

City of South Beloit
Planning Commission Meeting Agenda
Wednesday, April 16, 2025, at 6:00 p.m.
Council Chambers, City Hall,
519 Blackhawk Blvd., South Beloit

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

PUBLIC COMMENT:

APPROVAL OF MINUTES: Approval of March 19, 2025
minutes

OLD BUSINESS:

- 1). SUP 10-10-24
To consider a request for a Special Use Permit for a Drive Through Window and Automotive Use (Gas Station) in the Commercial General (CG) Zoning District for 811 Prairie Hill Rd., South Beloit, Illinois, Winnebago County, with PIN No. 04-07-352-011. Filed by Dixit Patel. Testimony in favor of or in opposition to the request will be heard.
- 2). TA 03-01-25
To consider a request for a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinances regarding electric vehicle charging stations. Filed by City of South Beloit. Testimony in favor of or in opposition to the request will be heard.
- 3). TA 03-02-25
To consider a request for a Text Amendment amending Chapter 118 – Coning of the City of South Beloit Code of Ordinances regarding feather flags. Filed by City of South Beloit. Testimony in favor of or in opposition to the request will be heard.

ADJOURN:

AGENDA VOTING SHEET
PLANNING & ZONING COMMISSION MEETING
APRIL 16, 2025

CALL TO ORDER: Planning Commission Meeting at 6:00 PM, Council Chambers, City Hall

ROLL CALL:

Zachary Kentner _____	Glenn Lineman _____
Pam Clifton _____	Joyce Blade _____
Patrick O’Gorman _____	Samantha Harrison _____
Angela Teeters _____	

APPROVAL OF AGENDA: Motion to approve/correct by: _____ 2nd _____
Note Correction (if any) _____
Roll call vote: _____ ayes _____ nays _____ abs

PUBLIC COMMENT:

MINUTES OF MEETING: Plan Commission Meeting held March 19, 2025
Motion to approve/correct by: _____ 2nd _____
Note Correction (if any) _____
Roll call vote: _____ ayes _____ nays _____ abs

OLD BUSINESS:

1. File # SUP 10-10-24

To consider a request for a Special Use Permit for a Drive Through Window and Automotive Use (Gas Station) in the Commercial General (CG) Zoning District for 811 Prairie Hill Rd., South Beloit, Illinois, Winnebago County, with PIN No. 04-07-352-011. Filed by Dixit Patel. Testimony in favor of or in opposition to the request will be heard.

Motion to approve/correct by: _____ 2nd _____
Note Correction (if any) _____
Roll call vote: _____ ayes _____ nays _____ abs

2. File # TA 03-01-25

To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinances regarding electric vehicle

AGENDA VOTING SHEET
PLANNING & ZONING COMMISSION MEETING
APRIL 16, 2025

charging stations. Filed by the City of South Beloit. Testimony in favor of or in opposition to the request will be heard.

Motion to approve/correct by: _____ 2nd _____

Note Correction (if any) _____

Roll call vote: _____ ayes _____ nays _____ abs

3. File # TA 03-02-25

To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinance regarding feather flags. Filed by the City of South Beloit. Testimony in favor of or in opposition to the request will be heard.

Motion to approve/correct by: _____ 2nd _____

Note Correction (if any) _____

Roll call vote: _____ ayes _____ nays _____ abs

OTHER BUSINESS:

ADJOURN:

_____ PM

Motion made by: _____ 2nd _____

Roll call vote: _____ ayes _____ nays _____ abs

City of South Beloit
Planning and Zoning Commission
Minutes
Meeting March 19, 2025

Roll Call: With a quorum, Chairman Zachary Kentner called the meeting to order at 6:03 p.m. in the City Council Chambers.

Present:

Pam Clifton
Patrick O’Gorman
Samantha Harrison
Zachary Kentner

Absent:

Angela Teeters
Glen Lineman
Joyce Blade

Others Present: Community Development Director Shawna Henthorn
City Attorney, Eric Miller
City Zoning Official, Ken Garrett

Pledge of Allegiance: Led by Zachary Kentner and recited by all members present

Agenda: A motion to approve the nights agenda was proposed and seconded. PC/PO

Public Comment: No members of the audience present. Public comment opened and closed.

Minutes: A motion to approve meeting minutes from February 19, 2020 of or 5 was proposed and seconded. SH/PC

Old Business:

1. File # SUP 10-10-24

To consider a request for a Special Use Permit for a Drive Through Window and Automotive Use (Gas Station) in the Commercial General (CG) Zoning District for 811 Prairie Hill Rd., South Beloit, Illinois, Winnebago County, with PIN No. 04-07-352-011. Filed by Dixit Patel. Testimony in favor of or in opposition to the request will be heard.

Update on the property:

- Applicants requested more time to finalize their application.
- Applicants verbally committed to withdrawing their application but did not provide written confirmation via email as promised.
- Memorialization of the verbal withdrawal will be sent via email to the applicants by Shawna.

Discussion:

- Clarification: Withdrawal of application or indefinite postponement effectively closes the case.
- Future Application Protocol: Applicants must submit a complete package before any hearings are scheduled.
- Procedure noted for handling incomplete applications:
 1. Applicants could withdraw their application, avoiding a negative recommendation and barring reapplication for a year.
 2. Submission of a complete application to move forward.
 3. Failure to act promptly could lead to a negative recommendation.
- If applicants fail to respond to the email, lack of response will be considered as withdrawal of the application.

Comments and Further Discussion:

- Email memorialization to include consequences of non-response and withdrawal details, including reapplication fees.
- Concerns raised about the waste of staff time and resources due to incomplete submissions.
- Agreement to send a follow-up email with a deadline for submitting a complete package before the April 16th meeting.

Motion:

- Motion to lay over Old Business Item #1 to the April 16th Zoning Board meeting.
- Motion: Patrick. Second: Pam
- Roll Call Vote: 4 Ayes. 3 Absent.

New Business:

1. File # TA 03-01-25

To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinances regarding electric vehicle charging stations. Filed by the City of South Beloit. Testimony in favor of or of in opposition to the request will be heard.

Discussion Points:

1. Home Occupation Rules:

- Home occupations cannot alter the residential appeal of a neighborhood.
- Using home-based chargers for public or business purposes would be classified as a business and violate home occupation and tax codes.
- Private, residential chargers for personal use do not fall under these restrictions.

2. Residential EV Charger Installation:

- Residential installations require an electrical permit from the county.
- Previous cases of improperly installed chargers leading to fire incidents were noted, emphasizing the importance of permits.

3. Commercial EV Charging Stations:
 - Commercial charging station installations follow specific county regulations.
 - Businesses must submit parking lot plans to ensure sufficient parking and show EV charger placement before obtaining permits.
4. Proposed Text Amendment:
 - Drafted by Attorney Eric Miller, the amendment adds EV charging stations as an auto-related use in the zoning code.
 - Ensures oversight for businesses exclusively offering EV charging services.
5. Regional Recommendations:
 - A comprehensive sample ordinance for charging stations from Region 1 Planning was reviewed.
 - Discussion on potentially adopting sections of the ordinance not addressed in the county code.
 - Consensus to align with Region 1 Planning's guidelines where applicable without duplicating existing county regulations.

Motion

- Motion to lay over with additional information coming via email. SH/PC
- Roll call vote: 4 ayes. 3 absent.

2. File # TA 03-02-25

To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinance regarding feather flags. Filed by the City of South Beloit. Testimony in favor of or in opposition to the request will be heard.

Discussion Points:

- Previously recommended a complete ban by the Planning & Zoning Commission due to the widespread non-compliance. The City Council rejected the ban and returned it to PZC with a recommendation to allow feather flags for new businesses for up to 45 days.
- Feather flags are not permitted under current regulations. There are no clear setback rules in the ordinance and most existing flags violate location and maintenance requirements.
- City Council recommends allowing feather flags for new business only, for a limited time (45 days) to aid visibility and marketing during openings. They will still be subject to location restrictions, not in the right of way, and possible daily removal unless the ordinance is amended.
- Public Comment provided by Mayor Thomas Fitzgerald, offers general support for assisting new businesses with temporary signage.
- Suggestion to simplify enforcement by eliminating daily removal requirements during permitted period. Limiting the permit to a duration of

14-30 days instead of 45 for practicality. Potentially typing the permit period to issuance of business license.

Motion:

- Motion made to lay item over for Attorney Eric Miller to create new ordinance with the language of 30 days vs 45 and to stipulate new business guidelines. Also to remove the in & out regulation and establish setbacks. PO/PC
- Roll call vote: 4 ayes. 3 absent.

Adjourn: Samantha makes motion to adjourn, Patrick seconds. Roll call vote, all ayes. The meeting was adjourned at 7:15 p.m.

City of South Beloit Planning and Zoning Commission Report
Application for Text Amendment
March 3, 2025

File # TA 03-01-25

APPLICANT: City of South Beloit

REQUESTED ACTION: To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinances regarding electric vehicle charging stations. Filed by City of South Beloit.

REVIEW/RECOMMENDATION: The City of South Beloit is applying for the Text Amendment to Chapter 118 of the Zoning Ordinances regarding electric vehicle charging stations. The City is looking for **APPROVAL** of this request.

Shawna Henthorn, City of South Beloit,
Community Development Director
March 3, 2025

City of South Beloit Planning and Zoning Commission Report
Application for Text Amendment
March 3, 2025

File # TA 03-02-25

APPLICANT: City of South Beloit

REQUESTED ACTION: To consider a Text Amendment amending Chapter 118 – Zoning of the City of South Beloit Code of Ordinances regarding feather flags. Filed by the City of South Beloit.

REVIEW/RECOMMENDATION: The City of South Beloit is applying for the Text Amendment to various Sections of Chapter 118 of the Zoning Ordinances regarding feather flags. The City is looking for direction from the PZC for a recommendation regarding feather flags.

Shawna Henthorn, City of South Beloit,
Community Development Director
March 3, 2025

ORDINANCE NUMBER _____

**AN ORDINANCE OF THE CITY OF SOUTH BELOIT, ILLINOIS AMENDING
VARIOUS SECTIONS OF CHAPTER 118, ZONING, REGARDING PROHIBITING
FLAGS, COMMERCIAL**

WHEREAS, the City of South Beloit, Illinois ("City") has adopted a Code of Ordinances ("Code of Ordinances"); and

WHEREAS, provisions of the Code of Ordinances provide currently for flags, commercial and the regulation thereof; and

WHEREAS, the City desires to make amendments to the Code of Ordinances to provide for prohibition of flags, commercial as set forth herein; and

WHEREAS, the City duly held and conducted a Planning and Zoning Commission hearing on January 15, 2025 to consider the text amendments set forth herein; and

WHEREAS, the Zoning Board of Appeals recommended to approve said text amendments; and

WHEREAS, the City has determined it is in the best interest of the City and its citizens to make such text amendments.

NOW THEREFORE, be it ordained by the Mayor and City Council of the City of South Beloit, Illinois, as follows:

1. The above-recitals are incorporated herein and made a part hereof.
2. Subsection (b)(55), Specific Words and Phrases, of Section 2, Definitions, of Chapter 118, Zoning, of the Code of Ordinances is hereby amended to modify the existing language as follows (additions shown as bold and underlined; deletions shown as strikethroughs):

(55) *Flag, commercial*: Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used for onsite commercial advertisement.
~~Flag, commercial shall require a yearly temporary license.~~

3. Subsection (b), Prohibited Signs, of Section 15, Signs, of Chapter 118, Zoning, of the Code of Ordinances is hereby amended to add the following as subsection (9) (additions shown as bold and underlines; deletions shown as strikethroughs):

- (1) Obstructing signs. Signs which obstruct the vision of drivers or pedestrians or detract from the visibility of any traffic control device.
- (2) Beacons.
- (3) Pennants.
- (4) Left intentionally blank.
- (5) Vehicle signs. Signs attached to or painted on vehicles visible from the public right-of-way unless vehicle is used for normal day-to-day transportation operations of the business.
- (6) Inflatable signs. Inflatable signs and tethered balloons, except when used as temporary sign as regulated in section 118-325.
- (7) Portable signs. Other portable signs, except when used as a temporary sign as regulated in section 118-325.
- (8) Right-of-way signs. Signs attached to trees, poles, or fences within the public right-of-way.
- (9) Flags, commercial. Businesses can use flags, commercial, subject to subsection (j)(2)(d), for the first thirty (30) days of issuance of a license in accordance with Section 18-1 of this Code. Following said thirty (30) day period, the business shall remove all flags, commercial.**

4. Subsection (j)(2)(d), Temporary Signs, of Section 15, Signs, of Chapter 118, Zoning, of the Code of Ordinances is hereby amended to add the following as subsection (9) (additions shown as bold and underlines; deletions shown as strikethroughs):

d. *Flags, commercial:* ~~An annual license~~**permit** is required and applications must be consistent with the following standards

1. Flags, commercial are permitted in commercial and industrial districts. Flags, commercial shall be placed within the front yard subject to applicable setbacks.
 2. Flags, commercial shall be displayed during business hours and may advertise the business name or services/products provided on the site. Such signs must not exceed ten feet in height and must be maintained in good condition.
 3. One flag, commercial is permitted per business, subject to ~~license~~**permit** and fee.
5. All other ordinances of the City shall remain in effect as previously enacted except that those ordinances, or parts thereof, in conflict are hereby repealed to the extent of such conflict.

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025 AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

ATTEST:

APPROVED _____, 2025

CLERK

MAYOR