

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
FEBRUARY 25, 2019 IN THE CITY HALL AUDITORIUM**

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**1. CALL TO ORDER**

The Plan Commission meeting of the City of Columbia, Illinois held Monday, February 25, 2019 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 Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Tony Murphy and Doug Garner.

Absent: None.

Quorum Present.

Administrative Staff Present: Director of Community Development Scott Dunakey and Accounting/Clerical Assistant Sandy Garner.

Administrative Staff Absent: None.

Guests present: Kris Brower and Tim DeWald.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, FEBRUARY 11, 2019**

The minutes of the Monday, February 11, 2019 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Doug Garner and seconded by Commissioner Russell Horsley to approve the minutes of the Monday, February 11, 2019 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, Chairman Seibel and Commissioners Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Tony Murphy and Doug Garner voted yes. Commissioner Amy Mistler abstained.

**MOTION CARRIED.**

**4. PUBLIC COMMENTS (For Items Not on the Agenda)**

A. None.

5. **PUBLIC HEARING**

A. None.

6. **NEW BUSINESS**

A. Review Public Hearing Process

Chairman Bill Seibel opened the meeting by reminding the Plan Commission a Public Hearing would be held before the next meeting on March 11<sup>th</sup>, at 6:30 p.m. In preparation for the Public Hearing, Chairman Seibel referred to the Columbia Plan Commission Procedural Outline prepared by Director of Community Development Scott Dunakey. Chairman Seibel reviewed in detail the public hearing procedural outline which included:

- (1) Call Agenda Item
- (2) Abstentions & Declaration of a Quorum
- (3) Ex Parte Communications
- (4) Public Notice Validation
- (5) Staff Report
- (6) Applicant Presentation
- (7) Public Hearing
- (8) Plan Commission Deliberations & Vote

There was a brief discussion during the review, which included the following: (a.) the appropriate timeline for questions to be asked; (b.) suggestion for Plan Commissioners to raise hand to be called upon to speak; (c.) question concerning how abstentions affect quorums; (d.) there are currently no bylaws established for the Plan Commission; (e.) suggestion for establishing bylaws providing detailed operational rules for the Plan Commission to follow; (f.) uncertainty of attendees and number of public comments; (g.) a sign-in sheet will be provided for guests who are addressing the Plan Commission; and (h.) the Chairman will call upon each speaker and remind him or her to address the Plan Commission and keep their comments brief and to the point (since unable to set time limits without bylaws). Chairman Seibel covered four (4) sample motions, with Mr. Dunakey reviewing a few examples of motions with conditions and/or changes. In conclusion, Chairman Seibel explained the Plan Commission's role is to make a recommendation for City Council approval.

Following the discussion, Mr. Dunakey explained the Staff Report will include detailed historical and background information regarding the request and recommendation, which will be provided to the Plan Commissioner's to review prior to the Public Hearing.

In conclusion, Chairman Seibel and the Plan Commissioners thanked Mr. Dunakey for providing the procedural outline. It was the consensus of the Plan Commission the outline was helpful, easy to follow and the review was an excellent idea to prepare for the Public Hearing.

7. **OLD BUSINESS**

A. None.

8. **STAFF REPORTS**

A. None.

9. **MEETING ADJOURNED**

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

**MOTION:**

Motion was made by Commissioner Karin Callis and seconded by Commissioner Caren Burggraf to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, February 25, 2019 at 6:55 P.M. On roll call vote, all Commissioners present voted yes.

**MOTION CARRIED.**

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\* Bill Seibel, Chairman

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\* Amy Mistler, Secretary

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\* Minutes by Sandy Garmer, Accounting/Clerical Assistant

\*Signed and approved minutes are available in the Clerk's Office