

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JUNE 11, 2018 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Monday, June 11, 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, Amy Mistler, Tony Murphy and Doug Garmer.

Absent: Commissioner Karin Callis.

Quorum Present.

Administrative Staff Present: Building Official Justin Osterhage.

Administrative Staff Absent: None.

Guests present: Jason Miller, representing Mozel and Joe Antolik, representing EMCO Chemical Distributors, Inc.

3. APPROVAL OF PLAN COMMISSION MINUTES OF TUESDAY, MAY 29, 2018

The minutes of the Tuesday, May 29, 2018 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Caren Burggraf and seconded by Commissioner Virgil Mueller to approve the minutes of the Tuesday, May 29, 2018 Plan Commission Meeting, pending a minor correction, and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Commissioners Amy Mistler and Doug Garmer abstaining.

MOTION CARRIED.

(Agenda Items 4.B Lot 1 – East Gate South-West Easement Vacation & Dedication Plats and 4.C. Petition for Annexation and Proposed Zoning – 125 Ryan Drive was discussed prior to 4.A. Nominations and Elections of Officers.)

4. NEW BUSINESS

A. Nominations and Elections of Officers

Chairman Seibel opened the discussion and explained he had a prior conversation with Commissioner Karin Callis who requested not to postpone the nomination and election of officers in her absence and confirmed her willingness to continue to serve as Vice Chairman, if nominated and elected. There was a brief discussion with the nominations outlined in the following motion.

A. **MOTION:**

It was moved by Commissioner Caren Burggraf and seconded by Commissioner Doug Garmer to elect nominated slate of officers: Bill Seibel, Chairman; Karin Callis, Vice Chairman and Amy Mistler, Secretary. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Amy Mistler, Tony Murphy and Doug Garmer voted yes. **MOTION CARRIED.**

B. Lot 1 – East Gate South-West Easement Vacation & Dedication Plats

Chairman Bill Seibel opened the discussion by welcoming the guests in attendance and referring to the Easement Dedication Plat of Lot 1 - East Gate South-West plans distributed in the Plan Commission packet. Building Official Justin Osterhage distributed and reviewed the two (2) Final Plats “East Gate South West”, pointing out the original location of Lot 1 (on both sides of West Gate Drive), the strip of land originally owned by Union Pacific Railroad between Lot 1 and the Union Pacific Railroad right-of-way and where the easement is currently located. He explained the new final plat has separated Lot 1 into two (2) lots (Lot 1 and 7) and Mozel has acquired the strip of land between Lot 1 and the Union Pacific Railroad right-of-way which has resulted in the easement vacation and dedication request. Mr. Osterhage stated the utility easement and/or compensatory storage is vacant and referred to the letters received from Ameren Illinois and Harrisonville Telephone Company with no objections to the easement vacation and dedication request. Chairman Seibel pointed out the Ameren Illinois letter dated June 5, 2018, refers to “Easement Dedication Plat-Exhibit “B”, however, the Easement Dedication Plat exhibit is labeled “Exhibit A”, which is a typographical error. Chairman Seibel asked if there were any questions or concerns. There were none.

A. **MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Virgil Mueller to approve the East Gate South-West Easement Vacation and Dedication Plats. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Amy Mistler, Tony Murphy and Doug Garmer voted yes. **MOTION CARRIED.**

C. Petition for Annexation and Proposed Zoning – 125 Ryan Drive

Building Official Justin Osterhage opened the discussion by referring to the Petition for Annexation submitted by JLP Homes, LLC. Mr. Osterhage reviewed the background and location of the lot requested to be annexed into the city and the proposed zoning designation as R-2. He explained the annexation request is a result of a new home

wanting to connect to public utilities. The following items were discussed: (a) the access to the lot is Ryan Drive, a private drive which will remain a private drive; (b) Ryan Drive is maintained by the property owners; (c) currently there is no city sewer connection available for the lot; (d) clarification on the lots and roadways surrounding the proposed annexation lot; and (e) the pending authorization of the property owner on Gall Road and Ryan Drive approval for the water line to cross their property which is not contingent on the annexation and zoning approval. Mr. Osterhage concluded the discussion by stating an annexation request is common practice in order to connect to municipal utilities, and he has no objection to the request.

A. **MOTION:**

It was moved by Commissioner Doug Garmer and seconded by Commissioner Virgil Mueller to approve the annexation and R-2 zoning for 125 Ryan Drive (PIN# 04-28-233-011-000). On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Amy Mistler, Tony Murphy and Doug Garmer voted yes. **MOTION CARRIED.**

5. **OLD BUSINESS**

A. Chapter 17.60 CMC “Site Plan Requirements”

Building Official Justin Osterhage referred to the City Municipal Code Site Plan Requirements distributed and discussed at the May 29th Plan Commission meeting and asked if there were any corrections or comments after reviewing the information. The discussion included the review of the following items included in the plan: (1) site plan requirements include a seal from an engineer or surveyor for specified accessory structures, single-family dwellings, multi-family dwellings, non-residential buildings, planned developments and other developments; (2) the seal requirement will be an additional cost for builder; and (3) result of the site plan requirements providing a “clean” document for future reference. Mr. Osterhage concluded the discussion by letting the Plan Commissioners know a final draft of the CMC Site Plan Requirement would be presented at the next meeting.

6. **STAFF REPORTS**

A. Nothing to report

7. **PUBLIC INPUT**

A. None.

8. **MEETING ADJOURNED**

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

MOTION:

Motion was made by Commissioner Russell Horsley and seconded by Commissioner Caren Burggraf to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, June 11, 2018 at 7:20 P.M. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

* Bill Seibel, Chairman

* Amy Mistler, Secretary

*Minutes by Sandy Garmer, Accounting/Clerical Assistant

*Copies of approved signed minutes are available in the Clerk's Office.

Approved