CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
January 15, 2013
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Administration of Oath of Office – Police Chief James R. Black**

5. **Approval of Minutes – December 18, 2012 Regular City Council Meeting**

6. **Accounts Payable**

7. **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.

8. **Mayor's Report**

9. **Council Reports**

10. **Consent Agenda**

    a. **4812, 4816, 4818, 4904, 4906 and 4912 State Street – Annexation Agreement Public Hearings Continuation.**
    b. **South and west of the southwest corner of Route 176 and Terra Cotta Road – Annexation Referral.**
    c. **7624 U.S. Route 14 – Annexation Referral**
    d. **Glacier Ridge Elementary School – Request to close Village Road between Moorland Drive and Driftwood Lane and Kingsgate Lane at Village Road for the "Paws for the Pantry" Run on April 21, 2013.**

11. **St. Elizabeth Ann Seton Church, 1023 S. McHenry Avenue - Temporary Use Permit request for a Friday night fish fry Special Promotion and waiver of the Temporary Use Permit application fee.**

12. **New Retailer Job Creation and Investment Matching Grant application request – Marvin's Toy Store, 64 A Williams Street.**

13. **4500 Northwest Highway – Use Variation to allow a retail flooring store in the M-Manufacturing zoning district.**

14. **394 Federal Drive – Final Plat of Subdivision to create a two-lot subdivision.**

15. **1350 S. Virginia Road – Final Plat of Subdivision with a variation to create a two-lot subdivision.**

16. **Willow Creek Crystal Lake special event at the Three Oaks Recreation Area.**

17. **Congress Parkway Apartments, Congress Parkway east of Commonwealth Drive – Final Plat and Final Planned Unit Development for a 60-unit apartment community.**

18. **Conveyance of a private sanitary sewer located on Dole Avenue from Eagle Street to 257 Dole Avenue – Discussion Only.**

19. Centennial Final Report/Appointments.

20. Economic Development Incentive Programs Updates.

21. Road Construction Public Outreach Plan Presentation – Information Only.

22. Project Overview of McHenry Avenue Improvement – Information Only.

23. Bid award and Resolution authorizing execution of agreements for the provision and installation of lighting ballasts and tubes.

24. Resolution authorizing execution of the McHenry County Division of Transportation Facility Installation Application for the use of an existing permanent easement along McHenry Avenue for parcel 19-18-200-005.

25. Council Inquiries and Requests

26. 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.

27. Reconvene to Regular Session.

28. 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: January 15, 2013

Item: Swearing In Ceremony for Newly Appointed Chief of Police, James R. Black

Staff Contact: Ann Everhart, Director of Human Resources

Background: Mayor Shepley will be swearing in our new Chief of Police, James R. Black.

City Manager Gary J. Mayerhofer announced the appointment of James R. Black as Chief of Police effective January 7, 2013. Chief Black comes to Crystal Lake after having served the Downers Grove Police Department for 25 years. Chief Black joined the Downers Grove Police Department as a Patrol Officer in January 1988. He was then promoted to Police Sergeant in 2000, Operations Lieutenant in 2004 and Deputy Chief in 2006. Chief Black has both a Bachelor's Degree in Criminal Justice and a Masters Degree in Criminal/Social Justice from Lewis University. He is a graduate of the Northwestern University Center for Public Safety School of Police Staff and Command, as well as the Federal Bureau of Investigation National Academy. Chief Black has proven himself to be a dedicated police professional and he looks forward to working the employees of the Crystal Lake Police Department to effectively protect and serve our community.

Agenda Item No: 10a

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: State Street lots (various) Annexation Agreement Public Hearings Continuation

4812, 4816, 4818, 4904, 4906 & 4912 State Street

Recommendation: Motion to continue public hearings on the annexation agreements to the March 19, 2013, City Council meeting for various Annexation Petitions.

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

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Background: The annexation of these lots needs additional time to obtain all the required forms and paperwork for annexation. Based on the changed incorporation status of the properties within the immediate area, a final letter will be sent to the respective properties seeking their voluntary annexation.
It is requested that this matter be continued to the March 19, 2013, City Council meeting for the respective Annexation Agreement Public Hearings.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10b

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: #2012-87 South and west of the SWC of Route 176 and Terra Cotta Road - Annexation Referral

Northside Community Bank, Edward Egelston, petitioner

Recommendation: Motion to refer the petitioner's request to the February 6, 2013, Planning & Zoning Commission meeting for zoning consideration and to the February 19, 2013, City Council meeting for the annexation public hearing.

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

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Background: The petitioner is requesting annexation of three parcels that total approximately 5 acres, located south and west of the southwest corner of Route 176 and Terra Cotta Road. The property is improved with a residential structure used for commercial purposes as a restaurant. The petitioners are seeking annexation to connect to City water and sewer.

The petitioner respectfully requests that this matter be referred to the February 6, 2013, Planning & Zoning Commission meeting for zoning consideration and the February 19, 2013, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10c

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: #2012-116 7624 U.S. Route 14 - Annexation Referral

Spence Management Services, Chris Spence, petitioner

Recommendation: Motion to refer the petitioner's request to the February 6, 2013, Planning & Zoning Commission meeting for zoning consideration and to the February 19, 2013, City Council meeting for the annexation public hearing.

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

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Background: The petitioner is requesting annexation of two parcels that total approximately 9.4 acres, located north and east of Route 14 and Route 176 at 7624 US Route 14. The property is vacant. The petitioner is seeking annexation to connect to City water and sewer and develop the property.

The petitioner respectfully requests that this matter be referred to the February 6, 2013, Planning & Zoning Commission meeting for zoning consideration and the February 19, 2013, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 10d

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: Glacier Ridge Elementary School "Paws for the Pantry" Run

Staff Recommendation: Motion authorizing the closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road for the "Paws for the Pantry" Run on Sunday, April 21, 2013.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The PTA of Glacier Ridge Elementary School is requesting to hold the "Paws for the Pantry" Run on Sunday, April 21, 2013. The event includes a 1-mile walk/run, which is scheduled to begin at 8:00 a.m. and a 5K run, which is scheduled to begin at 8:30 a.m. As part of the request, the PTA is asking that a portion of Village Road between Moorland Drive and Driftwood Lane (in front of Glacier Ridge School), as well as Kingsgate Lane at Village Road be closed during the event. The City Council approved a similar request in 2012. The proceeds from the race will benefit the PTA of Glacier Ridge Elementary School and there will be food donations accepted for the Crystal Lake Food Pantry.

City staff has reviewed the petitioner's request and does not have concerns regarding the street closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, providing the following conditions are met:

1) The volunteers for both races shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
2) The Committee Race coordinators shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
3) "Race In Progress" signs must be posted a minimum of two days prior to the event at the following intersections: Village/Moorland, Village/Driftwood,

Village/Golf Course, Golf Course/Alexandra, Driftwood/Alexandra, Alexandra/Dogwood, and Driftwood/Dogwood.

4) Participants should use the sidewalk at the intersection of Golf Course Road and Village Road.
5) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
6) A "Local Traffic Only" sign must temporarily be placed at the intersections of Moorland Drive and Village Road, Kingsgate and Village Road, and Driftwood Lane and Village Road. Also, signs will be placed along the race course ahead of the event to notify motorists of the upcoming race.
7) The petitioner must send a notice to all affected property owners along Village Road.
8) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
9) Local traffic access to Village Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
10) All debris created by the event shall be cleaned up during and after the event.
11) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement. All participants of the race must complete a Participant Waiver of Liability and Hold Harmless Agreement.
12) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
13) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
14) In the case of inclement weather, an alternate date can be approved by the City Manager.

It should be noted that in past years, the City Council has approved the closure of this portion of Village Road for the start of the event and has not required the school to pay for the police officers assisting with the race.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Village Road between Moorland Drive and Driftwood Lane, as well as Kingsgate Lane at Village Road, information regarding the courses and safety precautions, maps of both courses, and a map indicating the portion of the street to be closed, have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: St. Elizabeth Ann Seton Church Temporary Use Permit request for a Friday night fish fry Special Promotion.

Recommendation: Motion to approve the Temporary Use Permit, pursuant to the recommendations listed below, and waive the Temporary Use Permit fee.

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

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Background: For the past several years, St. Elizabeth Ann Seton Church has hosted a Friday night fish fry during Lent as a fundraiser for their Youth Group. A Temporary Use Permit is required for this event.

The UDO allows Special Promotions for a period of not more than three days in a calendar month. The Ordinance states that only four special promotions by the same business shall be approved by the City Council within a calendar year on the same property. This would be the first request by St. Elizabeth Ann Seton Church for a Special Promotion activity this year.

The UDO allows temporary signs to be displayed for periods not exceeding 39 days, four (4) times per calendar year. The applicants have requested that the sign be displayed for 44 days (from February 8, 2013 to March 23, 2013). The UDO also states that a temporary sign is not to exceed 16 sq. ft. The applicants are proposing a sign that is double-sided and approximately 12' wide by 4' tall, or 48 sq. ft. per side. The requested sign is the sign they used in previous years and it will also be placed in the same location.

The applicant is requesting a waiver from the $40.00 Temporary Use Permit application fee since this is a fundraiser for the Youth Group.

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

1. The Temporary Use Permit shall be valid per the attached site plan for the Friday evenings between February 15, 2013 and March 22, 2013 from 2:00 p.m. until 9:00 p.m.
2. Any requests for additional signage shall be made to the Building Division.

A. The 4' by 12' double-sided sign shall be allowed per the sketch provided. The sign shall be located at least 50' from the intersection of Dartmoor Drive and McHenry Avenue and at least 10' from the property line.

B. The sign shall be allowed to be displayed from February 8, 2013 through March 23, 2013.

3. Comply with the requirements of the 2005 National Electrical Code.
4. Comply with all requirements and conditions of the 2006 International Fire Code and Fire Prevention Review as well as the conditions listed in the application.
5. The no parking fire lane restrictions shall be observed along the driveway. The entrance and exit doorways to the building cannot be blocked.
6. Ensure the proposed sign location is not within a Municipal Utility Easement or blocking the line of sight of vehicles entering onto McHenry Avenue from Dartmoor Drive.
7. McHenry County Health Department approval shall be obtained prior to the event.
8. A site inspection by the Fire Prevention Bureau is required prior to the first fish fry, when the temporary structures are erected and equipment is set up.

The applicant has been made aware of these recommended conditions and advised to attend the January 15, 2013 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: New Retailer Job Creation and Investment Matching Grant application request #2012-44-08 for Marvin's Toy Store, at 64A Williams Street, to request $10,000.00 in matching grant funds.

Lori McConville, Marvin's Toy Store

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Lori McConville, and to award $10,000 in grant funding for furniture, fixtures and equipment at 64A Williams Street, Marvin's Toy Store;
2. Motion to deny the grant application request.

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

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Background: On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time employees and/or install eligible furniture, fixtures, and equipment.

MARVIN'S TOY STORE (64A Williams Street)
Lori McConville is preparing to open a new toy store in the downtown area, Marvin's Toy Store. The store will feature age and development appropriate educational and play toys. These toys will also be safe and environmentally friendly. **As a new business to Crystal Lake, Marvin's Toy Store is eligible for up to a $10,000 matching grant.** Marvin's Toy Store will improve a 1,350 square-foot store space in Downtown. They will be hiring 1 full-time and 2 part-time employees for the new store. The full-time employee is the store owner.

Marvin's Toy Store will spend approximately $11,843.22 on eligible furniture, fixtures, and equipment, including office computer equipment, shelving and point of sale systems. They also qualify for $4,500 for employee hiring. This allows them to be eligible for a $10,000 grant reimbursement per the 50/50 match and employees.

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

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Interior improvements to the appearance of the store space would be provided*
Aesthetic impact to surrounding areas	Minor exterior improvements would provide a minor aesthetic impact to the area
Number of employees and wages	3 new employees will be added by Marvin's Toy Store*
Value of new FFE	Furniture, fixtures, and equipment in excess of $11,000*
Use of the property as a result of a new business	Promotes the intended use of the space for retail sales*
Contribution to economic vitality	Promotes occupancy of vacant retail space; potential of $144k in annual taxable sales*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill **6** of the **7** review criteria (marked with an asterisk*).

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted $80,000 for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source ($80,000).

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2012-44-01	Potbelly Sandwich Works	6000 Nw Hwy	$10,000.00			$10,000.00	$10,000.00
2012-44-02	CalCo Controls Inc	439 S. Dartmoor			$10,000.00	$10,000.00	$10,000.00
2012-44-03	Kumi Sushi	1145 S Rt 31	$10,000.00			$10,000.00	$10,000.00
2012-44-04	Harbor Freight Tools	6324 Nw Hwy	$10,000.00			$10,000.00	$10,000.00
2012-44-05	Sea Level Diving	269 Liberty		$5,000.00		$5,000.00	$5,000.00
2012-44-06	New Peking Restaurant	40W Terra Cotta		$5,000.00		$5,000.00	$5,000.00
2012-44-07	Crystal Lake Furniture & Mattress	18E Crystal Lake Plaza	$10,000.00			$10,000.00	$10,000.00
2012-44-08	Marvin's Toy Store	64A Williams Street	$10,000.00			$10,000.00	
	Totals		***$50,000.00***	***$10,000.00***	***$10,000.00***	***$70,000.00***	***$60,000.00***

Votes Required to Pass: A simple majority vote.

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RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Lori McConville of Marvin's Toy Store, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed $10,000.

DATED this ____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-121 4500 Northwest Highway

Request: Use Variation to allow a retail flooring store in the M - Manufacturing zoning district.

Petitioner: Brad Joseph, petitioner
4500 Northwest Highway

PZC Recommendation: To approve the petitioner's request and adopt an ordinance granting the Use Variation to allow a retail flooring business at 4500 Northwest Highway.

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

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Background:

- Existing Use: Currently developed as inline tenant building with a variety of tenants.
- History: Annexed in 2000 as Trueline Mold manufacturing and zoned M-PUD.

Key Factors:

- Request: A Use Variation to allow a retail use in the M - Manufacturing zoning district.
- UDO Standards: The UDO reserves the M zoning district for manufacturing uses and not retail uses. A retail flooring store is permitted in B-2, B-4 and M-L zoning districts.
- Use Variation Standards: The property is along Route 14 and near other business zoned properties. The variation can be reviewed against the current use of the building and the surrounding uses rather than the strict limits of the zoning district.

PZC Highlights:

- The petitioner stated that they have Lumber Liquidators interested in this location.
- The PZC asked about the other tenants in the building and the outside storage. The petitioner stated that the other tenants do not have leases and pay month-to-month for the space. Also, their intent is to clean up the property and fill it with high-quality, long-term tenants.

- The PZC reviewed and confirmed that the petition met the standards for the use variation.

The PZC recommended **approval (8-0)** of the petitioner's request for a Use Variation with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Brad Joseph, received 12/20/12)
   B. Site Plan (Charles Mionski, received 12/20/12)
   C. Floor Plan (Brad Joseph, received 12/20/12)

2. The petitioner must work with the property owner to complete outstanding permit punch-list items prior to obtaining occupancy. The following items are required to be completed:
   A. Storm sewer structures need to be mortared around the pipes and inlets need the area around the structure and frame (gaps) filled with mortar.
   B. Restoration of disturbed areas need to be top soiled and seeded.
   C. The above-ground handicap signage needs to be installed.
   D. A final as-built survey needs to be completed showing all improvements including the verification of detention volumes.

3. Submit occupancy application and any necessary permits for proposed tenant suites. Complete a life/safety building inspection for proposed tenant suites to be occupied.

4. All wall and free-standing signage shall meet the UDO requirements. Signs which cannot meet the requirements shall seek a sign variation.

5. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A USE VARIATION
AT 4500 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of a Petition (File #2012-121) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation to allow a retail flooring use in a building zoned M Manufacturing; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Use Variation 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 a Use Variation be granted for a retail flooring use in a building zoned M Manufacturing

at the property commonly known as 4500 Northwest Highway, City of Crystal Lake.

Section II: That the Use Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Brad Joseph, received 12/20/12)
   B. Site Plan (Charles Mionski, received 12/20/12)
   C. Floor Plan (Brad Joseph, received 12/20/12)

2. The petitioner must work with the property owner to complete outstanding permit punch-list items prior to obtaining occupancy. The following items are required to be completed:
   A. Storm sewer structures need to be mortared around the pipes and inlets need the area around the structure and frame (gaps) filled with mortar.
   B. Restoration of disturbed areas needs to be top soiled and seeded.
   C. The above ground handicap signage needs to be installed.
   D. A final as-built survey needs to be completed showing all improvements including the verification of detention volumes.

3. Submit occupancy application and any necessary permits for proposed tenant suites. Complete a life/safety building inspection for proposed tenant suites to be occupied.

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4. All wall and free-standing signage shall meet the UDO requirements. Signs which cannot meet the requirements shall seek a sign variation.

5. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development 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 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.

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: 14

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-119 394 Federal Drive

Request: Final Plat of Subdivision to create a two-lot subdivision.

Petitioner: Shabbir Kapadia, petitioner
394 Federal Drive

PZC Recommendation: To approve the petitioner's request and adopt an ordinance approving the final plat of subdivision at 394 Federal Drive.

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

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Background:

- Existing Use: The north lot (Lot 1) is currently being developed with the Milestones Therapy office building.

Key Factors:

- Request: Final Plat of Subdivision to create 2 lots.
- UDO Standards: The lots meet the bulk standards for a lot in the B-2 zoning district.

PZC Highlights:

- The PZC asked how the new lot could be used with the south portion being encumbered by a drainage easement. The easement is used for both sanitary and storm sewer pipes as well as an overland flow route. A portion of the easement could be used for parking provided the drainage activities are not affected.
- In addition, a new user could place the building along the easement and join the parking with Milestone's parking lot.

The PZC recommended **approval (8-0)** of the petitioner's request for a Final Plat of Subdivision with the following conditions:

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

   A. Application (Kapadia, received 12/14/12)
   B. Final Plat of Subdivision (Northwestern Engineering Consultants, PC, dated 12/12/12, received 12/14/12)

2. The conditions of approval ordinance #6865 for Milestones Therapy shall remain in effect as applicable.

3. The petitioner shall address all the review comments of the City departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE APPROVING A FINAL PLAT OF RESUBDIVISION
OF MILESTONES THERAPY CENTER

WHEREAS, Milestones Therapy, has submitted a Final Plat of Milestones Therapy Center Resubdivision (File #2012-119) in general conformance with the pertinent ordinances of the City of Crystal Lake, Illinois; and,

WHEREAS, the Final Plat of Milestone Therapy Center complies with the Crystal Lake Comprehensive Land Use Plan; and

WHEREAS, the Final plat of Milestone Therapy Center meets the requirements of the Unified Development Ordinance; and

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

Section I: The Final Plat of Milestone Therapy Center attached hereto is hereby approved as platted.

Section II: Said Final Plat of Milestone Therapy Center is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Kapadia, received 12/14/12)
   B. Final Plat of Subdivision (Northwestern Engineering Consultants, PC, dated 12/12/12, received 12/14/12)

2. The conditions of approval ordinance #6865 for Milestones Therapy shall remain in effect as applicable.

3. The petitioner shall address all the review comments of the City 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 approval as provided by law.

DRAFT

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-120 1350 S. Virginia Road

Request: Final Plat of Subdivision with a variation to create a two-lot subdivision.

Petitioner: Tom Kelecius, petitioner
1350 S. Virginia Road

PZC Recommendation: To approve the petitioner's request and adopt an ordinance approving the final plat of subdivision and variation at 1350 S. Virginia Road.

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

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Background:

- Existing Use: The site is currently vacant.
- Previous Approvals:
  - In November of 2011, the owners, C&D Recycling, received a Special Use Permit for a construction and demolition recycling and processing facility and landscape waste transfer station.

Key Factors:

- Request: Final Plat of Subdivision to create 2 lots. The EPA requires the landscape recycling portion of the operations to be on a separate lot.
- UDO Standards: All lots must have frontage along a public or private roadway. This lot does not have access to Virginia Road. A Variation has been requested to allow a lot without frontage on a roadway.

PZC Highlights:

- The PZC requested that an access easement be added to the plat for Lot 2 in the event the rear lot is ever sold to a separate owner.
- Due to the unique situation, the PZC felt the standards had been met for the variation request.

The PZC recommended **approval (8-0)** of the petitioner's request for a Final Plat of Subdivision with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Yahoo LLC, received 12/21/12)
   B. Final Plat of Subdivision (Genesis Surveying and Engineering, PC, dated 09/21/12, received 12/21/12)

2. The conditions of approval ordinance #6718 shall remain in effect.

3. The variation to allow a lot not abutting public right-of-way is hereby granted.

4. The petitioner shall address all the review comments of the City departments.

5. **The plat shall be revised to show an access easement to Lot 2. (Added by the PZC)**

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT
AND VARIATION FOR
YAZOO LLC SUBDIVISION

WHEREAS, C & D Recycling, has submitted a Final Plat of Yazoo LLC Subdivision (File #2012-120) in general conformance with the pertinent ordinances of the City of Crystal Lake, Illinois; and,

WHEREAS, the Final Plat of Yazoo LLC Subdivision complies with the Crystal Lake Comprehensive Land Use Plan; and

WHEREAS, the Final plat of Yazoo LLC Subdivision meets the requirements of the Unified Development Ordinance; and

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

Section I: The Final Plat of Yazoo LLC Subdivision and a Variation to create a two-lot subdivision attached hereto is hereby approved as platted.

Section II: Said Final Plat of Yazoo LLC Subdivision and a Variation to create a two-lot subdivision are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Yahoo LLC, received 12/21/12)
   B. Final Plat of Subdivision (Genesis Surveying and Engineering, PC, dated 09/21/12, received 12/21/12)

2. The conditions of approval ordinance #6718 shall remain in effect.

3. The variation to allow a lot not abutting public right-of-way is hereby granted.

4. The petitioner shall address all the review comments of the City departments.

5. The plat shall be revised to show an access easement to Lot 2.

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

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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: January 15, 2013

Item: Willow Creek Crystal Lake, Lake Baptism

Staff Recommendation: Motion to approve Willow Creek Crystal Lake request to hold a special event at the Three Oaks Recreation Area from Noon to 5:00 p.m. on Sunday, September 8, 2013, with a rain date of Sunday, September 15, 2013.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Willow Creek Crystal Lake for the use of the Three Oaks Recreation Area beach/wading area and pavilion for a lake baptism from Noon to 5:00 p.m. on Sunday, September 8, 2013, with a rain date of Sunday, September 15, 2013. ***In 2011 and 2012, the petitioner successfully complied with the City's requirements and conditions during the lake baptism event.***

Approximately 600-700 people will participate in this event, including attendees, volunteers and staff. The petitioner is requesting exclusive use of ½ of the sand beach and swim wading area. Per the petitioner's itinerary, the baptism would be staged to ensure that only a portion of the attendees would be in the water at any one time. The petitioner will utilize the park's speaker system, and place crosses on the beach sand. The placement of the crosses would be subject to the conditions in this agenda supplement.

The petitioner is also requesting the exclusive use of the pavilion during this time. All other areas of the park would be open to the public. The petitioner's non-resident attendees will not be subject to beach admission fees, since at the time of the event, the swimming season will be over and non-residents will be allowed to access the beach/playground/spray park area for no charge.

Based on the past two years of event experience, City Staff proposes two changes to previous event conditions:

First, reduce the number of required on-site police officers.
During the last two years, two police officers were required for the event. City Staff recommends that this number be reduced to one officer for the following reasons:

1. In the past, the park has not experienced any traffic concerns or issues that would necessitate the presence of two police officers during the event.
2. Even during the summer when the swim beach is open and the park is at maximum capacity, the City only utilizes one on-site police officer.
3. As is the case during the busy summer months, sufficient Three Oaks staff will be on-site during the event to address traffic or customer issues.

If City Staff foresees a difficulty prior to the event, and requires a second detail officer, the petitioner shall compensate the City for this second officer.

Second, allow petitioner use of on-site parking for the event.
During the last two years, the petitioner has exclusively utilized off-site parking for the event. In 2013, City Staff recommends that the petitioner be allowed to use on-site parking as well as provide off-site "overflow" parking. The ability to use on-site parking is recommended for the following reasons:

1. *During the past two years, much of the parking lot has been empty before and during the event, especially from Noon – 5:00 PM.*
2. *This event takes place during times when the parking lot is underutilized.* The event takes place after Labor Day when the swim beach is closed to the general public and few people are utilizing the sand beach area. In addition, since the event takes place from Noon – 5:00 PM, customers using the marina in the morning for fishing have already left.
3. *The City may receive additional parking fee revenue from the event.* While many of the attendees are Crystal Lake residents, some are not and may be willing to pay for the convenience of on-site parking.

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

- Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements.
- The petitioner shall be allowed to use on-site parking for the event, as well as provide for off-site overflow parking. The petitioner shall receive approval from 3rd party property owners for off-site overflow parking. Remote parking / shuttle service locations and signing plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval.
- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- Agree that all traffic control activities shall be performed by City Staff.

- Inform event attendees that off-site overflow parking is available once the parking lot reaches capacity.
- Provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide adequate evacuation plan for attendees utilizing shuttle buses.
- Unless prior arrangements are made and the petitioner compensates the City for additional lifeguard staff time, the petitioner cannot use the water for general swimming. Water access shall be limited to the wading area for activities directly related to the baptism.
- Sound system shall not disturb other users of the park.
- All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection. Petitioner shall be responsible for contacting the City for an inspection.
- All egress gates will be unobstructed at all times.
- Submit, for City approval, severe weather plans, specifically, the number and passenger size of busses/shuttles that will be present during the entire duration of the event.
- The petitioner's proposed crosses shall not obstruct lifeguard viewing of patrons in the water.
- Reimburse City for the following:

Item	Fee
Special Event Application Fee	*$50*
One detail Police Officer (minimum) to assist with traffic control.	*$230* ($46 per officer, per hour, from Noon – 5:00 PM) (if a second officer is required by the City prior to the event, the petitioner shall compensate the City for this second officer).
Staff Preparation and Restoration Fee	*$120* (4 hours, at $30 per hour)
Two City lifeguards	*$97* (5 hours at $9.72 per hour) *Additional lifeguard fees would be assessed if the petitioner requests general swimming following the event.
Sound System Fee	*$75*
Pavilion Rental Fee	*$100*
Total Non-Refundable Fee:	**$672**
Special Event Refundable Damage Deposit	$1,000
Pavilion Rental Refundable Damage Deposit	$200

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: 17

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2012-117 Congress Parkway Apartments

Request: Final Plat and Final PUD for a 60-unit apartment community.

Petitioner: Mike Smith, petitioner
Congress Parkway

PZC Recommendation: To approve the petitioner's request and adopt an ordinance granting the Final Plat and PUD approval for Congress Parkway Apartments at Congress Parkway east of Commonwealth Drive.

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

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Background:

- Existing Use: This is a vacant lot.
- Previous Approvals: In June, PEDCOR received their Preliminary PUD and use variation approval for a 70-unit apartment community.

Key Factors:

- Request: A Final Plat and Final PUD approval.
- Final PUD Requirements: The Final PUD is required to be in substantial compliance with the approved Preliminary PUD. The project has reduced the density by 10 units, and the layout and character remain consistent with the preliminary PUD.

PZC Highlights:

- The PZC was concerned with parking in the community and storage of household items in the garages, which provide some of the required parking. The petitioner noted that this site meets the UDO established parking requirements and that their building design allows for an extra deep garage area for additional storage space.
- The PZC reviewed and confirmed that the petition was in substantial compliance with the approved preliminary PUD.

The PZC recommended **approval (8-0)** of the petitioner's request for a Final Plat and Final PUD to allow the Congress Parkway apartment community with the following conditions:

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

   A. Application (Pedcor, received 12/10/12)
   B. Final Plat of Subdivision (Cemcon, dated 12/06/12, received 12/10/12)
   C. Engineering Plans (Cemcon, dated 12/10/12, received 12/10/12)
   D. Architectural Plans (Humphreys & Partners Architects, dated 12/03/12, received 12/10/12)
   E. Landscape Plan (Dickson Design Studio, dated 12/03/12, received 12/10/12)
   F. Final Plan (Cemcon, dated 12/10/12, received 12/10/12)
   G. Final Planned Unit Development (Cemcon, dated 12/10/12, received 12/10/12)
   H. ALTA Survey (Cemcon, dated 12/04/12, received 12/10/12)

2. Final Plat of Subdivision
   A. Indicate the floodplain designation for this property.
   B. Indicate all building setback lines.

3. Provide a copy of the reciprocal access agreement between this site and the property to the west.

4. Provide a sample color and material board for the exterior materials of the buildings.

5. 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.

6. **Provide a copy of the lease to the City Council stating the restrictions for garbage can placement, etc. (Added by PZC)**

Votes Required to Pass: A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A FINAL PLANNED UNIT DEVELOPMENT
AND FINAL PLAT OF SUBDIVISION
FOR CONGRESS PARKWAY APARTMENTS (PEDCOR)

WHEREAS, pursuant to the terms of the Petition (File #2012-117) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final PUD and Final Plat of Subdivision for Congress Parkway Apartments to allow a 60-unit apartment development; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Final Planned Unit Development and the Final Plat of Subdivision 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 a Final Planned Unit Development be granted to permit a 60-unit apartment development for the property located south of Congress Parkway and east of Commonwealth Drive, Crystal Lake, Illinois.

SECTION II: That the Final Planned Unit Development and Final Plat of Subdivision be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Pedcor, received 12/10/12)
   B. Final Plat of Subdivision (Cemcon, dated 12/06/12, received 12/10/12)
   C. Engineering Plans (Cemcon, dated 12/10/12, received 12/10/12)
   D. Architectural Plans (Humphreys & Partners Architects, dated 12/03/12, received 12/10/12)
   E. Landscape Plan (Dickson Design Studio, dated 12/03/12, received 12/10/12)
   F. Final Plan (Cemcon, dated 12/10/12, received 12/10/12)
   G. Final Planned Unit Development (Cemcon, dated 12/10/12, received 12/10/12)
   H. ALTA Survey (Cemcon, dated 12/04/12, received 12/10/12)

2. Final Plat of Subdivision
   A. Indicate the floodplain designation for this property.
   B. Indicate all building setback lines.

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3. Provide a copy of the reciprocal access agreement between this site and the property to the west.

4. Provide a sample color and material board for the exterior materials of the buildings.

5. 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.

6. Provide a copy of the lease to the City Council stating the restrictions for garbage can placement, etc.

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 Variations 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: 18

City Council
Agenda Supplement

Meeting Date: January 15, 2013

DISCUSSION ONLY ITEM: Discussion of the conveyance of a private sanitary sewer located on Dole Avenue from Eagle Street to 257 Dole Avenue.

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

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The current homeowners of 249, 253, and 257 Dole Avenue share a private sanitary sewer line. They have requested that the City accept the sanitary sewer serving their homes by transferring ownership and maintenance responsibilities to the City. They have indicated that the status of the sewer being private affects the ability for them to sell their homes as they are not connected to a public sewer.

The information provided herein addresses the following issues:

- Background
  - Items that the City would be responsible for if the private sanitary sewer line is transferred to the City.
- Concerns regarding consideration for the acceptance of private sanitary sewer lines.
- Financing mechanisms for replacement
  - Address the maintenance and upkeep, should the City accept a transfer.
- Methodology for transfer of private sanitary sewer lines (to be determined).
- Key elements to consider in a policy for accepting private sanitary sewer lines (see attachment).

Background

Every home in the City is connected by a private sanitary service extending to a public sanitary sewer main. It is relatively uncommon, however, that private services extend through neighboring lots to connect to the main, or that multiple lots share a single private service before connecting to the main.

The City occasionally receives a request to convert a development's private infrastructure to public ownership. In doing so, the City would take responsibility for on-going maintenance of the infrastructure. Since this request would create a significant precedent, staff is soliciting feedback from the City Council as to the direction of this request and, inevitably, other similar requests that would follow. In addition to these properties, all other single family residential units in the City (12,299 in total) contain private sanitary sewer lines connecting to public sewers.

The properties in question on Dole Ave are unique because their private sewer services are (a) shared among three homes, (b) contain manholes, and (c) have characteristics of a sewer main.

It should be noted that following the adoption of the Unified Development Ordinance, all public sanitary sewers are required to be built to City standards. *These Standards are identified in Appendix A.*

If the City accepts the dedication of the requested private sanitary sewer service, the City would then be responsible for all cleaning and maintenance of the sewer. Since all City sewers are currently not less than 8" in diameter, this would require the City to upsize the existing 4" and 6" sewer service to 8" to allow the City to access the pipe with its equipment.

These services currently are not provided to sewer pipes of this size by the City and would have a financial impact to the City. If the Council's direction is to accept the dedication of this private sanitary sewer service, information regarding how to pay for the increased service demand to the City is included.

If all the private sanitary sewer services in the City were dedicated to the City, they would total approximately 117 miles of additional sewer line.

History of 249 to 253 (plus 257) Dole Avenue Sewer Service

In 1978, two homes were constructed on Dole Avenue south of Eagle Street. At that time there was no sanitary sewer main on Dole Avenue in this area. During the construction of these two homes, a sanitary sewer was designed and installed along Dole Avenue south from Eagle Street to these properties and is located in the right-of-way. The City Engineer at the time noted the following deficiencies:

a) No notification to the City when construction was initiated.
b) Alignment changed without the approval of the City Engineer.
c) The line contains a kink and will not lamp, which means that light cannot be seen from one point due to a bend or oddity in the pipe.
d) One ejector service was changed to gravity and connects directly to the manhole.
e) There is no bedding present, which makes the pipe susceptible to shifting, displacement, or cracking due to not having a proper aggregate foundation.

The engineer's full memo, along with a chronology of events can be found attached to this supplement. Additionally, staff has been able to find neither documentation of the approval of the plan nor an IEPA permit for its construction.

Once these deficiencies were identified, the contractor and his engineer were given an opportunity to correct the issues. They opted to leave the sewer as it was constructed with the clear understanding that the sewer line from the service to the manhole on Eagle Street would remain private, and the responsibility of the property owners to maintain the sewer line.

In 1985, the McHenry County Health Department cited the residents at 257 Dole Avenue for a failing septic field. A permit was granted to allow an ejector pump and force main connection to this private line with the owner's consent. Ever since that time, the three homes have continued to share this sanitary sewer line.

At the time this sewer line was constructed, it did not meet City requirements nor does it meet contemporary requirements.

The sanitary system installed begins as an 8" cast iron pipe from Eagle Street to a manhole which is approximately 168' away. 249 Dole connects to this line by gravity. From there, a 6" cast iron pipe was

extended and reduces to 4". 253 Dole connects to this by an ejector service connection. From this point a 2" force main connection is made to the 4" cast iron by an unorthodox means. The City does not have the equipment to maintain any sewer lines that are less than 8" in diameter.

When the residents originally approached the City about this transfer request, we advised them the 8" line would have to be cleaned and televised to ascertain the condition to even entertain any thought of transfer of ownership. They had this televising done by Roto Rooter and it is low quality and difficult to make an assessment of the pipe's condition.

The homeowners claim that only once have they experienced any problems with the line. In an emergency response, City crews did clear a blockage at the sewer connection point at Eagle Street. However, the City has never maintained this sewer line in any capacity.

While it is not necessarily standard to have more than one service on a shared line, it is also not that uncommon. Almost all commercial centers with more than one tenant have a situation where the tenant's service connects to private collection service which inevitably connects to the public sewer main.

Concerns

The following are City staff concerns regarding such a proposal.

1. The current conditions do not meet standards for sewer size. Currently, the City does not maintain any private sanitary sewer service. If this service were to be made a public sewer, it would have to be upsized from 6" to 8" between 253 Dole and 249 Dole (assuming we have sufficient ground cover to run minimum slope) to allow the Sewer & Lifts Division access to the pipe with the equipment that is utilized throughout the City. Also, both existing manholes would need concrete benches installed. This assumes that the manhole in front of 253 Dole will not need to be replaced. In addition, the existing 8" sewer section needs to be adequately cleaned and properly televised to ascertain its condition, which may indicate it needs to be replaced with an acceptable alignment.

2. Funding. Accepting the system as it is would require new equipment to maintain it, and would add time to tasks, as staff would have to transition equipment to accommodate the small pipe. To replace the existing 4" and 6" sanitary sewer with an 8" pipe, along with the replacement of the existing manhole at 253 Dole and pouring a bench (manhole bottom channel), restoration of the parkway and driveways, and traffic control would cost an estimated $16,870. However, if the entire service needs to be replaced, the estimated cost is $48,007. (Appendix B).

   Maintenance service could be outsourced, but even with the contracting of maintenance services for this private sanitary sewer, there would be administrative and oversight staff requirements.

3. Precedent. If this request is approved, inevitably, other similar requests may follow. In addition to this area, there are at least 100 other known private sanitary sewer services, including all commercial multi-tenant sanitary sewers in the City. The following is a partial list of other known private sanitary services:

PROJECTS WITH PRIVATE SANITARY SEWERS (POSSIBLY MORE)

1. Pine Meadows Townhomes (Northwest Corner Dartmoor Drive/McHenry Avenue)
2. Parkview Townhomes (Barlina Road)
3. Abbey Ridge (Golf Course Road)
4. Colony Square (Golf Course Road)
5. Chasefield Crossing (Golf Course Road)
6. Greenview Townhomes (Golf Course Road/Barlina Road)
7. Regency Park (Golf Course Road/Regency Park Drive)
8. Skyridge Club (Out of Right-of-Way)
9. Walnut Glen (Bard Road)
10. Wedgewood Townhomes
11. Wyndmuir – Unit 1 (Terra Cotta Road)
12. Spring Ridge Townhomes (Crystal Ridge Drive)
13. Arbor Walk Townhomes
14. Westwood Park (Eletson Drive)
15. Brandywine Condos
16. Crystal Chateau (Berkshire Drive)
17. Berkshire Place (Berkshire Drive)
18. Cress Creek Townhomes (Private Sanitary)
19. Coventry Green (a.k.a.Darlington Condos – Virginia Road)
20. Somerset Condos (Virginia Road)
21. Crystal Court
22. Oakbrook Estates (Sands Road)
23. Towns at Three Oaks Square (Manor Road/Three Oaks Road)
24. Hampton Court Condos (College Street/Uteg Street)
25. Tall Oaks Townhomes (Huntley Road)
26. Crystal Lake Plaza
27. Country Corners
28. Villages (Plum Ct., Pearl Ct., Pembrook Ct., Peachtree Ct., Penn Ct., Palm Ct., Penny Lane)
29. Essex Village Condos (Village Road)
30. Park Place (Alexandra Boulevard)
31. Camelot (Golf Course Road)
32. Four Colonies Townhomes (Cress Lane)
33. Pingree Place (Woodstock Street)
34. Preston Pines (River Birch Boulevard)
35. Lakeside Pointe (Pingree Road)
36. The Villager (Williams Street)
37. Uteg Street Condos (Uteg Street)
38. Coventry Club Condo (Coventry Lane)
39. Commonwealth Drive (South of Congress Parkway)

Because of these challenges, City staff does not recommend accepting private sanitary sewer services. However, if any kind of policy for accepting private sanitary sewer services were adopted, it is suggested that all infrastructure meet the City's current General Standards, outlined in Appendix A.

Written Policy Consideration Regarding Conversion of Private Utility Facilities

Staff believes a possibility exists that if the City accepts responsibility for this extension, a number of other requests could be filed. To that end, the City may wish to consider adopting a written policy regarding such requests. Regardless of the outcome of this Dole extension request, if a written policy directive is given, the policy should include but may not be limited to the following:

- A statement of specific factors that separate this from other situations that would cause the City to consider an exception. (*Note: determining such factors may be difficult)*
- Documentation provision that describes necessary information to be submitted
- Utility standards that would need to be met to be eligible for conversion
- Financial responsibility for the costs associated
- Payment and financing mechanisms
- A written memorandum stating the decision's consistency with the policy

Financing Mechanisms

City staff has researched the possibility of establishing a Special Service Area (SSA) to defray the costs associated with upgrading the private sanitary sewer service prior to acceptance, with an annual levy assessed to all properties within the SSA for the upgrading. Perpetual maintenance would be performed by the City as with any other public utility acceptance.

Preliminary estimates by staff indicate that if the City were to accept the dedication of the private sewers, then the impact to the property owners at 249, 253 and 257 Dole Avenue would be at least $30 per month or up to $74 per month depending on the replacement required. This would be assessed for twenty years. This cost includes upgrading the sanitary sewer service to contemporary requirements.

If it is determined that the existing sewer service would not be upgraded to contemporary standards, then an assessment would be used for contract maintenance services. In this case, the estimated impact to the property owners at 249, 253 and 257 Dole Avenue would be $1,500 per year. These services would be performed by a contractor. This contractor would be managed by City staff and would be competitively bid by the City.

Methodology for transfer of private sanitary sewer service

If the direction by City Council is to accept this as a public sewer, staff will seek assistance from legal counsel to provide the methodology for this transfer.

Next Steps

If the Council's direction is for the petitioner to formally proceed with this request, City staff will draw up an Ordinance for formal acceptance.

Discussion

Feedback is being requested from the City Council:

1. To the viability of this request, and
2. As to interest in pursuing an SSA to finance the improvements and maintenance for this request.

Votes Required to Pass:

None – Discussion Only Item

Appendix A

The following standards are identified in Section 4-1100 Public Utility Standards:

A. General Standards

The Utility Standards shall apply to all new development within the City of Crystal Lake

1. Sanitary Sewer Standards
    a. General: All development shall provide for the collection of sanitary sewage discharges.
        i. All City-maintained sewers shall be placed within dedicated rights-of-way and approved easements. These utilities shall not be placed upon private properties except for PUDs in which alternate agreement(s) are entered into by the City and the developer.
        ii. Sanitary sewers shall be designed to be center line within the street and rights-of-way.
        iii. Finished Floor elevations of basements below 878.00 feet elevation above sea level, SUGS datum, are prohibited unless overhead building sewer service is provided.
    b. Sanitary Sewer location: Sanitary sewers shall be installed to comply with specifications established by the City Engineer and shall be connected to the sanitary disposal system of the City of Crystal Lake if reasonably accessible; otherwise, to a specifically constructed sanitary sewage disposal plan in accordance with the plans acceptable to the City
        i. A subdivision plan dependent upon individual septic systems and private wells shall not be approved unless the lots therein are at least 20,000 square feet each and the septic is approved by the McHenry County Health Department.
        ii. Where the subdivision is served with public water, the lots with septic systems shall contain at least 12,000 square feet each.

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: Centennial Committee Final Report/Appointments

Staff Recommendation: Motion to:
1. Accept the recommendations of the Crystal Lake Centennial Committee's Final Report, and
2. Adopt a Resolution updating the appointments to the Crystal Lake Centennial Committee.

Staff Contact: George J. Koczwara, Deputy City Manager

Background:

At the September 6, 2011 City Council meeting, the Crystal Lake City Council established the Crystal Lake Centennial Committee. The City of Crystal Lake will be celebrating its centennial anniversary of incorporation in 2014 (September 23, 1914 to September 23, 2014). The Crystal Lake Centennial Committee was tasked with the responsibility of planning and recommending events in the City to celebrate the City's first 100 years.

After a year-long planning process, the Crystal Lake Centennial Committee adopted the attached Crystal Lake Centennial Committee Final Report at its November 27, 2012 meeting. The Final Report fulfills the Centennial Committee's mission which is to educate, celebrate and commemorate the 100th anniversary of the City, thereby educating the community about Crystal Lake's rich history. Included in the Final Report is a tentative Calendar of Events which provides a plan for celebrations that will honor the City's unique past and usher in the next 100 years of its extraordinary future.

The Final Report is the culmination of a year-long planning process which included the members of the Centennial Committee and various Working Groups. Although the actual Centennial does not occur until September 2014, the implementation process begins immediately.

The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial. The listed events and projects recommended in the Final Report provide a general guideline for each. Actual detailed implementation will be finalized by the respective responsible parties associated with each project and event. Upon approval of the Final Report, the respective responsible parties will begin the process of executing the tasks listed in the Final Report.

The Final Report also includes optional legacy projects. The purpose of these projects is to help establish a lasting legacy well into the next century. Because of the larger scope of these projects, financial support from the City would be required. These legacy projects include a Centennial Fountain, a Centennial Plaza, and an outdoor mural. If the City Council chooses to pursue any of these projects, working groups will be established to assist with their execution.

Tentative Events and Projects

Opening Community Event – The Centennial celebrations will kick-off with an opening community event at the Three Oaks Recreation Area on Saturday, September 21, 2013 – Sunday, September 22, 2013.

Downtown Train Station Centennial – The downtown Crystal Lake train station will be 100 years old in 2014. A commemoration will be planned, with participation from the Union Pacific railroad. A potential event could include a special steam engine train ride.

Time Capsule – A time capsule will be buried.

Centennial Mini-Triathlon – A mini-triathlon will be held at the Three Oaks Recreation Area on Saturday, August 9, 2014.

Centennial License Plates – Commemorative Centennial license plates will be created through the Illinois Secretary of State's Office. The license plates will be used July 2014 to September 2014.

Centennial Vehicle Stickers – The City vehicle stickers for the July 1, 2014 to June 30, 2015 year will include the Centennial logo. The City vehicle stickers for the July 1, 2013 to June 30, 2014 year could include a logo commemorating the Crystal Lake Library's centennial anniversary.

Memorial Day/Centennial Parade – The existing annual Memorial Day Parade in 2014 will include a centennial element.

Independence Day/Centennial Fireworks – The July 6, 2014 fireworks display will be expanded.

Fire Rescue Department Centennial – The Fire Rescue Department Open House in October 2013 will be expanded to include a celebration of 100 years of the Crystal Lake Fire Rescue Department.

Police Department Centennial – The Police Department's National Night Out in 2015 will be expanded to include a celebration of 100 years of the Crystal Lake Police Department.

Crystal Lake Park District Chili Open Golf Classic – The Crystal Lake Park District's Chili Open Golf Classic event during the Centennial year will include an expanded Chili Open. In addition to the golf classic, other events such as an ice sculpture contest, races, snowman building and other winter activities would be planned. The monthly speaker series event for

January 2014 would be held at Main Beach to coincide with this event. The topic will be ice harvesting.

Community Centennial Homecoming Parade – A downtown parade to conclude the Centennial year will be held on Sunday, September 28, 2014 at 1:00 p.m.

Extended Johnny Appleseed Festival – The Johnny Appleseed Festival will be expanded and extended to include additional attractions, events and festival rides. The festival will be held Friday, September 26, 2014 – Sunday, September 28, 2014.

Concluding Evening Event – A concluding outdoor evening event will be scheduled in Downtown Crystal Lake on Saturday, September 27, 2014.

Auction – A concluding auction will be held at the Raue Center for the Arts. This will include an auction of Centennial paddles with proceeds to go toward the Centennial Plaza Park legacy project.

Logo – A Logo contest will be held to select the Centennial Logo. The contest would begin January 2013 with submissions due Friday, March 22, 2013. Four contest finalists will receive a $100 I Shop Crystal Lake gift certificate. The winner of the Centennial logo contest will also receive a $100 I Shop Crystal Lake gift certificate and recognition as a creative partner in any new logo reveal publications. The winning logo will be used for a myriad of purposes such as banners, patches, promotional items and advertising.

Street Banners – Starting in June 2014 and running through September 2014, street banners will be displayed at City Hall, Downtown Crystal Lake, and along the Virginia Street Corridor commemorating the City's Centennial.

"Propelling Into the Future" – Decorative Paddles Project - Just as paddles are used to propel watercraft, the City's Centennial Paddles Project will be used to propel the community into the next Centennial. Similar to the "Cows on Parade" art event held in Chicago a few years back, the decorative paddles project will include an object, in this case paddles, which have been primed and ready for a group or organization's artistic adornment. At the conclusion of the Centennial, an auction will be held. Those wishing to do so, may donate their decorative paddle so that they are auctioned. Proceeds from the sale of the paddles will be used for the legacy projects. While on display throughout the community, a scavenger hunt-type map (including geo-caching) will be provided so that participants can visit each paddle. At the conclusion of the Centennial, all of the paddles will be displayed in one location.

In addition to the paddles that would be used for the public art project, an engraved miniature version would also be available for public sale as a memento of the Centennial occasion. Another version of the paddle could also be made available for the Cardboard Cup Regatta.

Historical Monthly Speaker Series – A monthly historical speaker series will be conducted during the Centennial Year. Topics could include:

October, 2013 – History of Crystal Lake
November, 2013 – Tragedies & Scandals
December, 2013 – Fire Rescue Department

January, 2014 – Ice Harvesting Displays (to go with Winter Carnival)
February, 2014 – Crystal Lake Architecture
March, 2014 – Street Scenes
April, 2014 – Lost Crystal Lake
May, 2014 – Railroads
June, 2014 – Trolley Tour
July, 2014 – Entertainment
August, 2014 – Schools
September, 2014 – Cemetery Art

Except for the January and July events, the monthly speaker series would be held in the City Council Chambers and would be broadcast on Channel 17. In addition, they would be recorded and added to YouTube with a link on the Centennial webpage. Finally, at the conclusion, a commemorative DVD box set of the presentations could be made available.

Curriculum Activities – The Education Working Group will seek to implement a series of educational activities in the local schools' curriculum to commemorate the Centennial.

Centennial Year Commemorative Postage Stamp – The Postal Service offers pictorial postmarks to commemorate local events. In cooperation with the local Postmaster, the Education Working Group will work to produce a special stamp for the Crystal Lake Centennial. Artwork submitted by elementary students would also be displayed in the post office.

Optional Legacy Projects

The projects listed below are optional legacy projects for the City Council's consideration. The purpose of these projects is to help establish a lasting legacy well into the next century. Because of the larger scope of these projects, financial support from the City would be required.

Centennial Plaza (Fountain) – An ongoing legacy project would be completed in order to commemorate the City's Centennial beyond the centennial year. This legacy project would include the construction of a Centennial Fountain. The location of the Centennial Fountain could be on the city-owned parcel located at the northwest intersection of Woodstock Street and Dole Avenue or at the former public safety building location at the intersection of Dole Avenue and Woodstock Street. If this were to be pursued, a time capsule could be buried at the base of the fountain. A formal dedication could occur on Saturday, September 27, 2014. Proceeds from fundraising could be used to pay for a portion of the fountain. Fundraising could include a commemorative brick paver sale.

Centennial Plaza (Playground and Community Garden) – This legacy project would include an accessible, inclusive playground as well as a community garden. This project could be located on the city-owned property located at the former public safety building location at the intersection of Dole Avenue and Woodstock Street. This project would be completed once fundraising efforts for the project are accomplished. Fundraising will include foundational grant requests.

Centennial Mural – A wall mural commemorating the centennial would be painted by a local artist. The mural would be painted in an outdoor location. Potential locations include the walls of the underpass at Main Street and US Route 14 or wall space on the municipal complex. This project would be completed once fundraising efforts for the project are accomplished.

Recommendation:
It is the recommendation of the Crystal Lake Centennial Committee to accept the Crystal Lake Centennial Committee's Final Report.

Also, the City Council may choose to incorporate the optional legacy projects. These legacy projects include any or all of the following:

- A Centennial Fountain,
- A Centennial Plaza,
- An outdoor mural.

Finally, it is staff's recommendation to adopt a Resolution updating the appointments to the Crystal Lake Centennial Committee as a result of additions and a resignation from the Committee due to employment relocation.

Centennial Committee and related working group participants will be in attendance at the City Council meeting.

Votes Required to Pass:
Simple majority

RESOLUTION

WHEREAS, at the September 6, 2011 City Council meeting, the City Council adopted a resolution establishing the City of Crystal Lake Ad Hoc Centennial Committee to plan and recommend events to the City Council regarding the 100th anniversary of the City; and

WHEREAS, an objective of the Committee was to make recommendations to the City Council on centennial activities; and

WHEREAS, after a year-long planning process, the Crystal Lake Centennial Committee adopted the Crystal Lake Centennial Committee Final Report at its November 27, 2012 meeting. The Final Report fulfills the Centennial Committee's mission which is to educate, celebrate and commemorate the 100th anniversary of the City, thereby educating the community about Crystal Lake's rich history; and

WHEREAS, it is the recommendation of the Crystal Lake Centennial Committee that the Crystal Lake City Council accept the Crystal Lake Centennial Committee's Final Report.

NOW, THEREFORE, the City Council of the City of Crystal Lake resolves to accept the Crystal Lake Centennial Committee's Final Report.

BE IT FURTHER RESOLVED that the membership of the Crystal Lake Centennial Committee is amended as follows:

Karin Betz
Shawn Blaha
Bob Blazier
Councilmember Ellen Brady Mueller
Councilmember Ralph M. Dawson
Sue Dobbe
Councilmember Cathy Ferguson
Jeff Greenman (Vice-Chair)
Carol A. Heisler
Councilmember Brett Hopkins
Councilmember Cameron Hubbard
Diana Kenney
Erin McElroy
Jack Sebesta
Jerry Shaffer
Mayor Aaron Shepley (Chair)
Virginia Visin
Karen Whitman
Laura Witlox
Susan Zeller

DATED this 15th day of January, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: January 15, 2013
APPROVED: January 15, 2013

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: Economic Development Incentive Programs Updates

EDC recommendation: Motion to recommend approval for:

a) **Amendments** to the Enhanced Sales Tax Incentive Program Ordinance;
b) **Eliminating** the Façade and Commercial Tenant Improvement Programs;
c) **Amendments** to the Job Creation and Investment Matching Grant Incentive Programs Ordinance for existing retailers;
d) **Maintaining** the Targeted Development Zone Incentives 50% Fee Reduction Program.

Staff Contact: Michelle Rentzsch, Director of Planning & Economic Development
James Richter II, Assistant Director of Economic Development

Background: The City has experienced great success utilizing our incentive programs to attract and retain retailers and manufacturers since adopting them in 2009. Each year, we review our programs to address funding levels, to facilitate the intent of the programs, and to reflect changes within the market. Several changes are proposed to our programs, which are discussed below.

Discussion: The Economic Development Committee has recommended amendments to the City's incentive programs. Each of the program modifications are outlined below.

ENHANCED SALES TAX INCENTIVE PROGRAM (ESTIP) *[AMENDMENTS]*

Throughout the history of the program, the City Council has approved sales tax sharing agreements with M'Lady Nissan, Brilliance Honda, and Anderson Motors for their facilities' substantial enhancement and relocation projects. The primary purpose of the ESTIP program is to encourage the recruitment, retention and substantial expansion of sales tax generating businesses within the City of Crystal Lake. As we continue to achieve our goals, it would be prudent for the City to amend and maintain ESTIP with the modified objective to attract new significant sales tax generators to the City.

Under the current program, the minimum taxable sales threshold to qualify for the program is $1,000,000. Although the existing program does not mandate a minimum threshold for the cost of projects which may be approved for ESTIP, the City's approval of the M'Lady Nissan, Brilliance Honda and Anderson Motors has effectively established a benchmark for projects

relating to auto dealerships with existing manufacturer franchises of $1,000,000 minimum project investment for ESTIP inclusion. As the development proposals continue to increase, the number of inquiries regarding our ESTIP program have increased and the City has been cognizant of our ability to meet our current service levels using the budget for the subsequent year.

Accordingly, staff and the EDC are recommending that the ESTIP program be broken into three categories, including existing and new auto dealers, and all other retailers. In lieu of the current $1,000,000 minimum taxable sales threshold for all retailers, new minimum taxable sales and project cost thresholds are proposed.

	Minimum Taxable Sales	Minimum Project Costs
Existing Auto Dealerships (NEW)	$5,000,000 (NEW)	$1,000,000 (NEW)
New Auto Dealerships (NEW)	$5,000,000 (NEW)	$250,000 (NEW)
All Other New Retailers (NEW)	$3,000,000 (NEW)	$500,000 (NEW)

The following definitions would be necessary for the proposed category and eligibility changes:

Existing Auto Dealerships – - new titled motor vehicle, recreational vehicle, and watercraft franchises which have a physical facility within the City limits of Crystal Lake for the display and sale of such vehicles or watercraft as of the date of the adoption of this Ordinance. Dealership ownership changes that occur without adding new franchises are considered existing auto dealerships. (NEW)

New Auto Dealerships - new titled motor vehicle, recreational vehicle, and watercraft franchises which have no physical facility within the City limits of Crystal Lake for the display and sale of such vehicles or watercraft as of the date of the adoption of this Ordinance and which commence the sale and display of such vehicles or watercraft from a physical location within the City limits of Crystal Lake after the adoption of this Ordinance. (NEW)

All Other New Retailers - new sales tax generating businesses meeting the eligibility criteria that are added to the Crystal Lake business community following the adoption of this Ordinance. (NEW)

FAÇADE AND COMMERCIAL TENANT IMPROVEMENT GRANT PROGRAMS *[ELIMINATE]*

On May 4, 2010, the City Council adopted two improvement-based matching grant programs for new retailers and manufacturers, called the Façade and Commercial Tenant Improvement Programs. These programs share funding with two new programs that were created in November, 2011, called the Retailer and Manufacturer Job Creation and Investment Programs.

The Façade and Commercial Tenant Improvement programs have **not** been widely used over the past several years due to the prevailing wage requirements that dilute the benefit of the grant for the recipient. Therefore, it may be an appropriate time **to eliminate** the Retailer Façade and Commercial Tenant and the Manufacturer Building Improvement and Equipment Programs.

The Elimination of the Façade and Commercial Tenant Improvement programs would not affect our current Retailer and Manufacturer Job Creation and Investment Programs which award funding based upon eligible new employees and furniture, fixtures, and equipment.

Below are the previous recipients of the Façade and Commercial Tenant Improvement Grant Program over the previous fiscal year:

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Amount Approved	Status
2011-22-02	Kyoto	5690 Nw Hwy		$2,500.00		$2,500.00	Approved
2011-22-03	Aptar / Cobalt	450 Congress			$10,000.00	$10,000.00	Approved

EXISTING RETAILER MATCHING GRANT PROGRAMS (FFE) ***[AMENDMENTS]***

During the first year of the matching grant program in 2009, existing retail businesses were included as eligible recipients for up to $10,000. For the years following, existing retailers have been limited to $1,000, $2,500, and most recently $5,000. The reduction in available funds for existing retailers was significantly reduced during the second year of the program to reflect a change in overall funding levels from $250,000 in 2009 to the current level of $80,000.

A number of qualifying businesses made significant investments of over $1,000,000, including Colonial Café and Kyoto Japanese Steakhouse & Sushi Bar, but these retailers only qualified for $1,000 and $2,500, respectively, due to the structure of the program. Additionally, large volume retailers, such as auto dealers and grocers that generate greater than $7,500,000 in annual sales, have expressed interest in our ESTIP program for improvement projects of over $150,000, but less than $1,000,000. Through our existing programs, the City would only be able to provide up to $5,000 in matching grant funding towards the cost of their furniture, fixtures, and equipment. By offering a larger grant award to existing businesses, we would be able to stimulate growth by these significant providers.

The proposed schedule would award grant funding amounts as a function of the taxable sales generated by the business:

Annual Taxable Sales	$150K - $2.49M	$2.5M - $4.99M	$5 M – $7.49M	$7.5M+
Maximum Grant Award	$5,000	$10,000	$15,000	$20,000

Proposed eligibility criteria:

(i) The program is open to any existing Crystal Lake sales-tax revenue generating business that will:

a. Expand its current location into vacant space by at least 20% in gross floor area (excludes businesses generating over $7,500,000 in annual taxable sales), or
b. Relocate to vacant space that is 20% larger than its current location, in a new building or into a different existing building not within the same shopping center (excludes businesses generating over $7,500,000 in annual taxable sales).

(ii) Applicant must meet minimum annual taxable sales thresholds as reflected in the schedule.

(iii) The total eligible furniture, fixtures, and equipment must exceed $10,000.

(iv) The grant award amount cannot exceed 50% of the applicant's expenditures on eligible furniture, fixtures, and equipment.

(v) Applicant's business must provide a stocked retail showroom for retail products.

(vi) Applicant must provide written proof of FFE costs.

(vii) Applicant must file an application for grant funding prior to commencing improvements.

(viii) Grant recipient may re-apply after 10 years from the date of recipient's previous award.

(ix) Award calculation may include both new employees and FFE costs, up to maximum award amount.

(x) Approved applicants shall be required to maintain the FFE for the duration of the Grant Agreement with the City of Crystal Lake, which shall be at least four years.

Owners as employees

During the City Council's review of several recent matching grant applications, the Council suggested that business owners, as applicants for the matching grant programs, should not be included as new employees for the purpose of calculating the grant award. The Economic Development Committee has recommended that business owners, as applicants, **be allowed to be included** as employees in the award calculation for the number of new jobs created.

TARGETED DEVELOPMENT ZONE *[MAINTAIN]*

The Targeted Development Zone incentive provides a 50% fee waiver to businesses making investments of $250,000 or more within the Route 14, 31, and 176 corridors. This program has been incredibly useful in the recruitment and retention processes by providing an incentive to businesses that do not qualify for any of the other incentives within the City. No changes are proposed for the Targeted Development Zone incentive program.

The list below illustrates the past recipients of this incentive program:

1) Conscious Cup Coffee
2) Batteries Plus
3) Pep Boys
4) Buy Buy Baby
5) Sam's Club
6) O'Reilly Auto
7) Aaron's Sales and Leasing
8) Colonial Café and Ice Cream
9) The Living Room
10) Meineke Car Care Center

11) The Fresh Market
12) Ross Dress for Less
13) Aptar
14) Covidien
15) Five Guys Burgers & Fries
16) Potbelly Sandwich Works
17) Starbuck's Coffee
18) CalCo Controls
19) Kiddie Academy

Recommendation: The City's incentive programs continue to serve as important economic development tools for business attraction and retention. City staff and the Economic Development Committee recommend that the City Council approve: the **Amendments** to the Enhanced Sales Tax Incentive Program Ordinance; **Eliminating** the Façade and Commercial Tenant Improvement Programs; approve **Amendments** to the Matching Grant Incentive Programs Ordinance for existing retailers; and **Maintaining** the Targeted Development Zone Incentives 50% Fee Reduction Program.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: Road Construction Public Outreach Plan Presentation

Staff Recommendation: Information Only

Staff Contact: Erik D. Morimoto, Director of Engineering and Building

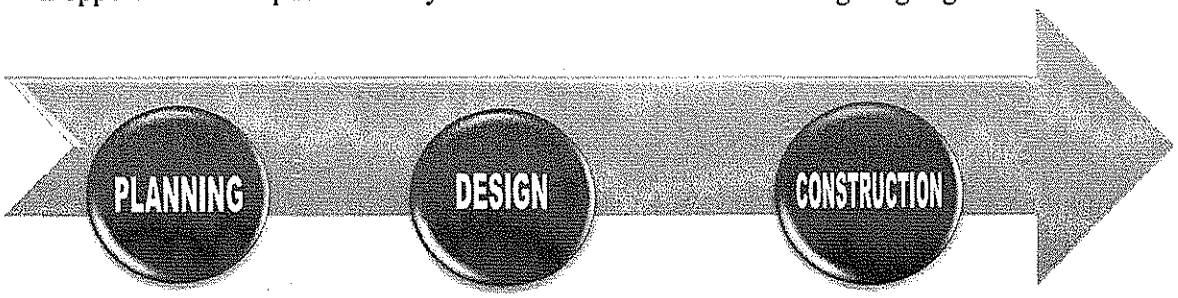
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Background:

In preparation for the upcoming construction season, staff has prepared a Public Outreach Plan that will be applied to current and future infrastructure improvement projects. This plan is intended to document the expectations for the level of communication and customer service to the public concerning the various road projects under the direction of the Engineering and Building Department. The plan incorporates proven methods of communication based upon best practices from other highway agencies, techniques refined from the City's experience with several recent high-profile projects, as well as other innovative approaches that could be applied to future improvements.

Project Development Process:

Roadway improvements include three primary stages of development: planning, design, and construction. The typical process for new projects initiated by the City is summarized below, with opportunities for public or City Council involvement at each stage highlighted.



PLANNING

1) Conceptual Design
2) Capital Improvement Program (CIP)
3) Grant Opportunities Explored/Secured
4) **CITY COUNCIL BUDGET WORKSHOP**

DESIGN

1) **PROJECT INTRO. & OUTREACH**
2) Preliminary Design
3) **PUBLIC MEETING**
4) Pre-Final Design
5) **CITY COUNCIL PRESENTATION**
6) Property Acquisition
7) Final Design

CONSTRUCTION

1) **PROJECT RE-INTRODUCTION & PRE-CONSTRUCTION OUTREACH**
2) **ANNUAL CONSTRUCTION-SEASON OPEN HOUSE MEETING**
3) Start of Construction
4) **ONGOING CONSTRUCTION OUTREACH**
5) Project Completion

Traditionally, highway agencies in Illinois incorporate some form of public involvement and outreach during the preliminary design stage of the project. With customer service and business advocacy as a driving force in all department operations, the City has provided additional outreach that extended into the construction stage on several projects over the past several years.

> *One of the goals in formalizing communication practices into a project-specific Public Outreach Plan is to continue to improve the City's partnership with all stakeholders during each stage of the process.*

This plan will also ensure that the other objectives for infrastructure improvement, such as traffic mobility, safety, and maintenance, continue to be met while promoting active communication throughout the project's lifespan.

Public Outreach Strategy:

In order to continue enhancing the City's public outreach, the Engineering and Building Department has adopted a strategy utilizing three basic elements:

1) Evaluation – Establish goals and objectives; identify stakeholders; and select appropriate communication techniques based upon the scale and complexity of the project.
2) Execution – Set a schedule for expectations regarding each facet of communication; utilize different combinations of outreach techniques that cater to the wide variety of target stakeholders; and maintain personal contact to demonstrate the value of each customer's opinions.
3) Evolution – Continuously review the outreach plan throughout the process; adjust the outreach strategy to adapt to the public's needs; and stress active listening and respectful consideration of all feedback before determining a final course of action.

By structuring our public outreach plans under these guidelines, staff and its consultants will continue building trust and credibility amongst local residents and business owners as we work to enhance vital infrastructure throughout the City.

Communication Techniques:

During the 2012 construction season, several high-profile projects were required to be built simultaneously due to funding requirements or utility relocation delays. One of the lessons learned during this experience was that personalized direct-contact with local businesses, in concert with regular updates through various indirect means of communication, is one of the most effective ways to keep the public apprised of the details of the project and solicit feedback.

The City's public outreach plan proposes to continue the use of both direct and indirect communication methods to connect with both a broad audience (general public) and also target the individuals most impacted by the project (residents and businesses within the work zone). Details on examples of the different communication techniques can be found on the attached *Public Outreach Plan* template.

Communication tools available include, but are not limited to:

- Construction Bulletins *(via Subscription Email Blasts)*
- Project Websites
- Social Media Updates *(using the City's Twitter, Facebook, and Nixle accounts)*
- Individual Face-to-Face Stakeholder Meetings *(Door-to-Door project introductions for businesses in the work zone)*
- Target Audience Stakeholder Presentations
- Traveling Information Kiosks *(placed at community events or high-pedestrian destinations)*
- Printed Materials *(direct mailings, brochures, fact sheets, maps, newsletter articles, press releases, utility bill inserts, etc.)*
- Marketing Campaigns *(utilizing a construction-oriented version of the I-Shop Crystal Lake brand)*
- Roadway Signage *(business open signage, wayfinding, limited duration signs on private property, portable changeable message boards, etc.)*
- Cable Access Channel *(Slides or Public Service Announcement Videos)*

Public Outreach Plan Template:

To ensure consistency and accountability, a template has been developed to structure the *Public Outreach Plan* and document the communication accomplishments throughout the process from design through the end of construction. This form is intended to be a fluid document that will be refined with each passing construction season to incorporate new techniques and stress the approaches most successful in our community.

Staff Request:

Staff requests the City Council's feedback on this communication strategy and any suggestions to aid in the success of our future infrastructure improvements.

Votes Required to Pass:

Discussion Only

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: January 15, 2013

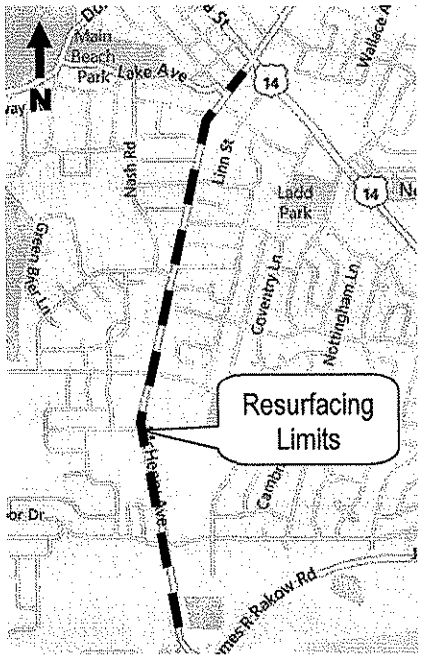
Item: Project Overview of McHenry Avenue Improvement

Staff Recommendation: Information Only

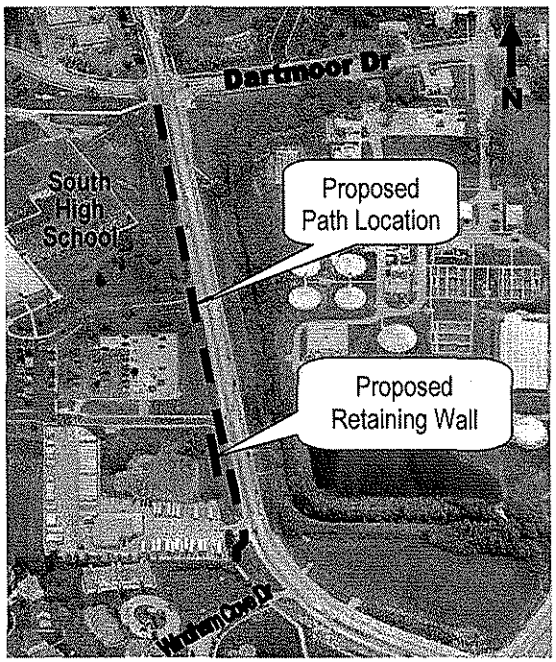
Staff Contact: Erik D. Morimoto, Director of Engineering and Building
Abigail L. Wilgreen, Assistant City Engineer

Background:

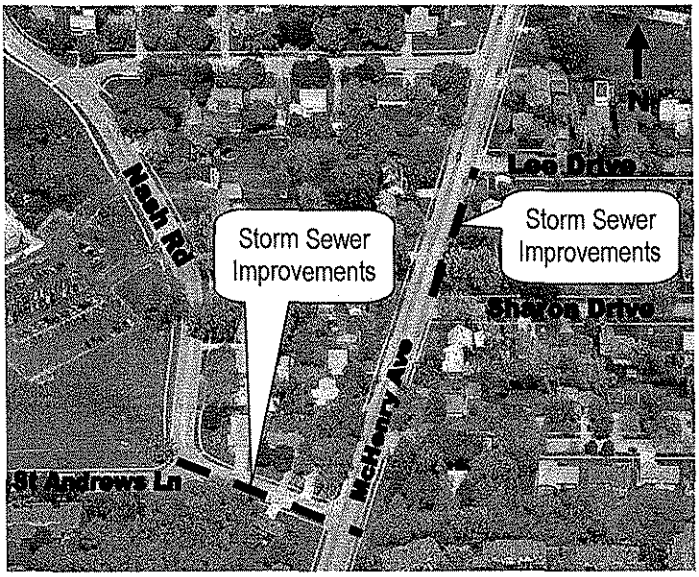
The City received $864,000 in Federal Surface Transportation Program funding for an improvement along McHenry Avenue from Rakow Road to Route 14. The scope of work for the improvement includes:



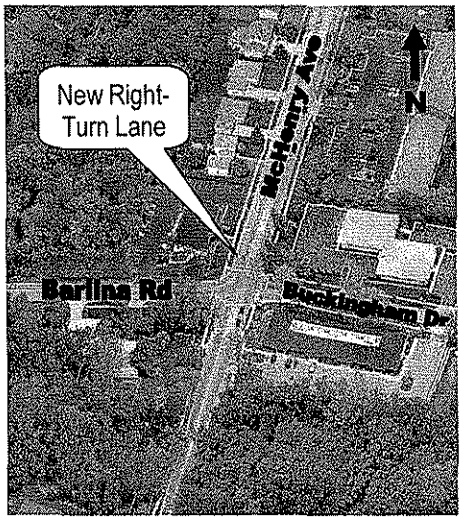
PAVEMENT RESURFACING FOR MCHENRY AVENUE



NEW TEN-FOOT WIDE BIKE PATH NEAR SOUTH HIGH SCHOOL



STORM SEWER IMPROVEMENTS



NEW SOUTHBOUND RIGHT-TURN LANE (PAVEMENT MARKINGS ONLY)

TRAFFIC IMPACTS

During construction, the contractor will maintain two-way traffic along McHenry Avenue; however, there will be intermittent lane closures with flaggers to direct traffic as is typical with this type of roadway resurfacing work. To facilitate the installation of the upgraded storm sewer along Nash Road, two areas are impacted.

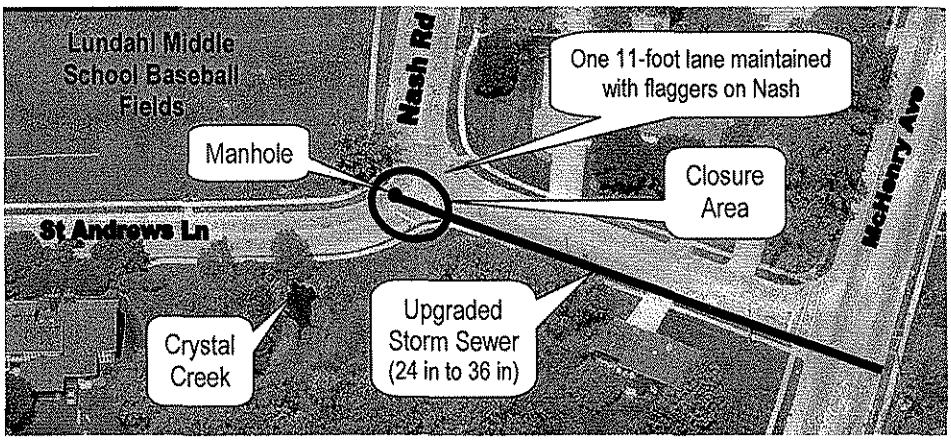
- Saint Andrews Lane at Nash Road; and
- Nash Road from Saint Andrews Lane to McHenry Avenue

Two traffic flow options are being considered for each of these areas. It should be noted that both of these areas would not be impacted simultaneously and all roadways will be open from July 1, 2013 to July 7, 2013 to ensure convenient access to the Lakeside Legacy Festival. Safe access to the homes along Nash Road will be maintained at all times.

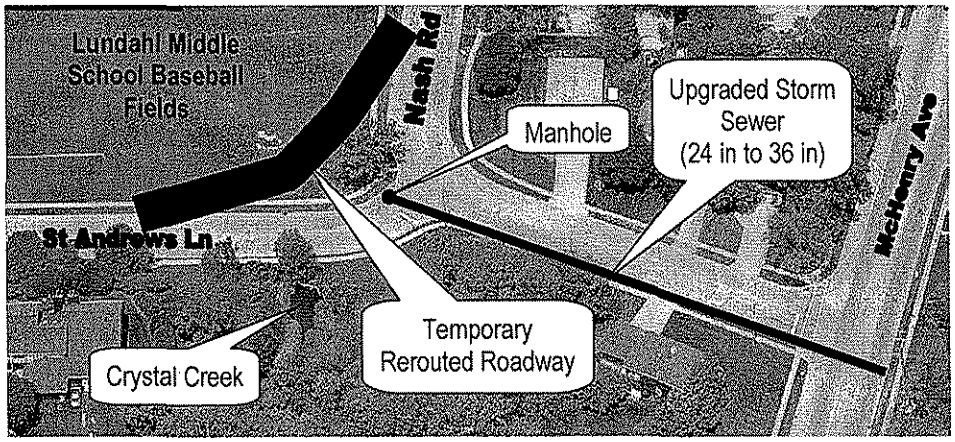
Saint Andrews Lane at Nash Road

The existing manhole at the east end of Saint Andrews Lane is located in the existing westbound lane of traffic. The upgraded storm sewer crosses Saint Andrews Lane from the east to this manhole. This area would be impacted first. To facilitate the installation of this new manhole and upgraded storm sewer, the following two traffic management options exist:

- Option 1: A six-hour temporary closure from 9 am to 3 pm at this intersection.



- Option 2: Construct a temporary access roadway to the west which would reroute traffic around the construction area.



The following provides more details for each option:

- Option 1:
  - Changeable message signs along McHenry Avenue, Nash Road, Saint Andrews Lane at Barlina and Woodmar Drive at Saint Andrews Lane would be utilized to notify the public of the closure date and times.
  - Minimal traffic is present in this area from the time frame of 9:00 am to 3:00 pm. The elementary and middle schools have both informed the City that no major summer school activities are planned.
  - Allows the contractor to efficiently and effectively complete the work with the least amount of cost to the City.
- Option 2:
  - Requires a temporary construction easement from the School District which would need to be processed through IDOT. Processing may take three to nine months.
  - Requires a 4(f) Evaluation (land protected by the *USDOT Act of 1966*) as an impact would occur to a publicly owned park/recreation area. The evaluation is processed through IDOT and would take a significant amount of time and may or may not be approved.
  - Overall project could not be constructed in 2013.
  - Extra costs to construct and remove the temporary roadway as well as restore the area to its original condition.

Staff recommends option 1, a six-hour closure between the hours of 9:00 am to 3:00 pm, as it provides the least overall disruption to the neighborhood and the project schedule.

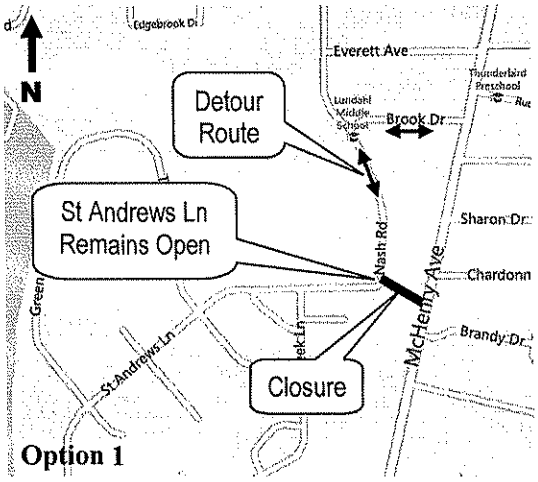
Nash Road from Saint Andrews Lane to McHenry Avenue

The existing storm sewer is currently located underneath the existing southern curb line of Nash Road. This area would be impacted after the Saint Andrews Lane and Nash Road sewer work is complete and open to traffic. To facilitate the installation of the upgraded 36-inch storm sewer, a 6-foot deep trench is necessary as well as an area for the construction equipment to safely operate and stage materials. To facilitate the installation of this upgraded storm sewer, the following two traffic management options exist:

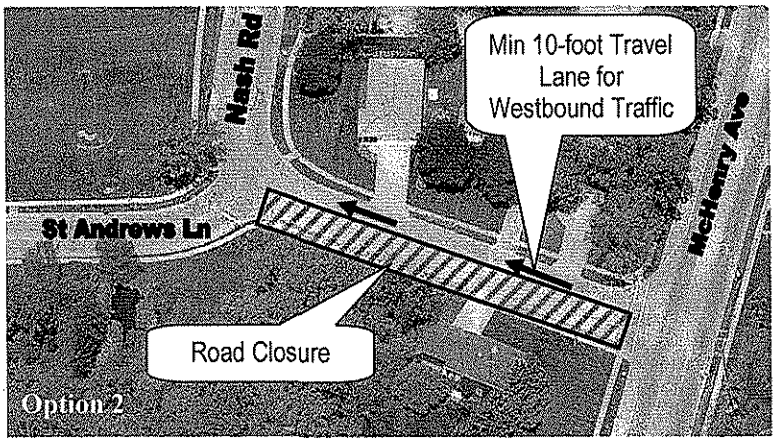
- Option 1: A closure of Nash Road from Saint Andrews Lane to McHenry Avenue for no more than seven consecutive calendar days. Note that Saint Andrews Lane and Nash Road north of Saint Andrews Lane would be fully open to traffic.
- Option 2: A partial closure, where only eastbound traffic is rerouted, off Nash Road from Saint Andrews Lane to McHenry Avenue for no more than 14 consecutive calendar days.

The following provides more details for each option:

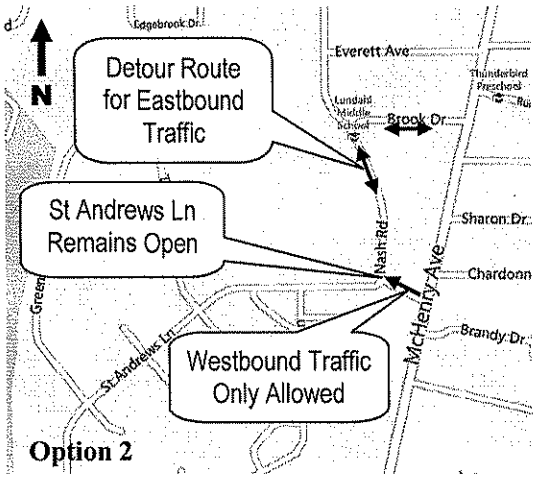
- Option 1:
  - A signed detour route would be provided which would detour traffic to Brook Drive.
  - Allows the contractor is efficiently and effectively complete the work with the least amount of cost to the City.
  - Provides the contractor an area for staging equipment and materials with minimal impacts to the surrounding area.
  - The elementary and middle schools have both informed the City that no major summer school activities are planned.



- Option 2:
  - Allows for one-way traffic going westbound utilizing a narrow 10-foot lane.
  - Would extend the length of construction by one additional week, as the contractor would not be able to work in the area as efficiently in the narrower work zone.
  - Costs are estimated to be 50 to 75 percent more for this option due to the slower productivity of the contractor..
  - Additional impacts to the surrounding area, such as the adjacent sidewalk and parkway on both sides of Nash Road, as the contractor would need to store materials and equipment out of the work area.
  - Less traffic would be rerouted to Brook Drive.

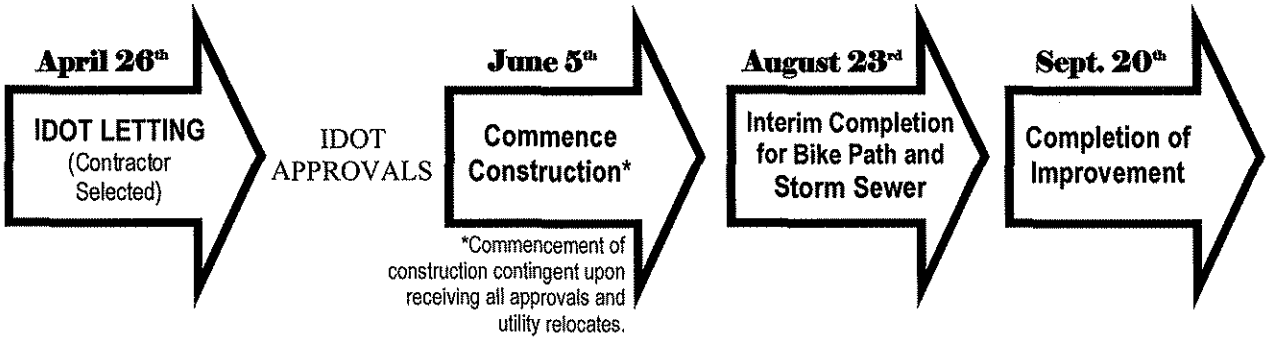


Staff recommends option 1, a temporary full closure of Nash Road to provide for a safer work zone and less overall disruption to the neighborhood.



PROJECT SCHEDULE

The City is targeting the following dates for this improvement:



PUBLIC OUTREACH

As noted in the separate presentation to City Council, staff has formalized the communication strategy for road construction using a project-specific Public Outreach Plan. The outreach techniques available, along with a detailed summary of project stakeholders and communications objectives can be found on the attached form that was completed for the McHenry Avenue Improvement.

As part of the project introduction and outreach, Staff has completed the first round of face-to-face stakeholder meetings with the following groups:

- Crystal Lake South High School & the District 155 Operations Manager;
- Lundahl Middle School, South Elementary School, and the District 47 Director of Operations;
- Lakeside Legacy; and
- Businesses, Churches, and Pre-School Facilities along the McHenry Avenue Corridor.

On December 19, 2012 letters were mailed to over 550 property owners and tenants surrounding McHenry Avenue introducing them to this project. Letters were also mailed to the post office, Crystal Lake Park District, PACE, and Garbage and Recycling Facilities. Additional letters will be sent to residents and businesses closer to the start of construction, along with a handout that is anticipated to be distributed by the school districts to parents before the spring school session ends.

In addition, staff will be presenting to the Chamber of Commerce Board of Directors on January 25, with the annual 2013 Construction Season Open House planned for February or March. A project webpage on the City's website will be established this spring in advance of the construction along with the standard issuance of press releases, email-based construction bulletins, brochures, newsletter articles, and social media posts.

OTHER CONSTRUCTION IMPROVEMENTS IN 2013

Projects which are currently scheduled for the 2013 construction season, in addition to the McHenry Avenue improvement, include:

- Completion of the County's Walkup Road improvement (no further road closures are expected)
- IDOT IL 31 at IL 176 Intersection Improvement

Projects which may occur in the 2013 construction season include:

- IDOT US Route 14 Widening from Crystal Lake Avenue to Lucas Road

CITY STAFF REQUEST

Staff requests City Council feedback and direction on the alternatives for upgraded storm sewer improvement along Nash Road, as well as any other feedback related to the project.

Votes Required to Pass:

Discussion Only

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: January 15, 2013

Item: City of Crystal Lake Lighting Project

Staff recommendation: Motion to award the Metropolitan Mayors Caucus joint bid for energy efficient lighting upgrades to the lowest responsive, responsible bidders, Helsel Jepperson for the provision of lighting ballasts and tubes, and All Tech Energy for the installation of lighting ballasts and tubes, and resolution authorizing the City Manager to execute an agreement with Helsel Jepperson and All Tech Energy in the amount bid.

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

Background:
In September of 2012, City staff worked with 360 Energy Group, a consultant for the Metropolitan Mayors Caucus, to apply for grant funding relating to the replacement of various lighting fixtures within the Municipal Complex and Wastewater Treatment Plant #2 (Coventry Lane). As a result, the City was awarded $42,128.90 from the Illinois Department of Commerce and Economic Opportunity (DCEO), and $26,350.50 from the Illinois Clean Energy Community Foundation (ICECF) for reimbursement of the purchase and installation of approximately 401 energy efficient lighting fixtures within the Public Works Garage, Fire Station #1, and various wastewater treatment facilities. The installation of these lighting systems will save money, reduce energy consumption and greenhouse gases, and advance the City's commitment to clean air.

In December, 360 Energy Group created two separate bid specifications on behalf of the Metropolitan Mayors Caucus, one for materials and another for labor, to upgrade lighting fixtures and bulbs at 26 municipal facilities throughout the Chicagoland area. These bids were opened and read aloud publicly. The bid results can be found as Attachment A.

Item	Cost
Parts – Helsel Jepperson	$ 38,844.63
Labor – All Tech Energy	$ 36,114.00
Total Parts & Labor	$ 74,958.63
Grant – DCEO	$ 42,128.90
Grant – ICECF	$ 26,350.50
Total Grant Funding	$ 68,479.40
Total City Obligation Less Grant Funding	**$ 6,479.23**

The City has the opportunity to increase the DCEO grant by 14%, or an additional $5,898.05, if the project can be completed by February 14, 2013. This incentive would bring the total project cost to the City to **$581.18**. Given the timeline of the bid opening and the early cutoff date set by the DCEO, this will be an ambitious feat. However, after discussing the project with both the parts provider and labor contractor, staff believes that this goal is attainable.

Discussion:

The prices quoted for parts and labor are slightly less than those originally projected by 360 Energy Group. The favorable bid results make the firm grant allocation more complimentary to the City.

The 400W metal halide lamps currently in place at the Municipal Complex consume a lot of energy and produce a large amount of heat and greenhouse gasses. In the event of a power outage, these lamps can take up to 10 minutes to cool down and regenerate, which can create a safety hazard for first responders operating throughout the night.

These lamps will be replaced with High Bay Florescent T8 Luminaire fixtures. These lamps are more efficient, less costly to replace, produce less heat, and can illuminate a space faster than the current lighting system.

Recommendation:

It is the recommendation of the Public Works Department to award the Metropolitan Mayors Caucus joint bid to the lowest responsive and responsible bidders, Helsel Jepperson, for the provision of lighting ballasts and bulbs in the amount of $38,844.63, and All Tech Energy, for the installation of lighting ballasts and bulbs in the amount of $36,114.00. The City will retrieve $68,479.40 of this money back through grant funding, with the potential to receive an additional $5,898.05 if the project is completed by February 14, 2013.

Votes Required to Pass:

Simple majority.

Bid Breakdown for Parts

Vendor	Price
Helsel Jepperson Chicago Heights, IL	$ 38,844.63
Brook Electric Addison, IL	$ 40,448.84
Evergreen Supply Chicago, IL	$ 40,767.24
*Century Electric Libertyville, IL	$ 31,920.74
**Steiner Electric Co. Crystal Lake, IL	$ 38,151.99

*Century Electric bid non-approved alternate materials for the project. 360 Energy Group reviewed the alternates and determined that they will not meet the needs of the City.

**Steiner did not bid a consistent brand among its florescent tubes and ballasts. Implementing two different brands will make warranty claims difficult to enforce and may reduce the expected life of the bulbs.

Bid Breakdown for Labor

Vendor	Price
All Tech Energy Schaumburg, IL	$ 36,114.00
Eco Lighting Services Addison, IL	$ 37,641.84
Jasco Electric McHenry, IL	$ 41,170.00
Imperial Lighting Chicago, IL	$ 56,176.60
Maximum Green Light Hillside, IL	$ 62,779.00

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and Helsel Jepperson for the purchase of lighting ballasts and tubes, and All Tech Energy for the installation of lighting ballasts and tubes in the amount bid.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: January 15, 2013

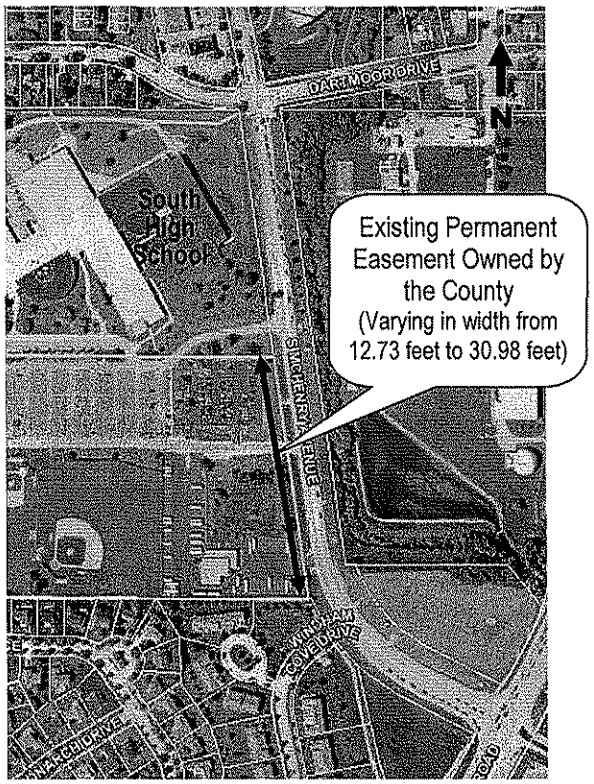
Item: Approval of a McHenry County Division of Transportation Facility Installation Application for the use of an existing permanent easement along McHenry Avenue for parcel 19-18-200-005

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to sign a McHenry County Division of Transportation Facility Installation Application for the use of an existing permanent easement along McHenry Avenue for parcel 19-18-200-005.

Staff Contact: Erik D. Morimoto, Director of Engineering and Building
Abigail L. Wilgreen, Assistant City Engineer

Background:

As part of the Rakow Road improvement, the McHenry County Division of Transportation (County) obtained a permanent easement along the frontage of School District 155's parcel 19-18-200-005. The exhibit to the right shows the parcel location. The purpose of the County obtaining the easement was to ensure proper slopes were met with the widening of McHenry Avenue as part of the Rakow Road improvement.



The City is proposing to add a new bike path along McHenry Avenue from Windham Cove Drive to Dartmoor Drive. The bike path itself will all be located within the City's existing roadway right-of-way; however, some grading of the existing ground will need to extend into the County's permanent easement.

The County has indicated that the most efficient way for the City and its contractor to obtain the rights to enter onto this permanent easement for the bike path installation is by obtaining a Facility Installation Permit from the McHenry County Division of Transportation. As this project utilizes federal funds for construction, staff has confirmed that this type of signoff is also acceptable to the Illinois Department of Transportation. In obtaining this permit, the City would secure temporary use of this easement for construction, and would not be entering into any permanent easement or right-of-way agreements.

Votes Required to Pass:

Simple Majority