CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 17, 2015
7:30 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – March 3, 2015 Regular City Council Meeting**

5. **Accounts Payable**

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

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**

   a. **Parking Restrictions along a portion of Sarasota Drive from 4:00 p.m. to 8:00 p.m. on Mondays through Fridays from April 1st to October 31st each year.**

   b. **Parking Restrictions along a portion of Bridgedale Road from 4:00 p.m. to 8:00 p.m. on Mondays through Fridays from April 1st to October 31st each year.**

   c. **St. Thomas Church, 272 King Street – Request for the closure of Lake Street between Washington Street and the eastern portion of the Church property on Friday, April 3, 2015, from 3:00 p.m. to 7:00 p.m. for a Stations of the Cross reenactment.**

10. **Athans Company, 6710 Pingree Road - Annexation Petition Referral.**

11. **Waste Management, 1400 Virginia - Special Use Permit – Outdoor Storage of a Fuel Tank.**

12. **Crystal Point Retail Center, 6000 Northwest Highway – Minor Subdivision by Lease for the Creation of a Tax Parcel.**

13. County Zoning Request – 5809 East Hillside Road (unincorporated) – Proposed Conditional Use Permit for a Bed and Breakfast.

14. City Code Amendment to Increase the Number of Class "8" Liquor Licenses.

15. Contract Extension for the Currently Approved List of Traffic Engineering Consultants.

16. Concessionaire and Property Use Agreement between City of Crystal Lake and Alpine Accessories Incorporated.

17. Bid Award – Fire Department Equipment Pricing.

18. Council Inquiries and Requests

19. 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.

20. Appointments to the Historic Preservation Commission.

21. Reconvene to Regular Session.

22. Adjourn.

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Brad Mitchell, Assistant to the City Manager, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Sarasota Lane Parking Restriction

Staff Recommendation: Motion to adopt an ordinance making it unlawful to stop, stand, or park any vehicle on the west side of Sarasota Lane from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year from the intersection of Sarasota Lane and Abbey Drive to a point 290 feet north of the intersection of Sarasota Lane and Shadowood Lane.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
A concern was brought to the City's Traffic Safety Committee regarding parking along Sarasota Lane near Four Colonies Park. The concern was that youth sports teams have practices in the park between April and October, and that parking along both sides of the street causes traffic congestion during those practices. The committee reviewed the matter and concurred that the parking congestion is problematic for traffic flow, especially for emergency vehicles that might have to go through the area. The committee recommended that parking be prohibited on the west side of the street from the intersection of Sarasota Lane and Abbey Drive to a point 290 feet north of the intersection of Sarasota Lane and Shadowood Lane from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year.

The committee sent a letter to residents along Sarasota Lane advising them of the proposed parking restriction. The City received five responses from the residents. All of the residents who responded agreed that the parking congestion was an issue. A couple of the respondents were concerned about such a broad restriction for a problem that only occurs for the months during the youth sports practices, which is addressed with the proposed seasonal restrictions. The responses received are attached to the agenda supplement.

The committee reached out to the Crystal Lake Park District to determine when practices occur most often. Based upon their feedback, the above times and dates were determined to be the most appropriate.

Votes Required to Pass:
Simple majority

DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That it shall be unlawful to stop, stand, or park any vehicle on the west side of Sarasota Lane from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year from the intersection of Sarasota Lane and Abbey Dive to a point 290 feet north of the intersection of Sarasota Lane and Shadowood Lane.

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

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

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

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

DATED at Crystal Lake, Illinois, this seventeenth day of March, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 17, 2015

APPROVED: March 17, 2015

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

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Bridgedale Road Parking Restriction

Staff Recommendation: Motion to adopt an ordinance making it unlawful to stop, stand, or park any vehicle on the eastern side of Bridgedale Road from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year from the intersection of Bridgedale Road and Parkridge Drive to a point 415 feet west of the intersection of Bridgedale Road and Westport Ridge.

Staff Contact: Abigail Wilgreen, City Engineer

Background:
A concern was brought to the City's Traffic Safety Committee regarding parking along Bridgedale Road near Fetzner Park. The concern is that youth sports teams are having practices in the park in the evenings between April and October, and that the parking along both sides of the street causes traffic congestion during those practices. The committee reviewed the matter and concurred that the parking congestion is problematic for traffic flow, especially for emergency vehicles that might have to go through the area. The committee recommends that parking be prohibited on the eastern side of the street from the intersection of Bridgedale Road and Parkridge Drive to a point 415 feet west of the intersection of Bridgedale Road and Westport Ridge from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year.

The committee sent a letter to residents along Bridgedale Road advising them of the proposed parking restriction. No residents responded. However, since the complaint is similar to the complaint received regarding parking on Sarasota Lane, the committee recommends enacting a similar restriction. Coordination also occurred with the Crystal Lake Park District.

Votes Required to Pass:
Simple majority

The City of Crystal Lake Illinois

DRAFT

ORDINANCE

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

SECTION I: That it shall be unlawful to stop, stand, or park any vehicle on the eastern side of Bridgedale Road from 4:00 P.M. to 8:00 P.M. on Mondays through Fridays from April 1st to October 31st of each year from the intersection of Bridgedale Road and Parkridge Drive to a point 415 feet west of the intersection of Bridgedale Road and Westport Ridge.

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

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

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

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

DATED at Crystal Lake, Illinois, this seventeenth day of March, 2015.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 17, 2015

APPROVED: March 17, 2015

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

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: St. Thomas the Apostle Church, Street Closure Request

Staff Recommendation: Motion to approve the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, April 3, 2015, from 3:00 p.m. to 7:00 p.m. during the reenactment of the Stations of the Cross.

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

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Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property on Friday, April 3, 2015, from 3:00 p.m. until 7:00 p.m. for the safety of those attending the reenactment of the Stations of the Cross on Good Friday. This reenactment will take place from 5:00 p.m. to 7:00 p.m. on the Church grounds only. The performers will begin set-up around 2:00 p.m. Approximately 250 persons are expected to watch this performance. St. Thomas the Apostle Church has sent letters to all affected property owners along Lake Street regarding the closure. The City Council has approved a similar request over the past two years.

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

1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. As required, the petitioner has submitted a Barricade Borrowing Application.
2) The petitioner must send a notice to all affected property owners along Lake Street.
3) The petitioner must contact the school districts in the area in case there are any bus routes that may utilize Lake Street.

4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
5) Emergency access to the Church must be maintained throughout the event. The petitioner must provide a plan of the Stations of the Cross layout on the Church grounds for the event.
6) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
7) All debris created by the event shall be cleaned up during and after the event.
8) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
9) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department at (815)-356-3640 for further review.
10) Any additional permits or requests for signage shall be made through the Community Development Department.
11) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Lake Street and a map indicating the portion of the roadway to be closed have been attached for City Council consideration.

The applicant has been made aware of these recommended conditions and advised to attend the March 17, 2015 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority.

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Athans Company- Annexation Referral
6710 Pingree Road

Recommendation: Motion to refer the petitioner's request to the April 1, 2015, Planning & Zoning Commission meeting for zoning consideration and to the April 21, 2015, City Council meeting for the annexation public hearing.

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

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Background: The petitioner is requesting annexation of a single parcel that totals approximately 1.11 acres, located on Pingree Road, south of the Union Pacific railroad tracks. The parcel is improved with the Athans Company and its ancillary outdoor storage.

The petitioner respectfully requests that this matter be referred to the April 1, 2015, Planning & Zoning Commission meeting for zoning consideration and the April 21, 2015, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Waste Management – 1400 Virginia Road

Request: Special Use Permit to allow outdoor storage of a fuel tank in the front yard.

Petitioner: Kurt Nebel, petitioner

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting a Special Use Permit for outdoor storage in the front yard at 1400 Virginia Road.

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

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Background:

- Existing Use: This site is currently a waste transfer station. Waste Management is occupying the entire site. Neighboring properties are mineral mining uses.
- Site Layout: City staff encouraged the petitioner to locate the fuel storage area in the rear of the property. The petitioner would like to locate it in the front of the site due to the fact that the piece of machinery that will use the fuel can only move out of the building and onto the ramp located in the front of the building.

Key Factors:

- Request: Special Use Permit to allow outdoor storage in the front yard of the property. UDO Standard: Outdoor storage is allowed as a Limited Use in the M zoning district subject to the criteria in 2-400 #8. The petition does not meet one of the site design criteria, which only allows outdoor storage in the rear of the property. For this reason, a Special Use Permit is required.

PZC Highlights:

- The PZC discussed the size, height and location of the storage tank. The petitioner clarified that the wood fencing would be taller than the tank and would provide acceptable screening.

- The PZC discussed the requirement for outdoor storage to be located in the rear of the property and determined that it is for aesthetic purposes.
- The PZC agreed that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Waste Management, received 02/05/15)
   B. Site Plan (revised by staff 02/17/15)
   C. State Fire Marshall Application (Waste Management, received 02/05/15)
2. The outdoor storage of the fuel tank cannot be located in the municipal utility easement.
3. The outdoor storage of the fuel tank cannot be located within 10-feet of the fire hydrant.
4. Board-on-board fencing shall be used to screen the fuel tank from surrounding properties and the right-of-way.
5. The petitioner shall address all of the review comments and requirements of the Public Works, Fire, and Community Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 1400 VIRIGNIA ROAD

WHEREAS, pursuant to the terms of a Petition (File #2015-11) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow outdoor storage of a fuel tank in the front of the property for Waste Management for the property located at 1400 Virginia Road; and

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

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

Section I: That a Special Use Permit be issued to allow outdoor storage of a fuel tank in the front of the property for Waste Management for the property commonly known as 1400 Virginia Road (19-16-400-012), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Waste Management, received 02/05/15)
   B. Site Plan (revised by staff 02/17/15)
   C. State Fire Marshall Application (Waste Management, received 02/05/15)

2. The outdoor storage of the fuel tank cannot be located in the municipal utility easement.

3. The outdoor storage of the fuel tank cannot be located within 10-feet of the fire hydrant.

4. Board-on-board fencing shall be used to screen the fuel tank from surrounding properties and the right-of-way.

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

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

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide 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: 12

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2015-10 Crystal Point Retail Center

Request: Minor Subdivision by Lease for the Creation of a Tax Parcel.

Petitioner: Kristi Rankin, Inland Commercial Property Management, petitioner
6000 Northwest Highway

PZC Recommendation: To approve the PZC recommendation and adopt an ordinance approving a Minor Subdivision by Lease for 6000 Northwest Highway.

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

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Background:

- Brief History: The Crystal Point Retail Center was annexed in 1972 and has undergone a number of redevelopments since that time. Inland Commercial Property Management manages and leases the Crystal Point Retail Center.
- Existing Use: Currently, Crystal Point is occupied with big box retailers and restaurant outlots.

Key Factors:

- Requests: The petitioner is requesting a Minor Subdivision by Lease.
- Rationale: Even though Kmart closed their Crystal Lake store in December of 2014, their space within the Crystal Point Retail Center has lease term renewals available through 2068. Sears (Kmart) is planning to retain their lease and sublet this space following this request. A provision of the lease requires Inland to arrange for Sears to be taxed separately. This has been challenging for Inland, because the Township Assessor and County Treasurer have not been able to separate this space for tax purposes without a Subdivision by Lease.
- Variations: No variations are necessary, as this request would not create a separate piece of property.
- Unified Development Ordinance: The UDO provides for the Subdivisions by Lease through the following provisions:

- Subdivisions created by rent or lease. [Amended 9-4-2012 by Ord. No. 6843] A subdivision created by rent or lease, including *[but not limited to]* a mobile or manufactured home or recreational vehicle park, is any tract of land divided by renting or leasing portions thereof. **It is owned, however, as one parcel under single ownership**.

- Conditions: This request would not create a separate parcel that can be sold or transferred. The Plat will contain significant conditions identifying this Subdivision by Lease for tax purposes only.

PZC Highlights:

- The Planning & Zoning Commission had no concerns regarding this request.

The PZC recommended **approval (7-0)** of the petitioner's request for a Minor Subdivision by Lease with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   a. Application, Inland Commercial Property Management, received 1-30-15.
   b. ALTA Survey, Heritage, dated 9-27-10, updated 1-15-15.
   c. Final Plat of Re-subdivision, Heritage, dated 1-29-15.

2. Final Plat of Subdivision by Lease:
   a. The Final Plat shall be re-titled "Final Plat of Subdivision by Lease of the Crystal Point Retail Center **for Tax Purposes Only**." **(Added by staff)**
   b. Lot 1 shall be renamed "Lot 2a."
   c. A plat note shall be added on Lot 2a (the Sears parcel) stating "Lot 2a created by lease for tax purposes only."
   d. A plat note shall be added elsewhere on the plat document indicating:
      i. This Final Plat of Subdivision created by Lease has been approved through the Minor Subdivision process of the City of Crystal Lake in accordance with the Unified Development Ordinance [Ord. No. 6843]. Lot 2a of this Final Plat of Subdivision created by Lease is owned, along with the remaining portion of Lot 2, under single ownership and shall not be construed as a division of land. The City of Crystal Lake will not acknowledge lot 2a as a separate parcel, and only as a lot created by Lease for tax purposes.
   e. The Plat shall meet all the requirements of Article 5-200 G 3 b, including but not limited to, names of owners and certification by licensed surveyor; exact location, width and name of all streets and dedication status; building setback lines and school districts in which each lot is located.

3. The petitioner shall address the comments of the Community Development Department.

Votes Required to Pass: A simple majority.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A FINAL PLAT OF SUBDIVISION
BY LEASE OF THE CRYSTAL POINT RETAIL CENTER

WHEREAS, Inland Commercial Real Estate Management, has submitted a Final Plat of Subdivision by Lease of the Crystal Point Retail Center (File #2015-10) in general conformance with the pertinent ordinances of the City of Crystal Lake, Illinois; and

WHEREAS, the Final Plat of Subdivision by Lease of the Crystal Point Retail Center complies with the Crystal Lake Comprehensive Land Use Plan; and

WHEREAS, the Final Plat of Subdivision by Lease of the Crystal Point Retail Center meets the requirements of the Unified Development Ordinance; and

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

SECTION I: The Final Plat of Subdivision by Lease of the Crystal Point Retail Center attached thereto is hereby approved as platted.

SECTION II: Said Final Plat of Subdivision by Lease of the Crystal Point Retail Center is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application, Inland Commercial Property Management, received 1-30-15.
   B. ALTA Survey, Heritage, dated 9-27-10, updated 1-15-15.
   C. Final Plat of Re-subdivision, Heritage, dated 1-29-15.

2. Final Plat of Subdivision by Lease:
   A. The Final Plat shall be re-titled "Final Plat of Subdivision by Lease of the Crystal Point Retail Center."
   B. Lot 1 shall be renamed "Lot 2a."
   C. A plat note shall be added on Lot 2a (the Sears parcel) stating "Lot 2a created by lease for tax purposes only."
   D. A plat note shall be added elsewhere on the plat document indicating:
      i. This Final Plat of Subdivision created by Lease has been approved through the Minor Subdivision process of the City of Crystal Lake in accordance with the Unified Development Ordinance [Ord. No. 6843]. Lot 2a of this Final Plat of Subdivision created by Lease is owned, along with the remaining portion of Lot 2, under single ownership

and shall not be construed as a division of land. The City of Crystal Lake will not acknowledge lot 2a as a separate parcel, except as lot created by Lease for tax purposes.

E. The Plat shall meet all the requirements of Article 5-200 G 3 b, including but not limited to, names of owners and certification by licensed surveyor; exact location, width and name of all streets and dedication status; building setback lines and school districts in which each lot is located.

3. The petitioner shall address the comments of Community Development Department.

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, approval and publication as provide by law.

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

_____
MAYOR

ATTEST:

_____
CITY CLERK

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: COUNTY ZONING REQUEST

Michael and Jacqueline Nakamura

5809 E. Hillside Road (unincorporated)

Recommendation: City Council's discretion.

a) Motion to object to the proposed conditional use permit and variation requests, directing staff to proceed with an objection at the County zoning hearing.
b) No action.

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

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Background: As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.

The property in question consists of approximately 3 acres and is zoned A-1 Agricultural District in the county, and is surrounded by A-1 (county) to the east and north, and RE Residential Estate zoning (city) on the south and west sides.

The petitioner is requesting a conditional use permit to convert the home to a bed and breakfast, and a variation to allow an 8 foot wide driveway, in lieu of a 24 foot wide driveway.

The hearing on this matter is to be held on March 25, 2015, at 1:30 p.m.

The property in question has been used as a residence for many years. A neighboring property owner located in the Crystal Lake City limits has voiced a verbal objection to staff over the proposed use and plans to object at the County level.

Votes Required to Pass: A simple majority.

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: City Code Amendment to Increase the Number of Class "8" Liquor Licenses – Applicant: Buffalo Wings and Rings

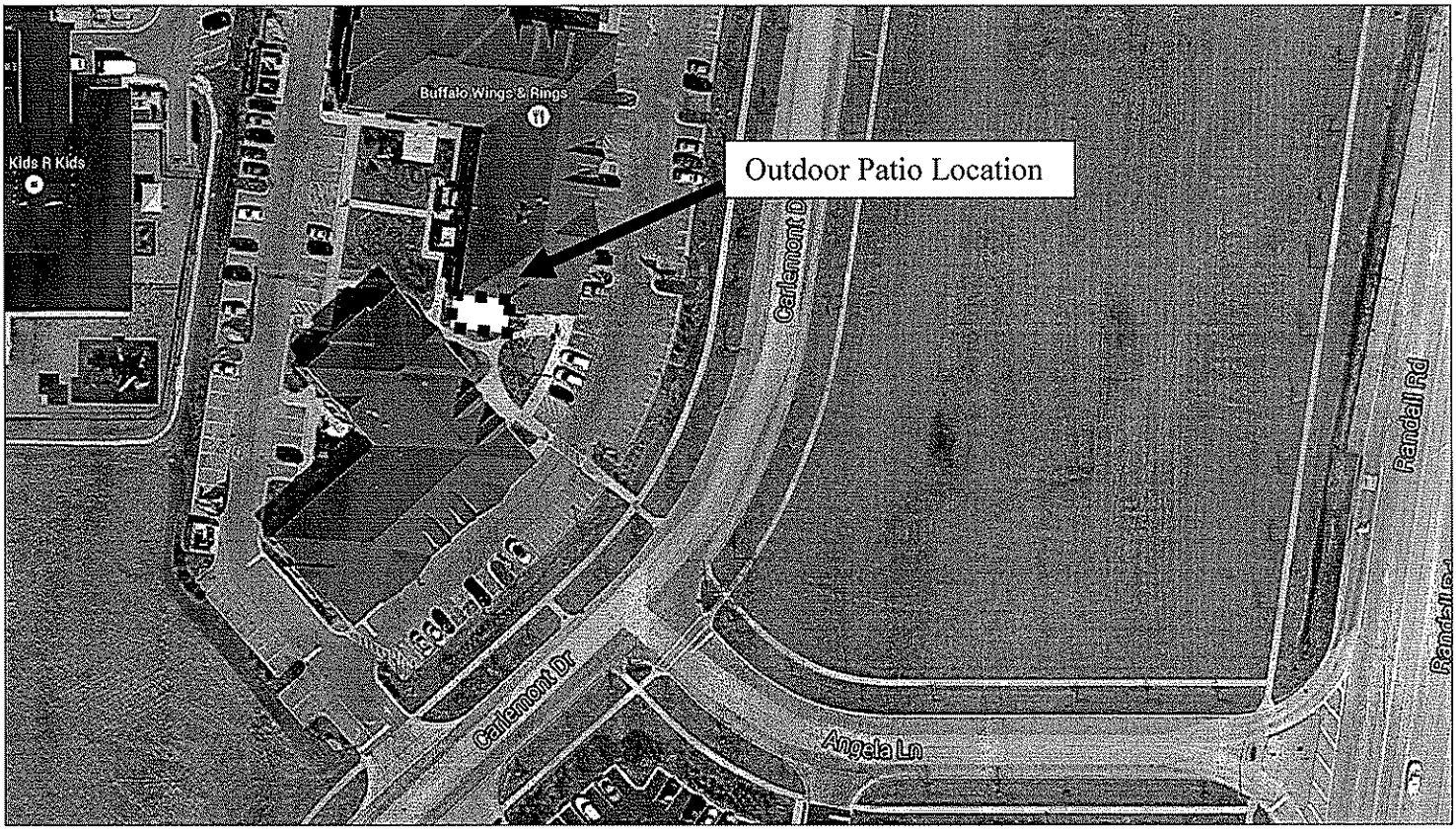
Staff Recommendation: Motion to adopt an ordinance:
1. Increasing the number of Class "8" Liquor Licenses from the current permitted 5 licenses to 6 licenses, and
2. Decreasing the number of Class "4" liquor licenses from the current 2 licenses to 1 license.

Staff Contact: Eric Helm, Deputy City Manager

Background: The City has received a request from Buffalo Wings and Rings, located at 1520 Carlemont, to change their liquor license classification from a Class "4" liquor license, which allows the retail sale on the premises specified, of alcoholic liquor, for consumption, on the premises (interior of the building only), to a Class "8" liquor license, which allows the retail sale, on the premises specified (interior of the building and open unroofed area immediately contiguous to the building), of alcoholic liquor, for consumption, on the premises. The hours allowed for the sale of alcohol, and the type of alcohol allowed to be served, would not change with the issuance of a Class "8" liquor license. The petitioner wishes to make this change to accommodate outdoor patio seating.

Section 329-5-H of the City Code permits the issuance of a Class "8" liquor license for the retail sale, on the premises specified, which shall include not only the interior of the building but also an open unroofed area immediately contiguous to the building where alcoholic beverages are served or consumed, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday.

Buffalo Wings and Rings is requesting the license classification change to permit the sale of alcoholic beverages in an 14' x 45' outdoor patio area being added to the building, as depicted below:



Five establishments, Brink Street Restaurant & Bar, Chen Chinese Cuisine, Chipotle Mexican Grill, Papa Saverio's and Village Squire, currently hold a Class "8" liquor license.

Votes Required to Pass: Simple majority

ORDINANCE NO.
FILE NO.

DRAFT

ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE, ILLINOIS

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

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

1. Class 8 License shall be increased from 5 to 6.

2. Class 4 License shall be decreased from 2 to 1.

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

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

DATED at Crystal Lake, Illinois, this 17th day of March, 2015.

APPROVED:

_____
MAYOR

ATTEST:

_____
CITY CLERK

PASSED: March 17, 2015

APPROVED: March 17, 2015

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

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Contract Extension for the Currently Approved List of Traffic Engineering Consultants

Staff Recommendation: Motion to adopt a resolution authorizing the renewal of the consultants on the approved traffic engineering consultant list per Section 575 of the City Code for an additional two years, and authorizing the City Manager to execute a contract extension with Alfred Benesch & Company, CivilTech Engineering, Patrick Engineering, DLZ Corporation, Kimley Horn, and TranSystems Corporation.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

When a development is proposed in the City that will generate traffic above a pre-defined threshold, the development is subject to a traffic study completed by one of six City-approved traffic consultants. Currently the six consultants on the City's approved list are:

- Alfred Benesch & Company
- CivilTech Engineering
- Patrick Engineering
- Kimley Horn
- DLZ Corporation
- TranSystems Corporation

The City last performed a comprehensive RFP for traffic engineering consultants in 2010. The City Council approved a renewal of all of the firms in 2013. In 2014, the City Council approved a modification of the list to reflect corporate changes made to two of the companies on the list.

All six firms have agreed to maintain the existing contractual terms to remain an approved traffic consultant for the City. These six firms would remain the City's approved traffic consultants until April 30, 2017. At that time, staff will review all six consultants' performance and make a recommendation to select new firms or extend the existing agreements for an additional two years.

Staff has been satisfied with the current consultants' performance and recommends the extension of the existing contracts.

Votes Required to Pass:
Simple majority

DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the list of six City-approved traffic consultants consists of:

- Alfred Benesch & Company
- Civiltech Engineering, Inc.
- Patrick Engineering, Inc.
- Kimley-Horn
- DLZ Corporation
- TranSystems Corporation

BE IT FURTHER RESOLVED that the City Manager be authorized to execute a contract with each of the six City-approved traffic consultants.

DATED this seventeenth day of March, 2015.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

_____
City Clerk

PASSED: March 17, 2015

APPROVED: March 17, 2015

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date:	March 17, 2015
Item:	Concessionaire and Property Use Agreement between City of Crystal Lake and Alpine Accessories Incorporated
Staff Recommendation:	Motion to adopt an ordinance authorizing the City Manager to execute a property use agreement with Alpine Accessories for a standup paddleboard and sailboard facility, named "The Board House" at the Three Oaks Recreation Area.
Staff Contact:	Eric T. Helm, Deputy City Manager

Background:

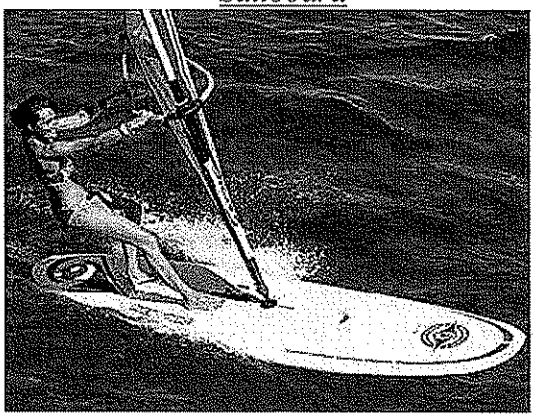
As the Council may recall, since 2013, the City has had a concessionaire agreement with Alpine Accessories for the rental of standup paddleboards (SUP) at the North Lake of the Three Oaks Recreation Area. This water sport has become a popular amenity at the park. With the anticipated cable park on the North Lake, it will be necessary to move this amenity to the South Lake. In order to relocate SUP rentals to the South Lake, Alpine Accessories proposes to develop, at their own cost, a SUP launch area, trail and building on the South Lake shoreline. Similar to the existing agreement, Alpine Accessories will compensate the City an amount equal to 20% of gross revenues received for lessons and rentals, and 5% of gross revenues on merchandise. The term of the agreement is 10 years, with two allowable renewals at 5 years each. The agreement is summarized below:

- *Permitted Use*: The Concessionaire will be allowed to rent and provide lessons for standup paddleboarding. As a new item, the Concessionaire will also be allowed to rent sailboards.

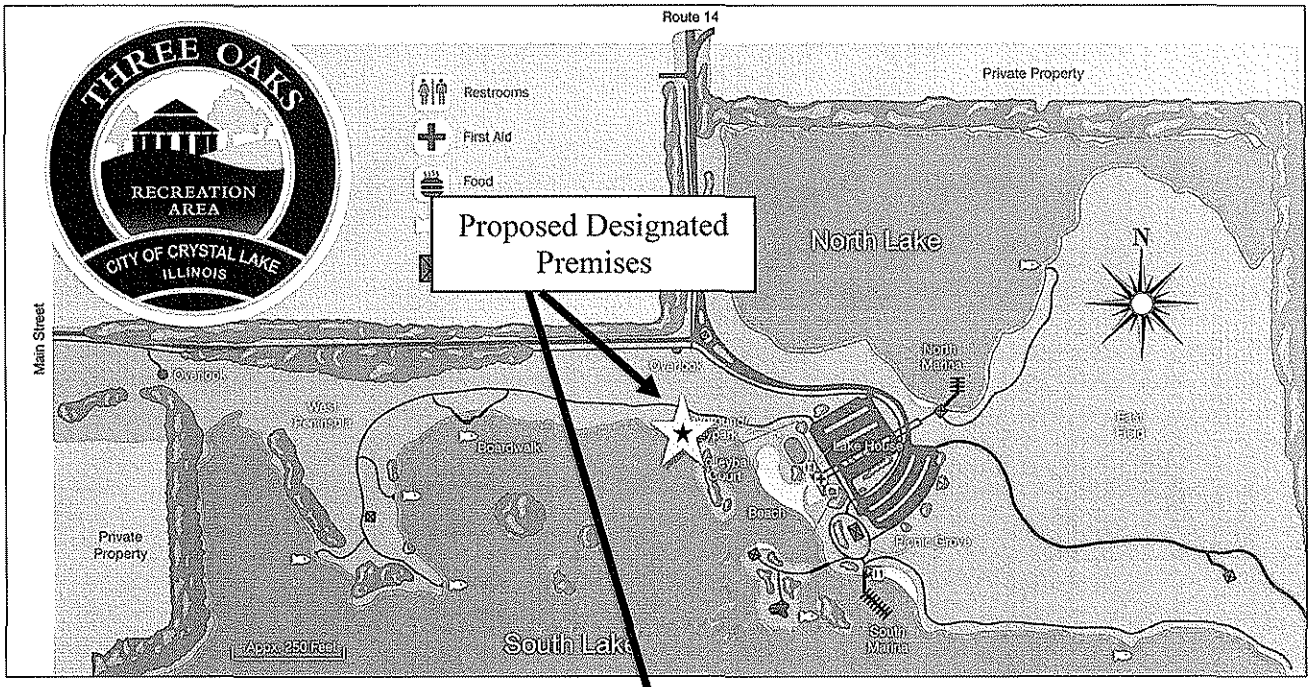
Standup Paddleboard



Sailboard



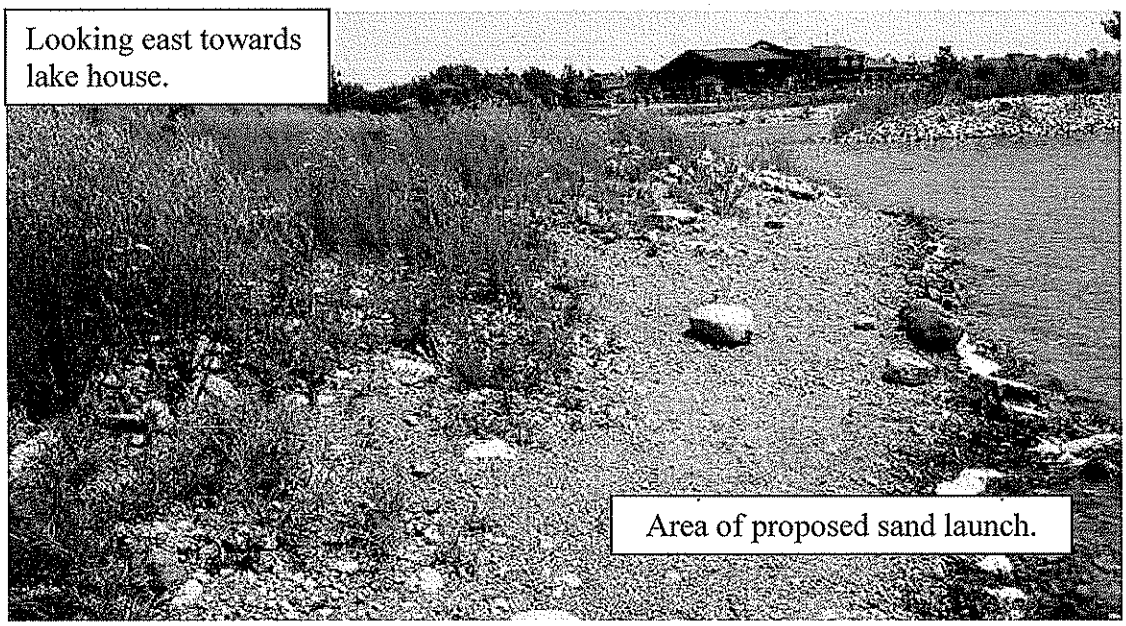
- *Designated Premises:* As shown on the below map and pictures, the facility would occupy 3,965 square feet or 1/10 of an acre on approximately 60 feet of shoreline along the west trail of the park.

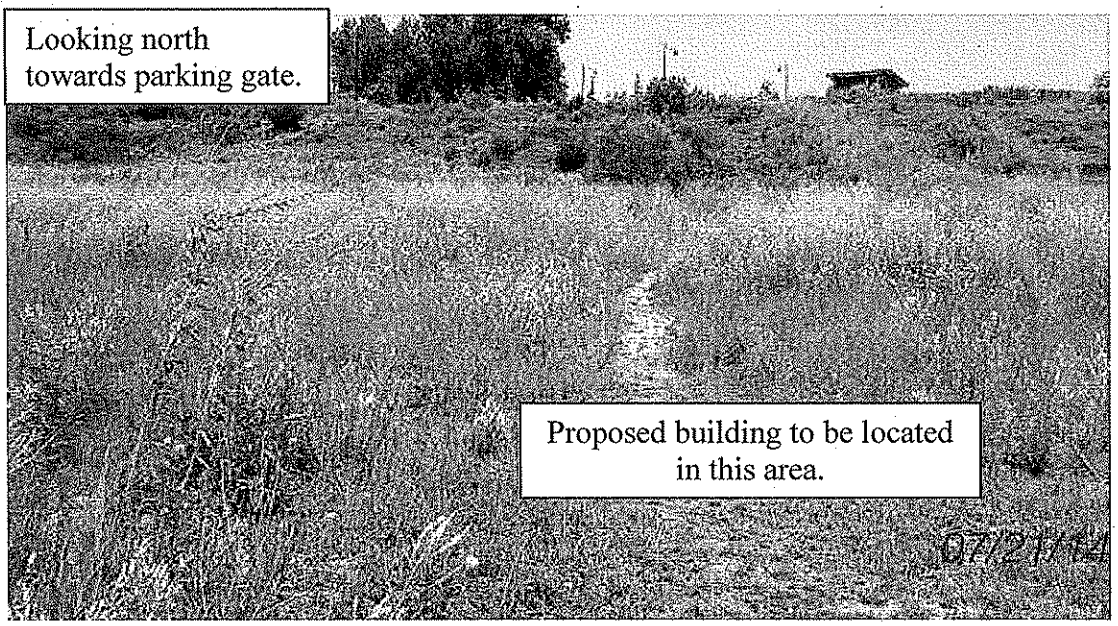


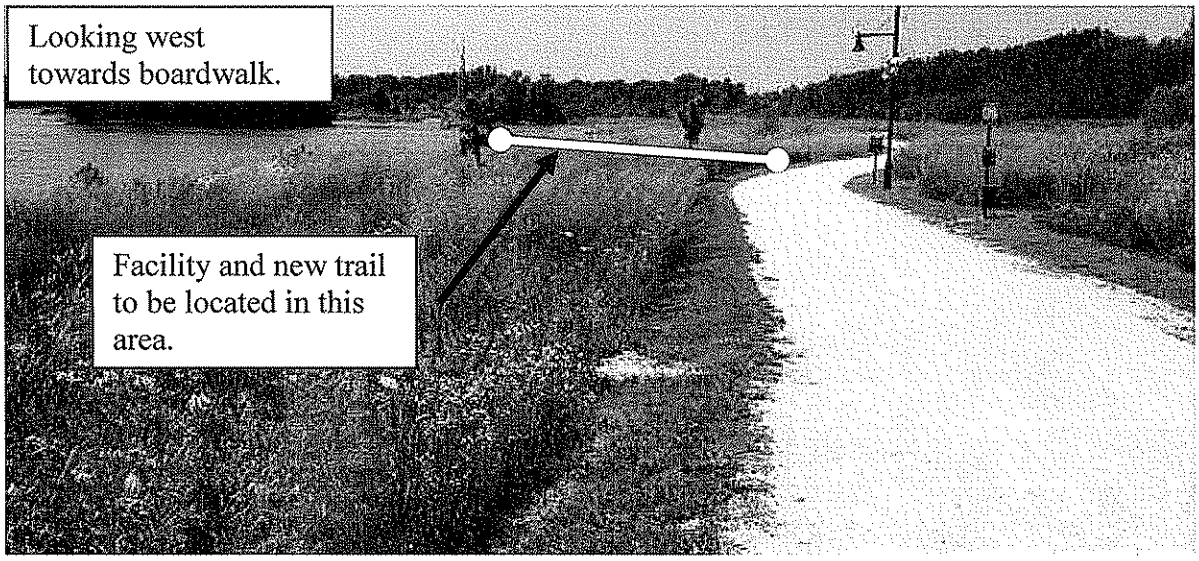


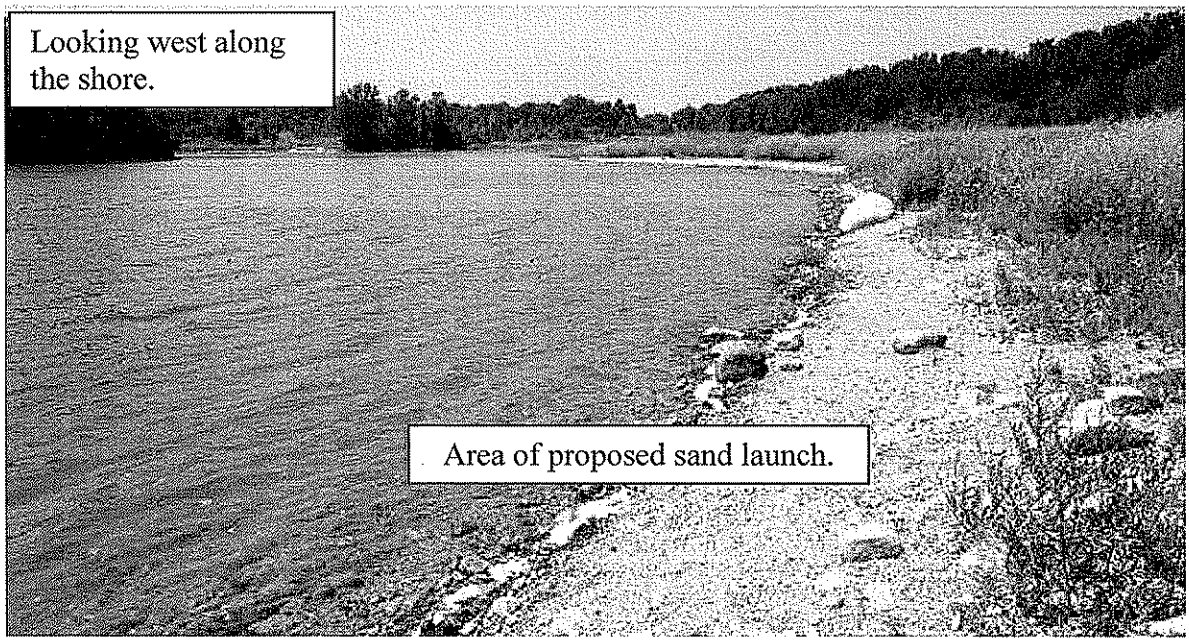
This proposed designated premises offers several advantages for the park, customers and the concessionaire. First, the area is sheltered from most wind and wave action. This will allow paddleboard users to launch their paddleboards in relatively calm conditions. Second, the area is near several of the South Lake's islands. Paddleboarding around the islands should be very popular. Third, the area can be seen from the lake house and is close to the existing trail/parking lot system. This will allow park staff to monitor the SUP operations. Finally, at this location the shoreline gradually slopes into the water creating an ideal launch shore.

The following pictures show the sightlines of the facility from various angles.

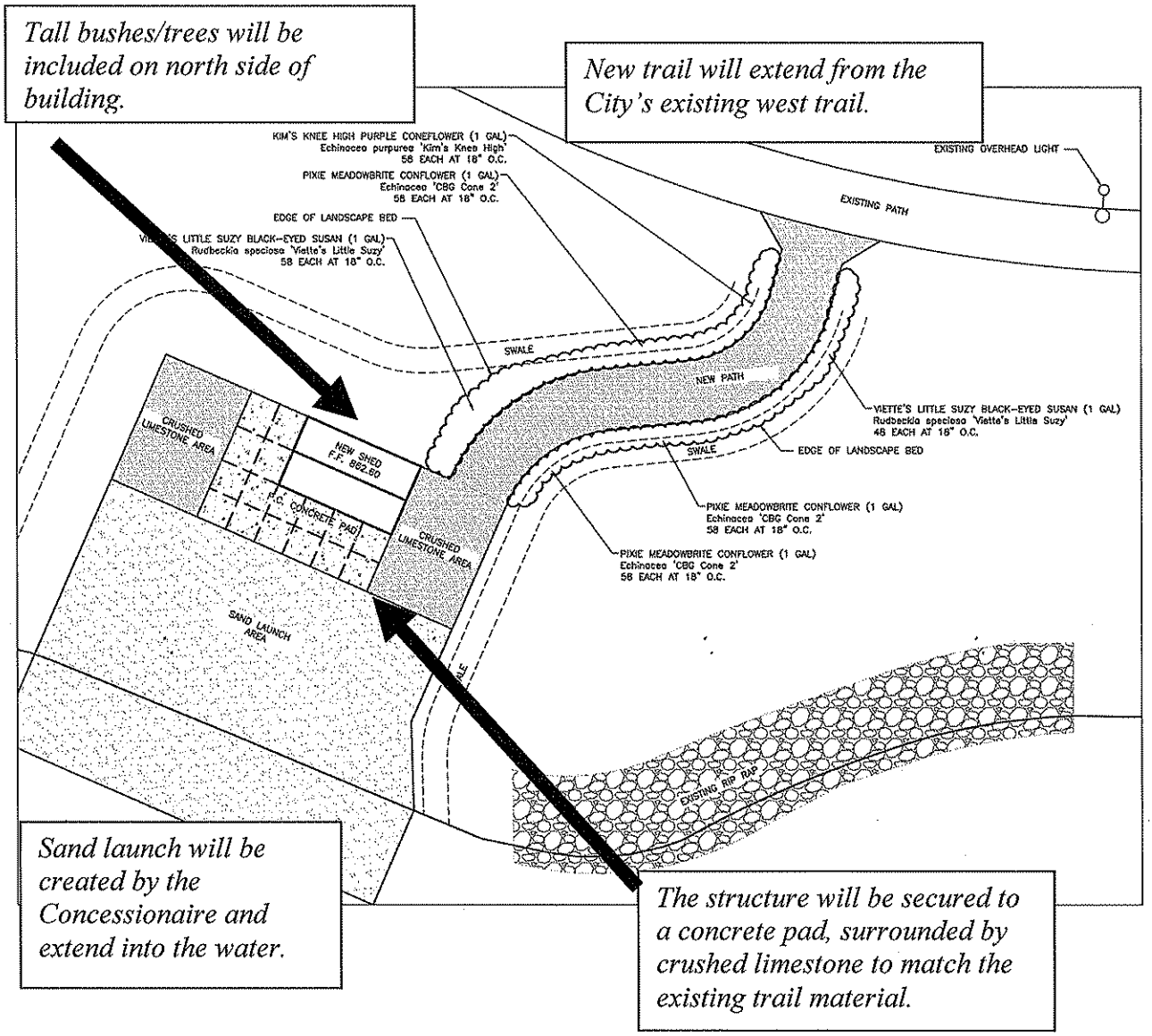





Looking west towards boardwalk.
Facility and new trail to be located in this area.

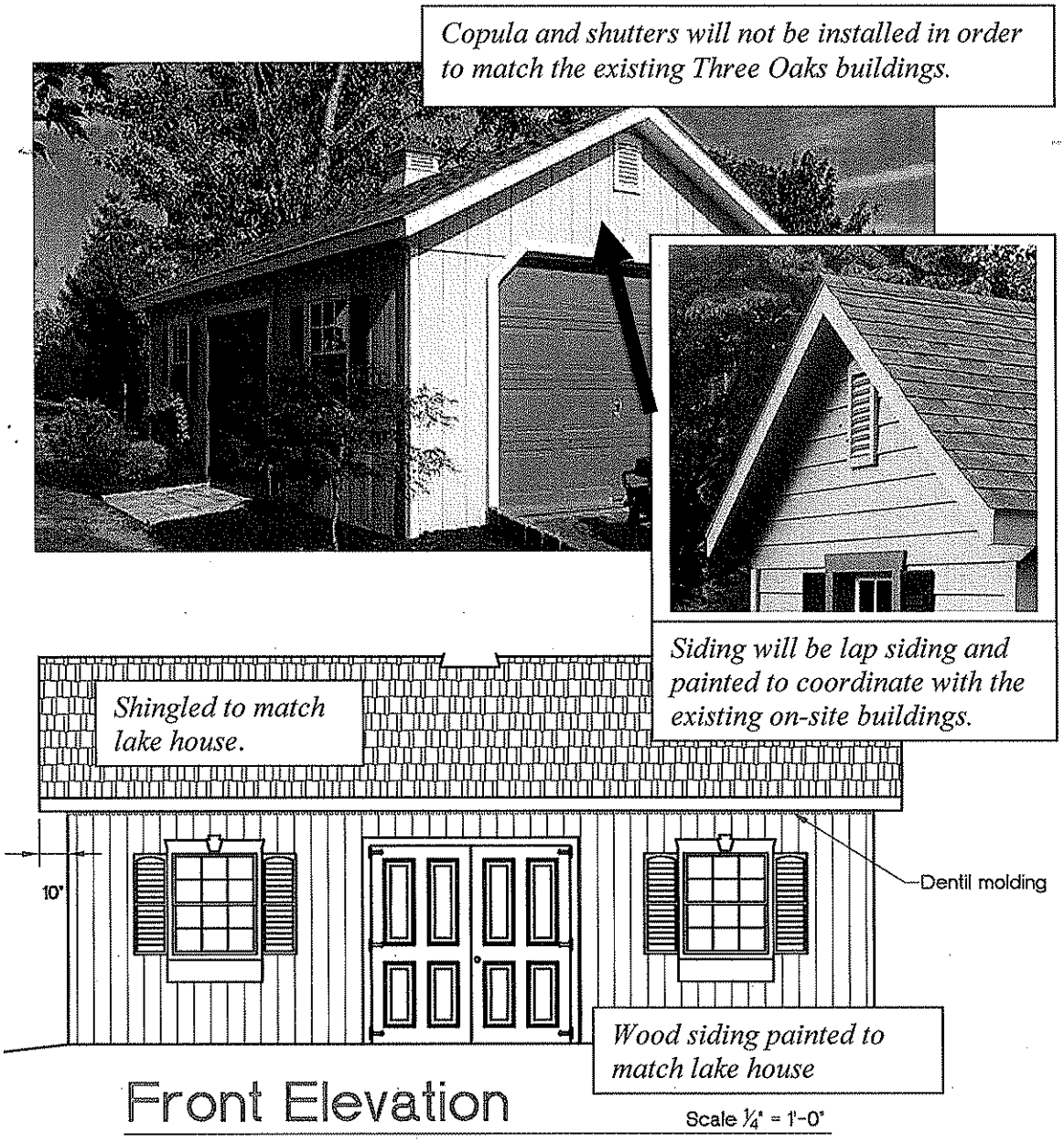

Looking west along the shore.
Area of proposed sand launch.

- *Facility:* City funds will not be used to create the facilities for the Concessionaire. As depicted on the below plan, the Concessionaire will improve the area with a concrete pad, building, sand launch, and additional native plantings. At this time, the Concessionaire does not anticipate expanding utilities to this area.



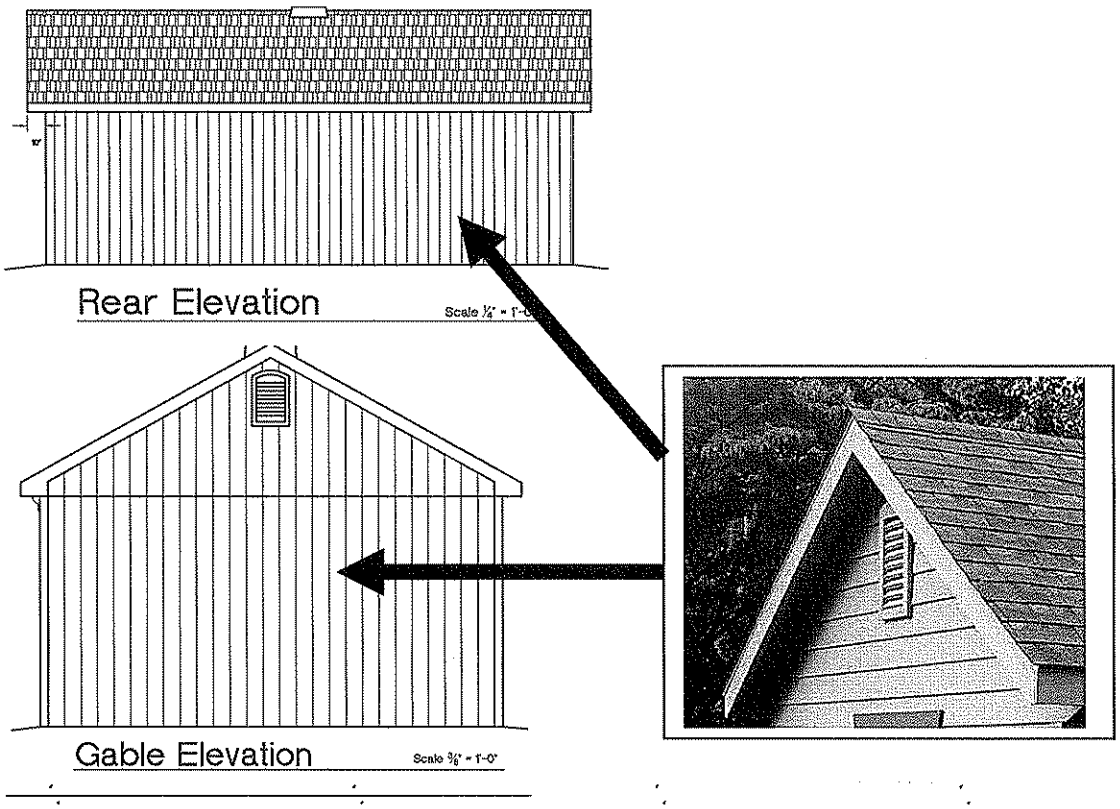
The Concessionaire proposes to install a structure fabricated by Home Place Structures, www.homeplacestructures.com. This company, which employs Amish craftsmen, exceeded all other suppliers of similar structures for durability of construction, design adaptability, and style for their products. As a reference, Downtown Crystal Lake purchased the existing Santa House from this provider and although moved every year and stored outside, it has held up extremely well.

The proposed structure would be similar to the following pictures and specifications. The siding will be lap siding to match the horizontal design of the existing on-site buildings. The proposed building would be painted and shingled to match the existing lake house.



(Facing Lake)

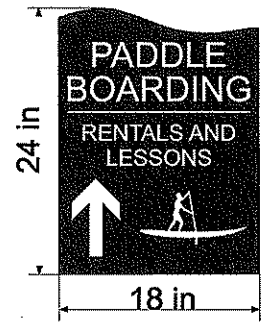
The elevations of the other sides are depicted below. The siding will be altered with a horizontal lap siding to better match the existing on-site buildings.



Naming and Signage

The facility is proposed to be called "The Board House". Per the agreement with the Concessionaire, the City has the authority to approve the naming of the facility. The following signage is proposed:

- Signage will be placed on the building depicting the facility name and pricing.
- Since the new facility will not be visible from the roadway or parking lot, directional signage will be installed by the Concessionaire. Signage, per the below rendering, will be installed at the beginning of the west trail, near the parking lot, and on the trail from the parking gate. This signage will match the font, color and design of the existing informational signage.





Operational Season and Use Fees

Rentals will be offered seven days a week from May through the end of September, when the air temperatures exceed 70 degrees and the combination of the air and water temperature exceed hypothermic levels. Also, whenever the City's marina is closed due to winds or severe weather, rentals will not be allowed. The use fees charged to the general public for rentals and lessons shall be presented and approved by the City for a five year period. The fees for the first five years shall be:

	Weekday	**Weekend and Holidays**
1 hour paddleboard rental	$20.00	$25.00
2 hour paddleboard rental	$30.00	$40.00
6-15 people group 1 hour paddleboard rental	$15.00	$20.00
6-15 people group 2 hour paddleboard rental	$25.00	$35.00
1 hour level 1 paddleboard lesson & rental	$30.00	$35.00
1 hour level 2 paddleboard lesson & rental	$35.00	$40.00
6-15 people group 2 hour level 1 paddleboard lesson & rental	$40.00	$50.00
1 hour sailboard rental*	$35.00	$45.00
2 hour sailboard rental*	$50.00	$65.00
1 hour level 1 sailboard lesson	$45.00	$50.00
1 hour level 2 sailboard lesson	$45.00	$50.00
*Must have a level 1 and level 2 lessons before renting.		
**May offer promotions to increase business.		

Rent and Security Deposit

The existing property use agreement with Alpine Accessories requires them to pay 20% of their gross revenues to the City in rent for the use of the North Lake. Similarly, the proposed property use agreement for the use of the South Lake would require that Alpine Accessories pay 20% of gross revenues for all lessons, rentals, and clinics.

With the addition of a building, the Concessionaire proposes selling merchandise, including new boards. Since the typical markup for a board is 20%, it is not economically feasible for Alpine Accessories to pay 20% of gross revenues on these items. The Concessionaire proposes that he pay the City 5% of gross revenues for all merchandise.

In addition, the Concessionaire will place a $2,500 security deposit with the City and supply a performance security to ensure that the project is completed per the City's requirements and expectations.

Votes Required to Pass:

Simple majority.

DRAFT

CITY OF CRYSTAL LAKE

ORDINANCE _____

AN ORDINANCE APPROVING A CONCESSIONAIRE AND PROPERTY USE AGREEMENT BETWEEEN THE CITY OF CRYSTAL LAKE AND ALPINE ACCESSORIES

WHEREAS, the City of Crystal Lake (the "City") is Home Rule Municipality and is the Owner of the Three Oaks Recreation Area ("Three Oaks") in the City of Crystal Lake; and

WHEREAS, Three Oaks contains approximately 500 acres and provides recreational areas and activities for residents of the City; and

WHEREAS, portions of the South Lake area within Three Oaks are not presently required to serve the existing recreational needs and programs of the City of Crystal Lake; and

WHEREAS, the addition of a standup paddleboard and sailboarding facility would enhance the recreational use of South Lake and provide additional recreational amenities to residents of the City, and

WHEREAS, the Mayor and City Council have found and determined that it would be in the best interests of the City and its residents to enter into a Concessionaire and Property Use Agreement with Alpine Accessories to allow for the construction and operation of a Standup paddleboard and sailboarding facility on the South Lake area of Three Oaks, in substantially the form attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, COUNTY OF MCHENRY, STATE OF ILLINOIS, AS FOLLOWS:

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated herein as if fully set forth.

SECTION TWO: Approval of Concessionaire and Property Use. The Mayor and City Council of the City of Crystal Lake, Illinois hereby approve the Concessionaire and Property Use Agreement with Alpine Accessories in substantially the form set forth in Exhibit A (hereinafter the "Property Use Agreement").

SECTION THREE: Authorization for the Execution and Attestation of Property Use Agreement. The City Manager is hereby authorized to execute the Property Use Agreement.

SECTION FOUR: 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 17th day of March, 2015.

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: 17

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Fire Equipment Price Bid

Staff Recommendation: Motion to award the bid for Fire Rescue Department fire equipment pricing for up to five (5) years in the submitted bid amounts to the lowest responsive, responsible bidder, Air One Equipment, Inc., and adopt a resolution authorizing the City Manager to execute an agreement with Air One Equipment, Inc. per the submitted bid.

Staff Contact: Paul DeRaedt, Fire Rescue Chief

Background:

On Monday, March 2, 2015, the City of Crystal Lake publicly opened and read aloud the bids received for fire equipment pricing for up to five years beginning April 1, 2015. The recommended bidder will furnish fire equipment such as hoses, nozzles, axes, hand tools, and other fire equipment purchased throughout the year by the Fire Rescue Department. Prices for each individual item bid were evaluated for compliance and compared against the other bidders.

The Fire Rescue Department competitively bids equipment, as annual equipment costs may exceed $20,000 through the budget year. Approval of this bid provides for cost savings as market fluctuations are avoided, and provides for volume pricing due to the competitive bid process.

The Fire Rescue Department compared and evaluated the pricing package submitted by each bidder. The comparison for pricing was applied to outfitting an entire fire engine with the equipment listed in the specifications. Listed below is a comparison of pricing:

BIDDER	Original Bid
Air One, Inc. South Elgin, IL	$ 20,682.70✓
Municipal Emergency Services Deer Creek, IL	$ 21,939.00

✓ *Indicates recommended bidder per bid evaluation criteria.*

Recommendation:

The City's Finance Department and the Fire Rescue Department have reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The Fire Rescue Department staff has verified references and has received positive recommendations.

It is staff's recommendation to award the bid to the lowest responsive, responsible bidder, Air One Equipment, Inc. for up to five (5) years, beginning April 1, 2015.

The bid prices received for the aforementioned equipment will be valid for twelve (12) months from the time of City Council approval. The contract pricing is renewable, at the agreement of both parties, for four (4) additional twelve (12) month periods, at the same rates, not to exceed a consecutive five (5) year period. Any pricing adjustments shall be in accordance with Price Adjustment Clause included in the bid package.

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, for up to five years, for the purchase of fire equipment between the City of Crystal Lake and Air One, Inc. in accordance with the submitted bid.

DATED this 17th day of March, 2015

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
MAYOR

SEAL

ATTEST

_____
CITY CLERK

PASSED: March 17, 2015
APPROVED: March 17, 2015

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: March 17, 2015

Item: Historic Preservation Commission Appointments

Recommendation: Motion to confirm the appointments of members to the Historic Preservation Commission.

Contact: Michelle Rentzsch. Director of Community Development.

Background:

There are currently two vacancies on the Historic Preservation Commission previously held by Ryan Pettit and Thomas Nemcek. The Historic Preservation Commission is recommending appointment of Linda Spencer and James G. Wyman. Their letters of interest are attached as well as minutes of the February 5, 2015 Historic Preservation Commission meeting. At this meeting members voted to recommend appointment by the City Council.

Ordinance 6936, dated June 4, 2013 is attached. Please note that there is no residency requirement for the Historic Preservation Commission.

Current members are: LeeAnn Atwood, Sarah Jackowiak, Lisa Solak, Brent Hollenberg, Robert Wyman, Diana Kenney and Michelle Rozovics.

Historic Preservation Commission appointments/reappointments are nominated and confirmed by the Mayor and the City Council.

Votes Required to Pass:
Simple majority.