CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – February 17, 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. **Annual Adoption of the Zoning Map**
   b. **Special Event Request - Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – December 6, 2026**
   c. **Special Event Request – Downtown Crystal Lake Farmers Market – Saturdays, June 13, 2026 to September 26, 2026**
   d. **Special Event Request - Half Marathon – closing Lake Street (at Main Beach), Williams Street, and Depot Park – September 6, 2026**
   e. **City Appointments to the Raue Center for the Arts Board of Directors**
   f. **Intergovernmental Agreement with the Crystal Lake Public Library**
   g. **Ordinance Amending the City Code – Establishing the Administrative Procedures to determine eligibility under the Public Safety Employee Benefit Act**
   h. **Class 20 Temporary Liquor License – Service League of Crystal Lake, Fashion Show – Thursday, April 9, 2026**

10. **City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: 415 Crystal Lake Inc., located at 415 W. Virginia Street**

11. **570 Waters Edge Boulevard, BBQ King Smokehouse - New and Expanding Retailer Facade and Commercial Tenant Improvement Grant Funds request for BBQ King Smokehouse, 570 Waters Edge Boulevard, requesting up to $10,000 in matching grant funds**

12. **5150 Northwest Highway, Champion Crystal Lake, LLC - Commercial Façade Improvement Grant Funds request for 5150 Northwest Highway, requesting $25,000 in matching grant funds**

13. **1001 North Shore Drive - Variation to allow the construction of a new 884 square-foot garage which encroaches 103 feet into the averaged 123-foot yard abutting a street setback and dormers at 8 feet in width each, which exceed the maximum 20% each and 40% total of the width of a side**

14. **222 Lake Shore Drive - Variation to allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet.**

15. **1 S. Virginia Road, District 155 - Variations to allow: a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%**

16. **5999 Northwest Highway, Dutch Bros. - Special Use Permit for a Drive-Through Limited Service Restaurant with Variations from: Article 2 drive-through criteria: Drive-through windows and lanes shall not be placed between the right-of-way of the primary street and the associated building; required landscape plantings installed and maintained along the entire length of the drive-through lane; Article 3 bulk standards: Front yard setback of 80 feet to allow 62 feet; yard abutting a street setback of 30 feet to allow 24 feet; maximum hard surface coverage of 65% to allow 79%. Article 4: Parking from the required 20-foot parking lot setback and 15-foot landscape area setback to allow zero feet; Article 4 Signs: to allow 865 square feet of wall signage, which includes a 600 square feet of blue tower, and allow a free-standing sign closer than 10 feet to the property line**

17. **Jade Station - Final Planned Unit Development Amendment and Final Plat of Subdivision for a 19-unit three-story townhome development**

18. **154 S. Virginia Street, Dunkin - Special Use Permit for a Drive-Through Limited Service Restaurant adjacent to a residence with Variations from: the maximum hard-surface coverage of 65% to allow 69.7%; The buffer requirement of a trash enclosure to a residential property line; the minimum number of parking spaces to allow six**

19. **Three Oaks Concessionaire Operation**

20. **Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and approving a partial year ten-month consultant contract with A5 Branding + Digital from March 3, 2026 to December 31, 2026, a year subscription to Placerai and marketing initiatives for Fiscal Year 2026**

21. **Bid Award - Police Emergency Vehicle Equipment Installation & Changeover Services**

22. **Bid Award – Well 10 and Well 14 Repair and Maintenance**

23. **Bid Award – 2026 Annual Sidewalk, Curb, and Pedestrian Ramp (ADA) Replacement Program**

24. **Purchase of a new 2026 Kubota Tractor Using Sourcewell Purchasing Cooperative Contract #082923-KBA**

25. **Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and authorization to enter into a contract with Karl Automotive Group for the purchase, upfit, and delivery of two new 2026 Chevrolet Tahoe SUVs**

26. **Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and authorizing the City Manager to enter into a contract for Hydro Excavating of Water Service Lines**

27. **Ordinance waiving the competitive bidding requirements under City Code Section 102-3 and authorizing the City Manager to enter into contracts for the purchase of replacement parts for the rehabilitation of wastewater treatment process equipment, including a Komline-Sanderson gravity belt thickener and a Centrisys centrifuge, both located at Wastewater Treatment Plant No. 2**

28. Proposal Award – Conceptual Engineering Services for the Pedestrian Accommodation Study in the Downtown Area

29. 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

30. Reconvene to Regular Session

31. Adjourn

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Gray, Assistant to the City Manager, 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: March 3, 2026

Item: Annual Adoption of the Zoning Map

Recommendation: Motion to adopt an Ordinance approving the 2026 Crystal Lake Zoning Map, as presented

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

Background: Every year the City must approve a Zoning Map. The 2026 updated Zoning Map reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2025. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31st of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the City Council's information.

Below is a brief summary of the parcels that were rezoned due to previous City Council action.

Petition	Location	Acreage	From	To
2025-05	341 Station Drive	2	B-2 General Commercial	R-3B Multi-Family Residential
2025-197	80-82 S. Williams St	0.25	R-2 Single Family	R-3A Two Family
Total Acreage		**2.25 acres**		

Votes Required to Pass: A simple majority vote.

Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE ADOPTING
THE 2026 OFFICIAL ZONING MAP

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2025, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: March 3, 2026
Approved: March 3, 2026

Draft

OFFICIAL ZONING MAP 2026

City of Crystal Lake, Illinois

Zoning Code & Description

B-1	Neighborhood Business
B-1 PUD	Neighborhood Business (PUD)
B-2	General Commercial
B-2 PUD	General Commercial (PUD)
B-4	Mixed-Use Business
B-4 PUD	Mixed-Use Business (PUD)
M	Manufacturing
M PUD	Manufacturing (PUD)
M-L	Manufacturing Limited
M-L PUD	Manufacturing Limited (PUD)
O	Office
O PUD	Office (PUD)
R-1	Single-Family Residential
R-1 PUD	Single-Family Residential (PUD)
R-2	Single-Family Residential
R-2 PUD	Single-Family Residential (PUD)
R-3A	Two-Family Residential
R-3A PUD	Two-Family Residential (PUD)
R-3B	Multifamily
R-3B PUD	Multifamily (PUD)
R-O	Residential Office
RE	Residential Estate
RE PUD	Residential Estate (PUD)
E	Estate
E PUD	Estate (PUD)
F	Farming
W	Watershed
COUNTY	County Zoning

Legend

City Limits
Tax Parcel
Lake or Pond
Street Centerline

N

0 0.5 1 Miles

Approved by the City Council

Mayor

City Clerk

Published this 3rd day of March, 2026, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.

BAXTER & WOODMAN Consulting Engineers

Path: S:\CRYLC\GIS\ProProjects\CRYLC_GeneralMapping\CRYLC_GeneralMapping.aprx | ZoningMap_24x36; 2/24/2026 2:58 PM

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Special Event Request - Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – December 6, 2026

Staff Recommendation: Motion to approve application for a Special Event for the McHenry County Santa Run on December 6, 2026, including Street Closure, pursuant to the recommended staff conditions, and waiver of the Police Department chargeback fees ($2,255.76)

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

Background:

The McHenry County Races Foundation has requested a Special Event Permit for the annual McHenry County Santa Run for Kids. The run will take place in Downtown Crystal Lake on Sunday, December 6, 2026.

The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit several local charities, including the CASA of McHenry County, Girls on the Run, Main Stay, Kiwanis, Kids in Need, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:30 a.m. and 11:30 a.m.

The application, event, and request for waiver of Police services are similar to last year's request.

Since this is a fundraiser for six charitable youth organizations in McHenry County, the organizers are requesting that the Police chargeback fee be waived as it has been in previous years. The estimated cost of Police personnel for the event is approximately $2,255.76.

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

1) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
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. Traffic control and signage may be required throughout the 5K and 1-mile race course. 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 Streets Division 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) The barricades on Brink Street must 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.
5) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
6) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by November 1, 2026.
8) Barricades shall be placed so that emergency response personnel are capable of moving them if emergency response vehicles need access. A Barricade Borrowing application, and Hold Harmless agreement are on file with the City.
9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
12) Streets are not to be marked with paint or any permanent materials. No items can be located on sidewalks that would block pedestrian access.
13) An access lane a minimum of 20 feet must be maintained for emergency vehicle access in the event of an emergency.
14) This event will require 13 officers and a minimum of 5 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 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 November 1, 2026 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.

15) 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.
16) All trash must be picked up along the race route, as well as in the downtown area.
17) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
18) All electrical connections and cords shall meet the requirements of the 2017 National Electric Code. Contact the Building Department at (815) 356-3605 for any questions.
19) All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
20) A temporary sign permit must be obtained from the Building Division for any signage/banners.
21) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.
22) A weather monitoring person is required during the event and an emergency plan shall be in placed in the event of severe weather.

The applicant has been made aware of these recommended conditions and advised to attend the March 3, 2026 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME McHenry County Santa Run for kids

EVENT LOCATION Streets of Crystal Lake to start and finish at the Raue Center for the Arts.

This application should be completed by the "Event Manager", who will be the main coordinator and contact person for the event. Completing the application form will give you a good idea of the types of arrangements, approvals and documents that will be necessary for your special event. Please complete as much of the following information as possible before turning in the application. Once the application is turned in, a staff liaison will be in contact with you who will guide you in completing the remainder of the application and fulfilling City requirements for the event.

Please note that City Council approval may be required for certain special events/requests

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
This fun run is a 3.1 mile race where runners/walkers dress in Santa Suits or similar shirts and run through the streets of Crystal Lake. The funds raised go towards six youth organizations- CASA, GOTR, Main Stay, KIN, Kiwanis and BBBS.

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: 30

9. Estimated attendance: 550

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: Trudy Wakeman
13. Contact Information for Event Manager:

Address: 741 Parc Court
Lake in the Hills, Il 60156

(Please check preferred means of contact)

Daytime phone: [redacted] ☐
Emergency phone: [redacted] ☐
Cell phone: [redacted] ☑
Email: [redacted] ☑

EVENT OPERATION

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

Set Up: Sunday, Dec 6, 2026
Event: 9:00 a.m.
Dismantling: 11:30 a.m.

15. Hours of the event:

Set Up: 6:30 am.
Event: 9:00 a.m.
Dismantling: 11:30 a.m.

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☑ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
With over 10+ police covering 3.1 miles, all will have access to cell phones to call 911 if there is an emergency.

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.

T Wakeman
Signature

Feb. 3, 2026
Date

Trudy Wakeman
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: McHenry County Santa Run for Kids

Trudy	L	Wakeman
First Name		Last Name

741 Parc Court	Lake in the Hills	il	60156
Residential Address	City	State	Zip

[redacted]	[redacted]	[redacted]
Home Phone	Cell Phone	Email

Date of Event: 12 / 6 / 2026 Time of Event: 9:00 a.m. to 11:00 a.m.

Number of Barricades Needed *(maximum 12) at least two per intersection*: 8

Number of Cones Needed *(maximum 20)*: 30 (placed @ Brink& Williams

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

Williams	between Woodstock	and Crystal Lake Ave.
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.

J Wakeman

Borrower Signature

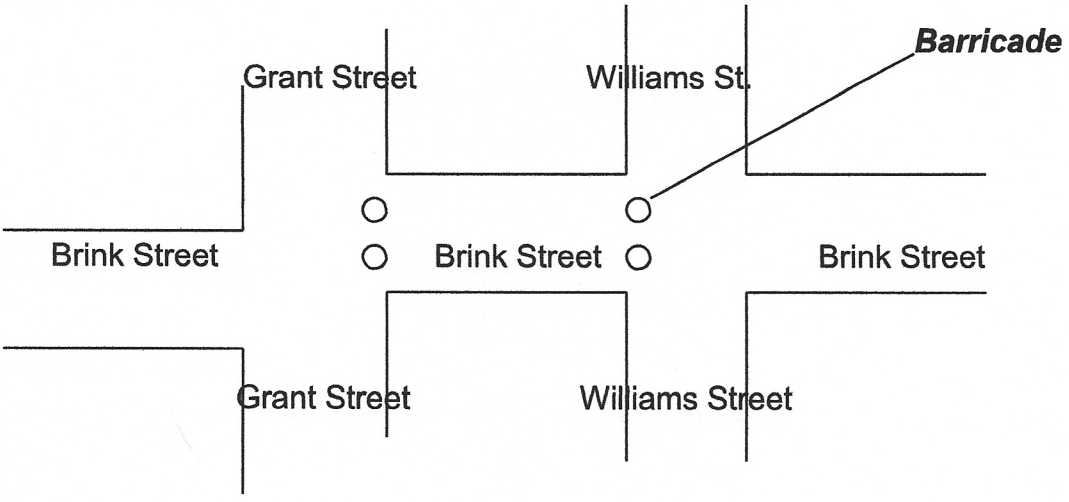
2/3/2026

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

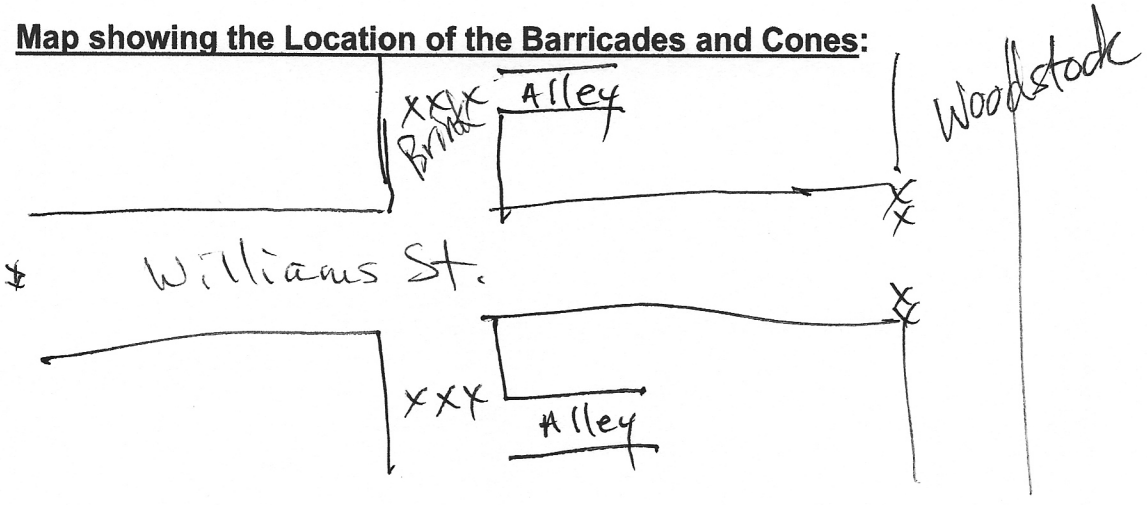
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the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

Runners/walkers will turn right onto Williams St. From Woodstock St. and finish @ the Race Center

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 – Council
100 W. Woodstock Street
Crystal Lake, IL 60014

February 23, 2026

Dear Council:

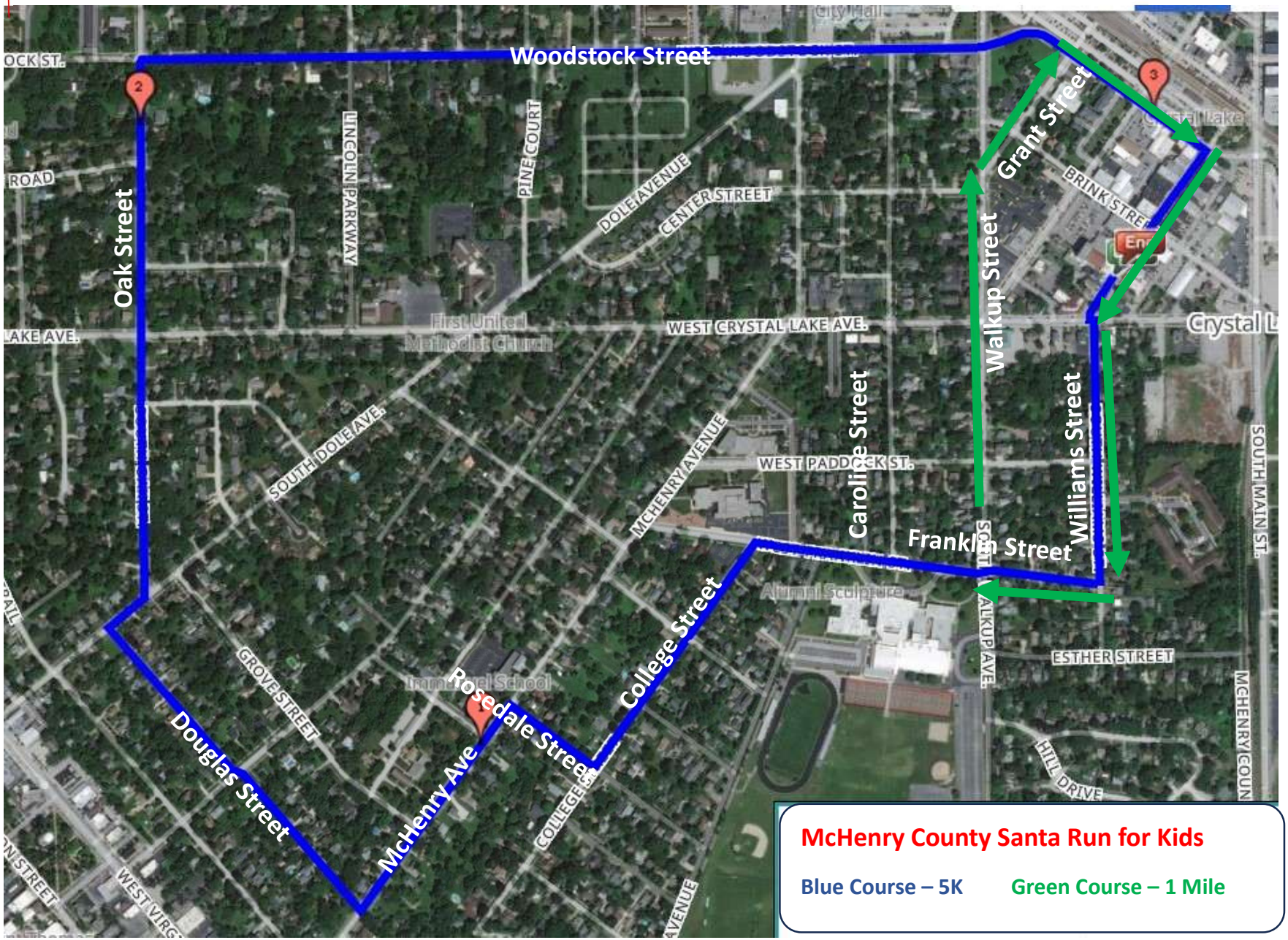
The McHenry County Santa Run for Kids 5K and 1 mile is held each year for the past 14 years on the first Sunday of December. As the Race Director and on behalf of the McHenry County Races Foundation, I am requesting a full waiver of police fees. We have raised over $350,000 for the following groups: Girls on the Run, Kiwanis, CASA, Kids in Need, Main Stay, and Big Brothers Big Sisters. The funds raised stay within McHenry County and each year the race attracts 400+ runners/walkers to downtown Crystal Lake. With the police fees waived, we can add to the revenue that is distributed to these non-for-profits.

Please consider this request.

Sincerely,

Trudy L. Wakeman

Trudy Wakeman, Race Director
Race Production by Trudy - Owner


Woodstock Street
Oak Street
Grant Street
Walkup Street
Williams Street
Caroline Street
Franklin Street
College Street
Rosedale Street
McHenry Ave
Douglas Street
WEST CRYSTAL LAKE AVE.
WEST PADDOCK ST.
DOLE AVENUE
CENTER STREET
PINE COURT
LINCOLN PARKWAY
SOUTH DOLE AVE.
MCHENRY AVENUE
GROVE STREET
ESTHER STREET
HILL DRIVE
SOUTH MAIN ST.
First United Methodist Church
Alumni Sculpture
McHenry County Santa Run for Kids
Blue Course – 5K
Green Course – 1 Mile

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Special Event Request – Downtown Crystal Lake Farmers Market – Saturdays, June 13, 2026 to September 26, 2026

City Council discretion: Motion to approve the Special Event request for Downtown Crystal Lake/Main Street Farmers Market, pursuant to the recommended conditions of approval.

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

Background:

Downtown Crystal Lake/Main Street has applied for a Special Event permit to allow the Farmers Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 13, 2026 to September 26, 2026 from 8:00 a.m. to 1:00 p.m.

Last year, the Farmers Market was relocated to the parking lot located at the corner of Grant Street and Brink Street, across from the Brink Street Market due to the construction at Depot Park. The Famers Market was held at Depot Park in years prior to last year. The submitted Depot Park site plan for this year's event reflects the newly renovated layout that will be completed by the first day of the requested event. This year, the Depot Park parking lot will remain open to the public, as the event request is entirely contained inside the park.

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

1. The approval is valid on Saturday mornings from June 13, 2026 to September 26, 2026 from 8:00 a.m. to 1:00 p.m. and as according to the site plan.
2. Vendors are responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles must be supplied.
4. Signs cannot obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes must not be obstructed.
6. Work with the Public Works and Engineering Department to coordinate the removal of the bollards to allow vendors to enter the park.
7. A certificate of insurance is required from every vendor or organization participating in

the Farmers Market.

8. Any other permits or requests for signs should be made through the Building Division.
9. Vendors are responsible to obtain all necessary permits from the McHenry County Health Department.
10. Tents/Canopies must meet the requirements, as provided in the enclosed handout. Inspections from the Fire Rescue Department are required prior to the event.
11. Each food truck must be inspected and receive a certificate of inspection from the Fire Prevention Bureau prior to the food truck's participation in the Farmers Market.

The applicant has been made aware of these recommended conditions and advised to attend the March 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 2026 Downtown Crystal Lake Farmers Market

EVENT LOCATION Depot Park

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 Farmers Market	

2. General Description/Purpose of the event:
To host a traditional farmers market that includes market vendors, musical guests a

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: 1-2 Staff Members

9. Estimated attendance: 400-1000

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: Katie Galto

13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave

Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: [redacted] ☐

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: Saturdays 6/13-9/26

Dismantling: _____

15. Hours of the event:

Set Up: 7am

Event: 8-1pm

Dismantling: 1pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

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

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

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

    Description of Products fruits, vegetables, baked goods, bread, honey

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
    minimal and if available, we'd like a power source for the musician

    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
first aid kit on hand
police and fire station less than a mile away

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature

2/3/25
Date

Katie Galto
Print Name

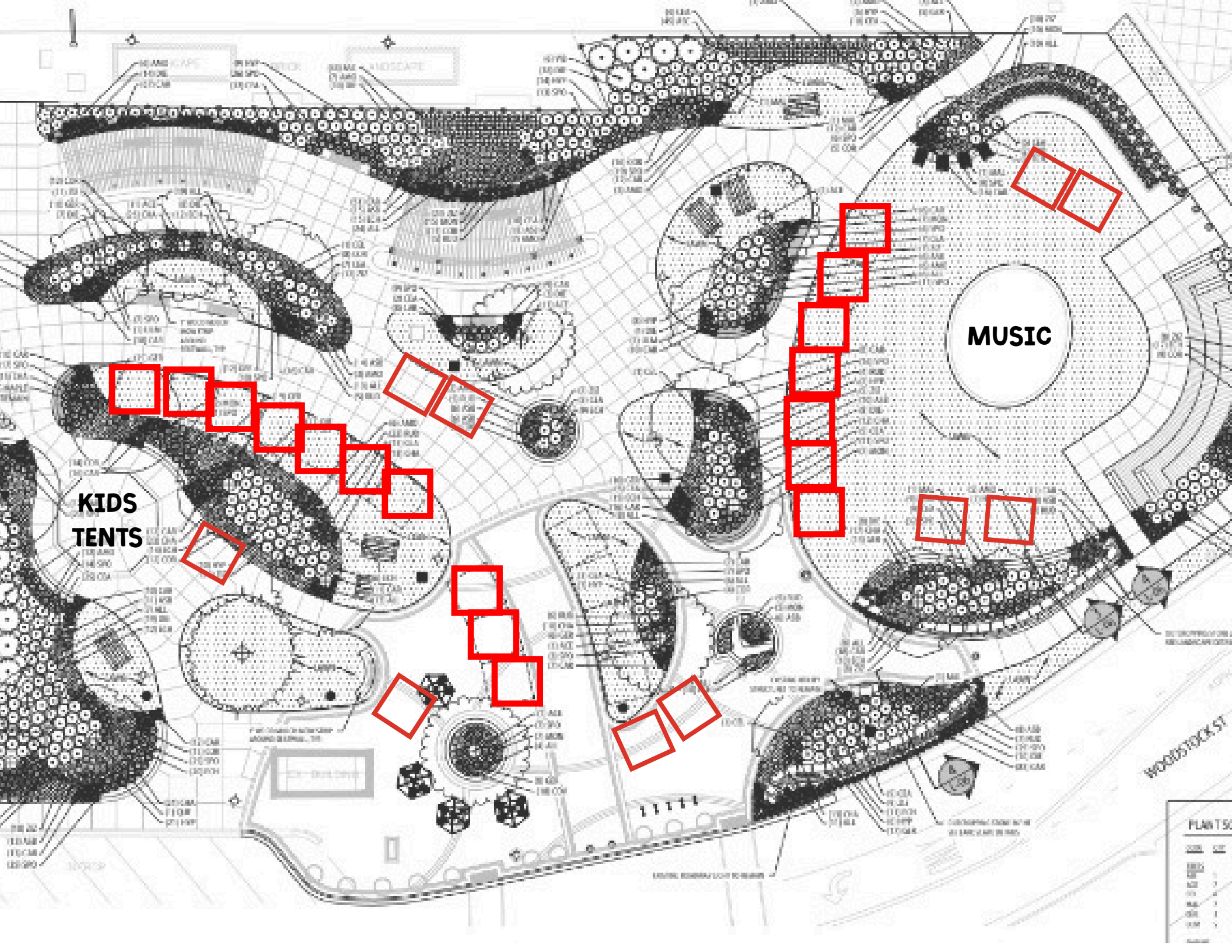
STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No


MUSIC
KIDS
TENTS



City of Crystal Lake, Illinois

Depot Park Concept Plan

Preferred Site Plan

0' 15' 30' 60' 120'

GHA teska WTA Woodhouse Tinucci Architects

February 19, 2024

Agenda Item No: 9d

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Special Event Request - Half Marathon – closing Lake Street (at Main Beach), Williams Street, and Depot Park – September 6, 2026

City Council Discretion: Motion to approve the Special Event request, including the street closure, for the Half Marathon to be held on Sunday, September 6, 2026 pursuant to the recommended staff conditions.

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

Background:
This is a request to hold a Half Marathon in Crystal Lake and the surrounding communities. The event is planned for Sunday, September 6, 2026. The race will begin at 7:30 a.m. at Main Beach and finish at approximately noon at Depot Park. The race will consist of a 13.1-mile and a 7.7 mile run through various roads in Crystal Lake, Lakewood, Lippold Park, and the MCCD bike path.

The running routes are similar to previous years with the exception of a few changes. This year, the route includes running on the Crystal Lake South High School track, and the end of the race will take place in Depot Park. A finish line arch, vendors, and snacks will be at the end of the race. The Depot Park site plan reflects the newly renovated layout that will be completed by the time of the requested event.

The organizers are requesting the following:

- The closure of Williams Street between Crystal Lake Avenue and Woodstock Street.
- The use of Depot Park to hold the end of the event.
- Assistance from the Crystal Lake Police Department along the racecourse that is within the City's jurisdiction. The recommended number of Police officers and volunteers for

the event have been determined. Volunteers will be stationed along the race course to assist with safety and race direction only.

The organizers met with Police Department representatives in past years, and the Police chargeback fee will be approximately $8,676. The organizers will provide 75+ volunteers to oversee the route in various locations.

The application and event are similar to last year's request.

Race organizers are NOT requesting a waiver of the Police and Fire Rescue Department assistance fees. Actual costs will be billed to the organizers after the event.

The organizers must also ensure that the participants are aware of them running with, against, and crossing normal direction of vehicle traffic in various locations on the course.

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

1) Approval for the Half Marathon is contingent upon approval from other participating jurisdictions. The Village of Lakewood, Crystal Lake Park District, Crystal Lake High School District 155, and McHenry County Conservation District are responsible for coordinating public safety services within and adjacent to their corporate boundaries/properties. The event organizers must submit to the City a letter from the agencies stating their approval for the event.
2) City barricades and/or heavy trucks shall be used to block the intersections of Main Street and Woodstock Street, Grant Street and Woodstock Street, Brink Street and Williams Street, and Crystal Lake Avenue and Williams Street. Road closure barricades will also be required at Williams Street and Woodstock Street, and Williams Street and Brink Street to prevent traffic and parking on Williams Steet prior to the beginning of the event.
3) All vehicles on Williams Street will need to be removed prior to the event.
4) Signage indicating road closures on Woodstock Street, Williams Street, and Crystal Lake Avenue must be posted at least one week prior to the event. Downtown businesses and residents must also be notified at least one week in advance.
5) "Race In Progress" signs must be posted a minimum of three days prior to the event.
6) The event organizers must provide the City with a site plan for set-up at Main Beach and parking plan for the event for review by City Departments.
7) Items must not be located as to block sidewalks.
8) Streets are not to be marked with paint or any permanent materials.
9) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on their roadways.
10) The volunteers for both races must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
11) The event organizers must coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event. Please contact the Police Department by August 1, 2026, to determine/arrange for police officers for traffic control, lead vehicle, etc.

12) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks. A Barricade Borrowing Application and Hold Harmless agreements are on file with the City.
13) Add cones or other physical separation for the temporary "runners' lane" where directed by the Police Department.
14) 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.
15) Local traffic access to all roadways must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
16) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
17) All debris created by the event must be cleaned up during and after the event.
18) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured. This must be provided by August 1, 2026.
19) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review and approval. Inspections must be completed prior to the event.
20) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
21) In the case of inclement weather, an alternate date can be approved by the City Manager.
22) The organizers of the event must provide 50+ volunteers to oversee several posts throughout the course. A meeting must be conducted with the Police Department one (1) month prior to the event to review the final list of volunteers and their locations.

This event will require 20 Police officers to be located at various intersections throughout the route. The staff members would not negate the need for the race organizers to staff volunteers of their own for many locations. The Police Department estimates the chargeback fee for the police detail to be approximately $8,676.

The applicant has been made aware of these recommended conditions and advised to attend the March 3, 2026 City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

CITY OF
Crystal Lake
ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Half Marathon

EVENT LOCATION Starting at Main Beach and Finishing at Depot Park.

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:
THis 13. 1mile and 7.7 mile run throughout the community.The run will start at Main Beach, running through the 'gates' in Lakewood, through Lippold Park and loop around past the Dole Mansion. The second half of the course passes the Dole Mansion, Crystal Lake Golf Course, past CLSouth, alsong the bike path past CLCentral and into the new Depot Park.

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: 75

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: Trudy Wakeman
13. Contact Information for Event Manager:

Address: 741 Parc Court
Lake in the Hills, IL 60156

(Please check preferred means of contact)

Daytime phone: [redacted] ☐
Emergency phone: [redacted] ☐
Cell phone: [redacted] ☑
Email: [redacted] ☑

EVENT OPERATION

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

Set Up: Sunday,Sept. 6, 2026
Event: 7:30 a.m.
Dismantling: 12:00 p.m.

15. Hours of the event:

Set Up: 5:00 a.m.
Event: 7:30 a.m.
Dismantling: 12:00 p.m.

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 LRS - Confimraiton forthcoming
    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
    Two outlets used at the new Depot Park to inflate finish line arch and power PA system for finisher announcing.

    _____

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:
With over 75 volunteers and 10+ police on route, we will ask volunteers to call 911 with any emergency. Water stops will also have first aid kits for minor scraps and issues.

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.

Trudy L Wakeman
Signature

Feb. 3 2026
Date

Trudy L. Wakeman
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: CL Half Marathon

Trudy	L	Wakeman
First Name		Last Name

741 Parc Court	Lake in the Hills	IL	60156
Residential Address	City	State	Zip

[redacted]	[redacted]	[redacted]
Home Phone	Cell Phone	Email

Date of Event: Sept / 6 / 2026 Time of Event: 7:30 a.m. to 12:00 p.m.

Number of Barricades Needed *(maximum 12) at least two per intersection*: 6-Type III (6 Type I)

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

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

Woodstock St (Street Name) between Grant (Street Name) and Main Street (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.

J Wakeman

Borrower Signature

2 / 23 / 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

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: CL Half Marathon

Trudy	L	Wakeman
First Name		Last Name

741 Parc Court	Lake in the Hills	IL	60156
Residential Address	City	State	Zip

[redacted]	[redacted]	[redacted]
Home Phone	Cell Phone	Email

Date of Event: Sept / 6 / 2026 Time of Event: 7:30 a.m. to 12:00 p.m.

Number of Barricades Needed *(maximum 12) at least two per intersection*: 6-Type III (6 Type I)

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

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

Williams (Street Name) between CL Ave (Street Name) and Woodstock (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.

J Wakeman

Borrower Signature

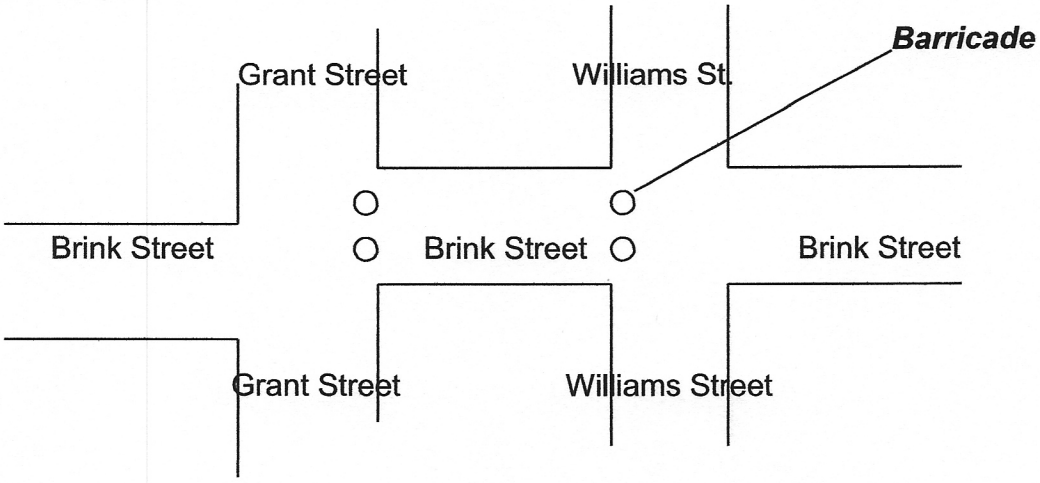
2 / 23 / 26

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

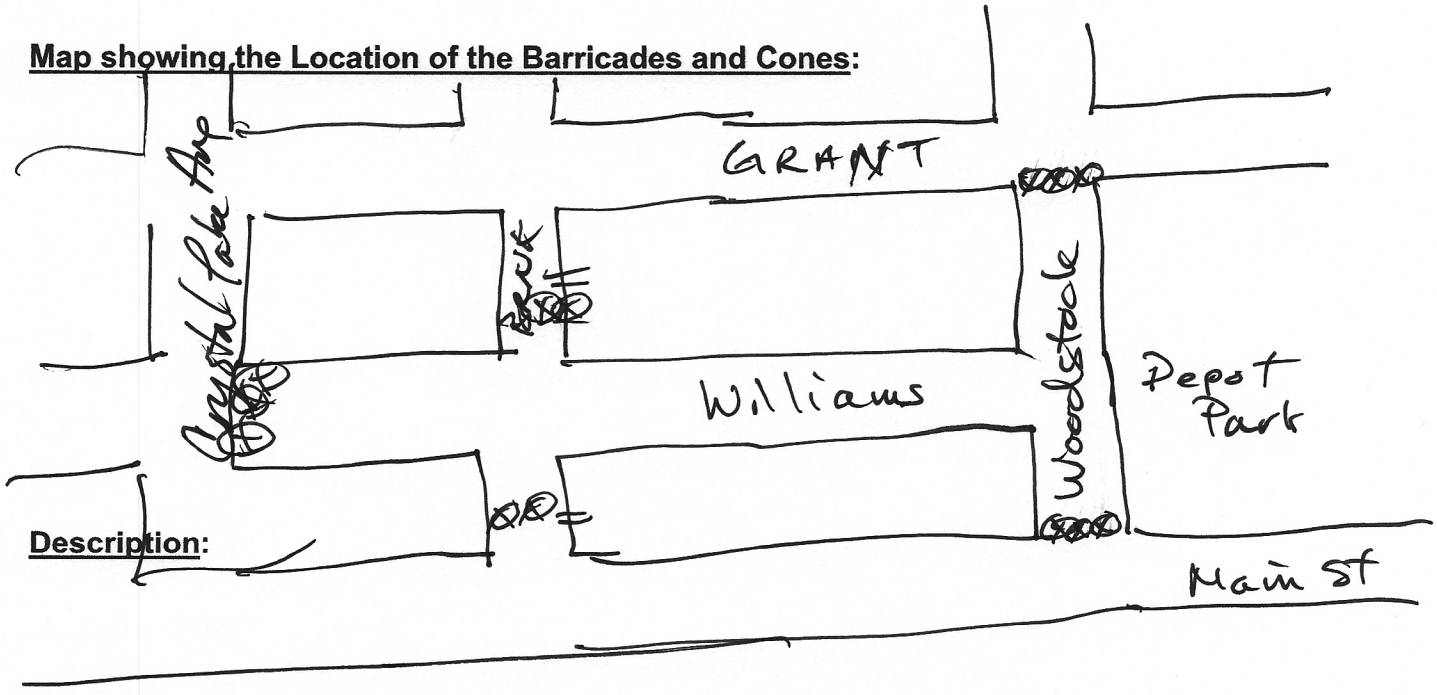
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the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

Example:



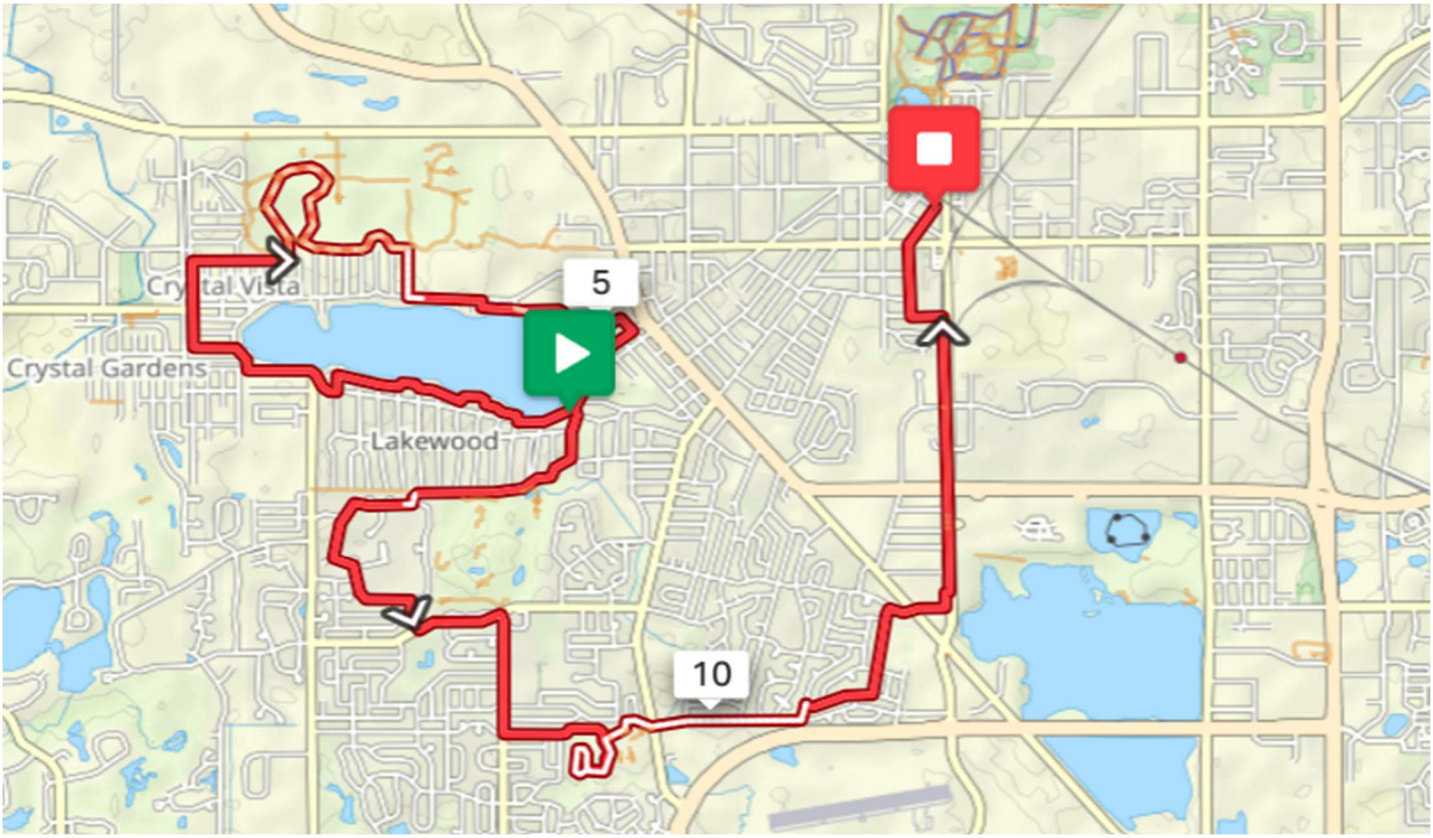
Example Description:
Access to Brink Street between Grant Street and Williams Street will be closed to non-emergency traffic.

Map showing the Location of the Barricades and Cones:



Description:

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



Turn by Turn

Start on Lake Ave – West of Country Club – where concrete and grass meet

RIGHT – Essex Lane to South Shore

LEFT – Sunset Drive

RIGHT - Lake Ave

RIGHT Edgewater Drive

LEFT Gardina Vista

RIGHT – Heather

RIGHT – Thornwood Lane

LEFT – Into Lippold Park

STRAIGHT – onto path PAST the left turn. Follow loop straight ahead

LEFT – Onto main path

RIGHT – East End Street

LEFT – North Shore Drive

RIGHT – Oak Court

STRAIGHT – between paths cut-through onto Woodland Drive

RIGHT – Lakeshore Drive

LEFT – Leonard Parkway

RIGHT – Dole Avenue/Lake Ave

LEFT – Country Club Drive

* 12K START

*Straight onto bike path by Golf Road

*RIGHT - off the bike path onto Country Club Road.

*RIGHT – Wedgewood Drive

*RIGHT – Blue Mound Drive

*LEFT – Barlina Rd

*RIGHT – Golf Course Road

*LEFT- Concord

* Right – Into CLS parking lot to Track

*Right into track and follow loop

*Once loop is complete retrace route back through parking lot

*RIGHT – On road past P-Lot

*LEFT – Onto Sidewalk

*RIGHT - Dartmoor

*LEFT – Abbington Lane

*RIGHT – Surrey Lane

*LEFT – Canterbury Dr.

*RIGHT – Berkshire Drive

*LEFT – Eastgate to Bike Path

*RIGHT – into parking lot

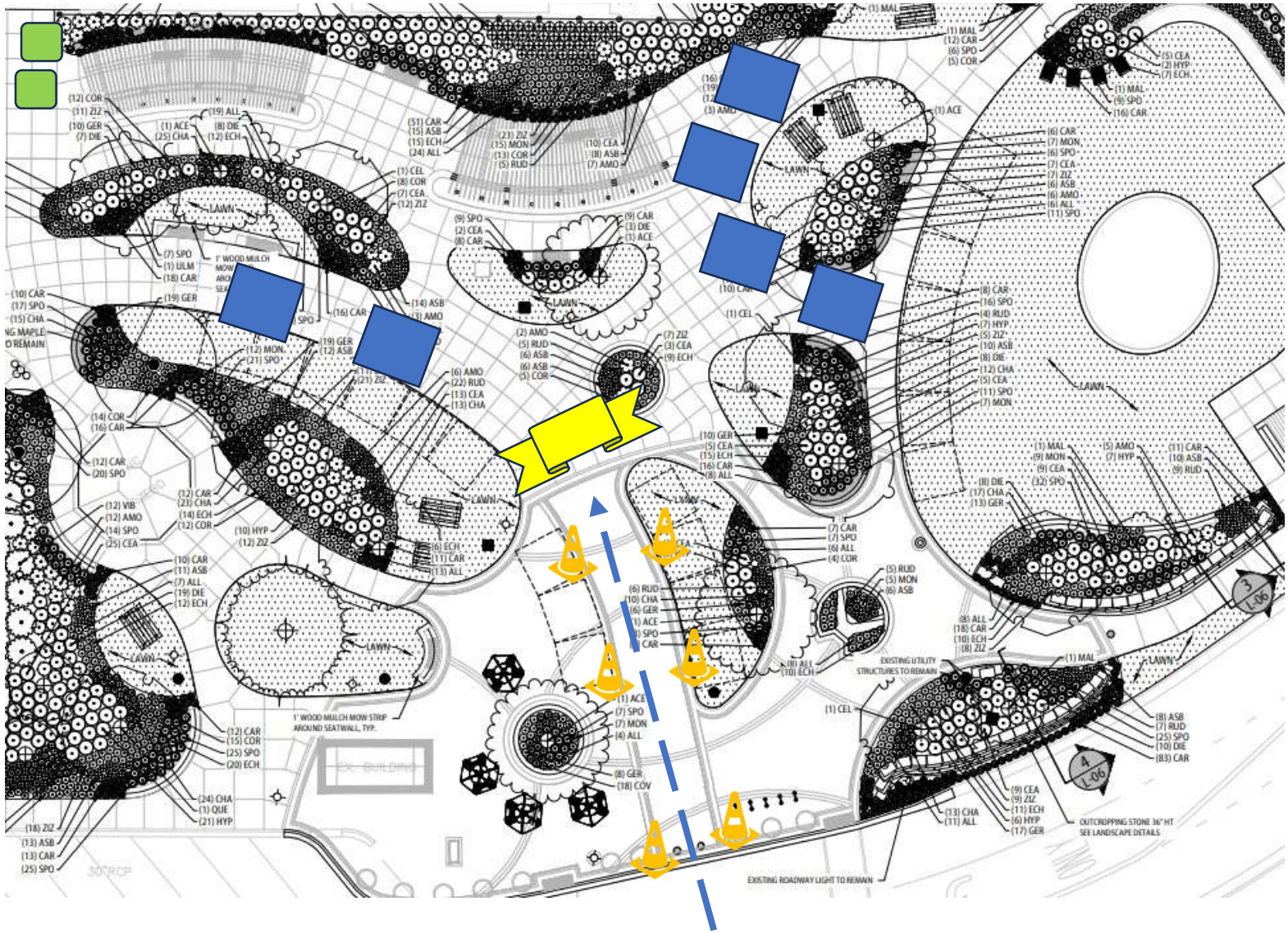
*LEFT – onto bike path

*LEFT – Ester Street

*RIGHT – Williams St

At Crystal Lake Rd – Stay on Williams Street.

Through to Depot Park



10 x 10 EZ Up for Water, snack and sponsors

Finish Line Arch

Pylon Cones leading runners into Finish Line.

Porta Johns – placed near Metra station



City of Crystal Lake, Illinois

Depot Park Concept Plan

Preferred Site Plan

0' 15' 30' 60' 120'

GHA teska WTA Woodhouse Tinucci Architects

February 19, 2024

Agenda Item No: 9e

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: City Appointments to the Raue Center for the Arts Board of Directors

Mayor's Recommendation: Move to concur with the Mayor's appointments to the Raue Center for the Arts (RCFA) Board of Directors

Contact: Haig Haleblian, Mayor

Background:

The City Council approved a resolution authorizing an agreement relating to the financing and upkeep of the Raue Center (the "Upkeep Agreement") at the Tuesday, October 21, 2025 City Council meeting. As part of the agreement, the Mayor shall appoint the greater of fifteen percent (15%) or four of the members of the RCFA Board of Directors. In addition, the RCFA Board is required to appoint one of the four City-appointees to also serve on the RCFA Executive Committee. It is requested that the City Council concur with the below recommendations for appointment to the RCFA Board of Directors:

- Paul Leach
- Matt Turk
- Bob Atkinson
- John Green

Per the RCFA bylaws, Board Members would serve a three year term, beginning in April 2026.

Votes Required to Pass: Simple majority

Agenda Item No: 9f

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Intergovernmental Agreement with the Crystal Lake Public Library

Staff Recommendation: Motion to approve a Resolution authorizing the City Manager to execute an Intergovernmental Agreement with the Crystal Lake Public Library for payroll and benefit services in exchange for distribution of Personal Property Replacement Taxes

Staff Contact: Jodie Hartman, Director of Finance

Background:

In 1979, the Illinois Legislature created the Personal Property Income Tax Replacement Tax ("PPRT"), in response to the 1970 Illinois Constitution's mandate that ad valorem personal property taxes be abolished. Pursuant to the legislation, the Crystal Lake Public Library is entitled to a portion of the distribution of the City's allocation of PPRT from the State of Illinois. In lieu of making these distributions, the City has been providing significant services to the Crystal Lake Public Library (Library) relating to payroll and benefit services. The value of these services either equals or exceeds the value of PPRT distributions that the library would otherwise be entitled to. The proposed Intergovernmental Agreement formalizes this arrangement to the benefit of both parties.

Current practices will not be affected. The term of the agreement has been set for ten years, with two five year extensions, to allow both parties to review the arrangement at future dates. The agreement provides that neither party owes the other for services rendered previously or for distributions retained in payment of those services.

Recommendation:

It is staff's recommendation that the City Council approve the resolution authorizing the City Manager to execute the proposed Intergovernmental Agreement with the Crystal Lake Public Library. The Crystal Lake Public Library approved the agreement at their February 18, 2026 meeting.

Votes Required to Pass:

Simple majority

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CIY OF CRYSTAL LAKE AND THE CRYSTAL LAKE PUBLIC LIBRARY REGARDING THE DISTRIBUTION OF PPRT FUNDS AND PAYMENT FOR SERVICES PROVIDED BY THE CITY TO THE LIBRARY

WHEREAS, the City of Crystal Lake (the "City") is a home rule unit of government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Crystal Lake Public Library (the "Library") is a local public library established by the City in accordance with the Illinois Local Library Act (75 ILCS 5/1-1 *et. Seq.*); and

WHEREAS, the Mayor and City Council have found and determined that it would be in the best interest of the City and its residents to enter into an agreement with the Library to resolve any outstanding issues with respect to the distribution by the City to the Library of a portion of the Personal Property Replacement Taxes ("PPRT") received by the City, and reimbursement to the City for personnel services provided by the City to the Library.

Draft

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT:

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Approval of an Intergovernmental Agreement with the Crystal Lake Public Library. An intergovernmental agreement between the City of Crystal Lake and the Crystal Lake Public library, in substantially the form set forth in Exhibit A, attached hereto (the "Agreement") is hereby approved and the City Manager is authorized to execute the Agreement on behalf of the City.

DATED this 3rd day of March, 2026

APPROVED:

_____

Haig Haleblian, MAYOR

ATTEST:

_____
City Clerk

PASSED: March 3, 2026
APPROVED: March 3, 2026

Draft

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CRYSTAL LAKE PUBLIC LIBRARY AND THE CITY OF CRYSTAL LAKE

This Intergovernmental Agreement ("Agreement") by and between the Crystal Lake Public Library (the "Library") and the City of Crystal Lake (the "City") both units of local government, becomes effective upon approval and signature by the Library and the City (the "Effective Date"). The City and the Library may hereinafter be referred to individually or collectively referred to as the "Parties."

WHEREAS, the City is a home rule unit of government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Library is a local public library established by the City in accordance with the Illinois Local Library Act (75 ILCS 5/1-1 *et. Seq.*); and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq,* further authorizes intergovernmental cooperation; and

WHEREAS, prior to 1970, the State of Illinois was permitted to impose ad valorem personal property taxes on business entities: and

WHEREAS, the 1970 Illinois Constitution directed the Illinois State Legislature to abolish ad valorem personal property taxes and replace all revenue lost by units of local government; and

WHEREAS, the 1970 Illinois Constitution allowed for the imposition of a statewide tax, other than ad valorem taxes on real estate, solely on those classes relieved of the burden of paying ad valorem personal property taxes because of the abolition of such taxes subsequent to January 2, 1971; and

WHEREAS, in 1979, the Illinois Legislature created the Personal Property Income Tax Replacement Tax ("PPRT") (35 ILCS 5-201 *et. seq.*) which provides for an additional income tax upon corporations and other entities and trusts ranging from 1.5% to 2.85% of each entity's net income, to replace the ad valorem personal property tax revenue lost to units of local government. The PPRT is distributed to taxing districts by the State of Illinois in accordance with the allocation factor (the "Allocation Factor") assigned to each unit of local government pursuant to the Personal Property Tax Replacement Fund (30 ILCS 115/12 *et. seq.*) (the "Act"); and

WHEREAS, the Library maintains that it is entitled to a portion of the PPRT funds received by the City pursuant to the Act notwithstanding the fact that it is not a separate taxing district; and

WHEREAS, the City has received PPRT funds from the State since 1980 totaling $5,068,000; and

WHEREAS, between 1984 and 1989 and again in 1990 and 1991, the City made PPRT distributions to the Library totaling $53,784; and

WHEREAS, neither the City nor the Library has any documentation which would explain the manner in which the PPRT payments to the Library were calculated; and

WHEREAS, since 1992 no PPRT payments have been made by the City to the Library; and

WHEREAS, neither the City nor the Library have any documentation which would explain why no PPRT payments were made by the City to the Library since 1992; and

WHEREAS, since at least 1980, the City has provided various services to the Library for Library Personnel, including payroll and benefits administration and including the management of those benefits through the City's Enterprise Resource Planning software relating thereto (hereinafter collectively referred to as the "Services"), and

WHEREAS, in order to resolve any dispute between the Parties as to the calculation of how much, if any, PPRT Fund payments may have been or will become due to the Library since 1980, the Parties have agreed that the Library is entitled to 21.5% of the PPRT Fund payments received by the City. Based upon this percentage, the Library, in addition to the $53,784 of PPRT funds previously remitted by the City to the Library, would have been entitled to an additional $1,035,836 if the City had been providing distributions since 1980. ("Library PPRT Share"); and

WHEREAS, the Parties further agree that the fair and reasonable value of Services provided by the City in support of the Library Personnel since 1980 is $1,280,103 (hereinafter, the "Services Value"); and

WHEREAS, the Parties further agree that when the Library PPRT Share is set off against the Services Value, no amount is due from the City to the Library for the Library PPRT Share and that the resulting calculation reflects an amount due from the Library to the City of $244,267 (the "Unpaid Services Balance"); and

WHEREAS, the Parties further agree that the calculation of the Services Value did not take into account the cost of Information Technology services and other costs incurred by the City in connection with providing the Services to the Library: and

WHEREAS, in recognition of the importance and value to the residents and taxpayers and the community and the continuing intergovernmental cooperation between the Library and the City, the Parties desire to address past and future distributions of PPRT revenue by the City to the Library and continuing provision of Services by the City to the Library in a manner that best serves the residents, taxpayers and the community.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the Parties agree as follows:

1. The foregoing recitals are repeated and incorporated as though fully set forth herein.

2. The Parties agree that this Agreement resolves all financial obligations of the City for payment to the Library of PPRT Funds through the Effective Date and all financial obligations of the Library for payment to the City for Services provided by the City to the Library through the Effective Date.

3. The Parties agree that beginning with the PPRT Fund distribution received by the City for the year 2025 and for all PPRT Fund distributions received by the City on an annual basis thereafter during the Term of this Agreement and any Renewal Terms (as hereinafter defined) thereafter, the Library's applicable share of the annual PPRT Fund distribution received by the City will be 21.5% ("Library PPRT Fund Share").

4. The parties further agree that during each year of the Term of this Agreement and during each year of all Renewal Terms thereafter, the Library PPRT Fund Share shall be offset, in full, by the value of the Services provided by the City to the Library for such year and the Library shall waive and forever release any claim against the City for the Library PPRT Fund Share for such years. The City, in turn, shall waive and forever release any claim against the Library for the value of the Services provided to the Library for such years and the related informational technology and other costs incurred by the City which are supportive of such Services. Each Party agrees that its execution of this Agreement constitutes sufficient acknowledgment and agreement for their respective waivers and releases for each year during the Term and any Renewal Terms

5. The City agrees to waive release and forgive the $244,267 Unpaid Services Balance.

6. The City agrees that during each year of the Term of this Agreement and during each year of all Renewal Terms thereafter, the City shall continue to provide the Services to the Library. During the Term and Renewal Terms, the nature and scope of such Services to be provided shall be consistent with the nature and scope of Services provided by the City to the Library during the period of January 1, 2024, through the Effective Date of this Agreement.

7. The Term of this Agreement shall commence on the Effective Date and shall terminate ten (10) years thereafter. This Agreement shall automatically renew for two five (5) year terms (each a "Renewal Term") unless either party provides notice, in writing, of its intent not to renew. Such notice must be given not later than one (1) year prior to the termination of the then present Term and/or Renewal Term. The provisions of Section three (3) of this Agreement shall apply to the PPRT Fund Distribution received in the final calendar year of the final Renewal Term or if there are no Renewal Terms, to the final calendar year of the initial ten (10) year term, regardless of whether the PPRT Fund distribution for such year has been received by the termination date of the initial term or Renewal Term.

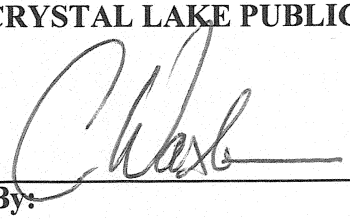
8. This Agreement represents the entire understanding between the Parties regarding the subject matter hereof. No amendment, waiver or modification of this Agreement shall be binding or effective unless approved in writing by the Parties.

CITY OF CRYSTAL LAKE

_____

By:

CRYSTAL LAKE PUBLIC LIBRARY



By:

Agenda Item No: 9g

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Ordinance Amending Chapter 33 of the City Code Establishing Administrative Procedures to Determine Eligibility Under the Public Safety Employee Benefits Act

Staff Recommendation: Motion to adopt an Ordinance amending Chapter 33 of the City Code regarding Administrative Procedures to Determine Eligibility Under the Public Safety Employee Benefits Act

Staff Contact: Julie Meyer, Director of Human Resources

Background:

The Public Safety Employee Benefits Act (PSEBA) was enacted in 1997 to provide City-paid health insurance benefits when a full-time law enforcement, correctional or correctional probation officer, or firefighter experiences a disability due to a catastrophic injury or is killed in the line of duty. The employer must pay the entire premium for the health insurance benefits of the employee, their spouse, and their dependent children until age 25.

The City currently utilizes an Application for Health Insurance Benefits through PSEBA, which is submitted to the City Manager for review and eligibility determination, however the City does not have a layer allowing for an administrative process should PSEBA benefits be denied.

Following review of the City's PSEBA application process, legal counsel is recommending the establishment of a PSEBA process via Ordinance to allow for the opportunity of an Administrative Hearing, if necessary.

Votes Required to Pass:

Simple Majority

Ord. No. ____
File No. ____

The City of Crystal Lake Illinois

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE ESTABLISHING ADMINISTRATIVE PROCEDURES TO DETERMINE ELIGIBLITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT

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WHEREAS, the Public Safety Employee Benefits Act ("PSEBA" or "Act") was enacted in 1997 to provide free health insurance benefits when a "full-time law enforcement, correctional or correctional probation officer, or firefighter … suffers a catastrophic injury or is killed in the line of duty" (820 ILCS 320/10(a)); and

WHEREAS, the City of Crystal Lake ("City") has the right to establish an administrative procedure for assessing claims without acting in a manner inconsistent with the requirements of the Act, including the right to enact an ordinance that would determine, assess, and outline the administrative process for assessing eligibility under PSEBA; and

WHEREAS, pursuant to the City's home rule authority, the City Council has determined that it is in the best interests of the City and its residents to establish administrative procedures for determining claims for benefits under the Act;

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

SECTION ONE: Recitals. The foregoing recitals are incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Creation of New Section 33-14 of the City Code. The Crystal Lake Code of Ordinances is hereby amended by adding a new Section 33-14 (formerly reserved) to be entitled "Administrative Procedures to Determine Eligibility Under the Public Safety Employee Benefits Act," of Article III, entitled "Public Safety," of Chapter 33, entitled "Divisions and Departments," so that said Section 33-14 shall hereafter be and read as follows:

§ 33-14 ADMINISTRATIVE PROCEDURES TO DETERMINE ELIGIBILITY UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT

A. Purpose.

The purpose of this chapter is to provide a fair and efficient method of determining the eligibility of police officers, firefighters, *etc*. (collectively, "public safety officer") for the continuation of health insurance coverage as provided under the Public Safety Employee Benefits Act, 820 ILCS 320 *et. seq* ("PSEBA" or the "Act") through an administrative process, including, if necessary, an administrative or evidentiary hearing.

All benefits provided to employees pursuant to this ordinance will be consistent with PSEBA, including the requirement that PSEBA benefits are only available when the Applicant has existing coverage under a City health insurance plan at the time of the Applicant's PSEBA application, as well as at the time that the Applicant is found to be eligible for PSEBA benefits. Any description in this Chapter of the benefits available under PSEBA shall be limited to paying for the premium for a health insurance plan that is currently available to active full-time public safety officers.

B. Application procedure.

(1) In order to seek benefits under PSEBA, public safety officers or family members of an injured or deceased public safety officer in the event the employee is not capable of taking this action ("Applicant") must file with the City Manager, or his or her designee, a full and complete written PSEBA application as further described in this Section, within thirty (30) calendar days of filing a line of duty disability pension, or surviving spouse pension with the employee's respective Pension Board. In the event that an Applicant has filed for a disability pension claim prior to the date of the adoption of this ordinance, the Applicant must file an application within thirty (30) calendar days of the date of the adoption of this Section. Failure to timely file the full and complete application and the required Supplemental Filings (as described in Section 33.14.B.8) with the City Manager, or his or her designee, shall result in a forfeiture of any benefits under PSEBA. Upon request, the City shall furnish a Public Safety Employee Benefit Act application (the "application form") to the Applicant.

(2) Any Applicant seeking benefits under the Act shall complete the application form provided by the City, and shall, pursuant to the Act, include the Applicant's or family member's firsthand knowledge explaining how the disability injury/death directly resulted from:

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(a) A public safety officer's response to fresh pursuit;

(b) A public safety officer's response to what was reasonably believed to be an emergency;

(c) A public safety officer's response to an unlawful act perpetrated by another; or

(d) A public safety officer's participation during the investigation of a criminal act.

(3) The application form must be sworn and notarized to certify the truthfulness of the information contained in the application form and the additional information required for a completed application, including without limitation a signed PSEBA medical authorization release, and a signed PSEBA general information release. Both the PSEBA medical and PSEBA general information releases authorize the collection of information related to the incident including, but not limited to, the disability pension proceedings, worker's compensation records and medical records. A review of the application will not occur until all elements of the application are complete, including the medical releases, and all Supplemental Filings are delivered to the City Manager.

(4) The complete application must include the name of the public safety officer, date of hire, detailed information regarding the incident, (including date, time, place, nature of injury, any other factual circumstances surrounding the incident giving rise to the claim), witnesses to the incident, and witnesses the Applicant intends to call at any PSEBA hearing, information supporting the PSEBA eligibility requirements, including a statement that the Applicant has existing coverage under the City's health insurance plan at the time of the Applicant's PSEBA application, a signed PSEBA medical authorization release, a PSEBA general information release authorizing the collection of information as set forth in Section §33.14.B.3 above, and if applicable, other sources of health insurance benefits currently enrolled in or received by the Applicant and/or family members if the Applicant is deceased.

(5) The PSEBA medical information release must specify name and address information for pertinent health care provider(s) and hospital(s), along with employee's and/or his/her authorized representative's signature and witness signature.

(6) The PSEBA general information release must specify name and signature of employee or his/her authorized representative along with legal proof of said representation along with name and signature of witness authorizing the collection of information pertinent to the incident review process.

(7) On the date that the City receives a complete application, which will include a completed application form, PSEBA medical release, PSEBA general information release, and all other supplemental information supporting the application, the City shall issue the Applicant a receipt, a copy of the same shall be date stamped and provided to the Applicant.

(8) No decision will be made on the application until the applicable Pension Board has rendered its written decision on the Applicant's line of duty disability application. Within 45 days after the Pension Board issues its written decision, the

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Applicant shall deliver to the City Manager the following additional information (the "Supplemental Filings"): information and supporting pension documentation filed in connection with a disability or surviving spouse pension request, and any determination or ruling on such request; a supplemental statement that the Applicant continues to receive coverage under the City's health insurance plan; a statement, if applicable, of other sources of health insurance benefits that Applicant is currently enrolled in or received by the Applicant and/or family members if the Applicant is deceased; and any updated information regarding matters set forth in the application. Upon the timely receipt of the Supplemental Filings, the application (including the Supplemental Filings) shall then be submitted to the City Manager, or his or her designee, as the "preliminary administrative record;"

(9) Where a complete application for PSEBA benefits and Supplemental Filings have been timely filed, the City Manager, or his or her designee, shall review the preliminary administrative record to decide as follows:

(a) Grant or deny benefits based upon the facts on the preliminary administrative record as it stands;

(b) Enter such other finding as is consistent with the evidence in the preliminary administrative record or by agreement of the Applicant and the City.

(10) If the City Manager, or his or her designee, grants the benefit based on the preliminary administrative record as it stands, the Applicant will be contacted by the City within thirty (30) days of the decision. The Applicant will be required to contact the Director of Human Resources for benefit explanation and processing.

(a) Individuals receiving benefits under PSEBA will only be able to change from one plan to another during the City's Open Enrollment Period.

(b) Health insurance benefits payable from any other source will reduce the benefits payable from the City. Each Applicant will be required to sign an affidavit attesting to the fact that he/she is not eligible for insurance benefits from any other source.

(c) It is the responsibility of the Applicant and/or the benefit recipient to notify the City within 30 days of any changes to other sources of health insurance benefits. Receipt of benefits in violation of this provision will require reimbursement to the City of any benefits received. The City reserves the right on an annual basis to have the Applicant and/or the benefit recipient provide another affidavit affirming whether other health insurance is available or payable to the Applicant, his/her spouse and/or his/her qualifying dependent children.

(d) The Applicant is also required to notify the City when the Applicant and/or benefit recipient becomes Medicare eligible so the City can assist with the transition to Medicare coverage and/or adjust health insurance benefits accordingly.

(11) If the City Manager, or his or her designee, denies the benefit based on the preliminary administrative record as it stands, the Applicant will receive written notice of such denial.

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(a) The Applicant shall have the right to request an administrative hearing which must be served in writing to the City Manager, or his or her designee, not later than thirty (30) calendar days after being served with written notice of the denial. Upon receipt of a timely notice from the Applicant, the City Manager, or his or her designee, shall schedule the administrative hearing and serve the Applicant with notice of such hearing.

(b) If the Applicant or the City, upon receiving written notice of the administrative hearing date, cannot attend said date as indicated in the notice of administrative hearing, the Applicant or the City, as the case may be, must contact the hearing officer within 7 calendar days after being served with notice of the administrative hearing, communicating alternative hearing date(s) which are within close proximity of the original hearing date indicated by the hearing officer. Continuances will be granted for good cause only. Failure to appear and/or cooperate in the hearing process may result in denial of benefits.

(c) If the Applicant, upon receiving written notice of denial, chooses not to request an administrative hearing, the Applicant will be required to contact the Director of Human Resources to discuss other options in which the Applicant may be eligible to participate.

C. Administrative composition.

A final administrative hearing under this Section 33.14 shall be scheduled, and the hearing shall be conducted by the City Manager or his or her designee, who shall serve as the hearing officer.

The hearing officer's power and authority and limitations are as follows:

(1) Power of the hearing officer. The hearing officer shall have all of the powers granted to him or her under common law relative to the conduct of a final administrative hearing or an evidentiary hearing, including the power to:

(a) Preside over all City hearings involving PSEBA;

(b) Administer oaths;

(c) Hear testimony taken under oath and affirmation and accept evidence that is relevant to the issue of eligibility under PSEBA;

(d) Issue subpoenas to secure attendance of witnesses and the production of relevant papers or documents upon the request of the parties or their representatives;

(e) Rule upon objections in the admissibility of evidence;

(f) Preserve and authenticate the record of the hearing and all exhibits in evidence introduced at the hearing;

(g) Issue a determination (in the case of a final administrative hearing) or a recommendation based on the evidence presented at the hearing, which determination or recommendation shall be in writing and shall include either a

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written finding of fact, decision and order or a recommended finding of fact, decision and order.

D. Procedure.

An administrative hearing shall be initiated by an Applicant as described in more detail in Section 33.14.B.11 but only after the timely submission of a full and complete preliminary administrative record and a denial of PSEBA benefits based on such preliminary administrative record.

E. Administrative Hearings.

A final administrative hearing shall be held to adjudicate and determine whether the Applicant is eligible for benefits under PSEBA. If the Applicant is ultimately found eligible, the benefits shall be consistent with the Act.

(1) Time and date. Hearings shall be held on the date, time and place as established by the City with appropriate notice served upon the Applicant.

(2) Record. The City shall ensure that all hearings shall be attended by a certified court reporter and a transcript of all proceedings shall be made by said certified court reporter and a copy provided to the Applicant within fourteen (14) days of receipt of the transcript without charge.

(3) Procedures. The City and the Applicant shall be entitled to representation by counsel at said hearing and may present witnesses, may present testimony and documents, may cross-examine opposing witnesses, and may request the issuance of subpoenas to compel the appearance of relevant witnesses or the production of relevant documents. Each party shall bear the costs of its own counsel and witnesses.

(4) Evidence. The rules of evidence as set forth in the Illinois Rules of Evidence shall apply.

(5) Final determination. The determination by the hearing officer of whether the Applicant is eligible for the benefits under the Public Safety Employee Benefits Act (820 ILCS 320/1 *et seq.*) shall constitute a final administrative determination for the purpose of judicial review under the common law writ of certiorari.

(6) Burden of proof. At any hearing under this Section 33.14.E, the Applicant shall have the obligation and burden of proof to establish that the Applicant is qualified to receive the benefits by a preponderance of the evidence.

(7) Administrative records. All records pertaining to the administrative process will be held in a separate file in the employee's name within the Human Resources Department of the City.

SECTION THREE: Severability. If any provision of this Ordinance or its application to any person or under any circumstances is adjudged invalid, such adjudication shall not affect the validity of the Ordinance as a whole or of any portion not adjudicated invalid.

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SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 3, 2026
APPROVED: March 3, 2026

4924-7465-6400, v. 4

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Agenda Item No: 9h

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Class 20 Temporary Liquor License Request –
The Service League of Crystal Lake, Fashion Show Event - Thursday, April 9, 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 to order offer alcohol in the package only, as a raffle prize for a fundraiser on Thursday, April 9, 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 Elara Ballroom, Crystal Lake Holiday Inn, located at 800 S. Illinois Route 31, on Thursday, April 9, 2026 and must be picked up by Saturday, April 11, 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 only 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 815-814-1653

2. Organization Contact Information:
Name: Kelly Medina
Address: 3105 Sprinbrook Rd Crystal Lake IL 60012
Email: [redacted]
Phone Number: [redacted]

3. Location where beer in packages only will be sold:
at the event an online

4. Dates of the event (**not to exceed three (3) days**): 4/9/26

5. Hours of operation: 4pm - 12am

6. Describe the type of crowd and traffic control licensee will utilize. not necessary

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.
see officers information on raffle 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: [redacted]
Title: Secretary
Date: 2/26/26

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.

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: City Code Amendment to Increase the Number of Class 13 Liquor Licenses – Applicant: 415 Crystal Lake Inc., located at 415 W. Virginia Street

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 13 liquor licenses from the currently permitted 35 licenses to 36 licenses, in order to allow for the issuance of a new Class 13 liquor license to 415 Crystal Lake Inc., located at 415 W. Virginia Street

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

Background:
415 Crystal Lake Inc., located at 415 W. Virginia Street, is under new ownership, and has requested a Class 13 liquor license to sell packaged alcohol at their location.

A Class 13 license authorizes the sale of alcoholic liquors on the premises specified in the license in packages only but not for consumption on the premises where sold between the hours of 7:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday and 7:00 a.m. Saturday and 2:00 a.m. Sunday and 7:00 a.m. Sunday and 2:00 a.m. Monday. A Class B type restaurant may be located on the premises. The annual fee for such a license shall be $625.

Current Class 13 License Holders:

Name	Address	Zoning
7-Eleven	60 W. Terra Cotta (Northside Center)	"O PUD"
7-Eleven	1024 McHenry Ave.	"B-1 PUD"
Casey's	1095 Pyott Road	"B-2 PUD"
Casey's General Stores	639 E. Terra Cotta Ave.	"B-2"
Casey's #3983	4220 Northwest Highway	"B-2"
Circle K	280 N. Route 31	"B-2 PUD"
Circle K	681 W. Terra Cotta	"B-2"
Convenient Liquor & Wine	201 E. Virginia	"B-2"
Cost Plus World Market	6000 Northwest Highway (Crystal Point)	"B-2 PUD"
Crystal Lake Food & Liquor	540 E. Terra Cotta Avenue	"B-2 PUD"
Crystal Lake Gas (Marathon)	770 S. Virginia Road	"B-2"
Crystal Lake Gas and Food	339 W. Virginia Street	"B-2"
Crystal Lake BP	281 W Virginia Street	"B-2"

CVS Pharmacy	1305 Randall Road	"B-2 PUD"
CVS Pharmacy	177 W. Virginia	"B-2"
Fresh Market	6000 Northwest Highway	"B-2 PUD"
Fresh Thyme Farmer's Market	5340 Northwest Highway	"B-2 PUD"
Nick's General Store/Yoga on Lake	1309 North Avenue	"R-2"
LaRosita of Mesos Group, Inc.	230 W Virginia Street, Unit 100	"B-2"
Midwest Petroleum Dev.	7615 U.S. Route 14 (by McDonald's)	"B-2"
Mobil Mart	250 N. Route 31	"B-2"
Murphy's Oil	985 Central Park Drive	"B-2 PUD"
Oak Street Food & Liquor	256 N. Oak Street	"B-1"
Off The Vine	129 N. Main Street	"B-4"
Baard Gas Station/Shell #801	4811 Northwest Highway	"B-2"
Osco Drug	6140 Northwest Highway (The Commons S.C.)	"B-2 PUD"
RJ Pantry & Liquor	19 E. Berkshire Drive	"B-1 PUD"
Sam's Club	5670 Northwest Highway	"B-2 PUD"
Target	5580 Northwest Highway	"B-2 PUD"
Thornton's LLC	911 Tek Drive	
Walgreens	151 W. Northwest Highway	"B-2"
Walgreens	315 N. Route 31	"B-2 PUD"
WalMart	1205 Route 31	"B-2 PUD"
KD Market	29 Crystal Lake Plaza	"B-2 PUD"

There are no zoning issues with the request.

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

- Successful Completion of Background Checks
- Payment of prorated license fee
- Certificate of Occupancy

The attached Ordinance approves an increase in the number of Class 13 liquor licenses in order to allow the creation of a new Class 13 liquor license for 415 Crystal Lake Inc., located at 415 W. Virginia Street.

Votes Required to Pass:
Simple majority

Ord. No.
File No. 255 L

The City of Crystal Lake

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be as follows:

1. Class 13 License shall be increased from 35 to 36.

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

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

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 3, 2026
APPROVED: March 3, 2026

Draft

CITY OF CRYSTAL LAKE

Application:
License to Sell Liquor

Return Completed Form To:
City of Crystal Lake
100 W. Woodstock St.
Crystal Lake, IL 60014
Attn: City Manager's Office

Enclosures:

- Completed, signed and certified application.
- Liquor Liability Insurance
- Surety Bond
- Lease (only if new applicant or information has changed)
- Background checks (new applicant or change in officers/owners/LLC managers and establishment manager)
- Certificate of Occupancy (new construction or new ownership)
- Applicable Fees

License to Sell Liquor

Office Use Only
Date Received _____
Fees Paid _____
New Applicant or Renewal

Establishment Information

☐ Partnership ☑ Corporation ☐ LLC ☐ Sole Proprietorship

Legal Name	415 CRYSTAL LAKE Inc.
DBA	
Address of Establishment	415 W Virginia St., Crystal Lake IL 60014
Phone Number	[redacted]
Date of Incorporation	
Object for which it was organized	GAS STATION with convenience Store

Officers/Members/LLC Managers Information (For owners, only those having 5% or greater ownership interest in the establishment)

Title/Office Held	President
First, Middle Initial, Last Name	DAVID RAJAN
Date and Place of Birth	[redacted]
Address	17824 Tulip In, Tinley Park IL 60477
Phone Number	[redacted]
Citizenship Yes ☑ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Title/Office Held	Secretary
First, Middle Initial, Last Name	JAIC MATHEW
Date and Place of Birth	[redacted]
Address	17619 Jennifer Dr, Orland Park IL 60467
Phone Number	[redacted]
Citizenship Yes ☑ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Title/Office Held	Treasurer
First, Middle Initial, Last Name	DARJU KURIAKOSE CHOLEMKERY
Date and Place of Birth	[redacted]
Address	10 SCARLET HAWTHORNE Ct, Woodridge IL 6051[illegible]
Phone Number	[redacted]
Citizenship Yes ☑ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

applicant all notices, including, but not limited to notices of violations or notices of hearings.)

☐ Current Manager ☑ Change Manager

First, Middle Initial, Last Name	Dariv Kuriakose Cholemkery
Date and Place of Birth	[redacted]
Address	10 Scarlet Hawthorne Ct, Woodridge IL 60517
Phone Number	[redacted]
Citizenship Yes ☑ No ☐	If no, please present documentation issued by the United States Citizenship and Immigration Services authorizing the person's presence in the United States.

Contact Person (individual completing application)

First, Middle Initial, Last Name	DAVID RAJAN
Address	17824 Tulip Ln, Tinley Park IL 60477
Phone Number	[redacted]
Email Address	[redacted]
Property Information	415 W Virginia St, Crystal Lake IL 60014

☐ Own ☑ Lease (please complete the below information)

Name of Lessor	LGP Realty Holdings LP
Address	645 Hamilton St, Suite 400, Allentown, PA 18101
Period Covered by Lease	2-10-26 - to 2-9-27

State Liquor License Information

State Liquor License Number (if existing license holder)	
State Liquor License Expiration Date	

APPLICATION MUST BE SIGNED AS FOLLOWS:

☐ Sole Proprietorship - By Owner
☐ Partnership- By both Owners, or
☑ Corporation- by President and Secretary
☐ LLC- by President and Secretary

VERIFICATION:

- The applicant authorizes the establishment manager to accept all notices, including notices of violations or notices of hearings, on the applicant's behalf.
  YES ☑ **NO** ☐

- The applicant will comply with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 et. seq.), including but not limited to the provisions of 235 ILCS 5/6-27.1 regarding certification of servers for completion of training, by a licensed Beverage and Alcohol Sellers and Servers Education and Training (BASSET) provider and shall comply with each of the following:

    - Each licensee shall at all times have available for inspection by the City on the licensed premises, a copy of the current certification of completion of BASSET training, issued by a BASSET training provider licensed by the Illinois Liquor Control Commission, to all servers at the licensed premises as well as managers of the licensed establishment.
      YES ☑ **NO** ☐

    - No licensee, manager or other employee of an establishment covered under the provisions of this chapter shall serve, vend or check identification unless such a licensee, manager or other employee possesses a current certification of BASSET training from a BASSET training provider licensed by the Illinois Liquor Control Commission.
      YES ☑ **NO** ☐

    - Employees hired by licensed establishments will obtain BASSET certification issued by a BASSET training provider, licensed by the Illinois Liquor Control Commission, within 90 days of their employment. New employees (within the first 90 days of employment) shall be under the supervision of another BASSET certified employee prior to the new employee receiving BASSET certification.
      YES ☑ **NO** ☐

- Has applicant made application for a similar license for premises other than described in this application? **YES** ☐ **NO** ☑ (If yes, state date, location of premises and disposition of application)

- Has a previous license by any state or subdivision, or the federal government been revoked? **YES** ☐ **NO** ☑ (If yes, state reasons, jurisdiction & date of revocation.)

- Has applicant (including any partner, officer, manager, member or director, or any stockholder holding in the aggregate more than a 5% ownership interest in the applicant), ever been convicted of a felony under any Federal or State law.
  YES ☐ **NO** ☑

If yes, please attach a written explanation to this document for consideration by the Liquor Commissioner.

- An applicant who has been convicted of a felony under any state or federal law cannot be issued a license, unless the Liquor Commissioner determines that such person has been sufficiently rehabilitated to warrant the public trust after considering matters set forth in such the applicant's application and the Liquor Commissioner's investigation. The burden of proof of sufficient rehabilitation is on the applicant.

- Is applicant disqualified to receive a license by reason of any matter or thing contained in Chapter 329 of the City Code, the laws of this state or the ordinances of the City.
  YES ☐ **NO** ☑

- Does the applicant agree not to allow gambling devices or gambling on the premises? (Except for those license holders that hold a supplemental Class 28 Liquor License)
  YES ☑ **NO** ☐ **Class "28" Holder** ☐

- The applicant will not violate any of the laws of the State of Illinois, of the United States, or any ordinance of the City in the conduct of his place of business. **YES** ☑ **NO** ☐

- TO THE LIQUOR CONTROL COMMISSIONER OF THE CITY OF CRYSTAL LAKE, ILLINOIS: The undersigned hereby makes application for a Class 13 Liquor License under the provisions of the City of Crystal Lake Liquor Licensing Ordinance.

Please sign below:

DAVID RAJAN — President
Printed Full Name — Title

[redacted] — 2-18-26
Applicant Signature — Date

Jaic MATHEW — Secretary
Printed Full Name — Title

[redacted] — 2-18-26
Applicant Signature — Date

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

Name: David Rajas
Title: President
Date: 2-18-26

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.**

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: New and Expanding Retailer Facade and Commercial Tenant Improvement Grant Funds request for BBQ King Smokehouse, 570 Waters Edge Boulevard, requesting up to $10,000 in matching grant funds

Recommendation: City Council's discretion:

1. Motion to award up to $10,000 in New and Expanding Retailer Façade and Commercial Tenant Improvement Grant Funds to BBQ King Smokehouse located at 570 Waters Edge Boulevard, and to adopt a Resolution authorizing the City Manager to execute the Grant Agreement with BBQ King Smokehouse.
2. Motion to deny the grant application request.

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

Background:
The New and Expanding Retailer and Manufacturer Job Creation and Investment Program was introduced in 2011. This program includes the Retailer Façade and Commercial Tenant Improvement grant and provides 50/50 matching grant funds.

KEY FACTORS

- BBQ King Smokehouse will doing a buildout in one of the new buildings as part of the Water's Edge development. They will be adding a new restaurant to the Crystal Lake market with an indoor and outdoor seating area and a kitchen with smoker.

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

In order to objectively analyze the applications for funding, eligibility criteria was established in the Ordinance approving this program in 2011. The list below outlines the evaluation of the applicant's request in relation to our eligibility criteria:

1. The program is open to sales-tax generating business that will occupy retail space or a building or that will construct a new building for its business.
   ☒ *Meets* ☐ *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least $150,000.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant's business must provide a stocked retail showroom for retail products.
   ☒ *Meets* ☐ *Does not meet*

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

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

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

7. Eligible façade improvements include, but are not limited to; exterior brick cleaning; exterior tuck pointing; exterior painting; wall façade construction, repair, and treatment; original exterior architectural features repair or replacement; interior/exterior demolition; and historic renovation to interior/exterior.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned façade improvements. The current application would meet seven of the seven eligibility criteria.

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

Applicant Name/ Business Name	**Address**	**Total Requested**	**Date Approved**	**Amount Approved**
Altus Global Aviation LLC	186 S. Virginia Road	$10,000	*1/20/26*	*$10,000*
BBQ King Smokehouse	**570 Waters Edge Boulevard**	**$10,000**	***Pending***	***Pending***
Totals		***$20,000 Pending***		***Pending***

Votes Required to Pass:
A simple majority vote.

Res. 26R-

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with the owner of the property for BBQ King Smokehouse at 570 Water's Edge Boulevard for a Retail Façade and Commercial Tenant Improvement Matching Grant in an amount up to $10,000.

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

PASSED: March 3, 2026

APPROVED: March 3, 2026

Draft

2026- BBQ King Smokehouse

570 Waters Edge Boulevard

BBQ King Smokehouse



CITY OF CRYSTAL LAKE
Retailer Façade and Commercial Tenant Improvement Grant Application

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

Applicant Information	Name Jasan Samuels (BBQ King)	Phone [redacted]
	Mailing Address [redacted]	Fax
	Email [redacted]	IL Business Tax#

Property Information	Address for building for which grant is sought: 570 Waters Edge Blvd.	
	Property Identification Number(s)	Phone

Check one:

☑	New business occupying vacant retail space
☐	Existing retail business making improvements to my building or tenant space

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

Tables, chairs, Kitchen Equipment, POS computers, TV's, Bar fixtures
Led Lighting, Patio Enclosure

Application Checklist

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

Completed and signed Crystal Lake Improvement Grant Application;

Written estimates for the furniture, fixtures, and equipment to be purchased;

Written estimates for the façade improvements;

A floor plan, illustrating the locations for the furniture, fixtures, and equipment (drawings do not have to be architectural renderings, but should be to scale so that the City can understand the scope of the proposed project);

Written description of the scope of the proposed project (letter to the Mayor and City Council);

Taxable sales records and/or projections.

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

Applicant(s) Signature _____ Date 2-17-26

J&R Manufacturing LLC
820 W. Kearney
Mesquite, TX
75149

info@jrmanufacturing.com
972-285-4855

Quote

#QUO1393

2/17/2026

Bill To

TOTAL

$99,630.00

Expires: 2/24/2026

Expires	Project	Sales Rep	Shipping Method	Lead Time
2/24/2026	BBQ King Smokehouse	Ryan R Higgins		14 - 16 Weeks From Receipt of Deposit

Quantity	Item	Rate	UOM	Amount
3	**Little Red Smokehouse 250FSE** Wood-Fired with Electric Oven Element Stainless Steel Interior Electrical: 208/230V, 1Ph, 60Hz, 18.3 Amps (4 Wire: L1, L2, N and Ground) Exterior Color: Color of Choice SN: TBD 10 - Racks 2 - Locking 4" Casters 2 - Non-Locking 4" Casters 1 - 6" Duct Elbow 1 - Grease Spout 1 - Ash Rake 5 - Fire Starters	$33,210.00	Ea.	$99,630.00

Subtotal	$99,630.00
Shipping costs	$0.00
Tax Total (%)	$0.00
Total	$99,630.00

Due to current material base price and surcharge volatility, the material price included in our proposal is contingent upon domestic mill pricing, surcharge, and availability. Seller reserves the right to increase pricing due to escalation in material cost. Material pricing is separate from and not subject to the quote validity period.

QUO1393

CITY OF CRYSTAL LAKE
Grant Agreement

THIS AGREEMENT, entered into this 3rd day of March, 2026, between the City of Crystal Lake, Illinois (hereinafter referred to as "CITY") and the following designated business owner, (hereinafter referred to as "OWNER"), to witness:

Owner's Name: Jason Szmullo

Business Name: BBQ King Smokehouse

Owner's Federal Tax ID#:

Address of Property to be improved:

570 Waters Edge Boulevard

Crystal Lake, Illinois 60014

Draft

WITNESSETH:

WHEREAS, the CITY has the authority, pursuant to the laws of the State of Illinois and its home rule authority, to promote the health, safety, and welfare of the CITY and its residents, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes; and

WHEREAS, to promote the vitality of the CITY's commercial business areas, the CITY established its Economic Development Matching Grant Programs; and

WHEREAS, the Retailer Job Creation and Investment Programs provide financial assistance to building and business owners who occupy vacant space and facilitate job creation in Crystal Lake; and

WHEREAS, the City Council has found and determined that increased participation in the Retailer Job Creation and Investment Programs will encourage the maintenance and improvement of businesses within Crystal Lake and will stimulate economic activity in Crystal Lake, including the creation and maintenance of jobs and the attraction of consumers to Crystal Lake and will otherwise generally benefit the well-being of the residents of Crystal Lake by stimulating commercial growth, and provide crucial economic support to allow the CITY to continue to provide the level of municipal services to its commercial and residential citizens; and

WHEREAS, the CITY is authorized to expend public funds for a public benefit and by participating in the Retailer Job Creation and Investment Programs, the CITY will provide a benefit to the public, generally; and

WHEREAS, the OWNER has applied for reimbursement under the Retailer Job Creation and Investment Program; and

WHEREAS, The CITY has determined that the OWNER is eligible for the Retailer Job Creation and Investment Program, subject to the condition and limitation set forth in the City Code and this Agreement.

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

SECTION 1

The CITY shall reimburse the OWNER for the cost of furniture, fixtures and equipment at OWNER'S property. Reimbursements to the OWNER will be made at a rate of fifty percent (50%) for the cost of façade improvements or of eligible furniture, fixtures, and equipment for the OWNER's business, up to a maximum amount of $10,000 for new retailers. Façade improvements must comply with all applicable codes and ordinances. The OWNER must follow all laws regarding prevailing wages for façade improvements. The actual total reimbursement amounts per this Agreement shall not exceed $10,000.

Draft

SECTION 2

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

SECTION 3

Upon completion of the improvements and upon their final inspection and approval by the City Building Commissioner, the OWNER shall submit to the CITY properly executed

documentation, including: receipts and cancelled checks for the purchase of the approved furniture, fixtures, and equipment; copies of material costs and certified payrolls verifying prevailing wages were paid for all façade improvements; copy of a final Certificate of Occupancy for the business. The CITY shall issue a check to the OWNER as reimbursement for one-half of the furniture, fixtures, and equipment, subject to the limitations set forth in Section 1 hereof once one year of sales tax data has been verified. The OWNER shall only be entitled to the reimbursement set forth in Section 1 hereof if the taxable sales exceed $150,000 in the first year of operation.

SECTION 4

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

SECTION 5

Upon completion of the improvement work pursuant to this Agreement, the OWNER shall be responsible for properly maintaining the façade, furniture, fixtures, and equipment without change or alteration thereto, as provided in this Agreement for a period of four (4) years following completion of the construction and/or business commencement.

SECTION 6

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

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

Draft

City prior to the Terminating Event, in accordance with the following schedule (hereinafter, the "Refund Payment").

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

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

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

Draft

SECTION 7

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

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

OWNER/LESSEE

_____

CITY OF CRYSTAL LAKE

_____
City Manager

ATTEST:

_____

Draft

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: Commercial Façade Improvement Grant Funds request for 5150 Northwest Highway, requesting $25,000 in matching grant funds

Recommendation: City Council's discretion:

1. Motion to award $25,000 in Commercial Façade Improvement Grant Funds to building owner Elizabeth Bapasola of Champion Crystal Lake, LLC located at 5150 Northwest Highway, and to adopt a Resolution authorizing the City Manager to execute the Grant Agreement with owner Elizabeth Bapasola of Champion Crystal Lake, LLC for façade improvements at 5150 Northwest Highway
2. Motion to deny the grant application request

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

Background:

The Commercial Façade Improvement Grant Program was introduced in 2023. The program encourages existing property owners to enhance and improve the appearance of their buildings through exterior commercial façade improvements and provides 50/50 matching grant funds.

KEY FACTORS

- Elizabeth Bapasola recently purchased the building at 5150 Northwest Highway and has been working to re-tenant the building. Most recently she was able to secure a new poke bowl restaurant called Poke West in the center.

- After she acquired the building many of the tenants indicated the building needing repair and a refresh. She has been working on a long-term plans to re-invest in the site to help the existing businesses and continue to attract strong tenants to the center. Last year she worked with staff on repairing the parking lot, this year she is planning to enhance the exterior and fix the existing signage along Northwest Highway to provide better visibility and exposure for the existing tenants.

- The owner of 5150 Northwest Highway is looking for assistance to modernize the appearance of the building, improve durability and create a clean, timeless look that enhances the curb appeal along Crystal Lake's retail corridor.

Upon approval of the grant by the City Council, the City and applicant will enter into an agreement that includes all the stipulations for the grant award. The agreement specifies what documentation must be submitted before the payment is disbursed.

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

1. The program is open to sales-tax generating business that will occupy retail space or a building in B-1, B-2 and B-4 zoned site within the Crystal Lake.
   ☒ *Meets* ☐ *Does not meet*

2. Businesses must meet a minimum annual taxable sales threshold of at least $100,000.
   ☒ *Meets* ☐ *Does not meet*

3. Applicant must provide written proof of façade costs.
   ☒ *Meets* ☐ *Does not meet*

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

5. Only one of these grants may be issued per property owner.
   ☒ *Meets* ☐ *Does not meet*

6. Eligible façade improvements include, but are not limited to; exterior brick cleaning; exterior tuck pointing; exterior painting; awning, visible roofing, wall façade construction, repair, and treatment; original exterior architectural features repair or replacement; interior/exterior demolition; and historic renovation to interior/exterior.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned façade improvements. The current application would meet six of the six eligibility criteria.

FUNDING STATUS OF 2026 PROGRAM

The City allocated $250,000 for the Commercial Façade Improvement Program, which is a draw-down fund. Over $180,000 was budgeted for this fiscal year. This is the seventh application received for the program, so there are sufficient funds for the grant.

Applicant Name/Business Name	**Address**	**Total Requested**	**Date Approved**	**Amount Approved**
Labemis	109 N. Main Street	$3,173.73	*11/7/2023*	$3,173.73
Heisler's Bootery and Angelo's Shoe Repair	50 and 52 N. Williams Street	$4,305.38	*11/7/2023*	$4,305.38
Today's Uniform Store	58 N. Williams Street	$9,392.97	*11/7/2023*	$9,392.97
KD Market	29 Crystal Lake Plaza	$30,000	*11/7/2023*	$30,000
Lake Roots	475 W. Virginia Street	$20,000	*2/4/2025*	$20,000
Freundly Designs and Curated by Laney Boutique	30 N Williams Street, Unit G	$1,400	*11/18/2025*	*$1,400*
Building owner Elizabeth Bapasola of Champion Crystal Lake, LLC	**5150 Northwest Highway**	**$25,000**	***Pending***	***Pending***
TOTAL		**93,272.08**		***Pending***

Votes Required to Pass:

A simple majority vote.

Res. 26R-

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with the owner of the property at 5150 Northwest Highway, for a Commercial Facade Improvement Grant in an amount in the amount of $25,000.

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Hammonds, CITY CLERK

PASSED: March 3, 2026

APPROVED: March 3, 2026

Draft

CITY OF CRYSTAL LAKE
Commercial Facade
Improvement Grant Application

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

Applicant Information	Name Champion Crystal Lake, LLC Contact: Elizabeth Bapasola	Phone
	Mailing Address	Federal Tax ID#
	Email	IL Business Tax# -

Property Information	Address for building for which grant is sought: 5150 Northwest Highway Crystal Lake, IL	
	Property Identification Number(s) 19-04-400-025	Phone Bluestone Property Management

Description of façade improvements and estimated costs:

The contractor will remove and dispose of the existing cedar shingle roofing system and install a new standing seam black metal roof along the building's exterior awnings. Work includes new underlayment, ice and water shield, aluminum flashing and counter-flashing, galvanized snow guards, and secure fastening of all metal panels, along with all required permitting, inspections, scaffolding, and OSHA-compliant safety measures.

The new metal roof will create a modern, timeless appearance that significantly upgrades the cosmetic look of the building while improving durability and long-term weather resistance. This exterior improvement will enhance the overall curb appeal and provide a more attractive, welcoming environment for Crystal Lake community patrons and neighboring businesses. All work will be completed in accordance with applicable building codes and is backed by a 15-year labor warranty and a 25-year manufacturer warranty.

Application Checklist

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

- ☑ Completed and signed Crystal Lake Façade Improvement Grant Application;
- ☑ Written cost estimates for the façade improvements do not include labor costs as they will not be covered;
- ☑ A visual rendering, illustrating the new façade (drawings do not have to be architectural renderings, but should be to scale so that the City can understand the scope of the proposed project);
- ☑ Written description of the scope of the proposed project (letter to the Mayor and City Council);

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

Applicant(s) Signature Elizabeth Bapasola Date 2/4/26

2026- 5150 Northwest Highway





February 10, 2026

Dear Mayor Haleblian and Members of the Crystal Lake City Council,

I am writing to respectfully request consideration for Commercial Façade Improvement Grant funding for exterior improvements at our property located at 5150 Northwest Highway in Crystal Lake.

We are proposing to remove the existing wood roof shingles along the building's exterior awnings and replace them with a new standing seam black metal roof. This improvement will modernize the appearance of the building, improve durability and weather resistance, and create a clean, timeless look that enhances curb appeal along Crystal Lake's retail corridor.

This project represents a meaningful long-term investment in the property and supports the continued vitality of the surrounding commercial area. We understand the Commercial Façade Improvement Grant Program provides matching funds for qualifying exterior improvements, up to the applicable program maximum, and we respectfully request consideration for grant assistance consistent with these guidelines.

We appreciate the City's ongoing support of local businesses and property owners through the Façade Improvement Grant Program and are grateful for your time and consideration of our application. We look forward to continuing to support Crystal Lake's economic development efforts.

Sincerely,

Elizabeth Bapasola

Elizabeth Bapasola
Managing Partner
Champion Crystal Lake, LLC

Universal
Masonry Group

Client Information:

Bluestone Management
330 W Terra Cotta Ave
Crystal Lake, 60014



PROPOSAL #2026 - 5150 Northwest Hwy

Prepared on January 21, 2026

PROPOSAL FOR :

5150 Northwest Hwy

Crystal Lake, IL 60014

Contact us 847-668-4165 Joe@UniversalMasonryGroup.com

(ROOF REPLACEMENT - METAL)

1) WE WILL REMOVE THE EXISTING CEDAR ROOF SHINGLES AND DISPOSE OF AT AN OFFSITE LOCATION.
2) WE WILL FURNISH AND INSTALL NEW ALUMINUM FLASHING AT THE ROOF – GUTTER TERMINATIONS AND ALUMINUM COUNTER FLASHING AT THE ROOF - DORMER TERMINATIONS.
3) WE WILL FURNISH AND INSTALL ICE AND WATER SHIELD AT ALL PEAKS AND VALLEYS.
4) WE WILL FURNISH AND INSTALL NEW 30LB ASPHALT ROLL UNDERLAYMENT OVER THE ENTIRE SLOPED AWNING ROOF DECK PRIOR TO METAL INSTALLATION (4,505 SQUARE FEET).
5) WE WILL FURNISH AND INSTALL NEW BERRIDGE KYNAR 500 METAL OVER THE ENTIRE SLOPED ROOF AWNINGS AT AREAS SPECIFIED (COLOR TO BE CHOSEN BY THE PROPERTY OWNER).
6) WE WILL INSTALL GALVANIZED STEEL SNOW GUARDS TO THE ENTIRETY OF THE NEW STANDING SEAM METAL ROOF AFFIXED WITH GALVANIZED STEEL SCREWS IN FRONT OF ALL APPLICABLE PEDESTRIAN WALKWAYS ONLY.
7) EACH METAL PANEL WILL BE SCREWED ON TO THE ROOF DECKING WITH RUST- FREE, ELECTRO GALVANIZED, STAINLESS STEEL SCREWS.
8) WE WILL PROVIDE A 10-YEAR WORKMANSHIP WARRANTY ON THE ENTIRE ROOF SYSTEM. (DOES NOT INCLUDE NORMAL WEAR AND TEAR AND OR MATERIAL DEFECTS).
9) WE WILL FURNISH AND INSTALL ALL OF THE NECESSARY PERMITTING, SCAFFOLDING, AND SAFETY CANOPY NECESSARY TO COMPLETE ALL OF THE AFOREMENTIONED WORK.

ROOF REPLACEMENT TOTAL = $ 82,990.00

Please note this proposal includes all costs associated with permits, architectural plans, structural engineering fees, inspections, and procurement of OSHA-approved safety equipment

Contact us **847-668-4165** **Joe@UniversalMasonryGroup.com**

1) WE WILL SPLICE AND REMOVE THE EXISTING COMPROMISED EPDM MEMBRANE AT ANY LEAK AREA SPECIFIED

2) WE WILL REMOVE ALL EXISTING BALLAST IN THE ALLOTTED SECTION ACCORDINGLY. WE WILL CLEAN AND PREP THE ARE FOR THE FOLLOWING STEPS.

3) WE WILL FURNISH AND INSTALL A BUTYL BASED EPDM SEALANT AT ALL FLASHING SEAMS AND JOINTS ADHERED TO INSULATION AND WILL OVERLAP WITH A MINIMUM OF 3 INCHES ON EITHER SIDE OF THE OPENING TO ASSURE OPTIMUM ADHESION.

4) WE WILL FURNISH AND APPLY A SILICONE-BASED ROOFING SEALANT OVER ANY SEAMS OR HOLES THAT ARE LESS THAN 3/8" IN DIAMETER IN THE AREA SURROUNDING THE NEWLY SEALED SECTION.

5) AS AN ADDED PRECAUTION WE WILL FURNISH AND INSTALL A URETHANE BASED SEALANT AT ANY OPEN SEAMS OR HOLES THAT ARE ¼" OR LESS ALONG ANY TERMINATION POINTS IN THE AREA SPECIFIED.

ROOF MAINTENANCE TOTAL = $0

Please note this proposal includes all costs associated with permits, architectural plans, structural engineering fees, inspections, and procurement of OSHA-approved safety equipment

Contact us **847-668-4165** **Joe@UniversalMasonryGroup.com**

MATERIAL & LABOR BREAKDOWN

Category	Cost
Labor	$29,046.50
Materials & Freight	$44,814.60
Disposal & Logistics	$9,128.90

TOTAL MATERIAL & LABOR COST = $82,990.00

Please note this proposal includes all costs associated with permits, architectural plans, structural engineering fees, inspections, and procurement of OSHA-approved safety equipment

Contact us **847-668-4165** **Joe@UniversalMasonryGroup.com**

ARTICLES

Article 1 Scope of work: the contractor agrees to furnish all labor and material necessary to complete the work as outlined.

Article 2 Time: The contractor agrees to promptly begin work as soon as notified by the owner and to complete in a reasonable timely manner.

Article 3 Extras: No deviations from the work specified in the contract will be permitted or paid unless a written extra work change order is first agreed upon and signed as required.

Article 4 Assignment: No assignment of this contract is permitted without prior written permission from the owner.

Article 5 Insurance: The contractor agrees to obtain and pay for the following insurance coverage's: Workmen's Compensations, Public Liability, Property Damage, and any other insurance coverage which may be necessary as required by the owner, village or State law.

Article 6 Taxes: The contractor agrees to pay any and all Federal, State or local Taxes, which are, or may be assessed upon the material and/or labor which he furnishes under this contract.

Article 7 Building Codes: The contractor shall perform all work according to and in conformance with all applicable building, fire and other relevant codes.

Article 8 Inspections and evaluations: The contractor agree that his work and material and labor thereof is based upon his review of all applicable plans and specifications and all applicable building and other codes.

Article 9 Debris: The contractor, unless other provisions are expressly authorized by the owner, shall remove and haul away all debris and old or unused material which it has used, discarded or removed from the job site and shall in any case, leave the site in the "broom swept" condition.

Article 10 Protection: The contractor shall provide suitable and appropriate protective material and take every reasonable precaution to preserve and protect the job site and its adjacent and appurtenant areas from damages of dirt, water and all natural elements and job-related debris. The contractor shall take all necessary and reasonable precautions to make as safe as reasonably possible to the job site for its agents and employees and their agents and employees of others at the site and for the owners and their agents.

PROJECT TOTAL = $82,990.00

A 50% DEPOSIT IS REQUIRED UPON ACCEPTANCE OF THIS PROPOSAL WITH THE REMAINING BALANCE DUE PAID IMMEDIATELY UPON PROJECT COMPLETION.

Acceptance of proposal (Signature)

Date

Mike Tribuzio

Universal Masonry (Signature)

02/20/26

Date

Payment Method

Please make all checks payable to:

UNIVERSAL MASONRY GROUP, INC.

916 Jefferson Ave, McHenry IL 60050

Terms and Conditions:

Deposit due upon acceptance

Overdue accounts subject to a service charge of 2% per month

Universal Masonry Group

Contact us 847-668-4165 Joe@UniversalMasonryGroup.com

CITY OF CRYSTAL LAKE
Grant Agreement

THIS AGREEMENT, entered into this 3rd day of March, 2026, between the City of Crystal Lake, Illinois (hereinafter referred to as "CITY") and the following designated business owner, (hereinafter referred to as "OWNER"), to witness:

Owner's Name: Champion Crystal Lake, LLC

Owner's Federal Tax ID#:

Il Business Tax #:

Address of Property to be improved:

5150 Northwest Highway

Crystal Lake, Illinois 60014

WITNESSETH:

WHEREAS, the CITY has the authority, pursuant to the laws of the State of Illinois and its home rule authority, to promote the health, safety, and welfare of the CITY and its residents, to encourage private development in order to enhance the local tax base, to increase employment, and to enter into contractual agreements with third parties for the purpose of achieving these purposes; and

WHEREAS, to promote the vitality of the CITY's commercial business areas, the CITY established its Economic Development Matching Grant Programs; and

WHEREAS, the Commercial Façade Improvement Grant provides financial assistance to building and business owners who occupy space in Crystal Lake in need of façade repair and rehabilitation; and

WHEREAS, the City Council has found and determined that increased participation in the Commercial Façade Improvement Grant Program will encourage the maintenance and improvement of businesses within Crystal Lake and will stimulate economic activity in Crystal Lake, including the creation and maintenance of jobs and the attraction of consumers to Crystal Lake and will otherwise generally benefit the well-being of the residents of Crystal Lake by stimulating commercial growth, and provide crucial economic support to allow the CITY to continue to provide the level of municipal services to its commercial and residential citizens; and

Draft

WHEREAS, the CITY is authorized to expend public funds for a public benefit and by participating in the Commercial Façade Improvement Grant Program, the CITY will provide a benefit to the public, generally; and

WHEREAS, the OWNER has applied for reimbursement under the Commercial Façade Improvement Grant Program; and

WHEREAS, The CITY has determined that the OWNER is eligible for the Commercial Façade Improvement Grant Program, subject to the condition and limitation set forth in the City Code and this Agreement.

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

SECTION 1

The CITY shall reimburse the OWNER for the cost of façade improvements at OWNER'S property. Reimbursements to the OWNER will be made at a rate of fifty percent (50%) for the cost of façade improvements for the OWNER's business, up to a maximum amount of $25,000. Façade improvements must comply with all applicable codes and ordinances. The OWNER must follow all laws regarding prevailing wages for façade improvements. The actual total reimbursement amounts per this Agreement shall not exceed $25,000.

Draft

SECTION 2

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

SECTION 3

Upon completion of the improvements and upon their final inspection and approval by the City Building Commissioner, the OWNER shall submit to the CITY properly executed documentation, including: receipts/paid invoices for purchases; copies of material costs and

certified payrolls verifying prevailing wages were paid for all façade improvements; copy of a final Certificate of Occupancy for the business. The CITY shall issue a check to the OWNER as reimbursement for one-half of the façade improvements, subject to the limitations set forth in Section 1 hereof.

SECTION 4

If the OWNER fails to construct improvements to the façade, consistent with the conditions of the approval by the Mayor and City Council, then upon written notice being given by the City Manager to the OWNER, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CITY shall cease and become null and void.

SECTION 5

Upon completion of the improvement work pursuant to this Agreement, the OWNER shall be responsible for properly maintaining the façade without change or alteration thereto, as provided in this Agreement for a period of four (4) years following completion of the construction and/or business commencement.

SECTION 6

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

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

Draft

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

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

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

SECTION 7

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

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

Draft

OWNER/LESSEE

_____

CITY OF CRYSTAL LAKE

_____
City Manager

ATTEST:

_____

Draft

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: The construction of a new 884 square-foot garage which encroaches 103 feet into the averaged 123-foot yard abutting a street setback and dormers at 8 feet in width each, which exceed the maximum 20% each and 40% total of the width of a side

Andrew Venamore, contractor
1001 North Shore Drive

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting the Variation to allow the garage at 20 feet from the yard abutting a street property line at 1001 North Shore Drive

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

Background:

- Requests: To construct a new 884 square-foot garage which encroaches 103 feet into the averaged 123-foot yard abutting a street setback. The dormers exceed the 20% and 40% width of the façade, requiring a variation of 1 foot 3 inches and 7%, respectively.
- Zoning: The site is zoned R-2 Single Family and used as a single-family home.
- Land Use: The land use map shows the area as Urban Residential. This land use designation is appropriate for this use.
- The lot is non-conforming and in existing neighborhoods an average setback is taken on both the street side and the lake side. The street side setback is 123 feet. Detached accessory structures 600 square feet or less can be 5 feet from the street and side property lines. Over 600 square they must meet the principal structure setback. The garages along North Shore Drive are predominately along the street frontage.

Street View looking west down North Shore toward subject property

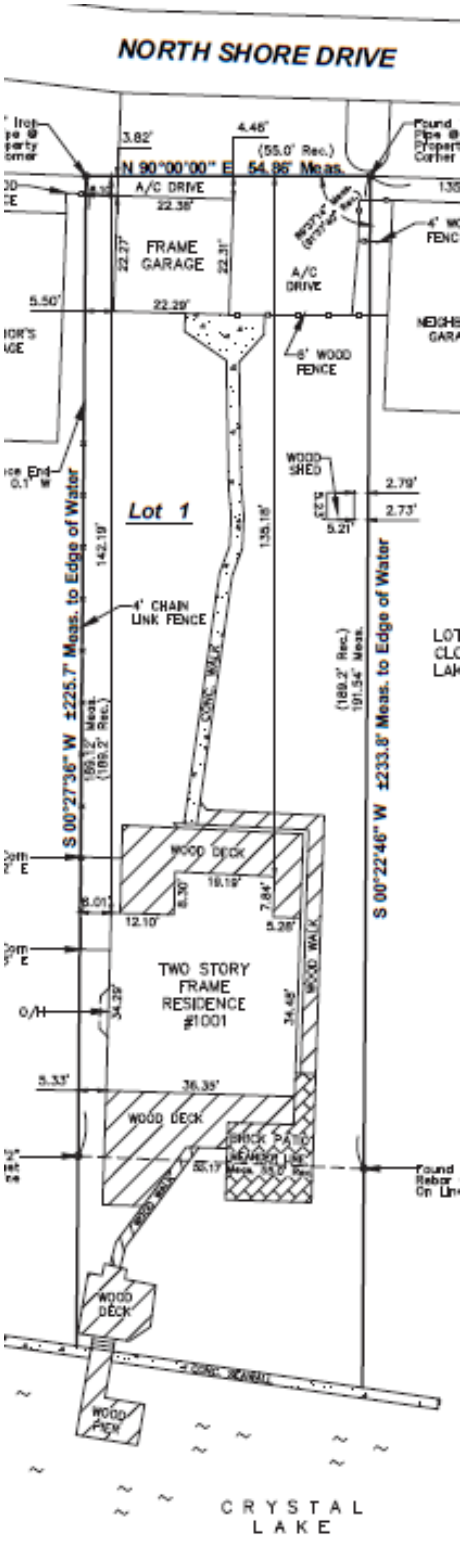


Street view looking east along subject property

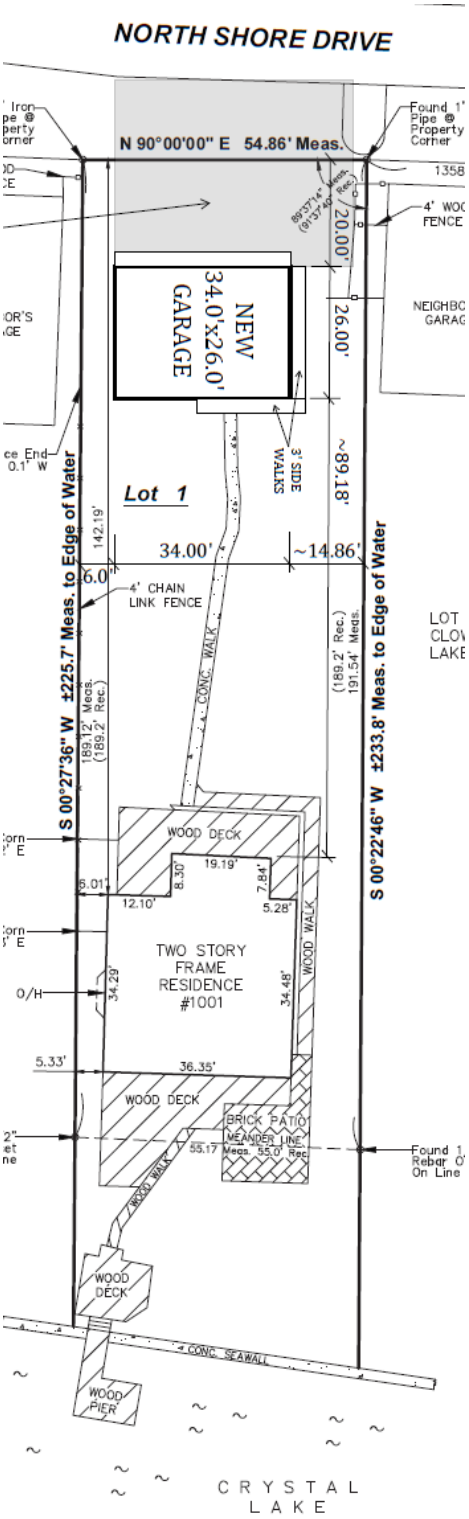


- Dormers are limited to a percentage of the width so that an entire second floor is not created by using dormers. The width of the garage is 34 feet. This allows the dormers to be a maximum of 6-feet 9 ½ inches each or a total of 13 feet 7 inches for multiple dormers. The dormers are 8 feet in width, which is a variation of 1 foot 3 inches and 7%. The PZC did not find there to be a hardship for the larger dormers and did not vote on that portion of the request.

Existing Site Improvements



Proposed Site Improvements



There is a slight increase in hard-surface coverage, but it well under the 50% limit.

PZC Highlights:

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

- The petitioner went through the hardship criteria on how they meet the standards. They also noted that they spoke with the surrounding neighbors and shared the plans with them. They received support from all seven households they spoke with.
- The commission reviewed the plans and the location relative to other garages in the area.
- The PZC found that the petition met the Findings of Facts for the setback variation, but they did not show the hardship for the dormer size. Two members voted no on the motion as they believed the dormer variation was acceptable. No counter motion was made.

The Planning and Zoning Commission recommended **approval (5-2)** of the modified request with the following recommended conditions of approval:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Nisenson, received 01/22/26)
   B. Architectural Plans (Heartland Garage, undated, received 01/22/26)

2. The petitioner shall address all of the review comments and requirements of the Stormwater Consultant, Public Works and Engineering Department, and Community Development Department.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Variation at 1001 North Shore Drive, please check one of the choices and sign below.

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

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

  _____

  _____

Petitioner's Name: _____ Date: 2/3/25
Signature

Recommended Conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Nisenson, received 01/22/26)
   B. Architectural Plans (Heartland Garage, undated, received 01/22/26)

2. The petitioner shall address all of the review comments and requirements of the Stormwater Consultant, Public Works and Engineering Department, and Community Development Department.

PIQ MAP
1001 North Shore Drive



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION TO CONSTRUCT AN 884 SQUARE FOOT GARAGE 20-FEET FROM THE YARD ABUTTING A STREET PROPERTY LINE AT 1001 NORTH SHORE DRIVE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2026-12) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested Variations from Article 3 and Article 4 to allow the construction of an new detached garage at 884 square feet in area encroaching 103 feet into the averaged yard abutting a street setback and dormers that exceed the maximum 20% individually and 40% total of each side for a width of 8 feet each at 1001 North Shore Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 30, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 18, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed variations; and

WHEREAS, on February 18, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variation for the setback encroachment be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variation be issued as modified in said Petition.

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

Section I: That Variations from Article 3 to allow the construction of an 884 square foot garage, which encroaches 103 feet into the averaged yard abutting a street setback to allow a 20-foot setback at 1001 North Shore Drive (18-01-229-048), Crystal Lake, Illinois is hereby approved.

Section II: Said variation is issued subject to the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Nisenson, received 01/22/26)
   B. Architectural Plans (Heartland Garage, undated, received 01/22/26)

Draft

2. The petitioner shall address all of the review comments and requirements of the Stormwater Consultant, Public Works and Engineering Department, and Community Development Department.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Variation in accordance with the provisions of this Ordinance, as provided by law.

Section IV: 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 March, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: March 3, 2026
Approved: March 3, 2026

Draft

#2026-12
1001 North Shore Drive – Variation
Project Review for Planning and Zoning Commission

Meeting Date: February 18, 2026

Request: The construction of a new 884 square-foot garage with the following variations:

a. Averaged yard abutting a street setback of 123 feet to allow 20 feet, and

b. Dormers on the detached accessory structure that exceed 20% of the length of the side (a maximum six feet eight inches (6' 8") wide) to allow two dormers at eight (8) feet wide each.

Location: 1001 North Shore Drive

Acreage: Approximately 13,000 square feet

Existing Zoning: R-2 Single Family

Surrounding Properties:

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

Staff Contact: Elizabeth Maxwell (815.356.3615)

General:

- The property is an existing single-family residential lot in Crystal Lake. There is an existing garage along the North Shore frontage. This existing garage would be demolished and a new larger three-car garage constructed.
- Accessory Structures, like garages, 600 square feet or less are allowed to be five (5) feet from the street side setback and interior side yard setbacks. Accessory structures larger than 600 square feet require the structure to meet the principal structure setback. The principal structure setback is averaged and is 123 feet back. **The petitioner is requesting a 20-foot setback**.
- Dormers are allowed at 20% of the length of the side, with multiple dormers they can total a 40% of the length of the side. The total allowed would be 13 feet 4 inches. The total proposed is 16 feet for each side. **The petitioner is requesting 16 feet in total length.**

Development Analysis:

General

- Requests: To construct a new 884 square-foot garage within the yard abutting a street setback with dormers that exceed the allowable 20% each for a total of not more than 40% of the one side.

- Zoning: The site is zoned R-2 Single Family and used as a single-family home.
- Land Use: The land use map shows the area as Urban Residential. This land use designation is appropriate for this use.

Comprehensive Land Use Plan 2030 Vision Summary Review:
The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future single-family residential uses. The following goal is applicable to this request:

Land Use - Residential

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

Findings of Fact:
ZONING ORDINANCE VARIATION
The petitioner is requesting variations from Article 3 from the yard abutting a street setback and Article 4 from the maximum dormer length of

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*

   Yes for the setback, no for the dormers

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

   ☒ *Meets* ☐ *Does not meet*

   Yes for the setback, no for the dormers

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*

Yes for the setback, no for the dormers

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. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Nisenson, received 01/22/26)
   B. Architectural Plans (Heartland Garage, undated, received 01/22/26)

2. The petitioner shall address all of the review comments and requirements of the Stormwater Consultant, Public Works and Engineering Department, and Community Development Department.

Application for Simplified Residential Variation

Application Number: _____	**FOR OFFICE USE ONLY**
Project Name: _____	
Date of Submission: _____	

I. Applicant

Andrew Venamore, HEARTLAND GARAGE BUILDERS PLLC
Name

[redacted]
Street

Northbrook, IL 60062
City State Zip Code

[redacted] [redacted]
Telephone Number Fax Number E-mail address

II. Owner of Property (if different)

[redacted]
Name

[redacted] [redacted]
Address Telephone Number

III. Project Data

1. a. Location/Address: [redacted] SHORE DRIVE

   b. PIN #: 18-01-229-048

2. Description of proposal/Reason for request (including how the standards for variation are met, any unique circumstance of the property, or particular hardship):

DESCRIBE THE UNIQUE CIRCUMSTANCES OF THE PROPERTY:

The existing 2-car garage is decrepit, and has undergone some structural adjustments since it was originally constructed and is thus in need of replacement. This project seeks to provide a more modern, and usable, 3-car structure for the owner's vehicles and some household storage items.

IS THE HARDSHIP SELF-CREATED?

The hardship for this application is tied to the excessive setback requirement created by the ordinance requirement for a block face average. At 122.82 feet this would require the garage to align with the house which is not possible. Its the lakefront property that creates this condition.

ARE THE CONDITIONS APPLICABLE TO OTHER PROPERTIES IN THE SAME ZONING CLASSIFICATION?

PLEASE SEE ATTACHED RESPONSE SHEET.

WILL THE VARIATION ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY?

PLEASE SEE ATTACHED RESPONSE SHEET.

WILL THE VARIATION, IF GRANTED BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO OTHER PROPERTY?

PLEASE SEE ATTACHED RESPONSE SHEET.

WILL THE VARIATION AS PROPOSED IMPAIR ADEQUATE SUPPLY OF LIGHT OR AIR TO ADJACENT PROPERTY; DIMINISH PROPERTY VALUE; INCREASE CONGESTION IN PUBLIC STREETS; SUSBTANTIALLY INCREASE THE DANGER OF FIRE; OT ENDANGER PUBLIC SAFETY?

PLEASE SEE ATTACHED RESPONSE SHEET.

3. List any previous variations that are approved for this property: NONE KNOWN

IV. Signatures

[redacted] 1/16/26

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.

1/16/26

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.

SUBMITTAL CHECKLIST

Item	Submittal Requirements	Comments
☑ Completed Application	1 copy	
☑ Ownership Information	1 copy	Any one of the following: Title insurance, warranty deed, most recent tax bill etc.
☑ Plat of Survey	1copy	
☑ Site Plan	1 copy	Drawn to scale, which shows existing and proposed buildings and which describes the variation requested – the Plat of Survey may be used as a site plan
☑ List of property owners within 200-feet excluding rights-of-way	1 copy	See Page 4 for details.
☑ Fees	$ 100	

EXPLANATION OF VARIATION
Crystal Lake Planning and Zoning Commission
1001 N. Shore Drive; Keith & Lucia Nisenson

Before recommending any variation, the PZC must first determine and record its findings that the evidence justifies the conclusions that:

1. **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.**

   With the existing garage in a decrepit state and the lack of any reasonable storage on this quaint lake-facing residence (that is roughly 2,700 SF and has no basement), the proposed project seeks to provide the owner with reasonable vehicular parking spaces and storage that is sorely needed. The variation is required as the accessory building is greater than 600 SF as the setback for the proposed garage would need to be 122.82' – a dimension that would locate the structure on top of the existing home. Since grade does slope towards the lake, locating the garage towards the street and preserving the open space between the two buildings would reflect the existing nature of the vicinity, and will also ensure easy and practical access to the N. Shore Drive ROW.

2. **2. The variation, if granted, will not alter the essential character of the locality.**

   As noted above, this section of the lake has numerous homes that front onto the water and have their accessory buildings located off the street. This replacement garage, though a 3-car instead of the existing 2-car, will not alter the character of this location since there similar structures directly adjacent to this lot (to the east and to the west), in addition to virtually all the other homes that have lakefront access. By moving the front of the garage further back from the ROW (to 20 feet), the new project will help with the overall visual massing. The garage has been designed to tie into the existing home and with an LP SmartSide exterior and color to match the existing home, which will help to maintain the essential character of the property and locale.

Other facts that the Commission may take into consideration after evidence is presented at the public hearing are:

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

   The hardship for this project is tied to setback requirement for the proposed building that would have the garage located over 120 feet from the N. Shore

property line. This condition is tied to the lakefront homes being generally sited closer to the water (for obvious 'view' reasons) which then exacerbates the setback requirement. For a standard R-2 lot, this determination would not be applicable since the detached garages on most other lots (other than those that also front on the Lake) are all located in the rear yard, instead of the yard that abuts the street.

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

   This hardship is driven by the fact that the ordinance requirements have created such a significant setback for the structure which if tied to the specific type of lot that does not have a specifically defined rear yard as a standard interior R-2 lot would have. As such, this difficultly to more related to this lakefront lot and was not created by the current owners, but rather as a result of the original property development and the ordinance requirements for such a significant setback.

3. **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**

   If granted, the construction of this garage some 20 from the north property line will not detrimentally impact the existing neighborhood improvements and will assist in the overall appearance of this neighborhood since the existing garage is quite decrepit. Additionally, by moving the garage back from the street some 15-16 feet compared to where the current building is located there will be less impact on the other buildings in the vicinity. The new location will also reduce the overall mass on the lot since the additional separation from the street will help to provide more of a visual break.

4. **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.**

   Since the location of the proposed garage is essentially in the rear yard of this lot, and adjacent to other large accessory buildings, its location will not unreasonably diminish the supply of light and air to the neighbors nor impact the general property values. There is an argument that the replacement structure will actually improve overall property values compared to the

EXPLANATION OF VARIATION
Crystal Lake Planning and Zoning Commission
1001 N. Shore Drive; Keith & Lucia Nisenson

current structure. Separately, the construction of this building will not increase the danger of fire in the area since it will actually be located some 6" further onto the subject property (from the west) than the current building.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, FEBRUARY 18, 2026
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, Stacy Mason, Scott Smith, Al Skluzacek, Kathy Repholz and Laura Dzielski were present. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell and Assistant City Planner Darrell Moore 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 as well as the City's cable channel. He led the group in the Pledge of Allegiance.

2026-12 – 1001 NORTH SHORE DRIVE - VARIATION

Variation to construct an 884 square foot garage 20 feet from the yard abutting street property line with dormers greater than 20% each and 40% of the side length.

Andrew Venamore, 602 Cavanue Drive, Northbrook, builder on the project and the homeowner, Keith Nisenson, stated the petition was a request to replace an 80-year-old garage. Mr. Venamore stated the proposal is to replace an existing two-car garage, original to the home's construction, noting the foundation is in bad shape and both the interior structure and exterior have deteriorated. The new garage would accommodate three vehicles instead of two and provide additional storage for the home. Mr. Venamore noted the home is small and vehicles would be stored on the first floor of the garage. The existing garage is approximately 5-6 feet from the North Shore property line, and the new structure would be located 20 feet from that line. Mr. Venamore stated two variations are requested: a yard abutting street variation due to the lake-facing property line and North Shore Drive property line creating a through-lot condition, unlike a standard lot; and a dormer variation because the dormers exceed maximum size. Mr. Venamore stated the hardship is tied to the type of lot, being an R-2 with two front yards, making it difficult to get a structure zoning compliant regarding setback. Mr. Venamore stated the garage would maintain the character of the neighborhood and would not have a detrimental impact.

Mr. Nisenson stated he met with neighbors with renderings, a site plan, photos of the existing garage and noted that the neighbors had no objections to the project. Mr. Nisenson added that the house is around 2,250 square feet, with no basement, unusable crawlspace, and an attic that does not provide adequate storage. He stated the new garage would assist in that regard.

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

Ms. Maxwell showed a street view illustrating the predominant pattern is garages along the street frontage, and homes set far back along the lake frontage. Ms. Maxwell stated the once a detached accessory structure, like a garage, is over 600 square feet, the detached accessory structure has to meet the principal structure setback, which is 123 feet back and would not fit the character of the area. She stated most garages along North Shore are right up front and there are some existing larger garages over 600 square feet along the roadway, so it would not stick out to have this only 20 feet back. Ms. Maxwell stated that as far as the dormers, there are two separate dormers that are slightly wider than what code would allow and noted they have seen several cases with a very large, sloped roof dormer that effectively makes a second story. Ms. Maxwell explained that this proposal would not look like that and would be two individual dormers to allow additional light and space. She stated the hardship criteria would be what the vote is based on, along with conditions of approval.

Ms. Repholz asked if the proposed structure was a two-car garage, would the petitioner be before the Commission. Ms. Maxwell responded that if it were under 600 square feet and dormers were reduced, then no.

Mr. Smith stated that he did not see issues regarding the setback, but the dormers were more problematic, noting uncertainty of hardship other than storage. Mr. Smith stated he was fine with the setback, but a defined hardship for the dormers was needed.

Mr. Nisenson stated the dormers provide headroom on the second level, improve appearance, and make the garage feel like part of the home; without dormers it would be an average garage, and the dormers add aesthetic appeal.

Mr. Smith stated he did not disagree and asked the height of the roof as measured by ordinance. Mr. Venamore stated the ridge is 20 feet, eaves are 10 feet, midpoint is 15 feet, and the ordinance allows for 18 feet (1 ½ stories).

Ms. Mason thanked the petitioner for due diligence with neighbors and asked why not consider a two-car garage; Mr. Venamore stated at 600 square feet it is difficult to make three cars work, compounded by the house being 2,200 square feet, and the idea was vehicles plus storage; pushing beyond 600 triggers the 123-foot setback which is not logical here. Ms. Mason stated they were okay with the setback but struggled with dormer hardship.

Ms. Dzielski stated the proposal looks great and from a curb appeal standpoint would add value to the neighborhood aesthetically.

Mr. Gronow stated the design is good and the only concern is the dormer, he asked if the petitioner would be open to reducing the size of the dormers. Ms. Nisenson stated he would certainly be open to it. Mr. Gronow stated the request must meet the standard of hardship.

Mr. Skluzacek had no questions or comments.

Mr. Greenman summarized that hardship relative to setback was not an issue, but there was not consensus regarding hardship for the dormers, and stated he believed the petitioner could be within the standard and still achieve was he is looking for.

Mr. Gronow made a motion to recommend approval of the petitioner's request as it is made, including a request to reduce the dormers to fit within current code, it should be with the following conditions:

1. Be consistent with the information and testimony provided by the petitioner in the hearing and the following provided documents:
   A. Application (Nisenson, received 01/22/26)
   B. Architectural Plans (Heartland Garage, undated, received 01/22/26)

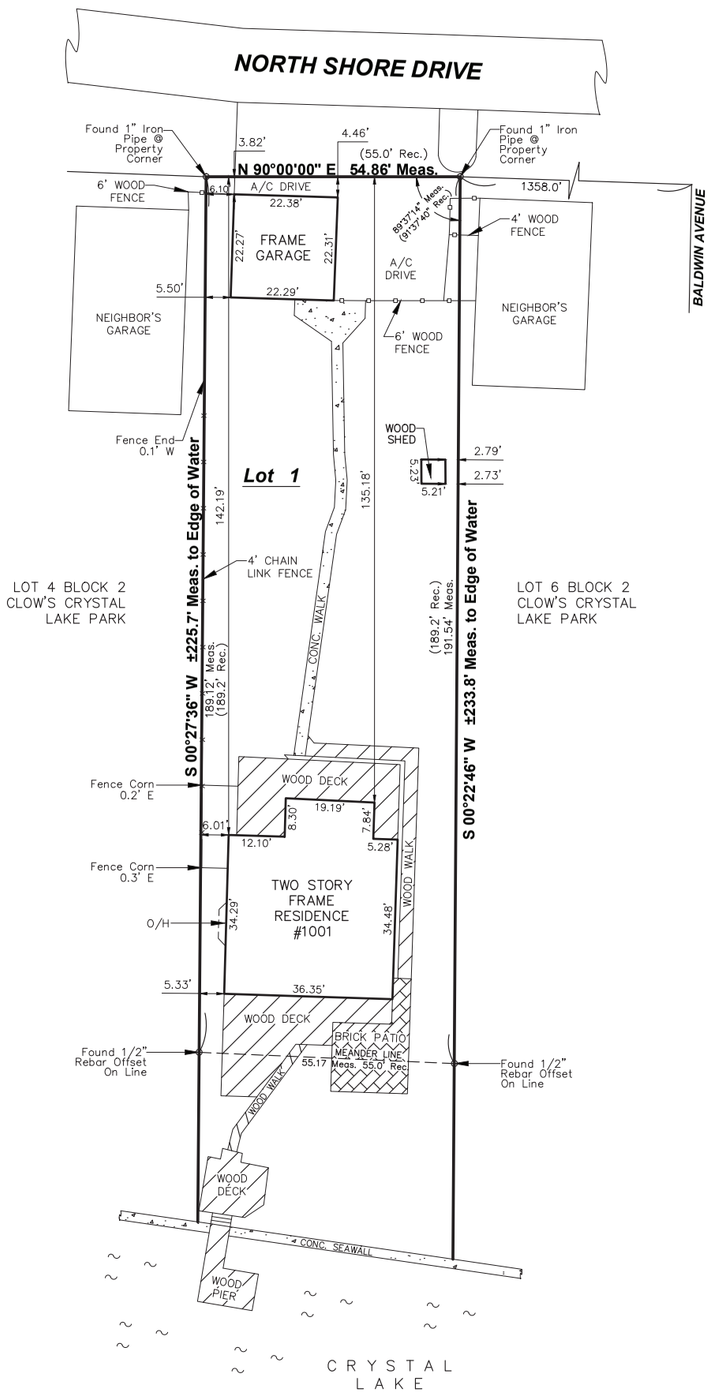
2. The petitioner shall address all of the review comments and requirements of the Stormwater Consultant, Public Works and Engineering Department, and Community Development Department.

Mr. Smith seconded the motion. On roll call, Members Skluzacek, Gronow, Smith, Dzielski, and Greenman voted yes. Ms. Repholz and Ms. Mason voted no. The motion passed 5-2. Ms. Repholz stated her no vote was because she was ok with the dormers.

Plat of Survey

LEGAL DESCRIPTION: LOT 1 IN NEULIST'S RESUBDIVISION, BEING A RESUBDIVISION OF LOT 5 AND THE EASTERLY 5 FEET OF LOT 2 IN BLOCK 2 IN CLOW'S CRYSTAL LAKE PARK, A SUBDIVISION OF PART OF LOT 2 IN THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7, EAST OF THE THIRD PRINCIPAL MERIDIAN, AND PART OF LOT 2 IN THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 43 NORTH, RANGE 8, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 2, 1974 AS DOCUMENT 516644, IN MCHENRY COUNTY, ILLINOIS.

PARCEL AREA: 12,644 SQ. FEET



HGB EXISTING SITE PLAN

THIS DOCUMENT IS NOT VALID WITHOUT THE SURVEYOR'S SEAL.

STATE OF ILLINOIS } S.S.
COUNTY OF MCHENRY }

IN MY PROFESSIONAL OPINION, AND BASED ON MY OBSERVATIONS, I HEREBY CERTIFY THAT THE PLAT HEREON DRAWN IS A TRUE REPRESENTATION OF SAID SURVEY.
THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DATED THIS 13th DAY OF August, A.D. 2019

JEFFREY A. SPIREK
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3898
REGISTERED AGENT FOR LUCO SURVEYING
LICENSE TO BE RENEWED NOVEMBER 30, 2020

JEFFREY A. SPIREK 35-3898 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS CRYSTAL LAKE, ILLINOIS

NOTES:
*COMPARE THE DESCRIPTION ON THIS PLAT WITH YOUR DEED AND REPORT ANY DIFFERENCE, IMMEDIATELY.
*ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
*BEARINGS AS SHOWN ARE ASSUMED AND ARE SO INDICATED FOR INTERIOR ANGLES ONLY.
*BUILDING LINES AND EASEMENTS AS SHOWN ARE BASED SOLELY ON PROVIDED DOCUMENTS.
*UTILITIES WITHIN EASEMENTS ARE NOT SHOWN HEREON. UNDERGROUND UTILITIES, INCLUDING, BUT NOT LIMITED TO CONDUITS AND CABLES (IF ANY) HAVE NOT BEEN SHOWN HEREON.

LEGEND
- Set IP
- Fnd IP
- Fnd "X"
- Fnd P.K.
- Wood Fence
- CL Fence
- Concrete
- Wood Deck
- Brick
- STREET LIGHT
- B-BOX
- WATER VALVE VAULT
- FIRE HYDRANT
- MANHOLE
- STORM MANHOLE
- JUNCTION BOX
- POWER POLE
- ELECTRIC TRANSFORMER

0' 20' 40' 60'

Luco Surveying
Professional Design Firm No. 184.007972
54 Lou Avenue, Crystal Lake, IL 60014
Phone: 815.526.3974 Email: admin@lucosurveying.com

Common Address: 1001 North Shore Drive, Crystal Lake, IL.
PIN # 18-01-229-048

Job Number: 19 - 49727 Drawn By: LAH

Client: DENNIS HENNESSY Reference:

Field Work Completion: 08-12-19

Revisions:

HGB PROPOSED SITE PLAN

BALDWIN AVENUE

NORTH SHORE DRIVE

Found 1" Iron Pipe @ Property Corner

1358.0'

4' WOOD FENCE

NEIGHBOR'S GARAGE

LOT 6 BLOCK 2
CLOW'S CRYSTAL
LAKE PARK

Found 1/2" Rebar Offset On Line

S 00°22'46" W ±233.8' Meas. to Edge of Water

(189.2' Rec.)
191.54' Meas.

20.00'

26.00'

~89.18'

~14.86'

N 90°00'00" E 54.86' Meas.
(91.37'4+' Meas.
91.37'4+' Rec.)

3' SIDE WALKS

NEW
34.0'x26.0'
GARAGE

Lot 1

34.00'

CONC. WALK

4' CHAIN LINK FENCE

WOOD DECK

19.19'

8.50'

12.10'

TWO STORY
FRAME
RESIDENCE
#1001

WOOD WALK

34.48'

7.84'

5.28'

BRICK PATIO

MEANDER LINE
55.0' Rec.
55.17' Meas.

36.35'

WOOD DECK

WOOD WALK

CONC. SEAWALL

WOOD DECK

WOOD PIER

34.29'

5.33'

6.01'

6.0"

142.19'

189.12' Meas.
(189.2' Rec.)

S 00°27'36" W ±225.7' Meas. to Edge of Water

Found 1" Iron Pipe @ Property Corner

6' WOOD FENCE

NEIGHBOR'S GARAGE

Fence End 0.1' W

LOT 4 BLOCK 2
CLOW'S CRYSTAL
LAKE PARK

Fence Corn 0.2' E

Fence Corn 0.3' E

O/H

Found 1/2" Rebar Offset On Line

REPLACEMENT
ASPHALT
DRIVEWAY
(By Others)

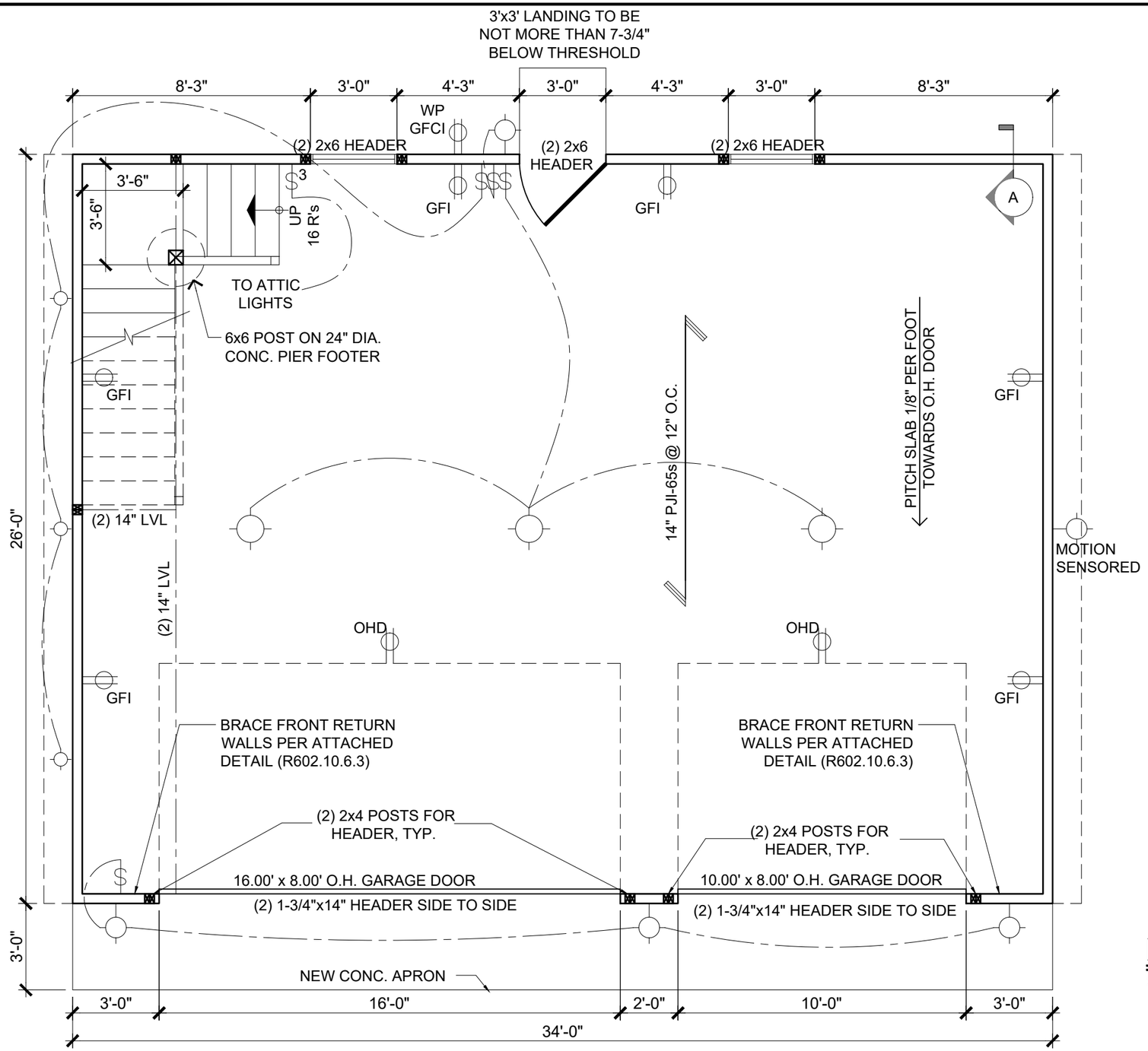
CRYSTAL LAKE

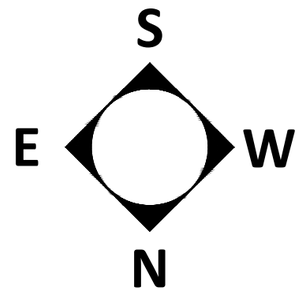
0'

LEGEND

I MY OBSERVATIONS, I HEREBY
TRUE REPRESENTATION OF SAID

URVEYOR'S SEAL.





ELECTRIC DETAIL

- CIRCUITS: (1) 20 AMP. #12 GA. (1) 15 AMP. #14 GA.
- CONTAINED IN 3/4" RIGID STEEL CONDUIT
- BURIAL DEPTH: 8 INCHES
- WIRING: SEPARATE CIRCUITS TO ELECTRICAL PANEL

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

HGB

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. Shore Drive, Crystal Lake

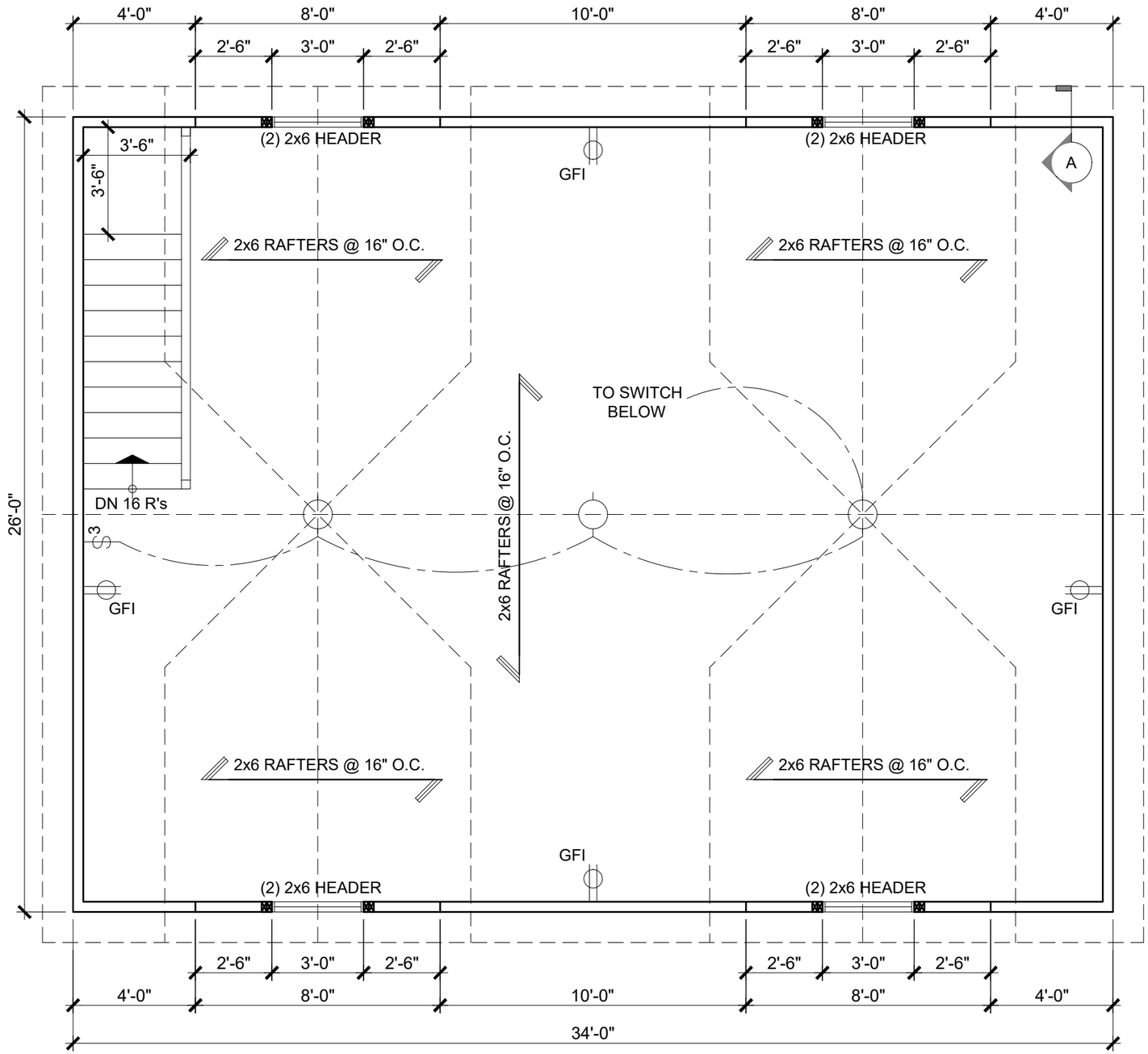
Nisenson Residence

CONTRACTOR:
HEARTLAND GARAGE BUILDERS
602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME: FIRST FLOOR PLAN

SHEET NUMBER: 1 OF 6

THESE PLANS REMAIN THE PROPERTY OF MACH 1, INC. AND THEIR REPRODUCTION IS EXPRESSLY FORBIDDEN.



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

HGB

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. Shore Drive, Crystal Lake

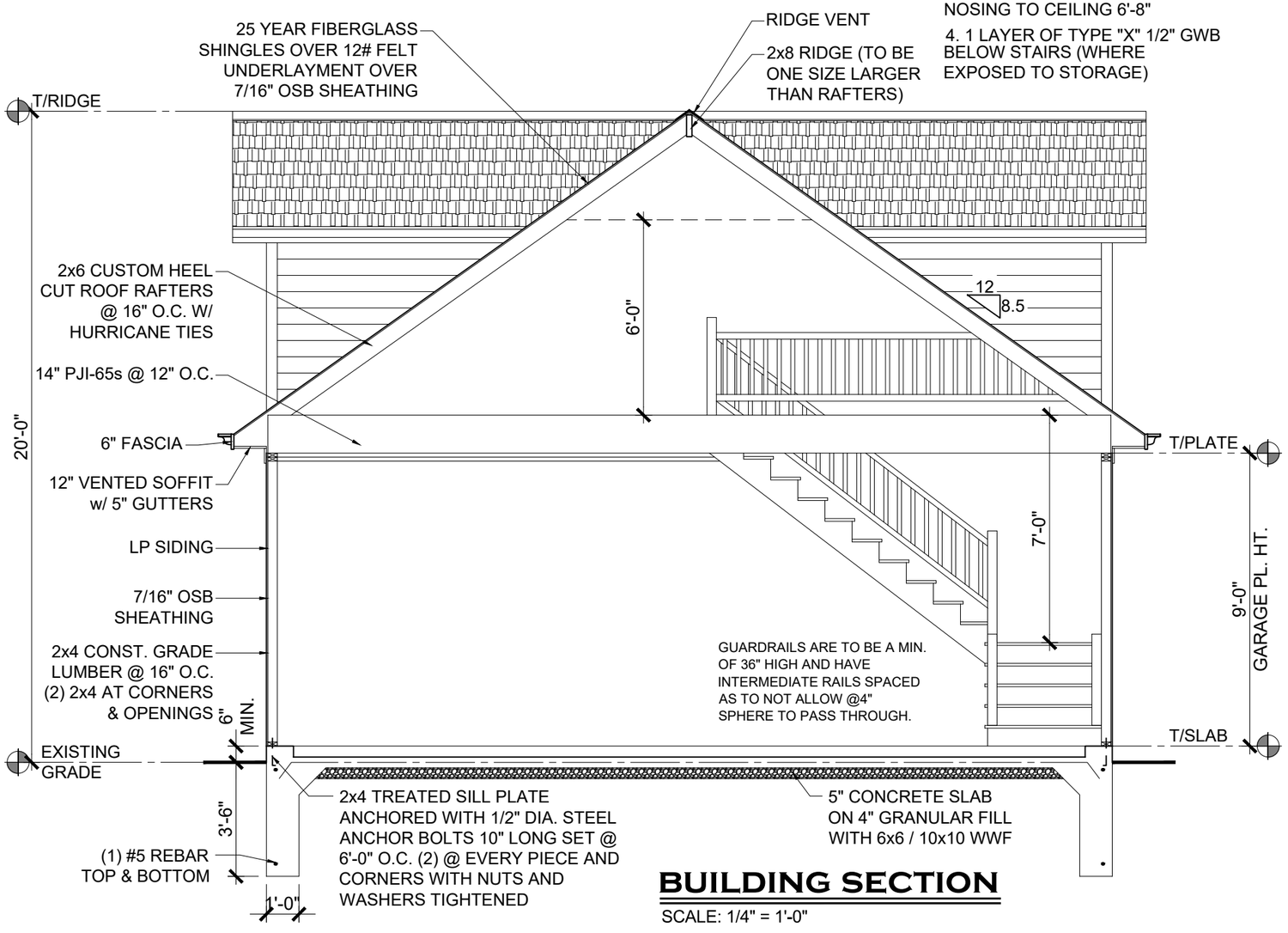
Nisenson Residence

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CONTRACTOR:
HEARTLAND GARAGE BUILDERS
602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME:
SECOND FLOOR PLAN

SHEET NUMBER:
2 OF 6

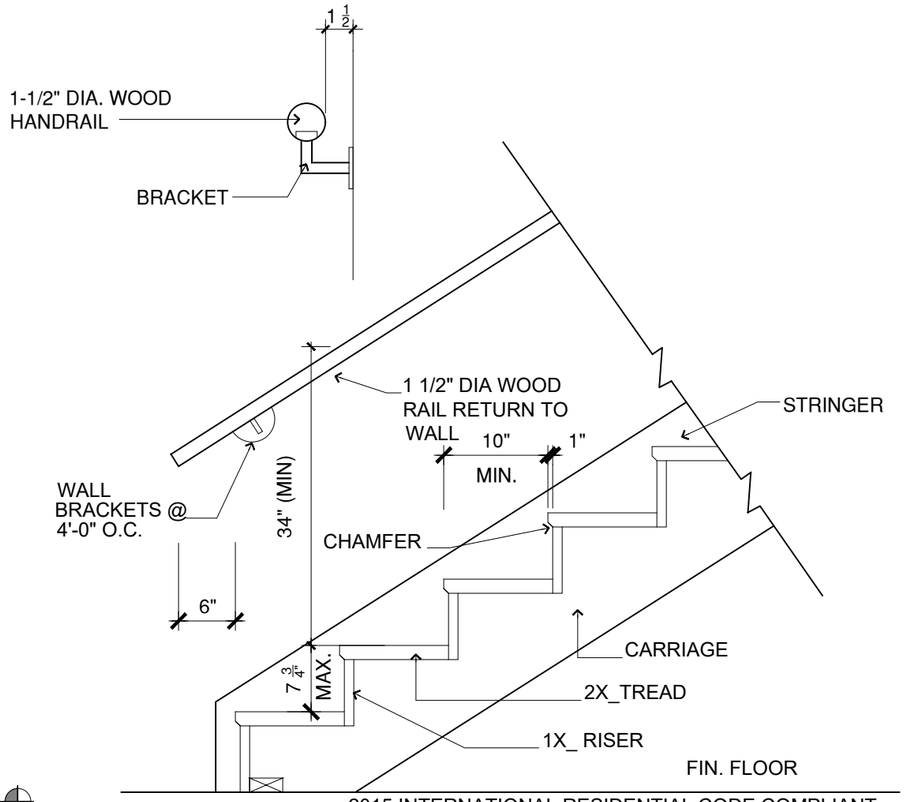


BUILDING SECTION

SCALE: 1/4" = 1'-0"

NOTES:

1. CONT. STAIR HANDRAIL TO EXTEND 6" HORIZONTALLY ABOVE THE TOP RISER & RETURN TO WALL
2. GUARDS SHALL BE 36" HIGH WITH BALUSTERS @ 4" O.C. (MAX.)
3. MINIMUM HEADROOM FROM NOSING TO CEILING 6'-8"
4. 1 LAYER OF TYPE "X" 1/2" GWB BELOW STAIRS (WHERE EXPOSED TO STORAGE)



2015 INTERNATIONAL RESIDENTIAL CODE COMPLIANT

STAIR DETAIL

SCALE: 3/4" = 1'-0"

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. SHORE DRIVE, CRYSTAL LAKE

NISENSON RESIDENCE

CONTRACTOR:
HEARTLAND GARAGE BUILDERS
602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME: BUILDING SECTION & STAIR DETAIL

SHEET NUMBER: 3 OF 6

THESE PLANS REMAIN THE PROPERTY OF MACH 1, INC. AND THEIR REPRODUCTION IS EXPRESSLY FORBIDDEN.



NORTH ELEVATION

SCALE: 1/4" = 1'-0"

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. Shore Drive, Crystal Lake

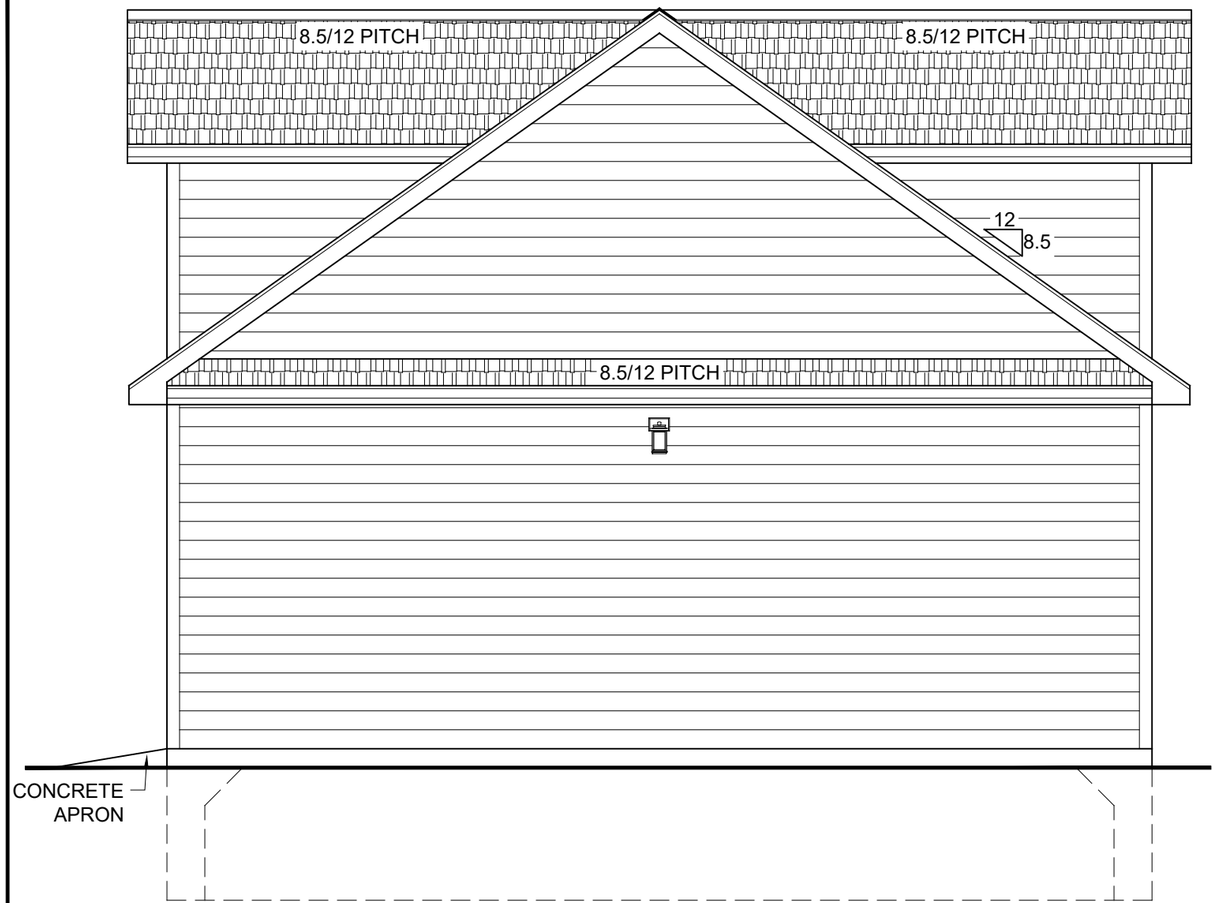
Nisenson Residence

CONTRACTOR:
HEARTLAND GARAGE BUILDERS
602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME: **ELEVATIONS**

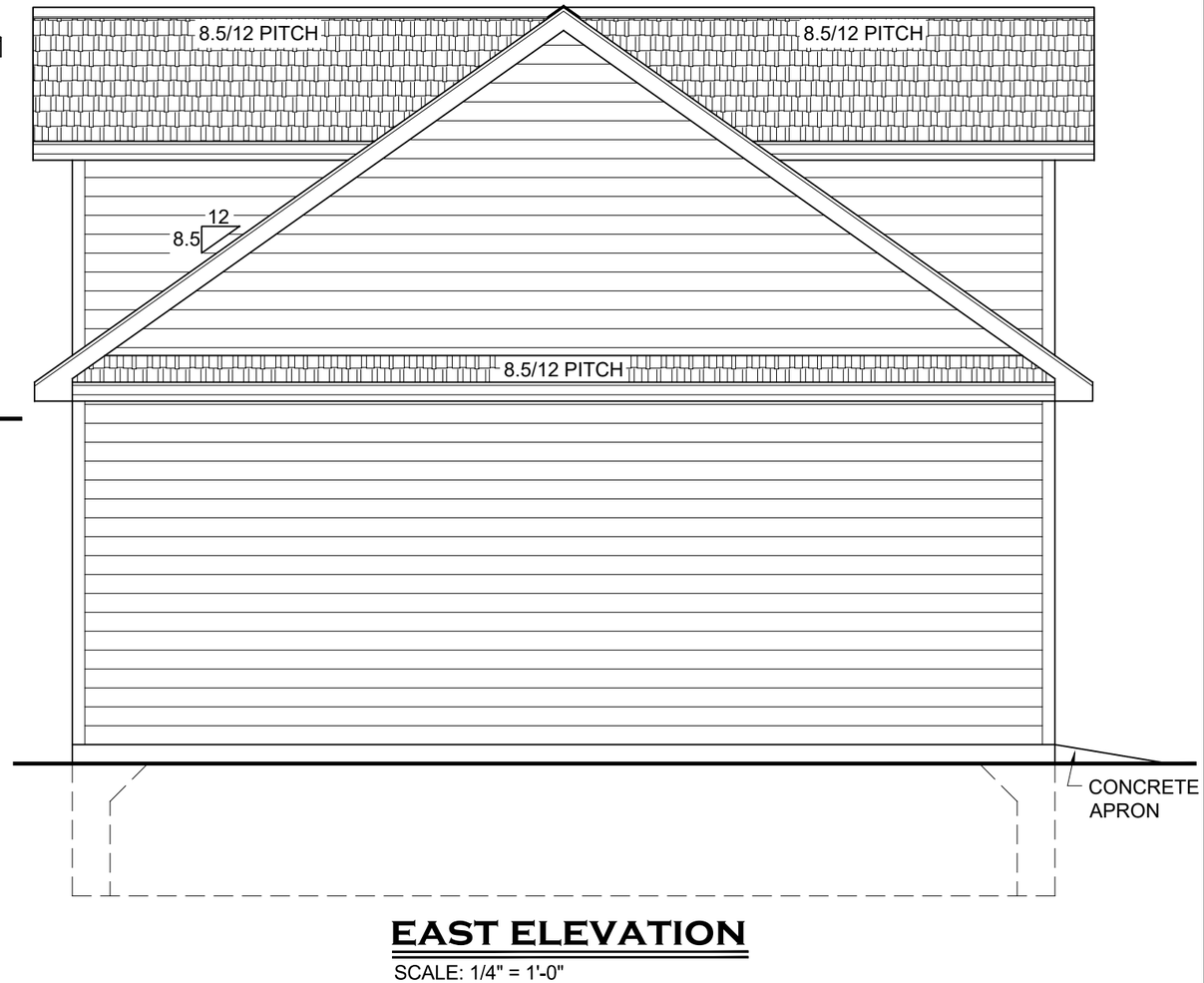
SHEET NUMBER: **4 OF 6**

THESE PLANS REMAIN THE PROPERTY OF MACH 1, INC. AND THEIR REPRODUCTION IS EXPRESSLY FORBIDDEN.



WEST ELEVATION

SCALE: 1/4" = 1'-0"



EAST ELEVATION

SCALE: 1/4" = 1'-0"

HGB

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. Shore Drive, Crystal Lake

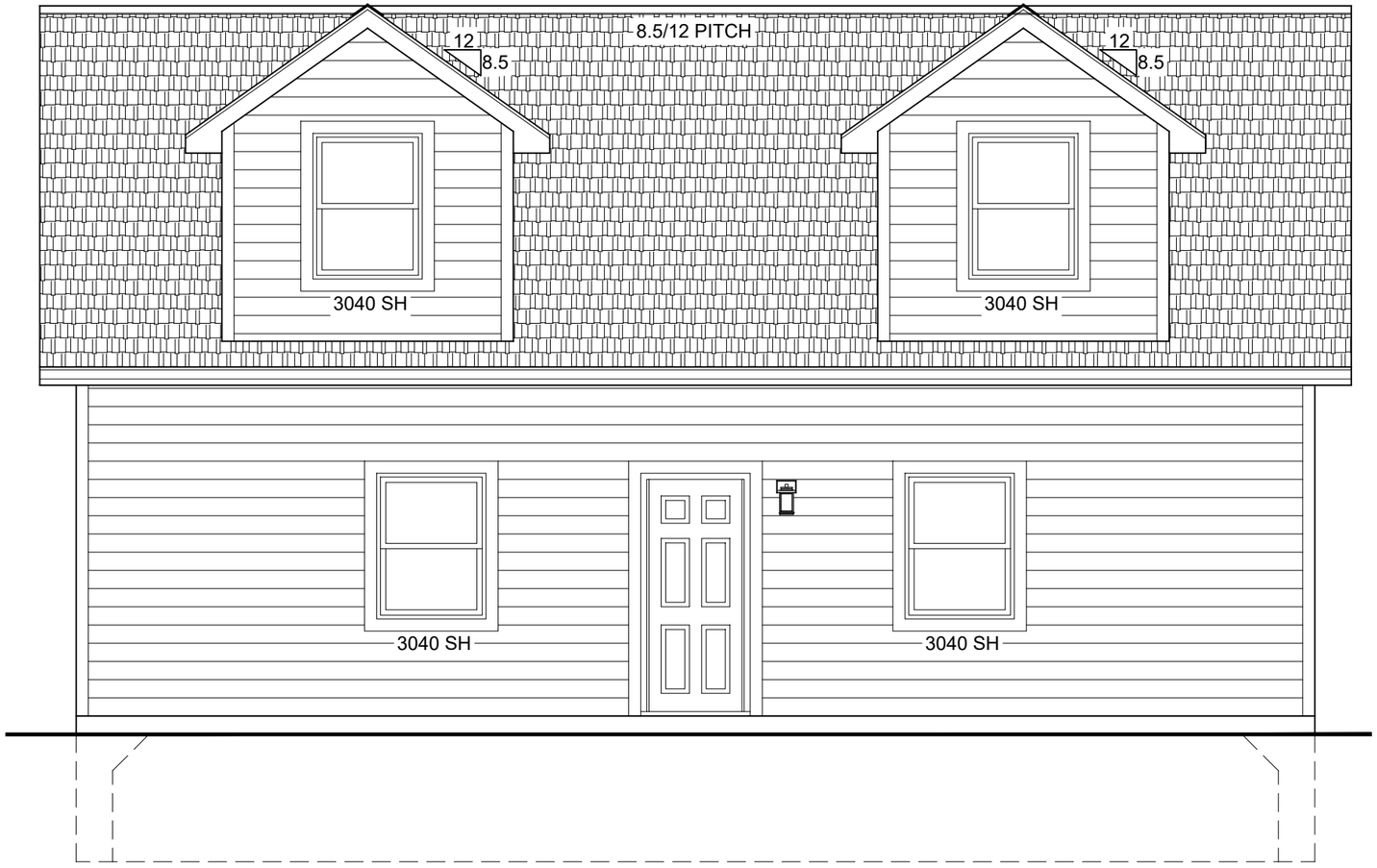
Nisenson Residence

THESE PLANS REMAIN THE PROPERTY OF MACH 1, INC. AND THEIR REPRODUCTION IS EXPRESSLY FORBIDDEN.

CONTRACTOR:
HEARTLAND GARAGE BUILDERS
602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME:
ELEVATIONS

SHEET NUMBER:
5 OF 6



SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

HGB

DETACHED GARAGE - REVERSE GABLE ROOF

1001 N. Shore Drive, Crystal Lake

Nisenson Residence

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602 ACADEMY DRIVE
NORTHBROOK, IL 60062
PHONE: (224) 619-4539
EMAIL: INFO@HLGBS.COM

SHEET NAME:
ELEVATIONS

SHEET NUMBER:
6 OF 6

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: A Variation to allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet.

Location: 222 Lake Shore Drive

Applicant: Jake Hamid and Kristen Hamid, owners
222 Lake Shore Drive

PZC Recommendation: To approve the Planning and Zoning Commission recommendation and adopt an Ordinance granting a Variation at 222 Lake Shore Drive

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

Background:

- The property contains a single-story, single-family residence built in 1957. The enclosed onsite parking is currently limited to a single-car garage. In 2024, the driveway was widened and concrete was extended around the side of the garage and into the rear of the property.
- Request: The petitioners are requesting a Variation to extend a carport structure off the side of the garage over the existing concrete pad. The southwest property line abuts a city-owned, 40-foot-wide vacant strip of land.
    - Variation:
        - To allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet.
- Land Use: The land use map shows the area as Urban Residential, which is consistent with the land use.
- Zoning: The site is zoned R-2 Single-Family Residential District.
- Previous Approvals: None.

PZC Highlights:

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

- The hearing opened on February 18th, at which time the petitioner was seeking a side-yard variation down to four feet for a carport. The petitioners' attorney explained that the petitioners were seeking to add a single-car carport to the side of their attached single-car garage. He stated that the residence was built in the 1950s when a single-car garage was common, but this is no longer the case. He stated that a rear-yard garage was not possible due to the presence of a floodplain. He noted that there is a 40-foot-wide city-owned lot between this property and the next residential property, so the impact will be negligible. The petitioners would be willing to purchase a portion of the city-owned lot to alleviate the need for the variation but noted that it contained underground infrastructure making a sale impractical for the City. It was also noted that being constructed over an existing hard surface meant little to no additional stormwater runoff would result.
- One member of the public, the neighbor to the northeast (the opposite side of this proposed expansion), spoke in favor of the designs that were presented. He expressed concerns about a history of flooding in the back of his property and asked if no water be allowed in that direction and should instead flow to the street. Staff and the PZC informed the individual that no building plans were yet submitted, but the City Engineer will make sure that the Stormwater Management Ordinance is followed when a building permit is applied for. ***(The City Engineer has since assessed that the carport will not result in any new impervious surface, as it is built over existing concrete, and that the proper direction of water runoff will be toward an infiltration trench already installed behind the house.)***
- The PZC comments were generally favorable toward the request. Most questions had to do with stormwater management. The PZC asked staff to evaluate the direction of runoff but ultimately concluded that compliance with the Stormwater Management Ordinance was sufficient to allay their concerns.
- The PZC found that the petition met the Findings of Fact and was supportive of the request.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
    A. Application (submitted 1/26/26)
    B. Architectural Plans (ALA Architects, 10/27/25)
2. The petitioner shall address all review comments and requirements of the Public Works and Engineering Department and Community Development Department.

As referenced above, following the hearing, the city engineer assessed that the proper direction of flow for stormwater runoff was toward the rear of the property (northwest) where an infiltration trench would accept it and allow it to percolate into to the ground at a controlled rate. This drain was installed within the last two years when the concrete, atop of which the carport is to be placed, was installed. Being informed of this, the neighbor was satisfied that the carport runoff would not adversely affect his property.

Votes Required to Pass: A simple majority vote

PARCEL IN QUESTION



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION TO ALLOW A CARPORT WITH A SIDE-YARD SETBACK OF FOUR FEET, AT 222 LAKESHORE DRIVE

WHEREAS, Jake Hamid and Kristen Hamid (the "Petitioners") have filed a Petition (File #PLN-2026-014) requesting a Variation to allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet, at 222 Lake Shore Drive, Crystal Lake, Illinois; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to all required noticing, including notice duly published on January 31, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 18, 2026, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on February 18, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variation be approved, as documented in the minutes; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the 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 Variation to allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet, at 222 Lake Shore Drive, Crystal Lake, Illinois is hereby approved with the following conditions.

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
   A. Application (submitted 1/26/26)
   B. Architectural Plans (ALA Architects, 10/27/25)
2. The petitioner shall address all review comments and requirements of the Public Works and Engineering Department and Community Development Department.

Section II: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Variation in accordance with the provisions of this Ordinance, as

Draft

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 March 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: March 3, 2026
Approved: March 3, 2026

Draft

#2026-014
222 Lake Shore Drive – Variation for a Carport
Project Review for Planning and Zoning Commission

Meeting Date: February 18, 2026

Request: A Variation to allow a carport with a side-yard setback of four feet, instead of the minimum eleven feet.

Location: 222 Lake Shore Drive

Acreage: Approximately 12,456 square feet

Existing Zoning: R-2 Single-Family Residential

Surrounding Properties:
Northeast: R-2 Single-Family Residential
Southeast: R-2 Single-Family Residential
Southwest: R-2 Single-Family Residential
Northwest: R-1 Single-Family Residential

Staff Contact: Darrell Moore (815.356.3612)

Background:

- The property contains a single-story, single-family residence built in 1957. The enclosed onsite parking is currently limited to a single-car garage. In 2024, the driveway was widened and concrete was extended around the side of the garage and into the rear of the property.
- The proposal is to extend a carport structure off the side of the garage over the existing concrete pad. The carport overhang will be approximately four feet from the southwest property line.
- The southwest property line abuts a city-owned, 40-foot-wide vacant strip of land.

Development Analysis:

General

- Request: A Variation to allow carport with a side-yard setback of four feet, instead of the minimum eleven feet.
- Zoning: The property is zoned R-2 Single-Family Residential.
- Land Use: The property is used for a single-family residence. The land use map shows the area as Urban Residential, which is consistent with the land use.
- Previous Approvals:
    - None.

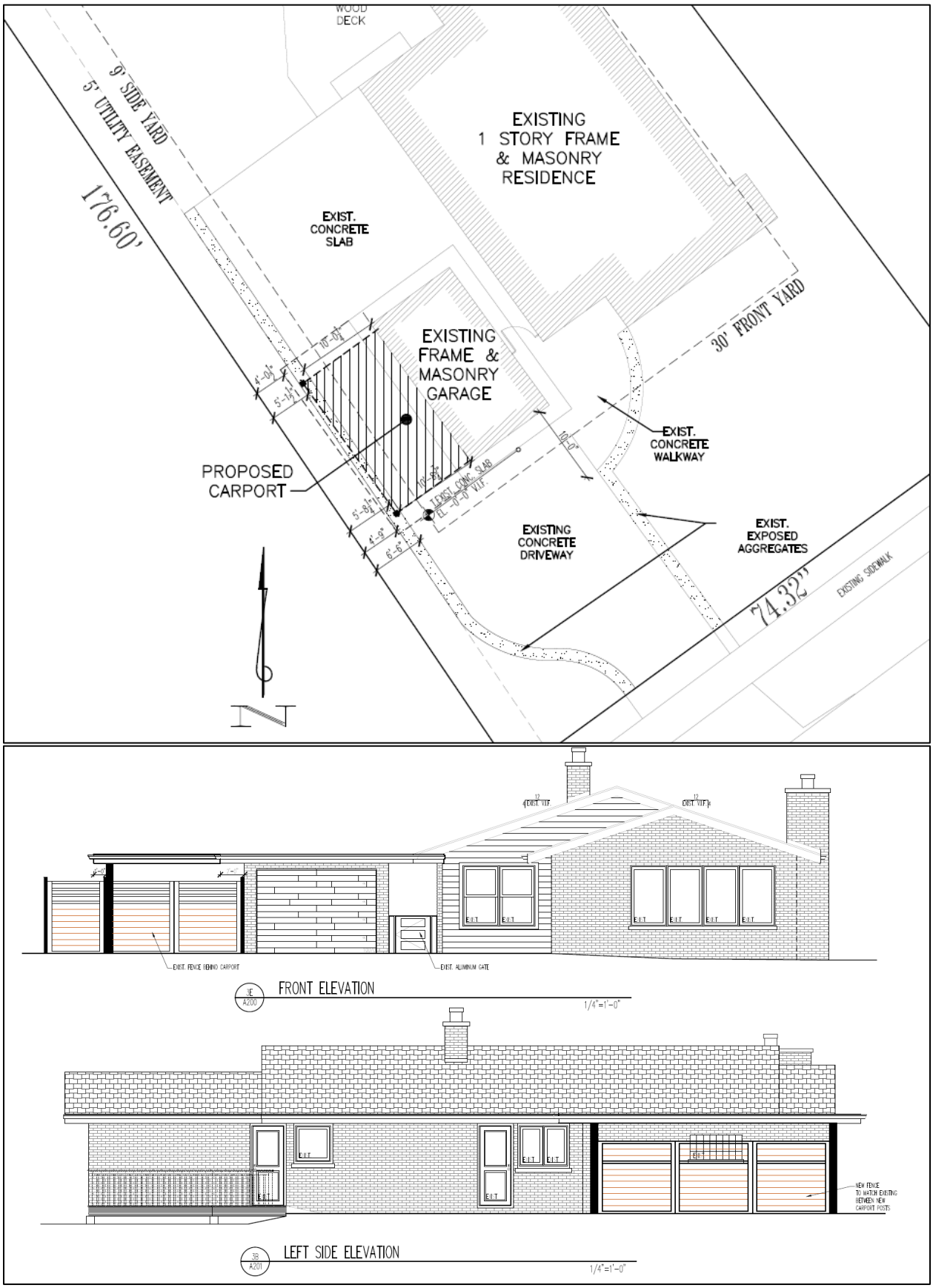
Project Details:

The purpose of the request is to allow a carport to be constructed on the southwest side of the property with a side-yard setback of four feet. Said proposal would increase the enclosed parking on site from one space to two spaces. The carport would be attached to the existing garage, which is considered attached to the residence (by Unified Development Ordinance definition). As such, the carport would also be classified as being attached to the residence and required to meet principal structure setbacks. The required side-yard setbacks in this district are a combined 18 feet. Because the northeast side yard has a seven-foot setback, this yard is required to maintain an eleven-foot setback.





TOP: Rendering provided by the applicant
BOTTOM: Staff-created aerial diagram



ABOVE: Site plan detail from ALA Architects

Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting a Variation to allow carport with a side-yard setback of four feet, instead of the minimum eleven feet. 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. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
   A. Application (submitted 1/26/26)
   B. Architectural Plans (ALA Architects, 10/27/25)

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

Application for Simplified Residential Variation

Application Number: _____ FOR OFFICE USE ONLY

Project Name: _____

Date of Submission: _____

I. Applicant

Jake Hamid and Kristen K. Hamid Trustees of the Hamid Family trust

Name

222 Lakeshore Dr

Street

Crystal Lake Illinois 60014

City State Zip Code

[redacted]

Telephone Number Fax Number E-mail address

II. Owner of Property (if different)

Name

Address Telephone Number

III. Project Data

1. a. Location/Address: 222 Lake Shore Drive

   b. PIN #: 19-06-253-022

2. Description of proposal/Reason for request (including how the standards for variation are met, any unique circumstance of the property, or particular hardship):

DESCRIBE THE UNIQUE CIRCUMSTANCES OF THE PROPERTY:

The property is an older home built with a single car garage. This is Lot 14 in the Lake Acres Subdivision originally platted in 1954. The original detached garage is a single car garage. Since it is detached the space home and the garage uses space that would have been avaialble for a two car garage. Petitioners are seeking a side yard variation from the platted 11 feet to four feet a reduction of seven feet.

IS THE HARDSHIP SELF-CREATED?

No the property was configured this way when it was unusual for homeowners to have a two car garage. Allowing the property to increase covered storage allows the cars to be better cared for and eases traffic when cars have to be shuffled every morning.

ARE THE CONDITIONS APPLICABLE TO OTHER PROPERTIES IN THE SAME ZONING CLASSIFICATION?

This is the only property that has a 40 foot city owned property adjacent to the side yard. Granting This variation will have no impact on any nearby single family residence

WILL THE VARIATION ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY?

No. It will allow for an extra place to park a car besides n the front yard driveway.

WILL THE VARIATION, IF GRANTED BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO OTHER PROPERTY?

No. It will decrease congestion and improve the housing stock in the city

WILL THE VARIATION AS PROPOSED IMPAIR ADEQUATE SUPPLY OF LIGHT OR AIR TO ADJACENT PROPERTY; DIMINISH PROPERTY VALUE; INCREASE CONGESTION IN PUBLIC STREETS; SUSBTANTIALLY INCREASE THE DANGER OF FIRE; OT ENDANGER PUBLIC SAFETY?

No. The property will not effect the air and light to the neighboring city owned utility easement. Property values will increase, congestion in the street will decrease and there is no increase in danger from fire or other public safety

3. List any previous variations that are approved for this property: none

IV. Signatures

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

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

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.

ARE THE CONDITIONS APPLICABLE TO OTHER PROPERTIES IN THE SAME ZONING CLASSIFICATION?

WILL THE VARIATION ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY?

WILL THE VARIATION, IF GRANTED BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO OTHER PROPERTY?

WILL THE VARIATION AS PROPOSED IMPAIR ADEQUATE SUPPLY OF LIGHT OR AIR TO ADJACENT PROPERTY; DIMINISH PROPERTY VALUE; INCREASE CONGESTION IN PUBLIC STREETS; SUSBTANTIALLY INCREASE THE DANGER OF FIRE; OT ENDANGER PUBLIC SAFETY?

3. List any previous variations that are approved for this property:

IV. Signatures

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

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

[redacted] -JAKE HAMID 1/20/2026

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, FEBRUARY 18, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2026-14 – 222 LAKE SHORE DRIVE – VARIATION
Variation to construct a carport which encroaches seven feet into the required 11-foot side yard setback.

Joe Gottemoller, attorney, and homeowners of 222 Lake Shore Drive, Jake and Kristen Hamid, stated the request was for a variation to allow a four-foot side yard setback. Mr. Gottemoller stated the home was built in 1957 when it was not unusual to have a single-car garage. The ordinance requires 18 feet between the two side yards, and since no work is proposed on the eastern side yard, the southwest side must meet the 11-foot setback, which cannot be achieved. Mr. Gottemoller stated they would like to have an extra car space. Many other properties solved this by building garages in the rear yard; however, their backyard is located within a floodplain, making that option infeasible. Without a second car space, vehicles must shuffle on the street. Mr. Gottemoller noted there is a strip of land owned by the City along the proposed carport side containing a sewer line and storm sewer, which is why the City would not release it. As such, the proposed carport would be more than 40 feet from the nearest residence, providing more than enough access for emergency services. Mr. Gottemoller stated this creates a unique hardship and the project would have no impact on neighboring properties, utilities, or property values, and would likely increase value. The breezeway configuration, floodplain condition, year the home was built, and the 40-foot City strip were all stated as hardship factors.

Mr. Hamid stated they were trying to maintain the 1957 mid-century modern theme, and instead of constructing a garage that would take away from that character, they chose a carport.

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

Mike Farmer, 220 Lake Shore Drive, spoke and expressed concern regarding stormwater impacts due to the property being in a floodplain. He stated that around 2000 an addition was built that extended into the floodplain and a recent concrete expansion roughly doubled the original footprint. Mr. Farmer stated that he did not see downspouts on the rendering and requested assurance that all roof and carport runoff would be captured and directed to the southwest corner toward the street, not toward the backyard or side yard. He stated he was primarily concerned about drainage but otherwise thought the design looked good.

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

Mr. Moore stated the request was for a single side-yard variation of 4 feet instead of the required 11 feet, and regarding stormwater runoff, the matter would be reviewed by engineering staff during the building permit review, noting the City Engineer is already familiar with the property and drainage history.

Mr. Hamid stated the downspouts on the opposite side of the home are routed toward the front, not the rear, and there is an oversized gutter system draining to the front into an underground outlet. Mr. Hamid stated that when the concrete work was constructed on the left side, the City required an infiltration trench, and they do not intend to change any existing downspouts. He stated the proposed roof would be

approximately 10 by 20 feet (200 square feet), but this would cover existing concrete of the same size, meaning no additional impervious area is being added, only covered.

Ms. Dzielski stated familiarity with infiltration trenches and asked whether the impermeable concrete surface existed or was added. Mr. Hamid responded that the section to the right and the front walkway was added, and the City required the infiltration trench and downspout connection at that time. Ms. Dzielski asked whether this met drainage standards if additional coverage was added. Mr. Moore stated the additional concrete was approved within the past two years, stormwater quantity would remain essentially unchanged, and rate and direction of runoff would be reviewed during permit review. Ms. Dzielski noted homes sometimes use carports as storage areas so they do not look good. She stated this looks nice and the proposal made sense. Mr. Gottemoller stated there was no intention of not complying with City regulations and requirements.

Mr. Gronow stated the roof would cover existing concrete and would not increase impervious surface area, and if the petitioner complies with City staff regarding runoff, he saw no issues. Mr. Gronow stated it was a good design with no impact and would improve the neighborhood.

Mr. Skluzacek noted that he had no issues with the proposal.

Ms. Mason stated it looked nice and had nothing further.

Mr. Smith stated he liked the home and the carport supports it well, and noted the property is within the watershed where the intent is not to increase runoff rate. Mr. Smith stated he was confident drainage would be addressed, observed a depressional area behind the property, and asked the petitioner to commit to directing drainage toward the front of the property. The petitioner agreed.

Ms. Repholz asked whether the rendering matched the existing home and whether all work would be completed together. Mr. Hamid stated all work shown would be completed except the carport and confirmed previous concrete work was completed with City approval and not in violation.

Mr. Greenman stated he agreed with the Commission, the request meets the findings of fact and hardship criteria. And engineering review would occur at a later stage.

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

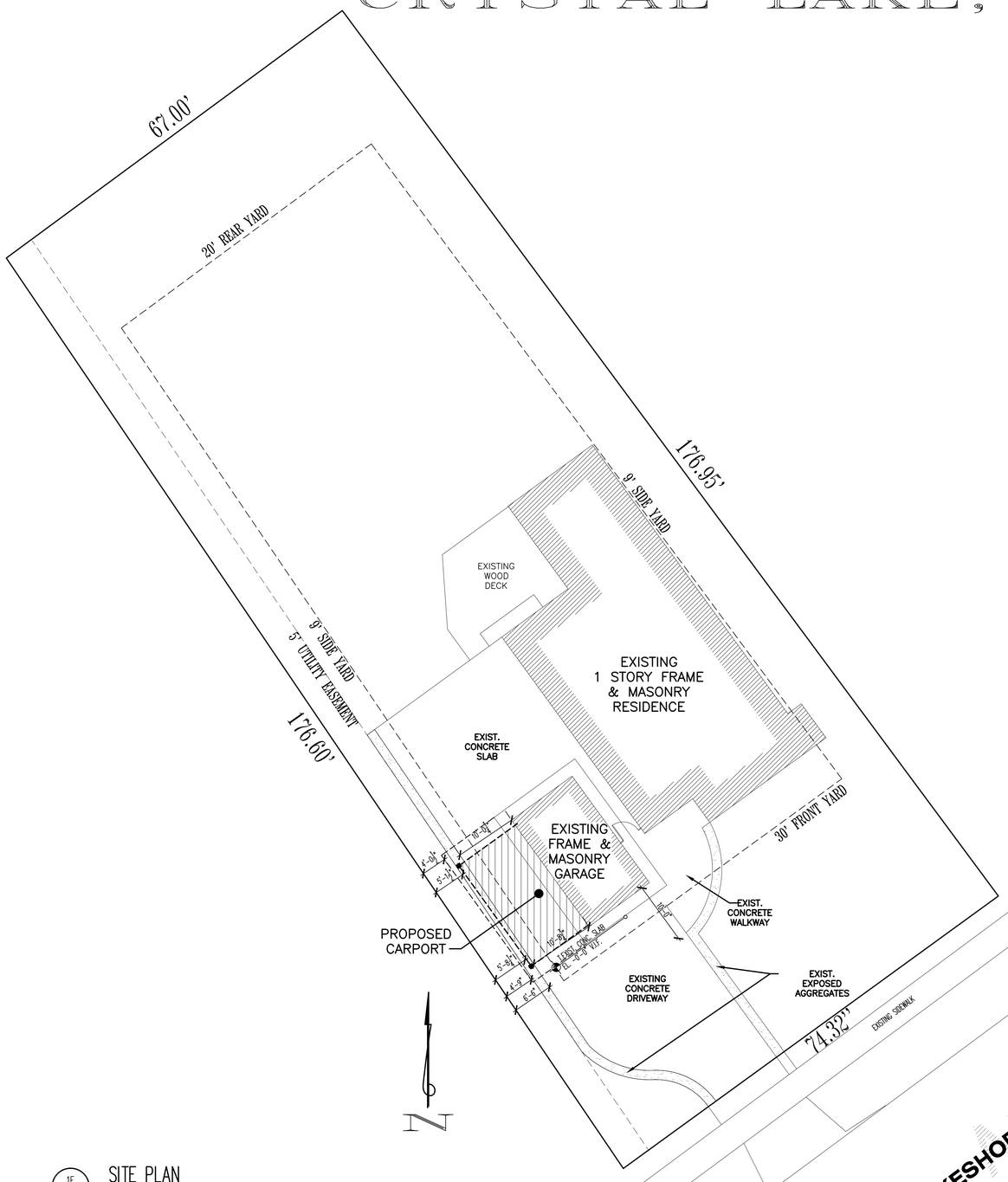
1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
    A. Application (submitted 1/26/26)
    B. Architectural Plans (ALA Architects, 10/27/25)

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

Ms. Repholz seconded the motion. On roll call, Members Dzielski, Gronow, Mason, Smith, Skluzacek, Repholz, and Greenman voted in favor. The motion passed unanimously 7-0.

HAMID RESIDENCE

222 LAKESHORE DRIVE
CRYSTAL LAKE, IL 60014



1E / A000 SITE PLAN

1"=10'-0"

NOTES:

1. VERIFY UTILITY LOCATIONS.
2. VERIFY TREES TO BE REMOVED WITH OWNER.
3. VERIFY STRUCTURE LOCATION WITH OTHERS.

SITE PLAN DEPICTED REPRESENTS A REFERENCE LOCATION ONLY, NOT TO BE USED FOR STAKING, EXCAVATION, FOUNDATION LOCATION OR BUILDING OF ANY KIND. REFERENCE CIVIL ENGINEERING FOR ACTUAL HOUSE LOCATION AND VERIFY IN FIELD NO PORTION OF THE STRUCTURE EXTENDS OVER SETBACKS, BUILDING LINES OR EASEMENTS.

4. REFER TO CIVIL ENGINEERING PLANS FOR UTILITY INFORMATION.
5. BOUNDARY BASED UPON PLAT OF SURVEY FURNISHED TO ARCHITECT BY OWNER. VERIFY LOT DIMENSIONS IN FIELD.

NOTE:
MAINTAIN EXISTING GRADES & DRAINAGE PATTERN. ANY DRAINAGE ISSUES THAT MAY ARISE FROM THE CONSTRUCTION ASSOCIATED WITH THIS PERMIT WILL BE ADDRESSED BY THE PERMITEE

BUILDING LOT COVERAGE	
AREA OF LOT	12,495.3 S.F.
ZONING DISTRICT	R2
MAXIMUM LOT COVERAGE	40%
ALLOWABLE LOT COVERAGE	4,998.1 S.F.
PROPOSED LOT COVERAGE	
EXIST. FIRST FLOOR FOOTPRINT	+1764.0 S.F.
EXIST. GARAGE FOOTPRINT	+253.9 S.F.
EXIST. DECK	+70.3 S.F.
PROPOSED CAR PORT	+235.8 S.F.
TOTAL BLDG. LOT COVERAGE	2,324 S.F. ✓

FLOOR AREA RATIO	
AREA OF LOT	12,495.3 S.F.
ZONING DISTRICT	R2
MAXIMUM F.A.R.	.80
ALLOWABLE FLOOR AREA	9,996.2 S.F.
PROPOSED FLOOR AREA	
EXIST. FIRST FLOOR	+1764.0 S.F.
EXIST. GARAGE	+253.9 S.F.
PROPOSED CAR PORT	+235.8 S.F.
TOTAL FLOOR AREA	2,253.7 S.F. ✓

IMPERVIOUS SURFACE COVERAGE	
AREA OF LOT	12,495.3 S.F.
ZONING DISTRICT	R2
MAXIMUM IMPERVIOUS COVERAGE	50%
ALLOWABLE IMPERVIOUS	6,247.7 S.F.
EXISTING IMPERVIOUS	
EXIST. FIRST FLOOR FOOTPRINT	+1554.9 S.F.
EXIST. GARAGE FOOTPRINT	+253.9 S.F.
EXIST. DECK	+258.8 S.F.
EXIST. DRIVEWAY/WALKWAY	+1765.4 S.F.
TOTAL IMPERVIOUS COVERAGE	3,833.0 S.F. ✓

DESIGN LOADING VALUES:

ROOF	30 PSF LIVE LOAD (SNOW)	WALLS	20 PSF WIND FOR 0-20 FT. HEIGHT
CEILING	20 PSF LIVE LOAD		25 PSF WIND FOR 21-29 FT. HEIGHT
FLOOR	60 PSF LIVE FOR EXTERIOR BALCONY		30 PSF WIND FOR 30 FT. AND ABOVE
	40 PSF LIVE FOR FLOORS, DECKS, STAIRS	SOIL	3000 PSF ASSUMED MINIMUM OWNER/CONTRACTOR RESPONSIBLE TO VERIFY

CONCRETE/MASONRY NOTES:

- SEE FOUNDATION PLAN AND SECTIONS FOR HEIGHT OF FOUNDATION WALLS
- FOUNDATION REINFORCING TO BE GRADE 60, LAP CONTINUOUS BARS 36 DIAMETERS.
- STRENGTH OF CONCRETE AFTER 28 DAYS TO BE 3000 PSI FOR CONCRETE WALLS AND 3500 PSI FOR CONCRETE FLAT WORK AND EXTREME CONDITIONS.
- ALL PORCHES, STEPS AND GARAGE FLOOR SLABS SHALL BE A MIN. OF 3500 PSI AND BETWEEN 5% & 7% AIR ENTRAINED.
- FOUNDATION HEIGHT TO BE AT SUCH A LEVEL SO NEW TOP OF FINISHED FLOOR MATCHES EXISTING TOP OF FINISHED FLOOR, UNLESS OTHERWISE NOTED.
- MASONRY MORTAR TO BE TYPE N.

{ IF YOU DONT READ ANY OTHER NOTES – READ THIS ONE }

NOTE TO BIDDERS & CONTRACTORS:

THESE PLANS HAVE BEEN PREPARED BASED ON THE DOCUMENTATION OF AVAILABLE CODES AND ORDINANCES WHICH ARE OPEN TO APPROVAL AND INTERPRETATION BY THE GOVERNING BODY AUTHORIZED TO ISSUE A BUILDING PERMIT. THE REQUIREMENTS AND BUILDING SPECIFICATIONS ARE SUBJECT TO CHANGE BASED ON THIS APPROVAL AND MAY AFFECT THE COST OF THE PROJECT OR SUCCESSFUL COMPLETION. BIDDERS ARE RESPONSIBLE FOR NOTIFYING THE OWNER(S) OR FINANCIAL INSTITUTION RESPONSIBLE FOR FUNDING THE PROJECT FOR APPROVAL PRIOR TO BEGINNING WORK.

THIS ARCHITECTURAL DOCUMENTATION IS INTENDED TO GIVE AN OVERALL SCOPE AND DESCRIPTION OF WORK, ALONG WITH GENERAL SPECIFICATIONS FOR CONSTRUCTION. NOT ALL INFORMATION REQUIRED OR PERTINENT TO THE PROJECT REQUIRED FOR SUCCESSFUL PRICING OR COMPLETION IS INCLUDED. IT IS THE RESPONSIBILITY OF ALL CONTRACTORS TO FAMILIARIZE THEMSELVES WITH ALL CODES PERTAINING TO THEIR DISCIPLINES AND BE RESPONSIBLE FOR THE SUCCESSFUL COMPLETION OF THE PROJECT.

PLAN & ELEVATION SYMBOLS

5S 5 SHELVES
1SIR 1 SHELF & 1 ROD
SPR SPRINKLER HEAD
GAS GAS HOOKUP
WATER WATER HOOKUP
FPHB FROST PROOF HOSE BIBB
SHOWER HEAD FAUCET
SHOWER RAIN HEAD
FD FLOOR DRAIN
PRE-FAB FIREPLACE FLUE
MASONRY FIREPLACE FLUE
REBAR
CEILING DETAIL DIAGRAM
WORK POINT
12 / 6 ROOF PITCH
SECTION/ VIEW MARKER
ELEVATION MARKER
REVISION MARKER
V.I.F. VERIFY IN FIELD
V.W.O. VERIFY WITH OWNER

FACE BRICK, HORIZONTAL SIDING, BOARD & BATTEN SIDING, ASPHALT SHINGLES ROOFING
STONE, SHAKE SIDING, CEDAR SHAKE ROOFING, CONCRETE
FIELD STONE, STUCCO / E.I.F.S., METAL ROOFING, GRAVEL

ELECTRICAL SYMBOLS:

SINGLE OUTLET (1)
DUPLEX OUTLET (2)
QUAD. OUTLET (4)
SWITCHED DUPLEX OUTLET (2)
CEILING MOUNTED LIGHT FIXTURE
RECESSED CAN LIGHT
DIRECTIONAL RECESSED CAN LT.
WALL MOUNTED LIGHT FIXTURE
RECESSED WATER PROOF LED CAN LIGHT (EXTERIOR)
EXTERIOR LAMP W/ POST
FLUORESCENT LIGHT FIXTURE
$ SWITCH
$D DOOR ACTIVATED SWITCH
$M MOTION ACTIVATED SWITCH
T THERMOSTAT CONTROLS
EXHAUST FAN, VENTED TO EXTERIOR
EXHAUST FAN/LIGHT, VENTED TO EXTERIOR
FLOOD LIGHT W/ MOTION DETECTOR
CEILING MOUNTED FAN/LIGHT
LED LIGHT STRIP
P.C. = PULL CHAIN LIGHT
W.P. = WATER PROOF
TELEVISION JACK
TELEPHONE JACK
HDMI JACK
SD 110V SMOKE DETECTOR WIRED IN SERIES W/ BATTERY BACKUP, RUN ON DEDICATED CIRCUIT
SD/CO 110V SMOKE & CARBON MONOXIDE DETECTOR COMBO WIRED IN SERIES W/ BATTERY BACKUP, RUN ON DEDICATED CIRCUIT
GFI = GROUND FAULT CIRCUIT INTERRUPTER

WALL TYPES

NEW FRAME WALL
NEW FOUNDATION WALL & FOOTING
DRYWALL, ARCHED OR CASED OPENING
DEPRESSED FOUNDATION WALL
BEARING WALL ABOVE
TR. SILL PLATE @ FDTN. WALL

NOTE TO CONTRACTORS

- ALL CONTRACTORS PRIOR TO CONSTRUCTION ARE TO FAMILIARIZE THEMSELVES WITH THE PLANS AND EXISTING CONDITIONS OF THE PROJECT. ALL CONTRACTORS ARE RESPONSIBLE FOR PERFORMING WITHIN INDUSTRY STANDARDS AND TO COMPLY WITH ALL APPLICABLE CODES. NOTIFY ARCHITECT OF ANY CONDITIONS OR DISCREPANCIES ON PLANS WHICH MAY INTERFERE WITH SUCCESSFUL COMPLETION OF THE PROJECT, PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR DEMOLITION.
- ALL NOTES SHOWN ARE TYPICAL, AND SOME MAY NOT APPLY TO THE SCOPE OF WORK.

FINISHES:

- ALL EXTERIOR FINISHES INCLUDING BUT NOT LIMITED TO MOULDING, DOORS, WINDOWS, SIDING, ROOFING, ETC. ARE TO MATCH EXISTING UNLESS OTHERWISE NOTED.

CODE CONFORMANCE

THE DRAWINGS AND RELATED CONSTRUCTION TO CONFORM WITH THE FOLLOWING

2018 INTERNATIONAL RESIDENTIAL CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL FUEL GAS CODE
2018 INTERNATIONAL ENERGY CONSERVATION CODE
2018 INTERNATIONAL FIRE CODE
2017 NATIONAL ELECTRIC CODE
2014 ILLINOIS PLUMBING CODE
2018 INTERNATIONAL EXISTING BUILDING CODE
2018 INTERNATIONAL PROPERTY MAINTENANCE CODE
CITY OF CRYSTAL LAKE CODE OF ORDINANCES
2018 INTERNATIONAL BUILDING CODE
2000 NFPA LIFE SAFETY CODE
2018 ILLINOIS ILLINOIS ACCESSIBILITY CODE

DRAWING INDEX

A000 SITE PLAN, DRAWING INDEX, GENERAL NOTES
A101 FIRST FLOOR PLAN
A200 EXISTING FRONT ELEVATION, FRONT ELEVATION
A201 REAR ELEVATION, LEFT SIDE ELEVATION, RIGHT SIDE ELEVATION

PRELIMINARY NOT FOR CONSTRUCTION OR PERMIT SUBMITTAL

REVISIONS		
1	08-16-24	JBA
2	09-27-25	LTL
3	09-19-24	JBA
4	09-24-24	JBA
5		

DESIGN STAGE
- PRELIMINARY DISCUSSION
- PRELIMINARY DISCUSSION
- DESIGN DEVELOPMENT
- RELEASE FOR BID
- FINAL REVIEW
- RELEASE FOR PERMIT
- AS BUILT DRAWINGS
- REVISION

HAMID RESIDENCE
222 LAKESHORE DRIVE
CRYSTAL LAKE, IL 60014

PRELIMINARY

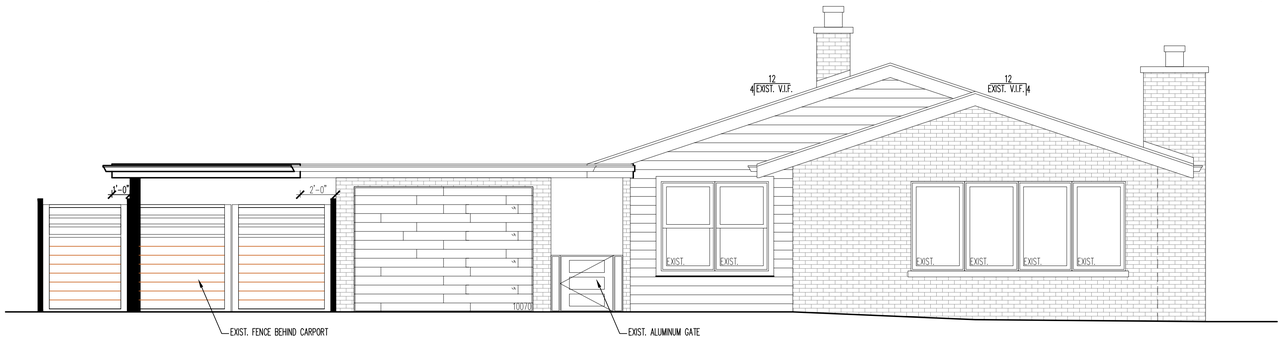
SITE PLAN
GENERAL NOTES
DRAWING INDEX

Architects & Planners, Inc.
2600 Bohart Road at Rt. 176
IL Telephone: 815-788-9200
Crystal Lake, IL 60014
88 W. Main St.
WI Telephone: 262-250-0021
Lake Geneva, WI 53147
1700 E. Racine Ave.
Waukesha, WI 53186
40 Crystal St.
Cary, IL 60013

Job Number: 24235
Sheet Number: A000
File Name: 24235000

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A L A Architects & Planners, Inc.

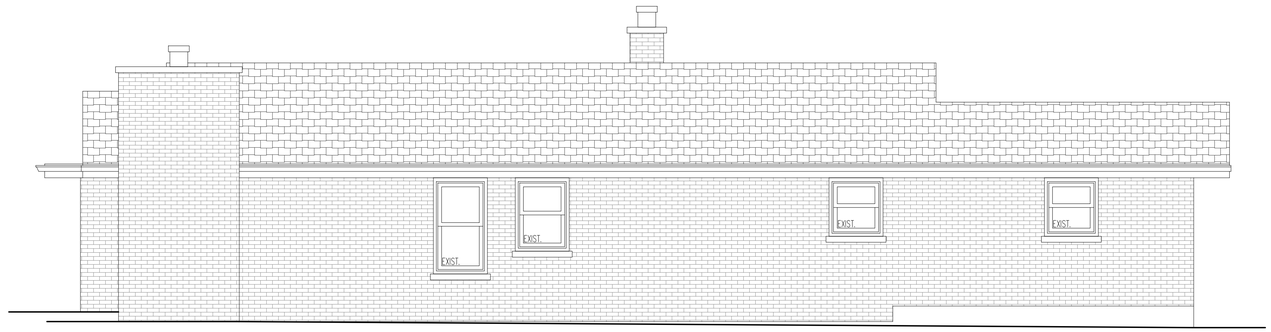
1 2 4 6 8 10 12 14 16 18 20
TEAR-OFF SCALE FOR USE ON DRAWINGS WITH SCALE 1/4"=1'-0"



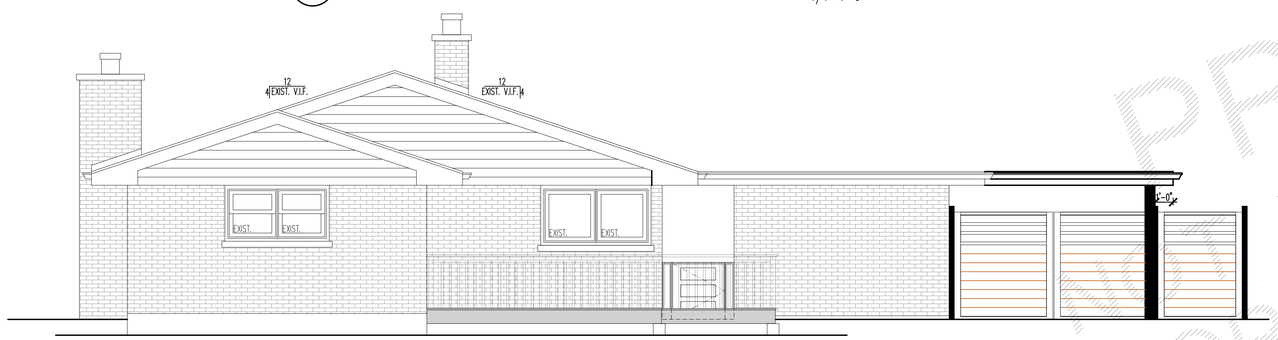
3E / A200 FRONT ELEVATION
1/4"=1'-0"



3B / A201 LEFT SIDE ELEVATION
1/4"=1'-0"



3D / A201 RIGHT SIDE ELEVATION
1/4"=1'-0"



3E / A201 REAR ELEVATION
1/4"=1'-0"

ELEVATION NOTES

- DO NOT SCALE ELEVATIONS, VERIFY WALL HEIGHTS WITH PLANS, CONTACT ARCHITECT WITH ANY DISCREPANCIES
- WHEN INTERSECTING TWO ROOF PLANES WITH DIFFERENT ROOF PITCHES, BLOCK TOP OF STUD WALL OR BEAM AS REQUIRED TO ALLOW FASCIAS TO LINE UP RETAINING A COMMON EAVE DISTANCE.
- SEE ROOF PLAN FOR TYPICAL EAVE AND RAKE DISTANCES UNLESS OTHERWISE NOTED ON ELEVATIONS
- IF RIDGE AND SOFFIT VENTS PROVIDE LESS THAN THE CODE MINIMUM, ADD CAN VENTS AS NEEDED TO THE REAR AND SIDE ELEVATIONS

WINDOW NOTES

- ALL WINDOWS ARE DESIGNATED IN ROUGH OPENING, SHOWN IN FEET & INCHES TO BE MET WITHIN 2" OR EXCEEDED, DEPENDING ON MFG.

EXAMPLE: 2555 = 2'-5" X 5'-5"

EXAMPLE: 3068 = 3'-0" X 6'-8"

EXAMPLE: 18080 = 18'-0" X 8'-0"

TEMPERED GLASS = (T)
FIXED WINDOW = (F)
EGRESS WINDOW = (E)
EGRESS WINDOW BREAKDOWN =
MIN. CLEAR OPEN AREA OF 5.7 S.F.
MIN. CLEAR OPEN WIDTH OF 20"
MIN. CLEAR OPEN HEIGHT OF 24"
MAX. SILL HEIGHT OF 44"

DOOR OR WINDOW PANE SLIDES RIGHT = (SR)
DOOR OR WINDOW PANE SLIDES LEFT = (SL)

REMODELING & ADDITION NOTES

- WHEN ALIGNING NEW ROOF PLANES WITH EXISTING, VERIFY EXISTING ROOF PITCH IN FIELD PRIOR TO PURCHASE OR ORDERING OF ROOFING STRUCTURAL AND FINISHING MATERIALS.
- ALL NEW SIDING TO MATCH EXISTING UNLESS OTHERWISE NOTED. VERIFY WITH OWNER.
- ALL NEW FASCIA, FRIEZE AND SOFFITS TO MATCH EXISTING UNLESS OTHERWISE NOTED, VERIFY WITH OWNER.
- VERIFY SIZE OF WINDOWS IN FIELD PRIOR TO PURCHASE.
- ALL BEDROOMS MUST BE PROVIDED ONE EGRESS WINDOW SIZE TO MEET LOCAL CODE. VERIFY LOCATION WITH PLANS AND OWNER.

REVISIONS			
1	08-16-24	ABA	PRELIMINARY DESIGN
2	10-27-25	TJL	PRELIMINARY DESIGN
1	09-19-24	ABA	RELEASE FOR BID
2			FINAL REVIEW
1	09-24-24	ABA	RELEASE FOR PERMIT
2			REVISION

DESIGN STAGE

HAMID RESIDENCE
222 LAKESHORE DRIVE
CRYSTAL LAKE, IL 60014

EXISTING FRONT ELEVATION
FRONT ELEVATION

PRELIMINARY

Architects & Planners, Inc.
IL Telephone: 815-788-9200 WI Telephone: 262-249-0021
2600 Belvin Road at Rt. 176, Crystal Lake, IL 60014
98 W. Main St., Lake Geneva, WI 53147
40 Crystal St., Crys, IL 60013
1700 E. Racine Ave., Waukesha, WI 53186

Job Number: 24235
Sheet Number: A200
File Name: LA1YOUT2200

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Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variations to allow:
1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet;
2) a trash enclosure wall of five-½ feet, instead of the minimum six feet;
3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and
4) a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%.

Location: 1 S. Virginia Road (District 155 Office)

Applicant: District 155, owner
1 S. Virginia Road

PZC Recommendation: To approve the Planning and Zoning Commission recommendation and adopt an Ordinance granting Variations at 1 S. Virginia Road.

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

Background:

- The property is the location of School District 155 offices, which have been in the building since 1991. Sometime after 2014 two dumpsters began being stored in two parking spaces near the building in the Berkshire Drive parking lot. The use of required parking spaces for unenclosed dumpsters was not previously approved and constitutes a nonconforming use.
- Request: The applicant is seeking to erect a masonry enclosure to contain the dumpsters and create two new parking spaces near the Berkshire Drive entrance.
    - Variation:
        - To allow a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet.
        - To allow a trash enclosure wall of five-½ feet, instead of the minimum six feet.

- To allow a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet.
- To allow a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%.

- Land Use: The land use map shows the area as Commerce, which is not consistent with the land use.
- Zoning: The site is zoned B-1 Neighborhood Business District.
- Previous Approvals:
  - In 1991, a Special Use Permit was granted to allow District 155 to occupy the building as an office. Additionally, a parking variation was granted to allow 52 spaces instead of the required 74.

PZC Highlights:

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

- At the hearing on February 18th the petitioner testified as to the need for the variations being requested. The petitioners explained that they were seeking to improve the appearance and safety of the property by constructing a masonry trash enclosure upon the two parking spaces that are currently used to store two dumpsters. They explained that this location was chosen after reviewing and rejecting several other potential options. The placement of the enclosure one foot from the side lot line required a variation, but asserted that it would not negatively impact the neighboring property due to the configuration of their shared access drive. Additionally, a variation of the enclosure height would lessen the impact. The petitioners then explained the need to add back the two lost parking spaces, and that the only option was the one proposed that required variations for street-yard setback and hard surface coverage. They testified that the parking lot was occasionally over capacity and that overflow parking was taking place on a nearby cul-de-sac. No public spoke on the petition.
- Staff confirmed that the petitioners had worked with staff and the City Engineer and that no better solution was found. Staff noted that the configuration of an adjoining parking lot lessened the impact of having a one-foot side-yard setback for the trash enclosure.
- The PZC expressed concerns about the proposed configuration, but generally accepted that there was a need for the enclosure and the parking, and recognized that no other options appeared feasible. Additional concerns were raised regarding the removal of landscaping, the proximity to street and orientation of the new parking spaces, and the potential impact to sight lines. Staff confirmed that the angle of the parking and access drive meant safe sightlines would be preserved. Also, that the recommended conditions called for new landscaping.
- The PZC found that the petition met the Findings of Fact and was mostly supportive of the request.

The Planning and Zoning Commission recommended **approval (5-2)** of the petitioner's request with the following conditions:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:

A. Development Application (revised 1/26/26)
B. Architectural Plans (FGM Architects, 1/23/26)

2. The property owner shall work with city staff to produce a landscaping plan that replaces the removed tree and which lines the expanded parking. The latter shall be designed in a manner consistent with the Unified Development Ordinance requirements and sufficient to shield headlights from neighboring residential properties.

3. The petitioner shall address any review comments and requirements of the Engineering and Public Works Department, the Community Development Department, and the Fire Department regarding parking lot circulation and safety.

Votes Required to Pass: A simple majority vote

PARCEL IN QUESTION



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS FOR THE SIDE-YARD SETBACK AND HEIGHT OF A TRASH ENCLOSURE, A REDUCED STREET-YARD SETBACK FOR A PARKING LOT, AND HARD SURFACE LOT COVERAGE, AT 1 SOUTH VIRGINIA ROAD

Draft

WHEREAS, Community High School District 155 (the "Petitioner") has filed a Petition (File #PLN-2025-218) requesting Variations to allow: 1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; 2) a trash enclosure wall of five-½ feet, instead of the minimum six feet; 3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and, 4) a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%, at 1 S. Virginia Road, Crystal Lake, Illinois; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to all required noticing, including notice duly published on January 30, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 18, 2026, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on February 18, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Variations be approved, as documented in the minutes; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the 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 Variations to allow: 1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; 2) a trash enclosure wall of five-½ feet, instead of the minimum six feet; 3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and, 4) a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%, at 1 S. Virginia Road, Crystal Lake, Illinois is hereby approved with the following conditions.

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:

a. Development Application (revised 1/26/26)
b. Architectural Plans (FGM Architects, 1/23/26)

2. The property owner shall work with city staff to produce a landscaping plan that replaces the removed tree and which lines the expanded parking. The latter shall be designed in a manner consistent with the Unified Development Ordinance requirements and sufficient to shield headlights from neighboring residential properties.

3. The petitioner shall address any review comments and requirements of the Engineering and Public Works Department, the Community Development Department, and the Fire Department regarding parking lot circulation and safety.

Section II: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of the Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 3rd day of March 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: March 3, 2026
Approved: March 3, 2026

Draft

#2025-218
1 Virginia Road, District 155 Office – Variations for a Trash Enclosure and Parking Lot Expansion
Project Review for Planning and Zoning Commission

Meeting Date: February 18, 2026

Request: Variations to allow:
1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet;
2) a trash enclosure wall of five-½ feet, instead of the minimum six feet;
3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and
4) a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%.

Location: 1 Virginia Road (District 155 Office)

Acreage: Approximately 46,272 square feet

Existing Zoning: B-1 Neighborhood Commercial

Surrounding Properties:
Northeast: M Manufacturing
Southeast: B-1 Neighborhood Commercial
Southwest: R-2 Single-Family Residential
Northwest: R-3B PUD Multifamily Residential

Staff Contact: Darrell Moore (815.356.3612)

Background:

- The property is the location of School District 155 offices, which have been in the building since 1991.
- The site is highly constrained due to the size of the building and parking lots relative to the size of the lot, as well as due to having two street frontages. The access off Berkshire Drive is shared with the apartment building to the west.
- Based on historic aerials, around 2014 the office began using outdoor dumpsters instead of smaller containers that could be kept inside. Initially, one parking space was dedicated to storage of the dumpsters, but it eventually it expanded to two parking spaces. The use of required parking spaces for unenclosed dumpsters was not previously approved and constitutes a nonconforming use. The applicant is seeking to erect a masonry enclosure to contain the dumpsters and create two new parking spaces near the Berkshire Drive entrance.

Development Analysis:

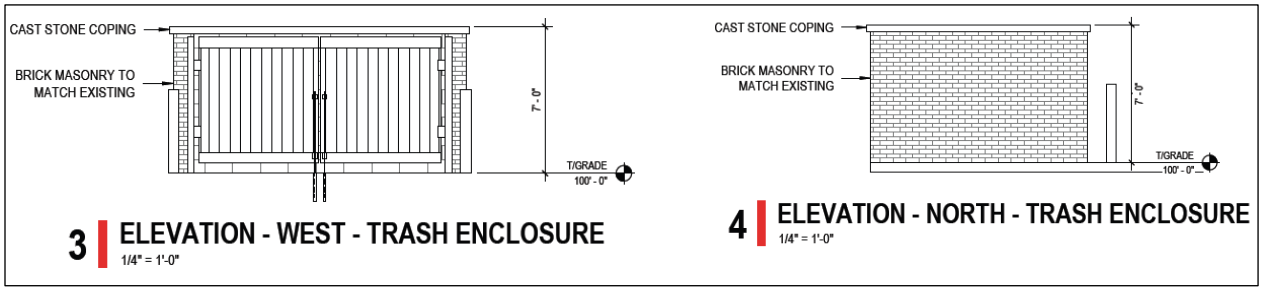
General

- Request: Variations to allow: 1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; 2) a trash enclosure wall of five-½ feet, instead of the minimum six feet; 3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet; and 4) a hard surface coverage of approximately 76% (an increase of about 1% over existing coverage), instead of the maximum 65%.
- Zoning: The site is zoned B-1 Neighborhood Business. Though originally approved as a special use permit, offices are now allowed in this district.
- Land Use: The land use map shows the area as Commerce.
- Previous Approvals:
    - In 1991, a Special Use Permit was granted to allow District 155 to occupy the building as an office. Additionally, a parking variation was granted to allow 52 spaces instead of the required 74.

Project Details:

The purpose of the request is to allow a 5 ½ foot masonry trash enclosure to be constructed on two existing parking spaces and to create two replacement parking spaces elsewhere on the property.

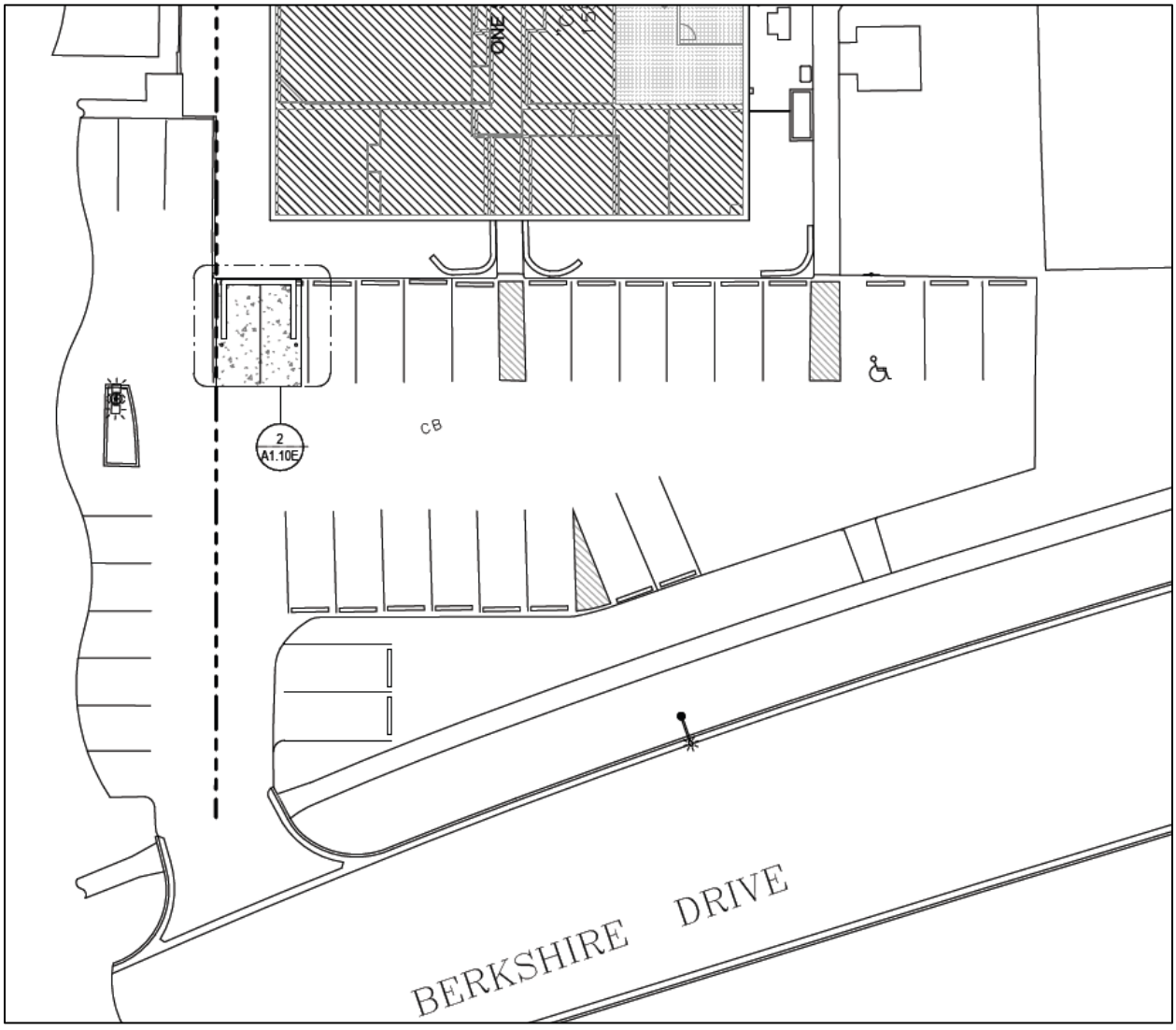
- Trash Enclosure. Two parking spaces are currently being used for the storage and collection of two dumpsters. The use of these spaces for dumpsters is a nonconforming use, as is their storage outside of an enclosure.
    - In order to erect an enclosure at this same location, a side-yard setback variation is required. The proposal is for the enclosure to be one foot from the property line, instead of the required five feet for an accessory structure.
    - The ordinance requires refuse containers to be "hidden by an opaque wall or fence of sufficient height to screen the bin and any appurtenances, but not less than six feet in height." The proposal is a masonry enclosure that is 5 ½ feet in height, which is sufficient to screen the bins. (Note: the applicant-provided drawings show the enclosure at 7 feet, but 5 ½ feet is what is being sought.)



- Parking Lot Expansion.
    - The applicant desires to replace the parking spaces lost to the trash enclosure at a location next to the Berkshire Drive entrance. This will require a variation for a two-foot street-yard setback, instead of the required 20-foot minimum. An additional variation is required for the resulting 1% increase in hard surface coverage. The existing coverage exceeds the maximum allowance by about 10%.

- The spaces will be opposite residential properties. No screening plan has been provided but will be required to comply with the ordinance.
- A mature ornamental tree will need to be removed for the proposed expansion. No landscaping plan has been provided.





Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting Variations to allow: 1) a trash enclosure with a side-yard setback of one foot, instead of the minimum five feet; 2) a trash enclosure wall of five-½ feet, instead of the minimum six feet; and 3) a two-space parking lot expansion having a setback of two feet instead of the minimum 20 feet. 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. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
   A. Development Application (revised 1/26/26)
   B. Architectural Plans (FGM Architects, 1/23/26)

2. The property owner shall work with city staff to produce a landscaping plan that replaces the removed tree and which lines the expanded parking. The latter shall be designed in a manner consistent with the Unified Development Ordinance requirements and sufficient to shield headlights from neighboring residential properties.

3. The petitioner shall address any review comments and requirements of the Engineering and Public Works Department, the Community Development Department, and the Fire Department regarding parking lot circulation and safety.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: CHSD 155 District Office Trash Enclosure

Action Requested

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

Petitioner Information

Name: Abraham Mora

Address: 550 W Van Buren St, Suite 1420
Chicago, IL 60607

Phone: [redacted]

Fax:

E-mail: [redacted]

Owner Information (if different)

Name:

Address:

Phone:

Fax:

E-mail:

Property Information

Project Description: New masonry trash enclosure and paving at south parking lot. A variation is being sought for a side-yard setback, and a front-yard setback for a parking lot expansion.

Revised: 1/26/26

Project Address/Location: 1 South Virginia Road, Crystal Lake, IL 60014

PIN Number(s): 19-08-254-010

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: FGM Architects, 550 W Van Buren St, Suite 1420, Chicago, IL 60607, P: [redacted], E: [redacted]

Attorney: _____

Engineer: Eriksson Engineering Associates, 145 Commerce Dr, Suite A, Grayslake, IL 60030, P: [redacted], E: [redacted]

Landscape Architect: _____

Planner: _____

Surveyor: _____

Other: _____

Signatures

Abraham Mora [redacted] 11/24/2025

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.

Troy Stinger [redacted] 11/25/2025

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, FEBRUARY 18, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2025-218 – 1 VIRGINIA ROAD – DISTRICT 155 OFFICES – VARIATIONS

Variations to construct a trash enclosure one-foot from the property line at five-and-a-half-feet high and two additional parking spaces two feet from the front property line, an 18-foot encroachment into the parking lot setback.

Troy Stinger represented District 155, and Abe Mora with FGM Architects, presented the request for variations to construct a trash enclosure one foot from the property line at five-and-a-half-feet high and two additional parking spaces two feet from the front property line. Mr. Stinger stated the parking lot at the district office on the Berkshire side is unique and presents challenges, including two dumpsters that take up two parking spaces. He stated the district hopes to construct a dumpster enclosure in those two existing spaces to beautify the property and increase safety, citing a windstorm where a dumpster blew into a parked car. He stated they would like to regain those two parking spaces by adding two more parking spaces in the grassy area as you come off Berkshire to the right. Mr. Mora stated the site is irregular and makes it difficult to determine the best location for trash enclosure and circulation. Mr. Mora stated the current dumpster location is best for service access, which is why they want the enclosure there. He stated one requested variance is to be one foot from the property line to minimize impact on parking spaces on a tight site. Mr. More explained there are currently 53 striped spaces, including the two occupied by dumpsters, and they are looking to regain those. He stated they reviewed many scenarios and found limited places to add parking; noting that placement in the southeast corner of the parking lot would create circulation problems. Mr. Mora stated the proposed location mirrors the parking lot of the abutting multifamily residential property.

Mr. Greenman asked for clarification regarding hardship. Mr. Stinger stated the lot of Berkshire is unique and the site experiences a high volume of visitors and employees. Mr. Mora stated based on gross square footage and current parking standards, approximately 96 parking spaces would be required, and the petitioner is attempting to regain space within the constraints of the site.

Mr. Greenman opened the public comment portion of the hearing. With no one wishing to speak, he closed the public comment portion and opened it to staff.

Mr. Moore stated there are currently four variations requested. Mr. Moore explained the trash enclosure side-yard setback of one foot is along a shared access drive with an apartment building, and therefore the proximity is less impactful than it would be under typical conditions. Mr. Moore stated the neighboring trash enclosure is also located nearby. Mr. Moore stated the request for a 5.5-foot enclosure height instead of 6 feet is reasonable given the intent to reduce bulk near the side yard and was revised from a prior request of 7 feet. Mr. Moore stated the two-space parking expansion would require removal of landscaping and at least one ornamental tree and would be located within two feet of the property line, with residential uses across the street. Therefore, staff recommended landscaping and screening to minimize visual impact

and headlights. Mr. Moore stated the hard surface coverage is already at 75% where 65% is permitted, and the proposal would increase it approximately 1%, constituting the fourth variation. Mr. Moore stated staff worked extensively with the petitioner on this highly constrained site and the tapering lot geometry makes placement of the trash enclosure and parking particularly difficult. Mr. Moore noted the two parking spaces have effectively been occupied for years and the petitioner has not found another way to reclaim them.

Mr. Greenman asked staff about sight line impacts. Mr. Moore stated due to the angle and approach, adequate sight lines would be maintained.

Mr. Greenman asked whether staff worked with the City Engineer to review different parking layouts. Mr. Moore answered in the affirmative and stated the proposal was amended after staff review, however only limited adjustments were possible; alternatives were reviewed including the Virginia Road side, but vegetation and neighboring easements limited options, and the tapering lot results in tight existing parking. Mr. Moore stated another driveway access was considered, but did not yield additional parking.

Mr. Mora added the existing parking striping meets minimum code requirements and any deviation would encroach into circulation space and pedestrian access.

Mr. Smith stated there did not appear to be any options and asked about the possibility of an additional curb cut and spacing between the proposed wall and the parking island/light pole across the aisle. Mr. Mora stated he did not know the exact distance. Mr. Mora stated different enclosure locations were reviewed, and the goal was a minimal and less obtrusive approach, and extending asphalt made more sense than adding a curb cut.

Mr. Smith asked if the proposed trash enclosure would be similar to the neighboring enclosure and asked about landscaping. Mr. Stinger stated it would be similar, and while the existing tree would be removed, a new tree would be installed.

Mr. Gronow asked about staffing and parking demand. Mr. Stinger stated there are approximately 50-60 employees, and confirmed there are currently 53 parking spaces. Mr. Stinger stated overflow parking occurs on a nearby public street. Mr. Gronow stated he did not see other feasible options and did not believe the two new spaces would create impacts.

Mr. Skluzacek had no additional comments.

Mr. Greenman stated he appreciated the petitioner's effort to enclose the trash area and recognized the effort made to find alternative parking solutions. Mr. Greenman asked whether the petitioner worked with an engineer or traffic engineer. Mr. Mora stated Erikkson Engineering assisted and multiple layouts were reviewed. Mr. Greenman noted all employees work on site and expressed concern about loss of green space, but stated he was comfortable with the trash enclosure and appreciated the work done. Mr. Mora stated existing southern parking rows include shrubbery and the intent is to install similar vegetation buffering to minimize headlights toward residences. Mr. Greenman asked if the petitioner agreed to the recommended conditions. Mr. Stinger responded yes.

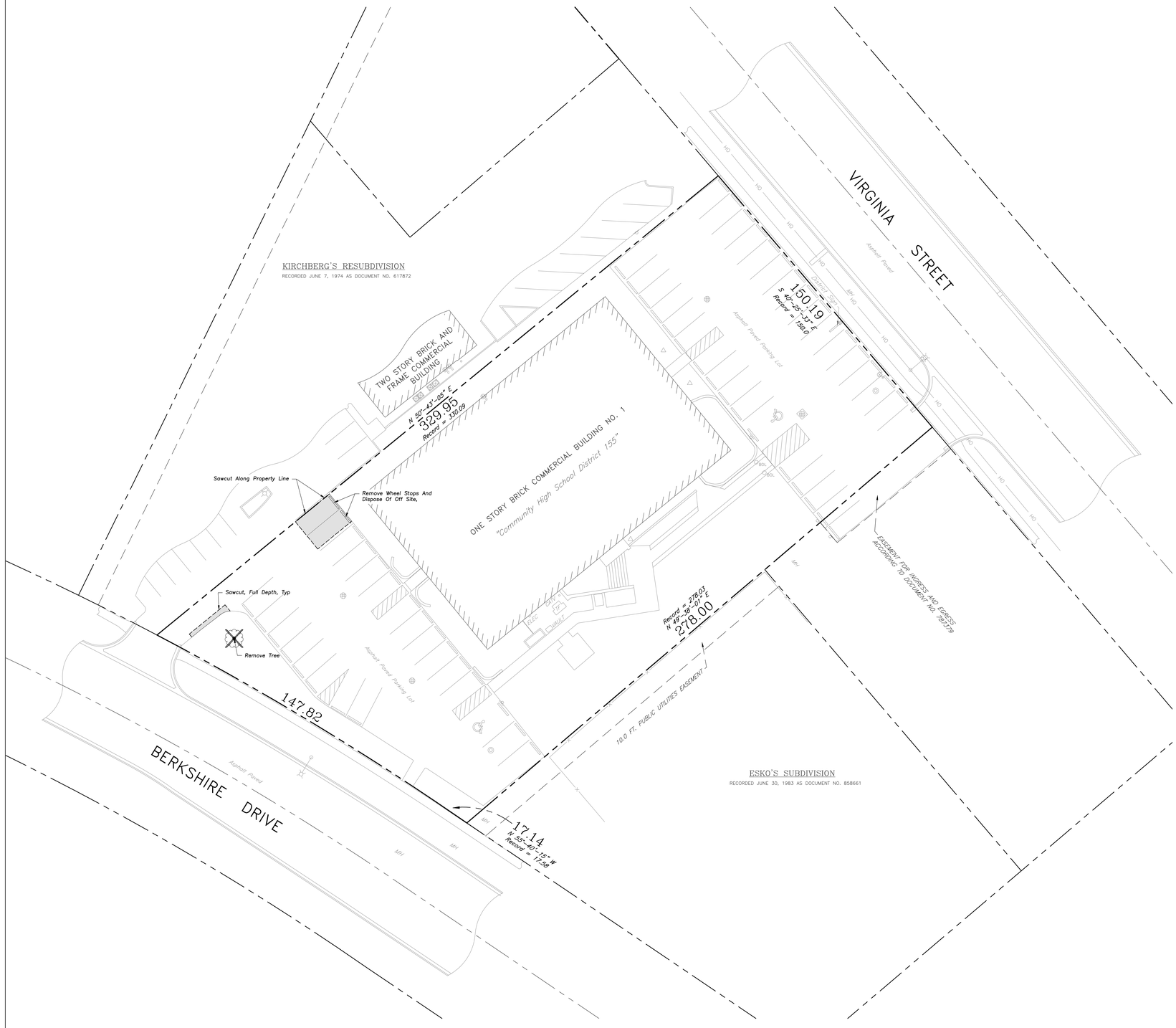
Mr. Gronow made a motion to recommend approval with the following conditions:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents provided:
   A. Development Application (revised 1/26/26)
   B. Architectural Plans (FGM Architects, 1/23/26)

2. The property owner shall work with city staff to produce a landscaping plan that replaces the removed tree and which lines the expanded parking. The latter shall be designed in a manner consistent with the Unified Development Ordinance requirements and sufficient to shield headlights from neighboring residential properties.

3. The petitioner shall address any review comments and requirements of the Engineering and Public Works Department, the Community Development Department, and the Fire Department regarding parking lot circulation and safety.

Ms. Mason seconded the motion. On roll call, Members Gronow, Mason, Smith, Skluzacek, Repholz, voted in favor. Dzielski and Greenman voted against. Motion passed, 5-2.



DEMOLITION LEGEND

- Bituminous Pavement Removal (Full Depth)
- Pavement Sawcut

DEMOLITION NOTES

1. Keep All City Streets Free and Clear of Construction Related Dirt/Dust/Debris.
2. The Existing Building is to Remain Operational During Construction. Therefore, the Temporary Relocation of All Necessary Utilities Serving the Existing Building Shall Be Coordinated Prior to the Commencement of Construction Operations.
3. All Sawcutting Shall be Full Depth to Provide a Clean Edge to Match New Construction. Match Existing Elevations at Points of Connection for New and Existing Pavement, Curb, Sidewalks, etc. All Sawcut Locations Shown Are Approximate and May Be Field Adjusted to Accommodate Conditions, Joints, Material Type, etc. Remove Minimum Amount Necessary for Installation of Proposed Improvements.
4. Provide and Maintain All Necessary Traffic Control and Safety Measures Required During Demolition and Construction Operations Within or Near the Public Roadway.
5. Perform Tree Pruning In All Locations Where Proposed Pavement And/Or Utility Installation Encroach Within The Existing Drip Line Of Trees To Remain. All Trenching Within The Drip Line Of Existing Trees To Remain Shall Be Done Radially Away From Trunk If Roots In Excess Of 1" Diameter Are Exposed. Roots Must Be Cut By Reputable Tree Pruning Service Prior To Any Transverse Trenching. Obtain Approval Of The Architect Prior To Operations For A Variance From This Procedure.
6. All Trees To Be Removed Shall Be Removed In Their Entirety and Stumps Shall Be Ground to Proposed Subgrade. Use As Mulch for Proposed Landscaping Where Applicable and Acceptable to Architect.
7. Provide Tree Protection Fencing Prior To Construction Operations. Maintain Throughout Construction.

N

20 0 20 40 60

Scale: 1"=20'

LEGEND

EXISTING		PROPOSED
	Manhole	
	Drainage Structure	
	Drainage Structure	
	Area Drain	
CLO	Clean Out	CLO
	Flared End Section	
S	Storm Sewer	S
S	Sanitary Sewer	S
C	Combined Sewer	C
W	Water Main	W
G	Gas Line	G
OH	Overhead Wires	OH
E	Electricql Cable (Buried)	E
T	Telephone Line	T
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
DS	Downspout	DS
BOL	Bollard	BOL
	Gas Valve	
	Gas Meter	
	Electric Meter	
	Electric Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
× C 782.50	Curb Elevation	C 782.50
× G 782.00	Gutter Elevation	G 782.00
× P 783.25	Pavement Elevation	P 783.25
× W 782.10	Sidewalk Elevation	W 782.10
× 784.0	Ground Elevation	x 784.0
× T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
781	Swale	781
	Contour Line	
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

GENERAL NOTES

1. Notify The Engineer Without Delay of Any Discrepancies Between the Drawings and Existing Field Conditions.
1. Notify The Owner, Engineer and The City of Crystal Lake A Minimum of 48 Hours In Advance of Performing Any Work.
2. All Areas, On or Off Site, Disturbed During Construction Operations and Not Part of the Work As Shown Hereon Shall Be Restored To Original Condition to the Satisfaction of the Owner at No Additional Cost to the Owner. It is Incumbent Upon Contractor to Show That Damaged Areas Were Not Disturbed By Construction Operations.
3. No Person May Utilize The Information Contained Within These Drawings Without Written Approval From Eriksson Engineering Associates, Ltd.
4. The Engineer Is Furnishing These Drawings For Construction Purposes As A Convenience To The Owner, Architect, Surveyor, or Contractor. Prior To The Use Of These Drawings For Construction Purposes, The User Of This Media Shall Verify All Dimensions And Locations Of Buildings With The Foundation Drawings And Architectural Site Plan, and Coordinate All Dimensions and Locations of All Site Items. If Conflicts Exist The User Of This Information Shall Contact The Engineer Immediately.
5. The Illinois Department Of Transportation Standard Specifications For Road And Bridge Construction Latest Edition, And All Addenda Thereto, Shall Govern The Earthwork And Paving Work Under This Contract Unless Noted Otherwise.

SURVEY PROVIDED BY:

Plat of Survey Provided By Marchese and Sons, Inc. For Community High School District No. 155 on December 15, 2014. Order Number: 14-15930

J.U.L.I.E.

Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123

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1887 HIGH GROVE LANE
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ISSUANCE		
NO	DATE	DESCRIPTION
	01/23/2026	ZONING REVIEW

2026 CAPITAL IMPROVEMENTS
D155 - DISTRICT OFFICE
1 S VIRGINIA ROAD
CRYSTAL LAKE, IL 60014

ZONING REVIEW

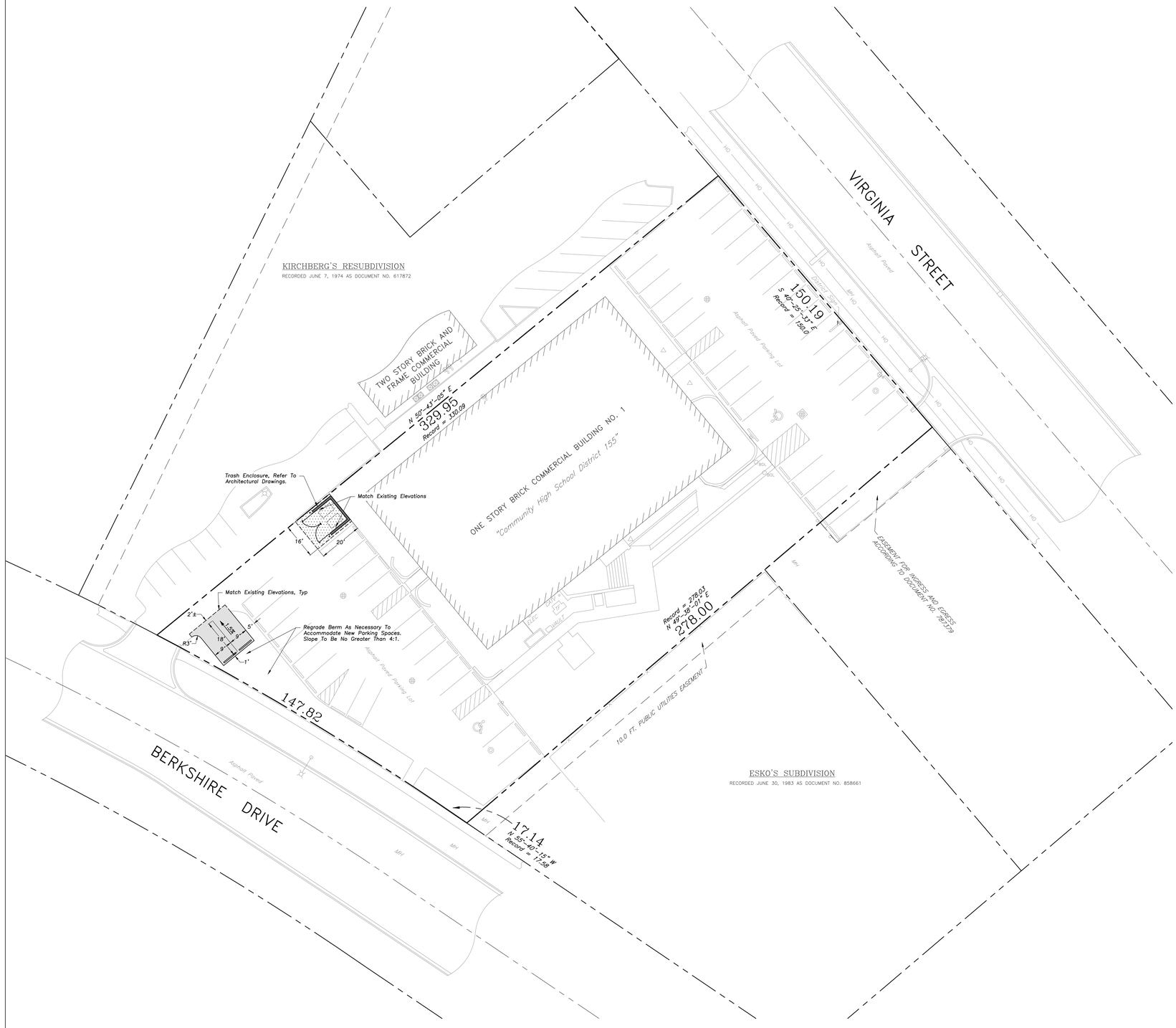
DISTRICT OFFICE - SITE DEMOLITION PLAN

SHEET NO.
C1.1

JOB NO. 25-4308.01

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EEA – P:\26008 – FGM – HSD 155 Administration Center Trash Enclosure\Drawings\D155 Admin Building Trash Enclosure Site Plan.dwg
Plotted: 1/23/26 @ 11:30am By: nhart



20 0 20 40 60

Scale: 1"=20'

PAVING & SURFACE LEGEND

Asphalt Pavement Section
1 1/2" Hot Mix Asphalt,Mix D, IL-9.5, N50
2 1/2" Hot Mix Asphalt, IL-19.0, N50
Prime Coat (0.25 gal/sq yd)
8" Aggregate Base Course, Type B, Crushed, CA-6
Non-Woven Geotextile Fabric, 5 oz/sy

Concrete Pad Section
Curing and Sealing Compound
8" Portland Cement Concrete
6"x6" W2.9xW2.9 Welded Wire Fabric
6" Aggregate Base Course, Type B, Crushed

GEOMETRY NOTES

1. All Dimensions Contained Herein Reference Back Of Curb, Face Of Retaining Wall, Edge Of Pavement, Center of Structure And Outside Face Of Building Foundation Unless Otherwise Noted.
2. All Pavement Striping Shall Be 4" Wide Yellow Paint, Two Coats for Latex Paints. All Cross Hatch Striping Shall Be 45° At 2'-0" Centers.
3. Traffic Sign Posts Shall Be Breakaway Green U-Channel Posts, 2-lb/ft, 11 Gauge Steel, Embedded 42" Minimum Into Ground.

GRADING NOTES

1. Install And Maintain Silt Fence at the Perimeter of the Construction Zone.
2. The Grading and Construction of Proposed Improvements Shall Be Done In A Manner Which Will Allow For Positive Drainage, and Not Cause Ponding of Stormwater on the Surface of Proposed Improvements.
3. All Landscaped Areas Disturbed By Construction Shall Be Respread With 6 Inches (Min.) to 12 Inches (Max.) Topsoil and Sodded.
4. Adjust Frame Elevations Of All Structures Located Within The Limits Of The Project To Match Proposed Elevations. Add Or Remove Adjusting Rings As Necessary And Install New Mortar At Rings And Frame. Install New Chimney Seals On Any Sanitary Structures Being Adjusted

LEGEND

EXISTING		PROPOSED
	Manhole	
	Drainage Structure	
	Drainage Structure	
	Area Drain	
C.O.	Clean Out	C.O.
	Flared End Section	
S	Storm Sewer	S
S	Sanitary Sewer	S
C	Combined Sewer	C
W	Water Main	W
G	Gas Line	G
OH	Overhead Wires	OH
E	Electricol Cable (Buried)	E
T	Telephone Line	T
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
DS	Downspout	DS
BOL	Bollard	BOL
	Gas Valve	
	Gas Meter	
	Electric Meter	
	Electric Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
× C 782.50	Curb Elevation	C 782.50
× G 782.00	Gutter Elevation	G 782.00
× P 783.25	Pavement Elevation	P 783.25
× W 782.10	Sidewalk Elevation	W 782.10
× 784.0	Ground Elevation	x 784.0
× T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
781	Swale	781
	Contour Line	781
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

GENERAL NOTES

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3. No Person May Utilize The Information Contained Within These Drawings Without Written Approval From Eriksson Engineering Associates, Ltd.
4. The Engineer Is Furnishing These Drawings For Construction Purposes As A Convenience To The Owner, Architect, Surveyor, or Contractor. Prior To The Use Of These Drawings For Construction Purposes, The User Of This Media Shall Verify All Dimensions And Locations Of Buildings With The Foundation Drawings And Architectural Site Plan, and Coordinate All Dimensions and Locations of All Site Items. If Conflicts Exist The User Of This Information Shall Contact The Engineer Immediately.
5. The Illinois Department Of Transportation Standard Specifications For Road And Bridge Construction Latest Edition, And All Addenda Thereto, Shall Govern The Earthwork And Paving Work Under This Contract Unless Noted Otherwise.

SURVEY PROVIDED BY:

Plat of Survey Provided By Marchese and Sons, Inc. For Community High School District No. 155 on December 15, 2014. Order Number: 14-15930

J.U.L.I.E.

Note: The exact location of all utilities shall be verified by the contractor prior to construction activities. For utility locations call: J.U.L.I.E. 1 (800) 892-0123

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ISSUANCE

NO	DATE	DESCRIPTION
	01/23/2026	ZONING REVIEW

2026 CAPITAL IMPROVEMENTS

D155 - DISTRICT OFFICE
1 S VIRGINIA ROAD
CRYSTAL LAKE, IL 60014

ZONING REVIEW

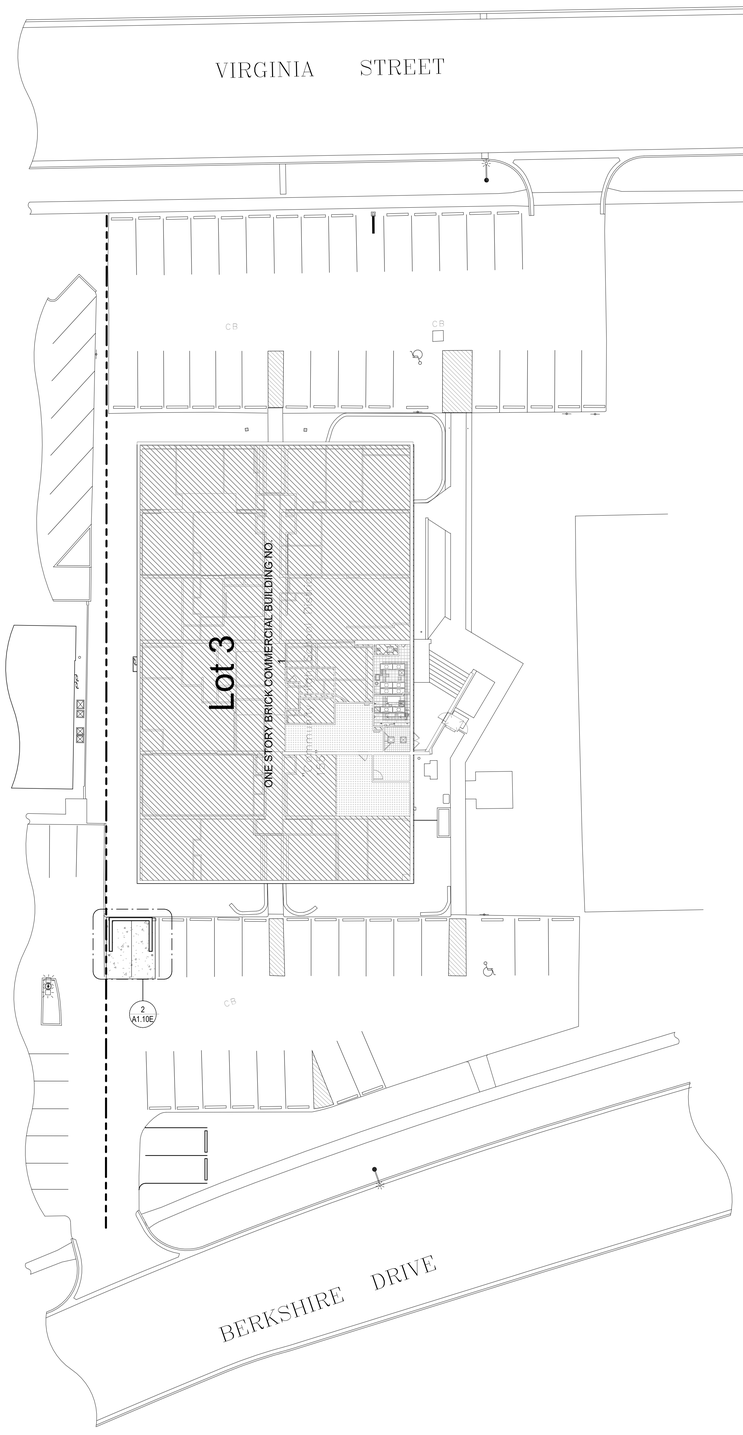
DISTRICT OFFICE - PROPOSED SITE PLAN

SHEET NO.
C2.1

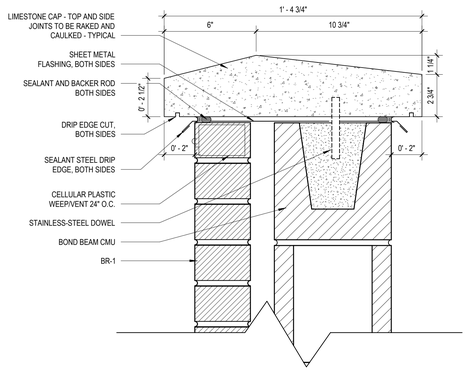
JOB NO. 25-4308.01

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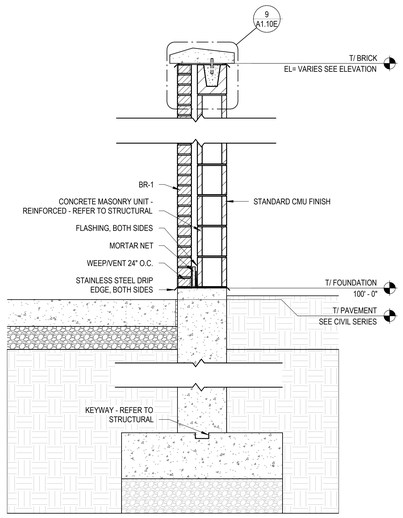
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Plotted: 1/23/26 @ 11:32am By: nhart



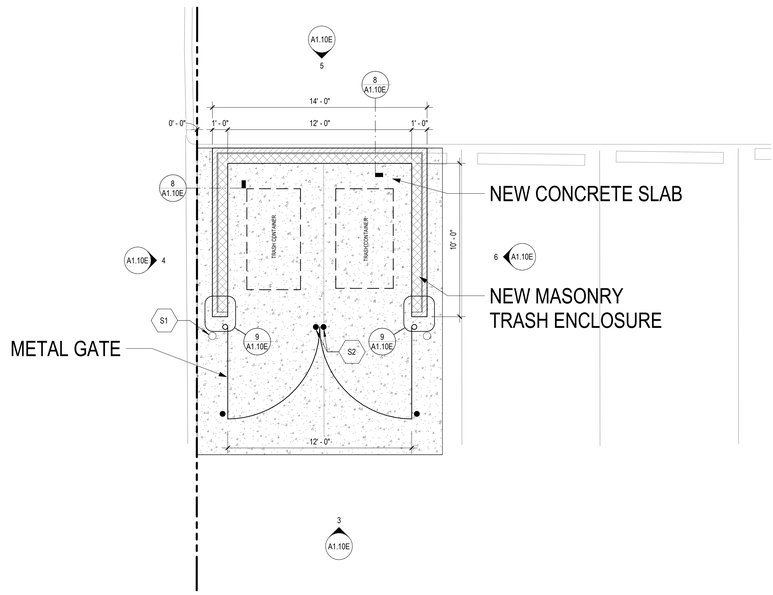
1 SITE PLAN
1" = 20'-0"



7 LIMESTONE CAP - SECTION
3" = 1'-0"

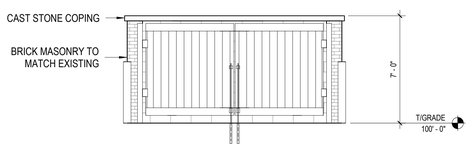


8 WALL SECTION - SITE WALL BRICK ONE SIDE
3/4" = 1'-0"

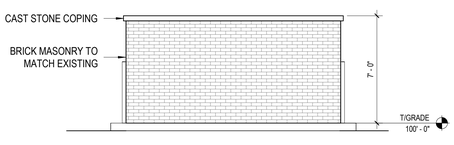


2 ENLARGED SITE PLAN - TRASH ENCLOSURE
1/4" = 1'-0"

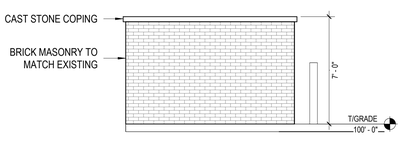
9 TYP. GATE JAMB DETAIL
3" = 1'-0"



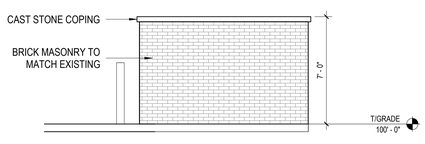
3 ELEVATION - WEST - TRASH ENCLOSURE
1/4" = 1'-0"



5 ELEVATION - EAST - TRASH ENCLOSURE
1/4" = 1'-0"



4 ELEVATION - NORTH - TRASH ENCLOSURE
1/4" = 1'-0"



6 ELEVATION - SOUTH - TRASH ENCLOSURE
1/4" = 1'-0"

GENERAL SITE PLAN NOTES

1. REFER TO G-SERIES SHEETS FOR TYPICAL ABBREVIATIONS, SYMBOLS & TAGS.
2. REFER TO CIVIL AND LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.
3. EXPOSED FERROUS METALS ARE TO BE PAINTED, U.N.O.
4. PROVIDE GALVANIC SEPARATION BETWEEN DIFFERENT METAL TYPES, TYP.
5. NOTE ANY DISCREPANCIES BETWEEN CIVIL AND ARCHITECTURAL DRAWINGS WITH REGARDS TO SCORING PATTERNS AND CONTROL JOINTS IN PAVING AND CONCRETE FLATWORK AND NOTIFY ARCHITECT PRIOR TO PROCEEDING.
6. FOR DETAILED CIVIL NOTES, REFER TO CIVIL DRAWINGS.

SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK LINE
- CONCRETE
- ASPHALT

SITE PLAN KEYED NOTES

TAG	DESCRIPTION
S1	PIPE BOLLARD. SEE DETAIL.
S2	CUT CONCRETE TO ACCOMODATE KEEPER ROD.

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ISSUANCE		
NO	DATE	DESCRIPTION
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2026 CAPITAL IMPROVEMENTS
D155 - DISTRICT OFFICE
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ZONING REVIEW

DISTRICT OFFICE - ENLARGED SITE PLAN - TRASH ENCLOSURE

SHEET NO.
A1.10E

JOB NO. 25-4308.01

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1/23/2026 2:29:55 PM
Autodesk Docs://District 155 - Revit Model Host/25-4308.01_D155_2026 CIP_District Office.rvt
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Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: March 3, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

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

a. Article 2 drive-through criteria:
   1. Drive-through windows and lanes shall not be placed between the right-of-way of the primary street and the associated building.
   2. Where drive-through windows and lanes placed between the right-of-way of primary street and 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.

b. Article 3 bulk standards:
   1. From the front yard setback of 80 feet to allow 62 feet.
   2. From the yard abutting a street setback of 30 feet to allow 24 feet.
   3. From the maximum hard surface coverage of 65% to allow 79%.

c. Article 4 Parking from the required 20-foot parking lot setback and 15-foot landscape area setback to allow zero feet.

d. Article 4 Signs
   1. To allow 192 square feet of wall signage.
   2. To allow a free-standing sign closer than 10 feet to the property line.

Adam Bell, petitioner
5999 Northwest Highway

PZC Recommendation: To deny the petitioner's request

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

Background:

- Request: The request is for a Special Use Permit for limited service coffee 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 for a Limited Service Restaurant and retail/office use is appropriate.
- Existing Use: The site was a Home State Bank drive-through facility. The bank moved their drive-through to the office building to the south. The site was previously planned for a car wash. The existing site, as designed, would require similar variations if it were rebuilt today. The drive-through lane and building are situated like the proposal.
- UDO Requirements: A drive-through use is a Limited Use provided the criteria can be met. Since the petitioner is requesting variations from the criteria it forces the Special Use for the drive-through use.
- The existing improvements result in a hard surface coverage that exceeds the UDO requirement at 85%. The proposal reduces the hard surface coverage amount to 79%.
- The property is narrow and has limited access. The existing vehicular access point is the best location for on-site and off-site circulation.
- The proposal includes filling a sidewalk gap on Main Street, creating better pedestrian connectivity for the area.

PZC Highlights:

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

- The Planning and Zoning Commission members noted the variations and the architecture. Multiple members thought too much was being put on the site and by going with a single tenant development it could eliminate some variations. The petitioner noted that due to the costs of site acquisition and development a single tenant was not viable.
- The Commission asked about revising the architecture. The petitioner noted there were two blue towers and one has already been removed. Since this is the first Dutch Brothers in the area, additional brand architecture and brand recognition is required to get new customers.

  Following the PZC's feedback, the petitioner has submitted revised elevations that removes the blue Nichiha board with slate gray brick to match the other projections on the building.

- The PZC thought the project did not meet the Findings of Facts for the variations. The petitioner asked if changing the architecture would change their opinions. The Chairman asked if the petitioner wanted a continuation to provide revised plans for review. The petitioner requested a vote on the request.

The Planning and Zoning Commission recommended **denial (5-2)** of the petitioner's request for a Special Use Permit and Variations. Should the City Council make a motion to approve the request the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Bell, received 11/18/25)
   B. Site Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   C. Landscape Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   D. Elevations (Chipman Design, dated 02/24/26, received 02/24/26)
   E. Engineering (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   F. Photometric Plan (WLS Lighting, dated 12/8/25, received 12/10/25)

2. Site Plan:
   A. Work with staff to ensure a five-foot-wide sidewalk along the western side of the property connecting the existing sidewalk along Route 14 and terminating at Heritage Drive can be accommodated.

3. Elevations:
   A. ~~Revise the elevations to mimic the style from Westlake Texas, utilizing stacked stone around the base and for the tower elements.~~ **(Recommended removal based on revised elevations)**
   B. ~~Work with staff to use more natural colors of the grey stacked stone and tan brick, rather than the Pewter Frost and Slate Gray.~~ **(Recommended removal based on revised elevations)**
   C. NO LED lighting on the building outlining architectural elements or portions of the building is permitted per the UDO. (LED lit signage excluded).
   D. The revisions to the elevations would result in Dutch Brothers being awarded 117 square feet of wall signage.
   E. The second tenant, Lens Crafters or similar, shall comply with the wall signage requirement of the UDO of up to 75 square feet.

4. Landscape plan:
   A. All perimeter shrubs must be a minimum of three-feet high at the time of planting.
   B. Add native plantings throughout the site including near the sign, within the perimeter screening landscape and in the planters. This shall include, but not limited to, coneflowers, black-eyed Susans, prairie clover, prairie or western sunflowers, and prairie dropseed or bluestem grasses.

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

Votes Required to Pass: A super majority vote (5 votes)

Acknowledgement Form

Regarding the Special Use Permit and Variations at 5999 Northwest Highway, please check one of the choices and sign below.

1. Site Plan:
    1. Work with staff to ensure a five-foot-wide sidewalk along the western side of the property connecting the existing sidewalk along Route 14 and terminating at Heritage Drive can be accommodated. **OK**

1. Elevations:
    1. Revise the elevations to mimic the style from Westlake Texas, utilizing stacked stone around the base and for the tower elements. **Can we revise to state elevations to utilize the below color scheme?**



    2. Work with staff to use more natural colors of the grey stacked stone and tan brick, rather than the Pewter Frost and Slate Gray. **Again, above color scheme?**
    3. NO LED lighting on the building outlining architectural elements or portions of the building is permitted per the UDO. (LED lit signage excluded). **OK**
    4. The revisions to the elevations would result in Dutch Brothers being awarded 117 square feet of wall signage. **OK**
    5. The second tenant, Lens Crafters or similar, shall comply with the wall signage requirement of the UDO of up to 75 square feet. **OK**

1. Landscape plan:
    1. All perimeter shrubs must be a minimum of three-feet high at the time of planting. **OK**
    2. Add native plantings throughout the site including near the sign, within the perimeter screening landscape and in the planters. This shall include, but not limited to, coneflowers, black-eyed Susans, prairie clover, prairie or western sunflowers, and prairie dropseed or bluestem grasses. **OK**

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

PIQ Map
5999 Northwest Highway



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A DRIVE-THROUGH FOR A TWO-TENANT BUILDING WITH VARIATIONS TO ALLOW A 62-FOOT FRONT YARD SETBACK, A 22-FOOT YARD ABUTTING A STREET SIDE YARD, REDUCED LANDSCAPE FOR THE FOUNDATION BASE, PARKING LOT ISLANDS, AND PARKING LOT SCREENING, SIGN VARIATION TO ALLOW 117 SQUARE FEET FOR DUTCH BROS AND 75 SQUARE FEET FOR THE SECOND TENANT, AND 79% HARD-SURFACE COVERAGE AT 5999 NORTHWEST HIGHWAY

Draft

WHEREAS, pursuant to the terms of a Petition (File #PLN-2025-221) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a two-tenant building with a Special Use Permit for a Drive-Through for Dutch Bros and Variations from the 80-foot front yard setback to allow 62 feet, the 30-foot corner side yard setback to allow 22 feet, the minimum 5-foot foundation base landscape around the building, the minimum 8-foot wide landscape island with required 1 tree and 5 shrubs, the 20-foot parking lot setback and 15-foot parking lot landscape setback, the 65% maximum hard surface coverage to allow 79%, and the maximum 150 square feet of signage to allow 865 square feet of signage including a blue tower; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 31, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on February 18, 2026 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed request; and

WHEREAS, on February 18, 2026, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit and Variations be denied, as documented in the minutes, and

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

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

Section I: That a Special Use Permit for a drive-through for a two tenant building with Variations for the setbacks, landscape requirements, signage and hard surface coverage be issued at 5999 Northwest Highway (19-09-105-005), Crystal Lake,

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Bell, received 11/18/25)
   B. Site Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   C. Landscape Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   D. Elevations (Chipman Design, dated 02/24/26, received 02/24/26)
   E. Engineering (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   F. Photometric Plan (WLS Lighting, dated 12/8/25, received 12/10/25)

2. Site Plan:
   A. Work with staff to ensure a five-foot-wide sidewalk along the western side of the property connecting the existing sidewalk along Route 14 and terminating at Heritage Drive can be accommodated.

3. Elevations:
   A. NO LED lighting on the building outlining architectural elements or portions of the building is permitted per the UDO. (LED lit signage excluded).
   B. The revisions to the elevations would result in Dutch Brothers being awarded 117 square feet of wall signage.
   C. The second tenant, Lens Crafters or similar, shall comply with the wall signage requirement of the UDO of up to 75 square feet.

4. Landscape plan:
   A. All perimeter shrubs must be a minimum of three-feet high at the time of planting.
   B. Add native plantings throughout the site including near the sign, within the perimeter screening landscape and in the planters. This shall include, but not limited to, coneflowers, black-eyed Susans, prairie clover, prairie or western sunflowers, and prairie dropseed or bluestem grasses.

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

Draft

Section III: 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 and Variations with the provisions of this Ordinance, as provided by law.

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

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 3rd day of March, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: March 3, 2026
Approved: March 3, 2026

Draft

#2025-221
5999 Northwest Highway – Special Use Permit and Variations
Project Review for Planning and Zoning Commission

Meeting Date: February 18, 2026

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

a. Article 2 drive-through criteria:
   1. Drive-through windows and lanes shall not be placed between the right-of-way of the primary street and the associated building.
   2. Where drive-through windows and lanes placed between the right-of-way of primary street and 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.
b. Article 3 bulk standards:
   1. From the front yard setback of 80 feet to allow 62 feet.
   2. From the yard abutting a street setback of 30 feet to allow 24 feet.
   3. From the maximum hard surface coverage of 65% to allow 79%.
c. Article 4 Parking from the required 20-foot parking lot setback and 15-foot landscape area setback to allow zero feet.
d. Article 4 Signs
   1. To allow 865 square feet of wall signage, which includes a 600 square feet of blue tower.
   2. To allow a free-standing sign closer than 10 feet to the property line.

Location: 5999 Northwest Highway

Acreage: Approximately 1.02 acres

Existing Zoning: B-2 General Commercial

Surrounding Properties:

North:	B-2 PUD General Commercial
South:	B-2 PUD General Commercial
East:	B-2 General Commercial
West:	B-2 General Commercial and M Manufacturing

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- Existing Use: The site was a Home State Bank drive-through facility. The bank moved their drive-through to the office building to the south. The site was previously planned for a car wash.
- UDO Requirements: A drive-through use is a Limited Use provided the criteria can be met. Since the petitioner is requesting variations from the criteria it forces the Special Use for the drive-through use.



Existing Conditions

Development Analysis:

General

- Request: The request is for a Special Use Permit for limited service coffee 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 for a Limited Service Restaurant and retail/office use is appropriate.

Site Plan

- The site is narrow with one access off the southern side along Heritage Drive. Due to the site constraints several variations are necessary.
- The existing improvements result in a hard surface coverage that exceeds the UDO requirement. They are reducing the existing coverage amount with this plan.
- This is a two-tenant building for medical retail and office along with Dutch Brothers coffee drive-through.
- The drive through is a double lane with two ordering areas starting on the east side of the building and wrapping around to the west side for the pickup location. The bypass lane requirement is met with the proposed plan.
- The required parking for the users is provided on site. Limited Use restaurants require 1 space per 100 SF, 13 spaces. Medical retail sales and office is 5 per 1,000 SF, 15 spaces. A total of 29 spaces is provided.

Landscape

- The narrowness of the site limits the amount of landscape that can be provided. A 15-foot landscape area is required between roadways and parking lots.

  - There is approximately 8 feet on the southwestern portion of the site for landscape screening. This is illustrated with Dwarf Ninebark and Japanese Yew shrubs and Japanese Zelkova trees.
  - No screening is proposed along the drive-through lane on the west side (Main Street frontage). There may be opportunity to reduce the drive-through and bypass lane to 10 feet each, which could pick up two additional feet to allow for some smaller flowers or plants along this portion of the site.
  - Landscape screening is provided on the north side of the site, along Route 14, in an area approximately 8 to 10 feet wide.

- Foundation base landscape is required for the five feet in width around a building except at doorways and drive-through pick up windows. The building is surrounding by sidewalk so landscape has been clustered at the north side of the building in a landscape area. This does not take the place of the total required foundation base landscape, which is why a variation has been requested.
- Additional landscape is planted in the parking lot landscape islands.

Elevations/Signage

- The building would be constructed of brick and Nichiha panels. The colors are gray and blue with the brick Pewter Frost a medium gray and Slate Gray a dark gray. The top cap is black or blue. The petitioner eliminated one blue tower along Route 14, but kept the one on the south end along Main Street and Heritage Drive.
- The blue tower is considered signage which total approximately 600 square feet.
- Two tenant buildings are permitted 75 square feet of signage each. Dutch Brothers has requested 117 square feet of wall signage and Lens Crafters has requested 148 square feet of wall signage.
- Staff suggested several changes to the architecture to meet the design standards. Creating a solid base by changing out the wall brick to a stacked stone to provide weight and solidness. Changing the blue tower to a stacked stone.
- Dutch Brothers in other locations have designed the buildings without the blue tower. These elements should be replicated to provide the highest quality building and reduce a variation for signage.







Westlake Texas

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*

      A variation is being requested.

   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*

      A variation is being requested.

   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 (Bell, received 11/18/25)
   B. Site Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   C. Landscape Plan (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   D. Elevations (Chipman Design, dated 01/23/26, received 01/28/26)
   E. Engineering (Manhard consulting, dated 12/10/25/25, received 1/28/26)
   F. Photometric Plan (WLS Lighting, dated 12/8/25, received 12/10/25)

2. Site Plan:
   A. Work with staff to ensure a five-foot-wide sidewalk along the western side of the property connecting the existing sidewalk along Route 14 and terminating at Heritage Drive can be accommodated.

3. Elevations:
   A. Revise the elevations to mimic the style from Westlake Texas, utilizing stacked stone around the base and for the tower elements.
   B. Work with staff to use more natural colors of the grey stacked stone and tan brick, rather than the Pewter Frost and Slate Gray.
   C. NO LED lighting on the building outlining architectural elements or portions of the building is permitted per the UDO. (LED lit signage excluded).
   D. The revisions to the elevations would result in Dutch Brothers being awarded 117 square feet of wall signage.
   E. The second tenant, Lens Crafters or similar, shall comply with the wall signage requirement of the UDO of up to 75 square feet.

4. Landscape plan:
   A. All perimeter shrubs must be a minimum of three-feet high at the time of planting.
   B. Add native plantings throughout the site including near the sign, within the perimeter screening landscape and in the planters. This shall include, but not limited to, coneflowers, black-eyed Susans, prairie clover, prairie or western sunflowers, and prairie dropseed or bluestem grasses.

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

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: 5999 Northwest Hwy

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: Adam Bell

Address: [redacted]

Deerfield, IL 60015

Phone: [redacted]

Fax: _____

E-mail: [redacted]

Owner Information (if different)

Name: PWS HLDGS 23 LLC

Address: [redacted]

FARGO, ND, 58104

Phone: [redacted]

Fax: _____

E-mail: [redacted]

Property Information

Project Description: Redeveloping the former Home State Bank building into a multi-tenant retail and medical building that includes a drive-thru.

Project Address/Location: 5999 Northwest Hwy, Crystal Lake, IL 60014

PIN Number(s): 19-09-105-005

Development Team

Please include address, phone, fax and e-mail

Developer: Core Acquisitions, LLC

Architect: Chipman Design Architecture

Attorney: Firsel Ross Gussis & Alexander

Engineer: Manhard Consulting

Landscape Architect: Manhard Consulting

Planner: N/A

Surveyor: United Survey Service, LLC

Other:

Signatures

[redacted] 11-18-25

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

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

[redacted] 11-19-25

OWNER: Print and Sign name **Date**

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

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, FEBRUARY 18, 2026
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, Stacy Mason, Scott Smith, Al Skluzacek, Kathy Repholz and Laura Dzielski were present. Mr. Greenman confirmed that a quorum was present.

City Planner Elizabeth Maxwell and Assistant City Planner Darrell Moore 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 as well as the City's cable channel. He led the group in the Pledge of Allegiance.

2025-221 – 5999 NORTHWEST HIGHWAY – DUTCH BROTHERS AND LENS CRAFTERS – SPECIAL USE PERMIT AND VARIATIONS

Special Use Permit to allow a drive-through with variations to the criteria and Variations from the front yard setback, yard abutting a street setback, the foundation base landscape, the parking lot landscape requirements and setback, the maximum hard surface coverage and maximum signage to allow 865 square feet of signage.

Adam Bell, Core Development Companies, represented the petitioner and stated he previously presented Water's Edge outparcel development. He stated this petition concerns 5999 Northwest Highway, a separate redevelopment project, proposing a two-tenant building with Dutch Bros and LensCrafters. Mr. Bell stated Dutch Bros is a national coffee retailer that is 90-95% drive through and is expanded into the Chicago area. Mr. Bell stated the site is a redevelopment of the former Home State Bank at the southeast corner of Northwest Highway and Main Street. The parcel is narrow and long, creating design challenges, but also allows stacking for drive-though operations. Mr. Bell stated the owner previously purchased the site intending a carwash, which is no longer feasible, and the site was purchased at a high price creating cost constraints. Mr. Bell stated the two-tenant plan is needed to make redevelopment economically feasible. Mr. Bell stated the proposal seeks to reuse existing curbing/asphalt where possible, mill and overlay any bad asphalt, reuse existing utilities and drive through pavement, and reduce the southern portion to allow additional landscaping. Mr. Bell stated sidewalk improvements are proposed along the west and north side to close sidewalk gaps.

Mr. Greenman opened the public comment portion of the hearing. With no one wishing to speak, he closed the public comment portion and opened it to staff.

Ms. Maxwell stated the site is constrained with one access point off Heritage Road and no access directly to Route 14 or Main Street. Ms. Maxwell stated the drive-through lanes are located between the building

and right-of-way require substantial screening, and due to site constraints, the project cannot fully meet those criteria, thus triggering the need for the special use and variations. Ms. Maxwell stated foundation landscaping requirements are also addressed through clustered landscaping and planters, but require variation relief as the full area is not being provided. A sidewalk connection will be completed to close gaps along Route 14/Main Street/Heritage.

Ms. Maxwell stated corporate colors are treated as signage and referenced prior projects. Ms. Maxwell recommended a tower element material change to avoid corporate color being treated as signage, referencing an example with stacked stone/brick rather than a blue tower element. Ms. Maxwell stated wall sign allowances for two tenants are 75 square feet and stated the request includes larger sign areas; staff recommended limiting the second tenant to 75 square feet and allowing Dutch Bros a larger sign area if conditions related to tower color and other signage are met.

Mr. Bell addressed the conditions of approval and stated the wraparound drive through, and bypass lane are necessary for Dutch Bros operations, including "runners" and traffic direction like Chi-Fil-A, and stated the configuration improves throughout and reduces stacking. Mr. Bell stated the bypass lane prevents landscaping along the west side due to limited room, and stated the petitioner is improving conditions by pulling back curb lines on the southern half and adding sidewalk and landscaping where feasible. Mr. Bell addressed the tower element and stated Dutch Bros branding relies on the blue tower in most locations, particularly important in a new market. Mr. Bell referenced other national tenant branding examples and stated the request is to keep the blue tower on the southern corner rather than the hard corner.

Commissioners asked questions and provided comments regarding drive-through stacking (estimated approximately 28–30 vehicles), bypass lane operations, corporate colors/signage, site constraints, and traffic concerns related to Heritage Road.

Mr. Gronow stated the site is difficult and expressed concern about traffic ingress/egress and exiting traffic patterns.

Ms. Mason questioned if there would be interior dining. Mr. Bell clarified there is no interior dining for Dutch Bros, but there is a pick-up window and canopy. Ms. Mason also asked about project timeline. Mr. Bell stated permit submittal mid-March and construction in spring. Ms. Mason asked about nearby Dutch Bros locations. The petitioner stated he was not sure if any were open yet in the Chicago area.

Ms. Dzielski stated preference for stone/brick tower treatment over bright corporate colors.

Mr. Smith raised concerns about hardship, stating the primary reasons presented were tenant preference and purchase price, and that these do not constitute hardship for granting multiple variations, and stated the request appeared to be cramming too much into the parcel. Mr. Bell responded that the plan works within existing curb lines and includes improvements such as sidewalks and landscaping but acknowledged that economics require the two-tenant plan and that if the users cannot be secured, the petitioner may walk away.

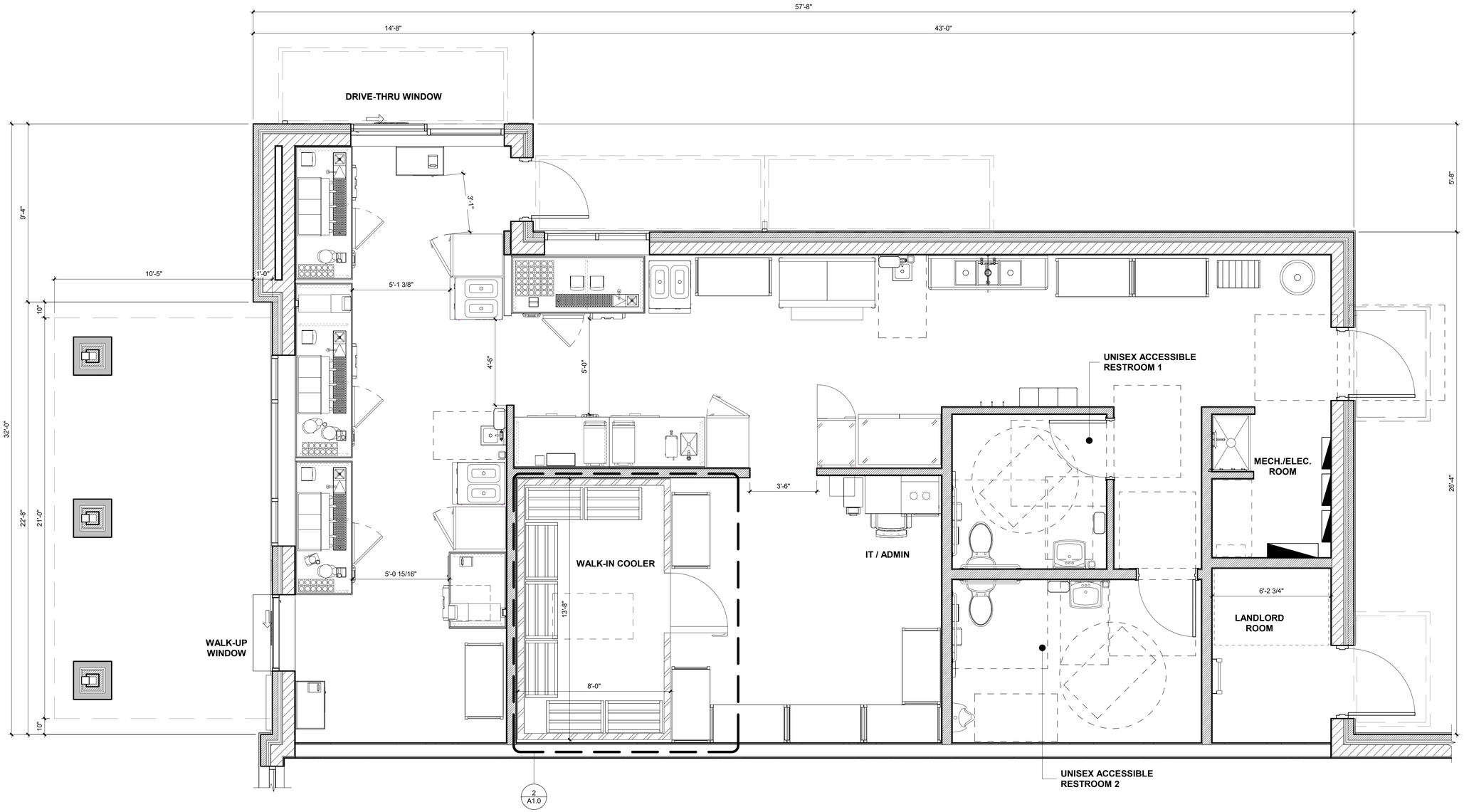
Mr. Greenman summarized concerns regarding signage, site constraints, and traffic impacts on Heritage Road, especially during rush hours and with future Water's Edge traffic. Mr. Greenman stated support for Dutch Bros in Crystal Lake, but expressed that the site may not be appropriate given constraints and

requested variations. Mr. Bell stated he has extensive experience with real estate and traffic in the Crystal Lake market and offered to revisit tower materials and consider removal of the blue tower element. Mr. Greenman offered the option of continuing or proceeding to a vote; the petitioner requested a vote and stated they would consider revising elevations to use more brick and remove the blue.

The Chair entertained a motion. Ms. Repholz made a motion to deny Agenda Item 2025-221 Dutch Bros for the special use permit and all variations as presented. Mr. Smith seconded the motion.

Ms. Repholz made a motion to deny the Special Use Permit and Variations as presented. Mr. Smith seconded the motion. On roll call vote, Members Gronow, Repholz, Mason, Smith and Greenman voted yes. Members Skluzacek and Dzielski voted no. Motion passed 5-2.

"The name DUTCH BROS. and all associated logos, distinctive designs, content, information, and other materials featured, displayed, contained herein, and made available by Dutch Bros., including but not limited to, the "look and feel" of the establishments and products, all text, images, colors, configurations, graphics, designs, illustrations, photographs, and pictures (collectively, the "Materials") are owned by and/or licensed by DB Franchising USA, LLC and are protected by copyright, trademark, trade dress, patent, and/or other intellectual property rights and unfair competition laws under the United States and foreign laws."



1 EQUIPMENT PLAN

3/8" = 1'-0"

CHIPMAN DESIGN ARCHITECTURE INC
1350 E TOUHY AVE
FIRST FLOOR EAST
DES PLAINES, IL 60018
TEL:847.298.6900

I HEREBY CERTIFY THAT THESE PLANS HAVE BEEN PREPARED UNDER MY SUPERVISION AND THAT TO THE BEST OF MY KNOWLEDGE, THE SAME COMPLY TO APPLICABLE LAWS, RULES, REGULATIONS, AND ORDINANCES, OF CRYSTAL LAKE, IL RELATING TO STRUCTURES AND BUILDINGS

Project No: IL0506

Dutch Bros Coffee - Two Tenant End Cap
5999 W Northwest Hwy
Crystal Lake, IL 60014
For: Dutch Bros Coffee
1930 W. Rio Salado Parkway
Tempe, AZ 85281

ANNIHILATOR - A1

A1 PROTOTYPE - 11/20/25

TWO TENANT END CAP REVIEW

02/24/26

REV:	DATE:	DESCRIPTION:

SHEET NAME:

EQUIPMENT/ ENLARGED COOLER PLAN

DRAWN BY:	CB /SR	CHECKED BY: EK

SHEET NUMBER:

A1.0

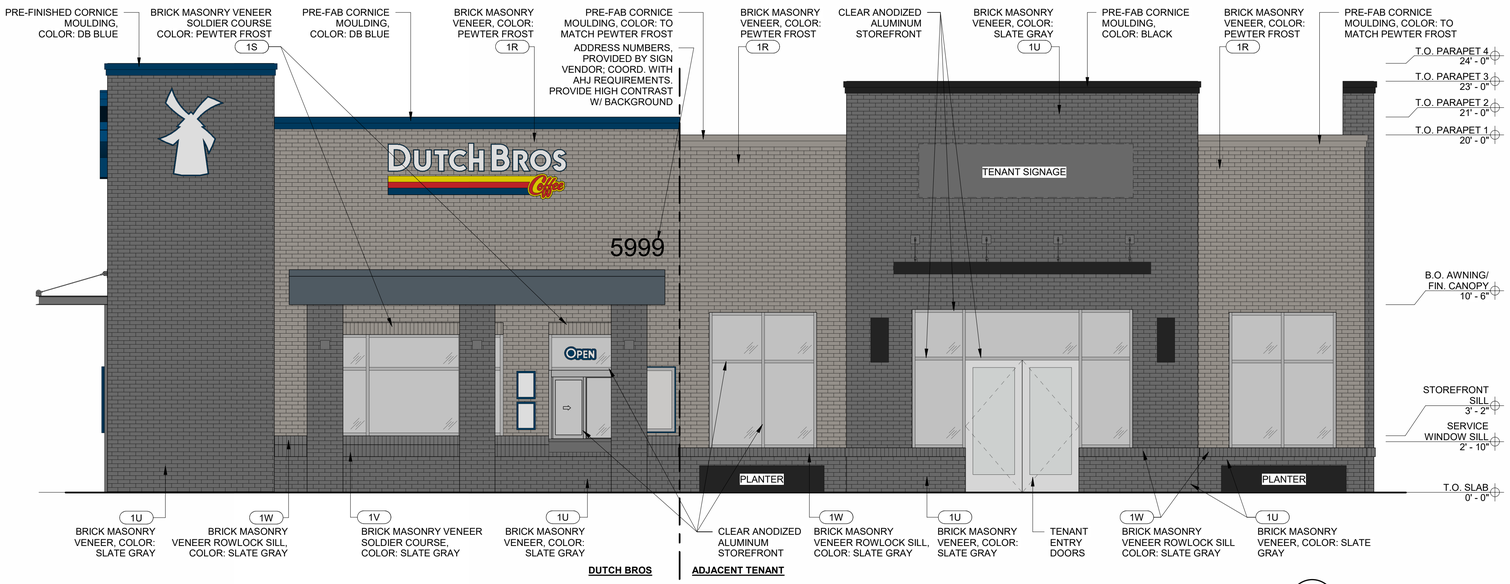
© 2025 DB Franchising USA, LLC

EXTERIOR SIGNAGE IS UNDER SEPARATE PERMIT; SHOWN FOR REFERENCE ONLY

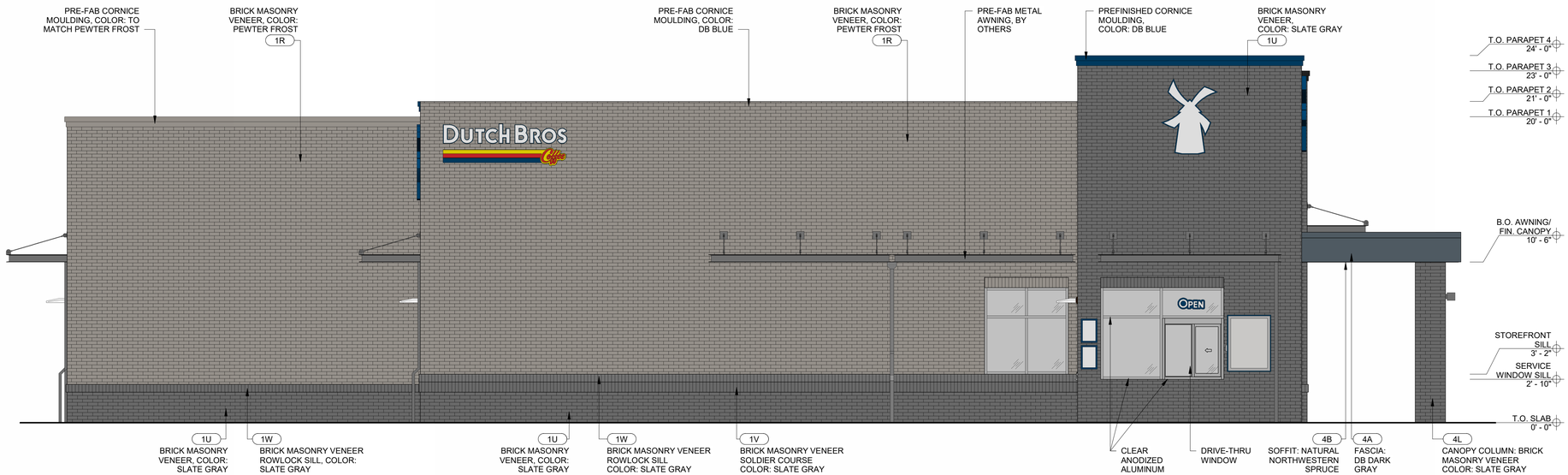
EXTERIOR FINISH SCHEDULE - PROTOTYPICAL w/ CANOPY

NOTE: GC TO PROVIDE 3"x2" SMOOTH DOWNSPOUTS AND ALL NECESSARY ADAPTORS AT AWNING AND CANOPY LOCATION; COLOR: BLDG DB DARK GRAY

ID TAG	MATERIAL	MANUFACTURER	MODEL	REMARKS
ZONE 1 (BODY)				
1R	BRICK VENEER	WATSONTOWN BRICK	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: PEWTER FROST INSTALL: RUNNING BOND PATTERN
1S	BRICK VENEER	WATSONTOWN BRICK	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: PEWTER FROST INSTALL: SOLDIER COURSE
ZONE 2 (TOWER)				
2C	FIBER CEMENT SIDING	NICHIHA	ILLUMINATION, AWP 1818 W/FACTORY PANEL CORNERS	COLOR: BLDG DB BLUE
ZONE 3 (BASE)				
1U	BRICK VENEER	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: RUNNING BOND PATTERN
1V	BRICK VENEER	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: SOLDIER COURSE
1W	BRICK VENEER	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: ROWLOCK SILL
ZONE 4 (FRAMED CANOPY)				
4A	FASCIA	WESTERN STATES METAL ROOFING	T-GROOVE, 10"	3 SIDES; COLOR: BLDG DB DARK GRAY
4B	SOFFIT	HEWN ELEMENTS	NATURAL NORTHWESTERN SPRUCE	1x6, T&G, 1/8" REVEAL, SEALED
4L	COLUMN	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: RUNNING BOND PATTERN



2 NORTH ELEVATION
1/4" = 1'-0"



1 WEST ELEVATION
1/4" = 1'-0"

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CHIPMAN DESIGN ARCHITECTURE INC
1350 E TOUHY AVE
FIRST FLOOR EAST
DES PLAINES, IL 60018
TEL:847.298.6900

I HEREBY CERTIFY THAT THESE PLANS HAVE BEEN PREPARED UNDER MY SUPERVISION AND THAT TO THE BEST OF MY KNOWLEDGE, THE SAME COMPLY TO APPLICABLE LAWS, RULES, REGULATIONS, AND ORDINANCES, OF CRYSTAL LAKE, IL RELATING TO STRUCTURES AND BUILDINGS

Project No: IL0506

Dutch Bros Coffee - Two Tenant End Cap
5999 W Northwest Hwy
Crystal Lake, IL 60014
For: Dutch Bros Coffee
1930 W. Rio Salado Parkway
Tempe, AZ 85281

ANNIHILATOR - A1

A1 PROTOTYPE - 11/20/25

TWO TENANT END CAP REVIEW

02/24/26

REV:	DATE:	DESCRIPTION:

SHEET NAME:

BUILDING ELEVATIONS - COLOR

DRAWN BY: CB /SR | CHECKED BY: EK

SHEET NUMBER:

A6.1

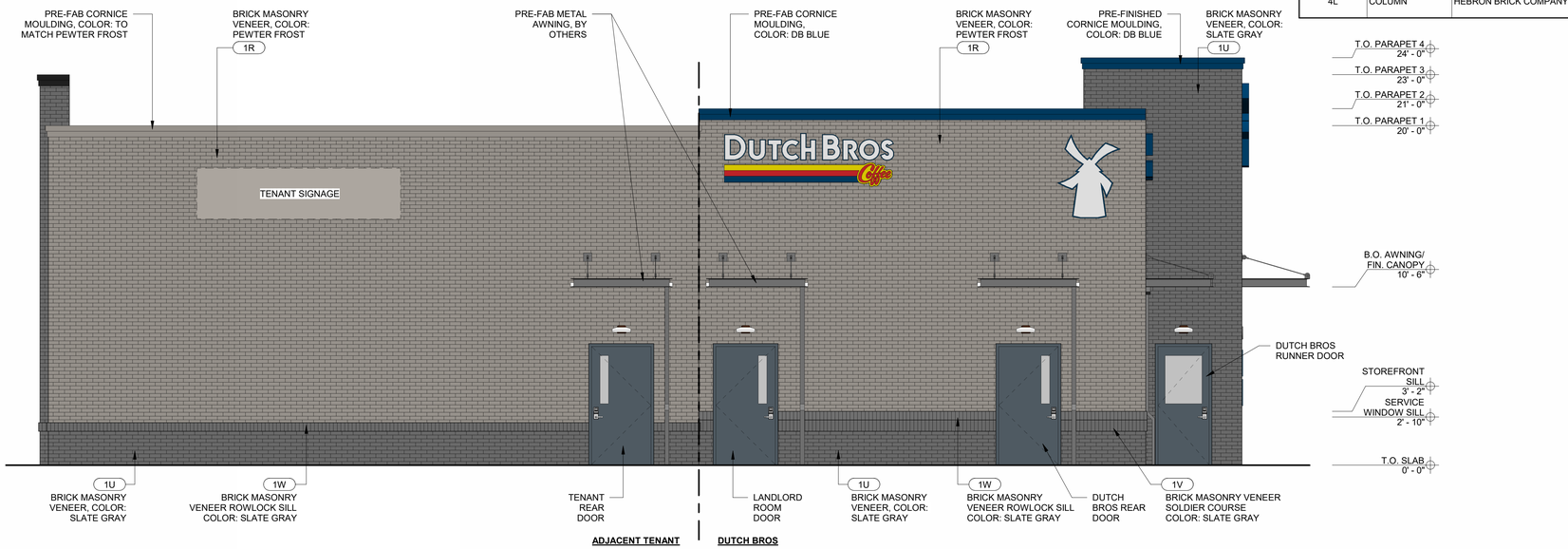
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EXTERIOR SIGNAGE IS UNDER SEPARATE PERMIT; SHOWN FOR REFERENCE ONLY

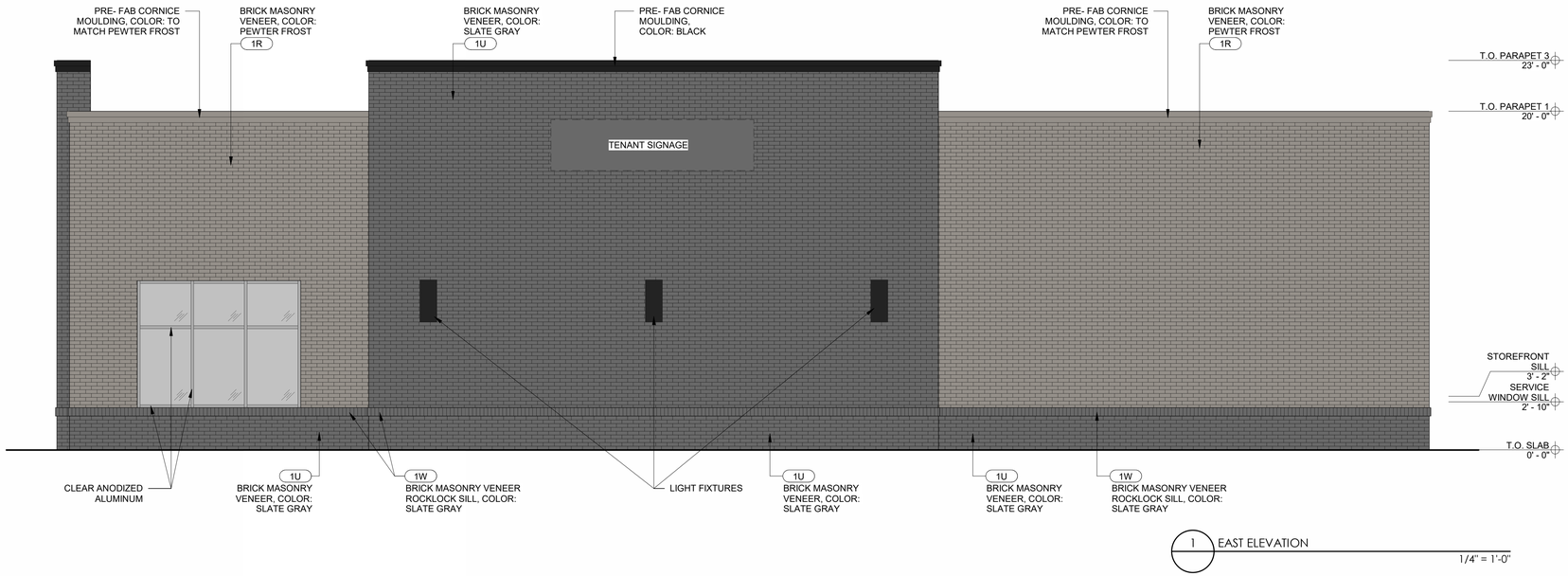
EXTERIOR FINISH SCHEDULE - PROTOTYPICAL w/ CANOPY

NOTE: GC TO PROVIDE 3"x2" SMOOTH DOWNSPOUTS AND ALL NECESSARY ADAPTORS AT AWNING AND CANOPY LOCATION; COLOR: BLDG DB DARK GRAY

ID TAG	MATERIAL	MANUFACTURER	MODEL	REMARKS
ZONE 1 (BODY)				
1R	BRICK VENEER	WATSONTOWN BRICK	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: PEWTER FROST INSTALL: RUNNING BOND PATTERN
1S	BRICK VENEER	WATSONTOWN BRICK	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: PEWTER FROST INSTALL: SOLDIER COURSE
ZONE 2 (TOWER)				
2C	FIBER CEMENT SIDING	NICHIHA	ILLUMINATION, AWP 1818 W/FACTORY PANEL CORNERS	COLOR: BLDG DB BLUE
ZONE 3 (BASE)				
1U	BRICK VENEER	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: RUNNING BOND PATTERN
1V	BRICK VENEER	HEBRON BRICK COMPANY	FULL BED FACE BRICK SIZE: MODULAR 2-1/4" H X 3-5/8" W X 7-5/8"L	COLOR: SLATE GRAY INSTALL: SOLDIER COURSE
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2 SOUTH ELEVATION
1/4" = 1'-0"



1 EAST ELEVATION
1/4" = 1'-0"

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Crystal Lake, IL 60014
For: Dutch Bros Coffee
1930 W. Rio Salado Parkway
Tempe, AZ 85281

ANNIHILATOR - A1

A1 PROTOTYPE - 11/20/25

TWO TENANT END CAP REVIEW

02/24/26

REV:	DATE:	DESCRIPTION:

SHEET NAME:

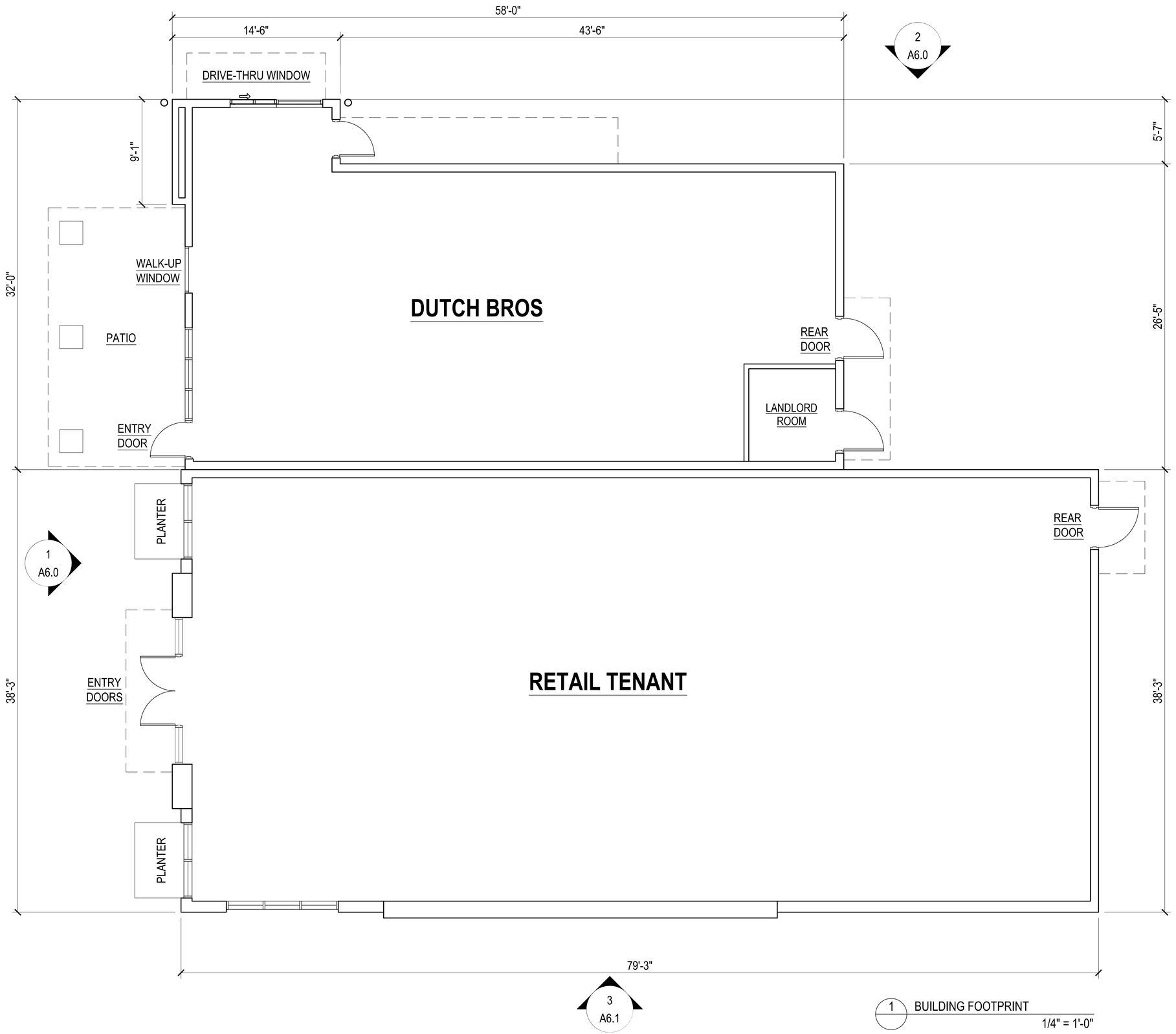
BUILDING ELEVATIONS - COLOR

DRAWN BY: CB /SR	CHECKED BY: EK

SHEET NUMBER:

A6.1.1

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DUTCH BROS Coffee

CHIPMAN DESIGN ARCHITECTURE INC
1350 E TOUHY AVE
FIRST FLOOR EAST
DES PLAINES, IL 60018
TEL:847.298.6900

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Project No: IL0506

Dutch Bros Coffee - Two Tenant End Cap
5999 Northwest Hwy, Crystal Lake, IL 60014

For: Dutch Bros Coffee
1930 W. Rio Salado Parkway
Tempe, AZ 85281

TWO TENANT ENDCAP

1/23/2026

REV:	DATE:	DESCRIPTION:

SHEET NAME:

BUILDING FOOTPRINT

DRAWN BY: CB | CHECKED BY: EK

SHEET NUMBER:

A1.0

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NORTHWEST HIGHWAY

S. MAIN STREET

HERITAGE DRIVE

MONUMENT SIGN

MENU BOARD

MENU BOARD BOLLARD (TYP)

80' BUILDING SETBACK

PROPOSED MEDICAL 3,000 S.F. F.F.=898.25

PROPOSED COFFEE 1,388 S.F. F.F.=898.25

OUTDOOR PATIO

PLANTER

BOLLARD (TYP)

WHEEL STOP (TYP)

DO NOT ENTER

DRIVE-THRU DIRECTIONAL SIGN

DRIVE-THRU DIRECTIONAL SIGN

DRIVE-THRU DIRECTIONAL SIGN

30' BUILDING SETBACK

TRASH ENCLOSURE

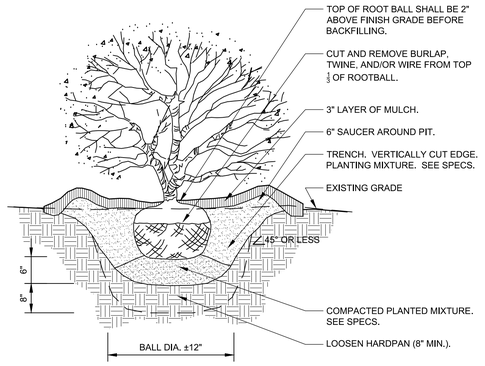
30' BUILDING SETBACK

reduced walk width down from 10.5' to 8.5'

increased lane width to 24' per engineering comment/code for 90'deg parking stalls

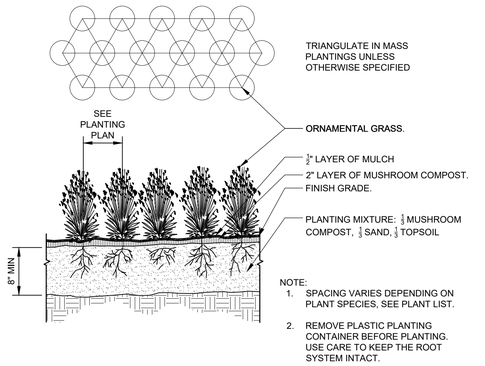
these 2 light poles will need to be relocated now to inside island

December 9, 2025 - 2:10:18 Dwg Name: P:\Cristo\1002\dwg\Eng\Preliminary\Plan Set\SITE PLAN.dwg Updated By: Kkitsmans



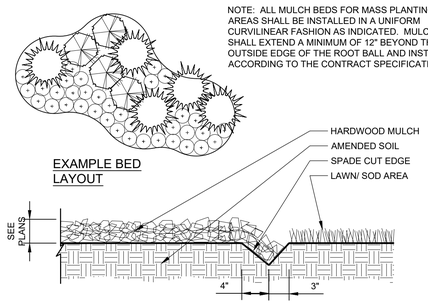
2 SHRUB PLANTING DETAIL

3/4" = 1'-0" 329333.16-05



4 ORNAMENTAL GRASS PLANTING

1" = 1'-0" 329313-01



6 CONTINUOUS MULCH EDGING

1" = 1'-0" 329113.26-01

City of Crystal Lake Required Landscaping

PLANTING AREA REQUIREMENTS

Requirement: Deciduous trees must be 2 1/2" Cal min. and evergreens must be 6' ht. Large Evergreen shrubs must be 5' ht. min; small evergreen shrubs must be min 2' ht.; Large Deciduous shrubs must be 3' ht.; small deciduous shrubs must be 18" ht. min.

PARKWAY TREE REQUIREMENT

Requirement: Where less than eight feet of space exists between curb and sidewalk, parkway trees will not be permitted. In such cases, the required number of parkway trees shall be planted on private property. Parkway trees shall be planted within 35 feet to 50 feet of space between trunks and 40 feet on center spacing.

On Plan - 4 Trees @ 35' O.C. along S. Main St.
3 Trees along NW Hwy. (1 existing)
2 Trees along Heritage Dr. (1 existing)

FOUNDATION PLANTING REQUIREMENT

Requirement: Five-foot-wide landscape area around all perimeters of buildings containing both deciduous and evergreen species of tree and shrubs providing an interesting visual pattern around the building.

On Plan - Deciduous, evergreen & ornamental grasses along building facade

PARKING LOT LANDSCAPING REQUIREMENT

Requirement: One landscape island, as measured containing one canopy or ornamental tree and five shrubs,every 10 parking spaces and at the ends of every parking row. 29 spaces

On Plan - 7 trees; 62 shrubs & ornamental grasses (1 existing tree)

JULIE ILLINOIS ONE-CALL SYSTEM
Simply Call 811

LICENSED LANDSCAPE ARCHITECT
MYLES URBANO ABURTO
157-001848
STATE OF ILLINOIS

SEAL Date: XX/XX/XX

Myles Urbano Aburto, ASLA, PLA
Illinois Registered Landscape Architect
157-001848
Expires 08/31/2027

PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING
TREES						
	3	EXISTING TREE TO REMAIN				
DECIDUOUS TREES						
	4	Acer x freemanii 'Marmo'	Marmo Freeman Maple	2.5" Cal.	B&B	
	5	Ulmus americana 'Valley Forge'	Valley Forge American Elm	2.5" Cal.	B&B	
	4	Zelkova serrata	Japanese Zelkova	2.5" Cal.	B&B	
ORNAMENTAL TREES						
	3	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Apple Serviceberry	2.5" Cal.	B&B	
DECIDUOUS SHRUBS						
	8	Aronia melanocarpa 'McKenzie'	Black Chokeberry	36" Ht.	Pot	
	11	Ceanothus americanus	New Jersey Tea	18" Ht.	Pot	
	4	Cornus sericea 'Bailey'	Bailey Red Twig Dogwood	36" Ht.	Pot	
	18	Itea virginica 'Sprich'	Little Henry® Sweetspire	18" Ht.	Pot	
	23	Physocarpus opulifolius 'Donna May'	Little Devil™ Dwarf Ninebark	18" Ht.	Pot	
	14	Rosa x 'Radtkopink'	Pink Double Knock Out® Rose	18" Ht.	Pot	
	3	Viburnum x juddii	Judd Viburnum	36" Ht.	Pot	
EVERGREEN SHRUBS						
	63	Taxus x media 'Densiformis'	Dense Anglo-Japanese Yew	24" Ht.	Pot	
	6	Thuja occidentalis `Woodwardii`	Woodward Arborvitae	24" Ht.	Pot	
ORNAMENTAL GRASSES						
	13	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 gal.	Pot	
	8	Panicum virgatum 'Heavy Metal'	Heavy Metal Switch Grass	1 gal.	Pot	
	18	Sporobolus heterolepis	Prairie Dropseed	1 gal.	Pot	
SYMBOL	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**CONTAINER**	**SPACING**
GROUND COVERS						
	91	Rosa x 'Meigalpio'	Red Drift® Groundcover Rose	1 gal.	Pot	18" o.c.
	6,819 sf	TURF GRASS				
PERENNIALS						
	24	Hemerocallis x 'Stella de Oro'	Stella de Oro Daylily	1 gal.	Pot	18" o.c.

Landscape Notes:

1. Seed/ Sod limit line is approximate. Seed/ Sod to limits of grading and disturbance. Contractor responsible for restoration of any unauthorized disruption outside of designated construction area.
2. Contractor responsible for erosion control in all seeded/ sodded areas. Tree mulch rings in turf areas are 5' diameter. Contractor shall provide a mulch ring around all existing trees within the limits of work. Remove all existing grass from area to be mulched and provide a typical spade cut edge. Landscape Fabric shall not be installed under mulch. Root flares shall be at or above grade, per specifications, and all rope/cord shall be removed from the base of tree trunks.
3. Bedlines are to be spade cut to a minimum depth of 3". Curved bedlines are to be smooth and not segmented.
4. All planting, beds shall receive top dressing of mulch. Landscape fabric shall not be installed under mulch.
5. Do not locate plants within 10' of utility structures or within 5' horizontally of underground utility lines unless otherwise shown on plans. Consult with Landscape Architect if these conditions exist.
6. For Lump Sum Contracts, plants and other materials are quantified and summarized for the convenience of the Owner and jurisdictional agencies only. Confirm and install sufficient quantities to complete the work as drawn and specified. No additional payments will be made for materials required to complete the work as drawn and specified.
7. For Unit Price Contracts, payments will be made based on actual quantities installed as measured in place by the Owner's Representative.
8. It is the responsibility of the contractor to locate and provide plant material as specified on this plan. The contractor may submit a request to provide substitutions for the specified plant material under the following conditions:
   a. Any substitutions proposed shall be submitted to the project owner's representative within two weeks of the award of contract. Substitutions must meet equivalent design and functional goals of the original materials as determined by the owner's representative. Any changes must have the approval of the owner's representative,
   b. The request will be accompanied by at least three notices from plant material suppliers that the plant material specified is not available and will not be available prior to construction.
10. Verify site conditions and information on drawings. Promptly report any concealed conditions, mistakes, discrepancies or deviations from the information shown in the Contract Documents. The Owner is not responsible for unauthorized changes or extra work required to correct unreported discrepancies. Commencement of work shall constitute acceptance of conditions and responsibility for corrections
11. A minimum of two working days before performing any digging, call underground service alert for information on the location of natural gas lines, electric cables, telephone cables, etc. The contractor shall be responsible for location and protection of all utilities, and repair of any damage resulting from his work at no additional cost to the owner.
12. Contractor shall promptly repair all damages to existing site at no cost to owner.
13. Refer to landscape specifications for additional conditions, standards, and notes.

DRAWN BY	DATE	REVISIONS
MUA	1/16/26	REVISED PER CITY REVIEW

Manhard CONSULTING
One Overlook Point, Suite 250, Lincolnshire, IL 60069 p:847.894.6000 f:847.894.6001 www.manhard.com
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Construction Managers • Environmental Scientists • Landscape Architects • Planners

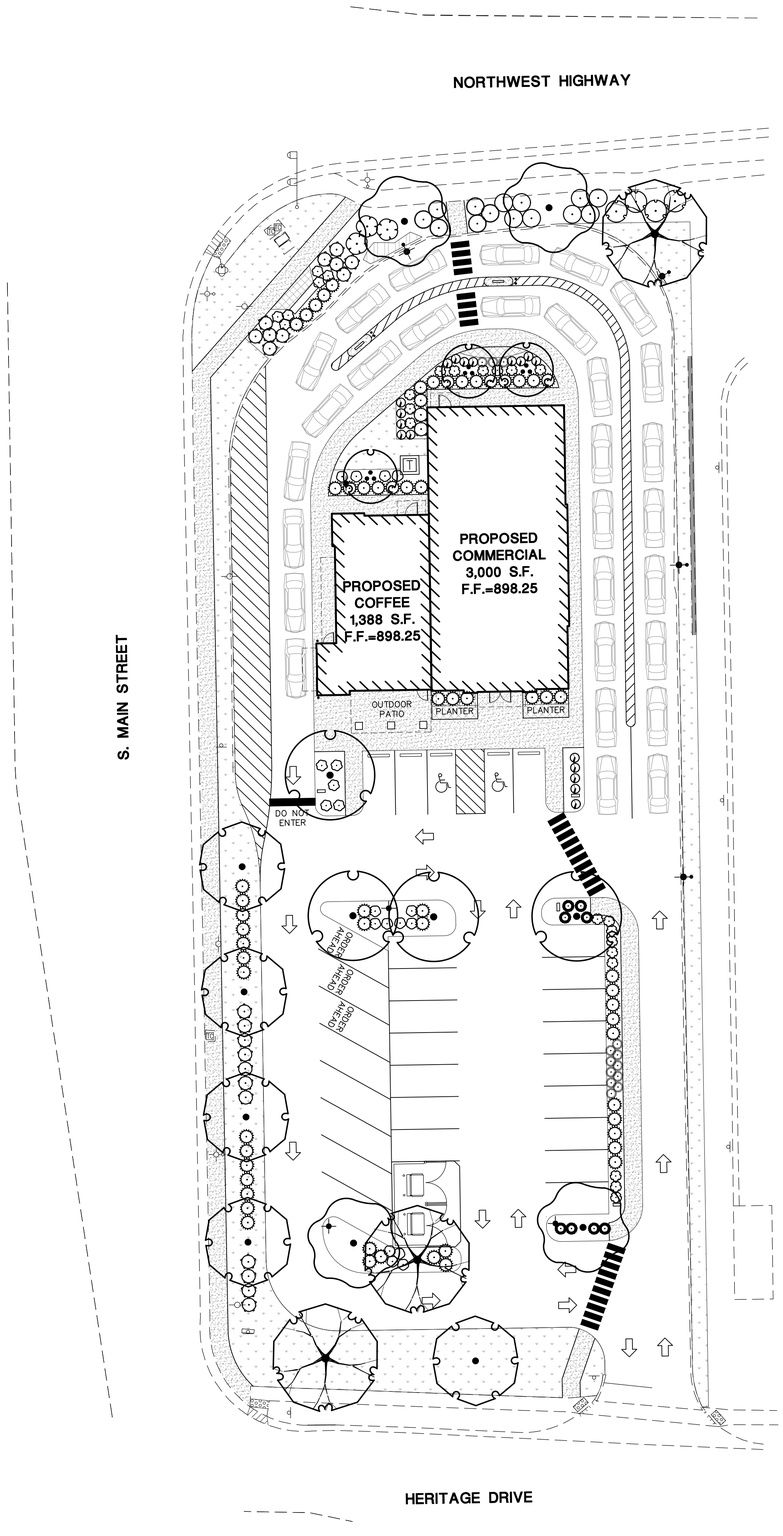
COMMERCIAL DEVELOPMENT
CITY OF CRYSTAL LAKE, ILLINOIS
LANDSCAPE SUMMARY AND DETAILS

PROJ. MGR.:	KRK
PROJ. ASSOC.:	MUA
DRAWN BY:	MUA
DATE:	12/10/25
SCALE:	AS NOTED

SHEET
L0 OF L2
CAQ.CLIL02

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NOT FOR CONSTRUCTION



PLANT SCHEDULE

SYMBOL	QTY	BOTANICAL NAME
TREES		
	3	EXISTING TREE TO REMAIN
DECIDUOUS TREES		
	4	Acer x freemanii 'Marmo'
	5	Ulmus americana 'Valley Forge
	4	Zelkova serrata
ORNAMENTAL TREES		
	3	Amelanchier x grandiflora 'Aut
DECIDUOUS SHRUBS		
	8	Aronia melanocarpa 'McKenzi
	11	Ceanothus americanus
	4	Cornus sericea 'Bailey'
	18	Itea virginica 'Sprich'
	23	Physocarpus opulifolius 'Donna
	14	Rosa x 'Radtkopink'
	3	Viburnum x juddii
EVERGREEN SHRUBS		
	63	Taxus x media 'Densiformis'
	6	Thuja occidentalis `Woodward
ORNAMENTAL GRASSES		
	13	Calamagrostis x acutiflora 'Karl
	8	Panicum virgatum 'Heavy Met
	18	Sporobolus heterolepis
GROUND COVERS		
	91	Rosa x 'Meigalpio'
	6,819 sf	TURF GRASS
PERENNIALS		
	24	Hemerocallis x 'Stella de Oro'

January 15, 2026 - 16:40 Dwg. Name: p:\projects\2024\data\Landscape Plan.dwg Updated By: mstuhrk

1-05 PRELIMINARY ACCEPTANCE:

A. ALL PLANTINGS SHALL BE MAINTAINED BY THE CONTRACTOR FOR A PERIOD OF 90 DAYS AFTER PRELIMINARY ACCEPTANCE BY THE OWNER OR HIS/HER REPRESENTATIVE. MAINTENANCE SHALL INCLUDE, BUT IS NOT LIMITED TO: MOWING AND EDGING TURF, PULLING WEEDS, WATERING TURF AND PLANT MATERIAL AND ANNUAL FLOWER MAINTENANCE.

1-06 WARRANTY:

A. ALL PLANT MATERIAL (EXCLUDING ANNUAL COLOR), SHALL BE WARRANTEED FOR ONE (1) YEAR AFTER THE END OF THE 90 DAY MAINTENANCE PERIOD. THE END OF THE MAINTENANCE PERIOD IS MARKED BY THE FINAL ACCEPTANCE OF THE CONTRACTOR'S WORK BY THE OWNER OR HIS/HER REPRESENTATIVE. PLANT MATERIALS WILL BE WARRANTEED AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM ABUSE OR DAMAGE BY OTHERS, OR UNUSUAL PHENOMENA OR INCIDENTS WHICH ARE BEYOND THE CONTROL OF THE CONTRACTOR. THE WARRANTY COVERS A MAXIMUM OF ONE REPLACEMENT PER ITEM.

PART 2 - PRODUCTS

2-01 PLANT MATERIALS:

A. PLANTS: PROVIDE TYPICAL OF THEIR SPECIES OR VARIETY, WITH NORMAL, DENSELY DEVELOPED BRANCHES AND VIGOROUS, FIBROUS ROOT SYSTEMS. ONLY SOUND, HEALTHY, VIGOROUS PLANTS WHICH ARE FREE FROM SUNSCALD INJURIES, DISFIGURING KNOTS, FROST CRACKS, ABRASIONS OF THE BARK, PLANT DISEASES, INSECT EGGS, BORERS, AND ALL FORMS OF INFESTATION SHALL BE PROVIDED. ALL PLANTS SHALL HAVE A FULLY DEVELOPED FORM WITHOUT VOIDS AND OPEN PATCHES.
   1. BALLED AND BURLAPPED PLANTS SHALL HAVE A FIRM NATURAL BALL OF EARTH OF SUFFICIENT DIAMETER AND DEPTH TO ENCOMPASS A ROOT SYSTEM NECESSARY FOR A FULL RECOVERY OF THE PLANT. ROOT BALL SIZES SHALL COMPLY WITH THE LATEST EDITION OF THE 'AMERICAN STANDARDS FOR NURSERY STOCK' (ASNS). ROOT BALLS THAT ARE CRACKED OR MUSHROOMED ARE UNACCEPTABLE.
   2. CONTAINER GROWN STOCK SHOULD BE GROWN FOR AN AMOUNT OF TIME THAT IS OF SUFFICIENT LENGTH FOR THE ROOT SYSTEM TO HAVE DEVELOPED ENOUGH TO HOLD ITS SOIL TOGEHTER, FIRM AND WHOLE. PLANTS WILL NOT BE LOOSE IN THEIR CONTAINERS, NOR SHALL THEY BE POT-BOUND AND ALL CONTAINER GROWN STOCK WILL COMPLY WITH THE SIZES STATED ON THE PLANT LIST.
   3. NO EVIDENCE OF WOUNDS OR PRUNING CUTS SHALL BE ALLOWED UNLESS APPROVED BY THE LANDSCAPE ARCHITECT.
   4. EVERGREEN TREES SHALL BE BRANCHED TO THE GROUND. THE HEIGHT OF EVERGREEN TREES ARE DETERMINED BY MEASURING FROM THE GROUND TO THE FIRST LATERAL BRANCH CLOSEST TO THE TOP. HEIGHT AND/OR WIDTH OF OTHER TREES ARE MEASURED BY THE MASS OF THE PLANT NOT THE VERY TIP OF THE BRANCHES.
   5. SHRUBS AND SMALL PLANTS SHALL MEET THE REQUIREMENTS FOR SPREAD AND/OR HEIGHT INDICATED IN THE PLANT LIST. THE HEIGHT MEASUREMENT SHALL BE TAKEN FROM GROUND LEVEL TO THE AVERAGE HEIGHT OF THE TOP OF THE PLANT, NOT THE LONGEST BRANCH. SINGLE STEM OR THIN PLANTS WILL NOT BE ACCEPTED. SIDE BRANCHES SHALL BE FLUSHED WITH GROWTH AND HAVE GOOD FORM TO THE GROUND. PLANTS SHALL BE IN A MOIST, VIGOROUS CONDITION, FREE FROM DEAD WOOD, BRUISES OR OTHER ROOT OR BRANCH INJURIES.

2-02 ACCESSORIES:

A. TOPSOIL:
   1. TOPSOIL SHALL BE FERTILE, NATURAL TOPSOIL OF A LOAMY CHARACTER, WITHOUT ADMIXTURE OF SUBSOIL MATERIAL. TOPSOIL SHALL BE REASONABLY FREE FROM CLAY, LUMPS, COARSE SAND, STONES, PLANTS, ROOTS, STICKS AND OTHER FOREIGN MATERIALS WITH A PH BETWEEN 6.5 TO 7.0.

B. TOPSOIL FOR SEED AREAS SHALL BE A MINIMUM OF 6".

C. SOIL AMENDMENTS SHALL BE AS FOLLOWS:
   1. FOR TREES AND SHRUBS THE PLANT PIT WILL BE BACKFILLED WITH PULVERIZED BLACK DIRT.
   2. FOR PERENNIALS AND ORNAMENTAL GRASSES THE SOIL MIXTURE WILL BE AS FOLLOWS: CM-63 GENERAL PURPOSE PEAT BASED MIX AS SUPPLIED BY MIDWEST TRADING. TOP BEDS WITH 8" OF CM-63 AND TILL INTO EXISTING BEDS TO A DEPTH OF 8". SOIL MIXTURES ARE AVAILABLE FROM MIDWEST TRADING. MIDWEST TRADING, ST. CHARLES, IL 60174 (630) 365-1990

D. FERTILIZER:
   1. FOR TREES AND SHRUBS USE: 14-4-6 BRIQUETTES 17 G OR EQUIVALENT AVAILABLE FROM ARTHUR CLESEN, INC. FOLLOW MANUFACTURER'S RECOMMENDATION FOR APPLICATION. ARTHUR CLESEN, INC. 543 DIENS DRIVE, WHEELING, IL 60090 (847)537-2177
   2. FOR TURF AREAS USE 6-24-16 CLESEN FAIRWAY WITH MICRONUTRIENTS WITH MINOR ELEMENTS 3.0 % S, .02% B, .05% CU, 1.0% FE, .0006% MO, .10% MN AVAILABLE FROM ARTHUR CLESEN OR APPROVED EQUAL.

E. HERBICIDE:
   1. ROUND-UP OR APPROVED EQUAL

F. MULCH:
   1. BARK MULCH SHALL BE FINELY SHREDDED HARDWOOD BARK WHICH HAS BEEN SCREENED AND IS FREE OF ANY GREEN FOLIAGE, TWIGS, ROCKS, SAWDUST, WOOD SHAVINGS, GROWTH OR GERMINATION INHIBITING INGREDIENTS, OR OTHER FOREIGN MATERIALS. BARK MULCH IS AVAILABLE FROM MIDWEST TRADING.
   2. MUSHROOM COMPOST AS AVAILABLE FROM MIDWEST TRADING.

G. WATER:
   1. WATER SERVICE WILL BE AVAILABLE ON THE SITE, WITH THE COST OF WATER BEING PAID BY THE OWNER. TRANSPORTING OF THE WATER FROM THE SOURCE TO THE WORK AREAS SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR. ALL NECESSARY HOSE, PIPING, TANK TRUCK, ETC. SHALL BE SUPPLIED BY THE LANDSCAPE CONTRACTOR.

H. GUYING:
   1. STAKES: 5/8" X 40" STEEL EYE ANCHOR WITH 4" HELIX
   2. CABLE:
      a. TREES UNDER 5": FLEXIBLE 1/8" GALVANIZED AIRCRAFT CABLE, 7X7 STRAND OR APPROVED EQUAL
      b. TREES 5" AND OVER: FLEXIBLE 3/16" GALVANIZED AIRCRAFT CABLE, 7X7 STRAND OR APPROVED EQUAL.
   3. TURNBUCKLES: 5/16", EYE AND EYE, WITH 4" TAKEUP.
   4. HOSE: NEW TWO-PLY REINFORCED RUBBER HOSE, MINIMUM 1/2" I.D.

I. TREE WRAP: BURLAP TREE WRAP 4" WIDE.

J. TWINE: SOFT NURSERY JUTE.

PART 3 - INSTALLATION OF PLANT MATERIAL

3-01 FIELD VERIFICATION:

A. EXAMINE PROPOSED PLANTING AREAS AND CONDITIONS OF INSTALLATION. DO NOT START PLANTING WORK UNTIL UNSATISFACTORY CONDITIONS ARE CORRECTED.

3-02 PREPARATION:

A. ALL PLANTING TECHNIQUES AND METHODS SHALL BE CONSISTENT WITH THE LATEST EDITION OF 'HORTICULTURE STANDARDS OF NURSERYMEN, INC.' AND AS DETAILED ON THESE DRAWINGS.

B. PLANTING SHALL BE PERFORMED BY EXPERIENCED WORKMEN FAMILIAR WITH PLANTING PROCEDURES UNDER THE SUPERVISION OF A QUALIFIED SUPERVISOR.

C. ALL UNDERGROUND UTILITIES MUST BE LOCATED AND MARKED CLEARLY.

D. APPLY ROUND-UP OR APPROVED EQUIVALENT TO KILL ANY EXISTING VEGETATION IN ALL AREAS TO BE PLANTED. CONFIRM LENGTH OF WAITING PERIOD BETWEEN CHEMICAL APPLICATION AND PLANT INSTALLATION WITH MANUFACTURER. DO NOT BEGIN PLANTING OPERATIONS UNTIL PRESCRIBED POST-APPLICATION WAITING PERIOD HAS ELAPSED. TAKE EXTREME CARE TO AVOID CHEMICAL DRIFT TO ADJOINING PROPERTIES OF LANDSCAPE PLANTINGS.

E. PRIOR TO ALL PLANTING, ROTOTILL ALL AREAS TO BE LANDSCAPED TO PREPARE FOR PLANT INSTALLATION TO A MINIMUM DEPTH OF 12". ELIMINATE UNEVEN AREAS AND LOW SPOTS. MAINTAIN LINES, LEVELS, PROFILES AND CONTOUR. CHANGES IN GRADE ARE TO BE GRADUAL. BLEND SLOPES INTO LEVEL AREAS. REMOVE ALL DEBRIS, WEEDS AND UNDESIRABLE PLANTS AND THEIR ROOTS FROM AREAS TO BE PLANTED. REMOVE ALL CONCRETE SLAG LARGER THAN 2" IN DIAMETER.

F. TOPSOIL SHALL BE SPREAD OVER THE SITE AT A MINIMUM DEPTH OF 6". FOR THOSE AREAS WHICH ARE INDICATED AS PRAIRIE OR NATURAL AREAS ON THE DRAWINGS, A TOPSOIL DEPTH OF 18" IS RECOMMENDED WHERE POSSIBLE.

G. IT SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO PREPARE ALL SEEDED AREAS BY DISKING AND RAKING PRIOR TO PLANTING SEED. SOIL SHALL BE LOOSENED AND SCARIFIED TO A MINIMUM DEPTH OF 6". FINE GRADING OF ALL SEEDED AREAS IS REQUIRED. MAXIMUM SIZE OF STONE OR TOPSOIL LUMP IS 1".

H. LOCATE ALL PLANT MATERIAL AS INDICATED OR AS APPROVED IN THE FIELD BY THE LANDSCAPE ARCHITECT. IF OBSTRUCTIONS ARE ENCOUNTERED WHICH ARE NOT SHOWN ON THE DRAWINGS, THEN DO NOT PROCEED WITH PLANTING OPERATIONS UNTIL ALTERNATE PLANT LOCATIONS HAVE BEEN SELECTED.

I. PLANTING HOLES SHALL BE CONSTRUCTED AS SHOWN ON THE PLANTING DETAILS. HOLES SHALL BE HAND DUG OR MACHINE DUG. GREAT CARE WILL BE TAKEN TO NOT EXCAVATE THE HOLE DEEPER THAN THE ROOT BALL AND THE DIAMETER SHALL BE A MINIMUM OF TWO TIMES THE ROOT BALL WIDTH. REMOVE ANY MATERIALS ENCOUNTERED IN EXCAVATION THAT MAY BE INJURIOUS TO PLANT GROWTH, INCLUDING STONES LARGER THAN 2" IN DIAMETER OR OTHER DEBRIS. SOIL TO BE USED AS BACKFILL SHOULD BE PULVERIZED.

J. PROVIDE PRE-MIXED PLANTING MIXTURE FOR USE AROUND ROOT SYSTEMS AND ROOT BALLS OF THE PLANTS. THE MIXTURES ARE OUTLINED IN SECTION B OF PART 2-02.

K. PRIOR TO PLANTING, PROVIDE ADDITIONAL TOPSOIL TO ALL PLANTING BEDS TO BRING THE FINISH GRADE OF THE BED TO 2" ABOVE LAWN GRADE AND TO FINISH GRADE OF ADJACENT HARD SURFACE GRADES.

L. ADD 2" THICKNESS OF MUSHROOM COMPOST TO ALL ANNUAL, PERENNIAL AND GROUNDCOVER BEDS. FINISH GRADE BED AND INSTALL PLANTS.

3-03 PLANTING PROCEDURES:

A. SET PLANT MATERIAL IN THE PLANTING HOLE TO PROPER GRADE AND ALIGNMENT. SET PLANTS UPRIGHT AND PLUMB. SET PLANT MATERIAL 2" ABOVE THE ADJACENT FINISH GRADE. REMOVE BURLAP FROM TOP 1/3 OF ROOT BALL. REMOVE TREATED BURLAP (GREEN). CUT AND REMOVE OR CUT AND FOLD DOWN UPPER HALF OF WIRE BASKET, DEPENDENT UPON TREE SIZE. BACKFILL HOLE BY FIRMLY TAMPING SOIL TO AVOID ANY AIR POCKETS OR VOIDS.

B. SET BALLED AND BURLAPPED PLANTS IN THE PLANTING HOLE AND COMPACT 8" OF SOIL AROUND THE BASE OF THE BALL. BACKFILL REMAINING SPACE WITH PLANTING MIXTURE. WATER PLANTS IMMEDIATELY AFTER PLANTING TO ELIMINATE ALL VOIDS AND THOROUGHLY SOAK THE PLANT ROOT BALL.

C. SPACE GROUNDCOVER PLANTS ACCORDING TO DIMENSIONS GIVEN ON THE PLANS. ADJUST SPACING AS NECESSARY TO EVENLY FILL PLANTING BED WITH INDICATED NUMBER OF PLANTS. PLANT TO WITHIN 18" OF THE TRUNKS OF TREES AND SHRUBS OR AT THE EDGE OF THE PLANT BALL, WHICHEVER IS CLOSEST. PLANT TO WITHIN 12" OF EDGE OF BED.

D. MULCHING:
   1. INSTALL 4" DEPTH OF MULCH AROUND ALL TREE AND SHRUB BEDS AS INDICATED ON DRAWINGS OR PLANTING DETAILS. MULCH SHRUB PLANTING AREAS AS CONTINUOUS BEDS. DO NOT PLACE MULCH DIRECTLY AGAINST TREE TRUNK; FORM MULCH TO CREATE AN INVERTED CONE AROUND TRUNK.
   2. MULCH PERENNIAL, GROUNDCOVER AND ANNUAL PLANTING BEDS WITH 2" MUSHROOM COMPOST. WATER MULCHED AREAS THOROUGHLY AFTER PLACING MULCH.

E. TREE WRAPPING IS NOT REQUIRED, UNLESS THE CONTRACTOR FEELS IT IS NECESSARY DUE TO CHARACTERISTICS OF A PARTICULAR SPECIES OR PAST EXPERIENCE WITH THE SPECIES. THE LANDSCAPE ARCHITECT WILL BE NOTIFIED AS TO WHICH TREES ARE TO BE WRAPPED AND SHALL INSPECT THE TRUNK(S) BEFORE WRAPPING. TREE WRAP WILL NOT BE USED TO COVER DAMAGE OR DEFECTS. WHEN WRAPPING IS DONE, TRUNKS WILL BE WRAPPED SPIRALLY WITH APPROVED TREE WRAPPING TAPE THAT IS NOT LESS THAN 4" WIDE, AND SECURELY TIED WITH SUITABLE CORD AT THE TOP, BOTTOM AND 2" INTERVALS ALONG THE TRUNK. WRAP FROM GROUND TO THE HEIGHT OF THE FIRST BRANCH.

F. STAKING AND GUYING OF TREES IS OPTIONAL. IF THE CONTRACTOR CHOOSES TO STAKE ALL OR PART OF THE TREES, HE/SHE SHALL USE THE METHOD SPECIFIED IN THE PLANTING DETAILS. ONE (1) STAKE IS TO BE USED ON TREES OF 1" CALIPER AND UNDER, OR 4' HEIGHT AND UNDER. TWO (2) STAKES ARE TO BE USED ON TREES OF 1" TO 2 3/4" CALIPER. GUY TREES OF 3" CALIPER OR LARGER AT THREE (3) PER TREE. THE ROOT BALL WILL NOT BE PIERCED WITH A STAKE. STAKES ARE TO BE DRIVEN AT LEAST EIGHTEEN (18) INCHES INTO SUBSOIL BELOW THE PLANTING HOLE. STAKES AND WIRE ATTACHMENTS SHALL BE REMOVED AFTER THREE MONTHS FOR SPRING PLANTED MATERIAL AND BY THE FOLLOWING MAY FOR FALL PLANTED STOCK BY THE CONTRACTOR. STAKING AND GUYING SHOULD BE DONE IMMEDIATELY AFTER LAWN SEEDING OR SODDING OPERATIONS.

G. SEEDING OF SPECIFIED LAWN AREAS ON PLANS WILL BE TREATED AS FOLLOWS:
   1. TOPSOIL SHALL BE SPREAD OVER ALL AREAS TO BE SEEDED TO A MINIMUM DEPTH OF 6" WHEN COMPACTED (TO BE PERFORMED BY OTHERS).
   2. SEED MIXTURE AND APPLICATION RATE - USE PREMIUM SEED MIX AS SUPPLIED BY ARTHUR CLESEN, INC. APPLY AT A RATE OF 5 LBS./1000 S.F.
   3. APPLY FERTILIZERS AND CONDITIONERS AT THE RATE SPECIFIED PER SOIL TEST FINDINGS. IN LIEU OF SOIL TEST RESULTS, APPLY TWO (2) TONS OF GROUND AGRICULTURAL LIMESTONE AND 1000 LBS. 10-10-10 OR EQUIVALENT ANALYSIS FERTILIZER PER ACRE. AT LEAST 40% OF THE FERTILIZER NITROGEN SHALL BE OF AN ORGANIC ORIGIN.
   4. SOIL PREPARATION AREAS WHERE VEHICULAR TRAFFIC HAS COMPACTED THE SOIL SHALL BE LOOSENED/SCARIFIED TO A MINIMUM DEPTH OF 6" BEFORE FERTILIZING AND SEEDING. FINE GRADING OF ALL SEEDED AREAS IS REQUIRED. MAXIMUM SIZE OF STONE OR TOPSOIL LUMP IS 1".
   5. WATERING SEEDED AREAS SHALL BE DONE TO ENSURE PROPER GERMINATION. ONCE SEEDS HAVE GERMINATED, WATERING MAY BE DECREASED BUT THE SEEDLINGS MUST NEVER BE ALLOWED TO DRY OUT COMPLETELY. FREQUENT WATERING SHOULD BE CONTINUED APPROXIMATELY FOUR (4) WEEKS AFTER GERMINATION OR UNTIL GRASS HAS BECOME SUFFICIENTLY ESTABLISHED TO WARRANT WATERING ON AN 'AS NEEDED' BASIS.
   6. TURF IS BEING ESTABLISHED ON A VARIETY OF SLOPE CONDITIONS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE AND IMPLEMENT WHATEVER PROCEDURES HE/SHE DEEMS NECESSARY TO ESTABLISH THE TURF AS PART OF HIS/HER WORK. SEEDED AREAS WILL BE ACCEPTED WHEN ALL AREAS SHOW A UNIFORM STAND OF THE SPECIFIED GRASS IN HEALTHY CONDITION AND AT LEAST 90 DAYS HAVE ELAPSED SINCE THE COMPLETION OF THIS WORK. THE CONTRACTOR SHALL SUBMIT WITH HIS/HER BID A DESCRIPTION OF THE METHODS AND PROCEDURES HE/SHE INTENDS TO USE.

H. EROSION CONTROL BLANKET
   1. EROSION CONTROL BLANKET SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATION IN ALL AREAS SHOWN ON THE PLAN.
   2. INSTALL S-75 EROSION CONTROL BLANKET AS MANUFACTURED BY NORTH AMERICAN GREEN OR APPROVED EQUAL.
   3. BLANKET SHOULD BE PREMARKED WITH STAPLE PATTERN.
   4. STAPLES SHOULD BE 8" WIRE STAPLES, APPLIED AT TWO (2) PER SQUARE YARD MINIMUM.
   5. SUITABLE EROSION CONTROL PRACTICES SHALL BE MAINTAINED BY THE CONTRACTOR IN ACCORDANCE WITH ILLINOIS URBAN MANUAL AND ALL APPLICABLE SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCES AND THE PLANS.

I. SODDING OF SPECIFIED LAWN AREAS ON PLANS WILL BE COMPLETED AS FOLLOWS:
   1. RAKE SOIL SURFACE TO RECEIVE SOD TO COMPLETELY REMOVE ANY SOIL CRUST NO MORE THAN ONE DAY PRIOR TO LAYING SOD.
   2. MOISTEN PREPARED SURFACE IMMEDIATELY PRIOR TO LAYING SOD. WATER THOROUGHLY AND ALLOW SURFACE MOISTURE TO DRY BEFORE PLANTING LAWNS. DO NOT CREATE A MUDDY SOIL CONDITION.
   3. SOD SHALL BE LAID WITHIN 24 HOURS FROM THE TIME OF STRIPPING. DO NOT PLANT DORMANT SOD OR IF THE GROUND IS FROZEN.
   4. LAY SOD TO FORM A SOLID MASS WITH TIGHTLY FITTED JOINTS. BUTT ENDS AND SIDES OF SOD STRIPS; DO NOT OVERLAP. STAGGER STRIPS TO OFFSET JOINTS IN ADJACENT COURSES. WORK FROM BOARDS TO AVOID DAMAGE TO SUBGRADE OR SOD. WORK SIFTED SOIL INTO MINOR CRACKS BETWEEN PIECES OF SOD; REMOVE EXCESS TO AVOID SMOTHERING OF ADJACENT SOD.
   5. PLACE TOP ELEVATION OF SOD 1/2 INCH BELOW ADJOINING EDGING OR PAVING.
   6. WATER SOD THOROUGHLY WITH A FINE SPRAY IMMEDIATELY AFTER PLANTING.
   7. AFTER SOD AND SOIL HAVE DRIED, ROLL SEEDED AREAS TO ENSURE A GOOD BOND BETWEEN THE SOD AND SOIL, AND TO REMOVE MINOR DEPRESSIONS AND IRREGULARITIES.
   8. SODDED SLOPES 3:1 OR GREATER SHALL BE STAKED TO PREVENT EROSION AND WASHOUT.
   9. WARRANTY SODDING FOR A PERIOD OF ONE (1) YEAR FROM THE END OF THE 90 DAY MAINTENANCE PERIOD. IF SOD FAILS OR LACKS VIGOR AND FULL GROWTH AS DETERMINED BY THE LANDSCAPE ARCHITECT, THE CONTRACTOR WILL REPEAT SITE PREPARATION OPERATIONS AND RE-SOD AFFECTED AREAS AT THE CONTRACTOR'S EXPENSE.
   10. NOTE: SOD SHALL BE A PREMIUM KENTUCKY BLUEGRASS BLEND, AND IS REQUIRED IN ALL AREAS INDICATED ON THE PLANS AS WELL AS AREAS WHICH HAVE BEEN AFFECTED BY CONSTRUCTION. SOD CAN BE PLACED AS LONG AS WATER IS AVAILABLE AND THE GROUND SURFACE CAN BE PROPERLY PREPARED. SOD SHALL NOT BE LAID ON FROZEN OR SNOW-COVERED GROUND. SOD SHALL BE STRONGLY ROOTED, NOT LESS THAN TWO (2) YEARS OLD AND FREE OF WEEDS AND UNDESIRABLE NATIVE GRASSES. SOD SHOULD BE MACHINE CUT TO PAD THICKNESS OF 3/4" (PLUS OR MINUS 1/4"), EXCLUDING TOP GROWTH AND THATCH. PROVIDE ONLY SOD CAPABLE OF VIGOROUS GROWTH AND DEVELOPMENT WHEN PLANTED (VIABLE, NOT DORMANT). PROVIDE SOD OF UNIFORM PAD SIZES WITH MAXIMUM 5% DEVIATION IN EITHER LENGTH OR WIDTH. BROKEN PADS OR PADS WITH UNEVEN ENDS WILL NOT BE ACCEPTABLE. SOD PADS INCAPABLE OF SUPPORTING THEIR OWN WEIGHT WHEN SUSPENDED VERTICALLY WITH A FIRM GRASP ON THE UPPER 10% OF PAD WILL NOT BE ACCEPTED.

J. TIMING OF PLANT MATERIAL AND SEEDING OPERATIONS:
   1. SEEDING OF SPECIFIED AREAS SHALL OCCUR WHEN THE SOIL TEMPERATURE IS ABOVE 55° F. NO SEED SHALL BE SOWN DURING PERIODS OF HIGH WINDS, OR WHEN THE GROUND IS NOT IN PROPER CONDITION FOR SEEDING (SEE SECTION 3-02 (G)). SEEDING OPERATIONS FOR THE SPECIFIED MIXES SHALL OCCUR IN THE SPRING TIME FRAME OF APRIL 15 THROUGH JUNE 30 AND IN THE SUMMER TIME FRAME OF AUGUST 15 THROUGH DECEMBER 1. THE MIXES CONTAINING BLUEGRASS AND FESCUE SEED MUST HAVE SIX WEEKS TO HARDEN OFF FOR WINTER SURVIVAL.
   2. SOD SHALL BE INSTALLED WHEN THE GROUND IS NOT FROZEN OR SNOW COVERED AND TEMPERATURES ARE LESS THAN 80° F. IT SHALL NOT BE PLACED DURING A PERIOD OF EXTENDED DROUGHT.
   3. HERBACEOUS ORNAMENTAL PLANTS SHALL BE PLANTED BETWEEN MAY 1 AND JUNE 15 OR BETWEEN AUGUST 15 AND DECEMBER 1.
   4. SPRING PLANTING OF WOODY ORNAMENTAL PLANTS SHALL BE PERFORMED FROM THE TIME THE SOIL CAN BE EASILY WORKED UNTIL JUNE 1, EXCEPT THAT EVERGREEN PLANTING SHALL END ON MAY 15. OAK, HAWTHORN AND RED MAPLE SPECIES WILL ONLY BE PLANTED DURING THIS SPRING PLANTING PERIOD. FALL PLANTING WILL BEGIN AUGUST 15 AND WILL CONTINUE UNTIL THE GROUND CANNOT BE WORKED SATISFACTORILY, EXCEPT THAT EVERGREEN PLANTING SHALL BE PERFORMED BETWEEN AUGUST 15 AND DECEMBER 1.

3-04 MAINTENANCE:

A. ALL PLANTINGS SHALL BE MAINTAINED BY THE CONTRACTOR FOR A PERIOD OF 90 DAYS AFTER PRELIMINARY ACCEPTANCE BY THE OWNER OR HIS/HER REPRESENTATIVE. MAINTENANCE SHALL INCLUDE BUT IS NOT LIMITED TO: MOWING AND EDGING TURF, PULLING WEEDS, WATERING TURF AREAS AND PLANT MATERIAL PLUS ANNUAL FLOWER MAINTENANCE. THE CONTRACTOR WILL RESET SETTLED PLANTS TO PROPER GRADE AND POSITION. DEAD MATERIAL WILL BE REMOVED. STAKES AND GUY WIRES WILL BE TIGHTENED AND REPAIRED AS REQUIRED.

3-04 ACCEPTANCE:

A. ALL PLANT MATERIAL (EXCLUDING ANNUAL COLOR), SHALL BE WARRANTEED FOR ONE (1) YEAR AFTER THE END OF THE 90 DAY MAINTENANCE PERIOD. THE END OF THE MAINTENANCE PERIOD IS MARKED BY THE FINAL ACCEPTANCE OF THE CONTRACTOR'S WORK BY THE OWNER OR HIS/HER REPRESENTATIVE.

3-06 SITE CLEAN-UP:

A. THE CONTRACTOR SHALL PROTECT THE PROPERTY OF THE OWNER AND THE WORK OF OTHER CONTRACTORS. THE CONTRACTOR SHALL ALSO BE DIRECTLY RESPONSIBLE FOR ALL DAMAGE CAUSED BY THE ACTIVITIES AND FOR THE DAILY REMOVAL OF ALL TRASH AND DEBRIS FROM HIS/HER WORK AREA TO THE SATISFACTION OF THE LANDSCAPE ARCHITECT .

DATE	REVISIONS	DRAWN BY
1/16/26	REVISED PER CITY REVIEW	MUA

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COMMERCIAL DEVELOPMENT
CITY OF CRYSTAL LAKE, ILLINOIS
LANDSCAPE SPECIFICATIONS

PROJ. MGR.:	KRK
PROJ. ASSOC.:	MUA
DRAWN BY:	MUA
DATE:	12/10/25
SCALE:	N.T.S.

SHEET
L2 OF L2
CAQ.CLIL02

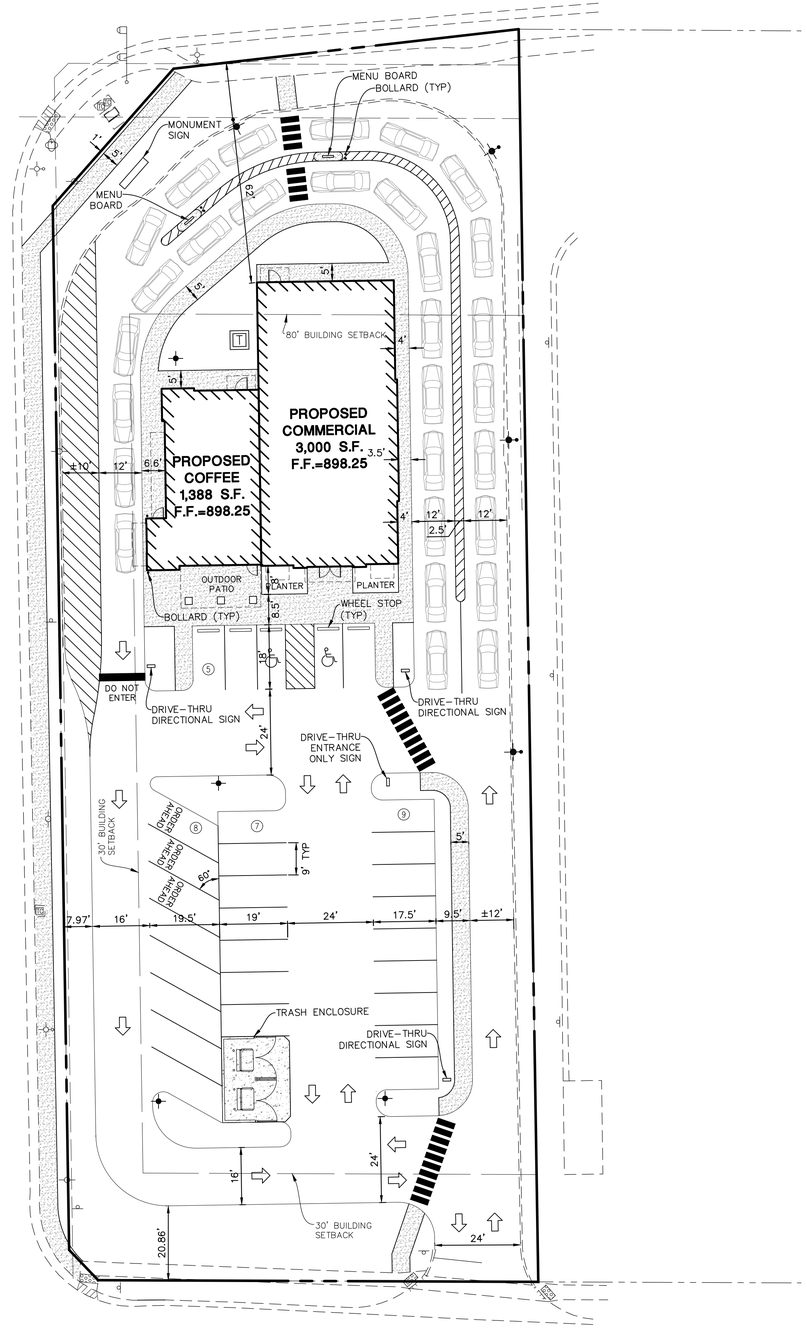
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NOT FOR CONSTRUCTION

NORTHWEST HIGHWAY

S. MAIN STREET

HERITAGE DRIVE



January 15, 2026 - 14:25 Dwg Name: P:\Projects\2\data\Eng\Preliminary\Plan Set\SITE PLAN.dwg Updated By: KKilcawers

NORTHWEST HIGHWAY

S. MAIN STREET

HERITAGE DRIVE

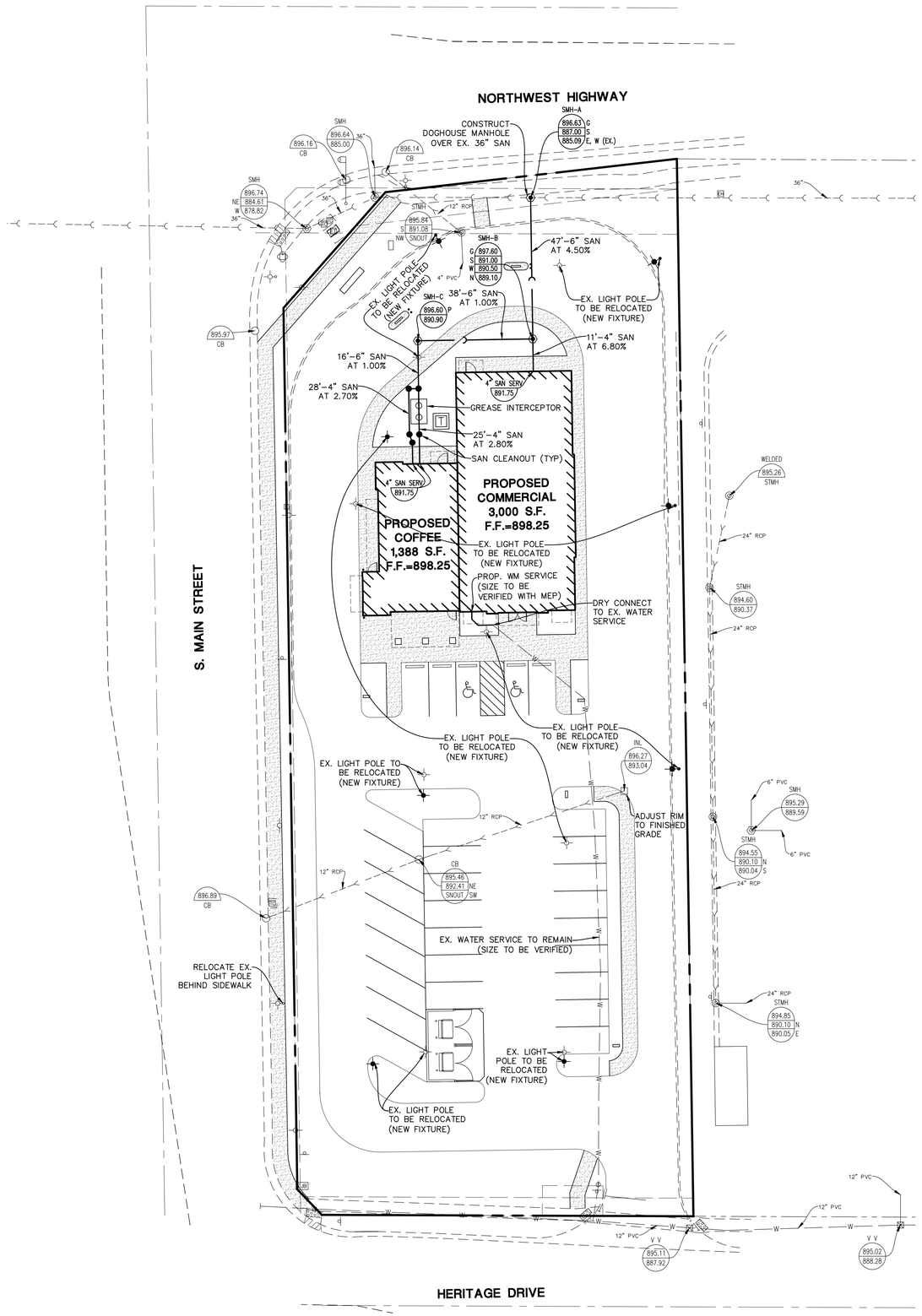
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PROPOSED COFFEE 1,388 S.F. F.F.=898.25

BRICK RETAINING WALL TO REMAIN

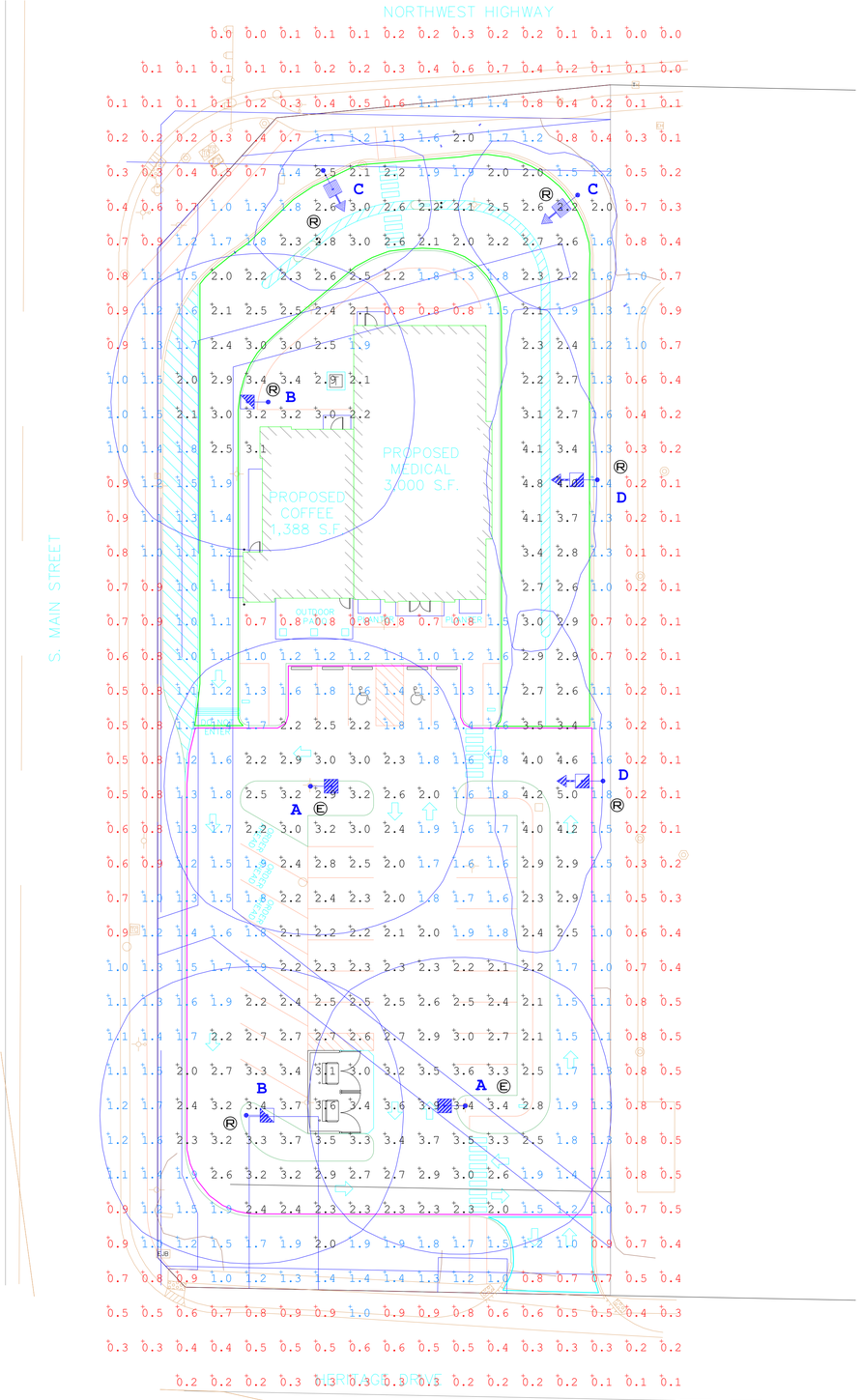
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January 15, 2026 - 10:51 Dwg Name: P:\Projects\Kara\Cad\Preliminary\Plan Set\GRADING PLAN.dwg Updated By: KKlawiers



December 9, 2025 - 10:56 Dwg Name: P:\Cross\1092\dwg\Eng\Preliminary\Plan Set\UTILITY PLAN.dwg Updated By: KKitowski

REVISIONS		
Rev #	Date	BY:



Ⓡ - RELOCATED POLE

Ⓔ - EXISTING LOCATION

Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. The engineer and/or architect must determine applicability of the layout to existing or future field conditions.

This lighting pattern represents illumination levels calculated from laboratory data taken under controlled conditions utilizing current industry standard lamp ratings in accordance with Illuminating Engineering Society approved methods. Actual performance of any manufacturer's luminaire may vary due to variation in electrical voltage, tolerance in lamps and other variable field conditions.

Calculation Summary								
Label	Units	Avg	Max	Min	Avg/Min	Max/Min	PtSpcLr	PtSpcTb
DRIVE THRU	Fc	2.51	4.8	1.1	2.28	4.36	10	10
ENTRANCE DRIVE	Fc	0.88	1.2	0.7	1.26	1.71		
PARKING	Fc	2.49	5.0	1.2	2.08	4.17		

Luminaire Schedule

WLS17035 MEDICAL OFFICE CRYSTAL LAKE, IL PM: HOLLY PLEASE EMAIL US FOR PRICING AT HOLLY@WLSLIGHTING.COM

Symbol	Qty	Label	Lum. Lumens	LLF	Description	Lum. Watts
	2	A	20431	0.950	WLS-SL2-A1-18K-SM-40-70-T5-SLW 24' MOUNTING HEIGHT (EXISTING LOCATION)	134.5
	2	B	20431	0.950	WLS-SL2-A1-18K-SM-40-70-T5-SLW 24' MOUNTING HEIGHT (RELOCATED)	134.5
	2	C	8772	0.950	WLS-SL2-A1-08K-SM-40-70-T4-GSFB REAR-SLW 24' MOUNTING HEIGHT (RELOCATED)	55.7
	2	D	8753	0.950	WLS-SL2-A1-18K-SM-40-70-T4-BLS-SLW 24' MOUNTING HEIGHT (RELOCATED)	134.5

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FORT WORTH, TX 76126
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WLS LIGHTING + ELECTRICAL

817-731-0020

PM:HOLLY

BY: J.P.

SHEET 1 OF 1

MEDICAL OFFICE
CRYSTAL LAKE, IL

WLS-190035A

DATE -12/8/25

SCALE: 1"=20'