



Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

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

A G E N D A

	Approve	Minutes of the July 9, 2024 special meeting
	Update	Past Planning and Zoning Commission items
	Receive	General citizen comments
PZ-24-0801	Public Hearing	Variances of Sections 152.231 (A) (1) for number of signs, Section 152.231 (A) (2) for size of signs and Section 152.231 (A) (5) for height of signs, 2028 N Seminary St.
PZ-24-0802	Public Hearing	Minor Plat of the Car Wash Addition, 1839 N Henderson St

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

cc: Mayor	Alderpersons (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, July 9, 2024 at 5:30 p.m.

MEMBERS PRESENT: Katina Cochrane, Bill Johnson, Ardennia Leahy, Mark Lee, Carla Markwart,
Steve McKelvie, Jason Paulsgrove, David Uhlmann, 8.
MEMBERS ABSENT: Neil Thomas, 1.
OTHERS PRESENT: Steve Gugliotta AICP-Director of Community Development.

Chairman declared quorum present.

Approve Minutes of the May 21, 2024 meeting

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

Minutes were approved by voice vote.

Update Past Planning and Zoning Commission items

- Minor Plat, Freddy Subdivision, located in the 1200 block of N Henderson St, was recommended for approval, but has not been brought to City Council yet.
- Minor Plat, People's Lumber and Coal Company Subdivision, 468 E Berrien St was approved by City Council at their June 3, 2024 meeting and the plat was recorded on June 11, 2024.
- Zoning amendment, NE corner Saluda Rd & Huston St, R2 to R1A was approved by City Council at their June 17, 2024 meeting.
- Zoning amendment, 755 N Henderson St, B1 to B2 was approved by City Council at their June 17, 2024 meeting.
- Zoning amendment of 9 parcels north of 2135 Grand Ave, R1A to B2 was approved by City Council at their June 17, 2024 meeting.

Receive Citizen Comment
None Received.

PZ-24-0701 Public Hearing Zoning amendment, 275 N Seminary St, from (R3A) Multi Family to (B1) Neighborhood Business.

The applicant, Cory & Paulina Milan, were present.

The Commission members considered the following items:

- Proposed amendment is consistent with the 2019 Comprehensive Plan which shows this area to be Downtown Mixed Use
- The subject property is suitable for the proposed zoning classification.
- The proposed amendment will allow development that is compatible with existing uses and zoning of nearby property;
- The city and other service providers will be able to provide adequate public facilities and services to the subject property, while maintaining adequate levels of service to existing development;
- The Development Review Committee reviewed the proposed Zoning Amendment at their June 5, 2024 meeting and recommended approval.

Member Paulsgrove moved, seconded by Member Cochrane to recommend approval of the Zoning amendment.

Roll Call #1

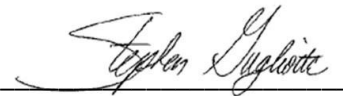
Ayes: Cochrane, Johnson, Leahy, Lee, Markwart, McKelvie, Paulsgrove, Uhlmann, 8.

Nays: None.

Abstentions: None.

Chairperson declared the motion approved

There being no further business, the meeting adjourned at 5:35 p.m.

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

Steve Gugliotta, Director of Community Development



Planning and Zoning Commission Letter
August 20, 2024

AGENDA ITEM: PZ-24-0801 Variances of signs for Graham Hospital, located at 2028 N Seminary St.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their August 20, 2024 meeting and recommend approval.

BACKGROUND: The owner is proposing to construct a Monument Sign and an On-Premise Pole sign. In order to do so, they are seeking the following variances of section 152.231 O and I Districts (A) On-premises free-standing (pole, pylon, ground or monument sign:

152.231 (A) (1) One sign per lot

- The variance request is to allow 2 signs on the lot. An on-premise free-standing pole sign and a monument sign.

152.231 (A) (2) Maximum sign area of 32 square feet per side

- The on-premise free-standing pole sign is proposed to be 147.5 square feet per side
- The monument sign is proposed to be 84.3 square feet per side

152.231 (A) (5) Maximum height of five feet for monument or 15 feet if pole mounted.

- The on-premise free-standing pole sign is proposed to be 22 feet 1 inch in height
- The monument sign is proposed to be 9 feet 10 inches in height

Zoning		Land Use
North	B2, General Business	Vacant land currently
West	R1C, Single Family	Current drainage retention area
East	CPD, Comprehensive Planned Development	Community Living
South	R1A, Single Family	Residential

SUPPORTING DOCUMENTS:

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

cc: File Copy



COMMUNITY DEVELOPMENT DEPARTMENT

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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.

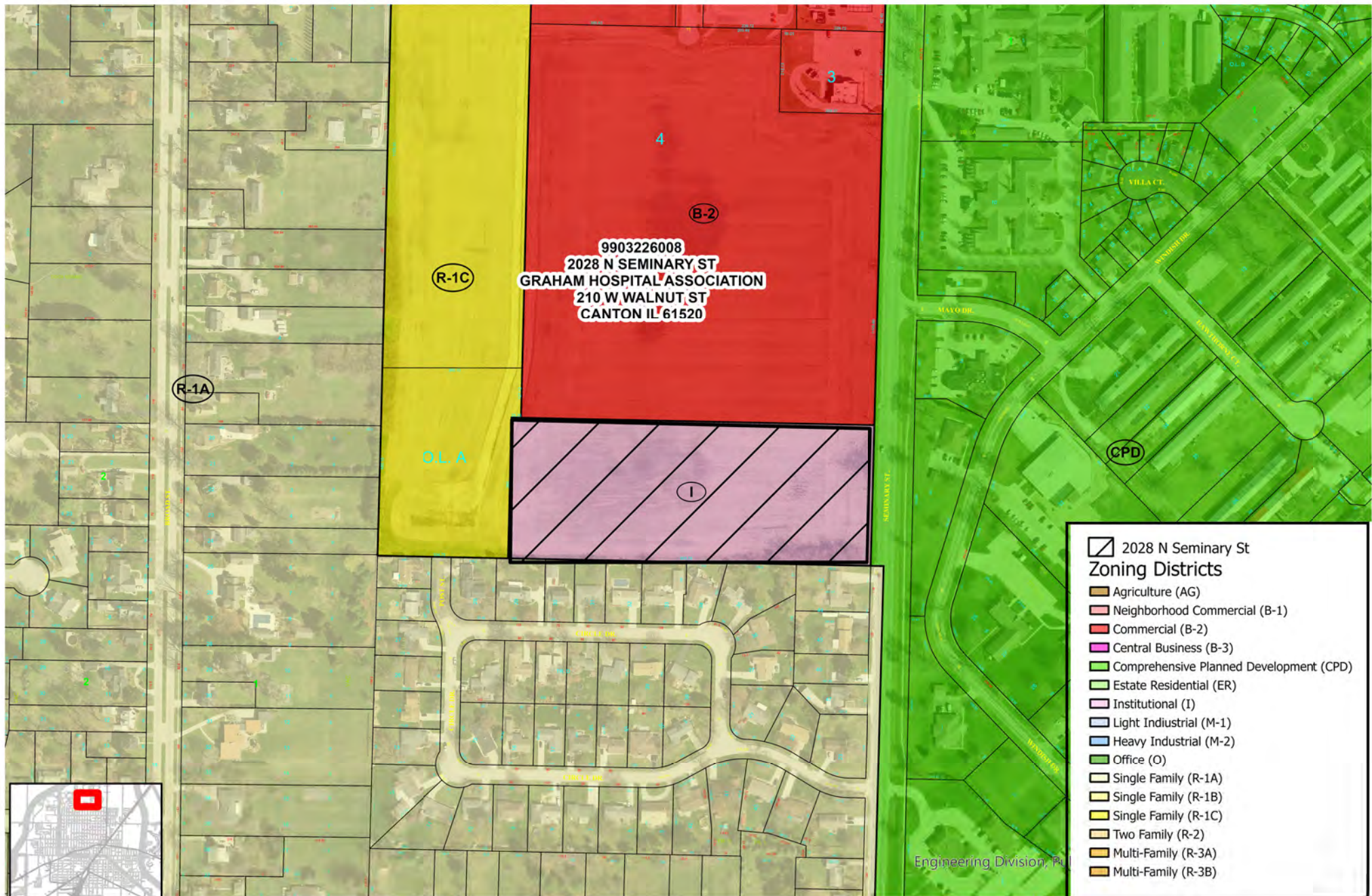
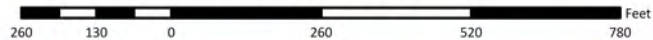
cc: File Copy



Community Development Department

Community Development Department

2028 N Seminary St Sign variance requests



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

July 11, 2024

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):
Graham Hospital Association

PETITIONER INFORMATION:

Robert G. Senneff	210 W. Walnut St.	Canton, IL 61520
Primary contact name	Mailing address	City, State, Zip
309-647-5240 ext. 2210	309-649-5101	rsenneff@grahamhospital.org
Phone	Fax	Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Applicant	Robert G. Senneff	Graham Hospital Association	210 W. Walnut St., Canton, IL 61520	309-647- 5240, ext. 2210

Owner(s)	Graham Hospital Association
Developer(s)	Graham Hospital Association
Engineer	KED –Keith Engineering Design 707 NE Jefferson St., Peoria, IL 61603 309-938-4005
Surveyor	Maurer Stutz 3116 N. Dries Lane Ste. 100, Peoria, IL 61604 309-693-7615
Agent/Attorney	N/A

SITE INFORMATION:

N/A

Acres	Site address or location	Property Identification Number (PIN)
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WHAT SPECIFIC ORDINANCE SECTION(S) ARE YOU REQUESTING A VARIANCE:

Please see Attached.

ZONING INFORMATION:

(I)	Institutional
Current Zoning	
Former – Agriculture	Current - Ag/ Under Construction
Future – Out Patient Medical Office Campus	
Existing Land Use	

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

Please see Attached.

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

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations, and pictures of the subject property during the processing period of the application. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the application.



Signature of owner or authorized agent

07/08/2024
Date

CHECKLIST OF REQUIRED VARIANCE APPLICATION ITEMS:

A completed variance application form.

Payment of a \$100 non-refundable filing fee. Checks should be made payable to "City of Galesburg".

An electronic copy of the site plan addressing all required items as listed in subsection 152.134 C of the Development Ordinance. In general, subsection 152.134 C seeks to preserve existing trees, minimize cut and fill, avoid unnecessary impervious cover, prevent flooding and pollution, provide adequate access to lots and sites and mitigate adverse effects of shadow, noise, odor, traffic, drainage and utilities on neighboring properties.

Authorized Signature Acknowledgement. If the owner(s) of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the property owner(s) designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.

Attachments such as building layouts or elevations, etc. depicting compliance with the standards for granting variances are recommended in order to provide accurate and sufficient information for consideration by the Development Review Committee and Planning and Zoning Commission.

The petitioner(s) or authorized agent must be present at the Planning and Zoning Commission meeting to address any questions that may arise.

**GRAHAM HOSPITAL ASSOCIATION VARIANCE APPLICATION
FUTURE OUTPATIENT MEDICAL OFFICE COMPLEX
GALESBURG, ILLINOIS
SUBMITTED: JULY 8, 2024**

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

- (1) 152.231 (A)2:** Max sign area of 32 sf per side
- (2) 152.231 (A)5:** Max height of 5 ft for monument sign or 15 ft if pole mounted
- (3) 152.231 (A)1: O AND I DISTRICTS:** One sign per lot

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

152.231 (A)2: Max sign area of 32 sf per side:

While locating the signage outside of the utilities easement solves some issues, it also presents others, such as the necessity of enlarging the text for best visibility/readability, especially since the sign needs to include verbiage for a campus of buildings (not just one). Enlarging the sign is necessary to properly communicate to patients the different entities within the overall campus which made the overall sign larger.

152.231 (A)5: Max height of 5 ft for monument sign or 15 ft if pole mounted:

While locating the signage outside of the utilities easement solves some issues, it also presents others, such as the necessity of enlarging the text for best visibility/readability, especially since the sign needs to include verbiage for a campus of buildings (not just one). Enlarging the sign is necessary to properly communicate to patients the different entities within the overall campus which made the overall sign larger.

152.231 (A)1: O AND I DISTRICTS: One sign per lot:

The campus will have two entrances therefore, it is important to identify both entrances clearly to patients.

NIGHT VIEW

Customer / Job Site

Graham Hospital
Galesburg Clinic 2028 N
Saminary St.
Galesburg, IL 61404

Scope of Work

Double-Sided
Illuminated
Monument Sign

1 Custom .080 Aluminum
Accent (Sprayed MP
Silver)

CABINET SPEC	
CABINET SIZE	6'11" x 11'-3" V x 4"
DOOR STYLE	Steel Tube
FRAME/REINFOR	1-1/2" angle rebar/br
CABINET COLOR	MP Br. Blue
FINISHING	TB
MONITORING	Self-Pole
FACE MATERIAL	3/16" white poly/can
GLASS/PLAC	Translucent Br. Blue Vinyl

3 BACKGROUND DETAIL
BACKGROUND MATERIAL
ACP

BACKGROUN DETAIL	
DOORWAY	2
FACE	18" h. x 5'-3" w
PAINTING COLOR	Light Gray
PAINTING METHOD	sprayed
GLASS/PLAC	MP Br. Blue
DOUBLE FACE	HP Vinyl
BACK GLASS	BACK GLASS
SQUARE CORNER	ROUND CORNER
CORNER	Custom
MONITORING DEVICE	as required
MONITORING DEVICE	as required
MONITORING DEVICE	as required

4 BASE / POLE / CONCRETE SPEC

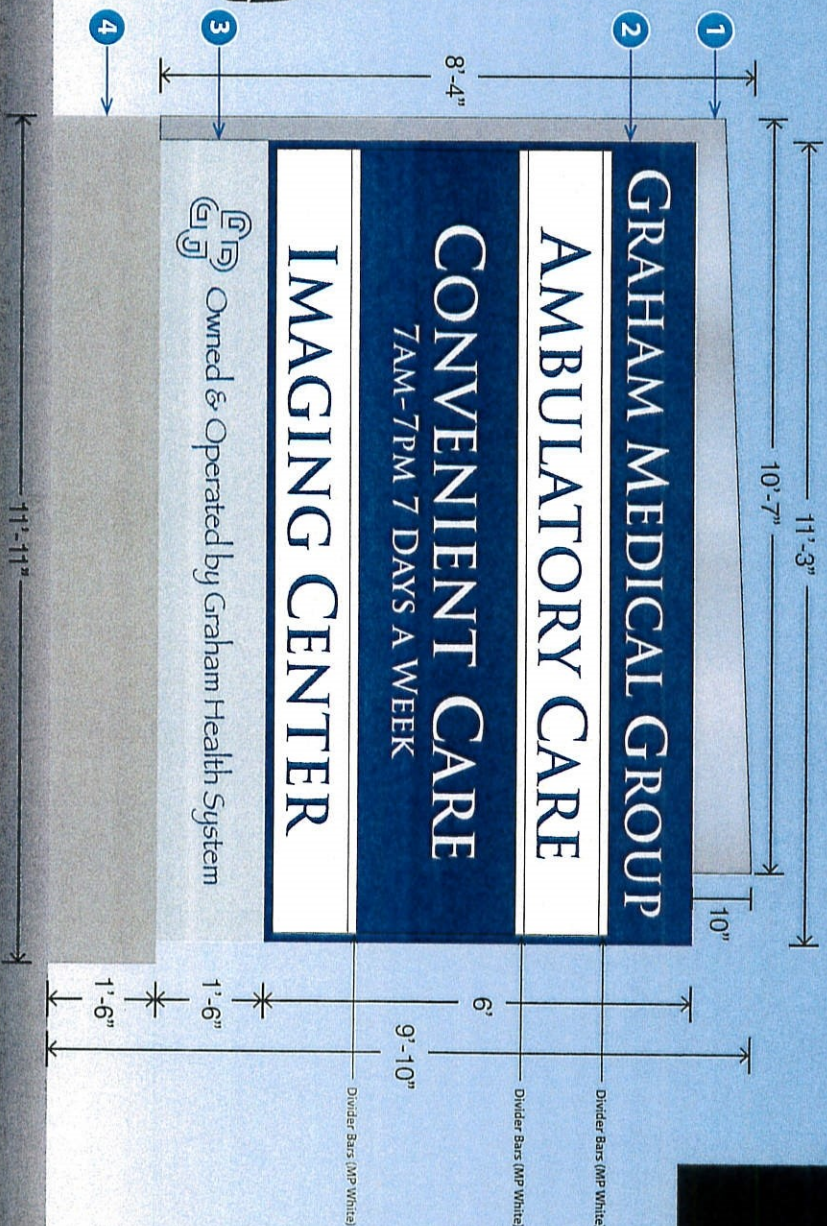
TYPE	Wrapped Base
OVERALL SIZE	1'-5" x 11'-3" x 1'-11"
FRAMING STYLE	Steel Tube
SUBSTRATE	1.25 Aluminum
FINISH TYPE	Suede
FOUNDATION	MP Concrete

84.3 Sign Area

111.3 Surface Area

IMPORTANT:
Dedicated primary power for sign to be run by others.
If existing at time of install (within 6 ft. of sign), final connection can be completed by Aca

1 Sign Detail - Dimensions
Scale: 1/2" = 1'



ACE Sign Co.

REF:

This design belongs to the ACE SIGN CO. and becomes the property of the customer only upon completion of an order, and is otherwise not to be used in whole or in part without written permission of ACE SIGN CO. • 2540 S. 1ST ST. • SPRINGFIELD, IL 62704 • 217 522-8417

JOB#: 114085

designer: LG

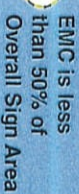
PROOF DATE: 06/11/24 SCALE: 1/2" = 1'

☐ APPROVED ASIS ☐ APPROVED W/ CHANGES ☐ RE-DRAW W/ CHANGES

*Proofs will predict design layout, text accuracy, image proportion and placement. Colors on a digital screen or printed proof may not reflect actual color.

11" x 17" Paper Size

Scale: $3/8" = 1'$



Graham Hospital

Scope of Work

Scope of Work

Poles

PIXEL MATRIX:	71
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GRAPHICS:	Translucent Br. Blue Vinyl
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Gray

FINISH COLOR:	to match building
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BACKGROUND DET

as required

Not To Scale



2X

150 psf/ft.

Steel Design Notes

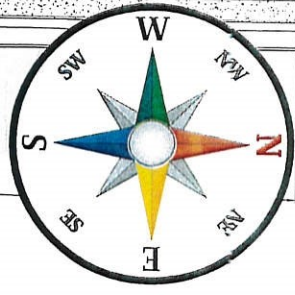
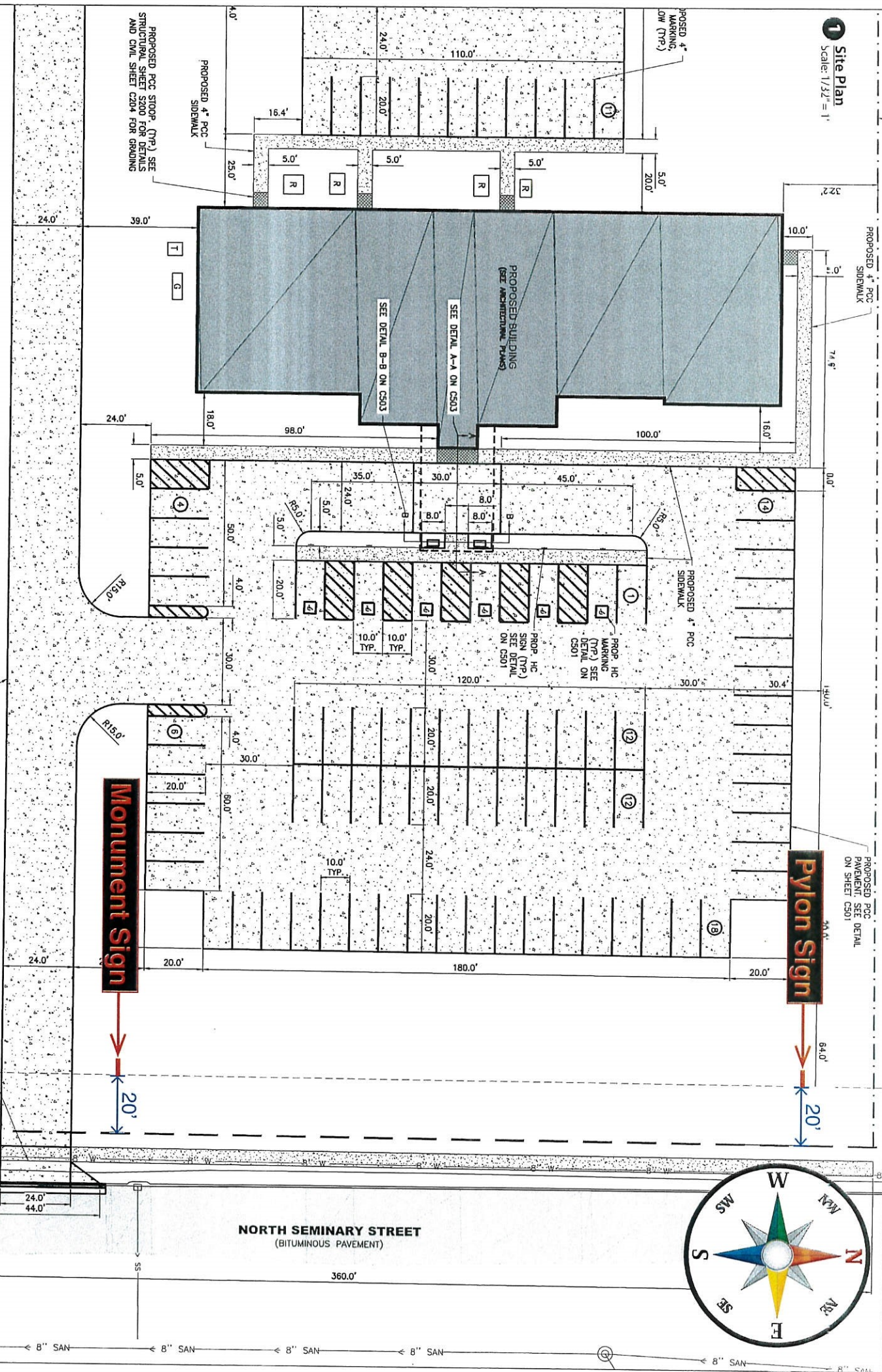
ASTM A500, Gd. B.

Design Wind Load

wind.

completed by Age

1 Site Plan
Scale: 1/32" = 1'



Customer / Job Site
Graham Hospital
Galesburg Clinic 2028 N
Seminary St.
Galesburg, IL 61404
Scope of Work

Double-Sided
Illuminated
Monument Sign



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JOB#: 1114085

designer: LG

PROOF DATE: 07/01/24 SCALE: 1/32" = 1'

☐ APPROVED AS-IS ☐ APPROVED W/ CHANGES ☐ RE-DRAW W/ CHANGES

*Proofs will predict design layout, text accuracy, image proportion and placement. Colors on a digital screen or printed proof may not reflect actual color.

11" x 17" paper size



COMMUNITY DEVELOPMENT DEPARTMENT

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Planning and Zoning Commission Letter August 1, 2024

AGENDA ITEM: PZ-24-0802 Minor Plat of the Car Wash Addition.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the Minor Plat during their July 31, 2024 meeting and recommend approval.

BACKGROUND: The current owner is proposing to subdivide the properties into 2 parcels.

Proposed Lot 1 will be approximately 1.17 acres, which is the lot in which the newly constructed car wash is located. Proposed Lot 2 will be approximately .76 acres.

The property is currently zoned B2, General Business.

KNOX COUNTY Zoning		Land Use
North	B2, General Business	Retail
West	B2, General Business	Restaurant
East	R3A, Multi-Family	Apartments
South	B2, General Business	Vacant lot

The below items are noted as not being on the plat and/or provided:

- Section 152.262 (B) (16) (a) requires written confirmation of adequate capacity from the Galesburg Sanitary District.
- Section 152.262 (B) (6) Existing sanitary and storm sewers, water mains, fire hydrants, culverts and other underground structures within the tract or on streets immediately abutting thereto shall be shown.
- Section 152.262 (B) (10) requires a statement within the surveyor certificate acknowledging whether the property is, or is not, within a flood hazard area by referencing the FEMA panel number reviewed and its effective date. In this case it is 17095C0260E, effective date of 8/2/2011.
- The Supervisor of Assessment certificate can be removed from the Minor Plat.

It is anticipated this item will go to the City Council at their September 3rd meeting for consideration.

SUPPORTING DOCUMENTS:

1. Aerial map, general location and zoning
2. Minor Plat Subdivision

cc: File Copy

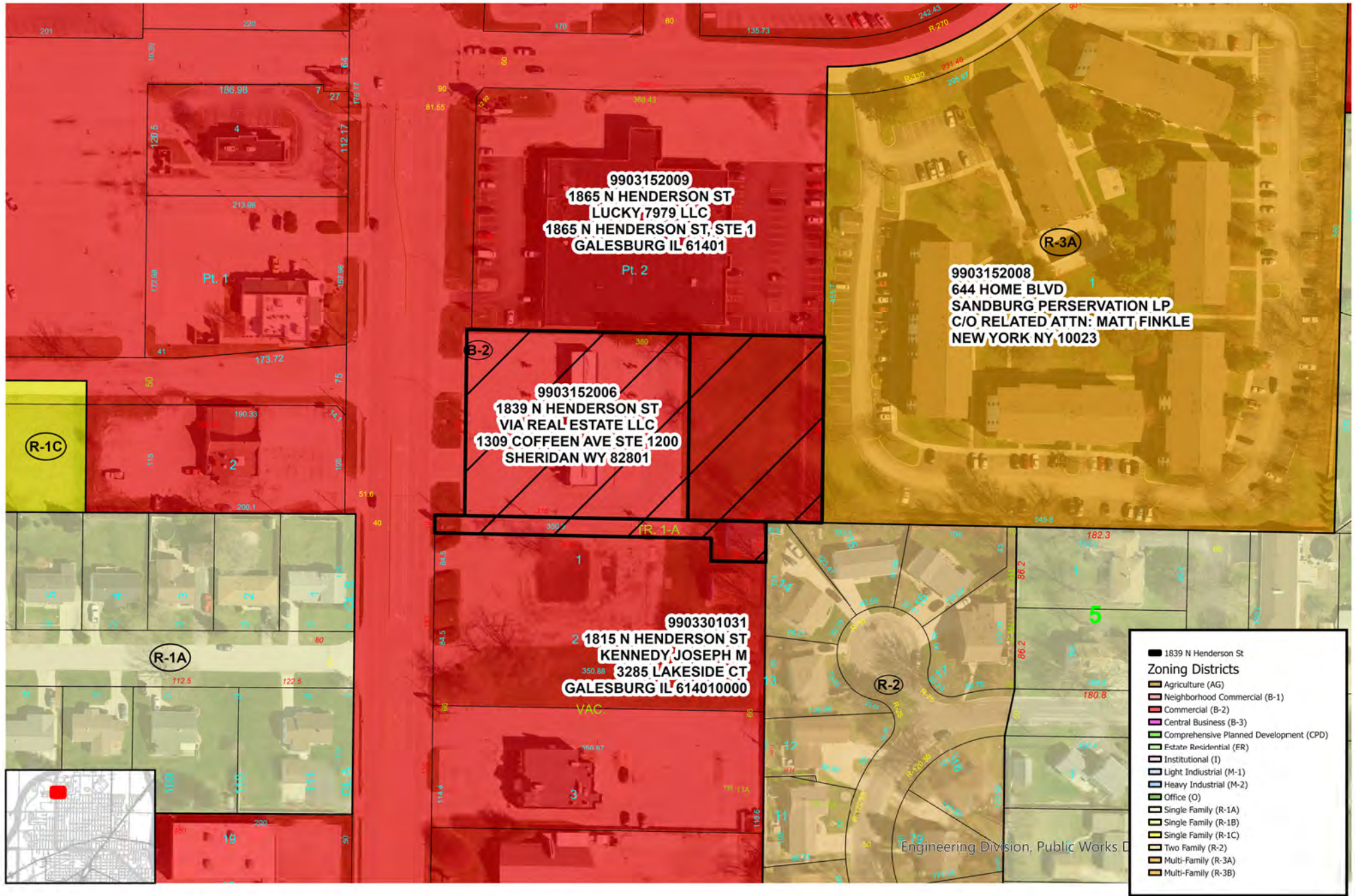
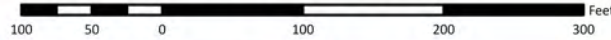


Community Development Department

Community Development Department

Minor Plat of the Car Wash Addition

1839 N Henderson St



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

July 19, 2024

