



Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

City Council Chambers
City Hall, 55 W Tompkins St
February 20, 2024

A G E N D A

	Approve	Minutes of the December 19, 2023 meeting
	Update	Past Planning and Zoning Commission items
	Receive	General citizen comments
PZ-24-0201	Public Hearing	Variance of sign area and height, 834 N Seminary St

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, December 19, 2023 at 5:30 p.m.

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

Chairman declared quorum present.

Approve Minutes of the October 24, 2023 meeting

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

Minutes were approved by voice vote.

Update Past Planning and Zoning Commission items

- Minor Plat, Greenspace Subdivision, located at 905 Maple Ave. This two-lot subdivision was approved and has been recorded with the County.

Receive Citizen Comment
None Received.

PZ-23-1201 Public Hearing Fence Variance, located at 377 Lincoln St, PIN 99-11-332-001.

The applicant, Blake Jones, was not present. There is railroad to the north and west. The angle of the road and being chain link there is likely no obstruction of view by motorists.

The Commission members considered the following items:

- That the variance, if granted, will not alter the essential character of the neighborhood.
- 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.
- The Development Review Committee reviewed the variance request at their December 6, 2023 meeting and recommended approval.

Member Lee moved, seconded by Member Cochrane to approve the variance.

Roll Call #1

Ayes: Cochrane, Johnson, Lee, McKelvie, Thomas, Uhlmann, 6.
Nays: None.
Abstentions: None.

Chairperson declared the motion approved.

The applicant, Danny Marler of Robinson Outdoor, LLC, was present.

Danny Marler was sworn in by the Chairperson.

Mr Marler explained that the signs are all tied to the National Emergency Alert Center and if an emergency alert is issued the sign will automatically swap out the ad for the emergency alert. The reason they want the 24/7 illumination is because the signs basically computers, so if they have to shut them down between 10pm and 6am there is no way for an emergency alert to be displayed. Also, it would take some time to reboot so the sign does display and would only delay an emergency alert from being displayed. So there request for 24/7 illumination was because they need them to stay on all the time to effectively display emergency alerts, not just to only show emergency alerts during certain hours.

The sign is leased up with advertising space about 80-85% of the time, the other 15-20% is offered to the city to use for free for community messages, such as; missing persons, wanted fugitives, replace smoke detector reminders, tourism events, etc.

Three sign faces are necessary to property display in all traffic directions. Also, with rising costs to build these types of signs, having 3 sign faces helps to make such projects financially viable.

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 variance requests at their December 6, 2023 meeting and recommended approval of 3 sign faces, reduce lineal feet between off premise signs to 300 feet, max height of 25 feet and 24/7 illumination to allow for emergency alerts.

Member Thomas moved, seconded by Member McKelvie to approve 3 sign faces, reduce lineal feet between off premise signs to 300 feet, max height of 25 feet and 24/7 illumination to allow for emergency alerts.

Roll Call #2

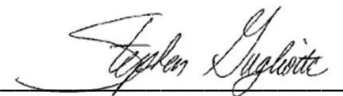
Ayes: Cochrane, Johnson, Lee, McKelvie, Thomas, Uhlmann, 6.

Nays: None.

Abstentions: None.

Chairperson declared the motion approved.

There being no further business, the meeting adjourned at 5:44 p.m.



Steve Gugliotta, Director of Community Development



COMMUNITY DEVELOPMENT DEPARTMENT

Operating Under Council – Manager Government Since 1957

Planning and Zoning Commission Letter February 20, 2024

AGENDA ITEM: PZ-24-0201 Variance of height and sign area for a monument sign to be located at 834 N Seminary St.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their February 7, 2024 meeting and recommend approval.

BACKGROUND: The owner is seeking variances of:

1. Section 152.231 A) 2) to increase the allowable sign area from 32 square feet to 112.5 square feet
2. Section 152.231 A) 5) to increase the height of the monument sign from 5 feet to 15 feet

Zoning		Land Use
North	R3A, Multi Family	Residential
West	I, Institutional	Parking lot for hospital
East	R1B, Single Family, R2, Two Family	Residential
South	I, Institutional	Hospital

SUPPORTING DOCUMENTS:

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

cc: File Copy



COMMUNITY DEVELOPMENT DEPARTMENT

Operating Under Council – Manager Government Since 1957

152.191 *Appeals and Variances.* (Signs)

- (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

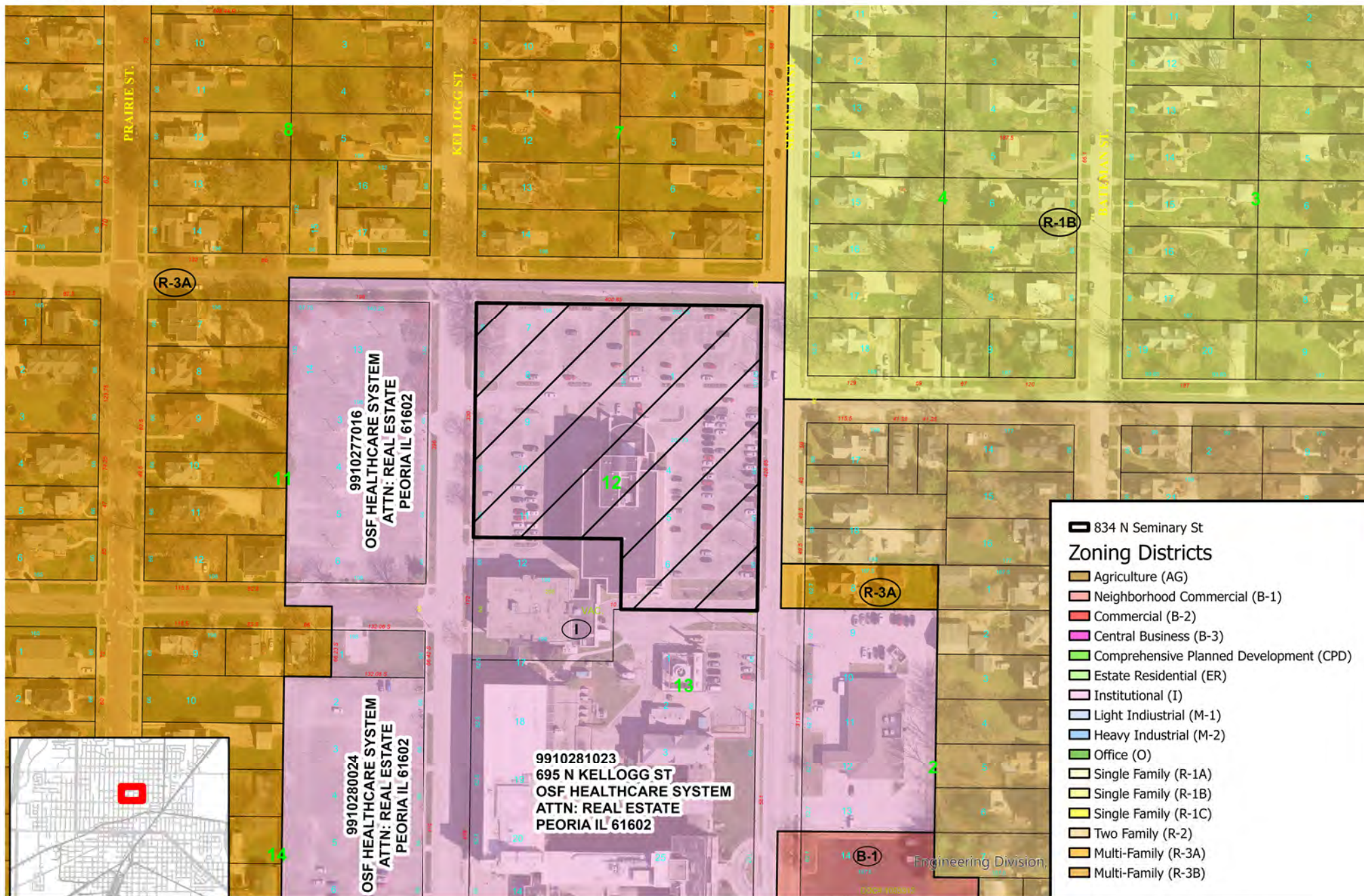


Community Development Department

Community Development Department

834 N Seminary 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

February 01, 2024

§ 152.231 O AND I DISTRICTS.

The following on-premises signs shall be permitted and erected in accordance with the following standards.

(A) *On-premises free-standing (pole, pylon, ground or monument) sign.*

- (1) One sign per lot.
- (2) Maximum sign area of 32 square feet per side.
- (3) Maximum of two sides per sign.
- (4) Minimum setback from the property lines of ten feet.
- (5) Maximum height of five feet for monument or 15 feet if pole mounted.
- (6) Uses in the I District may include changeable copy within the total permitted sign area.
- (8) Pole signs shall not be permitted in the O District.

(B) *On-premises wall, projecting and roof signs.*

- (1) Maximum of one sign per business.
- (2) Total area of sign shall be no greater than 5% of the wall area on which the sign is to be placed. For roof signs, the sign shall be no more than 5% of the wall facing the street.
- (3) Wall, projecting and roof signs should face the street, and shall not be located on the side of a business adjacent to a residential use.

(C) *Awning, canopy or marquee signs.* Shall be nonilluminated or illuminated only from above by indirect lighting of constant intensity. All lighting shall be designed and located so as to confine direct rays to the premises and away from adjoining residential uses.

(D) *Real estate, contractor or developer signs.*

- (1) Maximum sign area of 32 square feet per sign.
- (2) Sign shall be removed within 14 days after the sale, lease or rental. Contractors shall remove their signs within 14 days after project completion.
- (3) No permit required.

(Ord. 10-3277, § 3-4.2, passed 1-4-2010; Ord. 12-3343, passed 1-23-2012)

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

OSF HealthCare Center for Health

PETITIONER INFORMATION:

Tom Wilcoxon - Latitude Signage + Design	1219 Zimmerman Dr South	Grinnell, IA 50112
Primary contact name	Mailing address	City, State, Zip
815-276-4818		tom.wilcoxon@latitudesignage.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:

151,373 square feet	834 N Seminary St	9910278025
Acres	Site address or location	Property Identification Number (PIN)

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

152.231 0 and I Districts: (A-2) Maximum sign area of 32 square feet per side. OSF is requesting for a sign that has a 112.5 sq ft area.
(A-5) Maximum height of five feet for monument. OSF is requesting for a sign that is fifteen feet high.

ZONING INFORMATION:

I - Industrial

Current Zoning

Healthcare facility

Existing Land Use



OSF[®] HEALTHCARE

January 25, 2024

Steve Gugliotta, Director of Community Development
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61401

Dear Steve,

On behalf of OSF HealthCare System, Tom Wilcoxon, of Latitude Signage + Design, has the authority to be the Petitioner for this sign variance application for our property at 834 N. Seminary St., Galesburg, IL. Mr. Wilcoxon has the authority to handle the property, in all aspects, concerning this petition.

Sincerely,

Lisa M. DeKezel
President
OSF St. Mary Medical Center
OSF Holy Family Medical Center



RENDERING VIEWS
SCALE: (3/16"=1')

MOUNTING: DIRECT BURIAL

- PMS 4625 C
- AKZO-NOBEL 410B-1
- 280-10 REFLECTIVE WHITE

PRODUCTION NOTES:

CUSTOMER: OSF Healthcare System
LOCATION: OSF Galesburg South MOB
FILE NAME: ST_E20_1_Monument.ai
RV 2: 12.18.23 TABROWN (142902)

SC: TLWILCOXEN
DESIGNER: TABROWN
DATE: 10.06.23
ORIGINAL TASK NO: 140016
PD REVIEW BY: XX/XX 00.00.00

This drawing is the property of Latitude Signage + Design. This design concept is the exclusive property of Latitude Signage + Design and is submitted under a confidential relationship for a specific purpose and the recipient, by accepting this document assumes custody and agrees that this document will not be copied or reproduced in whole or in part, not its contents revealed in any manner or to any person except to meet the purpose for which it was delivered, without express written permission from Latitude Signage + Design. COLORS and BRAILLE are shown for presentation purposes only.

CLIENT APPROVAL/DATE: _____



Knox County, IL

Knox County GIS

+

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Home

Layers

Full Screen

Previous View

Next View

834 N Seminary St, Galesburg, IL

Show search results for 834 N Semin...

9910278025

SEMINARY ST.

Over 47 ft from the center of the sign to the center of Seminary St.

98"(h) Bus Stop obstructing view

Parcel Details

PIN	9910278025
Assessor Info	More info
SHAPE	
Site Address	834 N SEMINARY ST
Site CSZ	GALESBURG IL 61401
Owner	OSF HEALTHCARE SYSTEM
Owner Address	ATTN: REAL ESTATE
Owner Address LN 2	124 SW ADAMS STREET
Owner CSZ	PEORIA IL 61602
Non Farm Land AV	142,340
Non Farm Bldg AV	3,709,950
Farm land AV	0
Farm Bldg AV	0
Gross Acres	0.00
Farm Acres	0.00
Home Acres	0.00
Lot dimension	151373 SQ FT
Township	CITY OF GALESBURG
Class	0060
Taxcode	0036
Owner 2	
Owner 2 address	
Owner 2 Address LN 2	
Owner 2 CSZ	
Brief Legal	GALES 2ND ADD E192' LOT 6, LOTS 4,5 & 7THRU 11 BLK 12 & N1/2 VAC ST LYG S & ADJ LOT 6 & ALSO LOT 1 PROFESSIONAL PARK
Sale Notes	NOT ADVERTISED FOR SALE
Sale date	3/31/2022
Sale Type	SWD
Document Number	1079103
Document Book	
Document Page	
Document Type	SWD

2,241,869.421 1,562,625.280 Feet

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