



CITY OF CRYSTAL LAKE

AGENDA

CITY COUNCIL

REGULAR MEETING

City of Crystal Lake

100 West Woodstock Street, Crystal Lake, IL

City Council Chambers

June 2, 2020

7:30 p.m.

NOTICE OF SOCIAL DISTANCING PROCEDURES

Members of the City Council will remotely attend the Regular Meeting via a digital platform. Live audio of the digital meeting will be broadcast in the City Council Chambers and any overflow rooms at City Hall, as well as through the Zoom electronic platform (see below).

City Council Chambers will be open to the public during the Regular Meeting. The Acting Mayor, City Clerk and certain Members of City staff will be physically present in the City Council Chambers. As a public health precaution, social distancing practices will be observed during the meeting. As a result, persons wishing to attend the Regular Meeting at City Hall may be directed to overflow rooms if necessary to ensure social distancing. **THERE WILL ONLY BE LIMITED SPACE AVAILABLE AT CITY HALL, SO PERSONS WHO ARE ABLE TO ATTEND VIA THE ZOOM ELECTRONIC PLATFORM (SEE BELOW) ARE ENCOURAGED TO DO SO.**

Members of the public may address the City Council in accordance with the “Temporary Rules Concerning Public Comment, Participation, and Social Distancing at City Public Meetings” (the “*Temporary Rules*”) which are posted on the City’s website at: <https://www.crystallake.org/Home/ShowDocument?id=18690>

ELECTRONIC ATTENDANCE: Members of the public may hear the audio of the meeting and address the City Council in accordance with the Temporary Rules by utilizing the following call in number and login information through the Zoom electronic platform:

From your computer, laptop, tablet, or smart phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/88444863688?pwd=RUDzdDJESUdIYytIQTRuRzNIM3hvOT09>

Meeting ID: 884 4486 3688

Password: 088812

You can also dial in using your phone (Chicago Metro Area):

1-312-626-6799 US

Meeting ID: 884 4486 3688

The Regular Meeting can also be viewed through the live stream broadcast at:

Comcast: 17 / AT&T: 99

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes – May 19, 2020 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. Acting Mayor's Report**
- 8. City Council Reports**
- 9. Consent Agenda**
- 10. City Code Amendment to Increase the Number of Class 12 Liquor Licenses, Hickory Hall LLC d/b/a Hickory Hall, located at 406 W. Woodstock Street**
- 11. 1560 Carlemont Drive, Kaper Subdivision – Final Plat of Resubdivision to divide the lot into two lots and Variation to allow for a 35.04 foot lot-width variation for Lot 1**
- 12. 5417 Northwest Highway, Raising Cane’s Restaurant – Preliminary and Final Planned Unit Development for a new 3,136 square-foot limited service restaurant and deferral of the requirement to bury the overhead utility lines until an area-wide program is established**
- 13. 6220-6330 Northwest Highway, The Commons Shopping Center – Final Planned Unit Development Amendment to allow changes to the approved elevations and the common sign plan for a façade renovation**
- 14. Bid Award – Public Works Wastewater Fall Protection Project**
- 15. Public Works Sewer Televising Inspection System Purchase and Installation**
- 16. DCEO Fast Track Grant Application for Water Treatment Plant #2 Construction**
- 17. Board and Commission Appointment – Library Board**
- 18. Resolution modifying the 2020 City Council Meeting Time**
- 19. Council Inquiries and Requests**
- 20. 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**
- 21. Reconvene to Regular Session**
- 22. Adjourn**

If Regular 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: 10

**City Council
Agenda Supplement**

Meeting Date: June 2, 2020

Item: City Code Amendment to Increase the Number of Class 12 Liquor Licenses – Applicant: Hickory Hall, LLC d/b/a Hickory Hall, located at 406 W. Woodstock Street.

Staff Recommendation: Motion to adopt an Ordinance increasing the number of Class 12 liquor licenses from the currently permitted 3 licenses to 4 licenses, in order to allow for the issuance of a new Class 12 liquor license to Hickory Hall, LLC d/b/a Hickory Hall, located at 406 W. Woodstock Street.

Staff Contact: Eric T. Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

Background:

406 W. Woodstock Street LLC d/b/a Hickory Hall, recently converted to a new limited liability corporation (LLC), Hickory Hall, LLC. As the current license was issued to 406 W. Woodstock Street, d/b/a Hickory Hall, the liquor license will be surrendered and the number of Class 12 liquor licenses will be reduced automatically from 4 to 3.

As a result of the change in corporate structure, Hickory Hall is requesting the City Council approve a new liquor license to allow the Hickory Hall to continue operations at its current location, 406 W. Woodstock Street, once banquet facilities are allowed to reopen under the Restore Illinois Plan. An additional owner will also be added to the license. There are no other changes to the license.

The applicant has submitted all necessary paperwork and a background check for the new owner is pending.

The City Code authorizes the retail sale of alcoholic liquor for consumption only on the premises specified in the license where sold. The license shall be issued to a special occasion facility organized for the purposes of providing banquets, wedding and other receptions, meetings, parties or other special events upon a contractual engagement. The special occasion facility shall not be open to the general public and shall be limited to the contracting party and his/her invited guests. No Class 12 License shall be issued until the Local Liquor Control Commission and the Mayor and City Council have established the hours for operation of the Class 12 License. No

Class 12 License shall be open for business except during the hours established by this chapter, provided, however, that the Mayor and City Council may in their discretion extend said hours upon request.

Hickory Hall hours are not changing. The approved hours are:

- Sunday through Thursday: 11:00 a.m. to 11:00 p.m.
- Friday and Saturday: 11:00 a.m. to 1:00 a.m. the following day

The annual fee for such license shall be \$750.00.

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

- Pending results of the background check for new owner.

There are currently three establishments holding Class 12 liquor licenses.

<u>Name</u>	<u>Address</u>
El Agave Banquets	22 Crystal Lake Plaza
D'Andrea Banquets	4419 Northwest Highway
Main Beach	300 Lake Shore Drive

The attached Ordinance approves an increase in the number of Class 12 liquor licenses in order to allow the owner Hickory Hall, LLC d/b/a Hickory Hall to continue operations at its current location, 406 W. Woodstock Street. This Ordinance is expressly made subject to the voluntary surrender of the existing liquor license by the current license holder.

Votes Required to Pass:

Simple majority

DRAFT

Ord. No.
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 12 License shall be increased from 3 to 4.

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

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

DATED at Crystal Lake, Illinois, this 2nd day of June, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST

CITY CLERK

PASSED: June 2, 2020
APPROVED: June 2, 2020



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

June 2, 2020

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Requests:

1. Final Plat of Resubdivision to divide the lot into two lots.
2. Variation from Article 3 from the required 100-foot lot width for Lot 1 allowing 64.96 feet, a variation of 35.04 feet.

Petitioner:

Mark Saladin, attorney
Mandeep Sandhu, petitioner
1560 Carlemont Drive

PZC Recommendation:

To approve the PZC recommendation and adopt an Ordinance granting the final plat of resubdivision and variation for the lot width for 1560 Carlemont Lots 1 and 2.

Staff Contact:

Michelle Rentsch, Director of Community Development
Elizabeth Maxwell, City Planner

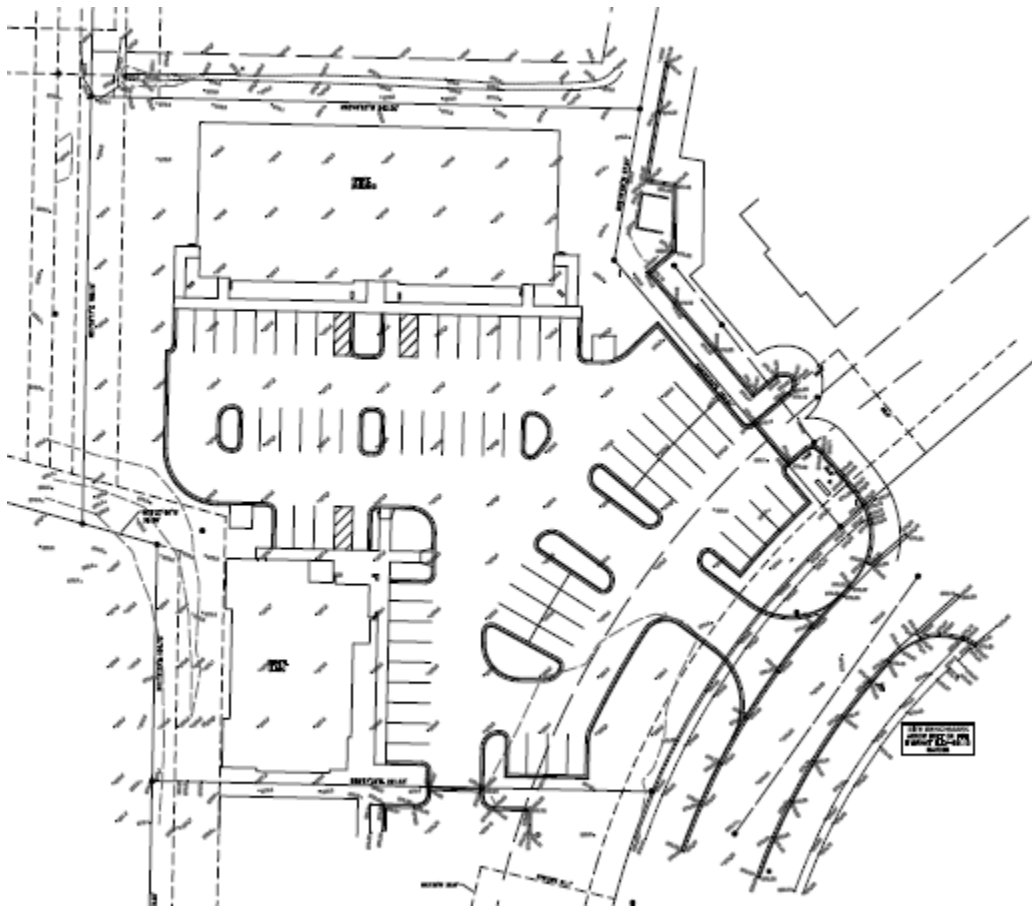
Background:

- This will be the second subdivision of this property.
 - The lot was one large lot and was subdivided into two lot on May 18, 2010 in order to build the Randall Road Animal Hospital.
 - The lot was again subdivided into two lots on May 19, 2015, which allowed for the construction of the Dentist Office and this vacant office pad.
- The owner intends to sell the vacant office pad portion so the lot needs to be divided to allow for the sale. A new owner can come in and construct an office building based on the approved planned unit development. The approved plans are illustrated below.
- Lot 1 requires a variation from the minimum 100-foot lot width to allow 64.96 feet.

Key Factors:

- Request: The petitioner is requesting a final plat of resubdivision to divide an existing lot into two lots.

The petitioner needs a variation from the minimum lot width standard for Lot 1 due to the shape of the lot along the curve of the road. All other lot standards are met.



3D COMPUTER MODEL



PZC Highlights:

The following discussion took place during the Planning and Zoning Commission hearing:

- The PZC hoped the subdivision would spur development of the lot. They were supportive of the subdivision and the variation.
- The PZC found that the petition met the Findings of Facts.

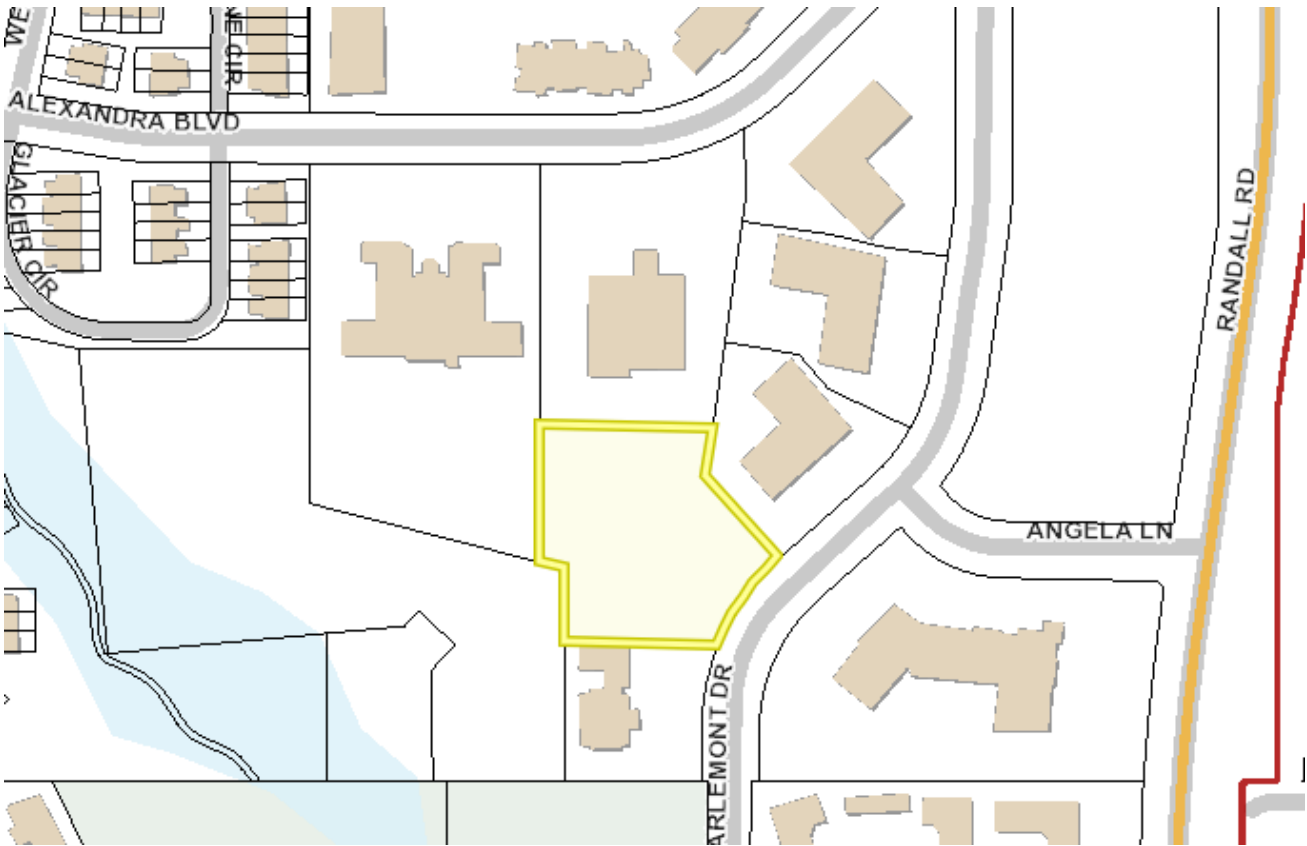
The Planning and Zoning Commission recommended **approval (5-0)** of the petitioner’s request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Sandhupreet Property Inc., received 04/20/20)
 - B. Plat of Subdivision (Vanderstappen Surveying, dated 11/04/19, received 04/20/20)
2. Ordinance # 7130, approving the planned unit development, remains in effect, as applicable.
3. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass:

A simple majority vote

PLN-2020-00050 KAPER BUSINESS PARK – MINOR SUBDIVISION, VARIATION



DRAFT

Ord. No. _____
File No. 440



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A FINAL PLAT OF
RESUBDIVISION AND VARIATION
AT 1560 CARLEMONT DRIVE**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2020-50) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Final Plat of Resubdivision and Variation to allow the creation of two lots with a variation from the required lot width for Lot 1 for the property located at 1560 Carlemont Drive; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 1, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 20, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment; and

WHEREAS, on May 20, 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 Plat of Resubdivision and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-50, dated as of May 21, 2020; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Final Plat of Resubdivision and Variation 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 Final Plat of Resubdivision and Variation to allow the creation of two lots with a variation from the required lot width for Lot 1 for the property commonly known as 1560 Carlemont Drive (19-18-476-013), Crystal Lake, Illinois.

Section II: Said Final Plat of Resubdivision and Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Sandhupreet Property Inc., received 04/20/20)
 - B. Plat of Subdivision (Vanderstappen Surveying, dated 11/04/19, received 04/20/20)
2. Ordinance # 7130, approving the planned unit development, remains in effect, as applicable.
3. The petitioner shall address all of the review comments and requirements of Community Development Department.

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 Final Plat of Resubdivision 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 June, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 2, 2020

Approved: June 2, 2020



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: June 2, 2020

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests:

1. Preliminary and Final Planned Unit Development for a new 3,316 square-foot limited service restaurant, and
2. Deferral of the requirement to bury the overhead utility lines until an area-wide program is established.

Petitioner: LuAron Foster, Raising Cane's
Jeff Pountney, Architect
5417 Northwest Highway

PZC Recommendation: Motion to approve the PZC recommendation and adopt an Ordinance granting the Final Planned Unit Development and deferral of the requirement to bury the overhead utility lines for the Raising Canes at 5417 Northwest Highway.

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

Background

- The site is a vacant parking lot and was part of the former Pauly Toyota site.
- Raising Canes is proposing a new fast food restaurant on this site. They have modeled the elevations after the Schaumburg store and are using brick and stone. The high quality architecture will make a positive improvement in this section of the Route 14 corridor.
- The property is within the Three Oaks Recreation Area Planned Unit Development overlay district. It is the intent of the Three Oaks PUD Overlay District to promote orderly and high-quality development that is compatible with the character and use of Three Oaks, consistent with and complementary of the area's recreational uses and amenities and supportive of a strong and stable tax base
- The site features a double drive-through lane and bypass lane. Landscaping is located around the perimeter of the site and along the building.
- The traffic study has been submitted to IDOT and final comments were received. The petitioner has been working with IDOT on submitting a revised plan to meet their conditions.

Request

The petitioner originally had several variations associated with their PUD request. The Planning and Zoning Commission was not in favor of the variations and amended the conditions to reflect that. The original request included these variations.

- Article 4-800 D 3.a.(i).II Exterior Lighting. To allow exterior lighting to illuminate entire portions of the building through the proposed cove lighting,
- Article 4-1000 Signs. Window signs are to be non-illuminated; they have proposed a 5 square foot illuminated “Chicken Fingers” sign. This is a variation to allow the sign to be illuminated, and
- Article 4-1000 Signs. Freestanding buildings are permitted a total of 150 square feet of signage. Raising Canes is proposing 279.57 square feet. This is a variation of 129.57 square feet. **The petitioners agreed during the meeting to reduce the signage to meet the ordinance requirement of 150 square feet.**

PZC Highlights

- The PZC was not in favor of the cove lighting. They stated they have been consistent in their approvals and tried to stick closely with the ordinance and not allow any exterior lighting, which does not comply with the ordinance.
- The PZC noted the amount of signage and requested that Raising Canes meet the ordinance. Raising Canes was amenable to removing the flags on the top and working to reduce the overall signage to meet the 150 square feet.
- Commission Member Esposito voted no as he thought the building should face Three Oaks Recreation Area and have the outdoor seating in the back.
- The Commission noted that the **amended** request met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (4-1)** of the petitioner’s requests.

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Raising Canes, received 07/03/19)
 - B. Plan Set (ADA Architects, dated 03/06/20, received 03/06/20)
 - C. Architecture (ADA Architects, dated 07/08/20, received 03/10/20)
 - D. Elevations (ADA Architects, undated , received 03/06/20)
 - E. Signage (AGI ,dated 02/25/20, received 04/25/20)
 - F. Stormwater Report (Kimley-Horn and Assoc., dated 03/06/20, received 03/06/20)
 - G. Traffic Study (Gewalt Hamilton, dated 06/11/19, updated 03/13/20, received 03/13/20)
2. Site Plan
 - A. All municipal utilities are required to be in a Municipal Utility Easement (MUE). A Plat of Easement is required to be provided to the City.
 - B. Provide a sidewalk along the frontage of the lot.
3. Landscape Plan
 - A. Add a tree and 5 shrubs to the landscape end island just to the east of the monument sign.
 - B. Add some landscape shrubs along the curve of the drive-through to screen any headlights exiting the drive-through to Route 14.

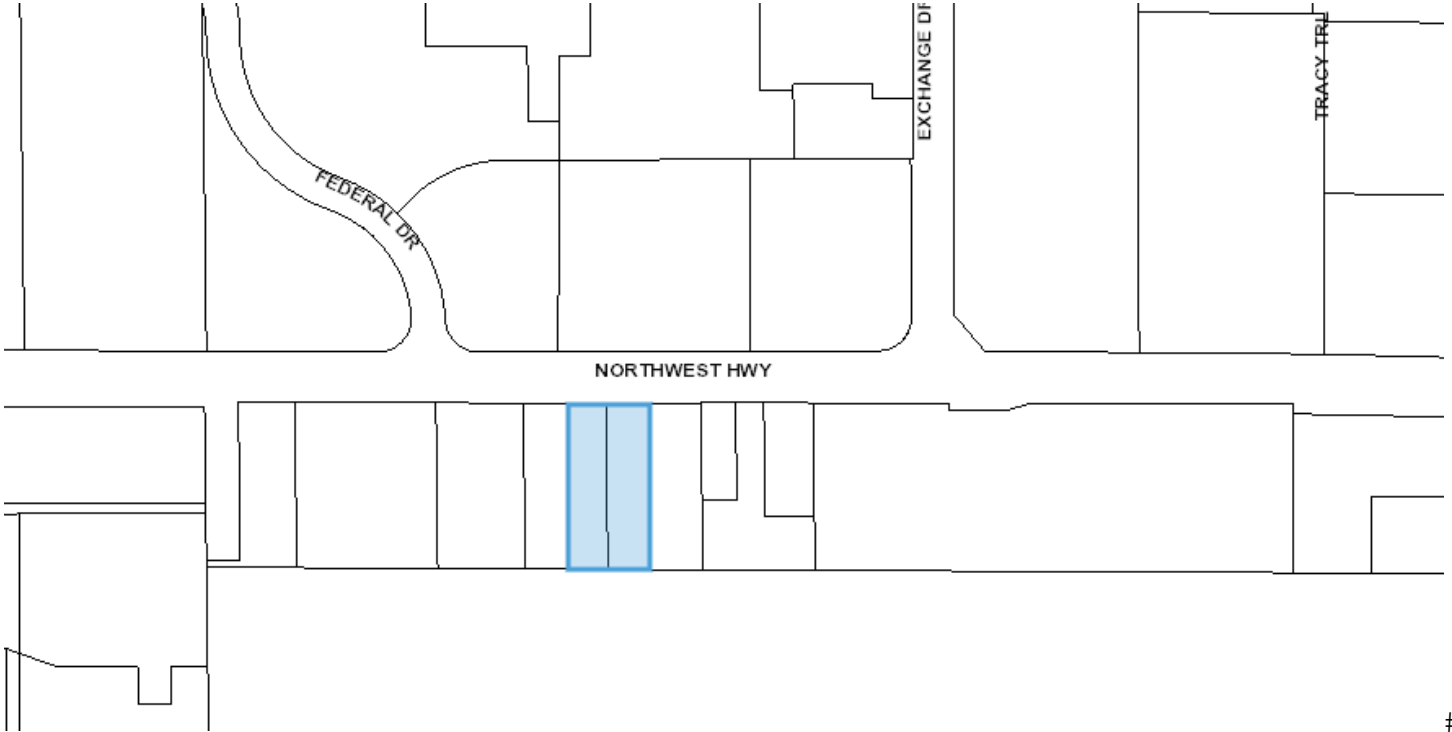
4. Elevations
 - A. Remove all cove lighting or illuminated banding around the building.
 - B. Eliminate all flags mounted on the parapets.
5. The brick base of the sign shall match the EWF-4 Alamo with Sack Rub.
6. Raising Canes shall participate with the City during the construction of the boardwalk and related amenities like benches, gazebos, etc. along their property.
7. 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 and the final approved Traffic Study.
8. **Signage shall be amended to meet the Unified Development Ordinance.** (Added by the PZC)
9. **The petitioner shall work with staff to review and mitigate the safety risk with the crosswalk and creating a solution that is the safest way to accomplish that.** (Added by the PZC)

Votes Required to Pass:

A simple majority vote

PLN-2019-00113 RAISING CANE'S RESTAURANT – 5417 NORTHWEST HWY

#



#



#

#

#

DRAFT

Ord. No. ____
File No. ____



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING A PRELIMINARY AND FINAL PLANNED
UNIT DEVELOPMENT AND A DEFERRAL
TO BURY THE OVERHEAD UTILITY LINES
AT 5417 NORTHWEST HIGHWAY**

WHEREAS, pursuant to the terms of a Petition (File #PLN-2019-113) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Preliminary and Final Planned Unit Development for a new 3,316 square-foot limited service restaurant and a deferral from the requirement to bury the overhead utility lines to construct a Raising Canes at 5417 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 5, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 20, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment; and

WHEREAS, on May 20, 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 Preliminary and Final Planned Unit Development with Variation and a Deferral from the requirement to bury the overhead utility lines be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2019-113, dated as of May 21, 2020; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Preliminary and Final Planned Unit Development and a Deferral from the requirement to bury the overhead utility lines be buried 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 Preliminary and Final Planned Unit Development and a Deferral from the requirement to bury the overhead utility lines be issued to allow the construction of a Raising Canes limited service restaurant at the property commonly known as 5417 Northwest Highway (19-09-201-001), Crystal Lake, Illinois.

Section II: Said Preliminary and Final Planned Unit Development and Deferral from the requirement to bury the overhead utility lines is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Raising Canes, received 07/03/19)
 - B. Plan Set (ADA Architects, dated 03/06/20, received 03/06/20)
 - C. Architecture (ADA Architects, dated 07/08/20, received 03/10/20)
 - D. Elevations (ADA Architects, undated , received 03/06/20)
 - E. Signage (AGI ,dated 02/25/20, received 04/25/20)
 - F. Stormwater Report (Kimley-Horn and Assoc., dated 03/06/20, received 03/06/20)
 - G. Traffic Study (Gewalt Hamilton, dated 06/11/19, updated 03/13/20, received 03/13/20)
2. Site Plan
 - A. All municipal utilities are required to be in a Municipal Utility Easement (MUE). A Plat of Easement is required to be provided to the City.
 - B. Provide a sidewalk along the frontage of the lot.
3. Landscape Plan
 - A. Add a tree and 5 shrubs to the landscape end island just to the east of the monument sign.
 - B. Add some landscape shrubs along the curve of the drive-through to screen any headlights exiting the drive-through to Route 14.
4. Elevations
 - A. Remove all cove lighting or illuminated banding around the building.
 - B. Eliminate all flags mounted on the parapets.
5. The brick base of the sign shall match the EWF-4 Alamo with Sack Rub.
6. Raising Canes shall participate with the City during the construction of the boardwalk and related amenities like benches, gazebos, etc. along their property.
7. 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 and the final approved Traffic Study.
8. Signage shall be amended to meet the Unified Development Ordinance.

Ord. No. ____
File No. ____

9. The petitioner shall work with staff to review and mitigate the safety risk with the crosswalk and creating a solution that is the safest way to accomplish that.

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 Preliminary and Final Planned Unit Development and a Deferral from the requirement to bury the overhead utility lines 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 June, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 2, 2020

Approved: June 2, 2020



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

June 2, 2020

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

Request:

Final Planned Unit Development Amendment to allow changes to the approved elevations and the common sign plan for a façade renovation.

Petitioner:

Jeff Slavish, Brixmor Property Group
6220-6330 Northwest Highway (The Commons Shopping Center)

PZC Recommendation:

To approve the PZC recommendation for a Final Planned Unit Development Amendment to allow changes to the approved elevations and the common sign plan at 6220-6330 Northwest Highway.

Staff Contact:

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

Background:

- Existing Use: The Commons Shopping Center is anchored by Jewel Osco, Hobby Lobby and Burlington.
- Previous Approvals: In 1986, the Final Planned Unit Development (PUD) for The Commons Shopping Center was approved. A component of the approval were elevations and a common sign plan.

Request:

- The petitioner is requesting a Final PUD Amendment to allow for changes to the approved elevations and the common sign plan to allow for a façade renovation of the western building and outlot building and sign changes.
- The proposed architecture simulates individual storefronts and breaks up the expansive existing facade.
- The existing common sign plan is more restrictive than the current UDO standards for wall signage. The proposed changes are listed in the following chart.

	UDO Standard	Existing Common Sign Plan	Proposed Common Sign Plan
Wall Sign Quantity	(1) per in-line tenant & (2) per corner tenant	(1) per tenant	(1) per in-line tenant & (2) per corner tenant
Wall Sign Length	70% of the width of the tenant frontage	70% of the width of the tenant frontage	75% of the width of the tenant frontage
Wall Sign Letter Height	No restriction	24” for letters, 36” for logo/symbol	36” for letters, 42” for logo/symbol
Wall Sign Letter Height – Anchor Tenant (over 10,000 sq. ft. units)	No restriction	No bonus	52” for letters, 60” for logo/symbol

PZC Highlights:

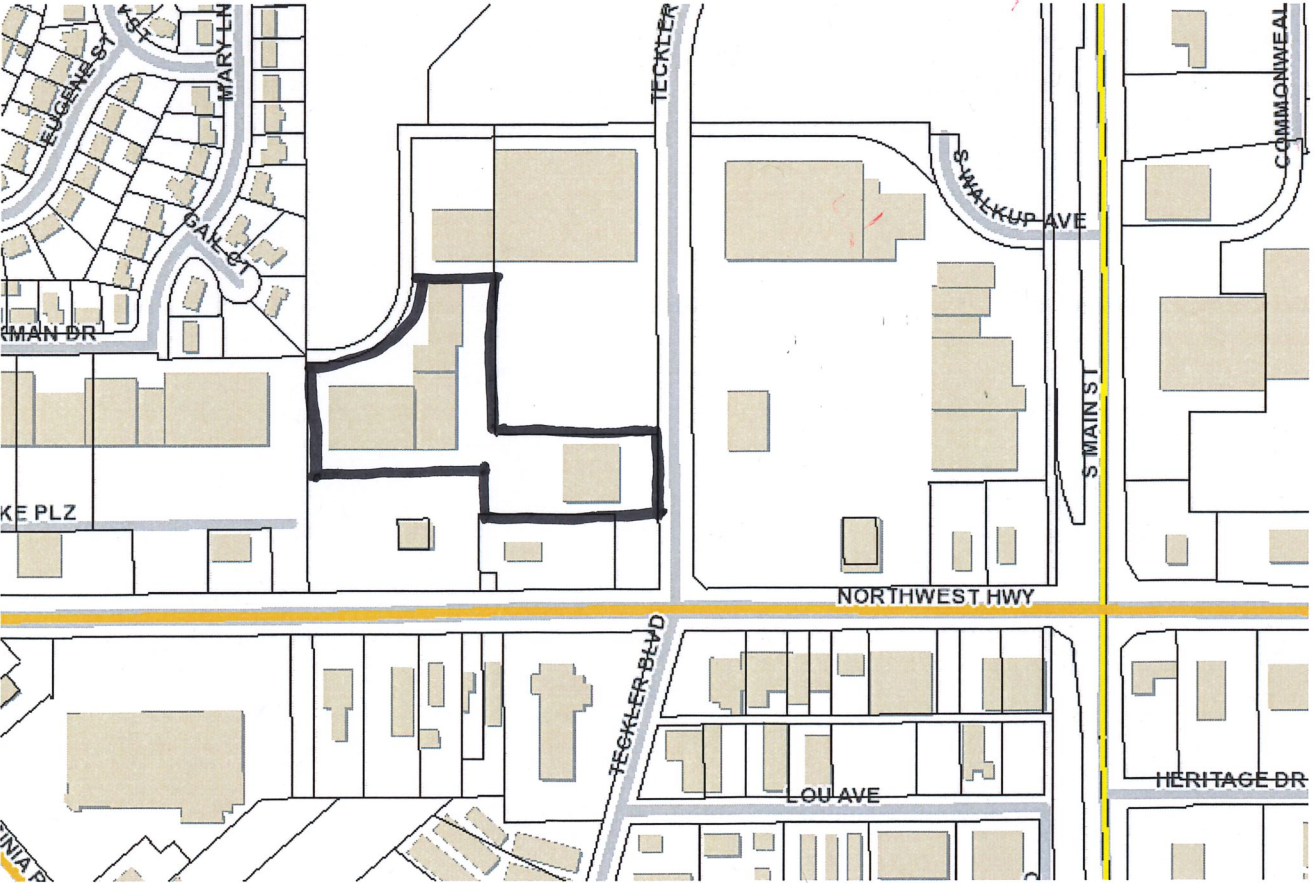
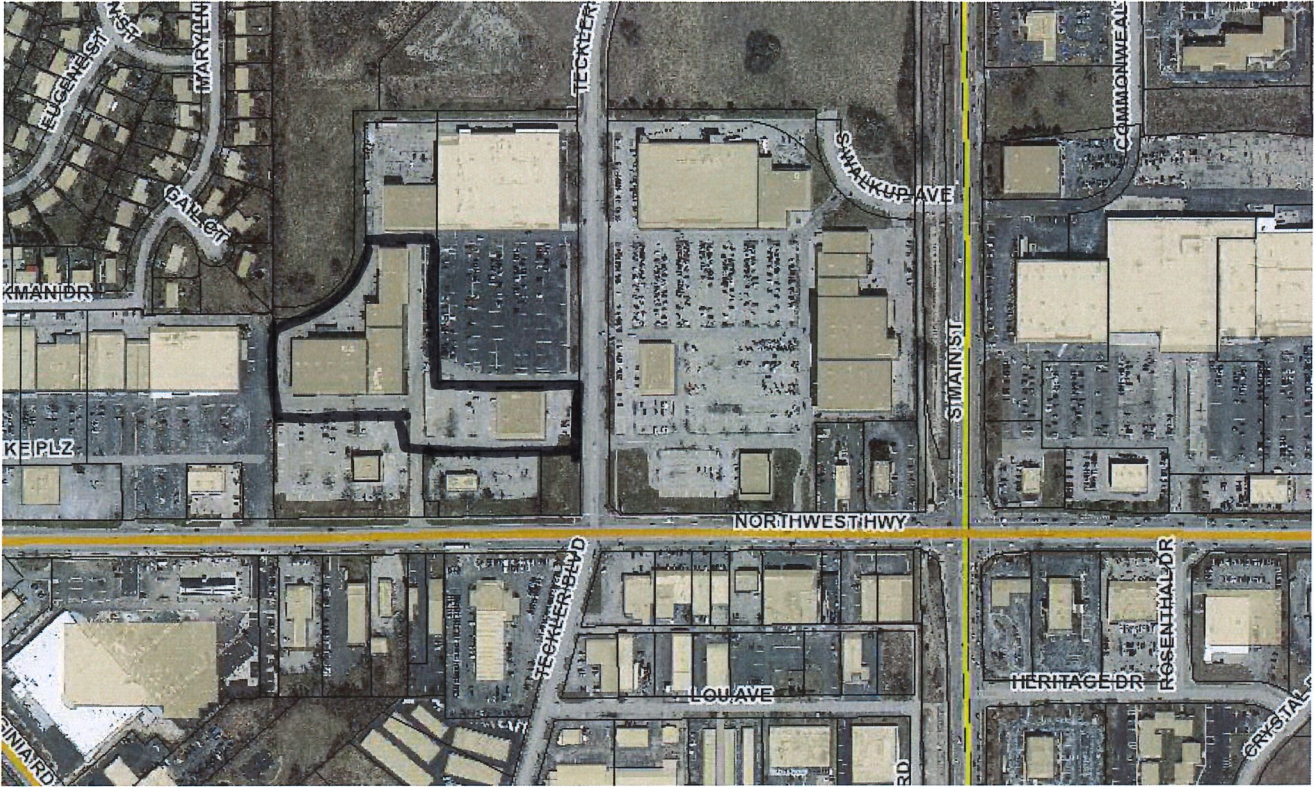
- The petitioner agreed with the recommended conditions of approval.
- The PZC thanked the petitioner for investing in the shopping center. The proposed improvements beautify the center.
- The PZC stated that the Findings of Fact had been met.

The PZC recommended **approval (5-0)** of the petitioner’s request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (DDCA Architects, dated 02/25/2020, received 04/23/2020).
 - B. Colored Elevations (DDCA Architects, dated 02/25/2020, received 04/23/2020).
 - C. Elevations (DDCA Architects, dated 04/27/2020, received 04/28/2020).
 - D. Material Sample ((DDCA Architects, dated 05/13/2020, received 05/13/2020).
 - E. Common Sign Plan (Brixmor, dated 05/06/2020, received 05/11/2020).
2. Work with City staff to select a color for the metal awnings that would complement the proposed color scheme.
3. The UDO standard for the size of the wall signs must be met.
4. The conditions of the previous PUD Amendments and original PUD Ordinance (#2706 file 86-08, #2883 file 87-23, #3274 file 90-06, #5028 file 97-28, #5148 file 98-31, #5112, file 98-59, #5113 file 99-03, #5147 file 99-15, #5459 01-52 and #6433 08-76) are still valid, unless amended by this approval.
5. The petitioner shall comply with all of the requirements of the Community Development Department.

Votes Required to Pass: A simple majority.

PLN-2020-00052 CRYSTAL LAKE COMMONS SC – FINAL PUD AMENDMENT



DRAFT

Ord. No.
File No.



The City of Crystal Lake Illinois

**AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PLANNED UNIT DEVELOPMENT FOR THE COMMONS SHOPPING
CENTER**

WHEREAS, pursuant to the terms of the Petition (File #PLN-2020-00052) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for The Commons Shopping Center to allow for changes to the approved elevations and common sign plan for a façade renovation at 6220-6330 Northwest Highway; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on May 5, 2020 in the Northwest Herald, held a public hearing at 7:30 p.m., on May 20, 2020 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Amendment to the Final Planned Unit Development; and

WHEREAS, on May 20, 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 Amendment to the Final Planned Unit Development be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #PLN-2020-00052, dated as of May 21, 2020; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted as requested in said Petition,

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 Amendment to the Final Planned Unit Development be granted to permit the changes to the approved elevations and common sign plan for a façade renovation at 6220-6330 Northwest Highway (19-05-477-004, 19-05-477-003, 19-05-476-025, 19-05-476-019 and 19-05-476-021), Crystal Lake, Illinois.

SECTION II: That the Amendment to the Final Planned Unit Development be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (DDCA Architects, dated 02/25/2020, received 04/23/2020).
 - B. Colored Elevations (DDCA Architects, dated 02/25/2020, received 04/23/2020).
 - C. Elevations (DDCA Architects, dated 04/27/2020, received 04/28/2020).
 - D. Material Sample ((DDCA Architects, dated 05/13/2020, received 05/13/2020).
 - E. Common Sign Plan (Brixmor, dated 05/06/2020, received 05/11/2020).
2. Work with city staff to select a color for the metal awnings that would complement the proposed color scheme.
3. The UDO standard for the size of the wall signs must be met.
4. The conditions of the previous PUD Amendments and original PUD Ordinance (#2706 file 86-08, #2883 file 87-23, #3274 file 90-06, #5028 file 97-28, #5148 file 98-31, #5112, file 98-59, #5113 file 99-03, #5147 file 99-15, #5459 01-52 and #6433 08-76) are still valid, unless amended by this approval.
5. The petitioner shall comply with all of the requirements of the Community Development Department.

SECTION III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Planned Unit Development Amendment in accordance with the provisions of this Ordinance, as provided by law.

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

Ord. No.
File No.

DATED at Crystal Lake, Illinois, this 2nd day of June, 2020.

City of Crystal Lake, an
Illinois municipal corporation

Haig Haleblian, Acting Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

Passed: June 2, 2020

Approved: June 2, 2020



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: June 2, 2020

Item: Public Works - Wastewater Fall Protection Project

Staff Recommendation: Motion to award the bid for the Public Works Wastewater Fall Protection Project to the lowest responsive, responsible bidder, Tractel Ltd. in the amount of \$93,600.00. Adopt a Resolution authorizing the City Manager to execute a contract with Tractel Ltd. in the bid amount, execute warranted change orders for up to 10% of the contract amount, and execute warranted contract completion date change orders.

Staff Contact: Michael Magnuson, P.E., Director of Public Works

Background:

On March 10, 2020, the City of Crystal Lake publicly opened and read aloud the bids received for the Wastewater Division Facilities Roof Fall Protection Equipment Project.

The following table includes bid pricing for the project:

Bidder	Base Bid	Alternate Bid	Total
√Tractel Ltd. Ontario, Canada	\$90,100.00	\$3,500.00	\$93,600.00
SESCO LLC Manitowoc, WI	\$97,354.90	n/a	\$97,354.90
G.E. Riddiford Company, Inc Arlington Heights, IL	\$98,000.00	n/a	\$98,000.00
Lighthouse Safety Brookfield, WI	\$144,340.00	n/a	\$144,340.00

√Indicates the lowest responsive and responsible bidder

Project Need:

After a safety assessment was completed by an outside consultant, the following Wastewater Division facilities require fall protection equipment to meet OSHA regulations:

- Wastewater Treatment Plant #2 – Sand Filter Building
- Wastewater Treatment Plant #2 – Blower/Generator Building
- Wastewater Treatment Plant #2 – Primary Pumping/Grit/Electric Room Building
- Wastewater Treatment Plant #2 – Control Building
- Wastewater Treatment Plant #3 – Control Building
- Wastewater Treatment Plant #3 – Sand Filter Building

Public Works staff requested bidders to provide roof fall protection equipment at Wastewater Treatment Plants #2 and #3, train City staff on equipment, and certify the installation upon completion to confirm OSHA fall protection requirements are met. The fall protection equipment will ensure City staff and contractors are safe while performing work and maintenance on a roof.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Tractel Ltd. has submitted the lowest responsive and responsible bid per the specifications. Tractel Ltd. provided satisfactory references as well. Therefore, it is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Tractel Ltd. for the Wastewater Division Roof Fall Protection Project.

The FY21 budget for this project is \$100,000.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Tractel Ltd. for the Wastewater Division Roof Fall Protection Project in the amount of \$93,600.00, and;

BE IT FURTHER RESOLVED that the City Manager is authorized to execute change orders for up to 10% of the contract amount and to approve necessary completion date change orders relating to the contract.

DATED this 2nd day of June, 2020

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 2, 2020
APPROVED: June 2, 2020



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date:

June 2, 2020

Item:

Public Works Sewer Televising Inspection System
Purchase and Installation

Staff Recommendation:

Adopt a Resolution authorizing the City Manager to execute a contract with EJ Equipment for the purchase and installation of a CUES TV Sewer Inspection System through the Houston-Galveston Area Council (HGACBuy) Cooperative Purchase Program in the amount of \$100,950.00 and to execute warranted change orders for up to 10% of the contract amount and execute warranted contract completion date change orders.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works

Background:

The Houston-Galveston Area Council (HGACBuy) is a government-managed, public, national, municipal contracting agency that facilitates the bidding and contracting process on behalf of its members. Most states in the United States have either “inter-local cooperation” or “joint powers” authority similar to the Illinois Intergovernmental Cooperation Act to allow local governments in those states to join and participate in programs like HGACBuy. In 1971, the Texas Legislature passed the Inter-local Cooperation Act [Texas Government Code, Title 7, Chapter 791] to promote activities among local governments. Any local government or non-profit providing government services may contract or agree with one or more local governments under the terms of this Act to conduct purchasing and other administrative functions. The Board of Directors of HGACBuy is composed of elected officials who award all HGAC cooperative purchasing contracts. Because HGACBuy is a political subdivision of the State of Texas, its Board agendas are publicly posted in advance of its public meetings.

The City’s financial policies identifies HGACBuy contracts as an approved procurement method. The HGACBuy contract price is \$99,200.00 (see attached). The manufacturer of the equipment is CUES and will be purchased through EJ Equipment. The van for this equipment was previously ordered during Fiscal Year 19/20 as part of the City lease program. The van will be transported to and from EJ Equipment’s facility as part of the project so the equipment can be properly installed in the cargo area of the van. EJ Equipment will transport the van to and from the installation facility for \$1,750.00. Therefore the total cost of the project is \$100,950.

To make sure the HGACBuy price is competitive and advantageous, staff contacted another equipment provider, Standard Equipment, the vendor our existing equipment was purchased from.

Standard Equipment provided a quote of \$134,255.00, which is much higher than the quote from EJ Equipment through HGACBUY.

Project Need:

Staff uses this equipment for routine maintenance and emergencies to inspect the condition of underground sanitary sewer and storm sewers to ensure they are free of obstructions, properly cleaned, and inspected after sewer work. The camera system is also used to diagnose sewer problems and to identify sewer main deterioration and prioritize repairs. This television inspection system is a critical tool utilized on a regular basis by Public Work's Water and Sewer Division.

The City's existing sewer camera system is at the end of useful life and is experiencing increasingly frequent breakdowns and costly repairs. This existing equipment is mounted in the bed of a pickup truck and requires the City employee to stand in the roadway behind the truck operating the camera. The existing system cannot be used in inclement weather.

The new inspection system will be installed inside a van, allowing our employees to operate the equipment in a safer manner and allow televising during inclement weather.

Recommendations:

City staff contacted contractors that use CUES TV Inspection Systems on a daily basis, and the references on this equipment were positive. Through the Cooperative Purchase Program, it is staff's recommendation to purchase the CUES TV Inspection System through the Houston-Galveston Area Council (HGACBuy) with EJ Equipment in the amount of \$100,950 with a 10% contingency.

This project is included in the Fiscal Year 2020/2021 capital budget (\$100,000). The remaining \$950 will be funded through the Water and Sewer Division's operating budget.

Votes Required to Pass:

Simple Majority

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a contract with EJ Equipment for the purchase and installation of a CUES TV Inspection System through the Houston-Galveston Area Council (HGACBuy) Cooperative Purchase Program, in the amount of \$100,950, and;

BE IT FURTHER RESOLVED that the City Manager is authorized to execute warranted change orders for up to 10% of the contract amount and to approve necessary completion date change orders relating to the contract.

DATED this 2nd day of June, 2020.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 2, 2020
APPROVED: June 2, 2020



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

June 2, 2020

Item:

Department of Commerce and Economic Opportunity (DCEO) Fast Track Grant Application for Water Treatment Plant #2 Construction

Staff Recommendation:

Motion to adopt a Resolution authorizing the Acting Mayor to sign the DCEO Fast Track grant application requesting \$5,000,000 for the construction of Water Treatment Plant #2.

Staff Contact:

Michael Magnuson, P.E., Director of Public Works

Background

On March 6, 2018, the City Council approved Baxter & Woodman to complete the design and construction engineering services for a new Water Treatment Plant #2 (WTP #2). Baxter & Woodman have completed the plans and specifications for construction of the new WTP#2. The construction bid packet will be ready for public advertisement soon. The City has applied for and is awaiting approval of an Illinois Environmental Protection Agency (IEPA) low interest loan.

The existing WTP #2 facility was constructed in 1963 and is 57 years old. The reconstructed water treatment plant is one of several major improvements required to ensure the City can provide safe and reliable drinking water that meets current and future regulatory requirements.

The construction of the new WTP#2 project is included in the Fiscal Year 2020-2021 and 2021-2022 Budgets. The total budget amount for the next two years is \$7,405,957. Funding for this project was based on securing a loan from the Illinois Environmental Protection Agency that would fund up to one hundred percent of the cost.

Discussion:

As part of the 2020 Rebuild Illinois program, the Illinois Department of Commerce and Economic Opportunity (DCEO) announced on May 12, 2020 that it was accepting applications for its Fast Track Infrastructure grant program. The goal of this program is to stimulate the economy in wake of the economic emergency created by the COVID-19 pandemic. This grant will award up to \$5,000,000 to projects that are ready for construction. The deadline for the grant application is

June 15, 2020, and the award for this grant funding will be based on qualifications and first come, first serve basis. The City has determined that the WTP #2 project would be a good candidate for this grant as the engineering and bidding documents are complete.

The City is requesting the maximum grant amount of \$5,000,000 from DCEO for the WTP#2 improvements. If the City is approved for this grant, the City must be able to pay the remaining balance of the project and award a contract within 90 days. The City may not receive the official notification of the IEPA Loan commitment until after the grant application deadline. The City anticipates receiving the IEPA loan. In the event the City does not receive an IEPA loan, but receives the \$5,000,000 DCEO grant, the City will have to fund the remaining \$2,405,957. The City would provide these funds from current 2019 bond proceed funds and delay a water and sewer capital project for a short period of time (McCormick water main improvements). A DCEO grant is not a loan and is therefore financially beneficial to the City as it would not have to be repaid.

Recommendation:

In order to submit the grant application, approval is needed by the Acting Mayor along with a commitment to fund any shortfalls in the project budget (\$2,405,957 for this project). Staff is recommending that the City proceed with the application and pass the attached Resolution authorizing the Acting Mayor to sign the application package.

Votes Required to Pass:

Simple majority.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Acting Mayor is authorized to sign a grant application for the Illinois Department of Commerce and Economic Opportunity Fast Track Infrastructure program requesting \$5,000,000 for the City's Water Treatment Plant #2 project and commit to funding the remaining cost of the project in excess of \$5,000,000.

DATED this 2nd day of June, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
Haig Haleblian, ACTING MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: June 2, 2020
APPROVED: June 2, 2020



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: June 2, 2020

Item: Board and Commission Appointments

Mayor's Recommendation: Motion to appoint Rebecca Sissler to the Library Board

Contact: Haig Haleblian, Acting Mayor

Background:

Terri Reece resigned from her position on the Library Board in November 2019. As such, there is a vacancy on the Board expiring June 30, 2021.

The Library Board has recommended Rebecca Sissler for appointment.

Library Board appointments and reappointments are nominated by the Mayor and confirmed by the City Council.

Should the Council have any questions, please contact Acting Mayor Haig Haleblian.

Votes Required to Pass: Simple majority



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date:

June 2, 2020

Item:

Resolution Modifying the 2020 City Council Meeting Time

Council Discretion:

1. Motion to adoption a Resolution approving a change in the start time of the remaining regular City Council Meetings.
2. No action.

Staff Contact:

Haig Haleblian, Acting Mayor

Background:

This agenda supplement proposes that the City Council consider changing the start time of all regular City Council meetings. The attached resolution approves a change to the start time of all regularly scheduled City Council meetings in 2020 based on the direction of the City Council. It is necessary to adopt the resolution and publish the change to comply with the Illinois Open Meetings Act.

Votes Required to Pass:

Simple majority

DRAFT

Res. _____



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2, which requires public notice of an annual meeting schedule, the City Council approves the attached change to the City Council regularly scheduled meeting time for the remainder of 2020 and authorizes its publication. The new City Council meeting time shall be _____ p.m.

DATED this 2nd day of June, 2020.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

Haig Haleblian, Acting Mayor

SEAL

ATTEST

Nick Kachiroubas, City Clerk

Passed: June 2, 2020
Approved: June 2, 2020

CITY OF CRYSTAL LAKE 2020 REVISED CALENDAR OF REGULARLY SCHEDULED MEETINGS TO REFLECT A CHANGE TO THE MEETING TIME

The City Council meeting start time will change from 7:30 p.m to _____ for the remainder of 2020. There will be no change to the meeting day or dates. The following schedule designates the place, time, and date of all regularly scheduled meetings of the City Council. For further information please call the City Manager's Office at (815) 459-2020.

CITY COUNCIL

Place: Municipal Complex, City Council Chambers, 100 W. Woodstock Street

Date: 1st and 3rd Tuesday

Time: _____

June 16	July 7, 21	August 4, 18	
September 1, 15	October 6, 20	November 3, 17	December 1, 15

Workshop Meetings

Place: Municipal Complex, City Council Chambers, 100 W. Woodstock Street

Date: 2nd Tuesday

Time: _____

June 9	July 14	August 11	September 8	October 13
November 10		December 8		