

**CITY OF BELVIDERE  
PLANNING AND ZONING COMMISSION AGENDA  
Tuesday, July 9, 2024  
City Council Chambers  
401 Whitney Boulevard  
6:00 pm**

**ROLL CALL**

**Members:**

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

**Staff:**

Gina DelRose, Community Development Planner  
Kim Whitt, Administrative Assistant

**MINUTES:** Approve the minutes of the June 11, 2024 meeting.

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**2024-12: Tanner Industries (RZ):** The applicant and property owner, Tanner Industries, Inc., 735 Davisville Road, Southampton, PA 18966 is requesting a map amendment (rezoning) on approximately 2 acres commonly known as 2211 and 2193 Hawkey Drive from the RH, Rural Holding District (pending annexation) to the PI, Planned Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. PINs: 05-33-100-024 and 05-32-200-033

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

**OTHER BUSINESS:**

**Elections**

**DISCUSSION:**

**Staff report**

**ADJOURNMENT**

**CITY OF BELVIDERE  
PLANNING AND ZONING COMMISSION**

**Minutes**

**Tuesday, June 11, 2024**

**City Council Chambers**

**401 Whitney Boulevard**

**6:00 pm**

**ROLL CALL**

**Members Present:**

Dan Druckrey  
Alyssa Maher  
Carl Gnewuch, CH  
Bob Cantrell  
William Bieber

**Staff Present:**

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

**Members Absent:**

Art Hyland  
Paul Engelman

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

**MINUTES:** It was moved and seconded (Druckrey/Cantrell) to approve the minutes of the May 14, 2024 meeting. The motion carried with a roll call vote 5-0.

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**2024-12: Tanner Industries (RZ):** The applicant and property owner, Tanner Industries, Inc., 735 Davisville Road, Southampton, PA 18966 is requesting a map amendment (rezoning) on approximately 2 acres commonly known as 2211 and 2193 Hawkey Drive from the RH, Rural Holding District (pending annexation) to the PI, Planned Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map.

**PUBLIC HEARING FOR CASE 2024-12 OPENED: 6:02 PM**

Mr. Carl Gnewuch made a motion that Case 2024-12 be postponed to the July 9, 2024 meeting. The motion was moved and seconded (Cantrell/Druckrey). The motion carried with a roll call vote 5-0.

**2024-13: Manhard Consulting, (SU):** The applicant, William Hupperich (Manhard Consulting), 1 Overlook Point, #290, Lincolnshire, IL 60069 on behalf of property owner, Wal-Mart Stores East, LP, 702 SW 8<sup>th</sup> Street Mailstop 0505, Bentonville, AR 72716 is requesting a special use to amend the previously approved planned development (Ord. 609H) in the Heavy Industrial District in the Crosslink Business Park No. 2 Subdivision. The amendment will allow for the following additional departures: Sections 150.105(C)(9)(G)(2)(B) reducing the required min. street frontage from 40 ft to 0 ft, 150.707(E)(1) allowing for the maximum luminaire height to be increased from 30 ft to 42 ft; 151.41.f.3 reducing the required frontage along a street from 40 ft to 0 ft and 150.904 Special Use Review and Approval Procedures. The planned development amendments are being requested in order to allow security cameras to be placed on the light poles, revise the photometrics plan to be more efficient and to allow for a landlocked parcel accessible by cross access easements. PINs: 05-34-400-013 and 05-34-326-005.

**PUBLIC HEARING FOR CASE 2024-13 OPENED: 6:04 PM**

Ms. Gina DelRose was sworn in. Ms. DelRose stated the case was published in the Boone County Journal on May 23, 2024 and notifications were sent by certified mail to property owners within 250 feet of the subject property on May 22, 2024. Ms. DelRose summarized the staff report dated June 5, 2024 and stated the recommendation is for approval of case #2024-13; Manhard Consulting. special use to amend the previously approved planned development (Ord. 609H) in the Heavy Industrial District in the Crosslink Business Park No. 2 Subdivision subject to 3 conditions.

Ms. Alyssa Maher questioned how the lighting would effect the city.

Ms. Gina DelRose advised it would not increase the foot candles at the property line.

Mr. Carl Gnewuch asked about increased light pollution.

Ms. DelRose state the applicant would be best to answer that.

Mr. Bob Cantrell asked if engineers were in charge of this project.

Ms. DelRose stated that yes and the engineers will have submitted a photometric plan that meets zoning code requirements except for pole height.

Mr. Gnewuch asked if there were any questions from the audience.

Mr. Paul Sorensen of Belvidere questioned the 40' easement. He was concerned that his property would be encroached upon.

Ms. DelRose showed Mr. Sorensen the map and explained his property was not part of the easement.

Mr. William Hupperich was sworn in at 6:21 pm.

Mr. Carl Gnewuch repeated his question regarding the light pollution.

Ms. Alyssa Maher questioned if the design of the lighting elements would be shielded or more visible to the public.

Mr. Hupperich explained all lighting was to the city code. The poles being taller does not effect the light pollution. The poles being taller allows them to cover more area with less poles.

No further questions from the commission.

There were no further questions or testimony from the audience for Case #2024-13.

**PUBLIC HEARING FOR CASE 2024-13 CLOSED : 6:29 PM**

It was moved and seconded (Maher/Druckrey) 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 (Druckrey/Cantrell) to recommend approval of Case #2024-13, subject to 3 conditions as presented by staff. The motion carried with a 5-0 roll call vote.

Ms. Gina DelRose stated the case would move for to City Council.

**2024-14: Replat of Lot 2 of Crosslink Business Park No. 2 Subdivision (RP):** The applicant is requesting plat approval of the two-lot subdivision named Replat of Lot 2 of Crosslink Business Park No. 2 Subdivision.

Ms. DelRose summarized the staff report dated June 5, 2024 and stated the recommendation is for approval of case #2024-14 for Replat of Lot 2 of Crosslink Business Park No. 2 Subdivision subject to the 14 conditions.

Mr. Carl Gnewuch questioned if the easement was for vehicle access or underground utility?

Ms. Gina DelRose stated this would be for vehicle access.

Mr. William Hupperich was sworn in at 6:37 pm.

Mr. Gnewuch had questions regarding the creek.

Mr. Hupperich explained they have obtained proper permits from state and federal agencies.

There were no further questions from the commission.

There were no questions or testimony from the audience for Case #2024-13.

It was moved and seconded (Maher/Cantrell) to recommend approval of Case #2024-14, subject to the 14 conditions as presented by staff. The motion carried with a 5-0 roll call vote

Gina DelRose stated the case would move forward to City Council.

**OTHER BUSINESS:** None

**Staff Report:**

Ms. DelRose stated there is 1 case, for the July 9, 2024 meeting. Elections will be next month also.

**ADJOURNMENT:**

Mr. Carl Gnewuch stated that with no objections the meeting was closed.

The meeting adjourned at 6:45 p.m.

**Recorded by:**

\_\_\_\_\_  
Kimberly Whitt  
Administrative Assistant

**Reviewed by:**

\_\_\_\_\_  
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**

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July 2, 2024

**ADVISORY REPORT**

**CASE NO: 2024-12**

**APPLICANT: Tanner Industries, 2193 and 2211 Hawkey Drive**

**REQUEST AND LOCATION:**

The applicant and owner, Tanner Industries, Inc., 735 Davisville Road, Southampton, PA 18966 is requesting a map amendment (rezoning) on approximately 2 acres commonly known as 2193 Hawkey Drive and 2211 Hawkey Drive from the RH, Rural Holding District (pending annexation) to the PI, Planned Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. The subject property is rectangular in shape and is developed with an approximately 13,000 square-foot building and parking area. PINs: 05-33-100-024 and 05-32-200-033

**BACKGROUND:**

As properties annex into the city they are automatically rezoned to Rural Holding. A rezoning must occur to place them in their proper designation whether it is residential, commercial, or industrial. Since the property was previously zoned Light Industrial District in the county and the other nearby properties that have annexed into the city are zoned Planned Industrial, the applicant is requesting rezoning to the Planned Industrial District. This will allow them to expand their business from the east onto the subject property.

Tanner Industries acquired the property to the east in the early 1990s and they produce and ship aqua ammonia from the site. The process requires large quantities of deionized water with distinct purity levels to be achieved prior to use. Currently they truck their water onto the property but it is not ideal as a long-term solution for the company. At other facilities, Tanner Industries employs a permanent solution to this issue and produces deionized water at the required purity levels internally.

The applicant purchased the subject property in 2024 in order to convert the form bakery into a water treatment reverse osmosis system and additional storage of non-hazmat items. The water treatment system and storage of non-hazmat items are both permitted land uses within the planned industrial district. Once the property is redeveloped, trailers and items stored at 2223 Hawkey Drive will be moved, decreasing the congestion currently occurring on the property.

**FINDINGS OF FACT:**

Per Section 150.903 (D) of the City of Belvidere Zoning Ordinance, the criteria for granting an Amendment of the Official Zoning Map are as follows:

**A. Existing uses and intensities of property within the general area of the property in question.**

**Findings:**

**Subject property:** 13,000 square-foot building and parking area

**Adjacent property:**

**North, South and West:** Vacant/Row Crop Production

**East:** Tanner Industries, Inc.

The properties are part of Lots 11-15 of Belford Industrial Park which was originally platted in 1974 and replatted in 1979. Although the property to the north is currently vacant, it was developed with an industrial building which burned down in 2019. The railroad runs along the southern boundary of the subdivision and the city recently annexed land south of the railroad which is being developed with distribution centers. The area is a mix of Belvidere and unincorporated Boone County with property owners requesting annexation to allow for new development or to gain access to municipal water.

**B. The zoning classification of property within the general area of the property in question.**

**Findings:**

**Subject property:** RH, Rural Holding (pending Annexation)

**Adjacent property:**

**North, South and West:** I-1, Light Industrial (Boone County)

**East:** PI, Planned Industrial District

The Belford Industrial Park was originally platted and developed under the jurisdiction of Boone County. The park, similar to most properties near Newburg Road is zoned I-1, Light Industrial. As properties annex into the City of Belvidere for water services, they are rezoned to PI, Planned Industrial.

**C. The suitability of the property in question for the uses permitted under the existing zoning classification.**

**Findings:** The property is not suitable for the existing zoning classification (Rural Holding District) in its current state with the existing improvements of the subject property.

The existing use on the subject property is not suitable for Rural Holding District. Rural Holding calls for large lots with minimal lot coverage. Permitted uses tend to be residential or recreational in nature with some commercial uses allowed by special use.

The industrial property was developed under Boone County's Zoning Ordinance and has been in use for several years. By rezoning the subject property to a more compatible district, the site will increase its compliance with Belvidere's ordinances.

**D. The trend of development, if any, in the general area of the property in question, including changes (such as the presence of new roads or other infrastructure,**

additional development, annexation, or other zoning changes), if any, that may have taken place since the day the property in question was placed in its present zoning classification and that make the property more appropriate for a different zoning district.

The subject property was placed into the default Rural Holding District zoning classification upon approval of an annexation with the city, however, the anticipated improvements and land uses as noted in the narrative and the catalyst for the annexation are at a greater intensity than the "rural community character" that the Rural Holding District encourages. The proximity of the railroad, Grant Highway and the Irene Road interchange encourages commercial and industrial development in the area such as the recent distribution centers.

**E. Whether the proposed amendment is consistent with the plans and policies of the Comprehensive Plan adopted by the City**

Findings: The proposed rezoning is consistent with the plans and policies of the Comprehensive Plan adopted by the City.

The subject property is designated as "Light Industrial" by the City of Belvidere Comprehensive Plan, adopted May 7, 2024. The Light Industrial map category encourages low-intensity manufacturing, processing, storage, and distribution of goods and materials. Light industrial facilities can also include research and development land uses. Operations within light industrial uses typically have minimal noise and waste issues that require mitigation.

The applicant wishes to rezone to planned industrial which is similar to the light industrial county zoning the property previously enjoyed. As properties within the industrial park annex into the city they have rezoned to planned industrial while the more intense industrial land uses have developed south of the railroad tracks.

**F. Whether the proposed Official Zoning Map amendment furthers the purposes of the Zoning Ordinance and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).**

Findings: The proposed Official Zoning Map amendment will further the purposes of this Chapter and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).

The subject property was formerly utilized as a bakery in accordance with Boone County regulations. The rezoning will help bring the property in line with the City of Belvidere's regulations. All future development will be required to adhere to all applicable codes and ordinances in addition to advised recommendations for development that may be provided by agencies at a later date.

**G. Whether a mistake was made in mapping on the Official Zoning Map or if an area is developing in a manner and purpose different from that for which it is mapped.**

Findings: Properties are automatically zoned Rural Holding District upon annexation. This zoning district acts as a holding place until the property can be properly rezoned to an industrial, commercial or residential district.



**2024-12; Tanner Industries, 2193 & 2211 Hawkey Drive**

**SUMMARY:**

The planning staff believes that the proposed rezoning for the subject site is not more intense than the other developed uses or anticipated uses in the general area. The redevelopment of the subject property continues the industrial growth in the subdivision and along Irene Road.

The Planned Industrial District requirements will regulate lot coverage, landscaping and aesthetics of new construction and expansions. These regulations will lessen any negative impacts the rezoning may cause to the area.

**RECOMMENDATION:**

The Planning staff recommends the approval of case number 2024-12 to rezone approximately 2 acres (2193 and 2211 Hawkey Drive) from RH, Rural Holding District (pending annexation) to PI, Planned Industrial District

**Submitted by:**



Gina DeRose, Community Development Planner

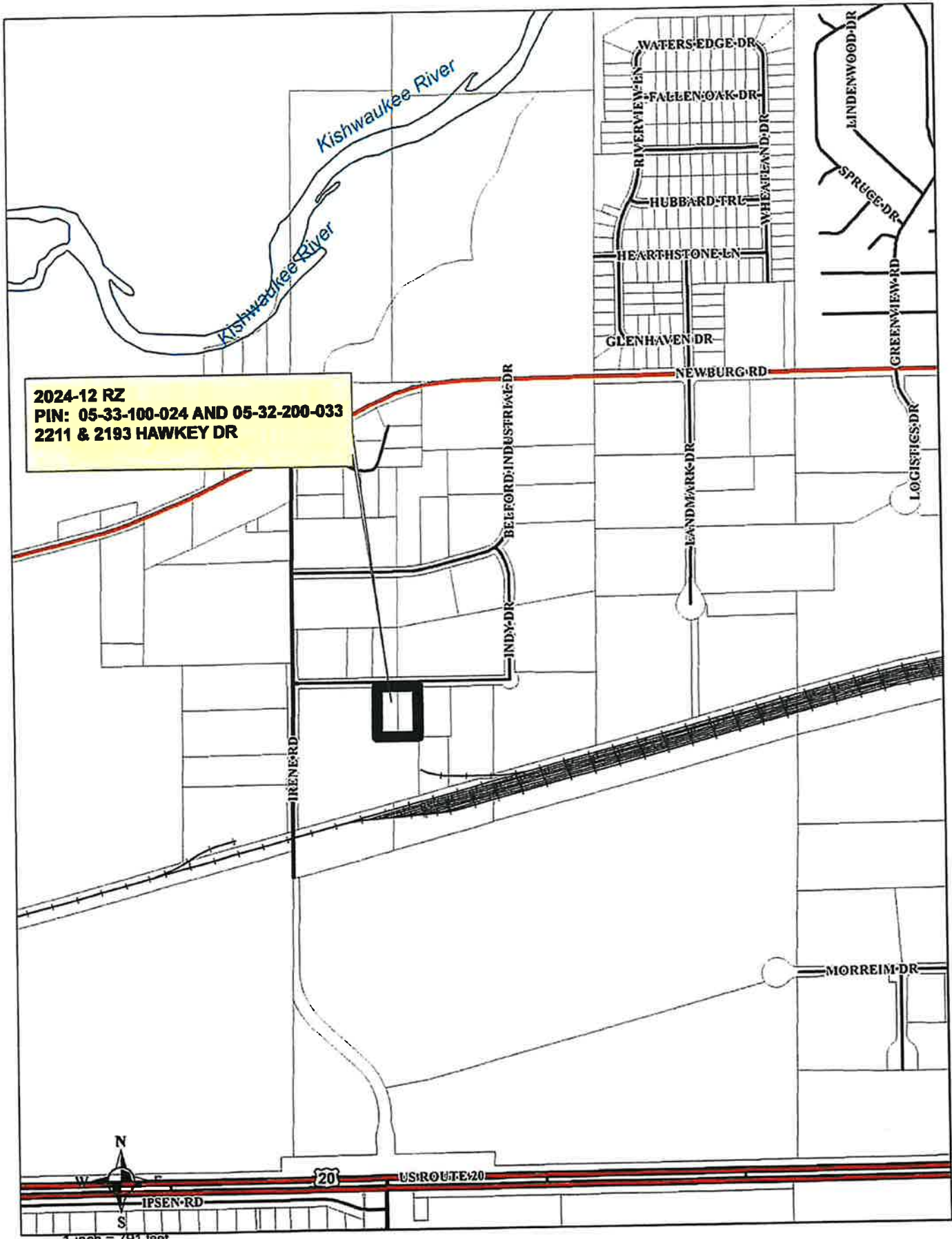
**PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION**

The Planning and Zoning Commission shall make and forward findings of fact as to the whether the proposed map amendment furthers the purposes of the Zoning Ordinances 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 map amendment.



**ATTACHMENTS**

1. **Location Map by Planning Staff.**
2. **Aerial photo by Planning Staff.**
3. **Zoning Maps by Planning Staff.**
4. **Boundary Survey submitted by the Applicant.**
5. **Narrative submitted by the Applicant.**
6. **Letter from the Boone County Health Department, Alisen O'Hearn, May 29, 2024.**
7. **NRI Report 1759 opinion submitted by Teagan Duffy, Boone County Soil and Water Conservation District dated May 16, 2024.**



**2024-12 RZ**  
**PIN: 05-33-100-024 AND 05-32-200-033**  
**2211 & 2193 HAWKEY DR**

N  
W E  
S  
1 inch = 791 feet

20 US ROUTE 20

Kishwaukee River

Kishwaukee River

WATERS EDGE DR

FALLEN OAK DR

HUBBARD TRG

HEARTHSTONE LN

GLENHAVEN DR

NEWBURG RD

LANDMARK DR

INDY DR

BEEFORD INDUSTRIAL DR

IRENE RD

MORREIM DR

LOGISTICS DR

GREENVIEW DR

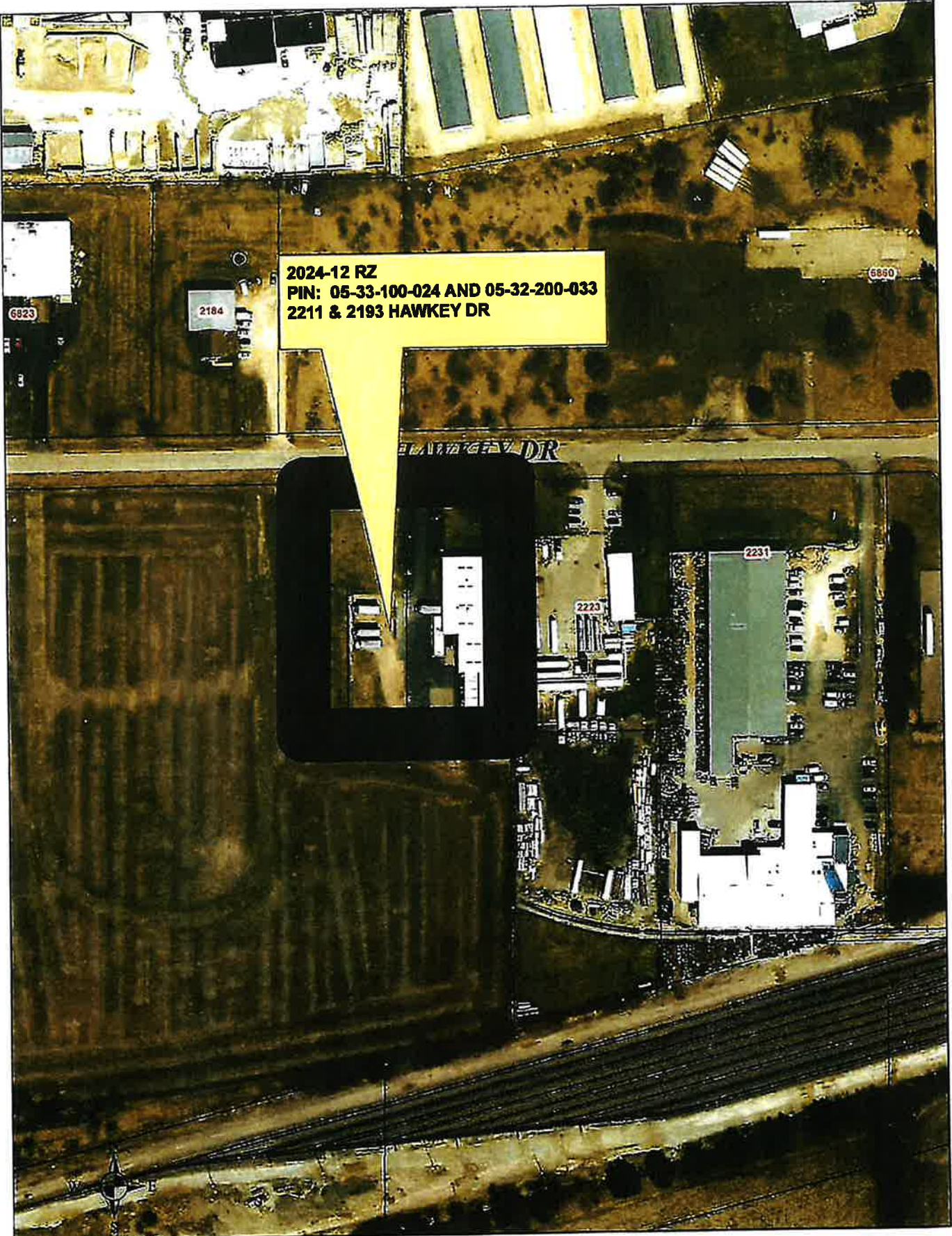
SPRUGE DR

LINDENWOOD DR

WHEELAND DR

RIVERVIEW LN





**2024-12 RZ**  
**PIN: 05-33-100-024 AND 05-32-200-033**  
**2211 & 2193 HAWKEY DR**

1 inch = 158 feet

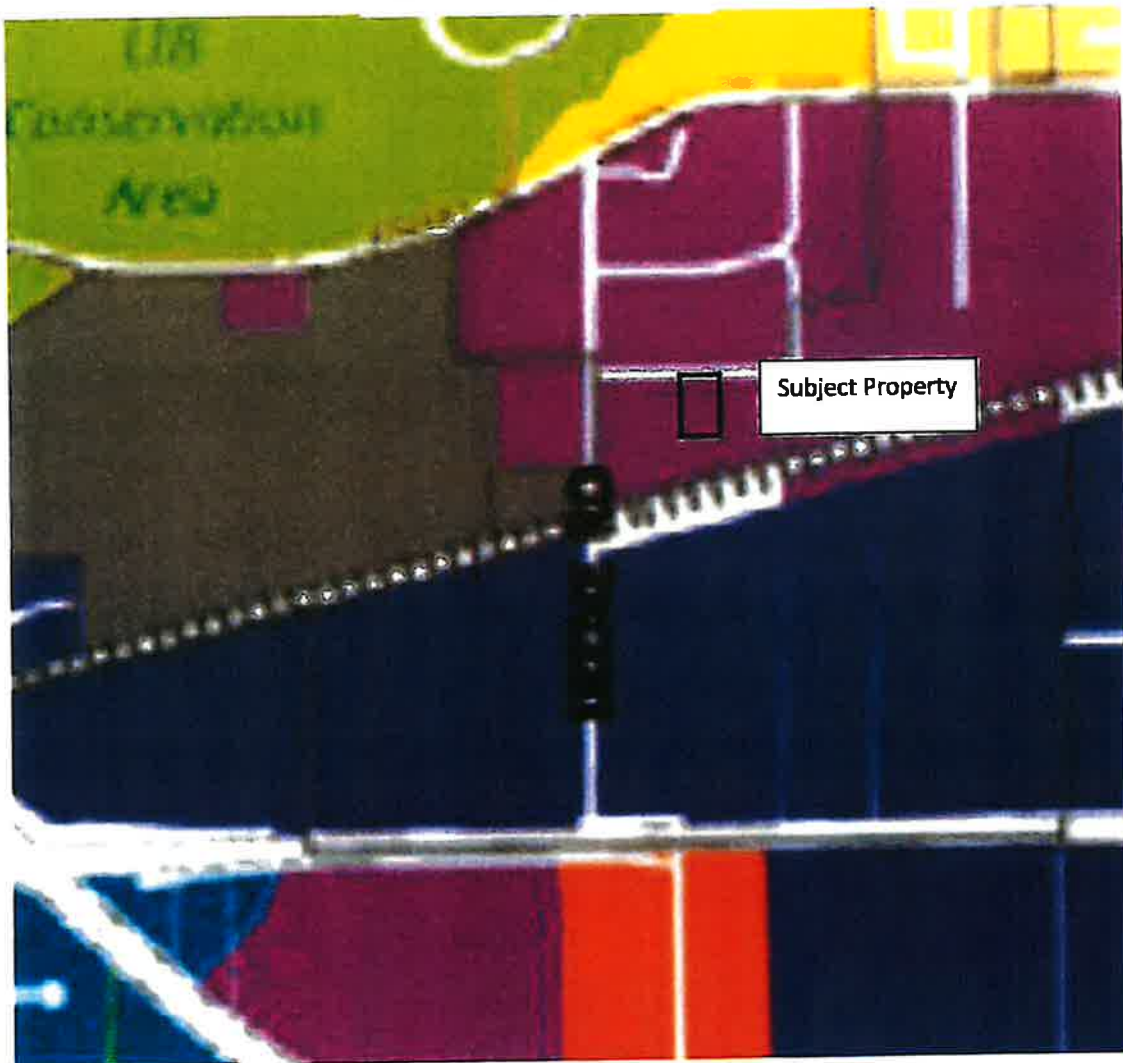


# Belvidere Zoning



### Future Land Use

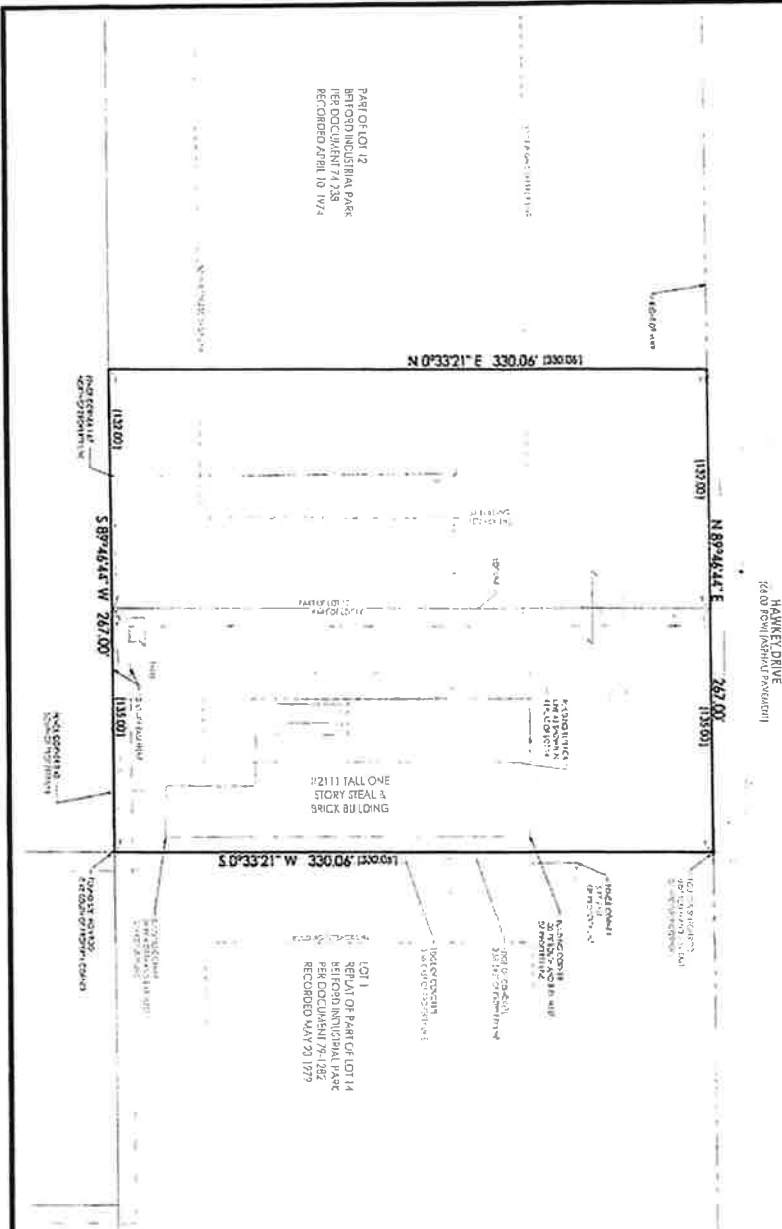
- Agriculture/Rural
- Low Density Residential
- Medium Density Residential
- Commercial
- Business Flex
- Light Industrial
- Heavy Industrial
- Quarry
- Public/Semi-Public
- Parks and Open Space
- Utilities/Transportation



# BOUNDARY SURVEY

THE EAST 132 FEET OF LOT 12 OF BELFORD INDUSTRIAL PARK, A SUBDIVISION IN PART OF THE EAST HALF (1/2) OF SECTION 32 AND THE WEST HALF (1/2) OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOONE COUNTY, ILLINOIS AS RECORDED ON APRIL 10, 1974 IN BOOK 12 OF PLATS ON PAGE 30 AND 31 AS DOCUMENT NO. 74-738 IN THE BOONE COUNTY RECORDER'S OFFICE AND THE WEST HALF (1/2) OF LOT 14 OF BELFORD INDUSTRIAL PARK, A SUBDIVISION IN PART OF THE EAST HALF (1/2) OF SECTION 32 AND THE WEST HALF (1/2) OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, BOONE COUNTY, ILLINOIS AS RECORDED DECEMBER 23, 1974 AS DOCUMENT NO. 74-2773 IN THE BOONE COUNTY RECORDER'S OFFICE THE ABOVE DESCRIBED PROPERTY CONTAINS 2.023 ACRES, MORE OR LESS, SUBJECT TO ALL EASEMENTS, AGREEMENTS, COUNTY CODES AND/OR ORDINANCES OF RECORD, IF ANY, ALL SITUATED IN THE TOWNSHIP OF BELVIDERE, THE COUNTY OF BOONE AND STATE OF ILLINOIS.

2211 & 2193 HAWKEY DRIVE, BELVIDERE, IL 61008  
AREA = 88,118 SQUARE FEET OR 2.023 ACRES MORE OR LESS  
PIN: 05-535-100-024 & 05-52-200-033



### NOTES

- 1. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE ILLINOIS SURVEYING ACT AND THE ILLINOIS SURVEYING BOARD'S REGULATIONS.
- 2. THE SURVEY WAS CONDUCTED BY THE ILLINOIS SURVEYING BOARD'S REGISTERED SURVEYOR, JAMES W. [Name], ON [Date].
- 3. THE SURVEY WAS CONDUCTED AT THE REQUEST OF THE CLIENT, TANNER INDUSTRIES.
- 4. THE SURVEY WAS CONDUCTED USING THE FOLLOWING INSTRUMENTS: [List instruments].
- 5. THE SURVEY WAS CONDUCTED AT THE FOLLOWING LOCATION: [List location].
- 6. THE SURVEY WAS CONDUCTED AT THE FOLLOWING TIME: [List time].
- 7. THE SURVEY WAS CONDUCTED AT THE FOLLOWING PLACE: [List place].
- 8. THE SURVEY WAS CONDUCTED AT THE FOLLOWING ELEVATION: [List elevation].
- 9. THE SURVEY WAS CONDUCTED AT THE FOLLOWING TEMPERATURE: [List temperature].
- 10. THE SURVEY WAS CONDUCTED AT THE FOLLOWING HUMIDITY: [List humidity].

**LEGEND**

Symbol	Description
○	Corner
●	Iron Nail
○	Concrete
○	Rebar
○	Steel Pipe
○	Iron Pipe
○	Wood Stake
○	Survey Marker

**LEGEND**

Symbol	Description
○	Corner
○	Iron Nail
○	Concrete
○	Rebar
○	Steel Pipe
○	Iron Pipe
○	Wood Stake
○	Survey Marker

**SURVEYOR'S CERTIFICATE**

I, James W. [Name], a Registered Professional Surveyor in the State of Illinois, do hereby certify that the foregoing is a true and correct copy of the original field notes and computations of the above described survey, as the same were made by me or under my direct supervision and in my presence.

Dated this [Date] day of [Month], 2024.

*[Signature]*  
James W. [Name]  
Registered Professional Surveyor  
No. [Number]

**GES**  
CLIENT: TANNER INDUSTRIES  
CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS  
DATE: 04/10/2024  
TIME: 08:00 AM  
PROJECT: BOUNDARY SURVEY  
SHEET 1 of 1

- 1. We intend to use the property to house a water treatment reverse osmosis system and storage of non-hazmat items. This is adjacent to our current operations at 2223 Hawkey Drive and we may add small sections of gravel/blacktop to connect the two properties for traffic access.**
- 2. No changes or improvement to the site other than adding small section of gravel/blacktop to connect both properties.**





**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](http://www.boonehealth.org)

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

May 29, 2024

City of Belvidere

Email: [GDelRose@BelvidereIL.gov](mailto:GDelRose@BelvidereIL.gov)

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

**Re:** Case: 2024-12 (RZ): Tanner Ind., 2193 & 2211 Hawkey Drive

Dear City of Belvidere,

We are in receipt of a map amendment (rezoning) on approximately 2 acres commonly known as 2211 Hawkey Drive and 2193 Hawkey Drive from the RH, Rural Holding District (pending annexation) to the PI, Planned Industrial District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. PINs: 05-33-100-024 and 05-32-200-033

At this time, the Boone County Health Department has no comment.

If you have any questions or concerns, please contact us at (815) 544-2951 ext. 2 or at [info@boonehealth.org](mailto:info@boonehealth.org).

Sincerely,

Alisen O'Hearn, LEHP, REHS/RS  
Environmental Center Supervisor  
Boone County Health Department

AT

## Opinion of the Boone County SWCD Board

Tanner Industries, Inc. has submitted a request for a Natural Resource Information Report as part of an application for a zoning change from Rural Holding to Planned Industrial. This parcel involves approximately 2 acres, located in section 32 and 33 of township 44N in range 3E. The parcel identification numbers are 05-33-100-024, and 05-32-200-033.

The Boone County Soil & Water Conservation District Board has a

- Favorable
- Unfavorable
- Other: Board opinion not necessary for requested report

opinion of the proposed land use change. The Board concerns are stated below. More detailed information is presented throughout the various sections of this document.

Signature of Board Chairman:

\_\_\_\_\_ on \_\_\_\_\_

By considering the current zoning, current land use, Geographical Information Systems maps, and requested zoning change, 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. Please see comments section for additional recommendations.

**BELVIDERE**  
**Community Development Department**  
**Planning Department**

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

**June 2024 Monthly Report**

<b>Number</b>	<b>Project</b>	<b>Description</b>	<b>Processed</b>
3	Cases: June	Tanner Industries, 2193/2211 Hawkey Dr., RZ	5/14/2024
		Manhard Consulting, 1504-1576 Crosslink Parkway, SU	5/14/2024
		Replat Lot 2 of Crosslink Business Park No. 2, RP	5/14/2024
1	Cases: July	Tanner Industries, 2193/2211 Hawkey Dr., RZ	5/14/2024
2	Annexation	Tanner Industries, 2193/2211 Hawkey Drive	5/14/2024
		Belvidere Township Park District- Glenn Green	
0	Temporary Uses	None	
2	Site Plans (New/Revised)	1920 Gateway Center Drive	6/25/2024
		2234 Gateway Center Drive	6/25/2024
0	Final Inspection	None	
0	Downtown Overlay Review	None	
3	Prepared Zoning Verification Letters	775 Logistics Drive	6/5/2024
		1213-1215 Berylan Street	6/6/2024
		1217-1219 Berylan Street	6/6/2024
0	Issued Address Letters	None	
	Belvidere Historic Preservation Commission	The Commission reviewed the 4 façade grant applications and recommended approval of all of them.	
	Heritage Days	Staff continues working on securing contracts, volunteers, vendors, parade line up, marketing, making t-shirts and the City Hall float, answering questions, etc. Staff was present during the entire festival.	
	Hometown Christmas	None	
	Comprehensive Plan	Staff continues to work with other departments to update the website and GIS	
	<b>Scanned Plats: E-mail, Print and/or Burn</b>		
2	Recorder's Office		
0	Other Department		
1	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 processed façade grant

\*\* Staff spoke at the Chamber's Leadership meeting

\*\*\* Staff is participating in the Boone County Wellness Fair planning committee