CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

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

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Police Swearing In Ceremony for New Police Officers**

5. **Life Saving Awards for Police Officers**

6. **Approval of Minutes – March 3, 2026 Regular Meeting and March 10, 2026 Workshop Meeting**

7. **Accounts Payable**

8. **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.

9. **Mayor's Report**

10. **City Council Reports**

11. **Consent Agenda**
    a. **Class 16 Temporary Liquor License Requests – Crystal Lake Park District 2026 Events**
    b. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake Central High School Homecoming Parade – September 25, 2026**
    c. **Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake South High School Homecoming Parade – September 14, 2026**
    d. **Special Event Request, Street Closure, and Fee Waiver – Prairie Ridge High School Homecoming Parade – October 2, 2026**
    e. **Special Event Request of Walk to End Alzheimer's, Closure of Williams Street (between Woodstock Street and Crystal Lake Avenue) and Police Assistance Fee Waiver – October 4, 2026**
    f. **Special Event and Class 19 Temporary Liquor License Request – Downtown Crystal Lake/Main Street - Johnny Appleseed Festival and Great Ball Race on September 26, 2026, and Taste of Downtown on September 25 and 26, 2026, closures of Brink Street and Williams Street on September 26, 2026, and Depot Park from September 25, 2026, to September 26, 2026, and Police Department Assistance Fee Waiver**
    g. **Special Event and Police Assistance Fee Waiver Request for Raue Center for the Arts – Crystal Lake Night Owl Bike Ride - Saturday, August 8 to Sunday, August 9, 2026**
    h. **2026 Indian Uprising Special Event and Police Assistance Fee Waiver Request – August 7-9, 2026**
    i. **Time Adjustment for Special Event Request, Street Closures and Police Department Assistance Fee Waiver– Crystal Lake Cars and Caffeine Charity Car Show – May 17, 2026**
    j. **New National Multistate Opioid Settlement Agreement**

k. **Amended Intergovernmental Agreements with the State of Illinois through its Department of Transportation for the IL Route 31 Improvement**
l. **Illinois Department of Transportation (IDOT) City Utility Work on State Highways – Working Permit Resolution**
m. **Plat of Dedication and Acceptance of Maintenance – Three Oaks Recreation Area Drive and Overlook Way**

12. **Special Event Request Fee Waiver – Crystal Lake Aquathon (Girls on the Run) at the Three Oaks Recreation Area, Sunday, July 19, 2026**

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

14. **199 Edgewood – Variation to allow a portion of an attached deck to be converted into a screened-in porch encroaching one-foot into the required 75.45-foot front yard (lakeside) setback**

15. **551 Crystal Point Drive (McDonalds) – Variations to allow: a parking lot setback of eight feet, instead of the required 20 feet; a reduction in perimeter landscape width of eight feet, instead of 15 feet; and a reduction of parking spaces to 39 instead of the required 50 spaces; and a Sign Variation to allow a total wall sign area of 378 square feet, instead of the maximum150 square feet**

16. **M'Lady Nissan, BMW of Crystal Lake and Napleton Buick GMC Temporary Use Permit requests for 2026 Special Promotions**

17. **ANNEXATION AGREEMENT PUBLIC HEARING – Amendment to Annexation Agreement at 275 S. Main Street**

18. **Pipeline Crossing Agreement for the Pulte Development at 275 S. Main Street**

19. **Ordinance amending Chapter 158 of the City Code to allow proposed changes to the consumption of alcoholic beverages on public property**

20. **Amendment to Chapter 228 to add grant funding for the addition of fire suppression and/or fire sprinklers and community murals to the Commercial Façade Improvement Grant Program and change the grant program name to Commercial Façade and Fire Safety Grant Program**

21. **Host Agreement Amendment with Waste Management**

22. **Midwestern Higher Education Compact Cooperative Purchasing Program for Desktop and Laptop Computers**

23. **Designation and Auction Sale of Surplus Property**

24. **Bid Award – Williams Street and Esther Street Drainage Improvements**

25. **Adoption of a 25 mile per hour (mph) speed limit on N. Main Street from Crystal Lake Avenue to Woodstock Street and a 35 mph speed limit on S. Main Street between US Route 14 (Northwest Highway) and Crystal Lake Avenue**

26. **Designation of two (2) Backhoe Loaders as Surplus, Authorization of two (2) Backhoe Loader Trade-ins, and Purchase of two (2) Backhoe Loaders Using Sourcewell Purchasing Cooperative Contract #011723**

27. **Bid Award – Generator and Transfer Switch Replacements at Sanitary Sewer Pump Stations No. 21, No. 23, and No. 25**

28. **Proposal Award – Mosquito Management Services**

29. **Bid Award – Sand Blasting & Painting of Fire Hydrants**

30. Proposal Award – Water Tank Coatings Engineering Services

31. Ordinance Amending City Code Chapter 181

32. Proposed Lake Safety Program Budget

33. Hotel/Motel Tax Funding Allocations

34. Council Inquiries and Requests

35. 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

36. Reconvene to Regular Session

37. 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: 11a

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Class 16 Temporary Liquor License Requests –
Crystal Lake Park District 2026 Events

Staff Recommendation: Motion to approve issuance of fourteen (14) Class 16 Temporary Liquor Licenses to the Crystal Lake Park District for the Park District's 2026 events.

Staff Contact: Nicholas Hammonds, Deputy City Manager
Melanie Gray, Assistant to the City Manager

Background:
The City has received a request from the Crystal Lake Park District for the issuance of Temporary Liquor Licenses for the Park District's 2026 events. The Park District is requesting fourteen (14) Class 16 Temporary Liquor Licenses for the scheduled events.

The 2026 events include events at Lippold Park on April 22-24, April 28-30, May 6-8, May 12-14, May 20-22, June 3-5, June 9-11, June 17-19, June 23-25, June 30-July 2, July 8-10, July 14-16, July 22-24, and July 28-30.

Section 329-5-P of the City Code - Class 16 Temporary Liquor License - authorizes the retail sale of beer and wine for consumption upon the premises specified in the license where sold for a period not to exceed three (3) days for special events sponsored by a not-for-profit organization.

The Park District has submitted the required application forms, certificates of insurance, and fees for the fourteen (14) Class 16 Temporary Liquor Licenses.

Votes Required to Pass:
Simple majority

CRYSTAL LAKE PARK DISTRICT

February 11, 2026

Mayor Haig Haleblian
City of Crystal Lake
100 W. Municipal Complex
Crystal Lake, IL 60014

Dear Mayor Haleblian,

Enclosed please find the dates of Crystal Lake Park District for which we are requesting annual city liquor permits.

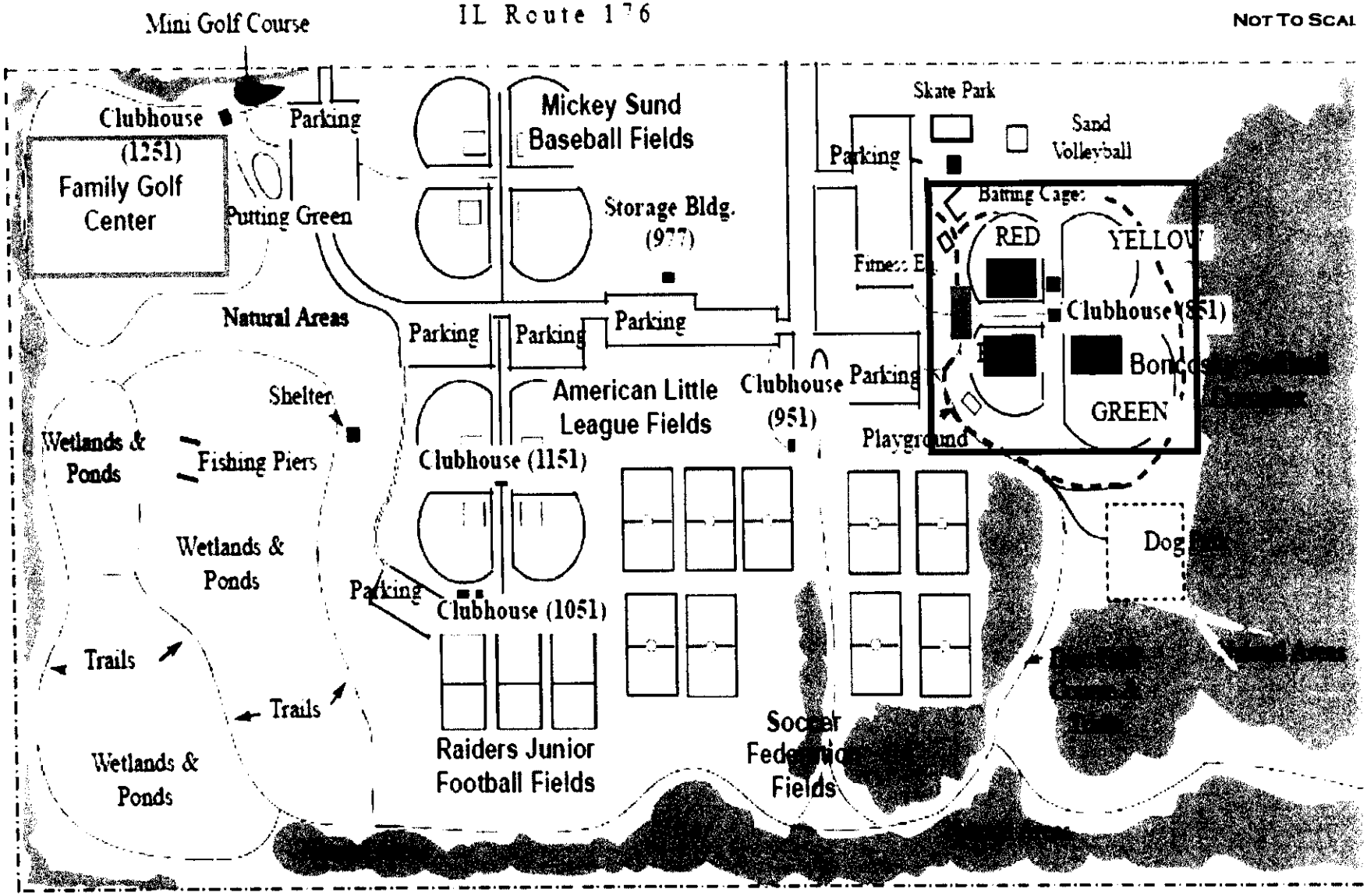
At all times, there will be Bassett/TIPS trained staff on duty. All participants will be carded, and follow CLPD guidelines.

We respectfully ask that you grant the Crystal Lake Park District's annual request for the listed dates.

Sincerely,

Kurt Reckamp
Superintendent of Recreation Program and Facility Services

Cc: Jason Herbster, Executive Director



LIPPOLD PARK

CITY OF CRYSTAL LAKE

Class 16
Temporary Liquor License

General Information:

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 4/22/26 - 4/24/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 4/28/24 - 4/30/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1 E. Crystal Lake Ave
Email: [redacted]
Phone Number [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 5/6/24 - 5/8/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 5/12/24 - 5/14/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 5/20/24 - 5/22/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1 E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 6/3/24 - 6/5/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone N[redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 6/9/26 - 6/11/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone N[redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 6/17/24 - 6/19/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 6/23/26 - 6/25/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone N[redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 6/30/24 - 7/2/24

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 7/8/26 - 7/10/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1 E. Crystal Lake Ave
Email: [redacted]
Phone Nu [redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 7/14/26 - 7/16/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone N[redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 7/22/26 - 7/24/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "16"
Beer and Wine

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

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

Address 1 E Crystal Lake Ave Phone Number [redacted]

2. Organization Contact Information:
Name: Kurt Reckamp
Address: 1E. Crystal Lake Ave
Email: [redacted]
Phone N[redacted]

3. Location where beer and wine will be sold:
Lippold Park - Boncosky Complex

4. Dates of the event (**not to exceed three (3) days**): 7/28/26 - 7/30/26

5. Hours of operation: 5pm - 9pm

6. Describe the type of crowd and traffic control licensee will utilize. CLPD staff and CLPD police will be involved with crowd control

7. Describe plan for refuse pickup. Parks staff will handle garbage.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Nikki Biddle, Elizabeth Frozena, Melissa Fridae, Alexis Provenzano, Sonja Kahovec

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

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

here:

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

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

Name: Kurt Reckamp
Title: Superintendent
Date: 3/11/2026

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: 11b

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake Central High School Homecoming Parade – September 25, 2026

Staff Recommendation: Motion to approve the 2026 Crystal Lake Central Homecoming Parade to be held on Friday, September 25, 2026, as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$1,562.00)

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

Background:

Crystal Lake Central High School is requesting approval to hold their annual Homecoming Parade on Friday, September 25, 2026, at 4:00 p.m. in Downtown Crystal Lake. Since they are requesting road closures, establishment of temporary no-parking zones, use of City property, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years. The Downtown Crystal Lake / Main Street organization has been made aware of the request and did not have any concerns.

The following roads will be closed starting at about 3:00 p.m. for the parade route and will open when the route clears at about 5:00 p.m.

- Walkup Avenue between Esther Street and Crystal Lake Avenue
- Grant Street between Crystal Lake Avenue and Woodstock Street
- Woodstock Street between Grant Street and Williams Street
- Williams Street between Woodstock Street and Esther Street
- Esther Street between Williams Street and Walkup Avenue

The road closures are the same as previous years.

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

1) All debris created by the event must be cleaned up during and after the event.
2) 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.
3) An updated Certificate of Insurance must be submitted at least one month prior to the event date.
4) A completed Hold Harmless Agreement must be submitted at least one month prior to the event date.
5) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $1,562.00 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Crystal Lake Central High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and has been advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

RECEIVED
NOV 04 2025
11-4-25
3:40 PM
RH

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Central High School Homecoming Parade

EVENT LOCATION Parade Route: CLC--> Walk-up Ave. --> Grant St. --> Woodstock St --> Williams St. --> Esther St.

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:
Celebration of Crystal Lake Central's Homecoming with annual parade featuring floats, band, auxiliary groups, etc.

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: 15+

9. Estimated attendance: 500

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: Keith Levin, Activities Director
13. Contact Information for Event Manager:

Address: 45 W. Franklin Ave.
Crystal Lake, IL 60014

(Please check preferred means of contact)

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

EVENT OPERATION

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

Set Up: Friday, Sept. 25, 2026
Event: Friday, Sept. 25, 2026
Dismantling: Friday, Sept. 25, 2026

15. Hours of the event:

Set Up: 3pm
Event: 4pm
Dismantling: 5pm

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:

Not applicable

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

10/28/25
Date

Keith Levin
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ❑ Yes ❑ No

City Council Approval Required: ❑ Yes ❑ No

Outlook

Re: Crystal Lake Central Homecoming Parade Special Event

From Keith Levin [redacted]
Date Wed 2/18/2026 11:33 AM
To Victoria Wojcik <vwojcik@crystallake.org>

1 attachment (2 MB)
CLC Hoco Docs '26.pdf;

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

Attached you will find our current Hold Harmless as well as the parade route (yes, same as always).

We (CLCHS) are also requesting a Police assistance fee waiver for our event on Friday, September 25, 2026 which runs from 4-5pm (additional set-up approx. 30 min beforehand as well).

Thank you,
Keith Levin

P.S. If my police request needs to be in a separate email, please let me know.

On Wed, Feb 18, 2026 at 10:44 AM Victoria Wojcik <vwojcik@crystallake.org> wrote:

> Good morning,
>
> I am emailing to remind you to please submit the following documents for the Homecoming Parade Special Event request.
>
> 1. Please see the attached submitted site plan of last year's parade route. If the route for this year is exactly the same as the one shown, I can use that site plan. I cannot submit your request in for review without a site plan.
> 2. In past years, a Police assistance fee waiver request has been submitted for the event. Please submit a Police fee waiver request if you are interested in waiving those fees. This can just be a letter or an email.
> 3. Please complete and submit the attached Hold Harmless agreement form for using the roads for the parade.
> 4. Please submit an updated Certificate of Insurance naming the City of Crystal Lake as additional insured.
>
> Thanks,
>
> Victoria Wojcik

Victoria Wojcik | Community Development Analyst | Community Development
City of Crystal Lake | 100 W. Woodstock St. | Crystal Lake, IL 60014
Website: www.crystallake.org | Phone: 815-356-3605 ext. 4009

From: Victoria Wojcik <vwojcik@crystallake.org>
Sent: Thursday, February 12, 2026 9:51 AM
To [redacted]
Subject: Crystal Lake Central Homecoming Parade Special Event

Good morning,

We have just received all three high schools' homecoming parade special event requests and are beginning the review process. Please submit these documents at your earliest convenience.

1. Please submit a site plan of the parade route.
2. In past years, a Police assistance fee waiver request has been submitted for the event. Please submit a Police fee waiver request if you are interested in waiving those fees. This can just be a letter or an email.
3. Please complete and submit the attached Hold Harmless agreement form for using the roads for the parade.
4. Please submit an updated Certificate of Insurance naming the City of Crystal Lake as additional insured.

Please let me know if you have any questions.

Thanks,

Victoria Wojcik

Victoria Wojcik | Community Development Analyst | Community Development
City of Crystal Lake | 100 W. Woodstock St. | Crystal Lake, IL 60014
Website: www.crystallake.org | Phone: 815-356-3605 ext. 4009

This electronic message and any attached files contain information intended for the exclusive use of the individual or entity to whom it is addressed and may contain information that is proprietary, confidential and/or exempt from disclosure under applicable law, including protected health information (PHI). If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of the information may be subject to legal restriction or sanction and is strictly prohibited. If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message without making any copies.

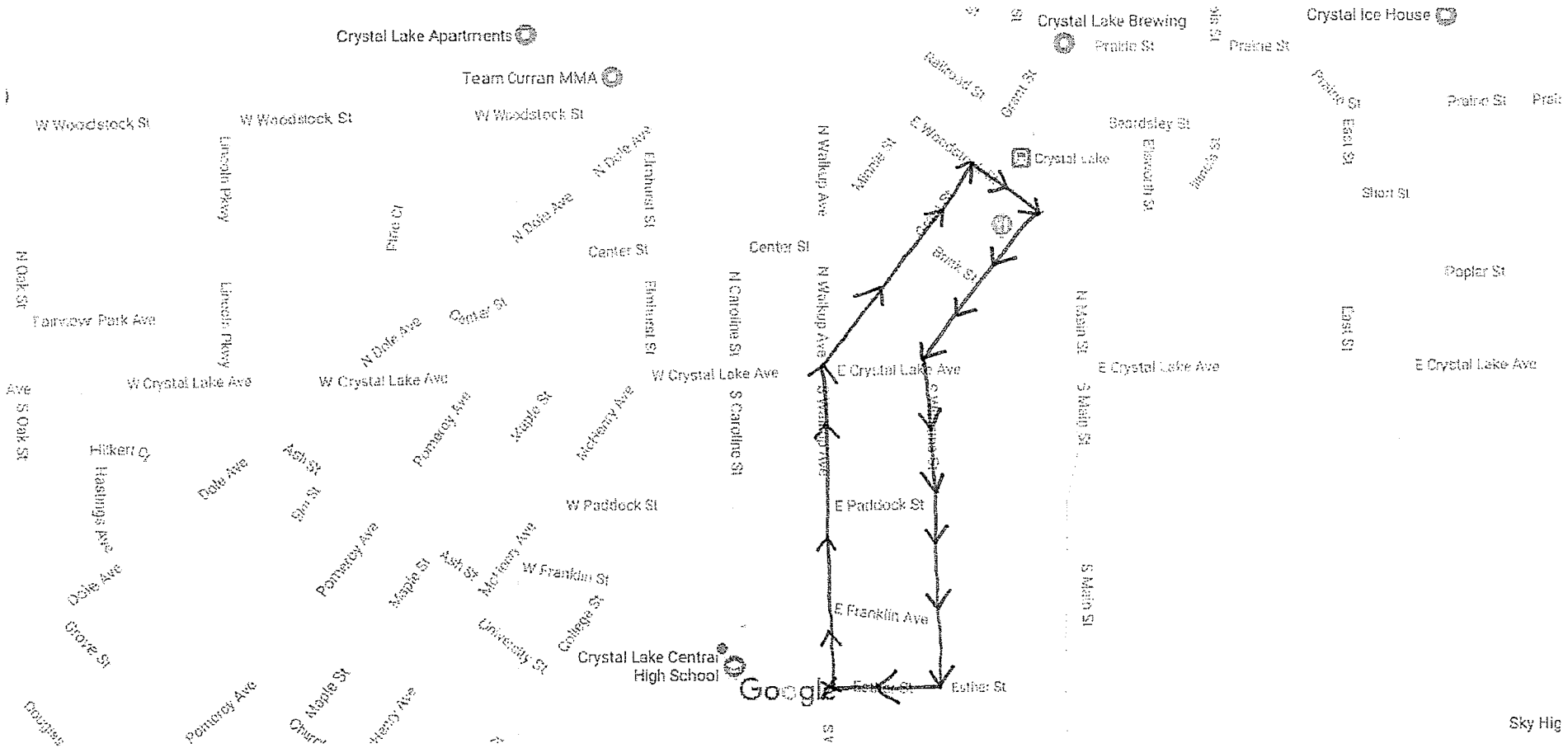
--

Keith Levin
Director of Bands
Activity Director
Crystal Lake Central HS

www.clcbands.org



Google Maps


Crystal Lake Apartments
Team Curran MMA
Crystal Lake Brewing
Crystal Ice House
W Woodstock St
W Crystal Lake Ave
E Crystal Lake Ave
Center St
Prairie St
Beardsley St
Short St
Poplar St
Crystal Lake
Hilker Pl
W Paddock St
E Paddock St
E Franklin Ave
Crystal Lake Central High School
Google
Map data ©2017 Google
United States
500 ft

Agenda Item No: 11c

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event Request, Street Closure, Parking Restrictions, and Fee Waiver – Crystal Lake South High School Homecoming Parade – September 14, 2026

Staff Recommendation: Motion to approve the 2026 Crystal Lake South Homecoming Parade to be held on Monday, September 14, 2026 as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$2,083.00)

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

Background:

Crystal Lake South High School is requesting approval to hold their annual Homecoming Parade on Monday, September 14, 2026 from 4:00 p.m. to 4:45 p.m. Since they are requesting road closures, establishment of temporary no-parking zones, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years.

The following roads will be closed starting at about 3:30 p.m. for the parade route and will open when the route clears at about 4:45 p.m.

- Willow Tree Drive at Woodscreek Park
- Golf Course Road from Willow Tree Drive to Concord Drive
- Concord Drive to the rear entrance of the High School

The road closures are the same as previous years.

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

1) All debris created by the event must be cleaned up during and after the event.
2) 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.
3) An updated Certificate of Insurance must be submitted at least one month prior to the event date.
4) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $2,083.00 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Crystal Lake South High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and has been advised to attend the April 7, 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 South Homecoming Parade

EVENT LOCATION Willow Tree Drive and Golf Course to Concord then to entrance of CLSHS

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:
Annual Crystal Lake South Homecoming Parade

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: 15-20

9. Estimated attendance: along streets - approx 500

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: Kate Niemiec
13. Contact Information for Event Manager:

Address: 1200 McHenry Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

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

EVENT OPERATION

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

Set Up: 9/14/2026
Event: 9/14/2026
Dismantling: 9/14/2026

15. Hours of the event:

Set Up: 3:00-4:00pm
Event: 4:00-4:45pm
Dismantling: 4:45pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☐ Yes ☒ No

    Temporary neighborhood event signs ☐ Yes ☒ No

    Directional signs ☐ Yes ☒ No

    Banner ☐ Yes ☒ No

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

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

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

    Description of Products_____

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

    Name of Company_____
    Address_____
    Phone_____

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

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

    _____

    _____

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:

_____

_____

_____

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

02/09/2026
Date

Kate Niemiec
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

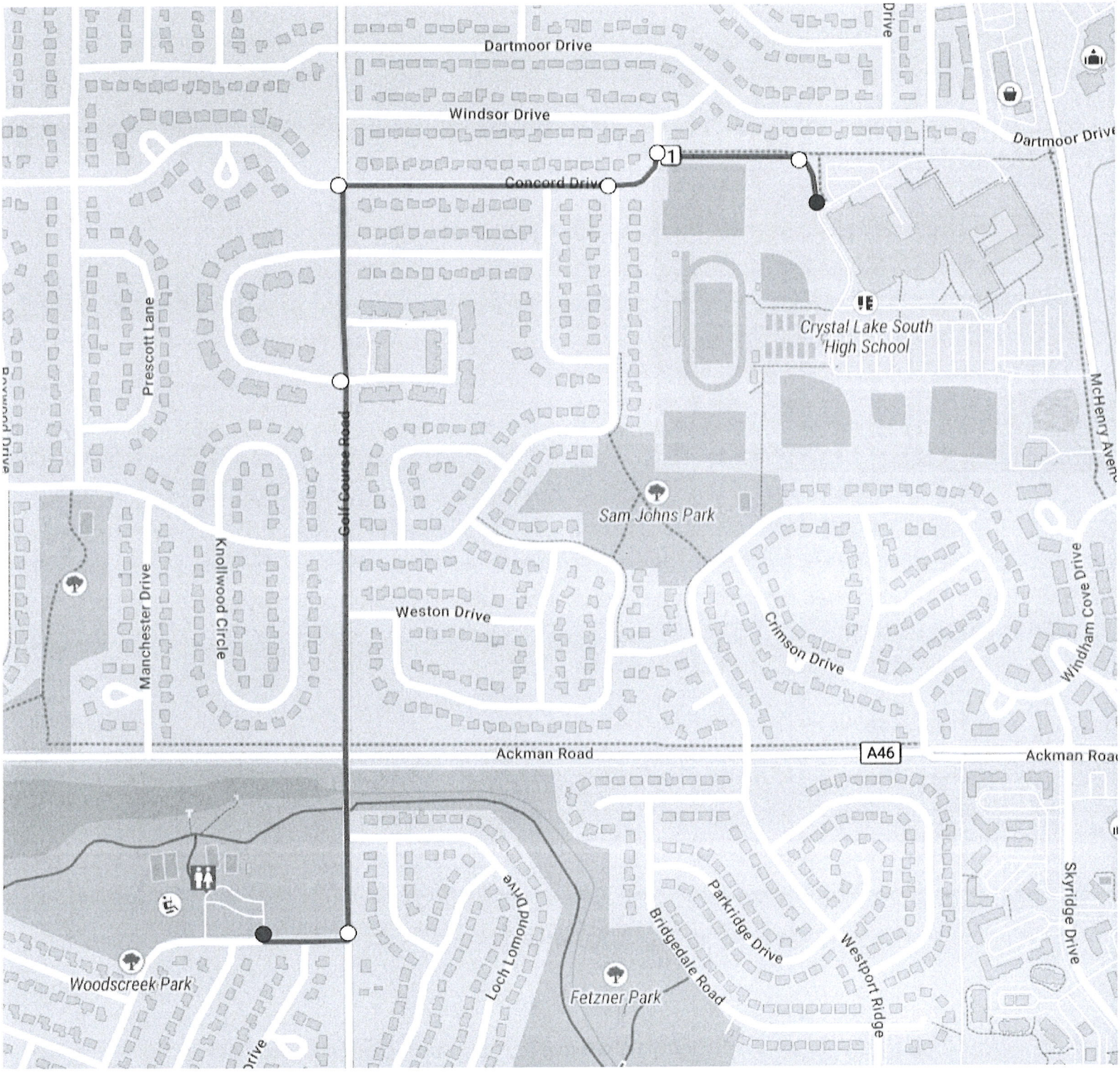
February 24,2026

Dear City of Crystal Lake,

I am writing to request that the fee for police assistance be waived for the annual Crystal Lake South Homecoming parade. The parade is scheduled to take place on Monday September 14, 2026 from 4 - 4:45 pm.

Thank you,

Kate Niemiec
Crystal Lake South Student Council Sponsor


Dartmoor Drive
Windsor Drive
Concord Drive
1
Dartmoor Drive
Crystal Lake South High School
Prescott Lane
Golf Course Road
Sam Johns Park
McHenry Avenue
Manchester Drive
Knollwood Circle
Weston Drive
Crimson Drive
Windham Cove Drive
Ackman Road
A46
Ackman Road
Woodscreek Park
Loch Lomond Drive
Bridgedale Road
Parkridge Drive
Westport Ridge
Skyridge Drive
Fetzner Park

Agenda Item No: 11d

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event Request, Street Closure, and Fee Waiver – Prairie Ridge High School Homecoming Parade – October 2, 2026

Staff Recommendation: Motion to approve the 2026 Prairie Ridge Homecoming Parade to be held on Friday, October 2, 2026, as requested subject to the conditions contained in this agenda supplement and a waiver of the Police Department chargeback fees (~$1,215.00)

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

Background:

Prairie Ridge High School is requesting approval to hold their annual Homecoming Parade on Friday, October 2, 2026, from 3:00 p.m. to 5:30 p.m. Since they are requesting road closures, and Police Department assistance, this event is classified as a Special Event that requires City Council approval.

A map of the parade route is included for review. The parade will follow the same route as previous years. A portion of the route is located in unincorporated Crystal Lake and the applicant has been made aware of the need to coordinate with the McHenry County Sherriff's Office regarding those street closures.

The following roads will be closed starting at about 3:30 p.m. for the parade route and will open when the route clears at about 5:00 p.m.

- Dvorak Drive to Walkup Road
- Walkup Road to Shenandoah Court
- Shenandoah Court to Shenandoah Drive
- Shenandoah Drive to Buckingham Drive
- Buckingham Drive to Pleasant Hill Road
- Pleasant Hill Road to Dvorak Drive

The road closures are the same as previous years.

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

1) The organizers shall contact the McHenry County Sherriff's Office regarding street closures and traffic control on the roads within their jurisdiction.
2) All debris created by the event must be cleaned up during and after the event.
3) 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.
4) An updated Certificate of Insurance must be submitted at least one month prior to the event date.
5) In the case of inclement weather, an alternate date can be approved by the City Manager.

The Police Department estimates that the cost for Police Officer assistance for this event is $1,215.00 based on the scope of the event. In previous years, City Council has waived the Police assistance fees. Prairie Ridge High School has requested that Police Department chargeback be waived again this year.

The applicant has been made aware of these recommended conditions and has been advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

CITY OF Crystal Lake ILLINOIS

RECEIVED
NOV 20 2025
By

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Prairie Ridge High School Homecoming Parade

EVENT LOCATION Prairie Ridge High School

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:
Celebrate Homecoming

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

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

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

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

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

8. Number of persons scheduled to monitor and work the event: 20-25

9. Estimated attendance: 300-400

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: Jamie Buck

13. Contact Information for Event Manager:

Address: 6000 Dvorak Drive
Crystal Lake, IL 60012

(Please check preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☒

EVENT OPERATION

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

Set Up: 10-02-26

Event: 10-02-26

Dismantling: 10-02-26

15. Hours of the event:

Set Up: 3:00-4:00

Event: 4:00-5:00

Dismantling: 5:00-5:30

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:
We have administration following in a golf cart to assist in any 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.

Signature _____ Date 11-19-25

Jamie Buck
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

Outlook

Re: Prairie Ridge Homecoming Special Event

From Jamie Buck[redacted]
Date Mon 3/16/2026 10:14 AM
To Victoria Wojcik <vwojcik@crystallake.org>

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

I would like to request to waive the Police assistance fees for this event.

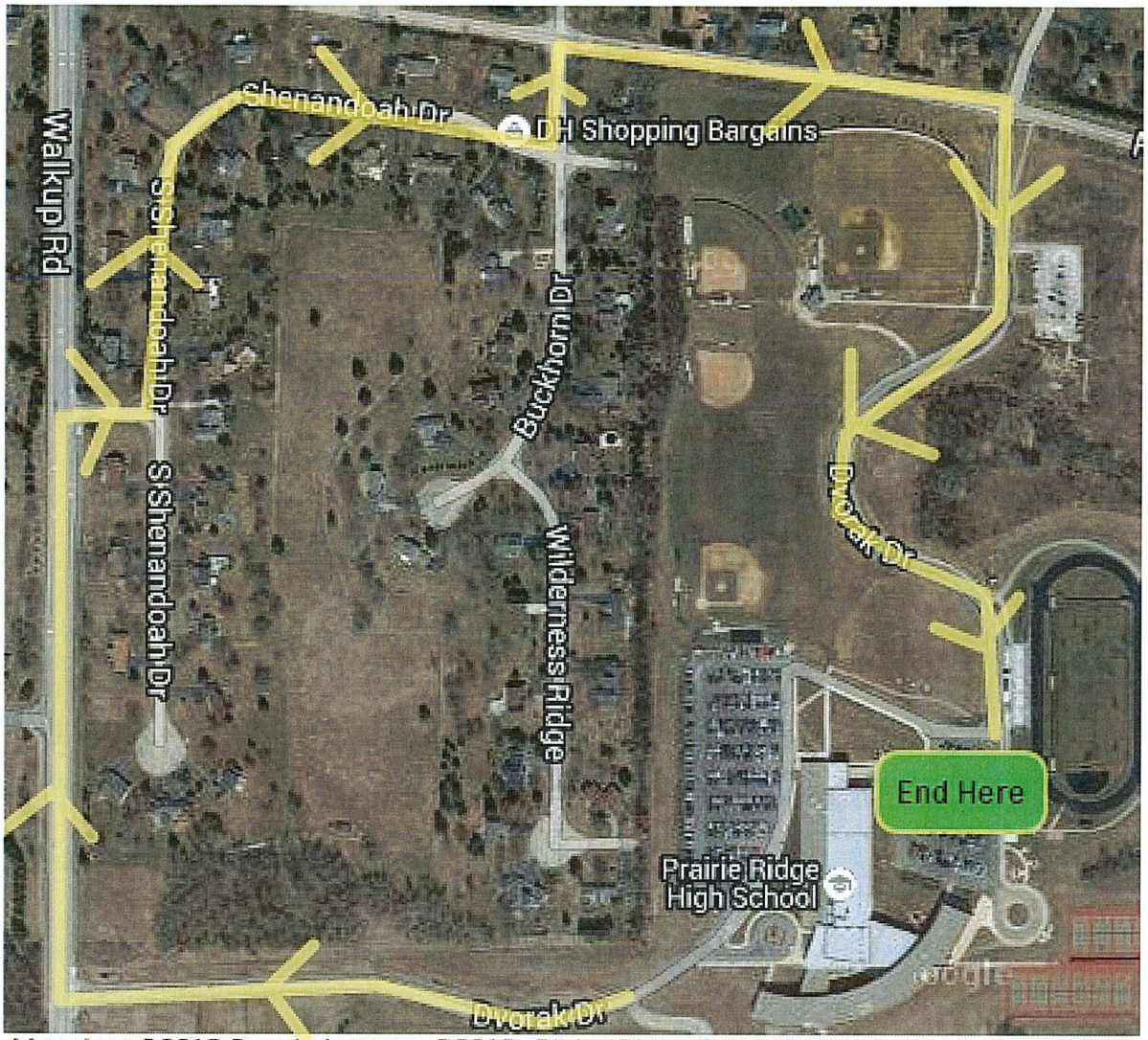
On Mon, Mar 16, 2026 at 9:33 AM Victoria Wojcik <vwojcik@crystallake.org> wrote:

> Good morning Jamie,
>
> I am just reaching out for an update on the Police assistance fee waiver. The waiver can just be an email or typed letter. I still need this document before the event request can go to City Council.
>
> Please let me know if you have any questions.
>
> Thanks,
> Victoria
>
> **Victoria Wojcik | Community Development Analyst | Community Development**
> *City of Crystal Lake* | 100 W. Woodstock St. | Crystal Lake, IL 60014
> Website: www.crystallake.org | Phone: 815-356-3605 ext. 4009
>
> This electronic message and any attached files contain information intended for the exclusive use of the individual or entity to whom it is addressed and may contain information that is proprietary, confidential and/or exempt from disclosure under applicable law, including protected health information (PHI). If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure or distribution of the information may be subject to legal restriction or sanction and is strictly prohibited. If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message without making any copies.

--

Jamie Buck
Prairie Ridge High School
Math Teacher
Freshmen Class Sponsor
Kindness Club Sponsor
Senior Class Sponsor
Senior Project Sponsor
Student Council Sponsor

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance.



Map data ©2015 Google Imagery ©2015 , DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency

© Scribble Maps

Agenda Item No: 11e

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event Request of Walk to End Alzheimer's, Closure of Williams Street (between Woodstock Street and Crystal Lake Avenue) and Police Assistance Fee Waiver – October 4, 2026

Staff Recommendation: Motion to approve the application for a Special Event for the Walk to End Alzheimer's to be held on October 4, 2026, including Street Closures, pursuant to the recommended staff conditions listed, and waiver of the Police Department chargeback fees ($3,905.00)

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

Background:
This is a request to hold the Walk to End Alzheimer's in Crystal Lake. The event is planned for Sunday, October 4, 2026. The walk will begin at 6:00 a.m. and finish at approximately 12:30 p.m. on Williams Street. The Walk is an annual event taking place in 600 communities nationwide. The Walk to End Alzheimer's is the largest event to raise funds for Alzheimer's care, support, and research. The event will consist of a walk throughout Downtown Crystal Lake, utilizing street closures and sidewalks. A stage set up for a ceremony, and the event will include a variety of children's activities, including face painting, balloon artists, and costumed characters. The event organizers have been in contact with, and received support from, the Downtown Crystal Lake association.

The route is the same as last year, including:

- The closure of Williams Street from Woodstock Street to Crystal Lake Avenue begins at 6 a.m. and ends at 12:30 p.m. The starting line, stage, and area for children's activities will be held on this closed section of Williams Street.
- The following roads will be closed starting at about 8:00 a.m. for the walk route and will open when the route clears at about 11:00 a.m.
    a. Williams Street from Crystal Lake Avenue to Esther Street.

b. Esther Street, east to the Prairie Path, southbound to Teckler. Boulevard
c. Teckler Boulevard westbound, to Pathway Court going north.
d. At Pathway Court, the course will reverse, ending back at the Williams Street starting point.

- Assistance from the Crystal Lake Police Department along the walking route is requested. The organizer is requesting that the City of Crystal Lake provide police services at key intersection crossings, the donation tent, and in the activities area. The recommended number of police officers and volunteers for the event have been determined by the Police Department. Volunteers will be stationed along the walking route to assist with safety and direction only. The Police Department has determined that the chargeback fee will be approximately $3,905.00

The walk organizers are requesting a waiver of the Police assistance fees. The City Council approved the fee waiver for last year's event.

The organizers must also ensure that the participants are aware of them walking 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) Do not block sidewalks with items for the event.
2) Streets are not to be marked with paint or any permanent materials.
3) The volunteers must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
4) The event organizers must coordinate with the Crystal Lake Police regarding assistance during the event. Please contact the Police Department by September 1, 2026, to determine/arrange for police officers for traffic control.
5) 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 agreement are on file with the City.
6) Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum required widths and clearances shall be maintained at all times. Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access.
7) Barricades shall be placed so that emergency response personnel are capable of moving them if emergency response vehicles need access.
8) An access lane of no less than 20-feet must be maintained at all times to allow emergency vehicle access to Williams Street and other streets in the area to be barricaded.
9) Tents having an area exceeding 400 square feet (700 square feet with open sides) shall require a permit in accordance with (2018) IFC Section 3103.2. Please contact the Fire Rescue Department (815-356-3640) if utilizing a tent that shall require a permit.
10) All electrical equipment shall be listed/labeled for outdoor use and shall comply with NFPA 70.
11) A designated weather monitor is required during the event, and an emergency plan must be in place in case of severe weather.
12) All debris created by the event must be cleaned up during and after the event.

13) 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 September 1, 2026.
14) McHenry County Conservation District approval to use a portion of the Prairie Trail must be submitted before September 1, 2026.
15) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through the Community Development Department.
16) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass:
Simple majority vote

City of Crystal Lake

Special Event Permit Application

Office use only
Case No: _____
Date Submitted: _____

General Information

Name of Event: Walk to End Alzheimer's, McHenry County

Type of Event:

- ☐ Festival
- ☑ Walk/Run
- ☐ Carnival
- ☐ Outdoor Sales Event
- ☐ Parade
- ☐ Gun Show
- ☐ Open Air Gathering
- ☐ Film Production
- ☐ Other _____

Location of Event: Downtown Crystal Lake

Date(s) of Event: Sunday, October 4 Hours of Event: 6am to 12:30pm Estimated attendance: 900

Petitioner Information

Name Taylor Adolphson

Address: PO Box 2136, Loves Park, IL 61111

Telephone: [redacted]

E-mail: [redacted]

Owner Information (if different)

Name _____

Address: _____

Telephone: _____

E-mail: _____

Event Web site: act.alz.org/McHenryCounty

General Description of the Event (Attach a separate page if necessary):
Walk event with brief ceremony to raise funds and awareness for Alzheimer's care, support and research.

Event Details

Will you serve alcohol at your event? ☐ **YES** ☑ **NO**
Please contact the City Manager's Office prior to the even t for information on liquor license requirements. Liquor licenses require City Council approval. This may take additional time; please plan accordingly.

Will you serve food at your event? ☑ **YES** ☐ **NO** If yes, please indicate the number of vendors 2
Note: a list of food vendors must be submitted to the Community Development Department pr ior to the event. All food vendors are required to obtain permits from the McHenry County Department of Health..

Are you req uesting a Crystal Lake Police detail for this even t, or has this event been re quired to have a Crystal Lake Police Detail in the past? ☑ **YES** ☐ **NO** *Note: Special Event Organizers will be responsible for costs associated with Police details.*

Are you requesting a Crystal Lake Fire Rescue ambulance be stationed at this event? ☐ **YES** ☐ **NO**
Note: Special Event Organizers will be responsible for costs associated with Fire Rescue Ambulance services.

Would you like to request the closing of city streets? ☐ **YES** ☐ **NO**
If yes, please attach a map that shows the locations, dates, and times of the requested street closures.

Are you requesting the use of any other city-owned property, i.e. parking lots, parks, sidewalks, etc.?
☐ **YES** ☐ **NO** *If yes, please indicate the property that you are requesting to use* _____

Will you be using tents or canopies at your event? ☐ **YES** ☐ **NO**

Will you have a stage at your event? ☐ **YES** ☐ **NO**
If yes, please submit the stage specifications and assembly instruction to Community Development prior to the event.

Will you have temporary lighting or need temporary electricity outlets for this event? ☐ **YES** ☐ **NO**

Will there be amusement rides and/or inflatable devices at the event? ☐ **YES** ☐ **NO**

Are you holding a raffle at your event? ☐ **YES** ☐ **NO**
If yes, you must submit an Application to Conduct a Raffle at least seven to ten days prior to the event. The application is available on the City's website or you may contact the City Manager's office at 815-459-2020.

Are you planning to put up signs to promote your event? ☐ **YES** ☐ **NO**
If yes, please submit a detailed description of the types of signs you will use to promote this event and the locations they will be placed. Please indicate the locations on the site plan.

Will you be borrowing City barricades? ☐ **YES** ☐ **NO** *If yes, please submit a barricade borrowing application.*

Parking Accommodations: Please provide details about how parking will be accommodated. This can be done on the submitted site plan/route map or a description can be attached on a separate page.

Will there be an admission charge for any aspect of the event? ☐ **YES** ☐ **NO**
If yes, please describe the admission charges on a separate attachment.

Will there be any entertainment associated with the event? ☐ **YES** ☐ **NO**
If yes, please attach a separate sheet describing the type and nature of entertainment, such as music acts, carnival rides, or games of chance.

Acknowledgements and Certification

By signing below, I certify the following:

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the City of Crystal Lake of any changes in the application at least 7 days prior to the event. I agree to the terms and conditions listed above. I acknowledge that not all of the aspects of the Special Event may be approved as presented, changes may be necessary based on City staff review. I acknowledge my Special Event Permit may be denied or revoked at any time prior to or during the event based on failing to comply with the terms and conditions of the Special Event Permit.

Organizer (Print & Sign name) _____ *Date* _____

Owner (Print & Sign name) _____ *Date* _____

WALK TO END ALZHEIMER'S
ALZHEIMER'S ASSOCIATION

alz.org/walk

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

To whom it may concern,

The planning committee for the 2026 McHenry County Walk to End Alzheimer's and staff partner at the Alzheimer's Association, Taylor Adolphson, would like to request approval to **walk in city streets during this year's fundraising walk on Sunday, October 4, 2026.**

Similar to a parade, we'd request that the streets of the Walk route only be closed for the duration that it takes all participants to finish the route. I've included a map of the proposed route, but we are open to adjustments or suggestions from the City and Crystal Lake Police Dept. if it believed there is a better and/ or safer route for the participants.

Just over 800 participants walked for the event in 2025 and we are anticipating 950+ participants in 2026. There have been many requests received from 2023-2024 participants to be able to walk in the streets as they found the sidewalks to be too narrow to walk comfortably and safely. It was also noted by volunteers and participants that the walk took much longer because participants could not walk at their own pace.

We believe that utilizing the city streets for the Walk is the safest and most comfortable option for the participants attending this impactful fundraising and awareness event.

Thank you for your consideration,

Taylor Adolphson
Senior Manager, Walk to End Alzheimer's

The main set-up area for the Walk to End Alzheimer's will be on N. William St. We'd request that N. William St. and Brink St. Be closed for the duration of our event.

Stage Specifications and Assembly Instruction:

A 4x8x16" Stage is rented from and assembled by Lakeshore Athletic Services

Description of Entertainment Activities:

- Kids activities (Face painting, balloon artist, characters)
- Bags games
- On stage warm-up

Crystal Lake Police Detail

We are required to hire police/security for Association events. We'd like to request 2 officers for our event from 8am-11am. One will be stationed at the Event Check-in tent where participants can turn in donations. Donations will be kept in a locked container at the tent for the duration of the event. We request that the second officer be walking the event area to provide general safety and security. We are requesting the waiver of police fees.

Parking

Participants will be advised to use public parking in and around the downtown area. They will be advised to monitor Parking Signs and restrictions and should there be a fee to park it is to be paid by participants.

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: [redacted]
Website: www.DowntownCL.org [redacted]

February 6, 2026

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

Dear Mr. Helm,

I am writing on behalf of Downtown Crystal Lake/Main Street, to express our support for the Walk to End Alzheimer's walk on Sunday, October 4, 2026.

We understand part of the request is to close Williams Street for the walk. We included this information in an email to business owners on Williams Street and offered an opportunity to provide feedback; we did not receive any negative feedback about the event, its timing, or the street closure.

We're very happy to support this meaningful initiative.

Please let me know if you have any questions or need any further information.

Sincerely,

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

WALK TO END ALZHEIMER'S

ALZHEIMER'S ASSOCIATION

Dear Downtown Neighbor,

This letter is to inform you that the Alzheimer's Association Walk to End Alzheimer's will be held in Downtown Crystal Lake this year on Sunday, October 4, 2026 from 8:00am-11:00am, with set-up beginning at 6:00am and clean-up concluded by 12:30pm.

The Walk to End Alzheimer's is held in over 600 communities nationwide and is the world's largest event to raise funds and awareness for Alzheimer's care, support, and research. We encourage individuals to pre-register online prior to the event, but we also accept day-of registration. There is no registration fee for the Walk, while we instead encourage each of our participants to raise at least $100.

Registration on the day of the event will begin at 8:00am. The opening ceremony will be held at 9:00am and the Walk will begin promptly at 9:30am. Volunteers will be stationed along the route as route guides. There will also be a water station at the halfway point. The main gathering area will include a registration tent, a tent to hand out pinwheel flowers, a food tent (pre packaged granola bars and fruit only), an area to showcase our corporate partners, and a stage for live entertainment before and after the Walk.

Since our event begins at 8:00am, we will begin setting up no later than 6am on the day of the event, October 4. Our set up includes the rental equipment, directional signs, route signs, and event material preparation.

We will have ample volunteers scheduled to assist with our event, and specifically to maintain the integrity of the downtown area and access to your business, should you be open at the time of the event.

Please feel free to contact Taylor, Event Manager, with any questions or concerns.

Sincerely,
Taylor Adolphson, Event Manager
[redacted]
act.alz.org/McHenryCounty

WALK TO END ALZHEIMER'S
ALZHEIMER'S ASSOCIATION

alz.org/walk

To whom it may concern,

For our fundraising event, the Walk to End Alzheimer's, I would like to request the waiver of the police chargeback fees. The Alzheimer's Association is a 501(c)3 and all funds raised through the Walk to End Alzheimer's go to Alzheimer's care, support and research. Thank you for your consideration.

Taylor Adolphson
Manager, Walk to End Alzheimer's

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.

Applicant and Event Information:

Name of Event: Walk to End Alzheimer's, McHenry County

Taylor		Adolphson
First Name		Last

PO Box 2136	Loves Park	IL	61111
Residential Address	City	State	Zip

(____)____-_____	(815)[redacted]-[redacted]	[redacted]
Home Phone	Cell Phone	Email

Date of Event: 10 / 4 / 2026 Time of Event: 6am to 12:30pm

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

Number of Cones Needed: _____

Date when barricades/cones will be picked up: 10/3/2026

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

N. Williams St	between	E. Crystal Lake Ave	and	E. Woodstock St
Name		Name		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 $55 per barricade and $18 per cone.

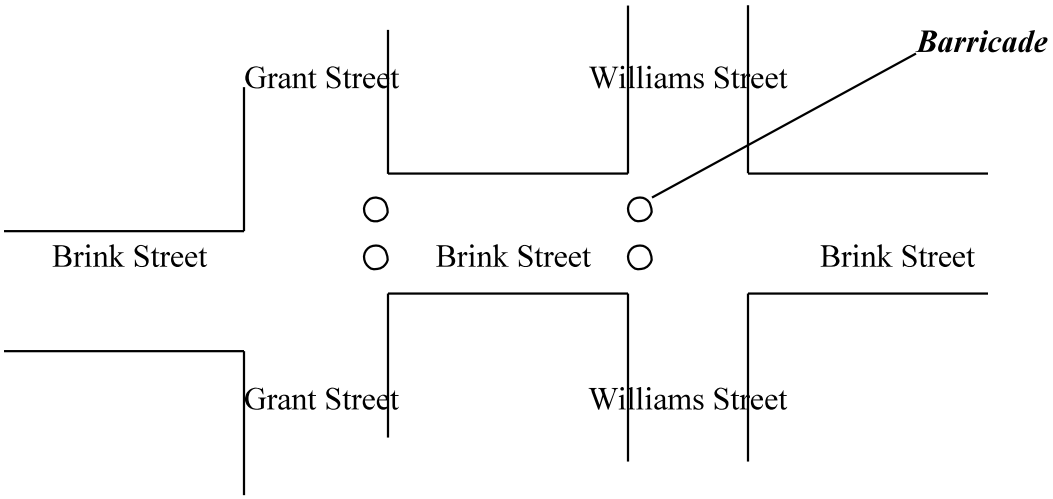
Taylor Adolphson
Borrower Signature

2 / 6 / 2026
Date

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

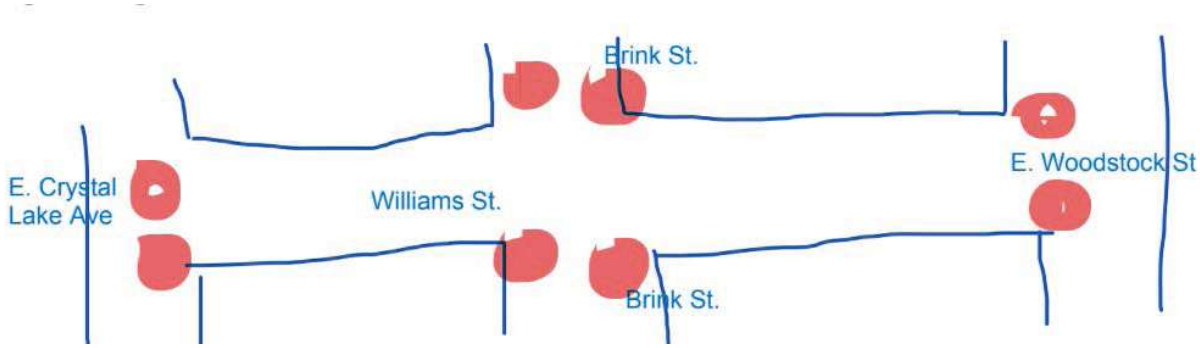
Prior to approval for the use of City barricades or cones, the applicant is <u>required</u> to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description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

<u>Example</u>:



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

<u>Map showing the Location of the Barricades and Cones</u>:



<u>Description</u>:

Access to Williams St. between E. Woodstock St and E Crystal Lake Ave will be closed to non-emerge

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

City of Crystal Lake
Block Party Application Procedures

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

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

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

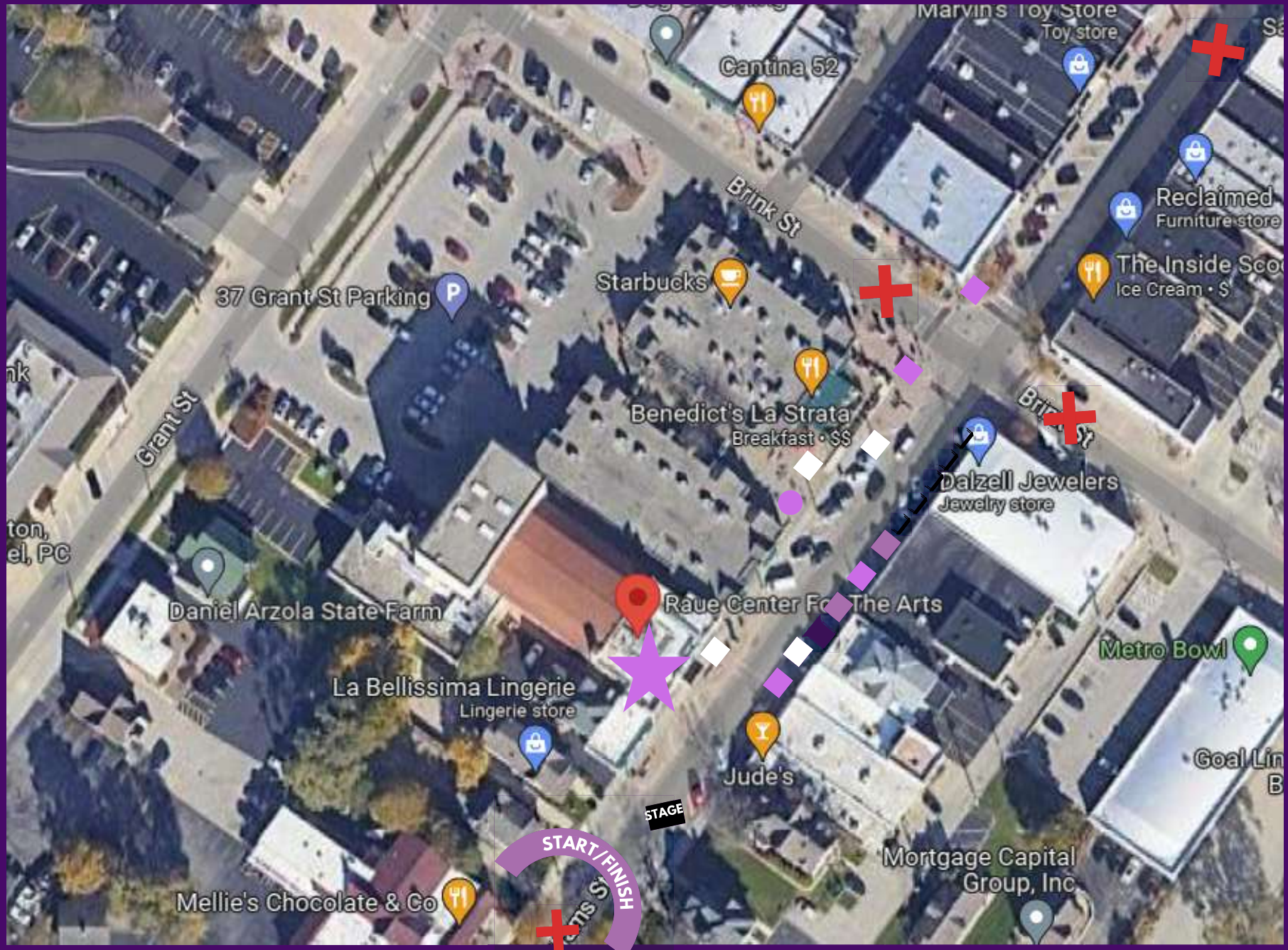
3. All litter produced, as a result of the event must be properly attended to.

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

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


Grant
edict's La Strata
vke Partners
- Keller Wil...
l estate agency
Enclave Crystal Lake
Pet Friendly
E Cryst
Paddock St
Friendship House
G&M Manufacturing
Corporation
Franklin Ave
S Main St
Esther St
Esther St
ontinental Little League
Hill Dr
Camfil USA, Inc
S Main St
Lifeti
Contact
hanuel
School
Parkway Ct
U.S. Bank Branch
Nort
Rec
Congress Pkwy

2026 McHenry County Walk to End Alzheimer's Set-up Map



Agenda Item No: 11f

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event and Class 19 Temporary Liquor License Request - Downtown Crystal Lake/Main Street - Johnny Appleseed Festival and Great Ball Race on September 26, 2026, and Taste of Downtown on September 25 and 26, 2026, closures of Brink Street and Williams Street on September 26, 2026, and Depot Park from September 25, 2026 to September 26, 2026, and Police Department Assistance Fee Waiver

Recommendation: Motion to approve a Special Event Permit and Class 19 Temporary Liquor License for the 2026 Johnny Appleseed Festival, Great Ball Race, and Taste of Downtown events, closures of Brink Street, Williams Street, and Depot Park, pursuant to staff recommendations, and waiver of the Police Department charge back fees (~$7,904.00)

Staff Contact: Kathryn Cowlin, Director of Community Development
Victoria Wojcik, Community Development Analyst
Melanie Gray, Assistant to the City Manager

Background:

The Downtown Crystal Lake/Main Street Association has applied for a Special Event Permit for the 33rd Annual Johnny Appleseed Festival on Saturday, September 26, 2026, from 10:00 a.m. to 4:00 p.m. The applicant is requesting permission to close off Williams Street from Crystal Lake Avenue to Woodstock Street for the duration of the event, reopening at 5:00 p.m. This will hold expo booths and the craft fair. The parking lot at the newly renovated Depot Park is also requested to be closed off for inflatables and kids activities during the event. They are also requesting Brink Street to be closed from the Benedict's La Strata outdoor patio to Williams Street from 10:00 a.m. to 4:00 p.m. for the Johnny Appleseed Fest, and Brink Street to be closed from the Benedict's La Strata outdoor patio to Goal Line Sports Bar and Grill for the Great Ball Race from 1:00 p.m. to 4:00 p.m. for the event festivities.

This year will be the second annual "Taste of Downtown," which will include the sale and consumption of food, wine, beer, and cider. This will be a fenced-off portion located on the stage/green portion of the newly renovated Depot Park. This portion of the event will be held on

both Friday, September 25 from 5:00 p.m. to 9:00 p.m. and Saturday, September 26 from 10:00 a.m. to 8:00 p.m. Downtown Crystal Lake is also requesting approval of a Class 19 Temporary Liquor License to allow for the sale of beer, wine, and cider as part of the event. 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.

The "Taste of Downtown" area will be completely fenced off and include signage to ensure alcohol is only purchased and consumed in that area. Volunteers will be checking identification and providing wristbands for patrons purchasing alcohol. Only alcohol sold by Downtown Crystal Lake for this event will be allowed in this area. The Depot Park Designated Outdoor Refreshment Area (DORA) will not be in effect during event, and outside alcohol is not allowed.

Parking this year will be located at the Metra Train Station lot, the parking lot at the corner of Main Street and Williams Street, the public parking lots on either side of Brink Street East of Williams Street, on Woodstock Street, and the Brink Street Market. Assigned vendor parking will be located at Ormsby Motors and the City parking lot behind Dalzell's Jewelers.

This year's event would be similar to previous years' events and would include demonstrations and entertainment, food vendors, crafts, wagon rides, a pumpkin train, pumpkin bowling, inflatable activities, petting zoo and a kids' performance stage. Added music performances will enhance the festival throughout the day. The Craft Fair will be located on the North portion of Williams Street. For the Great Ball Race, brightly colored and numbered plastic balls would be rolled down Brink Street from their starting point between the two public lots on Brink Street to their ending point by Goal Line Bar and Grill.

The number of officers required for the event have been determined by the Police Department. The Police Department has determined that the chargeback fee total will be approximately $7,904.00, with two officers covering the Taste of Downtown Event on September 25 from 4:00 p.m. to 9:00 p.m., ten officers covering the Johnny Appleseed Festival on September 26 from 10:00 a.m. to 4:00 p.m., and two officers covering the Taste of Downtown Event on September 26 from 4:00 p.m. to 8:00 p.m.

The organizers of the event are requesting a waiver of the fee. They have requested Police fee waivers for past events.

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

1. The approval is valid for the Johnny Appleseed Festival and Great Ball Race on Saturday, September 26, 2026, from 10:00 a.m. to 4:00 p.m., and the Taste of Downtown on September 25, 2026 from 5:00 p.m. to 9:00 p.m. and September 26, 2026 from 4:00 p.m. to 8:00 p.m.
2. The closure of Brink Street from the Benedict's La Strata outdoor patio to Williams Street is permitted from 5:30 a.m. to 4:00 p.m., with the east portion until Goal Line Bar and Grill closed from 1:00 p.m. to 4:00 p.m. on September 26, 2026.
3. The closure of Williams Street is permitted from 5:30 a.m. until 5:00 p.m. on September 26. The other public parking lot indicated in the site plan is permitted to be closed from 5:30 a.m. until 5:00 p.m. on September 26.
4. Ensure a movable barricade is utilized within the Brink Street alley so vehicles do not travel from Grant Street towards Brink Street.

5. The event must be in accordance with the attached site plan. Any additional changes to the site plan must be provided prior to the inspection by the Fire Prevention Bureau.
6. Property owner approval to use the private parking lots at Home State Bank and Ormsby Motors must be submitted prior to the start of the event.
7. Advanced notice of road closures and restricted parking must be given to surrounding businesses and residents a minimum of two weeks before the event.
8. Work with the Police Department to finalize a route for the wagon rides.
9. Restricted parking spots must be roped or coned off on the day of the event.
10. All electrical must comply with the 2017 National Electric Code and is subject to an inspection prior to starting the event.
11. The applicant must contact the Crystal Lake Police Department to coordinate parking and traffic procedures.
12. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
13. No sales and consumption of alcohol is allowed outside of the designated area approved for the special event and Temporary Liquor License. Alcohol from other vendors is not allowed.
14. Conditions of the Temporary Liquor License, including providing a Certificate of Insurance for Liquor Liability and receiving a license from the State, must be followed.
15. The applicant is responsible for obtaining all necessary McHenry County Health Department permits.
16. All outside vendors must be approved by Downtown Crystal Lake Main Street at least 7 days prior to the start of the event (September 18, 2026).
17. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary. Waste materials in/under and within 30 feet of all tents/canopies need to be stored in approved containers. (Garbage cans must be provided for waste.)
18. The event organizer must schedule a meeting with the Fire Prevention Bureau at least one week prior to the event by calling 815-356-3640 regarding cooking and other requirements for tents and canopies. Canopies/tents must be adequately anchored using sand, water, concrete, or guidelines. No drilling stakes into the concrete or asphalt. Cooking tents/canopies must be of a flame-resistant material or treated as such. No smoking is allowed in or under any tents/canopies. A portable fire extinguisher(s) must be present under tents/canopies. Tents having an area exceeding 400 sq.ft. (700 sq.ft. with open sides) shall require a permit.
19. The aggregate area of multiple tents placed side by side without a fire break clearance of 12-foot exceeding 700 square feet shall require a permit and a fire department inspection.
20. Provide approved access for emergency vehicles to gain entry to the event as well as maintain access to the existing structures. This must include a minimum 20-foot access in the parking areas serving the alley to the rear of Williams Street and the Brink Street lot near the Raue Center. Access to both alleys east of Williams Street and the Marathon gas station driveways must remain clear at all times. Any barricades used must be easily moveable for emergency access.
21. If the sidewalks cannot accommodate the pedestrian traffic sufficiently and people are using the streets, consideration to close the roadway to traffic should be made. The

decision to close the roadway would be made by the on-duty police patrol supervisor and the event organizers.

22. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
23. The petitioner must erect approved barricades and advance-warning signs for the temporary closure of Brink Street during the hours of 1:00 and 4:00 p.m. only. These signs and barricades must only be in place during the approved time for the road closure.
24. Restrict parking in the three Brink Street Z-lots until after 4:00 p.m. or provide temporary signs at these spaces noting that vehicles cannot be moved out of this area between the hours of 1:00 p.m. and 4:00 p.m.
25. Any vendors must be located off all roadways and parking areas that are not approved for closure.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

CITY OF CRYSTAL LAKE

Class ~~16~~ 19
Temporary Liquor License

General Information:

- A Class "~~16~~ 19" **Temporary** Liquor License authorizes the retail sale of beer and wine and alcoholic liquor for consumption upon the premises specified in the license.

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

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

- Patrons of the premises where the beer and wine are to be sold are required to wear a non-transferrable, one use only, disposable wristband or other means of identification identifying them as patrons of the area that is subject to the license.

- Issuance of a Class "~~16~~ 19" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

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

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

City of Crystal Lake
Application for Temporary Liquor License

CLASS "~~16~~ 19"
Beer and Wine and alcoholic liquor

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

1. Applicant's full name Downtown Crystal Lake/Main Street
(Must be not-for-profit organization)

Address 25 W. Crystal Lake Ave Crystal Lake, IL 60014 Phone Number 8154790835

2. Organization Contact Information:
Name: Katie Galto
Address: 25 W. Crystal Lake Ave Crystal Lake, IL 60014
Email: [redacted]
Phone Number: [redacted]

3. Location where beer and wine will be sold:
We will be selling beer, cider and wine on in Depot Park

4. Dates of the event (**not to exceed three (3) days**): 9/25/26 and 9/26/26

5. Hours of operation: 9/25, 5-9PM and 9/26, 10-8PM

6. Describe the type of crowd and traffic control licensee will utilize. We will have a taste of Downtown Crystal Lake in Depot Park and would like to add liquor sales to add as a component to our fundraiser

7. Describe plan for refuse pickup. Downtown Crystal Lake will be responsible for making sure that the empty bottles will be disposed of correctly.

8. Please list the names and addresses of the members of the organization who will be selling beer and wine at the location pursuant to the license. If additional space is needed, please use reverse side.
Downtown Crystal Lake will have volunteers to sell beer, cider and wine

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

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

here:

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

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

Name: Katie Galto
Title: Events Coordinator
Date: 3/16/26

CERTIFICATION

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

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME 33rd Annual Johnny Appleseed Festival and Taste of DTCL

EVENT LOCATION Depot Park, Depot Park Lot, Williams Street and Brink Street

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:
See attached

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: up to 125 volunteers spread th
9. Estimated attendance: 8,000-10,000

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: _____ ☐
Cell phone: [redacted] ☑
Email: [redacted] ☑

EVENT OPERATION

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

Set Up: Johnny Appleseed Festival, 9/26 Taste of DTCL 9/25
Event: Johnny Appleseed Festival, 9/26 Taste of DTCL 9/25 & 9/26
Dismantling: Johnny Appleseed Festival, Taste of DTCL 9/26

15. Hours of the event:

Set Up: Johnny Appleseed Festival, 6AM Taste of DTCL 2PM
Event: Johnny Appleseed Festival, 10-4 Taste of DTCL 9/25 5-9pm & 9/
Dismantling: Johnny Appleseed Festival, Taste of DTCL 8PM

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?
Beer, Wine, Cider

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 farmers market and craft fair

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

    Name of Company Crown Restrooms/LRS
    Address 1704 Lamb Road, Ste B Woodstock, IL 60098
    Phone 815-459-5558

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

    If yes, please specify the power requirements and plan for provision
    We will need electricity all down williams street, in depot park and brink street du

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

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

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

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

28. Please state what provisions have been made for first aid and emergency medical services, if any:
We will have a first aid kit available and the police and fire department is less tha

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify we will need water to weigh down the inflatables

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

03/04/2026
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

Description of Proposed Use

Description of Proposed Use
<u>33rd Annual Johnny Appleseed Festival</u>
Saturday, September 26th, 2026
10 am - 4 pm (Williams Street & Depot Park)
<u>2nd Annual Taste of DTCL</u>
Friday, September 25th, 2026
5 pm - 9 pm (Depot Park)
Saturday, September 26th, 2026
10 am - 8 pm (Depot Park)

The Johnny Appleseed Festival is a popular tradition in Crystal Lake: a one-day event packed with music, entertainment, games, and family-friendly activities. This year, we're excited to be able to utilize and activate the newly renovated Depot Park! We are again proposing the full closure of **Williams Street** to accommodate the craft fair, farmers market, and expo booth tents, and to maintain the street fest feel that had such a positive response last year. We are also proposing the use of **Depot Park** in its entirety, as well as the Depot Park parking lot to serve as a central location for all kids' activities as well as the Taste of DTCL.

As labeled on our site map, we would like to have our 2nd Annual Taste of DTCL in **Depot Park**, near the platform stage area. The Taste will feature local downtown food vendors and as well as a designated tent where guests can purchase and enjoy cider, beer, and wine. Alcoholic beverages will only be allowed within Depot Park, per the DORA rules. This year, we are requesting a two-day Taste of DTCL: Friday, 9/25, 5 PM - 9 PM and Saturday 9/26, 10 AM - 8 PM.

We also request a temporary closure of the rest of **Brink Street** going east starting at 1 PM, for the Great Ball Race. This will give us ample time to set up before the race officially begins at 3 PM. The street will be open again at 4 PM.

Similar to last year, special attention was given to how parking will be affected by the closures. In the years previous to 2025, both the Brink Street Market lot and the Depot Park parking lot were closed for the festival. This year, Brink Street Market will be open (83 spots) and Williams Street will be closed (78 spots). Feedback we received from the police last year was that closing Williams Street was a positive move from a pedestrian safety perspective; it also had overwhelming support from businesses on Williams Street, per a post-event survey we issued. As an additional effort to improve parking flow, we will again assign all festival vendors to a private lot with written permission from those lot owners.

Enclosed is a site plan highlighting this year's major activities and a copy of last year's festival brochure, for reference.

Letter to City

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: [redacted]
Website: www.DowntownCL.org - Email: [redacted]

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

Dear Eric,

Downtown Crystal Lake / Main Street requests permission to host the 33rd Annual Johnny Appleseed Festival on Saturday, September 26, 2026, and the 2nd Annual Taste of Downtown Crystal Lake (DTCL) on Friday, September 25 and Saturday, September 26, 2026.

This year, we are especially excited to activate and showcase the newly renovated Depot Park. To preserve the popular "street festival" atmosphere that received such positive feedback last year, we propose a full closure of Williams Street to accommodate the craft fair, farmers market, and sponsor expo booths. We also propose using Depot Park in its entirety, along with the Depot Park parking lot, as the central hub for children's activities and an expanded Taste of DTCL experience that will build off its success last year.

We propose the Johnny Appleseed Festival run from 10:00 AM to 4:00 PM on Saturday, September 26. Vendors will have 4:00–5:00 PM. to break down and clean up, with Williams Street reopening at 5:00 PM. Based on feedback from last year's vendors, we propose that the Taste of Downtown run from Friday, September 25 (5:00 PM - 9:00 PM) and again Saturday, from (10:00 AM - 8:00 PM).

Farmers Market vendors would be located on the east side of Brink Street. We also request a temporary closure of Brink Street eastward from that point starting at 1:00 PM, to accommodate the Great Ball Race, which we plan to continue as part of the festival tradition. We will submit our application for the proper license upon the City's approval of the festival.

With gratitude for the City's ongoing partnership in this community event, we are also requesting a waiver of the event application fee and the raffle application fee.

Enclosed materials include:

- Completed Special Event Permit application
- Request for waiver of the police fee
- Vendor guidelines
- Basic site plan for the festival
- Our Weather Cancellation Policy, developed in response to concerns about potentially dangerous weather conditions

While the Johnny Appleseed Festival will be held rain or shine, certain hazardous conditions (such as thunderstorms or tornado warnings) would require cancellation. In this unlikely event, we would consider applying with the City for a postponed date. If it would be helpful to talk through that scenario with the City and the Police department ahead of the event, please let us know.

Please don't hesitate to contact me at (815) 479-0835 with any questions or if further details are needed. We truly appreciate your consideration and continued support in helping us bring this much-loved community tradition to life.

Sincerely,



Joy Neal
Executive Director

Police Waiver

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: [redacted]
Website: www.DowntownCL.org - Email: [redacted]

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

To Whom it May Concern:

The Downtown Crystal Lake / Main Street organization respectfully requests a waiver of Police detail fees for our upcoming 33rd Annual Johnny Appleseed Festival on Saturday, September 26, 2026, and the 2nd Annual Taste of Downtown Crystal Lake on Friday, September 25 and Saturday, September 26, 2026.

These events attract 8,000–9,000 visitors to our downtown, creating a vibrant, family-friendly atmosphere that supports local businesses and highlights the heart of our community. As a 501(c)3 nonprofit organization, Downtown Crystal Lake / Main Street plans, promotes, and manages these events with the mission of enriching our community and drawing visitors from throughout Northern Illinois.

While the Johnny Appleseed Festival is traditionally held rain or shine, certain severe weather conditions (such as thunderstorms or tornado warnings) would require cancellation in the interest of public safety. Should such conditions arise, we would consider applying with the City for a postponed event date. We would be happy to discuss the feasibility of this scenario in advance, if helpful.

Thank you for your continued partnership and support in helping us bring this community tradition to life.

We appreciate your consideration of this request.

Sincerely,

Joy Neal

Joy Neal
Executive Director

Vendor Requirements

Vendor Guidelines & Info

Booth location will be assigned by Downtown Crystal Lake. Vendors using trailers will be placed on paved surfaces.

Facilities: Vendors must provide their own tents, tables, chairs, and means of display. Electricity is not provided. Vendors are responsible for clean-up of their own area after the event. All tents must be weighted at time of set-up by vendor. **All vendors must have a tent and 40lb tent weights per tent leg to participate in the event.**

Vendor Parking: Vendors will be assigned to park in either the Ormsby Motors Lot on Brink & Main or in the Home State Bank parking lot directly next to the Grant Street Parking Lot.

Placement of the booths will be assigned by Downtown Crystal Lake. No participant will be allowed to set up without a signed and dated application and release. The Committee reserves the right to revoke or refuse to grant space at any time, without recourse by the participants. The committee shall not be liable to anyone for this action.

Signage for each booth will be limited to the merchandise and business name only. Participants may display or sell only the items that have been specifically approved by Downtown Crystal Lake.

All fees are non-refundable. Inclement weather will not be grounds for refund. No exclusive rights for the sale of any item will be granted.

No alcohol (including beer and wine) may be served.

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
[redacted]
Website: www.DowntownCL.org - [redacted]

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

Dear Eric,

Downtown Crystal Lake / Main Street requests permission to host the 33rd Annual Johnny Appleseed Festival on Saturday, September 26, 2026, and the 2nd Annual Taste of Downtown Crystal Lake (DTCL) on Friday, September 25 and Saturday, September 26, 2026.

This year, we are especially excited to activate and showcase the newly renovated Depot Park. To preserve the popular "street festival" atmosphere that received such positive feedback last year, we propose a full closure of Williams Street to accommodate the craft fair, farmers market, and sponsor expo booths. We also propose using Depot Park in its entirety, along with the Depot Park parking lot, as the central hub for children's activities and an expanded Taste of DTCL experience that will build off its success last year.

We propose the Johnny Appleseed Festival run from 10:00 AM to 4:00 PM on Saturday, September 26. Vendors will have 4:00–5:00 PM. to break down and clean up, with Williams Street reopening at 5:00 PM. Based on feedback from last year's vendors, we propose that the Taste of Downtown run from Friday, September 25 (5 - 9:00 PM) and again Saturday, from (11:00 AM - 8:00 PM).

Farmers Market vendors would be located on the east side of Brink Street. We also request a temporary closure of Brink Street eastward from that point starting at 1:00 PM, to accommodate the Great Ball Race, which we plan to continue as part of the festival tradition. We will submit our application for the proper license upon the City's approval of the festival.

With gratitude for the City's ongoing partnership in this community event, we are also requesting a waiver of the event application fee and the raffle application fee.

Enclosed materials include:

- Completed Special Event Permit application
- Request for waiver of the police fee
- Vendor guidelines
- Basic site plan for the festival
- Our Weather Cancellation Policy, developed in response to concerns about potentially dangerous weather conditions

While the Johnny Appleseed Festival will be held rain or shine, certain hazardous conditions (such as thunderstorms or tornado warnings) would require cancellation. In this unlikely event, we would consider applying with the City for a postponed date. If it would be helpful to talk through that scenario with the City and the Police department ahead of the event, please let us know.

Please don't hesitate to contact me at (815) 479-0835 with any questions or if further details are needed. We truly appreciate your consideration and continued support in helping us bring this much-loved community tradition to life.

Warm regards,

Joy Neal
Executive Director
Downtown Crystal Lake / Main Street

Sincerely,



Joy Neal
Executive Director

Vendor Guidelines & Info

Booth location will be assigned by Downtown Crystal Lake. Vendors using trailers will be placed on paved surfaces.

Facilities: Vendors must provide their own tents, tables, chairs, and means of display. Electricity is not provided. Vendors are responsible for clean-up of their own area after the event. All tents must be weighted at time of set-up by vendor. **All vendors must have a tent and 40lb tent weights per tent leg to participate in the event.**

Vendor Parking: Vendors will be assigned to park in either the Ormsby Motors Lot on Brink & Main or in the Home State Bank parking lot directly next to the Grant Street Parking Lot.

Placement of the booths will be assigned by Downtown Crystal Lake. No participant will be allowed to set up without a signed and dated application and release. The Committee reserves the right to revoke or refuse to grant space at any time, without recourse by the participants. The committee shall not be liable to anyone for this action.

Signage for each booth will be limited to the merchandise and business name only. Participants may display or sell only the items that have been specifically approved by Downtown Crystal Lake.

All fees are non-refundable. Inclement weather will not be grounds for refund. No exclusive rights for the sale of any item will be granted.

No alcohol (including beer and wine) may be served.

Weather Policy for Outdoor Community Events Hosted by Downtown Crystal Lake/Main Street

Purpose:

To ensure the safety of attendees, vendors, staff, and volunteers at outdoor events such as farmers markets and festivals, this policy outlines clear criteria for event cancellation or modification due to adverse weather. All decisions will be based on the National Weather Service (NWS) point forecast for Crystal Lake, Illinois, as of 3:00 PM the day before the event, unless a different decision time is noted in the event planning.

Official Weather Source

- Primary Source: National Weather Service (NWS) point forecast for Crystal Lake, IL
- Backup Source: NOAA Weather Radio and NWS mobile alerts for real-time updates during event hours if conditions change rapidly

Cancellation and Modification Criteria

1. Thunderstorms & Lightning

- The event will be canceled if the NWS forecast predicts a 50% or greater chance of thunderstorms during event hours, or if lightning is forecast or observed within 12 miles of the venue.
- If lightning is detected during the event, suspend activities immediately and move all participants to safe shelter (enclosed buildings or vehicles). Resume only after 30 minutes have passed since the last observed lightning or thunder.

2. Heavy Rain

- Cancel if the NWS forecast predicts a 70% or greater chance of heavy rain (defined as rainfall likely to cause pooling, flooding, or unsafe walking surfaces) during event hours.
- Consider modifying the event (e.g., relocating vendors under shelter, limiting activities) for moderate rain forecasts (40–70% chance), especially if electrical equipment is involved or surfaces become slippery.

3. High Winds & Gusts

- If the event includes tents or other, cancel if sustained winds are forecast at 25 mph or higher, or if gusts are expected to exceed 35 mph, due to risks to tents, canopies, and flying debris.
- Require all vendors to properly weigh down tents and canopies for any forecast of wind gusts over 20 mph. The event coordinator may require removal of canopies if not properly secured or if wind conditions worsen during the event.

4. Extreme Heat

- Cancel if the NWS forecasted heat index is 100°F or higher during event hours, or if an Excessive Heat Warning is in effect.
- For heat index between 90°F and 100°F, implement mitigation measures: provide hydration stations, shaded rest areas, and frequent water breaks for staff and volunteers.

5. Tornado or Severe Weather Watches/Warnings

- Automatically cancel or evacuate the event if a Tornado Watch, Tornado Warning, or Severe Thunderstorm Warning is issued for Crystal Lake, IL, at or before 3:00 PM the day before, or at any time during the event.

Decision Timing and Communication

- The final decision to cancel or modify an event will be made by 3:30 PM the day before, based on the 3:00 PM NWS forecast, unless a different decision is decided and noted in the event planning process.
- If any of these conditions are met, the default decision is to cancel the event. For the policy to be overridden, the executive director, event chair, and two members of the board must agree to hold the event despite cancellation conditions.
- Notification will be sent via email, posted on the event website, and shared on social media channels as soon as the decision is made.
- On event day, continuous monitoring of real-time NWS alerts is required. If conditions deteriorate unexpectedly, either the executive director or the event coordinator has authority to suspend or cancel activities for safety. If there's any disagreement, the more conservative decision prevails.

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
[redacted]
Website: www.DowntownCL.org[redacted]

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

To Whom it May Concern:

The Downtown Crystal Lake / Main Street organization respectfully requests a waiver of Police detail fees for our upcoming 33rd Annual Johnny Appleseed Festival on Saturday, September 26, 2026, and the 2nd Annual Taste of Downtown Crystal Lake on Friday, September 25 and Saturday, September 26, 2026.

These events attract 8,000–9,000 visitors to our downtown, creating a vibrant, family-friendly atmosphere that supports local businesses and highlights the heart of our community. As a 501(c)3 nonprofit organization, Downtown Crystal Lake / Main Street plans, promotes, and manages these events with the mission of enriching our community and drawing visitors from throughout Northern Illinois.

While the Johnny Appleseed Festival is traditionally held rain or shine, certain severe weather conditions (such as thunderstorms or tornado warnings) would require cancellation in the interest of public safety. Should such conditions arise, we would consider applying with the City for a postponed event date. We would be happy to discuss the feasibility of this scenario in advance, if helpful.

Thank you for your continued partnership and support in helping us bring this community tradition to life.

We appreciate your consideration of this request.

Sincerely,

Joy Neal

Joy Neal
Executive Director

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: Johnny Appleseed Festival & Great Ball Race, Downtown Cr

Katie _____ Galto
First Name Last Name

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

([redacted]) ([redacted]) Cryst
Home Phone Cell Phone Email

Date of Event: 9/26/2026 Time of Event: 10am to 8pm

Number of Barricades Needed *(maximum 12) at least two per intersection*: 60

Number of Cones Needed *(maximum 20)*: 40

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

1. Williams between 1. Woodstock and 1. 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.

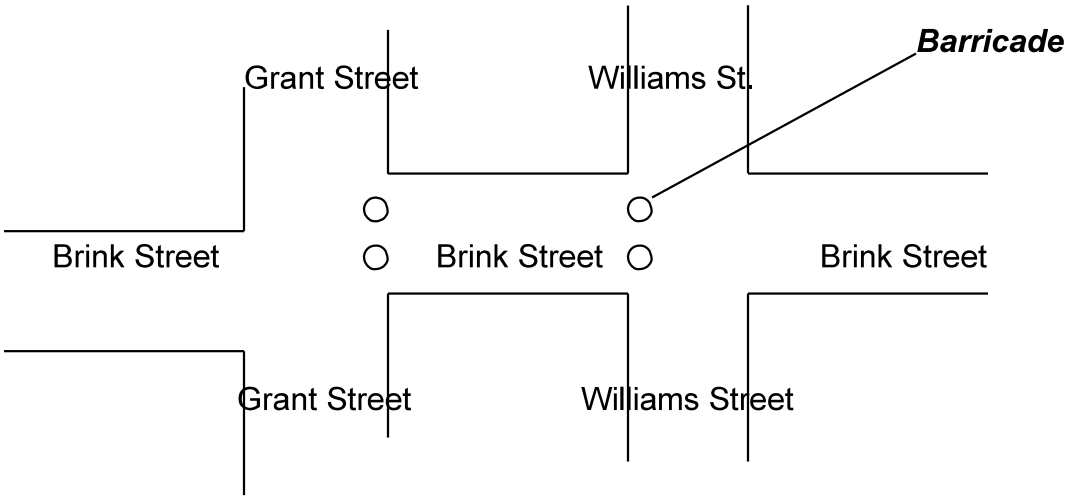
Borrower Signature

03/04/2026
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 <u>required</u> 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).

<u>Example</u>:



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

<u>Map showing the Location of the Barricades and Cones</u>:

see attached map

<u>Description</u>: -we will need cones to act as placeholders until the tents are put up

-we will need barricades to block off williams/woodstock and brink st for both the farmers market and the great ball race

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

City of Crystal Lake
Block Party Application Procedures

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

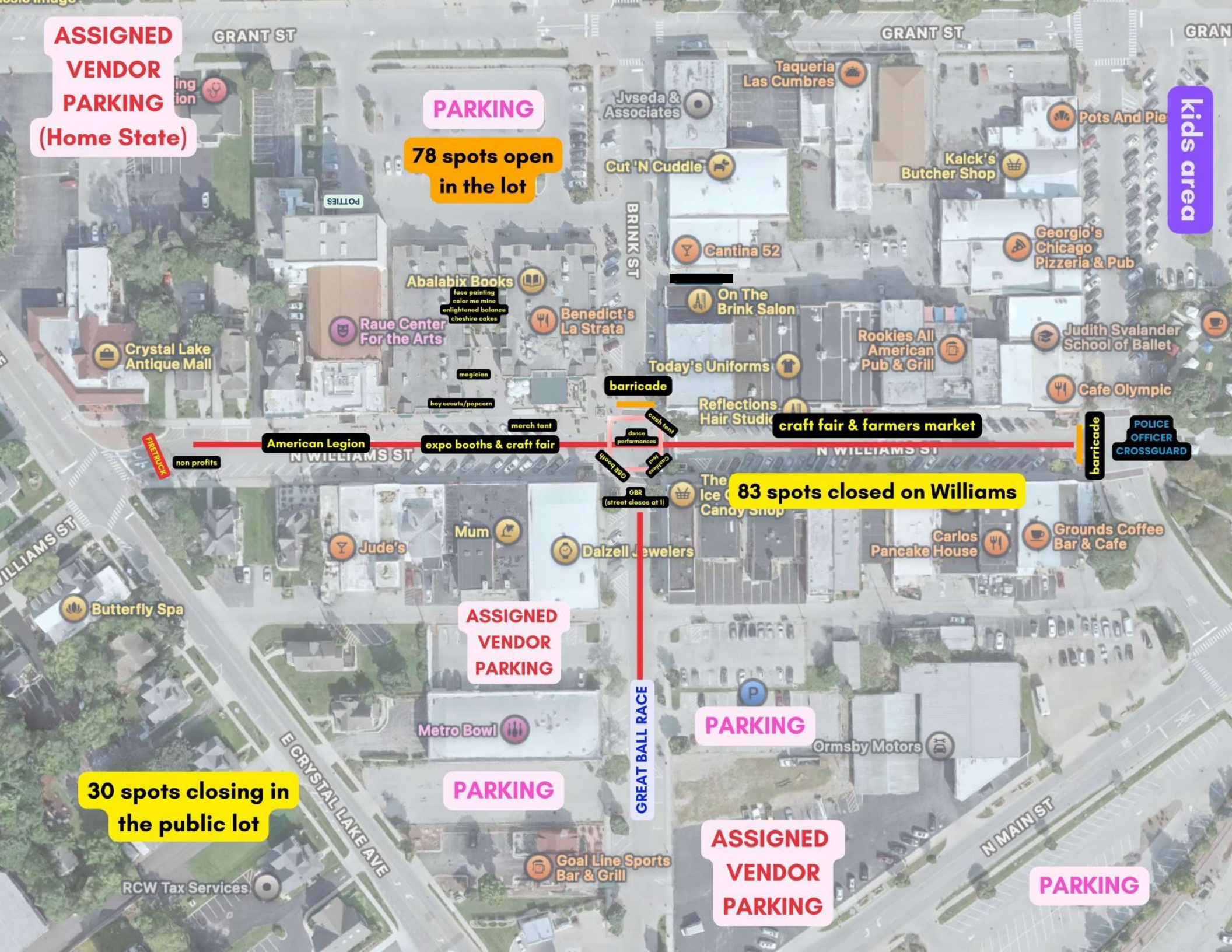
1. An application requesting approval for the block party must be submitted to the Public Works Department indicating the location, date and time of the event. The request must contain signatures from at least 50% of the residents on that particular block.

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

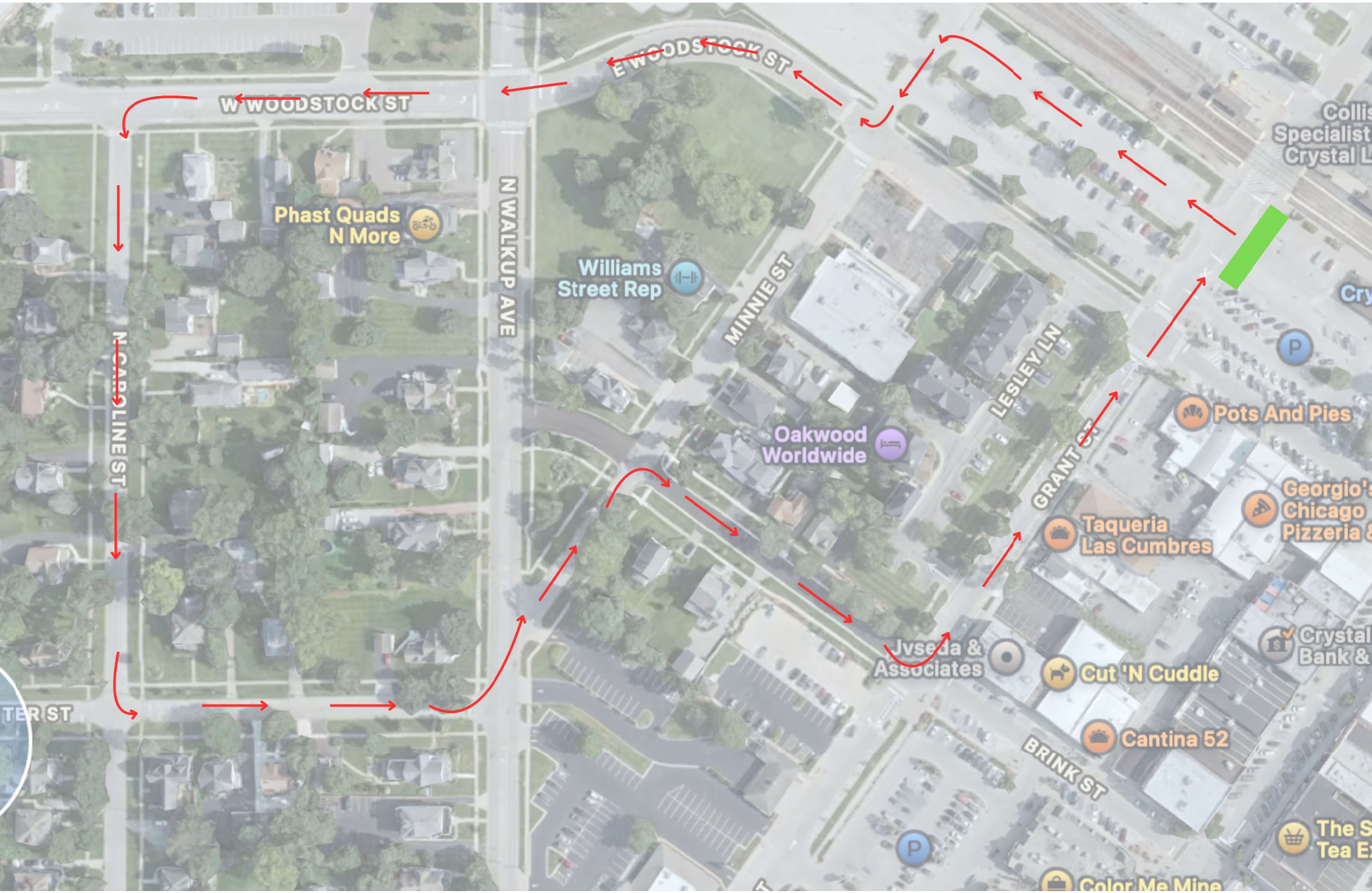
3. All litter produced, as a result of the event must be properly attended to.

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

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


ASSIGNED VENDOR PARKING (Home State)
GRANT ST
GRANT ST
PARKING
78 spots open in the lot
Taqueria Las Cumbres
Jvseda & Associates
Pots And Pie
kids area
Cut 'N Cuddle
Kalck's Butcher Shop
POTTIES
BRINK ST
Cantina 52
Georgio's Chicago Pizzeria & Pub
Abalabix Books
face painting
color me mine
enlightened balance
cheshire cakes
On The Brink Salon
Benedict's La Strata
Raue Center For the Arts
Judith Svalander School of Ballet
Crystal Lake Antique Mall
Rookies All American Pub & Grill
Today's Uniforms
magician
barricade
Cafe Olympic
boy scouts/popcorn
Reflections Hair Studi
merch tent
cash tent
dance performances
craft fair & farmers market
FIRETRUCK
American Legion
expo booths & craft fair
barricade
POLICE OFFICER CROSSGUARD
non profits
N WILLIAMS ST
N WILLIAMS ST
GBR Booth
Clothes Rail
GBR (street closes at 1)
83 spots closed on Williams
The Ice Candy Shop
Mum
Jude's
Dalzell Jewelers
Carlos Pancake House
Grounds Coffee Bar & Cafe
Butterfly Spa
ASSIGNED VENDOR PARKING
GREAT BALL RACE
PARKING
Metro Bowl
Ormsby Motors
30 spots closing in the public lot
E CRYSTAL LAKE AVE
PARKING
N MAIN ST
Goal Line Sports Bar & Grill
ASSIGNED VENDOR PARKING
RCW Tax Services
PARKING

MAIN ST
live music
tables
taste of DTCL
cider alley
ID tent
WILLIAMS ST
fix tent
pops
kids games
info/ check-in
tickets & merch
kids activities
pumpkin
train
inflatable
inflatable
inflatable
PUBLIC PARKING
54 PUBLIC PARKING SPACES
inside scoop
DJ
wagon drop off/pick up
WOODSTOCK ST
GRANT ST


W WOODSTOCK ST
E WOODSTOCK ST
N WALKUP AVE
N CAROLINE ST
MINNIE ST
LESLEY LN
GRANT ST
BRINK ST
Phast Quads N More
Williams Street Rep
Oakwood Worldwide
Pots And Pies
Taqueria Las Cumbres
Cut 'N Cuddle
Cantina 52
Color Me Mine

Agenda Item No: 11g

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event and Police Assistance Fee Waiver Request for Raue Center for the Arts - Crystal Lake Night Owl Bike Ride - Saturday, August 8 to Sunday, August 9, 2026

Staff Recommendation: Motion to approve the Raue Center for the Arts application for a Special Event for the Crystal Lake Night Owl Bike Ride on August 8 through August 9, 2026 pursuant to recommended staff conditions and a request to waive the Police Department assistance fees ~ ($2,246.00).

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

Background:
In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, the Raue Center for the Arts will be hosting the annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City between Saturday, August 8, 2026 and Sunday, August 9, 2026. This year's event will begin at 7:30 p.m. for registration, the bike ride will begin at 9:00 p.m., and the event would finish around 12:00 a.m. There is no rain date scheduled in case of inclement weather.

There are two proposed bike routes, the long route approximately measuring 20 miles long and the short route measuring about 11 miles long. The route makes use of many existing bike paths and bike routes throughout the City. The ride is open to riders of all ages and has a limit of 300 riders. Both routes are the same as last year.

The applicant has requested Police assistance for this event. Five officers will be in assistance. One Police officer will be stationed at the intersection of Dole Avenue and US Route 14, one at the bicycle crossing on Walkup Avenue north of Veteran's Acres, and one at the intersection of Carlemont Drive and Alexandra Boulevard. One additional officer will be riding alongside the participants. The last officer will be on Williams Street, and will be accompanied by one or two of the previous officers monitoring the route for the end of event celebration.

The roads used for the long route consist of:

- Starting at Woodstock Street from City Hall to Williams Street
- Williams Street to Crystal Lake Avenue
- Westward Crystal Lake Avenue to Oak Street
- Southward Oak Street to Dole Avenue
- Southwest Dole Avenue to Lakeshore Drive
- South Lakeshore Drive to Country Club Road
- Westward Country Club Road to Wedgewood Drive
- Wedgewood Drive to Blue Mound Drive
- Southward Blue Mound Drive to Barlina Road
- Eastward Barlina Road to Golf Course Road
- Southward Golf Course Road to Woods Creek Park
- Woods Creek Park to Alexandra Boulevard
- West Alexandra Boulevard to Dogwood Drive
- Dogwood Drive to Driftwood Lane
- Southward Driftwood Lane to Village Road
- Eastward Village Road to Carlemont Drive
- Northward Carlemont Drive to Alexandra Boulevard
- Westward Alexandra Boulevard to Golf Course Road
- North Golf Course Road to Concord Drive
- Eastward Concord Drive to Windsor Drive
- Eastward Windsor Drive to Dartmoor Drive
- Eastward Dartmoor Drive to Coventry Lane
- North Coventry Lake to Berkshire Drive
- Eastward Berkshire Drive to Main Street
- Northward Main Street to Esther Street
- Westward Esther Street to Walkup Road
- Northward Walkup Road to the Ridgefield Trace
- Westward Ridgefield Trace to Larium Lane
- Northward Larium Lane to Midlane Drive
- Westward Midlane Drive to Spring Ridge Drive
- Westward Spring Ridge Drive to Crystal Ridge Drive
- Southeast Crystal Ridge Drive to Carmella Drive
- Northward Carmella Drive to Mira Street
- Northward Mira Street to Talismon Drive
- Westward Talismon Drive to Larium Lane
- Northward Larium Lane to the Ridgefield Trace
- Eastward Ridgefield Trace to Walkup Road
- Southward Walkup Road to Gates Street
- Southeast Gates Street to Grant Street
- Southwest Grant Street to the Brink Street Market

The roads used for the short route consist of:

- Starting at Woodstock Street from City Hall to Williams Street,
- Williams Street to Crystal Lake Avenue

- Westward Crystal Lake Avenue to Dole Avenue
- Southwest Dole Avenue to Lakeshore Drive
- South Lakeshore Drive to Country Club Road
- Westward Country Club Road to Wedgewood Drive
- Wedgewood Drive to Blue Mound Drive
- Southward Blue Mound Drive to Barlina Road
- Eastward Barlina Road to Golf Course Road
- South Golf Course Road, loop around Woodscreek Park, and back North Golf Course Road to Concord Drive
- Eastward Concord Drive to Windsor Drive
- Eastward Windsor Drive to Dartmoor Drive
- Eastward Dartmoor Drive to Coventry Lane
- North Coventry Lake to Berkshire Drive
- Eastward Berkshire Drive to Main Street
- Northward Main Street to Esther Street
- Westward Esther Street to Walkup Avenue
- Northward Walkup Avenue to Grant Street, ending at the Brink Street Market

This year, the applicant is requesting to close Williams Street between Brink Street and Crystal Lake Avenue to host the start of the race and the end of route celebration. The start of the race will be held from 7:00 p.m. to 7:45 p.m. Williams Street will be closed until 12:00 a.m. to hold the end of race celebration. This will include food vendors and restaurant tents. An after party and bathrooms will be contained inside the Raue Center for the Arts. Alcoholic beverages will also be sold and consumed inside the Raue Center. Pursuant to the Raue Center liquor license, no alcohol will be allowed outside of the Raue Center building.

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

1) The City will have flexibility in altering the course based on any concerns that may arise.
2) The event organizer must have written approval from the Crystal Lake Park District for the use of Woodscreek Park property by July 1st, 2026.
3) The event organizer must have written approval from the McHenry County Conservation District for the use of the Ridgefield Trace trail property by July 1st, 2026.
4) Participants shall obey all traffic laws.
5) The organizers will advise participants to ride in one lane and allow space for cars to pass in the other lane.
6) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
7) This event will require five officers to direct traffic and race participants throughout City streets. Please contact Please contact Patrol Commander, Ryan Coutre at (815) 356-3733 to determine/arrange for police officers for assistance with this event.
8) All debris created by the event shall be cleaned up during and after the event.

9) Petitioner must adhere to the required City insurance provisions for the use of City-owned property and has provided a certificate of insurance naming the City as additional insured, and signed the required Indemnity/Hold Harmless agreement.
10) Alcoholic beverages must only be sold by the Raue Center for the Arts and consumed inside the Raue Center building. No outside alcohol is allowed.
11) Alcoholic beverages must not be served free of charge.
12) At the end of the event barricades shall be removed immediately and the roads reopened.
13) Tents and canopies used for an event must comply with the conditions on the attached Tent and Canopy handout.
14) A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather.
15) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division.
    a. Please contact the Building Division regarding signage to be used in conjunction with the event.
    b. Ensure that all signage used for the event does not block the line of sight of vehicles exiting the parking lot.
16) In the case of inclement weather, an alternate date can be approved by the City Manager.

Fee Waiver

This event will require five officers to assist with the event. The Police Department estimates the chargeback fee for the police detail to be about $2,246.00. The applicant has requested to waive the Police chargeback fees this year. In previous years, the applicant has paid for Police assistance.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 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 Raue Center For The Arts Night Owl Bike Ride

EVENT LOCATION Starts and End at Raue Center, Winds through Crystal Lake City Streets

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

2. General Description/Purpose of the event:

Night Owl Bike Ride is an organized evening cycling event hosted by Raue Center for the Arts in downtown Crystal Lake.

The event includes 10-mile and 20-mile route options and anticipates 300+ participants. The ride is proposed to begin and end on Williams St.

in front of Raue Center and concludes with a controlled post-ride gathering in the downtown area. Proceeds support local arts programming and youth education initiatives.

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: 25+

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: Meredith Flowers
13. Contact Information for Event Manager:

Address: 104 Minnie St.
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: _____ ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☑

EVENT OPERATION

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

Set Up: August 8, 2026
Event: August 8, 2026
Dismantling: August 9, 2026

15. Hours of the event:

Set Up: 7:00pm
Event: 7:45pm
Dismantling: 9-Noon

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?
Raue Center's concessions and bar will be open before and after the ride. There will be beer, soda and water

before and after the ride. This will all be contained within the theater, nothing outside

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
    power will be provided by Raue Center

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:
Multiple first aid kits are available at the start/end and at the rest stop. Various volunteers are riding along with supplies as well

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.

Meredith Flowers
Signature

2/26/26
Date

Meredith Flowers
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

Night Owl Bike Ride is an annual, family-friendly evening cycling event hosted by Raue Center for the Arts in downtown Crystal Lake. The event features both 10-mile and 20-mile route options designed to accommodate a range of riding abilities, with more than 300 anticipated participants.

The ride begins and ends in front of Raue Center on Williams Street and is designed to showcase Crystal Lake's neighborhoods, parks, and community spaces in a unique nighttime format. Following the ride, participants gather for a post-ride celebration at Raue Center in downtown Crystal Lake featuring live music and community engagement.

Night Owl serves a dual purpose: it provides an organize, recreational event for residents while also raising funds to support Raue Center's arts programming, youth education initiatives, scholarships, and community access programs. The event brings visitors to downtown Crystal Lake and supports local businesses through increased evening activity.

Dear Chief Black,

As we begin planning for the 2026 Night Owl Bike Ride (Saturday, August 8), I wanted to reach out early regarding police support.

First, thank you again for the partnership last year. The presence of Crystal Lake Police — especially the officers who rode along with participants and followed the route in their cars — made a tremendous difference in both safety and rider confidence. We're very grateful.

For this year's event (300+ anticipated riders), we are requesting consideration of the following support, based on feedback from officers who participated in 2025:

- **Dole Ave & Route 14** – approximately 9:05–9:25 pm (Majority of riders will still be together at this first main crossing)
- **Walkup Ave north of Veterans Acres (bike crossing)** – approximately 10:00–11:30 pm
- **Possible additional intersection at Carlemont & Alexandra**, pending your recommendation, particularly with anticipated traffic shifts from Randall Road
- **Two officers to ride along with participants again**

We are also respectfully requesting that the department consider continuing to waive associated police fees, as the event serves as both a community recreation opportunity and a fundraiser supporting Raue Center's arts programming, youth education, and scholarship initiatives.

Night Owl brings a lot of families, residents and visitors downtown in a really positive way, and the partnership with Crystal Lake Police is a big reason it runs as smoothly as it does. We would appreciate the opportunity to partner with your department again this year.

Please let me know a convenient time to discuss details if you have any questions or need additional information.

With appreciation,

Meredith Flowers
Director of Institutional Advancement & Marketing
Raue Center For The Arts

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: 26 N Williams St., CL

Meredith		Flowers		
First Name		Last Name		
104 Minnie St.		Crystal Lake	IL	60014
Residential Address		City	State	Zip

(____)____-____ [redacted] [redacted]

Home Phone | Cell Phone | Email

Date of Event: 08 / 08 / 2026 Time of Event: 7:30pm to Midnight

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

Number of Cones Needed *(maximum 20)*: 6

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

Williams St. (Street Name) between Brink St. (Street Name) and CL Ave (Street Name)

Applicant agrees to:

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

Meredith Flowers

Borrower Signature

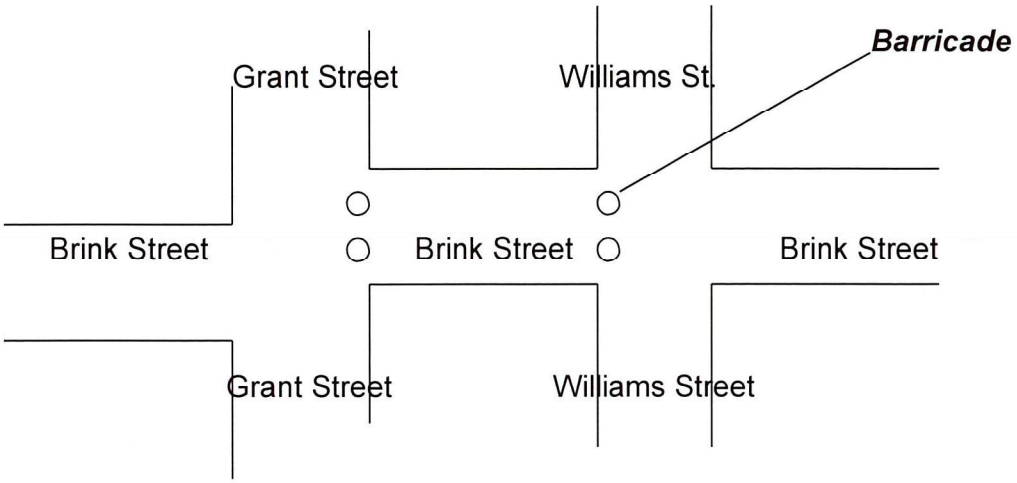
3 / 3 / 26

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.

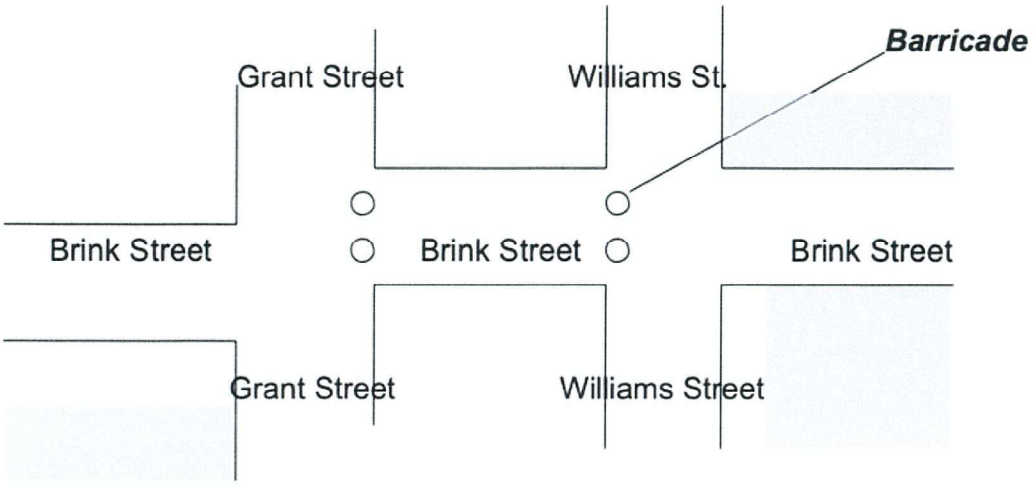
Map showing the Location of the Barricades and Cones:

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

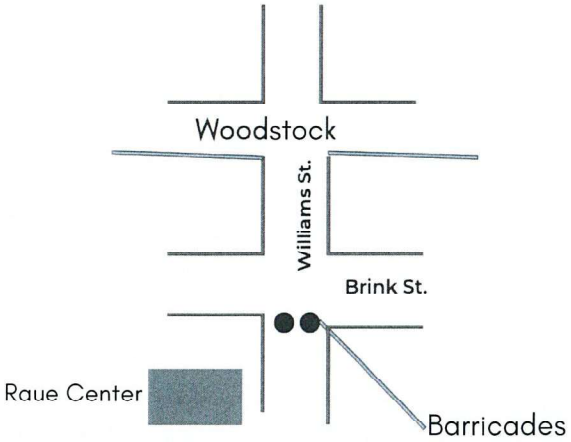
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the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

Location 1: At Williams St. for traffic coming off Brink and diverting oncoming Williams St. traffic to either directions on Brink,

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

STRAVA

Sign Up

Night Owl 2026 (2.26.26)

Cycling Route

Save

Share

Details

18.9 mi

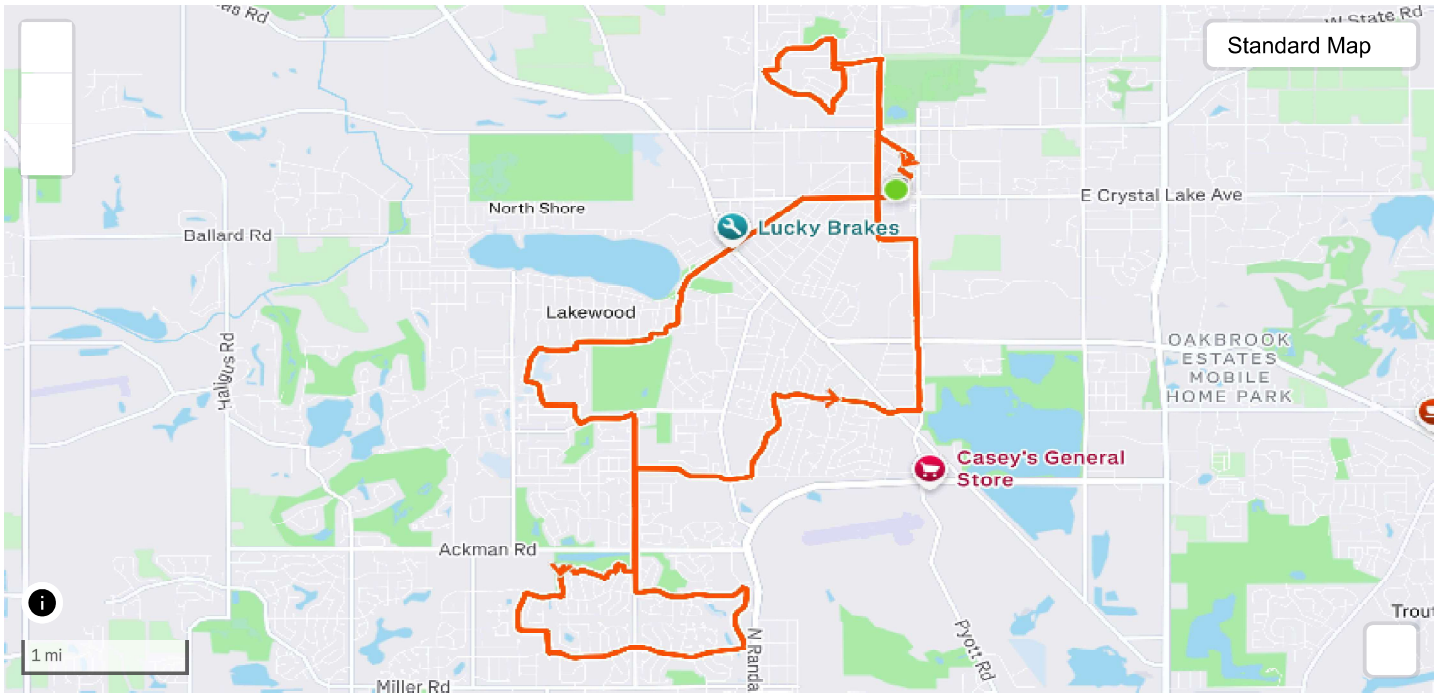
279 ft

CREATED BY

Meredith Schaefer
February 26, 2026 · Public



Route and Elevation





STRAVA

Sign Up

Night Owl 2026 Short Route

Cycling Route

Save

Share

Details

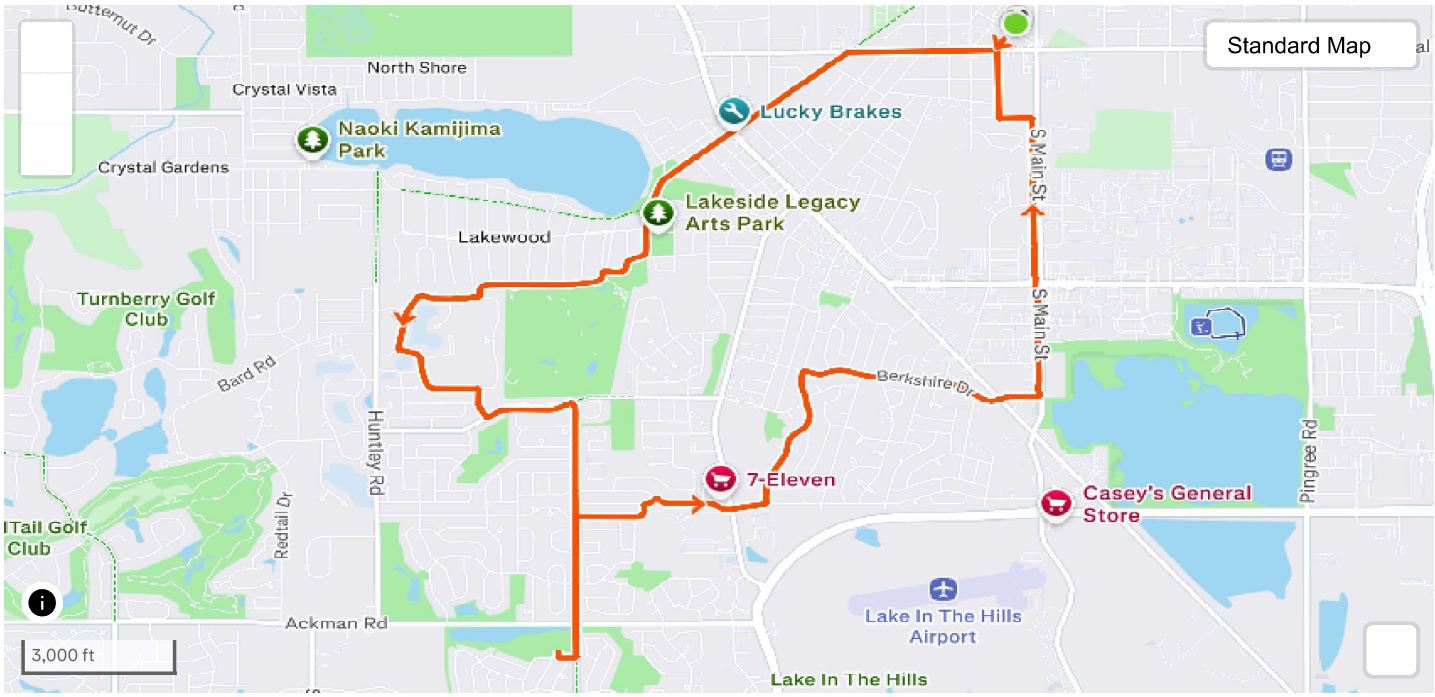
9.99 mi

121 ft

CREATED BY

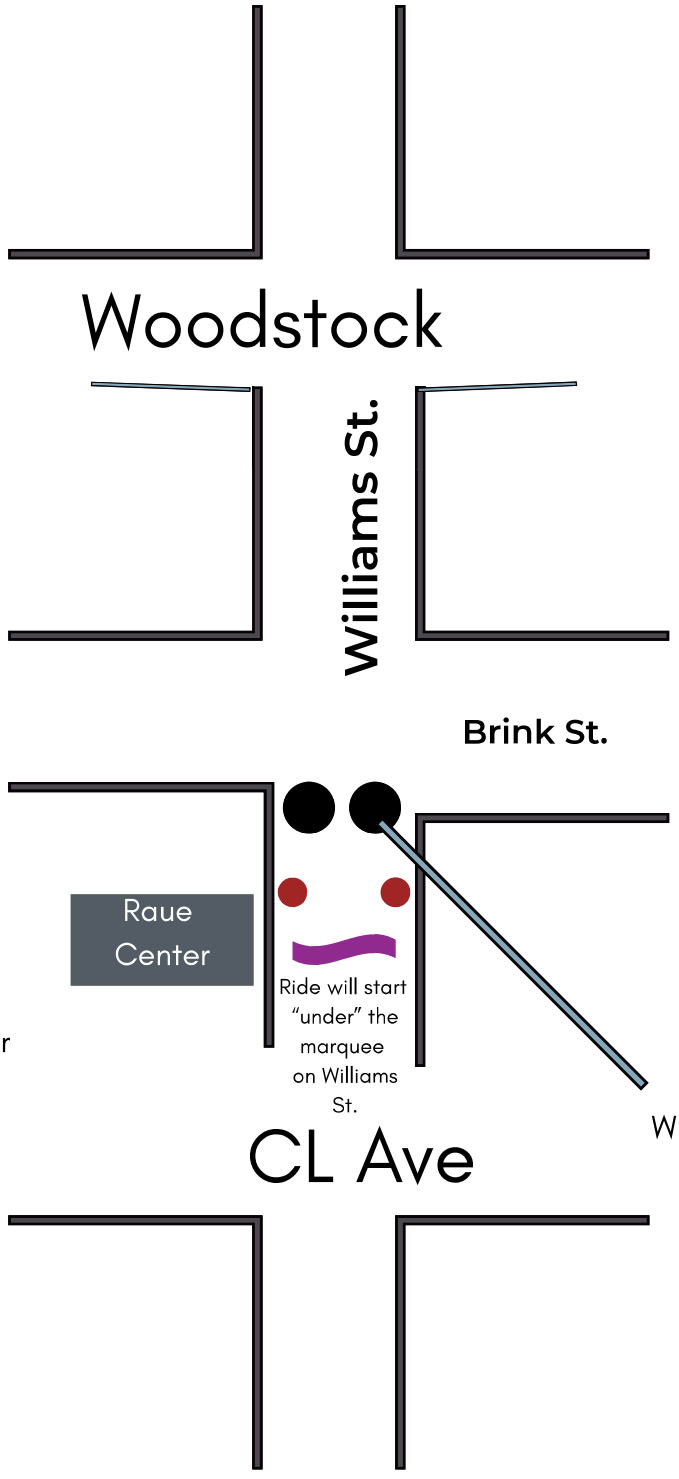
Meredith Schaefer
February 16, 2026 · Public

Route and Elevation





Parking:
street, other than end of Williams
Brink St. Market lot
Metra Lots



All located inside
Raue Center:
Check-in
Restrooms
After party - music, bar

Barricades- closing Williams St. from Brink to CL Ave

Food trucks or restaurant tents

Barricades

Race start and finish

Agenda Item No: 11h

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: 2026 Indian Uprising Special Event and Police Assistance Fee Waiver Request – August 7-9, 2026

Staff Recommendation: Motion to approve the Cruisin' Tigers Pontiac Club's application for a Special Event and Fee Waiver of the Police Department chargeback fees ($3,645.00).

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

Background:
The Cruisin' Tigers Pontiac Club is proposing to hold its 35th Annual Indian Uprising fundraiser at the Holiday Inn in Crystal Lake on August 7 through August 9, 2026. The outdoor event will include a car show of over 500 classic cars, a live band, food trucks, a raffle, and petting zoo. Alcohol will be sold and served by the Holiday Inn as part of the event. This is the sixth time the event will held in Crystal Lake, and the site plan is the same as last year.

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

1. Comply with all City Code regulations pertaining to the request.
2. Trash must be picked up on a daily basis.
3. Any lighting should be placed so as not to disturb the neighbors.
4. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the event.
5. The petitioner shall work with the property owners regarding parking for the event. In addition to on-site parking for the event, the petitioner has requested the use of the Rita Corporation parking lots for trailer parking. Shuttles must be provided if off-site parking is utilized with the property owners permission.
6. To ensure public safety, uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the event operation on Saturday and Sunday.
7. Police staff are present on Holiday Inn grounds to ensure compliance with alcoholic beverage sales to the general public and overall crowd control.

8. Police are present at both entrance locations to the property to ensure traffic on Three Oaks Road and Sands Road remains fluid. Additionally, to be available for pedestrians that may be on foot crossing the aforementioned roadways.
9. Any security staff hired by the event organizer shall wear a consistent, distinct color t-shirt that identifies them as being "security".
10. Holiday Inn shall have posted signs indicating the prohibited concealed carry of firearms while on their property.
11. Tents and canopies used for this event must comply with the Tent Guidelines (enclosed).
12. The drive around the building shall be maintained and remain fully accessible for emergency responding vehicles. The 20 foot minimum clearance includes around all four sides of the building.
13. A 3-foot clear space, otherwise unobstructed, shall be maintained around the circumference of fire hydrants.
14. Fire apparatus and ambulance access shall not be obstructed. A 20-foot minimum clearance shall be maintained on existing driveways around the building. Booths shall not be positioned to extend into drive aisles.
15. Vehicles positioned inside the Banquet Area shall not contain no more than ¼ tank or 5 gallons of gas (whichever is less) while stored inside. Batteries must also remain disconnected.
16. Fire Department Connections must remain clear and accessible for use.
17. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
18. Stage inspection is required. At the time of inspection, manufacturer's cut sheets should be on site to address setup requirements.
19. Please contact the Fire Prevention Bureau at (815) 356-3640 on Thursday to arrange for the required inspections.
20. Obtain any necessary approvals from the McHenry County Department of Health.
21. If food trucks are to be utilized, the food truck shall have a current, valid annual inspection for operating issued by Crystal Lake Fire Department. The placement shall not be located at the main entrance canopy.
22. Promotional and informational banners and signage may need a limited duration sign permit issued by the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.

Fee Waivers

Since this is a fundraiser for the Cruisin' Tigers Pontiac Club and the proceeds are donated to the Humanitarian Service Project and the Friends for Therapeutic Equine Activities, they are requesting that the Police chargeback fee be waived. The estimated cost of Police personnel for the event is approximately $3,645.00. This fee was waived last year by City Council.

The applicant has been advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote.

2026

CITY OF Crystal Lake ILLINOIS

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME INDIAN UPRISING ALL PONTIAC WEEKEND

EVENT LOCATION HOLIDAY INN CRYSTAL LAKE

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 CAR SHOW	

2. General Description/Purpose of the event: WEEKEND CAR SHOW: ALL PROCEEDS DONATED TO OUR SPECIFIED CHARITY ORGANIZATIONS

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: 22 COMMITTEE MEMBERS PLUS ADDITIONAL WEEKEND VOLUNTEERS

9. Estimated attendance: 3000 OVER THE WEEKEND

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: ARNOLD GOLDSTEIN

13. Contact Information for Event Manager:

Address: 751 E. STARK DR.
PALATINE, IL. 60074

[redacted] preferred means of contact)

Daytime phone: [redacted] ☐

Emergency phone: _____ ☐

Cell phone: [redacted] ☐

Email: [redacted] ☐

EVENT OPERATION

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

Set Up: 8-6-2026

Event: 8-7 THRU 8-9-2026

Dismantling: 8-9-2026

15. Hours of the event:

Set Up: 8:00AM – 3:00 PM

Event: 10:00AM - 5:00PM FRIDAY 8:00AM-9:00 PM SATURDAY 8:00AM-4:00PM SUNDAY

Dismantling: 4:00 PM – 6:00PM

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

BEER GARDEN SATURDAY

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

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 AUTOMOTIVE

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
HOTEL WILL PROVIDE ADEQUATE ELECTRICITY FOR THE BAND ON SATURDAY NIGHT

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

BAND ON SATURDAY EVENING

28. Please state what provisions have been made for first aid and emergency medical services, if any:
HOTEL HAS FIRST AID AVAILABLE

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.

Arnold Goldstein
Signature

FEB 3 2026
Date

ARNOLD GOLDSTEIN
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

3/4/2026

[redacted]

To Whom it May Concern,

We are the Cruisin' Tigers GTO & All Pontiac Club and we are holding our annual car event at the Crystal Lake Holiday Inn & Convention Center on Friday, August 7th to Sunday, August 9th, 2026. We are a Not-For-Profit organization and we donate all proceeds from the event to our charities.

We respectfully request a waiver of the police fee for our event. We have security in place for the hours the show is not open.

We appreciate your consideration of this request and look forward to having our event in Crystal Lake for many years to come.

Sincerely,

Arnold Goldstein, Vice-President of the Crusin' Tigers GTO & All Pontiac Club

[redacted]


Food vendor
DQ
show cars, trailers, vendors, RVs, spectator entrance
Petting zoo
car show signs
TEMPORARY TRAILER PARKING UNTIL 6:00 PM FRIDAY
TEMPORARY TRAILER PARKING UNTIL 6:00 PM FRIDAY
ALL PONTIAC SHOW CARS
ALL PONTIAC SHOW CARS
SHOW CARS
VENDOR SPACES
ACCESS RAMP
SPECTATOR PARKING
YELLOW ZONE SPECTATORS CRUISE NIGHT AREA SEATING
3D SOUND
BRIAN JAX WAY
HOLIDAY INN EMPLOYEE ENT.
EXIT
CAR SHOW SIGN
ARMS LEASWICK
PAINTED LINE
2 WAY TRAFFIC LANES

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

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Katie Galto
13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [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: 5/17/26
Event: 5/17/26
Dismantling: 5/17/26

15. Hours of the event:

Set Up: 6AM
Event: 10-1pm
Dismantling: 1pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Katie Galto
13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [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: 5/17/26
Event: 5/17/26
Dismantling: 5/17/26

15. Hours of the event:

Set Up: 6AM
Event: 10-1pm
Dismantling: 1pm

CITY MANAGER'S OFFICE

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

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

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

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

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

Agenda Item No: 11i

City Council
Agenda Supplement

Meeting Date: April 7, 2026

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

Recommendation: Motion to approve the Crystal Lake Cars and Caffeine Charity Car Show event, street closures, pursuant to staff recommendations, and waiver of the Police Department charge back fees (~$3,480.40)

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

Background:

The original Cars and Caffeine special event request approved on the January 20th, 2026, City Council Meeting. The revised request is to extend the time of the event to last until 2:00 p.m. on May 17, 2026 (one additional hour).

The applicant has applied for a Special Event to hold the Crystal Lake Cars and Caffeine Charity Car Show on Sunday, May 17, 2026, from 10:00 a.m. to 2:00 p.m. Crystal Lake Cars and Caffeine is a group that is passionate about automobiles and wants to share that passion with the community. In collaboration with the Downtown Crystal Lake/Main Street Association, the event will showcase a stunning array of vehicles and downtown businesses. All proceeds from the event will be donated to the Crystal Lake Food Pantry. This is the third year that this event has been held in Crystal Lake.

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

The Police Department estimates that the cost for Police Officer assistance for this event is approximately $3,480.40 based on the scope of the event.

The event organizers have requested a waiver of the Police assistance fee, which was approved on the January 20th, 2026, City Council Meeting. This fee was waived in previous years for this event.

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

1. The approval is valid on Sunday, May 17, 2026. Street closures are approved between 10:00 a.m. and 2:00 p.m.
2. After 2:00 p.m. on May 17, 2026, all vehicles illegally parked on the street or within the Brink Street Market will be relocated or parked legally within marked parking spaces.
3. City owned barricades and parking cones will be used to block parking on the streets and parking lots to be used during the event.
4. Advance notice shall be given to all surrounding businesses and residents of the event.
5. Provide advanced signage for the parking restrictions/road closures and for all event vehicles to be legally parked on the street or within the closed parking lots to be relocated or legally parked within marked parking lanes.
6. All electrical must comply with the 2017 National Electric Code.
7. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
8. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. *Generators shall be properly grounded as outlined by the manufacturer.*
9. The event organizers must coordinate with the Crystal Lake Public Works Department and the Crystal Lake Police Department regarding staffing, signage, and other needs for the event.
10. Emergency vehicle access of at least 20 feet must be maintained throughout the event. Items shall not be placed on the roadway to prohibit access, and volunteers shall be available to remove barricades to all emergency vehicle access.
11. Fire hydrants shall be accessible or unobstructed.
12. A designated weather monitor is required during the event and an emergency plan must be in place, in case of severe weather.
13. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
14. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary.
15. Pop up tents, sun shades, or other types of portable tents shall be properly anchored. Inspections shall be completed prior to the event.
16. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
17. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year.

18. No liquor service is allowed at the event.
19. In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the April 7, 2026, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

CITY OF
Crystal Lake
ILLINOIS

January 21, 2026

Katie Galto
Downtown Crystal Lake/Main Street Association
25 W Crystal Lake Ave
Crystal Lake, IL 60014

RE: Crystal Lake Cars And Caffeine Charity Car Show
Special Event Application PLN-2026-00003

Dear Ms. Katie Galto:

I am writing to inform you that your application for the Crystal Lake Cars and Caffeine Charity Car Show special event was approved at the January 20, 2026 City Council Meeting. This letter serves as your permit for the events that are to be held on Sunday May 17, 2026.

Your Special Event is approved as submitted subject to the following conditions:

1. The approval is valid on Sunday, May 17, 2026. Street closures are approved between 10:00 a.m. and 1:00 p.m.
2. After 1:00 p.m. on May 17, 2026, all vehicles illegally parked on the street or within the Brink Street Market will be relocated or parked legally within marked parking spaces.
3. City owned barricades and parking cones will be used to block parking on the streets and parking lots to be used during the event.
4. Advance notice shall be given to all surrounding businesses and residents of the event
5. Provide advanced signage for the parking restrictions/road closures and for all event vehicles to be legally parked on the street or within the closed parking lots to be relocated or legally parked within marked parking lanes.
6. All electrical must comply with the 2017 National Electric Code.
7. All electrical cords shall be covered to avoid a potential trip hazard. Electrical cords shall utilize an approved, commercially available cord protector.
8. Generators, if used, must be a minimum of 20 feet from any tents and/or canopies, and protected from the public by fencing, enclosure, or other approved means. *Generators shall be properly grounded as outlined by the manufacturer.*
9. The event organizers must coordinate with the Crystal Lake Public Works Department and the Crystal Lake Police Department regarding staffing, signage, and other needs for the event.
10. Emergency vehicle access of at least 20 feet must be maintained throughout the event. Items shall not be placed on the roadway to prohibit access, and volunteers shall be available to remove barricades to all emergency vehicle access.
11. Fire hydrants shall be accessible or unobstructed.
12. A weather monitoring person is required during the event and an emergency plan shall be in place, in the event of severe weather.

13. Promotional and informational banners and signage are approved via this approval. Please contact the Building Division regarding the details of the signage to be used in conjunction with the event. Signs cannot obstruct the view of traffic or be attached to utility poles.
14. The applicant must provide adequate trash receptacles, which need to be emptied on a regular basis throughout the event, and following post-event cleanup. Downtown amenities and landscaping must be properly maintained and/or restored to their original condition, as necessary.
15. Pop up tents, sun shades, or other types of portable tents shall be properly anchored. Inspections shall be completed prior to the event.
16. Pre-event advertisements and event-day signage should direct motorists to the commuter lots for parking.
17. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year.
18. No liquor service is allowed at the event.
19. In the case of inclement weather, an alternate date can be approved by the City Manager.

The City Council has also waived the fees associated with Crystal Lake Police assistance with the event.

We value your feedback! Please follow this link (https://www.surveymonkey.com/r/CXYY9WG) to complete a short survey regarding your experience with Planning and Economic Development. Your comments are valued and will help us improve our service.

Please feel free to contact Victoria Wojcik at (815) 356-3605 or vwojcik@crystallake.org if you have any questions. Good luck with your events!

Sincerely,

Victoria Wojcik
Community Development Analyst
City of Crystal Lake
enclosures

CC: Ryan Coutre, Patrol Commander; Chris Bedore, Fire Prevention Bureau Chief

CITY OF
Crystal Lake
ILLINOIS

RECEIVED
DEC 19 2025
By:

SPECIAL EVENTS APPLICATION

Please PRINT or TYPE

EVENT NAME Crystal Lake Cars and Caffeine Charity Car Show

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

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

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

GENERAL EVENT INFORMATION

1. TYPE OF EVENT (Check all that apply)

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

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

3. Will the event require the use of City-owned property?	☑ Yes	☐ No
4. Is a Site Map/Route Map attached?	☐ Yes	☐ No
5. Is the event an annual/recurring event?	☑ Yes	☐ No
6. Will the event require a public street/sidewalk to be blocked or closed?	☑ Yes	☐ No
7. Will the event require use of a public parking lot?	☑ Yes	☐ No

8. Number of persons scheduled to monitor and work the event: 20

9. Estimated attendance: 400-1000

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

ORGANIZATION INFORMATION

11. ☑ Organization is registered with the State of Illinois as a Non-Profit Organization
12. Name of Event Manager: Katie Galto
13. Contact Information for Event Manager:

Address: 25 W Crystal Lake Ave
Crystal Lake, IL 60014

(Please check preferred means of contact)

Daytime phone: [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: 5/17/26
Event: 5/17/26
Dismantling: 5/17/26

15. Hours of the event:

Set Up: 6AM
Event: 10-1pm
Dismantling: 1pm

CITY MANAGER'S OFFICE

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

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

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

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

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

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

_____

_____

_____

Please complete the attached Temporary Liquor License Application

COMMUNITY DEVELOPMENT

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

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

    Temporary community event signs ☑ Yes ☐ No

    Temporary neighborhood event signs ☑ Yes ☐ No

    Directional signs ☑ Yes ☐ No

    Banner ☑ Yes ☐ No

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

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

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

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

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

    Name of Company LRS
    Address 1704 Lamb Road Woodstock, IL 60098
    Phone [redacted]

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

    If yes, please specify the power requirements and plan for provision
    We will need electric for music and generators

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

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

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

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

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

PUBLIC WORKS

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

If yes, please complete the attached Barricade Borrowing Application

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

Specify _____

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

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

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

Signature

12/9/25
Date

Katie Galto
Print Name

STAFF USE ONLY

Assigned City Department: _____

Assigned City Staff Liaison: _____

Meeting with Event Organizer Required: ☐ Yes ☐ No

City Council Approval Required: ☐ Yes ☐ No

Outlook

Cars & Caffeine

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

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

Hello Victoria,

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

Tom Ormsby

25 West Crystal Lake Avenue - Crystal Lake, Illinois 60014
Phone: [redacted]
Website: www.DowntownCL.org - Email: [redacted]

January 6, 2026

City of Crystal Lake
100 Woodstock Street

To Whom it May Concern:

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

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

Sincerely,

Joy Neal
Executive Director
Downtown Crystal Lake/Main Street

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

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

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

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

Katie		Galto
First Name		Last Name

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

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

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

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

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

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

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

Applicant agrees to:

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

Katie

Borrower Signature

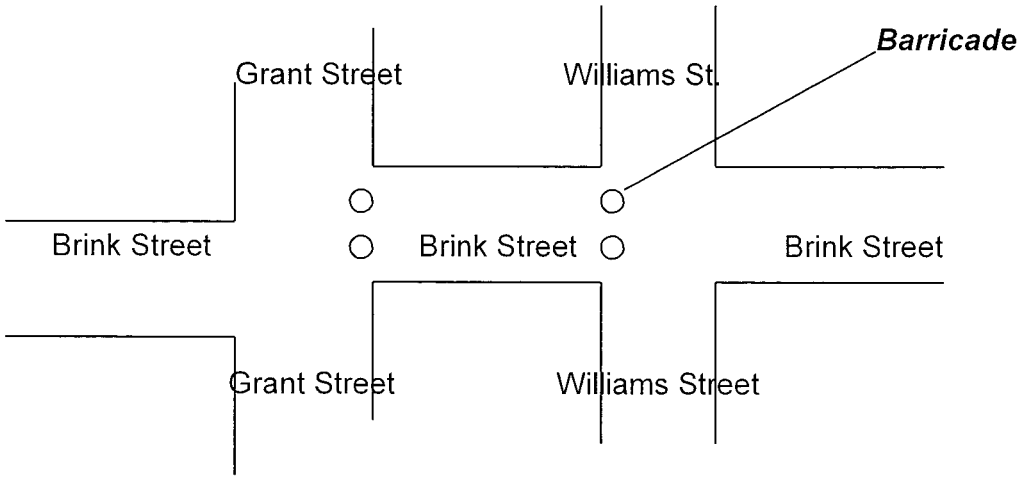
12 / 09 / 2025

Date

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

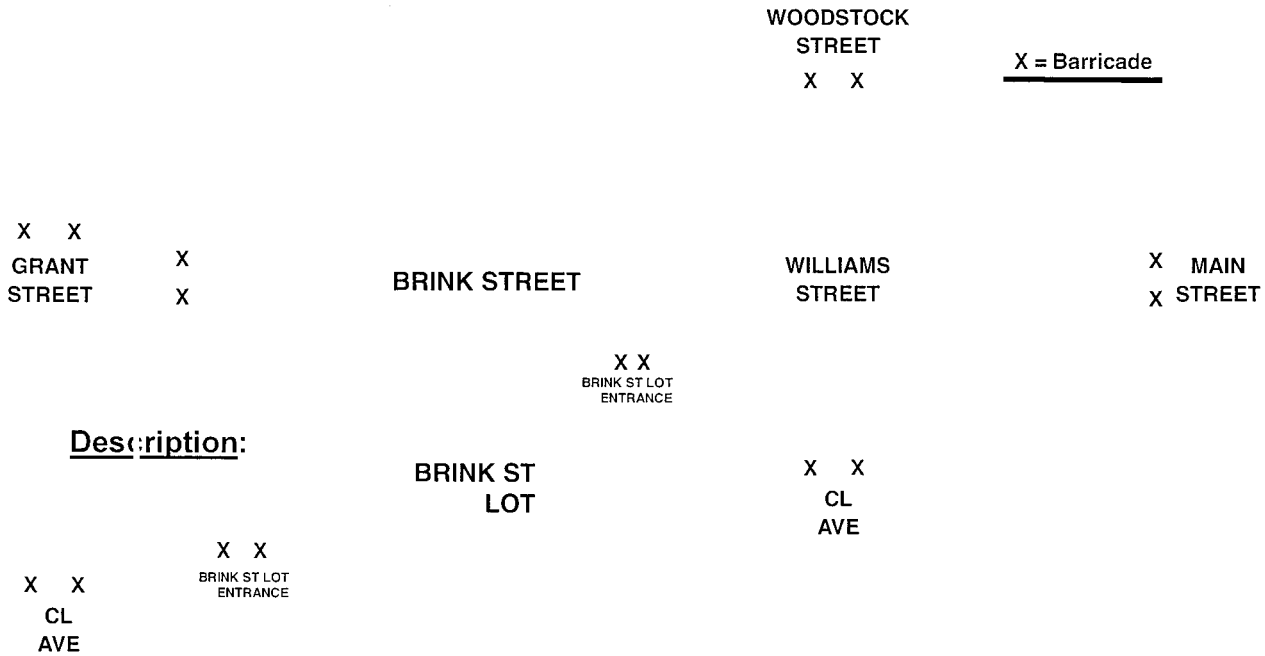
Prior to approval for the use of City barricades or cones, the applicant is required to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the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

Example:



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

Map showing the Location of the Barricades and Cones:



Description:

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

City of Crystal Lake
Block Party Application Procedures

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

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

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

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

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

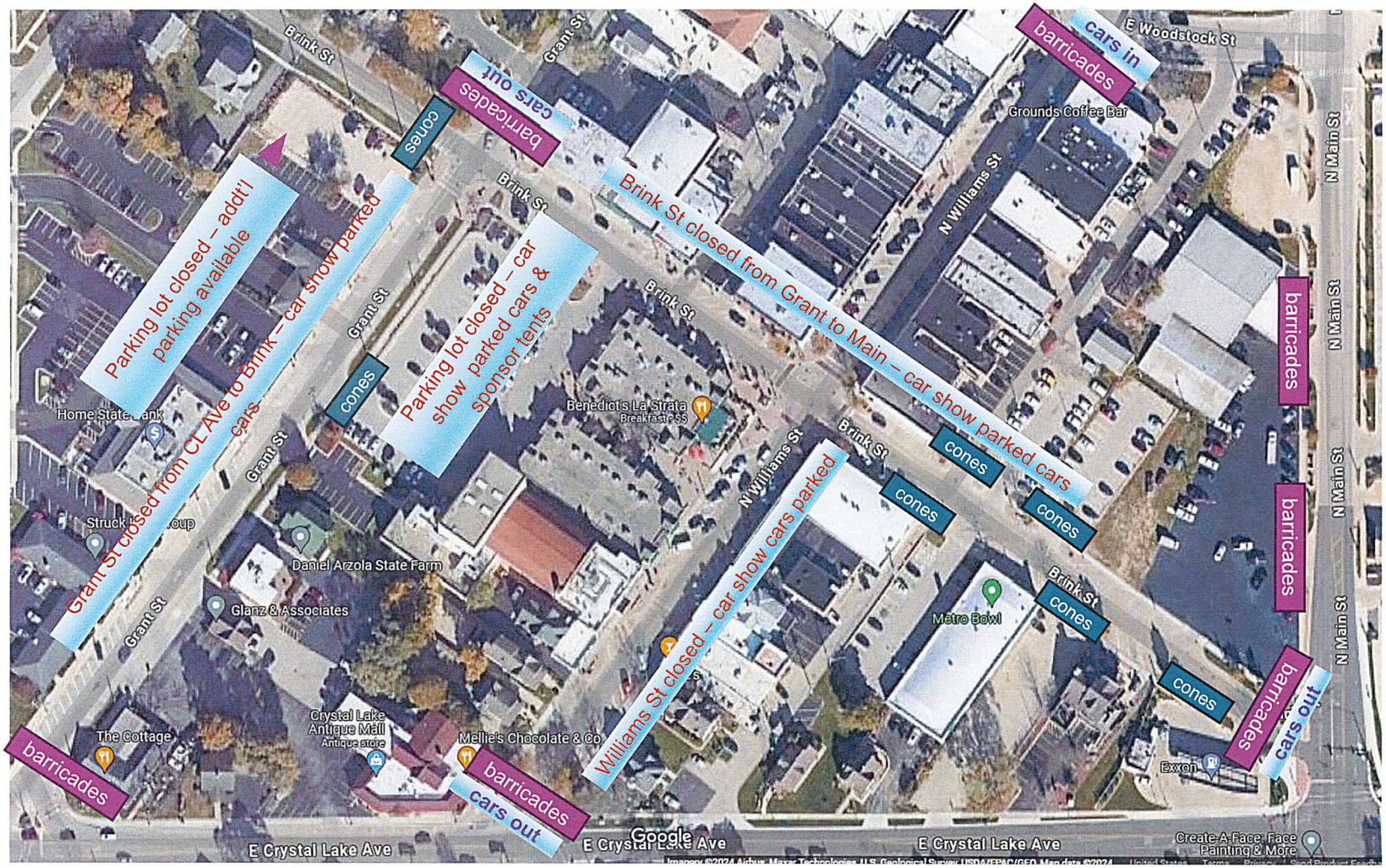
5. A written response will follow as soon as a determination has been made by the Public Works Department. Included in the letter will be specific instructions on when and where to pick up the barricades and/or cones.

Grant Street closed from CL Ave to Brink Street

Brink Street closed from Grant Street to Main Street

Williams Street closed from CL Ave to Woodstock Street

Brink Street and 60 Grant



Legend

10x10 sponsor tents

2 portable toilets & handwashing station



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

Car show cars will be parked in available existing parking spaces

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

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

Agenda Item No: 11j

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: New National Multistate Opioid Settlement Agreement

Staff Recommendation: Motion to adopt a Resolution authorizing the City of Crystal Lake to participate in the new national opioid settlement agreements and execute the settlement participation forms noted in this agenda supplement.

Staff Contact: Nick Hammonds, Deputy City Manager
Bob Pickrell, City Special Legal Counsel

Background:

The negative public health impact of opioid addiction is widely chronicled. Thousands of lawsuits have been filed by state and local governments against opioid distributors and manufacturers requesting compensation due to the negative impact of opioid addiction. Over the last several years, negotiations occurred to reach a single nationwide settlement with state and local governments.

In 2021, the City Council approved a resolution authorizing the City of Crystal Lake to participate in the national multistate opioid settlement with the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen and the manufacturer Janssen Pharmaceuticals, Inc. and its parent company, Johnson & Johnson. Again in 2022, additional settlement agreements were announced with three pharmacy chains—CVS, Walgreens, and Walmart—and two additional manufacturers—Allergan and Teva. In January 2023, each of those pharmacy chains and manufacturers confirmed that a sufficient number of states had agreed to the settlements to move forward and the City Council approved the corresponding settlement agreement. In 2025, the City Council approved two more settlement agreements; one with Purdue Pharma and the Sackler Family, and another agreement with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.

To date, the City has received $263,506.81 from these settlements. Although the final settlement amounts depend on the level of participation and are yet to be determined, the new proposed settlement reportedly requires six opioid distributors (Associated Pharmacies, Inc., JM Smith Corporation, Morris and Dickson Co., LLC, Louisiana Wholesale Drug Company, Inc., North Carolina Mutual Wholesale Drug Company, Inc., and United Natural Foods, Inc.) to pay up to $97,625,000 over a period of years to State and local governments.

These settlement amounts are earmarked for use by participating states and local subdivisions to remediate or abate opioid addiction from the previous settlement agreement. The amount the City could receive will be based on the number of communities participating and the terms of the final settlement. Settlement funds are restricted to funding future opioid remediation efforts, including opioid user treatment and support, preventing future misuse, and training first responders to address opioid misuse.

The settlement funds will allow local governments to make meaningful changes to curb opioid addiction. Also, the level of participation will determine whether the distributors agree to the settlement terms.

The State encouraged participation by passing PA 102-85, which requires home rule and non-home rule communities to receive permission from the Attorney General prior to filing suit against the parties in question. Receiving this approval is unlikely; therefore, the only opportunity to receive funds from pharmaceutical distributors and manufacturers would be through the settlement noted in this supplement.

Next Steps:

At this stage, local governments are requested to sign the attached settlement participation forms. The City's participation in the settlement is optional. If the City were to participate, the City will need to sign the attached settlement participant forms by May 4, 2026.

If the City participates, it will not be able to bring any other opioid-related claims against the settling defendants. By entering into the settlement, the City would agree to not bring a claim or suit against the pharmaceutical distributors or manufacturers. The City's special legal counsel is not aware of any City damages that would warrant an individual lawsuit against the pharmaceutical industry (assuming that permission from the Attorney General could be secured). Since the City does not have an outstanding lawsuit against the settling defendants, it would not be negatively impacted by this requirement.

Also attached to this supplement is a summary of the settlement and the allocation agreement. City special legal counsel has reviewed the attached settlement forms and finds that they present minimal risk to the City, and they would make the City eligible to receive funds from the settlement amounts without incurring legal fees or exposing the City to litigation risks.

Votes Required to Pass:

Simple majority

Res. No. 26R-___

The City of Crystal Lake

RESOLUTION APPROVING
PARTICIPATION IN NATIONWIDE OPIOID SETTLEMENT
AND EXECUTION OF SETTLEMENT PARTICIPATION FORM

Resolution 26R-___

WHEREAS, the City of Crystal Lake, Illinois ("***City***") is a home rule unit of local government pursuant to the provisions of Section 6, Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, the State of Illinois is engaged in investigation, prosecution, and litigation of multiple claims seeking penalties, restitution, disgorgement of revenues, costs to remediate public nuisances, damages, and injunctive relief against numerous pharmaceutical manufacturers, distributors, and other related persons and entities arising from their actions or inactions that allegedly contributed to the opioid epidemic and related public health crisis; and

WHEREAS, multiple other States and local governmental bodies are engaged in litigation of various similar claims against pharmaceutical manufacturers, distributors, and other related persons and entities relating to the opioid epidemic; and

WHEREAS, a proposed nationwide settlement ("***Proposed Settlement***") has been reached that would resolve certain opioid-related litigation brought by local governments against Associated Pharmacies, Inc. (and American Associated Pharmacies), J M Smith Corporation, Morris and Dickson Co., L.L.C., Louisiana Wholesale Drug Company, Inc., North Carolina Mutual Wholesale Drug Company, Inc., and United Natural Foods, Inc. (and SuperValu) ("***Settling Defendants***"); and

WHEREAS, in order to confirm the City's participation in the Proposed Settlement, the City is required to execute a certain settlement participation form by May 4, 2026, which is attached hereto as Exhibit A (the "***Settlement Participation Form***"); and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to approve this Resolution in order to formalize the City's participation

DRAFT

in the Proposed Settlement and to approve execution and submission of the Settlement Participation Form on behalf of the City;

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

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

SECTION II. Approval and Authorization. The Mayor and City Council hereby formally approve the City's participation in the Proposed Settlement and the execution and submission of the Settlement Participation Form. The City Manager and/or the designees of the City Manager are hereby authorized and directed to take such further actions and execute such additional documents as may be necessary and appropriate to formalize the City's participation in the Proposed Settlement.

SECTION III. EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

AYES:
NAYS:
ABSENT:
PASSED this 7th day of April, 2026.
APPROVED by me this 7th day of April, 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
MAYOR, Haig Haleblian

SEAL
ATTEST:

_____
CITY CLERK

PASSED: April 7, 2026
APPROVED: April 7, 2026

DRAFT

EXHIBIT A

Settlement Participation Form

DRAFT

Docusign Envelope ID: 2607AE1F-53AB-45A5-B7F6-FE9DE0233BF8

EXHIBIT G

Six (6) Remnant Defendants' Combined Subdivision Participation and Release Form ("Combined Participation Form")

Governmental Entity: Crystal Lake city	State: IL
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the six (6) Remnant Defendants' Settlement Agreement ("RDSA"), dated February 3, 2026, and described further in Paragraph 1, and acting through the undersigned authorized official, hereby elects to participate in the RDSA, release all Released Claims against all Released Entities, and agrees as follows:

1. The Governmental Entity hereby elects to participate in the RDSA as a Participating Subdivision with each of the following six (6) Remnant Defendants that are parties to the RDSA: (1) Associated Pharmacies, Inc. (and American Associated Pharmacies), (2) J M Smith Corporation, (3) Morris and Dickson Co., L.L.C., (4) Louisiana Wholesale Drug Company, Inc., (5) North Carolina Mutual Wholesale Drug Company, Inc., and (6) United Natural Foods, Inc. (and SuperValu).

2. The Governmental Entity is aware of and has reviewed the RDSA, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in the RDSA, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in the RDSA and become a Participating Subdivision as provided in the RDSAs.

3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in the RDSA. With respect to any Released Claims pending in *In Re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of six (6) Remnant Defendants listed in Paragraph 1 above substantially in the form found at *https://nationalopioidsettlement.com/additional-settlements/.*

4. The Governmental Entity agrees to the terms of each of the RDSA pertaining to Participating

DRAFT

Docusign Envelope ID: 2607AE1F-53AB-45A5-B7F6-FE9DE0233BF8

Subdivisions as defined therein.

5. By agreeing to the terms of the RDSA settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.

6. The Governmental Entity agrees to use any monies it receives through the RDSA solely for the purposes provided therein.

7. The Governmental Entity submits to the jurisdiction of the MDL Court and agrees to follow the process for resolving any disputes described in the RDSA.

8. The Governmental Entity has the right to enforce the RDSA as provided therein.

9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes of the RDSA, including without limitation all provisions related to release of any claims, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in the RDSA in any forum whatsoever. The release provided for in the RDSA is intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in the RDSA the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The RDSA shall be a complete bar to any Released Claim against the Released Entities.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the RDSA.

11. In connection with the releases provided in the RDSA, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

> **General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

DRAFT

Docusign Envelope ID: 2607AE1F-53AB-45A5-B7F6-FE9DE0233BF8

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in the RDSA, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the RDSA.

12. The Governmental Entity understands and acknowledges that nothing herein is intended to modify in any way the terms of any of the RDSA, to which Governmental Entity hereby agrees. To the extent this Combined Participation Form is interpreted differently from the RDSA in any respect, the RDSA controls.

I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

DRAFT

Agenda Item No: 11k

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Amended Intergovernmental Agreements with the State of Illinois through its Department of Transportation for the IL Route 31 Improvement

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute two intergovernmental agreements between the City of Crystal Lake and the State of Illinois through its Department of Transportation regarding participation in improvements to IL Route 31

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

---

Background:
The Illinois Department of Transportation (IDOT) is completing engineering to widen IL Route 31 from IL Route 176 to IL Route 120. The project consists of widening and reconstruction to add an additional through lane in each direction with a center median, intersection improvements, pedestrian and bicycle accommodations, and drainage improvements. The center island within the City limits will be landscaped similar to the landscaping along US Route 14 within the City limits.

As with previous IDOT improvements, the City and IDOT enter into an intergovernmental agreement for the agreed upon improvements. On October 7, 2025, the City Council approved a resolution authorizing the City Manager to execute an agreement between the City of Crystal Lake and the State of Illinois through IDOT regarding participation in improvements to IL Route 31. Since that approval, IDOT has amended the limits of the improvement due to potential delays associated with environmental permitting. To advance construction in a timely manner, IDOT has elected to divide the corridor into three contracts rather than the previously planned two contracts.



Segment 1 (Contract 62U72), as shown on the map, lies within the City of McHenry, and its limits remain unchanged. The project limits of segment 2 originally were IL Route 176 to Bull Valley Road. The updated project limits for the revised segment 2 (Contract 80C85) are now Bull Valley Road south to Ames Road, and the new segment 3 (Contract 62K69) limits are IL Route 176 to Ames Road.

Due to this division, the original agreement between IDOT and the City has now been broken into two separate agreements. Nothing has changed with the contents of the agreement except the project limits.

The updated agreements, attached, define each agency's estimated financial responsibilities for the improvements. Actual cost participation will be based on bid prices and work constructed in the field.

Segment 2 Agreement 80C85: Ames Road to Bull Valley Road
The agreement states that the City is responsible for a total of $10,350 as follows:

- Funding and maintaining the emergency vehicle pre-emption traffic signal equipment (EVP) at the Illinois Route 31 signalized intersections within the Crystal Lake Fire Protection District (Edgewood Road-proposed). This cost is estimated to be $10,350.

Segment 3 Agreement 62K69: IL Route 176 to Ames Road
The agreement states that the City is responsible for a total of $891,034 as follows:

- Funding and maintaining the emergency vehicle pre-emption traffic signal equipment (EVP) at the Illinois Route 31 signalized intersections within the Crystal Lake Fire Protection District (Illinois Route 176, and Half Mile Trail-proposed). This cost is estimated to be $20,700.
- Relocating a portion of existing City water main and sanitary force main that is in conflict with the project. This cost is estimated to be $870,334.
- Installation of the landscaped medians will be paid for one hundred percent (100%) by IDOT with the City providing long-term maintenance.
- Installation of sidewalk and shared use paths will be paid for one hundred percent (100%) by IDOT with the City providing long-term maintenance.

Summary
According to the latest IDOT update, private utility relocations are anticipated in 2026 with construction commencing in late 2026 or 2027. The segment from Ames Road to Bull Valley Road is scheduled for the April 24, 2026, IDOT letting. The segment from IL Route 176 to Ames Road currently does not have a target letting date due to outstanding environmental clearances.

The agreements have been reviewed by legal counsel and no concerns were reported to staff. Adequate funds are available in the current fiscal year 2026 budget and will be re-budgeted as part of the Fiscal Year 2027 and 2028 budget as needed depending on actual project timelines, bid prices and constructed quantities.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the Illinois Department of Transportation (IDOT) is desirous of constructing a project along Illinois Route 31 (IL 31) from Illinois Route 176 (IL 176) in the City of Crystal Lake to Illinois Route 120 (IL 120) in the City of McHenry; and

WHEREAS, the section of the IL 31 IDOT project between IL 176 and Ames Road is known as Contract Number 62K69, State Section Number 2019-196-W&R; and

WHEREAS, the section of the IL 31 IDOT project between Ames Road and Bull Valley Road is known as Contract Number 80C85, State Section Number 2025-2127-R,C,TS,SW; and

WHEREAS, the City of Crystal Lake is required to financially participate in a portion of both projects and it is necessary for the City to appropriate sufficient funds to pay its share of the cost of said projects; and

WHEREAS, an agreement for this project was previously approved by the City Council on October 7, 2025 for the original project limits of IL Route 176 to Bull Valley Road; and

WHEREAS, IDOT is amending the project to consist of separate projects with revised project limits now necessitating two separate agreements.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute two intergovernmental agreements between the City of Crystal Lake and IDOT; and

BE IT FURTHER RESOLVED that the City hereby appropriates the sum of eight hundred ninety-one thousand, thirty-four dollars ($891,034) or so much thereof as may be necessary, from any money now and hereinafter allotted to the City, to pay its share of the cost of

Draft

State Contract No. 62K69 (State Section 2019-196-W&R) as provided in the intergovernmental agreement for said project; and

BE IT FURTHER RESOLVED that the City hereby appropriates the sum of ten thousand three hundred and fifty dollars ($10,350) or so much thereof as may be necessary, from any money now and hereinafter allotted to the City, to pay its share of the cost of State Contract No. 80C85 (State Section 2025-2127-R,C,TS,SW) as provided in the intergovernmental agreement for said project; and

BE IT FURTHER RESOLVED that upon award of the contract for this improvement, the City shall pay to IDOT in a lump sum from any funds allotted to the City, an amount equal to 80% of its obligation incurred under the intergovernmental agreement and upon completion of the improvement will pay IDOT the remainder of its obligation based on final costs; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve up to ten percent (10%) of additional funds for each project based on the agreement value of each project for its share of the cost of each project; and

BE IT FURTHER RESOLVED that should the City's necessary funding share exceed 10% of each agreement's estimate share of costs, the City agrees to pass a supplemental resolution to provide any necessary funds for its share of the cost of the projects.

DATED this 7th day of April, 2026.

Draft

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

Nick Hammonds, CITY CLERK

PASSED: April 7, 2026
APPROVED: April 7, 2026

Draft

FAP 336A IL 31
IL 176 to Ames Road
State Section: 2019-196-W&R
County: McHenry
Job No.: C-91-176-20
Contract No.:62K69
Agreement No.: JN-125-038

AGREEMENT

This Agreement entered into this _____day of _____, 20____ A.D., by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION, hereinafter called the STATE, and the CITY OF CRYSTAL LAKE of the State of Illinois, hereinafter called the CITY.

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, is desirous of improving approximately 11,600 lineal feet of FAP Route 336A, IL 31 from IL 176 to Ames Road, STATE Job No.: C-91-176-20, Contract Number 62K69, STATE Section No. 2019-196-W&R as follows:

The scope of the project consists of the widening and reconstruction of IL 31 from north of Illinois Route 176 to Ames Road to provide for two 11–12 foot variable width lanes with combination concrete curb and gutter, separated by a raised median. Dedicated left turn lanes will be constructed at the following intersections: Ray Street, River Birch Boulevard, Drake Drive, Brighton Lane and Half Mile Trail. Existing open ditches will be removed and a new enclosed storm sewer system. Stream relocation north and south of Brighton Lane. Existing watermain and sanitary

Draft

sewer will be relocated as needed. A new three-cell box culvert will be constructed at IL 31 over Sleepy Hollow Creek. Six new box culverts will be installed under IL 31 and one under Brighton Lane. New retaining walls will be constructed at various locations within the project limits. A new sidewalk on the west side of IL 31. A new shared use path will be constructed on the east side of IL 31. A landscaped median with trees will be installed on IL 31 from IL 176 to Half Mile Road. Modernization of existing signal at IL 31 and IL 176. New traffic signal will be installed at IL 31 and Half Mile Trail. Traffic signals will be interconnected along IL 31 from IL 176 to Half Mile Trail to enhance traffic flow progression and any other work necessary to complete the project in accordance with the approved plans and specifications (the above described Project being sometimes hereafter referred to as the "improvement").

WHEREAS, the CITY requests that the STATE include in its contract sidewalk, shared use paths, watermain and sanitary sewer; and

WHEREAS, the STATE has agreed to the CITY's request, and

WHEREAS, the CITY is desirous of said improvement in that same will be of immediate benefit to the CITY residents and permanent in nature.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish

Draft

engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications and contract.

2. The STATE agrees to pay for all right of way, construction and engineering cost subject to partial reimbursement by the CITY, as hereinafter stipulated.

3. It is mutually agreed by and between the parties hereto that the estimated cost and cost proration for this improvement is as shown on Revised Exhibit A 2/17/2026 attached hereto and made a part hereof.

4. The CITY has passed a resolution appropriating sufficient funds to pay its share of the cost for this improvement, a copy of which is attached hereto as Exhibit B and made a part hereof.

5. The CITY further agrees, that upon award of the contract for this improvement, the CITY will pay to the STATE in a lump sum from any funds allotted to the CITY an amount equal to 80% of its obligation incurred under this AGREEMENT, and will pay to said STATE the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs

6. The CITY agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this improvement if the amount appropriated in Exhibit B proves to be insufficient to cover said cost.

Draft

7. The CITY agrees not to permit driveway entrance openings to be made in the curb, as constructed, or the construction of additional entrances, private or commercial, along Illinois Route 31 without the consent of the STATE.

8. The CITY shall exercise its franchise rights to cause private utilities to be relocated, if required, at no expense to the STATE.

9. The CITY agrees to cause its utilities installed on right of way after said right of way was acquired by the STATE or installed within the limits of a roadway after the said roadway's jurisdiction was assumed by the STATE, to be relocated and/or adjusted, if required, at no expense to the STATE.

10. All CITY owned utilities, on STATE right of way within the limits of this improvement, which are to be relocated/adjusted under the terms of this Agreement, will be relocated/adjusted in accordance with the applicable portions of the "Accommodation of Utilities of Right of Way of the Illinois State Highway System." (92 Ill. Adm. Code 530).

11. The CITY agrees to obtain from the STATE an approved permit for any CITY owned utility relocated/adjusted as part of this improvement and shall abide by all conditions set forth therein.

12. Upon final field inspection of the improvement and so long as Illinois Route 31 is used as a STATE Highway, the STATE agrees to maintain or cause to be maintained the median, the through traffic lanes, the left-turn lanes and right turn

Draft

lanes, and the curb and gutter, new retaining walls, culverts, stabilized shoulders and ditches adjacent to those traffic lanes and turn lanes.

13. Upon final field inspection of the improvement, the CITY agrees to maintain or cause to be maintained those portions of the improvement which are not maintained by the STATE as shown in Revised 2/17/2026 Exhibit D, including new and existing sidewalks, shared use paths, parkways, landscaped medians with trees, crosswalk and stopline markings, symbols, special pavements and ensure proper motorist and pedestrian guidance, CITY owned utilities including appurtenances thereto, and shall maintain storm sewers and appurtenances by performing those functions necessary to keep the sewer in a serviceable condition including cleaning sewer lines, inlets, manholes, and catch basins along with the repair or replacement of inlet, manhole and catch basins' frames, grates or lids. The maintenance, repair and/or reconstruction of storm sewers constructed as part of this improvement beyond the aforedescribed responsibilities shall be that of the STATE.

14. The CITY further agrees to continue its existing maintenance responsibilities on all side road approaches under its jurisdiction, including all left and right turn lanes on said side road approaches, up to the through edge of pavement of Illinois Route 31. Drainage facilities, if any, at the aforementioned side roads located within the STATE right-of-way shall be the joint maintenance responsibility of the STATE and the CITY unless there is an agreement specifying different responsibilities.

Draft

15. The CITY has adopted a resolution, will send a letter, or sign the Plan Approval page, which is part of this document, prior to the STATE advertising for the work to be performed hereunder, approving the plans and specifications as prepared.

16. Upon acceptance by the Department of Transportation of the Traffic Signal work included herein the financial responsibility for Maintenance and Electric Energy for the operation of the Traffic Signal IL 31 at IL 176 shall remain as outlined in the current Master Agreement between the STATE and CITY, effective July 1, 2021.

17. It is mutually agreed that the actual traffic signal maintenance will continue to be performed by the STATE either with its own forces or through an ongoing contractual agreement.

18. Although the STATE's Electrical Maintenance Contractor ("STATES contractor") will inspect, make note, and keep inventory of the CITY owned EMERGENCY VEHICLE PRE-EMPTION ("EVP") system to support the maintenance of the EVP system, responsibility for maintenance of the EVP system shall be assumed by the CITY. Maintenance of the EVP System shall include the light detector amplifier, field wiring, light detectors and cabinet appurtenances. The CITY will be invoiced for all such maintenance costs directly by the STATE's Contractor. When repair is necessary, the STATE's Contractor shall notify the CITY that its EVP system is not operating and requires maintenance. When the repair or maintenance activity has been approved by the CITY, the maintenance will be provided by the STATE's Contractor.

Draft

The CITY may require end users of the emitters within its jurisdiction to enter into separate agreements with the contractor to have an emergency vehicle emitter tested in accordance with the recommendation of the Manufacturer of such equipment.

19. It is mutually agreed, if, in the future, the STATE adopts a roadway or traffic signal improvement passing through the traffic signal included herein which requires modernization or reconstruction to said traffic signals at IL 31 at IL 176, IL 31 at the Half Mile Road then the CITY agrees to be financially responsible for its proportionate share in accordance with STATE policy to modernize or reconstruct said installation and will be responsible for all costs to relocate or reconstruct the Emergency Preemption equipment in conjunction with the STATE's proposed improvement.

20. Under penalties of perjury, the CITY certifies that its correct Federal Tax Identification number is 36-6005840 and it is doing business as a GOVERNMENTAL ENTITY, whose mailing address is:

City of Crystal Lake

100 W, Woodstock Street

Crystal Lake, IL 60014

Draft

Obligations of the STATE and the CITY will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.

This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This Agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

City of Crystal Lake

By: _____
(Signature)

Attest:

By: _____
(Print or Type)

_____
Clerk

Title: _____

Date: _____

(SEAL)

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: _____
Jose Rios, P.E.
Region One Engineer

Date: _____

Draft

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of FAP Route 336A, IL 31, State Section No: 2019-196-W&R, Contract No. 62K69, the CITY agrees to that portion of the plans and specifications relative to the CITY's financial and maintenance obligations described herein, prior to the STATE's advertising for the aforedescribed proposed improvement.

Approved_____

Title _____

Date _____

Draft

Revised (2/17/2026) EXHIBIT A ESTIMATE OF COST Contract 62K69							
	FEDERAL		STATE		CITY OF CRYSTAL LAKE		TOTAL
Type of Work	**$**	**%**	**$**	**%**	**$**	**%**	**$**
All roadway work excluding the following:	$52,983,684	80%	$13,245,921	20%			$66,229,605
P&C Engineering (15%)	$7,947,553	80%	$1,986,888	20%			$9,934,441
TRAFFIC SIGNALS							
IL 31 at Half Mile Road	$210,400	80%	$52,600	20%			$263,000
P&C Engineering (15%)	$31,560	80%	$7,890	20%			$39,450
Emergency Vehicle Pre-emption					$9,000	100%	$9,000
P&C Engineering (15%)					$1,350	100%	$1,350
IL 31 at IL 176	$26,400	80%	$6,600	20%			$33,000
P&C Engineering (15%)	$3,960	80%	$990	20%			$4,950
Emergency Vehicle Pre-emption					$9,000	100%	$9,000
P&C Engineering (15%)					$1,350	100%	$1,350
OTHER ITEMS							
Sanitary work	$5,760	80%	$1,440	20%			$7,200
P&C Engineering (15%)	$864	80%	$216	20%			$1,080
Sanitary Force main and lift Station					$300,046	100%	$300,046
P&C Engineering (15%)					$45,007	100%	$45,007
Watermain relocation					$456,766	100%	$456,766
P&C Engineering (15%)					$68,515	100%	$68,515
TOTAL	**$61,210,181**		**$15,302,545**		**$891,034**		**$77,403,760**

NOTE: Local participation shall be predicated upon the percentages shown above for the specified work. Local Agency cost shall be determined by multiplying the final quantities times contract unit price plus the percentage shown for construction and/or preliminary engineering unless otherwise noted.

Draft

EXHIBIT B

FUNDING RESOLUTION

Draft

EXHIBIT C

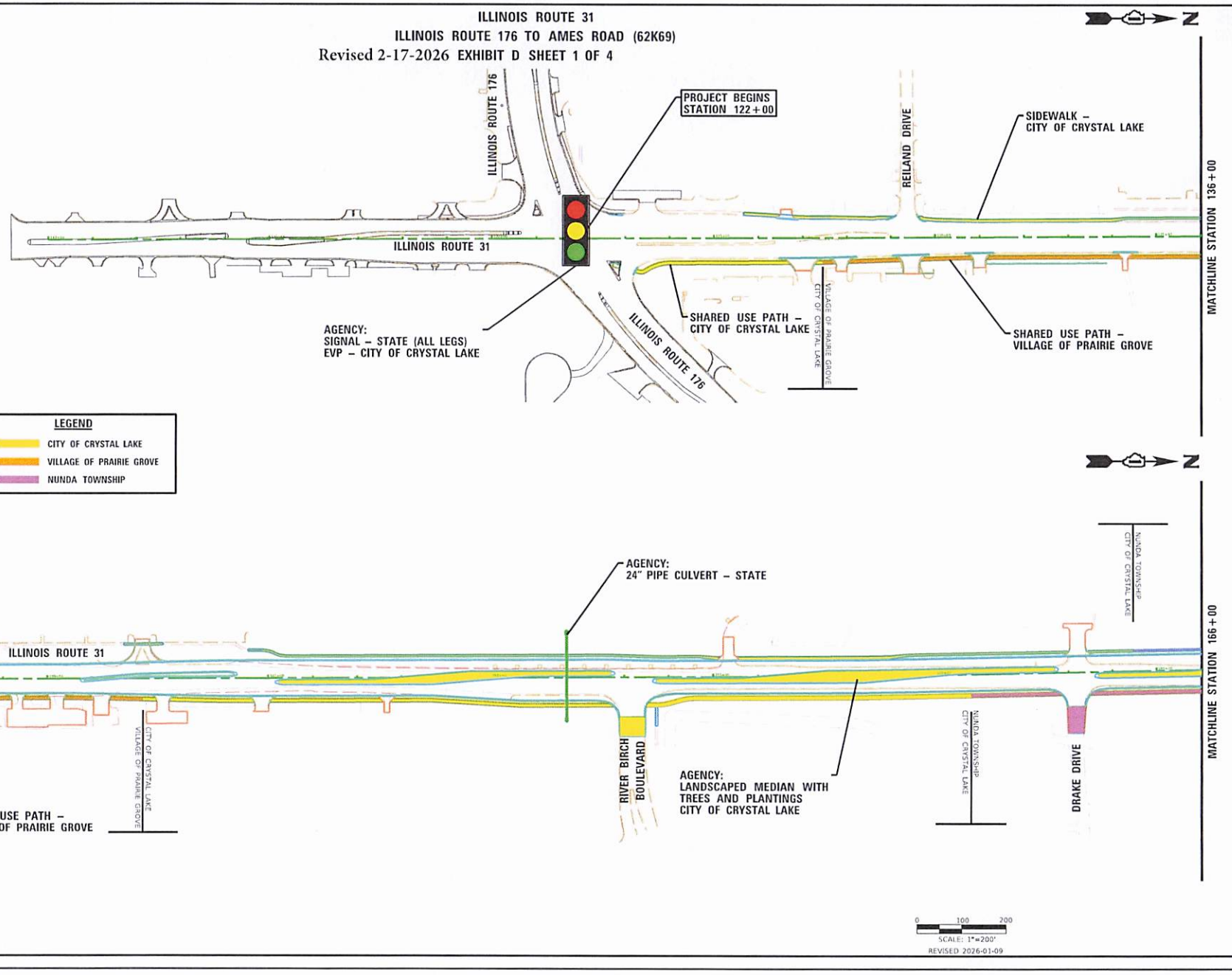
PROJECT LIMIT MAP

Draft

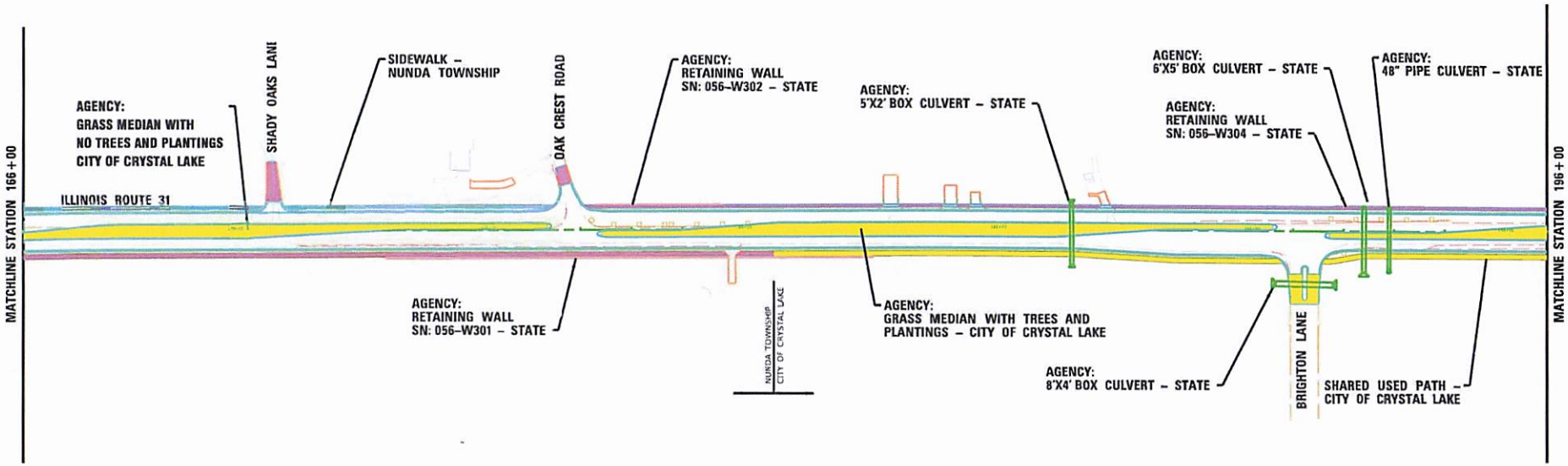
ILLINOIS ROUTE 31

ILLINOIS ROUTE 176 TO AMES ROAD (62K69)

Revised 2-17-2026 EXHIBIT D SHEET 1 OF 4



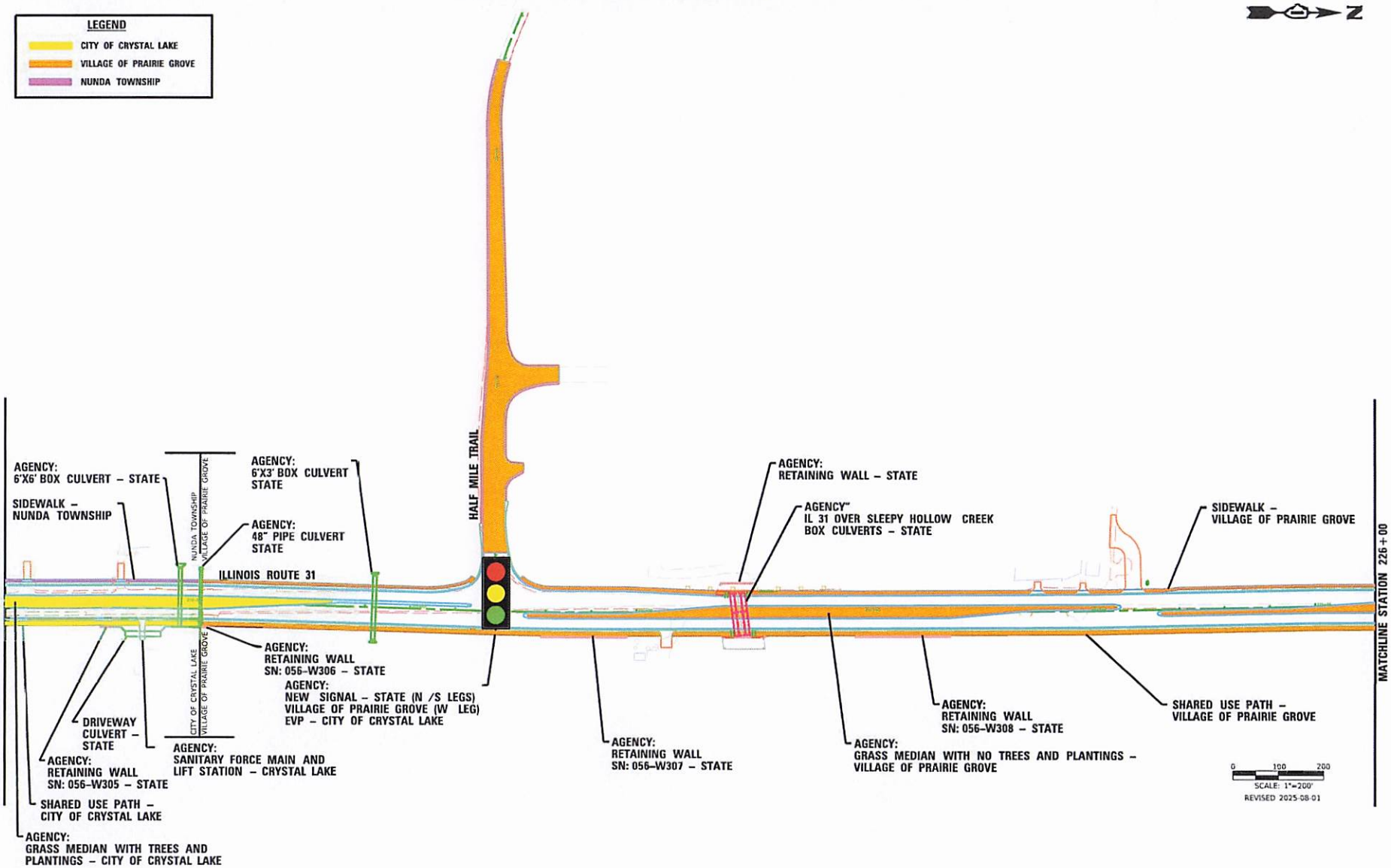
ILLINOIS ROUTE 31
ILLINOIS ROUTE 176 TO AMES ROAD (62K69)
Revised 2-17-2026 EXHIBIT D SHEET 2 OF 4



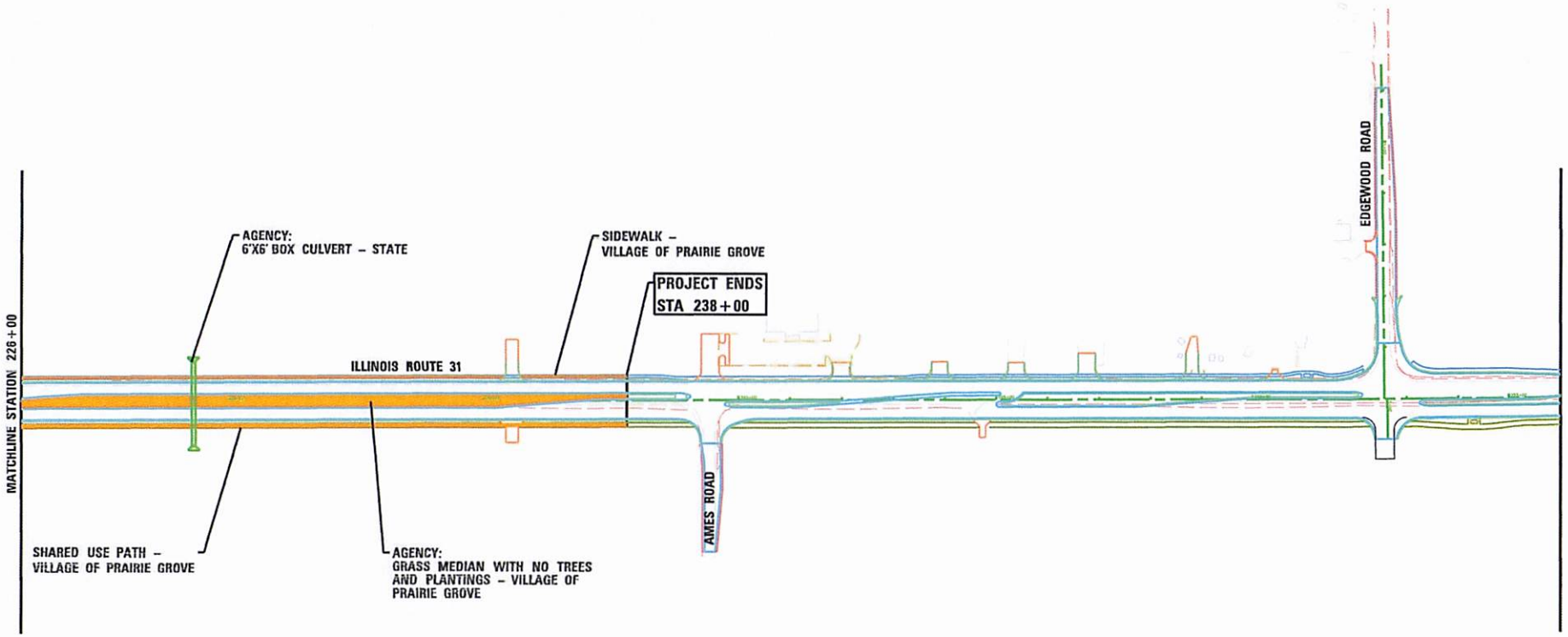
LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP

0 100 200
SCALE: 1"=200'
REVISED 2025-01-09

ILLINOIS ROUTE 31
ILLINOIS ROUTE 176 TO AMES ROAD (62K69)
Revised 2-17-2026 EXHIBIT D SHEET 3 OF 4



ILLINOIS ROUTE 31
ILLINOIS ROUTE 176 TO AMES ROAD (62K69)
Revised 2-17-2026 EXHIBIT D SHEET 4 OF 4



LEGEND
- CITY OF CRYSTAL LAKE
- VILLAGE OF PRAIRIE GROVE
- NUNDA TOWNSHIP

0 100 200
SCALE: 1"=200'
REVISED 2026-01-09

FAP 336A IL 31
IL 31 from Ames Road to Bull Valley Road
State Section: 2025-2127-R,C,TS,SW
County: McHenry
Job No. : C-91-202-26
Contract No.:80C85
Agreement No.: JN-126-024

AGREEMENT

This Agreement entered into this _____day of _____, 2026 A.D., by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION, hereinafter called the STATE, and the CITY OF CRYSTAL LAKE of the State of Illinois, hereinafter called the CITY.

Draft

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, is desirous of improving approximately 15,400 lineal feet of FAP Route 336A, IL 31 from Ames Road to Bull Valley Road, STATE Job No.: C-91-202-26, Contract Number 80C85, STATE Section No. 2025-2127-R,C,TS,SW as follows:

The scope of the project consists of the widening and reconstruction of IL 31 from Ames Road to Bull Valley Road to provide for two 11-12 foot variable width lanes with combination concrete curb and gutter, separated by a raised median. Dedicated left turn lanes will be constructed at the following intersections: Ames Road, Edgewood Road, Gracy Road, Veterans Parkway, Prime Parkway / Albany Street,

Shamrock Lane, and Mercy Drive. Existing open ditches will be removed and a new enclosed storm sewer system. Three water quality drainage retention basins. Existing watermain will be relocated as needed. Five new box culverts will be installed under IL 31. A new sidewalk on the west side of IL 31. A new shared use path will be constructed on the east side of IL 31. Modernization of existing signals at IL 31 at Prime Parkway/Albany Street and IL 31 at Shamrock Lane. New traffic signal will be installed at IL 31 and Edgewood Road. Traffic signals will be interconnected along IL 31 from Edgewood Road to Bull Vally Road to enhance traffic flow progression and any other work necessary to complete the project in accordance with the approved plans and specifications (the above-described Project being sometimes hereafter referred to as the "improvement").

WHEREAS, the CITY requests that the STATE include in its contract emergency vehicle preemption equipment; and

WHEREAS, the STATE has agreed to the CITY's request; and

WHEREAS, the CITY is desirous of said improvement in that same will be of immediate benefit to the CITY residents and permanent in nature.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications and contract.

Draft

2. The STATE agrees to pay for all right of way, construction and engineering cost subject to partial reimbursement by the CITY, as hereinafter stipulated.

3. It is mutually agreed by and between the parties hereto that the estimated cost and cost proration for this improvement is as shown on Exhibit A attached hereto and made a part hereof

4. The CITY has passed a resolution appropriating sufficient funds to pay its share of the cost for this improvement, a copy of which is attached hereto as Exhibit B and made a part hereof.

5. The project limits for each contract are shown and attached hereto as Exhibit C and made a part hereof.

6. The CITY further agrees, that upon award of the contract for this improvement, the CITY will pay to the STATE in a lump sum from any funds allotted to the CITY an amount equal to 80% of its obligation incurred under this AGREEMENT, and will pay to said STATE the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project based upon final costs

7. The CITY has adopted a resolution, will send a letter, or sign the Plan Approval page which is part of this document, prior to the STATE advertising for the work to be performed hereunder, approving the plans and specifications as prepared.

Draft

8. Although the STATE's Electrical Maintenance Contractor ("STATES contractor") will inspect, make note, and keep inventory of the CITY owned EMERGENCY VEHICLE PRE-EMPTION ("EVP") system to support the maintenance of the EVP system, responsibility for maintenance of the EVP system shall be assumed by the CITY. Maintenance of the EVP System shall include the light detector amplifier, field wiring, light detectors and cabinet appurtenances. The CITY will be invoiced for all such maintenance costs directly by the STATE's Contractor. When repair is necessary, the STATE's Contractor shall notify the CITY that its EVP system is not operating and requires maintenance. When the repair or maintenance activity has been approved by the CITY, the maintenance will be provided by the STATE's Contractor. The CITY may require end users of the emitters within its jurisdiction to enter into separate agreements with the contractor to have a emergency vehicle emitters tested in accordance with the recommendation of the Manufacturer of such equipment.

9. It is mutually agreed, if, in the future, the STATE adopts a roadway or traffic signal improvement passing through the traffic signals at Edgewood Road which requires modernization or reconstruction to said traffic signals then the CITY agrees to be financially responsible for its proportionate share in accordance with STATE policy to modernize or reconstruct said installation and will be responsible for all costs to relocate or reconstruct the Emergency Preemption equipment in conjunction with the STATE's proposed improvement.
10. Under penalties of perjury, the CITY certifies that its correct Federal Tax Identification number is 36-6005840 and it is doing business as a GOVERNMENTAL ENTITY, whose mailing address is:

City of Crystal Lake

Draft

100 W, Woodstock Street

Crystal Lake, IL 60014

Obligations of the STATE and the CITY will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.

This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This Agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

Draft

City of Crystal Lake

By: _____
(Signature)

Attest:

By: _____
(Print or Type)

_____
Clerk

Title: _____

Date: _____

(SEAL)

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: _____
Jose Rios, P.E.
Region One Engineer

Date: _____

Job No. C-91-202-26
Agreement No.: JN-126-024

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of FAP Route 336A, IL 31, State Section No: 2025-2127-R,C,TS,SW, Contract No. 80C85, the CITY agrees to that portion of the plans and specifications relative to the CITY's financial and maintenance obligations described herein, prior to the STATE's advertising for the aforedescribed proposed improvement.

Approved_____

Title _____

Date _____

Draft

EXHIBIT A
ESTIMATE OF COST Contract 80C85

Type of Work	FEDERAL		STATE		VILLAGE OF PRAIRIE GROVE		CITY OF MCHENRY		MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT		CITY OF CRYSTAL LAKE		TOTAL
	$	%	$	%	$	%	$	%	$	%	$	%	$
All roadway work excluding the following:	$39,200,000	80%	$9,800,000	20%									$49,000,000
P&C Engineering (15%)	$5,880,000	80%	$1,470,000	20%									$7,350,000
TRAFFIC SIGNALS													
IL 31 Edgewood Road	$224,000	80%	$56,000	20%									$280,000
P&C Engineering (15%)	$33,600	80%	$8,400	20%									$42,000
Emergency Vehicle Pre-emption											$9,000	100%	$9,000
P&C Engineering (15%)											$1,350	100%	$1,350
IL 31 at Shamrock Lane	$222,400	80%	$36,974	13.3%			$18,626	6.7%					$278,000
P&C Engineering (15%)	$33,360	80%	$5,546	13.3%			$2,794	6.7%					$41,700
Emergency Vehicle Pre-emption									$9,000	100%			$9,000
P&C Engineering (15%)									$1,350	100%			$1,350
IL 31 at Prime Parkway/ Albany Street	$288,800	80%	$36,100	10%			$36,100	10%					$361,000
P&C Engineering (15%)	$43,320	80%	$5,415	10%			$5,415	10%					$54,150
Emergency Vehicle Pre-emption									$9,000	100%			$9,000
P&C Engineering (15%)									$1,350	100%			$1,350
OTHER ITEMS													
Watermain relocation							$1,694,173	100%					$1,694,173
P&C Engineering (15%)							$254,126	100%					$254,126
TOTAL	**$45,925,480**		**$11,418,435**				**$2,011,234**		**$20,700**		**$10,350**		**$59,386,199**

NOTE: Local participation shall be predicated upon the percentages shown above for the specified work. Local Agency cost shall be determined by multiplying the final quantities times contract unit price plus the percentage shown for construction and/or preliminary engineering unless otherwise noted.

Draft

EXHIBIT B

FUNDING RESOLUTION

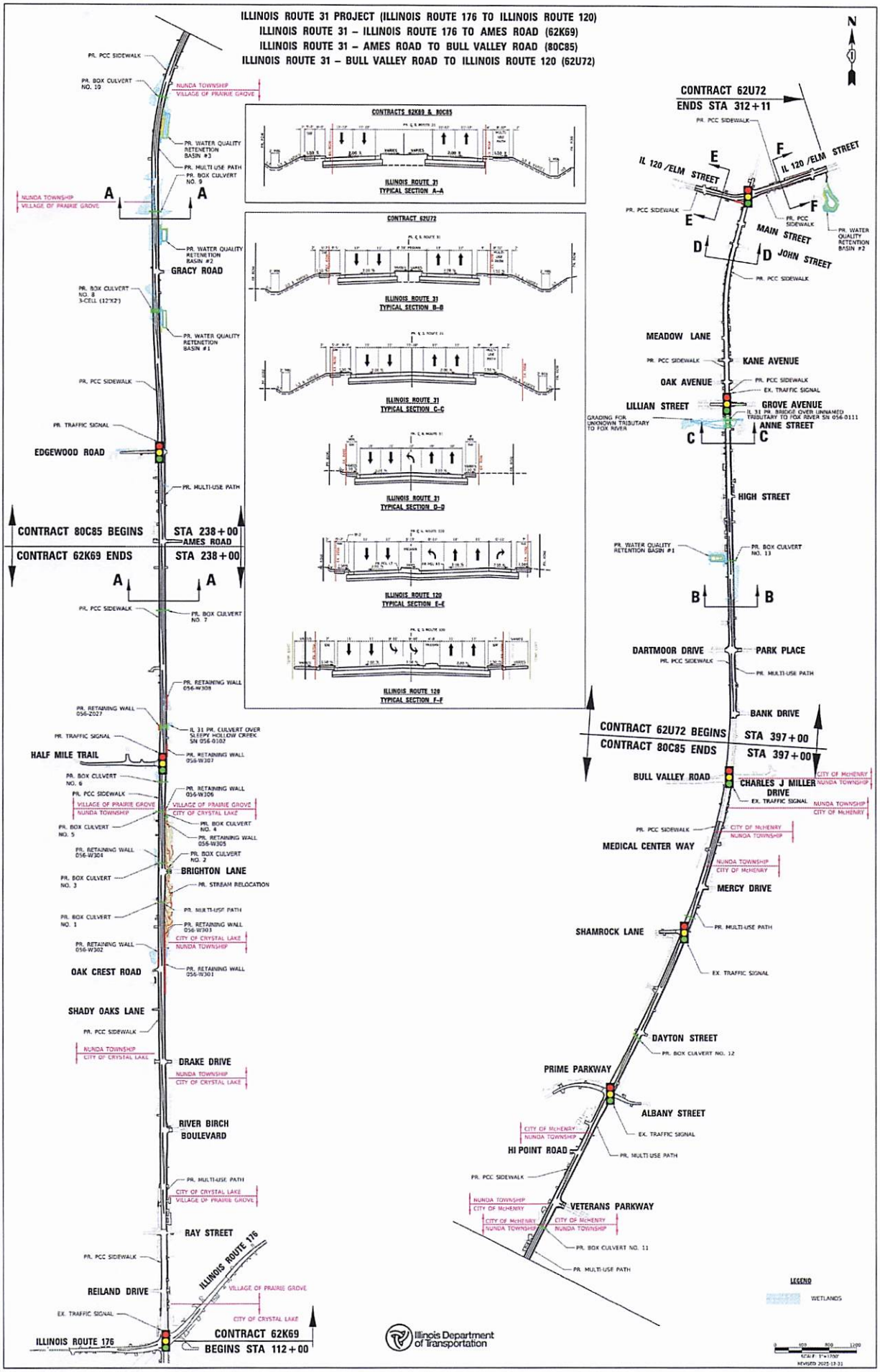
Draft

EXHIBIT C

PROJECT LIMIT MAP

Draft

ILLINOIS ROUTE 31 PROJECT (ILLINOIS ROUTE 176 TO ILLINOIS ROUTE 120)
ILLINOIS ROUTE 31 – ILLINOIS ROUTE 176 TO AMES ROAD (62K69)
ILLINOIS ROUTE 31 – AMES ROAD TO BULL VALLEY ROAD (80C85)
ILLINOIS ROUTE 31 – BULL VALLEY ROAD TO ILLINOIS ROUTE 120 (62U72)



Agenda Item No: 11L

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Illinois Department of Transportation (IDOT) City Utility Work on State Highways – Working Permit Resolution

Staff Recommendation: Motion to adopt a Resolution to obtain a two-year working permit from the Illinois Department of Transportation (IDOT) for City utility work that is conducted in the State's right-of-ways.

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

---

Background:
The Illinois Revised Statutes require that any person, firm, or corporation desiring to do work on a State maintained right-of-way must first obtain a written permit from the Illinois Department of Transportation (IDOT). This includes any emergency work on broken water mains or emergency sewer repairs. The City has both sanitary sewer and watermains within the State's right-of-way.

A surety bond is also required with each permit application to ensure that all work is completed in accordance with State specifications and that the right-of-way is properly restored. For permit work to be performed by City employees, a resolution, enacted for a two-year period, is acceptable in lieu of individual permits and surety bond(s).

The City was recently provided with a renewal request from IDOT. The attached notice of resolution is to be passed for the upcoming two years. Adoption of this Resolution will reduce staff time and costs associated with processing individual IDOT permits.

Recommendation:
The Public Works Department recommends adopting this Resolution to obtain a working permit from the Illinois Department of Transportation for two years for City work that is conducted in the State's right-of-ways.

Votes Required to Pass:
Simple Majority

RESOLUTION

WHEREAS, the City of Crystal Lake, hereinafter referred to as MUNICIPALITY, located in the County of McHenry, State of Illinois, desires to undertake, in the calendar years 2026 and 2027, the location, construction, operation, and maintenance of driveways and street returns, water mains, sanitary and storm sewers, street lights, traffic signals, sidewalk, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department; and

WHEREAS, as individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person of firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the MUNICIPALITY:

FIRST: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with the conditions of the permit to be granted by the Department, and MUNICIPALITY shall hold State of Illinois harmless during the prosecution of such work, and shall assume all liability for damages to person or property due to accidents or otherwise by reason of the work which is to be performed under the provisions of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

Draft

DATED this 7th day of April, 2026.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Hammonds, CITY CLERK

PASSED: April 7, 2026
APPROVED: April 7, 2026

Draft

Agenda Item No: 11m

City Council
Agenda Supplement

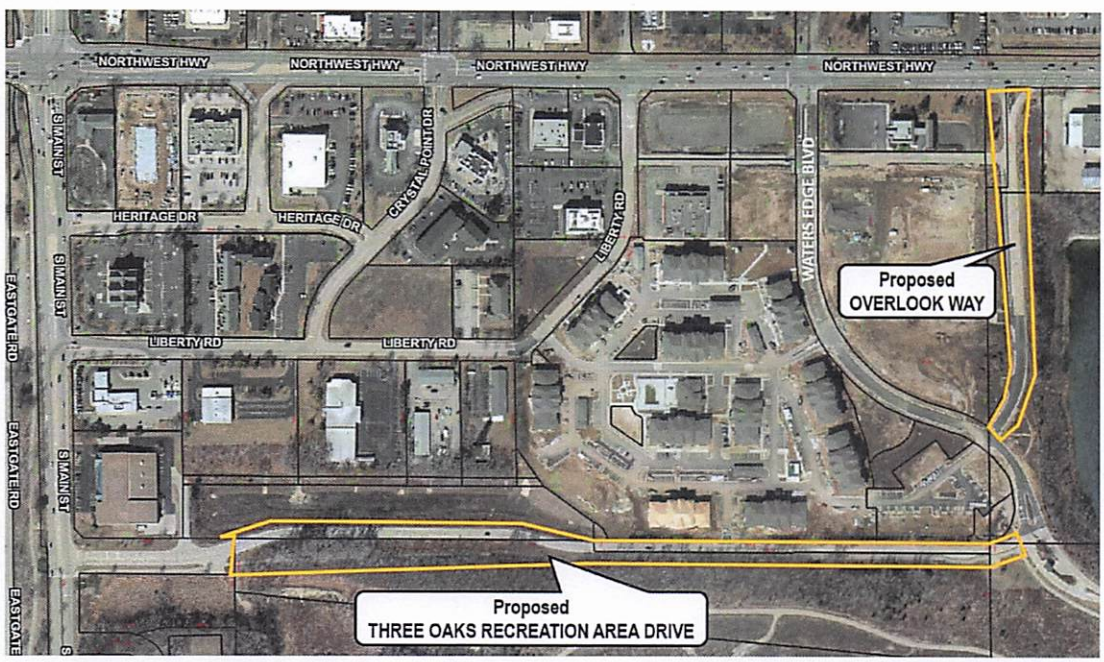
Meeting Date: April 7, 2026

Item: Plat of Dedication and Acceptance of Maintenance – Three Oaks Recreation Area Drive and Overlook Way

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute a plat of dedication for Three Oaks Recreation Area Drive and Overlook Way

Staff Contact: Michael Magnuson, Director of Public Works and Engineering
Kathryn Cowlin, Director of Community Development

Background:
The entrance roads serving the Three Oaks Recreation Area are located on City-owned property and were never formally platted as public roadways. With the Water's Edge development, these roads will now serve purposes beyond simply providing access to the Three Oaks Recreation Area and therefore should be formally dedicated as City-owned and City-maintained roadways. Once dedicated as public streets, these roadways become eligible for the expenditure of Motor



Fuel Tax (MFT) funds, grants and federal highway funds. The former entrance roads will have separate names to avoid confusion now that the Water's Edge development is being built. The attached plat of dedication designates the east–west roadway as Three Oaks Recreation Area Drive and the north–south roadway as Overlook Way.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, the original entrance roads serving the Three Oaks Recreation Area were located on City-owned property but were not previously platted and dedicated as public roadways; and

WHEREAS, the development of the Water's Edge subdivision has expanded the functional use of these entrance roads beyond providing access solely to the Three Oaks Recreation Area; and

WHEREAS, due to this expanded use, it is necessary and appropriate that these roadways be formally platted as public streets to be owned and accepted for maintenance by the City of Crystal Lake; and

WHEREAS, said dedication and acceptance for maintenance will result in these streets becoming eligible for the expenditure of Motor Fuel Tax (MFT) funds, grants and federal highway funds; and

WHEREAS, the Plat of Dedication submitted for review identifies the east–west roadway segment as "Three Oaks Recreation Area Drive" and the north–south segment as "Overlook Way".

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the Plat of Dedication for roadway right-of-way associated with the Water's Edge Development, establishing "Three Oaks Recreation Area Drive" and "Overlook Way," is hereby approved and the streets accepted for maintenance by the City; and

Draft

BE IT FURTHER RESOLVED that the City Manager be authorized to execute and record all documents necessary to effectuate this dedication and acceptance.

DATED this 7th day of April 2026.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Hammonds, CITY CLERK

PASSED: April 7, 2026
APPROVED: April 7, 2026

Draft

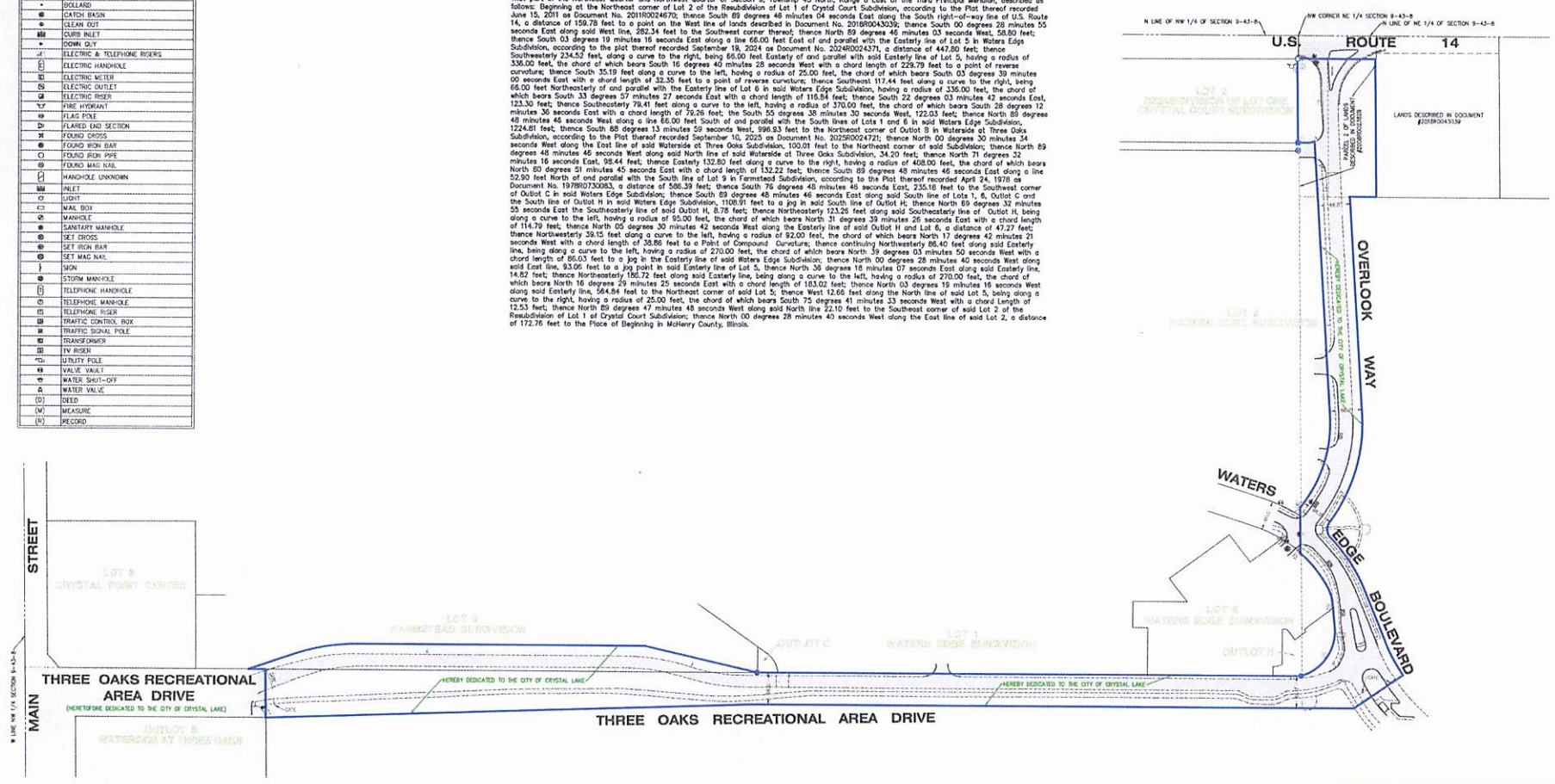
Vanderstappen
Land Surveying, Inc.
www.vsls.com
1316 N. Madison St.
Woodstock, Illinois 60098
ph. 815-337-8310 fax 815-337-8314
"Always Settled for the property line"

PLAT OF DEDICATION

PART OF THE NORTHEAST AND NORTHWEST QUARTERS OF SECTION 9, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF CRYSTAL, McHENRY COUNTY, ILLINOIS.

LEGEND	
•	BOLLARD
	CATCH BASIN
	CLEAN OUT
	CURB INLET
	DOWN GUY
	ELECTRIC & TELEPHONE RISERS
E	ELECTRIC MANHOLE
	ELECTRIC METER
	ELECTRIC OUTLET
	ELECTRIC RISER
	FIRE HYDRANT
	FLAG POLE
	FLARED END SECTION
	FOUND CROSS
	FOUND IRON BAR
	FOUND IRON PIPE
	FOUND MAG NAIL
?	HANDHOLE UNKNOWN
	INLET
	LIGHT
	MAIL BOX
	MANHOLE
	SANITARY MANHOLE
	SET CROSS
	SET IRON BAR
	SET MAG NAIL
	SIGN
	STORM MANHOLE
T	TELEPHONE HANDHOLE
	TELEPHONE MANHOLE
	TELEPHONE RISER
	TRAFFIC CONTROL BOX
	TRAFFIC SIGNAL POLE
	TRANSFORMER
	TV RISER
	UTILITY POLE
	VALVE VAULT
	WATER SHUT-OFF
	WATER VALVE
(D)	DEED
(M)	MEASURE
(R)	RECORD

LEGAL DESCRIPTION:
That part of the Northeast Quarter and Northwest Quarter of Section 9, Township 43 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the Northeast corner of Lot 2 of the Resubdivision of Lot 1 of Crystal Court Subdivision, according to the Plat thereof recorded June 15, 2011 as Document No. 2011R0024670; thence South 89 degrees 48 minutes 04 seconds East along the South right-of-way line of U.S. Route 14, a distance of 159.78 feet to a point on the West line of lands described in Document No. 2018R0043039; thence South 00 degrees 28 minutes 55 seconds East along said West line, 282.34 feet to the Southeast corner thereof; thence North 89 degrees 46 minutes 03 seconds West, 58.80 feet; thence South 03 degrees 19 minutes 16 seconds East along a line 66.00 feet East of and parallel with the Easterly line of Lot 5 in Waters Edge Subdivision, according to the plat thereof recorded September 19, 2024 as Document No. 2024R0024371, a distance of 447.80 feet; thence Southeasterly 234.52 feet, along a curve to the right, being 66.00 feet Easterly of and parallel with said Easterly line of Lot 5, having a radius of 336.00 feet, the chord of which bears South 16 degrees 40 minutes 28 seconds West with a chord length of 229.79 feet to a point of reverse curvature; thence South 35.19 feet along a curve to the left, having a radius of 25.00 feet, the chord of which bears South 03 degrees 39 minutes 00 seconds East with a chord length of 32.35 feet to a point of reverse curvature; thence Southeast 117.44 feet along a curve to the right, being 66.00 feet Northeasterly of and parallel with the Easterly line of Lot 6 in said Waters Edge Subdivision, having a radius of 336.00 feet, the chord of which bears South 33 degrees 57 minutes 27 seconds East with a chord length of 116.84 feet; thence South 22 degrees 03 minutes 42 seconds East, 123.30 feet; thence Southeasterly 79.41 feet along a curve to the left, having a radius of 370.00 feet, the chord of which bears South 28 degrees 12 minutes 36 seconds East with a chord length of 79.26 feet; the South 55 degrees 38 minutes 30 seconds West, 122.03 feet; thence North 89 degrees 48 minutes 46 seconds West along a line 66.00 feet South of and parallel with the South lines of Lots 1 and 6 in said Waters Edge Subdivision, 1224.81 feet; thence South 88 degrees 13 minutes 59 seconds West, 996.93 feet to the Northeast corner of Outlot B in Waterside at Three Oaks Subdivision, according to the Plat thereof recorded September 10, 2025 as Document No. 2025R0024721; thence North 00 degrees 30 minutes 34 seconds West along the East line of said Waterside at Three Oaks Subdivision, 100.01 feet to the Northeast corner of said Subdivision; thence North 89 degrees 48 minutes 46 seconds West along said North line of said Waterside at Three Oaks Subdivision, 34.20 feet; thence North 71 degrees 32 minutes 16 seconds East, 98.44 feet; thence Easterly 132.80 feet along a curve to the right, having a radius of 408.00 feet, the chord of which bears North 80 degrees 51 minutes 45 seconds East with a chord length of 132.22 feet; thence South 89 degrees 48 minutes 46 seconds East along a line 52.90 feet North of and parallel with the South line of Lot 9 in Farmstead Subdivision, according to the Plat thereof recorded April 24, 1978 as Document No. 1978R0730083, a distance of 586.39 feet; thence South 76 degrees 48 minutes 46 seconds East, 235.16 feet to the Southwest corner of Outlot C in said Waters Edge Subdivision; thence South 89 degrees 48 minutes 46 seconds East along said South line of Lots 1, 8, Outlot C and the South line of Outlot H in said Waters Edge Subdivision, 1108.91 feet to a jog in said South line of Outlot H; thence North 69 degrees 32 minutes 55 seconds East the Southeasterly line of said Outlot H, 8.78 feet; thence Northeasterly 123.25 feet along said Southeasterly line of Outlot H, being along a curve to the left, having a radius of 95.00 feet, the chord of which bears North 31 degrees 39 minutes 26 seconds East with a chord length of 114.79 feet; thence North 05 degrees 30 minutes 42 seconds West along the Easterly line of said Outlot H and Lot 6, a distance of 47.27 feet; thence Northwesterly 39.15 feet along a curve to the left, having a radius of 92.00 feet, the chord of which bears North 17 degrees 42 minutes 21 seconds West with a chord length of 38.86 feet to a Point of Compound Curvature; thence continuing Northwesterly 86.40 feet along said Easterly line, being along a curve to the left, having a radius of 270.00 feet, the chord of which bears North 39 degrees 03 minutes 50 seconds West with a chord length of 86.03 feet to a jog in the Easterly line of said Waters Edge Subdivision; thence North 00 degrees 28 minutes 40 seconds West along said East line, 93.06 feet to a jog point in said Easterly line of Lot 5, thence North 36 degrees 18 minutes 07 seconds East along said Easterly line, 14.82 feet; thence Northeasterly 186.72 feet along said Easterly line, being along a curve to the left, having a radius of 270.00 feet, the chord of which bears North 16 degrees 29 minutes 25 seconds East with a chord length of 183.02 feet; thence North 03 degrees 19 minutes 16 seconds West along said Easterly line, 564.84 feet to the Northeast corner of said Lot 5; thence West 12.66 feet along the North line of said Lot 5, being along a curve to the right, having a radius of 25.00 feet, the chord of which bears South 75 degrees 41 minutes 33 seconds West with a chord Length of 12.53 feet; thence North 89 degrees 47 minutes 48 seconds West along said North line 22.10 feet to the Southeast corner of said Lot 2 of the Resubdivision of Lot 1 of Crystal Court Subdivision; thence North 00 degrees 28 minutes 40 seconds West along the East line of said Lot 2, a distance of 172.76 feet to the Place of Beginning in McHenry County, Illinois.



100' 0' 100' 200'
SCALE: 1" = 100'

CLIENT: CITY OF CRYSTAL LAKE
DRAWN BY: TVA CHECKED BY: TVA
SCALE: 1"=100' SEC. 9 T. 43 R. 8 E.
BASIS OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: ** ** PIN'S
JOB NO.: 251059 I.D. PDE 19-09-100-026
FIELDWORK COMP.: 1/30/26 BK. PG. 19-09-100-027
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F. REF: 19-09-200-009
19-09-200-043
19-09-300-029

REVISED 3/27/2026 ROAD NAME PER CLIENT (TVA)
REVISED 3/16/2026 ROAD NAMES ADDED (TVA)

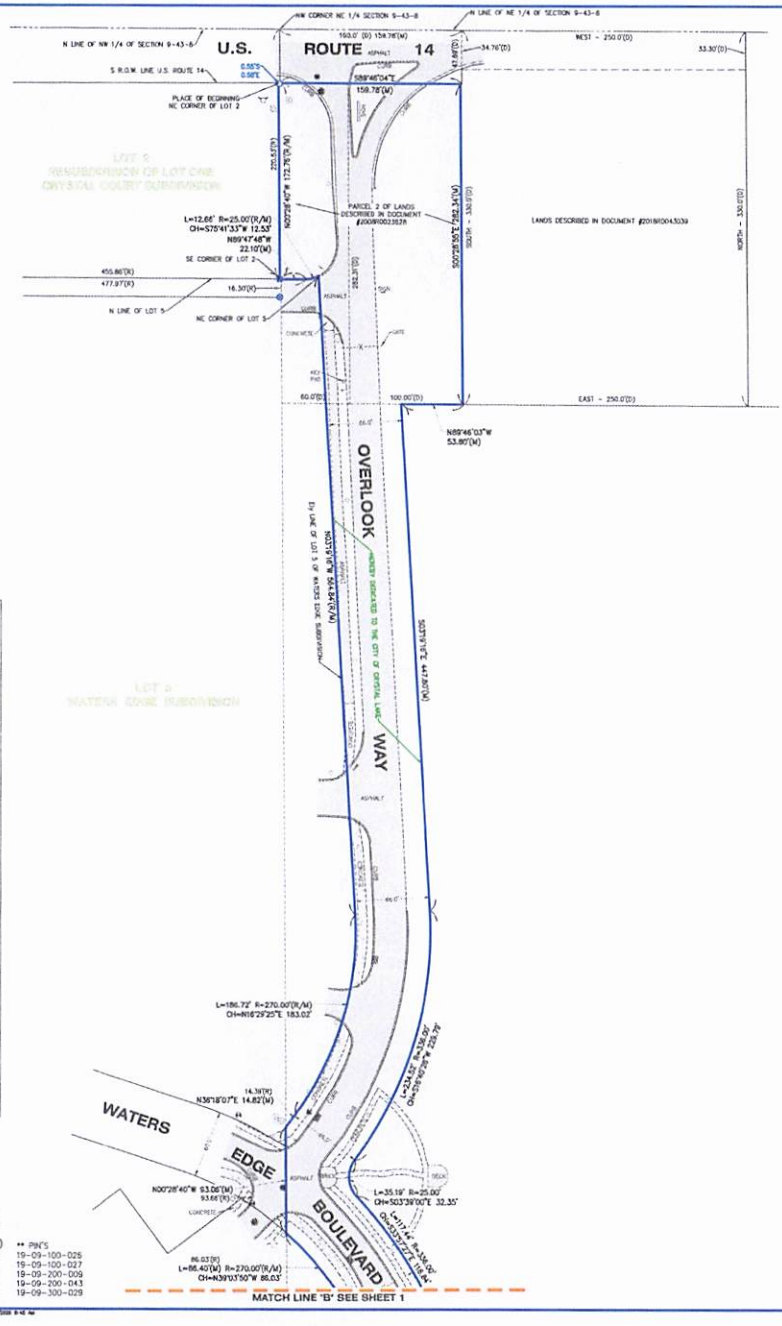
PLAT OF HIGHWAY DEDICATION
CITY OF CRYSTAL LAKE
THREE OAKS RECREATIONAL AREA ROAD

COVER SHEET
SCALE: 1"=100'
SHEET 1 OF 3

GRANTOR: CRYSTAL LAKE PARK DISTRICT
GRANTEE: CITY OF CRYSTAL LAKE

PLAT OF DEDICATION

PART OF THE NORTHEAST AND NORTHWEST QUARTERS OF SECTION 9, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF CRYSTAL, McHENRY COUNTY, ILLINOIS.



LEGEND	
•	BOLLARD
CB	CATCH BASIN
CO	CLEAN OUT
CI	CURB INLET
⊥	DOWN GUY
⊥	ELECTRIC & TELEPHONE RISERS
E	ELECTRIC HANDHOLE
EM	ELECTRIC METER
EO	ELECTRIC OUTLET
ER	ELECTRIC RISER
FH	FIRE HYDRANT
FP	FLAG POLE
FES	FLARED END SECTION
FC	FOUND CROSS
FIB	FOUND IRON BAR
FIP	FOUND IRON PIPE
FMN	FOUND MAG NAIL
H	HANDHOLE UNKNOWN
IN	INLET
LT	LIGHT
MB	MAIL BOX
MH	MANHOLE
SA	SANITARY MANHOLE
SC	SET CROSS
SIB	SET IRON BAR
SMN	SET MAG NAIL
SN	SIGN
ST	STORM MANHOLE
T	TELEPHONE HANDHOLE
TM	TELEPHONE MANHOLE
TR	TELEPHONE RISER
TC	TRAFFIC CONTROL BOX
TS	TRAFFIC SIGNAL POLE
TR	TRANSFORMER
TV	TV RISER
UP	UTILITY POLE
VV	VALVE VAULT
WS	WATER SHUT-OFF
WV	WATER VALVE
(D)	DEED
(M)	MEASURE
(R)	RECORD

SCALE: 1" = 50'

CLIENT: CITY OF CRYSTAL LAKE
DRAWN BY: TVA CHECKED BY: TVA
SCALE: 1"=50' SEC. 9 T. 43 N. R. 8 E.
BASES OF BEARING: IL EAST ZONE NAD83 (2011)
P.I.N.: **
JOB NO.: 251059 I.D. PDF
FIELDWORK COMP.: 1/30/26 BK. PG.
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CORRECTED TO 68° F.

** PIN'S
19-09-100-025
19-09-100-027
19-09-200-009
19-09-200-043
19-09-300-029

COUNTY CLERKS CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

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

Given under my hand and seal of the County at Woodstock, Illinois,

this _____day of _____, 2026 A.D.

_____
McHenry County Clerk

RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

This instrument filed for record in the Recorder's Office of McHenry County, Illinois, on this _____ day of _____, 2026 A.D., at _____ o'clock____M. and recorded as

Document Number_____

_____
McHenry County Recorder

CITY MANAGER CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

On the _____ day of _____, 2026 A.D.

this administrative plat was approved by the City Manager or Designee

_____
City Manager or Designee

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF McHENRY)

I, Terry L. Van Alstine, an Illinois Professional Land Surveyors, have surveyed and prepared this Plat of Highway Dedication as shown hereon and is to the best of my knowledge and belief, represents said dedication. All monuments found or established are of permanent quality and occupy the positions as shown hereon and conforms and that the monuments are sufficient to enable the survey to be retraced.

LEGAL DESCRIPTION, HIGHWAY DEDICATION:

That part of the Northeast Quarter and Northwest Quarter of Section 9, Township 43 North, Range 8 East of the Third Principal Meridian, described as follows: Beginning at the Northeast corner of Lot 2 of the Reaubdivision of Lot 1 of Crystal Court Subdivision, according to the Plat thereof recorded June 15, 2011 as Document No. 2011R0024670; thence South 89 degrees 46 minutes 04 seconds East along the South right-of-way line of U.S. Route 14, a distance of 159.78 feet to a point on the West line of lands described in Document No. 2018R0043039; thence South 00 degrees 28 minutes 55 seconds East along said West line, 282.34 feet to the Southwest corner thereof; thence North 89 degrees 46 minutes 03 seconds West, 58.80 feet; thence South 03 degrees 19 minutes 16 seconds East along a line 66.00 feet East of and parallel with the Easterly line of Lot 5 in Waters Edge Subdivision, according to the plat thereof recorded September 19, 2024 as Document No. 2024R0024371, a distance of 447.80 feet; thence Southwesterly 234.52 feet, along a curve to the right, being 66.00 feet Easterly of and parallel with said Easterly line of Lot 5, having a radius of 336.00 feet, the chord of which bears South 16 degrees 40 minutes 28 seconds West with a chord length of 229.79 feet to a point of reverse curvature; thence South 35.19 feet along a curve to the left, having a radius of 25.00 feet, the chord of which bears South 03 degrees 39 minutes 00 seconds East with a chord length of 32.35 feet to a point of reverse curvature; thence Southeast 117.44 feet along a curve to the right, being 66.00 feet Northeasterly of and parallel with the Easterly line of Lot 6 in said Waters Edge Subdivision, having a radius of 336.00 feet, the chord of which bears South 33 degrees 57 minutes 27 seconds East with a chord length of 116.84 feet; thence South 22 degrees 03 minutes 42 seconds East, 123.30 feet; thence Southeasterly 78.41 feet along a curve to the left, having a radius of 370.00 feet, the chord of which bears South 28 degrees 12 minutes 36 seconds East with a chord length of 78.26 feet; the South 55 degrees 38 minutes 30 seconds West, 122.03 feet; thence North 89 degrees 48 minutes 46 seconds West along a line 66.00 feet South of and parallel with the South lines of Lots 1 and 6 in said Waters Edge Subdivision, 1224.81 feet; thence South 88 degrees 13 minutes 59 seconds West, 990.93 feet to the Northeast corner of Outlot B in Waterside at Three Oaks Subdivision, according to the Plat thereof recorded September 10, 2025 as Document No. 2025R0024721; thence North 00 degrees 30 minutes 34 seconds West along the East line of said Waterside at Three Oaks Subdivision, 100.01 feet to the Northeast corner of said Subdivision; thence North 89 degrees 48 minutes 46 seconds West along said North line of said Waterside at Three Oaks Subdivision, 34.20 feet; thence North 71 degrees 32 minutes 16 seconds East, 98.44 feet; thence Easterly 132.80 feet along a curve to the right, having a radius of 408.00 feet, the chord of which bears North 80 degrees 51 minutes 45 seconds East with a chord length of 132.22 feet; thence South 89 degrees 48 minutes 46 seconds East along a line 52.90 feet North of and parallel with the South line of Lot 9 in Farmstead Subdivision, according to the Plat thereof recorded April 24, 1978 as Document No. 1978R0730083, a distance of 586.39 feet; thence South 76 degrees 48 minutes 46 seconds East, 235.18 feet to the Southwest corner of Outlot C in said Waters Edge Subdivision; thence South 89 degrees 48 minutes 46 seconds East along said South line of Lots 1, 6, Outlot C and the South line of Outlot H in said Waters Edge Subdivision, 1108.91 feet to a jog in said South line of Outlot H; thence North 69 degrees 32 minutes 55 seconds East the Southeasterly line of said Outlot H, 8.78 feet; thence Northeasterly 123.26 feet along said Southeasterly line of Outlot H, being along a curve to the left, having a radius of 95.00 feet, the chord of which bears North 31 degrees 39 minutes 26 seconds East with a chord length of 114.79 feet; thence North 05 degrees 30 minutes 42 seconds West along the Easterly line of said Outlot H and Lot 6, a distance of 47.27 feet; thence Northwesterly 39.15 feet along a curve to the left, having a radius of 92.00 feet, the chord of which bears North 17 degrees 42 minutes 21 seconds West with a chord length of 38.86 feet to a Point of Compound Curvature; thence continuing Northwesterly 86.40 feet along said Easterly line, being along a curve to the left, having a radius of 270.00 feet, the chord of which bears North 39 degrees 03 minutes 50 seconds West with a chord length of 86.03 feet to a jog in the Easterly line of said Waters Edge Subdivision; thence North 00 degrees 28 minutes 40 seconds West along said East line, 93.06 feet to a jog point in said Easterly line of Lot 5; thence North 36 degrees 18 minutes 07 seconds East along said Easterly line, 14.82 feet; thence Northeasterly 186.72 feet along said Easterly line, being along a curve to the left, having a radius of 270.00 feet, the chord of which bears North 16 degrees 29 minutes 25 seconds East with a chord length of 183.02 feet; thence North 03 degrees 19 minutes 16 seconds West along said Easterly line, 564.84 feet to the Northeast corner of said Lot 5; thence West 12.66 feet along the North line of said Lot 5, being along a curve to the right, having a radius of 25.00 feet, the chord of which bears South 75 degrees 41 minutes 33 seconds West with a chord Length of 12.53 feet; thence North 89 degrees 47 minutes 48 seconds West along said North line 22.10 feet to the Southeast corner of said Lot 2 of the Reaubdivision of Lot 1 of Crystal Court Subdivision; thence North 00 degrees 28 minutes 40 seconds West along the East line of said Lot 2, a distance of 172.76 feet to the Place of Beginning in McHenry County, Illinois.

Highway Dedication Area contained hereon 7.502 Acres.

This professional service conform to the current Illinois Minimum Standards for a Boundary Survey.

Made for the City of Crystal Lake, Illinois, dated this 23rd day of February 2026 A.D.

035-003055 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS EXP. 11/30/2026 WOODSTOCK, ILLINOIS

Illinois Professional Land Surveyor No. 35-3055
Vanderstappen Land Surveying, Inc.
Design Firm No. 184-002792

REVISED 3/27/2026 ROAD NAME PER CLIENT (TVA)
REVISED 3/19/2026 ROAD NAMES ADDED (TVA)

GRANTOR: CRYSTAL LAKE PARK DISTRICT
GRANTEE: CITY OF CRYSTAL LAKE

PLAT OF HIGHWAY DEDICATION

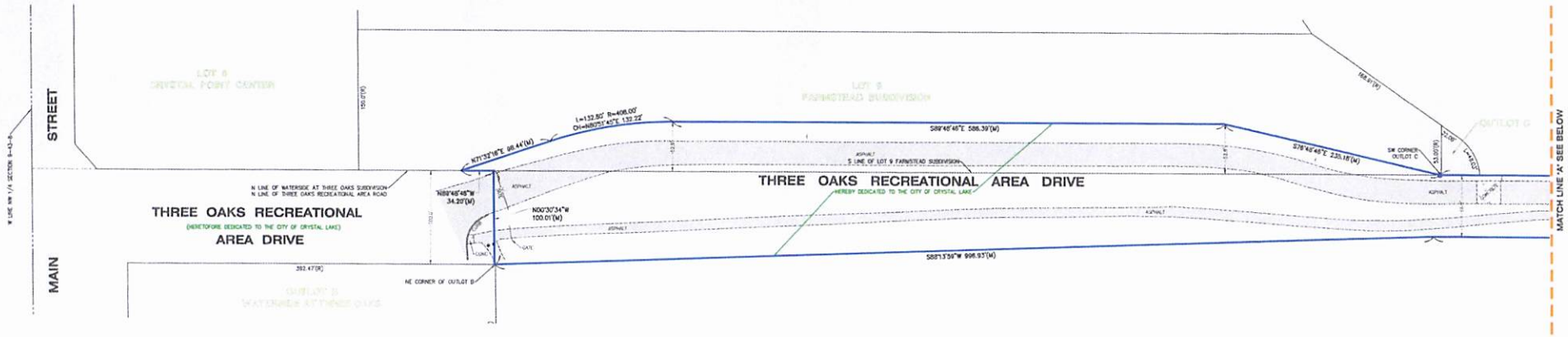
CITY OF CRYSTAL LAKE
THREE OAKS RECREATIONAL AREA ROAD

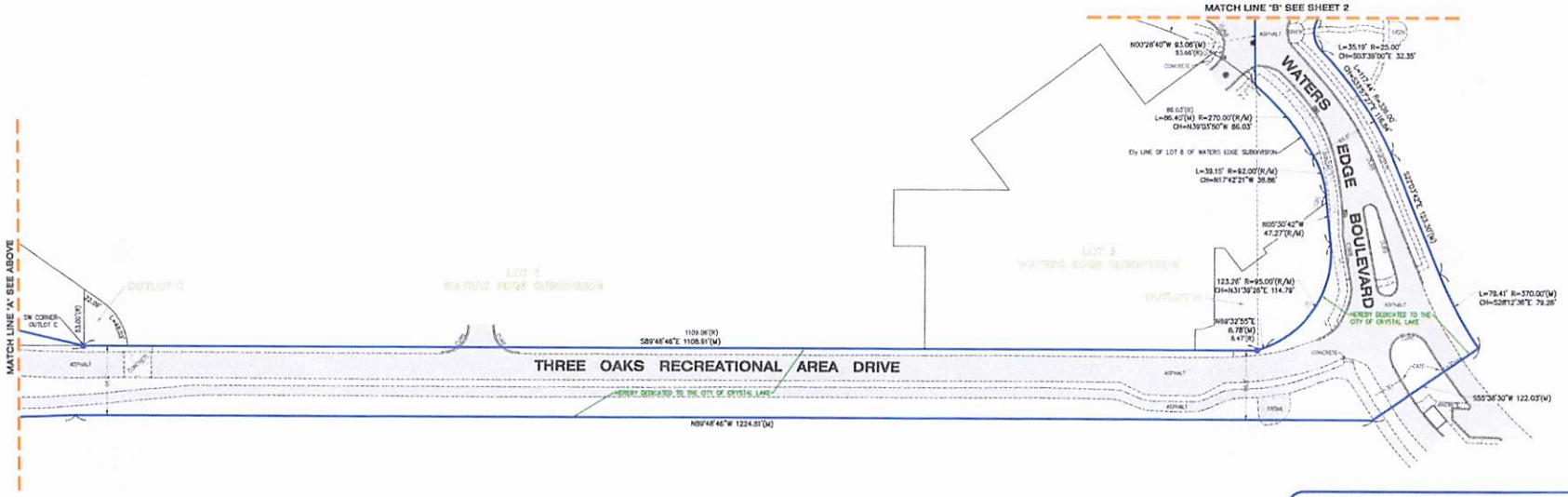
DETAIL SHEET
SCALE: 1"=50'
SHEET 2 OF 3

Vanderstappen
Land Surveying, Inc.
www.vandelsurv.com
1326 N. Madison St.
Woodstock, Illinois 60098
ph. 815-337-8340 fax 815-337-8344
"Always Licensed to the property line"

PLAT OF DEDICATION

PART OF THE NORTHEAST AND NORTHWEST QUARTERS OF SECTION 9, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF CRYSTAL, McHENRY COUNTY, ILLINOIS.





LEGEND

•	BOLLARD
⊕	CATCH BASIN
⊕	CLEAN OUT
▭	CURB INLET
⌖	DOWN GUY
⊿	ELECTRIC & TELEPHONE RISERS
E	ELECTRIC HANDHOLE
E	ELECTRIC METER
E	ELECTRIC OUTLET
E	ELECTRIC RISER
⊤	FIRE HYDRANT
⚑	FLAG POLE
⊳	FLARED END SECTION
✖	FOUND CROSS
●	FOUND IRON BAR
○	FOUND IRON PIPE
⊕	FOUND MAG NAIL
H	HANDHOLE UNKNOWN
▭	INLET
○	LIGHT
▭	MAIL BOX
⊕	MANHOLE
⊕	SANITARY MANHOLE
⊕	SET CROSS
⊕	SET IRON BAR
⊕	SET MAG NAIL
⊦	SIGN
⊕	STORM MANHOLE
T	TELEPHONE HANDHOLE
⊕	TELEPHONE MANHOLE
T	TELEPHONE RISER
▭	TRAFFIC CONTROL BOX
⊕	TRAFFIC SIGNAL POLE
▭	TRANSFORMER
T	TV RISER
⊕	UTILITY POLE
⊕	VALVE VAULT
⊕	WATER SHUT-OFF
⊼	WATER VALVE
(D)	DEED
(M)	MEASURE
(R)	RECORD

SCALE: 1" = 50'

CLIENT: CITY OF CRYSTAL LAKE
DRAWN BY: TVA CHECKED BY: TVA
SCALE: 1"=50' SEC. 9 T. 43 R. 8 E.
BASIS OF BEARING: E. EAST ZONE NAD83 (2011)
P.I.N.: **
JOB NO.: 251059 I.D. PDE
FIELDWORK COMP.: 1/30/26 BK. ___ PG. ___
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CONVERTED TO 42° F.

** PIN'S
19-09-100-026
19-09-100-027
19-09-200-009
19-09-200-043
19-09-300-029

REVISED 3/27/2026 ROAD NAME PER CLIENT (TVA)
REVISED 3/16/2026 ROAD NAMES ADDED (TVA)

PLAT OF HIGHWAY DEDICATION

CITY OF CRYSTAL LAKE
THREE OAKS RECREATIONAL AREA ROAD

DETAIL SHEET
SCALE: 1"=50'
SHEET 3 OF 3

GRANTOR: CRYSTAL LAKE PARK DISTRICT
GRANTEE: CITY OF CRYSTAL LAKE

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: Special Event Request Fee Waiver – Girls on the Run Crystal Lake Aquathon at the Three Oaks Recreation Area, Sunday, July 19, 2026

Staff Recommendation: Motion authorizing a fee waiver of $3,716 for the Crystal Lake Aquathon, to be held on Sunday, July 19, 2026, at the Three Oaks Recreation Area.

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

Background:

Girls on the Run of Northwest Illinois is a nonprofit organization that supports and encourages girls' participation in sports. Girls on the Run has coordinated with Smith Physical Therapy and Running Academy (Smith PT/RA) to organize the Crystal Lake Aquathon at the Three Oaks Recreation Area since 2023, and the City Council approved the 2026 event at the January 20th City Council meeting.

All event details remain unchanged from the 2017 through 2025 events, which were previously approved by the City Council. From 2017 through 2026, the City Council waived the fees for non-resident volunteer parking. Girls on the Run has formally requested the City Council's consideration to waive the total fees for the 2026 event.

Costs Requested to be Waived:

Non-Refundable	*Fee*
Application Fee	$75
Three Oaks Service Boat Fee	$45 ($15 per hour x 3 hours)
Three Oaks General Staff Fee	$450 ($15 per hour x 6 staff (5 hours))
Three Oaks Lifeguard Fee	$594 ($16.50 per hour x 12 guards (3 hours))
Pavilion A Fee	$180
Fire Rescue Department Personnel	$2,372
Non-Refundable Fee	**$3,716**

Required Costs to be Paid by Petitioner:

Refundable	Fee
Refundable Event Damage Deposit	$500
Total Refundable Fee:	**$500**

Total Costs:

Non-Refundable Fee	$3,716
Refundable Fee	$500
Total	**$4,216**

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: April 7, 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:

- 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 7th day of April 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: April 7, 2026
APPROVED: April 7, 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: 14

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variation to allow a portion of an attached deck to be converted into a screened-in porch encroaching one-foot into the required 75.45-foot front yard (lakeside) setback.

Location: 199 Edgewater Drive

Applicant: Riley Glerum and Linda Glerum, owners
199 Edgewater Drive

PZC Recommendation: To approve the Planning and Zoning Commission recommendation and adopt an Ordinance granting a Variation at 199 Edgewater Drive

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

Background:

- The current house and deck were built in 2021, after a previous home was demolished and the original lot was subdivided into two lots. On Crystal Lake, the side of the house that faces the lake is considered the front yard. Because most lots have deep front yards, the required setback for new development is based on an average of nearby properties. For this house the average setback is calculated to be 75.45 feet.
- The addition will be built atop a portion of the current deck, which encroaches into the required front yard. Open-air decks are allowed to encroach (up to four feet) into a required yard, but enclosed decks and other building additions are not. Once a roof structure is added atop the deck it becomes part of the principal structure and must meet those setbacks. This will not result in an increase of hard surface area coverage.
- Request: The petitioners are requesting a Variation to allow a portion of an attached deck to be converted into a screened-in porch encroaching one-foot into the required 75.45-foot front yard setback.
- 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: This lot was newly created by subdivision in 2020.

PZC Highlights:

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

- The hearing opened on March 18th, at which time the petitioner stated that a one-foot variation for a front-yard setback (74.5 feet instead of the required 75.45 feet) was being sought in order to construct a three-season room. He stated that the addition would be at the southeast corner of the home and replace a portion of an unenclosed deck. The deck currently encroaches into the required setback, but this is consistent with the UDO rules that allow an uncovered deck to encroach up to four feet into a required yard. The three-season room will match the setback of the deck, but this same encroachment is not allowed for house additions. He stated that a three-season room is common among lakefront properties and that it would increase property values. He stated that a hardship exists due to how the property tapers and that the required setback is excessively large. He noted that he would comply with the assessment of the City Engineer that a second infiltration drain would need to be added to handle any water runoff increase.
- Two neighbors spoke in favor of the request.
- The PZC comments were generally favorable toward the request. The PZC found that the petition met the Findings of Fact and was supportive of the request.

The Planning and Zoning Commission recommended **approval (6-0)** 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 (2/13/26)
   B. Architectural Plans (Glerum, submitted 2/17/26)
2. The petitioner shall address all review comments and requirements of the Public Works and Engineering Department and Community Development Department.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the **Variation at 199 Edgewater 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: RILEY D. GLERUM

Petitioner's Signature: Riley D Glerum Date: 03/30/2026

Recommended 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 (2/13/26)
   B. Architectural Plans (Glerum, submitted 2/17/26)

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

PARCEL IN QUESTION



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SIMPLIFIED RESIDENTIAL VARIATION TO ALLOW A SCREENED-IN PORCH ADDITION A ONE FOOT ENCROACHMENT INTO THE FRONT-YARD SETBACK OF 75.4 FEET, AT 199 EDGEWATER DRIVE

Draft

WHEREAS, Riley Glerum and Linda Glerum (the "Petitioners") have filed a Petition (File #PLN-2026-028) requesting a Variation to allow a portion of an attached deck to be converted into a screened-in porch encroaching one foot into the required 75.45-foot front yard setback at 199 Edgewater 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 February 27, 2026, in the Northwest Herald, held a public hearing at 7:00 p.m., on March 18, 2026, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on March 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 Variation 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 portion of an attached deck to be converted into a screened-in porch encroaching one foot into the required 75.45-foot front-yard (lakeside) setback at 199 Edgewater 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 (2/13/26)
   B. Architectural Plans (Glerum, submitted 2/17/26)

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 provided by law.

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

DATED at Crystal Lake, Illinois, this 7th day of April 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: April 7, 2026
Approved: April 7, 2026

Draft

#2026-028
199 Edgewater Drive – Setback Variation
Project Review for Planning and Zoning Commission

Meeting Date: March 18, 2026

Request: Variation to allow a portion of an attached deck to be converted into a screened-in porch having a front yard (lakeside) setback of 74.5 feet instead of the required 75.45 feet.

Location: 199 Edgewater Drive

Acreage: Approximately 10,031 square feet

Existing Zoning: R-2 Single-Family Residential

Surrounding Properties:
North: R-2 Single-Family Residential
South: R-2 Single-Family Residential
East: Crystal Lake (Water)
West: R-2 Single-Family Residential

Staff Contact: Darrell Moore (815.356.3612)

Background:

- The current house and deck were built in 2021, after a previous home was demolished and the original lot was subdivided into two lots. At the time of construction, the front-yard (lakeside) setback was calculated at 77.5 feet. The new deck extending off the house encroached three feet into this setback in compliance with the UDO, which allows decks open to the sky to encroach up to four feet into a required setback.
- Previous Approvals:
    - No previous zoning approval. The new home and subdivided lot were approved in 2020 and 2021.

Development Analysis:

General

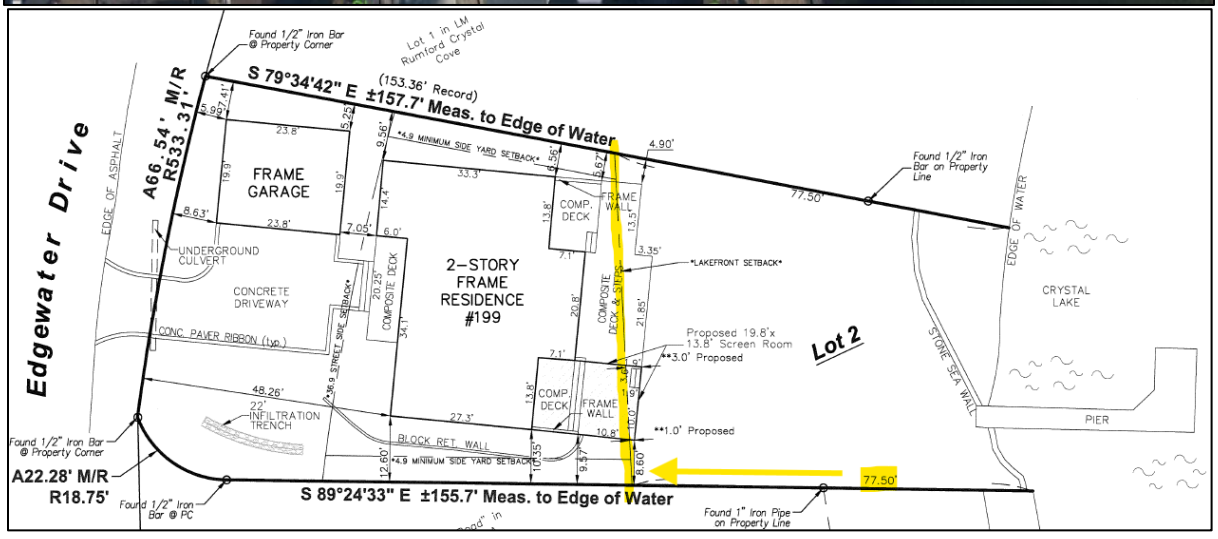
- Request: Variation to allow an attached deck to be converted into a screened-in porch having a front yard (lakeside) setback of 74.5 feet instead of the required 75.45 feet.
- Zoning: The property is zoned R-2 Single-Family Residential. This zoning designation is appropriate for this use.
- Land Use: The land use map shows the area as Urban Residential. This land use designation is appropriate for this use.

Project Details and Analysis:

The property owner is seeking to enclose a portion of an existing attached deck to create a three-season room facing Crystal Lake. Staff calculated the lakeside setback at 75.45 feet—a reduction from the previous (2020) calculation by about two feet. Most of the proposed three-season room will comply with this setback, except for the northeast corner, which will encroach one foot. This type of encroachment is not eligible for an administrative variation. Three-season rooms and screened lakeside porches are common in this area. It is not anticipated for this addition to impact sight lines of the lake.

The City Engineer has evaluated the proposal and determined that it increases impervious surface coverage and, therefore, it will require a second infiltration trench on the property.

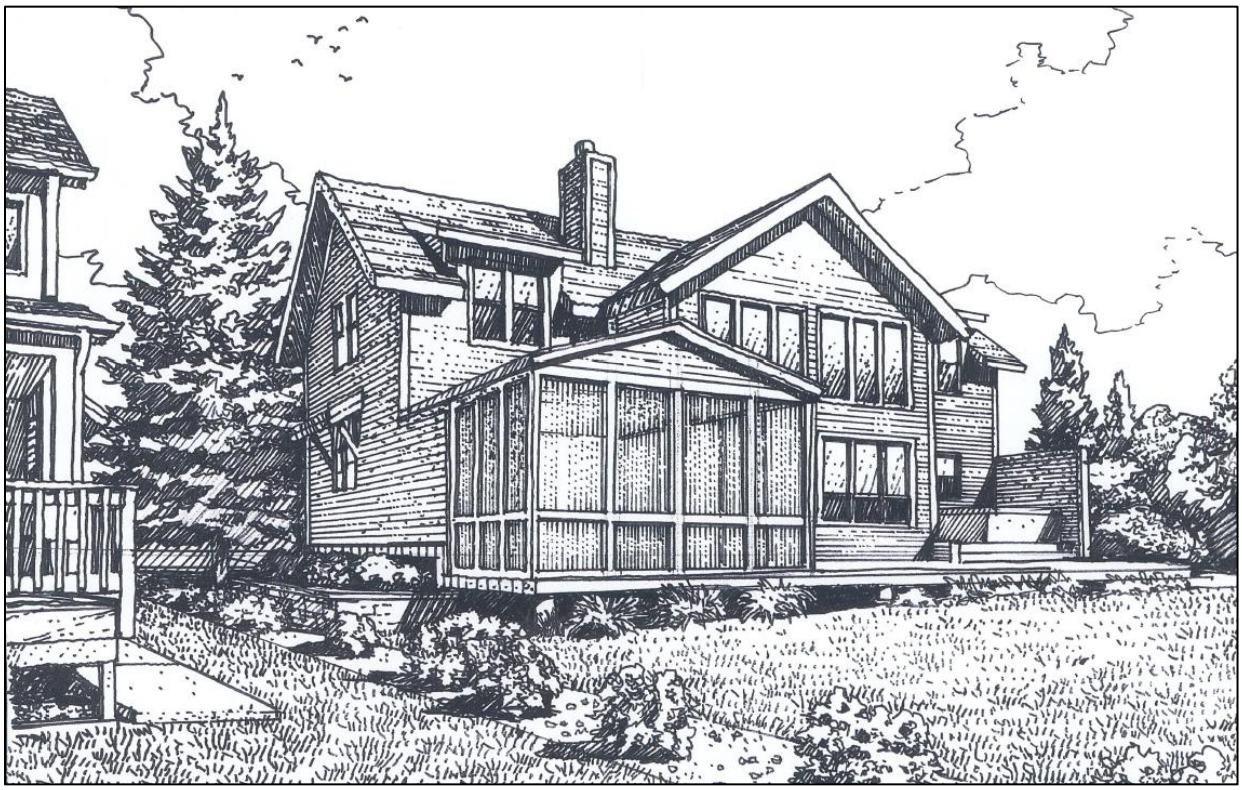




TOP: Aerial (2025)
BOTTOM: Plat of survey showing improvements and the setback calculated in 2020



TOP: Birds-eye view (Google, c. 2023)
BOTTOM: Owner-provided image of the addition location and neighbor's house (left)
NEXT PAGE: Architect rendering



Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting a Variation to allow an attached deck to be converted into a screened-in porch having a front yard (lakeside) setback of 74.5 feet instead of the required 75.45 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:
   A. Application (2/13/26)
   B. Architectural Plans (Glerum, submitted 2/17/26)

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

Riley and Linda Glerum

Name

199 Edgewater Drive

Street

Crystal Lake | Illinois | 60014

City | State | Zip Code

[redacted] | [redacted]

Telephone Number | Fax Number | E-mail address

II. Owner of Property (if different)

Glerum Revocable Living Trust, Co-Trustees: Riley D. Glerum and Linda Glerum

Name

[redacted]

Address | Telephone Number

III. Project Data

1. a. Location/Address: 199 Edgewater Drive, Crystal Lake, IL

   b. PIN #: 18-01-154-019

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 project involves adding a screened-in porch over a portion of the existing lakeside deck, incorporating the original deck construction. The existing deck extends slightly into the lakeside setback, so a minor variance will be required to accommodate the addition of the single-story screened area. The existing two-story home more than complies with the lakeside setback.

IS THE HARDSHIP SELF-CREATED?

No, the hardship comes from our pie-shaped, non-conforming lot with its restrictive setbacks and results in a reduced buildable area and less development flexibility. Considering the proximity of several other nearby properties to the lake edge, the impact of the variance is negligible.

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

Yes, several other nearby lake homes appear to lack compliance with the city's current/average setback requirements for the front (lakeside) yard in this zoning district (R-2 Single Family).

WILL THE VARIATION ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY?

No, the variation allows the porch to be functionally and aesthetically compatible with the existing home which was contextually designed to maintain the character of the existing neighborhood per city standards. It will allow our family the full enjoyment of a needed pest-free outdoor space, enhance the home's lakeside appearance, and generally make a positive impact.

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

No, if granted, the variation will not harm public welfare or other properties. The proposed addition will comply with all city developmental regulations, except for the aforementioned minor variance, and will not affect any neighbor's lake views.

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 screened-in porch will not block sunlight or fresh air from reaching any adjacent properties, nor will it diminish their values. Street congestion will not be increased by additional cars or people and code compliant construction will mitigate any increased fire risk or endangerment of the public.

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

None.

IV. Signatures

[redacted]

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.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, MARCH 18, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2026-028 – 199 EDGEWATER DRIVE – VARIATION
Variation to allow a screened-in porch having a front -yard (lakeside) setback of 74.5 feet instead of the required 75.45 feet.

Petitioner and homeowner at 199 Edgewater Drive, Riley Glerum, presented the request for a project that involves adding a 280-square-foot screened porch over a portion of the existing deck. Mr. Glerum stated the scope of work includes removing and reinstalling the existing deck as necessary for foundation modifications to support the screened porch superstructure, including the walls and roof. The petitioner noted the existing house is two stories while the proposed screened porch will only be one story. The issue, according to the petitioner, is that the northeast corner of the existing deck, on which the screened area will sit, projects one foot into the current lakeside setback. Because most of the proposed screened area falls within the current setback, the petitioner requested a minor variance. Mr. Glerum described the hardship as resulting from a pie-shaped lot with relatively restrictive setbacks and reduced buildable area and stated that considering the proximity of several nearby properties to the lake edge, the impact of the request would be negligible. Mr. Glerum further stated the project would positively impact surrounding properties, is compatible with the existing house and area character, and still complies with all other development regulations including landside yard setbacks, building coverage, and overall impervious surface allowances, with the sole exception of the one-foot projection at the northeast corner. The petitioner also acknowledged that Engineering reviewed the proposal and will require a second infiltration trench, and stated he would comply.

Mr. Greenman stated the petitioner had done an excellent job identifying the findings of fact, the variation, and the hardship. Mr. Greenman also referenced the recommended conditions, noting they largely involved compliance with review comments already discussed, including Engineering requirements and the expectation that the plans presented that evening would be the plans the petitioner would be held to.

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

Robert Skalany, 1369 Dolo Rosa Vista, stated he has lived in Crystal Lake for over 70 years and in his current residence since 1969. He commended the petitioner for making the application and going through the process, explaining that in his neighborhood he has seen many irregular building projects that were never permitted and that those projects have impacted neighboring properties. Mr. Skalany stated that every time impervious material is added, even if the amount seems small, it contributes incrementally to flooding issues on the west end.

Bob Buelow, 179 Edgewater Dr, also spoke and stated he supported the project and believed the property clearly presented a hardship, adding that he appreciated the petitioner following up and doing the work correctly.

Mr. Greenman closed the public comment portion of the hearing and asked for the staff report.

Mr. Moore stated that the City Engineer had reviewed the request and that although the existing deck already provides some hard surface, the screened porch roof would be treated differently and would add to the hard surface area. Mr. Moore stated the project does not exceed any maximum hard surface allowance, but an infiltration trench is anticipated to be required as part of permit approval. At the Chair's request, Mr. Moore further explained that the trench would provide an area where runoff, before reaching the lake, would go into a trench and have time to disperse into the ground rather than sheet flow directly into the lake, thereby improving water quality and allowing more controlled dispersal. Mr. Greenman asked whether the runoff would remain on the property and not go to neighboring properties, Mr. Moore responded that it would take the same path groundwater would take. Mr. Moore added that, while the petitioner had referred to the lot as nonconforming, that was inaccurate; Mr. Moore clarified it is a conforming lot but otherwise believed the petitioner had addressed the applicable standards.

Mr. Gronow asked whether the existing deck would remain and whether the screened porch would simply be built over it. Mr. Glerum responded that the deck would need to be disassembled to add foundations to support the porch, and that existing materials would be salvaged and reinstalled to the extent possible, with damaged materials replaced as needed.

Ms. Repholz and Ms. Dzielski had no questions.

Ms. Mason also had no questions but commented that it was a great project and they are looking forward to seeing it on record.

Mr. Greenman stated that, based on the absence of additional questions, the Commission appeared comfortable moving forward. Mr. Greenman added that in his opinion the petitioner met the findings of fact, and thanked the petitioner for the time, effort and cost to do it properly so that the work would not negatively impact the neighborhood and would instead beautify the property and improve the overall aesthetics of the area.

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:
    A. Application (2/13/26)
    B. Architectural Plans (Glerum, submitted 2/17/26)

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

Ms. Mason seconded the motion. On roll call, Members Gronow, Mason, Repholz, Smith, Greenman and Dzielski voted yes. The motion passed unanimously (6-0).

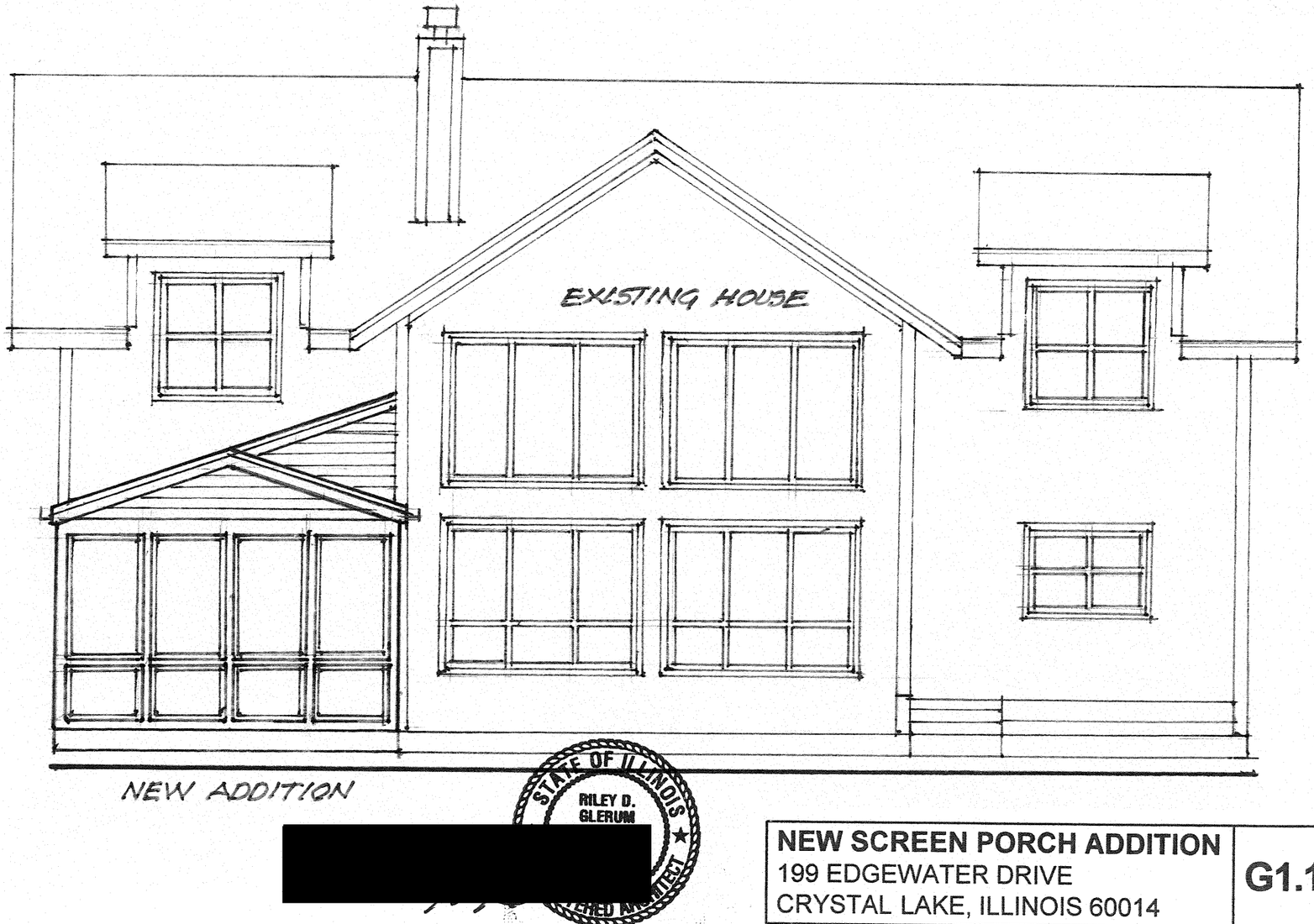
PROJECT INFORMATION	DEVELOPMENTAL REGULATIONS	REQUIRED	EXISTING HOUSE AS BUILT	WITH SCREEN PORCH ADDITION
DESCRIPTION: NEW SCREEN PORCH ADDITION	MINIMUM FRONT/LAKEFRONT SETBACK	77.5 FT	81.93 FT (N), 90.00 FT (S) : OK	SEE NOTE BELOW
CONSTRUCTION TYPE: TYPE VB, AREA = 280 GSF	MINIMUM SIDE YARD SETBACK	4.9 FT	5.82 FT (N), 9.57 FT (S): OK	5.82 FT (N), 8.60 (S): STILL OK
LOCATION: 199 EDGEWATER DRIVE, CRYSTAL LAKE, ILLINOIS 60014	TOTAL MIN. SIDE YARD SETBACK	12.6 FT	15.4 FT: OK	14.42 FT: STILL OK
OWNERS: RILEY D. AND LINDA GLERUM PHONE (217) 621-6868	CORNER SIDE YARD SETBACK	NA	NA	NA
ADDRESS: 199 EDGEWATER DRIVE, CRYSTAL LAKE, ILLINOIS 60014	MINIMUM.REAR YARD/STREET.SIDE SETBACK	36.9 FT	37.2 FT: OK	37.2 FT: STILL OK
SUBDIVISION/LOT/LOT SIZE: CEPEK'S RA CRYSTAL VISTA, LOT 2, 10,488 SQ FT, NON-CONFORMING	MAXIMUM BUILDING HEIGHT (MEAN HEIGHT LEVEL)	28 FT/ 2-STORIES	21.5 FT/ 2-STORIES: OK	14.0 FT/1-STORY: STILL OK
ZONING DISTRICT: R-2 SINGLE FAMILY	MAXIMUM IMPERVIOUS SURFACE	50%	28.3% (2,957 SF/10,488 SF=.219): OK	30.9% (3,237 SF/10,488=.309): STILL OK
	MAXIMUM BUILDING COVERAGE	40%	27.6% (2,880 SF/10,488 SF=.224): OK	30.0% (3,160 SF/10,488=.301): STILL OK
	INFILTRATION TRENCH PER SIMPLIFIED CALCULATOR	19 LF	22 LF: OK	21 LF: STILL OK

SHEET INDEX

G1.1 TITLE SHEET
PLAT OF SURVEY – LUCO SURVEYING
A1.1 FLOOR PLAN
A2.1 EAST ELEVATION
A2.2 NORTH AND SOUTH ELEVATIONS
A3.1 BUILDING SECTION - ELEVATIONS
A4.1 WALL SECTIONS
S1.1 FOUNDATION PLAN
S1.2 FLOOR FRAMING
S1.3 ROOF FRAMING

NOTE: REQUEST FOR LAKEFRONT SETBACK VARIANCE (SEE PLAT OF SURVEY)

1. THE PROPOSED SCREEN PORCH EXTENDS 3.0 FT AT ITS NORTHEAST CORNER AND 1.0 FT AT ITS SOUTHEAST CORNER INTO THE ESTABLISHED 77.5 FT LAKESIDE SETBACK. THIS REPRESENTS AN ENCROACHMENT OF 26.6 SF IN AREA. BECAUSE THE EXISTING TWO-STORY RESIDENCE IS ALREADY POSITIONED WELL BACK FROM THE LAKEFRONT SETBACK AND THE SINGLE-STORY PORCH DESIGN DOES NOT IMPAIR ANY OF THE NEIGHBORS' VIEWS, WE RESPECTFULLY REQUEST RELIEF FROM THIS MINOR INFRACTION.



STATE OF ILLINOIS
RILEY D. GLERUM
REGISTERED ARCHITECT

[redacted]

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

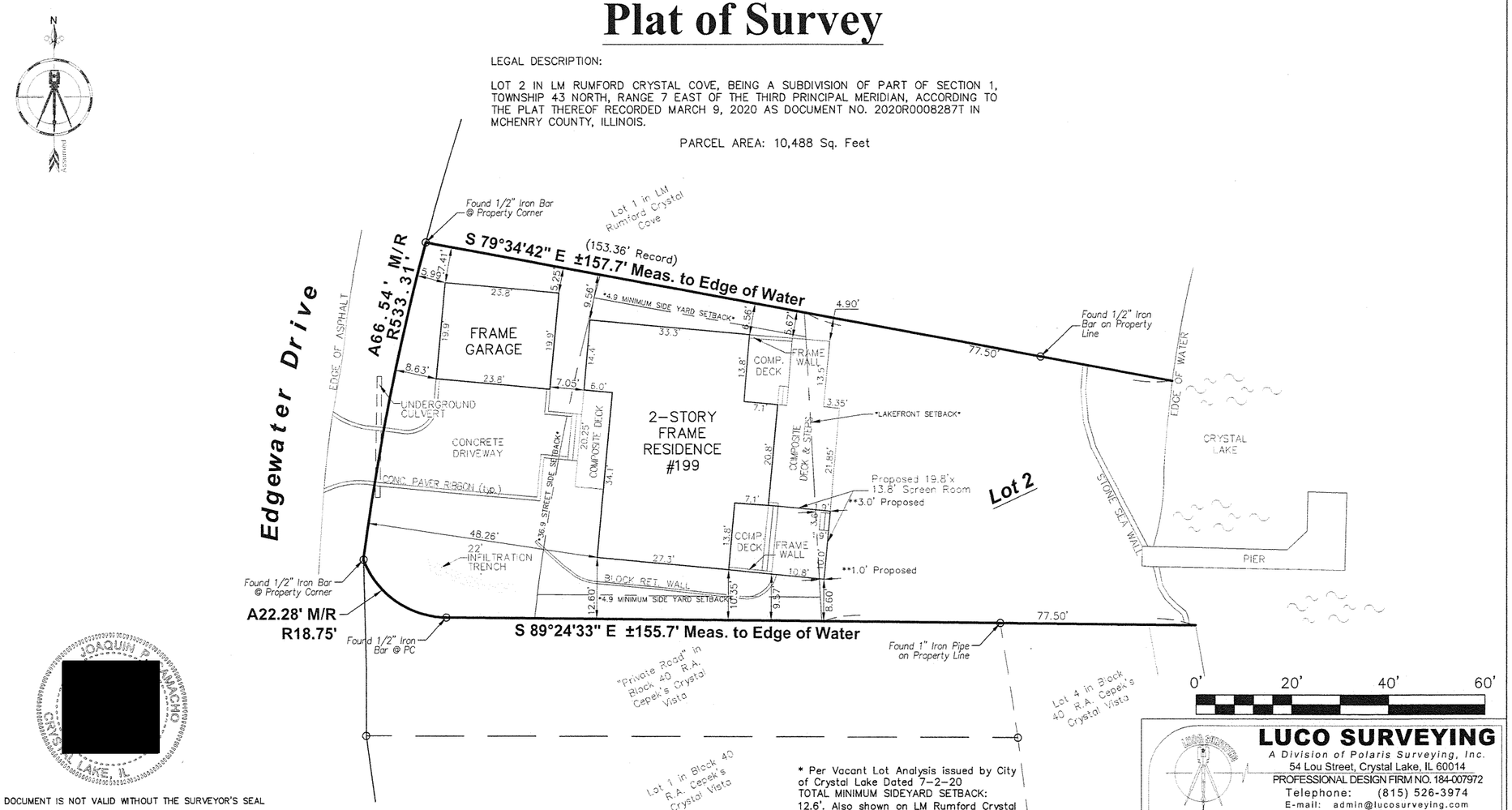
G1.1

Plat of Survey

LEGAL DESCRIPTION:

LOT 2 IN LM RUMFORD CRYSTAL COVE, BEING A SUBDIVISION OF PART OF SECTION 1, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 9, 2020 AS DOCUMENT NO. 2020R0008287T IN MCHENRY COUNTY, ILLINOIS.

PARCEL AREA: 10,488 Sq. Feet



JOAQUIN P. CAMACHO
CRYSTAL LAKE, IL

THIS DOCUMENT IS NOT VALID WITHOUT THE SURVEYOR'S SEAL

STATE OF ILLINOIS }SS
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 SEPTEMBER 23, 2025
JOAQUIN P. CAMACHO, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 4088
LICENSE TO BE RENEWED NOVEMBER 30, 2026

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 OR UNDERGROUND UTILITIES (IF ANY), INCLUDING, BUT NOT LIMITED TO CONDUITS AND CABLES ARE NOT SHOWN HEREON.

* Per Vacant Lot Analysis issued by City of Crystal Lake Dated 7-2-20
TOTAL MINIMUM SIDEYARD SETBACK: 12.6'. Also shown on LM Rumford Crystal Cove Subdivision Doc. 2020R0008287.

LEGEND

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

ABBREVIATIONS

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

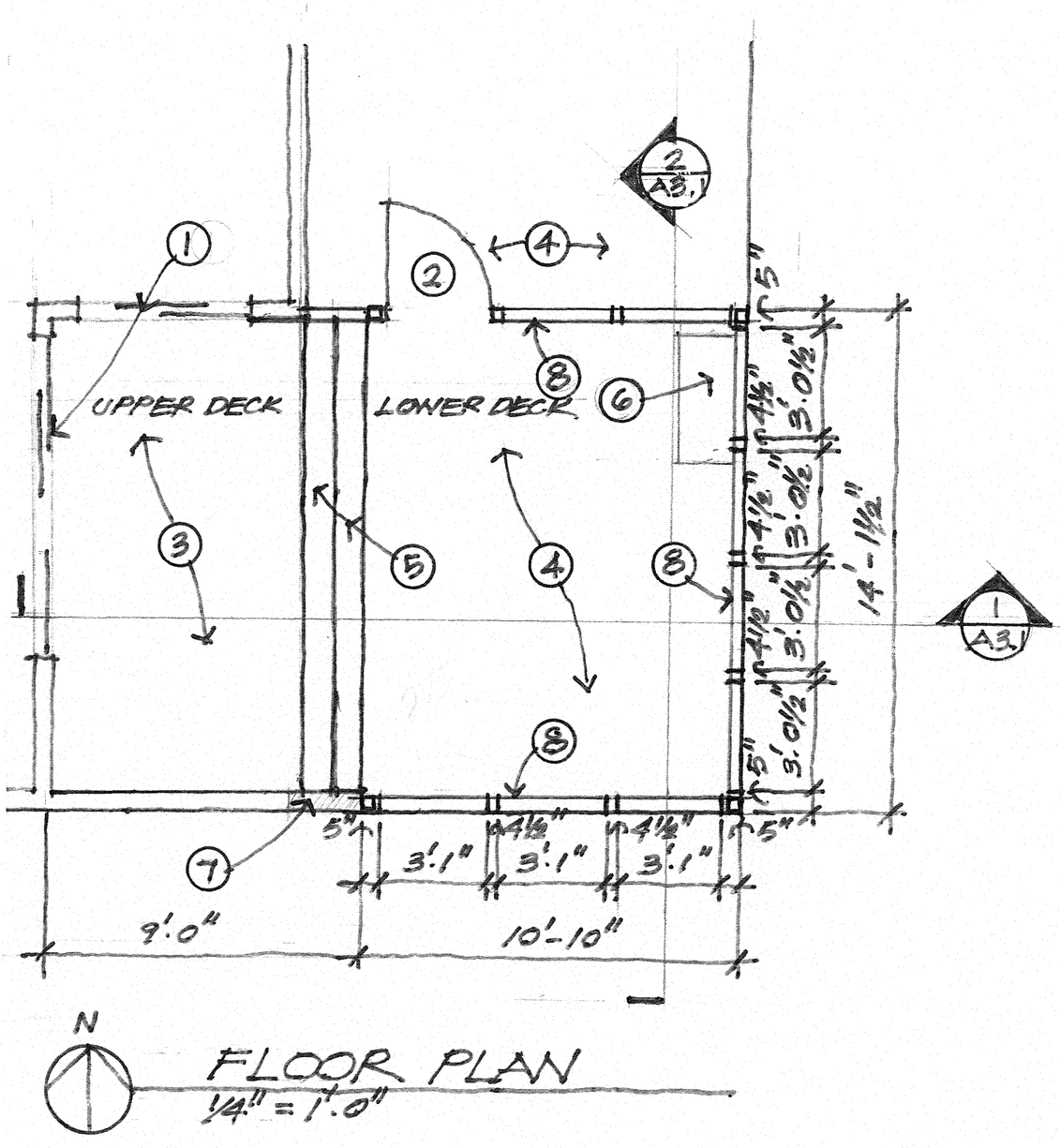
LUCO SURVEYING
A Division of Polaris Surveying, Inc.
54 Lou Street, Crystal Lake, IL 60014
PROFESSIONAL DESIGN FIRM NO. 184-007972
Telephone: (815) 526-3974
E-mail: admin@lucosurveying.com

Common Address:	199 Edgewater Dr.,Crystal Lake, IL
PIN:	18-01-154-019
Job Number:	25-76403 Drafted By: jac
Client:	Riley Glerum
Reference:	N/A
Field Work Completion:	8/22/2025
Revision:	

KEYED NOTES THIS SHEET

1. EXISTING SLIDING GLASS DOOR TO REMAIN.
2. NEW 3'-0" W X 6'-8" H X 1" THK WOOD SCREEN DOOR (SEE NORTH ELEVATION FOR DOOR STYLE).
3. UPPER DECK - EXISTING COMPOSITE DECK BOARDS TO REMAIN.
4. LOWER DECK - REINSTALL SALVAGED (NEW IF REQD) COMPOSITE DECK BOARDS WHERE REMOVED FOR NEW PIER INSTALL.
5. LOWER DECK - REINSTALL SALVAGED (NEW IF REQD) COMPOSITE DECK BOARDS AT STEPS (TREADS AND RISERS) WHERE REMOVED FOR NEW PIER INSTALL.
6. REMOVE AND INFILL EXISTING STEPS WITH COMPOSITE DECK BOARDS OVER WOOD JOISTS.
7. REBUILD END PORTION OF EXISTING WING WALL WHERE CANTILEVER END OF NEW ENGINEERED WOOD BEAM CONNECTS.
8. NEW 2X4 TREATED WOOD PARTITION FORMING OPENINGS FOR SCREEN PANELS. SEE BLDG SECTION AND ELEVATIONS FOR VERT DIMENSIONS AND EXACT CONFIGURATION.

NOTE: ALL 1X6 NOM COMPOSITE WOOD DECK BOARDS AND 1X12 NOM FASCIA BOARDS ARE SQUARE EDGED TREX TRANSCEND (COLOR: TIKI TORCH).

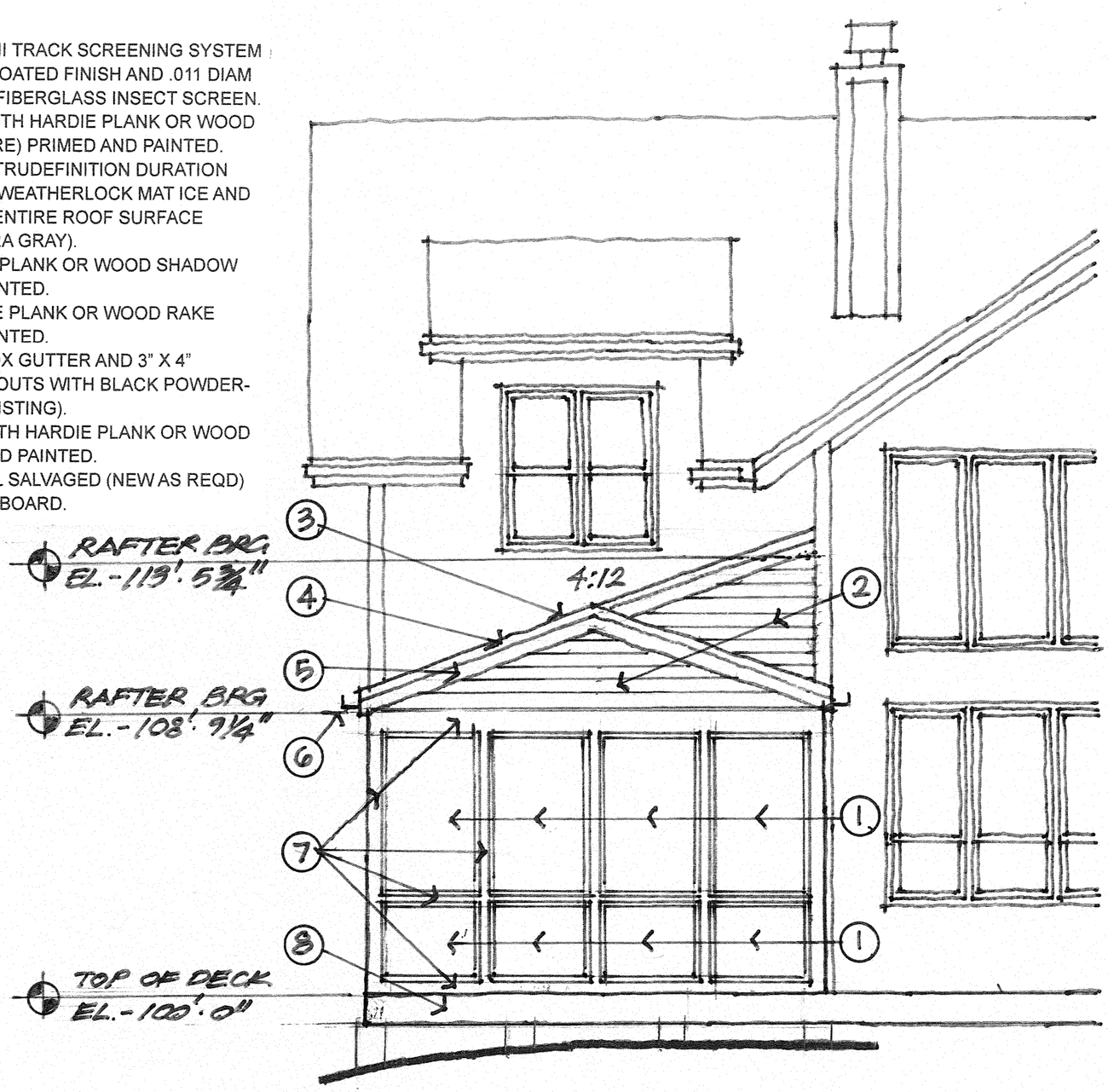


FLOOR PLAN
1/4" = 1'-0"

NEW SCREEN PORCH ADDITION 199 EDGEWATER DRIVE CRYSTAL LAKE, ILLINOIS 60014	A1.1

KEYED NOTES THIS SHEET

1. NEW SCREEN TIGHT MINI TRACK SCREENING SYSTEM WITH BLACK POWDER-COATED FINISH AND .011 DIAM 18/16 MESH CHARCOAL FIBERGLASS INSECT SCREEN.
2. NEW 5/16" X 6-1/4" SMOOTH HARDIE PLANK OR WOOD LAP SIDING (5" EXPOSURE) PRIMED AND PAINTED.
3. NEW OWENS CORNING TRUDEFINITION DURATION ASPHALT SHINGLES ON WEATHERLOCK MAT ICE AND WATER BARRIER OVER ENTIRE ROOF SURFACE (SHINGLE COLOR: SIERRA GRAY).
4. 1" X 4" SMOOTH HARDIE PLANK OR WOOD SHADOW BOARD PRIMED AND PAINTED.
5. 1" X 10" SMOOTH HARDIE PLANK OR WOOD RAKE BOARD PRIMED AND PAINTED.
6. 6" W X 4" H .032 ALUM BOX GUTTER AND 3" X 4" CORRUGATED DOWNSPOUTS WITH BLACK POWDER-COAT FINISH (MATCH EXISTING).
7. 1" X WIDTH REQD SMOOTH HARDIE PLANK OR WOOD TRIM BOARD PRIMED AND PAINTED.
8. REMOVE AND REINSTALL SALVAGED (NEW AS REQD) 1X12 NOM DECK FASCIA BOARD.



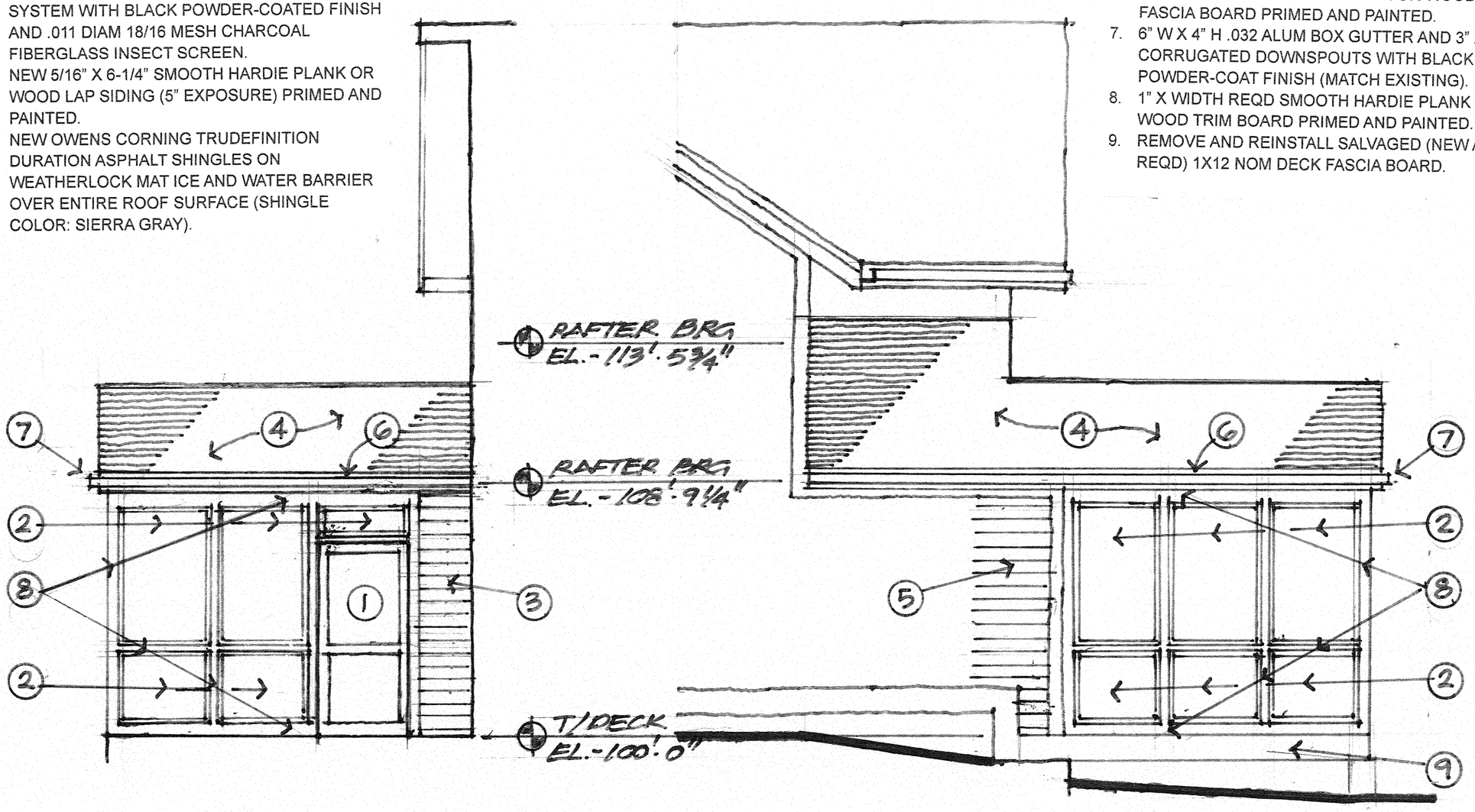
EAST ELEVATION
1/4" = 1'-0"

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

A2.1

KEYED NOTES THIS SHEET

1. NEW 3'-0" W X 6'-8" H X 1" THK SCREEN TIGHT WOODCRAFT WOOD SCREEN DOOR WITH .011 DIAM 18/16 MESH CHARCOAL FIBERGLASS INSECT SCREEN.
2. NEW SCREEN TIGHT MINI TRACK SCREENING SYSTEM WITH BLACK POWDER-COATED FINISH AND .011 DIAM 18/16 MESH CHARCOAL FIBERGLASS INSECT SCREEN.
3. NEW 5/16" X 6-1/4" SMOOTH HARDIE PLANK OR WOOD LAP SIDING (5" EXPOSURE) PRIMED AND PAINTED.
4. NEW OWENS CORNING TRUDEFINITION DURATION ASPHALT SHINGLES ON WEATHERLOCK MAT ICE AND WATER BARRIER OVER ENTIRE ROOF SURFACE (SHINGLE COLOR: SIERRA GRAY).
5. REBUILD END PORTION OF EXISTING WING WALL TO REMAIN AS REQD WHERE CANTILEVER END OF NEW ENGR WOOD BEAM ATTACHES.
6. 1" X 10" SMOOTH HARDIE PLANK OR WOOD FASCIA BOARD PRIMED AND PAINTED.
7. 6" W X 4" H .032 ALUM BOX GUTTER AND 3" X 4" CORRUGATED DOWNSPOUTS WITH BLACK POWDER-COAT FINISH (MATCH EXISTING).
8. 1" X WIDTH REQD SMOOTH HARDIE PLANK OR WOOD TRIM BOARD PRIMED AND PAINTED.
9. REMOVE AND REINSTALL SALVAGED (NEW AS REQD) 1X12 NOM DECK FASCIA BOARD.



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

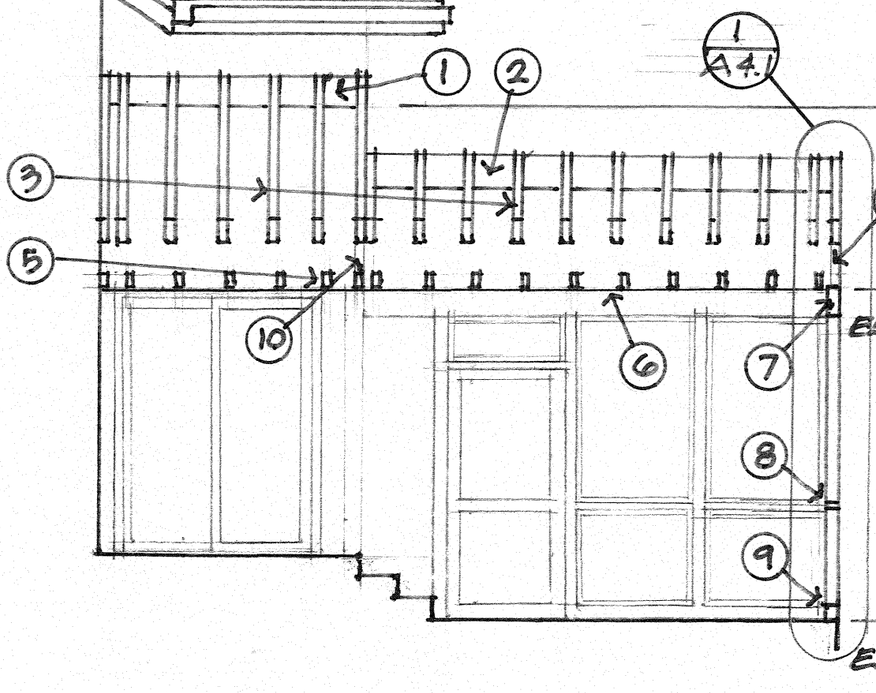
SOUTH ELEVATION
1/4" = 1'-0"

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

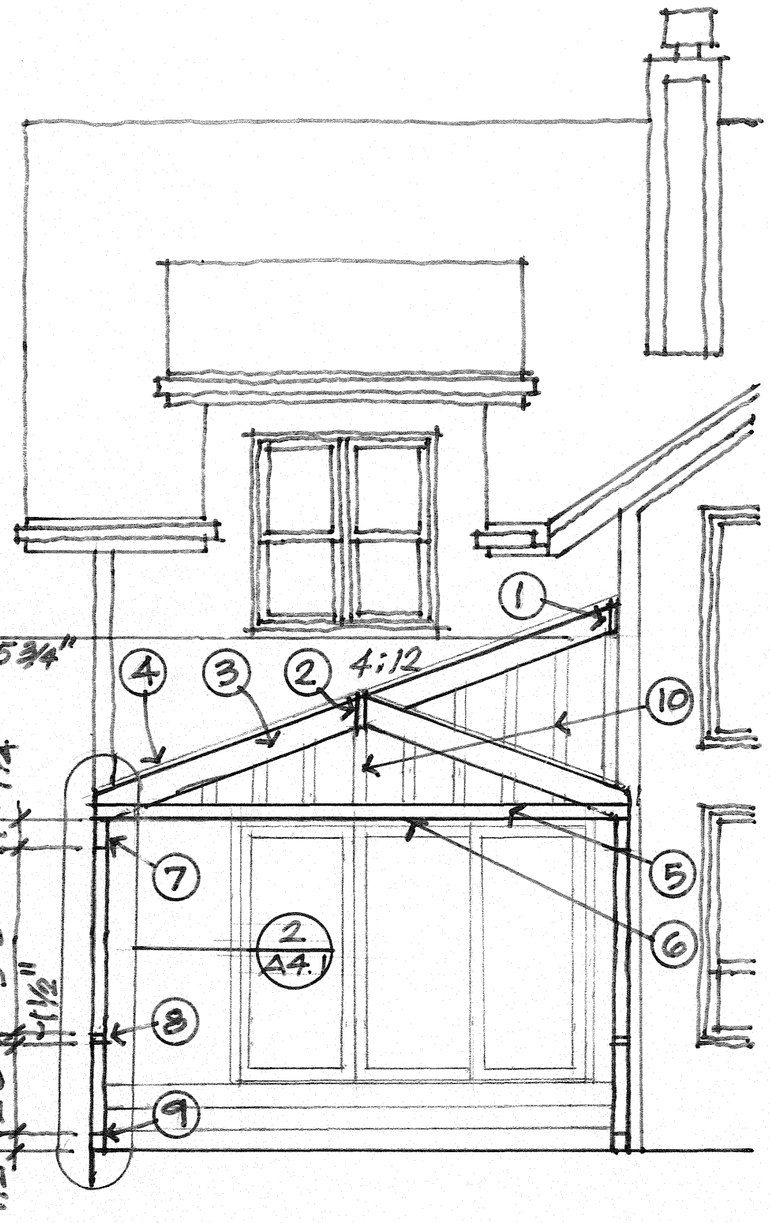
A2.2

KEYED NOTES THIS SHEET

1. NEW 2X10 TREATED WOOD LEDGER BD.
2. NEW 2X10 TREATED WOOD RIDGE BD.
3. NEW 2X8 TREATED WOOD RAFTERS AT 16" 0.C. TYP.
4. NEW 1/2" BLUE EDGE SEAL, APA - RATED EXPOSURE 1 OSB ROOF SHEATHING.
5. NEW 2X4 TREATED WOOD RAFTER TIES (CEILING JOISTS) AT 16" O.C.
6. NEW 1X3 SYP (3/4" X 2-1/2" ACTUAL) WOOD FURRING STRIPS PERPINDICULAR TO CEILING JOISTS AT 3-1/2" O.C. - STAIN TO MATCH "TIKI TORCH" COLOR OF TREX DECKING.
7. NEW 3-1/2" X 9-1/4" TREATED, ENGINEERED WOOD BEAM (PARALLAM PLUS PSL OR EQUAL).
8. NEW 2X4 TREATED WOOD HORIZ RAIL.
9. NEW 3-12"W X 4-1/2"H TREATED WOOD CURB.
10. NEW 2X4 TREATED WOOD AT 16" O.C. INSTALLED FLAT BETWEEN UNDERSIDE OF RAFTER AND TOP OF CEILING JOIST/BEAM TO FORM ROOF END WALLS.



1 / A3.1 BUILDING SECTION - ELEVATION
1/4" = 1'-0"



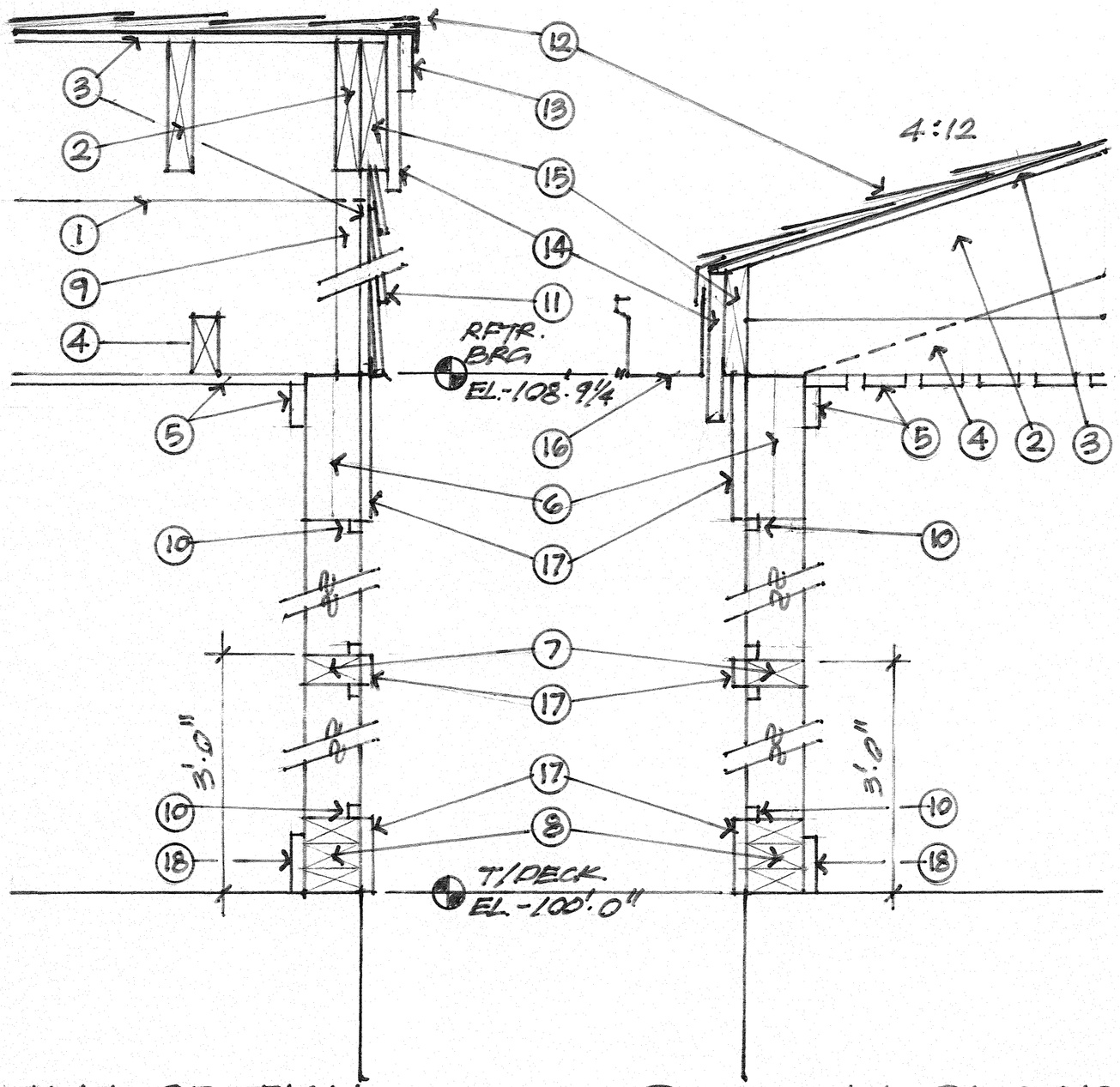
2 / A3.1 BUILDING SECTION - ELEVATION
1/4" = 1'-0"

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

A3.1

KEYED NOTES THIS SHEET

1. NEW 2X10 TREATED WOOD RIDGE BD.
2. NEW 2X8 TREATED WOOD RAFTERS AT 16" O.C.
3. NEW 1/2" BLUE EDGE SEAL, APA - RATED EXPOSURE 1 OSB ROOF SHEATHING.
4. NEW 2X4 TREATED WOOD RAFTER TIES (CEILING JOISTS) AT 16" O.C.
5. NEW 1X3 SYP (3/4" X 2-1/2" ACTUAL) WOOD FURRING STRIPS PERPINDICULAR TO CEILING JOISTS AT 3-1/2" O.C. AND PERIMETER TRIM - STAIN TO MATCH TREX DECKING (COLOR: TIKI TORCH).
6. NEW 3-1/2" X 9-1/4" TREATED, ENGINEERED WOOD BEAM (PARALLAM PLUS PSL OR EQUAL).
7. NEW 2X4 TREATED WOOD HORIZ RAIL.
8. NEW 3-12"W X 4-1/2"H TREATED WOOD CURB.
9. NEW 2X4 TREATED WOOD AT 16" O.C. INSTALLED FLAT BETWEEN UNDERSIDE OF RAFTER AND TOP OF CEILING JOIST/BEAM TO FORM ROOF END WALLS.
10. NEW SCREEN TIGHT MINI TRACK SCREENING SYSTEM WITH BLACK POWDER-COATED FINISH AND .011 DIAM 18/16 MESH CHARCOAL FIBERGLASS INSECT SCREEN.
11. NEW 5/16" X 6-1/4" SMOOTH HARDIE PLANK OR WOOD LAP SIDING (5" EXPOSURE) PRIMED AND PAINTED.
12. NEW OWENS CORNING TRUDEFINITION DURATION ASPHALT SHINGLES ON WEATHERLOCK MAT ICE AND WATER BARRIER OVER ENTIRE ROOF SURFACE (SHINGLE COLOR: SIERRA GRAY).
13. NEW 1X 4 SMOOTH HARDIE PLANK OR WOOD SHADOW BOARD PRIMED AND PAINTED.
14. NEW 1 X10 SMOOTH HARDIE PLANK OR WOOD RAKE/FASCIA BOARD PRIMED AND PAINTED.
15. NEW 2X8 TREATED WOOD SUBFASCIA.
16. NEW 6" W X 4" H .032 ALUM BOX GUTTER AND 3" X 4" CORRUGATED DOWNSPOUTS WITH BLACK POWDER-COAT FINISH (MATCH EXISTING).
17. NEW 1 X WIDTH REQD SMOOTH HARDIE PLANK OR WOOD TRIM BOARD PRIMED AND PAINTED.
18. NEW 1X4 WOOD BASE PRIMED AND PAINTED.



1 / A4.1 WALL SECTION
1½" = 1'-0"

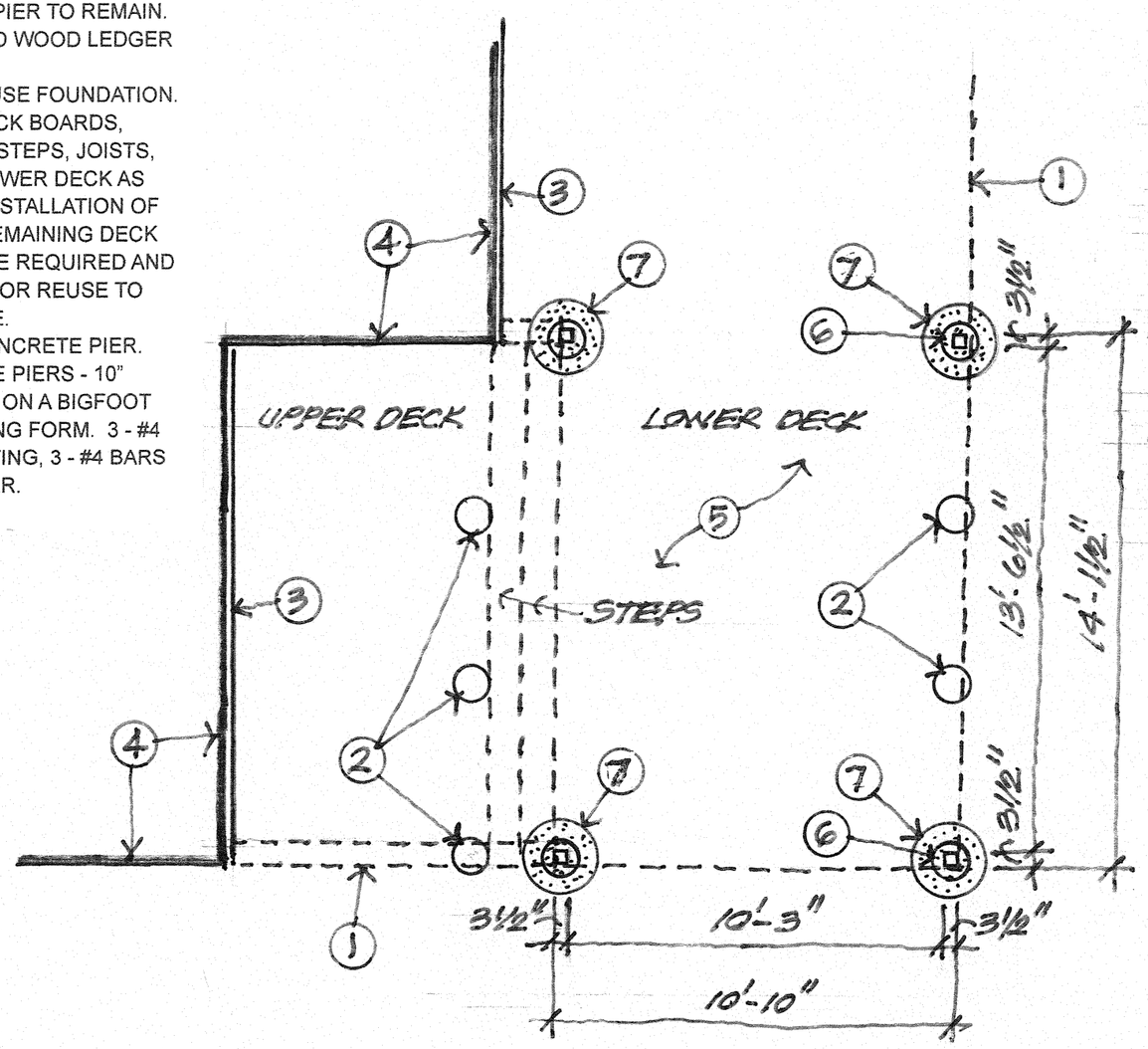
2 / A4.1 WALL SECTION
1½" = 1'-0"

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

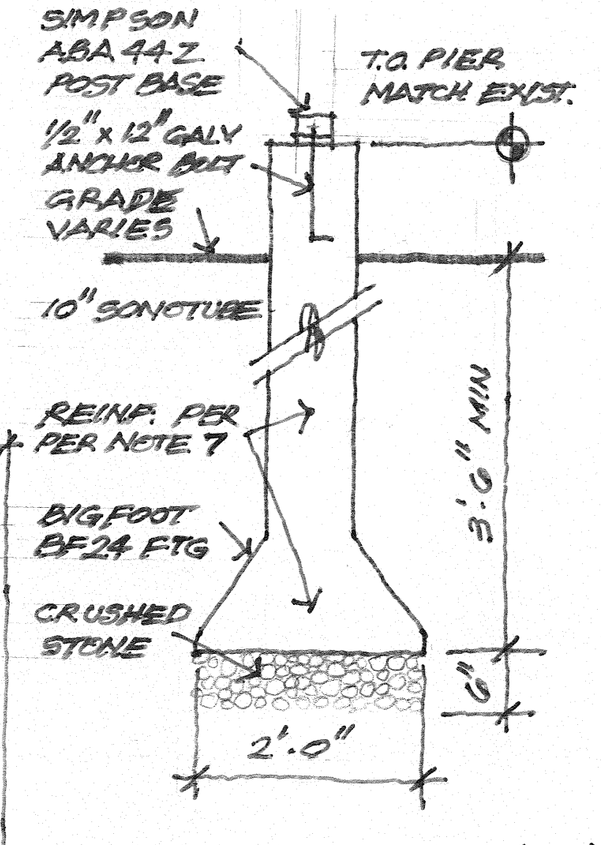
A4.1

KEYED NOTES THIS SHEET

1. OUTLINE OF EXISTING DECK ABOVE.
2. EXISTING CONCRETE PIER TO REMAIN.
3. EXISTING 2X8 TREATED WOOD LEDGER TO REMAIN.
4. LINE OF EXISTING HOUSE FOUNDATION.
5. REMOVE EXISTING DECK BOARDS, FASCIA, WING WALLS, STEPS, JOISTS, AND BEAMS AT THE LOWER DECK AS REQUIRED FOR THE INSTALLATION OF NEW PIERS. SHORE REMAINING DECK STRUCTURE AS MAY BE REQUIRED AND SALVAGE REMOVALS FOR REUSE TO THE EXTENT POSSIBLE.
6. REMOVE EXISTING CONCRETE PIER.
7. NEW REINF CONCRETE PIERS - 10" DIAMETER SONOTUBE ON A BIGFOOT SYSTEMS BF24 FOOTING FORM. 3 - #4 BARS EACH WAY FOOTING, 3 - #4 BARS VERT FULL HEIGHT PIER.



FOUNDATION PLAN
1/4" = 1'-0"



DET.- CONC. PIER (TYP)
3/4" = 1'-0"

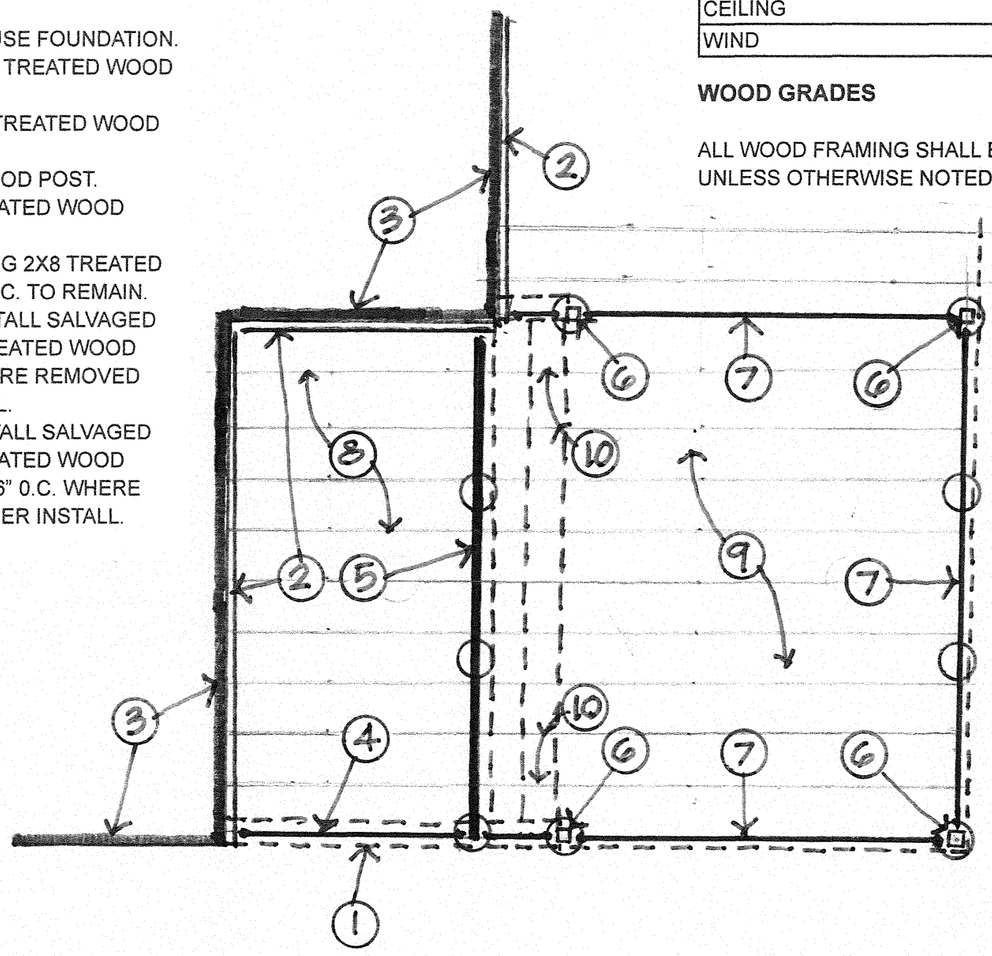
NEW CONCRETE PIER NOTES

1. NEW REINF CONCRETE PIERS SHALL SUPPORT A CONCENTRATED LOAD OF 1.937 KIPS.
2. A SOIL BEARING PRESSURE OF 750 PSF ASSUMED FOR PIER DESIGN.

NEW SCREEN PORCH ADDITION 199 EDGEWATER DRIVE CRYSTAL LAKE, ILLINOIS 60014	**S1.1**

KEYED NOTES THIS SHEET

1. OUTLINE OF EXISTING DECK ABOVE.
2. EXISTING 2X8 TREATED WOOD LEDGER TO REMAIN.
3. LINE OF EXISTING HOUSE FOUNDATION.
4. EXISTING DOUBLE 2X8 TREATED WOOD BEAM TO REMAIN.
5. EXISTING TRIPLE 2X8 TREATED WOOD BEAM TO REMAIN.
6. NEW 4X4 TREATED WOOD POST.
7. NEW DOUBLE 2X8 TREATED WOOD BEAM.
8. UPPER DECK - EXISTING 2X8 TREATED WOOD JOISTS AT 16" 0.C. TO REMAIN.
9. LOWER DECK – REINSTALL SALVAGED (NEW IF REQD) 2X8 TREATED WOOD JOISTS AT 16' 0.C. WHERE REMOVED FOR NEW PIER INSTALL.
10. LOWER DECK - REINSTALL SALVAGED (NEW IF REQD) 2X TREATED WOOD STEP STRINGERS AT 16" 0.C. WHERE REMOVED FOR NEW PIER INSTALL.



N

FLOOR FRAMING PLAN
1/4" = 1'-0"

SUPERIMPOSED DESIGN LOADS

TYPE	LIVE LOAD	DEAD LOAD	NOTES
DECK/FLOOR	40 PSF	10 PSF	EXISTING
ROOF	30 PSF	15 PSF	ASPHALT SHINGLE - ALL ROOFS 4 IN 12
CEILING		2 PSF	1X3 WOOD FURRING STRIP CEILING
WIND	25 PSF MIN	25 PSF MIN	

WOOD GRADES

ALL WOOD FRAMING SHALL BE PRESSURE TREATED SOUTHERN YELLOW PINE NO. 1 OR BETTER UNLESS OTHERWISE NOTED.

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

S1.2

KEYED NOTES THIS SHEET

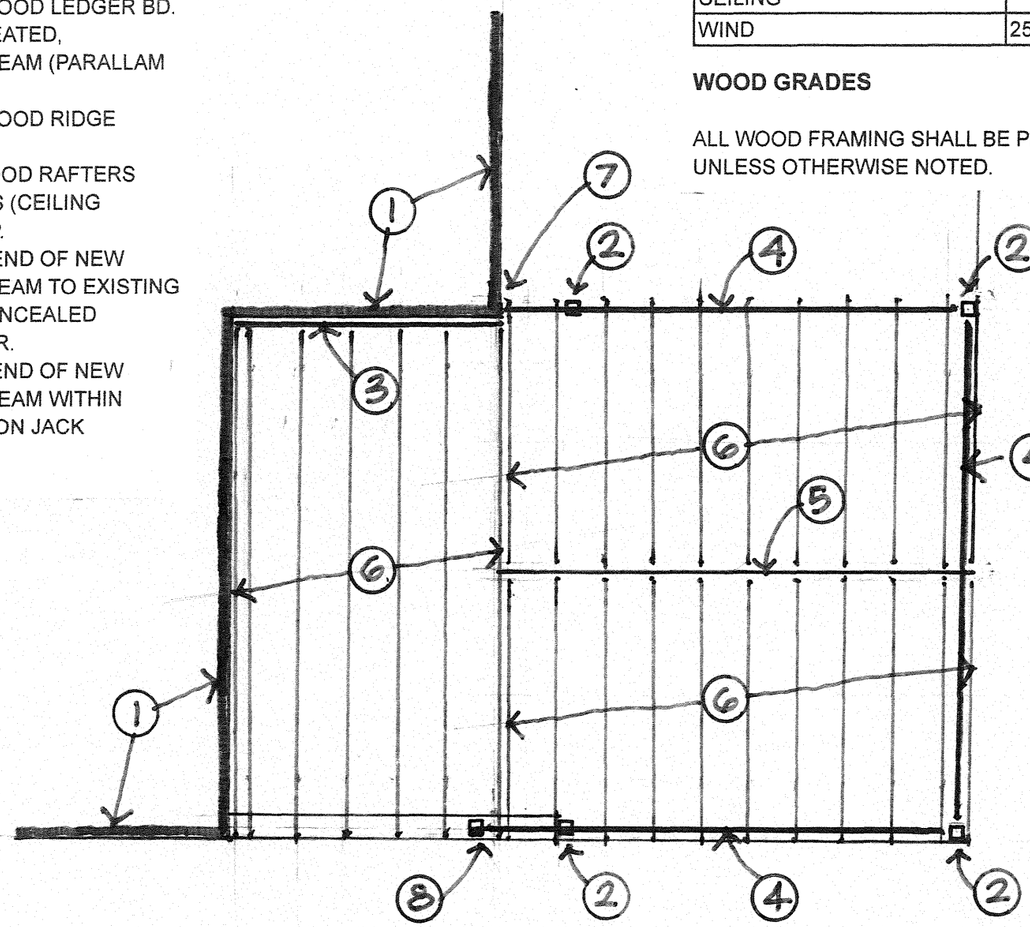
1. LINE OF EXISTING HOUSE WALL.
2. NEW 4X4 TREATED WOOD POST.
3. NEW 2X10 TREATED WOOD LEDGER BD.
4. NEW 3-1/2" X 9-1/4" TREATED, ENGINEERED WOOD BEAM (PARALLAM PLUS PSL OR EQUAL).
5. NEW 2X10 TREATED WOOD RIDGE BOARD.
6. NEW 2X8 TREATED WOOD RAFTERS WITH 2X4 RAFTER TIES (CEILING JOISTS) AT 16" 0.C. TYP.
7. ATTACH CANTILEVER END OF NEW ENGINEERED WOOD BEAM TO EXISTING HOUSE WALL WITH CONCEALED FLANGE JOIST HANGAR.
8. ATTACH CANTILEVER END OF NEW ENGINEERED WOOD BEAM WITHIN EXISTING WING WALL ON JACK STUD(S).

SUPERIMPOSED DESIGN LOADS

TYPE	LIVE LOAD	DEAD LOAD	NOTES
DECK/FLOOR	40 PSF	10 PSF	EXISTING
ROOF	30 PSF	15 PSF	ASPHALT SHINGLE - ALL ROOFS 4 IN 12
CEILING		2 PSF	1X3 WOOD FURRING STRIP CEILING
WIND	25 PSF MIN	25 PSF MIN	

WOOD GRADES

ALL WOOD FRAMING SHALL BE PRESSURE TREATED SOUTHERN YELLOW PINE NO. 1 OR BETTER UNLESS OTHERWISE NOTED.

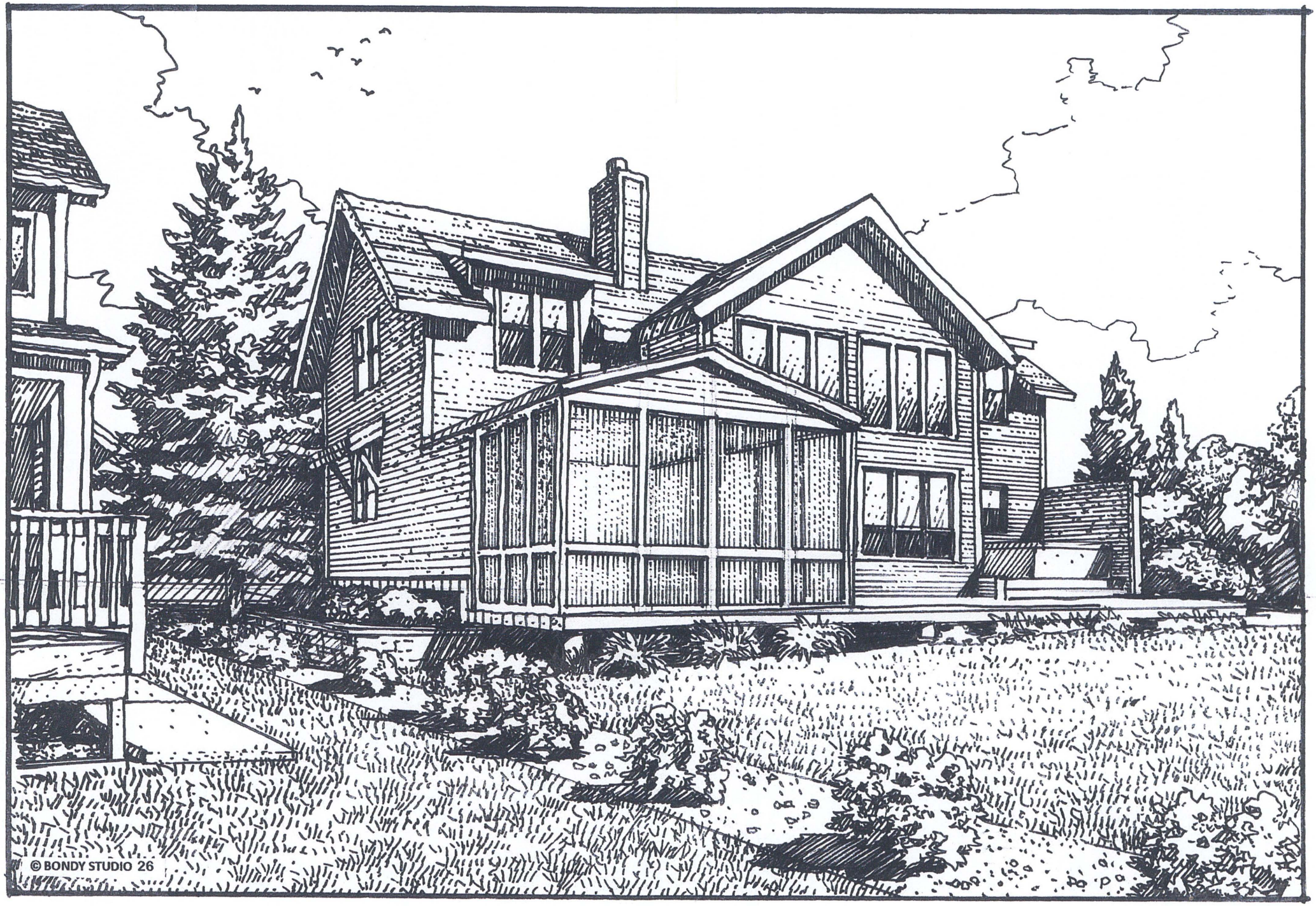


N

ROOF FRAMING PLAN
1/4" = 1'-0"

NEW SCREEN PORCH ADDITION
199 EDGEWATER DRIVE
CRYSTAL LAKE, ILLINOIS 60014

S1.3


© BONDY STUDIO 26





Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: April 7, 2026

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Variations to allow:

1. a parking lot setback of eight feet, instead of the required 20 feet;
2. a reduction in perimeter landscape width of eight feet, instead of 15 feet; and
3. a reduction of parking spaces to 39 instead of the required 50 spaces.

Also, a Sign Variation to allow:

4. a total wall sign area of 378 square feet, instead of the maximum150 square feet.

Location: 551 Crystal Point Drive (McDonald's)

Applicant: McDonald's USA, LLC, owner

PZC Recommendation: To approve the Planning and Zoning Commission recommendation and adopt an Ordinance granting the corresponding Variations and a Sign Variation at 551 Crystal Point Drive

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

Background:

- Request: The petitioners are requesting Variations to allow:
  - a parking lot setback of eight feet instead of the required 20 feet;
  - a reduction in perimeter landscape width of eight feet instead of 15 feet; and
  - a reduction of parking spaces to 39 instead of the required 50 spaces.
  - Also, a Sign Variation to allow a total sign area of 371.35 square feet, instead of the maximum150 square feet.
- Land Use: The land use map shows the area as Commerce, which is consistent with the land use.
- Zoning: The site is zoned B-2 General Commercial District.

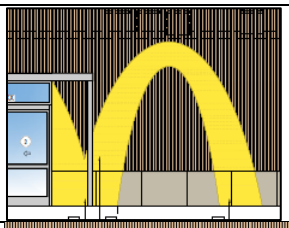
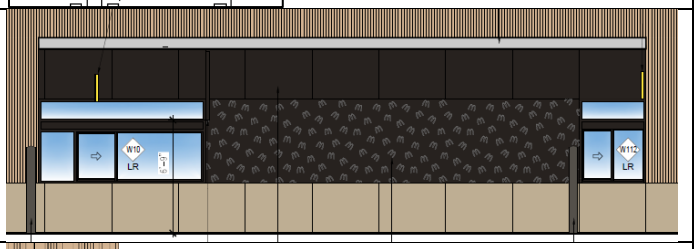
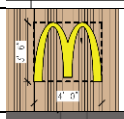
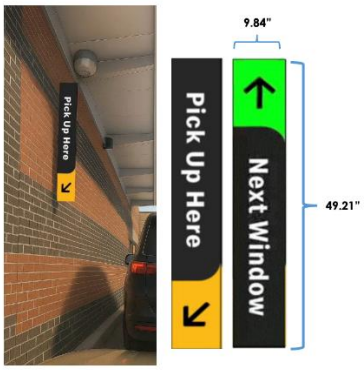
- This site has been the location of a McDonald's restaurant since 1979 when a special use permit was granted for that purpose. The building has been remodeled on multiple occasions over the years, and each time the special use permit was amended to approve the changes.
- Since 2011, "limited-service restaurants" have been allowed by-right and "drive-throughs" have been allowed as limited use permits. Therefore, the only zoning approvals required at this time are for variations to the parking standards, landscaping standards, and for the total signage area.
- Previous Approvals:
    - A special use permit was granted in 1979 for a McDonald's with drive-through.
    - A special use permit amendment and variations were approved in 1996 to allow an indoor play area, a front yard setback variation and an 8-space parking variation. The special use permit amendment included an approved site plan, landscape plan and elevations.
    - A special use permit amendment was approved in 2017 for changes to the exterior, site plan, and landscape plan to allow for the addition of a second drive-through and to update the façade.

Sign Variation:

- Request: A Sign Variation to allow a total wall sign area of 378 square feet, instead of the maximum 150 square feet at 551 Crystal Point Drive.

- Analysis: The petitioner proposes to construct a new McDonald's restaurant. The existing freestanding sign will remain. The building will have six wall signs spread across three sides of the building. Four of the signs consist of the restaurant name and logo in traditional formats. The other two signs are much larger and resemble design elements:
    - One consists of only a portion of the corporate logo but spans 192 square feet. The second is comprised of more than one hundred small logos located on panels around the drive-through pick-up window covering about 107 square feet. The 192-square-foot logo will prominently face Crystal Point Drive. The drive-through sign will not be visible from a public street. Without these signs, there would not be a need for a sign variation.
    - These signs are similar in nature to a wall mural, corporate branding, or design element. They City has approved wall murals for The Lucky Break (490 square feet) and Wee Little Paws (950 square feet at 6110 Lou Ave.). The City more recently approved horizontal and vertical red striping at the VASA Fitness at 6120 Northwest Highway, requiring a variation of 461 square feet.
    - The PZC did not review the Sign Variation portion of this request.

Requested Sign	Type	Square Footage	Image
McDonald's (West)	Wall	18.45 sq ft	

Part of M (West)	Wall	192 sq ft	
Small "M"s	Wall	110 sq ft	
M logo (North)	Wall	14 sq ft	
McDonald's (North)	Wall	18.45 sq ft	
McDonald's (East)	Wall	18.45 sq ft	
Drive-thru (East)	Wall	3.3 sq ft (x2)	
TOTAL		**378 sq ft**	

The City Council shall determine when evidence in a specific case establishes that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship, based on the standards below:

A. Unique hardship: The proposed variation, if granted, will not serve merely as a convenience but alleviate some demonstrable and unusual hardship.

B. Not harm public welfare: The proposed variation, if granted, will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood and will not be itself, or with other signs, contribute to the creation of visual distraction which may lead to personal injury or a substantial reduction in the value of property.

C. Consistent with intent: The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

In addition to the conditions recommended by the PZC for the parking and landscaping variations, Staff recommends that the Sign Variation adhere to the following condition:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following document provided:
    A. Elevations/ Sign Plan (Lingle Design Group, 3/30/26)

PZC Highlights:

The following discussion took place during the March 18th Planning and Zoning Commission (PZC) hearing to review the site plan related variations:

- The petitioners presented the proposal to demolish and rebuild the McDonald's restaurant on the subject property and that this required some variations to the site plan requirements. In support of the request to reduce the number of parking spaces, the petitioners presented parking data from other area McDonald's restaurants demonstrating that the number being sought would be sufficient to meet the parking needs of this location. To further support this, he explained how the 70% of sales go through the drive-through and that the redesigned drive-through would include 17 stacking spaces. Regarding the parking lot setback and landscape buffer variations, the petitioners noted that the redesigned parking lot has an increased setback along this property line of eight feet (up from the current five feet), which will include significant new landscaping where there is currently only grass.
- No public spoke on the request.
- The PZC comments were generally favorable regarding the request, though some had reservations about the sufficient parking and the appearance of the outdoor dining area. The PZC found that the petition met the Findings of Fact and was supportive of the request.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's request with the recommendation that the petitioner present to the City Council design concepts for the outside seating area prior to approval, and that 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 (2/4/26)
    B. Site Plan (Watermark Engineering, 3/17/26)
    C. Preliminary Grading and Utility Plan (Watermark Engineering, 1/6/26)
    D. Landscape Plan (Upstream Design Group, 3/6/26)
    E. Photometric Plan (Security Lighting, 12/23/25)

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

Votes Required to Pass: A simple majority vote to approve the PZC's recommendation and to approve the requested Sign Variation

Acknowledgement Form

Regarding the **Variations at 551 Crystal Point Drive (McDonald's)**, 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: McDonald's USA, LLC

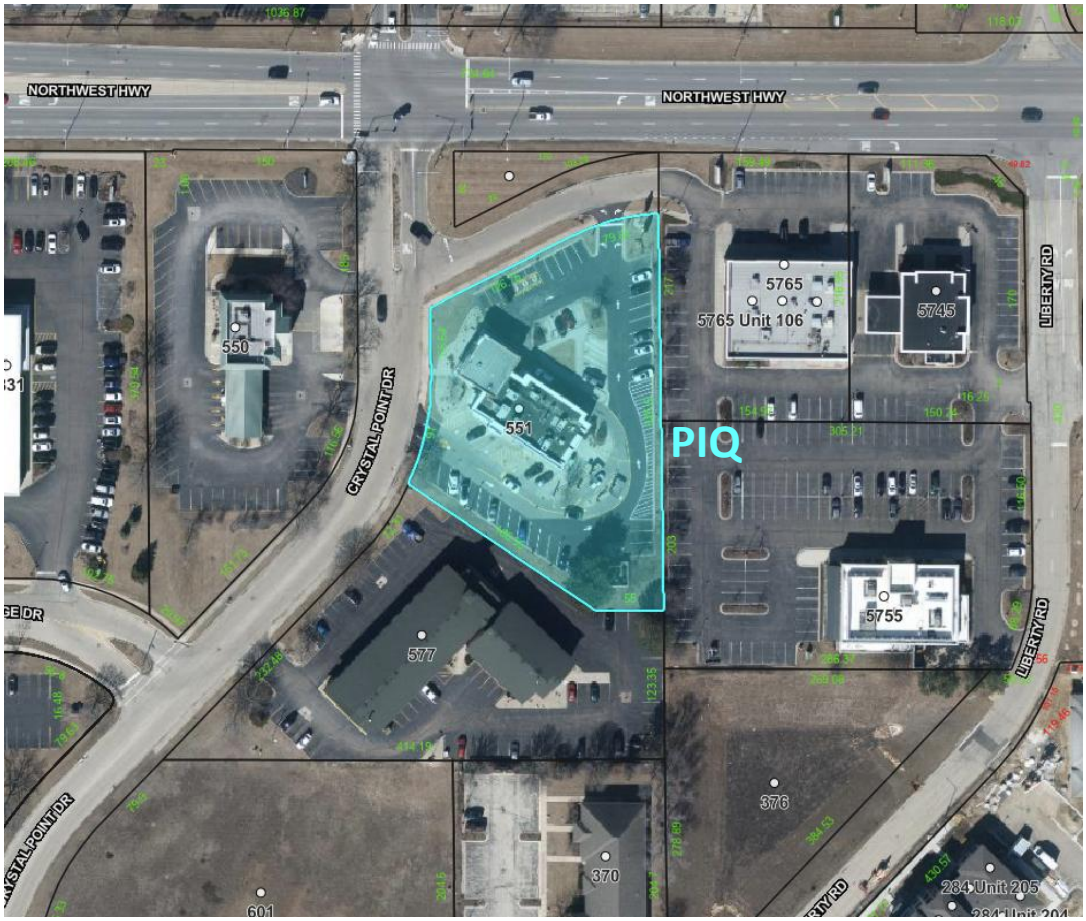
Petitioner's Signature: By: _____ Date: 4-1-2026

Recommended Conditions:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents:
   A. Application (2/4/26)
   B. Site Plan (Watermark Engineering, 3/17/26)
   C. Preliminary Grading and Utility Plan (Watermark Engineering, 1/6/26)
   D. Landscape Plan (Upstream Design Group, 3/6/26)
   E. Photometric Plan (Security Lighting, 12/23/25)
   F. Exterior Elevations/Sign Plan (Lingle Design, submitted 3/31/26)

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

PARCEL IN QUESTION



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING PARKING LOT, LANDSCAPING, AND SIGN VARIATIONS, AT 551 CRYSTAL POINT DRIVE

WHEREAS, McDonald's USA, LLC (the "Petitioner") has filed a Petition (File #PLN-2026-017) requesting Variations to allow: 1) a parking lot setback of eight feet, instead of the required 20 feet; 2) a perimeter landscape width of eight feet, instead of the required 15 feet; 3) a reduction of parking spaces to 39, instead of the required 50 spaces; and 4) a total wall sign area of 378 square feet, instead of the maximum 150 square feet, at 551 Crystal Point 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 February 27, 2026 in the Northwest Herald, held a public hearing at 7:00 p.m., on March 18, 2026, at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Petition; and

WHEREAS, on March 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 (excluding the Sign 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 Variations to allow: 1) a parking lot setback of eight feet, instead of the required 20 feet; 2) a perimeter landscape width of eight feet, instead of the required 15 feet; 3) a reduction of parking spaces to 39, instead of the required 50 spaces; and 4) a total wall sign area of 378 square feet, instead of the maximum 150 square feet, at 551 Crystal Point 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 (2/4/26)
   B. Site Plan (Watermark Engineering, 3/17/26)

Draft

C. Preliminary Grading and Utility Plan (Watermark Engineering, 1/6/26)
D. Landscape Plan (Upstream Design Group, 3/6/26)
E. Photometric Plan (Security Lighting, 12/23/25)

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

3. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following document provided:
   A. Elevations (Lingley Design Group, 3/30/26)

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 provided by law.

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

DATED at Crystal Lake, Illinois, this 7th day of April 2026.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
CITY CLERK

Passed: April 7, 2026
Approved: April 7, 2026

Draft

#2026-017
551 Crystal Pointe Drive – McDonald's Variations
Project Review for Planning and Zoning Commission

Meeting Date: March 18, 2026

Request: Variations to allow a parking lot setback of eight feet instead of the required 20 feet, a reduction in perimeter landscape width of eight feet instead of 15 feet, and a reduction of parking spaces to 39 instead of the required 53 spaces.

Location: 551 Crystal Pointe Drive

Acreage: Approximately 49,962 square feet

Existing Zoning: B-2 General Commercial

Surrounding Properties:
North: B-2 General Commercial
South: B-2 General Commercial
East: B-2 PUD General Commercial
West: B-2 General Commercial

Staff Contact: Darrell Moore (815.356.3612)

Background:

- The current use of the property is for a McDonald's restaurant. This is also the original use of the property, dating back to 1979 when a special use permit was granted for this purpose. At that time, the zoning code required all restaurants in the B-2 District to obtain a special use permit, and subsequent ordinances added "drive-throughs" to the list of uses requiring a special use permit. Over the years, the building and site were remodeled on multiple occasions and, each time, the special use permit was amended to approve those changes. However, since 2011, "limited-service restaurants" have been allowed by-right and "drive-throughs" have been allowed as limited use permits. Therefore, the petitioner is not required to amend the special use permit, which will, instead, expire upon redevelopment of the site. The only zoning approvals required at this time are for variations to parking standards.
- The purpose of the request is to allow for the redevelopment of an existing McDonald's restaurant with an entirely new building, reconfigured parking lot, and updated site layout. The requested variations are for a parking lot setback (8 feet instead of the required 20 feet) , a reduction in perimeter landscape width of eight feet instead of 15 feet, and the number of parking spaces (39 instead of the required 53 spaces). *An additional variation for signage will be heard separately by the City Council as non-planned-unit-development sign variations go straight to the City Council for review.*

- Previous Approvals:
    - A special use permit was granted in 1979 for a McDonald's with drive-through.
    - A special use permit amendment and variations were approved in 1996 to allow an indoor play area, a front yard setback variation and an 8-space parking variation. The special use permit amendment included an approved site plan, landscape plan and elevations.
    - A special use permit amendment was approved in 2017 for changes to the exterior, site plan, and landscape plan to allow for the addition of a second drive-through and to update the façade.

Development Analysis:

General

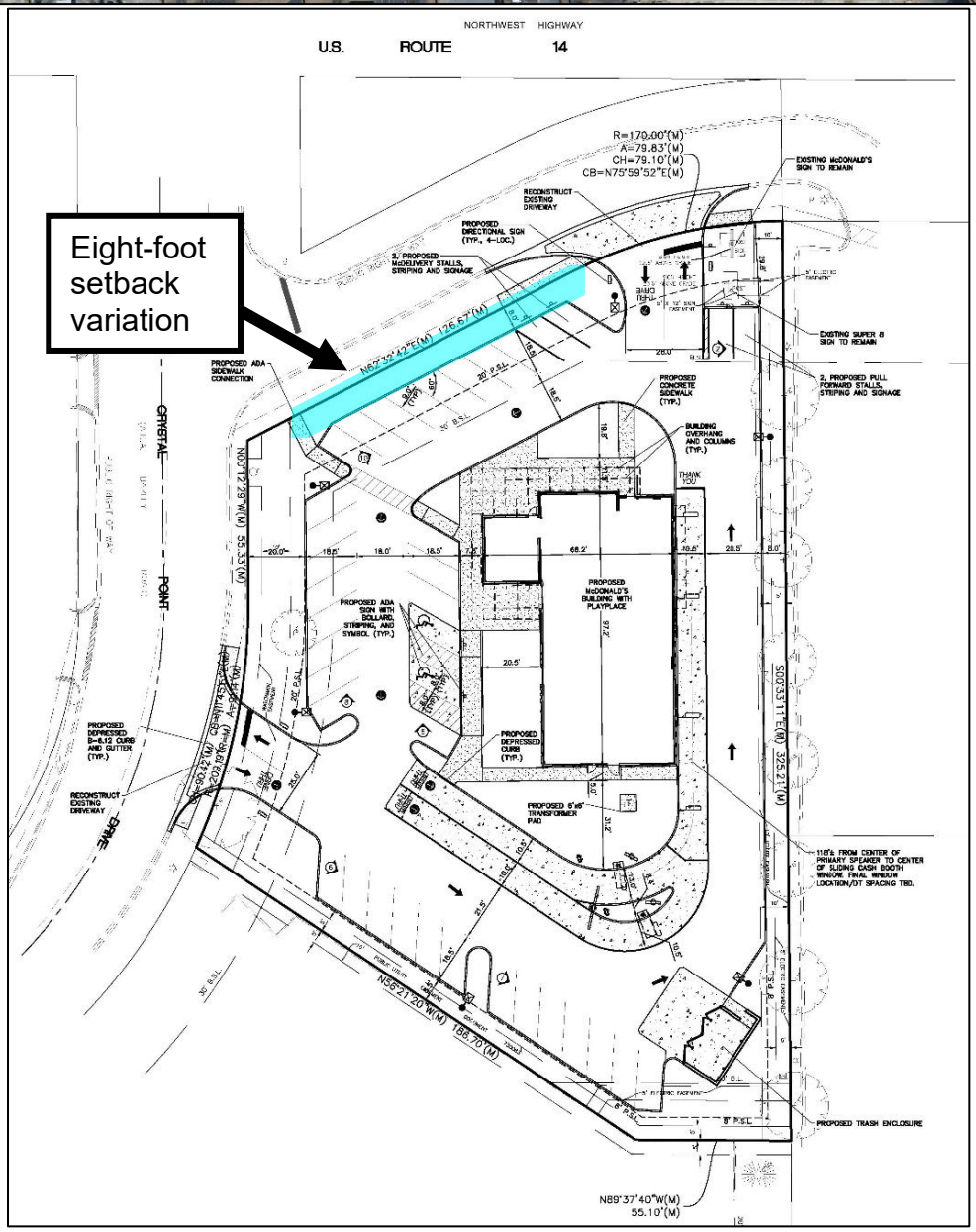
- Request: Variations to allow a parking lot setback of eight feet instead of the required 20 feet, a reduction in perimeter landscape width of eight feet instead of 15 feet, and a reduction of parking spaces to 39 instead of the required 53 spaces.
    - *Note: a secondary request for a sign variation will be heard separately by the City Council.*
- Zoning: The property is zoned B-2 General Commercial. This zoning designation is appropriate for this use.
- Land Use: The land use map shows the area as Commerce. This land use designation is appropriate for this use.

Project Details and Analysis:

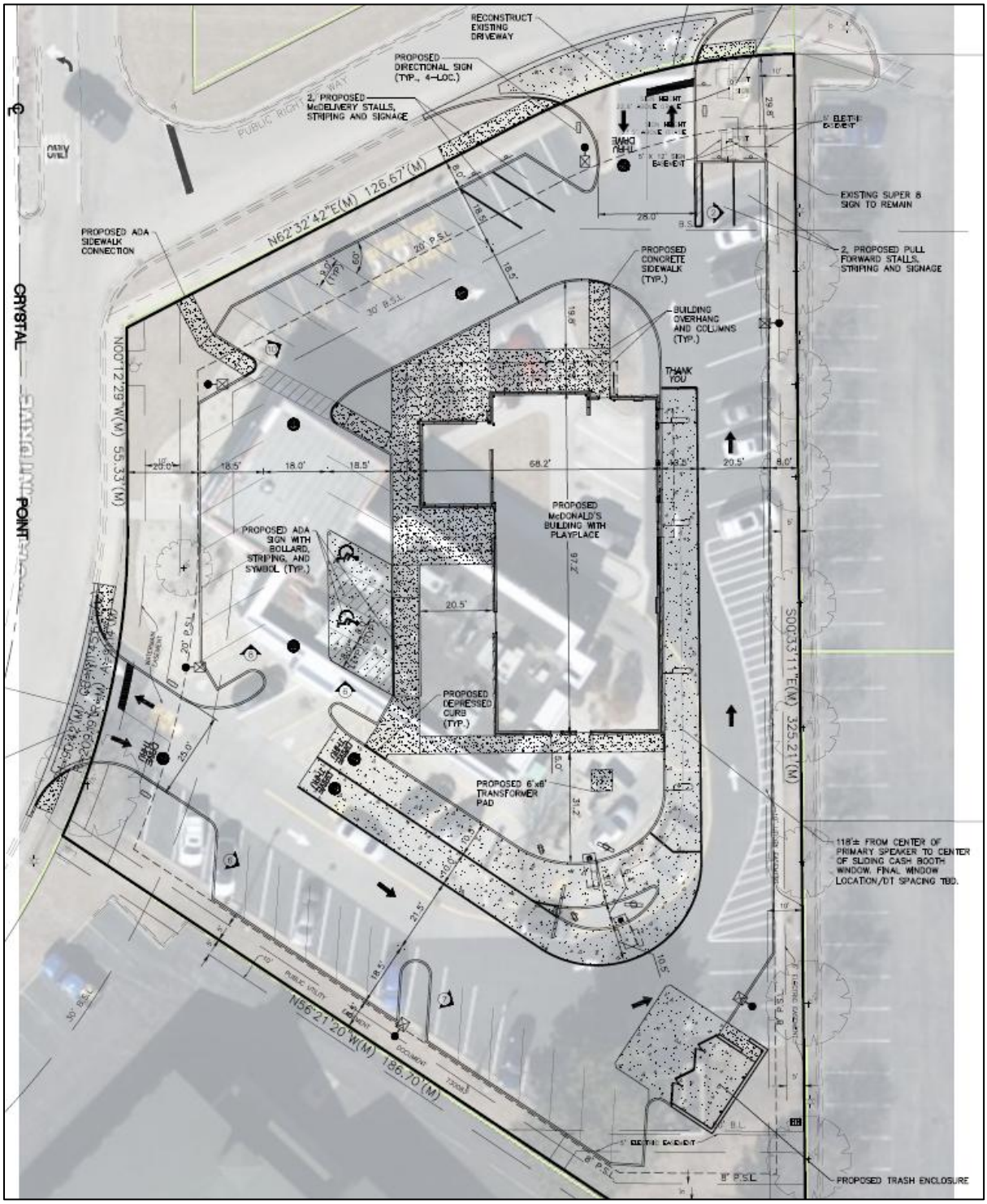
The redesigned restaurant will be reoriented to better align with the property shape and increase drive-through efficiency. It will continue to feature a "PlayPlace" indoor children's recreation area but also takes into account the increasing industry-wide customer preference for take-out over sit-down meals. According to the applicant, 70% of business by modern quick service restaurants (QSR) occurs via drive-through or mobile pickup, which they have offered as justification for reducing the number of required parking spaces. To support this assertion, the applicant conducted a survey of nine other McDonald's in the area and found the average peak demand was six spaces per 1,000 square feet. Applying this formula to the proposed 5,265-square-foot restaurant results in an expected average peak demand of 32 parking spaces. The highest observed parking demand for the nine restaurants surveyed was 36 spaces. Based on the data provided by McDonald's and utilizing their formula, the proposed 39 spaces would be sufficient to meet on-site parking demand.

The reconfigured parking lot will be eight feet from the right-of-way line to the north, instead of the required 20 feet, which also does not allow for the required 15-foot perimeter landscape width. The right-of-way along the north side of the property, which appears to be unnamed, branches off Crystal Pointe Drive and functions similarly to a cross-access easement. The current setback along the northern property line is only five feet, meaning this request represents a three-foot reduction of the existing nonconformity. Additionally, two parking spaces at the southwest corner of the property that currently encroach into the required setback are to be removed. The petitioner asserts that that it is the irregular shape of the lot that tapers on the north and south sides of the property that contributes to the need for a variation.

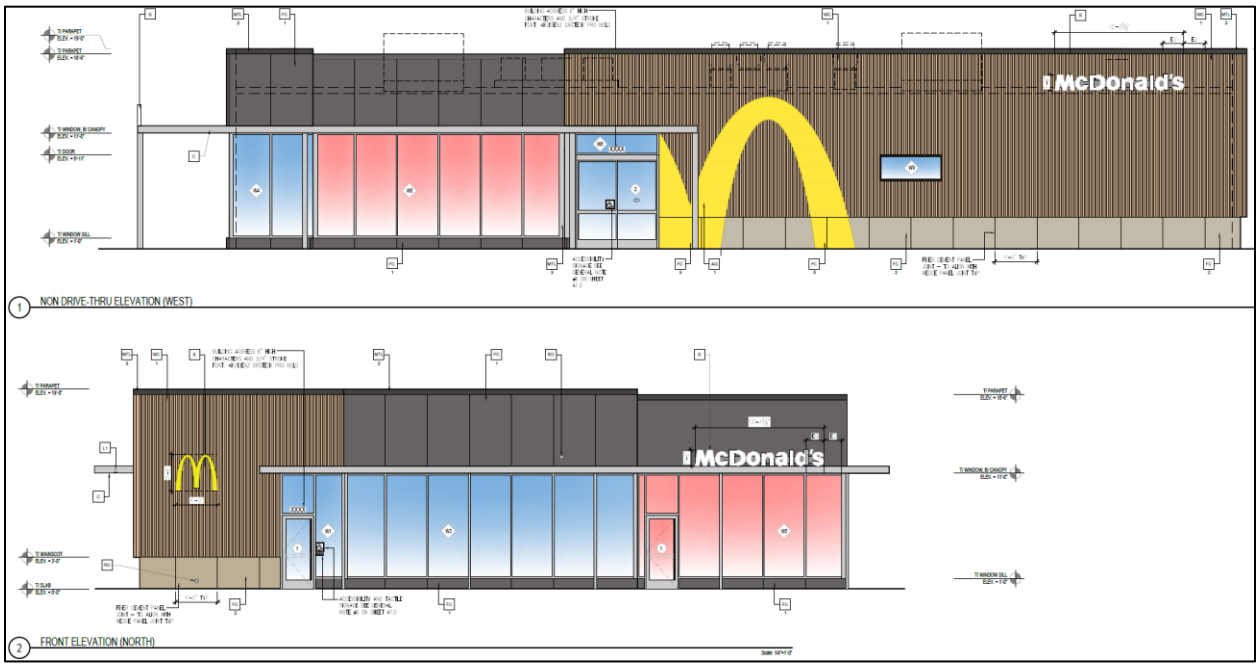




TOP: Property location
BOTTOM: Proposed site plan



ABOVE: Proposed site plan overlaid onto current aerial photo



ABOVE: Proposed exterior elevations (provided for reference only—the building materials meet UDO standards and are not subject to discretionary review)

Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting Variations to allow a parking lot setback of eight feet instead of the required 20 feet, a reduction in perimeter landscape width of eight feet instead of 15 feet, and a reduction of parking spaces to 39 instead of the required 53 spaces. 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:
   A. Application (2/4/26)
   B. Site Plan (Watermark Engineering, 1/6/26)
   C. Preliminary Grading and Utility Plan (Watermark Engineering, 1/6/26)
   D. Landscape Plan (Upstream Design Group, 1/6/26)
   E. Photometric Plan (Security Lighting, 12/23/25)

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

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: McDonald's Restaurant - 551 Crystal Point Dr.

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**
- X **Special Use Permit**
- X **Variation**
- ___ **Other**

Petitioner Information

McDonald's USA, LLC
Name: Attn: James E. Olguin

Address: 16101 S. 108th Ave., First Floor, Orland Park, Illinois 60467

Phone: [redacted]

Fax: _____

E-mail: [redacted]

Owner Information (if different)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Property Information

Project Description: _____

McDonald's is requesting approvals for a special use permit for a drive-thru, site plan, signage, and associated variations for the construction of a new restaurant at 551 Crystal Point Dr.

Project Address/Location: 551 Crystal Point Dr.

PIN Number(s): 19-09-103-101-0000

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: Joe Kerchner, Lingle Design Group, Inc., 158 West Main St., Lena, IL 61048 [redacted]

Attorney: James E. Olguin, Olguin Law LLC, 16101 108th Ave. First Floor, Orland Park, IL 60467 [redacted]

Engineer: Jeff Miller Watermark Engineering Resources, Ltd. 2631 Ginger Woods Pkwy Aurora, IL 60502 [redacted]

Landscape Architect: Dan Olson, Upstram Design Group LLC, [redacted] 1027 Nottingham Rd. Sycamore, IL 60178 [redacted]

Planner: Dan Olson Upstram Design Group LLC, [redacted] 1027 Nottingham Rd. Sycamore, IL 60178 [redacted]

Surveyor: Dan Walter, Compass Surveying, Ltd., 2631 Ginger Woods Pkwy Aurora, IL 60502 [redacted]

Other: _____

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.

McDonald's USA, LLC

By: [redacted] 2.4.26

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.

OLGUIN LAW
LLC

RESPONSES TO STANDARDS FOR VARIATION

Applicant: McDonald's USA, LLC
Subject Property: 551 Crystal Point Drive, Crystal Lake, IL
Zoning District: B-2 General Commercial

The applicant requests the following Variations from the Unified Development Ordinance (UDO):

1. Parking Lot Setback: To allow a north parking setback of 8 feet (20 feet required).
2. Parking Count: To allow 39 parking spaces (50 spaces required).
3. Wall Signage: Per the City Code, responses to the Wall Signage Variations will be addressed subsequently with the City Council.

VARIATION REQUEST 1: NORTH PARKING SETBACK

Code Section: 4 200E.1 Requirement: 20-foot parking setback from rights of way. Proposed: 8-foot setback along the north property line.

General Standards (Section 9 200C.3)

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.

The subject property possesses an irregular, non-rectangular geometry that narrows significantly toward the northern boundary. This physical constraint serves as a practical difficulty for redevelopment. Strict adherence to the 20-foot setback would significantly reduce the buildable width of the site, making it impossible to install the code-mandated drive-through safety features, specifically the bypass lane and escape route required by UDO Section 2 400C 7. The 8-foot setback is the minimum necessary to accommodate these safety circulation features within the lot's unique shape.

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

The current setback along the northern property line is only five feet; therefore, this request for an 8-foot setback represents a three-foot reduction of the existing nonconformity. Additionally, the petitioner is removing two parking spaces at the southwest corner that currently encroach into the required setback. The reduced setback will not negatively impact the area's character, as the northern property line abuts the entrance drive to an existing commercial shopping center. The site plan proposes significantly enhanced landscaping within the remaining 8-foot buffer to visually soften the parking area.

Supplemental Standards

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

Most B-2 commercial properties in the vicinity are rectangular outlots developed with standard geometry. This property is uniquely challenged by its irregular shape and its status as a reconstruction of a legacy use, forcing modern safety standards (bypass lanes) into a constrained footprint that does not affect other properties generally.

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

The applicant did not create the irregular lot shape, nor did they create the modern code requirement for a bypass lane, which necessitates the wider drive aisle. The hardship is imposed by the application of current geometric safety standards to a pre-existing, irregularly shaped parcel.

5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

Granting the setback reduction enhances public welfare by allowing for the installation of a drive-through bypass lane. This feature improves on-site safety by allowing vehicles to exit the queue in emergencies, reducing conflict points. The encroachment is toward a commercial drive aisle, preventing injury to adjacent property enjoyment.

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

The variation is for surface parking and poses no impact on light or air. Far from increasing congestion, the variation facilitates a better drive-through layout that prevents queuing onto public streets. The reduced setback allows for wider drive aisles, ensuring Fire Department apparatus can navigate the site safely.

VARIATION REQUEST 2: PARKING COUNT

Code Section: 4 200D (Table 4 200D) Requirement: 1 space per 100 SF (50 spaces). Proposed: 39 spaces.

General Standards (Section 9 200C.3)

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.

The hardship is derived from the reconstruction nature of the project combined with the UDO's static parking ratio. The code requirement of 1 space per 100 SF does not reflect the operational reality of a modern Quick Service Restaurant (QSR), where up to 70 percent of business occurs via drive-through or mobile pickup. A site-specific parking demand review of nine comparable local restaurants conducted by KLOA, Inc. confirmed an actual peak demand of only 30 spaces. Their findings are as follows:

PEAK PARKING DEMANDS OF OTHER MCDONALD'S RESTAURANTS

Address	Municipality	Size (S.F.)	Peak Demand (spaces per 1,000 S.F.)	Peak Parking Demand[1]
500 E. Algonquin Road[2]	Algonquin	5,000	4.40	22
653 S. Rand Road[2]	Lake Zurich	5,100	5.29	27
2151 E. Laraway Road	New Lenox	4,900	7.14	36
31 E. 63rd Street[2]	Westmont	5,880	7.14	36
355 S. Schmale Road	Carol Stream	3,700	4.86	25
2111 Midwest Road	Oak Brook	5,223	5.74	29
1657 W. 95th Street	Chicago	3,235	5.87	30
10 S. 710 Kingery Highway[3]	Burr Ridge	4,400	6.36	32
225 E. Ogden Avenue	Downers Grove	5,700	4.74	24
	Average	**4,795**	**6.00**	**29**

1 – For the proposed 5,100 S.F. redeveloped restaurant in Crystal Lake
2 – Restaurant contains a PlayPlace
3 – This restaurant has since been relocated to 9101 S. Kingery Highway

Forcing the construction of unnecessary stalls (to reach 50) would create a hardship by forcing the reduction of landscape and open space to pave areas that will remain empty.

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

Granting the reduction aligns with the character of the commercial corridor by preventing an asphalt sea appearance. By limiting pavement to what is actually utilized, the site can accommodate the enhanced perimeter landscaping as proposed, improving the visual quality of the Crystal Point Drive corridor compared to the existing condition.

Supplemental Standards

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

General retail uses in the B-2 district typically require longer-duration parking. The Quick Service restaurant model is unique in that its primary customer base (drive-through users) never occupies a parking stall. This operational distinction renders the general parking code excessive for this specific use.

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

The applicant did not create the discrepancy between the UDO's parking ratios and modern consumer behavior. The hardship is regulatory, driven by a code standard that has not kept pace with the shift toward drive-through and mobile ordering.

5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements.

Reducing the parking count enhances public welfare by reducing impervious surface coverage, thereby decreasing stormwater runoff. The proposed 39 spaces still provide a 30% surplus over the projected peak demand of 30 vehicles, ensuring no spillover parking will injure adjacent properties.

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

The reduction allows for greater open space, improving aesthetics and property values. It will not increase congestion; the parking demand review confirms that the site can fully accommodate all customer vehicles on-site without queuing onto the right-of-way.

VARIATION REQUEST 3: PERIMETER LANDSCAPE WIDTH

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.

The subject property possesses an irregular, non-rectangular geometry that narrows significantly toward the northern boundary. Because the parking setback must be reduced to 8 feet to accommodate the code-mandated bypass lane/emergency escape route, it is impossible to maintain a 15-foot landscape buffer.

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

The reduced landscape width will not negatively impact the area's character, as the 8-foot buffer will be populated with significantly enhanced landscaping density to visually soften the site. Furthermore, this 8-foot landscaped strip represents a three-foot improvement over the existing nonconforming 5-foot condition, thereby enhancing the current character of the Crystal Point Drive corridor.

Supplemental Standards

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

Most B-2 commercial properties in the vicinity are developed with standard rectangular geometry that allows for standard buffering. This property is uniquely challenged by its narrowing shape and its status as a reconstruction of a legacy use, which forces modern circulation safety standards into a constrained footprint.

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

The applicant did not create the property's irregular geometry or the current UDO requirements for drive-through safety features. The hardship is a result of applying modern standards to an existing, oddly-shaped parcel.

5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood.

The reduction allows for a safer site layout by providing the space required for an emergency bypass lane. While the width is reduced, the quality of the landscape material will be enhanced, ensuring the adjacent commercial entrance drive remains visually protected and aesthetically pleasing.

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

The variation facilitates a modernized site layout that prevents vehicle queuing on public streets. The 8-foot landscaped strip provides a significant aesthetic and environmental improvement over the existing condition, supporting local property values and site safety.

OLGUIN LAW LLC

Limited Use Permit Standards Response

a. General:

i. Drive-through windows and lanes are not placed between the right-of-way of the primary street (U.S. Route 14 or Crystal Point Rd.) and the McDonald's building.

ii. Drive-through windows and lanes are placed to the side and rear of the building served. As the lanes are not located between the right-of-way of the primary street and the building, the additional landscape plantings required under Section 4-400 for right-of-way buffering do not apply to the drive-through lane itself. Nevertheless, McDonald's is proposing enhanced landscaping over what is presently on site.

iii. Drive-through windows are not located on the side of a building adjoining any residential property. The site is bordered by a bank to the west, a hotel to the south, and shopping centers to the north and east.

b. Special use required: A special use is not required as the drive-through is not adjacent to a residential property.

c. Stacking space criteria:

i. Stacking spaces and lanes are designed so they do not impede on and off-site traffic movement, do not cross or pass through off-street parking areas, and do not create a potentially unsafe condition for pedestrian access to the public entrance. Pedestrian crossings are properly marked, and site circulation is one-way counterclockwise.

ii. Drive-through lanes are separated from off-street parking areas. Individual lanes will be striped, marked, and otherwise distinctly delineated.

iii. Bypass lanes and adjacent drive aisles maintain the same counterclockwise direction of traffic flow as the drive-through.

iv. The drive-through lanes have a width of 10 and 10.5 feet. The City Engineer has assessed the proposal and granted administrative approval for this reduction from 12 feet for this site.

v. The drive-through facilities are provided with a bypass lane exceeding the minimum width of 10 feet.

vi. No alleys or driveways in residentially zoned areas are used for the circulation of customer traffic.

16101 S. 108th Ave., 1st Floor • Orland Park, IL 60467 • **Phone:** (630) 403-8003 **Fax:** (630) 931-8562 • www.olguinlawllc.com

vii. Each stacking space is a minimum of 10 feet wide by 20 feet long.

viii. The drive-through facility is provided with an "escape" route from the existing queue.

ix. Estimates of anticipated drive-through traffic, processing rates, and other operational data from comparable facilities will be provided to the City.

d. Required number of stacking spaces for specific uses:

v. Limited-service (fast food) restaurant (all others): The proposal provides a total of 15 stacking spaces, exceeding the requirement of nine. Additionally, 5 stacking spaces are provided between the order board and the pickup window, exceeding the minimum requirement of four.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, MARCH 18, 2026
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

2026-017 – 551 CRYSTAL POINTE DRIVE (MCDONALDS) – VARIATIONS
Variations for an eight-foot parking lot setback and a reduction in parking spaces to 39 instead of the required 53 spaces.

Jim Olguin, zoning attorney for McDonald's, introduced the team present: Don Rousseu, construction manager; Mike Sufferer, senior manager of restaurant design, Ryan Gann and Joe Kerchner, project architects and Dan Olson of Upstream Design Group, site planner and landscape architect. Mr. Olguin stated they were pleased to present a reinvestment in the Crystal Point Drive corridor. He explained the proposal is for a full reconstruction of the existing McDonald's building into a modern, sustainable facility that prioritizes safety and site efficiency. Mr. Olguin stated the project qualifies for a limited use permit allowing a drive-through operation, and that written responses to those standards had been provided with the application. He then outlined the requested variations: first, a reduction of the northern parking lot setback from 20 feet to 8 feet; second, a related reduction in the perimeter landscape setback from 15 feet to 8 feet; and third, a reduction in parking from the required 50 spaces to 39 spaces. Mr. Olguin emphasized that the northern setback request is largely dealing with existing conditions, noting that at its narrowest point the setback today is approximately 5 feet, so the new plan improves that condition by increasing it to eight feet and adding more landscaping than currently exists. Regarding parking, Mr. Olguin explained that the number of required spaces from which a variation is required has been reduced from 53 to 50, due to the building's footprint being reduced to just under 5,000 square feet since the original proposal was reviewed by staff. He stated McDonald's takes parking demand seriously and had retained a traffic consultant that reviewed comparable sites, conducted parking counts, and concluded the site would need approximately 30 spaces. Based on that study, the proposed 39 spaces would provide roughly 30% more parking than operationally needed. Mr. Olguin explained that unlike some other restaurants, McDonald's is a strong service restaurant with more than 70% of its business going through the drive-through and mobile orders, so actual on-site parking demand is lower.

Mr. Olson then reviewed the site plan in greater detail. He stated the site is somewhat challenging because the property is not a simple rectangle, but it also created opportunities to be creative. Mr. Olson explained that the main change is that the building has been centered on the site, allowing for a one-way, counterclockwise circulation pattern that is clearer and safer than the current mix of one-way and two-way movement. He said the trash corral would remain in the same general area but would be reoriented to allow a safer, more direct head-on approach for trash trucks. Mr. Olson also highlighted the addition of an outdoor seating area on the north side of the building. On setbacks and landscaping, Mr. Olson stated the east side would increase from six feet to the required eight feet; the north side would improve from five feet to eight feet, though it still requires variation relief; the west side would meet the 20-foot requirement; and the south side would also be at a full eight feet. Overall, he stated the site would increase green area by approximately 3,300 square feet. Mr. Olson also explained that the drive-through is a major operational element: the current site has only about nine stacking spaces before queued cars start to back into areas affecting parking, whereas the new site would provide 17 stacking spaces without blocking

stalls, representing a substantial upgrade. On landscaping, he stated the site would be substantially redone, with some east-side perimeter trees retained if in good shape, but the interior largely renewed. He described double rows of shrubs along the north side, extensive parking-lot trees, headlight screening, and foundation landscaping.

Mr. Gann gave a high-level overview of the proposed building architecture, describing a design focused on rhythm, movement, and sustainability, with transparency at the dining room, a 360-design approach, natural and low-carbon materials, a more prominent play place, and sustainability upgrades such as high-efficiency HVAC system and solar panels.

Mr. Greenman thanked the petitioners for the thorough presentation and opened the public comment portion of the hearing. With no one wishing to speak, he closed the public comment portion of the hearing and asked staff to present the staff report.

Mr. Moore stated the subject property was originally developed for McDonald's nearly 50 years ago and has long-standing site constraints because it is not a regular rectangle. Mr. Moore pointed out that one unusual condition is the branch of Crystal Pointe Dr along the north side, which is technically right-of-way and therefore triggers stricter setback requirements, even though in practice it functions more like a cross-access easement serving only the neighboring property and does not appear to be a named road. Mr. Moore explained that the requested north setback reduction to eight feet should be considered in the context of the existing five-foot setback and the sloping grass that is already there. Mr. Moore stated the proposed landscaping would greatly improve the appearance on that side of the property. He also explained that after reviewing the delivery truck and fire truck routes, there did not appear to be a practical way to condense the parking lot further to create more setback without compromising operations and emergency access. He also noted that a sign variation will go directly to City Council and was not before the Commission. Additionally, the proposed building materials meet UDO requirements and are likewise not under review. Finally, staff clarified that new information had recently come in showing the building footprint was slightly different than earlier staff assumptions, which is why the required parking count is 50 instead of 53. When the Chair asked whether removing the outdoor seating could increase the northern setback, staff stated that shifting the northern parking row and drive aisle south would likely result in the loss of two or three spaces on the west side of the building, so staff did not believe it would create a meaningful improvement.

Mr. Gronow asked whether the building itself would be smaller or larger than what exists today. Mr. Moore used the county GIS map to quickly estimate that the current building is about 5,200 square feet, and therefore larger than the proposed building. Mr. Gronow then asked whether the two pull-forward delivery spots shown are counted among the 39 spaces, and Mr. Olson confirmed they are. Mr. Gronow also noted that, as the site exists today, there is not an egress directly out onto Crystal Point from one of the driveways, but under the proposal there would be both ingress and egress there, Mr. Olson confirmed that was correct.

Ms. Repholz asked how many parking spaces currently exist on the site. Mr. Olson indicated there are approximately 51 existing spaces. Ms. Repholz stated she was wrestling with the fact that the site is asking for significantly fewer parking spaces than the ordinance would otherwise require, while at the same time adding outdoor seating. Ms. Repholz stated that if someone uses the outdoor seating, they still drove there and asked how that factor had been accounted for in the 39-space proposal. Mr. Olson responded that the

key decision point is whether a customer chooses to use the drive-through or enter the restaurant. In their experience, the existence of outdoor seating does not change that decision; it only changes whether someone already on-site chooses to sit inside or outside. When asked why add outdoor seating at all, the petitioner explained it is an amenity, similar to the play place, and is included based on demographics and location, but is not expected to change the overall parking demand. Ms. Repholz then asked whether eliminating the outdoor seating would create more parking. The petitioner responded that perhaps one or two stalls could be added directly in front of the building, but because of the canopy and layout, it would not be a great solution and would place parking directly in front of the seating area. The commissioner then asked whether the 39 proposed spaces still adequately meet accessible parking requirements, and the petitioner confirmed they do.

Ms. Dzielski stated that after 50 years, the proposal represents an improvement in layout and circulation and that the traffic/parking analysis answered many of her questions. Ms. Dzielski concluded she had no additional questions.

Ms. Mason stated that her earlier questions about building size and parking had already been answered and had nothing further to add.

Mr. Smith stated his familiarity with the subject site and said the petitioner's parking demand explanation was representative of what he's observed in real life and that he has never seen the existing stalls fully occupied. Mr. Smith stated that given the lot shape, there is clearly a constraint and therefore a hardship, and that he could not find anything at fault with the site plan. He stated the traffic circulation is well laid out and that they were looking forward to the new product.

Mr. Greenman stated he loved that the landscaping on the north side would be increased by three feet and appreciated the addition of plantings, but expressed concern about snow plowing, winter conditions, and long-term maintenance of those plantings in such a limited area. Mr. Greenman asked the petitioners to walk through whether the plantings selected would be durable enough to survive snow and salt conditions. Mr. Olson responded that this is a very good point, and that for commercial plans like this, especially where there is limited room and headlight screening is required, he uses a very select plant palette of the most salt-tolerant materials available, including ornamental grasses and perennials that can be cut down and regrow. He stated there are not many grass areas around the site because the screening requirement necessitates more robust plantings, but that the plan uses the best-suited materials and that McDonald's does a good job maintaining its sites. The Chair thanked him for that additional explanation.

Mr. Greenman then returned to the issue of outdoor seating. He stated he found the 70 percent drive-through figure fascinating and fully understood the petitioner's explanation that outdoor seating is simply another option. However, he asked whether there had been any thought of using that area for more ornamental or artistic treatment instead, given that outdoor seating is more limited in Crystal Lake because of the climate and because the site also has a full indoor play place. Mr. Greenman stated the north side area would still be visible from Route 14 and wondered whether some sort of ornamental planting, sculpture, or even public art installation could enhance the frontage. When Mr. Olson asked whether he meant environmental treatment or plantings, the Chair clarified he meant plantings but would also welcome some other sculptural or art concept, especially since Crystal Lake has recently started an art initiative and is always looking for new public art opportunities. Mr. Olson responded that from a landscaping perspective, the proposed plantings already frame that area well, and that the new building

itself will be such an upgrade that the patio area will likely already function as an artistic, modern complement to the building. He added that while he did not have a final layout that evening, he had seen options and believed they would accomplish what the Chair was describing. Mr. Greenman then stated he would be interested in seeing those concepts and asked that something be brought forward to City Council, noting that what looks good in year one can deteriorate quickly in harsh winters and summers. He said he wanted City Council to be able to see what the outdoor seating would look like and have a conversation about possible alternatives.

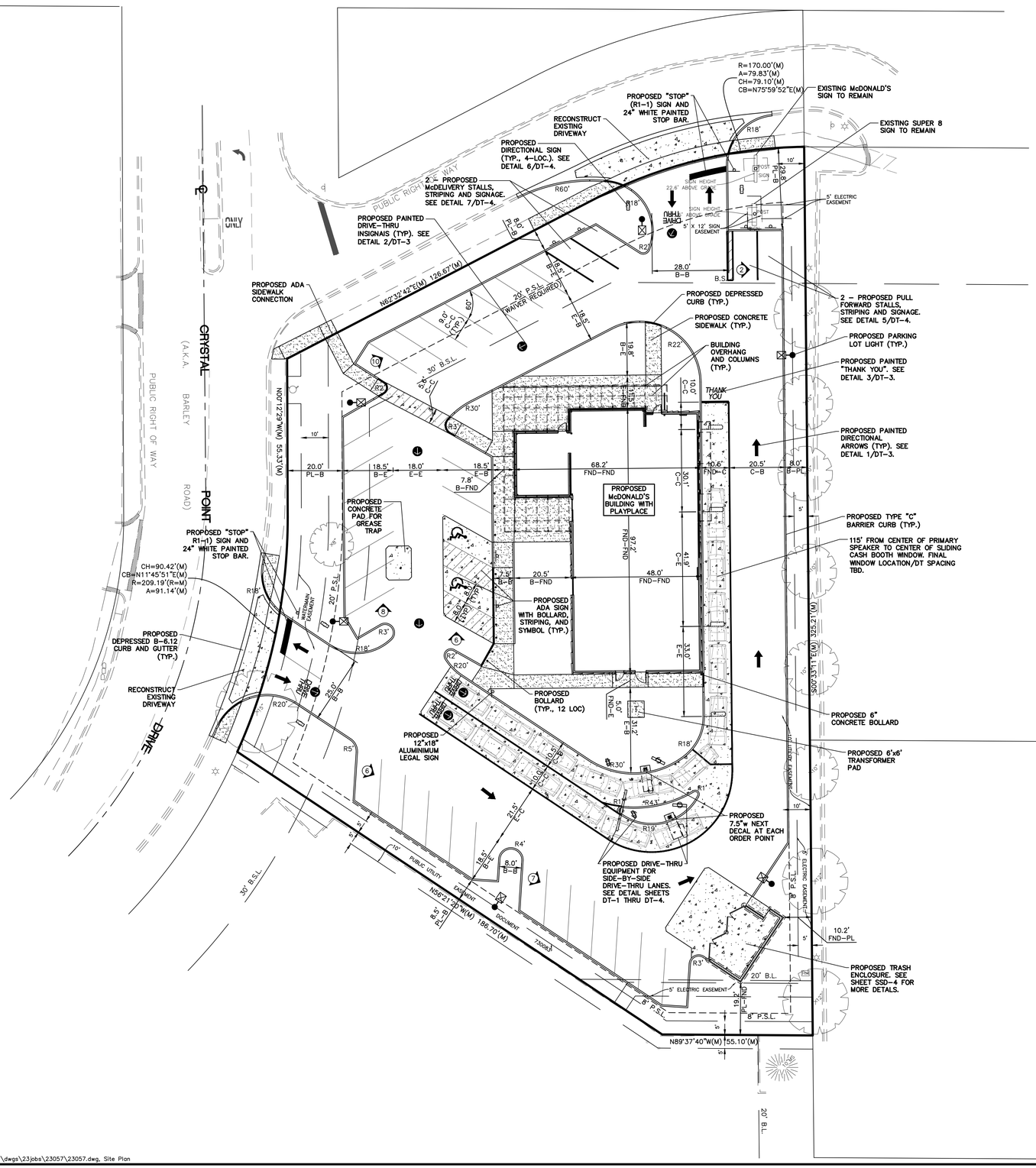
Mr. Smith made a motion to approve the request as presented, with the following conditions:

1. Project plans shall be consistent with the information and testimony provided by the petitioner in the hearing and the following documents:
    A. Application (2/4/26)
    B. Site Plan (Watermark Engineering, 1/6/26)
    C. Preliminary Grading and Utility Plan (Watermark Engineering, 1/6/26)
    D. Landscape Plan (Upstream Design Group, 1/6/26)
    E. Photometric Plan (Security Lighting, 12/23/25).

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

And, with the recommendation that the petitioner shall present to the City Council design concepts for the outside seating area, prior to approval.

Ms. Repholz seconded the motion. On roll call vote, all present members voted in favor. The motion passed unanimously.



GENERAL NOTES:

THESE PLANS ARE BASED ON THE ALTA/NSPS LAND TITLE AND TOPOGRAPHIC SURVEY (SURVEY PROJECT #24.0172 DATED 07/11/2024)
PREPARED BY: COMPASS SURVEYING LTD
2631 GINGER WOODS PARKWAY, STE 100, AURORA, IL 60502
(630) 820-9100

1. PRIOR TO CONSTRUCTION, CONTRACTOR TO CONTACT THE DESIGN ENGINEER AND ARCHITECT TO VERIFY THAT THEY ARE WORKING FROM THE MOST CURRENT SET OF PLANS AND SPECIFICATIONS.

ON SITE PARKING DATA

REGULAR SPACES	37
ADA ACCESSIBLE SPACES	2
TOTAL SPACES	39

TOTAL SPACES REQUIRED = 50 (U.D.O. TABLE 4-200 D)
1 SPACE PER 100 SF OF GROSS FLOOR AREA

39 PROPOSED < 50 SPACES REQUIRED = VARIANCE REQUIRED

DRIVE THRU DATA
TOTAL STACKING REQUIRED (U.D.O. TABLE 4-200 G)
(9 TOTAL AND 4 BETWEEN ORDER BOX AND THE FIRST SERVICE WINDOW)

TOTAL
15 STACKING SPACES PROPOSED > 9 STACKING SPACES REQ.

ORDER BOX TO FIRST SERVICE WINDOW
6 STACKING SPACES PROPOSED > 4 STACKING SPACES REQ.

SITE DATA

ZONING	=	B-2
LOT AREA	=	50,381 S.F. (1.16 AC.)
PROP. PERVIOUS AREA	=	14,344 S.F. (0.33 AC.)(28.5%)
PROP. IMPERVIOUS AREA	=	36,037 S.F. (0.83 AC.)(71.5%)
EX. PERVIOUS AREA	=	11,006 S.F. (0.26 AC.)(21.8%)
EX. IMPERVIOUS AREA	=	39,375 S.F. (0.90 AC.)(78.2%)
BUILDING AREA	=	4,984 S.F.

20 0 10 20 40 80

SITE PLAN

REVISIONS

Prepared For:

McDonald's
110 N. Carpenter St.
Chicago, IL 60607

McDONALD'S - CRYSTAL LAKE, IL
551 Crystal Point Drive
Crystal Lake, Illinois 60014

Prepared By:

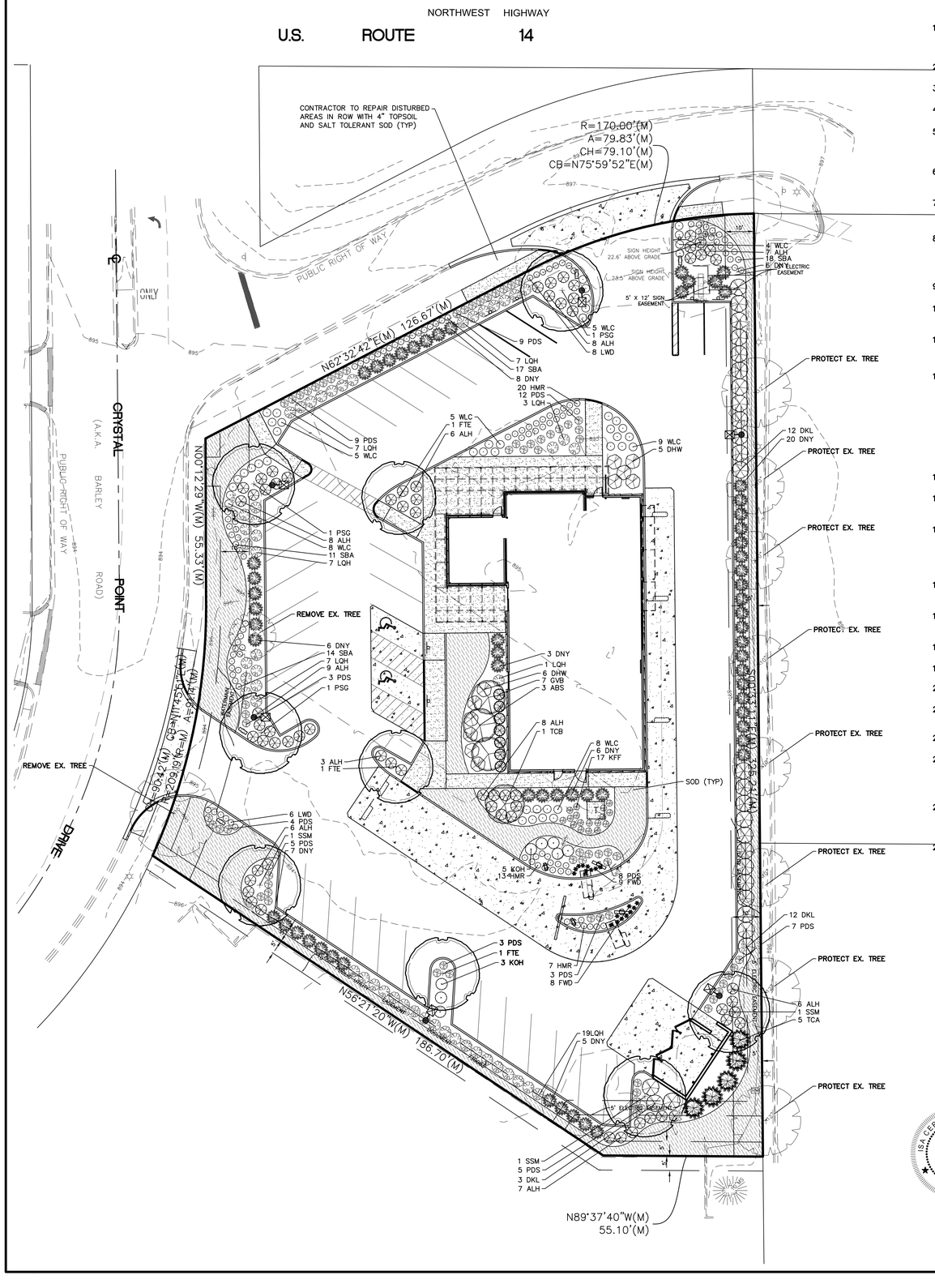
WatermarkEngineering RESOURCES
watermark-engineering.com | 2631 Ginger Woods Pkwy | Aurora, IL 60502 | (630) 375-1800

CHECKED BY:	S. PUMPHREY
DESIGN BY:	S. PUMPHREY
DRAWN BY:	J.MILLER, D.BOYLE
DATE:	MARCH 17, 2026
SCALE:	1" = 20'
PROJECT NO.:	23-057

1 of 1

LC #12-0356

J:\dwgs\23jobs\23057\23057.dwg, Site Plan



GENERAL NOTES:

1. THESE PLANS ARE BASED ON THE ALTA/NSPS LAND TITLE AND TOPOGRAPHIC SURVEY (SURVEY PROJECT #24.0172 DATED 07/11/2024) PREPARED BY: COMPASS SURVEYING LTD 2631 GINGER WOODS PARKWAY, STE 100, AURORA, IL 60502 (630) 820-9100
2. PRIOR TO CONSTRUCTION, CONTRACTOR TO CONTACT THE DESIGN ENGINEER AND ARCHITECT TO VERIFY THAT THEY ARE WORKING FROM THE MOST CURRENT SET OF PLANS AND SPECIFICATIONS.

LANDSCAPE NOTES

1. ALL PLANT MATERIAL SHALL BE HARDY TO THE ZONE IT IS BEING PLANTED IN. ALL TREES AND SHRUBS ARE TO BE BALLED AND BURLAPED UNLESS OTHERWISE NOTED AND SHALL BE GROWN IN ACCORDANCE WITH THE STANDARDS SET FORTH BY THE LATEST EDITION OF AMERICAN STANDARD FOR NURSERY STOCK PUBLISHED BY AMERICANHORT.
2. PLANT SIZES CALLED OUT ON THIS PLAN ARE THE MINIMUM SIZE REQUIRED. PLANTS WHICH FAIL TO MEET THE SIZES LISTED, SHALL BE REJECTED AT THE EXPENSE OF THE CONTRACTOR.
3. CONTRACTOR MUST VERIFY ALL MATERIAL QUANTITIES AS DEPICTED ON THE DRAWING. THE PLANT LIST PROVIDED ON THIS PLAN IS FOR CONVENIENCE ONLY.
4. SUBSTITUTIONS MAY NOT BE MADE WITHOUT THE APPROVAL OF THE LANDSCAPE ARCHITECT/DESIGNER.
5. THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE AGENCIES AND UTILITY LOCATORS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL NOT BEGIN ANY WORK ON-SITE UNTIL ALL UTILITIES HAVE BEEN LOCATED. CONTRACTOR SHALL OBTAIN "AS-BUILT" PLANS FOR ALL IRRIGATION AND LIGHTING PRIOR TO CONSTRUCTION.
6. CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL UTILITIES INCLUDING IRRIGATION AND LIGHTING. ALL DAMAGE SHALL BE REPAIRED TO A NEW CONDITION IN ACCORDANCE WITH ALL CODES AT NO COST TO THE OWNER – SEE NOTE 5.
7. ALL UNSUITABLE MATERIAL (CONCRETE, AGGREGATE STONE, CRUSHED ASPHALT, BRICK ETC.) SHALL BE REMOVED, INCLUDING HAUL OFF, PRIOR TO PLANTING AND SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR.
8. SOIL MIX PM35 BY MIDWEST TRADING COMPANY OR EQUAL SHALL BE ROTOTILLED INTO ALL PERENNIAL AND ANNUAL PLANTING BEDS PRIOR TO THE INSTALLATION OF THE PLANT MATERIAL. A SLOW RELEASE, GRANULAR FERTILIZER SHALL BE APPLIED TO ALL ANNUAL AND PERENNIAL PLANTING BEDS AT THE RECOMMENDED RATE, AND SHALL BE ROTOTILLED IN WITH THE ABOVE SOIL MIXTURE BEFORE THE PLANT MATERIAL IS INSTALLED.
9. CONTRACTOR TO PROVIDE THOROUGH INITIAL WATERING OF ALL PLANTINGS WITHIN 12 HOURS OF INSTALLATION TO ENSURE ALL AIR POCKETS HAVE BEEN REMOVED AROUND ROOT BALL.
10. ALL PLANT BED AREAS ARE TO BE MULCHED WITH 3" OF DOUBLE SHREDDED HARDWOOD MULCH AND SHALL BE SEPARATED WITH A SPADE EDGE ALONG PERIMETERS ADJACENT TO TURF AREAS. FINAL GRADE (AFTER SETTLING) SHALL BE 1" BELOW ADJACENT CURBS.
11. ALL TURF AREAS ARE TO BE A MINIMUM OF A FIVE WAY BLUEGRASS BLEND, UNLESS OTHERWISE NOTED. CONTRACTOR IS RESPONSIBLE FOR WATERING ALL INSTALLED TURF AREAS UNTIL TIME OF KNITTING. IF TURF SEED AND SOD OCCUR ON THE SAME PROJECT, CONTRACTOR SHALL VERIFY AND USE SEED MIXTURES TO MATCH SOD.
12. AREAS TO BE SODDED SHALL BE WITH AN "APPROVED TURFGRASS SOD" OF PREMIUM GRADE. SOD SHALL BE A 5 WAY BLEND OF IMPROVED KENTUCKY BLUEGRASS VARIETIES THAT HAS BEEN GROWN LOCALLY TO THE PROJECT SITE. SOD MUST BE MATURED FOR 2 FULL GROWING SEASONS PRIOR TO HARVEST CUTTING AND BE HEALTHY WITH WELL ESTABLISHED ROOTS. SOD SHALL BE FREE OF DISEASE, INSECTS AND DEBRIS. SOD SHALL BE UNIFORM IN LEAF COLOR, TEXTURE, AND DENSITY. SOD SHALL BE DELIVERED, INSTALLED, AND WATERED WITHIN 24 HOURS OF HARVEST IN WHICH TEMPERATURES DO NOT EXCEED 90 DEGREES (F) NOR LESS THAN 55 DEGREES (F). SOD SHALL BE MACHINE-CUT AT A MINIMUM UNIFORM SOIL THICKNESS (1.5" OF SOD IS DESIRED) BUT SOD THICKNESS SHALL BE A THICKNESS NECESSARY FOR PLANT VIABILITY. SOD SHALL BE LAID IN STAGGERED STRAIGHT LINES, TIGHTLY AGAINST EACH OTHER WITHOUT STRETCHING OR OVERLAPPING. SOD STAKES SHALL USED ON ALL SLOPES 4:1 OR GREATER.
13. CONTRACTOR SHALL REPAIR ALL DISTURBED AREAS (INTENDED OR UNINTENDED) AT A MINIMUM, TO THE ORIGINAL CONDITION UNLESS OTHERWISE NOTED.
14. THE EXISTING PLANT MATERIAL SHOWN ON THIS PLAN IS INTENDED SOLELY TO IDENTIFY THEM AS OBSERVED IN THE FIELD. THIS PLAN DOES NOT MAKE ANY CLAIMS ABOUT THE CONDITION OR SAFETY OF ANY OF THE PLANT MATERIAL DESCRIBED HEREIN OR OBSERVED IN THE FIELD.
15. ALL TRANSPLANTED PLANT MATERIAL MUST BE INSTALLED IMMEDIATELY UPON EXTRACTION FROM IT'S ORIGINAL LOCATION, UNLESS SPECIFIC ARRANGEMENTS HAVE BEEN MADE WITH THE LANDSCAPE ARCHITECT/DESIGNER. SHOULD IT BECOME UNREASONABLE TO TRANSPLANT ANY OF THE PLANT MATERIAL AS DESCRIBED IN THIS PLAN, DUE TO SITE CONSTRAINTS OR OTHERWISE, CONTRACTOR IS RESPONSIBLE FOR CONTACTING LANDSCAPE ARCHITECT/DESIGNER TO MAKE ALTERNATIVE ARRANGEMENTS.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE HEALTH AND VIABILITY OF THE PROPOSED PLANT MATERIAL INCLUDING WATERING, PROTECTION FROM PHYSICAL DAMAGE FROM THE TIME PLANT IS SELECTED THROUGH IT'S INSTALLATION.
17. CONTRACTOR IS RESPONSIBLE FOR ALL PLANT MATERIAL REMAINING PLUMB UNTIL THE END OF THE GUARANTEE PERIOD. PLANTS MAY NOT BE STAKED UNLESS APPROVED BY THE LANDSCAPE ARCHITECT/DESIGNER.
18. CONTRACTOR TO GUARANTEE PLANT MATERIAL AND LABOR FOR A MINIMUM OF ONE YEAR FROM THE TIME OF INSTALLATION.
19. THE CONTRACTOR IS RESPONSIBLE FOR BECOMING FAMILIAR WITH AND ABIDING BY THE LANDSCAPE ORDINANCES FOR THE SPECIFIC JURISDICTION IN WHICH THE WORK IS TAKING PLACE.
20. BIDDERS SHALL BE RESPONSIBLE FOR EXAMINING THE SITE, PRIOR TO PREPARING BID, TO BECOME FAMILIAR WITH THE SPECIFIC SITE CONSTRAINTS.
21. ALL EXISTING ON-SITE PLANT MATERIAL NOT EFFECTED BY CONSTRUCTION OR THE PROPOSED LANDSCAPE, SHALL BE BE PROTECTED AS PART OF THIS PLAN. EXISTING LANDSCAPE IN AREAS OF CONSTRUCTION AND PROPOSED LANDSCAPE SHALL BE REMOVED AS PART OF THIS PLAN.
22. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE COMPLETION OF ALL THE ITEMS SHOWN ON THE PLANS.
23. IF IRRIGATION IS DEEMED NECESSARY, THE DESIGN AND INSTALLATION OF THE IRRIGATION SYSTEM SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR. AN IRRIGATION PLAN ALONG WITH AN AS BUILT OF THE IRRIGATION SYSTEM SHALL BE PREPARED FOR OWNER REVIEW AND APPROVAL. CONTRACTOR SHALL GUARANTEE PERFORMANCE, PARTS, AND LABOR FOR A PERIOD OF 1 YEAR FROM THE DATE OF FINAL APPROVAL.
24. IF EXISTING IRRIGATION IS PRESENT ON SITE, CONTRACTOR SHALL ADJUST, ADD TO, OR SUBTRACT FROM, THE EXISTING IRRIGATION SYSTEM TO ACCOMMODATE ANY PROPOSED ALTERATIONS/ADDITIONS TO THE EXISTING LANDSCAPE. CONTRACTOR SHALL PROVIDE THE OWNER AN AS BUILT OF THE IRRIGATION SYSTEM AND ALL CHANGES TO THE SYSTEM AFFECTED BY THIS PROJECT.
25. DURING THE BIDDING PROCESS, THE LANDSCAPE CONTRACTOR SHALL COORDINATE WITH THE GENERAL CONTRACTOR OR OTHER PARTIES RESPONSIBLE FOR THE OVERALL BIDDING OF THE PROJECT TO DETERMINE WHICH CONTRACTOR SHALL BE RESPONSIBLE FOR THE REQUIRED TOPSOIL RE-SPREAD PER THE FOLLOWING UNLESS OTHERWISE NOTED:
    A. 4" MINIMUM IN GRASS OR SOD AREAS
    B. 6" MINIMUM IN PLANTING AREAS
    C. 12" MINIMUM IN LANDSCAPE ISLANDS

PLANT LIST

SHADE, ORNAMENTAL, AND CONIFEROUS TREES

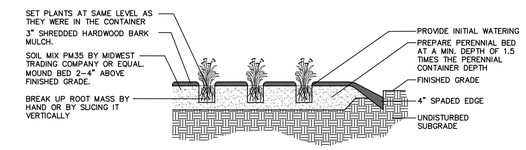
QTY.	ABRV.	BOTANICAL NAME	COMMON NAME	SIZE
3	SSM	Acer miyabei 'Morton'	State Street Maple	2 1/2" Cal.
3	PSG	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2 1/2" Cal.
3	FTE	Ulmus x frontier	Frontier Elm	2 1/2" Cal.
3	ABS	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	6'
1	TCB	Fagus sylvatica 'Roseo-Marginata'	Tricolor Beech	6'

FLOWERING AND EVERGREEN SHRUBS

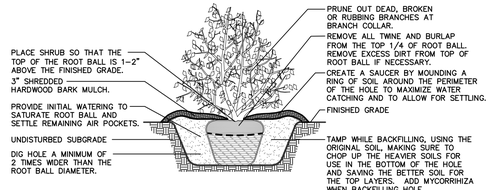
QTY.	ABRV.	BOTANICAL NAME	COMMON NAME	SIZE
68	ALH	Aronia melanocarpa 'UCONNAM165'	Aronia Low Scape Hedger	3 Gal.
8	KOH	Diervilla 'G2X88544'	Kodiak Orange Honeysuckle	3 Gal.
51	LQH	Hydrangea paniculata 'SMHPLQF'	Little Quick Fire Hydrangea	3 Gal.
27	DKL	Syringa mereyi 'Palibin'	Dwarf Korean Lilac	5 Gal.
11	DHW	Weigela x 'Dark Horse'	Dark Horse Weigela	3 Gal.
7	GVB	Buxus x 'Green Velvet'	Green Velvet Boxwood	5 Gal.
61	DNY	Taxus x media 'Densiformis'	Densiformis Yew	5 Gal.

PERENNIALS, ORNAMENTAL GRASS AND GROUNDCOVERS

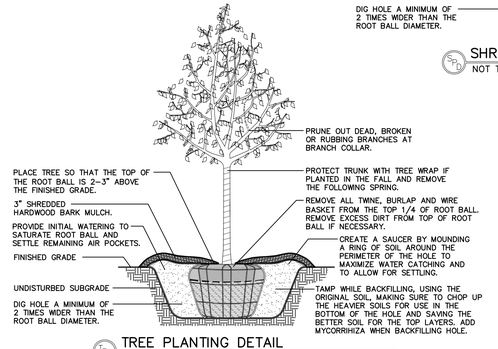
QTY.	ABRV.	BOTANICAL NAME	COMMON NAME	SIZE
60	SBA	Allium ' Summer Beauty'	Summer Beauty Onion	1 Gal.
17	FWD	Dianthus gratianopolitanus 'Firewitch'	Firewitch Dianthus	1 Gal.
14	LWD	Hemerocallis 'Little Wine Cup'	Little Wine Cup Daylily	1 Gal.
40	HMR	Heuchera 'Midnight Rose'	Midnight Rose Coralbells	1 Gal.
44	WLC	Nepeta racemosa 'Walker's Low'	Walker's Low Catmint	1 Gal.
17	KFF	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	1 Gal.
68	PDS	Sporobolus heterolepis	Prairie Dropseed	1 Gal.



PERENNIAL PLANTING DETAIL
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.



SHRUB PLANTING DETAIL
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.



TREE PLANTING DETAIL
NOT TO SCALE. USE ONLY ZONE HARDY PLANT MATERIAL.

ISA CERTIFIED ARBORIST
DANIEL D. OLSON
IL-5081A

Know what's **Below.** **Call** before you dig.
811

20 0 10 20 40 80

NO.	REVISIONS	DATE
1	REVISED PER SITE PLAN AND BLDG CHANGES	11/05/26
2	UPDATED PER FINAL ENGINEERING DESIGN	3/06/26

Prepared For:

McDonald's
110 N. Carpenter St.
Chicago, IL 60607

McDONALD'S - CRYSTAL LAKE, IL
551 Crystal Point Drive
Crystal Lake, Illinois 60014

Prepared By:

UPSTREAM DESIGN GROUP
dolson@upstreamdesigngroup.com

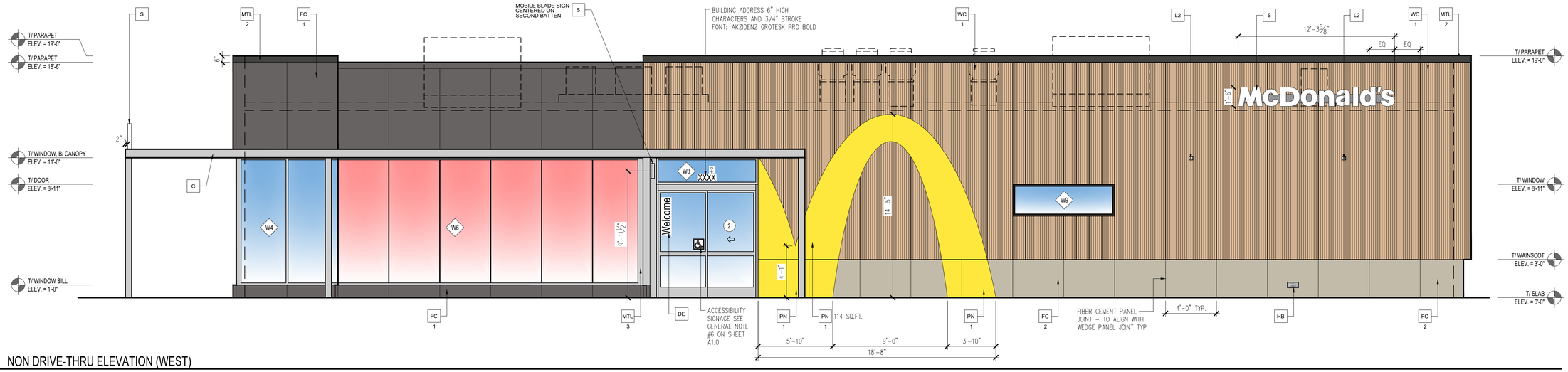
CHECKED BY: D.OLSON
DESIGN BY: D. OLSON
DRAWN BY: D. OLSON
DATE: DECEMBER 19, 2025
SCALE: 1" = 20'
PROJECT NO.: 23-057

L-1

LC #12-0356

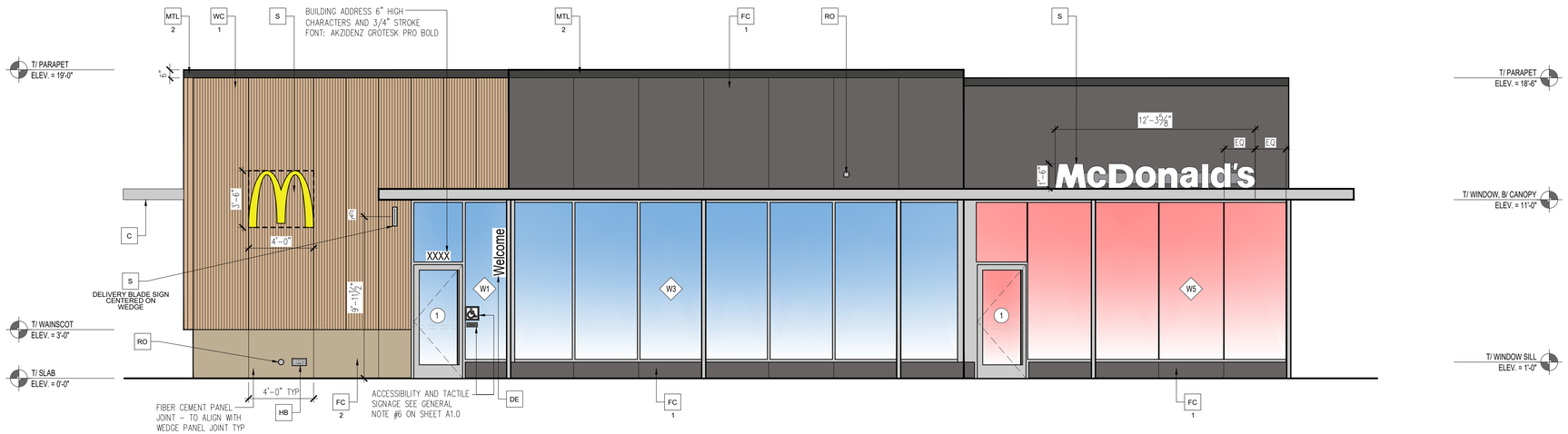
LANDSCAPE PLAN

LANDSCAPE PLAN



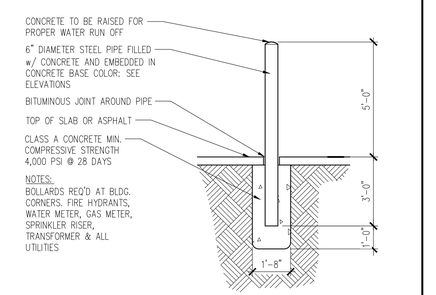
1 NON DRIVE-THRU ELEVATION (WEST)

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



2 FRONT ELEVATION (NORTH)

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



5 PIPE BOLLARD DETAIL

N.T.S.

GC TO PROVIDE SIGNAGE PACKAGE AND INSTALL SIGNS AT LOCATIONS AND POSITIONS INDICATED IN SIGNAGE PACKAGE OR AS REQUIRED BY LOCAL CODES. SIGNAGE PACKAGE SUPPLIED BY: FRANKE SUPPLY 1-800-423-5247, FAX: 1-877-538-6882, WWW.FRANKESUPPLY.COM, EMAIL: fs-frankesupply.us@franke.com

NOTE:
1. TRASH CORRAL INCLUDING DOORS, BOLLARDS ETC. TO MATCH MAIN BUILDING FINISHES AND COLORS.

RAL 7022 COLOR CHART (FOR REFERENCE)
(SEE ELEVATION KEY NOTES AP, C2, C3, MF-1-C2)
HEX CODE: #4C4A44
RGB CODE: RED 76 (30%), GREEN 74 (29%), BLUE 68 (27%)
CMYK CODE: CYAN 40%, MAGENTA 30%, YELLOW 40%, BLACK 80%

ELEVATION KEY NOTES:

- ACM ## — ALUMINUM COMPOSITE MATERIAL PANEL, ALUCOBOND, PLUS DRY REVEAL, 4mm THICKNESS
  - TYPE:
    - 1 = MAIN ENTRY, POWDER COATED TO MATCH RAL 1003 (GOLD), SEMI-GLOSS
    - 2 = COURIER ENTRY, ANODIC CLEAR MICA
    - 3 = DRIVE THRU SURROUND, BRUSHED CARBON, PROVIDED BY METAL-ERA
    - 4 = DRIVE THRU ETCHED PANEL, BRUSHED CARBON, ETCHED W/ JUMBLED DANCING ARCHES, PROVIDED BY METAL-ERA.
- C — ALUMINUM CANOPY SYSTEM
  COLOR: MATCH CLEAR ANODIZED ALUMINUM STOREFRONT
- D — HOLLOW METAL DOOR
  PAINT: MATCH FIBER CEMENT PANEL (FC-2)
- DE — DECAL BY GRAPHICS SUPPLIER
  SURFACE APPLIED, FIELD INSTALLED, PRE CUT, PRE SPACED.
  SUPPLIERS:
  VOMELA (865) 330-7337, ann.bowen@vomela.com
  GFX INTERNATIONAL (847) 543-4600, mcdonaldsdecor@gfxi.com
- FB ## — FILL BOX
  - TYPE:
    - CO2 = BULK CO2 (EQPM SCHEDULE ITEM 49.00)
    - BO = BULK OIL (EQPM SCHEDULE ITEM 700.18)
- FC ## — FIBER CEMENT PANEL – EQUITONE: NATURA THROUGH-COLORED, MATTE, SMOOTH FINISH
  - TYPE:
    - 1 = N281 (DARK)
    - 2 = N961 (WARM)
- HB — HOSE BIB – REFER TO PLUMBING DRAWINGS
- L — WALL MOUNTED LIGHT FIXTURE, RE: ELECTRICAL PLANS
  COLOR: ENTER
- L2 — SCONCE LIGHT FIXTURE – SEE ELECTRICAL
  COLOR: PLATINUM SILVER
- MTL ## — BREAK METAL
  - TYPE:
    - 1 = GOLD, POWDER COATED TO MATCH RAL 1003 (WEDGE EDGE), SEMI-GLOSS
    - 2 = COPING, MATCH ACM3
    - 3 = CLEAR ANODIZED (MATCH STOREFRONT)
    - 4 = BRUSHED ALUMINUM, MATCH MC1
- PB — PIPE BOLLARD – SEE SITE PLAN AND DETAIL **5/A2.1**
  USA 310-SD BASTION, COLOR: SW 7048 URBANE BRONZE
- PN # — PAINT – SHERWIN WILLIAMS
  - PAINT:
    - 1 = MATCH RAL 1003 (GOLD)
- RO — ROOF DRAIN OVERFLOW PIPE PAINT TO MATCH SURROUNDING MATERIAL
- S — McDONALD'S SIGNAGE BY OTHERS – UNDER SEPARATE
- ST — CO2 STROBE/ALARM. SEE MECHANICAL DRAWINGS FOR SPECIFICATION.
- W# XX — EXTERIOR WINDOW ASSEMBLY – TEMPERED GLASS
  SEE SHEET A5.0 FOR ASSEMBLY NOTE & A6.0 FOR WINDOW TYPES AND ASSEMBLIES.
  DRIVE-THRU WINDOWS BY READY ACCESS
  SEE SHEET A6.0 FOR WINDOW ASSEMBLIES
  SLIDE DIRECTION: RL = RIGHT TO LEFT, LR = LEFT TO RIGHT
- WC 1 — THERMALLY MODIFIED WOOD CLADDING PANEL
  LUNAWOOD – LUNAWOOD SHARP HF 1X6
  COLOR: NATURAL
  FINISH: POPLAR
  THERMALLY MODIFIED T&G WOOD PLANK SIDING WITH PLANED SURFACE
- WP — WINDOW POSITION SIGN

LINGLE DESIGN GROUP INC
158 WEST MAIN STREET
LENA, IL 61048
815.369.9155
1764 BLAKE ST
DENVER, CO 8020
303.974.5873
WWW.LINGLEDESIGN.COM

© ALL DRAWINGS AND WRITTEN MATERIAL CONTAINED HEREIN ARE THE PROPERTY OF THE LINGLE DESIGN GROUP, INC. THEY MAY NOT BE REVISED, COPIED, REUSED, OR DISCLOSED IN ANY MANNER WITHOUT WRITTEN AUTHORIZATION FROM THE ARCHITECT.

LICENSED ARCHITECT
CARL L LINGLE
001-017744
03-30-26

STATE ID: 120356
PROJECT #: 24-387
NATIONAL #: 5153
DRAWN BY: RG
CHECKED BY: JK

DATE:
03/30/26 - P&Z SUBMITTAL

REVISIONS

CLIENT

McDonald's USA, LLC

ADDRESS

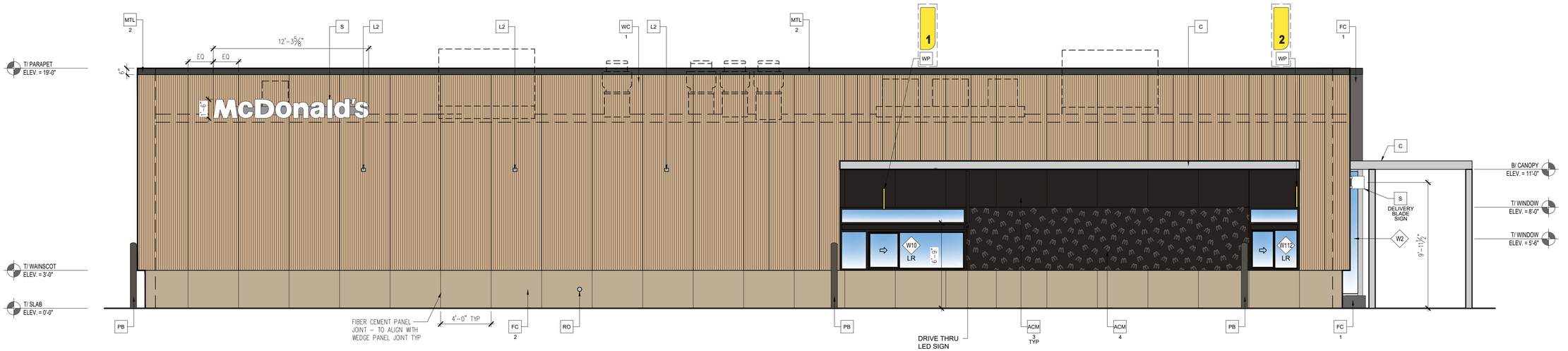
551 CRYSTAL POINT RD.
CRYSTAL LAKE, IL 60014

SHEET TITLE

EXTERIOR ELEVATIONS

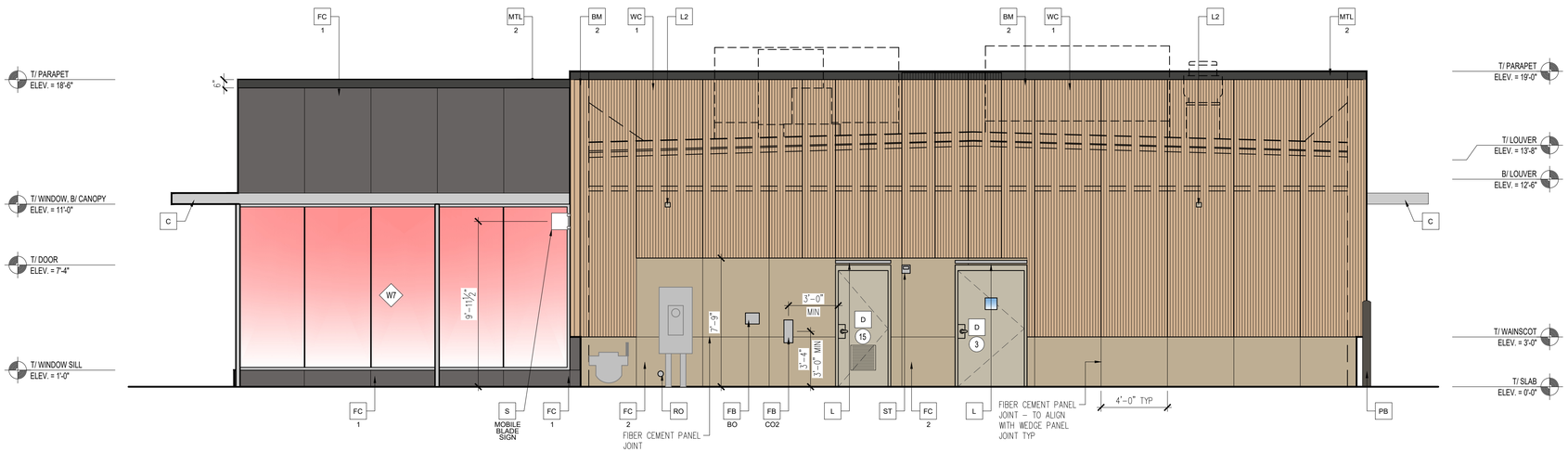
SHEET NUMBER:

A2.0



1 DRIVE-THRU ELEVATION (EAST)

Scale: 1/4"=1'



2 REAR ELEVATION (SOUTH)

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

GC TO PROVIDE SIGNAGE PACKAGE AND INSTALL SIGNS AT LOCATIONS AND POSITIONS INDICATED IN SIGNAGE PACKAGE OR AS REQUIRED BY LOCAL CODES. SIGNAGE PACKAGE SUPPLIED BY: FRANKE SUPPLY 1-800-423-5247, FAX: 1-877-538-6882, WWW.FRANKESUPPLY.COM, EMAIL: fs-frankesupply.us@franke.com

NOTE:
1. TRASH CORRAL INCLUDING DOORS, BOLLARDS ETC. TO MATCH MAIN BUILDING FINISHES AND COLORS.

RAL 7022 COLOR CHART (FOR REFERENCE)
(SEE ELEVATION KEY NOTES AP, C2, C3, MF-1-C2)
HEX CODE: #4C4A44
RGB CODE: RED 76 (30%), GREEN 74 (29%), BLUE 68 (27%)
CMYK CODE: CYAN 40%, MAGENTA 30%, YELLOW 40%, BLACK 80%

ELEVATION KEY NOTES:

ACM ## ALUMINUM COMPOSITE MATERIAL PANEL, ALUCOBOND, PLUS DRY REVEAL, 4mm THICKNESS
TYPE:
1 = MAIN ENTRY, POWDER COATED TO MATCH RAL 1003 (GOLD), SEMI-GLOSS
2 = COURIER ENTRY, ANODIC CLEAR MICA
3 = DRIVE THRU SURROUND, BRUSHED CARBON, PROVIDED BY METAL-ERA
4 = DRIVE THRU ETCHED PANEL, BRUSHED CARBON, ETCHED W/ JUMBLED DANCING ARCHES, PROVIDED BY METAL-ERA.

C ALUMINUM CANOPY SYSTEM
COLOR: MATCH CLEAR ANODIZED ALUMINUM STOREFRONT

D HOLLOW METAL DOOR
PAINT: MATCH FIBER CEMENT PANEL (FC-2)

DE DECAL BY GRAPHICS SUPPLIER
SURFACE APPLIED, FIELD INSTALLED, PRE CUT, PRE SPACED.
SUPPLIERS:
VOMELA (865) 330-7337, ann.bowen@vomela.com
GFX INTERNATIONAL (847) 543-4600, mcdonaldsdecor@gfxi.com

FB ## FILL BOX
TYPE:
CO2 = BULK CO2 (EQPM SCHEDULE ITEM 49.00)
BO = BULK OIL (EQPM SCHEDULE ITEM 700.18)

FC ## FIBER CEMENT PANEL - EQUITONE: NATURA THROUGH-COLORED, MATTE, SMOOTH FINISH
TYPE:
1 = N281 (DARK)
2 = N961 (WARM)

HB HOSE BIB - REFER TO PLUMBING DRAWINGS

L WALL MOUNTED LIGHT FIXTURE, RE: ELECTRICAL PLANS
COLOR: ENTER

L2 SCONCE LIGHT FIXTURE - SEE ELECTRICAL
COLOR: PLATINUM SILVER

MTL ## BREAK METAL
TYPE:
1 = GOLD, POWDER COATED TO MATCH RAL 1003 (WEDGE EDGE), SEMI-GLOSS
2 = COPING, MATCH ACM3
3 = CLEAR ANODIZED (MATCH STOREFRONT)
4 = BRUSHED ALUMINUM, MATCH MC1

PB PIPE BOLLARD - SEE SITE PLAN AND DETAIL **5/A2.1**
USA 310-SD BASTION, COLOR: SW 7048 URBANE BRONZE

PN # PAINT - SHERWIN WILLIAMS
PAINT:
1 = MATCH RAL 1003 (GOLD)

RO ROOF DRAIN OVERFLOW PIPE PAINT TO MATCH SURROUNDING MATERIAL

S McDONALD'S SIGNAGE BY OTHERS - UNDER SEPARATE

ST CO2 STROBE/ALARM. SEE MECHANICAL DRAWINGS FOR SPECIFICATION.

W# XX EXTERIOR WINDOW ASSEMBLY - TEMPERED GLASS
SEE SHEET A5.0 FOR ASSEMBLY NOTE & A6.0 FOR WINDOW TYPES AND ASSEMBLIES.
DRIVE-THRU WINDOWS BY READY ACCESS
SEE SHEET A6.0 FOR WINDOW ASSEMBLIES
SLIDE DIRECTION: RL = RIGHT TO LEFT, LR = LEFT TO RIGHT

WC 1 THERMALLY MODIFIED WOOD CLADDING PANEL
LUNAWOOD - LUNAWOOD SHARP HF 1X6
COLOR: NATURAL
FINISH: POPLAR
THERMALLY MODIFIED T&G WOOD PLANK SIDING WITH PLANED SURFACE

WP WINDOW POSITION SIGN

LINGLE DESIGN GROUP INC
158 WEST MAIN STREET
LENA, IL 61048
815.369.9155
1764 BLAKE ST
DENVER, CO 8020
303.974.5873
WWW.LINGLEDESIGN.COM

© ALL DRAWINGS AND WRITTEN MATERIAL CONTAINED HEREIN ARE THE PROPERTY OF THE LINGLE DESIGN GROUP, INC. THEY MAY NOT BE REVISED, COPIED, REUSED, OR DISCLOSED IN ANY MANNER WITHOUT WRITTEN AUTHORIZATION FROM THE ARCHITECT.

LICENSED ARCHITECT
CARL L LINGLE
001-017744
03-30-26

STATE ID: 120356
PROJECT #: 24-387
NATIONAL #: 5153
DRAWN BY: RG
CHECKED BY: JK

DATE:
03/30/26 - P&Z SUBMITTAL

REVISIONS

CLIENT

McDonald's USA, LLC

ADDRESS

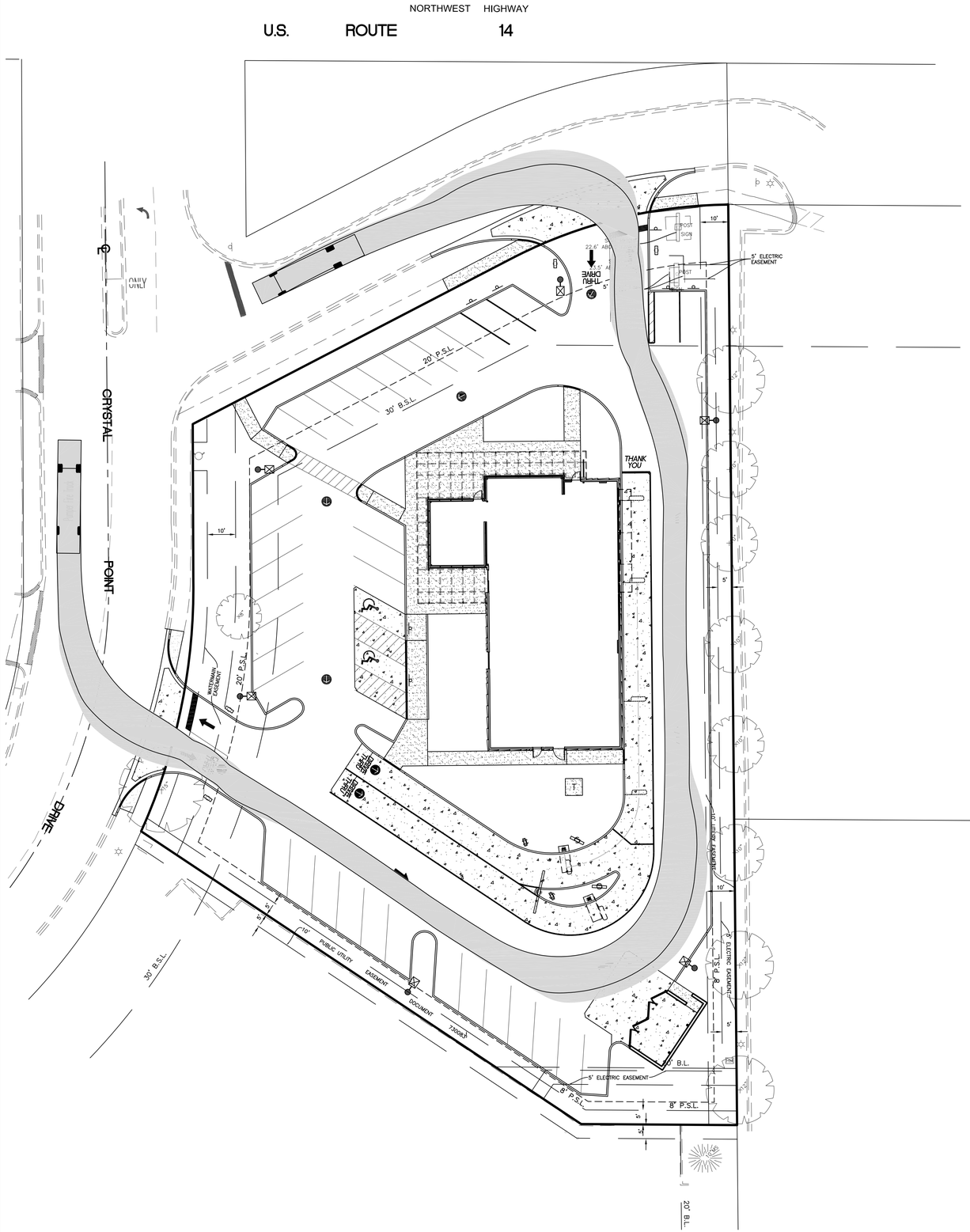
551 CRYSTAL POINT RD.
CRYSTAL LAKE, IL 60014

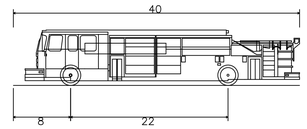
SHEET TITLE

EXTERIOR ELEVATIONS

SHEET NUMBER:

A2.1





Pumper Fire Truck	
Overall Length	40.000ft
Overall Width	8.167ft
Overall Body Height	7.745ft
Min Body Ground Clearance	0.656ft
Track Width	8.167ft
Lock-to-lock time	5.00s
Max Wheel Angle	45.00°

20 0 10 20 40 80

FIRE TRUCK CIRCULATION PLAN

DATE
NO. REVISIONS

Prepared For:

McDonald's
110 N. Carpenter St.
Chicago, IL 60607

McDONALD'S - CRYSTAL LAKE, IL
551 Crystal Point Drive
Crystal Lake, Illinois 60014

Prepared By:

UPSTREAM
DESIGN GROUP
dolson@upstreamdesigngroup.com

CHECKED BY:	D.OLSON
DESIGN BY:	D. OLSON
DRAWN BY:	D. OLSON
DATE:	FEBRUARY 24, 2026
SCALE:	1" = 20'
PROJECT NO.:	23-057

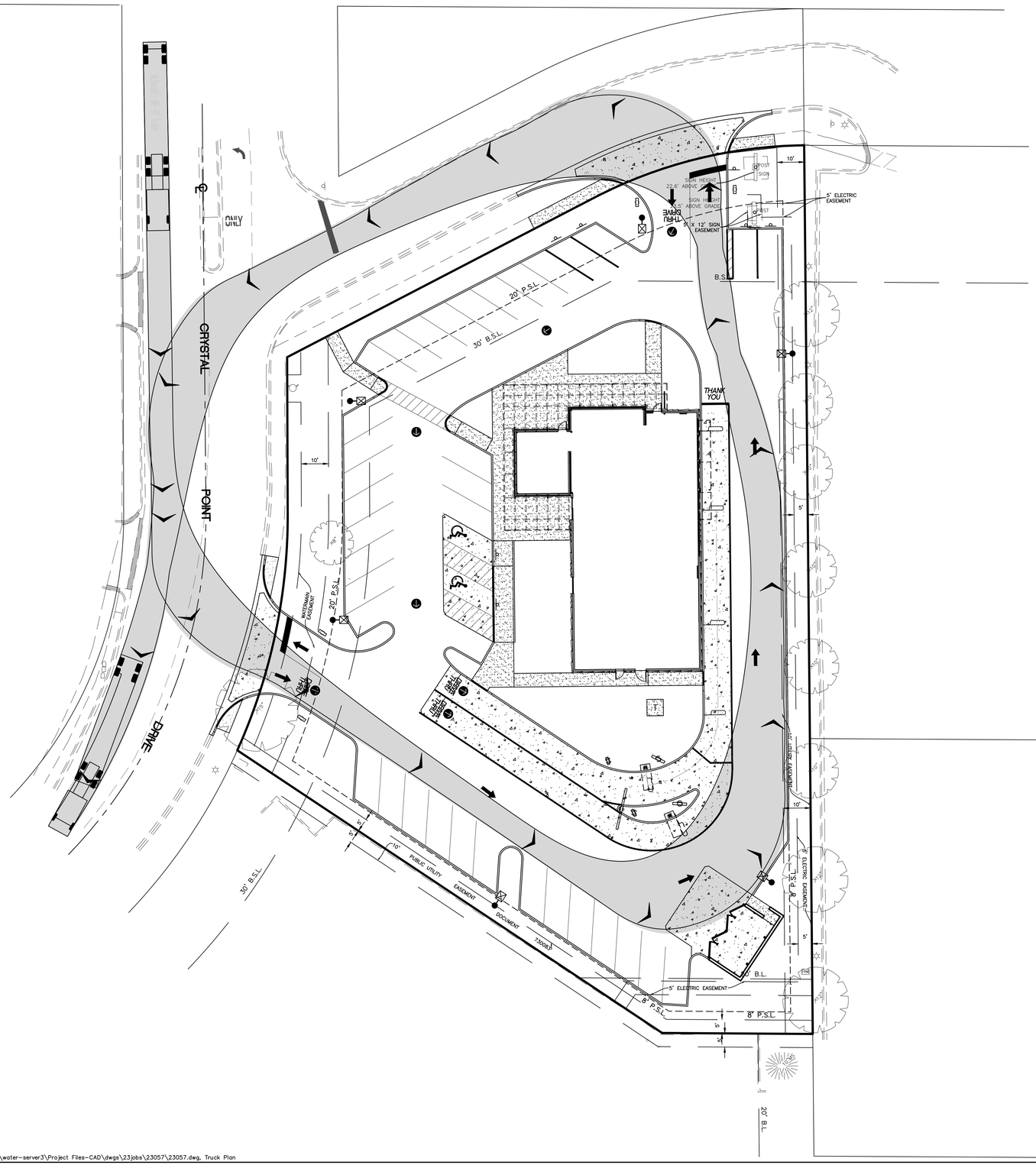
1 of 1

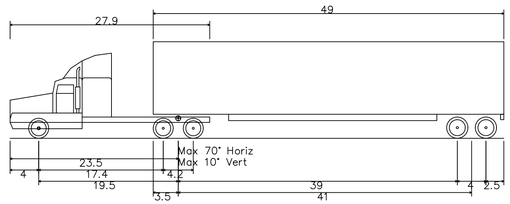
LC #12-0356

FIRE TRUCK CIRCULATION PLAN

NORTHWEST HIGHWAY

U.S. ROUTE 14





McDonald's–MB–49' Trailer	
Overall Length	69.000ft
Overall Width	8.500ft
Overall Body Height	13.500ft
Min Body Ground Clearance	1.334ft
Max Track Width	8.500ft
Lock–to–lock time	6.00s
Max Steering Angle (Virtual)	28.40°



TRUCK CIRCULATION PLAN

\\water-server3\Project Files-CAD\dwgs\23jobs\23057\23057.dwg, Truck Plan

NO.	REVISIONS	DATE

Prepared For:

McDonald's
110 N. Carpenter St.
Chicago, IL 60607

McDONALD'S - CRYSTAL LAKE, IL
551 Crystal Point Drive
Crystal Lake, Illinois 60014

Prepared By:

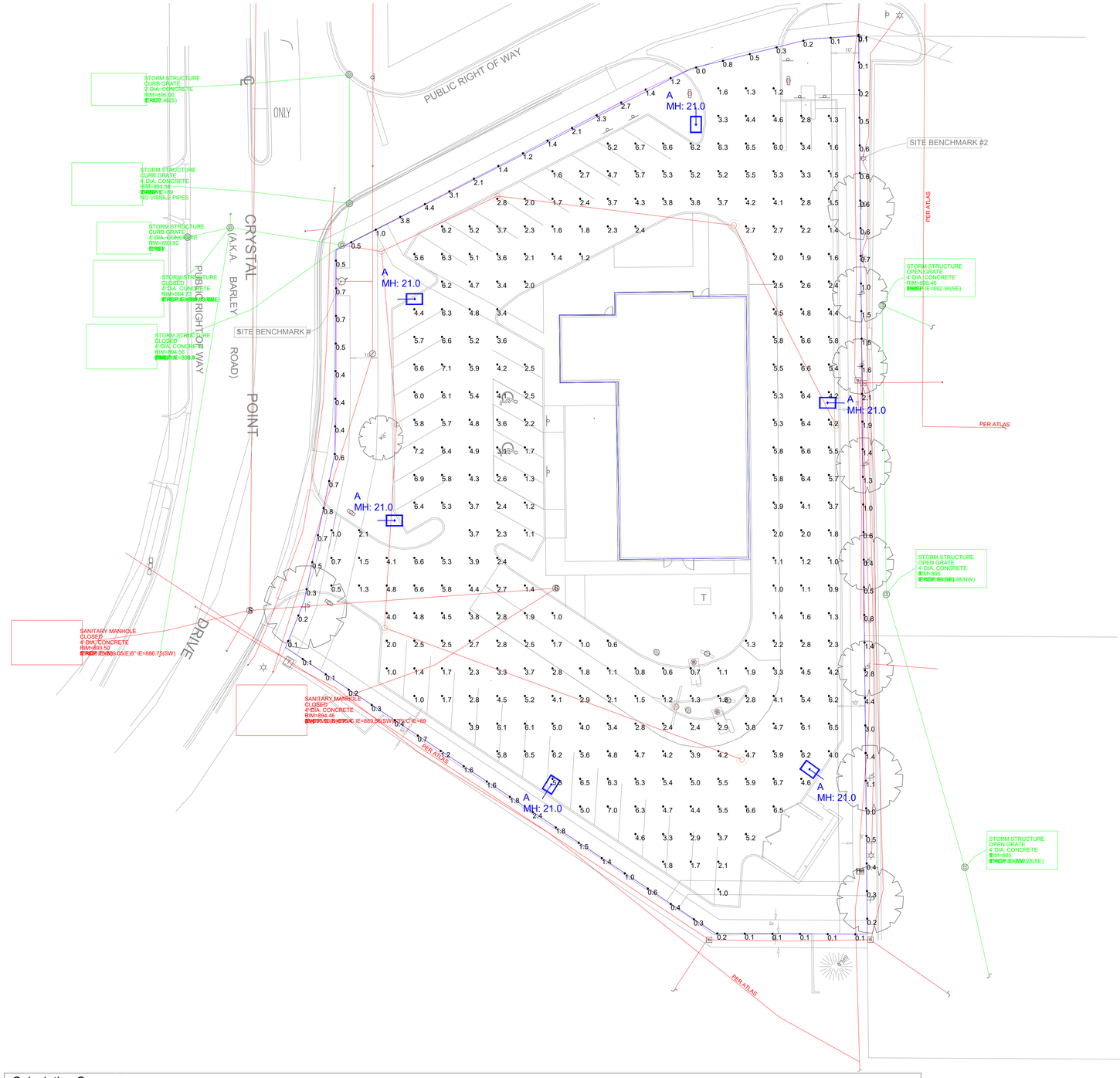
Watermark Engineering RESOURCES
watermark-engineering.com | 2631 Ginger Woods Pkwy | Aurora, IL 60502 | (630) 375-1800

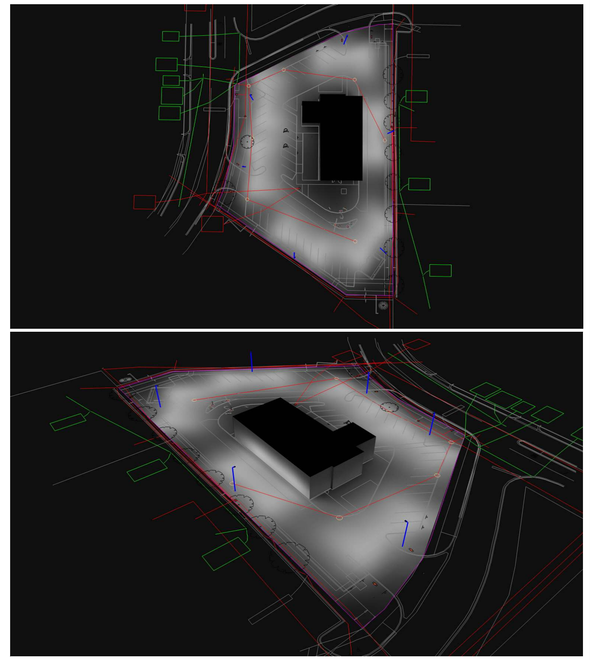
CHECKED BY:	J. MILLER
DESIGN BY:	J.C.MILLER
DRAWN BY:	J.C.MILLER
DATE:	JANUARY 6, 2026
SCALE:	1" = 20'
PROJECT NO.:	23-057

1 of 1

LC #12-0356

TRUCK CIRCULATION PLAN





NOTES:

1. THE FOOTCANDLE LEVELS AS SHOWN ARE BASED ON THE FOLLOWING CRITERIA. ANY SUBSTITUTIONS IN SPECIFIED FIXTURES OR CHANGES TO LAYOUT WILL AFFECT LIGHTING LEVELS SHOWN AND WILL NOT BE THE RESPONSIBILITY OF SECURITY LIGHTING.
2. DISTANCE BETWEEN READINGS 10'

Pole Fixtures Are Full Cutoff
Tilt=0
Calculation Grids Are At Grade
Pole Light Mounting Height=21ft
(18' Pole + 3' Base)

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PAVED SURFACE READINGS	Illuminance	Fc	3.76	7.2	0.5	7.52	14.40
Propertyline	Illuminance	Fc	0.99	4.4	0.0	N.A.	N.A.

Luminaire Schedule									
Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Watts	EPA	Mtg Height	Pole Type
→	6	A	Single	0.850	VP-2-320L-210-5K7-4W-UNV-A-PSS	213.9	0.607	21	SES-18-40-1-TA-GL-xx (4")

THIS DRAWING MEETS OR EXCEEDS McDONALDS CURRENT ILLUMINATION SPECIFICATIONS OF A 3-4 FOOTCANDLE AVERAGE, UNLESS SUPERSEDED BY OTHER REQUIREMENTS.

PROJECT WIND LOAD CRITERIA BASED ON:
ASCE 7-10 WIND SPEEDS (3-SEC PEAK GUST MPH)
50 YEAR MEAN RECURRENCE INTERVAL
ALLOWED EPA 13.6 @ WIND LOAD 90 MPH

Regional Drawing
120356

1. THIS LIGHTING DESIGN IS BASED ON INFORMATION SUPPLIED BY OTHERS TO SECURITY LIGHTING SYSTEMS. SITE DETAILS PROVIDED HEREON ARE REPRODUCED ONLY AS A VISUALIZATION AID. FIELD DEVIATIONS MAY SIGNIFICANTLY AFFECT PREDICTED PERFORMANCE. PRIOR TO INSTALLATION, CRITICAL SITE INFORMATION (POLE LOCATIONS, ORIENTATION, MOUNTING HEIGHT, ETC.) SHOULD BE COORDINATED WITH THE CONTRACTOR AND/OR SPECIFIER RESPONSIBLE FOR THE PROJECT.

2. LUMINAIRE DATA IS TESTED TO INDUSTRY STANDARDS UNDER LABORATORY CONDITIONS. OPERATING VOLTAGE AND NORMAL MANUFACTURING TOLERANCES OF LAMP, BALLAST, AND LUMINAIRE MAY AFFECT FIELD RESULTS.

3. CONFORMANCE TO FACILITY CODE AND OTHER LOCAL REQUIREMENTS IS THE RESPONSIBILITY OF THE OWNER AND/OR THE OWNER'S REPRESENTATIVE.

4. THIS LAYOUT MAY NOT MEET TITLE 24 OR LOCAL ENERGY REQUIREMENTS. IF THIS LAYOUT NEEDS TO E COMPLIANT WITH TITLE 24 OR OTHER ENERGY REQUIREMENTS, PLEASE CONSULT FACTORY WITH SPECIFIC DETAILS REGARDING PROJECT REQUIREMENTS SO THAT REVISIONS MAY BE MADE TO THE DRAWING.

SECURITY LIGHTING™

UNLESS OTHERVISE SPECIFIED, ALL DIMENSIONS ARE IN INCHES

SCALE 1"=20' 0"

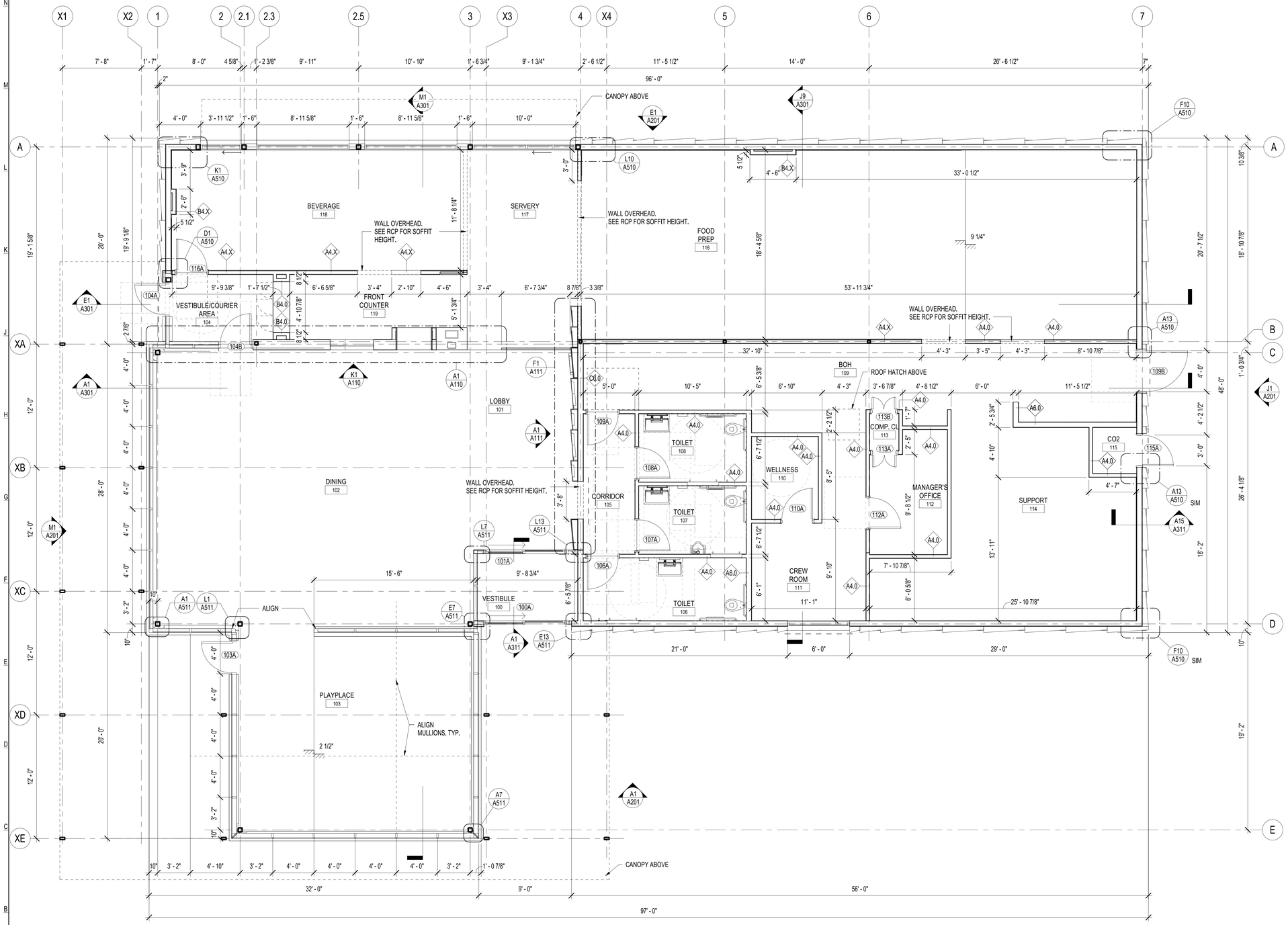
DRAWN BY CLB

POINT-BY-POINT FOOTCANDLE PLOT FOR
MCDONALDS
551 CRYSTAL POINT DR
CRYSTAL LAKE, IL 60014-8005

NATIONAL STORE NUMBER
5153

DATE 12/23/2025

DRAWING NUMBER A252349A.AGI



A1 **FLOOR PLAN**
1/4" = 1'-0"

PERMIT STAMP

CRYSTAL LAKE McDONALD'S
McDONALD'S CORPORATION

551 CRYSTAL POINT RD.
Crystal Lake, IL 60014

LINGLE DESIGN GROUP INC
158 WEST MAIN STREET
LENA, IL 61048
815.369.9155
1764 BLAKE ST
DENVER, CO 8020
303.974.5873
WWW.LINGLEDESIGN.COM

SEAL

NO:	DATE:	ISSUE:
1	11/25/2025	SCHEMATIC DESIGN - IN PROGRESS
2	12/15/2025	DESIGN DEVELOPMENT

Project Number

SHEET NAME
OVERALL FLOOR PLAN

SHEET NUMBER
A101



A1 **FURNITURE PLAN**
1/4" = 1'-0"

0 4 8 16

N
PROJECT

PERMIT STAMP

CRYSTAL LAKE McDONALD'S
McDONALD'S CORPORATION

551 CRYSTAL POINT RD.
Crystal Lake, IL 60014

LINGLE DESIGN GROUP INC
158 WEST MAIN STREET
LENA, IL 61048
815.369.9155
1764 BLAKE ST
DENVER, CO 8020
303.974.5873
WWW.LINGLEDESIGN.COM

SEAL

NO.	DATE:	ISSUE:
1	11/25/2025	SCHEMATIC DESIGN - IN-PROGRESS
2	12/15/2025	DESIGN DEVELOPMENT

Project Number

SHEET NAME
FURNITURE PLANS & SCHEDULE

SHEET NUMBER
A801