



Agenda Item No: 4

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: Swearing In Ceremony for Newly Promoted Deputy Chief of Police Derek Hyrkas, Police Commander Thomas Kretschmer, Fire Rescue Lieutenant James Sustek and New Firefighter Paramedics Kyle Kempe and George Smith

Staff Contact: Ann Everhart, Director of Human Resources
James R. Black, Chief of Police
James P. Moore, Chief of Fire Rescue

Background:

Mayor Shepley will be swearing in Deputy Chief of Police Derek Hyrkas, Police Commander Thomas Kretschmer, Fire Rescue Lieutenant James Sustek and our two newest Firefighter Paramedics Kyle Kempe and George Smith.



Agenda Item No: 10a

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	St. Thomas the Apostle Church Street Closure Request
<u>Staff Recommendation:</u>	Motion to approve the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Sunday, July 28, 2013, from 7:00 a.m. to 5:00 p.m. for an outdoor mass and picnic.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Sunday, July 28, 2013 from 7:00 a.m. until 5:00 p.m. for an Outdoor Mass and Picnic. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school. Similar requests were approved in 2012.

City staff has reviewed the petitioner's request and does not have concerns regarding the closure of Lake Street, providing the following conditions are met:

- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.
- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should

be available to remove barricades to allow emergency vehicles on the roadway, if necessary.

- 4) Emergency access to the School must be maintained throughout the event. The petitioner must provide a plan of the event layout.
- 5) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) The petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Lake Street and a map indicating the portion of the roadway to be closed have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10b

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	St. Thomas the Apostle Church Street Closure Request
<u>Staff Recommendation:</u>	Motion to approve the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Saturday, July 20, 2013, from 5:00 p.m. to 9:30 p.m. during the Parish Concert.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Saturday, July 20, 2013, from 5:00 p.m. until 9:30 p.m. for the safety of those attending the Parish Concert. The Parish Concert will take place from 5:00 p.m. to 9:30 p.m. on the Church grounds only. The band will begin set-up around 3:00 p.m. Approximately 250 people are expected to watch this performance. St. Thomas the Apostle Church will send letters to all affected property owners along Lake Street regarding the closure. A similar request was approved in 2012.

City staff has reviewed the petitioner's request and does not have concerns regarding the closure of Lake Street, providing the following conditions are met:

- 1) City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. In addition, a "Local Traffic Only" sign must be temporarily placed at the entrance to Lake Street from Dole Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 2) The petitioner must send a notice to all affected property owners along Lake Street.

- 3) Emergency vehicle access must be maintained throughout the event. Items should not be placed on the roadway to prohibit access, and volunteers should be available to remove barricades to allow emergency vehicles on the roadway, if necessary.
- 4) Emergency access to the Church must be maintained throughout the event. The petitioner must provide a plan of the Parish Concert layout on the Church grounds for the event.
- 5) Local traffic access to Lake Street must be maintained throughout the event. Volunteers should be available to remove barricades to allow property owners on the roadway, if necessary.
- 6) All debris created by the event shall be cleaned up during and after the event.
- 7) Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- 8) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 9) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 10) In the case of inclement weather, an alternate date can be approved by the City Manager.

The petitioner has agreed to meet these conditions. The letter requesting approval for the closure of Lake Street and a map indicating the portion of the roadway to be closed have been attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 11

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	Mayfair Furniture and Carpet Temporary Use Permit request to allow a Special Promotion
<u>Recommendation:</u>	Motion to approve the Temporary Use Permit, pursuant to the recommendations listed below
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background: Mayfair Furniture and Carpet (661 South Main Street) is requesting a Temporary Use Permit for a Special Promotion to allow a tent sale that would be held in the parking lot along the front side of the Mayfair Carpet and Furniture building. The requested tent would be 40 feet by 80 feet and would be located in the southwest corner of the parking lot (please see the attached site plan).

Article 2 Section 2-500 Temporary Use Criteria of the Unified Development Ordinance (UDO) states that Temporary Use Permits for Special Promotions shall be valid for a period of not more than 72 hours (3 consecutive days) in any one calendar month. The UDO allows no more than 4 Special Promotions by the same business within a calendar year. In previous years, Mayfair Furniture and Carpet has held their annual tent sale for the allotted 72 hours. This year, they are requesting to hold the event for 10 days – from August 2, 2013 through August 11, 2013.

If the request is approved, staff recommends the following conditions:

1. The Temporary Use Permit shall be valid from August 2, 2013 through August 11, 2013.
2. If the proposed tent encroaches upon any handicapped parking spaces, the applicant shall install temporary handicapped parking signs on an equivalent number of available parking spaces adjacent to the building, north of the tent.
3. Any junk or debris that may be created by the event shall be cleaned up on a continuing basis.
4. The organizers shall meet with the Fire Prevention Bureau to discuss any additional requirements, etc. A site inspection is required prior to the event. Contact the Fire Prevention Bureau at 356-3640 x4147.
5. All extension cords and electrical connections must comply with the requirements of the 2005 National Electrical Code.
6. Generators need to be a minimum of 20 feet from any structures, tents, or canopies and isolated from contact with the public.
7. The temporary sign attached to the free-standing sign is also approved with this request from August 2, 2012 to August 31, 2013. The temporary sign shall not obstruct the sightlines for the driveway.

The applicant has been made aware of these recommended conditions and advised to attend the July 16, 2013, City Council meeting to answer any questions.

Votes Required to Pass: Simple majority vote by the City Council.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: Sign Variation to allow six banners at 21 square feet each, for Martin Chevrolet at 5220 Northwest Highway.

Staff Recommendation: City Council Discretion:
A. Motion to approve a variation ordinance with the recommended conditions.
B. Motion to deny the variation request.

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

Background:

- There are two free-standing signs for this property along with wall signage for the sales and service buildings on-site.
- Earlier this year, Martin Chevrolet, along with the other auto dealerships in the City, received approval of a year-long Temporary Use Permit to allow for various manufacturers' promotions that are inconsistently timed throughout the year.
- In addition, Martin Chevrolet received a TUP amendment to allow two temporary banners up to 75 square feet in area.
- The petitioner is currently requesting a sign variation to allow flags and banners on the light poles on-site.

Analysis

- The petitioner is requesting to install six banners, each 21 square feet in area, with the Chevrolet motto, on the interior posts of the parking lot. The banners would remain in place until the end of the construction of the new dealership. After that time, the banners may be relocated to other locations on-site.
- Along with the banners, Martin Chevrolet will also be installing the United States and City of Crystal Lake flags on alternating light poles along the property boundary. The flags will be 40 square feet in area each. A total of 12 flags are proposed. **The City does not regulate the installation of the United States or City flags.**
- Per the UDO, for properties in the "B-2" district, banners are only permitted as a limited duration sign. Limited duration signs can be 32 square feet in area and up to 5 feet in height.

- Details of the proposed signage are included. The following table illustrates the Ordinance requirements and whether the proposed sign meets requirements:

Item	UDO Standard	Proposed Signage	Variation
Quantity	1	6	Yes, 5 banners
Size	32 square feet	126 square feet (21 square feet per sign)	Yes, 94 sf
Height	5 feet	7 feet (Banner is mounted on a light pole)	Yes, 2 feet
Duration	39 days	In perpetuity	Yes

Variation Standards

The City Council can grant a variation from the requirements of the Ordinance to overcome an exceptional condition which poses practical difficulty or particular hardship in such a way as to prevent the display of a sign as intended by the Ordinance and where the following standards are met:

- A. The proposed variation will not serve merely as a convenience, but alleviate some demonstrable and unusual hardship.
- B. The proposed variation will not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood. The proposed variation will not by itself, or with other signs, contribute to the creation of a visual distraction which may lead to personal injury or a substantial reduction in the value of the property.
- C. The proposed variation is in harmony with the intent, purpose and objectives of the Ordinance.

Kenneth Rawson has made the request on behalf of Martin Chevrolet, and will be in attendance at the meeting to discuss this request with the City Council.

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Sign Details, received 6-18-2013
2. The banners are allowed to remain for one year from the date of approval or until the auto dealership is renovated, whichever occurs first.
3. The proposed banners shall meet all of the other requirements in the UDO, as applicable.

Votes Required to Pass: Simple majority vote

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SIGN VARIATION FOR
MARTIN CHEVROLET, 5220 NORTHWEST HIGHWAY

WHEREAS, pursuant to the terms of the request (File #2013-04-E) before the City of Crystal Lake, the Petitioner has requested a sign variation to allow six banners at 21 square feet each for Martin Chevrolet; and

WHEREAS, a hearing of the request was held before the City of Crystal Lake City Council in the manner and in the form as prescribed by Ordinance and Statute; and

WHEREAS, as a result of said hearing, the City Council made a motion to approve the sign variation as requested; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the sign variation be granted as requested,

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

SECTION I: That a sign variation be granted to allow six banners at 21 square feet each for Martin Chevrolet located at 5220 Northwest Highway, Crystal Lake, Illinois with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Sign Details, received 6-18-2013
2. The banners are allowed to remain for one year from the date of approval or until the auto dealership is renovated, whichever occurs first.
3. The proposed banners shall meet all of the other requirements in the UDO, as applicable.

SECTION II: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of Variations in accordance with the provisions of this Ordinance, as provided by law.

SECTION III: 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 _____ day of _____, _____.

DRAFT

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-27 DC Liquidations, Inc.

Use Variation to allow retail sales in the "M" Manufacturing district

David Carson, 6101 Factory Road, Crystal Lake

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a use variation to allow retail sales in the "M" Manufacturing district at 6101 Factory Road

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

Background:

- **History:** Property annexed into the City in 1986 and zoned "M" Manufacturing. For several years, the primary user at this location was Mailways, a mailing and packaging company. While Mailways still occupies a tenant suite at this location, their operation has considerably scaled down.
- **Existing Uses:** Mailways (Direct Mail Services), IPN Pallets, True Home Exteriors
- **Request:** Use Variation to allow retail sales - primarily furniture and home décor goods - in the "M" zoning district at this location

Key Factors:

- **Proposed Use:** A liquidation store (currently located outside City Limits) to this location. The store would retail primarily furniture and home décor goods. At their current location, the store is only open from Friday to Sunday. The petitioner has indicated that the store at this location would be open from Monday to Friday initially, but eventually would be open only a few days every week.
- **Land Use:** The proposed use can be classified as a 'Furniture Store' or 'Home Furnishings Store'. Per the UDO, this use is a principal permitted use in the "B-2" and

“B-4” districts; therefore, a Use Variation is necessary to allow the proposed use at this location.

PZC Highlights:

- The PZC had no concerns with this request and felt that it met the Findings of Fact for a use variation. The Commission recommended **approval (8-0)** of 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 (Carson, received 5-22-13)
 - B. Building Layout (Harrison, received 5-22-13)
 - C. Site Plan (On-file)
2. This Use Variation applies only to DC Liquidations Inc. A new use variation would be necessary if the scope of this use, including products retailed is altered, or for another retail use.
3. Parking spaces shall be restriped within 3 months after final occupancy is granted, to provide clearly visible separation between spaces.
4. All signage must meet the provisions of the Unified Development Ordinance for Industrial Signs.
5. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A USE VARIATION
AT 6101 FACTORY ROAD

WHEREAS, pursuant to the terms of a Petition (File #2013-27) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of a Use Variation to allow retail sales in the "M" Manufacturing district; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Use Variation be granted as requested in said Petition.

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

Section I: That a Use Variation be granted to allow retail sales in the "M" Manufacturing district at the property commonly known as 6101 Factory Road, City of Crystal Lake,.

Section II: That the Use Variation be granted with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Carson, received 5-22-13)
 - B. Building Layout (Harrison, received 5-22-13)
 - C. Site Plan (On-file)
2. This Use Variation applies only to DC Liquidations Inc. A new use variation would be necessary; if the scope of this use, including products retailed is altered, or for another retail use.
3. Parking spaces shall be restriped within 3 months after final occupancy is granted, to provide clearly visible separation between spaces.
4. All signage must meet the provisions of the Unified Development Ordinance for Industrial Signs.
5. The petitioner shall address all of the review comments of Engineering and Building, Fire Rescue, Police, Public Works, and Planning and Economic Development Departments.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of a

DRAFT

Variation in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2012-86 Tonyan, 145 Erick Street
ANNEXATION AGREEMENT PUBLIC HEARING

Request: Rezoning from A-1 County to M Manufacturing upon annexation.
Bill Bligh, attorney

PZC Recommendation: Motion to:

- 1) adopt ordinances authorizing execution of the annexation agreement and annexation of the property;
- 2) approve the Planning and Zoning Commission recommendations and approve an ordinance for rezoning upon annexation to M Manufacturing; and
- 3) approve the annexation agreement as provided, for the property located at 145 Erick Street.

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

Background:

- Existing Use: The property is currently improved with a single-family residence, a business with outdoor storage and an outside storage lot. The back half of the lot is open space/agriculture.
- History: The City approached the petitioner to annex the property as part of the City's comprehensive annexation program. The petitioner is amenable to annexation, provided the existing uses are approved "as is" and allowed to remain. Also, the petitioner is making accommodations for ABC Supply, an expanding business adjacent to this site, to continue using this property for their outside storage.

Key Factors:

- Request: Annexation public hearing and the approval of the Annexation Agreement. Also the request to rezone the property from A-1 in McHenry County to M Manufacturing.

- Land Use: The land use map shows the property as Industry. The suggested zoning and the existing use are appropriate in this land use designation.

PZC Highlights:

- The Planning and Zoning Commission had concerns with the existing residence being in a manufacturing area; however, this has been a common situation with annexations of properties from the County and is addressed in the annexation agreement.
- The Commission also discussed the need to have all outside storage screened. This would be the small storage area behind the residential building that Dan Tonyan has for the concrete forms utilized in his business.

The Planning and Zoning Commission recommended **approval (7-0)** of the petitioner's request.

The draft annexation agreement is attached. This document has been reviewed by an attorney and staff and is an acceptable format.

Votes Required to Pass: A super majority vote (5 votes) is required to approve the annexation agreement.

ORDINANCE NO. _____
FILE NO. _____

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

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

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

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

WHEREAS, legal notices regarding the intention of the City to annex said territory have been sent to all public bodies required to receive such notice by State statute; and

WHEREAS, Daniel Tonyan, has entered into a valid and binding Annexation Agreement relating to said territory; and

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

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

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

SECTION I: That the following described territory:

The North 165 feet of the South 330 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8 East of the Third Principal Meridian, in McHenry County, Illinois.

be and the same is hereby annexed to the City of Crystal Lake, McHenry County, Illinois.

SECTION II: That the City Clerk of the City of Crystal Lake is hereby directed to record in the Office of the Recorder of Deeds of McHenry County, Illinois, being the County in which the aforesaid annexed territory is situated, a certified copy of this Ordinance together with an accurate map of the territory hereby annexed, said map being attached hereto and made a part hereof and labeled Exhibit "I".

SECTION III: That this Ordinance shall be in full force and effect from the after its passage and approval, and when a certified copy thereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of McHenry County, Illinois, and filed in the Office of the County Clerk of McHenry County, Illinois; and thereupon said territory shall be subject to the jurisdiction of the City of Crystal Lake.

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 20__.

APPROVED by me this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. _____
FILE NO. _____

**AN ORDINANCE ZONING CERTAIN PROPERTY
“M” MANUFACTURING DISTRICT**

WHEREAS, certain territory is the subject of a certain Annexation Agreement; and

WHEREAS, said territory has been duly annexed by ordinance to the City of Crystal Lake;

and

WHEREAS, by the terms of said Annexation Agreement, said territory is to be zoned “M”
Manufacturing district; and

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

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

SECTION I: That the following described property be and the same is hereby zoned and
classified “M” Manufacturing district:

The North 165 feet of the South 330 feet of the Northwest Quarter of the Southeast
Quarter of Section 33, Township 44 North, Range 8 East of the Third Principal
Meridian, in McHenry County, Illinois.

SECTION II: That the City Clerk be and he is hereby directed to amend the official zoning
map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the
zoning and classification of the above-described property in accordance with the provisions of this
Ordinance, as provided by law.

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

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 20__.

APPROVED by me this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK

ORDINANCE NO. _____
FILE NO. _____

**AN ORDINANCE AUTHORIZING THE EXECUTION
OF AN ANNEXATION AGREEMENT**

WHEREAS, it is in the best interests of the City of Crystal Lake, McHenry County, Illinois, that a certain Annexation Agreement, a copy of which is attached hereto and incorporated herein, be entered into; and

WHEREAS, Daniel Tonyan, Owner, is ready, willing and able to enter into said Agreement and to perform the obligations as required thereunder; and

WHEREAS, the statutory procedures provided in Division 15.1 of Article 11 of the Illinois Municipal Code, as amended, for the execution of said Annexation Agreement have been fully complied with.

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

SECTION I: That the Mayor be and he is hereby authorized and directed to execute, and the City Clerk is directed to attest, the Annexation Agreement, a copy of which is attached hereto and made a part hereof.

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

AYES:

NAYS:

ABSENT:

PASSED this ____ day of _____, 20__.

APPROVED by me this ____ day of _____, 20__.

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: June 26, 2013 Storm Event Discussion

Staff Recommendation: Discussion Only

Staff Contact: James Moore, Fire Rescue Chief/Emergency Manager
Erik Morimoto, Director of Engineering and Building
Victor Ramirez, Director of Public Works

Background:

Staff will present a summary of the severe storm that occurred on the morning of June 26, as well as the efforts being taken by the City in response to the impacts of the intense rainfall.

In addition to the discussion by the City Council, an open house meeting for residents affected by the storm is planned for Tuesday, July 23 from 5:00 PM to 8:00 PM. This meeting will be an additional opportunity for the public to ask questions and learn about the City's efforts in response to the unusually intense rainfall experienced on June 26.

Votes Required to Pass:

Discussion Only



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: Water & Wastewater Sample Laboratory Services

Staff recommendation: Motion to award the bid for water and wastewater sample laboratory services for three (3) years to the lowest responsive and responsible bidder, Prairie Analytical, in the submitted bid amounts, and adopt a resolution authorizing the City Manager to execute a three-year agreement with Prairie Analytical with the option for two additional one-year extensions.

Staff Contact: Victor Ramirez, Director of Public Works

Background:

On July 8, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for a three-year service agreement with a qualified laboratory to perform all drinking water and wastewater analytical testing required by the Illinois Environmental Protection Agency, with the option to extend the contract for up to two additional one-year periods.

The IEPA requires all community water suppliers and treatment works to conduct routine monitoring of water that is treated at their facilities. An IEPA certified laboratory must be used to analyze for the presence of micro-organisms and chemicals in the finished drinking water, and at various stages of wastewater treatment. This information must be routinely reported to the IEPA for compliance with maximum contaminants levels and is summarized in the annual Consumer Confidence Report.

The following chart is an estimated five-year cost summary from each laboratory, including delivery and other charges, based on mandatory IEPA scheduled samples. The total price may vary depending on changes to IEPA sampling regulations or treatment plant conditions.

Bidder	Estimated Pricing for 5 Years
√ Prairie Analytical Lake in the Hills, IL	\$ 128,512.61
Suburban Laboratory Hillside, IL	\$ 131,616.00
Underwriters Laboratory South Bend, IN	No Bid

√ Indicates recommended lowest responsive and responsible bidder

Since 2009, Prairie Analytical has performed and reported all IEPA required drinking water laboratory services on behalf of the City of Crystal Lake from their facility in Lake in the Hills, IL.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Prairie Analytical has provided laboratory services to the City of Crystal Lake in the past. They have been a very responsive contractor to the City's water and wastewater sampling needs, particularly in regard to IEPA requirements. It is staff's recommendation to award the bid to the lowest responsive and responsible bidder, Prairie Analytical, for drinking water and wastewater laboratory services.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Service Agreement between the CITY OF CRYSTAL LAKE and Prairie Analytical for the provision of laboratory services for the potable water supply in the submitted bid amounts.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 17

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	Railroad Street Commuter Parking Lot Expansion and Depot Lot Paving Bid Award
<u>Staff Recommendation:</u>	Motion to award the Railroad Street Commuter Parking Lot Expansion and Depot Lot Paving bid to the lowest responsive and responsible bidder, Maneval Construction Company, Inc., in the bid amount of \$455,198.85 and adopt a resolution authorizing the City Manager to execute the contract with Maneval Construction Company, Inc. allowing for a 10 percent contingency.
<u>Staff Contact:</u>	George Koczvara, Deputy City Manager Erik Morimoto, Director of Engineering and Building

Background:

At the October 2, 2012 City Council meeting, the City Council approved an award for the demolition of 62 Railroad Street. The purchase and demolition of this property, along with the previous purchase and demolition of 66 Railroad Street, was done in order to enhance downtown surface parking options.

At the February 19, 2013 City Council meeting, the City Council adopted a resolution authorizing the execution of a lease agreement amendment with the Union Pacific Railroad allowing the parking spaces in the depot parking lot to be converted to free parking in exchange for the construction of an equivalent number of commuter parking stalls in the expanded Railroad Street Parking lot.

As a result of these approvals, on July 8, 2013, bids received for the Railroad Street Commuter Parking Lot Expansion and Depot Lot Paving project were opened and publicly read. The City received four bids, and the results are tabulated below.

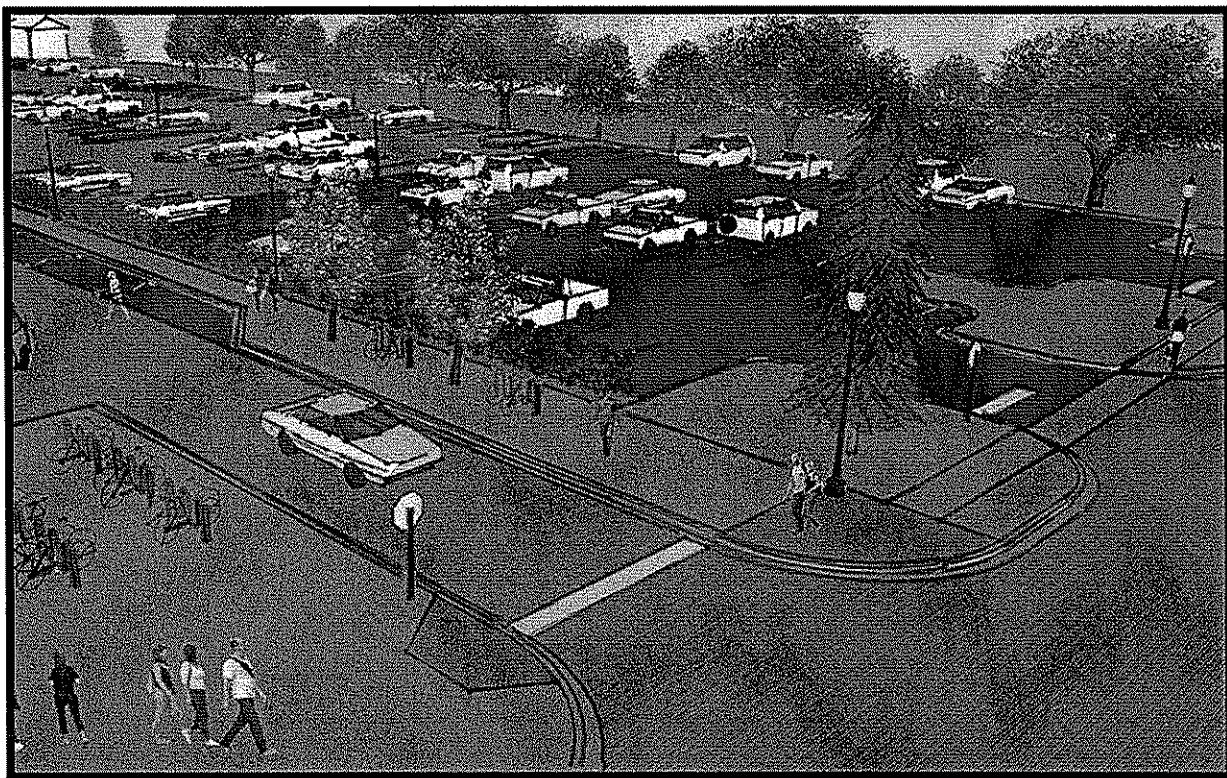
<i>Firm</i>	<i>Amount of Bid</i>
Maneval Construction Company, Inc. ¹ Grayslake, IL	\$455,198.85 ²
Curran Construction Company Crystal Lake, IL	\$499,325.13
Alliance Contractors, Inc. Woodstock, IL	\$513,055.81
Landmark Contractors, Inc. Huntley, IL	No Unit Prices Submitted

¹ Indicates Recommended Lowest Responsive and Responsible Bidder

² Indicates Revised Bid Amount Based On Unit Prices Received

The enhanced downtown surface-parking plan includes the expansion of the existing commuter parking lot along Railroad Street to extend completely between Second Street and Grant Street (see attached plan). Improvements included in this project are:

- Additional commuter parking spaces
- Additional motorcycle parking spaces
- Additional bike racks
- New roadway lighting along Railroad Street and Grant Street, matching the decorative poles throughout the rest of the Downtown District.
- Repaving and restriping of the Depot parking lot.



The City has used Maneval in the past for several projects, including the original Railroad Street Commuter Parking Lot construction.

Landmark Contractors submitted a bid packet, but did not fill out any unit prices or a total bid amount. Specifications were mailed to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2013-2014 budget.

Outreach Efforts:

The following efforts were previously undertaken to ensure that all stakeholders have been informed of the pending changes as well as to solicit input:

Demolition Letters – Letters were sent to properties surrounding 62 Railroad Street ahead of the demolition that occurred in fall 2012. The letters included information about the pending parking lot expansion.

Open House – An Open House was held on February 11, 2013 from 5:00 p.m. to 7:00 p.m. Invitation letters for the Open House were sent to surrounding property owners and other stakeholders, including the Downtown Main Street organization and Metra. A website was created with information regarding this project. Signs were posted on the 62 Railroad Street property as well as on the downtown train station platform. In addition, handouts were made available at the coffee shop and ticket agent inside the train station.

PZC Meeting – Because the parking lot required a variation, this matter was reviewed by the PZC at its February 20, 2013 meeting. The PZC recommendations were accepted by the City Council at its March 5, 2013 City Council meeting. Separate letters to surrounding properties were mailed in compliance with the public hearing requirements.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized and directed to execute an agreement with Maneval Construction Company, Inc. for the Railroad Street Commuter Parking Lot Expansion and Depot Lot Paving project in the bid amount of \$455,198.85, with a contingency of not more than 10 percent for justifiable modifications.

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to amend the 2013-2014 City Budget and authorize payment for the Railroad Street Commuter Parking Lot Expansion and Depot Lot Paving project and associated professional service costs from General Fund Reserves for any amount not already budgeted.

DATED this sixteenth day of July, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 16, 2013
APPROVED: July 16, 2013



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: 2013 Sidewalk and Curb Replacement Program

Staff Recommendation: Motion to award the 2013 Sidewalk and Curb Replacement Program bid to the lowest responsive and responsible bidder, Strada Construction Company, in the bid amount of \$85,843.00, and adopt a resolution authorizing the City Manager to execute the contract with Strada Construction Company allowing for a 10 percent contingency.

Staff Contact: Erik D. Morimoto, Director of Engineering and Building

Background:

On June 24, 2013, bids received for the 2013 Sidewalk and Curb Replacement Program were opened and publicly read. The City received six bids, and the results are tabulated below.

<i>Firm</i>	<i>Amount of Bid</i>
Strada Construction Co. ¹ Addison, IL	\$85,843.00
D'Land Construction, LLC Bensenville, IL	\$97,020.00
Copenhaver Construction, Inc. Gilberts, IL	\$99,083.00
Marvin Gleason Contractor, Inc. Franksville, WI	\$110,344.00
Alliance Contractors, Inc. Woodstock, IL	\$132,090.00
Elliott & Wood, Inc. DeKalb, IL	\$176,205.00

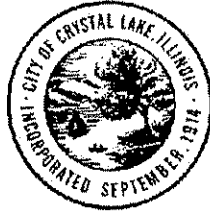
¹ Indicates Recommended Lowest Responsive and Responsible Bidder

Every year, the City's Engineering and Building Department surveys one quarter of the City, and evaluates all of the sidewalks in that section of the City. The City also routinely responds to reports of damaged sidewalks and curbs that are received from residents and staff. The City keeps records of all the damaged sidewalks and prepares a sidewalk repair program annually to repair all of the sidewalks that meet the replacement criteria.

Specifications were mailed to various contractors and standard bid advertisement procedures were followed. This project is included in the Fiscal Year 2013-2014 budget.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute the contract with Strada Construction Company, for the 2013 Sidewalk and Curb Replacement Program in the amount of \$85,843.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixteenth day of July, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 16, 2013

APPROVED: July 16, 2013



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: Facility Supply Contracts

Staff Recommendation: Motion to award the bid for uniforms, textiles, and cleaning supplies and adopt a resolution authorizing the City Manager to execute a five-year contract with the lowest responsive and responsible bidders, Aramark Uniform Services, for uniforms, floor mats and reusable towels, and Xpedx for janitorial supply services based on submitted prices.

Staff Contact: George Koczvara, Deputy City Manager
Victor Ramirez, P.E., Director of Public Works

Uniform and Janitorial Supplies:

On Tuesday, June 25, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for uniform and textile cleaning services as well as cleaning supply provisions. The City requested prices to maintain the uniforms of its automotive technicians, floor mats throughout the municipal complex, and shop towels for use by public works staff. The anticipated monthly price based on unit prices submitted is as follows:

	Uniforms	*Floor Mats/ Towels	Anticipated Total Monthly Invoice
√Aramark Uniform Services	\$ 127.60	\$ 458.76	\$ 586.36
GK Services	\$ 134.32	\$ 911.00	\$ 1,045.32
Lechner & Sons	No Bid	\$ 922.00	\$ 922.00

√ - Indicates lowest responsive and responsible bidder

*The City currently has multiple contracts for floor mat services. As those contracts expire, those areas of coverage will be incorporated into this contract. The price identified in the chart represents the maximum for all areas of coverage.

The City also received bids to provide cleaning supplies for use at City facilities. Bidders were requested to submit bid prices for all janitorial supply items utilized in the past 12 months. The anticipated annual price based on unit prices submitted is as follows:

	Janitorial Supplies
√XPedX	\$10,095.41
Horizon Distributors	\$24,517.62

√ - Indicates lowest responsive and responsible bidder

For the first 24 months of the contract, XpedX will hold all submitted bid prices. Thereafter, the unit prices will be based on the discount percentage submitted per item.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, that the City Manager be and he is hereby authorized and directed to execute a five-year agreement with Aramark Uniform Services, for uniforms, floor mats and reusable towels, and Xpedx for janitorial supply services based on submitted prices. For the first 24 months of the contract, XpedX will hold all submitted bid prices. Thereafter, the unit prices will be based on the discount percentage submitted per item.

DATED this 16th day of July, 2013

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: July 16, 2013
APPROVED: July 16, 2013



Agenda Item No: 20

City Council Agenda Supplement

Meeting Date:

July 16, 2013

Item:

Consultant Selection Approval for the South Main Street improvement for Phase III Construction Engineering

Staff Recommendation:

Motion to award the proposal for the South Main Street improvement for Phase III Construction Engineering to the most qualified, responsible, and responsive proposer, Christopher B. Burke Engineering, and adopt a resolution authorizing the City Manager to execute an agreement with Christopher B. Burke in the amount of \$701,508.58 and approve changes in scope by 10 percent of the original price.

Staff Contact:

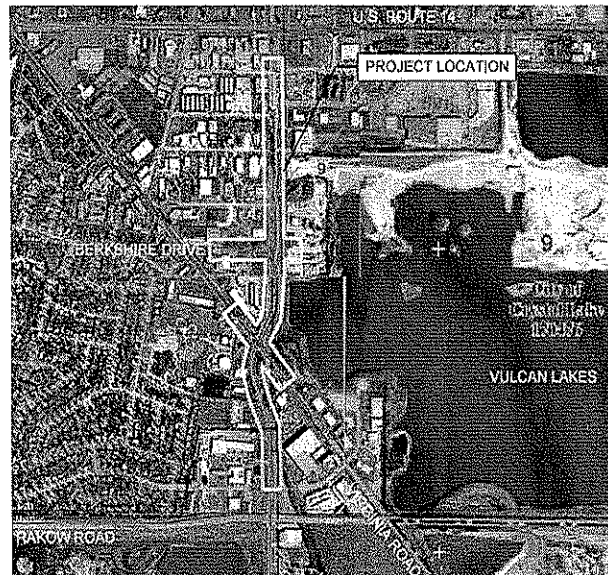
Erik D. Morimoto, Director of Engineering and Building

Background:

The improvement to South Main Street is a programmed construction project that will widen Main Street to a five-lane section from Liberty Drive to Jennings Drive. This improvement will tie into the Rakow Road improvements to the south and the improvements to Route 14 and Main Street, completed in 2002, to the north. The City has obtained \$1.5 million in federal Surface Transportation Program funding for the construction.

This project will create a continuous four-lane roadway between Rakow Road and Crystal Lake Avenue and eliminate the traffic bottleneck that currently exists in the City's primary gateway to the Route 14 commercial corridor from the south. The specific project scope includes:

- Widening and resurfacing;



- Upgraded storm sewer;
- Enhanced warning system along Virginia Road for emergency vehicles exiting the fire station;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.

Included in the proposed scope of improvement is the intersection of Main Street/Pyott Road and Virginia Road. Three legs of this intersection, the Pyott Road leg and the two Virginia Road legs, are under the jurisdiction of McHenry County. In addition, the traffic signal system at the intersection is under the jurisdiction of the County. McHenry County will be financially participating in the improvements along their sections of roadway, which includes participation with Phase II Engineering, the right-of-way and easement acquisition, the construction, and the Phase III Engineering.

In order to complete the project, the City must select a consultant to perform the Phase III Construction Engineering. To ensure the project is completed per plan and on time, the Engineering and Building Department recommends the use of a knowledgeable and experienced firm to oversee the project construction.

Consultant Selection Process

As County funds and federal STP funds are being used for construction, federal laws require that a purely qualification-based selection process be followed to secure the most qualified engineering firm for this project. The City received proposals from eleven qualified firms in response to the request.

Staff from the City and County reviewed each of the proposals and ranked the firms based solely on their qualifications. The criteria that were considered during the review were:

- Category 1: Experience of Resident Engineer and firm with similar federally-funded projects;
- Category 2: References provided by the firm were contacted;
- Category 3: Scope of services, suggested items which were above and beyond the base scope of services and communication plan provided;
- Category 4: Project examples, provided project examples that were federally-funded and similar in scope; and
- Category 5: Interviews with six highest scoring firms for categories 1 through 4 (top 50 percent of submitted proposals by the 11 qualified firms were interviewed).

A point system was established for each category, with items being weighted differently depending upon the importance of each item. The attached table was provided to each firm prior to their final submittal, and utilized to objectively rate each firm's proposal. The following summarizes the points received by each firm, in order of their final rank:

FIRM	CBBEL	Hampton, Lenzini & Renwick	Baxter & Woodman	TranSystems Corporation	HR Green	ESI
SUBTOTAL Categories 1-4 Max = 260	254	245.5	220.5	218.5	205	177.5
TOTAL Categories 1-5 Max = 369.5	329	300.5	282.5	280	258	239.5

FIRM	Primera	Chastain	Stanley Consultants	Dynasty	AES
SUBTOTAL Categories 1-4 Max = 260	160.5	132	117.5	80.5	38
TOTAL Categories 1-5 Max = 369.5	These qualified firms were not within top 50% of submitted proposals for Category 1-4 (interview not conducted)				

Of the eleven proposals received, Christopher B. Burke Engineering, Ltd (CBBEL) had the highest number of points and was deemed the most qualified and responsible proposer. CBBEL provided a knowledgeable resident engineer to oversee the project during construction with demonstrated experience in meeting the high expectations of the City in both technical and communication matters specific to this project. The documentation for a federally-funded, IDOT-let job is extensive, and CBBEL's proposal demonstrated that the resident engineer has the training and experience to handle the project successfully.

The next step was to review CBBEL's provided cost. Note that federal law prohibits revealing or considering any other proposer's cost. Upon review of CBBEL's cost, the Engineering and Building Department determined that the proposed cost is competitive relative to the scope of services. The project is programmed in the proposed FY 2013-2014 City budget.

Recommendation

Based on the qualifications-based selection process required for this project, it is the recommendation of the Engineering and Building Department to select CBBEL to perform the McHenry Avenue Phase III Construction Engineering.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be authorized to execute an agreement with Christopher B. Burke Engineering, Ltd. for the South Main Street improvement for Phase III Construction Engineering in the amount of \$701,508.58. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this sixteenth day of July, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: July 16, 2013

APPROVED: July 16, 2013



Agenda Item No: 21

City Council Agenda Supplement

Meeting Date:

July 16, 2013

Item:

Acquisition of Right-of-way and Easements for the South Main Street Improvement

Staff Recommendation:

Motion to adopt a resolution approving the negotiated sums, authorizing the execution of any agreement or documents, and authorizing payments to three property owners for right-of-way and easements needed for the South Main Street Improvement.

Staff Contact:

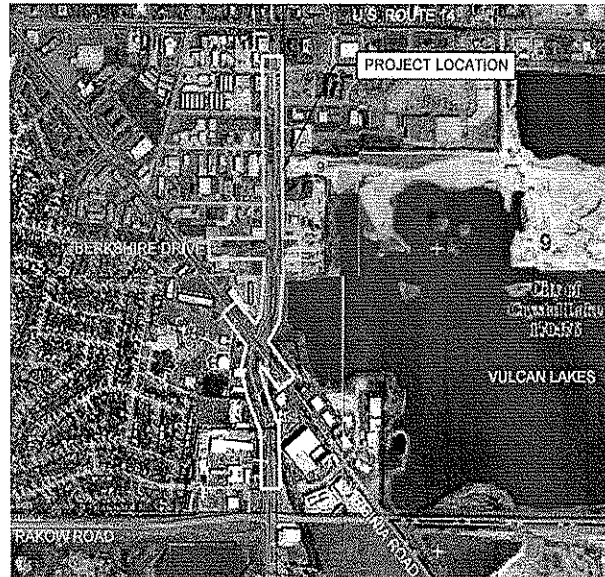
Erik D. Morimoto, Director of Engineering and Building

Background:

The improvement to South Main Street is a programmed construction project that will widen Main Street to a five-lane section from Liberty Drive to Jennings Drive. This improvement will tie into the Rakow Road improvements to the south and the improvements to Route 14 and Main Street, completed in 2002, to the north. The City has obtained \$1.5 million in federal Surface Transportation Program funding for the construction.

This project will create a continuous four-lane roadway between Rakow Road and Crystal Lake Avenue and eliminate the traffic bottleneck that currently exists in the City's primary gateway to the Route 14 commercial corridor from the south. The specific project scope includes:

- Widening and resurfacing;
- Upgraded storm sewer;
- Enhanced warning system along Virginia Road for emergency vehicles exiting the fire station;
- Upgraded traffic signals with illuminated street name signs; and
- Installation of dual modular block retaining walls in front of Mayfair Carpet.



Included in the proposed scope of improvement is the intersection of Main Street/Pyott Road and Virginia Road. Three legs of this intersection, the Pyott Road leg and the two Virginia Road legs, are under the jurisdiction of McHenry County. In addition, the traffic signal system at the intersection is under the jurisdiction of the County. McHenry County will be financially participating in the improvements along their sections of roadway, which includes participation with Phase II Engineering, the right-of-way and easement acquisition, the construction, and the Phase III Engineering.

In order to complete the project, the City needs to acquire right-of-way and easements from property owners adjacent to South Main Street using the Federal Process. The City has had appraisals completed for each property, and is using an approved negotiator to negotiate a price for the needed right-of-way and easements with the property owners. The City has come to terms with three property owners.

<i>Property Address</i>	<i>PIN</i>	<i>Appraisal Amount</i>	<i>Settlement Amount</i>	<i>Area Acquired (Acres)</i>	<i>Deeded To</i>	<i>Notes</i>
970 Pyott Road	19-08-479-021	\$2,000	\$2,000	0.005	County	Includes 1 Temporary Easement
661 South Main Street	19-09-104-005	\$65,500	\$65,500	0.084	City	Includes 1 Temporary Easement
112 Virginia Road	19-09-300-002	\$15,300	\$16,100	0.114	County	Includes 1 Temporary Easement

City staff has reviewed the settlement amounts and has deemed them acceptable. The City Attorney has also reviewed the information and deemed it acceptable. In addition, the County will reimburse the City for properties that will be deeded to the County, as outlined in the intergovernmental agreement executed in 2011. The County has approved the settlement amounts for the ROW that will be deeded to them.

The City's Negotiator continues to work with several other property owners, and the City will bring those before City Council when they are ready for approval.

Votes Required to Pass:

Simple majority of City Council present.



DRAFT

The City of Crystal Lake Illinois

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the negotiated sums for right-of-way and easements needed for the South Main Street Improvement for the following properties are hereby acceptable, that the City Manager be authorized to execute any agreements or documents related to acquiring the right-of-way or easements, and that City staff be authorized to remit payment for right-of-way and easements:

- 970 Pyott Road (PIN 19-08-479-021): \$2,000.00
- 661 South Main Street (PIN 19-09-104-005): \$65,500.00
- 112 Virginia Road (PIN 19-09-300-002): \$16,100.00

DATED this sixteenth day of July, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 16, 2013
APPROVED: July 16, 2013



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date: July 16, 2013

Item: Illinois Environmental Protection Agency Annual National Pollution Discharge Elimination System Permit (NPDES) Fees.

Staff Recommendation: Motion to adopt a resolution authorizing payment in the amount of \$48,500.00, for annual NPDES permit fees under protest, and the addition of an equal amount to the Accounts Payable list.

Staff Contact: Victor C. Ramirez, P.E., Director of Public Works

Background:

As part of the State of Illinois adoption of its annual budget in 2003 and its efforts to overcome a budget deficit, unprecedented annual fees have been established for holders of National Pollution Discharge Elimination System (NPDES) Permits. These permits, which regulate the operation and discharges of the City's wastewater and storm water systems, are required under the Clean Water Act and are issued by the IEPA. Operation of wastewater and storm water facilities in violation of the permit requirements or without a permit constitutes violations of the Clean Water Act and the State of Illinois compiled statutes relative to Water Pollution Control, and violators are subject to civil and criminal prosecution. The fees are "justified" by the Governor and Legislature as being needed to fund the IEPA and its oversight of NPDES holders' operations, which have, prior to 2003, been funded without permit fees other than new water and sewer extension permit application fees.

The annual permit fees for the wastewater plants are based on design average flows (DAF), with facilities with a DAF of > 1 Million Gallons per Day (MGD) and < 5 MGD receiving an annual fee of \$15,000.00, which would be the fee for WWTP #3 since the DAF is 1.7 MGD. Facilities with a DAF > 5 MGD and < 10 MGD are to be charged \$30,000.00. The DAF of WWTP #2 is 5.8 MGD. The IEPA has invoiced the City of Crystal Lake in the amount of \$30,000.00 for WWTP #2 and \$15,000.00 for WWTP #3, with a payment due date of August 1, 2013. In addition to these fees, a fee of \$2,500.00 per year is assessed for our Sludge Generator Land Application permit.

Storm water annual permit fees have been assessed to the City for its municipally-owned and operated separate storm sewer system (MS4) in the amount of \$1,000.00 and these annual permit fees are due on August 1st of each year.

These NPDES permit fees were unforeseen and not publicized and were, therefore, unbudgeted when first implemented in 2003, but have been budgeted items in subsequent fiscal year budgets. The fees were established within the State of Illinois' FY2004 Budget Implementation Act and became effective July 1, 2003 and, in spite of intense political rhetoric, have not been repealed or modified. The City Council voted to pay these fees under protest in 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 and 2012. A copy of the letter to be submitted with the 2013 payment is attached, in addition to the invoices for the current year.

The City has been assessed a total of \$485,000 in NPDES fees since 2003.

The IEPA website includes the ominous statement that failure to pay the required fees will result in referral to the Attorney General's office for "prosecution as provided for within the act".

Attached for consideration is a resolution authorizing payment of the NPDES Permit Fees in the amount invoiced, totaling \$48,500.00. If payment is authorized, the addition of an equal amount to the accounts payable list approved earlier in the meeting is also requested.

The City Attorney has reviewed the attached documents.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to authorize payment under protest in the amount of \$48,500.00 for annual NPDES permit fees and add an equal amount to the Accounts Payable list.

DATED this 16th day of July, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 23

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	2014 McHenry County Senior Services Grant Fund Application
<u>Staff Recommendation:</u>	Motion to approve a Letter of Support and the Resolution authorizing the execution of the 2014 McHenry County Senior Services Grant Fund application requesting \$100,000 on behalf of the MCRide Program to continue coordinating existing transportation services for eligible seniors.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

At the December 18, 2012 City Council meeting, the City Council approved an Intergovernmental Agreement (IGA) between the County and the City of Crystal Lake, the City of McHenry, and the City of Woodstock to renew the annual dial-a-ride transit services for 2013. The MCRide program integrates the dial-a-ride transit services provided by McHenry Township and services in the cities of Crystal Lake, McHenry and Woodstock and provides service in Dorr Township and Greenwood Township. MCRide enables travel between communities, as well as to and from Valley Hi Nursing Home, McHenry County Division of Transportation, and the Fox Lake Metra Station. The service accommodates all trip purposes for seniors throughout the extensive service area which includes three hospitals, dozens of medical treatment facilities, the County government center, the Senior Services Center, the McHenry Township Senior Center, dozens of nursing homes, and many of the County's social and commercial centers.

Over the last three years, the McHenry County Division of Transportation has secured McHenry County Senior Services Grant funds on behalf of all MCRide Program partners to help offset the cost of providing transportation for seniors. During the McHenry County fiscal year for 2012, the MCRide Program provided 97,266 total trips to McHenry County residents, including 27,416 trips to seniors (approximately 28% of the total). Over 8,100 trips were provided to seniors in Crystal Lake.

On behalf of the MCRide Program, the cities of Crystal Lake, McHenry, and Woodstock, along with McHenry Township, Dorr Township, Greenwood Township, and the McHenry County Division of Transportation will be submitting an application for the 2014 McHenry County Senior Services Grant Fund requesting \$100,000 for contractual and township bus operations to continue coordinating existing transportation services for eligible seniors. This year, the Cities of Crystal Lake, McHenry and Woodstock, as well as McHenry Township will be presenting the application to the Senior Services Grant Commission on behalf of the MCRide Program. The grant will continue the use of a single phone number for seniors to call within the service area, and it is expected that the grant funds could help fund 2,000 – 2,500 trips for seniors each month. This grant will provide funding for transportation services for eligible seniors based on the average cost per trip multiplied by the number of trips provided to seniors.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, of McHenry County, Illinois, to execute the 2014 McHenry County Senior Services Grant Fund application requesting \$100,000 on behalf of the MCRide Program to continue coordinating existing transportation services for eligible seniors.

DATED this 16th day of July, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: July 16, 2013
APPROVED: July 16, 2013



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date:

July 16, 2013

Item:

Ordinance to authorize an Intergovernmental Agreement with McHenry County Conservation District

Staff Recommendation:

Motion to adopt an ordinance to enter into an intergovernmental agreement with the McHenry County Conservation District to grant the City an easement to install a water main under their property.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

At their June 20, 2013 meeting, the board of the McHenry County Conservation District (MCCD) voted to grant the City an easement to install a watermain under their property. The new 16" watermain will run from Water Treatment Plant #4 (400 N. Knaack Blvd.), under the railroad tracks and MCCD property, adjacent to the Mathews Corporation, down Industrial Drive to View Street. Not only will this project improve flow characteristics for a large portion of the City that is served by WTP#4, but it will also provide sufficient flows to accommodate Mathews Corp. upon their annexation to the City, which will be considered by the City Council in the near future.

The project is to be completed utilizing a combination of open cut and directional bore style of installation to limit disruption to infrastructure and the facade of the surface.

Intergovernmental Agreement Ordinance:

The attached ordinance authorizes the execution of the intergovernmental agreement with MCCD. Per the agreement, the 20' utility easement will be sold to the City for a sum of ten dollars (\$10.00).

Recommendation:

It is Staff's recommendation to adopt an ordinance to authorize the intergovernmental agreement between the City of Crystal Lake and the McHenry County Conservation District to allow a 20' utility easement through MCCD property.

Votes Required to Pass:

Simple majority vote.



DRAFT

AN ORDINANCE APPROVING THE EXECUTION OF A WATERMAIN EASEMENT AGREEMENT WITH THE MCHENRY COUNTY CONSERVATION DISTRICT

WHEREAS, the City of Crystal Lake, (the “City”) is a home rule municipality as contemplated under Article VII Section 6 of the Constitution of the State of Illinois and the passage of this Ordinance constitutes an exercise of the City’s home rule powers; and

WHEREAS, the City intends to construct a watermain extension from Water Treatment Plant #4; (hereinafter, the “Facilities”); and

WHEREAS, the City intends to install a portion of the Facilities under property owned by the McHenry County Conservation District (the “District”); and

WHEREAS, pursuant to Resolution #13-22, the District approved the granting of a watermain easement to the City in accordance with a “Watermain Easement Agreement”, a true and correct copy of which is attached hereto as Exhibit A (hereinafter, the “Easement Agreement”); and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interests of the City and its residents to enter into the Easement Agreement in order to provide for the extension of the Facilities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE:

SECTION I: Recitals. The foregoing recitals are hereby incorporated as though fully restated herein.

SECTION II: Approval of Easement Agreement. The Easement Agreement, in substantially the form attached hereto as Exhibit A, is hereby approved.

Section III: Execution and Attestation: The Mayor and City Clerk are hereby authorized to execute and attest, respectively, the Easement Agreement in substantially the form attached hereto as Exhibit A.

DRAFT

SECTION III: This ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this ___ day of _____, 2013

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED:

APPROVED:

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



Agenda Item No: 25

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 16, 2013
<u>Item:</u>	2014 and 2015 Independence Day Fireworks Displays
<u>Council Discretion:</u>	A motion adopting a resolution authorizing the City Manager to execute a contract renewal with Pyrotecnico for the 2014 and 2015 Independence Day Fireworks Displays in the amount of \$33,325 and \$25,000 respectively and authorizing the City Manager to approve up to 10 percent in justifiable contract amendments from a contingency allowance.
<u>Staff Contact:</u>	George J. Koczwarra, Deputy City Manager

Background:

At the March 3, 2009 City Council meeting, the City Council awarded the proposal for the Independence Day Fireworks Display and adopted a resolution authorizing the City Manager to execute an agreement with the lowest responsible and responsive proposer, Pyrotecnico, for the Independence Day Fireworks Display in the amount of \$25,000 per year. The initial contract period was for one (1) year. The proposal included provisions for renewal, if mutually agreed upon by both parties.

Since initially awarding the contract to Pyrotecnico, the City has received positive feedback from residents regarding the fireworks display, including this most recent display. City staff has experienced no issues with the staff of Pyrotecnico.

In 2014, July 4th falls on a Friday. Since initially awarding the contract to Pyrotecnico, the City has been able to maximize the fireworks display by conducting the display either one day before or one day after the prime fireworks display day of July 4th. By not conducting the display on the 4th of July, the City is able to save \$4,000 for a comparable display. In addition, traditionally, the Independence Day Parade is held on the same day as the fireworks display. Since the parade is not conducted on July 4th, parade organizers are able to schedule groups that would not be available for the Crystal Lake parade if it were held on July 4th.

City staff sought comments from the Crystal Lake Park District, the Crystal Lake Chamber of Commerce and the organizers of the Lakeside Festival. All agreed that the best time to display the fireworks would be **Sunday, July 6, 2014**.

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial. At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial. The Final Report included a recommendation to enhance the fireworks display in 2014 to commemorate the City's centennial which is the reason for the increased cost for the 2014 display.

The yearlong centennial celebrations will begin with a kick-off festival to be held at the Three Oaks Recreation Area on Friday, September 20, 2013 through Sunday, September 22, 2013. Pyrotecnico has agreed to provide a fireworks display on Saturday, September 21, 2013 at the Three Oaks Recreation Area at no charge.

In the case of 2015, July 4th is on a Saturday. Based on feedback from the Chamber of Commerce, the Crystal Lake Park District, and the organizers of the Lakeside Festival, it was agreed that the best date for the 2015 display would be **Sunday, July 5, 2015**.

The rain date for the 2014 display will be Sunday, July 13, 2014 and the rain date for the 2015 display will be Sunday, July 12, 2015. The City Attorney has reviewed this matter.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute a contract renewal for the 2014 and 2015 Independence Day Fireworks Display for **Sunday, July 6, 2014 and Sunday, July 5, 2015** in the amount of \$33,325 and \$25,000 respectively. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this 16th day of July, 2013

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: July 16, 2013

APPROVED: July 16, 2013



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date:

July 16, 2013

Item:

REPORT OF THE PLANNING & ZONING COMMISSION

#2013-22 Goodwill

Request:

- 1) Preliminary and Final PUD with associated Variations for a Goodwill store;
- 2) SUP for a Used Merchandise Store; and
- 3) Final PUD Amendment (Lutter Center PUD Ord #5917) to remove a condition and allow a free-standing sign for this outlot.

Petitioner:

Ben Bernsten, petitioner
Joseph Gottemoller, attorney
1016 Central Park Drive

PZC Recommendation:

To approve the PZC recommendations and adopt an ordinance granting the Preliminary and Final PUD with Variations, SUP for a Used Merchandise Store, and a Final PUD Amendment to allow for a separate free-standing sign for Goodwill at 1016 Central Park Drive.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: This is a vacant lot that was created in 2005 as part of the overall Lutter Center subdivision for Wal Mart and the outlots.
- Previous Approvals:
 - In 2009, Goodwill came forward with a Conceptual PUD before the PZC. The plan showed a 17,031 square-foot building with 80 parking spaces. The previous site plan and minutes from that meeting are attached.

Key Factors:

- Request: Preliminary and Final PUD with Variations in conjunction with a Special Use Permit for a Used Merchandise Store.

- PUD Requirements: The Preliminary and Final PUD have specific standards that are required to be met. The PZC found that the proposed development is in substantial compliance with the standards as listed in the Findings of Fact.
- SUP Requirements: A Used Merchandise Store is a Limited Use in the B-2 zoning district, which means that it can be approved by staff provided the criteria can be met. Since Goodwill takes in donations, they are unable to meet the Police Department tracking requirements of the merchandise and must request the SUP.

PZC Highlights:

- The PZC was concerned that this was both a Preliminary and Final PUD approval. They felt that there were so many conditions on the architecture and the landscape that the petitioner should come back to make the necessary changes.
- The PZC discussed necessary changes to the landscape plan and the architecture to better meet the UDO standards. The PZC proposed modified conditions of approval in order to remedy some of their concerns. Additional landscape screening materials are to be added alongside the parking lot adjacent to Central Park Drive. Modifications to the elevations which incorporate changes to the top cap around the parapet, the addition of columns that project forward at least 2 feet and changes to the window frames or a peaked roof are also recommended by the PZC.
- The PZC reviewed the Findings of Fact and found that Goodwill met the criteria for the Special Use Permit and PUD.

The PZC recommended **approval (6-2)** of the petitioner's request for a Preliminary and Final PUD with associated variations and SUP for a Used Merchandise Store to allow a Goodwill store with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Goodwill, received 4/29/13)
 - B. Architectural Plan Set [Site, Civil and Elevations] (McClellan Blakemore Architects, dated 4/29/13, received 4/29/13)
 - C. Landscape Plan (The Barn Nursery, dated 05/31/13, received 06/19/13)
 - D. Sign Plan (Doyle Signs, dated 4/24/13, received 5/22/13)
2. Site and Landscape Plan
 - A. Provide a final landscape plan, which meets the requirements in Article 4-400 C.
 - B. The landscape plan shall be revised to show the required landscape around the monument sign, around the building foundation and within the landscape islands.
 - C. ~~Work with staff to add additional landscape along the northwest of the site to better screen the loading dock area. (Deleted by PZC)~~
 - D. Work with staff to add ~~additional trees and taller plantings~~ **bushes and plantings** in the parking lot screening landscape areas **along Central Park Drive to block headlights**. Landscape screening shall be added around the perimeter of the parking area. **(Amended by PZC)**
 - E. Provide a complete site plan that shows the site details including all dimensions, setbacks, and the building foundation outline. Also include a data table listing the lot area, building coverage, impervious surface coverage, and parking totals.

- F. The monument sign base shall match the style and color of the building's architecture and utilize a brick base.
 - G. The sign shall be setback a minimum of 10 feet from all property lines.
 - H. Work with staff to ensure the foundation base landscape requirements are met and all of the selected landscape materials are illustrated appropriately.
 - I. **The line of arborvitae shall be extended along the back of the building.** (Added by PZC)
3. Elevations
- A. To meet the UDO Design Standards the building shall have **a minimum of 3 of the requirements listed below:** (Amended by PZC)
 - 1. The roof design shall match the other buildings on the site and have peaked roofs over the main entrance and the donation canopy. These entries shall project a minimum of 2 feet from the main wall plane.
 - 2. ~~A thicker~~ **An 8-inch** top cap of metal or similar adjacent material shall be added along the parapet roof line. (Amended by PZC)
 - 3. The faux columns shall be real columns that project at least 2 feet along the street side elevations and incorporate the design elements in the Wal Mart and Central Park Retail columns.
 - 4. The windows shall be framed with a thicker, darker frame to help them stand out. They should also have a knee wall and not go all the way to the ground.
 - B. If the above comment A cannot be addressed, then at the very least, the entry way shall be projected a minimum of 2 feet, the faux columns shall be real columns that project at least 2 feet and the windows shall have a knee wall.
 - C. All exterior metal doors shall be decorative raised 6-panel doors.
- 4. Amend Condition #2 F from Ordinance 5917, the original approval ordinance for the Lutter Center, to allow a free-standing sign on this lot for Goodwill.
 - 5. Any ground or roof-mounted mechanical equipment must be screened from view from adjacent properties or roadways, per the UDO requirements.
 - 6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Public Works, and Planning and Economic Development Departments.
 - 7. **Post "One-Way Only" and "No Entry" signs at the east driveway aisle.** (Added by PZC)
 - 8. **The three (3) parking spaces at the southeast corner of the property shall be striped and signed for loading area only.** (Added by PZC)
 - 9. **The following variations are approved for this request:** (Added by PZC)
 - A. **Rear Yard Setback: From the required 50 feet to allow 5 feet.**
 - B. **Impervious Surface Coverage: From the maximum of 65% to allow 81%.**
 - C. **Parking Lot Setback: From the required 20 feet to 6 feet along Lutter Drive and 12 feet along Central Park Drive.**

- D. Parking Lot Landscape Screening along a Roadway: From the required 15 feet to allow 6.9 feet.
- E. Parking Lot Landscape Screening along Interior Property Lines: From the required 8 feet to allow 3 feet 6 inches in the southeast corner of the lot.
- F. Parking Lot Landscape Islands: From the requirement to install a landscape island in the parking row along Central Park Drive.

Votes Required to Pass:

A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A PRELIMINARY AND FINAL
PLANNED UNIT DEVELOPMENT, SPECIAL USE PERMIT, VARIATIONS,
AND FINAL PUD AMENDMENT
FOR 1016 CENTRAL PARK DRIVE

WHEREAS, pursuant to the terms of the Petition (File #2013-22) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Preliminary and Final Planned Unit Development with Variations for a retail store, Special Use Permit for Used Merchandise Store, and an Amendment to the Lutter Center PUD Ord #5917 to remove condition 2F that requires there be one shared tenant sign for Wal Mart, the outlots and Lot 4 to allow Goodwill to have their own freestanding sign on this lot for Goodwill at 1016 Central Park Drive; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Preliminary and Final Planned Unit Development, Special Use Permit, Variations, and Final PUD Amendment be granted as requested in said Petition,

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

SECTION I: That a Preliminary and Final Planned Unit Development with Variations for a retail store, Special Use Permit for Used Merchandise Store, and an Amendment to the Lutter Center PUD Ord #5917 to remove condition 2F that requires there be one shared tenant sign for Wal Mart, the outlots and Lot 4 to allow Goodwill to have their own freestanding sign on this lot for Goodwill at the property located at 1016 Central Park Drive, Crystal Lake, Illinois.

SECTION II: That the Final Planned Unit Development, Special Use Permit, Variations, and Final PUD Amendment be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Goodwill, received 4/29/13)
 - B. Architectural Plan Set [Site, Civil and Elevations] (McClellan Blakemore Architects, dated 4/29/13, received 4/29/13)
 - C. Landscape Plan (The Barn Nursery, dated 05/31/13, received 6/19/13)
 - D. Sign Plan (Doyle Signs, dated 4/24/13, received 5/22/13)
2. Site and Landscape Plan

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- A. Provide a final landscape plan, which meets the requirements in Article 4-400 C.
- B. The landscape plan shall be revised to show the required landscape around the monument sign, around the building foundation and within the landscape islands.
- C. Work with staff to add bushes and plantings in the parking lot screening landscape areas long Central Park to block headlights. Landscape screening shall be added around the perimeter of the parking area.
- D. Provide a complete site plan that shows the site details including all dimensions, setbacks, and the building foundation outline. Also include a data table listing the lot area, building coverage, impervious surface coverage, and parking totals.
- E. The monument sign base shall match the style and color of the building's architecture and utilize a brick base.
- F. The sign shall be setback a minimum of 10 feet from all property lines.
- G. Work with staff to ensure the foundation base landscape requirements are met and all of the selected landscape materials are illustrated appropriately.
- H. The line of arbor vitae shall be extended along the back of the building.

3. Elevations

- A. To meet the UDO Design Standards the building shall have a minimum of 3 listed below:
 - 1. The roof design shall match the other buildings on the site and have peaked roofs over the main entrance and the donation canopy. These entries shall project a minimum of 2 feet from the main wall plane.
 - 2. An 8 inch top stone cap shall be added along the parapet roof line.
 - 3. The faux columns shall be real columns that project at least 2 feet along the street side elevations and incorporate the design elements in the Wal Mart and Central Park Retail columns.
 - 4. The windows shall be framed with a thicker darker frame to help them stand out. They should also have a knee wall and not go all the way to the ground.
- B. If the above comment A cannot be addressed, then at the very least, the entry way shall be projected a minimum of 2 feet, the faux columns shall be real columns that project at least 2 feet and the windows shall have a knee wall.
- C. All exterior metal doors shall be decorative raised 6-panel doors.

4. Amend Condition #2 F from Ordinance 5917, the original approval ordinance for the Lutter Center, to allow a free-standing sign on this lot for Goodwill.

5. Any ground or roof mounted mechanical equipment must be screened from view from adjacent properties or roadways, per the UDO requirements.

6. The petitioner shall address all of the review comments and requirements of the Engineering and Building, Fire Rescue, Public Works, and Planning and Economic Development Departments.

- 7. Post "ONE-WAY ONLY" and "NO ENTRY" signs at the east driveway aisle.
- 8. The three (3) parking spaces at the southeast corner of the property shall be striped and signed for loading area only.
- 9. The following variations are approved for this request:
 - A. Rear Yard Setback: From the required 50 feet to allow 5 feet.
 - B. Impervious Surface Coverage: From the maximum of 65% to allow 81%.
 - C. Parking Lot Setback: From the required 20 feet to 6 feet along Lutter Drive and 12 feet along Central Park Drive.
 - D. Parking Lot Landscape Screening along a Roadway: From the required 15 feet to allow 6.9 feet.
 - E. Parking Lot Landscape Screening along interior property lines: From the required 8 feet to allow 3 feet 6 inches in the southeast corner of the lot.
 - F. Parking Lot Landscape Islands: From the requirement to install a landscape island in the parking row along Central Park Drive.

SECTION III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of Variations in accordance with the provisions of this Ordinance, as provided by law.

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

DATED at Crystal Lake, Illinois, this _____ day of _____, _____.

MAYOR

ATTEST:

CITY CLERK

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



Agenda Item No: 27

**City Council
Agenda Supplement**

Meeting Date:

July 16, 2013

Item:

Crystal Lake Centennial Kick-off Festival Agreement Authorization for Vendors, Operators and Entertainers.

Staff Recommendation:

Motion to adopt a Resolution authorizing execution of agreements with vendors, operators and entertainers for the Crystal Lake Centennial Kick-off Festival.

Staff Contact:

George Koczwar, Deputy City Manager

Background:

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial.

The yearlong centennial celebrations will begin with a kick-off festival to be held at the Three Oaks Recreation Area on Friday, September 20, 2013 through Sunday, September 22, 2013.

In order to proceed with this kick-off festival, authorization for the City Manager to execute additional agreements with vendors, operators and entertainers is requested. These agreements include:

1. Chas. Herdrich and Son - Beer Distributor. The beer would be purchased on a keg or case basis. The vendor will make a donation of \$750 to help offset the cost of entertainment. If 50 or more kegs are sold, an additional \$250 will be contributed.

2. Sound Setup – Pro-Tech Services (\$2,995). Three days of sound system in beer garden with technicians and lighting.
3. Family Entertainer – Jason Kollum (\$1,100). Two days of variety juggling comedy show plus stilt walking.
4. Tethered Hot Air Balloon Rides (Friday evening) – Corporate Balloons and Promotions. No cost to the City since the balloon will display an advertisement for ReMax Realty.
5. Centennial Publication - RFP Photography (\$16,500). A Centennial Book will be published that will memorialize the Centennial. In addition to events throughout the year, the book would include tie-in pictures to Crystal Lake's history.

Other remaining agreements for such items as portable toilets, food vendors, Lions Club pouring agreement, local bands, and portable generator and lights will be presented at a future City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute agreements with vendors, operators and entertainers for the Crystal Lake Centennial Kick-off Festival.

Dated this 16th day of July, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: July 16, 2013

APPROVED: July 16, 2013



Agenda Item No: 28

**City Council
Agenda Supplement**

Meeting Date:

July 16, 2013

Item:

Crystal Lake Centennial Winter Festival Proposal

Staff Recommendation:

Motion to adopt a Resolution approving the proposed Centennial Winter Festival Budget in the amount of \$23,595.

Staff Contact:

George Koczvara, Deputy City Manager

Background:

The City of Crystal Lake will be celebrating its Centennial in 2014 (September 23, 1914 to September 23, 2014) and a City Centennial Committee has been established to develop, support and implement the City's plan to commemorate Crystal Lake's Centennial.

At the January 15, 2013 City Council meeting, the City Council accepted the recommendations of the Crystal Lake Centennial Committee's Final Report. The Final Report is the Centennial Committee's recommended plan for events and projects to commemorate the City's Centennial.

The yearlong celebration includes three signature events: Opening Festival (September 2013), Winter Festival (December 2013), and Closing Festival (September 2014).

The Final Report included a Winter Festival that would be held at the Main Beach area. Representatives from the City, the Park District and the Lakeside Center have been meeting to review options for the Winter Festival. Initially, it was anticipated that the Winter Festival would be held simultaneously with the Chili Open. However, it was determined that this would not be feasible because of space limitations. Instead, it was recommended that the Winter Festival be held at the time when a number of other winter type events were occurring in the City. Starting with the Festival of Lights and running through the Santa Run, the Centennial Winter Event will be a series of co-branded events. Within this time, there will still be a signature Winter Carnival that is anticipated to be held on Saturday, December 7, 2013.

Attached is a proposed budget for the Winter Carnival. The Winter Carnival would be held both at the Main Beach and Lakeside Center.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that a Centennial Winter Festival Budget in the amount of \$23,595 is hereby approved.

BE IT ALSO RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to amend the 2013-2014 City Budget and authorize payment for the for the Centennial Winter Festival from General Fund Reserves for any amount not already budgeted.

DATED this sixteenth day of July, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: July 16, 2013

APPROVED: July 16, 2013