



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
April 2, 2019  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 19, 2019 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation.**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.*
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
  - a. **St. Thomas the Apostle School Field Day, 272 King Street – Special Event Request and Application Fee Waiver.**
  - b. **Run and Roll for the Dole Duathlon – Special Event Request, Closure of Country Club Road between Lake Avenue and Gold Course Road, Waiver of Speed Limit and Traffic Laws for bicyclists.**
  - c. **Crystal Lake Rowing Club – Greater Chicago Juniors Rowing Championship May 5, 2019 – Application Fee Waiver and Boat Sticker Requirements, Closure of Lake Shore Drive between Main Beach Boat Ramp and Dole Avenue.**
  - d. **Night Owl Bike Ride – Special Event Request August 3, 2019 through August 4, 2019.**
  - e. **Resolution placing the proposed Annual Budget on public display and setting the Public Hearing date for the proposed Annual Budget for Fiscal Year 2019/2020 for the April 16, 2019 Regular City Council Meeting.**
10. **Lakeside Legacy Foundation 2019 Lakeside Festival – Special Event Request, Two Class 19 Temporary Liquor Licenses, Application Fee Waiver and Waiver of Police Chargeback Fees.**
11. **City Code Amendment to Increase Number of Class 9 Liquor Licenses from 5 to 6 - Reclaimed LLC/DBA Grounds Coffee Bar - 82 Railroad Street.**
12. **Outdoor Seating Request - Smoothology, 67 E. Woodstock Street.**
13. **Lashout & Permanent Makeup – 580 E. Terra Cotta Avenue, Unit B – Special Use Permit to all a Massage Establishment and Tattoo Parlor for Permanent Makeup.**
14. **Northwest Obedience Club, 110 W. Woodstock Street – Comprehensive Plan Land Use Amendment, Rezoning, Variations and Special Use Permit to allow a dog training facility use.**

15. **Traffic Restriction Modifications – Hannah Beardsley Middle School, Indian Prairie Elementary School, and Canterbury Elementary School.**
16. **City Code Amendment – Chapter 463, Tattoo and Body Piercing.**
17. **Resolution Authorizing Purchase of Server Virtualization Hardware, Software and Services from Dell, Inc. – Midwest Higher Education Compact Cooperative Purchasing Program.**
18. **Resolution - Quarry Cable Park Use 2019 Fees and Cottage on the Beach Concession Menu.**
19. **Annexation of Northside Center/Hawthorne Storage – Discussion Only.**
20. **Council Inquiries and Requests.**
21. **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.**
22. **Reconvene to Regular Session.**
23. **Adjourn.**

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



Agenda Item No: 9a

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: St. Thomas the Apostle School Field Day

Staff Recommendation: Motion to approve the Special Event for the St. Thomas the Apostle School's annual Field Day to be held on May 24, 2019 pursuant to the recommended conditions and a waiver of the \$50 application fee.

Staff Contact: Michelle Rentzsch, Director of Community Development

---

Background:

St. Thomas the Apostle School is requesting to hold its annual Field Day Special Event. This request includes the closure of Lake Street between Washington Street and the eastern portion of the St. Thomas the Apostle Church property, and Washington Street between Lake Street and Pierson Street, on Friday, May 24, 2019, from 8:00 a.m. until 2:00 p.m. for the St. Thomas Field Day end of school celebration.

During the St. Thomas Field Day, the children will be going back and forth from the school to the playing fields, participating in a wide variety of activities. They will be using the parking lot on Washington Street for the Field Day. Closing Lake Street to Washington Street and closing Washington Street between Lake Street and Pierson Street would make it safer for the children to cross from the school to the fields and parking lot, as well as make it easier on the parent volunteers coordinating the St. Thomas Field Day.

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

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

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

The applicant has been made aware of these recommended conditions and advised to attend the April 2, 2019 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 9b

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Run and Roll for the Dole Duathlon Special Event request for closing Country Club Road between Lake Avenue and Golf Course Road and waiving of speed limit and traffic laws for the event.

City Council Discretion: Motion to approve issuance of the Special Event for Run and Roll for the Dole to be held on October 20, 2019 and waiver of the speed limit, traffic laws, the Special Event fee (\$50), and Police Department chargeback fees (\$1,958.90), pursuant to the recommended conditions.

Staff Contact: Michelle Rentzsch, Director of Community Development

---

Background:

This is the ninth year for the Run and Roll for the Dole Duathlon, which benefits the Lakeside Legacy Foundation and is planned for Sunday, October 20, 2019. The race will begin at 8:00 AM and finish at approximately 11:00 AM. The race will consist of a 4-mile run, and a 12-mile bike course.

The 4-mile running course will take place on Crystal Lake roads. The 12-mile bike ride will take place throughout the City of Crystal Lake, the Village of Lakewood, and the Village of Lake in the Hills. The City Council approved similar requests in previous years.

The organizers are requesting the following:

- The closure of Country Club Road between Lake Avenue and Golf Road for the duration of the race. This portion of Country Club Road is the beginning and end point of the race.
- Assistance from the Crystal Lake Police Department along the race course that is within the City's jurisdiction. As was approved in previous year's event, the organizer is requesting that the City of Crystal Lake provide police services at no charge for the event this year. The recommended number of Police officers and volunteers for the event is

detailed in the attached Exhibit C. Volunteers will be stationed along the race course to assist with safety and race direction only.

- A waiver of the speed limit and traffic laws for bicyclists, per State Law Chapter 625 Illinois Compiled Statutes 5/11-1514.

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

- 1) Approval for the Run and Roll for the Dole is contingent upon approval from other participating jurisdictions. The Villages of Lakewood and Lake in the Hills are responsible for coordinating public safety services within and adjacent to their corporate boundaries. The event organizers must submit to the City a letter from the Villages stating their approval for the event.
- 2) The event organizers must provide the City with a site plan for set-up at the Dole Mansion and parking plan for the event for review by City Departments.
- 3) The Police Department can designate "No Parking" zones for the event prior to the race date. The petitioner must receive approval from the Village of Lakewood for temporary no parking signs on the north half of Broadway.
- 4) The volunteers for both races must carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 5) The event organizers must coordinate with the Crystal Lake Police, Fire Rescue, and Public Works Departments regarding assistance during the event. Please contact the Police Department by September 6, 2019, to determine/arrange for police officers for traffic control, lead vehicle, etc.
- 6) "Race In Progress" signs must be posted a minimum of three days prior to the event.
- 7) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks.
- 8) The petitioner must send a notice to all affected property owners along Country Club Road.
- 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) Local traffic access to Country Club Road must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 11) All debris created by the event must be cleaned up during and after the event.
- 12) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 13) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 14) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 15) Promotional banners and signage are approved via this approval, as requested in the application.
- 16) Compliance with State Law regarding Bicycle Racing;

625 ILCS 5/11-1514 – (a) *Bicycle racing on a highway shall not be unlawful when a racing event has been approved by the State or local authorities on any highway under their respective jurisdictions. Approval of bicycle racing events shall be granted only under conditions which assure reasonable safety for all race participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience highway users.*

(b) *By Agreement with the approving authority, participants in an approved bicycle highway racing event may be exempt from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.*

17) In the case of inclement weather, an alternate date can be approved by the City Manager.

#### *Fee Waivers*

Since this is a fundraiser for Lakeside Legacy, they are again requesting that the Special Event application fee of \$50 and the Police Department assistance costs be waived. The cost to the City for nine (9) officers for a 3-hour detail would be a maximum of \$1,958.90. As stated above, the applicant has requested to waive these fees. In past City Council approvals, these fees have been waived.

The applicant has been made aware of these recommended conditions and advised to attend the April 2, 2019 City Council meeting to answer any questions.

#### Votes Required to Pass:

Simple majority vote



Agenda Item No: 9c

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Crystal Lake Rowing Club

Staff Recommendation: Motion to approve the Special Event for the 2019 Greater Chicago Juniors Rowing Championship to be held on May 5, 2019 pursuant to the recommended conditions and a waiver of the application fee (\$50), and the boat sticker requirements for rowing shells, regatta motorboats for event itself, and other scrimmages or races on dates approved by the Crystal Lake Park District.

Staff Contact: Michelle Rentzsch, Director of Community Development

---

### Background:

The Crystal Lake Rowing Club is requesting its annual Greater Chicago Juniors Rowing Championship special event. The event will be held on Crystal Lake on May 5, 2019 from 8:00 a.m. to 8:00 p.m. In the past, the City Council has also approved a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Championship as well as other scrimmages/races on dates approved by the Park District.

Additionally, the Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the event. The applicant will provide letters to the City confirming these approvals.

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

The applicant is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. on the day of the event. This will allow the clubs to leave their trailers near the beach to unload and load boats as necessary during the event. The request is being made based on past years, when this portion of Lake Shore Drive was used to unload and load boat trailers as it was too wet to bring the boat trailers into Main Beach.



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

- 1) The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta.
- 2) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks.
- 3) The applicant must send a notice to all affected property owners along Lake Shore Drive.
- 4) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 5) Local traffic access to Lake Shore Drive must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) The applicant must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) 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.
- 10) Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
- 11) The Crystal Lake Rowing Club will provide two safety boats.
- 12) Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.
- 13) In the case of inclement weather, an alternate date may be approved by the City Manager.

The applicant has been made aware of these recommended conditions and advised to attend the April 2, 2019 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.



Agenda Item No: 9d

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: The Crystal Lake Night Owl Bike Ride

Staff Recommendation: Motion to approve the Land Conservancy of McHenry County's application for a Special Event for the Crystal Lake Night Owl Bike Ride on August 3 through August 4, 2019 pursuant to the recommended conditions.

Staff Contact: Michelle Rentzsch, Director of Community Development

---

### Background:

In an effort to promote bicycling as a viable transportation alternative in a unique and fun environment, the Land Conservancy of McHenry County will be hosting their annual Crystal Lake Night Owl Bike Ride, an overnight bike ride through the City between Saturday, August 3, 2019 and Sunday, August 4, 2019. After the application was submitted, the event organizers requested that the times of the event be altered to appeal to more families. This year's event will begin at 10:00 p.m. and finish around 1:00 a.m. There is no rain date scheduled in case of inclement weather.

The proposed bike ride route is approximately 15 miles long. The route has a slight modification from previous years' routes. This year, the organizers are proposing to route the Ride through the Wedgewood subdivision rather than along Huntley Road. This route is to take advantage of the multi-use path along Country Club Road. The route makes use of many existing bike paths and bike routes throughout the City. The ride is open to riders of all ages, and has a limit of 500 riders.

The applicant is requesting use of the City Hall front parking lot for staging and start/end of the event. Entrances to the parking lot would remain open during the event. Participants will use the former public safety building parking lot at 121 W. Woodstock Street and the west end of the Alexander Commuter parking lot for parking during the event. Similar to previous years, City Hall will be open for access to restroom facilities.

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

- 1) The City will have flexibility in altering the course based on any concerns that may arise.
- 2) Participants shall obey all traffic laws.
- 3) The organizers will advise participants to ride in one lane and allow space for cars to pass in the other lane.
- 4) Amplified music will not be allowed in the City Hall parking lot in conjunction with the event.
- 5) Volunteers shall carry cellular phones or radios to contact 911 in case of an emergency. Volunteers are not to direct traffic.
- 6) The event organizers shall coordinate with the Crystal Lake Police Department regarding assistance during the event.
- 7) This event will require three officers to direct traffic and race participants throughout City streets. Please contact the Police Department by July 1, 2019 to determine/arrange for police officers for traffic control, lead vehicle, etc. The applicant shall be responsible for paying for Crystal Lake Police Services.
- 8) All debris created by the event shall be cleaned up during and after the event.
- 9) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 10) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review.
- 11) Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division.
  - a. Please contact the Building Division regarding signage to be used in conjunction with the event.
  - b. Ensure that all signage used for the event does not block the line of sight of vehicles exiting the parking lot.
- 12) In the case of inclement weather, an alternate date can be approved by the City Manager.

This event will require three officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The Police Department estimates the chargeback fee for the police detail to be about \$671.16. The applicant has paid for Police services during previous years' events.

The applicant has been made aware of these recommended conditions and advised to attend the April 2, 2019 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote.



Agenda Item No. 9e

City Council  
Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Public Display and Setting of Public Hearing Date for the Proposed Annual Budget for the Fiscal Year 2019/2020

Staff Recommendation: Motion to adopt a resolution placing the Proposed Annual Budget on public display and setting the Public Hearing date for the Proposed Annual Budget for FY2019/2020 for the April 16, 2019 Regular City Council meeting.

Staff Contact: George Koczvara, Director of Finance/Treasurer

---

Background:

The adoption of this resolution would have the effect of placing the Proposed Fiscal Year 2019/2020 Budget document on public display at the Office of the City Manager. This resolution also sets the date for the Public Hearing on the proposed budget for Tuesday, April 16, 2019.

Votes Required to Pass:

Simple majority.

**DRAFT**

19R-



RESOLUTION

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

**SECTION 1:** That the proposed annual budget for the City of Crystal Lake for the fiscal year May 1, 2019 through April 30, 2020 is now available for public inspection at the Office of the City Manager from April 3, 2019 through the date of its adoption by the Crystal Lake City Council.

**SECTION 2:** A public hearing on the proposed Fiscal Year 2019/2020 Budget will be held on Tuesday, April 16, 2019 at 7:30 p.m., during the regular City Council meeting, held in the City Council Chambers of the Crystal Lake City Hall, 100 W. Woodstock Street, Crystal Lake, Illinois.

**DATED** this 2<sup>nd</sup> day of April, 2019.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: \_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk



Agenda Item No: 10

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Lakeside Legacy Foundation 2019 Lakeside Fest

Staff Recommendation: Motion to approve the following requests for the 2019 Lakeside Festival to be held July 4 through July 7, 2019:

1. The application for two Class “19” Temporary Liquor Licenses.
2. The application for a special event pursuant to the conditions recommended in this agenda supplement.
3. A waiver of the \$50 application fee and Police chargeback fees (\$21,131.20) for the Police Officers assigned to the festival.

Staff Contact: Eric T. Helm, Deputy City Manager  
Michelle Rentzsch, Director of Community Development

---

### Background:

The Lakeside Legacy Foundation is currently planning the 2019 Lakeside Festival on July 4 through July 7, 2019. The Lakeside Festival is one of McHenry County’s largest festivals, and attracts around 50,000 people every year. The festival will be operated as it has been in the past, with two stages for live entertainment, a carnival featuring rides and midway games, food vendors from the area, and other fun events. The daily schedule of the event is:

- Thursday, July 4: Noon to 11:00 PM
- Friday, July 5: Noon to 11:00 PM
- Saturday, July 6: Noon to 11:00 PM
- Sunday, July 7: Noon to 10:00 PM

As part of the planning, a major special event if requested, as well as requesting approval for two Class “19” Temporary Liquor Licenses.

### *Liquor License*

As part of the approval for this event, the Lakeside Legacy Foundation has requested the issuance of two Class “19” Temporary Liquor License in order to sell alcohol at the four-day

festival. The Lakeside Legacy Foundation is requesting two licenses because the time limit for the Class “19” license is three days.

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

### *Special Event*

The application has been reviewed and the following conditions are recommended:

1. Comply with all City Code regulations pertaining to the request.
2. Comply with all of the Carnival License requirements.
3. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
4. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden that is subject to the license.
5. Provide a list of members of the organization who will be selling beer and alcohol at the location pursuant to the license.
6. The area where alcohol is sold must be in a contained location.
7. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
8. The applicant will provide a Proof of Insurance for Liquor sales.
9. Trash must be picked up on a daily basis.
10. There must be sufficient lighting around the portable toilet area.
11. Any lighting should be placed so as not to disturb the neighbors.
12. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
13. The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the “triangle” and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47’s South Elementary and Lundahl parking lots for parking.
14. The Lakeside Festival is exempt from the City’s Noise Ordinance (City Code Chapter 358).
15. A meeting with the Police, Fire Rescue, and Public Works Departments of the City, the Crystal Lake Park District Police, Lakewood Police, and event organizers to discuss the Incident Action Plan shall be scheduled for the last week of June and held at the Municipal Complex. Contact Scott Miller of the Police Department at 815-356-3700 ext. 3603 to schedule this meeting.
16. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:

17. Provide Police assistance, as detailed below:

<i>Date</i>	<i>Times</i>	<i>Police Department Detail</i>
Thursday, July 4	Noon to 5:00 PM	4 Officers
Thursday, July 4	5:00 PM to 11:00 PM	8 Officers
Friday, July 5	Noon to 5:00 PM	4 Officers
Friday, July 5	5:00 PM to 11:00 PM	9 Officers
Saturday, July 6	Noon to 5:00 PM	4 Officers
Saturday, July 6	5:00 PM to 11:00 PM	9 Officers
Sunday, July 7	Noon to 5:00 PM	4 Officers
Sunday, July 7	5:00 PM to 10:00 PM	9 Officers

The Police have updated their detail assignment for 2019. They have decreased the number of officers assigned to the festival during day time hours from six officers to four officers. They have also increased the number of officers during the evening hours of Friday, Saturday, and Sunday from eight officers to nine officers. This was done in response to a noticeable increase in attendance during those times last year.

18. The Women of Today will be required to apply for a parade permit for the children's bike decorating parade on Lake Shore Drive and Country Club Road and coordinate the logistics of the parade through the Crystal Lake Police Department. The Police Department will use two squad cars to assist with the parade.
19. In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.
20. Tents and canopies used for this event must comply with the Tent Guidelines (enclosed).
21. 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.
22. Provide male and female accessible restroom facilities.
23. Obtain any necessary approvals from the McHenry County Department of Health.
24. 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.

*Police Department Chargeback Waiver*

The Lakeside Festival will require staffing officers and supervisors as the City has provided in the past. This year, the total man-hours would be 278 hours. The estimated cost of staff salary only for the Lakeside Festival is approximately \$21,131.20 As stated above, the applicant has requested to waive these fees, and the City Council has granted this request in the past.

Votes Required to Pass:

Simple majority vote





**Agenda Item No: 11**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

April 2, 2019

**Item:**

City Code Amendment to Increase the Number of Class 9 Liquor Licenses – Applicant: Reclaimed LLC/DBA: Grounds Coffee Bar, 82 Railroad Street

**Staff Recommendation:**

Motion to adopt an Ordinance increasing the number of Class 9 liquor licenses from the currently permitted 5 licenses to 6 licenses, in order to allow for the issuance of a new Class 9 liquor license Reclaimed LLC/DBA: Grounds Coffee Bar, located at 82 Railroad Street

**Staff Contact:**

Eric T. Helm, Deputy City Manager

---

**Background:**

Reclaimed LLC/DBA Grounds Coffee Bar, located at 82 Railroad Street, is requesting approval of a Class 9 Liquor License to sell beer and wine at their location and utilize their existing back patio. The applicant may also serve alcoholic liquor in the future. Grounds Coffee Bar would also like to sell alcoholic liquor in the original package. Serving of beer and wine would occur from 2:00 p.m. to 10:00 p.m. only. There are no zoning concerns regarding the issuance of the license.

Chapter 329 Liquor Licenses, Section 329-5 License Classification - Class 9 License which shall authorize 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.

329-5-I-(1) Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

- (a) The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

- (b) The open unroofed area shall be no greater than one-half the other floor space of the licensed premises.
- (c) The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner which shall be separately posted at the entrance to the open unroofed area.
- (d) Any part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the city regarding vision, clearance and required distances from corners.
- (e) All electrical wiring shall comply with the codes of the City.
- (f) All combustible rubbish shall be stored in a non-combustible container and the license holder shall be responsible for keeping the area in a clean and sightly condition.
- (g) The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.
- (h) The license holder shall be responsible for preventing violations of this chapter.
- (i) No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes.

The annual fee for such license shall be the sum of \$1,825.

The applicant has submitted all of the necessary paperwork. A fingerprint/background search revealed no criminal history under the new applicant's name.

The following conditions must be met prior to the license being issued:

- Payment of Prorated License Fee
- Surety Bond - \$1,000 Payable to the City of Crystal Lake

The following businesses currently hold a Class 9 liquor license:

<u>Name</u>	<u>Address</u>	<u>Zoning</u>
Buffalo Wild Wings Grill & Bar	5755 Northwest Highway	"B-2"
Crystal Lake Rib House	5111 Terra Cotta	"B-2 PUD"
Finn McCools	72 N. Williams Street	"B-4"
Labemi's Tavern	109 N. Main Street	"B-4"
Fire Bar and Grill	435 Angela Lane	"B-2"

The attached ordinance approves an increase in the number of Class 9 liquor licenses in order to allow the issuance of a Class 9 liquor license to Reclaimed LLC/DBA: Grounds Coffee Bar, located at 82 Railroad Street.

**Votes Required to Pass:**

Simple majority

**DRAFT**

File No. 255 L



**The City of Crystal Lake**

**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 as follows:

1. Class 9 License shall be increased from 5 to 6.

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 2<sup>nd</sup> day of April, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Aaron T. Shepley, Mayor

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: April 2, 2019  
APPROVED: April 2, 2019



Agenda Item No: 12

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Smoothology – Use of public sidewalk for outdoor seating at 67 E. Woodstock Street.

Recommendation: City Council Discretion:  
A. Motion to approve an ordinance with the recommended conditions granting the use of the public sidewalk for outdoor seating as requested.  
B. Motion to deny the use of the public sidewalk for outdoor seating as requested.

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

---

Background:

- The Unified Development Ordinance requires City Council approval of the site plan for an outdoor seating area located on the public sidewalk.
- Outdoor seating on private property can be approved administratively, as long as the criteria are met. The request to have the outdoor seating on the public sidewalk requires City Council approval as city property is being used.

Request:

- Smoothology is requesting to place four café tables along the frontage of their unit. The café tables would have two chairs per table for a total of eight seats.
- The business has approximately 20 parking spaces onsite; the parking lot is shared with the Hair Depot. The added eight seats will not create a parking concern.
- A three-foot clear walkway is required between the outdoor seating and the edge of pavement. The proposed site plan illustrates a five-foot clear walkway.

### Review Criteria:

The City Council can grant the approval of the use of the public sidewalk for outdoor seating. Sidewalk or outdoor seating has specific Limited Use criteria that must be met. All outdoor seating on public sidewalks must comply with the following standards:

1. City Council approval is required in accordance with plans submitted to the City.
2. The sidewalk seating area must be located immediately adjacent to the primary restaurant and must not extend beyond the frontage of the restaurant.
3. The operation of the sidewalk seating area shall be conducted in such a way as to not interfere with the circulation of pedestrian or vehicular traffic on the adjoining streets or sidewalks. There shall be a minimum of three feet of clear pedestrian passage provided between the seating area and the edge of the pavement.
4. All kitchen equipment and refuse containers used to service the sidewalk seating shall be located inside the primary food service use.
5. The food service use owner/operator shall be responsible for maintaining the sidewalk seating in a clean, neat, orderly and safe condition. All debris and litter shall be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers shall not be used by restaurant staff as a means of disposing of table waste generated by restaurant consumers.
6. The applicant shall be required to provide the City with a certificate of insurance, naming the City as an additional insured, in the amount to be specified by the City.
7. A standard hold harmless agreement between the applicant and the City will be required.

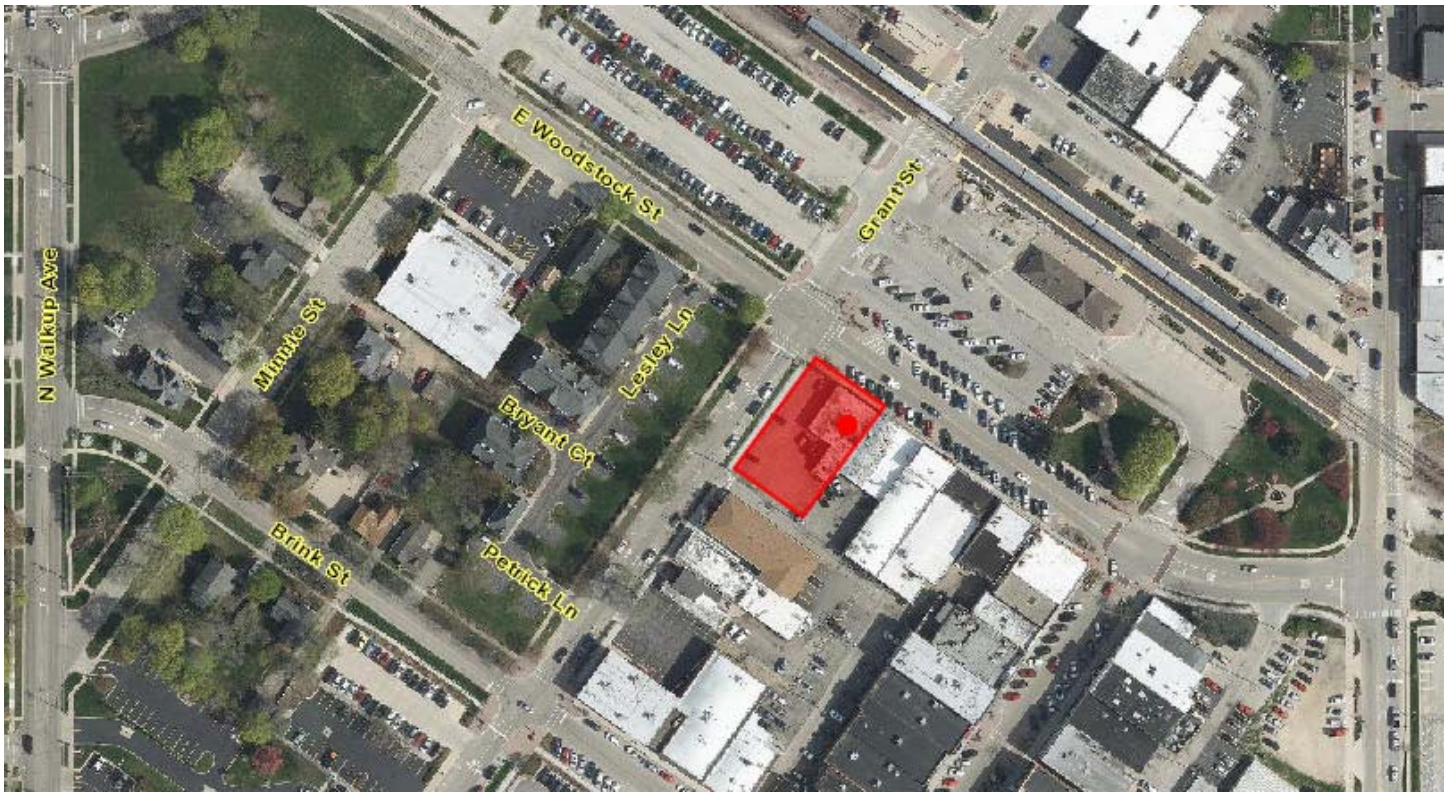
### Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, Smoothology, received 03/22/19
  - B. Site Plan, Smoothology, received 03/22/19
2. The food service use owner/operator is responsible for maintaining the sidewalk seating in a clean, neat, orderly and safe condition. All debris and litter must be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers cannot be used by restaurant staff as a means of disposing of table waste generated by restaurant patrons.
3. The applicant must provide the City with a certificate of insurance, naming the City as an additional insured, in the amount to be specified by the City.

4. Provide a standard hold harmless agreement between the applicant and the City.

Votes Required to Pass:      Simple majority.

PLN-2019-00052 SMOOTHOLOGY – 67 E WOODSTOCK ST





**DRAFT**

Ord. No. ....  
File No. ....



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING THE USE OF THE PUBLIC  
SIDEWALK FOR OUTDOOR SEATING FOR  
SMOOTHOLGY, 67 E WOODSTOCK STREET**

WHEREAS, pursuant to the terms of the request (File #PLN-2019-00052) before the City of Crystal Lake, the Petitioner has requested to allow for outdoor seating on the public sidewalk for Smoothology; 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 use of the public sidewalk for outdoor seating as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the use of the public sidewalk for outdoor seating 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 an ordinance be granted to allow the use of the public sidewalk for outdoor seating for Smoothology located at 67 E. Woodstock Street (PIN 14-32-479-001), Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application, Smoothology, received 03/22/19
  - B. Site Plan, Smoothology, received 03/22/19
2. The food service use owner/operator is responsible for maintaining the sidewalk seating in a clean, neat, orderly, and safe condition. All debris and litter must be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers

cannot be used by restaurant staff as a means of disposing of table waste generated by restaurant patrons.

3. The applicant must provide the City with a certificate of insurance, naming the City as an additional insured, in the amount to be specified by the City.
4. Provide a standard hold harmless agreement between the applicant and the City.

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 the use of the public sidewalk for outdoor seating 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 April, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

---

Aaron T. Shepley, Mayor

SEAL

ATTEST:

---

Nick Kachiroubas, City Clerk

Passed: April 2, 2019

Approved: April 2, 2019



Agenda Item No: 13

City Council  
Agenda Supplement

---

Meeting Date: April 2, 2019

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests: Special Use Permit for a Massage Establishment and Tattoo Parlor for permanent makeup

Petitioner: Christina Kasting, Lashout and Permanent Makeup, petitioner  
580 E. Terra Cotta Avenue, Suite B

PZC Recommendations: Motion to approve the PZC recommendations and adopt an ordinance granting the SUP for a massage establishment and tattoo parlor for permanent makeup at 580 E. Terra Cotta Avenue.

Staff Contact: Michelle Rentzsch, Director of Community Development  
Elizabeth Maxwell, City Planner

---

Background:

- The building is a multi-tenant office building.
- This location would feature six client rooms for services, which include spa, massage and permanent makeup.
- Permanent makeup is similar to traditional tattoo and would go through the same licensing procedure and inspection process as a typical tattoo parlor.
- The petitioner has submitted her application for the Massage Establishment License.

PZC Highlights:

- The PZC was supportive of the request for a Special Use Permit for both the massage establishment and the tattoo parlor for permanent makeup and found that the request met the Findings of Fact.

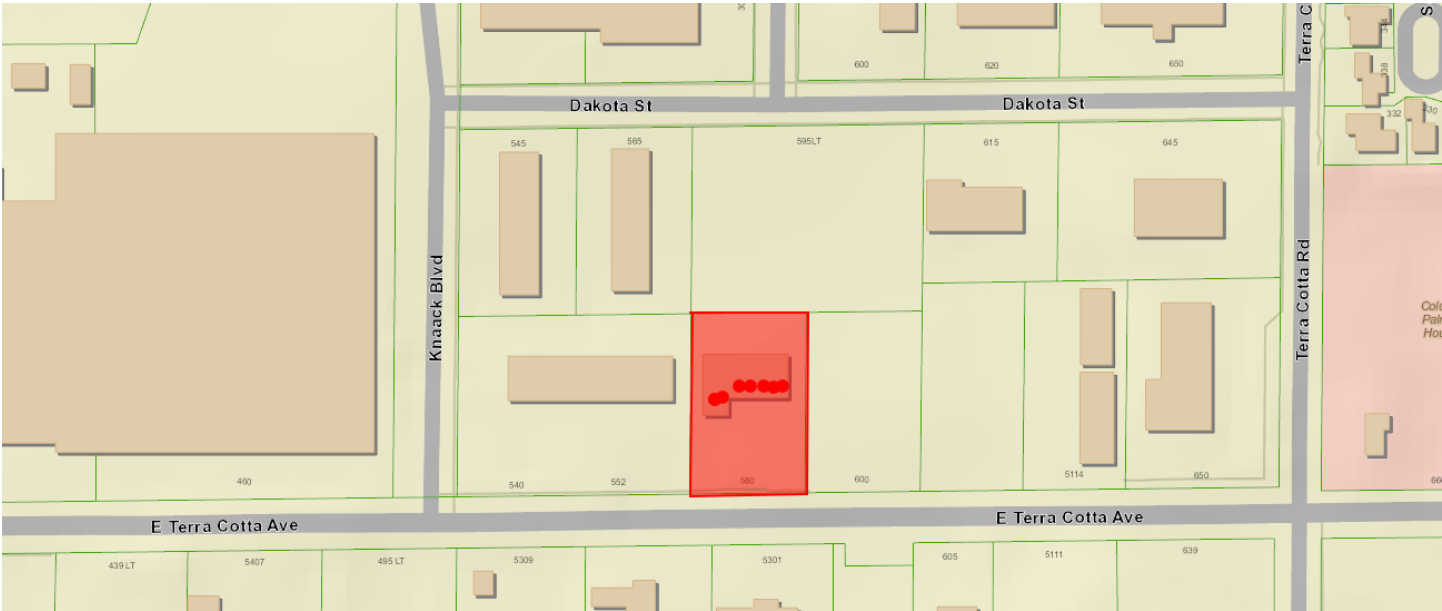
PZC Vote:

The PZC recommended **approval (6-0)** of the petitioner's request for a Special Use Permit with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Kastning, received 02/13/19)
  - B. Floor Plan (Alex Chicco Architect, dated 01/30/19, received 02/13/19)
2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. A license for a tattoo parlor is required. The petitioner must comply with the Tattoo Applicant License requirements.
4. The violation of these Special Use Permit conditions is subject to the City's adjudication process, which may result in fines or revocation of the SUP.
5. 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.

PLN-2019-00020 LASHOUT & PERMANENT MAKEUP – 580 E TERRA COTTA AVE SUITE B



**DRAFT**

Ord. No. ....  
File No. ....



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT  
AT 580 E. TERRA COTTA AVENUE UNIT B**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-20) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a massage establishment and tattoo parlor for the property located at 580 E. Terra Cotta Avenue Unit B; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 20, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on March 6, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on March 20, 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 be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-20, dated as of March 21, 2019; 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 massage establishment and tattoo parlor for the property commonly known as 580 E. Terra Cotta Avenue Unit B (14-33-277-008), 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 (Kastning, received 02/13/19)

B. Floor Plan (Alex Chicco Architect, dated 01/30/19, received 02/13/19)

2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. A license for a tattoo parlor is required. The petitioner must comply with the Tattoo Applicant License requirements.
4. The violation of these Special Use Permit conditions is subject to the City's adjudication process, which may result in fines or revocation of the SUP.
5. 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 April, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

---

Aaron T. Shepley, Mayor

SEAL

ATTEST:

---

Nick Kachiroubas, City Clerk

Passed: April 2, 2019

Approved: April 2, 2019



Agenda Item No: 14

City Council  
Agenda Supplement

---

Meeting Date: April 2, 2019

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests:

1. Comprehensive Land Use Amendment from High Density Residential to Industry.
2. Rezoning from R-3B Multi-Family to M-L Manufacturing Limited.
3. Special Use Permit to allow Pet Care.
4. Variation from the side yard setback and landscape buffer adjacent to residentially zoned property.

Petitioner: Bonita Nicholas, Northwest Obedience Club, Owner  
Jim Doeshner, Petitioner  
Lisa Waggoner, Attorney  
110 West Woodstock Street

PZC Recommendation: Motion to approve the PZC recommendation and adopt an ordinance granting a Comprehensive Land Use Amendment, Rezoning, Variations and Special Use Permit to allow a dog training facility use at 110 West Woodstock Street.

Staff Contact: Michelle Rentzsch, Director of Community Development  
Elizabeth Maxwell, City Planner

---

Background:

- The building is an existing multi-use building with office, light manufacturing, physical fitness and community services.
- The property was rezoned in 2007 when a housing developer had a proposal for townhomes. The project was never built, but the zoning remained. The zoning to R-3B caused the current tenants to become non-conforming uses.
- The proposed tenant is Pet Care for dog training. Since the use is adjacent to residentially zoned property it requires the Special Use Permit.
- The Comprehensive Land Use Plan Amendment and Rezoning would bring the current and proposed tenant into compliance under the land use section of the UDO.



PZC Highlights:

- The petitioner presented the hardship for the variation. No modifications to the building or the site are proposed, but the change in zoning and the current UDO requirements for the buffer adjacent to residential caused the need for the variation.
- The PZC discussed amending the Comprehensive Land Use Plan Amendment and the Rezoning of the property. They determined that the proposed rezoning and land use amendment made sense to continue the use as it is.
- The PZC was supportive of the new user and found that the petition met the Findings of Fact.

The PZC recommended **approval (6-0)** of the petitioner's request subject to the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Northwest Obedience and Lakewood Holdings, received 02/26/19)
  - B. Floor Plans (Northwest Obedience, undated, received 02/26/19)
  - C. Site Plans [drawn on Alta Survey] (Northwest Obedience, undated, received 02/26/19)
  - D. Plat of Survey (American Survey Co., dated 05/29/98, received 08/30/18)
2. Work with staff to provide additional landscape around the perimeter of the site to better screen the building and uses from the adjacent residential use and hide any outside storage.
3. Any signage shall not cause the building to exceed 150 square feet in total wall signage.
4. 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.



**DRAFT**

Ord. No. ....  
File No. ....



**The City of Crystal Lake Illinois**

**AN ORDINANCE GRANTING A COMPREHENSIVE LAND USE PLAN  
AMENDMENT, REZONE, VARIATION AND SPECIAL USE PERMIT  
AT 110 W. WOODSTOCK STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-25) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting a Comprehensive Land Use Plan Amendment from High Density Residential to Industrial, Rezoning from “R-3B” Multi Family to “M-L” Manufacturing Limited, Special Use Permit to allow pet care, and Variation from the side yard setback and landscape buffer adjacent to residentially zoned property; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on March 2, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on March 20, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Comprehensive Land Use Plan Amendment, Rezone, and Variation; and

WHEREAS, on March 20, 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 Comprehensive Land Use Plan Amendment, Rezone, Special Use Permit, and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-25, dated as of March 21, 2019; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Comprehensive Land Use Plan Amendment, Rezoning, Special Use Permit, and Variation be granted 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 the Comprehensive Land Use Plan Amendment, Rezone, Special Use Permit, and Variation be granted for the property commonly known as 110 W. Woodstock Street (14-32-402-016), City of Crystal Lake.

Section II: That the Comprehensive Land Use Plan Amendment, Rezone, Special Use Permit, and Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (Northwest Obedience and Lakewood Holdings, received 02/26/19)
  - B. Floor Plans (Northwest Obedience, undated, received 02/26/19)
  - A. Site Plans [drawn on Alta Survey] (Northwest Obedience, undated, received 02/26/19)
  - B. Plat of Survey (American Survey Co., dated 05/29/98, received 08/30/18)
2. Work with staff to provide additional landscape around the perimeter of the site to better screen the building and uses from the adjacent residential use and hide any outside storage.
3. Any signage shall not cause the building to exceed 150 square feet in total wall signage.
4. 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 granting of a Comprehensive Land Use Plan Amendment, Rezone, Special Use Permit, and Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this 2nd day of April, 2019.

City of Crystal Lake, an  
Illinois municipal corporation

---

Aaron T. Shepley, Mayor

SEAL

ATTEST:

---

Nick Kachiroubas, City Clerk

Passed: April 2, 2019

Approved: April 2, 2019



Agenda Item No: 15

## City Council Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Traffic Restriction Modifications for various Crystal Lake Elementary and Middle Schools

Staff Recommendation: Motion to adopt an Ordinance modifying left turn restrictions and parking restrictions at Hannah Beardsley, Indian Prairie, and Canterbury Schools.

Staff Contact: Abigail Wilgreen, City Engineer

---

### Background:

On March 14, 2019, the Traffic Safety Committee met with a representative of District 47 to discuss traffic flow improvements at several Crystal Lake schools. The following requests were reviewed by the City's Traffic Safety Committee and it is recommended to move forward with a request for City Council approval.

### *Hannah Beardsley Middle School*

Currently, there is an area on the east side of Oak Hollow Road with a parking restriction so that buses can exit the parking area. This restriction is from 7 am to 9 am and 1 pm to 3 pm. Occasionally cars will park on both sides of the street outside of the restricted parking area during after-school dismissal. When this occurs, buses have a difficult time navigating between the parked cars. The School District is requesting that the City extend the parking restriction on the east side of Oak Hollow Road for the entire length of the street for the same hours as shown on the attached exhibit.

### *Indian Prairie Elementary School*

Currently, there is a restriction from turning left into the Indian Prairie School parking lot from Village Road between 8 am and 4 pm on school days. In response to a parent concern, the Committee and School District agreed that it would be appropriate to modify the hours of the restriction so the left-turn prohibition would be between 8 am and 9 am and 3 pm and 4 pm, on school days. This is similar to other restrictions at other schools.

Additionally, there is currently a prohibition from cars traveling south on Brompton Lane to continue through the Village Road intersection and enter the school's parking lot between 8 am

and 4 pm on school days. The School District requested that this also be changed to restrict this movement between 8 am and 9 am and 3 pm and 4 pm, on school days.

*Canterbury Elementary School*

Currently, there is a restriction from turning left into the Canterbury parking lot from Canterbury Drive between 8 am and 4 pm. The School District requested to modify the hours of restriction so the left-turn prohibition would be between 8 am and 9 am and 3 pm and 4 pm, on school days. This is similar to other turn restrictions at other schools.

Votes Required to Pass:

Simple majority vote.

**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 a motor vehicle on the east side of Oak Hollow Road between the hours of 7:00 AM to 9:00 AM and 1:00 PM to 3:00 PM, Monday through Friday.

SECTION II: That it shall be unlawful for a motor vehicle to turn left into the Indian Prairie Elementary School parking lot entrance from westbound Village Road between the hours of 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days.

SECTION III: That it shall be unlawful for a motor vehicle to continue southbound on Brompton Lane at the intersection of Village Road and enter the Indian Prairie Elementary School parking lot between the hours of 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days. Left and right turns onto Village Road during these times are permitted.

SECTION IV: That it shall be unlawful for a motor vehicle to turn left into the Canterbury Elementary School parking lot entrance from southbound Canterbury Drive between the hours of 8:00 AM to 9:00 AM and 3:00 PM to 4:00 PM on school days.

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

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

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

DATED at Crystal Lake, Illinois, this 2<sup>nd</sup> day of April, 2019.

APPROVED:

---

MAYOR

ATTEST:

---

CITY CLERK

PASSED: April 2, 2019

APPROVED: April 2, 2019

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



Exhibit: Hannah Beardsley School

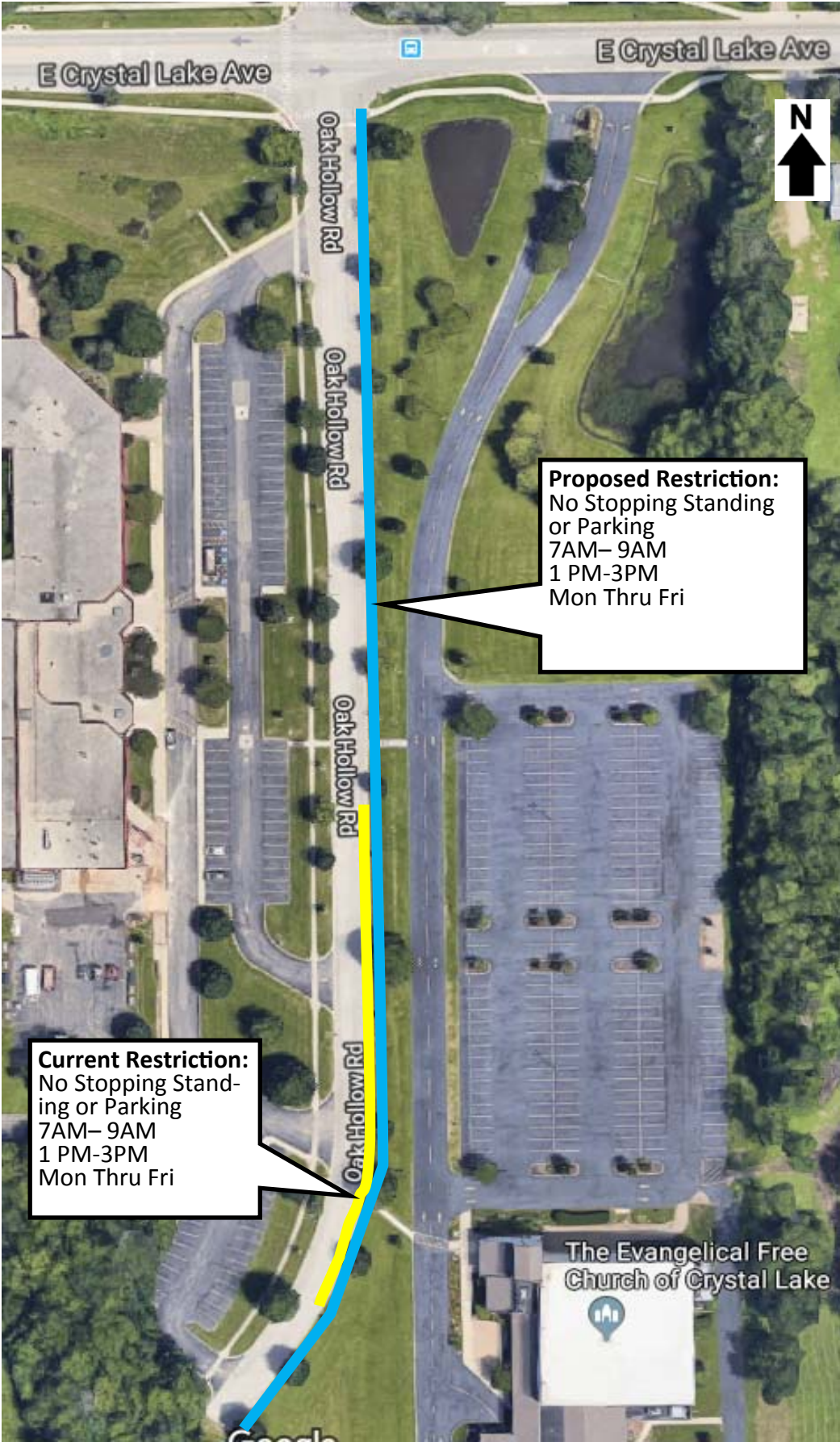
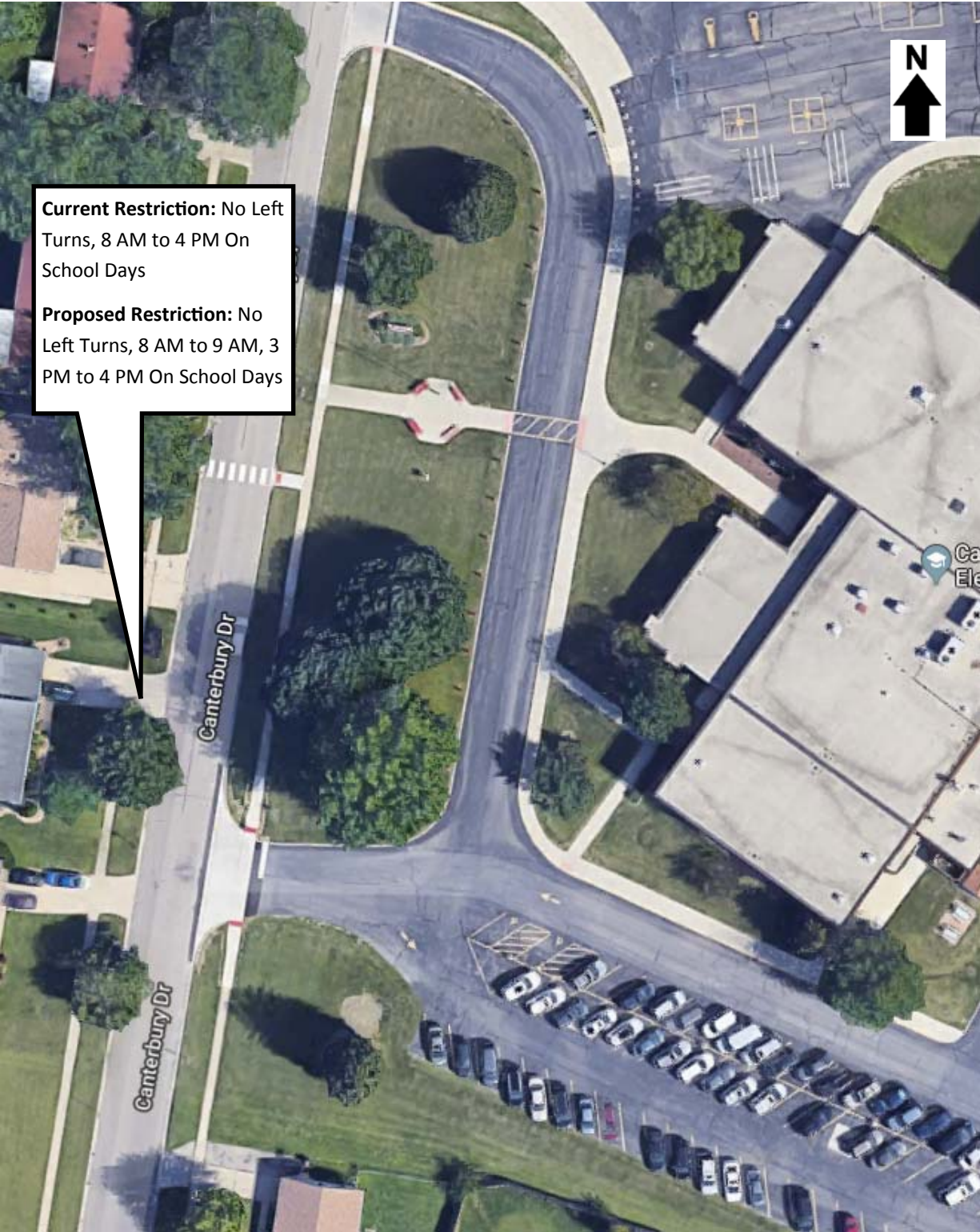




Exhibit: Canterbury School





**Agenda Item No: 16**

**City Council  
Agenda Supplement**

---

<b><u>Meeting Date:</u></b>	April 2, 2019
<b><u>Item:</u></b>	Tattoo and Body Piercing Code
<b><u>Staff Recommendation:</u></b>	Motion to adopt an ordinance amending Chapter 463, Tattoo and Body Piercing, of the City Code
<b><u>Staff Contact:</u></b>	James Black, Chief of Police

---

**Background:**

Our current Code relating to the regulation of tattoo and body piercing establishments (Chapter 463) predates two significant amendments to State laws that govern and regulate the practices of tattooing and body piercing. Since our current Code modeled State law at the time of enactment, it is necessary to amend our current Code to accurately reflect the changes in State law. The following illustrates our recommended changes:

- Per the Tattoo and Body Piercing Establishment Registration Act, 410 ILCS 54/1 et al, tattoo and piercing establishments must annually register with the Illinois Department of Public Health. A recommended amendment to our current code would require the establishments to provide a copy of their registration certificate as part of their application process with the City (§463-3 and §463-27).
- The minimum legal age to receive a tattoo was lowered from 21 to 18 (see 720 ILCS 5/12C-35). The State statute reflecting the lowered age changed as well. A recommended amendment to our current code reflects this change (§463-17).
- Staff corrected a minor content error, replacing the word “tattooer” with “piercer” in §463-30 subsection A.

Legal staff has reviewed this ordinance.

**Recommendation:**

It is staff’s recommendation to adopt an ordinance amending Chapter 463, Tattoo and Body Piercing, of the City Code.

**Votes Required to Pass:**

Simple majority

**DRAFT**



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

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 463, Tattooing and Body Piercing Establishments, is hereby amended by adding §463-3 subsection J to the Crystal Lake City Code as follows:

**§ 463-3. Application for license.**

J. A copy of the applicant's Certificate of Registration issued by the Illinois Department of Public Health, pursuant to the Tattoo and Body Piercing Establishment Registration Act, 410 ILCS 54/1, et al.

SECTION II: That Chapter 463, Tattooing and Body Piercing Establishments, is hereby amended by adding §463-27 subsection J to the Crystal Lake City Code as follows:

**§ 463-27. Application for license.**

J. A copy of the applicant's Certificate of Registration issued by the Illinois Department of Public Health, pursuant to the Tattoo and Body Piercing Establishment Registration Act, 410 ILCS 54/1, et al.

SECTION III: That §463-17 of the Code of Ordinances, City of Crystal Lake, Illinois, is hereby repealed and replaced with the following:

**§ 463-17. Tattooing of minors restricted.**

In accordance with 720 ILCS 5/12C-35, no person under the age of 18 may be tattooed except by a person authorized to practice medicine or osteopathic medicine as hereinabove set forth.

SECTION IV: That §463-30 subsection A of the Code of Ordinances, City of Crystal Lake, Illinois, is hereby repealed and replaced with the following:

**§ 463-30. Investigations.**

A. Upon receiving the application for a body piercing business or body piercer's license, the Chief of Police or his/her authorized representative shall conduct an investigation into applicant's moral character and personal and criminal history. The Chief of Police or his/her authorized representative may, in his/her discretion, require a personal interview of the applicant, and such further information, identification and physical examination of the person as shall bear on the investigation. If the business

is a partnership, a background check is required for all partners, including limited partners. If the business is a corporation, a background check is required for the manager of the business, all officers of the corporation, each director and each stockholder holding more than 10% of the stock of the corporation. A background check is also required for each *piercer* employed by the business.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of April, 2019

APPROVED:

\_\_\_\_\_  
Aaron T. Shepley, Mayor

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, City Clerk

PASSED: April 2, 2019

APPROVED: April 2, 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:**

April 2, 2019

**Item:**

Midwest Higher Education Compact Cooperative Purchasing Program for Server Virtualization Hardware, Software and Services

**Staff Recommendation:**

Motion to adopt a resolution authorizing the City Manager to execute an agreement with Dell, Inc. in the amount of \$39,990.00 for the purchase of a backup data center virtual server hardware, software and services through the Midwest Higher Education Compact Cooperative Purchasing Program.

**Staff Contact:**

Gregory A. Fettes, Director of Information Technology

---

**Background**

As part of the Information Technology Assessment and Strategic Plan, a goal was developed to provide the capability for disaster recovery and business continuity for the City's critical technology infrastructure in the event that the Municipal Complex encountered an issue that prevented the use of the data center located there. This goal envisioned the development of a location for a backup data center that could be utilized in the event of such a scenario. This backup data center would provide a location for critical City technology infrastructure to be temporarily restored and critical services to be continued. Funds were included in the FY 2018-2019 budget for the development of disaster recovery and business continuity capabilities in the remote data center.

Fire Station 3, located at 844 Virginia Road has an ideal location for the City's backup data center in its basement. This room already contains technology equipment for the Station and is easily reconfigured to house the equipment necessary for this backup data center to be operational. In addition, with the soon to be completed fiber connections between City

facilities, the high speed data connectivity that is necessary for this backup data center to communicate with other City facilities will be present.

A significant part of the backup data center project is the installation of a virtual server in the backup data center which will allow the City to quickly transfer critical server operations to this location. In the last Fiscal Year, the City acquired a large virtual server for its main data center and transferred most of its servers to this hardware. In the event that the main data center became unavailable, critical servers could be transferred to the backup data center and operations could be resumed based off that data center.

The virtual server required for a backup data center is not as robust as a virtual server for a main data center as it is designed for short term use. City staff has worked with Dell, the vendor who provided the virtual server in the main data center through the Midwest Higher Education Cooperative Purchasing Program, to design a virtual server for the remote data center.

### **Cooperative Purchasing**

The City joined the Midwest Higher Education Compact (MHEC) Cooperative Purchasing Program in 2016. MHEC publicly bids the contracts in their Cooperative Purchasing Program and Dell is the current contract holder for both desktop and server hardware and services purchases. The City has realized significant savings through the leveraged buying power of this cooperative purchasing program. The MHEC prices represent a significant savings over the normal pricing of these items in the retail market. The City has used Dell servers in its data center for over twenty (20) years and they have provided exceptional service with excellent technical support.

Sufficient funding is available in the FY2018-2019 budget for this purchase.

### **Recommendation**

It is the recommendation of Information Technology to purchase server virtualization hardware, software and services from Dell, Inc., in the amount of \$39,990.00 through the Midwest Higher Education Compact Cooperative 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 Manager is authorized to execute a contract with Dell, Inc., for the purchase of server virtualization hardware, software and services in the amount of \$39,990.00 through the Midwest Higher Education Compact Cooperative Purchasing Program.

**DATED** this 2<sup>nd</sup> day of April, 2019.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: April 2, 2019  
APPROVED: April 2, 2019



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

**Meeting Date:** April 2, 2019

**Item:** The Quarry Cable Park 2019 Use Fees and the Cottage on the Beach 2019 Concession Menu.

**Staff Recommendation:**

1. Motion to adopt a resolution approving the 2019 Use Fees per section 5.02 of the property use agreement between Quarry Cable Park, LLC and the City of Crystal Lake, and;
2. Motion to adopt a resolution approving the 2019 Concession Menu per section 9(a) of the Concessionaire Lease Agreement between the Cottage on the Beach and the City of Crystal Lake.

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

**The Quarry Cable Park 2019 Pricing:**

Per section 5.02 of the City's property use agreement with Quarry Cable Park, LLC, the concessionaire must submit their proposed fees for the use of the Facility by members of the public. The 2019 proposed fees are depicted in the below table.

The Quarry Cable Park Proposed 2019 Use Fees / Rates			
RATES	2hr	\$35	
	4hr	\$45	
	All day	\$55	
RENTAL	Rental Package	\$30	
	Helmet	\$8	
	Jacket	\$10	
	Standard Board	\$20	
	Demo Board	Additional	
MULTI-RIDE	5 pk (2-Hour)	\$165	\$10 off
	5 pk (4-Hour)	\$210	\$15 off
	5 pk (All-Day)	\$250	\$20 off
	10 pk (2-Hour)	\$315	Buy 9 get 1 free
	10 pk (4-Hour)	\$405	Buy 9 get 1 free
	10 pk (All-Day)	\$495	Buy 9 get 1 free
SEASON	Q Pass Unlimited	\$850	
	Parking	Additional	

Section 5.02 of the property use agreement states that “the Use Fees shall be based upon the prevailing market rate for similar facilities.” It also states that the City’s approval of the use fees cannot be unreasonably withheld. Based on a sampling of several similar cable parks, it is the determination of City Staff that the 2019 Quarry Cable Park at the Three Oaks Recreation Area are in line with the prevailing market at other cable park facilities.

<b>Sample of Cable Park Pricing</b>	<u>2 hour pass</u>	<u>4 hour pass</u>	<u>All Day</u>
<i>Action Wake Park, MI</i>	\$35	\$45	\$55
<i>Hydrous Cable Park, Allen, TX</i>	\$30	\$50	NA
<i>Wake Nation, Fairfield, OH</i>	\$32	\$37	\$42
<i>The Quarry Cable Park, Crystal Lake, IL</i>	\$35	\$45	\$55

**The Cottage on the Beach 2019 Menu:**

Per section 9(a) of the Concessionaire Lease Agreement with the Cottage on the Beach, the concessionaire (the Cottage on the Beach) must submit their proposed menu, including a description and price for each food item, 30 days prior to the concessions opening date. The 2019 proposed menu and pricing are depicted in the below tables.

<b>The Cottage on the Beach 2019 Proposed Menu</b>				
<b>Menu Item</b>	<b>Single Item</b>	<b>Double Item</b>	<b>Single Combo (Fries and Drink)</b>	<b>Double Combo (Fries and Drink)</b>
Hamburger	\$2.99	\$4.99	\$7.45	\$8.45
Cheeseburger	\$3.49	\$5.99	\$7.99	\$8.99
Grilled Chicken Sandwich	\$4.50	-	\$8.85	-
Deli Sandwich (Ham / Turkey)	\$4.99	-	\$7.75	-
Hot Dog	\$3.50	-	\$6.75	-
Chicken Tenders (3)	\$4.50	-	\$7.85	-
Beef Tacos (3)	\$5.99	-	-	-
Reuben Rolls (2)	\$5.99	-	-	-
Garden Salad	\$4.99	-	-	-
	Small	Large		
Fries	\$1.99	-		
Loaded Fries	\$3.50	-		
Pretzels	\$2.99	-		
Kids Hot Dog	\$3.99	-		
Kids Chicken Fingers	\$3.99	-		
Sodas	\$1.45	\$1.75		
Milk/Chocolate Milk	\$1.49	-		
Smoothies	\$2.99	\$3.99		
Apple Juice	\$0.99	-		
Water Bottle	\$1.00	-		
Coffee	\$2.49	-		
Walking Tacos	\$3.99	-		
Churros	\$2.99	-		
Funnel Cake	\$3.99	-		
Candy Bars	\$0.99	-		
Chips	\$2.49	-		
Country Donuts	\$1.19	-		
Muffins	\$2.29	-		

**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 per section 5.02 of the Property Use Agreement between the City of Crystal Lake and Quarry Cable Park, LLC, the City approves the 2019 Use Fees/Rates for the use of the Facilities by members of the public, and that per section 9(a) of the Concessionaire Lease Agreement between the City of Crystal Lake and the Cottage on the Beach, the City approves the 2019 Concession Menu.

The approved Use Fees are depicted in the below table.

The Quarry Cable Park Proposed 2019 Use Fees / Rates			
RATES	2hr	\$35	
	4hr	\$45	
	All day	\$55	
RENTAL	Rental Package	\$30	
	Helmet	\$8	
	Jacket	\$10	
	Standard Board	\$20	
	Demo Board	Additional	
MULTI-RIDE	5 pk (2-Hour)	\$165	\$10 off
	5 pk (4-Hour)	\$210	\$15 off
	5 pk (All-Day)	\$250	\$20 off
	10 pk (2-Hour)	\$315	Buy 9 get 1 free
	10 pk (4-Hour)	\$405	Buy 9 get 1 free
	10 pk (All-Day)	\$495	Buy 9 get 1 free
SEASON	Q Pass Unlimited	\$850	
	Parking	Additional	

The approved Concession Menu is depicted in the below table.

The Cottage on the Beach 2019 Proposed Menu				
Menu Item	Single Item	Double Item	Single Combo (Fries and Drink)	Double Combo (Fries and Drink)
Hamburger	\$2.99	\$4.99	\$7.45	\$8.45
Cheeseburger	\$3.49	\$5.99	\$7.99	\$8.99
Grilled Chicken Sandwich	\$4.50	-	\$8.85	-
Deli Sandwich (Ham / Turkey)	\$4.99	-	\$7.75	-
Hot Dog	\$3.50	-	\$6.75	-
Chicken Tenders (3)	\$4.50	-	\$7.85	-
Beef Tacos (3)	\$5.99	-	-	-

Reuben Rolls (2)	\$5.99	-	-	-
Garden Salad	\$4.99	-	-	-
	Small	Large		
Fries	\$1.99	-		
Loaded Fries	\$3.50	-		
Pretzels	\$2.99	-		
Kids Hot Dog	\$3.99	-		
Kids Chicken Fingers	\$3.99	-		
Sodas	\$1.45	\$1.75		
Milk/Chocolate Milk	\$1.49	-		
Smoothies	\$2.99	\$3.99		
Apple Juice	\$0.99	-		
Water Bottle	\$1.00	-		
Coffee	\$2.49	-		
Walking Tacos	\$3.99	-		
Churros	\$2.99	-		
Funnel Cake	\$3.99	-		
Candy Bars	\$0.99	-		
Chips	\$2.49	-		
Country Donuts	\$1.19	-		
Muffins	\$2.29	-		

DATED this 2<sup>nd</sup> day of April, 2019.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED:  
APPROVED:



Agenda Item No: 19

City Council  
Agenda Supplement

---

Meeting Date: April 2, 2019

Item: Annexation of Northside Center/Hawthorn Storage

Staff Recommendation: Motion to pursue involuntary annexation, after voluntary annexation is attempted, for the Northside Center and Hawthorn Storage parcels.

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

---

Background:

As part of the Centennial Strategic Plan, the City Council identified a key strategy in development and reinvestment in the community by exploring annexation opportunities. Also during this process, city staff worked with McHenry County to reconcile any discrepancies in the city boundary and the property tax rolls.

It was discovered that the properties commonly known as the Northside Center and Hawthorn Storage were not included in the property tax rolls for the city. Based on city records, it appears the property would have been incorporated during the consolidation of the Village of Nunda and the Village of Crystal Lake in 1914. City staff worked with the County to correct the boundary discrepancy by providing zoning maps dating back to 1927, copies of building permits and zoning approvals on multiple occasions since at least 1945, a copy of the 1981 federal court lawsuit between the City and the property owner, first response service records dating back 15 years and liquor licenses dating back to 1989.

City staff and attorney John Cowlin met with the McHenry County Clerk and County Administrator in 2017. At the meeting, the McHenry County Clerk stated a resolution would be sufficient documentation to change the tax rolls. The City Council reviewed and approved a resolution on September 19, 2017. The resolution was recorded and filed with the County.

The McHenry County State's Attorney's Office determined the September 19, 2017 resolution was not sufficient documentation. Despite the documentation listed above, McHenry County will not correct the tax roll unless an annexation ordinance is recorded with the Recorder of Deeds and filed with the McHenry County Clerk.



Discussion:

The following plan of action is recommended:

1) As has been the process with recent annexations to the City, staff would first contact the property owners to voluntarily annex and give them a couple of weeks to respond.

- Working with the property owner would allow for the zoning approval to be considered at the same time as the annexation. The existing businesses would not be impacted by the annexation.
- The property owners would need to attend public hearings and finance the mailing/publication of notices.
- The Northside Center property is currently zoned Office PUD per the 1981 federal lawsuit. Bringing the property through the zoning approval process would give the property owner an opportunity to request a more appropriate zoning classification, such as B-2 General Commercial.

2) If the owners are non-responsive, the city would publish for involuntary annexation of these parcels.

- Can be completed quickly and does not require the property owners' consent.
- The zoning would default to Estate Residential and the existing uses would become nonconforming. Nonconforming uses can continue to operate, but if the use discontinues for 90 days, the use is considered abandoned and the use could not be reestablished.
- Time may be a factor in the City's move to involuntarily annexation these parcels as proposed House Bill 2157 would amend the Illinois Municipal Code and would require municipalities who pursue involuntary annexations to prove that the petition for annexation is made solely for the benefit of the owners of the land. If this bill is approved, it would be difficult to pursue involuntary annexation for these properties as there are no added benefits for the property owners since they already benefit from all city services.