

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
OCTOBER 10, 2016 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Monday, October 10, 2016 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, Gene Bergmann and Tony Murphy.

Absent: Commissioners Karin Callis and Amy Mistler.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, City Engineer Chris Smith (arrived at 8:30 P.M.) and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: Steve and Bruce Hancock, potential food truck vendors; Robyn Starkey, Farmhouse Harvest (new business); Marcia Brooks and Pam Marshall, Our Coffee House & Café and Alonzo Butler, Thai House – all guest left at the conclusion of the food truck discussion.

3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, SEPTEMBER 12, 2016

The minutes of the Monday, September 12, 2016 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Gene Bergmann and seconded by Commissioner Tony Murphy to approve the minutes of the Monday, September 12, 2016 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

4. OLD BUSINESS

A. Food Trucks

Director of Community Development Emily Fultz began the discussion by reviewing background information and the prior discussions with the City Council members and Plan Commission on food trucks operating in Columbia. Emily referred to the three maps posted that indicated the local restaurants and food establishments with a 2000 foot, 1000 foot and 500 foot buffer zones, to provide a visual picture of the possible locations where food trucks could be located (outside the buffer area). Emily explained that calls had been made to the local restaurants and food establishments inviting them to attend this meeting, as well as a posting on Facebook, asking “How do you feel about seeing food trucks in Columbia?” and “Should they be limited to certain area of town?”, which also included an invitation to attend the Plan Commission meeting to share their thoughts. The Facebook page currently had reached 5,289 people, with 20 shares and 35+ comments with the majority of the comments being receptive to food trucks operating in Columbia. Emily also said she had received an email from a local restaurant owner who was unable to attend the meeting, but had stated he was “strongly opposed” to allowing food truck vendors to operate in Columbia.

Chairman Bill Seibel thanked the guests in attendance for coming and invited them to share their thoughts. The guest’s comments included the following: (a) concerns about the additional competition of food trucks, especially over the lunch hour; (b) allowing the food trucks to operate will negatively affect their business; (c) the location of the food trucks; (d) frequency of the food trucks operation; (e) the restriction of the number of food trucks allowed; and (f) the possibility of the food trucks bringing more people to the community. The Plan Commission and the guests also discussed: (1) food trucks will most likely be located in the parks, and possibly near the Legion and Oetter Parks; (2) what is a reasonable buffer zone for food trucks to be located, with the consensus being 1000 feet from brick and mortar restaurants; (3) the suggestion to add the food trucks option to the special event application; (4) limitation to number of licenses for food trucks allowed; (5) restrictions on hours of operation; (6) concerns about the regulation of the food trucks equipment (generators, propane tanks, trash cans, etc.) being reasonably contained in or near vehicle; (7) whether food trucks were stationary; and (8) concerns with the enforcement of regulations on food truck restrictions. Emily has reviewed other municipalities’ food truck regulations including Webster Groves, Creve Coeur, Clayton, O’Fallon, Sunset Hills and Carbondale and shared brief descriptions of their policies. In conclusion, Emily will draft a proposal for food truck regulations to be completed for review at the next Plan Commission meeting, and it will also be available on the city’s website.

5. NEW BUSINESS

A. Subdivision Text Amendment - Sidewalks

Director of Community Development Emily Fultz distributed a handout, “Subdivision

Code Language”, to the Plan Commissioners and informed them that city staff has been discussing with the City Council an amendment to the subdivision code to be revised from four (4) feet sidewalks to five (5) feet sidewalks, which comply with ADA regulations. City Engineer Chris Smith briefly discussed the benefits for the City to make this amendment since most communities are now requiring the five (5) feet sidewalks and that IDOT constructed five feet sidewalks along the North Main Street resurfacing project which was recently completed. Chris further explained: (a) that ADA regulations requires a five foot bump out on sidewalks every 200 feet of four feet sidewalks; (b) the five feet sidewalks are more accessible, user friendly and will not require the bump outs; (c) right of ways and green space allowances; (d) beneficial to amend text for future developments; (e) stringent approval requirements of IDOT sidewalk projects; and (f) this amendment would be more consistent with mobility plan.

MOTION:

It was moved by Commissioner Virgil Mueller and seconded by Commissioner Gene Bergmann to recommend the revision of the Subdivision Code Language, Section 34-4-3, Street Design Requirements, to amend sidewalk width from four (4) feet to five (5) feet. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Gene Bergmann and Tony Murphy voted yes.

MOTION CARRIED.

6. STAFF REPORTS

A. Director of Community Development Emily Fultz

Commissioner Gene Bergmann requested an update from Emily on the Freight Study Committee. Emily said she has attended one meeting and gave a brief update on Freight Study projects. Emily distributed a Southwestern Illinois State American Planning Association Annual Citizens Planners Workshop invitation for Wednesday, October 26, 2016, from 6 P.M. to 8 P.M. at the O’Fallon Public Safety Building, 285 North Seven Hills Road in O’Fallon, Illinois.

B. City Engineer Chris Smith

Chris informed the Plan Commission there will be a public informational meeting this Wednesday, October 12, at the Dupo High School from 5 P.M. to 8 P.M., in regard to the Davis Street Ferry Interchange/Imbs Station Road. Chris briefly updated the Plan Commission on the FEMA working map findings, the recent analysis received from the engineering study and the city’s disagreement of the findings which the City will continue to challenge.

7. PUBLIC INPUT

A. See above public comments in Food Truck Discussion.

8. MEETING ADJOURNED

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

MOTION:

Motion was made by Commissioner Gene Bergmann and seconded by Commissioner Russell Horsley to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, October 10, 2016 at 9:02 P.M. On roll call vote, all Commissioners present voted yes.

MOTION CARRIED.

* Bill Seibel, Chairman

* Caren Burggraf, Acting Secretary

* Minutes by Sandy Garmer, Accounting/Clerical Assistant

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