

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD TUESDAY,  
NOVEMBER 13, 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 Tuesday, November 13, 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 Caren Burggraf, Karin Callis, Tony Murphy and Doug Garmer.

Absent: Plan Commissioners Russell Horsley, Virgil Mueller and Amy Mistler.

Quorum Present.

Administrative Staff Present: Director of Community Development Scott Dunakey and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: None.

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

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

**A. MOTION:**

It was moved by Commissioner Doug Garmer and seconded by Commissioner Caren Burggraf to approve the minutes of the Monday, October 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. An Ordinance Establishing the Office of Zoning Hearing Officer**

Chairman Bill Seibel opened the meeting and Director of Community Development Scott Dunakey began the discussion by referring to the draft Ordinance Establishing the Office of Zoning Hearing Officer and briefly explaining a few minor changes which included the addition of the public hearing for amendments to the zoning code and updating the references to the Zoning Board of Appeals in the city code to Zoning Hearing Officer.

Chairman Seibel questioned the expiration of the variance approval being one (1) year or six (6) months since in the draft ordinance under Section 17.08.041, paragraph 5) the Expiration of Variance Approval refers to “any construction or use authorized by the variance approval shall substantially commence not later than one (1) year after the date of the decision granting the variance..”; however, in Section 17.08.020, paragraph 2) Variiances. (last line) “Any variance granted by the Hearing Officer, not exercised within six (6) months from the date of approval, shall be deemed expired and may be revoked by the Hearing Officer.” Director of Community Development Dunakey clarified the expiration of the variance approval should be one (1) year and will be corrected by removing the last sentence in Section 17.08.020 2).

There was a brief discussion which included the following: (a.) the Zoning Board of Appeals will meet to discuss pending changes on Tuesday, November 20, at 7:30 P.M.; (b.) possible interest in Zoning Board members being considered for Plan Commission vacancies; (c.) questions on how the appeal process works under Section 17.08.030, with the City Council ability to request to review any action or denial of the Zoning Hearing Officer; (d.) clarification of the Plan Commission’s role in holding the public hearings; (e.) the public hearings will be held on an as needed basis, on the regularly scheduled Plan Commission meeting nights; (f.) consensus of the Plan Commissioners to continue the regular scheduled meetings on the second and fourth Mondays, with the flexibility to cancel if not needed; and (g.) the Hearing Officer will work on an as needed basis, contracted with a legal firm specializing in municipal, land use and real estate law, on a retainer status.

A. **MOTION:**

It was moved by Commissioner Karin Callis and seconded by Commissioner Caren Burggraf to recommend approval of the ordinance establishing a Zoning Hearing Officer and delegating authority to such office, pending the correction of Section 17.08.020 2) referring to a six (6) month expiration. On roll call vote, Chairman Bill Seibel and Commissioner Caren Burggraf, Tony Murphy, Karin Callis and Doug Garmer voted yes. **MOTION CARRIED.**

5. **OLD BUSINESS**

A. None.

6. **STAFF REPORTS**

A. None.

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 Doug Garmer and seconded by Commissioner Tony Murphy to adjourn the Regular Meeting of the Columbia Plan Commission held Tuesday, November 13, 2018 at 7:10 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

\*Signed approved copies of the minutes are available in the Clerk's Office.

Approved