

MAY - 1 2017

ORDINANCE NO. 3324

AN ORDINANCE AMENDING SECTIONS 34-3-1(A), 34-3-2(A), AND 34-3-2(B) OF THE
CITY OF COLUMBIA MUNICIPAL CODE REGARDING GENERAL REGULATIONS

Debra J. Stapp
City Clerk

WHEREAS, the City of Columbia, Monroe and St. Clair Counties, Illinois (the "City"), is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and

WHEREAS, the City of Columbia is operating under the provisions of the Illinois Municipal Code, as supplemented and amended, as a non-home rule municipality pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, the City Council of the City of Columbia ("City Council") previously adopted Sections 34-3-1(A), 34-3-2(A), and 34-3-2(B) of the City of Columbia Municipal Code ("City Code"), addressing general procedures within the City of Columbia ("City"); and

WHEREAS, the City Council believes it is in the best interest of the City, and now desires to amend Sections 34-3-1(A), 34-3-2(A), and 34-3-2(B) of the City Code.

34-3-1(A) General Procedure. Before preparing a proposed plat for an area, the owner, developer, or his or her representatives should meet with the Plan Commission and/or the City Planner, the City Engineer and the Aldermen in charge of building permits to determine all applicable ordinances, regulations, and standards which must be complied with. This will allow initial reactions to the plans and problems may be solved, which could save the owner, developer or his or her representatives a great deal of time, effort, etc. After the preapplication meetings, the subdivider should then prepare the preliminary plat. As defined in the Subdivision Code, the preliminary plat must contain a substantial amount of data, and will thus be incomplete and cannot be considered as filed until all required data is submitted. The preliminary plat is received with filing fees by the City Clerk's office, which, in turn, will forward the same to the Plan Commission for its review. Following its review (as well as comments from other appropriate agencies), the Plan Commission forwards its recommendation(s) to the City Council, which then either approves, disapproves, or approves with modifications, the preliminary plat.

34-3-2 Preliminary Plat.

(A) Any owner, developer, or his or her representative desiring to submit a preliminary plat for the subdividing of a tract of land shall file four copies of a preliminary plat with the City Clerk's office. The preliminary plat shall contain all pertinent facts and materials necessary to substantiate the conformance to the minimum standards of design as herein defined.

(B) The City Clerk shall, after having recorded the required fee, forward said preliminary plat to the Plan Commission for its review. The Plan Commission shall review the preliminary plat within a reasonable time, not to exceed 60 days from the date of filing said plat with the City Clerk's office, or the filing of the last item of required data, whichever is later, unless such time is extended by written mutual consent, and shall determine whether the preliminary plat shall be forwarded to the City Council, in writing, recommended approved, disapproved, or approved subject to certain conditions and/or modifications.

34-3-17 Final Plat. Five (5) copies of the final plat shall be submitted to the City Clerk's office. The City Clerk shall then submit one (1) copy each to the Plan Commission and City Engineer. The final plat shall include all plans and specifications as may be necessary to comply with all the requirements herein and such information as may be necessary concerning the form of guarantee or performance bond(s) to be used. In addition, if the applicant has not previously submitted improvement plans, then they shall be submitted along with the final plat to the City Clerk's office, who shall forward the improvement plan along with the final plat to the City Engineer.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

Section 1. That the preceding recitations in the upper part of this Ordinance are realleged, restated and adopted as paragraph one ("1") of this Ordinance.

Section 2. That Sections 34-3-1 (A), 34-3-2(A), and 34-3-2(B) of the City Code shall be amended to read as follows:

34-3-1 General Procedure.

(A) Before submitting a preliminary plat, developers, owners, and/or their representatives, are encouraged to meet with City staff to discuss the proposed plat. The official submittal date of the preliminary plat shall be established as the date upon which a completed preliminary plat, including supporting documents, and review fee are provided to the City Clerk. Upon acceptance, the City Clerk shall forward to the Building and Zoning Office for staff review and comment. If deemed complete, the Plan Commission will consider the preliminary plat within 60 days of the date of submittal. After their review, the Plan Commission will make a recommendation to the City Council, which will approve, disapprove, or approve with modifications, said preliminary plat.

34-3-2 Preliminary Plat.

(A) Any owner, developer, or his or her representative desiring to submit a preliminary plat for the subdividing of a tract of land shall file four full size copies, one 11x17 copy, and one electronic (PDF) copy of said preliminary plat with the City Clerk's office. The preliminary plat shall contain all pertinent facts and materials required by the Subdivision Code and which are necessary to

substantiate the conformance to the minimum standards of design as herein defined.

(B) The City Clerk shall, after having recorded the required fee, forward said preliminary plat to the Building and Zoning Office for staff review. Once it is determined that the submitted documents meet the standards set for the code, said plat shall be forwarded to the Plan Commission for its review. If deemed complete, the Plan Commission shall review the preliminary plat within a reasonable time, not to exceed 60 days from the date of filing said plat with the City Clerk's office, or the filing of the last item of required data, whichever is later, unless such time is extended by written mutual consent. The Plan Commission shall determine whether the preliminary plat shall be forwarded to the City Council with recommendation for approval, disapproval, or approved subject to certain conditions and/or modifications.

34-3-17 Final Plat.

Four (4) full size copies, one 11x17 copy, and one electronic (PDF) copy of the final plat shall be submitted to the City Clerk's office. The City Clerk shall then distribute the final plats to the Building and Zoning Office for review by City staff. The final plat shall include all plans and specifications as required by the Subdivision Code and that may be necessary to comply with all the requirements herein and such information as may be necessary concerning the form of guarantee or performance bond(s) to be used. In addition, if the applicant has not previously submitted improvement plans, then they shall be submitted along with the final plat to the City Clerk's office, who shall forward the improvement plan along with the final plat to the City Engineer. Once it is determined that the submitted documents meet the standards set for the code, said plat shall be forwarded to the Plan Commission for its review. If deemed complete, the Plan Commission shall review the final plat within a reasonable time, not to exceed 60 days from the date of filing said plat with the City Clerk's office, or the filing of the last item of required data, whichever is later, unless such time is extended by written mutual consent. The Plan Commission shall determine whether the final plat shall be forwarded to the City Council with recommendation for approval, disapproval, or approved subject to certain conditions and/or modifications.

Section 3. This Ordinance shall be in full force and effect immediately upon passage as provided by law.

Passed by the City Council of the City of Columbia, Illinois on this 1st day of May 2017, on the following vote:

YEAS: Aldermen Ebersohl, Agne, Niemietz, Roessler, Reis, Holtkamp and Martens.

NAYS: None.

ABSENT: Alderman Hutch.

ABSTENTIONS: None.



Kevin B. Hutchinson
Kevin B. Hutchinson, Mayor

ATTEST:



Wesley J. Hoeffken, City Clerk

[SEAL]