



## Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

City Council Chambers  
City Hall, 55 W Tompkins St  
October 22, 2024

### A G E N D A

|            |                |                                                                                                |
|------------|----------------|------------------------------------------------------------------------------------------------|
|            | Approve        | Minutes of the September 17, 2024 meeting                                                      |
|            | Update         | Past Planning and Zoning Commission items                                                      |
|            | Receive        | General citizen comments                                                                       |
| PZ-24-1001 | Public Hearing | Minor Plat of the Fritzler Estates Extension Two, located in the 1900 block of East Fremont 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, September 17, 2024 at 5:30 p.m.**

MEMBERS PRESENT: Bill Johnson, Ardennia Leahy, Steve McKelvie, Jason Paulsgrove, David Uhlmann, 5.  
MEMBERS ABSENT: Katina Cochrane, Mark Lee, Carla Markwart, Neil Thomas, 4.  
OTHERS PRESENT: Steve Gugliotta AICP-Director of Community Development.

Chairman declared quorum present.

Member Markwart entered the meeting at 5:31 pm.

**Approve                      Minutes of the August 20, 2024 meeting**

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

**Minutes were approved by voice vote.**

**Update                      Past Planning and Zoning Commission items**

- 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 were approved. Sign permits were issued on August 22<sup>nd</sup>.
- Minor Plat of the Car Wash Addition, 1839 N Henderson St was tabled at the last Planning & Zoning meeting.

**Receive                      Citizen Comment**

None Received.

**PZ-24-0802      Public   Hearing      Minor Plat of the Car Wash Addition, 1839 N Henderson St**  
***Tabled item***

The applicant, Jim Abbit, Abbitt Survey & Development was present. Mr. Abbit was sworn in by the Chairperson.

After the last meeting, an updated subdivision plat was submitted for consideration at tonight's meeting. Confirmation of adequate capacity from the Galesburg Sanitary District has been received and all utilities have been contacted.

During the meeting it was clarified that there are 3 existing parcels and the subdivision will result in cleaning up the layout so that there are 2 parcels that both have access to North Henderson St.

The Commission members considered the following items:

- The subdivision is in compliance with the Development Ordinance.
- The Development Review Committee reviewed the Minor Plat at their July 31, 2024 meeting and recommended approval conditioned upon responses that have since been submitted.

Member Paulsgrove moved, seconded by Member Leahy to recommend approval of the Minor Plat.

#### **Roll Call #1**

Ayes: Johnson, Leahy, Markwart, McKelvie, Paulsgrove, Uhlmann, 6.

Nays: None.

Abstentions: None.

**Chairperson declared the motion approved**

**PZ-24-0901      Public Hearing      Variance of Sections 152.232 (A) (6) to reduce a required setback from 10 feet to 4 ½ feet to install an on-premise pole sign, located at 412 N Henderson St.**

The applicant, Jeff Ghazaleh of Signature Signs, was present. Mr. Ghazaleh was sworn in by the Chairperson.

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 request at their August 14, 2024 meeting and recommended approval.

Member Paulsgrove moved, seconded by Member McKelvie to recommend approval of the sign variance.

#### **Roll Call #2**

Ayes: Johnson, Leahy, Markwart, McKelvie, Paulsgrove, Uhlmann, 6.

Nays: None.

Abstentions: None.

**Chairperson declared the motion approved**

Dr. Sakalosky, 444 N Henderson St, asked about temporary signage regulations and pointed out a temporary sign that was in one of the photos in the packet, but also acknowledged that temporary sign was no longer there. He also pointed out there are other existing permanent signs that are less than the

required 10 feet. He also asked about existing shrubs on properties that may block visibility. His concern was about temporary signs in the right-of-way and at parking lot entrances that may block visibility. Staff explained that no signs should be placed in the right-of-way and temporary signs are allowed for up to 30 days at a time. If new construction is proposed, the city does review site plans and placement of new signs and landscaping to ensure they meet current requirements. If there are signs in a right-of-way or blocking visibility the Community Development Department can be contacted. We will remove signs in the right-of-way and if existing signs or shrubs are blocking visibility we can reach out to property owners to explain the issue and request they relocate, but can not require an existing sign or shrub to be moved.

**PZ-24-0902      Public Hearing      Minor Plat of the Benedict Subdivision, SE corner N. Kellogg St & E. Water St**

David Howland was present on behalf of First Lutheran Church. Mr. Howland was sworn in by the Chairperson.

During the meeting it was clarified that there are 6 existing parcels and the subdivision will result in cleaning up the layout so that there are 2 parcels. The proposed access easement will provide adequate access from both North Kellogg St and East Water St.

The Commission members considered the following items:

- The subdivision is in compliance with the Development Ordinance.
- The Development Review Committee reviewed the variance request at their July 31, 2024 meeting and recommended approval contingent upon the access easement at the north end and provide confirmation of notifying all utilities of the subdivision.

Member Markwart moved, seconded by Member McKelvie to recommend approval of the Minor Plat.

**Roll Call #3**

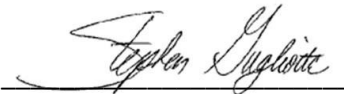
Ayes: Johnson, Leahy, Markwart, McKelvie, Paulsgrove, Uhlmann, 6.

Nays: None.

Abstentions: None.

**Chairperson declared the motion approved**

There being no further business, the meeting adjourned at 5:48 p.m.



Steve Gugliotta, Director of Community Development



## COMMUNITY DEVELOPMENT DEPARTMENT

Operating Under Council – Manager Government Since 1957

### Planning and Zoning Commission Letter October 22, 2024

**AGENDA ITEM:** PZ-24-1001 Minor Plat of the Fritzler Estates Extension Two.

**SUMMARY RECOMMENDATION:** The Development Review Committee members reviewed the Minor Plat during their October 2, 2024 meeting and recommend approval contingent upon a minor correction of the legal description, confirmation of contact with utility companies regarding proposed easements and adequate capacity confirmation from the Galesburg Sanitary District.

**BACKGROUND:** This proposed subdivision is outside the city limits, but within 1 ½ miles of the corporate boundaries and thus, subject to the City's normal subdivision review process.

After the Development Review Committee, the surveyor did provide proof of communication with the utilities regarding easement location. In regard to the legal description, they have agreed to record an affidavit (copy attached) for the correction for the error along with the subdivision plat being recorded.

The property is currently zoned (R) Residential in Knox County, and the proposed subdivision would create two lots. Proposed Lot 3 will be approximately 2.56 acres, which is the tract in between 1964 & 2040 E Fremont St. The other proposed lot will be approximately 72.87 acres.

| GALESBURG / KNOX COUNTY Zoning |                            | Land Use              |
|--------------------------------|----------------------------|-----------------------|
| North                          | I, Institutional           | Religious Institution |
| West                           | ER, Estate Residential     | Single-Family Home    |
| East                           | ER, Estate Residential     | Single-Family Home    |
| South                          | Knox County R, Residential | Agriculture           |

It is anticipated this item will go to the City Council at their November 4<sup>th</sup> meeting for consideration.

**SUPPORTING DOCUMENTS:**

1. Aerial map, general location and zoning
2. Application
3. Affidavit
4. Minor Plat Subdivision

cc: File Copy

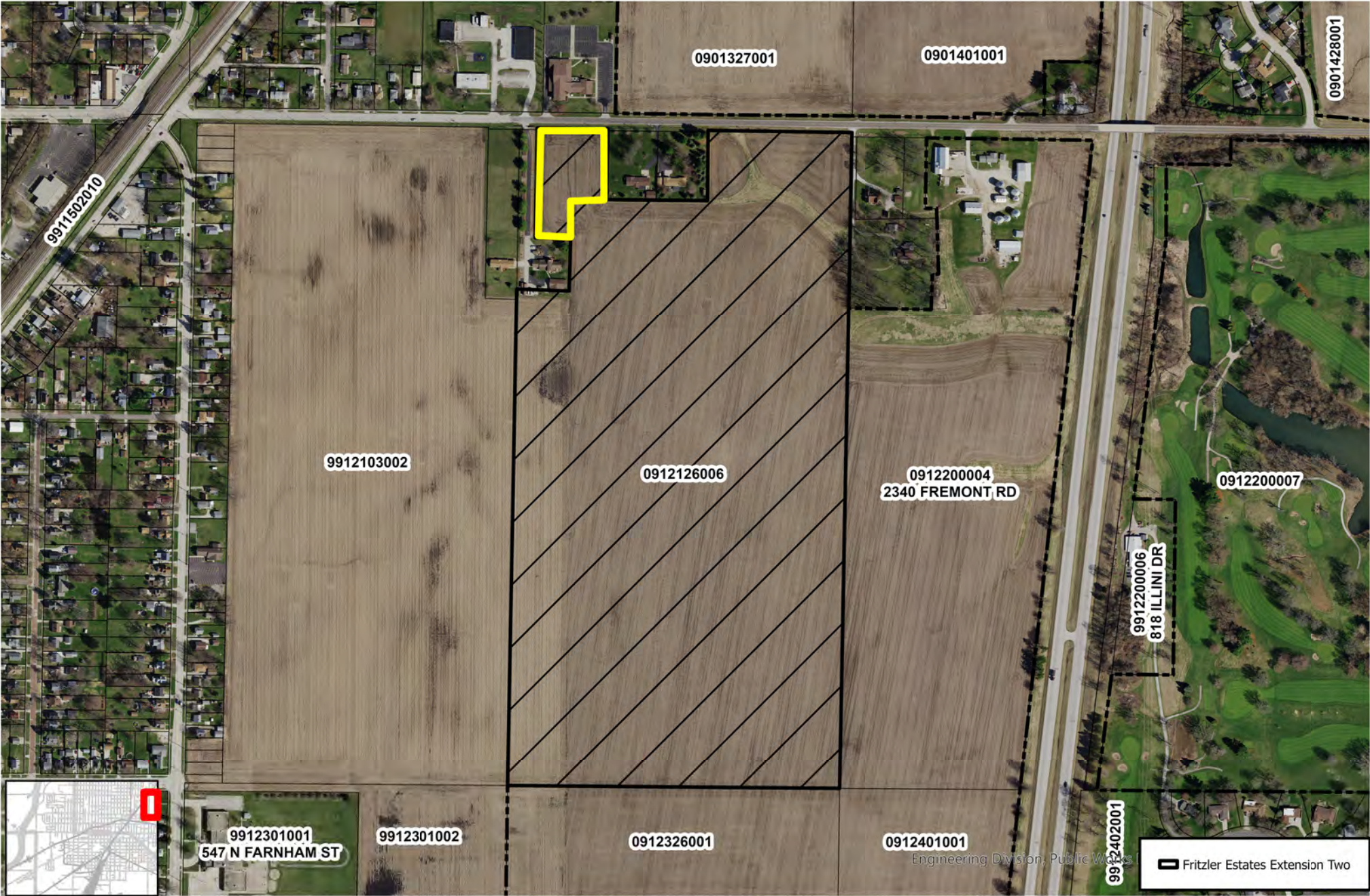
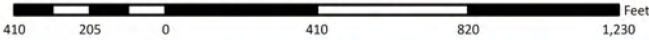


Community Development Department

Community Development Department

# Minor Plat Fritzler Estates Extension Two

2 lot subdivision



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 09, 2024

## SUBDIVISION PLAT APPLICATION

Subdivision Name: Fritzler Estates Extension Two

- ☒ Minor Plat, \$150 per plat  
☐ Preliminary Plat of \_\_\_\_\_ lots at \$15 per lot (minimum of \$150 per plat)  
☐ Final Plat, \$150 per plat

### PETITION/DEVELOPMENT NAME (if applicable):

Ryan Trusts/Fritzler Farm

### PETITIONER INFORMATION:

|                           |                    |                               |
|---------------------------|--------------------|-------------------------------|
| Jon Sickelka, Wells Fargo | 150 1st Avenue NE, | Cedar Rapids, IA 52401        |
| Primary contact name      | Mailing address    | City, State, Zip              |
| 319-398-3202              | 877-705-4494       | jon.w.sickelka@wellsfargo.com |
| Phone                     | Fax                | Email                         |

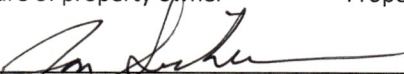
### OTHER APPLICANTS AND INTERESTED PARTIES:

| Relationship   | Name                                         | Company                      | Mailing Address        | Phone #      |
|----------------|----------------------------------------------|------------------------------|------------------------|--------------|
| Owner(s)       | Ryan Trusts/Fritzler Farms                   | Wells Fargo, 150 1st Avenue, | Cedar Rapids, IA 52401 | 319-398-3202 |
| Developer(s)   | Ryan Trusts/Fritzler Farms                   | Wells Fargo, 150 1st Avenue, | Cedar Rapids, IA 52401 | 319-398-3202 |
| Engineer       | Kevan J. Cooper, Bruner Cooper & Zuck, Inc., | 188 E. Simmons St.,          | Galesburg, IL 61401    | 309-343-9282 |
| Surveyor       | Kevan J. Cooper, Bruner Cooper & Zuck, Inc., | 188 E. Simmons St.,          | Galesburg, IL 61401    | 309-343-9282 |
| Agent/Attorney | Brian Peterson, Simpson Peterson,            | 246 E. Main St., Ste. 201,   | Galesburg, IL 61401    | 309-343-6152 |

Proof of ownership by copy of one of the following: Deed; or Title Insurance Policy; or Certified copy of Trust Agreement (If applicable, the application must be signed by the trust officer of the institution holding the trust and must include the names and addresses of the beneficiaries).

I/we hereby affirm that I/we 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 petition. I/we agree to pay all fees consistent with the City payment policies and comply with City codes. I/we understand these fees will include publication and processing expenses and are non-refundable.

I/we 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 petition. If multiple people will be signing below, please indicate which individual will be the designated primary contact.

|                                                                                     |                                      |                        |
|-------------------------------------------------------------------------------------|--------------------------------------|------------------------|
| Signature of property owner                                                         | Property owner name (please print)   | Date                   |
|  | Jon Sickelka                         | 08/14/2024             |
| Signature of authorized agent (if different than owner)                             | Authorized agent name (please print) | Date                   |
|                                                                                     |                                      |                        |
| City Hall                                                                           | 55 W. Tompkins Street                | Galesburg, IL 61401    |
|                                                                                     | 309-345-3619                         | www.ci.galesburg.il.us |

AFFIDAVIT

State of Illinois    )  
                                  )SS  
County of Knox    )

I, Kevan J. Cooper, Illinois Professional Land Surveyor Number 3716, being duly sworn, allege and state that:

- 1)     On March 15, 2024 I did sign and seal a Subdivision Plat being a subdivision of the Northwest Quarter of Section 12, Township 11 North, Range 1 East of the Fourth Principal Meridian, Knox County, Illinois.
- 2)     The said Plat was recorded on \_\_\_\_\_, 2024 as Document Number \_\_\_\_\_ in Plat Book \_\_\_\_\_, Page \_\_\_\_\_ in the Knox County Recorder's Office.
- 3)     The legal description shown on said Plat, contains a scrivener's error that reads "thence South 89°08'50" East, a distance of 282.51 feet along the north line of the Northwest Quarter of Section 12". It should read "thence South 89°08'50" East, a distance of **282.42** feet along the north line of the Northwest Quarter of Section 12".

Dated at Galesburg, Illinois, this \_\_\_\_ day of \_\_\_\_\_ 2024.

Surveyor's Seal

\_\_\_\_\_  
Kevan J. Cooper  
Illinois Professional Land Surveyor No. 3716  
License Renewal Date: 11/30/2024

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2024.

Notary Seal

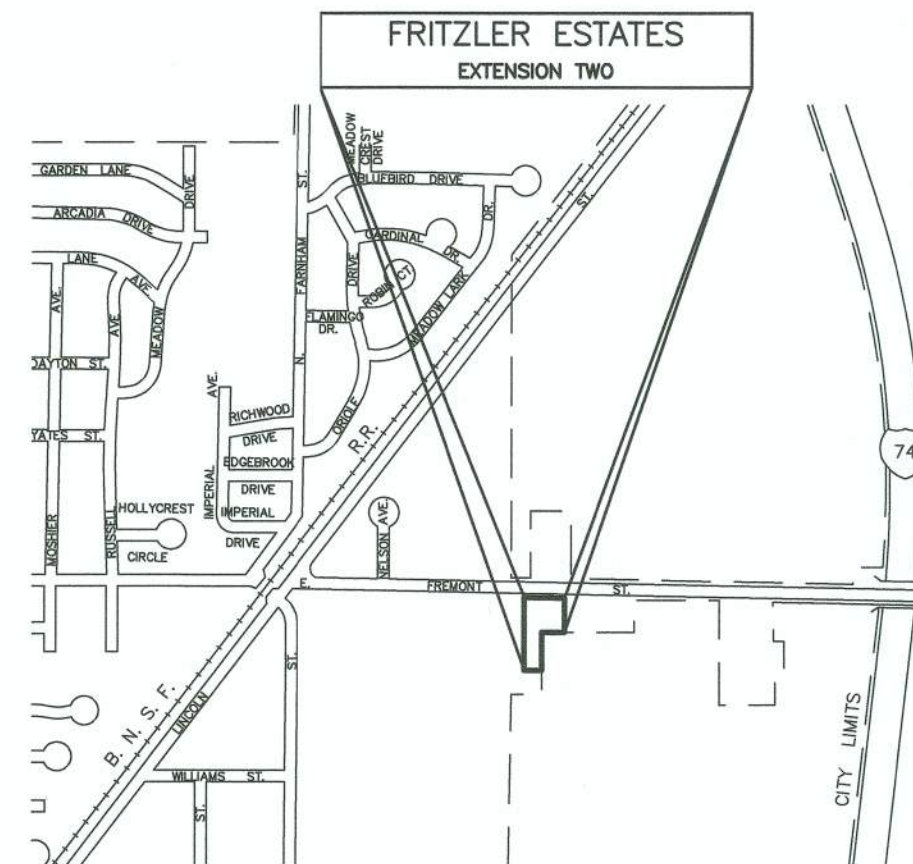
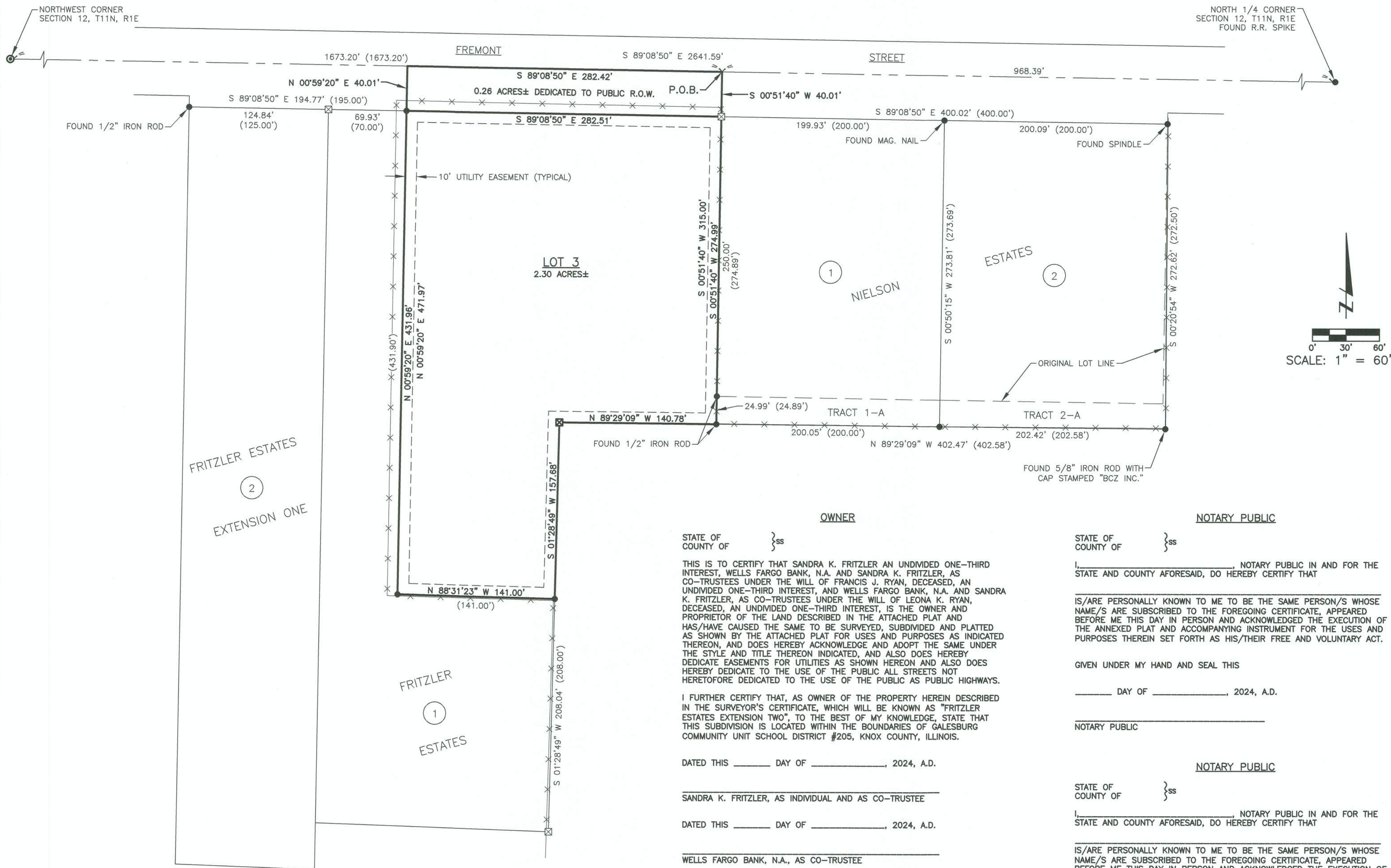
\_\_\_\_\_  
Notary Public

Prepared by:   Bruner, Cooper & Zuck, Inc.  
                  188 East Simmons Street  
                  Galesburg, IL 61401

## FRITZLER ESTATES

## EXTENSION TWO

BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 11 NORTH, RANGE 1 EAST OF THE FOURTH PRINCIPAL MERIDIAN, KNOX COUNTY, ILLINOIS.

LOCATION MAP  
NO SCALE

## PLANNING AND ZONING COMMISSION

STATE OF ILLINOIS }  
COUNTY OF KNOX }

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

CITY OF GALESBURG PLANNING AND ZONING COMMISSION

## CITY OF GALESBURG

STATE OF ILLINOIS }  
COUNTY OF KNOX }EXAMINED AND APPROVED BY THE CITY COUNCIL OF GALESBURG  
ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

CITY CLERK - CITY OF GALESBURG

## PUBLIC HEALTH DIRECTOR

STATE OF ILLINOIS }  
COUNTY OF KNOX }I, \_\_\_\_\_, DIRECTOR OF THE PUBLIC HEALTH DEPARTMENT OF  
THE COUNTY OF KNOX, STATE OF ILLINOIS, DO HEREBY CERTIFY THAT THE LAND DESCRIBED  
IN THE ANNEXED PLAT MEETS THE MINIMUM REQUIREMENTS OF SAID COUNTY FOR PRIVATE,  
ON-SITE SEWAGE TREATMENT SYSTEMS AND POTABLE WATER SUPPLIES.

DATED AT \_\_\_\_\_, ILLINOIS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

DIRECTOR OF PUBLIC HEALTH

## SPECIAL NOTE:

LOT 3 OF FRITZLER ESTATES EXTENSION TWO PART OF PIN: 09-12-126-006

## NOTES:

- INDICATES 5/8" IRON ROD UNLESS NOTED OTHERWISE FOUND IN PLACE.
- INDICATES CONCRETE SURVEY MARKER FOUND IN PLACE.
- INDICATES 5/8" X 30" REBAR WITH PLASTIC CAP STAMPED "BCZ INC." SET THIS SURVEY.
- ⊗ INDICATES CONCRETE SURVEY MARKER SET THIS SURVEY.
- ⊙ INDICATES MAG. NAIL IN ASPHALT PAVEMENT SET THIS SURVEY.
- X— INDICATES FENCE.
- DISTANCES ARE IN FEET AND DECIMAL PARTS THEREOF.
- BEARINGS ARE BASED ON ILLINOIS STATE PLANE COORDINATE SYSTEM, WEST ZONE 1202.
- DATE OF COMPLETION OF FIELD WORK: 02/07/2024.
- FIELD BOOK: 23-14 PAGES 61-62.
- TOTAL AREA OF SUBDIVISION 2.56 ACRES±.
- NIELSON ESTATES RECORDED IN PLAT BOOK 17 PAGE 24 AS DOC. NO. 632046.
- FRITZLER ESTATES RECORDED IN PLAT BOOK 25 PAGE 15 AS DOC. NO. 720752.
- FRITZLER ESTATES EXTENSION ONE RECORDED IN PLAT BOOK 32 PAGE 35 AS DOC. NO. 842997.
- PLAT OF SURVEY OF TRACTS 1-A & 2-A RECORDED IN PLAT BOOK 40 PAGE 63 AS DOC. NO. 973947.

## SURVEYOR

STATE OF ILLINOIS }  
COUNTY OF KNOX }I, KEVAN J. COOPER BEING AN ILLINOIS LAND SURVEYOR, DO HEREBY STATE  
THAT TO THE BEST OF MY KNOWLEDGE, I HAVE SURVEYED AND SUBDIVIDED,  
INTO 1 LOT TO BE KNOWN AS "FRITZLER ESTATES EXTENSION TWO", BEING A  
SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 11 NORTH,  
RANGE 1 EAST OF THE FOURTH PRINCIPAL MERIDIAN, KNOX COUNTY, ILLINOIS.

MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 12; THENCE SOUTH  
89°08'50" EAST, A DISTANCE OF 1673.20 FEET ALONG THE NORTH LINE OF THE  
NORTHWEST QUARTER OF SECTION 12 TO THE POINT OF BEGINNING; THENCE  
SOUTH 00°51'40" WEST, A DISTANCE OF 315.00 FEET; THENCE NORTH 89°29'09"  
WEST, A DISTANCE OF 140.78 FEET; THENCE SOUTH 01°28'49" WEST, A DISTANCE  
OF 157.68 FEET; THENCE NORTH 88°31'23" WEST, A DISTANCE OF 141.00 FEET;  
THENCE NORTH 00°59'20" EAST, A DISTANCE OF 471.97 FEET TO THE NORTH  
LINE OF THE NORTHWEST QUARTER OF SECTION 12; THENCE SOUTH 89°08'50"  
EAST, A DISTANCE OF 282.51 FEET ALONG THE NORTH LINE OF THE NORTHWEST  
QUARTER OF SECTION 12 TO THE POINT OF BEGINNING. SAID TRACT CONTAINS  
2.56 ACRES MORE OR LESS, AND BEING SUBJECT TO EASEMENTS, AGREEMENTS  
OR RESTRICTIONS OF RECORD.I ALSO STATE THAT TO THE BEST OF MY KNOWLEDGE THE ATTACHED PLAT IS  
A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION.  
ALL DISTANCES ARE IN FEET AND DECIMAL PARTS THEREOF.I FURTHER STATE THAT TO THE BEST OF MY KNOWLEDGE THE LAND IS  
WITHIN 1.5 MILES OF THE CORPORATE LIMITS OF THE CITY OF GALESBURG,  
WHICH HAS ADOPTED A CITY PLAN AND IS EXERCISING THE SPECIAL POWERS  
AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL  
CODE, AS NOW OR HEREAFTER AMENDED.I FURTHER STATE THAT NO PART OF THE PROPERTY COVERED BY THIS PLAT  
IS SITUATED WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED FOR  
KNOX COUNTY, ILLINOIS BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY,  
PER COMMUNITY PANEL NUMBER 17095C0279E, WITH AN EFFECTIVE DATE OF  
AUGUST 2, 2011.

DATED THIS 15TH DAY OF MARCH, 2024, A.D.

By: \_\_\_\_\_  
KEVAN J. COOPER - ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3716  
LICENSE RENEWAL DATE: 11/30/2024

## COUNTY CLERK

STATE OF ILLINOIS }  
COUNTY OF KNOX }THIS IS TO CERTIFY THAT I FIND NO DELINQUENT OR UNPAID TAXES OR  
SPECIAL ASSESSMENTS, NO UNPAID FORFEITED TAXES, AND NO REDEEMABLE  
TAX SALES AGAINST ANY OF THE REAL ESTATE DESCRIBED IN THE FOREGOING  
CERTIFICATES. I FURTHER CERTIFY THAT I HAVE RECEIVED ALL STATUTORY  
FEES IN CONNECTION WITH THE ANNEXED PLAT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

COUNTY CLERK

## SUPERVISOR OF ASSESSMENTS

STATE OF ILLINOIS }  
COUNTY OF KNOX }

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

SUPERVISOR OF ASSESSMENTS

## PLAT OFFICER

STATE OF ILLINOIS }  
COUNTY OF KNOX }

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024, A.D.

PLAT OFFICER

CLIENT: RYAN TRUSTS / FRITZLER FARM

Bruner, Cooper &amp; Zuck, Inc.

Civil Engineers • Structural Engineers • Architects • Land Surveyors  
Professional Design Firm LS/ARC/PE/SE Corp. 184-002633-0015  
bcz@bczengineering.com www.bczengineering.com188 East Simmons St.  
Galesburg, Illinois 61401  
309.343.9282  
308 North 3rd Street  
Burlington, Iowa 52601  
319.752.9282  
635 Golden Valley Drive  
Bettendorf, Iowa 52722  
563.355.1856JOB NO. 2023225 DATE: 03/15/2024  
DRAWN: PJM CHECKED: ERW APPROVED: KJC