 600

IX. References
Continued

ILLINOIS CONTRACTS

WHEATLAND TOWNSHIP
Contract: Residential & Multi-Family Franchise
Start Date: June 1, 2018
Homes: 1,700

VILLAGE OF RIVER FOREST
Contract: Residential & Multi-Family Franchise
Start Date: May 1, 2015
Homes: 2,900

VILLAGE OF WORTH
Contract: Residential Franchise
Start Date: May 1, 2019
Homes: 2,900

VIRGIL TOWNSHIP
Contract: Residential Franchise
Start Date: October 1, 2015
Homes: 375

VILLAGE OF DIAMOND
Contract: Residential Franchise
Start Date: April 1, 2017
Homes: 900

VILLAGE OF WILLOW SPRINGS
Contract: Residential Franchise
Start Date: December 1, 2019
Homes: 2,000

VILLAGE OF BERKELEY
Contract: Residential & Commercial Franchise
Start Date: June 1, 2015
Homes: 1,675

BLACKBERRY TOWNSHIP
Contract: Residential & Commercial Franchise
Start Date: November 1, 2022
Homes: 980

VILLAGE OF BRACEVILLE
Contract: Residential Franchise
Start Date: July 1, 2020
Homes: 300

CITY OF BRAIDWOOD
Contract: Residential Franchise
Start Date: January 1, 2023
Homes: 2,100

VILLAGE OF CARBON HILL
Contract: Residential Franchise
Start Date: June 1, 2024
Homes: 175

VILLAGE OF CHANNAHON
Contract: Residential Franchise
Start Date: May 1, 2020
Homes: 4,750

VILLAGE OF COAL CITY
Contract: Residential Franchise
Start Date: October 1, 2020
Homes: 2,200

TOWN OF CORTLAND
Contract: Residential Franchise
Start Date: July 1, 2016
Homes: 1,200

CITY OF HIGHWOOD
Contract: Residential & Commercial Franchise
Start Date: May 1, 2017
Homes: 2,000

CITY OF WHEATON
Contract: Residential Franchise
Start Date: October 1, 2016
Homes: 15,500

CITY OF HIGHLAND PARK
Contract: Residential & Commercial Franchise
Start Date: February 1, 2016
Homes: 9,200

VILLAGE OF DEERFIELD
Contract: Residential & Commercial Franchise
Start Date: April 1, 2021
Homes: 6,600

VILLAGE OF SKOKIE
Contract: Residential Recycling Franchise
Start Date: June 1, 2016
Homes: 15,400

VILLAGE OF BANNOCKBURN
Contract: Residential & Commercial Franchise
Start Date: March 1, 2013
Homes: 225

IX. References
Continued

ILLINOIS CONTRACTS

VILLAGE OF RIVERWOODS
Contract: Residential & Multi-Family Franchise
Start Date: April 1, 2013
Homes: 1,300

VILLAGE OF GLENCOE
Contract: Residential Franchise
Start Date: February 1, 2016
Homes: 3,000

VILLAGE OF WINNETKA
Contract: Residential Recycling Franchise
Start Date: February 1, 2016
Homes: 4,200

VILLAGE OF CLARENDON HILLS
Contract: Residential Franchise
Start Date: April 1, 2021
Homes: 2,800

VILLAGE OF SCHAUMBURG
Contract: Residential Franchise
Start Date: April 1, 2021
Homes: 25,000

CITY OF EVANSTON
Contract: Commercial Franchise
Start Date: November 1, 2022
Homes: 2,000

VILLAGE OF MAYWOOD
Contract: Residential Franchise
Start Date: April 1, 2022
Homes: 6,401

CITY OF NORTHLAKE
Contract: Residential Franchise
Start Date: December 1, 2021
Homes: 2,900

VILLAGE OF LA GRANGE PARK
Contract: Residential Franchise
Start Date: April 1, 2019
Homes: 3,900

CITY OF BLUE ISLAND
Contract: Residential Franchise
Start Date: July 1, 2017
Homes: 5,600

VILLAGE OF WESTERN SPRINGS
Contract: Residential Franchise
Start Date: January 1, 2019
Homes: 4,500

CITY OF ST CHARLES
Contract: Residential Franchise
Start Date: July 1, 2018
Homes: 12,500

CITY OF GENEVA
Contract: Residential Franchise
Start Date: July 1, 2018
Homes: 7,800

VILLAGE OF WILMETTE
Contract: Residential & Commercial Franchise
Start Date: January 1, 2024
Homes: 8,500

SHIELDS TOWNSHIP (UNINCORPORATED LAKE BLUFF)
Contract: Residential Franchise
Start Date: December 1, 2020
Homes: 550

VILLAGE OF LINCOLNSHIRE
Contract: Residential Franchise
Start Date: January 1, 2022
Homes: 1,580

VILLAGE OF GOLF
Contract: Residential Franchise
Start Date: January 1, 2013
Homes: 171

VILLAGE OF FOREST VIEW
Contract: Residential Recycling Franchise
Start Date: July 1, 2016
Homes: 312

VILLAGE OF ISLAND LAKE
Contract: Residential Franchise
Start Date: January 1, 2021
Homes: 3,079

VILLAGE OF HOLIDAY HILLS
Contract: Residential Franchise
Start Date: August 1, 2022
Homes: 256

IX. References
Continued

ILLINOIS CONTRACTS

VILLAGE OF RICHMOND
Contract: Residential Franchise
Start Date: March 1, 2019
Homes: 551

VILLAGE OF MCCULLOM LAKE
Contract: Residential Franchise
Start Date: December 1, 2018
Homes: 380

CITY OF CRYSTAL LAKE
Contract: Residential Franchise
Start Date: May 5, 2018
Homes: 12,172

VILLAGE OF JOHNSBURG
Contract: Residential Franchise
Start Date: December 1, 2021
Homes: 2,301

CITY OF NORTH CHICAGO
Contract: Residential Franchise
Start Date: November 1, 2022
Homes: 3,509

CITY OF WAUKEGAN
Contract: Residential Franchise
Start Date: December 1, 2023
Homes: 20,389

VILLAGE OF SKOKIE
Contract: Commercial Franchise
Start Date: June 1, 2012
Size: 1,800

VILLAGE OF NORTHBROOK
Contract: Residential Franchise
Start Date: September 1, 2024
Size: 11,701

CITY OF DES PLAINES
Contract: Residential Franchise
Start Date: April 1, 2021
Size: 17,652

VILLAGE OF LAKE BARRINGTON
Contract: Residential Franchise
Start Date: November 1, 2023
Homes: 2,318

UNINCORPORATED LAKE COUNTY
Contract: Residential Franchise
Start Date: June 1, 2022
Homes: 5,508

CITY OF EVANSTON CONDO
Contract: Residential Franchise
Start Date: November 1, 2017
Homes: 5,600

AVON TOWNSHIP
Contract: Residential Franchise
Start Date: October 1, 2019
Homes: 673

VILLAGE OF CAPRON
Contract: Residential Franchise
Start Date: January 1, 2020
Homes: 404

VILLAGE OF FOX RIVER GROVE
Contract: Residential Franchise
Start Date: February 1, 2020
Homes: 1,569

VILLAGE OF GURNEE
Contract: Residential Franchise
Start Date: June 1, 2024
Homes: 7,709

VILLAGE OF HEBRON
Contract: Residential Franchise
Start Date: January 1, 2020
Homes: 456

CITY OF KEWANEE
Contract: Residential Franchise
Start Date: September 1, 2024
Homes: 4,819

VILLAGE OF KILDEER
Contract: Residential Franchise
Start Date: July 1, 2023
Homes: 1,782

VILLAGE OF LAKE VILLA
Contract: Residential Franchise
Start Date: May 1, 2024
Homes: 5,080

IX. References
Continued

ILLINOIS CONTRACTS

VILLAGE OF LAKE ZURICH
Contract: Residential Franchise
Start Date: September 1, 2020
Homes: 5,956

CITY OF LA SALLE
Contract: Residential Franchise
Start Date: February 1, 2023
Homes: 3,721

MCHENRY COUNTY (MANOR & FOX LAKE VISTA)
Contract: Residential Franchise
Start Date: May 1, 2022
Homes: 655

MCHENRY COUNTY (WONDER LAKE)
Contract: Residential Franchise
Start Date: February 1, 2020
Homes: 6,338

VILLAGE OF METTAWA
Contract: Residential Franchise
Start Date: November 1, 2010
Homes: 223

VILLAGE OF NORTH BARRINGTON
Contract: Residential Franchise
Start Date: September 1, 2020
Homes: 1,147

VILLAGE OF OAKWOOD HILLS
Contract: Residential Franchise
Start Date: October 1, 2017
Size: 800

VILLAGE OF PORT BARRINGTON
Contract: Residential Franchise
Start Date: September 1, 2020
Size: 537

VILLAGE OF RARITAN
Contract: Residential Franchise
Start Date: February 1, 2024
Size: 65

VILLAGE OF STRONGHURST
Contract: Residential Franchise
Start Date: December 1, 2023
Homes: 354

VILLAGE OF TOWER LAKES
Contract: Residential Franchise
Start Date: September 1, 2015
Homes: 434

VILLAGE OF UNION
Contract: Residential & Commercial Franchise
Start Date: January 1, 2020
Homes: 197

VALENTINE LAKES ESTATES
Contract: Residential Franchise
Start Date: February 1, 2021
Homes: 29

WARREN TOWNSHIP
Contract: Residential Franchise
Start Date: July 1, 2024
Homes: 5,647

VILLAGE OF WAUCONDA
Contract: Residential Franchise
Start Date: September 1, 2020
Homes: 2,721

CITY OF ALEDO
Contract: Residential Franchise
Start Date: January 1, 2019
Homes: 1,321

VILLAGE OF ANDALUSIA
Contract: Residential Franchise
Start Date: October 1, 2002
Homes: 422

VILLAGE OF ANNAWAN
Contract: Residential Franchise
Start Date: September 1, 2022
Homes: 417

VILLAGE OF BLANDINSVILLE
Contract: Residential Franchise
Start Date: July 1, 2019
Homes: 165

CITY OF COLCHESTER
Contract: Residential Franchise
Start Date: July 1, 2018
Homes: 515

IX. References
Continued

ILLINOIS CONTRACTS

CITY OF COLONA
Contract: Residential Franchise
Start Date: June 1, 2001
Homes: 1,726

CITY OF DALLAS CITY
Contract: Residential Franchise
Start Date: January 1, 2022
Homes: 430

VILLAGE OF EAST GALESBURG
Contract: Residential Franchise
Start Date: February 1, 2018
Homes: 366

VILLAGE OF GOOD HOPE
Contract: Residential Franchise
Start Date: July 1, 2011
Homes: 190

VILLAGE OF GRANVILLE
Contract: Residential Franchise
Start Date: January 1, 2024
Homes: 576

VILLAGE OF JOY
Contract: Residential Franchise
Start Date: January 1, 2019
Homes: 153

CITY OF KEITHSBURG
Contract: Residential Franchise
Start Date: January 1, 2009
Size: 251

CITY OF LAHARPE
Contract: Residential Franchise
Start Date: September 1, 2010
Size: 495

VILLAGE OF MATHERVILLE
Contract: Residential Franchise
Start Date: April 1, 2019
Size: 257

VILLAGE OF MEDIA
Contract: Residential Franchise
Start Date: December 1, 2019
Homes: 53

CITY OF MONMOUTH
Contract: Residential Franchise
Start Date: May 1, 2022
Homes: 3,300

CITY OF NEW BOSTON
Contract: Residential Franchise
Start Date: January 1, 2014
Homes: 270

VILLAGE OF SHEFFIELD
Contract: Residential & Commercial Franchise
Start Date: May 1, 2022
Homes: 410

X. Assumptions, Deviations and Exceptions

Assumptions, Deviations, Exceptions

ORGANICS COMPOSTING
Organics Composting will be included in the Yard Waste program at no additional cost. All residents have the option to compost Food Scraps by combining it with the Yard Waste during the Yard Waste Season (April 1 – November 30).

BASE PROPOSAL – Per Cubic Yard for Special Collection
Service is to be rendered on the residents regular scheduled service day.

ALTERNATE 1A: BRUSH PICKUP (for emergencies or as needed)
All brush must be bundled. Limbs and branches must not exceed four (4) feet in length and fifty pounds in weight. Each branch shall not exceed two (2) inches in diameter, with the total diameter of the bundle not to exceed eighteen (18) inches

ALTERNATE 1C: DOCUMENT DESTRUCTION EVENTS
Proposed Document Destruction will be Subcontracted. Minimum of 3 hours.

DATA COLLECTION AND REPORTING - pg10.X
Strike #5 – Number and percentage of curbside collection customers setting out materials on a weekly basis. The Contractor shall also provide participation on a monthly basis.

LEAF COLLECTION – pg16.E.c
Strike (c) – An estimated number and percentage of curbside collection customers setting out materials on a weekly and monthly basis.

FUEL / ENERGY ADJUSTMENT (In a catastrophic event of fuel increases to $6.25)
Should the cost of diesel fuel exceed $6.25 per gallon, our be reduced to $6.25 per gallon (strike price) as by the American Automobile Association (AAA) on its "Daily Fuel Gauge Report" for Illinois Lake County (gasprices.aaa.com) during any quarter during the term of the contract, the Contractor may adjust the monthly service charge to the Village to reflect the additional cost / decrease in the cost of said fuel pursuant to the monthly conditions: 1) the cost, as reported by the AAA data. 2) The service rate per month may be adjusted up to $0.05 per home / unit for each full $0.10 of incremental increase in fuel thereafter. 3) Should the cost of diesel fuel recede back to $6.25/gallon or less as reported by AAA, such adjustment shall be repealed on the next invoice.

CHANGE IN LAW
In the event there is a change or addition in new local, state or federal rules, ordinances, regulations, taxes or governmental charges that affect the Contractor's cost of providing services, such as, but not limited to a gross receipts tax, sales tax on services other than property taxes, the Contractor may request to reopen the fees set forth in the contract for an impact review of this cost increase. When the cost is verified, the parties may agree to increase the rate for service accordingly, effective on an agreed reasonable timeline by an agreed upon amount.

XI. Insurance

Cottingham & Butler

I am writing to confirm that LRS Holdings, LLC. has coverage complying with the representative coverages outlined below through their current in-force insurance program, as requested.

Commercial General Liability Insurance
LRS Holdings, LLC. maintains commercial general liability insurance in compliance with the requested limits shown below:

- General Aggregate: $5,000,000
- Products and Completed Operations Aggregate: $2,000,000
- Personal & Advertising Injury: $1,000,000
- Each Occurrence: $2,000,000

Workers Compensation & Employer's Liability Insurance
LRS Holdings, LLC. complies with Illinois statutory requirements for workers compensation coverage. The employer's liability insurance coverage limits shown below:

- Bodily Injury by Accident (Each Accident): $1,000,000
- Bodily Injury by Disease (Each Employee): $1,000,000
- Bodily Injury by Disease (Policy Limit): $1,000,000

Business Auto Insurance
LRS Holdings, LLC. maintains business auto liability in compliance with the minimum coverage of $1,000,000 for all owned, hired, and non-owned autos.

Pollution Liability Insurance
LRS Holdings, LLC. has pollution liability insurance complying with the minimum requested limits as shown below:

- Each Occurrence/General Aggregate: $5,000,000

CB

XI. Insurance

Umbrella Liability Insurance
LRS Holdings, LLC. maintains umbrella liability limits complying with the minimum coverage limits as shown below:

- $5,000,000 excess over underlying policies

Please feel free to contact me if you require any further information or formal certificates of insurance published.

Sincerely,

Nicole Gentz

COTTINGHAM & BUTLER
Nicole Gentz | HACCP & PCQI (Animal Feed) Certified
Account Manager, Service Supervisor | Risk Management
O 563.587.5016 M 563.235.9617
ngentz@cottinghambutler.com

XI. Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cottingham & Butler Michael Saladino 800 Main St. Dubuque IA 52001	CONTACT NAME: PHONE (A/C, No, Ext): 563-587-5000 FAX (A/C, No): 563-583-7339 E-MAIL ADDRESS:
INSURED LAKEREC-01 LRS Holdings, LLC Lakeshore Recycling Systems LLC 5500 Pearl Street Rosemont IL 60018	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : American Zurich Insurance Company — 40142 INSURER B : Zurich American Insurance Company — 16535 INSURER C : AXIS Surplus Insurance Company — 26620 INSURER D : Navigators Specialty Ins Co. — 36056 INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1417700539 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT X LOC OTHER			GLO0111153-07	12/31/2023	12/31/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 2,000,000 $ 50,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			BAP0111154-07	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 5,000,000 $ $ $ $
D	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			CH23EXCZ03X3BIC	12/31/2023	12/31/2024	EACH OCCURRENCE AGGREGATE $	$ 3,000,000 $ 3,000,000 $
A A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC0111152-07 WC7550640-05	12/31/2023 12/31/2023	12/31/2024 12/31/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
C	Excess Umbrella			P00100104156002	12/31/2023	12/31/2024	Occ/Agg Limit	$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insureds: Heartland Recycling, L.L.C., Hoving Clean Sweep, LLC and Hoving Pit Stop, LLC, K. Hoving Recycling & Disposal, LLC, Dekalb County Recycling Systems, LLC, Active Disposal Co; Badgerland RE Holdings, LLC, Ecology Solutions, LLC, LRS Holdings, LLC ; Roy Strom Refuse Removal Services, LLC; Greenwood Development, LLC; Greenwood Transfer, LLC; LRS Strom RE Holdings, LLC; LRS Portables LLC; LRS Exchange, LLC; LRS Septic, LLC, LRS of Minnesota, LLC; LRS Portables, LLC dba Jimmy's Johnnys, Inland Waste Solutions LLC Dba Orion Waste Solutions, LRS Portables LLC dba Joy's Johns; Badgerland Disposal, LLC dba Royal Container Services, dba Badgerland Portables; Crown Portables, LLC; Crown Restrooms

CERTIFICATE HOLDER

FOR INFORMATION ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

M E Saladino

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XII. Bid Bond

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Lakeshore Recycling Systems, LLC
5500 Pearl Street
Rosemont, IL 60018

SURETY:
(Name, legal status and principal place of business)

Berkley Insurance Company
475 Steamboat Road
Greenwich, CT 06830
Mailing Address for Notices
1411 Opus Place, Suite 450
Downers Grove, IL 60515

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

City of Crystal Lake
100 West Woodstock Street
Crystal Lake, IL 60014

BOND AMOUNT: $ $1,000.00 One Thousand Dollars and 00/100

PROJECT:
(Name, location or address, and Project number, if any)

Curbside Refuse, Recycling, Yard Waste Collection Program and Possible Alternate Services

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 12th day of December, 2025

(Witness)

Lakeshore Recycling Systems, LLC
(Principal) *(Seal)*

By: CEO
(Title)

(Witness) Christine Marotta

Berkley Insurance Company
(Surety) *(Seal)*

By:
(Title) James I. Moore Attorney-in-Fact

BERKLEY INSURANCE COMPANY CORPORATE SEAL 1975 DELAWARE

S-0054/AS 8/10

XII. Bid Bond (cont.)

STATE OF ILLINOIS

COUNTY OF DUPAGE}

On DEC 12 2025, before me, Lisa Marotta, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared, James I. Moore known to me to be Attorney-in-Fact of Berkley Insurance Company the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires, February 7, 2026

Lisa Marotta, Notary Public

Commission No.946275

OFFICIAL SEAL
LISA MAROTTA
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires February 7, 2026

XII. Bid Bond (cont.)

WILMINGTON, DELAWARE

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: **James I. Moore** its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings including bid related commitments such as Consent of Surety, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **Fifty Million and 00/100 U.S. Dollars (U.S.$50,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

Surety Bond No.: Bid Bond
Principal: Lakeshore Recycling Systems, LLC
Obligee: City of Crystal Lake

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 2nd day of May, 2024

SEAL

Attest
By _____
Philip S Welt
Executive Vice President & Secretary

Berkley Insurance Company
By _____
Jeffrey M Hafter
Senior Vice President

STATE OF CONNECTICUT)
) ss:
COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 2nd day of May, 2024, by Philip S Welt and Jeffrey M Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company

MARIA C. RUNDBAKEN
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES 04-30-2029

_____
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney, that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date

Given under my hand and seal of the Company, this 12th day of December, 2025

SEAL

_____
Vincent P Forte

XIII. Recycling Capabilities

SINGLE STREAM RECYCLING

Our approach to recycling is unique within our industry. We are a company proudly rooted in sustainability. Our team works hard to help our customers increase recycling efforts, decrease solid waste generation and provide education on sustainable products that can be applied to any organization. **All qualifiable non-contaminated recyclable material will be taken to a state-of-the-art LRS-owned facility for proper processing.**

Our single-stream recycling program includes the following:

- Glass jars and bottles (clear, amber and green)
- Rigid plastic bottles, tubs, jugs and jars (#1, #2 & #5 with exceptions)
- Steel, tin, metal and aluminum (containers, can, foil and trays)
- Cardboard and paper (chipboard, newspaper, magazines, catalogs, kraft paper, office paper, file folders and paper towel rolls)
- Gable-top and aseptic cartons (milk, juice and other beverage containers)
- Newsprint (ONP)

LRS looks forward to partnering with the INSERT in finding ways to maximize its participation in recycling programs. We know that this includes being a responsible partner to all residents. We feel that our proximity and familiarity with the area make us the best fit for the City of Park Ridge





XIV. Company Services
Ancillary Services

AVAILABLE SERVICES

LRS is the largest independently-owned waste and recycle hauler in Illinois and one of the largest haulers in the country. A considerable portion of our business is roll-off based. We own and operate several facilities throughout northern Illinois, which will allow us to not only price these services competitively, but also operate at the apex of efficiency.

LRS is a fully integrated company with local assets that rank with our largest competitors. Our fleet of end-loaders, front-loaders, street sweeping vehicles, vacuum service vehicles, back hoes, dump trailers and 100-yard semi-trailers is unmatched in the Chicago area.

LRS has the resources and assets to assist the Village with any natural disasters or Public Work projects that may be presented:

- Street Sweeping Services
- Portable Restroom Services
- Semi-dump Truck Services
- 100-yard Transfer Trailer Trucks
- Open Top Roll-Off Construction Dumpsters









XIV. Company Services
Ancillary Services

YARD WASTE
LRS offers a range of programs for the removal of yard waste. Our subscription program is a flat fee service for the entire year or a monthly fee for unlimited yard waste service. This program can also be included into the base service rate. Our sticker program allows for residents to purchase stickers for yard waste in paper bags, personal containers or bundles on an as-needed basis.



ORGANICS WASTE
Food scraps and other organic waste can be included in select yard waste collection programs with LRS, helping residents reduce waste sent to landfills.

ACCEPTED ORGANICS
FRUITS | VEGETABLES | SHELLS | BONES | PASTA | GRAINS | EGGSHELLS
EGGS | EGG CARTONS | NUTSHELLS | TEA BAGS | COFFEE GROUNDS
COFFEE FILTERS | PAPER BAGS | NAPKINS | NEWSPAPER | PAPER TOWELS
PIZZA BOXES | UNCOATED PAPER PLATES | FLOWERS | HOUSE PLANTS
DAIRY | MEAT | FISH



HOLIDAY DÉCOR REMOVAL
LRS understands the need for holiday waste to be serviced. We have several specialty programs that allow for collection of holiday items included within the agreed upon base service fee. Our Tree Removal service collects any real trees residents may need disposed of. We have a Holiday Lights Recycling program to assist in the reduction of these being placed into single-stream recycling bins. We also offer a Pumpkin Collection Service to ensure that holiday pumpkins are disposed of sustainably.



LEAF COLLECTION
LRS offers a premium service for leaf collection, leaf vacuuming, where residents rake the leaves into piles curbside and LRS comes by to vacuum up the waste. This process is easy on the residents, efficient and sustainable.

STREET SWEEPING
At LRS, we are committed to supporting our municipal partners with comprehensive waste management solutions. As the second largest street sweeping provider in the state, we bring extensive expertise and resources to enhance Crystal Lakes operational efficiency. Our commitment extends to providing all ancillary services with our exclusive municipal partner discount, reinforcing our dedication to delivering exceptional service and support to Crystal Lake.



XIV. Company Services
Ancillary Services

ELECTRONIC WASTE (E-WASTE) COLLECTION

Electronic items such as televisions, monitors, computers and printers are no longer allowed in conventional waste streams and landfills. LRS has established an e-waste program for numerous communities for over a decade. Our program is flexible and can vary significantly based on volume and equipment space. All electronic waste will be collected and handled according to 501c3 state and OSHA standards.

ACCEPTED ELECTRONICS

ELECTRONIC KEYBOARDS | COMPUTER MICE | FAX MACHINES
MP3 PLAYERS | PRINTERS | SATELLITE RECEIVERS | SCANNERS
TVS & MONITORS | VIDEO GAME CONSOLES | VCRS | CABLE RECEIVERS
CELL PHONES | TABLETS DESKTOP COMPUTERS | LAPTOPS
DIGITAL CONVERTER BOXES | DVD PLAYERS | DVD RECORDERS

BULK ITEM COLLECTION

Bulk items need to be disposed of properly. LRS offers numerous options for bulk waste collection that make it affordable for the municipality and residents. From being included in the service fee to pre-payment programs, LRS has a plan that fits your municipal needs.

ACCEPTED BULK ITEMS

CARPETING ROLLS | MATTRESSES | BOX SPRINGS | BED FRAMES | BICYCLES
CHAIRS | SOFAS | LOVE SEATS | TOYS FRAMES
SECTIONAL COUCH SECTIONS | WALL ART

APPLIANCES (WHITE GOODS) COLLECTION

LRS understands that appliance waste service needs arise for residents. We offer many program options for residents to have these items serviced.

ACCEPTED APPLIANCES (WHITE GOODS)

DISHWASHERS | REFRIGERATORS | WASHERS | DRYERS | OVENS
AIR CONDITIONERS | WATER HEATERS | SPACE HEATERS

ADDITIONAL SPECIALTY DIVERSION

LRS prides ourselves in meeting the service needs of our municipalities. If the specialty diversion service being sought is not noted, please speak with Steve Ramos, your Municipal Manager to determine if the service program desired is something that can be accommodated.









XV. Facilities

The LRS Footprint

ILLINOIS' LARGEST PRIVATE WASTE COMPANY

■ Hauling ▲ MRF X Transfer Station O Landfill = Office ✚ Portable Toilets

ILLINOIS

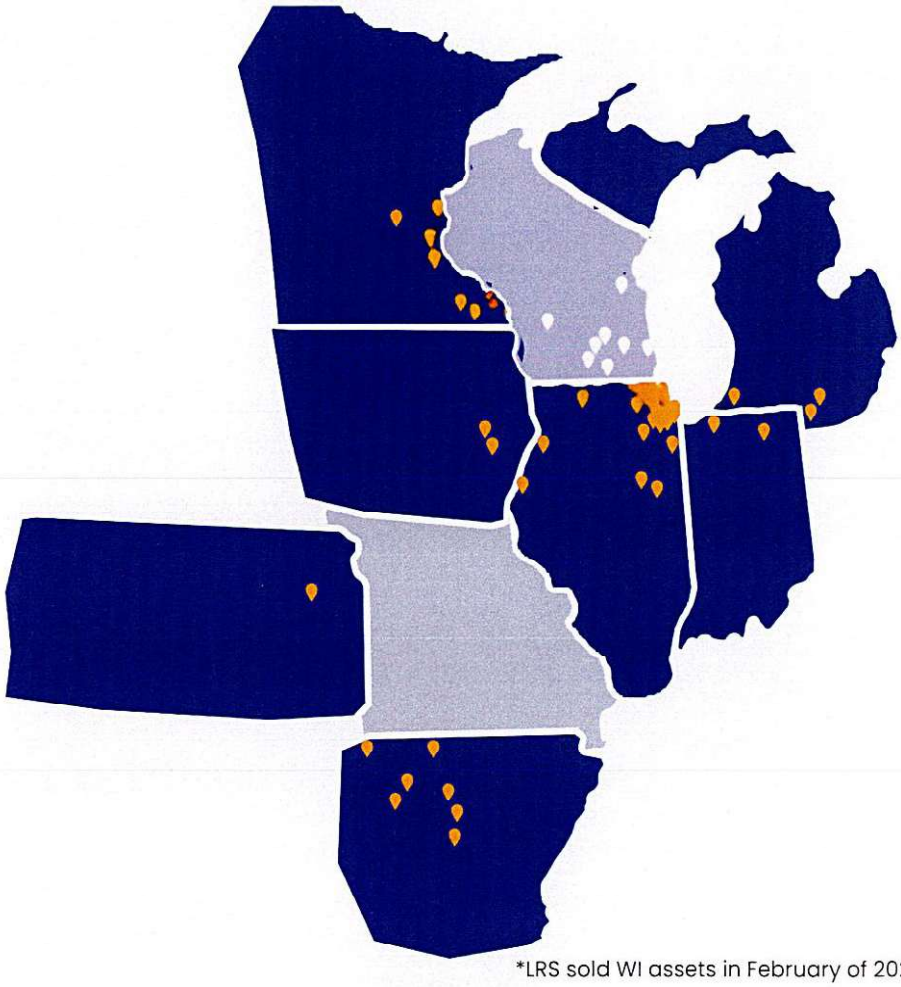
Atkinson ■ O =
Beecher ■
Bloomington ■ ▲ =
Chicago ■ ▲ X =
Elburn ■ X
Maywood ■ X = ✚
Monmouth ■ X =
Morton Grove ■ X =
Northbrook ▲ X =
Oregon ■ ✚
Rockdale ■ X
Rolling Meadows X
Rosemont =
Schaumburg ■
Urbana X
Wadsworth ■
Wauconda ■
West Chicago ■ ▲ X = ✚
Woodstock ■ ✚

IOWA

North Liberty ■ X

INDIANA

Warsaw ■
Westville ■ = ✚



*LRS sold WI assets in February of 2025

MINNESOTA

Buffalo O
Goodview X
Minneapolis ■ ▲ = ✚
North Branch ■ ✚
Rochester ■ X = ✚
St. Cloud ■
Stewartville X
Winona ■

MICHIGAN

Hillsdale X
Jackson ■ X
Niles ■ X = ✚

KANSAS

Topeka ■

ARKANSAS

Atkins ■ X
Bethel Heights ■ =
Greenbrier ■
Harrison ■
Mayflower ■ O
Van Buren ■

XVI. Reporting

Municipality Name Here

MONTHLY RESIDENTIAL TRACKING REPORT

COLLECTION STATISTICS

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	YTD total
Total number of homes	7379	7381	7381	7379	7385								
Total number of enrolled in Senior Program	2181	2179	2184	2173	2166								
Total number of Yard Waste containers	570	574	611	614	619								
Waste Tons	435.97	428.99	445.02	506.85	620.05								2436.88
Recycling Tons	198.4	154.86	168.48	193.77	224.03								939.54
Organics Tons	1.74	0	0	72.89	201.40								276.03
Total Tons	636.11	583.85	613.5	773.51	1,045.48		0.00	0.00	0.00	0.00			3652.45
Waste cubic yards	8719.4	8579.8	8900.4	10,137.00	12,401.00								48737.6
Organics Cubic yards	6.96	0	0	291.56	805.60								1104.12
E-waste Tons	NA	NA	NA	NA	NA	NA	NA	NA	NA		NA	NA	
E-waste Processing Facility	E-WORKS- ELK GROVE VILLAGE												
Recyclables & Organics Diversion % 2024	31.46%	26.52%	27.46%	34%	41%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

WASTE PROCESSING FACILITY	Atkinson Landfill, 137 Commercial Dr, Atkinson, IL 61235
RECYCLING PROCESSING FACILITY	LRS Heartland, 6201 Canal Bank Rd, Forest View, IL 60402
YARD WASTE PROCESSING FACILITY	Midwest Organics, 1195 W Washington St #2650, West Chicago, IL 60185

XVII. ADDENDUM 1

REQUEST FOR PROPOSALS

CITY OF CRYSTAL LAKE

CURBSIDE REFUSE, RECYCLING, YARD WASTE COLLECTION PROGRAM AND POSSIBLE ALTERNATE SERVICES

PROPOSALS DUE:

BY 10:00 A.M. ON ~~NOVEMBER 21, 2025~~ FRIDAY, DECEMBER 12, 2025.

ADDENDUM #1 – November 12, 2025

Response Due Date Change
The due date for the Curbside Refuse, Recycling, Yard Waste Collection Program and Possible Alternate Services has been extended to 10:00 A.M. on December 12, 2025.

Question Period Closes December 5, 2025 at 5:00 p.m.

Program Implementation
The City anticipates approving a contract with a waste hauler in December 2025 or January 2026. The city desires to have a contract that begins May 1, 2025 as reflected in the pricing sheets.

Bid Bond
The City requires a $1,000.00 bid bond.

XVII. ADDENDUM 1 (cont.)

Below please find responses to submitted questions

Question. Is residential service mandatory?
Answer. Residential service is not mandatory. Residents can choose to cancel service, but only the selected residential waste hauler is authorized to collect curbside refuse, recycling and yard waste in the City.

Question. Are the 12,464 households the ones who currently have service?
Answer. As of October 2025, there are currently 12,464 accounts that have service.

Question. Are the waste haulers required to provide pricing for all the alternatives?
Answer. It is highly recommended for the haulers to provide pricing for each of the alternatives. If a hauler is not providing pricing for an alternative, please include an explanation.

Question. Would the City be able to move the RFP to give more time to submit a proposal?
Answer. The City will move the RFP opening to December 12, 2025 at 10:00 A.M.

THIS ADDENDUM MUST BE INCLUDED WITH THE SUBMITTED RFP

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: Bid Award – 2026 Street Resurfacing Program

Staff Recommendation: Motion to award the bid for the 2026 Street Resurfacing Program to the lowest responsive and responsible bidder, Geske & Sons, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Geske & Sons, Inc. in the amount of $1,621,216.70, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

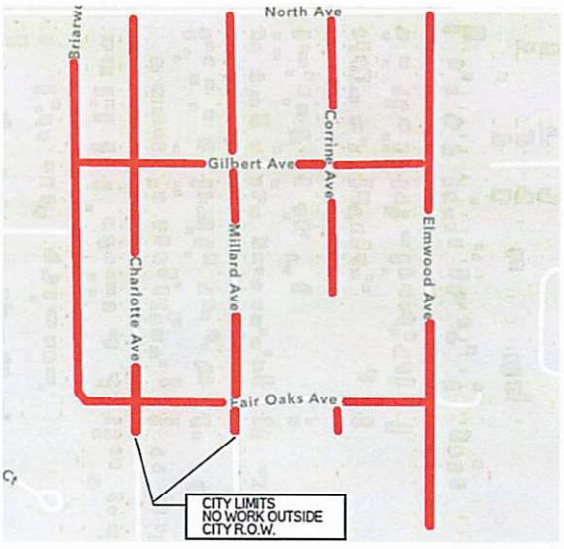
Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

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Background:

The 2026 Street Resurfacing Program will include milling (grinding) of the existing pavement surface, warranted repairs and adjustments to the pavement base, and construction of a new asphalt surface. Roads were selected based on their pavement condition, geographic proximity, and the need for curb and ADA ramp work. The resurfacing locations for 2026 are all on the west end of Crystal Lake including numerous streets from Briarwood Road to Edgewater Drive, and Mulberry Lane to Fair Oaks Avenue. Locations are illustrated on the maps below:





On January 22, 2026, staff publicly opened and read aloud bids received for the 2026 Street Resurfacing Program. The breakdown of bids is as follows:

Bidder	√ Geske & Sons, Inc. Crystal Lake, IL	Builders Paving, LLC Hillside, IL	Engineer's estimate	Plote Construction, Inc. Hoffman Estates, IL	Schroeder Asphalt Services Huntley, IL	Brothers Asphalt Paving Addison, IL	Everlast Blacktop, Inc. St. Charles, IL
Bid Total	$1,621,216.70	$1,670,580.00	$1,903,970.60	$1,971,115.00	$2,208,097.60	$2,471,093.10	$2,700,214.62

√ Indicates recommended lowest responsive and responsible bidder

The 2026 Street Resurfacing Program is slated to receive funding from both the Motor Fuel Tax (MFT) fund and the General Fund. These funds are included in the 2026 budget.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy, in accordance with the invitation to bid document. Based on this assessment, City staff recommends awarding the 2026 Street Resurfacing Program contract to the lowest responsive and responsible bidder, Geske & Sons, Inc., in the amount of $1,621,216.70.

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

The City has previously worked with Geske & Sons, Inc. and has been satisfied with their services. Street resurfacing is conducted as an annual program and receives funding both from the Motor Fuel Tax (MFT) fund and the General Fund. This annual project is included in the 2026 budget.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to have an Annual Street Resurfacing Program to keep the City's roadways in a state of good repair; and

WHEREAS the CITY received and publicly opened bids for the 2026 Street Resurfacing Program on January 22, 2026; and

WHEREAS the lowest responsive and responsible bidder is Geske & Sons, Inc., Crystal Lake, Illinois.

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 bid for the 2026 Street Resurfacing Program be awarded to the lowest responsive and responsible bidder, Geske & Sons, Inc. in the amount of $1,621,216.70; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Geske & Sons, Inc. for the 2026 Street Resurfacing Program in the amount of $1,621,216.70; and

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

DATED this 3rd day of February, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

DRAFT

SEAL

ATTEST

_____

Nick Hammonds, CITY CLERK

PASSED: February 3, 2026
APPROVED: February 3, 2026

DRAFT

Illinois Department of Transportation

Tabulation of Bids - 7 Bidders

Local Public Agency	County	Section Number	Letting Date
City of Crystal Lake	McHenry	26-00000-02-GM	01/22/26

Approved Engineer's Estimate: $1,903,970.60

Attended By (IDOT Representative(s)):

Bidder's Name	Geske & Sons	Builders Paving	Plote Construction	Schroeder Asphalt	Brothers Asphalt Paving	Everlast Blacktop	
Bidder's Address	400 E. Terra Cotta Ave.	4401 Roosevelt Rd.	1100 Brandt Dr.	PO Box 831	315 S. Stewart Ave.	2560 Foxfield Rd.	
City, State, Zip	Crystal Lake, IL 60014	Hillside, IL 60162	Hoffman Estates, IL 601	Huntley, IL 60142	Addison, IL 60101	St. Charles, IL 60174	
Proposal Guarantee							
Terms							

					Approved Engineer's Estimate															
Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
20201200	REM & DISP UNS MATL		CY	2010	$5.2500	$10,552.50	$5.0000	$10,050.00	$2.5000	$5,025.00	$5.0000	$10,050.00	$45.0000	$90,450.00	$60.0000	$120,600.00	$38.0000	$76,380.00		$0.00
21001000	GEOTECH FAB F/GR S		SY	6020	$1.0500	$6,321.00	$1.0000	$6,020.00	$0.1000	$602.00	$1.0000	$6,020.00	$2.0000	$12,040.00	$4.0000	$24,080.00	$2.0000	$12,040.00		$0.00
30300001	AGG SUBGRADE IMPR		CY	2010	$5.2500	$10,552.50	$5.0000	$10,050.00	$2.5000	$5,025.00	$5.0000	$10,050.00	$60.0000	$120,600.00	$60.0000	$120,600.00	$58.0000	$116,580.00		$0.00
X0800006	PREPARATION OF BSE		SY	60180	$0.8000	$48,144.00	$0.8900	$53,560.20	$0.2500	$15,045.00	$0.8000	$48,144.00	$0.9000	$54,162.00	$1.5000	$90,270.00	$2.1000	$126,378.00		$0.00
X3580300	AGG BASE REPAIR SP		TON	1810	$14.7000	$26,607.00	$5.0000	$9,050.00	$5.0000	$9,050.00	$19.0000	$34,390.00	$30.0000	$54,300.00	$30.0000	$54,300.00	$36.0000	$65,160.00		$0.00
40600290	BIT MATL TACK CT		POUND	4460	$0.0100	$44.60	$0.3900	$1,739.40	$3.0000	$13,380.00	$4.0000	$17,840.00	$0.0100	$44.60	$1.0000	$4,460.00	$0.0100	$44.60		$0.00
40600625	LEV BIND MM N50		TON	350	$86.4200	$30,247.00	$96.3000	$33,705.00	$78.0000	$27,300.00	$109.0000	$38,150.00	$88.0000	$30,800.00	$91.5000	$32,025.00	$124.0000	$43,400.00		$0.00
40603080	HMA BC IL-19.0 N50		TON	9000	$68.1500	$613,350.00	$64.7500	$582,750.00	$66.0000	$594,000.00	$81.0000	$729,000.00	$83.5000	$751,500.00	$88.3800	$795,420.00	$89.9000	$809,100.00		$0.00
40603335	HMA SC "D" N50		TON	5710	$82.0600	$468,562.60	$81.0500	$462,795.50	$72.0000	$411,120.00	$93.0000	$531,030.00	$86.5000	$493,915.00	$91.5000	$522,465.00	$109.9000	$627,529.00		$0.00
X4230710	PCC DRIVEWAY PAVT		SY	500	$84.0000	$42,000.00	$43.6000	$21,800.00	$90.0000	$45,000.00	$67.0000	$33,500.00	$97.6000	$48,800.00	$93.0300	$46,515.00	$105.0000	$52,500.00		$0.00
Z0004512	HMA DRIVEWAY PVT 4		SY	2400	$52.5000	$126,000.00	$16.4000	$39,360.00	$30.0000	$72,000.00	$18.0000	$43,200.00	$49.5000	$118,800.00	$50.0000	$120,000.00	$23.5000	$56,400.00		$0.00
44000157	HMA SURF REM 2		SY	5820	$2.4700	$14,375.40	$3.9000	$22,698.00	$3.0000	$17,460.00	$2.8000	$16,296.00	$2.2000	$12,804.00	$4.3600	$25,375.20	$20.0000	$116,400.00		$0.00
X4400200	DRIVE PAVT REM		SY	2900	$31.5000	$91,350.00	$2.7900	$8,091.00	$20.0000	$58,000.00	$14.5000	$42,050.00	$16.5000	$47,850.00	$36.5500	$105,995.00	$18.0000	$52,200.00		$0.00
X4401198	HMA SURF REM VAR D		SY	60180	$3.4700	$208,824.60	$3.2900	$197,992.20	$4.7500	$285,855.00	$3.9000	$234,702.00	$3.9000	$234,702.00	$4.3600	$262,384.80	$5.6000	$337,008.00		$0.00
X4400220	CURB REM & REPLACE		LF	50	$66.1500	$3,307.50	$29.0000	$1,450.00	$60.0000	$3,000.00	$95.0000	$4,750.00	$64.0000	$3,200.00	$60.6900	$3,034.50	$100.0000	$5,000.00		$0.00
44201713	CL D PATCH T1 6		SY	10	$15.7500	$157.50	$40.0000	$400.00	$50.0000	$500.00	$390.0000	$3,900.00	$75.0000	$750.00	$100.0000	$1,000.00	$140.0000	$1,400.00		$0.00
44201723	CL D PATCH T4 6		SY	10	$15.7500	$157.50	$40.0000	$400.00	$50.0000	$500.00	$390.0000	$3,900.00	$70.0000	$700.00	$100.0000	$1,000.00	$140.0000	$1,400.00		$0.00
X4810140	AGG SHLDS B 2		SY	5000	$8.4000	$42,000.00	$2.7800	$13,900.00	$4.0000	$20,000.00	$9.0000	$45,000.00	$6.7000	$33,500.00	$4.0000	$20,000.00	$6.8000	$34,000.00		$0.00
X6030310	FR & LIDS ADJUST SPL		EA	70	$871.5000	$61,005.00	$840.0000	$58,800.00	$400.0000	$28,000.00	$800.0000	$56,000.00	$870.0000	$60,900.00	$840.0000	$58,800.00	$890.0000	$62,300.00		$0.00
Z0017700	DRAIN UTIL STR RECO		EA	2	$1,380.7500	$2,761.50	$945.0000	$1,890.00	$900.0000	$1,800.00	$900.0000	$1,800.00	$1,000.0000	$2,000.00	$945.0000	$1,890.00	$2,000.0000	$4,000.00		$0.00
70102620	TR CONT & PROT 7015		LS	1	$70,350.0000	$70,350.00	$63,875.0000	$63,875.00	$37,521.0000	$37,521.00	$40,570.0000	$40,570.00	$13,000.0000	$13,000.00	$34,030.0000	$34,030.00	$78,647.0200	$78,647.02		$0.00
70102622	TR CONT & PROT 7015		LS	1	$1.0000	$1.00	$665.0000	$665.00	$575.0000	$575.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00		$0.00
70102632	TR CONT & PROT 7016		LS	1	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00		$0.00
70102635	TR CONT & PROT 7017		LS	1	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00	$1.0000	$1.00		$0.00
70300220	TEMP PVT MK LINE 4		LF	500	$0.3700	$185.00	$0.0100	$5.00	$1.0000	$500.00	$2.9000	$1,450.00	$4.0000	$2,000.00	$3.1500	$1,575.00	$2.2000	$1,100.00		$0.00
78000100	THPL PVT MK LTR & S		SF	500	$6.8900	$3,445.00	$5.0400	$2,520.00	$4.5000	$2,250.00	$4.5000	$2,250.00	$5.0000	$2,500.00	$5.5100	$2,755.00	$4.9500	$2,475.00		$0.00
78000200	THPL PVT MK LINE 4		LF	13000	$1.1000	$14,300.00	$0.8400	$10,920.00	$0.8000	$10,400.00	$0.8000	$10,400.00	$0.8800	$11,440.00	$0.9500	$12,350.00	$0.8800	$11,440.00		$0.00
78000400	THPL PVT MK LINE 6		LF	100	$1.6600	$166.00	$1.2600	$126.00	$1.1500	$115.00	$1.1500	$115.00	$1.2700	$127.00	$1.1000	$110.00	$1.2600	$126.00		$0.00

Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
78000600	THPL PVT MK LINE 12		LF	1300	$3.5800	$4,654.00	$2.5200	$3,276.00	$2.2500	$2,925.00	$2.2500	$2,925.00	$2.5000	$3,250.00	$2.6300	$3,419.00	$2.4700	$3,211.00		$0.00
78000650	THPL PVT MK LINE 24		LF	660	$6.8900	$4,547.40	$5.0400	$3,326.40	$5.5000	$3,630.00	$5.5000	$3,630.00	$6.0000	$3,960.00	$5.5100	$3,636.60	$6.0500	$3,993.00		$0.00
					Total Bid:	As Read:														
						As Calculated:		$1,621,216.70		$1,670,580.00		$1,971,115.00		$2,208,097.60		$2,468,093.10		$2,700,214.62		$0.00
						% Over/Under:		(14.85)%		(12.26)%		3.53 %		15.97 %		29.63 %		41.82 %		

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 3, 2026

Item: UDO Text Amendment to Article 2, 4, 9, 10 and Appendix

PZC Recommendation: To approve the PZC recommendation and adopt an Ordinance amending Chapter 650 of the Code of Ordinances of the City of Crystal Lake for the changes to Article 2, 4, 9, 10 and Appendix.

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

Background:

- When the City Council adopted the Unified Development Ordinance (UDO) in 2009, it was intended to be a dynamic document that would be updated periodically.
- The following proposed amendments to the UDO reflect changes for best practices, new trends and to better improve the clarity of the UDO.

Request:

The amendments to the UDO include the following:

Article 2

- Allow Accessory Dwelling Units (ADUs) as a limited use in the residential zoning districts (except multi-family residential) with restrictions.
- Allow Murals as a limited use and create the process of appearing before the Public Arts Commission and City Council for approval. Murals would now be distinguished from wall signage requirements.
- Clarify that cannabis establishment must cover exterior windows with an opaque film.

Article 4

- Clarification to the playing field lighting section that shielding meets the requirement for full cut off fixture.

- Add a provision exempting development within a half-mile of a "public transportation hub" from complying with the City's on-site minimum parking requirements. This is a result of a new State law that prohibits municipalities from having parking requirements, with the goal of allowing the free market to dictate needed parking.

Article 9

- Allow the removal of a garage without a replacement as an Administrative Variation.

Article 10

- Add definitions for the various items discussed above.

Appendix

- Remove an out-of-date thoroughfare classification map that is better housed as a layer in the City's GIS (online mapping) portal.

PZC Highlights:

The PZC discussed the proposed amendments and had three discussion items:

1. Accessory Dwelling Units: There was a discussion on why the proposed language is for attached ADU only. At previous joint workshop meetings there was a consensus to take a first step in allowing ADUs and that the ordinance could be amended in the future to allow them in detached structures. The discussion then switched to the number of units permitted and it was recommended to add a restriction that states a total of two dwelling units are permitted. This would be to clarify that in the R-3A zoning district (Two-Family Residential) that a maximum of two units are permitted per zoning lot. The intent was not to allow a third unit. See **bolded** text below for the proposed change.

   "e. A maximum of one ADU **and one principal dwelling unit** per zoning lot **for a total of two dwelling units.**"

2. Playing Fields Lighting: The draft language was for public play fields. It was suggested that it be for public and private property. See strikethrough text below for the proposed change.

   "c. Playing fields ~~on public property~~. Playing field lighting must be a full-cutoff luminaire or include a shield affixed to the top of the luminaire so the light beam will not exceed the plain of the luminaire. See example below."

3. Art Murals: This amendment would establish a mural program which would distinguish murals from wall signage. Without the amendment murals must go through the sign variation process and prove a hardship, which is not applicable to mural requests. There was a discussion on having an insurance requirement in case there is graffiti applied to the mural after it is completed. The concern is related to having an eye-sore if a mural is vandalized.

Staff noted that the best practice for murals is to have a top coat/sealant so graffiti can be removed. There are options to address this concern:

- Add a requirement that a sealant be utilized for murals instead of recommending the use of a sealant/top coat. (This appears to be a best practice from reviewing other city ordinance.)

- Add a requirement for insurance. This could place a financial burden on the property owner which could discourage art in the community. The City does not require insurance for any other type of improvement to private property.

Following the discussion, the PZC recommended **approva**l **(6-0)** of the proposed changes as presented with staff to research the items above.

Votes Required to Pass: A simple majority.

Ord. No.
File No.

AN ORDINANCE AMENDING
CHAPTER 650: UNIFIED DEVELOPMENT ORDINANCE OF THE
CODE OF ORDINANCES OF THE CITY OF CRYSTAL LAKE, ILLINOIS

WHEREAS, pursuant to its home rule powers, the Illinois Municipal Code, and other applicable authority, the City is authorized to regulate land uses within the City and does so pursuant to the City's Unified Development Ordinance, set forth as Chapter 650 of the Crystal Lake City Code; and

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-005) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Text Amendment; and

WHEREAS, from time to time it is appropriate to review, update and modify the Unified Development Ordinance to assure that it appropriately addresses new issues that may arise; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 3, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on DATE, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider proposed amendments to the Unified Development Ordinance regarding Article 2, Article 4 and Article 10; and

WHEREAS, on January 21, 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 proposed amendment to the Unified Development Ordinance be approved as stated in the minutes from the meeting; and

WHEREAS, the Mayor and City Council, having considered such recommendation and the findings and minutes from the Planning and Zoning Commission, have found and determined that adopting amendments to Article 2 and Article 10 of the Unified Development Ordinance as set forth in this Ordinance will be in the best interests of the City and its residents; and

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 herein.

SECTION II: That Article 2-300 Land Use Table shall be amended as follows:

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		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria
Household Living	**Accessory Dwelling Unit (ADU)**	**L**	**L**	**L**	**L**	**L**	**L**										**2-400C-80**
Information	**Art Mural**	**L**						**L**	**L**	**L**	**L**	**L**	**L**	**L**	**L**	**L**	**2-400C-81**

SECTION III: That Article 2-400C shall be amended as follows:

80. Accessory Dwelling Units shall comply with the following criteria:

a. General: An Accessory Dwelling Unit (ADU) must be accessory to a principal dwelling unit and located on the same zoning lot as the principal structure.

b. Size: An ADU cannot exceed the lesser of the square footage of the principal structure or 800 square feet in total area.

c. An ADU must be attached to or within the principal structure and have a separate exterior entrance.

d. One off-street parking space shall be provided for the ADU.

e. A maximum of one ADU and one principal dwelling unit per zoning lot for a total of two dwelling units.

f. ADUs may not be used for Tourist Homes.

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81. Art Murals. Art Murals must comply with the following standards, which are separate and distinct from Signs.

a. *Purpose and intent.* It is the intent of this Section to permit and encourage Art Murals on a content-neutral basis consistent with the terms and conditions of this Section. Art Murals increase community identity, foster a sense of place, and comprise an important medium of expression which serves the public interest. The benefits of Art Murals include: improved aesthetics; avenues for artistic expression; public access to works of art; community participation in the creation of works of art; community building through the presence of and identification with works of art; and, a reduction in the incidence of graffiti and other crime.

b. *Application Process.* No Art Mural installation may commence without first obtaining approval as provided in this Section. Art Mural applications shall be submitted to the Department of Community Development. Upon determining the application submittal to be complete, and that any proposed structural elements comply with the City's building code, the application submittal shall be distributed to the Public Arts Commission. The Public Arts Commission shall hold a public meeting to consider whether the application submittal complies with the general standards set forth in this Section.

c. *Recommendations.* Within 45 days of conducting the public meeting, excluding any continuances requested by the applicant, the Public Arts Commission shall forward its report and recommendation as to whether the submittal by the applicant complies with the standards set forth in this section. Failure of the Public Arts Commission to forward its report within such time as provided in this paragraph shall be deemed a negative recommendation by the Public Arts Commission.

d. *Action by City Council*. Following receipt of the report and recommendation of the Public Arts Commission, the City Council may determine whether the general standards of this section have been met. If it determines that such standards have been met, it may vote to approve the application and a limited use permit for the Art Mural shall be issued. If the City Council determines that such standards have not been met it may either vote to deny the application or request the applicant revise the application submittal and reappear before the Council. When a motion to recommend denial of an application for an Art Mural is approved by 2/3 of all Public Arts Commission Members then holding office, or such motion to recommend denial is approved unanimously by all members present, such application shall not be approved by the Mayor and City Council except by a favorable vote of 2/3 of all of the Corporate authorities then holding office.

e. *Application Submittal.* The following information shall be submitted as part of a permit application:

(i) Photos or renderings of the structure upon which the Art Mural will be placed, including each perspective from which the Art Mural will be visible by the public, showing a rendering or outline of the Art Mural.

(ii) A rendering of the Art Mural—in final design or in concept—with an artist's statement on the work and its title, if applicable.

(iii) A description of the Art Mural, including its dimensions, medium (painted, mosaic, etc.), anticipated lifespan, and a maintenance schedule. Also include a description of the building or structure upon which it will be located, noting its material, construction, and its suitability to hold the Art Mural.

(iii) Written approval to by the owner allowing the applicant to place the Art Mural upon the building or structure.

(iv) With respect to Art Murals placed upon public property, a written release signed by the Art Mural's artist, stating that they retain no intellectual property interests

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in the Art Mural, waiving any rights they may have over the Art Mural, and attesting that the Art Mural may be removed or destroyed without their permission.

e. *General standards.* No Art Mural may be installed in the City except in accordance with the provisions of this Section, including the following general standards:

(i) No Art Mural may be installed within (i) any residential zoning district, or (ii) on multi-family buildings with fewer than five residential dwellings that are located in any zoning district; provided, however, that Art Murals may be installed in any Zoning District on privately-owned railroad underpasses or on buildings or structures owned by a governmental body and used for government purposes.

(ii) No Art Mural may be installed on a designated Historic Landmark property without obtaining a Certificate of Appropriateness.

(iii) Projection. No portion of an Art Mural, including any supporting frames, mounting hardware, or protective coatings, shall project more than six (6) inches from the vertical plane of the exterior wall surface upon which it is installed.

(iv) Vertical Limitation (Height). An Art Mural shall be contained entirely within the vertical limits of the wall. No part of an Art Mural shall extend above the roofline of the structure on which it is placed, defined as: 1) The top of the parapet or coping on a flat-roofed building; or 2) The eave line (where the roof meets the wall) on a pitched or sloped-roofed building.

(v) Horizontal Limitation (Width). An Art Mural shall be contained entirely within the horizontal limits of the wall on which it is installed. An Art Mural shall not extend beyond the vertical edges (lateral termini) of the specific wall segment upon which it is installed

(vi) No Art Mural may be installed in a manner that would result in a property becoming out of compliance with the provisions of this Ordinance.

(vii) No Art Mural may, through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, contain movement, the appearance of movement, or change of mural image or message.

(viii) All Art Murals must be installed and maintained in compliance with all applicable regulations of the City Code, including the provisions of the City's building code, as determined applicable by the Director of Community Development to ensure structural safety.

(ix) Content restrictions.

(1) No Art Mural shall be permitted which, taken as a whole, predominantly appeals to the prurient interest in sex, which, portrays sexual conduct in a patently offensive way, and which, taken as a whole, lacks serious literary or artistic political or scientific value.

(2) No Art Mural shall be permitted that serves the purpose of being a Sign, as defined in this Ordinance.

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f. *Maintenance.* Property owners are responsible for ensuring that the Art Mural, as approved by permit, is maintained in good condition and is repaired in the case of vandalism or accidental destruction. Muralists and property owners are required to use protective clear top coatings, cleanable surfaces, and to take other measures that will preserve the Art Mural, allow for ease in repair, and discourage vandalism and other damage.

g. *Alteration Prohibited.* No person may commence or complete an Art Mural Alteration except in accordance with a new permit issued pursuant to this Section.

SECTION IV: That Article 2-400C shall be amended as follows:

67.d. Exterior display. A medical cannabis dispensary shall be maintained or operated in a manner so that the public viewing of cannabis, cannabis products, cannabis paraphernalia or similar products from any sidewalk, public or private right-of-way or from outside of the cannabis dispensing organization is not allowed. **Exterior windows must be covered with an opaque film which may be frosted, or solid gray or white.**

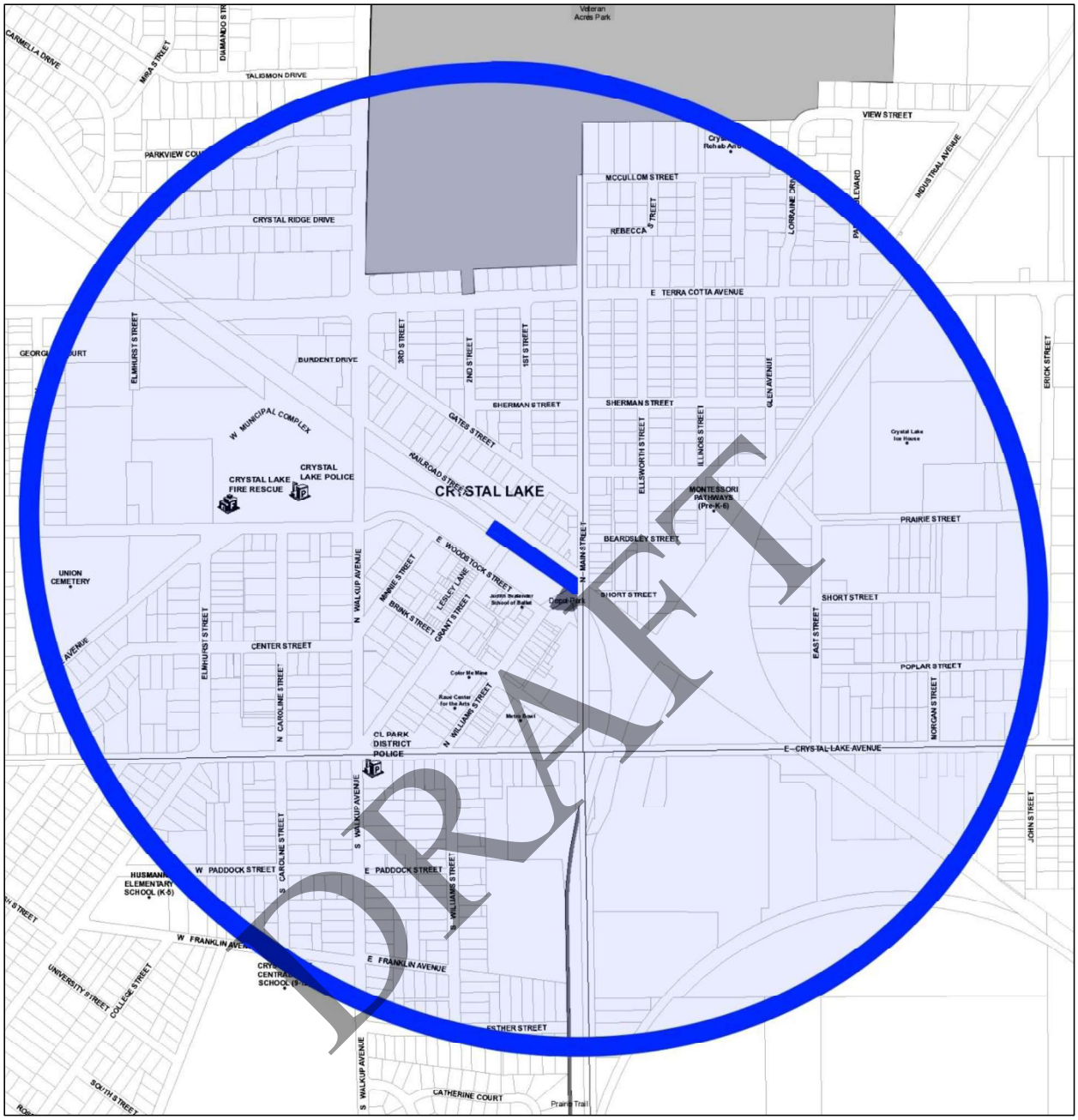
76.d. Exterior display: A cannabis dispensary shall be maintained or operated in a manner so that the public viewing of cannabis, cannabis products, cannabis paraphernalia or similar products from any sidewalk, public or private right-of-way or from outside of the cannabis dispensing organization is not allowed. **Exterior windows must be covered with an opaque film, which may be frosted, or solid gray or white**.

SECTION V: That Article 4-200B shall be amended as follows:

8. Effective June 1, 2026, development projects within one-half mile of a "public transportation hub" shall be exempt from the from the minimum on-site automobile parking requirements in accordance with P.A. 104-0457. Development projects shall be defined as (i) a project involving the issuance of a permit for construction or reconstruction, (ii) a housing development project, or (iii) a commercial development project. This definition shall not include a hotel, motel, bed-and-breakfast or other transient lodging, except where a portion of a housing development is designated for use as a residential hotel. A "public transportation hub" is defined as the Downtown and Pingree Road Metra Stations and more specifically illustrated in the maps below. The exemption set forth in this section shall not apply to any site plans, developments or annexation agreements approved or entered into prior to June 1, 2026.

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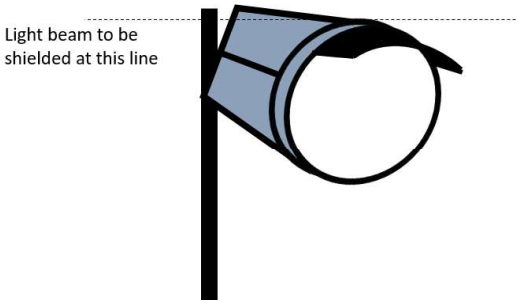
Ord. No.
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SECTION VI: That Article 4-800E.1 shall be amended to add as follows:

c. Playing Fields. Playing field lighting must be a full-cutoff luminaire or include a shield affixed to the top of the luminaire so the light beam will not exceed the plain of the luminaire. See example below.



SECTION VII: That Article 4-1000C.12 Table 4-1000C(1) be amended to add:

TABLE 4-1000C(1) NON-SIGNS					
Item	**Size**	**Height**	**Quantity**	**Notes**	
Art Mural	Unlimited (see notes)	May not extend above the roofline (see notes)	Unlimited (see notes)	Requires limited use permit, see 2-400C-81	

SECTION VIII: That Article 9-2001.2.a shall be amended as follows:

a. To be eligible for an administrative variation, the petitioner shall meet at least one of the following standards:

(ix) The removal of an existing detached garage without the replacement of an enclosed garage for single-family detached, two-family and single-family attached dwelling units.

SECTION IV: That Article 10-200 E shall be amended as follows:

ACCESSORY DWELLING UNIT – an independent residential dwelling unit which is an accessory use to a principal residential structure and includes permanent provisions for living, sleeping, eating, cooking, and sanitation.

SIGN; SIGNS—Any object, device, landscape, lighting, painting or structure used for identification, description, illustration, announcement, declaration, or display either illuminated or non-illuminated, located inside or outside an establishment used to advertise, identify, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, characters, colors, designs, illumination, images,

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landscaping, motion, painting, pictures or symbols which is constructed of permanent, temporary, solid, flexible or living materials. **An art mural is not a sign.**

ART MURAL—An image that is tiled, painted by hand, or otherwise applied directly upon or affixed directly to an exterior wall of a building or structure with the consent of the owner of the subject property on which the building is located, and does not advertise or promote any brand or business. Art Murals may be mechanically produced or computer-generated prints or images, including, but not limited to, digitally printed vinyl. Art Murals may not have or include electrical or mechanical components.

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SECTION X: That Appendix A-17 shall be deleted in its entirety.

SECTION XI: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION XII: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the approval of the text amendment in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3rd day of February, 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
, CITY CLERK

PASSED: February 3, 2026

DRAFT

APPROVED: February 3, 2026

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

DRAFT

#2026-005
UDO Text Amendment – Various
Project Review for Planning and Zoning Commission

Meeting Date: January 21, 2026

Request: Amend the Unified Development Ordinance Article 2, 3, 4 and 10.

Staff Contact: Elizabeth Maxwell, City Planner
Darrell Moore, Assistant City Planner

Background:

- The Unified Development Ordinance was adopted in 2009. It is a living document that has been amended throughout the years.
- The following proposed amendments to the UDO reflect changes for best practices, new trends and to better improve the clarity of the UDO.

Recommendation:

The following revisions and additions are recommended based on recent discussions with the Planning and Zoning Commission, City Council and city staff's observances of common sections that need attention.

ACCESSORY DWELLING UNITS – The addition of allowing ADUs in residential zoning districts with restrictions.

ARTICLE 2-300

P = Permitted Use L = Limited Use Permit S = Special Use Permit

		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria
Household Living																	
	Accessory Dwelling Unit (ADU)	**L**	**L**	**L**	**L**	**L**	**L**										**2-400C-80**

ARTICLE 2-400 C

80. Accessory Dwelling Units shall comply with the following criteria:

a) General: An Accessory Dwelling Unit (ADU) must be accessory to a principal dwelling unit and located on the same zoning lot as the principal structure.

b) Size: An ADU cannot exceed the lesser of the square footage of the principal structure or 800 square feet in total area.

c) An ADU must be attached to or within the principal structure.

d) An ADU must have a dedicated exterior entrance, separate from the principal dwelling unit..

e) A maximum of one ADU per zoning lot.

f) ADUs may not be used for Tourist Homes.

ACCESSORY DWELLING UNIT – an independent residential dwelling unit which is an accessory use to a principal residential structure and includes permanent provisions for living, sleeping, eating, cooking, and sanitation.

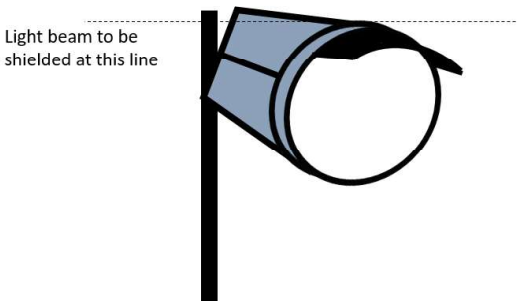
CANNABIS WINDOWS CLARIFICATION – An addition to define window coverage, this is a result of the State of Illinois not enforcing their requirements. Article 2-400C shall be amended as follows:

67.d. Exterior display. A medical cannabis dispensary shall be maintained or operated in a manner so that the public viewing of cannabis, cannabis products, cannabis paraphernalia or similar products or packaging from any sidewalk, public or private right-of-way or from outside of the cannabis dispensing organization is not allowed. **Exterior windows must be covered with an opaque film which may be frosted, or solid gray or white.**

76.d. Exterior display: A cannabis dispensary shall be maintained or operated in a manner so that the public viewing of cannabis, cannabis products, cannabis paraphernalia or similar products or packaging from any sidewalk, public or private right-of-way or from outside of the cannabis dispensing organization is not allowed. **Exterior windows must be covered with an opaque film which may be frosted, or solid gray or white.**

PLAYING FIELD LIGHTING CLARIFICATION – An addition to the lighting section to define how playing field lighting meets the ‘full cut-off’ requirement. This is a clarification and follows current policy. Article 4-800E.1 would be amended to add:

c. Playing fields on public property. Playing field lighting must be a full-cutoff luminaire or include a shield affixed to the top of the luminaire so the light beam will not exceed the plain of the luminaire. See example below.



ART MURALS – An addition to the UDO to allow for art murals that are not signage to go through an approval process and distinguish murals separately from wall signage. This proposal is a result of the City Council's direction to distinguish murals and signs separately.

SIGN; SIGNS—Any object, device, landscape, lighting, painting or structure used for identification, description, illustration, announcement, declaration, or display either illuminated or non-illuminated, located inside or outside an establishment used to advertise, identify, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, characters, colors, designs, illumination, images, landscaping, motion, painting, pictures or symbols which is constructed of permanent, temporary, solid, flexible or living materials. **An art mural is not a sign.**

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		F	E	RE	R-1	R-2	R-3A	R-3B	R-O	O	B-1	B-2	B-4	M-L	M	W	Use Criteria
Information	**Art Mural**	**L**						**L**	**L**	**L**	**L**	**L**	**L**	**L**	**L**	**L**	**2-400C-81**

Section 2-400C. 81. Art Murals. Art Murals must comply with the following standards, which are separate and distinct from Signs.

a. *Purpose and intent.* It is the intent of this Section to permit and encourage Art Murals on a content-neutral basis consistent with the terms and conditions of this Section. Art Murals increase community identity, foster a sense of place, and comprise an important medium of expression which serves the public interest. The benefits of Art Murals include: improved aesthetics; avenues for artistic expression; public access to works of art; community participation in the creation of works of art; community building through the presence of and identification with works of art; and, a reduction in the incidence of graffiti and other crime.

b. *Application Process.* No Art Mural installation may commence without first obtaining approval as provided in this Section. Art Mural applications shall be submitted to the Department of Community Development. Upon determining the application submittal to be complete, and that any proposed structural elements comply with the City's building code, the application submittal shall be distributed to the Public Arts Commission. The Public Arts Commission shall hold a public meeting to consider whether the application submittal complies with the general standards set forth in this Section.

c. *Recommendations.* Within 45 days of conducting the public meeting, excluding any continuances requested by the applicant, the Public Arts Commission shall forward its report and recommendation as to whether the submittal by the applicant complies with the standards set forth in this section. Failure of the Public Arts Commission to forward its report within such time as provided in this paragraph shall be deemed a negative recommendation by the Public Arts Commission.

d. *Action by City Council*. Following receipt of the report and recommendation of the Public Arts Commission, the City Council may determine whether the general standards of this section have been met. If it determines that such standards have been met, it may vote to approve the application and a limited use permit for the Art Mural shall be issued. If the City Council determines that such standards have not been met it may either vote to deny the application or request the applicant revise the application submittal and reappear before the Council.

e. *Application Submittal.* The following information shall be submitted as part of a permit application:
   (i) Photos or renderings of the structure upon which the Art Mural will be placed, including each perspective from which the Art Mural will be visible by the public, showing a rendering or outline of the Art Mural.
   (ii) A rendering of the Art Mural—in final design or in concept—with an artist's statement on the work and its title, if applicable.
   (iii) A description of the Art Mural, including its dimensions, medium (painted, mosaic, etc.), anticipated lifespan, and a maintenance schedule. Also include a description of the building or structure upon which it will be located, noting its material, construction, and its suitability to hold the Art Mural.
   (iii) Written approval to by the owner allowing the applicant to place the Art Mural upon the building or structure.
   (iv) With respect to Art Murals placed upon public property, a written release signed by the Art Mural's artist, stating that they retain no intellectual property interests in the Art Mural, waiving any rights they may have over the Art Mural, and attesting that the Art Mural may be removed or destroyed without their permission.

e. *General standards.* No Art Mural may be installed in the City except in accordance with the provisions of this Section, including the following general standards:
   (i) No Art Mural may be installed within (i) any residential zoning district, or (ii) on multi-family buildings with fewer than five residential dwellings that are located in any zoning district; provided, however, that Art Murals may be installed in any Zoning District on privately-owned railroad underpasses or on buildings or structures owned by a governmental body and used for government purposes.

   (ii) No Art Mural may be installed on a designated Historic Landmark property without obtaining a Certificate of Appropriateness.

   (iii) Projection. No portion of an Art Mural, including any supporting frames, mounting hardware, or protective coatings, shall project more than six (6) inches from the vertical plane of the exterior wall surface upon which it is installed.

   (iv) Vertical Limitation (Height). An Art Mural shall be contained entirely within the vertical limits of the wall. No part of an Art Mural shall extend above the roofline of the structure on which it is placed, defined as: 1) The top of the parapet or coping on a flat-roofed building; or 2) The eave line (where the roof meets the wall) on a pitched or sloped-roofed building.

   (v) Horizontal Limitation (Width). An Art Mural shall be contained entirely within the horizontal limits of the wall on which it is installed. An Art Mural shall not extend beyond the vertical edges (lateral termini) of the specific wall segment upon which it is installed

   (vi) No Art Mural may be installed in a manner that would result in a property becoming out of compliance with the provisions of this Ordinance.

(vii) No Art Mural may, through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, contain movement, the appearance of movement, or change of mural image or message.

(vi) All Art Murals must be installed and maintained in compliance with all applicable regulations of the City Code, including the provisions of the City's building code, as determined applicable by the Director of Community Development to ensure structural safety.

(vii) Content restrictions.

(1) No Art Mural shall be permitted which, taken as a whole, predominantly appeals to the prurient interest in sex, which, portrays sexual conduct in a patently offensive way, and which, taken as a whole, lacks serious literary or artistic political or scientific value.

(2) No Art Mural shall be permitted that serves the purpose of being a Sign, as defined in this Ordinance.

f. *Maintenance.* Property owners are responsible for ensuring that the Art Mural, as approved by permit, is maintained in good condition and is repaired in the case of vandalism or accidental destruction. Muralists and property owners are strongly recommended to use protective clear top coatings, cleanable surfaces, and to take other measures that will preserve the Art Mural, allow for ease in repair, and discourage vandalism and other damage.

g. *Alteration Prohibited.* No person may commence or complete an Art Mural Alteration except in accordance with a new permit issued pursuant to this Section.

TABLE 4-1000C(1) NON-SIGNS

Item	Size	Height	Quantity	Notes	
Art Mural	Unlimited (see notes)	May not extend above the roofline (see notes)	Unlimited (see notes)	Requires limited use permit, see 2-400C-81	

OFF STREET PARKING REQUIREMENTS – As a result of recent State legislation, the UDO must be updated to eliminate parking requirements for projects within a half mile radius of a "public transportation hub". This correlates to the Downtown Metra Station and Pingree Road Metra Station.

8. Effective June 1, 2026, development projects within one-half mile of a "public transportation hub" shall be exempt from the from the minimum on-site automobile parking requirements in accordance with P.A. 104-0457. Development projects shall be defined as (i) a project involving the issuance of a permit for construction or reconstruction, (ii) a housing development project, or (iii) a commercial development project. This definition shall not include a hotel, motel, bed-and-breakfast or other transient lodging, except where a portion of a housing development is designated for use as a residential hotel. A "public transportation hub" is defined as the Downtown and Pingree Road Metra Stations and more specifically illustrated in the maps below. The exemption set forth in this section shall not apply to any site plans, developments or annexation agreements approved or entered into prior to June 1, 2026.

ADMINISTRATIVE VARIATION – At the last joint workshop there was a discussion about allowing the removal of a detached garage and not requiring a replacement garage be constructed. The administrative variation section would be amended to allow for an administrative variation and Article 9-200I.2.a shall be amended as follows:

(x) The removal of an existing detached garage without the replacement of an enclosed garage for single-family detached, two-family and single-family attached dwelling units.

THOROUGHFARE MAP – This map is outdated and it is better served to be a public GIS layer than a part of the UDO. City staff recommends removing Appendix A-17.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date:	February 3, 2026
Item:	Sidewalk Snow Removal and Winter Overnight Parking Discussion
Staff Recommendation:	Discussion Only
Staff Contact:	Michael P. Magnuson, P.E., Director of Public Works and Engineering

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Background:
During large accumulation snowstorms, the City fields complaints regarding the clearing of sidewalks. These complaints typically fall into three categories:

1. Complaints regarding school students walking in the street near schools
2. Complaints regarding inability to access stores (groceries and pharmacies) along US Route 14/ Northwest Highway west of Main Street
3. General complaints requesting the City require all property owners to clear their sidewalk

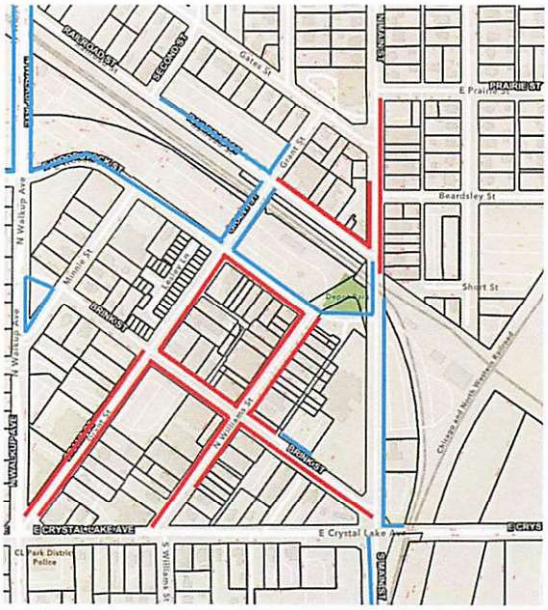
There is also a more limited issue with cars parked overnight during snow removal operations that results in areas of unplowed snow after a storm.

This presentation will discuss current practices, how other municipalities are handling sidewalk snow removal, and presents potential options for discussion. If the Council wishes to pursue one or more of these options for action, it will be scheduled for a future Council meeting.

SIDEWALK SNOW REMOVAL

Current City Code Requirements

The City Code does not require sidewalk snow removal except in specific areas of the downtown (depicted in red on the exhibit.) Areas depicted in blue are maintained by the City. The current downtown requirement does not include residential properties in the downtown, and does not include Crystal Lake Avenue, Walkup Avenue or the west side of Main Street between Crystal Lake Avenue and the Union Pacific Railroad Tracks (UPRR).



The City removes snow from sidewalks adjacent to City properties, downtown commuter lots, the Prairie Trail between Crystal Lake Avenue and Commons Drive, and the newly constructed sidewalk along the east side of Dole Avenue between Crystal Lake Avenue and Elmhurst Street. During winters where snow has accumulated over several storms, the City has cleared snow from corners of signalized intersections with crosswalks (along McHenry Avenue and US Route 14).

Snowfall Statistics

The City experiences a wide range of snow events with accumulations ranging from less than an inch to a foot or more depending on the season. On average, the City experiences a 3 to 5-inch snowfall twice in a winter season. A six-inch snowfall occurs once every 1 to 2 years. 6-inches to 1 foot occurs once every 5 to 6 years. Over a foot of snow is rare, on average once every 10 – 12 years. The 2025/2026 snow season started out with above average snowfall compared to recent years. This season Chicago and Rockford recorded 17.1" of snow as of December 7th. This is about the same amount recorded at these two locations for the whole snow season of 2024-2025. Through January 26th, O'Hare airport has received 28.6 inches of snow with 52% of the winter season left. An average winter is approximately 36 - 40 inches of snow.

Survey of Municipalities

Staff researched other municipalities for their practices/ requirements regarding sidewalk snow removal regulations. Staff looked at similar sized municipalities and those near Crystal Lake. Out of 10 municipalities, 4 have ordinances that require snow removal on all sidewalk within a certain period of time after a snowstorm. Of those four, it appears only one dedicates code enforcement staff to patrol the City post-storm and post notices on non-compliant properties. Enforcement in the remaining municipalities appears to be complaint driven. In Crystal Lake, code enforcement is managed by building inspectors (Community Development Department) as their schedule allows. Most all of the

Municipality	Ordinance
Algonquin	Y
Barrington	Y
Cary	Y
Lake in the Hills	Y
Woodstock	N
McHenry	N
Huntley	N
Palatine	N
Buffalo Grove	N
Libertyville	N

municipalities perform some level of snow removal near Metra stations, some downtown areas, and critical areas (near certain schools, high traffic routes).

Complaint Geography

Anecdotally, staff has observed a trend in sidewalk snow removal complaints. There appears to be more complaints focused on accessing and crossing US-14, between Main Street and Devonshire Lane/ Keith Avenue, and along Virginia Road between US-14 and Berkshire Drive. These complaints tend to be people with limited transportation options that are walking to the retail businesses, especially groceries and pharmacy services. Land uses in this area include multi-family and higher density residential land uses (apartments/ condominiums).

Potential Options for Consideration

There are several options that the Council could consider:

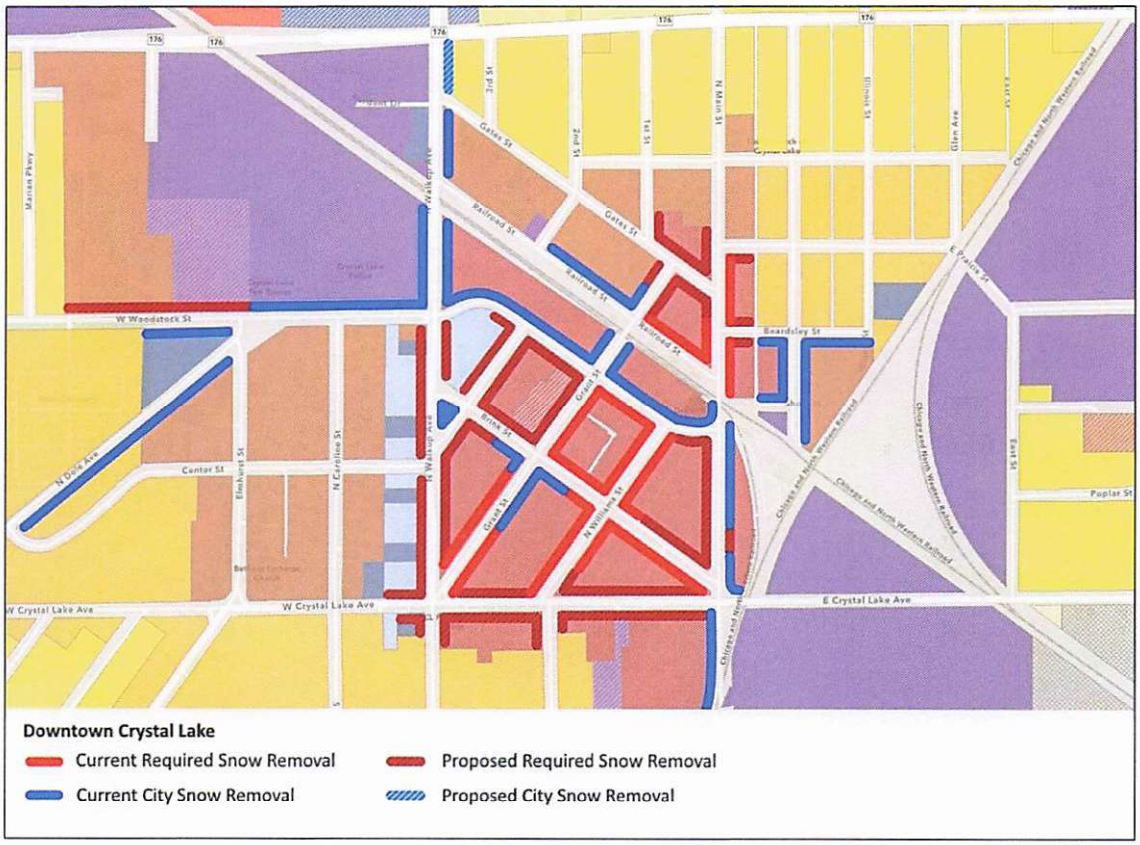
1. ***Focus on expanding the downtown requirement to encompass the entire downtown (eliminate gaps and include Walkup Avenue, Main Street south of UPRR, both sides of Crystal Lake Avenue, and north side of Woodstock Street west of Walkup Avenue)***

   This option would not address the areas of complaints along US-14, but would "square up" the downtown area and add the *north side of Woodstock Street west to 162 Woodstock Street (apartments).*

   There are businesses and some residences along Crystal Lake Avenue and Walkup Avenue that are currently not subject to the Code that are a part of the downtown. Pedestrians are walking past residential, apartment and condominium properties that do not have to clear sidewalks. This creates gaps in snow removal on sidewalks for pedestrians in the downtown and some of these are between public parking (on street and lots) and the downtown. Commercial and apartment/condominium properties already have private snow removal contractors clearing internal parking lots and walkways.

   There is also active pedestrian traffic between the downtown and the apartments at 162 Woodstock Street (west of City Hall). Adding the sidewalk on the north side of Woodstock Street would affect 3 private properties in addition to the apartment property. The City would expand its sidewalk snow removal responsibilities to include the multi-use path between Illinois Route 176 (IL-176) and Gates Street. The City currently clears the path between Gates Street and Railroad Street. North of IL-176 the path is cleared by the Crystal Lake Park District from IL-176 to Burning Bush Trail.

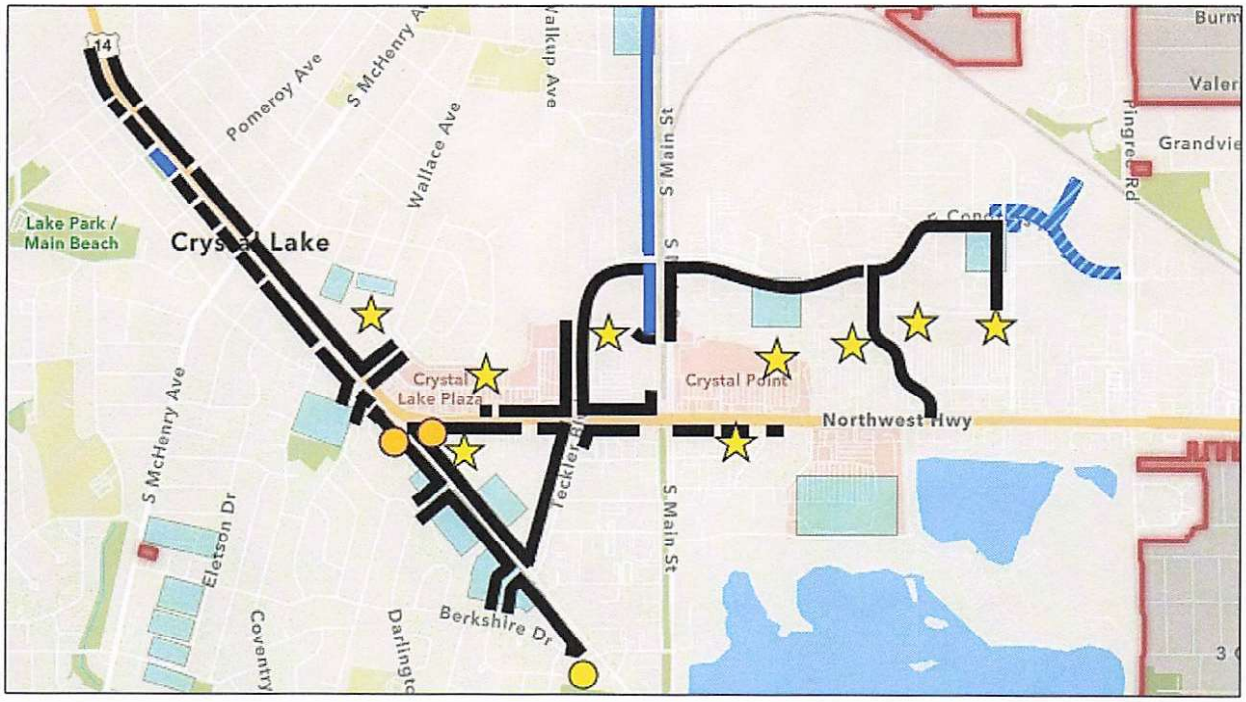
   The exhibit below shows the current requirements, current city-maintained sections and what would be added for sidewalk snow removal:



2. ***Revised downtown requirements plus two other areas (see exhibit):***

   A) US-14, Virginia Road, Teckler Boulevard, and some of the streets in the Crystal Lake Business Park (Congress Parkway)

   B) Crystal Lake Business Park (Congress Parkway, Commonweath Drive, Federal Drive, Exchange Drive)



This expands upon the current downtown requirement to encompass properties along US-14 from Carpenter Street east to Main Street, Virgina Road from US-14 to Berkshire Drive (access to CVS, Mariano's, Walgreen's), Teckler Boulevard from Virginia Road to North Main Street (access to Jewel-Osco and new apartments). This area (see Exhibit) contains commercial land uses near high density residential. As noted above, many of these commercial properties are managed by property management companies that already contract for on-site snow removal. City staff reviewed this corridor after a recent snow event and it was evident, particularly along Virginia Road, that there is pedestrian traffic (footprints in the snow). This requirement would include side-street portions of commercial properties along these routes (e.g. Apartment building on Virginia with frontage on the side street would clear both sidewalk sections.)

The second area includes some streets in the Crystal Lake Business Park. Congress Parkway provides sidewalk access to the Post Office, Pingree Metra Station as well as sidewalk access south to the retail areas along US-14. With this option, the City would take responsibility for the sections of sidewalk adjacent to the Pingree Metra Station (Pingree Road, Congress Parkway and Exchange Drive). During recent snowfall staff did not observe a lot of pedestrian traffic east of the Post Office. The recently approved Pulte Development and previously approved apartments on Exchange Drive will likely increase pedestrian traffic in the future.

This option would include the City ensuring that clear access to the pedestrian push buttons at traffic signals are maintained. This work would take place post-storm (after plowing operations).

3. ***Combine Option 1 with a requirement for sidewalk snow removal on sidewalks adjacent to <u>all</u> commercial and multi-family zoned properties***

   This option would require owners of multi-family properties (apartments, condominiums and townhomes- zoning R-3A, R-3A PUD, R-3B, R-3B PUD, R-O) as well as properties zoned office (O, O-PUD), business (B1 through B4, including PUD's), manufacturing (M through M-L, including PUD's).

4. ***Other options as suggested by Council***

Enforcement of any adopted regulations would be primarily complaint driven and would involve staffing from the Community Development Department's Building Division to enforce. Code enforcement is undertaken by the Building Inspectors as resources permit.

ON STREET PARKING DURING SNOW EVENTS

The City currently prohibits parking overnight (2:00 am – 6:00 am) on City Streets. In the downtown there is a separate ordinance prohibiting parking from midnight – 8 am for a 2-inch or more snowfall along Williams Street, Grant Street (Crystal Lake Avenue to Brink Street) and North Main Street (Beardsley Street to the UPRR tracks.) Residents can obtain permission from the Police Department to park overnight via the City's website.

During overnight snow removal operations parked cars on residential streets and the downtown can make it difficult to clear snow. While not a widespread problem, during larger accumulation storms (2-inches or more), it does result in snow piles that remain after the storm. At the Council's discretion this could be expanded City-wide. Signs would be posted at entrances to subdivisions (collector streets) and would be publicized on the City's website (including the overnight parking request form) and in the newsletter (annual reminder). As noted above, the City experiences a 3 to 5 inch snowfall approximately twice a year with greater accumulations occurring even less.

<u>Recommendation</u>:
None. For discussion only.