

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, November 8, 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
Kim Whitt, Administrative Assistant

MINUTES: Approve the minutes of the October 11, 2022 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None.

NEW BUSINESS:

2022-25: Full Circle Brewery, LLC, 515 S. State Street (SU): Application of Full Circle Brewery, LLC, 4825 Raymond Drive, Belvidere, IL 61008 on behalf of the property owner, Full Circle RE, LLC for a special use to permit indoor commercial entertainment which allows for a brewery and bar/tavern at 515 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 on 3,435 square feet. PIN: 05-25-357-039.

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

OTHER BUSINESS:

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

Minutes

Tuesday, October 11, 2022

City Council Chambers

401 Whitney Boulevard

6:00 pm

ROLL CALL

Members Present:

Paul Engelman, Chair

Carl Gnewuch

Alissa Maher

Art Hyland

Brad Anderson

Staff Present:

Gina DelRose, Community Development Planner

Kimberly Whitt, Administrative Assistant

Mike Drella, City Attorney

Members Absent:

Daniel Druckrey Vice-Chair

Bob Cantrell

The meeting was called to order at 6:01 p.m.

MINUTES: It was moved and seconded (Hyland/Maher) to approve the minutes of the August 9, 2022 meeting. The motion carried with a 5-0 roll call vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2022-23: OM Belvidere Liquor Inc., 105 West Harrison Street (SU): Application of OM Belvidere Liquor Inc, 200 S. Frontage Road, Burr Ridge, IL 60527 on behalf of the property owner, KAH III, LLC, 2701 W. Lawrence Avenue #100, Springfield, IL 62704 for a special use to permit indoor commercial entertainment which includes video gaming at 105 W. Harrison Street, Belvidere, IL 61008 (Belvidere Zoning Ordinance Sections 150.105(C)(5)(B)(2) Indoor Commercial Entertainment and 150.904 Special Use Review and Approval Procedures) in the GB, General Business District on 0.81 acres. PIN: 05-26-129-013

PUBLIC HEARING FOR CASE 2022-23 OPENED : 6:05 PM

Ms. DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on September 22, 2022 and notifications were sent by certified mail to property owners within 250 feet of the subject property on September 21, 2022. Ms. DelRose summarized the staff report dated October 4, 2022 and stated the recommendation is for approval of case #2022-23 for a special

use for indoor commercial entertainment at 105 W Harrison Street subject to the following condition:

1. Compliance with all applicable codes and ordinances.

Mr. Bruce Larson was sworn in on the behalf of Mr. Patel and explained the viability of the gaming and small bar to the business.

There was discussion regarding the fact that there are currently 38 gaming licenses issued for Belvidere and only 40 are allowed. There are 4 applications in the que and 2 additional applications. The applicants are aware but will continue to prepare the facility for gaming.

No questions or comments for the staff or applicant from the audience.

PUBLIC HEARING FOR CASE 2022-23 CLOSED : 6:18 PM

It was moved and seconded to (Maher/Gnewuch) to approve the findings of fact as presented by staff. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Gnewuch) to recommend approval of Case 2022-23 subject to the condition presented by staff. The motion carried with a 5-0 roll call vote.

Gina DelRose stated the case would go to City Council on October 17, 2022 and on November 7, 2022 for a second reading and final vote.

2022-24: Allen, 508 South State Street (SU): Application of Romaine Allen, 627 E. Pleasant Street, Belvidere, IL on behalf of the property owner, Norman Dorsch, PO Box 35, Roscoe, IL 61073 for a special use to permit indoor commercial entertainment which allows for a bar/tavern and video gaming at 508 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 on 0.10 acres. PIN: 05-25-360-002.

PUBLIC HEARING FOR CASE 2022-24 OPENED: 6:29 PM

Ms. DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on September 22, 2022 and notifications were sent by certified mail to property owners within 250 feet of the subject property on September 21, 2022. Ms. DelRose summarized the staff report dated October 4, 2022 and stated the recommendation is for approval of case #2022-24 for a special use for indoor commercial entertainment at 508 S State St subject to the following condition:

1. Open alcohol is prohibited outside the premises unless otherwise permitted.

2. The special use is only for the tenant space commonly known as 508 South State Street.
3. Compliance with all other codes and ordinances

There was discussion regarding the Downtown Overlay District and it's intent to have future renovations to buildings to be architecturally appropriate.

Mr. Romaine Allen was sworn in. Mr. Allen stated his intent for the business. His partner owns the barber shop next door. They are aware of the number of gaming licenses that potentially are ahead of them. They are also considering live entertainment, such as a comedy night.

No questions or comments for the staff or applicant from the audience.

PUBLIC HEARING FOR CASE 2022-24 CLOSED 6:41PM

It was moved and seconded to (Gnewuch/Maher) to approve the findings of fact as presented by staff. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Gnewuch) to recommend approval of Case 2022-24 subject to the conditions presented by staff. The motion carried with a 5-0 roll call vote.

Gina DelRose stated the case would go to City Council on October 17, 2022 and on November 7, 2022 for a second reading and final vote.

OTHER BUSINESS: Gina DelRose informed the commission that she received one response to the Comprehensive Plan RFPS that she sent out.

There was general discussion regarding the commissions involvement with the Comprehensive Plan rewrite.

DISCUSSION:

Work list

Gina DelRose informed commission the Work List will not be part of the packet any longer.

Staff Report

Gina DelRose stated there is one case for November 2022, for a micro-brewery.

ADJOURNMENT:

The meeting adjourned at 7:04 p.m.

Recorded by:

Reviewed by:

Kimberly Whitt
Administrative Assistant

Gina DelRose
Community Development Planner

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

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

November 1, 2022

ADVISORY REPORT

CASE NO: 2022-25 **APPLICANT:** Full Circle Brewery, LLC, 515 S. State Street

REQUEST AND LOCATION:

The applicant, Full Circle Brewery, LLC, 4825 Raymond Drive, Belvidere, IL 61008 on behalf of the property owner, Full Circle RE, LLC is requesting a special use to permit indoor commercial entertainment which allows for a brewery and bar/tavern at 515 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 3,435 square feet (PIN: 05-25-357-039) and developed with a mixed-use building.

EXISTING LAND USE:

Subject property: Vacant ground floor, Residential apartment upstairs

North: Wellness Tree Chiropractic and Shannon Hart, LMT

South: State Street Commons

East: Taqueria Restaurant

West: Community Building Complex of Boone County and parking area

CURRENT ZONING:

Subject property: CB, Central Business District

North, South East: CB, Central Business District

West: I, Institutional District

COMPREHENSIVE PLAN:

Subject property: Central Business

North, South, East: Central Business

West: Institutional

BACKGROUND:

The property is located in the downtown commercial district. The property has housed various retail establishments in between extended periods of vacancy. However, use of the upstairs apartment has been consistent.

Indoor commercial entertainment allows for a variety of land uses such as a bar/tavern, video gaming, live entertainment, pool tables, bowling alleys, theaters, etc. Due to the size of the building, certain land uses such as bowling alleys and theaters will be difficult to successfully

2022-25; Full Circle Brewery, LLC, 515 S. State Street

operate. The applicant's intent is to operate a microbrewery with a bar initially and expand to hosting small events in the future. There have been 12 other indoor commercial entertainment special uses approved within 350 feet of the property, however, only five of the locations are currently operating. This will be the first microbrewery to operate in Belvidere that staff is aware of.

Due to existing lot sizes, age and layout of the existing buildings as well as the intention to be pedestrian friendly, on-site parking is not required in the Central Business District. Patrons can utilize the on-street parking along South State Street or any of the nearby municipal parking lots.

TREND OF DEVELOPMENT:

The subject property is located downtown in an area of established central business commercial and institutional uses. Several new businesses are anticipated to open in the area in the near future.

COMPREHENSIVE PLAN:

The subject property is designated as "Central Mixed Use" by the City of Belvidere Comprehensive Plan, adopted July 15, 1999. The Central Mixed-Use map category encourages pedestrian-orientated indoor-commercial, office, institutional and residential uses with street-scaping and low-key signage. All surrounding properties are also designated "Central Mixed-Use" by the Comprehensive Plan

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 microbrewery with a bar with the potential for private events in the future. The property is located in the Central Business District where such land uses are common. Entertainment based businesses are often encouraged in downtown districts.

The property is currently surrounded by eateries, offices, apartments, professional services, retail and bars. The opening of a brewery will not negatively impact these land uses. Operating businesses, instead of vacant store fronts is beneficial to all adjacent properties.

- 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 Central Business; the current zoning is Central Business. The entire downtown area is designated as Central Business. The downtown area should be a mix of retail, services, residential, recreation and entertainment that operate during the day and night and that are compatible uses. Bars and event centers are included in the encouraged mix of land uses.

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

The property is served by on-street parking along South State Street. There are also several municipal parking lots nearby. The property has historically been used for retail purposes when occupied; staff is not aware of any traffic nuisances created by them.

The property is within the Downtown Overlay District which regulates exterior features of buildings such as signage, windows, doors, etc. The regulations of the Downtown Overlay District ensure that changes made to the building will be kept in line with the character of the neighborhood.

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

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

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

The subject property is already developed with a mixed-use building that is served with municipal utilities. The applicant has been in communication with the Belvidere Public Works Department regarding their wastewater discharge and whether or not any special considerations will be required.

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

Although the requested special use is for land uses that already exist in the area. The microbrewery aspect of the business is unique to Belvidere and its downtown area. This allows for a wider demographic of people to be served in the downtown area. The neighborhood is a mix of residential, commercial, office and entertainment so the special use should not alter the neighborhood or create an undue burden.

SUMMARY OF FINDINGS:

The requested special use is for indoor commercial entertainment allowing a microbrewery with a bar with the potential for private events in the future. Nearby is a mix of eateries, offices, apartments, professional services, retail and bars. The opening of a brewery will not negatively impact these land uses. Entertainment based businesses are often encouraged in downtown districts.

The property is served by on-street parking along South State Street and several municipal parking lots nearby. The property has historically been used for retail purposes when occupied; staff is not aware of any traffic nuisances created by them. Operating businesses, instead of vacant store fronts is beneficial to all adjacent properties.

The property is within the Downtown Overlay District which regulates exterior features of buildings such as signage, windows, doors, etc. The regulations of the Downtown Overlay District ensure that changes made to the building will be kept in line with the character of the neighborhood.

Although the requested special use is for land uses that already exist in the area. The microbrewery aspect of the business is unique to Belvidere and its downtown area. This allows for a wider demographic of people to be served in the downtown area. The neighborhood is a mix of residential, commercial, office and entertainment so the special use should not alter the neighborhood or create an undue burden.

RECOMMENDATION:

The planning staff recommends the **approval** of case number **2022-25** for a special use at 515 South State Street subject to the following conditions:

1. Open alcohol is prohibited outside the premises unless otherwise permitted.
2. Compliance with all other codes and ordinances.

Submitted by:

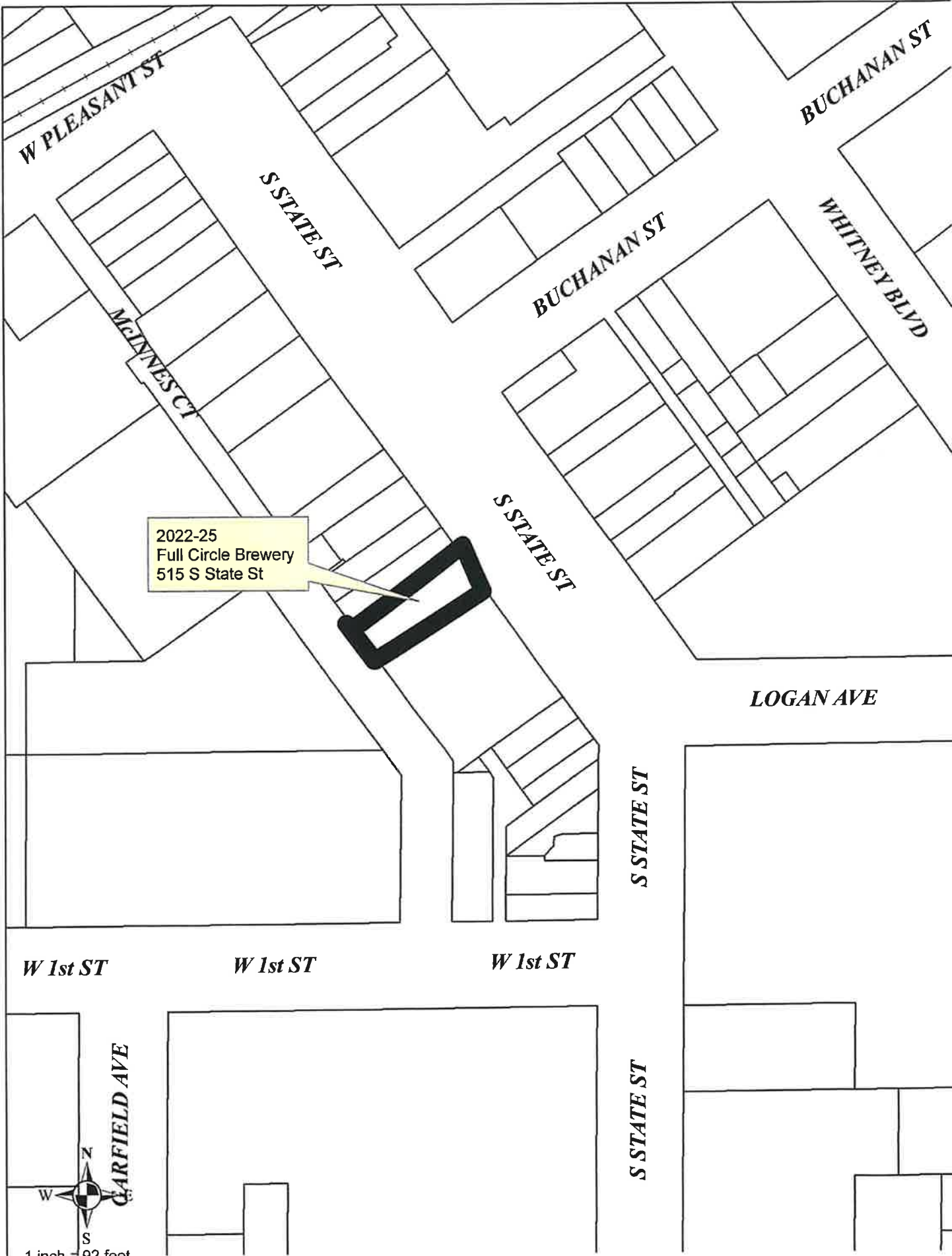

Gina DelRose
Community Development Planner

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 with by Planning Staff.
3. Narrative submitted by Applicant.
4. Site plan submitted by Applicant.
5. Letter submitted by the Boone County Soil and Water Conservation District, Teagan Duffy, October 11, 2022.
6. Letter submitted by the Boone County Health Department, Amanda Mehl, October 19, 2022.





2022-25
Full Circle Brewery
515 S State St

BUCHANAN ST

WHITNEY BLYD

BUCHANAN AVE

S STATE ST

S STATE ST

MANNING CT

LOGAN AVE

S STATE ST

W 1st ST

W 1st ST

W 1st ST

GARFIELD AVE

S STATE ST

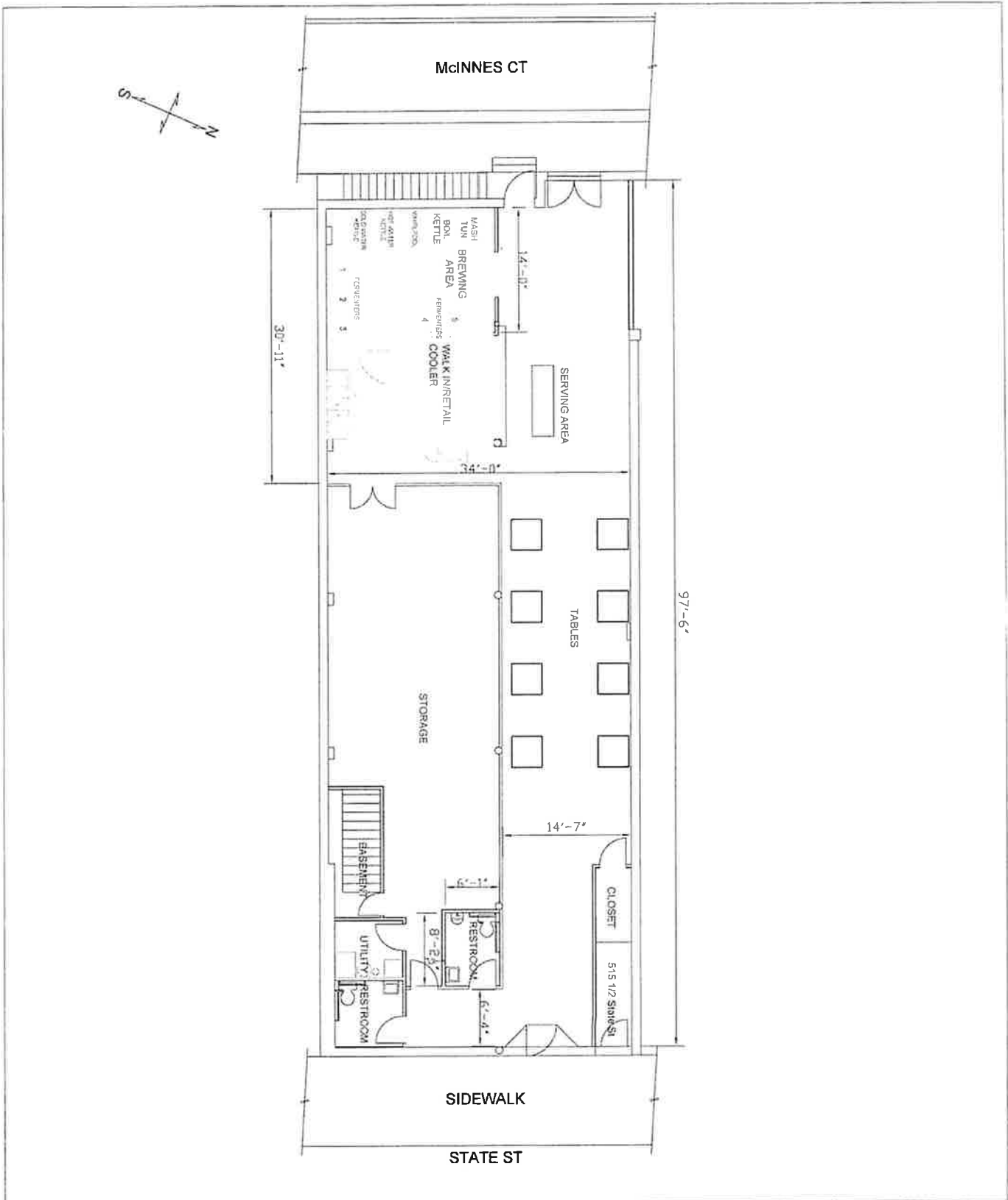
1 inch = 82 feet

We are seeking a commercial/retail business special use permit to allow for a brewery with craft beer and nonalcoholic sodas brewed onsite. Our brewery is a “farm-to-glass” concept. We currently grow our own hops for use in our beverages, and we plan to continue this practice following federal, state, and local regulations. We use proprietary recipes to brew high quality craft beer, and we will work with local farmers so that our spent grains can be used for animal feed.

Our plan is to open the brewery as shown in the diagram. We will provide in-house beer and non-alcoholic soda service and to-go options of growlers, crowlers, and bottled beverages. We will have basic bar snacks and encourage customers to order meals from local establishments as they enjoy our brews and sodas.

Working with the City of Belvidere, we envision a future expansion into the space labeled “storage” on our drawing. This would allow us to brew at a higher capacity, add more seating, and possibly add a kitchen space.

Our long-term plan is to be a staple in downtown Belvidere where families and friends can gather. There are many possibilities in the future including trivia nights, family trivia afternoons, food truck events, and putting Belvidere on the map for craft beer lovers. We look forward to being an active part of the community with Buchanan Street Strolls, Hometown Christmas, and Heritage Days.



SITE PLAN

FULL CIRCLE BREWERY

515 S. STATE ST.
 BELVIDERE, IL 61008

DATE: 09/01/2022 SCALE: 1" = 15' DRAWN BY: RFM

SHEET
 1 OF 1



**Boone County
Soil & Water
Conservation District**

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

11 October 2022

SWCD NRI #: 1708

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: 515 S. State St. Belvidere, IL 61008
PIN(S): 05-25-357-039

Contact	Petitioner	Owner
Full Circle Brewery LLC 4825 Raymond Dr. Belvidere, IL 61008	Same as Contact	Full Circle RE, LLC
(815) 289-5335 ryanfmorris@yahoo.com		

Request: Special Use for commercial brewery

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

Sincerely,

Teagan Duffy
Boone County Soil & Water
Conservation District



Public Health
Prevent. Promote. Protect.

Boone County Health Department

1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.

October 19, 2022

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

Email: gdelrose@ci.belvidere.il.us

Re: Case: 2022-25; Full Circle Brewery, 515 South State Street

Dear City of Belvidere,

We are in receipt of a copy of a special use to permit indoor commercial entertainment which allows for a brewery and bar/tavern at 515 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 on 3,435 square feet. PIN: 05-25-357-039.

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: 2022-25; Full Circle Brewery, 515 South State Street

Date: October 19, 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: 2022-25; Full Circle Brewery, 515 South State Street

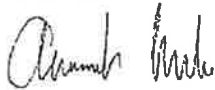
Date: October 19, 2022

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

October 2022 Monthly Report

Number	Project	Description	Processed
	Belvidere Projects		
2	Cases: October	105 W. Harrison St, SU 508 S. State Street, SU	9/13/2022 9/13/2022
1	Cases: November	515 S. State Street, SU	10/10/2022
0	Annexation	None	
0	Temporary Uses	None	
5	Site Plans (New/Revised)	1890 Crystal Parkway 1890 #100 Crystal Parkway 6853 Indy Drive 115 W. Lincoln Avenue 6853 Indy Drive	10/6/2022 10/6/2022 10/6/2022 10/17/2022 10/18/2022
2	Final Inspection	1930 W. Chrysler Drive 1050 Logan Avenue	10/6/2022 10/21/2022
1	Downtown Overlay Review	215 North State Street, wall sign	10/6/2022
2	Prepared Zoning Verification Letters	522 E. Madison Street 503 S. Main Street	10/17/2022 10/19/2022
1	Issued Address Letters Belvidere Historic Preservation Commission	1890 Crystal Parkway- 3 suite numbers The Commission continued planning their 2022 Achievement Awards. The Commission approved a certificate of appropriateness, a grant reimbursement and began reviewing the 10 Year Plan. The Commission also held a scavenger hunt fundraiser on October 15, 2022.	10/7/2022
	Heritage Days	None	
	Hometown Christmas	The Hometown Christmas committee continues to meet to plan the December 2, 2022 event.	
	Scanned Plats: E-mail, Print and/or Burn		
6	Recorder's Office		
4	Other Department		
0	General Public		

Planning Monthly Report Cont.

Planning Department Current Duties

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions and boards

Prepare deposits and purchase orders for bill payments

*** Staff continues to reach out to the public to fill the vacancies on the Historic

Preservation Commission

*** Staff has been providing assistance with a local business owner applying for a grant to expand

*** Staff participated in the Chamber's Downtown Trick or Treat event