

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 8, 2018 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, January 8, 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 Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Tony Murphy and Doug Garmer.

Absent: None.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, Building Official Justin Osterhage, City Consultant Scott Hanson, Mayor Kevin Hutchinson (left meeting at 6:55 P.M.) and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: William Wilson, representing ASAP Development Group, Jim Vogt, representing Heneghan & Associates, Bill Hawn, representing Walnut Ridge Estates, Dennis and Virginia Brand, representing Brellinger Properties.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, DECEMBER 11, 2017**

The minutes of the Monday, December 11, 2017 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Virgil Mueller and seconded by Commissioner Doug Garmer to approve the minutes of the Monday, December 11, 2017 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

**4. NEW BUSINESS**

A. None

## 5. OLD BUSINESS

### A. Discuss first final draft of the Subdivision Code.

Chairman Bill Seibel opened the discussion and welcomed the guests in attendance. Director of Community Development Emily Fultz introduced Scott Hanson, a consultant hired by the City, who then gave a brief overview of revised Chapter 16 Subdivision Code highlighting the following major initiatives focused on in the last several months which included:

- (a) declaration of variances and improvement plan approvals prior to final plat stage
- (b) clarification of what needs to be provided at the preliminary and final plat stages to meet state and local requirements
- (c) city request to create special service area to address long-term maintenance of subdivision common areas
- (d) all buildable lots be adjacent to public streets and prohibiting flag lots
- (e) no permanent structures allowed within utility easements
- (f) parameters of traffic impact studies
- (g) updating storm water management standards
- (h) connection for subdivision access to pedestrian and bike trails
- (i) basic standards for street trees
- (j) updating performance guarantee language in accordance with Illinois State Statutes
- (k) addition of sketches and details in the appendix for reference purposes

Chairman Seibel began the review of the Subdivision Code by covering page by page each revised (red line) revision and the Plan Commissioners and guests shared thoughts and concerns on the following items:

- 16.1.1. – question on the Purpose statement concerning the word “shall” in the following statement, “The standards **shall** include the following:” with the clarification needed with regard to greenspace provision in Section G.
- 16.1.1.G. – inquiry on the reference to include “schools” in the provision of public and private greenspace
- 16.2.1. – suggestion to add “standards” definition
- 16.2.2 – clarification on the definition of “party wall” (shared common wall) used in the definition of BUILDING and clarification of the definition of FLAG LOT that requirements meet both **a.and b.**
- 16.3.5. – question on variances for the subdivision under the provisions of the Subdivision Code versus Zoning Code variances
- 16.3.7.A. – questioning the preliminary plat approval for one-year period with the suggestion to lengthen to two (2) or three (3) year time period
- 16.3.8.I. – questioning whether subsurface rock and soil testing is required or if developer is required to submit only if testing has been done
- 16.3.8.AI. – purpose of adding drainage area details on preliminary plat, concern of cost incurred by developer in the preliminary plat stage and suggestion to

- further discuss with City Engineer
- 16.3.8.AJ. – purpose of probable cost of public improvements by licensed engineer and suggestion to further discuss with City Engineer (concern of why this necessary information for the City to know)
  - 16.3.17. – suggestion to remove (PDF) reference or to update to “an electronic version in a format determined by City Engineer” in accordance with other sections of the code
  - 16.3.23.H. – clarification the easement statements are required to be placed on the final plat
  - 16.3.23.N. – concern with the statement, “The engineer shall also certify on the plat: ‘**All** required and applicable agencies were properly notified and approve of the project.’”, concern potential liability of the engineer and the knowledge of the applicable agencies to contact without an inclusive list and suggestion to further discuss with City Engineer
  - 16.3.22.O. – questioning the soil report prepared and sealed by licensed engineer and submitted with the final plat requirement and possibility of revision for addition of detailed fill requirement threshold
  - 16.3.22.AA.1. – request for Certificates required on the final plat to be worded exactly on the final plat as they appear in code text
  - 16.3.22.AA.6. – suggestion to revise the wording on the drainage certificate that states “no residences or structures are, or **will** be, located within the one hundred year (100-Year) flood elevation”, with the revision of the word “will” to “can” and for the wording to be reviewed by legal counsel
  - 16.3.22.AA.7. – questioning the liability of “the owner and/or builder/developer with consultation of a qualified professional engineer to insure adequate compaction of grades under sidewalks, driveways and parking lots when installed over public road right-of-way and easements” and costs that would be incurred as a result of testing
  - 16.3.28. – removal of subdivision review fees which should be part of the City of Columbia’s Fee Schedule
  - 16.4.2.B. – prohibiting of flag lots and providing reference to definition
  - 16.4.2.E.(1) – clarification that private streets are allowed by ordinance in the City, and have to meet the street design requirements
  - 16.4.3.K. – questioning the following items pending further discussion: (a) 34 (thirty-four) feet street width requirement for A-1; (b) issues with street widths, right-of-way widths and sidewalk requirements affecting front yard requirements and losing lot space; (c) 30 (thirty) feet width streets sometimes pose an issue when you have storm water sewers pushed back on the sidewalk and offset behind the curb; and (d) can sidewalks be within an easement and straddle the property line? Needs to be discussed further with City Engineer.
  - 16.4.7.D. – clarification of exceptions statement and possible addition of verbiage including vegetation and landscape buffer
  - 16.5.2.B. – remove “28 inches” length and add reference to the Illinois statute
  - 16.5.3.E.(b) and (c) – removal of reference to oil and chip option for streets outside of the city limits

- 16.5.4 – removal of 16.5.4.E. statement “The presence of any current traffic problems or issues in the project area, e.g. high traffic accident frequency” due to repetition
- 16.5.12.C. – removal of the verbiage “or the concrete shall be at least six inches in thickness”
- 16.5.16 – questioning the following: (a) whether this street trees requirement can be deferred to be planted by the homeowner instead of the developer/subdivider; (b) where the tree requirement fits in the timing of the development process; (c) development of a potential list of acceptable trees; and (d) how can the city mandate what kind of tree(s) to plant and the location of the tree(s)?

It was the consensus of all present to conclude the discussion after review of Section 16.5.16 (at the top of page 44 in the redline copy of the draft subdivision code). Chairman Seibel invited the guests to the next Plan Commission meeting on Monday, January 22 to continue the discussion. Emily requested any content changes be forwarded to her by January 26.

**6. STAFF REPORTS**

- A. Emily is working on revising the preliminary plat, improvement plan and final plat applications so they are ready when the subdivision code is completed and approved.

**7. PUBLIC INPUT**

- A. See the above discussion on the Subdivision Code for public input.

**8. 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 Virgil Mueller to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, January 8, 2018 at 8:27 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

\* Copies of approved minutes are available in the Clerk’s Office