

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JANUARY 14, 2019 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, January 14, 2019 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, Karin Callis, Amy Mistler, Tony Murphy and Doug Garmer.

Absent: None.

Quorum Present.

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

Administrative Staff Absent: None.

Guests present: Steve Klein, representing Gregg Crawford for Main Street Abbey.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF TUESDAY, NOVEMBER 13, 2018**

The minutes of the Tuesday, November 13, 2018 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Tony Murphy and seconded by Commissioner Karin Callis to approve the minutes of the Tuesday, November 13, 2018 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, Chairman Seibel and Commissioners Caren Burggraf, Karin Callis, Tony Murphy and Doug Garmer voted yes, with Commissioners Russell Horsley, Virgil Mueller and Amy Mistler abstaining.

**MOTION CARRIED.**

**4. NEW BUSINESS**

**A. Amendment to Main Street Abbey Mix-Use Development Plan**

Chairman Bill Seibel opened the meeting and Director of Community Development Scott Dunakey began the discussion by referring to the amendment of the approved mixed-use

development plan with the proposed addition of an outdoor facility for the Main Street Abbey previously discussed at the September 24<sup>th</sup>, Plan Commission meeting. Mr. Dunakey said city staff has recently met with Sallee Plunkett, representing the Main Street Abbey Development, and that they are requesting an amendment to add a seasonal enclosure to the previously approved outdoor pavilion. The amendment to add the seasonal enclosure to the development plan is important to review since when the enclosure is in use, it has to meet International Fire Code, explained Mr. Dunakey. The proposed seasonal enclosure when in use, will meet the International Fire Code. The city staff's perspective is that the enclosures will be rolled up the vast majority of the time, with the exception of an event when there is inclement weather. Mr. Dunakey stated after reviewing their plans, city staff's recommendation is to approve the seasonal enclosure.

Steve Klein, representing Main Street Abbey, was introduced and responded to the following concerns and questions, which included: (a.) what type of material is the enclosure made of; (b.) the seasonal enclosures will be rolled up the majority of the time; (c.) visibility of the enclosure from the street; and (d.) the enclosures will be manually lowered and raised. Mr. Klein passed around two (2) photo examples of the seasonal enclosure for the Plan Commissioners to review. Mr. Klein further explained the enclosure would be a primarily canvass with transparent material to see through, bordered with solid white material and mounted inside the pavilion with little visibility outside the pavilion when rolled up.

A. **MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Tony Murphy to recommend approval of the amendment to Main Street Abbey mixed-use development plan to include a seasonal enclosure. On roll call vote, Chairman Bill Seibel and Commissioner Russell Horsley, Virgil Mueller, Caren Burggraf, Karin Callis, Amy Mistler, Tony Murphy and Doug Garmer voted yes.

**MOTION CARRIED.**

B. "Main Street District Plan" Outdoor Seating and Sandwich Boards

Chairman Seibel opened the discussion by referring to distributed copies of the Main Street District Plan, Historic Main Street, Columbia, Illinois, dated December, 2014, Page 11, Paragraph ii., Outdoor seating & sandwich boards – gaps in regulation?, under the heading "What Hasn't Worked" and explained this was the only reference he found related to sandwich boards, since the city sign code does not address them. Chairman Seibel pointed out as it states, "While sandwich boards are not currently allowed, prohibition has not been enforced and this type of advertising is widely present along Main Street," and at this time no further regulation has been addressed. Chairman Seibel stated he has observed the placement of the sandwich boards in the middle of the sidewalk or crosswalk which is hazardous and an ADA violation, and the advertising businesses leave the sandwich boards out when the businesses are closed. All present participated in the following discussion which included: (i.) should the sandwich boards be prohibited?; (ii.) if allowed, the regulations for the boards should be specific; (iii.) potential partnering with Historic Main Street Association to establish and provide guidelines; (iv.) prohibiting sandwich boards to promote a walkable downtown; (v.) some businesses are not visible

from Main Street and are using the sandwich boards for advertising specials and location; and (vi.) positive comments that sandwich boards are beneficial for businesses to advertise specials.

Director of Community Development Scott Dunakey briefly reviewed the background of the sandwich boards explaining in the past the city has taken a “hands off approach”, which has been interpreted by businesses as being allowed. He explained the sandwich board regulations can be addressed in the sign code, which is due to be revised. In the interim, he suggested sandwich board guidelines be provided to Main Street businesses to address size, location and hours they can be displayed. In conclusion, Mr. Dunakey proposed city staff draft preliminary guidelines for review and discussion at a future Plan Commission meeting.

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 Amy Mistler to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, January 14, 2019 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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\* Amy Mistler, Secretary

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\* Minutes by Sandy Garmer, Accounting/Clerical Assistant

\*Copy of signed approved minutes are available in the Clerk’s Office.