



Planning and Zoning Commission Agenda

Meeting – 5:30 p.m.

City Council Chambers
City Hall, 55 W Tompkins St
November 19, 2024

A G E N D A

	Approve	Minutes of the October 29, 2024 meeting
	Update	Past Planning and Zoning Commission items
	Receive	General citizen comments
PZ-24-1101	Public Hearing	Zoning amendment, 40 E Simmons St, I to B3
PZ-24-1102	Public Hearing	Variances of Sections 152.232 (A) (4) for height of signs, and Section 152.232 (A) (6) for minimum setback, 1720 E Main 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, October 29, 2024 at 5:30 p.m.

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

Chairman declared quorum present.

Approve Minutes of the October 22, 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

- Minor Plat of the Fritzler Estates Extension Two, located in the 1900 block of East Fremont St. P&Z recommended approval and this will go before City Council at their November 4th meeting.

Receive Citizen Comment
None Received.

**PZ-24-1002 Public Hearing Minor Plat of the Seminary Square Commercial
Resubdivision No 4, located at 503 Knox Sq Dr.**

Mr. Tony McAndrew was present on behalf of the owner. Mr. McAndrew was sworn in by the Chairperson.

Mr. McAndrew explained that there is a potential local buyer for the proposed Lot 3 (south portion of the property). They do not have a current development in mind for proposed Lot 2, but chose to subdivide in this manner for potential future development if an interested party comes forward.

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 22, 2024 meeting and recommended approval conditioned upon responses that have since been submitted.

Member Thomas moved, seconded by Member Uhlmann to recommend approval of the Minor Plat.

Roll Call #1

Ayes: Cochrane, Johnson, Leahy, Markwart, McKelvie, Thomas, Uhlmann, 7.

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



COMMUNITY DEVELOPMENT DEPARTMENT

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Planning and Zoning Commission Letter

November 19, 2024

AGENDA ITEM: PZ-24-1101 Zoning Amendment from I, Institutional to B3, Central Business District for parcel identification number 99-15-206-001, commonly known as 40 E Simmons St.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the Zoning Amendment request during their November 6, 2024 meeting and recommend approval.

BACKGROUND: The applicant is planning to sell the property and would like to rezone to the B3, Central Business District which allows for a variety of mixed uses that are appropriate for the downtown area.

The purpose of the B3 District is to provide for a wide range of businesses and services typically located in an urban downtown environment such as retail, residential, governmental, office, cultural, hotel, entertainment and ancillary uses. This district also serves to maintain the traditional business core of the city, and allow a mix of businesses, office, governmental and residential uses to encourage social, cultural and civic functions.

GALESBURG Zoning		Land Use
North	B3, Central Business	Office
West	I, Institutional	Public Safety Building
East	B3, Central Business	Office / Retail
South	I, Institutional	Parking lot

The 2019 Comprehensive Plan indicates this area to be Downtown Mixed Use (which is B3).

It is anticipated this item will go to the City Council December 2nd on First reading and December 16th on Final reading.

SUPPORTING DOCUMENTS:

1. Criteria for zoning amendments
2. Aerial map, general location
3. Zoning Amendment Ordinance

cc: File Copy



Zoning Map Amendment approval criteria

152.017 ZONING MAP AMENDMENTS (REZONING)

- (F) *Map amendment approval criteria.* Zoning map amendments may be approved if the City Council reviews all of the following criteria:
- (1) The proposed amendment is consistent with the intent of the Comprehensive Plan;
 - (2) The proposed amendment corrects an error or inconsistency or addresses some changing condition in the area; if the change is inconsistent with the Comprehensive Plan and the rezoning is approved, the Comprehensive Plan should be amended to reflect this change in use;
 - (3) The proposed amendment will allow development that is compatible with existing uses and zoning of nearby property;
 - (4) 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;
 - (5) The proposed amendment will not result in significant adverse impacts on other property in the vicinity of the subject tract or on the environment, including air, water, noise, stormwater management, wildlife and natural resources; and
 - (6) The subject property is suitable for the proposed zoning classification.

(Ord. 10-3277, § 1-2.3, passed 1-4-2010; Ord. 12-3343, passed 1-23-2012)

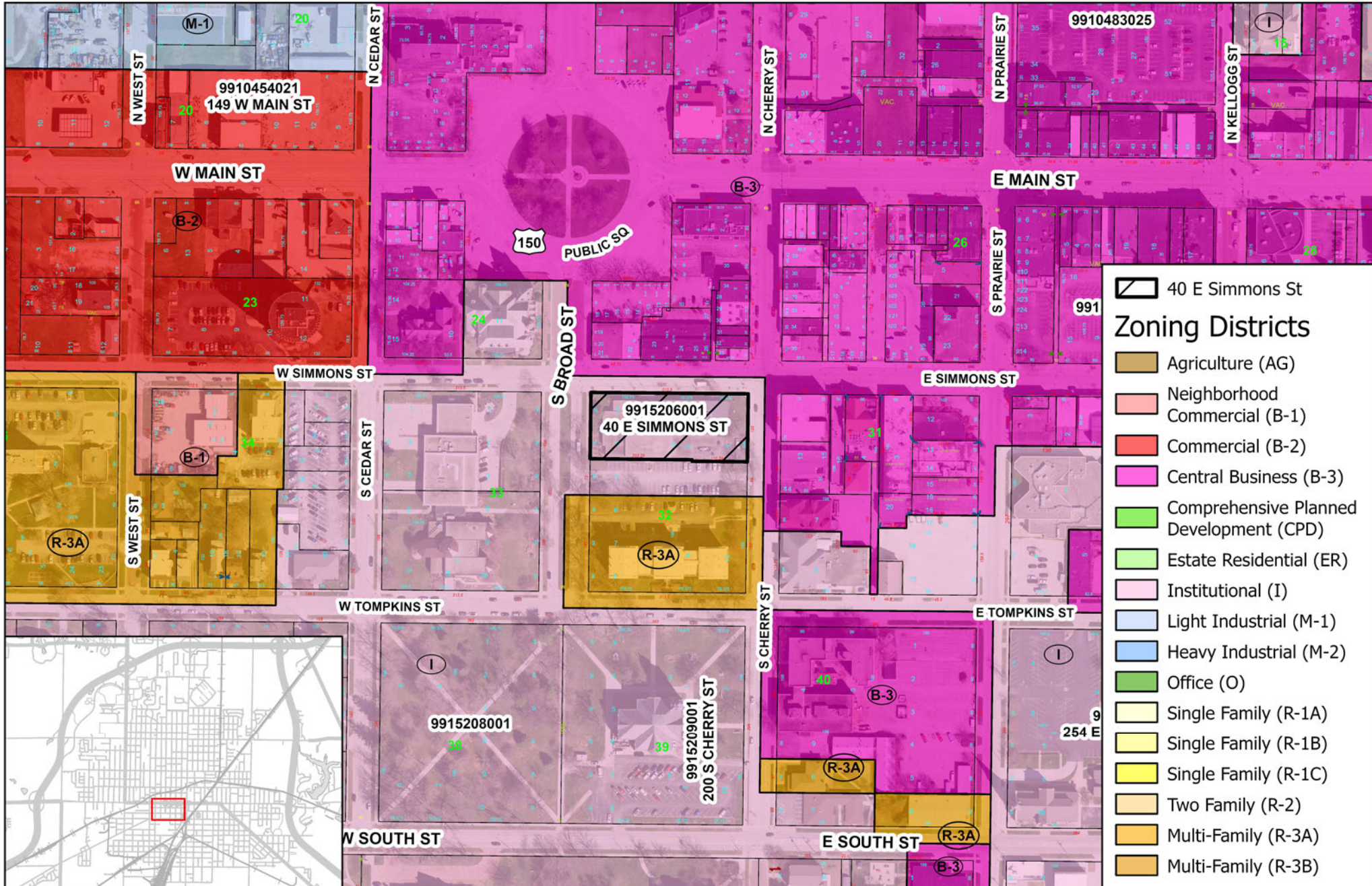
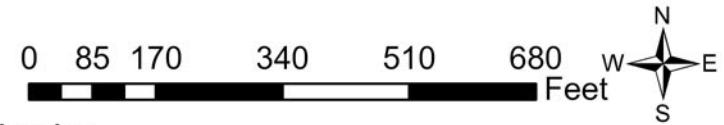
cc: File Copy



Community Development Department
Community Development Department

40 E Simmons St

Zoning amendment request,
I, Institutional to B3, Central Business District



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 25, 2024

ORDINANCE NO. _____

WHEREAS, pursuant to a public hearing duly held as required by law, the Planning and Zoning Commission to the City of Galesburg, Illinois, has reported on a proposition to amend the Zoning Map of said City as hereinafter set forth;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GALESBURG, ILLINOIS:

SECTION ONE: The following described real estate shall be, and the same hereby is, rezoned from I, Institutional to B3, Central Business District:

Tract I:

Original Lots Three (3) and Four (4) in Block Thirty-two (32) in the Village, now City of Galesburg, Knox County, Illinois.

Tract II:

The West Forty-Six and one-half (46 ½) feet of the North Eight rods of Lot Two (2) in Block Thirty-two (32) in the City of Galesburg, Knox County, Illinois.

Tract III:

Beginning at a point, which point is in the Northeasterly Corner of Block Thirty-two (32) in the City of Galesburg, at the intersection of the Southerly side of Simmons Street with the Westerly side of Cherry Street; thence in a Westwardly direction along the Southerly side of Simmons Street a distance of One Hundred Ten (110) feet to a point; thence in a Southwardly direction and parallel with the Westerly side of Cherry Street a distance of One Hundred Thirty-five (135) feet to a point; thence in an Eastwardly direction and parallel with the Southerly side of Simmons Street a distance of One Hundred Ten (110) feet to a point in the Westerly side of Cherry Street; thence in a Northwardly direction along the Westerly side of Cherry Street a distance of One Hundred Thirty-five (135) feet to the point or place of beginning; being the North One Hundred and Thirty-five (135) feet of Lot One (1) and of the East Thirty-one and five-eighths (31 5/8) feet of Lot Two (2) in Block Thirty-two (32) in the City of Galesburg, Knox County, Illinois, and being the same land conveyed to the United States by Knox College by deed dated June 29, 1891, recorded September 17, 1891, in the Office of the Clerk of the Circuit Court and Recorder of Knox County, Illinois, Vol. 142 of Deeds, Page 156, together with the improvements thereon.

Parcel Identification Numbers (PINs): 99-15-206-001

Commonly known as: 40 E Simmons St, Galesburg, IL

SECTION TWO: The Zoning Map of the City of Galesburg shall be, and the same hereby is, changed in accordance with the provisions hereof.

SECTION THREE: All ordinances, or parts of ordinances, in conflict with this ordinance are, to the extent of such conflict, hereby repealed.

SECTION 3 This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Approved this ____ day of _____, 2024, by a roll call vote as follows:

Roll Call #:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

ATTEST:

Peter Schwartzman, Mayor

Kelli R. Bennewitz, City Clerk



Planning and Zoning Commission Letter
November 19, 2024

AGENDA ITEM: PZ-24-1102 Sign Variance for Extreme Car Wash, located at 1720 E Main St.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variances during their November 6, 2024 meeting and recommend approval.

BACKGROUND: The owner is seeking to replace the current marquee sign with a digital sign of the same dimensions. As the current pole sign is non-conforming, they are seeking the following variances of Section 152.232 B1, B2, B3 and CPD Districts (A) On-premises free-standing (pole, pylon, ground or monument) sign:

152.232 (A) (4) Pole and pylon signs shall have a maximum height of 20 feet. Monument and ground signs shall have a maximum height of ten feet in any B2, B3 or CPD Zoning District, and a maximum height of six feet in any B1 District.

- The current pole sign is 20 feet and 3 inches in height.

152.232 (A) (6) Minimum setback from the property line of ten feet.

- The current marquee sign (as part of the pole sign) is setback 3 feet and 1 inch from the property line.

Zoning		Land Use
North	R1B, Single Family	Residential
West	R1B, Single Family	Residential
East	B1, Neighborhood Commercial	Residential
South	R1B, 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

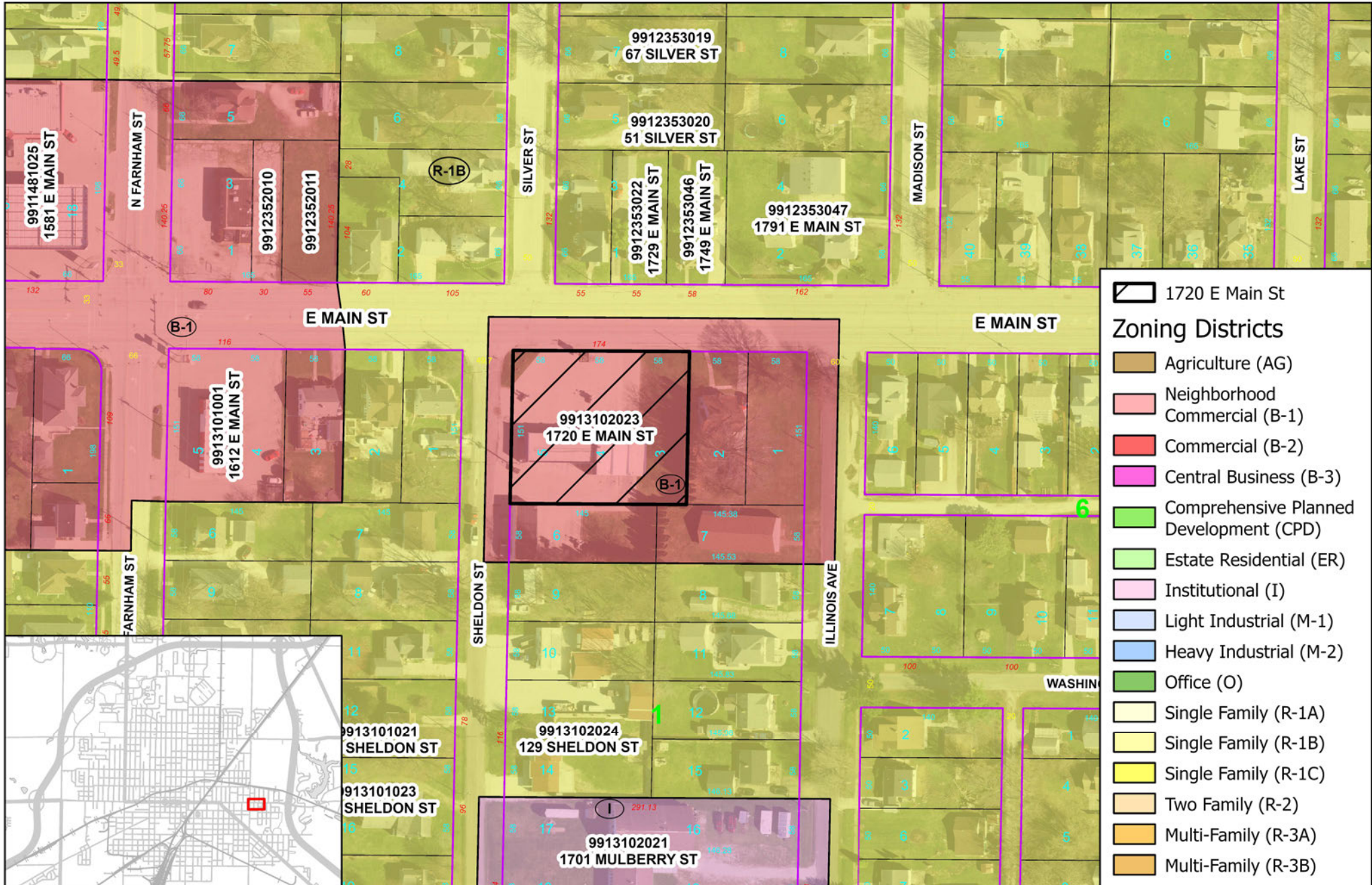


Community Development Department
Community Development Department

1720 E Main St

Sign variance

0 40 80 160 240 320 Feet



1720 E Main St

Zoning Districts

- Agriculture (AG)
- Neighborhood Commercial (B-1)
- Commercial (B-2)
- Central Business (B-3)
- Comprehensive Planned Development (CPD)
- Estate Residential (ER)
- Institutional (I)
- Light Industrial (M-1)
- Heavy Industrial (M-2)
- Office (O)
- Single Family (R-1A)
- Single Family (R-1B)
- Single Family (R-1C)
- Two Family (R-2)
- Multi-Family (R-3A)
- Multi-Family (R-3B)

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October 30, 2024

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

Extreme Car Wash Digital Sign

PETITIONER INFORMATION:

1720 EAST MAIN ST., Galesburg, IL
Christopher McMahill 951 Knox Rd. Gibson, IL 61434

Primary contact name

Mailing address

City, State, Zip

309-335-4835

Phone

Fax

Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Applicant	David Howard	Suntronix	567 Hwy 17, New Boston, IL 61272	(312) 210-8545
Owner(s)	Christopher McMahill	Extreme Car Wash	951 Knox Rd., Gibson, IL 61434	

Developer(s)

Engineer

Surveyor

Agent/Attorney

SITE INFORMATION:

1720 E. Main St, Galesburg IL

Acres

Site address or location

Property Identification Number (PIN)

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

Would like to change the existing marquee with digital sign the exact same size. Existing structure puts sign 3' from property line, code says 10' At 30, Existing overall sign is 20' 25" zoning requires 20' so need 3" Variance. However No work will be performed on Existing Pole Sign.

ZONING INFORMATION:

Current Zoning

Existing Land Use

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

Changing an Existing Marquee Sign to Electronic. Existing Sign is 3' from property line, zoning requires 10'. Also, over 4' Existing sign is 20.25' so need a .25' (3") Variance on a sign Already there.

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.



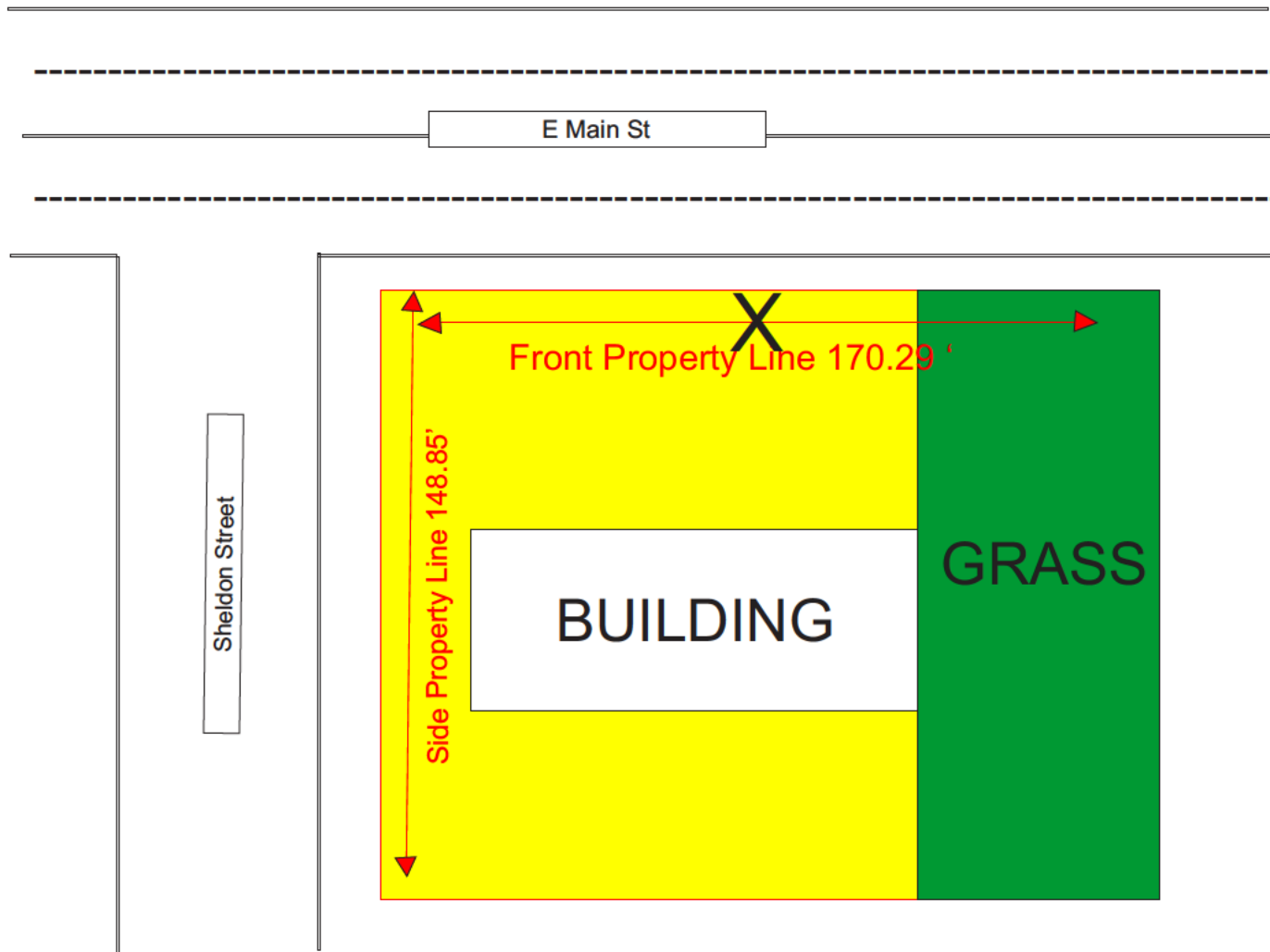
Signature of owner or authorized agent

10-30-24

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.



- Distance from edge of sign to property line is 37".
- Sign is an existing Structure with existing supports
- Sign size will stay the exact same size, just replacing marquee with a digital display same size.

 = PARKING AND DRIVE AREA

 = PROPERTY LINE INFO

 = SIGN LOCATION

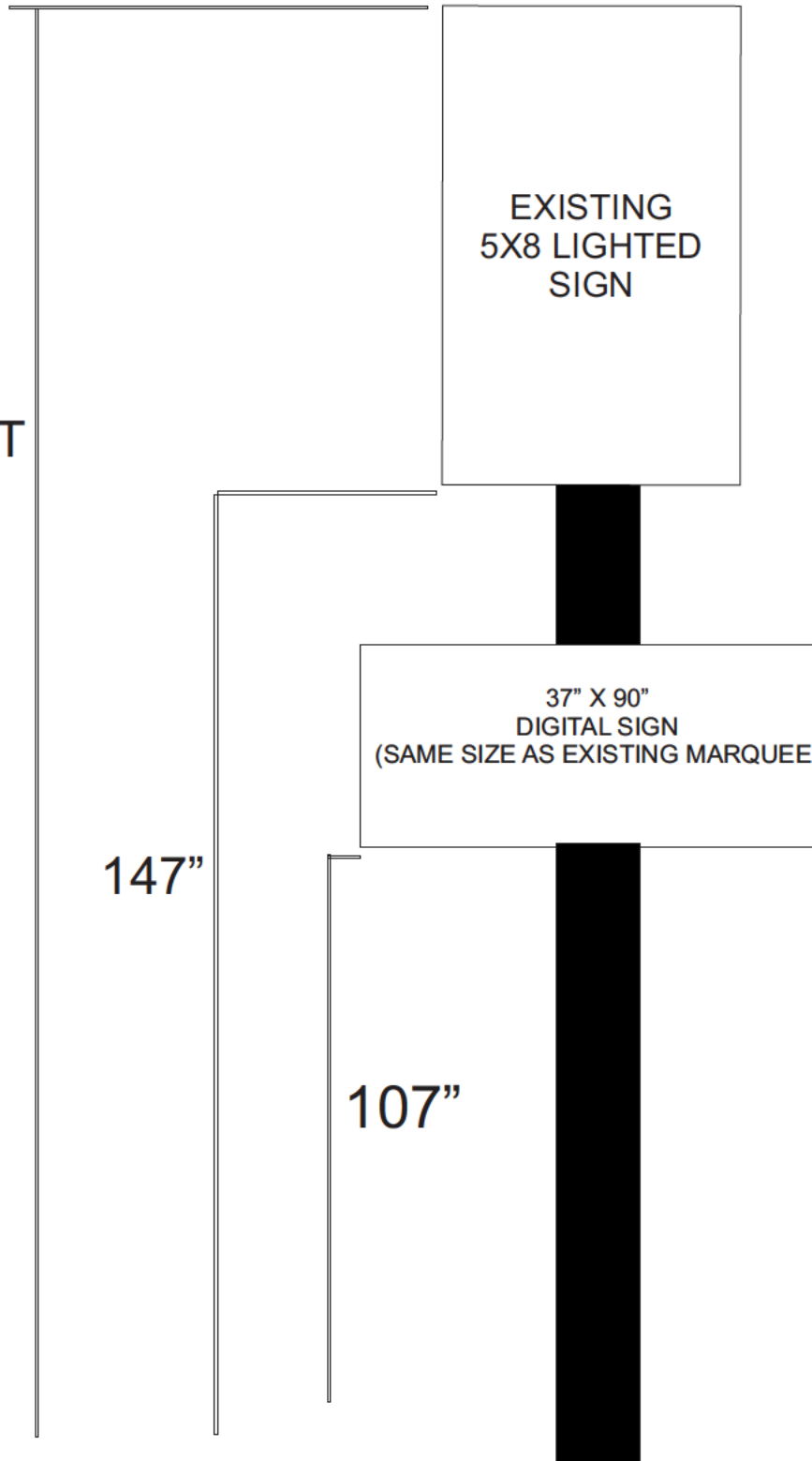
243"
OVERALL HEIGHT

EXISTING
5X8 LIGHTED
SIGN

37" X 90"
DIGITAL SIGN
(SAME SIZE AS EXISTING MARQUEE)

147"

107"



EXTREME
CAR
WASH
AUTOMATIC



37"

147"

107"

property line

BEFORE



AFTER

