



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
February 1, 2022  
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – January 18, 2022 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. **Bob Blazier Run for the Arts Special Event Request, Street Closure and Police Assistance Fee Waiver – Sunday, May 1, 2022**
  - b. **Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver – Sunday, December 4, 2022**
  - c. **Medela LLC Special Event Request at the Three Oaks Recreation Area – Saturday, June 25, 2022**
  - d. **Girl Scout Request for a Special Event at the Three Oaks Recreation Area – Monday, June 20, 2022 through Thursday, June 23, 2022**
  - e. **Annual Adoption of the Zoning Map**
  - f. **Ratification of the annexation and zoning approvals for 275 S. Main Street**
10. **330 N. Route 31, Ahmad – Special Use Permit for a Cannabis Dispensary**
11. **Bid Award – Door and Gate Maintenance Services**
12. **Bid Award – Polymers for Wastewater Solids Handling**
13. **Assignment and Assumption of Master Purchase and Sale Agreement for the Crystal Lake Depot Train Station and Surrounding Property at 70-88 E. Woodstock Street**
14. **Council Inquiries and Requests**
15. **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**
16. **Reconvene to Regular Session**

**17. 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

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**Meeting Date:**

February 1, 2022

**Item:**

Bob Blazier Run for the Arts Special Event Request, Street Closure and Police Assistance Fee Waiver

**City Council discretion:**

Motion to approve the Special Event request for the 2022 Bob Blazier Run for the Arts, including Street Closure, pursuant to the recommended conditions listed below and a waiver of the Police Officer assistance fees (\$2,310.00).

**Staff Contact:**

Kathryn Cowlin, Director of Community Development  
Laurie Fitzgerald, Support Services Coordinator

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**Background:**

The Raue Center is in the process of planning the 2022 Bob Blazier Run for the Arts, which will be the event's 25th year. The run will take place in Downtown Crystal Lake on Sunday, May 1, 2022. The event includes a 5K run and 1-mile run/walk. The proceeds of this fundraiser benefit the Raue Center.

As part of the event, the Raue Center is requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 11:00 a.m. They have also requested that parking be temporarily prohibited on the south side of Woodstock Street between Grant and Williams Streets between 6:00 a.m. and 9:30 a.m.

Last year, the City Council granted the waiver of the Police Officer assistance fee (\$1,638). Again this year the applicants are requesting the waiver of this fee. This year's Police Officer assistance is estimated to be \$2,310.

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

1. This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
2. All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.

3. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. The petitioner must meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
4. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
5. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
6. Barricades must be placed so that a firefighter is able to move them if an emergency vehicle(s) need access or position the barricades so that emergency vehicles can go through the barricaded street.
7. The barricades on Brink Street should be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Parking is restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
9. Add cones or other physical separation for the temporary "runners' lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
10. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
11. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. No smoking, cooking, nor open flames are permitted under the canopies/tents.
14. An access lane of no less than 20 feet must be maintained for emergency vehicles access to Williams and area streets. Items must not be located so as to block sidewalks.
15. This event will require one supervisor and nine Crystal Lake Police Department staff members and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by Police Officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2021, to determine/arrange for police officers for traffic control, lead vehicle, etc.
16. All trash must be picked up along the race route, as well as in the downtown area.
17. Streets are not to be marked with paint or any permanent materials.
18. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
19. All temporary signage associated with this event is approved via this permit. The details of the signage must be submitted to the Building Division to ensure the sign, number, location, and duration meet the requirements.
20. In the case of inclement weather, an alternate date can be approved by the City Manager.

*Fee Waiver*

The Police Department estimates that the approximate cost for Police Officer assistance for this event is \$2,310.00. The applicant is requesting a waiver from paying this cost, which has been waived in previous years.

The applicant has been made aware of these recommended conditions and advised to attend the February 1, 2022 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote.



## Agenda Item No: 9b

### City Council Agenda Supplement

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**Meeting Date:**

February 1, 2022

**Item:**

Annual McHenry County Santa Run for Kids Special Event Request, Street Closure and Police Assistance Fee Waiver

**Staff Recommendation:**

Motion to approve Kiwanis Club's application for a Special Event for the McHenry County Santa Run on December 4, 2022, including Street Closure, pursuant to the recommended staff conditions and waiver of the Police Department chargeback fees (\$1,741.60).

**Staff Contact:**

Kathryn Cowlin, Director of Community Development  
Laurie Fitzgerald, Support Services Coordinator

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**Background:**

The Crystal Lake Kiwanis Club has requested a Special Event Permit for the annual McHenry County Santa Run for Kids. The run will take place in Downtown Crystal Lake on Sunday December 4, 2022.

The event includes a 5K run and 1 mile run/walk. The proceeds of this fundraiser benefit several local charities, including the Kiwanis Club of Crystal Lake, Turning Point, and Big Brothers Big Sisters. As part of the event, the organizers are requesting the closure of Williams Street between Woodstock Street and Crystal Lake Avenue between 6:00 a.m. and 10:30 a.m.

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

- 1) This approval is contingent upon this event maintaining compliance with the Governor's Restore Illinois Plan.
- 2) Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
- 3) Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner must meet with

the City's Police, Community Development, and Public Works Departments to discuss signage needed.

- 4) Organizers are to contact the Street Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
- 5) The barricades on Brink Street must be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also, place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
- 6) Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
- 7) All directly affected businesses and residents on North Williams Street must be notified in advance of the road closure.
- 8) An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake prior to the event.
- 9) Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through.
- 10) Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
- 11) Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
- 12) Streets are not to be marked with paint or any permanent materials. No items can be located on sidewalks that would block pedestrian access.
- 13) An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
- 14) Should the Raue Center be used for the award ceremony, the occupancy limit cannot be exceeded during the award ceremony and must maintain compliance with the Governor's Restore Illinois Plan.
- 15) This event will require eight officers and a minimum of five volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 1, 2022 to determine/arrange for Police Officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
- 16) Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
- 17) All trash must be picked up along the race route, as well as in the downtown area.
- 18) The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
- 19) A temporary sign permit must be obtained from the Building Division for any signage/banners.
- 20) No smoking, as well as cooking or open flames, is permitted under the canopies/tents.

*Fee Waiver*

Since this is a fundraiser for the Kiwanis Club, they are requesting that the Police chargeback fee be waived as it has been in previous years. The estimated cost of Police personnel for the event is approximately \$1,741.60.

The applicant has been made aware of these recommended conditions and advised to attend the February 1, 2022 City Council meeting to answer any questions.

**Votes Required to Pass:**

Simple majority vote.





**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 1, 2022

**Item:**

Medela LLC Special Event at the Three Oaks Recreation Area

**Council Discretion:**

Motion authorizing approval of the Medela LLC company picnic, to be held on Saturday, June 25, 2022, with set-up on Friday, June 24, 2022 at the Three Oaks Recreation Area, subject to the recommended conditions.

**Staff Contact:**

Nick Hammonds, Assistant to the City Manager

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**Background:**

Medela LLC is requesting approval for their company picnic at the Three Oaks Recreation Area on Saturday, June 25, 2022 from 5:30 a.m. (event set-up) to 3:30 p.m. The actual event time will be from 11:30 a.m. to 3:30 p.m. Additionally, Medela would like to use Friday, June 24, 2022 from 5:00 p.m. to 11:00 p.m. to begin tent set-up. Medela was founded in 1961 by Olle Larsson in Zug, Switzerland and provides medical devices for nursing mothers. The first USA subsidiary was established in Crystal Lake in 1981. Medela moved their U.S. headquarters to McHenry in 1999. The Three Oaks Recreation Area is their preferred location based on the great amenities and close proximity to the homes of many of their employees.

Medela held their annual employee picnic at the Three Oaks Recreation Area in 2018 and 2019. The 2018 and 2019 events were successful and the City was pleased with the applicant's performance. Medela received approval from the City Council for the same event in 2020, however the event was canceled due to Covid-19. **All event details remain unchanged from the 2018 and 2019 events, which were previously approved by the City Council.**

Medela is requesting approval for rental of the Picnic Grove Pavilion, the surrounding grass area, and the Volleyball Court Pavilion for 450 guests and exclusive use of the upper parking lot (135 parking spaces). During this event, the public will be inconvenienced in the following ways:

- The petitioner will have exclusive use of the picnic grove, including the pavilion and the volleyball court pavilion with exclusive use of one (1) volleyball court.
- The petitioner is requesting exclusive use of the upper parking lot in order to accommodate a majority of the attendees from 11:00 a.m. – 3:00 p.m. 135 vehicles can be accommodated in the upper lot. The remaining vehicles will be directed to park off site. Medela is

requesting a shuttle from off-site parking be approved to run from the lot to a designated drop off location. *No event parking will be allowed in the Quarry Cable Park parking lot or the main parking lot.*

- The City expects that the park's amenities will be busier than usual, which could create longer lines and wait times for entry to the parking lot, beach, marina and other park amenities.



### **City Staff Review**

City Staff has reviewed the event and recommended several conditions in order to minimize inconvenience to the public. The operations at the park will be open as normal throughout the day. Staff suggests the installation of a barrier (snow fence around the Picnic Grove) by the petitioner to separate event activities from the general public. Signage will also be utilized to notify guests of Three Oaks that the picnic may interfere with parking availability. Finally, the main parking lot and the Quarry Cable parking lot will be reserved for the general public and attendees will not be allowed to park in these areas. When the upper parking lot is filled with event attendees, additional attendee vehicles will be directed to off-site parking.

The City of Crystal Lake, along with the Crystal Lake Police and Fire Rescue Departments, have provided support and feedback. The Police Department advised that additional staff at the park on the day of the event will not be necessary. Per Medela's request for additional detail, one officer has been onsite in 2019 and two officers in 2018. Staff will notify the Police Department prior to the event and an Officer will be posted to respond to any incident at the park. The Fire Rescue Department will be on site to inspect any tents or objects that are larger than 400 square feet. Fire safety hazards and placement of the portable toilets will be inspected as well.

There will be no impact to the Board House or Quarry Cable Park and Grille. The marina will be open during the event, and the event may draw participants to utilize the Beach and Quarry Cable Park and Grille after the completion of their company picnic. A staff member will be positioned at the entrance of the Quarry Cable Park parking lot to ensure that only Quarry Cable Park customers use this lot.

With great success in 2018 and 2019, Medela will again pay for car passes for employees who are not Crystal Lake residents and all Medela guests will receive a wristband with beach tear off tags. The coordination of a shuttle service for the company’s employees to park in an off-site location functioned without issue in previous years. The City and Medela would like to continue this plan as this would greatly reduce the amount of parking spaces used for the event and allow non-event patrons access to the park.

**Public/Visitor Impact:**

<i>Use Location</i>	<i>Hours of Use</i>	<i>Exclusive Use?</i>	<i>Level Of Public Impact</i>	
Swim Beach	11:00 a.m. – 3:00 p.m.	No	Low	The swim beach will be open to the public during the event. Event guests may visit the beach during or after the event.
Marina/Lake Usage	11:00 a.m. – 3:00 p.m.	No	Moderate	The petitioner anticipates some guests may visit the Marina. Staff anticipates a moderate increase in marina use due to the event.
Trails	-	No	Low	The group may use the trails for hiking and will not impact other guests.
Pavilions (A & C)	6:30 a.m. - Sunset	Yes	High	Petitioner is requesting exclusive use of Pavilion A and the surrounding Picnic Grove, and the Volleyball Pavilion.
Pavilions (B & D)	-	No	Low	The petitioner is not requesting use of Pavilion B and D. Low impact is anticipated.
Picnic Grove	6:30 a.m. - Sunset	Yes	High	The petitioner is requesting exclusive use of the Picnic Grove. Non-event guests will not have access to the Picnic Grove until the event concludes.
Parking Lot	6:30 a.m. – 4:00 p.m.	No	High	The petitioner is requesting exclusive use of the upper parking lot. The parking lot fills quickly on weekend days in June and will reduce the number of available parking for non-event guests. Off-site parking will be utilized when the upper lot is full.
Quarry Cable Park	-	-	Low	No impact. Tenant has no issues with the event.
Board House	-	-	Low	No impact. Tenant has no issues with the event.
Cottage on the Beach	-	-	Low	No impact. Tenant has no issues with the event.

## **Required Petitioner Fees**

<i>Fee Type</i>	<i>Amount</i>
Refundable Pavilion Deposit – Picnic Grove Pavilion June 24, 2022	\$150
Refundable Pavilion Deposit – (Picnic Grove Pavilion & Volleyball Court Pavilion) June 25, 2022	\$200
Refundable Tent Damage Deposit (over 200 people)	\$1,000
<b>Total Refundable Fees</b>	<b>\$1,350</b>
Application Fee	\$75
Out of Town Fee	\$150
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion) June 24, 2022	\$360
Non-Resident Pavilion Rental Fee (Picnic Grove Pavilion & Volleyball Court Pavilion ) June 25, 2022	\$510
Three Oaks Staffing Fee (4 employees/\$15 per hour/5 hours)	\$300
Preparation, Cleaning & Restoration Fee (as needed/ 3 staff members / \$30 per hour/ 2 hours)	\$180
Table Moving Fee (as needed)	\$25
Sound System Fee	\$75
Police Staffing Fee (1 Officers/\$78 per hour/4 hours)	\$312
<b>Total Non-Refundable Fees</b>	<b>\$1,987</b>

## **Recommended Conditions:**

City staff has reviewed the petitioner's request and offers the following conditions:

1. Follow all masking and social distancing recommendations as required by federal, state and local authorities. The City will have discretion to cancel the event if the City determines that Covid-19 cases and restrictions warrant cancellation.
2. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. 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.
3. The petitioner shall contact the Fire Rescue Department for further review of tent/canopy locations. Locations must be approved by the Fire Rescue Department. Tents/canopies must be installed and removed day of the event. The petitioner shall be responsible for paying to the City the amount of the pavilion rental fees for Sunday, June 26, 2022 if the tents/canopies are not removed from the site. Should safety concerns arise, Three Oaks Staff reserves the right to

request the removal of tents/canopies. Tents and canopies must be secured using rain barrels only. The petitioner shall be responsible for any damage resulting from the use of stakes.

4. Maintain access to all fire lanes and the south lake marina boat ramp. Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
5. Receive approval from third party property owners for any off-site parking. Following the filling of the upper parking lots, participants will be directed to park off-site. Remote parking / shuttle service locations and signage plans will need to be submitted. A sign plan for the remote parking locations will be submitted to the City's Building Division for approval. The City must receive the written authorization by the third party property owner for parking prior to June 1, 2022.
6. Submit for City approval, severe weather plans and an evacuation plan.
7. Sound system shall not disturb other users of the park.
8. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
9. Medela, LLC must provide the City with a site plan for set-up at the Three Oaks Recreation Area and parking plan for volunteers and event workers for review by City Departments.
10. All debris created by the event shall be cleaned up during and after the event.
11. In the case of inclement weather, an alternate date can be approved by the City Manager.
12. Installation of a barrier (snow fence) around the Picnic Grove Area. Location to be approved by City staff.
13. Number and location of portable toilets to be determined by petitioner and City Staff prior to event.
14. The petitioner is responsible for the required costs, which are for use of the Three Oaks Recreation Area, as stated on pages 3 of the Agenda Supplement. These are estimated costs, and actual costs could be more.
15. Once the upper parking lot is full, all attendees will utilize off-site parking.
16. Medela, LLC must provide shuttle buses for attendees utilizing off-site parking. Petitioner shall provide an adequate evacuation plan for attendees utilizing shuttle buses.
17. Medela, LLC must provide payment, proof of volunteers, severe weather and evacuation plan, hold harmless, and liability waivers by June 1, 2022 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will have a representative of the company present at the meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 9d**

**City Council  
Agenda Supplement**

**Meeting Date:** February 1, 2022

**Item:** Girl Scout Request for a Special Event at the Three Oaks Recreation Area

**Council Discretion:** Motion to approve the Chippewa Girl Scout Service Unit request to hold a day camp, including overnight camping, at Three Oaks Recreation Area from Monday, June 20, 2022 through Thursday, June 23, 2022, subject to the recommended conditions, including a fee waiver in the amount of \$1,185.

**Staff Contact:** Nick Hammonds, Assistant to the City Manager

**Background:**

The City received a request from the Chippewa Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, June 20, 2022, through Thursday, June 23, 2022. Between 2013 and 2021, the Girl Scouts held this same event and successfully complied with all City conditions. The event was approved in 2020, however, due to the Covid-19 pandemic the event was cancelled. Attached to this agenda supplement is a chart outlining previous fee waivers approved by the Council. **All event details remain unchanged from the 2013 through 2021 events, which were previously approved by the City Council. From 2013 to 2021, the City Council waived the application fee, pavilion rental fee, and security staff fee.**

**Costs Requested to be Waived:**

<i>Non-Refundable</i>	Fee
Special Event Application Fee:	\$75
Pavilion Rental Fee (resident rate / four days / all four pavilions):	\$1,040
Additional Site Security Staff (one night, two hours):	\$70
<b>Total Non-Refundable Fee:</b>	<b>\$1,185</b>

**Required Costs to be Paid by Petitioner:**

<i>Refundable</i>	Fee
Refundable Event Damage Deposit	\$1,200
<b>Total Refundable Fee:</b>	<b>\$1,200</b>
<i>Non-Refundable</i>	
Non-Resident Swim Beach Flat Fee (30 Adults and Children)	\$400
<b>Total Non-Refundable Fee:</b>	<b>\$400</b>

**Public/Visitor Impact:**

<i>Use Location</i>	<i>Hours of Use</i>	<i>Exclusive Use?</i>	<i>Level Of Public Impact</i>	
Swim Beach	2 Hours Daily	No	Low	The swim beach will be utilized for less than two hours each day after 4:00 p.m. This will have minimal impact on other guests.
Marina/Lake Usage	-	-	Low	The petitioner does not anticipate using the Marina.
Trails	2:00 p.m. - Sunset	No	Low	The group may use the trails for hiking and will not impact other guests.
Pavilions (A, B, C and D)	2:00 p.m. - Sunset	Yes	Moderate	Petitioner is requesting exclusive use of all four pavilions from Monday to Thursday.
Picnic Grove	2:00 p.m. - Sunset Daily	Yes	Moderate	The event will take place from Monday to Thursday. Additionally, overnight camping will occur in the grass area with tents on Wednesday night.
Volleyball Court and Pavilion	2 Hours Daily	No	Low	The west portion of the volleyball court will be utilized for archery. The public will have access to the other courts.
Parking Lot	2:00 p.m. - Sunset	No	Low	20 adult chaperons will be present throughout the week. This will have no impact on the parking lot. Participants will carpool. In addition, the event is held during the week, when parking is not a concern.
Quarry Cable Park	-	-	Low	No impact. Tenant has no issues with the event.
Board House	-	-	Low	No impact. Tenant has no issues with the event.
Cottage on the Beach	-	-	Low	No impact. Tenant has no issues with the event.

**Event Details**

The Chippewa Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 girls will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a “twilight camp” since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer hiking, swimming, night viewing of the stars, cooking, and craft activities at the park. The petitioner is requesting exclusive use of all four pavilions and the Picnic Grove during this time. The petitioner will clean up the site and dispose of the trash from the activities.



In addition to the above activities, the Scouts will organize an archery event for two hours each day. City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. The archery activities will utilize the far end of the volleyball area as a “backdrop,” and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park that are visited by the general public. The Scouts will shoot into hay bales and at least two adult leaders, certified in archery, will supervise the activity.





The petitioner is requesting to use the Picnic Grove Pavilion until 10:30 p.m. on Thursday, June 23, 2022 to look at the stars via telescope. This request will not incur additional staff or security expenses because security staff begins their regularly scheduled shift at 9:00 p.m. The petitioner will be directed to contact security staff at 10:30 p.m. to verify that each attendee has exited the facility.

During the entire event, the Scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a “Participant Form” on behalf of their child, which will provide the City further liability protection. Attached to this agenda supplement is a copy of the request letter and the Certificate of Insurance.

### Overnight Camping

As part of the day camp, from Wednesday, June 22<sup>nd</sup> through Thursday, June 23<sup>rd</sup>, the Girl Scouts would like to overnight camp in the Picnic Grove area. Approximately 15 – 20 tents will be set up in the Picnic Grove. All tents will be removed first thing in the morning. This is the same area that has been utilized by numerous other scout overnight camp groups. Per Chapter 238 of the City Code, overnight camping at Three Oaks Recreation Area may be allowed when approved by the Mayor and City Council.

### 238-1 General Rules and Admission

#### A. Three Oaks Recreation Area General Rules

8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

Since the petitioner is requesting the overnight use of the facility, City staff recommends that a security staff member monitor the facility during the time when no other Three Oaks staff is present. The additional security staff time would be for two hours, from 4:00 AM to 6:00 AM.

### **Recommended Conditions:**

City staff has reviewed the petitioner’s request and offers the following conditions:

1. Follow all masking and social distancing recommendations as required by federal, state and local authorities. The City will have discretion to cancel the event if the City determines that Covid-19 cases and restrictions warrant cancellation.
2. Comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements, including all insurance requirements. Insurance certificates need to be provided annually. 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. Also, all participants must sign a waiver releasing the City from any liability related to their participation in the triathlon that will be collected upon race registration.
3. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review. The use of tents or canopies is subject to review by the Fire Prevention Bureau. The petitioner shall provide a detailed site plan for tents or canopies prior to the event.
4. Submit severe weather plans and an evacuation plan for City approval.

5. All temporary electrical items shall comply with the 2017 Electric Code and shall be subject to City inspection.
6. All debris created by the event shall be cleaned up during and after the event.
7. In the case of inclement weather, an alternate date can be approved by the City Manager.
8. If costs are not waived for the event, the petitioner is responsible for the Three Oaks Recreation Area costs.
9. The Chippewa Girl Scout Service Unit must provide payment, proof of volunteers, insurance, severe weather and evacuation plan, and liability waivers by June 1, 2022 or the event may be cancelled.

The petitioner is aware of the recommended conditions and will be present at the meeting.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 9e**

**City Council  
Agenda Supplement**

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**Meeting Date:** February 1, 2022

**Item:** Annual Adoption of the Zoning Map

**Recommendation:** Motion to adopt an Ordinance approving the 2022 Crystal Lake Zoning Map, as presented.

**Staff Contact:** Kathryn Cowlin, Director of Community Development  
Elizabeth Maxwell, City Planner

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**Background:** Every year the City must approve a zoning map. The 2022 updated Zoning Map reflects the current zoning and the zoning amendments within the City that were approved by the City Council prior to December 31, 2021. As required by State Statute 65 ILCS 5/11-13-19, the updated map should be published no later than March 31<sup>st</sup> of each year. The GIS based zoning map, which is available on the City’s website and provides a convenient reference material for customers, is attached for the Council’s information.

Below is a brief summary of the parcels that were rezoned.

<b>Petition</b>	<b>Location</b>	<b>Acreage</b>	<b>From</b>	<b>To</b>
2021-51	5 Virginia Road	0.62	B-1	R-3B PUD
2021-130	60 Kent Avenue	2.6	R-1 (County)	R-2
2021-192	275 Main Street	42.03	I (County) and M	M PUD
<b>Total Acreage</b>		<b>42.8 acres</b>		

**Votes Required to Pass:** A simple majority vote.



Ord. No.  
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE ADOPTING  
THE 2022 OFFICIAL ZONING MAP**

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

SECTION I: That the City of Crystal Lake Zoning Map, a copy of which is attached hereto, marked Exhibit "A" by reference made a part hereof, including all revisions effective the 31st day of December 2021, is hereby approved as the official Zoning Map for the City of Crystal Lake.

SECTION II: That the City Clerk is hereby authorized to publish said Zoning Map in pamphlet form by the authority of the Mayor and City Council of the City of Crystal Lake.

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

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

DATED at Crystal Lake, Illinois, this 1<sup>st</sup> day of February 2022.

City of Crystal Lake, an  
Illinois municipal corporation

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Haig Haleblian, MAYOR

SEAL

ATTEST:

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Nick Kachiroubas, CITY CLERK

Passed: February 1, 2022

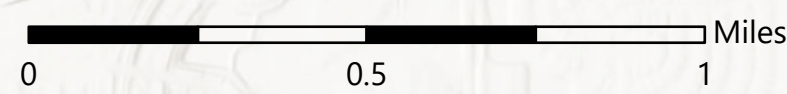
Approved: February 1, 2022

# OFFICIAL ZONING MAP 2022

City of Crystal Lake, Illinois

Zoning Code & Description	Description
B-1	Neighborhood Business
B-1 PUD	Neighborhood Business (PUD)
B-2	General Commerical
B-2 PUD	General Commerical (PUD)
B-4	Mixed-Use Business
B-4 PUD	Mixed-Use Business (PUD)
M	Manufacturing
M PUD	Manufacturing (PUD)
M-L	Manufacturing Limited
M-L PUD	Manufacturing Limited (PUD)
O	Office
O PUD	Office (PUD)
R-1	Single-Family Residential
R-1 PUD	Single-Family Residential (PUD)
R-2	Single-Family Residential
R-2 PUD	Single-Family Residential (PUD)
R-3A	Two-Family Residential
R-3A PUD	Two-Family Residential (PUD)
R-3B	Multifamily
R-3B PUD	Multifamily (PUD)
R-O	Residential Office
RE	Residential Estate
RE PUD	Residential Estate (PUD)
E	Estate
E PUD	Estate (PUD)
F	Farming
W	Watershed
COUNTY	County Zoning

Legend	
	City Limits
	Tax Parcel
	Lake or Pond
	Street Centerline



**Approved by the City Council**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

*Published this 1st day of February, 2022, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.*



**Agenda Item No: 9f**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 1, 2022

**Item:**

REPORT OF THE PLANNING & ZONING COMMISSION

**Request:**

Ratification of the annexation and zoning approvals for 275 S. Main Street

**Petitioner:**

Seefried Properties  
275 S. Main Street

**Recommendation:**

Motion to:

- 1) Adopt the Annexation Ordinance for 275 S. Main Street,
- 2) Approve the Planning and Zoning Commission recommendations and adopt an Ordinance granting rezoning upon annexation to M – PUD, Preliminary and Final PUD and Preliminary and Final Plat of Subdivision at 275 S. Main Street.

**Staff Contact:**

Kathryn Cowlin, Director of Community Development  
Elizabeth Maxwell, City Planner

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**Background:**

- At the December 21, 2021 City Council meeting a public hearing was held for the consideration of an annexation agreement, during the meeting the annexation and rezoning upon annexation were also considered.
- State Statute requires notification be sent by certified mail to the Fire Protection District and Algonquin Township prior to annexing property. To correct an error in the notification, the City has re-notified both bodies via certified mail of the consideration of the annexation.
- At this time, it is requested that the City Council affirm the annexation and zoning approvals of the subject property at 275 S. Main Street.

**Votes Required to Pass:** A simple majority vote.



**The City of Crystal Lake Illinois**

**AN ORDINANCE ANNEXING CERTAIN TERRITORY TO  
THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS**

WHEREAS, a written Petition, signed by the legal owners of all land within the territory hereinafter described (the "*Territory*"), has been filed with the City Clerk of the City of Crystal Lake, McHenry County, Illinois, requesting that said Territory be annexed to the City of Crystal Lake; and

WHEREAS, the said Territory is not within the corporate limits of any municipality but is contiguous to the City of Crystal Lake; and

WHEREAS, the Owners desires and proposes to have the Subject Property annexed to the City of Crystal Lake pursuant to and in accordance with the provisions of Sections 7-1-1 and 7-1-8 of the Illinois Municipal Code, 65 ILCS 5/7-1-1 and 7-1-8 (the "Annexation"); and

WHEREAS, pursuant to City Ordinance No. 7767, the City Council has previously approved the Annexation of the Territory; and

WHEREAS, in order to ensure that the Territory has been fully and properly annexed to the City, and to avoid any uncertainty of such Annexation, the City Council has determined that it is appropriate and desirable to re-approve and ratify the Annexation of the Territory as provided in City Ordinance No. 7767; and

WHEREAS, said Territory is not part of any public library district; and

WHEREAS, legal notices regarding the intention of the City to annex said Territory pursuant to this Ordinance were sent by certified mail to the Crystal Lake Rural Fire Protection District, Crystal Lake Rural Fire Protection District Trustees, Algonquin Township, Algonquin Township Supervisor, Algonquin Township Highway Commissioner, Algonquin Township Clerk and Algonquin Township Trustees in accordance with the provisions of 65 ILCS 5/7-1-1;

WHEREAS, all Petitions, documents and other necessary legal requirements are in full compliance with the requirements of the Statutes of the State of Illinois, including 65 ILCS 5/7-1-8; and

WHEREAS, it is in the best interests of the City of Crystal Lake that said Territory be annexed thereto.

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 foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION II: That the Territory legally described in Exhibit "A" attached hereto and made a part hereof, be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois. Such Annexation re-approves and ratifies the Annexation authorized pursuant to City Ordinance No. 7767.

SECTION III: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed Territory is situated, a certified copy of this Ordinance together with an accurate map of the Territory hereby annexed (said map being attached hereto and made a part



hereof and labeled Exhibit "B"), along with any other required filing. Additionally, the City Clerk is authorized and directed to cause a certified copy of this Ordinance, together with an accurate map to be filed in the Office of the County Clerk of McHenry County, Illinois.

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

AYES:

NAYS:

ABSENT:

PASSED this 1<sup>st</sup> day of February, 2022.

APPROVED by me this 1<sup>st</sup> day of February, 2022.

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_

Haig Haleblian, MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
Nick Kachiroubas, CITY CLERK

Passed: February 1, 2022

Approved: February 1, 2022

**CERTIFICATION**

I, NICK KACHIROUBAS, do hereby certify that I am the duly elected, authorized and acting City Clerk of the City of Crystal Lake, County of McHenry, and State of Illinois, and that as such City Clerk I am the keeper of the records and minutes of the proceedings of the Mayor and Councilmembers to the said City.

I do hereby certify that the following "AN ORDINANCE ANNEXING CERTAIN TERRITORY TO THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS" is a true and correct copy of Ordinance Number \_\_\_\_\_ duly passed and approved at a regular meeting of said Mayor and Council; held on the 1st day of February 2022, at which time \_\_\_\_ councilmembers were present and \_\_\_\_ councilmembers were absent.

Motion was made by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ that the following Ordinance be passed and approved. Upon roll-call vote, \_\_\_\_ councilmembers voted AYE and \_\_\_\_ councilmembers voted NAY; whereupon said Ordinance was declared duly passed and was thereupon approved by the Mayor.

(SEAL)

Prepared by:

City of Crystal Lake  
Community Development  
100 W. Woodstock Street  
Crystal Lake, IL 60014

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

After recording, return to:

City of Crystal Lake  
Community Development  
100 W. Woodstock Street  
Crystal Lake, IL 60014

EXHIBIT "A"  
LEGAL DESCRIPTION

LEGAL DESCRIPTION OF LAND HEREBY ANNEXED  
TO THE CITY OF CRYSTAL LAKE

PARCEL 1:

PART OF THE NORTHWEST 1/4 OF SECTION 4, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER; THENCE SOUTH 89 DEGREES 40 MINUTES 20 SECONDS EAST ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 1324.0 FEET; THENCE NORTH 00 DEGREES 16 MINUTES 39 SECONDS WEST PARALLEL WITH THE EAST LINE OF SAID NORTHWEST QUARTER, 1401.93 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 00 SECONDS EAST, 1301.07 FEET TO THE EAST LINE OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 16 MINUTES 39 SECONDS EAST ALONG SAID EAST LINE, 1412.40 FEET TO THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER; THENCE NORTH 89 DEGREES 40 MINUTES 20 SECONDS WEST ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 1301.14 FEET TO THE POINT OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

Commonly known as: 275 S. Main Street, Crystal Lake, IL 60014  
PINs: 19-04-176-003 & 19-04-176-004

Ord. No. \_\_\_\_  
File No. \_\_\_\_

EXHIBIT "B"  
PLAT OF ANNEXATION

Draft



**The City of Crystal Lake Illinois**

**AN ORDINANCE ZONING CERTAIN PROPERTY**  
**“M -PUD” MANUFACTURING PLANNED UNIT DEVELOPMENT,**  
**A PRELIMINARY AND FINAL PLAT OF SUBDIVISION, AND**  
**PRELIMINARY AND FINAL PLANNED UNIT DEVELOPMENT**

WHEREAS, Main Street Crossing Development LLC and The Curran Group, Inc. (hereinafter, the “Owner”) are the owners of property legally described in Exhibit A, attached hereto (hereinafter, the “Subject Property”); and

WHEREAS, pursuant to an application filed by the Owner, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on November 2, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on December 1, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed zoning of the Subject Property to “M PUD” Manufacturing Planned Unit Development, the Preliminary and Final Plat of Subdivision, and the Preliminary and Final Planned Unit Development; and

WHEREAS, on December 1, 2021, 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 zoning of the Property be changed to “M PUD” Manufacturing Planned Unit

Development, and the Preliminary and Final Plat of Subdivision and the Preliminary and Final Planned Unit Development be approved, all as more specifically set forth in the minutes of the Planning and Zoning Commission in Case #PLN-2021-00192; and

WHEREAS, the City Council of the City of Crystal Lake, pursuant to notice duly published on November 11, 2021 in the Northwest Herald, held a public hearing at 7:00 p.m., on December 21, 2021 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider a proposed annexation agreement for the subject property; and

WHEREAS, following approval of said annexation agreement, said territory was duly annexed by ordinance to the City of Crystal Lake; and

WHEREAS, said territory is to be zoned “M PUD” Manufacturing Planned Unit Development; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the property legally described herein below be classified and zoned as indicated.

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

SECTION I: Recitals: The foregoing recitals are hereby incorporated by reference as though fully set forth herein.

SECTION II: That the Subject Property is hereby zoned and classified “M PUD” Manufacturing Planned Unit Development and approval of a Preliminary and Final Plat of

Subdivision and Preliminary and Final Planned Unit Development is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (GW Properties, received 05/18/21)
  - B. Site Plan (Kimley Horn, dated 10/13/21, received 10/20/21)
  - C. Landscape Plan (Kimley Horn, dated 10/13/21, received 10/20/21)
  - D. Elevations and Signage (Progressive ae, dated 10/15/21, received 10/20/21)
  - E. Plat of Subdivision (Compass Surveying LTD, dated 09/30/21, received 10/20/21)
  - F. Plat of Survey (Compass Surveying LTD, dated 08/25/21, received 10/20/21)
  - G. Plat of Annexation (Compass Surveying LTD, dated 08/25/21, received 10/20/21)
  - H. Preliminary Drainage Report (Kimley-Horn, dated October 15, 2021, received 10/20/21)
  - I. Traffic Impact Study (Sam Schwartz, dated November 19, 2021, received 11/19/21)
2. Final Plat of Subdivision
  - A. All municipal utilities are required to be in a Municipal Utility Easement (MUE). Work with staff to provide a plat of easement.
3. Landscape Plan
  - A. As part of the building permit submittal, provide a final landscape plan indicating the species and size of all plantings.
  - B. Provide additional tree plantings at the northeast corner of the property to help screen the building from the residential properties across the railroad tracks.
4. Provide a lighting plan that complies with the UDO exterior lighting standards.
5. Traffic Study: Based on the assumptions and analyses detailed in the report, the following recommendations should be implemented as part of the proposed development project:
  - A. The extension of Exchange Drive through the site should provide a single travel lane in each direction. A 30 MPH speed limit should be posted in the east- and westbound directions, particularly near the new intersection with Main Street.
  - B. On Commonwealth Drive between Exchange Drive and Congress Parkway, 30 MPH signage should be posted to reinforce City code.
  - C. The petitioner must contribute their proportionate fair share of the construction costs for the improvements to Congress Parkway and Exchange Drive traffic circle (12.5% estimated at

\$80,000) based on the projected traffic volume increase for the proposed development as determined by the traffic impact study dated November 19, 2021 by Sam Schwartz.

- D. The petitioner shall provide a Letter of Credit, Bond or Escrow payment for its share of the above mentioned improvements. Cost participation for off-site improvements will be calculated once final cost estimates have been provided based on the recommendation of the City's traffic engineering consultant as approved by the City's Director of Public Works. In the event that the final cost sharing amount is not determined prior to the time the petitioner is issued a building permit for the site, the petitioner shall provide a Letter of Credit, Bond or Escrow payment in an amount reasonably estimated by the Director of Public Works, by the issuance of a certificate of occupancy for any building on the site. Notwithstanding the foregoing, in the event that the petitioner executes an agreement (which shall be in a form reasonably satisfactory to the Director of Public Works and the City Attorney) to be recorded against the site that ensures the payment of the final cost-sharing amount by the petitioner or petitioner's successor in ownership, the requirement for a Letter of Credit, Bond or Escrow payment shall be waived.
- E. Sidewalks must be constructed on both sides of the extension of Exchange Drive between its current western terminus and the new intersection with Commonwealth Drive. The existing sidewalk on the east side of Commonwealth Drive north of Congress Parkway should be extended to meet Exchange Drive, including a striped crosswalk across the east leg of the Exchange Drive/Commonwealth Drive intersection. Because the sidewalk along the north side of Exchange Drive east of the site is not currently complete, the developer should also coordinate with the City to identify an appropriate location for a striped crosswalk across Exchange Drive at Access 2 or Access 3 (near the Associates parking lot and building entrances) to connect building employees to the complete sidewalk on the south side of the street.
- F. Dedication of 34.92 feet of right-of-way along Main Street.
- G. At Main Street/Exchange Drive:
  - a. Provide a dedicated northbound right-turn lane with channelization.
  - b. Provide a single westbound lane for left- and right-turn maneuvers.
  - c. Post minor-leg stop control for westbound traffic.
  - d. Post No Left Turn (R3-2) signage for southbound traffic in accordance with MUTCD standards.
- H. At Exchange Drive/Commonwealth Drive:
  - a. Provide separate left- and right-turn lanes on the northbound approach.
  - b. Post minor-leg stop control for northbound Commonwealth Drive.
- I. Post minor-leg stop control at all site access driveways to Exchange Drive.



6. Provide final detailed engineering plans for review.
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. The burial of the overhead utility lines is deferred until an area wide program is established.
9. The installation of the sidewalk along Main Street is deferred until an area wide program is established.

SECTION III: That the City Clerk is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the Zoning classification, the Preliminary and Final Plat of Subdivision, and the Preliminary and Final Planned Unit Development of the above-described property 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.

AYES:

NAYS:

ABSENT:

PASSED this \_\_\_ day of February, 2022.

APPROVED by me this \_\_\_ day of February, 2022.

Ord. No.  
File No.

City of Crystal Lake, an  
Illinois municipal corporation

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Haig Haleblian, MAYOR

SEAL

ATTEST:

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Nick Kachiroubas, CITY CLERK

Passed: February 1, 2022  
Approved: February 1, 2022

Draft



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	February 1, 2022
<b><u>Item:</u></b>	REPORT OF THE PLANNING & ZONING COMMISSION  Cannabis Dispensary
<b><u>Requests:</u></b>	Special Use Permit for a Cannabis Dispensary
<b><u>Petitioner:</u></b>	Kashan Ahmad, petitioner 330 N. Route 31
<b><u>PZC Recommendation:</u></b>	To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting the Special Use Permit to allow a Cannabis Dispensary at 330 N. Route 31.
<b><u>Staff Contact:</u></b>	Kathryn Cowlin, Director of Community Development Elizabeth Maxwell, City Planner

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**Background:**

- The site has been vacant for a few years and was a former sit-down restaurant.
- The petitioner will renovate the interior of the building to accommodate the specific process and customer experience necessary to comply with their specific needs and State requirements.
- The petitioner will re-stripe the parking lot, remove the existing non-conforming pole sign and install screening landscape along Route 31.
- Minor exterior elevation changes and new signage will be installed.

**PZC Highlights:**

- The petitioner answered questions on the operation of the recreational cannabis dispensary and the compliance with State regulations.
- Many customers can pre-order online and pickup and pay in the store.
- The neighboring property owners, the operators of the Purrfect Cat Rescue, were opposed to the use, concerned with loitering, safety of their volunteers and potential adopters, and customers parking in their parking spaces.

- The PZC found that this request meets the Findings of Fact for the Special Use Permit.

The PZC recommended **approval (6-0)** of the petitioner's request for the Special Use Permit to allow a Cannabis Establishment. Member Atkinson abstained due to a personal conflict.

The recommendations are with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (330N LLC, received 12/22/21)
  - B. Narrative (330N LLC, undated, received 12/22/21)
  - C. Site Plan (Architects 127, dated 12/17/21, received 12/22/21)
  - D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 12/22/21)
  - E. Elevations (Architects 127, dated 12/17/21, received 12/22/21)
2. Significant modifications to the business operation shall require a Special Use Permit Amendment.
3. Work with staff to provide landscape throughout the parking lot and along Route 31.
4. The existing non-conforming pole sign must be removed and replaced with a monument sign that complies with the UDO sign criteria, including landscaping.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.
6. **The petitioner shall work with the adjacent property owner on the striping and signing of the parking lot to designate their spaces. Added by the PZC.**

**The draft ordinance has been reviewed and approved by the City's Special Counsel and the petitioner. The petitioner has agreed to the terms of the proposed draft ordinance.**

**Votes Required to Pass:** A simple majority.



## Acknowledgement Form

Regarding the Special Use Permit for the Cannabis Dispensary. Please check one of the choices and sign below.

I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

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Petitioner's Name: \_\_\_\_\_

Signature

Date: 1-20-22

### Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (330N LLC, received 12/22/21)
  - B. Narrative (330N LLC, undated, received 12/22/21)
  - C. Site Plan (Architects 127, dated 12/17/21, received 12/22/21)
  - D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 12/22/21)
  - E. Elevations (Architects 127, dated 12/17/21, received 12/22/21)
2. Significant modifications to the business operation shall require a Special Use Permit Amendment.
3. Work with staff to provide landscape throughout the parking lot and along Route 31.
4. The existing non-conforming pole sign must be removed and replaced with a monument sign that complies with the UDO sign criteria, including landscaping.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.
6. The petitioner shall work with the adjacent property owner on the striping and signing of the parking lot to designate their spaces.

PIQ MAP  
330 N. Route 31



**CITY OF CRYSTAL LAKE**  
**AN ORDINANCE GRANTING A SPECIAL USE PERMIT**  
**FOR A CANNABIS DISPENSARY**  
**(330 N. Route 31)**

**WHEREAS**, Jeffrey M. Danca as Trustee of the Jeffrey M. Denca Trust dated May 9, 1988 (the “*Current Owner*”) is the record owner of the real property commonly known as 330 North Route 31, Crystal Lake, Illinois 60014, PIN: 14-34-177-033, and legally described in Exhibit A attached hereto and made a part hereof (the “*Subject Property*”); and

**WHEREAS**, 330N, LLC is the contract purchaser of the Subject Property; and

**WHEREAS**, the Current Owner and 330N, LLC (collectively, the “*Applicant*”) have jointly applied to the City of Crystal Lake (the “*City*”) for a Special Use Permit to establish a recreational cannabis dispensary (the “*Proposed Use*”) upon the Subject Property; and

**WHEREAS**, the Subject Property is located in the City’s B-2 zoning district under the Unified Development Ordinance (the “*UDO*”), which authorizes Cannabis Dispensaries as a special use; and

**WHEREAS**, in particular, the Applicant seeks a special use permit for the Proposed Use as a cannabis dispensary as authorized under Table 650-2-300 in Section 650-2-200 of the City’s Unified Development Ordinance, for the Subject Property consistent with the Application Plans (as hereinafter defined) and subject to the terms and conditions of this Ordinance (the “*SUP Relief*”); and

**WHEREAS**, pursuant to notice duly published on December 29, 2021 and given, the City’s Planning and Zoning Commission (the “**PZC**”) conducted a public hearing on January 19, 2022, regarding the SUP Relief for the Proposed Use on the Subject Property; and

**WHEREAS**, during the public hearing, the Applicant offered oral testimony regarding the plans for the development and use of the Proposed Use and the operations and security to be provided in connection with the Proposed Use, and Applicant has filed an application, narrative, and supporting plans, including the following:

- a. Application filed by Current Owner and 330N LLC on 12/22/21
- b. Narrative statement filed by 330N LLC on 12/22/21
- c. Site Plan prepared by Architects 127, dated 12/17/21, and received on 12/22/21
- d. Floor Plan prepared by Steep Architecture Studio, dated 12/16/21, and received 12/22/21
- e. Elevations prepared by Architects 127, dated 12/17/21, and received 12/22/21

copies of which are attached hereto as Exhibit B and shall hereinafter be referred to collectively as the “**Application Plans**”;

**WHEREAS**, as noted on the Application Plans, the Proposed Use will occupy the existing building located on the Subject Property; and

**WHEREAS**, during the public hearing, the Applicant testified that the building is currently not contributing to the economy as it has been vacant for 2 years; and

**WHEREAS**, the Applicant further testified that the Proposed Use will be licensed by the State of Illinois as provided in the Cannabis Regulation and Tax Act, 410 ILCS 705/1 *et seq.* (the “**Act**”), and regulations promulgated pursuant to the Act; and

**WHEREAS**, following the close of the public hearing, the PZC found that, subject to the terms and conditions of this Ordinance, the Proposed Use:



- a. is desirable, at the proposed location, to provide a service or facility that will further the public convenience and general welfare;
- b. will not be detrimental to area property values;
- c. will comply with the zoning districts regulations;
- d. will not negatively impact traffic circulation;
- e. will not negatively impact public utilities or municipal service delivery systems;
- f. will not negatively impact the environment or be unsightly;
- g. will, to the extent practicable, preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standard;
- h. will meet requirements of all regulating governmental agencies;
- i. will be subject to and required to conform to the conditions of this Ordinance; and
- j. will be subject to and required to conform to the specific regulations for Cannabis Dispensaries under the UDO and City Code, including that the Proposed Use:
  - i) will meet the minimum required buffers from protected uses,
  - ii) will not sell food for consumption on premises,
  - iii) will only conduct sales as authorized by the Act,
  - iv) will be operated and maintained such that cannabis, cannabis products, cannabis paraphernalia, or similar products shall not be publicly viewable from outside the building, including from any public or private sidewalk or right-of-way,
  - v) will only be open to the public between the hours of 6:00 a.m. and 10:00 p.m.,
  - vi) will control dust, fumes, vapors, and odors so they do not impact neighboring properties,
  - vii) will not have any cannabis leaf or bud image or an electronic message center sign,
  - viii) will comply with the Act, and
  - ix) will dispose of all hazardous waste and cannabis waste in accordance with all applicable laws,

and based on such findings the PZC recommended approval of the SUP Relief; and

**WHEREAS**, the City Council, having considered the public hearing record and recommendations of the PZC and having further considered the Application Plans for the Proposed Use and other pertinent matters relating to the SUP Relief, hereby accepts the findings of the PZC regarding the SUP Relief and further finds and determines that, subject to the terms and conditions of this Ordinance, the SUP Relief satisfies the standards and conditions for approval under the UDO; and

**WHEREAS**, pursuant to the terms of the UDO and the City's home rule authority, the Mayor and City Council, having considered all the relevant facts and circumstances relating to the SUP Relief, the evidence and testimony presented, the findings and recommendations of the PZC, and the other relevant evidence and information available, have determined that it is in the best interests of the City and its residents to grant the SUP Relief, subject to the terms and conditions of this Ordinance;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Crystal Lake, County of McHenry, State of Illinois, as follows:

**SECTION 1: Incorporation of Recitals.** The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

**SECTION 2: Granting of SUP Relief.** Subject to the limitations and the conditions set forth in Section 3 of this Ordinance, the City Council hereby grants the SUP Relief to authorize operation of a cannabis dispensary on the Property consistent with the Application Plans and the terms of this Ordinance.

**SECTION 3: Conditions on Approval.** The SUP Relief granted pursuant to this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any

of which shall be deemed a violation of the UDO. Further, any violation of the terms of the following conditions or any other provision of this Ordinance shall authorize the City Council, without further public notice or hearing, to terminate the approvals granted in this Ordinance by adopting an ordinance terminating such approvals:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Subject Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Plans; City Approval. The Proposed Use shall be located, installed, operated, and maintained in substantial conformity with the Application Plans attached to this Ordinance as Exhibit B.
- C. Compliance with Laws. Except as otherwise expressly provided in this Ordinance, the UDO and City Code and all other applicable ordinances and regulations of the City shall continue to apply to the Proposed Use and the Subject Property. The development and use of the Subject Property shall be in compliance with the Act and all laws and regulations of all other state and local governments and agencies having jurisdiction.
- D. No On-Site Consumption. No cannabis or products that include cannabis (including cannabis-infused products) may be consumed on the Subject Property. The Applicant shall be required to patrol the Subject Property to ensure compliance with this provision.
- E. Staffing; Coordination with Police Department. The Proposed Use shall prohibit loitering on or around the premises. Staffing and security procedures shall be consistent with the Application Plans. In addition, the Applicant or Applicant's agents shall meet semi-annually with the Crystal Lake Police Department to review security plans and procedures for the Proposed Use, which plans and procedures may be modified or supplemented by written order of the Police Chief in conjunction with such semi-annual meeting, provided that any such written orders are not inconsistent with this Ordinance, the Act, or applicable State regulations or licensing requirements.
- F. No Food Sales. No food may be sold for on-premises consumption in connection with the Proposed Use.
- G. Hours of Operation. The Proposed Use may be open for business operations only between the hours of 6:00 a.m. and 10:00 p.m.

- H. No Drive-Through Operations. Unless approved by further ordinance of the City Council, no drive-through operations shall be permitted on the Subject Property.
- I. Landscaping. The Applicant shall modify the Application Plans to provide additional on-site landscaping throughout the parking lot and along the Subject Property's Route 31 frontage. The final landscape plans shall be subject to review and approval of the Community Development Director or their designee and, upon such approval, shall be deemed incorporated into the Application Plans.
- J. Signage. The Applicant shall modify the Application Plans to provide for the existing non-conforming pole sign on the Subject Property to be removed and replaced with a monument sign that complies with all applicable UDO sign criteria, including related landscaping requirements. The final signage plans shall be subject to review and approval of the Community Development Director or their designee and, upon such approval, shall be deemed incorporated into the Application Plans.
- K. Parking. The Applicant shall modify the Application Plans to provide for parking lot signage and striping to appropriately designate the parking spaces required for the Proposed Use and neighboring use. Applicant shall cooperate with the adjacent property owner to implement the parking lot signage and striping. The final parking lot signage and striping plans shall be subject to review and approval of the Community Development Director or their designee and, upon such approval, shall be deemed incorporated into the Application Plans.
- L. Modification of the Plans; Interpretation. Except as required to comply with the foregoing conditions on approval or as provided in this Ordinance, no material modification to the Application Plans shall be permitted unless expressly approved by the City Council as an amendment to this Ordinance. Minor modifications to the Application Plans to address compliance with the terms and conditions of this Ordinance, regulatory compliance, site conditions, or administrative review comments from the Community Development Department may be approved in writing by the Community Development Director or their designee and, upon such approval, shall be deemed incorporated into the Application Plans. To the extent that any provision of this Ordinance conflicts with the Application Plans, the City's Director of Community Development shall have the authority to determine which conflicting provisions shall apply so as to protect the health, safety, and welfare of the City and its residents most effectively.
- M. Transferees. The rights and obligations set forth in this Ordinance are binding on Applicant and upon any and all of their heirs, successors, and assigns, and upon any and all successor legal or beneficial owners of all or any portion of the Subject Property.

N. Fees and Costs. The Applicant shall reimburse the City for all of its costs (including engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or enforcement of this Ordinance. Any amount not paid within 60 days after delivery of a demand in writing for such payment shall, along with the interest and costs of collection, become a lien upon the Subject Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

**SECTION 4: Effective Date.** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall be of no force or effect unless and until the Applicant has caused a duly authorized person to execute and thereafter file with the City its unconditional agreement and consent, in the form attached hereto as Exhibit C, and by this reference incorporated herein and made a part hereof; provided further that, if the Applicant does not so file the unconditional agreement and consent within 30 days following the passage of this Ordinance, the City Council may, in its discretion and without public notice or hearing, repeal this Ordinance and thereby revoke all approvals granted in this Ordinance. Upon this Ordinance having full force and effect, the City Clerk shall cause it to be recorded in the Office of the McHenry County, Illinois Recorder of Deeds.

PASSED THIS 1st DAY OF February, 2022.

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED at Crystal Lake, Illinois, this 1st day of February, 2022.

City of Crystal Lake, an  
Illinois municipal corporation

---

Haig Haleblian, Mayor

SEAL

ATTEST:

---

Nick Kachiroubas, City Clerk

Draft

**EXHIBIT A**

**Legal Description of the Property**

LT 11 /EX CIR CT 12ED01/ ELMWOOD HEIGHTS

Draft

**EXHIBIT B**

**Application Plans**

Draft



**EXHIBIT C**

**Unconditional Agreement and Consent**

Pursuant to Section 4 of Crystal Lake Ordinance No. \_\_\_\_\_ and to induce the City of Crystal Lake to grant the approvals provided for in such Ordinance, the undersigneds acknowledge for the Applicant and their respective successors and assigns in title to the Subject Property that Applicant:

1. Has read and understands all of the terms and provisions of said Ordinance No. \_\_\_\_\_;
2. hereby unconditionally agrees to accept, consent to, and abide by all of the terms, conditions, restrictions, and provisions of Ordinance No. \_\_\_\_\_ and any amendments thereto; the UDO; and all other applicable codes, ordinances, rules, and regulations;
3. acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City’s issuance of any approvals or permits for the use of the Subject Property, and that the City’s issuance of any approval or permit does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time;
4. acknowledges that all public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any revocation on the grounds of any procedural infirmity or any denial of any procedural right;
5. agrees to and does hereby hold harmless and indemnify the City, the City’s corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of these parties in connection with the Subject Property or any City action respecting the Proposed Use of the Subject Property or the Requested Relief, including without limitation the adoption of this Ordinance or granting the approvals to the Applicant pursuant to the Ordinance (or claims relating to any ordinance or code provision pursuant to which the Requested Relief is otherwise authorized), except as may arise from the City’s gross negligence or willful misconduct, and provided that the City shall assert its available immunities in connection with such claims. In the event that the City elects to retain separate counsel in defense of any such claims, the Applicant hereby agrees to reimburse the City for its attorneys’ fees and costs incurred in connection of such defense of claims; and
6. represents and acknowledges that the persons signing this Unconditional Agreement and Consent are duly authorized to do so on behalf of the Applicant.

**330N, LLC**

**Jeffery M. Danca as Trustee of the Jeffrey M. Dance Trust dated May 9, 1988**

BY \_\_\_\_\_  
ITS \_\_\_\_\_

BY \_\_\_\_\_  
ITS \_\_\_\_\_



**#2021-221**  
**330 N. Route 31 – Special Use Permit**  
**Project Review for Planning and Zoning Commission**

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<b><u>Meeting Date:</u></b>	January 19, 2022
<b><u>Requests:</u></b>	Special Use Permit for a Cannabis Dispensary.
<b><u>Location:</u></b>	330 N. Route 31
<b><u>Acreage:</u></b>	Approximately 0.8 acres
<b><u>Existing Zoning:</u></b>	B-2 General Commercial
<b><u>Surrounding Properties:</u></b>	North: B-2 General Commercial South: B-2 General Commercial East: B-2 PUD General Commercial West: B-2 PUD General Commercial
<b><u>Staff Contact:</u></b>	Elizabeth Maxwell (815.356.3615)

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**Background:**

- **Existing Use:** The site is a former restaurant and the building has been vacant for several years.
- **UDO Requirements:** The Unified Development Ordinance (UDO) allows adult-use cannabis dispensaries as a Special Use Permit (SUP) in B-2 zoning districts.
- **UDO Requirements:** The SUP criteria establishes a 250-foot buffer from other uses including religious establishments, schools, recovery homes, libraries, childcare, parks, and residentially zoned properties.
- The State of Illinois also requires a 1,500 foot spacing from another cannabis dispensary.
- This proposed location meets all zoning and buffer requirements.

**Development Analysis:**

**General**

- **Request:** The request is for a Special Use Permit for a Cannabis Dispensary.
- **Land Use:** The land use map shows the area as Commerce. This land use designation is appropriate for this use.
- **Zoning:** The site is zoned B-2. The use of the property as a Cannabis Dispensary, which is allowed as a Special Use in the B-2 zoning district, is appropriate.

- **Site:** The site will remain the same with some minor exterior modifications and changes to the architecture and signage.
- Cannabis dispensaries require 5 spaces per 1,000 gross square feet of floor area. This user requires 11 spaces. There are 36 spaces on site

**Comprehensive Land Use Plan 2030 Plan Review:**

The Comprehensive Plan designates the subject property as Commerce, which allows for existing and future commercial, service and office uses. The following goals are applicable to this request:

Land Use - Commerce

**Goal: Maintain a dynamic and sustainable base of commercial uses that provides a solid tax base, goods, services and jobs to the City, as well as the surrounding region through coordination in the Unified Development Ordinance, Comprehensive Land Use Plan and Economic Development Strategic Plan.**

This can be accomplished with the following supporting action:

**Supporting Action:** Promote, retain, and attract businesses that provide a diverse tax base.

Economic Development – Revitalize and Enhance Key Commercial Corridors

**Goal: Establish funding sources and work with property owners to assist with and encourage the redevelopment of commercial areas.**

Economic Development – Attract and Retain Businesses

**Goal: Establish marketing efforts to attract and retain businesses throughout the City.**

This can be accomplished with the following supporting action:

**Supporting Action:** Continue to solicit the retail businesses which are most likely to succeed in various retail nodes in Crystal Lake.

**Success Indicator:** The number of retail businesses – grocery, restaurants, coffee/juice shops, apparel, electronics, and comparison goods – contacted, started and/or relocated.

**Findings of Fact:**

**SPECIAL USE PERMIT**

The petitioner has requested a Special Use Permit to allow a Cannabis Dispensary. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. The criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.

*Meets*

*Does not meet*

2. The use will not be detrimental to area property values.  
 *Meets*                       *Does not meet*
3. The use will comply with the zoning districts regulations.  
 *Meets*                       *Does not meet*
4. The use will not negatively impact traffic circulation.  
 *Meets*                       *Does not meet*
5. The use will not negatively impact public utilities or municipal service delivery systems. If required, the use will contribute financially to the upgrading of public utilities and municipal service delivery systems.  
 *Meets*                       *Does not meet*
6. The use will not negatively impact the environment or be unsightly.  
 *Meets*                       *Does not meet*
7. The use, where possible will preserve existing mature vegetation, and provide landscaping and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.  
 *Meets*                       *Does not meet*
8. The use will meet requirements of all regulating governmental agencies.  
 *Meets*                       *Does not meet*
9. The use will conform to any conditions approved as part of the issued Special Use Permit.  
 *Meets*                       *Does not meet*
10. The use will conform to the regulations established for specific special uses, where applicable.  
 *Meets*                       *Does not meet*

Cannabis dispensary. All cannabis dispensaries must comply with the following standards:

1. Minimum required buffer from protected uses:
  - a. A cannabis dispensary may not be located within 250 feet of the property line of a pre-existing public or private nursery school, preschool, primary or secondary school, day-care center, or residential care home. Learning centers and

vocational/trade centers shall not be classified as a public or private school for purposes of this section.

*Meets*                       *Does not meet*

- b. A cannabis dispensary may not be located within 250 feet of the property line of an existing religious establishment, parks and open space, library, or recovery home.

*Meets*                       *Does not meet*

- c. A cannabis dispensary may not be located within 250 feet of residentially zoned property.

*Meets*                       *Does not meet*

- d. For the purposes of this section, distances shall be measured in a straight line, without regard to intervening structures or objects, from the nearest point on the property of the lot on which an applicable cannabis dispensary is located to the nearest point on a property line of any protected use. For occupancy purposes, if a portion of the buffer touches the property, it does not exclude the entire property. If a portion of the building is in the buffer, the entire building would be considered in the buffer and not eligible.

*Meets*                       *Does not meet*

- e. Summary of buffer requirements:

USE	REQUIRED BUFFER (feet)
Schools	250
Childcare	250
Religious Establishment	250
Residentially Zoned Property	250
Parks and Open Space	250
Library	250
Recovery Home	250

2. Sale of food for on-premises consumption shall not be allowed as an accessory use or activity to a cannabis dispensary.

*Meets*                       *Does not meet*

3. A cannabis dispensary may not conduct any sales or distribution of cannabis other than as authorized by the Act.

*Meets*                       *Does not meet*

4. Exterior display: A cannabis dispensary shall be maintained or operated in a manner so that the public viewing of cannabis, cannabis products, cannabis paraphernalia or similar

products from any sidewalk, public or private right-of-way or from outside of the cannabis dispensing organization is not allowed.

*Meets*                       *Does not meet*

5. Hours of operation: Hours of operation are limited to between 6:00 a.m. and 10:00 p.m.

*Meets*                       *Does not meet*

6. Environmental: Emission of dust, fumes, vapors, or odors in a manner that impacts neighboring premises or properties or any public property or right-of-way shall be prohibited.

*Meets*                       *Does not meet*

7. Signage: Electronic message center signs are not permitted for a cannabis dispensary. No cannabis leaf or bud image may be used in promotional signage for the dispensary.

*Meets*                       *Does not meet*

8. State requirements: The cannabis dispensary must comply with all applicable provisions of the Cannabis Regulation and Tax Act, 410 ILCS 705/1 et seq., as may be revised or amended from time to time.

*Meets*                       *Does not meet*

9. All hazardous waste and cannabis waste shall be disposed of in accordance with the provisions of the statutes of the State of Illinois and ordinances of the City of Crystal Lake.

*Meets*                       *Does not meet*

10. On-premises consumption: It shall be prohibited to consume cannabis products in a cannabis dispensary or anywhere on the site occupied by a dispensary.

*Meets*                       *Does not meet*

**Recommended Conditions:**

If a motion to recommend approval of the petitioner's request is made, it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (330N LLC, received 12/22/21)
  - B. Narrative (330N LLC, undated, received 12/22/21)
  - C. Site Plan (Architects 127, dated 12/17/21, received 12/22/21)
  - D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 12/22/21)
  - E. Elevations (Architects 127, dated 12/17/21, received 12/22/21)

2. Significant modifications to the business operation shall require a Special Use Permit Amendment.
3. Work with staff to provide landscape throughout the parking lot and along Route 31.
4. The existing non-conforming pole sign must be removed and replaced with a monument sign that complies with the UDO sign criteria, including landscaping.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.

# City of Crystal Lake Development Application

Office Use Only

File # \_\_\_\_\_

Project Title: Special Use Permit/Adult USE CANNABIS DISPENSARY

## Action Requested

Annexation

Comprehensive Plan Amendment

Conceptual PUD Review

Final PUD

Final PUD Amendment

Final Plat of Subdivision

Preliminary PUD

Preliminary Plat of Subdivision

Rezoning

Special Use Permit

Variation

Other

## Petitioner Information

Name: 330N,LLC

Address: 444 N. IL ROUTE 31

Crystal Lake, IL. 60012

Phone: 815-790-2678

Fax: \_\_\_\_\_

E-mail: 1600northrentals@gmail.com

## Owner Information (if different)

Jeffrey M. Danca, Trustee of the Jeffrey M.  
Name: Danca Trust Dated May 9, 1988

Address: \_\_\_\_\_

4604 Oak Creek Rd, C.L. 60012

Phone: 815-459-5671

Fax: \_\_\_\_\_

E-mail: JMDCONS1@sbcglobal.net

## Property Information

Project Description: Special Use Permit/Adult Use Dispensary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Address/Location: 330 N. IL. Route 31, Crystal Lake, IL. 60012

\_\_\_\_\_

\_\_\_\_\_

PIN Number(s): 14-34-177-033, 14-34-177-023



**Development Team**

Please include address, phone, fax and e-mail

Developer: Mc Reynolds Construction 2616 Cherry St, Wonder Lake, 815-276-8367

Architect: Architects 127 5625 Chesapeake Dr., Mchenry 815-452-4125

Attorney: William Hellyer 444 N. IL. Route 31, Crystal Lake, 815-459-1700

Engineer: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_

Planner: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Other: \_\_\_\_\_

**Signatures**

KASHAN AHMAD



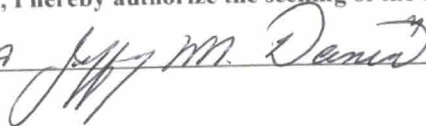
12/21/22

PETITIONER: Print and Sign name (if different from owner)

Date

As owner of the property in question, I hereby authorize the seeking of the above requested action.

JEFFREY M. DANCA



12-22-21

OWNER: Print and Sign name

Date

NOTE: If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.



**City of Crystal Lake  
Development Application  
Ownership Sign-off Acknowledgement Form**

The following information is related to a development application. As the owner of the property in question, I (we) acknowledge that the information provided in the submittal was reviewed and approved.

**Owner Information**

Name: Jeffrey M. Danca, Trustee of the Jeffrey M. Danca Trust dated May 9, 1988

Address: 4604 Oak Creek Road, Crystal Lake, IL 60012

Phone: 815 459 5671

E-mail: JMDCONS1@sbcglobal.net

Project Name & Description: Special use permit / adult use cannabis dispensary

Project Address/Location: 330 N. Route 31, Crystal Lake, IL 60012

Signature *Jeffrey M. Danca*

JEFFREY M. DANCA

December 14, 2021

Owner: Print and Sign name

Date

NOTE: If the property is held in a trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.



**CRYSTAL LAKE PLANNING AND ZONING COMMISSION  
WEDNESDAY, JANUARY 19, 2022  
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS**

The meeting was called to order by Mr. Greenman at 7:00 p.m.

**ALLOW REMOTE PARTICIPATION BY COMMISSION MEMBER ATKINSON**

Mr. Greenman asked for a motion to allow Commission Member Atkinson to participate via phone.

Ms. Teetsov made a motion to allow phone participation for Commission Member Atkinson. Mr. Jouron seconded the motion. On voice vote, all members voted aye. Mr. Greenman confirmed that Commission Member Atkinson could hear the meeting.

**CALL TO ORDER**

Mr. Greenman called the meeting to order. On roll call, members Atkinson, Gronow, Jouron, Repholz, Skluzacek, Teetsov, and Greenman were present.

Michael Magnuson, Director of Public Works and Engineering, Kathryn Cowlin, Director of Community Development, Elizabeth Maxwell, City Planner, Katie Rivard, Assistant City Planner, and Abigail Wilgreen, City Engineer, were present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

**2021-221 – 330 N. ROUTE 31 – SPECIAL USE PERMIT FOR CANNABIS DISPENSARY**

Special Use Permit to allow a Cannabis Dispensary.

Kashan Ahmed and Zachary Zises, with 330N, LLC and William Hellyer, attorney were present to represent the petition. Mr. Hellyer stated that this building was the former Pablo's restaurant and had to close due to COVID. The site is zoned B-2 and they meet all the buffers identified in the ordinance from protected uses. This is a good site for them and they can meet all the conditions of approval. This will be better for economic development since the site has been vacant for two years. They plan to clean-up the streetscape and the pylon sign will be removed. They will use a third party security company, and the business will be highly regulated by the State.

Mr. Greenman asked Mr. Zises to go over the operations and security plan. He briefly described their operations. They will be compliant with all State requirements. There will be an unarmed guard at all times, and a panic button that would alert the police. They would also have cameras, motion sensors, and access controls. He noted there are laws prohibiting loitering. He indicated that customers would enter the waiting

area where their ID would be verified. They could then go into the retail section. There would be a separate entrance and exit.

Mr. Greenman opened the public hearing.

Ms. Deb and Mr. Jim Parquette were present to oppose the use. Ms. Parquette noted they own the Purrfect Cat Rescue business at 318 N. Route 31. She has several concerns with this use. Mr. Parquette stated they rely on volunteers to assist at the shelter. Many of these volunteers are young, 13-18 years old, and could be leaving in evening hours. He noted how close the buildings are to one another. The parking lots are shared, and they have had issues in the past with customers from the former restaurant loitering in their parking area. Ms. Parquette stated that main volunteer parking is on the south side, and they work with kids from the high schools and groups such as the Boy Scouts. She stated they are struggling with volunteers because of COVID. Mr. Parquette state the police are far away as this is on the outskirts of the City so it will take a while for them to arrive if called.

Mr. David Beebe, represents the owner of the Lube Zone. He wanted to be sure the cannabis customers were not loitering or vandalizing the adjacent businesses. He had no objection with the business as long as it is under control.

There being no one else who wanted to speak, Mr. Greenman closed the public hearing.

Staff noted that a condition could be added to the request that the petitioner work with the neighbors to address concerns with parking and to designate parking spaces for the cat rescue.

Mr. Skluzacek had a few questions about the floor plan and asked what the hatched area represented and how they would use the basement. Mr. Ahmed replied that the hatched area is space they do not need to use in the building. The basement has a break room for employees, but is not used for any cannabis storage. All product needs to be stored in a vault. Mr. Skluzacek asked about site circulation and deliveries. Mr. Ahmed stated that deliveries are by a small van and they can enter through Reiland Drive and come in through the back access. He noted that there is one guard at a time and possibly two on weekends depending on the number of customers.

Mr. Gronow asked how many years they were in operation. Mr. Zises stated that they have been in operation for 6 years at other locations. They have the Andersonville location, which is a joint medical and recreational location, and a recreational location in the West Loop. Mr. Gronow appreciates the Parquettes' concerns. He asked if the parking lot would be well lit. The petitioners agreed that they would make improvements to make the site safe.

Ms. Teetsov was glad the petitioner has experience at other locations. She did have concerns with the shared parking and noted this was an opportunity to collaborate with the neighbor. She asked about the elevations and exterior improvements. Mr. Ahmed noted they would remain as is. Mr. Hellyer stated they would do some TLC with the exterior of the site including the parking lot and adding some landscape as requested by staff.

Mr. Jouron asked about the business name and how the operation works. Mr. Zises replied that there is no name yet, as the State has not officially issued the license to the operator. The operation allows people to enter and they can receive assistance if they want. Many people choose to pre-order online and head to a register to check-out. Staff can provide assistance on specific products. Mr. Jouron prefers the hours of operation would stop at 9pm.

Mr. Repholz asked who the actual operator would be. Mr. Zises noted that is unknown at this time until the State actually issues the licenses to the applicants.

Mr. Greenman asked about limiting the number of customers in the store at any one time and how they manage those who are waiting. Mr. Zises said that there is no limit to customers. The average time in the store is two and a half minutes due to pre-orders. At their busiest location in Andersonville, they can do 1,000 customers per day. They can use a text based wait system, if needed. Mr. Greenman noted they meet the Findings of Fact. He thought they had a good business plan, and this was an appropriate use and location. He would like the petitioners to work with the neighbors on parking lot signage.

Mr. Skluzacek made a motion to approve the Special Use Permit for the cannabis dispensary with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
  - A. Application (330N LLC, received 12/22/21)
  - B. Narrative (330N LLC, undated, received 12/22/21)
  - C. Site Plan (Architects 127, dated 12/17/21, received 12/22/21)
  - D. Floor Plan (Steep Architecture Studio, dated 12/16/21, received 12/22/21)
  - E. Elevations (Architects 127, dated 12/17/21, received 12/22/21)
2. Significant modifications to the business operation shall require a Special Use Permit Amendment.
3. Work with staff to provide landscape throughout the parking lot and along Route 31.
4. The existing non-conforming pole sign must be removed and replaced with a monument sign that complies with the UDO sign criteria, including landscaping.
5. The petitioner shall address all of the review comments and requirements of the Community Development Department.
6. **The petitioner shall work with the adjacent property owner on the striping and signing of the parking lot to designate their spaces. Added by PZC**

Mr. Jouron seconded the motion. On roll call members, Skluzacek, Teetsov, Repholz, Jouron, Gronow and Greenman voted aye. Mr. Atkinson recused himself. The motion passed 6-0.

### **ADJOURNMENT**

Mr. Gronow made a motion to adjourn the meeting. Mr. Skluzacek seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 9:51 p.m.

## Project Narrative

Description Of Interested Parties	2
Our Business	2
Hours of Operation	3
Staffing	3
Lighting Plan	3
Security Plan	3
Odor Mitigation Plan	6
Delivery Plan	6
Refuse Plan	6
Other Regulatory Requirements	7

## Description Of Interested Parties

There are two distinct entities involved in this transaction.

1. **330N, LLC** will be the OWNER of the property. 330N, LLC is owned by jointly by 280E, LLC and KADD, LLC. 330N is the applicant for a special use permit.
2. **Green & Campbell, LLC** has expected to be the tenant and the licensee. G&C has been granted the right to receive a conditional license from the State to operate an adult use dispensary although, currently, the granting of this conditional license is prevented by a temporary restraining order by court order.

## Our Business

330N, LLC is a recently formed business whose function is to serve as the Owner/Landlord for master tenant for a dispensary operated by Green & Campbell, LLC. This master/sub-tenant structure is common in the cannabis space and mostly serves to navigate the unique status of cannabis as state-legal and federally illegal.

The membership of 330N, LLC includes those with local ties as well as with real estate, retail and cannabis experience, including:

Kashan Ahmad was born and raised in the city of Crystal Lake where he currently resides. He understandably has a vested interest in the well being of the community and it's people. He has a great knowledge of the cannabis industry in various states. He currently has multiple business in the area, and vast knowledge in retail sales .

Anthony Bellino has resided in McHenry County for over 40 years. He has been a commercial and residential real estate broker in and around McHenry county area for more than three decades. Tony was influential in the redevelopment of historic downtown Algonquin. He currently co-owns a business in the area with his spouse.

280E, LLC is owned by Bryan and Zachary Zises, who are co-founders and owners Dispensary33, which opened in December 2015 and was Chicago's first medical dispensary. Dispensary33 currently has two Chicago dispensary locations, one of which is both medical and adult use; the other is adult use only.

Green & Campbell is a newly formed entity that applied in Illinois' round of Social Equity adult use dispensaries and have been fortunate enough to win one conditional license. It currently has the following two members:

Darius Campbell is a 2-year veteran in the US Army who served as a Combat Engineer based out of Ft. Hood, Texas.

Michael O'Neill is an experienced operator and day-to-day management in dispensaries since 2015 in Illinois.

## HOURS OF OPERATION

We intend to operate for the fullest number of hours allowed: 8 am to 10 pm every day of the week. However, we may shorten hours based on demand.

## STAFFING

Between five and nine staff will be at the facility during all operating hours:

- 1 security guard
- 1 store lead
- 1 front-desk agent
- At least 1 retail staff (likely 2-4)
- At least 1 inventory agent

## LIGHTING PLAN

The lighting plan will be robust and will ensure that surveillance systems will be able to achieve facial recognition in all interior spaces and exterior frontage and parking areas. At the same time, the exterior plan will ensure compliance with 12-9- 6G in providing at least one foot-candle of illumination at all points in the back parking area, while shielding adjacent neighboring property lines to ensure none receives more than 2 foot candles of illumination, in accordance with 12-12-10. Light will be affixed to the building, more than 3 feet from any property line and well below 30 feet in height from established grade.

## SECURITY PLAN

The security system is broken out into two arrays: surveillance and anti-intrusion. The surveillance system is composed of a network of cameras that will continuously surveil 100% of the interior and exterior of the facility, except where legally prohibited (bathroom and changing areas). Camera type varies on purpose – exterior cameras are optimized for weather-proofing, tamper-proofing and nighttime conditions; interior camera focal lengths are optimized to either capture a wide area, if its function is to monitor the goings-on of an entire room, or a narrow point, to monitor the staff as they fulfill products on an order-by-order basis or as they operate a POS or currency counting machine.

The anti-intrusion system is a multi-layered lattice of protection that allows us to monitor and control the movement of employees and non-employees, to be able to immediately alert



authorities in the instance of a threat, and to detect and prevent any unwanted intrusions into the facility as a whole and high value targets within the facility in particular. This system includes:

1. **Access Control Doors**: All doors within the facility will be locked at all times. Staff will have access control cards that are programmed to allow them to unlock only those doors consistent with their responsibilities, and only at times when they would need to do so. So, retail staff cannot unlock the door to Vault and will not be able to unlock the door to the employee entrance beyond those times they would be expected to be on-site.
2. **Panic Buttons**: Employee stations (front desk, POS) will be equipped with panic buttons that, once activated, trigger an immediate alert to local authorities.
3. **Motion Sensors**: Every room in the facility will be equipped with motion sensors.
4. **Seismic / Sonar Sensors**: Per City code, if needed, all roofs and walls will be monitored with these sensors.
5. **Glass Break Sensors**: All glass on the exterior of the building will be monitored with glass break sensors.
6. **Multi-Zone Alarm System**: The Vault will be on a separate alarm zone, allowing it to remain armed independent from the rest of the facility. Within the vault will be a currency safe bolted into the floor, access to which will be restricted solely to necessary staff, and the IT Closet, holding the servers that run the security system and store the surveillance data.
7. **Smoke and Fire Alarm**: Each area of the dispensary will be equipped with a photo-electronic smoke and heat detector with a built-in wireless transmitter that conducts alarms and tampering, maintenance needs, and low battery signals

Additional security controls:

1. **Security Guard**: a licensed security guard, employed by a third-party Licensed Security Contractor, will be on-site during all operating hours.
2. **Auxiliary Power**: The access control, video surveillance, smoke/fire, and alarm systems will have a two-part auxiliary power system; battery and backup generator. SmartPro 120V Line Interactive Uninterruptable Power Supply (UPS) in the IT/ Secure Records Room will supply immediate uninterruptible power service in the event of momentary power outage for a minimum of 4 hours to all security systems. For any outage lasting more than 4 hours, the dispensary will utilize a backup, non-grid tied power generator, to provide uninterrupted power to the facility in the event of an extended power loss.
3. **Facility Design**: Security needs are front of mind with several aspects of our floor plans.

- a. **Barriers Between Areas.** The dispensary is divided into distinct areas, all separated by controlled access doors and natural physical barriers.

The public may only enter through the Front Door into the Lobby, which is the only **Public Access** area of the facility. The Front Desk Agent controls the request-to-access door from the Lobby to the **Limited Access** Retail Room and will only unlock this door for approved Purchasers after presenting valid identification.

A controlled access door will separate the Sales Floor from the **Restricted Access** area behind the Dispensing Counter. From this area, a second controlled access door must be opened in order to reach the picking room and the rest of the facility where product and currency are stored.

- b. **Dedicated Entrances/Egresses.** All individuals will have specific, dedicated entrances and egresses that they must use to access the facility, allowing us to precisely monitor and track each person's location while on the premises.

The **Front Door** will be unlocked during operating hours and will be the only door Purchasers and Non-Delivery Service Professionals may enter through. From the Retail Room, Purchasers may only exit through the secure **Exit Mantrap**. Separating the entrance and exit in this way gives us greater control over the number of customers in the facility and prevents any logjams in the lobby.

The **Employee/Delivery Vestibule** will be the only entrance/exit for staff and product deliveries.

- c. **Two Door Requirement.** Every point of entrance and egress will be protected by a two-door mantrap. For Purchasers, the front door is followed by the door to the Retail Room upon entrance. To exit, they must leave through the two-door Exit Mantrap – these two doors have a Right-to-Exit Detector that prevents both doors from being open at the same time, preventing any unauthorized entrance into the facility from the dedicated exit.

4. **Strict Anti-Loitering Policy.** We will enforce a strict No Loitering policy. All persons who are not authorized Purchasers and have not demonstrated a reasonable need to visit may not loiter either in the Lobby or on the exterior premises. The Security Agent will regularly check the exterior and advise those attempting to remain on the premises without any need to do so that local law enforcement will be called to remove the offending party if they do not cease loitering. If such persons fail to respond to requests to vacate the premises, then law enforcement will be summoned to remove them.

## ODOR MITIGATION PLAN

An HVAC system will run throughout the facility. All air intakes will be equipped with carbon filters. The vault will be separated into a separate HVAC zone with the ability to add additional odor mitigation filters if needed.

## DELIVERY PLAN

We will maintain a parking space in the rear of the building specifically for deliveries.

- Delivery vehicles are either Ford Transit Connects or Sprinter Vans – both vehicles can easily be accommodated in one of these spots.
- Deliveries are always pre-scheduled and spaced out so that each delivery can be accepted and processed before another is scheduled.
- Our preference is to have more frequent deliveries with less volume, so two to three deliveries per day is not uncommon.
- Delivery contents will be carried through the dedicated mantrap in the rear of the building. With the Right-to-Exit switch preventing both doors from being open at the same time, security risk is kept to a bare minimum.
- A security guard will be present.
- Per State regulations, during the time that product is undergoing intake, a delivery agent from the manufacturer will remain with the vehicle at all times. Depending on the size of the delivery, this process can take between 5 and 25 minutes.

## REFUSE PLAN

In keeping with State regulations, all product waste must be destroyed before being left outside for pick-up. Destruction occurs at the same time every week, to coincide with weekly trash pickup so that destroyed product is outside for the shortest possible amount of time. Below is a copy of our approved product destruction and disposal plan:

- Any finished cannabis, extractions, infusions, or other harvested plant material that does not meet standards for health, quality and viability, or which for regulatory reasons have been deemed requiring destruction, must be segregated in a quarantined area and then destroyed.
- All product must be rendered unusable and unrecognizable before being placed outside for waste management pick-up. The following guidelines are in place to ensure this threshold is met for each product category:
  - Flower and Concentrates. Grind all flower and concentrates together in a blender until rendered a fine powder. Pour into waste bin and cover with cat litter, in an amount in far excess of 50% by volume.
  - Topical Patches. Remove the backing from the patch to expose the medicated side of the patch. Suffuse the patch in cat litter until all areas of the patch of covered. Dispose of the patches into the waste bin and cover with cat litter, in an amount in far excess of 50% by volume.

- Cartridges. Smash cartridge tanks by blunt force, using a mallet or other such device, and then empty the remains into the trash bin and cover with cat litter, in an amount in far excess of 50% by volume.
- Edibles. Heat edibles in a microwave oven and pour the resulting liquid into the trash bin and cover with cat litter, in an amount in far excess of 50% by volume.
- Creams and Other Topicals. Smash products by blunt force, using a mallet or other such device, and then empty the remains into the trash bin and cover with cat litter, in an amount in far excess of 50% by volume.
- Disposal shall only occur in the restricted access area, at the same time every week, as pre-approved by IDFPR, and shall be performed in full view of the video surveillance.

## OTHER REGULATORY REQUIREMENTS

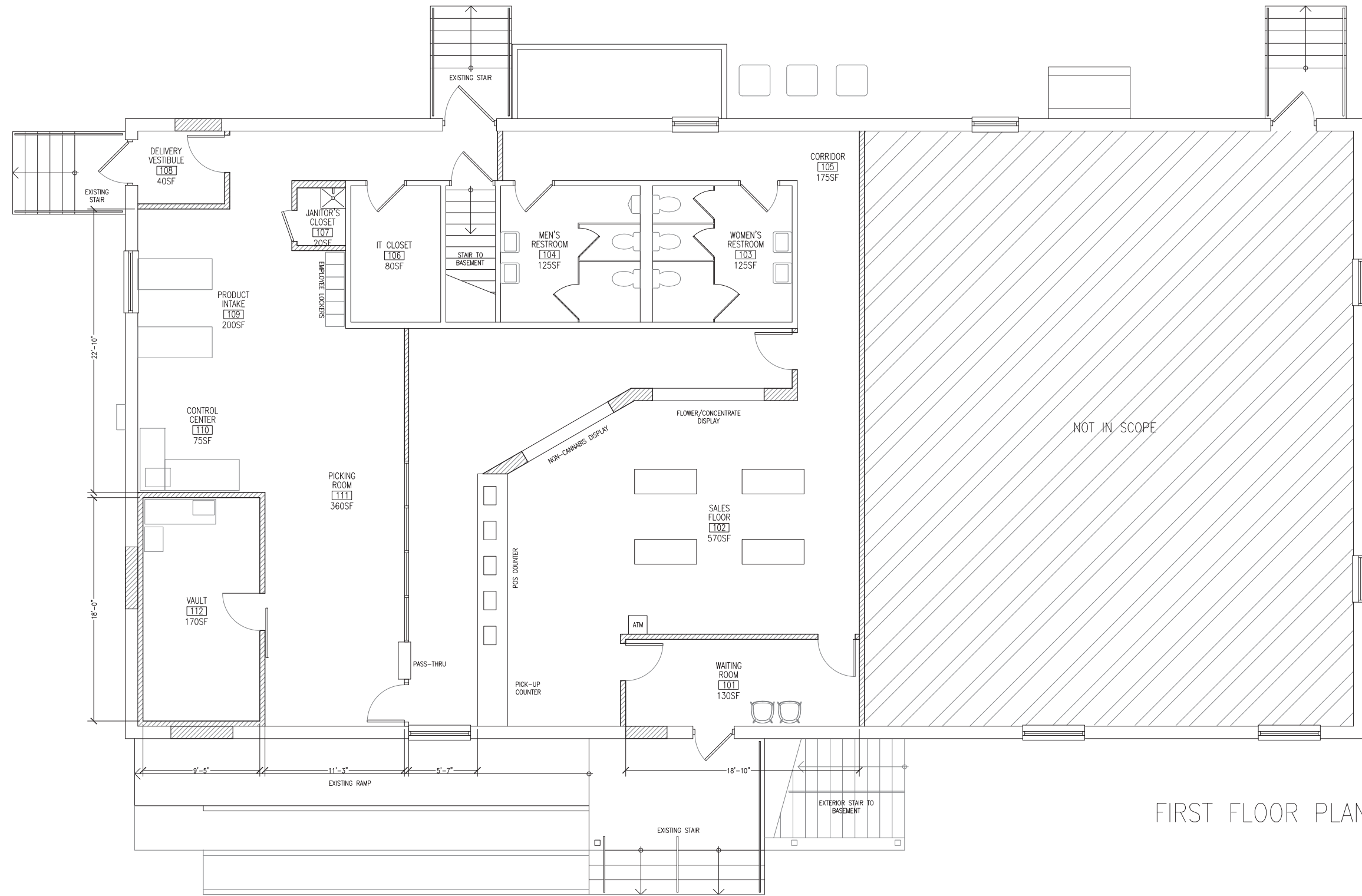
In most ways that impact the community the requirements imposed by the State have been addressed in our floor plan and our security plan detailed above, or, as with operating hours, are addressed by the City's zoning ordinance. However, there are a few additional requirements that we will be meeting:

1. **Tinted Windows**. All public-facing windows must be tinted and have anti-shatter film applied.
2. **Signage**. The lobby and retail rooms will have required signs posted.



MAIN STREET (ROUTE 31)

PROJECT NO:	2114	REVISION:	DATE:	DESCRIPTION:
DATE:	17 DEC 21		17 DEC 21	PRELIMINARY
DRAWN:	JMF/LAF			
CONTENTS:	EXIST. SITE PLAN			



FIRST FLOOR PLAN

**steep**

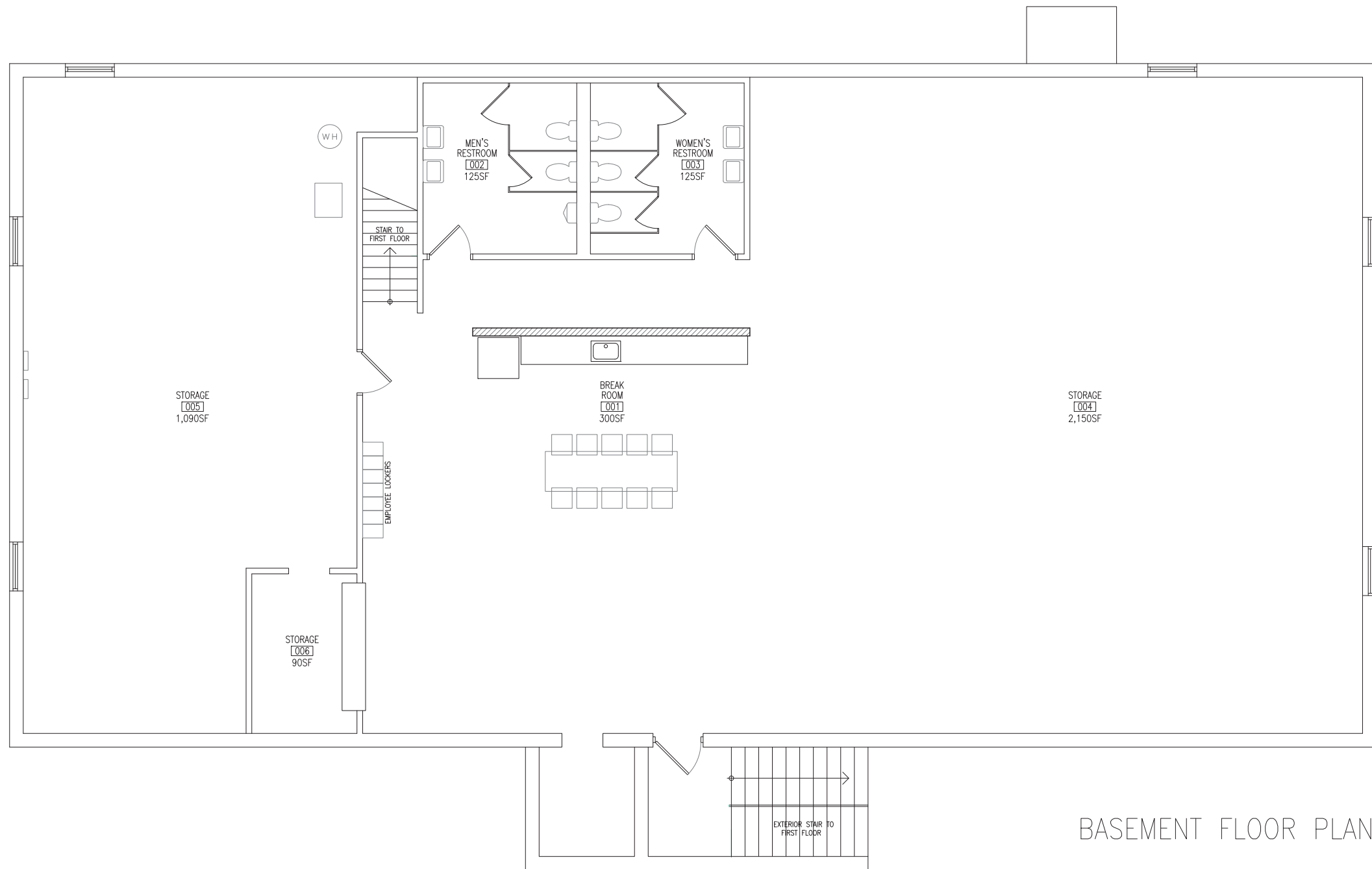
steep architecture studio

**330 north route 31  
crystal lake, il  
60014**

**issue :**  
issue for zoning

**date :**  
12/16/2021

**first floor plan** **N**  
scale : 1/8" = 1'-0"



BASEMENT FLOOR PLAN

**steep**

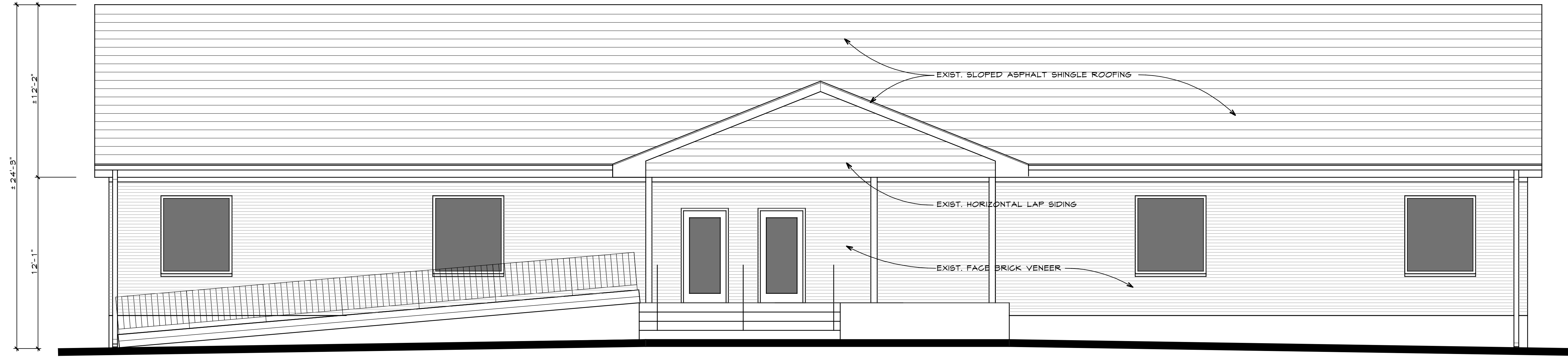
steep architecture studio

**330 north route 31  
crystal lake, il  
60014**

**issue :**  
issue for zoning

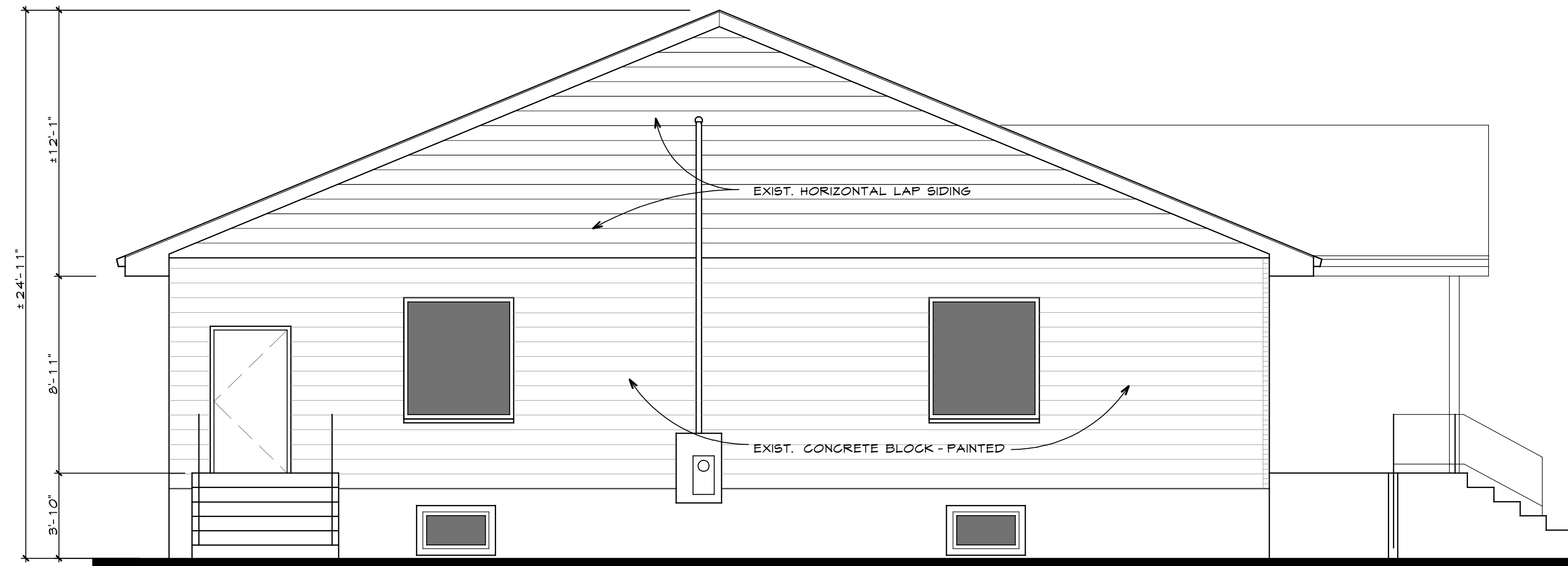
**date :**  
12/16/2021

**basement floor N**  
**plan** →  
scale : 1/8" = 1'-0"

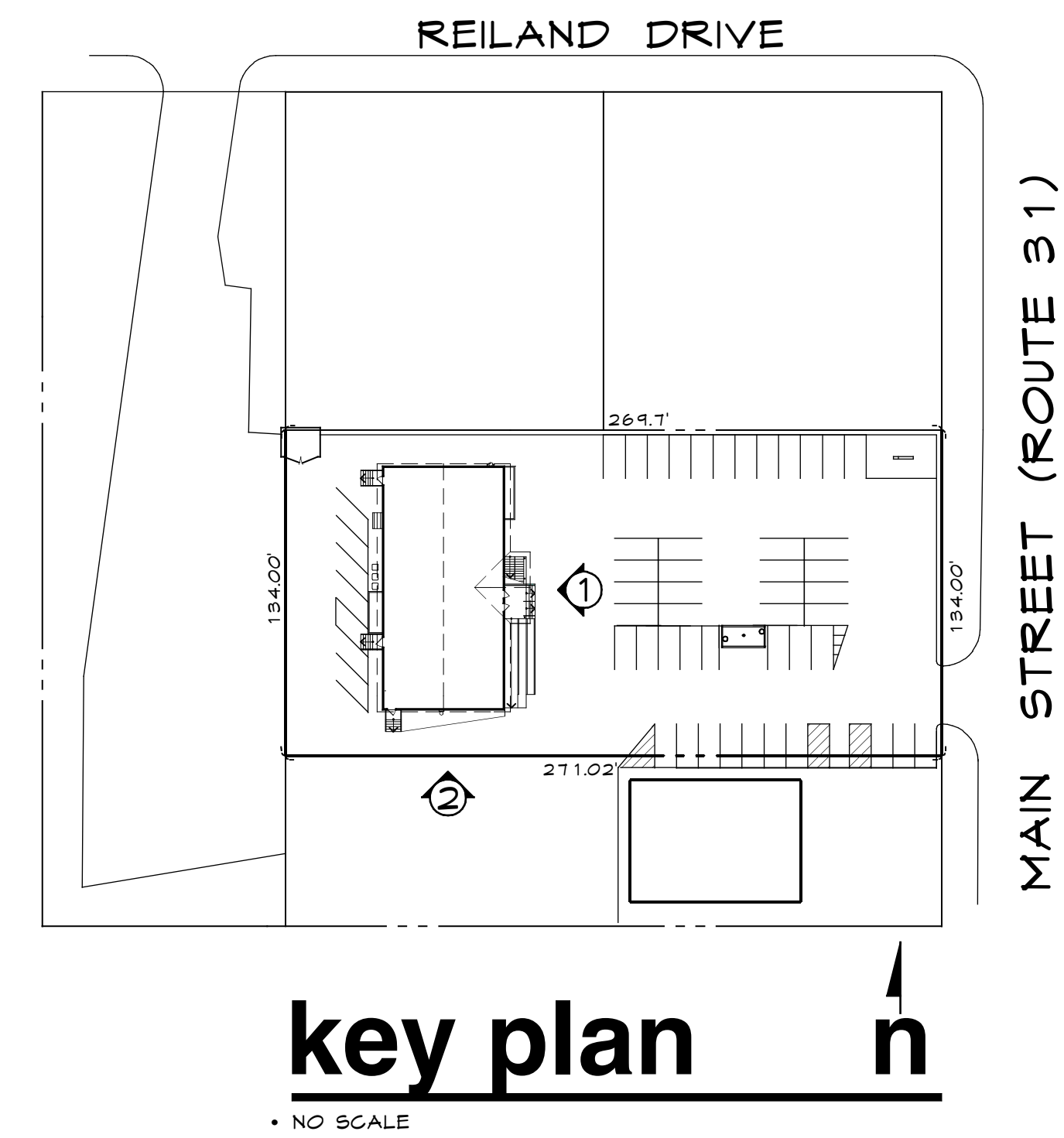


**exist. elevations - east ①**      **1/4"=1'-0"**

• FRONT ELEVATION FACING STATE ROUTE 31



**south ②**



Design Firm License No.: 184 - 002195

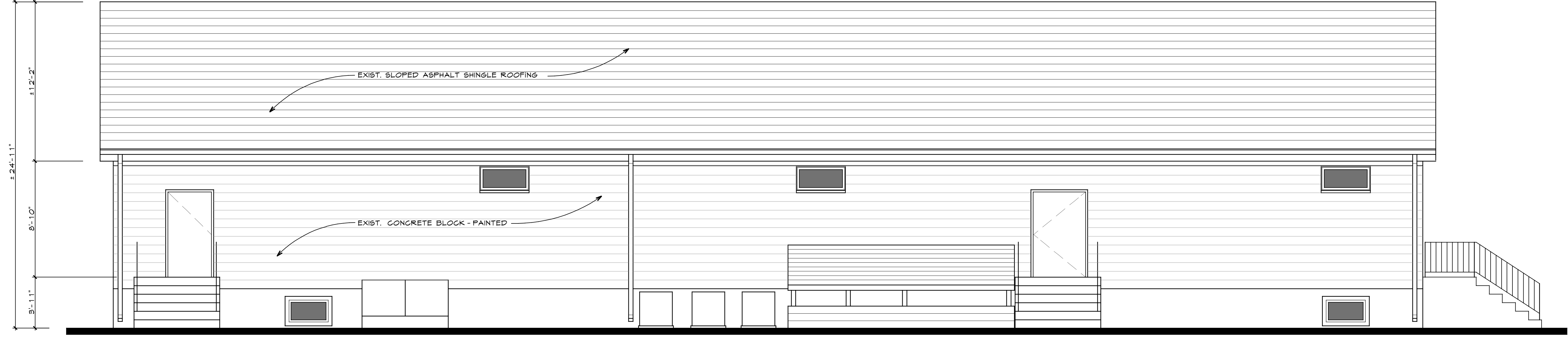
**Architects 127**  
5625 Chesapeake Drive    Tel (847) 452-4125  
McHenry, IL 60050    architects127@gmail.com

EXISTING ONE-STORY MASONRY & PRECAST BUILDING  
**interior tenant finish for**  
**SPEC MERCANTILE/OFFICE**  
CRYSTAL LAKE, ILLINOIS  
330 NORTH ROUTE 31

PROJECT NO:	21194	REVISION:	DATE:	DESCRIPTION:
DATE:	17 DEC 21	JMF/LAF	17 DEC 21	PRELIMINARY
DRAWN:				
CONTENTS:	EXIST. BUILDING ELEVATIONS - EAST & SOUTH			
	SITE KEY PLAN			

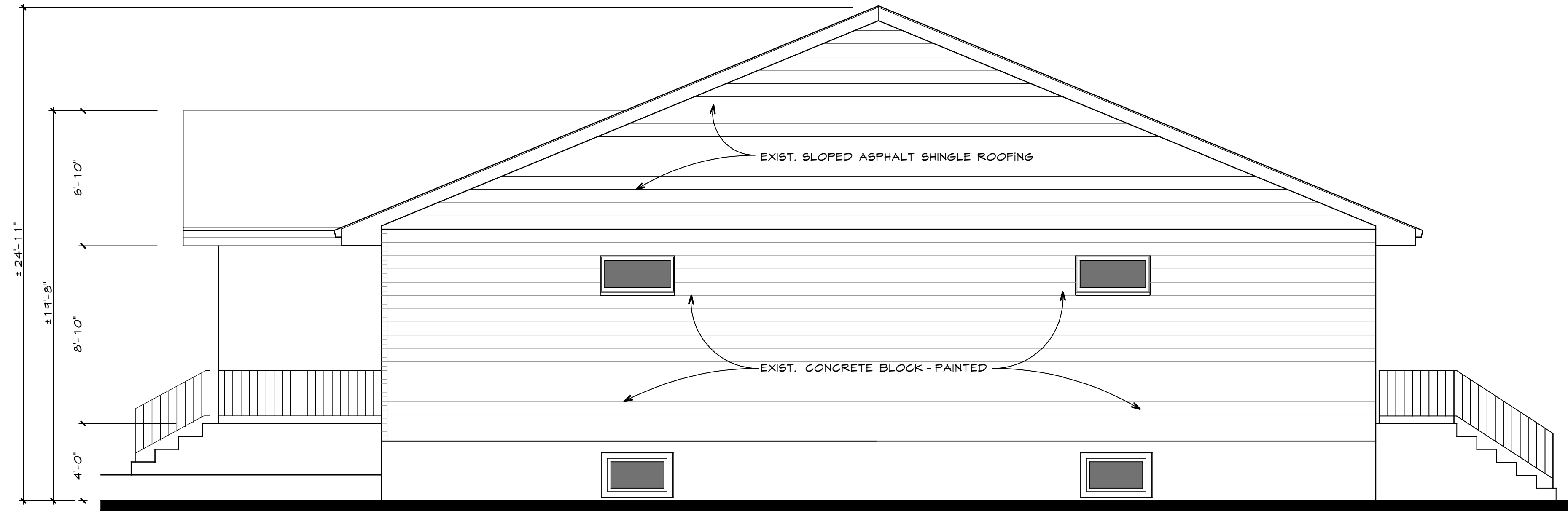
**A2.1**



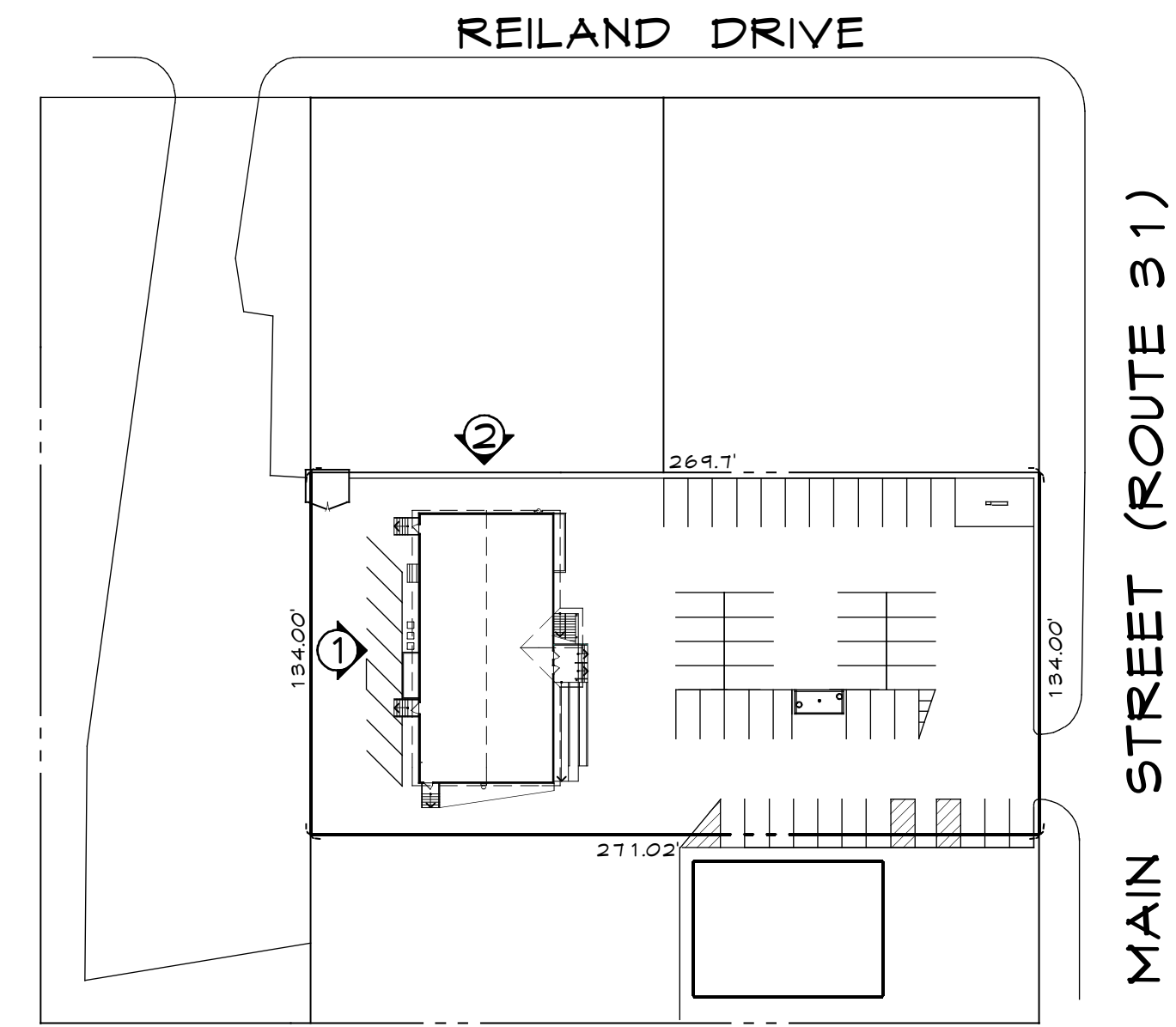


**exist. elevations - west ①** 1/4"=1'-0"

• PAINT ALL MECHANICAL & ELECTRICAL ITEMS ON EXTERIOR WALL TO MATCH WALL BEHIND AND AROUND MOUNTED ITEM



**north ②**



**key plan**

• NO SCALE

Design Firm License No.: 184 - 002185

**Architects 127**  
5625 Chesapeake Drive - Tel (847) 452-4125  
McHenry, IL 60050 architects127@gmail.com

EXISTING ONE-STORY MASONRY & PRECAST BUILDING  
**interior tenant finish for**  
**SPEC MERCANTILE/OFFICE**  
CRYSTAL LAKE, ILLINOIS  
330 NORTH ROUTE 31

PROJECT NO:	2114	REVISION:	DATE:	DESCRIPTION:
DATE:	17 DEC 21		17 DEC 21	PRELIMINARY
DRAWN:	JMF/LAF			
CONTENTS: EXIST. BUILDING ELEVATIONS - WEST & NORTH				
SITE KEY PLAN				

**A2.2**



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

**Meeting Date:** February 1, 2022

**Item:** Bid Award – Door and Gate Maintenance Services

**Staff Recommendation:** Award the bid to the lowest responsible and responsive bidder, United Door & Dock, for Door and Gate Maintenance Services, and adopt a Resolution authorizing the City Manager to execute a two-year contract with three optional one-year extensions with United Door & Dock in the bid amount.

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

**Background:**

The City’s facilities contain numerous overhead and person doors along with motorized gates that require periodic maintenance and repairs. Large overhead doors present at Public Works and Fire Stations require specialized contractors to repair. The City has for many years bid the routine maintenance for various overhead doors, motorized gates and fire door inspection and certifications for City facilities. These facilities include the Municipal Complex, fire stations, water and wastewater treatment plants and lift stations. In addition, the staff requested bids to provide a standard labor rate and parts markup price for any additional, or non-routine repairs.

On January 18, 2022, the City of Crystal Lake publicly opened and read aloud bids received for Door and Gate Maintenance Services. The following is a breakdown of bids received:

	Base Bid 2022 - Routine Maintenance	2022 Repair & Replace Labor Rates	Parts Markup	Base Bid 2023 - Routine Maintenance	2023 Repair & Replace Labor Rate Increase
√ United Door & Dock	\$4,694.00	\$135.00 – straight \$165.00 - overtime	22%	\$4,694.00	2%
Builders Chicago Corp	\$5,043.00	\$138.00 – straight \$170.00 - overtime	20%	\$5,250.00	2%
Door Systems	\$7,600.00	\$145.00 – straight \$210.00 - overtime	25%	\$7,600.00	3%
American Door & Dock	\$8,960.00	\$160.00 – straight \$270.00 - overtime	20%	\$8,960.00	2%

√ Indicates recommended lowest responsive and responsible bidder

The City is currently paying \$4,464.00 annually for the contract currently held by Builders Chicago Corp.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy. Staff contacted references for United Door & Dock and results were satisfactory. Therefore, it is staff's recommendation to award the contract to the lowest responsible and responsive bidder, United Door & Dock for Door and Gate Maintenance Services for a two-year contract with three optional one-year extensions. The City annually budgets for these services and repairs.

**Votes Required to Pass:**

Simple majority.



## **RESOLUTION**

**WHEREAS** the CITY OF CRYSTAL LAKE maintains a large number of doors and gates at various City facilities; and

**WHEREAS** the CITY OF CRYSTAL LAKE received and publicly opened bids for Door and Gate Maintenance Services on January 18, 2022; and

**WHEREAS** the lowest responsive and responsible bidder is United Door & Dock, Glendale Heights, IL.

**NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and United Door & Dock for Door & Gate Maintenance Services for base years 2022 and 2023, with optional years 2024, 2025, and 2026 in the amounts and rates bid.

**DATED** this 1<sup>st</sup> day of February, 2022.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, MAYOR

SEAL

ATTEST

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Nick Kachiroubas, CITY CLERK

PASSED: February 1, 2022

APPROVED: February 1, 2022

Draft



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 1, 2022

**Item:**

Bid Award – Polymers for Wastewater Solids Handling

**Staff Recommendation:**

1. Motion to reject the polymers bid from the bid opening on December 20, 2021; and

2. Motion to award the contract for polymers from the January 17, 2022 bid opening to the lowest responsible and responsive bidder, Polydyne Inc., for cationic polymer and anionic polymer, and adopt a Resolution authorizing the City Manager to execute a one-year agreement with two, optional one-year extensions with Polydyne Inc. in the bid amounts.

**Staff Contact:**

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

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**Background:**

Polymer is used for the coagulation of solids in the wastewater treatment process. It is utilized at both City Wastewater Treatment Plants.

Because of the cost, staff seeks bids for purchase and delivery of this product. During the first attempt to receive bids on December 20, 2021, only one vendor submitted a bid. Since the City strongly prefers competitive bidding, this bid was rejected. On January 17, 2022, the City of Crystal Lake publicly opened and read aloud three bids received for polymers. The following is a breakdown of bids received:

	V Polydyne Inc., Riceboro, GA			Solenis LLC, Wilmington, DE			Aquachem of America, Appleton, WI		
Base Year 2022	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)
Cationic C-9530	12.665	11,000	\$139,315.00	14.43	11,000	\$158,730.00	15.846	11,000	\$174,306.00
Anionic A-228	10.912	550	\$6,001.60	11.95	550	\$6,572.50	13.761	550	\$7,568.55
<b>TOTAL</b>			<b>\$145,316.60</b>			<b>\$165,302.50</b>			<b>\$181,874.55</b>
Optional Year 2023	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)
Cationic C-9530	12.92	11,000	142,120.00	No Bid	11,000		16.68	11,000	183,480.00
Anionic A-228	11.352	550	6,243.60	No Bid	550		14.595	550	8,027.25
<b>TOTAL</b>			<b>148,363.60</b>						<b>191,507.25</b>
Optional Year 2024	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)	Price Per Gallon	Quantity (Gallons)	Total Price (Price x Quantity)
Cationic C-9530	13.77	11,000	151,470.00	No Bid	11,000		17.514	11,000	192,654.00
Anionic A-228	11.792	550	6,485.60	No Bid	550		15.429	550	8,485.95
<b>TOTAL</b>			<b>157,955.60</b>						<b>201,139.95</b>

✓ Indicates recommended lowest responsive and responsible bidder

The City is currently paying \$10.0725/gallon for cationic polymer and \$8.98/gallon for anionic.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy. For the past several years, the Public Works Department has utilized Polydyne, Inc., and is satisfied with this product. It is staff's recommendation to award the contract to the lowest responsible and responsive bidder, Polydyne, Inc. for a one-year base contract with two additional one-year options.

**Votes Required to Pass:**

Simple majority.



## **RESOLUTION**

**WHEREAS** the CITY OF CRYSTAL LAKE requires polymers as part of the wastewater treatment process; and

**WHEREAS** the CITY OF CRYSTAL LAKE received and publicly opened bids for polymers on December 20, 2021 and only received one bid; and

**WHEREAS** the CITY OF CRYSTAL LAKE re-bid the polymers and publicly opened bids on January 17, 2022 and received three bids with Polydyne, Inc., of Riceboro, Georgia being the lowest responsive and responsible bidder;

**NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

**BE IT FURTHER RESOLVED** that the bids of December 20, 2021 are hereby rejected; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Polydyne, Inc. for cationic and anionic polymers for base year 2022 with the option for two, one-year extensions.

**DATED** this 1<sup>st</sup> day of February, 2022.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
Haig Haleblian, MAYOR



SEAL

ATTEST

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Nick Kachiroubas, CITY CLERK

PASSED: February 1, 2022

APPROVED: February 1, 2022

Draft



Agenda Item No: 13

## City Council Agenda Supplement

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Meeting Date: February 1, 2022

Item: Assignment and Assumption of Master Purchase and Sale Agreement for the Crystal Lake Depot Train Station and Surrounding Property at 70-88 E. Woodstock Street

Staff Recommendation: Motion to adopt a Resolution authorizing the City Manager to execute an Assignment and Assumption of Master Purchase and Sale agreement for the acquisition and transfer of the Crystal Lake Depot Train Station and surrounding property at 70-88 E. Woodstock Street.

Staff Contact: Eric Helm, Deputy City Manager

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Background:

As the City Council may recall, the Union Pacific Railroad (UP) owns a 1.8 acre parcel in downtown Crystal Lake, including the downtown train station, the depot parking lot, Depot Park and a portion of Veteran's Park (see page 2 for a depiction of this "**Property**"). Last year, Metra informed the City of UP's desire to sell the Property. Based on an agreement between UP and Metra, Metra has the right of first refusal to purchase the Property. Metra does not desire to purchase the Property, but offered to purchase the Property on the City's behalf and then transfer title of the Property to the City. At the November 2, 2021 City Council meeting, the City Council approved an intergovernmental agreement with Metra for the acquisition and transfer of the Property to the City pending the final Master Purchase and Sale Agreement (Master PSA).

On January 24, 2022, UP and Metra entered into a Master Purchase and Sale Agreement to complete the sale. Metra has presented an assignment and assumption of the master purchase and sale agreement to the City with respect to the Property. Such assignment and assumption would grant, convey, assign, transfer and set over all of Metra's rights with respect to the Property under the Master Purchase and Sale Agreement to the City.



### Next Steps

As presented and approved at the November 2, 2021 City Council meeting, the purchase price is \$1,072,500.00. Following the execution of the assignment and assumption of purchase and sale, the City will pay an initial earnest amount of \$26,000.00. The City will then have until September 28, 2022 for an initial feasibility review period; the feasibility review period can be extended for an additional 18 months. The City's feasibility review will include title review, site survey, environmental assessments, building and site assessments, and identification of additional closing costs and fees. The full purchase amount shall be due at closing following the completion of the feasibility review period. The City may choose to not pursue the purchase at any time during the initial feasibility review period, for any reason, and would receive a refund of the earnest amount. The City may also terminate the purchase during an extended feasibility review period, but this may result in a forfeiture of the \$26,000.00 earnest money.

City special legal counsel has reviewed the assignment and assumption document and approves the City's execution of this document. The City's special legal counsel is still reviewing the Master PSA document. If substantive changes are necessary to the Master PSA, this document will be brought back before the City Council for consideration.

### Votes Required to Pass:

Simple majority.

Res. \_\_\_\_\_



## RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an Assignment and Assumption of Master Purchase and Sale agreement with the Commuter Rail Division of the Regional Transportation Authority for the acquisition and transfer of the Crystal Lake Depot Train Station and surrounding property at 70-88 E. Woodstock Street, as depicted in Exhibit A.

DATED this 1<sup>st</sup> day of February, 2022.

CITY OF CRYSTAL LAKE, an  
Illinois Municipal Corporation,

By: \_\_\_\_\_  
Haig, Haleblian, MAYOR

SEAL

ATTEST

\_\_\_\_\_  
Nick Kachiroubas, CITY CLERK

PASSED: February 1, 2022

APPROVED: February 1, 2022

EXHIBIT A:

Crystal Lake Depot Train Station and surrounding property at 70-88 E. Woodstock Street

