



# Code and Regulation Committee Meeting Agenda

City Hall, Second Floor  
425 E. State Street  
Rockford, IL 61104  
www.rockfordil.gov

**Monday, June 8, 2026  
5:30 PM**

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The following represents, in general, the chronological order of proceedings at the City Council/Committee Meetings: Call to Order, Invocation, Pledge of Allegiance, Public Speaking and City Council/Committee Agendas.

Meeting will be live streamed on Channel 17 and via this link:  
<https://rockfordil.legistar.com/Calendar.aspx>.

## **I. CALL TO ORDER**

## **II. COMMITTEE REPORTS**

1. Plat No. 5 of Woodhill Subdivision for the property located at 5101 and 5115 Woodie Ranch Lane [26-00688](#)
2. 714 Broadway [26-00613](#)  
Liquor and Tobacco Advisory Board recommends approval for the Sale of Tobacco Products in conjunction with a tobacco store in a C-4, Urban Mixed-Use District at 714 Broadway (Damian Lyman/Lyman Enterprises dba Dolla Dame Smoke Shop/Applicant)
3. 2614 and 2600 Kilburn Avenue [26-00614](#)  
Liquor and Tobacco Advisory Board recommends approval for the Sale of Packaged Liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District at 2614 and 2600 Kilburn Avenue (Somabhai Patel/Shiv Dristi, LLC dba Jasmine Pantry/Applicants)
4. Zoning Board of Appeals recommends approval for a Special Use Permit for a Planned Unit Development for an RV and Fifth Wheel only community in an R-1, Single-Family Residential Zoning District at 2530, 2710 and 2720 South Main Street (Midwest Yard Holdings, LLC/Applicant) [26-00454](#)
5. Proposed Lift-Assist Ordinance [26-00690](#)
6. Proposed Amendment Regarding Committee Chair and Vice Chair Selection [26-00691](#)

## **III. RESOLUTION**

1. River District Association & City of Rockford Street Parklet Program [26-00689](#)
2. Request for Authorization to allow the Zoning Officer to file Text Amendments for multiple sections of the Zoning Ordinance [26-00692](#)

**IV. ADJOURNMENT**

**THE CITY OF ROCKFORD INTENDS TO COMPLY WITH THE INTENT AND SPIRIT OF THE AMERICANS WITH DISABILITIES ACT. IF A SIGN LANGUAGE INTERPRETER, PERSONAL P.A. SYSTEM, OR OTHER SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CALL THE LEGAL DEPARTMENT AT (779) 348-7391 AT LEAST 48 HOURS IN ADVANCE, SO WE CAN BE PREPARED TO ASSIST YOU.**



**SUBDIVISION RECOMMENDATION**

**TO:** Code and Regulation Committee  
**FROM:** Scott Capovilla, Planning & Zoning Manager  
**DATE:** May 26, 2026  
**SUBJECT:** Plat No. 5 of Woodhill Subdivision

**LOCATION:** 5101 and 5115 Woodie Ranch Lane

**DEVELOPER:** Ernie Hunter

**ENGINEER:** R. K. Johnson & Associates

**SITE DATA:** Year 2040 Plan: Low Density Residential  
Existing Zoning: R-1, Single-family Residential  
Existing Land Use: Two Vacant lots  
Total Area: 0.881 Acres  
Ward: 4 – Alderman Kevin Frost

**SURROUNDING ZONING AND LAND USES:**

North: R-1 Single-family residences, Vacant land  
East: R-1 Single-family residences  
South: R-1 Single-family residences  
West: County R-1 Single-family residences

**PLAT DATA:** Number of Lots: 2

**SOILS REPORT:** Soil disturbance will occur as a result of developing the site. Soil disturbance can create soil erosion which must be properly managed to prevent adverse environmental impacts. Controlling erosion is easy and it is the law. It is important because eroding construction sites are a leading cause of water quality problems in Illinois. Best management practices should be employed throughout all phases of the construction project to properly manage discharges of storm water and to prevent soil erosion.

**REVIEW COMMENTS:** This is a re-plat of two existing lots. The developer would like to construct two new single-family residences on these lots which have been vacant since they were created in 1980. Proposed Lot 45 will add 10 additional feet to the flag portion of the lot that extends on the north side of Proposed Lot 44 to the hammer head at the west end of Woodie Ranch Lane. This will allow a buffer area to the north and enable the driveway to be more of a standard width. Also, the building setback line on the north will be reduced so that more mature trees can be saved to the south. This plat is in conformance with the zoning for the site, the subdivision ordinance and the City of Rockford Comprehensive Plan.

**RECOMMENDATION:** Staff recommends **Approval** of Plat No. 5 of Woodhill Subdivision.





**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

**The Committee on Code and Regulation**, to whom was referred the Final Plat No. 5 of Woodhill Subdivision located at the west end of Woodie Ranch Lane Chestnut Street, begs leave to report recommending that the Plat be **Approved**.

Respectfully Submitted:

\_\_\_\_\_  
Jonathan Logemann, Chairman

\_\_\_\_\_  
Aprel Prunty, Vice Chairman

\_\_\_\_\_  
Gabrielle Torina

Committee Action Taken:

Logemann: Ayes:\_\_\_\_ Nays:\_\_\_\_ Absent:\_\_\_\_  
Prunty: Ayes:\_\_\_\_ Nays:\_\_\_\_ Absent:\_\_\_\_  
Torina: Ayes:\_\_\_\_ Nays:\_\_\_\_ Absent:\_\_\_\_  
Bonne: Ayes:\_\_\_\_ Nays:\_\_\_\_ Absent:\_\_\_\_  
Bell: Ayes:\_\_\_\_ Nays:\_\_\_\_ Absent:\_\_\_\_

\_\_\_\_\_  
Mark Bonne

\_\_\_\_\_  
Tamir Bell

Meeting of: June 8, 2026



**PLANNING & ZONING REPORT**  
Liquor & Tobacco Advisory Board Meeting of May 19, 2026  
Laid over from April

**File #026-LTAB-010**  
**REVISED**

**APPLICANT:** Damian Lyman / Lyman Enterprises dba Dolla Dame Smoke Shop  
**LOCATION:** 714 Broadway  
**REQUESTED ACTION:** The sale of tobacco products in conjunction with a tobacco store in a C-4, Urban Mixed-Use Zoning District.  
**EXISTING USE:** Vacant  
**PROPOSED USE:** Tobacco store with tobacco products  
**DIMENSIONS:** See attached Exhibit D.

**ADJACENT ZONING AND LAND USES:**

**NORTH:** R-2 Single-family residences, Vacant lots  
**EAST:** C-4 Sisavath Meatballs, Siam Asian Market  
**SOUTH:** C-4 Family Dollar  
**WEST:** C-2 Vacant Commercial, McDonald’s

**YEAR 2040 PLAN:** MU Mixed-Use Development

**HISTORY:** **File #017-LTAB-013:** The sale of tobacco products in conjunction with a grocery store in a C-4, Urban Mixed-Use Zoning District was approved on June 7, 2017 for the property located at 828 Broadway. This is two blocks east of the subject property.

There is no other relevant history.

**REVIEW COMMENTS:** The Applicant is requesting the sale of tobacco products in conjunction with a tobacco store in a C-4, Urban Mixed-Use Zoning District. The property is located on the north side of Broadway.

This is a new tobacco store request. The tenant space is currently vacant and, in the past, it has been general retail. The new license application must be reviewed and approved by the Liquor and Tobacco Advisory Board.

As part of this review it is required by the applicant to submit a completed tobacco license application, security plan if applicable, and a business plan. Additional items are presented for the use approval regarding the site and intended business.

A site plan was not provided. Since the property is located within the C-4 District, parking is not required. As shown on Exhibit C, the building was

built at the property line with no on-site parking. There is available on-street parking along Broadway and 4<sup>th</sup> Street.

~~Exhibit D is the proposed interior floor plan. This plan shows the display cases areas within the tobacco store where merchandise would be available as well as a security desk check in. There will be display racks opposite the display cases area.~~

Exhibit E is the Applicant's business plan. The business name will be Dolla Dame Smoke Shop. There will be no food sales. The security desk will be in place to check customers' ages and verify everyone is over the age of 21. The hours of operation will be Thursday through Saturday 4:00 p.m. to 2:00 a.m., and Sunday 4:00 p.m. to 10:00 p.m.

Exhibit F is the service calls for the last two (2) years. There was one service call for this address.

Exhibit G is the revised interior floor plan and indicates the type of products that will be sold at this proposed establishment. The plan indicates there will be a security desk with a check in for customers to verify everyone is at least 21 years of age. Additionally, there will be a wall mounted TV and a skate board display. The Applicant is showing there will be 9 display cases carrying a variety of products along with clothing in the display window. Display one will feature candles, scent bombs and cleaners. Display two will feature papers, cigars, wraps and rolling trays but no cigarettes. The Applicant indicates the cigars are the 10% tobacco sales. Display three will be vapes and vape pens. Display four will be ashtrays, grinders and bong pieces. Display five will be dabbers and dab accessories. Display 6 will be CBD accessories. Display seven will be medium priced artistic glass. Display eight will be high priced artistic glass and Display nine will be Top Dog artistic glass.

Staff feels this is just a head shop selling a variety of smoking accessories due to the descriptions of what will be sold in the display cases. Two of the standard conditions for tobacco shops or convenience stores going through the Liquor and Tobacco Advisory Board would prohibit these types of products from being sold. Those are 1) The sale of water pipes and "huka" or "hookah" pipes are prohibited, and 2) The sale of rose tubes, airplane-sized bottles (50ml (1.7 ounces) or less) and any other products that can be deemed to be easily manufactured into drug paraphernalia is prohibited. The proposed hours of operation, from 4:00 p.m. to 2:00 a.m. still raise further concerns as well. For these reasons, staff does not support this request.

**RECOMMENDATION:** Staff recommends **DENIAL** of the sale of tobacco products in conjunction with a tobacco store in a C-4, Urban Mixed-Use Zoning District

SC/BM 4/14/2026



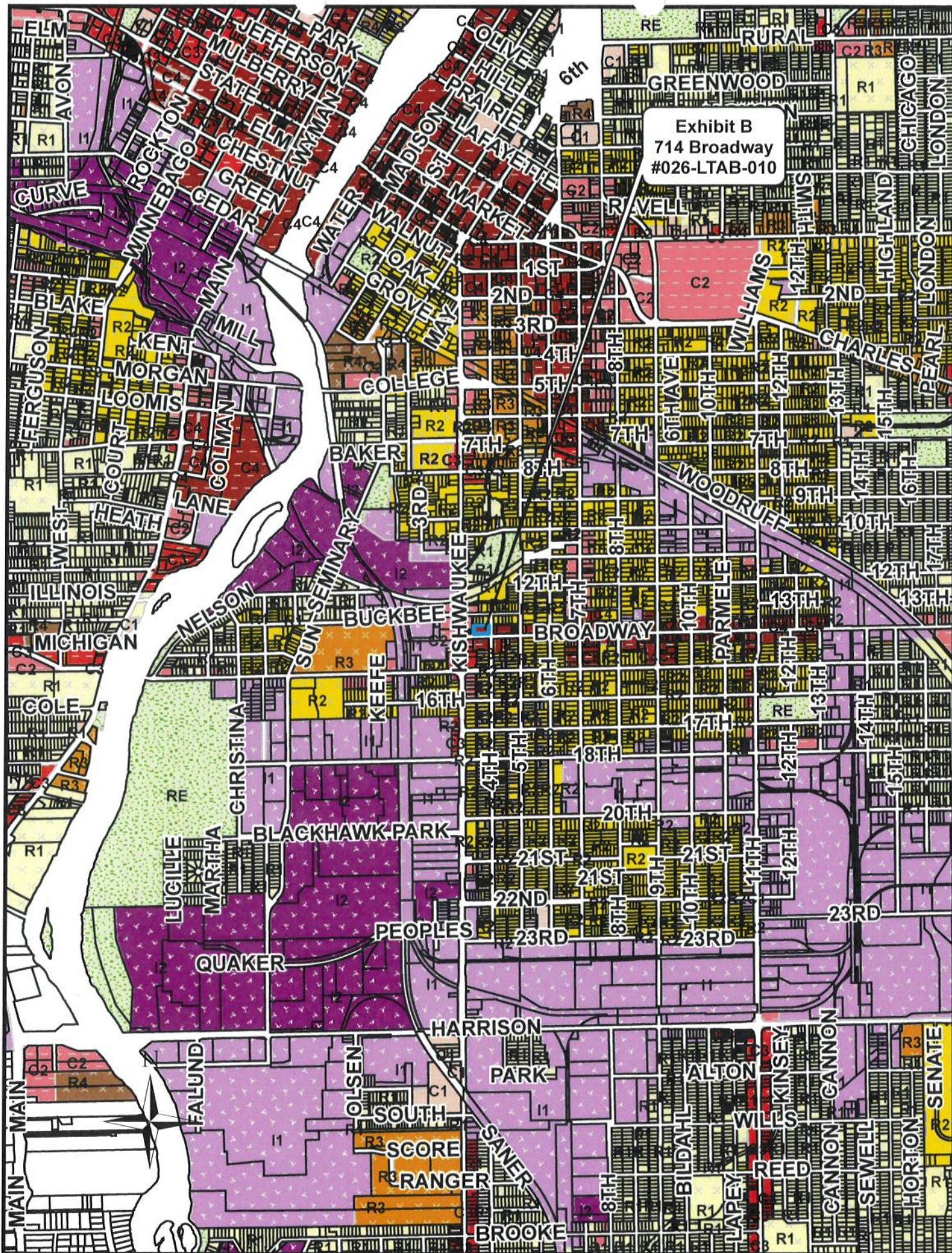


Exhibit B  
714 Broadway  
#026-LTAB-010



Exhibit C  
714 Broadway  
#026-LTAB-010

BUCKBEE

KISHWAUKEE

BELLE

LORDEN

4TH

5TH

12TH

BROADWAY

15TH

4TH

16TH

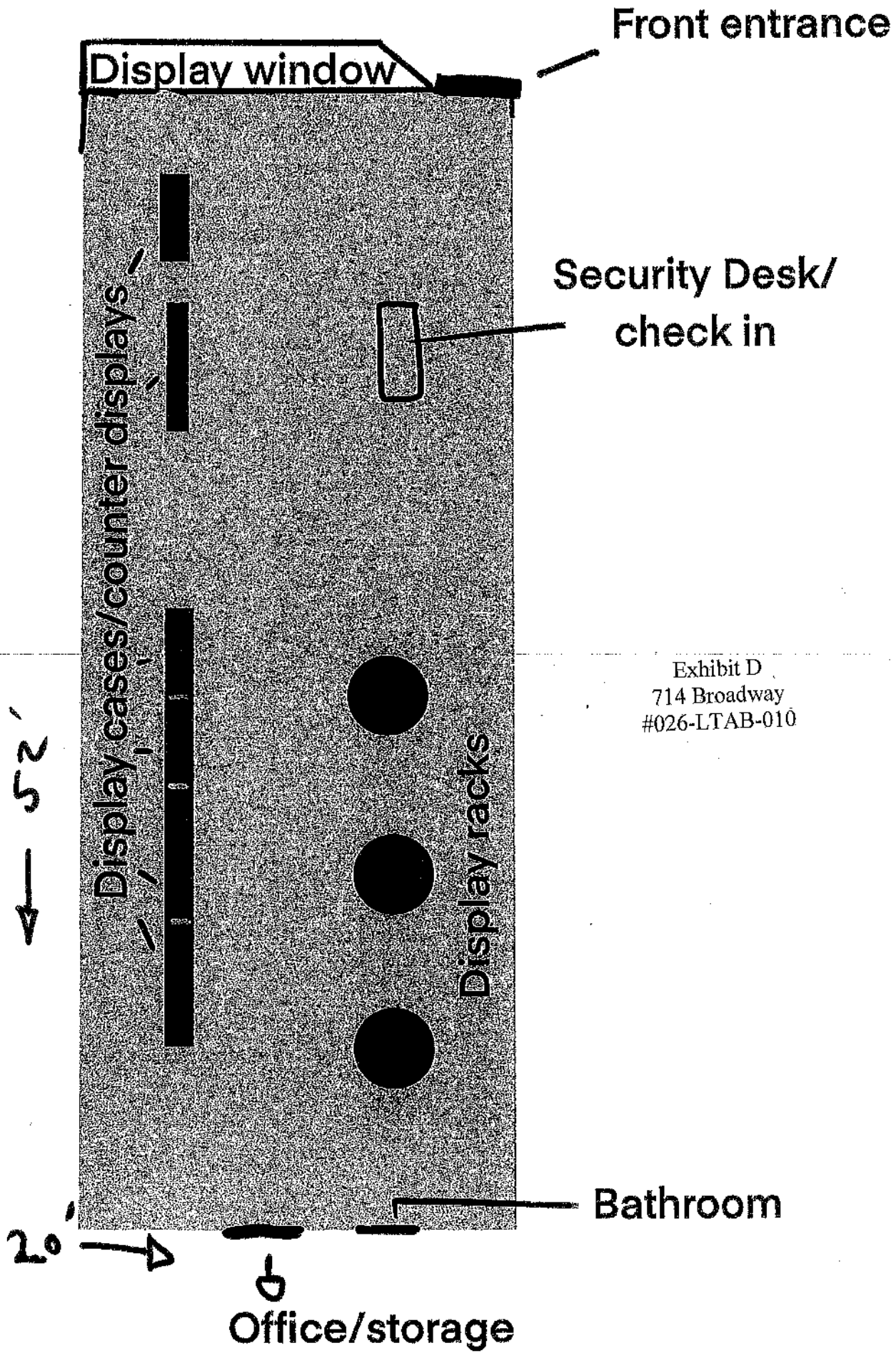


Exhibit D  
 714 Broadway  
 #026-LTAB-010

# Dolla Dame Smoke Shop

- Security Desk main reason is to verify everyone is above the age of 21

RECEIVED

MAR 18 2026

CITY OF ROCKFORD  
LEGAL DEPARTMENT

- No food sales

- Ratio of tobacco sales will be 10%

- Hours of operation

- 4:00 pm - 2:00 am Thursday -  
Saturday

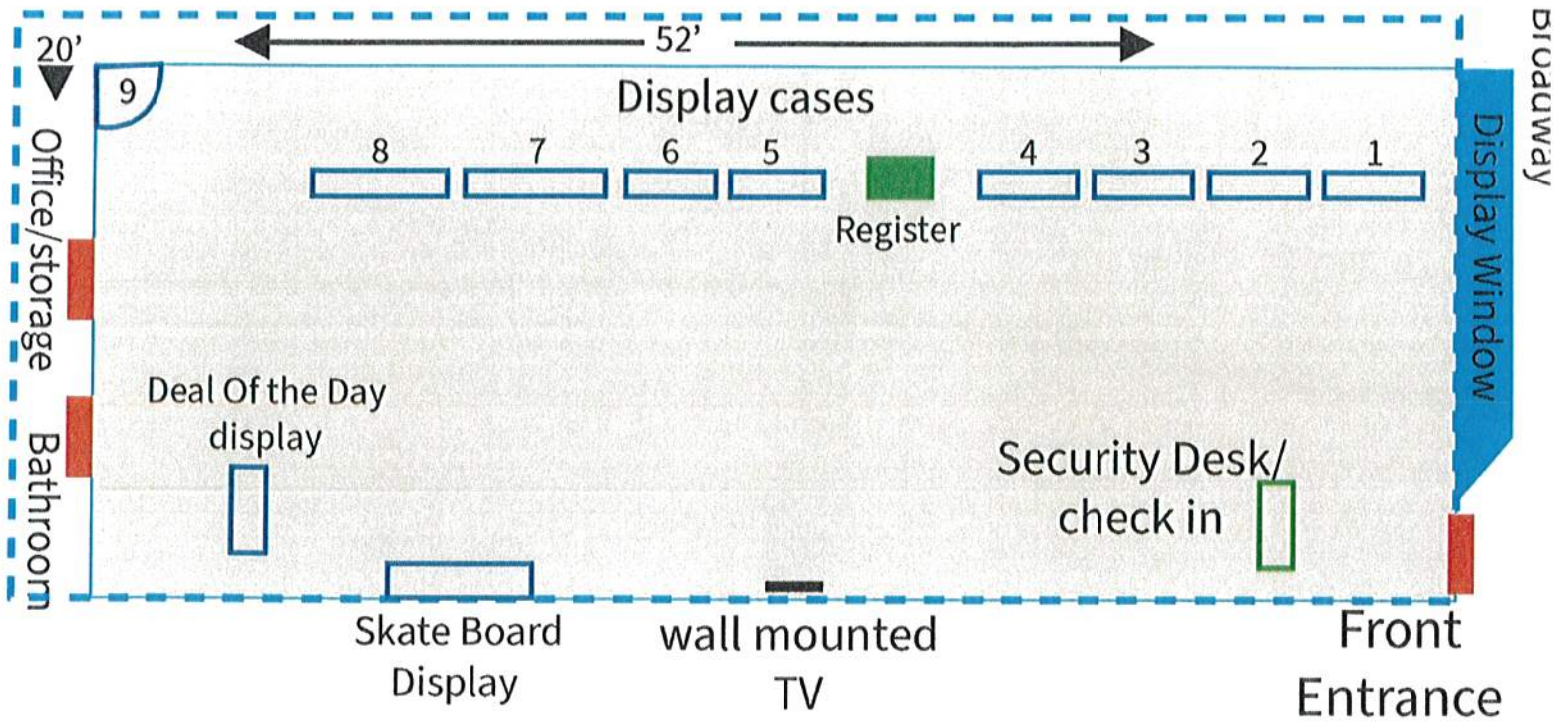
- 4:00 pm - 10:00 pm Sunday

Exhibit E  
714 Broadway  
#026-LTAB-010

**714 BROADWAY**

Event Date	Call Numbe	Situation Reported	Call Disposition	Location	City	Commonplace Name
08/28/2025			911 CLOSE W/O SEND TO			
12:30:27 PM	25-187193	911 INFORMATION PENDING		714 Broadway	Rockford	MILDAS Merchandice

Exhibit F  
714 Broadway  
#026-LTAB-010



Dolla Dame Floor Plan

Front Window

Display clothing brand

First Case (1)

Candle

Spray scent bombs

Cleaners

—Second (2)

Papers, cigars, and wraps

(no loose tobacco, no cigarettes of any kind; this is our 10% tobacco sales)

Rolling trays

—Third (3)

Vapes/Pens

—Fourth (4)

Ashtray

Grinders

Bong pieces

—REGISTER

—Fifth (5)

Dabbers

dab accessories

—Sixth (6)

Cbd accessories

—Seventh (7)

Medium price artistic glass

—Eighth (8)

High prices artistic glass

—corner showcase (9) Key locked

Top dog artistic glass

Exhibit G  
714 Broadway  
026-LTAB-010

**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

**The Committee on** Code and Regulation, to whom was referred the sale of tobacco products in conjunction with a tobacco store in the name of Damian Lyman / Lyman Enterprises in a C-4, Urban Mixed-Use Zoning District for the property described as:

**A/K/A: 714 Broadway**  
**PIN: 11-26-458-018**

hereby recommends that the actions of the Liquor and Tobacco Advisory Board be **Sustained** thereby recommending that City Council **APPROVE** the sale of tobacco products in conjunction with a tobacco store in the name of Damian Lyman / Lyman Enterprises in a C-4, Urban Mixed-Use Zoning District at 714 Broadway.

Approval is based on the following conditions:

1. Meet all Applicable Building and Fire Codes.
2. Compliance with all City of Rockford Code of Ordinances including Liquor and Tobacco Codes.
3. The hours of operation and days will be limited to Monday through Saturday 4:00 p.m. to 12:00 a.m. (midnight) and Sunday 4:00 p.m. to 10:00 p.m.
4. The sale of rose tubes, airplane-sized bottles (50 ml (1.7 ounces) or less) and any other products that can be deemed to be easily manufactured into drug paraphernalia is prohibited.
5. The sale of water pipes and "huka" or "hookah" pipes are prohibited.
6. Window display signage is limited to 20% of window area.
7. The windows shall not be covered with bars or other devices that block the windows.
8. Any pending general ordinance case(s) must be resolved prior to issuance of the license.
9. All outstanding general ordinance fines must be paid prior to the issuance of the license.
10. All conditions must be met prior to issuance of license and establishment of use.

Committee Action Taken:

Bonne: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Absent:\_\_\_\_\_

Bell: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Absent:\_\_\_\_\_

Torina: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Absent:\_\_\_\_\_

Neal: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Absent:\_\_\_\_\_

Prunty: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Absent:\_\_\_\_\_

\_\_\_\_\_  
Mark Bonne, Chairman

\_\_\_\_\_  
Tamir Bell, Vice-Chairman

\_\_\_\_\_  
Gabrielle Torina

\_\_\_\_\_  
Janessa Neal

\_\_\_\_\_  
Aprel Prunty

Meeting of May 19, 2026  
026-LTAB-010



# PLANNING & ZONING REPORT

## Liquor and Tobacco Advisory Board Meeting of May 19, 2026

File #026-LTAB-014

**APPLICANT:** Somabhai Patel / Shiv Dristi, LLC dba Jasmine Pantry

**LOCATION:** 2614 Kilburn Avenue

**REQUESTED ACTION:** The sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District.

**EXISTING USE:** Grocery store

**PROPOSED USE:** Grocery store with packaged liquor

**DIMENSIONS:** Irregular shape                      **SQUARE FOOTAGE:** 7.43 acres.

### ADJACENT ZONING AND LAND USES:

NORTH:	C-2	Mark’s Tree Care, Drainageway
EAST:	C-2, R-1	Mark’s Tree Care, Vacant commercial
SOUTH:	R-1, RE, & C-2	Single-family Residence, Vacant land, Drainageway
WEST:	R-1	Single-family Residences, Vacant land

**YEAR 2040 PLAN:** C                      Commercial and Retail

**HISTORY:**                      **File #025-LTAB-036:** The sale of liquor by the drink (Class L50) and the sale of packaged liquor (Class PKG) in conjunction with a restaurant with an outdoor seating area, beer garden and video gaming terminals in a C-2, Limited Commercial Zoning District and R-1, Single-family Residential Zoning District was approved on December 3, 2025 for the subject property. This property is located 325 feet south east of the subject property.

**File #014-LTAB-037:** The sale of liquor by the drink in conjunction with a restaurant, bar, and video gaming facility with an outdoor beer garden in a C-2, Limited Commercial Zoning District was approved on July 13, 2015 for the property located at 2515 Kilburn Avenue. This property is located 325 feet southeast of the subject property.

**REVIEW COMMENTS:** The Applicant is requesting the sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District. Exhibit A shows the subject property is located on the south side of Kilburn Avenue between Summerdale Avenue, Vermont Street and Collin Avenue. The parcel is surrounded by commercial and residential uses (Exhibit B and C).

The Applicant is Somabhai Patel of Shiv Dristi, LLC. Within the Liquor Application, it is indicated that the on-premises day-to-day operation of Jasmine Pantry will be managed by the Applicant. Since the Applicant is a new business owner and has applied for liquor license, a review of the application must be reviewed and approved by the Liquor and Tobacco Advisory Board.

As part of this review it is required by the applicant to submit a completed liquor license application, security plan if applicable, and a business plan. Additional items are presented for the use approval regarding the site and intended business.

Exhibit D is the map identifying businesses with a liquor license. The yellow dots identify the sale of beer and wine by the drink. The green dot is for a full liquor license for the sale of liquor by the drink. The red dot is for packaged liquor sales. The large star is the subject property.

Exhibit E is the site plan showing the Anna Shopping Center, parking lot and landscaping. The shopping center is approximately 52,475 square feet and the grocery store occupies 4,310 square feet. Jasmine Pantry requires four (4) parking spaces per 1,000 square feet. A total of 17 parking spaces would be required. Staff feels there is sufficient parking spaces for the grocery store.

Additionally, Exhibit E, is the landscaping plan. The landscaping plan provides for a new 14,356 square feet grass area with 7 shade trees and small areas of perimeter landscaping along Vermont Street, Collins Avenue and Kilburn Avenue.

Exhibit F shows the interior floor plan. The grocery store consists of main aisles, the outer walls, and counters (Exhibit F). Exhibit F shows that main aisles consist of eight (8) shelves for general grocery items, auto items, hard liquor, beer and wine. The outer walls consist of a beer and wine cooler, soda cooler, soda fountain, and front counter and office with tobacco, hard liquor, clothing, incense and candy. The remaining portions of the grocery store consist of a cases area, restroom, dry storage and utility room.

Exhibit G shows the existing front elevation.

Exhibit H is the Business Plan submitted by the Applicant. The Applicant states that Jasmine Pantry has been locally operated since October 2025 and has established itself as a reliable neighborhood convenience and food retail location. The business itself has been established since 2008. The food service will remain the primary function of the business. The hours of operation will be 7 days a week, Monday through Thursday, 7:00 a.m. to 10:00 a.m. Friday and Saturday, 7:00 a.m. to 12:00 a.m. (midnight) and Sunday 7:00 a.m. to 10:00 p.m. The Applicant states, "the projected sales will be 50%-60% food and grocery sales, 15%-20% alcohol sales and 10%-20% video gaming" (Exhibit H). The Applicant indicates on the liquor application that there will be 20% food sales, 30% alcohol sales, 30% general merchandise and 20% gaming revenue.

Exhibit I is the security plan submitted by the applicant. There will be 20 cameras on the interior and exterior of the building, existing decorative metal grills covering all glass areas of the premises and a burglar alarm system for afterhours coverage monitored by ADT. Additionally, the applicant will implement a Security Emergency Action Plan for security related emergencies.

Exhibit J is the service calls the last two years. There was a total of 31 service calls for 2614 Kilburn Avenue.

There were a few items that would need to be addressed prior to issuance of a liquor license. The business has existing decorative metal grills covering all glass areas of the premises. A standard condition of approval for all liquor and tobacco licenses is to not allow bars on the windows as they are uninviting and provide a sense that you are not in a safe area. Additionally, the submitted interior floor plan identifies a video gaming area. However, staff has determined that video gaming terminals are not permitted as this is a convenience store and not a restaurant. A revised interior floor plan must be submitted removing the gaming area for staff to review and approve.

Staff believes this request is reasonable and within the spirit and intent of the Ordinance and recommends approval of this request subject to conditions.

**RECOMMENDATION:** Staff recommends **APPROVAL** of the sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District, subject to the following conditions:

1. Meet all Applicable Building and Fire Codes
2. Compliance with all City of Rockford Code of Ordinances including Liquor and Tobacco Codes.
3. Submittal of a revised interior floor plan that includes the removal of the gaming area for Staff review and approval.
4. The hours of operation and days will be limited to Monday through Thursday 7:00 a.m. to 10:00 a.m., Friday and Saturday, 7:00 a.m. to 12:00 a.m. (midnight) and Sunday 7:00 a.m. to 10:00 p.m.
5. ~~There shall be no single serving sales of beer or wine in volumes of 16 oz. or less~~
6. The sale of rose tubes, airplane-sized bottles (50 ml (1.7 ounces) or less) and any other products that can be deemed to be easily manufactured into drug paraphernalia is prohibited.
7. The sale of water pipes and "huka" or "hookah" pipes are prohibited.
8. Window display signage is limited to 20% of window area.
9. There shall not be temporary exterior signage.
10. The windows shall not be covered with bars or other devices that block the windows.
11. The windows shall not be covered by a film.
12. Any pending general ordinance case(s) must be resolved prior to issuance of the license.
13. All outstanding general ordinance fines must be paid prior to the issuance of the license.
14. All conditions must be met prior to issuance of license and establishment of use.

SC: DM 05/8/2026

VINTON

WILLIAMS

Exhibit A  
2614 Kilburn Avenue  
#026-LTAB-014

GLENWOOD

COLLINS

SUMMERDALE

VERMONT

SUMMERDALE

SUMMERDALE

BELDEN

GLADSTONE

GLADSTONE

KILBURN

GARFIELD

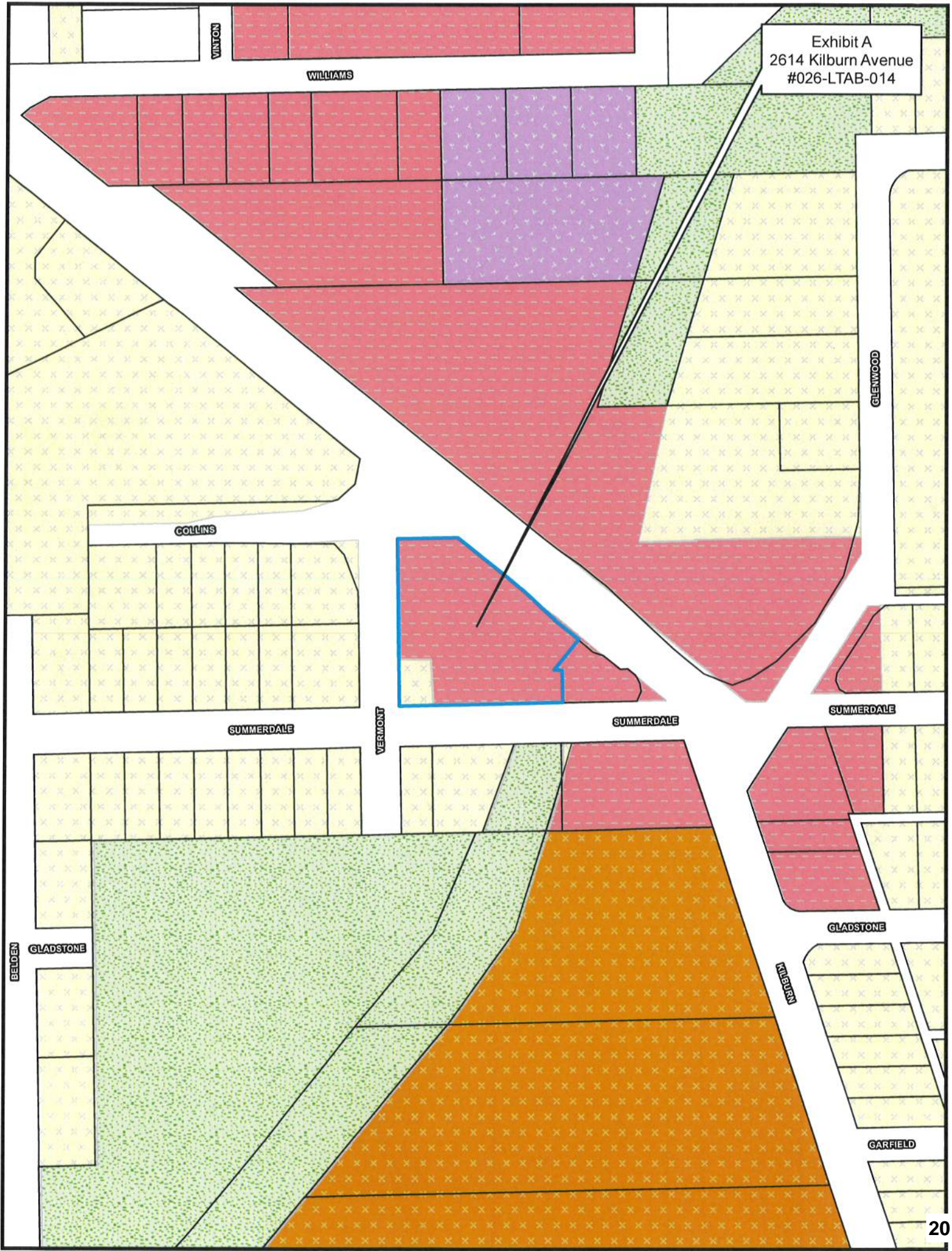


Exhibit B  
2614 Kilburn Avenue  
#026-LTAB-014

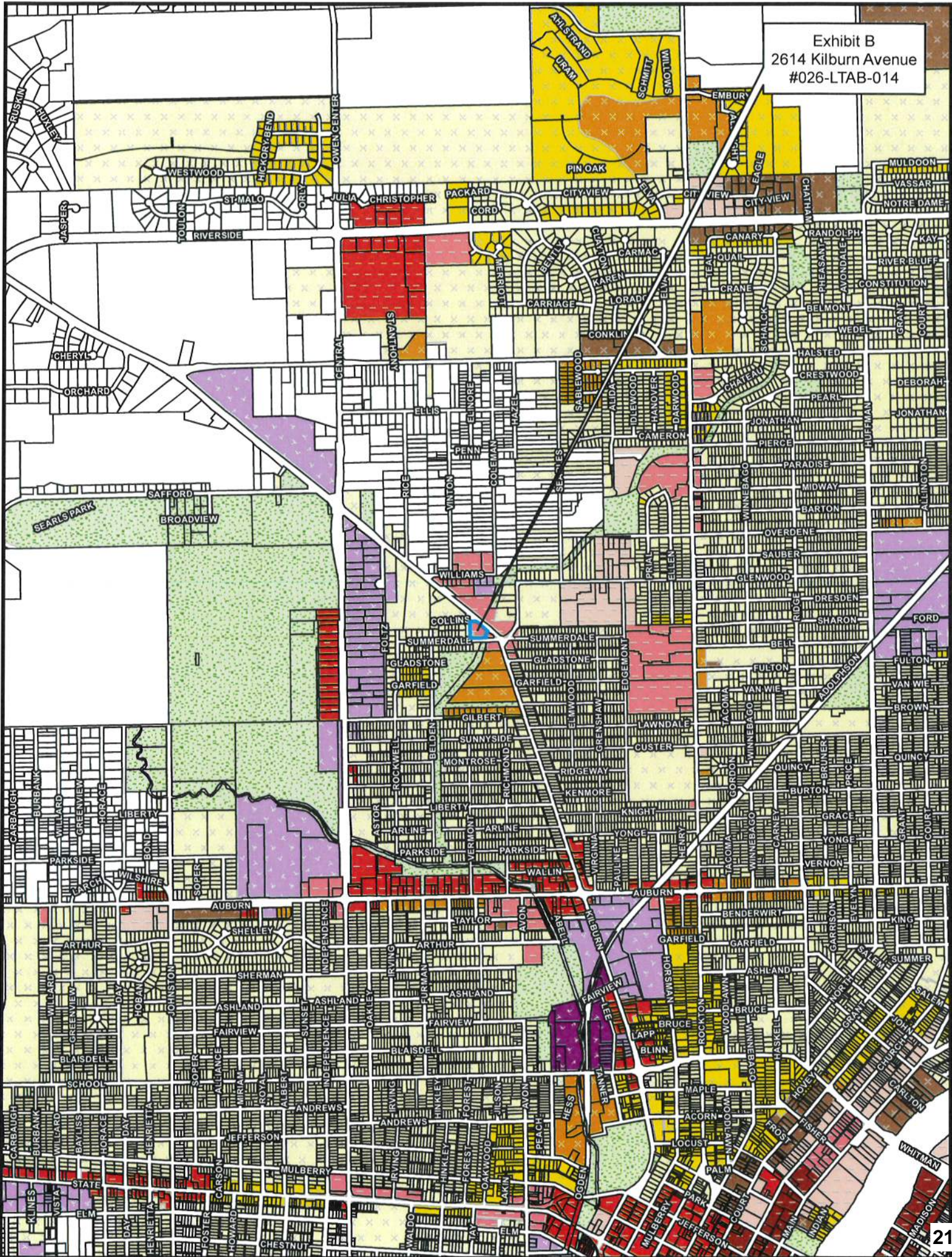
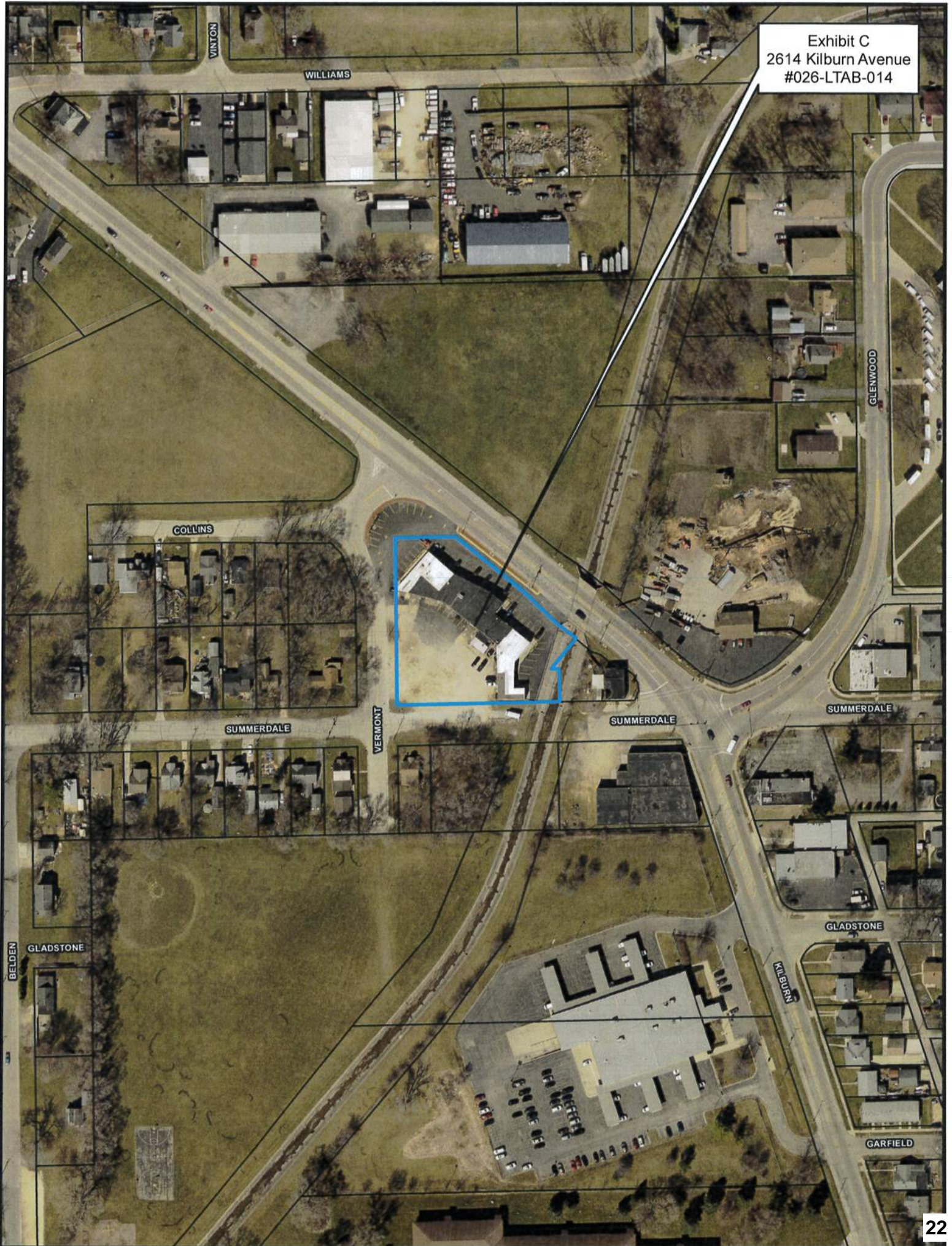
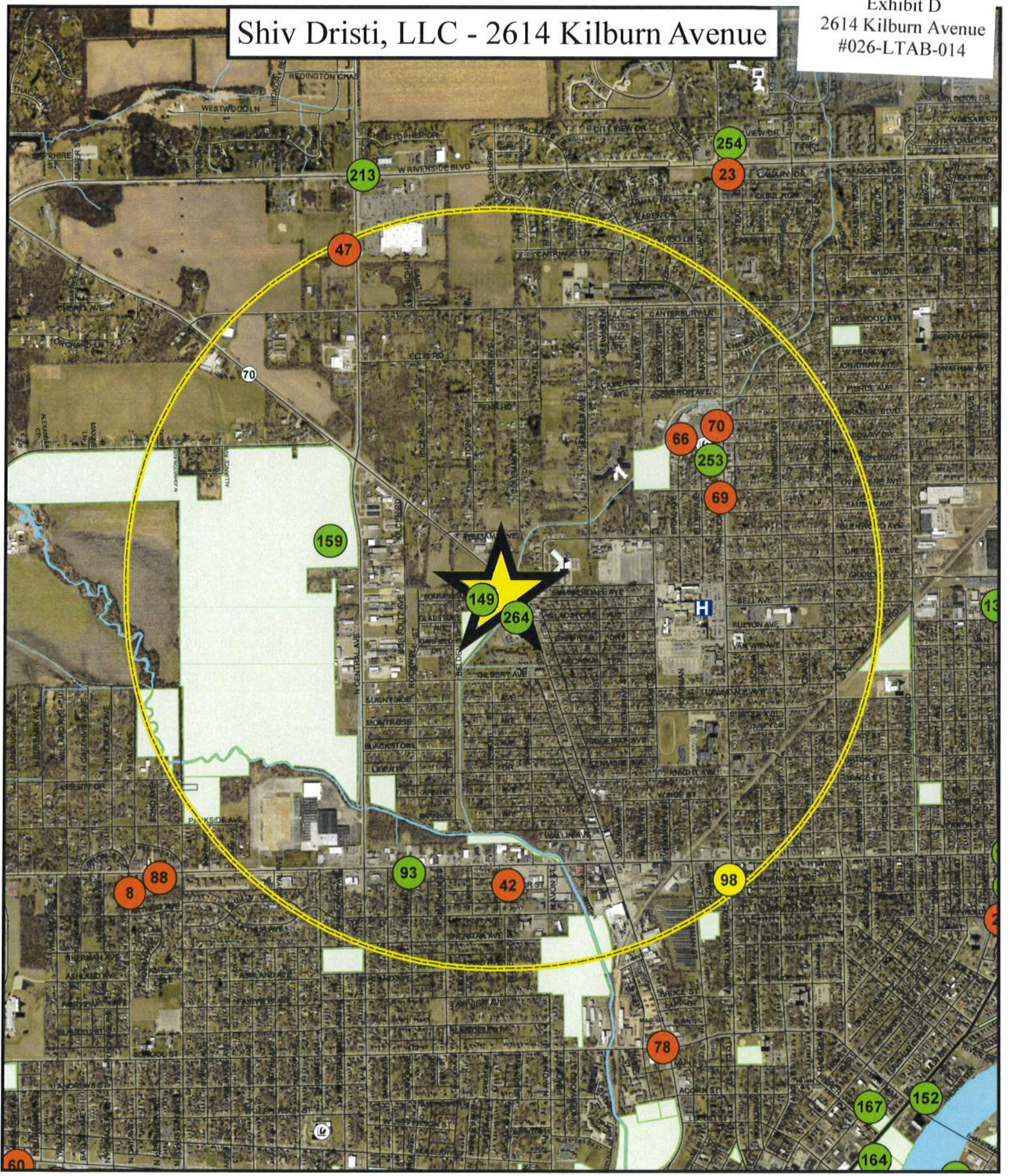


Exhibit C  
2614 Kilburn Avenue  
#026-LTAB-014



# Shiv Dristi, LLC - 2614 Kilburn Avenue

Exhibit D  
2614 Kilburn Avenue  
#026-LTAB-014



- Key**
- College/University
  - School (K-12)
  - City/Village Hall
  - Parks
  - Forest Preserves
  - Sale by the Drink (Beer and Wine)
  - Sale by the Drink (Full Liquor)
  - Package Liquor Sales

## CITY OF ROCKFORD, ILLINOIS

LIQUOR LICENSE LOCATIONS-2025





**PLANTING SCHEDULE - VERMONT STREET**

FRONTAGE LANDSCAPE TO USE 1/2 OF LF FRONTAGE = 640 LFS REQUIRED.

QUANTITY	COMMON NAME	SPECIES NAME	PLANT LFS	PLANT LFS
1	SERVOGERNY	ARTEMISIA STRICTA	150	EO
1	ARBORETALE	TRILIA OCCIDENTALIS	225	225
5	BOXWOOD	SAXIFRAGA NIGRA	30	EO
5	ELAEAGNUS	BERBERIS	15	15
3	DOGWOOD	CORNUS SANGONIA	15	45
45	GROUND COVER IN NICH	VALUCA MINOR	1	45
640				

4 PARKING SPACES (110) 1 SHADE TREE REQUIRED  
 255 LF STREET FRONTAGE (150) = 3 SHADE TREES REQUIRED.

QUANTITY	COMMON NAME	SPECIES NAME	PLANT LFS	PLANT LFS
1	HONEY LOCUST	GLADSTONIA TRIANGULARIS NERGIS	-	-

INTERIOR LANDSCAPING 5% REQUIRED  
 5555 SF PAVED AREA \* 5% = 265 SF REQUIRED.  
 \* 14555 SF OF GRASSY AREA AROUND PARKING SIGN  
 NO BETTER LANDSCAPING REQUIRED OR PROVIDED

**PARKING SCHEDULE**

41000SF AS RETAIL FOR ALL BUT SISTERS CARE

ADDRESS USE	SIZE	CARS	SPACES	REAR
2605 VACANT OFFICE	52261	41000SF	110	524
2606 VACANT RETAIL	23954	41000SF	110	932
2610 OLD STILL BAR	10928	41000SF	110	436
2612 VACANT OFFICE	135061	41000SF	110	532
2614 VACANT PARKING	43105	41000SF	110	1125
2616 VACANT DETAIL	12451	410000SF	110	444
2620 SISTERS CARE	13424	531000SF	110	1154
6				6357

\* VARIANCE TO ALLOW SHORTAGE OF 15 SPACES DUE TO IMPERMEABILITY

**LANDSCAPING NOTES**

**KILBURN AVENUE**  
 EXISTING STRIP OF GRASS TO REMAIN. THERE IS NO LAND AVAILABLE FOR PLANTING ON THE SUBJECT PROPERTY. EXISTING STRIP TOO SMALL TO SUPPORT LANDSCAPING IN THE ROW.

**COLLINS AVENUE**  
 PROPOSED ADDITION OF 30 ORNAMENTAL GRASS IN THE EXISTING GRASSY AREA. THIS IS IN THE ROW. ORNAMENTAL GRASS IS LIKELY THE ONLY PLANT THAT CAN SURVIVE THE SALT AND SNOW CONDITIONS.

**VERMONT STREET**  
 ADD COMPLIANT PARKING LANDSCAPING AS INDICATED.  
 ADD COMPLIANT STREET SHADE TREES  
 ADD COMPLIANT PARKING LOT SHADE TREE

**SUNNYSIDE AVENUE**  
 NO LANDSCAPING REQUIRED. ALL GRASSY AREA  
 ADD COMPLIANT STREET SHADE TREES

**BELLES FIRM OF ARCHITECTURE**  
 2905 Chestnut Street, Suite 110, Rockford, IL 61114  
 (815)-961-0304 BelleFirm@ymail.com  
 License No. 184-001855

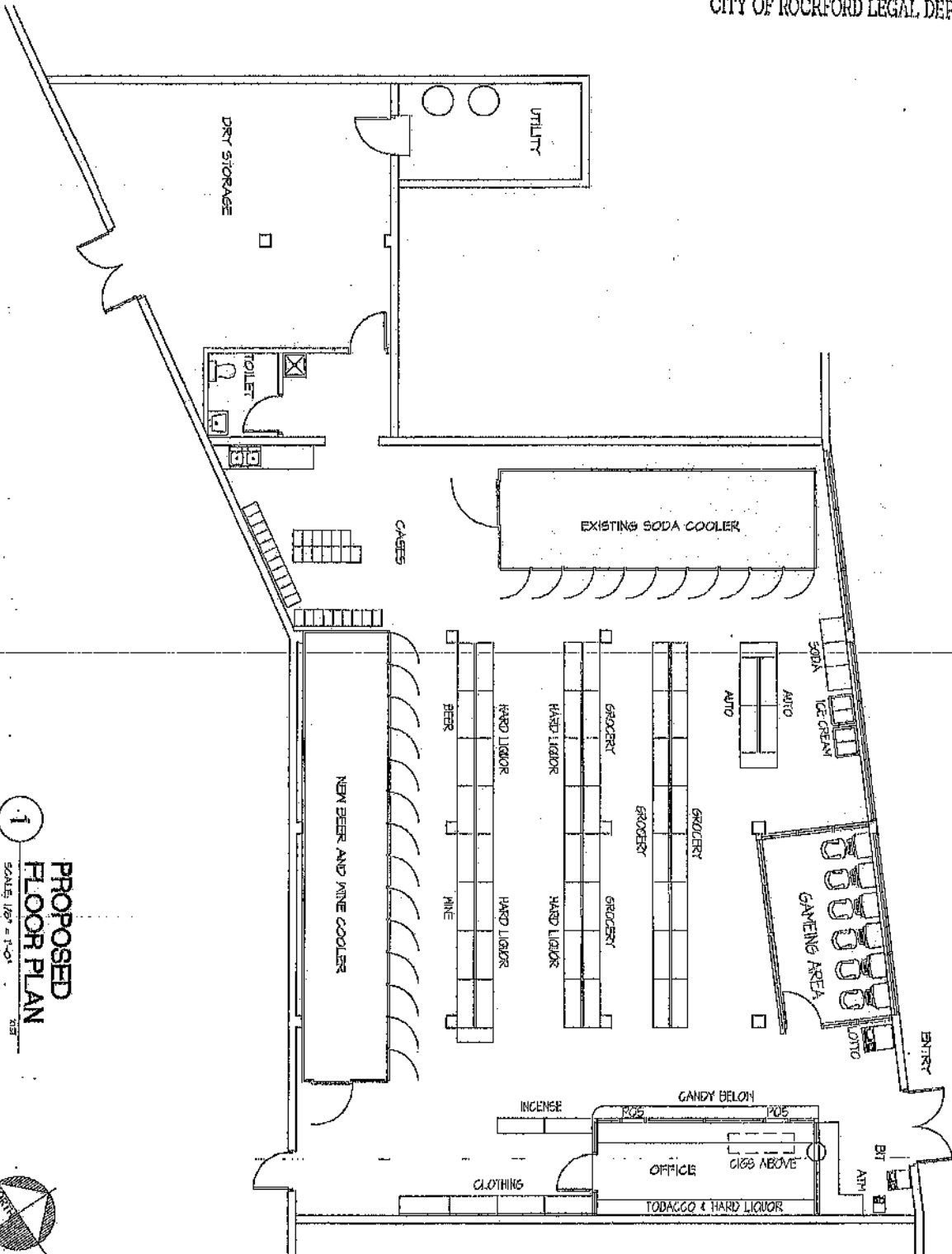
JASBINE HANTRY LITAB DRAWINGS INC  
**ANNA SHOPPING CENTER**  
 11-5-377-004  
 2814 (2808 - 2822) KILBURN AVENUE  
 ROCKFORD, ILLINOIS

DATE: 01-21-2026  
 PROJECT NO.: 1268  
 SHEET NO.: 721  
 OF 25 SHEETS

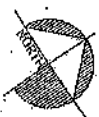
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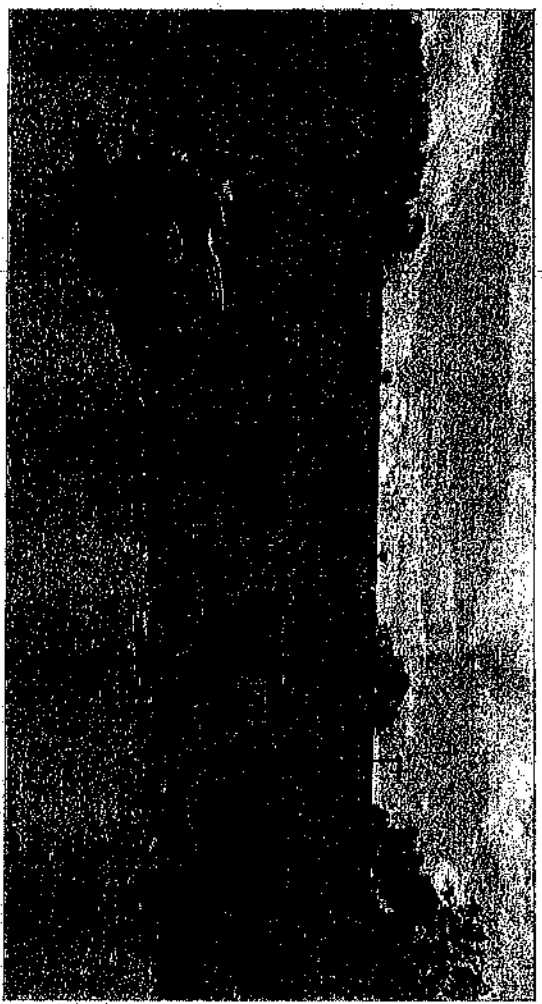
CITY OF ROCKFORD LEGAL DEPARTMENT



1  
**PROPOSED FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"



SHEET NO. <b>Z1</b>	PROJECT NO. <b>1268</b>	DATE 01-21-2026	JASMINE PANTRY LTAB DRAWINGS FOR <b>ANNA SHOPPING CENTER</b> 2061 (2808 - 2828) KILBURN AVENUE      11-10-377-004      ROCKFORD, ILLINOIS	<b>BELLES FIRMOR</b> architects 2915 Cassville Street, Suite 117, Rockford, IL 61114 (815)-941-0304      BelleFirm@yahoo.com License No. 184-101868
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1  
 EXISTING  
 FRONT ELEVATION  
 SCALE 1/8" = 1'-0"  
 FRONT ELEVATION

EXISTING MATERIALS AND SIGNAGE TO  
 REMAIN  
 NO CHANGES REQUESTED OR REQUIRED

DATE PLOTTED  
 Z3  
 TIME PLOTTED 23

PROJECT NO.  
 1268

DATE  
 01-21-2026

JASMINE PANTHY LITVA (DRAWN) FOR  
**ANNA SHOPPING CENTER**  
 2614 (2600 - 2620) KILBURN AVENUE      11-X-077-004      ROCKFORD, ILLINOIS

**BELLES FIRM OF**  
 architecture  
 2905 Creekside Court, Suite 'B', Rockford, IL 61114  
 (815)-961-0504      BellesFirm@ymail.com  
 License No. 184-001868

RECEIVED

APR 16 2026

# BUSINESS PLAN

CITY OF ROCKFORD LEGAL DEPARTMENT

**SHIV DRISTI, LLC**

**DBA: Jasmine Pantry**

**Location: 2614 Kilburn Ave, Rockford, IL 61101**

**Established Ownership: Since October 2025**

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## EXECUTIVE SUMMARY

SHIV DRISTI, LLC, doing business as **Jasmine Pantry**, has been locally operated since October 2025 and has established itself as a reliable neighborhood convenience and food retail location in Rockford, Illinois. The business itself has been established since 2008.

This business plan is respectfully submitted to outline a strategic expansion designed to enhance customer service, increase accessibility, generate additional employment, and contribute increased tax revenue to the City of Rockford.

The expansion focuses on:

- Extended operating hours
- Implementation of EBT services
- Addition of liquor sales
- Installation of state-approved video gaming terminals

The goal is to increase daily revenue from approximately **\$1,500 to \$2,500-\$3,000**, while maintaining a strong community-focused retail environment.

Projected growth includes:

- **\$400-\$600/day from EBT services**
- **\$600-\$900/day from liquor sales**
- **\$400-\$600/day from video gaming commission revenue**

All improvements will be completed in full compliance with City of Rockford, county, and State of Illinois regulations.

## BUSINESS DESCRIPTION

Jasmine Pantry operates as a neighborhood convenience store providing essential food items, grocery products, and general merchandise to local residents.

Under current ownership, the business has demonstrated:

- Stable daily revenue performance
- Responsible operations
- Commitment to community service

The proposed expansion will enhance the store into a **modern, multi-service retail location**, offering:

- Extended hours for customer convenience
- EBT access for underserved populations
- Licensed liquor sales
- A designated and compliant video gaming area

# BUSINESS PLAN

This approach reflects current retail demand while maintaining alignment with community standards.

## Days and Hours of Operation

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- **Monday – Thursday: 7:00 AM – 10:00 PM**
- **Friday – Saturday: 7:00 AM – 12:00 AM**
- **Sunday: 7:00 AM – 10:00 PM**

Extended hours are intended to serve working individuals and increase accessibility for the surrounding community.

## Food Service Hours

- Food and grocery items will be available **during all hours of operation**
- The business will provide:
  - Pre-packaged food items
  - Snacks and essential grocery products
  - Non-alcoholic beverages

Food service will remain the **primary function of the business**

---

## Proposed Entertainment

- No live entertainment, music events, or performances are proposed
- The only form of entertainment will be:
  - **State-regulated video gaming terminals located in a designated area**

All gaming operations will be:

- Fully compliant with Illinois Gaming Board regulations
  - Monitored and restricted to individuals **21 years of age or older**
- 

## Proposed Drink List (Gaming Compliance Requirement)

In compliance with Illinois requirements for establishments offering video gaming with on-premises liquor licensing, the following limited drink offerings will be provided:

### Beer (Individual Bottle/Cans Only)

- Domestic beers (e.g., mainstream U.S. brands)
- Imported beers (e.g., international brands)

### Wine (By the Glass Only)

- Standard red wine selections

## BUSINESS PLAN

- Standard white wine selections

No full-service bar or cocktail program will be offered. Alcohol service will remain **limited, controlled, and secondary** to the primary retail business.

### Target Audience

- Local Rockford residents
- Adults aged **21 and over** (for liquor and gaming services)
- Working individuals seeking convenience and extended hours
- Households utilizing EBT for essential purchases

The business is designed to serve a **broad, community-based customer base**, not a nightlife or bar-focused crowd.

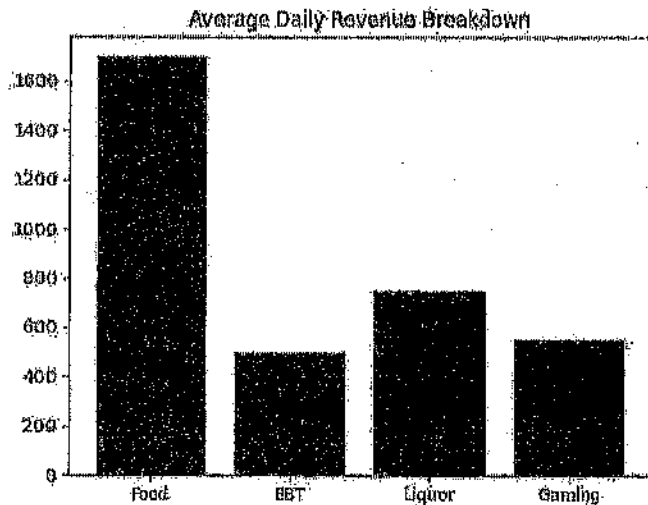
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### Anticipated Revenue Ratio

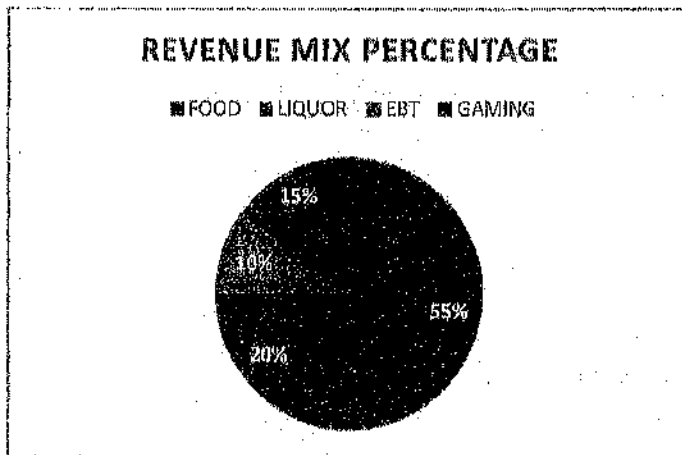
The business will maintain a balanced and responsible revenue structure:

- **Food & Grocery Sales:** 50% – 60%
- **Alcohol Sales:** 15% – 20%
- **Video Gaming:** 10% – 20%
- **EBT Transactions:** 10% – 15%

This structure ensures the establishment remains primarily a **retail food provider**, with alcohol and gaming serving as **supporting revenue streams**.



# BUSINESS PLAN



## MARKET OPPORTUNITY & SALES GROWTH

### Target Market

- Rockford residents and surrounding neighborhoods
- Adults aged 21+ (for liquor and gaming services)
- Local consumers seeking convenience and extended hours
- Households utilizing EBT for essential purchases

### Sales Growth Projections

The expansion is expected to significantly increase daily and annual revenue:

- **Food & Merchandise:** Stable base revenue
- **EBT Services:** Increased accessibility and repeat visits
- **Liquor Sales:** Increased transaction size and margin
- **Video Gaming:** Consistent and predictable revenue stream

### Projected Impact:

- **Daily Revenue Increase:** +46%
- **Annual Revenue Growth:** +\$250K to \$350K

### Cover Charge Policy

- No cover charge will be required at any time
- The premises will remain open and accessible to the public during operating hours

## PRODUCTS & SERVICES

# **BUSINESS PLAN**

## **Retail Sales**

- Food, snacks, and grocery essentials
  - Household convenience items
  - Beverage sales (non-alcoholic and alcoholic upon approval)
- 

## **EBT Services**

- Acceptance of SNAP/EBT payments
  - Improved access to essential goods for the community
- 

## **Liquor Sales (Proposed)**

- Beer, wine, and spirits
  - Compliance with all Illinois liquor laws
  - Responsible service and ID verification
- 

## **Video Gaming (Proposed)**

- State-approved video gaming terminals
  - Operated in full compliance with Illinois Gaming Board
  - Controlled and monitored environment
- 

## **FACILITY IMPROVEMENTS & BUILDOUT PLAN**

### **Interior Enhancements**

- Store layout optimization for better customer flow
  - Improved shelving and product placement
  - Lighting and safety upgrades
- 

### **Gaming Area Setup**

- Clearly designated gaming section
  - Compliance with all zoning and operational requirements
  - Safe, monitored environment for patrons
- 

### **Operational Improvements**

# BUSINESS PLAN

- Extended business hours
- Improved checkout efficiency
- Enhanced customer service experience

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## OPERATIONS & STAFFING

The expansion will require additional staffing and operational scaling:

- Hiring of 2–4 additional employees
- Staff training in:
  - Responsible alcohol sales
  - Age verification compliance
  - Customer service excellence
- Increased staffing during extended hours

## VILLAGE & COMMUNITY BENEFITS

The proposed expansion provides measurable benefits to the City of Rockford:

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### 1. Increased Tax Revenue

- Sales tax from retail and liquor sales
- Gaming-related municipal revenue

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### 2. Job Creation

- New employment opportunities for local residents

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### 3. Consumer Retention

- Keeps spending within Rockford
- Reduces outflow to nearby municipalities

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### 4. Community Accessibility

- EBT ensures access to essential goods
- Convenient extended hours for working families

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## COMPLIANCE & REGULATORY COMMITMENT

Jasmine Pantry is committed to full compliance with:

- City of Rockford ordinances

## BUSINESS PLAN

- Illinois Liquor Control Commission (ILCC)
- Illinois Gaming Board regulations
- Health, safety, and building codes

Ownership maintains a strict policy of:

- Responsible alcohol sales
- Zero tolerance for underage purchases
- No loitering or nuisance activity

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### TIMELINE

- **City Approval & Licensing:** Upon approval
- **Store Enhancements:** Immediately following approval
- **Staff Hiring & Training:** Concurrent with upgrades
- **Full Implementation:** Within 60-90 days

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### CONCLUSION

The proposed expansion of Jasmine Pantry represents a responsible and strategic investment in the Rockford community.

This plan will:

- Increase revenue by over 40-60%
- Generate \$150K-\$200K annually from gaming alone
- Create jobs
- Strengthen the local economy

Ownership respectfully requests approval for liquor licensing and video gaming operations and looks forward to continuing to serve the Rockford community as a compliant and community-focused business.

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SHIV DRISTI, LLC  
SECURITY PLAN

CITY OF ROCKFORD LEGAL DEPARTMENT

At this point in time, the Company does not anticipate hiring security professionals per se, but will certainly do so should the City require. Currently, there are 16 cameras at the store. There are currently 2 cameras in the front exterior of the premises which cover the parking lot and the entrance and 1 in the rear parking area covering the rear door. There are 13 cameras in the store itself providing excellent coverage of all public areas of the premises as well as the room where the safe is located. The owner will be adding 2 more cameras in the front exterior of the premises and 2 additional cameras in the rear parking area which will provide even more coverage of the exterior. All camera views will be unobstructed at all times.

The parking lot has lights which will come on before sunset and remain on throughout the night. Lighting inside the building will be sufficient in all areas such that the security cameras will be able to record the complete facial features of those in the building. Somabhai Patel, the owner, or if he is not available a manager, will be designated at all times to monitor the inside and outside of the premises for suspicious activity during regular work hours. This will happen through a combination of video camera monitoring and walking throughout the premises. It is anticipated that with the addition of VGT's, there will be even more cameras placed in the facility.

Additionally, decorative metal grills have been installed covering all glass areas of the premises. This provides even more security for the premises.

### **Alarm System**

After hours, the premises will be protected with a burglar alarm monitored by ADT who will notify management of an attempt to break in to the premises. The security alarm also includes a motion detection system, Glass Break notification and Door sensors for additional protection. There is also a panic button behind the counter which will automatically notify the police department of any impending threat inside the store.

### **Ingress and Egress**

Only the owner or an authorized manager will have keys or access codes to open the building and turn the security alarms on or off. The door in the parking lot area of the premises will serve as the only entrance for all patrons. Back and side doors will be used by Staff and will generally

be locked. When a back door is used to bring in supplies, remove waste, or provide access to a service contractor, a staff member will be present while the door is open.

### **Signage**

A sign will be posted in a conspicuous location near the VGT's which shall read: "PERSONS UNDER 21 YEARS OF AGE NOT PERMITTED IN THE VIDEO GAMING AREA."

A sign will be posted in a conspicuous location at each entrance of the building that reads: "THESE PREMISES ARE UNDER CONSTANT VIDEO AND AUDIO SURVEILLANCE."

### **Security Emergency Action Plan (EAP)**

During a security-related emergency, any staff member may utilize the panic button or call 911 if there is a risk to someone's safety. If there is no safety risk to staying on the premises and emergency responders do not direct otherwise, other employees will immediately monitor entrances and exits to prevent unauthorized access.

If cash is on the premises, all cash drawers and/or office doors will be locked upon leaving the area to deal with an emergency.

### **Armed Robbery**

Should an armed robbery incident occur, staff will be advised to follow recommendations that are commonly suggested by law enforcement entities (City of Rockford Police Department and/or the Winnebago County Sheriff's Department) including the following:

#### During a Robbery:

1. Remain Calm and press the panic button if possible.
2. Obey the robber's commands immediately. Others in the area should freeze in place and do nothing.
3. Don't argue with the robber.
4. Consider all firearms to be loaded.
5. Look at the robbers – notice details to aid you in describing them and their mannerisms. Note age, weight, height, clothing, tattoos or scars and write down the details at the first opportunity.
6. Take note of the weapon.

7. Watch the direction the robbers take – if they use a vehicle, try to note the license plate number.
8. Don't call the police yet if there is a chance the robber can see or hear you.
9. Don't chase or follow the robber. You could be mistaken for the robber in a pursuit by police.

After a Robbery:

1. Call 911
2. Give the address of the business and state that the location is a Restaurant/Bar, give your name and telephone number, and stay on the phone until the dispatcher ends the call.
3. Give a description of the suspect(s), direction of travel, and a license number if possible.
4. Advise whether or not weapons were used.
5. Protect the crime scene. Keep customers or other employees away from the area where the robbery occurred.
6. Ask witnesses to wait until the police arrive.
7. Do not touch anything.
8. Save a note if one was used – do not handle it or let others handle it.
9. Upon arrival of the police, the senior staff member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager or owner is on the way (if applicable).

**Burglary**

If evidence of a burglary is discovered, staff will:

1. Avoid entering affected areas.
2. Notify law enforcement using a non-emergency number.
3. Notify a senior staff member immediately.
4. Prevent others from entering the area or touching anything.
5. Upon arrival of the police, the senior staff member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager or owner is on the way (if applicable).

### **Disorderly Activity**

The Company will develop and implement a plan for dealing with disorderly activity in the following areas:

- **Parking Lot** – The Company will monitor disorderly and/or suspicious activity in the Parking area and Staff is instructed to immediately contact the police department if any such activity is observed. Disorderly or suspicious persons will not be allowed to enter the premises until after the police arrive. The parking area is serviced 24/7 by video monitoring. All video will be preserved and turned over to authorities upon request.
- **Public Areas Immediately Adjacent to the Premises** – The only public areas adjacent to the premises are city sidewalks and city streets. There is some fencing around the premises along with required landscaping that acts as a buffer between the sidewalks and the premises. Video surveillance covers much of the sidewalk area. Any disorderly and/or suspicious activity in the public area will be dealt with in the same manner as disorderly and/or suspicious activity in the Parking Lot.
- **Interior of Premises** - The Company will monitor disorderly and/or suspicious activity in the Interior of the premises. Disorderly or suspicious persons will be asked to leave the premises immediately. When appropriate, Staff is instructed to immediately contact the police department if any such activity escalates or warrants police involvement. Video from the security cameras will be maintained to aid in the identification of any person involved. Video is stored by the security company for this purpose.

### **Cash Storage**

- Secure safes will be used for any cash storage.
- Access to cash storage locations will only occur during business hours and be limited to a very small number of personnel.
- All cash storage locations will be secured and monitored by motion-detector triggered video when the business is closed.

### **Closing Procedure**

The Owner will produce a Closing Procedure Checklist that will include the following tasks at a minimum. A map showing all locations to be checked will be attached to the checklist.

Ensure that:

- No one remains in the building.

- Computers are shut down or have a lock screen on.
- All doors, gates, safes, vaults and other lockable areas are secure.
- Surveillance cameras and recording devices are on and operational.
- Exterior lighting is on.
- No suspicious vehicles or individuals are in the vicinity.

Event Date	Call Number	Situation Reported	Call Disposition	Location	Commonplace Name
03/10/2026 08:36:16 AM	26-050216	TRAFFIC STOP	ADV - ADVISED	2614 KILBURN AVE	Jasmine Pantry
02/09/2026 11:08:58 AM	26-028242	DIRECTED ASSIGNMENT	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
11/22/2025 09:38:18 PM	25-255269	STAND BY	RE-ASSIGN/CHANGE OF CALL(UNIT) / UTL - UNABLE TO LOCATE / UTL - UNABLE TO LOCATE	2614 Kilburn Ave	Jasmine Pantry
10/26/2025 09:10:32 PM	25-234871	TRAFFIC STOP	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/26/2025 09:10:32 PM	25-234871	TRAFFIC STOP	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/16/2025 10:02:40 AM	25-226866	SUSPICIOUS INCIDENT	RE-ASSIGN/CHANGE OF CALL(UNIT) / DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
10/11/2025 02:22:21 AM	25-223075	SUSPICIOUS VEHICLE	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/11/2025 02:12:56 AM	25-223072	SUSPICIOUS VEHICLE	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
09/28/2025 03:35:08 AM	25-212577	PUBLIC COMPLAINT ROUTINE	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
08/16/2025 03:50:56 AM	25-176739	DOMESTIC	UTL - UNABLE TO LOCATE / UTL - UNABLE TO LOCATE	2614 Kilburn Ave	Jasmine Pantry
08/09/2025 03:46:00 AM	25-171075	911 MISDIAL	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
07/07/2025 07:48:36 PM	25-144475	911 DUPLICATE CALL	DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
05/25/2025 03:01:43 AM	25-108917	DISORDERLY	NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
05/03/2025 07:34:27 PM	25-091600	TRAFFIC STOP	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
04/27/2025 02:49:39 AM	25-086257	DISORDERLY	UNF - UNFOUNDED / UNF - UNFOUNDED / UNF - UNFOUNDED	2614 Kilburn Ave	Jasmine Pantry
04/16/2025 07:32:16 PM	25-077565	CRU	RE-ASSIGN/CHANGE OF CALL(UNIT) / RPT - REPORT	2614 Kilburn Ave	Jasmine Pantry
04/15/2025 01:02:43 PM	25-076382	RK-DRUGS	NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
02/09/2025 07:46:16 PM	25-027618	SUSPICIOUS INCIDENT	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
12/15/2024 05:13:01 PM	24-279268	911 DUPLICATE CALL	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry
12/15/2024 04:32:33 PM	24-279242	STAND BY	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry

12/08/2024 04:58:21 PM	24-274124	SUSPICIOUS INCIDENT	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
11/04/2024 12:37:13 PM	24-249278	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
11/01/2024 01:41:59 PM	24-247142	CRU	RPT - REPORT	2614 KILBURN AVE	Jasmine Pantry
11/01/2024 01:14:34 PM	24-247115	911 INFORMATION	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
10/20/2024 01:12:15 PM	24-237452	DISORDERLY	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry
09/06/2024 12:14:56 AM	24-200609	911 CELLULAR HANG UP	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
06/18/2024 01:08:26 PM	24-132704	DIRECTED ASSIGNMENT	ISS - ISSUED	2614 Kilburn Ave	Jasmine Pantry
05/29/2024 06:13:41 PM	24-116032	MISCELLANEOUS ROUTINE	ISS - ISSUED	2614 Kilburn Ave	Jasmine Pantry
05/16/2024 12:04:50 PM	24-104849	THEFT REPORT	RPT - REPORT	2614 Kilburn Ave	Jasmine Pantry
05/12/2024 02:51:31 AM	24-101371	911 DUPLICATE CALL	DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
05/12/2024 02:44:53 AM	24-101369	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry

**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

**The Committee on** Code and Regulation, to whom was referred the sale of packaged liquor (Class PKG) in conjunction with a grocery store in the name of Somabhai Patel / Shiv Dristi, LLC dba Jasmine Pantry in a C-2, Limited Commercial District for the property described as:

**A/K/A: 2614 Kilburn Avenue**  
**PIN: 11-10-377-004**

hereby recommends that the actions of the Liquor and Tobacco Advisory Board be **Sustained** thereby recommending that City Council **APPROVE** the sale of packaged liquor (Class PKG) in conjunction with a grocery store in the name of Somabhai Patel / Shiv Dristi, LLC dba Jasmine Pantry in a C-2, Limited Commercial Zoning District at 2614 Kilburn Avenue.

Approval is based on the following conditions:

1. Meet all Applicable Building and Fire Codes
2. Compliance with all City of Rockford Code of Ordinances including Liquor and Tobacco Codes.
3. Submittal of a revised interior floor plan that includes the removal of the gaming area for Staff review and approval.
4. The hours of operation and days will be limited to Monday through Thursday 7:00 a.m. to 10:00 a.m., Friday and Saturday, 7:00 a.m. to 12:00 a.m. (midnight) and Sunday 7:00 a.m. to 10:00 p.m.
5. There shall be no single serving sales of beer or wine in volumes of 16 oz. or less
6. The sale of rose tubes, airplane-sized bottles (50 ml (1.7 ounces) or less) and any other products that can be deemed to be easily manufactured into drug paraphernalia is prohibited.
7. The sale of water pipes and "huka" or "hookah" pipes are prohibited.
8. Window display signage is limited to 20% of window area.
9. There shall not be temporary exterior signage.
10. The windows shall not be covered with bars or other devices that block the windows.
11. The windows shall not be covered by a film.
12. Any pending general ordinance case(s) must be resolved prior to issuance of the license.
13. All outstanding general ordinance fines must be paid prior to the issuance of the license.
14. All conditions must be met prior to issuance of license and establishment of use.

The Legal Director is hereby instructed to prepare the necessary Ordinance.

Committee Action Taken:

Bonne:	Ayes:_____	Nays:_____	Absent:_____
Bell:	Ayes:_____	Nays:_____	Absent:_____
Torina:	Ayes:_____	Nays:_____	Absent:_____
Neal:	Ayes:_____	Nays:_____	Absent:_____
Prunty:	Ayes:_____	Nays:_____	Absent:_____

\_\_\_\_\_  
Mark Bonne, Chairman

\_\_\_\_\_  
Tamir Bell, Vice-Chairman

\_\_\_\_\_  
Gabrielle Torina

\_\_\_\_\_  
Janessa Neal

\_\_\_\_\_  
Aprel Prunty

Meeting of May 19, 2026  
026-LTAB-014



PLANNING & ZONING REPORT
Zoning Board of Appeals Meeting of April 21, 2026
Laid over from February

File # 003-26
(REVISED)

APPLICANT: Midwest Yard Holdings, LLC
LOCATION: 2530, 2710, 2720 South Main Street
REQUESTED ACTION: A Special Use Permit for a Planned Use Development for an RV and Fifth Wheel only community in an R-1, Single family Residential Zoning District.
EXISTING USES: Mobile Home Park
PROPOSED USES: RV and Fifth Wheel only community
DIMENSIONS: Irregular shape SQUARE FOOTAGE: 15.49 acres

ADJACENT ZONING AND LAND USES:

NORTH: R-1 Vacant land, Single family residences
EAST: RE Blackhawk Park
SOUTH: County AG, R-3 Vacant land, Single-family residences
WEST: C-3, RE Vacant land, Klehm Arboretum and Botanical Gardens

YEAR 2040 PLAN: PA Priority Park Acquisition

SOILS REPORT: No soils report on file.

HISTORY: File #063-21: A Zoning Map Amendment from Winnebago County RMH and CC to City R-3, Multi-family Residential, a Special Use Permit for a mobile home park in an R-3, Multi-family Residential Zoning District was approved on March 21, 2022 for the property located at 4650, 4680, 47XX, 4848, and 49XX South Main Street. This is approximately 2 miles south of the subject property.
There's no other relevant immediate history.

REVIEW COMMENTS: The Applicant is requesting a Special Use Permit for a Planned Use Development for an RV and Fifth Wheel only community in an R-1, Single family Residential Zoning District. The subject property consists of 15.49 acres in size when combined. Exhibit A shows that the subject property and is located east of South Main Street and west of the Rock River.

The Applicant is Midwest Yard Holdings LLC. The subject property is zoned R-1, Single-family Residential Zoning District. The subject property was developed as a mobile home park in the County. This property was annexed into the City in 2001 and it is considered grandfathered. Over the years, numerous mobile homes were removed due to deteriorated and/or damaged mobile homes. The residential districts are intended to create, maintain, and promote a variety of housing opportunities for individual households and to

maintain the desired physical character of existing neighborhoods and developing areas consistent with the city's official comprehensive plan. These regulations are intended to ensure that permitted and special uses are compatible within each district. They are intended to maintain and protect residential property values and to promote the peace, quiet, and enjoyment of the city's residential areas by requiring setbacks and open spaces on the same lot as the residential development. The Applicant's proposal is to change this from a mobile home park to an RV and Fifth Wheel community, hence the Applicant requested the Special Use Permit for a Planned Use Development to allow for flexibility and allow more efficient use of land.

The Applicant submitted two different type of options for development of the site. Exhibit D is option 1. This option shows a total of 85 concrete pads. The pads are at different directions with private drives. There would be 15 feet in between each pad. The park office building would be up front by the main entrance and have parking for two (2) spaces including a handicap space. The setback off the rear property line along the Rock River would be 22 feet. The required setback off the property line along the Rock River is 50 feet per the ordinance but these are not permanent structures, just concrete pads for the RVs and 5<sup>th</sup> Wheels. There is an existing sanitary sewer lift station in that area as well.

Exhibit E is option 2. This option shows a total of 85 concrete pads. The setup shown is all angle pad parking. There would be 15 feet in between each pad. The park office building would be up front by the main entrance and have parking for two (2) spaces including a handicap space. The setback off the rear of property line along the Rock River would be 23 feet. The required setback off the property line along the Rock River is 50 feet per the ordinance but, again, these are not permanent structures, just concrete pads for the RVs and 5<sup>th</sup> Wheels. There is an existing sanitary sewer lift station in that area as well.

The Applicant submitted Exhibit F, an overlay of the site on an aerial of the subject property with the proposed landscaping. The exhibit shows landscaping proposed in two different spots along South Main Street. Exhibit G shows a closer view of the proposed locations. The proposal shows that there would be a combination of deciduous and evergreen trees and shrubs along with mixed perennials and ornamental grasses.

Exhibit H is the Applicant's statement. The Applicant indicates "The plan is to improve and refine the existing use of the site by removing the aging mobile homes over time, upgrading site infrastructure, improving site order with delineated concrete pads and asphalt interior roadways, enhanced streetscaping, and safety features." The goal is to retain a long term residential-style RV park to fill a needed gap between the recreational campground and traditional permanent housing. There will be operational principals to help manage the property that would include clear site rules, tenancy standards, provide regular maintenance and waste management, and provide tenant amenities including riverfront access. The plan is to phase out the existing mobile homes and transition it to an RV and Fifth Wheel only community. To complete this task, an assessment would be conducted to ensure that the improvements are done to improve the entire site.

Exhibit I is the findings of fact provided by the Applicant. The Applicant indicates "The project will meet all requirements and standards of PUD regulations. The project is an efficient use of the land. The proposed use will utilize land in a floodplain in a way that minimizes flood risk. The conversion from a mobile home park to a RV park means that the occupants will now be mobile. When a flood risk arises, the RVs or fifth wheels can be easily removed from the property. The improvements to be made to the property are allowed within a floodplain, including the installation of paved roadways allowing for easier movement within the property and better access to the property. The PUD also includes the installation of a multi-use path for the public to use along the property line adjacent to South Main Street. Additional landscaping, open space, and a park will be added to enhance the natural features of the site.

Exhibit J is the service calls for the last two years. There were a total of 141 service calls for 2530 South Main Street.

Since the property is located within the floodway and floodplain, this proposal is subject to compliance with the applicable regulations and submission to local and state reviewing agencies. The Applicant will need to work with our Public Works Department for this redevelopment. The site plan will need to incorporate the phased removal of existing mobile homes, installation of concrete pads and paved streets, stormwater improvements, landscaping, completion of the multi-purpose path along South Main Street, and inclusion of the proposed playground and associated site amenities. With these conditions in place, the redevelopment will modernize the site, improve infrastructure and public connectivity, and bring the property into greater conformity with current City standards. Staff feels that the Applicant's proposed request is reasonable and, therefore, Staff supports this request.

**RECOMMENDATION:** Staff recommends APPROVAL of a Special Use Permit for a Planned Use Development for an RV and Fifth Wheel only community in an R-1, Single-family Residential Zoning District, subject to the following condition:

1. Meet all applicable Building and Fire Codes.
2. Submittal of a final detailed site plan for staff's review and approval.
3. The Applicant shall work with Public Works Engineering Staff for the required floodplain/floodway development permits, development permits for the concrete pads, and development permit for the paving of the roads, including stormwater review.
4. The Applicant shall work with Engineering Staff on the installation and design of the multi-purpose path. Engineering Staff may allow cash-in-lieu of the multi-purpose path since this is adjacent to a State Route.
5. A one-lot subdivision plat is required to be submitted, reviewed, approved and recorded via the Subdivision Review Process.
6. The property shall be developed as per the approved one lot plat, site plan and landscaping plan approved by Staff.
7. Must phase out the existing mobile homes completely by August 1, 2028.
8. All Concrete pads must be installed by October 1, 2028.
9. All road must be paved by October 1, 2028.
10. All conditions must be met prior to establishment of use.

See attached findings of fact.

**ADDENDUM:**

In response to the staff report, recommendation and suggested conditions, the Applicant is providing this phasing proposal for consideration:

The project will be designed and engineered for the full 85-pad capacity from the outset, with infrastructure considerations to support full build-out. However, pad construction and greenfield utility lines will occur in phases to ensure the development scales with demonstrated demand while maintaining high site quality and occupancy.

Phase 1 — Initial Development (by May 2028)

Construct 35–40 pads (+ associated interior roadways)

Trigger: 1) real estate transaction and 2) notice to tenants of MHP closure (12 months per IL Mobile Home Park Act (210 ILCS 115/) and associated Mobile Home Landlord and Tenant Rights Act (765 ILCS 745/))

Phase 2 — Pad Expansion (by May 2030)

Add 20–25 additional pads (+ additional interior roadways to connect)

Trigger: occupancy of 70%+ of Phase 1 pads for 6 months

Phase 3 — Full Site Buildout (by May 2032)

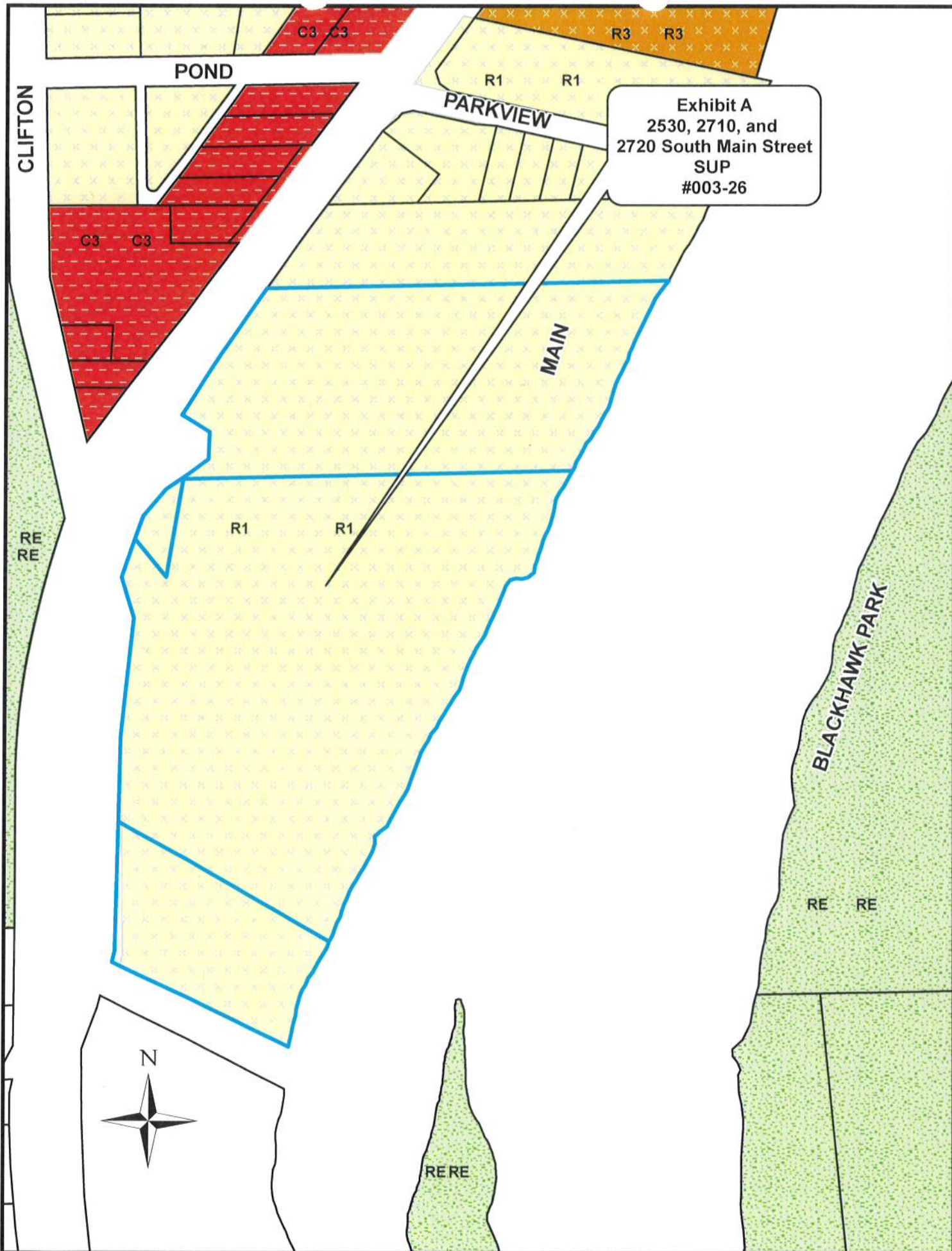
Construct remaining pads up to 85 (+ additional interior roadways to connect)

Trigger: occupancy of 70%+ of Phase 2 pads for 6 months

**FINDINGS OF FACT FOR APPROVAL OF A SPECIAL USE PERMIT**  
**FOR A PLANNED USE DEVELOPMENT FOR AN RV AND**  
**FIFTH WHEEL ONLY COMMUNITY**  
**IN AN R-1, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT**  
**LOCATED AT 2530, 2710, 2720 SOUTH MAIN STREET**

**Approval** of this Special Use Permit is based upon the following findings:

1. The establishment, maintenance or operation of the Special Use Permit will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the community.
2. The Special Use Permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and will not substantially diminish or impair property values within the neighborhood.
3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall conform to the applicable regulations of the R-1 District in which it is located.



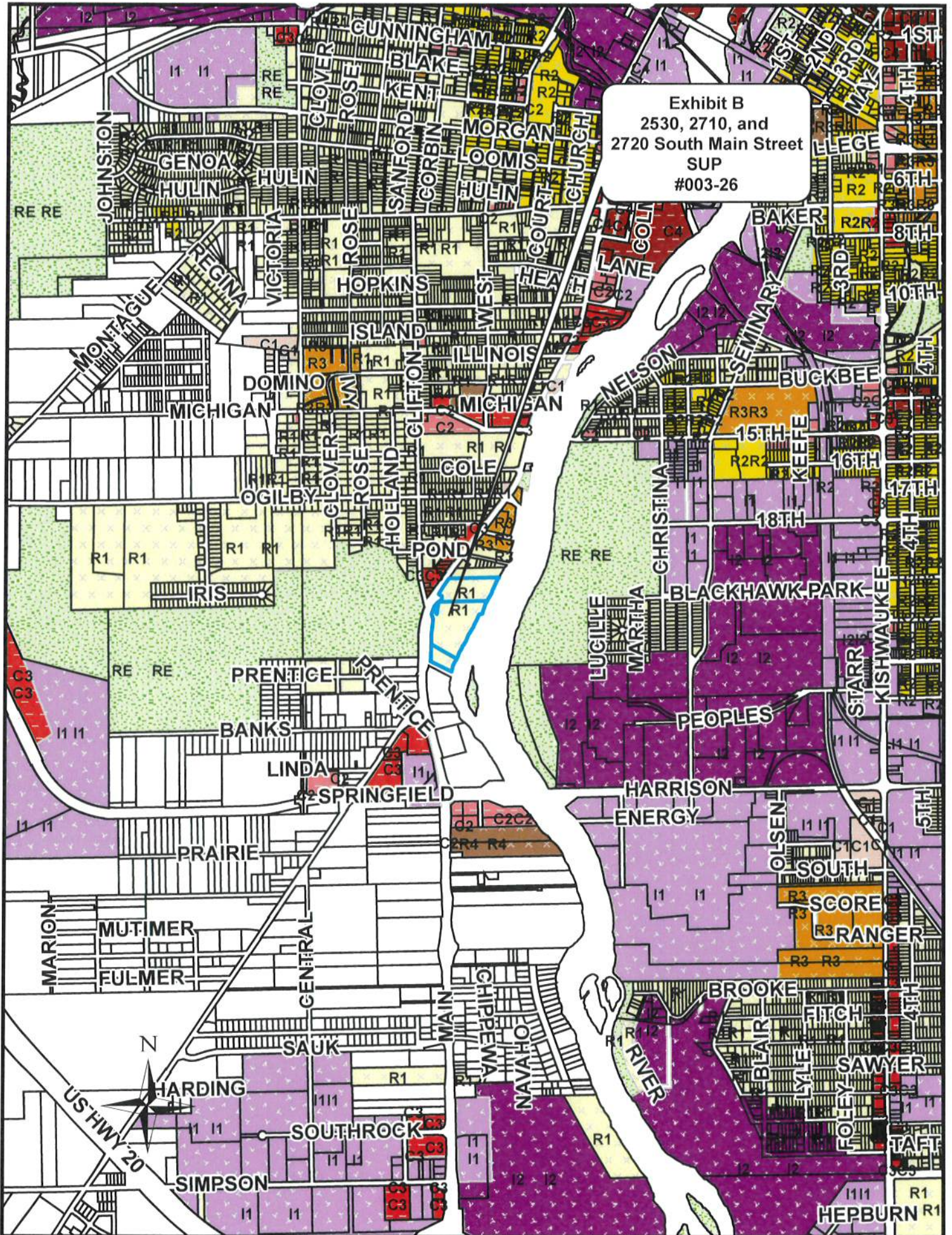
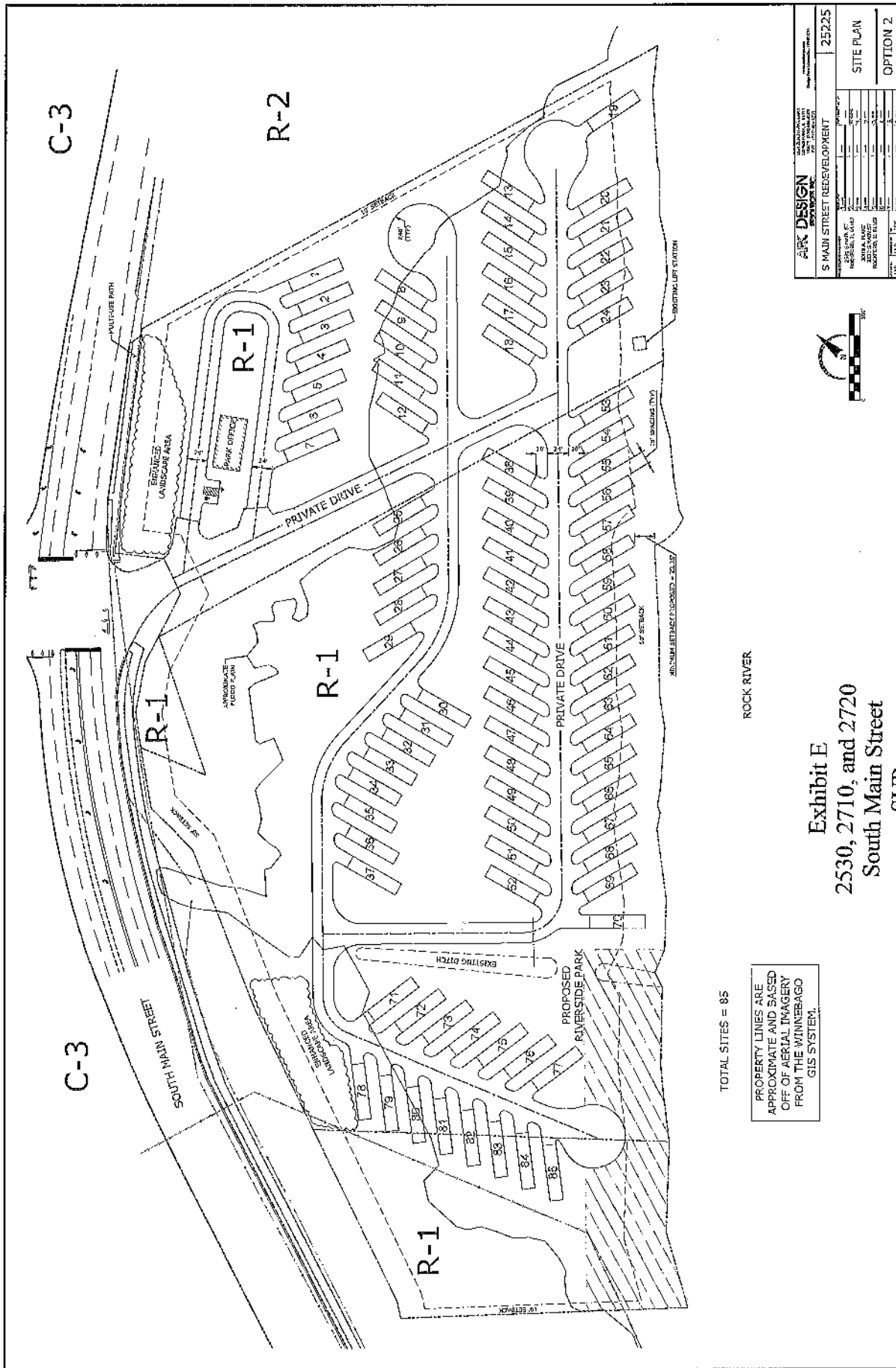


Exhibit B  
 2530, 2710, and  
 2720 South Main Street  
 SUP  
 #003-26



Exhibit C  
2530, 2710, and  
2720 South Main Street  
SUP  
#003-26





TOTAL SITES = 85

PROPERTY LINES ARE APPROXIMATE AND BASED OFF OF AERIAL IMAGERY FROM THE WINNEBAGO GIS SYSTEM.

ROCK RIVER

**Exhibit E**  
**2530, 2710, and 2720**  
**South Main Street**  
**SUP**  
**#003-26**



<b>ARK DESIGN SOLUTIONS</b>		25225
S MAIN STREET REDEVELOPMENT		SITE PLAN
OPTION 2		
DATE	SCALE	
PROJECT NO.	DATE	
PROJECT NAME	DATE	
PROJECT ADDRESS	DATE	
PROJECT CITY	DATE	
PROJECT STATE	DATE	
PROJECT COUNTY	DATE	
PROJECT ZIP	DATE	
PROJECT CLIENT	DATE	
PROJECT ARCHITECT	DATE	
PROJECT ENGINEER	DATE	
PROJECT SURVEYOR	DATE	
PROJECT LANDSCAPE ARCHITECT	DATE	
PROJECT CIVIL ENGINEER	DATE	
PROJECT ELECTRICAL ENGINEER	DATE	
PROJECT MECHANICAL ENGINEER	DATE	
PROJECT PLUMBING ENGINEER	DATE	
PROJECT STRUCTURAL ENGINEER	DATE	
PROJECT ENVIRONMENTAL ENGINEER	DATE	
PROJECT TRANSPORTATION ENGINEER	DATE	
PROJECT HISTORIC PRESERVATION	DATE	
PROJECT OTHER	DATE	





## APPLICANT STATEMENT

Rock River Yards  
2530 S. Main Street, Rockford IL 61102

### Project Overview & Vision

This proposed PUD seeks to modernize and redevelop the existing Riverview 5<sup>th</sup> Wheel and Mobile Home Park into an RV- and 5<sup>th</sup>-Wheel-only community designed to serve long-term recreational vehicle residents, including tradespeople, traveling professionals, and regional RV owners seeking stable, well-maintained accommodations in the City of Rockford close to downtown and on the key South Main revitalization corridor.

The plan is to improve and refine the existing use of the site by removing the aging mobile homes over time, upgrading site infrastructure, improving site order with delineated concrete pads and asphalt interior roadways, enhanced streetscaping, and safety features.

Our vision is for Rock River Yards to be a centrally located, professionally managed RV community that serves workforce and trade-related residents who require long-term accommodation within the City of Rockford, filling a needed gap between transient recreational campgrounds and traditional permanent housing, diversifying the Rockford residential stock.

### Rock River Yards

The proposed RV community called “Rock River Yards” is intended to function as a long-term residential-style RV park, not a short-term transient campground. The park will be organized into up to 85 pads and utility hookups designed to accommodate 5<sup>th</sup> Wheels and other RVs with paved internal roads, appropriate spacing, and turning points. The site will also feature a riverfront open space for tenants to enjoy.

Key operational principles will include:

- Clear site rules and tenancy standards
- Defined pad dimensions and spacing
- Individual electric utility metering
- Regular grounds maintenance and waste management
- Site management and oversight
- Tenant amenities and riverfront access

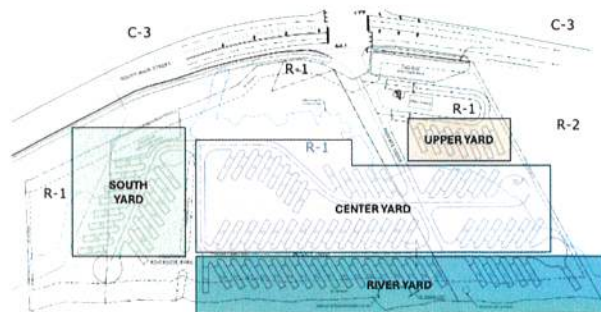


Exhibit H  
2530, 2710, and 2720  
South Main Street  
SUP  
#003-26

## **Site Improvements & Benefits**

The proposed PUD enables the following improvements:

- From a mixed mobile home and 5<sup>th</sup> wheel site to an RV and 5<sup>th</sup> Wheel only community
- From ageing infrastructure to improved site layout, circulation, and utility systems
- From informal tenancy structures to professionally managed leases and billing
- From higher-risk site use (MHP in a federal floodplain) to lower-impact occupancy

The benefits to the City of Rockford of this PUD include reinvestment in an under-improved site along the South Main revitalization corridor. Support for workforce and traveling trade housing as the city expands its industrial and manufacturing base (e.g. Rockford Brake Manufacturing, Stellantis Belvedere, J.L. Clark, airport support services, etc.). Improved tax base stability and lower enforcement, maintenance, and compliance burden. The proposed PUD also lowers the flood risk to structures due to ability to remove RV and 5<sup>th</sup> wheels during flood events.

## **Phasing**

Recognizing the scale of the site and the importance of stability the redevelopment is planned to occur in phases, allowing improvements to be implemented responsibly and in coordination with city oversight. Anticipated phases include:

1. Stabilization and transition from MHP (formalization of new management, phased MHP vacancies, infrastructure assessments & repairs, screening on South Main)
2. Infrastructure improvements (utility upgrades, existing pad renovations, phased internal road paving, site safety improvements)
3. Pad expansion build-out (addition of new pads and associated utilities)

## **Applicant Experience**

While the Applicant is not a large institutional RV park or MHP operator, they bring relevant experience in real estate ownership, RV park and campground redevelopment, financial planning, and long-term asset management experience backed by private family capital. The Applicant is also supported by professional advisors all from within Rockford and the surrounding area.

Importantly, the Applicant's ownership model is long-term oriented, not speculative. Their intent is to own, operate, and reinvest in the property over many years, aligning incentives toward maintenance, compliance, and compatibility with the city and its residents' needs.

CRITERIA FOR APPROVAL OF SPECIAL USE PERMIT FOR A PLANNED UNIT DEVELOPMENT (PUD)

1. The design of the planned unit development presents an innovative and creative approach to the development of land and living environments.

The design of the project modernizes the current use of the property and converts it into a use not found in the City of Rockford. The current residential mobile home park will become a RV Park converting the use from residential mobile home use to use by RV's and fifth wheel trailers providing both residential and recreational use. The conversion will include installation of upgraded facilities, including paved roadways, new utilities, increased landscaping and a park. The PUD is a creative reutilization of the site which also improves the appearance of the site to the general public.

2. The planned unit development meets the requirements and standards of the planned unit development regulations.

The PUD will meet all requirements and standards of PUD regulations.

3. The physical design of the planned unit development efficiently utilizes the land and adequately provides for transportation and public facilities while preserving the natural features of the site.

The project is an efficient use of the land. The proposed use will utilize land in a floodplain in a way that minimizes flood risk. The conversion from a mobile home park to a RV park means that the occupants will now be mobile. When a flood risk arises, the RVs or fifth wheels can be easily removed from the property. The improvements to be made to the property are allowed within a floodplain, including the installation of paved roadways allowing for easier movement within the property and better access to the property.

The PUD also includes the installation of a multi-use path for the public to use along the property line adjacent to S. Main St. Additional landscaping, open space and a park will be added to enhance the natural features of the site.

4. Open space, common open space, and recreational facilities are provided as required.

The PUD will include the addition of common open space and a park.

5. The modifications in design standards from the subdivision control regulations and the waivers in bulk regulations from the zoning regulations fulfill the intent of those regulations.

Applicant is not aware of any modifications that are necessary.

6. The planned unit development is compatible with the adjacent properties and nearby land uses.

The PUD is compatible with the adjacent properties. The land is currently used for a residential mobile home park. The proposed use would include the addition of increased landscaping and the

addition of a multi-use path. The proposed use is still residential but differs from a traditional mobile home park.

7. The planned unit development fulfills the objectives of the official comprehensive plan and planning policies of the city.

The PUD fulfills the objectives of the official comprehensive plan and planning policies as the project utilizes and improves a piece of property that will be difficult to develop for other purposes. The property is located in a flood plain, which limits development opportunities. The proposed use and improvements are allowed in a flood plain.

The proposed use provides an option for increased residential use with a recreational component not currently existing in Rockford. In addition, the proposed use includes the installation of a public multi-use path, landscaping and a park area for recreational use. The property is currently shown as priority park acquisition on the 2020 land use plan. The proposed use is consistent with the spirit and intent of the proposed use on the land use plan since it contains a recreational component and will include the addition of a park and multi-use path.

8. The Zoning Board of Appeals shall be required to make written findings of fact based on the criteria for approval on a planned unit development application or any changes to a planned unit development.

Event Date	Call Number	Situation Reported	Call Disposition	Location	City
01/02/2024 01:25:52 AM	24-000759	NOISE COMPLAINT	ADV - ADVISED	2530 S Main St	Rockford
01/04/2024 11:57:36 PM	24-002928	WARRANT SERVICE	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT / RE-ASSIGN/CHANGE OF CALL(UNIT) / DUP - DUPLICATE	2530 S Main St	Rockford
01/23/2024 11:29:45 AM	24-015580	CRU	RPT - REPORT	2530 S Main St	Rockford
01/28/2024 08:40:32 PM	24-019659	NOISE COMPLAINT	UTIL - UNABLE TO LOCATE	2530 S Main St	Rockford
01/29/2024 09:34:50 PM	24-020429	NOISE COMPLAINT	UTIL - UNABLE TO LOCATE/UTIL - UNABLE TO LOCATE	2530 S Main St	Rockford
01/29/2024 09:43:28 PM	24-020433	BURGLARY CHECKED	RPT - REPORT / RPT - REPORT	2530 S Main St	Rockford
02/02/2024 09:06:51 PM	24-023593	WARRANT SERVICE	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
02/03/2024 01:25:35 PM	24-024107	DISORDERLY	CALLER CANCELLED	2530 S Main St	Rockford
02/11/2024 06:11:53 PM	24-030432	ANIMAL COMPLAINT	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
02/18/2024 11:42:35 AM	24-035369	HARRASSMENT	RPT - REPORT	2530 S Main St	Rockford
02/21/2024 01:28:57 PM	24-037795	NEIGHBORHOOD TROUBLE	CALLER-CANCELLED	2530 S Main St	Rockford
02/23/2024 10:38:38 AM	24-039323	NEIGHBORHOOD TROUBLE	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
02/25/2024 06:05:54 PM	24-040946	ANIMAL COMPLAINT	NRPT - NO REPORT	2530 S Main St	Rockford
02/27/2024 10:47:31 AM	24-042285	THEFT JUST OCCURRED	NRPT - NO REPORT	2530 S Main St	Rockford
03/02/2024 06:56:33 PM	24-045712	ANIMAL COMPLAINT	NRPT - NO REPORT	2530 S Main St	Rockford
03/11/2024 11:18:32 PM	24-052863	NOISE COMPLAINT	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
04/05/2024 09:09:02 AM	24-070852	SERVICE OTHER AGENCY LAW	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
04/05/2024 07:40:39 PM	24-071363	PHONE THREAT	ADV - ADVISED	2530 S Main St	Rockford
04/08/2024 01:54:27 AM	24-073014	NOISE COMPLAINT	ADV - ADVISED	2530 S Main St	Rockford
04/09/2024 11:06:50 PM	24-074765	DOMESTIC	RPT - REPORT / RPT - REPORT	2530 S Main St	Rockford
04/12/2024 04:42:28 PM	24-077038	CRU	RPT - REPORT	2530 S Main St	Rockford
04/14/2024 03:33:37 PM	24-078739	911 INFORMATION	911 CLOSE W/O SEND TO PENDING	2530 S Main St	Rockford
04/18/2024 12:39:52 PM	24-081870	HARRASSMENT	ADV - ADVISED	2530 S Main St	Rockford
04/22/2024 07:56:15 PM	24-085348	WELFARE CHECK	NRPT - NO REPORT	2530 S Main St	Rockford
04/24/2024 03:28:56 PM	24-086781	THEFT REPORT	RPT - REPORT	2530 S Main St	Rockford
05/03/2024 09:48:49 AM	24-094010	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford
05/03/2024 07:14:13 PM	24-094475	SEX OFFENSE REPORT	RPT - REPORT	2530 S Main St	Rockford
05/11/2024 06:39:12 PM	24-101040	DOMESTIC	RE-ASSIGN/CHANGE OF CALL(UNIT) / RPT - REPORT	2530 S Main St	Rockford
05/25/2024 12:43:33 AM	24-112359	MENTAL HEALTH ISSUES	Exhibit J	2530 S Main St	Rockford

2530, 2710, and 2720

South Main Street

SUP

#003-26

05/25/2024 08:59:37 PM	24-113041	NOISE COMPLAINT	NRPT - NO REPORT	2530 S Main St	Rockford
05/30/2024 03:04:40 PM	24-116751	WELFARE CHECK	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
06/05/2024 10:36:35 PM	24-122052	CRIMINAL TRESPASS	NRPT - NO REPORT	2530 S Main St	Rockford
06/09/2024 06:21:35 PM	24-125185	DOMESTIC	RE-ASSIGN/CHANGE OF CALL(UNIT)/RPT - REPORT	2530 S Main St	Rockford
06/12/2024 01:28:23 PM	24-127694	911 DUPLICATE CALL	DUP - DUPLICATE	2530 S Main St	Rockford
06/13/2024 12:10:57 PM	24-128491	DOMESTIC	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
06/14/2024 01:05:55 PM	24-129318	CRU	RPT - REPORT	2530 S Main St	Rockford
06/21/2024 11:45:42 PM	24-135936	DOMESTIC	RE-ASSIGN/CHANGE OF CALL(UNIT)/RPT - REPORT	2530 S Main St	Rockford
07/09/2024 02:04:09 PM	24-151001	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford
07/12/2024 02:17:46 PM	24-153608	MEDICAL ASSIST	RPT - REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
07/14/2024 01:14:10 AM	24-155154	911 INFORMATION	911 CLOSE W/O SEND TO PENDING	2530 S Main St	Rockford
07/26/2024 11:54:15 AM	24-166286	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford
07/26/2024 10:22:02 PM	24-166822	DOMESTIC	RPT - REPORT	2530 S Main St	Rockford
07/28/2024 01:10:07 PM	24-168055	WELFARE CHECK	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
08/13/2024 04:30:34 PM	24-181156	911 DUPLICATE CALL	DUP - DUPLICATE	2530 S Main St	Rockford
08/13/2024 04:30:49 PM	24-181155	LANDLORD TENANT DISPUTE	RPT - REPORT	2530 S Main St	Rockford
08/22/2024 02:19:06 PM	24-188311	WARRANT SERVICE	RPT - REPORT	2530 S Main St	Rockford
08/22/2024 02:43:42 PM	24-188335	NEIGHBORHOOD TROUBLE	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
08/27/2024 05:03:11 PM	24-192435	OP VIOLATION	RPT - REPORT / RPT - REPORT	2530 S Main St	Rockford
08/28/2024 05:52:27 PM	24-193298	WELFARE CHECK	NRPT - NO REPORT	2530 S Main St	Rockford
08/30/2024 11:44:45 PM	24-195443	OP VIOLATION	RPT - REPORT	2530 S MAIN ST	Rockford
09/02/2024 05:34:38 PM	24-197661	NEIGHBORHOOD TROUBLE	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
09/02/2024 07:41:12 PM	24-197750	ANIMAL COMPLAINT	NRPT - NO REPORT	2530 S Main St	Rockford
09/08/2024 01:27:27 PM	24-202459	OP VIOLATION	RPT - REPORT	2530 S Main St	Rockford
09/10/2024 10:12:58 AM	24-203920	NEIGHBORHOOD TROUBLE	NRPT - NO REPORT	2530 S Main St	Rockford
09/14/2024 08:02:48 PM	24-207929	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford
09/21/2024 08:14:03 PM	24-213913	DOMESTIC	RPT - REPORT / RPT - REPORT	2530 S Main St	Rockford
09/22/2024 12:52:10 PM	24-214422	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
09/24/2024 05:27:27 PM	24-216195	OP PAPER SERVICE	RE-ASSIGN/CHANGE OF CALL(UNIT) / NRPT - NO REPORT	2530 S Main St	Rockford
09/26/2024 06:20:58 PM	24-217917	BURGLARY CHECKED	RE-ASSIGN/CHANGE OF CALL(UNIT) / RPT - REPORT	2530 S Main St	Rockford
09/30/2024 09:39:07 AM	24-220983	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford

10/09/2024 09:47:45 AM	24-228495	MISCELLANEOUS ROUTINE	NRPT - NO REPORT / NRPT - NO REPORT	2530 S MAIN ST	Rockford
10/12/2024 01:09:55 PM	24-231123	PHONE THREAT	ADV - ADVISED	2530 S MAIN ST	Rockford
10/15/2024 12:11:58 PM	24-233230	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
10/15/2024 02:16:10 PM	24-233337	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
10/16/2024 11:15:14 PM	24-234514	SUSPICIOUS INCIDENT	CALLER CANCELLED / CALLER CANCELLED / CALLER CANCELLED	2530 S MAIN ST	Rockford
10/19/2024 09:17:32 PM	24-236983	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S MAIN ST	Rockford
10/24/2024 10:16:00 AM	24-240649	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
10/24/2024 04:43:05 PM	24-241000	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
11/04/2024 12:53:04 AM	24-248995	SERVICE OTHER AGENCY LAW	NRPT - NO REPORT / NRPT - NO REPORT	2530 S MAIN ST	Rockford
11/27/2024 02:03:06 PM	24-266308	ALARM - HOLDUP/PANIC	0001 - FALSE ALARM - SUB ERROR / 0001 - FALSE ALARM - SUB ERROR	2530 S MAIN ST	Rockford
11/28/2024 04:11:46 PM	24-267033	DOMESTIC	RPT - REPORT / RPT - REPORT	2530 S MAIN ST	Rockford
12/11/2024 07:46:36 PM	24-276336	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
12/19/2024 09:30:55 PM	24-282419	DOMESTIC	RPT - REPORT / RPT - REPORT	2530 S MAIN ST	Rockford
12/20/2024 03:04:48 PM	24-282946	WELFARE CHECK	RPT - REPORT	2530 S MAIN ST	Rockford
12/20/2024 06:01:39 PM	24-283092	HARRASSMENT	ADV - ADVISED	2530 S MAIN ST	Rockford
12/21/2024 01:43:26 PM	24-283622	MARIJUANA COMPLAINT	NRPT - NO REPORT	2530 S MAIN ST	Rockford
12/23/2024 07:05:29 AM	24-284616	DOMESTIC	RPT - REPORT	2530 S MAIN ST	Rockford
12/28/2024 10:28:43 AM	24-287738	PHONE THREAT	RE-ASSIGN/CHANGE OF CALL(UNIT) / RPT - REPORT	2530 S MAIN ST	Rockford
01/01/2025 07:23:06 PM	25-000394	MENTAL HEALTH ISSUES	NRPT - NO REPORT / NRPT - NO REPORT	2530 S MAIN ST	Rockford
01/04/2025 10:45:47 AM	25-002240	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford
01/07/2025 04:40:41 PM	25-004452	HARRASSMENT	ADV - ADVISED	2530 S MAIN ST	Rockford
01/08/2025 03:01:42 PM	25-005161	FOLLOW-UP	NRPT - NO REPORT	2530 S MAIN ST	Rockford
02/05/2025 02:45:21 PM	25-024662	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
02/18/2025 03:11:54 PM	25-033736	JUVENILE PROBLEM	ADV - ADVISED / ADV - ADVISED	2530 S MAIN ST	Rockford
02/28/2025 09:16:27 AM	25-040990	WELFARE CHECK	UTL - UNABLE TO LOCATE	2530 S MAIN ST	Rockford
03/01/2025 11:43:02 AM	25-041986	NEIGHBORHOOD TROUBLE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
03/17/2025 10:27:10 AM	25-053979	RK-BATTERY	RPT - REPORT	2530 S MAIN ST	Rockford
03/18/2025 03:18:56 PM	25-055081	DISORDERLY	RPT - REPORT / RPT - REPORT	2530 S MAIN ST	Rockford
03/26/2025 01:56:22 PM	25-060844	CRU	RPT - REPORT	2530 S MAIN ST	Rockford
03/27/2025 01:49:01 PM	25-061784	SERVICE OTHER AGENCY LAW	NRPT - NO REPORT	2530 S MAIN ST	Rockford
04/02/2025 03:21:59 PM	25-066487	DISORDERLY	CALLER CANCELLED	2530 S MAIN ST	Rockford
04/09/2025 11:49:44 AM	25-071667	CIVIL PROCESS	NRPT - NO REPORT	2530 S MAIN ST	Rockford

04/15/2025 01:20:54 PM	25-076398	CIVIL PROCESS	NRPT - NO REPORT	2530 S Main St	Rockford
04/15/2025 10:53:23 PM	25-076877	MENTAL HEALTH ISSUES	RPT - REPORT	2530 S Main St	Rockford
04/18/2025 11:10:29 AM	25-078811	DOMESTIC	911 CLOSE W/O SEND TO PENDING	2530 S Main St	Rockford
04/18/2025 11:11:24 AM	25-078814	MENTAL HEALTH ISSUES	ADV - ADVISED	2530 S Main St	Rockford
04/19/2025 10:28:58 AM	25-079774	WELFARE CHECK	NRPT - NO REPORT	2530 S Main St	Rockford
04/21/2025 02:33:18 PM	25-081310	OP VIOLATION	RPT - REPORT	2530 S Main St	Rockford
05/02/2025 06:28:49 PM	25-090878	CRU	RPT - REPORT	2530 S Main St	Rockford
05/10/2025 07:26:01 PM	25-097112	DOMESTIC	RPT - REPORT	2530 S Main St	Rockford
05/13/2025 06:34:41 PM	25-099478	NOISE COMPLAINT	UTIL - UNABLE TO LOCATE	2530 S Main St	Rockford
05/17/2025 05:07:30 AM	25-102523	PHONE THREAT	ADV - ADVISED	2530 S Main St	Rockford
05/26/2025 10:31:47 AM	25-109723	DOMESTIC	RE-ASSIGN/CHANGE OF CALL(UNITY)/RPT - REPORT / RPT - REPORT	2530 S Main St	Rockford
05/26/2025 06:55:07 PM	25-110024	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
06/19/2025 09:04:26 AM	25-129139	THEFT REPORT	ADV - ADVISED	2530 S Main St	Rockford
06/20/2025 03:54:39 PM	25-130270	RK-THREAT/HARASS/STALK	ADV - ADVISED	2530 S Main St	Rockford
06/23/2025 03:41:37 PM	25-132588	STAND BY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S MAIN ST	Rockford
07/02/2025 09:38:23 PM	25-140086	MENTAL HEALTH ISSUES	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
07/05/2025 12:31:47 AM	25-142185	FIREWORKS	LAWNO - LAW NO DISPOSITION	2530 S Main St	Rockford
07/06/2025 03:13:02 PM	25-143395	DOMESTIC	RPT - REPORT	2530 S Main St	Rockford
07/21/2025 09:34:10 PM	25-155791	DOMESTIC	RPT - REPORT	2530 S Main St	Rockford
07/23/2025 02:45:20 PM	25-157233	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
07/24/2025 05:20:10 PM	25-158253	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
07/28/2025 10:39:38 PM	25-161722	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
08/14/2025 01:59:28 PM	25-175243	WELFARE CHECK	RPT - REPORT	2530 S Main St	Rockford
08/14/2025 02:36:44 PM	25-175277	DEATH INVESTIGATION	NRPT - NO REPORT	2530 S MAIN ST	Rockford
08/15/2025 12:48:36 PM	25-176054	NEIGHBORHOOD TROUBLE	UTIL - UNABLE TO LOCATE / UTIL - UNABLE TO LOCATE	2530 S Main St	Rockford
08/21/2025 04:25:52 PM	25-181376	RK-THREAT/HARASS/STALK	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
09/04/2025 12:10:43 PM	25-193083	CRU	RPT - REPORT	2530 S Main St	Rockford
09/13/2025 05:55:02 PM	25-200680	ALARM - BURGLAR	0002 - FALSE ALARM - EQUIPMENT / 0002 - FALSE ALARM - EQUIPMENT	2530 S Main St	Rockford
10/02/2025 11:07:07 AM	25-216002	NEIGHBORHOOD TROUBLE	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
10/03/2025 12:54:39 PM	25-216942	CRU	RPT - REPORT	2530 S Main St	Rockford
10/11/2025 12:14:27 PM	25-223325	CRU	RPT - REPORT	2530 S Main St	Rockford

11/04/2025 03:41:12 PM	25-241498	CRU	RPT - REPORT	2530 S MAIN ST	Rockford
11/08/2025 08:06:20 PM	25-244769	MENTAL HEALTH ISSUES	NRPT - NO REPORT	2530 S Main St	Rockford
11/17/2025 07:25:33 PM	25-251451	RK-THREAT/HARASS/STALK	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
11/24/2025 02:37:19 PM	25-256379	CRU	RPT - REPORT	2530 S Main St	Rockford
11/26/2025 10:19:20 AM	25-257768	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
11/27/2025 02:44:13 PM	25-258688	STAND BY	NRPT - NO REPORT / NRPT - NO REPORT	2530 S Main St	Rockford
12/04/2025 07:58:48 PM	25-263772	DOMESTIC	RPT - REPORT	2530 S Main St	Rockford
12/10/2025 09:27:54 AM	25-267632	PHONE THREAT	RPT - REPORT	2530 S Main St	Rockford
12/11/2025 07:22:56 AM	25-268252	DISORDERLY	ADV - ADVISED	2530 S Main St	Rockford
12/11/2025 07:57:24 AM	25-268271	FOLLOW-UP	NRPT - NO REPORT	2530 S Main St	Rockford
12/12/2025 12:09:43 PM	25-269108	CRU	RPT - REPORT	2530 S Main St	Rockford
12/15/2025 07:37:16 AM	25-270763	DISORDERLY	ADV - ADVISED / ADV - ADVISED	2530 S Main St	Rockford
12/15/2025 07:50:48 AM	25-270765	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford
12/15/2025 04:19:36 PM	25-271158	CRU	RPT - REPORT	2530 S MAIN ST	Rockford
12/18/2025 03:08:00 PM	25-273465	CRU	RPT - REPORT	2530 S Main St	Rockford
12/20/2025 09:46:20 AM	25-274728	OP PAPER SERVICE	NRPT - NO REPORT	2530 S MAIN ST	Rockford

Event Date	Call Number	Situation Reported	Call Disposition	Location	City
9/27/2025 20:03	25-212315	UNKNOWN PROBLEM	RE-ASSIGN/CHANGE OF CALL(UNIT) / NRPT NO REPORT / NRPT - NO REPORT	2720 S Main St	Rockford
9/27/2025 20:06	25-212321	911 DUPLICATE CALL	DUP - DUPLICATE	2720 S Main St	Rockford

**COMMITTEE REPORT**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

**The Committee on** Code and Regulation, to whom was referred a Special Use Permit for a Planned Use Development for an RV and Fifth Wheel only community in an R-1, Single family Residential Zoning District for the property described as:

**A/K/A: 2530, 2710, 2720 South Main Street**  
**PIN: 11-34-182-015, 11-34-326-007, 11-34-326-008, 11-34-326-006**

hereby recommends that the actions of the Zoning Board of Appeals be **Sustained**, thereby recommending that City Council **APPROVE** a Special Use Permit for a Planned Use Development for an RV and Fifth Wheel only community in an R-1, Single family Residential Zoning District at 2530, 2710, 2720 South Main Street.

Approval is based on the following conditions:

1. Meet all applicable Building and Fire Codes.
2. Submittal of a final detailed site plan for staff’s review and approval.
3. The Applicant shall work with Public Works Engineering Staff for the required floodplain/floodway development permits, development permits for the concrete pads, and development permit for the paving of the roads, including stormwater review.
4. The Applicant shall work with Engineering Staff on the installation and design of the multi-purpose path. Engineering Staff may allow cash-in-lieu of the multi-purpose path since this is adjacent to a State Route.
5. A one-lot subdivision plat is required to be submitted, reviewed, approved and recorded via the Subdivision Review Process.
6. The property shall be developed as per the approved one lot plat, site plan and landscaping plan approved by Staff.
7. Must phase out the existing mobile homes completely by August 1, 2028.
8. All Concrete pads must be installed by October 1, 2028.
9. All road must be paved by October 1, 2028.
10. All conditions must be met prior to establishment of use.

Approval is based on the attached Findings of Fact.

The Legal Director is hereby instructed to prepare the necessary Ordinance.

Committee Action Taken:

Bonne:	Ayes:___	Nays:___	Absent:___
Bell:	Ayes:___	Nays:___	Absent:___
Torina:	Ayes:___	Nays:___	Absent:___
Wilkins:	Ayes:___	Nays:___	Absent:___
Prunty:	Ayes:___	Nays:___	Absent:___

\_\_\_\_\_  
Mark Bonne, Chairman

\_\_\_\_\_  
Tamir Bell, Vice Chairman

\_\_\_\_\_  
Gabrielle Torina

\_\_\_\_\_  
Janessa Wilkins

\_\_\_\_\_  
Aprel Prunty

Meeting of April 21, 2026  
ZBA 003-26

**FINDINGS OF FACT FOR APPROVAL OF A SPECIAL USE PERMIT**  
**FOR A PLANNED USE DEVELOPMENT FOR AN RV AND**  
**FIFTH WHEEL ONLY COMMUNITY**  
**IN AN R-1, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT**  
**LOCATED AT 2530, 2710, 2720 SOUTH MAIN STREET**

**Approval** of this Special Use Permit is based upon the following findings:

1. The establishment, maintenance or operation of the Special Use Permit will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the community.
2. The Special Use Permit will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, and will not substantially diminish or impair property values within the neighborhood.
3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided.
5. Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall conform to the applicable regulations of the R-1 District in which it is located.

Rockford, Illinois  
June 15, 2026

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Committee Members:

The Committee on Code and Regulation, hereby begs leave to report:

A recommendation to approve the attached Ordinance regarding Lift Assist Fees to the City of Rockford Code of Ordinance Section 65 ILCS 5/1-2-1.

The Committee on Code and Regulation recommends that the City Council of the City of Rockford **APPROVE** the said amendments.

The Legal Director shall prepare the necessary ordinance.

Respectfully submitted,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Action: 6.8.26

J. Logemann	Aye:_____	No:_____	Absent:_____
G. Torina	Aye:_____	No:_____	Absent:_____
A. Prunty	Aye:_____	No:_____	Absent:_____
M. Bonne	Aye:_____	No:_____	Absent:_____
T. Bell	Aye:_____	No:_____	Absent:_____

**ORDINANCE NO. \_\_\_\_\_**  
**AN ORDINANCE IMPOSING LIFT ASSIST FEES**  
**FOR THE CITY OF ROCKFORD**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and,

WHEREAS, the City of Rockford is a non-home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and,

WHEREAS, Section 11-6-1 of the Illinois Municipal Code, 65 ILCS 5/11-6-1, empowers Illinois municipalities to operate municipal fire and public safety departments that provide fire and rescue services to residents and others; and,

WHEREAS, the City of Rockford operates one such department that provides fire and rescue services to residents and others; and,

WHEREAS, the City of Rockford has reported requests for Lift Assists, as that term is defined herein; and,

WHEREAS, requests for Lift Assists are increasing operational costs and diverting the City of Rockford's limited resources away from other calls for service and emergencies in the City of Rockford; and,

WHEREAS, the City of Rockford understands that, while Lift Assists are a service provided in appropriate circumstances, Lift Assists (1) are labor and time intensive; (2) are not intended to be a primary service offering by the Fire Department; and, (3) must be balanced with the other fire and rescue services that all residents of the City of Rockford expect; and,

WHEREAS, Section 11-6-12 of the Illinois Municipal Code, 65 ILCS 5/11-6-12, empowers the City of Rockford to balance these competing demands by allowing that any assisted living facility or nursing home facility within the City of Rockford can receive six (6) Lift Assists annually at no cost, while also empowering the City of Rockford to fix, charge and collect a reasonable fee for any Lift Assist requested beyond the six (6) that are provided annually; and,

WHEREAS, Illinois courts have recognized that fee assessments like the one in Section 11-6-12 of the Illinois Municipal Code are intended to protect taxpayers because they allow the municipality's public safety, fire and rescue services to provide a unique, labor-intensive service in a manner that appropriately allocates the cost of that service between the taxpayers and the requestor. *See, e.g., City of Effingham v. Diss Truck & Repair, LLC*, 2019 IL App (5th) 180064; and,

WHEREAS, the City Council believe that it is appropriate, necessary and in the best interests of the City of Rockford and its residents, that the City of Rockford affirm its intent to provide six (6) Lift Assists annually to the assisted living facilities and nursing home facilities within the City of Rockford at no cost to the facility, while also adopting a fee schedule for providing any additional Lift Assists beyond the six (6) discussed herein; and,

WHEREAS, the City Council believe that such a fee structure would appropriately allocate the cost of providing Lift Assists while also protecting the operational readiness of the City of Rockford to address other requests for service.

NOW, THEREFORE, be it ordained, by the City Council of Rockford as follows:

Section 1. Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions. In addition to those terms previously defined, the following terms shall be defined to mean:

- A. “Assisted Living Facility” means any facility licensed under the Assisted Living and Shared Housing Act, 210 ILCS 9/1, *et seq.*, as well as any other residential setting that provides assisted-living services for remuneration to three or more persons who reside in such residential setting and are not related to the owner of the residential setting, including but not limited to (i) a Supportive Living Program participant that is regulated by the Illinois Department of Healthcare and Family Services and, (ii) unless expressly exempted in this section, includes a home, an apartment or other facility. Notwithstanding any other provision of this Ordinance to the contrary, “assisted living facility” shall not include an apartment or facility where casual care is provided at irregular intervals, nor where a competent person residing in such home, apartment or facility providing for or contracting for his or her own personal or professional services if no more than 50 percent of the persons residing in such home, apartment or facility receive such services.
- B. “Lift Assist” means a response to an assisted living facility or nursing home facility by personnel of a fire department, an emergency response unit or a unit of another public safety department providing automatic or mutual aid to a municipality in order to lift a patient or other individual from the individual’s current position to a desired position. Notwithstanding anything in this Ordinance to the contrary, the act of lifting a patient or other individual during a response to a request for transportation to a health care facility (specifically such as a hospital or emergency room) shall not be considered a lift assist service.
- C. “Nursing Home” means a facility licensed under the Nursing Home Care Act, 210 ILCS 45/1, *et seq.*, or a facility or long-term care facility where medical care, nursing care, rehabilitation or related services and associated treatment are provided for a period of more than 24 consecutive hours to persons residing at such facility who are ill, injured or disabled.

Section 3. Imposition of Lift Assist Fee. The appropriate municipal department is hereby empowered, to the maximum extent permitted by Section 11-6-12 of the Illinois Municipal Code, to assess a fee for providing a Lift Assist to any Assisted Living Facility or Nursing Home within the City of Rockford. Said fee shall not exceed the actual personnel and equipment costs incurred by the department in rendering the Lift Assist. The seventh and each subsequent lift assist thereafter in 2026 shall be assessed a lift assist fee in the amount of \$470.00. Said fee for subsequent years shall be established in the City of Rockford's Annual Fee Schedule.

Section 4. Lift Assist as Firefighting Service. To the extent that the municipal department currently fixes, charges and collects a fee for firefighting services under Section 11-6-1.1 of the Illinois Municipal Code, 65 ILCS 5/11-6-1.1, a Lift Assist is hereby declared to constitute a firefighting service provided by the department.

Section 5. Rules and Regulations. The appropriate municipal department is hereby authorized and directed to promulgate reasonable rules and regulations related to the imposition, assessment and collection of the fees allowed under this Ordinance, except that no such rule or regulation shall provide any official with the authority to reduce or waive any fee imposed under this Ordinance without a concurrence of the City Council.

Section 6. Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 7. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 8. Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

Section 9. Publication. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor

ATTEST:

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Clerk



## Memorandum

**To: Code & Regulation Committee**

**From: Angela L. Hammer, Legal Director**

**Subject: Proposed Ordinance to Assess Lift-Assist Fees**

**Date: June 4, 2026**

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Staff recommends approval of the attached ordinance establishing lift-assist fees pursuant to 65 ILCS 5/11-6-12. The statute authorizes municipalities to fix, charge, and collect reasonable fees from assisted living facilities and nursing home facilities for lift-assist services rendered by a municipal fire department, firefighter, emergency response unit, or public safety employee.

The statute defines a “lift-assist service” as a response to an assisted living facility or nursing home facility by personnel of a fire department, emergency response unit, or another public safety department providing automatic or mutual aid to the municipality, for the purpose of lifting a patient or other individual from the individual’s current position to a desired position. The statute excludes lifting performed during a response to a request for transportation to a health care facility, such as a hospital or emergency room.

Under the statute, a municipality may charge a reasonable fee only after the sixth lift-assist service provided to the same assisted living facility or nursing home facility in that year. The fee may not exceed the City’s actual personnel and equipment costs for the services rendered in connection with the lift assist.

In collaboration between the Fire Department and Finance Department, staff determined the costs of each lift assist is \$470. Therefore, staff recommends a lift assist fee in the amount of \$470 be assessed for the seventh and each subsequent lift assist in 2026 at an eligible facility. The lift assist fee will be established in the annual fee schedule for 2027 and thereafter.

**Alderman Tamir Bell**  
609 Kilburn Ave  
Rockford, IL, 61101  
tamir.bell@rockfordil.gov  
May 27th, 2026



**Tamir Bell**  
Alderman – 13<sup>th</sup> Ward

**MEMORANDUM**

**TO:** Director Hammer, Administrator Cagnoni, Mayor McNamara  
**FROM:** Alderman Tamir Bell  
**DATE:** May 27, 2026  
**RE:** Proposed Amendment Regarding Committee Chair and Vice Chair Selection

The purpose of this memorandum is to acknowledge the current verbiage in the ordinance and propose an amendment to the City Council Rules related to the selection of committee leadership.

Currently, Rule 7 of the City Council Rules states:

**“All committees shall be appointed by the Mayor, unless otherwise specially directed by the Council.”**

While the Mayor maintains authority over committee appointments, the existing rule also provides the City Council with the authority to establish an alternative process when deemed appropriate by the Council.

**In the interest of strengthening collaboration, transparency, member engagement, and shared legislative leadership, I am proposing that standing committees be empowered to elect their own Chairperson and Vice Chairperson from among the members assigned to each committee.**

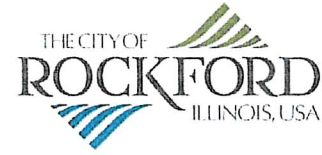
Under this proposal:

- Committee appointments would continue to be made by the Mayor.
- Each standing committee would convene following appointments.
- Committee members would elect a Chairperson and Vice Chairperson by majority vote of the committee membership.

Proposed Rule Language:

“Each standing committee shall, at its first meeting following committee appointments, elect from among its members a Chairperson and Vice Chairperson by majority vote of the committee membership.”

**Alderman Tamir Bell**  
609 Kilburn Ave  
Rockford, IL, 61101  
tamir.bell@rockfordil.gov  
May 27th, 2026



**Tamir Bell**  
Alderman – 13<sup>th</sup> Ward

This proposal is intended to:

- Encourage greater collaboration among council members
- Ensure committee leadership reflects the confidence of committee members
- Promote shared ownership of the legislative process
- Strengthen accountability and participation within committees
- Modernize council governance practices consistent with many legislative bodies across the country

This proposal is not intended to diminish the role of the Mayor, but rather to enhance the collaborative function of the legislative branch and ensure committee leadership is selected by those directly serving on the committees.

**Proposed Code Amendment:**

**Sec. 2-\_\_\_. - Selection of committee chairpersons and vice chairpersons.**

Each standing committee of the city council shall, at its first meeting following the appointment of committee members, elect from among its members a chairperson and vice chairperson by majority vote of the committee membership.

The chairperson shall preside over meetings of the committee. In the absence of the chairperson, the vice chairperson shall preside.

Any vacancy in the position of chairperson or vice chairperson shall be filled by majority vote of the committee membership at the next regular meeting of the committee.

This section shall apply to all standing committees of the city council unless otherwise specially directed by the council.

**Suggested Amendment to Rule 7**

Rule 7 is hereby amended to read:

**Rule 7. Committees.**

All committees shall be appointed by the mayor, unless otherwise specially directed by the council. The chairperson and vice chairperson of each standing committee shall be elected by the members of that committee by majority vote of the committee membership at the first meeting following committee appointments.

## Amendments to Section 2-31 Proposed by Alderman Bell

City of Rockford Code of Ordinances

Sec. 2-31. - Rules of procedure and order of business.

(g) Rule 7. All committees shall be appointed by the mayor, unless otherwise specially directed by the council. The chairperson and vice chairperson of each standing committee shall be elected by the members of that committee by majority vote of the committee membership at the first meeting following committee appointments.

(q) Rule 17. The standing committees of the city council shall be composed of not less than five members and shall be appointed by the mayor annually, ~~and the first person named on the committee shall be the chairman thereof and the second person named shall be the vice-chairman thereof.~~

(y) Rule 25. Selection of committee chairpersons and vice chairpersons.

Each standing committee of the city council shall, at its first meeting following the appointment of committee members, elect from among its members a chairperson and vice chairperson by majority vote of the committee membership.

The chairperson shall preside over meetings of the committee. In the absence of the chairperson, the vice chairperson preside.

Any vacancy in the position of chairperson or vice chairperson shall be filled by majority vote of the committee membership at the next regular meeting of the committee.

This section shall apply to all standing committees of the city council unless otherwise specially directed by the council.



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Memorandum

To: Codes and Regulations Committee

Cc: Mayor Thomas P. McNamara  
City Administrator Todd Cagnoni  
Aldermen and Alderwomen of the City of Rockford

From: Martin Bloom – Sr. Project Manager – Permits and Special Events

RE: River District Association & City of Rockford Street Parklet Program

Date: June 8<sup>th</sup>, 2026

---

The River District Association & City of Rockford has re-developed a Parklet Program to enhance the downtown experience by converting select on-street parking spaces into temporary public gathering spaces. Parklets are intended to function as extensions of the public sidewalk and provide opportunities for seating, landscaping, bicycle parking, public art, and other pedestrian-oriented amenities.

The program operates seasonally from May 1 through October 31 and requires annual application and permit approval. Applicants must maintain and remove parklets at the end of each season and are responsible for all installation, maintenance, storage, and associated costs.

Businesses legally established in good standing adjacent to proposed Parklet area may apply for participation in the program. Establishments wishing to serve food or alcoholic beverages within a parklet must also obtain the appropriate Outdoor Sidewalk Café License and/or a Right of Way Encroachment Permit

The proposed Parklet Program establishes clear application procedures and design standards to ensure that installations are safe, accessible, and compatible with surrounding public infrastructure.

Key program requirements include:

- Parklets must be located on commercial corridors within the River District.
- Locations must be on streets with posted speed limits of 30 mph or less.
- Parklets may occupy no more than two parking spaces and cannot exceed 44 feet in length.
- Installations must not obstruct intersections, driveways, utility access, drainage structures, bus stops, loading zones, or accessible parking spaces.
- Parklets must provide appropriate pedestrian access and comply with all applicable accessibility requirements.
- Protective railings and barriers are required along the street-facing sides of the parklet.
- Advertising and commercial activities unrelated to the approved use are prohibited.
- Applicants are responsible for maintaining the parklet throughout the permit period.
- Parklets shall be removed at the request of the Public Works Director at his/her discretion

Staff recommends that the City Council approve the continued use of seasonal parklets within the River District and authorize the issuance of Right-of-Way Encroachment Permits for qualified applicants who meet all program requirements established by the City of Rockford and the River District Association (RDA).

CITY OF ROCKFORD  
RIVER DISTRICT ASSOCIATION  
STREET PARKLET PROGRAM

2026

Parklet Application



# RIVER DISTRICT ASSOCIATION DOWNTOWN STREET PARKLET PROGRAM

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A parklet is a seasonal use of a parking space designed for the public to relax and enjoy the city. Parklets are a simple and basic idea – use a parking space to create a tiny park (“parklet”) or a space where people can gather in an unexpected place. They are an extension of sidewalk dining, in a unique way. Parklets can provide amenities like seating, plantings, gaming (like chess or mini-put), bike parking and public art. Parklets are located in the parking lane adjacent to the curb designed as an extension of the sidewalk. Advertising and other commercial activities are not permitted in the parklet.

This River District Association Application document is intended to guide applicants through the process and procedures for applying to install a parklet. It provides a comprehensive overview of the program, policies, procedures, criteria and guidelines for creating parklets in the River District right-of-way.

The parklet season which begins on May 1st and ends on October 31st. Parklet permits have an 8-month term, and must be applied for, and issued, every year.

The parklet will be maintained by the applicant for the duration of the season which may be as long as, but not the entire time as deemed by the River District Association and City of Rockford, May 1 to October 31 (weather permitting) at which point the parklet must be removed and stored for the winter by the applicant before November 1.

Establishments with a valid Business License may apply for a Parklet Permit. Applicants intending to serve food and liquor at a parklet must also apply for City of Rockford Outdoor Sidewalk Café License.

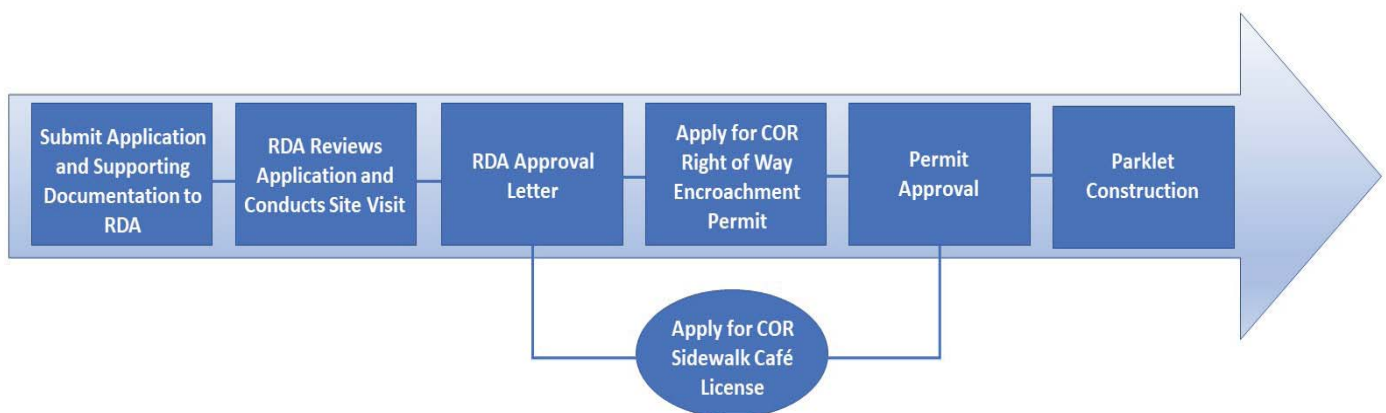


## PARKLET LOCATION

Parklets should be located on commercial corridors. They should be in front of businesses or institutions that generate foot traffic. Parklets will be considered on acceptable streets within the River District that meet the following characteristics:

1. Streets with posted speed limit of 30 mph. or less.
2. Sidewalk paving that extends to back of curb.
3. Should be in an unrestricted parking lane, parallel to the curb edge, adjacent to the sidewalk
4. Does not block access to public utilities, hydrants, alleys, or driveways
5. Design does not block existing street drainage patterns
6. Parklets must be 15' from catch basins
7. Parklet must be located in front of applicant business, or supporting property owner **with** approval of adjacent property owners.
8. Must be at least one 20' parking space away from the nearest intersection
9. Can occupy no more than **two** parking spaces with total length not exceeding 44'
10. Cannot be in or block a bus stop, on street handicap parking or loading zone.
11. Parklets cannot be located on streets with steep slope

## APPLICATION PROCESS



1. Applicant submits parklet application and supporting documents to the River District Association (RDA) for review.
2. RDA reviews the application and if all documentation is satisfactory, schedules a site visit to review the proposed parklet location with the applicant. As part of the preliminary screening process the River District Association and City of Rockford will review proposed sites for:
  - Potential conflicts with future street projects
  - Traffic patterns
  - Street regulations
  - Roadway geometry
  - Operational considerations
3. If the location meets all the site location characteristics the RDA will issue a letter of approval to the applicant.
4. The applicant may apply for a Right of Way Encroachment Permit with the City of Rockford (COR). Applicants intending to serve food and liquor at a parklet must also apply for COR Out-door Sidewalk Café License.
5. The COR will issue a Right of Way Encroachment Permit and if necessary Outdoor Sidewalk Café License.
6. Construction of the Parklet may begin.

## APPLICATION CHECKLIST

### Application

- Please ensure that all pages of the enclosed application are accurately completed.

### Business License Certificate(s)

- Please provide copies of your City of Rockford business license certificate(s). If you do not have a valid business license, please apply for the appropriate license(s) at the COR Finance Department.

### Photograph(s)

- Please provide photograph(s) on 8 ½" X 11" paper(s) which are clear and depict the proposed site of the Parklet and its relationship to the surrounding public way.

### Plan(s)

- Plan(s) shall be submitted on 8 ½" X 11" paper(s) and clearly illustrate:
  1. The business name and address as they appear on your business license.
  2. The exact length(s) and width(s) of the proposed Parklet, and they must match the dimensions on the application.
  3. Proposed landscaping ensuring that the proposed parklet is aesthetically-pleasing and consistent with the RDA's objective of developing attractive vibrant streets.
  4. The boundary shall fully enclose on the sides facing the street by continuous railing or barrier 36" –42" in height
  5. Parklet structure and furnishings may not be bolted physically attached to the curb, street or side-walk.
  6. Compliance with the Clearance requirements.
- Plan(s) that do not meet the requirements will be returned to the applicant for corrections, thus delaying the processing of your application.

### Insurance Requirements

- Please include your proof of insurance with this application. The requirements are below:
  1. The Certificate of Insurance evidencing commercial general liability insurance with limits of not less than \$500,000.00 per occurrence, \$1,000,000.00 in aggregate combined single limit, for bodily injury, personal injury and property damage liability. The City of Rockford and the River District Association shall be named as an additional insured on a primary non-contributory basis for any liability arising directly or indirectly from the operations of a Parklet; and the permittee shall indemnify, defend and hold the City of Rockford and River District Association harmless from any loss that results directly or indirectly from the permit issuance.
  2. The Certificate of Insurance "Description" section must clearly indicate the following:
    - a. "City of Rockford, The River District Association, their agents and employees are listed as additional insured in regard to the Parklet"
    - b. Your specific public way use must be listed, or it will not be accepted.
    - c. Having the City of Rockford and the River District Association only in the "Certificate Holder" section of the Certificate of Insurance does not mean that the City and RDA is listed as additional insured. Therefore, please ensure that the statement above is listed on your Certificate of Insurance "Description" section.
  3. The issuing insurer shall provide for 10 days prior written notice to the City of Rockford and the River District Association if coverage is substantially changed, canceled or not renewed.
  4. The Certificate of Insurance "Certificate Holder" section must include the following:

CITY OF ROCKFORD  
425 EAST STATE STREET  
ROCKFORD, IL 61104

RIVER DISTRICT ASSOCIATION  
102 NORTH MAIN STREET  
ROCKFORD, IL 61101

5. The insured listed on the Certificate of Insurance must be issued to the entity applying for the Outdoor Dining Sidewalk Cafe Permit

## PARKLET APPLICATION

### APPLICANT INFORMATION

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BUSINESS NAME:

---

PERMIT MAILING ADDRESS:

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CITY:

STATE:

ZIP CODE:

---

CONTACT PERSON:

TITLE:

---

PHONE:

---

E-MAIL:

---

Note: Please review the above section to ensure the accuracy of your contact information. Any omissions/in-accuracies will delay the processing of your application.

All Parklet applicants are required to obtain the signature of the Alderman in whose ward the proposed use of the public way is located. For Aldermanic Ward office information, please go to the City of Rockford web-site. Additionally, the applicant will need to forward the signed and completed Parklet Application, including plans, photos, certificate of insurance, acceptance letter, and a copy of current license certificate.

Failure to submit all the requirements will delay processing your application. No faxes will be accepted. Please return this application and all the associated documents by mail or in person to:

River District Association  
102 North Main Street  
Rockford, IL 61101

### ALDERMAN'S RECOMMENDATION

Application should have prior recommendation of the Alderman of the Ward within which the Parklet will be located. Such recommendation shall not be unreasonably withheld.

ALDERMAN'S SIGNATURE:

---

DATE:

WARD:

---

### DESIGN PLAN AND PHOTOGRAPHS

Please enclose a plan of the proposed Parklet and its relationship to the surrounding public way. Please show the associated dimensions, clearance measurements, boundaries and landscaping, street location, and its relationship to the surrounding public way. Also include photograph(s) of proposed Parklet location

## ACCEPTANCE OF PARKLET PERMIT TERMS

Please check ALL the boxes. Failure to complete this section properly will prevent your application from being processed.

### ACKNOWLEDGMENTS:

I hereby understand and accept the terms and conditions relative to the issuance of the Parklet permit, and by signing below, I acknowledge that I must adhere to the City of Rockford's Municipal, the Rules and Regulations for Parklets and if applicable Outdoor Dining Sidewalk Café's, as well as all the additional requirements promulgated herein:

I understand it shall be my duty as the permit holder, and as a condition of the permit, to:

- comply with all the requirements defined within Rockford's Municipal Code, the Rules and Regulations, as well as the requirements promulgated herein;
- upon submission of the Parklet Application, furnish the Certificate of Insurance;
- Pay the non-refundable City of Rockford Right of Way Encroachment and if applicable, Sidewalk Café annual permit fees;
- resolve all Account Holds since failure to do so will prevent the issuance of this permit application;
- install or maintain the Sidewalk Café after the issuance of the permit;
- install and/or maintain the Parklet in a manner that complies with all applicable accessibility requirements under local, state or federal law,

I understand that failure to adhere to all conditions imposed in the permit may result in revocation of the permit.

I hereby attest that all information that I have submitted is true and accurate.

MUST BE SIGNED BY AN AUTHORIZED OWNER/OFFICER OF THE LICENSED BUSINESS

ENTITY SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

BUSINESS LICENSE ACCOUNT NO.: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

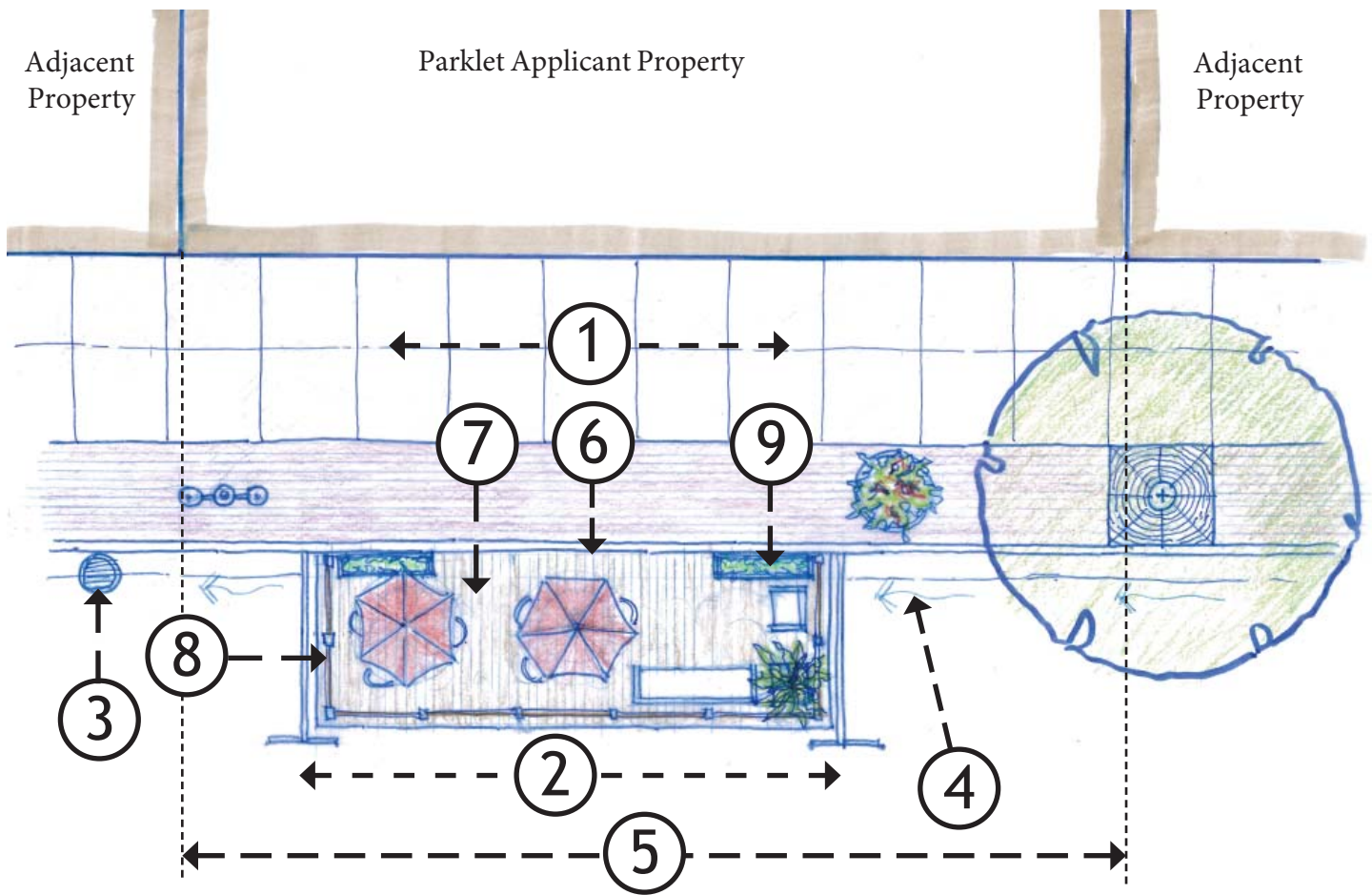
STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

APPLICANT E-MAIL: \_\_\_\_\_

## PARKLET DESIGN



1. The sidewalk facing the parklet should be open to pedestrians. Parklet should not block fire hydrants, signs or other street furnishings.
2. The parklet dimensions should be the size of a standard parallel parking space. approx. 7 feet wide by 22 feet long. Parklet may take up to two parking spaces in length.
3. Do not block drainage structures.
4. Maintain water flow under parklet deck to drainage structure.
5. The parklet zone may not be longer than the frontage of the applicant's or supporting property owners property line without approval from adjacent property owners.
6. Provide smooth transition from curb to parklet deck with no more than 1/2" gap.
7. Parklet deck should be structurally sound and slip resistant surface that is level with the adjacent curb and have no more than 2% cross slope.
8. Provide continuous railing or barrier on street sides of parklet. Railings should be between 36" - 42" in height and be securely affixed to the parklet structure.
9. Colorful landscape plantings are encouraged in planters affixed to railings and in raised planters.

**RECOMMENDATION FOR RESOLUTION**

**TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:**

Council Members:

The Committee on Codes and Regulations having received a request hereby begs leave to report recommending **approval** of the River District Association & City of Rockford Street Parklet Program. The Legal Director shall prepare the appropriate resolution.

\_\_\_\_\_  
Mark Bonne (Chair)

\_\_\_\_\_  
Tamir Bell (Vice chair)

\_\_\_\_\_  
Gabrielle Torina

\_\_\_\_\_  
Aprel Prunty

\_\_\_\_\_  
Janessa Neal

Committee Action Taken:

Bonne:	Ayes: ___	Nays: ___	Absent: ___
Bell:	Ayes: ___	Nays: ___	Absent: ___
Torina:	Ayes: ___	Nays: ___	Absent: ___
Prunty:	Ayes: ___	Nays: ___	Absent: ___
Neal:	Ayes: ___	Nays: ___	Absent: ___



## Memorandum

To: Code and Regulation Committee

From: Scott Capovilla  
Planning & Zoning Manager

Re: Proposed Text Amendments to Zoning Ordinance Table 20-1, Article 20-005-C (Lot Area per Dwelling Unit), Article 20-005-G (Rear Setbacks), Table 21-1, Article 30-004 (Mandatory Planned Unit Developments), Article 35 (Infill Overlay District), Article 50-003 (Off-street Parking Ratios), Article 50-016 (Access Locations) and Article 80-003 (Nonconforming Uses and Continuance of Nonconforming Uses)

Date: June 2, 2026

The purpose of these text amendments is to assist with the development and re-development of land within the City of Rockford and help with infill development. It will also ease some parking regulations thereby reducing impervious surface and storm water runoff. Finally, it will codify the issues with driveway access which is currently contained within the Engineering Design Criteria Standards.

In order for proposed text amendments to be considered by the Zoning Board of Appeals and City Council, the Council must first adopt a resolution instructing the Zoning Officer to file an application for review by ZBA. After ZBA has reviewed the matter, their recommendations are then referred to the Code & Regulation Committee and then City Council for adoption or denial.

The proposed amendments would be as follows:

**Table 20-1 Use Classification Table**

USE GROUP	Zoning District						Use Standard	Parking Standard
	RE	R-1	R-1U	R-2	R-3	R-4		
Use Category ↳specific use type								
P=Permitted Use; S= Special Use; PR=Performance Review; PUD= Planned Unit Development; - = Prohibited Use								
<b>RESIDENTIAL</b>								
↳Detached house	P	P	P	P	P	P		Error! Reference source not found., Group A
↳Townhouse	-	-	-	P	P	P	Error! Reference source not found.	Error! Reference source not found., Group A
↳Two-unit house	-	-	-	P	P	P		Error! Reference source not found., Group A
↳Three-unit house	-	-	-	P	P	P		Error! Reference

USE GROUP Use Category ↳specific use type	Zoning District						Use Standard	Parking Standard
	RE	R-1	R-1U	R-2	R-3	R-4		
P=Permitted Use; S= Special Use; PR=Performance Review; PUD= Planned Unit Development; - = Prohibited Use								
								source not found., Group A
↳Four-unit house	-	-	-	P	P	P		Error! Reference source not found., Group A
↳Multifamily	-	-	-	-	P	P		Error! Reference source not found., Group A

**20-005-C LOT AREA PER DWELLING UNIT (DENSITY)**

**3. Minimum Lot Area Exception for Three and Four Unit Houses in R-2**

Three-unit and four-unit houses permitted as new construction in the R-2 district and must meet the minimum lot area per unit standards of the R-3 district and does not include conversion of existing structures.

**20-005-G. REAR SETBACKS**

2. In all other R districts, the required rear setback for principal buildings other than detached accessory structures is ~~20~~30 feet.

**Table 21-1 Use Classification Table**

USE GROUP Use Category ↳specific use type	Zoning District			Use Standard	Parking Standard
	C-1	C-2	C-3		
P=Permitted Use, S=Special Use, PR=Performance Review, PUD= Planned Unit Development, - = Prohibited Use					
<b>RESIDENTIAL</b>					
<b>Household Living</b>					
↳Artist Live/Work Space located on the ground floor	S	S	S		Error! Reference source not found.-B
↳Artist Live/Work Space located above the ground floor	P	P	P		Error! Reference source not found.-B
↳Dwelling Units located above the ground floor	P	P	P		Error! Reference source not found.-B
↳Dwelling Units located on the ground floor (as follows)					

USE GROUP	Zoning District			Use Standard	Parking Standard
LDetached house	S	S	S		Error! Reference source not found.-A
LAttached house	S	S	S		Error! Reference source not found.-A
LTwo-unit house	S	S	S		Error! Reference source not found. Group A
LApartment/condo (3+ units)	PS	S	S		Error! Reference source not found.-B

### 30-004 MANDATORY PLANNED UNIT DEVELOPMENTS

Planned unit development review and approval, in accordance with the requirements of this section, is required for the following:

**30-004-I.** Residential developments with multiple *buildings* on a single lot excluding town home developments with less than ~~50~~60 units that conform with Section 40-002-H; and

Zoning District	Thresholds		
	Single-Family Detached	Single-Family Attached (Townhomes)	Multifamily
Residential or Commercial Districts	<del>150</del> 100 units	<del>60</del> 50 units	<del>80</del> 60 units

Where a project includes a mix of single-family, townhouses, and multifamily housing the most restrictive threshold will apply.

### Article 35 | INFILL OVERLAY DISTRICT

#### 35-001 PURPOSE

The purpose of the Infill Overlay District is to facilitate new construction and residential development within the district and to allow new construction of two-family residences. This district overlays properties in areas already classified in other zoning districts. The overlay is designed to achieve the following objectives;

- 35-001-A. To promote new residential development and interest in the district.
- 35-001-B. To allow two-family residences within a single-family only district.
- 35-001-C. To allow flexibility of uses and development standards.
- 35-001-D. To boost the housing stock and encourage reinvestment in the neighborhood.

#### 35-002 DISTRICT DESCRIPTION

The Infill Overlay District shall apply to all properties located within the District as designated on the City of Rockford Zoning Map as “Infill Overlay District”.

**35-003 PERMITTED USES**

Permitted uses, special uses, bulk regulations and parking regulations shall be those applicable for the underlying zoning district, except as specifically stated, permitted and/or prohibited within Sections 35-001 to 35-006. Where the use or provision is in conflict with another Overlay District i.e. the Historic Preservation Overlay District, the most restrictive regulation shall apply.

**35-004 LOT SIZES**

A detached single-family house or two-family house may be established on any lot of record regardless of its lot width, lot length or lot size, provided that all other requirements of this overlay district are met for new construction. This exemption also applies if a lot of record is increased in area and still does not comply with applicable minimum lot frontage standards.

**35-005 SETBACK REQUIREMENT**

- 35-005-A. Front yard setbacks are 25 feet or must be set back a distance equal to the average front yard depth that exists on the block of the subject lot but never greater than 25 feet.
- 35-005-B. Side yard setbacks are 4.5 feet.
- 35-005-C. Rear yard setbacks are 20 feet.

**35-006 PARKING**

2 spaces for new construction detached houses. 1.5 spaces per unit for new construction two-flats.

**50-003 OFF-STREET PARKING RATIOS**

District	Minimum Automobile Parking Ratio (per unit or gross floor area)	Minimum Bike Parking
<b>Parking Group A</b> (Detached House, Townhouse, Two Flat)		
R-1 and R-1U	2 spaces per unit; At least one of the required parking spaces must be located in a fully enclosed garage.	None
R-2	2 spaces per unit for detached houses, 2 spaces per unit for two-flats, and 2 spaces per townhouse. At least one of the required parking spaces must be located in a fully enclosed garage.	None
All other R districts	2 spaces per unit for detached houses 1.5 spaces per unit for two-flats and 1 space per townhouse	
C-1, C-2, C-3 districts	2 spaces per unit for detached houses, 1.5 spaces per unit for two-flats, and <u>2</u> space per townhouse	
<b>Parking Group B</b> (Multi-unit)		
All R districts	<u>2-1.5</u> spaces per unit;	1 per 4 auto spaces in buildings with more than 2 units.
C-1, C-2, C-3 districts	<u>2</u> spaces per unit;	1 per 4 auto spaces in buildings with more than 2 units.
<b>Parking Group M</b> (Eating and Drinking Establishments and Food and Beverage Sales)		
C-1, C-2, C-3 and all I Districts	Restaurants and take-out food stores: 13.3 spaces per 1000 square feet; fast food	1 per 10 auto spaces

District	Minimum Automobile Parking Ratio (per unit or gross floor area)	Minimum Bike Parking
	restaurants: 13.3-10 spaces per 1000 square feet plus 8 stacking spaces per drive-up window. <i>The Zoning Officer may make further reductions on the required number of parking spaces, based on competent evidence provided by the applicant, that the proposed number of parking spaces is adequate to support the use based on the established evidence.</i>	

**50-016 ACCESS LOCATIONS**

- A. All access points should be located to provide the maximum separation distance between the driveway and the intersections of public streets. Where it is not possible to maximize the separation distance, then other traffic management methods (e.g. raised medians, controls for right-in and right-out, or shared driveways) should be used as recommended by the City Traffic Engineer.
- B. *Only one (1) driveway shall be permitted for each residential property and two (2) driveways for a commercial or industrial property. Additional driveways may be considered and approved by the City Engineer based upon parcel size and development type. Circular driveways are permitted on residential properties for an interior lot with street frontage of at least one hundred and twenty five feet (125') and for a corner lot with street frontage of at least two hundred feet (200').*

**80-003 NONCONFORMING USES AND CONTINUANCE OF NONCONFORMING USES**

**80-003-B. CHANGE OF USE**

- 3. *A single-family home within the C-1 District that was lawfully converted to an office use may be re-established as a single-family home via a change of use permit.*