



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
May 2, 2017
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Oaths of Office administered to City Councilmembers Ralph Dawson, Cameron Hubbard and Haig Halebian and City Clerk Nick Kachiroubas.**
5. **Approval of Minutes – April 18, 2017 Regular City Council Meeting**
6. **Accounts Payable**
7. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.
8. **Mayor's Report**
9. **City Council Reports**
10. **Consent Agenda**
 - a. **Copley Annexation Agreement reconsideration - request to be continued to the August 1, 2017 regular City Council meeting.**
11. **First Congregational Church – Special Event Permit for an Anniversary Event to be held on September 17, 2017 and street closure of Pierson Street.**
12. **Crystal Lake District 155 – Bass Fishing Invitational to be held on Crystal Lake on June 7, 2017 and waiver of Boating and Safety Regulations to allow watercraft without decals to participate.**
13. **Creation of two 15-minute parking spaces on Paddock Street in front of Hussmann Elementary School.**
14. **Modification to the left turn restriction from Canterbury Drive to the southern entrance of Canterbury School's parking lot.**
15. **South Elementary School Area Traffic Control Changes.**
16. **Parking Restrictions near Indian Prairie Elementary School.**
17. **1776 Restaurant, 397 W. Virginia – Sign Variations.**
18. **On-Target Shooting Range, 540 E. Terra Cotta Ave. – Sign Variations.**
19. **Monster Ink Tattoo, 1520 Carlemont Dr. Unit D – Special Use Permit to allow a tattoo parlor.**

20. **Carlos Mexican Grill 3, 282 W. Virginia - City Code Amendment to increase the number of Class "8" Liquor Licenses from the current permitted 8 to 9 licenses.**
21. **Fire Bar and Grill, 435 Angela Lane - City Code Amendment to increase the number of Class "9" Liquor Licenses from the current permitted 4 to 5 licenses.**
22. **Kumi Sushi, 1145 S. IL Route 31 - City Code Amendment to increase the number of Class "28" Liquor Licenses from the current permitted 13 to 14 licenses and to increase the number of Video Gaming Licenses from the current permitted 13 to 14 licenses.**
23. **Three Oaks Recreation Area – Marina Rental Rates Increase.**
24. **Resolution authorizing the execution of a contract amendment with Berger Excavating Contractors Inc. for alternate number four of the Three Oaks parking lot and trail construction bid.**
25. **Resolution authorizing the execution of an agreement with CDW Government, Inc. for the purchase of Microsoft Office 2016.**
26. **Bid award and resolution authoring the execution of a one-year purchase agreement with J.A. Johnson Paving Co. for pavement patching.**
27. **Intergovernmental Agreement with McHenry County for the Route 14 at Virginia Road Intersection Improvements.**
28. **Council Inquiries and Requests.**
29. **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.**
30. **Reconvene to Regular Session.**
31. **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: 10a

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: Motion to Reconsider - Continuation

Recommendation: Motion to continue the Copley Annexation Agreement reconsideration request to the August 1, 2017 City Council meeting.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

At the September 20, 2016 regular City Council meeting, there was a motion to reconsider the Copley Annexation Agreement. That motion was tabled and continued to the October 18, 2016 regular City Council meeting and was subsequently continued to the May 2, 2017 City Council meeting.

The petitioner's attorney and city staff request this item to be considered at the August 1, 2017 City Council meeting to allow both parties time to review the Annexation Agreement.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

First Congregational Church Anniversary Event

Staff Recommendation:

Motion to approve First Congregational Church's application for a Special Event for an outdoor picnic and temporary street closure of Pierson Street on Sunday, September 17, 2017 pursuant to the recommended conditions.

Staff Contact:

Michelle Rentzsch, Director of Community Development

Background:

The First Congregational Church has requested to hold a celebration and picnic to commemorate the church's founding 175 years ago. This request includes the use of McCormick Park and the closure of Pierson Street in front of the church for safe access between the church building and the park. The City Council approved a similar special event last year.

City staff has reviewed the petitioner's request and does not have any concerns regarding the closure of Pierson 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. The petitioner has completed a Barricade Borrowing Application.
- 2) 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. They have provided a signed hold harmless agreement.
- 3) The petitioner must send a notice to all affected property owners along Pierson Street.
- 4) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
- 5) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
- 6) Tents and canopies used for this event must comply with the applicable codes.:

- 7) Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
- 8) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
- 9) 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.
- 10) Contact the Fire Prevention Bureau at 815-356-3640 three days prior to the event to schedule a site inspection.
- 11) All debris created by the event shall be cleaned up during and after the event.
- 12) Provide male and female accessible restroom facilities.
- 13) Obtain any necessary approvals from the McHenry County Department of Health.
- 14) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
- 15) 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 special event application has been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

Crystal Lake District 155 Bass Fishing Invitational

Staff Recommendation:

Motion to approve District 155's request for a Bass Fishing Invitational to be held on Crystal Lake on Wednesday, June 7, 2017, including a waiver of the Boating and Safety Regulations to allow watercraft without decals to participate in the event.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

District 155 is requesting the use of Crystal Lake for a high school sponsored Bass Fishing Invitational. The event is being hosted by Crystal Lake South and Prairie Ridge High Schools and will include participants from Huntley, Dundee Crown, Hampshire, Streamwood and Elgin. Participants will include students from other area schools who do not live within the boundaries of Crystal Lake, Lakewood, or the Crystal Lake Park District. Due to this fact, the organizers are requesting a waiver of the requirement that all watercraft using Crystal Lake have a decal, which can only be purchased by residents of Crystal Lake, Lakewood and the Crystal Lake Park District. The event organizers anticipate approximately 10 boats participating in the event. Of the participating boats, approximately 7 will not be displaying a decal.

The event would be held on Wednesday, June 7th from 6:15 AM to 12:30 PM. Other than the waiver of the boat decal requirement, no other regulation waivers are requested. The event is supported by the Crystal Lake Park District and the approval from the Village of Lakewood is still pending.

City staff has reviewed the request and does not have any concerns with waiving the boat decal requirement, contingent upon approval by the Village of Lakewood.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: Creation of two 15-minute parking spaces on Paddock Street in front of Hussman Elementary School

Staff Recommendation: Motion to adopt an ordinance to designate an area on the south side of Paddock Street in front of Hussman Elementary School as two 15-minute parking spaces.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

Currently, there is a no parking area on the south side of Paddock Street in front of Hussman Elementary School in front of the school's entrance. This no-parking area was implemented years ago when the majority of the students utilized the front door to walk to and from school during arrival and dismissal times. Recently, the school requested that the City convert this area into two 15-minute parking spaces so that people conducting short term business with the school, such as parents picking up students from school early or people making deliveries to the school would have an easy area to park. The Traffic Safety Committee reviewed the request and recommends approval.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That an area on the south side of Paddock Street located between a point 154 feet east of the intersection with McHenry Avenue and a point 210 feet east of the intersection with McHenry Avenue, which is currently designated as a no parking zone, be designated for two 15-minute parking spaces.

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

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

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Mayor

SEAL

ATTEST:

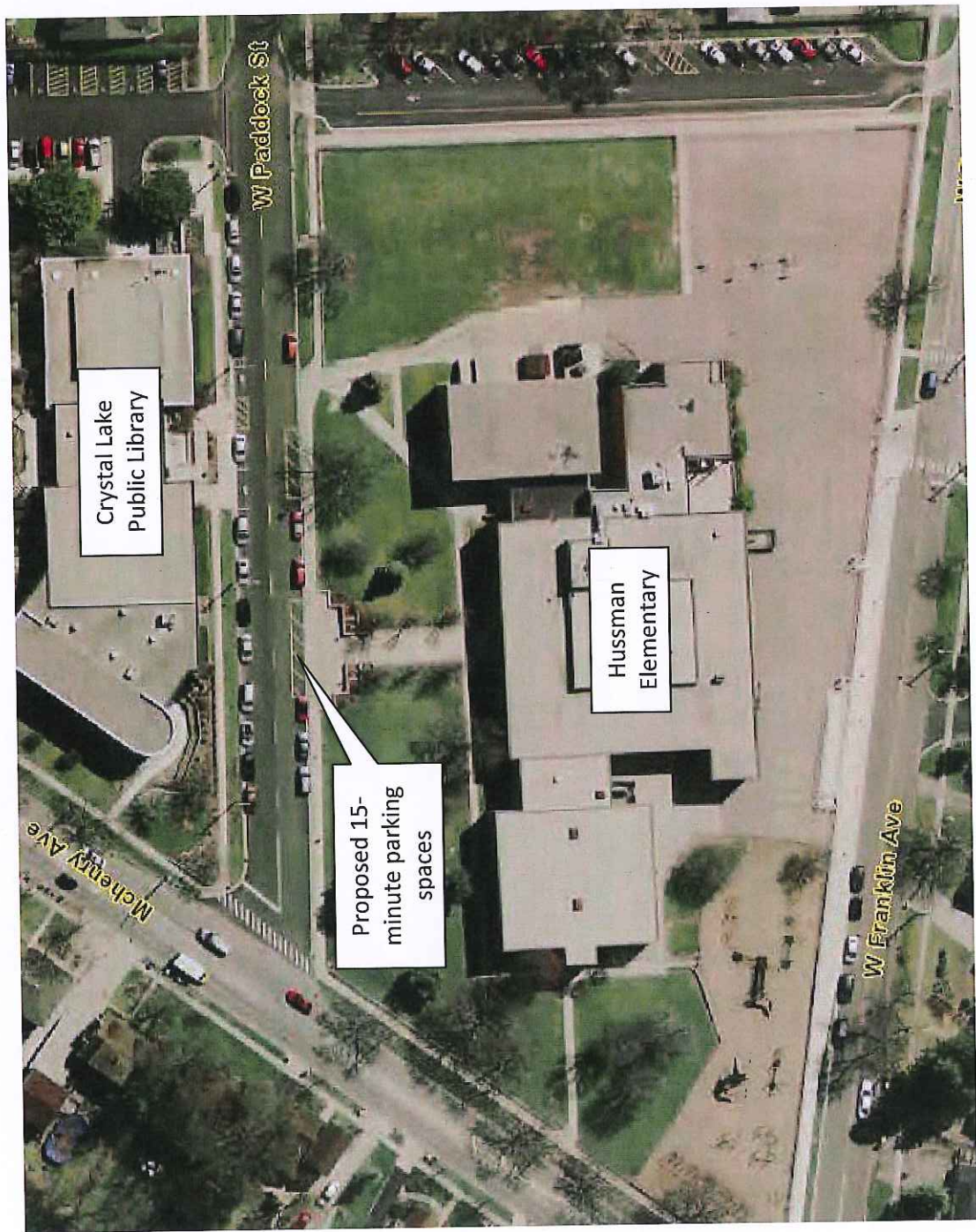
City Clerk

PASSED: May 2, 2017

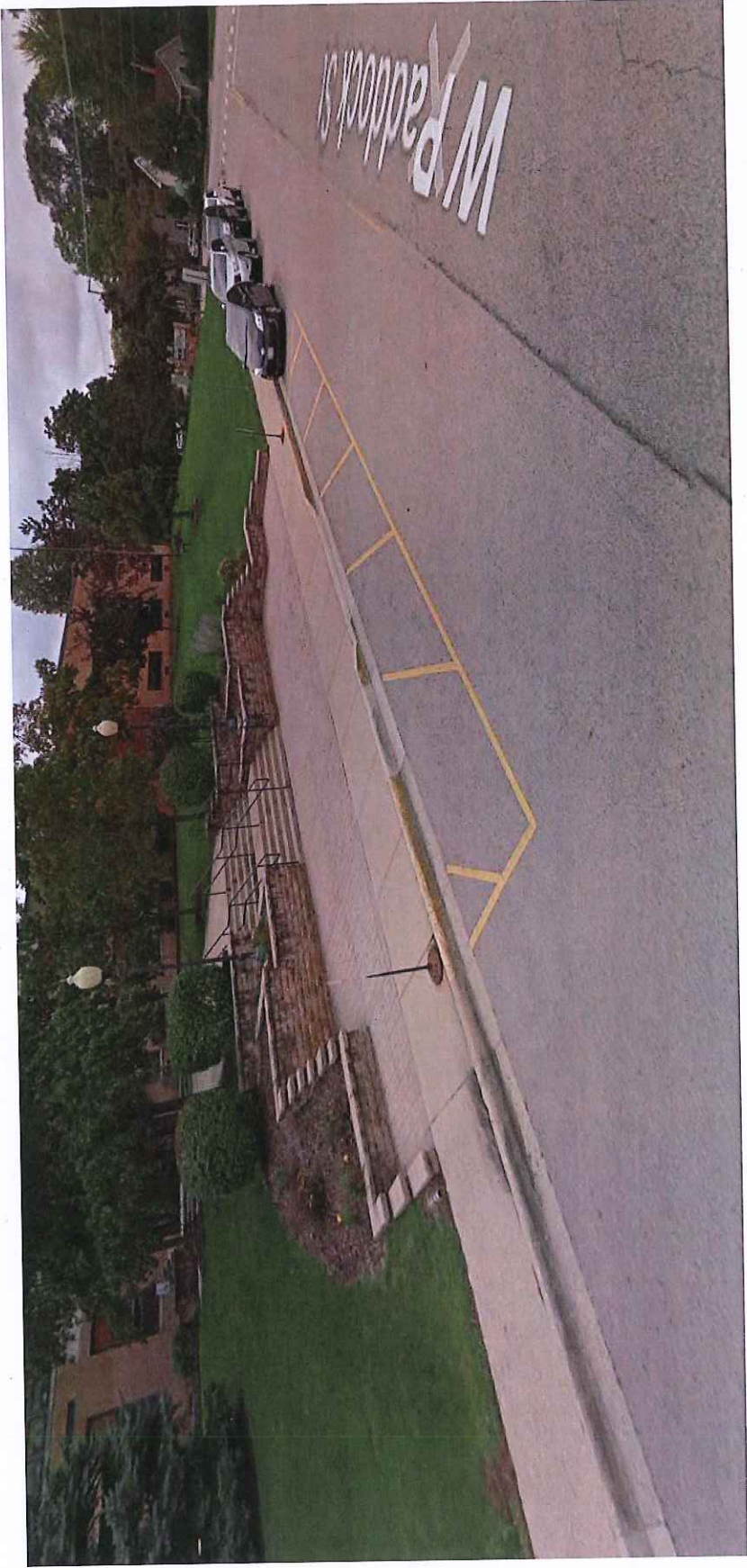
APPROVED: May 2, 2017

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

Location of Proposed 15-Minute Parking Spaces



Street View of Proposed 15-Mintue Parking Spaces





Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: Modification to the left turn restriction from Canterbury Drive to the southern entrance of Canterbury School's parking lot.

Staff Recommendation: Motion to adopt an ordinance prohibiting left turns from Canterbury Drive to the southern entrance of Canterbury School's parking lot on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

Currently, turning left into the entrance of Canterbury School's parking lot from Canterbury Drive on school days is prohibited between 8:00 AM and 4:00 PM. Because of this, vehicles are required to pass the school, turn left onto Aberdeen Drive south of the school, and then left again on Cardiff Drive to access the parking lot. This left-turn restriction has been in place for many years, and was enacted well before the parking restrictions were implemented around Canterbury School in 2011 and 2013.

Recently, the school requested that the City modify the left turn restriction to prohibit turns between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM. This maintains the restriction during school start and dismissal times, but will allow those arriving at the school outside of those times to access the parking lot without circumnavigating the block.

The Traffic Safety Committee reviewed this request and recommends approval as the time restrictions would lessen the number of unnecessary vehicle trips along Aberdeen Drive and are consistent with other parking and turning restrictions that have been approved around other schools in the City.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That it shall be unlawful to turn left from southbound Canterbury Drive into the entrance of Canterbury Elementary School's parking lot on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.

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

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

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Mayor

SEAL

ATTEST:

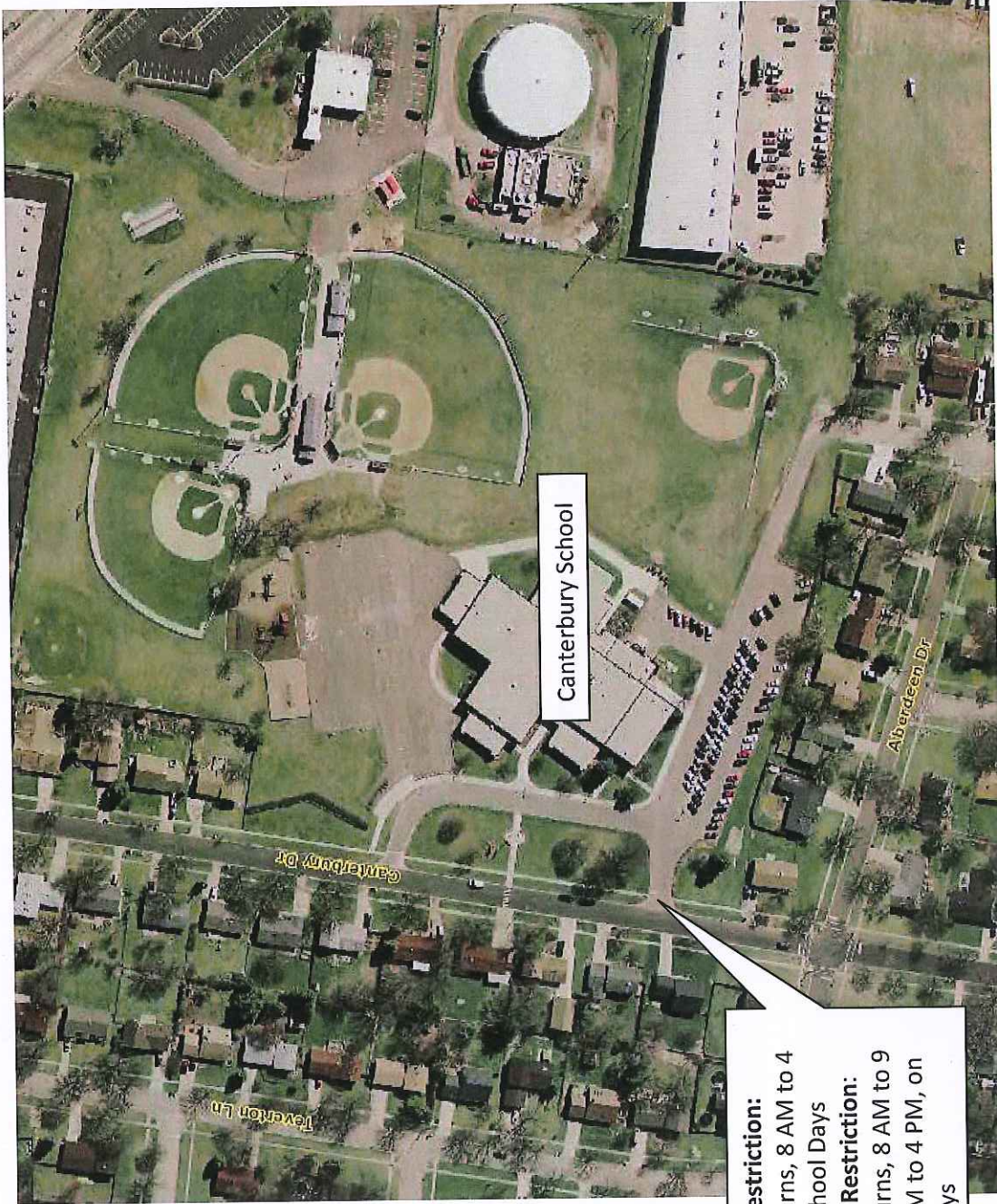
City Clerk

PASSED: May 2, 2017

APPROVED: May 2, 2017

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

Proposed Left-Turn Restriction Modification



Canterbury School

Current Restriction:
No Left Turns, 8 AM to 4 PM, on School Days

Proposed Restriction:
No Left Turns, 8 AM to 9 AM & 3 PM to 4 PM, on School Days



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

South Elementary School Area Traffic Control Changes

Staff Recommendation:

Motion to adopt an ordinance modifying parking restrictions around South Elementary School.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

The Traffic Safety Committee received a request from District 47 to review the safety of traffic patterns during school start and dismissal around South Elementary School. The school's concern was that children were sporadically crossing Golf Road to reach parked cars on Spruce Lane and Nash Road north of Golf Road and not using the crossing at the Highland Avenue intersection, where there is a crossing guard. There were several other operational deficiencies that the school was hoping to correct as well.

The school encourages parents to either park at the Lakeside Legacy Foundation parking lot, which the school has permission to use, or to use the established pick-up queue on Golf Road that proceeds from west to east.

The school also said they were receiving reports from the transportation company that Nash Road was difficult for busses to navigate due to parents parking on Nash Road waiting to pick up kids. The committee and school also agreed to propose parking restrictions on Nash Road.

The City sent letters to residents near South Elementary School describing the proposed parking restrictions and asking for their feedback. The feedback the City received from the residents was generally supportive of the proposed restrictions. Several residents voiced concerns about the enforcement of existing parking restrictions in the area, which is a new complaint. The Police Department is now aware of these concerns and will be conducting special enforcements in the area to re-enforce the current parking restrictions. The attached map shows the proposed parking restrictions.

Votes Required to Pass:

Simple Majority



DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That the following restrictions for on-street parking be enacted:

- No standing, stopping, or parking on both sides of Spruce Lane on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.
- No standing, stopping, or parking on the north side of Golf Road between Highland Avenue and Nash Road on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.
- No standing, stopping, or parking on south side of Golf Road between the entrance to South Elementary School's parking lot and Nash Road on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.
- No standing, stopping, or parking on both sides of Nash Road between Broadway Avenue and Everett Avenue on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM.

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

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

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: May 2, 2017

APPROVED: May 2, 2017

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

South Elementary School Area Proposed Parking Restriction





Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

Parking Restrictions near Indian Prairie Elementary School

Staff Recommendation:

Motion to adopt an ordinance enacting parking restrictions near Indian Prairie Elementary School.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

In 2010 and 2011, the City worked with Indian Prairie School to help mitigate traffic related to student dismissal. This included new parking restrictions on several streets in the area, including Kennsington Lane. Currently on Kennsington Lane, parking is not allowed on the east side at any time, and parking is prohibited between 8:00 AM and 4:00 PM on the west side.

Recently, the company that operates bussing for Districts 47 and 155 contacted the City requesting that the parking restrictions on both sides of the street be extended farther south to improve bus mobility and reduce the likelihood of a bus hitting a parked car as there have been several near misses.

The Traffic Safety Committee reviewed this request and agreed this would be beneficial. Staff thought it might also be appropriate to change the existing restrictions on the west side of Kennsington Lane from all day (8:00 am to 4:00 pm) to just the hours at arrival and dismissal to match the parking restrictions that have been recently approved for areas around other schools and to free up parking spaces during the day.

Letters were mailed to area residents to ask for their feedback about the proposed restrictions. Feedback from an area resident requested that the parking restriction on the east side of street remain no parking at any time except for busses, which it is what is shown. A map of the existing and proposed changes is attached for reference.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: That it shall be unlawful to stop, stand, or park on the east side of Kennsington Lane except busses, between the intersection of Village Road and Kennsington Lane to a point 468 feet south of the intersection of Village Road and Kennsington Lane.

SECTION II: That it shall be unlawful to stop, stand, or park on the west side of Kennsington Lane on school days between 8:00 AM and 9:00 AM and between 3:00 PM and 4:00 PM between the intersection of Village Road and Kennsington Lane to a point 363 feet south of the intersection of Village Road and Kennsington Lane.

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

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

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Mayor

SEAL

ATTEST:

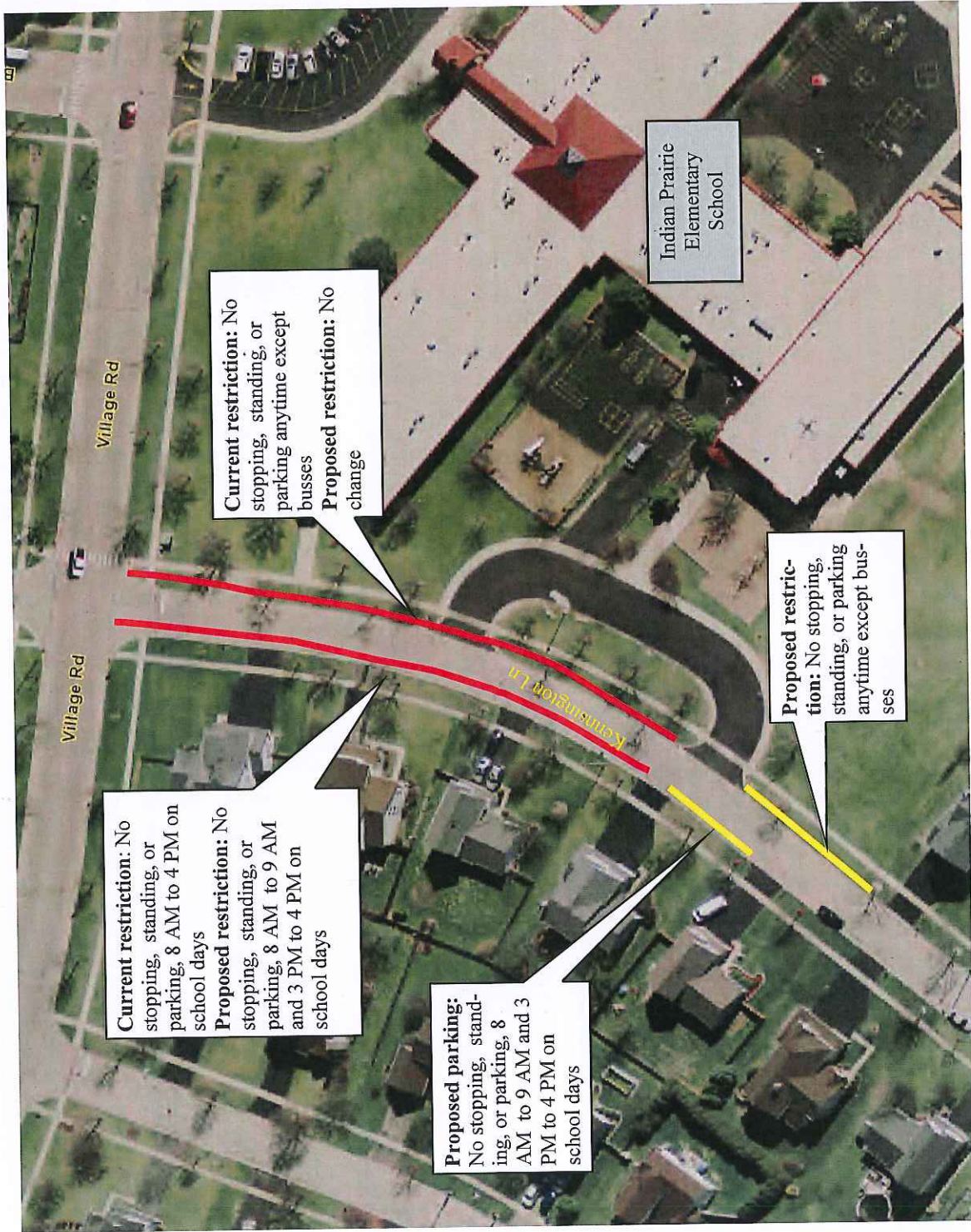
City Clerk

PASSED: May 2, 2017

APPROVED: May 2, 2017

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

Proposed Parking Restrictions Kennington Lane



Current restriction: No stopping, standing, or parking, 8 AM to 4 PM on school days
Proposed restriction: No stopping, standing, or parking, 8 AM to 9 AM and 3 PM to 4 PM on school days

Current restriction: No stopping, standing, or parking anytime except busses
Proposed restriction: No change

Proposed parking: No stopping, standing, or parking, 8 AM to 9 AM and 3 PM to 4 PM on school days

Proposed restriction: No stopping, standing, or parking anytime except busses

Indian Prairie Elementary School



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

Sign Variations for 1776 to allow two wall signs to be mounted on the roof and the free-standing sign to be 6 feet 4 inches above grade which is 2 feet 8 inches less than the required 9-foot clearance.

Petitioner:

Rhienna Trevino, petitioner
397 W. Virginia Street

Staff Recommendation:

City Council Discretion:

- A. Motion to approve an ordinance with the recommended conditions for the variations as requested.
- B. Motion to deny the variation request.

Staff Contact:

Michelle Rentzsch, Community Development Director

Background:

- The property is an existing restaurant that has new ownership. The new owners are proposing signage that corresponds to their new farm fresh identify.
- The property is within the Virginia Street Corridor and the new free-standing sign would match the intent for signs in this corridor.
- The free-standing sign for this site was previously located at the far southeast side of the property. The petitioner is suggesting to move the sign much closer to the front door.

Analysis

- The petitioner is requesting variations for both the wall signs and the free-standing sign.
- Wall signs are not permitted to be installed on a roof. The 1776 restaurant is designed with a big mansard roof that comes down around all sides. Although this is the typical wall sign band area, this is part of the roof and not permitted. **Petitioner is requesting to allow signs to be mounted on the roof.**
- Wall signs are permitted to be 75 square feet each and a maximum of 150 square feet on a single stand-alone building. The petitioner is proposing two 20 square-foot wall signs.

- The free-standing sign matches the design and style of the recommended Virginia Street Corridor (VSC) signs. These signs do project over the right-of-way. Properties along the VSC are very close to the right-of-way and there is limited room for signage, which is why the projecting signs are permitted.
- Free-standing signs are permitted to be a maximum of 32 square feet. The petitioner is proposing a 20 square-foot sign.
- The minimum clearance for the free-standing sign is 9 feet, since it does project over the right-of-way to ensure no one walking would hit it. The signs are also limited to a total height of 16 square feet. With the decorative brackets, as illustrated on the sign, it drops the sign down from the top of the pole and creates a feature which hangs below the sign. The lowest portion of the sign would be 6 feet 4 inches above grade. The bottom of the cross-bar is about 7 feet 7 inches above grade. **The petitioner is requesting a variation to allow the sign to be below the minimum 9-foot clearance to be 6 feet 4 inches above grade.**

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

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

If a recommendation is made, the following conditions are suggested:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Hughes, received 04/25/17)
 - B. Sign Plans [Wall and Free-Standing] (Hughes Signs, received 04/25/17)
 - C. Site Plan (Luco Construction, dated 11/23/16, received 04/25/17)
2. Revise the sign to move the top bracket up to the highest point on the pole possible, without exceeding the overall 16-foot height requirement, to allow for additional ground clearance of the sign.

3. The petitioner is required to provide annual liability insurance for the sign as it hangs in the public right-of-way.
4. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: Simple majority vote

1776 – 397 W. Virginia St - Sign Variation



Ord. No.

File No.



DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
1776 RESTAURANT, 397 W. VIRGINIA STREET**

WHEREAS, pursuant to the terms of the request (File #2017-11) before the City of Crystal Lake, the Petitioner has requested a sign variations to allow two 20 square-foot wall signs to be mounted on the roof of the building and the free-standing sign to be 6 feet 4 inches above grade a variation of 2 feet 8 inches from the 9-foot clearance requirement for 1776 Restaurant; and

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

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

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

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

SECTION I: That a sign variation be granted to allow two 20 square-foot wall signs to be mounted to the roof and the free-standing sign to be 6 feet 4 inches above grade a variation of 2 feet 8 inches from the 9-foot clearance requirement for 1776 Restaurant located at 397 W. Virginia Street (PIN 19-06-428-004), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Hughes, received 04/25/17)
 - B. Sign Plans [Wall and Free-Standing] (Hughes Signs, received 04/25/17)
 - C. Site Plan (Luco Construction, dated 11/23/16, received 04/25/17)

2. Revise the sign to move the top bracket up to the highest point on the pole possible, without exceeding the overall 16-foot height requirement, to allow for additional ground clearance of the sign.
3. The petitioner is required to provide annual liability insurance for the sign as it hangs in the public right-of-way.
4. The petitioner shall address all of the review comments and requirements of the Community Development Department.

SECTION II: 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 Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 18

**City Council
Agenda Supplement**

- Meeting Date:** May 2, 2017
- Item:** Sign Variation to allow an off-premise temporary sign for the On-Target Shooting Range at 540 E. Terra Cotta Avenue.
- Staff Recommendation:** City Council Discretion:
A. Motion to approve an ordinance with the recommended conditions for the variation as requested.
B. Motion to deny the variation request.
- Staff Contact:** Michelle Rentzsch, Community Development Director
-

Background:

- In 2010, a Special Use Permit to allow a commercial recreation use for the On-Target Shooting Range was approved at 560 Beechcraft Lane. The facility has been open since May 2012.
- The petitioner requested a sign variation in 2012, 2013 and 2014 to allow a temporary off-premise sign directing patrons to the facility. The request was approved with allowance for the sign to remain for 6 months for each approval.
- The sign is located at 540 E. Terra Cotta Avenue at the northeast corner of Terra Cotta Avenue and Knaack Boulevard.

Analysis

- The property at 540 E. Terra Cotta Avenue is zoned "B-2" PUD. Per the Unified Development Ordinance, commercial properties are permitted temporary signs up to 6 feet in height and 32 square feet in area.
- Per the UDO, a temporary sign is defined as a sign, with or without frames, intended to be displayed for a short period of time which displays information that is not permanently associated with the use located on the property.
- The petitioner is requesting a variation from Section 4-1000 F Commercial Signs in the UDO. The following table illustrates the Ordinance requirements and whether the proposed sign meets those requirements:

Item	UDO Requirement	Proposed Signage	Variation
Location	All signs must be located on the site which they identify.	Located at 540 E. Terra Cotta Ave. The business is located at 560 Beechcraft Lane.	Yes
Quantity of Temporary Signs	Varies	1	No
Size	32 square feet	15 square feet	No
Height (feet)	6	6	No

Review Criteria:

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

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

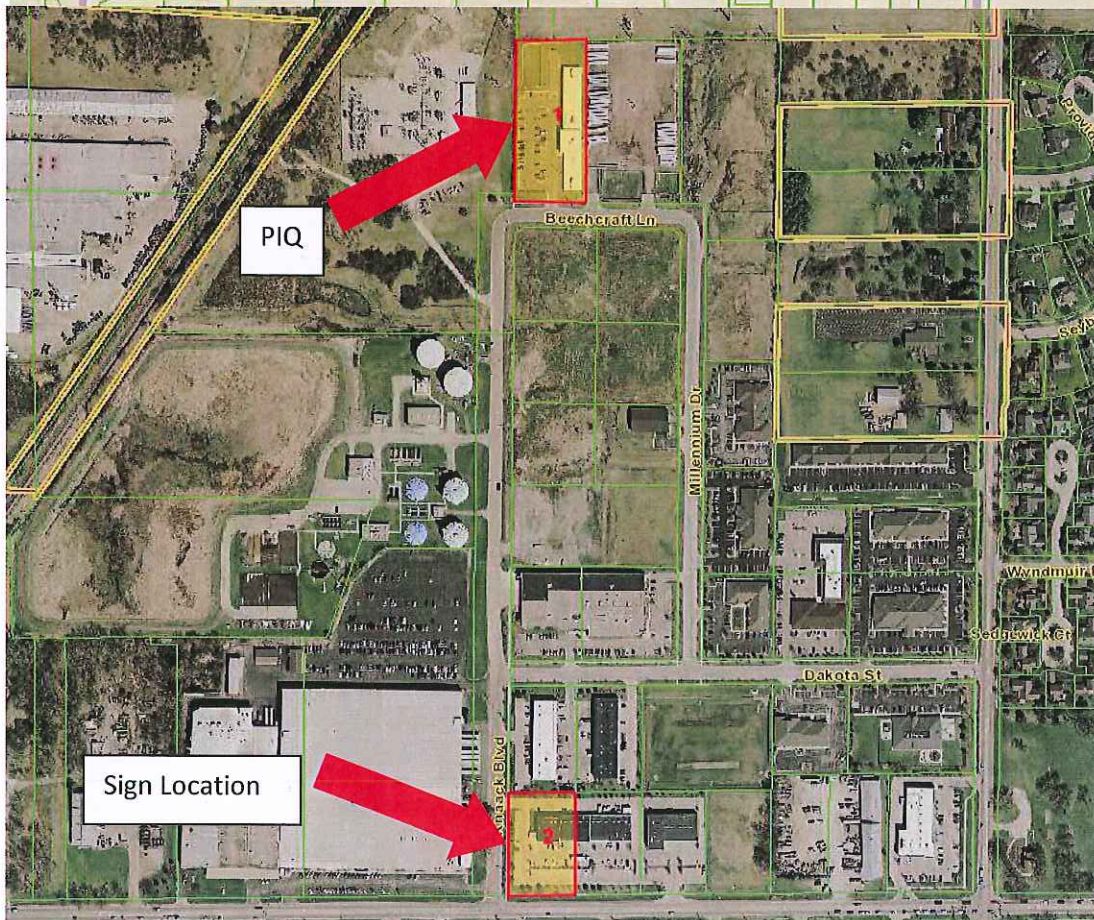
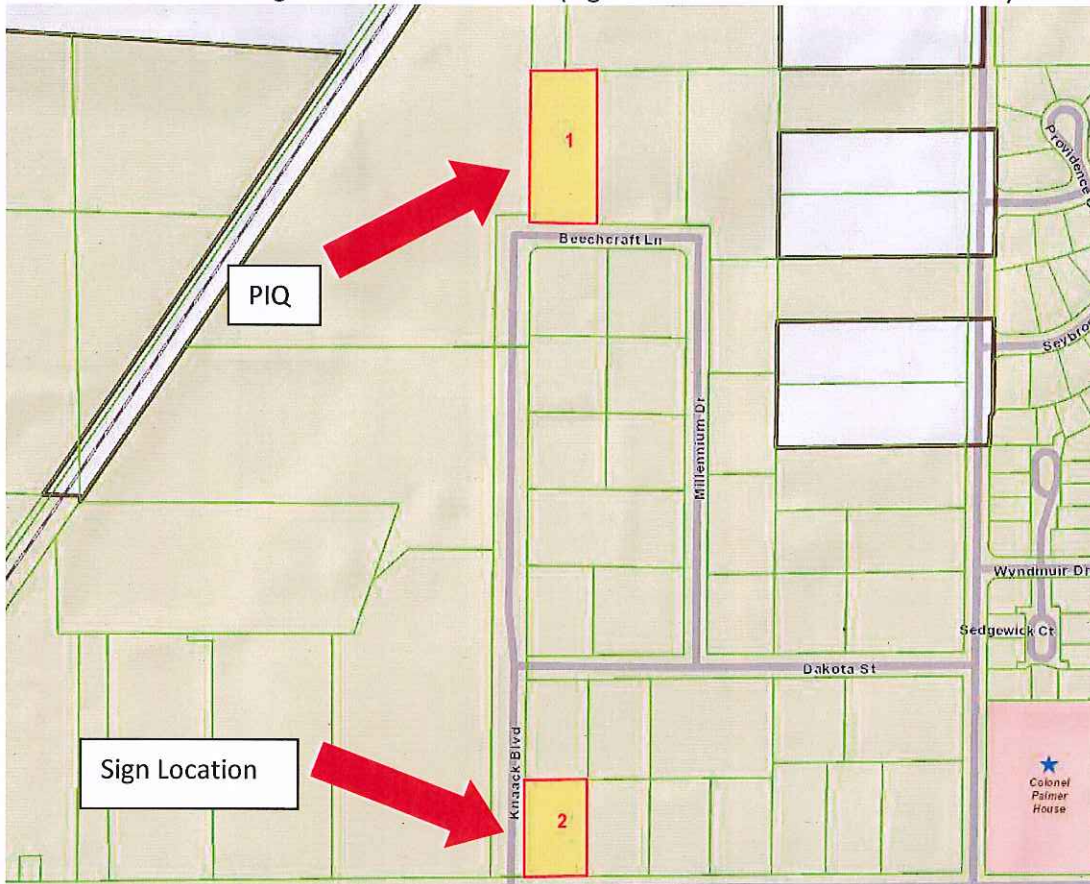
Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Strom, received 04/21/17
 - B. Sign Details, received 04/21/17
2. The sign shall be removed at the time 540 E. Terra Cotta Avenue or 560 Beechcraft Lane change ownership.
3. The sign shall meet all of the other requirements in the UDO, as applicable.

Votes Required to Pass:

Simple majority vote

2017-10 On Target – 560 Beechcraft Ln (Sign located at 540 E Terra Cotta Ave)



Ord. No.

File No.



DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SIGN VARIATION FOR
ON TARGET SHOOTING RANGE, 540 E. TERRA COTTA AVENUE**

WHEREAS, pursuant to the terms of the request (File #2017-10) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow an off-premises temporary sign for the On Target Shooting Range; and

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

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

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

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

SECTION I: That a sign variation be granted to allow an off-premises temporary sign for the On Target Shooting Range located at 540 E. Terra Cotta Avenue (PIN 14-33-277-010), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, Strom, received 04/21/17
 - B. Sign Details, received 04/21/17
2. The sign shall be removed at the time 540 E. Terra Cotta Avenue or 560 Beechcraft Lane change ownership.

3. The sign shall meet all of the other requirements in the UDO, as applicable.

SECTION II: 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 Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: Monster Ink Tattoo

Request: Special Use Permit to allow a tattoo parlor.

Petitioner: Taylor Kuhlman, petitioner

PZC Recommendation: To approve the PZC recommendation and adopt an ordinance granting a Special Use Permit to allow a tattoo parlor at 1520 Carlemont Drive, Unit D.

Staff Contact: Michelle Rentzsch, Community Development Director

Background:

- Existing Use: The subject property is a commercial shopping and business center. The tenant space has been vacant.
- A mixture of uses currently occupies the shopping center. The uses include retail, a full-service restaurant, offices and a massage establishment.
- UDO Requirement: Tattoo parlors require a Special Use Permit in the B-2 General Commercial zoning district. The UDO establishes standards for all special uses and does not contain specific criteria for tattoo parlors.

PZC Highlights:

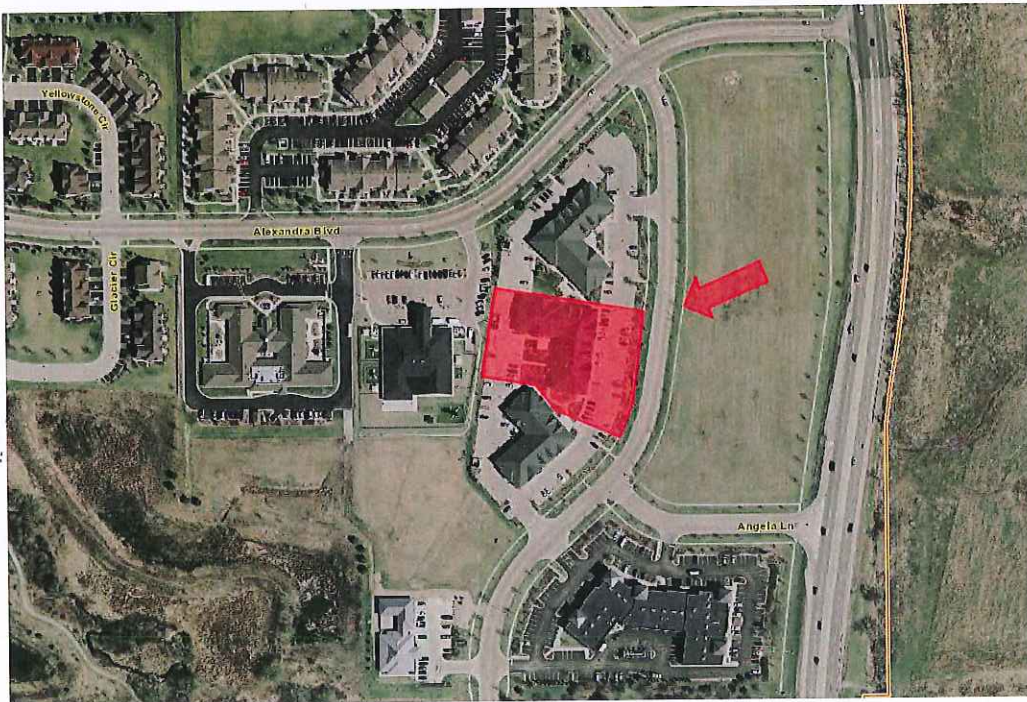
- Members of the public who supported the request spoke of Mr. Kuhlman's level of professionalism and the benefit the shop would be to the community.
- Members of the public who opposed the request spoke of the stigma that tattoo parlors could have and that it may affect their current businesses in the shopping center.
- The PZC felt that the Findings of Fact had been met.

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 (Kuhlman, dated 02/22/17, received 02/23/17)
 - B. Floor Plan (Kuhlman, received 02/24/17)
 - C. Site Plan (Kuhlman, received 02/24/17)
2. This Special Use Permit is granted specifically for Monster Ink Tattoo at Suite D, 1520 Carlemont Drive. Any increase of the intensity of the use would require a special use permit amendment.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote.

2017-03 Monster Ink Tattoo & Piercing – 1520 Carlemont Dr Unit D





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 1520 CARLEMONT DRIVE UNIT D**

WHEREAS, pursuant to the terms of a Petition (File #2017-03) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a tattoo parlor for the property located at 1520 Carlemont Drive Unit D; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on April 4, 2017 in the Northwest Herald, held a public hearing at 7:30 p.m., on April 19, 2017 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on April 19, 2017, 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 be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2017-03, dated as of April 20, 2017; and

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

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

Section I: That a Special Use Permit be issued to allow a tattoo parlor for the property commonly known as 1520 Carlemont Drive Unit D (19-18-479-020), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Kuhlman, dated 02/22/17, received 02/23/17)

- B. Floor Plan (Kuhlman, received 02/24/17)
- C. Site Plan (Kuhlman, received 02/24/17)

- 2. This Special Use Permit is granted specifically for Monster Ink Tattoo at Suite D, 1520 Carlemont Drive. Any increase of the intensity of the use would require a special use permit amendment.
- 3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police 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 issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

City Code Amendment to Increase the Number of Class "8" Liquor Licenses – Applicant: Carlos Mexican Grill 3

Staff Recommendation:

Motion to adopt an ordinance increasing the number of Class "8" Liquor Licenses from the current permitted 8 licenses to 9 licenses.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Carlos Mexican Grill 3, an establishment located at 282 W. Virginia (the former Pizza Hut), for the Council to consider the adoption of an ordinance providing for an amendment to the liquor license restriction provisions of the City Code, increasing the number of Class "8" liquor licenses from the current 8 licenses to 9 licenses.

The City Code permits the issuance of a Class "8" liquor license which shall authorize the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed.

A fingerprint/background search revealed no criminal history under the applicant's name.

The applicant is aware that no service on a patio area may occur until all Building requirements have been met. The applicant plans on just serving in the interior of the restaurant and expanding to a patio area in the future.

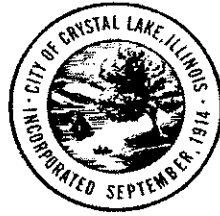
Other establishments currently holding a Class "8" liquor license include: Goal Line Sports Bar & Grill, Chen Chinese Cuisine, Chipotle Mexican Grill, Papa Saverio's, Village Squire, Buffalo Wings & Rings, Nick's Pizza & Pub and M Supper Club (not yet issued).

Votes Required to Pass:

Simple majority

Property in Question





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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

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

1. Class 8 License shall be increased from 8 to 9.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

City Code Amendment to Increase the Number of Class "9" Liquor Licenses – Applicant: Fire Bar and Grill

Staff Recommendation:

Motion to adopt an ordinance increasing the number of Class "9" Liquor Licenses from the current permitted 4 licenses to 5 licenses.

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from Fire Bar and Grill, located at 435 Angela Lane, to change their liquor license classification from a Class "3" liquor license, to a Class "9" liquor license. The petitioner wishes to make this change to allow for outdoor service. Their current license only allows for the sale and service of alcohol in the interior of the building.

All other provisions of their current license would remain the same with the new classification, including the sale of packaged alcohol and the same service hours. The only difference will be the allowance of service in a patio area.

Section 329-5-I of the City Code permits the issuance of a Class "9" liquor license for the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises as well as the retail sale of alcoholic liquor in the original package between the hours of 11:00 a.m. and 1:00 a.m. Monday, Tuesday, Wednesday, Thursday; 11:00 a.m. and 2:00 a.m. Friday and Saturday; and 10:00 a.m. on Sunday and 1:00 a.m. on Monday. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed.

Four establishments currently hold a Class "9" liquor license, Buffalo Wild Wings Grill & Bar, Crystal Lake Rib House, Finn McCools, Labemi's Tavern.

If the City Council elects to increase the number of Class "9" liquor license to accommodate a license for Fire Bar and Grill, the number of Class "3" licenses will automatically be reduced.

The City had previously received approximately 9 noise complaints from 2009 until 2012, there have been no noise complaints since this time. The Crystal Lake Police Department has recommended that should any additional noise complaints arise from the use of a patio area that appropriate actions will need to be taken.

The Building Department has approved the Limited Use Permit for the outdoor seating and the permit for the fence.

Votes Required to Pass: Simple majority





DRAFT

The City of Crystal Lake Illinois

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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

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

1. Class 9 License shall be increased from 4 to 5.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: City Code Amendment to Increase the Number of Class “28” Liquor Licenses and to Increase the Number of Video Gaming Licenses - Applicant: Kumi Sushi, 1145 S. IL Rte 31.

Staff Recommendation:

1. Motion to adopt an ordinance increasing the number of Class “28” Liquor Licenses from the current permitted 13 licenses to 14 licenses.
2. Motion to adopt an ordinance increasing the number of Video Gaming License from the current permitted 13 licenses to 14 licenses.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

Chapter 268 of the City Code establishes the regulations for video gaming in the City of Crystal Lake. Per the City Code, when an applicant desires to offer video gaming at its establishment, it must receive both a supplemental liquor license and a video gaming license. The City Council evaluates whether the number of supplemental liquor licenses should be increased. Following this consideration, the Mayor grants the supplemental liquor license. Similarly, the City Council also evaluates whether the number of video gaming licenses should be increased. Following this consideration, the City Manager grants the actual video gaming license.

The City has received a request from Kumi Sushi for the issuance of a Class “28” Supplemental Liquor License and a Video Gaming License. The petitioner is requesting the supplemental Class “28” license in order to operate video game machines in their establishment. Section 329-5-AB of the City Code permits the issuance of a Class “28” liquor license, which authorizes the retail sale of alcoholic liquors, for consumption on the premises, at a bar or restaurant, as defined by § [268-3](#) of this Code, to an applicant which possesses a valid video gaming location license issued by the Illinois Gaming Board and which also holds, for a period of not less than one year, a current and valid liquor license to sell alcoholic liquor at such bar or restaurant.

Application Review

City staff has reviewed the application from Kumi Sushi and compared it to the City Code requirements. City staff has reviewed the application for completeness and determined that it meets all of the necessary conditions. The below table depicts the applicant's compliance with the City Code requirements:

<u>Requirement</u>	<u>City Code Section</u>	<u>Compliance Status</u>
The establishment is an eligible bar or restaurant.	268-3 Definitions	Yes. Restaurant
The establishment has held a liquor license for at least 12 months.	268-3 Definitions	Yes. The establishment has held a Class "2" Liquor License since 2012.
Applicant submitted necessary documents, including site plan.	268-3 (C)	Yes.
Applicant has a State Video Gaming License.	268-3 (C)	Yes.
Applicant will be using a licensed video game terminal operator.	268-3 (C)	Yes. Awesome Hand Gaming
The establishment is outside of the 100 foot radius of any church or school in the vicinity.	State of Illinois Requirement	Yes.
Location screening and supervision	268-3 (K)	Yes.
Signage	268-3 (N)	Yes. The terminals will not be visible from the street. There is no advertising of the availability of video gaming.
Applicant will be using an approved video surveillance system.	268-3 (O)	Yes. The terminal operator will provide video surveillance specifications upon approval of the Video Gaming license.
Video Gaming is incidental to establishment's business.	268-3 (P)	Yes.

Site Plan Review

The attached site plan depicts the petitioners request to use an existing booth area in their establishment as a gaming area. The petitioner will remove the booth and use the existing wall for the gaming area. The petitioner will only have two video game terminals in their establishment. The new gaming area will be limited to patrons over the age of 21. There will be no dining services in this area. City staff performed a site visit and recommends approval of the suggested site plan.

Votes Required to Pass:

Simple majority

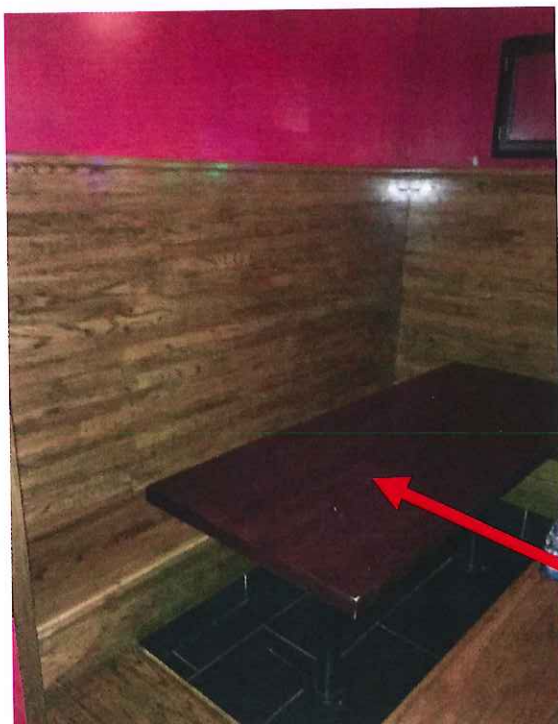
Proposed Location:

Proposed video gaming location



Bar

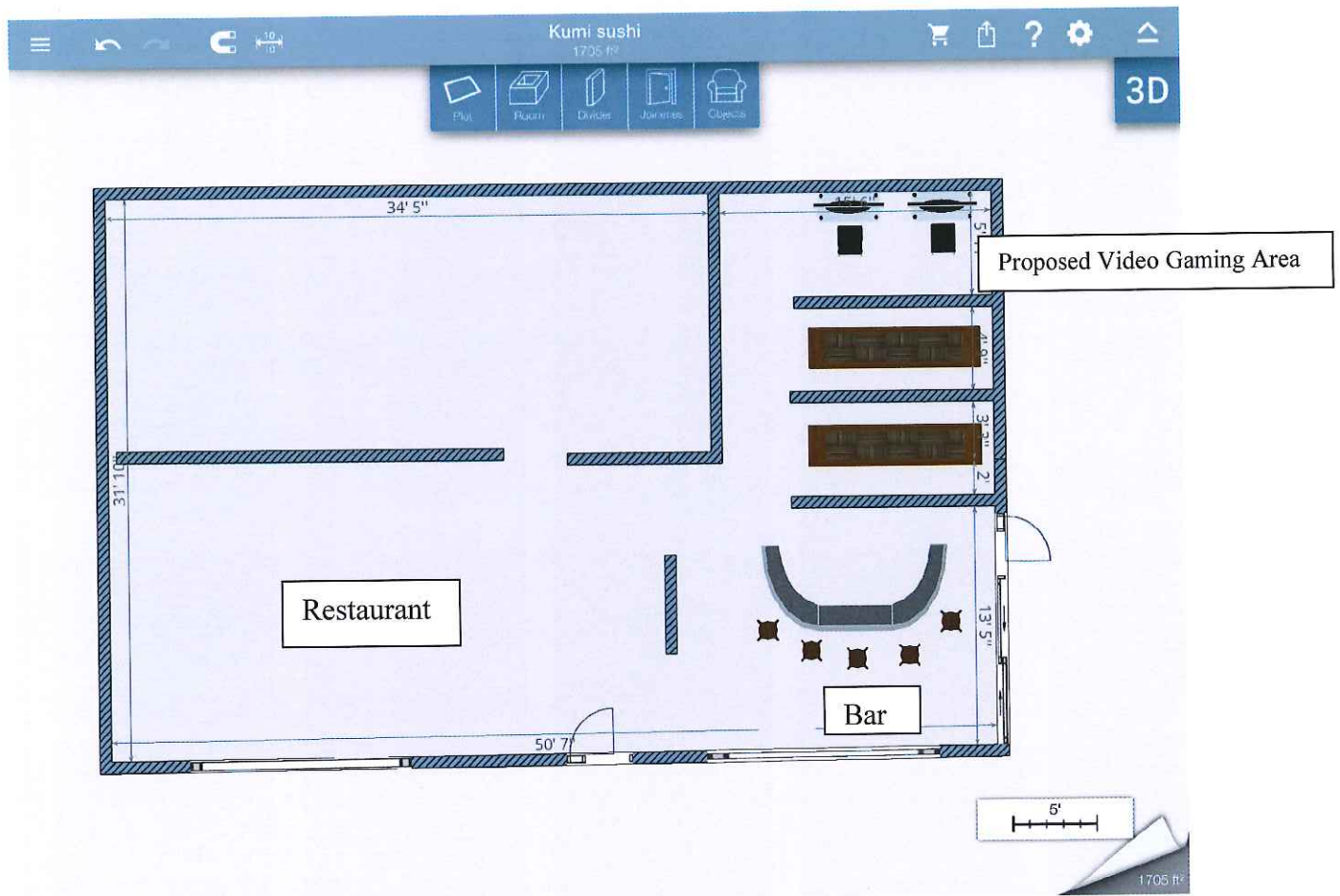
Proposed wall location



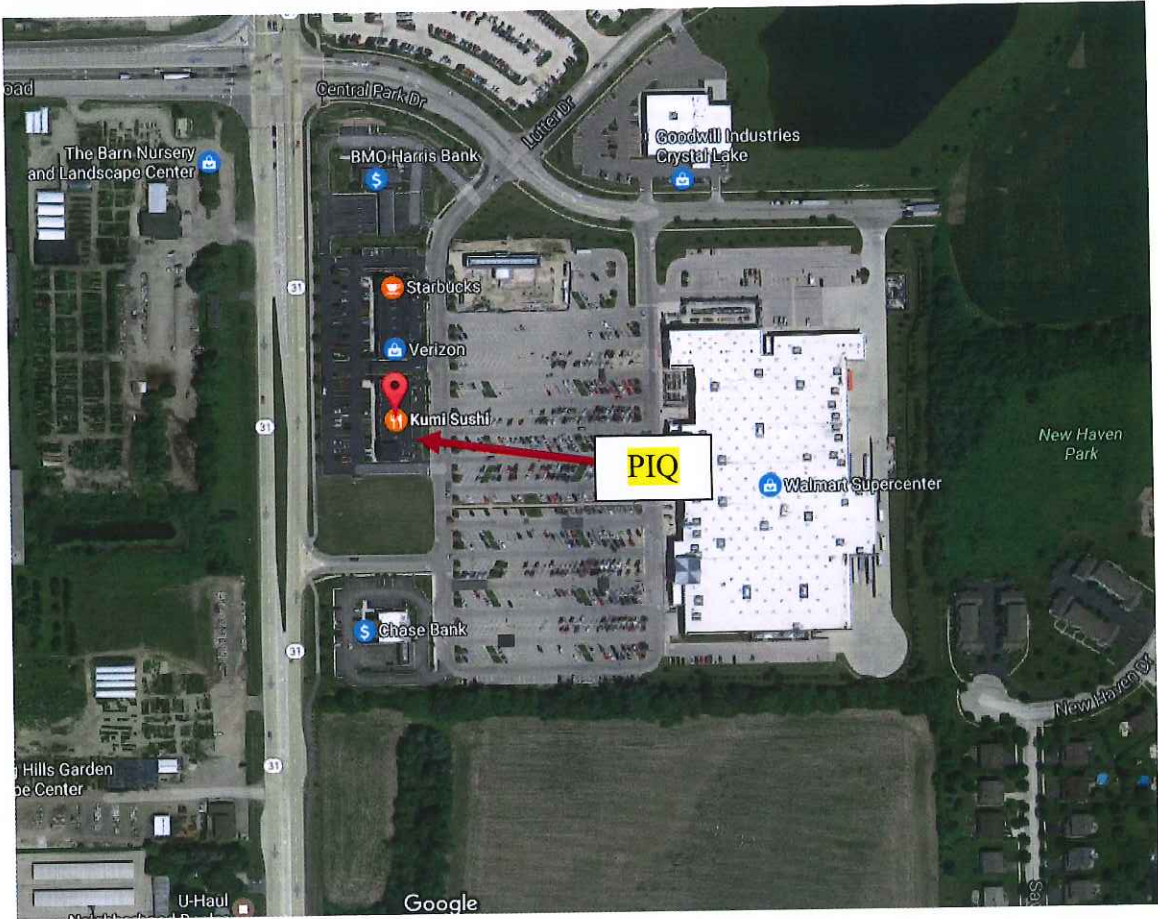
Current booth that will be removed for two video game terminals.



Proposed Layout:



Property In Question:





The City of Crystal Lake Illinois

DRAFT

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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

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

1. Class 28 License shall be increased from 13 to 14.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

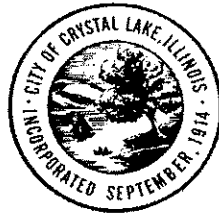
Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017

DRAFT

Ord. No.
File No. 255VG



The City of Crystal Lake Illinois

**AN ORDINANCE AMENDING THE CODE
OF THE CITY OF CRYSTAL LAKE**

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

SECTION I: That CHAPTER 268 Gambling Section 268-3E(2) Limitations on licenses shall be amended as follows:

1. Video Gaming Licenses shall be increased from 13 to 14.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of May, 2017.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: May 2, 2017

Approved: May 2, 2017



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

Three Oaks Recreation Area Marina Rental Rates Increase

Staff Recommendation:

Motion to adopt an ordinance amending Chapter 241-47 pertaining to the fees of Three Oaks Recreation Area.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

As presented at the recent 2017/2018 Budget Workshop meeting, City staff recommends that the existing fees for kayak, canoe, and paddleboat rentals at the Three Oaks Recreation Area of the City Code 241-47 be amended. The recommendation is listed below:

Amend Section 241-47 A Marina Operation and Marina Rental Fees

Kayaks have become one of the most rented watercrafts at the Three Oaks Recreation Area. Given the kayak/canoe rental rates of similar organizations and continued high demand to rent these watercraft, it is staff's recommendation that the kayak/canoe rates be increased to be comparable to the Crystal Lake Park District and Independence Grove, as indicated below. It is also recommended that the rental fee for paddleboats also be increased to stay consistent with kayak and canoe rentals, and be comparable to the Crystal Lake Park District rental fee.

	Three Oaks (Current)	Three Oaks (Proposed)	Crystal Lake Park District	Independence Grove	Busse Lake	Des Plaines Park District
Kayak Resident Hourly Rate	\$6	\$8	\$8	\$10	\$15	\$14
Kayak Non-Resident Hourly Rate	\$10	\$12	\$8	\$10	\$15	\$16

Snapshot of Proposed New Kayak/Canoe/Paddleboat Rental Rates:

	Hourly Rate	
Resident	\$6	\$8
Non-Resident	\$10	\$12

Votes Required to Pass:

Simple majority vote of the City Council



DRAFT

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

WHEREAS, The City of Crystal owns and operates the Three Oaks Recreation Area; and

WHEREAS, City staff continually explores options for revenue enhancements for the Three Oaks Recreation Area to contribute to rising operation and maintenance costs; and

WHEREAS, Residents and non-residents can rent kayaks, canoes, and paddleboats at the Three Oaks Recreation Area; and

WHEREAS; there continues to be an increased demand in the rental of kayaks/canoes; and

WHEREAS, City staff conducted a rate survey and found that kayak and canoe rental rates are lower than comparable organizations; and

WHEREAS; the Mayor and City Council have determined that rates to rent the kayaks, canoes and paddleboats shall be increased to be comparable with other similar organization that rent out similar watercraft.

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

SECTION I: That CHAPTER 241 Fees, Article 47 Three Oaks Recreation Area Fees shall be amended as follows:

§ 241-47. Three Oaks Recreation Area Fees

A. Marina operation/marina rental fees.

Minimum 1-Hour Rentals	1-Hour Fee	1-Hour Fee (NR)	Each Addition ½ Hour	Each Additional ½ Hour (NR)
Canoe	\$8	\$12	\$3	\$5
Kayak (single or tandem)	\$8	\$12	\$3	\$5
Paddleboat	\$8	\$12	\$3	\$5
Swan Paddleboat	\$8	\$12	\$4	\$6
Sailboat	\$8	\$12	\$4	\$6
Paddle pontoon - manual	\$25	\$30	\$12	\$15
Paddle pontoon - electric	\$30	\$35	\$15	\$17

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

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

DATED at Crystal Lake, Illinois this 2nd day of May, 2017.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: May 2, 2017
APPROVED: May 2, 2017

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



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: Three Oaks Recreation Area Parking Lot and Trail Construction

Staff Recommendation: A motion adopting a resolution authorizing the City Manager to execute a contract amendment with Berger Excavating Contractors Inc., for alternate number four of the Three Oaks parking lot and trail construction bid in the total amount of \$136,687 and authorizing the City Manager to approve up to 10% percent in justifiable contract amendments from a contingency allowance.

Staff Contact: Brad Mitchell, Assistant to the City Manager
Eric T. Helm, Deputy City Manager

Background:

At the August 16, 2016 City Council meeting, the City Council authorized the approval of a contract with the lowest responsive and responsible bidder, Berger Excavating Contractors, for the Three Oaks Area parking lot and trail improvement. The following items were approved and budgeted in the 2016/2017 budget:

Base Bid – Parking Lot

The base bid included a 60 space parking lot; pave of existing gravel trail to connect the proposed parking lot to the existing parking lot; new paved trail from the proposed parking lot to the marina/picnic grove area; electrical conduit for lighting; and stormwater bioinfiltration basins and stormwater piping.

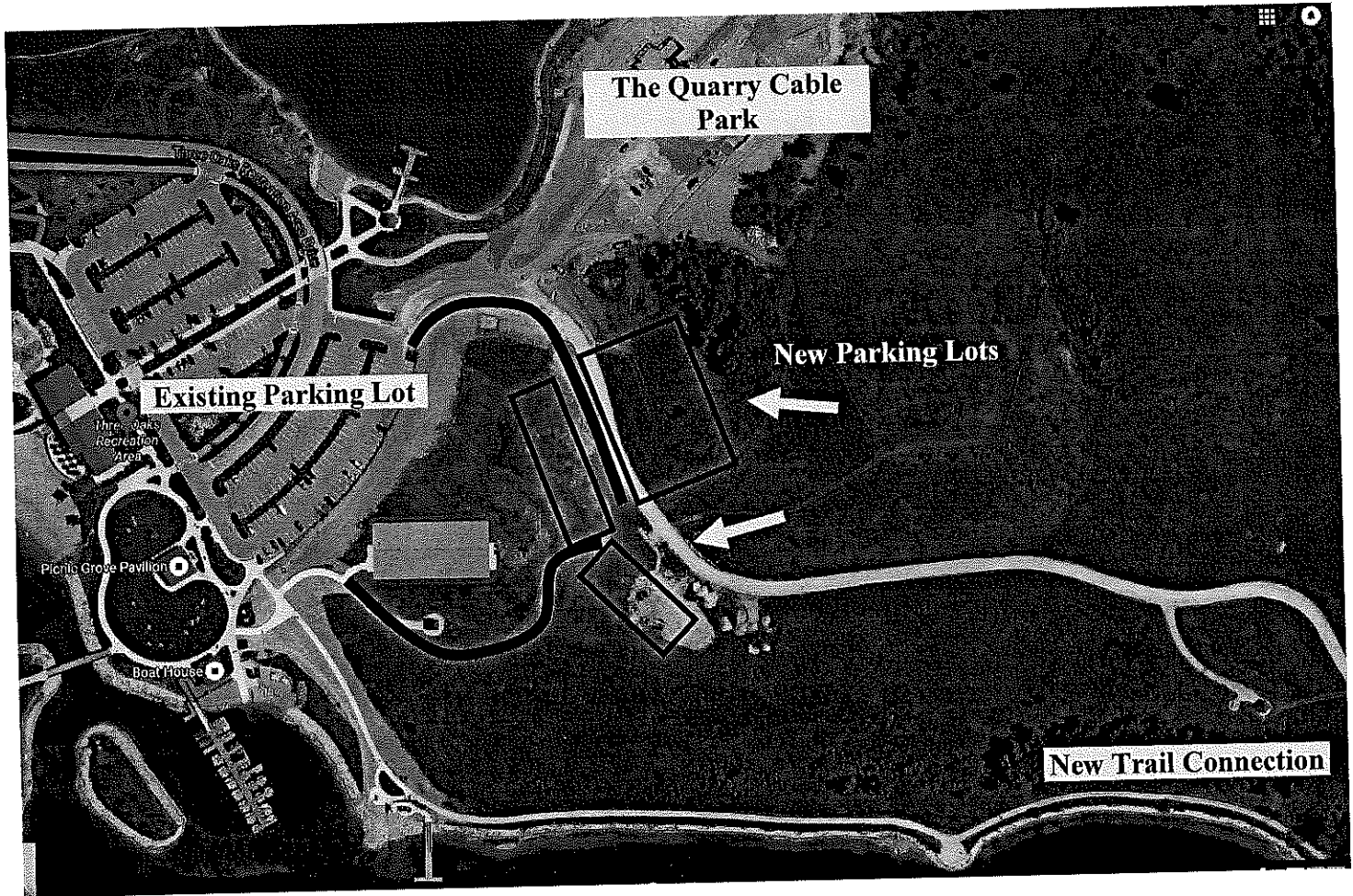
Alternate Number 1 – Expanded Parking Lot

This alternate included a 72 space parking lot, bioinfiltration basins, stormwater piping and a small retaining wall.

Alternate Number 2 – Water Service Line Extension

This alternate included an extension of water service line from the existing connection to an area east of the proposed parking lot and a water service line would be capped for potential future expansion to the east.

Alternate Number 6 – Trail connecting the Pingree Trail to the East Trail
This alternate included gravel screening trail and necessary grading.



At the August 16, 2016 City Council meeting, it was the recommendation of City staff to postpone approval of Alternate Number 4, parking lot lighting, and reconsider this for the 2017-2018 budget year. At the time of this decision, Berger notified the City in writing that it would honor the bid pricing for the lighting until May 1, 2017 to provide the City this flexibility. City staff also proposed to budget funds for landscaping and signage in the 2017-2018 budget.

Alternate Number Four – Parking Lot Lighting

City staff recommends to proceed with alternate number four for the parking lot lighting. The plans related to this alternate are attached. The funds for this alternate have been budgeted as part of the 2017-2018 budget year. This alternate would include the following:

- Provide for electrical poles and wiring. The proposed poles and fixtures would match the existing parking lot fixtures.
- Provide for ComEd electrical service connection and lighting controller/equipment.

The lighting of these parking lot facilities would assist in the security of the parking lot and also provide the City flexibility in using the parking lot for special events. The proposed lighting would include the same fixtures as those in the existing lot.

Budget Summary and Alternate 4 Cost Summary

<i>Item</i>	<i>Proposed 2017 / 2018 Budget Year Expenses</i>
Alt 4 – Lighting	\$136,687
Contingency:	\$13,669
<i>Total Construction Costs:</i>	<i>\$150,356</i>
Total Budget Year Project Cost	\$165,356

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract amendment for alternate number four – parking lot lighting for the parking lots and trail improvement at the Three Oaks Recreation Area between the City of Crystal Lake and Berger Excavating Contractors Incorporated in the amount of \$136,687, and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 2nd day of May, 2017

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: May 2, 2017
APPROVED: May 2, 2017



Agenda Item No: 25

City Council Agenda Supplement

Meeting Date:

May 2, 2017

Item:

State of Illinois Joint Purchasing Program for Microsoft Office 2016 Software

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an agreement with CDW Government, Inc., for the purchase of one hundred ninety (190) licenses of Microsoft Office 2016 software in the amount of \$59,745.50 through the State of Illinois Joint Purchasing Program.

Staff Contact:

Greg Fettes, Director of Information Technology

Background:

Microsoft Office software, which is installed on every desktop and laptop connected to the City's Wide Area Network, provides several productivity software packages that are used by City employees on a daily basis. Among these software programs are the following:

- **Microsoft Outlook** – provides the ability for employees to send and receive emails through the City's Exchange server.
- **Microsoft Word** – provides the ability for employees to create and edit documents of varying complexities such as letters, memos, brochures and other similar products.
- **Microsoft Excel** – provides the ability for employees to create and edit files with provide simple to highly complex calculations.
- **Microsoft PowerPoint** – provides the ability for employees to create and edit presentations for various venues such as City Council meetings, meetings with citizens, vendors and other constituencies.
- **Microsoft Publisher** – provides employees the ability to create and edit advanced documents such as pamphlets, brochures and other graphics based documents.

All computers in the City have Microsoft Office software installed. Currently, the City is using Office 2007 software. The current version of the Microsoft Office software is Office 2016. Intervening software releases of the Office suite of products have included Office 2010 and

Office 2013. The City typically does not move to the new versions of software packages like Microsoft Office unless the changes announced with the new version are significant and will provide productivity improvements for our employees, or until the software reaches end of support.

Microsoft has announced the end of support for Office 2007 as of October 2017. End of support for a Microsoft product results in the cessation of all updates for the product, including those related to security. Unfortunately, Microsoft products are frequently the target of malware and hacking attempts which, once security patching ceases in October, will leave the City's network vulnerable to hacking and malware attempts through the Office 2007 software.

In addition, Microsoft has added and enhanced many features since the Office 2007 release which can result in file incompatibilities between Office 2007 and newer versions of the software. These incompatibilities often lead to difficulties when opening and editing files which are created in the different versions of the Office software. In addition, Microsoft Office software interacts with many different software packages and as those packages update to newer versions, support for older versions of Office can be removed, particularly those versions of Office that are no longer being supported by Microsoft.

Sufficient funding is available in the FY2017-2018 budget for this project.

Recommendation:

It is the recommendation of Information Technology to purchase one hundred ninety (190) licenses of Office 2016 Professional from CDW Government, Inc., in the amount of \$59,745.50 through the State of Illinois Joint Purchasing Program.

Votes Required to Pass:

Simple Majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City is authorized to participate in the State of Illinois Joint Purchasing Program and that the City Manager is authorized to execute a contract with CDW Government, Inc., for the purchase of one hundred ninety (190) licenses of Microsoft Office Professional software in the amount of \$59,745.50 through the State of Illinois Joint Purchasing Program.

DATED this 2nd day of May, 2017.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: May 2, 2017
APPROVED: May 2, 2017



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date: May 2, 2017

Item: 2017 Patching Program-Municipal Partnership Initiative

Staff Recommendation: Motion to award the bid for pavement patching to the lowest responsive and responsible bidder, J.A. Johnson Paving Co. and adopt a resolution authorizing the City Manager to execute one-year purchase agreement with J.A. Johnson Paving Co. in the amount bid.

Staff Contact: Michael Magnuson, Director of Public Works

Background:

The City of Crystal Lake is currently a member of the Municipal Partnership Initiative (MPI). As members of MPI, regional communities collaborate by preparing and soliciting bids for various projects. MPI allows members to combine purchasing power, which enables significant cost reductions. Regarding this specific project, the City of Crystal Lake partnered with the following communities: Village of Cary, Village of Fox River Grove, Village of Grayslake, Village of Huntley, Village of Lakemoor, Village of Lake Zurich, Village of Round Lake Beach, and the City of Woodstock. On March 9, 2017, the bids were publically opened. The results for Crystal Lake are as follows:

Company	Class D Patches, 3", Type II	Class D Patches, 3", Type IV	Class D Patches, 4", Type IV
✓ J.A. Johnson Paving	\$26.00	\$25.50	\$34.00
Chicagoland Paving	\$30.00	\$35.00	\$35.00
Schroeder Asphalt Service, Inc.	\$29.00	\$28.00	\$45.75

✓ Indicates lowest responsive and responsible bidder

The Public Works Department maintains a list of pavement patching needs within the community. Based on this inventory, staff requested the following quantity of patching in square yards (after bids were received staff reduced quantity to meet budget allocation):

- Class D patches, 3", Type II: 70 sq yards
- Class D patches, 3", Type IV: 2,650 sq yards
- Class D patches, 4", Type IV: 50 sq yards

Recommendation

An analysis of the pavement patching submittals substantiates that the apparent low bidder for this service is J.A. Johnson Paving Company. Therefore, the recommendation of City staff is to award the bid to the lowest responsive and responsible bidder, J.A. Johnson Paving Company for pavement patching for the one-year contract period in the amount bids. Project costs are anticipated to be approximately \$64,000.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, the contract between the City of Crystal Lake and J.A. Johnson Paving Company for pavement patching services for a one-year term in the amounts bid.

DATED this 2nd day of May 2017.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: May 2, 2017

APPROVED: May 2, 2017



Agenda Item No: 27

**City Council
Agenda Supplement**

Meeting Date:

May 2, 2017

Item:

Intergovernmental Agreement with McHenry County for the Route 14 at Virginia Road Intersection Improvements

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute the Route 14 at Virginia Road Intersection Improvement Intergovernmental Agreement with McHenry County.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

The intersection of Route 14 at Virginia Road is currently operating at a poor level of service due to the existing traffic volumes. In addition, there are no pedestrian accommodations at the intersection and the traffic signal equipment is reaching the end of its useful life. An intersection improvement is proposed which will add an additional left-turn lane on Virginia Road, an additional eastbound right-turn lane on Route 14 onto Virginia Rd, upgrade the traffic signal equipment and provide pedestrian accommodations where feasible. Route 14 is under the jurisdiction and maintenance of the Illinois Department of Transportation (IDOT) and Virginia Road is under the jurisdiction and maintenance of McHenry County Division of Transportation (McDOT).

The City recently submitted a grant application to CMAP for Congestion, Mitigation and Air Quality federal funds requesting grant funds for construction and construction engineering. The final program for this grant will be announced by CMAP in the fall of 2017. The grant would cover 80 percent of the construction and construction engineering costs with a local share estimated at \$388,800.

Staff reached out to McDOT to request funding participation for the intersection improvement. Per the approved letter of intent on February 8, 2017, McDOT agreed to funding participation for preliminary and design engineering. McDOT funding participation for construction and construction engineering will be revisited after the grant announcement by CMAP. A formal intergovernmental agreement for McDOT funding participation is attached.

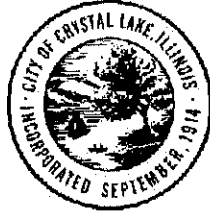
According to the terms of the agreement, McDOT will reimburse the City for its proportionate share of 50 percent of the costs of preliminary and design engineering for the intersection improvements. The estimated share for each agency is \$99,445.94.

The agreement has been reviewed by the City's special counsel and was approved by the McHenry County Transportation Committee at their April 25, 2017 meeting. The costs have been budgeted in the 2017/2018 budget.

The preliminary engineering for this improvement has been initiated by City staff with the utilization of consultants to complete portions of the preliminary engineering. Design engineering will be initiated the summer of 2017 with construction anticipated in 2018.

Votes Required to Pass:

Simple Majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement between the City of Crystal Lake and the County of McHenry for the intersection improvements to Route 14 at Virginia Road.

DATED this second day of May, 2017.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
AARON T. SHEPLEY, MAYOR

SEAL

ATTEST:

NICK KACHIROUBAS, CITY CLERK

PASSED: May 2, 2017

APPROVED: May 2, 2017

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