



Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

City Council Chambers
City Hall, 55 W Tompkins St
October 29, 2024

A G E N D A

	Approve	Minutes of the October 22, 2024 meeting
	Update	Past Planning and Zoning Commission items
	Receive	General citizen comments
PZ-24-1002	Public Hearing	Minor Plat of the Seminary Square Commercial Resubdivision No 4, located at 503 Knox Sq Dr.

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, October 22, 2024 at 5:30 p.m.

MEMBERS PRESENT: Katina Cochrane, Bill Johnson, Mark Lee, Steve McKelvie, Jason Paulsgrove,
Neil Thomas, David Uhlmann, 7.
MEMBERS ABSENT: Ardennia Leahy, Carla Markwart, 2.
OTHERS PRESENT: Steve Gugliotta AICP-Director of Community Development.

Chairman declared quorum present.

Approve Minutes of the September 17, 2024 meeting

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

Minutes were approved by voice vote.

Update Past Planning and Zoning Commission items

- Minor Plat of the Car Wash Addition, 1839 N Henderson St was approved by City Council at their October 7, 2024 meeting.
- 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 were approved. The sign permit has been issued.
- Minor Plat of the Benedict Subdivision, SE corner N. Kellogg St & E. Water St was approved by City Council at their October 7, 2024 meeting.

Receive Citizen Comment
None Received.

**PZ-24-1001 Public Hearing Minor Plat of the Fritzler Estates Extension Two, located in
the 1900 block of East Fremont St**

The applicant was not present.

The Development Review Committee recommended approval contingent upon proof of the applicant contacting local utilities and also a minor correction of the legal description. Proof of utility contact was provided prior to the meeting, as well as an affidavit that will be recorded with the plat correcting the legal description.

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 October 2, 2024 meeting and recommended approval conditioned upon responses that have since been submitted.

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

Roll Call #1

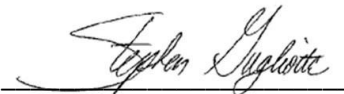
Ayes: Cochrane, Johnson, Lee, McKelvie, Paulsgrove, Thomas, Uhlmann, 7.

Nays: None.

Abstentions: None.

Chairperson declared the motion approved

There being no further business, the meeting adjourned at 5:34p.m.

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

Steve Gugliotta, Director of Community Development



COMMUNITY DEVELOPMENT DEPARTMENT

Operating Under Council – Manager Government Since 1957

Planning and Zoning Commission Letter October 29, 2024

AGENDA ITEM: PZ-24-1002 Minor Plat of the Seminary Square Commercial Resubdivision No 4

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the Minor Plat during their October 22, 2024 meeting and recommend approval, contingent upon noting on the plat where the existing sanitary and storm sewers, water mains, fire hydrants, culverts and other underground structures are located. **Update since mailing the packet out, updated plat was provided with requested information.*

BACKGROUND: This proposed subdivision is located at 503 Knox Square Dr and currently contains two multi-tenant commercial buildings. The current owner is proposing to subdivide the property into 3 lots.

Proposed Lot 1 will be approximately 5.60 acres and is the furthest north. Proposed Lot 2 will be approximately 0.80 acres and currently comprises an undeveloped lot. Proposed Lot 3 will be approximately 1.66 acres and is the furthest south.

The property is currently zoned B2, Commercial.

	GALESBURG Zoning	Land Use
North	R-1A, Single Family	Expressway Interchange
West	B2, Commercial	Car Dealership / Restaurant
East	B2, Commercial	Walmart
South	B2, Commercial	Strip Mall

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

SUPPORTING DOCUMENTS:

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

cc: File Copy

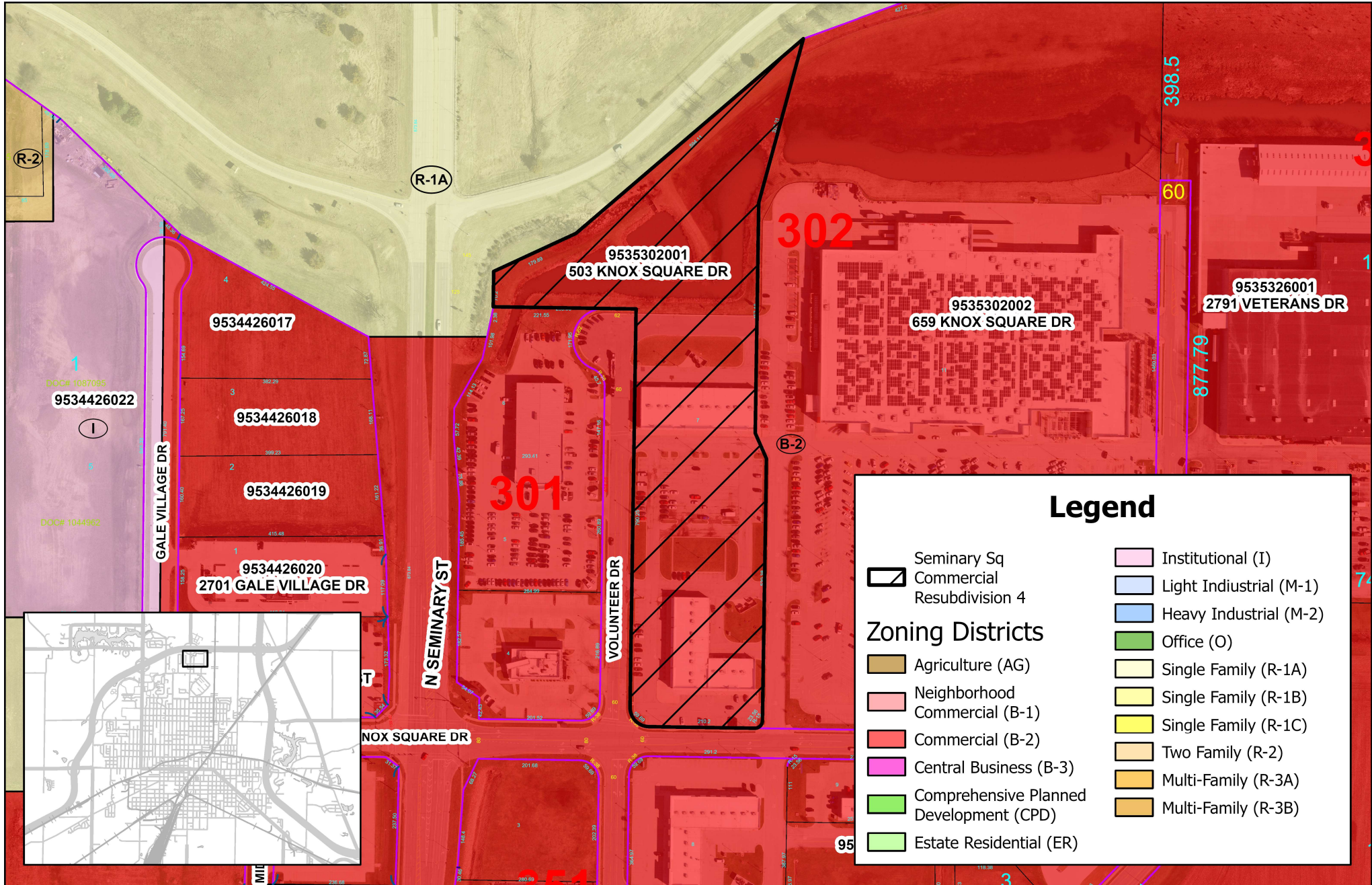


Community Development Department
Community Development Department

Minor Plat Review

3 lot subdivision at 503 Knox Square Drive

0 90 180 360 540 Feet



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

October 03, 2024

SUBDIVISION PLAT APPLICATION

Subdivision Name: Seminary Square Commercial Resubdivision No. 4

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

Check From Bruner,
Cooper, & Zuck, INC.
Check #: 39439

PETITION/DEVELOPMENT NAME (if applicable):

PETITIONER INFORMATION:

Paul Downing, Trout Downing, LLC	2494 Santa Barbara Lane	Franklin, TN 37069
Primary contact name	Mailing address	City, State, Zip
937-974-1972		paul@troutdowning.com
Phone	Fax	Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Owner(s)	Galesburg Holdings, LLC			
Developer(s)				
Engineer				
Surveyor	Kevan J. Cooper	Bruner, Cooper & Zuck, inc.	188 E. Simmons St., Galesburg, IL 61401	309-343-9282
Agent/Attorney	Paul Downing	Trout Downing, LLC	2494 Santa Barbara Lane, Franklin, TN 37069	937-974-1972

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.

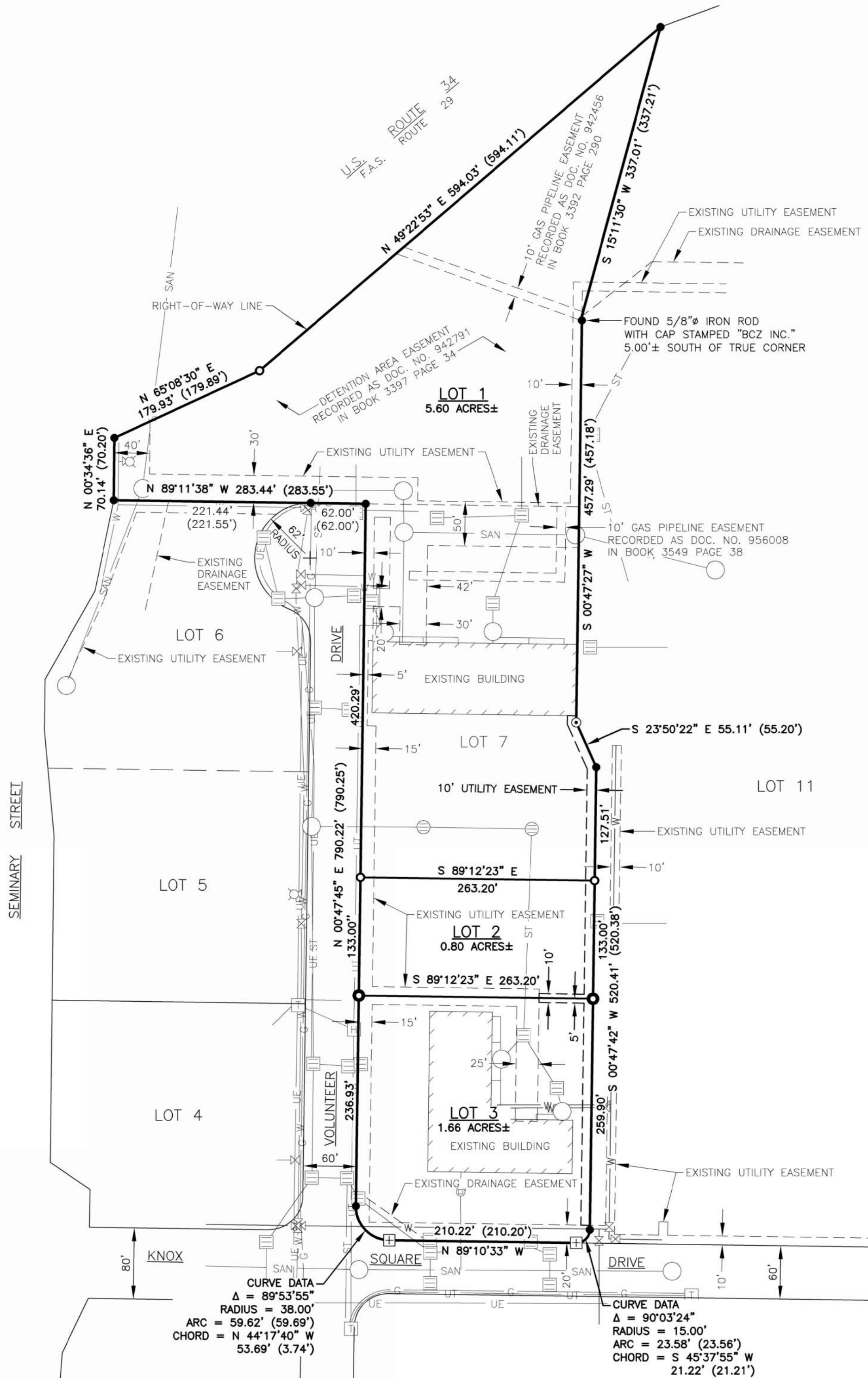
I/we understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the petition. If multiple people will be signing below, please indicate which individual will be the designated primary contact.

Signature of property owner	Property owner name (please print)	Date
	PAUL DOWNING	9/27/2024
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
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SEMINARY SQUARE COMMERCIAL RESUBDIVISION NO. 4

BEING A SUBDIVISION OF LOT 7 IN SEMINARY SQUARE COMMERCIAL SUBDIVISION, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 12 NORTH, RANGE 1 EAST OF THE FOURTH PRINCIPAL MERIDIAN, IN THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS.



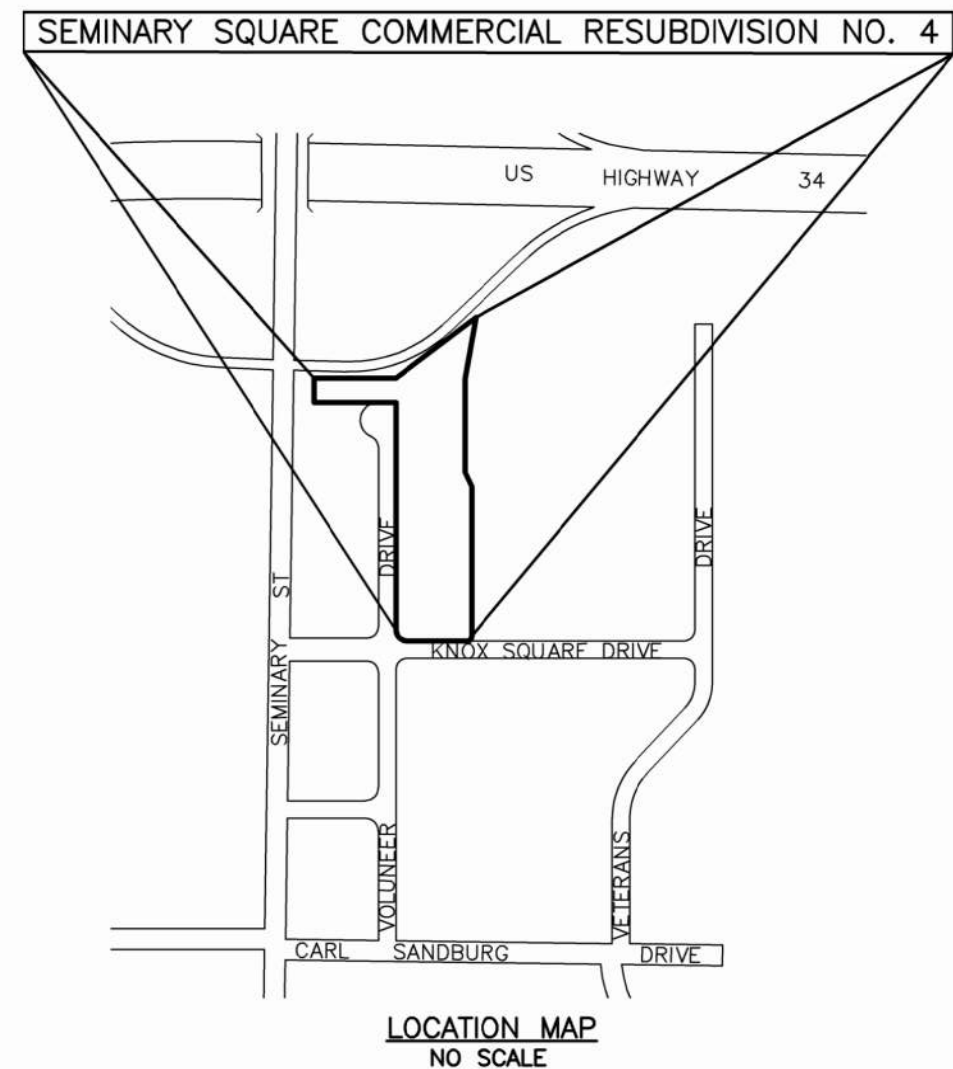
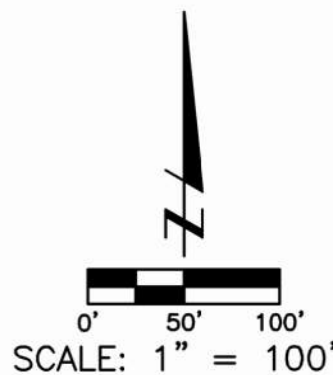
- LEGEND:**
- INDICATES 5/8" IRON ROD WITH PLASTIC CAP STAMPED "BCZ INC." FOUND IN PLACE.
 - INDICATES 5/8" X 30" REBAR WITH PLASTIC CAP STAMPED "BCZ INC." SET THIS SURVEY.
 - ⊙ INDICATES MAGNETIC NAIL FOUND IN PLACE.
 - ⊕ INDICATES CUT "+" IN CONCRETE FOUND IN PLACE.
 - ⦿ INDICATES 2-1/2" MAGNETIC NAIL SET THIS SURVEY.
 - ⊞ HAND HOLE
 - ⊞ TELEPHONE SPLICE BOX
 - ⊞ MANHOLE
 - ⊞ INLET
 - ⊞ WATER VALVE
 - ⊞ FIRE HYDRANT
 - ⊞ CLEANOUT
 - UT — UNDERGROUND TELEPHONE LINE
 - UE — UNDERGROUND ELECTRIC LINE
 - W — WATER LINE
 - SAN — SANITARY SEWER LINE
 - ST — STORM SEWER LINE
 - G — UNDERGROUND GAS LINE
 - — — PROPERTY LINE
 - — — ADJACENT PROPERTY LINE
 - — — ORIGINAL LOT LINE
 - — — PROPOSED EASEMENT LINE
 - — — EXISTING EASEMENT LINE

- NOTES:**
- DISTANCES ARE IN FEET AND DECIMAL PARTS THEREOF.
 - BEARINGS AND DISTANCES IN PARENTHESIS ARE THOSE OF RECORD; ALL OTHERS ARE FIELD MEASUREMENTS.
 - BEARINGS ARE BASED ON ILLINOIS STATE PLANE COORDINATE SYSTEM, WEST ZONE 1202.
 - TOTAL AREA OF SUBDIVISION 8.06 ACRES±.
 - LOT 7 SEMINARY SQUARE COMMERCIAL SUBDIVISION IS SUBJECT TO EASEMENTS, COVENANTS AND RESTRICTIONS AS DEFINED IN DOCUMENT RECORDED JULY 06, 2006 IN BOOK 3392, PAGE 105 AND DOCUMENT RECORDED JULY 19, 2006 IN BOOK 3397, PAGE 58, ALL IN THE KNOX COUNTY RECORDER'S OFFICE.
 - DATE OF COMPLETION OF FIELD WORK: 10/25/2024.

DESCRIPTION:

BEING A SUBDIVISION OF LOT 7 IN SEMINARY SQUARE COMMERCIAL SUBDIVISION, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 12 NORTH, RANGE 1 EAST OF THE FOURTH PRINCIPAL MERIDIAN, IN THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS.

SUBJECT TO EASEMENTS, AGREEMENTS OR RESTRICTIONS OF RECORD.



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

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

SPECIAL NOTE:

SEMINARY SQUARE COMMERCIAL RESUBDIVISION SUBDIVISION NO. 4
CURRENTLY PART OF PIN: 95-35-302-001

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 3 LOTS TO BE KNOWN AS "SEMINARY SQUARE COMMERCIAL RESUBDIVISION NO. 4", BEING A SUBDIVISION OF LOT 7 IN SEMINARY SQUARE COMMERCIAL SUBDIVISION, AS SHOWN BY PLAT OF SUBDIVISION RECORDED ON JUNE 12, 2006, IN BOOK 21 OF PLATS, PAGE 37 AS DOCUMENT NO. 941698 IN THE KNOX COUNTY RECORDER'S OFFICE, BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 12 NORTH, RANGE 1 EAST OF THE FOURTH PRINCIPAL MERIDIAN, IN THE CITY OF GALESBURG, KNOX COUNTY, ILLINOIS, 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 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 17095C0280E, WITH AN EFFECTIVE DATE OF AUGUST 2, 2011.

DATED THIS 25TH DAY OF OCTOBER, 2024, A.D.

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



OWNER

STATE OF _____ }
COUNTY OF _____ }

THIS IS TO CERTIFY THAT GALESBURG HOLDINGS, LLC, IS THE OWNER AND PROPRIETOR OF THE LAND DESCRIBED IN THE ATTACHED PLAT AND HAS CAUSED THE SAME TO BE SURVEYED, SUBDIVIDED AND PLATTED AS SHOWN BY THE ATTACHED PLAT FOR USES AND PURPOSES AS INDICATED THEREON, AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED, AND ALSO DOES HEREBY DEDICATE EASEMENTS FOR UTILITIES AS SHOWN HEREON AND ALSO DOES HEREBY DEDICATE TO THE USE OF THE PUBLIC ALL STREETS NOT HERETOFORE DEDICATED TO THE USE OF THE PUBLIC AS PUBLIC HIGHWAYS.

I FURTHER CERTIFY THAT, AS OWNER OF THE PROPERTY HEREIN DESCRIBED IN THE SURVEYOR'S CERTIFICATE, WHICH WILL BE KNOWN AS "BENEDICT SUBDIVISION", TO THE BEST OF MY KNOWLEDGE, STATE THAT THIS SUBDIVISION IS LOCATED WITHIN THE BOUNDARIES OF GALESBURG COMMUNITY UNIT SCHOOL DISTRICT #205, KNOX COUNTY, ILLINOIS.

DATED THIS _____ DAY OF _____, 2024, A.D.

OWNER

NOTARY PUBLIC

STATE OF _____ }
COUNTY OF _____ }

I, _____, NOTARY PUBLIC IN AND FOR THE STATE AND COUNTY AFORESAID, DO HEREBY CERTIFY THAT _____ IS/ARE PERSONALLY KNOWN TO ME TO BE THE SAME PERSON/S WHOSE NAME/S ARE SUBSCRIBED TO THE FOREGOING CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THE EXECUTION OF THE ANNEXED PLAT AND ACCOMPANYING INSTRUMENT FOR THE USES AND PURPOSES THEREIN SET FORTH AS HIS/THEIR FREE AND VOLUNTARY ACT.

GIVEN UNDER MY HAND AND SEAL THIS

_____ DAY OF _____, 2024, A.D.

NOTARY PUBLIC

CLIENT: TROUT DOWNING, LLC

Bruner, Cooper & 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.com		
188 East Simmons St. Galesburg, Illinois 61401 309.343.9282	308 North 3rd Street Burlington, Iowa 52601 319.752.9282	835 Golden Valley Drive Bettendorf, Iowa 52722 563.355.1856
JOB NO. 2024246		DATE: 10/25/2024
DRAWN: PJM	CHECKED: ERW	APPROVED: KJC