



Agenda Item No: 11a

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

Championship Signs Resolution

Staff recommendation:

Motion to adopt a resolution authorizing signs to be placed along the City right-of-way recognizing Crystal Lake South High School Boys Varsity Soccer Team's State Championship.

Staff Contact:

Michael Magnuson, Director of Public Works

Background:

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. After a request, two signs are installed near the school and the championship signs remain in place for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During the fall of 2018, the Crystal Lake South High School Boys Varsity Soccer Team won the 2A State Championship. This is a tremendous accomplishment by these student-athletes.

Recommendation:

Staff recommends that signs be placed in relative proximity to Crystal Lake South High School to recognize this team for their achievement.

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 is authorized to install championship signs, along the right-of-way recognizing the Crystal Lake South High School's Varsity Boys soccer team for winning the 2018 2A State Championship, for a one-year period.

DATED this 19th day of February, 2019

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 19, 2019

APPROVED: February 19, 2019



Agenda Item No: 11b

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

Class 16 Temporary Liquor License Request –
St. Elizabeth Ann Seton Knights of Columbus Council
#10678

Staff Recommendation:

Motion to approve issuance of a Class 16 Temporary
Liquor License to the St. Elizabeth Ann Seton Knights of
Columbus Council #10678

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the St. Elizabeth Ann Seton Knights of Columbus Council #10678 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their annual Irishfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, March 9, 2019 from 5:00 p.m. to 11:00 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: 11c

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

Class 16 Temporary Liquor License Request –
Knights of Columbus Fr. McCormick Council #3880

Staff Recommendation:

Motion to approve issuance of a Class 16 Temporary
Liquor License to the Knights of Columbus Fr. McCormick
Council #3880

Staff Contact:

Eric T. Helm, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Fr. McCormick Council #3880 for the issuance of a Class 16 Temporary Liquor License in order to sell beer and wine at their annual Parish St. Patrick Dinner being held at the St. Thomas the Apostle Church Community Center, located at 451 West Terra Cotta Avenue, on Saturday, March 16, 2019 from 6:00 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: 11d

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: Chicago Title Land Trusts 1004004149 & 1004004152 (Whiskey Business and Shopping Center) and Reinhardt/Kirk Annexation Public Hearing Continuation

Recommendation: Motion to continue the 1) Chicago Title Land Trusts 1004004149 & 1004004152 and 2) Reinhardt/Kirk requests to the June 4, 2019 City Council meeting for the Annexation Public Hearings.

Staff Contact: Michelle Rentzsch, Director of Community Development
Katie Cowlin, Assistant City Planner

Background:

Chicago Title Land Trusts- The petitioner is requesting the annexation of three parcels that total approximately 3.04 acres, located at 4616 Route 176, 4709 Route 176 and lot 13 on Reiland Drive. The parcels are improved with Whiskey Business, a commercial retail shopping center, auto repair business and outdoor storage.

Reinhardt/Kirk- The property is contiguous with the above property and consists of one parcel that totals approximately 0.28 acres, located at 851 Reiland Drive. The property would be involuntarily annexed after the annexation of the Chicago Title Land Trusts.

City staff respectfully requests that the Whiskey Business and Reinhardt/Kirk petitions be continued to the June 4, 2019 City Council meeting for the Annexation Public Hearing in order to continue to work with the petitioner on the annexation agreement for the Chicago Title Land Trusts.

Votes Required to Pass: A simple majority.



Agenda Item No: 11e

City Council Agenda Supplement

| | |
|-------------------------------------|--|
| <u>Meeting Date:</u> | February 19, 2019 |
| <u>Item:</u> | Woods Creek Feet Meet |
| <u>Staff Recommendation:</u> | Motion to approve the Special Event for the 2019 Woods Creek Feet Meet, pursuant to the recommended conditions and to waive the application fee (\$50) and Police Officer assistance fees (\$1,539.56) for this event. |
| <u>Staff Contact:</u> | Michelle Rentzsch, Director of Community Development |

Background:

The Woods Creek Feet Meet Committee has submitted a special event permit application for the 2019 Woods Creek Feet Meet. The 2019 Feet Meet will be Sunday, April 28, 2019 beginning at 8:00 a.m. Additionally, they are requesting a Crystal Lake Police Detail to help with the street closure.

As part of their application, they are requesting the closure of Alexandra Boulevard from an area west of Dogwood Drive to an area east of Driftwood Lane. The 1-Mile Walk/Run begins at 8:00 a.m. and the 5K Walk/Run begins at 8:30 a.m. The City Council has approved similar requests in previous years.

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

- 1) The volunteers for both races carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 2) The Woods Creek Feet Meet Committee must coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 3) "Race In Progress" signs must be posted a minimum of two days prior to the event.
- 4) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. A barricade borrowing application has been submitted.
- 5) The petitioner must send a notice to all affected property owners along Alexandra Boulevard.

- 6) 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.
- 7) Local traffic access to Alexandra Boulevard must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 8) All debris created by the event needs to be cleaned up during and after the event.
- 9) Streets are not to be marked with paint or any permanent materials.
- 10) The petitioner must sign the required Indemnity/Hold Harmless agreement.
- 11) 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.
- 12) If tents or canopies will be used, the petitioner needs to contact the Fire Rescue Department for further review.
- 13) In the case of inclement weather, an alternate date can be approved by the City Manager.

In past years, the City Council has approved the closure of this portion of Alexandra Boulevard for the start of the event. The City Council has also waived the application fees and the chargeback fees for the Police Officers assisting with the race. The Police Department estimates that the chargeback fees would not be more than \$1,539.56.

The applicant has been made aware of these recommended conditions and advised to attend the February 19, 2019, City Council meeting to answer any questions.

Votes Required to Pass:

A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Variation from Article 3-200 to allow a 14-foot front yard setback, a variation of 16 feet for a garage addition.
2. Variation from Article 7-300 to allow an addition to a nonconforming structure.

Petitioner:

Dean Farr, petitioner
337 Mary Lane

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance granting the variations to allow a garage addition at 337 Mary Lane.

Staff Contact:

Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is single-family home with an existing one-car attached garage.
- The existing home was constructed prior to the current Unified Development Ordinance (UDO) and is considered legal nonconforming.

Request:

- The petitioner is requesting variations to allow an addition to a nonconforming structure and to allow a 14-foot front yard setback.
- The petitioner is requesting to add a second car garage to the existing structure with a proposed setback of 14 feet. The addition is approximately 14 feet by 22 feet.

PZC Highlights:

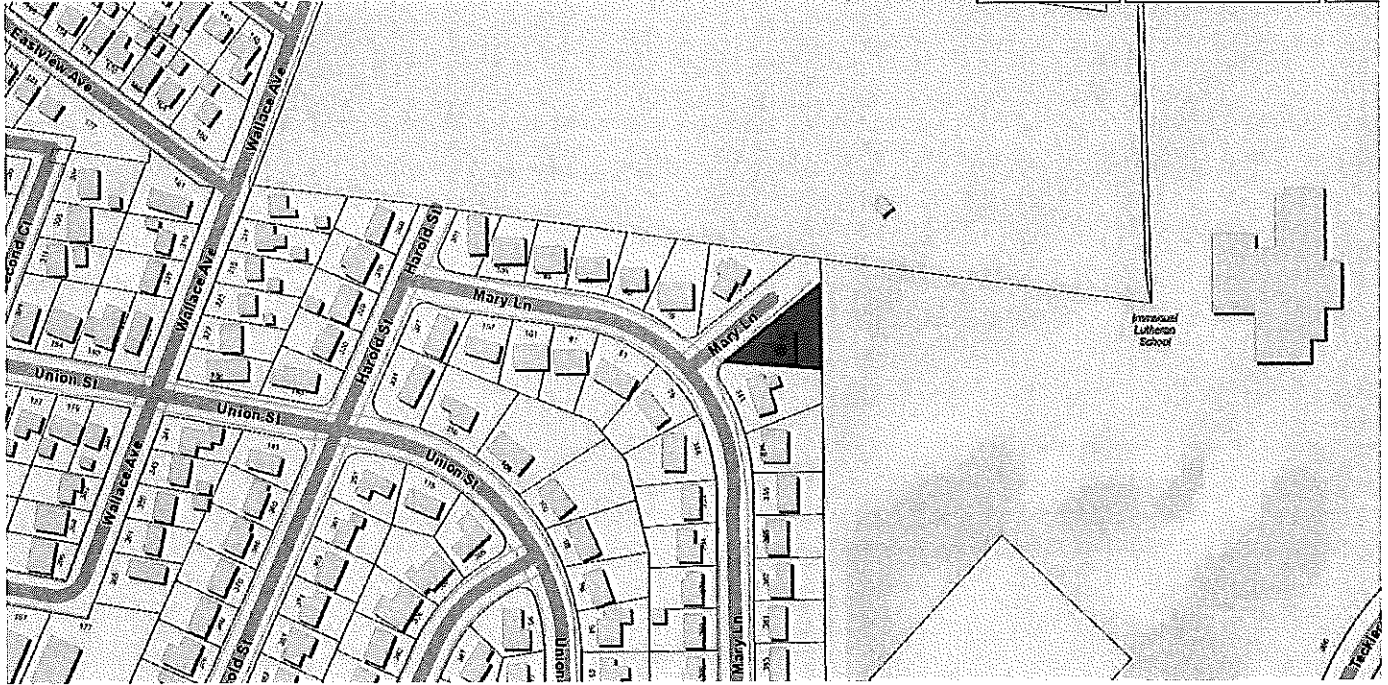
- The PZC agreed with the petitioner that the lot shape created a hardship.
- The petitioner agreed with the recommended conditions.
- The PZC stated the Findings of Fact had been met.

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 (Farr, dated 01/04/19, received 01/04/19)
 - B. Site Plan (Flynn, dated 10/27/18, received 01/04/19)
 - C. Sketch of garage (received 01/04/19)
2. The addition must match the existing siding in material and color.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.

PLN-2019-00002 FARR – 337 MARY LN – VARIATION



Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING VARIATIONS
AT 337 MARY LANE

WHEREAS, pursuant to the terms of the Application (File #PLN-2019-02) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from: A. Article 3-200 to allow a 14-foot front yard setback, a variation of 16 feet for a garage addition; and B. Article 7-300 to allow an addition to a nonconforming structure; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 18, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 6, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Simplified Residential Variation; and

WHEREAS, on February 6, 2019, 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 Simplified Residential Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-02, dated as of February 7, 2019; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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 Variations be granted from the Crystal Lake Unified Development Ordinance from: A. Article 3-200 to allow a 14-foot front yard setback, a variation of 16 feet for a garage addition; and B. Article 7-300 to allow an addition to a nonconforming structure for the property at 337 Mary Lane (19-05-404-001), Crystal Lake, Illinois.

SECTION II: That the Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Farr, dated 01/04/19, received 01/04/19)
 - B. Site Plan (Flynn, dated 10/27/18, received 01/04/19)
 - C. Sketch of garage (received 01/04/19)
2. The addition must match the existing siding in material and color.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department.

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 Simplified Residential 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 19th day of February, 2019.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 19, 2019
Approved: February 19, 2019



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: Crystal Lake Express Car Wash – Annexation Referral
5902 N. Route 31

Recommendation: Motion to refer the petitioner's request to the March 6, 2019 Planning & Zoning Commission meeting for zoning consideration and to the March 19, 2019, City Council meeting for the annexation public hearing.

Staff Contact: Michelle Rentzsch, Director of Community Development
Katie Cowlin, Assistant City Planner

Background: The petitioner previously came before the Planning & Zoning Commission and City Council for approval for an annexation and Planned Unit Development for a car wash. The annexation was not approved since it was included into the same motion as the request for a Final PUD for the car wash at the November 20, 2018 City Council meeting – which did not pass. Subsequently, a waiver of the one year wait period was granted at the December 4, 2018 City Council meeting so the property owner/petitioner could work with the neighbors and resubmit their request.

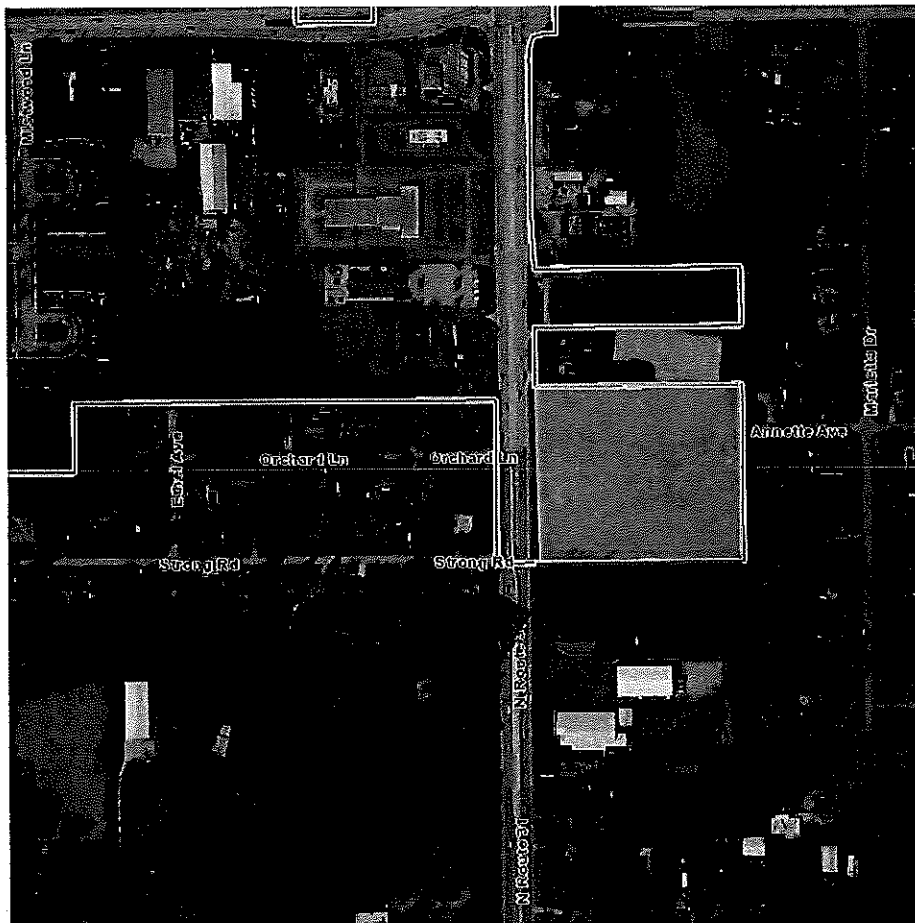
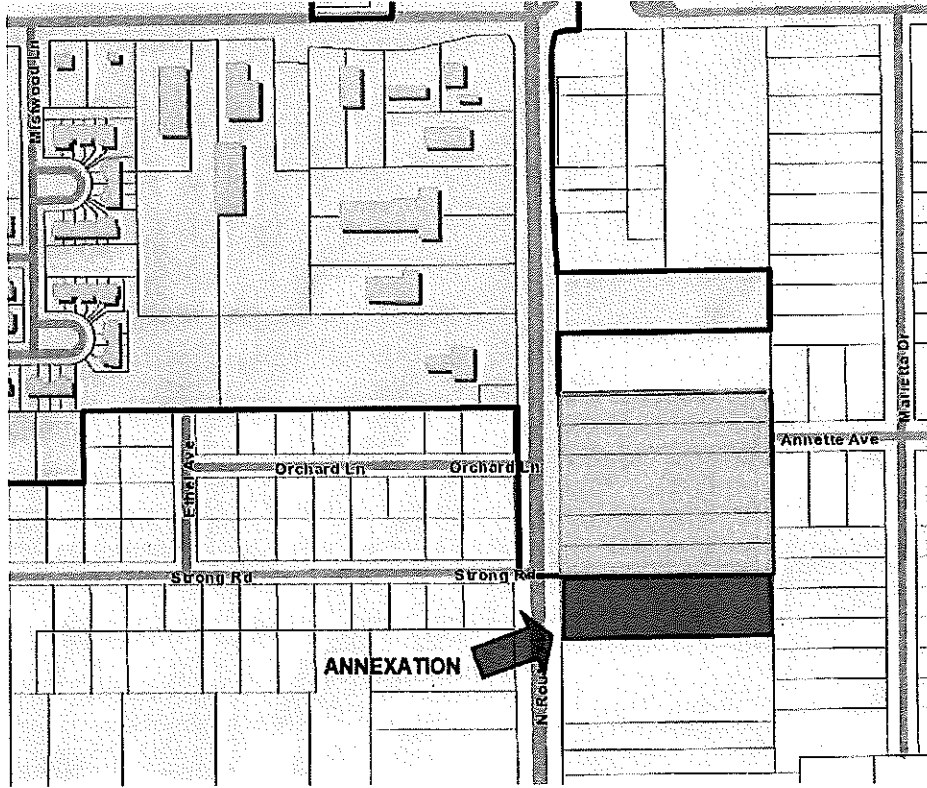
The property owner is requesting annexation of a parcel that totals approximately 2.09 acres, located on Route 31. The parcel is improved with a vacant residential home. The subject property would not be the location of the proposed car wash. The car wash is being proposed on the northernmost parcel, which is already incorporated. The property was grouped in the sale of the vacant land located north of the property, which is located in city limits. There are no current development plans for the remainder of the site.

The petitioner has hosted a neighborhood meeting and has provided all the plans and documentation needed to meet or exceed the City's ordinances, including the stormwater requirements.

The petitioner respectfully requests that this matter be referred to the March 6, 2019, Planning & Zoning Commission meeting for zoning consideration and the March 19, 2019, City Council meeting for the annexation public hearing.

Votes Required to Pass: A simple majority vote.

PLN-2018-00101 CRYSTAL LAKE EXPRESS CAR WASH – EAST RT 31 ACROSS FROM ORCHARD LN.





Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

1. Special Use Permit Amendment to allow an Electronic Message Center sign.
2. Variations from:
 - a) Article 2-400(C) to allow the EMC sign copy area of 72.19 square feet for a sign that is 87.44 square feet in area, a variation of 40.19 square feet.
 - b) Article 4-1000 to allow the sign to have an 87.44 square foot copy area.
 - c) Article 4-1000 to allow a freestanding sign that is 18 feet in height, a variation of 9 feet.
 - d) Article 4-1000 to allow a freestanding sign with a base that is not 80% of the sign width.

Petitioner:

Ken Rawson, attorney
Todd Martin, owner
5220 Northwest Hwy

PZC Recommendation:

To approve the PZC recommendation and adopt an ordinance granting the Special Use Permit Amendment to allow an EMC sign and variations at 5220 Northwest Highway.

Staff Contact:

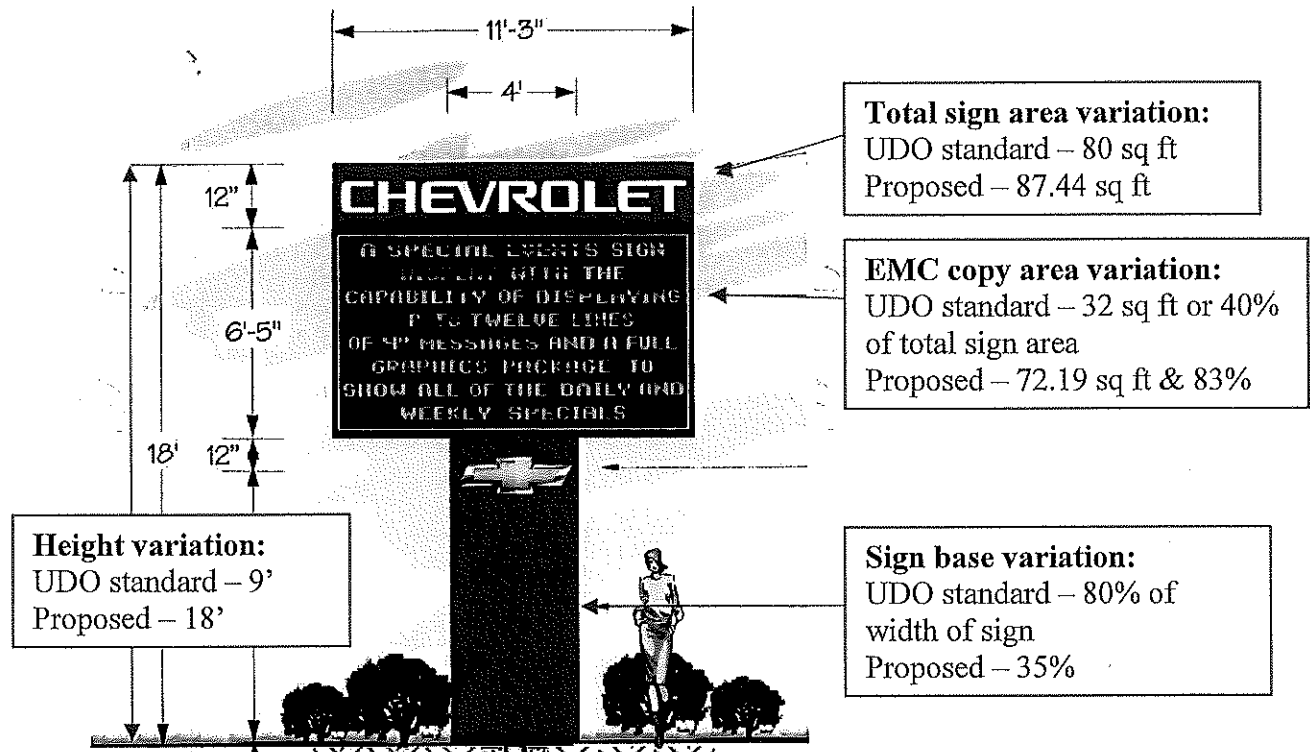
Michelle Rentzsch, Director of Community Development
Kathryn Cowlin, Assistant City Planner

Background:

- Existing Use: The subject property is an existing automobile dealer.
- The subject property currently has two freestanding signs, which were approved through a common sign plan for the property in 2003.
- **The petitioner removed the request to have three freestanding signs. The proposed EMC sign would replace one of the existing freestanding pole signs.**

Request:

- The petitioner is requesting a Special Use Permit Amendment to allow the removal and replacement of an existing freestanding sign with an EMC sign. The proposed sign would require variations from the allowable sign height, copy area, EMC copy area and 80% base width requirement.



- The petitioner revised the request based on the Planning & Zoning Commission's concerns with setting a precedent for automobile dealers. No Crystal Lake car dealership has more than two freestanding signs, see the signage chart below. Two car dealers have EMC signs currently.

| Address | Name | Area (sq ft) | Height (feet) | EMC | EMC Copy Area (sq ft) |
|--------------------|------------------|--------------|---------------|---------------|-----------------------|
| 6305 Northwest Hwy | Courtesy Motors | 76 | 20' | No | - |
| 5656 Northwest Hwy | M'Lady Nissan | 80 | 24'8" | Y – Variation | 30.6 |
| 5213 Northwest Hwy | Anderson VW | 10 | 14'8" | No | - |
| 5220 Northwest Hwy | Martin Chevrolet | 75.5 | 15' | No | - |
| | | 75.5 | 15' | No | - |
| 360 N Route 31 | Anderson BMW | 150 | 25' | No | - |
| | | 32.2 | 15' | No | - |

| | | | | | |
|-----------------------------------|------------------|-----|-------|-------------------|----|
| 1035 S Route 31 | Pauly Toyota | 104 | 19'3" | No | - |
| | | 20 | 6' | No | - |
| 680 W Terra Cotta Ave (Route 176) | Brilliance Honda | 64 | 11' | No | - |
| | | 74 | 18' | Y – Annex/PUD/SUP | 74 |

PZC Highlights:

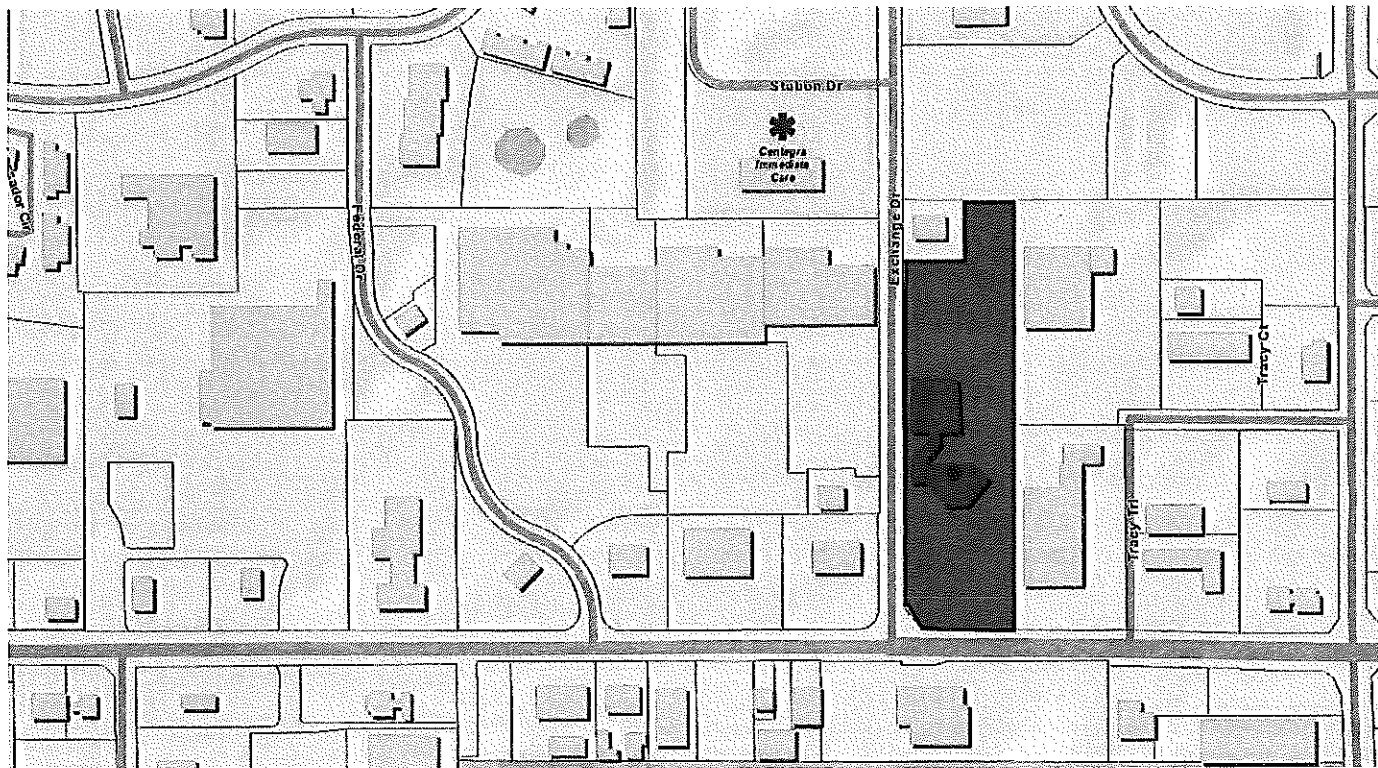
- The PZC was concerned about recommending three freestanding signs. The petitioner agreed to revise the request to allow two freestanding signs, one being the EMC sign as proposed.
- There was a question of what would happen if GM does not allow the removal of one of the existing signs. The petitioner stated that then they would not be allowed to install the EMC sign, unless they came back through the approval process for a revised request.
- The petitioner agreed with the recommended conditions.
- The PZC stated the Findings of Fact had been met.

The PZC recommended **approval (4-2)** 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 (Martin Chevrolet, dated 12/03/18, received 01/04/19)
 - B. Sign Plan (Signet Sign Company, dated 01/17/19, received 01/17/19)
2. Two freestanding signs are allowed for the subject property. ~~The petitioner may incorporate an EMC sign, which meets the EMC special use criteria, into one of the existing freestanding signs or a sign similar in height and copy area.~~ **The petitioner will have one sign that is the EMC as proposed and the second sign being an existing sign. (Amended by the PZC)**
3. Comply with the minimum 10-foot setback requirement for all signs that are added or moved.
4. Work with staff to ensure the UDO sign landscaping requirement for the freestanding sign is met.
5. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the EMC, at night or in overcast conditions, will be no more than 40% of the daytime brightness level.
6. The EMC unit must have the "flash" feature disabled and messages shall have a five-minute "hold" time.

7. The messages displayed on the EMC may only transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages.
8. Except as otherwise provided herein, all messages displayed on the EMC must be static and may not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video may not be displayed and this function of the EMC must be disabled.
9. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Votes Required to Pass: A simple majority vote.





The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT
AND VARIATIONS
AT 5220 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-03) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow an Electronic Message Center sign; and Variations from: A. Article 2-400(C) to allow the EMC sign copy area of 72.19 square feet for a sign that is 87.44 square feet in area, a variation of 40.19 square feet; B. Article 4-1000 to allow the sign to have an 87.44 square foot copy area; C. Article 4-1000 to allow a freestanding sign that is 18 feet in height, a variation of 9 feet; and D. Article 4-1000 to allow a freestanding sign with a base that is not 80% of the sign width for the property located at 5220 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 18, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 6, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on February 6, 2019, 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 Amendment and Variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-03, dated as of February 7, 2019; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Variations 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 Amendment to allow an Electronic Message Center sign; and Variations from: A. Article 2-400(C) to allow the EMC sign copy area of 72.19 square feet for a sign that is 87.44 square feet in area, a variation of 40.19 square feet; B. Article 4-1000 to allow the sign to have an 87.44 square foot copy area; C. Article 4-1000 to allow a freestanding sign that is 18

feet in height, a variation of 9 feet; and D. Article 4-1000 to allow a freestanding sign with a base that is not 80% of the sign width for the property commonly known as 5220 Northwest Highway (19-04-476-009), Crystal Lake, Illinois.

Section II: Said Special Use Permit Amendment and Variations are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Martin Chevrolet, dated 12/03/18, received 01/04/19)
 - B. Sign Plan (Signet Sign Company, dated 01/17/19, received 01/17/19)
2. Two freestanding signs are allowed for the subject property. The petitioner will have one sign that is the EMC as proposed and the second sign being an existing sign.
3. Comply with the minimum 10-foot setback requirement for all signs that are added or moved.
4. Work with staff to ensure the UDO sign landscaping requirement for the freestanding sign is met.
5. The EMC unit must be equipped with both a programmed dimming sequence as well as an additional overriding mechanical photocell that adjusts the brightness of the display to the ambient light at all times of day. Such programming and mechanical equipment shall be set so that the EMC, at night or in overcast conditions, will be no more than 40% of the daytime brightness level.
6. The EMC unit must have the "flash" feature disabled and messages shall have a five-minute "hold" time.
7. The messages displayed on the EMC may only transition from one message to another by either fading or dissolving to black with another message appearing immediately thereafter, without movement or other transition effects between messages.
8. Except as otherwise provided herein, all messages displayed on the EMC must be static and may not reflect movement, flashing, scrolling or changes in shape or size of messages or portions of messages. Streaming and/or live-time video may not be displayed and this function of the EMC must be disabled.
9. The petitioner shall address all of the review comments and requirements of the Community Development Department.

Ord. No.
File No.

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 Amendment and Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 19th day of February, 2019.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 19, 2019
Approved: February 19, 2019



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: 2019 Quarry Cable Park Events and Live Music Consideration

Staff Recommendation:

1. Motion to approve live outdoor music on all Friday and Saturday nights from May 1 to October 5 in 2019, pursuant to the conditions recommended in this agenda supplement, and;
2. Motion to approve the Special Event application from the Quarry Cable Park for use of the Three Oaks Recreation Area for the Midwest College Wake Tour event on May 17, 18 and 19; the World Wake Association Points Chase Competition on Tuesday, June 11, 18, and 25, beginning at 5:00 p.m.; the 2019 Liquid Force Pro Tour event on June 14 and 15; an outdoor music event on Saturday, August 3, from 7:00 p.m. to 10:00 p.m.; the Oktoberfest and Artisan Market event on Saturday, October 5, from 10:00 a.m. to 11:00 p.m.; and the Holiday Artisan Market event on December 6 and 7.

Staff Contact: Eric Helm, Deputy City Manager
Nick Hammonds, Management Analyst

Background:

The Quarry Cable Park has requested a Special Event permit to host events at their location at the Three Oaks Recreation Area. Pursuant to section 5.08 (1) of the Concessionaire and Property Use Agreement, the Quarry Cable Park shall receive Special Event approval for all events involving “tournaments, special advertising displays, live bands, special promotions, outside vendors, night use, and/or large groups of people that could exceed the available parking spaces...The review of these events will be reviewed on a case-by-case basis.”

All events, and all related activities, will be contained in the designated premises outlined in the property use agreement. The Police Department, Fire Rescue Department, Public Works Department, and Three Oaks Recreation Area staff have reviewed and approved the following events proposed by the Quarry Cable Park.

May 17 – 19, 2019: Midwest College Wake Tour

The Midwest College Wake Tour event is proposed for the first time in 2019, with an estimated attendance of 400 riders. This event is proposed for Friday, May 17, through Sunday, May 19, 2019. Since the Swim Beach will not be open during the event, parking will not be an issue for the general public. The event features groups of riders representing colleges in the Midwest, and this event is the championship for the Midwest College Wake Tour.

World Wake Association 2019 Points Chase Competition

World Wake Association 2019 Points Chase Competition is an annual event that prepares riders for future competition. It is anticipated that there will be 200 riders each day. The event has been hosted by the Quarry Cable Park in 2016, 2017 and 2018. The event is proposed for Tuesday June 11, 18 and 25, beginning at 5:00 p.m. Since this event is on Tuesdays, additional off-site parking will not be required. Even though this event is associated with the World Wake Association, and is advertised as a special event, the number of riders will be minimal.

Friday, June 14 and Saturday, June 15, 2019: Liquid Force Pro Tour

This all day event is proposed for Friday, June 14 and Saturday, June 15, 2019. This event was held successfully and with no issues during the 2016, 2017 and 2018 seasons. The estimated attendance is 400 people, including riders and spectators. Parking will not be an issue as this event will operate similar to the 2018 World Wake Association National Championship, with riders entering and exiting throughout the day depending on their scheduled course time. Liquid Force is one of the premiere wakeboard manufacturers and one of the Quarry's sponsors. Liquid Force has included the Quarry Cable Park as one of their stops on their nation-wide tour this summer of the best cable parks in the U.S.

Saturday, August 3, 2019: Outdoor Music Event, Libido Funk Circus

This proposed music event is to be held on the outdoor patio for the band Libido Funk Circus on Saturday, August 3, 2019 from 7:00 p.m. to 10:00 p.m. This will be the first time this event is hosted at the Quarry Cable Park, and the estimated attendance is 300 to 400 people. The Quarry Cable Park will coordinate with the Fire Rescue Department to establish occupancy load for the event. Since the event is held in the evening when many Three Oaks amenities will be closed, parking will not be an issue.

Saturday, October 5, 2019: Oktoberfest and Artisan Market

This event is proposed for Saturday, October 5, 2019 from 10:00 a.m. to 11:00 p.m. The Artisan event was held successfully with no issues during the 2018 season. This event will include Oktoberfest themed food and drinks, as well as live music. The estimated attendance for the event is 350 to 400 people.

Friday, December 6 and Saturday, December 7, 2019: Holiday Artisan Market

This event is proposed for Friday, December 6, and Saturday, December 7, 2019. The estimated attendance for the event is 130 people. This event will be similar to the event held in December 2018, featuring artists with hand-crafted holiday gifts and accessories.

Live Music

Live music has been conducted in the past with no issues. A current schedule of live music events is attached; however, this is not an exhaustive list. The petitioner is requesting approval for live music events throughout the year on Friday and Saturday nights, May 1 through October 5, 2019

Staff Conditions for All Events

City staff from the Fire Rescue and Police Departments have reviewed the request and do not have any concerns regarding the events, providing the following conditions are met:

1. The Quarry Cable Park & Grille shall coordinate with the Crystal Lake Fire Rescue and Police Departments, and Three Oaks Recreation Area staff regarding assistance during each event, including coordinating with the Fire Rescue Department regarding occupancy limits.
2. Provide a layout for each event showing the locations of the various event activities.
3. Provide and maintain emergency access (boat launch) to the North Lake for rescue purposes during the entire event.
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 property must remain unobstructed and “No Parking” signs posted.
6. Provide a site plan at least 30 days prior to the event for any tents/canopies, if used, for this event to ensure compliance.
7. 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.
8. Provide adequate lighting for participants during night hours.
9. If a standby ambulance is being requested, contact the Fire Department at least 30 days prior to the event to discuss scheduling and associated fees.
10. All debris created by the event shall be cleaned up during and after the event.
11. Petitioner must adhere to the required City insurance provisions.
12. In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicants have been made aware of these recommended conditions and will attend the City Council meeting to answer any questions. The application materials and current band schedule have been attached for reference.

Votes Required to Pass:

Simple majority



Band Schedule - 2019 Tentative Band Line-up

Friday, May 24: Rowdy Souls Band (7-10pm)
Saturday, May 25: Blue Shield Band (7-10pm)
Friday, May 31: Jimmy Marquis Band (7-10pm)
Saturday, June 1: Gina Gonzalez Band (7-10pm)
Friday, June 7: Irish Eyes (7-10pm)
Saturday, June 8: Jake Mack (7-10pm)
Friday, June 14: Mackenzie O'Brien (7-10pm)
Saturday, June 15: Jim & Justin (7-10pm)
Friday, June 21: Hi-Fi Unplugged (7-10pm)
Saturday, June 22: Claire Kelly (7-10pm)
Friday, June 28: Wait, What? (7-10pm)
Friday, July 5: Irish Eyes (7-10pm)
Friday, July 12: Blue Shield Band (7-10pm)
Friday, July 19: Jimmy Marquis (7-10pm)
Saturday, July 20: Jake Mack (7-10pm)
Friday, July 26: Gina Gonzalez (7-10pm)
Saturday, July 27: Rowdy Souls (7-10pm)
Friday, August 2: Jimmy Nick (7-10pm)
Saturday, August 3: Libido Funk Circus (7-10pm)
Friday, August 9: Mackenzie O'Brien (7-10pm)
Saturday, August 10: Wait, What? (7-10pm)
Saturday, August 17: Hi-Fi Unplugged (7-10pm)
Saturday, August 24: Mark Delmonico (7-10pm)
Saturday, August 31: Jim & Justin (7-10pm)
Saturday, September 7: Rowdy Souls Band (7-10pm)
Saturday, October 5: Rowdy Souls Band (7-10pm)



Agenda Item: 16

**City Council
Agenda Supplement**

| | |
|-------------------------------------|---|
| <u>Meeting Date:</u> | February 19, 2019 |
| <u>Item:</u> | Proposed Lake Safety Program Budget |
| <u>Staff Recommendation:</u> | Motion to adopt a resolution approving the proposed Lake Safety Program Budget for Fiscal Year 2019/2020. |
| <u>Staff Contact:</u> | Eric T. Helm, Deputy City Manager |

Background:

Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is the 2019/2020 Budget proposal from the Village of Lakewood. This budget was recently approved at the Tuesday, February 12, 2019 Lakewood Village Board meeting.

As the Council may recall, boat decal prices were increased by \$5 in 2018. The sticker costs for human powered boats increased from \$15 to \$20, and the sticker cost for non-human powered boats increased from \$25 to \$30. This has led to an increase in revenues to pay for operations and equipment.

The attached budget, recently approved by the Village, includes the recommendation for the purchase of a new lake patrol boat. The existing boat, purchased in 2015, is a 2013 McLaughlin which is constructed of several inflatable tubes. This boat has needed numerous repairs over the last several years and is currently damaged. In addition, the Village has concerns that this type of boat, with inflatable tubes, is not conducive to the lake patrol operations. It is the Village's recommendation to purchase a boat that is more durable. Lakewood Village staff recommends the purchase of an 18' Boat Right Rescue Boat in the amount of \$45,245. The boat will be purchased with a down payment of \$15,000 and 48 monthly payments of \$686.75. The Village proposes to utilize funds from the budget reserve and the additional revenues received from the 2018 increase in boat decal sales to fund the purchase.

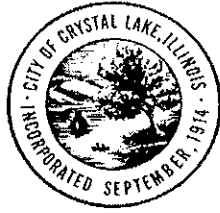
In addition, the Village is requesting the purchase of five more buoys. New buoys were also purchased in 2018.

There are no recommended changes to the Boating and Safety regulations. Also enclosed is a copy of the 2018 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

The Village of Lakewood Chief of Police Michael Roth will be in attendance at the February 19, 2019 City Council meeting to address any Council questions.

Votes Required to Pass:

Simple majority vote of the City Council.



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the annual Lake Safety Program Budget for the fiscal year May 1, 2019 through April 30, 2020 is hereby approved and adopted.

DATED at Crystal Lake, Illinois, this 19th day of February 2019.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: February 19, 2019
APPROVED: February 19, 2019

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

Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: Crystal Creek Culvert Removal and Replacement Construction Bid Award

Staff Recommendation: Motion to award the Crystal Creek Culvert Removal and Replacement construction bid to the lowest responsive and responsible bidder, Copenhaver Construction Inc., in the bid amount of \$1,305,218.00, with an early completion bonus of \$25,500.00, for a total award of \$1,330,718.00, and adopt a resolution authorizing the City Manager to execute a contract with Copenhaver Construction, Inc., allowing for a 10 percent contingency.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The project is located along Crystal Creek at five locations including Dartmoor Drive, McHenry Avenue, Barlina Avenue, Country Club Road, and Broadway Avenue. These five culverts are over 75 years old. They have reached the end of their useful life and are in need of replacement. This is the first step toward improving the flooding along the creek and the surrounding area as part of the City's Stormwater Solutions Initiative. Until the next phase of the Stormwater Solutions Initiative can be completed, a restrictor will be placed inside the new larger culverts at Country Club Road and Broadway Avenue. These culverts will not function at full capacity right away.

On January 15, 2019, the City opened and publicly read the bids received for the construction. The City received nine bids and the results are tabulated below.

| <i>Firm</i> | <i>Amount of Bid</i> |
|--|----------------------|
| Copenhaver Construction, Inc. ¹ Crystal Lake, IL | \$1,305,218.00 |
| Bolder Contractors, Inc. Cary, IL | \$1,424,943.50 |
| Trine Construction Corp. West Chicago, IL | \$1,432,729.85 |

| | |
|---|----------------|
| V3 Construction Group Woodridge, IL | \$1,441,000.00 |
| Martam Construction Elgin, IL | \$1,605,618.00 |
| Joel Kennedy Construction Waukegan, IL | \$1,684,616.00 |
| Mauro Sewer Construction Des Plaines, IL | \$1,789,745.00 |
| Lima Contractors Ringwood, IL | \$1,890,433.81 |
| Berger Excavating Wauconda, IL | \$1,979,015.00 |

¹ Indicates Recommended Lowest Responsive and Responsible Bidder.

Early Incentive Bonus

Due to the potentially negative impacts on traffic flow in the area, the contract includes an early completion incentive. If the work, except pavement markings, permanent fencing, and punch list items, for the Dartmoor Drive, Barlina Avenue and McHenry Avenue, culverts is complete and accepted by the City prior to August 10, 2019, the contractor shall receive this bonus. It is equal to \$1,275 per calendar day prior to and including August 10, for a not-to-exceed amount of \$25,500. If the maximum amount of the bonus is received by the contractor, the maximum contract would be \$1,330,718.

Penalty Provisions

The City's standard contract has a penalty provision in case the contractor does not complete the work on time. The contractor will be charged \$1,275 for each calendar day that the work is late.

Anticipated Schedule

In early discussions with Copenhaver Construction, Inc., they anticipate at this time that the Broadway Avenue and Country Club Road culverts will be replaced concurrently during April/May 2019, followed by the Barlina Avenue and Dartmoor Drive culverts in late May/June (after school is released for the summer) with McHenry Avenue being completed in later June/July prior to school being back in session in early August. Construction of each culvert is anticipated to take three to six weeks; however, the duration of the work is also subject to utility work and the weather.

The contractor is not allowed to close Broadway Avenue or Country Club Road during the Lakeside Legacy Festival (June 30 thru July 7) and Dartmoor Drive, McHenry Avenue and Barlina Road when school is in session. Dartmoor Drive and Barlina Road are also not allowed to be closed at the same time as McHenry Avenue.

Communication Outreach Plan

City staff has created a detailed public outreach communication plan, attached, and is working to implement the various items listed in the plan.

Recommendation

The City has used Copenhaver Construction, Inc., on several projects in the past and has been satisfied with their performance. Specifications were sent to various contractors and standard bid

advertisement procedures were followed. This project is included in the Fiscal Year 2019-2020 budget.

Votes Required to Pass:

Simple majority vote.



The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Copenhaver Construction, Inc., for the Crystal Creek Culvert Removal and Replacement Construction in the amount of \$1,330,718.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 19th day of February, 2019.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: February 19, 2019

APPROVED: February 19, 2019

Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: Consultant Selection Approval for the Crystal Creek Culvert Removal and Replacement Improvement for Phase 3 Construction Engineering.

Staff Recommendation: Motion to award the proposal for the Crystal Creek Culvert Removal and Replacement Improvement for Phase 3 Construction Engineering to the most qualified, responsible, and responsive proposer, Christopher B. Burke Engineering, Ltd., and adopt a resolution authorizing the City Manager to execute an agreement with Christopher B. Burke Engineering, Ltd., in the amount of \$149,899.00 and approve changes in scope by 10 percent of the original price.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The project is located along Crystal Creek at five locations including Dartmoor Drive, McHenry Avenue, Barlina Avenue, Country Club Road, and Broadway Avenue. These 5 culverts are over 75 years old. They have reached the end of their useful life and are in need of replacement. This is the first step toward improving the flooding along the creek and the surrounding area as part of the City's Stormwater Solutions Initiative. Until the next phase of the Stormwater Solutions Initiative can be completed, a restrictor will be placed inside the new larger culverts at Country Club Road and Broadway Avenue. These culverts will not function at full capacity right away.

In preparation for construction, the City needs to select a Phase 3 Engineering consultant. The Phase 3 Engineering consultant provides daily oversight of the construction contractor, ensures accuracy of quantities used in the construction, and manages the documentation.

Consultant Selection Process

The City sent the Request for Qualifications & Proposal (RFQ&P) directly to 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:

- Firm Experience
- Scope of Services
- Relevant Project Examples
- References

| Firm | Christopher B. Burke | V3 Companies |
|---------------|----------------------|--------------|
| Proposal Cost | \$149,899.00 | \$150,942.40 |

Of the two proposals received, Christopher B. Burke Engineering, Ltd., was deemed qualified and has the lowest overall cost, and is therefore the most qualified, responsive and responsible proposer. Christopher B. Burke Engineering, Ltd., is providing a very knowledgeable resident engineer who has extensive experience and has successfully worked on many previous City projects. The proposal outlined that the resident engineer has the training and experience to handle the project successfully.

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select Christopher B. Burke Engineering, Ltd., to perform the Crystal Creek Culvert Removal and Replacement Improvement Construction Engineering.

This project is included in the Fiscal Year 2019-2020 budget.

Votes Required to Pass:

Simple majority vote.



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 Christopher B. Burke Engineering Ltd for the Crystal Creek Culvert Removal and Replacement Improvement for Phase 3 Construction Engineering in the amount of \$149,899.00. 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 19th day of February, 2019.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: February 19, 2019

APPROVED: February 19, 2019

Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: Consultant Selection Approval for the Crystal Lake Avenue at Main Street Improvement for Phase 3 Construction Engineering.

Staff Recommendation: Motion to award the proposal for the Crystal Lake Avenue at Main Street Improvement for Phase 3 Construction Engineering to the most qualified, responsible, and responsive proposer, HRGreen, and adopt a resolution authorizing the City Manager to execute an agreement with HRGreen in the amount of \$190,759.79 and approve changes in scope by 10 percent of the original price.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The intersection improvement to Crystal Lake Avenue and Main Street consists of widening and resurfacing of the intersection, the installation of a permanent traffic signal, intersection lighting, streetscaping elements, and a barrier median on the west side of the tracks at the eastern end of Crystal Lake Avenue to mirror the median on the east side of the tracks. The project also includes the relocation of existing railroad posts/gates to accommodate the widening of the roadways.

In preparation for the construction, the City needs to select a Phase 3 Engineering consultant. The Phase 3 Engineering consultant provides daily oversight of the construction contractor, ensures accuracy of quantities used in the construction, and manages the documentation.

Consultant Selection Process

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

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

- Firm Experience

- Scope of Services
- Relevant Project Examples
- References

| Firm | HRGreen | Hampton, Lenzini & Renwick | Christopher B Burke | Gewalt Hamilton & Associates | Crawford, Murphy & Tilly | V3 Companies |
|---------------|--------------|----------------------------------|------------------------|------------------------------------|--------------------------------|-----------------|
| Proposal Cost | \$190,759.79 | \$191,728.00 | \$222,003.50 | \$246,968.00 | \$258,648.62 | \$413,000.00 |

Of the six proposals received, HRGreen was deemed qualified and has the lowest overall cost, and is therefore the most qualified, responsive and responsible proposer. HRGreen is providing a knowledgeable resident engineer who has experience with projects similar to the Crystal Lake Avenue at Main Street Improvement, which is federally funded and processed through the Illinois Department of Transportation. The proposal outlined that the resident engineer has the training and experience to handle the project successfully.

Based on the proposals received and the experience and qualifications noted, it is the recommendation of the Engineering Division to select HRGreen to perform the Crystal Lake Avenue at Main Street Construction Engineering.

The City has budgeted for this project and has sufficient reserves in its MFT fund.

Project Schedule

The project is scheduled for the August 2, 2019 IDOT letting, and construction is anticipated to commence in the fall of 2019 with the majority of the work being completed in the spring/summer of 2020. Utility relocations, railroad coordination, and right-of-way/easement acquisition are underway.

Votes Required to Pass:

A simple majority.



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 HRGreen for the Crystal Lake Avenue at Main Street Improvement Phase 3 Construction Engineering in the amount of \$190,759.79. 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 19th day of February, 2019.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: February 19, 2019

APPROVED: February 19, 2019



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date:

February 19, 2019

Item:

Appropriation of MFT funds for the Crystal Lake Avenue at Main Street Improvement.

Staff Recommendation:

Motion to adopt a resolution appropriating \$259,835 in MFT funds for the Crystal Lake Avenue at Main Street Improvement.

Staff Contact:

Abigail Wilgreen, City Engineer

Background:

It is recommended that the City Council appropriate \$259,835 in Motor Fuel Tax (MFT) funds for the Crystal Lake Avenue at Main Street Improvement. This appropriation is for the Phase 3 Construction Engineering consulting services to be performed by HRGreen. It also includes \$50,000 for costs associated with acquiring right-of-way, including developing plats and legal descriptions, title searches, and appraisal and negotiation 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 project.

Votes Required to Pass:

A simple majority.



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: February 19, 2019

Item: McHenry County Transit Plan Update and Proposed Pace 550 Route Modification

Staff Recommendation: Discussion Only

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

As the City Council may recall at the October 16, 2018 City Council meeting the Council reviewed the draft of the County's 2018 Transit Plan Concepts. The McHenry County Transit Plan was originally adopted as the official long-range transit plan for McHenry County in November 2005. This plan is periodically updated to reflect changing transit needs.

Since the last City Council meeting, the County has generated a preferred concept from the plan. City staff has attached the preferred concept, along with materials used by the County in the decision making process. The McHenry County Transportation Committee will review the plan at their February 27, 2019 meeting, and the McHenry County Board will consider the plan's adoption at the March 19, 2019 meeting. Scott Hennings, Principal Transportation Planner for the McHenry County Division of Transportation will attend the meeting to answer any questions that the City Council may have.

One element of the plan, which was also discussed at the October 16th City Council meeting, was the altering of the Pace 550 route from its current route along Main Street to a route along McHenry Avenue. This is proposed in Phase I (2019 to 2020) of the County plan. Even though the change in the route is in the County's Transit Plan, Pace informed the City that the route will not be changed without first receiving City approval. As part of the City Council discussion at the October 16th meeting, Councilmembers inquired regarding current and future ridership, and the rationale for the route change. In response to this request, Pace provided a *Route 550 Realignment Proposal* (attached). In addition, Pace provided a route map, stop details and a proposed schedule at key stop locations. The proposed stop locations have been reviewed by the City's Community Development Department, Police Department, Fire Rescue Department and Public Works Department. Several changes were made to the stop locations based on City staff input.

The proposed northbound and southbound stops along McHenry Avenue and Crystal Lake Avenue are listed below. The bus is scheduled to make 15-18 *potential* stops at each location listed below between the approximate hours of 6:00 AM – 8:00 PM. Unlike other Pace fixed routes, this will not be a “flagged stop” where individuals can board the bus at anywhere along the route. Pickups will only occur at the posted locations, when someone is present. *Pace informed the City that no bus shelters will be installed along the bus route, unless requested by the City. The stops will be marked by a bus stop sign attached to a pole.*

Northbound Stops

- McHenry Avenue at Dartmoor Drive
- McHenry Avenue at Berkshire Drive
- McHenry Avenue at Brook Drive
- McHenry Avenue at US-Route 14
- McHenry Avenue at Franklin Street
- Crystal Lake Avenue at Caroline Street
- Crystal Lake Metra Station

Southbound Stops

- Crystal Lake Avenue at Williams Street
- Crystal Lake Avenue at Caroline Street
- McHenry Avenue at Ash Street
- McHenry Avenue at US-Route 14
- McHenry Avenue at Brook Drive*
- McHenry Avenue at Berkshire Drive
- McHenry Avenue at Dartmoor Drive

*The southbound stop on McHenry Avenue and Brook Drive will need further analysis since one on-street parking space will be eliminated to make room for a bus stop.

The tentative route schedule is show on the following page. This schedule depicts the entire route from the Pace Elgin Transportation Center to the Crystal Lake Metra Station.

Route 550-Elgin Transportation Center - Crystal Lake

WEEKDAY NORTHBOUND

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------------------------|--------------------|--|---------------------------|-------------------------|---------------------------------|--------------------|---------------------|---------------------|----------------------------|
| PACE ELGIN TRANSPORTATION CENTER | BIG TIMBER / STATE | BIG TIMBER / LYLE (BIG TIMBER METRA STATION) | ADVOCATE SHERMAN HOSPITAL | CHASE OPERATIONS CENTER | PACE 1-90/ RANDALL ROAD STATION | TECHNOLOGY/ GALVIN | RANDALL / ALGONQUIN | MCHENRY / BERNSHIRE | CRYSTAL LAKE METRA STATION |
| 5:30AM | 5:34AM | 5:38AM | 5:40AM | - | 5:45AM X | - | 6:01AM | 6:10AM | 6:18AM |
| 6:00 | 6:04 | 6:08 | 6:10 | - | 6:15 X | - | 6:31 | 6:40 | 6:48 |
| 6:30 | 6:34 | 6:38 | 6:41 | 6:46AM J | 6:54 X | 6:57AM M | 7:14 | 7:23 | 7:28 |
| 7:00 | 7:06 | 7:10 | 7:14 | 7:19 J | 7:27 X | 7:32 T | - | - | - |
| 7:42 | 7:47 | 7:51 | 7:55 F | 8:01 J | 8:10 X | - | 8:21 | 8:30 | 8:35 |
| 8:16 | 8:20 | 8:24 | 8:28 | 8:33 J | 8:40 X | 8:44 M | 9:01 | 9:10 | 9:19 |
| 8:47 | 8:51 | 8:55 | 8:59 | 9:04 J | 9:10 X | 9:14 M | 9:31 | 9:40 | 9:50 |
| 9:45 | 9:49 | 9:53 | 9:55 | - | 10:00 | - | 10:16 | 10:25 | 10:28 |
| 10:45 | 10:49 | 10:53 | 10:55 | - | - | - | 11:13 | 11:22 | 11:30 |
| 11:45 | 11:49 | 11:53 | 11:55 | - | - | - | 12:13PM | 12:22PM | 12:30PM |
| 12:46PM | 12:50PM | 12:54PM | 12:56PM | - | 1:01PM X | - | 1:17 | 1:26 | 1:34 |
| 1:46 | 1:50 | 1:54 | 1:56 | - | 2:01 X | - | 2:17 | 2:26 | 2:34 |
| 2:46 | 2:50 | 2:54 | 2:56 | - | 3:01 X | - | 3:17 | 3:26 | 3:34 |
| 3:15 | 3:20 | 3:24 | 3:28 | 3:34PM J | 3:41 X | 3:46PM T | - | - | - |
| 3:50 | 3:54 | 3:58 | 4:02 | - | 4:08 X | 4:13 M | 4:29 | 4:38 | 4:46 |
| 4:15 | 4:20 | 4:24 | 4:28 | 4:34 J | 4:41 X | 4:46 T | - | - | - |
| 4:45 | 4:49 | 4:53 | 4:57 | - | 5:02 X | 5:08 M | 5:24 | 5:33 | 5:41 |
| 5:15 | 5:19 | 5:23 | 5:27 | - | 5:32 X | 5:38 M | 5:54 | 6:03 | 6:11 |
| 6:15 | 6:19 | 6:23 | 6:27 | - | 6:32 X | 6:38 M | 6:52 | 7:01 | 7:08 |
| 6:45 | 6:49 | 6:53 | 6:55 | - | 7:00 X | - | 7:16 | 7:25 | 7:33 |
| 7:15 | 7:19 | 7:23 | 7:25 | - | 7:30 X | - | 7:46 | 7:55 | 8:03 |

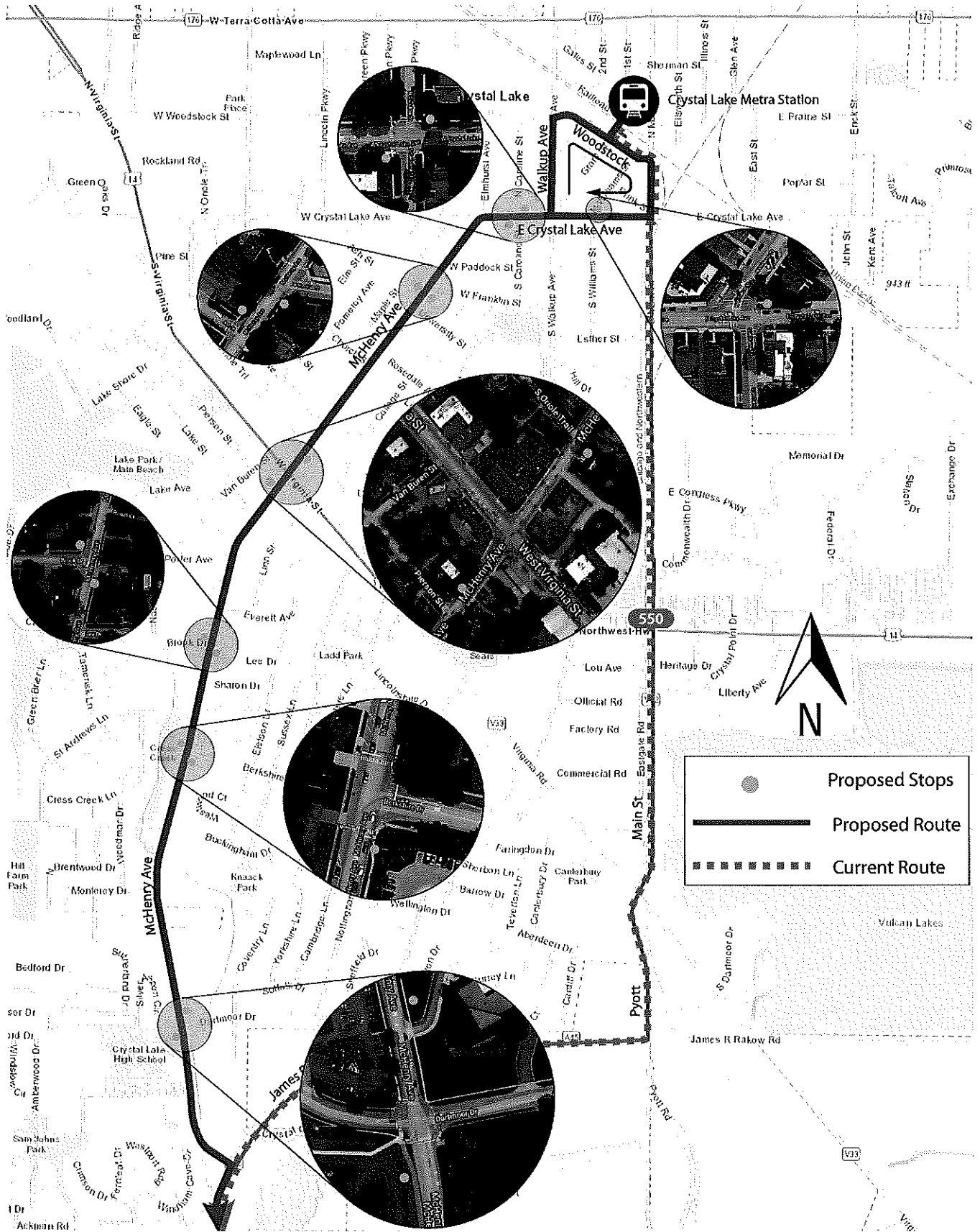
- F BUS STOPS NEAR THE WESTERN ENTRANCE TO SANFILIPPO / FISHER NUT CORPORATE CENTER.
- J BUS SERVES JP MORGAN CHASE VIA ALTY-CAPITAL-WESTFIELD-ALTY
- M BUS SERVES THE NORTHWEST CORPORATE PARK IN THE NORTHBOUND DIRECTION VIA RANDALL - AUTO MALL - GALVIN - NORTHWEST - RANDALL.
- T BUS SERVES THE NORTHWEST CORPORATE PARK VIA RANDALL - NORTHWEST - GALVIN - TECHNOLOGY - RANDALL.
- X TRIP MEETS EASTBOUND I-90 EXPRESS SERVICE TO SCHAUMBURG AND/OR ROSEMONT.

WEEKDAY SOUTHBOUND

| 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
|----------------------------|--------------------|---------------------|---------------------|---------------------------------|-------------------------|---------------------------|--|--------------------|----------------------------------|
| CRYSTAL LAKE METRA STATION | MCHENRY/ BERNSHIRE | RANDALL / ALGONQUIN | TECHNOLOGY / GALVIN | PACE 1-90/ RANDALL ROAD STATION | CHASE OPERATIONS CENTER | ADVOCATE SHERMAN HOSPITAL | BIG TIMBER / LYLE (BIG TIMBER METRA STATION) | BIG TIMBER / STATE | PACE ELGIN TRANSPORTATION CENTER |
| 6:33AM | 6:40AM | 6:46AM | 7:00AM T | 7:06AM X | - | 7:15AM | 7:20AM | 7:24AM | 7:30AM |
| - | - | - | 7:35 T | 7:44 X | - | 7:50 | 7:55 | 7:59 | 8:05 |
| 7:28 | 7:36 | 7:42 | - | 7:55 X | 8:00AM J | - | 8:08 | 8:12 | 8:18 |
| 7:47 | 7:55 | 8:01 | - | 8:15 X | 8:19 J | - | 8:27 | 8:31 | 8:37 |
| 8:43 | 8:50 | 8:56 | 9:10 T | 9:15 X | - | 9:24 | 9:29 | 9:33 | 9:39 |
| 9:45 | 9:52 | 9:58 | - | 10:13 X | - | 10:18 | 10:23 | 10:27 | 10:34 |
| 10:45 | 10:52 | 10:58 | - | 11:13 X | - | 11:18 | 11:23 | 11:27 | 11:34 |
| 11:45 | 11:52 | 11:58 | - | 12:13PM X | - | 12:18PM | 12:23PM | 12:27PM | 12:34PM |
| 12:45PM | 12:52PM | 12:58PM | - | 1:13 X | - | 1:18 | 1:23 | 1:27 | 1:34 |
| 1:42 | 1:49 | 1:55 | - | 2:10 X | - | 2:15 | 2:20 | 2:24 | 2:31 |
| 2:48 | 2:56 | 3:02 | - | 3:17 X | 3:21PM J | - | 3:28 | 3:32 | 3:40 |
| - | - | - | 3:55PM T | 4:10 X | 4:16 J | 4:22 | 4:27 | 4:32 | 4:38 |
| 4:02 | 4:10 | 4:16 | - | 4:31 X | 4:39 JF | 4:52 | 4:58 | 5:03 | 5:09 |
| - | - | - | 4:55 T | 5:10 X | 5:15 J | 5:21 | 5:26 | 5:30 | 5:37 |
| 5:05 | 5:13 | 5:20 | 5:34 T | 5:40 X | 5:45 J | 5:52 | 5:57 D | 6:01 | 6:06 D |
| 6:04 | 6:12 | 6:18 | 6:32 T | 6:37 X | 6:42 J | 6:47 | 6:52 D | 6:55 | 7:00 D |
| 6:33 | 6:41 | 6:47 | - | 7:00 X | - | 7:07 | 7:12 | 7:16 | 7:21 |
| 7:21 | 7:28 | 7:34 | - | 7:47 X | - | 7:54 | 7:59 D | 8:03 | 8:10 D |

- F BUS STOPS NEAR THE WESTERN ENTRANCE TO SANFILIPPO / FISHER NUT CORPORATE CENTER.
- J BUS SERVES JP MORGAN CHASE VIA ALTY-CAPITAL-WESTFIELD-ALTY
- T BUS SERVES THE NORTHWEST CORPORATE PARK VIA RANDALL - NORTHWEST - GALVIN - TECHNOLOGY - RANDALL.
- X TRIP MEETS EASTBOUND I-90 EXPRESS SERVICE TO SCHAUMBURG AND/OR ROSEMONT.
- D TRIPS CONNECT WITH EASTBOUND METRA MD-W TRAINS. SEE METRA SCHEDULE FOR DETAILS.

The map on the next page depicts the stop locations.



Finally, it was requested that the City, Pace and McHenry County perform public outreach to the residents who live along the proposed route, which includes Walkup Avenue, Crystal Lake Avenue and McHenry Avenue, prior to the City considering whether the route should be changed. The City and Pace will be mailing a letter to all residents within ¼ mile of the new route inviting them to an open house where Pace, County and City staff can receive input regarding the route and answer resident questions. The City will also place information on its website and social media outlets regarding the route change and the open house dates. At the open house, Pace will provided several viewing boards including a detailed route map, stop details and a proposed schedule at key stop locations. The feedback from the open house will then be communicated to the City Council for its consideration. The timeline for the public outreach process will be:

March 2019: Mail letter and provide information to the public regarding the proposed route change.

April 4, 2019, 4:30 PM – 6:30 PM: Public Open House at City Hall, 100 W. Woodstock Street, with Pace, County and City Staff.

April 2019: City Council review route change proposal and results of public comment

Fall 2019: Potential implementation of Route 550 Change

Mary Donner, Community Relations Representative from Pace Suburban Bus will be in attendance at the February 19th City Council meeting to answer City Council questions and receive initial comment.

As noted above, City staff will communicate the results of the open house to the City Council, and provide the actual letter and public relations materials prior to their release.