



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
November 6, 2012
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – October 16, 2012 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. **Council Reports**
9. **Consent Agenda**
 - a. **St. Thomas the Apostle School PTO Class 19 Temporary Liquor License request.**
 - b. **Chamber of Commerce/Sister Cities Committee Class 19 Temporary Liquor License request.**
10. **D & J Guns Temporary Use Permit request to allow a series of gun shows to be held at the Holiday Inn, 800 S. Route 31.**
11. **73 Lincoln Parkway – Special Use Permit to allow an accessory structure over 600 square feet and a variation to the required 5-foot side yard setback to allow the garage to be 3.82 feet from the property line.**
12. **141 Ellsworth Street – Simplified Residential Variation to allow a covered front porch to encroach 10.8 feet into the required 25.5-foot average front yard setback.**
13. **Resolution regarding the Crystal Lake Public Library.**
14. **Discussion and direction regarding the proposed barrier median along East Crystal Lake Avenue, east of the railroad tracks; traffic control options at the East Street and Prairie Street intersection; and designation of East Crystal Lake Avenue from Main Street to Erick Street as a Class II Truck Route.**
15. **Resolution authorizing execution of a High School Resource Officer Agreement with Community High School District #155.**
16. **Ordinance for traffic control at the intersection of Dearborn Court and Illinois Route 176.**
17. **Ordinance amending the City Code to increase the number of garage sale licenses to any one person from two (2) licenses to three (3) licenses within a twelve-month period, and provide revisions to the requirements for the placement of garage sale signs.**

- 18. Resolution authorizing the purchase of one (1) 2013 Ford Taurus through the Northwest Municipal Conference Suburban Purchasing Cooperative.**
- 19. Council Inquiries and Requests**
- 20. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining, and personnel.**
- 21. Committee Reappointments.**
- 22. Reconvene to Regular Session.**
- 23. Adjourn**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: Temporary Liquor License – St. Thomas the Apostle School PTO

Staff Recommendation: Motion to approve issuance of a Class “19” Temporary Liquor License to the St. Thomas the Apostle School PTO

Staff Contact: George Koczvara, Deputy City Manager

Background:

The City has received a request from the St. Thomas the Apostle School PTO for the issuance of a Class “19” Temporary Liquor License in order to sell beer, wine and alcoholic drinks at the school’s annual auction and fundraiser being held at St. Elizabeth Ann Seton Catholic Church, located at 1023 McHenry Avenue, on November 30, 2012 from 7:00 p.m. to midnight.

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.

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

Votes Required to Pass:

Simple majority



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: Temporary Liquor License – Chamber of Commerce/Sister Cities Committee

Staff Recommendation: Motion to approve issuance of a Class “19” Temporary Liquor License to the Chamber of Commerce/Sister Cities Committee

Staff Contact: George Koczvara, Deputy City Manager

Background:

The City has received a request from the Chamber of Commerce/Sister Cities Committee for the issuance of a Class “19” Temporary Liquor License in order to sell beer, wine and alcoholic drinks at their New Year’s Eve fundraiser for the City’s upcoming Centennial Celebration. The fundraiser will be held at Old Towne Hall, located at 54 Brink Street, from 9:00 p.m. on December 31, 2012 to 1:00 a.m. on January 1, 2013.

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.

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

Votes Required to Pass:

Simple majority



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

November 6, 2012

Item:

McHenry County Gun Show/Holiday Inn Temporary Use Permit request for a Special Promotion (gun shows).

Recommendation:

Council's discretion:

- A. Motion to approve the Temporary Use Permit, pursuant to the recommendations listed below.
- B. Motion to deny the applicant's request.

Staff Contact:

Michelle Rentzsch, Director of Planning & Economic Development

Background: D & J Guns is requesting a Temporary Use Permit to allow a Special Promotion to hold a series of gun shows (selling and trading of accessories and firearms) at the Holiday Inn, 800 S. Route 31, on Sunday, January 20, 2013, February 24, 2013, March 24, 2013, April 28, 2013, May 19, 2013, June 16, 2013, July 28, 2013, September 15, 2013, October 27, 2013, November 24, 2013, and December 22, 2013. It was determined that the original zoning approval for the Holiday Inn did not include hosting such events. The applicant received TUP approval for the past 2 years to hold gun shows at the Holiday Inn. The layout of the show and procedures will be the same as previous shows. The shows were well run with no issues arising from these events.

The applicant has submitted a permit to the Illinois State Police pursuant to 720 ILCS 5/24-3(a)(g) and 430 ILCS 65/2(b)(8) for the above-referenced dates (copy of the application is attached). All residents of the State of Illinois are subject to the provisions in the Illinois Criminal Code and the Illinois Firearm Owners Identification Card Act (mandatory waiting period for acquiring firearms). Those same provisions do not cover out-of-state purchasers.

The Unified Development Ordinance (UDO) allows special promotions for not more than 72 consecutive hours per calendar month and not more than 4 promotions each calendar year.

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

1. The Temporary Use Permit shall be valid on Sunday, January 20, 2013, February 24, 2013, March 24, 2013, April 28, 2013, May 19, 2013, June 16, 2013, July 28, 2013, September 15, 2013, October 27, 2013, November 24, 2013, and December 22, 2013.
2. The approval letter from the Illinois State Police is required prior to the first gun show.
3. All exits must be unobstructed.

4. A firearms inspection area must be separate from the main entry.
5. An unloading barrel or bullet trap must be set up for the clearing of all firearms entering the event, preferably near the main entrance but at a safe distance from the public walkway.
6. Temporary "NO PARKING" signs from the City's Police Department shall be placed along both sides of Three Oaks Road from Route 31 to Sands Road and on Sands Road from Three Oaks Road to the northern Holiday Inn property line.
7. Schedule a meeting with the Fire Prevention Bureau (815-359-3640 ext. 4147) and Police Department at least 1 week prior to the first event. Contact the Police Department and Fire Prevention Bureau to schedule a time for inspection of the room setup prior to the event.
8. The event must be staffed with either licensed private security, or by Crystal Lake police officer(s).

The applicant has been made aware of these recommended conditions and will be attending the November 6, 2012 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

- Meeting Date:** November 6, 2012
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2012-91 Harkins Special Use Permit
- Request:** Special Use Permit to allow an accessory structure over 600 square feet and a variation to the required 5-foot side yard setback to allow the garage to be 3.82 feet from the property line.

Redmond Harkins
73 Lincoln Parkway
- PZC Recommendation:** To deny the petitioner's request.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- Existing Use: Single-family residence with a 24' x 30' (720 SF) detached garage.
- History: The petitioner agreed to the condition to split the two dormers, eliminating this variation request.

Update:

- The petitioner has amended the plans to remove the basement.
- He has also added two dormers on the north elevation.
- The petitioner had originally contemplated dropping the variation request for the side yard setback. The amended request includes the variation to the side yard. Any portion of the building closer than 5 feet to a property line will need to be 1-hour fire rated. This includes walls, windows and eave overhangs.

Key Factors:

- Request: To construct a new 24' x 40' (960 SF) garage with a standard slab on grade first floor and second floor attic space.
- UDO Standard: Since the garage has usable space on two floors, the square footage of both floors are calculated. The accessory structure size would be 1,920 square feet.
- UDO Standard: Accessory structures over 600 square feet require a Special Use Permit.

- Elevation: The new garage would have a double-bay overhead garage door in the front facing Lincoln Parkway and a single-bay overhead door in the rear.
- Elevation: Any portion of a structure closer than 5 feet to a property line will require 1-hour fire rating. The petitioner is requesting the structure to be 3.82 feet from the north property line.

PZC Highlights:

The Planning and Zoning Commission had several items they discussed:

- Some of the Commission members felt that the garage was too large and that it was out of character for the neighborhood. A comment was made that accessory structures should not have basements or plumbing.
- There was also concern over the request for the side yard variation. Since this was a completely new structure, the garage should be able to meet the required setbacks.
- The Commission felt the petition did not meet all of the standards for the SUP or Variations.

The Planning and Zoning Commission recommended **denial (7-2)** of the petitioner's request.

If the City Council chooses to approve the request, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Harkins, received 08/13/12)
 - B. Architectural Plan Set (Unnamed, dated 08/09/12, received 08/13/12)
 - C. Revised floor plan (Unnamed, dated 08/09/12, received 10/22/12)
 - D. Revised elevation (Unnamed, dated , received 10/23/12)
2. The garage shall not be utilized for living quarters.
3. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.
4. The dormer should be split into two dormers, not exceeding 8 feet each in length, for a total of 16 feet of dormer area per elevation side.
5. The garage shall not be located within any Public Utility Easement, Municipal Utility Easement or Public or Private Drainage Easement.
6. The north wall of the garage including windows shall be 1-hour fire rated. New ventilation for the second floor is required as eave vents are not permitted.
7. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

Votes Required to Pass: A super majority vote (5 votes) to overturn the PZC's negative recommendation and approve the project.



#2012-91
73 Lincoln Parkway (Harkins)
Project Review for Planning and Zoning Commission

Meeting Date: September 5, 2012

Zoning Requests

- 1) A Special Use Permit for a detached accessory structure greater than 600 square feet to allow a garage at 2,880 square feet.
- 2) A variation to the required 5-foot side yard setback to allow the garage to be 3.82 feet from the property line.
- 3) A variation from the maximum 20% of the side's length of a dormer to allow a dormer at 24.5 feet which is 61% of the side's length.

Location: 73 Lincoln Parkway

Acreage: 19,898 sq. ft.

Existing Zoning: R-2 Single-family Residential

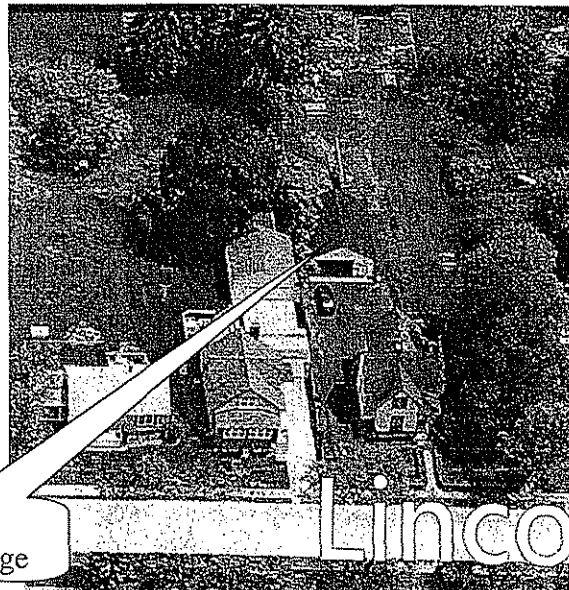
Surrounding Properties:

North: R-2 Single Family Residential
South: R-2 Single Family Residential
East: R-2 Single Family Residential
West: R-2 Single Family Residential

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- The homeowner would like to remove an existing garage and construct a new garage. The new garage would be 960 square feet in area on each floor for a total of 2,880 square feet, requiring the Special Use Permit.
- The homeowner is requesting to keep the new garage in the same location as the existing garage, which is 3.82 feet from the property line. All accessory structures are required to be a minimum of 5 feet from a side or rear property line.



73 Lincoln
Parkway garage

Land Use Analysis:

Special Use Permit

- Accessory structures over 600 square feet require a Special Use Permit.
- The Special Use Permit process is designed to ensure there is no adverse impact to the surrounding property owners due to large accessory structures.
- Each floor of the structure is 960 square feet, for a total of 2,880 square feet.

Setback

- Accessory structures are required to be a minimum of 5 feet from any rear or side property line. The existing garage is only 3.82 feet from the side yard property line. Since the existing garage will be removed any existing non-conformity is lost. The new garage should meet the required setbacks.

Dormer size

- Accessory structures are permitted to have a continuous dormer at a length not to exceed 20% of the structure's side length. In this case, that would be 8 feet.
- Accessory structures can have up to two dormers for a total length not to exceed 40% of the structure's side length. This would allow two dormers at a total of 16 feet.
- If the dormers are separated into two dormers and the center portion removed, it would meet ordinance requirements. A condition of approval to this affect has been added.

Height

- An accessory structure is permitted to be 15 feet tall. This height is measured at the midpoint of the roof line. The height of this garage is 15 feet.

Stories

- Stories are measured based on the height of the wall plates. Any wall plate over 4 feet in height constitutes a story. With a gambrel roof, the wall plates are only about a foot high for the upper floor, therefore, this structure is only one story in height.

Findings of Fact:

SPECIAL USE PERMIT

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

1. That the proposed use is necessary or desirable, at the location involved, to provide a service or facility which will further the public convenience and contribute to the general welfare of the neighborhood or community.

Meets *Does not meet*

2. That the proposed use will not be detrimental to the value of other properties or improvements in the vicinity.

Meets *Does not meet*

3. That the proposed use will comply with the regulations of the zoning district in which it is located and this Ordinance generally, including, but not limited to, all applicable yard and bulk regulations, parking and loading regulations, sign control regulations, watershed, wetlands, and flood plain regulations, Building and Fire Codes and all other applicable City Ordinances.

Meets Does not meet

4. That the proposed use will not negatively impact the existing off-site traffic circulation; will adequately address on-site traffic circulation; will provide adequate on-site parking facilities; and, if required, will contribute financially, in proportion to its impact, to upgrading roadway and parking systems.

Meets Does not meet

5. That the proposed use will not negatively impact existing public utilities and municipal service delivery systems and, if required, will contribute financially, in proportion to its impact, to the upgrading of public utility systems and municipal service delivery systems.

Meets Does not meet

6. That the proposed use will not impact negatively on the environment by creating air, noise, or water pollution; ground contamination; or unsightly views.

Meets Does not meet

7. That the proposed use will maintain, where possible, existing mature vegetation; provide adequate screening to residential properties; provide landscaping in forms of ground covers, trees and shrubs; and provide architecture, which is aesthetically appealing, compatible or complementary to surrounding properties and acceptable by community standards, as further detailed in Article 4, Development and Design Standards.

Meets Does not meet

8. That the proposed use will meet standards and requirements established by jurisdictions other than the City such as Federal, State or County statutes requiring licensing procedures or health/safety inspections, and submit written evidence thereof.

Meets Does not meet

9. That the proposed use shall conform to any stipulations or conditions approved as part of a Special Use Permit issued for such use.

Meets Does not meet

10. That the proposed use shall conform to the standards established for specific special uses as provided in this section.

Meets Does not meet

ZONING ORDINANCE VARIATIONS

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

- a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

Meets Does not meet

- b. Also, that the variation, if granted, will not alter the essential character of the locality.

Meets Does not meet

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

- a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

Meets Does not meet

- b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

Meets Does not meet

- c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

Meets Does not meet

- d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

Meets Does not meet

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

Comprehensive Land Use Plan 2020 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future residential areas including a combination of single-family and multi-family housing types. The following goal is applicable to this request:

Land Use

Goal: Encourage a diversity of high quality housing in appropriate locations throughout the City that supports a variety of lifestyles and invigorates community character.

This can be accomplished with the following supporting action:

Supporting Action: Preserve and enhance the character and livability of existing residential area with architectural and development guidelines.

Housing

Goal: Promote strong neighborhoods by preserving their character and historical significance and ensuring that they are well served by a variety of community facilities and services.

This can be accomplished with the following supporting action:

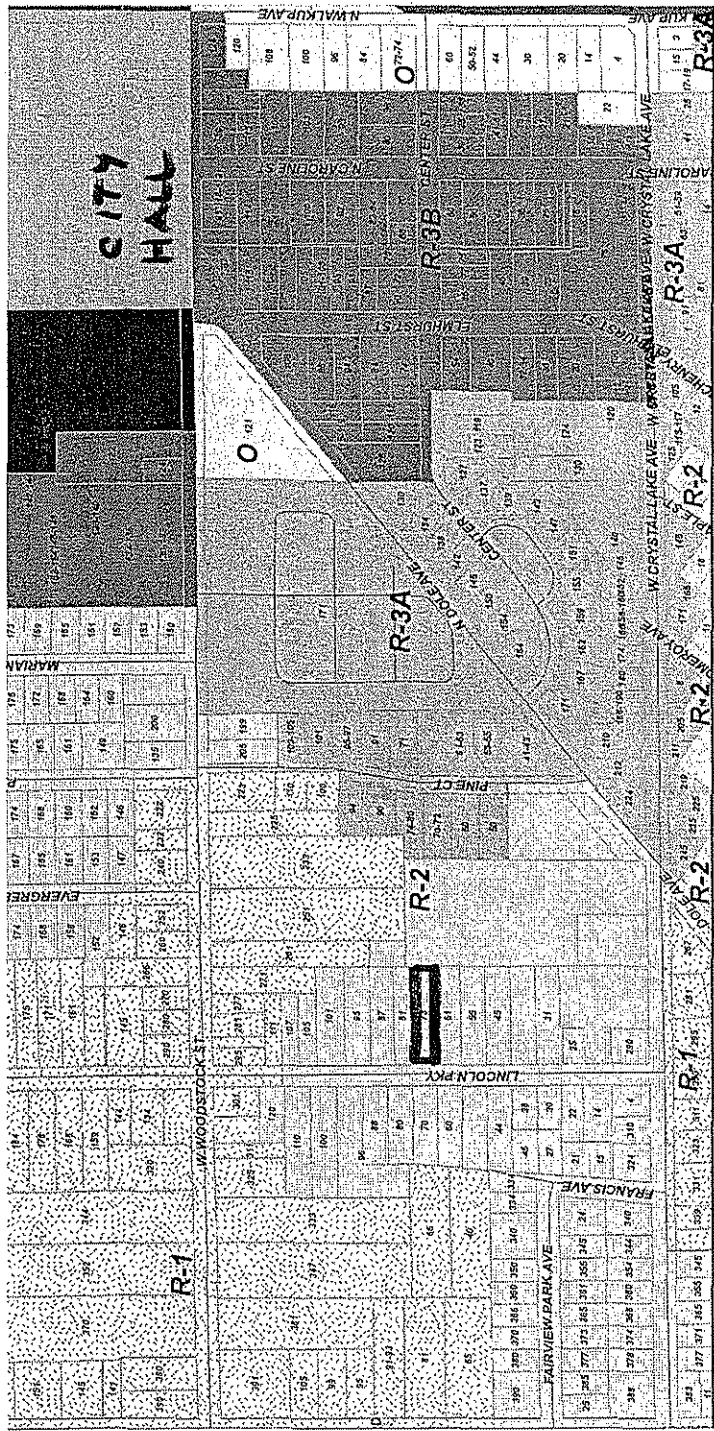
Supporting Action: Preserve the unique character of existing neighborhoods.

Recommended Conditions:

If a motion to recommend approval of the Special Use Permit at 68 Carmella Drive is granted, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Harkins, received 08/13/12)
 - B. Architectural Plan Set (Unnamed, dated 08/09/12, received 08/13/12)
2. The garage shall not be utilized for living quarters.
3. Expansion of the garage in size and or volume shall require an amendment to the Special Use Permit.
4. The dormer should be split into two dormers, not exceeding 8 feet in length each, for a total of 16 feet of dormer area.
5. The garage shall not be located within any Public Utility Easement, Municipal Utility Easement or Public or Private Drainage Easement.
6. The north wall of the garage shall be 1-hour fire rated. New ventilation for the second floor is required as eave vents are not permitted
7. The petitioner shall comply with all of the requirements of the Engineering and Building, Fire Rescue, Public Works and Planning and Economic Development Departments.

14-21





Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2012-95 Wickenkamp Simplified Residential Variation

Request: Variation to allow a covered front porch to encroach 10.8 feet into the required 25.5-foot average front yard setback.

Steven Wickenkamp
141 Ellsworth Street

PZC Recommendation: To deny the petitioner's request.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Single-family residence built 21.6 feet from the front property line. The house, when constructed, met the front yard setback.

Key Factors:

- Request: Construction of a front porch, extending approximately 7 feet from the front of the house. This would make the principal structure encroach 10.8 feet into the required front yard setback.
- UDO Standard: In the case of varying setbacks for existing residential areas, the average of the two closest dwellings is taken. The houses on either side of this property are set farther back. The average front yard setback is 25.5 feet.

PZC Highlights:

- The Planning and Zoning Commission discussed the fact that the front porch would look nice and add a much needed improvement to the house, but could not support this request since they found no case for a hardship.
- The Commission felt the petition did not meet all of the standards for the variation.

The Planning and Zoning Commission recommended **denial (4-2)** of the petitioner's request.

If a motion to approve the petitioner's request is made, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Wickenkamp, received 09/13/12)
 - B. Plat of Survey/Site Plan (Luco Constuction, dated 06/07/05, received 08/31/12)
 - C. Porch construction details (Peytrone, undated, received 08/31/12)
2. A variation to allow encroachment into the required front yard setback by 10.88 feet for a covered front porch.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

Votes Required to Pass: A super majority vote (5 votes) to overturn the PZC's negative recommendation and approve the project.



#2012-95

141 Ellsworth Street (Wickenkamp)

Project Review for Planning and Zoning Commission

- Meeting Date:** September 19, 2012
- Request:** Variation (Article 3-300 B 3) to allow a covered front porch to encroach 10.88 feet into the required 25.5-foot average front yard setback.
- Location:** 141 Ellsworth Street
- Acreage:** Approximately 8,700 square feet
- Existing Zoning:** R-3 A Two Family Residential
- Surrounding Properties:** North: R-3 A Two Family Residential
South: R-3 A Two Family Residential
East: R-3 A Two Family Residential
West: R-3 A Two Family Residential
- Staff Contact:** Elizabeth Maxwell (815.356.3615)
-

Background:

- The house is currently 21.6 feet from the property line. In cases of varying setbacks in existing residential areas, the average of the two closest dwellings is taken. The average front yard setback is 25.5 feet.
- The deck will be constructed 7 feet out from the front of the house.
- The proposed front porch will encroach 10.88 feet into the required setback. It will be approximately 18.6 feet from the sidewalk.

Zoning Analysis:

Variation

- Covered or enclosed decks, patios, porches or stairs become part of the principal structure and must meet all required setbacks.



Findings of Fact:

ZONING ORDINANCE VARIATIONS

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

- a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.
 Meets *Does not meet*
- b. Also, that the variation, if granted, will not alter the essential character of the locality.
 Meets *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

- a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;
 Meets *Does not meet*
- b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;
 Meets *Does not meet*
- c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or
 Meets *Does not meet*
- d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.
 Meets *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

Comprehensive Land Use Plan 2020 Vision Summary Review:

The Comprehensive Plan designates the subject property as Urban Residential, which allows for existing and future residential areas including a combination of single-family and multi-family housing types. The following goals are applicable to this request:

Land Use

Goal: Encourage a diversity of high quality housing in appropriate locations throughout the City that supports a variety of lifestyles and invigorates community character.

This can be accomplished with the following supporting action:

Supporting Action: Preserve and enhance the character and livability of existing residential areas with architectural and development guidelines.

Success Indicators: The use of the Pattern Book in reviewing residential building permit submittals.

Housing

Goal: Promote strong neighborhoods by preserving their character and historical significance and ensuring that they are well served by a variety of community facilities and services.

This can be accomplished with the following supporting action:

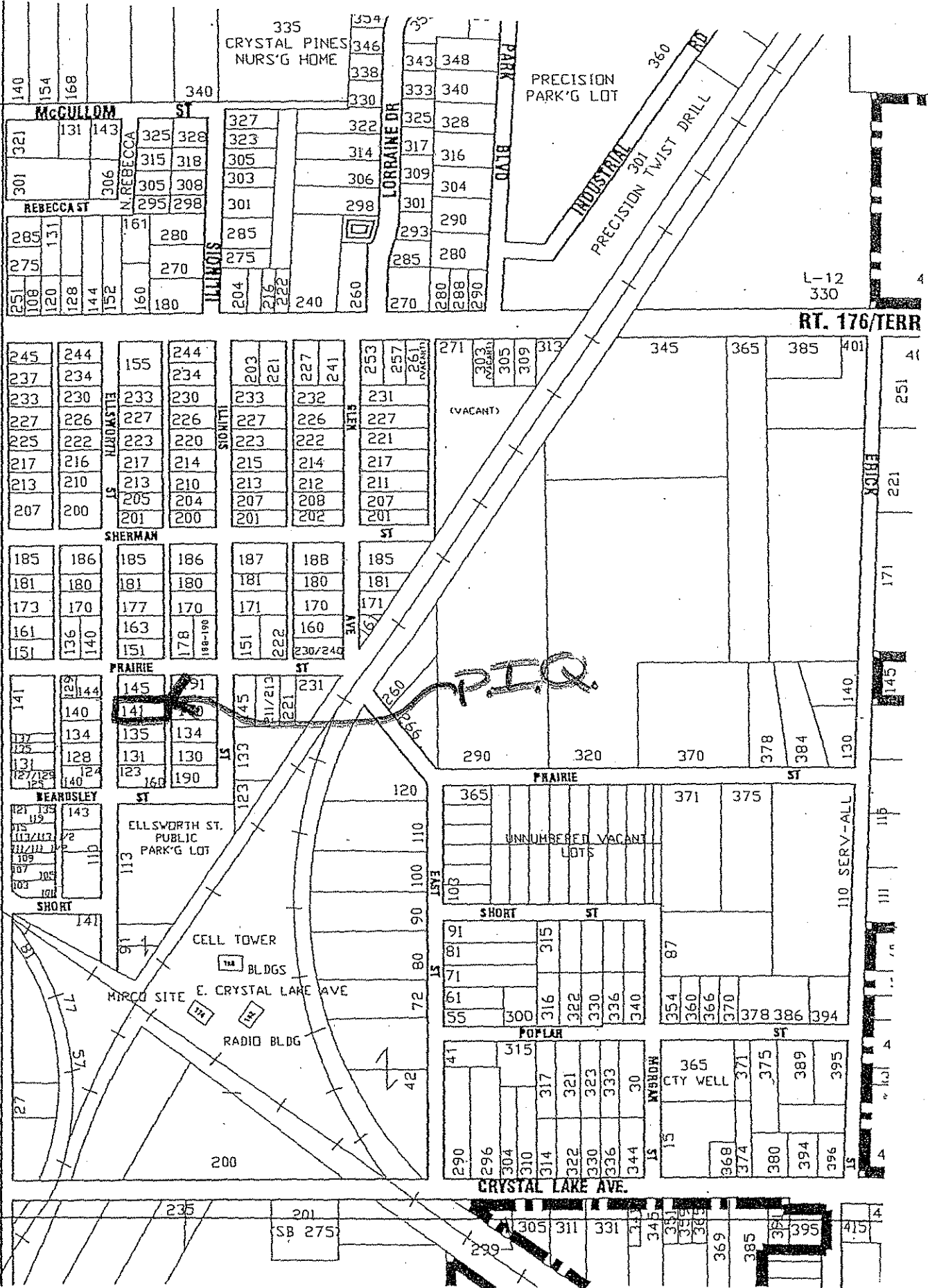
Supporting Action: Preserve the unique character of existing neighborhoods.

Recommended Conditions:

If a motion to recommend approval of the Simplified Residential Variation at 141 Ellsworth Street is granted, the following conditions are recommended:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Wickenkamp, received 09/13/12)
 - B. Plat of Survey/Site Plan (Luco Constuction, dated 06/07/05, received 08/31/12)
 - C. Porch construction details (Peytrone, undated, received 08/31/12)
2. A variation to allow encroachment into the required front yard setback by 10.88 feet for a covered front porch.
3. The petitioner shall comply with all of the requirements of the Engineering and Building, and Planning and Economic Development Departments.

335
CRYSTAL PINES
NURS'G HOME



96

MCGULLDM
ST

REBECCA ST

ILLINOIS

LORRAINE DR

PARK
BLVD

PRECISION
PARK'G LOT

INDUSTRIAL
PRECISION TWIST DRILL
RD

L-12
330

RT. 176/TERR

245
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(VACANT)

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221
145

MAIN ST.

SHERMAN
ST

PRAIRIE
ST

WEARDSLEY
ST

ELLSWORTH ST.
PUBLIC
PARK'G LOT

SHORT
ST

CELL TOWER
BLDGS

MIRCO SITE
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Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date:

November 6, 2012

Item:

Direction for the Planning of the Future Expansion of the Crystal Lake Public Library

Recommendation:

Motion to adopt a resolution providing direction for the planning of the future expansion of the Crystal Lake Public Library.

Staff Contact:

Aaron T. Shepley, Mayor

Background:

On September 18, 2012, the Crystal Lake City Council and the Crystal Lake Library Board held a joint workshop meeting to discuss the future expansion of the Crystal Lake Public Library. After some discussion, there was informal consensus on the direction the Crystal Lake Public Library Board should take in evaluating future options for the expansion of the Crystal Lake Public Library building. The attached resolution encapsulates this consensus.

Votes Required to Pass:

Simple majority



RESOLUTION

WHEREAS, libraries are investments assuring our community access to critical information to gauge current, historical and future business, economic and social trends; and

WHEREAS, information is the most valuable business and educational commodity for the 21st century; and

WHEREAS, the Crystal Lake Public Library is a demonstrable vehicle to maintain and cultivate the City's quality of life; and

WHEREAS, on average, 30,000 people visit the Crystal Lake Public Library every month; and

WHEREAS, over 1,000,000 items pass through circulation at the Crystal Lake Public Library each year; and

WHEREAS, the appointed Board of the Crystal Lake Public Library believes that the current Crystal Lake Public Library building is insufficient to meet the future needs of the Crystal Lake community; and

WHEREAS, the Crystal Lake City Council has determined that a decision on an expanded facility must be based on what provides the most economical and efficient option for the community in consideration of the needs of the community; and

WHEREAS, the most economical and efficient option for the community may mean relocating the library building to another part of the City and may also potentially mean utilizing a vacant building, including a school building that will no longer be utilized; and

WHEREAS, the process of considering an expanded facility will be conducted in the most transparent means practically possible in order to solicit as much feedback from the community as practically possible; and

WHEREAS, the Crystal Lake City Council believes that any option for the relocation of the library building or significant borrowing to fund an expanded facility must be brought forth to the community through an advisory referendum.

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

Section 1: Recitals. The foregoing recitals are incorporated into this Resolution as findings of the Mayor and City Council.

Section 2: Library Expansion Working Group City Council Representation. The Crystal Lake City Council will choose amongst itself two members that will serve as liaisons to the Crystal Lake Library Board for the purpose of transmitting information as part of planning for the future direction of the library expansion. The two City Council representatives shall have no authority to act or give direction on behalf of the entire City Council, but shall periodically provide updates to the full City Council.

Section 3: Due Diligence. The Crystal Lake Library Board is to provide the following as part of any planning for a future expansion of the Crystal Lake Library building:

- A report incorporating all alternatives the Crystal Lake Library Board reviewed as part of any future expansion, including the use of buildings made available because of the closing of any school buildings.
- The above report shall include cost figures for each of the options reviewed.

DATED this 6th day of November, 2012

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: November 6, 2012
APPROVED: November 6, 2012



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

November 6, 2012

Item:

Discussion and direction regarding the proposed barrier median along East Crystal Lake Avenue, east of the railroad tracks; traffic control options at the East Street and Prairie Street intersection; and designation of East Crystal Lake Avenue from Main Street to Erick Street as a Class II Truck Route.

Staff Recommendation:

Motion to adopt an ordinance designating East Crystal Lake Avenue, from Main Street to Erick Street as a Class II Truck Route.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Abigail Wilgreen, Assistant City Engineer

Background:

Pursuant to the City Council meeting on October 16, 2012, City staff continued to evaluate the concerns expressed by the City Council with regards to the proposed median along East Crystal Lake Avenue at the East Street intersection near the railroad tracks. Due to East Street's 50-foot proximity to the tracks, an engineered solution was required to keep vehicles turning left from East Crystal Lake Avenue from stopping or storing on the tracks. State standards required an engineered solution, such as a barrier median, for intersections within 200 feet of a railroad crossing to address this safety issue.

PROJECT EVOLUTION

The following timeline provides a history of this improvement:

- 1999/2008 – Total of \$877,292 in Surface Transportation Program Funding (STP) awarded to the City for East Crystal Lake Avenue from Main Street to Erick Street (western segment).
- 2004/2008 – Total of \$1,429,242 in STP funding awarded to the City for East Crystal Lake Avenue from Erick Street to Pingree Road (eastern segment).

- 2006 – Engineering study started for both western and eastern segments. The Illinois Department of Transportation (IDOT) and the Federal Highway Administration (FHWA) has review authority for the project on this local street, due to the STP funding.
- 2007 – \$200,000 in Congestion, Mitigation and Air Quality (CMAQ) funding awarded to the City for new sidewalk construction for both western and eastern segments. This federal grant funding also triggers IDOT and FHWA review authority.
- April 8, 2008 – Public Hearing, per IDOT and FHWA requirements, held at City Hall to present western and eastern segments.
- August 6, 2008 – Formal approval by IDOT and the FHWA for the Project Development Report (PDR). Approval of the PDR is required before the project can be placed on an IDOT letting, which selects the contractor to perform the work.
- 2009 – Construction of eastern segment began and was completed the same year.
- April 29, 2011 – Contract letting of western segment by IDOT; however, construction was delayed a year due to an unresolved utility conflict by AT&T.
- June 2012 – AT&T completes their utility relocation and construction began on the western segment.
- August 2012 – No left-turn signage placed along eastbound East Crystal Lake Avenue at East Street to prohibit the left-turn movement from eastbound East Crystal Lake Avenue to northbound East Street.
- Early September 2012 – City staff met individually with businesses located along East Street to provide them with updates on the construction progress and highlight the safety benefits of the median being installed.
- September/October 2012 – There were 111 citations/warnings issued to motorists by the Police Department for disregarding a traffic control device (no left-turn signage).
- October 17 & 18, 2012 – Physical test run of Public Work's truck and trailer for the right-turn movement from East Street onto East Crystal Lake Avenue.
- October 23, 2012 – Physical test run of local business owner's truck and truck and trailer for the right-turn movement from East Street onto East Crystal Lake Avenue.

MEDIAN REQUIREMENT

The proposed median was included in the final approved project development report (PDR) for the following reasons:

- Crash history between 2003 and 2006 from the PDR showed that the East Crystal Lake Avenue and East Street intersection is considered a “high crash location” based upon IDOT criteria at the time of the study. In the 4-year period analyzed, 47 crashes occurred in the entire project study area, of which 23 of these crashes (49%) occurred at the East Crystal Lake Avenue/East Street/railroad crossing alone.
- An engineered solution, such as a barrier median, was required to address the safety problem that occurs when vehicles queue on the tracks behind vehicles turning left onto East Street. Per the IDOT Bureau of Local Roads and Streets Manual, Chapter 34-6:

“Where an at-grade railroad crossing is within 200 feet (60 m) of an intersection, the design should address efforts to keep vehicles from stopping or storing on the tracks.”

Note that East Street is located within 50 feet of the railroad tracks.

- The median design as shown in the State-approved construction plans matches the standard detail (IDOT Bureau of Local Roads and Streets Manual, Figure 40-1C) which was developed by the Illinois Commerce Commission and IDOT.

TRUCK TURNING MOVEMENTS

In response to concerns regarding the ability of a truck to perform the right turning movement from southbound East Street to westbound East Crystal Lake Avenue, staff conducted additional analysis and field testing. Using the approved construction plans, computer-aided-design files, and physical field measurements, staff summarized both the previous existing condition and the proposed barrier median condition. Note that staff had previously authorized minor field adjustments, within the tolerances permitted by IDOT without triggering a full design alteration review, to help minimize impacts even further. These adjustments included:

- Increasing the radius of the curb return at the northwest corner of East Street and East Crystal Lake Avenue (resulted in about 2.5 feet in extra pavement width at the end of the proposed barrier median); and
- Shifting the centerline striping eastward on East Street at the East Crystal Lake Avenue intersection to allow more room for larger trucks to turn.

In the existing condition, a legal right-turn movement from East Street onto East Crystal Lake Avenue (without encroaching across the double yellow centerline and into the lane of oncoming traffic or around the railroad gates) had approximately 14 feet of lane width just west of the railroad tracks. In the proposed barrier median condition, with the field adjustment noted above, approximately 14 feet of lane width between the face of the curbs is still provided.

Utilizing the City's Public Works large dump truck and trailer as well as a local business owner's large dump truck and trailer, physical test runs were completed utilizing cones to simulate the proposed median. Based upon the test runs, the trucks primarily used by the businesses along East Street could make the right turn maneuver from East Street onto East Crystal Lake Avenue.

THIRD-PARTY ANALYSIS

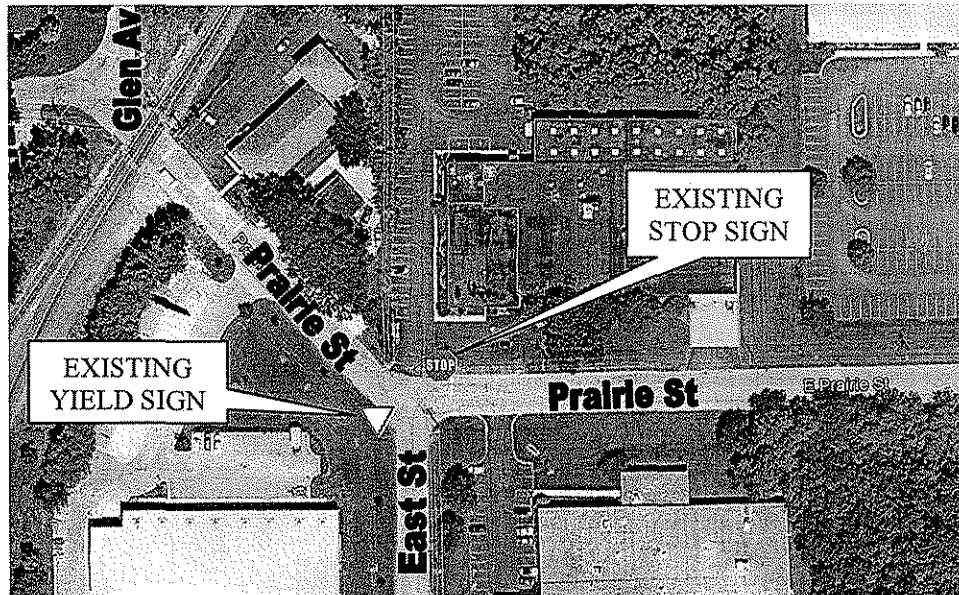
Staff engaged an outside traffic consultant to provide additional third-party analysis of other options, which were previously considered and may be available. The consultant's technical memorandum is attached and recommends the use of a barrier median.

While the proposed median, as depicted in the approved plans, accommodates the trucks utilized by businesses along East Street, a minor modification to the median is also suggested by the consultant to further enhance the ease of the right-turn movement onto East Crystal Lake Avenue. IDOT and the Illinois Commerce Commission (ICC) also provided feedback via the attached letters.

ADJUST TRAFFIC CONTROL AT EAST STREET AND PRAIRIE STREET INTERSECTION

One of the local business owners suggested a review of the current traffic control at the East Street and Prairie Street intersection, noting that it is confusing due to the unusual angle of the streets and that there is only a stop sign on the eastern approach. Staff reviewed the existing field conditions related to the intersection of East Street and Prairie Street:

- *Eastern Approach / Prairie Street:* Stop-controlled for westbound Prairie Street.
- *Western Approach / Prairie Street:* Skewed approach, angled to the northwest towards the railroad tracks; yield-controlled for eastbound Prairie Street.
- *Southern Approach / East Street:* No traffic control present for northbound East Street.
- *Northern Approach / Private Driveway:* No traffic control present for outbound parking lot traffic.



Note that the current federal guidelines do not permit the use of both stop control and yield control together at the same unsignalized intersection on approaches that oppose each other, as is the case at this location. Options for this intersection, based upon staff's initial observations and traffic volume counts, include:

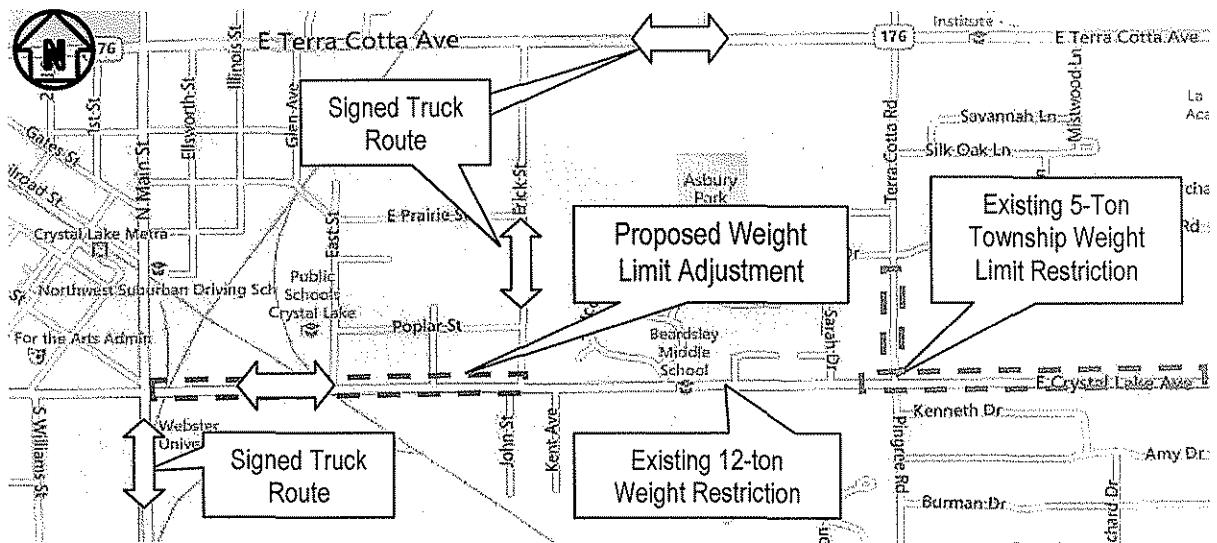
- 1) All-way stop control;
- 2) Stop control on all approaches except western Prairie Street approach;
- 3) Stop control on southern East Street approach and northern private driveway only; or
- 4) No Change (stop control on eastern Prairie Street approach only)

Once the new median is in place along East Crystal Lake Avenue, staff will observe the new traffic patterns at this intersection and bring forward a suggested change in traffic control to City Council for consideration.

WEIGHT RESTRICTION ALONG EAST CRYSTAL LAKE AVENUE

East Crystal Lake Avenue is currently restricted with a 12-ton weight limit within the portions under City jurisdiction. The segment to the east, from IL Route 31 to west of Pingree Road, is under township jurisdiction and is posted with a 5-ton weight limit.

With the recent and current improvements to East Crystal Lake Avenue, the road structure can now handle larger and heavier trucks. In 2009, Erick Street was widened and improved to allow for a Class II truck route designation. By allowing trucks to utilize East Crystal Lake Avenue, between Main Street and Erick Street, a signed truck route could be provided between IL Route 176 and US Route 14. This continuous truck route could also be signed along Erick Street, East Street and Prairie Street for the benefit of businesses.



Votes Required to Pass:

Simple Majority of City Council Present

Technical Memorandum

TO: Erik D. Morimoto, PE, PTOE, Director of Engineering and Building/ City Engineer
Abigail L. Wilgreen, PE, CFM, Assistant City Engineer
City of Crystal Lake

FROM: Michael P. Magnuson, PE, PTOE
Reid Moreland, P.E.

SUBJECT: E. Crystal Lake Avenue at East Street
Intersection Channelization Review

DATE: October 30, 2012

PURPOSE

At the request of the City of Crystal Lake, Benesch performed a review of the proposed intersection design currently being constructed at the intersection of E. Crystal Lake Avenue at East Street. The work at this intersection is part of a larger construction project along E. Crystal Lake Avenue. Benesch's review consisted of the following:

- Review of Preliminary (Phase I) Engineering Report (PDR) for E. Crystal Lake Avenue, Main St. – Pingree Rd. (prepared by Hampton, Lenzini and Renwick, Inc.)
- Review of contract plans (Phase II) for project currently under construction (prepared by Bollinger, Lach & Associates, Inc.)
- Review of crash data 2007 to 2012 (source: City of Crystal Lake)
- Review of video- field test of southbound to westbound right-turning trucks (source: City of Crystal Lake)

In addition to the reviewed material, Benesch performed an independent analysis of southbound to westbound right-turn requirements.

REVIEW OF CURRENT DESIGN

The project under construction widens Crystal Lake Ave. from a two-lane rural cross-section (one lane in each direction) with limited shoulders, open ditch and no sidewalk to an urban three-lane cross-section (one lane in each direction separated by a center turn lane/median) with curb and gutter, storm sewer and sidewalks on both sides of the street.

At the Crystal Lake Av. / East St. intersection, a proposed barrier median will prohibit eastbound left-turns from Crystal Lake Av. onto East St. and from southbound East St. onto Crystal Lake Av. The curb radii on the north side of Crystal Lake Av. at East St. are also being increased.

Review of Barrier Median

Benesch performed a review of the justification for the barrier median. This review was based on both nominal and substantive safety. Nominal safety considers compliance with accepted design standards, policies and practices. Substantive safety is related to actual observed conditions and experience. The design of a roadway should consider both nominal and substantive safety.

The project is being funded with federal transportation funds. Federal requirements dictate that the preliminary engineering (Phase I) must comply with State and Federal design standards, policies (nominal safety) and include a review of crash history and experience (substantive safety.) The close proximity of the Union Pacific (UPRR)/Metra at-grade railroad crossing adds additional design considerations and requirements. In addition to Illinois Department of Transportation (IDOT) standards and practices, the requirements of the Illinois Commerce Commission (ICC) need to be considered. The ICC has jurisdiction over railroad crossings and crossing protection devices. On a Federal level, the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) and the Federal Railway Administration (FRA) have standards, policies and requirements for roadways and roadway/railroad at-grade crossings.

Nominal Safety Review

IDOT design policies state that where an at-grade railroad crossing is within 200 feet of an intersection, the design should address measures to keep vehicles from stopping or storing on the tracks.

FRA policies for at-grade crossings state “the FRA encourages highway traffic engineers to consider the use of traffic channelization devices, such as medians, at highway-rail grade crossings with active warning devices (signals and gates).”

FRA policies for the establishment of quiet zones state that median barriers meet the requirements for safety measures in the establishment of quiet zones.

ICC guidelines recommend installation of barrier medians on the approaches to highway-railroad at grade intersections when possible and are generally required on all new highway-railroad at-grade crossings.

- *Based on current IDOT, FRA and ICC design policies, standards and guidelines, it is Benesch’s opinion that the installation of a barrier median at the Crystal Lake Av. /East St. intersection is warranted and recommended.*

Substantive Safety Review

City staff has documented instances where traffic is stopped on the UPRR/Metra tracks behind vehicles waiting to turn left onto East Street. This condition can occur without the trailing vehicles (vehicles stopped on tracks) being aware of the lead vehicles intention to turn and therefore do not have advance warning of the potential for stopping on the tracks.

The Project Development Report (PDR) prepared as part of the Phase I engineering included a review of the crash experience along Crystal Lake Avenue. The PDR states that the intersection of Crystal Lake Avenue at East Street accounted for 49% of the crashes along Crystal Lake Avenue. Based on the IDOT criteria in effect at the time of the analysis, the East Street intersection is a high crash location warranting measures to reduce conflicts and improve driver safety.

A preliminary review of recent crash data (2007 – 10/2012) indicates an additional 8 crashes at the East Street intersection/UPRR-Metra crossing. Of these, one is directly attributable to an eastbound left-turning vehicle stopped to turn onto East Street.

- *Based on a substantive safety review, it is Benesch's opinion that the installation of a barrier median at the Crystal Lake Av. /East St. intersection is warranted and recommended.*
- *Should the City eliminate the barrier from the current project, the documented occurrence of stopped vehicles on the UPRR/ Metra tracks behind left-turning vehicles should be reviewed further by the City attorney as it relates to constructive notice and tort immunity since this section of Crystal Lake Avenue is being widened and physically altered as part of the construction project.*

Review of Intersection Design

The installation of a barrier median will result in a physical barrier. The ability of southbound to westbound right-turns (East St. to Crystal Lake Av.) and westbound to northbound right-turns (Crystal Lake Ave. to East St.) was reviewed. Right-turn maneuvers were simulated and analyzed utilizing the AutoTurn traffic turning simulation software. Videos of various trucks performing the southbound to westbound right turn, with cones placed on the pavement at the proposed face of the propose barrier median, were reviewed.

East Street is a low volume local street. According to city staff, East Street accommodated less than 400 vehicles per day, which is typical of a local street. Typical design policies for a local street are to accommodate a standard single unit (SU) truck and a school bus. Benesch performed a turning movement simulation for a standard SU truck and school bus design vehicle utilizing AutoTurn. The simulation indicated that a SU truck and school bus can negotiate the turn as designed without striking the barrier median.

A review of the video indicates that dual rear-axle dump trucks, a single unit box truck, and a City of Crystal Lake Public Works dual rear-axle dump truck with equipment trailer can maneuver the intersection without hitting the proposed face of the barrier median. A larger dual rear-axle flatbed truck and a dual rear-axle dump truck pulling a larger three axle trailer struck the proposed face of the barrier median (knocked over cones at tip of median). These truck configurations are larger than the typical IDOT design policy vehicles at a local street intersection. Prior to obtaining and reviewing the video, Benesch performed a turning movement simulation utilizing the larger truck dimensions (length and axle spacing provided by the City) and the simulation resulted in trucks striking the proposed face of the barrier median.

It should be noted that under the previous intersection condition, these larger trucks and trucks with longer trailers would have likely crossed the centerline on Crystal Lake Avenue which is undesirable, particularly near a railroad grade crossing.

- *The intersection as currently designed accommodates the IDOT standard design vehicles for a low volume local street intersection.*
- *Based on the video and Benesch's analysis of the proposed intersection, it is recommended that the barrier median be reduced in width from the current design by one foot to allow additional room for larger trucks and trucks with trailers desiring to make the southbound to westbound right turn. This reduction in median width was reviewed by the ICC and they have no objections to this modification. The median is designed as an escape area based on IDOT and ICC standards. Benesch would not recommend reducing the median width further as it may no longer serve as a viable escape area. There should not be any cost implications to reducing the median width.*
- *The median length is currently proposed to be 200 feet. The IDOT standard is between 150 and 200 feet in length. There does not appear to be any existing circumstances that would require 200 feet as opposed to 150 feet should the City desire to decrease the median length to the IDOT minimum.*
- *Access to East Street for large truck traffic can be accommodated via Prairie Street to Erick Street to access Crystal Lake Avenue. The Erick Street/Crystal Lake Avenue intersection is the intersection of two higher volume roadways and therefore has been designed and constructed to accommodate larger vehicles.*

Other options that were considered as part of the intersection review included:

- *Retain existing median width and widen curb radius in northwest corner of East St. to better accommodate trucks:* This option would require relocation of the existing railroad crossing gate. The cost for this modification would be between \$100,000 and \$150,000 (assumes no track circuitry work required) for the railroad work alone. The roadway work cost increase would be minor. Right-of-way constraints were not evaluated in detail. On a preliminary basis it appears that some form of easement or acquisition would be necessary. Coordination with the railroad, IDOT and ICC would be required and the time to implement is unknown, but would likely be in excess of 6 months.
- *Remove barrier median and replace with breakaway style delineators/panels ("qwik kurb" or similar):* Delineators with plastic panels are not as permanent a solution as a barrier median. The panels and assembly become damaged from snow removal operations and collisions with vehicles. They require ongoing maintenance inspection and repairs. In a situation such as East Street (intersecting side street), they may not offer as much a disincentive as a concrete barrier and could be crossed by vehicles turning left into or out of East Street resulting in higher maintenance costs for repairs. It should be noted that City staff has indicated that vehicles currently disobey the no left-turn signs that have been posted at this intersection.

- *Widen eastbound Crystal Lake Avenue to provide an eastbound left-turn lane or bypass lane:* This option would not eliminate the potential for vehicles to be stopped on the tracks. While through traffic would not be stopped behind a left-turning vehicle. There is the potential for multiple left-turning vehicles queuing on the tracks. Any improvement that would allow traffic to queue on the tracks, however remote or unlikely should not be pursued in our opinion.

CONCLUSIONS

- The installation of a barrier median on E. Crystal Lake Avenue at the East Street intersection is warranted based on both nominal and substantive safety.
- The intersection as currently designed meets IDOT policy for a typical low volume street.
- The design as currently proposed could be improved by reducing the median width to provide additional room for southbound to westbound right-turning vehicles associated with the current businesses along East St. This should be a no cost increase change and can be approved by IDOT quickly via a field change order. Other changes, such as eliminating the median or replacing it with delineators would require a more involved review by both IDOT and the ICC.
- If the barrier median is retained and narrowed, the length can be reduced to the minimum IDOT standard of 150 feet. This should not result in any increased costs and can be approved by IDOT quickly via a field change order.
- Access to East Street to and from Crystal Lake Avenue for large trucks should be encouraged via Prairie Street and Erick Street.



Illinois Department of Transportation

Division of Highways/Region One / District One
201 West Center Court/Schaumburg, Illinois 60196-1096

October 31, 2012

Mr. Erik D. Morimoto, P.E., PTOE
Director of Engineering & Building/City Engineer
City of Crystal Lake
100 West Woodstock Street
Crystal Lake, IL 60014

Dear Mr. Morimoto:

We have received the email of October 25, 2012 regarding the barrier median installation as part of the East Crystal Lake Avenue Project at the UPRR Tracks to Erick Street, and are providing the following response.

During Phase I the 4-year Crash Analysis was studied (2003 – 2006), which indicated that the Crystal Lake/UPRR/East Street Intersection is a high crash location based on the Department's criteria. These crashes were attributed to vehicles stopping behind an eastbound left-turning vehicle onto East Street, and westbound traffic blocking East Street.

To improve safety, it was agreed that a 6" high barrier median would be implemented to prohibit left-turns from Crystal Lake Avenue, and also prohibit left-turns from East Street to further reduce the point of conflict. A barrier median (with the 2" or 4" high mountable escape area) is required at this location as it's the only option that left-turns will not be attempted to or from either street, while preserving some degree of access to East Street (as opposed to cul-de-sacking East Street).

If you have any questions or need additional information, please contact me or Christopher Holt, Bureau Chief of Local Roads and Streets, at (847) 705-4201.

Very truly yours,

A handwritten signature in black ink, appearing to read 'John Fortmann'.

John Fortmann, P.E.
Acting Deputy Director of Highways,
Region One Engineer

bcc: John Fortmann w/att.
James Klein, Central BLR&S Attn: Salmon Danmole w/att.
Anthony Quigley w/att.
Christopher Holt Attn: Charles Riddle w/att.
Pete Harmet Attn: Jason Salley w/att.
Ann Berube Attn: MaryEllen Mack w/att.

Prepared By: Alex Househ, Extension 4410
Bureau of Local Roads

Abigail Wilgreen

From: Powers, Daniel [dpowers@icc.illinois.gov]
Sent: Thursday, November 01, 2012 10:04 AM
To: Magnuson, Michael P.
Cc: Abigail Wilgreen
Subject: RE: E. Crystal Lake Avenue at East Street- Additional Question

Mike:

The ICC concurs with the IDOT approved PDR recommendation to install a barrier median, especially since instances of vehicle queuing on the crossing have been identified by the City as a result of the eastbound left-turn movement in question. Additionally, the future project west of the crossing should be designed with a barrier median that matches the design east of the crossing.

Call or write with questions.

Dan

Daniel Powers, P.E.
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, Illinois 62701
(847) 516-0733

From: Magnuson, Michael P. [<mailto:mmagnuson@benesch.com>]
Sent: Friday, October 26, 2012 1:55 PM
To: Powers, Daniel
Cc: 'Abigail Wilgreen'
Subject: E. Crystal Lake Avenue at East Street- Additional Question

Dan,

During the Phase I process, I believe the ICC was provided the preliminary design for review and comment. The City is aware of instances where vehicles have been stopped on the crossing waiting behind vehicles stopped to turn left onto East Street from Crystal Lake Avenue. To remedy this safety concern, the PDR recommended the installation of a barrier median to physically prohibit eastbound left-turns.

The project involves widening of Crystal Lake Avenue to a three-lane section. A future project will extend this widening west to Main Street resulting in a consistent three-lane section between Main Street and Pingree Road.

A question has been recently raised whether the ICC would allow the project to proceed without the median being installed at all?

Thank you,

Mike

Michael P. Magnuson, PE, PTOE, LEED AP | Senior Project Manager

Alfred Benesch & Company | 205 North Michigan Avenue, Suite 2400, Chicago, IL 60601
P 312-565-0450 | F 312-565-2497 | C 312-672-9479 | E mmagnuson@benesch.com | W www.benesch.com

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The City of Crystal Lake Illinois

**AN ORDINANCE FOR THE DESIGNATION OF
EAST CRYSTAL LAKE AVENUE AS A TRUCK ROUTE**

WHEREAS, Chapter 15 of the Illinois Vehicle Code (625 ILCS 5/) gives the City Council authority to allow certain limitations on the size and weight of trucks and other commercial vehicles traveling on streets and highway under their jurisdiction, and

WHEREAS, improvements to East Crystal Lake Avenue improved the structure of East Crystal Lake Avenue to accommodate larger sized trucks and improve access for trucks to industrial properties in the area, and

WHEREAS, it is deemed to be in the public interest for the benefit of the people of the City of Crystal Lake that the City Council designate East Crystal Lake Avenue as Class II Truck Route between Main Street and Erick Street, and

WHEREAS, it is deemed advisable for the sake of uniformity to utilize said State designation where applicable.

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

SECTION I: That East Crystal Lake Avenue between Main Street and Erick Street is hereby designated a Class II truck route, for the purposes of length, width, and weight, as adopted and defined by the Illinois Vehicle Code sections 625 ILCS 5/15-102 and 625 ILCS 5/15-107

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

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

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

DATED this sixth day of November, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Deputy City Clerk

PASSED: November 6, 2012

APPROVED: November 6, 2012

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



Agenda Item No: 15

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	November 6, 2012
<u>Item:</u>	School Resource Officer Agreement
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute a High School Resource Officer Agreement with Community High School District #155.
<u>Staff Contact:</u>	David Linder, Chief of Police

Background:

During the past several years, the Crystal Lake Police Department has provided School Resource Officers for Community High School District #155, which includes Central, Prairie Ridge, and South High Schools. One officer per school performs a number of duties while the school is in session. For example, the duties include but are not limited to:

- Providing security checks at buildings;
- Conducting crime investigations;
- Completing incident reports at schools;
- Writing lesson plans for classes and preparing law enforcement presentations;
- Interacting with parents of students involved in illegal activities;
- Conducting traffic control when necessary; and
- Attending meetings with school administrators and students.

Recently, City of Crystal Lake and Community High School District #155 officials decided to update the current agreement to improve or clarify many of the aspects and terms of the agreement including duties and responsibilities, conflict management, staffing, costs, and other terms of the agreement. The Agreement will automatically renew for one-year periods dependant on each party's commitment.

Legal staff has reviewed the agreement.

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 hereby authorized and directed to execute a High School Resource Officer Agreement with Community High School District #155.

DATED this 6th day of November, 2012

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: November 6, 2012
APPROVED: November 6, 2012



Agenda Item No: 16

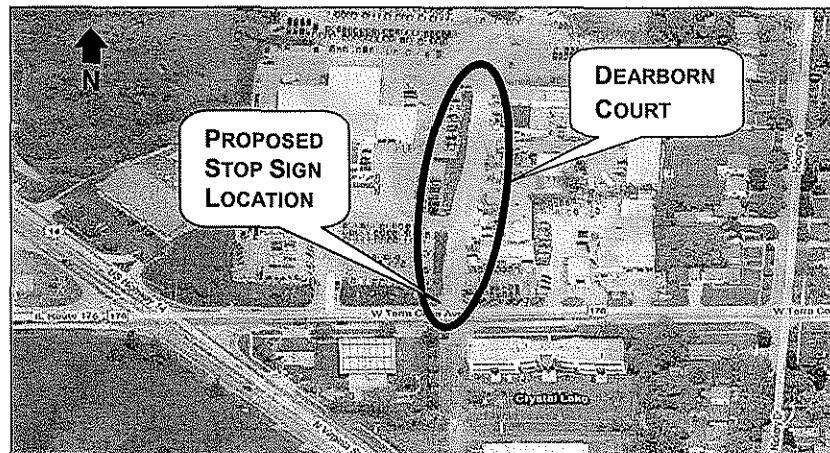
City Council Agenda Supplement

<u>Meeting Date:</u>	November 6, 2012
<u>Item:</u>	Ordinance for Traffic Control on Dearborn Court
<u>Staff Recommendation:</u>	Motion to approve an ordinance for traffic control at the intersection of Dearborn Court and Illinois Route 176.
<u>Staff Contact:</u>	Erik D. Morimoto, Director of Engineering and Building

Background:

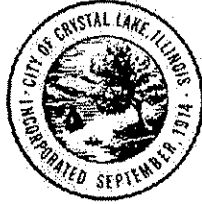
To assist with redevelopment of the northeast quadrant of US Route 14 and Illinois Route 176, the City is reconstructing the access roadway leading to Terra Cotta Avenue. The improvement also includes curb and gutter, storm sewer, private lift station and force main relocation, new water main, and a cul-de-sac. The reconstructed access road has been dedicated and named Dearborn Court.

As this is a new public roadway, traffic control measures need to be enacted so they can be enforced. City staff is requesting the City Council approve the attached ordinance so motorists traveling south on Dearborn Court will be required to stop before proceeding onto Illinois Route 176.



Votes Required to Pass:

Simple Majority of City Council Present



The City of Crystal Lake Illinois

ORDINANCE

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, as follows:

SECTION I: All traffic proceeding in a southerly direction on Dearborn Court shall stop at the intersection of Dearborn Court and Illinois Route 176 before continuing.

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

SECTION III: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

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

DATED at Crystal Lake, Illinois, this sixth day of November, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

City Clerk

PASSED: November 6, 2012

APPROVED: November 6, 2012

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



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: Garage Sales

- City Council Discretion:**
1. Motion to adopt an Ordinance amending Chapter 274-4 of the City Code to increase the number of garage sale licenses to any one person from two (2) licenses to three (3) licenses within a twelve-month period, and
 2. Motion to adopt an Ordinance amending Chapter 274-6 of the City Code providing revisions to the requirements for the placement of garage sale signs.
 3. No Action

Staff Contact: David Linder, Chief of Police
Erik D. Morimoto, Director of Engineering and Building

Background:

The City has received a request from a resident to increase the number of garage sale licenses permitted each year from two (2) licenses to three (3) licenses. The City's garage sales ordinance currently allows for a license to be issued to any one person only twice within a twelve-month period, and no such license shall be issued for more than four consecutive calendar days. The reason for the request is to provide residents with an opportunity to conduct an additional garage sale if for weather-related reasons the current two permitted garage sales per year are unsuccessful. According to the City's Attorney, restrictions were put in place to reduce the number of garage sales used for commercial sales.

Below is a survey showing garage sale restrictions in neighboring communities. The majority of communities allow 2 sales per year.

<u>Municipality</u>	<u>Sales Per Year</u>	<u># of Days Per Each Sale</u>
Crystal Lake	2	4
Algonquin	3	4
Cary	No Restrictions	
Lake in the Hills	2	6
Marengo	2	6
McHenry	2	3
Woodstock	2	4

Also, currently, applicants may place a garage sale sign on the premises at which the sale is to be held and one sign at the nearest intersection upon private property at the property owner's consent. In efforts to simplify the requirements pertaining to garage sale signs and allow for proper enforcement of the garage sale signs, City staff recommends the following revisions to the requirements for the placement of garage/yard/estate sale signs:

- Garage/Yard/Estate sale signs may be displayed for up to four (4) consecutive days, provided that the sign is displayed for not more than one (1) day prior to the commencement of the garage sale. The maximum size of each sign may be six (6) square feet and up to three (3) feet in height.
- Each sign must have the address and dates affixed to it.
- Signs on private property in locations other than the site of the advertised activity may only be placed with the consent of the owner of the private property.
- Signs may not be placed in the public right-of-way and may not obstruct or otherwise interfere with vehicular or pedestrian traffic.
- Signs must be removed by no later than 5:00 p.m. on the final date of the garage sales.

In addition, the Code of Ordinances stipulates that signs may not be attached to trees, power poles, or signs.

For clarity, these requirements for the placement of sale signs will be included on the garage sale license application.

Recommendation:

The Police Department has no objection to increasing the number of garage sales licenses from two (2) licenses to three (3) licenses. If the City Council determines to increase the number of garage sale licenses and approve the recommended revisions to the requirements for placement of sale signs, all other provisions of the City Code relative to this matter will remain the same.

Votes Required to Pass:

Simple majority vote of the City Council.



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

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

SECTION I: That Chapter 274, Section 274-4 Licensing restrictions, be hereby amended in the City Code as follows:

§274-4 Licensing restrictions

No person or group of persons shall receive more than three garage sale licenses during any twelve consecutive months. No such license shall be issued for more than four consecutive calendar days. If members of more than one residential dwelling join in holding a garage sale, then such sale shall be considered as having been held for each and all such residents. Each license issued under this chapter must be prominently displayed on the premises upon which the garage sale is conducted throughout the entire period of the licensed sale. No license issued under this chapter shall be construed to authorize the retail sale at any garage sale of goods purchased wholesale by the person conducting such sale.

SECTION II: That Chapter 274, Section 274-6 Location of signs, be hereby amended in the City Code as follows:

§274-4 Location of signs

The placement of garage/yard/estate sale signs are allowed as long as the following requirements are met:

- Garage/Yard/Estate sale signs may be displayed for up to four (4) consecutive days, provided that the sign is displayed for not more than one (1) day prior to the commencement of the garage sale. The maximum size of each sign may be six (6) square feet and up to three (3) feet in height.
- Each sign must have the address and dates affixed to it.
- Signs on private property in locations other than the site of the advertised activity may only be placed with the consent of the owner of the private property.
- Signs may not be placed in the public right-of-way and may not obstruct or otherwise interfere with vehicular or pedestrian traffic.
- Signs must be removed by no later than 5:00 p.m. on the final date of the garage sales.

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

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

DATED at Crystal Lake, Illinois, this 6th day of November 2012.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: November 6, 2012

APPROVED: November 6, 2012

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



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: Suburban Purchasing Cooperative Vehicle Purchase

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to purchase one (1) 2013 Ford Taurus from Bredemann Ford in the amount of \$21,427 through the Northwest Municipal Conference Suburban Purchasing Cooperative.

Staff Contact: Victor Ramirez, Director of Public Works
Don Christenson, Supt. of Fleet and Facility Services

Background:

The 2012-2013 Budget includes funds for the replacement of one Administrative vehicle. As members of the Northwest Municipal Conference (NWMC), the City is able to take advantage of the Joint Purchase Program offered by the Conference. This program allows NWMC members to combine purchasing power, which enables significant cost reductions on a number of items. Periodically, the City would purchase these types of vehicle through the State of Illinois Joint Purchasing Program which is a similar to the NWMC's program. This time, the NWMC results were more favorable. This vehicle will replace a 2003 Chevrolet Impala.

All items that are bid through the NWMC follow the same State public procurements statutes that the City follows for a competitive, sealed bidding process. Once the sealed bids were opened, the NWMC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the bid document.

Recommendation:

After careful examination, it is the recommendation of the Public Works Fleet and Facility Services Division, and City Manager's Office to purchase one Ford Taurus in the amount of \$21,427 from Bredemann Ford in Glenview, IL through the NWMC Suburban Purchasing Cooperative. Funds have been budgeted for this purchase.

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 is authorized to participate in the NWMC Suburban Purchasing Cooperative and the City Manager be and he is hereby authorized to purchase one Ford Taurus from Bredemann Ford in Glenview, Illinois in the amount of \$21,427 for the Police Department.

DATED this 6th day of November 2012.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: November 6, 2012
APPROVED: November 6, 2012



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date: November 6, 2012

Item: Economic Development Committee Reappointments

Recommendation: Motion to reappoint members to the Economic Development Committee as indicated below.

Staff Contact: Anne O'Kelley, Executive Assistant

Background:

On September 30, 2012, the terms of Economic Development Committee members Brian Fowler, Andrew Hymes and Tom Riley expired. Mr. Fowler, Mr. Hymes and Mr. Riley have all expressed interest in reappointment to another three-year term on the Economic Development Committee. Economic Development Committee reappointments are made and confirmed by the Mayor and City Council.

Votes Required to Pass:

Simple majority.