

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
AGENDA

January 6, 2025

Convened in the Council Chambers, 401 Whitney Blvd, Belvidere, IL at 6:00 p.m.

(1) Roll Call:

(2) Pledge of Allegiance:
Invocation:

(3) Public Comment: (Please register with the City Clerk):

(4) Approval of Minutes:

(A) Approval of Minutes of the regular meeting of the Belvidere City Council of December 16, 2024; as presented.

(5) Public Hearing: None.

(6) Special Messages and Proclamations:

(7) Approval of Expenditures: None.

(8) Committee Reports and Minutes of City Officers:

(A) Approval of Minutes of the regular Committee of the Whole – Public Safety and Finance and Personnel of December 23, 2024; as presented.

(9) Unfinished Business:

(A) Ord. #709H – 2nd Reading: An Ordinance Approving a Preliminary Plat Titled Southtowne Subdivision.

(B) Ord. #710H – 2nd Reading: An Ordinance Approving a Final Plat Titled Southtowne Subdivision.

(C) Ord. #711H – 2nd Reading: An Ordinance Approving a Preliminary Plat Titled MH Subdivision.

(D) Ord. #712H – 2nd Reading: An Ordinance Approving a Final Plat Titled MH Subdivision.

(E) Ord. #713H – 2nd Reading: An Ordinance Granting a Special Use to Allow a Planned Development within the GB, General Business District (1940 North State Street).

(10) New Business: None.

Motions forwarded from Committee of the Whole – Public Safety, Finance & Personnel of December 23, 2024.

Motions of Public Safety – Chairman Matt Fleury:

(A) Motion to approve the consultant services agreement between the Belvidere, Illinois Police Department and Optum Behavioral Care Therapy Services of Illinois, P.C.

(B) Motion to accept the \$250 donation from the owner of 13910 Dearborn Ave, South Beloit, IL and allocate funds to provide a meal for Black Shift.

Motions of Finance & Personnel – Chairman Wendy Frank:

(A) Motion to approve the Service Proposal from Sikich in the amount of \$42,135.00 for FY25 Auditing Services. The cost of this work shall be paid for from line item 01-5-130-6100 Accounting and Auditing Services.

(11) Adjournment:

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
MINUTES

Date: December 16, 2024

Convened in the Belvidere Council Chambers, 401 Whitney Blvd, Belvidere, Illinois
at 6:00 p.m.

Call to order by Mayor Morris.

(1) Roll Call: Present: J. Albertini, M. Fleury, W. Frank, M. Freeman, S. Gramkowski,
R. Peterson and C. Stevens.

Absent: R. Brereton, M. McGee and N. Mulhall.

Other staff members in attendance:

Public Works Director Brent Anderson, Budget and Finance Officer Sarah Turnipseed,
Director of Buildings Kip Countryman, Community Development Planner Gina DelRose,
Police Chief Shane Woody, Fire Chief Shawn Schadle, City Attorney Mike Drella and
City Clerk Erica Bluege.

(2) Pledge of Allegiance:
Invocation: Mayor Morris.

(3) Public Comment: None.

(4) Approval of Minutes:

(A) Approval of minutes of the regular meeting of the Belvidere City Council of
December 2, 2024 as presented.

Motion by Ald. Fleury, 2nd by Ald. Peterson to approve the minutes of the regular
meeting of the Belvidere City Council of December 2, 2024. Aye voice vote carried.
Motion carried.

(5) Public Hearing:

(A) Mayor Morris opened the Public Hearing at 6:03p.m. and stated the
publication for the Public Hearing on the Closeout Disaster Response Grant
funded by the Community Development Block Grant (CDBG) appeared in the
Belvidere Republican on December 5, 2024, and asked if there was anyone
here to address the public hearing, there being none the public hearing closed
at 6:04p.m.

(B) Approval of minutes of the Public Hearing of December 16, 2024.

Motion by Ald. Peterson, 2nd by Ald. Gramkowski to approve the minutes of the Public Hearing of December 16, 2024. Aye voice vote carried. Motion carried.

(6) Special Messages and Proclamations:

(A) Report of Growth Dimensions by Pamela Lopez-Fettes.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$2,677,024.72
Water & Sewer Fund Expenditures: \$ 517,400.60

Motion by Ald. Stevens, 2nd by Ald. Peterson to approve the General & Special Fund Expenditures in the amount of \$2,677,024.72. Discussion took place regarding Engine #150. Roll Call Vote: 7/0 in favor. Ayes: Albertini, Fleury, Frank, Freeman, Gramkowski, Peterson and Stevens. Nays: None. Motion carried.

Motion by Ald. Albertini, 2nd by Ald. Peterson to approve the Water & Sewer Fund Expenditures in the amount of \$517,400.60. Discussion took place regarding WWTP expenses. Roll Call Vote: 7/0 in favor. Ayes: Fleury, Frank, Freeman, Gramkowski, Peterson, Stevens and Albertini. Nays: None. Motion carried.

(8) Committee Reports and Minutes of City Officers:

- (A) Monthly Report of Belvidere Police Department Overtime Pay for November 2024.
- (B) Monthly Report of Belvidere Fire Department Overtime Pay for November 2024.
- (C) Monthly Report of Community Development Department/Planning Department for November 2024.
- (D) Monthly Report of Building Department Revenues, Residential Building Permits, Commercial Permits and Case Reports for November 2024.
- (E) Monthly General Fund Report for November 2024.
- (F) Monthly Water/Sewer Fund Report November 2024.
- (G) Monthly CD Investments for November 2024.
- (H) Minutes of Planning and Zoning Commission of December 10, 2024.

Let the record show these reports were placed on file.

(I) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of December 9, 2024.

Motion by Ald. Fleury, 2nd by Ald. Peterson to approve the minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of December 9, 2024. Aye voice vote carried. Motion carried.

(9) Unfinished Business: None.

(10) New Business:

(A) Ord. #709H – 1st Reading: An Ordinance Approving a Preliminary Plat Titled Southtowne Subdivision.

(B) Ord. #710H – 1st Reading: An Ordinance Approving a Final Plat Titled Southtowne Subdivision.

(C) Ord. #711H – 1st Reading: An Ordinance Approving a Preliminary Plat Titled MH Subdivision.

(D) Ord. #712H – 1st Reading: An Ordinance Approving a Final Plat Titled MH Subdivision.

(E) Ord. #713H – 1st Reading: An Ordinance Granting a Special Use to Allow a Planned Development within the GB, General Business District (1940 North State Street).

Let the record show Ordinance #709H, #710H, #711H, #712H and #713H were placed on file for first reading.

(F) Res. #2024-13: A Resolution Authorizing the Mayor to Execute and the Clerk to Attest an Agreement Between the City of Belvidere and Baxter & Woodman/Boller Construction, LLC for the Emergent Replacement of the Boiler/Heat Exchangers for the Waste Water Treatment Plant.

Motion by Ald. Peterson, 2nd by Ald. Frank to pass Res. #2024-13. Roll Call Vote: 7/0 in favor. Ayes: Frank, Freeman, Gramkowski, Peterson, Stevens, Albertini and Fleury. Nays: None. Motion carried.

(G) Res. #2024-14: A Resolution Accepting Public Improvements for Phase 3 of Clines Ford Subdivision.

Motion by Ald. Gramkowski, 2nd by Ald. Peterson to pass Res. #2024-14. Roll Call Vote: 7/0 in favor. Ayes: Freeman, Gramkowski, Peterson, Stevens, Albertini, Fleury and Frank. Nays: None. Motion carried.

Motions forwarded from Committee of the Whole – Building, Planning and Zoning and Public Works of December 9, 2024.

(A) Motion to approve the expenditure of \$16,300 dollars from the Belvidere Police Department impact fees and authorize the Mayor to sign the owner architect agreement for design plans for reworked officer work areas and offices within the lower level of the Boone County Public Safety Building.

Belvidere City Council
December 16, 2024

Roll Call Vote: 7/0 in favor. Ayes: Gramkowski, Peterson, Stevens, Albertini, Fleury, Frank and Freeman. Nays: None. Motion carried.

(B) Motion to approve the grant agreement between the State of Illinois, Illinois Department of Transportation and City of Belvidere for FY25 and accept \$55,632.00 in grant funding for traffic enforcement. Roll Call Vote: 7/0 in favor. Ayes: Peterson, Stevens, Albertini, Fleury, Frank, Freeman and Gramkowski. Nays: None. Motion carried.

(C) Motion to approve the purchase of 64 Unification pagers, 37 amplifiers from SK Electronics (A-Beep LLC) provided in Estimate #6809 for \$47,803.79 to be paid out of line item 01-5-220-8200. Roll Call Vote: 7/0 in favor. Ayes: Stevens, Albertini, Fleury, Frank, Freeman, Gramkowski and Peterson. Nays: None. Motion carried.

(D) Motion to approve the purchase of Motorola equipment as outlined in Quote #146000621 for \$33,766.12 to be paid out of line item 01-5-220-8200. Roll Call Vote: 7/0 in favor. Ayes: Albertini, Fleury, Frank, Freeman, Gramkowski, Peterson and Stevens. Nays: None. Motion carried.

(11) Adjournment:

Motion by Ald. Peterson, 2nd by Ald. Gramkowski to adjourn meeting at 6:32p.m. Aye voice vote carried. Motion carried.

Mayor

Attest:

City Clerk

Minutes
Committee of the Whole
Public Safety and Finance and Personnel
December 23, 2024
6:00 p.m.

Date: December 23, 2024

Convened in the Belvidere Council Chambers, 401 Whitney Blvd., Belvidere, Illinois at 6:00p.m.

Call to Order – Mayor Clinton Morris:

Roll Call:

Present: R. Brereton, J. Albertini, M. Fleury, W. Frank, S. Gramkowski, M. McGee, R. Peterson and C. Stevens.

Absent: M. Freeman and N. Mulhall.

Other staff members in attendance:

Public Works Director Brent Anderson, Budget and Finance Officer Sarah Turnipseed, Police Chief Shane Woody, Fire Chief Shawn Schadle, City Attorney Mike Drella and City Clerk Erica Bluege.

Public Comment:

(A) Jay Rubendall at 2618 E 6th Street spoke in regards to Green Acres' burning practices.

Public Forum: None.

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:

(A) Police Department – Update.

Police Chief Shane Woody presented an update.

(B) Police Department – Optum Behavioral Care Therapy Services of Illinois Consultant Services Agreement.

Motion by Ald. Peterson, 2nd by Ald. Gramkowski to approve the consultant services agreement between the Belvidere, Illinois Police Department and Optum Behavioral Care Therapy Services of Illinois, P.C. adb KP Counseling of Illinois. Aye voice vote carried. Motion carried.

(C) Fire Department – Update.

Fire Chief Shawn Schadle presented an update.

(D) Fire Department – Acceptance of \$250 Donation for Responding Crews.

Motion by Ald. Fleury, 2nd by Ald. Gramkowski to accept the \$250 donation from the owner of 13910 Dearborn Ave, South Beloit, IL, and allocate the funds to provide a meal for Black Shift. Aye voice vote carried. Motion carried.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Finance Department – Update.

Finance and Budget Director Sarah Turnipseed presented an update.

(B) Audit Services for the City of Belvidere.

Motion by Ald. Fleury, 2nd by Ald. Peterson to approve the Service Proposal from Sikich in the amount of \$42,135 for FY25 Auditing Services. The cost of this work shall be paid from line item 01-5-130-6100 Accounting and Auditing Services. Aye voice vote carried. Motion carried.

5. Other, New Business: None.

5. Adjournment:

Motion by Ald. Frank, 2nd by Ald. Gramkowski to adjourn the meeting at 6:26p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk

ORDINANCE NO. 709H

**AN ORDINANCE APPROVING
A PRELIMINARY PLAT TITLED
SOUTHTOWNE SUBDIVISION**

WHEREAS, the City of Belvidere has adopted a Subdivision Ordinance (Chapter 151 of the Belvidere Municipal Code) in accordance with the provisions of Illinois Compiled Statutes to regulate the division of land and specify the minimum requirements for public improvements on land in the City of Belvidere; and,

WHEREAS, the applicant, Southtowne Ventures, LLC, 310 S. County Farm Road #H, Wheaton, IL 60187 (described in the attached subdivision plat (hereof referenced as Attachment A)), has petitioned the City of Belvidere for approval of the preliminary plat titled Southtowne Subdivision.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the attached Preliminary Plat titled Southtowne Subdivision be, and is hereby approved, subject to the following conditions:

1. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
2. Per Sections 151.23.a.4 and 151.25.b.1 of the Belvidere Subdivision Ordinance, adjacent property owners to the west of Lot 1 shall be depicted on the plat.
3. Per Section 151.25.b.7 of the Belvidere Subdivision Ordinance, the name and address of the owner and of the subdivider shall be depicted on the plat.
4. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements (such as the C.A.E.) shall be depicted on the plat.
5. All certificate blocks shall be dated 2025.
6. The area information for Lots 1 and 2 shall be depicted on the plat.
7. The boundary angle at the southeast corner of Lot 1 at Pearl Street shall be depicted on the plat.
8. The 20' Sanitary Sewer Easement on Lot 2 shall be labeled as "Existing"
9. Building ties to the North property line for the existing garage and shed (lot owned by Felix Cruz) shall be depicted on the plat.
10. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
11. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the

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

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

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute the plat upon presentment of a proper guarantee for the construction of the required subdivision improvements and payment of the construction inspection fee in accordance with the Belvidere Subdivision Ordinance.

Section 3. That the City Clerk is hereby authorized and directed to cause the final plat to be recorded with the Boone County Recorder of Deeds after the plat is properly executed by all of the officers of the City of Belvidere.

Section 4. That this Ordinance shall be in full force and effect from and after its passage as provided by local law and pursuant to Illinois State Statutes. This written and foregoing Ordinance is published by authority of the corporate authorities of the City of Belvidere in pamphlet form on this date.

PASSED by the City Council of the City of Belvidere this _____ day of _____, 2025.

APPROVED by the Mayor of the City of Belvidere this _____ day of _____, 2025.

Clint Morris, Mayor

ATTEST:

Erica Bluege, City Clerk

Ayes: _____ Nays: _____ Absent: _____

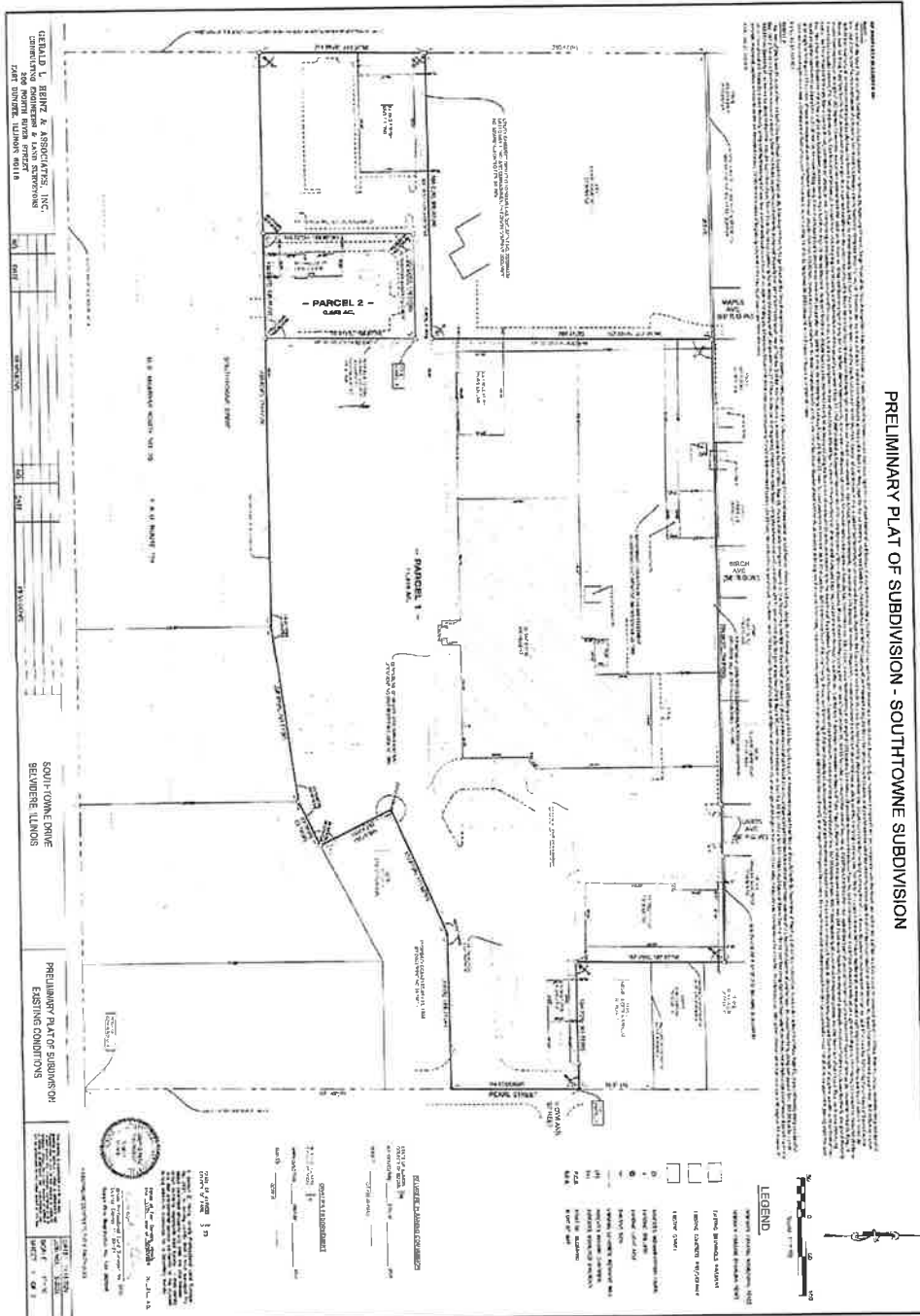
City Council Members Voting Aye:

City Council Members Voting Nay:

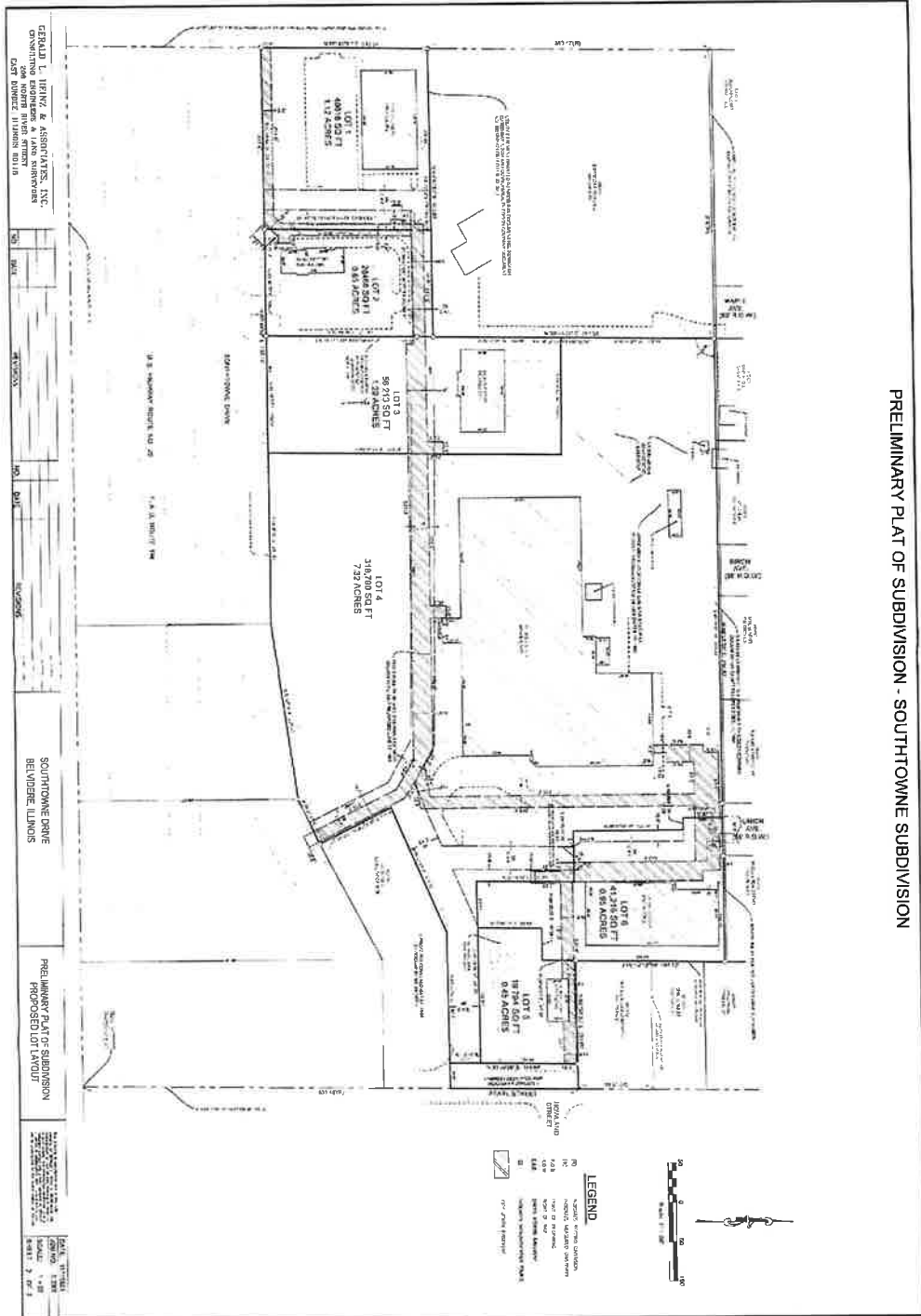
Date Published:

Sponsor: _____

ATTACHMENT A



PRELIMINARY PLAT OF SUBDIVISION - SOUTHTOWNE SUBDIVISION



DEWALT L. HERNZ & ASSOCIATES, INC.
CONSULTING ENGINEERS
200 NORTH MAIN STREET
LOFT BOWER, ST. LOUIS, MO 63101

DATE: 10/11/11
SCALE: 1" = 200'
SOUTH TOWNE DRIVE
BEVERLY LUMDIS

PRELIMINARY PLAT OF SUBDIVISION
PROPOSED LOT 5 AND 6

DATE: 10/11/11
SCALE: 1" = 200'
SOUTH TOWNE DRIVE
BEVERLY LUMDIS

MEMO

DATE: December 11, 2024

TO: Mayor and Members of the City Council

FROM: City of Belvidere Planning and Zoning Commission

SUBJECT: Recommendation for Case 2024-20; Southtowne Subdivision (PP)

REQUEST:

The applicant is requesting preliminary plat approval of the 6-lot Southtowne Subdivision. The subject property is northwest of Pearl Street and Southtowne Drive. It is approximately 12 acres in size and is developed with three multi-tenant buildings, a gas station, a daycare center and a former restaurant. PINs: 05-35-482-017 and 05-35-482-014

RECOMMENDATION:

The planning and zoning commission recommended the **approval** of case number **2024-20** subject to the following conditions:

1. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
2. Per Sections 151.23.a.4 and 151.25.b.1 of the Belvidere Subdivision Ordinance, adjacent property owners to the west of Lot 1 shall be depicted on the plat.
3. Per Section 151.25.b.7 of the Belvidere Subdivision Ordinance, the name and address of the owner and of the subdivider shall be depicted on the plat.
4. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements (such as the C.A.E.) shall be depicted on the plat.
5. All certificate blocks shall be dated 2025.
6. The area information for Lots 1 and 2 shall be depicted on the plat.
7. The boundary angle at the southeast corner of Lot 1 at Pearl Street shall be depicted on the plat.
8. The 20' Sanitary Sewer Easement on Lot 2 shall be labeled as "Existing"
9. Building ties to the North property line for the existing garage and shed (lot owned by Felix Cruz) shall be depicted on the plat.
10. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
11. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of

the construction plans for the development by the Director of Public Works.

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

Motion to approve case 2024-20; Southtowne Subdivision (PP) subject to the conditions as presented carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

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

December 3, 2024

ADVISORY REPORT

CASE NUMBER: 2024-20

APPLICANT: Southtowne Subdivision, Preliminary Plat

REQUEST:

The applicant is requesting preliminary plat approval of the 6-lot Southtowne Subdivision.

LOCATION AND DESCRIPTION OF SITE:

The subject property is northwest of Pearl Street and Southtowne Drive. It is approximately 12 acres in size and is developed with three multi-tenant buildings, a gas station, a daycare center and a former restaurant. PINs: 05-35-482-017 and 05-35-482-014

BACKGROUND:

In addition to the preliminary plat request, the applicant has also applied for a final plat request for Southtowne Subdivision. The subdivision will allow for the six individual buildings to have different ownership, re-align the main water and sewer lines and create cross access easements for the shared parking and vehicle circulation areas. No new construction is anticipated at this time.

Due to the age of the original development, locations of the utilities are unclear. Nicor Gas notes that a J.U.L.I.E request will need to be placed by an interested party in order to determine the exact location of utilities.

Easements are being created to accommodate the conversion of private utilities to public utilities in order to satisfy regulations of the Illinois Department of Public Health. The sewer line is also being realigned into the easement area so that it no longer impedes with an addition placed on the building on Lot 4.

A request for comments was sent to 18 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

SUMMARY OF FINDINGS:

Provided that the suggested conditions of approval are met, the Preliminary Plat of Southtowne Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinances.

2024-20; Southtowne Subdivision Preliminary Plat

RECOMMENDATION:

Planning staff recommends the approval of the preliminary plat for Southtowne Subdivision (case number 202420) subject to the following conditions:

1. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
2. Per Sections 151.23.a.4 and 151.25.b.1 of the Belvidere Subdivision Ordinance, adjacent property owners to the west of Lot 1 shall be depicted on the plat.
3. Per Section 151.25.b.7 of the Belvidere Subdivision Ordinance, the name and address of the owner and of the subdivider shall be depicted on the plat.
4. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements (such as the C.A.E.) shall be depicted on the plat.
5. All certificate blocks shall be dated 2025.
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10. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
11. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
12. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
13. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
14. Ownership and maintenance responsibility of the detention areas must be included in the final plats.
15. The plat shall be in compliance with all applicable codes, ordinances, and agreements

Submitted by:



Gina DelRose
Community Development Planner

2024-20; Southtowne Subdivision Preliminary Plat

ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial Photo with Platting by Planning Staff.
3. E-mail from Illinois Department of Transportation District 2, Scott Spayer, November 19, 2024.
4. E-mail from Nicor, Rebecca Luginbill, November 21, 2024.
5. Letter from Hampton, Lenzini and Renwick, Inc., Randal Newkirk, November 22, 2024
6. Memo from Belvidere Public Works Department, Brent Anderson, November 26, 2024.
7. Preliminary Plat for Southtowne Subdivision by Gerald Heinz & Associates, November 11, 2024.



Case: 2024-20; PP
Southtownne Subdivision

MAPLE

9th

UNION

8th

PEARL

10th

9th

MAPLE

BIRCH

UNION



HOWLAND

SOUTHTOWNE

US ROUTE 20

(GRANT HIGHWAY)

US ROUTE 20

(GRANT HIGHWAY)

(GRANT HIGHWAY)

CHRYSLER

1 P.B.
CITY

Gina Delrose

From: cityweb@belvidereil.gov on behalf of City of Belvidere <webforms@belvidereil.gov>
Sent: Tuesday, November 19, 2024 11:42 AM
To: Gina Delrose
Subject: City of Belvidere Website Contact Form Submission

Hello,

A new contact form submission was completed on the City of Belvidere website. The submission details are as follows:

Name: Scott Spayer

Email: scott.spayer@illinois.gov

Phone: 815-284-5370

Subject: Plat Review - Southtowne Subdivision

Comments: To: Gina DelRose, Community Development Planner Re: 2024-20; Southtowne Subdivision (Preliminary Plat) & 2024-21; Southtowne Subdivision (Final Plat) Gina- we have received the Preliminary and Final Plat of Southtowne Subdivision for our review. We have no comments on the Preliminary Plat. For the Final Plat, we request a note to be added indicating: NO DIRECT VEHICULAR ACCESS TO U.S. HIGHWAY 20 IS ALLOWED. ACCESS TO U.S. 20 SHALL BE VIA SOUTHTOWNE DRIVE AND PEARL STREET. Please let me know if you have any questions. -Scott Spayer Chief of Plats & Plans IDOT District 2

Date: November 19, 2024

Time: 11:41 am

Page URL: <https://www.belvidereil.gov/contact-the-planning-department/>

Remote IP: 163.191.13.130

Gina Delrose

From: Luginbill, Rebecca <X2RLUGIN@SOUTHERNCO.COM>
Sent: Thursday, November 21, 2024 1:51 PM
To: Gina Delrose
Subject: 2024-20: Southtowne Subdivision

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 reviewed the Plat for Southtowne Subdivision and I do not have any specific comments.
A J.U.L.I.E request would be required to determine exact location of service lines as those are not mapped.

I have included a clip below to show approximate location of existing main on the referenced property.



[New Construction Information | Nicor Gas](#)

For gas service retirements: Please call 1-888-NICOR-4-U or go online <https://www.nicorgas.com/business.html>

Rebecca Luginbill
Land Management
Nicor Gas Company
1844 Ferry Road
Naperville, IL 60563
x2rlugin@southernco.com
PH: 630-388-2095



CALL [JULIE](#) BEFORE YOU DIG!



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltrengineering.com

November 22, 2024

Gina DelRose
Community Development Planner
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

**RE: 2024-20 Southtowne Subdivision Preliminary Plat
202-21 Southtowne Subdivision Final Plat**

Dear Ms. DelRose,

Below are comments based on the plats transmitted to HLR on 11/14/2024:

Southtowne Subdivision Preliminary Plat Review dated 11/11/2024

- 1.) Missing name and address of owner per Section 151.25 (b)(7)
- 2.) Missing Area information for Parcel 1 and 2
- 3.) Missing boundary angle at southeast corner of Parcel 1 at Pearl Street
- 4.) Label 20' Sanitary Easement as existing in Parcel 2
- 5.) Show building ties to North property line for existing garage and shed for parcel with owner name of Cruz Felix.

Southtowne Subdivision Final Plat Review dated 11/12/2024

- 1.) Show found or set monuments that define the south and east line of the southeast quarter of Section 35, Township 44 North Range 3 East.
- 2.) Missing dimension on Stormwater Management Easement.
- 3.) Any storm sewer pipes entering or leaving the Stormwater Management Easement need to be in an easement.
- 4.) Show document number granting existing 20' Sanitary Easement along north line of proposed Lot 2
- 5.) Show existing right-of-way width of Pearl Street.
- 6.) Show monument material and type found or set per Section 151.32 (a)(4)

If there are any questions regarding the comments presented, feel free to reach out to Eric Haglund, PLS or myself.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Randal G. Newkirk, PE
Municipal Manager

1707 N Randall Road
Suite 100
Elgin, Illinois 60123
Tel 847 697 6700
Fax 847 697 6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel 847 697 6700
Fax 847 697 6753

380 N Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel 847 697 6700
Fax 847 697 6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel 217 546 3400
Fax 217 546 8116

323 West 3rd Street
P O Box 160
Mt Carmel, Illinois 62863
Tel 618 262 8651
Fax 618 263 3327

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 11/26/2024
Re: Review of Preliminary Plat – Southtowne Subdivision (Case No. 2024-20)

Having reviewed the above Plat, I offer the following comments:

1. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
2. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to recording of the Final Plat or approval and release of the construction plans for the development by the Director of Public Works.
3. A construction inspection fee in the amount of three percent of the approved engineer's estimate of cost for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
4. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary, and standard permit, inspection, tap-on, connection, recapture, basin, and other fees that are required by the City at the time of Final Plat submittal.
5. Ownership and maintenance responsibility of the detention areas must be included in the final plats.

All other provisions of the subdivision control ordinance will be required unless specifically waived by the City Council.

ORDINANCE NO. 710H

**AN ORDINANCE APPROVING
A FINAL PLAT TITLED
SOUTHTOWNE SUBDIVISION**

WHEREAS, the City of Belvidere has adopted a Subdivision Ordinance (Chapter 151 of the Belvidere Municipal Code) in accordance with the provisions of Illinois Compiled Statutes to regulate the division of land and specify the minimum requirements for public improvements on land in the City of Belvidere; and,

WHEREAS, the applicant, Southtowne Ventures, LLC, 310 S. Country Farm Road, #H, Wheaton, IL 60187 (described in the attached subdivision plat (hereof referenced as Attachment A)), has petitioned the City of Belvidere for approval of the final plat titled Southtowne Ventures Subdivision.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the attached Final Plat titled Southtowne Subdivision be, and is hereby approved, subject to the following conditions:

1. Per section 151.30.a.2 of the Belvidere Subdivision Ordinance an affidavit of ownership shall be depicted on the plat.
2. The statement for the portion of Pearl Street right-of-way that is being dedicated shall be amended to be "Hereby dedicated for public right-of-way"
3. The legend shall list all the different easements depicted on the plat.
4. Per Appendix A of the Belvidere Subdivision Ordinance, there shall be two types of pins utilized when marking the subdivision. The current Surveyor's Certificate only notes one type of pin is being utilized. The Surveyor's Certificate shall be amended to depict the two types of pins that shall be used.
5. All Certificate Blocks shall be dated 2025.
6. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
7. A note stating "No direct vehicular access to U.S. Highway 20 is allowed. Access to U.S. Highway 20 shall be via Southtowne Drive and Pearl Street" shall be depicted on the plat.
8. A note stating "Identified water and sewer easements for the benefit of the City of Belvidere are subject to the water and sanitary sewer facility and maintenance agreement entered into _____, 2025 and recorded as document # _____ in the office of the Boone County, Illinois Recorder of Deeds.

9. The found and/or set monuments that define the south and east line of the southeast quarter of Section 35, Township 44 North, Range 3 East shall be depicted on the plat.
10. Dimensions of the Stormwater Management Easement shall be depicted on the plat.
11. Stormwater Sewer pipes entering and/or leaving the Stormwater Management Easement need to be in an easement.
12. The document number that grants the existing 20' Sanitary Sewer Easement along the north line of Lot 2 shall be depicted on the plat.
13. The existing width of the Pearl Street right-of-way shall be depicted on the plat.
14. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, monument material and type found or set shall be depicted on the plat.
15. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
16. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
17. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
18. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
19. Ownership and maintenance responsibility of the detention areas must be included in the final plat.
20. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
22. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute the plat upon presentment of a proper guarantee for the construction of the required subdivision improvements and payment of the construction inspection fee in accordance with the Belvidere Subdivision Ordinance.

Section 3. That the City Clerk is hereby authorized and directed to cause the final plat to be recorded with the Boone County Recorder of Deeds after the plat is properly executed by all of the officers of the City of Belvidere.

Section 4. That this Ordinance shall be in full force and effect from and after its passage as provided by local law and pursuant to Illinois State Statutes. This written and foregoing Ordinance is published by authority of the corporate authorities of the City of Belvidere in pamphlet form on this date.

PASSED by the City Council of the City of Belvidere this _____ day of _____, 2025.

APPROVED by the Mayor of the City of Belvidere this _____ day of _____, 2025.

Clint Morris, Mayor

ATTEST:

Erica Bluege, City Clerk

Ayes: _____ Nays: _____ Absent: _____

City Council Members Voting Aye:

City Council Members Voting Nay:

Date Published:

Sponsor: _____

MEMO

DATE: December 11, 2024

TO: Mayor and Members of the City Council

FROM: City of Belvidere Planning and Zoning Commission

SUBJECT: Recommendation for Case 2024-21; Southtowne Subdivision (FP)

REQUEST:

The applicant is requesting preliminary plat approval of the 6-lot Southtowne Subdivision. The subject property is northwest of Pearl Street and Southtowne Drive. It is approximately 12 acres in size and is developed with three multi-tenant buildings, a gas station, a daycare center and a former restaurant. PINs: 05-35-482-017 and 05-35-482-014

RECOMMENDATION:

The planning and zoning commission recommended the **approval** of case number **2024-21** subject to the following conditions:

1. Per section 151.30.a.2 of the Belvidere Subdivision Ordinance an affidavit of ownership shall be depicted on the plat.
2. The statement for the portion of Pearl Street right-of-way that is being dedicated shall be amended to be "Hereby dedicated for public right-of-way"
3. The legend shall list all the different easements depicted on the plat.
4. Per Appendix A of the Belvidere Subdivision Ordinance, there shall be two types of pins utilized when marking the subdivision. The current Surveyor's Certificate only notes one type of pin is being utilized. The Surveyor's Certificate shall be amended to depict the two types of pins that shall be used.
5. All Certificate Blocks shall be dated 2025.
6. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
7. A note stating "No direct vehicular access to U.S. Highway 20 is allowed. Access to U.S. Highway 20 shall be via Southtowne Drive and Pearl Street" shall be depicted on the plat.
8. A note stating "Identified water and sewer easements for the benefit of the City of Belvidere are subject to the water and sanitary sewer facility and maintenance agreement entered into _____, 2025 and recorded as document # _____ in the office of the Boone County, Illinois Recorder of Deeds.
9. The found and/or set monuments that define the south and east line of the southeast quarter of Section 35, Township 44 North, Range 3 East shall be depicted on the plat.

10. Dimensions of the Stormwater Management Easement shall be depicted on the plat.
11. Stormwater Sewer pipes entering and/or leaving the Stormwater Management Easement need to be in an easement.
12. The document number that grants the existing 20' Sanitary Sewer Easement along the north line of Lot 2 shall be depicted on the plat.
13. The existing width of the Pearl Street right-of-way shall be depicted on the plat.
14. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, monument material and type found or set shall be depicted on the plat.
15. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
16. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
17. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
18. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
19. Ownership and maintenance responsibility of the detention areas must be included in the final plat.
20. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
22. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Motion to approve case 2024-21; Southtowne Subdivision (FP) subject to the conditions as presented carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

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

December 3, 2024

ADVISORY REPORT

CASE NUMBER: 2024-21

APPLICANT: Southtowne Subdivision, Final Plat

REQUEST:

The applicant is requesting preliminary plat approval of the 6-lot Southtowne Subdivision.

LOCATION AND DESCRIPTION OF SITE:

The subject property is northwest of Pearl Street and Southtowne Drive. It is approximately 12 acres in size and is developed with three multi-tenant buildings, a gas station, a daycare center and a former restaurant. PINs: 05-35-482-017 and 05-35-482-014

BACKGROUND:

The applicant has concurrently applied for the preliminary plat and final plat of Southtowne Subdivision. The subdivision will allow for the six individual buildings to have different ownership, re-align the main water and sewer lines and create cross access easements for the shared parking and vehicle circulation areas. No new construction is anticipated at this time.

Due to the age of the original development, locations of the utilities are unclear. Nicor Gas notes that a J.U.L.I.E request will need to be placed by an interested party in order to determine the exact location of utilities.

Easements are being created to accommodate the conversion of private utilities to public utilities in order to satisfy regulations of the Illinois Department of Public Health. The sewer line is also being realigned into the easement area so that it no longer impedes with an addition placed on the building on Lot 4.

A request for comments was sent to 18 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

SUMMARY OF FINDINGS:

Provided that the suggested conditions of approval are met, the Final Plat of Southtowne Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinances.

2024-21; Southtowne Subdivision Final Plat

20. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
22. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Submitted by:



Gina DelRose
Community Development Planner

2024-21; Southtowne Subdivision Final Plat

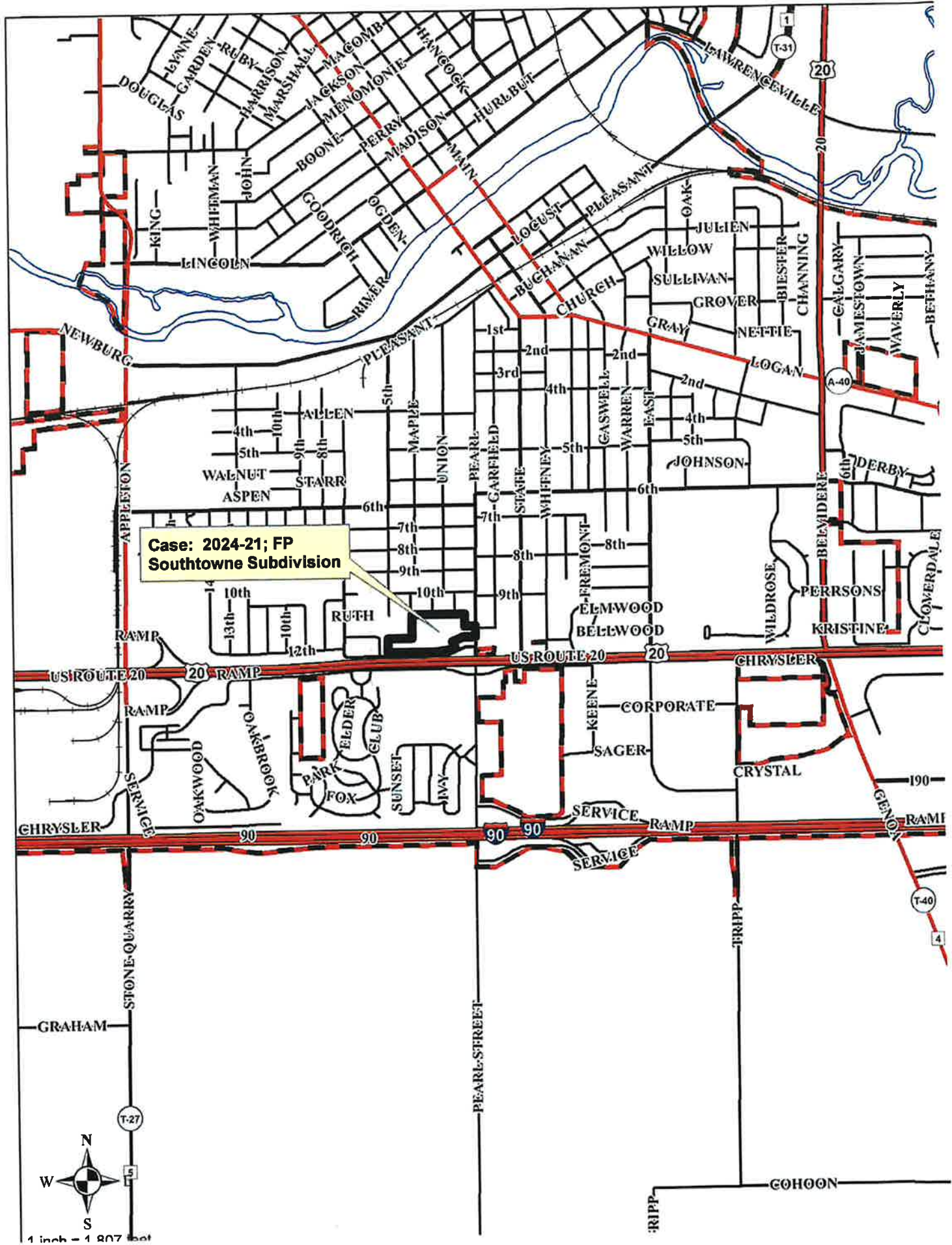
RECOMMENDATION:

Planning staff recommends the **approval** of the final plat for Southtowne Subdivision (case number 2024-21) subject to the following conditions:

1. Per section 151.30.a.2 of the Belvidere Subdivision Ordinance an affidavit of ownership shall be depicted on the plat.
2. The statement for the portion of Pearl Street right-of-way that is being dedicated shall be amended to be "Hereby dedicated for public right-of-way"
3. The legend shall list all the different easements depicted on the plat.
4. Per Appendix A of the Belvidere Subdivision Ordinance, there shall be two types of pins utilized when marking the subdivision. The current Surveyor's Certificate only notes one type of pin is being utilized. The Surveyor's Certificate shall be amended to depict the two types of pins that shall be used.
5. All Certificate Blocks shall be dated 2025.
6. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
7. A note stating "No direct vehicular access to U.S. Highway 20 is allowed. Access to U.S. Highway 20 shall be via Southtowne Drive and Pearl Street" shall be depicted on the plat.
8. A note stating "Identified water and sewer easements for the benefit of the City of Belvidere are subject to the water and sanitary sewer facility and maintenance agreement entered into _____, 2025 and recorded as document # _____ in the office of the Boone County, Illinois Recorder of Deeds.
9. The found and/or set monuments that define the south and east line of the southeast quarter of Section 35, Township 44 North, Range 3 East shall be depicted on the plat.
10. Dimensions of the Stormwater Management Easement shall be depicted on the plat.
11. Stormwater Sewer pipes entering and/or leaving the Stormwater Management Easement need to be in an easement.
12. The document number that grants the existing 20' Sanitary Sewer Easement along the north line of Lot 2 shall be depicted on the plat.
13. The existing width of the Pearl Street right-of-way shall be depicted on the plat.
14. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, monument material and type found or set shall be depicted on the plat.
15. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
16. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
17. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
18. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
19. Ownership and maintenance responsibility of the detention areas must be included in the final plat.

ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial Photo with Platting by Planning Staff.
3. E-mail from Illinois Department of Transportation District 2, Scott Spayer, November 19, 2024.
4. E-mail from Nicor, Rebecca Luginbill, November 21, 2024.
5. Letter from Hampton, Lenzini and Renwick, Inc., Randal Newkirk, November 22, 2024
6. Memo from Belvidere Public Works Department, Brent Anderson, November 26m 2024.
7. Preliminary Plat for Southtowne Subdivision by Gerald Heinz & Associates, November 12, 2024.



**Case: 2024-21; FP
Southtowne Subdivision**

1 inch = 1,807 feet



Case: 2024-21; FP
Southtowne Subdivision

SOUTHTOWNE

US ROUTE 20

(GRANT HIGHWAY)

US ROUTE 20

(GRANT HIGHWAY)

(GRANT HIGHWAY)

CHRYSLER

8th

9th

10th

9th

Gina Delrose

From: cityweb@belvidereil.gov on behalf of City of Belvidere <webforms@belvidereil.gov>
Sent: Tuesday, November 19, 2024 11:42 AM
To: Gina Delrose
Subject: City of Belvidere Website Contact Form Submission

Hello,

A new contact form submission was completed on the City of Belvidere website. The submission details are as follows:

Name: Scott Spayer

Email: scott.spayer@illinois.gov

Phone: 815-284-5370

Subject: Plat Review - Southtowne Subdivision

Comments: To: Gina DelRose, Community Development Planner Re: 2024-20; Southtowne Subdivision (Preliminary Plat) & 2024-21; Southtowne Subdivision (Final Plat) Gina- we have received the Preliminary and Final Plat of Southtowne Subdivision for our review. We have no comments on the Preliminary Plat. For the Final Plat, we request a note to be added indicating: NO DIRECT VEHICULAR ACCESS TO U.S. HIGHWAY 20 IS ALLOWED. ACCESS TO U.S. 20 SHALL BE VIA SOUTHTOWNE DRIVE AND PEARL STREET. Please let me know if you have any questions. -Scott Spayer Chief of Plats & Plans IDOT District 2

Date: November 19, 2024

Time: 11:41 am

Page URL: <https://www.belvidereil.gov/contact-the-planning-department/>

Remote IP: 163.191.13.130

Gina Delrose

From: Luginbill, Rebecca <X2RLUGIN@SOUTHERNCO.COM>
Sent: Thursday, November 21, 2024 2:43 PM
To: Gina Delrose
Subject: 2024-21- Southtowne Subdivision (FINAL PLAT)

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 –

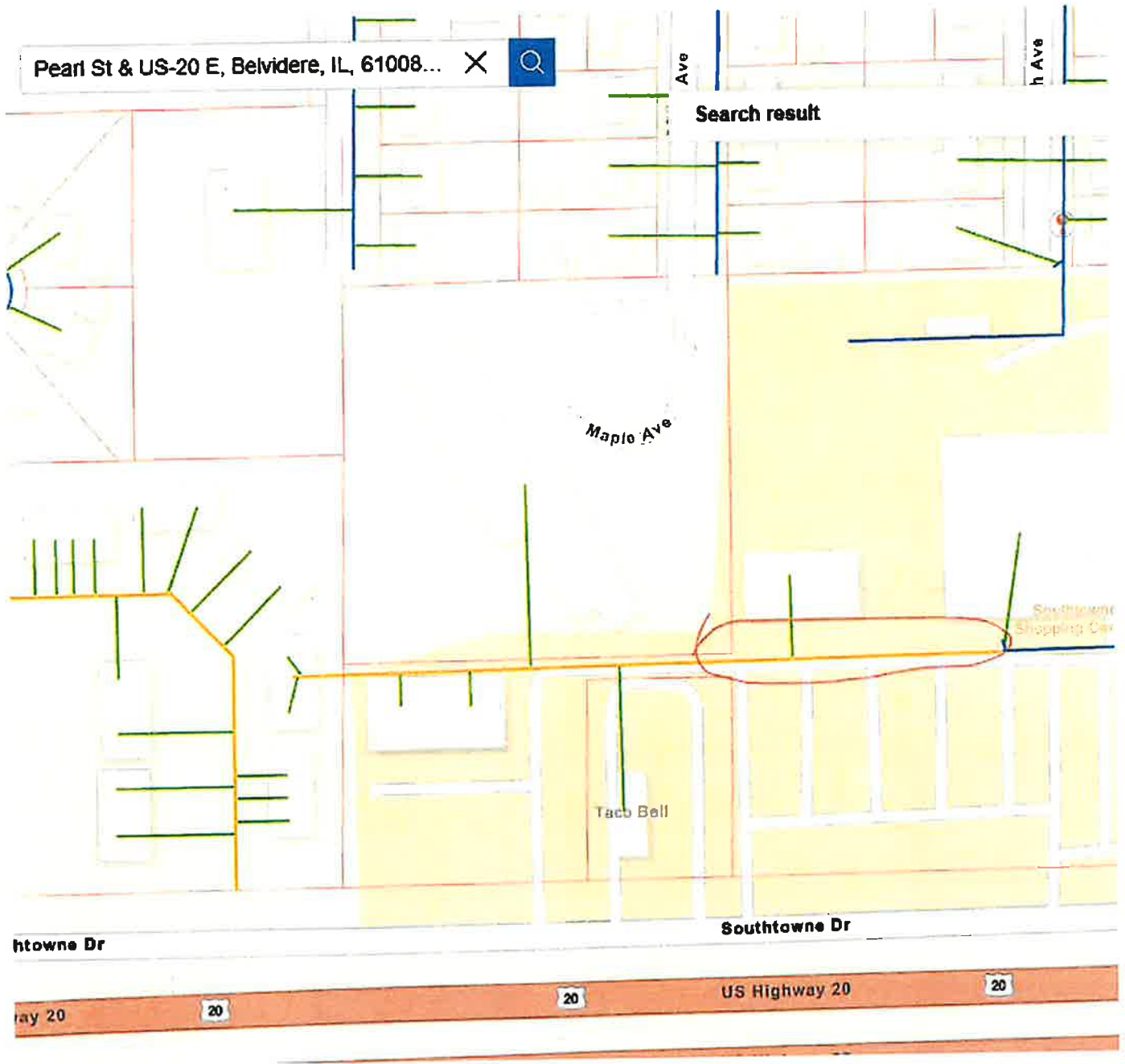
I have reviewed this plat and I see a possible small issue.

The City Easement is overlapping an area where there is Nicor Gas main, but apparently there is not an exclusive easement for Nicor in that location.

I am concerned with the wording of the City easement giving them exclusive rights in this area where there is no preexisting Nicor easement.

Would it be possible to add a Nicor easement around the existing main to remedy this?

I have circled the spot in question.



Rebecca Luginbill
Land Management
Nicor Gas Company
1844 Ferry Road
Naperville, IL 60563
x2rlugin@southernco.com
PH: 630-388-2095



CALL [JULIE](tel:6303882095) BEFORE YOU DIG!



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltreengineering.com

November 22, 2024

Gina DelRose
Community Development Planner
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

**RE: 2024-20 Southtowne Subdivision Preliminary Plat
202-21 Southtowne Subdivision Final Plat**

Dear Ms. DelRose,

Below are comments based on the plats transmitted to HLR on 11/14/2024:

Southtowne Subdivision Preliminary Plat Review dated 11/11/2024

- 1.) Missing name and address of owner per Section 151.25 (b)(7)
- 2.) Missing Area information for Parcel 1 and 2
- 3.) Missing boundary angle at southeast corner of Parcel 1 at Pearl Street
- 4.) Label 20' Sanitary Easement as existing in Parcel 2
- 5.) Show building ties to North property line for existing garage and shed for parcel with owner name of Cruz Felix.

Southtowne Subdivision Final Plat Review dated 11/12/2024

- 1.) Show found or set monuments that define the south and east line of the southeast quarter of Section 35, Township 44 North Range 3 East.
- 2.) Missing dimension on Stormwater Management Easement.
- 3.) Any storm sewer pipes entering or leaving the Stormwater Management Easement need to be in an easement.
- 4.) Show document number granting existing 20' Sanitary Easement along north line of proposed Lot 2
- 5.) Show existing right-of-way width of Pearl Street.
- 6.) Show monument material and type found or set per Section 151.32 (a)(4)

If there are any questions regarding the comments presented, feel free to reach out to Eric Haglund, PLS or myself.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Randal G. Newkirk, PE
Municipal Manager

1707 N. Randall Road
Suite 100
Elgin, Illinois 60123
Tel 847 697 6700
Fax 847 697 6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel 847 697 6700
Fax 847 697 6753

380 N Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel 847 697 6700
Fax 847 697 6753

3085 Stevenson Drive
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Springfield, Illinois 62703
Tel 217 546 3400
Fax 217 546 8116

323 West 3rd Street
P O Box 160
Mt Carmel, Illinois 62863
Tel 618 262 8651
Fax 618 263 3327

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 11/26/2024
Re: Review of Final Plat – Southtowne Subdivision (Case No. 2024-21)

Having reviewed the above Plat, I offer the following comments:

1. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
2. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to recording of the Final Plat or approval and release of the construction plans for the development by the Director of Public Works.
3. A construction inspection fee in the amount of three percent of the approved engineer's estimate of cost for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
4. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary, and standard permit, inspection, tap-on, connection, recapture, basin, and other fees that are required by the City prior to signing of the Final Plat for this subdivision.
5. A drainage overlay must be included as part of the Final Plat.
6. The following note shall be placed on the Final Plat:

Identified water and sewer easements for the benefit of the City of Belvidere are subject to the water and sanitary sewer facility and maintenance agreement entered into _____, 2025 and recorded as document # _____ in the office of the Boone County, Illinois Recorder of Deeds.

All other provisions of the subdivision control ordinance will be required unless specifically waived by the City Council.

ORDINANCE NO. 711H

**AN ORDINANCE APPROVING
A PRELIMINARY PLAT TITLED
MH SUBDIVISION**

WHEREAS, the City of Belvidere has adopted a Subdivision Ordinance (Chapter 151 of the Belvidere Municipal Code) in accordance with the provisions of Illinois Compiled Statutes to regulate the division of land and specify the minimum requirements for public improvements on land in the City of Belvidere; and,

WHEREAS, the applicant, MH Bradley, LLC, 6402 Cornell Avenue, Indianapolis, IN 46220 (described in the attached subdivision plat (hereof referenced as Attachment A)), has petitioned the City of Belvidere for approval of the preliminary plat titled MH Subdivision.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the attached Preliminary Plat titled MH Subdivision be, and is hereby approved, subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.
2. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
3. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements shall be depicted on the plat.
4. All Certificate Blocks shall be dated 2025.
5. The 12-foot utility easements shall be labeled "proposed"
6. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
7. Detention and controlled release of stormwater will be required for this subdivision.
8. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
9. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.

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

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute the plat upon presentment of a proper guarantee for the construction of the required subdivision improvements and payment of the construction inspection fee in accordance with the Belvidere Subdivision Ordinance.

Section 3. That the City Clerk is hereby authorized and directed to cause the final plat to be recorded with the Boone County Recorder of Deeds after the plat is properly executed by all of the officers of the City of Belvidere.

Section 4. That this Ordinance shall be in full force and effect from and after its passage as provided by local law and pursuant to Illinois State Statutes. This written and foregoing Ordinance is published by authority of the corporate authorities of the City of Belvidere in pamphlet form on this date.

PASSED by the City Council of the City of Belvidere this _____ day of _____, 2025.

APPROVED by the Mayor of the City of Belvidere this _____ day of _____, 2025.

Clint Morris, Mayor

ATTEST:

Erica Bluege, City Clerk

Ayes: _____ Nays: _____ Absent: _____

City Council Members Voting Aye:

City Council Members Voting Nay:

Date Published:

Sponsor: _____

MEMO

DATE: December 11, 2024

TO: Mayor and Members of the City Council

FROM: City of Belvidere Planning and Zoning Commission

SUBJECT: Recommendation for Case 2024-22; MH Subdivision (PP)

REQUEST:

The applicant is requesting preliminary plat approval of the 3-lot MH Subdivision. The subject property is northwest of North State Street and Appleton Road. It is approximately 3 acres in size and is developed with Dodge Lanes bowling alley and a large parking area. PIN: 05-22-476-008.

RECOMMENDATION:

The planning and zoning commission recommended the **approval** of case number **2024-22** subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.
2. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
3. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements shall be depicted on the plat.
4. All Certificate Blocks shall be dated 2025.
5. The 12-foot utility easements shall be labeled "proposed"
6. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
7. Detention and controlled release of stormwater will be required for this subdivision.
8. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
9. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
10. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.

11. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
12. Ownership and maintenance responsibility of the detention areas must be included in the final plats.
13. The plat shall be in compliance with all applicable codes, ordinances, and agreements

Motion to approve case 2024-22; MH Subdivision (PP) subject to the conditions as presented carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

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

December 3, 2024

ADVISORY REPORT

CASE NUMBER: 2024-22

APPLICANT: MH Bradley, LLC, MH Subdivision (PP)

REQUEST:

The applicant is requesting preliminary plat approval of the 3-lot MH Subdivision.

LOCATION AND DESCRIPTION OF SITE:

The subject property is northwest of North State Street and Appleton Road. It is approximately 3 acres in size and is developed with Dodge Lanes bowling alley and a large parking area. PIN: 05-22-476-008.

BACKGROUND:

In addition to the preliminary plat request, the applicant has also applied for a final plat for MH Subdivision and a special use for a planned development for Lots 1 and 2. Although portions of Davis Drive are being dedicated, no new rights-of-ways are being created. Additional water and sewer connections will need to be created to accommodate the multiple buildings.

The subdivision will allow for the anticipated redevelopment of the property into two food establishments. The redevelopment of Lot 3 has yet to be determined. Although all three lots have adequate road frontage to be developed individually, Lots 1 and 2 are anticipated to be developed together, sharing an ingress/egress point off of Davis Drive and utilizing cross access easements for shared drive-aisles.

A request for comments was sent to 18 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

SUMMARY OF FINDINGS:

Provided that the suggested conditions of approval are met, the Preliminary Plat of MH Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinances.

RECOMMENDATION:

Planning staff recommends the **approval** of the preliminary plat for MH Subdivision (case number **2024-22**) subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.

2024-22; MH Subdivision Preliminary Plat

2. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
3. Per Section 151.25.b.15 of the Belvidere Subdivision Ordinance, explanation of easements shall be depicted on the plat.
4. All Certificate Blocks shall be dated 2025.
5. The 12-foot utility easements shall be labeled "proposed"
6. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
7. Detention and controlled release of stormwater will be required for this subdivision.
8. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
9. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
10. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
11. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
12. Ownership and maintenance responsibility of the detention areas must be included in the final plats.
13. The plat shall be in compliance with all applicable codes, ordinances, and agreements

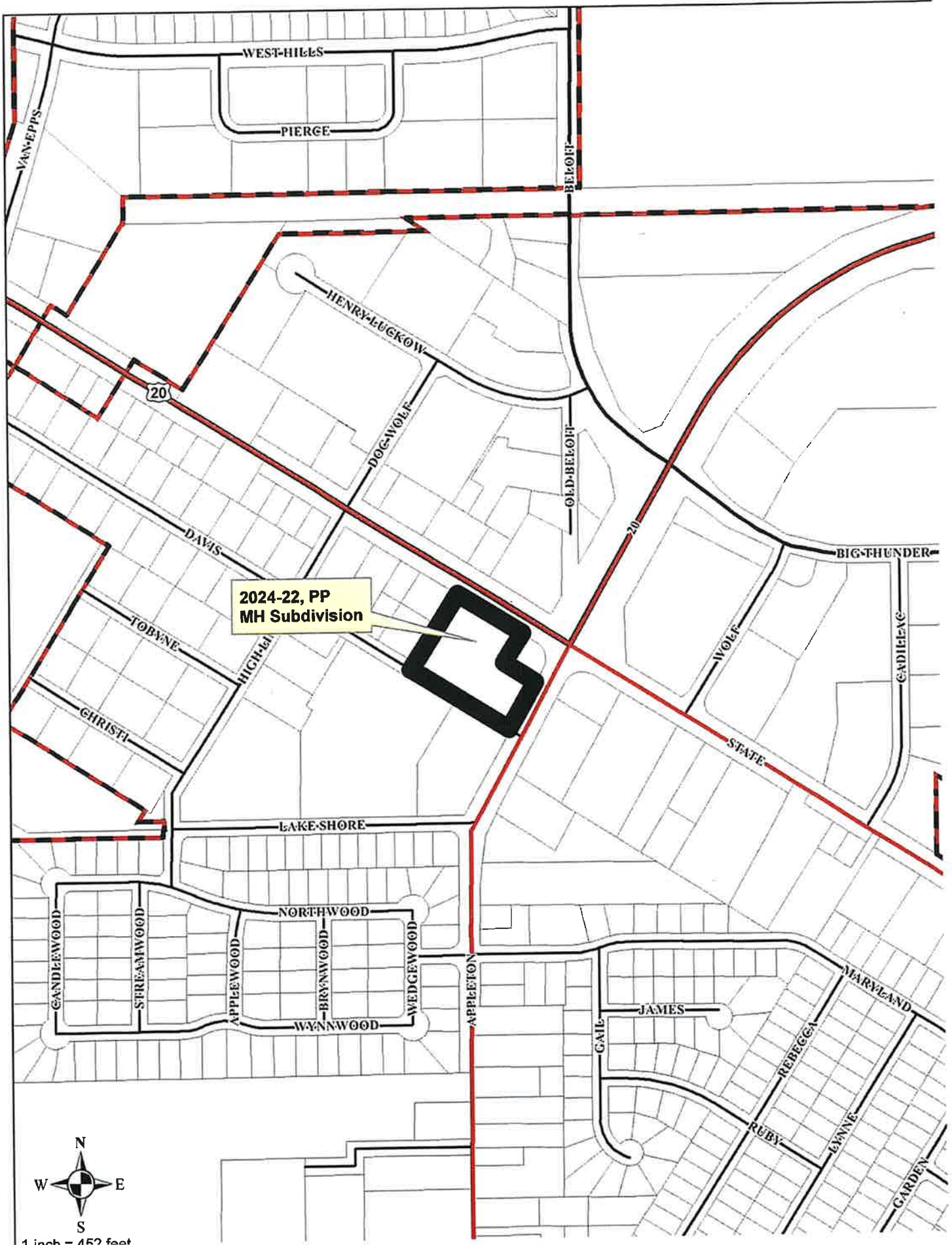
Submitted by:


Gina DelRose
Community Development Planner

2024-22; MH Subdivision Preliminary Plat

ATTACHMENTS

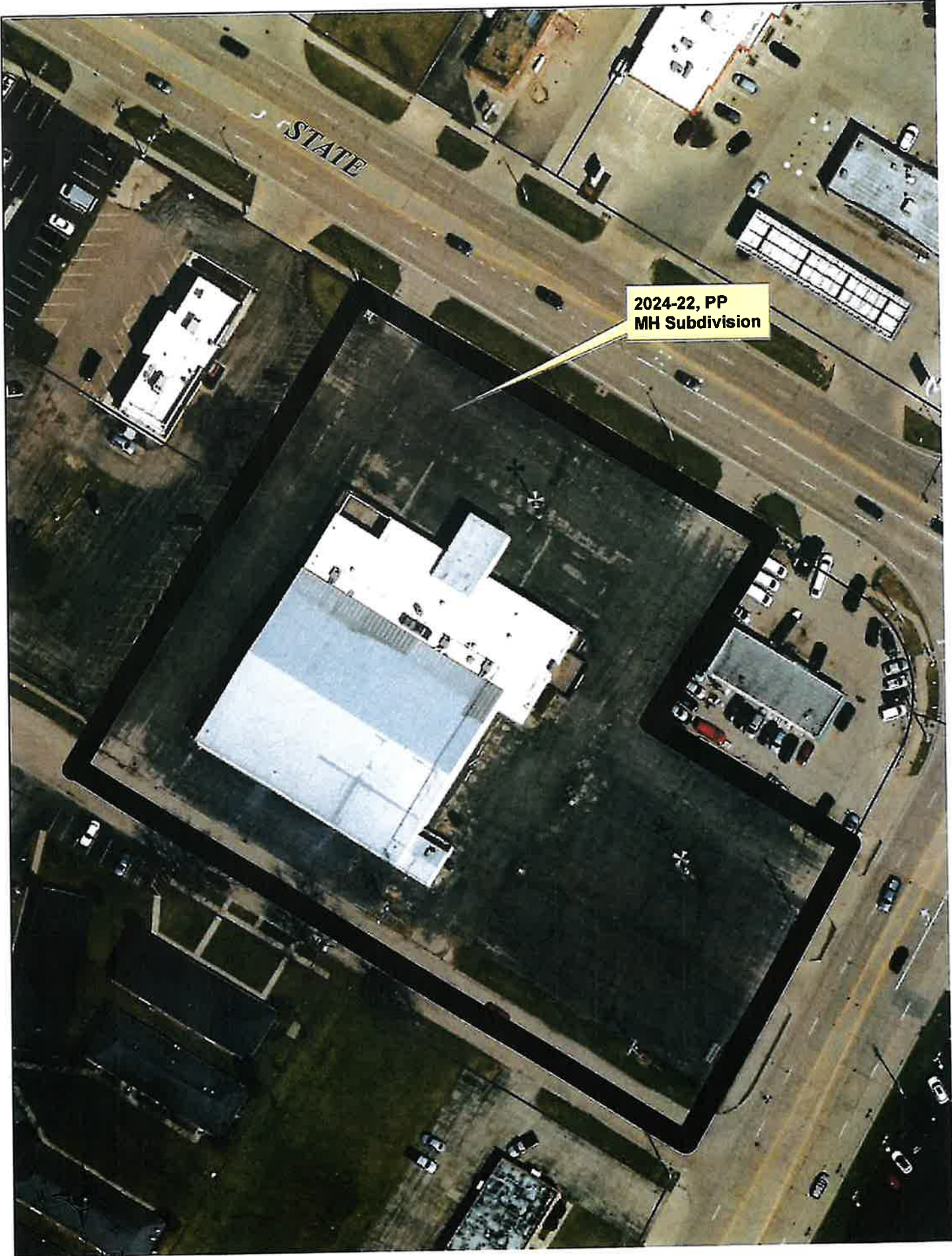
1. Location Map by Planning Staff.
2. Aerial Photo with Platting by Planning Staff.
3. Letter from Hampton, Lenzini and Renwick, Inc., Randal Newkirk, November 26, 2024.
4. Memo from Belvidere Public Works Department, Brent Anderson, November 26, 2024.
5. Preliminary Plat for MH Subdivision by C.E.S. Inc., dated November 14, 2024.



**2024-22, PP
MH Subdivision**



1 inch = 452 feet



2024-22, PP
MH Subdivision

STATE



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hlrengineering.com

November 26, 2024

Gina DelRose
Community Development Planner
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

**RE: 2024-22 MH Subdivision Preliminary Plat
2024-23 MH Subdivision Final Plat**

Dear Ms. DelRose,

Below are comments based on the plats transmitted to HLR on November 18, 2024:

MH Subdivision Preliminary Plat dated 11/14/2024

- 1.) Label 12' Utility with recording information or if proposed

MH Subdivision Final Plat dated 11/07/2024

- 1.) Show 12' Utility Easements with recording information or if proposed
- 2.) Is Davis Drive being dedicated? If so, label as Hereby Dedicated
- 3.) Missing Utility certifications and Easement language
- 4.) Show monument material and type found or set per Section 151.32 (a)(4) for new Lot corners

If there are any questions regarding the comments presented, feel free to reach out to Eric Haglund, PLS or myself.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Randal G. Newkirk, PE
Municipal Manager

1707 N Randall Road
Suite 100
Elgin, Illinois 60123
Tel 847 697 6700
Fax 847 697 6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel 847 697 6700
Fax 847 697 6753

380 N Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel 847 697 6700
Fax 847 697 6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel 217 546 3400
Fax 217 546 8116

323 West 3rd Street
P O Box 160
Mt Carmel, Illinois 62863
Tel 618 262 8651
Fax 618 263 3327

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 11/26/2024
Re: Review of Preliminary Plat – MH Subdivision (Case No. 2024-22)

Having reviewed the above Plat, I offer the following comments:

1. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
2. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to recording of the Final Plat or approval and release of the construction plans for the development by the Director of Public Works.
3. A construction inspection fee in the amount of three percent of the approved engineer's estimate of cost for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
4. Prior to approval of the Final Plat for this subdivision, the developer shall pay all normal, customary, and standard permit, inspection, tap-on, connection, recapture, basin, and other fees that are required by the City at the time of Final Plat submittal.
5. Detention and controlled release of stormwater will be required for this subdivision.

All other provisions of the subdivision control ordinance will be required unless specifically waived by the City Council.

ORDINANCE NO. 712H

**AN ORDINANCE APPROVING
A FINAL PLAT TITLED
MH SUBDIVISION**

WHEREAS, the City of Belvidere has adopted a Subdivision Ordinance (Chapter 151 of the Belvidere Municipal Code) in accordance with the provisions of Illinois Compiled Statutes to regulate the division of land and specify the minimum requirements for public improvements on land in the City of Belvidere; and,

WHEREAS, the applicant, MH Bradley, LLC, 6402 Cornell Avenue, Indianapolis, IN 46220 (described in the attached subdivision plat (hereof referenced as Attachment A)), has petitioned the City of Belvidere for approval of the final plat titled MH Subdivision.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the attached Final Plat titled MH Subdivision be, and is hereby approved, subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.
2. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
3. The 12-foot utility easements depicted on the preliminary plat shall also be depicted on the final plat.
4. Per Sections 151.23.a.2 and 151.25.a.7 of the Belvidere Subdivision Ordinance, an affidavit of ownership shall be depicted on the plat.
5. Per Section 151.41.e.2 of the Belvidere Subdivision Ordinance, sidewalks shall be installed along Davis Drive.
6. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, set pins shall be located at the property corners of the new lots.
7. The Surveyor's Certificate Block as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
8. The Utility Companies Certificate Block as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
9. The General Easement Provision as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
10. The Illinois Department of Transportation shall have a Certificate Block depicted on the plat stating "This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to 765 ILCS 205/2.

However, a Permit for access issued by the Department is required by the owner of the property. A plan meeting the requirements contained in the Departments "Policy on Permits for Access Driveways to State Highways" will be required by the Department. Dated this _____ day of _____, A.D., 20____
_____ Region Two Engineer"

11. All Certificate Blocks shall be dated 2025.
12. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
13. The western 30' of the property that encroaches into Davis Drive shall be depicted on the plat as "Hereby dedicated for public right-of-way".
14. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, the monument material and type found or set shall be depicted on the plat
15. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
16. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to the recording of the Final Plat or prior to the approval and release of the construction plans for the development by the Director of Public Works.
17. A construction inspection fee in the amount of three percent of the approved engineer's estimate of costs for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
18. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary and standard permit, inspection, tap-on, connection, recapture, basin and other fees that are required by the City at the time of Final Plat submittal.
19. Ownership and maintenance responsibility of the detention areas must be included in the final plat.
20. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
22. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute the plat upon presentment of a proper guarantee for the construction of the required subdivision improvements and payment of the construction inspection fee in accordance with the Belvidere Subdivision Ordinance.

Section 3. That the City Clerk is hereby authorized and directed to cause the final plat to be recorded with the Boone County Recorder of Deeds after the plat is properly executed by all of the officers of the City of Belvidere.

Section 4. That this Ordinance shall be in full force and effect from and after its passage as provided by local law and pursuant to Illinois State Statutes. This written and foregoing Ordinance is published by authority of the corporate authorities of the City of Belvidere in pamphlet form on this date.

PASSED by the City Council of the City of Belvidere this _____ day of _____, 2025.

APPROVED by the Mayor of the City of Belvidere this _____ day of _____, 2025.

Clint Morris, Mayor

ATTEST:

Erica Bluege, City Clerk

Ayes: _____ Nays: _____ Absent: _____

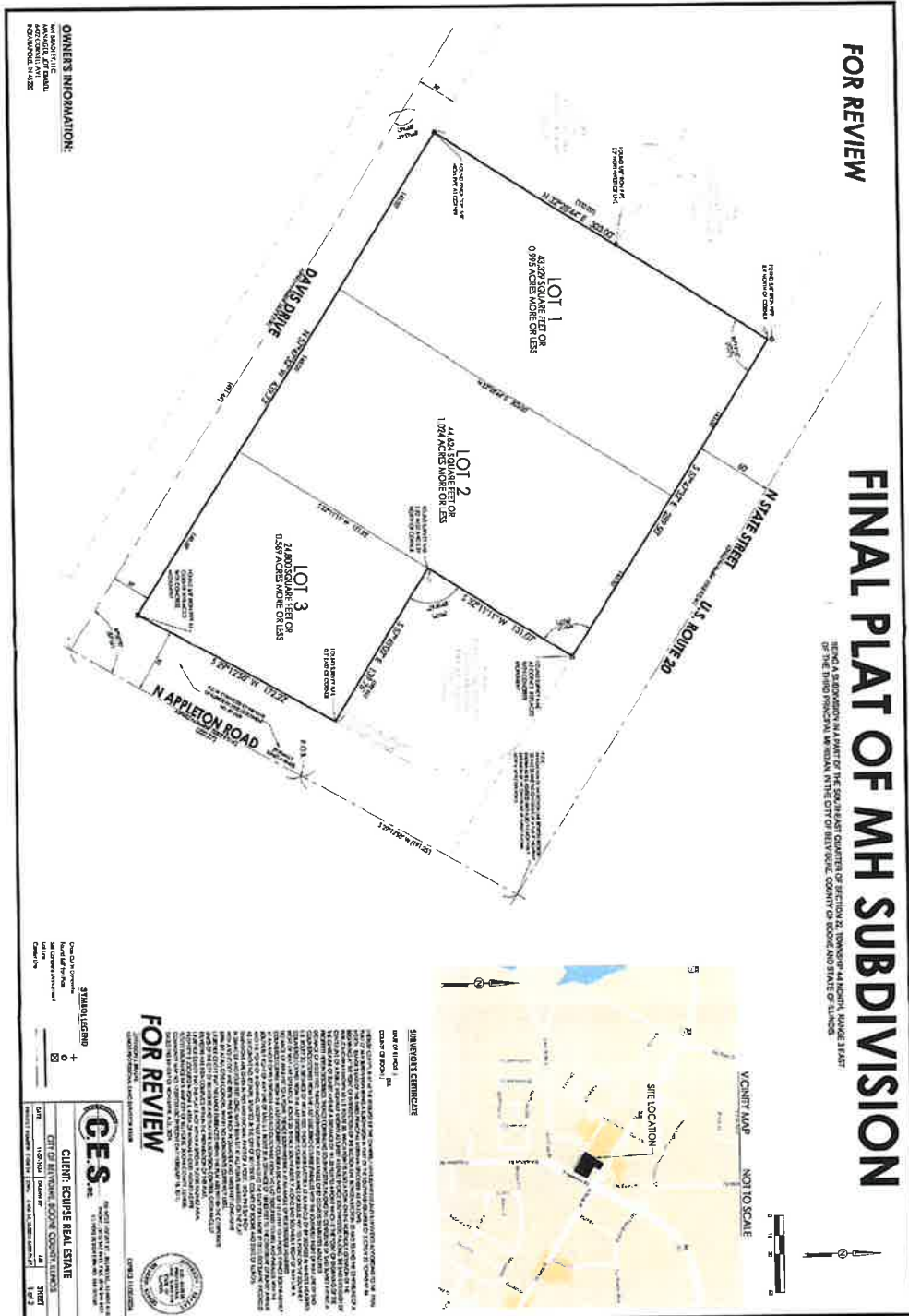
City Council Members Voting Aye:

City Council Members Voting Nay:

Date Published:

Sponsor: _____

ATTACHMENT A



FOR REVIEW

FINAL PLAT OF MH SUBDIVISION

BEING A SUBDIVISION IN A PART OF THE SOUTHWEST QUARTER OF SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

OWNER'S CERTIFICATE

OWNER OF RECORD:
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

DATE OF RECORD: _____

OWNER'S CERTIFICATE

OWNER OF RECORD:
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

CITY CLERK'S CERTIFICATE

CITY OF BELLEVILLE, ILL.
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

DATE OF RECORD: _____

PUBLIC WORKS DEPARTMENT CERTIFICATE

CITY OF BELLEVILLE, ILL.
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

CITY ENGINEER'S CERTIFICATE

CITY OF BELLEVILLE, ILL.
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

RECORDING CERTIFICATE

DATE OF RECORD: _____
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

CITY MANAGER'S CERTIFICATE

CITY OF BELLEVILLE, ILL.
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

DRAINAGE OVERLAY CERTIFICATE

CITY OF BELLEVILLE, ILL.
COUNTY OF BROWN, ILL.
SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVILLE, COUNTY OF BROWN AND STATE OF ILLINOIS

OWNER'S INFORMATION:
NAME OF OWNER:
ADDRESS:
CITY AND STATE:

FOR REVIEW

GES
CITY OF BELLEVILLE, BROWN COUNTY, ILLINOIS
CLARENCE ROUSE REAL ESTATE
1117 BELLEVILLE
BROWN COUNTY, ILLINOIS 62206

MEMO

DATE: December 11, 2024

TO: Mayor and Members of the City Council

FROM: City of Belvidere Planning and Zoning Commission

SUBJECT: Recommendation for Case 2024-23; MH Subdivision (FP)

REQUEST:

The applicant is requesting final plat approval of the 3-lot MH Subdivision. The subject property is northwest of North State Street and Appleton Road. It is approximately 3 acres in size and is developed with Dodge Lanes bowling alley and a large parking area. PIN: 05-22-476-008.

RECOMMENDATION:

The planning and zoning commission recommended the **approval** of case number **2024-23** subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.
2. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
3. The 12-foot utility easements depicted on the preliminary plat shall also be depicted on the final plat.
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7. The Surveyor's Certificate Block as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
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9. The General Easement Provision as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
10. The Illinois Department of Transportation shall have a Certificate Block depicted on the plat stating "This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to 765 ILCS 205/2. However, a Permit for access issued by the Department is required by the owner of the property. A plan meeting the requirements contained in the Departments "Policy on Permits for Access Driveways to

State Highways” will be required by the Department. Dated this _____ day of _____, A.D., 20____ Region Two Engineer”

11. All Certificate Blocks shall be dated 2025.
12. A drainage overlay needs to be submitted for review and approval prior to final plat approval.
13. The western 30’ of the property that encroaches into Davis Drive shall be depicted on the plat as “Hereby dedicated for public right-of-way”.
14. Per Section 151.32.a.4 of the Belvidere Subdivision Ordinance, the monument material and type found or set shall be depicted on the plat
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19. Ownership and maintenance responsibility of the detention areas must be included in the final plat.
20. The revised plat shall be presented to the planning department for review and approval before any signatures are obtained.
21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
22. The final plat shall be in compliance with all applicable codes, ordinances and agreements.

Motion to approve case 2024-23; MH Subdivision (FP) subject to the conditions as presented carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

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

December 3, 2024

ADVISORY REPORT

CASE NUMBER: 2024-23

APPLICANT: MH Bradley, LLC, MH Subdivision (FP)

REQUEST:

The applicant is requesting final plat approval of the 3-lot MH Subdivision.

LOCATION AND DESCRIPTION OF SITE:

The subject property is northwest of North State Street and Appleton Road. It is approximately 3 acres in size and is developed with Dodge Lanes bowling alley and a large parking area. PIN: 05-22-476-008.

BACKGROUND:

The applicant is concurrently requesting the preliminary and final plats of MH Subdivision and a special use for a planned development for Lots 1 and 2. Although portions of Davis Drive are being dedicated, no new rights-of-ways are being created. Additional water and sewer connections will need to be created to accommodate the multiple buildings.

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A request for comments was sent to 18 departments, agencies, or other parties. Comments received were either addressed by the applicant or have been incorporated into the recommended conditions of approval.

SUMMARY OF FINDINGS:

Provided that the suggested conditions of approval are met, the Final Plat of MH Subdivision is in conformance with the City of Belvidere's Subdivision Code and Zoning Ordinances.

RECOMMENDATION:

Planning staff recommends the **approval** of the final plat for MH Subdivision (case number **2024-23**) subject to the following conditions:

1. The phrase "For Review" shall be removed from the plat.

2024-23; MH Subdivision Final Plat

2. Drainage easements, stormwater management easements and cross access easements (for the vehicle circulation areas) with explanations of their use or references to recorded documents describing their use shall be depicted on the plat.
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8. The Utility Companies Certificate Block as described in Appendix A of the Belvidere Subdivision Ordinance shall be depicted on the plat.
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2024-23; MH Subdivision Final Plat

21. The plat shall be recorded with the County Recorder of Deeds within 90 days of City Council approval, unless a plat-recording extension is granted.
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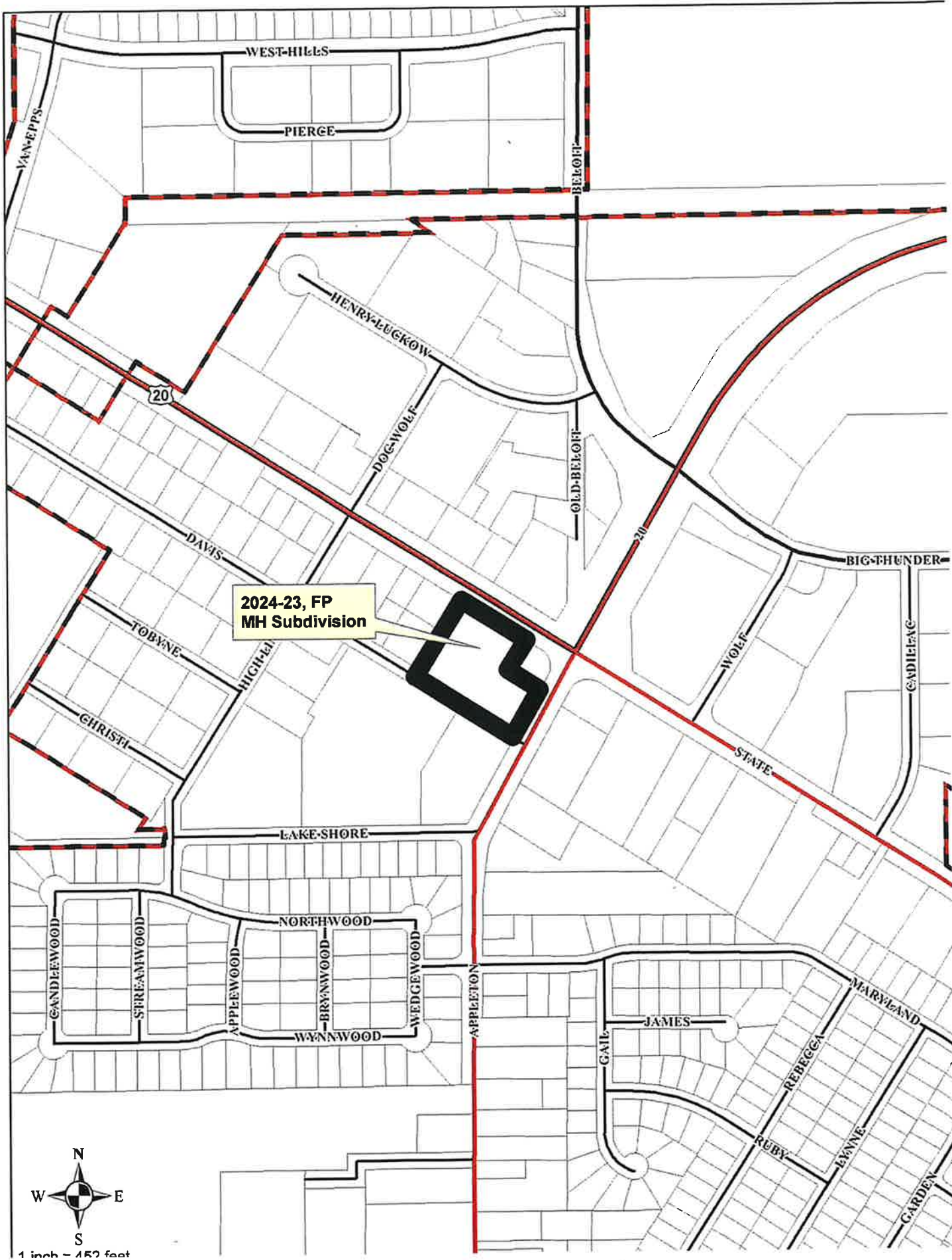
Submitted by:



Gina DelRose
Community Development Planner

ATTACHMENTS

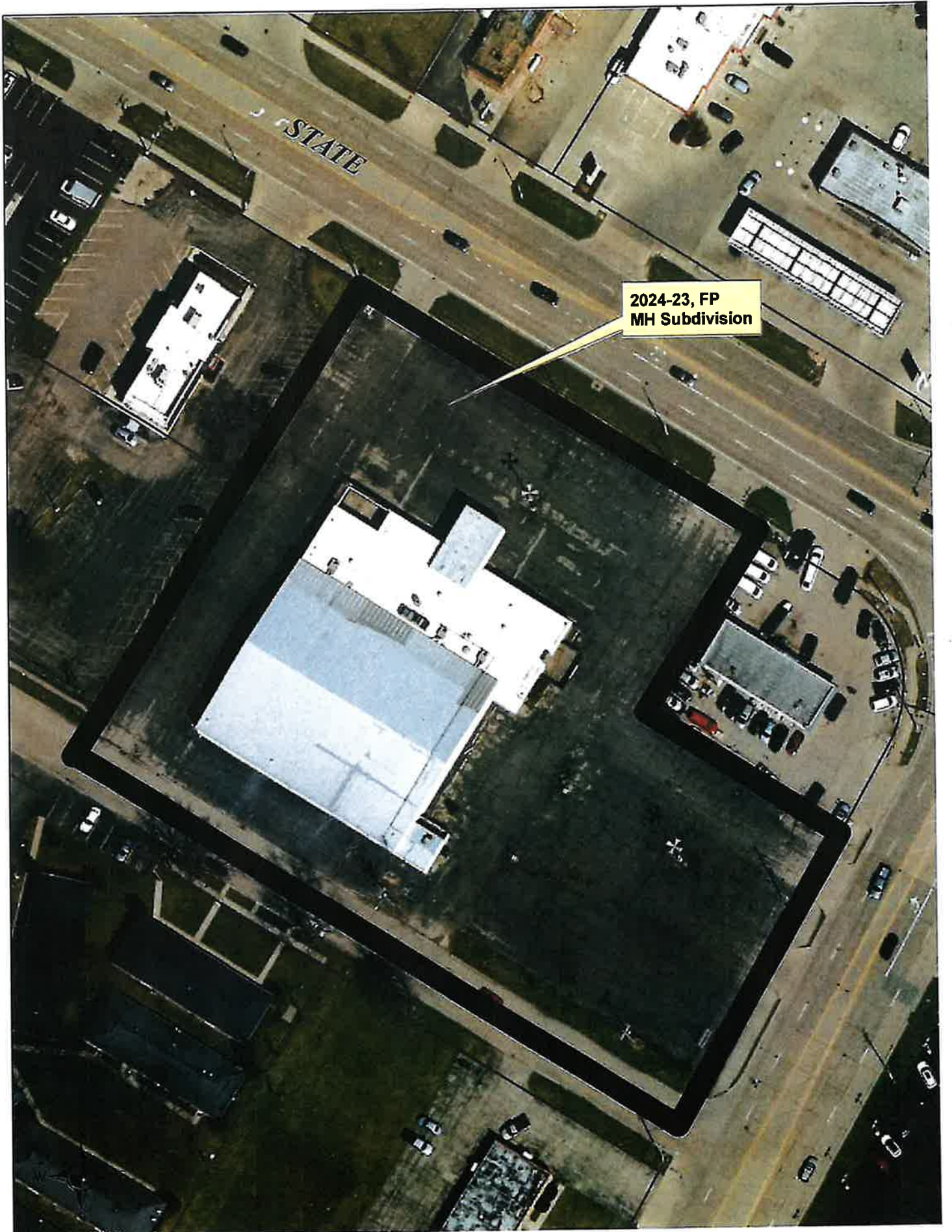
1. Location Map by Planning Staff.
2. Aerial Photo with Platting by Planning Staff.
3. E-mail from Comcast Cable, Ted Wyman, November 19, 2024.
4. Memo from Belvidere Public Works Department, Brent Anderson, November 26, 2024.
5. Letter from Hampton, Lenzini and Renwick, Inc., Randal Newkirk, November 26, 2024.
6. E-mail from Illinois Department of Transportation, Scott Spayer, November 27, 2024.
7. E-mail from Nicor Gas, Rebecca Luginbill, December 2, 2024.
8. Final Plat for MH Subdivision by C.E.S. Inc., dated November 7, 2024.



2024-23, FP
MH Subdivision



1 inch = 452 feet



2024-23, FP
MH Subdivision

STATE

Gina Delrose

From: Wyman, Ted <Ted_Wyman@comcast.com>
Sent: Tuesday, November 19, 2024 12:25 PM
To: Gina Delrose
Subject: RE: mh subdivision FINAL plat- case 2024-23

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,

As we had discussed during our phone conversation, Comcast has no objection to the MH Plat of Resubdivision.

Also, for any future plat reviews, you can just go ahead and send them only to to me from Comcast.

If you have any questions in regards to this information, please don't hesitate to contact me.

Sincerely,

Ted Wyman
Comcast Cable
Right-of-Way Engineer
688 Industrial Drive
Elmhurst, IL 60126
Phone: (224) 229-5850 office (847) 652-6074 cell
Fax: (630) 359-5482
Ted_Wyman@comcast.com

From: Gina Delrose <gdelrose@BelvidereIL.gov>
Sent: Monday, November 18, 2024 5:08 PM
To: Wyman, Ted <Ted_Wyman@comcast.com>; Koshinski, Keith <Keith_Koshinski@comcast.com>; Mark Beck <mbeck@belviderefire.com>; Nicolas Thornton <nthornton@belviderefire.com>
Subject: [EXTERNAL] mh subdivision FINAL plat- case 2024-23

Hello Everyone-

Please see the attached request for comments for the final plat of MH Subdivision.

Ted, I am also attaching the proposed site plan so you can see how they plan on developing the lot.

Gina DelRose

Community Development Planner
City of Belvidere
401 Whitney Boulevard, 61008



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hlrengineering.com

November 26, 2024

Gina DeRose
Community Development Planner
City of Belvidere
401 Whitney Boulevard
Belvidere, IL 61008

**RE: 2024-22 MH Subdivision Preliminary Plat
2024-23 MH Subdivision Final Plat**

Dear Ms. DeRose,

Below are comments based on the plats transmitted to HLR on November 18, 2024:

MH Subdivision Preliminary Plat dated 11/14/2024

- 1.) Label 12' Utility with recording information or if proposed

MH Subdivision Final Plat dated 11/07/2024

- 1.) Show 12' Utility Easements with recording information or if proposed
- 2.) Is Davis Drive being dedicated? If so, label as Hereby Dedicated
- 3.) Missing Utility certifications and Easement language
- 4.) Show monument material and type found or set per Section 151.32 (a)(4) for new Lot corners

If there are any questions regarding the comments presented, feel free to reach out to Eric Haglund, PLS or myself.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Randal G. Newkirk, PE
Municipal Manager

1707 N. Randall Road
Suite 100
Elgin, Illinois 60123
Tel: 847 697 6700
Fax: 847 697 6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel: 847 697 6700
Fax: 847 697 6753

380 N. Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel: 847 697 6700
Fax: 847 697 6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel: 217 546 3400
Fax: 217 546 3116

323 West 3rd Street
P.O. Box 160
Mt Carmel, Illinois 62863
Tel: 618 262 8651
Fax: 618 263 3327

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 11/26/2024
Re: Review of Final Plat – MH Subdivision (Case No. 2024-23)

Having reviewed the above Plat, I offer the following comments:

1. All public improvements shall be completed in accordance with approved construction plans for the development. An engineer's estimate of cost for the public improvements to be completed as a part of this project shall be submitted along with the construction plans for the development.
2. A Performance Bond or Letter-of-Credit is required for all public improvements on forms provided by the City and must be submitted prior to recording of the Final Plat or approval and release of the construction plans for the development by the Director of Public Works.
3. A construction inspection fee in the amount of three percent of the approved engineer's estimate of cost for the public improvements must be paid to the City Clerk prior to approval and release of the construction plans for the development by the Director of Public Works.
4. Unless other arrangements are approved by the City Council, the developer shall pay all normal, customary, and standard permit, inspection, tap-on, connection, recapture, basin, and other fees that are required by the City prior to signing of the Final Plat for this subdivision.
5. Ownership and maintenance responsibility of the detention areas must be provided on the Final Plat.
6. A drainage overlay must be included as part of the Final Plat.

All other provisions of the subdivision control ordinance will be required unless specifically waived by the City Council.

Gina Delrose

From: Spayer, Scott M. <Scott.Spayer@Illinois.gov>
Sent: Wednesday, November 27, 2024 3:21 PM
To: Gina Delrose
Cc: Tracy Pyszka; Rider, Gregory
Subject: 2024-23;MH Subdivision (Final Plat)
Attachments: D2 Subdivision Plat Certificate.docx; Final Plat - MH Subdivision.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-

We have received the Preliminary & Final Plat of MH Subdivision for review.

We ask that the attached certificate be included on the Final plat.

I have cc'd Tracy Pyszka with CES, Inc.

Let me know if you have any questions.

Thanks,

-Scott

Scott M. Spayer, P.L.S.
Chief of Plats and Plans
Illinois Department of Transportation
Region 2 / District 2
819 Depot Avenue
Dixon, Illinois 61021
(815) 284-5370

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This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant to 765 ILCS 205/2. However, a Permit for access issued by the Department is required by the owner of the property. A plan meeting the requirements contained in the Departments "Policy on Permits for Access Driveways to State Highways" will be required by the Department.

Dated this _____ day of _____, A.D., 20 _____

Region Two Engineer

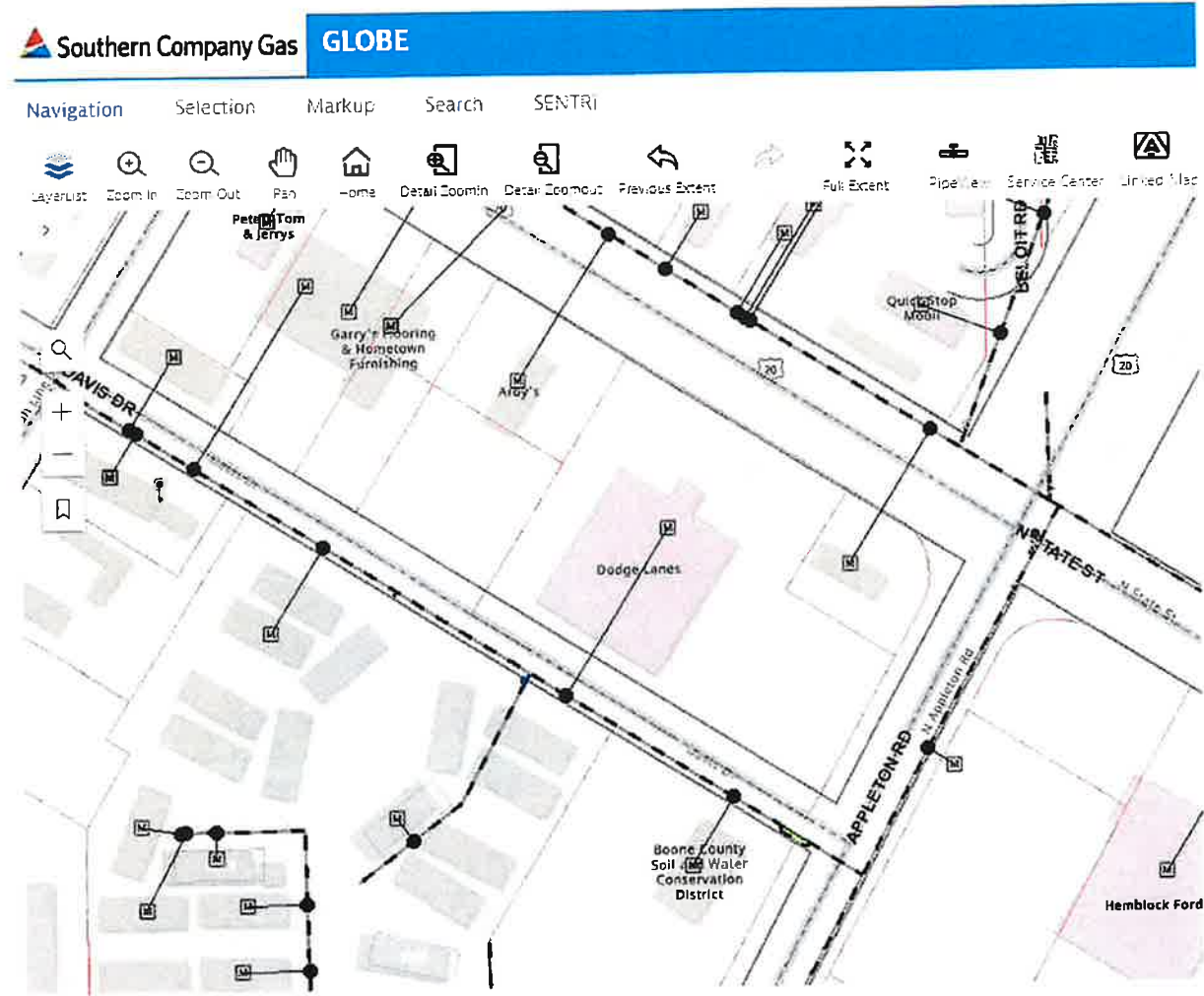
Gina Delrose

From: Luginbill, Rebecca <X2RLUGIN@SOUTHERNCO.COM>
Sent: Monday, December 2, 2024 3:41 PM
To: Gina Delrose
Subject: 2024-22: MH Subdivision Preliminary Plat & Final Plat

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 reviewed the Subject Plats and do not have any comment at this time.
Please see below clip for approximate location of Nicor main in the vicinity.



Rebecca Luginbill
Land Management
Nicor Gas Company
1844 Ferry Road

FINAL PLAT OF MH SUBDIVISION

BEING A SUBDIVISION IN A PART OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN THE CITY OF BELLEVUE, COUNTY OF BOONE AND STATE OF ILLINOIS.

FOR REVIEW

OWNER'S CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, the undersigned, the owner of the land described in the attached plat, and having caused the same to be surveyed and subdivided as shown thereon, do hereby certify that the same were lawfully acquired and that I am duly qualified and authorized to execute this certificate, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the owner, on this _____ day of _____, A.D. 2024.

 OWNER

 OFFICIAL NAME

OWNER'S NOTARY CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, a Notary Public in and for the County of Boone, in the State of Illinois, do hereby certify that _____, personally known to me to be the owner whose name is subscribed to the foregoing instrument, is duly qualified and authorized to execute the same, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the Notary Public, on this _____ day of _____, A.D. 2024.

 NOTARY PUBLIC

CITY CLERK'S CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, City Clerk of the City of Bellevue, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the City Clerk, on this _____ day of _____, A.D. 2024.

 CITY CLERK

PUBLIC WORKS DEPARTMENT CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, Public Works Director of the City of Bellevue, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the Public Works Director, on this _____ day of _____, A.D. 2024.

 PUBLIC WORKS DIRECTOR

CITY COUNCIL CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, Mayor of the City of Bellevue, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the Mayor, on this _____ day of _____, A.D. 2024.

 MAYOR

ATTEST: _____
 CITY CLERK

RECORDER'S CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, Recorder of Deeds for the County of Boone, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

RECORDED IN MY OFFICE OF RECORDS ON _____ DAY OF _____, A.D. 2024, AT _____ O'CLOCK, _____ A.M. AND _____ A.D. 2024.

CITY PLANNERS' CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, City Planner of the City of Bellevue, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the City Planner, on this _____ day of _____, A.D. 2024.

 CITY PLANNER

DRAINAGE OVERLAY CERTIFICATE

STATE OF ILLINOIS)
 COUNTY OF BOONE) ss.
 I, _____, Public Works Director of the City of Bellevue, do hereby certify that the foregoing plat, as shown thereon, is a true and correct copy of the original plat as filed in my office, and that the same are in accordance with the laws of the State of Illinois.

WITNESSED BY ME, the Public Works Director, on this _____ day of _____, A.D. 2024.

 PUBLIC WORKS DIRECTOR

FOR REVIEW

CES INC.
 200 WEST LOGGERS LANE, BELLEVUE, ILLINOIS 60111
 PHONE: 815.333.8888 FAX: 815.333.8881
 WWW.CESINC.COM

CLIENT: ECLIPSE REAL ESTATE
 CITY OF BELLEVUE, BOONE COUNTY, ILLINOIS

DATE: 11-07-2024 CHARTER: ASB
 PROJECT NUMBER: CMB-24-ENCL-2-LIBERTY-ON-PLAT

SHEET 2 OF 2

OWNER'S INFORMATION:

MR. BRADLEY C. HANDEL
 6400 CORNELIA AVE
 INDIANAPOLIS, IN 46220

ORDINANCE NO. 713H

**AN ORDINANCE GRANTING A SPECIAL USE
TO ALLOW A PLANNED DEVELOPMENT
WITHIN THE GB, GENERAL BUSINESS DISTRICT
(1940 North State Street)**

WHEREAS, The City of Belvidere has adopted Chapter 150, Zoning Ordinance in accordance with the provisions of Illinois Compiled Statutes to regulate the use of land and to specify the minimum requirements for improvements on land in the City of Belvidere; and

WHEREAS, Special Uses are certain municipal or private uses that due to their physical or operational characteristics may pose a threat to the value, use and enjoyment of adjoining property; are reviewed on a case by case basis; and are permitted only by permission of the Belvidere City Council; and,

WHEREAS, The applicant, MH Bradley, LLC (Jeff Kimbell), 6402 Cornell Avenue, Indianapolis, IN 46220 on behalf of the property owner, Dodge Lanes, Inc. 1940 North State Street, Belvidere, IL 61008 has petitioned the City for a Special Use to permit a planned development at 1940 North State Street; and

WHEREAS, after due notice by publication pursuant to the Illinois State Statutes, the City of Belvidere Planning and Zoning Commission held a public hearing on December 10, 2024 concerning the proposed Special Use; and,

WHEREAS, the City of Belvidere Planning and Zoning Commission having examined the application and having considered the evidence, both oral and documentary and being fully advised about the premises did make findings of fact and a recommendation; and,

WHEREAS, the corporate authorities of the City considered the findings of fact and concur with the recommendation of the Planning and Zoning Commission,

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein by this reference.

Section 2. That a Special Use in the GB, General Business District for a planned development on the property depicted in Attachment A and legally described as:

A part of Section 22, Township 44 North, Range 3 East of the Third Principal Meridian described as follows: Beginning at the point of intersection of the Section Line between Sections 22 and 23 and the center line of a public highway known as U.S. Route 20, which point is also a point on the Northerly extension of the center line of a public highway known as Sunset Avenue; thence Southwesterly along the said extension of the center line of Sunset Avenue a distance of 191.25 feet to a point which is the point of beginning of the property herein described; thence, continuing Southwesterly along the center line of said Sunset Avenue a distance of 202.27 feet; thence Northwesterly at an angle of 87 degrees 02 minutes measured counter clockwise from the last described course (parallel with the Southerly Right of way line of said U.S. Route 20) a distance of 491.44 feet; thence, Northeasterly at an angle of 89 degrees 46 minutes measured counter-clockwise from the last described course a distance of 333.0 feet to a point on the Southerly Right of Way line of said U.S. Route 20; thence, Southeasterly along said Southerly Right of Way line a distance of 289.5 feet to a point; thence, Southwesterly at an angle of 90 degrees measured counter-clockwise from the last described course a distance of 131.0 feet to a point; thence, Southeasterly at an angle of 90.0 degrees measured clockwise from the last described course and parallel with the Southerly Right of Way line of said U.S. Route 20 a distance of 189.83 feet to the center line of Sunset Avenue and the point of beginning.

Excepting therefrom the following described premises to wit:

Commencing at the Southeast corner of said Southeast Quarter of Section 22; thence Northerly on the East line of said Southeast Quarter, said line having bearing of North 1 degree 00 minutes 00 seconds West, a distance of 1021.65 feet to a point in the Center line of a public highway designated F.A Route 517 (Bus. Route 20); said point also being the point of intersection of a public road designated Appleton Road (Sunset Avenue) with FA Route 517 (Bus. Route 20); thence Southwesterly on the Center Line of said Appleton Road (Sunset Avenue), said line having a bearing of South 26 degrees 59 minutes 00 seconds West, a distance of 191.25 feet to a point in the Southerly Corner of the premises acquired by the Illinois Department of Transportation by Warranty Deed recorded April 4, 1984 in Book 1, Page 43 as Document Number 84860 in the Recorder's Office of Boone County, said point also being the Point of Beginning of the hereinafter described parcel of land; thence continuing Southwesterly on the last described course, a distance of 202.27 feet to a point in the Southerly Corner of the premises conveyed (Center line of Davis Drive), said line having a bearing of North 60 degrees 00 minutes 00 seconds West, a distance of 50.07 feet to a point thence Northeasterly on a line having a bearing of North 26 degrees 59 minutes 00 seconds East, a distance of 202.27 feet to a point in the Westerly Corner of the premises

so acquired by the Illinois Department of Transportation; thence Southeasterly on the Southwesterly Line of the premises so acquired, said line having a bearing of South 60 degrees 00 minutes 00 seconds East, a distance of 50.07 feet to the point of beginning; situated in the County of Boone and the State of Illinois. PIN: 05-22-476-008

is hereby approved, subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 11/11/24 unless otherwise noted. (Attachment B)
2. 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.
3. The planned development is granting only the following flexible standards: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line and 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line

Section 3. That the premises shall be used in accordance with and subject to the applicable provisions of the Zoning Ordinance of the City of Belvidere and shall not be used except as may otherwise be expressly authorized by the applicable law and the special use.

Section 4. That acceptance of any of the benefits of this Special Use shall be deemed acceptance of all the terms and conditions set forth herein.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

Section 7. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED by the City Council of the City of Belvidere this ____ day of _____, 2025.

APPROVED by the Mayor of the City of Belvidere this ____ day of _____, 2025.

Clinton Morris, Mayor

ATTEST:

Erica Bluege, City Clerk

Ayes: ____ Nays: ____ Absent: ____

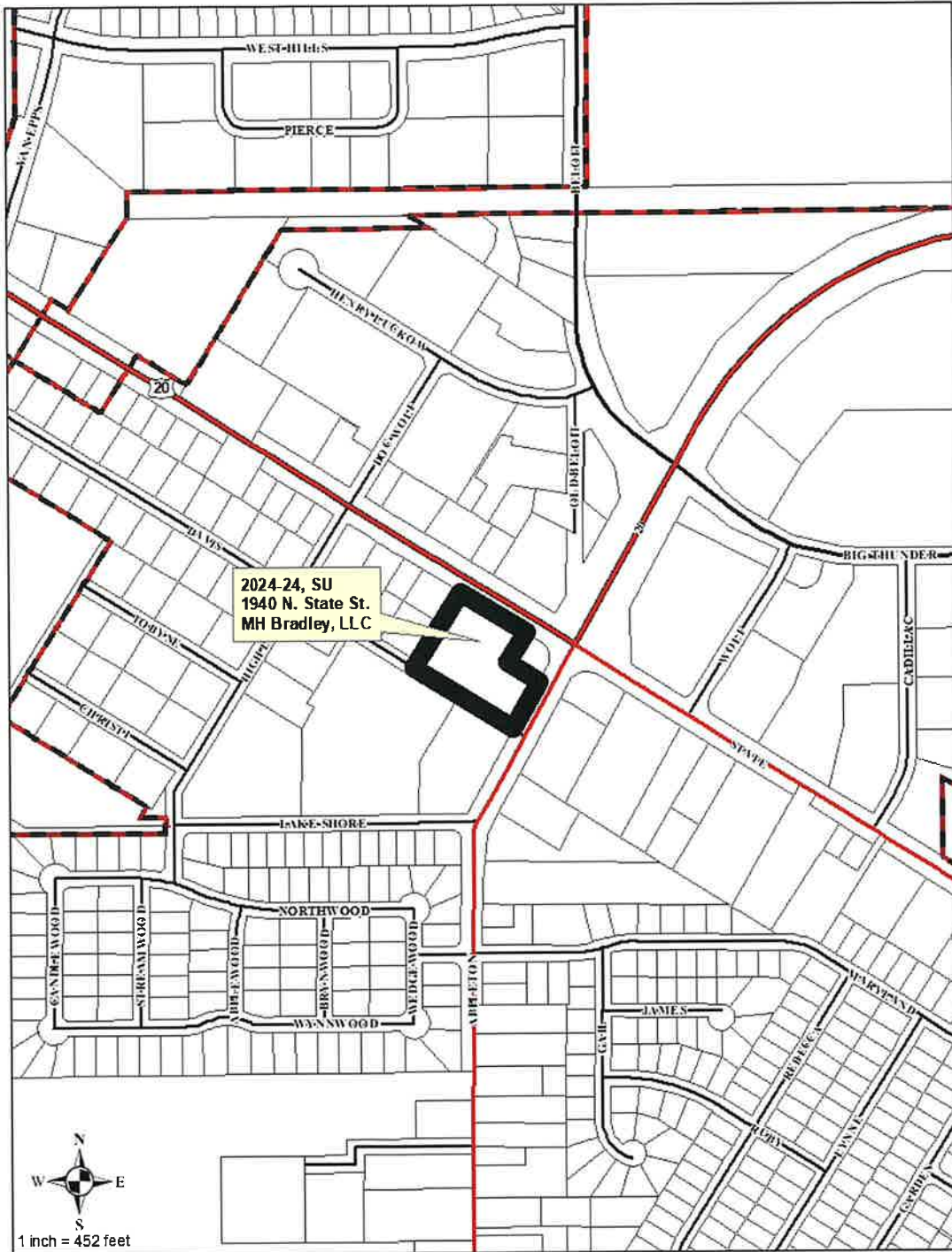
City Council Members Voting Aye: ____

City Council Members Voting Nay: ____

Date Published:

Sponsor: _____

ATTACHMENT A



MEMO

DATE: December 11, 2024
TO: Mayor and Members of the City Council
FROM: City of Belvidere Planning and Zoning Commission
SUBJECT: Recommendation for Case: 2024-24, MH Bradley, LLC, 1940 N. State Street

REQUEST AND LOCATION:

The applicant, MH Bradley, LLC (Jeff Kimbell), 6402 Cornell Avenue, Indianapolis, Indiana 46220 on behalf of the property owner, Dodge Lanes, Inc., 1940 N. State Street, Belvidere, IL 61008 is requesting a special use to permit a planned developed in the GB, General Business District at 1940 North State Street, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line, Section 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct two restaurants with drive-through windows as well as a shared parking and vehicle circulation area. The property is approximately three acres in size, irregular in shape and developed with a bowling alley and large parking area. PIN: 05-22-476-008.

RECOMMENDATION:

The planning and zoning commission recommended the **approval** of case number **2024-24** for a special use to permit a planned development at 1940 N. State Street subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 11/11/24 unless otherwise noted.
2. 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.
3. The planned development is granting only the following flexible standards: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line and 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line

Motion to approve case 2024-24; MH Bradley, LLC, 1940 N. State Street subject to the conditions as presented carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

MEMO

DATE: December 11, 2024
TO: Mayor and Members of the City Council
FROM: City of Belvidere Planning and Zoning Commission
SUBJECT: Findings of Fact for Case: 2024-24, MH Bradley, LLC, 1940 N. State St.

REQUEST AND LOCATION:

The applicant, MH Bradley, LLC (Jeff Kimbell), 6402 Cornell Avenue, Indianapolis, Indiana 46220 on behalf of the property owner, Dodge Lanes, Inc., 1940 N. State Street, Belvidere, IL 61008 is requesting a special use to permit a planned developed in the GB, General Business District at 1940 North State Street, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line, Section 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct two restaurants with drive-through windows as well as a shared parking and vehicle circulation area. The property is approximately three acres in size, irregular in shape and developed with a bowling alley and large parking area. PIN: 05-22-476-008.

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 property has operated as a bowling alley since the 1960s. It was constructed while the adjacent multi-family and commercial properties were also developing. The requested planned development will allow for the redevelopment of the property. Although the two lots subject to the special use request are seeking deviations from the zoning ordinance, the scale of the buildings will be smaller than what is currently there, the setbacks from the adjacent residential properties are greater and the amount of impervious surface is decreasing which will improve stormwater run-off to adjacent properties.

- 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 subject property is designated as “Commercial” by the City of Belvidere Comprehensive Plan, adopted May 7, 2024. Commercial land uses include service businesses, restaurants, entertainment, office buildings, healthcare facilities, and other similar uses. Smaller scale commercial uses provide the community with a variety of everyday goods and services at convenient locations, typically along the City’s major roads such as Logan Avenue and State Street. Currently, larger-format commercial land uses are located along major roadways such as US Route 20.

Commercial areas should follow appropriate scales and intensities dependent on adjacent parcels and surrounding community character. Commercial uses will continue to be present along major roadways and the Downtown providing a range of services and needs for consumers

- 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.**

Drive-through lanes are common along North State Street. The configuration of the buildings and parking area have reduced the possibility of traffic backing up on to North State Street due to vehicles queuing in the drive-through lane. The reduced pavement setback and increased illumination levels will allow for shared vehicle circulation areas. This will reduce the amount of curb cuts needed which allows for safer use of the sidewalks by pedestrians. Since the deviations are only for the interior lot line, there are no anticipated negative impacts to neighboring properties.

- 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 majority of the surrounding property is already developed with a mix of commercial and residential land uses. As the properties continue age, several have upgraded their building facades and parking areas or have been redeveloped into new land uses. The redevelopment of the subject property is in-line with the trend of

development along North State Street which caters to vehicle orientated businesses and recently, the students attending Rock Valley College's Advanced Technology Center.

- 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 part of the proposed MH Subdivision and will be served with municipal utilities and adequate 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.

Staff does not anticipate the proposed deviations creating any negative impacts on nearby properties. North State Street is developed with an abundance of vehicle-orientated businesses and the reduced pavement setback and increased illumination levels are for the interior lot line only, not the perimeter lot lines. In addition to the requirements of this Special Use, compliance with the City of Belvidere's Zoning Ordinance is required.

The motion to adopt the Findings of Fact as presented by staff for case 2024-24 for a planned development at 1940 N. State Street carried with a (7-0) roll call vote.

Paul Engelman, Chairman
Belvidere Planning and Zoning Commission

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

December 3, 2024

ADVISORY REPORT

CASE NO: 2024-24 APPLICANT: MH Bradley, LLC, 1940 North State Street (SU)

REQUEST AND LOCATION:

The applicant, MH Bradley, LLC (Jeff Kimbell), 6402 Cornell Avenue, Indianapolis, Indiana 46220 on behalf of the property owner, Dodge Lanes, Inc., 1940 N. State Street, Belvidere, IL 61008 is requesting a special use to permit a planned developed in the GB, General Business District at 1940 North State Street, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line, Section 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct two restaurants with drive-through windows as well as a shared parking and vehicle circulation area. The property is approximately three acres in size, irregular in shape and developed with a bowling alley and large parking area. PIN: 05-22-476-008.

EXISTING LAND USE ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: Dodge Lanes bowling alley

Adjacent property:

North: Mobil gas station, Hibachi Days and multi-tenant commercial building

South: U.S. Department of Agriculture (NRCS and BCSWCD) and the Courtyards Apartments

West: Arby's restaurant

East: Panama Enterprises, Inc. and Hamblock Ford

CURRENT ZONING ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: GB, General Business District

Adjacent property:

North, West and East: GB, General Business District

South: MR-8L, Multi-Family Residential-8 Large and NO, Neighborhood Office

COMPREHENSIVE PLAN ON SUBJECT PROPERTY AND ADJACENT PROPERTY:

Subject property: Commercial

Adjacent property:

North, West and East: Commercial

South: Medium Density Residential and Public/Semi-Public

BACKGROUND:

The applicant is requesting preliminary plat, final plat and special use approvals for the subject property. The intent is to subdivide the property into three lots and develop the two lots with road frontage along North State Street with drive-through food establishments. The three lots being proposed meet all the bulk requirements of the zoning ordinance. However, the proposed development of the property requires three deviations from the zoning ordinance. The deviations include two drive-through lanes, zero-foot pavement setbacks along the interior lot line and increased lighting levels along the interior lot line.

North State Street is developed with an abundance of vehicle orientated businesses. Within approximately 1,000 feet of the subject property there are three gas stations, three automobile sales lots, four food establishments with drive-through lanes, two automobile parts stores, one car wash and one taxi company. The addition of two more food establishments with drive-through lanes will not be out of character for the area.

The decreased pavement setbacks and increased illumination levels are for the interior lot line only. Since the perimeter lot lines must still comply with zoning regulations, the requested deviations are not anticipated to impact adjacent properties. The need for such deviations is due to the two lots sharing an ingress/egress point on Davis Drive as well as shared vehicle circulation areas. A benefit of sharing the access and circulation areas is that the amount of needed curb cuts are reduced. Reduced curb cuts allow for increased pedestrian safety along side walks

TREND OF DEVELOPMENT:

The subject property is located northwest of North State Street and Appleton Road/Bypass 20. Established businesses at the intersection are primarily automobile related. Many of the nearby businesses have undergone façade renovations in recent years.

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 District (B)(2) In-vehicle Sales and Service**

The applicant is requesting that both food establishments (Lots 1 and 2) have drive-through lanes. Adequate queuing lengths are being provided and the lanes are situated in a manner that will not impede vehicle circulation on the property.

- **Article I, Section 150.105(C)(5) General Business District (G)(2)(C) Minimum Paved Surface Setback: 5 feet from side or rear**

The applicant is requesting that Lots 1 and 2 share an ingress/egress point off of Davis Drive. This creates the need for cross access drive aisles over the interior property line, reducing the pavement setback from five feet to zero feet.

- **Article I, Section 150.707 Exterior Lighting Standards (E)(3)(A)**

In no instance shall the amount of illumination attributable to exterior lighting, as measured at the property line, exceed 0.50 footcandles above ambient lighting conditions on a cloudless night.

Since Lots 1 and 2 will be designed to share vehicle circulation areas, lighting levels will be consistent throughout the parking area and not dim along the interior lot line. The applicant is requesting to allow illumination levels up to 5.0 footcandles along the interior lot line.

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 property has operated as a bowling alley since the 1960s. It was constructed while the adjacent multi-family and commercial properties were also developing. The requested planned development will allow for the redevelopment of the property. Although the two lots subject to the special use request are seeking deviations from the zoning ordinance, the scale of the buildings will be smaller than what is currently there, the setbacks from the adjacent residential properties are greater and the amount of impervious surface is decreasing which will improve stormwater run-off to adjacent properties.

- 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 subject property is designated as "Commercial" by the City of Belvidere Comprehensive Plan, adopted May 7, 2024. Commercial land uses include service businesses, restaurants, entertainment, office buildings, healthcare facilities, and other similar uses. Smaller scale commercial uses provide the community with a variety of everyday goods and services at convenient locations, typically along the City's major roads such as Logan Avenue and State Street. Currently, larger-format commercial land uses are located along major roadways such as US Route 20.

Commercial areas should follow appropriate scales and intensities dependent on adjacent parcels and surrounding community character. Commercial uses will continue to be present along major roadways and the Downtown providing a range of services and needs for consumers

- 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.

Drive-through lanes are common along North State Street. The configuration of the buildings and parking area have reduced the possibility of traffic backing up on to North State Street due to vehicles queuing in the drive-through lane. The reduced pavement setback and increased illumination levels will allow for shared vehicle circulation areas. This will reduce the amount of curb cuts needed which allows for safer use of the sidewalks by pedestrians. Since the deviations are only for the interior lot line, there are no anticipated negative impacts to neighboring properties.

- 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 majority of the surrounding properties are already developed with a mix of commercial and residential land uses. As the properties continue to age, several have upgraded their building facades and parking areas or have been redeveloped into new land uses. The redevelopment of the subject property is in-line with the trend of development along North State Street which caters to vehicle orientated businesses and recently, the students attending Rock Valley College's Advanced Technology Center.

- 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 part of the proposed MH Subdivision and will be served with municipal utilities and adequate 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.

Staff does not anticipate the proposed deviations creating any negative impacts on nearby properties. North State Street is developed with an abundance of vehicle-orientated businesses and the reduced pavement setback and increased illumination levels are for the interior lot line only, not the perimeter lot lines. In addition to the requirements of this Special Use, compliance with the City of Belvidere's Zoning Ordinance is required.

SUMMARY OF FINDINGS:

The property has operated as a bowling alley since the 1960s. It was constructed while the adjacent multi-family and commercial properties were also developing. The requested planned development will allow for the redevelopment of the property. Although the two lots subject to the special use request are seeking deviations from the zoning ordinance, the scale of the buildings will be smaller than what is currently there, the setbacks from the adjacent residential

2024-24, MH Bradley, LLC, 1940 North State Street (SU)

properties are greater and the amount of impervious surface is decreasing which will improve stormwater run-off to adjacent properties.

Drive-through lanes are common along North State Street. The configuration of the buildings and parking area have reduced the possibility of traffic backing up on to North State Street due to vehicles queuing in the drive-through lane. The reduced pavement setback and increased illumination levels will allow for shared vehicle circulation areas. This will reduce the amount of curb cuts needed which allows for safer use of the sidewalks by pedestrians. Since the deviations are only for the interior lot line, there are no anticipated negative impacts to neighboring properties.

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RECOMMENDATION:

Planning staff recommends the **approval** of case number **2024-24** subject to the following conditions:

1. The Planned Development shall be developed in substantial conformance with the site plan dated 11/11/24 unless otherwise noted.
2. 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.
3. The planned development is granting only the following flexible standards: Sections 150.105(C)(5)(B)(2) In-vehicle Sales and Service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the interior lot line and 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line

Submitted by:


Gina DelRose,
Community Development Planner

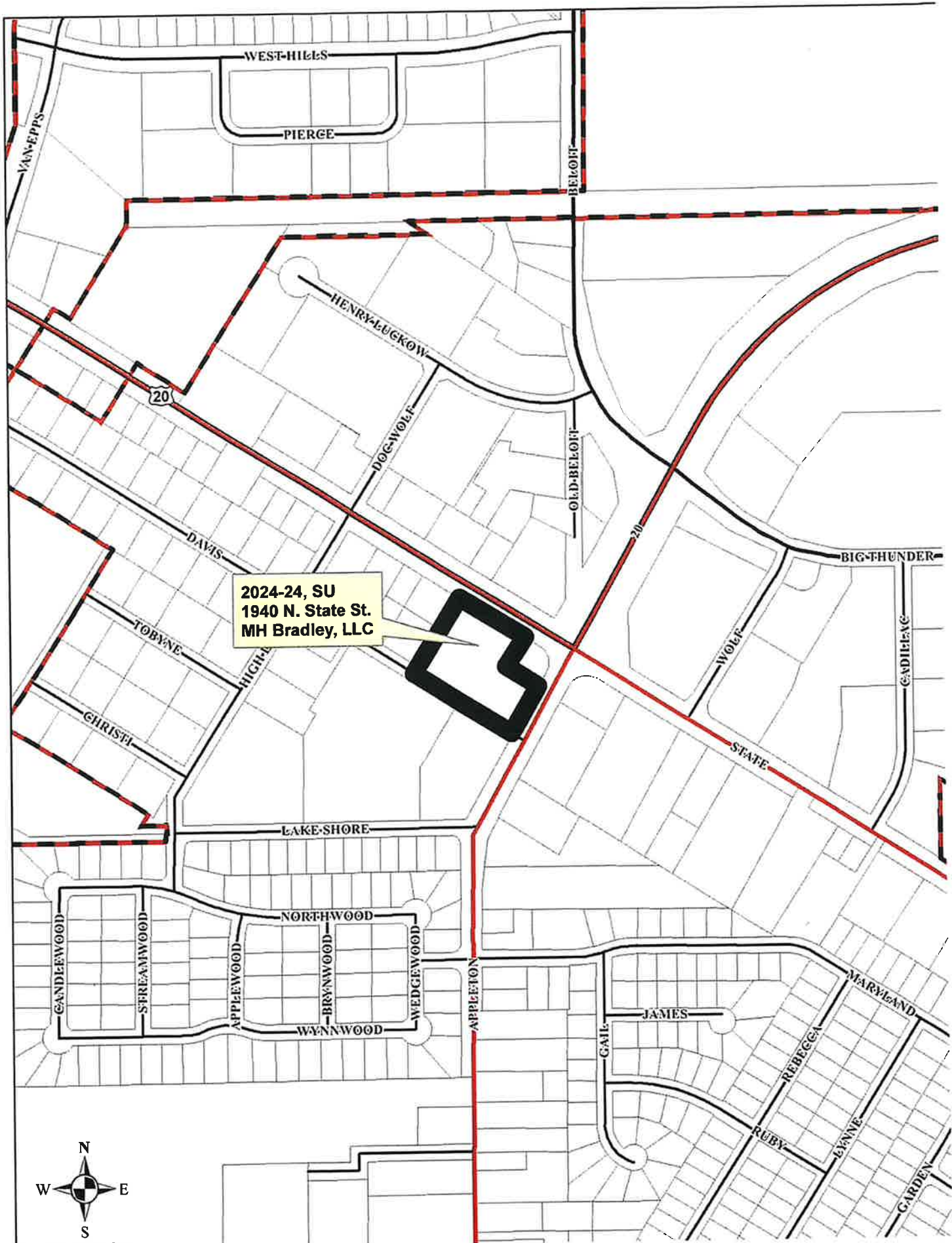
PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION

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.

2024-24, MH Bradley, LLC, 1940 North State Street (SU)

ATTACHMENTS:

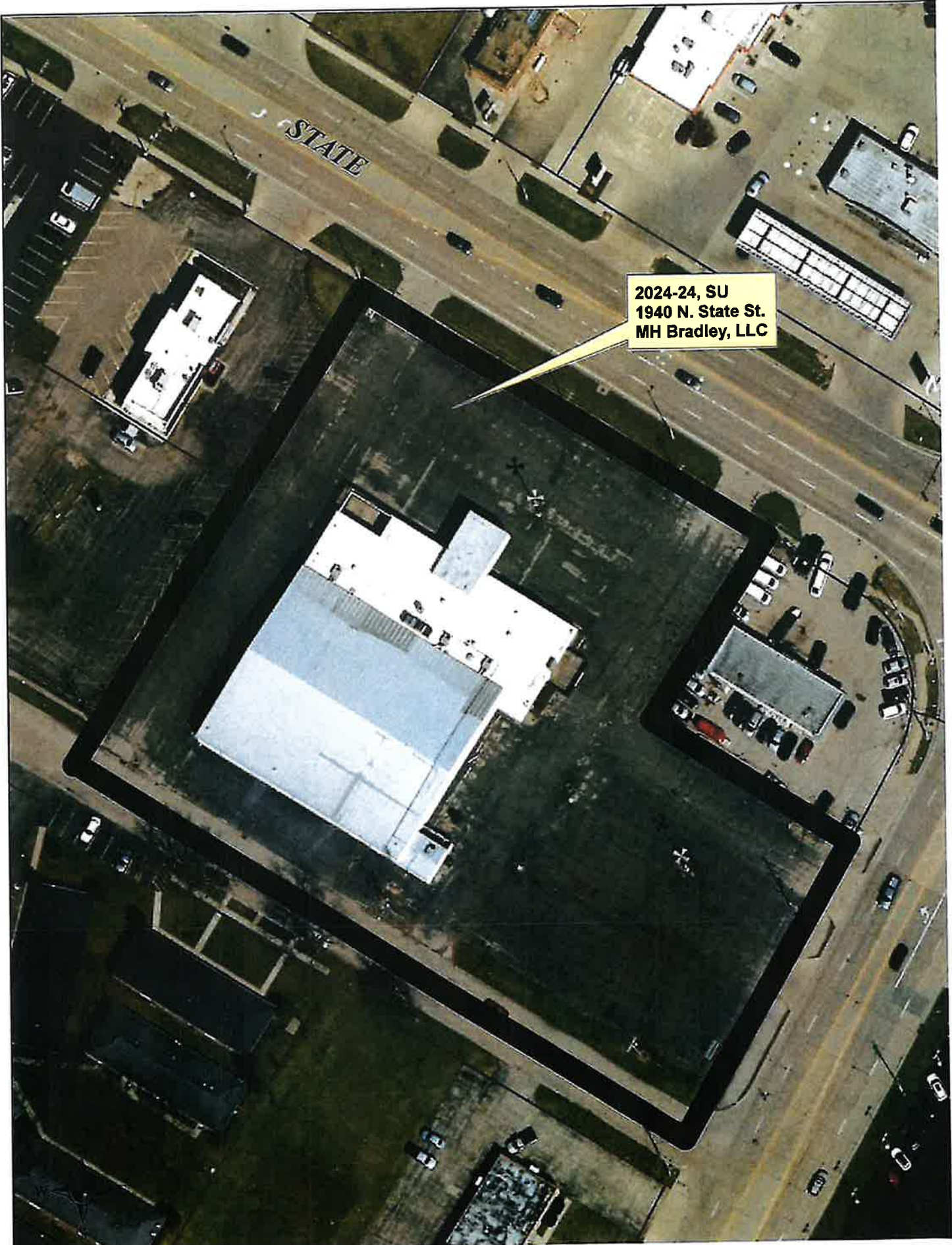
1. Location Map by Planning Staff.
2. Aerial Photo by Planning Staff.
3. Requested Deviations with Narrative Submitted by the Applicant.
4. Site Plan Submitted by the Applicant.
5. Building Elevations Submitted by the Applicant.
6. Letter from the Boone County Health Department, Alisen O'Hearn, November 20, 2024.
7. NRI Report 1781 submitted by the Boone County Soil and Water Conservation District, Heather Van Tilburg, November 22, 2024.



2024-24, SU
1940 N. State St.
MH Bradley, LLC



1 inch = 152 feet



2024-24, SU
1940 N. State St.
MH Bradley, LLC

City of Belvidere

Application for Special Use

Applicant: MH Bradley, LLC

Location: 1940 N. State Street, Belvidere, IL

General description of project:

Applicant is proposing to acquire the property that currently operates Dodge Bowling Lanes in order to subdivide it into 3 separate parcels for redevelopment. A Chipotle and Starbucks are proposed for 2 of the parcels. The remaining parcel will be vacant until a future use is identified.

As part of this application, we are requesting the following deviations:

1. A drive through pick up window for the Chipotle.
2. A full drive through lane for the Starbucks.
3. Reduction from 5' to 0' for the paved surface setback just for the shared drive lanes between the Chipotle and Starbucks.
4. Increase from 0.50 to 5.0 footcandles above ambient light along the shared property line between the Chipotle and Starbucks.



ARCUS ARCHITECTURE + PLANNING, INC. IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, ANCESTRY, COLOR, SEXUAL ORIENTATION, OR AGE.

Project Title:
**FUTURE
 COFFEE SHOP**
 1940 N STATE ST
 BELVIDERE, IL

CONTRACT NO.



NORTH EAST ELEVATION
 1/8" = 1'-0"



NORTH WEST ELEVATION
 1/8" = 1'-0"

JOB NO. 10-20-2024
 Drawn By: MS
 Checked By: CU
 IN CHARGE: A. BENVENISTE
 Date: Description

Sheet Title:
**EX. FINISHES
 ELEVATIONS**
 Sheet No.
A203





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 equitable wellness & protecting the public's health.

November 20, 2024

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

Email: GDelRose@BelvidereIL.gov

Re: Case: 2024-10; MH Bradley, LLC, 1940 North State Street

Dear City of Belvidere,

We are in receipt of a special use to permit a planned developed in the GB, General Business District at 1940 North State Street, Belvidere, IL 61008. The planned development will allow for the following departures: Sections 150.105(C)(5)(B)(2) In-vehicle sales and service for two drive through lanes, 150.105(C)(5)(G)(2)(C) Minimum Paved Surface Setback: decrease from five feet to zero feet along the internal lot line, Section 150.707(E)(3)(A) increase illumination levels from 0.50 foot-candles to 5.0 foot-candles along the interior lot line and 150.904 Special Use Review and Approval Procedures. The planned development is being requested in order to construct two restaurants with drive-through windows as well as a shared parking and vehicle circulation area. PIN: 05-22-476-008.

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: 2024-10; MH Bradley, LLC, 1940 North State Street

Date: November 20, 2024

Page: 2 of 4

- g) *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.

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

Sincerely,



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



**Boone County
Soil & Water
Conservation District**

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

22 November 2024

SWCD NRI #: 1781

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: 1940 N State St, Belvidere, IL 61008
PIN(S): 05-22-476-008

Contact	Petitioner	Owner
Jeff Kimbell	MH Bradley, LLC 6402 Cornell Ave Indianapolis, IN 46220	Dodge Lanes Inc. 1940 State St Belvidere, IL 61008
(317) 997-4530 jkimbell@eclipse.com		

Request: Special Use for Drive Through Lanes and Subdivision Request

Notes, if any: By considering the current zoning, current land use, Geographical Information Systems maps, and requested subdivision/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. Please contact the Boone County Soil & Water Conservation District for any questions regarding the Natural Resource Inventory Report.

Sincerely,

Heather VanTilburg, BCSWCD Resource Conservationist