



**Thursday, March 26, 2026  
Plan Commission Meeting at 6:30 PM**

**PLAN COMMISSION MEETING AGENDA**

**1. Meeting Opening**

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- A. Call to Order
- B. Roll Call

**2. Consent Agenda**

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- A. Approval of Minutes

**3. Staff Reports**

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**4. Unfinished Business**

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- A. Petition from Roger Hoffman for the Subdivision Plat at 1122229008 (Ives Subdivision)

**5. Business Items**

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**6. Discussion**

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**7. Adjourn**

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The City of Sterling in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 632-6630 to allow the City of Sterling to make reasonable accommodations for these persons.

### **Meeting Opening**

Acting Chair Carol Corwell called the Sterling City Plan Commission meeting order at 6:30 PM on Thursday, January 15, 2026.

Present: Acting Chair Carol Corwell, Commissioner Jamie Schwingle, Commissioner Brian Carradus, Commissioner Ryan Nares.

Absent: Commissioner Gordon Harris.

City Manager Scott Shumard, City Attorney Tim Zollinger, Superintendent of Building and Zoning Amanda Schmidt, and City Clerk Teri Sathoff were also present.

### **Consent Agenda**

Commissioner Schwingle made a motion to approve the minutes as presented; seconded by Commissioner Carradus. Voting: Ayes – Carol Corwell, Jamie Schwingle, Brian Carradus, Ryan Nares. Nays – None.

### **Staff Reports**

Superintendent Building and Zoning, Amanda Schmidt, reported the petition for the annexation and rezoning of PIN # 11-16-153-001 along W Lynn Blvd has not been presented to the City Council. The petitioner, Nik Jakobs, has chosen to wait until the building plans and site plans are completed before presenting it to the City Council. Schmidt estimated the plans would be completed in the next few months and it will be presented to the City Council in the summer of 2026.

### **Business Items**

At 6:36 pm, Acting Chair Carol Corwell opened the public hearing for the petition from Roger Hoffman for the subdivision plat at PIN 112222908.

The petitioner was not present.

City Planner Dustin Wolff reported the petitioner has submitted a Plat to subdivide 0.98 acres from the northwest part of parcel PIN 11-22-229-008 and attached it to parcel PIN 11-22-229-006 (Boss Roofing) to create one lot totaling 1.95 acres. The parking lot on the land is allowed in conjunction with an operational business, such as the Roofing Company. However, the parking lot is non-conforming in that it does not comply with the current zoning regulations for design, screening, and setbacks from property lines.

Planner Wolff expressed concern over the site not having access from E. 5<sup>th</sup> Street, which is

currently blocked off at the end of the ROW to prevent cut-through traffic. The City would need to remove the barriers and allow access to the roadway.

Staff recommends that the Plan Commission recommend approval of the petition for the Plat to the City Council, provided the following conditions are met:

1. Provide a Building, Site, and Operation Plan for development of the parking lot on the site in compliance with per Section 102-924.
2. Landscaping and buffer plan as required per Section 102-227 Off Street Parking Standards and Section 102- 520 Landscape and buffer regulations.
3. Simultaneously apply for a Special Use for outdoor storage of equipment and materials on the site.
4. Revise Plat to show building setback lines that conform to the CB District—10-foot front, 20-foot, and 5-foot side setbacks.
5. Revise the Plat to illustrate any cross-access easements on the site.
6. Subject to all technical corrections as required by Whiteside County.

Dr. Tom Jensen, 2002 East 5th Street, stated the new lot would be a relief for his business, as parking and traffic have been a bit of a problem. Dr. Jensen stated he would like to see the petitioner and the new owner acquire the special use and abide by the requirements set by the commission.

Commissioner Corwell and Schwingle both stated they did have questions for the petitioner and would like to have the petitioner present to answer the questions prior to making a recommendation.

With no further questions or comments, Acting Chair Corwell closed the Public Hearing at 7:08 pm.

Commissioner Schwingle made a motion to table the petition from Roger Hoffman for the subdivision plat at 1122229008, seconded by Commissioner Nares. Voting: Ayes – Carol Corwell, Jamie Schwingle, Brian Carradus, Ryan Nares. Nays – None.

The Commission received a Whiteside County petition for the subdivision plat for PIN 1013306004 off of Mill Street in Emerson. The petitioner is requesting to subdivide 3 acres from a 70-acre parcel.

City Attorney Zollinger explained that this property is not in the City, but it is within 1.5 miles of the City limits, so the City does have authority to review the petition and make a recommendation to the City Council to send a letter of objection or no objection.

City Planner Wolff reported that access to the proposed property is from Mill Street. Only part of the Mill Street ROW has been dedicated, and the plat illustrates only 33 feet of the land in

front of the proposed parcel to be dedicated. Wolff stated he is recommending that the additional land containing Mill Street be dedicated to the Emerson Road right-of-way at this time. A 30-foot-wide ROW on Mill Road should be dedicated to Emerson Road, and similarly for all parts of the parent parcel along Emerson Road.

Commissioner Carradus made a motion to recommend to the City Council to send a letter of no objection to Whiteside County for the petition for the subdivision plat for PIN 1013306004, subject to the following conditions:

Dedication of 30-feet of right-of-way for Mill Road extended from the proposed parcel to be created out to Emerson Road.

1. Dedication of 30-feet of right-of-way for Emerson Road for all parts of the parent parcel along Emerson Road.
2. Add notation to the plat specifying the Base Flood Elevation (BFE) and the floor elevation of the existing building.

Seconded by Commissioner Nares. Voting: Ayes – Carol Corwell, Jamie Schwingle, Brian Carradus, Ryan Nares. Nays – None.

#### **Discussion**

Superintendent of Building and Zoning, Amanda Schmidt, informed the Commission that Chair Rene Morris and Commissioner Skip McCloud have both resigned their positions. There are two openings, and the chair position will need to be appointed.

#### **Adjourn**

The meeting adjourned at 7:40 pm.

Teri Sathoff

City Clerk

# FINAL PLAT

## OF

### EAST 5TH STREET SUBDIVISION

TO STERLING TOWNSHIP

LOT 1 AND PART OF LOTS 2-4, IVES SUBDIVISION, CITY OF STERLING  
WHITESIDE COUNTY, ILLINOIS  
2025

COUNTY RECORDER'S  
CERTIFICATE

AS OF JANUARY 1, 2025,  
NORWEST SURVEYING SERVICES, INC.  
SOLD THEIR ASSETS TO  
ABBITT SURVEY & DEVELOPMENT, PLLC.



**LEGEND**

- FOUND 3/4" IRON ROD OR AS NOTED
- MEASURED DISTANCE
- RECORD DISTANCE
- BOUNDARY LINE
- PROPERTY OR RIGHT OF WAY LINE
- BUILDING SETBACK LINE
- EASEMENT LINE

State of Illinois )  
County of Whiteside ) SS  
Filed for record this \_\_\_ day of \_\_\_\_\_, 2025 C.E.  
at \_\_\_ o'clock \_\_\_M., as Document No. \_\_\_\_\_

Kendra Koshamer Bush  
Whiteside County Recorder

SURVEYOR'S CERTIFICATE

State of Illinois )  
County of Whiteside ) SS

I, Scott E. Misfeldt, hereby certify that I am a Professional Land Surveyor in the State of Illinois, and that at the request of the owner(s) of the land described hereon, I have surveyed, subdivided, and plotted the land shown hereon to be hereafter known as "EAST 5TH STREET SUBDIVISION" Lot 1 and Part of Lots 2-4, Ives Subdivision, City of Sterling, Whiteside County, Illinois, bounded and described as follows, to wit:

LOT 1 AND PART OF LOTS 2-4, IVES SUBDIVISION, CITY OF STERLING, WHITESIDE COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 1 IN SAID IVES SUBDIVISION;  
THENCE, ALONG THE NORTH LINE OF SAID LOT 1 AND ITS EASTERLY EXTENSION, NORTH 89°21'03" EAST, A DISTANCE OF 339.26 FEET, TO A FOUND IRON PIPE AT THE SOUTHEAST CORNER LOT 7 IN CHARLES SMITH ADDITION;  
THENCE, SOUTH 07°28'20" WEST, A DISTANCE OF 97.60 FEET, TO A FOUND IRON ROD AT THE NORTHERLY MOST CORNER OF THE LAND CONVEYED IN DOCUMENT NO. 2019-00734;  
THENCE, SOUTH 49°50'03" WEST, A DISTANCE OF 188.29 FEET, TO A FOUND IRON ROD AT THE WESTERLY MOST CORNER OF SAID DOCUMENT NO. 2019-00734, ALSO BEING A POINT ON THE NORTHEASTERLY LINE OF BLOCK 15 OF EAST BROADWAY ADDITION;  
THENCE, NORTH 40°25'55" WEST, ALONG SAID NORTHEASTERLY LINE AND ITS NORTHWESTERLY EXTENSION, A DISTANCE OF 281.64 FEET, TO THE POINT OF BEGINNING, CONTAINING 0.98 ACRES, MORE OR LESS.

FOR THE ABOVE DESCRIPTION THE SOUTH LINE OF CHARLES SMITH ADDITION HAS AN OBSERVED BEARING OF SOUTH 89° 21' 03" WEST.  
Containing 0.98 acres, more or less.  
I Also Certify, that the land contained within this subdivision is within 1-1/2 miles of the corporate limits of any City, Village or Town.  
I Also Certify, The subdivision is in Flood Zone "X", according to F.E.M.A. F.I.R.M. Panel 17195C0241E, which bears an effective date of February 18 2011.  
I Further Certify, that to the best of my knowledge and belief, the foregoing plot is in compliance with Chapter 765 ILCS 205/1 & 2 of the Illinois Compiled Statutes; that all monuments and markers exist as shown hereon; and that all dimensional and geodetic details are correct as shown hereon. Dimensions are in feet and decimals of a foot. Bearings or angles are in degrees, minutes and seconds and are referenced to an assumed datum.  
In Witness Whereof, I have hereunto set my hand and seal this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

Scott E. Misfeldt  
Illinois Professional Land Surveyor  
No. 35-3943  
License Renews November 30, 2026 C.E.



OWNER'S CERTIFICATE

State of Illinois )  
County of Whiteside ) SS

Pursuant to Chapter 765 ILCS 205/1 & 2 of the Illinois Compiled Statutes, I, RKH PROPERTIES LLC- ROGER HOFFMAN, Owner of the land platted hereon, located entirely within the boundaries of Sterling Unit No. 5, and to be hereafter known as "EAST 5TH STREET SUBDIVISION" do hereby certify that I have caused said land to be surveyed, subdivided, and plotted by Scott E. Misfeldt of Abbit Survey & Development, PLLC, an Illinois Professional Land Surveyor and do hereby acknowledge and adopt the same under the style and title hereon indicated.

Dated this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

RKH PROPERTIES LLC  
Ronald Hoffman  
709 Hoffman Drive  
Rock Falls, IL 61071

ENGINEER & OWNER'S CERTIFICATE

State of Illinois )  
County of Whiteside ) SS

Pursuant to Chapter 765 ILCS 205/2 of the Illinois Compiled Statutes, I, RKH PROPERTIES LLC- ROGER HOFFMAN, Owner of the land platted hereon, and Curtis D. Cook, an Illinois Registered Professional Engineer, do hereby certify that, to the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of this subdivision or any part thereof, or, that if such surface water drainage will be changed, reasonable provision has been made for the collection and diversion of such surface waters into public drains which the Subdivider has the right to use, and that such surface waters have been planned for in accordance with generally accepted engineering practices and so as to reduce the likelihood of damage to the adjoining property, because of construction of this subdivision.

Dated this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

RKH PROPERTIES LLC  
Ronald Hoffman  
709 Hoffman Drive  
Rock Falls, IL 61071

Curtis D. Cook, P.E.  
6832 Stalter Drive, Suite 100  
Rockford, IL, 61108

CITY OF STERLING  
ACCEPTANCE RESOLUTION

State of Illinois )  
County of Whiteside ) SS

Whereas, The Owner(s) of the land shown hereon, have caused the same to be subdivided and platted as shown hereon and;

Whereas, the said land lie within the corporate limits or within one and one-half (1-1/2) miles of the City of Sterling, Illinois.

Whereas, The Said Owner(s) have complied with the applicable ordinance of the City of Sterling, Relating to the layout and pertinent dimensions of the Subdivision;

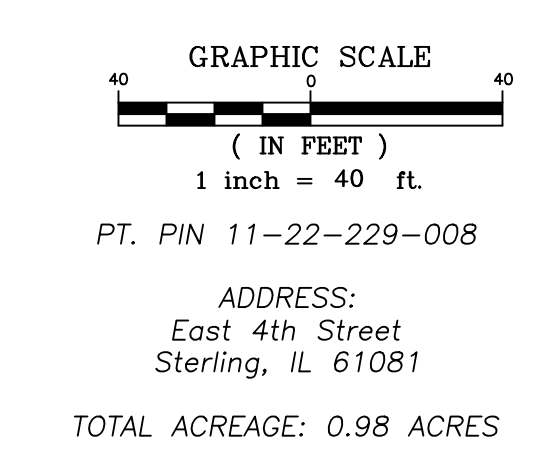
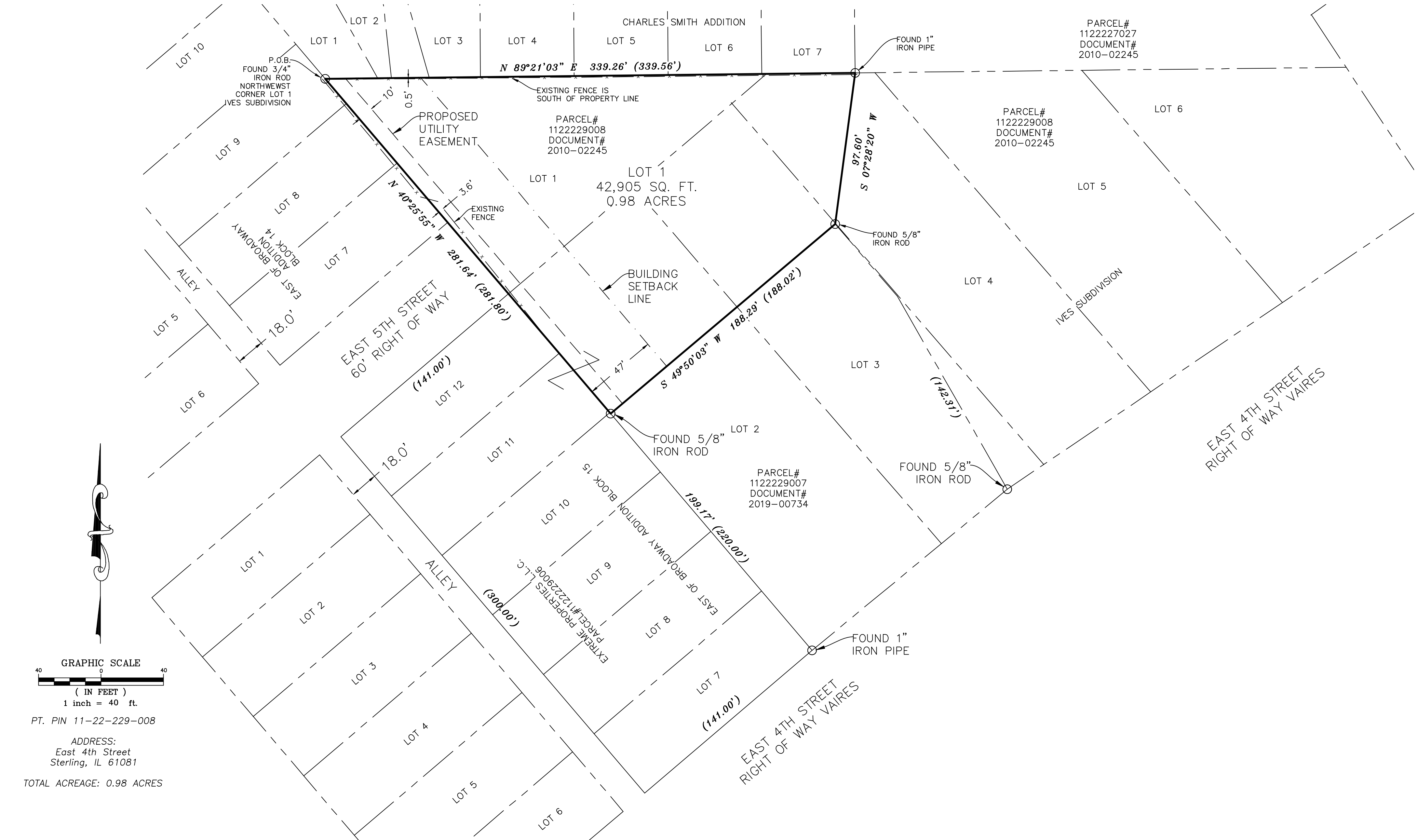
Now, Therefore be it resolved, by the City Council of the City of Sterling, that the plat hereon be accepted and approved, subject to all improvements if any, being constructed in accordance with the provisions and applicable subdivisions ordinances of the City.

Dated this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

Mayor City of Sterling, Illinois

REVISIONS		FIELD BOOK: FILE	
No.	DATE	DESCRIPTION	BY
DRAWING TITLE: FINAL PLAT		JOB No.: 25-219-STER-B-HOFFMAN	

ABBITT SURVEY & DEVELOPMENT, PLLC  
100 EAST KNOX STREET  
MORRISON, IL 61270  
PH. 815-772-7179



**EASEMENT PROVISIONS**

An, easement, as depicted on the attached plat, for serving the subdivision and other property with electric, communications, sewer, water and gas service, is hereby reserved for and to:

COMMONWEALTH EDISON COMPANY  
AND  
FRONTIER TELEPHONE COMPANY

And the local franchised public and private utilities serving this property, as Grantees, their respective successors and assigns, jointly and severally,

To install, operate, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across along and upon the surface of the property shown within the dotted lines on the plat and marked "Easement", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as a "Common area or areas", and the property designated on the plat for streets and alleys, whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, and the right to cut, trim to remove trees, bushes and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivision property for all such purposes. Obstruction shall not be placed over grantees' facilities or in, upon or over the property within the dotted lines marked "Easement" with the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an appurtenance to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as, "outlots", "common elements", "common ground", "parking and common area".

The terms "common area or areas" and "Common Elements" includes real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool or retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

CITY OF STERLING  
PLANNING & ZONING APPROVAL

STATE OF ILLINOIS )  
County of Whiteside ) SS  
THE PLANNING AND ZONING COMMISSION FOR THE CITY OF STERLING,  
WHITESIDE COUNTY, ILLINOIS, HEREBY APPROVE THE SUBDIVISION SET FORTH  
HEREON.  
DATED THIS \_\_\_ DAY OF \_\_\_\_\_, 2025 C.E.

PLANNING & ZONING CHAIRMAN

Surveyor's Notes:  
Existing buildings within the Setback area are "non-conforming", all new construction must conform to the Platted & current code setbacks at the time of permit application.

Karen J. Stralow  
Whiteside County Clerk

ACKNOWLEDGMENT

State of Illinois )  
County of Whiteside ) SS  
I, \_\_\_\_\_, Notary Public in and for the State  
and County aforesaid, do hereby certify that, RKH PROPERTIES LLC-  
ROGER HOFFMAN, personally known to me to be the same person(s)  
whose names are subscribed to the foregoing certificates and plat,  
appeared before me this day in person and signed and delivered said  
certificate and plat for the use and purposes therein set forth as his  
or their free and voluntary act.  
Given under my hand and notarial seal  
this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

Notary Public

COUNTY CLERK'S  
TAX CERTIFICATE

State of Illinois )  
County of Whiteside ) SS  
This is to certify that I find no delinquent or unpaid current taxes or special  
assessments against the tract of land described in the foregoing certificates.  
Dated this \_\_\_ day of \_\_\_\_\_, 2025 C.E.

Karen J. Stralow  
Whiteside County Clerk



How will the amended or new Section(s) or Article(s) read: (include additional sheets if necessary)

RE-PLAT OF IVES SUB

**Part IV**

**(Complete this Part if you are proposing to rezone a property).**

Legal description of property to be rezoned:

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Is the applicant the present owner of the property? Yes  No

If the applicant is not the present owner of the property, what is the present owner's name and complete mailing address?

Owner's Name: RKH PROPERTIES LLC

Owner's Address: 709 HOFFMAN DRIVE

ROCK FALLS, IL 61071

Owner Signature  - PRESIDENT

**If the applicant is not present owner of the property, the applicant must provide sufficient evidence to demonstrate a proper interest in having the property rezoned.**

Present Zoning of affected property: \_\_\_\_\_

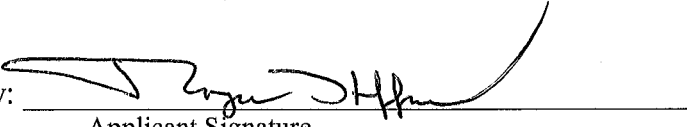
Requested Zoning change for the affected property: \_\_\_\_\_

Explain the purpose or intent for rezoning the property including a description of both the present and proposed use(s) of the property.

Has a site plan been prepared for the proposed use of the property? Yes  No   
IF YES, PLEASE ATTACH A COPY OF THE SITE PLAN WITH THIS APPLICATION.

**Part V**

I attest and swear, to the best of my knowledge, that the information provided with this application is correct and that I have reviewed the applicable sections of the City of Sterling Zoning Ordinance prior to submitting this application.

By:  \_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For Office Use Only**

Date Application Filed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fee Paid \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Check # \_\_\_\_\_



# memorandum



To: Sterling Plan Commission  
Amanda Schmidt, Building & Zoning Superintendent  
From: Dustin Wolff, AICP, City Planner  
Cc: Scott Shumard, City Manager  
Tim Zollinger, City Attorney

Date: March 19, 2026

RE: *Huffmann E 5<sup>th</sup> Street Subdivision*

**REQUESTED ACTION:** Subdivide Parcel/Lot Combination via subdivision.

**LOCATION:** PIN 11-22-229-006 and -008 along E Lincolnway/E 5<sup>th</sup> Street

**BACKGROUND:**

The petitioner has submitted a Plat to subdivide 0.98 acres from the northwest part of parcel PIN 11-22-229-008 (former Aarons) and attached it to parcel PIN 11-22-229-006 (Boss Roofing) to create one lot totaling 1.95-acres.

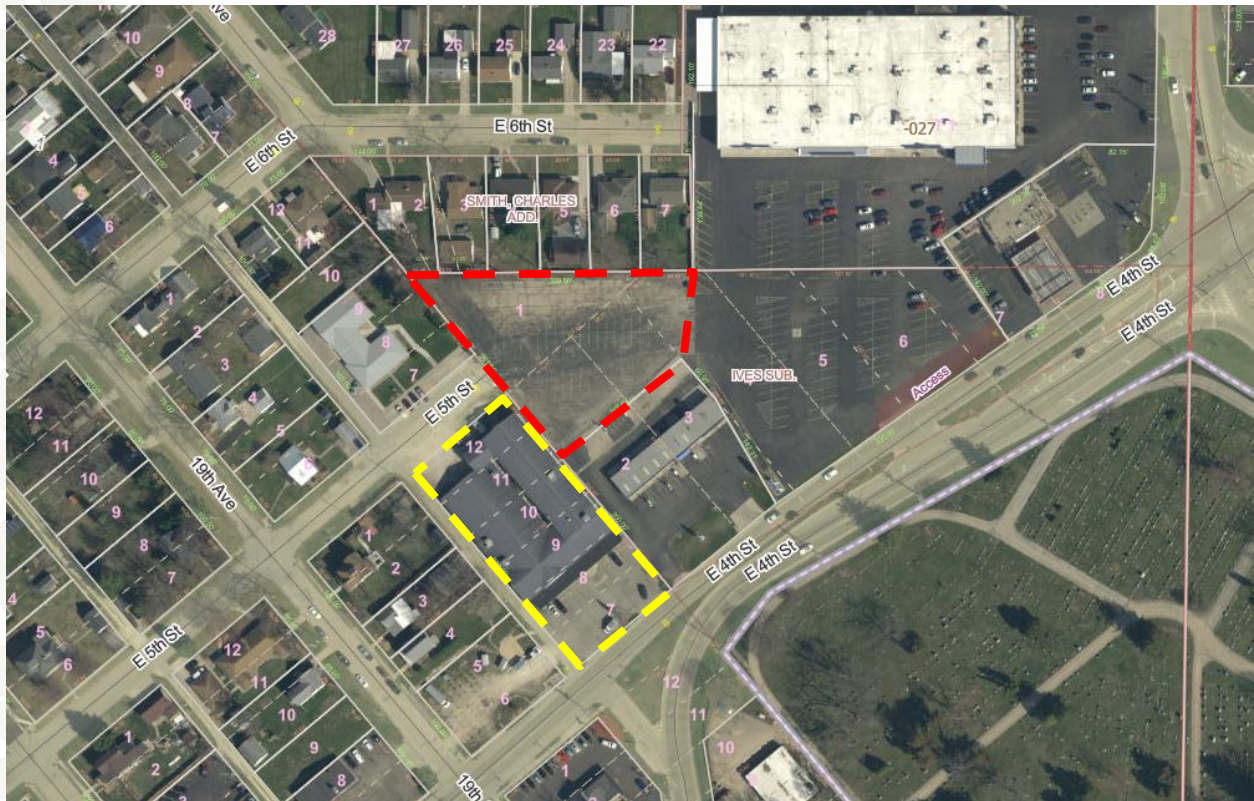


Figure 1: Proposed Plat will add the 0.98-acres outlined in RED to the lands outlined in YELLOW to create a 1.95-acre parcel.

**ANALYSIS:**

**LAND USE AND ZONING ON SURROUNDING PROPERTIES:**

All of the lands are zone CB, Community Business. The added lands are proposed to be used for parking of trucks and storage of equipment and materials for the existing Boss Roofing operations.

The Comprehensive Strategic Plan illustrates the future land use of this area for Community Business. This category is defined as commercial, service, and office land uses that may be locally established and cater to the entire community. See **Figure 2**.



*Figure 2: Subdivision area with current zoning districts illustrated. Note the residential uses immediately adjacent to the north of the site.*

Direction	Land Use	Zoning
On-Site	Parking Lot	CB, Community Business
North	Residential	SR-6, Single-Family Residential
South	Commercial	CB, Community Business
East	Parking Lot	CB, Community Business
West	Commercial	CB, Community Business

*Adopted 20240 Comprehensive Plan*

Immediately adjacent to the lands-in-question are an established residential neighborhood and medical offices. These uses are much less intense than the roofing company operations, and the adopted Plan highlights the concern of the conflict between residential and non-residential uses; notably that Plan non-residential uses envelop residential uses, exposing them to a number of nuisances that impact property value, safety, and livability. See **Figure 3**.



*Figure 3: Photo of the site showing the existing residential immediately to the north.*

To minimize the impact of these existing conflicts, the Plan requires non-residential uses to provide appropriate screening and buffering, based on the intensity of the use. The zoning code serves as the guideline for implementation. Activating the dormant parking lot on this property with more intensive operations will require extensive screening.

**Parking Lot Use & Storage of Equipment**  
 Staff has worked at length with the owner on parking and storage requirements. The parking lot on the lands is allowed in conjunction with an operation business, such as the Roofing Company. However, the parking lot is non-conforming in that it does not comply with the current zoning regulations for design, screening, and setbacks from property lines. Note the recently developed parking lot for Majeski Motors located on E. 4<sup>th</sup> Street and adjacent to residences on 17<sup>th</sup> Avenue. See **Figures 4 & 5**.



*Figure 4: Aerial image of Majeski Motors newly developed parking lot that complies with setbacks and screening requirements.*



*Figure 5: Newly developed parking lot for Majeski Motors that complies with setbacks and screening requirements. Similar requirements will be required for this site.*

Outdoor storage related to business operations is permitted by special use. The following regulations must be followed as were discussed:

- Outdoor storage shall not be permitted in a required yard.
- Outdoor storage not related to business operations shall not be permitted.
- Outdoor storage related to business operations shall not be visible from any:
  - Public street or freeway
  - Existing or planned residential area
  - Publicly accessible open space area, parking area, access driveway, or other similar thoroughfare
  - Publicly accessible space of any public, quasi-public, commercial or industrial use;
- Screening requirements as shown in **Figures 6 & 7**, shall apply to outdoor storage adjacent to or potentially visible from public streets and publicly accessible areas

- An opaque vinyl fence not more than eight feet high, architecturally compatible with the principal structure.
- No storage may exceed the height of the screening wall or fence.
- Screening landscaping in the street frontage yard, located in front of the wall or fence, to soften the view shall be required.
- Screening landscaping in the bufferyard shall be located behind required fencing.
- No screening wall or fence shall be located within a required yard.
- Outdoor storage areas shall be located on a concrete or bituminous surface draining to an approved stormwater management system.
- Screening requirements for buffer yard must be met as outlined in Section 102-520, including:
  - A minimum 12-foot average buffer area shall be required
  - An opaque vinyl fence six feet high and at least 75 percent opaque shall be constructed
  - Evergreens shall be planted within the buffer area at a minimum rate of ten per 100 feet

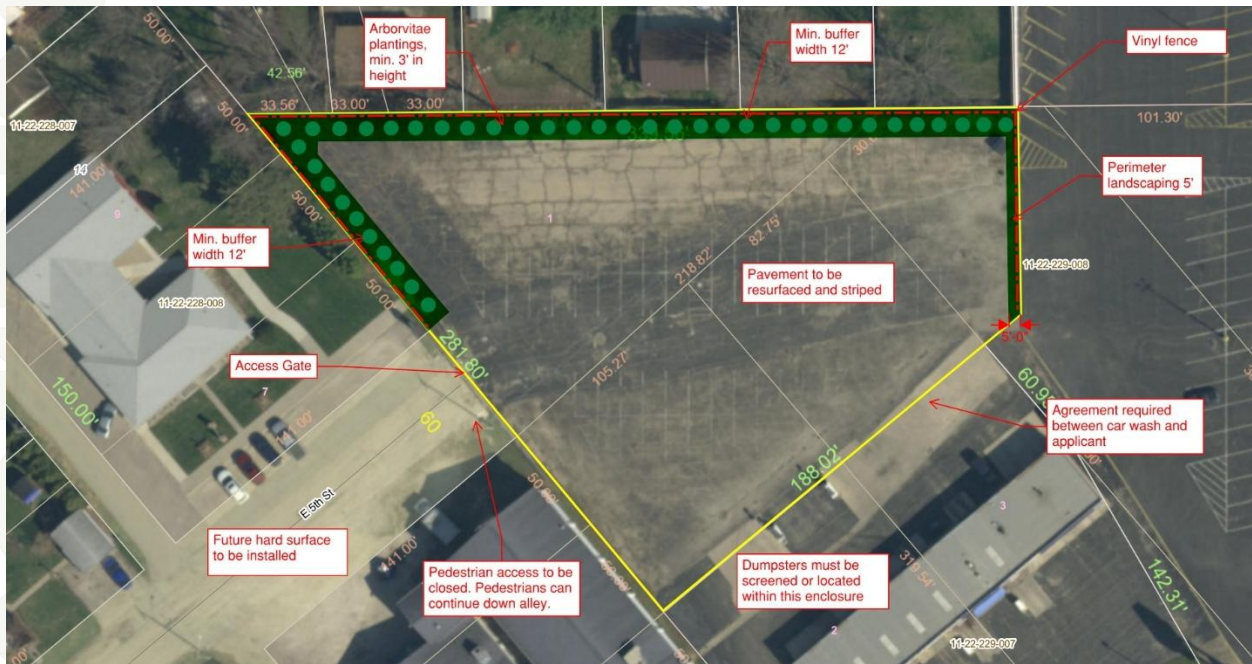


Figure 6: Staff markups showing the required greenspace and buffer areas for the subject lot.



Figure 7: Staff markups showing the required greenspace and buffer areas for the lot at 19th Ave/E 4th St.



Figure 8: Staff markup showing future improvements to the existing front parking lot to be considered.

**Site Access.** The property will have access from E. 5<sup>th</sup> Street—which is currently blocked off at the end of the ROW to prevent cut-through traffic. See **Figure 9**. The landowner will replace with a secure gate. Pedestrian access through the lot will no longer be allowed.



**RECOMMENDATION:** Staff recommends the Plan Commission recommend approval of the petition for the Plat to the City Council provided the outlined following conditions are met:

1. Provide a Building, Site, and Operation Plan for development of the parking lot on the site in compliance with per Section 102-924.
2. Landscaping and buffer plan as required per Section 102-227 Off Street Parking Standards and Section 102-520 Landscape and buffer regulations.
3. Simultaneously apply for a Special Use for outdoor storage of equipment and materials on the site.
4. Revise Plat to show building setback lines that conform to the CB District—10 foot front, 20 foot, and 5 foot side setbacks.
5. Revise Plat to illustrated any cross-access easements on the site, if applicable, or provide an agreement with adjacent property owner.
6. Subject to all technical corrections as required by Whiteside County.