



**CITY OF CRYSTAL LAKE**  
**AGENDA**  
**CITY COUNCIL**  
**REGULAR MEETING**  
City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
February 6, 2024  
7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – January 16, 2024 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**  
*The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.*
7. **Mayor’s Report**
8. **City Council Reports**
9. **Consent Agenda**
  - a. **Class 20 Temporary Liquor License Request – Illinois Probation and Court Services Association**
  - b. **Class 19 and Class 20 Temporary Liquor License Requests – Pioneer Center for Human Services**
  - c. **County Zoning Request - 4605 N. Oak Street, Crystal Lake, Illinois (Nunda Township)**
  - d. **Annual Adoption of the Zoning Map**
  - e. **7013 Sands Road, NVA Trucking – Rezoning, Special Use Permit for Freight Terminal and Preliminary and Final Planned Unit Development [To be continued to February 20, 2024, no action or discussion to occur]**
10. **Bid Award – Natural Areas Maintenance and Native Plant Monitoring**
11. **Purchase of five (5) Police Department Vehicles through the State of Illinois Central Management Services (CMS) bid for \$40,750 each for a total of \$203,750**
12. **Bid Award – Tree Removal for Engineering Projects**
13. **Capital Improvement Plan Fiscal Year 2024B through Fiscal Year 2028 – For Discussion Only**
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, review of draft Executive Session Minutes, and Semi-Annual Review of Executive Session Minutes**

- 16. Reconvene to Regular Session**
- 17. Approval of Executive Session Minutes that includes the dates of February 7, 2023, March 7, 2023, June 20, 2023, August 1, 2023 and December 19, 2023**
- 18. Consideration to destroy verbatim records that includes the dates of October 19, 2021, December 7, 2021, February 15, 2022 and April 19, 2022**
- 19. Consideration of action following semi-annual review of Executive Session Minutes**
- 20. 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 6, 2024

**Item:**

Class 20 Temporary Liquor License Request – Illinois Probation and Court Services Association

**Staff Recommendation:**

Motion to approve issuance of one Class 20 Temporary Liquor License to the Illinois Probation and Court Services Association

**Staff Contact:**

Melanie Nebel, Executive Assistant  
Nick Hammonds, Assistant City Manager

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**Background:**

The City received a request from the Illinois Probation and Court Services Association for the issuance of one Class 20 Temporary Liquor License in order to offer alcoholic liquor in the package only, as a raffle prize for their Annual Conference on Wednesday, April 17, 2024 through Friday, April 19, 2024. While raffle licenses are approved administratively per the City Code, the issuance of a temporary liquor license requires consideration by the City Council.

The organization will need a temporary liquor license as the award of alcoholic liquor as a raffle prize is considered the sale of alcohol by the State Liquor Control Act. The wine and alcoholic liquor raffle prizes will be awarded at the Holiday Inn, located at 800 S. Illinois Route 31, on Friday, April 19, 2024.

Section 329-5-T of the City Code permits the issuance of a Class 20 Temporary Liquor License for the retail sale of alcoholic liquor on the premises in packages only, but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license.

The Illinois Probation and Court Services Association has met application requirements for a temporary liquor license. A certificate of insurance naming the City as an additional insured will be submitted prior to the event.

**Votes Required to Pass:**

Simple majority

# CITY OF CRYSTAL LAKE



## Class "20" Temporary Liquor License

### General Information:

- A Class "20" Temporary Liquor License authorizes the retail sale of alcoholic liquor on the premises specified in the license in packages only but not for consumption on the premises where sold.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Issuance of a Class "20" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

City of Crystal Lake  
Application for Temporary Liquor License

CLASS "20"  
Alcoholic Liquor in Packages Only

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Illinois Probation & Court Services Association  
(Must be not-for-profit organization)

Address P.O. Box 474, Effingham, IL 62401 Phone Number 309-349-5884

2. Location where beer in packages only will be sold:

Raffle Baskets containing alcoholic beverages:  
Crystal Lake Holiday Inn - 800 S. Rte 31 Crystal Lake, IL 61014

3. Dates of the event (not to exceed three (3) days): Conference April 17-19, 2023

4. Hours of operation: 8:00am - 4:00pm  
Drawing Friday, April 19, 2023

5. Describe the type of crowd and traffic control licensee will utilize. Hotel Staff & IMBA Executive Board

6. Describe plan for refuse pickup. N/A

7. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.

Raffle Benefactor - Ryan Markowski MS-Hennepin Co. Probation  
(on-site) 2200 N. Seminary Ave  
Whitstock, IL 60098

8. Please attach the following to your application:

- License fee in the amount of \$20.00. (Make checks payable to the "City of Crystal Lake".)
- Proof of liquor liability insurance
- Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.
- Site plan of area where beer in packages only will be sold.
- Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.

Thomas J. Clark  
Signature of President Date 1/2/24

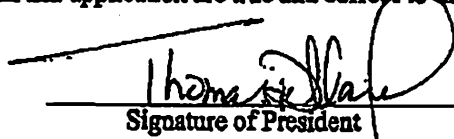
[Signature]  
Signature of Secretary Date 01/04/2024

Both application and affidavit must be signed by the President and Secretary of the not-for-profit organization.

**AFFIDAVIT**

**STATE OF ILLINOIS    )  
COUNTY OF MCHENRY )**

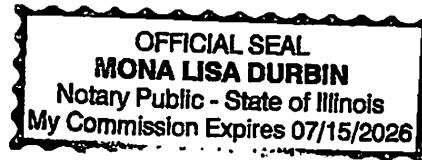
We swear that we will not violate any of the Ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief.

  
\_\_\_\_\_  
Signature of President

  
\_\_\_\_\_  
Signature of Secretary

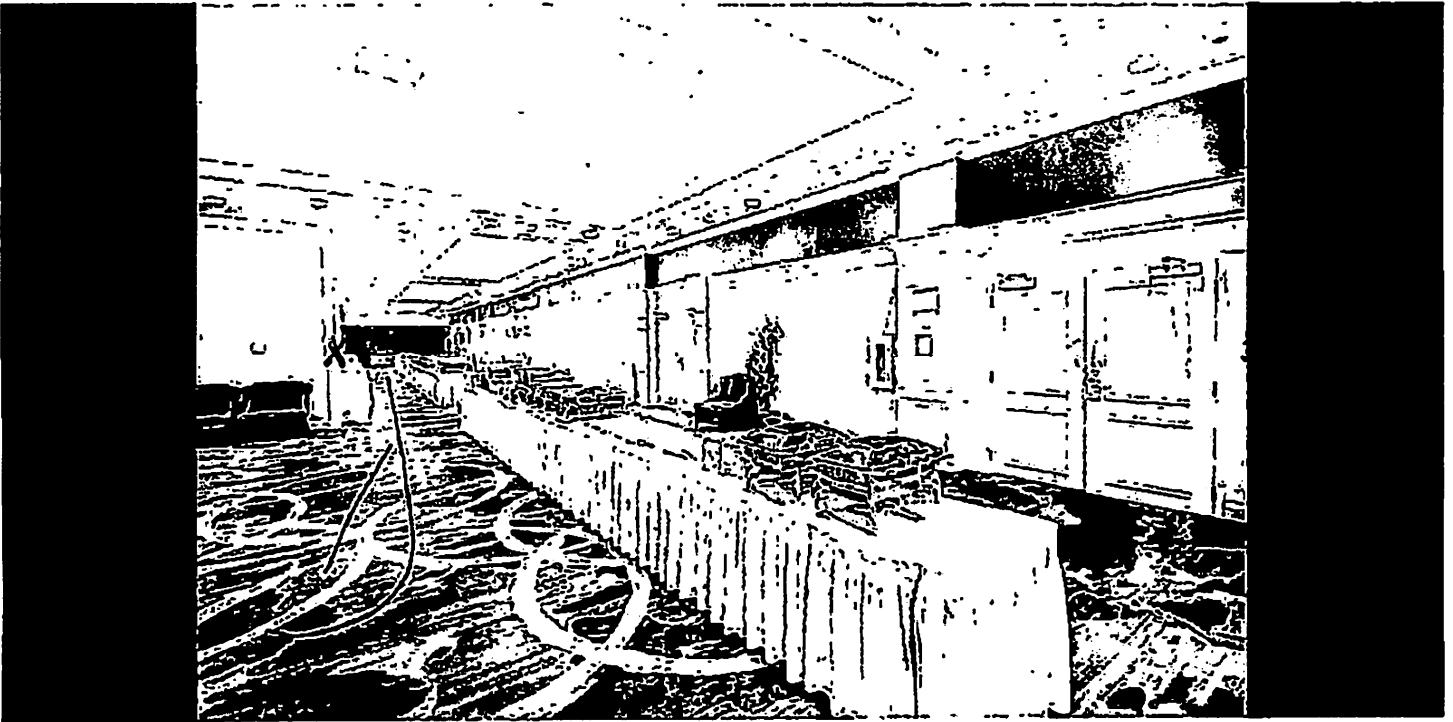
Subscribed and sworn to before me this 4<sup>th</sup>  
day of January, 2024.

  
\_\_\_\_\_  
Notary Public



Monday Chicago NW  
Crystal Lake Conv Ctr, Ill  
AHC poster

all photos



Foyer + hallway set up for vendors,  
registration, merch, committee tables,  
Raffle tables

X = room e big window that can be open  
can be used for registration or  
mainly storage.



## ILLINOIS PROBATION AND COURT SERVICES ASSOCIATION

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P.O. Box 474 • Effingham, IL 62401  
309-349-5884 (phone)  
www.ipcsa.org • association1969@ipcsa.org

January 4, 2024

City of Crystal Lake Mayor and members of the City Council  
100 W. Municipal Complex  
Crystal Lake, IL 66014

**Re: Raffle/Liquor License Application**

**Mayor Haig Haleblian and members of the City Council:**

The Illinois Probation and Court Services Association (IPCSA) will be holding the Spring Conference Training Event on April 16-19, 2024 at the Holiday Inn, 800 S. Illinois Rte 31, Crystal Lake. During the training event, a raffle is held with proceeds benefitting a local charity chosen by the McHenry County Probation and Court Services Department.

On behalf of the raffle, the McHenry County Probation and Court Services Department will be purchasing and soliciting raffle donations. Because of the likelihood some raffle prizes may contain alcoholic beverages, the Association is requesting a temporary Class 20 Liquor License to accompany the License to Conduct the Raffle.

On site ticket sales will occur at the Holiday Inn, during our training event April 16-19, 2024. The items will be raffled off at the conclusion of our business meeting on Friday, April 19, 2024.

On behalf of the Illinois Probation and Court Services Executive Board of Directors, thank you for your consideration in this matter.

Tod Dillard



IPCSA President

*PROTECTING OUR COMMUNITIES AND CHANGING LIVES*





November 2024

City Manager's Office  
Attn: Raffle License  
100 W. Municipal Complex  
Crystal Lake, IL 66014

RE: Raffle License Application

Greetings,

On April 16-19 2024 the Illinois Probation & Court Services Association will host their 2024 Spring Conference at the Holiday Inn, Crystal Lake. We are aware that the IPCSA will conduct different raffles with alcohol and the Holiday Inn will not receive any proceeds from these raffles.

Sincerely,

Eric Yarolimek  
Director of Sales  
Holiday Inn Crystal Lake

**Holiday Inn Chicago NW Crystal Lake Convention Center**  
800 S Illinois Rte 31 Crystal Lake, IL 60014 Phone: 815-477-7000  
[www.crystallakeHI.com](http://www.crystallakeHI.com)



Company: U.S Insurance Company of America  
3131 Greenhead Drive  
Springfield, IL 62711  
(217)391-5252

Producer: R.W. Troxell & Company  
214 S Grand Ave W  
Springfield, IL 62704  
(217) 528-7533

**SPECIAL EVENT LIABILITY PROPOSAL**  
**Proposal #: QSE0020225001**

**NAMED INSURED:** Illinois Probation and Court Services Association  
**TYPE OF ENTITY:** Non Profit Organization  
**MAILING ADDRESS:** PO Box 474, Effingham, IL 62401-0474  
**POLICY PERIOD:** Inception Date and Time: April 16, 2024 02:00 AM Standard Time  
Expiration Date and Time: April 19, 2024 06:00 PM Standard Time

**LIABILITY COVERAGES**

Designated Premises: 800 South Illinois Route 31, Crystal Lake, IL 60014

<u>Coverage</u>	<u>Limit of Liability</u>
Illinois Liquor Liability - Each Common Cause	\$1,000,000

**Additional Insureds:**

Name: Crystal Lake Holiday Inn  
Address: 800 S Illinois Route 31, Crystal Lake, IL 60014  
Interest: Lessor of leased equipment

**REPRESENTATIONS - The Insured has made the following representations:**

The event is scheduled to start on April 16, 2024 at 08:00 AM and end on April 19, 2024 at 12:00 PM  
Type of Event: Conference Estimated Number of Attendees: 200  
Alcohol Is:  
 Not Being Served  
 Being Served But Not Sold By The Insured  
 Being Sold By The Insured And The Estimated Liquor Sales Are: \$500

**FORMS AND ENDORSEMENTS:**

IL-LL 104 12-07 Iowa Law Endorsement IL-LL 911 11-07 Terrorism Disclosure  
IL-LL 101 09-09 IL Liquor Liability Policy

**FULLY EARNED POLICY PREMIUM: \$200**  
**PREMIUM IS DUE AND PAYABLE PRIOR TO THE INCEPTION DATE OF THE POLICY**

Insured Signature:  Date: 1/12/24



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/12/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER TROXELL 214 South Grand Ave West  Springfield IL 62704	CONTACT NAME: Christina Edgington	
	PHONE (A/C, No, Ext): (217) 528-7533 FAX (A/C, No): (217) 528-1041 E-MAIL ADDRESS: cedgington@troxellins.com	
INSURED  Illinois Probation and Court Services Association PO Box 474  Effingham IL 62401-0474	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: US Insurance Co of America	13017
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	


**COVERAGES**      **CERTIFICATE NUMBER:** CL2411245821      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability	Y		24IL0000002SE00	04/16/2024	04/19/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$						
	MED EXP (Any one person) \$						
	PERSONAL & ADV INJURY \$						
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$
PRODUCTS - COMP/OP AGG \$ 1,000,000							\$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR							\$
<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$
DED RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is additional insured in respects to the liquor liability for event to be held on April 16, 2024 at 08:00 AM and end on April 19, 2024 at 12:00 PM at Crystal Lake Holiday Inn 800 S Illinois Route 31, Crystal Lake, IL 60014

<b>CERTIFICATE HOLDER</b>  Crystal Lake Holiday Inn 800 S Illinois Route 31  Crystal Lake, IL 60014	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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**Agenda Item No: 9b**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	February 6, 2024
<b><u>Item:</u></b>	Class 19 and Class 20 Temporary Liquor License Requests from Pioneer Center for Human Services
<b><u>Staff Recommendation:</u></b>	Motion to ratify the issuance of a Class 19 and Class 20 Temporary Liquor License to Pioneer Center for Human Services
<b><u>Staff Contact:</u></b>	Eric T. Helm, City Manager

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**Background**

On January 16, 2024, the Pioneer Center for Human Services applied for a raffle license for its fundraising event scheduled on February 3<sup>rd</sup> at Old Towne Hall in Crystal Lake between 6:00 and 9:30 p.m. Simultaneously, they also submitted an application for a liquor license. Pioneer Center had informed staff that packaged liquor would be included among the raffle prizes. While raffle licenses are approved administratively per the City Code, awarding of packaged alcoholic liquor in the original package would require the issuance of a Class 20 temporary liquor license.

In addition to the Class 20 temporary license for packaged liquor, Pioneer Center would also require a Class 19 temporary liquor license for liquor sampling (the event involves bourbon sampling). Both licenses are subject to approval by the City Council. Unfortunately, the next City Council meeting at which Pioneer Center's license requests could be considered was February 6, 2024 which was three days after their scheduled event.

Additionally, Pioneer Center would require a special event liquor license from the Illinois Liquor Control Commission (ILCC) in order to proceed with the bourbon tasting.

Since the application was submitted late and unable to be placed on an agenda, Mayor Haleblan signed a letter to the Pioneer Center approving the special event with the intention of submitting the requests for by the City Council at its regular meeting on February 6, 2024 at 7:00 p.m.

Section 329-5-T of the City Code permits the issuance of a Class 20 Temporary Liquor License for the retail sale of alcoholic liquor on the premises in packages only, but not for consumption on the premises specified in the license where sold. The license shall be issued to not-for-profit corporations or organizations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three days and shall be issued only for special events sponsored by the not-for-profit corporation or organization requesting the license.

Section 329-5-S of the City Code permits the issuance of a Class 19 Temporary Liquor License for the retail sale of beer, wine, and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Pioneer Center for Human Services has submitted all application requirements for Class 19 and Class 20 temporary liquor licenses. The organization received their raffle license on February 1, 2024 after having received approval of their bourbon tasting event by Mayor Haleblan.

**Votes Required to Pass:**

Simple majority



CITY OF  
*Crystal Lake*  
ILLINOIS

January 30, 2024

Pioneer Center for Human Services  
4031 Dayton Street  
McHenry, IL 60050  
**VIA EMAIL**

Dear Mr. Samuel:

This approval letter shall confirm that I have approved the “Bourbon Fest” special event to be conducted by the Pioneer Center on February 3, 2024 from 6:00 p.m. to 9:30 p.m. at the Old Towne Hall, located at 54 Brink Street, Crystal Lake.

This approval shall include authorization for sampling of alcohol in compliance with Section 5/6-31 of the Illinois Liquor Control Act. Please note that you must comply with the liability/dram shop insurance requirements of the Illinois Liquor Control Act and regulations promulgated thereto as well as Chapter 329-8 of Crystal Lake City Code.

This approval will additionally be submitted for ratification by the City Council at its regular meeting on February 6, 2024 at 7:00 p.m.

Very Truly Yours,

Haig Haleblian  
Mayor/Liquor Commissioner

# CITY OF CRYSTAL LAKE



## Application: License to Conduct a Raffle

Return Completed Form To:  
City of Crystal Lake  
100 W. Woodstock St.  
Crystal Lake, IL 60014  
Attn: City Manager's Office

### Enclosures:

- Letter filled out by the organization stating that the officers agree that the appointed raffle manager is acting on behalf of the club for the conduct of the raffle.
- If the raffle is taking place outside the organization's premises, a letter from the property owner stating that they are aware of the raffle and will not benefit from the proceeds.
- Completed, signed and notarized application.

#### Office Use Only

Date Received 1/16/24  
PD Approved 1/26/24  
CMO Approved: 2/1/24  
License Number: 24-6



# License to Conduct a Raffle

<b>Organization Information</b> <i>must be a 501(c)3 for a minimum of 5 years</i>	
Name & Address of Organization	Pioneer Center for Human Services
	4031 W. Dayton St. McHenry, IL 60050
Character of Organization & Date of Formation	Human Services Non-profit 1958
<b>Officers Information</b>	
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	Frank Samuel, CEO
Address	175 E. Louis Ave. Lake Forest, IL 60048
DOB	[REDACTED]
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	Rebecca Heisler, Chair
Address	131 Baldwin Ave. Crystal Lake, IL 60014
DOB	[REDACTED]
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	Harmony Merwitz, Secretary
Address	246 Leonard Wood South, unit 208 Highland Park, IL 60035
DOB	[REDACTED]
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	
Address	
DOB	
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	
Address	
DOB	
<b>Raffle Manager Information</b>	
First, Middle Initial, Last Name I do not have a middle name <input type="checkbox"/>	Susan P George
Address	4031 W. Dayton St. McHenry, IL 50050
DOB	[REDACTED]
Phone Number	[REDACTED]
E-mail	sgeorge@pioneercenter.org



<b>Date(s) of Raffle</b> Feb. 3, 2024	<b>Date(s) of Ticket Sales</b> Feb. 3, 2024
<b>Location where raffle/drawing will take place</b> – Please include address. Old Towne Hall - 54 Brink St. Crystal Lake, IL 60014	<b>Proposed price for each ticket sold</b> \$20
<b>Total Number of Chances to be Sold</b> – Please do not list ‘Unlimited’ 1,000	<b>Will chances be sold online?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of raffle</b> – Select multiple if needed. If ‘Other’, please explain. <input type="checkbox"/> 50/50 <input checked="" type="checkbox"/> Table Raffle (Baskets, Buckets, etc.) <input type="checkbox"/> Progressive (Queen of Hearts) <input type="checkbox"/> Other	
<b>Objects to be raffled</b> GIFT BASKETS AND PREMIUM BOURBON	
<b>Will alcohol be part of the prize(s)?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	* If yes, please complete a Class 20 Temporary Liquor License application found on the City website under <i>Liquor Licenses</i> .  Please note: Since there is a purchase of a raffle ticket/chance, having alcohol as a prize is considered the ‘sale of alcohol’ which is prohibited without a liquor license.
<b>Maximum retail value of each prize(s)</b> \$2000	<b>Total retail value of all prizes</b> \$10000
<b>Attestations</b>	<b>Agree (Initial below)</b>
<b>Bond Waiver Request</b> The City Manager or his/her designated representative is authorized to waive the requirement for a bond by including a waiver provision in the license issued, provided that by a unanimous vote of the members of the licensed organization such a waiver is requested. Such a request does not guarantee that a waiver will be granted by the City of Crystal Lake; however, your organization may request a waiver of the bonding requirements.	SG
I, <u>Sue George</u> the designated raffle manager to hereby consent that I have not had a raffle license revoked by any governing body, nor been convicted of a felony and meet all of the requirements to act in the capacity of the raffle manager for <u>Pioneer Center for Human Services</u> organization.	SG
We hereby attest that <u>Pioneer Center for Human Services</u> organization is a bona fide religious, charitable, labor, fraternal, educational, or veteran organization which operates without profit to its members and which has been in existence continuously for a period of five (5) years immediately before making this application for a license, and which had during that entire five (5) year period had a bona fide membership engaged in carrying out its objectives as described on the attached raffle application.	SG
Pursuant to the City Code of the City of Crystal Lake, all raffle tickets, which are sold off the premises upon which the raffle is to be held must contain the license number issued by the City. If tickers are only sold the premises the day on which raffle drawing is held, the license issued by the City must be displayed. The applicant agrees to conform to all City code requirements. The applicant hereby agrees not to violate any of the laws of the State of Illinois or the United State, nor any ordinances of the City of Crystal Lake in the conduct of the raffle(s). Further, applicant agrees not to allow gambling devises or gambling on the premises where the raffle(s) will be held. Applicant agrees to maintain all financial records required by the Raffle Control Ordinance and to report monthly to its membership and to the City of Crystal Lake, its gross receipts, expenses, and net proceeds from raffles, and the distribution of net proceeds itemized as to payee, purpose, amount and date of payment.	SG

Notarized signatures needed on last page.

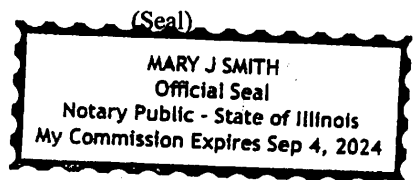
**President**

Printed: Rebecca Heisler Signed: Rebecca Heisler

Date: 1-11-2024

Sworn and subscribed before me this: 11th (day) of January 2024

Notary: Mary J Smith



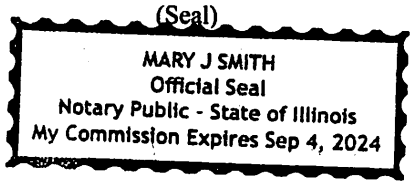
**Secretary**

Printed: Hannah Murray Signed: Hannah Murray

Date: 1-11-2024

Sworn and subscribed before me this: 11 (day) of January 2024

Notary: Mary J Smith



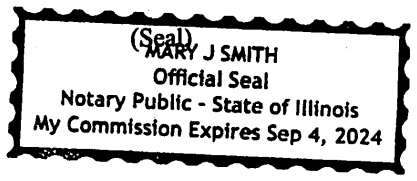
**Raffle Manager**

Printed: Susan George Signed: Susan George

Date: 1.9.24

Sworn and subscribed before me this: 9th (day) of January 2024

Notary: Mary J Smith





January 10, 2024

City Manager's Office

Attn: Raffle License

Crystal Lake, IL, 60014

Raffle License Application

Greetings,

On February 3<sup>rd</sup>, 2024, the Pioneer Center for Human Services will host their Fundraiser at the Old Towne Hall in Crystal Lake.

We are aware that the Pioneer Center for Human Services will conduct different raffles and the Old Towne Hall will not receive any proceeds from these raffles.

Sincerely

Sandra Betz

General Manager

Old Towne Hall, Crystal Lake



Developmental Disabilities • Behavioral Health • Homeless Services

***Passion to Serve. Commitment to Care.***

January 9, 2024

Mayor & City Council of the City of Crystal Lake  
100 W. Woodstock St.  
Crystal Lake, IL 60014

Honorable Mayor Haleblian & City Council,

Pioneer Center for Human Services requests approval of the enclosed License to Conduct a Raffle.

We are planning two events in Crystal Lake in 2024, Bourbon Extravaganza tasting and our traditional Holiday Inspiration Luncheon. Both offer raffle prizes which include liquor, wine and beer. Proceeds support Pioneer Center for Human Services programs and services for people with Developmental Disabilities, Homeless and Behavioral Health needs throughout McHenry County and the surrounding area. Our officers agree that the appointed raffle manager is acting on behalf of Pioneer Center for the conduct of the raffle. We hope you will join us.

Pioneer Center for Human Services currently and throughout the decades has had the privilege to work with Crystal Lake residents as Pioneer Center Board Members, staff and volunteers. We also have been and currently are members of the Crystal Lake Chamber of Commerce and have participated in many events for Crystal Lake organizations throughout the decades. Both events promote Crystal Lake businesses through sponsorships and in-kind donation raffle items.

Thank you for your consideration.

With gratitude,

A handwritten signature in cursive script that reads "Rebecca Heisler".

Rebecca Heisler  
Pioneer Center Board President

Administrative Office

4031 Dayton Street • McHenry, IL 60050 • 815.344.1230 • [www.pioneercenter.org](http://www.pioneercenter.org)



# Pioneer Center for Human Services

Developmental Disabilities • Behavioral Health • Homeless Services

*Passion to Serve. Commitment to Care.*

January 9, 2024

Mayor & City Council of the City of Crystal Lake  
100 W. Woodstock St.  
Crystal Lake, IL 60014

Honorable Mayor Haleblan & City Council,

Pioneer Center for Human Services requests approval of the enclosed License to Conduct a Raffle and Class <sup>19</sup>20 Temporary Liquor License.

We are planning two events in Crystal Lake in 2024, Bourbon Extravaganza tasting and our traditional Holiday Inspiration Luncheon. Both offer raffle prizes which include liquor, wine and beer. Proceeds support Pioneer Center for Human Services programs and services for people with Developmental Disabilities, Homeless and Behavioral Health needs throughout McHenry County and the surrounding area. We hope you will join us.

Pioneer Center for Human Services currently and throughout the decades has had the privilege to work with Crystal Lake residents as Pioneer Center Board Members, staff and volunteers. We also have been and currently are members of the Crystal Lake Chamber of Commerce and have participated in many events for Crystal Lake organizations throughout the decades. Both events promote Crystal Lake businesses through sponsorships and in-kind donation raffle items.

Thank you for your consideration.

With gratitude,

  
Frank Samuel  
Pioneer Center Chief Executive Officer

Administrative Office

4031 Dayton Street • McHenry, IL 60050 • 815.344.1230 • [www.pioneercenter.org](http://www.pioneercenter.org)

# CITY OF CRYSTAL LAKE



## Class “19” Temporary Liquor License

### General Information:

- A Class “19” **Temporary** Liquor License authorizes the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Patrons of the premises where the beer, wine and alcoholic liquor drinks are to be sold are required to wear a non-transferrable, one use only, disposable wrist band or other means of identification identifying them as patrons of the area that is subject to the license.
- Issuance of a Class “19” Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

*City of Crystal Lake*  
*Application for Temporary Liquor License*

**CLASS "19"**  
**Beer, Wine and Alcoholic Liquor Drinks**

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Pioneer Center for Human Services  
(Must be not-for-profit organization)

Address 4031 W. Dayton St. McHenry, IL 60050 Phone Number 815.344.1230

2. Location where beer in packages only will be sold:  
Old Towne Hall - 54 Brink St. Crystal Lake, IL 60014

3. Dates of the event (not to exceed three (3) days): Feb. 3, 2024

4. Hours of operation: 6:00 p.m.- 9:30 p.m.

5. Describe the type of crowd and traffic control licensee will utilize. ticket limit of 100 attendees and  
volunteers will be checking in guests  
the day of event.

6. Describe plan for refuse pickup. provided by caterer and Old Towne Hall staff

7. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.  
no sales other than raffle ticket or auction item. Members to be determined prior to event.

8. Please attach the following to your application:  
 License fee in the amount of \$20.00. (Make checks payable to the "City of Crystal Lake".)  
 Proof of liquor liability insurance  
 Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.  
 Site plan of area where beer in packages only will be sold.  
 Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.

Rebecca Hoisler 1-11-2024  
Signature of President Date

Henry Murphy 1-11-2024  
Signature of Secretary Date

**Both application and affidavit must be signed by the President and Secretary  
of the not-for-profit organization.**

AFFIDAVIT

STATE OF ILLINOIS )  
COUNTY OF MCHENRY )

We swear that we will not violate any of the Ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief.

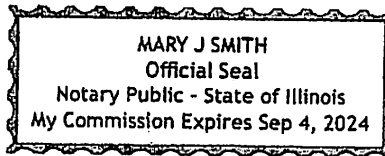
Rebecca Heisler  
Signature of President

[Signature]  
Signature of Secretary

Subscribed and sworn to before me this 11th

day of January, 2024.

Mary J Smith  
Notary Public







PIONE-1

OP ID: SW

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Beth & Rudnicki Insurance Agency, Inc. P.O. Box 1510 McHenry, IL 60050 Chad R. Beth 815-385-7630	<b>CONTACT NAME:</b> Stephanie Heinberg <b>PHONE (A/C, No, Ext):</b> 815-385-7630 <b>FAX (A/C, No):</b> 815-399-6689 <b>E-MAIL ADDRESS:</b> stephanie@brinsurance.ne
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # <b>INSURER A:</b> Philadelphia Indemnity Ins. Co 18058 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Pioneer Center for Human Services 4031 Dayton Street McHenry, IL 60050	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER: 1**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2570189	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		PHPK2570189	07/01/2023	07/01/2024	Liquor 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Bourbon Tasting Event 2/3/24  
Old Towne Hall, 54 Brink St., Crystal Lake, IL 60014

<b>CERTIFICATE HOLDER</b> CITYCR3 City of Crystal Lake 100 W. Woodstock Street Crystal Lake, IL 60014	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Chad R. Beth</i>
---	---



Developmental Disabilities • Behavioral Health • Homeless Services

***Passion to Serve. Commitment to Care.***

January 9, 2024

Mayor & City Council of the City of Crystal Lake  
100 W. Woodstock St.  
Crystal Lake, IL 60014

Honorable Mayor Haleblan & City Council,

Pioneer Center for Human Services requests approval of the enclosed License to Conduct a Raffle and Class "20" Temporary Liquor License.

We are planning two events in Crystal Lake in 2024, Bourbon Extravaganza tasting and our traditional Holiday Inspiration Luncheon. Both offer raffle prizes which include liquor, wine and beer. Proceeds support Pioneer Center for Human Services programs and services for people with Developmental Disabilities, Homeless and Behavioral Health needs throughout McHenry County and the surrounding area. We hope you will join us.

Pioneer Center for Human Services currently and throughout the decades has had the privilege to work with Crystal Lake residents as Pioneer Center Board Members, staff and volunteers. We also have been and currently are members of the Crystal Lake Chamber of Commerce and have participated in many events for Crystal Lake organizations throughout the decades. Both events promote Crystal Lake businesses through sponsorships and in-kind donation raffle items.

Thank you for your consideration.

With gratitude,

A handwritten signature in black ink, appearing to read "Frank Samuel", is written over the printed name.

Frank Samuel  
Pioneer Center Chief Executive Officer

Administrative Office

4031 Dayton Street • McHenry, IL 60050 • 815.344.1230 • [www.pioneercenter.org](http://www.pioneercenter.org)

# CITY OF CRYSTAL LAKE



## Class "20" Temporary Liquor License

### General Information:

- A Class "20" **Temporary** Liquor License authorizes the retail sale of alcoholic liquor on the premises specified in the license in packages only but not for consumption on the premises where sold.
- The license applicant must be a **not-for-profit** corporation qualified to do business in the State of Illinois.
- The license is valid for a period not to exceed three (3) days and may only be used for special events sponsored by the not-for-profit corporation requesting the license.
- Issuance of a Class "20" Temporary Liquor License must be reviewed and approved by the Mayor and City Council of the City of Crystal Lake.

**City of Crystal Lake**  
**Application for Temporary Liquor License**

**CLASS "20"**  
**Alcoholic Liquor in Packages Only**

The undersigned hereby makes application for a license for the sale at retail of alcoholic liquor in packages only under the provisions of the City of Crystal Lake Liquor Licensing Ordinance:

1. Applicant's full name Pioneer Center for Human Services  
(Must be not-for-profit organization)  
  
Address 4031 W. Dayton St. McHenry, IL 60050 Phone Number 815.344.1230
2. Location where beer in packages only will be sold:  
Old Towne Hall - 54 Brink St. Crystal Lake, IL 60014
3. Dates of the event (not to exceed three (3) days): Feb. 3, 2024
4. Hours of operation: 6:00 p.m.- 9:30 p.m.
5. Describe the type of crowd and traffic control licensee will utilize. ticket limit of 100 attendees and volunteers will be checking in guests the day of event.
6. Describe plan for refuse pickup. provided by caterer and Old Towne Hall staff
7. Please list the names and addresses of the members of the organization who will be selling alcoholic liquor in packages only at the location pursuant to the license. If additional space is needed, please use reverse side.  
no sales other than raffle ticket or auction item. Members to be determined prior to event.
8. Please attach the following to your application:
  - License fee in the amount of \$20.00. (Make checks payable to the "City of Crystal Lake".)
  - Proof of liquor liability insurance
  - Proof of permission from owner of the premises, if different than applicant, authorizing the sale of beer in packages only on the property during the time requested.
  - Site plan of area where beer in packages only will be sold.
  - Letter to the Mayor and City Council requesting approval of the issuance of a Class "20" Temporary Liquor License to applicant.

Rebecca Heister 1-11-2024  
Signature of President Date  
Henry Murphy 1-11-2024  
Signature of Secretary Date

**Both application and affidavit must be signed by the President and Secretary  
of the not-for-profit organization.**

**AFFIDAVIT**

**STATE OF ILLINOIS     )  
COUNTY OF MCHENRY )**

We swear that we will not violate any of the Ordinances of the City of Crystal Lake or the laws of the State of Illinois or the laws of the United States of America, in the conduct of the place of business described herein and that the statements contained in this application are true and correct to the best of our knowledge and belief.

*Rebecca Heider*  
\_\_\_\_\_  
Signature of President

*[Signature]*  
\_\_\_\_\_  
Signature of Secretary

Subscribed and sworn to before me this 11<sup>th</sup>  
day of January, 2024.

*Mary J Smith*  
\_\_\_\_\_  
Notary Public







January 10,2024

City Manager's Office

Attn:Raffle License

Crystal Lake, IL, 60014

Raffle License Application

Greetings,

On February 3<sup>rd</sup>,2024,the Pioneer Center for Human Services will host their Fundraiser at the Old Towne Hall in Crystal Lake.

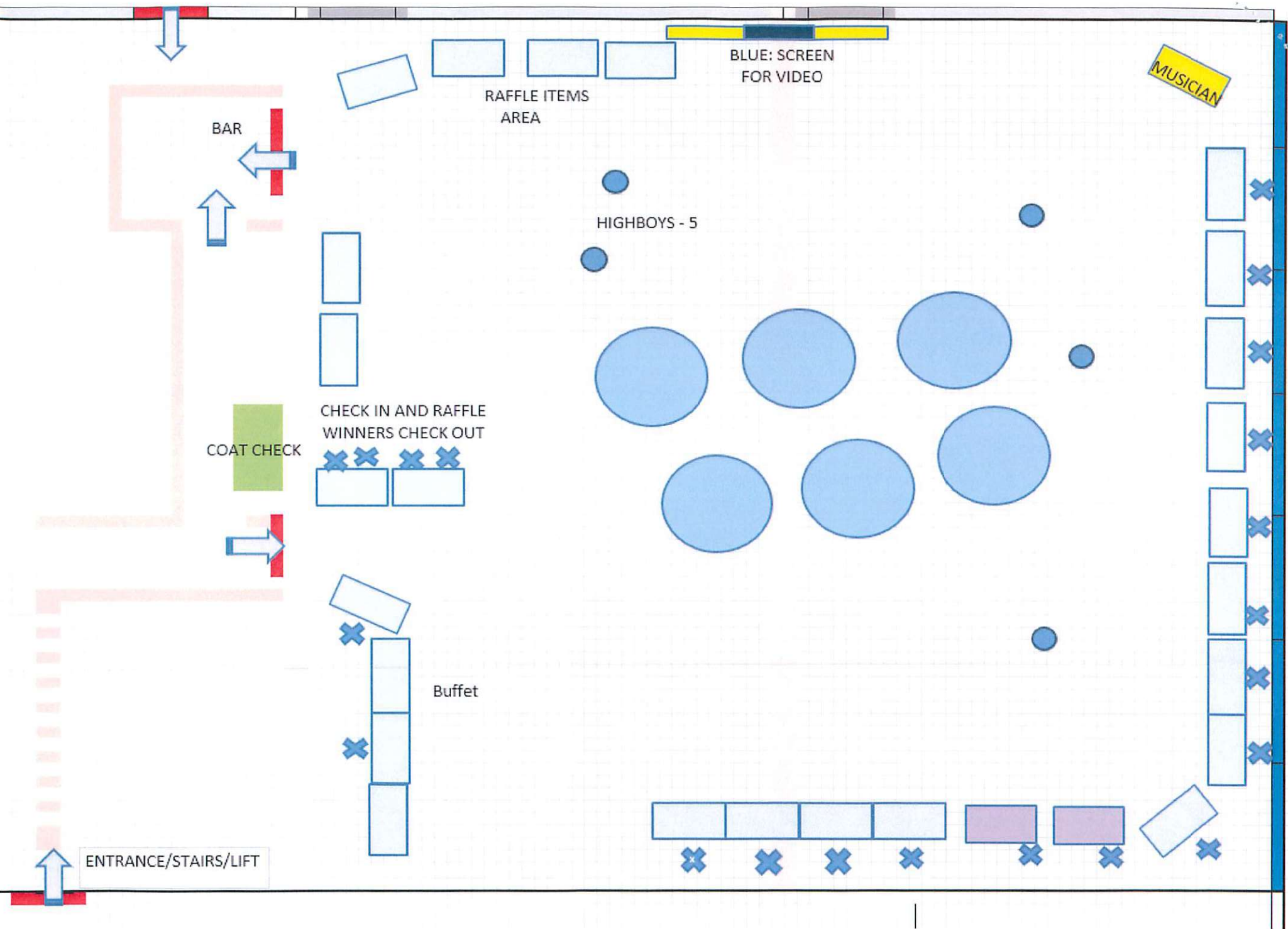
We are aware that the Pioneer Center for Human Services will conduct different raffles and the Old Towne Hall will not receive any proceeds from these raffles.

Sincerely

Sandra Betz

General Manager

Old Towne Hall, Crystal Lake







**Agenda Item No: 9c**

**City Council  
Agenda Supplement**

---

**Meeting Date:**

February 6, 2024

**Item:**

COUNTY ZONING REQUEST

4605 N. Oak Street  
Crystal Lake, IL (Nunda Township)

**Recommendation:**

City Council's discretion.

- a) Motion to object to the proposed Renewal of Conditional Use Permit #11-32, to allow for a Landscape Business with Outdoor Storage, directing staff to proceed with an objection to the County Hearing Officer
- b) No action

**Staff Contact:**

Kathryn Cowlin, Director of Community Development  
Katie Rivard, Assistant City Planner

---

**Background:**

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The subject property in question is zoned "A-1" Agriculture District with a Conditional Use and Variation and consists of approximately five (5) acres.
- The subject property is surrounded by County Zoning Districts "E-2" Estate District to the north and west, "A-1" Agriculture District to the south, and "E-3V" District to the east. The properties zoned Estate District include single-family residences, and the property to the south is used for agricultural uses.
- The City's 2030 Comprehensive Land Use Plan Map designates this as Estate Residential. The County's 2030 Comprehensive Plan Future Land Use Map designates this property, and the surrounding properties as Residential.

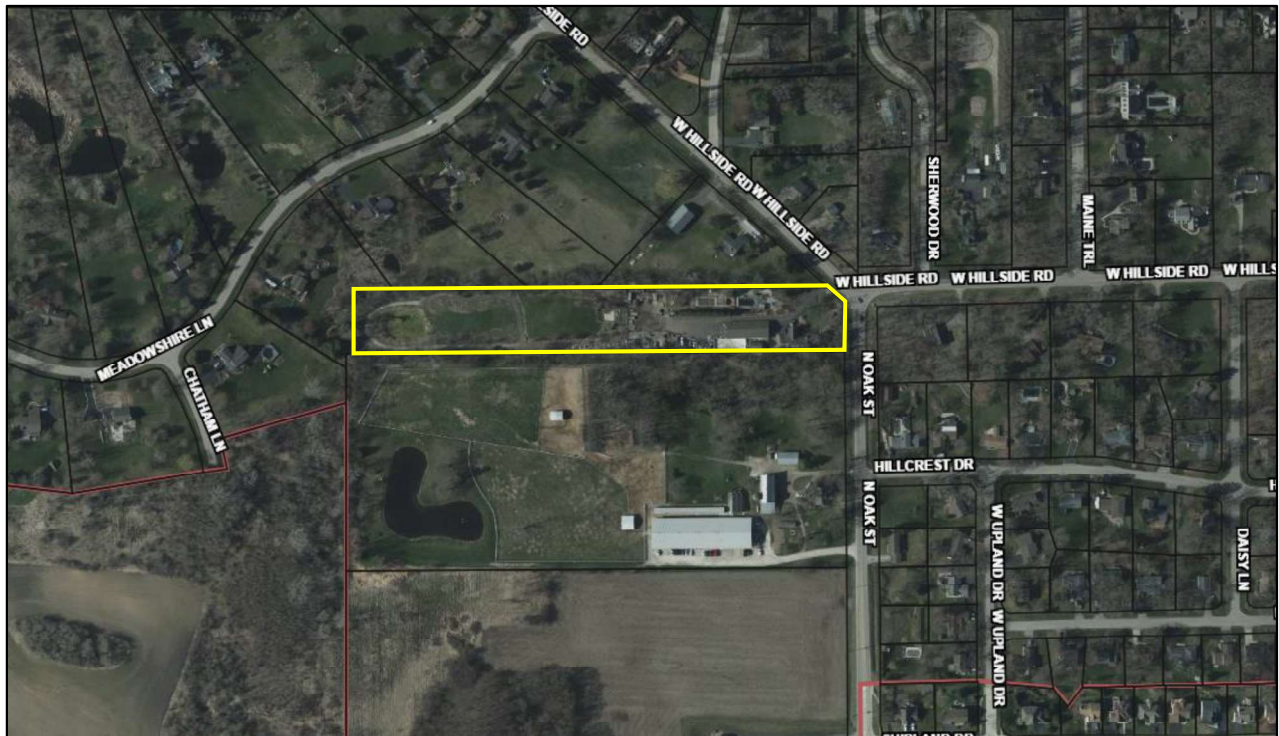
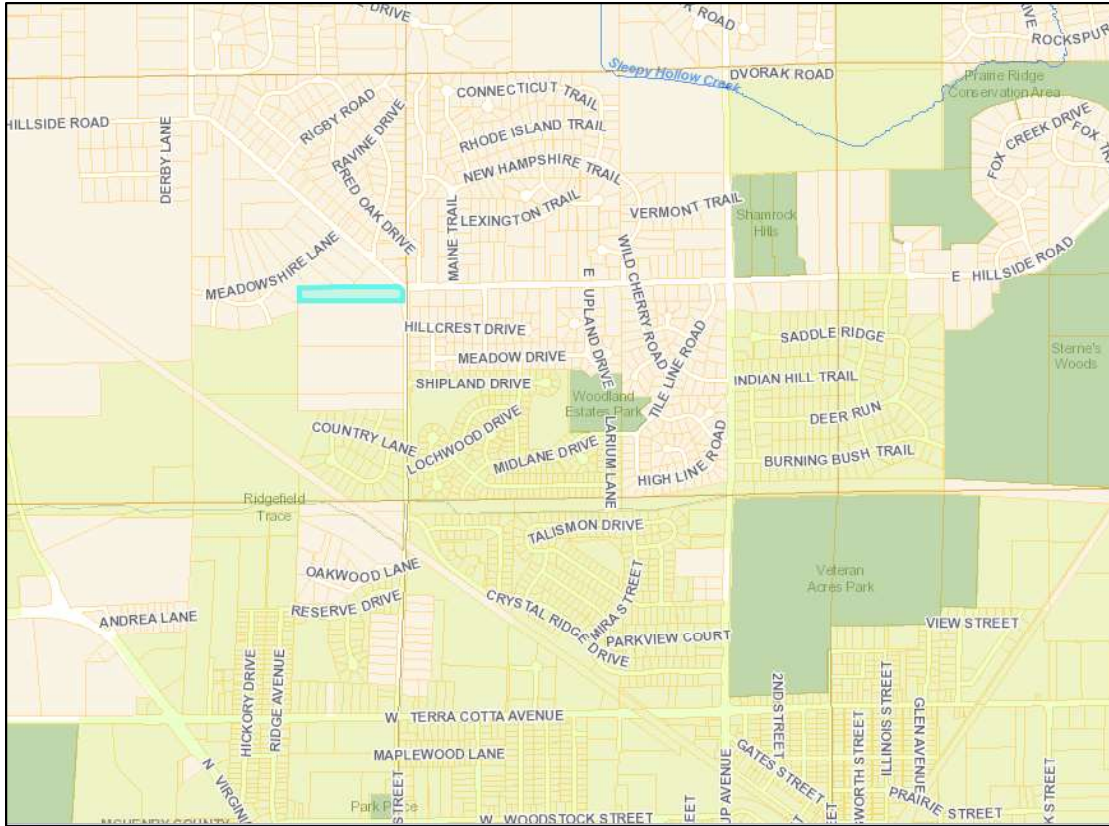
**Request:**

- The petitioner is requesting a Renewal of Conditional Use Permit #11-32, to allow for a Landscape Business with Outdoor Storage. The Conditional Use Permit and Variation was previously granted in 2011.

- The property includes a single-family residence and two (2) accessory buildings. There is an area for the storage of landscaping materials and an area for vehicles used in conjunction with the business. There is no public office on the property.
- Per the petitioners, the business operates April 1 through November 30 from 7:00 am – 6:30 pm Monday through Friday and Saturdays from 7:00 am – 12:00 pm.
- Materials include mulch, topsoil, gravel, sand, patio stone and pavers. The vehicles are screened by mature landscaping. There are no vehicle repairs or burning or chopping of wood on-site, and no landscape waste is brought back to the property.
- The County’s Planning and Development staff have recommended ten (10) conditions of approval shown on pages 4 and 5 of the attached McHenry County Zoning Board of Appeals packet.
- Landscape businesses in the County have an additional 14 use standards, which is shown on page 7 of the attached McHenry County Zoning Board of Appeals packet.
- The property is not within the Crystal Lake Watershed, and staff does not have any concerns with this request.

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

PIQ Map  
4605 N. Oak Street, Crystal Lake, IL  
Nunda Township  
Immediately adjacent to City Boundaries to the west





McHenry County  
Zoning Board of Appeals - Zoning Hearing  
AGENDA

February 15, 2024, 1:30 PM  
County Board Conference Room  
Administration Building, 667 Ware Rd., Woodstock, IL 60098

---

Pages

1. CALL TO ORDER
2. ROLL CALL
3. NEW BUSINESS / PUBLIC HEARING
  - 3.1 2021-044 Myers, Nunda Twp, A1CV-A1CV Renewal 2
4. OLD BUSINESS
5. PUBLIC COMMENT  
Topics unrelated to public hearing - 3-minute time limit per speaker
6. ANNOUNCEMENTS
7. ADJOURNMENT

# Staff Report for the McHenry County Zoning Board of Appeals

**Application:** #2021-044

**PIN:** 14-30-400-005

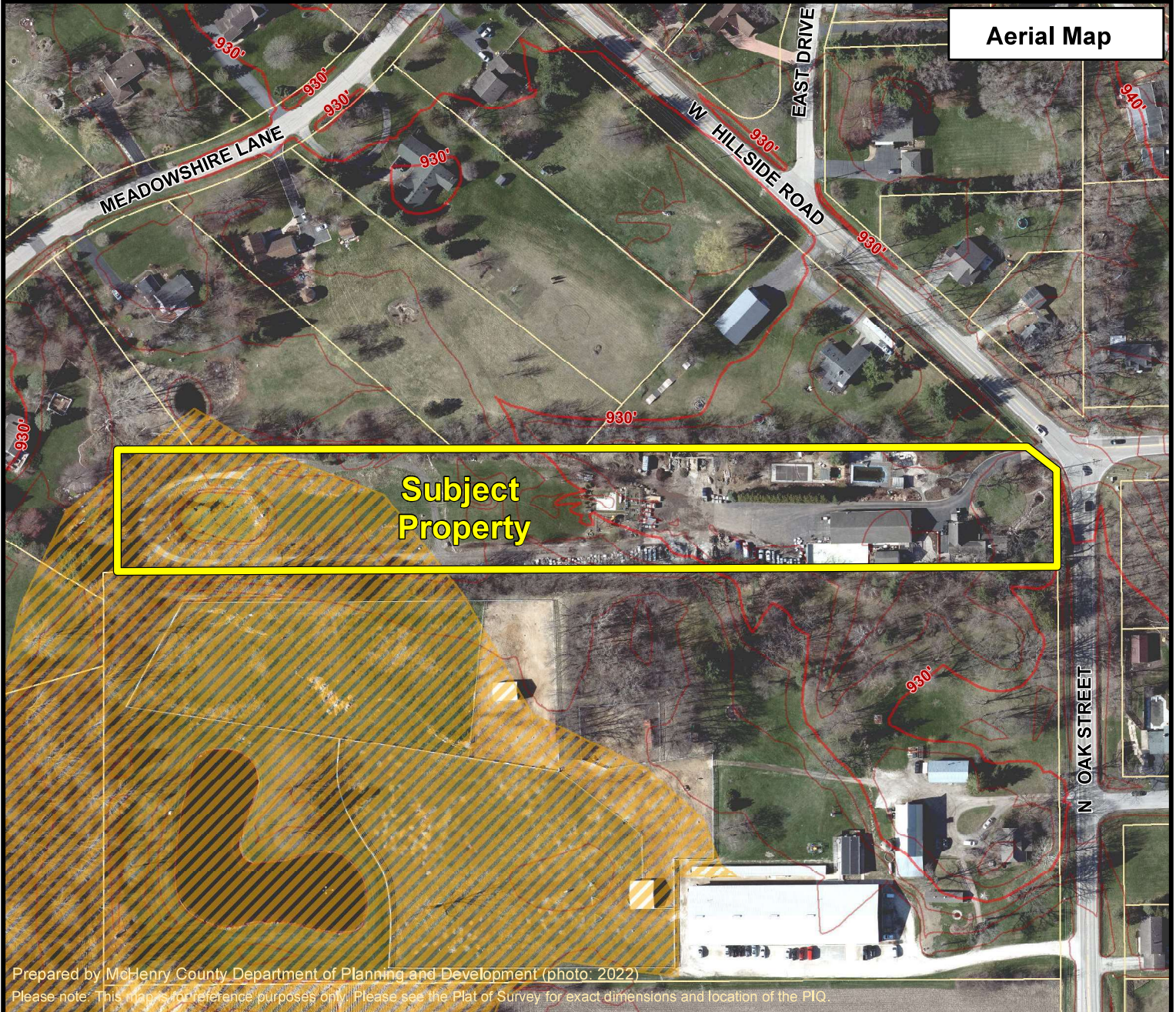
**Address:** 4605 N Oak Street, Crystal Lake, IL

**Applicant:** Andrew C and Jennifer A Myers

**Request:** Renewal of Conditional Use Permit (11-32) allowing Landscape Business with Outdoor Storage in A-1 Agriculture District.

**Hearing:** February 15, 2024

**Location:** The five (5.0) acre tract is located on the west side of Oak Street at the intersection of West Hillside Road, in Nunda Township.



**Subject Property**

Prepared by McHenry County Department of Planning and Development (photo: 2022)

Please note: This map is for reference purposes only. Please see the Plat of Survey for exact dimensions and location of the PIQ.

**Elevation**

(feet above sea level)

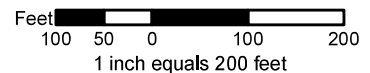
- 10-foot contours
- 2-foot contours

**ADID Wetland Map 2005**

- High Functional Value Wetland (hfw)
- High Quality Wetland (hqw)
- Wetland (w)
- Farmed Wetland (fw)

**FEMA Flood Hazard Areas**

- 0.2 % Annual Chance of Flood
- 1% Annual Chance of Flood
- Floodway



# Staff Report for the McHenry County Zoning Board of Appeals

## **STAFF COMMENTS**

*The following comments and conclusions are based upon staff analysis and review prior to this hearing and are to be considered viable unless evidence is established to the contrary. Staff may have additional comments based upon the testimony presented during the public hearing.*

## **BACKGROUND & REQUEST SUMMARY**

The applicant is requesting a renewal of a Conditional Use Permit to allow for a Landscape Business with Outdoor Storage (11-032). The subject property contains five (5) acres which is zoned A-1 Agriculture.

The property has a single-family residence, two (2) accessory buildings, and a swimming pool. The site is also developed with an area for the storage of landscaping materials and an area for vehicles used in conjunction with the operation of the business.

The original Conditional Use Permit included a request to include snow removal as part of the business. The applicant has indicated that this aspect of the business is no longer offered.

## **MCHENRY COUNTY UNIFIED DEVELOPMENT ORDINANCE**

- The applicant must meet the Approval Standards for Conditional Use Permit, listed in County Code Section 16.20.040.E of the McHenry County Unified Development Ordinance (UDO).
- The applicant must meet the Principal Use Standards for a Landscape Business, listed in County Code Section 16.56.030.Z of the UDO.

## **STAFF ANALYSIS**

### Current Land Use & Zoning

Properties to the west and north are zoned E-2 Estate District. Properties to the east are zoned E-3 Estate District. The property to the south is zoned A-1 Agricultural District. The properties zoned Estate District are developed with single-family residences. The property to the south is used for agricultural purposes.

### 2030 Comprehensive Plan Future Land Use Map

The 2030 Comprehensive Plan Future Land Use Map designates this property, and the surrounding properties as Residential. The western end of the subject property, along with some of the properties to the north, south and west are also designated as an Environmentally Sensitive Area.

### 2030 Comprehensive Plan & 2030 and Beyond Analysis

The proposed use of the property is consistent with the 2030 Comprehensive Plan and 2030 and Beyond due to the facts that there are minimal impacts to the agricultural, natural, and water resources on the site and that it furthers the economic policies of the plans. *(See comments below)*

*McHenry County 2030 and Beyond, Adopted October 18, 2016*

### Big Idea #1 Let's make our communities healthy, active, and green

*"We can make it happen by preserving our groundwater aquifers, lakes, rivers, streams, and their natural functions."* (p.11)

- The entity of the property is within a Sensitive Aquifer Recharge Area.

### Big Idea #2 Let's build on our strengths

*"We can make it happen by recognizing the economic and social importance of our agricultural industry."* (p.15)

- Landscape businesses have been recognized by McHenry County as part of the agricultural industry.

### Big Idea #3 Let's grow smarter

*"We can make it happen by supporting business development and commercial uses to reduce the property tax burden on residential homeowners."* (p. 17)

- The continuation of the conditional use permit for the operation of a landscape business with outdoor storage would allow for a commercial use which could help reduce the property tax burden on residential properties.

Big Idea #4 Let's expand our economy

*"We can make it happen by facilitating new business and the expansion of existing businesses."* (p. 21)

- The Conditional Use Permit would allow the business to continue on the subject property.

*McHenry County 2030 Comprehensive Plan, Adopted April 20, 2010*

Community Character & Housing

No applicable text.

Agricultural Resources

*"Maintain and protect the most productive agricultural lands, where appropriate, by discouraging nonagricultural growth in these areas."* (p. 29)

- There are no agricultural activities occurring on the subject property, thus, allowing the landscape business with outdoor storage at this location will not adversely impact productive agricultural lands.

Greenways, Open Space & Natural Resources

*"Promote land uses that [...] minimize the impact on land, water, energy, and other natural resources..."* (p. 43)

- The McHenry-Lake County Soil and Water Conservation District's Natural Resources Inventory report/letter has been received. There is a wetland and hydric soils located at the western end of the property. Please refer to NRI L21-060-4382 for more information.

Water Resources

*"...land use and development should be carefully examined and regulated within sensitive groundwater recharge areas to ensure that the water quality, quantity, and natural recharge functions of the area are safely maintained."* (p.67)

- The entirety of the subject property is in a Sensitive Aquifer Recharge Area (SARA).

Economic Development

*Objective: "Increase the commercial/industrial tax base to be at least 35% of the countywide total tax base."* (p. 87)

- Granting the Conditional Use Permit will help continue the existing business and thus continue to support the commercial/industrial tax base for the County.

Infrastructure

No applicable text.

**STAFF ASSESSMENT**

The requested Conditional Use Permit is in conflict with the McHenry County 2030 Future Land Use map, which designates this area as developing with Residential uses. The proposed use furthers the economic policies of the 2030 Comprehensive Plan, as well as it's companion document, 2030 and Beyond.

The following conditions, minus references to the snow plowing business, are based upon the conditions placed on the 2011-032 ordinance.

1. The Conditional Use shall expire ten (10) years from the date of approval by the McHenry County Board, or, sooner if the activities requested in the conditional use permit are discontinued for a period of more than twelve (12) months.
2. The owner of the business shall reside on site.

3. The commercial equipment and vehicles stored on site shall be limited to those owned or leased by the property owner(s) of record and used in connection with the landscaping business. All vehicles must have current plate registration. Storage of said equipment and vehicles shall be limited to the area between the storage bins and the two-story frame shed along the southern property line as indicated on the site plan dated March 30, 2011, stamped Received April 5, 2023.
4. There shall be no commercial equipment or vehicle repairs or maintenance allowed on site.
5. There shall be no sales allowed on site.
6. There shall be no activities related to the conditional use allowed west of the material storage bins as identified on the site plan dated March 30, 2011, stamped Received April 5, 2023.
7. Storage of off-site generated landscape waste is prohibited.
8. Hours of operation for the Landscape Business shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Saturday and 8:00 a.m. to 3:00 p.m. on Sunday.
9. If any structure, or part thereof, within the Conditional Use Permit area is used for the Landscape Business and not for a strictly agricultural purpose, then said structure, or relevant portion thereof, shall be made to meet applicable commercial building codes and obtain all required permits for such a use.
10. All other federal, state, and local laws shall be met.



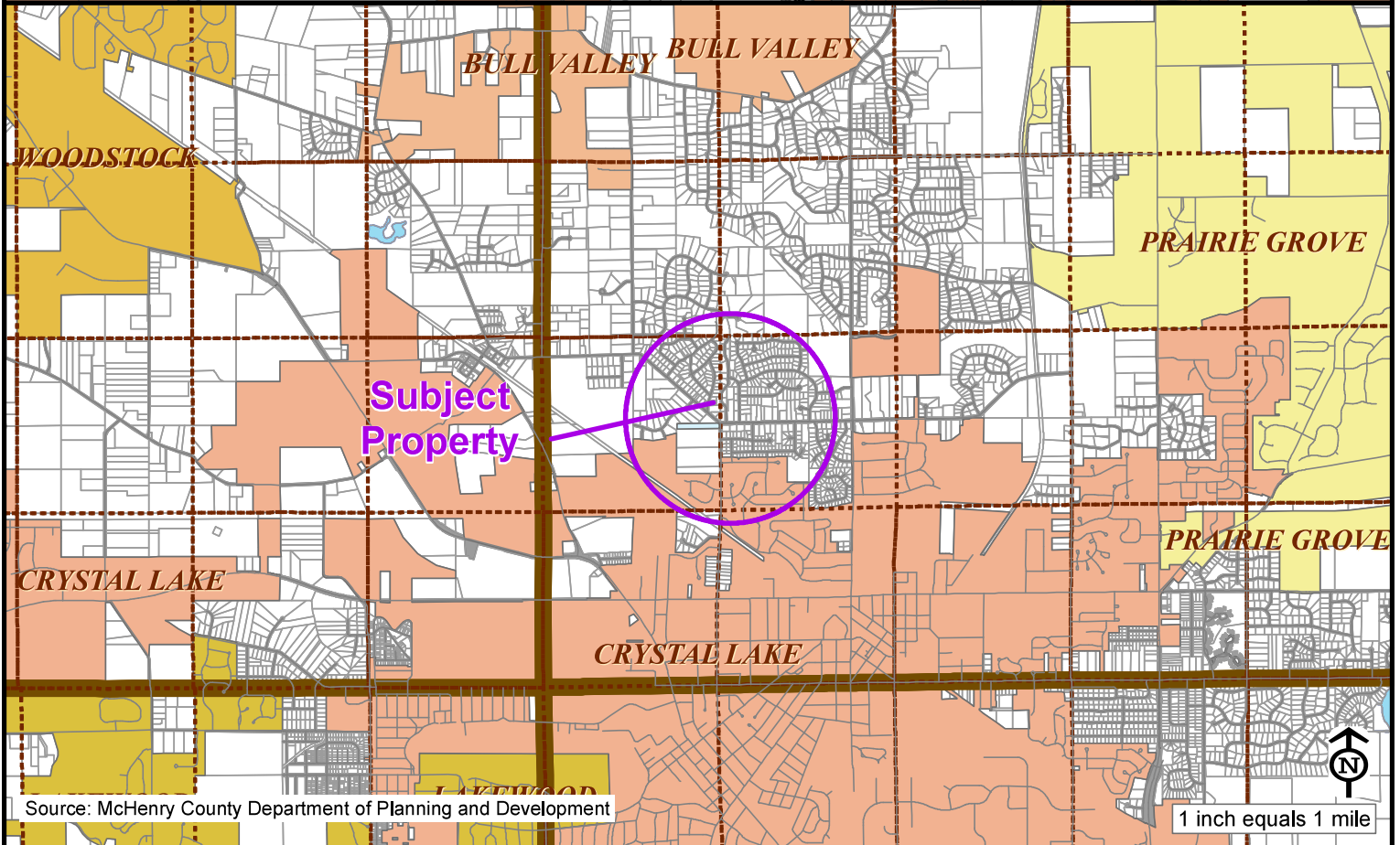
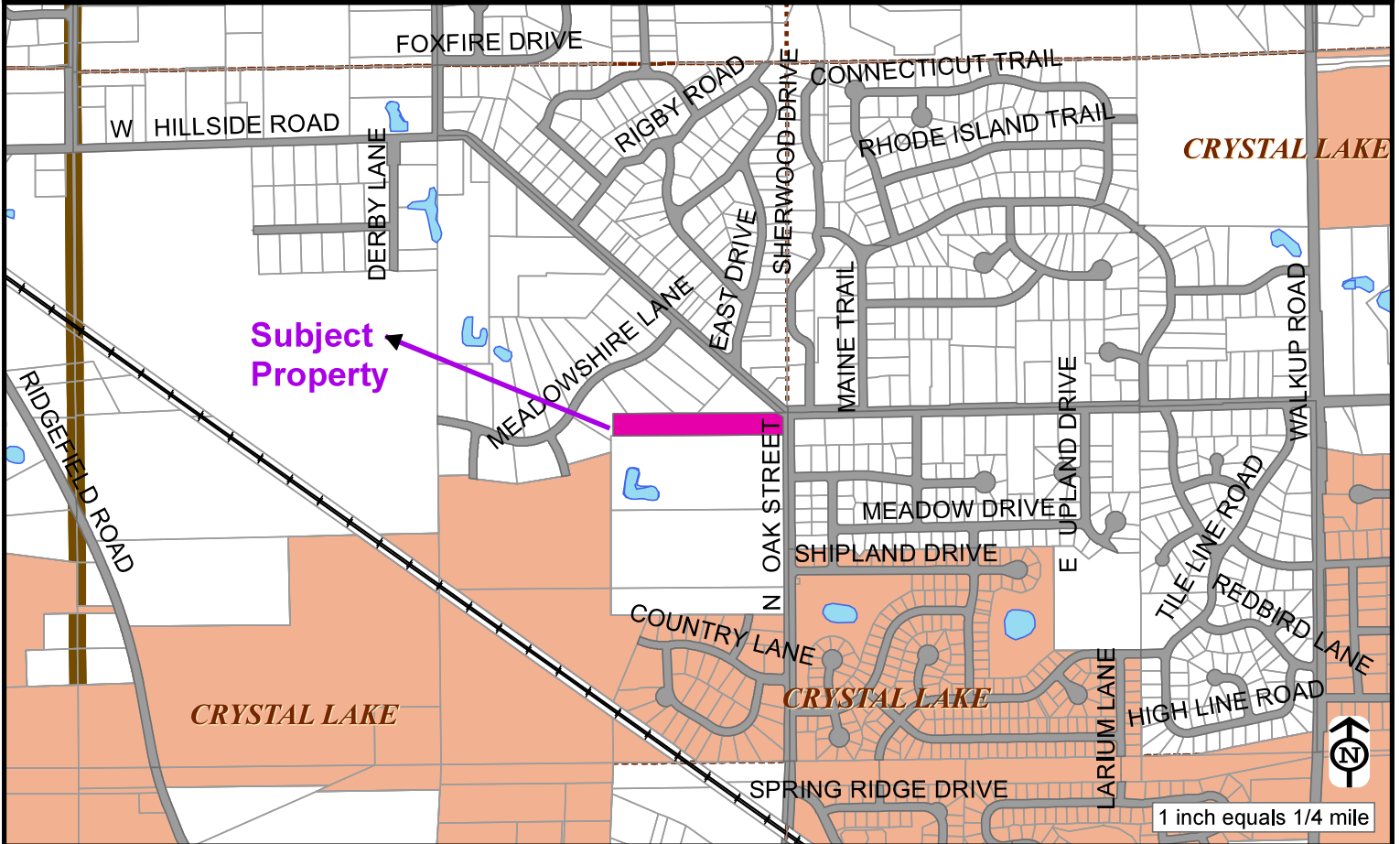
### McHenry County Unified Development Ordinance Section 16.20.040.E

- E. *Approval Standards for Conditional Use Permits.* No conditional use permit may be granted unless the Zoning Board of Appeals and County Board makes specific written findings that the request meets each of the standards imposed by this section. These standards are as follows:
1. That the petitioner has demonstrated the ability to meet any applicable standards contained in [Chapters 16.56](#) (Use Standards) and [16.60](#) (Site Development Standards).
  2. That the site shall be so situated that the proposed use is compatible with the existing or planned future development of the area.
  3. That the establishment, maintenance, or operation of the conditional use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the neighboring vicinity.
  4. That the conditional use shall not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.
  5. That the conditional use shall not substantially diminish and impair property value within the neighborhood.
  6. That adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided.
  7. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion and hazard on public streets.
  8. That the conditional use shall, in all other respects, conform to the applicable regulations of the zoning district in which it is located.
  9. That the conditional use is reasonably in the interest of the public welfare.
  10. That adequate measures will be taken to provide protection to groundwater recharge and groundwater quality.

## McHenry County Unified Development Ordinance Section 16.56.030.Z

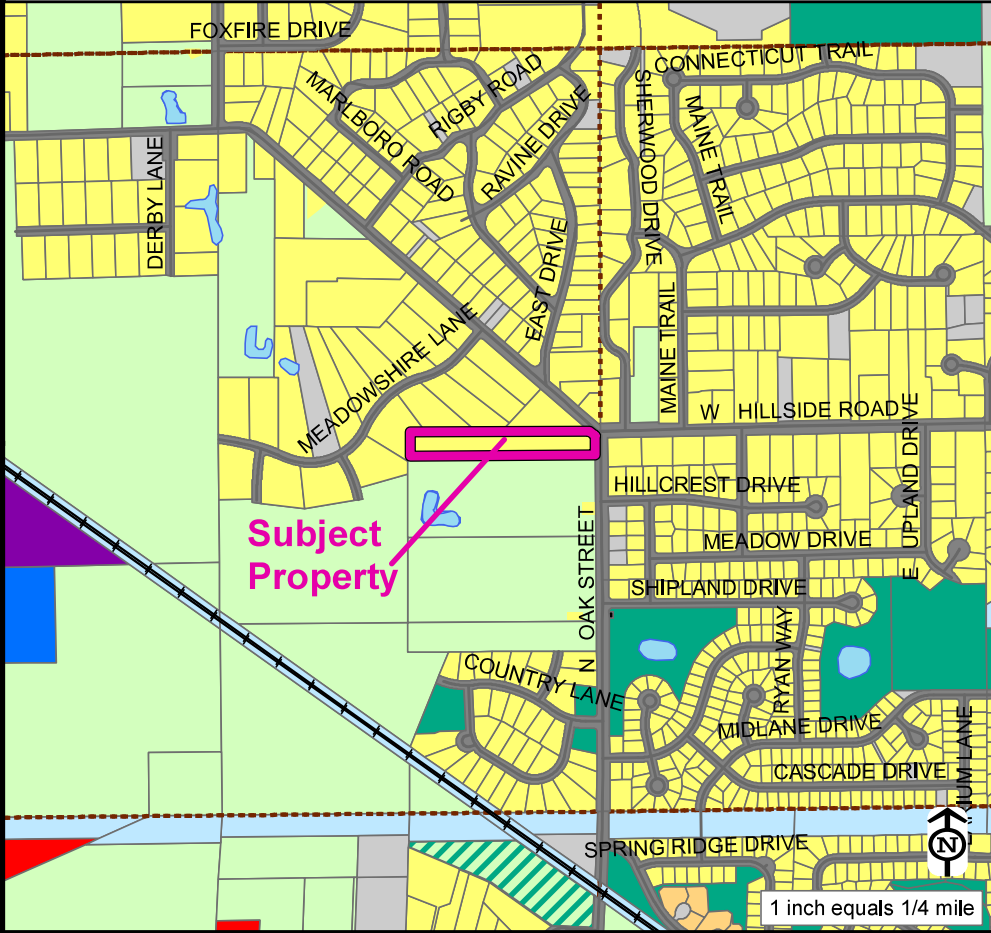
### Z. *Landscape Business.*

1. Storage areas shall be restricted to those areas so designated on the site plan.
2. All landscape business vehicles and equipment shall be stored entirely within an enclosed structure or in a permitted exterior storage area.
3. Preparation, assembly, and processing of materials shall occur wholly indoors or within the permitted exterior storage area only.
4. Storage shall be limited to vehicles, equipment, and materials owned or leased by the property owner or tenant.
5. All vehicles stored on-site must have current plate registration.
6. All structures utilized by the Landscape Business must meet all applicable building codes for the occupancy category.
7. Vehicle oil changes and maintenance shall occur only inside of an enclosed structure meeting all applicable building and plumbing codes.
8. On-site retail sales are prohibited, except as allowed by a Greenhouse/Nursery Business.
11. The collection and storage of landscape waste at the facility shall be limited to tree branches two (2) inches or greater in diameter, free of leaves, to be used as raw material to produce a legitimate product (i.e. firewood, mulch, wood chips), so long as it is processed in a reasonable amount of time, as determined by the Illinois Environmental Protection Agency Bureau of Land Permit Section.
10. A landscape business shall not store asphalt paving equipment or supplies.
11. Storage of pavement de-icing agents shall comply with § [16.56.050E](#). (De-Icing Agent Storage).
12. Employee parking shall be provided in accordance with [Chapter 16.64](#) (Off-Street Parking and Loading).
13. Employee bathrooms shall be provided in accordance with the McHenry County Public Health Ordinance and Illinois State Plumbing Code.
14. All storage areas, parking areas, and buildings shall comply with required setbacks for the zoning district.



Source: McHenry County Department of Planning and Development

### Current Land Use Map



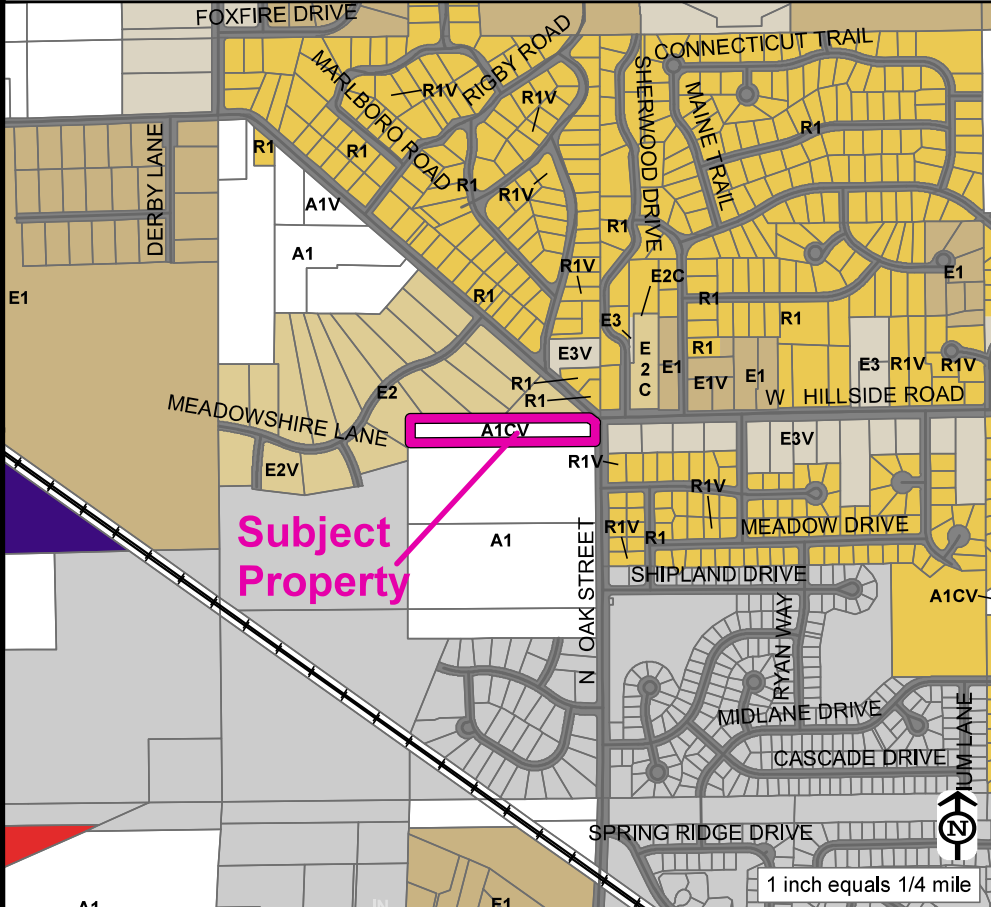
**Current Land Use**  
Single-Family Residential

**Adjacent Land Use(s)**

North: Single-Family Residential  
South: Agriculture  
East: Single-Family Residential  
West: Single-Family Residential

- Agriculture
- MCCD Agriculture
- Single-Family Residential
- Multi-Family Residential
- Open Space
- Golf Course
- Commercial
- Office
- Industrial
- Mixed Use
- Earth Extraction
- Vacant
- Government / Institutional
- Transportation, Communication, Utilities
- Under Review

### Zoning Map



**Current Zoning**  
A-1 Agriculture

**Adjacent Zoning**

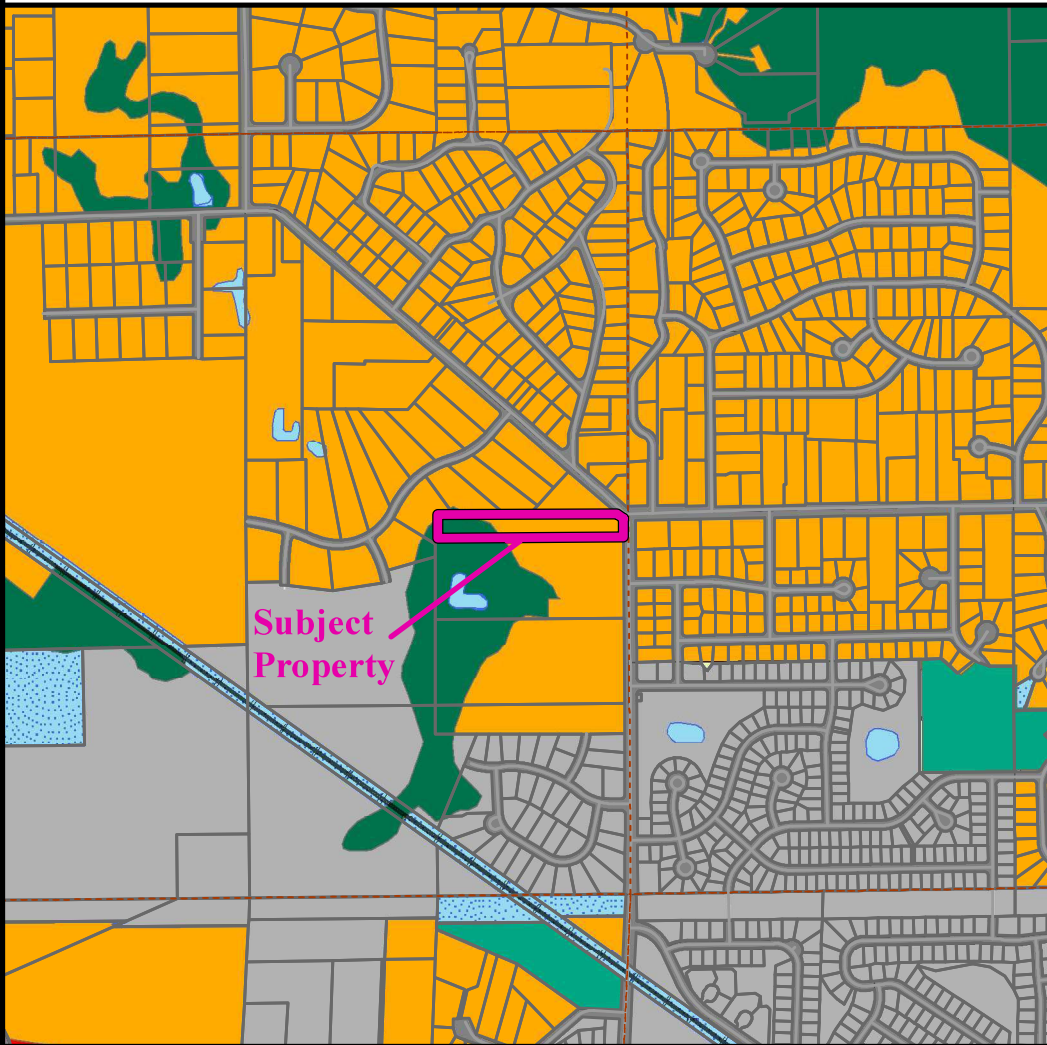
North: E-2 Estate  
South: A-1 Agriculture  
East: E-3V Estate with Variance  
West: A-1 Agriculture

- A-1 Agriculture
- A-2 Agriculture
- E-5 Estate
- E-3 Estate
- E-2 Estate
- E-1 Estate
- R-1 Single-Family Residential
- R-2 Two-Family Residential
- R-3 Multiple-Family Residential
- B-1 Neighborhood Business
- B-2 Neighborhood Business
- B-3 General Business
- O Office / Research
- I-1 Light Industrial
- I-2 Heavy Industrial
- PD Planned Development
- C Conditional Use
- V Variation
- Incorporated

# McHenry County 2030 Comprehensive Plan Future Land Use Map

## Future Land Use Map Designation

*Residential*



- Agricultural
  - Open Space
  - Environmentally Sensitive Area
  - Estate
  - Isolated Estate
  - Residential
  - Isolated Residential
  - Retail
  - Mixed Use
  - Office, Research, Industrial
  - Gov't, Institutional, Utilities
  - TOD Existing Rail Station
  - TOD Future Rail Station
  - Active Earth Extraction Site
  - Municipality
- Scale: 1 inch = 1/4 mile



### Municipal / Township Plan Designations

Crystal Lake: Estate Residential  
 Bull Valley: N/A

Nunda Township: Existing Development

### McHenry County 2030 Comprehensive Plan -Text Analysis

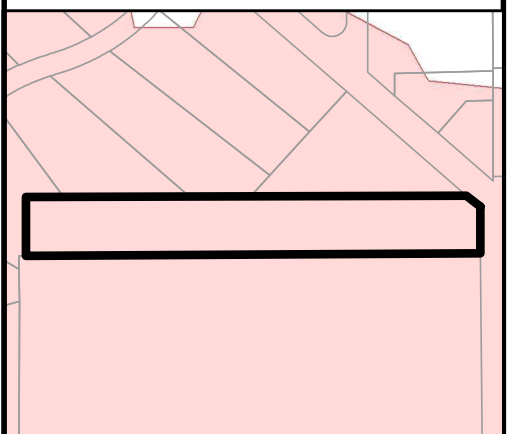
#### Land Use

*Residential includes existing and proposed areas for single-family and multifamily residential uses at gross densities of less than one acre per dwelling unit. Within the Residential district, development densities should consider nearby land uses and zoning, and the availability of transportation, infrastructure, water supply, and other public services, environmental limitations, and other factors required by County ordinances, state statutes, and case law.*

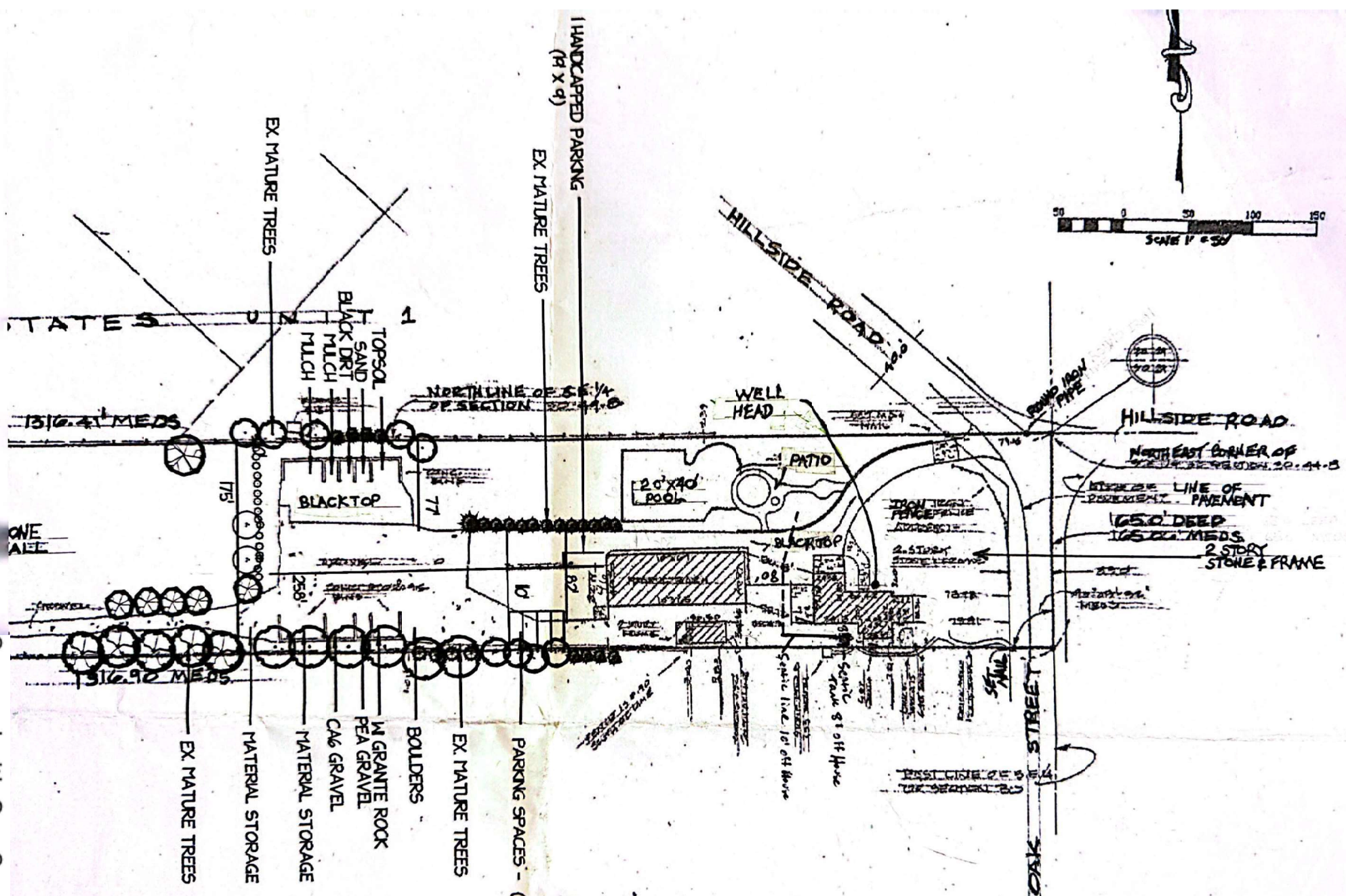
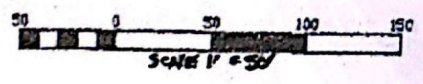
#### Sensitive Aquifer Recharge Areas

The site is located in a zone with moderate contamination potential.

### Sensitive Aquifer Recharge Areas (SARA)



- Sensitive Recharge Area



STATE OF ILLINOIS }  
 COUNTY OF KANE } MARCH 30, 2011

FIELD WORK COMPLETED: MARCH 29, 2011

I hereby certify that I have surveyed the property described in the above caption, according to the official record, and that the above plat is a true and correct representation of said survey.

*Charles J. Hill*  
 Charles J. Hill, Professional Land Surveyor No. 38-2700  
 My License expires 11/30/10

THIS SURVEY IS VALID ONLY WITH EMBOSSED SEAL.

This professional certificate conforms to the current Illinois minimum standards for a boundary survey.

Professional Design Firm Land Surveying Corporation, License No. 184-002993

Page 1 of 23

Scanned with CamScanner

IN THE MATTER OF THE APPLICATION OF )  
**ANDREW C. MYERS AND JENNIFER A. MYERS,** ) LEGAL NOTICE OF PUBLIC HEARING  
FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT ) #2021-044  
ORDINANCE OF McHENRY COUNTY, ILLINOIS )  
FOR A **RENEWAL OF A CONDITIONAL USE** )

Notice is hereby given in compliance with the McHenry County Unified Development Ordinance, that a public hearing will be held before the **McHenry County Zoning Board of Appeals**, in connection with this Ordinance, which would result in a **conditional use** for the following described real estate:

**A STRIP OF LAND 10 RODS IN WIDTH OFF FROM THE ENTIRE NORTH SIDE OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 30, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN MCHENRY COUNTY, ILLINOIS.**

**PIN #14-30-400-005**

The subject property is located **on the west side of N. Oak Street, at its intersection with W. Hillside Road, with a common address of 4605 N. Oak Street, Crystal Lake, Illinois, in Nunda Township.**

The subject property is presently zoned **“A-1” Agriculture District with a Conditional Use and Variation** and consists of approximately **five (5) acres** with **“E-2” Estate zoning to the north and west, “A-1” zoning to the south, and “E-3V” zoning to the east.**

The Petitioner is requesting **Renewal of Conditional Use Permit #11-32, to allow for a Landscape Business with Outdoor Storage.**

The Petitioners, **Andrew C. Myers and Jennifer A. Myers (Owners of Record)**, presently reside at **4605 N. Oak Street, Crystal Lake, Illinois.**

A hearing on this Petition will be held on the 15<sup>th</sup> day of February 2024 at 1:30 P.M. in in the County Board conference room at the McHenry County Government Center/Ware Rd. Administration Building, 667 Ware Road, Woodstock, Illinois at which time and place any person desiring to be heard may be present. The McHenry County Government Center mailing address is 2200 N. Seminary Avenue, Woodstock, Illinois 60098.

DATED THIS 16<sup>TH</sup> DAY OF JANUARY 2024.

By: Linnea Kooistra, Chair  
McHenry County Zoning Board of Appeals  
2200 N Seminary Avenue  
Woodstock, IL 60098

*Petitions for all Zoning Board of Appeals hearings can be accessed at the following link:*  
[www.mchenrycountyil.gov/county-government/new-meeting-portal](http://www.mchenrycountyil.gov/county-government/new-meeting-portal) and choosing the “Agenda” link for the specific meeting date.

*Live audio streams of all Zoning Board of Appeals hearings can be accessed at the following link:*  
[www.mchenrycountyil.gov/county-government/new-meeting-portal](http://www.mchenrycountyil.gov/county-government/new-meeting-portal) and choosing the “Video” link for the specific meeting date.

MCHENRY COUNTY PLANNING AND DEVELOPMENT  
 2200 N. SEMINARY AVENUE, WOODSTOCK, IL 60098  
 815-334-4560

Office Use Only
Petition #/Permit # <u>2021-044</u> <u>19</u> 2021

**APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW**

<b>OWNER INFORMATION:</b> Name <u>Andrew C. and Jennifer Myers</u> Address <u>4605 N. Oak Street</u> City, St, Zip <u>Crystal Lake, IL 60014</u> Daytime Phone <u>[REDACTED]</u> Email <u>andy@acornlandscape.com</u>	<b>ATTORNEY or AGENT CONTACT INFORMATION (if Applicable):</b> Name <u>Lisa M. Waggoner, Esq., The Waggoner Law Firm, P.C.</u> Address <u>Four North Walkup Avenue</u> City, St, Zip <u>Crystal Lake, IL 60014</u> Phone <u>(815) 477-0830</u> Email <u>lwaggoner@waggonerlawfirm.com</u>
--	---

<b>PETITIONER (if other than owner):</b> Name _____ Address _____ City, St, Zip _____ Daytime Phone _____ Email _____	<b>TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER (please use separate page for additional information):</b> Name _____ Address _____ City, St, Zip _____ Phone _____ Email _____
--	---

**PARCEL INFORMATION:**

Address 4605 N. Oak Street

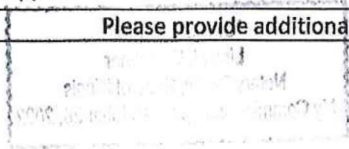
City Crystal Lake, IL Zip 60014

Parcel/Tax Number 14-30-400-005

Number of Acres 5.00 acres

Applying For: (Check all that apply)	<input type="checkbox"/> Reclassification	Current Zoning: A-1CV Requested Zoning: A-1CV
	<input checked="" type="checkbox"/> Conditional Use & Site Plan Review	CUP Request: <u>renewal of CUP for Landscape Business with Outdoor Storage</u>
	<input type="checkbox"/> Variation, Administrative	Variation Request:
	<input type="checkbox"/> Variation, Zoning	Type:
	<input type="checkbox"/> Site Plan Review	UDO Section(s):
	<input type="checkbox"/> Text Amendment	Type:
	<input type="checkbox"/> Appeal	Type:

Please provide additional information on the back of this page.





**NARRATIVE DESCRIPTION FOR APPLICATION OF  
ANDREW C. MYERS AND JENNIFER MYERS  
FOR A RENEWAL OF  
CONDITIONAL USE PERMIT**

ANDREW C. MYERS AND JENNIFER A. MYERS are the Owners of the Subject Property and Petitioners in this matter and reside on the property. They are requesting that the property be granted a renewal of its Conditional Use Permit to allow a Landscape Business with Outside Storage. This CUP (and a zoning variance) was previously granted in 2011, under Ordinance No. 11-32. That Ordinance included the approval of the operation of a snowplowing business. The Petitioners are not requesting the renewal of the CUP provision that would include the operation of a snowplowing business. The property is adjacent to a residential area to its west, north, and east but the properties to the south are A-1, including a large commercial horse stable.

Acorn Landscape Management Group, Inc. (“Acorn”) is a small local business that provides landscape construction, and installs both hardscapes (patios, retaining walls) and softscapes (bushes and trees). They employ 7 full-time, seasonal employees and operate April 1 through Nov. 30 each year, from 7 am - 6:30 pm Monday through Friday. On Saturdays they work 7 am to noon.

There is no public office on this property. Acorn maintains an office for customer interaction on 361 W. Virginia Street in Crystal Lake. The subject property is used for storing trucks, trailers, and materials and Petitioners have submitted an equipment list attached and labeled Table 1. Trucks, trailers and materials are stored outside in a parking lot that is well screened with mature landscaping. Materials include mulch, topsoil, gravel, sand, patio stone, and pavers. Employees come to the subject property to pick up vehicles and go directly to the job sites. Acorn does not complete any repairs on the vehicles on the property, burn or chop wood on-site, and does not bring any landscape waste back to the property. There is a barn on the property used for agricultural purposes.

Due to the wetlands that are located on the western third of the parcel, this area acts as a natural buffer between the operations on the Subject Property and the residential area to the west and north of Acorn’s site.

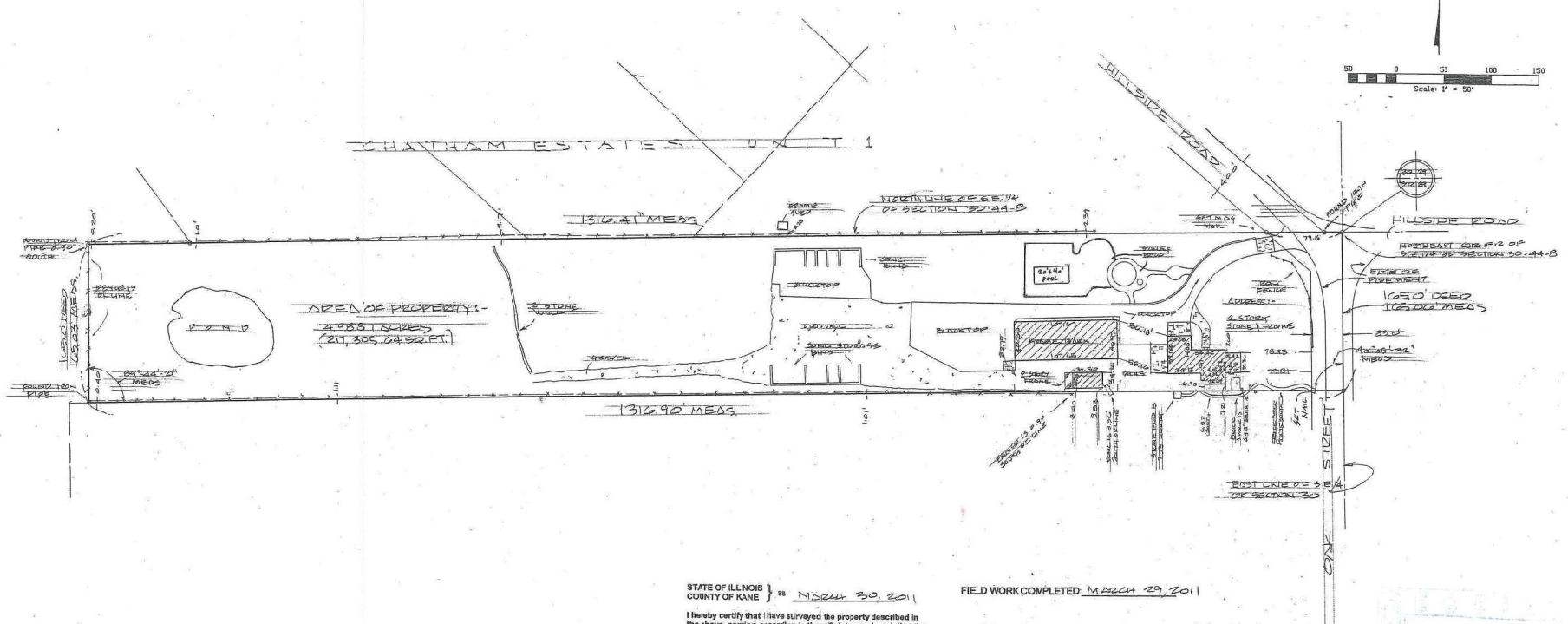
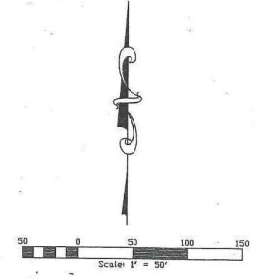
Table 1

	<b>Trucks</b>	<b>Year</b>	<b>Vin</b>	<b>Plate</b>		
	Ram 3500	2020	3C7WRSBJ9LG144957	169087F		
	Ram 3500	2019	3C7WRSBJ4KG720372	173043F		
	Ram Pickup	2002	3B6MC36582M303738	175780F		
	<b>Personal Trucks</b>					
	Ram Pickup	2020	1C6SRFFT2LN416391	2989404B		
	Ram Pickup	2019	1C6SRFHT2KN793900	2740520B		
	<b>Trailers</b>					
	Maynard	2011	1m9ds12d3b1864455	370068TC		
	Load Trail	2001	4ZECF182511142343	63908TD		
	Dynaweld	1989	16099	260596TB		
	Look	2020	53BLTEA25LA056808	356414TB		
	Wells Cargo	2000	1WC200H27Y1088482	343629TB		

**Alan J. Coulson, P.C.**  
**PROFESSIONAL LAND SURVEYORS**  
**PLAT OF SURVEY**

**OF PROPERTY DESCRIBED AS FOLLOWS:**

A strip of land 10 rods in width off from the entire North side of the Southeast Quarter of Sect on 30, Township 44 North, Range 8 East of the Thirc Principal Meridian, in McHenry County.



Scale: 11,590'  
 Ordinal: Survey  
 Buyer: ALAN J. COULSON  
 Page: 14-30-24  
 Drawn: ALAN J. COULSON  
 Job: 14-30-24  
 City: CHATHAM

STATE OF ILLINOIS }  
 COUNTY OF KANE } ss MARCH 30, 2021  
 I hereby certify that I have surveyed the property described in the above caption according to the official record, and that the above plat is true and correct representation of said survey.  
Alan J. Coulson  
 Charles J. Hill, Professional Land Surveyor No. 35-2700  
 My License expires 11/30/10  
 Any discrepancy in measurement should be promptly reported to the surveyor for explanation or correction.  
 WE DO NOT CERTIFY AS TO THE LOCATION OF UNDERGROUND UTILITIES OR UNDERGROUND IMPROVEMENTS.

FIELD WORK COMPLETED: MARCH 29, 2021

THIS SURVEY IS VALID ONLY WITH EMPLOYMENT.  
 This professional service conforms to the current Illinois minimum standards for a boundary survey.  
 Professional Design Firm Land Surveying Corporation, License No. 194-082863

**Alan J. Coulson, P.C.**  
**PROFESSIONAL LAND SURVEYORS**  
 265 w. Main St., West Dundee, Illinois 60118  
 Phone: (847) 426-2911 Fax: (847) 426-8074



# McHENRY-LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT



1648 S. Eastwood Dr. Woodstock, Illinois 60098 (815) 338-0444 ext. 3 [www.mchenryswcd.org](http://www.mchenryswcd.org)

October 20, 2021

Lisa M. Waggoner  
The Waggoner Law Firm, P.C.  
4 North Walkup Avenue  
Crystal Lake, IL 60014

Re: Parcel # 14-30-400-005  
Common Location: 4605 North Oak Street, Crystal Lake, IL 60014  
NRI# L21-060-4382  
Zoning Change: A1CV to A1CV

Dear Ms. Waggoner:

The McHenry-Lake County Soil and Water Conservation District has carefully reviewed your application for Natural Resource Information Report on the Andrew C. Myers and Jennifer Myers property as applied for in Report #L21-060-4382. Due to no new natural resource disturbance on the parcel, the SWCD finds that impact to natural resources from the proposed use is minimal for the purposes of the NRI report. A full Natural Resource Information Report will not be necessary, but we would like to highlight a few resources on the property.

Earthwork in or near a wetland requires a permit from the Army Corps of Engineers or the McHenry County Department of Planning & Development. The McHenry County ADID Wetland Inventory indicates the presence of High-Functional Wetlands in the western area the parcel (see attached ADID Wetland Locations Map). The Natural Resource Conservation Service inventory indicates the presence of Farmed Wetlands in the western area of the parcel (see attached NRCS Wetland Locations Map). It is recommended that a jurisdictional wetland delineation be performed on this parcel before any additional construction occurs. Please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

Office maps also indicate the presence of hydric soils in the western area of the parcel (see attached Hydric Soil Locations Map). Our wetland inventory is for informational and planning purposes only. Any proposed drainage work, in wet areas, requires a certified wetland delineation. If drainage work is to occur, please contact the Army Corps of Engineers and McHenry County Department of Planning & Development for permit information.

This letter fulfills your requirement to notify the SWCD of land use changes as per the Illinois Compiled State Statutes, Chapter 70, Par. 405/1 et seq. Illinois Revised Statutes, Ch. 5, Par 106 et seq. and the McHenry County Stormwater Ordinance. If you have any questions concerning this letter, feel free to call our office.

Sincerely,

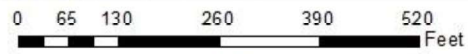


Ryan Bieber  
Urban Conservation Specialist

Cc: Kim Charlow, McHenry County Department of Planning and Development,  
[KBScharlow@mchenrycountyil.gov](mailto:KBScharlow@mchenrycountyil.gov)

*Resources for the Future*

# ADID Wetland Locations Map

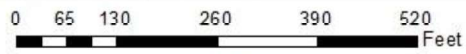
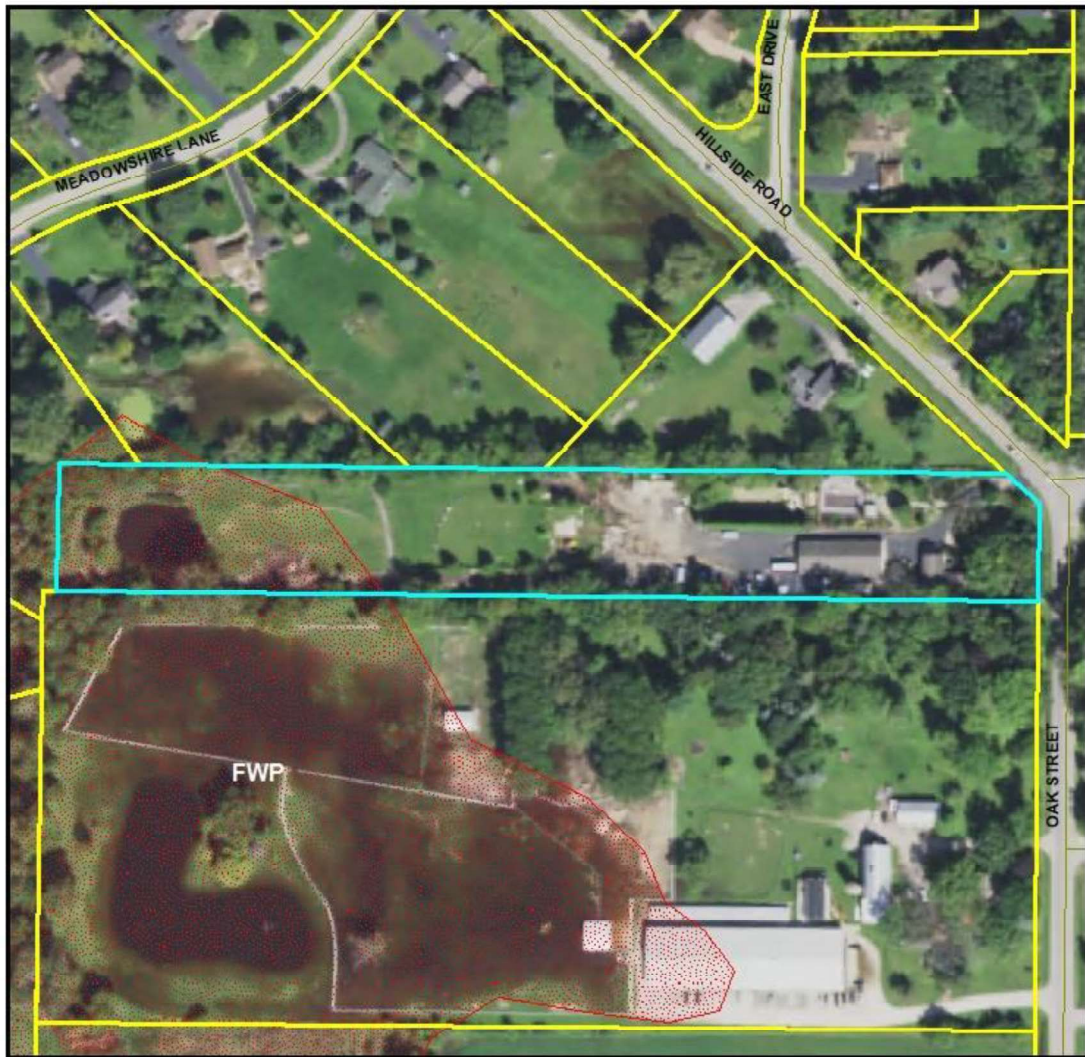


2019 Aerial Photograph  
 Produced By: McHenry-Lake County Soil & Water Conservation District

Key To Features	
	farmed wetland
	high functional wetland
	high quality lake
	high quality wetland
	lake
	wetland

*Resources for the Future*

# NRCS Wetland Locations Map



2019 Aerial Photograph  
 Produced By: McHenry-Lake County Soil & Water Conservation District

Key To Features	
	Farmed Wetland
	Farmed Wetland Pasture
	Non-inventoried Hydric Soil
	Non-inventoried Soil With Hydric Inclusions
	Prior Converted
	Wetland

*Resources for the Future*

# Hydric Soil Locations Map



0 65 130 260 390 520 Feet

2019 Aerial Photograph  
Produced By: McHenry-Lake County Soil & Water Conservation District



Key To Features	
	Hydric Soil

*Resources for the Future*





**MCHENRY COUNTY**  
**STAFF PLAT REVIEW**  
**MINUTES • FEBRUARY 2, 2022**

**Public Meeting**

**Conference Room C**

**8:30 AM**

**667 Ware Rd., Woodstock, IL 60098**

**I. CALL TO ORDER**

Meeting called to order at: 8:32 AM by Adam P Wallen.

PRESENT: Colletti, Wallen, Hanlon, Gardner, Beets (Remote), Levato

ABSENT:

Kim Scharlow and April Ramoni, McHenry County Department of Planning and Development, attended remotely.

**II. PUBLIC COMMENT**

**III. DRAFT MINUTES FOR APPROVAL**

Staff Plat Review - Public Meeting - Jan 19, 2022 8:30 AM

Motion by Ms. Hanlon, seconded by Mr. Gardner.

<b>RESULT:</b>	<b>ACCEPTED BY VOICE</b>
----------------	--------------------------

**IV. SITE PLAN REVIEW**

**V. AGENDA ITEMS**

1. #2021-044 - Myers - Nunda Twp - A1C-A1C

Present on behalf of the petition were Ms. Lisa Waggoner, attorney for the petitions. Andrew and Jenny Myers, property owners.

This is a renewal of a conditional use permit for a landscape business and outdoor storage. Snow plowing is not part of this application.

**MCDOT Comments - Ray Beets**

Mr. Beets did not have any comments. Oak Street is under the jurisdiction of Nunda Township. He suggested the petitioner contact Mike Lesperance, Nunda Township Highway Commissioner, for any issues regarding access.

**Stormwater Comments - Joanna Colletti**

Ms. Colletti reported she did not have any comments with respect to the site plan. She explained she looks at historic photos when she reviews the site plan. She showed the petitioners the aerials and explained that the existing site conditions and the plat of survey do not match the previously permitted site improvements from prior to 2005.

Based on the 2015 aerial, she noted about 72,000 square feet of impervious areas based on parking, gravel and asphalt. Looking at the 2018 aerial, there are site improvements such as additional gravel

areas, stock piles and driveways throughout the property bringing it to 87,000 square feet of impervious.

Ms. Colletti stated she would like additional information on the improvements that were done and when they were completed.

**Building Comments - Steve Gardner**

Mr. Gardner stated his review comments defer to the Fire Department regarding access. It was noted there will not be any onsite maintenance on the vehicles.

**Planning - Renee Hanlon**

Ms. Hanlon stated she did not have any comments regarding the site plan.

It was noted there are no plans for adding lighting or signage on the property.

**Environmental Health - Jeff Levato**

Mr. Levato stated in reviewing the application, the location of the driveway in relation to the septic system. The septic and well locations will need to be shown on the site plan.

Mr. Levato looked at historical records, and there were no records of installation of a well and septic on the property because of age. It appears that the septic is wrapped around the driveway. The current Ordinance would not allow driveways over a septic. It looks like it has been a gravel driveway and it has expanded.

Given the age and use of property, the Health Department would consider a request for a variance to acknowledge and accept the location of the septic and where it is located under the driveway. The request would require a health review, and the Health Department would document that information. The petitioner would record a notice of variance for future owners.

Motion by Ms. Colletti, seconded by Mr. Levato to accept the Myers site plan for administrative review based on the comments made today.

All members voted aye, motion passed.

**VI. STATUS UPDATE**

Ms. Hanlon reported there will be a Plat of Amendment coming for the Woods of Stone Ridge Subdivision.

**VII. MEMBER COMMENTS**

**VIII. ADJOURNMENT**

Motion by Ms. Hanlon, seconded by Mr. Gardner to adjourn. All members voted aye, motion passed. The meeting adjourned at 9:17 a.m.



**Agenda Item No: 9d**

**City Council  
Agenda Supplement**

**Meeting Date:** February 6, 2024

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

**Recommendation:** Motion to adopt an Ordinance approving the 2024 Crystal Lake Zoning Map, as presented

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

**Background:** Every year the City must approve a Zoning Map. The 2024 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, 2023. 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 City Council’s information.

Below is a brief summary of the parcels that were rezoned due to previous City Council action.

Petition	Location	Acreage	From	To
2023-135	4262 Route 176 (Woodlore Townes)	12.46	B-2 PUD	R-B PUD
2023-142	439 E. Terra Cotta Avenue	22	E	M PUD
2023-170	SEC of Randall Road and Meredith Drive/Ackman Road	2.41	E	B-2 PUD
Total Acreage		<b>36.87 acres</b>		

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



Ord. No.  
File No.

**The City of Crystal Lake Illinois**

**AN ORDINANCE ADOPTING  
THE 2024 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 2023, 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 6<sup>th</sup> day of February 2024.

City of Crystal Lake, an  
Illinois municipal corporation

\_\_\_\_\_  
Haig Haleblian, MAYOR

\_\_\_\_\_  
SEAL

ATTEST:

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

Passed: February 6, 2024  
Approved: February 6, 2024

# OFFICIAL ZONING MAP

2024

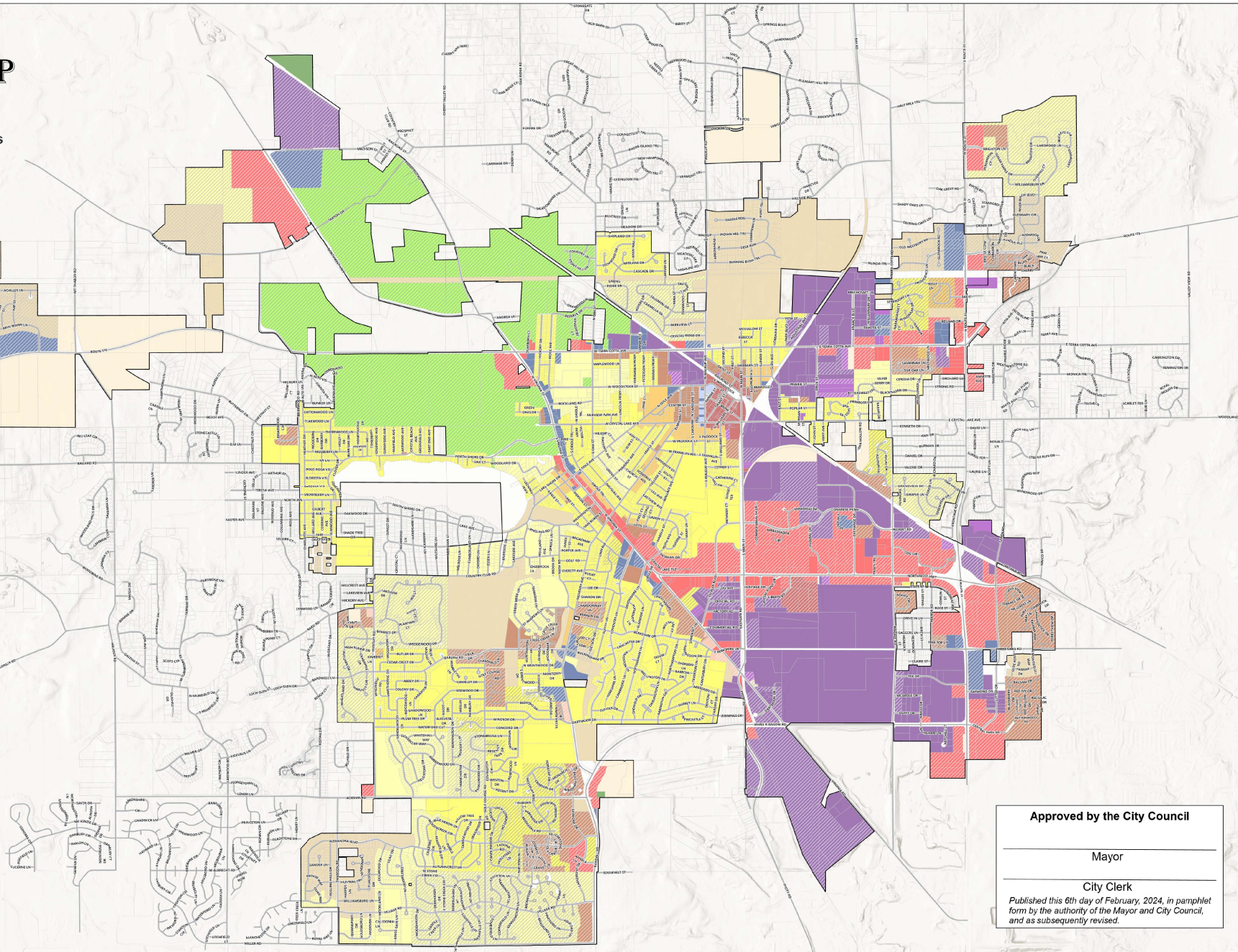
City of Crystal Lake, Illinois

Zoning Code & Description	
B-1	Neighborhood Business
B-1 PUD	Neighborhood Business (PUD)
B-2	General Commercial
B-2 PUD	General Commercial (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	Two-Family Residential
R-3B PUD	Two-Family Residential (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



0 0.5 1 Miles



Approved by the City Council

Mayor

City Clerk

Published this 6th day of February, 2024, in pamphlet form by the authority of the Mayor and City Council, and as subsequently revised.

BAXTER WOODMAN

FILE: P:\Zoning\Competition\Tech\Project\CR12\_Serial\Maping\CR12\_Comm\Maping\am\_2024map\_2024\_1002304\_4.8.PDF



**Agenda Item No: 9e**

**City Council  
Agenda Supplement**

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**Meeting Date:**

February 6, 2024

**Item:**

7013 Sands Road, NVA Trucking – Rezoning, Special Use Permit for Freight Terminal and Preliminary and Final Planned Unit Development

**Action:**

Continued to the February 20, 2024 regular City Council meeting, no action or discussion to occur.

**Staff Contact:**

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

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**Background:**

The petitioner has requested to be placed on the February 20, 2024 regular City Council meeting agenda. Therefore, there will be no action or discussion on the request.



## Agenda Item No: 10

### City Council Agenda Supplement

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**Meeting Date:** February 6, 2024

**Item:** Bid Award – Natural Areas Maintenance and Native Plant Monitoring

**Staff Recommendation:** Motion to award the bid for Natural Areas Maintenance and Native Plant Monitoring to the lowest responsible and responsive bidder, Davey Resource Group, Inc. and adopt a Resolution authorizing the City Manager to execute a three-year contract, with an option of two additional one-year extensions, with Davey Resource Group, Inc. in the submitted bid amounts.

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

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#### **Background:**

On January 25, 2024, the City publicly opened and read aloud bids received for natural areas maintenance and native plant monitoring. After review of the bids received, it is City staff's recommendation to award the bid to Davey Resource Group, Inc., the lowest responsible and responsive bidder. Davey Resource Group, Inc. submitted a complete bid for all services. In addition, Davey Resource Group, Inc. has been the City's contractor since 2019.

#### **Review of Bid Submittals:**

The specifications include maintenance of invasive species through the use of herbicide applications, seeding, phragmites control, and bio-swale maintenance at the Three Oaks Recreation Area. The specifications also include natural areas maintenance for North Shore Drive and Brink Street, in addition to treatments for Cove Pond. The Pine and Oriole Detention Basin will be included under the contract beginning in 2025.

The breakdown of bids received is as follows. The numbers reflected below total the base bid services noted in the specifications, as shown in Appendix A.

<b>Base Bid Total (From Appendix A)</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027*</b>	<b>2028*</b>	<b>Total</b>
√ Davey Resource Group, Inc.	\$19,865.00	\$29,530.00	\$30,391.00	\$31,252.00	\$32,111.00	\$143,149.00
Baxter and Woodman, LLC	\$35,875.00	\$46,150.00	\$46,150.00	\$50,850.00	\$50,850.00	\$229,875.00
Christopher Burke Engineering, Ltd.	\$57,992.00	\$75,640.00	\$77,592.00	\$79,280.00	\$80,768.00	\$371,272.00

√ Indicates recommended lowest responsive and responsible bidder.

\* Indicates optional extension years.

The bid pricing received falls within the anticipated budget for the work. The total price increases in 2025 because the Pine and Oriole Detention Basin will be added after the 2024 season. In addition to the base bid, City staff requested pricing for alternate items which may be added to the scope of services during the contract term. City staff requested pricing per acre for natural areas maintenance, controlled burning, phragmites control, and seeding. The attached bid tabulation includes alternate bid items, and Davey Resource Group is still the low bidder with alternates included.

**Breakdown of Services:**

The City currently has five locations where maintenance of the native landscaping is needed to maintain coverage, improve floristic quality, and ensure that natural areas continue to perform as water quality Best Management Practices (BMPs) as designed. Davey Resource Group, Inc. specializes in natural areas maintenance, invasive species control, wetland conservation, and tree care. Davey Resource Group, Inc. has performed natural areas maintenance for the City since 2019 and has a detailed working knowledge of the City’s needs. On-site meetings occur from April through October between City staff and Davey Resource Group to monitor maintenance progress.

Natural areas maintenance and native plant monitoring includes site maintenance and monitoring at the Three Oaks Recreation Area, North Shore Drive Wetlands, Brink Street Bio-Swale, Cove Pond, and the Pine and Oriole Detention Basin. Each location requires site-specific services to manage the natural vegetation. The pricing submitted by Davey Resource Group, Inc. is calculated per site visit and there will be no additional costs per hour for site visits. The initial scope of work for each site is detailed below. Based on site conditions, the City may add acres of services to the treatment plan, beyond those outlined in the initial scope.

Three Oaks Recreation Area, North Shore Drive, and Brink Street Natural Areas Maintenance

Services include three site visits throughout the growing season (April through October) to maintain the overall condition of native planted areas and bio-swales. Monitoring of natives, and controlling weed growth and invasive species, will be completed through the use of herbicide applications, cutting, and/or hand pulling techniques. Site seed collection and dispersal will be utilized as needed.

*Three Oaks Recreation Area*

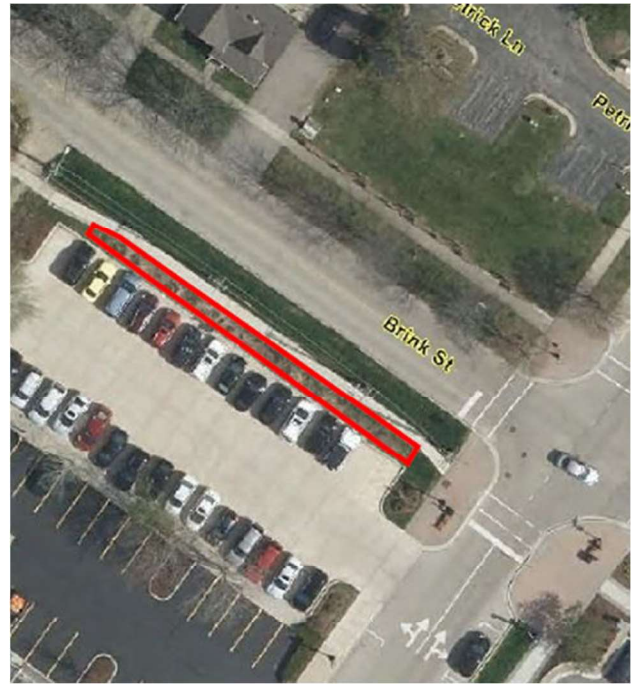




*North Shore Drive Wetland*



*Brink Street Swale*



Pine and Oriole Detention Basin Natural Areas Maintenance

The Pine and Oriole Detention Basin was constructed in 2021 and is under contract for native plant monitoring through 2024. This area will be included under the City-wide contract with Davey Resource Group, Inc. beginning in 2025 for natural areas maintenance.



Three Oaks Recreation Area South Lake Phragmites Control

Two site visits are required to apply herbicide to treat phragmites on the shoreline of the south lake. The initial application will be completed upon the maturation of the plants.



Three Oaks Recreation Area Main Street Basin, Buffer and Entrance Maintenance

The work requires three site visits during the growing season to apply herbicide to maintain the floristic quality of the location. Site visits include herbicide applications to treat phragmites.



Cove Pond Treatments

Work includes diagnostic monitoring and application of industry standard aquatic weed products to ensure that debris does not enter the downstream outlet. One site visit is required for the work.



**Recommendation:**

City Staff has reviewed all bids received for completeness and accuracy in accordance with the Invitation to Bid document. Davey Resource Group, Inc. has provided natural areas maintenance services for the City since 2019. It is the recommendation of staff to award the bid to the lowest responsible and responsive bidder, Davey Resource Group, Inc. to perform natural areas maintenance and native plant monitoring in accordance with the terms and conditions of the bid document.

**Votes Required to Pass:**

Simple Majority



**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a three-year contract, with an option of two additional one-year extensions, between the CITY OF CRYSTAL LAKE and Davey Resource Group, Inc. for Natural Areas Maintenance and Native Plant Monitoring in the submitted bid amounts.

DATED this 6<sup>th</sup> day of February 2024.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 6, 2024

APPROVED: February 6, 2024

## Appendix A

Base Bid Pricing	Davey Resource Group				
	2024	2025	2026	2027*	2028*
Three Oaks Natural Areas Maintenance (3 Site Visits)	\$9,365.00	\$9,646.00	\$9,927.00	\$10,208.00	\$10,488.00
Three Oaks South Lake Phragmites Control (2 Site Visits)	\$1,910.00	\$1,968.00	\$2,025.00	\$2,082.00	\$2,140.00
Three Oaks Main Street Basin (2 Site Visits)		\$1,659.00	\$1,709.00	\$1,757.00	\$1,805.00
Three Oaks Main Street Buffer (3 Site Visits)		\$2,925.00	\$3,010.00	\$3,095.00	\$3,180.00
Three Oaks Main Street Entrance (3 Site Visits)	\$1,500.00	\$1,545.00	\$1,590.00	\$1,635.00	\$1,680.00
Visits)	\$1,760.00	\$1,815.00	\$1,868.00	\$1,921.00	\$1,974.00
Brink Street Swale Natural Areas Maintenance (3 Site Visits)	\$1,320.00	\$1,360.00	\$1,400.00	\$1,440.00	\$1,480.00
Brink Street Swale Native Planting (1 Site Visit)	\$2,770.00	\$2,854.00	\$2,937.00	\$3,020.00	\$3,103.00
Cove Pond Treatments (1 Site Visit)	\$1,240.00	\$1,278.00	\$1,315.00	\$1,353.00	\$1,390.00
Pine and Oriole Detention Basin (3 Site Visits)		\$4,480.00	\$4,610.00	\$4,741.00	\$4,871.00
<b>Total</b>	<b>\$19,865.00</b>	<b>\$29,530.00</b>	<b>\$30,391.00</b>	<b>\$31,252.00</b>	<b>\$32,111.00</b>
<b>Alternate Bid Pricing</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027*</b>	<b>2028*</b>
Each Additional Acre (Site Maintenance)	\$1,200.00	\$1,236.00	\$1,272.00	\$1,308.00	\$1,344.00
Controlled Burning (Per Acre)	\$2,510.00	\$2,576.00	\$2,643.00	\$2,710.00	\$2,776.00
Phragmites Control (Per Acre)	\$950.00	\$979.00	\$1,008.00	\$1,037.00	\$1,066.00
Per Hour Rate	\$83.00	\$86.00	\$89.00	\$92.00	\$95.00
Seeding (Per Acre)	\$1,600.00	\$1,648.00	\$1,696.00	\$1,744.00	\$1,792.00
<b>Base Bid and Alternate Total:</b>	<b>\$26,208.00</b>	<b>\$36,055.00</b>	<b>\$37,099.00</b>	<b>\$38,143.00</b>	<b>\$39,184.00</b>
<b>5-Year Total</b>	<b>\$176,689.00</b>				
*Optional Extension Years					

Base Bid Pricing	Baxter and Woodman Natural Resources				
	2024	2025	2026	2027*	2028*
Three Oaks Natural Areas Maintenance (3 Site Visits)	\$11,400.00	\$11,400.00	\$11,400.00	\$12,600.00	\$12,600.00
Three Oaks South Lake Phragmites Control (2 Site Visits)	\$2,200.00	\$2,200.00	\$2,200.00	\$2,400.00	\$2,400.00
Three Oaks Main Street Basin (2 Site Visits)		\$3,000.00	\$3,000.00	\$3,200.00	\$3,200.00
Three Oaks Main Street Buffer (3 Site Visits)		\$6,750.00	\$6,750.00	\$7,500.00	\$7,500.00
Three Oaks Main Street Entrance (3 Site Visits)	\$6,750.00	\$6,750.00	\$6,750.00	\$7,500.00	\$7,500.00
Visits)	\$10,800.00	\$10,800.00	\$10,800.00	\$11,600.00	\$11,600.00
Brink Street Swale Natural Areas Maintenance (3 Site Visits)	\$2,250.00	\$2,250.00	\$2,250.00	\$2,700.00	\$2,700.00
Brink Street Swale Native Planting (1 Site Visit)	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00
Cove Pond Treatments (1 Site Visit)	\$600.00	\$600.00	\$600.00	\$650.00	\$650.00
Pine and Oriole Detention Basin (3 Site Visits)		\$2,400.00	\$2,400.00	\$2,700.00	\$2,700.00
<b>Total</b>	<b>\$35,875.00</b>	<b>\$46,150.00</b>	<b>\$46,150.00</b>	<b>\$50,850.00</b>	<b>\$50,850.00</b>
<b>Alternate Bid Pricing</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027*</b>	<b>2028*</b>
Each Additional Acre (Site Maintenance)	\$700.00	\$700.00	\$700.00	\$725.00	\$725.00
Controlled Burning (Per Acre)	\$2,500.00	\$2,500.00	\$2,500.00	\$2,750.00	\$2,750.00
Phragmites Control (Per Acre)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,750.00	\$1,750.00
Per Hour Rate	\$85.00	\$85.00	\$85.00	\$95.00	\$95.00
Seeding (Per Acre)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,750.00	\$1,750.00
<b>Base Bid and Alternate Total:</b>	<b>\$42,160.00</b>	<b>\$52,435.00</b>	<b>\$52,435.00</b>	<b>\$57,920.00</b>	<b>\$57,920.00</b>
<b>5-Year Total</b>	<b>\$262,870.00</b>				
*Optional Extension Years					

	Christopher B. Burke Engineering				
<u>Base Bid Pricing</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027*</u>	<u>2028*</u>
Three Oaks Natural Areas Maintenance (3 Site Visits)	\$32,000.00	\$32,800.00	\$33,600.00	\$34,400.00	\$35,045.00
Three Oaks South Lake Phragmites Control (2 Site Visits)	\$4,800.00	\$4,960.00	\$5,120.00	\$5,120.00	\$5,216.00
Three Oaks Main Street Basin (2 Site Visits)		\$3,200.00	\$3,280.00	\$3,360.00	\$3,423.00
Three Oaks Main Street Buffer (3 Site Visits)		\$6,160.00	\$6,344.00	\$6,480.00	\$6,602.00
Three Oaks Main Street Entrance (3 Site Visits)	\$6,000.00	\$6,160.00	\$6,320.00	\$6,480.00	\$6,602.00
Visits)	\$7,312.00	\$7,520.00	\$7,728.00	\$7,920.00	\$8,069.00
Brink Street Swale Natural Areas Maintenance (3 Site Visits)	\$4,320.00	\$4,440.00	\$4,560.00	\$4,640.00	\$4,727.00
Brink Street Swale Native Planting (1 Site Visit)	\$2,240.00	\$2,240.00	\$2,240.00	\$2,240.00	\$2,282.00
Cove Pond Treatments (1 Site Visit)	\$1,320.00	\$1,360.00	\$1,400.00	\$1,440.00	\$1,467.00
Pine and Oriole Detention Basin (3 Site Visits)		\$6,800.00	\$7,000.00	\$7,200.00	\$7,335.00
<b>Total</b>	<b>\$57,992.00</b>	<b>\$75,640.00</b>	<b>\$77,592.00</b>	<b>\$79,280.00</b>	<b>\$80,768.00</b>
<u>Alternate Bid Pricing</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027*</u>	<u>2028*</u>
Each Additional Acre (Site Maintenance)	\$640.00	\$664.00	\$664.00	\$688.00	\$701.00
Controlled Burning (Per Acre)	\$1,120.00	\$1,120.00	\$1,152.00	\$1,168.00	\$1,190.00
Phragmites Control (Per Acre)	\$1,280.00	\$1,320.00	\$1,360.00	\$1,400.00	\$1,427.00
Per Hour Rate	\$128.00	\$132.00	\$136.00	\$137.00	\$139.00
Seeding (Per Acre)	\$1,920.00	\$1,968.00	\$2,016.00	\$2,064.00	\$2,103.00
<b>Base Bid and Alternate Total:</b>	<b>\$63,080.00</b>	<b>\$80,844.00</b>	<b>\$82,920.00</b>	<b>\$84,737.00</b>	<b>\$86,328.00</b>
<b>5-Year Total</b>	<b>\$397,909.00</b>				
*Optional Extension Years					

CITY OF CRYSTAL LAKE  
100 W. WOODSTOCK STREET  
CRYSTAL LAKE, ILLINOIS 60014

**Bid Opening: Thursday, January 25, 2024 at 10:00 a.m.**

**Bidder Information**

**Company Name:**     Davey Resource Group, Inc.    

**BID PRICING FOR: Natural Areas Maintenance and Native Plant Monitoring**

<b><u>Item</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2027*</u></b>	<b><u>2028*</u></b>
Three Oaks Natural Areas Maintenance – 3 Site Visits (Exhibit A)	\$ 9,365	\$ 9,646	\$ 9,927	\$ 10,208	\$ 10,488
Three Oaks South Lake Phragmites Control – 2 Site Visits (Exhibit B and C)	\$ 1,910	\$ 1,968	\$ 2,025	\$ 2,082	\$ 2,140
Three Oaks Main Street Basin Maintenance – 2 Site Visits (Exhibit C)		\$ 1,659	\$ 1,709	\$ 1,757	\$ 1805
Three Oaks Main Street Buffer Maintenance – 3 Site Visits (Exhibit C)		\$ 2,925	\$ 3,010	\$ 3,095	\$ 3,180
Three Oaks Main Street Entrance Maintenance – 3 Site Visits (Exhibit C)	\$ 1,500	\$ 1,545	\$ 1,590	\$ 1,635	\$ 1,680
North Shore Drive Wetland Natural Areas Maintenance – 4 Site Visits (Exhibit D)	\$ 1,760	\$ 1,815	\$ 1,868	\$ 1,921	\$ 1,974
Brink Street Swale Natural Areas Maintenance – 3 Site Visits (Exhibit E)	\$ 1,320	\$ 1,360	\$ 1,400	\$ 1,440	\$ 1,480
Brink Street Swale Native Planting – 1 Site Visit (Exhibit E)	\$ 2,770	\$ 2,854	\$ 2,937	\$ 3,020	\$ 3,103
Cove Pond Treatments – 1 Site Visit (Exhibit F)	\$ 1,240	\$ 1,278	\$ 1,315	\$ 1,353	\$ 1,390
Pine and Oriole Detention Basin – 3 Site Visits (Exhibit G)		\$ 4,480	\$ 4,610	\$ 4,741	\$ 4,871
<b>Annual Total:</b>	\$ 19,865	\$ 29,530	\$ 30,391	\$ 31,252	\$ 32,111

\*Optional extension years.

**ALTERNATE BID PRICING: Natural Areas Maintenance and Native Plant Monitoring**

<u>Service</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027*</u>	<u>2028*</u>
Each Additional Acre – Site Maintenance	\$ 1,200	\$ 1,236	\$ 1,272	\$ 1,308	\$ 1,344
Controlled Burning – Cost Per Acre	\$ 2,510	\$ 2,576	\$ 2,643	\$ 2,710	\$ 2,776
Phragmites Control – Cost Per Acre	\$ 950	\$ 979	\$ 1,008	\$ 1,037	\$ 1,066
Per Hour Rate	\$ 83	\$ 86	\$ 89	\$ 92	\$ 95
Seeding – Cost Per Acre	\$ 1,600	\$ 1,648	\$ 1,696	\$ 1,744	\$ 1,792

\*Optional extension years.

List any and all deviations from minimum specifications:

\_\_\_\_ Phragmites Cost was calculated assuming the use of a drone apply herbicide.

\_\_\_\_ Seeding cost assumes that the seeding area does not require stabilization.

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CITY OF CRYSTAL LAKE  
100 W. WOODSTOCK STREET  
CRYSTAL LAKE, ILLINOIS 60014

**Bid Opening: Thursday, January 25, 2024 at 10:00 a.m.**

**Bidder Information**

**Company Name: Baxter & Woodman Natural Resources, LLC**

**BID PRICING FOR: Natural Areas Maintenance and Native Plant Monitoring**

<b><u>Item</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2027*</u></b>	<b><u>2028*</u></b>
Three Oaks Natural Areas Maintenance – 3 Site Visits (Exhibit A)	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 12,600.00	\$ 12,600.00
Three Oaks South Lake Phragmites Control – 2 Site Visits (Exhibit B and C)	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,400.00	\$ 2,400.00
Three Oaks Main Street Basin Maintenance – 2 Site Visits (Exhibit C)		\$ 3,000.00	\$ 3,000.00	\$ 3,200.00	\$ 3,200.00
Three Oaks Main Street Buffer Maintenance – 3 Site Visits (Exhibit C)		\$ 6,750.00	\$ 6,750.00	\$ 7,500.00	\$ 7,500.00
Three Oaks Main Street Entrance Maintenance – 3 Site Visits (Exhibit C)	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 7,500.00	\$ 7,500.00
North Shore Drive Wetland Natural Areas Maintenance – 4 Site Visits (Exhibit D)	\$ 10,800.00	\$ 10,800.00	\$ 10,800.00	\$ 11,600.00	\$ 11,600.00
Brink Street Swale Natural Areas Maintenance – 3 Site Visits (Exhibit E)	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00	\$ 2,700.00	\$ 2,700.00
Brink Street Swale Native Planting – 1 Site Visit (Exhibit E)	\$ 1,875.00	\$	\$	\$	\$
Cove Pond Treatments – 1 Site Visit (Exhibit F)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 650.00	\$ 650.00
Pine and Oriole Detention Basin – 3 Site Visits (Exhibit G)		\$ 2,400.00	\$ 2,400.00	\$ 2,700.00	\$ 2,700.00
<b>Annual Total:</b>	<b>\$ 35,875.00</b>	<b>\$ 46,150.00</b>	<b>\$ 46,150.00</b>	<b>\$ 50,850.00</b>	<b>\$ 50,850.00</b>

\*Optional extension years.

**ALTERNATE BID PRICING: Natural Areas Maintenance and Native Plant Monitoring**

<u>Service</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027*</u>	<u>2028*</u>
Each Additional Acre – Site Maintenance	\$ 700.00	\$ 700.00	\$ 700.00	\$ 725.00	\$ 725.00
Controlled Burning – Cost Per Acre	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,750.00	\$ 2,750.00
Phragmites Control – Cost Per Acre	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00
Per Hour Rate	\$ 85.00	\$ 85.00	\$ 85.00	\$ 95.00	\$ 95.00
Seeding – Cost Per Acre	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00

\*Optional extension years.

List any and all deviations from minimum specifications:

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CITY OF CRYSTAL LAKE  
100 W. WOODSTOCK STREET  
CRYSTAL LAKE, ILLINOIS 60014

**Bid Opening: Thursday, January 25, 2024 at 10:00 a.m.**

**Bidder Information**

**Company Name:** Christopher B. Burke Engineering, Ltd.

**BID PRICING FOR: Natural Areas Maintenance and Native Plant Monitoring**

<b><u>Item</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2027*</u></b>	<b><u>2028*</u></b>
Three Oaks Natural Areas Maintenance – 3 Site Visits (Exhibit A)	\$ 32,000.00	\$ 32,800.00	\$ 33,600.00	\$ 34,400.00	\$ 35,045.00
Three Oaks South Lake Phragmites Control – 2 Site Visits (Exhibit B and C)	\$ 4,800.00	\$ 4,960.00	\$ 5,120.00	\$ 5,120.00	\$ 5,216.00
Three Oaks Main Street Basin Maintenance – 2 Site Visits (Exhibit C)		\$ 3,200.00	\$ 3,280.00	\$ 3,360.00	\$ 3,423.00
Three Oaks Main Street Buffer Maintenance – 3 Site Visits (Exhibit C)		\$ 6,160.00	\$ 6,344.00	\$ 6,480.00	\$ 6,602.00
Three Oaks Main Street Entrance Maintenance – 3 Site Visits (Exhibit C)	\$ 6,000.00	\$ 6,160.00	\$ 6,320.00	\$ 6,480.00	\$ 6,602.00
North Shore Drive Wetland Natural Areas Maintenance – 4 Site Visits (Exhibit D)	\$ 7,312.00	\$ 7,520.00	\$ 7,728.00	\$ 7,920.00	\$ 8,069.00
Brink Street Swale Natural Areas Maintenance – 3 Site Visits (Exhibit E)	\$ 4,320.00	\$ 4,440.00	\$ 4,560.00	\$ 4,640.00	\$ 4,727.00
Brink Street Swale Native Planting – 1 Site Visit (Exhibit E)	\$ 2,240.00	\$ 2,240.00	\$ 2,240.00	\$ 2,240.00	\$ 2,282.00
Cove Pond Treatments – 1 Site Visit (Exhibit F)	\$ 1,320.00	\$ 1,360.00	\$ 1,400.00	\$ 1,440.00	\$ 1,467.00
Pine and Oriole Detention Basin – 3 Site Visits (Exhibit G)		\$ 6,800.00	\$ 7,000.00	\$ 7,200.00	\$ 7,335.00
<b>Annual Total:</b>	\$ 57,992.00 (fifty-seven thousand nine hundred ninety-two)	\$ 75,640.00 (seventy-five thousand six hundred forty)	\$ 77,592.00 (seventy-seven thousand five hundred ninety-two)	\$ 79,280.00 (seventy-nine thousand two hundred eighty)	\$ 80,768.00 (eighty thousand seven hundred sixty-eight)

\*Optional extension years.

**ALTERNATE BID PRICING: Natural Areas Maintenance and Native Plant Monitoring**

<u>Service</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027*</u>	<u>2028*</u>
Each Additional Acre – Site Maintenance	\$640.00	\$664.00	\$664.00	\$688.00	\$701.00
Controlled Burning – Cost Per Acre	\$1,120.00	\$1,120.00	\$1,152.00	\$1,168.00	\$1,190.00
Phragmites Control – Cost Per Acre	\$1,280.00	\$1,320.00	\$1,360.00	\$1,400.00	\$1,427.00
Per Hour Rate	\$128.00	\$132.00	\$136.00	\$137.00	\$139.00
Seeding – Cost Per Acre	\$1,920.00	\$1,968.00	\$2,016.00	\$2,064.00	\$2,103.00

\*Optional extension years.

List any and all deviations from minimum specifications:

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CBBEL intends to utilize McGinty Bros., Inc. as a subconsultant. Fees for their services are included in the above bid pricing.



## Agenda Item No: 11

### City Council Agenda Supplement

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**Meeting Date:** February 6, 2024

**Item:** Purchase of five (5) Police Department Vehicles through the State of Illinois Central Management Services (CMS) bid for \$40,750 each for a total of \$203,750

**Staff Recommendation:** Adopt a Resolution authorizing the City Manager to purchase five (5) Police Department Vehicles through the State of Illinois Central Management Services (CMS) bid for \$40,750 each for a total of \$203,750

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

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#### **Background**

Purchasing specialty vehicles has been challenging during and after the pandemic. Supply chain disruptions, labor disputes and other factors have resulted in a demand for specialty vehicles that exceeds the available supply. Police Department Interceptor Utility Vehicles have been particularly difficult to obtain over the past several years. Currently there is a need to purchase eleven (11) vehicles for the Police Department.

Periodically, there is a very limited supply of Police Department vehicles that become available through approved Purchasing Cooperative contract holders. In order to secure the purchase of a vehicle(s) a municipality has to react quickly when one becomes available. The City has been made aware by the State of Illinois contract holder for police vehicles, Sutton Ford, that a small number of Police Interceptor Utility Vehicles are available. The City would like to purchase five (5) vehicles through the state bid at a cost of \$40,750 each.

#### **Recommendation**

City staff is requesting approval to authorize the City Manager to purchase up to five (5) police vehicles at per unit cost of \$40,750 for a total cost of \$203,750 from Sutton Ford, the current State of Illinois contract holders for these vehicles. The Fiscal Year 2023/2024 budget contains funds for these purchases.

#### **Votes Required to Pass:**

Simple majority



## **RESOLUTION**

**WHEREAS** the CITY OF CRYSTAL LAKE has identified the need to replace existing Police Department vehicles that have reached the end of their service life; and

**WHEREAS** the limited supply of these vehicles is making acquisition difficult and the CITY is aware of a limited supply of vehicles through the State of Illinois Central Management Services (CMS) contract at a per vehicle cost of \$40,750.

**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 purchase five (5) police interceptor vehicles from the current State of Illinois contract vendor, Sutton Ford, at a per unit cost of \$40,750 for a total of amount of \$203,750.

**DATED** this 6<sup>th</sup> day of February, 2024.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

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

SEAL

ATTEST

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

PASSED: February 6, 2024  
APPROVED: February 6, 2024

**From:** Brian Tarpo <[btarpo@suttonford.com](mailto:btarpo@suttonford.com)>

**Sent:** Friday, January 26, 2024 10:00 AM

**To:** Don Christenson <[dchristenson@crystallake.org](mailto:dchristenson@crystallake.org)>; Brittany Hall <[bhall@suttonford.com](mailto:bhall@suttonford.com)>

**Subject:** RE: Police Interceptor availability

**CAUTION: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.**

Hi Don, I do have 23 left for sure. Looks like someone put down a deposit for 8 earlier this morning. It wasn't my customer so I am not sure how solid it is. The are all white with the 3.3 engine. The options are identical. The price is the state price for the options that are on the vehicle. That price is \$40,750. I attached a spec sheet showing all the options on the vehicle. Please let me know if you have any questions. Thanks.

*Brian Tarpo*

**Commercial & Municipal Account Manager -Sutton Ford**

**MBE Certified**

Direct: 708-720-8008

Cell: 219-510-2205

Fax: 708-390-4129

[btarpo@suttonford.com](mailto:btarpo@suttonford.com)



**21315 CENTRAL AVE MATTESON IL 60443**

**[SuttonTrucks.com](http://SuttonTrucks.com)**



## Agenda Item No: 12

### City Council Agenda Supplement

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**Meeting Date:**

February 6, 2024

**Item:**

Bid Award – Tree Removal for Engineering Projects

**Staff Recommendation:**

Motion to award the bid for Tree Removal required for various capital projects to the lowest responsive and responsible bidder, Homer Tree Service, Inc., and adopt a Resolution authorizing the City Manager to execute a contract with Homer Tree Service, Inc. in the amount of \$88,550.00, execute change orders for up to 10% of the contract amount, and approve warranted completion date change orders relating to the contract

**Staff Contact:**

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

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**Background:**

Many City construction projects require tree removal as part of their scope of work whether it be for roadway widening, new utility lines, sidewalk, etc. Recent regulatory changes for projects funded with State or Federal funds now require that tree removal take place between November 1 and March 30 of each calendar year. This requirement is a result of Federal and State action protecting bat habitat. There are three exceptions to this regulation:

- Trees that are diseased
- Trees that pose a hazard
- A habitat study has concluded no presence of bats

Several City capital projects will be under construction this summer that have some level of tree removal and include Federal or State funding. These projects are:

- Re-establishment of Crystal Creek
- Deep Well 19 Transmission Main
- Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement



Tree removal at these sites is necessary to construct the projects. It is more economical to accomplish the removal within the calendar restrictions than conduct numerous habitat studies at each project and each area of trees.

City staff inventoried the quantities and sizes of trees necessary for removal at the three indicated project sites and then solicited bids from multiple tree removal companies. On January 30, 2024, staff publicly opened and read aloud bids received for Tree Removal for Engineering Projects. The breakdown of bids is as follows:

Description	Quantity	Unit	Homer Tree Service <sup>√</sup>		Trees R Us		Clean Cut Tree Service	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
TREE REMOVAL (6 TO 15 UNITS DIAMETER)	500.0	UNIT	\$45.00	\$22,500.00	\$55.00	\$27,500.00	\$32.00	\$16,000.00
TREE REMOVAL (OVER 15 UNITS DIAMETER)	550.0	UNIT	\$55.00	\$30,250.00	\$75.00	\$41,250.00	\$55.00	\$30,250.00
TREE REMOVAL, ACRES	2.0	ACRE	\$17,900.00	\$35,800.00	\$18,265.00	\$36,530.00	\$50,000.00	\$100,000.00
<b>Bid Total:</b>			<b>\$88,550.00</b>		<b>\$105,280.00</b>		<b>\$146,250.00</b>	

<sup>√</sup> Indicates recommended lowest responsible bidder

**Recommendation:**

It is the recommendation of City staff to award the Tree Removal for Engineering Projects contract to the lowest responsive and responsible bidder, Homer Tree Service, Inc., in the amount of \$88,550.00.

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the “lowest responsive and responsible bidder.” The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City’s award.

City staff has reviewed the bids and have found them to meet all of the City’s requirements. The City has previously worked with Home Tree Service Inc. Funds are available in the current fiscal year budget for this work.

**Votes Required to Pass:**

Simple Majority



## **RESOLUTION**

**WHEREAS** the tree removal is a necessary part of several upcoming CITY OF CRYSTAL LAKE capital construction projects; and

**WHEREAS** in order to maintain compliance with applicable State and Federal regulations, it is necessary to conduct tree removal activities on these between November 1<sup>st</sup> and March 30<sup>th</sup> of each calendar year unless habitat studies are conducted; and

**WHEREAS** the CITY received and publicly opened bids for Tree Removal for Engineering Projects on January 30, 2024; and

**WHEREAS** the lowest responsive and responsible bidder is Homer Tree Service, Inc., Lockport, Illinois;

**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 Homer Tree Service, Inc. for Tree Removal for Engineering Projects in the bid amount of \$88,550.00 ; and

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

**DATED** this 6<sup>th</sup> day of February, 2024.

**CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,**

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

SEAL

ATTEST

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

PASSED: February 6, 2024  
APPROVED: February 6, 2024

Draft

Contractor: Homer Tree Service, Inc.

Project Cost  
Tree Removal for Engineering Projects, City of Crystal Lake, Illinois

No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Total Price
1	20100110	TREE REMOVAL (6 TO 15 UNTIS DIAMETER)	500.0	UNIT	\$45.00	\$ 22,500.00 -
2	20100210	TREE REMOVAL (OVER 15 UNTIS DIAMETER)	550.0	UNIT	\$55.00	\$ 30,250.00 -
3	20100500	TREE REMOVAL, ACRES	2.0	ACRE	\$17,900.00	\$ 35,800.00 -

CONTRACT AMOUNT \$ 88,550.00 -

Don Pearson  
Contractor Representative

Contractor: Trees R Us Inc.

Project Cost  
Tree Removal for Engineering Projects, City of Crystal Lake, Illinois

No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Total Price
1	20100110	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	500.0	UNIT	55	\$27,500 -
2	20100210	TREE REMOVAL (OVER 15 UNITS DIAMETER)	550.0	UNIT	75	\$41,250 -
3	20100500	TREE REMOVAL, ACRES	2.0	ACRE	18,265	\$36,530 -

CONTRACT AMOUNT \$ 105,280.00

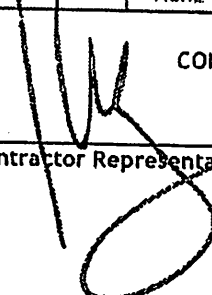
Nick Willis  
Contractor Representative

Contractor: Clean Cut Tree Service Inc

Project Cost  
Tree Removal for Engineering Projects, City of Crystal Lake, Illinois

No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Total Price
1	20100110	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	500.0	UNIT	\$32.00	\$ 16,000.00 -
2	20100210	TREE REMOVAL (OVER 15 UNITS DIAMETER)	550.0	UNIT	\$55.00	\$ 30,250.00 -
3	20100500	TREE REMOVAL, ACRES	2.0	ACRE	\$50,000.00	\$ 100,000.00 -

CONTRACT AMOUNT \$ 146,250.00 -

  
\_\_\_\_\_  
Contractor Representative



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	February 6, 2024
<b><u>Item:</u></b>	Capital Improvement Plan Fiscal Year 2024B through Fiscal Year 2028
<b><u>Staff Recommendation:</u></b>	For Discussion Only
<b><u>Staff Contact:</u></b>	Jodie Hartman, Director of Finance

**Background:**

This item is for discussion only. City staff has prepared a draft of the Capital Improvement Plan (CIP) covering fiscal year 2024B through fiscal year 2028. Updates on key projects from the CIP will be presented by staff.

**Discussion:**

The CIP is a long-range planning document designed to identify and prioritize the City's anticipated capital needs. The City currently owns and maintains \$273 million in capital assets. Examples include roads, water mains, sanitary and storm sewers, buildings, equipment, vehicles and other infrastructure. All of these assets are essential to the delivery of the public services that the residents, businesses and guests of Crystal Lake rely upon. Through careful planning and expert forecasting, the City maintains its foundational mission of careful and responsible stewardship of the public's capital investments.

The City of Crystal Lake has evaluated the capital needs of the community for the next five years to better anticipate costs and, when possible, set aside funding to provide relief on future operating budgets. Each asset is scheduled for replacement based on careful consideration of condition, regulatory or functional requirements, life expectancy and replacement costs.