CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 18, 2011
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Proclamation – National Massage Therapy Awareness Week**

5. **Proclamation –**
   a. **1776 Restaurant**
   b. **Accumation, Inc.**
   c. **GKI, Inc.**
   d. **The Player's Bench**
   e. **ServiceMaster by Pletz**

6. **Approval of Minutes – October 4, 2011 Regular City Council 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. **Council Reports**

11. **Consent Agenda**

    a. **Resolution in support of the Northwest Municipal Conference White Paper for solutions to inadequate ComEd outage response.**

12. **College Hill Professional Center, 690 N. Route 31 - Unified Development Ordinance Sign Variation request for an additional freestanding sign.**

13. **D & J Guns/Holiday Inn, 800 S. Route 31 – Temporary Use Permit request for a Special Promotion to hold a series of gun shows.**

14. **Foundation Baptist Church, 7105 Virginia Road – Special Use Permit to allow a religious establishment.**

15. **BP Gas Station and Maverick Car Wash, 281 S. Virginia – Special Use Permit Amendment to allow a second free-standing sign for the car wash and an electronic message center pricing sign.**

16. **Shell Gas Station Circle K Convenience Store, 681 Terra Cotta Avenue – Special Use Permit Amendment to allow an electronic message center pricing sign.**

17. Uteg Apartments, 223-265 Uteg Street – Variations to allow overnight parking on the street between the hours of 2:00 a.m. and 6:00 a.m., to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and to allow a 0 foot setback.

18. Roadway Vacation Public Hearing, dedication of City property to right-of-way, and right-of-way vacation for alley west of Main Street and south of Route 14.

19. Use of Three Oaks Recreation Area for a Benefit Run/Walk Special Event.

20. Ordinance implementing parking restrictions near South Elementary School.

21. Ordinance prohibiting parking on Cress Creek Lane.

22. Resolutions authorizing execution of recapture agreements for sanitary sewer and water main extensions associated with the Walgreens at 315 North Route 31.

23. Acceptance of the Annual Audit for the Fiscal Year 2010/2011.

24. Bid award and resolution authorizing execution of an agreement for the purchase of a Positive Displacement Blower with soundproof enclosure for Wastewater Treatment Plant #2.

25. Bid award and resolution authorizing execution of a service agreement for the Wastewater Treatment Plant #2 Bio-Solids Building Roof Repair and allowing for a 10% contingency.

26. Bid award and resolution authorizing execution of an agreement for the Lift Station and Force Main Installation for Chlorides Reduction and allowing for a 10% contingency.

27. Bid award and resolution authorizing execution of a contract for water main improvements at Terra Cotta Avenue and Main Street and allowing for a 10% contingency.

28. Bid award and resolution authorizing execution of an agreement for the purchase of a Robotic Auto-Tracking/Reflectorless Total Station System.

29. Council Inquiries and Requests

30. 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.

31. Reconvene to Regular Session.

32. Adjourn

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, 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. 4

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – National Massage Therapy Awareness Week

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

Mayor Shepley has been requested to proclaim the week of October 23, 2011 through October 29, 2011 as National Massage Therapy Awareness Week. Representatives of First Institute will be present to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

WHEREAS, physicians are prescribing massage therapy to complement traditional medical treatment for illness, injury, and pain, and massage therapy has become an important part of work-related stress relief and recovery from sports-related injuries; and

WHEREAS, therapeutic massage can benefit people of all ages; and

WHEREAS, research has shown massage therapy may be helpful in controlling pain, relieving stress, boosting immune system functioning, and reducing heart rate and blood pressure; and

WHEREAS, the benefits of massage therapy have also been studied on people with lower back pain and migraine, and on AIDS and cancer patients, among others; and

WHEREAS, the American Massage Therapy Association (AMTA), a 58,000 member professional association for massage therapists, provides consumer and professional education information on massage and helps consumers and health professionals locate qualified massage therapists in their area.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby proclaim the week of October 23, 2011 through October 29, 2011 as

National Massage Therapy Awareness Week

in the City of Crystal Lake.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No. 5a

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – 1776 Restaurant

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

The City's Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 20th anniversary of 1776 Restaurant. Representatives of 1776 Restaurant will be present at the meeting to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

1776 Restaurant

WHEREAS, 1776 Restaurant is celebrating their 20th anniversary; and

WHEREAS, 1776 Restaurant was founded in 1990 by Terrie and Andy Andresky as a neighborhood health food restaurant; and

WHEREAS, 1776 Restaurant is a premier fine dining establishment within McHenry County providing entrées made from organic and naturally-grown food products; and

WHEREAS, 1776 Restaurant provides customers with fine cuisine and educational opportunities to learn about pairing food and wine; and

WHEREAS, 1776 Restaurant has played a significant role in helping ensure that Crystal Lake continues to be a good place to live and work by creating employment opportunities for the residents of Crystal Lake and the surrounding region, and helping build the foundation for a strong economic base in our community; and

WHEREAS, twenty years of service is a milestone achievement and exemplifies 1776 Restaurant's dedication to not only their customers and employees, but our community as well.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby issue this Proclamation in honor of the 20th Anniversary of 1776 Restaurant and urge the citizens of our community to recognize 1776 Restaurant's contributions and commitment to the City of Crystal Lake.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No. 5b

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – Accumation, Inc.

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

The City's Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 40th anniversary of Accumation, Inc. Representatives of Accumation, Inc. will be present at the meeting to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

Accumation, Inc.

WHEREAS, Accumation, Inc. is celebrating their 40th anniversary; and

WHEREAS, Accumation, Inc. was originally founded in 1971 by Roland Gigon, who started his company in Chicago and later relocated to Crystal Lake; and

WHEREAS, Accumation, Inc. specializes in the manufacturing of precision screw machine parts made of various types of materials and plastics for the automotive, medical, dental, aerospace, military, musical instruments, and electronics industries nationwide; and

WHEREAS, the ability of Accumation, Inc. to manufacture very precise miniature parts separates them from their competitors; and

WHEREAS, Accumation, Inc. has played a significant role in helping ensure that Crystal Lake continues to be a good place to live and work by creating employment opportunities for the residents of Crystal Lake and the surrounding region, and helping build the foundation for a strong economic base in our community; and

WHEREAS, forty years of service is a milestone achievement and exemplifies the dedication of Accumation, Inc. to not only their customers and employees, but our community as well.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby issue this Proclamation in honor of the 40th Anniversary of Accumation, Inc. and urge the citizens of our community to recognize the contributions and commitment of Accumation, Inc. to the City of Crystal Lake business community.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No. 5c

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – GKI, Inc.

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

The City's Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 40th anniversary of GKI, Inc. Representatives of GKI, Inc. will be present at the meeting to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

GKI, Inc.

WHEREAS, GKI, Inc. is celebrating their 40th anniversary; and

WHEREAS, in 1971, Gerhard Klutke made the decision to bring his life-long dream of owning a business to reality and with only $500.00 to his name, purchased his first milling machine; and

WHEREAS, Gerhard's sons Eric and Olaf continue to carry forward his dream and have been growing GKI, Inc. ever since, which has been recognized as a top growth company; and

WHEREAS, GKI, Inc. specializes in servicing, manufacturing and distributing metal cutting tools to 1,800 different companies throughout the United States; and

WHEREAS, GKI, Inc. prides itself on taking entry-level, unskilled laborers and training them to become highly-skilled team members in the areas of machining, welding, sales and engineering; and

WHEREAS, GKI, Inc. has played a significant role in helping ensure that Crystal Lake continues to be a good place to live and work by creating employment opportunities for the residents of Crystal Lake and the surrounding region, and helping build the foundation for a strong economic base in our community; and

WHEREAS, forty years of service is a milestone achievement and exemplifies the dedication of GKI, Inc. to not only their customers and employees, but our community as well.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby issue this Proclamation in honor of the 40th Anniversary of GKI, Inc. and urge the citizens of our community to recognize the contributions and commitment of GKI, Inc. to the City of Crystal Lake business community.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No. 5d

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – The Player's Bench

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

The City's Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 35th anniversary of The Player's Bench. Representatives of The Player's Bench will be present at the meeting to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

The Player's Bench

WHEREAS, The Player's Bench is celebrating their 35th anniversary; and

WHEREAS, The Player's Bench was founded in 1976 by Joe Ornelas to provide quality musical instruments and music instruction to customers throughout the United States; and

WHEREAS, The Player's Bench has grown significantly over the past 35 years and has made significant efforts to maintain its prominent Downtown Crystal Lake storefront location; and

WHEREAS, The Player's Bench has played a significant role in helping ensure that Crystal Lake continues to be a good place to live and work by creating employment opportunities for the residents of Crystal Lake and the surrounding region, and helping build the foundation for a strong economic base in our community; and

WHEREAS, thirty-five years of service is a milestone achievement and exemplifies the dedication of The Player's Bench to not only their customers and employees, but our community as well.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby issue this Proclamation in honor of the 35th Anniversary of The Player's Bench and urge the citizens of our community to recognize the contributions and commitment of The Player's Bench to the City of Crystal Lake business community.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No. 5e

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Proclamation – ServiceMaster by Pletz

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

The City's Economic Development Committee has requested that Mayor Shepley issue the attached proclamation in honor of the 25th anniversary of ServiceMaster by Pletz. Representatives of ServiceMaster by Pletz will be present at the meeting to accept the proclamation.

DRAFT

MAYORAL PROCLAMATION

ServiceMaster by Pletz

WHEREAS, ServiceMaster by Pletz is celebrating their 25th anniversary; and

WHEREAS, ServiceMaster by Pletz was founded in 1986, by Kathy and John Pletz to provide professional and dependable cleaning and janitorial services to area businesses and homes; and

WHEREAS, ServiceMaster by Pletz is part of the ServiceMaster family providing one of the largest and most versatile service networks and serving more than 1,000 customers in McHenry and Lake Counties; and

WHEREAS, ServiceMaster by Pletz believes in providing its customers with quality customer service and believes it is their duty to serve both employees and customers in a respectful working relationship; and

WHEREAS, ServiceMaster by Pletz has played a significant role in helping ensure that Crystal Lake continues to be a good place to live and work by creating employment opportunities for the residents of Crystal Lake and the surrounding region, and helping build the foundation for a strong economic base in our community; and

WHEREAS, twenty-five years of service is a milestone achievement and exemplifies the dedication of ServiceMaster by Pletz to not only their customers and employees, but our community as well.

NOW, THEREFORE, I, Aaron T. Shepley, Mayor of the City of Crystal Lake, do hereby issue this Proclamation in honor of the 25th Anniversary of ServiceMaster by Pletz and urge the citizens of our community to recognize the contributions and commitment of ServiceMaster by Pletz to the City of Crystal Lake business community.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Crystal Lake to be affixed this 18th day of October, 2011.

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Aaron T. Shepley, Mayor

Agenda Item No: 11a

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Resolution in support of the Northwest Municipal Conference White Paper for solutions to inadequate ComEd outage response

Staff Recommendation: Motion to adopt a resolution supporting the Northwest Municipal Conference White Paper for solutions to inadequate ComEd outage response and providing legislative remedies to protect the health and safety of residents during ComEd power outages.

Staff Contact: Gary J. Mayerhofer, City Manager
George J. Koczwara, Deputy City Manager

Background:

Commonwealth Edison's (ComEd's) inadequate response to repeated power outages in the Chicago region this summer has prompted municipal leaders in the Chicagoland area, in coordination with the Northwest Municipal Conference (NWMC), of which the City is a member, to craft solutions that implement higher reliability and outage response standards to better protect the health, safety and welfare of residents and businesses. The recommendations of the NWMC White Paper call for these measures to be adopted prior to any further consideration of legislation that raises rates and guarantees ComEd profits.

Crystal Lake and other communities, particularly in the north and northwest suburbs, were crippled by prolonged electric power outages that accompanied a series of severe storms in June and July. These extended outages left critical public facilities inoperable during crisis periods when residents and businesses were most dependent on these operations. In addition, many communities needed to divert police and fire personnel to watch over downed power lines blocking streets for days while awaiting ComEd repair crews to arrive.

In Crystal Lake, during the major July outage, the ability of our municipality to facilitate the storm recovery process was often hamstrung by the failures of ComEd to restore necessary power to keep our first responders, emergency operation centers and medical facilities operational. The White Paper is an attempt by local municipal leaders to seek corrective legislation by the General Assembly to hold ComEd accountable.

With local frustration at high levels over unacceptably slow power restoration, the Northwest Municipal Conference (NWMC) is recommending solutions to these potentially life-threatening issues. These solutions are articulated in the attached "Solutions to Inadequate ComEd Outage Response", a White Paper describing systematic shortfalls with ComEd's restoration efforts, the risks these shortfalls place upon the health, safety and welfare of residents and how local officials are denied critical information to help ComEd manage storm restorations and ongoing electric system investment.

The NWMC White Paper recommends specific protocols for ComEd power restoration during widespread outage events. It also recommends legislative and regulatory actions needed to ensure ComEd emergency management and preparedness is up to the task during future outage situations and penalizes ComEd for failure to follow these prescribed protocols.

The White Paper also proposes accountability measures that are absent in both current statute and in Senate Bill 1652, ComEd's legislation to increase electric rates and corporate profits as part of implementation of "smart grid" technologies. The adoption of the attached resolution calls upon local State legislators to defer any further consideration of Senate Bill 1652 until the recommendations in the White Paper are adopted.

Votes Required to Pass:

Simple majority

DRAFT

A RESOLUTION BY THE CRYSTAL LAKE CITY COUNCIL SUPPORTING THE NORTHWEST MUNICIPAL CONFERENCE WHITE PAPER FOR SOLUTIONS TO INADEQUATE COMED OUTAGE RESPONSE AND PROVIDING LEGISLATIVE REMEDIES TO PROTECT THE HEALTH AND SAFETY OF RESIDENTS DURING COMED POWER OUTAGES.

WHEREAS, the inadequacies of Commonwealth Edison's (ComEd's) response to repeated power outages in the northeastern Illinois region and the need for legislative remedies to address these critical shortfalls was brought to a head this summer by a string of devastating storms that left hundreds of thousands of residents without power for prolonged periods, and

WHEREAS, although each storm was an isolated incident, ComEd's response to these storm-related incidents combined with their lack of resolution to continuous power reliability problems that plague pockets of our communities highlights the need for strong legislative action to hold ComEd to higher reliability and outage response standards, and

WHEREAS, this need was articulated through numerous meetings conducted by local legislators and during a hearing of the House Public Utilities Committee on August 16 during which time the City of Crystal Lake submitted testimony, and

WHEREAS, a group of municipal professionals, working through the Northwest Municipal Conference (NWMC), has engaged in a process to address this need. The result of that process is the NWMC White Paper and the ensuing series of legislative recommendations described within.

NOW, THEREFORE, the City Council of the City of Crystal Lake resolves to support the Northwest Municipal Conference White Paper for solutions to inadequate ComEd outage response and providing legislative remedies to protect the health and safety of residents during ComEd power outages.

BE IT FURTHER RESOLVED, that the City Council of the City of Crystal Lake urges state officials, legislators and ComEd officials to solve the long-standing problems and dangerous conditions that threaten the health, safety and welfare of our community, hamper local storm-related responses and disrupt the lives of affected residents and businesses.

DATED this 18th day of October, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 18, 2011
APPROVED: October 18, 2011

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: October 18, 2011

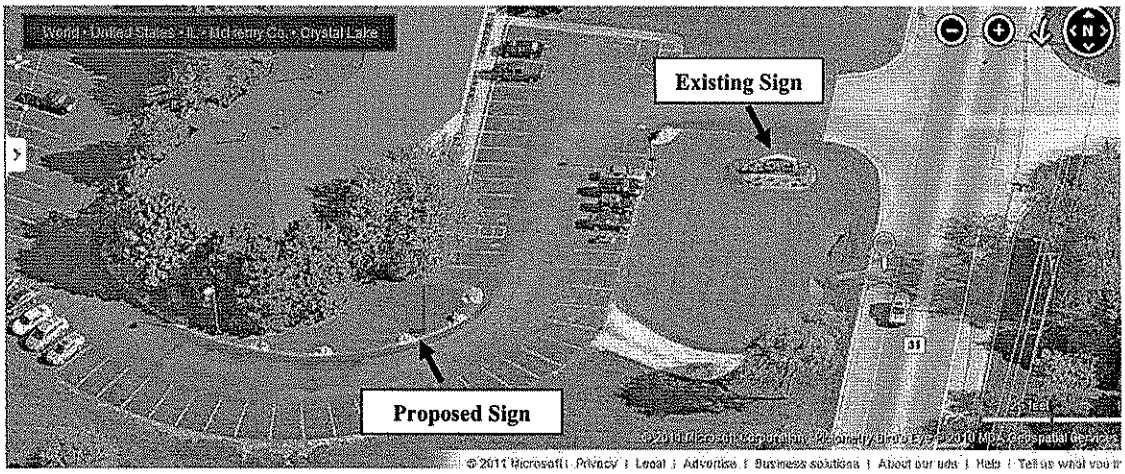
Item: Unified Development Ordinance Sign Variation Request for an additional freestanding sign at 690 N. Route 31 (College Hill Professional Center)

Staff Recommendation: City Council Discretion:
A. Motion to approve the variation as requested.
B. Motion to approve the request with any conditions.
C. Motion to deny the variation request.

Staff Contact: Rick Paulson, Building Commissioner
Abby Wilgreen, Assistant City Engineer

Background:

College Hill Professional Center at 690 N. Route 31 is requesting to install a second freestanding sign. The proposed sign is 46 square feet and 7 feet 5 inches in height. The sign will be installed near the building approximately 100 feet from the property line. College Hill Professional Center is requesting a variation to install the sign to better direct patients to the upper level tenant parking and entrances.



The Unified Development Ordinance allows one 32-square-foot, 6-foot tall, freestanding sign per property. The existing freestanding sign is located at the driveway entrance on the property.

The owner has requested a variation from requirements located in UDO Table 4-1000 E: Office Signs. The variations are detailed in the following table.

Item	UDO Requirement	Proposed Sign	Sign Meets Ordinance Requirement?
Number of signs	1 freestanding sign per property	2 freestanding signs	No
Size	32 square feet	46 square feet	No
Height	6 feet	7 ffeett 5 inches	No
Base	Minimum of 80% of the sign width	83% of the sign width	Yes
Location	Minimum of 10 feet from the property line	140 feet from the property line	Yes

Attached are a sign variation application for College Hill Professional Center, a sign plan, and a plat of survey.

The Unified Development Ordinance provides that a variation may be granted by the City Council where the literal application of the Code would create a particular hardship for the sign user and the following criteria are met:

A. A literal application of the Code would not allow the most appropriate type of sign for the property.

B. The granting of the requested variation would not be materially detrimental to the property owners in the vicinity.

C. Hardship caused the sign user under a literal interpretation of the Code is due to conditions unique to that property and does not apply generally to the City.

D. Granting of the variation would not be contrary to the general objectives of this Section.

Penny Hughes from Hughes and Son Signs has made this request on behalf of College Hill Professional Center and will be in attendance at the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: McHenry County Gun Show/Holiday Inn Temporary Use Permit request for a Special Promotion (gun shows).

Recommendation: Council's discretion:
A. Motion to approve the Temporary Use Permit, pursuant to the recommendations listed below.
B. Motion to deny the applicant's request.

Staff Contact: Michelle Rentzsch, Director of Planning & Economic Development

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Background: D & J Guns is requesting a Temporary Use Permit to allow a Special Promotion to hold a series of gun shows (selling and trading of accessories and firearms) at the Holiday Inn, 800 S. Route 31 on Sunday, January 22, 2012, February 26, 2012, March 25, 2012, April 22, 2012, May 27, 2012, September 23, 2012, October 28, 2012, November 25, 2012, and December 23, 2012. It was determined that the original approval for the Holiday Inn did not include hosting such events. The applicant received approval at the May 3, 2011 City Council meeting to hold five (5) gun shows at Holiday Inn in 2011. The layout of the show and procedures will be the same as previous shows. The shows were well run with no issues arising from these events.

The applicant has submitted a permit to the Illinois State Police pursuant to 720 ILCS 5/24-3(a)(g) and 430 ILCS 65/2(b)(8) for the above-referenced dates (copy of the application is attached). All residents of the State of Illinois are subject to the provisions in the Illinois Criminal Code and the Illinois Firearm Owners Identification Card Act (mandatory waiting period for acquiring of firearms). Those same provisions do not cover out-of-state purchasers.

The Unified Development Ordinance (UDO) allows special promotions for not more than 72 consecutive hours per calendar month and not more than 4 promotions each calendar year.

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

1. The Temporary Use Permit shall be valid on Sunday, January 22, 2012, February 26, 2012, March 25, 2012, April 22, 2012, May 27, 2012, September 23, 2012, October 28, 2012, November 25, 2012, and December 23, 2012.
2. The approval letter from the Illinois State Police is required prior to the first gun show.
3. All exits must be unobstructed.

4. A firearms inspection area must be separate from the main entry.
5. An unloading barrel or bullet trap must be set up for the clearing of all firearms entering the event, preferably near the main entrance but at a safe distance from the public walkway.
6. Temporary "NO PARKING" signs from the City's Police Department shall be placed along both sides of Three Oaks Road from Route 31 to Sands Road and on Sands Road from Three Oaks Road to the northern Holiday Inn property line.
7. Schedule a meeting with the Fire Prevention Bureau (815-359-3640 ext. 4147) and Police Department at least 1 week prior to the first event. Contact the Police Department and Fire Prevention Bureau to set up a time for inspection of the room setup prior to the event.
8. The event must be staffed with either licensed private security, or by Crystal Lake police officer(s).

The applicant has been made aware of these recommended conditions and will be attending the October 18, 2011 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-46 Foundation Baptist Church, 7105 Virginia Road

Special Use Permit to allow a religious establishment

Pastor Jeremy Huston on behalf of the Foundation Baptist Church, 7105 Virginia Road, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting an SUP to allow a religious establishment for Foundation Baptist Church at 7105 Virginia Road.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- Foundation Baptist Church was apprised of the requirement to obtain a Special Use Permit, when it was discovered that they were in Unit #5 while conducting an occupancy inspection for the Vineyard Church located in Unit #18 at the Virginia Park Condominiums.
- Religious establishments require a Special Use Permit in any zoning district except the B-2 and W districts, where they are not permitted.
- Virginia Park Condominiums were approved as a Planned Unit Development to allow a mix of uses, shared parking and the two separate office condo buildings.
- The uses permitted in this center were not restricted through this PUD; in fact, additional uses for retail use were added to the list of permitted uses.

Key Factors

- Foundation Baptist Church occupies an approximately 2,200-square-foot tenant suite at this location.
- No modifications to the existing building or parking layout were made or are currently proposed. With the exception of the signage (which is installed), no changes are proposed to the elevations.

- The petitioner has indicated that the location will be primarily used on Sundays (for Sunday school and morning and evening worship service) and Wednesdays (for Bible Study). Occasionally, other events such as Vacation Bible School or revivals may be held. No day-care center, food pantry or other uses are planned at this time. The petitioner has indicated that the congregation is 30-40 persons on Sunday morning.

PZC Highlights

- The Commission had no concerns with this request.
- Recommended **approval (9-0)** of the request.

The following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
    A. Application (Pastor Huston, received 9/15/11)
    B. Site Plan (Muterspaugh & Associates, dated 4/25/88, received 9/15/11)
    C. Floor Plan (Pastor Huston, received 9/15/11)
    D. Use Letter (Pastor Huston, received 9/15/11)

2. If the use is intensified (adding additional space or larger services) beyond that which has been stated within this report, the petitioner shall be required to seek a Special Use Permit Amendment.

3. This Special Use Permit does not allow for day-care or pre-school uses. If the petitioner would like to use the facility for any of these uses, an additional Special Use Permit will be required.

4. An accurate floor plan shall be submitted with the building permit plans so the total parking requirement can be calculated.

5. The petitioner shall comply with all of the requirements of the Planning, Building & Engineering, Public Works, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 7105 VIRGINIA ROAD UNIT 5

WHEREAS, pursuant to the terms of a Petition (File #2011-46) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit (Article 2 Section 2-300) to allow a religious establishment for the property located at 7105 Virginia Road Unit 5; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

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

Section I: That a Special Use Permit be issued (Article 2 Section 2-300) to allow a religious establishment for the property commonly known as 7105 Virginia Rod Unit 5, Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Application (Pastor Huston, received 9/15/11)
B. Site Plan (Muterspaugh & Associates, dated 4/25/88, received 9/15/11)
C. Floor Plan (Pastor Huston, received 9/15/11)
D. Use Letter (Pastor Huston, received 9/15/11)

2. If the use is intensified (adding additional space or larger services) beyond that which has been stated within this report, the petitioner shall be required to seek a Special Use Permit Amendment.

3. This Special Use Permit does not allow for daycare or pre-school uses. If the petitioner would like to use the facility for any of these uses, an additional Special Use Permit will be required.

4. An accurate floor plan shall be submitted with the building permit plans so the total parking requirement can be calculated.

5. The petitioner shall comply with all of the requirements of the Planning, Building & Engineering Divisions, Public Works, Fire/Rescue and Police Departments.

DRAFT

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

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-40 BP Gas Station and Maverick Car Wash

Special Use Permit Amendment to allow a second free-standing sign for the car wash and an electronic message center pricing sign.

John Graham and Jim Tarzon, petitioners
281 S. Virginia Street

PZC Recommendation: Motion to approve the recommendation of the Planning and Zoning Commission and to adopt an ordinance granting a Special Use Permit Amendment allowing the EMC price sign and second free-standing sign for the car wash at 281 S. Virginia Street.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- The special use permit for the gas station and variation to the rear yard setback were granted in 1993.
- Amendments throughout the years that allowed changes to the signage did not require a special use permit amendment. Most recently, the station was approved for copy change to go from a CITGO to the BP.
- The current SUP Amendment request is to allow the manual copy change price portion of the sign to be converted to an electronic message price sign in a new sign cabinet and a second free-standing sign for the car wash.

Planning and Zoning Highlights:

- The Commission requested the sign be lowered to meet the current ordinance requirements. Staff has reviewed this possibility. Attached as Exhibit A is the sight visibility triangle and the gas station site plan. The previous sight visibility triangle was taken from the edge of the right-of-way and the entire corner of the site nearly up to the canopy was in the sight visibility triangle. The new method of calculation looks at where the vehicles actually are located along the roadway. Using this new calculation, the sign is not in the sight visibility triangle.

- The petitioner maintains that lowering the height of the sign will cause it to be blocked by vehicles traveling or waiting on Coventry or within their own parking lot. The station needs the sign to be visible to passersby or it is useless. Exhibit B shows the possible views from cars along Route 14 if vehicles were on Coventry and in the parking lot. It appears that a lowered sign would be blocked.
- To maintain branding and identity for BP Gas, the petitioner is requesting that green LED lighting be permitted. The Commission discussed the need for consistency throughout the City as well as the fact that gas station pricing signs were different from other commercial electronic message centers.

The PZC recommended **approval (9-0)** with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (James Tarzon, received 07/29/11).
   B. Plat of Survey (Sheets Surveying Service, dated 02/17/1993, received 07/29/11)
   C. Signage Exhibits (Unnamed, Sign Resource, and North Shore Sign, received 08/31/11)

2. A Special Use Permit Amendment is hereby granted to allow the signs as presented with the exception that the EMC sign is required to meet the criteria listed in 61.A.vi (except VII).

   I. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the EMC, at night or in overcast conditions, will be no more than 40% of the daytime brightness level.

   II. All EMCs located on properties adjacent to residential uses must be extinguished from 11:00 p.m. until 7:00 a.m. This restriction shall apply regardless of the location of the EMC on the property.

   III. The message area of an EMC can be illuminated by white or amber incandescent lamps, LED (light-emitting diode) or magnetic discs.

   IV. The EMC unit must have the "flash" feature disabled and messages shall have a 5-minute "hold" time except for time and temperature messaging, which may have a shorter duration, but no less than 1 minute or separate the sign into two areas – one for the message and the other for the time and temperature.

   V. The messages displayed on the EMC may only transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages.

   VI. Except as otherwise provided herein, all messages displayed on the EMC must be static and may not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video may not be displayed and this function of the EMC must be disabled.

   ~~VII. The EMC unit must be equipped to override commercial messages for emergency situations such as an "Amber Alert" or other such acute public~~

~~emergencies, but such override authority for public emergencies shall not exceed 48 total hours within any two week period. The owner of the EMC unit is requested to cooperate with the City of Crystal Lake in order to allow the City to exercise its override authority.~~

VIII. The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.

3. Future changes to the signage, which meet all requirements of the Unified Development Ordinance, shall not be required to amend the Special Use Permit.

4. The petitioner shall comply with all of the requirements of the Planning and Economic Development and Engineering and Building Departments.

5. The color of the gas prices shall be amber or white.

6. The second free-standing sign shall be a "Caution" sign only and no advertising shall be allowed.

7. The existing free-standing pole sign shall be lowered to meet the height requirement of the ordinance.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AT 281 S. VIRGINIA STREET

WHEREAS, pursuant to the terms of a Petition (File #2011-40) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow an electronic message center sign as well as an additional free-standing sign and additional wall signage for the property located at 281 S. Virginia Street; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment be issued as requested in said Petition.

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

Section I: That a Special Use Permit Amendment be issued to allow an electronic message center sign and additional wall signage for the property commonly known as 281 S. Virginia Street, Crystal Lake, Illinois.

Section II: Said Special Use is issued with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (James Tarzon, received 07/29/11).
   B. Plat of Survey (Sheets Surveying Service, dated 02/17/1993, received 07/29/11)
   C. Signage Exhibits (Unnamed, Sign Resource, and North Shore Sign, received 08/31/11)

2. A Special Use Permit Amendment is hereby granted to allow the signs as presented with the exception that the EMC sign is required to meet the criteria listed in 61.A.vi (except VII).

3. Future changes to the signage, which meet all requirements of the Unified Development Ordinance, shall not be required to amend the Special Use Permit.

4. The petitioner shall comply with all of the requirements of the Planning and Economic Development and Engineering and Building Departments.

5. The color of the gas prices shall be amber or white.

6. The second free standing sign shall be a "Caution" sign only and no advertising shall be allowed.

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7. The existing free-standing pole sign shall be lowered to meet the height criteria of the ~~Sign~~ Ordinance.

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

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

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-45 Shell Gas Station Circle K Convenience Store

Special Use Permit Amendment to allow an electronic message center pricing sign.

Auna Foote, Corporate ID Solutions, petitioner
681 Terra Cotta Avenue

PZC Recommendation: Motion to approve the recommendation of the Planning and Zoning Commission and to adopt an ordinance granting a Special Use Permit Amendment allowing the EMC price sign for 681 Terra Cotta Avenue Shell Gas/Circle K Convenience.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- Original annexation and special use permit was granted in 1988.
- An amendment to the SUP was approved in 2000 to update the signage.
- The property owner made additional changes to the signage not outlined in the 2000 SUP Amendment and did not seek permits for the changes, which included an illuminated red stripe on the canopy.
- Joint branding between Circle K and Shell required an SUP Amendment in 2007.
- The current SUP Amendment request is to allow the manual copy change price portion of the sign to be converted to an electronic message price sign.



Planning and Zoning Highlights:

- Store manager stated that the manual copy change sign is dangerous for her employees to change, especially in the winter or around cut-through traffic in the parking lot.
- The intensity of the red LED lighting is less than the current light for the manual copy change sign.
- To maintain branding and identity for Circle K / Shell, the petitioner is requesting that red LED lighting be permitted.
- Owner will add new landscape around the sign to improve the aesthetics.

The PZC recommended **approval (9-0)** with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Corporate ID Solutions, received 02/23/11).
   B. Signage Exhibit (Corporate ID Solutions, dated 03/23/10, received 9/13/11)
   C. Landscape Plan Exhibit (Corporate ID Solutions, dated 03/23/10, received 09/13/11).

2. A Special Use Permit Amendment is hereby granted to allow the EMC sign.

3. Future changes to the signage, which meet all requirements of the Unified Development Ordinance, shall not be required to amend the Special Use Permit.

4. The EMC sign is required to meet the criteria listed in 61.A.vi Minimum Design Standards (except VII).

   I. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the EMC, at night or in overcast conditions, will be no more than 40% of the daytime brightness level.

   II. All EMCs located on properties adjacent to residential uses must be extinguished from 11:00 p.m. until 7:00 a.m. This restriction shall apply regardless of the location of the EMC on the property.

   III. The message area of an EMC can be illuminated by white or amber incandescent lamps, LED (light-emitting diode) or magnetic discs.

   IV. The EMC unit must have the "flash" feature disabled and messages shall have a 5-minute "hold" time except for time and temperature messaging which may have a shorter duration, but no less than 1 minute or separate the sign into two areas – one for the message and the other for the time and temperature.

   V. The messages displayed on the EMC may only transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages.

   VI. Except as otherwise provided herein, all messages displayed on the EMC must be static and may not reflect movement, flashing, scrolling or changes in shape

or size of messages or portions of messages. Streaming and/or live-time video may not be displayed and this function of the EMC must be disabled.

~~VII. The EMC unit must be equipped to override commercial messages for emergency situations such as an "Amber Alert" or other such acute public emergencies, but such override authority for public emergencies shall not exceed 48 total hours within any two week period. The owner of the EMC unit is requested to cooperate with the City of Crystal Lake in order to allow the City to exercise its override authority.~~

VIII. The EMC sign must be set in a manner that the display will turn dark in case of a malfunction.

5. The petitioner shall comply with all of the requirements of the Planning and Economic Development and Engineering and Building Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AT 681 TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2011-45) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow an electronic message center sign for the property located at 681 Terra Cotta Avenue; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment be issued as requested in said Petition.

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

Section I: That a Special Use Permit Amendment be issued to allow an electronic message center sign for the property commonly known as 681 Terra Cotta Avenue, Crystal Lake, Illinois.

Section II: Said Special Use Amendment is issued with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (Corporate ID Solutions, received 02/23/11).
   B. Signage Exhibit (Corporate ID Solutions, dated 03/23/10, received 9/13/11)
   C. Landscape Plan Exhibit (Corporate ID Solutions, dated 03/23/10, received 09/13/11).

2. A Special Use Permit Amendment is hereby granted to allow the EMC sign.

3. Future changes to the signage, which meet all requirements of the Unified Development Ordinance, shall not be required to amend the Special Use Permit.

4. The EMC sign is required to meet the criteria listed in 61.A.vi (except VII).

5. The petitioner shall comply with all of the requirements of the Planning and Economic Development and Engineering and Building Departments.

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

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

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approval as provided by law.

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2011-43 Uteg Apartments

1. Variation from City Code section 496-109 All Night Parking to allow overnight parking on the street between the hours of 2:00 a.m. and 6:00 a.m.,
2. Variation from Article 4-200 C Arrangement to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and
3. Variation from Article 4-200 E. 1 a. to allow a 0-foot setback, a 20-foot variation.

George Ieremciuc, petitioner
5134 N. Harlem Avenue, Harwood Hills, IL

PZC Recommendation: Motion to approve the recommendation of the Planning and Zoning Commission and to adopt an ordinance granting a Variation allowing continued overnight parking on Uteg Street, parking maneuvering on Uteg Street and a 0-foot parking lot setback for the Uteg Apartments, 223-265 Uteg Street.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- The apartments were originally constructed sometime before 1970.
- The parking requirement at the time was 1.5 spaces per unit, requiring a maximum of 72 parking spaces. The site was constructed with 73 parking spaces, which met the ordinance requirement at the time.
- Families today typically have 1 car per driver, requiring at least 2 vehicles per unit, which has created a situation where there are more cars than parking spaces available.
- The tenants were renting spaces from an adjacent property prior to its redevelopment. The property owner has stated that he has asked several adjacent commercial property owners if the tenants can use the empty spaces overnight. The adjacent owners said no.
- The tenants are currently parking on the grass or a gravel area between the parking lot and the buildings. This is a dangerous situation for life-safety reasons.

Planning and Zoning Highlights:

- The Commission was concerned with the 90-degree parking, which required cars to back across both lanes exiting the spaces. They would prefer angled parking or if Uteg Street was one way.
- Snow removal practices would likely plow in these vehicles. Damage to vehicles may result from plowing activities.
- The Commission did not want to set precedent and have future requests to use right-of-way for parking purposes.

The Engineering Division drafted a design solution to keep the parking internal to the site. The sketch drawing is attached to this summary for your review.

The PZC recommended **approval (9-0)** with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (George Ieremcuic, received 08/31/11)
   B. Request letter (True North Properties, dated 08/25/11, received 09/27/11)
   C. Plans (Terra Architects, dated 08/25/11, received 09/27/11)

2. Parking Plan
   A. Parking stalls shall be increased in depth to at least 19 feet and allow for a 1.5-foot overhang onto the sidewalk.
   B. The sidewalk shall be a minimum of 5 ½ feet to accommodate the vehicle's overhang.
   C. The existing north end of the parking lot illustrates striping for partial parking spaces, this striping shall be removed and hatched or this area should be converted to turf.
   D. Inoperable vehicles shall not be parked in this new parking area.
   E. The roadway curb line shall continue as a depressed curb between the roadway travel lanes and this parking area to differentiate the public versus private responsibility.
   F. Vehicles parked in this parking area shall not overhang the curb line into the travel lane.
   G. Increase the driveway width of the main parking area to 24 feet.

3. Per the letter from the Building Commissioner on June 24, 2011, the gravel shall be removed and restored with turf grass.

4. Complete engineering plans are required to illustrate how stormwater will be retained on site from the additional impervious surface.

5. It is highly likely that city snow removal on Uteg Street will trap cars in this parking area. Snow removal by vehicle owners shall not be placed in the travel lanes of Uteg Street. Snow will need to be removed and located on the subject property only. Shoveling snow into the street is a violation of the City Code.

6. A Plat of Dedication shall be provided for review and recordation for Uteg Street.

7. If approved, and prior to construction, the owner must provide proof that adjacent property owners were contacted about these residents utilizing their commercial lots.

8. In all future leases, including lease renewals, the number of vehicles per unit shall be limited to two vehicles per unit.

9. As an alternative to the new parking area, the owner should explore a variation for tandem parking in locations closer to the building. A review would need to be completed to ensure life safety codes, ADA accessibility, and engineering stormwater requirements could be met.

10. The following Variation is hereby granted:
    A. Article 4-200 C Arrangement to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and
    B. Article 4-200 E. 1 a. Parking Lot Setbacks to allow a 0 foot setback, a 20 foot variation.

11. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT 223-225 UTEG STREET

WHEREAS, pursuant to the terms of a Petition (File #2011-43) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of Variations from: A. Article 4-200 C Arrangement to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and B. Article 4-200 E. 1 a. to allow a 0 foot setback, a 20 foot variation for a new parking lot; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations be granted as requested in said Petition.

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

Section I: That the Variations be granted from: A. Article 4-200 C Arrangement to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and B. Article 4-200 E. 1 a. to allow a 0 foot setback, a 20 foot variation for a new parking lot

at the property commonly known as 223-225 Uteg Street, City of Crystal Lake,.

Section II: That the Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (George Ieremcuic, received 08/31/11)
   B. Request letter (True North Properties, dated 08/25/11, received 09/27/11)
   C. Plans (Terra Architects, dated 08/25/11, received 09/27/11)

2. Parking Plan
   A. Parking stalls shall be increased in depth to at least 19 feet and allowing for a 1.5 foot overhang onto the sidewalk.
   B. The sidewalk shall be a minimum of 5 ½ feet to accommodate the vehicle's overhang.
   C. The existing north end of the parking lot illustrates striping for partial parking spaces, this striping shall be removed and hatched or this area should be converted to turf.
   D. In operable vehicles shall not be parking in this new parking area.
   E. The roadway curb line shall continue as a depressed curb between the roadway travel lanes and this parking area to differentiate the public verses private responsibility.
   F. Vehicles parked in this parking area shall not overhang the curb line into the travel lane.

G. Increase the driveway width of the main parking area to 24 feet.

3. Per the letter from the Building Commissioner on June 24, 2011, the gravel shall be removed and restored with turf grass.

4. Complete engineering plans are required to illustrate how stormwater will be retained on site from the additional impervious surface.

5. It is highly likely that city snow removal on Uteg Street will trap cars in this parking area. Snow removal by vehicle owners shall not be placed in the travel lanes of Uteg Street. Snow will need to be removed and located on the subject property only. Shoveling snow into the street is a violation of the City Code.

6. A Plat of Dedication shall be provided for review and recordation for Uteg Street.

7. If approved, and prior to construction, the owner must provide proof that adjacent property owners were contacted about these residents utilizing their commercial lots.

8. In all future leases, including lease renewals, the number of vehicles per unit shall be limited to two vehicles per unit.

9. As an alternative to the new parking area, the owner should explore a variation for tandem parking in locations closer to the building. A review would need to be completed to ensure life safety codes, ADA accessibility, and engineering stormwater requirements could be met.

10. The following Variation is hereby granted:
A. Article 4-200 C Arrangement to allow the maneuvering incidental to parking and unparking on the public street and right-of-way, and
B. Article 4-200 E. 1 a. Parking Lot Setbacks to allow a 0 foot setback, a 20 foot variation.

11. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

12. On-street parking shall be permitted while the engineering review takes place.

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

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

DRAFT

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: #2011-38 Hanus

ROADWAY VACATION PUBLIC HEARING
1) Dedication of City property to right-of-way.
2) Right-of-way Vacation for unnamed alley west of Main Street, south of Route 14.

George Hanus, petitioner
6107 Northwest Highway

Recommendation: 1) Motion to approve the dedication of the 20' x 200' City property as public right-of-way (unnamed alley), as illustrated on the plat of dedication.
2) Motion to approve the vacation of the unnamed alley located southwest of the Route 14 and Main Street intersection, as illustrated on the plat of vacation.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

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Background:

- The subject property is 20' x 200' and is between an existing shopping center and the McHenry County Conservation District Prairie Trail bike path.
- The property was purchased in 1989 as part of the southeast sewer interceptor project. The City paid $25,000 for the property, which did not include other administrative and legal costs.
- The request is to dedicate the property as alley right-of-way and then vacate the property to the shopping center. The property could be used in the future for a drive aisle leading out from the parking lot, provided a variation was granted to exceed the impervious surface coverage limits.
- There is existing sanitary sewer, storm sewer and water utility lines in this property. There may also be public utility lines within the property.

The attached illustration shows a hatched area depicting the 20' x 200' City property and the requested 15' x 20' sign easement.

If a motion to approve the vacation is made, the following conditions are recommended as a condition of the vacation:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Chicago Title Land Trust Company, received 07/13/11).
   B. Plat of Dedication (Alan J. Coulson, dated 08/09/11, received 08/29/11)
   C. Plat of Vacation (Alan J. Coulson, received 08/29/11).
   D. Site Plan (KMA & Associates, dated 08/09/11, received 09/06/11)

2. An appropriate reimbursement of $25,000 shall be paid to the City based on the price the City paid for the property.

3. Any future improvements to this property would require a set of plans which comply with City Code requirements that are detailed in staff review comments. Any improvements to the property would require a variation from impervious surface limits.

4. The Plat of Vacation document must indicate the location of all utility lines.

5. Provide a Plat of easement that properly dedicates the Municipal Utility Easements, sign easement and Public Utility Easement.

6. All access is prohibited onto Route 14. This must be indicated on the Plat of Vacation.

7. A sign easement area 20' x 15' along the north edge of the vacated property shall be dedicated to the City of Crystal Lake for Route 14 wayfinding signage.

8. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote is required for the dedication; a super majority vote is required for the plat of vacation.

DRAFT

RESOLUTION NO. ____

A RESOLUTION DEDICATING PROPERTY AT THE SOUTHWEST CORNER OF U.S. ROUTE 14 AND MAIN STREET IN THE CITY OF CRYSTAL LAKE FOR ROADWAY PURPOSES

WHEREAS, the City of Crystal Lake is the record owner of a parcel of property located at the southwest corner of U.S. Route 14 and Main Street in the City of Crystal Lake (the "***Property***"), which is legally described and depicted in the plat of dedication ("***Plat of Dedication***") attached hereto as Exhibit A and, by this reference, incorporated into and made a part hereof; and

WHEREAS, the Mayor and City Council have determined that it is in the best interests of the City and its residents to dedicate the Property as public right-of-way for roadway purposes and all public right-of-way purposes and have caused to be created the Plat of Dedication;

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

Section 1: Recitals. The recitals set forth above are included in this Resolution.

Section 2: Dedication of Property for Roadway Purposes. The Mayor and City Council of Crystal Lake, acting pursuant to the authority vested in them by the laws of the State of Illinois and the Crystal Lake City Code and pursuant to the City's home rule authority, hereby dedicate the Property as public right-of-way for all public roadway and public right-of-way purposes.

Section 3: Approval of Plat of Dedication. The Plat of Dedication attached to this Resolution as Exhibit A is hereby approved. The Mayor and City Clerk are hereby authorized and directed to cause the approved Plat of Dedication to be properly and fully executed.

Section 4: Recordation. The City Clerk is hereby authorized and directed to cause this Resolution and the approved and fully executed Plat of Dedication to be recorded in the Office of the Recorder of Deeds of McHenry County, Illinois.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

DRAFT

PASSED this ___ day of _____, 2011

AYES:

NAYS:

ABSENT:

APPROVED this __ day of _____, 2011

SIGNED:_____
Aaron T. Shepley, Mayor

ATTEST:_____
Nick Kachiroubas, City Clerk

SEAL

DRAFT

ORDINANCE NO. ____

AN ORDINANCE VACATING PUBLIC RIGHT-OF-WAY AT THE SOUTHWEST CORNER OF U.S. ROUTE 14 AND MAIN STREET IN THE CITY OF CRYSTAL LAKE

WHEREAS, Chicago Title Land Trust Co. as Trust #88-5399 ("***Owner***") is the record owner of a parcel of real property located at the address commonly known as 6107 Northwest Highway, Crystal Lake, Illinois, and legally described in Exhibit A, attached to and by this reference made a part of this Ordinance ("***Property***"); and

WHEREAS, Section 11-91-1 of the Illinois Municipal Code, 65 ILCS 5/11-91-1, authorizes the City Council to vacate any public street, alley, or right-of-way, or part thereof, in order to serve the public interest; and

WHEREAS, the Mayor and City Council have determined that the public interest will be served by vacating the public right-of-way located immediately east of the Property, which right-of-way ("***Right-of-Way***") is legally described and depicted in the plat of vacation ("***Plat of Vacation***") attached as Exhibit B, attached to and, by this reference, made a part of this Ordinance; and

WHEREAS, the Mayor and City Council have further determined that on the effective date of the vacation of the Right-of-Way, the Right-of-Way will be incorporated into and made a part of the Property, and title and sole responsibility for upkeep and maintenance shall vest in the then-owner of the Property, subject to the terms and conditions contained in this Ordinance; and

WHEREAS, the Mayor and City Council have determined that the vacation of the Right-of-Way will serve and be in the best interests of the City and its residents;

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

Section 1: Recitals. The recitals set forth above are included in this Ordinance.

Section 2: Vacation of Right-of-Way. Subject to, and contingent upon, the conditions set forth in this Ordinance, and pursuant to 65 ILCS 5/11-9-1-1 and the home rule powers of the City, the Mayor and City Council hereby (a) vacate the Right-of-Way depicted and legally described in the Plat of Vacation; and (b) approve the Plat of Vacation.

Section 3: Condition of Vacation. The vacation of the Right-of-Way and approval of the Plat of Vacation granted in Section 2 of this Ordinance are hereby conditioned upon:

A. Payment by the Owner to the City of $25,000.00 ("***Compensation***"), which amount the Mayor and City Council have determined to be the fair market value of the Right-of-Way and of the benefits that will accrue to the Owner as a result of the vacation.

B. The following zoning conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Chicago Title Land Trust Company, received 07/13/11).
   B. Plat of Dedication (Alan J. Coulson, dated 08/09/11, received 08/29/11)
   C. Plat of Vacation (Alan J. Coulson, received 08/29/11).
   D. Site Plan (KMA & Associates, dated 08/09/11, received 09/06/11)
2. The sum of $25,000 shall be paid to the City based on the price the City paid for the property by Chicago Title Land Trust Company Trust No. 88-5399. Upon receipt of payment, the City shall execute a quit claim deed to Chicago Title Land Trust Company Trust No. 88-5399.
3. Any future improvements to this property would require a set of plans which comply with City Code requirements that are detailed in staff review comments. Any improvements to the property would require a variation from impervious surface limits.
4. The Plat of Vacation document must indicate the location of all utility lines.
5. All access is prohibited onto Route 14. This must be indicated on the Plat of Vacation.
6. A sign easement area 20' x 15' along the north edge of the vacated property shall be dedicated to the City of Crystal Lake for Route 14 wayfinding signage.

Section 4: Easements Reserved. The vacation of the Right-of-Way is subject to and limited by the easements and other rights set forth in the Plat of Vacation. The following easements are hereby reserved to the City:

A. A perpetual easement over the vacated Right-of-Way for public and municipal utility purposes including, without limitation, present and future water, sanitary sewer, storm sewer, electric, natural gas, cable television, telephone, and internet utilities and related appurtenances, including the right to survey, construct, operate, use, maintain, test, inspect, repair, renew, alter, remove, replace, or abandon in place any such public and municipal utilities located across, through, or under the vacated Right-of-Way.

B. A perpetual easement over the northern 15 feet of the vacated Right-of-Way for way-finding signage purposes, including, without limitation, the construction, installation, use, maintenance, repair, replacement, or removal of such signage.

DRAFT

Section 5: Future Improvements. Any future improvement of the Right-of-Way will be subject to approval by the City and be in conformance with all applicable City Code requirements.

Section 6: Execution; Recordation. Upon compliance by the Owner with all conditions and requirements of this Ordinance, including payment of the Compensation, the Mayor and City Clerk are authorized and directed to cause the approved Plat of Vacation to be fully and properly executed, and the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with the fully executed Plat of Vacation, to be recorded with the Recorder of Deeds of McHenry County, Illinois. The Ordinance and Plat of Vacation shall not be recorded until the Compensation is paid by to the City by the Owner.

Section 7: Title to the Vacated Right-of-Way. Upon payment of the Compensation by the Owner of the Property to the City and recordation of this Ordinance and the Plat of Vacation, title to the vacated Right-of-Way will vest in the then-owner of the Property, subject to the easement rights reserved to the City pursuant to Section 4 of this Ordinance, and the vacated Right-of-Way will be incorporated into and made a part of the Property. Following the recordation of this Ordinance and the Plat of Vacation, the vacated Right-of-Way will be and remain a part of the Property, unless and until a plat of subdivision is approved by the City in accordance with all applicable state and local statutes, ordinances, and regulations.

Section 8: Maintenance. After the recordation of this Ordinance and the Plat of Vacation, the City will have no obligation to maintain or perform improvements on the vacated Right-of-Way.

Section 9: Effective Date. This Ordinance shall be effective upon the occurrence of the following events:

A. Passage by three-fourths of the members of the City Council, excluding the Mayor, in the manner required by law;

B. Publication in pamphlet form in the manner required by law;

C. Payment of the Compensation by the Owner to the City;

D. Recordation of this Ordinance, together with such exhibits as the City Clerk may deem appropriate for recordation, and the fully executed Plat of Vacation, with the Office of the Recorder of Deeds of McHenry County, Illinois.

DRAFT

PASSED this ___ day of _____, 2011

AYES:

NAYS:

ABSENT:

APPROVED this __ day of _____, 2011

SIGNED:_____
Aaron T. Shepley, Mayor

ATTEST:_____
Nick Kachiroubas, City Clerk

SEAL

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Use of the Three Oaks Recreation Area for a Benefit Run/Walk Special Event

Staff Recommendation: Motion to approve a Benefit Run/Walk at the Three Oaks Recreation Area from 5:00 a.m. to 10:30 a.m. on Sunday, November 6, 2011.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request to use the Three Oaks Recreation Area from individuals organizing a run/walk benefit for Mr. Scott Milliman. Mr. Milliman is suffering from health issues. The facility would be used on November 6, 2011. The organizers would setup the race from 5:00 a.m. to 8:00 a.m.. The actual race activities would occur from 8:00 a.m. – 10:30 a.m. Approximately 50-100 runners will participate, and approximately 25 people will volunteer to organize the event. The race will start at the east end of the Main Street entrance and require that the road be closed. Therefore, the petitioner is requesting the exclusive use of the Main Street entrance driveway from Main Street to the parking gate, from 7:30 a.m. – 9:00 a.m. Since the park does not open until 9:00 a.m, this would not impact the public's access to the park. The race will end in the east parking stalls with a "finish chute". The petitioner is requesting that this portion of the parking lot be closed from 9:00 a.m. - 10:30 a.m. The petitioner will also utilize the picnic grove pavilion, as long as another member of the public has not reserved it for that day.

The petitioner will clean up the site and dispose of trash from the activities. Since the petitioner is requesting the use of the park when it is not open to the general public, a City staff member will be on-site to open the park early and monitor the event. City Staff site preparation expenses will be minimized, since volunteers have agreed to clean the bathrooms and the facilities following the event.

Staff has reviewed the submittals and would offer the following conditions for approval. The Petitioner shall:

- Comply with all City Code regulations and Special Event requirements.
- Non-resident participants shall pay the $5.00 parking fee upon entry to the park.

- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- All participants will access the park from the Main Street entrance between 7:00 a.m. – 7:45 a.m. Since the race begins at 8:00 a.m., no vehicles with participants will be allowed to drive on the Main Street entrance after 7:45 a.m.
- Volunteers shall be required to stage along the running route to ensure that runners stay on the designated course.
- All egress gates, access to all fire lanes, and access to the marina boat ramp will be unobstructed at all times.
- The use of tents or canopies is subject to review by the Fire Prevention Bureau.

The petitioner is requesting a waiver from the following fees:

Item	Fee
Special Event Application Fee	*$50*
Staff On-Site During Off Hours	*$60* (4 hours, at $15 per hour)
Total Non-Refundable Fee:	**$110**

The petitioner has agreed to pay the $500 Special Event Refundable Damage Deposit.

Attached for your information is a copy of the petitioner's submittals. The City's Police and Fire Rescue Departments have reviewed the request.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: South Elementary School Area Traffic Control Changes

Staff Recommendation: Motion to adopt an ordinance implementing parking restrictions near South Elementary School.

Staff Contact: Dave Linder, Police Chief
Abby Wilgreen, Assistant City Engineer

Background:

City Staff on the Traffic Safety Committee, including representatives from the Crystal Lake Police Department, have reviewed traffic concerns related to vehicle congestion on Golf Road, Highland Avenue, and Spruce Lane surrounding South Elementary School. On school days, before and after school, standing traffic is created in both traffic lanes of Golf Road and Highland Avenue. In addition, vehicles that are currently allowed to stop and stand along Golf Road, Highland Avenue and Spruce Lane increase the traffic congestion in the area given the relatively narrow width of these residential streets. This congestion does not allow enough space for emergency vehicles to access the road during an emergency and it obstructs drivers' views of pedestrians that may be in the area.

To help reduce traffic congestion around South Elementary School and allow for enough space for emergency vehicles to access the road, the Traffic Safety Committee recommends adopting an Ordinance implementing the following:

a) No stopping, standing or parking from 8:00 a.m. to 4:00 p.m. on school days on the north side of Golf Road between Edgebrook Drive and Nash Road;
b) No stopping, standing or parking from 8:00 a.m. to 4:00 p.m. on school days on the south side of Golf Road from the east driveway entrance of South Elementary School to Nash Road;
c) No stopping, standing or parking from 8:00 a.m. to 4:00 p.m. on school days on the east side of Highland Avenue for 500 feet north of Golf Road;
d) No stopping, standing or parking from 8:00 a.m. to 4:00 p.m. on school days on the west side of Spruce Lane for 500 feet north of Golf Road;

e) No stopping, standing or parking, except buses, from 8:00 a.m. to 4:00 p.m. on school days on the east side of Highland Avenue from Golf Road to Edgebrook Drive;

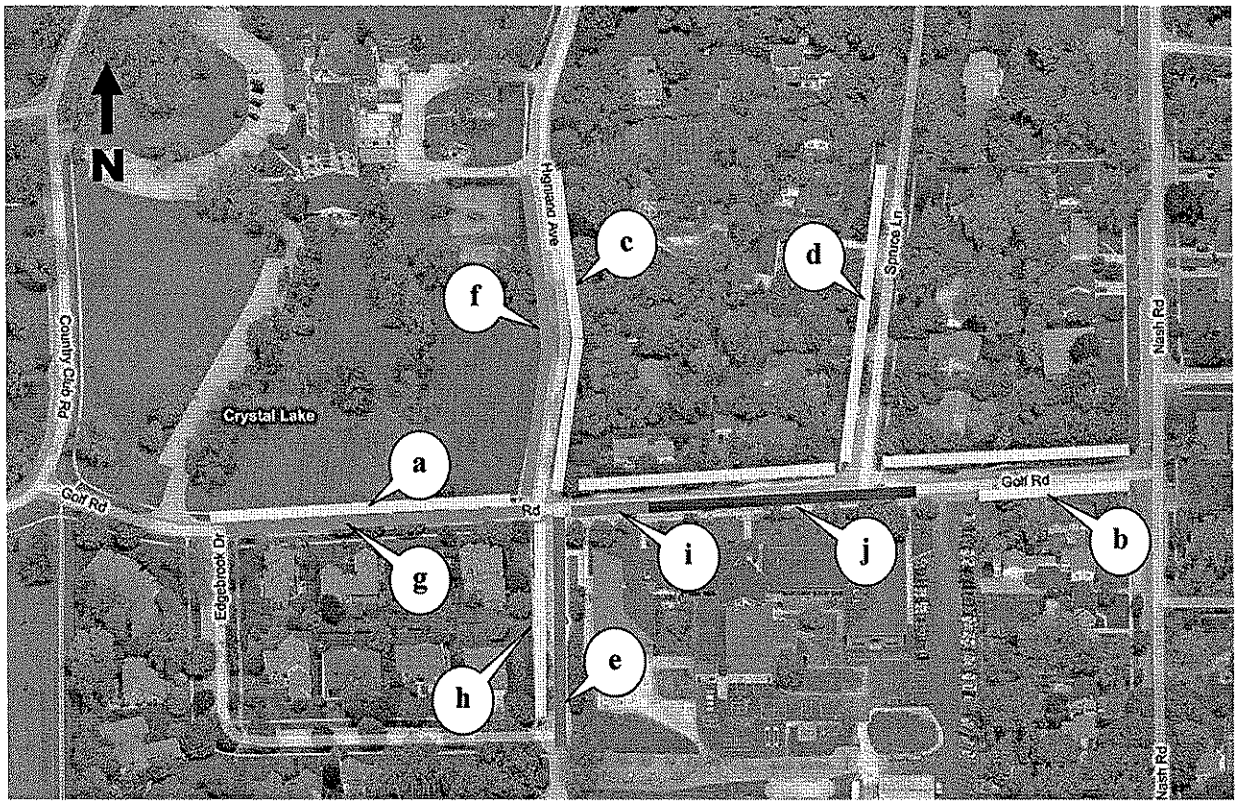
f) No parking child pickup queue from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days on the west side of Highland Avenue for 500 feet north of Golf Road;

g) No parking child pickup queue from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days on the south side of Golf Road from Edgebrook Drive to Highland Avenue;

h) No stopping, standing, or parking from 8:00 a.m. to 4:00 p.m. on school days on the west side of Highland Avenue from Golf Road to Edgebrook Drive.

i) Handicap parking do not block on Golf Road between Highland Avenue and 100 feet east of Highland Avenue;

j) No parking loading zone from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days on the south side of Golf Road from a point 100 feet east of Highland Avenue to the east driveway entrance of South Elementary School.



Letters were mailed to residents in the area that would be affected by the proposed changes. School officials plan to notify and educate the parents regarding the traffic changes to help reduce any confusion and allow parents to plan their new route. Both District 47 and South Elementary School support the proposed traffic changes and will be present at the City Council meeting to answer any questions. Attached is a letter of support from District 47.

Votes Required to Pass:

Simple Majority of City Council Present

DRAFT

The City of Crystal Lake Illinois

ORDINANCE

WHEREAS, a review of traffic concerns related to vehicle congestion on Golf Road, Highland Avenue and Spruce Lane surrounding South Elementary School was conducted by the Crystal Lake Traffic Safety Committee and the Crystal Lake Police Department; and

WHEREAS, the congestion in both the eastbound and westbound traffic lanes on Golf Road, as well as along Highland Avenue and Spruce Lane, does not allow enough space for emergency vehicles to access the road during an emergency; and

WHEREAS, as a result of said review, the Mayor and City Council of the City of Crystal Lake have determined that to help reduce traffic congestion around South Elementary School and allow for enough space for emergency vehicles to access the roads, that traffic control changes must be implemented.

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

SECTION I: That it shall be unlawful to stop, stand, or park any vehicle on the north side of Golf Road between Edgebrook Drive and Nash Road from 8:00 a.m. to 4:00 p.m. on school days.

SECTION II: That it shall be unlawful to stop, stand, or park any vehicle on the south side of Golf Road from the east driveway entrance of South Elementary School to Nash Road from 8:00 a.m. to 4:00 p.m. on school days.

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SECTION III: That it shall be unlawful to stop, stand, or park any vehicle on the east side of Highland Avenue from Golf Road to a point 500 feet north of Golf Road from 8:00 a.m. to 4:00 p.m. on school days.

SECTION IV: That it shall be unlawful to stop, stand, or park any vehicle on the west side of Spruce Lane from Golf Road to a point 500 feet north of Golf Road from 8:00 a.m. to 4:00 p.m. on school days.

SECTION V: That it shall be unlawful to stop, stand, or park any vehicle, except for buses, on the east side of Highland Avenue from Golf Road to Edgebrook Drive from 8:00 a.m. to 4:00 p.m. on school days.

SECTION VI: That it shall be unlawful to park any vehicle, so as to allow for a child-pickup queue to form, on the west side of Highland Avenue from Golf Road to a point 500 feet north of Golf Road from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days.

SECTION VII: That it shall be unlawful to park any vehicle, so as to allow for a child-pickup queue to form, on the south side of Golf Road from Edgebrook Drive to Highland Avenue from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days.

SECTION VIII: That it shall be unlawful to stop, stand, or park any vehicle on the west side of Highland Avenue between Golf Road and Edgebrook Drive from 8:00 a.m. to 4:00 p.m. on school days.

SECTION IX: That the portion of Golf Road between Highland Avenue and a point 100 feet east of Highland Avenue be designated on-street handicap parking.

SECTION X: That it shall be unlawful to park, and a loading zone be established, on the south side of Golf Road from a point 100 feet east of Highland Avenue to the east driveway entrance of South Elementary School from 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. on school days.

DRAFT

SECTION XI: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

SECTION XII: That suitable signs and markers shall be erected.

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

SECTION XIV: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this Eighteenth Day of October, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: October 18, 2011

APPROVED: October 18, 2011

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Cress Creek Lane Parking Restrictions

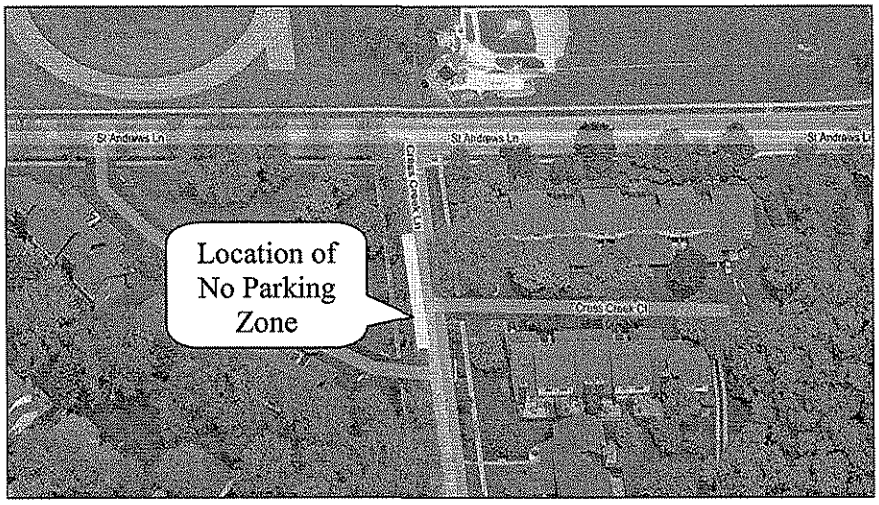
Staff Recommendation: Motion to adopt an ordinance prohibiting parking on Cress Creek Lane.

Staff Contact: Dave Linder, Police Chief
Abby Wilgreen, Assistant City Engineer

Background:

Recently, the association manager for the condominium complex located along Cress Creek Lane contacted the City regarding an issue with garbage trucks making their routine pickups. According to MDC Environmental Services, a truck routinely parks on Cress Creek Lane near the intersection of Cress Creek Court, which is a private drive serving several town houses. The location of the parked truck makes it difficult for garbage trucks to turn out of Cress Creek Court onto Cress Creek Lane. This forces them to go up onto the curb to make the turn, which is starting to damage the curb and parkway.

The City conducted a field observation with officials from MDC and confirmed that there is no way to make the turn with the truck parked on the street. City staff, the condominium association, and MDC all agree that restricting parking on the west side of Cress Creek Lane will allow garbage trucks to make the turn without damaging the curb or parkway.



Votes Required to Pass:

Simple Majority of City Council Present

DRAFT

The City of Crystal Lake Illinois

ORDINANCE

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows

SECTION I: That it shall be unlawful to park any vehicle on the west side of Cress Creek Lane from a point 135 feet south of the northerly centerline intersection of Cress Creek Lane and Saint Andrews Lane to a point 217 feet south of the intersection of Cress Creek Lane and Saint Andrews Lane as measured along the centerline of Cress Creek Lane.

SECTION II: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

SECTION III: That suitable signs and markers shall be erected.

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

SECTION V: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DRAFT

DATED at Crystal Lake, Illinois, this eighteenth day of October, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: October 18, 2011

APPROVED: October 18, 2011

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Recapture agreements with G & D Arvanitis, LLC for water and sanitary sewer extensions associated with the Walgreens at 315 North Route 31

Staff Recommendation: Motion to approve resolutions authorizing the City Manager to execute the recapture agreements between the City and G & D Arvanitis for sanitary sewer and water main extensions.

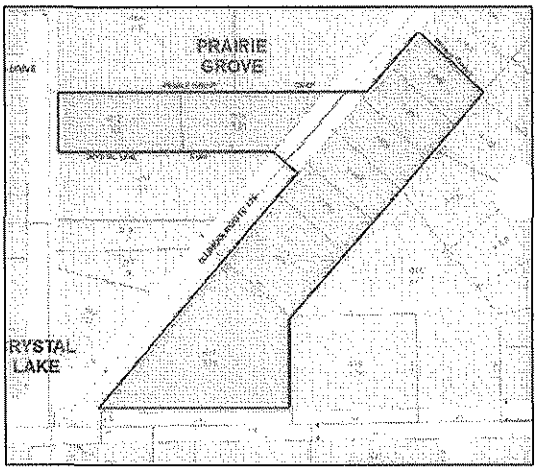
Staff Contact: Abby Wilgreen, Assistant City Engineer
Mark F. Nannini, Director of Finance

Background:

G & D Arvanitis was the developer of the Walgreens at 315 North Route 31. In conjunction with developing the Walgreens property, the developer extended municipal utilities across the property as required by ordinance.

The developer is now seeking to record recapture agreements with the City covering parcels that might derive benefit by connecting to the water and sewer mains that were installed. The calculated recapture amounts are based only on actual construction costs for the improvements.

The service area is the county parcels that may benefit from the improvements if they choose to annex to the City and connect to the water or sanitary sewer mains. The agreements run for 15 years from the date of recording and accrue interest at three percent per year.



Walgreens Recapture Service Area

The sanitary sewer recapture amount would be based on the following parameters:

1) The cost of installing the sanitary sewer under Route 31 will be shared by all parties in the service area based on total acreage.
2) The county parcels to the north, adjacent to the Walgreens parcel, will proportionately share the cost of construction based on their length of frontage along their shared property lines. The calculated recapture cost will be for construction of an eight-inch sanitary sewer main, which is the minimum standard required by code.
3) The sanitary sewer was installed larger and deeper than necessary for their service to accommodate possible future connections by parcels to the southeast. These upsizing and deepening costs for the sanitary sewer will be borne by the parcels to the southeast if they decide to connect to the system.

The water main recapture amount would be based on the following parameters:

1) The county parcels to the north adjacent to the Walgreens parcel will proportionately share the cost of construction based on their length of frontage along their shared property lines. The calculated recapture cost will be for construction of an eight-inch water main, which is the minimum standard required by code.
2) The actual upsizing cost for the water main will be borne by the parcels to the southeast if they decide to connect to the system based on acreage

The City Attorney has reviewed the proposed recapture agreements that are attached.

Votes Required to Pass:

Simple majority of City Council present.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with G & D Arvanitis, LLC for recapture of sanitary sewer extensions associated with the Walgreens at 315 North Route 31.

DATED this Eighteenth Day of October, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
NICK KACHIROUBAS, CITY CLERK

PASSED: October 18, 2011

APPROVED: October 18, 2011

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with G & D Arvanitis, LLC for recapture of water main extensions associated with the Walgreens at 315 North Route 31.

DATED this Eighteenth Day of October, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

_____
NICK KACHIROUBAS, CITY CLERK

PASSED: October 18, 2011

APPROVED: October 18, 2011

Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Annual Audit for the Fiscal Year 2010/2011

Staff Recommendation: Motion to accept the Annual Audit for the Fiscal Year 2010/2011

Staff Contact: Mark F. Nannini, Director of Finance

Background:

Attached is the 2010/2011 Comprehensive Annual Financial Report.

State law requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. The Council is requested, as part of standard annual procedure, to accept the City's 2010/2011 Fiscal Year annual audit report.

The report is separated into three sections - Introduction, Financial and Statistical. The Introduction section provides a letter from management on the City's economic development, long-term planning, management practices and awards with acknowledgements.

The Financial section includes a letter from the audit firm followed by detailed information for the fiscal year ended April 30, 2011. This information is presented in summary fashion in the lead schedules and then provides the detailed activity by account and fund.

The last section, Statistical, provides various statistical information on the City of Crystal Lake. This section gives the reader more insight into the revenues, expenses, outstanding debt and miscellaneous statistics.

The audit report, prepared by Selden Fox, LTD, provides a clean opinion of the City's financial operations for the fiscal year ended April 30, 2011, and for the eighteenth consecutive year, the financial report has been prepared to comply with the high standards of the Government Finance Officers Association Certificate of Conformance for Excellence in Financial Reporting Award

Program criteria. Members of our audit firm and finance staff will be present at the meeting to address any questions about these schedules. A motion is requested of the Council for acceptance of the annual audit for the Fiscal Year 2010/2011.

Votes Required to Pass:

Simple majority.

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Purchase of a Positive Displacement Blower with soundproof enclosure for Wastewater Treatment Plant #2

Staff Recommendation: Motion to award the bid for the purchase of a Positive Displacement Blower with soundproof enclosure for Wastewater Treatment Plant #2 to the lowest responsive and responsible bidder, Universal Blower Pac, Inc., and adopt a Resolution authorizing the City Manager to execute a purchase agreement with Universal Blower Pac, Inc. in the amount of $12,640.00.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

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Background:

The Public Works Department received ARRA grant funding from the Department of Energy for the installation of energy-efficient equipment at Wastewater Treatment Plant #2. To determine where the City can receive the greatest benefit from the investment, projects were selected based on energy audits conducted at the City's water treatment plants and wastewater treatment facilities in 2008. Due to the immediate energy savings generated from the project, a positive displacement blower has been incorporated as one component of the project that the City committed to installing with the grant funding. The City has previously installed energy efficient motors and variable frequency drives (VFD's) at water and wastewater treatment facilities as part of this grant program.

The positive displacement blower is a 15-horsepower blower that will be used in the grit tank at Wastewater Treatment Plant #2 to reduce the load of a 100-horsepower centrifugal blower. By implementing the positive displacement blower as the primary blower in the tank, the centrifugal blower can be used as a supplemental blower as it is needed, thus reducing the amount of energy used to introduce air into the grit tank. This will result in improved electrical efficiency at Wastewater Treatment Plant #2.

Because this bid uses American Reinvestment and Recovery Act funding, it is subject to the ARRA purchasing requirements. Those requirements, such as minimum energy efficiency levels, American made, etc, limited the amount of blowers that could qualify for this purchase.

The following is a breakdown of the total prices for bids received:

Company	Price for Blower
√ Universal Blower Pac, Inc Noblesville, IN	$ 12,640.00
*United Blower, Inc Ball Ground, GA	Did not properly submit bid

√ Indicates the lowest responsive and responsible bidder.
* Failed to properly submit bid in accordance with the City's purchasing policy.

Recommendation:

Staff has reviewed the bids submitted, and contacted all necessary references. It is the recommendation of staff to award the contract for a Positive Displacement Blower with soundproof enclosure for Wastewater Treatment Plant #2 to the lowest responsive and responsible bidder, Universal Blower Pac, Inc., in the amount of $12,640.00.

The funds for this project are available and will be paid for with the Department of Energy grant funding.

Votes Required to Pass:

A simple majority vote is needed to approve the authorizing resolution.

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Universal Blower Pac, Inc. for the purchase of a Positive Displacement Blower with soundproof enclosure for Wastewater Treatment Plant #2.

DATED this _____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 25

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Wastewater Treatment Plant #2 Bio-Solids Building Roof Repair

Staff Recommendation: Motion to accept the bid for the Wastewater Treatment Plant #2 Bio-Solids Building Roof Repair by the lowest responsive and responsible bidder, Tecta America, LLC, and adopt a Resolution authorizing the City Manager to execute a service agreement with Tecta America, LLC for the amount of $ 24,500.00 and allowing for a 10% contingency for unforeseen expenses.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

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Background:

During the windstorm of July 11, 2011, a section of the roof on the bio-solids building at Wastewater Treatment Plant #2 was blown off or damaged by heavy gusts of wind.

On October 10, 2011, the City opened and publicly read aloud bids for the bio-solids building roof retrofit at Wastewater Treatment Plant #2. A tabulation of the bids are below:

Company	Roof Retrofit Price
√Tecta America, LLC Aurora, IL	$24,500.00
OCS, Inc. Crystal Lake, IL	$30,320.00

√ Indicates lowest responsive and responsible bidder

These repairs are covered through the City's insurance with IRMA. Since the roof was damaged, the Public Works Department has received a number of complaints of odor in the area of Wastewater Treatment Plant #2, located at 1100 Coventry Lane. Once repairs are made, the odors will be contained.

Recommendation:

Staff has reviewed the bids and verified the references of Tecta America, LLC. It is the recommendation of staff to award the contract for the Bio-Solids Building Roof Repair at Water Treatment Plant #2 to the lowest responsive and responsible proposer, Tecta America, LLC, in the amount of $24,500.00 for roof repair, and allow a contingency of up to 10% for any additional repair work necessary beyond the scope of this project.

There are sufficient funds in the FY 2011/2012 Budget for this expense.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Service Agreement between the CITY OF CRYSTAL LAKE and Tecta America, LLC for the Wastewater Treatment Plant #2 Bio-Solids Building Roof Repair.

DATED this_____day of_____, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 26

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Lift Station & Force Main Installation for Chlorides Reduction

Staff Recommendation: Motion to award the bid for the Lift Station & Force Main Installation project to the lowest responsive and responsible bidder, IHC Construction Companies, LLC, and adopt a resolution authorizing the City Manager to execute an agreement with IHC Construction Companies, LLC in the amount of $472,410.00, and allowing for a 10% contingency for unforeseen expenses.

Staff Contact: Victor Ramirez, P.E., Director of Public Works

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Background:

Bids received for the lift station and force main installation project were publically opened on October 11, 2011. Bids received are as follows:

Bidder	Total Base Bid Price	Total Price with Controls System Alternate
√ IHC Construction Companies, LLC Elgin, IL	$ 489,000.00	$ 472,410.00
Dahme Mechanical Arlington Heights, IL	$ 615,000.00	N/A
Bolder Contractors Deerfield, IL	$ 668,000.00	$ 651,410.00
Boller Construction Waukegan, IL	$ 758,000.00	$ 741,410.00
Berger Excavating Wauconda, IL	$ 833,000.00	N/A

√ Indicates recommended lowest responsive and responsible bidder

This is the third and final phase of the chlorides reduction program at Wastewater Treatment Plant #3 (WWTP3). The project consists of converting an existing basin at WWTP3 into a lift

station to collect the backwashed brine water from Water Treatment Plant #4 (WTP4), located on the same site at 400 N. Knaack Blvd., and pumping it through a four-inch force main to an existing sewer near Water Treatment Plant #1 (WTP1) on Poplar Street. From there the water will be diverted to Wastewater Treatment Plant #2 (WWTP2), the larger of the City's two treatment facilities, where the brine water may be further diluted.

While the first two phases of the project included upgrading the softening systems at Water Treatment Plants #1 and #4 to make them more salt-efficient and reduce backwash, the brine water discharged from WTP4 is still a significant amount of the flow that is received at WWTP3. By diverting this flow to WWTP2, the City can achieve compliance with the NPDES Permit for WWTP3 for chlorides reduction.

To achieve chlorides compliance by the IEPA's prescribed March 1, 2012 deadline, the City has outlined an aggressive construction schedule for this project.

By utilizing a pre-approved alternate subcontractor, Wunderlich-Malic, for the control system, the City can reduce the bid price by an additional $16,590.00. Wunderlich-Malic has done work for the City in the past, and proven to be a very reliable, professional contractor. Utilizing this alternate would bring the total cost of the project to $472,410.00 after adjustment.

Discussion:

The City's consultant, Trotter and Associates, Inc. (TAI), has reviewed the bids for completeness and adherence to the bid specifications and has recommended acceptance of the bid received from IHC Construction Companies, LLC as the lowest responsive and responsible bidder. IHC Construction Companies, LLC has successfully completed a number of projects of this nature. Prior to bids being received, TAI estimated construction costs for this project to be $778,169.00.

Recommendation:

The Public Works Department recommends the award of the bid to the lowest responsive and responsible bidder, IHC Construction Companies, LLC, as recommended by Trotter and Associates, Inc. Funds are available in the FY2011/2012 budget for this project.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with, IHC Construction Companies, LLC for the Lift Station & Force Main Installation project.

DATED this _____ day of _____, 2011.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 27

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Route 176 and Main Street Water Main Improvement Bid Award

Staff Recommendation: Motion to award the bid for water main improvements at Terra Cotta Avenue and Main Street to the lowest responsive and responsible bidder, Barone Contracting, Inc., in the bid amount $159,035.00, and adopt a resolution authorizing the City Manager to execute the contract with Barone Contracting, Inc., and allowing for a 10 percent contingency.

Staff Contact: Abby Wilgreen, Assistant City Engineer

Background:

On October 12, 2011, bids received for the water main improvements at Terra Cotta Avenue and Main Street were opened and publicly read. The City received ten bids and the results are tabulated below.

Firm	*Amount of Bid*
Barone Contracting, Inc.[1] Elgin, IL	$159,035.00
Copenhaver Construction, Inc. Gilberts, IL	$190,720.00
IHC Construction Companies, LLC Elgin, IL	$196,975.00
Bolder Contractors, Inc. Deerfield, IL	$215,527.50[2]
Glenbrook Excavating and Concrete, Inc. Wauconda, IL	$227,350.00
Campanella & Sons, Inc. Wadsworth, IL	$242,530.00
Vian Construction Company, Inc. Elk Grove Village, Inc.	$252,160.00

Concept Plumbing, Inc. Palatine, IL	$254,055.50[2]
Berger Excavating Contractors, Inc. Wauconda, IL	$265,635.00
Maneval Construction Co., Inc. Grayslake, IL	$280,119.00[2]

[1] Indicates Recommended Lowest Responsive and Responsible Bidder
[2] Corrected Bid Total Calculated Using Provided Unit Prices

The water main replacement will be done on Route 176 between First Street and Main Street. The County's Walkup Road intersection improvement project extends to First Street and during the planning of this improvement, the City determined that the water main from First Street to Main Street was in need of replacement. Due to the water main work being outside the County's improvement limits, the City bid this watermain improvement separately. However, the work will be done in conjunction with the County's intersection construction to minimize disruption. The construction is anticipated to begin this fall.

The City sent a notice of the bid to several different contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2012 budget.

Votes Required to Pass:

Simple majority

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Barone Contracting, Inc., for the Route 176 and Main Street Water Main Improvement in the amount of $159,035.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this eighteenth day of October, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: October 18, 2011

APPROVED: October 18, 2011

Agenda Item No: 28

City Council
Agenda Supplement

Meeting Date: October 18, 2011

Item: Robotic Auto-Tracking/Reflectorless Total Station System Bid

Staff Recommendation: Motion to award the bid for the purchase of a Robotic Auto-Tracking/Reflectorless Total Station System to the lowest responsible and responsive bidder, Positioning Solutions Company, in the bid amount of $17,214.00, and resolution authorizing the City Manager to execute a purchase agreement with Positioning Solutions Company.

Staff Contact: David Linder, Chief of Police

On Wednesday, October 5, 2011, the City of Crystal Lake publicly opened bids for the purchase of a Robotic Auto-Tracking/Reflectorless Total Station System for the City's Police Department. The lowest responsive and responsible bidder will furnish the Total Station. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

Listed below are the costs to purchase the Robotic Auto-Tracking/Reflectorless Total Station:

Bidder	Original Bid
✓ Positioning Solutions Company Carol Stream, IL	$17,214.00
Griner & Schmitz, Inc. Kansas City, MO	$29,350.00

✓ Lowest responsive and responsible bidder

Recommendation: To acquire a Robotic Auto-Tracking/Reflectorless Total Station System from Positioning Solutions Company for the Crystal Lake Police Department's Accident and

Criminal Investigators. Since investigation demands are constantly changing, implementing this technology will enable our personnel to conduct thorough, efficient investigations in a timely manner. The Total Station System uses a computer based, laser measuring device that provides highly accurate accident and crime scene drawings. This type of device is vastly superior to other techniques such as hand drawn illustrations. Currently, most measurements are completed with measuring tape, recorded on paper, and then hand-drawn to recreate the scene. This technique is considerably less accurate and consumes more time.

Conversely, the Total Station System uses digital technology and can produce extremely accurate angle and distance measurements. These abilities are critical during accident or crime scene reconstructions requiring accurate illustrations within fractions of an inch. The Total Station System's laser also provides pinpoint accuracy when handling challenging environments and unpredictable scenarios.

In addition, the Robotic Total Station System allows the operator to work independently through the use of a prism tracking system and remote control; thus reducing on-scene resources. The number of personnel required to perform investigations and the length of time dedicated to investigations will be diminished. Consequently, both factors will result in reduced overtime expenditures. Not only will this tool provide personnel with modern technology, it will allow Police Administration greater flexibility when allocating resources.

Positioning Solutions Company provided a bid that was $12,136.00 lower than competitor Griner & Schmitz. Further, Positioning Solutions Company includes the following upon purchase of a Robotic Total Station:

2-year parts & labor warranty
Free loaner device on any warranty repair of the instrument
4-hour on-site training at no additional cost
Free delivery and set-up of device
Local service center calibration with pickup and drop-off service
Discounted service loaners

Votes Required to Pass: A simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a purchase agreement with Positioning Solutions Company in the bid amount of $17,214.00.

DATED this 18th day of October, 2011

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: October 18, 2011
APPROVED: October 18, 2011