



# Belvidere-Boone County Planning Department 2013 Annual Report



# **Belvidere-Boone County Planning Department**

## **2013 Annual Report**

**Kathy J. Miller, AICP, Interim Planning Director**

**Gina DelRose, Associate Planner**

**Catherine Crawford, Administrative Assistant**

## **CITY OF BELVIDERE**

### **Planning and Zoning Commission**

Ken Redeker, Chairman  
David Deckert, Vice-Chairman  
Andy Racz  
Robert Cantrell  
Art Hyland  
Rich Weigel  
David Palmer

### **City Council**

Mayor Mike Chamberlain  
Alderman Clint Morris 1<sup>st</sup> Ward  
Alderman Clayton Stevens 1<sup>st</sup> Ward  
Alderman Samantha J. Brown 2<sup>nd</sup> Ward  
Alderman Dan Snow 2<sup>nd</sup> Ward  
Alderman Thomas F. Ratcliffe 3<sup>rd</sup> Ward  
Alderman Karen Schrader 3<sup>rd</sup> Ward  
Alderman George Crawford 4<sup>th</sup> Ward  
Alderman Ron Brooks 4<sup>th</sup> Ward  
Alderman John Sanders 5<sup>th</sup> Ward  
Alderman James O. Campbell 5<sup>th</sup> Ward

### **Belvidere Historic Preservation Commission**

Becky Tobin, Chairman  
Kris Bryan, Vice-Chair  
Christina Conrad  
Flitsa Platopoulos  
David Kummerow  
Lisa Kummerow  
Belinda Roberts

### **City-County Coordinating Committee**

Craig Schultz, Chairman  
Ron Wait, Vice-Chairman  
Brad Fidler  
Denny Ellingson  
Bill Pysson

## **BOONE COUNTY**

### **Boone County Regional Planning Commission**

David Bippus, Chairman  
Richard Gadke, Vice-Chairman  
Matthew Branom  
Rachel Bachrodt  
Tony Savino

### **Zoning Board of Appeals**

Norm Stimes, Chairman  
Darrel Davis, Vice-Chairman  
Joan Krumm  
Mark Rhode  
Tony Savino

### **Planning Zoning and Building Committee**

Denny Ellingson, Chairman  
Paul Larson, Vice-Chairman  
Brad Fidler  
Kenneth Freeman  
Karl Johnson

### **Boone County Board**

Bob Walberg, Chairman District 1  
Paul Larson, Vice-Chairman District 2  
Brad Fidler, District 1  
Denny Ellingson, District 1  
Bill Pysson, District 1  
Karl Johnson, District 2  
Ron Wait, District 2  
Catherine Ward, District 2  
Kenneth Freeman, District 3  
Marion Thornberry, District 3  
Craig Schultz, District 3  
Mike Schultz, District 3

### **Boone County Agricultural Conservation Easement and Farmland Protection Commission**

Marion Thornberry, Chair  
Jack Ratcliffe, Vice Chair  
Jennifer Becker, Secretary  
Richard Gadke,  
Mike Chamberlain  
John Todt  
Susan Urbas

## **VILLAGE OF POPLAR GROVE**

### **Planning and Zoning Commission**

Paul DeBruyne, Chairman  
Jake Dykstra, Vice-Chairman  
Steven Mundy  
Jessica Roberts  
Don Sattler  
Ed Wethington  
Keith Richard

### **Administrative Committee**

Ron Quimby, Chairman  
Don Bawden  
Jeff Goings

### **Village Board**

John W. Neitzel, Village President  
Don Bawden  
Robert Fry  
Jeff Goings  
Ron Quimby  
Owen Costanza  
Judi Zangs

## **Overview**

The Belvidere-Boone County Planning Department provides professional municipal planning services pertaining to land use and comprehensive planning for the City of Belvidere, for the Village of Poplar Grove and for unincorporated Boone County. The planning staff serves as liaison to the Planning Commissions for all entities, the Boone County Zoning Board of Appeals, the City Council and the County Board committees, the Belvidere Historic Preservation Commission and to the Boone County Agricultural Conservation Easement and Farmland Protection Commission. The planning department advocates and coordinates the implementation of the region's established planning goals and objectives as expressed through various plans, policies and ordinances.

## **Planning and Zoning Commissions**

The Belvidere-Boone County Planning Department serves as liaison to numerous boards and commissions for Belvidere, Poplar Grove and Boone County. The Belvidere-Boone County Regional Planning Commission consists of the City of Belvidere Planning and Zoning Commission (PZC) and the Boone County Regional Planning Commission (BCRPC). The two commissions meet jointly on the third Tuesday regarding planning issues related to: both the City of Belvidere and Boone County; planning matters within one and one-half miles of the City of Belvidere; and the creation, amendments and the updating of the Belvidere and Boone County Comprehensive Plan. The Belvidere PZC meets to hear and recommend approval or denial to the City Council for planning matters within the City of Belvidere. The BCRPC meets on the third Tuesday to review and determine if the planning matters in Boone County are in compliance with the Comprehensive Plan. The recommendations of the City of Belvidere Planning and Zoning Commission and the Boone County Regional Planning Commission are based on the Belvidere and Boone County Comprehensive Plan, adopted by both parties in 1999 and amended several times since then.

The Belvidere Planning and Zoning Commission (PZC) is made up of seven members appointed by the Mayor with the consent of City Council and convenes once a month on the second Tuesday of each month. The PZC functions as both the City of Belvidere's Planning Commission and the Zoning Board of Appeals. In addition to making recommendations on

matters based on the consistency with the Comprehensive Plan, the PZC functions as the public hearing body for planning and zoning issues such as map amendments, text amendments and special uses. The PZC holds the public hearings and makes recommendations to the City Council based on standards set forth within the City of Belvidere Zoning Ordinance. Additionally, the PZC hears variance requests and appeals to the City of Belvidere Zoning Ordinance.

The Village of Poplar Grove Planning and Zoning Commission (PZC) is made up of seven members appointed by the Village President with the consent of the Village Board; the PZC convenes once a month on the first Tuesday of each month. The Poplar Grove PZC functions the same as the Belvidere Planning and Zoning Commission. The Planning and Zoning Commission makes recommendations to the Administration Committee and ultimately to the Village Board.

### **Boone County Zoning Board of Appeals**

The Boone County Zoning Board of Appeals (ZBA) is the planning public hearings body for unincorporated Boone County. The Zoning Board of Appeals is made up of five members from different townships that are appointed by the County Board Chair with the consent of the County Board. In addition to hearing cases for Map Amendments, Text Amendments and Special Uses, the ZBA carries out tasks involving variances and appeals to the Boone County Zoning Ordinance. The ZBA reviews each planning case and forwards a recommendation to the Boone County Board based on the set of standards of approval listed within the Boone County Zoning Ordinance. The ZBA is the deciding body for variances and appeals. The ZBA meets once a month on the fourth Tuesday.

### **Building, Planning and Zoning Committees**

The City of Belvidere and Boone County each have their respective standing committees to the council or board. The City of Belvidere has the Committee of the Whole (Building, Planning and Zoning Committee) consisting of each member of the City Council to discuss and focus on the issues regarding planning and zoning matters. To reduce review time of city planning cases, the cases go directly to the City Council for review on the third Monday of the month. If the City Council has questions or concerns regarding a planning case, the case is referred to the

Committee of the Whole on the fourth Monday. The Committee of the Whole reviews the case and forwards their recommendation to the City Council for final action. The County Planning, Zoning, and Building Committee (PZB) consisting of five members of the County Board; the PZB focus is on planning policy issues. The PZB Committee makes a recommendation to the County Board for final action at their meeting on the first Wednesday of the month.

### **Belvidere City Council**

The City Council consists of eleven elected officials, including the mayor; from each of the five Belvidere wards, two aldermen are elected. The City Council determines the final decisions on all planning cases other than variances and appeals. The types of cases that the City Council rules on include: annexations and annexation agreements; map amendments; special uses; text amendments; and subdivisions. The City Council members base their decisions on the recommendations from the planning staff, the Planning and Zoning Commission, the outcome of the public hearing and the standards set forth in the City of Belvidere Zoning Ordinance.

### **Poplar Grove Village Board**

The Village Board of Poplar Grove consists of six members and a village president elected at large; Poplar Grove also has a village administrator. Similar to the City of Belvidere, the role of the Village Board is to make the final decisions on all cases other than variances and appeals. The Poplar Grove Village Board reviews annexations and annexation agreements, map amendments, special uses, text amendments and subdivisions. The Village Board members make their decisions based on the recommendation of the planning staff, the recommendation of the Planning and Zoning Commission, the outcome of the public hearing and the standards set forth in the Village of Poplar Grove Zoning Ordinance.

### **Boone County Board**

The County Board consists of twelve officials--four members are elected from each of the three districts within Boone County. The Boone County Government also utilizes an Administrator. The County Board Chair is elected by the board, not by the public at large. The County Board makes the final decisions on all cases (other than variances and appeals) similar to that of the City Council. The County Board decisions are based on the recommendation from the planning staff, the recommendation of the Boone County Regional Planning Commission (if required), the



recommendation of the Zoning Board of Appeals, the outcome of the public hearing and the standards set forth in the Boone County Zoning Ordinance.

### **The Belvidere-Boone County Planning Department**

The Belvidere-Boone County Planning Department began the year with two (2) full-time positions—an Interim Planning Director and an Associate Planner--and a part time administrative assistant. There was a lot of turnover in the part-time administrative position from January to July: Christina Conrad resigned in January to take a position with the Boone County Clerks' Office; Diane Borchardt was hired March 22 and resigned March 28; Andrea Baldwin was hired in March and resigned in May; Catherine Crawford was hired in July. In September, the position was combined with the building department's administrative position and Ms. Crawford was hired as the Community Development Administrative Assistant and Transcriber. The position is now a full time position with half of the time for the building department and half the time for the planning department as a City of Belvidere position. Matthew Cerutti served an internship with the department from July to September of 2013.

Funding for the department is provided jointly by the City of Belvidere and by Boone County; revenue is also contributed by the Village of Poplar Grove for annual contractual services. The department receives revenue through application fees for subdivision reviews, special uses, text amendments, map amendments, variances, annexations, the creation of letters (zoning letters and lot of record letters) and any printed maps, scanned plats, maps or ordinances. Any profits or losses are shared equally between the City of Belvidere and Boone County. Currently, the Interim Planning Director administers the day to day functions of the department and reports to the Mayor of Belvidere and the Chairman of the Boone County Board. Additional aspects of the Department are administered by the City-County Coordinating Committee.

The planning department processes the various zoning applications for the City of Belvidere, Boone County and Poplar Grove; the department is responsible for the coordination of nine boards, commissions and committees including the preparation of the agendas and the minutes. The planning staff works closely with the public to answer questions regarding zoning, development, setbacks, addressing, lot of record, etc. The planning staff continues to work with the 911-board to update the addresses for the county and coordinates with other city, village and

county staff members regarding planning, zoning and technical issues. The department continues their efforts to become more involved with each township, their planning commissions, various municipalities, the City of Belvidere Public Works Department, the City of Belvidere Building Department, Boone County Highway Department, Boone County Building Department, the Poplar Grove staff, fire districts and departments, school districts, the Belvidere Park District, Boone County Soil and Water Conservation District, Boone County Conservation District, Growth Dimensions, and other various groups and agencies.

### **Poplar Grove**

The planning department provides planning services to the Village of Poplar Grove; for \$12,000 per year, the department provides up to eight hours of service per week for the village. The planning staff continues to work with the Planning and Zoning Commission attending their monthly meetings and providing staff summaries for zoning action requests and attends bi-monthly village staff meetings. In addition to handling daily zoning matters (processing applications, answering zoning questions, floodplain questions, etc.) the staff is working with the village to update their Comprehensive Plan. It is anticipated that the Comprehensive Plan will be developed over the next six to ten months. Once adopted, the Village of Poplar Grove's plan will be incorporated into the Boone County Comprehensive Plan. The staff will then begin revising the Poplar Grove Subdivision Ordinance.

### **Land Development Cases**

The planning department processed thirty-six (36) Belvidere, Boone County and Poplar Grove planning cases during 2013; sixteen (16) cases were reviewed for the city; fifteen (15) cases were reviewed for the county and five (5) cases were reviewed for Poplar Grove. This was more than the thirty-one (31) city, county and village cases processed in 2012. One annexation application was processed during 2013 for the City of Belvidere. There were six map amendments, eleven variances, fourteen special uses, two subdivisions reviews and two text amendments processed by the planning department in 2013.

### **Site Plan Review**

The planning department is responsible for site, landscaping and lighting plan review for construction projects that are commercial or industrial in nature within the city, village and

unincorporated areas of the county. Comments generated from the plan reviews for the city are added to Comments and Review System (CRS) created to better track approvals from the various departments charged with review of site plans. Once the construction project is completed, the planning staff inspects the site to insure that the site is improved according to the submitted and approved plans. During 2013, the planning department reviewed 40 site, landscaping and lighting plans for 22 projects in the City of Belvidere, three (3) projects in Boone County and no projects in Poplar Grove. City building projects included: McDonalds (south); Salvation Army; Burger King; OSF Medical Center; LaMichoacana; St. James Church and Rectory; Office building at 504 North State Street; Oakley Industries; two Landmark Drive properties; Franklin Display; Shadley Apartments; Precision Plastics, Dotty's; Jimmy Johns; Culvers; Sheffield Meadows; Great Clips; Title Max; and Belvidere's Well Ten Building. County projects included: the parking lot at North Belford Drive, the daycare on Anderson Drive and Meyers Kennel.

### **Downtown Overlay Review**

The planning department is responsible for the administration of the Downtown Overlay District according to the requirements of the Belvidere Zoning Ordinance. The intent of the Downtown Overlay is to preserve the character of the historic downtown while encouraging additional development in harmony with existing buildings. Any building façade improvements or signage in the Downtown Overlay District require plan review and approval by the planning department prior to the issuance of a building permit. In 2013, the planning department reviewed 22 downtown projects for canopies, signage, windows, porches and façade improvements compared to 29 in 2012. The majority of the 2013 projects were for new signage (12). Additionally, the planning intern updated the photographs of all the buildings in the overlay district. The planning department has a photographic record of the downtown buildings from the inception of the ordinance to the current year.

### **US Route 20 Overlay Review**

The planning department is also responsible for the administration of the U S Route 20 Overlay District in the County. The intent of the U S 20 Overlay District is to assist in maintaining the integrity and neighborhood atmosphere of the West Hills Neighborhood area as well as the area along Grant Highway. Additional development standards are applied in the Route 20 areas; the

standards are implemented through the site plan and architectural review process of development projects in the district. There were no U S Route 20 Overlay projects reviewed in 2013.

### **Grant Administration**

#### **CDAP Grant**

The planning staff continued to administer the Community Development Assistance Program (CDAP) grant of \$75,000 (for the development of a Downtown Strategy) with the completion of quarterly reports. The contract with the defunct Peoples Economic Development Corporation was terminated in April 2013. The CDAP grant was extended to June 2013 due to the lack of communication with the consultant. The de-obligation of the remaining \$17,470 of the grant was requested. The grant close-out package was prepared and the close-out public hearing was held on October 21, 2013.

#### **Certified Local Government (CLG) Grant**

In November of 2012, a two-year federal grant application was submitted to the Illinois Historic Preservation Agency for an intensive survey of portions of Belvidere. The Belvidere Historic Preservation Commission has established the area of the 1870s Belvidere as the priority area. The grant request for Phase One is to survey the Court House Square area including the four blocks east of State Street between the Kishwaukee River and Menomonie Street. The Phase I area contains 70 acres and 135 properties with seven local landmarks and one National Register property.

In January 2013, the city received notification of the CLG Grant award ending August 31, 2014; in February of 2013, the grant agreement with the city and the Illinois Historic Preservation agency was completed and signed. The request for proposals for a consulting firm to perform the intensive survey was distributed in September of 2013 and nine proposals were received. In November of 2013, Hagerty Heritage Planning was selected as the consultants to complete the survey; the contract with Hagerty Heritage Planning was completed in December, 2013. The required monthly reports for October, November and December 2013 were submitted to the Illinois Historic Preservation Agency.

### **Belvidere Historic Preservation Commission**

During 2013, the Belvidere Historic Preservation Commission adopted a work plan for the year focusing on preservation education, promotion and recognition. The Commission held its second awards program to recognize individuals that had completed outstanding renovation projects. Three business owners and three homeowners were given awards for the work completed on their buildings. The program was held at the Swift House at 127 West Locust Street on May 2, 2013 (in recognition of preservation month). The Priem award was created for celebrating individuals with a lifetime of preservation achievement and the first recipient was Millie Priem. A booklet was designed highlighting the projects and advertising sponsorship was received from contractors and supporters of the preservation efforts. The event was well attended and appreciated by the recipients and the community.

The commission worked to schedule the third annual historic home tour as a fund raiser but found it difficult to find landmark homeowners willing to open their homes to the public. The commission instead held an antique auction fund raiser in September, 2013 at Woody's Auction House. Although the event was not well attended, materials were sold at other auctions and the commission made \$684 from sales. The commission designed a small 50/50 matching grant program with the funds raised from the historic home tour fund raiser (approximately \$2000). Applications were designed and mailed to all landmark homeowner. Five grant applications were received and three small grants were awarded. Grants of \$335 to the Mile's family at 400 West Hurlbut Avenue, \$1,000 to the Jonas family at 415 West Hurlbut Avenue and \$650 to the Baznik family at 804 North State Street were awarded. Two other applications were received but not funded (Kenneth Barrs at 316-318 West Hurlbut Avenue and James F. and Erma Pfau at 114/116 West Hurlbut Avenue). The commission designed and ordered eight signs to demark the two Downtown National Register Districts; the signs were installed by the public works department in November.

The planning staff continued working on the survey project funded with a Certified Local Government Grant (\$7000/\$3000) for intensive survey of the Courthouse Square area. The request for proposal was completed and a consultant was chosen from the nine responses received. Survey work should begin in early spring 2014 and be completed by August 2014.

The commission submitted its annual report to the Illinois Historic Preservation Agency as part of its Certified Local Government Agreement that was approved by the Illinois Historic Preservation Agency. No Certificates of Appropriateness were reviewed by the commission during the FY 2013 fiscal year. One local landmark was designated during the year. The Swift House at 127 West Locust Street was designated with the ordinance officially approved on June 3, 2013. There were no National Register Districts designated during the fiscal year. The Court House Square survey was started in the fall of 2013 and will continue through August 2014. There were no proposed demolitions of or work proposed to any National Register properties during the year. The commission updated the landmark and historic district brochure and reprinted 2500 copies.

### **Belvidere Hometown Market**

The planning staff helped to plan and managed the Belvidere Hometown Market that was held at Hub Plaza and Pleasant Street on Saturdays from June through October 2013. The market was held from 11:00 am to 6:00 pm and featured products that were grown or produced locally. Despite the change in date and time from the 2012 season, the market was a success with twice as many vendors. A face book page was created to promote the market.

### **Citizen Planner Workshop**

There were no Planner Workshops in 2013. The City of Loves Park planned an event with the Illinois State Section of the Illinois Chapter of the American Planning Association to organize a workshop for parliamentary procedures for February 2013.

### **Comprehensive Plan Review**

Updating the Belvidere-Boone County Comprehensive Plan has been an ongoing project throughout the year; the limited staff and the time commitment of other projects leaves little time for the comprehensive plan update. Updating comprehensive plans are often long projects and are completed with the assistance of private planning companies with additional funding. During 2013, the planning staff has finished updating the maps for the plan and worked on the editing of some of the text. Steve Ernst, Rockford Metropolitan Agency for Planning made a presentation to the regional commission regarding the support of the Flora Neighborhood Plan. The Belvidere-Boone County Regional Commission forwarded a letter of support of the Flora

Neighborhood Plan to the City County and the County Board. The planning staff developed a Planned Development Zoning District as an alternative for the Flora Neighborhood Zoning Districts that were added to the Belvidere Zoning Ordinance; a letter of support was forwarded to the County Board for the Planned Development District from Mayor Chamberlain. The proposed Planned Development District was reviewed by the Planning, Building and Zoning Committee; the proposal did not move forward.

### **Wind Energy Conversion Systems (WECS) Text Amendment**

During the year, the planning department utilized a large percentage of their time with activities related to the Boone County WECS text amendment including research, PZB meetings, public hearings, minutes, phone calls, etc. The setback portion of the proposed WECS amendment was sent back to the ZBA for further review in December 2012. After several months of public hearing comments, the setback proposal went to the County Board for a vote at the January 15, 2014 meeting. The proposal failed to get the required number of votes to pass; the current ordinance setbacks for WECS stand.

### **Boone County Agricultural Easement and Farmland Protection Commission**

The Farmland Protection Commission is charged with assisting Boone County in the preservation of farmland. In 2013, the commission hosted a two-day conference on June 21 and 22 that wielded professional speakers, local farmers and business owners. Conference topics included the benefits of preservation, the importance of soils and water and the growing trends in the agricultural community. The conference concluded with a tour of several agri-businesses located in northern Boone County. Feedback from the conference was very positive and a 2014 conference is planned for July 12, 2014 at the Rehn Agriculture Museum. A website was created for the conference ([https://sites.google.com/site/nillinoisfarmland\\_conference](https://sites.google.com/site/nillinoisfarmland_conference)). The Agricultural Area Committee met to discuss the 1995 designated agricultural protection area; three parcels were removed from the designated area by the current owners.

### **Transportation, Kishwaukee Riverfront, RREDD and RMAP**

Growth Dimensions, a non-for-profit economic development agency funded in part by the City of Belvidere and Boone County is another entity the planning staff collaborates with on various projects. Growth Dimensions asked that the planning staff attend meetings and participate in the

development of county-wide, long-range, economic-development projects. The Transportation Committee (formerly known as the Toll Way Station Point), Kishwaukee Riverfront Committee (as well as HarvestFest a fundraising arm of the Riverfront Committee), the Rockford Regional Economic Development District (RREDD) and other projects have involved the planning staff's knowledge and information throughout the year. The planning staff is expected to continue to be involved in existing and future committees associated with Growth Dimensions/Economic Development. The staff also serves on the technical committee of the Rockford Metropolitan Agency for Planning (RMAP).

### **Other Activities**

The planning department worked on projects during the year as well. Previously adopted (1956-2006) Belvidere and Boone Zoning Ordinances have been scanned and digitized to make research easier and to ensure adequate record keeping. During the year, some of the previous zoning maps were scanned. Case files are scanned and linked to GIS as they are closed out. The planning staff began scanning recorded plats for the Boone County Recorder's office to insure that a digital copy is available for the recorder's office and for the planning staff in 2012. For a fee, the staff scans plats or plans for the general public. During 2013, the staff scanned 2 new plats for the county and 66 large-format pages for the public. Most of the county's scanned plats are e-mailed; most of the public's scanned plans are recorded on CDs.

The planning staff continues to update the department's web pages and posts press releases and all meeting agendas (with the full meeting packets) for the public to view and utilize. The planning staff will continue to post agendas in addition to utilizing Board Docs for the Boone County Board and the Planning, Building and Zoning Committee of the County Board.

The planning staff researched and issued letters for zoning verification and Lot of Record status; during 2013, 31 zoning verification letters were issued for parcels located in the City of Belvidere, 21 zoning verification letters were issued for parcels located in unincorporated Boone County and three letters were issued for Lot of Record status. Additionally, the planning staff reviewed temporary uses (mostly rodeos) in Boone County and issued change of address letters as follows: 23 letters for Belvidere: 19 letters for Boone County; and six letters for Poplar Grove. Monthly reports are compiled and distributed to update the City Council, the County Board, the City-



County Coordinating Committee and the planning commissions to keep the members abreast of the department's efforts. Quarterly updates are sent to the townships so that they are aware of the final outcomes on zoning matters within the county and their township.

### **Future Goals of the Department**

The planning staff will continue to perform current and long range planning for the City of Belvidere, the Village of Poplar Grove and for unincorporated Boone County and plans to work towards the completion of several projects for 2014. The staff will continue to process planning, zoning and subdivision applications for the City of Belvidere, the Village of Poplar Grove and for unincorporated Boone County as well as review site and landscaping plans. The staff will continue to administer the Downtown Overlay District.

The Historic Preservation Commission will continue to administer certificates of appropriateness for local landmark and historic district properties. The commission plans to hold the third awards program in May and an annual fundraiser (progressive dinner) in June and will strive to have enough funds to offer additional small, matching grants this year. The commission will oversee the completion of the intensive survey with funds from a certified local government grant.

The staff plans to continue managing and promoting the Belvidere Hometown Market and work with the Farmland Commission to plan and hold the second annual Northern Illinois Farmland Conference on July 12, 2014 at the Rehn Agriculture Museum. The department plans to continue staff and commission/board professional development by working with the American Planning Association to plan additional citizen planner workshops for the region.

The staff will continue the scanning and digitizing current planning cases and previous zoning maps for the city and the county to make them more readily available for research; the staff will work with the IT staff to update the website to allow zoning applications to be completed and possibly submitted online.

The department will also focus on the long term planning/projects and plans to continue working with Poplar Grove updating their Comprehensive Plan and reviewing and updating the

Poplar Grove, the Belvidere, and the Boone County Subdivision Ordinances. One of the larger projects seems to be the update of the City of Belvidere and Boone County Comprehensive Plan adopted in 1999. As always, next year is looking to be a year full of new challenges and opportunities for the department and the region.

## **Appendix Table**

- I      Population Estimates**
  
- II     Planning Department Budgets**
  - A.     2012-2013 Budget**
  - B.     2013-2014 Budget**
  
- III    Case Comparisons**
  - A.     2013 City, Village and County Case Comparison**
  - B.     2012-2013 City Case Comparison**
  - C.     2012-2013 County Case Comparison**
  - D.     2012-2013 Village Case Comparisons**
  
- IV    Case Load Summaries**
  - A.     2013 City Case Load Summary**
  - B.     2013 County Case Load Summary**
  - C.     2013 Poplar Grove Case Load Summary**
  
- V     Case Action Summary Charts**
  - A.     2013 City Case Action Summary Chart**
  - B.     2013 County Case Action Summary Chart**
  - C.     2013 Poplar Grove Case Action Summary Chart**

# I

## *Estimated Population*

	Census				Special Census						Census			
	2000	* 2001	* 2002	* 2003	2004	* 2005	* 2006	*2007	*2008	*2009	2010	*2011	*2012	*2013
Belvidere:	20,820	21,512	21,987	22,551	23,532	24,249	24,833	25,185	25,224	25,257	25,585	25,603	25,666	25,701
Poplar Grove:	1,368										5,023	5,029	5,034	5,037
Unincorporated														
Boone County:	18,204	18,702	19,097	19,561	19,244	19,441	19,618	19,740	19,798	19,820	20,698	20,713	20,728	20,745
Total Boone County:	41,786	n/a	n/a	n/a	46,451	49,649	51,391	51,937	52,200	52,280	54,165	54,217	54,317	54,378

\* The estimated population numbers were based solely on the amount of building permits granted for single family residential structures and multi-family units and did not take into account fluctuating vacancy rates.

## *Census Estimates*

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Belvidere:	20,820	21,644	22,289	22,995	23,515	24,236	25,239	26,156	26,461	26,271	25,588	25,680	25,371	n/a
Poplar Grove:	1,368	-	-	-	19,244	-	-	-	-	-	5,023	5,087	5,096	n/a
Boone County:	41,786	43,209	44,560	46,174	47,831	49,649	51,687	53,531	54,142	52,109	54,176	54,367	53,940	n/a

## *Official Census Numbers*

2000    2004    2010

## *Percentage of Growth*

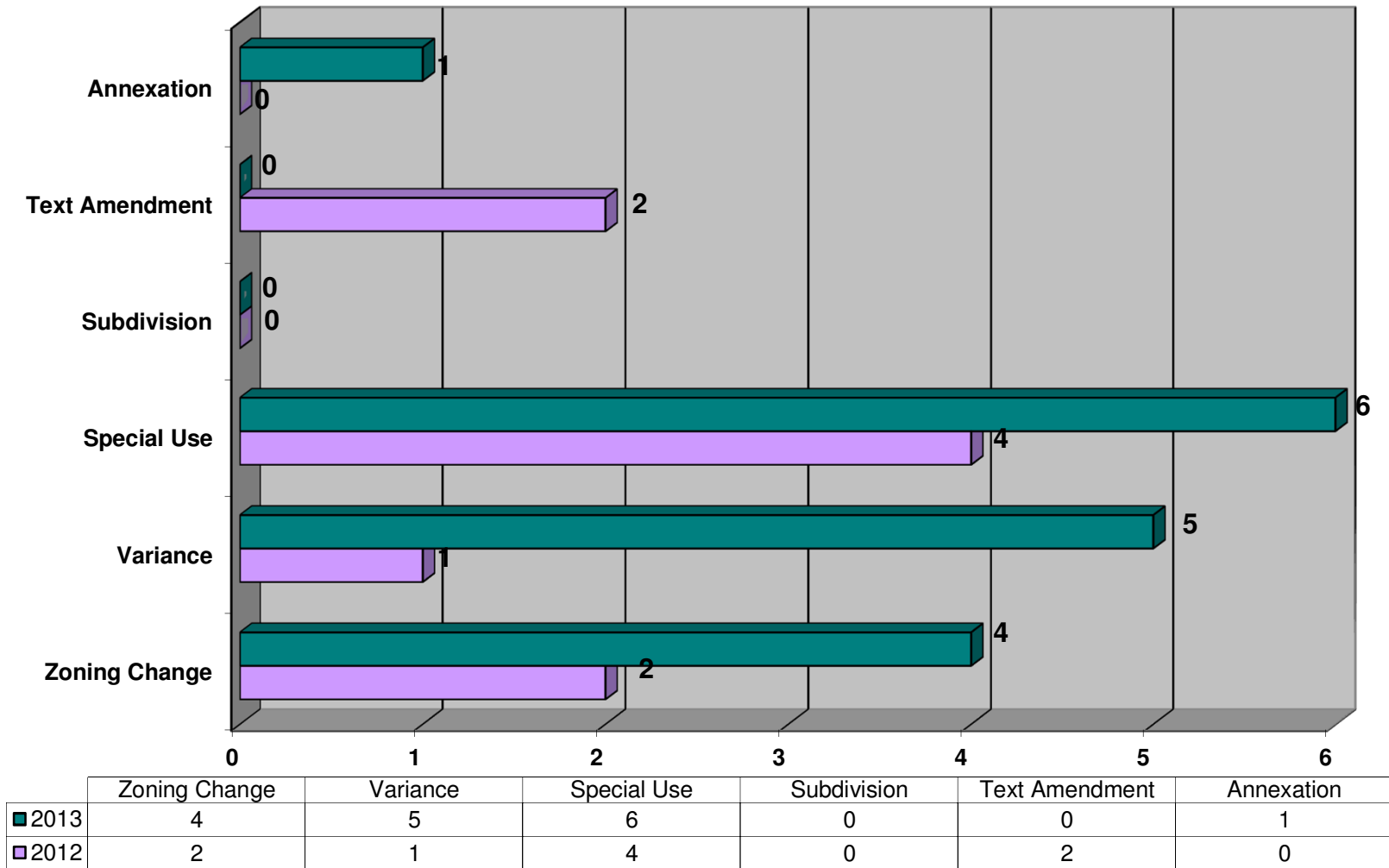
2000    2004    2010

Belvidere:	20,820	23,532	25,585
Poplar Grove:	1,368	2,940	5,023
Unincorporated			
Boone County:	18,204	19,244	20,698
Total Boone County:	41,786	46,451	54,165

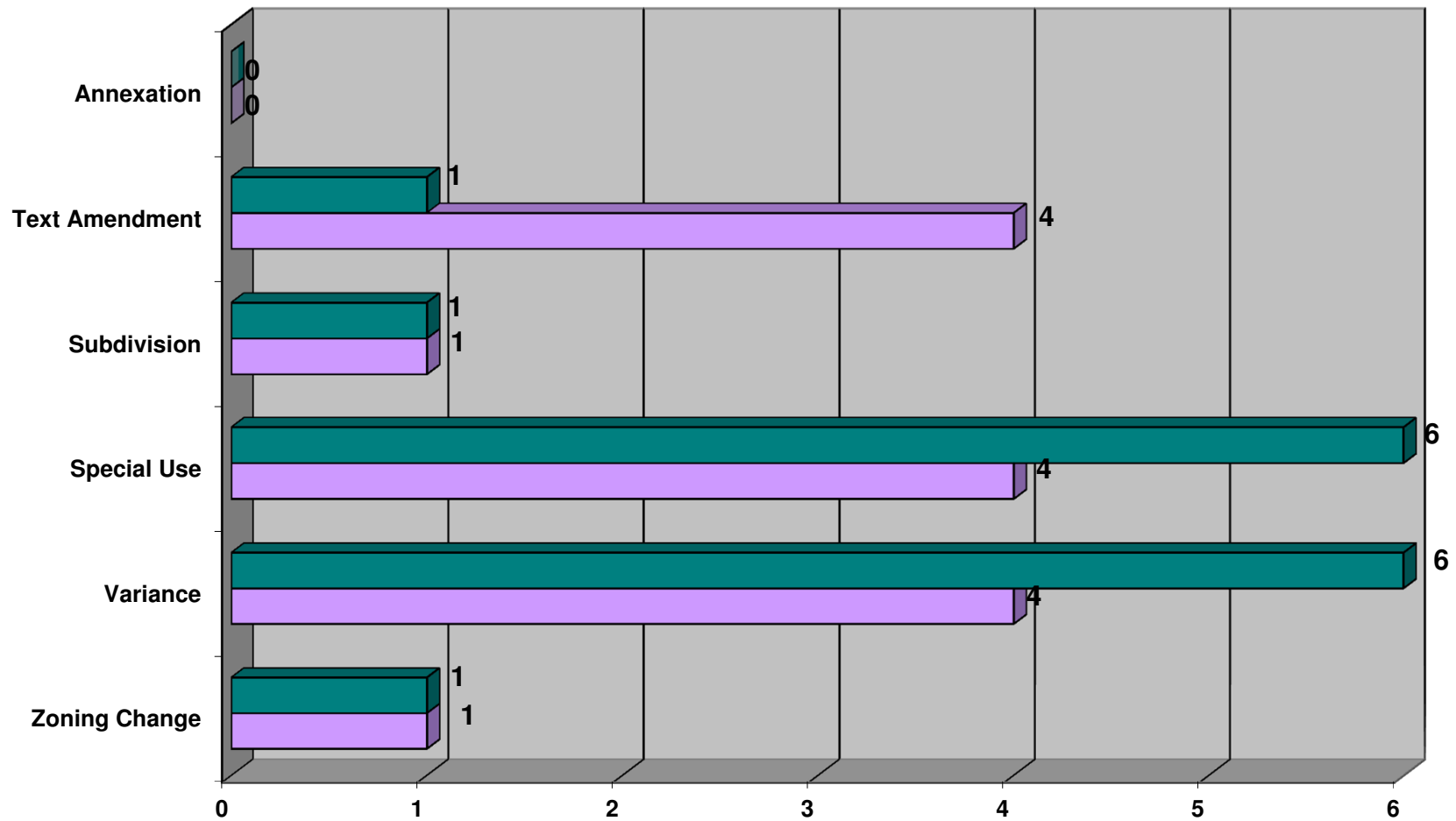
0	8.8	9.2
0	114.9	70.8
0	9.5	9.3
0	9	8.6

### III-B

## 2012-2013 City Case Comparisons

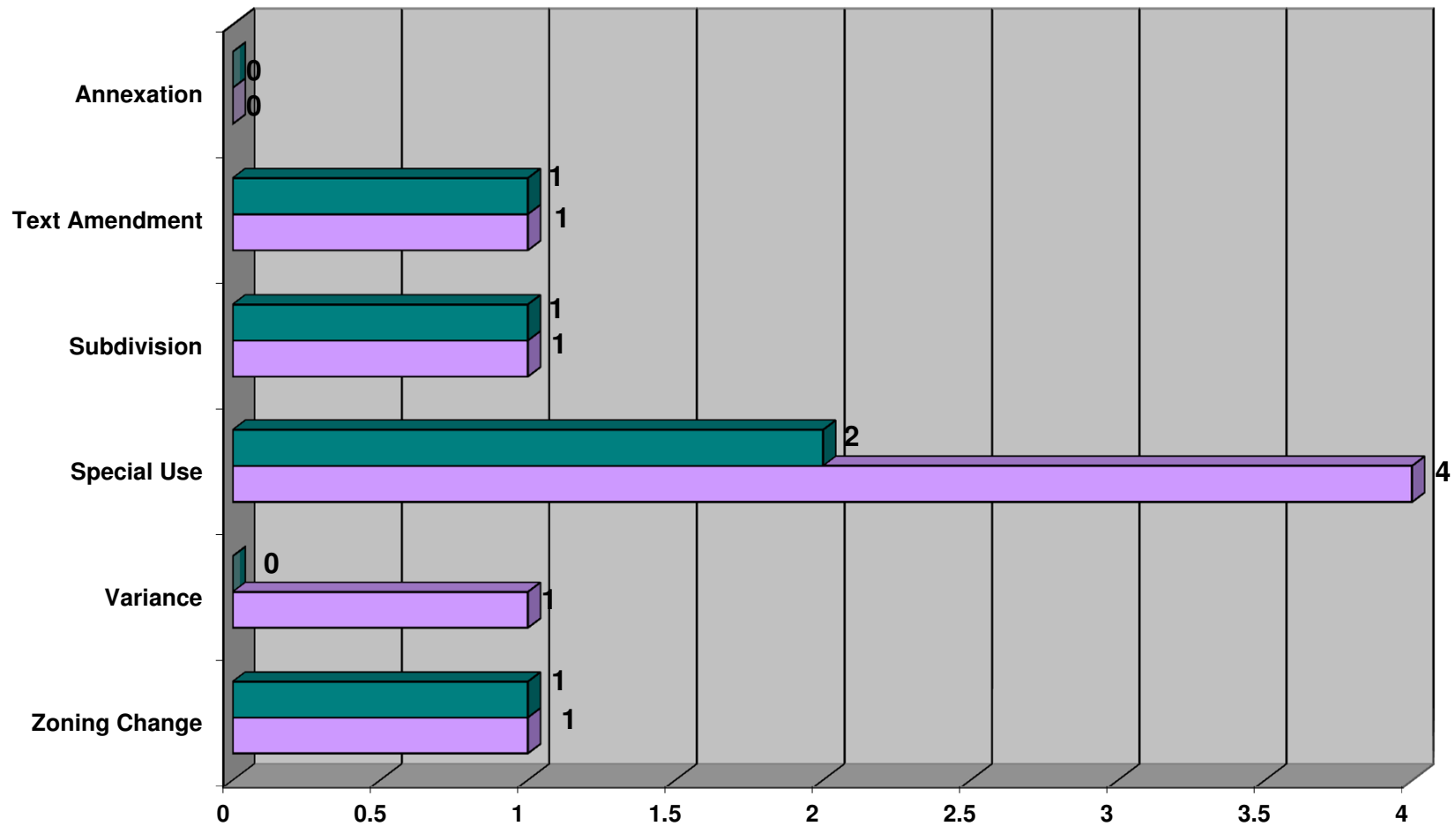


### III-C 2012-2013 County Case Comparisons



	Zoning Change	Variance	Special Use	Subdivision	Text Amendment	Annexation
■ 2013	1	6	6	1	1	0
■ 2012	1	4	4	1	4	0

**III-D**  
**2012-2013 Poplar Grove Case Comparisons**



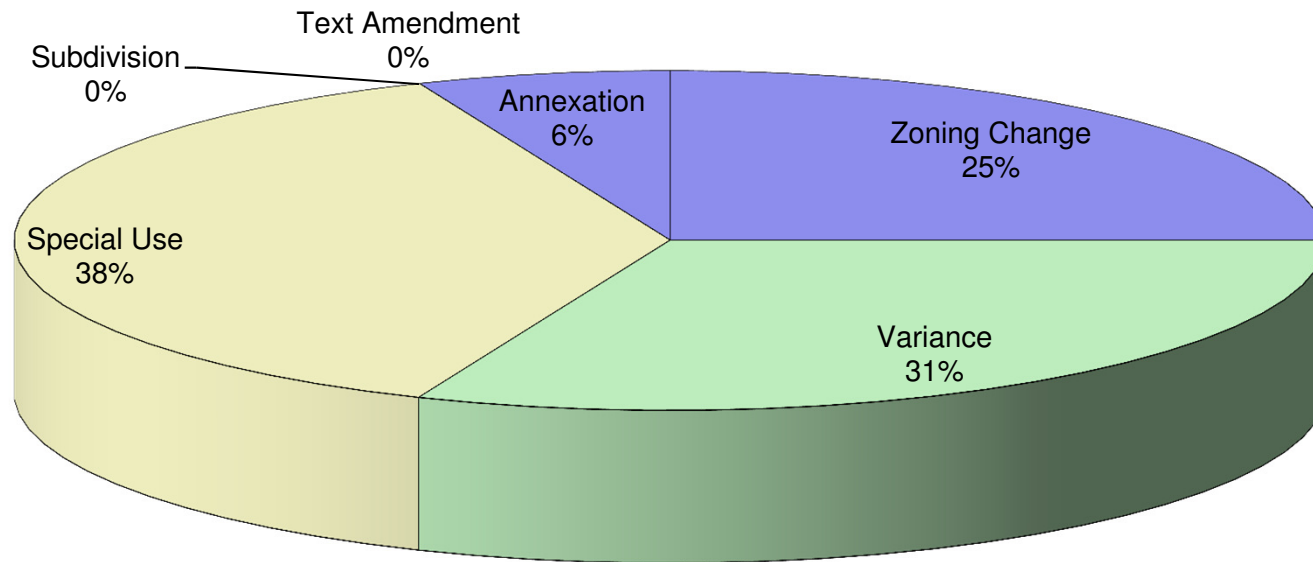
	Zoning Change	Variance	Special Use	Subdivision	Text Amendment	Annexation
■ 2013	1	0	2	1	1	0
■ 2012	1	1	4	1	1	0

comparison data

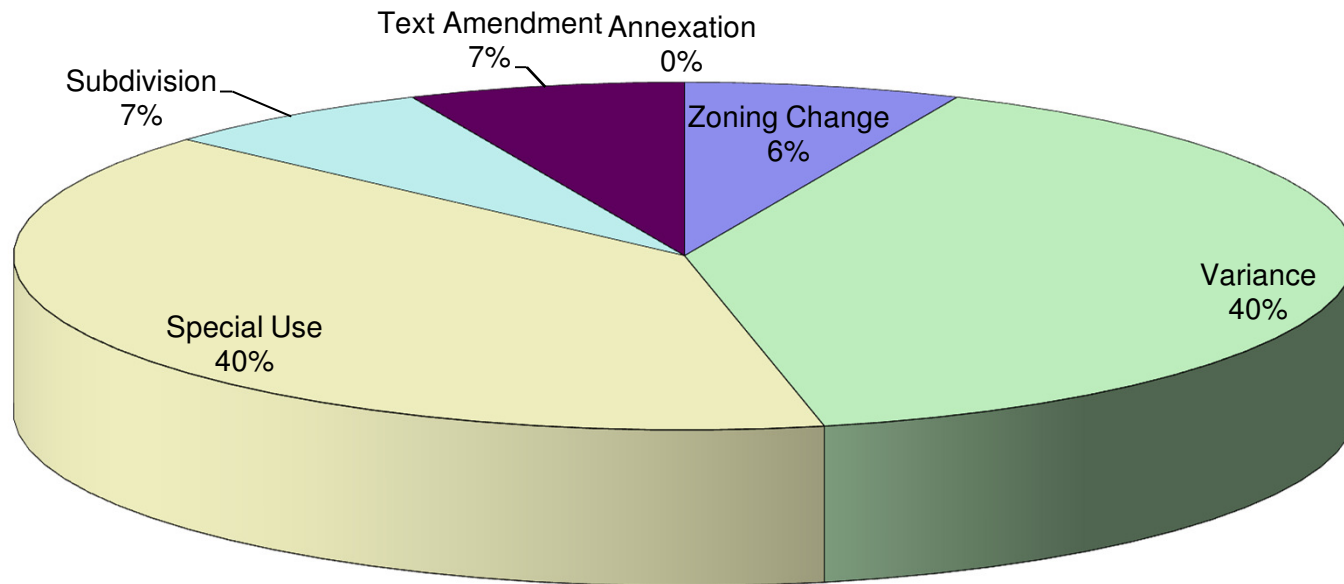
	2012	2013	city
Zoning Change	2	4	
Variance	1	5	
Special Use	4	6	
Subdivision	0	0	
Text Amendment	2	0	
Annexation	0	1	
	2012	2013	county
Zoning Change	1	1	
Variance	4	6	
Special Use	4	6	
Subdivision	1	1	
Text Amendment	4	1	
Annexation	0	0	
	2012	2013	poplar grove
Zoning Change	1	1	
Variance	1	0	
Special Use	4	2	
Subdivision	1	1	
Text Amendment	1	1	
Annexation	0	0	



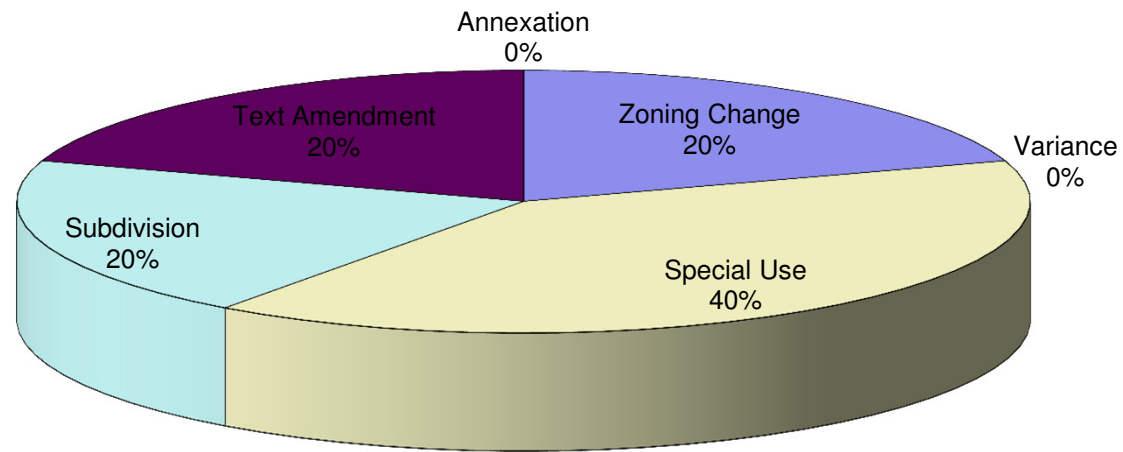
**IV-A**  
**2013 City Case Load Summary**



**IV-B**  
**2013 County Case Load Summary**



**IV-C**  
**2013 Poplar Grove Case Load Summary**



**V-A  
2013  
CITY CASE ACTION SUMMARY**

PETITION NAME	CASE NO	TYPE	PETITION DATE	PIN	LOCATION	PLANNING REQUEST	STAFF RECOMMENDATION	CONSISTENCY WITH COMP PLAN	PZC RECOMMENDATION	ACTION/DATE	ORDINANCE
Scott McClain	2013-01	SU	01/03/2013	05-35-253-015	1121 8th Street	Turn Garage into utility room for new furnace	n/a	n/a	n/a	February 1, 2013	Withdrawn
Julie Sullinger	2013-02	SU	01/09/2013	05-36-101-022; 05-25-357-043	111 West First Street	Hanging a mural	Approval with 5 conditions	Yes	Approval with 5 conditions (5-0)	March 4, 2013	171H
Ida Public Library	2013-03	RZ	3/6/2013	05-26-426-009	125 W. Hurlbut	rezone to Institutional	Approval with 0 conditions	No	Approval with 0 conditions (6-0)	May 6, 2013	174H
Hyland Funeral Home	2013-04	RZ	4/10/2013	05-26-428-016, 05-26-428-019, 05-26-428-020	218 West Hulbut	rezone to Institutional	Approval with 0 conditions	No	Approval with 0 conditions (6-0)	June 3, 2013	176H
St. James Catholic Church	2013-05	SU	5/14/2013	05-25-381-0024, 05-25-383-001, 05-25-383-004, 05-25-383-005	554 South Main Street, 311 North Church Street, 514 and 525 Caswell Street	SU/Planned Development for church campus	Approval with 6 conditions	Yes	Approval with 6 conditions (7-0)	July 1, 2013	179H
Gregory Thompson	2013-06	SU	6/7/2013	05-36-153-024	1013 Whitney Boulevard	convert back to a duplex	Approval with 5 conditions	Yes	Approval with 5 conditions (6-1)	August 5, 2013	182H
Swedish American	2013-07	VAR	6/10/2013	05-36-352-013	1625 South State Street	reduce front yard along 9th Street to allow ER expansion	Approval with 7 conditions	Yes	Approval with 7 conditions (7-0)	July 9, 2013	
Technical Group Inc	2013-08	SU	6/19/2013	05-35-482-010	325 Southtowne Drive	continue use of drive thru for Burger King	Approval with 4 conditions	Yes	Approval with 4 conditions (7-0)	September 3, 2013	184H
Technical Group Inc	2013-09	VAR	6/19/2013	05-35-482-010	325 Southtowne Drive	building and pavement setbacks for Burger King rebuild	Approval with 5 conditions	Yes	Approval with 5 conditions (7-0)	August 13, 2013	n/a
Howlett Homes	2013-10	RZ	7/18/2013	05-24-301-009	502-898 Fuller Lane	rezone duplexes from SR-6 to TR-7	Approval with 0 conditions	No	Approval with 0 conditions (5-0)	November 4, 2013	185H
Howlett Homes	2013-11	SU	8/15/2013	05-24-301-009, 05-24-304-001, 05-24-304-002. 05-24-304-003, 05-24-304-004	502-898 Fuller Lane	convert from condos to townhouse development	Approval with 4 conditions	Yes	Approval with 4 conditions (5-0)	November 4, 2013	186H
Kevin E. Hyser	2013-12	VAR	9/09/2013	05-26-229-001	823 Webster Street	reduce front yard setback to allow reconstr of garage	Approval with 0 conditions	Yes	Approval with 0 conditions (5-0)	October 8, 2013	n/a
Mary Chairez	2013-13	VAR	09/09/2013	05-26-478-012	315 W Locust Street	reduce front yard setback to allow front porch	Approval with 0 conditions	Yes	Approval with 0 conditions (5-0)	October 8, 2013	n/a
Northern Precision Plastics	2013-14	RZ	9/13/2013	05-34-102-004	6563 Revlon Drive	rezone to planned industrial	Approval with 0 conditions	Yes	Approval with 0 conditions (5-0)	November 4, 2013	188H
Northern Precision Plastics	2013-15	VAR	9/13/2013	05-34-102-004	6563 Revlon Drive	reduce side yard setback to allow expansion to north	Approval with 0 conditions	Yes	Approval with 0 conditions (5-0)	October 8, 2013	n/a
Northern Precision Plastics	2013-16	ANNEX	11/5/2013	05-34-102-004	6563 Revlon drive	annexation	Approval with 0 conditions	Yes	Approval with 0 conditions (9-0)	November 4, 2013	189H

**V-B  
2013  
County Case Action Summary**

PETITION NAME	CASE NO	TYPE	PETITION DATE	PIN	LOCATION	PLANNING REQUEST	STAFF RECOMMENDATION	CONSISTENCY WITH COMP PLAN	ZBA RECOMMENDATION	ACTION/DATE	ORDINANCE
Jack Wilson	01-2013	VAR	12/12/12	05-07-301-001	2 Glen Abbey Drive	Variance to extend existing garage	Approval with 4 conditions	Yes	Approval with 4 conditions (4-0)	January 22, 2013	n/a
Janyce Miller	02-2013	RP-CWL	12/27/12	03-22-477-006 and 03-22-477-007	107 and 109 Spinnacre Place	Re-Plat in Candlewick	n/a	n/a	n/a	February 20, 2013	n/a
Quality Aggregates	03-2013	SU	01/23/13	150 Ac-07-19-200-001; 74.95 AC-07-19-100-003	2758 Wheeler Road	Special Use renewal and amendment to hours of operation	Approval with 26 conditions	No	Approval with 26 conditions (4-0)	April 17, 2013	13-17
Bel-Rock	04-2013	SU	01/29/2013	07-04-300-003	2136 Graham Road	Commercial vehicle parking in A-1	Approval with 6 conditions	Yes	Approval with 6 conditions (4-0)	June 19, 2013	13-20
Byers	05-2013	VAR	4/10/2013	05-04-228-001	11831 Limetree Ln	Variance to extend existing garage	Approval with 3 conditions	Yes	Approval with 3 conditions (4-0)	May 28, 2013	n/a
Roger H. Miller	06-2013	VAR	6/6/2013	07-11-300-001	4329 Stone Quarry Rd	Variance to replace existing pole barn closer to road	Approval 2 conditions	Yes	Approval 2 conditions (5-0)	August 27, 2013	n/a
Mladenko Josipovic	07-2013	SU	6/20/2013	03-28-276-036	13645 Caledonia Road	Special use for semi parking in A-1	Denial	No	Approval with 5 conditions (5-0)	September 18, 2013 (denied)	n/a
Plote Construction	08-2013	SU	6/21/2013	07-09-200-015; 07-09-200-016; 07-09-400-001	4654 Townhall Road	Special Use for quarry and extended hours	Approval with 21 conditions	No	Approval with 21 conditions (3-2)	October 16, 2013	13-29
Ron Rodakowski	09-2013	VAR	8/26/2013	05-17-303-012	9078 High Gate Way	attached garage to allow garage addition	Approval with 3 conditions	Yes	Approval with 3 conditions (5-0)	September 24, 2013	n/a
Henry LaMarca	10-2013	VAR	8/23/2013	05-23-301-006	1475 N. State Street	sign height to permit pole sign	Approval with 3 conditions	Yes	Approval with 3 conditions (5-0)	September 24, 2013	n/a
Jim and Denise Behling	11-2013	VAR	8/26/2013	05-06-200-040	833 Orth Road	machine shed to store farm equipment	Approval with 3 conditions	Yes	Approval with 3 conditions (5-0)	September 24, 2013	n/a
Ronald G and Margaret J Hyde	12-2013	TA	10/15/2013	07-29-400-006	1194 Irene Road	Comp Plan to allow rezoning as RTN	Approval with 0 conditions	Yes	n/a	December 18, 2013	14-03
Ronald G and Margaret J Hyde	13-2013	RZ	10/15/2013	07-29-400-006	1194 Irene Road, Cherry Valley, IL	rezone from B-1 to RTN District	Approval with 0 conditions	Yes	Approval with 0 conditions (4-0)	December 18, 2013	14-04
Josh Robertson	14-2013	SU	10/21/2013	06-31-200-014; 06-31-200-018	6505 Logan Avenue	Special use for contractor's office and outdoor storage	Approval with 7 conditions	Yes	Approval with 7 conditions (4-0)	December 18, 2013	14-01
Belvidere Park District	15-2013	SU	10/22/2013	05-34-102-003	6573 Revlon Drive	Special use for outdoor storage of equipment and vehicles	Approval with 8 conditions	Yes	Approval with 8 conditions (4-1)	December 18, 2013	14-02

**V-C  
2013  
Poplar Grove Case Action Summary**

PETITION NAME	CASE NO	TYPE	PETITION DATE	PIN	LOCATION	PLANNING REQUEST	STAFF RECOMMENDATION	CONSISTENCY WITH COMP PLAN	PZC RECOMMENDATION	ACTION/DATE	ORDINANCE
KP Poplar Grove LLC	2013-01	FP	2/26/2013	03-26-200-006	SE Whiting Road and IL Rte 76	Poplar Woods First Addition	Approval with 10 conditions	Yes	Approval with 10 conditions (6-0)	June 10, 2013	2013-R-10
Patrick Moss	2013-02	SU	9/03/2013	03-24-480-019	101 Abbey Drive	Freestanding and Roof-mounted Mini WECS	Approval with 5 conditions	Yes	Approval with 7 conditions (6-0)	November 11, 2013	2013-028
Planning Staff	2013-03	TA	10/16/2013	n/a	n/a	Chapter 7 of the Subdication Code- Plat of Surveys	Approval with 0 conditions	n/a	Approval with 0 conditions (7-0)	n/a	n/a
Carylynn Steiner	2013-04	MA	11/05/2013	04-18-300-013	402 North State Street	Rezone from R-1 to RE	approval with 0 conditions	No	approval with 0 conditions (5-0)	January 13, 2014	2014-03
Carylynn Steing	2013-05	SU	11/05/2013	04-18-300-013	402 North State Street	Private stable for horses (animal boarding)	Approval with 3 conditions	No	Approval with 3 conditions (5-0)	January 13, 2014	2014-04