



*City Council*  
**COMMITTEE OF THE WHOLE**  
*City of Belvidere, Illinois*

Alderman Clayton Stevens,	1 <sup>st</sup> Ward	Public Works Vice Chairman
Alderman Tom Porter,	1 <sup>st</sup> Ward	Finance/Personnel Vice Chairman; City-County
Alderman Daniel Snow,	2 <sup>nd</sup> Ward	BPZ Chairman; City- County Co-Chairman
Alderman Michael Borowicz,	2 <sup>nd</sup> Ward	Public Safety Vice Chairman; City-County
Alderman Wendy Frank,	3 <sup>rd</sup> Ward	City County Coordinating - Vice Co Chairman
Alderman Thomas Ratcliffe	3 <sup>rd</sup> Ward	Finance and Personnel Chairman
Alderman Ronald Brooks,	4 <sup>th</sup> Ward	Public Works Chairman
Alderman George Crawford	4 <sup>th</sup> Ward	Public Safety Chairman
Alderman Mark Sanderson,	5 <sup>th</sup> Ward	BPZ Vice Chairman
Alderman Marsha Freeman	5 <sup>th</sup> Ward	City-County Coordinating Committee

**AGENDA**

**April 22, 2019**

**6:00 p.m.**

**City Council Chambers**

**401 Whitney Boulevard, Belvidere, Illinois**

Call to Order – Mayor Mike Chamberlain:

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
  - (A) Fire – SCBA Airpacks.
3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

- (A) Azavar Update.
- (B) General Mills Park
- (C) Downtown Façade Program.

5. Other:

- (A) Habitat for Humanity – Permit Fees.
- (B) Sanitary Sewer Manhole Rehabilitation Bid Tabulation.
- (C) MFT Street Overlay Bid Tabulation.
- (D) 2019 MFT Thermoplastic Pavement Striping Bid Tabulation.

6. Adjournment:



## Belvidere - Azavar Government Solutions Quarterly Client Update

March 2019

Client Name	Note Type	Details
Belvidere	A. Gas Revenue (Taxes and Fees) Audit	Azavar has corrected <b>10 addresses</b> that will return an estimated <b>\$192.96 per annum</b> to the City. Remaining addresses are being reviewed and Azavar is seeking final resolution with the Provider.
Belvidere	B. Electric Revenue (Taxes and Fees) Audit	Azavar has corrected <b>50 addresses</b> that will return an estimated <b>\$69,240 per annum</b> to the Town. Azavar is working with the Provider to collect back taxes owed.
Belvidere	C. Cable Revenue (Taxes and Fees) Audit	Azavar has found and corrected <b>384 addresses</b> with the Provider. This resulted in a recovery of <b>\$1,802.79 per quarter</b> in forward recoveries. Azavar has also settled for back franchise fees in a total recovery of <b>\$56,469.05</b> .
Belvidere	D. Telecommunications Revenue (Taxes and Fees) Audit	Due to recent changes in the state statute, telecom audits now require address lists be sent to them rather than them sending their lists to Azavar. Because of this, Azavar must insure that the addresses that get submitted match the data in the Provider's database <u>perfectly</u> so as to prevent accidental removal of addresses that should be coded to the municipality.
Belvidere	E. Hotel/Motel Revenue (Taxes and Fees) Audit	Azavar is working on a solution so as to insure that there is no accidental loss of revenues in the audit process.
Belvidere	F. Sales Tax Revenue (Taxes and Fees) Audit	Azavar is in the process of reviewing the data.
Belvidere	G. Food and Beverage Revenue (Taxes and Fees) Audit	Azavar has corrected <b>3 addresses</b> not properly coded in the Department's database that will return an estimated <b>\$34,187 per annum</b> to the City.
Belvidere	H. Gas Payable Audit	Not applicable.
Belvidere	I. Electric Payable Audit	Audit complete--no findings.
Belvidere	J. Telecommunications Payable Audit	Azavar has confirmed savings of <b>\$24.08 per month</b> by removing municipal taxes from bills and is currently billing the City.
Belvidere		Audit complete--no findings.



**BELVIDERE  
FIRE  
DEPARTMENT**

123 S. State St.  
Belvidere, IL 61008

Fire Chief and Administration Offices

(815)544-2242

Fax (815)544-2278

<b>From:</b>	Chief Hyser	<b>Today's Date:</b>	April 17, 2019
<b>To:</b>	Mayor & City Council	<b>Meeting Date:</b>	April 22, 2019
<b>Subject:</b>	Public Safety Committee Meeting – SCBA airpacks and masks		

**Introduction:**

The Fire Department's self-contained breathing apparatus (SCBA) are used to allow our firefighters to enter immediate danger to life and health (IDLH) atmospheres and mitigate emergency situations.

**Problem:**

Our current SCBA airpacks and masks were purchased in 2004 and are a 2002 edition. They are 4 NFPA standards behind the current industry (2008 edition, 2013 edition, and 2018 edition). In 2019 our airpacks and masks will be 15 years old and need to be replaced.

**Solution:**

Mine Safety Alliance (MSA) is a trusted manufacturer of SCBA. Local dealer Air One has secured a volume purchase price with Rockford and Cherry Valley Fire Departments. The Belvidere Fire Department has been given the opportunity to be included in this agreement. We would not have the buying power alone, but by partnering with Rockford and Cherry Valley Fire Departments our cost has been reduced by \$10,322.

**Resources Needed:**

Our approved fiscal year 2020 budget for SCBA airpacks and masks is \$86,480.

**Summary:**

We are requesting \$86,480 to purchase 18 MSA G1 SCBA airpacks and 32 G1 masks which is a budgeted FY20 Capital Expense. We are also asking to waive the bidding process as we are exclusive MSA users.

*Chief Al Hyser*

April 22, 2019

To: Mayor Chamberlain  
Aldermen

From: Becky Tobin  
Brent Anderson

RE: General Mills Park

Dear Mayor and Aldermen:

The City has been working hard the last 9 months to secure funding for the construction of the shelter and purchase landscaping for the new General Mills Park located at Highline Street and Christi Lane. We are pleased to report that the financing is now in place and we are ready to begin construction. The goal is to have the shelter built and ready to be used by start of the summer lunch program on June 10, 2019. The City has been blessed with generous donations and local community grants in order to make this project possible. Attached is a breakdown of project costs as well as a list of grants and donations that have been received.

Motion to approve the Public Work's construction of the shelter and pad at a cost not to exceed \$10,000 and authorize acquisition of the other items identified on the General Mills Park Shelter Construction Project spreadsheet.

General Mills Park  
Shelter/ Landscaping Donations and Grants

1.	Boone County Community Foundation-	\$4,000 Grant (money had been received) ** already accepted by council
2.	Belvidere Board of Realtors-	\$2,500 Grant (approved)
3.	Cosmopolitan Club-	\$3,000 (approved) – could be \$3,500? (1/2 proceeds from Cosmo golf outing)
4.	First United Methodist Church	Up to \$10,000 (approved)
5.	Community Foundation of Northern Illinois-	\$2,500 Grant (waiting for response from CFNI)
	Total	\$20,000

General Mills Park  
Shelter Construction Project

	Cost	Comments
Construction Material	6,000	Purchased at Menards and built by PW Staff
Concrete	4,000	Purchased at Cordray and completed by PW Staff
Picnic Tables	6,000	Concrete bases purchased at Doty & Sons PW building table tops.
Garbage Can	300	Heavy Duty
Picnic Grill	200	Online- Pilot Rock Heavy Duty Park Grill
Landscaping	3,500	Purchase products locally and planted by PW staff and volunteers
<b>Total</b>	<b>20,000</b>	



**GENERAL MILLS PARK - LANDSCAPING**

**TREES:**

Name	Quantity	Unit Price	Total
1. Bonifire Sugar Maple, 3.5"	2	\$300.00	\$ 600.00
2. Indian Summer Maple, 3"	1	\$260.00	\$ 260.00
3. Red Sunset Maple, 3"	1	\$260.00	\$ 260.00
4. Skyline Honeylocust, 3.5"	1	\$300.00	\$ 300.00
5. Prairie Fire Crab, 3"	2	\$125.00	\$ 250.00
6. Chanticleer Pear, 2.5"	2	\$225.00	\$ 450.00
7. Autumn Brilliance Serviceberry, 10' CL	1	\$250.00	\$ 250.00
			<b>\$2,370.00</b>

**SHRUBS:**

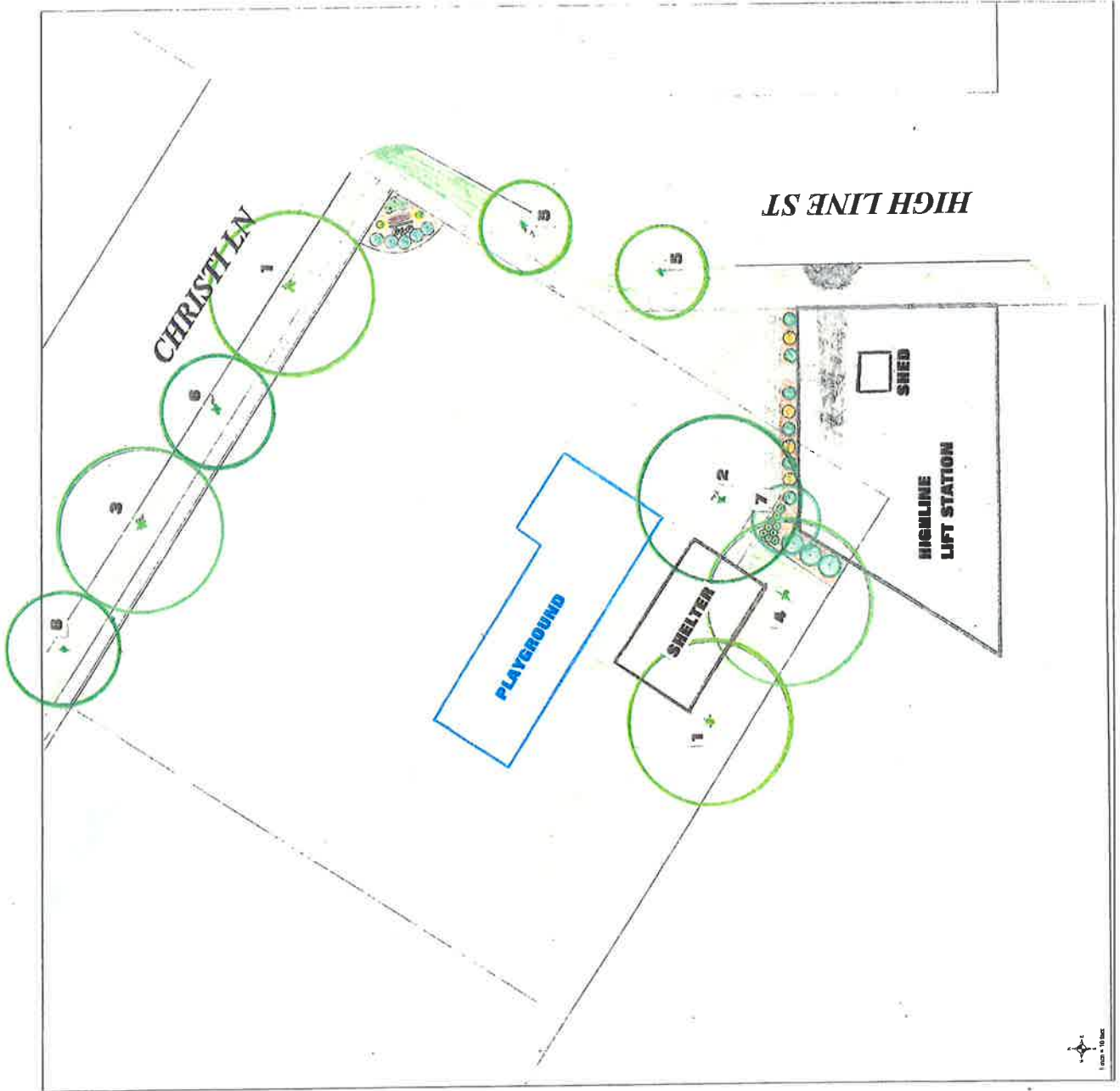
Name	Quantity	Unit Price	Total
A. Inkberry, 3 gal	3	\$45.00	\$ 135.00
B. Goldmound Spirea, 3 gal	6	\$25.00	\$ 150.00
C. Spiced Bouquet Viburnum, 5 gal	3	\$50.00	\$ 150.00
D. Green Sargent Juniper, 3 gal	3	\$36.00	\$ 108.00
E. Dark Horse Weigela, 3 gal	3	\$35.00	\$ 105.00
			<b>\$ 648.00</b>

**PERENNIALS:**

1. Dwarf Fountain Grass	2	\$10.00	\$ 20.00
2. Karl Foerster Grass	3	\$20.00	\$ 60.00
3. Mixed Daylilies	9	\$15.00	\$ 135.00
			<b>\$ 215.00</b>

**MULCH:**

Processed Oak Mulch	8 CY	\$30.00	\$ 240.00
			<b>TOTAL: \$3,473.00</b>





**RESOLUTION #:**

**A RESOLUTION CREATING THE  
CITY OF BELVIDERE DOWNTOWN FAÇADE GRANT PROGRAM**

WHEREAS, the Corporate Authorities of the City of Belvidere find that a vibrant, clean and attractive downtown area is vital to the public good in that it provides a place where residents desire to congregate to shop and recreate as well as creating revenue for the City of Belvidere and attracts new businesses to the area; and

WHEREAS, attractive and well maintained building facades within the business and downtown districts of the City are essential to promoting the growth and viability of the downtown area; and

WHEREAS, the Corporate Authorities wish to promote the maintenance of building facades in the downtown area to ensure its continued vitality and promote the general welfare.

**IT IS THEREFORE RESOLVED BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BELVIDERE AS FOLLOWS:**

- Section 1: The Corporate Authorities of the City of Belvidere approve the Downtown Façade Improvement Grant Program which is attached hereto as Exhibit A and incorporated herein.
- Section 2: No Grant shall be issued under the Downtown Façade Improvement Grant Program without prior approval of the specific grant by the City Council and execution of an approved Downtown Façade Improvement Grant Program Agreement. The Façade Improvement Grant Program, in any given fiscal year, is specifically dependent upon funding in that fiscal year.
- Section 3: The Downtown Façade Improvement Grant Program, all grants issued thereunder and all recipients of a Downtown Façade Grant shall comply with Division 2, Grant Recipients, of Article VI, Finance of Chapter 2 of the City of Belvidere Municipal Code.

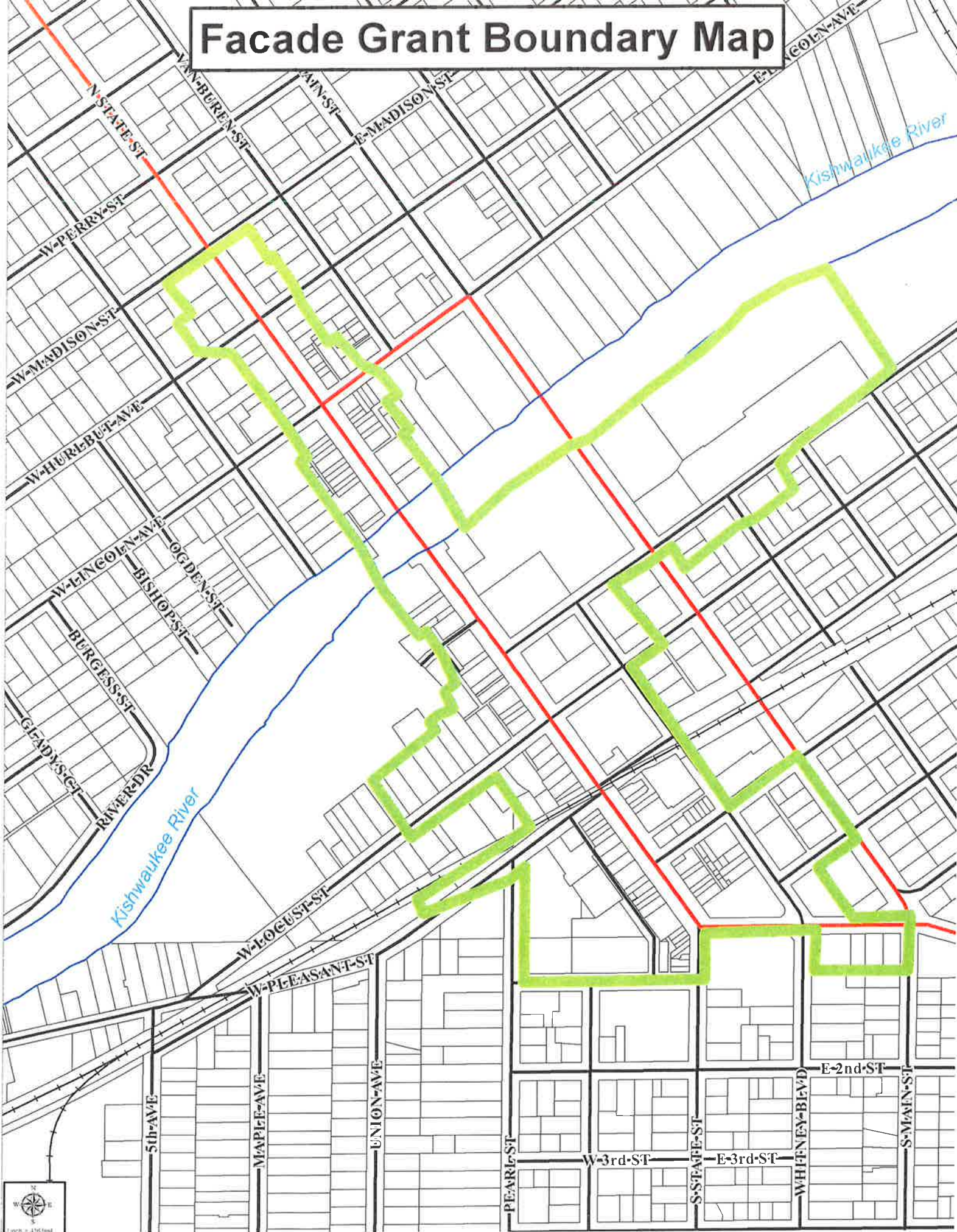
Ayes: .  
Nays: .  
Absent: .

Date Approved: 2019

By: \_\_\_\_\_  
Michael W. Chamberlain, Mayor

Attest: \_\_\_\_\_  
Shauna Arco, City Clerk

# Facade Grant Boundary Map



*City of Belvidere*  
*Downtown Façade Improvement Grant Program*

**Overview:**

The Downtown Façade Improvement Grant Program is designed to enhance the overall appearance and image of Belvidere's Downtown Historic Districts. The City of Belvidere will provide matching grants to encourage façade improvements of storefronts in the downtown area. Under the program, building/business owners are eligible for up to the lesser of 50% of the actual façade improvement costs, or the maximum amount allowed by the Belvidere City Council. If more applications are received than current funds will allow, the City reserves the right to prioritize the applications or prorate the funds awarded on the basis of the location of the project, the extent of the work, the level of funding, and the relative impact of the proposed improvements on the area.

Preference is given to those projects where the existing structure reveals:

- Superior design, materials, or workmanship;
- Historic materials, design or workmanship; or
- Where the project will facilitate the restoration or reconstruction of a façade that is more compatible with the character of the building and surrounding streetscape, but does not change the footprint of the building.

**General Requirements:**

- A property owner or tenant may be eligible for a 50/50 match up to \$5,000 (please see attached list as to what is eligible for grant reimbursement). Façades wider than 50 feet may apply for up to \$7,500. No project will be approved without the written approval of the owner of the property. Maximum reimbursements may vary from year to year depending on funding by the City Council.
- Each building is eligible for 1 grant reimbursement every 3 years.
- Grant funds may only be used for exterior façade improvements. No interior work. Grant funds may not be approved or used for items that are easily removed from the building.
- Grant funds may only be allocated for commercial properties that are (i) in a National Register District; (ii) are a National Register and/or Local Landmark within the CB, Central Business District or (iii) all other downtown areas as documented on the attached map.
- Any work done to a locally landmarked building must obtain a certificate of appropriateness from the Historic Preservation Commission
- Any projects receiving grant funds must be reviewed by Planning Staff and the Historic Preservation Commission (following Ch. 58 of the Municipal Code) with final approval by City Council.
- All local and state building and fire codes in addition to zoning regulations must be adhered to.



### **Examples of Eligible Projects:**

- *Ingress/Egress Doors* (exterior)- installation, repair and replacement of doors and hardware to provide public access, or where current doors do not meet the building, Americans With Disabilities Act, or fire codes or it will improve the overall appearance of the building.
- *Painting*- painting of the exterior surface of the buildings
- *Shutters and Awnings*- repair, replacement or addition of exterior shutters and awnings
- *Signs*- repair of existing non-temporary signs, excluding murals
- *Stairs, Porches, Railings, Exits*- repair and replacement or installation of exterior stairs, porches, railings and exit facilities.
- *Walls*- repair and rebuilding of exterior walls, including: cleaning, sealing, tuck pointing, painting, etc.
- *Cornices*- repair or construction of cornices in order to replicate building's original façade.
- *Roofs*- repair and reroofing, where the effects of the repair will be visible from a public street or public parking lot (In general, sloping roofs would qualify, flat roofs would not)
- *Walkways*- privately owned sidewalks, pavers, plazas, and other permanent improvements designed primarily for pedestrian use
- *Windows*- replacement windows must be the same size of original opening and same aesthetic style of the original windows.
- *Lighting*- installation, repair and replacement of lighting mounted on a building that illuminates the façade or signage. All lighting must comply with the City of Belvidere Municipal Code.
- *Removal of inappropriate features*- such as siding and modern awnings that are not similar to the aesthetic design of the original structure.
- *Project Costs*- All approved fees shall be reimbursed after completion of a project and after submittal and approval of all relevant invoices by City Staff. Example of eligible project costs are:
  - Design professional fees
  - Actual Construction Costs
  - Architectural or structural engineering services for façade improvements (see Reimbursement of Payments for more details)

### **Examples of Non-Eligible projects:**

- Liquor License fee rebate
- Building Permit fees and related costs
- Project Costs that are not specifically called out previously
- Extermination of insects, rodents, vermin or other pests
- Title reports and legal fees
- Acquisition of land or buildings
- Refinance existing debt
- HVAC systems
- Any interior work on a structure

- Any work that is not visible from a public right-of-way or parking area.
- Any exterior appurtenance that is deemed easily removable (excluding those specifically listed as previously as eligible)
- Sweat equity
- Working capital for business
- Resurfacing of parking lots
- Landscaping
- Painting of masonry that was not previously painted
- New additions
- Decks and fences ( Unless previously existed)
- Any work commenced prior to approval of any grant and execution of the grant agreement.

**Application:**

Please see attached.

**Agreement:**

Please see attached.

**Commencement of Work:**

After the Agreement is approved by the City, an applicant shall obtain all necessary building permits and approvals and begin the work.

**Completion of Work:**

All improvements must be complete within 180 calendar days after the Agreement is approved. Upon written request and good cause shown, the City may grant one extension of up to an additional 180 days. Good cause for an extension shall include: delays caused by acts of god, riots, unusual weather delays, labor strike and unanticipated unavailability of necessary materials. If the work is not completed within 180 days (or such extension as approved by the City), the City's obligation to reimburse the owner or tenant for the project terminates.

Upon completion of the façade improvements, the funding recipient must schedule a final inspection and submit the paperwork, including but not limited to all relevant receipts for reimbursement. Project costs/expenditures are subject to audit by the City.

**Alterations:**

The property owner and tenant shall be responsible for maintaining all reimbursed improvements in the same condition as approved in the final inspection, without alteration for five (5) years unless approved by the Planning Staff and the Historic Preservation Commission.

### **Reimbursement of Payments:**

Upon completion of work, the owner or tenant must submit copies of all architect's invoices, contractor's statements, invoices, and proof of payment to the Planning Department as evidence that the owner or tenant has paid all parties involved. Payment will be authorized after completion and inspection of all work items as originally approved and receipt of all of the required documents. If the applicant is doing his/her own labor, funding will be reimbursed only for material costs.

If costs exceed the original estimates, the property owner or tenant will be responsible for the full amount of the excess. The City cannot reimburse more than the total amount specified in the Agreement. Any work commenced prior to City approval and signing of the Grant will not be eligible for reimbursement funding.

Architectural Services may be reimbursed, at the sole discretion of the City as follows:

- Concept Plans and cost estimate prepared before approval of Façade Improvement Agreement.
- Architectural construction drawings and specifications for the approved improvement to the extent required by the City Building Department, prepared after City approval of an Agreement.
- Construction supervision conducted after City approval of the Agreement.

Changes to the previously approved work must be approved by Planning Staff and the Historic Preservation Commission prior to any expenditure of any funds or they will not be reimbursed.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Recipient will be required to provide a Taxpayer ID number or Social Security Number as part of the Façade Improvement Program award. Please contact a tax advisor for liability information.

### **Non-Discrimination Statement:**

The City shall implement and administer the Downtown Façade Improvement Grant Program and shall review all applications for a Downtown Façade Improvement Grant in a manner that does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status or political beliefs.

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

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**To: Mayor and City Council**

**From: Kip Countryman, Director of Buildings**

**Date: 4/16/2019**

**RE: Habitat for Humanity**

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**Attached is a request from the Habitat for Humanity for the Council's consideration to have the Building and Zoning permit fees waived for the construction of a new home at 621 E Locust St. As you can see from the request, Council has previously waived the fees for 315 and 320 Gilman St. in 2017 and 2018.**

**The estimated fees for the permit to be waived will be 871.00.**

**If the Council is willing to proceed with this project, I would recommend that the Building and Zoning fees be waived for this project as has been done in the past.**



*Help build it!*

March 19, 2019

Mr. Brent Anderson  
Public Works Director  
City of Belvidere  
401 Whitney Blvd  
Belvidere, Illinois 61008

Re: 621 East Locust Street, Belvidere, IL  
(Easterly 49.5 Feet of Lots 2 and 3 in Block Three of William H. Gilman's Third  
Addition to Belvidere and Westerly 12 feet of Lots 1 and 2 in William H. Gilman's  
Third Addition to Belvidere)  
05-25-332-004

Dear Mr. Anderson:

On behalf of Habitat for Humanity of Boone County, I appreciate the continuing partnership with the City concerning homes being built in the community. This Spring, we expect to break ground on another single-family home for a low-income family. We are requesting that the City waive its water and sewer connection and building fees, including, specifically, to tie into service stubs to the property line. We understand that Habitat will be responsible for expenses directly incurred by the city (such as cost of materials) even if fee and service cost waivers are approved. The request is in keeping with the City's past practice to facilitate Habitat's charitable work and to enable us to complete the project promptly, within budget. Please reference the projects in 2017 at 320 Gilman Street and in 2018 at 315 Gilman Street, all in the vicinity of this parcel.

We understand that this matter will be scheduled for consideration by the City Council. Please keep us informed concerning scheduled dates on which our input may be requested.

Thank you for your consideration and support. We look forward to working with you to complete another project within the City.

Cordially,

A handwritten signature in black ink, appearing to read "Henry Repay", is written over a white rectangular area.

Henry Repay  
Board Chairman  
[Henry@RepayLaw.com](mailto:Henry@RepayLaw.com)

c: Ms. Kim Mickey, Executive Director, Habitat for Humanity of Boone County (By E-mail)



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City of Belvidere, Illinois

# Building Permit

This to certify that a permit has been granted to **Habitat For Humanity,**  
for construction on the premises at 621 E Locust St

Under permit No. **P005198-041619**; Dated: **April 16, 2019**

## Single Family Residence

*Kip Countryman*

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Building Inspector

**NOTE:** This notice must be attached to building during construction;  
In front of building and in a conspicuous place.  
The Permit will *expire 1 year* from the date issued.

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# PERMIT RECEIPT

## City of Belvidere Building Department

401 Whitney Blvd. Suite 300 – Belvidere, IL 61008 – 815-547-7177

Date: 04/16/2019

Received From: Habitat For Humanity

For: Residential Building Permit

Location: 621 E Locust St BELVIDERE, IL 61008

### Description of Work:

Single Family Home 1344 square feet with plumbing electric and hvac.

### Transactions:

#### Account Numbers

#2.0155

#2.0155

#2.0156

#2.0158

#2.0166

#2.0159

#2.0157

#2.0157

#2.0129

#2.0167

Application fee: \$25.00

Residential New Building: \$350.00

Single Family New Construction: \$74.00

HVAC Forced Air Sq. Ft.: \$28.00

New Construction Insulation: \$35.00

Residential New Construction Plan Review:

\$19.00

Installation of Water/Sewer Services: \$50.00

Plumbing Inspection: \$195.00

Property Grading: \$85.00

Residential Zoning Review: \$10.00

Total Charged: \$871.00

Fees Charged:

#### Fees Paid:

\$871.00

Paid By: Waived

#### Amount Due:

\$0.00

RECEIPT NUMBER

P005198-041619

*Thank You*

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 4/16/2019  
**Re:** Sanitary Sewer Manhole Rehabilitation Bid Tabulation

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The following bids were opened today for the Sanitary Sewer Manhole Rehabilitation Project:

- |  |              |
|--|--------------|
| 1. RMS Utility Services<br>72 East Street<br>Crystal Lake, IL 60014                  | \$94,062.00  |
| 2. Stenstrom Excavation & Blacktop Group<br>2422 Center Street<br>Rockford, IL 61108 | \$144,930.00 |
| 3. N-TRAK Group, LLC<br>1523 Windsor Road<br>Loves Park, IL 61111                    | \$281,133.32 |

The budget includes \$100,000 for this work.

I would recommend approval of the low bid from RMS Utility Services., in the amount of \$94,062.00, for the Sanitary Sewer Manhole Rehabilitation Project. This work will be paid for from Sewer Line Item #61-5-820-6040.

# MEMO

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Subject:** MFT Street Overlay Bid Tabulation  
**Date:** April 16, 2019

The following bids were opened today for the 2019 MFT Street Overlay Program:

- |  |              |
|--|--------------|
| 1. Rock Road Companies<br>P.O. Box 1779<br>Janesville, WI 53547                | \$533,691.36 |
| 2. Curran Contracting<br>286 Memorial Court<br>Crystal Lake, IL 60014          | \$569,750.11 |
| 3. William Charles Construction Co<br>5290 Nimitz Road<br>Loves Park, IL 61111 | \$581,275.91 |

The engineer's estimate for this work was \$650,398.50.

I would recommend approval of the low bid from Rock Road Companies, in the amount of \$533,691.36, for the 2019 MFT Street Overlay Program, subject to IDOT approval. This work will be paid for from MFT Funds.

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 4/16/2019  
**Re:** 2019 MFT Thermoplastic Pavement Striping Bid Tabulation

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The following bids were opened today for the 2019 MFT Thermoplastic Pavement Striping Contract:

- |  |             |
|--|-------------|
| 1. Countryman, Inc.<br>P.O. Box 2302<br>Loves Park, IL 61131                 | \$11,291.10 |
| 2. Precision Pavement Markings<br>P.O. Box 705<br>Elgin, IL 60121            | \$11,680.05 |
| 3. A.C. Pavement Striping<br>695 Church Road<br>Elgin, IL 60123              | \$12,835.75 |
| 4. Marking Specialists Corp<br>P.O. Box 745<br>Arlington Heights, IL 60005   | \$13,499.75 |
| 5. RoadSafe Traffic Systems, Inc<br>12225 Disk Drive<br>Romeoville, IL 60446 | \$45,885.00 |

The estimate for this work was \$10,339.00.

I would recommend approval of the low bid from Countryman, Inc., in the amount of \$11,291.10, for the 2019 MFT Thermoplastic Pavement Striping Project, subject to IDOT approval. This work will be paid for from MFT Funds.

**MEMO**

FOR INFORMATION ONLY

**DATE:** April 16, 2019  
**TO:** Mayor and Members of the City Council  
**FROM:** Gina DelRose, Community Development Planner  
**SUBJECT:** Summary of Case 2019-06 Staff Report

I apologize for not being able to attend the April 15, 2019 City Council meeting to answer questions. It has been brought to my attention that there were quite a few questions regarding the proposed text amendments in Ordinance 453H.

Staff reports for text amendments are broken down into three sections. The first section highlights all of the different sections of the Zoning Ordinance that are being amended. The second section shows those amendments with new language being underlined and highlighted in yellow and removed language being struck through. The final section summarizes what the new language means and why it was done. Below is the summary of the staff report plus an added paragraph for temporary signage that was presented the night of the Planning and Zoning Commission. Please do not hesitate to contact me if there are any questions.

**Summary of Staff Report for Case: 2019-06**

Section 150.706(D)(1) regulates exterior commercial vehicles and equipment in the commercial and office districts. In 2008 there was a text amendment to limit the allowance of semi-trucks to those actively loading/unloading (Section 150.105(C)(7)(D)(3)). At that time, section 1 should have been amended to reflect the prohibition of semi-truck parking in commercial and office districts. The proposed text amendment will create consistency throughout Section 150.706(D) regarding semi-trucks.

The temporary sign portion of the Zoning Ordinance currently does not put a time limit on signage under 32 square feet. This allows for a business to place signage such as flags, pennants, banners, etc. outside all year long. Temporary signage does not pay a permit fee and does not have to be weather-tolerant because they are not supposed to be utilized year round. In 2017, the City of Belvidere approved a text amendment permitting animated signage in most commercial and industrial districts. Animated signage has the ability to advertise multiple things throughout the day, reducing the need for temporary signage. Staff is recommending placing the same time limit on temporary signage under 32 square feet that temporary signage over 32 square feet must adhere to. Relettering/numbering Section 150.1011 is also being proposed in an effort to better differentiate the regulations for temporary signage.

The sign tables regulate what kind of signs are permitted plus the bulk regulations for signs per zoning district. In 2017 there was a text amendment to update the signage portion of the Zoning Ordinance. One of the changes made was to correct outdated zoning district classifications. The NC requirements were accidentally removed when the classifications were updated. Please note, NC does not stand for neighborhood

commercial, it stands for nonconforming. There are grandfathered uses in the residential district, most commonly churches, but there are some commercial and industrial uses as well. The NC portion of the sign code allowed for these non-residential uses to have limited signage. Staff recommends inserting the word "institutional" as well in order to accommodate all potential non-conforming land uses.

Sections 150.204(A)(4) and 150.204(A)(5) regulate mobile home developments. Mobile Home Subdivisions involve individual lots that are purchased for the placement of a mobile home. Mobile Home Parks involve one large lot that has pad spaces that can be rented for the placement of a mobile home. Although #7 in each section has the same 15-foot separation, one uses the term "unit" while the other uses the term "structure". In order to be more consistent, staff is recommending that Mobile Home Park regulations be amended to reflect the term "structure" when referring to separation distances. The separation is from not just the mobile home unit itself, but from accessory structures such as decks, porches, etc.

Appendix C Land Use Summary Chart references all land uses referenced in the Zoning Ordinance and indicates whether they are permitted, permitted by special use or not allowed in specific zoning districts. The chart incorrectly references mobile home developments as Sections 150.204(A)(3) and 150.204(A)(4) of the Zoning Ordinance. Mobile home developments are regulated per Sections 150.204(A)(4) and 150.204(A)(5) of the Zoning Ordinance.

In 2017, there was a text amendment that changed animated signage from a special use in most commercial and industrial districts to a permitted use. In 2018, there was a text amendment that changed animated signage from not allowed to permitted by special use in the neighborhood office, planned office and neighborhood business districts. Signage has always been regulated by Article 10 of the Zoning Ordinance (except signs in the Downtown Overlay District). In an effort to make sign regulations easier to follow and for the Land Use tables/charts to be more consistent, the two type of signs regulated by special use (animated and above roof peak) are listed in the appropriate zoning district tables and the accessory land use chart.