

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, April 8, 2025
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members:

Paul Engelman, CH
Robert Cantrell, VCH
Daniel Druckrey
Carl Gnewuch
Art Hyland
Alissa Maher
Bill Bieber

Staff:

Gina DelRose, Community Development Planner
Kim Whitt, Administrative Assistant

MINUTES: Approve the minutes of the February 11, 2025 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

2025-04: Moscato, 105 Buchanan Street (SU): The applicant, Moscato's Pizzeria, Inc. 1409 Conlin Drive, Belvidere, IL 61008 on behalf of the property owners, Giuseppe and Rosalia Moscato at the same address is requesting a special use to permit indoor commercial entertainment. The special use includes a bar and video gaming at 105 Buchanan Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the CB, Central Business District on less than 1 acre. PIN: 05-25-360-002.

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

OTHER BUSINESS:

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION
Minutes
Tuesday, February 11, 2025
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members Present:

Carl Gnewuch,
Paul Engelman, CH
Alissa Maher
Bob Cantrell, VCH
Daniel Druckrey
Art Hyland

Staff Present:

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

Members Absent:

William Bieber

Chair Engelman called the meeting to order at 6:02 p.m.

MINUTES: It was moved and seconded (Maher/Druckrey) to approve the minutes of the January 14, 2025 meeting. The motion carried with a vote 5-0 voice vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2025-02: Baikoziev, 3792 Morreim Drive (VAR): The applicant, Nursultan Baikoziev, 108 Club Circle, Belvidere, IL 61008 on behalf of the property owner, Baikozu Truck Service Center, LLC, 108 Club Circle, Belvidere, IL 61008 is requesting a variance at 3792 Morreim Drive, Belvidere, IL 61008 within the HI, Heavy Industrial District (Belvidere Zoning Ordinance Sections 150.702(J) Width of Driveways: Maximum Width of Access Drives 35 feet with a Maximum Flare of 5 feet and Section 150.909 Variance Review). The variance will allow for the access drive to be 60 feet wide with flares totaling 47 feet for a total width of 107 feet where it connects to Morreim Drive.

PUBLIC HEARING FOR CASE 2025-02 OPENED: 6:04 PM

Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on January 23, 2025 and notifications were sent by certified mail to property owners within 250 feet of the subject property on January 22, 2025. Ms. DelRose summarized the staff report dated February 4, 2025 and stated the recommendation is for approval of case #2025-02; Baikozu Truck Service Center, LLC, 108 Club Circle, Belvidere, IL 61008 is requesting a variance at 3792 Morreim Drive, Belvidere, IL 61008 within the HI, Heavy Industrial District (Belvidere Zoning Ordinance Sections 150.702(J) Width of Driveways: Maximum Width of Access Drives 35 feet with a Maximum Flare of 5 feet and Section 150.909 Variance Review.

Mr. Carl Gnewuch arrived @ 6:10 pm.

Paul Engelman asked if it is typical for driveways to exceed the allowable width in industrial areas.

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

Minutes

Tuesday, February 11, 2025

City Council Chambers

401 Whitney Boulevard

6:00 pm

ROLL CALL

Members Present:

Carl Gnewuch,
Paul Engelman, CH
Alissa Maher
Bob Cantrell, VCH
Daniel Druckrey
Art Hyland

Staff Present:

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

Members Absent:

William Bieber

Chair Engelman called the meeting to order at 6:02 p.m.

MINUTES: It was moved and seconded (Maher/Druckrey) to approve the minutes of the January 14, 2025 meeting. The motion carried with a vote 5-0 voice vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2025-02: Baikoziev, 3792 Morreim Drive (VAR): The applicant, Nursultan Baikoziev, 108 Club Circle, Belvidere, IL 61008 on behalf of the property owner, Baikozu Truck Service Center, LLC, 108 Club Circle, Belvidere, IL 61008 is requesting a variance at 3792 Morreim Drive, Belvidere, IL 61008 within the HI, Heavy Industrial District (Belvidere Zoning Ordinance Sections 150.702(J) Width of Driveways: Maximum Width of Access Drives 35 feet with a Maximum Flare of 5 feet and Section 150.909 Variance Review). The variance will allow for the access drive to be 60 feet wide with flares totaling 47 feet for a total width of 107 feet where it connects to Morreim Drive.

PUBLIC HEARING FOR CASE 2025-02 OPENED: 6:04 PM

Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on January 23, 2025 and notifications were sent by certified mail to property owners within 250 feet of the subject property on January 22, 2025 Ms. DelRose summarized the staff report dated February 4, 2025 and stated the recommendation is for approval of case #2025-02; Baikozu Truck Service Center, LLC, 108 Club Circle, Belvidere, IL 61008 is requesting a variance at 3792 Morreim Drive, Belvidere, IL 61008 within the HI, Heavy Industrial District (Belvidere Zoning Ordinance Sections 150.702(J) Width of Driveways: Maximum Width of Access Drives 35 feet with a Maximum Flare of 5 feet and Section 150.909 Variance Review.

Mr. Carl Gnewuch arrived @ 6:10 pm.

Paul Engelman asked if it is typical for driveways to exceed the allowable width in industrial areas.

Gina DelRose explained that yes, in a heavy industrial area the drives are usually wider due to the turning radii of the semis.

There were no further questions for staff.

Nicholas Becker of RK Johnson & Associates was present to represent Baikozu Truck Service Center.

Mr. Becker was sworn in at 6:13 pm.

Mr. Becker explained the driveway exhibit showed 3 different turning movements. The City of Belvidere ordinance does not allow for a wide enough width for turning radii of semis.

Carl Gnewuch asked Mr. Becker is he believes the ordinance should be changed.

Mr. Becker stated that he does.

PUBLIC HEARING FOR CASE 2025-02 CLOSED: 6:18 PM

It was moved and seconded by (Gnewuch/Maher) to approve the findings of fact as presented by staff. The motion carried with a 6-0 roll call vote

It was moved and seconded (Maher/Gnewuch) to recommend approval of Case #2025-02, as presented by staff. The motion carried with a 6-0 roll call vote.

Gina DelRose stated the case is approved and does not get forwarded to City Council.

2025-03: Boone County Arts Council, 323 South State Street (SU): The applicant, Boone County Arts Council, PO Box 311, Belvidere, IL 61008 on behalf of the property owners, Jeffrey and Deborah Carlson, 1540 Whitney Boulevard, Belvidere, IL 61008, is requesting a special use to paint a mural at 323 South State Street within the CB, Central Business District (Belvidere Zoning Ordinance Sections 150.1012(A)(1) and 150.904 Special Use Review and Approval Procedures). The proposed mural will be railroad themed and painted on the western wall, along the chimney.

PUBLIC HEARING FOR CASE 2025-03 OPENED: 6:20 PM

Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on January 23, 2025 and notifications were sent by certified mail to property owners within 250 feet of the subject property on January 22, 2025. Ms. DelRose summarized the staff report dated February 4, 2025 and stated the recommendation is for approval of case #2025-03; Jeffrey and Deborah Carlson, 1540 Whitney Boulevard, Belvidere, IL 61008, is requesting a special use to paint a mural at 323 South State Street within the CB, Central Business District (Belvidere Zoning Ordinance Sections 150.1012(A)(1) and 150.904 Special Use Review and Approval Procedures). The proposed mural will be railroad themed and painted on the western wall, along the chimney. Ms. DelRose summarized the staff report dated February 4, 2025 and stated the recommendation is for approval of Case 2025-03 Boone County Arts Council special use for a mural at 323 S State Street Belvidere, IL subject to two conditions.

Alissa Maher asked for confirmation that the pictures submitted were not the exact pictures of the mural.

Gina DelRose stated that the final image had not been determined, but will be similar to those in the packet.

Paul Engelman asked what the conditions of maintenance would be.

Gina DelRose stated that paint chipping and possible repair of bricks would be maintained by the Boone County Arts Council.

Question was raised by the audience member as to who was commissioned to do the painting.

Debbie Carlson was present, but was not sworn in.

Debbie Carlson advised that Troy Yunk had been commissioned to do the mural.

PUBLIC HEARING FOR CASE 2025-03 CLOSED: 6:30 PM

It was moved and seconded by (Gnewuch/Maher) to approve the findings of fact as presented by staff. The motion carried with a 6-0 roll call vote

It was moved and seconded (Maher/Druckrey) to recommend approval of Case #2025-03, with the two conditions as presented by staff. The motion carried with a 6-0 roll call vote.

OTHER BUSINESS: None

DISCUSSION: The Commission questioned the status of the Car Wash at 1125 N. State St., Belvidere, IL.

Gina DelRose stated that plans had been submitted, however the plans were not approved. Revised plans have not been received. Special Use projects that have been approved must be started within one year and be completed within two years.

Staff Report:

Ms. DelRose stated there are no cases for the March 11, 2025 meeting.

ADJOURNMENT:

Paul Engelman stated that with no objections the meeting was adjourned.

The meeting adjourned at 6:40 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

April 1, 2025

ADVISORY REPORT

CASE NO: 2025-04

APPLICANT: Moscato, 105 Buchanan Street

REQUEST AND LOCATION:

The applicant, Moscato's Pizzeria, Inc. 1409 Conlin Drive, Belvidere, IL 61008 on behalf of the property owners, Giuseppe and Rosalia Moscato at the same address is requesting a special use to permit indoor commercial entertainment. The special use includes a bar and video gaming at 105 Buchanan Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the CB, Central Business District on less than 1 acre. The request is for one tenant space of a mixed-use building. PIN: 05-25-360-002.

EXISTING LAND USE:

Subject property: Mixed-Use building

North: Restaurants

South: Taqueria Restaurant

East: Raices Tortilleria Factory

West: Niko's Cabin

CURRENT ZONING:

Subject property: CB, Central Business District

All Adjacent property: CB, Central Business District

COMPREHENSIVE PLAN:

Subject property: Commercial

All Adjacent property: Commercial

BACKGROUND:

The current 4,638 square-foot building was built in 1850. The property meets the minimum lot size and width requirements of the Central Business District. The property is L shaped and has storefronts facing both Buchanan Street and South State Street. Like most buildings in the downtown area, it is mixed-use with the potential for either commercial or residential units on the second floor. The tenant space in question has housed numerous taverns in the past and although the business never opened, it was granted a special use for indoor commercial entertainment in 2018. Most recently the tenant space was utilized as a food establishment.

Buchanan Street, also referred to as The Shortline has historically been home to taverns, restaurants, offices and professional services. Out of the 12 lots along Buchanan Street, three are bars, one is a bakery, four are food establishments, two are vacant and one is undergoing renovations as part of this special use request.

The special use is to allow a new bar with six video gaming machines to operate on the subject property. There is no on-site parking but Buchanan Street and South State Street permit on-street parking and there are two municipal parking lots within 315 feet. Due to existing lot sizes, age and layout of the existing buildings and the intention to be pedestrian-friendly, on-site parking is not required in the Central Business District.

The Zoning Ordinance was updated in 2006 requiring a special use for Indoor Commercial Entertainment. Bars and taverns that were in existence prior to that date have been considered "grandfathered" for the bar use. In 2013, Illinois State Law allowed municipalities to determine that video gaming would be permitted within their jurisdiction. The State limits the number of machines to six per establishment and every establishment must have a liquor license that allows for the pouring of alcohol (except for those that qualify as a truck stop). In 2013, Belvidere voted to allow video gaming and in 2023, the City Council voted to increase the limit the number of gaming establishments to from 40 to 50. The applicant is aware that granting the special use does not guarantee them a license.

TREND OF DEVELOPMENT:

The subject property is located downtown in an area of established office, commercial and institutional uses. Specifically, Buchanan Street has undergone right-of-way improvements and is considered the "festival grounds" for Buchanan Street Market.

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.**

The requested special use is for indoor commercial entertainment which allows a bar with video gaming to operate on the property. Such land uses are common in the Central Business District. There are municipal parking lots and a mix of bars, eateries and offices nearby.

Entertainment-based businesses are often encouraged in downtown districts. However, some of them may generate a need for more parking than the nearby smaller parking lots can accommodate. A condition of approval will limit the size of the special use to the approximately 500 square-foot tenant space. This will greatly reduce the ability for other land uses within the indoor commercial entertainment land use category that could generate high levels of traffic such as theaters and arcades from operating on the subject property.

- B. **Findings: The proposed special use, both its general use independent of its location and in its specific location, will 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 subject property is designated as “Commercial” by the City of Belvidere Comprehensive Plan, adopted May 7, 2024. Commercial land uses include service businesses, restaurants, entertainment, office buildings, healthcare facilities, and other similar uses. Additional commercial areas include mixed-use land uses consisting of commercial/retail on the ground floor and/or office/residential uses located on the upper floor. Belvidere’s Downtown includes this traditional form of mixed-use development and historic commercial buildings supporting a variety of land use types in a strong urban setting. Commercial areas should follow appropriate scales and intensities dependent on adjacent parcels and surrounding community character.

The entire downtown area is designated as Commercial. Downtown areas should be a mix of retail, services, residential, recreation and entertainment that operate during the day and night and can be compatible uses. A bar is included in the encouraged mix of land uses.

- 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 property is served by on-street parking along Buchanan Street in addition to two nearby municipal parking lots. On-site parking is not required in the Central Business District; most patrons of businesses on Buchanan Street utilize the municipal parking lots in the area. The property formerly housed taverns and an ice cream and candy shop and a food establishment. The planning staff is not aware of any significant traffic nuisances that businesses along Buchanan Street create.

Although the property is in a historic building, Buchanan Street is not within the Downtown Overlay District. The additional regulations of the overlay district regarding signage, doorways, windows, etc. do not apply to this property.

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

The planning staff is not aware of any business that chose not to locate or expand in the downtown area due to the other bars and similar establishments. The planning staff does not anticipate that this special use will deter development when previous businesses have not.

- 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 mixed-use building that is served with municipal utilities.

- F. **Findings:** The potential public benefits of the proposed special use 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.

Although the applicant is requesting a special use to operate a business that is similar to others in the downtown area, it is intended that the business will have a different atmosphere in order to set it apart from the others. This could allow a wider demographic of people to be served in the downtown area. The property has housed similar uses in the past. The neighborhood is a mix of residential, commercial and entertainment so the special use should not alter the neighborhood or create an undue burden.

SUMMARY OF FINDINGS:

The requested special use is for indoor commercial entertainment allows a bar with video gaming to operate on the property. Entertainment-based businesses are often encouraged in downtown districts. However, some of them may generate a need for more parking than the nearby smaller parking lots can accommodate. A condition of approval will limit the size of the special use to the approximately 500 square-foot tenant space. This will greatly reduce the ability for other land uses within the indoor commercial entertainment land use category that could generate high levels of traffic such as theaters and arcades from operating on the subject property.

The property is served by on-street parking along Buchanan Street in addition to two nearby municipal parking lots. On-site parking is not required in the Central Business District; most patrons of businesses on Buchanan Street utilize the municipal parking lots in the area. The property formerly housed taverns and an ice cream and candy shop and a food establishment. The planning staff is not aware of any significant traffic nuisances that businesses along Buchanan Street create.

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Although the applicant is requesting a special use to operate a business that is similar to others in the downtown area, it is intended that the business will have a different atmosphere in order to set it apart from the others. This could allow a wider demographic of people to be served in

the downtown area. The neighborhood is a mix of residential, commercial and entertainment so the special use should not alter the neighborhood or create an undue burden.

The planning staff is not aware of any business that chose not to locate or expand in the downtown area due to the other bars and similar establishments. The planning staff does not anticipate that this special use will deter development when previous businesses have not.

RECOMMENDATION:

The planning staff recommends the **approval** of case number **2025-04** for a special use at 105 Buchanan Street subject to the following conditions:

1. Open alcohol is prohibited outside the premises unless otherwise permitted.
2. Indoor commercial entertainment land uses are only permitted in the tenant space commonly known as 105 Buchanan Street.

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.

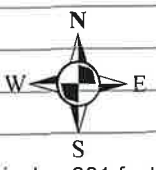
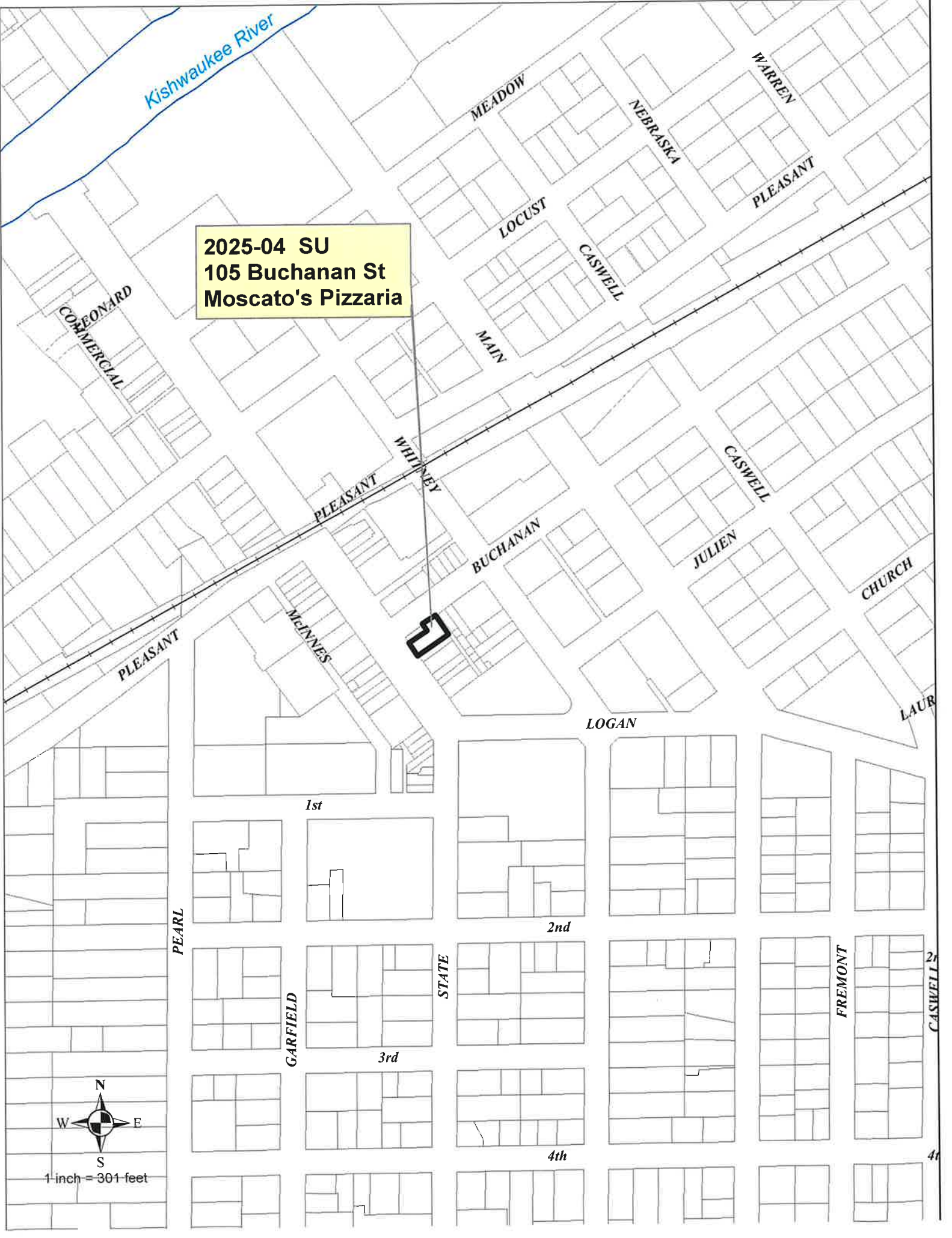
Review and Action by the City Council. The City Council shall consider the Planning and Zoning Commission's recommendation regarding the proposed special use. The City Council may approve or deny the special use as originally proposed, may approve the proposed special use with modifications or may remand 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. Site plans submitted by Applicant.
5. NRI 1787 submitted by the Boone County Soil and Water Conservation District, Heather VanTilburg, March 5, 2025.
6. Letter submitted by the Boone County Health Department, Alisen O'Hearn, March 17, 2025.

Kishwaukee River

2025-04 SU
105 Buchanan St
Moscato's Pizzeria



1 inch = 301 feet

COMMERCIAL

MEADOW

NEBRASKA

WARREN

LOCUST

PLEASANT

CASWELL

MAIN

WHITNEY

PLEASANT

CASWELL

BUCHANAN

JULIEN

CHURCH

PLEASANT

MCJINNES

LAUR

LOGAN

1st

2nd

3rd

4th

PEARL

GARFIELD

STATE

FREMONT

CASWELL

2025-04 SU
105 Buchanan St
Moscato's Pizzeria

STATE



We are seeking a special use permit for 105 Buchanan to enable the sale of liquor in conjunction with video gaming. We are looking to have a small bar lounge area with some seating selling beer and wine, and possibly adding other drinks.

We will have 6 slot machines and possibly one or two tables.

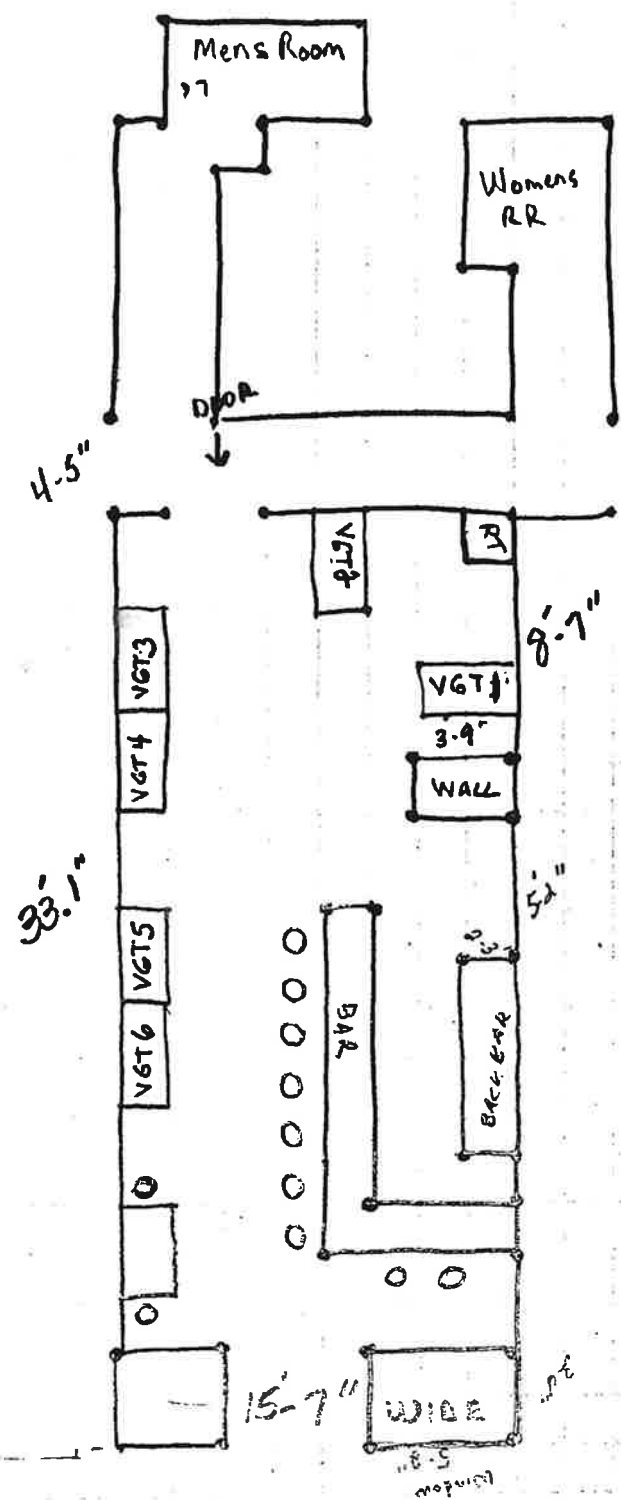
We will not be selling food.

Our objective is to establish a welcoming, secure, and relaxed environment for patrons.

With over 25 years of experience as business owners in Belvidere we are eager to capitalize on this new opportunity!

Our proposed hours of operation will be 7 days from 9am to 10pm.

We appreciate your consideration.



↑
 Door
 Buchanan St

105 Buchanan



211. N. Appleton Road
Belvidere, IL 61008
815-544-3465 x3

5 March 2025

SWCD NRI #: 1787

Belvidere Planning Department
401 Whitney Blvd., Suite 300
Belvidere, IL 61008

Dear Sir/Madam,

A request for a Natural Resource Information Report was submitted. We will supply a written reply to your office as indicated below:

Our review does not apply in this instance.
 Other (see attached)

Location of Site: 105 Buchanan St, Belvidere, IL 61008

PIN(S): 05-25-360-002

Contact	Petitioner	Owner
Rosalia Moscato 1409 Conlin Dr Belvidere, IL 61008 (815) 289-0307 rosaliamoscato@gmail.com	Moscato's Pizzeria Inc. 1409 Conlin Dr Belvidere, IL 61008	Giuseppe & Rosalia Moscato
	See contact info	See contact info

Request:

Notes, if any: By considering the current zoning, current land use, Geographical Information Systems maps, and requested variance, the Boone County Soil and Water Conservation District has determined that the proposed use will have no significant impact on the natural resources on the property or surrounding area.

Sincerely,

A handwritten signature in cursive script that reads "Heather VanTilburg".

Heather VanTilburg, Resource Conservationist
Boone County Soil & Water Conservation District



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.

March 17, 2025

City of Belvidere

Email: GDelRose@BelvidereIL.gov

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

Re: Case 2025-04: Moscato, 105 Buchanan Street

Dear City of Belvidere,

We are in receipt of a special use to permit indoor commercial entertainment. The special use includes a bar and video gaming at 105 Buchanan Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the CB, Central Business District on less than 1 acre. PIN: 05-25-360-002.

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/RS
Environmental Center Supervisor
Boone County Health Department

BELVIDERE

Community Development Department Planning Department

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

March 2025 Monthly Report

Number	Project	Description	Processed
1	Cases: March	Moscato, 105 Buchanan Street, SU	3/4/2025
0	Annexation	None	
0	Temporary Uses	None	
2	Site Plans (New/Revised)	3792 Morriem Drive	3/4/2025
		1940 N. State Street	3/26/2025
0	Final Inspection	None	
2	Downtown Overlay Review	128 S. State Street, sign	3/6/2025
		116 N. State Street, façade	3/31/2025
0	Prepared Zoning Verification Letters		
0	Issued Address Letters	None	
	Belvidere Historic Preservation Commission	The Commission organized upcoming fundraisers and outreach activities. An edition of the History Keeper newsletter was issued.	
	Heritage Days	A planning meeting was held with event organizers. Staff begun ordering supplies and securing contracts.	
	Hometown Christmas	None	
	Scanned Plats: E-mail, Print and/or Burn		
2	Recorder's Office		
0	Other Department		
0	General Public		

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
 ***Assisted with the downtown banner program