



CITY OF CRYSTAL LAKE
AGENDA (Revised)

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
March 1, 2016
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 16, 2016 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. **Knights of Columbus Council #10678 request for a Temporary Liquor License for an Irish Fest event at 1023 McHenry Avenue, Crystal Lake on March 12, 2016 from 5:00 p.m. to 10:00 p.m.**
 - b. **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, March 25, 2016, from 2:00 p.m. to 7:00 p.m. for a Stations of the Cross reenactment.**
 - c. **Crystal Lake Rowing Club – Waiver of Boat Sticker requirements and request for the street closure of Lake Shore Drive between Main Beach boat ramp and Dole Avenue for Saturday, May 7, 2016 from, 6:00 a.m. to 6:00 p.m.**
 - d. **Ordinance approving the 2016 Crystal Lake Zoning Map.**
10. **Text Amendments for various provisions of the Unified Development Ordinance.**
11. **Kincaid Salon and Coffee Shop, 77 Woodstock Street – Special Use Permit for a massage establishment and parking variation.**
12. **Crystal Lake Food Pantry, 42 East Street – Alternative Use Permit with variation.**

13. **Planet Fitness/Party City, 5320 & 5360 Northwest Highway – Final PUD Amendment to allow for sign and minor elevation changes.**
14. **Heartland Cabinet Supply, 5002 Rickert Road - Annexation Public Hearing, execution of an annexation agreement, adoption of the annexation ordinance, adopt the rezoning annexation to the M-Manufacturing district and grant a Special Use Permit for outdoor storage.**
15. **Intergovernmental Agreement between the City of Crystal Lake and the Board of Education of Community High School District 155 on the Indemnification of the use of School Impact Fees.**
16. **Appropriation of MFT Funds for Country Club Path Improvement Phase III Construction Engineering Services.**
17. **Proposal award and execution of an agreement with Hampton, Lenzini and Renwick for the Country Club Multi-Use Path Improvement Phase III Construction Engineering.**
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. **Reconvene to Regular Session.**
21. **Consideration of Action Respecting Pending Litigation**
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**

<u>Meeting Date:</u>	March 1, 2016
<u>Item:</u>	Temporary Liquor License – Knights of Columbus Council #10678
<u>Staff Recommendation:</u>	Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Council #10678
<u>Staff Contact:</u>	Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Irish Fest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on March 12, 2016 from 5:00 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine 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: 9b

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	March 1, 2016
<u>Item:</u>	St. Thomas the Apostle Church, Street Closure Request
<u>Staff Recommendation:</u>	Motion to approve the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property at 265 King Street on Friday, March 25, 2016, from 2:00 p.m. to 7:00 p.m. during the reenactment of the Stations of the Cross.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Community Development

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, March 25, 2016, 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 any 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.

Votes Required to Pass:

Simple majority.



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: Crystal Lake Rowing Club Waiver of Boat Sticker Requirements and Street Closure Request

Staff Recommendation:

1. Motion to waive boat sticker requirements for rowing shells and regatta motorboats for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2016 and other scrimmages or races on dates approved by the Park District.
2. Motion to approve the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2016

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

The Crystal Lake Rowing Club is requesting a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2016, as well as other scrimmages/races on dates approved by the Park District. The City Council approved a similar request last year.

Additionally, the Crystal Lake Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta. The Crystal Lake Rowing Club will provide letters to the City confirming these approvals.

The Crystal Lake Rowing Club is not requesting a change to the wake/no-wake restrictions, as the event is scheduled prior to when such restrictions are in effect (Memorial Day weekend through Labor Day weekend).

In addition, the Crystal Lake Rowing Club is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 7, 2016. This will allow the clubs to leave their trailers near the beach to unload and load boats as necessary during the event. The request is being made based on past years when this portion of Lake Shore Drive was used to unload and load boat trailers, as it was too wet to bring the boat trailers into Main Beach. The City Council approved a similar request last year.

Also, the Crystal Lake Rowing Club has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the Greater Chicago Area Junior Rowing Championships Regatta on Saturday, May 7, 2016. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has found this would be acceptable. This request was approved for last year's regatta.

City staff has reviewed the petitioner's request and does not have concerns regarding the waiver of the boat sticker requirements, providing the following conditions are met:

1. The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta.
2. City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
3. The petitioner must send a notice to all affected property owners along Lake Shore Drive.
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. Local traffic access to Lake Shore Drive must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
6. All debris created by the event shall be cleaned up during and after the event.
7. The applicant 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.
8. The Crystal Lake Rowing Club will coordinate with the Crystal Lake Fire Rescue Department regarding the standby ambulance request at the Greater Chicago Area Junior Rowing Championships Regatta.
9. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
10. Any additional permits or requests for signage shall be made through the Community Development Department.
11. Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
12. The Crystal Lake Rowing Club will provide two safety boats.

13. Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.

14. In the case of inclement weather, an alternate date may be approved by the City Manager.

The event organizer has agreed to meet these conditions. The event application requesting approval for the road closures and other information regarding the event have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9d

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: Annual adoption of the Zoning Map

Recommendation: Motion to adopt an ordinance approving the 2016 Crystal Lake Zoning Map, as presented.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background: Attached is the 2016 updated Zoning Map, which reflects the current zoning and the zoning amendments within the City that was approved by the City Council prior to December 31, 2015. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31 of each year. The GIS based zoning map, which is available on the City's website and provides a convenient reference material for customers, is attached for the Council's information.

Below is a brief summary of the parcels that were rezoned. The asterisk represents a rezoning upon annexation.

Petition	Location	Acreage	From	To
Blomsness Thebault	6813 Sands Road	5*	County	M
Smith Carthage	7013 Sands Rd.	5.3*	County	M PUD
Athans Co	6710 Pingree Road	0.9*	County	M
Doherty	4420, 4501, 5201, & 5425 Rt. 176	2.5*	County	B-2
Bucky's	8108 Pyott Road	1.2*	County	B-2PUD
Lessner-Beasley	8310 Ackman Road	5*	County	E
CVS Pharmacy	Route 14 and Virginia Rd		Res/Office	B-2
Total Acreage		19.9 acres		

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

ORDINANCE ADOPTING 2016 OFFICIAL ZONING MAP

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December, 2015, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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

Dated 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: 10

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: Text Amendments for various provisions of the Unified Development Ordinance

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendations and to adopt an ordinance amending Chapter 650 of the Code of Ordinances of the City of Crystal Lake for the changes to the UDO.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- When the City Council adopted the Unified Development Ordinance (UDO) in 2009, it was intended to be a dynamic document that would be updated periodically.
- The proposed text amendments would address issues observed by staff, based on their day-to-day application of the UDO, and would simplify the requirements and procedures for businesses and residents.

Request:

- Staff is proposing changes to Articles 2, 3, 4, 5, 7, 9, 10, and the Appendices. The proposed changes are attached as Exhibit A.
- The following charts provide a brief explanation of the proposed text changes. This can be utilized during the review of the Exhibit A text amendments.

Article 2 Changes

PROPOSED TEXT	EXPLANATION
Internet Auto Sales	There are existing businesses that operate via the Internet only and do not have an outside lot. This amendment creates a category for these uses.
Home Kitchen & Cottage Food Operations	Brings the City into compliance with State Law Cupcake Act.

Electric Vehicle Charging	Creates a category to address the desire by some businesses to install charging stations.
Parks and Recreation	Removes the need to seek an SUP or LUP for a park and increases the threshold for an SUP for structures within a park to 900 SF- consistent with residential properties.

Article 3 Changes

PROPOSED TEXT	EXPLANATION
Front Yard Setback	In the previous ordinance the average was taken by looking at the properties for a distance of 400 feet. Currently, it is the two closest dwelling units. This has created a problem when a house is set very far back, the neighboring property is penalized. The proposed text would bring back the 400-foot distance. The properties on the lake would always be the average of the properties within 400 feet.
Height Exceptions Satellite Dishes	The size restrictions listed were unenforceable. The new text brings this section into compliance with the law.

Article 4 Changes

PROPOSED TEXT	EXPLANATION
Street Standards	Correcting classifications to comply with IDOT classifications. Amending sections to make the design standards easier to calculate.
Landscape Plan	Providing clarification that an approved landscape plan needs to be maintained.
Exterior Lighting	Correcting inconsistencies and making this section more enforceable for property maintenance complaints.
Accessory Structures	Removal of conflicting comment boxes. Clarification that a detached structure over 900 square feet requires an SUP. Clarification that a detached structure over 600 square feet is required to meet the principal structure setbacks (PSP). Clarification that structures attached to the principal structure must meet the PSP.

	Swimming pools w/ or w/o surrounding decks are exempt from SUP, but attached must meet PSP.
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Article 5 Changes

PROPOSED TEXT	EXPLANATION
Letter of Credit	Changes to the language to make it clearer and strengthen the City's position.

Article 7 Changes

PROPOSED TEXT	EXPLANATION
Corner Side Yard Setback	Changes reflect the language previously proposed for the front yard setbacks in Article 3. Lake lots use a corner side setback as the street side and this is averaged for non-conforming lots.

Article 10 Changes

PROPOSED TEXT	EXPLANATION
Electric Vehicle Charging	Definition needed since this use has been incorporated.
Internet Auto Sales	Definition needed since this use has been incorporated.
Outside Storage	Clarifying the commentary portion.
Parks and Recreation	Clarifying a park and reflecting the new SUP requirement.
Driveway	Definition needed.

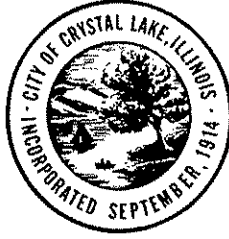
Appendices Changes

PROPOSED TEXT	EXPLANATION
Access Management (street information)	Clarification and removal of inconsistencies and provisions that were not enforced.
Downtown District	Adding exhibit showing the standard for signs Downtown.

PZC Highlights:

- The Planning and Zoning Commission (PZC) discussed the proposed changes.
- Following discussion, the PZC recommended **approval (6-0)** of the proposed changes as presented.

Votes Required to Pass: A simple majority vote.



DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE AMENDING CHAPTER 650 OF THE CODE OF ORDINANCES OF
THE CITY OF CRYSTAL LAKE, ILLINOIS, PROVIDING FOR A TEXT
AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 19, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 3, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed amendment to the Unified Development Ordinance; and

WHEREAS, on February 3, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed amendment to the Unified Development Ordinance be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2015-45, dated as of February 4, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, that the Crystal Lake Unified Development Ordinance, and such Ordinance as amended, be and the same is hereby amended as follows:

SECTION I: That Table 2-300 Permitted Uses Table have the following line added to it under the section of Commercial, Retail Uses, Motor Vehicle and Parts Dealers:

	F	E	RE	R-1	R-2	R-3a	R-3b	O	B-1	B-2	B-4	M-L	M	W
Internet Auto Sales								P	P	P	P	P	P	P

SECTION II: That Table 2-300 Permitted Uses Table have the following line added to it under section of Residential, Household Living

	F	E	RE	R-1	R-2	R-3a	R-3b	O	B-1	B-2	B-4	M-L	M	W
Home Kitchen and Cottage Food Operations	L	L	L	L	L	L	L	L	L	L	L	L	L	L

SECTION III: That Table 2-300 Permit Uses Table have the following line added to it under section Parking and Transportation, Parking:

	F	E	RE	R-1	R-2	R-3a	R-3b	O	B-1	B-2	B-4	M-L	M	W
Electric vehicle charging stations	L	L	L	L	L	L	L	L	L	L	L	L	L	L

SECTION IV: That Section 2-400C-60 be amended to read as follows:

60. Park and recreation facilities. Park and recreation facilities must comply with the following standards: [Amended 1-18-2011 by Ord. No. 6641]

- a. A special use permit is required where structures such as lighting standards in excess of 20 feet in height for sports fields are installed or where any building or buildings in excess of 900 square feet are proposed.
- b. Structures shall be constructed of building materials complementary to the existing structures and be similar in architectural style.

SECTION V: That Section 2-400C-68 be created and reads as follows:

68. Home kitchen and cottage food operations. Home kitchen and cottage food operations must comply with the following criteria:

- A. The City of Crystal Lake hereby adopts and incorporates the provisions of the Food Handling Regulation Enforcement Act (410 ILCS 625/1 et seq.), as amended.

- B. Home kitchen operations and cottage food operations, as defined by the Food Handling Regulation Enforcement Act, as amended, are permitted within the City of Crystal Lake. The sale of non-potentially hazardous food by home kitchen operations and by cottage food operations is also permitted in accordance with the Food Handling Regulation Enforcement Act.
- C. The City of Crystal Lake hereby authorizes the direct sale of baked goods as described in Section 4 of the Food Handling Regulation Enforcement Act.
- D. The home kitchen and cottage food operations must demonstrate compliance with the limited use criteria for a home occupation (Section 2-400C3).

SECTION VI: That Section 2-400C-69 be created and reads as follows:

69. Charging stations are permitted to utilize existing parking spaces without affecting a property's ability to meet parking requirements. Electric vehicle charge stations shall comply with the following criteria:

- A. A maximum of two charging stations per property are permitted.
- B. Charging stations shall not be located in front or side yards abutting a street.
- C. Charging stations cannot block access to handicapped accessible spaces.
- D. Each charging station is permitted a maximum of one square foot of signage.

SECTION VII: That Section 3-300B-3 be amended to read as follows:

3. Front setback.

Front setback is the minimum distance required between a proposed building and the front lot line.

Each lot shall have a minimum front setback as indicated in this article, except as provided below. For properties along the Crystal Lake waterfront, the front yard shall be on the water side. For a corner lot, the front is the narrowest side edge of the lot fronting on a street, irrespective of the orientation of the building toward either street. For a double-frontage lot, the front shall be along the street where a majority of the residences on the block are oriented.

Along principal highways, greater front setbacks* are required in all districts:

- a. On Route 176, the setback shall be 40 feet, except that such setback shall be increased to 80 feet west of Route 14 and east of the Union Pacific McHenry Line;
- b. On Route 14, the setback shall be 40 feet, except that such setback shall be increased to 80 feet north of Route 176 or east of Main Street; and

- c. On Route 31 and Randall Road, the setback shall be 80 feet.

For residential properties only:

- a. Where the established dwellings on the same side of a block, or measuring a total distance of 400 feet from the lot in question, whichever is less, have an average setback that is 10 feet greater or less than the required setback, the setback for the lot in question shall be the average of the established dwellings.
- b. For lots abutting Crystal Lake, the front yard setback shall be calculated by measuring the setback of the established dwellings for a total distance of 400 feet from the lot in question and shall be the average of the established dwellings.

* Greater setbacks along principal highways are also required for corner side setbacks.

SECTION VIII: That Section 3-300C-1c be amended to read as follows:

- c. Public utility poles and wires, radio and television antennas and towers, except that a special use permit shall be obtained for any public transmitting tower, subject to the standards and procedures of this Ordinance. For residential uses, a television, citizen's band, or short-wave radio antenna, not exceeding 10 feet in height, and attached to the roof, shall be exempted from consideration when determining the maximum height for the principal building. For a separate television, citizen's band, or short-wave radio tower/antenna, not attached to the roof of the principal structure, the maximum height shall be the allowable maximum height requirement for a principal building of that zoning district plus 10 feet. Receive-only "dish" antennas with a diameter of 39 inches or more located in a residential district and 80 inches or more located in nonresidential districts are subject to the accessory use standards in this Ordinance.

SECTION IX: That Section 4-100C-2 be amended to read as follows:

2. Minor arterial. These routes interconnect and supplement the major arterial routes, accommodate moderate trip lengths, and service activity centers. Refer to the City's standard cross section details in the Appendix. Examples: Ackman Road, Crystal Lake Avenue, McHenry Avenue, Main Street.

SECTION X: That Section 4-100C-3 be amended to read as follows:

3. Major collector. These routes serve as intermediate links between major arterials and points of origin or destination by providing access and traffic circulation within residential neighborhoods and commercial areas. Refer to the City's standard cross

section details in the Appendix. Examples: Golf Course Road, Huntley Road, Pingree Road.

SECTION XI: That Section 4-100C-4 be amended to read as follows:

4. Minor collector. These roads connect smaller access streets and residences to the main roadway network (major collectors and arterials). Refer to the City's standard cross section details in the Appendix. Examples: Alexandra Boulevard, Village Road.

SECTION XII: That Section 4-100D-1c(v)II be amended to read as follows:

II. Minor collector/local streets/alleys = 150 feet

SECTION XIII: That Section hat Section 4-100D-1c(vi)III be added to read as follows:

III. Where there is a deflection in a vertical center line within a given block at any point in excess of 2.5%, a curve shall be inserted with a radius of not less than 100 feet.

SECTION XIV: That Table 4-100D-1 Clear Sight Triangle Dimensions be amended to read as follows:

Table 4-100D-1 Clear Sight Triangle Dimensions	
a.	All-Way Stop Controlled Intersections
Posted Speed Limit (mph)	Dimension "X" Stopping Sight Distance (SSD), feet
25	200
30	250
35	305
40	360
45	425
50	495
55	570
b.	Partially Controlled Intersection (Stop Controlled on Minor Road)

Table 4-100D-1 Clear Sight Triangle Dimensions	
Posted Speed Limit (mph)	Dimension "X" Stopping Sight Distance (SSD), feet
25	335
30	390
35	445
40	500
45	555
50	610
55	665

SECTION XV: That 4-100D-1i(iii) regarding ribbon curbs be deleted.

SECTION XVI: That Section 4-200C-5 shall be amended to read as follows:

- 5. Drainage. All off-street parking and loading areas must provide a one-percent cross slope on pavement surface and must be properly drained so as not to cause any nuisance on adjacent land.

SECTION XVII: That Section 4-200F shall be amended to read as follows:

F. Use of residential parking areas. The parking and storage of construction equipment, trucks, trailers and commercial vehicles in any residential district must be in a fully enclosed structure. If not, the vehicle standards listed below must be met. All vehicles as provided herein are allowed to be parked only on an approved surface. ("Approved surface" shall mean asphalt/bituminous, concrete/PCC, brick pavers, and any surface that is approved by the City Engineer.)

SECTION XVIII: That Section 4-400C-3 be created and reads as follows:

- 3. All plant materials, trees, shrubs, and vegetation illustrated on approved landscaping plans must be planted and subsequently maintained in perpetuity. Replacements of plant materials, trees, shrubs, and vegetation shall be approved by the

Community Development Department.

SECTION XIX: That the Commentary Box located after Section 4-600C-2 be deleted

SECTION XX: That Section 4-600D be amended to read as follows:

D. Special use permit required: Any individual structure or accessory to a single-family detached, single-family attached or a two-family dwelling, greater than 900 square feet in area, is required to obtain a special use permit.

1. Residential uses:

- a. Any enclosed, detached, accessory structure greater than 900 square feet in area is required to obtain a special use permit.

Residential enclosed, detached accessory structures include, but are not limited to, garages, sheds, greenhouses, playhouses, or any other applicable accessory structure as determined by the Zoning Administrator.

- b. The requirement to obtain a special use permit does not apply to attached accessory structures, including gazebos, decks, porches, terraces, pergola or patio covers that are greater than 900 square feet in area, as long as the applicable principal structure setback requirements are met.
- c. This requirement also does not apply to above-ground or in-ground swimming pools or above-ground swimming pool and deck combinations, attached or detached, as long as the applicable setback requirements are met.

2. Nonresidential uses: Accessory structures for a nonresidential use that are located in a residential zoning district and greater than 900 square feet in area are required to obtain a special use permit.

SECTION XXI: That Section 4-600E-1 be amended to read as follows:

1. Front yard and corner side yard: Accessory structures are not permitted within the front yard and corner side yard setback, with the following exceptions:

- a. For all residential uses: Signs (in compliance with Section 4-1000, Signs); fences, walls, hedges (in compliance with Section 4-700, Fences, walls and screening); mailboxes; flagpoles; play equipment permanently affixed to the wall of the principal structure; freestanding basketball hoops on poles and off-street parking areas for multifamily developments.
- b. For residential uses fronting Crystal Lake: benches, decks, any other related structures, children's play houses, and play equipment. [Amended 11-19-2013 by

Ord. No. 6972]

- (i) Setback: Must meet the minimum five-foot setback from the interior property lines.
- (ii) Retaining walls: Retaining walls cannot exceed three feet in height, measured at any point on either side of the wall, from the finished grade level adjacent to the wall to the top of the wall. Walls cannot be used to alter the overall natural topography of the land.
- (iii) Appearance: The proposed structure must be architecturally compatible with the principal structure on the lot and must be contextual with the neighborhood.
- (iv) Exemption: Detached flatwork such as patios and decks not more than 12 inches above the ground are exempt as long as the five-foot side yard setback is met and the maximum allowable impervious coverage is not exceeded. Any seat walls around the patio or deck can be no taller than 18 inches in height. A continuous wall around the patio or deck is not considered a seat wall.

All detached accessory structures, with the exception of boat docks, boat houses, piers, and seawalls, must comply with the following limited use standards:

- (i) Setback: Must meet the minimum five-foot setback from the interior property lines.
- (ii) Retaining walls: Retaining walls cannot exceed three feet in height, measured at any point on either side of the wall, from the finished grade level adjacent to the wall to the top of the wall. Walls cannot be used to alter the overall natural topography of the land.
- (iii) Appearance: The proposed structure must be architecturally compatible with the principal structure on the lot and must be contextual with the neighborhood.
- (iv) Exemption: Detached flatwork such as patios and decks not more than 12 inches above the ground are exempt as long as the five-foot side yard setback is met and the maximum allowable impervious coverage is not exceeded. Any seat walls around the patio or deck can be no taller than 18 inches in height. A continuous wall around the patio or deck is not considered a seat wall.

Detached accessory structures for residential uses fronting Crystal Lake that cannot meet the above criteria may request a special use permit to obtain approval.

SECTION XXII: That Section 4-600E-2a be amended to read as follows:

- a. For residential uses (not including residential uses fronting Crystal Lake):
 - i. Accessory buildings or structures are permitted to be located within five feet of a side lot line and five feet of a rear lot line, provided the accessory structure is not located on a recorded utility, drainage or municipal easement and provided the wall of the accessory structure adjacent to the rear lot line contains no openings.
 - ii. Fences, walls and hedges are permitted to be closer than five feet to a side or rear lot line, provided they meet the requirements of Section 4-700, Fences, walls and screening.
 - iii. Accessory structures on lots in residential subdivisions that are greater than 600 square feet in area are required to meet the principal structure setbacks.

SECTION XXIII: That Section 4-600E-2c be amended to read as follows:

- c. Attached or detached above-ground or in-ground swimming pools or above-ground swimming pool and deck combinations must meet the five-foot required accessory structure setback requirements.

SECTION XXIV: That Section 4-600E-2d be created and read as follows:

- d. For nonresidential uses: Accessory buildings or structures may be located adjacent to a railroad right-of-way, but only for the purpose of providing a rail loading dock. Accessory structures must meet the setback requirements listed in Article 3, Density and Dimensional Standards. Exceptions include fences, walls or screening in accordance with the provisions of Section 4-700, Fences, walls and screening, and waste disposal containers.

SECTION XXV: That Section 4-800A-2 and Section 4-800A-3 be amended to read as follows:

1. To protect pedestrians, cyclists and motorists from the excessive illumination of non-vehicular light sources.
2. To reduce the distribution of stray light upon neighboring properties and protect neighbors, the environment and the night sky from nuisance illumination and light trespass from improperly selected or poorly placed, aimed, applied, maintained or shielded light sources.

SECTION XXVI: That Section 4-800C be amended to read as follows:

C. Conformance.

1. Any existing luminaire or lighting installation used for outdoor lighting in any zoning

district on the effective date of this Ordinance that does not comply with the requirements of this section shall be considered a nonconforming use. Existing nonconforming luminaires or light installations legally installed and operative before the effective date of this Ordinance are exempt from compliance with the requirements of this section, unless such fixtures are deemed a safety hazard by the Zoning Enforcement Officer or his/her designated appointee.

2. Any nonconforming luminaire or light installation is required to comply with the requirements of this Ordinance or be removed within 30 days if any of the following are met:
 - a. The luminaire is producing light trespass that is deemed by the City to create a hazard or nuisance.
 - b. The height or location of the luminaire is changed.
 - c. The luminaire is changed or replaced (except routine maintenance and bulb replacement of equal light output), except if it is a part of a parking lot lighting installation consisting of an array of three or more identical luminaires and poles or supporting structures.
 - d. The supporting structure for the luminaire is changed or replaced, except if it is part of a parking lot lighting installation consisting of an array of three or more identical luminaires and poles or supporting structures.

SECTION XXVII: That Table 4-800D(1) be amended to read as follows:

Table 4-800 D (1)		
Illuminated Surface	Minimum Light Level (footcandles)	Maximum Average Light Level (footcandles)
Non-internally illuminated signs (Wall and ground, light color)	---	5.0
Non-internally illuminated signs (Wall and ground, medium color)	---	10.0
Non-internally illuminated signs (Wall and ground, dark color)	---	15.0
Auto Dealerships:		
Front Row and Feature Displays	---	20.0
Other Merchandise Areas	---	10.0

Private or Public Parking areas*	0.25	4.5
Vehicular Entrances from Right-of-Way*	1.0	4.5
Playing Fields	---	IESNA **
Automobile Service Station/ Pumping Areas ¹	10.0	50
Drive-in/ Drive-through Canopies ²	---	15.0
Building Entrance and Exit Pedestrian Pathways*	1.0	5.0
Stairways and Steps*	1.0	5.0
* Maximum-to-minimum light level ratio shall not exceed 12:1		
** Illuminance level specified in Table 7 of IESNA document RP-6-01		
¹ Automobile service station fixtures shall be recessed into the canopy ceiling, with a lens that is flat and flush to the ceiling. No fixtures shall be mounted on the top or the side fascias of the canopy. If the canopy is located within 150 feet of a residential property, the canopy fascia shall be extended to a minimum depth of 12 inches below the canopy ceiling. Preferred light sources are high-pressure sodium, metal halide or LED.		
² All fixtures for drive-in/ drive-through canopies shall either be recessed into the ceiling canopy or mounted such that the lowest portion of the fixture is higher than the canopy fascia.		

SECTION XXVIII: That Section 4-800D-3a(i)IV be amended to read as follows:

- IV. Sign lighting: Any single luminaire used for lighting of a ground-mounted sign that is not internally illuminated shall not exceed 1,100 lumens† (up to 45° maximum inclination). Internally illuminated signage shall be designed to minimize the amount of light transmitted through the sign panel and not cause excessive light trespass. The display of light should be limited to the copy area.

SECTION XXIX: That Section 4-800D-5a be amended to read as follows:

- a. Commercial lighting zones. Except for streetlighting and sign lighting, outdoor lighting on any zoning lot in a commercial lighting zone is permitted to be lighted 15 minutes prior to the normal hours of operation of the business and is permitted to be lighted between 1/2 hour before sunset and 10:00 p.m. or one hour after the close of business based on normal hours of operation of the business, whichever is later (Refer to Section 4-1000L for internally illuminated signs.). Thereafter, for security and safety purposes, security lighting is permissible at a total light output

from all outdoor lighting not greater than 50% of the total light output from all outdoor lighting located on the zoning lot during permitted outdoor lighting hours. Lighting for security and safety purposes shall be construed to mean the minimum amount of exterior lighting necessary to illuminate possible points of entry or exit into a structure, to illuminate exterior walkways or to illuminate outdoor storage areas. During security lighting hours, no luminaire may exceed its light output exhibited during permitted outdoor lighting hours.

SECTION XXX: That Section 4-800F-6 and 4-800F-7 be amended to read as follows:

1. Lighting used for outlining windows, doors, rooflines or buildings, unless used as part of signage per the provisions of Section 4-1000, Signs;
2. Any lighting fixture or device that is operated in such a manner as to constitute a hazard, nuisance or danger to persons or to safe vehicular operation, as determined by the Zoning Enforcement Officer or his/her assigned designee.

SECTION XXXI: That Section 4-800H-1d be amended to read as follows:

- d. A description of each luminaire identified in the site plan, including the manufacturer, model number, a photograph or catalog cut, photometric data verifying any compliance requirements specified within this Ordinance, light output in initial lumens, shielding or illumination reduction devices, lamp type, and on/ off control devices.

SECTION XXXII: That Section 4-1100A-2a be amended to read as follows:

- a. General: All development shall provide for the installation of a complete potable water and fire protection distribution system to supply all present and future needs. The system of water mains must be a looped ductile iron Class 52 or PVCO C909 main of no less than eight-inch diameter that provides a minimum of two separate sources of pressure and volume. Final design and material type shall meet the approval of the City Engineer and Chief of Fire Rescue.

SECTION XXXIII: That Section 4-1100A-5 be amended to read as follows:

5. Fire Hydrants. Fire hydrants shall be installed along all public streets and shall have a maximum distance between hydrants of 300 feet. The distance can be increased or decreased as approved by the City Engineer and Chief of Fire Rescue.

SECTION XXXIV: That Section 5-200G3c(iii) and Section 5-200G3c(iv) be amended to read as follows:

- (iii). A bond, letter of credit, cash deposit, as may be designated by the City, or other security approved by the City, in a form approved by the City (hereinafter, "performance security"), in the amount of 120% of improvements detailed on the approved engineer's estimate of cost of the installation of such improvements. Upon completion of any portion of such improvements, a reduction to the

performance security may be requested and the City may grant a reduction at its sole discretion. If, at any time, the City determines that the funds remaining in the performance security are not sufficient to pay in full the remaining unpaid costs of such improvements, within 30 days of written notice, the performance security shall be increased to an amount determined by the City to be sufficient to pay in full the remaining costs of such improvements. Failure to increase the amount of the performance security shall be grounds to draw down the entire remaining balance of the performance security. Any performance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any performance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois. Any security required pursuant to the provisions of the Stormwater Management Ordinance shall be in accordance with the provisions of that ordinance.

(iv) A bond, letter of credit, cash deposit, as may be designated by the City, or other security approved by the City, in a form approved by the City (hereinafter, "maintenance security"), in the amount of not less than 5% of the approved engineer's estimate of the cost of the installation of such improvements, providing guarantee of workmanship and materials for a period of two years from the final inspection and acceptance of such improvements. If, at any time, the City determines that the funds remaining in the maintenance security are not sufficient to pay for correcting defects and deficiencies of such improvements, within 30 days of written notice, the maintenance security shall be increased to an amount determined by the City to be sufficient to pay for correcting defects and deficiencies of such improvements. Failure to increase the amount of the maintenance security shall be grounds to draw down the entire remaining balance of the maintenance security. Any maintenance security submitted to the City in the form of a bond shall be issued by an insurance company that has a current rating of A++, A+, or A as rated by A.M. Best rating company. Any maintenance security must be issued by a business licensed to do business in the State of Illinois and redeemable in the State of Illinois.

SECTION XXXV: That Section 7-200B-1a(iv) be amended to read as follows:

(iv) Corner side setback: The corner side setback shall not be less than 1) 70% of the required yard abutting street as listed in Article 3 of this Ordinance; or 2) Where the established dwellings on the same side of a block, or measuring a total distance of 400 feet from the lot in question, whichever is less, have an average setback that is 10 feet greater or less than the required setback, the setback for the lot in question shall be the average of the established dwellings. (Requirement also applies to yard abutting street.)

SECTION XXXVI: That the definition for GLARE contained in section 10-200 C be deleted.

SECTION XXXVII: That the following definitions be inserted into section 10-200E in

alphabetical order:

ELECTRIC VEHICLE CHARGING STATION - A device or station that provides power to charge the batteries of an electric vehicle.

INTERNET AUTO SALES - An automobile dealer which conducts business over the internet and does not have an outdoor display area.

PARK/PRIVATE PARK AND RECREATION FACILITIES FIELD – A noncommercial open space area with active or passive recreational facilities, such as playing fields, community centers, playground equipment, picnic shelters, paths/trails, benches, fences and parking lots managed by a public taxing body. Structures, such as lighting standards and buildings in excess of 900 square feet, shall require a special use permit.

PRIVATE RECREATION FIELD – A commercial park, playing field, playground or other recreation facility, and/or open space which is not operated by a public taxing body.

SECTION XXXVIII: That the Definition for **OUTSIDE STORAGE** in 10-200E be amended to read as follows:

OUTSIDE STORAGE — The keeping, in an unroofed area, of any goods, material, merchandise, or vehicles in the same place for more than 24 hours, except areas solely designated for garbage and trash for a specific use.

Commentary:

For non-residential zoning districts where outside storage is allowed as a limited use, please refer to the handout on outdoor sales, service, storage and display available through the Community Development Department for further clarification.

SECTION XXXIX: That the following definition be inserted into Section 10-200G in alphabetical order:

DRIVEWAY - An access point to the street.

SECTION XL: That Section A-400C be amended to read as follows:

C. Required spacing. Spacing between adjacent access locations or a proposed access location and an adjacent street intersection shall be consistent with the following. Where the indicated spacing is met, there is a presumption that access will be permitted subject to satisfying the design objectives of Section A-400D below.

1. Access separation between driveways shall be measured from inside edge to inside edge of driveway and is measured at the point where both driveways' nearest points to each other meet the back of curb or edge of pavement.
2. The separation between a driveway and intersecting street shall be 30 feet and shall be measured from the nearest edge of the driveway at the back of curb or edge of pavement

to the edge of the cross-street pavement.

3. For individual residential properties, the following limitation on the number of driveways applies:

- a. One driveway for 70 feet or less of lot width frontage.
- b. Two driveways for greater than 70 feet of lot width frontage.

SECTION XLI: That Section A-400E3 be amended to read as follows:

3. The curb return radii for driveways intersecting at right angles with the roadway and without a deceleration lane shall be as follows:

- a. Curb return radii for commercial and multifamily driveways shall vary between 15 feet and 30 feet as shown on the City standard detail in Section A-600.
- b. Curb return radii for driveway types not included in the above shall be determined by the City Engineer.

SECTION XLII: That Section A-400F be amended to read as follows:

F. Driveway width.

1. Residential.

- a. The maximum width of the residential driveway approach measured at the property line shall not exceed 20 feet in width and 25 feet at the street.
- b. The minimum width of the residential driveway approach measured at the property line shall not be less than nine feet in width.
- c. The minimum width for the driveway anywhere outside the public right-of-way is nine feet. Alternate widths may be approved by the City Engineer in cases of a legal nonconforming lot.

2. Nonresidential.

- a. The maximum width of a nonresidential driveway approach measured at the property line for two-way operation shall not exceed 36 feet or for one-way operation shall not exceed 24 feet, except that the City Engineer may issue permits for driveway approaches greater than 36 feet in width on arterial or major collector streets to handle special traffic conditions.
- b. The minimum width of a nonresidential driveway approach measured at the property line for two-way operation shall not be less than 24 feet or for one-way operation shall not be less than 14 feet.

SECTION:XLIII: That the Tables in Section A-700A-1 be amended to read as follows:

Standard Pavement Sections – Hot Mix Asphalt (HMA)									
	Major/Minor Arterial	Major Collector		Minor Collector		Local/Alley		Parking Lots	Parking Lots – Heavy Duty
HMA Surface Course	1.5" Mix D, N70	1.5" Mix C, N50		1.5" Mix C, N50		1.5" Mix C, N50		1.5" Mix C, N50	1.5" Mix C, N50
HMA Binder Course	2.5" IL 19, N70	4.5" IL 19, N50	2.5" IL 19, N50	4" IL 19, N50	2.5" IL 19, N60	2.5" IL 19, N50	2.5" IL 19, N50	2.5" IL 19, N50	2.5" IL 19, N50
HMA Base Course	8"	—	7"	—	6"	—	4"	--	--
Aggregate Base Course (CA-6, Grade #9)	4"	12"	4"	12"	4"	12"	4"	8"	10"

Standard Pavement Sections - Portland Cement Concrete					
	Major/Minor Arterial	Major Collector	Minor Collector	Local/Alley	Parking Lot (including heavy duty)
Portland Cement Concrete, Class PV	8"	8"	6"	6"	6"
Aggregate Base Course (CA-6, Grade #9)	8"	8"	8"	4"	4"

SECTION XLIV: That section A-700A-2 be amended to read as follows:

2. Alternate pavement design: The designer also has the option, with City Engineer approval, to utilize an alternate pavement structure with a structural number that meets or exceeds the standard designs established by the Engineering Division. The following

Pavement Design Chart is intended to show the minimum structural number allowable for a particular street classification and parking lots if an alternate hot mix asphalt pavement design is utilized. A higher structural number may be required for those streets in manufacturing, business, and/or office areas.

Pavement Design Chart	
Street Classification	Minimum Structural Number (HMA)
Major/Minor Arterial	4.0
Major Collector	3.7
Minor Collector	3.5
Local/Alley	3.0
Parking Lot – Heavy Duty	2.7
Parking Lot	2.2

SECTION XLV: That Section A-700A-6 be amended to read as follows:

6. Minimum thickness:

- a. Surface course thickness: The minimum thickness for hot mix asphalt surface course shall meet the latest Illinois Department of Transportation specifications.
- b. Binder lift thickness: The minimum lift thickness for hot mix asphalt binder shall meet the latest Illinois Department of Transportation specifications.
- c. Aggregate base course thickness: The minimum thickness for aggregate base course shall be four inches.

SECTION XLVI: That Section A-800A-1a be amended to read as follows:

- a. No walk shall be poured unless the subgrade, compacted granular base, forms, grade and alignment have been inspected and approved by the Community Development Department.

SECTION XLVII: That Section A-800A-2c be amended to read as follows:

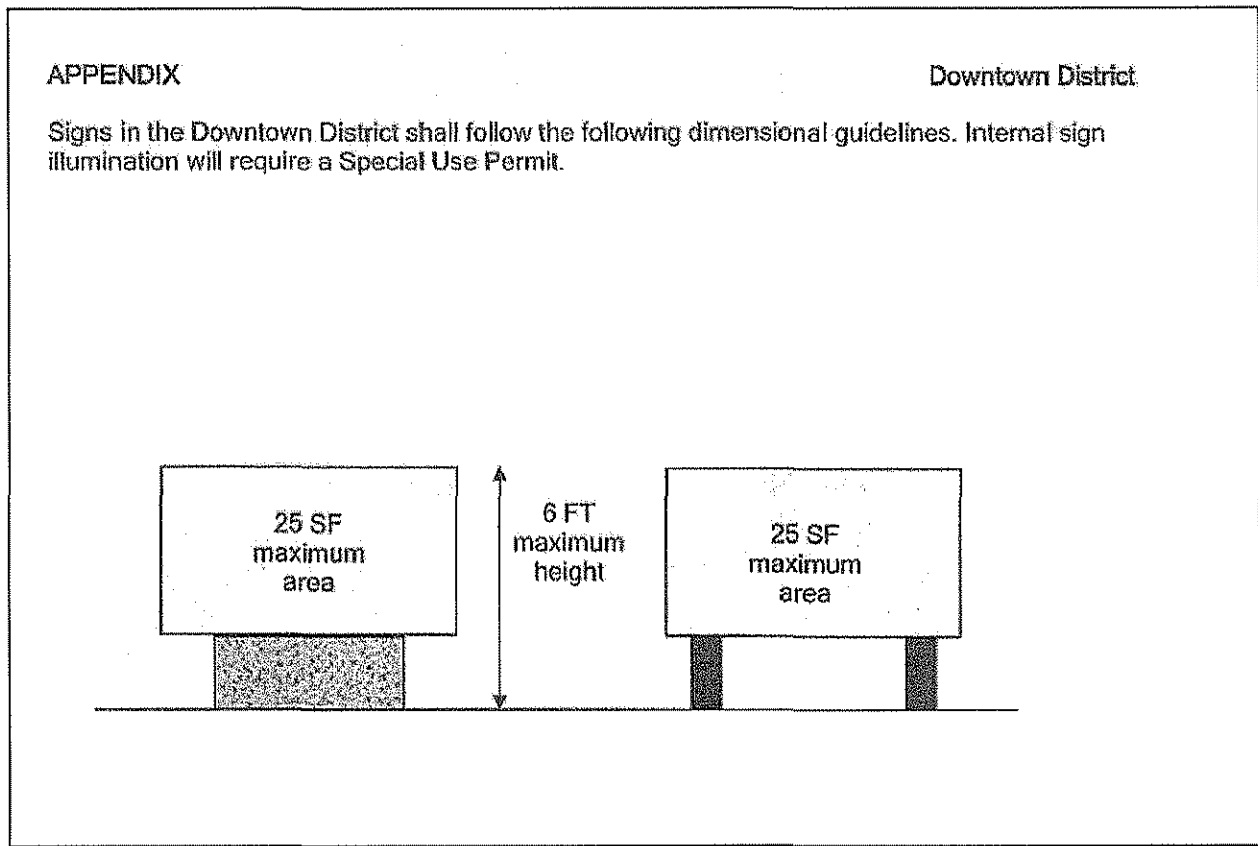
- c. Water service boxes shall not be located in the sidewalk slab. In the event of a conflict, the contractor shall contact the Public Works Department for further

instructions.

SECTION XLVIII: That Section A-800A-4 be amended to read as follows:

4. Private sidewalks: The same material and construction specifications apply to sidewalks erected on private property.

SECTION XLIX: That the following picture be added to the end of Section A-1300



SECTION L: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION LI: 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 1st day of March, 2016.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 1, 2016

APPROVED: March 1, 2016

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



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Kincaid Salon and Coffee Shop

Request: Special Use Permit for a massage establishment and parking variation

Petitioner: Kevin Kincaid, petitioner
77 Woodstock Street

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit for the Massage Therapeutic Establishment and Parking Variation for 77 Woodstock Street.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- The property was formerly Carl's furniture and is currently vacant. The owner plans to divide the space for two tenants. The larger anchor tenant would be Blush Salon, currently located Downtown. The secondary tenant would be a coffee shop.
- Blush Salon provides massage services as part of their full-service spa. Since any massage establishment requires a Special Use Permit they are seeking an SUP for this site.
- Downtowns, by their nature, typically do not contain onsite parking lots since those are not conducive to walkability. As new uses move into spaces Downtown, they are required to seek a parking variation if the new use is more parking intensive than what was there previously. This request is to waive the requirement to provide the 33 onsite parking spaces.
- The recent conversion of the "depot" commuter lot to Downtown parking has provided an additional 73 parking spaces for shoppers in the proximity.

PZC Highlights:

- The Commission was supportive of the request and was glad that Blush was growing and needing to expand. They believed that both businesses would do well at this location and parking should not be an issue.
- The PZC reviewed the Findings of Fact and found that this petition meets the criteria.

The PZC recommended **approval (6-0)** 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 (Kincaid, received 01/28/16)
 - B. Coffee Shop floor plan (Kincaid, received 02/09/16)
 - C. Salon floor plan (Blush Salon, received 02/12/16)
2. The petitioner must comply with the State requirements and provide the City with a copy of every licensed masseuse at the location.
3. The operator of the Blush Salon shall comply with the SUP criteria for massage therapeutic establishments.
4. The parking variation is granted for these two uses, if the uses intensify or a new more intense use locates here, the request will need to be amended to review the parking in the future.
5. All employees for these two businesses must acquire and maintain Z-lot passes.
6. A sprinkler system and water service line upgrade may be necessary depending on use and occupancy.
7. 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 simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND VARIATION
AT 77 E. WOODSTOCK STREET

WHEREAS, pursuant to the terms of a Petition (File #2016-06) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Special Use Permit for a massage therapeutic establishment and a variation from Article 4-200 from the required minimum parking of 33 spaces to allow 0 spaces; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 2, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 17, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit and Variation; and

WHEREAS, on February 17, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-06, dated as of February 18, 2015; and

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

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

Section I: That a Special Use Permit for a massage therapeutic establishment and a variation from Article 4-200 from the required minimum parking of 33 spaces to allow 0 spaces at the property commonly known as 77 E. Woodstock Street (14-32-479-005), City of Crystal Lake.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kincaid, received 01/28/16)
 - B. Coffee Shop floor plan (Kincaid, received 02/09/16)
 - C. Salon floor plan (Blush Salon, received 02/12/16)

2. The petitioner must comply with the State requirements and provide the City with a copy of every licensed masseuse at the location.
3. The operator of the Blush Salon shall comply with the SUP criteria for massage therapeutic establishments.
4. The parking variation is granted for these two uses, if the uses intensify or a new more intense use locates here, the request will need to be amended to review the parking in the future.
5. All employees for these two businesses must acquire and maintain Z-lot passes.
6. A sprinkler system and water service line upgrade may be necessary depending on use and occupancy.
7. The petitioner shall address all of the review comments and requirements of the Community Development, Public Works, and Fire Rescue Departments.

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

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

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

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: REPORT OF THE PLANNING & ZONING COMMISSION
Crystal Lake Food Pantry

Request: Alternative Use Permit with variation

Petitioner: Bill Eich, petitioner
42 East Street

PZC Recommendation: To approve the PZC recommendations and adopt an ordinance granting the Alternative Use Permit with variation for the Crystal Lake Food Pantry at 42 East Street.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- The Crystal Lake Food Pantry is currently located at 257 King Street and has outgrown that space and would like to provide more services to their customers. This new larger facility would allow them to expand their services including using the office space for more social service programs.
- The new site, at 42 East Street, is currently zoned M Manufacturing. This zoning district does not permit Community Food Service, but the ordinance allows for Alternative Uses in the manufacturing zoning district.
- Alternative Uses are intended to allow flexibility in the use of land or structures in the M or M-L Districts in the City when such uses meet appropriate conditions and performance standards that protect public health, safety and welfare.
- One of the criteria for an Alternative Use is that it is only valid for a three-year period and would then need to be re-applied for. The Crystal Lake Food Pantry would like to ensure that they can remain in this building long-term and complete the loan documents that require they have zoning approval. They are requesting the variation from this criterion to allow the use to remain.

PZC Highlights:

- Several neighbors spoke about the traffic on East Street, speeding and trucks driving down Poplar Street. The neighbors did not want the food pantry to exacerbate these issues. The City's Traffic Safety Committee will look at the identified concerns for this area.
- The PZC reviewed the Findings of Fact and found that this petition meets the criteria. They were excited that the Food Pantry is expanding and providing additional services to the community.

The PZC recommended **approval (6-0)** 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 (Food Pantry, received 02/01/16)
 - B. ALTA Survey (Luco Construction, received 02/01/16)
 - C. Site Plan (Food Pantry, received 02/01/16)
 - D. Floor Plan (Food Pantry, received 08/03/15)
2. The Alternative Use Permit is approved for the Crystal Lake Food Pantry only and only as illustrated on the attached plans. Any expansion of the use would require review and amendment of this Alternative Use Permit.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN ALTERNATIVE USE PERMIT AND VARIATION
AT 42 EAST STREET

WHEREAS, pursuant to the terms of a Petition (File #2016-05) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of an Alternative Use Permit to allow the Crystal Lake Food Pantry, a Community Food Service and a variation from Article 9-200 H b. Alternative Use criteria stating a three-year time limit for any Alternative Use; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 2, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 17, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed alternative use permit and variation; and

WHEREAS, on February 17, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Alternative Use Permit and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-05, dated as of February 17, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Alternative Use Permit and Variation be granted as requested in said Petition.

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

Section I: That an Alternative Use Permit to allow the Crystal Lake Food Pantry, a Community Food Service and a variation from Article 9-200 H b. Alternative Use criteria stating a three-year time limit be granted for the property commonly known as 42 East Street (14-33-356-007 & 14-33-356-008), City of Crystal Lake,.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Food Pantry, received 02/01/16)
 - B. ALTA Survey (Luco Construction, received 02/01/16)

- C. Site Plan (Food Pantry, received 02/01/16)
- D. Floor Plan (Food Pantry, received 08/03/15)

2. The Alternative Use Permit is approved for the Crystal Lake Food Pantry only and only as illustrated on the attached plans. Any expansion of the use would require review and amendment of this Alternative Use Permit.

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

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of the alternate use permit and variation in accordance with the provisions of this Ordinance, as provided by law.

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

<u>Meeting Date:</u>	March 1, 2016
<u>Item:</u>	Planet Fitness/Party City (Bohl Farm)
<u>Request:</u>	A Final PUD Amendment to allow for sign and minor elevation changes: 1) Party City to allow 48-inch tall letters (114.72 sf) of wall signage; 2) Planet Fitness to allow 140 square feet of wall signage; and 3) Minor exterior elevation changes.
<u>Petitioner:</u>	Mark Lee, Berengaria Development, petitioner
<u>PZC Recommendation:</u>	A non-recommendation was made by the PZC with a tied (3-3) vote for a Final PUD Amendment for signage and exterior changes at 5320 & 5360 Northwest Highway.
<u>Staff Contact:</u>	Michelle Rentzsch, Community Development Director

Background:

- Existing Use: The former Dominick's building was subdivided into three units. Currently, Fresh Thyme occupies the middle unit and these two tenants would occupy either end.
- Background:
 - In 2015, changes to the façade of the three units, including relocation of doors, and awnings were approved through an administrative Planned Unit Development (PUD) approval for Fresh Thyme.
 - The original Bohl Farm Marketplace PUD was approved in 1998 and Dominick's was granted a PUD amendment in 2006 and 2007 for alterations to the exterior façade and landscaping.

Key Factors:

- Request: The petitioner has modified their request to incorporate the suggestions of the PZC, which was to allow 48-inch tall letters (114.72 sf) for Party City's wall signage and eliminating the previously proposed tag line. Planet Fitness is asking for 140 square feet of total wall signage for Planet Fitness and the EIFS to be painted a yellow with a 6-inch purple border. Both facades are now incorporating accent tiles to better correlate with the Center's architecture.

- UDO Standard: The Unified Development Ordinance sets standards for commercial wall signage. Since the Bohl Farm Marketplace is a PUD, the standards for signage outlined in the PUD ordinance take precedence.
- Area of Wall Signage at Bohl Farm Marketplace:

Store	Unit square footage	Total Area of Wall Signage	Revised Request
Target	~123,000 sf	237.5 sf	-
Kohl's	~84,000 sf	195 sf	-
Buy Buy Baby	33,236 sf	211.58 sf	-
Fresh Thyme	28,844 sf	239.5 sf	-
Planet Fitness	20,210 sf	140 sf (proposed)	140 sf (proposed)
Party City	17,012 sf	189.64 sf (proposed)	114.72 sf (proposed)
Dress Barn	12,025 sf	54 sf	-
Five Below	9,391 sf	48 sf (allowed 50 sf)	-

PZC Highlights:

- The PZC felt the Party City sign was too big and the tag line was unreadable and should be removed. Party City has removed the tagline and reduced their wall sign to 114.72 sf.
- The PZC felt that the awnings over the entryways should either remain or be removed for both tenant spaces in order to maintain symmetry. The petitioners are leaving both awnings in place.
- The PZC felt that the architectural details of the existing façade were being reduced. The petitioner has added tile accents to the corners of the entryway facades to address this. Please see the revised elevations included in the packet.
- The PZC felt that the Findings of Fact had been met.

The PZC made a motion to recommend approval, which did not pass, and resulted in a (3-3) vote of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Berengaria, dated 01/28/16, received 01/29/16)
 - B. REVISED Exterior Elevations (Perspective Design, Inc., dated 02/22/16, received 02/22/16)
 - C. Site Plan (Berengaria, dated 8/19/15, received 01/29/16)
 - D. Survey (Blackledge Land Surveying, Inc., dated 06/21/14, received 01/29/16)
2. The total approved wall signage for Party City is ~~70 square feet~~ **using 48-inch tall letters, remove the tag line and to align the sign vertically with Planet Fitness, as permitted by the UDO.**
3. The wall signage for Party City must be vertically centered on the façade.

4. The shade of yellow paint on the EIFS behind the Planet Fitness sign must match the yellow on the Fresh Thyme wall sign.
5. The background of the tenant copy area on the freestanding sign will be beige and comply with the standards from ordinance 5044 & 5303.
6. The petitioner shall comply with all of the requirements of the Community Development Department.
7. **The awnings over the entrance to the two units shall either both be installed or both removed.**

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR BOHL FARM MARKETPLACE

WHEREAS, pursuant to the terms of the Petition (File #2016-07) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Bohl Farm Marketplace – Planet Fitness and Party City to allow 189.64 square feet of wall signage for Party City, 140 square feet of wall signage for Planet Fitness, and a change to the approved exterior elevation for the Planet Fitness space; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 2, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 17, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on February 17, 2016, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-07, dated as of February 18, 2016; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to 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 Final PUD Amendment be granted to allow 48-inch tall letters (114.72 square feet) and remove the tag line from the wall signage for Party City, 140 square feet of wall signage for Planet Fitness, and a change to the approved exterior elevation for the Planet Fitness space for the property located at 5320 & 5360 Northwest Highway (19-04-452-004), Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Berengaria, dated 01/28/16, received 01/29/16)
 - B. Exterior Elevations (Perspective Design, Inc., dated 02/12/16, received 02/12/16)
 - C. Site Plan (Berengaria, dated 8/19/15, received 01/29/16)

D. Survey (Blackledge Land Surveying, Inc., dated 06/21/14, received 01/29/16)

2. The total approved wall signage for Party City is using 48-inch tall letters, remove the tag line and to align the sign vertically with Planet Fitness.
3. The wall signage for Party City must be vertically centered on the façade.
4. The shade of yellow paint on the EIFS behind the Planet Fitness sign must match the yellow on the Fresh Thyme wall sign.
5. The background of the tenant copy area on the freestanding sign will be beige and comply with the standards from ordinance #5044 & #5303.
6. The petitioner shall comply with all of the requirements of the Community Development Department.
7. The awnings over the entrance to the two units shall either both be installed or both removed.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the granting of the Final PUD Amendment 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: 14

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

ANNEXATION PUBLIC HEARING

Item: Heartland Cabinet Supply Annexation

Requests:

- 1) Rezoning upon annexation to M-Manufacturing, and
- 2) Special Use Permit for outdoor storage of material and equipment.

Petitioner: Joe Gottemoller on behalf of Gary Reece, 5002 Rickert Road

Recommendation: Motion to:

- 1) Adopt an ordinance authorizing execution of the annexation agreement.
- 2) Adopt the annexation ordinance.
- 3) Approve the Planning and Zoning Commission recommendations and adopt an ordinance for rezoning upon annexation to the M- Manufacturing district and granting a Special Use Permit for outdoor storage for the property located at 5002 Rickert Road.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

Existing Use: Heartland Cabinet Supply is the current occupant of the property. The business has ancillary outdoor storage in the rear of the property. Heartland Cabinet Supply is a cabinetry and countertop business.

History: This property is a county island, surrounded by the City. City staff contacted the property owner and encouraged them to file an application for annexation.

Key Factors:

- The petitioner is requesting to zone the property M-Manufacturing upon annexation and to allow the existing uses and improvements to remain via the annexation agreement.
- A Special Use Permit is required for the outdoor storage of materials and equipment without solid screening on the property for the term of the annexation agreement.

PZC Highlights:

- The petitioner is proposing to rehab the existing freestanding sign copy area.
- The PZC stated the Findings of Fact have been met.

The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner's request with the following conditions of approval:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Gottmoller, received 12/09/15, dated 12/08/15)
 - B. Petition to Annex (Gottmoller, received 12/09/15, dated 12/08/15)
 - C. Petition to Zone (Gottmoller, received 12/09/15, dated 12/08/15)
 - D. Plat of Survey (received 12/09/15)
 - E. Proposed sign (received 12/09/15)
2. The outdoor storage shall be limited to the existing area.
3. The petitioner shall comply with the requirements of the Community Development Department, Public Works, Police and Fire Rescue Departments.

The draft annexation agreement is attached. The petitioner requests the annexation agreement to be a 10-year agreement and that the existing conditions be accepted for the term of the agreement. This document has been reviewed by an attorney and staff and is an acceptable format.

Votes Required to Pass: A super majority vote (5 votes) is required to approve the annexation agreement.

**AN ORDINANCE AUTHORIZING THE EXECUTION
OF AN ANNEXATION AGREEMENT**

DRAFT

WHEREAS, Home State Bank NA 5248 (hereinafter, “the Owner”) is the record title owner of a certain tract of land located in Algonquin Township in unincorporated McHenry County, Illinois, and legally described in Exhibit A attached hereto and by this reference incorporated herein and made a part hereof (the “Subject Property”); and

WHEREAS, there are no electors residing on the subject property; and

WHEREAS, the Subject Property consists of approximately 1.24 acres and is depicted on the plat of annexation attached as Exhibit B attached hereto (the “Plat of Annexation”); and

WHEREAS, the Subject Property is contiguous to the corporate limits of the City and is not within the corporate limits of any municipality; and

WHEREAS, the Owner desires and proposes to have the Subject Property annexed to the City of Crystal Lake pursuant to and in accordance with the provisions of Section 7-1-8 of the Illinois Municipal Code (the “Annexation”); and

WHEREAS, prior to approval of the Annexation, the City and the Owner desire to establish by agreement terms for the Annexation of the Subject Property; and

WHEREAS, pursuant to the provisions of Section 11-15.1-1 *et seq.* of the Illinois Municipal Code, a proposed annexation agreement, in substance and form substantially the same as the agreement attached hereto as Exhibit C, was submitted to the Corporate Authorities of the City of

Crystal Lake and, pursuant to notice published in the Northwest Herald on February 15, 2016, as provided by statute, a public hearing was held thereon by the Corporate Authorities commencing on March 1, 2016.

WHEREAS, 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 that an annexation agreement with the Owner be approved and the execution and attestation of such agreement be authorized;

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

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

SECTION II: That the Mayor be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement, a copy of which is attached hereto and made a part hereof as Exhibit C

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

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 20__.

APPROVED by me this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: Intergovernmental Agreement between the City of Crystal Lake and the Board of Education of Community High School District 155 on the Indemnification of the Use of School Impact Fees.

Recommendation: Motion to adopt a resolution authorizing the City Manager to execute an intergovernmental agreement between the City of Crystal Lake and the Board of Education of Community High School District 155 for the indemnification of the use of school impact fees.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

As defined in the Unified Development Ordinance, the City collects school impact fees from residential developers in Crystal Lake. The derivation of the fee is outlined in the UDO and the fee is collected when building permits are issued. The ordinance also specifies how the impact fees can be used. When the City collects these impact fees, the City distributes all funds collected to the School Districts.

Over the past few years, Illinois municipalities have been sued for the improper use of impact fee revenues by school districts. This agreement will protect the City by indemnifying the City in the event of any such litigation. Further changes are being reviewed regarding the amount of impact fee collected. The amount of impact fee collected is based on many variables and as those variables change, the amount of impact fee must be adjusted. Suggested changes to the school impact fee will be presented to the City Council in the near future.

The agreement was authored by special counsel for the City, Vic Filippini, and was approved by School District 155's Board of Education on February 16, 2016. The City Council approved the same agreement between the City and District 47 on October 20, 2015.

Votes Required to Pass:

A simple majority vote.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an intergovernmental agreement between the City of Crystal Lake and the Board of Education of Community High School District Number 155 for the indemnification of the use of school impact fees.

DATED at Crystal Lake, Illinois, this 1st day of March, 2016.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 1, 2016

APPROVED: March 1, 2016



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: March 1, 2016

Item: Appropriation of MFT funds for the Country Club Path.

Staff Recommendation: Motion to adopt a resolution appropriating \$65,700 in MFT funds for the Country Club Path Improvement Phase III construction engineering services.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

It is recommended that the City Council appropriate \$65,700 in Motor Fuel Tax (MFT) funds for the Country Club Path Improvement. This appropriation is for the Phase III Construction Engineering consulting services. Any funds that are obligated and not spent will be returned to the City's unobligated balance once the project is complete. The City has sufficient reserves in its MFT fund for the construction and this project has been included in the FY 2015-2016 budget.

Votes Required to Pass:

A simple majority of City Council present.



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

March 1, 2016

Item:

Consultant Selection Approval for the Country Club Path Improvement for Phase III Construction Engineering.

Staff Recommendation:

Motion to award the proposal for the Country Club Multi-Use Path Improvement for Phase III Construction Engineering to the most qualified, responsible, and responsive proposer, Hampton, Lenzini and Renwick, and adopt a resolution authorizing the City Manager to execute an agreement with Hampton, Lenzini and Renwick in the amount of \$59,734.00 and approve changes in scope by 10 percent of the original price.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

Starting in 2009, the City began exploring how to improve safety for students walking and biking to school in order to take advantage of the federal Safe Routes to School (SRTS) funding program. The SRTS program is a competitive grant that awards funds to projects that promote and improve conditions for students walking or biking to elementary schools.

The City collaborated with District 47 and enlisted the help of representatives of parent organizations and advocacy groups to identify areas of concern and develop solutions that would improve walking and biking conditions, and to prepare an application for SRTS funding. This group considered many projects before deciding that adding a pedestrian path on the south side of Country Club was the best project.

A pedestrian path in this location will connect the neighborhoods in the southwest side of town with South Elementary School, Lundahl Middle School, the Dole Mansion/Lakeside, and Main Beach. This path will greatly increase the safety of kids walking to South Elementary by providing a safe alternative to walking on Country Club Road. There are currently no sidewalks or paths on Country Club Road or any of the streets in this corridor.

On December 7, 2010, the City Council was presented with information on the SRTS program and Country Club path improvement. The City Council passed a resolution supporting the

project and the application for SRTS funding. The City applied for the funds, and on February 2, 2012, the City was awarded \$250,000 in SRTS funds for the improvement. This was the maximum award under the SRTS program.

Public Outreach Plan

Attached is the City’s Public Outreach Plan for this project. City staff will continue to utilize many different facets to keep the area residents and the Crystal Lake Country Club informed of this improvement.

Consultant Selection Process

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to fifteen qualified engineering firms and the City’s standard advertising practices were followed. Through this notification process, the City received two proposals.

The Engineering Division reviewed the proposals based on the consultants’ qualifications and the proposed cost. The qualifications criteria considered during the review were:

- Proposal completeness
- Firm’s reputation and integrity
- General experience and history of performance on similar projects
- Current or past projects related to the scope of services
- Understanding of the project
- Experience of personnel
- Miscellaneous – additional items which made the firm stand out

During the qualification review, a point system was established for each category, with items being weighted differently depending upon the importance of each item. The attached table was provided to each firm prior to their final submittal, and was utilized to objectively rate each firm’s proposal. The following summarizes the points received by each firm as well as their proposal cost, in order of their final rank:

FIRM	Hampton, Lenzini & Renwick	ESI
TOTAL POINTS (Max = 201)	180	166
PROPOSAL COST	\$59,734.00 ¹	\$128,000.00

¹ Indicates the lowest, responsible, responsive proposer

Of the two proposals received, Hampton, Lenzini and Renwick had the highest number of qualification points and the lowest overall cost and was therefore deemed the most responsive and responsible proposer.

The other consulting firms were contacted to inquire why they did not submit a proposal and a majority responded that their construction engineering staff was already committed for the summer of 2016. In the past, the standard practice for selection of a construction-engineering consultant has been in the winter prior to construction in the summer. With the improved

economic climate, more agencies are conducting improvement projects that require qualified construction engineers. The Illinois Tollway in particular has a significant improvement along I-90 that is using a lot of the construction engineering capacity available from engineering firms in the area.

Staff has worked with Hampton, Lenzini and Renwick on numerous previous projects and has been very satisfied with their performance. Most recently, they completed the construction engineering oversight for the three-year Country Club Area Water Main improvement. The resident engineer from Hampton, Lenzini and Renwick who oversaw the water main improvement would also oversee the multi-use path improvement. He is very knowledgeable and has the experience to handle this federally funded improvement. He also already has a working relationship with many of the residents in this area. He has shown that his communication skills exceed the expectations of the City.

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select Hampton, Lenzini and Renwick to perform the Country Club Area Path Improvement Phase III Construction Engineering.

The project is currently scheduled for the March 4, 2016 IDOT bid opening. Construction is anticipated to start in the spring of 2016. Construction of this project will be funded using SRTS program grant funds and Motor Fuel Tax funds. The Phase III Construction Engineering will be funded using Motor Fuel Tax funds. This project will be included in the proposed FY 2016-2017 budget.

Votes Required to Pass:

A simple majority of the City Council in attendance.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Hampton, Lenzini and Renwick, Inc. for the Country Club Path Improvement Phase III Construction Engineering in the amount of \$59,734.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED at Crystal Lake, Illinois, this 1st day of March, 2016.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: March 1, 2016

APPROVED: March 1, 2016