Galesburg Landmark Commission

Community Development Conference Room
December 1, 2026
5:30 p.m.

	Approve	Minutes of the October 6, 2026 meeting
	Receive	General Citizen Comment
LC-26-1201	Consider	Certificate of Appropriateness – 127 E North St., George Washington Gale House.
LC-26-1202	Discuss	Procedural changes for the Certificate of Appropriateness process.

COMMITTEE MEMBERS: PLEASE NOTIFY ME IF YOU ARE UNABLE TO ATTEND AT 309-345-3619.

LANDMARK COMMISSION
MEETING MINUTES

DATE: October 6, 2026, 5:30 p.m.

PLACE: Erickson Conference Room, 55 West Tompkins Street, Galesburg, IL

MEMBERS PRESENT: Suzanne Klohn, Hannah Lyon, Bob Miener, Deb Sugai, Troy Treash, Greta Woolsey, 6.

MEMBERS ABSENT: Mark Martin, 1.

OTHERS PRESENT: Lucas Brooks – Associate Planner.

Chairperson declared quorum present.

Approve Minutes of the September 15, 2026 meeting

Member Lyon had a correction on the spelling of her name.

Member Lyon moved to approve the minutes, seconded by Member Treash.

Minutes were approved by voice vote.

Receive Citizen Comment
None Received.

LC-26-1001 Discuss Annual Historic Preservation Awards.

Member Klohn withdrew her nomination of 319 W North St as the property received a P.A.V.E.R. in 2022. Member Lyon instead nominated 270 Maple Avenue for the ongoing maintenance of Victorian-era architectural features and materials, as well as the historical polychromatic paint. Member Sugai added that the owners have recently paved the driveway to address drainage issues.

Member Treash moved, seconded by Member Sugai, to approve the P.A.V.E.R. nomination for 270 Maple Avenue.

Roll Call #1
Ayes: Klohn, Lyon, Miener, Sugai, Treash, Woolsey, 6.
Nays: None.

Abstentions: None.

Chairperson declared the motion approved

LC-26-1002 Discuss Procedural changes for the Certificate of Appropriateness process.

Treash says the Certificate of Appropriateness application should be updated to explicitly recommend the contractor attend the commission meeting.

Lyon says Staff should prepare a flowchart for the Certificate of Appropriateness application process, including details on building permits and what work does not need a Certificate (ex. landscaping). Member Woolsey cautioned that this flowchart should not be too strict.

Member Miener has seen other communities publish a "Welcome to owning a Historic Home" document that lays out responsibilities, procedures, and the mission of historic preservation. Treash likes this idea and says it should be distributed to each new buyer in the Chambers Street Historic District and Local Landmarks.

Miener and Treash both request that more information about the history of the subject properties be included in the Commission memos. Staff plans to use the 1990 survey sheets from the Urbana Group, when available, as well as the use information from the City's directory archives. Klohn will pass along the contact information for local historian Rex Charrington, who may have information on certain properties. Staff will also scan the public library's archives of building photos.

Staff states that developing preservation resources to pass along to applicants will happen over time as different projects are proposed. Miener says that commission members can pass along preservation contacts as well, and that the State Historic Preservation Office is a good place to start. Staff plans on sending a letter to all property owners subject to the Certificate of Appropriateness process, asking that they consult with commission staff prior to soliciting estimates from any contractors. Treash asks that any feedback Staff provide to applicants be noted in the memo for the commission meeting.

Woolsey says that real estate offices should be included in any informational outreach, as few of them are familiar with the Certificate of Appropriateness process. Lyon proposes hosting an open house for local realtors, so that they can familiarize themselves with the process and ask questions.

Miener would like Staff to put together a Finding of Fact document after each Certificate hearing to provide clarity on why the Commission reached its decision. This would also help with maintaining continuity in the Commission's decision-making. Klohn is supportive of adding a Finding of Fact document.

LC-26-1003 Discuss General Updates.

Staff provided updates on recent Certificate of Appropriateness applications to the Commission members.

There being no further business, Member Woolsey made a motion to adjourn, seconded by Member Treash, the meeting adjourned at 6:18 p.m.

Lucas Brooks

Lucas Brooks

Galesburg Landmark Commission

Agenda Item Overview

December 1, 2026

AGENDA ITEM: LC-26-1201 Certificate of Appropriateness – 127 E North St., George Washington Gale House.

BACKGROUND: Attached for the Commission's review is a Certificate of Appropriateness application from the property owner for the proposed replacement of several windows on the first and second floors. The property owner estimates needing to replace 20 windows, which would be roughly 2/3rds of the windows on the first and second floors. The wooden frames are cracked and otherwise deteriorated; the replacements would be like-for-like in material and style. Staff have shared resources from the National Alliance of Preservation Commissions with the property owner regarding replacing wooden windows, as the property owner proposes completing the work themselves.

The property is designated as a Local Landmark, which requires a Certificate of Appropriateness for exterior work that is visible from the right-of-way.

The property was part of the 1990 historic building survey. The survey sheet indicates the house was originally constructed in 1840 for George Washington Gale, founder of Knox College and Galesburg.

Section 151.069 establishes criteria for landmarks applying for a Certificate of Appropriateness. The Landmark Commission must find that the activity proposed will not adversely affect the significant historical or architectural character and is appropriate and consistent with the established design criteria or will remedy conditions imminently dangerous to life, health or property as determined by the Building Inspector. When considering this request, the Landmark Commission shall utilize the adopted Design Criteria that was adopted by Council in 1979, a copy of which is attached.

Previous certificate of appropriateness requests at this property include:

- 2015 denial of proposed chimney removal while re-roofing.
- 2000 approval of proposed porch restoration and structural repair.
- 2026 approval of proposed wooden fence installation.

SUPPORTING DOCUMENTS:

1. Aerial – General Location
2. Certificate of Appropriateness application
3. 1990 Historic Survey Sheet
4. Designated Landmarks criteria

Community Development Department

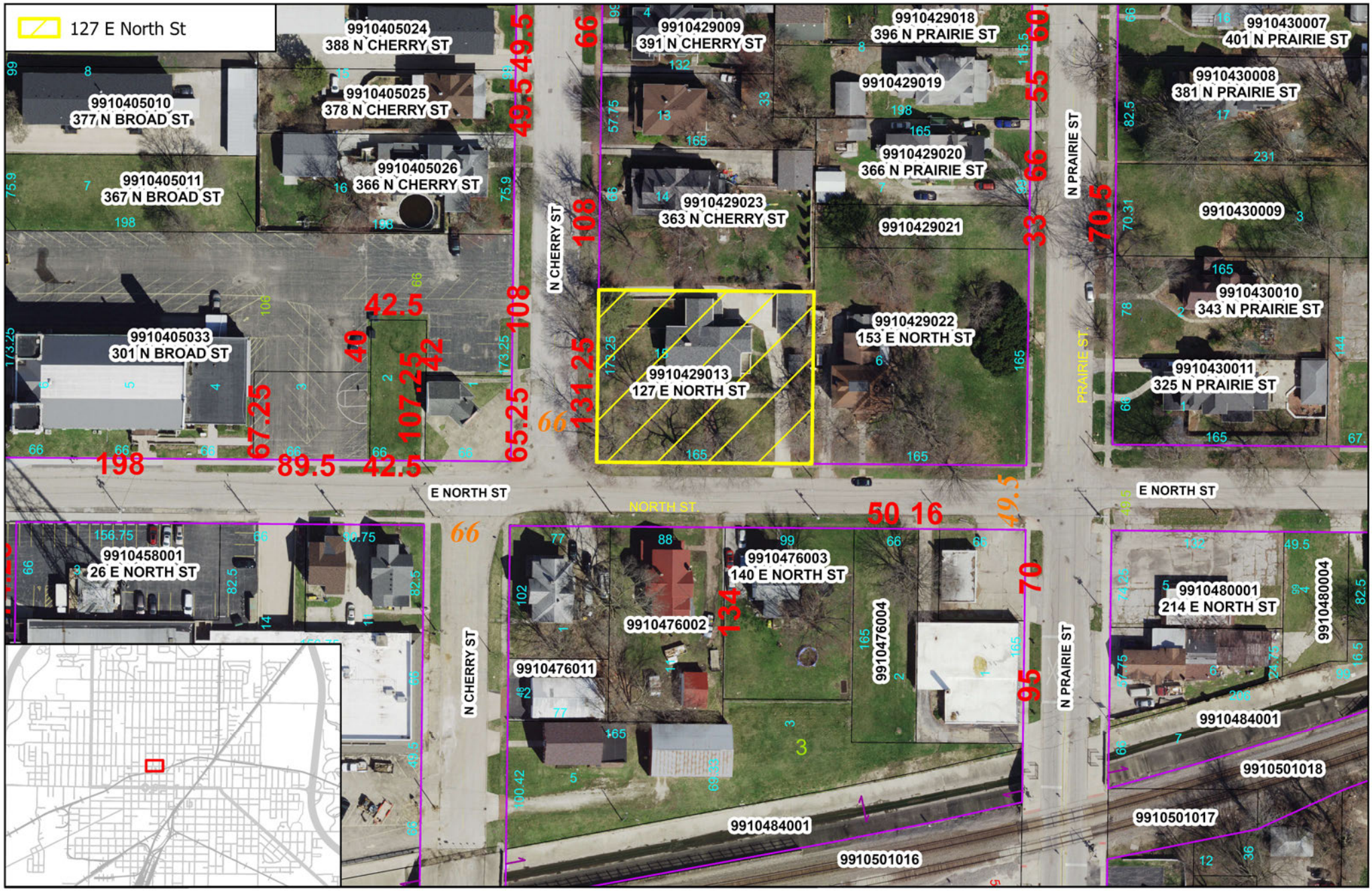
Community Development Department

Certificate of Appropriateness

127 E North St

0 10 20 40 60 Yards

N W E S



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

August 27, 2026

CERTIFICATE OF APPROPRIATENESS APPLICATION

OWNER INFORMATION:

Ian / Lucy Nevitt | 127 E. North St | Galesburg IL 61401
Primary contact name | Mailing address | City, State, Zip

[redacted]com
Phone | Fax | Email

NAME OF PROPERTY (Common or Historic): GWH

SITE INFORMATION:

~~[redacted]~~ 127 E. North St
Acres | Site address or location | Property Identification Number (PIN)

Legal Description (attach separate sheet if necessary)

DESCRIPTION OF EXISTING IMPROVEMENTS:

DETAILED DESCRIPTION OF CONSTRUCTION, ALTERATION, DEMOLITION OR USE PROPOSED:

Replacement windows with pocket windows ~20, all first & second floor; replacing cracked wooden frames, like-for-like

OTHER INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Architect(s)				
Contractor(s)				

***Each application shall be accompanied by architectural drawings, sketches, photographs, narrative project descriptions or other information that will enable the Commission to determine what the final appearance and use of the real estate will be and allow them to made an educated decision.**

[redacted] 11 09 2024
Signature of owner | Date

APPROVAL ☐ DISAPPROVAL ☐

Signature of Landmark Commission Chairperson | Date

CITY OF GALESBURG

ILLINOIS URBAN ARCHITECTURAL AND HISTORICAL SURVEY

Address (number/street): 127 E. North

Name

common:

historic: George W. Gale House

Photo Roll Number: 1 **Frame Number:** 34

Description

shape/plan, # stories, roof type, materials, style/influence/type:

T-shaped; two stories; intersecting gable roof; clapboard; Greek Revival influenced. Two-story front gabled wing projects to south and intersects rear side-gabled wing to north. Front wing has door to west within low front gabled porch with square wooden posts and balustrade; door inset within vestibule; transom light above; two 1/1 double hung windows to east with three above (all with label molding); one-light fixed attic window. Rear cross gable wing probably a later addition; mostly 1/1 double hung windows without surrounds; French doors on east end. Applied cement foundation. Asphalt shingle roof.

Outbuildings

garage-- non-contributing.

Integrity

__X__ unaltered ____ slightly altered ____ substantially altered

Apparent Alterations

No modern changes visible.

History

construction date: 1840 (with several later additions) **architect/builder:**

events, people, and dates associated with the property:

Reverand George Washington Gale led a colony of Presbyterians and Congregationalists to the area of Knox County that later became known as Galesburg. His plan was to establish a manual labor college (which is now known as Knox College). He led the first forty families to the area in 1836-1837. Gale was responsible for the formation of the college and the original planning of the city of Galesburg.

National Register Status

listed: __individually district: __X__contributing ___non-contributing

potential: ___ individually ___ district Criteria: A B C D

explain potential:

Comments

Galesburg Historic Landmark

Surveyor: The URBANA Group, Inc. (Brian Kolde) **Date:** 1/9/90



DESIGN CRITERIA
For
DESIGNATED GALESBURG LANDMARKS

The distinguishing original qualities or character of a building, structure, or site shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features is to be avoided.

All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance are not appropriate. New additions or other real improvements shall be designs which are compatible with the materials, size, scale, color and texture already prevailing in the structure or site. (This shall not be construed to mean that the design shall duplicate the original structure.) If any real improvements must be constructed which are not compatible with the surroundings, they shall not be visible from the public right-of-way. Visibility from the public right-of-way shall be restricted through one of three ways:

1) The real improvement must be located behind an existing structure so as to be hidden from the public right-of-way.
2) The real improvement must be screened from view of the public right-of-way by fencing which is compatible with the structures or site;
3) The real improvement must be screened from view of the public right-of-way by natural vegetation which would provide year-round screening (e.g. evergreens).

Changes, which may have taken place in the course of time, are evidence of the history and development of a building, structure, or site. These changes may have acquired significance in their own right and this significance will be recognized and respected.

Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be preserved.

Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary and possible, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

Exterior paint schemes, storm doors, storm windows, screens, window air conditioners, antennae, landscaping, and similar cosmetic items (not to include siding materials) are not subject to a Certificate of Appropriateness; however, such its as permanently mounted air conditioner units (either central or a wall unit for which a hole is to be cut through the structure) shall not be visible from the public right-of-way.

Galesburg Landmark Commission

Agenda Item Overview

December 1, 2026

AGENDA ITEM: LC-26-1202 Procedural changes for the Certificate of Appropriateness process.

BACKGROUND: Commission members provided feedback regarding making changes to the Certificate of Appropriateness process in order to improve the application and public meeting. Listed below are the tasks staff undertook using the provided feedback.

- Contacted local realtor groups with a general overview of the C of A process and an offer to host an informational session.
- Created a draft flowchart for C of A process, and slightly amended the application
- Created a draft Finding of Fact form
- Created a draft New Owner letter for when someone buys a Local Landmark or property in the Chambers Street Historic District
- Created mock versions of the application, memo, and finding of fact documents to illustrate how these documents would be used. The memo includes details regarding any feedback shared with the applicant prior to the meeting, property history based on past C of A requests and the city directory archives, photos from the public library archives, and details from the 1990 building survey. This information would be included on an as-available basis.

SUPPORTING DOCUMENTS:

1. DRAFT "Welcome to Owning a Historic Home" document to send to new property owners of Local Landmarks and properties in the Chambers Street Historic District
2. DRAFT Certificate of Appropriateness application
3. DRAFT Finding of Fact form
4. Mock Certificate of Appropriateness memo
5. Mock Certificate of Appropriateness application
6. Mock Finding of Fact form

cc: File Copy

DATE

NAMES ON DEED
MAILING ADDRESS ON DEED

Hello,

This is notification that the property you have recently purchased, ADDRESS, Galesburg, IL 61401 (Parcel Identification Number: XX-XX-XXX-XXX), is a (Local Landmark / in the Chambers Street Historic District). As such, any proposed exterior work must be done within the guidelines of the attached Design Criteria and receive a Certificate of Appropriateness by the Landmark Commission prior to work starting. Please see the attached Certificate of Appropriateness application for more information.

Owning a historic property is a great opportunity and worthwhile commitment. The Galesburg Landmark Commission is here to help you preserve it for decades to come!

The best form of preservation is a proactive maintenance schedule, so that potential problems can be spotted and addressed before they lead to costly repairs. Please see the attached inspection schedule created by the Illinois State Historic Preservation Office for a suggested timeframe to look out for certain issues around the property. Also, please review "Maintaining Your Historic Home: A Practical Guide for Homeowners" which is a guide to addressing common issues put together by the Delaware County (PA) Planning Department. You can view the guide at this link: https://www.delcopa.gov/sites/default/files/2024-12/MaintainingYourHistoricHome.pdf

The HISTORIC PROPERTY NAME was designated a Local Landmark on DATE by the Galesburg City Council / The Chambers Street Historic District was created on November 6, 1978 by the Galesburg City Council. The nominating application is attached with further information about the property. It was built in XXX. Please see the attached 1990 architectural survey sheet for more information. If you are interested, staff can send you a list of who resided at your property and what businesses were based there for each year, using the city directories we have on file dating back to the mid-1950s.

If you are planning any extensive renovations, the State Historic Preservation Office has a Property Tax Assessment Freeze Program. The assessed valuation of an owner-occupied historic residence is frozen at the level when the rehabilitation was begun for a period of eight years. The valuation is then brought back to market level over a period of four years. Please see the attached program flyer for more information.

Here is a list of all included attachments:

- (Local Landmark / Chambers Street Historic District) Design Criteria
- Certificate of Appropriateness application
- SHPO 2026 maintenance schedule
- Nominating application for (Local Landmark / Chambers Street Historic District)
- 1990 architectural survey sheet
- Property Tax Assessment Freeze program flyer

If you should have any questions, please feel free to email me at lbrooks@ci.galesburg.il.us or call my office at 309-345-3652.

Sincerely,

Lucas Brooks

Lucas Brooks
Associate Planner

cc: Inspections
File Copy

CITY OF GALESBURG ILLINOIS

Community Development Department

CERTIFICATE OF APPROPRIATENESS

GALESBURG LANDMARK COMMISSION

A C of A issued by the Galesburg Landmark Commission (GLC) shall be required before a Local Landmark or any improvement within a Local Historic District, visible from a public way, is: Changed or modified; Reconstructed; Erected, wholly or in part; Moved; Demolished, wholly or in part.

Exception: Exterior paint schemes, storm doors, storm windows, screens, window air conditioners, antennas, and similar cosmetic items are not subject to a C of A.

Complete all blanks on the application and return to the Community Development Department at least three (3) weeks prior to a scheduled GLC meeting.

* If the proposed work will be conducted on a structure within a Local Historic District, then once an application is submitted, the City shall send a registered letter to all property owners within that Local Historic District informing them of the proposed work and indicating the date, time and location of the GLC meeting at which the application will be considered.

The GLC shall review applications utilizing the following criteria:

- Proposed work should not adversely affect the significant historical or architectural character that made the structure eligible for designation;
- Proposed work is appropriate and consistent with the design criteria established by the GLC;
- Proposed work will remedy conditions imminently dangerous to life, health or property as determined by the Building Inspector.

* If granting a C of A, the GLC has the authority to recommend conditions necessary to minimize the adverse impact of the proposed work.

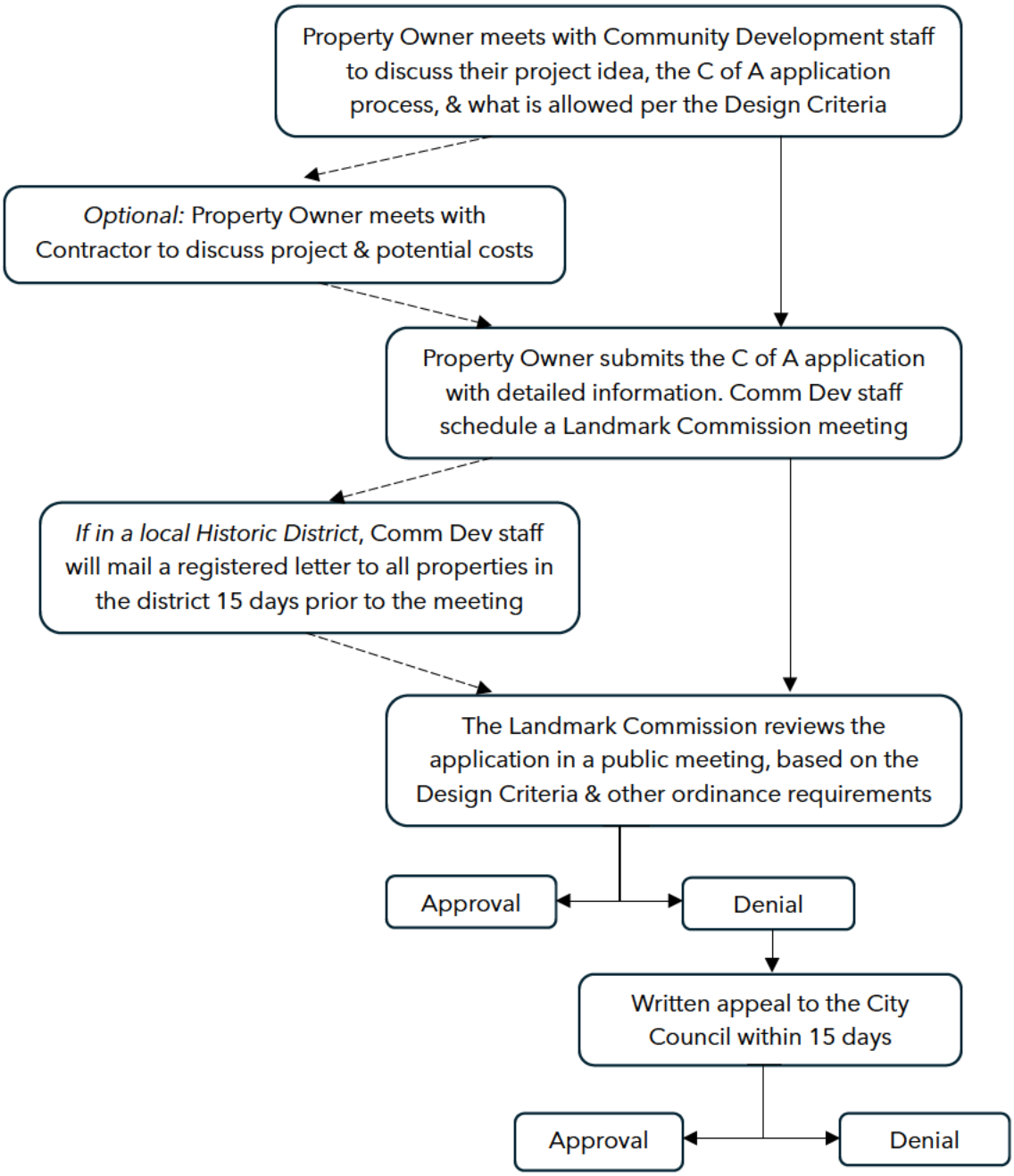
Demolition or removal of a Local Landmark or a structure within a Local Historic District will require a public hearing to be conducted (See Galesburg Code of Ordinances 151.071).

The petitioner(s) or representative(s) should be present at the GLC meeting.

The GLC meets the 1st Tuesday of each month at 5:30 p.m.

Certificate of Appropriateness flowchart

Exterior paint schemes, storm doors and windows, screens, window air conditioners, antennas, landscaping, & other cosmetic items are **not** subject to the C of A process.



After a Certificate of Appropriateness is granted, applicants will need to secure a building permit if necessary. Call 309-345-3619 for more information.

CERTIFICATE OF APPROPRIATENESS APPLICATION

OWNER INFORMATION:

Primary contact name	Mailing address	City, State, Zip
Phone	Fax	Email

NAME OF PROPERTY (Common or Historic):

SITE INFORMATION:

Acres	Site address or location	Property Identification Number (PIN)

Legal Description (attach separate sheet if necessary)

DESCRIPTION OF EXISTING IMPROVEMENTS:

DETAILED DESCRIPTION OF CONSTRUCTION, ALTERATION, DEMOLITION OR USE PROPOSED:

OTHER INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Architect(s)				
Contractor(s)				

***Each application shall be accompanied by architectural drawings, sketches, photographs, narrative project descriptions or other information that will enable the Commission to determine what the final appearance and use of the real estate will be and allow them to made an educated decision. If the proposed project requires a contractor's services, please ensure they attend the Commission meeting to answer questions.**

Signature of owner Date

APPROVAL ☐ DISAPPROVAL ☐

Signature of Landmark Commission Chairperson Date

DRAFT Finding of Fact document for Galesburg Landmark Commission

AGENDA ITEM: _____ OWNER NAME: _____
MEETING DATE: _____ LANDMARK or HISTORIC DIST: _____
PROPERTY ADDRESS: _____ PIN: _____
HISTORIC PROPERTY NAME: _____
REQUESTED ACTION: _____

I. Procedural History

Community Development staff received a completed application on _____. At the public meeting on _____, Commission members reviewed the submitted application, staff memo, supporting documentation, and ordinance criteria. Public comment was received from _____
_____.

II. Findings of Fact

1. The subject property is a _____-built, _____-style structure. It was (made a Local Landmark / added to a Historic District) on _____.
2. Existing Conditions: _____
   _____
   _____.
3. Proposed Alterations: _____
   _____
   _____.

4. Established Design Criteria.
   a. Will the proposed alterations adversely affect the significant historical or architectural character cited in the (landmark / historic district) designation application? ☐ Yes ☐ No
      _____
      _____
      _____.

b. Are the proposed alterations appropriate and consistent with the established design criteria, or will they remedy conditions imminently dangerous to life, health, or property? ☐ Appropriate ☐ Remedy Conditions ☐ Neither

_____

_____

_____.

III. Decision

Based upon the Findings of Fact, it is decided by a vote of ____ in favor to ____ opposed that Agenda Item _____ is:

- ☐ APPROVED as submitted
- ☐ APPROVED WITH CONDITIONS: _____

  _____

  _____.
- ☐ DENIED for the reasons stated in Section II.

Pursuant to Section 151.073 of the Galesburg Municipal Code, the applicant may appeal this decision to the Galesburg City Council within 15 days of the Commission meeting. The appeal must be filed in writing with the Galesburg City Clerk's office.

Galesburg Landmark Commission

Agenda Item Overview

December 1, 2026

AGENDA ITEM: LC-26-xxxx Certificate of Appropriateness – 123 Anywhere St., Martha Stewart House.

BACKGROUND: Attached for the Commission's review is a Certificate of Appropriateness application from the property owner for the proposed replacement of the wooden siding on the street-facing elevation. There is some rot and damage from water intrusion. Modern weatherproofing will be hidden behind the replacement wooden siding, painted to match the current pale green and peach paint scheme. Staff has spoken with the contractor, Victorian Restoration Company, and shared NPS resources regarding replacing wooden siding.

The property is designated as a Local Landmark, which requires a Certificate of Appropriateness for exterior work that is visible from the right-of-way. It was designated on January 3, 1983. Attached is a 1933 photo from the public library's archives of the property.

The property was part of the 1990 historic building survey. The survey sheet indicates the house was originally constructed around 1895 for noted local baker Martha Stewart. The City's archive of directories indicate the property has been a single-family home since at least 1958.

Section 151.069 establishes criteria for landmarks applying for a Certificate of Appropriateness. The Landmark Commission must find that the activity proposed will not adversely affect the significant historical or architectural character; and is appropriate and consistent with the established design criteria, or will remedy conditions imminently dangerous to life, health or property as determined by the Building Inspector. When considering this request, the Landmark Commission shall utilize the adopted Design Criteria that was adopted by Council in 1983, a copy of which is attached.

Previous certificate of appropriateness requests at this property include:

- 1999 approval of window replacements.
- 2011 approval of proposed porch restoration and structural repair.

SUPPORTING DOCUMENTS:

1. Aerial – General Location
2. Certificate of Appropriateness application
3. 1990 Historic Survey Sheet
4. Designated Landmarks criteria

cc: File Copy

CERTIFICATE OF APPROPRIATENESS APPLICATION

OWNER INFORMATION:

Janie Woodall | 123 Anywhere St | Galesburg, IL 61401
Primary contact name | Mailing address | City, State, Zip

Phone | Fax | Email

NAME OF PROPERTY (Common or Historic):
Martha Stewart House

SITE INFORMATION:

0.5 acres | 123 Anywhere St
Acres | Site address or location | Property Identification Number (PIN)

Legal Description (attach separate sheet if necessary)

DESCRIPTION OF EXISTING IMPROVEMENTS:
C. 1895 Queen Anne-style, 2-story home. Wooden siding painted pale green with peach-painted wood trim.

DETAILED DESCRIPTION OF CONSTRUCTION, ALTERATION, DEMOLITION OR USE PROPOSED:
Replacing the wooden siding on street-facing elevation due to water intrusion. Weather-proofing to be hidden behind replacement wood siding, painted to match current.

OTHER INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Architect(s)				
Contractor(s)	Reggie Smith	Victorian Restorations Co.		

***Each application shall be accompanied by architectural drawings, sketches, photographs, narrative project descriptions or other information that will enable the Commission to determine what the final appearance and use of the real estate will be and allow them to made an educated decision. If the proposed project requires a contractor's services, please ensure they attend the Commission meeting to answer questions.**

Janie Woodall | Nov 3, 2026
Signature of owner | Date

APPROVAL ☐ DISAPPROVAL ☐

Signature of Landmark Commission Chairperson | Date

CITY OF GALESBURG ILLINOIS

DRAFT Finding of Fact document for Galesburg Landmark Commission

AGENDA ITEM: ~~26~~ LC-26-xxxx OWNER NAME: Janie Woodall
MEETING DATE: 12/1/26 LANDMARK or HISTORIC DIST: Landmark
PROPERTY ADDRESS: 123 Anywhere St PIN: _____
HISTORIC PROPERTY NAME: Martha Stewart House
REQUESTED ACTION: replace wooden siding on street-facing elevation

I. Procedural History

Community Development staff received a completed application on 11/3/26. At the public meeting on 12/1/26, Commission members reviewed the submitted application, staff memo, supporting documentation, and ordinance criteria. Public comment was received from Janie Woodall (owner), Reggie Smith (contractor).

II. Findings of Fact

1. The subject property is a 1895-built, Queen Anne-style structure. It was (made a Local Landmark / added to a Historic District) on Jan 3, 1983.
2. Existing Conditions: Wooden siding, pale green with peach trim. Some rot & damage from water intrusion.
3. Proposed Alterations: replacing street-facing elevation with wooden siding. Weatherproofing to be hidden behind siding.

4. Established Design Criteria.
   a. Will the proposed alterations adversely affect the significant historical or architectural character cited in the (landmark / historic district) designation application? ☐ Yes ☒ No
   Current color scheme maintained; siding material maintained

CITY OF GALESBURG ILLINOIS

b. Are the proposed alterations appropriate and consistent with the established design criteria, or will they remedy conditions imminently dangerous to life, health, or property? ☒ Appropriate ☐ Remedy Conditions ☐ Neither
Alterations would use wooden siding as required by landmark design criteria

III. Decision

Based upon the Findings of Fact, it is decided by a vote of 7 in favor to 0 opposed that Agenda Item ~~LC-26-***~~ is:

☒ APPROVED as submitted
☐ APPROVED WITH CONDITIONS: _____
☐ DENIED for the reasons stated in Section II.

Pursuant to Section 151.073 of the Galesburg Municipal Code, the applicant may appeal this decision to the Galesburg City Council within 15 days of the Commission meeting. The appeal must be filed in writing with the Galesburg City Clerk's office.