



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
February 17, 2015
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – February 3, 2015 Regular City Council Meeting**
5. **Accounts Payable**
6. **Public Presentation**
The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the city staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against city staff or elected officials are not permitted.
7. **Mayor's Report**
8. **City Council Reports**
9. **Consent Agenda**
 - a. **St. Elizabeth Ann Seton Church – Temporary Use Permit request for Friday Night Fish Fry Special Promotion – Friday evenings from February 27, 2015 through March 27, 2015.**
 - b. **Raue Center For the Arts - Bob Blazier Walk/Run for the Arts – Sunday, May 3, 2015 - Temporary Use Permit request for closure of Williams Street, vendor/activity tents and waiver of application fee.**
 - c. **Crystal Lake Rowing Club – Waiver of Boat Sticker requirements and street closure request for Saturday, May 2, 2015.**
10. **Kiwanis Santa Run for Kids – Sunday, December 6, 2015 - Temporary Use Permit request for closure of Williams Street, vendor/activity and waiver of application fee and Police Officers' fees.**
11. **New Retailer Job Creation and Investment Matching Grant Application Request for Fresh Thyme Farmer's Market including waiver of building permit fees as part of the Targeted Development Zone.**
12. **ICON, 664 Country Club Road – Variations from the minimum front yard setback requirements to allow a 4-foot encroachment for a covered front porch on new construction.**

13. **M'Lady Nissan, 5625 Northwest Highway – Temporary Use Permit request for the temporary storage of vehicles.**
14. **Temporary Use Permit requests for Car Dealership 2015 Special Promotions.**
15. **City of Crystal Lake – Brink Street Parking Lot – Variations for Parking Lot improvements.**
16. **Resolution authorizing a two-year Agreement for Police Officer Firearms Training**
17. **Council Inquiries and Requests**
18. **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.**
19. **Reconvene to Regular Session.**
20. **Adjourn.**

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



Agenda Item No: 9a

**City Council
Agenda Supplement**

Meeting Date:

February 17, 2015

Item:

St. Elizabeth Ann Seton Church Temporary Use Permit request for a Friday night fish fry Special Promotion.

Recommendation:

Motion to approve the issuance of the Temporary Use Permit for St. Elizabeth Ann Seton Church, pursuant to the recommendations listed below, and waiver of the Temporary Use Permit application fee.

Staff Contact:

James Richter II, Planning and Economic Development Manager

Background: For the past several years, St. Elizabeth Ann Seton Church has hosted a Friday night fish fry during Lent as a fundraiser for their Youth Group. A Temporary Use Permit is required for this event.

The UDO allows Special Promotions for a period of not more than three days in a calendar month. The Ordinance states that only four special promotions by the same business shall be approved by the City Council within a calendar year on the same property. This would be the first request by St. Elizabeth Ann Seton Church for a Special Promotion activity this year.

The UDO allows temporary signs to be displayed for periods not exceeding 39 days, four (4) times per calendar year. The applicants have requested that the sign be displayed for 36 days (from February 20, 2015 to March 29, 2015). The UDO also states that a temporary sign is not to exceed 16 sq. ft. The applicants are proposing a sign that is double-sided and approximately 12' wide by 4' tall, or 48 sq. ft. per side. The requested sign is the sign they used in previous years and it will also be placed in the same location.

The applicant is requesting a waiver from the \$40.00 Temporary Use Permit application fee since this is a fundraiser for the Youth Group.

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

1. The Temporary Use Permit shall be valid per the attached site plan for the Friday evenings between February 27, 2015 and March 27, 2015 from 2:00 p.m. until 9:00 p.m.
2. Any requests for additional signage shall be made to the Building Division.

- A. The 4' by 12' double-sided sign shall be allowed per the sketch provided. The sign shall be located at least 50' from the intersection of Dartmoor Drive and McHenry Avenue and at least 10' from the property line.
- B. The sign shall be allowed to be displayed from February 20, 2015 to March 29, 2015.
- 3. Comply with the requirements of the 2005 National Electrical Code.
- 4. Comply with all requirements and conditions of the 2006 International Fire Code and Fire Prevention Review as well as the conditions listed in the application.
- 5. The no parking fire lane restrictions shall be observed along the driveway. The entrance and exit doorways to the building cannot be blocked.
- 6. Ensure the proposed sign location is not within a Municipal Utility Easement or blocking the line of sight of vehicles entering onto McHenry Avenue from Dartmoor Drive.
- 7. McHenry County Health Department approval shall be obtained prior to the event.
- 8. A site inspection by the Fire Prevention Bureau is required prior to the first fish fry, when the temporary structures are erected and equipment is set up.

The applicant has been made aware of these recommended conditions and advised to attend the February 17, 2015 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date:

February 17, 2015

Item:

Raue Center Bob Blazier Walk/Run for the Arts Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Raue Center Bob Blazier Walk/Run for the Arts pursuant to the recommendations below and waiver of the Temporary Use Permit application fee.

Staff Contact:

James Richter II, Planning & Economic Development Manager

Background: Again this year, the Raue Center is requesting a Temporary Use Permit for the Bob Blazier Walk/Run on Sunday, May 3, 2015. This request has been approved for several years, which includes the temporary closure of Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Raue Center, they are requesting that the Temporary Use Permit fee (\$40.00) be waived, which has been approved for several years. It has been determined that this event will require one (1) supervisor and nine(9) officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The cost for 1 supervisor and 9 officers for a 2 hour detail would be a maximum of \$1,300.54.

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

1. The Temporary Use Permit shall be valid on Sunday, May 3, 2015.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage may be required throughout the 5K and 1-mile race course. The petitioner shall meet

- with the City's Police, Community Development, and Public Works Departments to discuss signage needed.
5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
 6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
 7. The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
 8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
 9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
 10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
 11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
 12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
 13. Streets are not to be marked with paint or any permanent materials.
 14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on April 30 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
 15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
 16. The occupancy limit for the Raue Center shall not be exceeded during the award ceremony.
 17. Please contact the Fire Rescue Department by April 1, 2014 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
 18. This event will require one (1) supervisor and nine (9) officers and a minimum of five (5) volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by April 1, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc.
 19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
 20. All trash shall be picked up along the race route, as well as in the downtown area.
 21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.
 22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.

23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the February 17, 2015, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9c

**City Council
Agenda Supplement**

Meeting Date:

February 17, 2015

Item:

Crystal Lake Rowing Club Waiver of Boat Sticker Requirements and Street Closure Request

Staff Recommendation:

City Council Discretion

1. Motion to waive boat sticker requirements for rowing shells and regatta motorboats for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 2, 2015 and other scrimmages/races on dates approved by the Park District.
2. Motion to approve the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 2, 2015.

Staff Contact:

James Richter II, Planning and Economic Development Manager

Background:

The Crystal Lake Rowing Club is requesting a waiver of boat sticker requirements for rowing shells and regatta motorboats used by visiting rowing clubs during the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 2, 2015, as well as other scrimmages/races on dates approved by the Park District. The City Council approved a similar request last year.

Additionally, the Crystal Lake Rowing Club must receive approval from the Crystal Lake Park District and Village of Lakewood for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta. The Crystal Lake Rowing Club will provide letters to the City confirming these approvals.

The Crystal Lake Rowing Club is not requesting a change to wake/no-wake restrictions, as the event is scheduled prior to when such restrictions are in effect (Memorial Day weekend through Labor Day weekend).

In addition, the Crystal Lake Rowing Club is requesting the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue from 6:00 a.m. to 6:00 p.m. for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 2, 2015. This will allow clubs to leave their trailers near the beach to unload and load boats as necessary during the event. The request is being made based on past years when this portion of Lake Shore Drive was used to unload and load boat trailers, as it was too wet to bring the boat trailers into Main Beach. The City Council approved a similar request last year.

Also, the Crystal Lake Rowing Club has asked that an ambulance from the Crystal Lake Fire Rescue Department be on standby for the Greater Chicago Area Junior Rowing Championships Regatta on Saturday, May 2, 2015. The ambulance will not be dedicated to the event. The ambulance will be responsible for answering other emergency calls. The Crystal Lake Fire Rescue Department has found this would be acceptable. This request was approved for last year's regatta.

City staff has reviewed the petitioner's request and does not have concerns regarding the waiver of the boat sticker requirements, providing the following conditions are met:

1. The Crystal Lake Rowing Club shall provide the City with letters from the Crystal Lake Park District and the Village of Lakewood indicating their approval for the hosting of the Greater Chicago Area Junior Rowing Championships Regatta.
2. City-owned barricades must be used to block off the street closure sections. Barricades shall be placed to allow access to existing crosswalks. The petitioner must complete and submit a Barricade Borrowing Application.
3. The petitioner must send a notice to all affected property owners along Lake Shore Drive.
4. 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.
5. Local traffic access to Lake Shore Drive 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 applicant 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. The Crystal Lake Rowing Club will coordinate with the Crystal Lake Fire Rescue Department regarding the standby ambulance request at the Greater Chicago Area Junior Rowing Championships Regatta.
9. If tents or canopies will be used, the petitioner shall contact the Fire Rescue Department for further review.

10. Any additional permits or requests for signage shall be made through the Community Development Department.
11. Access for fire apparatus to launch rescue boats at the Main Beach boat launch must be maintained in the event of an emergency.
12. The Crystal Lake Rowing Club will provide two safety boats.
13. Access to the overflow parking area should be made from Country Club Road, not Lakeshore Drive.
14. In the case of inclement weather, an alternate date may be approved by the City Manager.

Attached for your information is the letter from the Crystal Lake Rowing Club requesting the waiver of the boat sticker requirements for the Greater Chicago Area Junior Rowing Championships Regatta, as well as other scrimmages/races on dates approved by the Park District, and the closure of Lake Shore Drive between the Main Beach boat ramp entrance and Dole Avenue for the Greater Chicago Area Junior Rowing Championships Regatta to be held on Saturday, May 2, 2015.

The applicant has been made aware of these recommended conditions and advised to attend the February 17, 2015 City Council meeting.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

February 17, 2015

Item:

Kiwanis Santa Run for Kids Temporary Use Permit request to allow temporary closure of Williams Street and vendor/activity tents.

Recommendation:

Motion to approve issuance of the Temporary Use Permit for the Kiwanis Santa Run for Kids pursuant to the recommendations below, and waiver of the Temporary Use Permit application fee and Police Officers' fees.

Staff Contact:

James Richter II, Planning & Economic Development Manager

Background: The Crystal Lake Kiwanis Club is requesting a Temporary Use Permit for the Kiwanis Santa Run for Kids on Sunday, December 6, 2015. This request is using the same layout as the Raue Center's Bob Blaizer Run for the Arts that has received approval for several years, including the request to close Williams Street between Woodstock Street and Crystal Lake Avenue to vehicle traffic from 6:00 a.m. to noon.

The applicant is working with the City to meet all the Code requirements to make this a safe event to be enjoyed by all in attendance.

Since this is a fundraiser for the Kiwanis, they are requesting that the Temporary Use Permit fee (\$40.00) be waived, which has been approved for the past several years. The Kiwanis is asking that the City provide Police Officers for the event at no charge. It has been determined that this event will require one (1) supervisor and nine(9) officers to be located at various intersections throughout the route. Also for the safety of the participants a lead vehicle and trail car will also be required. The cost for 1 supervisor and 9 officers for a 2 hour detail would be a maximum of \$1,300.54.

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

1. The Temporary Use Permit shall be valid on Sunday, December 6, 2015.
2. No items shall be located on the sidewalks.
3. Parking should be restricted along the east side of Grant Street and south side of Woodstock Street in addition to the closed portion of Williams Street.
4. Signs indicating the road closure to be posted a minimum of 24 hours prior to the event and in the locations designated by the Police Department. Traffic control and signage

may be required throughout the 5K and 1-mile race course. The petitioner shall meet with the City's Police, Community Development, and Public Works Departments to discuss signage needed.

5. Organizers are to contact the Police Department for official "No Parking" signs. The "No Parking" signs are not to be posted on telephone poles and are to be removed immediately after the race.
6. Barricades borrowed from the City of Crystal Lake must be returned to City Hall on the first working day after the event.
7. The barricades on Brink Street shall be placed near the alley entrances, instead of the Williams Street intersection, to avoid cars getting trapped at the closure points with no room to turn around. Also place barricades or cones on the south end of Williams Street to help delineate the limits of the temporary vehicle restriction for pedestrians/event visitors.
8. Add cones or other physical separation for the temporary "runners lane" in the southern bay of parking on Woodstock Street between Grant and Williams.
9. All directly affected businesses and residents on North Williams Street shall be notified in advance of the road closure.
10. An insurance and hold harmless agreement needs to be provided to the City of Crystal Lake.
11. Streets along the race route will not be closed. There are several churches in the neighborhoods the 5K race passes through. Work with the Police Department as to positioning of volunteers, as well as the number of officers required for this event.
12. Runners should be reminded that they are obligated to follow all laws related to pedestrians in the roadway.
13. Streets are not to be marked with paint or any permanent materials.
14. The site shall be inspected the morning of the festival for compliance with canopy spacing (if applicable) and electrical connections. A site visit on November 24 is recommended to address any problems prior to race day, including but not limited to spacing of the canopies/tents, positioning of the garbage cans, etc.
15. An access lane greater than 13 feet is required for access to Williams Street by aerial ladder.
16. Should the Raue Center be used for the award ceremony, the occupancy limit shall not be exceeded during the award ceremony.
17. Please contact the Fire Rescue Department by November 2, 2015 to arrange for ambulance coverage from 7:00 a.m. to 11:00 a.m.
18. This event will require one (1) supervisor and nine (9) officers and a minimum of five (5) volunteers to direct traffic and race participants throughout City streets. If no volunteers are willing and/or able to participate, the additional locations will need to be covered by officers. Volunteers must wear traffic safety vests, and have the ability to communicate via radio or cellular telephone with organizers and police in the event of an emergency. Please contact the Police Department by November 2, 2015 to determine/arrange for police officers for traffic control, lead vehicle, etc. Unless waived by the Council, the applicant shall be responsible for paying for the officers.
19. Ensure that the lead and follow vehicles do not block traffic. The lead vehicle and trail car are required to be police squads to ensure the safety of the participants.
20. All trash shall be picked up along the race route, as well as in the downtown area.
21. The use of the downtown lighting system to provide electrical power for the sound system is prohibited.

22. A temporary sign permit shall be obtained from the Building Division for any signage/banners.
23. No smoking, as well as cooking or open flames shall be permitted under the canopies/tents.

The applicant has been made aware of these recommended conditions and will be attending the February 17, 2015, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date: February 17, 2015

Item: New Retailer Job Creation and Investment Program Matching Grant application request #2014-23-06 for Fresh Thyme Farmers Market, at 5340 Northwest Highway, to request \$10,000 in matching grant funds, as well as a 100% waiver of the building permit fees as part of the Targeted Development Zone.

Bethany Westerman, Fresh Thyme Farmers Market

Recommendations:

City Council's discretion:

1. Motion to approve the Grant Agreement with Fresh Thyme Farmers Market, and to award \$10,000 in grant funding for the new retail business's furniture, fixtures and equipment and employees and a 100% waiver of the building permit and inspection fees.
2. Motion to approve the Grant Agreement with Fresh Thyme Farmers Market to award \$10,000 in grant funding for the new retail business's furniture, fixtures and equipment and employees, and declining the applicant's request for a full waiver of the building permit and inspection fees.
3. Motion to deny the grant application request.

Staff Contact: James Richter II, Planning and Economic Development Manager

Background:

- On November 1, 2011, the City Council approved the Retailer and Manufacturer Job Creation and Investment Programs, which provide grant funding to new and existing retailers who occupy vacant space and hire new full-time or part-time employees and/or install eligible furniture, fixtures, and equipment.
- In March of 2013, several changes were made to the grant program. The New Retailer Job Creation and Investment Program allows for grant funds to be disbursed to new businesses that purchase furniture, fixtures, and equipment, and hire new full-time and part-time employees.

Key Factors:

FRESH THYME FARMERS MARKET (5340 Northwest Highway – Dominick’s space)

Matching Grant

Fresh Thyme is a full service grocery store specializing in fresh, healthy and affordable food choices. They also have a craft brew section. Fresh Thyme is investing \$4.3 million in the redevelopment of the portion of the old Dominick’s space at 5340 Northwest Highway. They plan to spend \$1,950,000 on new furniture, fixtures, and equipment (FFE). In addition, they plan to hire 60-70 full time and 20-30 part-time employees. In accordance with the matching grant program guidelines, Fresh Thyme Farmers Market is eligible for a \$10,000 grant award.

Targeted Development Zone Fee Waiver

In order to stimulate the development and redevelopment of these highly visible corridors, Route 14, Route 31 and Route 176 in Crystal Lake have been designated as Targeted Development Zones. Properties within the Route 14, Route 31 and Route 176 corridors are entitled to a waiver of 50% of all associated City review, permit and inspection fees for any commercial improvement valued at \$250,000 or greater. Properties on the periphery of these corridors may qualify for the fee waiver by consent of the City Council.

Fresh Thyme Farmers Market will exceed the \$250,000 minimum threshold for investments to improve the center portion of the Dominick’s space. They anticipate spending \$2.4 million on tenant improvements, which would generate approximately \$11,000 in total permit and inspection fees. Fresh Thyme is requesting that 100% of these fees be waived. If the Council does not approve the full waiver of fees, Fresh Thyme will still be entitled to a 50% reduction.

In order to objectively analyze the applications for funding, eligibility criteria have been established in the Ordinance approving this program. The list below outlines the evaluation of the applicant’s request in relation to our eligibility criteria:

1. The program is open to any new sales-tax generating business that will occupy vacant retail space or a building or that will construct a new building for its business.
 Meets *Does not meet*

2. Applicant must meet a minimum annual taxable sales threshold of at least \$100,000.
 Meets *Does not meet*

3. Applicant’s business must provide a stocked retail showroom for retail products.
 Meets *Does not meet*

4. Applicant must provide written proof of employment recruitment and of FFE costs.
 Meets *Does not meet*

5. Applicant must file an application for grant funding prior to commencing improvements.
 Meets *Does not meet*

6. Grant recipient may re-apply after 5 years from the date of recipient’s previous award.
 Meets *Does not meet*

7. Eligible FFE includes, but is not limited to, shelving, racks, tables, chairs, furniture, point-of-sale systems, fixed computer equipment used in business operation, televisions located in dining rooms or showrooms, office furniture and appliances.

Meets *Does not meet*

The applicant’s request has been evaluated based on the above eligibility criteria and their planned purchase of FFE and the new employees. The current application would meet 7 of the 7 eligibility criteria.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the grant funding requests. For the 2014-2015 Fiscal Year, there is \$80,000 budgeted for reimbursements to awarded recipients. The job creation and investment programs share the same funding source (\$80,000).

file #	Applicant Name / Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved
2013-17-09	1776 Restaurant	397 W. Virginia St.		\$5,000.00		\$5,000.00	\$5,000.00
2013-17-10	Which Wich	5899 NW Hwy	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-01	Xtreme Nutrition	6312 Nw Hwy, 220	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-02	Bioenergy Technology	340 Commerce #B	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-03	Mooyah - Crystal Lake, LLC	6500 NW Hwy	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-04	TC Industries	520 Dartmoor Dr.			\$10,000.00	\$10,000.00	\$10,000.00
2014-23-05	Green Sprouts	37 N. Williams	\$10,000.00			\$10,000.00	\$10,000.00
2014-23-06	Fresh Thyme	5340 NwHwy	\$10,000.00			\$10,000.00	
	Totals		\$60,000.00	\$5,000.00	\$10,000.00	\$75,000.00	\$65,000.00

Votes Required to Pass: A simple majority vote.

DRAFT



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is hereby authorized and directed to execute an agreement with Fresh Thyme Farmers Market, for a Retailer Job Creation & Investment Matching Grant in an amount not to exceed \$10,000 as well as the waiver of the permit fees.

DATED this ____ day of _____, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED:
APPROVED:



Agenda Item No: 12

**City Council
Agenda Supplement**

- Meeting Date:** February 17, 2015
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
ICON – 664 Country Club Road
- Request:** Variation from Articles 3-200 and 3-300(B)(3) from the minimum front yard setback requirements to allow a 4-foot encroachment for a covered front porch on new construction.
- Petitioner:** Todd Schmidt, petitioner
- PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the variation from the required 51-foot front yard setback at 664 Country Club Road.
- Staff Contact:** James Richter II, Planning and Economic Development Manager
-

Background:

- **Existing Use:** The property is currently vacant. There is a sanitary sewer main running through the west side of the property, requiring a 20-foot municipal utility easement, which pushes the building pad eastward.
- **Background:** Lots 47 and 48 were previously occupied with one single family dwelling. The dwelling was demolished and both lots are conforming zoning lots and may be built on separately. Lot 47 is constricted by the sanitary sewer main and therefore the petitioner is requesting a variation.

Key Factors:

- **Request:** The petitioner is requesting a variation from the minimum front yard setback requirement.
- **UDO Standard:** The R-1 Single Family Residential zoning district requires a front yard setback that is the average existing setback of the dwellings on the two closest lots for established neighborhoods or 30 feet, whichever is greater. The front yard setback has been calculated at 51 feet.

PZC Highlights:

- The PZC discussed the limited buildable area on the lot created by the Municipal Utility Easement.
- The PZC agreed that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Schmidt, received 01/19/15)
 - B. Site Plan (Sengstock Architects, dated 06/19/14, received 01/14/15)
 - C. Floor Plans (Sengstock Architects, dated 06/19/14, received 01/14/15)
2. The petitioner will work with City staff to dedicate a 20-foot municipal utility easement around the sanitary sewer main.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department and Fire Rescue Department.

Votes Required to Pass:

A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING A VARIATION
AT 664 COUNTRY CLUB ROAD

WHEREAS, pursuant to the terms of the Application (File #2015-07) before the Crystal Lake Planning and Zoning Commission, the Applicant has requested the granting of a Simplified Residential Variation from Articles 3-200 and 3-300(B)(3) from the minimum front yard setback requirements to allow a 4-foot encroachment for a covered front porch on new construction; 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 Articles 3-200 and 3-300(B)(3) from the minimum front yard setback requirements to allow a 4-foot encroachment for a covered front porch on new construction

at the property at 664 Country Club Road (19-06-379-012), 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 (Schmidt, received 01/19/15)
 - B. Site Plan (Sengstock Architects, dated 06/19/14, received 01/14/15)
 - C. Floor Plans (Sengstock Architects, dated 06/19/14, received 01/14/15)
2. The petitioner will work with City Staff to dedicate a 20-foot municipal utility easement around the sanitary sewer main.
3. The petitioner shall address all of the review comments and requirements of the Community Development Department and Fire Rescue Department.

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,

approval and publication as provide by law.

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

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: February 17, 2015

Item: M'Lady Nissan Temporary Use Permit request for the temporary storage of vehicles.

Recommendation: Motion to approve the Temporary Use Permit for M'Lady Nissan for temporary storage of vehicles located at 5625 Northwest Highway pursuant to the recommendations listed below.

Staff Contact: James Richter II, Planning and Economic Development Manager

Background: M'Lady Nissan is requesting a Temporary Use Permit for the Garden Fresh Market property in the Crystal Court Shopping Center for temporary storage of vehicles at 5625 Northwest Highway. The applicant is requesting that this Temporary Use Permit be valid from February 15, 2015 through April 15, 2015.

M'Lady Nissan has indicated that they are in need of additional vehicle storage area for inventory. The plan is to utilize the subject parking lot close to the dealership to address the inventory storage issue, temporarily.

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

1. The Temporary Use Permit shall be valid from February 15, 2015 through April 15, 2015.
2. Provide a 20-foot access for emergency vehicles.
3. For the duration of the Temporary Use Permit, only storage of inventory vehicles will occur at this site.

The applicant has been made aware of these recommended conditions and advised to attend the February 17, 2015, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

February 17, 2015

Item:

Car Dealerships Temporary Use Permit requests for 2015 Special Promotions.

Recommendation:

Motion to approve the Temporary Use Permits for the 2015 Car Dealership Special Promotions pursuant to the recommendations below.

Staff Contact:

James Richter II, Planning & Economic Development Manager

Background: For the past several years, Staff has worked with auto dealerships to obtain an annual Temporary Use Permit for all of the dealerships' special advertising needs. This allows car dealerships to hold promotions within the time-frames required by the manufacturers without the need for seeking individual Temporary Use Permit approval. Also, this conserves City resources by allowing all promotions to be reviewed simultaneously through a single review. Again this year, staff has contacted all of the car dealerships within the City limits and is presenting their requests to the City Council simultaneously. Attached please find the application and promotional information for: Anderson Motors, 360 N. Route 31; Anderson VW, 5213 Northwest Highway; Brilliance Honda, 680 Terra Cotta Avenue; Courtesy Buick GMC, 6305 Northwest Highway; Martin Chevrolet, 5220 Northwest Highway; M'Lady Nissan, 5656 Northwest Highway; and Pauly Toyota, 1035 S. Route 31.

Auto manufacturers require their dealers to hold various promotional events during the year as part of the manufacturer's overall advertising program. These promotional events are inconsistently timed throughout the year and given to the dealers with little or no advance notice. The challenge for the auto dealers occurs when they are sent the promotional materials, banners, and program requirements and given very short notice to begin advertising for the promotions. The promotional events can last as few as five days and, therefore, by the time the temporary use permit and signage permits are applied for and obtained, the promotion is already over.

Staff has worked with our dealers to draft promotional schedules that allow the dealerships the flexibility to commence promotions throughout the year as needed, without being required to return to the City for individual approvals for each promotion. The petitioners are each requesting approvals that are in accordance with their manufacturer's advertising program for the year 2015.

The proposed schedule and the details for each of the events, including event length, and promotional items (banners and tents), are listed on the attached schedule. This will also eliminate the need for limited duration sign permits.

If the requests are approved, the following conditions are recommended:

1. The Temporary Use Permits shall be valid during the 2015 calendar year.
2. The installation of a tent requires an inspection prior to occupancy by the Fire Prevention Bureau. The additional conditions for the tents are:
 - A. All tents must be labeled fire retardant and anchored properly.
 - B. At least one fire extinguisher must be under the tent.
 - C. No automobiles will be allowed under the tent with the batteries connected.
 - D. Fuel levels must be less than ¼ tank or not more than 5 gallons, whichever is less.
 - E. Fuel tank openings must be secured to prevent the escape of vapors.
 - F. Provide a 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site. The tents may need to be adjusted.
 - G. The tent placement on the provided plan will require a 12-foot separation from other tents, canopies, and the parking of cars.
 - H. All tents/canopies shall be anchored using stakes, sand, or concrete blocks.
3. Banners should be positioned so as not to prohibit sight lines. They shall be a minimum of 10 feet from the property line/sidewalk at intersections.
4. On-site traffic flow must be maintained around the building, Fire Rescue Department connection, and the event site (minimum of 20 feet).
5. A meeting with the Fire Prevention Bureau shall be scheduled at least one week prior to the first time of setting up tents to review the placement of the canopy/tent.
6. If there will be any food vendors, they will require approval from the McHenry County Health Department.
7. All electrical connections and lighting shall comply with the 2005 National Electric Code.
8. On-site traffic flow must be maintained. Adjust employee parking as necessary to accommodate customer parking.
9. Permits for limited duration signs approved within this Temporary Use Permit does not require separate sign permits.
10. Temporary vehicle display on non-approved surfaces (e.g. grass) shall be located on private property, not within City or State rights-of-way.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 15

**City Council
Agenda Supplement**

-
- Meeting Date:** February 17, 2015
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
City of Crystal Lake – Brink Street Parking Lot
- Request:** Variations from:
A. The required 20-foot parking lot setback along a roadway to allow setbacks of 6 feet along Brink Street and 5 feet along Grant Street. Article 4-200(E)
B. The required 24-foot parking lot aisle to allow 22-foot parking lot aisles; and from the requirement of 19 feet in length to allow 18-foot long spaces. Article 4-200(H)
C. The parking lot landscaping requirements Article 4-400(F):
1) to provide landscape parking islands every 10 parking spaces in a row to allow the absence of two interior parking lot islands along the north and south perimeters,
2) the required 10-foot wide perimeter landscaping abutting rights-of-way to allow 5-foot wide perimeter landscaping areas,
3) the required 8-foot wide perimeter landscaping area not abutting a right-of-way to allow a 2-foot wide landscaping area, and
4) the requirement to provide a continuous visual screen abutting rights-of-way and not abutting rights-of-ways to allow no continuous screening.
- Petitioner:** City of Crystal Lake, petitioner
- PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the variations from the required parking lot setback, dimensional standards, and the parking lot landscaping requirements at the Brink Street Parking Lot.
- Staff Contacts:** Abby Wilgreen, City Engineer
James Richter II, Planning and Economic Development Manager
-

Background:

- Existing Use: The property is improved with a 4-hour parking lot with 75 parking spaces.

- Background: The parking lot at the corner of Brink Street and Grant Street is in disrepair. The City would like to repave the lot and at the same time is proposing reconfiguration of the lot to maximize the parking availability. The existing parking lot does not meet the 20-foot setback requirement or the landscaping requirements.
 - The design plans for this project were approved in the current year budget. The City Council reviewed and approved the consultant selection for the design work at the October 7, 2014 City Council meeting.
 - Final designs plans are tentatively scheduled for bidding in March, 2015.

Key Factors:

- Request: Variations from the parking lot setbacks, dimensional standards for parking spaces and aisles, and parking lot landscaping including: interior landscaping, perimeter landscaping abutting rights-of-way and perimeter landscaping not abutting rights-of-ways, to allow the reconfiguration and resurfacing of the parking lot.
- UDO Standard: Parking lots are required to have a minimum 20-foot setback from rights-of-way, 24-foot parking lot aisles, 19-foot long parking spaces, landscape parking islands every 10 consecutive parking spaces, 10-foot wide perimeter landscaping areas abutting rights-of-way (Downtown), 8-foot wide perimeter landscaping area not abutting a right-of-way, and to provide a continuous visual screen abutting rights-of-way and not abutting rights-of way.

PZC Highlights:

- The PZC expressed their support for the addition of 10 parking spaces in this parking lot.
- The PZC agreed that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner’s request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (received 01/15/15)
 - B. Site Plan (received 01/15/15)
2. Staff shall provide a landscaping plan that provides vegetation complementary to the downtown for this parking lot.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING VARIATIONS
AT THE SOUTHEAST CORNER OF BRINK AND GRANT STREETS

WHEREAS, pursuant to the terms of a Petition (File #2015-08) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the granting of Variations from: A. Article 4-200(E)(1)(a), the required 20-foot parking lot setback along a roadway to allow setbacks of 6 feet along Brink Street and 5 feet along Grant Street; B. Article 4-200(H)(1), the required 24-foot dimensional standard for parking lot aisles to allow 22-foot parking lot aisles; and the dimensional standard for vehicle parking spaces of 19 feet to allow 18-foot long spaces; and C. Article 4-400(F)(1), the parking lot landscaping requirements including: to provide landscape parking islands every 10 parking spaces in a row to allow the absence of two interior parking lot islands along the north and south perimeters, the required 10-foot wide perimeter landscaping abutting rights-of-way to allow 5-foot wide perimeter landscaping areas, the required 8-foot wide perimeter landscaping area not abutting a right-of-way to allow a 2-foot wide landscaping area, and the requirement to provide a continuous visual screen abutting rights-of-way and not abutting rights-of-ways to allow no continuous screening; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Variations 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 the Variations be granted from: A. Article 4-200(E)(1)(a), the required 20-foot parking lot setback along a roadway to allow setbacks of 6 feet along Brink Street and 5 feet along Grant Street; B. Article 4-200(H)(1), the required 24-foot dimensional standard for parking lot aisles to allow 22-foot parking lot aisles; and the dimensional standard for vehicle parking spaces of 19 feet to allow 18-foot long spaces; and C. Article 4-400(F)(1), the parking lot landscaping requirements including: to provide landscape parking islands every 10 parking spaces in a row to allow the absence of two interior parking lot islands along the north and south perimeters, the required 10-foot wide perimeter landscaping abutting rights-of-way to allow 5-foot wide perimeter landscaping areas, the required 8-foot wide perimeter landscaping area not abutting a right-of-way to allow a 2-foot wide landscaping area, and the requirement to provide a continuous visual screen abutting rights-of-way and not abutting rights-of-ways to allow no continuous screening

for the Brink Street Parking lot located at the Southeast corner of Brink and Grant Streets (14-32-482-024), City of Crystal Lake.

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 01/15/15)
- B. Site Plan (received 01/15/15)

2. Staff shall provide a landscaping plan that provides vegetation complementary to the downtown for this parking lot.

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 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, approval and publication as provide by law.

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

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date: February 17, 2015

Item: Agreement for Police Officer Firearms Training

Staff Recommendation: Motion to adopt a resolution authorizing the City Manager to execute a two-year agreement with Straight Shooter Gallery, LLC/dba On Target & Tactical Training for firearms training.

Staff Contact: James Black, Chief of Police

Background:

On July 17, 2012, the City Council approved an agreement between the City of Crystal Lake Police Department and On Target Range and Tactical Training Center for firearms training. All of the Police Department's sworn personnel train at this facility throughout the year. Such types of firearms training include the following: pistol, shotgun, and rifle. At this time, the Police Department recommends renewing this agreement for two additional years. This agreement defines hourly rates, facility logistics, term limits, and other general procedures. On Target management has agreed to keep the costs associated with this contract the same as 2014 pricing over the two year period.

Recommendation:

Authorize the City Manager to execute a two-year agreement with On Target Range and Tactical Training Center for Police Department range training.

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 be and he is hereby authorized and directed to execute a two-year agreement with Straight Shooter Gallery, LLC/dba On Target & Tactical Training for firearms training.

DATED this 17th day of February, 2015

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: February 17, 2015
APPROVED: February 17, 2015