

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, June 14, 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 May 10, 2022 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

2022-12: Dunkin Donuts, 320 West Chrysler Drive (SU): The applicant and property owner, Kiran Kayastha, 842 W. Lukas Avenue, Palatine, IL 60067 is requesting a special use to permit a planned development in the GB, General Business District at 320 W. Chrysler Drive, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) allowing in-vehicle sales or service (drive-through lane); 150.105(C)(5)(G)(1)(B) minimum landscape surface ratio from 15% to 5%; 150.105(C)(5)(G)(2)(C) minimum building front yard setback from 20 feet to 15 feet; 150.105(C)(5)(G)(2)(C) minimum paved surface setback from 5 feet to zero feet; 150.204(D)(3)(A) minimum parking required from 17 spaces to 15 spaces; 150.204(D)(8)(B) minimum stacking length from 40 feet in front of the window to 37 feet in front of the window; Table 150.604 reducing the amount of required landscaping due to the increased lot coverage; and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct a new three-unit building with a drive-through lane. PIN: 07-02-200-009

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

2022-13: Boone County Arts Council, 106 North State Street (SU): The applicant, Boone County Arts Council, PO Box 311, Belvidere, IL 61008 on behalf of the property owner, The Apollo Theater AC, 12244 Brandon Court, Caledonia, IL 61011 is requesting a special use to install a mural at 106 North State Street within the CB, Central Business District (Belvidere Zoning Ordinance Sections 150.1012(A)(1) and 150.904 Special Use Review and Approval Procedures). The proposed mural will replace the current mural on the north side of the building and, like the current mural, will depict Latino heritage. PIN: 05-26-433-032.

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

2022-14: Gomez, 119 South State Street (SU): The applicant and property owner, Pablo Gomez, 119 S. State Street, Belvidere, IL 61008 is requesting a special use to permit indoor commercial entertainment. This would include the ability to have a banquet facility that may serve alcohol or have video gaming at 119 South State Street, Belvidere, IL 61008 (Belvidere

City of Belvidere
Planning and Zoning Commission Agenda
June 14, 2022
Page 2 of 2

Zoning Ordinance Sections 150.105(C)(6)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the CB, Central Business District on less than an acre. (PIN: 05-26-477-019)

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

2022-15: City of Belvidere (TA): The City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 is requesting a text amendment to the City of Belvidere Zoning Ordinance (Chapter 150 as amended) pertaining to Sections 150.013 Definitions, 150.204(D) Non Residential Districts- Planned Business and General Business, 150.204(D) Commercial Land Uses- Vehicle Repair and Maintenance and Car Detailing Shop, 150.702 Width of Driveways, 150.704 Parking Space Design Standards, Table 150.704(F)(8) regarding dimensions, Appendix C: Land Use Summary Chart (Commercial) and Section 150.902 Amendment of Zoning Regulations (Text Amendments). Specifically, the amendments are in regards to car detailing shops and parking lot standards.

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

OTHER BUSINESS:

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

**Minutes
Tuesday, May 10, 2022
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members Present:

Paul Engelman, Chair
Daniel Druckrey, Vice-Chair
Alissa Maher
Carl Gnewuch
Art Hyland
Robert Cantrell
Brad Anderson

Staff Present:

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

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

MINUTES: It was moved and seconded (Cantrell/Maher) to approve the minutes of the April 12, 2022 meeting. The motion carried with a 6-0 roll call vote.

Robert Cantrell arrived at 6:03 p.m.

PUBLIC COMMENT: None

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-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.

The public hearing was opened at 6:04 p.m.

Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on April 21, 2022 and notifications were sent by certified mail to property owners within 250 feet of the subject property on April 19, 2022. Ms. DelRose summarized the staff report dated May 3, 2022.

Ms. DelRose stated 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. Drive-through services, especially during the Covid-19 restrictions, have comprised a large portion of restaurant 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.

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 Supercenter. 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.

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 Zoning Ordinance. The planning staff recommends approval of the special use 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.

The Chair invited questions for staff.

Carl Gnewuch asked why the use requires a special use permit.

Gina DelRose stated that in Belvidere any in-vehicle sales or service-related land use requires a special use to monitor stacking lanes, headlights and traffic. Any land

use conducted in a vehicle, such as bank teller lanes, car washes and drive-through lanes are subject to this requirement.

Daniel Druckrey asked what will happen to the Taco Bell at 455 Southtowne Drive.

Gina DelRose stated it was her understanding the restaurant will close. The applicant wished to build a new facility that would meet corporate standards and would have the amount of land needed to construct a double drive-through lane. The current Taco Bell will remain open during construction.

Robert Cantrell asked if the City was forcing the restaurant to put in a double lane.

Gina DelRose said no; the owner wants to construct such a double lane and the former location does not have the room for one.

Carl Gnewuch said he was concerned for the traffic situation in Gateway Center.

Gina DelRose stated a traffic study would have been completed when the subdivision was originally proposed. Gateway Center Drive was designed to accommodate this added traffic.

Carl Gnewuch asked if the location is a high-accident area.

Gina DelRose said she did not know the answer, however, the police department was asked for comments and they did not object to the special use.

Paul Engelman asked if sidewalks will be put in.

Gina DelRose said yes; the sidewalk will be extended from Taco Bell to Applebee's Restaurant.

There were no further questions for staff.

The Chair invited the applicant to step forward.

Reid Jahns was sworn in. Mr. Jahns is a site designer with Excel Engineering and was here to represent Black River Bells, LLC. Mr. Jahns said he would answer questions.

Joe Varesi, a member of the audience asked why the proposed building does not have to face US Route 20; it was his understanding that was a requirement when the development was first proposed in 2003.

Robert Cantrell asked Mr. Jahns if he was aware of this requirement.

Reid Jahns said he was not.

Gina DelRose stated that by the terms of the annexation agreement, the proposed restaurant is not required to face US Route 20; the requirement is that a façade-like design, such as awnings, windows, etc. is required at the back of the buildings along US Route 20, or additional landscaping. The annexation agreement expires in 2023.

Robert Cantrell asked what the dumpster enclosure will look like.

Gina DelRose said the dumpster enclosure will be brick to match the building.

Mike Drella said it is possible the requirement for the front façade-like design on the back of the buildings may be found in the Planned Development ordinance at the time. The goal was that residences not have to face a large blank wall so a front-like façade was required.

Gina DelRose stated it does meet the annexation agreement requirements.

Carl Gnewuch asked if headlights must be screened.

Gina DelRose said the landscaping plan includes lilac bushes for screening, which, while they are deciduous, are denser and will provide screening even in the winter.

Paul Engelman asked what the hours of operation would be.

Reid Jahns stated he did not have that information but could provide it in the future

Gina DelRose stated the Planned Business District allows for twenty-four hour a day operation.

Carl Gnewuch said he was concerned about headlights in the drive-through lanes. Is this a concern for the applicant, and if so, why not use evergreens?

Gina DelRose stated that the restaurant and parking lot are outright permitted and headlights generated by the parking lot will be there regardless; the special use process allows for the City to require better buffering landscape for the drive-through lanes specifically. Many evergreens used in landscaping are not as salt-resistant as other shrubs and bushes. The lilacs proposed are fragrant, provides flowers and will be more salt-resistant. In regards to the nearest residences, the nearest residence is across Grant Highway which is quite a large distance away and heavily trafficked. Anyone who moves into the neighborhood should anticipate traffic and the lights from that traffic. The additional traffic and lights generated by the drive-through lanes is fairly minimal compared to the traffic and lights generated by the presence of US Route 20.

There were no further questions for the applicant.

The Chair invited audience member Joe Varesi to provide testimony.

Joe Varesi was sworn in. Mr. Varesi stated he was objecting to the site plan proposed as it relates to the original annexation agreement which he understood required the buildings to be facing US Route 20. Mr. Varesi said he went to the original public hearings to object to commercial development in the area. Mr. Varesi stated he was concerned about headlights.

Gina DelRose repeated that the annexation agreement only requires front-façade-like design on the back of the buildings.

Mike Drella said the hearing is only to recommend approval or denial of the drive-through lanes being proposed. The eventual design will be subject to the building department review process.

Joe Varesi stated objections to the potential hours of operation, noise and additional lights.

Paul Engelman said he appreciated his comments but the matter at hand involves only the special use for the drive-through lanes.

Reid Jahns stated he encouraged the commissioners to review the landscape plan where they will see the plantings at the foundation of the building as well as another row of shrubbery to buffer the lights at the northern side of the property.

Carl Gnewuch questioned the bushes proposed being deciduous plants.

Reid Jahns said if it is desired, the deciduous shrubs can be changed to evergreens; Mr. Jahns warned evergreens may be damaged by salt in the winter.

Carl Gnewuch said he is not sure lilacs will provide enough shielding of light.

Brad Anderson stated another solution might be a partial fence constructed of PVC, which would shield the lights from residences.

Gina DelRose stated salt tolerance is a big issue along US Route 20.

Discussion was held regarding the use of retaining walls and the proximity to US Route 20.

The public hearing was closed at 6:40 p.m.

Mike Drella asked if additional screening methods or materials may be conditions of the special use.

Gina DelRose said she would prefer to review the annexation agreement before conditioning any sort of fencing in case it violates the agreement. A berm is a possible solution, but the elevation change should be reviewed.

The commission discussed the elevation of the lots along Gateway Center Drive.

Mike Drella suggested language to add as a fourth condition to the special use requiring additional screening to mitigate light.

It was moved and seconded (Cantrell/Hyland) to accept the findings of fact as presented in the staff report. The motion carried with a 7-0 roll call vote.

It was moved and seconded (Maher/Gnewuch) to recommend approval of the special use subject to the three conditions proposed with the addition of a fourth condition which states;

4. Applicant shall construct a light obscuring fence or opaque feature, acceptable to staff, to shield car headlights in the drive-through lanes facing U.S. Route 20 to the north.

The motion carried with a 7-0 roll call vote.

Gina DelRose stated the first reading before the City Council would be on May 16, 2022 and the second reading and vote would be on June 6, 2022.

OTHER BUSINESS:

Elections

Alissa Maher nominated Paul Engelman to remain as Chair. The nomination was seconded by Robert Cantrell. The vote carried with a 6-0 voice vote.

Paul Engelman nominated Daniel Druckrey to remain as Vice Chair. Alissa Maher seconded the nomination. The vote carried with a 6-0 voice vote.

DISCUSSION: None

Staff Report

Paul Engelman thanked the planning staff for the work they do.

Gina DelRose introduced the new commission member, Brad Anderson.

Brad Anderson introduced himself to the commissioners.

Gina DelRose stated the Wall That Heals, the traveling Viet Nam Memorial Wall, will be displayed at the Boone County Fairgrounds from May 12 to May 15, 2022.

Gina DelRose stated that four cases will be before the Commission in June. Three will be special uses and the fourth will be a series of text amendments being proposed.

Paul Engelman asked if the special use for a banquet facility on Pearl Street will be opening, and Gina DelRose stated the applicant allowed that special use to lapse.

Gina DelRose stated the Chamber of Commerce will be taking over the planning of Buchanan Street Strolls, which will take place late in May, June (which will be during Heritage Days), July and in September. No Strolls will be held in August due to the Boone County Fair.

ADJOURNMENT:

The meeting adjourned at 7:02 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 * PII (815)547-7177 FAX (815)547-0789

June 7, 2022

ADVISORY REPORT

CASE NO: 2022-12

APPLICANT: Dunkin Donuts, 320 West Chrysler Drive

REQUEST AND LOCATION:

The applicant and property owner, Kiran Kayastha, 842 W. Lukas Avenue, Palatine, IL 60067 is requesting a special use to permit a planned development in the GB, General Business District at 320 W. Chrysler Drive, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) allowing in-vehicle sales or service (drive-through lane); 150.105(C)(5)(G)(1)(B) minimum landscape surface ratio from 15% to 5%; 150.105(C)(5)(G)(2)(C) minimum building front yard setback from 20 feet to 15 feet; 150.105(C)(5)(G)(2)(C) minimum paved surface setback from 5 feet to zero feet; 150.204(D)(3)(A) minimum parking required from 17 spaces to 15 spaces; 150.204(D)(8)(B) minimum stacking length from 40 feet in front of the window to 37 feet in front of the window; Table 150.604 reducing the amount of required landscaping due to the increased lot coverage; and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct a new three-unit building with a drive-through lane. The property is 19,770 square feet, irregular in shape and developed with a restaurant and small parking area. PIN: 07-02-200-009

EXISTING LAND USE ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: Former Grandma's Restaurant

Adjacent property:

North: Burger King, US Route 20 and West Chrysler Drive

South: Multi-tenant Commercial Building

East: Walgreens

West: Large Parking Area

CURRENT ZONING ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: GB, General Business District

All Adjacent property: GB, General Business District

COMPREHENSIVE PLAN ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: General Business

Adjacent property:

North, South and West: General Business

East: Institutional

BACKGROUND:

The property was platted in 1978 and is part of the Commercial Plaza development. It is an outlot of the larger commercial development to the south and west. Even though it has road frontage along West Chrysler Drive and Pearl Street, due to its configuration, it is accessed through the adjacent property by a cross access easement rather than having ingress/egress too close to the intersection. This cross-access easement will become more crucial if and when the State of Illinois redesigns the intersection. In addition to the limited accessibility of the property, it is substandard in terms of lot size. The current code requires properties zoned general business to be a minimum of 20,000 square feet; the subject property does not meet this requirement as it is only 19,770 square feet.

The applicant is proposing to tear down the existing restaurant building and construct a new 4,886 square-foot multi-tenant building with a drive-through lane. The redevelopment as proposed requires a special use for a planned development that encompasses 7 deviations of the Belvidere Zoning Ordinance. Two of the deviations are for the drive-through lane itself and decreasing the stacking length in front of the window by three feet. Another deviation relates to the new building, in reducing the front yard setback by five feet along Pearl Street, three feet of said encroachment is due to the drive-through window. The applicant is also requesting to deviate from the amount of required parking spaces by reducing to 15 spaces. Additional parking needs will be met by the cross-access easement, allowing patrons to utilize the adjacent parking area. The final three deviations mirror existing site conditions. The minimum landscape surface ratio will be reduced to 5%, pavement will be permitted to extend to the lot lines and the amount of required landscaping will be reduced accordingly.

TREND OF DEVELOPMENT:

The subject property is located near the southwest corner of Pearl Street and Grant Highway. The area is developed primarily with commercial land uses but there are also nearby residential and institutional land uses as well. Although no new construction has recently occurred within the area, new businesses such as R.P. Lumber have opened and other existing commercial buildings have been renovated.

COMPREHENSIVE PLAN:

The subject property is designated as "General Business" by the City of Belvidere Comprehensive Plan adopted July 15, 1999. The General Business map category encourages indoor commercial, office, institutional and controlled outdoor display land uses with moderate landscaping and signage.

FLEXIBLE DEVELOPMENT STANDARDS:

According to Section 150.907 (B) (1) A. of the City of Belvidere Zoning Ordinance, new and alternative standards may be approved for a development by the city. The applicant is requesting the following standards specific to this project.

Zoning Ordinance:

- **Article I, Section 150.105(C)(5) General Business (B)(2) In-Vehicle Sales or Service**

The applicant would like to have a drive-through window on the east side of the building.

- **Article I, Section 150.105(C)(5) General Business (G)(1)(B) Minimum Landscape Surface Ratio from 15% to 5%**

The property currently does not meet the required landscape surface ratio and the applicant would like to increase the lot coverage by removing the northern landscape area. Due to conditions of approval, the applicant will need to create two landscape islands along the southern property line. This will allow the new site layout to have the same landscape surface ratio that currently exists.

- **Article I, Section 150.105(C)(5) General Business (G)(2)(C) Minimum Setbacks**

Minimum Building Front Yard Setback: from 20 feet to 15 feet

The applicant is requesting to construct the building with a 15-foot setback along Pearl Street. The majority of the building will be constructed with an 18-foot setback and the drive-through window will be extended to a 15-foot setback.

- **Article I, Section 150.105(C)(5) General Business (G)(2)(C) Minimum Setbacks**

Minimum Paved Surface Setbacks: from 5 feet from side or rear; 5 feet from street; (driveways established prior to adoption date of this ordinance are exempted) to zero feet.

The applicant would like to maintain the current zero-foot pavement setback on the west, east and south side of the property and reduce the northern pavement setback to zero feet as well.

- **Article I, Section 150.204(D)(3) Indoor Sales or Service (A) Parking Requirements**

One space per 300 square feet of gross floor area; restaurants shall comply with the parking requirements for Indoor Commercial Entertainment

Regardless of the total required number of parking spaces (which varies based on what types of businesses occupy the three tenant spaces) the applicant is requesting that the required amount be reduced to 15 on-site parking spaces. Patrons and employees may park in the adjacent parking lot per a recorded cross-access easement.

- **Article I, Section 150.204(D)(8) In-Vehicle Sales or Service (B) Parking Requirements**

One space per 300 square feet of gross floor area. Each drive-up lane shall have a minimum stacking length of 100 feet behind the pass-through window and 40 feet beyond the pass-through window.

The applicant would like to reduce the stacking length beyond the pass-through window from 40 feet to 37 feet. Although there is additional room to pull forward, the vehicles could hinder those navigating in and out of the eastern-most parking space.

- **Table 150.604: Landscaping Requirements for Regular Development**

The applicant is requesting to reduce the required amount of landscaping to reflect the increased amount of lot coverage.

FINDINGS OF FACT:

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

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

The request for a restaurant with a drive-through lane is not unreasonable for the subject property. It is located near a high trafficked intersection and surrounded by commercial uses and large parking areas. East of Pearl Street there is a McDonald's and a Walgreens, both with drive-through lanes as well.

The deviations being requested for pavement setbacks, lot coverage and landscaping are not drastically changing from existing conditions. The cross-access easement allows for a shared parking scenario with the adjacent commercial land uses.

The biggest impact the planned development may have is the increased traffic generated and increased square-footage of the building. Although the building is closer to Pearl Street than the existing building and the amount of vehicle trips to the site will increase due to the drive-through lane and multiple businesses, the overall site design reduces the potential negative impacts. Traffic entering the development will need to do so from the north, instead of the south, allowing for better vehicle circulation. The curbing of the drive-through lane and landscape islands will keep vehicles from accidentally blocking the primary ingress/egress point to the entire Commercial Plaza development. Also, vehicles backing in and out of parking spaces, will not have to use the Commercial Plaza drive aisles for maneuvering as they do now.

- B. Findings: The requested Planned Development, both its general use independent of its location and in its specific location, will be in harmony with the purposes, goals, objectives, policies, and standards of the City of Belvidere Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to Notice of Public Hearing by the City.**

The Comprehensive Plan adopted in 1999 shows the property as general business. The planned development follows the Comprehensive Plan in terms of providing an indoor commercial land use. Although there will be minimal landscaping, other site improvements such as building design and signage will be more modern.

- C. Findings: The Planned Development 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.**

2022-12, Dunkin Donuts, 320 West Chrysler Drive

West Chrysler Drive is within the Illinois Department of Transportation's jurisdiction. Rather than encourage access points off West Chrysler Drive or along Pearl Street near the intersection that IDOT could potential impact in the future, the site plan utilizes existing access points further south from the intersection. The site plan also reroutes vehicles through the existing drive aisle prior to accessing the site instead of requiring traffic circulation patterns to block the drive aisles.

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

The planned development is not changing the commercial nature of the property. The deviations within the planned development are to either bring existing conditions into compliance or to allow for new traffic circulation patterns on the property that are anticipated to improve the current conditions.

- E. **Findings:** The proposed Planned Development 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 property is served with adequate utilities and public infrastructure.

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

The land uses themselves are not uncommon along Grant Highway and other commercial developments utilize shared parking. Although increased traffic is anticipated, the site plan provides for traffic circulation patterns to off-set potential congestion. Those patronizing the new development may assist in securing new tenants for nearby vacant storefronts.

SUMMARY OF FINDINGS:

The request for a restaurant with a drive-through lane is not unreasonable for the subject property. It is located near a high trafficked intersection and surrounded by commercial uses and large parking areas. East of Pearl Street there is a McDonald's and a Walgreens, both with drive-through lanes as well.

The deviations being requested for pavement setbacks, lot coverage and landscaping are not drastically changing from existing conditions. The cross-access easement allows for a shared parking scenario with the adjacent commercial land uses.

The biggest impact the planned development may have is the increased traffic generated and increased square-footage of the building. Although the building is closer to Pearl Street than the existing building and the amount of vehicle trips to the site will increase due to the drive-through lane and multiple businesses, the overall site design reduces the potential negative impacts. Traffic entering the development will need to do so from the north, instead of the south, allowing for better vehicle circulation. The curbing of the drive-through lane and landscape islands will keep vehicles from accidentally blocking the primary ingress/egress point to the entire

2022-12, Dunkin Donuts, 320 West Chrysler Drive

Commercial Plaza development. Also, vehicles backing in and out of parking spaces, will not have to use the Commercial Plaza drive aisles for maneuvering as they do now.

The land uses themselves are not uncommon along Grant Highway and other commercial developments utilize shared parking. Although increased traffic is anticipated, the site plan provides for traffic circulation patterns to off-set potential congestion. Those patronizing the new development may assist in securing new tenants for nearby vacant storefronts.

RECOMMENDATION:

Planning staff recommends the **approval** of case number **2022-12** subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 5/9/2022 unless otherwise noted.
2. The existing water meter and remote reader shall be removed prior to building demolition and reinstalled by the Water Department once the new building is completed.
3. Cross-hatched areas on the site plan shall be impervious landscape islands in order to eliminate any increase in runoff from the proposed improvements.
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)(5)(B)(2) allowing in-vehicle sales or service (drive-through lane); 150.105(C)(5)(G)(1)(B) minimum landscape surface ratio from 15% to 5%; 150.105(C)(5)(G)(2)(C) minimum building front yard setback from 20 feet to 15 feet; 150.105(C)(5)(G)(2)(C) minimum paved surface setback from 5 feet to zero feet; 150.204(D)(3)(A) minimum parking required from 17 spaces to 15 spaces; 150.204(D)(8)(B) minimum stacking length from 40 feet in front of the window to 37 feet in front of the window and Table 150.604 reducing the amount of required landscaping due to the increased lot coverage.

Submitted by:



Gina DelRose
Community Development Planner

PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION

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

2022-12, Dunkin Donuts, 320 West Chrysler Drive

ATTACHMENTS:

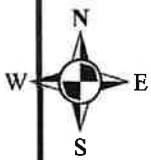
1. Location Map by Planning Staff.
2. Aerial Photo by Planning Staff.
3. Narrative as Submitted by the Applicant.
4. Site Plan Submitted by the Applicant.
5. NRI 1691 submitted by the Boone County Soil and Water Conservation District, Teagan Duffy, May 11, 2022.
6. Memo submitted by the Belvidere Public Works Department, Brent Anderson, June 6, 2022.

PEARL ST

W CHRYSLER DR

CASE 2022-12
320 West Chrysler Drive
Dunkin Donuts
SU

PEARL ST



1 inch = 17 feet

W CHRYSLER DR

CASE 2022-12
320 West Chrysler Drive
Dunkin Donuts
SU

PEARL ST





May 9, 2022

Community Development Department
City of Belvidere
401 Whitney Blvd
Belvidere, IL 61008

**RE: Request for a Special Use Permit
320 W Chrysler Drive Redevelopment**

On behalf of our client, we are presenting a submittal for the property located at the SW Corner of W Chrysler Drive and Pearl Street that will be used to develop a one story, 4886 SF retail building with three tenants. The tenant to the East will be a Dunkin' with drive thru.

OBJECTIVES:

Existing Zoning: GB – General Business
Proposed Zoning: GB – General Business
Lot 2 parcel area: 17,302 SF or 0.397 acres +/-
Existing Building to be demolished: 4734 SF +/- Restaurant (permanently closed)
Proposed Building: 4886 SF Retail

The objectives of the development include demolishing a non-operational restaurant and replacing it with a new three tenant retail building close to the same square footage. The site is primarily paved and will remain primarily paved. The proposed improvements include a drive thru window on the east end of the building with a drive thru queuing lane on the west, south and east. The drive thru will require a clearance bar, ordering canopy and menu board along the drive thru lane. There will be 15 parking spaces provided on-site, three of them will be for mobile pickup only. There will be a new trash enclosure on the SW corner of the property. There will be a new sign in place of the existing sign.

Special Use Permit Request:

Please review the list of requested deviations seeking approval via a Special Use Permit.

- A. Lot Coverage: Allowed lot coverage per zoning is 85% which includes all hard surfaces and buildings. Existing lot size is approximately 17,302 SF.

85% of 17,302 SF is 14,707 SF allowed lot coverage by buildings and/or hard surfaces such as parking lots. Existing lot coverage is 16,330 SF or 94% lot coverage. Proposed lot coverage is 16,475 SF or 95% lot coverage. As the difference in lot coverage is relatively the same, and the location of the existing landscape area has been maintained at the NE

corner, the client requests to approve an existing non-conforming condition be applied to the new development.

- B. Pavement Setbacks: Required setback per zoning is 3'-0" on all sides of the property. Existing setback is 0'-0" on all sides of the property. Proposed setback is 0'-0" on all sides of the property. Request to approve an existing non-conforming condition applied to the new development.
- C. Building Setback: Required setback per zoning is 20'-0" along street frontages. Proposed setback is 15'-0" at the drive thru window and 18'-0" at the rest of the east building elevation.

The addition of a drive thru lane requires a combination of proper turning radius, lane widths, and distances from the building. The proposed building and parking lot/drive thru lane has been designed to optimize safe maneuvering through the site. The building depth from North to South is set by parking lot and drive thru lane requirements. The building width is proposed to be wider to allow for a larger variety of tenant leasing options. Only the drive thru window portion will project closer to the setback than the rest of the building to minimize the impact of the building setback deviation.

Note: The drive thru canopy will project 3'-6" from the face of the drive thru bump out. Per zoning allowed intrusions into required yard setbacks: Canopies are allowed at front and street yard setbacks, encroaching up to a distance that equals the required vehicle use area setback from a lot line into a required yard. Please confirm approval of the canopy with the Special Use permit.

- D. Drive Thru Lane for Restaurant: Permitted Special Use for GB district is "Indoor Commercial Entertainment" with allowed accessory use of "In-vehicle Sales and Service." Request to approve the special use that allows for a restaurant with Drive Thru element.

As it has been proven since the start of the pandemic, drive thru restaurant options are valuable and continue to be a trend that the public values. Therefore, the client wants to include a drive thru for the development of this property. The queuing for the drive thru is within the boundaries of the property, provides ample stacking spaces around the building, and it meets the zoning requirements for aisle widths without encroaching into the main drive aisle on the south. Existing drive thru restaurants are nearby to the north and east. It will be an appropriate amenity to the area.

- E. Drive Thru Lane Parking Requirements: Required stacking length per zoning is 100' behind the pass through window and 40' beyond the pass thru window. Proposed stacking length allows for over 100' behind the window and estimated to be 37' beyond the pass thru window.

It is a minor deviation request that will allow for the interior layout of the drive thru facility to function efficiently. As every step it takes for employees to fulfill orders within a drive thru facility is calculated to maximize the quickest turn around for delivery of food items, a few feet difference for the location of the drive thru window is impactful.

- F. Parking Requirements: Required parking per zoning is calculated at one parking space per 300 SF of gross floor area. The proposed building is 4,886 SF. Required parking is $4886/300 = 17$ spaces. Proposed parking on the site is 15 spaces.

One space is dedicated to accessible parking and three spaces are dedicated to Mobile Pickup Only parking for the East end tenant. The Mobile Pickup Only parking spaces will be turned over quicker for grab-n-go customers than expected from typical customers using the other two tenants or that may decide to dine-in at the Dunkin'. The expectation is that a deduct of two parking spaces will not impact the retail development or adjacent properties.

In conclusion, please approve the above zoning deviation requests that will allow a retail development to revitalize an unoccupied space along a major roadway.

Thank you for your time and consideration.

Sincerely,



Eric Carlson, Architect
ECA

Cc: Kiran Kayastha



Boone County
Soil & Water
 Conservation District

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

11 May 2022

SWCD NRI #: 1691

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: 320 W Chrysler Drive, Belvidere IL 61088
PIN(S): 07-02-200-009

Contact	Petitioner	Owner
Kiram Kaystha 842 W. Lukas Ave. Palatine, IL 60067 (630) 261-5018 4kiram40@gmail.com	Eric Carlson, ECA Architects 24 N Bennett St, Geneva, IL 60134 eric@ecaarchitects.com	Same as Contact

Request: New 3 tenant building in place of existing restaurant in existing fully paved location.

Sincerely,

Teagan Duffy
 Boone County Soil & Water
 Conservation District

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 6/6/2022
Re: Case #2022-12: Dunkin Donuts Special Use

Having reviewed the above referenced special use request, I would offer the following comments:

1. The existing water meter and remote reader shall be removed prior to building demolition and re-installed by the Water Department once the new building is completed.
2. Cross-hatched areas on the site plan shall be impervious landscape islands in order to eliminate any increase in runoff from the proposed improvements.

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

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

June 2, 2022

ADVISORY REPORT

CASE NO: 2022-13

APPLICANT: Boone County Arts Council

REQUEST AND LOCATION:

The Boone County Arts Council, PO Box 311, Belvidere, IL 61008 on behalf of the property owner, The Apollo Theater AC, 12244 Brandon Court, Caledonia, IL 61011 is requesting a special use to install a mural at 106 North State Street within the CB, Central Business District (Belvidere Zoning Ordinance Sections 150.1012(A)(1) and 150.904 Special Use Review and Approval Procedures). The proposed mural will replace the current mural on the north side of the building and, like the current mural, will depict Latino heritage. The subject property is 7,419 square feet, rectangular in shape and developed with the Apollo Theater building. PIN: 05-26-433-032.

EXISTING LAND USE:

Subject property: The Apollo Theater

North: Parking Lot

South: the Rio Room (bar) and Kishwaukee River

East: Mixed-Use Building

West: Parking Lot

CURRENT ZONING:

Subject property: CB, Central Business District

All Adjacent Properties: CB, Central Business District

COMPREHENSIVE PLAN:

Subject property: Central Business

All Adjacent Properties: Central Business

BACKGROUND:

In 1998, the City Council approved a special use per Resolution 643-1998 for three different murals, one being the "Unity Mural" that is on the northern wall of the subject property. A condition of approval placed on this special use was that "Each individual mural shall be approved by the City Council". There was no condition or discussion preventing the replacement of that mural with a new one, only the need for City Council approval of any mural on the property.

2022-13; Boone County Arts Council, 106 North State Street (Mural)

Due to water damage and exposure to the elements, the current "Unity Mural" is damaged. The Boone County Arts Council has been able to connect with one of the original artists of the mural to create a modern version of the "Unity Mural". This modern version will be mounted onto the wall instead of directly painted to the wall allowing for both easier maintenance of the mural and of the exterior building wall. The mural be approximately the same size as the current mural and mounted in the same location.

TREND OF DEVELOPMENT:

The subject property is located downtown in an area of established central business commercial and institutional uses.

COMPREHENSIVE PLAN:

The subject property is designated as "Central Mixed Use" by the City of Belvidere Comprehensive Plan. The Central Mixed Use category encourages pedestrian-orientated indoor commercial, office, institutional and residential uses with streetscaping and low-key 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 subject property is located downtown, north of the Kishwaukee River. The northern wall of the property has had a smaller mural painted on it since 1998 and staff is not aware of any negative impacts it created. There are numerous murals located throughout the city's downtown area; the more modern mural on the building will not be out of character. Like the other downtown murals, this one represents a segment of Belvidere's history.

- 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 and the surrounding areas as Central Mixed Use. The building's actual use as an event center falls under this land use category; the mural is not changing the use in any way. The mural will not permanently alter the building or surrounding area, but will replace an older mural that is fading.

- 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.**

2022-13; Boone County Arts Council, 106 North State Street (Mural)

The subject property is located in downtown Belvidere. The location is surrounded by institutional uses, residential, commercial and mixed-use buildings along with several murals nearby. The City of Belvidere's Comprehensive Plan designates this property as central business, which calls for pedestrian-orientated indoor land uses with streetscaping and low-key signage. Public art can be pedestrian-orientated and part of the streetscape. The requested special use for a mural does 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, and maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.**

The mural does not alter the commercial, institutional or residential land uses permitted Downtown. The new mural will be easier to maintain and helps to tie the property with the rest of the downtown area.

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

The subject property is served with proper facilities and 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 by the Applicant to ameliorate such impacts.**

The new mural will represent the same meaning as the current and be of similar size and placement. The mural is being installed in such a way as to be removable if deterioration becomes an issue. In addition to the requirements of this Special Use, compliance with the City of Belvidere's Zoning Ordinance is required.

SUMMARY OF FINDINGS:

The subject property is located downtown, north of the Kishwaukee River. The northern wall of the property has had a smaller mural painted on it since 1998 and staff is not aware of any negative impacts it created. There are numerous murals located throughout the city's downtown area; the more modern mural on the building will not be out of character. Like the other downtown murals, this one represents a segment of Belvidere's history.

The location is surrounded by institutional uses, residential, commercial and mixed-use buildings along with several murals nearby. The City of Belvidere's Comprehensive Plan designates this property as central business, which calls for pedestrian-orientated indoor land uses with streetscaping and low-key signage. Public art can be pedestrian-orientated and part of the streetscape. The requested special use for a mural does 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.

2022-13; Boone County Arts Council, 106 North State Street (Mural)

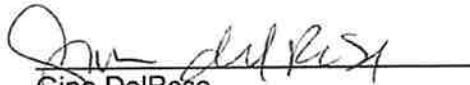
The new mural will represent the same meaning as the current and be of similar size and placement. The mural is being installed in such a way as to be removable if deterioration becomes an issue. In addition to the requirements of this Special Use, compliance with the City of Belvidere's Zoning Ordinance is required.

RECOMMENDATION:

Planning staff recommends the **approval** of case number **2022-13**; Boone County Arts Council (Mural) special use subject to the following conditions:

1. The mural shall be maintained by the Boone County Arts Council and property owner according to Belvidere's Zoning Ordinance requirements. If the mural shall fall into disrepair, then it shall be removed from the subject property.
2. The mural shall be in substantial conformance with the image provided by the applicant.

Submitted by:

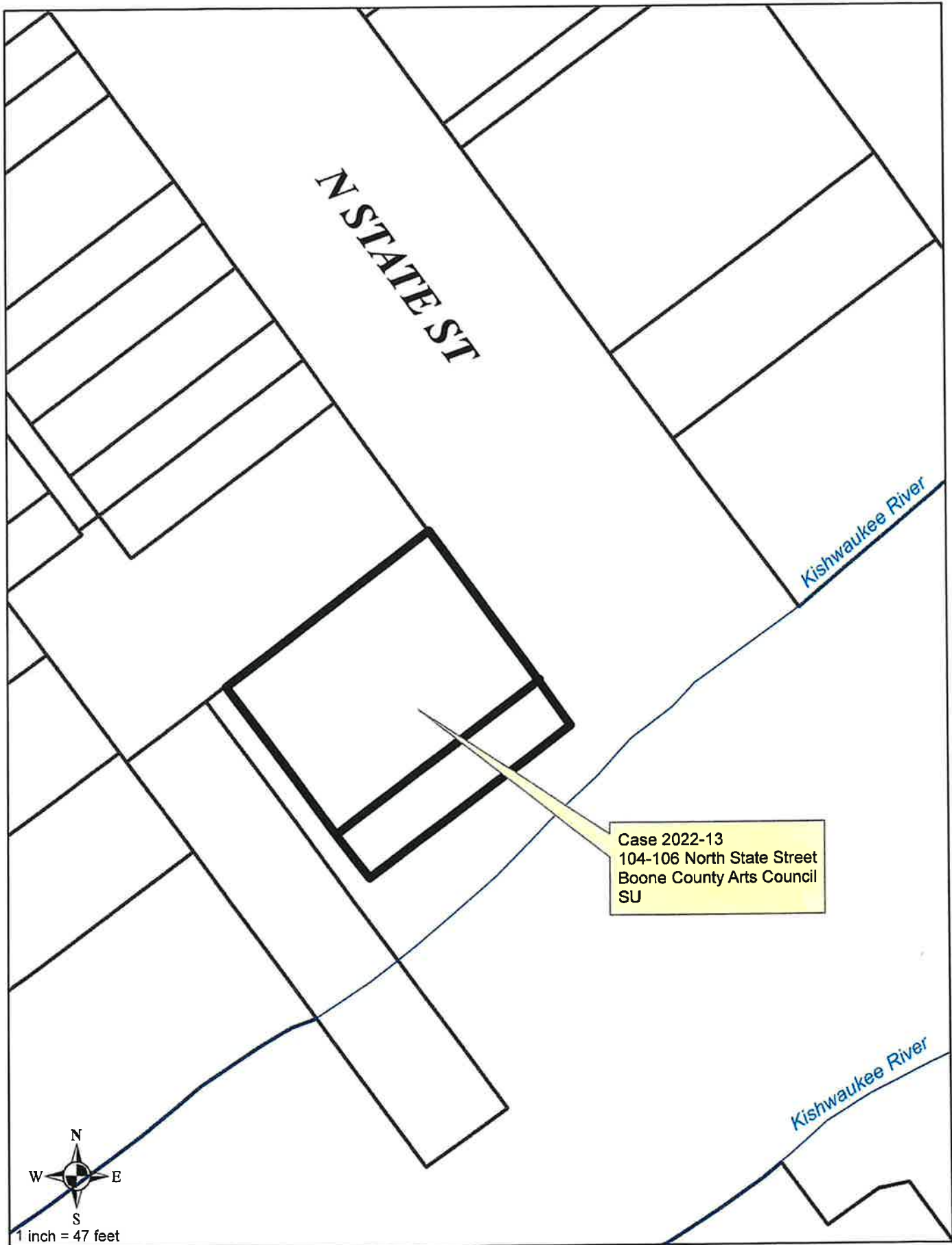

Gina DelRose
Community Development Planner

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. Depiction and Placement of the Mural.

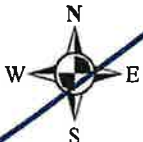


N STATE ST

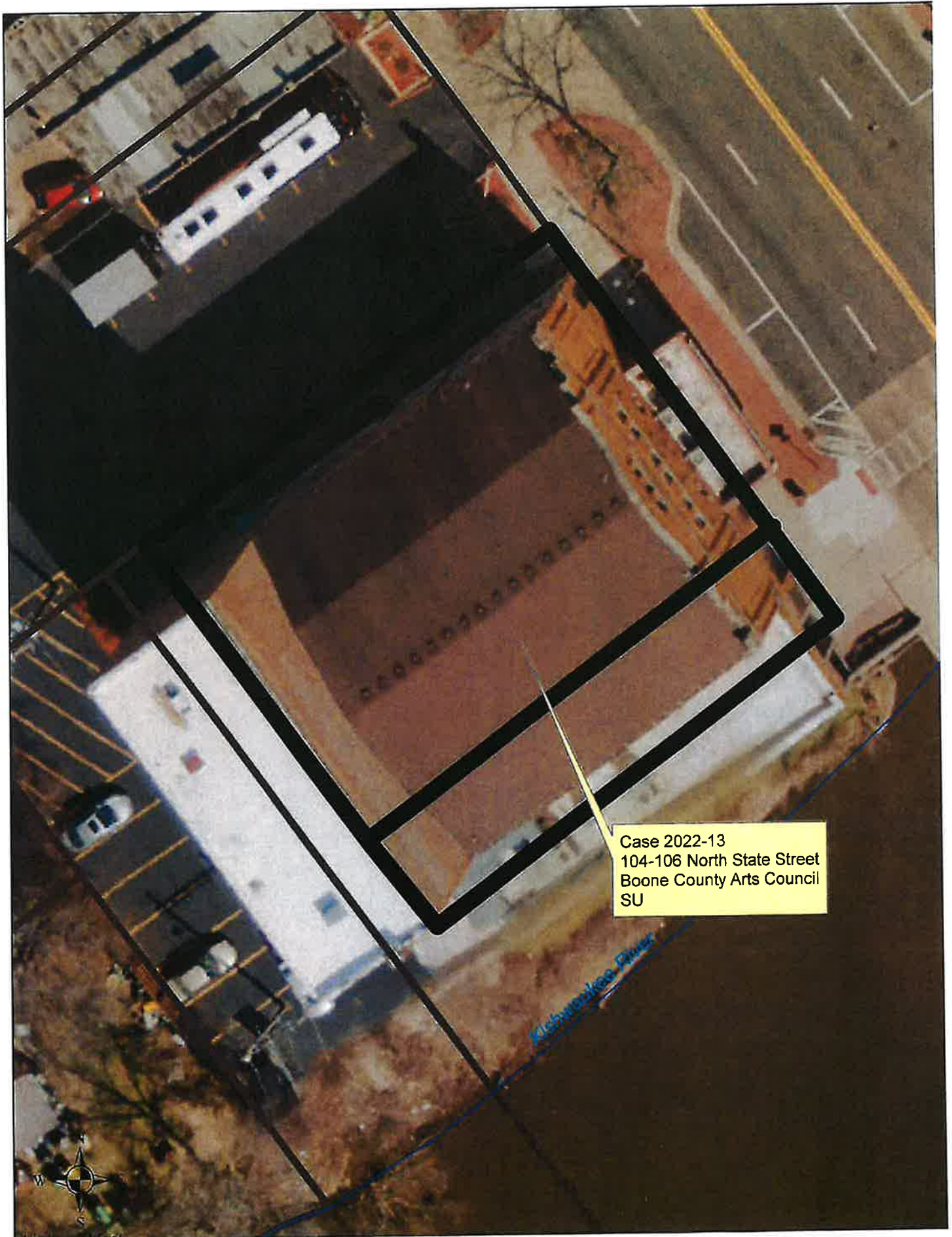
Kishwaukee River

Case 2022-13
104-106 North State Street
Boone County Arts Council
SU

Kishwaukee River



1 inch = 47 feet

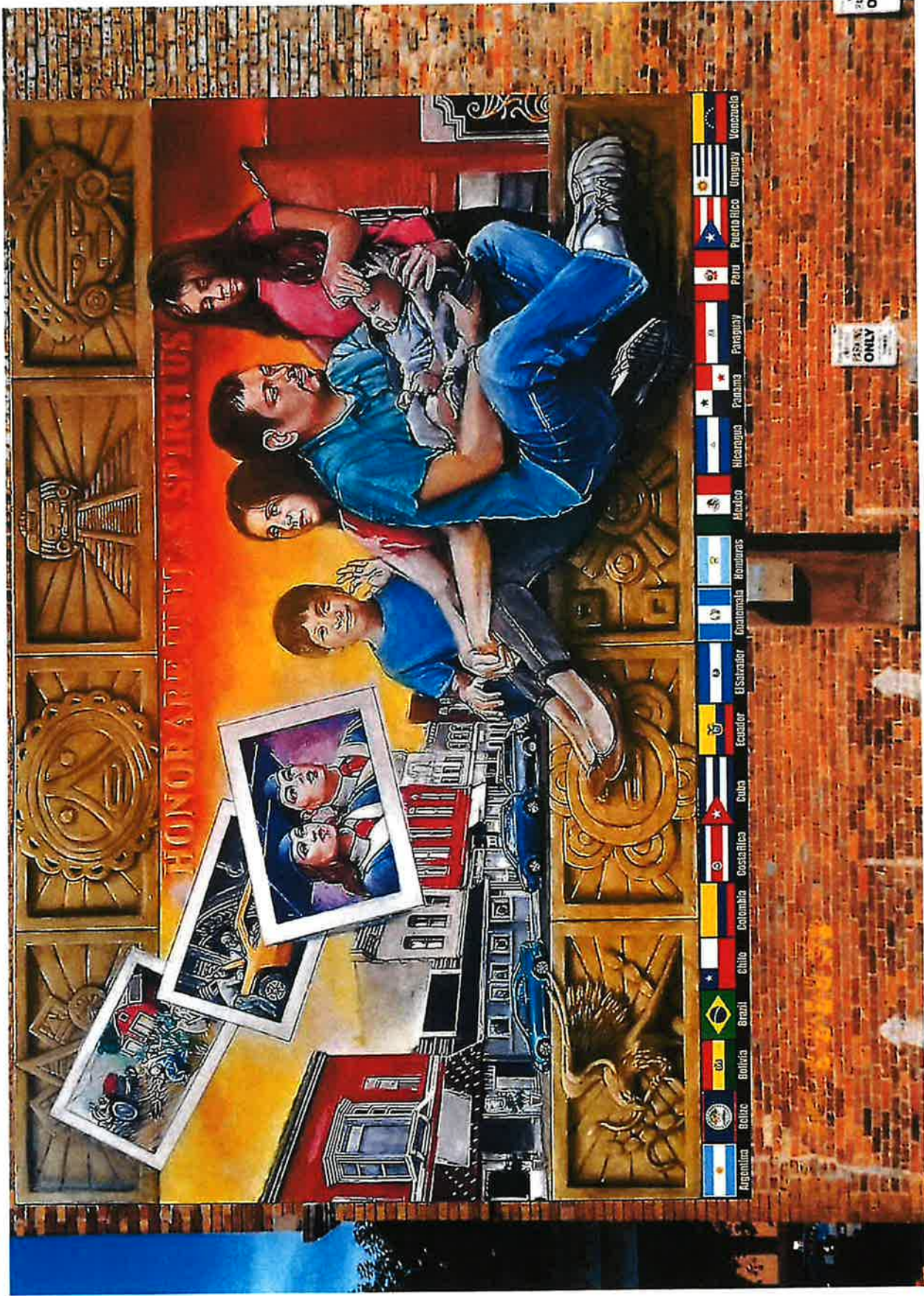


Case 2022-13
104-106 North State Street
Boone County Arts Council
SU

Kichwongkeo Plaza



-
- 7) List the Special Use, as specified within the Zoning Ordinance, that you are seeking the approval of and describe the proposed use of the subject property in detail:
Replacement of water damaged mural on bricks with a new paneled mural like the Millennium mural at Lincoln and State Street. Wood studs will be applied to the brick wall over top of the existing peeling and faded mural. A newly re-imagined canvas painting has been completed by one of the original Latino artists who painted the mural originally. It will be photographed



NORTH WALL OF 106 N. STATE ST.

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

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

June 6, 2022

ADVISORY REPORT

CASE NO: 2022-14

APPLICANT: Gomez, 119 South State Street

REQUEST AND LOCATION:

The applicant and property owner, Pablo Gomez, 119 S. State Street, Belvidere, IL 61008 is requesting a special use to permit indoor commercial entertainment. This would include the ability to have a banquet facility that may serve alcohol or have video gaming at 119 South State Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(6)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the CB, Central Business District. The subject property is 7,324 square feet (PIN: 05-26-477-019) and develop with an approximately 3,000 square-foot building and small parking area.

EXISTING LAND USE:

Subject property: Vacant commercial building

Adjacent Property

North: Dari Ripple

South: Commercial and Belvidere Fire Department

East: Riverside Plaza

West: Doty Park

CURRENT ZONING:

Subject property: CB, Central Business District

Adjacent Property

North, South, and East: CB, Central Business District

West: SR-6, Single Family Residential-6 District

COMPREHENSIVE PLAN:

Subject property: Institutional

Adjacent Property

North, South and West: Institutional

East: Central Mixed Use

BACKGROUND:

The property has seen a variety of uses. At one point it acted as Belvidere's City Hall prior to Barr's Flowers occupying it and completing an extension façade renovation in 2007. Barr's Flowers closed and the property was purchased by the applicant in 2021.

Unlike many other properties within the downtown area, the subject property does offer a minimal amount of parking and has a loading area in the rear of the building for deliveries. Parking requirements for indoor commercial entertainment land uses are based on occupancy loads so it is unclear at this time how many parking spaces would typically be required. However, since the property is zoned central business, it is not required to have any on-site parking. This is due to the abundance of on-street parking and municipal parking lots. The nearest municipal parking lot is 25 feet away and is accessible from Leonard Court.

The indoor commercial entertainment land use category includes a multitude of land uses that often have later operating hours such as taverns, theaters, bowling alleys, arcades, roller rinks, banquet facility and pool halls. Businesses are allowed, however, to operate 24/7 in the Central Business District. Due to the building's size, potential businesses such as theaters, bowling alleys and roller rinks most likely will not be able to operate. Taverns, arcades (including video gaming if licenses are available) and banquet facilities are most likely to operate in the building in addition to other land uses such as office, retail and restaurants.

TREND OF DEVELOPMENT:

The subject property is located downtown in an area of established central business commercial and institutional uses.

COMPREHENSIVE PLAN:

The subject property is designated as "Institutional" on the City of Belvidere Comprehensive Plan, adopted July 19, 1999. The institutional category encourages large-scale public buildings, hospitals and special-care facilities. Small institutional uses may be permitted in other land use categories.

FINDINGS OF FACT:

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

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

The requested special use is for indoor commercial entertainment allowing a variety of land uses such as bars, banquet facilities and arcades to be located in the Central Business District where such land uses are common. Entertainment-based businesses are often encouraged in downtown districts. The potential for businesses operating with late night hours is not out of character for the downtown area.

- B. **Findings: The proposed special use, both its general use independent of its location and in its specific location, will be in harmony with the purposes, goals, objectives, policies, and standards of the City of Belvidere Comprehensive Plan, this Chapter, and any other plan, program, or ordinance adopted, or under consideration pursuant to Notice of Public Hearing by the City.**

The Comprehensive Plan designates the subject property as Institutional. This designation was most likely chosen due to the proximity to Doty Park and the Fire Department as well as the property previously being owned by the City of Belvidere. Institutional land uses are civic land uses but can also include recreational facilities, educational facilities, nonprofit clubs and fraternal organizations and community

residential land uses. A banquet facility has the potential to create the same impact on the neighborhood as most institutional land uses.

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

Although the indoor commercial entertainment land use allows for a variety of potential businesses, conditions of approval placed on the request will require any potential business to operate in a manner similar to those already permitted or encouraged by the Comprehensive Plan.

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

Indoor commercial entertainment land uses are commonly found within downtown areas due to their later hours and types of businesses. Similar land uses are already established within the downtown area such as the Apollo Theater and the Hidden Aerie. The atrium of Boone County Museum of History is often converted into a banquet facility as well. Land uses like event centers can often support other nearby businesses. Those attending events may also enjoy a meal or drink from a nearby business.

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

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

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

Small scale banquet facilities provide a more affordable option for those needing to rent space. Event centers are also able to be utilized by all residents, unlike other land uses in the indoor commercial entertainment category that only cater to specific demographics.

SUMMARY OF FINDINGS:

The requested special use is for indoor commercial entertainment allowing a variety of land uses such as bars, banquet facilities and arcades to be located in the Central Business District where such land uses are common. Entertainment-based businesses are often encouraged in downtown districts. The potential for businesses operating with late night hours is not out of character for the downtown area.

Similar land uses are already established within the downtown area such as the Apollo Theater and the Hidden Aerie. The atrium of Boone County Museum of History is often converted into a banquet facility as well. Land uses like event centers can often support other nearby businesses. Those attending events may also enjoy a meal or drink from a nearby business.

Small scale banquet facilities provide a more affordable option for those needing to rent space. Banquet facilities are also able to be utilized by all residents, unlike other land uses in the indoor commercial entertainment category that only cater to specific demographics. Conditions of approval placed on the request will require any potential business to operate in a manner similar to those already permitted.

RECOMMENDATION:

The planning staff recommends the **approval** of case number **2022-14** for a special use for indoor commercial entertainment at 119 South State Street subject to the following conditions.

1. Consumption of alcohol is prohibited outside the premises.
2. Any food trucks shall be parked a minimum of 10 feet from the building.
3. A stamped site plan shall be submitted for review by the appropriate staff before building permits may be issued. This includes building codes, fire codes, public works and planning department review.
4. A minimum 12-foot wide drive aisle shall be accessible so that vehicles can access the rear loading and parking spaces.

Submitted by:



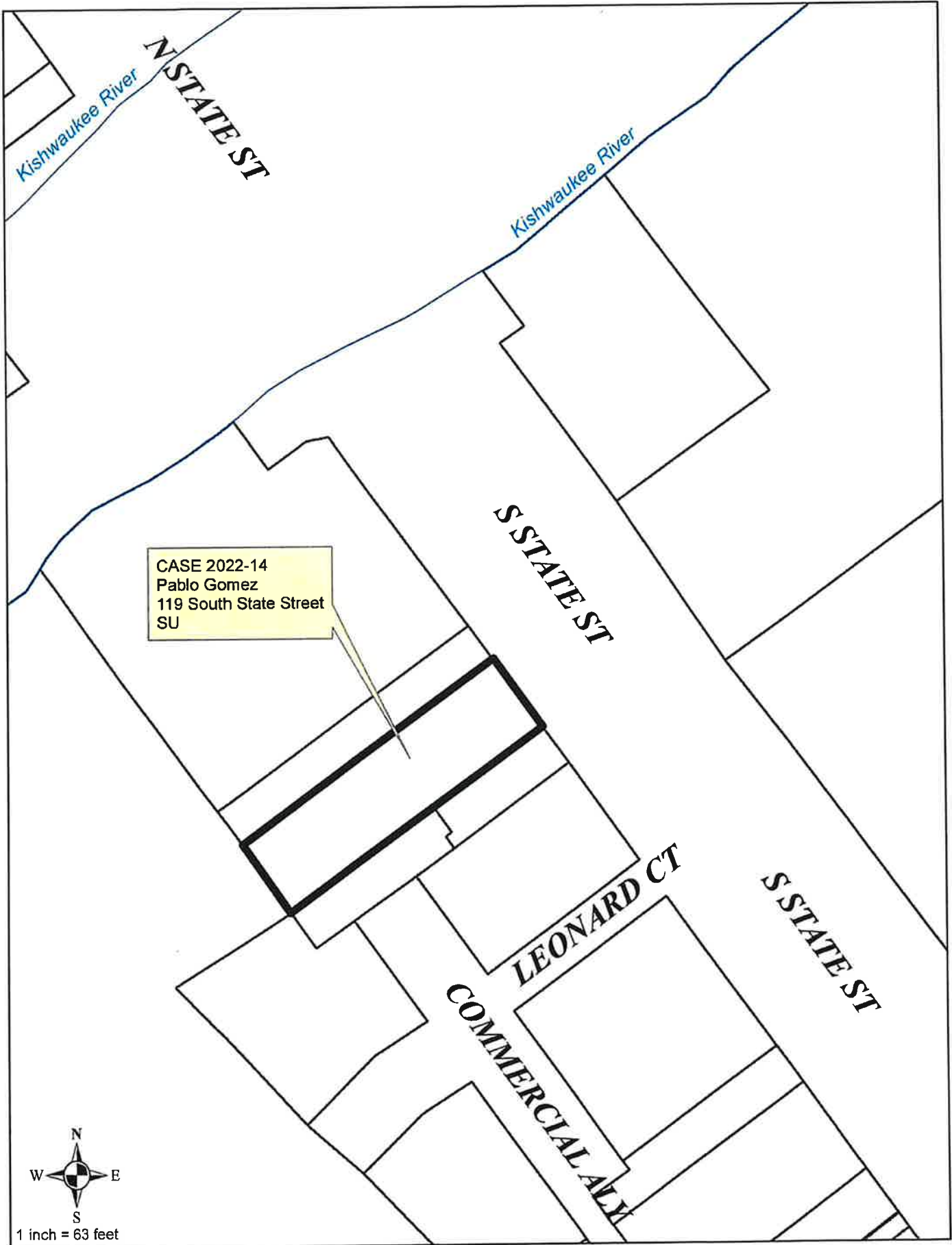
Gina DelRose
Community Development Planner

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

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

ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial Photo with by Planning Staff.
3. Narrative submitted by Applicant.
4. Site plan submitted by Applicant.
5. E-mail sent by the Belvidere Fire Department, Travis Tangye, May 17, 2022.
6. Memo from the Belvidere Building Department, Kip Countryman, May 18, 2022.
7. NRI 1694 submitted by the Boone County Soil and Water Conservation District, Teagan Duffy, May 19, 2022.



CASE 2022-14
Pablo Gomez
119 South State Street
SU



1 inch = 63 feet

CASE 2022-14
Pablo Gomez
119 South State Street
SU



1/4 inch = 24 feet

05/06/2022

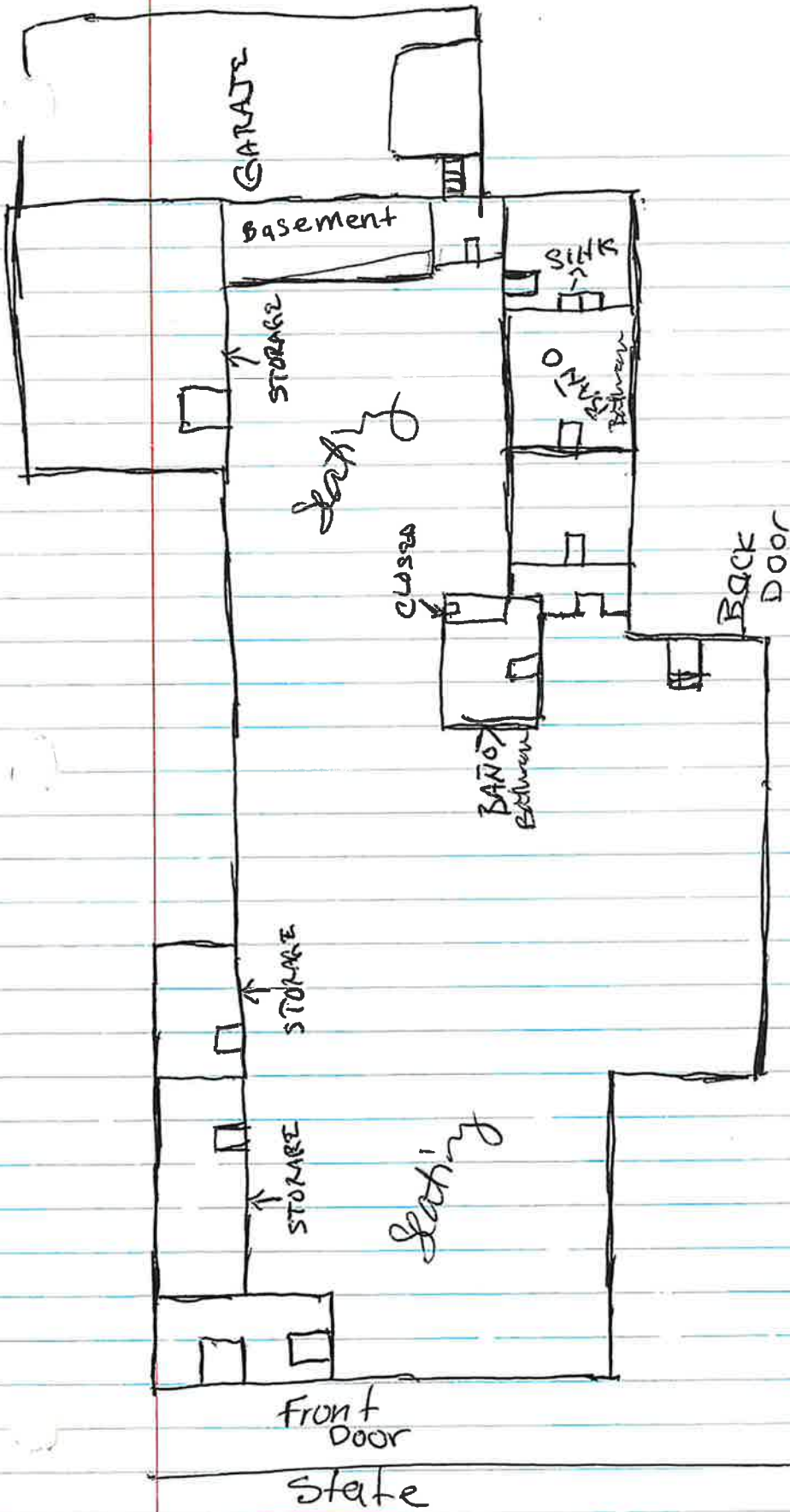
To whom it may concern:

I Pablo Gomez am writing this letter to express that, I want to open it like an indoor commercial entertainment banquet hall at the building located at 119 S. State St. Belvidere Ill. This would be a generating an income to help to support my Gomez Restaurant open. because with the pandemic there were many losses and likewise the Belvidere community could rent it right here to keep more business open for Boone County

Thank you.

Pablo Gomez

Pablo Gomez
Owner



Gina Delrose

From: Travis Tangye <ttangye@belviderefire.com>
Sent: Tuesday, May 17, 2022 1:01 PM
To: Gina Delrose
Cc: Mark Beck
Subject: Re: request for comments 2022-14
Attachments: 2.8.22 Inspection 119 S. State.pdf

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

Gina,

I have attached open items we currently have with this property. I don't have concerns with what they are proposing but aside from the list of open items we also want to ensure they are not operating their food truck within 10' of the building.

Respectfully,

Travis Tangye
Lieutenant
Training Coordinator
Belvidere Fire Department



On Tue, May 17, 2022 at 11:26 AM Gina Delrose <gdelrose@ci.belvidere.il.us> wrote:

Please see attached

Gina DelRose

Community Development Planner

City of Belvidere

401 Whitney Boulevard, 61008

(o) 815-547-7177

(f) 815-547-0789



BELVIDERE FIRE DEPARTMENT

**123 S. State St.
Belvidere, IL 61008**

Phone: (815) 544-2242

Fax: (815) 544-2278

2/11/22

Gomez
119 S. State

The Belvidere Fire Department inspected the property of 119 S. State on 2/8/22. The following issues were found while on site:

1. Verify addressing is visible near the front and rear (parking lot) entrances.
2. The fire alarm system shall be inspected and a fire alarm key shall be available for the fire dept. to place in the fire dept. lock box.
3. Fire extinguishers shall be inspected and annual tags shall be in place.
4. An occupant load sign, provided by the fire dept., shall be posted at all times in the assembly area.
5. Verify all emergency lights and exit signs have operating battery backup.
6. No electrical cords shall be used for permanent power.
7. Building dept. approval will be needed for the use of apache foam in the garage area.

Thank you for the opportunity to inspect your building and I look forward to working with you.

Respectfully,

Travis Tangye
Firefighter
Inspection Coordinator
ttangye@belviderefire.com

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

To: Belvidere Planning and Zoning Commission

From: Kip Countryman, Director of Buildings

Date: 5/18/2022

RE: 119 South State

The special use application for assembly should be contingent upon the Building Dept. receiving Building plans from a design professional detailing the changes of use, occupancy load changes, ADA compliance, means of egress and the number of restrooms required based on the increased occupant load.

**Kip Countryman
Director of Building
City of Belvidere**



**Boone County
Soil & Water
Conservation District**

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

19 May 2022

SWCD NRI #: 1694

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: 113 S. State St. Belvidere, IL 61008
PIN(S): 05-26-477-018, 05-26-477-019

Contact	Petitioner	Owner
Pablo Gomez 119 S. State St. Belvidere, IL 61008	Same as contact	Same as contact
(815) 980-4874		

Request: Indoor commercial entertainment banquet hall

Sincerely,

Teagan Duffy
Boone County Soil & Water
Conservation District

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

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

May 31, 2022

ADVISORY REPORT

CASE NO: 2022-15

APPLICANT: City of Belvidere

REQUEST:

The City of Belvidere, 401 Whitney Boulevard, Belvidere, IL 61008 is requesting a text amendment to the City of Belvidere Zoning Ordinance (Chapter 150 as amended) pertaining to Sections 150.013 Definitions, 150.204(D) Non Residential Districts- Planned Business and General Business, 150.204(D) Commercial Land Uses- Vehicle Repair and Maintenance and Car Detailing Shop, 150.702 Width of Driveways, 150.704 Parking Space Design Standards, Table 150.704(F)(8) regarding dimensions, Appendix C: Land Use Summary Chart (Commercial) and Section 150.902 Amendment of Zoning Regulations (Text Amendments). Specifically, the amendments are in regards to car detailing shops and parking lot standards.

The methods used to show changes are:

xxxxxxxxxx = (Standard text) existing text within the zoning code; no changes proposed.

~~xxxxxxxxxx~~ = (Strike through text) text that is proposed to be deleted from the zoning code.

xxxxxxxxxx = (Highlighted and underlined text) new text that is proposed to be inserted into the zoning code.

Section 150.013 Definitions

Candlepower:

Car Detailing Shop: See §§ 150.204(D)(19)

Caretaker's Residence:

Section 150.105(C) Non Residential Districts

(1) Planned Business (PB) District

- A. **Description and Purpose.** This district is intended to permit large and small-scale commercial development that is compatible with the desired overall community character of the area in general. Significant areas of landscaping are required in this district to ensure that this effect is achieved. A wide range of office, retail, and lodging land uses are permitted within this district. In order to ensure a minimum of disruption to residential development, no development within this district shall take direct access to a local residential street or a residential collector street.

Rationale: This district is intended to provide the principal zoning district for commercial development that occurs after the adoption of this Chapter. The standards of this district are designed to provide a clear distinction from the General Business and Central Business Districts in terms of permitted intensity of development, treatment of outdoor sales, and required green space areas. The desired suburban community character of the development is attained through the Landscape Surface Area Ratio (LSR) requirements. Together, these requirements ensure that the desired community character is maintained as long as the Planned Business District designation is retained, regardless of how much development occurs within that area.

B. List of Allowable Principal Land Uses (per Article 2)

1. Permitted by Right

- Cultivation
- Selective Cutting
- Passive Outdoor Public Recreation
- Active Outdoor Public Recreation
- Public Services and Utilities
- Office
- Personal or Professional Services
- Indoor Sales or Service
- Indoor Maintenance Service
- Small Wireless Facility
- Car Detailing Shop

2. Permitted as Special Use

- Clear Cutting
- Outdoor Display
- In-Vehicle Sales or Service
- Indoor Commercial Entertainment
- Outdoor Commercial Entertainment
- Commercial Animal Boarding
- Commercial Indoor Lodging
- Bed and Breakfast Establishments
- Day care center (3+ children)
- Vehicle Repair and Maintenance
- Artisan Studio/Production Shop
- Large-scale Development
- Shooting Range
- Adult-use Cannabis Dispensing Organization
- Adult-use Cannabis Transporting Organization or Transporter
- Adult-use Cannabis Infuser Organization or Infuser

General Business (GB) District

- C. Description and Purpose.** This district is intended to permit both large and small-scale commercial development at intensities that provide significant incentives for infill development and the continued economic viability of existing development. To accomplish this effect, minimum required Green Space Ratios (GSRs) are substantially lower than those required in the Planned Business District. A wide range of office, retail, and lodging land uses are permitted within this district. In order to ensure a minimum of disruption to residential development, no development within this district shall take direct access to a local residential street or a residential collector street.

Rationale: This district is intended to provide an alternative designation for commercial activity to the Planned Business District. Performance standards for the General Business District are designed to ensure the long-term economic health of strip commercial development areas, existing as of the effective date of this Chapter, by limiting the attraction of the Planned Business District to those uses which can afford the relatively higher development costs and rents associated with development in that district.

D. List of Allowable Principal Land Uses (per Article 2)

1. Permitted by Right

Cultivation
Selective Cutting
Passive Outdoor Public Recreation
Active Outdoor Public Recreation
Public Services and Utilities
Office
Personal or Professional Services
Indoor Sales or Service
Indoor Maintenance Service
Off-Site Parking Lot
Small Wireless Facility
Car Detailing Shop

2. Permitted as Special Use

Artisan Studio/Production Shop
Boarding House
Clear Cutting
Commercial Animal Boarding
Outdoor Display
Personal Storage Facility
Large-scale Development
In-Vehicle Sales or Service
Indoor Commercial Entertainment
Outdoor Commercial Entertainment
Commercial Indoor Lodging
Bed and Breakfast Establishments
Day care center (3+ children)
Vehicle Repair and Maintenance
Shooting Range
Adult-use Cannabis Dispensing Organization
Adult-use Cannabis Transporting Organization or Transporter
Adult-use Cannabis Infuser Organization or Infuser

Section 150.204(D) Commercial Land Uses

(18) Vehicle Repair and Maintenance Service. Vehicle repair and maintenance services include all land uses which perform maintenance services (including repair) to motorized vehicles and contain all operations (except vehicle storage) entirely within an enclosed building. This land use does not include those considered car detailing shop.

A. Regulations

1. Storage of abandoned, unlicensed, or inoperable vehicles is prohibited.
2. Facility shall provide a bufferyard with a minimum opacity of .60 along all property borders abutting residentially zoned property (§150.607).

B. Parking Requirements. One space per 300 square feet of gross floor area. Adequate on-site parking is required for all customer and employee vehicles.

(19) Car Detailing Shop. A facility which provides automobile-related services such as applying paint protectors, interior and exterior cleaning and polishing as well as installation of after market accessories such as tinting, auto alarms, spoilers, sunroofs, headlight covers, and similar items. However, engine degreasing or similar automobile cleaning services shall not be considered vehicle repair and maintenance service.

A. Regulations

1. All work shall be done inside an enclosed building

B. **Parking Requirements.** One space per 300 square feet of gross floor area. Adequate on-site parking is required for all customer and employee vehicles.

(19-20) Artisan Studio or Artisan Production Shop.

(20-21) Shooting Range.

(21-22) Adult-use Cannabis.

Section 150.702 Access Standards (J) Width of Driveways

§150.702: Access Standards

(J) **Width of Driveways.** All access drives shall have a minimum width of 10 ~~12~~ feet for one- and two-family dwellings. For all other land uses, access drives accommodating one-way traffic shall have a minimum width of 12 ~~14~~ feet and drives accommodating two-way traffic shall have a minimum width of 24 ~~26~~ feet. All access drives shall have a maximum width of 30 feet for all residential uses, and 35 feet for all non-residential uses, as measured at the right-of-way line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of five additional feet in either direction.

Section 150.704 Off-Street Parking and Traffic Circulation Standards (F)(7) Parking Space Design Standards

§150.704: Off-Street Parking and Traffic Circulation Standards

(F) **Off-Street Parking and Traffic Circulation Design Standards.**

(7) **Parking Space Design Standards.** Other than parking required to serve the handicapped, every and all provided off-street parking space shall comply with the minimum requirements of Table 150.704(F)(8). ~~The minimum required area of parking spaces shall be 180 square feet.~~ All parking spaces shall have a minimum vertical clearance of at least seven feet.

Table 150.704(F)(8): Parking Layout Dimensions

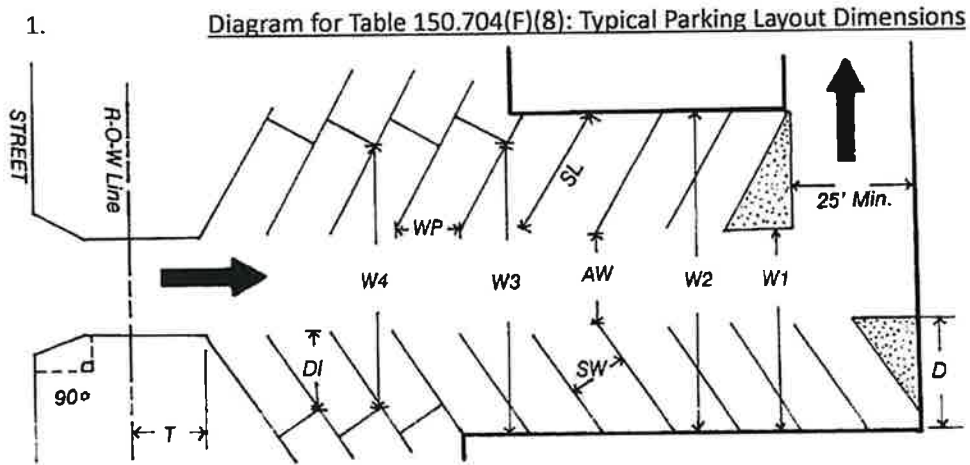
↓ Minimum Permitted Dimensions ↓	↓ Parking Angle in Degrees (°) ↓				
	0° (parallel)	45°	60°	75°	90°
Stall Width at Parking Angle (SW)	910.0'	910.0'	910.0'	910.0'	910.0'
Stall Width Parallel to Aisle (WP)	17.90 18.0'	12.7'	10.4'	9.3'	9.0'
Stall Depth to Wall (D)	9.0' ¹	17.5' ¹	19.0' ¹	19.5' ¹	18.5' ¹
Stall Depth to Interlock (DI)	-	15.3'	17.5'	18.8'	-18.5'
Stall Length (including 1.5' curb overhang) (SL)	18.5'	18.5 25.0'	18.5 22.0'	18.5 20.0'	18.5'
Aisle Width (AW)	12.0' ²	12.0' ²	16.0' ²	17.20 23.0' ²	24.26.0' ²
Throat Length (right-of-way to parking angle) (T)	Refer to requirements in Table 150.704(C)(6).				
Parking Module Width (PMW)					

Wall to Wall (Single-Loaded) (W1)	21.0'	29.5'	35.0'	42.5'	44.5'
Wall to Wall (Double-Loaded) (W2)	30.0'	47.0'	54.0'	62.0'	63.0'
Wall to Interlock (Double-Loaded) (W3)	-	44.8'	52.5'	61.3'	-63.0'
Interlock to Interlock (Double-Loaded) (W4)	-	42.6'	51.0'	60.661.0'	-63.0'

¹Parking spaces located behind an enclosed garage and located directly off a thorough aisle shall be at least 30 feet deep.

²This dimension represents (AW) for one-way traffic. For two-way traffic, add 8.0 feet **widen** to a maximum **minimum** (AW) of 246.0 feet.

³ The dimensions shown are the minimum stall dimensions. The minimum required area of parking spaces shall be 180 square feet. The minimum stall width cannot be utilized with the minimum stall length.



Appendix C: Land Use Summary

2. Tables of Land Uses (Commercial)

Rural Holding (RH)	Single-Family Residential (SR-3)	Single-Family Residential (SR-4)	Single-Family Residential (SR-6)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
																						Commercial Uses (150.204(D))
							P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(1) Office
							P	P	P	P	P	P	P	P	P	A		P				(2) Personal or Professional Service
							S	S	P	P	P	P	P	P	P	A		S				(3) Indoor Sales or Service
										S	S		S	S	S	S	S					(4) Large-Scale Development
										S	S											(5) Outdoor Display
									P	P	P	P	P	P	P	A		P	P	P		(6) Indoor Maintenance Service
																					S	(7) Outdoor Maintenance Service
									S	S	S	S	S	S	S	A		S				(8) In-Vehicle Sales or Service
							S	S	S	S	S	S	S	S	S	A		S				(9) Indoor Commercial Entertainment
										S	S	S	S	S		A						(10) Outdoor Commercial Entertainment
										S	S		S		S							(11) Commercial Animal Boarding
								S		S	S	S	P	P	S	A						(12) Commercial Indoor Lodging
	S	S	S	S	S	S	S	S	S	S	S	S										(13) Bed and Breakfast Establishments
					S	S	S	S	S	S	S	S	P	P	P	A	P	S	S		S	(14) Day Care Center (3+ children)
																		S	S			(15) Campground
					S	S	S	S	S		S	S										(16) Boarding House
																					S	(17) Sexually-Oriented Land Use
										S	S		S				S	P	P			(18) Vehicle Repair and Maintenance
										P	P											(19) Car Detailing Shop
							S	S	S	S	P	S	S	S	S	A	S		S	S		(1920) Artisan Studio
										S	S							S	S			(2021) Shooting Range

Rural Holding (RH)	Single-Family Residential (SR-3)	Single-Family Residential (SR-4)	Single-Family Residential (SR-6)	Two-Family Residential (TR-7)	Multi-Family (MR-8S)	Multi-Family (MR-8L)	Neighborhood Office (NO)	Planned Office (PO)	Neighborhood Business (NB)	Planned Business (PB)	General Business (GB)	Central Business (CB)	Planned Mixed Use 1 (PM 1)	Planned Mixed Use 2 (PM 2)	Planned Mixed Use 4 (PM 4)	Corporate Center (CC)	Technology Center (TC)	Planned Industrial (PI)	General Industrial (GI)	Heavy Industrial (HI)	Institutional (I)	Type of Land Use
										☺	☺	☺						☺	☺	☺		(2122) Adult-use Cannabis Dispensing Organization
																		☺	☺	☺		Adult-use Cannabis Craft Grower
																		☺	☺	☺		Adult-use Cannabis Cultivation Center
										☺	☺	☺						☺	☺	☺		Adult-use Cannabis Infuser Organization or Infuser
																		☺	☺	☺		Adult-use Cannabis Processing Organization or Processor
										☺	☺							☺	☺	☺		Adult-use Cannabis Transporting Organization or Transporter
													P	P	P	A	P					(2123) On-site Parking Garage (above & below ground)

BACKGROUND AND SUMMARY OF FINDINGS:

Although several sections of the zoning ordinance are impacted, the proposed text amendments revolve around two issues. Car detailing shops and parking lot standards.

Currently the zoning ordinance groups all activities related to the repair, maintenance and alterations of vehicles into the vehicle repair and maintenance category. This land use is permitted in the general and heavy industrial districts but requires special use approval to locate in the planned industrial, planned business and general business districts. While vehicle repair and maintenance activities can create nuisances such as sound and odor, warranting the requirement of a special use approval, activities such as window tinting, stereo installation, etc. are often times nondescript and borderline retail. In order to better differentiate between vehicle related businesses, staff is recommending creating a new land use category called "car detailing shop". In order to do this, new definitions, land use descriptions, zoning district placement and renumbering needs to occur. Staff recommends allowing car detailing shops to operate in the planned and general business district subject to the regulations being proposed in Section 150.204(D)(19) limiting allowable activities to applying paint protectors, interior and exterior cleaning and polishing as well as installation of after-market accessories such as tinting, auto alarms, spoilers, sunroofs, headlight covers, and similar items. However, engine degreasing or similar automobile cleaning services shall not be considered vehicle repair and maintenance service.

The City's parking lot standards in regards to stall dimensions and aisle width are in conflict with the Illinois Department of Transportation's parking lot standards. IDOT's standards require larger stalls and wider drive aisles. Part of the reason for increased sizes are due to vehicle safety features such as airbags that add width to vehicles. Also, due to Boone County's rural nature, larger vehicles such as trucks are more common than in urban areas. Staff is recommending that the City's parking lot standards mirror those of IDOT's for consistency as well as removing the requirement that parking stalls must be a minimum of 180 square-feet. This requirement often results in confusion for site designers who are unsure of whether to follow the 180 square-foot requirement or to follow the minimum stall width and length requirements.

Based upon this information, planning staff recommends approval of case **2022-15**.

Submitted by:



Gina DelRose,
Community Development Planner

BELVIDERE

Community Development Department Planning Department

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

May 2022 Monthly Report

Number	Project	Description	Processed
Belvidere Projects			
1	Cases: May	2056 N State Street, SU	4/12/2022
1	Cases: June	320 W. Chrysler Drive, SU	4/12/2022
		104-106 North State Street, SU	5/5/2022
		119 South State Street, SU	5/6/2022
		City of Belvidere, TA	5/10/2022
0	Annexation	None	
0	Temporary Uses	None	
5	Site Plans (New/Revised)	2005 Gateway Center Drive	5/4/2022
		2056 Gateway Center Drive	5/5/2022
		530 S. State Street	5/5/2022
		2056 Gateway Center Drive	5/12/2022
		6853 Indy Drive	5/12/2022
1	Final Inspection	1425 N. State Street	5/4/2022
0	Downtown Overlay Review	None	
4	Prepared Zoning Verification Letters	132 N. State Street	5/5/2022
		321 N. State Street	5/5/2022
		205 W. 4th Street	5/15/2022
		642 Crystal Parkway	5/25/2022
1	Issued Address Letters	Kelly Farm Subdivision	5/3/2022
	Belvidere Historic Preservation Commission	The May meeting was cancelled due to a lack of a quorum.	
	Heritage Days	Staff continues to communicate with activity leaders, sponsors and advertisers. Staff has begun tie-dying tshirts and preparing the float.	
	Hometown Christmas	None	
Scanned Plats: E-mail, Print and/or Burn			
1	Recorder's Office		
14	Other Department		
0	General Public		
Planning Department Current Duties			
	Close out completed planning case files		
	Respond to all FOIA requests		

Planning Monthly Report Cont.

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

CITY 2022

Date	Case	Request	Petitioner/ Address	PZC	CC1	CC2
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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
5/6/2022	2022-13	SU	BCAC, 104-106 N State Street	6/14/2022	6/20/22	7/5/22
5/6/2022	2022-14	SU	Gomez, 119 South State Street	6/14/2022	6/20/22	7/5/22
5/6/2022	2022-15	TA	car detailing, parking lot standards	6/14/2022	6/20/22	7/5/22

July

6/6/2022	2022-16	RZ	Ida Public Library, 117 W. Hurlbut	7/12/2022	7/18/2022	8/1/2022

Variation	
Map Amendment	3
Subdivision	3
Special Use	8
Annexation	1
Text Amendment	1
Temporary Use	
Appeals	
Total	16