

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, May 10, 2022
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
Brad Anderson

Staff:

Gina DelRose, Community Development Planner
Cathy Crawford, Administrative Assistant

MINUTES: Approve the minutes of the April 12, 2022 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

2022-11: Taco Bell (south), 2056 Gateway Center Drive (SU): Application of Black River Bells, LLC, 7915 Kensington Court, Brighton, MI 48116 on behalf of the property owner, DMD Investment Inc., 923 Logan Avenue, Belvidere, IL 61008 for a special use to permit in-vehicles sales or service in order to operate a drive-through lane at 2056 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-acre. PIN: 08-06-101-005

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

OTHER BUSINESS:

Elections

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

Minutes

**Tuesday, April 12, 2022
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members Present:

Paul Engelman, Chair
Daniel Druckrey, Vice-Chair
Alissa Maher
Art Hyland
Robert Cantrell
Vacancy

Staff Present:

Gina DelRose, Community Development Planner
Catherine Crawford, Administrative Assistant
Mike Drella, City Attorney

Members Absent:

Carl Gnewuch

The meeting was called to order at 6:04 p.m.

MINUTES: It was moved and seconded (Cantrell/Maher) to approve the minutes of the March 8, 2022 meeting. The motion carried with a 5-0 roll call vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

2022-04: Patel, 1554 North State Street* (SU): Application of Nileshkumar Patel, 1678 Eden Place, Rockford, IL 61107 on behalf of the property owner, Edward Winter TR, 1409 Walts Way, Belvidere, IL 61008 for a special use to permit in-vehicles sales or service at 1554 North State Street* (and the two adjacent parcels) to allow a drive-through lane on the west side of the building within the GB, General Business District pursuant to the Belvidere Zoning Ordinance Sections 150.105(C)(5)(B)(2) In-Vehicle Sales or Service and 150.904 Special Use Review and Approval Procedures. The subject property is approximately 2 acres in size and is developed with an automotive repair building and a large paved area (formerly a car wash).

The public hearing opened at 6:05 p.m.

Gina DelRose was sworn in. Ms. DelRose stated the case was published on March 24, 2022 and certified mailings were sent to surrounding property owners within 250

feet of the subject property on March 15, 2022. Ms. DelRose summarized the staff report dated March 29, 2022.

Gina DelRose stated the subject property has a history of vehicle-related businesses and in 2011 and 2018 special uses were granted to bring an existing mechanic business into compliance and for a car sales lot, respectively. A long-standing car wash structure was demolished for the 2018 special use; the remaining building will be demolished in order to allow a new restaurant to be constructed with the requested drive-through window.

Drive-through sales are expected to comprise a large number of the sales for the new establishment. There is likely to be a double drive-through lane to the west of the building (rear elevation) which will exceed minimum queueing requirements found within the zoning ordinance. There will be two curb cuts along North State Street; an entrance-only and exit-only. These controlled points of access will assist with vehicle circulation and the flow of drive-through traffic.

The restaurant and drive-through lane will occupy the front half of the property. The remaining greenspace may be used for outdoor seating or eventually subdivided and redeveloped as residential with access from Maryland Court.

The planning staff does not anticipate any potential adverse impacts of the drive-through lane; it will need to be constructed so as to prevent water run-off onto the neighboring properties and residences will be shielded from the headlights by a bufferyard comprised of landscaping and/or fencing.

The planning staff recommends approval of case 2022-04 subject to the following conditions:

1. Substantial compliance with the submitted site plan.
2. The owner shall provide storm water detention for the proposed development for any increase in the amount of impervious area over the existing condition.
3. A stamped site plan shall be submitted for review by the appropriate staff before building permits may be issued. This includes a revised lot layout, landscaping and photometrics plan.
4. Upon redevelopment of the property, the new address shall be 1610 North State Street.
5. Compliance with all other applicable codes and ordinances.

The Chair invited questions from the commission for staff.

Chair Paul Engelman asked what structures remain on the site at this time.

Gina DelRose stated a mechanic shop remains which is expected to be vacated by May 1, 2022 at which time the structure will be demolished.

Paul Engelman asked if any environmental studies will be required due to the nature of the business.

Gina DelRose stated the demolition will require a permit at which time it will be determined if any dangerous substances remain; if that were the case, the issue would be addressed.

There were no other questions for the staff from either the applicant or other interested parties.

The Chair invited the applicant to step forward. Nileshkumar Patel was sworn in and stated he had no further testimony to provide.

The Chair invited questions for the applicant.

Paul Engelman asked if the business is a franchise and asked for a timeline on the project.

Nileshkumar Patel stated that as soon as the case is approved by City Council, he will be ready to begin the project.

There were no further questions for the applicant.

The public hearing was closed at 6:15 p.m.

It was moved and seconded to accept the findings of fact as presented in the staff report dated March 29, 2022. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Cantrell) to recommend approval of case 2022-04 subject to the five conditions as presented. The motion carried with a 5-0 roll call vote.

2022-05: Murphy USA, 2005 Gateway Center Drive (SU): Application of Jim Coyle, 21 S. Evergreen Avenue, #200, Arlington Heights, IL 60005 on behalf of the property owner, Murphy Oil USA Inc, AD Valorem Tax Dept PO Box 7300, El Dorado, AR 71731 for a special use to permit a planned development in the PB, Planned Business District at 2005 Gateway Center Drive, Belvidere, IL 61008. The planned development will allow for the following departures: Sections

150.105(C)(4)(B)(2) allowing in-vehicle sales or service (gas station); 150.105(C)(4)(G)(2)(C) decreasing the minimum paved surface setback from five feet to zero feet for the side and rear yards; 150.707(E)(3)(A) allowing for lighting levels to be up to 3.5 foot-candles instead of 0.50 foot-candles at the property line; 150.710(F) allowing for mechanical units to be exposed; Table 150.1007(C)1 allowing for a freestanding sign to be 95.7 square feet instead of 83 square feet and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to rebuild and enlarge the existing gas station. The property is irregular in shape and is 1.27 acres in size.

The public hearing opened at 6: 17 p.m.

Gina DelRose was sworn in and presented a summary of the staff report dated March 30, 2022. Ms. DelRose stated the case was published in the Boone County Journal on March 24, 2022 and certified mailings were sent to property owners within 250-feet of the subject property on March 15, 2022.

Gina DelRose stated the gas station was originally part of the Walmart property but in 2007 it was replatted, creating a 1.27 -acre standalone property. The applicant is proposing to demolish the existing gas station and construct a 1,400 square foot station. The rebuild as proposed requires a special use for a planned development that encompasses 5 deviations from the zoning ordinance. The first deviation is for the gas station land use itself; the second is to reduce the minimum paved surface setback from five feet to zero feet for the side and year yards; the third is to allow the mechanicals not to be screened from view, as the developed property will not allow for landscaped screening at the building walls. The last two deviations are created due to the redevelopment of the property. The applicant is requesting that the freestanding sign be 95.7 square feet instead of the allowable 83 square feet. This would not only allow for the southern property line to be considered in the square-footage calculations but also the curve of the property line. The applicant is also requesting lighting levels up to 3.5 foot-candles to the north and east. Although these illumination levels exceed what the zoning ordinance requires, it will impact only Walmart's parking lot which is already illuminated.

Gina DelRose stated the request for a larger gas station is not an unreasonable one for the location, adjacent to the Walmart parking lot and north of the I-90 Interchange. Due to the large parking area surrounding the property and being located within the Gateway Center development instead of along Genoa Road or Grant Highway (US Route 20) increased signage and illumination levels, reduced pavement setbacks and visible mechanicals will not have the same negative impacts they may have on other properties.

Vehicle circulation patterns and access points will not be changed; the largest change will be to the size of the gas station from 350 square feet to a proposed

1,400 square feet. This will allow the gas station to be similar to other newer gas stations which offer a variety of goods and services to their patrons.

The planned development is not changing the existing land use of the property; the deviations will serve to both bring the existing conditions into compliance and allow for additional signage and lighting levels. The planning staff recommends approval of case 2022-05 subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 3/8/22 unless otherwise noted.
2. The Planned Development shall be developed in substantial conformance with the photometrics plan dated February 2022 unless otherwise noted.
3. The Planned Development shall be developed in substantial conformance with the sign plan dated October 27, 2021.
4. A full final site plan shall be submitted to staff (building, public works, fire, planning, etc.) for review and subject to final approval prior to the issuance of building permits.
5. The planned development is granting only the following flexible standards: Sections 150.105(C)(4)(B)(2) allowing in-vehicle sales or service (gas station); 150.105(C)(4)(G)(2)(C) decreasing the minimum paved surface setback from five feet to zero feet for the side and rear yards; 150.707(E)(3)(A) allowing for lighting levels to be up to 3.5 foot-candles instead of 0.50 foot-candles at the property line; 150.710(F) allowing for mechanical units to be exposed; Table 150.1007(C)1 allowing for a freestanding sign to be 95.7 square feet instead of 83 square feet.

The Chair invited questions from the commissioners for the staff.

Robert Cantrell asked if the existing gas tanks will be replaced.

Gina DelRose said this would be a question for the applicant.

Paul Engelman asked if the increased signage will be consistent with other signage in the area.

Gina DelRose stated that lots in the area can have larger signage. If the sign was placed along the western lot line it would be larger but the applicant wanted more visibility for those driving into the parking lot so they prefer the southern lot line.

Paul Engelman asked for clarification of the lack of screening for the mechanicals.

Gina DelRose said that typically mechanicals are screened by landscaping or parapet walls, but the amount of pavement surrounding a gas station prevents this to accommodate vehicle circulation.

There were no further questions for the staff. The applicant was invited forward.

Applicant Jim Coyle was sworn in.

Daniel Druckrey asked if the applicant plans to add onto underground gas tanks.

Jim Coyle said the plan includes removal of the existing gas tanks and the placement of two 25,000-gallon gas tanks. Mr. Coyle stated that Murphy hires third-party consultants to verify the safety of such a removal and placement on-site.

Paul Engelman asked if the existing structure will be demolished.

Jim Coyle stated that this was correct; all pavement, building, tanks and lighting will be removed and replaced, including a pre-manufactured building would be constructed in its place.

Robert Cantrell asked how long the project is expected to take.

Jim Coyle stated that following approval, the project take 30 days to go to bid; Murphy typically expects a 14 to 16 week turnaround from demolition to opening the doors.

There were no further questions for the applicant.

Mike Drella asked if Mr. Coyle had anything further to add.

Jim Coyle stated the project presented will maintain three access points, will be adjacent to Walmart and the total impervious surface will remain the same or slightly smaller than what exists currently.

Paul Engelman asked what impact there will be on traffic circulation.

Gina DelRose stated the traffic circulation will remain the same and the access points as well.

The public hearing was closed at 6:30 p.m.

There was no further discussion.

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

It was moved and seconded (Maker/Hyland) to recommend approval of case 2022-05 subject to the five conditions as presented by staff. The motion carried with a 5-0 roll call vote.

Gina DelRose said the case will move forward to the City Council for a first reading on April 18, 2022 and for a second reading and final vote on May 2, 2022.

2022-07: Kelly Farms Subdivision (PP): The applicant is requesting preliminary plat approval of the 3-lot Kelly Farms Subdivision. The subject property is northeast of Irene Road and Grant Highway and is bounded by the railroad to the north and Townhall Industrial Park to the east.

Gina DelRose summarized the staff report dated April 4, 2022. The case is for a preliminary plat approval for the 3-lot Kelly Farms Subdivision. The location is northeast of Irene Road and Grant Highway and is bounded by the railroad to the north, Townhall Industrial Park to the east. It is approximately 175-acres in size and is currently in row-crop production with farmsteads.

In addition to the preliminary plat request, the applicant has also applied for annexation, rezoning (to General Business District and Heavy Industrial District) and a final plat for Kelly Farms Subdivision. The subdivision will allow for the realignment of Irene Road and extension of the Morreim Drive cul-de-sac.

The realignment of Irene Road will be beneficial for semi-truck traffic. The current configuration which includes two 90-degree turns has led to negative traffic incidences in the past. However, due to the realignment of Irene Road, a small 8-acre parcel is being created in the southwest corner of the property. Due to the size of the parcel, the applicant is requesting commercial zoning. While the large parcels east of Irene Road will be zoned industrial. The south 52-acre parcel may be subdivided in the future. The Morreim Drive cul-de-sac is being extended so that there is a secondary means of access to the industrial parcels, especially for police and fire departments.

A traffic impact study was conducted based on the proposed subdivision plat and anticipated land uses.

The Boone County Conservation District provided suggestions for Best Management Practices for groundwater recharge, landscaping and environmental impacts the development of the subdivision could create. Staff strongly encourages future development to adhere to these Best Management Practices.

A request for comments was sent to 17 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

Provided that the suggested conditions of approval are met, the preliminary plat of Kelly farms Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinance.

The planning staff recommends the approval of the preliminary plat for Kelly Farms Subdivision subject to the following conditions:

1. The phrase "hereby dedicated" shall be removed from Irene Road and Morreim Drive.
2. The word "proposed" shall be added to Irene Road and Morreim Drive.
3. The annexation line and text shall be removed from the plat and legend.
4. The second page (certificate blocks and easement language) is not required for a preliminary plat.
5. The perimeter boundaries of the subdivision shall be depicted by a thicker line than the interior lot lines.
6. The western boundary line of the subdivision plat shall be extended to mirror the western annexation boundary line, not Irene Road.
7. Per Section 151.23.a.4 of the Belvidere Subdivision Ordinance, the names of adjacent land owners shall be included on the plat.
8. Per Section 151.25.b.7 of the Belvidere Subdivision Ordinance, the name, address and phone number of the surveyor, property owner and engineer shall be reflected on the plat.
9. Per Section 151.25.b.10 of the Belvidere Subdivision Code, a subsurface drainage study shall be completed and submitted for review.
10. Per Section 151.25.b.15 and 151.25.b.16 of the Belvidere Subdivision Code, explanations of easements and endorsements of the property owner and Planning Commission shall be included on the plat.
11. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
12. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to

the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.

13. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
14. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required but the City at the time of Final Plat submittal.
15. Ownership and maintenance responsibility of the detention areas must be included in the final plats.
16. The plat shall be in compliance with all applicable codes, ordinances, and agreements

Gina DelRose provided an explanation of the 16 conditions presented.

Mike Drella stated this case and the next will not require public hearings but the final two cases on the agenda will require public hearings. Mr. Drella suggested the applicants present their testimony for the final two cases on the agenda (rezoning requests for parcels comprising Kelly Farms Subdivision) at this time. Mr. Drella stated he would ask the applicants to swear that their testimony was true and accurate to the best of their knowledge at the time of the following public hearings. The applicants agreed.

The applicants were invited forward; Nancy Haggerty, Adam Artz, Dan Harrington and Chris Carlino gave a presentation on the proposed development.

Nancy Haggerty, attorney representative for the applicant, introduced Mr. Artz, Mr. Harrington and Mr. Carlino. Ms. Haggerty stated the City of Belvidere has made a large investment in the area of this development and the proposed project will make use of those investments in terms of infrastructure, jobs and taxes. Ms. Haggerty stated that all of the entrances into the proposed developments will come from the new configuration of Irene Road; all of the traffic will be located on the west side of the development, except for a new truck turnaround for Morreim Drive which will give fire and police vehicles a second access to the property. Ms. Haggerty stated a new distribution center for General Mills will be built on the parcel known as Lot 1, to the north. It will cover most of that parcel and will be a logical expansion of the city's Industrial parks. The land is being divided into three parts; Lots 1 and 2 are for industrial use and the remaining 8-acre parcel will be rezoned General Business and can accommodate gas station or restaurant uses and will be accessed from the

realigned Irene Road. The curvature of Irene Road will make a safer configuration. The development of the north industrial parcel includes a separate lane for truck stacking; this design will not interfere with employee traffic and prevent truck backup onto Irene Road. The expansion of Irene Road will be accomplished with the help of grants and investments including the Enterprise Zone.

Adam Artz, engineer for the applicant, stated a traffic impact analysis was completed and the redesign of Irene Road will not only make it safer for the proposed development but for other properties to the north as well. Mr. Artz stated that 80% of the expected additional traffic will be into the proposed facility and the remaining 20% of new traffic will be between the main General Mills plant and the proposed distribution center. In the future there may be potential intersection improvements made to Newburg Road to the north due additional development. Mr. Artz stated the project will also be a catalyst to extend water and sewer connections further west and south. Mr. Artz stated an added benefit will be looping the system to the north. Regarding stormwater management, the project will utilize the best industry practices for groundwater recharge.

Nancy Haggerty stated that the proposed distribution center will store both raw materials and product made at the main General Mills plant.

Robert Cantrell asked how the product will be moved to and from the distribution center.

Adam Artz stated the product will be carried by semi tractor-trailers.

Nancy Haggerty indicated an image of the proposed facility and stated it is being requested that the zoning be designated Heavy Industrial. Once Lot Two is available, Chris Carlino and Dan Harrington will market the property to other potential industrial users. The parcels are currently in row crop production; they will remain farmland until a user is ready to begin building.

Chris Carlino, representative for the applicant, described the types of users to whom Scannell will be marketing the remaining parcels. Mr. Carlino repeated that Lot 3 will be marketed for retail or restaurant applications.

Alissa Maher asked for clarification that the original configuration of Irene Road will remain.

Mike Drella stated the old configuration of Irene Road will be vacated by the City as a public Right of Way.

Nancy Haggerty stated the old configuration would remain for use as a private access road to any business which might locate on Lot 3.

Robert Cantrell remarked that he was glad to see internal truck stacking as part of the plan.

Adam Artz said it will be more accessible and more secure.

Robert Cantrell asked if they will make use of the railroad tracks in the north boundary.

Adam Artz stated they will not do so immediately; consultants will look into that possibility.

Mike Drella stated that the applicant appeared before the City Council and gave a presentation on the project. Provided the Planning and Zoning Commission recommend approval, the applications for annexation, preliminary and final plats, and the two applications for rezoning will go before the full City Council on April 18 for a first reading and a second reading and final vote on May 2, 2022.

Gina DelRose stated that once the plats are approved and recorded, public improvements can begin. Except for a certain amount of downtime for the application of grant monies, the project should begin soon.

Chris Carlino stated the target date for completion is the fourth quarter of 2023.

Paul Engelman asked if they are waiting for sewer and water connection.

Mike Drella stated that sewer and water is already stubbed in at the eastern side of the property at Morreim Drive. One of the first things they are likely to do will be to extend the water and sewer throughout the rest of the development. The City will coordinate the road improvements with the water and sewer improvements and will extend water and sewer along the reconfigured Irene Road, both south and north, in order to eventually connect the entire Irene Road Interchange area to City water and sewer.

Paul Engelman asked if the existing Irene Road will remain open during construction.

Nancy Haggerty stated Irene Road will remain open.

Mike Drella said the Commission may ask questions pertaining to the rezoning after the preliminary and final plat cases are heard and voted on, at which time the speakers will be sworn in. Interested parties will have a chance to ask questions at that time.

It was moved and seconded (Druckrey/Cantrell) to recommend approval of case 2022-07 subject to the 16 conditions as read into the record. The motion carried with a 5-0 roll call vote.

2022-08: Kelly Farms Subdivision (FP): The applicant is requesting final plat approval of the 3-lot Kelly Farms Subdivision. The subject property is northeast of Irene Road and Grant Highway and is bounded by the railroad to the north and Townhall Industrial Park to the east.

In addition to the final plat request, the applicant has also applied for annexation and rezoning to both the General Business District and the Heavy Industrial District. The subdivision will allow for the realignment of Irene Road and extension of the Morreim Drive cul-de-sac.

The realignment of Irene Road will be beneficial for semi-truck traffic. The current configuration which includes two 90-degree turns has led to negative traffic incidences in the past. Due to the realignment of Irene Road, however, a small 8-acre parcel is being created in the southwest corner of the property. Due to the size of the parcel, the applicant is requesting commercial zoning while the large parcels east of Irene Road will be zoned industrial. The south 52-acre parcel may be subdivided in the future. The Morreim Drive cul-de-sac is being extended so that there is a secondary means of access to the industrial parcels.

A traffic impact study was conducted based on the proposed subdivision plat and anticipated land uses.

The Boone County Conservation District provided suggestions for Best Management Practices for groundwater recharge, landscaping and environmental impacts the development of the subdivision could create. Staff strongly encourages future development to adhere to these Best Management Practices.

A request for comments was sent to 17 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval. Provided that the suggested conditions of approval are met, the Preliminary Plat of Kelly Farms Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinances.

The planning staff recommends the approval of the preliminary plat for Kelly Farms Subdivision subject to the following conditions:

1. The perimeter boundary line shall be listed in the legend.
2. The western boundary line of the subdivision plat shall be extended to mirror the western annexation boundary line, not Irene Road.

3. The distance between the west boundary line and the right-of-way line shall be noted on the plat.
4. The overall bearing and distance along the eastern boundary shall be noted on the plat.
5. A utility easement shall be placed along the western border of the subdivision that is wide enough to encompass the existing Nicor Gas line and any other utilities currently located along Irene Road.
6. Lot 2 shall have a utility easement.
7. Existing Lot Boundary Lines shall be removed.
8. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
9. A request to waive sidewalk requirements shall be made to the City Council.
10. The Surveyor's Certificate Block, Owner's Certificate Block and Notary's Certificate Block shall be revised to mirror the language found in Appendix A of the Belvidere Subdivision Code.
11. The Public Works Department Certificate Block shall state "Plat" not "Plates".
12. The Illinois Department of Transportation Certificate Block shall state "Approved" not "Approves".
13. The Planning Commission Certificate Block shall be removed.
14. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
15. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
16. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.

17. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required but the City at the time of Final Plat submittal.
18. Ownership and maintenance responsibility of the detention areas must be included in the final plat.
19. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
20. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
21. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Gina DelRose stated that none of the conditions proposed alter the lot line or parcel configuration.

Mike Drella asked if there is anything of substantive difference between the preliminary plat and the final plat.

Gina DelRose stated there are differences specific to the technical requirements, but nothing is significantly different.

There were no questions for the staff.

It was moved and seconded to recommend approval of case 2022-08 subject to the 21 conditions presented. The motion carried with a 5-0 roll call vote.

2022-09: Kelly Farms Industrial, NE Irene Road/Grant Highway (MA):
Application of Scannell Properties #554 LLC, 8801 River Crossing Boulevard, Indianapolis, IN 46240 for a map amendment (rezoning) northeast of Irene Road and US Route 20, commonly known as 2424 US Route 20, Belvidere, IL 61008; 2444 US Route 20, Belvidere, IL 61008 and 2612 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 is approximately 163 acres and is in row crop production.

The public hearing was opened at 7:10 p.m.

Gina DelRose was sworn in and summarized the staff report dated April 6, 2022. Ms. DelRose stated the case was published in the Boone County Journal on March

17, 2022 and certified mailings were sent to property owners within 250-feet of the subject properties on March 15, 2022.

The applicant is in the process of purchasing the property and has petitioned for annexation into the City of Belvidere. According to the City of Belvidere Zoning Ordinance, all property annexed into the City defaults to 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 163 acres to heavy industrial, approximately 8 acres to general business, a preliminary plat of subdivision for the entire property and a final plat of subdivision for the entire property. Upon subdivision and development of the property, Irene Road will be realigned to better accommodate truck traffic and there will be two large lots within the heavy industrial zone and one lot within the general business zone.

Townhall Industrial Park which abuts the east side of the property was annexed into the City in 1998 and began development shortly afterwards. Morreim Drive will be extended westward into the subject property to provide a secondary means of access to the heavy industrial lots.

The Boone County Soil and Water Conservation District's NRI Report 1686 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.

Gina DelRose said there is something called a LESA score, which has two parts, land evaluation and a site assessment. The Boone County Soil and Water Conservation District only looks at the land evaluation portion. The presence of high-quality soil for farming will often cause the District to forward a negative opinion on development of such land. Much of Boone County is prime farmland and it is not unusual to receive such a report from that body.

Gina DelRose stated 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 includes the realignment of Irene Road which will benefit neighboring properties as well. The Heavy Industrial District requirements will regulate lot coverage, landscaping and aesthetics of new construction.

The planning staff recommends approval of case 2022-09, pending annexation, from RH, Rural Holding District to HI, Heavy Industrial District.

There were no questions for the staff from the commissioners, applicant or interested parties.

Nancy Haggerty, Adam Artz and Chris Carlino were sworn in and testified that the previous testimony given for case 2022-07 was true and accurate to the best of their knowledge.

Chris Carlino thanked Gina DelRose for her hard work on the project and staff reports.

The public hearing was closed at 7:17 p.m.

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

It was moved and seconded (Maher/Hyland) to recommend approval of case 2022-09. The motion carried with a 5-0 roll call vote.

2022-10: Kelly Farms Commercial, NE Irene Road/Grant Highway (MA):
Application of Scannell Properties #554 LLC, 8801 River Crossing Boulevard, Indianapolis, IN 46240 for a map amendment (rezoning) northeast of Irene Road and US Route 20, Belvidere, IL 61008 from RH, Rural Holding District (pending annexation) to GB, General Business District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. The subject property is approximately 8 acres and is in row crop production (Part of PIN: 05-32-400-005).

The public hearing opened at 7:22 p.m.

Gina DelRose was sworn in and summarized the staff report dated April 6, 2022. Ms. DelRose said the case was published in the Boone County Journal on March 17, 2022 and certified mailings were sent to property owners within 250 feet of the subject property on March 15, 2022.

Ms. DelRose stated the applicant is in the process of purchasing the property and 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 163 acres to heavy industrial, approximately 8 acres to general business, a preliminary plat of subdivision for the entire property and a final plat of subdivision for the entire property. Upon subdivision and development of the property, Irene Road will be realigned to better accommodate truck traffic. This realignment will create an approximately 8-acre lot west of the new Irene Road. Industrial users oftentimes want lots larger than 10 acres, therefore, the applicant is requesting to rezone the property to commercial versus the larger acreage east of Irene Road that is being petitioned to industrial zoning.

Townhall Industrial Park which abuts the east side of the property was annexed into the City in 1998 and began development shortly afterwards. Morreim Drive will be extended westward into the subject property to provide a secondary means of access to the heavy industrial lots.

The Boone County Soil and Water Conservation District's NRI Report 1686 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.

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 realignment of Irene Road will be of benefit to surrounding properties. The General Business District requirements will regulate lot coverage, landscaping and aesthetics of new construction. The planning staff recommends approval of case 2022-10, pending annexation, from RH, Rural Holding District to GB, General Business District.

There were no questions for the staff.

Audience member Jim Hursh asked for clarification of the publication dates for the preceding case.

The applicants were sworn in and stated the testimony they gave previously was true and accurate to the best of their knowledge.

There were no further questions for the applicants.

No discussion was held.

The public hearing closed at 7:26 p.m.

It was moved and seconded (Druckrey/Hyland) to accept the findings of fact as presented in the staff report. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Hyland) to recommend approval of case 2022-10. The motion carried with a 5-0 roll call vote.

OTHER BUSINESS: None

DISCUSSION: None

Staff Report

Gina DelRose stated the commission would have two cases in May, 2022; both would be special uses.

ADJOURNMENT:

The meeting adjourned at 7:30 p.m.

Recorded by:

Reviewed by:

Cathy Crawford
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

May 3, 2022

ADVISORY REPORT

CASE NO: 2022-11

APPLICANT: Taco Bell (south), 2056 Gateway Center Drive

REQUEST AND LOCATION:

The applicant, Black River Bells, LLC, 7915 Kensington Court, Brighton, MI 48116 on behalf of the property owner, DMD Investment Inc., 923 Logan Avenue, Belvidere, IL 61008 is requesting a special use to permit in-vehicles sales or service in order to operate a drive-through lane at 2056 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-acre. The property is irregular in shape and vacant. PIN: 08-06-101-005.

EXISTING LAND USE:

Subject property: Vacant

North: Grant Highway and Farmington Fields residential subdivision

South: Walmart

East: Applebee's Grill & Bar

West: Vacant

CURRENT ZONING:

Subject property: PB, Planned Business District

North: SR-4, Single Family Residential-4 District

South, West and East: PB, Planned Business District

COMPREHENSIVE PLAN:

Subject property: Planned Business

North: Single Family Residential

South, West and East: Planned Business

BACKGROUND:

The property is part of the Gateway Center development which was annexed into the City of Belvidere in 2003 and subdivided shortly thereafter. It is one of the four smaller outlots that has yet to be developed.

Like most restaurants in Belvidere, especially during Covid-19 restrictions, drive-through services comprise a large portion of sales. The new restaurant will have a double drive-through lane to the north of the building (rear elevation) which will exceed minimum queuing requirements found within the zoning ordinance. There will be one curb cut along Gateway Center Drive and landscaping will be installed to shield vehicle lights from residences to the north.

TREND OF DEVELOPMENT:

The subject property is located north of Walmart's parking lot within the Gateway Center commercial subdivision. The Belvidere City Council recently approved a planned development allowing Murphy USA to expand their gas station and several other tenant spaces are being remodeled or have new businesses locating into them.

COMPREHENSIVE PLAN:

The subject property is designated as "Planned Business" by the City of Belvidere Comprehensive Plan, adopted July 15, 1999. The Planned Business map category encourages high quality indoor commercial, office and institutional land uses, with generous landscaping and limited signage.

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 property is located in a commercial subdivision and is separated from the nearest residence by Grant Highway and the drive-through lane is orientated to prevent traffic from backing up onto Gateway Center Drive. Outlots of larger developments, like this one, are oftentimes developed with restaurants with drive-through lanes and other quick service orientated businesses. The planning staff does not foresee any negative impacts.

- 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, Section 150.904 of the Belvidere Zoning Ordinance and any other plan, program, or ordinance adopted, or under consideration pursuant to Notice of Public Hearing by the City.**

The Comprehensive Plan shows the property as planned business. Food establishments, bars/taverns and arcades are considered appropriate uses in the planned business category. The planned business district encourages more high-end development with a stronger emphasis on aesthetics and landscaping. These factors will be reviewed during the building permit process.

- 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 subject property is located within the Gateway Center commercial subdivision and is accessed by the interior road, not Grant Highway. The special use for in-vehicle sales and service will not lessen the property's level of compliance with the Comprehensive Plan; the site will be required to be in conformance with the requirements of the City of Belvidere's Zoning Ordinance.

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

The commercial subdivision has multiple food related businesses, in-vehicle sales or service-based businesses and a Walmart Super Center. Due to the proximity of the Genoa Road interchange, restaurants with drive-through lanes are desirable. The planning staff is not aware of any negative impacts a properly laid out drive-through lane has created and does not anticipate the proposed drive-through lane being any different.

- 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 served with proper utilities.

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

The planning staff does not anticipate any potential adverse impacts of the drive-through lane. The drive-through lane (and headlights) will be screened from the properties to the north and has adequate access from Gateway Center Drive.

SUMMARY OF FINDINGS:

The property is located in a commercial subdivision and is separated from the nearest residence by Grant Highway and the drive-through lane is orientated to prevent traffic from backing up onto Gateway Center Drive. Outlots of larger developments, like this one, are oftentimes developed with restaurants with drive-through lanes and other quick service orientated businesses.

The commercial subdivision has multiple food related businesses, in-vehicle sales or service-based businesses and a Walmart Super Center. Due to the proximity of the Genoa Road interchange, restaurants with drive-through lanes are desirable. The planning staff is not aware of any negative impacts a properly laid out drive-through lane has created and does not anticipate the proposed drive-through lane being any different.

2022-11; Taco Bell (south), 2056 Gateway Center Drive

The special use for in-vehicle sales and service will not lessen the property's level of compliance with the Comprehensive Plan; the site will be required to be in conformance with the requirements of the City of Belvidere's Zoning Ordinance. The planning staff does not anticipate any potential adverse impacts of the drive-through lane.

RECOMMENDATION:

The planning staff recommends the **approval** of case number **2022-11** for a special use for in-vehicle sales and service at 2056 Gateway Center Drive subject to the following conditions:

1. Substantial compliance with the submitted site plan.
2. A stamped site plan shall be submitted for review by the appropriate staff before building permits may be issued. This includes lot layout, landscaping and a photometrics plan.
3. Compliance with all applicable codes and ordinances.

Submitted by:

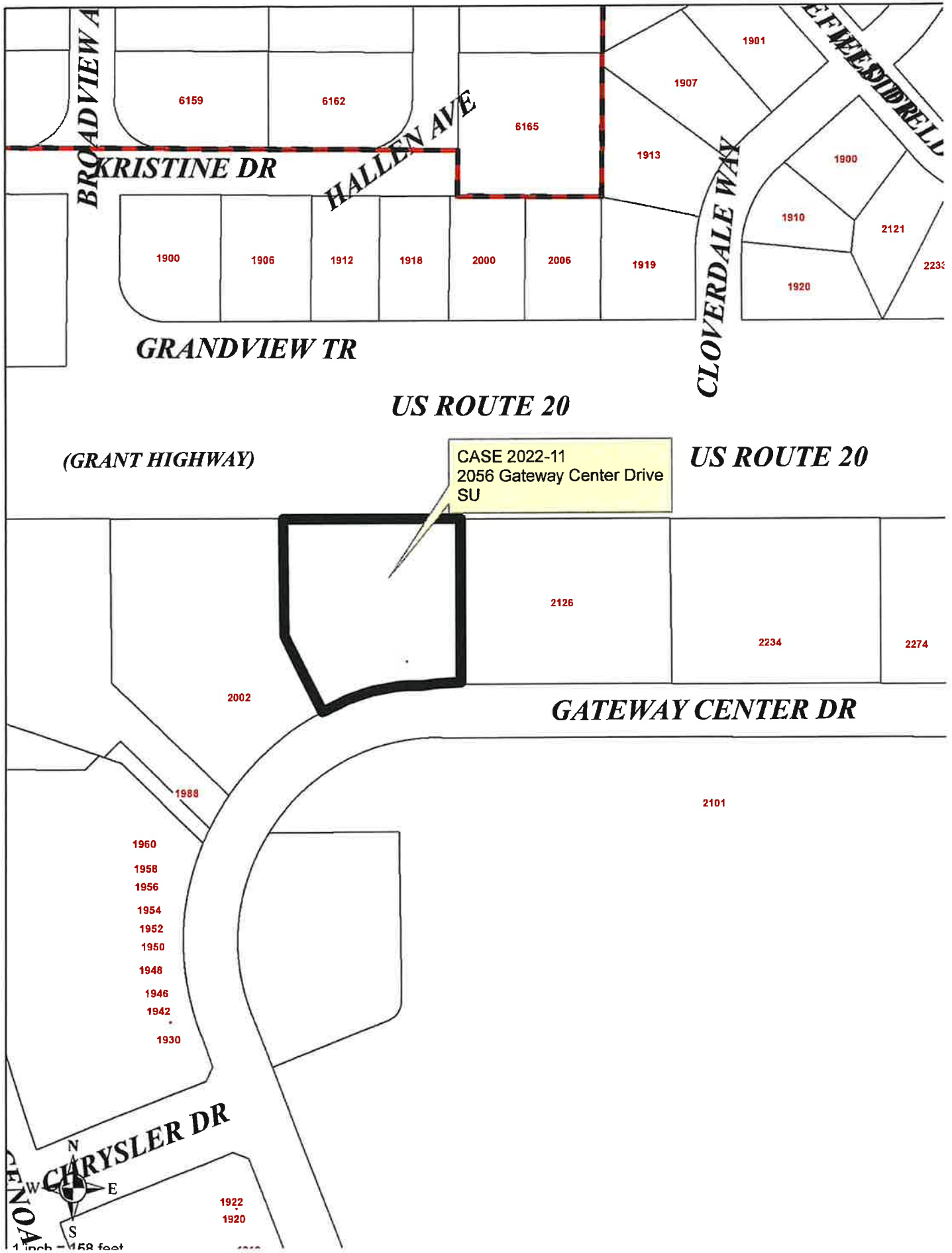

Gina DelRose, Community Development Planner

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 by Planning Staff.
3. Narrative submitted by Applicant.
4. Site plan submitted by Applicant.
5. Elevations submitted by Applicant
6. Letter submitted by Teagan Duffy, Boone County Soil and Water District dated April 14, 2022.
7. Letter submitted by Amanda Mehl, Boone County Health Department dated April 20, 2022.



CASE 2022-11
2056 Gateway Center Drive
SU

2056



1 inch = 30 feet

April 12, 2022

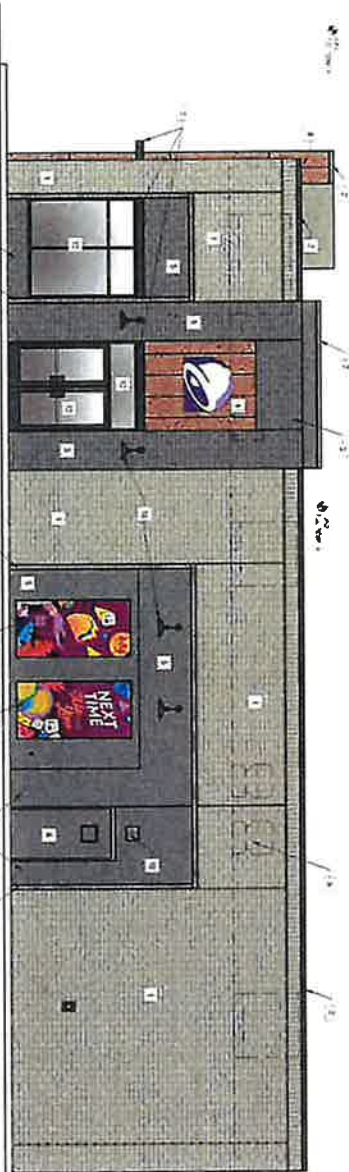
Letter of Intent

Project: Taco Bell
2056 Gateway Center Dr
Belvidere, IL 61008

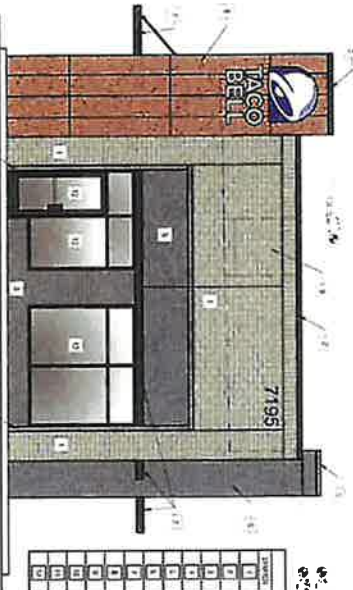
Black River Bells LLC is requesting Special Use Permit (SUP) review and approval for a new Taco Bell quick serve restaurant with drive through located at 2056 Gateway Center Dr in the City of Belvidere. The principal use is a permitted use, however, the drive-through is considered an accessory use and requires a Special Use Permit.

The project site is vacant and undeveloped. The property size is 1.17 acres and 0.94 acres will be disturbed for the project. The proposed Taco Bell will be single-story, and the building footprint will be approximately 2,046 square feet. Exterior colors and materials are represented in the attached color elevations. Access is proposed to the site from Gateway Center Dr. A pedestrian sidewalk is proposed along Gateway Center Dr. An outdoor patio is proposed to the south of the building and a waste enclosure is proposed on the northeast end of the site. Adequate parking is provided with 20 auto parking spaces provided, including two (2) handicap accessible stalls.

The proposed development will fit in to this existing commercial developed area. The building and site will blend in with and enhance the character of the neighborhood and provide needed services and opportunities to members of the community. The vacant property will be transformed into a commercial development that is aesthetically pleasing with high-quality exterior materials on the building along with landscaping designed to ensure species resiliency and complimentary style. Site lighting will be provided in a fashion that provides appropriate foot candles for safety with cut-off fixtures for minimal light trespass and directed inward toward the development. The building and grounds will be well maintained. No environmental or operational hazards or nuisances to nearby neighbors are anticipated.



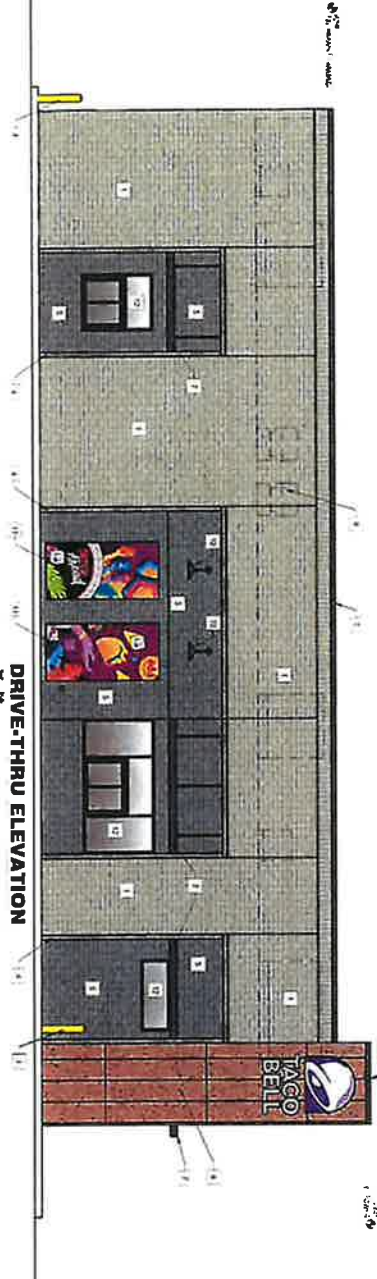
WALK-UP ELEVATION



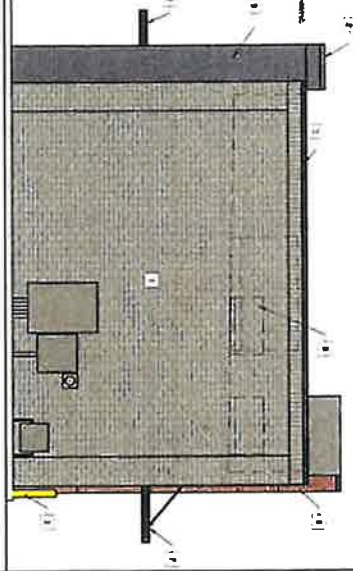
FRONT ELEVATION

SYMBOL	DESCRIPTION	DETAIL	FINISH	NOTES
1	BRICK	EXTERIOR WALLS	BRICK	BRICK
2	WOOD Siding	WOOD Siding	WOOD Siding	WOOD Siding
3	WOOD Siding	WOOD Siding	WOOD Siding	WOOD Siding
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50	WOOD Siding	WOOD Siding	WOOD Siding	WOOD Siding

EXTERIOR FINISH SCHEDULE



DRIVE-THRU ELEVATION



REAR ELEVATION

EXCEL
Always a Better Plan
1000 Gateway Center Drive
Belvidere, IL 61008
Phone: 815.337.9500
www.excelinc.com

NEW BUILDING FOR:
TACO BELL - BLACK RIVER BELLS
2056 GATEWAY CENTER DRIVE • BELVIDERE, IL 61008

PROJECT INFORMATION
SHEET DATE: APRIL 12, 2002
NO. 2207480
SHEET NUMBER
A4.3



Boone County
Soil & Water
 Conservation District

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

14 April 2022

SWCD NRI #: 1688

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: 2056 Gateway Dr, Belvidere, IL 61008
PIN(S): 08-06-101-005

Contact	Petitioner	Owner
Black River Bells LLC 7915 Kensington Ct Brighton, MI 48116	Same as contact	D.M.D. Investment, Inc 923 Logan Ave UPPR 1 Belvidere, IL 61008
910-926-9800 Lisa.vanhandel@excelengineer.com		

Request: Special Use

Sincerely,

Teagan Duffy
 Boone County Soil & Water
 Conservation District



PublicHealth
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 optimal wellness & protecting the public's health.

April 20, 2022

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

Email: gdelrose@ci.belvidere.il.us

Re: Case: 2022-11; Taco Bell South, 2056 Gateway Center

Dear City of Belvidere,

We are in receipt of a copy of a special use request to permit in-vehicle sales or service in order to operate a drive-through lane at 2056 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-acre. PIN: 08-06-101-005

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 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: 2022-11; Taco Bell South, 2056 Gateway Center

Date: April 20, 2022

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.
- (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:

RE: Case: 2022-11; Taco Bell South, 2056 Gateway Center

Date: April 20, 2022

Page: 3 of 3

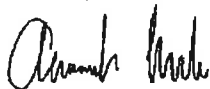
- a. if hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service;
- b. if preparing foods for service from raw ingredients uses only minimal assembly; and
- c. foods served at an establishment that require complex preparation (whether canned,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



Amanda Mehl
Public Health Administrator
Boone County Health Department

AT

BELVIDERE

Community Development Department

Planning Department

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

April 2022 Monthly Report

Number	Project	Description	Processed
Belvidere Projects			
6	Cases: April	1554 North State Street, SU	3/2/2022
		2005 Gateway Center Drive, SU	3/7/2022
		Kelly Farms, PP	3/8/2022
		Kelly Farms, FP	3/8/2022
		Kelly Farms Industrial, RZ	3/8/2022
		Kelly Farms Commercial, RZ	3/8/2022
1	Cases: May	2056 N State Street, SU	4/12/2022
1	Cases: June	320 W. Chrysler Drive, SU	4/12/2022
1	Annexation	Kelly Farms, NE Irene Rd & Grant Highway	3/8/2022
1	Temporary Uses	400 W. Chrysler Drive	3/25/2022
4	Site Plans (New/Revised)	115 W. Lincoln Avenue	4/12/2022
		1050 Logan Avenue	4/18/2022
		1922 Gateway Center Drive	4/18/2022
		1930 W. Chrysler Drive	4/18/2022
0	Final Inspection	None	
1	Downtown Overlay Review	121 South State Street, wall sign	4/22/2022
2	Prepared Zoning Verification Letters	2056 Gateway Center Drive	4/5/2022
		218 W. Hurlbut Avenue	4/28/2022
0	Issued Address Letters	None	
	Belvidere Historic Preservation Commission	The Commission approved three grant requests and discussed possible fall fundraisers.	
	Heritage Days	Staff continues to communicate with activity leaders and advertisers.	
	Hometown Christmas	None	
	Scanned Plats: E-mail, Print and/or Burn		
0	Recorder's Office		
0	Other Department		
0	General Public		

Planning Department Current Duties

Close out completed planning case files

Planning Monthly Report Cont.

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 reach out to the public to fill the vacancies on the Historic

Preservation Commission

*** Staff sent out letters regarding the 2022 Downtown Façade Improvement Grant

CITY 2022

Date	Case	Request	Petitioner/ Address	PZC	CC1	CC2
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May

4/12/2022	2022-11	SU	Excel Engineering, 2056 Gateway Center Drive	5/10/2022	5/16/2022	6/6/2022
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June

4/12/2022	2022-12	SU	DD, 320 W. Chrysler Drive	6/14/2022	6/20/2022	7/5/2022

July

Variation	
Map Amendment	2
Subdivision	3
Special Use	6
Annexation	1
Text Amendment	
Temporary Use	
Appeals	
Total	12