



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
October 1, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Proclamation – Lions Club Candy Days**
5. **Approval of Minutes – September 17, 2013 Regular City Council Meeting**
6. **Accounts Payable**
7. **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.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
 - a. **Justin Schroeder Memorial Foundation Class 16 Temporary Liquor License request.**
 - b. **Knights of Columbus Council #10678 Class 16 Temporary Liquor License request.**
 - c. **Festival of Lights Parade and Parking Restrictions request.**
11. **Timeless Holiday, 740 McArdle Drive Unit A – Temporary Use Permit request to permit a small showroom for the display of artificial pre-lit Christmas trees.**
12. **McHenry County Gun Show/Holiday Inn, 800 S. Route 31 – Temporary Use Permit request to hold a series of gun shows.**
13. **1335 Knollwood Circle – Simplified Residential Variation to allow a 6-foot tall fence in a yard abutting a street.**
14. **Signature Auto Group, 970 Pyott Road – Special Use Permit and Use Variation Amendment for an Automobile Dealer and Other Motor Vehicle Dealer in the M Manufacturing zoning district.**
15. **1089 North Shore Drive – Variations to allow a detached accessory structure to be located on a lot without a principal structure and to allow a 6-foot tall fence in the street side yard.**
16. **186 Regal Drive – Variation to allow a deck and gazebo to encroach 10 feet into the required 20-foot rear yard setback.**

17. **Crystal Court Shopping Center – Final Planned Unit Development Amendment to allow changes to the free-standing sign.**
18. **Texas Roadhouse, 835 COG Circle – Final Planned Unit Development Amendment to allow elevation and signage changes.**
19. **Bid award and resolution authorizing execution of an agreement for the purchase of a Hydraulic Knuckle Boom Log Loader.**
20. **Bid award and resolution authorizing execution of an agreement for the provision of Liquid Anti-Icing & De-Icing Chemicals.**
21. **Bid award and resolution authorizing execution of an agreement for the Fall 2013 and Spring 2014 Parkway Tree Planting Program.**
22. **Pathway Court Parking Ordinance.**
23. **Resolution authorizing execution of an agreement with the North Central Narcotics Task Force.**
24. **Ordinance approving a variation of Chapter 150 of the City Code to allow for the landing of a tethered hot air balloon.**
25. **Council Inquiries and Requests.**
26. **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.**
27. **Reconvene to Regular Session.**
28. **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: 10a

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Temporary Liquor License – Justin Schroeder Memorial Foundation

Staff Recommendation:

Motion to approve issuance of a Class “16” Temporary Liquor License to the Justin Schroeder Memorial Foundation

Staff Contact:

George Koczwar, Deputy City Manager

Background:

The City has received a request from the Justin Schroeder Memorial Foundation for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at the Foundation’s annual fundraiser to be held at St. Elizabeth Ann Seton’s Community Center, located at 1023 McHenry Avenue, on October 19, 2013 from 6:00 p.m. to 11:00 p.m. The funds raised during this event will be used to fund two scholarship programs administered by the foundation. The first program is designated for a graduating senior at Crystal Lake South High School. The second is available to any qualifying McHenry County student who attends Marquette University to study engineering. These scholarship programs were established to honor the memory of Cathy and Kevin Schroeder’s son, Justin, who was a student at both Crystal Lake South High School and Marquette University.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine 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: 10b

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: Temporary Liquor License – Knights of Columbus Council #10678

Staff Recommendation: Motion to approve issuance of a Class “16” Temporary Liquor License to the Knights of Columbus Council #10678

Staff Contact: George Koczwar, Deputy City Manager

Background:

The City has received a request from the Knights of Columbus Council #10678 for the issuance of a Class “16” Temporary Liquor License in order to sell beer and wine at their Oktoberfest event being held at the St. Elizabeth Ann Seton Church Community Center, located at 1023 McHenry Avenue, on October 12, 2013 from 5:00 p.m. to 10:00 p.m.

Section 329-5-P of the City Code permits the issuance of a Class “16” Temporary Liquor License for the retail sale of beer and wine 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: 10c

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Festival of Lights Parade and Parking Restrictions Request

Staff Recommendation:

Motion to approve a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held at night, and to approve parking restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue on Friday, November 29, 2013, beginning at 5:30 p.m. until the end of the parade.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

Downtown Crystal Lake will host its annual Festival of Lights Parade on Friday, November 29, 2013 at 7:00 p.m. in Downtown Crystal Lake. The parade participants and vehicles will line-up at City Hall and utilize the far-east entrance/exit off of Woodstock Street into City Hall. Parade participants will be asked to utilize the Alexander Commuter Lot to park their personal vehicles during the parade. During the parade, the Fire Rescue, Police and Public Works Departments will utilize the west entrance/exit to City Hall. The parade route will be as follows: exit City Hall turning right on Woodstock Street, turn left (south) on Caroline Street, turn left (east) on Crystal Lake Avenue, turn left (northeast) on Grant Street, turn right (east) on Woodstock Street, and turn right (south) on Williams Street. The parade will officially end at the corner of Williams Street and Crystal Lake Avenue, where Santa will light the Downtown Tree. At this

point, parade vehicles will be required to follow the return route by continuing straight on South Williams Street, turning right (west) on Paddock Street, and then right (north) on Caroline Street back to City Hall.

The Downtown Crystal Lake organization is requesting a variation to Section 379-4 of the Crystal Lake City Code to allow the Festival of Lights Parade to be held on Friday, November 29, 2013 at 7:00 p.m. Section 379-4 of the Crystal Lake City Code does not contain provisions for parades to be held at night.

In addition, the Downtown Crystal Lake organization is requesting "no parking" restrictions on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue from 5:30 p.m. until the end of the parade (at approximately 8:30 p.m.). The Crystal Lake Police Department will place "no parking" signs along Caroline Street and Paddock Street and the Downtown Crystal Lake organization will place City-owned barricades and parking cones to restrict parking along Williams Street, Woodstock Street, and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue for the parade.

It should be noted that this is the same staging location and parade route used for the Festival of Lights Parade the past four years. The Downtown Crystal Lake organization has contacted impacted businesses in the downtown area regarding the parking restrictions request. Signage and advertising will be posted to promote other parking areas such as Z-lots, commuter lots, bank lots, etc. Also, the Crystal Lake Police Department will post signs in the Alexander Commuter Lot prior to the parade date to notify commuters of the closed portion in the Alexander Commuter Lot and barricades will be used on the date of the parade to close the portion of the lot that will be used for the parade participants to park their personal vehicles. The Downtown Crystal Lake organization has notified both Metra and Union Pacific of the proposed use of the west end of the Alexander Commuter parking lot for participant parking.

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

- 1) The Downtown Crystal Lake organization shall coordinate with the Crystal Lake Police Department and the Crystal Lake Public Works Department regarding staffing, signage, and other needs for the parade.
- 2) Signs shall be posted restricting parking on both sides of Caroline Street between Woodstock Street and Crystal Lake Avenue, on both sides of Paddock Street between Williams Street and Walkup Avenue, on the south side of Woodstock Street between Grant Street and Williams Street, on both sides of Williams Street between Woodstock Street and Crystal Lake Avenue, and the first two parking spaces on the east side of Grant Street just north of

Crystal Lake Avenue. The signs shall be removed after the parade has concluded.

- 3) City-owned barricades and parking cones will be used by the Petitioner to block parking on the south side of Woodstock Street, both sides of Williams Street and the first two parking spaces on the east side of Grant Street just north of Crystal Lake Avenue. The petitioner must complete and submit a Barricade Borrowing Application.
- 4) 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.
- 5) Any vendor present at this event, or present within the immediate area during the event, must have permission and approval from the Downtown Crystal Lake / Main Street organization, along with the appropriate proof of insurance and a vendor license.
- 6) All debris created by the event shall be cleaned up during and after the event. In addition, MDC Environmental Services, Inc., the City's refuse contractor, will conduct a special collection following the parade.
- 7) If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.
- 8) Any additional permits or requests for signage shall be made through the Engineering and Building Department.
- 9) 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.
- 10) The Petitioner must meet any requirements by the Fire Rescue Department and the Building Division.
- 11) 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 from the Downtown Crystal Lake organization requesting approval of a variation to Section 379-4 of the Crystal Lake City Code and the parking restrictions, and a map of the parade route are attached for City Council consideration.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Timeless Holiday Temporary Use Permit request for a Special Promotion (holiday decoration sales).

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: Timeless Holiday is requesting a Temporary Use Permit to allow a Special Promotion to permit a small showroom for artificial pre-lit Christmas trees to be on display in a portion of the warehouse they will be leasing at 740 McArdle Drive Unit A. The UDO does not permit retail in the "M" Manufacturing zoning district. The small showroom area will display the products that they have for purchase and the showroom will be open from October 15, 2013 to January 12, 2014. Most of Timeless Holiday sales are over the internet, but this will allow customers to come to the showroom/warehouse to see firsthand the items for sale.

The hours for the requested showroom are Friday and Saturday from 10:00 a.m. to 8:00 p.m. and Sunday from 10:00 a.m. to 5:00 p.m.

The applicant is also requesting banners be placed in front of the building (see attached aerial photo) for the same time frame (October 15, 2013 to January 12, 2014).

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

1. The Temporary Use Permit shall be valid from October 15, 2013 to January 12, 2014.
2. Ensure that the proposed banner location does not block any sight lines for vehicles exiting the driveway. The location shown on the aerial photo should not block any sight lines. Any additional signage would require a permit from the Building Division.
3. All exits must be unobstructed.
4. Schedule a meeting with the Fire Prevention Bureau (815-359-3640 ext. 4147) at least 1 week prior to the opening of the showroom.
5. An occupancy inspection must be completed prior to occupying the space. Once the tree displays have been set up, an additional inspection must be conducted to ensure proper exiting and electrical connections to the displays.

6. The point of sale shall be noted as Crystal Lake for sales tax.

The applicant has been made aware of these recommended conditions and will be attending the October 1, 2013 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

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 19, 2014, February 16, 2014, March 23, 2014, April 27, 2014, May 18, 2014, June 15, 2014, July 20, 2014, September 21, 2014, October 19, 2014, November 16, 2014, and December 21, 2014. 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 3 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 19, 2014, February 16, 2014, March 23, 2014, April 27, 2014, May 18, 2014, June 15, 2014, July 20, 2014, September 21, 2014, October 19, 2014, November 16, 2014, and December 21, 2014.
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. 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.
7. 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 October 1, 2013 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION

#2013-43 Olson, 1335 Knollwood Circle

Simplified Residential Variation (Section 4-700B3) to allow a 6-foot tall fence in a yard abutting a street (10 feet from the property line along Amberwood Dr.) instead of the maximum permitted height of 3 feet

Adam Olson, 1335 Knollwood Circle

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a variation to allow a 6-foot tall fence in a yard abutting a street at 1335 Knollwood Circle

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

Background:

- Location: 1335 Knollwood Circle, NWC of Amberwood Drive & Knollwood Circle
- Zoning: "R-2" Single-Family Residential
- Development: Four Colonies Unit 15
- Existing Improvements: Two-story frame residence with attached garage
- Request: Variations from the maximum allowable fence height in a yard abutting street of 3 feet to allow 6 feet.

Key Factors

- UDO requirements: For a corner lot, per the UDO provisions, fences, walls or screening in both the front yard and the yard abutting a street cannot exceed 3 feet in height. A 6-foot high fence along Amberwood Drive would have to be installed at the 30-foot building setback line.
- Details: The petitioner would like to install a 6-foot board-on-board fence along Amberwood Drive. As requested, the proposed fence would be approximately 10 feet

from Amberwood Dr. at its west end and approximately 25 feet from Amberwood Dr. at its east end. The fence would enclose and provide privacy to the concrete patio existing on-site.

- Hardship: The petitioner has indicated that the corner lot is wedge shaped, creating a small, odd-shaped backyard if the fence is installed at the 30-foot building line.

PZC Highlights

- The PZC expressed some concerns with a 6-foot tall fence along a street for a corner lot.
- The petitioner indicated that they would like to enclose an existing pine within the fenced area as well as provide privacy.
- The PZC recommended that the fence follow the angle of the lot-line along Amberwood Dr. and be no closer to the street than necessary to enclose the pine tree.
- They felt that the request met the Findings of Fact for a variation and recommended **approval (8-0)**.

The following conditions are recommended:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Development Application, received 8-28-13
 - B. Plat of Survey/Site Plan, Bergquist, received 8-28-13
2. A building permit is required prior to the installation of a fence.
3. The existing grading and drainage patterns cannot be altered.
4. The petitioner shall address all comments of the Engineering and Building, Public Works, Fire Rescue, Police and Planning & Economic Development Departments.
5. **The fence shall follow the angle of the lot-line along Amberwood Dr. and be approximately 17 feet from the property line, depending upon the location of the pine tree.** (Added by staff to clarify PZC recommendation)
6. **Landscaping shall be added along the street side of the fence to soften the look of the fence. The landscaping shall be complete by June 1, 2014.** (Added by PZC)

Votes Required to Pass:

A simple majority vote.

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ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION AT 1335 KNOLLWOOD CIRCLE

WHEREAS, pursuant to the terms of the Application (File #2013-43) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation to allow a 6-foot tall fence in a yard abutting a street (10 feet from the property line along Amberwood Dr.) instead of the maximum permitted height of 3 feet; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance from Section 4-700B3 to allow a 6-foot tall fence in a yard abutting a street (approximately 17 feet from the property line depending on the location of the tree along Amberwood Dr.) instead of the maximum permitted height of 3 feet

at the property at 1335 Knollwood Circle, Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Development Application, received 8-28-13
 - B. Plat of Survey/Site Plan, Bergquist, received 8-28-13
2. A building permit is required prior to the installation of a fence.
3. The existing grading and drainage patterns cannot be altered.
4. The petitioner shall address all comments of the Engineering and Building, Public Works, Fire Rescue, Police and Planning & Economic Development Departments.
5. Landscaping shall be added along the street side of the fence to soften the look of the fence. The landscaping shall be complete by June 1, 2014.

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

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a Simplified Residential 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:** October 1, 2013
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2013-34 Signature Auto Group 970 Pyott Road
- Request:** Special Use Permit and Use Variation Amendment for an
“Automobile Dealer” and “Other Motor Vehicle Dealer” in the
M Manufacturing zoning district.
- Petitioner:** Brent Pennington, petitioner
Joseph Gottemoller, attorney
970 Pyott Road
- PZC Recommendation:** To approve the PZC’s recommendation and adopt an ordinance
granting the Special Use Permit and Use Variation Amendment for
Signature Auto at 970 Pyott Road.
- Staff Contact:** Michelle Rentzsch, Director of Planning and Economic Development
-

Background:

- **Previous Approvals:** Signature Auto received a Use Variation on May 7, 2013 to allow an “Automobile Dealer” and a variation to allow the temporary parking on crushed asphalt/gravel.
- **Existing Use:** The petitioner is operating as an “Automobile Dealer” and “Other Motor Vehicle Dealer.” The “Other Motor Vehicle Dealer” allows the sale of large trucks, RVs, buses, etc. The petitioner also has a minor auto repair use. It was proposed to be for the vehicles they purchased prior to sale or any vehicles they sold that needed repairs. The minor auto repair use is now open to the general public.
- **Previous Request:** The petitioner requested an amendment to the previous approval to allow the “Other Motor Vehicle Dealer” as well as a Special Use Permit for temporary uses, the expansion of the temporary crushed asphalt/gravel parking area and a variation to eliminate the need for curbing around customer parking area. This request was recommended for denial by the PZC.

Key Factors:

- Requests:
 - A Special Use Permit for the “Other Motor Vehicle Dealer” since the Limited Use Criteria is not met and
 - Use Variation Amendment to amend the previous approval, which adds two display pads in front of the building behind the free-standing sign and allows the auto repair use to be open to the public as a separate business.
- Approvals: The petitioner is permitted to be an automobile dealer and have a 20-foot crushed asphalt/gravel temporary parking area.

PZC Highlights:

- Many of the homeowners provided a letter that they were not contacted by the petitioner regarding the change of use and that they were objecting to the landscape plan. They are requesting a berm with 6-8-foot evergreens on top to block the views of the large trucks on the site.
- The PZC agreed that the neighbors were being affected by this use and that the berm was necessary. The PZC stated that they would not vote in favor of this request unless the berm was required.

The PZC recommended **approval (7-0)** of the petitioner’s request for the Special Use Permit and Use Variation Amendment with the following recommended conditions of approval:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Signature Auto Group, Inc., received 06/24/13)
 - B. Landscape Plan (Choice City Gardeners, dated 08/30/13, received 09/09/13)
 - C. Property Owner Acknowledgments
2. Ordinance No. 6928, including all approval conditions as applicable, remains valid.
3. No vehicles shall be parked in the drive-aisle which is the driveway area extending 25 feet beyond the end of the building as illustrated on Exhibit 2 attached to this memo.
4. Staggered evergreens 6-8 feet in height at the time of planting shall be planted adjacent to the north property line for 250 feet to screen the vehicles from the property to the north. ~~All landscape screening areas including the area adjacent to the residences and~~ **The landscape screening along the north property line shall be planted by November 1, 2013 and the berm along the west property line shall be completed by June 1, 2014.** See Exhibit 2 for landscape screening locations. **(Amended by the PZC)**
5. Landscape screening is required adjacent to any customer parking areas, this includes end landscape islands, screening adjacent to roadways or other properties, islands every 10 spaces, etc. per Section 4-400 of the UDO. Landscape screening shall be added to the east of the customer parking area where the grass area exists now.

6. Any tree removal is subject to the City's Tree Preservation Ordinance Article 4-300.

7. Signage:

A. The free-standing sign shall not exceed 8 feet in height and 80 square feet in size.

B. The free-standing sign is required to have 1 square foot of landscape materials around the base of the sign for each square foot of signage. The landscape materials shall consist of at least 50% large shrubs and trees.

C. The wall signage shall not exceed 75 square feet per tenant space and shall not exceed 50 square feet per building façade or 50 square feet per individual sign.

8. The required customer parking shall be provided. Provide a customer parking plan for staff review and approval. **Determine the maximum number of vehicles that will be allowed to be displayed in the rear parking area. (Amended by the PZC)**

9. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

10. The required berm along the west property line shall be 6 feet tall with 6 to 8-foot vegetation on top of it. The petitioner shall work with the neighbors on the berm. (Added by the PZC)

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT,
AND USE VARIATION AMENDMENT AT 970 PYOTT ROAD

WHEREAS, pursuant to the terms of a Petition (File #2003-34) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit and Use Variation Amendment for an "Automobile Dealer" and "Other Motor Vehicle Dealer" including 2 – 10 feet by 20 feet concrete pads along Pyott Road on either side of and behind the free-standing sign for vehicle display in the M Manufacturing zoning district for the property located at 970 Pyott Road; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Use Variation be issued 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 Special Use Permit and Use Variation Amendment for an "Automobile Dealer" and "Other Motor Vehicle Dealer" including 2 – 10 feet by 20 feet concrete pads along Pyott Road on either side of and behind the free-standing sign for vehicle display in the M Manufacturing zoning district for the property commonly known as 970 Pyott Road, Crystal Lake, Illinois.

Section II: Said Special Use and Use Variation are issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

- A. Application (Signature Auto Group, Inc., received 06/24/13)
- B. Landscape Plan (Choice City Gardeners, dated 08/30/13, received 09/09/13)
- C. Property Owner Acknowledgments

2. Ordinance No. 6928, including all approval conditions as applicable, remains valid.

3. No vehicles shall be parked in the drive-aisle which is the driveway area extending 25 feet beyond the end of the building as illustrated on Exhibit 2 attached to this memo.

4. Staggered evergreens 6-8 feet in height at the time of planting shall be planted adjacent to the north property line for 250 feet to screen the vehicles from the property to the north. The landscape screening along the north property line shall be planted by November 1, 2013 and the berm along the west property line shall be completed by June 1, 2014. See Exhibit 2 for landscape screening locations.

5. Landscape screening is required adjacent to any customer parking areas, this includes end landscape islands, screening adjacent to roadways or other properties, islands every 10 spaces, etc. per Section 4-400 of the UDO. Landscape screening shall be added to the east of the customer parking area where the grass area exists now.

6. Any tree removal is subject to the City's Tree Preservation Ordinance Article 4-300.

7. Signage:

A. The free-standing sign shall not exceed 8 feet in height and 80 square feet in size.

B. The free-standing sign is required to have 1 square foot of landscape materials around the base of the sign for each square foot of signage. The landscape materials shall consist of at least 50% large shrubs and trees.

C. The wall signage shall not exceed 75 square feet per tenant space and shall not exceed 50 square feet per building façade or 50 square feet per individual sign.

8. The required customer parking shall be provided. Provide a customer parking plan for staff review and approval. Determine the maximum number of vehicles that will be allowed to be displayed in the rear parking area.

9. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

10. The required berm along the west property line shall be 6 feet tall with 6 to 8 foot vegetation on top of it. The petitioner shall work with the neighbors on the berm.

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 issuance of a Special Use Permit 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

DRAFT

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: 15

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2013-37 Dellamaria

Variations:

- To allow a detached accessory structure to be located on a lot without a principal structure; and
- To allow a 6-foot tall fence in the street side yard.

Matt and Michelle Dellamaria, 1089 North Shore Drive

PZC Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting variations for the property at 1089 North Shore Drive.

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

Background:

- Zoning: "R-2" Single-Family Residential
- Development: Clow's Crystal Lake Park, approved in 1894
- Request: Variations to allow a detached accessory structure to be located on a lot without a principal structure and to allow a 6-foot tall fence in the street side yard.

Key Factors

- Details (garage): The petitioners own the property at 1089 North Shore and the vacant parcel immediately to the west.
- The two properties are deemed as two separate non-conforming parcels based on the North Shore and West End special assessments for sanitary sewer and water approved in the early 1970s.
- The petitioner would like to demolish the existing home located on this lot and retain the existing garage as-is. The UDO states that accessory structures are incidental to the principal structure or use on a lot cannot be established without a principal use.
- Details (fence): Replacing a section of existing 6 foot tall fence along North Shore Drive. The UDO stipulates a maximum of 3 feet for fence heights along streets abutting a roadway.
- **The fence is currently existing and the petitioners have indicated that they intend to leave it (fence) as-is at this time. The variation is requested to allow them to reinstall a 6-foot-tall fence when the existing fence will be replaced.**

PZC Highlights

- At the Planning and Zoning Commission meeting, one of the property owners in the area expressed his concern with a home being built on the vacant lot as it would impede the lake view from his house. The Commission members said that the property was in private ownership and the owners have a right to build.
- The Commission felt that this project met the standards for a variation and they had no concerns with the request. The PZC recommended **approval (7-0)** of the request.

If the City Council recommends approval of the petitioner's request, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 8-2-13
 - B. Plat of Survey, Luco, dated 9/28/12, received 8-2-13
2. The following variations are hereby granted:
 - A. To allow a detached accessory structure to be located on a lot without a principal structure;
 - B. To allow a 6-foot tall fence in the street side yard.
3. The current drainage patterns on the lot must be maintained.
4. A stormwater review and permit is required for the demolition of the home.
5. The petitioner shall address all of the review comments and requirements of the 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 VARIATIONS
AT 1089 NORTH SHORE DRIVE

WHEREAS, pursuant to the terms of the Application (File #2013-37) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of Simplified Residential Variations to allow: A. A detached accessory structure to be located on a lot without a principal structure; and B. A 6-foot tall fence in the street side yard (rear yard facing North Shore); and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variations be granted as requested in said Application.

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

SECTION I: That Variations be granted from the Crystal Lake Unified Development Ordinance to allow: A. A detached accessory structure to be located on a lot without a principal structure; and B. A 6-foot tall fence in the street side yard (rear yard facing North Shore)

at the property at 1089 North Shore Drive, Crystal Lake, Illinois.

SECTION II: That the Variations be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application, received 8-2-13
 - B. Plat of Survey, Luco, dated 9/28/12, received 8-2-13
2. The following variations are hereby granted:
 - A. To allow a detached accessory structure to be located on a lot without a principal structure;
 - B. To allow a 6-foot tall fence in the street side yard.
3. The current drainage patterns on the lot must be maintained.
4. A stormwater review and permit is required for the demolition of the home.
5. The petitioner shall address all of the review comments and requirements of the 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 Simplified Residential 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: 16

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 1, 2013
<u>Item:</u>	REPORT OF THE PLANNING & ZONING COMMISSION #2013-38 Porzezinski
<u>Request:</u>	Variation to allow a deck and gazebo to encroach 10 feet into the required 20-foot rear yard setback.
<u>Petitioner:</u>	Dan Porzezinski, petitioner 186 Regal Drive
<u>PZC Recommendation:</u>	No recommendation was made on this request.
<u>Staff Contact:</u>	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Single-Family residence.

Key Factors:

- Request: Variation to allow an attached deck with covered gazebo portion to encroach into the required rear yard setback.
- UDO Standard: A 20-foot rear yard setback is required for a principal structure. This includes any covered deck that is attached to the house.
- Variation: The deck was started as a detached accessory structure. Through the construction, the petitioner attached the deck to the house causing it to encroach into the required setback. The variation would be to allow the deck and gazebo to be completed and the construction of an addition to the deck. The farthest the deck would encroach is 10 feet into the setback.

PZC Highlights:

- The Planning and Zoning Commission was torn on this request. Some members felt there was a hardship since the house was too large for the lot leaving little backyard space. Some also noted that the backyard slopes down. The members opposed stated that there were going to be many cases like this since Ashton Pointe Subdivision had small lots and large homes and they did not want to approve numerous variations.

- The PZC voted 3 in favor of the request, 3 opposed to the request and 1 member present providing a non-recommendation to the City Council.

The PZC made a motion to recommend approval which did not pass and resulted in a (3-3-1) vote.

If the City Council chooses to approve the petitioner's request for the Variation, the following conditions are recommended:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Porzezinski, received 08/09/13)
 - B. Plat of Survey (Manhard Consulting Ltd., dated 05/06/10, received 08/09/13)
 - C. Deck Plans (Menards Design It, 08/05/13 and 08/07/13, received 08/09/13)
2. No walls shall be constructed around the deck enclosing it further similar to a screen porch or 3-season room.
3. The petitioner shall address all of the review comments and requirements of the Engineering and Building and Planning and Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 186 REGAL DRIVE

WHEREAS, pursuant to the terms of the Application (File #2013-38) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Article 3-200A and 3-200 C2r to allow a deck and gazebo to encroach 10 feet into the required 20-foot rear yard setback; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Variation be granted as requested in said Application.

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

SECTION I: That a Variation be granted from the Crystal Lake Unified Development Ordinance Article 3-200A and 3-200 C2r to allow a deck and gazebo to encroach 10 feet into the required 20-foot rear yard setback

at the property at 186 Regal Drive, Crystal Lake, Illinois.

SECTION II: That the Variation be granted with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Porzezinski, received 08/09/13)
 - B. Plat of Survey (Manhard Consulting Ltd., dated 05/06/10, received 08/09/13)
 - C. Deck Plans (Menards Design It, 08/05/13 and 08/07/13, received 08/09/13)
2. No walls shall be constructed around the deck enclosing it further similar to a screen porch or 3-season room.
3. The petitioner shall address all of the review comments and requirements of the Engineering and Building 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 Simplified Residential 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

DRAFT

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: 17

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: REPORT OF THE PLANNING & ZONING COMMISSION
#2013-46 Crystal Court Shopping Center

Request: Final PUD Amendment to allow changes to the free-standing sign.

Petitioner: Mitch Davidhizer, petitioner
225 W. Washington St., Indianapolis, IN

PZC Recommendation: To approve the petitioner's request and adopt an ordinance granting the PUD Amendment to allow the change to the free-standing sign to add an additional tenant panel for Crystal Court Shopping Center.

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

Background:

- **Existing Use:** Existing developed Crystal Court Shopping Center, site of the former Wal-Mart. The current tenants are Big Lots, Harris Bank, Jimmy Johns and other smaller inline tenants.

Key Factors:

- **Request:** A Final PUD Amendment to allow changes to the approved free-standing sign. The sign was approved with three tenant panels and one decorative panel. The petitioner would like to remove the decorative panel and add a fourth tenant panel.
- **PUD Requirement:** The overall size and character of the free-standing sign is not changing.

PZC Highlights:

- The PZC was in favor of the additional tenant sign panel. They did not want to see an additional sign added to the property.

The PZC recommended **approval (7-0)** of the petitioner's request for a Final PUD Amendment to allow an additional tenant panel on the free-standing sign with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Crystal Lake Shopping Center L.P., received 08/30/13)
 - B. Sign pictures (Crystal Lake Shopping Center L.P., received 08/30/13)
2. Modifications to the free-standing sign which alter the design, size or character of the sign shall be required to seek a PUD Amendment; this does not include the changing of tenant panels for new tenants.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR CRYSTAL COURT SHOPPING CENTER

WHEREAS, pursuant to the terms of the Petition (File #2013-46) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Crystal Court Shopping Center to allow changes to the free-standing sign; 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 Amendment to the Final Planned Unit Development 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 Final PUD Amendment be granted to allow changes to the free-standing sign for the property located south of Northwest Highway and east of Liberty Road, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Crystal Lake Shopping Center L.P., received 08/30/13)
 - B. Sign pictures (Crystal Lake Shopping Center L.P., received 08/30/13)
2. Modifications to the free-standing sign which alter the design, size or character of the sign shall be required to seek a PUD Amendment; this does not include the changing of tenant panels for new tenants.

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 _____, _____.

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: 18

City Council Agenda Supplement

Meeting Date:	October 1, 2013
Item:	REPORT OF THE PLANNING & ZONING COMMISSION #2013-44 Texas Roadhouse
Request:	Final PUD Amendment to allow elevation and signage changes.
Petitioner:	Emily Bernahl, petitioner 835 Cog Circle
PZC Recommendation:	To approve the petitioner's request and adopt an ordinance granting the PUD Amendment to allow the changes to the exterior elevations and signage for the Texas Roadhouse at 835 Cog Circle.
Staff Contact:	Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Existing Use: Currently under construction for the Texas Roadhouse restaurant.

Key Factors:

- Request: A Final PUD Amendment to allow changes to the elevations and signage to add an additional tower element to the east elevation, the main customer elevation. This would also include the same size wall sign and LED lighting as the south elevation. The Texas Roadhouse is approximately 91 feet from Route 14 and requesting 440.3 SF of signage.
- UDO Requirement: The UDO allows free-standing buildings to have 150 square feet of signage. The Texas Roadhouse was granted a variation as part of the original PUD Amendment request to have 252.1 square feet of signage including both flags.
- Other Similar Variations: Over the past few years, sign variations have been granted for similar restaurants. The table below lists a few of the more recent variations.

Site	Signage approved	Distance from roadway
TGI Friday's	785.3 SF (+653.3SF). Including 618 SF for awnings, 138.3 SF for wall signage and 29 SF for the decorative "tumbler."	91.2 feet from Route 14
Panera Bread	112 SF (+37 SF). Three wall signs	70 feet from Route 14
Colonial Café	208.5 SF (+58.5 SF). This does not include the exterior architectural color lighting.	77 feet from Route 14
Starbucks	152.47 SF (+77.7 SF)	35 feet from Route 14

PZC Highlights:

- The PZC was in favor of the addition to the east elevation of the tower peak, but did not like the additional wall signage and LED lighting.

The PZC recommended **approval (4-3)** of the petitioner's request for a Final PUD Amendment to allow elevation and signage changes with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Texas Roadhouse, received 08/30/13)
 - B. Signage (Federal Heath Sign Co., dated 03/05/12, revised 08/28/13, received 08/30/13)
 - C. Elevations (GreenbergFarrow, dated 08/05/13, received 08/30/13)
2. Conditions from Ordinance No. 6870 shall remain valid, as applicable.
3. The petitioner shall address all of the Departments' review comments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT TO THE FINAL PUD FOR TEXAS ROADHOUSE (ARCHWAY EAST)

WHEREAS, pursuant to the terms of the Petition (File #2013-44) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Texas Roadhouse (Archway East) to allow changes to the exterior elevations and additional wall signage; 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 Amendment to the Final Planned Unit Development 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 Final PUD Amendment be granted to allow changes to the exterior elevations and additional wall signage for the property located at 835 COG Circle, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

1. Approved plan, to reflect staff and advisory board comments, as approved by the City Council:
 - A. Application (Texas Roadhouse, received 08/30/13)
 - B. Signage (Federal Heath Sign Co., dated 03/05/12, revised 08/28/13, received 08/30/13)
 - C. Elevations (GreenbergFarrow, dated 08/05/13, received 08/30/13)
2. Conditions from Ordinance No. 6870 shall remain valid, as applicable.
3. The petitioner shall address all the Departments' review comments.

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.

DRAFT

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: 19

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	October 1, 2013
<u>Item:</u>	Purchase of a Hydraulic Knuckle Boom Log Loader
<u>Staff Recommendation:</u>	Motion to award the bid for the purchase of a Hydraulic Knuckle Boom Log Loader to the lowest responsive, responsible bidder, Rick's Equipment, and adopt a resolution authorizing the City Manager to execute a purchase agreement with Rick's Equipment in the amount of \$35,000.00
<u>Staff Contact:</u>	Victor C. Ramirez, P.E., Director of Public Works

Background:

The Public Works Department has identified a significant need for the implementation of a grapple truck in its forestry fleet. The purchase of the new grapple will help to offset the costs of hiring an independent contractor to complete the annual brush removal program. Also, with the increase in tree removals the City undertakes with its new forestry truck, and the wide spread of the EAB disease, the unit would be utilized to increase efficiency during these removals as well as improve efficiency during the annual Spring and Fall tree replacement programs.

To maximize the benefit to the City, multiple options were considered for the purchase of this piece of equipment. The cost of a new grapple truck ranges from approximately \$165,000 to in excess of \$200,000. Used units are difficult to locate, are generally well worn, and are typically \$60,000 or more than the cost of the equipment alone.

The Streets Division has determined the most efficient solution is to repurpose an existing chassis from a garbage truck in the City's fleet, which has been utilized in the past for leaf pickup prior to conversion to MDC Environmental leaf pickup, and convert it into a grapple unit by removing the trash compactor and installing a box and hydraulic knuckle boom log loader. The most significant component of this project is the purchase and installation of the boom loader. The truck has an estimated life expectancy of seven years. At the end of that period, consideration would be given to the repurposing of another truck.

On September 24, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for the purchase of a Hydraulic Knuckle Boom Log Loader to be implemented in the Streets Division fleet. The following is a breakdown of bids received.

Bidder	Make/Model	Price
√ Rick's Equipment, Inc. Iron River, MI	Hood7000 Series Loader	\$35,000.00
V& H Trucks, Inc. Marshfield, WI	Rotobec Elite MT26 Series Loader	\$47,300.00
V& H Trucks, Inc. Marshfield, WI	Prentice 2124 Series Loader	\$48,200.00

√ Indicates the lowest responsible, responsive bidder

Discussion:

The garbage truck, which was utilized for leaf collection, is no longer regularly used since MDC Environmental started disposing of the City's leaves. The 1988 International truck was originally utilized as an aqua truck to clean City sewers, and was recommissioned with a garbage compactor in 1996. Since this unit is large enough to handle the work and is not currently utilized for snow-fighting operations, it is an ideal candidate to be outfitted as a grapple unit.

City staff researched a number of boom loaders to be outfitted on its chassis. With consideration given to the vehicle it would be installed on and how the equipment is to be utilized, the specifications identified a Hood 7000 Series, a Prentice 2124, and a Petersen Industries DL-3 grapple loader, with different manufacturers of equivalent size and capability being acceptable.

Recommendation:

After careful examination, it is the recommendation of the Public Works Department to award the purchase of one (1) Hydraulic Knuckle Boom Log Loader to the lowest responsible, responsive bidder, Rick's Equipment, in the amount of \$35,000.00. Funds have been budgeted for this purchase.

Votes Required to Pass:

Simple Majority



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 a Purchase Agreement between the CITY OF CRYSTAL LAKE and Rick's Equipment for the purchase of one (1) Hydraulic Knuckle Boom Log Loader in the bid amount of \$35,000.00.

DATED this 1st day of October, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: Liquid Anti-Icing & De-Icing Chemicals for Snow Removal Operations

Staff recommendation: Motion to award the bid for the provision of Liquid Anti-Icing & De-Icing Chemicals to the lowest responsive, responsible bidder, SNI Solutions, and adopt a resolution authorizing the City Manager to execute a one-year purchase agreement with SNI Solutions in the submitted bid amount.

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

Background:

On September 23, 2013, the City of Crystal Lake publicly opened and read aloud bids received for a one-year provision of liquid anti-icing and de-icing chemicals to be used in the City's snow-fighting efforts. The City uses Calcium Chloride in conjunction with rock salt to de-ice roads during or after major snow/ice events. In addition, an organic chemical is used as an anti-icing agent that is spread on City streets prior to a snow/ice event to prevent ice from forming. The Public Works Department estimates it will utilize 20,000 gallons of the organic anti-icing chemical and 5,000 gallons of Calcium Chloride for its snow and ice control operations this winter.

The following is a breakdown of the bids received:

Vendor	Organic Chemical Price per gallon	Organic Chemical Specified	Calcium Chloride Price per gallon	Total Price Based on Expected Use
√ SNI Solutions Inc. Geneseo, IL	\$0.90	Biomelt AG 64	\$0.57	\$20,850.00
Industrial Systems Ltd Lakemoor, IL	\$0.945	Thermapoint C Organic	\$0.589	\$21,845.00
Road Solutions Indals, IN	\$1.17	GEO	\$0.76	\$27,200.00

√ Indicates the lowest responsible and responsive bidder

Discussion:

Organic materials are used as anti-icing agents during snow-fighting operations to pre-wet roads, as conditions warrant, to prevent ice from bonding with the pavement. They are also used to pre-wet salt to ensure that it sticks to the roadway and starts the melting process as fast as possible.

Because of the advancements in organic snow-fighting materials over the last several years, calcium chloride use is limited to only extremely cold conditions.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. SNI Solutions has provided the City with these materials in the past. It is staff's recommendation to award the bid to the lowest responsible, responsive bidder, SNI Solutions, to supply the City with anti-icing and de-icing chemicals for the coming winter season.

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 one-year Purchase Agreement between the CITY OF CRYSTAL LAKE and SNI Solutions for the provision of Liquid Anti-Icing & De-Icing Chemicals in the submitted bid amount.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 21

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Fall 2013 & Spring 2014 Parkway Tree Planting Program Bid

Staff Recommendation:

Motion to award the bid for the Fall & Spring Parkway Tree Planting Program to the lowest responsive & responsible bidder, Goodmark Nurseries, and to adopt a resolution authorizing the City Manager to execute a purchase agreement with Goodmark Nurseries, for the Fall 2013 & Spring 2014 Parkway Tree Planting Program in an amount not to exceed \$54,140.00.

Staff Contact:

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

Background:

On Monday, September 23, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for the purchase of trees for the Fall 2013 & Spring 2014 Tree Planting Programs. The successful bidder will supply 506 trees of various species that are 2" in diameter. Trees listed in the specifications include: Emerald Luster Maple, Red Sunset Maple, Norwegian Sunset Maple, Green Spire Little Leaf Linden, Honey Locust, Hackberry, and White Swamp Oak, or equivalents thereof. The fall & spring planting programs have been expanded this year to replace many trees that were removed due to disease and the Emerald Ash Borer. The following is a breakdown of the bids received:

Vendor	Number of Trees Bid (Out of 506 total Trees Specified)	Total Price for 506 Trees Delivered to the Municipal Complex
Goodmark Nurseries, Wonder Lake, IL	506	\$ 54,140.00
Cedar Path Nurseries, Barrington, IL	506	\$ 54,689.00
Mill Creek Nursery, Wadsworth, IL	506	\$ 61,964.20
Wilson Nurseries, Hampshire, IL	506	\$ 69,065.00
*Spring Grove Nursery, Inc. Mazon, IL	504	\$58,925.28

*Fox Ridge Nursery, Harvard, IL	435	\$ 54,193.75
*Schichtels Nursery, Springville, NY	302	\$ 39,976.00
*Arthur Weiler, Zion, IL	174	\$ 22,510.00
*St. Aubin Nursery, Kirkland, IL	171	\$ 22,093.00

√ Indicates the lowest responsive & responsible bidder

*Indicates incomplete bid

Discussion:

Prior to each planting season, the City's arborist travels to the nursery to inspect the stock and select the trees to be delivered. The arborist is looking for trees with a strong central leader trunk. Trees with a damaged, cut, or crooked leader, abrasion of the bark, sunscald, disfiguring knots, insect damage, mold, prematurely opened buds, or cuts of limbs over 3/4 inch diameter that are not completely callused are rejected.

The Streets Division anticipates an approximate equal distribution of the 506 trees to be planted between the fall and spring planting seasons. Bidders noted above who did not submit complete bids did not provide bids for each variety of tree, and did not submit alternates for the trees that were not bid.

Recommendation:

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The City has purchased trees from Goodmark Nurseries in the past with excellent results, and has visited their site to review their current stock. It is staff's recommendation to award the bid for the purchase of trees for the Fall 2013 & Spring 2014 Tree Planting Program to the lowest responsive and responsible bidder, Goodmark Nurseries in the amount of \$54,140.00.

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 Purchase Agreement between the CITY OF CRYSTAL LAKE and Goodmark Nurseries for the Fall 2013 & Spring 2014 Tree Planting Program in the submitted bid amount.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Pathway Court Parking Ordinance.

Staff Recommendation:

Motion to adopt an ordinance allowing parking on the east side of Pathway Court between Teckler Boulevard and 500 feet north of the Teckler Boulevard intersection on Sundays between 9:00 a.m. and 1:00 p.m., until such time that either 1) an overflow parking lot is constructed on-site; or 2) the adjacent parcels on Pathway Court are developed.

Staff Contact:

Erik Morimoto, Director of Engineering and Building
James Black, Chief of Police

Background:

The Crystal Lake Police Department received a request from representatives of Immanuel Lutheran Church to consider allowing on-street parking along Pathway Court on the east side of the street for a few hours on Sundays. This request was forwarded to the City's Traffic Safety Committee for analysis and consideration by representatives from the Engineering and Building, Fire Rescue, Planning and Economic Development, Police, and Public Works Departments.

Current Conditions: Pathway Court currently has no parking on both sides posted per the original roadway construction plans approved with the subdivision. It should also be noted that fire hydrants are located at various intervals along the west side of Pathway Court.

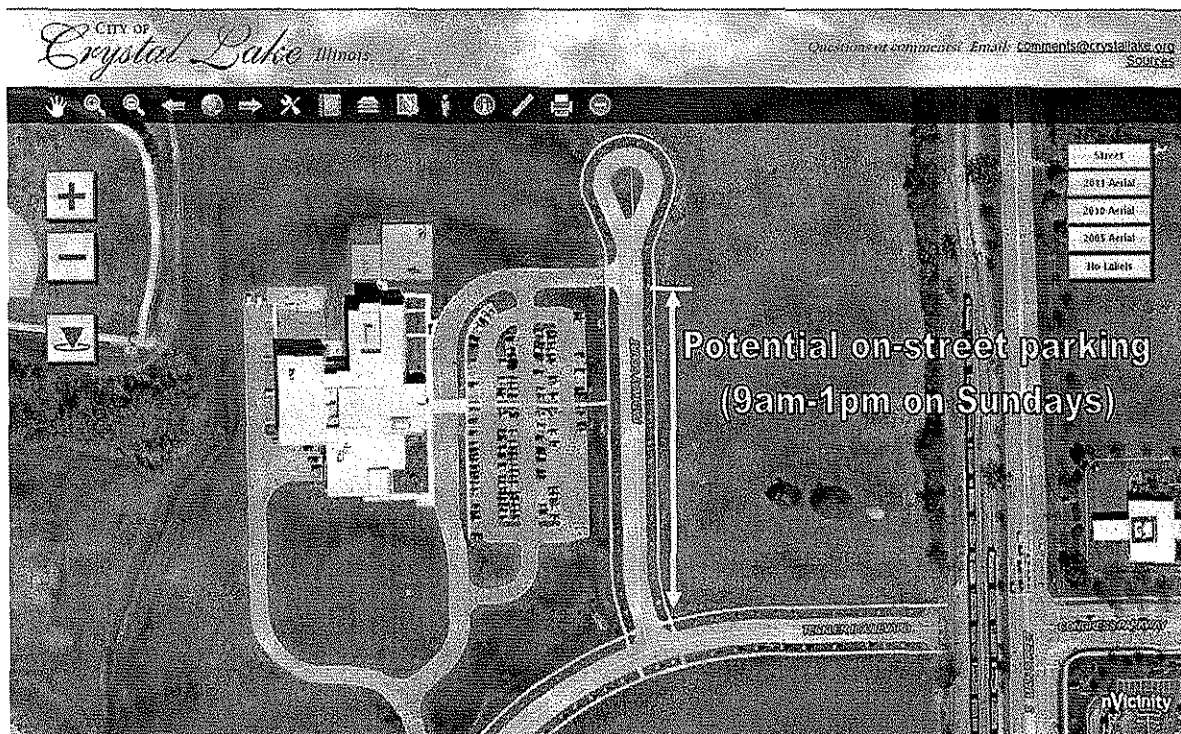
Reasons for Request: The request by Immanuel Lutheran Church was made due to their concern that they have insufficient off-street parking during the transition period between their three Sunday morning worship services (8:00 a.m., 9:30 a.m., and 11:00 a.m.) and the 9:30 am Sunday School/Adult Education. The third Sunday worship service was added beginning September 1, 2013. While there appears to be sufficient off-street parking for each of their worship services and Sunday school activities, the short overlap between the different arrival and departure times for the different services is causing a parking shortage.

The church has indicated that they would be able to construct additional off-street parking to meet their needs once they sell the other lots in the subdivision.

Traffic Safety Committee Recommendation: As this request is being made due to the lack of available on-site parking, which property owners are required to provide per the Unified Development Ordinance, and there are currently not any other users of Pathway Court besides Immanuel Lutheran Church, this request could be considered with the following conditions:

1. On-street parking could be considered for the east side of Pathway Court on Sundays between the hours of 9:00 a.m. and 1:00 p.m.; and
2. Parking restrictions would remain in effect for the west side of Pathway Court, in the cul-de-sac, and opposite the church's driveway entrance to ensure emergency vehicle access; and
3. Use of the public street to satisfy private parking requirements should only be permitted until such time that either the adjacent parcels along Pathway Court are developed or an on-site overflow parking lot is constructed.

These conditions were discussed with the church and they indicated they were acceptable.



Votes Required to Pass:

Simple Majority of City Council Present

DRAFT



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: That it shall be lawful for any motor vehicle to park on the east side of Pathway Court from Teckler Boulevard to 500 feet north of the Teckler Boulevard intersection between the hours of 9:30 a.m. and 1:00 p.m. on Sundays.

SECTION II: That it shall be unlawful for any motor vehicle to park on the west side of Pathway Court, and along the cul-de-sac at any time.

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

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

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

DRAFT

DATED at Crystal Lake, Illinois, this first day of October, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
MAYOR

SEAL

ATTEST:

CITY CLERK

PASSED: October 1, 2013

APPROVED: October 1, 2013

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



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: October 1, 2013

Item: North Central Narcotics Task Force Fiduciary Agreement

Staff Recommendation: Motion to adopt a resolution authorizing the Chief of Police to execute a Fiduciary Agency Agreement with the North Central Narcotics Task Force.

Staff Contact: James R. Black, Chief of Police

Background:

Through an intergovernmental agreement in 2005, the Crystal Lake Police Department joined the North Central Narcotics Task Force (NCNTF). As a founding member of this NCNTF, our Department participates with other police agencies in Kane, DeKalb and McHenry Counties. This multi-jurisdictional task force engages in undercover drug enforcement operations and strives to reduce drug-related activity within our region. In 2012, the City renewed our commitment with this Task Force.

NCNFT is currently completing a fiduciary agreement allowing the City of St. Charles to provide accounting and bookkeeping services on their behalf. The attached agreement will allow the fiduciary agent of the NCNTF to disperse monies in accordance with the agreement.

Votes Required to Pass:

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the Chief of Police is hereby authorized and directed to execute a Fiduciary Agent Agreement with the North Central Narcotics Task Force.

DATED this 1st day of October, 2013

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: October 1, 2013

APPROVED: October 1, 2013



Agenda Item No: 24

**City Council
Agenda Supplement**

Meeting Date:

October 1, 2013

Item:

Landing of Hot Air Balloons

Staff Recommendation:

Motion to adopt an Ordinance approving a variation of Chapter 150 of the City Code to allow for the landing of a tethered hot air balloon to be conducted by Corporate Balloons & Promotions, Ltd. for an event sponsored by Mortgage Capital Group, Inc. for one day in June 2014 at either Veteran's Acres or 380 N. Terra Cotta Avenue.

Staff Contact:

George J. Koczvara, Deputy City Manager

Background:

Currently, Chapter 150 of the City Code prohibits the landing of aircraft, including hot air balloons, within the City limits of the City of Crystal Lake. Mortgage Capital Group, Inc. is contemplating hosting an event for one day in June 2014 and would like to offer tethered hot air balloon rides. The company that will be performing the hot air balloon rides for this event is Corporate Balloons & Promotions, Ltd. Corporate Balloons & Promotions, Ltd. has performed over 5,000 hot air balloon flights. Also, Corporate Balloons & Promotions, Ltd. was approved by the City Council to offer tethered hot air balloon rides during Crystal Lake's Centennial Kick-Off Festival.

At the August 20, 2013 City Council meeting, the City Council approved a similar request for Mortgage Capital Group for an event to be held in September 2013. Due to scheduling conflicts, this event was not held. Mortgage Capital Group still would like to host a one-day event in June 2014 at either Veteran's Acres or 380 N. Terra Cotta Avenue.

Recommendation:

It is staff's recommendation to approve a variation to Chapter 150 of the City Code to allow for the landing of a tethered hot air balloon conducted by Corporate Balloons & Promotions, Ltd. for an event sponsored by Mortgage Capital Group, Inc. for one day in June 2014.

Votes Required to Pass:

Simple majority vote of the City Council.



DRAFT

**ORDINANCE APPROVING A VARIATION TO 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 150 of the City Code be hereby amended to allow for the landing of a tethered hot air balloon to be conducted by Corporate Balloons & Promotions, Ltd. for an event sponsored by Mortgage Capital Group, Inc. for one day in June 2014 at either Veteran's Acres or 380 N. Terra Cotta Avenue.

DATED at Crystal Lake, Illinois, this 1st day of October, 2013.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: October 1, 2013

APPROVED: October 1, 2013

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