

**CITY OF BELVIDERE  
PLANNING AND ZONING COMMISSION  
Minutes  
Tuesday, October 10, 2023  
City Council Chambers  
401 Whitney Boulevard  
6:00 pm**

**ROLL CALL**

**Members Present:**

Alissa Maher  
Paul Engelman, VC  
Dan Druckrey  
Art Hyland  
Vacant

**Staff Present:**

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

**Members Absent:**

Carl Gnewuch, Chairman  
Bob Cantrell

The meeting was called to order at 6:03 p.m.

**MINUTES:** It was moved and seconded (Maher/Druckrey) to approve the minutes of the September 12, 2023 meeting. The motion carried with a 4-0 roll call vote.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**2023-19: Kelley Williamson Co. (SU):** Application of Kelley Williamson Co., 1132 Harrison Avenue, Rockford, IL 61104 on behalf of the property owner, Poon & Le, LLC, 1925 N. State Street, Belvidere, IL 61008 for a special use to permit a planned development in the GB, General Business District at 1901 North State, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(G)(1)(B) reducing the required landscape surface ratio from 15% to zero; 150.105(C)(5)(G)(2)(C) reducing the required 20-foot front yard setback to 10.2 feet; 150.105(C)(5)(G)(2)(C) reducing the required 3-foot paved surface setback to zero; and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to bring the existing gas station into compliance. Part of PIN: 05-22-426-034

**PUBLIC HEARING FOR CASE 2023-19 OPENED : 6:04 PM**

Ms. Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on September 21, 2023 and notifications were sent by certified mail to property owners within 250 feet of the subject property on September 20, 2023. Ms. DelRose summarized the staff report dated October 4, 2023 and stated the recommendation is for approval of case #2023-19 for special use to permit a planned development in the GB, General Business District at 1901 North State St., Belvidere, IL 61008 subject to 2 conditions.

Commission questioned how denial would effect special use and what would be required for improvements.

Ms. DelRose explained that denial of this special use would only prevent renovations of more than 50%. Improvements would require site plans to be approved.

No further questions from commission.

Carl Eklund, Atty for Kelley Williamson was sworn in at 6:14 pm. Mr. Eklund gave a presentation.

There were no questions from commission or staff for Mr. Eklund.

There were no further questions or testimony from the audience for Case #2023-19.

**PUBLIC HEARING FOR CASE 2023-19 CLOSED: 6:17 PM**

It was moved and seconded (Maher/Druckrey) to approve the findings of fact as presented by staff. The motion carried with a 4-0 roll call vote.

It was moved and seconded (Maher/Hyland) to recommend approval of Case 2023-19. The motion carried with a 4-0 roll call vote. Subject to 2 conditions as presented by staff.

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

**OTHER BUSINESS:**

No additional business.

**Staff Report:** Gina DelRose informed the commission there are no cases for the November 14, 2023 meeting.

Discussion was had on status of past cases.

Ms. DelRose informed commission on upcoming community events.

Ms. DelRose gave update on Comp Plan. There will be an open house November 2, 2023

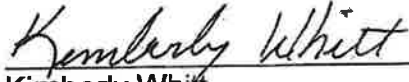
**ADJOURNMENT:**

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

The meeting adjourned at 6:50 p.m.

**Recorded by:**

**Reviewed by:**



\_\_\_\_\_  
Kimberly Whitt  
Administrative Assistant



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Gina DelRose  
Community Development Planner