



Planning and Zoning Commission Agenda

City Council Chambers
City Hall, 55 W Tompkins St
5:30 p.m. on December 16, 2025

A G E N D A

Approve	Minutes of the July 22, 2025 meeting
Update	Past Planning and Zoning Commission items
Receive	General citizen comments
PZ-25-1201	Public Hearing Variance of Table 152.155 (B) (3) for minimum parking requirements, 247 S Seminary Street.

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

cc: Mayor & Alderpersons (7)
City Manager
Assistant City Manager & Director of Engagement/Public Information Officer (PIO)
City Attorney
Director of Public Works
Deputy City Clerk
Director of Information Systems
City Engineer
Executive Assistant
Buildings & Grounds
News Media
File Copy

MINUTES
PLANNING AND ZONING COMMISSION MEETING
COUNCIL CHAMBERS OF GALESBURG CITY HALL
55 W TOMPKINS ST, GALESBURG, IL
Tuesday, July 22, 2025 at 5:30 p.m.

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

Chairperson declared quorum present.

Approve Minutes of the June 17, 2025 meeting

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

Minutes were approved by voice vote.

Update Past Planning and Zoning Commission items

- Ordinance amendment for Solar Energy Systems, after an amendment to allow 200 sq ft ground mounted solar in residential at 12 feet in height, it was approved by the City Council at their July 21, 2025 meeting.
- Ordinance amendment for Wind Energy Systems was approved by the City Council at their July 21, 2025 meeting.

Receive Citizen Comment
None Received.

**PZ-25-0701 Public Hearing Zoning Amendment Institutional to Central Business, 640 sq
ft of PIN 99-15-206-002**

The Commission members considered the following items:

- Proposed use is consistent with the 2019 Comprehensive Plan, which shows this area to be Downtown Mixed Use (which is B3)
- 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 Ordinance at their July 2, 2025 meeting and recommended approval.

Member Lee moved, seconded by Member McKelvie to recommend approval.

Roll Call #1

Ayes: Cochrane, Lee, Markwart, McKelvie, Paulsgrove, M. Thomas, 6.

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 cursive script, reading "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 December 16, 2025

AGENDA ITEM: PZ-25-1201 Parking Variance for National Railroad Hall of Fame, located at 247 S Seminary St.

SUMMARY RECOMMENDATION: The Development Review Committee members reviewed the variance request during their December 3, 2025 meeting and recommend approval.

BACKGROUND: The applicant is seeking a variance to reduce the required off street parking from 11 to 9 spaces for the proposed National Railroad Hall of Fame, due to the site constraints.

Table 152.155 (B) (3): Office, Manufacturing and Civic Parking and Loading Requirements calls for 1 parking space per 600 square feet of gross floor area for this project's specific land use. With the proposed building being 6,400 sq ft, the required number of parking spaces would be 11, but only 9 are provided for on the submitted site plan. The applicant has mentioned there are city owned free parking lots adjacent to and near their development, as well as on street parking.

Zoning		Land Use
North	I, Institutional	Amtrak & Jefferson Lines passenger Station
West	M-1, Light Industrial	Penn's Furniture
East	I, Institutional	RR tracks & Icehouse Park
South	M-1, Light Industrial	South St underpass

SUPPORTING DOCUMENTS:

1. Standards for granting sign variances
2. Aerial – General location
3. Site plan for general layout
4. Application

cc: File Copy



COMMUNITY DEVELOPMENT DEPARTMENT

Operating Under Council – Manager Government Since 1957

(C) *Standards for granting variances.*

- (1) The Planning and Zoning Commission shall not vary the provisions of this chapter as authorized in this section unless it shall have made affirmative findings based upon the evidence presented to it in each of the following specific cases:
 - (a) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located. Applicants must submit evidence identifying the price paid for the property. Paying more for the property than it is worth, purchasing it at a price which anticipates and obtains variances, or showing that the property would be worth more if a variance is granted is not evidence of lack of a reasonable return;
 - (b) That the situation of the owner is due to unique physical circumstances of the property; and
 - (c) That the variance, if granted, will not alter the essential character of the neighborhood.
- (2) For the purpose of supplementing the above standards, the Planning and Zoning Commission, in making this determination whenever there are practical difficulties or particular hardships, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:
 - (a) That the particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out;
 - (b) That the conditions upon which the petition for variance is based would not be applicable generally to other property within the same zoning classification;
 - (c) That the purpose of the variance is not based exclusively upon a desire to make more money out of the property;
 - (d) That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;
 - (e) That the granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; and
 - (f) 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.
- (3) The Planning and Zoning Commission may require conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards set forth in this division (C) to reduce or minimize the injurious effect of the variance upon other property in the neighborhood, and to implement the general purpose and intent of this chapter.



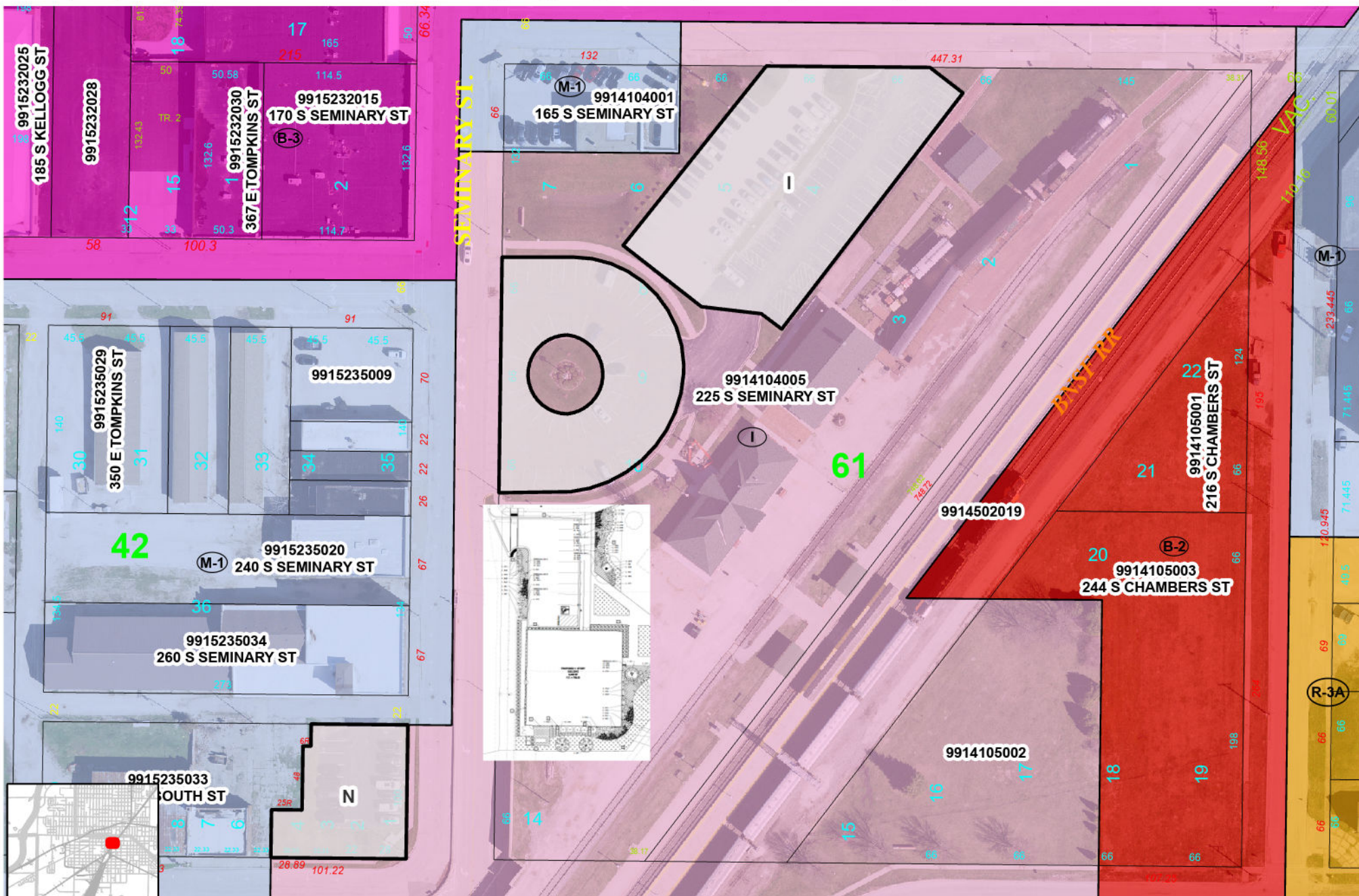
Community Development Department

Community Development Department

National RR Hall of Fame 247 S Seminary St

General location - parking variance

75 37.5 0 75 150 225 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

December 05, 2025

VARIANCE APPLICATION

PETITION/DEVELOPMENT NAME (if applicable):

National Railroad Hall of Fame - 225 S Seminary St, Galesburg, IL 61401

PETITIONER INFORMATION:

<u>Matthew Duggan - Wight & Company</u>	<u>211 N Clinton Street</u>	<u>Chicago IL, 60661</u>
Primary contact name	Mailing address	City, State, Zip
<u>[REDACTED]</u>		<u>mduggan@wightco.com</u>
Phone	Fax	Email

OTHER APPLICANTS AND INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Applicant	<u>Matthew Duggan</u>	<u>Wight & Company</u>	<u>211 N Clinton Street</u> <u>Chicago IL, 60661</u>	<u>[REDACTED]</u>
Owner(s)	<u>Julie King</u>	<u>National Railroad Hall of Fame</u>	<u>161 South Cherry Street, Suite 206</u> <u>Galesburg, Illinois 61401</u>	<u>[REDACTED]</u>
Developer(s)				
Engineer				
Surveyor				
Agent/Attorney				

SITE INFORMATION:

<u>0.58 ACRES, 25,066 SQFT</u>	<u>225 S Seminary St, Galesburg, IL 61401</u>	<u>Parcel ID #: 99-14-104-005</u>
Acres	Site address or location	Property Identification Number (PIN)

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

Table 152.155 (B) (3) Office, Manufacturing and Civic Parking and Loading Requirements. The submitted plans show 9 parking spaces, but 11 would be required per the square footage of the building.

ZONING INFORMATION:

Institutional (I)
Current Zoning

Existing site is currently being used for the Amtrak Station, the new National Railroad Hall of Fame would be adjacent to the Amtrak Station.

Existing Land Use

EXPLAIN THE REASON FOR THE VARIANCE REQUEST:

The parcel of land leased to the National Railroad Hall of Fame has an irregular configuration, bounded by the rail line to the east and the Seminary Street retaining wall to the west. Due to the location of the retaining wall, site access is restricted to the northwest corner, which significantly limits the available area for parking. As a result, only 9 parking spaces can be accommodated, falling short of the 11 required. It is worth noting that larger parking lots and street parking are located adjacent to the proposed site and could potentially serve as supplemental parking resources.

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.


ARCHITECT

11/05/2025

Signature of owner or authorized agent

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.