CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 6, 2014
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – April 15, 2014 Regular City Council Meeting, March 23, 2013 Budget Workshop Meeting and October 30, 2012 Three Oaks Recreation Area Workshop Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.

7. **Mayor's Report**

8. **Council Reports**

9. **Consent Agenda**
   a. **Pioneer Center for Human Services Class 19 Temporary Liquor License request.**

10. **Lakeside Legacy Foundation Festival License, Class 19 Temporary Liquor License, Carnival License and Crystal Lake Women of Today Children's Decorated Bike Parade.**

11. **New Retailer Job Creation and Investment Program Matching Grant application request -Which Wich, 5899 Northwest Highway, Unit A.**

12. **Existing Retailer Job Creation and Investment Program Matching Grant application request - 1776 Restaurant, 397 W. Virginia Street.**

13. **J & H Massage, 386 Virginia Street – Sign Variation to allow the window signage to cover more than 25% of the total window or door area for any elevation permitted to allow 100% coverage.**

14. **Moe-B-Dick's North Shore Pub, 1050 North Shore Drive – Temporary Use Permit request to allow a washer tournament.**

15. **Downtown Crystal Lake/Main Street – Temporary Use Permit request to allow Lunch-Dinner in the Park events and request for waiver of the Temporary Use Permit application fee.**

16. **Downtown Crystal Lake/Main Street – Temporary Use Permit request to allow the Farmers' Market to be held in Downtown Crystal Lake and request for waiver of the Temporary Use Permit application fee.**

17. **Teckler Boulevard Self Storage, Teckler Boulevard and Official Road – Special Use Permit to allow a Preliminary Planned Unit Development for multiple buildings on a zoning lot, for mini-warehousing/self-storage and for outside storage; Variation from the permitted 70% impervious surface to allow 75%**

impervious surface; Variation from the required 20-foot rear yard setback to allow a 10-foot rear yard setback; Variation from the required 30-foot front yard setback to allow a 29 ft. 9 in. front yard setback; Variation from Section A-400C Access Management Manual to allow the driveways off Official Road and Eastgate Alley to be closer than 60 feet from the edge of the intersecting right-of-way; and Variation from Section A-400F Access Management Manual to allow driveways wider than 36 feet.

18. 175 and 179 Edgewater – Simplified Residential Variation to allow an open "wrought iron" style 4-foot fence in the front yard setback for lakefront houses.

19. Resolution authorizing execution of an agreement for the purchase of a dive rescue boat through the U.S. General Services Administration.

20. Resolution authorizing the purchase of thermoplastic pavement marking services through the Suburban Purchasing Cooperative Program.

21. Resolution authorizing execution of an agreement for the purchase of one (1) 2015 Vactor 2112 Plus Sewer Cleaner Combo unit through the Suburban Purchasing Cooperative Program.

22. Resolution authorizing execution of an agreement for the purchase of two (2) 2014 International 7400 SFA 4x2 dump trucks through the State of Illinois Joint Purchasing Program.

23. Resolution designating surplus equipment and authorizing execution of an agreement for the sale of this surplus equipment utilizing an online auction, and further authorizing surplus items not sold or whose proposed auction price is less than a scrap price be scrapped in accordance with the City's scrap metal policy, and authorizing designation of a Hoffman blower as surplus equipment and acceptance of payment for the purchase of the blower.

24. Bid award and resolution authorizing execution of a contract for the Lift Station 8 Force Main Replacement with a 10% contingency for unforeseen expenses.

25. Resolution authorizing execution of an amendment to the Bikeway Corridor Local Agency Agreement.

26. Ordinance amending Chapter 241 of the City Code pertaining to the fees of the Three Oaks Recreation Area and ordinance amending Chapter 383 of the City Code pertaining to the general rules and use of the property at the Three Oaks Recreation Area.

27. Resolution authorizing execution of a revised agreement with the McHenry Township Fire Protection District for automatic aid at structure fires.

28. Resolution authorizing execution of a revised agreement with the Algonquin/Lake in the Hills Fire Protection District for automatic aid at structure fires.

29. Ordinance amending Chapter 526 of the City Code regarding the regulation of nuisance greenery.

30. Pocketed Annexations – Discussion Only

31. Council Inquiries and Requests

32. 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.

33. Reconvene to Regular Session

34. Adjourn

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Temporary Liquor License – Pioneer Center for Human Services

Staff Recommendation: Motion to approve issuance of a Class "19" Temporary Liquor License to Pioneer Center for Human Services

Staff Contact: Eric T. Helm, Deputy City Manager

Background:
The City has received a request from Pioneer Center for Human Services for the issuance of a Class "19" Temporary Liquor License in order to sell beer, wine and alcoholic liquor drinks at their 4th Annual Moonlight & Music fundraising event being held on the grounds of Crystal Lake Country Club, located at 721 Country Club Road, on Friday, June 20, 2014 from 4:00 p.m. to 11:00 p.m.

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

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:
Simple majority

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Lakeside Legacy Foundation Festival License, Class 19 Temporary Liquor License, Carnival License, and Crystal Lake Women of Today Children's Decorated Bike Parade

Staff Recommendation: Motion to approve issuance of the Lakeside Legacy Foundation Festival License, Class "19" Temporary Liquor License, Carnival License, and Crystal Lake Women of Today Children's Decorated Bike Parade with the conditions contained in this agenda supplement.

Staff Contact: Brad Mitchell, Assistant to the City Manager

Background:

The Lakeside Legacy Foundation has applied for a Festival License to conduct the Lakeside Legacy Foundation Festival on the grounds of the Dole Mansion/Lakeside Legacy. The Lakeside Legacy Festival is scheduled for Thursday, July 3, 2014 from 4:00 p.m. to 11:00 p.m.; Friday, July 4, 2014 from Noon to 11:00 p.m.; Saturday, July 5, 2014 from Noon to 11:00 p.m.; and Sunday, July 6, 2014 from Noon to 10:00 p.m. The Lakeside Legacy Foundation has also submitted applications for a Carnival License and Class 19 Temporary Liquor License as part of the Festival License Application. The festival will be operated much as it has been in the past.

In addition, the Crystal Lake Women of Today are requesting to conduct a children's decorated bike parade on Saturday, July 5, 2014 beginning at Noon. The parade will begin on Lake Shore Drive (just east of the Crystal Lake Band Shell at Main Beach) and continue to the Lakeside Festival grounds at the Country Club Road and Broadway entrance. This event was held last year during the Lakeside Festival. The Crystal Lake Women of Today will apply for a Parade Permit through the Crystal Lake Police Department, as well as coordinate with the Police Department to provide two police cars to assist with the parade, as done in the past.

City staff has reviewed the festival applications and would offer the following conditions for approval:

- Compliance with all City Code regulations pertaining to the request.
- Compliance with all of the Carnival License requirements.
- All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
- Wristbands for the Beer Garden will be issued and enforced.
- Proof of Insurance for Liquor sales.
- Trash must be picked up on a daily basis.
- There must be sufficient lighting around the portable toilet area.
- Any lighting should be placed so as not to disturb the neighbors.
- Separate permits will be required from the Building Division for any temporary signage.
- The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
- The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "Triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
- Exempt from Noise Ordinance.
- The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
- Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers.

Thursday, July 3rd:	4:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.
Friday, July 4th:	Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.
	5:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.
Saturday, July 5th:	Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.

5:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

Sunday, July 6th: Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.

5:00 p.m. to 10:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

- Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the festival location.
- The Lakeside Legacy Foundation has requested that the City of Crystal Lake provide police services at no charge for the event. The City Council approved a similar request in 2013.
- The Women of Today will be required to apply for a parade permit through the Police Department.
- In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.

City staff met with representatives from Lakeside Legacy in order to review plans. The City's Police and Fire Rescue Departments have reviewed and approved the request.

Votes Required to Pass:

Simple majority vote of the City Council.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: New Retailer Job Creation and Investment Program Matching Grant application request #2013-17-10 for Which Wich, at 5899 Northwest Highway, Unit A, to request $10,000 in matching grant funds.

Brijesh Patel, Which Wich

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Which Wich, and to award $10,000 in grant funding for the new retail business's furniture, fixtures and equipment, and employees;
2. Motion to deny the grant application request.

Staff Contact: James Richter II, Planning and Economic Development Manager

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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 or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The Retailer Job Creation and Investment program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures and equipment and hire new full-time and part-time employees.

Key Factors:

WHICH WICH (5899 Northwest Highway)

Which Wich is a new sandwich shop featuring over 50 types of customizable sandwiches. They also offer house made chips, handmade shakes, salads and desserts. The company also contributes to local charities and provides free sandwiches for certain events. Which Wich plans to spend over $46,000 on new furniture, fixtures and equipment (FFE) and plans to hire 2 full-time and 12 part-time employees. Which Wich will be occupying the space previously used by Caribou Coffee. In accordance with the matching grant program guidelines, Which Wich is eligible for a $10,000 grant award.

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

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

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

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

4. Applicant must provide written proof of employment recruitment and of FFE costs.
   ☒ *Meets* ☐ *Does not meet*

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

6. Grant recipient may re-apply after 5 years from the date of recipient's previous award.
   ☒ *Meets* ☐ *Does not meet*

7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.
   ☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet 7 of the 7 eligibility criteria.

SUMMARY OF CURRENT REQUESTS
The chart below provides a complete summary of the grant funding requests. For the 2013-2014 Fiscal Year, there would be $80,000 budgeted 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
~~2013-17-01~~	~~Dream Gowns Bridal~~	~~16 W. CL Plaza~~	~~$10,000.00~~			~~$10,000.00~~	~~$10,000.00~~
2013-17-02	ABC Supply Company	171 Erick St			$20,000.00	$20,000.00	$20,000.00
2013-17-03	Kitchen Outfitters	64 N. Williams	$10,000.00			$10,000.00	$10,000.00
2013-17-04	Greek's Pizza	6000 NW Hwy	$10,000.00			$10,000.00	$10,000.00
2013-17-06	Shay	30 N. Williams Ste D	$10,000.00			$10,000.00	~~$10,000.00~~ $4,395.42
2013-17-08	That's Amore Pizza	103-105 N. Main St	$10,000.00			$10,000.00	$10,000.00
2013-17-10	Which Wich	5899 NW Hwy	$10,000.00			$10,000.00	
	Totals		***$50,000.00***	***$0.00***	***$20,000.00***	***$70,000.00***	***$54,395.42***

Votes Required to Pass: A simple majority vote.

DRAFT

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 Brijesh Patel of Which Wich, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed $10,000.

DATED this ____ day of _____, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED:
APPROVED:

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Existing Retailer Job Creation and Investment Program Matching Grant application request #2013-17-09 for 1776 Restaurant, at 397 W. Virginia Street, to request $5,000 in matching grant funds.

Andy Andresky, 1776 Restaurant

Recommendations: City Council's discretion:

1. Motion to approve the Grant Agreement with Andy Andresky, and to award $5,000 in grant funding for property enhancements;
2. Motion to deny the grant application request.

Staff Contact: James Richter II, Planning & Economic Development Manager

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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 or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The Existing Retailer Job Creation and Investment program allows for grant funds to be disbursed to existing businesses. It also allows for the grant award to be calculated based upon the annual taxable sales collected.

Key Factors:

1776 RESTAURANT (397 W. Virginia Street)

1776 is currently located in the Virginia Street corridor. Due to unforeseen circumstances, the restaurant's sanitary sewer line failed and needs to be repaired. The most economical method of replacing the sanitary sewer is to relocate the connection to the sanitary sewer on Washington Street. This requires an open cut through the parking lot at 1776. The total project cost estimates to repair and replace the sewer main are $21,000. The cost breakdown is $15,500 for the sewer service installation, $3,500 for the pavement repair, and $2,000 for various electrical work that is associated with the electric service for the sign in the parking lot. As an existing business, the maximum grant amount that the City can award is $5,000, based upon the applicant's annual taxable sales.

In order to objectively analyze the applications for funding, eligibility 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 eligibility criteria:

1. The program is open to any existing Crystal Lake sales-tax revenue generating business that will:
   a. Expand its current location by at least 20% in gross floor area into space that was vacant immediately before the expansion (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).

   ☐ *Meets* ☒ *Does not meet*

2. Applicants must meet a minimum annual taxable sales threshold of at least $150,000 in annual sales over the 12-month period immediately preceding the date of application for the grant award.

   ☒ *Meets* ☐ *Does not meet*

3. The total eligible FFE associated with the renovation or expansion project must exceed $10,000.

   ☒ *Meets* ☐ *Does not meet*

   Total cost estimates for the repairs exceed $20,000.

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

   ☒ *Meets* ☐ *Does not meet*

5. Applicant's business must provide a stocked retail showroom for retail products.

   ☒ *Meets* ☐ *Does not meet*

   Applicant's business is a retail-oriented business.

6. Applicant must provide written proof of FFE costs.

   ☐ *Meets* ☒ *Does not meet*

   Applicant has provided verbal estimates for the repair improvement costs. Written receipts and documented proof of purchases will be provided following the completion of the project.

7. Applicant must file an application for grant funding prior to commencing improvements.

   ☐ *Meets* ☒ *Does not meet*

   In light of the unscheduled and emergency nature of the improvement project, the grant funding application was received after the improvement project was commenced.

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

☐ *Meets* ☒ *Does not meet*

1776 was awarded a matching grant for $10,000 on March 16, 2010 to make various interior and exterior building improvements. The previous Ordinance required that the recipient could not re-apply for grant funding for a minimum of 5 years (March 17, 2015).

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

☒ *Meets* ☐ *Does not meet*

Award calculation was comprised of a 50-50 match on improvement costs only. No new employees will be added at this time.

10. 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.

☒ *Meets* ☐ *Does not meet*

The applicant's request has been evaluated based on the expansion of their business within the City of Crystal Lake and the overall annual sales the company does. The current application would meet 6 of the 10 eligibility criteria.

SUMMARY OF CURRENT REQUESTS

According to the Ordinance for this incentive program, the pavement and fencing improvements could be considered eligible improvements with City Council authorization. Staff recommends that these improvements be included as eligible improvements for only this request.

The chart below provides a complete summary of the grant funding requests. For the 2013-2014 Fiscal Year, there would be $80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source ($80,000).

2013-2014 Matching Grant Summary

File #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
~~2013-17-01~~	~~Dream Gowns Bridal~~	~~16 W. CL Plaza~~	~~$10,000.00~~			~~$10,000.00~~	~~$10,000.00~~
2013-17-02	ABC Supply Company	171 Erick St			$20,000.00	$20,000.00	$20,000.00
2013-17-03	Kitchen Outfitters	64 N. Williams	$10,000.00			$10,000.00	$10,000.00
2013-17-04	Greek's Pizza	6000 NW Hwy	$10,000.00			$10,000.00	$10,000.00
2013-17-06	Shay	30 N. Williams Ste D	$10,000.00			$10,000.00	~~$10,000.00~~ $4,395.42
2013-17-08	That's Amore Pizza	103-105 N. Main St	$10,000.00			$10,000.00	$10,000.00
2013-17-09	1776 Restaurant			$5,000.00		$5,000.00	Pending
2013-17-10	Which Wich	5899 NW Hwy	$10,000.00			$10,000.00	Pending
	Totals		***$50,000.00***	***$5,000.00***	***$20,000.00***	***$75,000.00***	***$54,395.42***

CONDITIONS OF APPROVAL
If approved, the following conditions are recommended:

1. Provide all required documentation for the actual expenses for the improvements made for the project.
2. Submit certified payroll reports for the project improvements.

Votes Required to Pass: A simple majority vote.

DRAFT

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 Andy Andresky of 1776 Restaurant, for an Existing Retailer Job Creation & Investment Matching Grant in an amount not to exceed $5,000.

DATED this ____ day of _____, 2014.

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: May 6, 2014

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2014-04 J & H Massage

Request: Sign Variation to allow the window signage to cover more than 25% of the total window or door area for any elevation permitted to allow 100 % coverage

J & H Massage, petitioner
386 Virginia Street

Staff Recommendation: City Council Discretion:
A. Motion to approve an ordinance with the recommended conditions for the variation as requested.
B. Motion to deny the variation request.

Staff Contact: James Richter II, Planning and Economic Development Manager

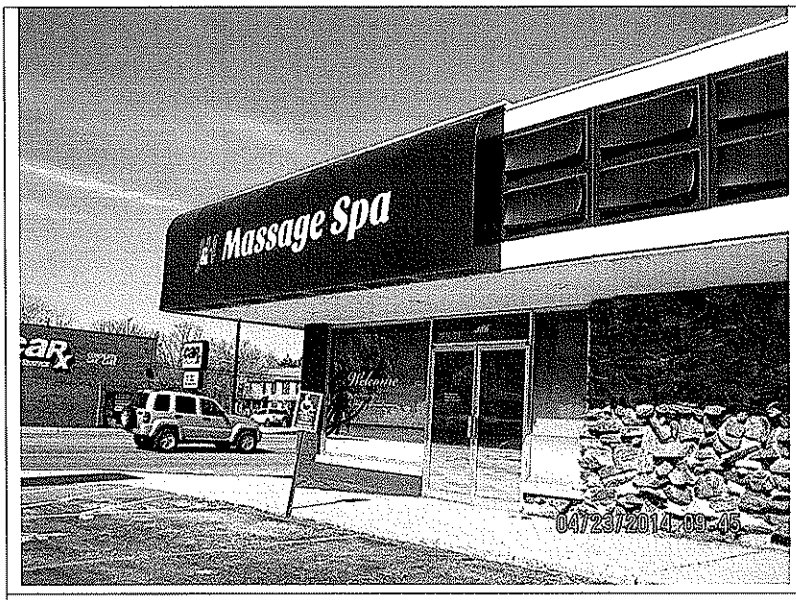
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Background:

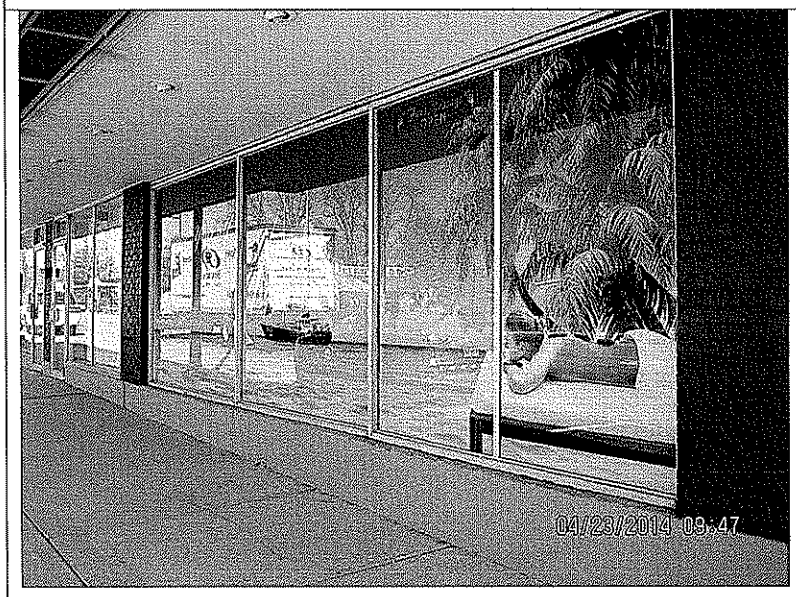
- Existing Use: The property is developed as a multi-tenant retail building. The tenant space was previously occupied by Men's Warehouse and Tux and is now occupied by J & H Massage.
- Request: Per the UDO, window signage for commercial properties cannot cover more than 25% of the total window or door area for any elevation. Window signage does not require the approval of a permit. The petitioner was not aware of the requirement for window signs and therefore covered all the windows and doors on both elevations with translucent beach scenery printed on transparent adhesive film, applied from inside. The applicant was provided with the option to comply with the Unified Development Ordinance or to seek a variation from the requirements of the UDO.

The table on the following page illustrates the variation requested. The pictures illustrate the signage.

Item	UDO Standard	Proposed Signage	Variation
Window Signage	May not cover more than 25% of the total window or door area for any elevation	Covers the entire window and door area on both elevations	Yes, 75%



East Facade



Along Route 14

Review Criteria:

The City Council can grant a variation from the requirements of the UDO to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the UDO and where the following standards are met:

1. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
2. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
3. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Recommended Conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (J & H Massage, received 04/29/14)
   B. Pictures (Staff)

2. The petitioner shall comply with all of the requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SIGN VARIATION FOR
J & H MASSAGE, 386 VIRGINIA STREET

WHEREAS, pursuant to the terms of the request (File #2013-04-C) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow the window signage to cover more than 25% of the total window or door area for any elevation permitted to allow 100% coverage for J & H Massage; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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

SECTION I: That a sign variation be granted to allow the window signage to cover more than 25% of the total window or door area for any elevation permitted to allow 100% coverage for J & H Massage located at 386 Virginia Street (PIN: 19-05-154-013), Crystal Lake, Illinois with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
   A. Application (J & H Massage, received 04/29/14)
   B. Pictures (Staff)

2. The petitioner shall comply with all of the requirements of the Community Development Department.

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

DRAFT

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

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

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Moe-B-Dick's North Shore Pub Temporary Use Permit request to allow a washer tournament.

Recommendation: Motion to approve issuance of the Temporary Use Permit for Moe-B-Dick's North Shore Pub for a Special Promotion to allow a Washer Tournament pursuant to the recommended conditions below.

Staff Contact: James Richter II, Planning & Economic Development Manager

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Background: Moe-B-Dick's (1050 North Shore Drive) has applied for a Temporary Use Permit for a Special Promotion to allow a washer tournament to take place in the backyard of the subject property. This event has been approved yearly since 2004.

The applicant is requesting permission to allow a washer tournament, which is an outdoor game similar to horseshoes, in the backyard of the Moe-B-Dick's property. The applicant would like permission to have the tournaments take place on Saturday, June 14, 2014, Saturday, August 2, 2014, and Saturday, September 13, 2014, from noon until 8:00 p.m.

Section 2-500.7 of the Unified Development Ordinance allows Special Promotions for a time period not to exceed 3 days in any calendar month, with no more than 4 promotions allowed per year. This request does not exceed the time period allowed by Ordinance.

In addition, the applicant is requesting permission to allow the tournament players to purchase alcohol inside of the bar and bring the beverages outside of the building to the backyard during the washer games. Please note the following information relative to the applicant's liquor license:

- Moe-B-Dick's Class "1" liquor license allows the retail sale of alcoholic liquor for consumption on the premises, interior only, as well as the retail sale of alcoholic liquor in the original package. Their license does not permit alcohol to be sold or served in an outside area.
- Moe-B-Dick's is located in a residential area. As this bar pre-existed the current liquor code, it is allowed to sell and serve alcohol in a predominantly residential section of the City.

If approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid from noon to 8:00 p.m. on Saturday, June 14, 2014, Saturday, August 2, 2014, and Saturday, September 13, 2014.
2. This event shall remain within the confines of the subject property only. No alcoholic beverages shall be allowed in any other area than the subject property and the backyard area where the games will be held.
3. Area roads shall allow a minimum of 20 feet of access for fire apparatus. Parking shall be allowed on one side of the street only and signs shall be posted near the event. Work with the Police Department to determine the location of the no parking zones.
4. Fire hydrants in the area shall not be blocked by parking and signs posted.
5. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
6. Any other permits or requests for signs shall be made through the Building Division.
7. The outdoor portion of the event in the backyard of the property shall be separated from the adjacent lots by a temporary fence in order to maintain separation between patrons and the surrounding residential neighborhood.
8. The event and its associated customer parking shall not interfere with any accessible parking spaces, emergency access (fire lanes), fire hydrants, or privately owned driveways.

The applicant has been made aware of these recommended conditions and advised to attend the May 6, 2014, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Lunch-Dinner in the Park)

Recommendation: Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Lunch-Dinner in the Park), pursuant to the recommendations listed below, and a waiver of the Temporary Use Permit application fee.

Staff Contact: James Richter II, Planning and Economic Development Manager

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Background: The applicant has applied for a Temporary Use Permit for a Special Promotion to allow Lunch-Dinner in the Park events to be held in the Gazebo and Depot Park. This is the third year for this event and it was very well received by the community. The lunch and dinner events would be held on Friday, June 27, 2014, Friday, July 25, 2014 and Friday, August 29, 2014 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.

The Downtown Crystal Lake/Main Street organization is requesting to use the gazebo for live entertainment while the public is invited to bring their meal or purchase a meal from one of the downtown restaurants and enjoy the park.

The applicant is also requesting a waiver of the $40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Friday, June 27, 2014, Friday, July 25, 2014 and Friday, August 29, 2014 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each event.
3. Adequate trash receptacles shall be supplied.
4. Signs shall be outside of the roadway right-of-way, and shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Lunch-Dinner in the Park events.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Tents/Canopies
   A. No smoking is permitted in or under any tents or canopies.
   B. A 12-foot separation from other tents, canopies, and parked cars is required.
   C. The tents shall be properly anchored.
   D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
   E. A portable fire extinguisher shall be present.
10. The vendors' tents will be subject to inspection by the Fire Rescue Department and Building Division.
11. Electrical connections and equipment shall comply with the requirements of the 2005 National Electrical Code.
12. Provide 20-foot-wide access area for emergency vehicles to gain access to the gazebo area, Fire Rescue Department connection, and the event site.
13. The event organizer shall schedule a meeting with the Fire Prevention Bureau at least one week prior to the first event to review the details of the events.

The applicant has been made aware of these recommended conditions and advised to attend the May 6, 2014, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Farmers' Market)

Recommendation: Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Farmers' Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.

Staff Contact: James Richter II, Planning and Economic Development Manager

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Background: The applicant has applied for a Temporary Use Permit to allow the Farmers' Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 7, 2014 through October 11, 2014.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans' Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park. They have received a verbal approval from the Union Pacific Railroad, owner of the depot property, for the use of the lot for the Farmers' Market on Saturdays. The official letter is forthcoming.

The applicant is also requesting a waiver of the $40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Saturday mornings from June 7, 2014 through October 11, 2014.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers' Market.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Access
   A. During the Farmers' Market events, the closure of the depot driveway is approved.
   B. Barricades can be borrowed from Public Works to block the drive aisle during the Farmers' Market. Emergency vehicle access shall be maintained on the drive aisle.
   C. A restriction should be placed which allows only accessible vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).
   D. Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.
   E. Barricades shall be placed as shown in aerial photo to ensure adequate turning space for a bus if all accessible spaces are in use.
   F. Access both in and out of all accessible spaces must be maintained at all times.
   G. Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.
10. Tents/Canopies
   A. No smoking is permitted in or under any tents or canopies.
   B. Tents shall be 20 feet from all buildings and other tents/canopies unless open on all sides. Then they are required to be 12 feet away from any structure.
   C. The tents shall be properly anchored.
   D. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
   E. A portable fire extinguisher shall be present.
11. Inspections from the Fire Rescue Department may be completed.
12. The approval letter from the Union Pacific Railroad shall be provided.

The applicant has been made aware of these recommended conditions and advised to attend the May 6, 2014 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2014-13 Teckler Boulevard Self Storage

Requests:

1. Special Use Permit to allow a Preliminary PUD for multiple buildings on a zoning lot, for mini-warehousing/self-storage and for outside storage.
2. Variation from Section 3-200B Density and Dimensional Standards to allow 75% impervious surface from the permitted 70%, a variation of 5%.
3. Variation from Section 3-200B Density and Dimensional Standards to allow a 10-foot rear yard setback from the required 20-foot setback, a variation of 10 feet.
4. Variation from Section 3-200B Density and Dimensional Standards to allow a 29 feet 9 inch front yard setback from the required 30-foot setback, a variation of 3 inches.
5. Variation from Section A-400C Access Management Manual to allow the driveways off Official Road and Eastgate Alley to be closer than 60 feet from the edge of the intersecting right-of-way.
6. Variation from Section A-400F Access Management Manual to allow driveways wider than 36 feet.

Petitioner: Brennon Fitzpartick, petitioner
Joseph Gottemoller, attorney
1016 Central Park Drive

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit and Preliminary PUD with Variations for Teckler Boulevard Self Storage at Teckler Boulevard and Official Road.

Staff Contact: James Richter II, Planning and Economic Development Manager

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Background:

- Existing Use: The property is currently vacant. The site was previously the Black Dot Graphics buildings and parking lots.

Key Factors:

- Requests:
  - Special Use Permit for a Preliminary PUD for multiple buildings on a zoning lot. The PUD is required when there are multiple buildings sharing one lot. The PUD overlay also provides the City with additional control over the site design and the architectural details of the building.
  - Special Use Permit for mini-warehousing/self-storage. The UDO requires that mini-warehousing/self-storage facilities receive a Special Use Permit in the M Zoning District. The site is currently zoned M.
  - Special Use Permit for outside storage. The UDO has established standards to allow outside storage as a Limited Use. Since the petitioner cannot meet the required standards [solid screening around the outside vehicle storage] it requires an SUP.
  - Variation from the 70% maximum impervious surface coverage. The previous Black Dot Graphics improvements had approximately 85% impervious surface coverage. The proposed request is for 75% impervious surface coverage. Storm water will be channeled into a swale along Official Road and into drywells.
  - Variation from the required 20-foot rear yard setback. The petitioner is requesting a variation to allow the buildings to be set 10 feet back from the rear property line.
  - Variation from the required 30-foot front yard setback. The petitioner is requesting a 3 inch variation from the front yard setback.
  - Variation to allow driveway access closer than 60 feet from an intersection. For safety purposes, the UDO Access Management Manual lists a minimum of 60 feet from the right-of-way at an intersection to the closest permitted curb cut for a driveway. The petitioner is requesting a driveway be allowed on Official Road only 40 feet from Teckler Boulevard as well as a driveway off Eastgate Alley only 40 feet from Official Road.
  - Variation to allow a commercial driveway over 36 feet in width. The petitioner has a driveway off Official Road at 42 feet at the right-of-way line. This driveway is for vehicles and has a truck loading dock for moving vans/trucks to pull into to unload at the climate controlled building.

PZC Highlights:

- The property owners of The Keep, adjacent to this development, submitted a list of concerns. The PZC asked that the Fire Department review these. The Fire Department does not have any concerns with the project as proposed.
- The PZC discussed the elevations and had concerns with the long blank walls. They were happy with the insulated steel walls. They suggested additional landscape materials to help break up the façade.
- The PZC reviewed the Findings of Fact and found that Teckler Boulevard Self Storage met the criteria for the Special Use Permit, Planned Unit Development and Variations.

The PZC recommended **approval (6-0)** of the petitioner's request for an SUP and Preliminary PUD with associated variations to allow a self storage facility for Teckler Boulevard Self Storage with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Teckler Blvd. Development, received 03/03/14)
   B. ALTA Survey (Webster, McGrath & Aglberg Ltd., dted 4/18/13, received 30/03/14)
   C. Engineering Plan Set (J. Condon & Associates, Inc., dated 03/03/14, received 03/03/14)
   D. Preliminary Engineering Report (J. Condon & Associates, Inc., dated 03/03/14, received 03/03/14)
   E. Architectural Plan Set (Reitan Architects, LLC, dated 03/03/14, received 03/03/14)
   F. Landscape Plan (UplandDesign Ltd. dated 03/05/14, received 03/14/14)

2. Site and Landscape Plan
   A. If this property requires any tree removal, ~~the petitioner shall provide a tree inventory, protection plan and removal calculations which meet Article 4-300 of the UDO~~ **the petitioner shall work with staff and remain within the required calculations in the UDO. Modified by PZC.**
   B. Additional building foundation landscaping is required to meet the UDO standards.
   C. Work with staff on the final landscape plan; additional landscape materials may be added to the detention areas, to the front parking area, around the free-standing sign and along Eastgate Alley.
   D. Relocate fire hydrant from entrance driveway.
   E. **The final landscape plan shall be robust and include year-round plantings to break up the building mass. Added by PZC.**

3. Elevations
   A. Thought should be given to how to soften and enhance the Eastgate Alley elevation (East Elevation) as this is adjacent to the Prairie Trail and Main Street.
   B. A sample color and material board shall be presented with the Final PUD application for all exterior materials on all buildings.
   C. ~~A 2 or 3 foot high CMU or Brick base should be added along all exterior elevations, except where there are overhead doors~~. **Removed by PZC**

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AND VARIATIONS
FOR TECKLER BOULEVARD SELF STORAGE

WHEREAS, pursuant to the terms of the Petition (File #2014-13) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit to allow Preliminary Planned Unit Development for multiple buildings on a zoning lot, for mini-warehousing/self-storage and for outside storage; and Variations from: A. Section 3-200B Density and Dimensional Standards to allow 75% impervious surface from the permitted 70%, a variation of 5%; B. Section 3-200B Density and Dimensional Standards to allow a 10-foot rear yard setback from the required 20-foot setback, a variation of 10 feet.; C. Section 3-200B Density and Dimensional Standards to allow a 29 feet 9 inch front yard setback from the required 30-foot setback, a variation of 3 inches; D. Section A-400C Access Management Manual to allow the driveways off Official Road and Eastgate Alley to be closer than 60 feet from the edge of the intersecting right-of-way; and E. Section A-400F Access Management Manual to allow driveways wider than 36 feet for Teckler Self Storage located at the southeast corner of Teckler Boulevard and Official Road; 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 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 Special Use Permit to allow Preliminary Planned Unit Development for multiple buildings on a zoning lot, for mini-warehousing/self-storage and for outside storage; and Variations from: A. Section 3-200B Density and Dimensional Standards to allow 75% impervious surface from the permitted 70%, a variation of 5%; B. Section 3-200B Density and Dimensional Standards to allow a 10-foot rear yard setback from the required 20-foot setback, a variation of 10 feet.; C. Section 3-200B Density and Dimensional Standards to allow a 29 feet 9 inch front yard setback from the required 30-foot setback, a variation of 3 inches; D. Section A-400C Access Management Manual to allow the driveways off Official Road and Eastgate Alley to be closer than 60 feet from the edge of the intersecting right-of-way; and E. Section A-400F Access Management Manual to allow driveways wider than 36 feet for Teckler Self Storage located at the southeast corner of Teckler Boulevard and Official Road (19-08-228-001, -002, -003, -004, -008, -012, and -013), Crystal Lake, Illinois.

DRAFT

SECTION II: That the Preliminary Planned Unit Development be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Teckler Blvd. Development, received 03/03/14)
   B. ALTA Survey (Webster, McGrath & Aglberg Ltd., dated 4/18/13, received 30/03/14)
   C. Engineering Plan Set (J. Condon & Associates, Inc., dated 03/03/14, received 03/03/14)
   D. Preliminary Engineering Report (J. Condon & Associates, Inc., dated 03/03/14, received 03/03/14)
   E. Architectural Plan Set (Reitan Architects, LLC, dated 03/03/14, received 03/03/14)
   F. Landscape Plan (UplandDesign Ltd. dated 03/05/14, received 03/14/14)

2. Site and Landscape Plan
   A. If this property requires any tree removal, the petitioner shall work with staff and remain within the required calculations in the UDO.
   B. Additional building foundation landscaping is required to meet the UDO standards.
   C. Work with staff on the final landscape plan, additional landscape materials may be added to the detention areas, to the front parking area, around the free-standing sign and along Eastgate Alley.
   D. Relocate fire hydrant from entrance driveway.
   E. The final landscape plan shall be robust and include year-round plantings to break up the building mass.

3. Elevations
   A. Thought should be given how to soften and enhance the Eastgate Alley elevation (East Elevation) as this is adjacent to the Prairie Trail and Main Street.
   B. A sample color and material board shall be presented with the Final PUD application for all exterior materials on all buildings.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, Public Works Departments and of the City's Stormwater Consultant.

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: May 6, 2014

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-33 Rumford and Buelow

Request: Simplified Residential Variation to allow an open "wrought iron" style 4-foot fence in the front yard setback for lakefront houses.

Michael Rumford and Robert Buelow
175 and 179 Edgewater

PZC Recommendation: The PZC reaffirmed their motion to deny the petitioners' request

Staff Contact: James Richter II, Planning and Economic Development Manager

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Background:

- Timeline: The following illustrates the timeline of the request by the petitioner:
  - July 17, 2013, the request was heard at the PZC; they voted 6-2 to deny the request.
  - August 6, 2013, the request was heard by the City Council. The Council tabled the item until they could review the full UDO text amendment for lake lots.
  - November 12, 2013, the PZC reviewed the UDO text amendments. They approved the changes to the clarification on how building height is measured, allowing accessory structures subject to the Limited Use criteria and the 4-foot open style fence amendment by a vote of 7-0.
  - November 19, 2013, the Council reviewed the UDO text amendments. The Council was split on the various amendments. The following shows the changes:
    - ◊ Council approved the clarification that building height is measured at the street side by a vote of 6-1.
    - ◊ Council approved the changes to allow accessory structures in the lake front yard subject to the Limited Use criteria by a vote of 6-1.
    - ◊ The motion to approve the open-style 4-foot fence failed 4-3.
  - December 17, 2013, Council referred the petitioner's request back to the PZC for further consideration.
  - February 19, 2014, the Planning and Zoning Commission reaffirmed their previous motion of denial by a vote of 8-1.

Key Factors:

- Request: To construct a 4-foot fence along both property lines from the house to the seawall, requiring a variation for the fence height in the front yard setback.
- UDO Standard: Fences, walls or screening in any front yard or yard abutting a street shall not exceed 3 feet in height.
- Past Lakeside Fence Variations: A variation at 611(formerly 615) Leonard Parkway was approved in 2005. It allowed a 6-foot solid fence along the boat launch and a 4-foot solid fence along the other side of the lot to the water's edge. This is the only other fence variation approved on a lake side lot. The meeting minutes are attached.
- Fence Variations:
  - Over the past 20 years, 47 petitioners throughout the City have requested fence variations. 36 of these variations have been approved.
  - Of these 36 variations, 13 were for double-frontage lots – 10 of these were along Walkup Avenue due to the road widening project. Double-frontage lots have a roadway on both the front and back of the house or, in the case of lake lots, a roadway and the lake. An exhibit illustrating the double frontage lots around the lake with fence variations is included.
  - The remaining variations were for corner lots. The attached map illustrates the fence variations in relation to the 15,000 housing units in the City.

PZC Highlights:

The Planning and Zoning Commission had the following discussion about the item:

- Commission Member Greenman stated that he felt the petitioners had a hardship and their lots, including the other lake lots, were unique and not common to other R-2 or double frontage lots. The other Commission members did not agree.
- The Commission did not want to reopen the item for discussion and did not want to take new action.

The Planning and Zoning Commission recommended **denial (7-1)** of the petitioners' request.

If the Council chooses to make a motion to approve, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Rumford & Buelow, received 06/21/13)
   B. Plat of Survey 175 Edgewater (Luco Construction, dated 01/05/07, received 06/21/13)
   C. Plat of Survey 179 Edgewater (Luco Construction, dated 10/02/12, received 06/21/13)
   D. Wrought Iron fence details

2. The fence must remain open/see-through and not a solid fence. Any landscape materials in the front yard near the fence must remain 3 feet or less in height.

3. No fill is permitted in or around the fence. Any spoils from the fence posts must be removed from the property.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works, and Fire Rescue Departments.

Votes Required to Pass: A super majority vote **(5 votes)** is required to overturn the PZC's motion for denial.

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Dive Rescue Boat Replacement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Rescue One Connector Boats in Madison, AL for the purchase of a dive rescue boat in the amount of $24,609.42 through the U.S. General Services Administration (GSA).

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:

Fire Rescue has operated a dive rescue team (DRT) since 1986. During this time, the DRT has continued to be active in local and regional responses and training. All team members train on a regular basis and maintain all required certificates. In addition to dive operations, all personnel are trained in boat operations and procedures. Considering the significant bodies of water located in and around the City of Crystal Lake, dive rescue and boat operations are an important function of the Fire Rescue Department.

Sponsored and unsponsored activities take place in Crystal Lake year-round, with the greatest amount of activity during the summer months. Large bodies of water require special transport in the way of boats in order to provide rescue operations when needed. The availability of appropriate rescue boats is an essential factor of successful rescue operations on the water.

Since the opening of the Three Oaks Recreation Area, the Fire Rescue Department has moored Boat 399 at Three Oaks for prompt rescue response and other associated challenges. Due to the limited horsepower of the boats at Three Oaks, a rescue boat for rapid deployment is an essential component of the life safety continuum.

Boat 399 is a 1992 Godfrey, which was originally purchased by the City for patrol purposes performed by the Police Department. This boat has reached its usable life span and is in need of replacement.

Discussion:

Several boat types have been evaluated in order to determine the best replacement for Boat 399 and the numerous rescue and support services performed using this boat. Based on available products, price and common use, the Rescue One Connector Boat is our recommendation. This boat package includes the Connector Boat with trailer, a 40 hp motor designed to deliver enough power when the boat is loaded with divers and equipment and a diver platform intended to deploy and retrieve divers from the water. Additionally, this platform is used to remove victims from the water. The cost to outfit a sport-type boat with the dive rescue features is significantly more than the Rescue One product. The ability to connect boats together to form a platform, as well as the approved maximum weight capacity (3,400 lbs), cannot be met by sport-type boat manufacturers.

The Rescue One boat was chosen because of its features. In addition, it complies with the City of Crystal Lake's Purchasing Policy, as it is available through the U.S. General Services Administration (GSA). The GSA is the Federal Government's agency for contracting for goods and services through a competitive solicited process. The Local Preparedness Acquisition Act, signed June 26, 2008, authorizes state and local governments to purchase from GSA.

Recommendation:

It is staff's recommendation to utilize the U.S. General Services Administration (GSA) purchasing system, for the purchase of a replacement dive rescue boat and authorize the City Manager to execute a contract with Equipment Management Company for the purchase of a Rescue One dive rescue boat in the amount of $24,609.42. The contract amount will mirror GSA pricing. Funds have been allocated in the current fiscal year budget for this expense.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Rescue One Connector Boats for the purchase of a dive rescue boat in the amount of $24,609.42.

DATED this 6th day of May, 2014

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2014

APPROVED: May 6, 2014

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: 2014 Thermoplastic Program Funding Authorization

Staff Recommendation: Motion to adopt a resolution authorizing the City's participation in the 2014 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program, and the not-to-exceed expenditure of $50,000 for the purchase of thermoplastic pavement markings through the Suburban Purchasing Cooperative 2014 Pavement Marking Joint Purchasing Program.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The Northwest Municipal Conference (NWMC) conducts joint purchasing programs for several different goods and services for its member municipalities through the Suburban Purchasing Cooperative (SPC) program. Among those is a joint purchase for thermoplastic lane-marking services. Since many different municipalities participate in this program, the SPC is able to leverage the large quantities into better unit prices for thermoplastic marking. The City has participated in this program for the last several years and it has yielded a significant unit cost savings over when the City bids these services on its own.

Superior Road Striping is bidder for the program. They have been the low bidder for many years and have done an excellent job each year. This year the Suburban Purchasing Cooperative's Governing Board approved the second of three possible one-year contract extensions to Superior Road Striping.

Since the contract for this service is between the SPC and the contractor, the authorization to use $50,000 of Road and Vehicle License Funds for thermoplastic pavement marking services is requested of the Council. Funds have been budgeted for this purpose.

Votes Required to Pass:

Simple majority of City Council present.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is hereby authorized to participate in the 2014 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

BE IT FURTHER RESOLVED that the City be authorized to spend the not-to-exceed amount of $50,000 for the purchase of thermoplastic pavement marking through the 2014 Suburban Purchasing Cooperative Pavement Marking Joint Purchasing Program.

DATED this sixth day of May, 2014.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: May 6, 2014

APPROVED: May 6, 2014

Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date:	May 6, 2014
Item:	Purchase One (1) 2015 Vactor 2112 Plus Sewer Cleaner Combo unit from the Suburban Purchasing Cooperative Program
Staff Recommendation:	Motion to adopt a resolution authorizing the City Manager to execute an agreement with Standard Equipment Company, in Chicago, IL, for the purchase of one (1) 2015 Vactor 2112 Plus Sewer Cleaner Combo unit in the amount of $384,875.00, through the Suburban Purchasing Cooperative Program.
Staff Contact:	Victor Ramirez P.E., Director of Public Works

Background:

The Public Works Department has requested one Sewer Cleaner Combo Unit for replacement in its fleet as part of the Fiscal Year 2014-2015 budget. This unit will replace the current Underground Division Vac-Con 1000, Unit #612, a 2005 International 7400 with 3700 hours. The current unit has experienced excessive operational costs.

The City is eligible to participate in the Suburban Purchasing Cooperative Program through the Northwest Municipal Conference (NWMC). This program allows for combined purchasing power, which enables significant cost reductions on a number of items, including vehicles. All items that are bid follow the same public procurements statutes that the City follows for a competitive, sealed bidding process.

Discussion:

Unit 612 is a sewer cleaning hydro jet crucial to the conveyance system maintenance programs. This unit is used for general sewer cleaning, root cutting and hydro-excavation, and is vital to the Underground Division's operations. Purchase of the new Vactor will increase the debris tank size from a 10 yard to a 12 yard capacity, which will reduce visits to the dump site and increase productivity while conserving fuel and reducing labor costs. It is expected that the Public Works Department shall take delivery in December 2014.

Recommendation:

After careful examination of vendor material provided from Suburban Purchasing Cooperative Contract #127, it is the recommendation of the Public Works Department to purchase one (1) 2015 Vactor 2112 Plus Sewer Cleaner Combo Unit for the total amount of $384,875.00 from Standard Equipment Company in Chicago, IL, through the Suburban Purchasing Cooperative Program. Funds have been requested in the FY 2014/2015 budget for this purchase.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Standard Equipment Company (Chicago, IL) for the purchase of one (1) 2015 Vactor 2112 Plus Sewer Cleaner Combo Unit in the amount of $384,875.00. The funds to purchase these vehicles will be from the Fiscal Year 2014/2015 Budget.

DATED this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2014
APPROVED: May 6, 2014

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Purchase Two (2) Dump Trucks from the State of Illinois Joint Purchasing Program

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an agreement with Rush Truck Centers, in Springfield, IL, for the purchase of two (2) 2014 International 7400 SFA 4x2 dump trucks in the amount of $309,925.00, through the State of Illinois Joint Purchasing Program.

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

Background:

The Public Works Department has requested two heavy duty dump trucks be replaced in its fleet as part of the Fiscal Year 2014-2015 budget. These trucks will replace current Streets Division Units #404, a 2001 International 4700 with 5250 hours, and #425, a 1998 International 4900 with 5750 hours. Both units have excessive plow wear and Unit #404 has had temporary dump body repairs performed due to heavy corrosion. Unit #425 is currently corroded.

While the trucks being ordered are virtually identical, one of the trucks will be outfitted with a wing plow. To accommodate the heavier plow and heavier snow load to be pushed and maneuvered with this vehicle, one of the trucks will be fitted with a larger, more robust front axle and axle springs. The heavier duty axle and springs and the larger plow added $19,993.00 to the second truck and represent the only difference in price between the two vehicles.

The City is able to take advantage of the Illinois State Joint Purchasing Program. This program allows for joint purchasing members to combine purchasing power, which enables significant cost reductions on a number of items. All items that are bid follow the State public procurement statutes that the City follows for a competitive, sealed bidding process.

Discussion:

The State of Illinois Joint Purchasing Program contract cutoff date is May 15, 2014. To ensure that the trucks can be delivered and outfitted for use in the 2014/2015 winter season, the trucks must be ordered under the current contract with Rush Truck Centers. The trucks ordered in May 2013 were delivered in December 2013.

Recommendation:

After careful examination of vendor material provided from State Contract #PSD4016932, it is the recommendation of the Public Works Department to purchase two (2) 2014 International 7400 4x2 dump trucks for the total amount of $309,925.00 from Rush Truck Centers in Springfield, IL, through the State of Illinois Joint Purchasing Program. Both trucks will be fully equipped dump trucks with plows. Funds have been requested in the FY 2014/2015 budget for this purchase.

Votes Required to Pass:

Simple Majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and Rush Truck Centers (Springfield, IL) for the purchase of two (2) 2014 International 7400 SFA 4x2 dump trucks in the amount of $309,925.00. The funds to purchase these vehicles will be from the Fiscal Year 2014/2015 Budget.

DATED this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: May 6, 2014
APPROVED: May 6, 2014

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Designation and Auction of Surplus Equipment

Staff Recommendation: 1.) Motion to adopt a resolution to designate the items identified in Exhibit "A" as surplus equipment, and authorize the City Manager to execute an agreement with Obenauf Auction Service, Inc. for the sale of this surplus equipment utilizing their online auction, and further to authorize surplus items not sold or whose proposed auction price is less than a scrap price be scrapped in accordance with the City's scrap metal policy.

2.) Motion to declare a 23-year old Hoffman blower surplus and accept payment of $1,000.00 from Berryman Equipment Company for the purchase of the blower.

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

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Background:

A list of equipment proposed as surplus, to be sold through a public online bidding process, is attached as Exhibit "A". This auction service is provided throughout the year and administered by Obenauf Auction Service, Inc. Exhibit "A" identifies a list of surplus vehicles and non-utilized pieces of equipment, which have been compiled by the Administration, Public Works, IT, Police, and Fire Rescue Departments. The designation of equipment as surplus and subsequent auction of equipment provides the following benefits to the City:

1) Designating equipment as surplus would allow the City the ability to make space available that is currently being occupied by the non-utilized equipment.

2) Participation in the auction would minimize the costs and time required to sell the equipment through a bidding process. These costs include advertising, publishing legal notification, and staff time required to show the vehicles and equipment. The associated cost to the City by utilizing Obenauf Auction Service, Inc. is a 3% commission for all items sold.

3) Participation in the auction would provide an additional avenue for the sale of the surplus equipment and vehicles to increase the likelihood that the City will maximize its return on the sale of the items.

In addition to the surplus items to be auctioned, the City has retained a centrifugal blower from Wastewater Treatment Plant #3 that was recently replaced. The replaced blower is 23 years old and has been inoperable for some time. In its current state, the blower has no value beyond that of its scrap metal. Due to the size of the unit, scrap prices were obtained to gauge a value. Those prices are indicated on the table below:

Company	Scrap Quote
Berryman Equipment Addison, IL	$ 419.28
Elgin Recycling Company Elgin, IL	$ 349.40
Grapperhaus Metal Company Highland, IL	$ 255.06

Berryman Equipment also quoted the City $1,000.00 for the intact blower unit with the motor and frame. Given the scrap value and the considerable effort that would be required to remove the blower, this offer is the most advantageous offer for the City.

Recommendation:

It is the recommendation of staff to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute an agreement for the vehicles and equipment to be auctioned through a public online bidding process administered by Obenauf Auction Service, Inc. with a 3% sales commission for all items sold, and to sell the Hoffman blower to Berryman Equipment in the amount of $1,000.00. City staff will properly dispose of any items found to have no value through the auction process per all relevant regulations.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT

1. The items identified on Exhibit "A" be and are hereby designated as surplus; and
2. The City Manager be and he is hereby authorized and directed to execute an agreement with Obenauf Auction Services, Inc. for auction services pertaining to all items listed on "Exhibit A" for a 3% sales commission; and
3. The 23-year old Hoffman blower is hereby designated as surplus; and
4. The City Manager be and he is hereby authorized and directed to execute an agreement with Berryman Equipment Company for the sale of the Hoffman blower in the sale amount of $1,000.00.

DATED this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: May 6, 2014
APPROVED: May 6, 2014

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Lift Station 8 Force Main Replacement

Staff Recommendation: Motion to award the bid for the Lift Station 8 Force Main Replacement to the lowest responsive, responsible bidder, Western Utility Contractors, LLC, and adopt a resolution authorizing the City Manager to execute a contract with Western Utility Contractors, LLC, in the amount of $113,015.00 with a 10% contingency for unforeseen expenses.

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

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Background:

Staff has determined that the capacity of the force main discharging from Lift Station 8 (Lake Shore Drive) has been significantly reduced. Through the thirty plus years of use, a buildup has formed inside the cast iron pipe, restricting a 4" diameter pipe to less than 3". As a result, this lift station is generally in alarm, the pumps work harder, and has the potential to experience a sanitary sewer overflow (SSO) during wet weather events.

On April 24, 2014, the City publicly opened and read aloud the bids received for the installation of this new 4" force main and associated equipment. The following is a summary of the bids received:

Company	Total Bid Cost
√ Western Utility Contractors, LLC University Park, IL	$113,015.00
Marc Kresmery Construction, LLC Elgin, IL	$185,100.00

√ Indicates the lowest responsive and responsible bidder

Despite the Invitation to Bid being sent to over 60 contractors, the City received only two bids for this project. While directional boring is becoming increasingly popular in the industry due to

the limited of disruption to surface pavement and landscaping, the requirement to directional bore this job restricted the number of contractors that could bid on the work. The high demand for the equipment and the small size of the job were likely deterrents for many of the non-responsive bidders. However, the low bidder's price is within the engineer's Opinion of Probable Cost and therefore deemed competitive.

The new forcemain will restore capacity to this lift station, allow sewage to flow as designed, and reduce wear on the pumps. In addition, an air relief valve will be added to this infrastructure to release air pressure that builds up in the high point of the pipe.

Recommendation:

Staff has reviewed the bids received for completeness and accuracy in accordance with the Invitation to Bid document. Baxter and Woodman has verified Western Utility Contractors' references. It is the recommendation of staff to award the bid for the Lift Station 8 Force Main Replacement to Western Utility Contractors, LLC in the amount of $113,015.00 with a 10% contingency for unforeseen expenses.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service agreement with Western Utility Contractors, LLC for the Lift Station #8 Force Main Replacement in the amount of $113,015.00 with a 10% contingency for unforeseen expenses.

DATED this _____ day of _____, 2014.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

Agenda Item No: 25

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Crystal Lake Bikeway Corridor Improvement Local Agency Agreement Amendment

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an amendment to the Bikeway Corridor Local Agency Agreement

Staff Contact: Abby Wilgreen, City Engineer

Background:

On May 21, 2013, the City Council approved the Local Agency Agreement for the Bikeway Corridor improvement. This agreement defined the funding responsibilities for the project. The agreement stated that federal Congestion Mitigation and Air Quality (CMAQ) funds will fund up to 80 percent of the cost, not to exceed $113,208. The City would be responsible for funding the balance. The pre-bid estimate for the project was $146, 908.

The bids for the project were opened on August 2, 2013. The winning bid for the project was $156,280.65. Due to the bid amount being higher than the pre-bid estimate, the City petitioned the Chicago Metropolitan Agency for Planning (CMAP), the agency that manages the CMAQ program, for additional CMAQ funds. On September 10, 2013, CMAP awarded an additional $11,816 in federal CMAQ funds to the project.

Staff requests that the City Council approve the attached amendment to the Bikeway Corridor Local Agency Agreement, which will formalize the additional CMAQ funding. CMAQ funding will now fund 80 percent of the project, not to exceed $125,024. The City's current estimated share is $31,256.65, but this amount could vary slightly once as-built quantities are finalized. The project was substantially completed on April 25, 2014, and final documentation is being processed.

The City has budgeted adequate funding for its share in the FY 2014-2015 MFT budget. The City allocated $37,200 in MFT funds toward this project on May 21, 2013, which should be adequate for the City's share.

Votes Required to Pass:

Simple majority of City Council present.

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the Local Agency Agreement Amendment for Federal Participation for the Bikeway Corridor improvement.

DATED this sixth day of May, 2014.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY:

_____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: May 6, 2014

APPROVED: May 6, 2014

Agenda Item No: 26

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Three Oaks Recreation Area Ordinance Amendments

Staff Recommendation: Motion to:

1. Adopt an ordinance amending Chapter 241 of the City Code pertaining to the fees of the Three Oaks Recreation Area.

2. Adopt an ordinance amending Chapter 383 of the City Code pertaining to the general rules and use of the property at the Three Oaks Recreation Area.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

As the Council may recall, it previously adopted resolutions establishing the fees at the Three Oaks Recreation Area. In order to better document the schedule of fees and make them more readily available for review by members of the public, it is recommended that the City Council add the Three Oaks Recreation Area fee schedule to Chapter 241 of the City's Municipal Code. Chapter 241 is entitled Fees and contains the fee schedules for other services offered by the City. The proposed ordinance amendment includes:

- Marina Rental Fees
- Annual Non-Resident Beach and Parking Season Pass
- Pavilion Rental Rates
- Non-Resident Beach Entry Fees

All fees, except the marina rental fees noted in this agenda supplement, will remain the same in 2014.

Marina Rental Fee Evaluation

As a matter of practice, City Staff evaluates the fees at the Three Oaks Recreation Area to maximize revenues and ensure that the public continues to utilize the park's amenities.

At the 2014/2015 Budget Workshop, City Staff proposed revised marina rental rates for non-resident row boats. These revised rates will ensure that the marina is competitive to similar facilities and also increase revenues by encouraging customers to remain on the water longer. Since non-resident fees account for about 50% of marina revenues, it is important that these customers continue to use the marina to support park revenues. Resident rates for boat rentals are already discounted and do not need a major revision.

The results of this survey are depicted below, along with the proposed rates for 12' and 14' row boats.

Row Boat with Trolling Motor and Battery	**Rock Cut State Park** (Rate for All)	**Independence Grove** (NR Rates: 12' – 14' row boat)	**Three Oaks 2014 Proposed** (NR Rates: 12' – 14' row boat)
1 hr.	$15	NA	NA
2 hrs.	$30	$24 - $27	$25 - $28
3 hrs.		$34 - $39	***$35 - $40*** ~~$36 - $42~~
4 hrs.	$45	$44 - $51	***$45 - $52*** ~~$50 - $56~~
5 hrs.	$60 (4-6 hrs.)	$54 - $63	***$55 - $64*** ~~$62 - $70~~

In order to achieve the above pricing, it is proposed that the additional hour pricing be adjusted. The price for the second battery is also eliminated since the cost for this battery is already included in the rental rate.

Pricing	Resident First two hours	Nonresident First two hours	Resident / Add. Hour	NR / Add. Hour
12' Row Boat	$12	$15	~~$6~~ **$5**	~~$7~~ **$5**
14' Row Boat	$14	$18	$7	~~$9~~ **$7**
Trolling Motor	$10	$10	$5	$5
~~Second Battery~~	~~$10~~	~~$10~~	~~$5~~	~~$5~~
Fish Locator	$5	$5	$5	$5

In addition, City Staff proposes adding an electric powered pontoon boat to its fleet in 2014. The purchase of this watercraft is included in the 2014/2015 capital budget. It is recommended that the fees for this boat be established as depicted below:

Minimum 1 Hour Rentals	1 Hour Fee	1 Hour Fee (NR)	Each Additional ½ Hour	Each Additional ½ Hour (NR)
Paddle Pontoon – Electric	$30.00	$35.00	$15.00	$17.00

Snowmobile Prohibition

Finally, City Staff recommends amending chapter 383 of the City Code pertaining to the general rules and use of the property at the Three Oaks Recreation Area to prohibit snowmobiles. Snowmobiles are currently not allowed on City right-of-way or Crystal Lake Park District property. Snowmobile use on the trails at Three Oaks is not recommended due to potential damage of property and conflict with passive use of the trails.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT

AN ORDINANCE AMENDING CHAPTER 241 OF THE CODE OF THE CITY OF CRYSTAL LAKE PERTAINING TO THE FEES OF THE THREE OAKS RECREATION AREA.

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend Chapter 241 of the City Code; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE:

SECTION I: Recitals.

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: Amendment to Chapter 241 of the City Code. This Chapter of the City Code is hereby amended by adding Section 241-47 which shall hereinafter provide as follow:

241-47 Three Oaks Recreation Area Fees

A. Marina Operation / Marina Rental Fees:

Minimum 1 Hour Rentals	1 Hour Fee	1 Hour Fee (NR)	Each Additional ½ Hour	Each Additional ½ Hour (NR)
Canoe	$6.00	$10.00	$3.00	$5.00
Kayak (single or tandem)	$6.00	$10.00	$3.00	$5.00
Paddleboat	$6.00	$10.00	$3.00	$5.00
Swan Paddleboat	$8.00	$12.00	$4.00	$6.00
Sailboat	$8.00	$12.00	$4.00	$6.00
Paddle Pontoon – Manual	$25.00	$30.00	$12.00	$15.00
Paddle Pontoon – Electric	$30.00	$35.00	$15.00	$17.00
Minimum 2 Hour Rentals	2 Hour Fee	2 Hour Fee (NR)	Each Additional Hour	Each Additional Hour (NR)
12' Row Boat	$12.00	$15.00	$5.00	$5.00
14' Row Boat	$14.00	$18.00	$7.00	$7.00
Trolling Motor	$10.00	$10.00	$5.00	$5.00
Fish Locator	$5.00	$5.00	$2.00	$2.00

DRAFT

B. Beach and Parking Non-Resident Season Pass

Yearly Pass	Rate when purchased between 1/1 – 7/12	Pro-Rated Rate when purchased between 7/13 – 12/31
Individual	$150	$90
Family of 2	$210	$125
Family of 3	$290	$175
Family of 4	$370	$220
Each additional family member	$30	$15

C. Pavilion Rental Rates

Pavilion A: Picnic Grove

Picnic Grove Pavilion Rental	Resident		Non-Resident	
	Fee	*Deposit*	*Fee*	*Deposit*
1-50 people (off)	$50	$50	$100	$50
1-50 people (Summer)	$50	$50	$120	$50
51-100 people (off)	$65	$100	$130	$100
51-100 people (Summer)	$65	$100	$150	$100
101 – 150 people (off)	$80	$150	$160	$150
101 – 150 people (Summer)	$80	$150	$180	$150
151 - 200 people (off)	$100	$200	$200	$200
151 - 200 people (Summer)	$100	$200	$220	$200

Pavilion B and Pavilion C: Island Pavilion and Volleyball Court Pavilion

Picnic Grove Pavilion Rental	Resident		Non-Resident	
	Fee	*Deposit*	*Fee*	*Deposit*
1-50 people (off)	$40	$50	$90	$50
1-50 people (Summer)	$50	$50	$100	$50
51-100 people (off)	$55	$100	$120	$100
51-100 people (Summer)	$65	$100	$130	$100
101 – 150 people (off)	$70	$150	$150	$150
101 – 150 people (Summer)	$80	$150	$160	$150
151 - 200 people (off)	$90	$200	$190	$200
151 - 200 people (Summer)	$100	$200	$200	$200

DRAFT

D. Non-Resident Beach / Playground Entrance Fees

Category	Beach Admission Fee
Adults (16 and older)	$10.00 ($5.00 after 4 PM)
Seniors (62 and older)	$6.00 ($3.00 after 4 PM)
Youth (4-15 years)	$6.00 ($3.00 after 4 PM)
Ages 3 and Under	Free

Guests of Residents: $1.00 daily fee for all guests of City residents (up to 5 guests per family). Any guests above the maximum of 5 per family will be charged $5.00 each.

SECTION III This ordinance shall be enforced from and after its passage approval and publication in pamphlet form, in the manner provided by law.

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

DATED at Crystal Lake, Illinois this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By:_____
MAYOR

SEAL
ATTEST

_____
CITY CLERK

PASSED: _____

APPROVED: _____

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

DRAFT

AN ORDINANCE AMENDING CHAPTER 383 OF THE CODE OF THE CITY OF CRYSTAL LAKE PERTAINING TO THE GENERAL RULES AND USE OF THE PROPERTY AT THE THREE OAKS RECREATION AREA.

WHEREAS, the Mayor and City Council have found and determined that it is in the best interest of the City and its residents to amend Chapter 383 of the City Code; and,

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

SECTION I: Recitals.

The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: That CHAPTER 383 Parks and Recreation, Article I Three Oaks Recreation Area 383-2 General rules; use of property and facilities shall be amended by adding Section 382-2 (M), which shall hereinafter provide as follows:

§ 383-2. General rules; use of property and facilities.

M. Snowmobiles prohibited.

DRAFT

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

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

DATED at Crystal Lake, Illinois, this 6th day of May, 2014.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PASSED: _____
APPROVED: _____
Published in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

Agenda Item No: 27

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Fire Rescue Automatic Aid Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a revised agreement with the McHenry Township Fire Protection District for automatic aid at structure fires.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:
The fire service has responded to the problem of downed firefighters with the creation of a Rapid Intervention Team (RIT). The RIT team is comprised of firefighters who are trained to rescue one of their own who is lost or trapped. A RIT team is designed to be present and ready to go into action any time firefighters are working inside of a burning structure. All fire departments in McHenry County have trained their personnel to be able to respond to a downed firefighter.

The Fire Rescue Department has been working with our neighboring departments to provide mutual aid during structure fires. Unfortunately, the call for mutual aid occurs after Fire Rescue units arrive at the fire. With an automatic aid agreement specifically designed to provide a RIT company, the auto-aid fire department would be dispatched at the same time as the responding fire rescue.

The Crystal Lake Fire Rescue Department is looking to revise an auto-aid agreement with the McHenry Township Fire Protection District (MTFPD) for the purpose of providing a RIT company should either department be dispatched to a structure fire. The original agreement was approved by the City Council in June 2007. A summary of the revised terms of the agreement would be as follows:

- Crystal Lake Fire Rescue would respond to MTFPD with a RIT company for all structure fires or reports of smoke in a building in Districts One and Four of the MTFPD response area.

- MTFPD would respond to Crystal Lake with a RIT company for all structure fires or reports of smoke in a building in the jurisdictional boundaries of the City of Crystal Lake response area.

This agreement provides mutual benefit to both agencies through immediate fireground support in a similar geographic area. The City Attorney and City's Insurance Provider, IRMA have reviewed the agreement.

Recommendation:
Approve a motion to direct the City Manager to enter into an agreement with the McHenry Township Fire Protection District for the purpose of providing automatic aid.

Votes Required to Pass:
Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the agreement between the City of Crystal Lake and McHenry Township Fire Protection District for automatic aid.

Dated this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 6, 2014

APPROVED: May 6, 2014

Agenda Item No: 28

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Fire Rescue Automatic Aid Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a revised agreement with the Algonquin / Lake in the Hills Fire Protection District for automatic aid at structure fires.

Staff Contact: Paul DeRaedt, Deputy Fire Rescue Chief

Background:
The Fire Rescue Department has been working with our neighboring departments to provide mutual aid during structure fires. Unfortunately, the call for mutual aid occurs after Fire Rescue units arrive at the fire. With an automatic aid agreement specifically designed to provide a truck company and chief officer, the auto-aid fire department would be dispatched at the same time as the responding fire rescue.

The Crystal Lake Fire Rescue Department is looking to revise an auto-aid agreement with the Algonquin/Lake in the Hills Fire Protection District (ALG/LITH FPD) for the purpose of providing a Truck Company and Chief Officer should either department be dispatched to a structure fire. The original agreement was approved by City Council in November 2006. A summary of the revised terms of the agreement would be as follows:

- Crystal Lake Fire Rescue would respond to ALG/LITH FPD with a truck company and Chief Officer for all structure fires or reports of smoke in a building in the jurisdictional boundaries of the ALG/LITH FPD response area.

- ALG/LITH FPD would respond to Crystal Lake with a truck company and Chief Officer for all structure fires or reports of smoke in a building in the jurisdictional boundaries of the City of Crystal Lake response area.

This agreement provides mutual benefit to both agencies through immediate fireground support in a similar geographic area. The City Attorney and City's Insurance Provider, IRMA have reviewed the agreement.

Recommendation:

Approve a motion to direct the City Manager to enter into an agreement with the Algonquin/Lake in the Hills Fire Protection District for the purpose of providing automatic aid.

Votes Required to Pass:

Simple majority

DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the agreement between the City of Crystal Lake and Algonquin / Lake In The Hills Fire Protection District for automatic aid.

Dated this 6th day of May, 2014.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By:_____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: May 6, 2014

APPROVED: May 6, 2014

Agenda Item No: 29

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Nuisance Greenery Ordinance Adoption

Staff Recommendation: Motion to adopt an Ordinance amending Chapter 526 of the City Code regarding the regulation of nuisance greenery.

Staff Contact: Rick Paulson, Building Commissioner

Background:

The City of Crystal Lake Building Division is responsible for enforcing the various property maintenance sections of the City Code. In the last several years, the Building Division has been working to improve the upkeep of foreclosed properties while keeping the flexibility to work with property owners that are delinquent in cutting their grass. The City has looked at its history regarding nuisance greenery and has developed a better way to address this issue.

Additionally, since the City last revised its ordinances on weeds, the Illinois General Assembly has expanded the authority of municipalities in this area to include nuisance greenery to existing powers to remove weeds on private property and lien the property for such removal. Nuisance greenery includes shrubs and trees, as well as grass. An example of nuisance greenery would be a tree or shrub that grows over a sidewalk and creates an unsafe situation.

The following is a summary of changes that the proposed ordinance makes to the current City Code.

1. The definition of nuisance greenery has been expanded to include shrubs and trees.
2. The proposed ordinance reduces the time allowed for the property owner to remove nuisance greenery from 10 days to 7 days. If the nuisance greenery is not removed after seven days, the City has the power to remove it. This will also mean that the weeds have three fewer days to grow, which will make removal easier.
3. The proposed ordinance removes the height threshold that must be met in order for the City to remove the weeds. The City may cut the weeds seven days after the notice is issued. Also, the proposed ordinance gives the City the option of, but does not mandate, the removal of weeds.

4. The proposed ordinance specifies the fines and penalties for a property for violating the ordinance and for the City to abate the weed issues.

City staff recommends these changes to address the issues with the upkeep of foreclosed properties. This will help to remove weeds on residential properties that are vacant or going through foreclosure in a more timely fashion. In cases where the residence is occupied and the owner or occupants are negligent, the City will first use the administrative adjudication process to achieve compliance. The City would only remove the nuisance greenery in extreme cases of willful negligence.

The City Attorney has reviewed the ordinance.

Votes Required to Pass:

Simple majority of City Council present.

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The City of Crystal Lake Illinois

ORDINANCE

WHEREAS, 65 ILCS 5/11-20-6 of the Illinois Municipal Code provides for the corporate authorities of municipalities to provide for the removal of weeds at the expense of the owners of the property on which the weeds are growing; and

WHEREAS, 65 ILCS 5/11-20-7 of the Illinois Municipal Code provides for the removal of nuisance greenery, such as overgrown grass, bushes, or trees, from any parcel of private property within the City of Crystal Lake (the "City") if the owners of such parcel, after reasonable notice, refuse or neglect to remove the nuisance greenery; and

WHEREAS, Chapter 526 of the City's Municipal Code provides for the removal of weeds by the City, at the expense of the property owner; and

WHEREAS, in light of recent amendments to the above referenced sections of the Illinois Municipal Code, the Mayor and City Council of the City of Crystal Lake have found and determined that it is in the best interests of the City and its residents to amend Chapter 526 of the City's Municipal Code to provide for the enforcement of weeds and nuisance greenery control.

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

SECTION I: Recitals. The recitals set forth above are hereby incorporated as if fully set forth herein.

SECTION II: Amendment to Chapter 526. Chapter 526 of the City of Crystal Lake Municipal Code is hereby deleted in its entirety and replaced with the following:

CHAPTER 526: WEEDS AND NUISANCE GREENERY CONTROL

§ 526-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

REMOVAL OF NUISANCE GREENERY
"Removal of Nuisance Greenery" and "Removal Activities" means the cutting, trimming, or removal of "Nuisance Greenery", as further defined in this Chapter.

WEEDS
Includes but is not limited to the following: burdock, ragweed (giant), ragweed (common), thistle, cockleburr,

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jimson, blue vervain, common milkweed, wild carrot, poison ivy, wild mustard, rough pigweed, lambsquarter, wild lettuce, curled dock, smart weeds (all varieties), poison hemlock, and wild hemp, and all other plant materials in an untended or uncultivated state including grass.

§ 526-2 Height limit; responsibility of owners.

It shall be unlawful for the owner of any property within the City to permit any weeds, grass, or plants other than trees, bushes, shrubs, flowers, or other ornamental plants, to grow to a height in excess of eight inches. If the provisions of this section are in conflict with Chapter 595, Stormwater Management, the provisions of Chapter 595 shall prevail. Any such weeds, grass, or plants which exceed the height of eight inches shall be deemed Nuisance Greenery, and shall be cut by the owner to a height of eight inches or less.

§ 526-3 Unsafe Trees Bushes, Shrubs, and Plantings.

It shall be unlawful for the owner of any property within the City to permit any tree, bush, shrub, or planting growing on such property to overhang, encroach, or obstruct any sidewalk, street, or other public places in such a manner as to interfere or create unsafe conditions with traffic or travel. Any such tree, bush, shrub, or planting so causing interference or creating an unsafe condition with traffic or travel shall be deemed to be Nuisance Greenery.

§ 526-4 Notices of violation and abatement of Nuisance Greenery.

A. The Director of Community Development or the Director's designee may issue a written notice for abatement of Nuisance Greenery to the owner of the property upon which such Nuisance Greenery exists requiring the removal of Nuisance Greenery within seven days following service of such notice. In the event that the owner of such property fails to complete the removal of Nuisance Greenery within such seven day period, the City may proceed to cause the removal Nuisance Greenery upon such property.

B. It shall also be the duty of the City to serve, or cause to be served, a notice of violation upon the owner of any property on which Nuisance Greenery exists and a demand to abate such Nuisance Greenery within seven days. If the person so served does not abate the Nuisance Greenery within seven days following the service of notice required by this Section, the City may cause the removal of Nuisance Greenery upon such property without further notice.

§ 526-5 Charges.

If the City or any person or company on behalf of the City engages in the removal of Nuisance Greenery, the City shall charge the owner of such property for the City's cost in engaging in the removal of Nuisance Greenery and such charges shall be a lien upon the property, pursuant 65 ILCS 5/11-20-7. Such charges shall be based upon the following schedule and shall be adjusted annually on the first day of January by the same percentage as the annual change in the local consumer price index:

A. Individual City lots: $125.
B. Right-of-way mow per City lot: $125.
C. Minimum rate per hour by City crew: $125.
D. Minimum rate per hour for equipment: $75.

§ 526-6 Sale of property for nonpayment of charges.

Property subject to a lien for the charges set forth in Section 526-5 of this Chapter unpaid shall be sold for nonpayment of the same, and proceeds of such sale shall be applied to pay the charges after deducting costs, as

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is the case with the foreclosure of statutory liens. Such foreclosures shall be in equity in the name of the City. The City Attorney is hereby authorized and directed to institute such proceedings, in the name of the City, in any court having jurisdiction over such matters.

§ 526-7 Penalty.

In addition to the charges set forth in § 526-6 of this chapter any person violating any of the provisions of this chapter shall be fined as set forth in Chapter 248, Fines, for each offense. A separate offense shall be deemed committed each day during on which a violation continues or occurs.

SECTION III: Severability. Should any portion of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and shall be read to carry of the purposes of this ordinance before the declaration of partial invalidity.

SECTION IV: Effective Date. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

DATED at Crystal Lake, Illinois, this sixth day of May, 2014.

APPROVED:

BY: _____
Mayor

SEAL

ATTEST:

_____

City Clerk

PASSED: May 6, 2014

APPROVED: May 6, 2014

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

Agenda Item No: 30

City Council
Agenda Supplement

Meeting Date: May 6, 2014

Item: Pocketed Annexations – Discussion only

Recommendation: For discussion only.

Staff Contact: Michelle Rentzsch, Director of Community Development

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Background: As part of the Centennial Strategic Plan, the City identified a key strategy in development and reinvestment in the community as exploring annexation opportunities.

- Pursue annexation of strategic properties in order to provide better realignment of corporate boundaries

In the past few years, the City has taken many steps to identify properties that are either adjacent to, or are completely surrounded by, the City's corporate boundaries. Once these properties have been identified, the City has been working to reach out to these property owners to gauge their interest in annexing to the City. The City has been successful in helping several properties voluntarily annex to the City; however, there are several other property owners that have stated they do not wish to annex to the City, or have been unresponsive to the City's inquiries.

The attached document is intended to provide relevant information on these remaining unincorporated properties and is organized in order of priority, with commercial sales-tax generating or potential billboard/cell tower locations placed towards the beginning.

Key Factors:
These commercial properties highlighted in the attached document are all completely surrounded by the City and could be involuntarily annexed. An initial letter was sent to the majority of the property owners to invite them to annex in August of 2012. A follow-up letter was sent in September of 2012 that provided a deadline of October 2012 to provide the City with a response. The handful that were not initially contacted were sent letters on April 7, 2014. The City has been able to work with a number of property owners over the past years to get them to successfully annex with a voluntary petition.

The majority of the remaining surrounded property owners never replied, or met with staff and received all the necessary info and have never submitted the information. To involuntarily annex these parcels, a legal notice is required to be published in the *Northwest Herald* at least 10 days before a public hearing at a regularly scheduled City Council meeting to adopt ordinances annexing these properties. Also, a written notice, not less than 15 days before the passage of the

annexation ordinance, must be served either in person or by certified mail to the taxpayer of record. At this point, direction from the City Council is being requested on the following:

1) Should a final letter be sent to the remaining hold-out property owners providing a finite deadline?
3) Should the required legal notifications to involuntarily annex the remaining properties be initiated?

Votes Required to Pass: Discussion only.