



CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING
City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 18, 2020
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 4, 2020 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. **Class 16 Temporary Liquor License Request, St. Elizabeth Ann Seton Knights of Columbus Council #10678 – Irishfest, March 7, 2020**
 - b. **Class 16 Temporary Liquor License Request, Knights of Columbus Father McCormick Council #3880 – Parish St. Patrick Dinner, March 14, 2020**
10. **Half Marathon Special Event Request – Closure of Lake Street (at Main Beach) and Grant Street, September 13, 2020**
11. **191 Edgewater Drive - Preliminary and Final Plat of Subdivision to create two non-conforming lots and variations from the requirement to bury overhead utility lines, to install street trees, and to install sidewalks**
12. **550 W. Woodstock Street, Massage by Hailey – Special Use Permit for a massage establishment**
13. **Thornton's Gas Station, 911 Tek Drive – Preliminary and Final Planned Unit Development, Comprehensive Land Use Plan Amendment from Industry to Commerce, Rezoning from M Manufacturing to B-2 PUD General Commercial Planned Unit Development, Special Use Permit, Preliminary and Final Subdivision to create two lots, and deferral to bury the overhead utility lines until an area-wide program is established for a gas station with convenience store and fueling canopies**
14. **Bartley Square, corner of Huntley and Bard Roads - Final Planned Unit Development and Final Plat of Subdivision extension for a one-year period to March 2, 2021**

- 15. Ashwood Estates, Huntley Road south of Oakwood Drive - Final Plat of Subdivision extension for a two-year period to March 1, 2022**
- 16. McHenry Avenue Erosion Repair Project Construction Contract Award**
- 17. Recreational Cannabis Quadrants – Discussion Only**
- 18. Council Inquiries and Requests**
- 19. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel**
- 20. Reconvene to Regular Session**
- 21. 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:

February 18, 2020

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 Irishfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on Saturday, March 7, 2020 from 5:00 p.m. to 11:00 p.m. The City Council has approved this request in the past.

Section 329-5-P of the City Code permits the issuance of a Class 16 Temporary Liquor License for the retail sale of beer and wine for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

February 18, 2020

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 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 14, 2020 from 6:00 p.m. to 10:00 p.m. The City Council has approved this request in the past.

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: 10

City Council Agenda Supplement

Meeting Date: February 18, 2020

Item: Half Marathon Special Event request for closing Lake Street (at Main Beach) and Grant Street.

City Council Discretion: City Council's discretion:
A. Motion to approve the Special Event for the Half Marathon to be held on September 13, 2020 pursuant to the recommended conditions listed below; or
B. Motion to deny the applicant's request.

Staff Contact: Michelle Rentzsch, Director of Community Development

Background:

This is the first request to hold a Half Marathon in Crystal Lake and the surrounding communities. The event is planned for Sunday, September 13, 2020. The race will begin at 7:00 AM at Main Beach and finish at approximately 12:00 noon on Grant Street at The Cottage, 6 E. Crystal Lake Avenue. The race will consist of a 13.1-mile run through various roads in Crystal Lake, Lakewood, Lippold Park, Crystal Lake South High School track, and the MCCD bike path.

The organizers are requesting the following:

- The closure of Lake Street in front of Main Beach for the start of the race, and Grant Street between Crystal Lake Avenue and Brink Street for the conclusion of the race.
- Assistance from the Crystal Lake Police Department along the racecourse that is within the City's jurisdiction. The organizer is requesting that the City of Crystal Lake provide police services. The recommended number of Police officers and volunteers for the event has been agreed to. Volunteers will be stationed along the race course to assist with safety and race direction only.

The organizers have met with Police Department representatives on several occasions. The last meeting was to relook at the initial cost of the Police chargeback fee (\$8,363) and reduce the amount to approximately \$4,180.77, which has been agreed to by the race organizers. It was

determined that the organizers will provide 50+ volunteers to oversee the route in various locations.

The organizers must also ensure that the participants are aware of them running with, against, and crossing normal direction of vehicle traffic in various locations on the course.

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

- 1) Approval for the Half Marathon is contingent upon approval from other participating jurisdictions. The Village of Lakewood, Crystal Lake Park District, School District 155, and McHenry County Conservation District are responsible for coordinating public safety services within and adjacent to their corporate boundaries/properties. The event organizers must submit to the City a letter from the agencies stating their approval for the event.
- 2) The event organizers must provide the City with a site plan for set-up at Main Beach and parking plan for the event for review by City Departments.
- 3) Items must be not located so as to block sidewalks.
- 4) Streets are not to be marked with paint or any permanent materials.
- 5) 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 their roadways.
- 6) 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.
- 7) 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 August 3, 2020, to determine/arrange for police officers for traffic control, lead vehicle, etc.
- 8) “Race In Progress” signs must be posted a minimum of three days prior to the event.
- 9) City-owned barricades must be used to block off the street closure sections. Barricades must be placed to allow access to existing crosswalks.
- 10) Add cones or other physical separation for the temporary “runners’ lane” where directed by the Police Department.
- 11) 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.
- 12) Local traffic access to all roadways must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 13) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 14) All debris created by the event must be cleaned up during and after the event.
- 15) 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. These must be provided by August 3, 2020.
- 16) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department (815-356-3640) for further review and approval.

- 17) Promotional banners and signage were not included with this request. Any temporary signage/banner requires a Limited Duration sign permit through Community Development Department.
- 18) In the case of inclement weather, an alternate date can be approved by the City Manager.
- 19) The organizers of the event must provide 50+ volunteers to oversee several posts throughout the course. A meeting must be conducted with the Police Department one (1) month prior to the event to review the final list of volunteers and their locations.

This event will require 18 staff members (including officers and sergeants) to be located at various intersections throughout the route. The staff members would not negate the need for the race organizers to staff volunteers of their own for many locations. The Police Department estimates the chargeback fee for the police detail to be approximately \$4,180.77.

The applicant has been made aware of these recommended conditions and advised to attend the February 18, 2020 City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority vote



Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: February 18, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests:

1. Preliminary/Final Plat of Subdivision to divide the lot into two lots.
2. Variation from Article 3 to create two nonconforming lots, as they do not meet the minimum 70-foot lot width for an R-2 zoned lot.
3. Variation from the Article 5 requirement to bury overhead utility lines, to install street trees, and to install sidewalks.

Petitioner: Lisa and Michael Rumford, petitioners

PZC Recommendation: To approve the PZC recommendation and adopt an Ordinance granting the subdivision and variations for 191 Edgewater Drive.

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

Background:

- The property contained a single family home. The home was built over the lot line, which joined the two PINs into one zoning lot. Demolition of the house does not resubdivide the lots, which requires the formal subdivision process.
- Lot 1 would be 9,561 square feet with a lot width of 61.22 feet. Lot 2 would be 10,448 square feet with a lot width of 63.56 feet.
- The existing lot contained a home, which was located more to the north, which would now be considered Lot 1. Since the previous house was mostly on Lot 1 this lot would not be subject to impact fees and the infrastructure availability charge would be reduced by the previous water size. The newly created Lot 2 would be subject to all impact fees and infrastructure availability charges.

Key Factors:

- Request: The petitioner is requesting a plat of subdivision to divide an existing lot into two lots. The new lots would be non-conforming based on their lot width.

The petitioner also needs variations from the standard subdivision requirements of sidewalk, street trees, and the burial of utility lines.

- Variation: The lot width is measured at the front yard setback. For lake lots this is the lake side of the property. These lots narrow as they approach the lake due to the curvature of the lake.
- Analysis: The proposed requests would allow the owner to build two new houses on the lots.

PZC Highlights:

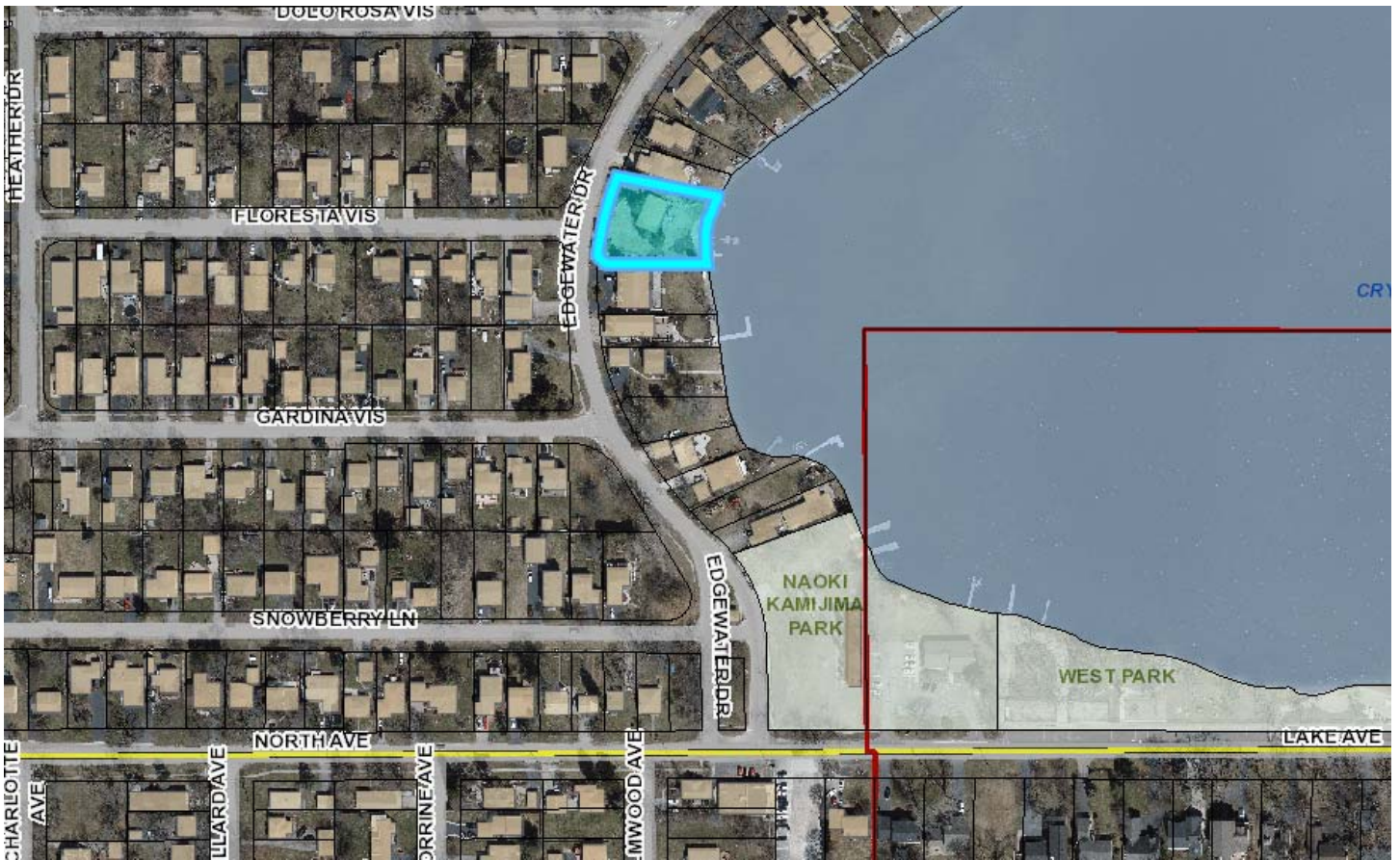
- The PZC was concerned that the petitioner did not prove a true hardship, but were supportive of the practicality of the subdivision to fit with the other lots in the area.
- The PZC found that the petition met the Findings of Facts.

The Planning and Zoning Commission recommended **approval (5-1)** 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 (Rumford, received 09/20/19)
 - B. Plat of Subdivision (Luco Surveying, dated 10/01/19, received 01/06/20)
 - C. Plat of Survey (Luco Surveying, dated 08/13/19, received 01/06/20)
2. The petitioner shall address all of the review comments and requirements of the Community Development Department.
3. **This subdivision will be required to have a note on the plat that side yard setback variations will not be granted.** (Added by PZC)

Votes Required to Pass: A simple majority vote.

PLN-2020-0001 191 Edgewater Dr – Minor Subdivision



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLAT OF RESUBDIVISION AND VARIATIONS FOR 191 EDGEWATER DRIVE

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-01) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the approval of a Final Plat of Resubdivision with Variations from: A. Article 3 to create two nonconforming lots, as they do not meet the minimum 70-foot lot width for an R-2 zoned lot. Lot 1 would be 61.22 feet, a variation of 8.78 feet and Lot 2 would be 63.56 feet, a variation of 6.44 feet and B. Article 5 from the requirement to bury the overhead utility lines, to install street trees, and to install sidewalks for the property located at 191 Edgewater Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 10, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 5, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on February 5, 2020, 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 Resubdivision and Variations be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-01, dated as of February 6, 2020; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Plat of Resubdivision 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: The Final Plat of Resubdivision for LM Rumford Crystal Cove attached thereto is hereby approved as platted.

SECTION II: Said Final Plat of Resubdivision for LM Rumford Crystal Cove and Variations

from: A. Article 3 to create two nonconforming lots, as they do not meet the minimum 70-foot lot width for an R-2 zoned lot. Lot 1 would be 61.22 feet, a variation of 8.78 feet and Lot 2 would be 63.56 feet, a variation of 6.44 feet and B. Article 5 from the requirement to bury the overhead utility lines, to install street trees, and to install sidewalks is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Rumford, received 09/20/19)
 - B. Plat of Subdivision (Luco Surveying, dated 10/01/19, received 01/06/20)
 - C. Plat of Survey (Luco Surveying, dated 08/13/19, received 01/06/20)
2. The petitioner shall address all of the review comments and requirements of Community Development Department.
3. This subdivision will be required to have a note on the plat that side-yard setback variations will not be granted.

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

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 18th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

ATTEST:

CITY CLERK

Passed: February 18, 2020
Approved: February 18, 2020



Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: February 18, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Request: Special Use Permit for a Massage Establishment

Petitioner: Hailey Thompson, petitioner

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance granting the SUP for a massage establishment at 550 W. Woodstock Street.

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

Background:

- The building is an old residence that was converted to offices.
- The tenant uses the main waiting room on the first floor then brings customers up to the second floor to her space.
- The petitioner has submitted an application for the required Massage Establishment License.

PZC Highlights:

- The PZC was supportive of the request for a Special Use Permit and noted that in the several years that she has been in business there have been no issues or police activity.
- They found that the request met the Findings of Fact.

PZC Vote:

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the

City Council:

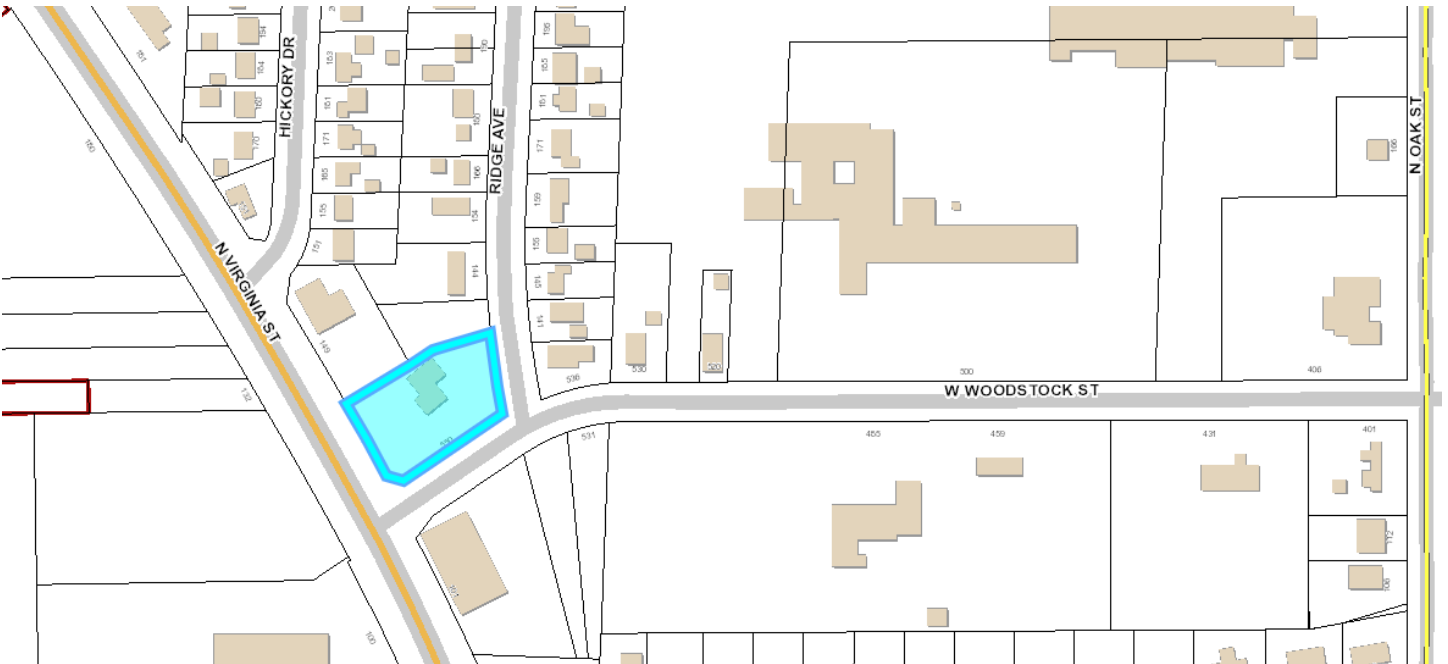
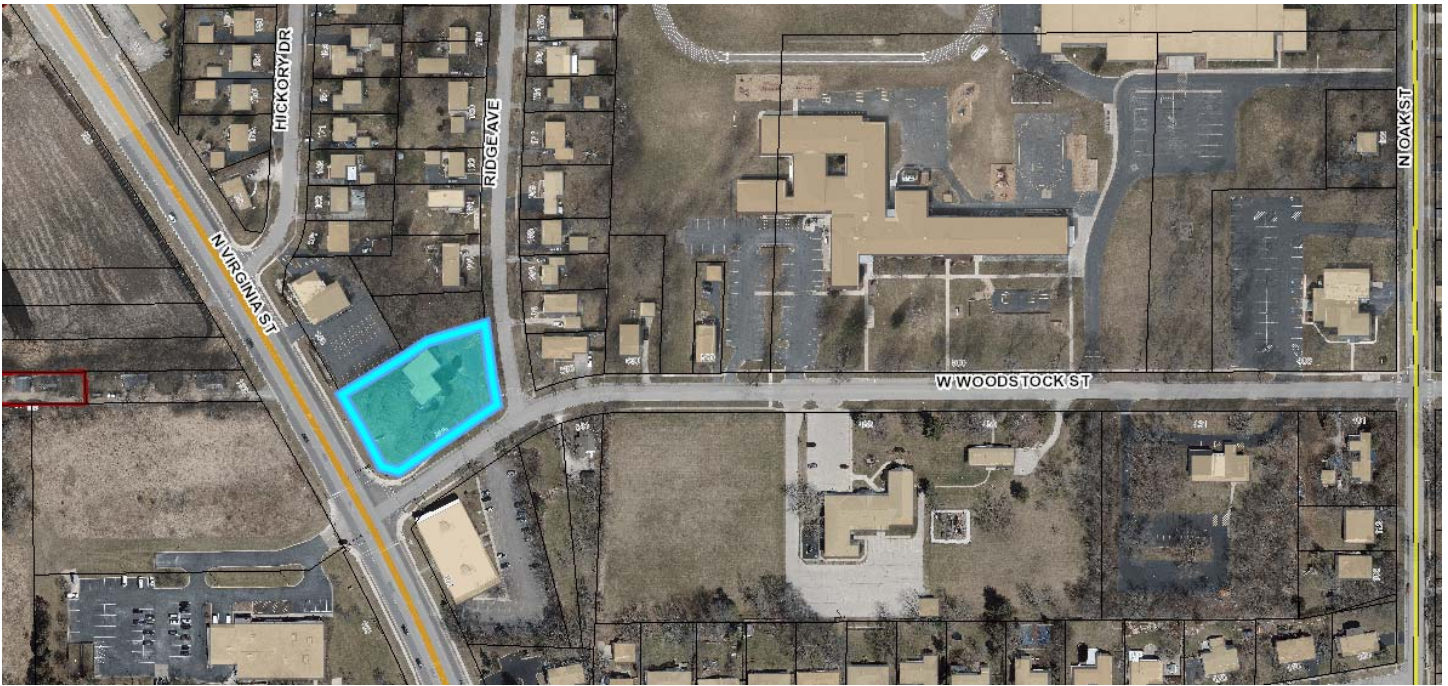
A. Application (Thompson, received 10/16/19)

B. Floor Plan (Thompson, received 10/16/19)

2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police Departments.

Votes Required to Pass: A simple majority vote.

PLN-2019-00164 Massage by Hailey – 550 W Woodstock St – Special Use Permit



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 550 W. WOODSTOCK STREET**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-164) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit to allow a Massage Establishment for the property located at 550 W. Woodstock Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 20, 2019 in the Northwest Herald, held a public hearing at 7:30 p.m., on December 4, 2019 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit; and

WHEREAS, on February 5, 2020, 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-2019-164, dated as of February 6, 2020; 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 for the property commonly known as 550 W. Woodstock Street (14-31-404-034), 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 (Thompson, received 10/16/19)
 - B. Floor Plan (Thompson, received 10/16/19)

Ord. No.
File No.

2. A license for massage establishments is required. The petitioner must comply with the Massage Establishment License requirements.
3. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue and Police Departments.

Section III: That the City Clerk be and is hereby directed that 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 18th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 18, 2020

Approved: February 18, 2020



Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: February 18, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests:

1. Preliminary and Final Planned Unit Development for a new 5,500 square-foot gas station convenience store and fueling canopies for truck and passenger vehicles,
2. Comprehensive Land Use Amendment from Industry to Commerce,
3. Rezoning from M Manufacturing to B-2 PUD General Commercial Planned Unit Development,
4. Special Use Permit for a Gas Station,
5. Preliminary and Final Plat of Subdivision to create two lots, and
6. Deferral of the requirement to bury the overhead utility lines until an area wide program is established.

Petitioner: Mike MacKinnon and Troy Paionk, Blue Stone (Thornton's), petitioner

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance granting the Final PUD, Comprehensive Plan Amendment, Rezoning, SUP for a Gas Station, Final Plat of Subdivision, and deferral of burial of the overhead utility lines at 911 Tek Drive.

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

Background

- The site is a vacant lot in the Tek Drive Industrial Subdivision. There are two vacant lots in this subdivision, one being proposed for Thornton's and a small lot on Nimco Drive. All the properties in this subdivision flow into a common detention basin.
- The Thornton's proposes a vehicle fueling area and a truck fueling area. A 5,500 square-foot convenience store would service both customer bases.

- The traffic study has been submitted to IDOT and they have provided comments and conditions about additional turn lanes and signage that are required to meet their standards.

PZC Highlights

Traffic:

- The City's traffic consultant for this project, Sara Haufe from Sam Schwartz Engineering, presented the details on the traffic study, which looked at existing conditions, projected traffic from nearby uses, future uses in the area, and population projections that would increase general traffic in the City.
- The PZC had concerns with exiting from the site onto Route 31, especially making a left turn from Tek Drive heading northbound onto Route 31. The traffic consultant explained that there are gaps in the traffic flow due to the traffic signals to the north and south.
- The PZC was also concerned about all of the other off-site traffic in the area. The traffic consultant explained the practice of creating the traffic study, which includes taking actual vehicle counts around the site and projecting future traffic volumes. Any existing traffic using Route 31 or Tek Drive was included in the counts. It also used future traffic projects for uses that are not built yet, like the hospital and future population projections that would increase traffic generally.
- IDOT has accepted the traffic study with no further comments and is awaiting permit drawings to be submitted.
- The petitioner pointed out that Bucky's has illuminated blue banding on their canopy. Staff provided the Ordinance that states the banding was to be non-illuminated and a Notice of Violation has been sent to Bucky's about the illumination.
- The PZC noted that the request met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (4-2)** of the petitioner's requests with the following recommended conditions.

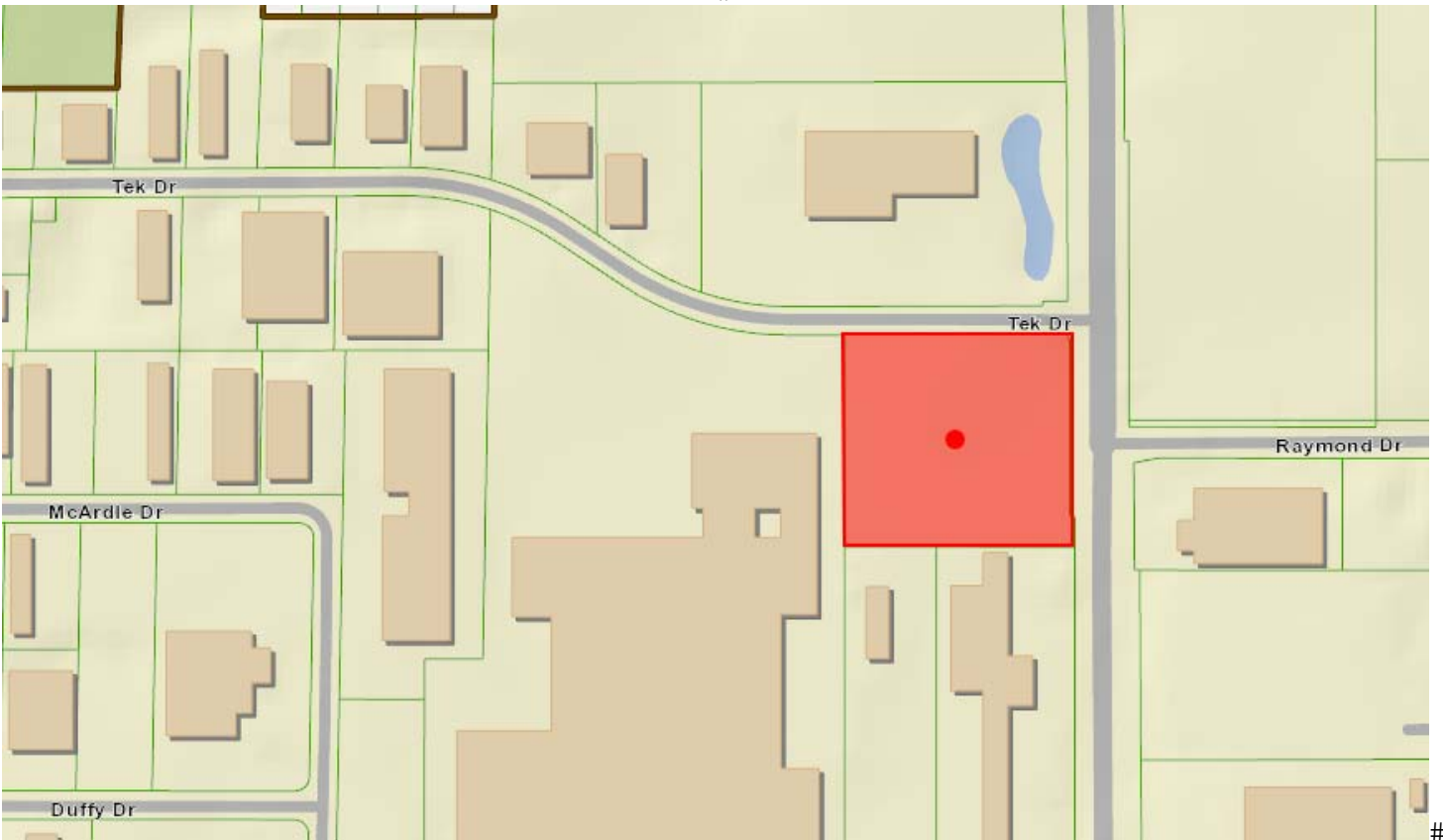
1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (BTSP Midwest, received 10/26/19)
 - B. Site Plan (Manhard dated 12/03/19, received 12/17/19)
 - C. Civil Plan (Manhard, dated 12/05/19, received 12/17/19)
 - D. Landscape Plans (Manhard, dated 08/06/19, received 12/17/19)
 - E. Building Elevations (Lockett & Farley, dated 2019, received 12/17/19)
 - F. Sign Package (MC Group, dated 01/02/19, received 12/17/19)
 - G. Stormwater Report (Manhard, dated December 2019, received 12/17/19)
 - H. Draft Traffic Study (Schwartz Engineering, dated January 2020, received 12/12/18 and updated 01/30/20)
 - I. Lighting (Red Leonard Associates, dated 7/31/19, received 12/17/19)
 - J. Environmental Impact Statement (AKT Perrless, undated, received 12/17/19)
 - K. Plat of Subdivision (Vanderstappen, dated 09/30/19, received 10/21/19)

2. Site Plan
 - A. Provide a sidewalk along Tek Drive frontage.
 - B. Remove the western most parking space in the parking row adjacent to the convenience store.
 - C. Work with staff to reduce the width of the drive aisles around the passenger vehicle canopy.
3. Landscape Plan
 - A. Add the required trees and shrubs around the free-standing sign. Landscape around the free-standing sign is required at 1 square-foot per 1 square-foot of signage, which includes a mix of at least 50% small deciduous trees, medium evergreen trees, ornamental trees, and deciduous and evergreen shrubs.
 - B. Provide an easement on the second lot that the screening landscape for the truck parking/storage cannot be removed and must be maintained.
4. Elevations
 - A. The metal coping top cap shall project at least two inches above and out from the rest of the top parapet to provide additional height and width to the cornice.
5. Signage
 - A. Remove the red illuminated banding on the top of the fueling canopy so that the canopy is a solid bronze/grey and is not illuminated. This would reduce the requested signage by 892.1 square feet.
 - B. Change the red illumination for the gas pricing signs to white or amber to meet the ordinance requirements.
6. Plat of Subdivision
 - A. The petitioner shall prepare a plat of subdivision, which meets all the requirements of Article 5.
 - B. Illustrate the cross access easement on the plat for the newly created Lot 2 to the south.
7. The petitioner shall comply with the final traffic study as completed by Sam Schwartz Engineering and approved by IDOT.
 - A. Along Tek Drive, at Route 31, extend the existing eastbound right-turn lane on Tek Drive to provide maximum storage and taper lengths between Route 31 and the passenger vehicle entrance off Tek Drive (estimated 140-foot storage / 50-foot taper)
 - B. Along Tek Drive, post "Do Not Block Intersection" signs facing eastbound traffic on Tek Drive at both driveway locations.
 - C. On Route 31 at Tek Drive, construct a southbound right-turn lane (240-foot storage / 240-foot taper) per BDE warrant criteria.
 - D. On Route 31, construct a southbound right-turn lane (estimated 100-foot storage / 75 foot taper) at the right-in/right-out driveway per BDE warrant criteria.
8. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, and Public Works Departments as well as the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote

PLN-2018-00139 BLUESTONE – 911 TEK DR

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DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT, COMPREHENSIVE LAND USE PLAN AMENDMENT, REZONE, PRELIMINARY AND FINAL PLAT OF SUBDIVISION, AND DEFERRAL OF UTILITY LINE BURIAL FOR 911 TEK DRIVE

WHEREAS, pursuant to the terms of the Petition (File #PLN-2018-139) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Preliminary and Final Planned Unit Development for a new 5,500 square-foot gas station convenience store and fueling canopies for truck and passenger vehicles; Comprehensive Land Use Amendment from Industry to Commerce; Rezoning from M Manufacturing to B-2 PUD General Commercial Planned Unit Development; Special Use Permit for a Gas Station; and Plat of Subdivision to divide the lot into two lots with a deferral of the requirement to bury the overhead utility lines until an area wide program is established; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 19, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 5, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Planned Unit Development; and

WHEREAS, on February 5, 2020, 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 Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2018-139, dated as of February 6, 2020; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Preliminary and Final Planned Unit Development; Comprehensive Land Use Amendment; Rezoning; Special Use Permit; and Plat of Subdivision with a deferral 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 a Preliminary and Final Planned Unit Development; Comprehensive Land Use Amendment; Rezoning; Special Use Permit; and Plat of Subdivision with a deferral for the property located at 911 Tek Drive (19-10-376-011), Crystal Lake, Illinois.

SECTION II: That the Preliminary and Final Planned Unit Development; Comprehensive Land Use Amendment; Rezoning; Special Use Permit; and Plat of Subdivision with a deferral from the requirement to bury aerial utility lines until there's a program in the area be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (BTSP Midwest, received 10/26/19)
 - B. Site Plan (Manhard dated 12/03/19, received 12/17/19)
 - C. Civil Plan (Manhard, dated 12/05/19, received 12/17/19)
 - D. Landscape Plans (Manhard, dated 08/06/19, received 12/17/19)
 - E. Building Elevations (Lockett & Farley, dated 2019, received 12/17/19)
 - F. Sign Package (MC Group, dated 01/02/19, received 12/17/19)
 - G. Stormwater Report (Manhard, dated December 2019, received 12/17/19)
 - H. Draft Traffic Study (Schwartz Engineering, dated January 2020, received 12/12/18 and updated 01/30/20)
 - I. Lighting (Red Leonard Associates, dated 7/31/19, received 12/17/19)
 - J. Environmental Impact Statement (AKT Perrless, undated, received 12/17/19)
 - K. Plat of Subdivision (Vanderstappen, dated 09/30/19, received 10/21/19)
2. Site Plan
 - A. Provide a sidewalk along Tek Drive frontage.
 - B. Remove the western most parking space in the parking row adjacent to the convenience store.
 - C. Work with staff to reduce the width of the drive aisles around the passenger vehicle canopy.
3. Landscape Plan
 - A. Add the required trees and shrubs around the free-standing sign. Landscape around the free-standing sign is required at 1 square-foot per 1 square-foot of signage, which includes a mix of at least 50% small deciduous trees, medium evergreen trees, ornamental trees, and deciduous and evergreen shrubs.
 - B. Provide an easement on the second lot that the screening landscape for the truck parking/storage cannot be removed and must be maintained.

4. Elevations
 - A. The metal coping top cap shall project at least two inches above and out from the rest of the top parapet to provide additional height and width to the cornice.
5. Signage
 - A. Remove the red illuminated banding on the top of the fueling canopy so that the canopy is a solid bronze/grey and is not illuminated. This would reduce the requested signage by 892.1 square feet.
 - B. Change the red illumination for the gas pricing signs to white or amber to meet the ordinance requirements.
6. Plat of Subdivision
 - A. The petitioner shall prepare a plat of subdivision, which meets all the requirements of Article 5.
 - B. Illustrate the cross access easement on the plat for the newly created Lot 2 to the south.
7. The petitioner shall comply with the final traffic study as completed by Sam Schwartz Engineering and approved by IDOT.
 - A. Along Tek Drive, at Route 31, extend the existing eastbound right-turn lane on Tek Drive to provide maximum storage and taper lengths between Route 31 and the passenger vehicle entrance off Tek Drive (estimated 140-foot storage / 50-foot taper)
 - B. Along Tek Drive, post “Do Not Block Intersection” signs facing eastbound traffic on Tek Drive at both driveway locations.
 - C. On Route 31 at Tek Drive, construct a southbound right-turn lane (240-foot storage / 240-foot taper) per BDE warrant criteria.
 - D. On Route 31, construct a southbound right-turn lane (estimated 100-foot storage / 75 foot taper) at the right-in/right-out driveway per BDE warrant criteria.
8. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, and Public Works Departments as well as the City’s Stormwater Consultant.

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 Preliminary and Final Planned Unit Development; Comprehensive Land Use Amendment; Rezoning; Special Use Permit; and Plat of Subdivision with a deferral 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.

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 18th day of February, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: February 18, 2020
Approved: February 18, 2020



Agenda Item No: 14

City Council Agenda Supplement

Meeting Date: February 18, 2020

Item: Bartley Square Final PUD & Final Plat of Subdivision Extension

Recommendation: Motion to grant a one-year extension to the Final PUD and Final Plat of Subdivision approval for Bartley Square at the corner of Huntley and Bard Roads.

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

Background:

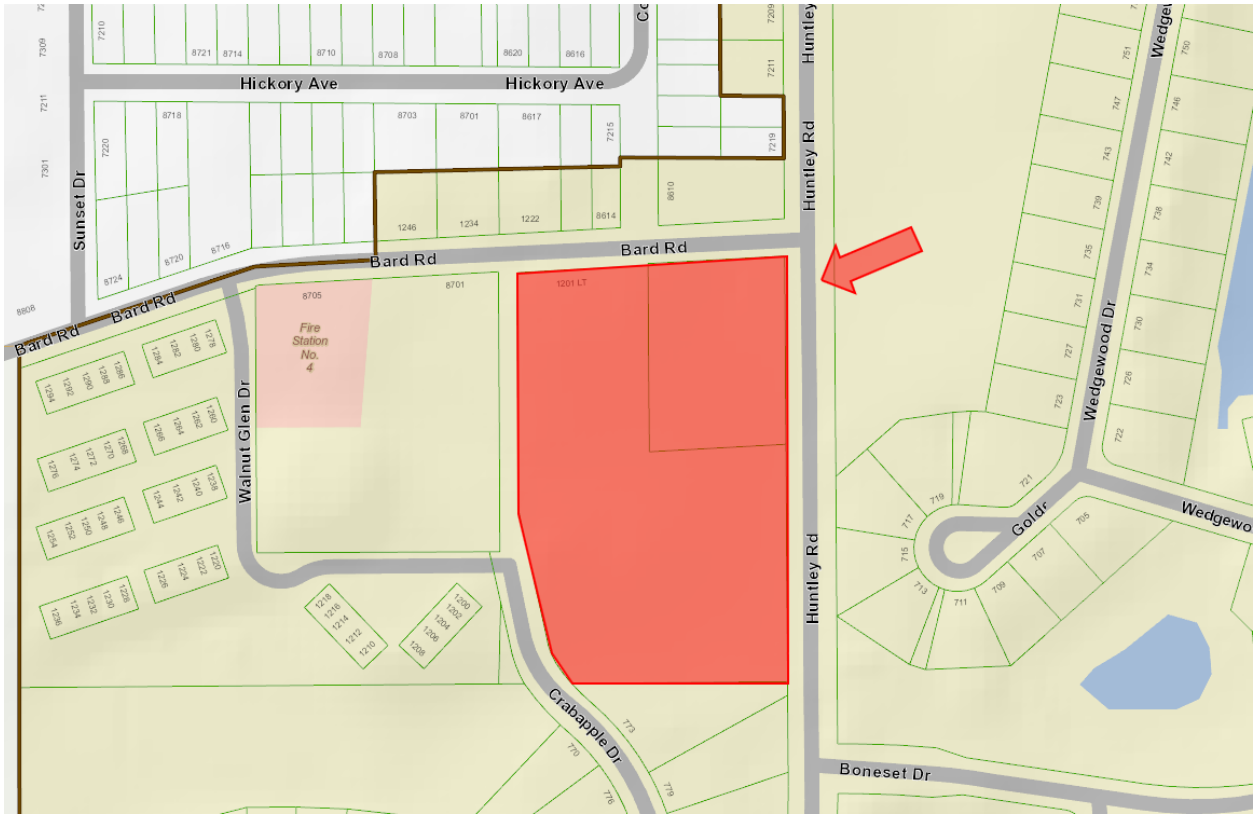
- History: The City's UDO sets expiration time periods for certain approvals. A preliminary or final planned unit development approval is valid for two years, unless extended by the City Council.
- History: Bartley Square was approved in March 2008 for 38 townhome units within six buildings and a 12,000 square-foot retail building.
- Previous Approvals:
 - The petitioner was granted their first one-year extension to March 2011.
 - The City had approved a Comprehensive Extension for all PUD, SUP and Plat applications that extended this approval to May 2014.
 - The petitioner has been granted a one-year extension each year since 2014.

Key Factors:

- Request: A one-year extension of the Bartley Square Final PUD and Final Plat of Subdivision approval to March 2, 2021.
- UDO Standard: The City Council has the authority to grant extensions.

Votes Required to Pass: A simple majority.

2007-116 Bartley Square – SWC Bard and Huntley Roads





Agenda Item No: 15

City Council Agenda Supplement

Meeting Date: February 18, 2020

Item: Ashwood Estates Final Plat of Subdivision Extension

Recommendation: Motion to grant a two-year extension to the Final Plat of Subdivision approval for Ashwood Estates at Huntley Road, south of Oakwood Drive.

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

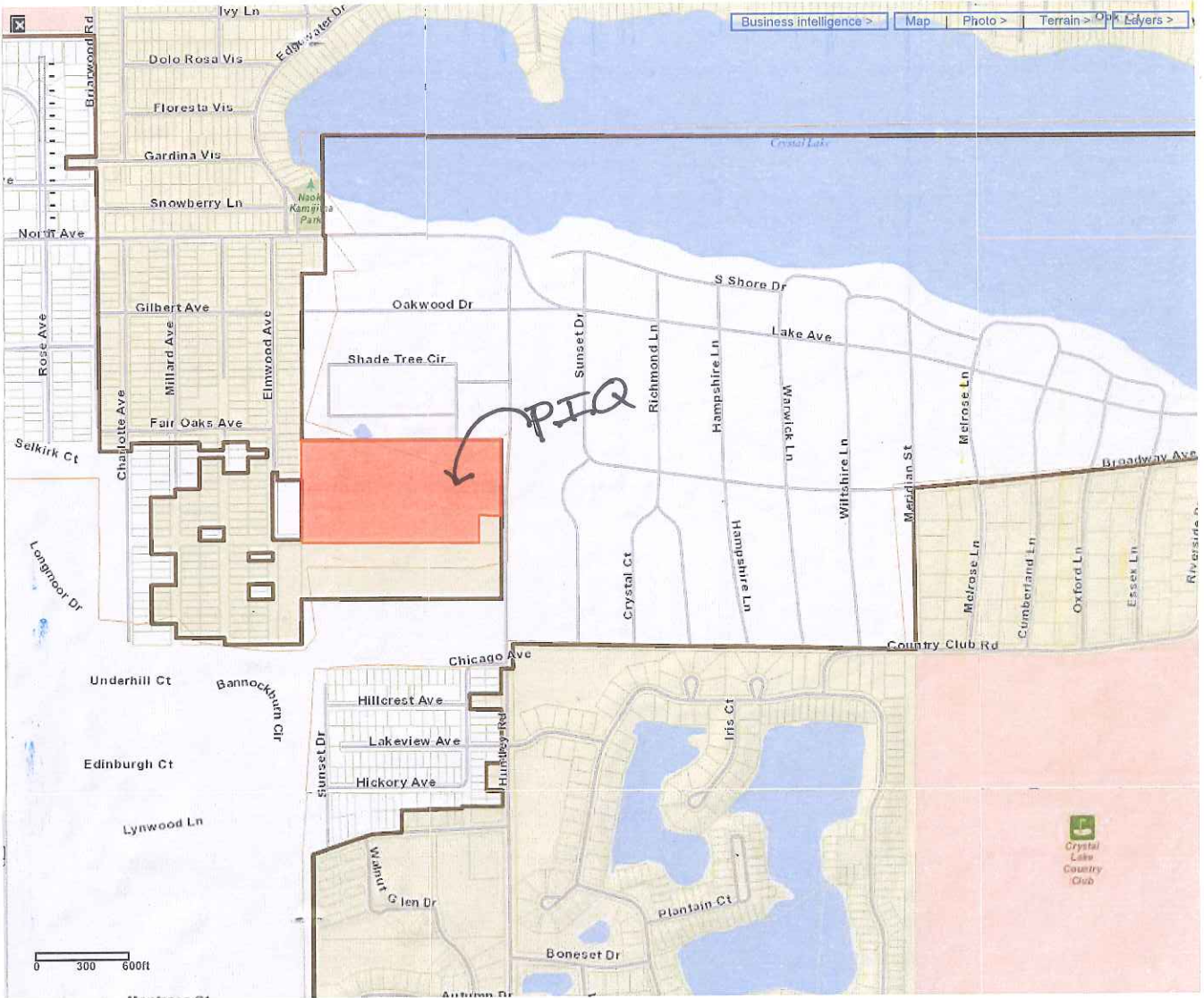
Background:

- The City's UDO sets expiration time periods for certain approvals. A final plat of subdivision is required to be recorded with the McHenry County Recorder's Office within twelve months following City Council approval. If not recorded within this time, the approval shall be null and void and the final plat would have to be resubmitted for approval, unless the approval is extended by the City Council.
- History: Ashwood Estates was approved in March 2007 for a 28 single-family lot subdivision located on the west side of Huntley Road, south of Oakwood Drive.
- Previous Approvals: The City has approved a final plat of subdivision extension request each year following the original approval. In 2018, the City Council granted a 2-year extension.

Key Factors:

- Request: A two-year extension of the Ashwood Estates Final Plat of Subdivision approval to March 1, 2022.
- UDO Standard: There is no limit to how many extensions the City Council may grant for a final plat of subdivision.

Votes Required to Pass: A simple majority.





Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

February 18, 2020

Item:

McHenry Avenue Erosion Repair Project Construction
Contract Award

Staff Recommendation:

1) Motion to award the bid for construction of the McHenry Avenue Erosion Repair Project to the lowest responsive and responsible bidder, Copenhagen Construction, Inc., in the bid amount of \$104,311.00 and adopt a resolution authorizing the City Manager to execute a contract with Copenhagen Construction, Inc., allowing for a 10 percent contingency.

2) Motion to adopt a resolution appropriating \$136,642.10 in Motor Fuel Tax (MFT) funds for the engineering, construction and construction contingency for the McHenry Avenue Erosion Repair project.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works
Abigail Wilgreen, P.E., City Engineer

Project Need

The storm sewer system along McHenry Avenue south of Dartmoor Drive outlets to the east and drains down a steep roadway embankment. The soil in this area is very sandy and has eroded at several locations. Additional storm sewer, concrete work and erosion control materials (rock rip rap) is needed to repair the erosion and prevent it from occurring in the future. The City Council previously retained an engineering consultant to design the repairs, develop the plans, specifications, estimates and bid documents along with processing the required environmental permits for the project in the amount of \$21,900.00

Background

On February 11, 2020, the City opened and publicly read the bids received for the McHenry Avenue Erosion Repair Project. The engineer's estimate is \$172,500. The City received four bids and the results are tabulated below:

<i>Firm</i>	<i>Amount of Bid</i>
Copenhaver Construction, Gilberts, IL ¹	\$104,311.00
Alliance Contractors, Woodstock, IL	\$139,837.60
Landmark Contractors, Huntley, IL	\$147,365.40
Martam Construction, Elgin, IL	\$233,464.00

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

The City has used Copenhaver Construction in the past and is satisfied with their work. Plans and specifications were sent to various contractors and standard motor fuel tax (MFT) bid advertisement procedures were followed. This project is included in the Fiscal Year 2020-2021 budget.

Motor Fuel Tax (MFT) Appropriation

In accordance with State of Illinois requirements for use of MFT funds, a separate resolution is required appropriating (obligating) MFT funds for the engineering and construction.

<i>Item</i>	<i>Amount</i>
Design Engineering	\$21,900.00
Construction	\$104,311.00
Construction Contingency	\$10,431.10
Total	\$136,642.10

Any funds that are appropriated and not spent at the end of the project will be returned to the City's unobligated MFT balance. The City has sufficient reserves in its MFT fund for this expenditure. The project is budgeted in the FY 2020/2021 budget using MFT funds.

Votes Required to Pass:

Simple majority vote on both resolutions.

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 construction contract with Copenhaver Construction, Inc. for the McHenry Avenue Erosion Repair Project in the amount of \$104,311.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 18th day of February, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 18, 2020
APPROVED: February 18, 2020



DRAFT



Resolution Type	Resolution Number	Section Number
	Original	19-00128-00-PV

BE IT RESOLVED, by the Council of the City of Crystal Lake Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract.

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
McHenry Avenue		FAU 0120	Dartmoor Drive	Rakow Road

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of storm sewer, earthwork, erosion control measures

2. That there is hereby appropriated the sum of one hundred thirty six thousand, six hundred forty two and ten cents Dollars (\$136,642.10) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Nick Kachiroubas City Crystal Lake Clerk in and for said City Crystal Lake

of Crystal Lake in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council of Crystal Lake at a meeting held on February 18, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 18 day of February, 2020.

(SEAL)

Clerk Signature _____ Date _____

Approved

Regional Engineer _____ Date _____
Department of Transportation



Agenda Item No: 17

City Council Agenda Supplement

Meeting Date: February 18, 2020

Item: Recreational Cannabis Quadrants Discussion

Recommendation: Discussion only

Staff Contact: Michelle Rentzsch, Director of Community Development

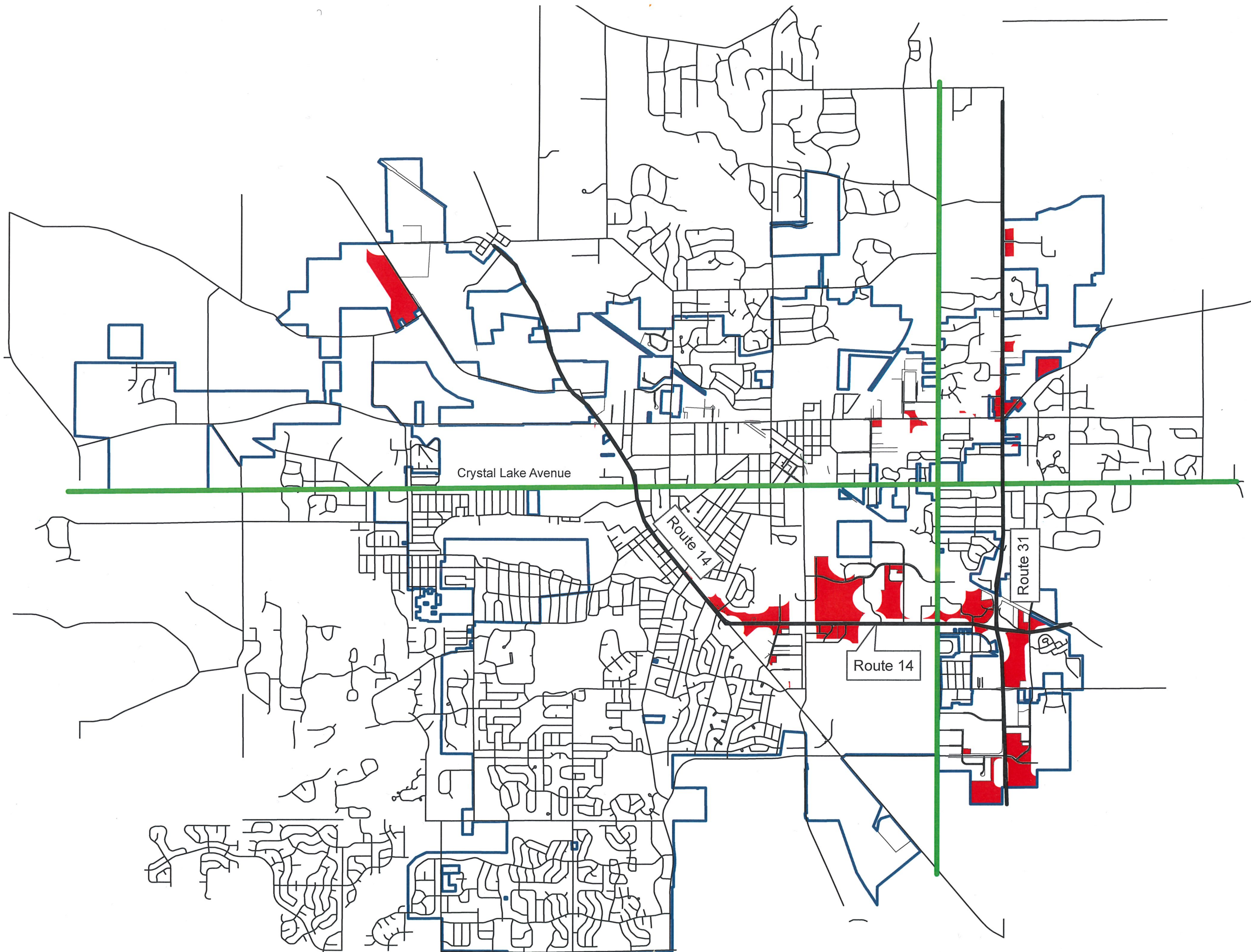
Background:

As a means to better control the location of future Recreational Cannabis Dispensaries, the City can be divided up into quadrants, with the City limiting the number of dispensaries in each quadrant. For example, the City could be divided into four quadrants, and a maximum of one cannabis dispensary allowed in each quadrant. Attached is a map showing the possible quadrant locations, which could be reconfigured however the Council wishes.

The Cannabis Regulation and Tax Act grants municipalities certain zoning authority [410 ILCS 705/55-25(a)], as well as express authority to “enact ordinances ... governing the ... number of cannabis business establishment operations.” [*Id.* at 705/55-25(b).] Because the authority to limit the number of dispensaries is granted under a separate subsection from the grant of zoning authority, the City would be able to impose both general zoning regulations, as well as separate limitations on the number of authorized businesses.

Were the City Council interested in establishing a numeric limit on businesses based on defined quadrants, an ordinance in which the City Council restricts its authority to approve special use permits for cannabis business establishments to one (or such other number) in each of the defined quadrants could be approved. This can be done simply by ordinance of the City Council.

Votes Required to Pass:
Discussion only.



Crystal Lake Avenue

Route 14

Route 14

Route 31