

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, September 12, 2023
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members:

Paul Engelman, CHM
Daniel Druckrey, VCHM
Carl Gnewuch
Robert Cantrell
Art Hyland
Alissa Maher
Vacant

Staff:

Gina DelRose, Community Development Planner
Kim Whitt, Administrative Assistant

MINUTES: Approve the minutes of the June 13, 2023 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

2023-15: Panama Enterprises Inc. (SU): Application of Daniel Castro Small, 1910 North State Street, Belvidere, IL 61008 on behalf of the property owner, Panama Enterprises, Inc. for a special use to permit a Roof, above peak sign (Belvidere Zoning Ordinance Sections 150.105(C)(5)(C)(2) Roof, above peak sign, Table 150.1007(C)(1) Permitted Building and Freestanding Sign by Type and Zoning District and 150.904 Special use Review and Approval Procedures) in the GB, General Business District on approximately 0.5 acres (PIN: 05-22-476-009).

Staff (Approval); PZC (); CC-1 (); CC-2 ()

2023-17: Alliance Development Corp. (MA): Application of Alliance Development Corp, 1510 N. Country Club Parkway, PO Box 1015, Elkhorn, WI 53121 on behalf of the property owner, Donald Busch, 6677 Logan Avenue, Belvidere, IL 61008 for a map amendment (rezoning) on approximately 86 acres commonly known as 1686 US Route 20, Belvidere, IL 61008 from RH, Rural Holding District (pending annexation) to HI, Heavy Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. PIN: 05-32-400-007.

Staff (Approval); PZC (); CC-1 (); CC-2 ()

2023-18: Alliance Development (SU): ***WITHDRAWN***

OTHER BUSINESS:

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION
Minutes
Tuesday, June 13, 2023
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members Present:

Alissa Maher
Bob Cantrell
Dan Druckrey Vice-Chair
Art Hyland
Brad Anderson

Staff Present:

Gina DelRose, Community Development Planner
Kimberly Whitt, Administrative Assistant
Mike Drella, City Attorney

Members Absent:

Paul Engelman Chairman
Carl Gnewuch

The meeting was called to order at 6:00 p.m.

MINUTES: It was moved and seconded (Cantrell/Maher) to approve the minutes of the May 9, 2023 meeting. The motion carried with a 5-0 roll call vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2023-14: Club Car Wash (SU): Application of Michael Leidig, 1250 Centennial Centre Boulevard, Hobart, WI, 54155 on behalf of the property owner, DMD Investments, Inc. 923 Logan Avenue, Belvidere, IL 61008 for a special use to permit in-vehicle sales or service. Specifically, a car wash at 2002 Gateway Center Drive, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(4)(B)(2) In-vehicle sales or service and 150.904 Special use Review and Approval Procedures) in the PB, Planned Business District on approximately 1.5 acres. PIN: 08-06-101-004.

PUBLIC HEARING FOR CASE 2023-14 OPENED : 6:01 PM

Ms. Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on May 25, 2023 and notifications were sent by certified mail to property owners within 250 feet of the subject property on May 15, 2023. Ms. DelRose summarized the staff report dated May 3, 2023 and stated the recommendation is for approval of case #2023-14 for a special use to permit in-vehicle sales or service. Specifically, a car wash at 2002 Gateway Center Drive, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections. Subject to 3 conditions.

There were no questions from the commission or public for staff.

Applicant Michael Leidig was present and sworn in. Mr. Leidig explained the business model club car wash. With a subscription a car can be washed up to 3 times per day. Although, you do not have to have a subscription to use the car wash. There were no questions for applicant from commission or audience.

There were no questions or testimony from the audience for Case #2023-14.

PUBLIC HEARING FOR CASE 2023-14 CLOSED: 6:10 PM

It was moved and seconded (Cantrell/Maher) to approve the findings of fact as presented by staff. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Cantrell) to recommend approval of Case 2023-14 subject to 3 conditions as presented by staff. The motion carried with a 5-0 roll call vote.

Gina DelRose stated the case would move forward to City Council.

OTHER BUSINESS:

Elections were held. Motion for Carl Gnewuch to be Chairman was made by Alissa Maher and seconded by Bob Cantrell. Motion carried with roll call vote. Motion for Paul Engelman to be Vice Chairman was made by Alissa Maher and seconded by Bob Cantrell. Motion carried. Congratulations Chairman Carl Gnewuch and Vice Chairman Paul Engelman.

Staff Report: Gina DelRose informed the commission there are currently no cases for the July 11, 2023 meeting.

ADJOURNMENT:

Motion to adjourn meeting was moved and seconded (Cantrell/Maher). The motion carried with a voice vote.

The meeting adjourned at 6:22 p.m.

Recorded by:

Reviewed by:

Kimberly Whitt
Administrative Assistant

Gina DelRose
Community Development Planner

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD, SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

September 5, 2023

ADVISORY REPORT

CASE NO: 2023-15

APPLICANT: Panama Enterprises, 1910 North State Street

REQUEST AND LOCATION:

The applicant, Daniel Castro Small, 1910 North State Street, Belvidere, IL 61008 on behalf of the property owner, Panama Enterprises, Inc. is requesting a special use to permit a Roof, above peak sign. Specifically, a car, being utilized as a sign, mounted to the roof of the building at 1910 North State Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(5)(C)(2) Roof, above peak sign, Table 150.1007(C)(1) Permitted Building and Freestanding Sign by Type and Zoning District and 150.904 Special use Review and Approval Procedures) in the GB, General Business District. The subject property is irregular in shape, approximately 0.5 acres (PIN: 05-22-476-009) and developed with a 2,200 square-foot building and parking area.

EXISTING LAND USE:

Subject property: Panama Taxi and Limousine

Adjacent Property

North: Mobil gas station

South and West: Dodge Lanes bowling alley

East: Hamblock Ford

CURRENT ZONING:

Subject property: GB, General Business District

All Adjacent Property: GB, General Business District

COMPREHENSIVE PLAN:

Subject property: General Business

All Adjacent Property: General Business

BACKGROUND:

The 2,200 square-foot building has previously been used for motorcycle sales, automobile detailing, a pawn store and a resale store. It is now occupied by Panama Taxi and Limousine Services. The paved area is used for both employee and fleet vehicle parking. In 2022, façade renovations were completed on the building and an expansion was contemplated.

Due to overhead garage doors and large display windows, mountable wall space for signage is limited. The property is also developed in manner that significantly reduces the ability to have a

2023-15; Panama Enterprises, 1910 North State Street

freestanding signage. The applicant is requesting the ability to mount the shell of a 2003 Nissan Altima onto the roof of the building in order to be used as signage. The approximate 5'x16.5' car complies with the 160 square feet of allowable signage on the building. Only the roof-top location requires zoning relief.

TREND OF DEVELOPMENT:

The subject property is located at the corner of North State Street and Appleton Road/Bypass 20. Established businesses at the intersection are primarily automobile related and many have recently been or are in the process of being renovated.

FINDINGS OF FACT:

Per Section 150.904 (G) of the City of Belvidere Zoning Ordinance, the criteria for granting a Special Use Permit are as follows:

- A. Findings: The establishment, maintenance, or operation of the special use will not be unreasonably detrimental to or endanger the public health, safety, morals, comfort or general welfare.**

Signage can impact the community if it distracts passing motorists, is not installed safely or encroaches into easements and public utilities. The proposed roof-mounted sign, a Nissan Altima may be unique for Belvidere but does not block any lines of sight or create a lighting situation that can be distracting. It is also set back far enough away to not interfere with the overhead utility poles.

- B. Findings: The proposed special use, both its general use independent of its location and in its specific location, will not be in harmony with the purposes, goals, objectives, policies, and standards of the City of Belvidere Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to Notice of Public Hearing by the City.**

The Comprehensive Plan designates the subject property as General Business; this use encourages indoor commercial, office, institutional, and controlled outdoor display land uses, with moderate landscaping and signage. Although utilizing a car as signage for an automobile related business ensures that the sign reflects the business, it is not moderate compared to other signage in Belvidere.

- C. Findings: The special use will not in its proposed location and as depicted on the required site plan, result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this Chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to Notice of Public Hearing by the City or governmental agency having jurisdiction to guide development.**

The intersection already emphasizes automobile related land uses. Due to the scale of the building, having a roof-mounted sign of this size will not create any negative impacts on neighboring properties and other than the attention it could generate at first, traffic is not expected to be impacted.

- D. **Findings:** The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property, and does maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

The property to the south and west is currently for sale. Due to the scale of the roof-mounted sign it is not expected to impede the continued use of the adjacent property or infringe on any potential redevelopment.

Two large automobile dealerships, two gas stations, an automobile rental business, an automobile parts store and several drive-through restaurants are located nearby. Vehicles are plentiful in the area. Having one that is smaller than permitted (in terms of signage) mounted on a roof is not expected to deflect from the development potential of the area.

- E. **Findings:** The proposed special use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvement facilities, utilities or services provided by public agencies servicing the subject property.

The subject property is already developed with a commercial building that is served with municipal utilities.

- F. **Findings:** The potential public benefits of the proposed special use does outweigh any and all potential adverse impacts of the proposed special use after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts.

Having visible signage is very desirable for businesses. Due to the scale of the building, the location of the property and size of the sign potential negative impacts are minimal. Conditions of approval will ensure that the sign is installed in a safe manner.

SUMMARY OF FINDINGS:

Signage can impact the community if it distracts passing motorists, is not installed safely or encroaches into easements and public utilities. The proposed roof-mounted sign, a Nissan Altima may be unique for Belvidere but does not block any lines of sight or create a lighting situation that can be distracting. It is also set back far enough away to not interfere with the overhead utility poles.

Two large automobile dealerships, two gas stations, an automobile rental business, an automobile parts store and several drive-through restaurants are located nearby. Vehicles are plentiful in the area. Having one that is smaller than permitted (in terms of signage) mounted on a roof is not expected to deflect from the development potential of the area.

Having visible signage is very desirable for businesses. Due to the scale of the building, the location of the property and size of the sign potential negative impacts are minimal. Conditions of approval will ensure that the sign is installed in a safe manner.

2023-15; Panama Enterprises, 1910 North State Street

RECOMMENDATION:

The planning staff recommends the **approval** of case number **2023-15** for a special use for an above peak roof sign at 1910 North State Street subject to the following conditions.

1. Substantial compliance with the sign elevation submitted.
2. Building plans including any structural changes such as electric, HVAC and plumbing that show the building's ability to safely mount the vehicle/sign onto the roof will need to be submitted by a licensed design professional for review and approval.

Submitted by:

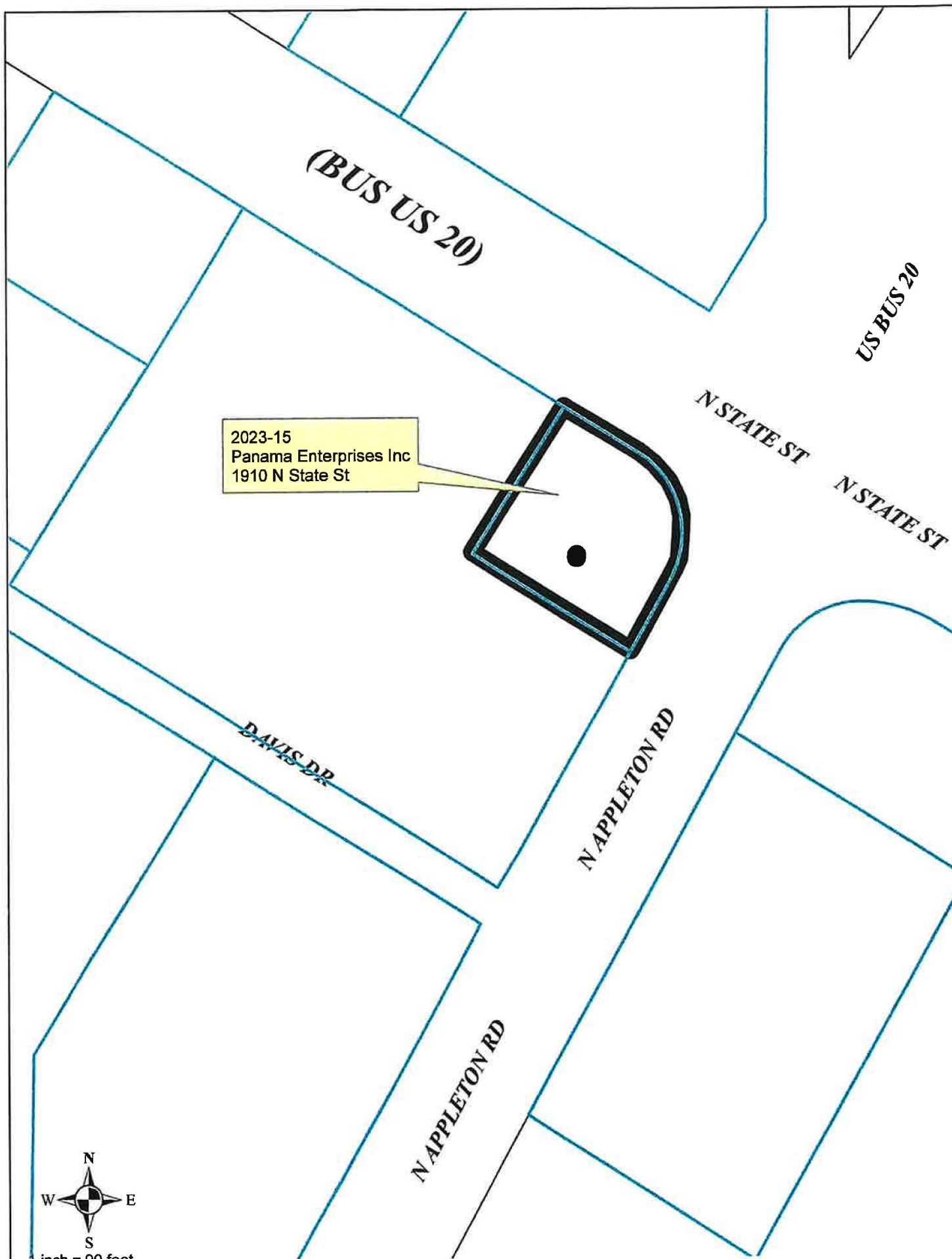

Gina DelRose
Community Development Planner

Review and Recommendation by the Planning and Zoning Commission. The Planning and Zoning Commission shall review the application, adopt findings of fact, and make a recommendation to the City Council.

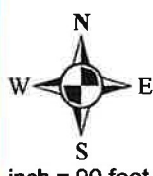
Review and Action by the City Council. The City Council shall consider the Planning and Zoning Commission's recommendation regarding the proposed special use. The City Council may approve or deny the special use as originally proposed, may approve the proposed special use with modifications or may remand the matter back to the Planning and Zoning Commission for further discussion or hearing. The City Council's approval of the requested special use shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed special use.

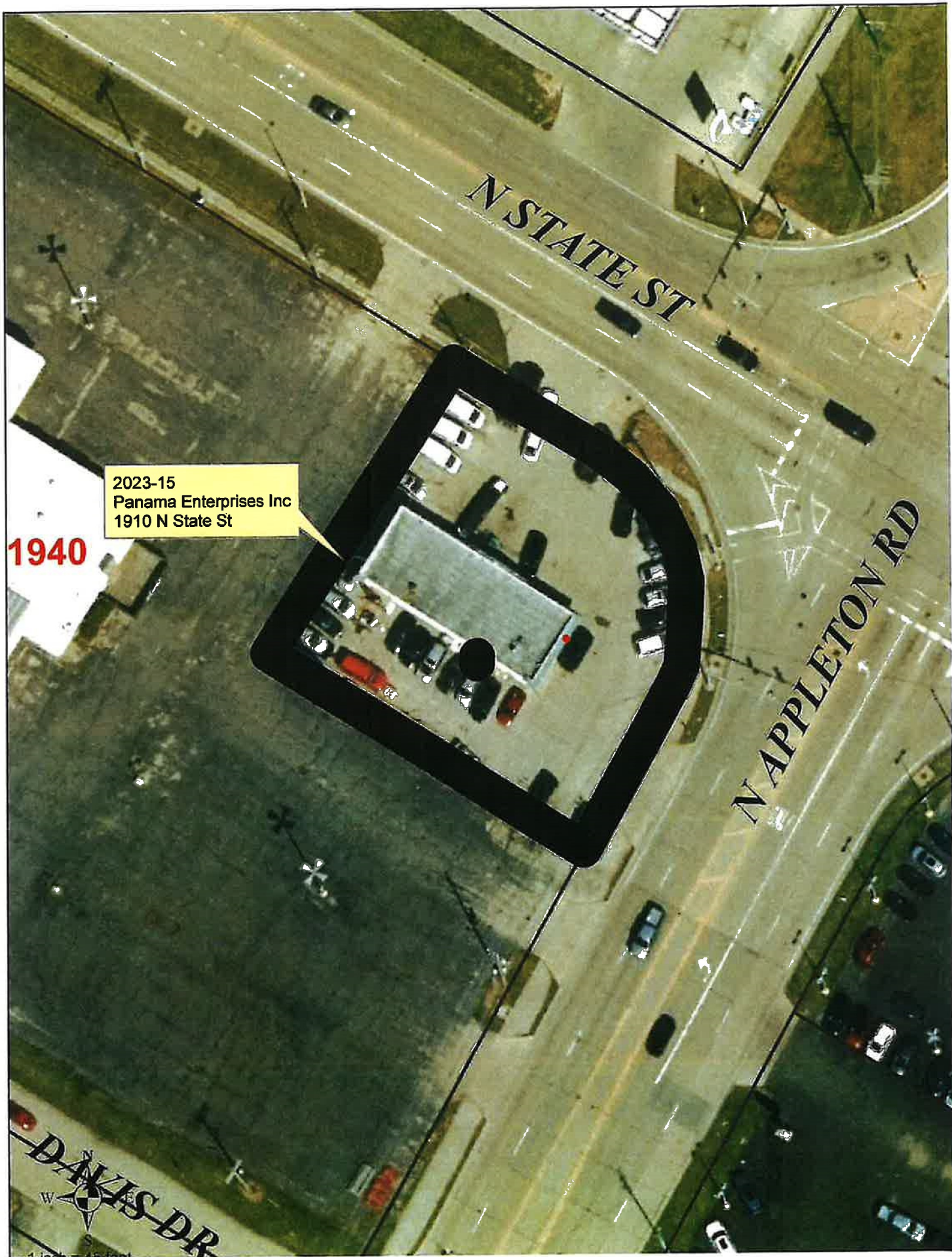
ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial Photo with by Planning Staff.
3. Narrative submitted by Applicant.
4. Sign elevation submitted by Applicant.
5. Letter submitted by the Boone County Health Department, Alisen O'Hearn, August 16, 2023.
6. Memo submitted by the Belvidere Building Department, Kip Countryman, August 17, 2023.
7. E-mail submitted by the Belvidere Fire Department, Matthew Wittig, August 22, 2023.



2023-15
Panama Enterprises Inc
1910 N State St





2023-15
Panama Enterprises Inc
1910 N State St

1940

N STATE ST

N APPLETON RD

DANIS DR

Regarding: Panama Enterprises
1910 N. State St.
Belvidere, IL 61008

What we would like to do:

We propose to secure a "shell" (No Engine, No Transmission, No glass/window, No interior) of a 2003 Nissan Altima car on the roof as the business "marquee" sign for Panama Enterprises.

Car Specs:

The weight of the car is approximately 2,000 - 2,500 pounds.

Car size is 62' x 196" - it is 55" tall.

Roof Specs:

The roof is 80' long (State Street Side) x 34' wide (Genoa/Appleton Side)

The height is 16'4" from concrete ground to top of parapet wall (parapet wall is 1'10")

14'5" is the height to field of roofing from concrete ground

5.2" Roofing material

12'3" from ground to bottom of steel support beam rafters

14'3" from ground to top of steel beam support rafters

2' Steel support beams

Securing:

We would like to weld (4) 4" solid steel piers to the existing steel corrugated deck to protrude thru the roof to approx 2' above the base of the roof then weld the frame of the car directly to these steel piers.

Please see drawing, "mock" photo showing the car on the roof, and all the photos showing support beams, flat roofing, etc.



STATE ST

Genoa Rd

Front

welded piers 4" solid steel
with 4 Pedestal Blocks
grooved + arched for + res.
parapet 22"

80'

34'

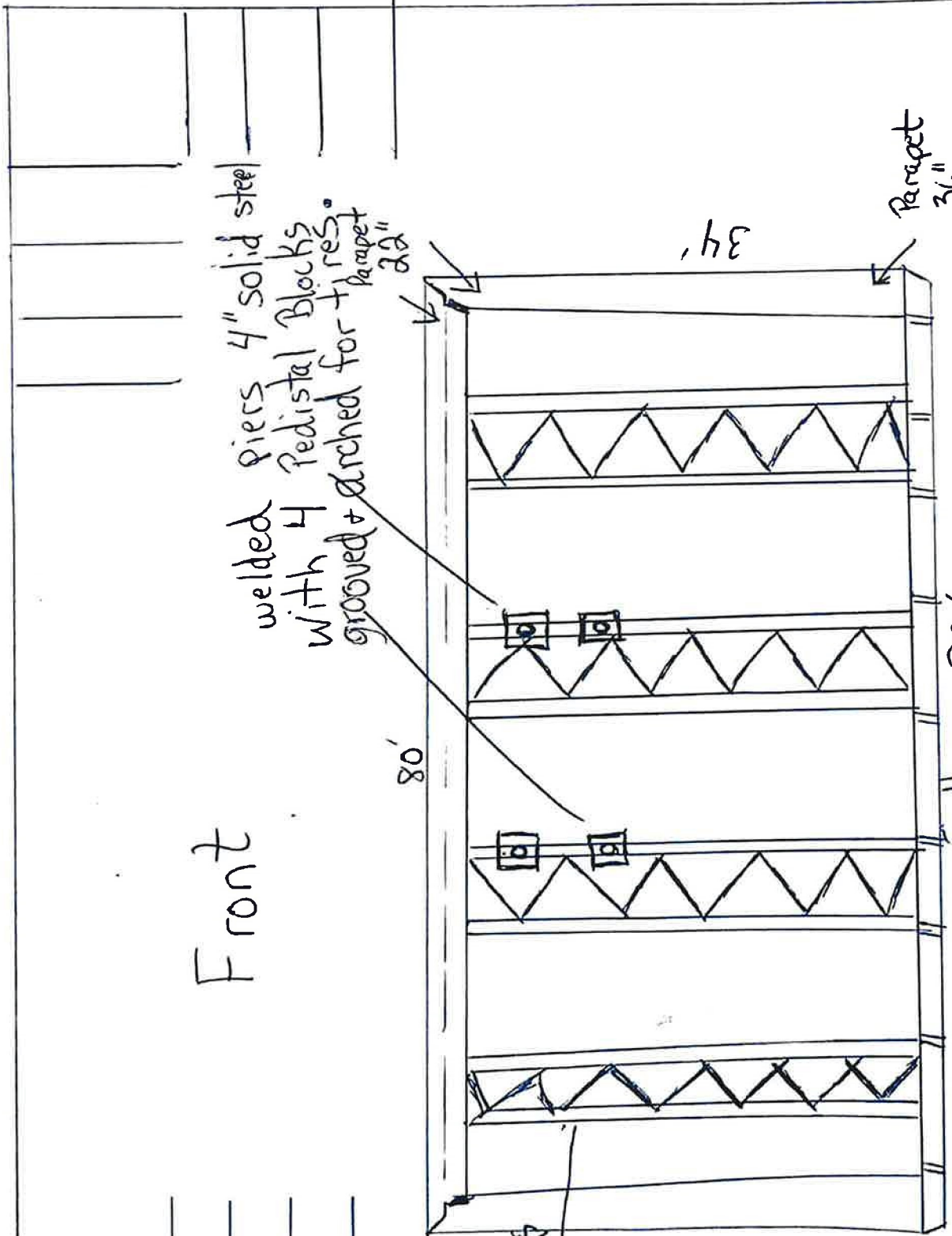
Parapet
36"

Gutter 80'

Rear

steel
posts
for
addition

34'





Public Health
Prevent. Promote. Protect.

Boone County Health Department

1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

*The mission of the Boone County Health Department is to serve our community by
preventing the spread of disease, promoting equitable wellness & protecting the public's health.*

August 16, 2023

City of Belvidere
Community Development
Gina DelRose
401 Whitney Blvd Suite 300
Belvidere, IL 61008

Email: gdelrose@ci.belvidere.il.us

Re: Case: 2023-15; Panama Enterprises, 1910 North State Street

Dear City of Belvidere,

We are in receipt of a special use to permit a Roof, above peak sign. Specifically, a car, being utilized as a sign, mounted to the roof of the building at 1910 North State Street, Belvidere, IL 61008. PIN: 05-22-476-009.

At this time, the Boone County Health Department has no comment.

If you have any questions or concerns, please contact us at (815) 544-2951 ext. 2 or at info@boonehealth.org.

Sincerely,

Alisen O'Hearn, LEHP/REHS
Environmental Center Supervisor
Boone County Health Department

AT

CITY OF BELVIDERE
Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

DATE: 8/17/2023

TO: Gina DelRose Community Development Planner

RE: 1910 N State St

Gina,

Building plans will need to be submitted by a licensed design professional that include any structural changes including but not limited to Electric, HVAC and Plumbing will need to be reviewed and approved before any construction permits will be issued.

Thank you

**Kip Countryman
Director of Building
City of Belvidere Community Development
815-547-7177
Kcountryman@ci.belvidere.il.us**

Gina Delrose

From: Matthew Wittig <mwittig@belviderefire.com>
Sent: Tuesday, August 22, 2023 12:32 PM
To: Gina Delrose
Subject: Re: request for comments

This message originated from an **External Source**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Gina

Inspector Beck and I have reviewed the notice of public hearing for Panama Enterprises. The only concerns we would have is the integrity of the existing structure of the building that the vehicle support structure is going to be added to. We do not see any additional issues from a fire inspector view.

Any questions please let me know.

On Mon, Aug 21, 2023 at 9:45 AM Gina Delrose <gdelrose@belvidereil.gov> wrote:

Hi Matt!

Whenever there is a temporary use (like a carnival), variance (something to close to the lot line), special use (businesses that could create problems), planned development (someone created their own zoning codes), rezoning (changing from one category to another) subdivisions (platting new lots and roads) and text amendment (changing the language of the subdivision or zoning codes) I send out a request for comments to get the fire department's input.

Attached are the three cases for this month.

Please let me know if you have any questions.

Gina DelRose

Community Development Planner

City of Belvidere

401 Whitney Boulevard, 61008

(o) 815-547-7177

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

September 6, 2023

ADVISORY REPORT

CASE NO: 2023-17

APPLICANT: Alliance Development Corp., 1686 US Route 20

REQUEST AND LOCATION:

The applicant, Alliance Development Corp, 1510 N. Country Club Parkway, PO Box 1015, Elkhorn, WI 53121 on behalf of the property owner, Donald Busch, 6677 Logan Avenue, Belvidere, IL 61008 is requesting a map amendment (rezoning) on approximately 86 acres commonly known as 1686 US Route 20, Belvidere, IL 61008 from RH, Rural Holding District (pending annexation) to HI, Heavy Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. The subject property has historically been used for row crop production and is a farmstead. PIN: 05-32-400-007.

BACKGROUND:

The applicant has petitioned for annexation into the City of Belvidere. According to the City of Belvidere Zoning Ordinance, all property annexed into the City is zoned RH, Rural Holding District until properly rezoned by ordinance. In conjunction with the petition of annexation for the subject property, the applicant has petitioned for a rezoning of approximately 86 acres to heavy industrial. Upon annexation allowing for the extension of public utilities and the completed realignment of Irene Road, the property will be able to accommodate industrial development.

Kelly Farms Subdivision which abuts the east side of the property and was the catalyst for the Irene Road realignment was annexed into the City in 2022 and began development of the General Mills distribution center shortly afterwards. There is still one heavy industrial lot and one general business lot within the subdivision that is available for development.

The Boone County Soil and Water Conservation District's NRI Report 1734 provided a unfavorable opinion of the change of zoning for the subject property due to a high land evaluation score. This is not uncommon due to the high quality of Boone County farmland. The Boone County Soil and Water Conservation District notes that if there is future development, attention should be paid to soil compaction and erosion, groundwater and habitat providing native landscaping.

FINDINGS OF FACT:

Per Section 150.903 (D) of the City of Belvidere Zoning Ordinance, the criteria for granting an Amendment of the Official Zoning Map are as follows:

A. Existing uses and intensities of property within the general area of the property in question.

Findings:

Subject property: Row Crop Production

North: Railroad and dredging quarry

South: US Route 20 and single-family residential.

West: CAI Custom Alloys, Inc.

East: Row Crop Production and General Mills distribution center.

The subject property is bounded by the railroad to the north, Kelly Farms Subdivision to the east, isolated single-family residential to the south and established county industrial development to the west. North of the railroad are older industrial developments and a dredging quarry. Even though there is row crop production occurring to the east and nearby to the west, all the properties are zoned a mix of industrial and commercial in anticipation of redevelopment as such in the future.

B. The zoning classification of property within the general area of the property in question.

Findings:

Subject property: RH, Rural Holding District

North: PI, Planned Industrial District

South: R-1, Single Family Residential District (County)

West: I-1, Light Industrial District (County)

East: GB, General Business District and HI, Heavy Industrial District

The heavy industrial zoning allows for office, indoor and outdoor storage or wholesaling, distribution centers, light industrial and heavy industrial land uses. Land uses that are more intense such as junkyards, freight terminals and extraction uses are permitted by special use approval.

Although the adjacent county property is zoned light industrial, the county's permitted light industrial land uses are similar to those permitted in the city's heavy industrial district.

C. The suitability of the property in question for the uses permitted under the existing zoning classification.

Findings: The property is suitable for the existing zoning classification in its current state with the existing improvements located on the subject property.

The existing use on the subject property is suitable for the Rural Holding District. However, the location of the property and nearby infrastructure lends itself to industrial development. By rezoning the subject property to a more appropriate district, when improvements are made, the site will be more compatible with the surrounding area.

D. The trend of development, if any, in the general area of the property in question, including changes (such as the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), if any, that may have taken place since the day the property in question was placed in its present zoning

classification and that make the property more appropriate for a different zoning district.

The subject property was placed into the default Rural Holding District zoning classification upon approval of an annexation with the city, however, the anticipated improvements and land uses as noted in the annexation agreement are at a greater intensity than the “rural community character” that the Rural Holding District encourages. The proximity of the railroad, Grant Highway and the Irene Road interchange encourages the trend of commercial and industrial development in the area.

E. Whether the proposed amendment is consistent with the plans and policies of the Comprehensive Plan adopted by the City

Findings: The proposed rezoning is somewhat consistent with the plans and policies of the Comprehensive Plan adopted by the City.

The subject property is designated as a mix of “Planned Industrial” and “Planned Mixed Use-4” by the City of Belvidere Comprehensive Plan, adopted July 15, 1999. The Planned Industrial map category encourages high-quality indoor manufacturing, assembly and storage uses with generous landscaping and signage while the Planned Mixed Use-4 category encourages intensive mixed uses near a transit center with buildings four to six stories tall with offices, services, retail or upper floor residential uses.

The applicant wishes to rezone to heavy industrial to better accommodate the trend of industrial development in the area. With the diminished possibility of commuter rail locating in the area, the City is reviewing their Comprehensive Plan regarding the current transit orientated development designations.

F. Whether the proposed Official Zoning Map amendment furthers the purposes of the Zoning Ordinance and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).

Findings: The proposed Official Zoning Map amendment will further the purposes of this Chapter and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).

The subject property is currently in row crop production and is a farmstead in accord with Boone County regulations. The rezoning will help bring the property in line with the City of Belvidere’s regulations. All future development will be required to adhere to all applicable codes and ordinances in addition to advised recommendations for development that may be provided by agencies at a later date.

G. Whether a mistake was made in mapping on the Official Zoning Map or if an area is developing in a manner and purpose different from that for which it is mapped.

Findings: Properties are automatically zoned Rural Holding District upon annexation. This zoning district acts as a holding place until the property can be properly rezoned to an industrial, commercial or residential district.

SUMMARY:

The planning staff believes that the proposed rezoning for the subject site is not more intense than the other developed uses or anticipated uses in the general area. The development of the subject property continues the industrial corridor along US Route 20, south of the railroad tracks and near the Irene Road interchange that has been very active recently.

The Heavy Industrial District requirements will regulate lot coverage, landscaping and aesthetics of new construction. These regulations will lessen any negative impacts the rezoning may cause to the area.

RECOMMENDATION:

The Planning staff recommends the approval of case number 2023-17 to rezone approximately 86 acres northwest of Irene Road and US Route 20 from RH, Rural Holding District (pending annexation) to HI, Heavy Industrial District

Submitted by:

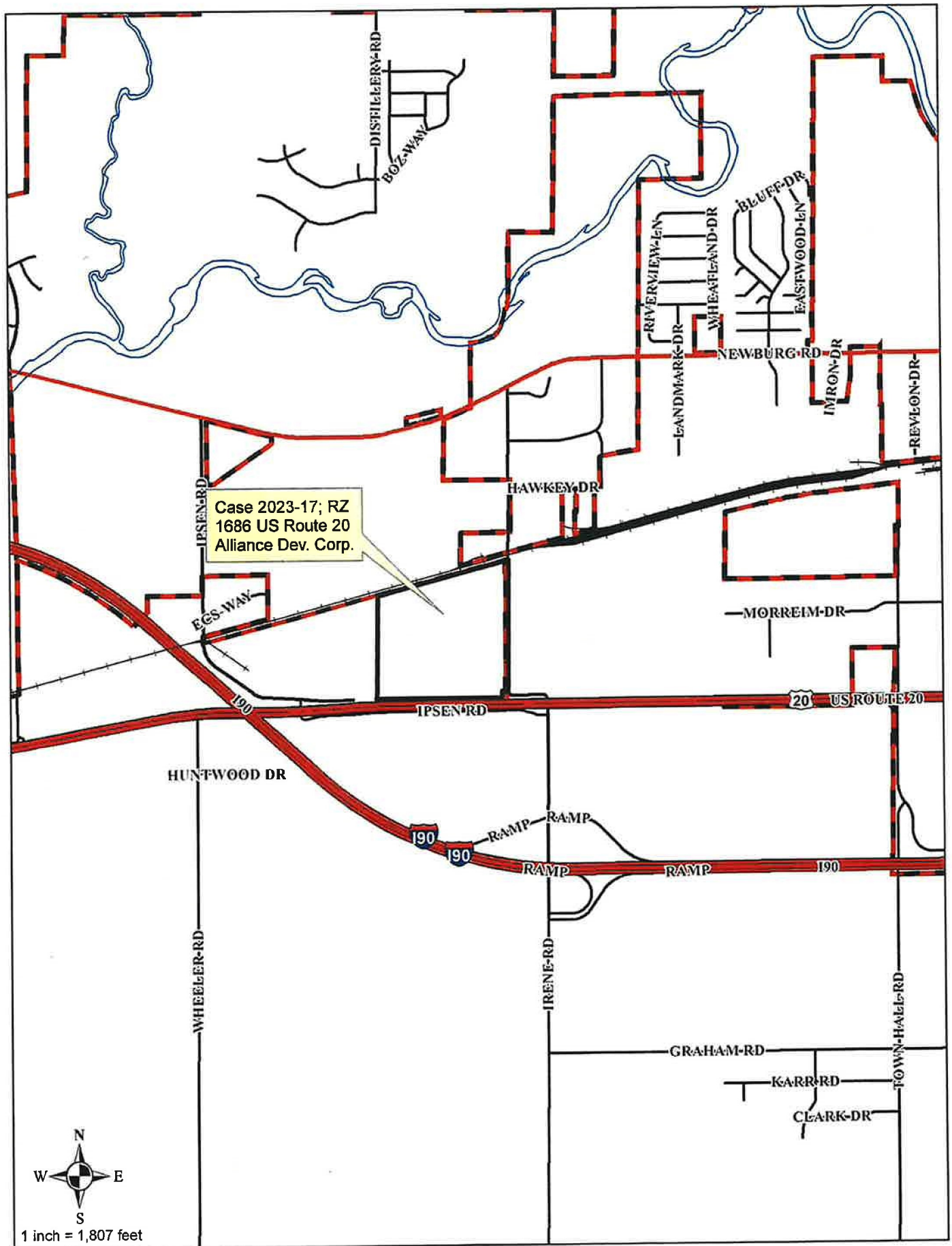

Gina DelRose, Community Development Planner

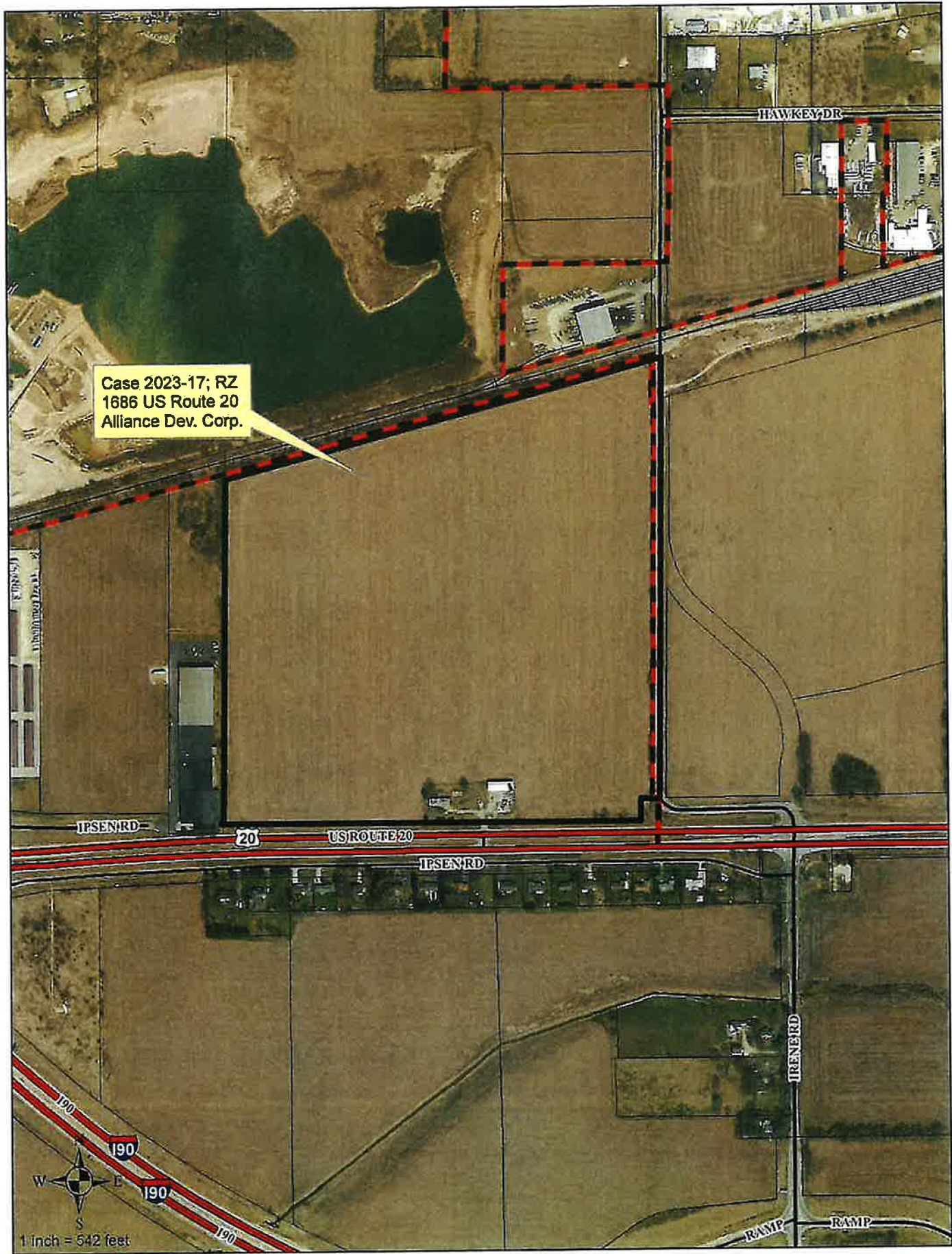
PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION

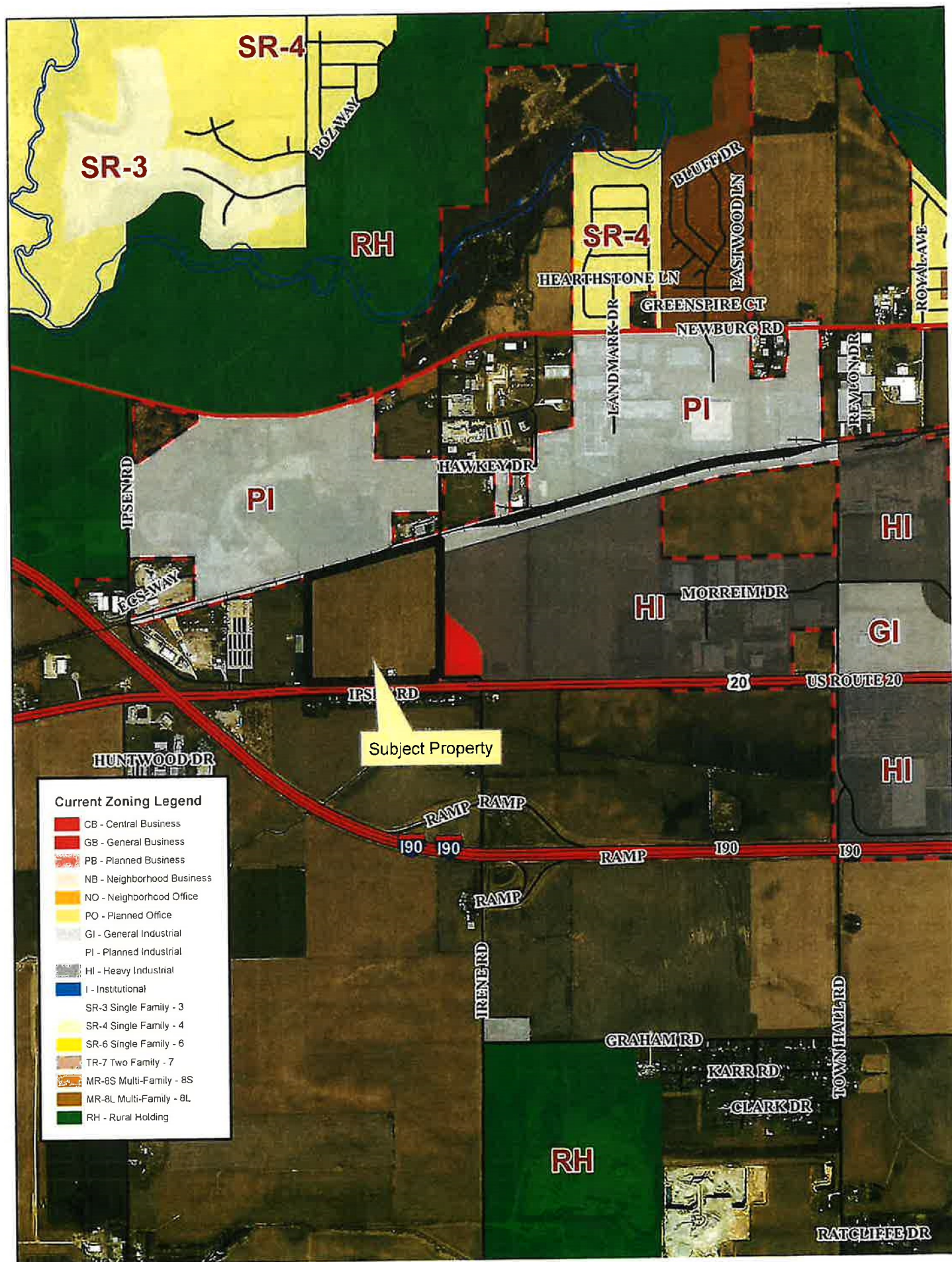
The Planning and Zoning Commission shall make and forward findings of fact as to the whether the proposed map amendment furthers the purposes of the Zoning Ordinances and make a recommendation to the City Council. The City Council shall review the findings and recommendation and may accept or reject the findings and recommendation of the Planning and Zoning Commission in whole or in part; or the City Council may refer the matter back to the Planning and Zoning Commission for further consideration. Any approval shall be considered the approval of a unique request and not be construed as precedent for any other proposed map amendment.

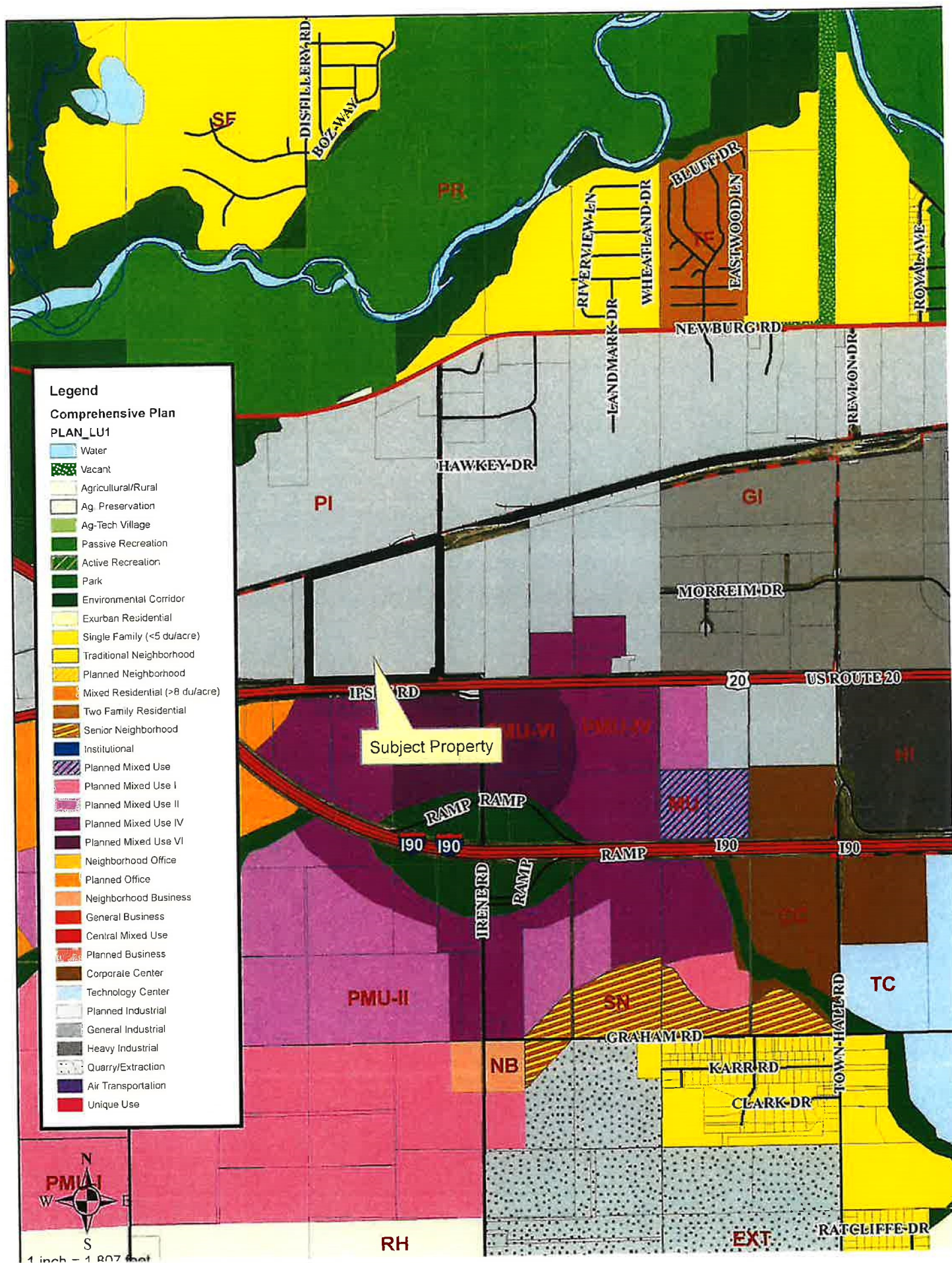
ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial photo by Planning Staff.
3. Zoning Maps by Planning Staff.
4. Letter from the Boone County Health Department, Alisen O'Hearn, August 17, 2023
5. NRI Report 1734 opinion, executive summary and comments submitted by Teagan Duffy, Boone County Soil and Water Conservation District dated September 6, 2023.











Public Health
Prevent. Promote. Protect.

Boone County Health Department

1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting equitable wellness & protecting the public's health.

August 17, 2023

City of Belvidere
Community Development
Gina DelRose
401 Whitney Blvd Suite 300
Belvidere, IL 61008

Email: GDelRose@BelvidereIL.gov

Re: Case: 2023-17: Alliance Development Corp. Rural Holding to Heavy Industrial, 1868 US Route 20

Dear City of Belvidere,

We are in receipt of a map amendment (rezoning) on approximately 86 acres commonly known as 1686 US Route 20, Belvidere, IL 61008 from RH, Rural Holding District (pending annexation) to HI, Heavy Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. PIN: 05-32-400-007

The applicant would need to complete and submit a plan review for the well and/or septic, to the Boone County Health Department. This review will ensure plan meets well and/or septic setbacks. There is a \$95.00 fee for the plan review. When it is approved, the approval will be submitted to the City of Belvidere Community Development Department

If prepared or temperature-controlled foods are served, prior to operation of the establishment a to-scale plan and a food application must be submitted to the Boone County Health Department for review. The plan review fee would be determined when menu information is submitted. Below is the county code explaining this further.

Sec. 30-35. Submission and review of plans; permits.

- (a) *Generally*, whenever a food service establishment or retail food store is constructed or extensively remodeled and whenever an existing structure is converted to use as a food service establishment, properly prepared plans and specifications for such construction, remodeling, or conversion shall be submitted to the regulatory authority for review and approval before construction, remodeling, or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, construction materials of work areas, and the type and model of proposed fixed equipment and facilities.
- (b) *Permit required*. Any business or organization desiring to operate as a food service establishment or retail food establishment must have a current food service permit.

- (c) *Plans, inspection and approval.* Before issuing a food service permit to a new
- (d) establishment, plans must be submitted to and approved by the health authority. Plans submitted for review must be accompanied by the appropriate plan review fee as listed in section 38-31.

RE: Case: 2023-17: Alliance Development Corp. Rural Holding to Heavy Industrial, 1868 US Route 20

Date: August 17, 2023

Page: 2 of 3

Food establishment classifications. All food service establishments or retail food establishments shall be categorized according to their type of operation, size of operation, and risk category of the food prepared and/or served and shall obtain a permit for the class of operation as hereinafter defined. The listing of various types of operation is not intended to be all inclusive, but typical and not limited to those mentioned. If a food establishment is not specifically listed, it shall be classified according to the class to which it most closely resembles.

- (1) *Category I High Risk Facility:* is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or type of population served by the facility. The following criteria shall be used to classify facilities as Category I High Risk facilities:
 - a. whenever cooling of potentially hazardous foods occurs as part of the food handling operations at the facility;
 - b. when potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving;
 - c. if potentially hazardous foods which have been previously cooked and cooled must be reheated;
 - d. when potentially hazardous foods are prepared for off-premises service for which time-temperature requirements during transportation, holding and service are relevant;
 - e. whenever complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready to eat foods, occurs as a part of the food handling operations at the facility;
 - f. if vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level; or
 - g. whenever serving immunocompromised individuals, where these individuals compromise the majority of the consuming population.
- (2) *Category I High Risk Multi-Department Facility:* is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks. These facilities have the same criteria as Category I High Risk facilities, and have 3 or more departments within their facilities which need inspection including but not limited to main grocery, bakery, deli, meat and seafood departments.

RE: Case: 2023-17: Alliance Development Corp. Rural Holding to Heavy Industrial, 1868 US Route 20

Date: August 17, 2023

Page: 3 of 3

(3) *Category II Medium Risk Facility*: is a food establishment that presents a medium risk of causing foodborne illness based upon a few food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category II Medium Risk facilities:


- a. if hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service;
- b. if preparing foods for service from raw ingredients uses only minimal assembly; and
- c. foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from an approved food processing plant, (high risk) food service establishments or retail food stores.

(4) *Category III Low Risk Facility*: is a food establishment that presents a low relative risk of causing foodborne illness based on few or no food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category III Low Risk facilities:

- a. only prepackaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant;
- b. only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages occurs at the facility; or
- c. only beverages (alcoholic and non-alcoholic) are served at the facility.

If you have any questions or concerns, please contact us at (815) 544-2951 ext. 2 or at info@boonehealth.org.

Sincerely,



Alisen O'Hearn, LEHP/REHS
Environmental Center Supervisor
Boone County Health Department

AT

Opinion of the Boone County SWCD Board

Alliance Development Corp. (Michel Pokel) has submitted a request for a Natural Resource Information Report as part of an application for a zoning change from Rural Holding to Heavy Industrial. This parcel involves approximately 85.57 acres, located in section 32 of township 44N in range 3E. The parcel identification numbers are 05-32-400-007.

The Boone County Soil & Water Conservation District Board has a

☐ Favorable

☒ Unfavorable

☐ Other: _____

opinion of the proposed land use change. The Board concerns are stated below. More detailed information is presented throughout the various sections of this document.

Signature of Board Chairman:

Michael A. Frank on 9-6-2023

Board Concerns:

The board has an unfavorable opinion due to the permanent displacement of prime farmland that is necessary for the implementation of this project. Please see additional recommendations in the Boone County SWCD comments section of this report.

EXECUTIVE SUMMARY

NRI REPORT #1734

The Boone County Soil and Water Conservation District (SWCD) has completed this Natural Resource Information (NRI) Report #1734 in response to a request for a zoning change from Rural Holding to Heavy Industrial. The project involves approximately 85.57 acres, located at PIN: 05-32-400-007. The site is located in Belvidere Township of Boone Co., State of Illinois.

The surrounding land use is agricultural and industrial.

The purpose of the Natural Resources Information Report is to serve as a tool for determining appropriate land uses and the effect of particular land uses on the integrity of the natural resources present on or in the vicinity of the parcel.

According to the USDA Natural Resources Conservation Service Boone County Soil Survey, the site has the following soils:

Soil Type	Name	# of Acres	% of Total Acres	Land Evaluation
379A	Dakota loam, 0 to 2 percent slopes	83.6	100%	82

Land Evaluation - Land Evaluation encompasses information regarding soils found on the site and their suitability for agricultural purposes. For purposes of the Land Evaluation portion of the LESA system, each soil is assigned a relative value number from 0 to 100, a 0 being the worst for crop production, 100 the best.

Land Evaluation Score: 82

Farmland Classification: Prime agricultural soils are an important resource to Winnebago County. Some of the most productive soils in the United States occur locally. Farmland classification identifies map units as prime farmland, farmland of statewide importance, farmland of local importance, or unique farmland. It identifies the location and extent of the soils that are best suited to food, feed, fiber, forage, and oilseed crops.

- All areas are prime farmland: 100.0%

Hydric Soils: Hydric soils by definition have seasonal high water at or near the soil surface and/or have potential flooding or ponding problems. All hydric soils range from poorly suited to unsuitable for building.

- Not Hydric: 100.0%

Erosion and Sediment Control: Erosion is the wearing away of the soil by water, wind, and other forces. Soil erosion threatens the Nation's soil productivity and contributes the most pollutants in our waterways. Water causes about two thirds of erosion on agricultural land. Four properties, mainly, determine a soil's erodibility: Texture, Slope, Structure and Organic Matter Content.

- Slight: 100.0%

Shallow Excavation: Shallow excavations are trenches or holes dug to a maximum depth of 5 or 6 feet for graves, utility lines, open ditches, or other purposes. The ratings are based on the soil properties that influence the ease of digging and the resistance to sloughing. Depth to bedrock or a cemented pan, hardness of bedrock or a cemented pan, the amount of large stones, and dense layers influence the ease of digging, filling, and compacting. Depth to the seasonal high water table, flooding, and ponding may restrict the period when excavations can be made. Slope influences the ease of using machinery. Soil texture, depth to the water table, and linear extensibility (shrink-swell potential) influence the resistance to sloughing.

- Somewhat Limited: 100.0%

Soil Features:

Depth to Any Soil Restrictive Layer: A restrictive layer is a nearly continuous layer that has one or more physical, chemical, or thermal properties that significantly impedes the movement of water and air through the soil or that restricts roots or otherwise provides an unfavorable root environment.

- >200 cm: 100%

Frost Action: Potential for frost action is the likelihood of upward or lateral expansion of the soil caused by the formation of segregated ice lenses (frost heave) and the subsequent collapse of the soil and loss of strength on thawing. Frost action occurs when moisture moves into the freezing zone of the soil. Temperature, texture, density, saturated hydraulic conductivity (Ksat), content of organic matter, and depth to the water table are the most important factors considered in evaluating the potential for frost action. It is assumed that the soil is not insulated by vegetation or snow and is not artificially drained. Frost heave and low soil strength during thawing cause damage to pavements and other rigid structures. The potential of frost action is expressed as low, moderate, or high.

- Moderate: 100.0%

Risk of Corrosion - Steel: Risk of corrosion pertains to potential soil-induced electrochemical or chemical action that corrodes or weakens uncoated steel. The rate of corrosion of uncoated steel is related to such factors as soil moisture, particle-size distribution, acidity and electrical conductivity of the soil. Special site examination and design may be needed if the combination of factors results in a severe hazard of corrosion. The steel in installations that intersect soil boundaries or soil layers is more susceptible to corrosion than the steel in installations that are entirely within one kind of soil or within one soil layer. The risk of corrosion is expressed as low, moderate, or high.

- High: 100.0%

Risk of Corrosion – Concrete: Risk of corrosion pertains to potential soil-induced electrochemical or chemical action that corrodes or weakens concrete. The rate of corrosion of concrete is based mainly on the sulfate and sodium content, texture, moisture content, and acidity of the soil. Special site examination and design may be needed if the combination of factors results in a severe hazard of corrosion. The concrete in installations that intersect soil boundaries or soil layers is more susceptible to corrosion than the concrete in installations that are entirely within one kind of soil or within one soil layer. . The risk of corrosion is expressed as low, moderate, or high.

- Low: 100.0%

Soil Susceptibility to Compaction: Soils are rated based on their susceptibility to compaction from the operation of ground-based equipment for planting, harvesting, and site preparation activities when soils are moist. Soil compaction is the process in which soil particles are pressed together more closely than in the original state. Typically, the soil must be moist to be compacted because the mineral grains must slide together. Compaction reduces the abundance mostly of large pores in the soil by damaging the structure of the soil. Compaction also increases the soil strength which can limit root penetration and growth. The ability of soil to hold water is adversely affected by compaction since the large pores hold water. The degree of compaction of a soil is measured by its bulk density, which is the mass per unit volume, generally expressed in grams per cubic centimeter.

Interpretation ratings are based on soil properties in the upper 12 inches of the profile. Factors considered are soil texture, soil organic matter content, soil structure, rock fragment content, and the existing bulk density. Definitions of the ratings: Low - The potential for compaction is insignificant. This soil is able to support standard equipment with minimal compaction. Medium - The potential for compaction is significant. High - The potential for compaction is significant.

- Low: 100.0%

Local Roads and Streets: Local roads and streets have an all-weather surface and carry automobile and light truck traffic all year. They have a subgrade of cut or fill soil material; a base of gravel, crushed rock, or soil material stabilized by lime or cement; and a surface of flexible material (asphalt), rigid material (concrete), or gravel with a binder. The ratings are based on the soil properties that affect the ease of excavation and grading and the traffic-supporting capacity. The properties that affect the ease of excavation and grading are depth to bedrock or a cemented pan, hardness of bedrock or a cemented pan, depth to a water table, ponding, flooding, the amount of large stones, and slope. The properties that affect the traffic-supporting capacity are soil strength (as inferred from the AASHTO group index number), subsidence, linear extensibility (shrink-swell potential), the potential for frost action, depth to a water table, and ponding. Rating class terms indicate the extent to which the soils are limited by all of the soil features that affect the specified use. "Not limited" indicates that the soil has features that are very favorable for the specified use. "Somewhat limited" indicates that the soil has features that are moderately favorable for the specified use. "Very limited" indicates that the soil has one or more features that are unfavorable for the specified use.

- Somewhat Limited: 100.0%

Erosion Hazard – Road/Trail: The ratings in this interpretation indicate the hazard of soil loss from unsurfaced roads and trails. The ratings are based on soil erosion factor K, slope, and content of rock fragments. The ratings are both verbal and numerical. The hazard is described as "slight," "moderate," or "severe." A rating of "slight" indicates that little or no erosion is likely; "moderate" indicates that some erosion is likely, that the roads or trails may require occasional maintenance, and that simple erosion-control measures are needed; and "severe" indicates that significant erosion is expected, that the roads or trails require frequent maintenance, and that costly erosion-control measures are needed.

- Slight: 100.0%

Water Features:

Hydrologic Soil Group: Based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms. The soils are assigned to four groups (A, B, C and D). Group A soils have high infiltration rates. Group B soils have a moderate infiltration rate when thoroughly wet. Group C soils have a slow infiltration rate when thoroughly wet. Group D soils have a very slow infiltration rate (high runoff potential) when thoroughly wet. If a soil is assigned to a dual hydrologic group (A/D B/D or C/D) the first letter is for drained areas and the second is for undrained ar

- B: 100.0%

Depth to Water Table- a saturated zone in the soil. It occurs during specified months. Estimates of the upper limit are based mainly on observations of the water table at selected sites and on evidence of a saturated zone, namely grayish colors (redoximorphic features) in the soil. A saturated zone that lasts for less than a month is not considered a water table.

- >200 cm: 100.0%

Ponding- Ponding is standing water in a closed depression. The water is removed only by deep percolation, transpiration, or evaporation or by a combination of these processes. Ponding frequency classes are based on the number of times that ponding occurs over a given period. Frequency is expressed as none, rare, occasional, and frequent.

- None: 100.0%

Flooding- the temporary inundation of an area caused by overflowing streams or by runoff from adjacent slopes

- None: 100.0%

Drainage Class: The frequency and duration of wet periods under conditions similar to those under which the soil formed. Seven classes of natural soil drainage are recognized-excessively drained, somewhat excessively drained, well drained, moderately well drained, somewhat poorly drained, poorly drained, and very poorly drained.

- Well Drained: 100.0%

Watershed Impacts: The PIQ is located in the Kishwaukee River Watershed. The PIQ is in the upper end of each watershed, and do not have any off-site contributory flow going through the area. Increased stormwater runoff from the site, and soil that erodes from the site, can degrade the water quality of the watershed and the downstream environment.

Biological Resources: The IL Department of Natural Resources Natural Resources Awareness Tool for applicators and other GIS maps in the office indicate twenty sensitive resources in the vicinity of the project. For a more detailed investigation, an EcoCAT Informational Request or Local Government Consultation Request report should be done.

Floodplain Review: FEMA's National Flood Hazard Layer shows there are no floodplains within the boundary of the proposed project area.

National Wetlands Inventory: According to the US Fish and Wildlife Service National Wetlands Inventory, there are no mapped wetlands within proposed project area.

Cultural Resource Review: There does not appear to have been a structure on the PIN number on based on the Plats of 1886 and 1905.

Geologic Information: This site has the Galena Group bedrock formation, which is predicted to be within 200-300 feet below the land surface.

Boone County SWCD Comments NRI REPORT #1734

Erosion Concerns

The proposed land use of this site is heavy industrial. It is currently cropland. Soil disturbance will occur as a result of developing the site, which is moderately sloping and susceptible to erosion. The area of disturbance will be greater than one acre, so an IEPA NPDES permit will be required; as well as any City/County Permit requirements.

Soil disturbance can create soil erosion which must be properly managed to prevent adverse environmental impacts. Erosion from construction sites is a leading cause of water quality problems in Illinois. Problems caused by this sediment include:

- Increased flooding – Sediment build-up lowers the flow capacity of channels causing more frequent flooding in areas that rarely or never flooded before
- Financial burden to taxpayers - Sediment that finds its way into streets, storm sewers, and ditches result in additional maintenance costs for local, state and federal governments
- Water quality impairment - Sediment laden runoff transfers nutrients and other pollutants to downstream lakes and rivers degrading aquatic habitats and increasing costs for water treatment.

Simple but effective controls include preserving existing trees and grass where possible, using silt fence to trap sediment on the down slope sides of the area of disturbance, using a gravel drive used by all vehicles to limit tracking of mud onto streets, cleaning up sediment carried off-site by vehicles or storms, installing curb inlet controls, using downspout extenders to prevent roof runoff from eroding exposed soil, locating soil piles away from any roads or waterways, and reseeding or sodding the site as soon as possible. The materials (silt fence, stakes, gravel entrance, inlet controls, and grass seed) are easy to find and relatively inexpensive.

The Illinois Urban Manual is a resource of practices used throughout the State and can be accessed at <http://www.aiswcd.org/ium/>. The concept of these practices can be carried over to good housekeeping measures after development occurs and buildings are occupied to prevent stormwater runoff from becoming contaminated.

Soil Compaction

Soil compaction occurs when soil particles are pressed together, reducing the pore space between them. This increases the weight of solids per unit volume of soil (bulk density). Soil compaction occurs in response to pressure (weight per unit area) exerted by field machinery or animals. Other factors affecting compaction include the composition (texture, organic matter, plus clay content and type), soil water content and the number of passes by equipment. The risk for compaction is greatest when soils are wet. A dry soil is much more resistant to compaction than a moist or wet soil.

Compaction restricts rooting depth, which reduces the uptake of water and nutrients by plants. It decreases pore size, increases the proportion of water-filled pore space at field

moisture, and decreases soil temperature. This affects the activity of soil organisms by decreasing the rate of decomposition of soil organic matter and subsequent release of nutrients. Compaction decreases infiltration and thus increases runoff and the hazard of water erosion.

Sandy loam, loam, and sandy clay loam soils compact more easily than silt, silt loam, silty clay loam, silty clay, or clay soils. Compaction may extend to 20 inches. Deep compaction affects smaller areas than shallow compaction, but it persists because shrinking and swelling and freezing and thawing affect it less.

The persistence of soil compaction is determined by the depth at which it occurs, the shrink-swell potential of the soil, and the climate. As the depth increases, the more persistent the condition. The type and percentage of clay determine the shrink-swell potential. The greater the shrink-swell potential and number of wet/dry cycles, the lower is the duration of compaction at a particular depth. Freeze/thaw cycles also help decrease near surface compaction.

Soil organic matter promotes aggregation of soil particles. This increases porosity and reduces bulk density (i.e., compaction). It also increases permeability and may increase plant available water. Addition of manure, compost, or other organic materials including newspaper, and woodchips, can improve soil structure, helping to resist compaction. Compaction can be reduced by reducing the number of trips across an area, working with or on the soils when dry, reducing pressure of equipment, and maintaining organic matter in the soil.

Stormwater Runoff

Developments have both direct and indirect impacts on water bodies and other valuable natural features. These impacts occur both during construction and after the development is complete. Some impacts result from the direct modification or destruction of streams, lakes, and wetlands. Other impacts occur primarily offsite due to changes in the quality and quantity of runoff from the development.

Stormwater runoff is generated from impervious surfaces, particularly roadways and parking lots. Most modern developments route runoff from impervious surfaces directly into storm sewers or paved channels which effectively convey the pollutants, without any opportunity for infiltration or filtering, into receiving water bodies. These pollutants include dirt, pesticides, fertilizers, road salt, oil, detergents and gasoline that can harm fish and wildlife populations, kill native vegetation, foul drinking water supplies, and make recreational areas unsafe and unpleasant.

Stormwater retention/detention should be required as part of the development of the parcel. Consider incorporating water quality BMP's in the landscape and design. These practices can also be accessed in the Illinois Urban Manual.

Surface and Groundwater Contamination from Heavy Equipment and Vehicle Traffic

There will be several vehicles moving on and stored on the site. Most of these vehicles are heavy duty pieces of equipment, with high capacity fuel tanks and large hydraulic oil reservoirs. Due to bedrock being at or near the soil surface, absorbents should be readily available in the event of a spill or leak to promptly contain hazards that would otherwise be environmentally harmful to groundwater recharge areas. Personnel should be properly trained to contain and clean up any spills. They should periodically check for indications of leaks or spills under or around vehicles and fix issues to prevent further contamination.

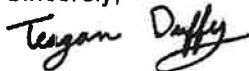
Properly label, store and dispose of all fluids and other hazardous chemicals to avoid environmental contamination. Keep storage containers off the ground to avoid stormwater contamination. Any fuel storage areas should be properly located away from high traffic areas; and have secondary containment.

Prevent stormwater from washing contaminants off the site in the event of a storm. Contaminants on impermeable surfaces (concrete, asphalt, rooftops, etc.) will wash off with rain and will eventually make its way into drainage ways which go directly to natural surface water areas (ditch, creek, river, etc.) without treatment. Avoid washing impermeable surfaces off with a hose, but rather use a broom and dispose of waste versus having contaminants wash off the site.

****Any acreage discrepancies are due to the acres Included with Right of Ways****

Thank you for taking the SWCD's concerns under consideration. If you have any questions or comments about this report or its findings, please contact the Boone County Soil and Water Conservation District at (815) 544-3465 ext. 3

Sincerely,



Teagan Duffy
Resource Conservationist

BELVIDERE

Community Development Department

Planning Department

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 (815) 547-7177 FAX (815) 547-0789

August 2023 Monthly Report

Number	Project	Description	Processed
	Belvidere Projects		
0	Cases: August	None	
3	Cases: September	1910 N. State Street, SU	8/7/2023
		1686 US Rte 20, MA	8/8/2023
		1686 US Rte 20, SU	8/8/2023
1	Annexation	1686 US Rte 20	8/8/2023
0	Temporary Uses	None	
5	Site Plans (New/Revised)	3458 Morriem Drive	8/10/2023
		1610 N. State Street	8/19/2023
		1610 N. State Street	8/24/2023
		1610 N. State Street	8/28/2023
		2002 Gateway Center Drive	8/29/2023
2	Final Inspection	1874 Crystal Parkway	8/9/2023
		1006 W. Lincoln Avenue	8/22/2023
3	Downtown Overlay Review	214 N. State Street, wall sign	8/15/2023
		118-120 N. State Street, façade	8/30/2023
		104 N. State Street, marquee sign	8/31/2023
2	Prepared Zoning Verification Letters	876 Betheny Drive	8/29/2023
		215 Highline Street	8/30/2023
0	Issued Address Letters	None	
	Belvidere Historic Preservation Commission	The Commissioned did not meet in August. However, staff ordered awards, designed invitations and notified award winners.	
	Heritage Days	None.	
	Hometown Christmas	None.	
	Comprehensive Plan	None.	
	Scanned Plats: E-mail, Print and/or Burn		
2	Recorder's Office		
0	Other Department		
4	General Public		

Planning Monthly Report Cont.

Planning Department Current Duties

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions and boards

Prepare deposits and purchase orders for bill payments

*** Staff continues to work with downtown façade grant recipients

*** Staff assisted with the Jeff Smith memorial event at the VFW on August 12, 2023

*** Staff participated in the City tent at the Boone County Fair