

**MINUTES OF THE COMMITTEE OF THE WHOLE COMMITTEE MEETING OF THE  
CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 23, 2017 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Ebersohl called the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois to order at 7:00 P.M.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Committee Members - Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens. Mayor Hutchinson was also present.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator James Morani, City Attorney J.D. Brandmeyer, Chief of Police and EMS Director Jerald Paul, City Engineer Chris Smith, Director of Community Development Emily Fultz, Building Official Justin Osterhage, Accounting Manager Linda Sharp, Plan Commission Chairman Bill Seibel and Deputy Clerk Donna Mehaffey.

Guests: Mr. Gregg Crawford representing the Main Street Abbey Redevelopment Project and Mr. Darren Forgy, PE, PLS of Prairie Engineers of Illinois. P.C.

Chairman Ebersohl stated the meeting was called for the purpose of discussing: (1) Approval of minutes from the January 9, 2017 Committee of the Whole committee meeting; (2) Plan Commission Update; (3) Food Truck Regulations; (4) Main Street Abbey Preliminary Plan, Rezoning, and Final Development Plan; (5) FY 2017-2018 Budget; (6) Other Items to be Considered; (7) Citizen Comments; and (8) Executive Session – 5 ILCS 120/2(c).

**II. APPROVAL OF MINUTES FROM THE JANUARY 9, 2017 COMMITTEE OF THE  
WHOLE COMMITTEE MEETING**

The minutes of the January 9, 2017 Committee of the Whole committee meeting were submitted for approval.

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Reis, to approve the minutes of the January 9, 2017 Committee of the Whole committee meeting as amended.

Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea. **MOTION CARRIED.**

### **III. PLAN COMMISSION UPDATE**

Mr. Bill Seibel, Chairman of the Plan Commission, provided the first Plan Commission quarterly update to the committee in lieu of monthly council reports. Since September, Mr. Seibel reported the Plan Commission has been working on mobile food vendor regulations, for which they have had discussions with brick and mortar restaurant owners as well as a public hearing. Additionally, they have been working on the modification of sidewalk regulations width from a four-foot width to a five-foot width which makes the sidewalks ADA compliant with state regulations. They have also been working with the new development areas mainly being the Main Street Abbey Mixed Use Development and working with staff and developers to make sure things were compliant with the code as well as with agreements originally made with the City. The Plan Commission has also worked with the Fox Run Phase 3 subdivision modification where there was originally a senior housing development that did not come to fruition and was changed to a residential look and feel of the rest of the subdivision. They have also worked on the proposed Walnut Ridge Community Unit Plan. Mr. Seibel asked if there were any questions from the committee.

City Administrator James Morani reported that staff has been in contact with Mr. Bill Hawn on the proposed Walnut Ridge Estates Subdivision over the last week or two and he has been advised that the proposed subdivision will be going back to the Plan Commission before coming back to the Committee of the Whole and added that some changes are being made by the developer.

Mr. Seibel also said the Plan Commission is working towards updating the Subdivision Code this year as well as components of the Comprehensive Plan. Next month, the Plan Commission will have a group meeting with the Historic Main Street Association and the Heritage and Preservation Commission. Mr. Seibel said they all want to be working on the same goals for Main Street.

### **IV. FOOD TRUCK REGULATIONS**

Director of Community Development Emily Fultz reviewed with the committee the proposed food truck application which was prepared by Ms. Fultz with input from the Monroe County Health Department and developed with research of smaller communities in the Midwest. Ms. Fultz explained the annual license fee will be \$100 for the food truck vendor and if the annual license fee is paid, then no \$35 fee will be needed to be paid for a special event during that license year. If a food truck vendor only wants a special event license, then they are only required to pay \$35 per special event. Ms. Fultz also reviewed copies of items needed for the application. They included: Certificate of Liability Insurance, Vehicle Insurance, Illinois Retailer Occupation Tax Certificate, Monroe County Health Permit, Vehicle Registration, and Drivers License. The process would be to submit the completed application to the City Clerk, contact the Monroe County Health Department to schedule plumbing and health inspections, and then the City would contact the applicant to let them know when the license is available for pick up, provide the Health Certificate to the City Clerk and pay the fee to obtain the license. The applicant would also have to give the city a list where the food truck

will be operating and written permission from the property owner before issuance of a license. Ms. Fultz noted the map with the 750 foot buffer has not changed as well as the food truck regulations draft ordinance.

Items of concern by the committee on the application and regulations were:

- Limit on the number of food trucks to operate in the City. No limit right now per Ms. Fultz, but will see what the interest is and then we can limit it if we have to.
- Limit on the number of food trucks on property--for example five different food trucks at the same location five days of the week. Ms. Fultz said this would not be prohibited, but could look at language to limit it. She said she will have to speak to our City Attorney about it.
- Mr. Morani stated he did not believe the number of food trucks to operate in the city or the number of food trucks on property would be a problem.
- Will food trucks be inspected each year? Ms. Fultz said this item will be researched but believes it is for one year, but she will double check.
- No Vehicle Identification Number (VIN) on application.
- Regarding gas stations selling food, Section 5.50.030 Manner of Operation - needs to define "prepared food". (Example: "hot dogs" and other microwaveable foods served at gas stations)
- Ms. Fultz stated that she will try to coordinate these definitions with the health department's definitions.
- Does not want a gas station to qualify as an existing business selling prepared food so the food truck may locate within 750 feet of the gas station.
- Need to protect gas stations too as they have invested in real estate and paying taxes in the City of Columbia.
- Mr. Morani said he can see both ways on this issue and is up to the committee to make it more strict or less strict.
- Need a Special Events definition.
- City ordinance defines a Special Event. The \$125 application fee is set by ordinance.
- If a church is located in a residential area and wants to host a food truck or food truck event on their property, the way the draft Food Truck Regulations are written, the event would not be allowed.
- The Special Event definition in the City Code would not regulate a private business or organization hosting a special event on their own property, but rather only those events on public property that require City Council approval.
- If there is a Special Event held on private property, no Special Event license is needed.
- The Special Events section of the Food Truck Regulations will be reviewed by the City and the draft Food Truck Regulations will be amended to better address this issue.
- If a new restaurant opens at a new location, a dot and a buffer area of 750 feet will be added to the map and it could change food truck locations on the map.

- A time is needed on the application for processing. Ms. Fultz said she will add language stating that the processing time is one week or possibly two weeks.

It was the consensus of the committee to move forward with the Food Truck Regulations draft, the Food Truck Vendor application draft, will explore the definition of prepared foods and will research the Special Events issue.

**V. MAIN STREET ABBEY PRELIMINARY PLAN, REZONING, AND FINAL DEVELOPMENT PLAN**

Building Official Justin Osterhage reviewed the Main Street Abbey Preliminary Plan, Rezoning and Final Development Plan.

**Two (2) Zoning Map Amendments**

1. Main Street Developers, LLC (Main Street Abbey Redevelopment Project) are requesting a Zoning Map Amendment from Chapter 17.22 (R-6 One Family Dwelling District) to Chapter 17.28.015 (C-2 MXD General Business District) of the City of Columbia Zoning Code. The property is parcel #04-15-369-016-000 (school property).
2. Main Street Developers, LLC (Main Street Abbey Redevelopment Project) are requesting a Zoning Map Amendment from Chapter 17.28 (C-2 General Business District) to Chapter 17.28.015 (C-2 MXD General Business District) of the City of Columbia Zoning Code. The property includes parcels #04-22-101-009-000 (parking lot) and #04-15-369-016-000 (church /school property).

Mr. Osterhage said the preliminary and final approval of the Main Street Abbey Development Plan vary from the City's Zoning Code and those items are below. All are shown on or described in the development plans.

1. Section 17.44.020(F)(1) Additional Regulations - Parking/Design and Maintenance  
Main Street Abbey would like to reduce the size of parking spaces required on site from ten (10) feet wide to a minimum size of nine (9) feet wide by nineteen (19) feet long to increase the number of overall parking spaces.
2. Section 17.44.020(F)(7) Additional Regulations - Parking/Design and Maintenance  
Main Street Abbey would like the west parking lot to reduce the buffer to two (2) feet from the three (3) feet buffer along Madison and Washington Streets.
3. Section 17.44.020(G) Additional Regulations - Parking/Surfacing and Maintenance  
Main Street Abbey would like to leave the existing parking lot west of Main Street as an oil and chip surface.

4. Section 17.44.020(I) Additional Regulations - Parking/Surfacing and Maintenance  
Main Street Abbey is requesting the existing drainage facilities on the west parking lot to continue to exist in the current condition.

5. Section 17.44.040 Schedule of Off-Street Parking Requirements  
Main Street Abbey is requesting to provide 196 parking spaces rather than the required 220 parking spaces, which is a shortage of twenty-four (24) spaces.

Mr. Osterhage also stated there is an estimated project schedule in the package and there are two phases to the project. The first phase is the former convent, church and rectory which will become the coffee shop, apartments, the Abbey Banquet Hall and apartment complex and the second phase is the former Immaculate Conception school and gym which will become the micro-brewery, garden restaurant, bed & breakfast and meeting rooms.

Items discussed were:

- Parking agreement with Lawlor Funeral Home.
- The existing parking lot west of Main Street was discussed and within five (5) years, the parking lot is to be brought up to code. No one could recall how long Lawlor Funeral Home had to bring their parking lot up to code.
- Mr. Gregg Crawford, representing the Main Street Abbey Redevelopment Project, is planning to incorporate landscape and decorative ornamental fences in the parking lot, but they are still twenty-four (24) parking spaces short. He pointed out there is off-premises parking in the area for twenty-four (24) parking spaces. He wants the parking lot to be pleasing to the eye.
- The curb cut on Main Street could lead to traffic concerns or increased accidents.
- Concerns about vans and trucks parking on East Liberty Street and Main Street blocking views.
- The curb cut on Main Street is for the coffee shop business and apartments. It is shown on page C102 of the Final Site Development Plan for Main Street Abbey Redevelopment. (combine this bullet with the next one since it's all the same subject) Mr. Crawford said they gained parking by designing the parking this way, which provides twelve (12) regular parking spaces and one (1) handicapped. Parking spaces would be lost if they did not have the Main Street curb cut for the parking lot. Mayor Hutchinson said there is a lot of space and it is an open area. Mayor Hutchinson also said vehicles have to park further back on the street from the corner as to not obstruct vision of vehicles.
- There was discussion of stormwater retention and detention on the property.
- It was pointed out by Mr. Darren Forgy, PE, PLS of Prairie Engineers of Illinois. P.C., that on page C102 of the site plan, the purple color area is all water detention and is referred to as basins.
- Tree discussion on existing trees, canopy trees and existing canopy trees. Mr. Crawford said he is not removing any existing trees.
- Mr. Crawford also said there will be a decorative fence along Main Street.

Mr. Osterhage reported staff and the Plan Commission's concern that there is not a sidewalk entrance to the Phase 2 Development off of East Liberty Street. Pedestrian traffic coming down South Main Street make the left turn to East Liberty Street to go to the garden restaurant, bed & breakfast and micro-brewery and their only path of travel would be into the main parking lot into the motorist egress path. There is no pedestrian path entering off of East Liberty Street to those facilities and the concern is that the only path of travel is the blue path shown on page C102 of the site plan. Mr. Osterhage stated there are not any plans to change it. However, there is an Americans with Disabilities Act (ADA) path throughout the area to each establishment.

Alderman Roessler reported he does not see a problem with the access and he can't believe there will be an issue with someone walking through the area. He added that from the way it had been used previously, it is actually more open with this plan than what the school had because pedestrians were walking by vehicles and through a narrow access point to get to the school and gym. Now there will be a whole parking lot with more room to move over towards the entrance.

Alderman Niemietz questioned the size of the strip between the parking lot edge and the outdoor seating which Mr. Crawford said is two feet. Mayor Hutchinson referenced page L100 of the site plan which showed the area in question landscaped with trees.

After discussion of the parking lot west of Main Street with the existing oil and chip surface, it was the consensus of the committee to incorporate the parking lot into the development plan with a timeline of completion of five (5) years for the reconstruction of the parking lot.

Mr. Osterhage said the Main Street Abbey ordinances will be ready for consideration at the February 6 City Council meeting.

## **VI. FY 2017-2018 BUDGET**

Accounting Manager Linda Sharp presented the FY 2017-2018 Budget Schedule to the committee. She reported the department heads are already looking at their capital needs for the new budget year. She also pointed out the budget will be ready for consideration at the April 17 City Council meeting. The committee commented the budget schedule looked good.

## **VII. OTHER ITEMS TO BE CONSIDERED**

### **A. Stop Sign Requests**

Mr. Morani reported to the committee that city residents occasionally ask for a stop sign to be located on a certain street or intersection. Additionally, the City may consider other items such as yield signs, one way street, or no parking. Mr. Morani would like to set up a process for these types of requests or those initiated by staff. Alderman Reis said the Police Department or the Chief of Police have always taken care of these requests. Mr. Morani said

the City Engineer should be involved as there may be something an engineer may observe based on his knowledge and expertise. Mr. Morani would still like to involve the Chief of Police and have the Streets Committee Chairman engaged as well. A recommendation will be made by this group to the council if they feel action is warranted.

It was the consensus of the committee to move forward with the process that Mr. Morani introduced.

**VIII. CITIZEN COMMENTS**

There were no citizen comments.

**IX. EXECUTIVE SESSION – 5 ILCS 120/2(c)**

There was no call for Executive Session.

**X. ADJOURNMENT**

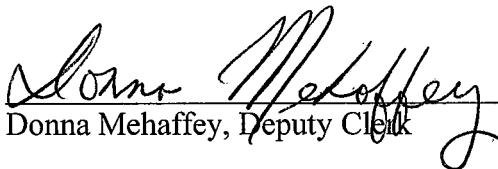
**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Agne to adjourn the Committee of the Whole committee meeting of the City Council of the City of Columbia, Illinois held Monday, January 23, 2017 at 7:59 P.M. Upon voice vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Reis, Holtkamp and Martens voted yea.

**MOTION CARRIED.**

Minutes taken by:

  
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GENE EBERSOHL, Chairman  
COMMITTEE OF THE WHOLE

  
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Donna Mehaffey, Deputy Clerk