

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD TUESDAY,
MAY 29, 2018 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Tuesday, May 29, 2018 was called to order by Chairman Bill Seibel at 6:30 P.M.

2. ROLL CALL

Upon roll call, the following members were:

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

Absent: Commissioners Russell Horsley, Amy Mistler and Doug Garmer.

Quorum Present.

Administrative Staff Present: Building Official Justin Osterhage.

Administrative Staff Absent: None.

Guests present: Bill Hawn, developer involved with Walnut Ridge Estates Development (left meeting at 6:55 P.M.).

3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, MARCH 26, 2018

The minutes of the Monday, March 26, 2018 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Caren Burggraf and seconded by Commissioner Virgil Mueller to approve the minutes of the Monday, March 26, 2018 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Chairman Bill Seibel and Commissioner Tony Murphy abstaining. **MOTION CARRIED.**

(Agenda Item 4.B. Walnut Ridge Estates Preliminary Subdivision Plat was discussed prior to 4.A. Nominations and Elections of Officers.)

4. **NEW BUSINESS**

A. Nominations and Elections of Officers

Chairman Seibel opened the discussion on whether to proceed with the nomination and elections of officers or postpone the election due to the absence of three Plan Commissioners, including the Secretary Amy Mistler. There was a brief discussion on whether there would be an appointment of another Plan Commissioner in the near future. It was the consensus of the Plan Commissioners to table the Nomination and Election of Officers until the next meeting.

B. Walnut Ridge Estates Preliminary Subdivision Plat

Chairman Seibel referred to the Walnut Ridge Estates information provided prior to the meeting which included the Subdivision of Property Application, Preliminary Plat Requirements for Subdivision Checklist, Monroe County Soil and Water Conservation Natural Resources Information Report, Indenture of Trust and Restrictions and Walnut Ridge Estates Preliminary Plat and opened the discussion by asking if the Plan Commission had any comments or concerns. The discussion included the following:

- correction on page 9 in the Indenture of Trust and Restriction under ASSESSMENTS 1.(a) typographical error on the dollar amount "not to exceed Two Hundred and Fifty Dollars (\$300.00)," which will be corrected to "not to exceed Three Hundred Dollars (\$300.00)"
- brief review of subdivision covenants and restrictions
- Subdivision of Property Application has no name listed for engineer or surveyor – it was left blank. Mr. Hawn, representing the Walnut Ridge Estates Development, explained Henegan and Associates has been contracted to determine the boundaries, which will likely result Henegan and Associate being the surveyor. Building Official Justin Osterhage pointed out the city's code requires a preliminary plat be submitted by a licensed engineer or surveyor and Bill Hawn is a licensed engineer.
- questions on the preliminary plat submitted with no seal or signatures on it which is a requirement. The explanation was the seal and signatures are typically done upon approval of the preliminary plat.
- proposed grading and contour lines question on the preliminary plat with the explanation that the dash lines are the existing contours and the solid lines are the proposed contours
- clarification that sidewalks will be constructed along Rueck Road with note regarding the details for sidewalks which will be worked out during the improvement plan stage for the phasing line and for stoppage at the bridge with some challenges around the culvert. Chairman Seibel questioned the consideration of making a proposed bicycle trail or multi-use trail with possible connection to existing trails instead of sidewalk.

- clarification of the transition of current owner identified as R. M. Clark on the Subdivision Property Application with the preliminary plat indicating Walnut Ridge Development as the property owner. Mr. Hawn explained they will close on the property by the time the final plat will be pending approval of the City Council.
- verification all streets in Walnut Ridge Estates will be public streets and meeting the City code
- Mr. Osterhage covered typographical errors previously discussed and identified a few more errors to be corrected on the preliminary plat, including:
 - (a.) an address correction under the LIST OF UTILITIES for sewer and water (page 1); (b.) under the DRAINAGE STATEMENT changing name of the development from "Walnut Ridge Estates" to "Walnut Ridge Development 1, Inc." (page 2); and (c.) under GENERAL NOTES changing the word "elevation" to "elevation" and "tear" to "year" (page 2, last paragraph).
- question on the preliminary plat LEGAL DESCRIPTION (48.56 ACRES) (page 2) whether the 48.56 acres is accurate. Mr. Hawn responded there is a question on the northern boundary near the creek and once the survey is complete, an amendment will be made to reflect the accurate acreage.
- clarification on the preliminary plat of the location of a fire hydrant in the middle of a temporary cul de sac on west end of Walnut Ridge Drive. Mr. Hawn explained the city will be discussing the water line going to the property line and the location of the fire hydrant in the improvement plans and how to best deal with the situation. Mr. Osterhage pointed out there is a temporary easement around the temporary cul de sac which is outlined by dash lines and the city is aware of the location of the fire hydrant location.
- the only entrance for the development will be via Rueck Road and the anticipation for future development, of the currently undeveloped property, possibly connecting the temporary cul de sac via Quarry Road

Chairman Seibel asked Mr. Hawn if he had further issues to discuss. Mr. Hawn said he has had several productive meetings with city staff and will continue to work with them to resolve any issues, as well as correcting the typographical errors identified, since he is looking forward to the approval of the development.

MOTION:

It was moved by Commissioner Tony Murphy and seconded by Commissioner Virgil Mueller to recommend approval (pending typographical corrections) of the Walnut Ridge Estates Preliminary Subdivision Plat. On roll call vote, Chairman Bill Seibel and Commissioners Virgil Mueller, Caren Burggraf, Karin Callis and Tony Murphy voting yes. **MOTION CARRIED.**

C. Chapter 17.60 CMC "Site Plan Requirements"

Mr. Osterhage opened the discussion by referring to the "Chapter 17.44 Site Plan Requirements", which will be retitled as "Chapter 17.60 CMC Site Plan

Requirements", and explained it is a proposed new chapter to the zoning code. He began the discussion by briefly reviewing each section of the Site Plan Requirement and explaining the following: (a.) the purpose is to outline detailed site plan requirements for small developments, single parcel property, commercial property and planned unit development; (b.) currently the only site requirement the city has is included in the subdivision code; (c.) the issues involved with building permits being submitted without the site plan requirements; (d.) the Site Plan Requirements are progressive; everything required under Section 17.44.020 (Section 17.60.020), will be required in Section 17.44.030 (Section 17.60.030) and Section 17.44.040 (Section 17.60.040); and (e.) the site plan requirement proposed will include the site plans to be signed and sealed by a professional engineer or surveyor. A brief discussion followed, including the following questions and concerns: (1.) how much cost would be added by requiring the engineer or surveyor's seal to the site plan?; and (2.) what is the current review process for submitting a building permit not covered in the subdivision code? Mr. Osterhage concluded the discussion asking the Plan Commissioners to review the proposed Chapter 17.60 CMC Site Plan Requirements in preparation to continue the discussion in the near future.

5. OLD BUSINESS

- A. None.

6. STAFF REPORTS

- A. Update on the Final Draft of the Subdivision Code

Mr. Osterhage briefly reviewed the following items regarding the pending approval of the final draft of the Subdivision Code: (1.) wording revisions to be finalized by city staff including: street lighting improvement and standards; vacation and easement of property; and street markers and traffic signs; and (2) a request for legal opinion on the specific requirements for a maintenance guarantee with a irrevocable letter of credit, an insurance bond or escrow agreement. In conclusion, Mr. Osterhage will forward the finalized subdivision code to the Plan Commissioners for their review.

7. PUBLIC INPUT

- A. None.

8. MEETING ADJOURNED

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

MOTION:

Motion was made by Commissioner Caren Burggraf and seconded by Commissioner Virgil Mueller to adjourn the Regular Meeting of the Columbia Plan Commission held Tuesday, May 29, 2018 at 7:44 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

*Copies of signed approved minutes are available in the Clerk's Office.