

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JANUARY 23, 2017 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Monday, January 23, 2017 was called to order by Chairman Bill Seibel at 7:30 P.M.

2. ROLL CALL

Upon roll call, the following members were:

Present: Chairman Bill Seibel and Commissioners Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Tony Murphy and Doug Garmer.

Absent: Commissioners Amy Mistler and Gene Bergmann.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, Building Official Justin Osterhage (arrived at 7:55 P.M) and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: Jim Vogt, Engineer with Heneghan and Associates, P.C. (left meeting at 7:50 P.M.).

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, JANUARY 9,
2017**

The minutes of the Monday, January 9, 2017 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Caren Burggraf and seconded by Karin Callis to approved the minutes of the Monday, January 9, 2017 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Commissioner Doug Garmer abstaining. **MOTION CARRIED.**

(Agenda Items were discussed in the following order: 5.b. New Business – Land Transfer request for Mueller-Matlock prior to 4.a. Old Business Items – Zoning.)

5. NEW BUSINESS

b. Land Transfer Request for Mueller-Matlock

Chairman Bill Seibel opened the discussion and Jim Vogt, engineer representing Heneghan and Associates, referred to the distributed handout of the property and explained the land transfer request of seven (7) feet between the Mueller-Matlock property due to several issues which include the concern of the Matlock's driveway being in close proximity to the Mueller's property line and several trees which are located on the property line. Director of Community Development Emily Fultz said that Building Official Justin Osterhage had briefly discussed the land transfer request with her and they both agreed they had no issues with the request. There was a brief discussion about the compliance of the side yard setback and the land request requiring the approval of the City Council.

MOTION:

It was moved by Commissioner Doug Garmer and seconded by Commissioner Virgil Mueller to recommend approval of a seven (7) foot land transfer from Mueller to Matlock, Part of Lot 10 of Henry Warderman's Heirs Subdivision. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Tony Murphy and Doug Garmer voted yes. **MOTION CARRIED.**

4. OLD BUSINESS

a. Zoning Code Update

Emily began the discussion by reviewing the Section 17.02.020 Purpose statements distributed to the Plan Commission and the need to update the zoning codes for a more condensed, user friendly document. She suggested beginning the process with a basic approach starting with the purpose statements. Emily discussed the following background information which included: (a) the required Illinois state statute purpose statement; (b) the terms in the code being outdated; (c) trends toward mixed uses and form based codes, providing examples from the Collinsville and Edwardsville zoning codes; (d) the importance of this process which will impact future development for many years to come; (e) an estimated timeline to complete updating the zoning code between six (6) to eight (8) months; and (f) the value of preserving the downtown historical district.

As a starting point, Emily suggested using surveys to gather information to assist with the updating the zoning code from (1) residents, (2) developers, bankers, engineers,

architects; and (3) downtown business and residents. Emily reviewed sample survey questions and suggested several mediums for each targeted group (written survey, Facebook and personal meetings). There was a brief discussion concerning the survey with Plan Commissioners agreeing the surveys would be a beneficial tool. Emily is anticipating working on getting the surveys distributed as soon as possible with the hope that some surveys will be returned by the next Plan Commission meeting on Monday, February 13th

Emily had a few examples of zoning code content formatted as a table for the Plan Commissioners to review. The Plan Commission's consensus was that the table was user friendly, organized and easy to read. Emily suggested a similar table format for the Special Use Exceptions and Requirements for a quick, easy cross reference with broader uses identified such as commercial, public and institutional and manufacturing.

An invitation will be extended to Historic Main Street Executive Director Andrea Yochum, Historic Main Street President Bob Freyman and Chairperson of the Heritage and Preservation Commission Beth Kutterer-Sanchez to attend the February 13th Plan Commission meeting to begin the downtown district discussion. Emily welcomed the Plan Commissioners to contact her with any ideas or suggestions on the zoning code update process.

6. STAFF REPORTS

- A. Prior to the New Business Land Transfer request for Mueller-Matlock discussion, Bill welcomed Doug Garmer as a newly appointed Plan Commissioner. The Plan Commissioners then introduced themselves, providing their background information.
- B. Emily briefly explained that food trucks were discussed earlier that evening at the Committee meeting and as a result of the discussion, there will be a few minor revisions to the application and the prohibited distance of the food truck vendor may be re-evaluated.

Justin covered the Main Street Abbey discussion which included the west parking lot resurfacing timeline and illustration being included on the development plan and the Walnut Ridge development plan being returned to the Plan Commission for future discussion on lower density housing which may require another public hearing.

7. PUBLIC INPUT

- A. Nothing to report.

8. MEETING ADJOURNED

Since there was no further business to discuss, Chairman Seibel entertained a motion to adjourn.

MOTION:

Motion was made by Commissioner Russell Horsley and seconded by Commissioner Virgil Mueller to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, January 23, 2017 at 8:37 P.M. On roll call vote, all Commissioners present voted yes.

MOTION CARRIED.

* Bill Seibel, Chairman

* Karin Callis, Acting Secretary

* Minutes by Sandy Garmer, Accounting/Clerical Assistant

*** Copy of the approved signed minutes and attachments are available in the Clerk's Office.**