

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
DECEMBER 12, 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, December 12, 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, Amy Mistler, Gene Bergmann and Tony Murphy.

Absent: None.

Quorum Present.

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

Administrative Staff Absent: None.

Guests present: Salle Plunkett and Kathy Sainz, representing Main Street Developers, LLC; Bill Hawn, developer involved with proposed Walnut Ridge Estates; Joe Koppeis, representing Admiral Parkway, Inc., involved with proposed Fox Run Estates; Norman, Edward and Mary Schaefer; Mary Shambro; and David Weilbacher.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, NOVEMBER 28, 2016**

The minutes of the Monday, November 28, 2016 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Gene Bergmann and seconded by Amy Mistler to approved the minutes of the Monday, November 28, 2016 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Commissioner Virgil Mueller abstaining. **MOTION CARRIED.**

#### **4. PUBLIC PARTICIPATION**

Chairman Bill Seibel opened the meeting by welcoming the guests in attendance and inviting them to participate in the public hearings.

#### **5. NEW BUSINESS**

##### **A. Main Street Abbey – Preliminary Plan and Rezoning – **Public Hearing****

Chairman Seibel began the discussion by referring to the memorandum distributed to the Plan Commissioners dated December 9, 2016, Re: Main Street Abbey Preliminary Plan & Rezoning and Final Development Plan, from Director of Community Development Emily Fultz and Building Official Justin Osterhage, which provided a summary of concerns addressing five (5) items found in the Zoning Code (chapter 17) and Public Services Code (chapter 13), and two (2) variances requested by the developer. The Plan Commissioners also referenced a letter from the Prairie Engineers of Illinois, P.C. dated November 10, 2016, Re: Main Street Abbey Redevelopment Project Final Development Plan Submittals which was in response to the Building Official letter dated October 28, 2016, outlining the revisions resulting from his comments and suggestions.

A lengthy discussion followed with Plan Commissioners, Director of Community Development Emily Fultz, Building Official Justin Osterhage and Salle Plunkett, representing Main Street Developers, LLC., discussing the following: (a) issues and concerns that have not been addressed by the developer; (b) the emphasis on the importance of this project; (c) concerns on the variance request regarding the parking lot west of Main Street, which indicated no improvements to the facility other than striping; and (d) the addressing of each of the seven (7) concerns outlined in the above mentioned memorandum: 1) pedestrian access and pathways, including sidewalk connection issues along East Madison Avenue; 2) the plans show existing contours, not proposed contours for storm water; 3) clarification on number and size of residential units for the former Rectory and Convent; 4) addition of a note requiring separate meters be installed for new water service; 5) the legal agreement between Lawlor Funeral Home and Main Street Abbey concerning the parking agreement not being executed by an attorney and questions about the priority parking rights and legal descriptions; 6) concerns with variance request for parking lot on the west side of Main Street; and 7) concern with the lack of stormwater detention for the parking lot on the west side of Main Street

In conclusion of the above mentioned discussion, there was a brief review of possible actions to be taken, the required timing of the actions and a reminder that the next Plan Commission meeting will be on January 9, 2017.

**MOTION:**

It was moved by Commissioner Amy Mistler and seconded by Commissioner Gene Bergmann to recommend tabling the request to approve the preliminary plan and rezoning pending the property owner delivering the following additional information on the revised preliminary and final site development plan: 1) connection of sidewalk to Madison Street ; 2) adding proposed contours to plans; 3) clarifying the number and size of units; 4) addressing number of water meters; and 5) showing storm water calculations on final development plan. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Gene Bergmann and Tony Murphy voted yes. **MOTION CARRIED.**

B. Main Street Abbey – Final Development Plan

The following motion was made at the conclusion of the Main Street Abbey Preliminary Plan and Zoning discussion regarding the Final Development Plan due to the concerns addressed in the above mentioned discussion.

**MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Caren Burggraf to recommend tabling the request to approve the Main Street Abbey final development plan. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Gene Bergmann and Tony Murphy voted yes. **MOTION CARRIED.**

C. Walnut Ridge Amended Annexation Agreement – **Public Hearing**

Chairman Seibel opened the discussion by referring to the previous Plan Commission meetings on November 14 and 28, 2016, concerning Walnut Ridge Estates, pointing out an additional distribution item “Walnut Ridge Estates – Playground Area” had been forwarded in the Plan Commissioners for review. Bill Hawn, the developer involved with the Walnut Ridge Estates, addressed the Plan Commission by reviewing the five (5) of the six (6) conditions outlined in Section 17.48.020 Community Unit Plan—Type B which he indicated has been addressed as follows: 1) property adjacent to the area is properly safeguarded – outlined property surrounding proposed development; 2) promotes public health, safety, moral and general welfare – proposed development will have city water and sewer and improve city’s tax base; 3) development will consist of one-family residences, three (3) sides brick with majority having side entry garages; 4) the average lot in the proposed development is twenty one thousand (21,000) square feet; and 5) at least two hundred fifty (250) square feet per family unit will be set aside and maintained for playground recreation area – proposed playground recreation area is sixteen thousand (16,000) square feet.

The Plan Commissioners, Building Official Justin Osterhage, Director of Community Development Emily Fultz and Mr. Hawn discussed the following topics: (a) the

proposed development will remain zoned as R-2; (b) the explanation of the size of R-2 and R-3 street widths and setbacks; (c) the concern of topography and natural drain area of the adjacent lots; (d) a potential study of creek/flood area; (e) the concern of the access points and dimensions of the proposed playground area; and (f) clarification of the action to be taken concerning the annexation agreement with the preliminary conceptual plat and community unit plan to be reviewed in the future.

**MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Caren Burggraf to recommend approval of the Walnut Ridge amended annexation agreement. On roll call vote, Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Gene Bergmann and Tony Murphy voted yes, with Chairman Bill Seibel voting no. **MOTION CARRIED.**

D. Admiral Parkway, Inc. – Land Transfer Request of Tax Lot #04-04-301-037-00, Part of Tax Lot #04-04-301-015-000 and Part of Tax Lot #04-04-300-001-000

Chairman Seibel referred to the background and discussion at the November 14, 2016, Plan Commission meeting concerning the land transfer request in Fox Run Estates by Admiral Parkway, Inc. Joe Koppeis, representing Admiral Parkway, Inc., briefly explained the land transfer request which is involving the transfer of two (2) acres from the Fox Run Estates Phase 1 to the Columbia Sportsman's Club and the Sportsman's Club transferring approximately one quarter (1/4) of an acre to the Fox Run Estates Phase 1 (adjacent to Lot 44). Bill asked if there were any questions concerning the land transfer - there was none.

**MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Karin Callis to recommend approval of the land transfer request pursuant to Plat of Survey attached, hereto as Exhibit A. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Gene Bergmann and Tony Murphy voted yes. **MOTION CARRIED.**

E. Admiral Parkway, Inc. – Zoning Request of Tax Lot #04-04-301-037-00, Part of Tax Lot #04-04-301-015-000 and Part of Tax Lot #04-04-300-001-000

Chairman Seibel referred to the Zoning Plat distributed to the Plan Commissioners requesting the land being transferred to the Sportsman's Club be rezoned as A-1 and the land being transferred to the Fox Run Estates Phase 1 be rezoned as R-5. Bill asked if there were any questions – there were none.

**MOTION:**

It was moved by Commissioner Amy Mistler and seconded by Commissioner Caren Burggraf to recommend approval of the zoning request shown on the Zoning

Plat attached, hereto as Exhibit B. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Gene Bergmann and Tony Murphy voted yes. **MOTION CARRIED.**

F. Fox Run – Preliminary Subdivision Plat

Chairman Seibel opened the discussion by referring to the “Fox Run Estates – Phase 3”, Preliminary Plat distributed to the Plan Commissioners. There was a brief discussion concerning the following: (A) the proposed driveway crossing the city’s easements on Lot 45 and the request to record a notation that the homeowner would be responsible for the driveway and maintenance if access is required; (B) inquiries about potential watershed problems on Lot 45; and (C) that the compaction results from the test completed concerning fill be provided. Joe Koppies participated in the discussion and briefly outlined future developments in the area he is involved in. Joe concluded with an invitation for the Plan Commissioners to tour his new office building, Eleven South, in the near future.

**MOTION:**

It was moved by Commissioner Karin Callis and seconded by Commissioner Caren Burggraf to recommend approval of the Fox Run Estates – Phase 3 Preliminary Plat. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler and Tony Murphy voted yes, with Commissioner Gene Bergmann voting no. **MOTION CARRIED.**

6. **OLD BUSINESS**

A. Sidewalk Text Amendment

Emily explained to the Plan Commission that there is no update on this topic and the Committee of the Whole will be discussing the sidewalk amendment on January 9, 2017.

B. Zoning Code Update

Emily referred to the Zoning Code Update – Schedule distributed to the Plan Commissioners and said this is an outline with options and flexibility. She explained several options on how to handle the zoning code updates and issues and asked the Plan Commission to review and they would discuss how to proceed at the January 9, 2017 meeting.

7. **STAFF REPORTS**

A. Nothing to report.

**8. MEETING ADJOURNED**

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

**MOTION:**

Motion was made by Commissioner Amy Mistler and seconded by Commissioner Karen Callis to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, December 12, 2016 at 9:30 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

\* Minutes by Sandy Garmer, Accounting/Clerical Assistant

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