



Agenda Item No: 9 a.

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 7, 2015
<u>Item:</u>	Girl Scout Request for a Special Event at the Three Oaks Recreation Area
<u>Council Discretion:</u>	Motion to approve the Choctaw Girl Scout Service Unit request to hold a day camp, including overnight camping, at Three Oaks Recreation Area from Monday, July 27, 2015 through Thursday, July 30, 2015.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The City has received a request from the Choctaw Girl Scout Service Unit for the use of the Three Oaks Recreation Area to hold a day camp and overnight camping from Monday, July 27, 2015 through Thursday, July 30, 2015. *In 2013 and 2014, the Girl Scouts held this same event and successfully complied with all City conditions.*

The overnight camping would only occur on the night of Wednesday, July 29th in the picnic grove and volleyball court area. The Choctaw Girl Scout Service Unit is composed of girls that attend Crystal Lake schools and live in the Crystal Lake area. Approximately 100 – 120 girls will participate each day. The ratio of campers to adult chaperons will be 6:1 throughout the week. The Girl Scouts consider this a “twilight camp” since activities will take place from 2:00 PM to 9:00 PM. The Girl Scouts will offer the following events and activities at the park:

- Boating
- Swimming
- Cooking
- Hiking
- Crafts
- Archery

In addition to the above activities, the Scouts will organize an archery event for two hours each day. City staff will work with the Girl Scouts to ensure that the archery event is conducted safely. Due to the construction of the cable park and having to cross the service road, the archery activities will utilize the far end of the volleyball area as a “backdrop” and the area will be roped off. Utilizing the volleyball area ensures that this activity is separated from the areas of the park

that are visited by the general public. The Scouts will shoot into hay bales and at least three adult leaders, certified in archery, will supervise the activity.

Overnight Camping

As part of the day camp, from Wednesday, July 29th through Thursday, July 30th, the Girl Scouts would like to overnight camp in the picnic grove area. Approximately 20 tents will be set up in the picnic grove. All tents will be removed first thing in the morning. This is the same area that has been utilized by numerous other scout overnight camp groups. Per Chapter 238 of the City Code, overnight camping at Three Oaks Recreation Area may be allowed when approved by the Mayor and City Council.

238-1 General Rules and Admission

A. Three Oaks Recreation Area General Rules

8. Camping and open fires within the recreational area are prohibited except as authorized by the Mayor and City Council.

In addition, the petitioner is requesting exclusive use of the pavilion and picnic grove during this time. The petitioner will clean up the site and dispose of the trash from the activities. Since the petitioner is requesting the overnight use of the facility, City staff recommends that a City Security staff member monitor the facility during the time when no other Three Oaks staff is present. The additional Security staff time would be 3 hours, from 2:00 AM to 5:00 AM.

Staff has reviewed the submittals, and the Petitioner has agreed to comply with all City Code regulations, Special Event requirements, and Pavilion rental requirements. During the entire event, the Scouts will provide the City with an insurance certificate naming the City as additional insured and sign an indemnity/hold harmless agreement. In addition, each parent will sign a "Participant Form" on behalf of their child, which will provide the City further liability protection.

Attached for your information is a copy of the request letter. The petitioner has agreed to pay the refundable damage security deposit of \$550. The petitioner is requesting a waiver of the following fees:

Special Event Application Fee:	\$50
Pavilion Rental Fee (four days):	\$200
Additional Site Security Staff:	<u>\$36</u>
Total:	\$286

For reference, in 2013 and 2014, the City Council approved overnight camping for this group. In addition, the City Council waived the application fees, pavilion rental fees, and additional security staff fees for the 2013 and 2014 events.

Votes Required to Pass:

Simple majority vote of the City Council



Agenda Item No: 9 c.

**City Council
Agenda Supplement**

Meeting Date:

July 7, 2015

Item:

City Code Amendment – Liquor License Provisions

Staff Recommendation:

Adopt an Ordinance decreasing the number of Class “1” liquor licenses from the current 9 licenses to 8 licenses, the number of Class “2” liquor licenses from the current 5 licenses to 4 licenses, the number of Class “3” licenses from the current 7 licenses to 6 licenses.

Staff Contact:

Eric Helm, Deputy City Manager

Background:

Due to the closing of Williams Street Public House which held a Class “2” liquor license, the closing of China Palace which held a Class “3” liquor license and the non-renewal of the Class “1” liquor license held by Pizza Hut, the Council may wish to consider adoption of an Ordinance amending the liquor license restriction provisions of the City Code decreasing the number of Class “1” liquor licenses from the current 9 licenses to 8 licenses, decreasing the number of Class “2” liquor license from the current 5 licenses to 4 licenses and the number of Class “3” licenses from the current 7 licenses to 6 licenses.

Adoption of the attached ordinance will bring the Liquor License restrictions of the City Code into compliance with the number of licenses actually held in the City with the following exceptions: A Class “9” liquor license has been created but not yet issued for Al & Joe’s Deli, a Class “13” liquor license has been created but not yet issued for Bucky’s Express and a Class “27” liquor license has been created but not yet issued to 3 Chefs Catering.

Votes Required to Pass:

Simple majority.



DRAFT

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

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be amended as follows:

1. Class 1 License shall be decreased from 9 to 8.
2. Class 2 License shall be decreased from 5 to 4.
3. Class 3 License shall be decreased from 7 to 6.

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

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

DATED at Crystal Lake, Illinois, this 7th day of July, 2015.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED:
APPROVED:

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



Agenda Item No: 10

**City Council
Agenda Supplement**

Meeting Date:

July 7, 2015

Item:

Downtown Crystal Lake/Main Street-Temporary Use Permit for a Special Promotion and Issuance of Temporary Liquor License.

Staff Recommendation:

- (1) Motion to approve issuance of a Class "16" Temporary Liquor License to Downtown Crystal Lake/Main Street, and a waiver of the Temporary Liquor License fee.
- (2) Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (gazebo dinner fundraiser), pursuant to the recommendations listed below, and a waiver of the Temporary Use Permit application fee.

Staff Contact:

Eric T. Helm, Deputy City Manager
James Richter II, Planning and Economic Development Manager

Background:

The City has received a request from Downtown Crystal Lake/Main Street for the issuance of a Class "16" Temporary Liquor License in order to serve wine at the Gazebo Dinner Fundraising Raffle being held at the Downtown Gazebo, located in Depot Park, Downtown Crystal Lake, on August 20, 2015 from 5:00 p.m. to 9:00 p.m. Downtown Crystal Lake is also asking for a waiver of the application fee, in the amount of \$20.00.

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.

Also, Downtown Crystal lake has applied for a Temporary Use Permit for a Special Promotion to allow a dinner to be held in the gazebo located at Depot Park for the winner of a raffle along with 7 guests. The event will be held on Saturday, August 20, 2015.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Saturday, August 20, 2015.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of the event.
3. Adequate trash receptacles shall be supplied.
4. A certificate of insurance shall be provided.
5. If any electrical connections and equipment are to be used, they shall comply with the requirements of the 2005 National Electrical Code.

The applicant has been made aware of these recommended conditions and advised to attend the July 7, 2015, City Council meeting to answer any questions.

Votes Required to Pass:

Simple majority



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: July 7, 2015

Item: St. Thomas the Apostle Church Street Closure Request

Staff Recommendation: Motion to approve the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Sunday, July 26, 2015, from 7:00 a.m. to 5:00 p.m. for an outdoor mass and picnic.

Staff Contact: Abigail Wilgreen, City Engineer

Background:

The City has received a request from St. Thomas the Apostle Church for the closure of Lake Street between Washington Street and the western portion of the St. Thomas the Apostle Church property on Sunday, July 26, 2015 from 7:00 a.m. until 5:00 p.m. for an Outdoor Mass and Picnic. Closing Lake Street would make it safer for the participants to move between the St. Thomas school area to the parking lot and grassy area across the street from the school, as well as provide for adequate time for setup and cleanup. The City Council approved similar requests in 2013 and 2014.

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

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

- 5) All debris created by the event shall be cleaned up during and after the event.
- 6) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
- 7) Fire hydrants located on or near the property of the event must remain unobstructed and "No Parking" signs posted.
- 8) The use of a tent or tents was indicated on the application but not on the site map. Tents and canopies used for this event must comply with the following conditions:
 - a. Provide documentation of the size of any Tents/Canopies and the uses that will occur under the Tent/Canopy.
 - b. Canopies that are open on all sides are required to be 12 feet from any structure, tent, or parked cars, and tents are required to be 20 feet away from any structure, other tent/canopy or parked cars.
 - c. Canopies and awnings open on all sides can be combined, side-by-side up to 700 square feet, and then a firebreak of 12 feet is required.
 - d. Tents/canopies shall be of a flame resistant material or treated as such.
 - e. No smoking is permitted in or under any tent or canopy and "No Smoking" signs are to be posted.
 - f. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking device is permitted inside of or within 20 feet of any tent or canopy open to the public.
 - g. Special requirements may be needed for Tents/Canopies that have cooking or heat producing equipment. Heating or cooking equipment shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code and approved by the code official.
 - h. Tents where cooking is performed shall be separated from other tents, canopies, or membrane structures by a minimum of 20 feet.
 - i. Any propane tanks shall be located a minimum of 10 feet from the tent. Safety release valves shall be pointed away from the tent, canopy, or membrane structure.
 - j. A portable fire extinguisher of minimum size 2A10BC or other approved fire suppression equipment is needed for the cooking area and other tents/canopies. When cooking areas include deep fat fryers, a listed Class K portable fire extinguisher shall be provided.
 - k. The tents/canopies shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
 - l. Waste materials in/under and within 30 feet of all tents/canopies must be stored in approved containers.
- 9) Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means.
- 10) Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
- 11) The petitioner will contact the Fire Prevention Bureau three days prior to the event to schedule a site/tent inspection, or if you have any questions or concerns regarding this review.
- 12) Any additional permits or requests for signage shall be made through the Community Development Department.

13) 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 special event application is attached for more information about the event.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 9d

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 7, 2015
<u>Item:</u>	Illinois Department of Transportation Work Permit on State Right of Ways
<u>Staff Recommendation:</u>	Motion to adopt a resolution to obtain a two year working permit from the Illinois Department of Transportation for City work that is conducted in the State's right of ways.
<u>Staff Contact:</u>	Victor Ramirez, Director of Public Works

Background:

Chapter 605 ILCS 5/4-208 and 5/9-113 of the Illinois Revised Statutes requires that any person, firm, or corporation desiring to do work on State maintained right of way must first obtain a written permit from the Illinois Department of Transportation. This includes any emergency work on broken watermains or sewers.

A surety bond is required with each permit application to ensure that all work is completed in accordance with State specifications and that the right of way is property restored.

For permit work to be performed by employees of a municipality a resolution is acceptable in lieu of the surety bond. This resolution does not relieve contractors hired by the municipality from conforming to the normal bonding requirements, nor from obtaining permits.

The resolution should be enacted for a period of two years. This procedure will save time and effort as well as reduce the annual paperwork associated with an annual resolution.

Recommendation:

The Public Works Department recommends adopting this resolution to obtain a working permit from the Illinois Department of Transportation for two years for City work that is conducted in the State's right of ways.

Votes Required to Pass:

Simple Majority



RESOLUTION

Whereas, the City of Crystal, hereinafter referred to as MUNICIPALITY, located in the County of McHenry, State of Illinois, desires to undertake, in the calendar years 2015 and 2016, the location, construction, operation, and maintenance of driveways and street returns, watermains, sanitary and storm sewers, street light, traffic signals, sidewalk, landscaping, etc., on State highways, within said MUNICIPALITY, which by law and/or agreement come under the jurisdiction and control of the Department of Transportation of the State of Illinois hereinafter referred to as Department, and,

Whereas, as individual working permit must be obtained from the Department prior to any of the aforesaid installations being constructed either by the MUNICIPALITY or by a private person or firm under contract and supervision of the MUNICIPALITY.

NOW, THEREFORE, be it resolved by the MUNICIPALITY:

FIRST: That MUNICIPALITY hereby pledges its good faith and guarantees that all work shall be performed in accordance with the conditions of the permit to be granted by the Department, and MUNICIPALITY shall hold State of Illinois harmless during the prosecution of such work, and shall assume all liability for damages to person or property due to accidents or otherwise by reason of the work which is to be performed under the provisions of said permit.

SECOND: That all authorized officials of the MUNICIPALITY are hereby instructed and authorized to sign said working permit on behalf of the MUNICIPALITY.

DATED this 7th day of July, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: July 7, 2015
APPROVED: July 7, 2015



Agenda Item No: 11

**City Council
Agenda Supplement**

- Meeting Date:** July 7, 2015
- Item:** REPORT OF THE PLANNING & ZONING COMMISSION
#2015-27 Virginia Road Mini Storage
- Request:** Final PUD Amendment for mini-warehousing/self storage
- Petitioner:** Steven Schwartz, petitioner
201 S. Virginia Road
- PZC Recommendation:** To approve the PZC recommendations and adopt an ordinance granting the Final PUD Amendment for Phase 1 of the Virginia Road Mini Storage at 201 S. Virginia Road.
- Staff Contact:** James Richter II, Planning and Economic Development Manager
-

Background:

- **Existing Approval:** The petitioner received approval of the Final PUD on March 3, 2015. This approval was for Phase 1, which included the renovation of an existing 24,390 square-foot building for climate-controlled storage and 9 drive-up buildings, totaling 67,574 square feet.
- The originally approved project was for 67,574 square feet. The new approval would total either 91,598 square feet or with Option B, 118,618 square feet. This is an increase of between 24,024 to 51,044 square feet.
- Option A is a single-story building. This option would be constructed if the demand for space is less and the construction of the second story would be cost prohibitive.
- The larger square footage is for Option B, which would include the mezzanine second story.

Key Factors:

- **Request:** This amendment is to expand the climate-controlled drive-through building to either 82,998 square feet or with an Option B mezzanine to 110,018 square feet. The drive-up storage buildings are reduced from 9 to 3 for a total square footage of 8,600.
- The petitioner worked with staff to break up the expanse of the building through landscape and architectural details.

- The petitioner stated that climate controlled storage is more desirable, which is their reason behind the amendment.

PZC Highlights:

- The PZC felt the additional landscape improvements and the architectural details on the elevation enhanced the project.
- The PZC felt that the Final PUD Amendment met the Findings of Fact.

The PZC recommended **approval (6-0)** of the petitioner's request for a Final PUD to allow mini-warehousing/self storage facility for Virginia Mini Storage with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Pearl Street Commercial LLC, received 05/01/15)
 - B. Site Plan (Sullivan Goulette & Wilson, dated 06/04/15, received 06/10/15)
 - C. Preliminary Engineering [layout plan & grading plan] (ARC Design, dated 05/12/15, received 06/10/15)
 - D. Elevations (Sullivan Goulette & Wilson, dated 06/09/15, received 06/10/15)
 - E. Landscape Plan (ARC Design, dated 05/13/15, received 06/15/15)
 - F. Floor Plans (Sullivan Goulette & Wilson, dated 05/29/15, received 06/10/15)
2. Phase 2 is required to apply for Preliminary and Final PUD approvals.
3. The conditions from Ordinance No. 7091 and 7100 remain applicable unless modified by this request.
4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.

Votes Required to Pass: A simple majority vote.

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR VIRGINIA ROAD MINI STORAGE

WHEREAS, pursuant to the terms of the Petition (File #2015-27) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for Virginia Road Mini Storage to expand the climate-control building for mini-warehousing/self-storage; and Parking Variation for Option B from the required 54 parking spaces to allow 37; 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 expand the climate-control building for mini-warehousing/self-storage; and Parking Variation for Option B from the required 54 parking spaces to allow 37 for the property located at 201 S. Virginia Road (19-09-352-004, 013, 008, 007, and 011), Crystal Lake, Illinois.

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

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (Pearl Street Commercial LLC, received 05/01/15)
 - B. Site Plan (Sullivan Goulette & Wilson, dated 06/04/15, received 06/10/15)
 - C. Preliminary Engineering [layout plan & grading plan] (ARC Design, dated 05/12/15, received 06/10/15)
 - D. Elevations (Sullivan Goulette & Wilson, dated 06/09/15, received 06/10/15)
 - E. Landscape Plan (ARC Design, dated 05/13/15, received 06/15/15)
 - F. Floor Plans (Sullivan Goulette & Wilson, dated 05/29/15, received 06/10/15)
2. Phase 2 is required to apply for Preliminary and Final PUD approvals.
3. The conditions from Ordinance No. 7091 and 7100 remain applicable unless modified by this request.

4. The petitioner shall address all of the review comments and requirements of the Community Development, Fire Rescue, Police, and Public Works Departments and of the City's Stormwater Consultant.

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, approval and publication as provide by law.

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

MAYOR

ATTEST:

CITY CLERK



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: July 7, 2015

Item: Dr. Tom Salvi and George Urban Temporary Use Permit to allow a farming use on an "R-2 PUD" Single Family Planned Unit Development property.

Staff Recommendation: City 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: James Richter II, Planning and Economic Development Manager

Background: The property owners, Tom Salvi and George Urban, are requesting a Temporary Use Permit to allow farming of the vacant property located west of Randall Road, east of Carlemont Drive, south of Alexandra Boulevard, and north of Angela Lane. The property is currently zoned "R-2 PUD" Single Family Planned Unit Development and is approximately 6 acres. The applicants have already planted wheat on the property. The Building Division had received a complaint regarding tall grass on the property. After site verification, the inspector contacted the property owner and at that time it was discovered that the property was planted with wheat. Property owners typically do this for tax purposes, so the property can be classified differently for property tax assessments.

Farming is not a regulated development under the Crystal Lake Stormwater Ordinance or NPDES regulations and therefore a stormwater permit is not required.

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

1. The Temporary Use Permit shall be valid for one (1) year (July 1, 2015 to June 30, 2016).
2. If farming of the property is to continue next year, another Temporary Use Permit would be required.
3. If approved, the Building Division will request that the grass from the street leading to the crop be maintained to a height less than 8 inches.

4. A designated area will need to be determined that allows any farm equipment to enter and exit the property.
5. A \$10,000 bond or letter of credit shall be provided to the City for any damage to the existing established parkway.
6. No crops shall be planted within the City right of way.
7. Should any sight line issues become present, the owners agree to cut the crops accordingly.
8. Per City Code no work can commence prior to 7:00 a.m. and must conclude by dusk.

The applicant has been made aware of these recommended conditions and will be attending the July 7, 2015 City Council meeting to answer any questions.

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



Agenda Item No: 13

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 7, 2015
<u>Item:</u>	Conceptual Planned Unit Development review for Bryn Mawr on Route 176.
<u>Recommendation:</u>	For discussion only.
<u>Contact:</u>	James Richter II, Planning & Economic Development Manager

Background: The petitioner is looking for feedback on the proposed redevelopment of the Bryn Mawr site on Route 176 east of Route 47. The subject property consists of 197-acres of undeveloped land from the Bryn Mawr development. The site consists of farmland, vacant properties and wetlands.

Project Info:

- **Previous Zoning Applications:**
 - 2001: Request to annex and zone 308 acres for 334 dwelling units, with a density of 1.72u/acre. This included requests to rezone property to Residential Estate and Office Research PUD and amend the Comprehensive Plan to reflect the annexation and rezoning. Approved.
 - 2004: Preliminary Plat/PUD for 331 single-family units on 20,000 sq ft lots, and to rezone a 6-acre portion of the O-R parcel to RE. Approved.
 - 2004: Final Plat/PUD for 90 single-family 20,000 sq ft lots and 3 outlots. Approved and constructed.
 - 2009: Request for a conceptual review and rezone of a portion of the area that is zoned Office. This request received a negative recommendation and was withdrawn.
- **Request:** The petitioner is requesting a Conceptual PUD review for an R-2 single-family and R-3B multi-family subdivision. The request would require:
 - Preliminary and Final Plats of Subdivision
 - Comprehensive Land Use Map Amendment
 - Rezoning
 - Annexation Agreement Amendment
 - Work with the Village of Lakewood on a change to the Boundary Line Agreement for the 300-foot greenway buffer along route 176 and Residential Estate zoning requirements.

- Preliminary and Final PUD, developed under the Conservation Overlay District requirements.

Development Analysis:

Land Use/Zoning

- The property is currently zoned RE- Residential Estate PUD and O- Office PUD with conservation overlay. According to the developer, the average lot size would be approximately 10,000 square feet; however, the developer will be requesting R-2 PUD zoning for the single-family and R-3B PUD zoning for the multi-family part of the development.
- The land use map shows the area as Estate Residential and Office. A Comprehensive Land Use Map Amendment is required from Office and Estate Residential to Urban Residential. Urban Residential permits 1-4 dwelling units per acre.

Conservation Overlay District

- Below are some requirements of the Conservation Overlay District that could affect the design of the development.
 - Existing natural resources should be protected to the greatest extent.
 - Conservation design dimensional standards require a 40-foot minimum lot width, 20-foot front yard setback and 20-foot rear yard setback. The side yard setback can be zero feet, but a minimum of 15 feet separation between principal dwellings must be maintained.
 - Open space requirements of at least 40% of the site.
 - Site capacity analysis requires a calculation of dwelling units per acre with the acreage of the natural resource area as a factor.

Density

- The proposed total number of dwelling units for the Single-Family development is 323 dwelling units. The proposed total number of dwelling units for the Multi-Family development is 204 dwelling units.
- The total numbers of allowable dwelling units on site for the proposed densities are below. Density was calculated using the Conservation Overlay District formula.
 - Single-Family area based on R-2 net density: 219.41 dwelling units allowed (**323 units proposed, density bonus required**).
 - Multi-Family area based on R-3B net density: 108.36 dwelling units (**204 units proposed, density bonus required**).

Site Layout

- The site layout illustrates 323 single-family residential lots.
- The site layout illustrates 34 townhome buildings with 6 units, totaling in 204 townhomes.
- The existing wetland area is being preserved.
- Multi-use paths provide access for residents to the natural areas.
- The proposed roadways would be consistent with the conservation overlay design guidelines- 20-foot wide with a ribbon curb and no parking on both sides of the street.

- Phase II would connect with Phase I of Bryn Mawr via Fabius Street, Helen Street, and Bryn Mawr Lane.
- Access on route 176 is proposed.

Utilities

- There is sufficient water capacity to service the proposed development.
- There is limited sanitary sewer capacity in the area.

Building Elevations

- The petitioner has not provided any building elevations at this time, and does not plan to until such time as a home builder has been selected to build the homes.

PZC Summary:

- The majority of the Planning & Zoning Commissioners commented that the proposed density and zoning would not be preferred on the subject property.
- The Commissioners agreed they would not be in favor of a Comprehensive Land Use Plan amendment.
- The majority of the Commissioners agreed that they were concerned with high density being proposed on the edge of town.
- The Commissioners agreed that the vision for the area is larger lots, estate like housing. They would want the type of development that was originally approved, nice custom houses on large lots.
- The Commissioners expressed concern about flip flopping on the vision for the area, the 300-foot greenway buffer was part of the City's vision to transition from the rural edge of town to the city center.
- There were concerns about added traffic to Route 176 and who would be responsible for widening or adding traffic signals.
- The Commissioners agreed that they are in favor of the conservation overlay regulations from the UDO, which would apply in this area and which would have an effect on how the second phase of Bryn Mawr is developed.
- The Commissioners agreed that they would want to see elevations prior to the PUD approval. They do not wish to have a piecemealed neighborhood.
- The Commissioners want to protect the current residents of Bryn Mawr, as they bought property there knowing low density single-family residential was approved for the area.
- The Commissioners were concerned about sewer capacity and whether it would be appropriate for the remaining limited capacity to be allocated to the far side of town.

The following comments and questions are for discussion and consideration of this project:

1. The site is predominately zoned Residential Estate, would R-2 Single-Family Residential and R-3B Multi-Family Residential be appropriate for this area?
2. Phase I of Bryn Mawr consists of single-family half-acre lots; does the proposed plan (R-2 zoned lots averaging 10,000 square feet) complement the character of Phase I?
3. Is the site layout appropriate?
4. Is the proposed density consistent with your vision for this area of Crystal Lake?

5. The Police Department has concerns that the proposed layout on the north parcel only has one access, is this acceptable?
6. The Boundary Line Agreement with Lakewood requires a 300-foot greenway buffer, which prohibits any building, structure or sign within the buffer. Would amending these requirements for this development be appropriate?
7. Though it is not proposed, would commercial zoning be acceptable along Route 176 to service this development and the future development of Lakewood?

Votes Required to Pass: For discussion only.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date:

July 7, 2015

Item:

Utility Cost, Sales Tax, and Municipal Franchise and Tax Audits

Staff Recommendation:

Motion to award the proposal for Utility Cost, Sales Tax, and Municipal Franchise and Tax Audits to the lowest responsive, responsible proposer, Troy & Banks, Inc., and to adopt a resolution authorizing the City Manager to execute an agreement with Troy & Banks, Inc. in the submitted proposal amount.

Staff Contact:

George Koczvara, Director of Finance

Background:

On June 22, 2015, the City opened proposals received for Utility Cost, Sales Tax, and Municipal Franchise and Tax Audits.

Utility cost audit - The selected firm will be required to perform a review of Crystal Lake's natural gas, electricity, telecommunications and, when applicable, tariffs governing rates with current vendors. The review will be to verify the appropriateness and accuracy of the City's monthly utility statements when compared to contracted agreements, tariffs, and customer service records. The results of the review are to identify available credits and refunds that may be due to the City of Crystal Lake.

Municipal franchise and tax audit – The firm selected will conduct an audit of Crystal Lake's tax collections with various utilities collecting taxes and/or fees on the City's behalf. These will include cable franchise, and the municipal telecommunications tax. Specifically, the firm will review: 1) all ordinances relating to taxes to ensure compliance with all Federal, State and Local laws; 2) whether any residents and businesses currently within the boundaries of the City are missing from the tax rolls; and 3) the previous year's data to verify the completeness of the City's collection efforts and/or to pursue the collection of missed revenues.

Sales tax audit – The firm selected will conduct an audit of Crystal Lake's sales tax collections on the City's behalf. Specifically, the firm will review: 1) whether any residents and businesses currently within the boundaries of the City are missing from the tax rolls; and 2) the previous year's data to verify the completeness of the City's collection efforts and/or to pursue the collection of missed revenues.

Below is a summary of the proposals received. All of the below proposals, except for Option 2 from MuniServices, are contingency based proposals. Under these types of proposals, there is no upfront cost to the City. Instead, the firms collect a contingency amount from any refunds, credits or rebates found as part of the audits.

	<u>Utility cost audit</u>	<u>Municipal franchise and tax audit</u>	<u>Sales tax audit</u>	<u>Hotel tax audit</u>
Azavar Technologies Corporation Chicago, IL	44% for 36 months	44% for 36 months	44% for 36 months	44% for 36 months
Eric Ryan Corporation Elwood City, PA	20% for 12 months	N/A	N/A	N/A
MuniServices - Option 1 Woodbury, NJ	35% of past amounts collected plus out-of-pocket expenses	35% of past amounts collected plus out-of-pocket expenses	30% of past amount collected also for 24 months plus out-of-pocket expenses	35% of past amounts collected plus out-of-pocket expenses
MuniServices - Option 2 Woodbury, NJ	One-time flat fee of \$4,500 plus out-of-pocket expenses	One-time flat fee of \$17,500 plus out-of-pocket expenses	N/A	One-time flat fee of \$5,600 plus \$1200 per field audit location plus out-of-pocket expenses
Troy & Banks <input checked="" type="checkbox"/> Buffalo, NY	24% for 12 months	24%	24%	N/A

Indicates lowest responsible, responsive proposer

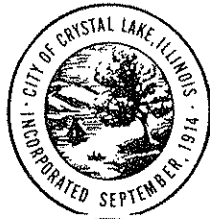
The RFP also requested proposals to audit the City’s hotel/motel tax collections. Because of the proposals received, staff is not recommending that this option be exercised. Instead, City staff will work with our external auditors to complete a hotel/motel tax audit.

Recommendation:

City staff has reviewed all proposals received for completeness and accuracy in accordance with the request for proposals document. It is staff’s recommendation to award the proposal for Utility Cost, Sales Tax, and Municipal Franchise and Tax Audits to the lowest responsible, responsive proposer, Troy & Banks, Inc., and to adopt a resolution authorizing the City Manager to execute an agreement with Troy & Banks, Inc. in the submitted proposal amount. Staff has checked references submitted by Troy & Banks, Inc. and they have come back positive.

Votes Required to Pass:

Simple majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement with Troy & Banks, Inc., for Utility Cost, Sales Tax, and Municipal Franchise and Tax Audits in the submitted proposal amount.

DATED this 7th day of July, 2015.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL
ATTEST

CITY CLERK

PASSED: July 7, 2015
APPROVED: July 7, 2015



Agenda Item No: 15

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	July 7, 2015
<u>Item:</u>	Ambulance Replacement
<u>Staff Recommendation:</u>	Motion to adopt a resolution authorizing the City Manager to execute an agreement with Foster Coach Sales, Inc. for the purchase of one (1) ambulance in the amount of \$172,969, through the Suburban Purchasing Cooperative Program.
<u>Staff Contact:</u>	Paul DeRaedt, Fire Rescue Chief

Background:

Ambulance Purchase

The 2015-2016 fiscal year Fire Rescue Budget includes funds for the replacement of an ambulance. As members of the Suburban Purchasing Cooperative Program (SPC), the City is able to take advantage of the cooperative's leveraged contracts. This program allows members to combine purchasing power, which enables significant cost reductions.

All items that are bid through the SPC follow the same State public procurements statutes that the City follows for a competitive, sealed bidding process. An SPC committee created the specifications for the ambulance. Once the sealed bids were opened, the SPC Purchasing Advisory Committee, made up of municipal purchasing agents, reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. The SPC awarded the bid for a Type III Horton Ambulance to Foster Coach Sales, Inc.

Prior to making this recommendation, staff reviewed the bid submitted by Foster Coach Sales, Inc. and determined the bid for the Type III Horton Ambulance best met the needs of the Fire Rescue Department. Foster Coach was awarded the bid for the last three ambulances purchased by the City. As part of the review process, staff met with Foster Coach representatives to finalize the configuration of the ambulance to City standards. The price for the proposed configured City ambulance is less than the SPC bid price because staff exercised to remove certain options that were included as part of the original SPC bid.

The Fire Rescue Department has established an ambulance life cycle in order to provide reliable emergency medical transportation. The established life cycle places an ambulance in front-line service for four years followed by two years in reserve/call-back service.

Ambulance 350 (2009 Ford) is designated for replacement in FY 2015/2016. It is anticipated to have over 80,000 miles, 4,100 engine hours, and 6 years of service at the time of retirement. The ambulance is being replaced with a 2016 Ford, Type III, ambulance.

Recommendation:

After careful examination, it is staff's recommendation to authorize the City Manager to purchase a new Type III Horton Ambulance from Foster Coach Sales, Inc. through the Suburban Purchasing Cooperative in the total amount of \$172,969.

Votes Required to Pass:

Simple Majority



RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized and directed to execute, and the City Clerk is hereby directed to attest, an agreement with Foster Coach Sales, Inc. through the Suburban Purchasing Cooperative for the purchase of a new Type III Horton Ambulance in the total amount of \$172,969.

Dated this 7th day of July, 2015.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL
ATTEST:

City Clerk

PASSED: July 7, 2015
APPROVED: July 7, 2015



Agenda Item No: 19

City Council Agenda Supplement

<u>Meeting Date:</u>	July 7, 2015
<u>Item:</u>	Ad Hoc Clean Air Counts Advisory Committee
<u>Staff Recommendation:</u>	Council discretion: 1) Motion to approve the nomination of Lara Smith to the Ad Hoc Clean Air Counts Advisory Committee.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

In September 2007, the City Council formed an Ad Hoc Clean Air Counts Advisory Committee ("Committee"). The purpose of the Committee is to assist the City in meeting the goals of the Clean Air Counts Campaign, which the City became a member of in August 2007.

In August 2009, the Mayor and City Council approved a resolution increasing the Committee size to nine (9) members. There is currently one vacancy on the Committee. Attached is a list of the current Committee members. At the June 1, 2015 Committee meeting, the Committee voted unanimously to recommend the nomination of Crystal Lake resident Lara Smith to the Committee. The Committee would benefit from the input and participation of Lara Smith as an official member of the Committee. Attached for your review is the application submitted by Ms. Smith to serve on the Committee.

Votes Required to Pass:

Simple majority of City Council present