



**CITY OF BELLEVILLE, ILLINOIS  
 PLANNING COMMISSION  
 February 1, 2023, 7:00 PM  
 Meeting Minutes**

<b>Members:</b>	Jim Kurtz, Chairman	Excused
	Don Rockwell	Present
	Sara Rice	Present
	Larry McLean	Excused
	Don Rigney	Excused
	Neil "Skip" MacEwen	Present
	Tim Gregowicz	Present
	Alderman, Ed Dintelman, Ward 5	Present
	Alderwoman, Dr. Mary Stiehl, Ward 6	Present

**Staff:** Cliff Cross, Director of Economic Development, Planning and Zoning  
 Penny Moore, Secretary

**Public present:** Doug Buesking, Marty Vellor

Acting Chairwoman, Alderwoman Dr. Mary Stiehl opened the meeting at 7:00 PM with an introduction of members, staff, and guests and explained emergency procedures.

**A motion was made by Neil "Skip" MacEwen to approve the November 2, 2022 meeting minutes. Don Rockwell seconded the motion. All present members voted in the affirmative. Motion carried 6-0. (7:01 PM)**

**PUBLIC PARTICIPATION:** None (7:01 PM)

**NEW BUSINESS:**

1. **George Renner & Sons Funeral Home, Inc.:** Site Plan approval for the construction of an approximate 4,950 square foot crematory facility, with 111 on-site parking spaces on an approximate 31,165 square foot lot within a C-2 (Heavy Commercial) district. (Parcel #'s – 08-22.0-319-006, 007, 008, 009, 010, 011). Ward 2. (7:01 PM)

Cliff Cross explained the case, as the applicants or representatives were not present. Mr. Cross reminded the Commission that the project was presented and recommended in prior months for a Development Agreement with the City of Belleville for a new funeral home / crematorium. (7:02 PM)

Mr. Cross gave the presentation per the packet Staff Report and Site Plan Application. Mr. Cross shared via PowerPoint the site plans and Staff Report of the project. Mr. Cross offered clarification on the entry point being on North High Street, rather than North Illinois Street. Mr. Cross mentioned the project meets the setback requirements and shared the landscaping. Mr. Cross mentioned the parking lot and the impervious surface. (7:04 PM)

Neil "Skip" MacEwen questioned, based upon the site plans showing further crematorium expansion could be possible, if the four (4) parking spaces were adequate from a zoning standpoint. Mr. Cross acknowledged that parking was not adequate if the project were considered as a service. Mr. Cross continued that he would be working on an parking ordinance from a zoning standpoint that requires parking spots for specific types of business uses. Mr. Cross mentioned however the facility would not be used primarily as a funeral home, but rather as a crematorium. Don Rockwell shared available parking options from close public lots. Mr. Cross mentioned that the parking offered enough spaces for

employees, as required. Mr. Cross recommended if a motion were to be made, for the Commission to consider adding a parking stipulation to their approval, if they chose to do so. (7:08 PM)

Mr. MacEwen additionally asked if there were prevailing winds, would there be any fumes coming from the crematorium, as they could be a hazard or an issue, with the proximity of Downtown Belleville. Cliff Cross explained his understanding, that new crematorium technology, provided in the plans, would not provide odors to the city. Mr. Rockwell mentioned, if operated correctly, the technology of crematoriums has become much more technically better than in the past. Mr. Cross added that crematorium are heavily regulated by the State. (7:09 PM)

Discussion of the location of the entrance occurred. A discussion of the building's façade occurred. Questions regarding if the structure was planned to be a metal building occurred. Mr. Cross explained, action was not required without the prior question answered by the applicant or a representative. Acting Chair Alderwoman Dr. Mary Steihl explained the options of the Commission. Neil "Skip MacEwen recommended tabling the request until further questions could be answered. Tim Gregowicz mentioned he had further questions and would like to ask them. (7:11 PM)

Mr. Cross spoke of (excused) Chairman Kurtz' comments on the site plans (7:12 PM)

**A motion was made by Neil "Skip" MacEwen to TABLE Site Plan approval for the construction of an approximate 4,950 square foot crematory facility, with 111 on-site parking spaces on an approximate 31,165 square foot lot within a C-2 (Heavy Commercial) district. (Parcel #'s – 08-22.0-319-006, 007, 008, 009, 010, 011). Ward 2 until more information is obtained from the applicant. It was seconded by Sara Rice. The motion passed with a vote of (6-0) with all present members voting in the affirmative. (7:12 PM)**

2. **Chelar Tool and Die: Site Plan approval for the construction of an approximate 15,000 square foot addition to the existing facility which currently consists of approximately 58,170 square feet of combined building space. The proposal also calls for two concrete ramps, a loading dock and a new canopy structure. The site will have 79 parking spaces and 4 loading areas and is located in the D-2 (Heavy Industry) district. (Parcel #'s – 08-22.0-419-001, 002 003) Ward 7. (7:13 PM)**

Mr. Cross explained the project and introduced Doug Buesking from Farnsworth Group. Mr. Buesking explained the expansion project that will include an addition on the East A street side of the facility, adding a loading dock to minimize use of East Main Street and an open-air canopy over-top of an outdoor storage area. Mr. Cross elaborated mentioning that it is a fifteen thousand (15,000) square foot addition to the existing facility. They will continue to have seventy-nine (79) parking spaces and four (4) loading areas at the site. (7:16 PM)

Discussion of the location of the current loading/off-loading location on East Main Street occurred. Marty Vellor with Chelar Tool and Die explained the addition of the loading docks will hopefully eliminate further need for the use of East Main Street for deliveries and pick-ups. Discussion of future expansion occurred. Discussion of curb cuts occurred. Discussion of setbacks occurred. Mr. Cross shared that he did not have any concerns regarding the lot reconfiguration. (7:24 PM)

Mr. Buesking mentioned that there is an existing sewer main that they would like to tie into. Mr. Buesking added, the engineering of the sewer has not been completed, however the entire site slopes to that sewer main manhole that runs under East Main Street. Mr. Cross commented that the purpose of this meeting is concept approval and as built can be created when it comes time which would be reviewed by the City Engineer. Mr. Vellor explained that Chelar is aggressive with this project due to equipment and material lead time problems. Mr. Vellor continued, Chelar would like to have the project completed by the end of 2023. (7:27 PM)

Tim Gregowicz spoke to mention his concerns of storm water creation with the priorly heard Renner Funeral Home Project. Mr. Gregowicz was pleased that with the Chelar, storm water actually decreased. (7:28 PM)

Mr. Cross shared Chairman Jim Kurtz' questions in his absence.

- 1) Where is the oil and water separation for the ramp and if it is required?

Mr. Cross explained that is going to be part of the run-off control and will be reviewed as part of the Building Permit process to ensure it is in compliance with the code.

- 2) Fire Protection and suppression system details? Mr. Cross explained that is part of the plan review process. Doug Buesking mentioned that fire walls have been planned because Chelar does not want a sprinkler system. Mr. Vellar explained that if the sprinkler system went off it would be a loss of several million dollars' worth of equipment. Further discussion regarding setbacks occurred. (7:31 PM)

**A motion was made by Neil "Skip" MacEwen to APPROVE Site Plan approval for the construction of an approximate 15,000 square foot addition to the existing facility which currently consists of approximately 58,170 square feet of combined building space. The proposal also calls for two concrete ramps, a loading dock and a new canopy structure. The site will have 79 parking spaces and 4 loading areas and is located in the D-2 (Heavy Industry) district, Ward 7. It was seconded by Tim Gregowicz. The motion passed with a vote of (6-0) with all present members voting in the affirmative. (7:33 PM)**

**DEPARTMENTAL UPDATES:**

Mr. Cross addressed the Commission's request for monthly updates. Mr. Cross explained the Economic Development, Planning and Zoning Department is restructuring to aid in said communication requests. Mr. Cross added, Penny Moore will be moved to a more hands-on position, Economic Development, Planning and Zoning Coordinator. A new Secretary will be placed in Ms. Moore's current role. Some of Ms. Moore's responsibilities will include website management, GIS and committee communication management. The Planner/GIS Coordinator position will not be filled. Mr. Cross hopes the position to officially be announced on February 5, 2023. (7:36 PM)

Mr. Cross share department recent highlights. The Executive Inn has been demolished. The consultant for the Economic Strategy conducted one-to-one meetings with the Economic Development and Annexation Committee Members, Chamber of Commerce, EDPZ Department Heads, Jim Kurtz, Tim Gregowicz, Mayor Gregory and other key players that could give insight to the consultant about Belleville. Neil "Skip" MacEwen requested to be involved in in the next round of one-on-one interviews. (7:38 PM)

Mr. Cross is addressing some vacancies in downtown. Mr. Cross is wanting to get the Planning Commission involved in long-range plans including neighborhoods. (7:40 PM)

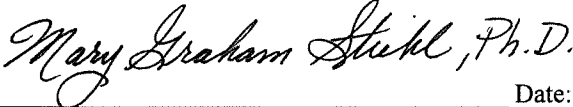
Discussion occurred regarding the department and downtown development occurred. Discussion regarding Belleville Crossing, Freddy's, Aldi's, A & A Beauty and Westfield Plaza occurred. (7:47 PM)

**MOTION TO ADJOURN:** A motion was made to ADJOURN by Don Rockwell. It was seconded by Sara Rice with all present members by a vote of (6-0) in the affirmative.

Acting Chairperson, Alderwoman Dr. Mary Stiehl adjourned the meeting at 7:47 PM.

Respectfully Submitted,

Penny Moore  
Secretary  
City of Belleville  
Economic Development, Planning and Zoning Department

Approved:  Date: 2-16-23  
Jim Kurtz  
Chairman, Planning Commission