



Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

City Council Chambers
City Hall, 55 W Tompkins St
September 19, 2023

A G E N D A

	Approve	Minutes of the August 22, 2023 meeting
	Update	Past Planning and Zoning Commission items
	Receive	General citizen comments
PZ-23-0901	Public Hearing	Variance of Section 152.231 (A) (1) to allow two On-premise free-standing (pole, pylon, ground or monument) signs on the lot, located at 120 N Kellogg St, PIN 99-10-482-023.
PZ-23-0902	Public Hearing	Variance of Section 152.067 (F) (2) to reduce a required side yard setback from 10 feet to 7 feet to allow for the construction of an accessory garage, located at 1764 Bluebird Dr, PIN 99-01-305-010.
PZ-23-0903	Public Hearing	Variance of Section 152.111 (B) to allow an accessory garage to be 2,520 sq ft instead of 2,000 and a variance of 152.111 (B) (8) (f) to allow 5 accessory buildings instead of 3 and a variance of 152.111 (B) to allow an accessory building to be 20 feet in height (mean height level between eaves and ridge) instead of 18 feet, located at 2149 N Broad St, PIN 99-03-202-015.

COMMISSION MEMBERS: PLEASE NOTIFY ME IF YOU ARE UNABLE TO ATTEND AT 345-3619.

cc: Mayor	Alderspersons (7)
City Manager	City Attorney/Administrative Services Director
Fire Chief	Director of Public Works
Deputy City Clerk	City Engineer
Information Systems Supervisor	Executive Secretary
Construction Inspectors (3)	Buildings & Grounds
File Copy	News Media (7)

MINUTES
PLANNING AND ZONING COMMISSION MEETING
COUNCIL CHAMBERS OF GALESBURG CITY HALL
55 W TOMPKINS ST, GALESBURG, IL
Tuesday, August 22, 2023 at 5:30 p.m.

MEMBERS PRESENT: Bill Johnson, Ardennia Leahy, Mark Lee, Carla Markwart, Steve McKelvie, David Uhlmann, 6.
MEMBERS ABSENT: Katina Cochrane, Neil Thomas, 2.
OTHERS PRESENT: Stephen Gugliotta AICP-Director of Community Development.

Chairman declared quorum present.

Approve Minutes of the July 18, 2023 meeting

Member Markwart moved to approve the minutes, seconded by Member McKelvie.

Minutes were approved by voice vote.

Update Past Planning and Zoning Commission items

- Variance for sign – Galesburg Christian School, 590 S Academy St was approved, a permit was issued to install the sign on July 28th.

Receive Citizen Comment
None Received.

PZ-23-0801	Public Hearing	Variance of Section 152.152 (G) (2) to allow gravel to be used on an access drive, located at 1510 Knox Rd 650 E, PIN 90-19-100-001.
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The applicant, Moira Cronin, David Mason, Kyle Hawkinson of Galesburg 650 Solar LLC, were present.

The Commission members considered the following items:

- The granting of the requested variance would not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
- The granting of the variance would not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish or impair property values within the adjacent area;
- The Development Review Committee reviewed the proposed variance at their August 9, 2023 meeting and recommend approval.

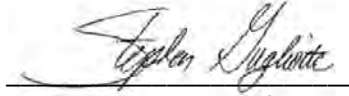
Member Lee moved, seconded by Member Leahy to approve of the variance.

Roll Call #1

Ayes: Johnson, Leahy, Lee, Markwart, McKelvie, Uhlmann, 6.
Nays: None.
Abstentions: None.

Absent: Cochrane, Thomas, 2.
Chairperson declared the motion approved.

There being no further business, the meeting adjourned at 5:36 p.m.

A handwritten signature in dark ink, appearing to read "Steve Gugliotta", is written over a horizontal line.

Steve Gugliotta, Director of Community Development



COMMUNITY DEVELOPMENT DEPARTMENT

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Planning and Zoning Commission Letter September 19, 2023

AGENDA ITEM: PZ-23-0901 Variance for sign – Faith United Methodist, 120 N Kellogg St

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their September 6, 2023 meeting and recommend approval.

BACKGROUND: The owner is seeking a variance of Section 152.231 (A) (1) to allow a second On-premise free-standing (pole, pylon, ground or monument) signs on the lot, located at 120 N Kellogg St.

Zoning		Land Use
North	R3A, Multi Family	Residential
West	R3A, Multi Family	Apartment buildings
East	I, Institutional & R3A Multi Family	Church
South	B3, Central Business	City parking lot

SUPPORTING DOCUMENTS:

1. Standards for granting sign variances
2. Aerial – General location
3. Application

cc: File Copy

CITY OF GALESBURG

Community Development Department Memo

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TO: Planning and Zoning Commission Members
FROM: Steve Gugliotta, AICP
SUBJECT: Appeals and Variances for Signs

152.191 *Appeals and Variances.*

- (A) Appeals. Hear and decide appeals by the sign permit applicant where it is alleged there is an error in any order, requirement, decision or determination made by the Building Inspector in the enforcement of this subchapter;
- (B) Variances. Grant variances from the requirements of this subchapter and §§ 152.205 through 152.220 or 152.230 through 152.233 where the Building Inspector has denied granting a sign permit as a result of noncompliance with the requirements of these subchapters.
- (C) Criteria for decision. The Planning and Zoning Commission shall have the power to grant a variance from the provisions or requirements of this subchapter only where the following criteria have been considered:
 - (1) The literal interpretation and strict application of the provisions and requirements of this subchapter would cause undue and unnecessary hardship to the sign user because of unique or unusual conditions pertaining to the specific building or property in question;
 - (2) The granting of the requested variance would not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
 - (3) The granting of the variance would not be injurious to the use and enjoyment of other property in the immediate vicinity, nor substantially diminish or impair property values within the adjacent area;
 - (4) The unusual conditions applying to the specific property do not apply generally to other buildings or properties in the city; and
 - (5) The granting of the variance will not be contrary to the general objectives set forth in § 152.019.
- (D) Determination of conditions. In granting a variance, the Commission may impose any conditions regarding the location, character or other features of the proposed sign as it may deem necessary to carry out the purpose and intent of this subchapter and §§ 152.205 through 152.220 or 152.230 through 152.233.

cc: File Copy

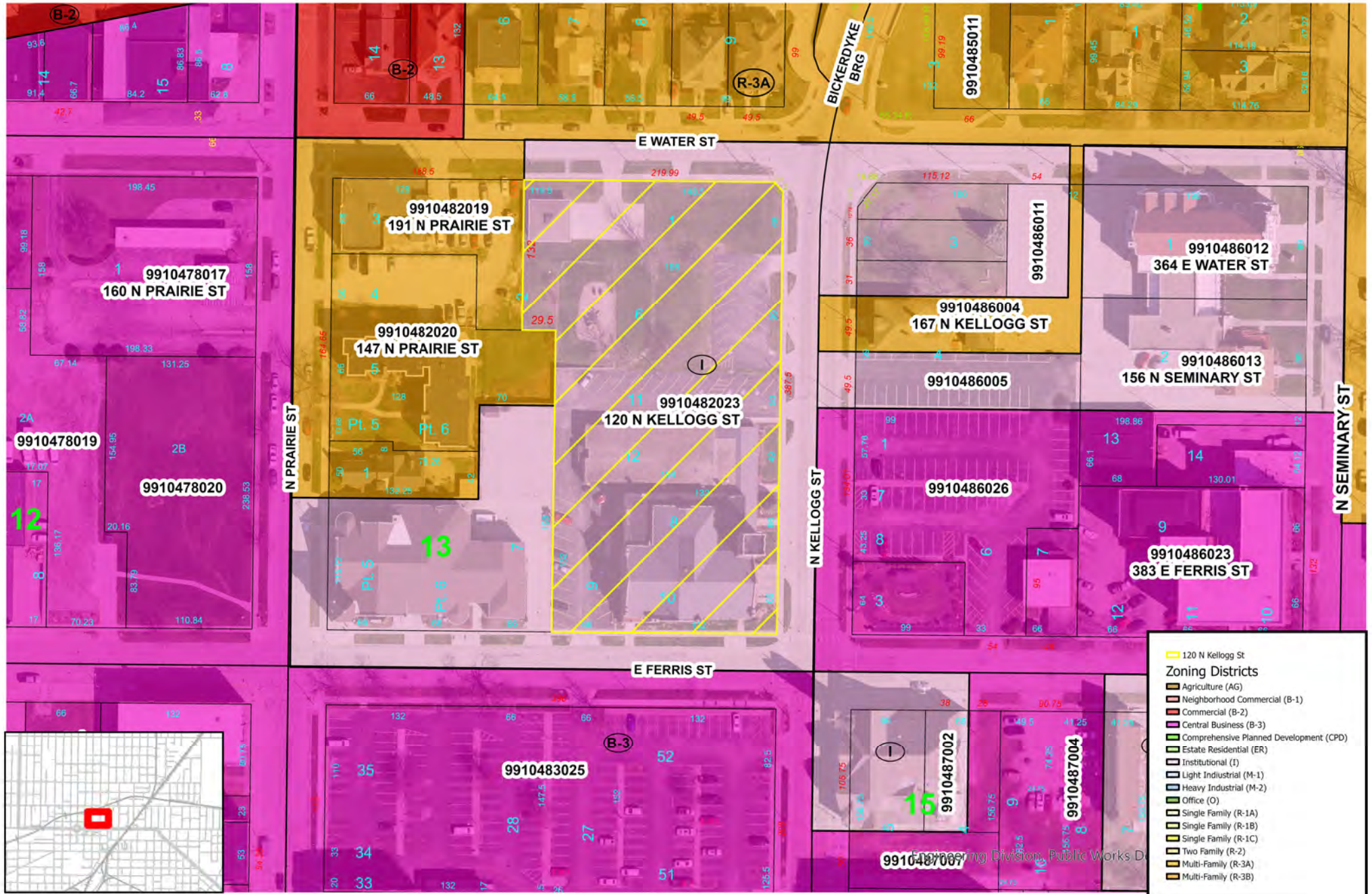
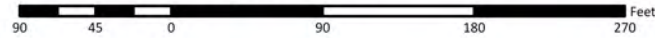


Community Development Department

Community Development Department

120 N Kellogg St

Sign variance



The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

September 01, 2023

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Rob Lillicrap	1024 W. Third St.	Davenport, IA 52802
Primary contact name	Mailing address	City, State, Zip
563-214-1033		rlillicrap@quadcitycustomsigns.com
Phone	Fax	Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Applicant	Rob Lillicrap	Quad City Custom Signs		
Owner(s)	First United Methodist of Galesburg, 120 N Kellogg, Galesburg, IL			
Developer(s)				
Engineer				
Surveyor				
Agent/Attorney				

SITE INFORMATION:

	120 N. Kellogg St.	9910482023
Acres	Site address or location	Property Identification Number (PIN)

WHAT SPECIFIC ORDINANCE SECTION(S) ARE YOU REQUESTING A VARIANCE:

152.231 - O and I districts - Requesting additional sign for large lot at noted address

ZONING INFORMATION:

I

Current Zoning

Church and Chapel of First United Methodist Church of Galesburg

Existing Land Use

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

Customer would like to install signage at the NE corner of the subject address. Variance request required to add an additional sign as the location has an existing sign at SE corner identifying the church and sign facing east that identifies the chapel.

Description why the applicant is not able to comply with the code requirement.

210 N. Kellogg Existing Signage and proposed new location:



Red X – Existing post mounted cabinet

Cabinet is approx. 7ft wide x 4ft tall



Yellow X – Existing Wall Mounted Letters and Logo



Blue X – Proposed Monument Signage Location

30 ft Sight Window Close Up



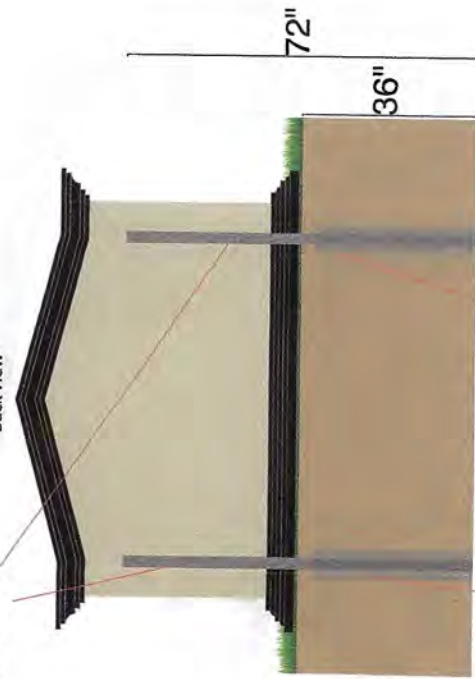
SIGN DETAIL

After deposit, all projects include 2 free proof revisions, thereafter billed at our hourly design rate.

Sign Face 96in w x 46.25in t

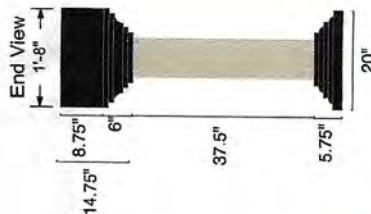
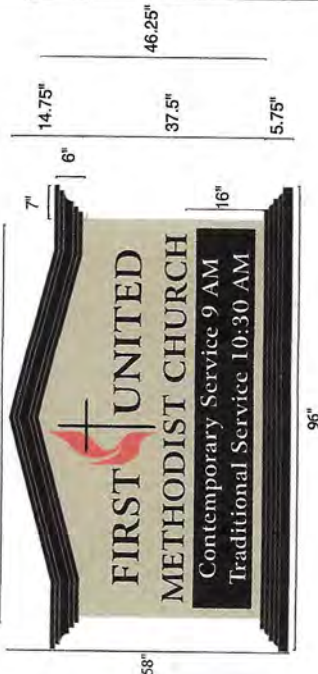
Posts inside monument

Back View



Concrete Footings 6in w x 33in t 2.375"

Front View
82"



X Please sign and date upon approval of submitted proof.

Date _____

Please review proof carefully. We've made every attempt to clearly identify the project details. Check that all project details, including spelling, punctuation, phone numbers, dimensions and colors are correct prior to approval. These drawings supersede prior design communications and reflect what will be produced upon approval. Once approved, any changes made after approval are subject to additional charges.

This drawing is the sole and exclusive property of Quad City Custom Signs and is protected under the copyright laws of the United States of America. This drawing was created in conjunction with a project proposed by Quad City Custom Signs and it is forbidden to copy, transmit or display this drawing to anyone other than an officer of Quad City Custom Signs. To do so will make the client liable for a design fee to be determined by Quad City Custom Signs.

☐ Revise and resubmit

Proof # 1/1

Office Use Only

☐ Approved

☐ Production File Ready

☐ Printed

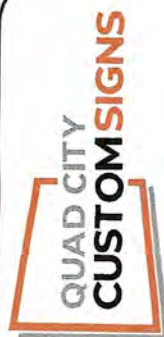
☐ Lam

☐ Cut/Weed

☐ Application

☐ Installation Date

☐ Delivered/PU



1024 W 3rd St.
Davenport, IA 52802
563-334-2039
www.QuadCityCustomSigns.com

Date: 17-July-23
Client: First United Methodist Church
Sales Rep: Brandy Smith
Designer: Sally Beverly
Inv: 1623

Qty: See Drawing
Size: See Drawing
Description/Materials:
Monument Sign
Single Sided Face-Stipple face - tan
Edge Details - Black-Routed and Painted Text and Cross/Flame Logo
Threaded connections for banners added to face.
Custom - Internal Posts
Qty: 2, 8ft
2.375in galvanized steel posts
Inserted into monument and buried in soil
Aluminum Composite - 3mm
Vinyl - Cast Cut
Contemporary Service 9 AM
Traditional Service 1030 AM
White Cut Vinyl, applied to panel substrate

Fonts/PMS Colors: Customer Supplied
Logo
PMS 2310 PMS 186

Project Location/Installation:
First United Methodist of Galesburg
120 N. Kellogg
Galesburg, IL 61401

Project: Monument Sign
Contact:
Vince Rohn
Email: rohn7@hotmail.com
Work Phone: (309) 342-3197



COMMUNITY DEVELOPMENT DEPARTMENT

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Planning and Zoning Commission Letter September 19, 2023

AGENDA ITEM: DRC-23-0902 Variance of Section 152.067 (F) (2) to reduce a required side yard setback from 10 feet to 7 feet to allow for the construction of an accessory garage, located at 1764 Bluebird Dr, PIN 99-01-305-010.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their September 6, 2023 meeting and recommend approval.

BACKGROUND: The owner is seeking a variance of Section 152.067 (F) (2) to reduce a required side yard setback from 10 feet to 7 feet to allow for the construction of an accessory garage, located at 1764 Bluebird Dr.

The project includes demolishing the existing attached garage and constructing a new garage that will be a bigger footprint.

Zoning		Land Use
North	R1A, Single Family	Residential
West	R1A, Single Family	Residential
East	R1A, Single Family	Residential
South	R1A, Single Family	Residential

SUPPORTING DOCUMENTS:

1. Standards for granting variances
2. Aerial – General location
3. Application

cc: File Copy



COMMUNITY DEVELOPMENT DEPARTMENT

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(C) Standards for granting variances.

- (1) The Planning and Zoning Commission shall not vary the provisions of this chapter as authorized in this section unless it shall have made affirmative findings based upon the evidence presented to it in each of the following specific cases:
 - (a) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located. Applicants must submit evidence identifying the price paid for the property. Paying more for the property than it is worth, purchasing it at a price which anticipates and obtains variances, or showing that the property would be worth more if a variance is granted is not evidence of lack of a reasonable return;
 - (b) That the situation of the owner is due to unique physical circumstances of the property; and
 - (c) That the variance, if granted, will not alter the essential character of the neighborhood.
- (2) For the purpose of supplementing the above standards, the Planning and Zoning Commission, in making this determination whenever there are practical difficulties or particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:
 - (a) That the particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out;
 - (b) That the conditions upon which the petition for variance is based would not be applicable generally to other property within the same zoning classification;
 - (c) That the purpose of the variance is not based exclusively upon a desire to make more money out of the property;
 - (d) That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;
 - (e) That the granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and
 - (f) That the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the danger of fire, otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.
- (3) The Planning and Zoning Commission may require conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards set forth in this division (C) to reduce or minimize the injurious effect of the variance upon other property in the neighborhood, and to implement the general purpose and intent of this chapter.



Side yard setback variance



August 29, 2023

VARIANCE APPLICATION

pd w/ card
on 8/24/23

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Kevin Kniker 1764 Bluebird Dr Galesburg, IL 61401
Primary contact name Mailing address City, State, Zip
309 854-2677 knk90@yahoo.com
Phone Fax Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Applicant				
Owner(s)				
Developer(s)				
Engineer				
Surveyor				
Agent/Attorney				

SITE INFORMATION:

Acres Site address or location Property Identification Number (PIN)

WHAT SPECIFIC ORDINANCE SECTION(S) ARE YOU REQUESTING A VARIANCE:

152.067 F2

ZONING INFORMATION:

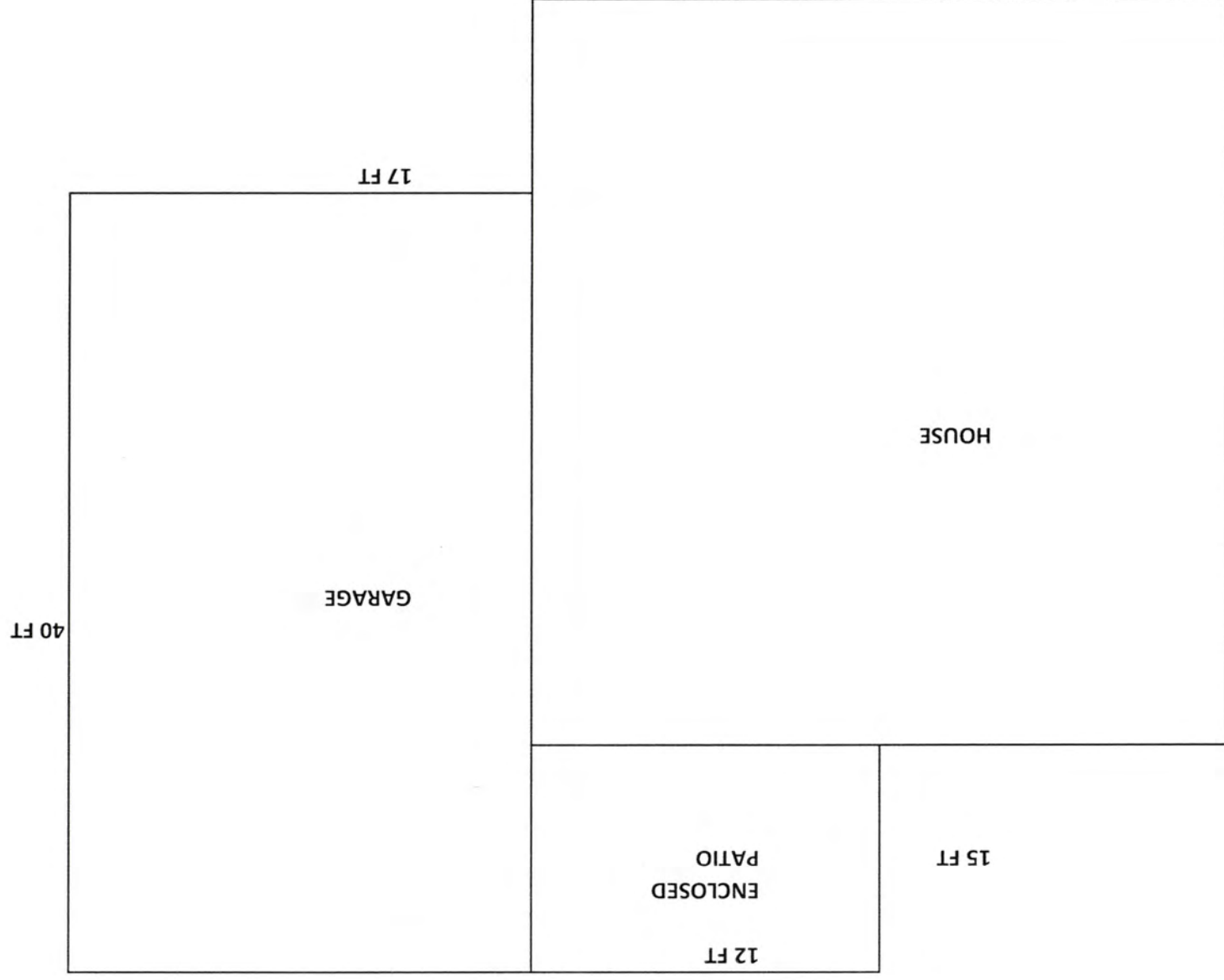
R1A
Current Zoning

Single Family home
Existing Land Use

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

Building a new garage and would like to have
a variance for an extra 3 ft.

Description why the applicant is not able to comply with the code requirement.





COMMUNITY DEVELOPMENT DEPARTMENT

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Planning and Zoning Commission Letter September 19, 2023

AGENDA ITEM: DRC-23-0903 Variance of Section 152.111 (B) to allow an accessory garage to be 2,520 sq ft instead of 2,000 and a variance of 152.111 (B) (8) (f) to allow 5 accessory buildings instead of 3 and a variance of 152.111 (B) to allow an accessory building to be 20 feet in height (mean height level between eaves and ridge) instead of 18 feet, located at 2149 N Broad St, PIN 99-03-202-015.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their September 6, 2023 meeting and recommend approval.

BACKGROUND: The owner is seeking variances of Section 152.111 (B) to allow an accessory garage to be 2,520 sq ft instead of 2,000 and a variance of 152.111 (B) (8) (f) to allow 5 accessory buildings instead of 3 and a variance of 152.111 (B) to allow an accessory building to be 20 feet in height (mean height level between eaves and ridge) instead of 18 feet, located at 2149 N Broad St.

Two properties owners to the north (2163 and 2189 N Broad St), the adjacent property owner to the south (2121 N Broad St) and the property owner across the street (2060 N Broad St) have all submitted letters stating they had no objections to the proposed garage.

Zoning		Land Use
North	R1A, Single Family	Residential
West	R1A, Single Family	Residential
East	R1C, Single Family	Agricultural
South	R1A, Single Family	Residential

SUPPORTING DOCUMENTS:

1. Standards for granting variances
2. Aerial – General location
3. Application

cc: File Copy



COMMUNITY DEVELOPMENT DEPARTMENT

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(C) *Standards for granting variances.*

- (1) The Planning and Zoning Commission shall not vary the provisions of this chapter as authorized in this section unless it shall have made affirmative findings based upon the evidence presented to it in each of the following specific cases:
 - (a) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located. Applicants must submit evidence identifying the price paid for the property. Paying more for the property than it is worth, purchasing it at a price which anticipates and obtains variances, or showing that the property would be worth more if a variance is granted is not evidence of lack of a reasonable return;
 - (b) That the situation of the owner is due to unique physical circumstances of the property; and
 - (c) That the variance, if granted, will not alter the essential character of the neighborhood.
- (2) For the purpose of supplementing the above standards, the Planning and Zoning Commission, in making this determination whenever there are practical difficulties or particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:
 - (a) That the particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out;
 - (b) That the conditions upon which the petition for variance is based would not be applicable generally to other property within the same zoning classification;
 - (c) That the purpose of the variance is not based exclusively upon a desire to make more money out of the property;
 - (d) That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;
 - (e) That the granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and
 - (f) That the proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the danger of fire, otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.
- (3) The Planning and Zoning Commission may require conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards set forth in this division (C) to reduce or minimize the injurious effect of the variance upon other property in the neighborhood, and to implement the general purpose and intent of this chapter.

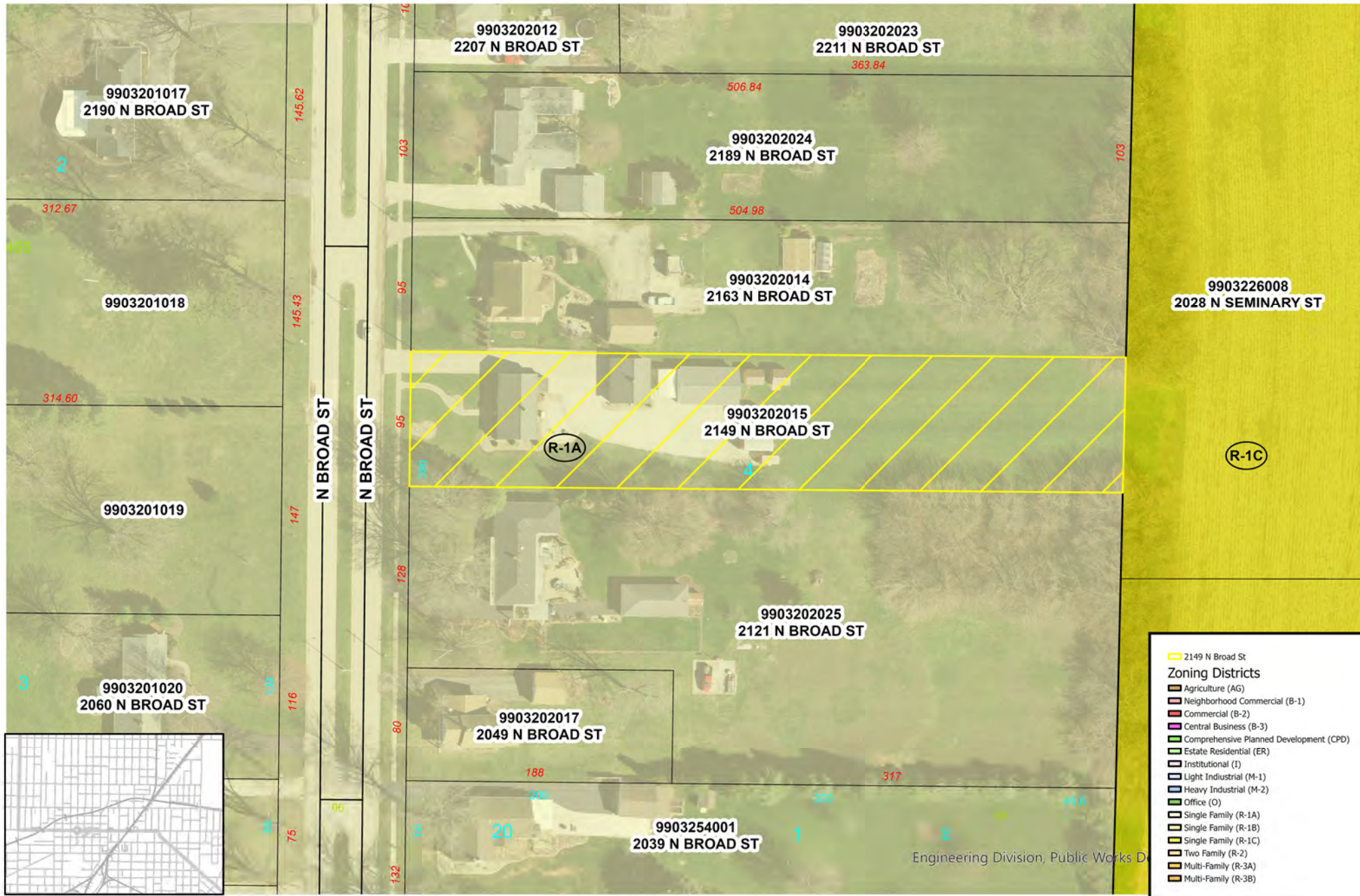
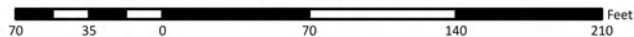


Community Development Department

Community Development Department

2149 N Broad St

Accessory building variances



The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

September 01, 2023



pd. check # 1402
8123123

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

GREGORY NORRIS 2149 N. BROAD ST. GALESBURG, IL 61401
Primary contact name Mailing address City, State, Zip
309-335-2634 NORRISOUNDLIGHT@gmail.com
Phone Fax Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship Name Company Mailing Address Phone #

Applicant

Owner(s) Gregory Norris 2149 N. Broad St 309 335-2634

Developer(s)

Engineer

Surveyor

Agent/Attorney

SITE INFORMATION:

Acres

2149 N Broad
Site address or location

9903202015
Property Identification Number (PIN)

WHAT SPECIFIC ORDINANCE SECTION(S) ARE YOU REQUESTING A VARIANCE:

152.111(B) 8 MEETS 30% EXCEED 2000 SQ FT TO 4
152.111(B) 8, F VARIANCE OF NUMBER OF BUILDINGS TO EXCEED 3 TO 5 BLDG.
152.111(B) VARIANCE OF HEIGHT RESTRICTION OF 18' OF MEAN OF ROOF TO
ZONING INFORMATION: 20' IN HEIGHT OF MEAN.

R1A
Current Zoning

Existing Land Use

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

REQUESTING THE BUILDING TO BE BIGGER THAN 2,000 SQ FT
TO HOUSE ALL TRAILERS INSIDE A BUILDING

Description why the applicant is not able to comply with the code requirement.



Knox County, IL

Prepared by the Knox County GIS Department. This map is not a legal survey and cannot be used to establish any type of legal boundary. It is for reference purposes only and is provided as a courtesy by the Knox County GIS Department. Knox County shall not be responsible or suffer any liability for any decisions or interpretations of any kind made by any party using this map or attribute data.

Printed: 5/10/2023

