

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
AUGUST 22, 2016 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, August 22, 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, Karin Callis and Gene Bergmann.

Absent: Commissioner Amy Mistler and Tony Murphy.

Quorum Present.

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

Administrative Staff Absent: None.

Guests present: Paul and Adam Friedich, representatives of Domex Properties and Myrna Schild.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, JULY 11, 2016**

The minutes of the Monday, July 11, 2016 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Caren Burggraf to approve the minutes of the Monday, July 11, 2016 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Commissioner Gene Bergmann abstaining. **MOTION CARRIED.**

#### **4. REPORT OF COUNCIL REPORTER**

The minutes of the Monday, July 18, 2016 City Council Meeting were submitted by Plan Commissioner Russell Horsley for approval.

**A. MOTION:**

It was moved by Commissioner Gene Bergmann and seconded by Commissioner Caren Burggraf to accept the Monday, July 18, 2016 City Council Meeting Report from Plan Commissioner Russell Horsley. On roll call vote, all Commissioners present voted yes.  
**MOTION CARRIED.**

The minutes of Monday, August 1, 2016 City Council Meeting were submitted by Plan Commissioner Gene Bergmann.

**B. MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Virgil Mueller to accept the Monday, August 1, 2016 City Council Meeting Report from Plan Commissioner Gene Bergmann. On roll call vote, all Commissioners present voted yes.  
**MOTION CARRIED.**

The minutes of Monday, August 15, 2016 City Council Meeting were submitted by Plan Commissioner Virgil Mueller.

**C. MOTION:**

It was moved by Commissioner Caren Burggraf and seconded by Commissioner Gene Bergmann to accept the Monday, August 15, 2016 City Council Meeting Report from Plan Commissioner Virgil Mueller. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

#### **5. ASSIGNMENT OF COUNCIL REPORTER**

**A. City Council Reporter Tuesday, September 6, 2016 City Council Meeting Plan**  
Commissioner Amy Mistler.

**(Agenda Items were discussed in the following order: 7. C. New Business – Joy View Acres Phase IV prior to 6. A. Old Business Items.)**

This meeting was not a Public Hearing but a Public Meeting clarified by Building Official Justin Osterhage. The Building & Zoning department notified adjoining property owners of the preliminary subdivision plat approval for “Joy View Acres Phase IV”, inviting all interested members of the public to attend tonight’s meeting. Justin did explain there will be future situations that will require Public Hearing be held in conjunction with the Plan Commission meetings.

## **6. OLD BUSINESS**

- A. Continued discussion about Plan Commission Council Report attendance at City Council Meetings.

Chairman Bill Seibel opened the discussion concerning the Plan Commission's role of the council reporters attending the City Council meeting asking for the Plan Commissioner's opinions on whether to continue the practice. The following discussion included: (i) attending the meeting without the background material which makes it difficult to report; (ii) beneficial for the reporter to have the Building and Zoning and the City Engineer/Public Work's reports prior to the meeting; (iii) the concerns by the Plan Commissioner to report at the City Council meeting without having the Plan Commission minutes to refer to; (iv) whether the expectations of the Plan Commission's role include the council reporter responsibility; (iv) suggestion to change Plan Commission meeting dates to not coincide with the Committee meetings; and (v) current meeting schedule allows potential approval process to be compressed to three (3) week timeframe and if schedule changes, it would add more time to the potential approval process. The consensus of the discussion was for the council reporters to continue according to the schedule distributed and have a future discussion with the City Administrator Jimmy Morani to determine the value of continuing the council reporter practice.

## **7. NEW BUSINESS**

- A. Joy View Acres Phase IV – Preliminary Subdivision Plat

Building Official Justin Osterhage began the discussion by explaining Domex Properties is requesting approval for a preliminary subdivision plat "Joy View Acres Phase IV" for a residential subdivision consisting of ten (10) residential lots that have zone classification of R-3 One-Family Dwelling. The proposed subdivision adjoins Joy View Acres Phase III and was originally submitted as one project with 70 lots. Justin introduced Paul and Adam Friedrich, representing Domex Properties, and explained they were there to address any questions. Justin distributed a letter received by Domex Properties from Illinois Department of Transportation dated May 9, 2016, responding to inquiry concerning "Joy View Acres Phase IV" property questioning the possible intent to do a protective purchase of the property in the future for the Gateway Connector, in which the response stated the Department does not intend to acquire the described property at this time. The Plan Commissioners and all in attendance discussed the following: (a) questions on whether any variances will be requested for this development; (b) width of the streets in the original agreement was 26 feet and will remain the same; (c) whether there was any water problems or issues to be addressed; (d) confirming there would be a continuation of the sidewalk on Gall Road; (e) a brief explanation of the numbering sequence of the development's lots; and (f)

the lapse of time from the original project approval has necessitated the current approval process of the final phase.

**MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Gene Bergmann to recommend approval of “Joy View Acres Phase IV” preliminary subdivision plat and to allow original road width. On roll call vote, Chairman Bill Seibel and Commissioners Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis and Gene Bergmann voted yes. **MOTION CARRIED.**

**8. STAFF REPORTS**

A. FEMA – Monroe County Work Map.

City Engineer Chris Smith distributed current updated working maps of Monroe County from Federal Emergency Management Agency (FEMA) which included the following: (i) Work Map Panel: C3; (ii) Work Map Panel: C4; (iii) Work Map Panel: D3; (iv) Work Map Panel: D4; and (v) Work Map Panel: E4. Chris reviewed in detail the work maps and background information on the proposed flood maps and requested the Plan Commissioners provide any data that would assist in an accurate reflection of the flood zones outlined in the work maps. There was a brief discussion following which included: (a) possible funding to do additional studies, if needed; (b) suggestion to use the 1993 flood history photo coverage and documentation on affected areas to provide additional information; (c) the FEMA work maps will affect flood insurance coverage; (d) discrepancies in the maps that have to do with elevations; (e) future study of Palmer Creek with anticipated report in early spring of 2017; and (f) future development will be affected by the working maps. FEMA will accept comments and feedback on the flood zones work maps which are due on September 15<sup>th</sup>.

B. Community Development Director Emily Fultz explained the city is in the process of getting a new server and questioned if any of the Plan Commissioners use the city's email addresses provided to them in the past – no one used them.

C. Building Official Justin Osterhage reminded the Plan Commission that a Google mail account would be beneficial for each of them to have so the Plan Commission packet can be sent to the Google mail account, instead of their personal email addresses.

**9. PUBLIC INPUT**

A. None to report.

**10. MEETING ADJOURNED**

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

**MOTION:**

Motion was made by Commissioner Caren Burggraf and seconded by Commissioner Virgil Mueller to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, August 22, 2016 at 9:00 P.M. On roll call vote, all Commissioners present voted yes.

**MOTION CARRIED.**

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\* Bill Seibel, Chairman

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\* Karin Callis, Acting Secretary

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\* Minutes by Sandy Garmer, Accounting/Clerical Assistant

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