

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 22, 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 22, 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, Amy Mistler and Doug Garmer.

Absent: Commissioners Russell Horsley and Tony Murphy.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, City Engineer Chris Smith and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: Bill Hawn, representing Walnut Ridge Estates and Dennis Brand, representing Brellinger Properties (both left the meeting at 7:36 P.M.).

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, JANUARY 8, 2018**

The minutes of the Monday, January 8, 2018 Plan Commission Meeting were submitted for approval.

A. **MOTION:**

It was moved by Commissioner Karin Callis and seconded by Commissioner Caren Burggraf to approve the minutes of the Monday, January 8, 2018 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 continued from the January 8<sup>th</sup> Plan Commission meeting and welcomed the guests in attendance. Chairman Seibel led the discussion beginning with Section 16.5.18 (at the top of page 44 in the redline copy of the draft subdivision code) covering page by page each revised (red line) revision and the all in attendance shared thoughts and concerns on the following items:

- 16.5.18.B. – Performance Guarantee  
Director of Community Development Emily Fultz said there are a few minor inconsistencies in the language the Home Builders Association commented on that will be reviewed by the City Attorney to ensure the code is written in accordance to Illinois state statute. The questioning and clarification of the requirement of “125% of the bid for infrastructure” will remain in the code. There were several scenarios discussed with the conclusion that the way developers are currently building (e.g. install infrastructure, approve final plat, sell lots) is not changing, however, the performance bond language allows developers an option to sell lots prior to installing infrastructure, if they wish. It was also pointed out that the subdivision code also applies to commercial development.
- 16.5.18.C. – Surety Release  
Emily said HBA had commented on the language which will be reviewed by the City Attorney.
- 16.5.19 – Maintenance Guarantee: Letter of Credit, Bond or Escrow Agreement  
City Engineer Chris Smith briefly explained the future commitment for the follow-up, final inspection completion and the formal release process outlined in this section.
- 16.5.20 – Telecommunications, Antennas and Support Structures  
Emily explained there are no revisions proposed to this section which will remain in the subdivision code but will be transferred to the new zoning code once it is adopted.
- 16.6.1.A. - Authority to Grant Variances and Special Exceptions.  
Chairman Seibel briefly clarified the filing of variance(s) prior to the preliminary plat, updating the reference to the “director of public works” to “city engineer” and that there are potential exceptions in which variances could be filed later in the process in the case of unexpected circumstances.
- 16.7.9. - Mandatory Agreements  
16.7.10 – Incorporation by Law  
16.7.11 – Highway, Road and Street Traffic Generation Assessment Development Agreements  
The sections were discussed as a whole with a review of background on the Ordinance No. 2581 and the consensus for the City Attorney’s review to determine if the sections are currently applicable.
- Article IX Masonry Coverage Requirement  
There are no changes proposed at this time to this section, however, it will be continued to be reviewed in the future.
- 16.9.4. Documentation and Implementation of Requirements  
Both developers commented on lack of flexibility with masonry requirement designations on specific lots on preliminary and final plats and the inability to add specific design preference at homebuyer’s request on front of home when meeting the masonry requirement. There was a discussion following which included

whether the subdivision code promotes “affordable housing” and topics related to the future comprehensive planning process. It was suggested that the exterior coverage requirements for the front façade be changed to require only 90% of the front façade with masonry material, to allow for some accents of the builder and homeowner’s discretion.

- Exhibit Section  
Chairman Seibel explained the last section is a reference of Municipal Standard Detail exhibits related to the subdivision code. City Engineer Chris Smith explained this section is intended to be a helpful, accessible reference for commercial and residential developers and he is working with an outside engineering firm reviewing the exhibits since this section is not complete. There was a brief conversation about the street width and sidewalks and the elimination of copper service lines and allowance of PVC with tracer wire. In conclusion, Chris said the exhibits will provide a picture to follow.

Chairman Seibel asked if there were any additional comments or questions on the review of the subdivision code material from the current or previous Plan Commission meetings. There were none. Emily requested any content changes be forwarded to her by January 26. The first final draft of the subdivision code will be presented to the City Council for their review at a special working meeting scheduled for Monday, January 29. Chairman Seibel concluded the discussion by thanking the guests for their time and input.

## **6. STAFF REPORTS**

- A. Emily is continuing to work on the preliminary plat, final plat and variance applications for the completion of the subdivision code.
- B. Emily gave a brief update on the involuntary annexations indicating she is drafting eight (8) annexation agreements for property owners interested in the waiver of water and/or sanitary sewer tap-in fees.
- C. Chris provided the background and update on the FEMA Flood Insurance Risk Maps which included the following timeline:
  - (1.) August, 2016, FEMA working maps were presented and reviewed by the city
  - (2.) September, 2016, city provided review comments to FEMA
  - (3.) FEMA notified the city they will be doing a detailed study of Palmer Creek and Hill Lake Creek
  - (4.) Anticipated receipt of Palmer Creek and Hill Lake Creek working map will be sometime in 2019
  - (5.) Chris had a meeting with the IDNR last week and their maps will not be ready until 2020 or 2021

## **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 Virgil Mueller and seconded by Commissioner Karin Callis to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, January 22, 2018 at 7:47 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 copies of minutes are available in Clerk's Office.

Approved