

**NOTICE OF & AGENDA FOR  
CITY OF COLUMBIA, ILLINOIS  
COMMITTEE MEETINGS TO BE HELD ON  
MONDAY, FEBRUARY 28, 2011  
AT COLUMBIA CITY HALL  
208 S. RAPP AVENUE  
COLUMBIA, ILLINOIS**

**7:00 PM - License, Insurance Claims, CEMA and Contracts**

1. Review/discussion of Municipal Buildings Cleaning Services RFPs
2. Cable TV Franchise update/discussion
3. Other items to be considered or discussed

**7:10 PM - Ordinance, Planning and Zoning**

1. Kritter Kare Pet Care Facility presentation/discussion
2. Review/discussion on building permit submittal with plans prior to Architectural Review Board Meeting application submittal
3. Review/discussion on subdivision plat submittal and replatting requirements prior to 50% of the lots being developed to assure compliance with masonry requirements
4. Review/discussion of driveway or curb cut minimum/maximum width requirements
5. Review/discussion on time frame commercial dumpsters are allowed on streets/driveways in residential and business/commercial areas
6. Main Street Comprehensive Plan - introductory information and discussion
7. Other items to be considered or discussed

**7:20 PM - Committee of the Whole**

1. Discussion on allowing electronic attendance at meetings
2. Other items to be considered or discussed

**MINUTES OF THE LICENSE, INSURANCE CLAIMS, CEMA AND  
CONTRACTS COMMITTEE MEETING OF THE CITY COUNCIL OF THE  
CITY OF COLUMBIA, ILLINOIS HELD MONDAY, FEBRUARY 28, 2011 IN  
THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Roessler called the License, Insurance Claims, CEMA and Contracts Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:02 p.m.

Upon Roll Call, the following members were:

Present: Chairman Roessler and Aldermen Hejna, Oberkfell and Stumpf.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Niemietz and Row.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garner.

Guests Present: Connie Broadhurst, owner of Kleen Sweep Cleaning Service, David and Hannah Sparkes, owners of Sparkes Cleaning Company.

Chairman Roessler stated the purpose of the meeting was to (1) review and discuss the Municipal Buildings Cleaning Services RFPs; (2) receive a Cable TV Franchise update; and (3) discuss any other items to be considered.

**II. REVIEW/DISCUSSION OF MUNICIPAL BUILDINGS CLEANING SERVICES RFPs**

Chairman Roessler opened the meeting and called upon City Administrator Al Hudzik to address the Committee on this issue. Hudzik briefly reviewed a previously distributed document entitled "Janitorial Service Bids – February 23, 2011" containing summarized information from the eleven (11) companies submitting proposals (proposal documents submitted by said eleven (11) companies had also previously been distributed). The summary document contained information including: monthly cleaning fees (all buildings) and monthly supplies comments – Hudzik indicated that the monthly cleaning fees varied from \$1,728/mo. to \$5,175/mo. and that an in-depth analysis of the proposals received had not yet been completed. Hudzik suggested that the Committee/Council Members review the information provided and welcomed any suggestions/comments/questions—he also indicated that staff would be conducting a

more thorough review of the proposals for their recommendation to the Committee at a future meeting.

**III. CABLE TV FRANCHISE UPDATE/DISCUSSION**

City Administrator Hudzik informed the Committee that Charter Communications had tentatively agreed to the language contained in the Settlement and Release Agreement distributed to the Committee/Council Members and that Charter personnel were currently reviewing the franchise renewal language (granting a cable franchise until December 31, 2014) – he said he hoped to present those documents at the March 7<sup>th</sup> council meeting.

**IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

None.


**V. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Hejna and seconded by Alderman Oberkfell to adjourn the License, Insurance Claims, CEMA and Contracts Committee Meeting held Monday, February 28, 2011 at 7:13 p.m. Upon Roll Call vote, Chairman Roessler and Aldermen Hejna, Oberkfell and Stumpf voted yea. **MOTION CARRIED.**

  
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MARK ROESSLER, Chairman  
LICENSE, INSURANCE CLAIMS, CEMA AND CONTRACTS COMMITTEE

Minutes taken by:

  
\_\_\_\_\_  
SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE ORDINANCE, PLANNING AND ZONING COMMITTEE  
MEETING OF THE CITY COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS  
HELD MONDAY, FEBRUARY 28, 2010 IN THE COUNCIL ROOM OF CITY  
HALL**

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**I. CALL TO ORDER**

Chairman Jim Agne called the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:14 p.m.

Upon Roll Call, the following members were:

Present: Chairman Agne and Aldermen Ebersohl, Niemietz and Row.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Hejna, Oberkfell, Stumpf and Roessler.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Director of Community and Economic Development Paul Ellis, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garmer.

Guests Present: Jennifer and Denny Kreps, owners of Kritter Kare, LLC.

Chairman Agne stated the purpose of the meeting was to (1) receive a presentation on and discuss the proposed Kritter Kare Pet Care Facility; (2) receive introductory information and discuss the Main Street Comprehensive Plan; (3) review and discuss building permit submittal with plans prior to Architectural Review Board Meeting application submittal; (4) review and discuss subdivision plat submittal and replatting requirements prior to 50% of the lots being developed to assure compliance with masonry requirements; (5) review and discuss driveway or curb cut minimum/maximum width requirements; (6) review and discuss the time frame commercial dumpsters are allowed on streets/driveways in residential and business/commercial areas; and (7) discuss any other items to be considered.

**II. KRITTER KARE PET CARE FACILITY PRESENTATION/DISCUSSION**

Chairman Agne made opening remarks and asked Jennifer Kreps to address the Committee on Kritter Kare's proposed facility – Denny Kreps placed a depiction of the proposed Kritter Kare Pet Plaza (with a proposed location on Old Route 3 north of the city) in front of the podium for the Committee/Council Members to view. Jennifer Kreps addressed the Committee/Council Members and indicated they would like to expand their business (they currently serve over sixty (60) clients from the greater St. Louis area –

they have nine (9) sitters and one (1) manager) and offer more services including boarding, grooming, a pet boutique and bakery, and a dog park – their plans include a building with thirty-two (32) kennels and they do not plan to use chain link fencing. During Jennifer’s presentation all in attendance were allowed to make comments and ask questions, which included: (i) that all services they plan to offer are permitted in the C-3 zoned area (of their proposed building) outright or by special use with the exception of boarding, which would require an amendment to the zoning code; (ii) the size of the proposed building (approx. 3,000 – 3,500 sq. ft); (iii) the lot size and the buildable portion, as well as future development plans; (iv) the process to start the project – zoning amendment application; (v) the time frame of the project (within one (1) year); and (vi) the proposed building construction (including the non-visibility of equipment on the roof). The Committee/Council Members thanked the Kreps for their presentation and encouraged them to submit the necessary applications to the proper boards for their input on the proposed pet plaza.

### **III. MAIN STREET COMPREHENSIVE PLAN – INTRODUCTORY INFORMATION AND DISCUSSION**

Chairman Agne called upon Director of Community & Economic Development Ellis to address the Committee on this issue. Ellis briefly reviewed a Memo (to the Civic Progress Committee, dated April 29, 2010) that was distributed at the beginning of this meeting re: Proposal for Action to “Develop a comprehensive Main Street redevelopment strategy that includes market analysis, targeted street/building improvements and planning for adequate parking/transit service”. The Memo addressed such strategy’s (i) required steps; (ii) required resources; and (iii) products to be produced. Paul indicated that even though Main Street has seen many improvements, there is still much work to be done, and the development of a comprehensive plan for Main Street is essential to its future development.

### **IV. REVIEW/DISCUSSION ON BUILDING PERMIT SUBMITTAL WITH PLANS PRIOR TO ARCHITECTURAL REVIEW BOARD MEETING APPLICATION SUBMITTAL**

Chairman Agne called upon City Engineer Williams to address the Committee on this issue. Ron reviewed current language in Chapter 15.66 (Architectural Review Board), Section 15.66.080 (Review of Building Permit Applications) of the City’s Municipal Code pertaining to the submittal of building permit applications (including fully designed plans with appropriate stamps and signatures) to the Architectural Review Board for its review, when required by the Municipal Code. He expressed his opinion that the requirement for fully designed plans seemed excessive since the requested variance may not be allowed – he also indicated that he felt a site plan with appropriate elevation drawings and renderings would be sufficient to allow the Architectural Review Board to make its decision on the variance request. During Ron’s presentation all in attendance were given the opportunity to make comments and ask questions, which included: (a) the importance of having professionals involved from the very beginning of the project; (b) the cost associated with fully designed plans; and (c) the Architectural Review Board may not need to review fully designed plans to render its decision on a requested variance.

**MOTION:**

It was moved by Alderman Row and seconded by Alderman Niemietz to recommend to the City Council that City Engineer Ron Williams be authorized to prepare revisions to the language appearing in Section 15.66.080 (Review of Building Permit Applications) of the City's Municipal Code, pertaining to the submittal of a building permit for commercial buildings, including a set of fully designed plans, to the Architectural Review Board as reviewed and discussed in Committee. Chairman Agne and Aldermen Ebersohl, Niemietz and Row voted yea. **MOTION CARRIED.** A straw poll of the other Aldermen: Hejna, Oberkfell and Stumpf voted yea and Roessler voted nay.

V. **REVIEW /DISCUSSION ON SUBDIVISION PLAT SUBMITTAL AND REPLATTING REQUIREMENTS PRIOR TO 50% OF THE LOTS BEING DEVELOPED TO ASSURE COMPLIANCE WITH MASONRY REQUIREMENTS**

City Engineer Williams reviewed current language in Section 15.71.020 (Masonry Coverage Requirement) of the City's Municipal Code pertaining to the requirement that subdivisions be replatted after building permits are issued for 50% of the subdivision's lots to ascertain compliance with the city's masonry coverage requirement. Ron stated that the replatting requirement could create difficulties since all homeowners would have to sign the replatting documentation. He expressed his opinion that if compliance to the city's masonry coverage requirements was the objective of the replatting, he felt that could be accomplished by a staff review and presentation to the council, which would achieve the same result without requiring replatting. Chairman Agne concurred that he felt this could be handled by staff without requiring a subdivision replatting.

**MOTION:**

It was moved by Alderman Row and seconded by Alderman Ebersohl to recommend to the City Council that City Engineer Ron Williams be authorized to prepare the necessary revisions to the language appearing in the City's Municipal Code pertaining to the subdivision replatting requirements upon issuance of building permits for 50% of the subdivision's lots, as reviewed and discussed in Committee. Chairman Agne and Aldermen Ebersohl, Niemietz and Row voted yea. **MOTION CARRIED.** A straw poll of the other Aldermen: Henja, Oberkfell, Stumpf and Roessler voted yea.

VI. **REVIEW/DISCUSSION OF DRIVEWAY OR CURB CUT MINIMUM/ MAXIMUM WIDTH REQUIREMENTS**

City Engineer Williams reviewed various driveway or curb cut regulations from IDOT and several other municipal entities in the Metro-East/St. Louis area – he indicated that the requirements vary from city to city (and the state). He recommended that our standards be changed to encompass a maximum driveway or curb cut width of forty (40) feet for commercial businesses and thirty (30) feet for residential properties (to accommodate a three (3) car garage). During Ron's presentation all in attendance were able to make comments and ask questions, which included: (i) several subdivisions have homes with three (3) car garages and need at least twenty-seven (27) foot driveways; (ii) some residences have more than three (3) car garages, but they normally do not face the street and the thirty (30) foot maximum driveways (for residential properties) should be

sufficient; (iii) the entire width of the driveway may exceed the curb cut maximums since the curb cut measurement does not include the turning radius constructed on either side of the driveway; and (iv) a driveway should have a minimum width to provide sufficient space for incoming and outgoing traffic.

**MOTION:**

It was moved by Alderman Row and seconded by Alderman Niemietz to recommend to the City Council that City Engineer Ron Williams prepare the necessary revisions to the City's Zoning Code to allow for maximum driveway or curb cut widths of (i) forty (40) feet for commercial businesses (with a minimum width to adequately provide for incoming and outgoing traffic); and (ii) thirty (30) feet for residential properties. Chairman Agne and Aldermen Ebersohl, Niemietz and Row voted yea. **MOTION CARRIED.** A straw poll of the other Aldermen: Hejna, Oberkfell, Stumpf and Roessler voted yea.

**VII. REVIEW/DISCUSSION ON TIME FRAME COMMERCIAL DUMPSTERS ARE ALLOWED ON STREETS/DRIVEWAYS IN RESIDENTIAL AND BUSINESS/COMMERCIAL AREAS**

Chairman Agne distributed a copy of Columbia Municipal Code Chapter 15.70 (Regulation of Dumpsters Located in Traffic Rights-of-Way) and stated the code contains regulations for dumpsters in city rights-of-way, but does not contain provisions for dumpsters located on private property – dumpsters can be located in the city's right-of-way for no more than fourteen (14) consecutive days (provided the necessary permit is obtained) with one fourteen (14) day extension; the third or subsequent extension(s) require approval of the city's Zoning Administrator and no more than four (4) extensions of the permit shall be allowed without approval of the City Council. A general discussion was then held wherein all in attendance were given the opportunity to make comments, express their opinions and ask questions, which included: (a) whether a private property permitting process was necessary, and if so the proper time frame to allow a dumpster to be located on the property; (b) whether the long-term private property dumpster issue could be addressed through property maintenance laws currently in existence; (c) how often long-term private property dumpster placement issues occur; and (d) that the property owner(s) must pay to rent the dumpsters. It was the consensus of the Committee/Council Members that the City Engineer, the City Administrator and the City Attorney review this issue for future recommendation to the Committee on what actions, if any, should be taken.

**VIII. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

None.

**IX. ADJOURNMENT**

**MOTION:**

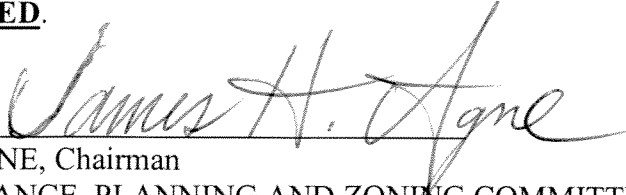
It was moved by Aldermen Row and seconded by Alderman Ebersohl to adjourn the Ordinance, Planning and Zoning Committee Meeting of the City Council of the City of Columbia, Illinois held Monday, February 28, 2011, at 8:57 p.m. Upon Roll Call vote,

Ordinance, Planning and Zoning Committee Meeting  
February 28, 2011

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Memo from City Engineer Ron Williams re: Items for February 28, 2011 Ordinance Planning and Zoning Committee and Attachments (9 pages)

Chairman Agne and Aldermen Ebersohl, Niemietz and Row voted yea. **MOTION CARRIED.**



JIM AGNE, Chairman  
ORDINANCE, PLANNING AND ZONING COMMITTEE

Minutes taken by:



SANDRA GARMER, Accounting/Clerical Assistant



**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
FEBRUARY 28, 2011 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Ebersohl called the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois to order at 8:58 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Row, Hejna, Oberkfell, Stumpf and Roessler and Mayor Hutchinson.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandy Garner.

Guests Present: None.

Chairman Ebersohl stated the purpose of the meeting was to review and discuss (1) allowing electronic attendance at meetings; and (2) any other items to be considered.

**II. DISCUSSION ON ALLOWING ELECTRONIC ATTENDANCE AT MEETINGS**

Chairman Ebersohl opened the meeting and called upon City Administrator Al Hudzik to address the Committee on this issue. Hudzik reviewed a Memo (previously distributed) containing (i) a proposed ordinance, including its attached "Electronic Attendance at Meetings Rules"; and (ii) text from Illinois Compiled Statutes 5 ILCS 120/7 (Attendance by a means other than physical presence), and 5 ILCS 120/1.02 containing the definition of a "Meeting", which documents contained information pertaining to electronic attendance at meetings. Hudzik indicated that he had contacted City Attorney Bruckert on February 7<sup>th</sup> after Alderman Agne requested to attend the city council meeting via teleconference due to an injury sustained on the ice – Bruckert advised Hudzik that the statutes allow such meeting attendance, but only upon adoption of the necessary documentation by the corporate authorities; since Bruckert had sample adoption documentation, he e-mailed it to Hudzik, who presented it at this meeting for the Committee's consideration. A discussion took place wherein all in attendance were able to express their opinions, make comments and ask questions, which included: (a) council members should be required to attend meetings in person, and not by electronic means; (b) there are legitimate reasons why council members may not be able to attend meetings in person, but would still like to express their opinions and vote on items presented;

