

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
JUNE 10, 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, June 10, 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, Caren Burggraf, Amy Mistler, Tony Murphy, Doug Garmer, Pete Ingold, Lauren Nobbe and Andrea Yochum.

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: Bruce Freeland, Cindy Huseman and Natalie Lorenz.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, APRIL 22, 2019**

The minutes of the Monday, April 22, 2019 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Russell Horsley and seconded by Commissioner Doug Garmer to approve the minutes of the Monday, April 22, 2019 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, Chairman Seibel and Commissioners Russell Horsley, Caren Burggraf, Amy Mistler, Tony Murphy and Doug Garmer voted yes. Commissioners Pete Ingold, Lauren Nobbe and Andrea Yochum abstained. **MOTION CARRIED.**

**4. PUBLIC COMMENTS (For Items Not on the Agenda)**

A. None.

## 5. PUBLIC HEARING

A. None.

## 6. NEW BUSINESS

### A. Plan Commission Bylaws (Draft)

Chairman Bill Seibel opened the meeting by welcoming the new Plan Commissioners: Pete Ingold, Lauren Nobbe and Andrea Yochum. The newly appointed Plan Commissioners introduced themselves and provided a brief background prior to the Plan Commission Bylaws discussion.

Director of Community Development Scott Dunakey began the discussion with a brief explanation on the importance of establishing Plan Commission bylaws, since currently there are no established Plan Commission bylaws. After reviewing bylaws from similar communities and summarizing the “best practices”, Mr. Dunakey created the distributed draft for feedback. The following bylaw items were highlighted:

- three (3) year term limits with a maximum of three (3) terms (prior practice - no term limits)
- one (1) meeting per month with established time and date (prior practice - meetings were scheduled on the second and fourth Mondays of the month at 6:30 p.m.)
- public speaking limitation of five (5) minutes per commenter (prior practice – no public speaking time limitation)

All in attendance participated in the discussion, which included the following comments:

- most bylaws reviewed had term limits
- review of the current plan commissioners terms and dates
- clarification if commissioner is appointed midterm to still be able to serve three (3) full terms
- the commissioner will continue to serve to the end of the term, if currently over the maximum term limit
- add option Mayor’s discretion to reappoint after term limit
- positive impact of term limits which would allow new recruits to have a chance to serve when they express interest
- staff will maintain volunteer/recruitment list of potential commission candidates interested in serving
- positive addition of at least one (1) commissioner from each aldermanic ward
- specific meeting time will not be defined in the bylaws at this time
- ability to call for a special meeting if needed
- suggestions on how to time public speakers
- review of agenda order
- question on commissioner’s participation as a petitioner or as representative of a petitioner during their term of office (Part 7, F., pg. 6)
- clarification of the secretary duties with staff continuing to prepare minutes

Following the discussion, it was the consensus of the Plan Commissioners to meet once per month on the second Monday at 6 P.M. (start time may be adjusted in the future). All were in favor of the terms limits and public speaking time limitations, as stated in the draft bylaws. Mr. Dunakey concluded by stating he will draft a Plan Commission Submittal Schedule to review in the near future, amend the bylaws as discussed, present the draft at the June 24<sup>th</sup> Committee Meeting and then bring it back to the Plan Commission for a final vote.

7. **OLD BUSINESS**

A. None.

8. **STAFF REPORTS**

A. Update on C-1 Zoning Permitted Uses

Mr. Dunakey referred to the April 22<sup>nd</sup> Plan Commission meeting discussion concerning the C-1 Neighborhood Business District Permitted Uses and explained at this time no further action will be taken. The interviewing and selection process is currently underway to fill the vacated City Administrator position.

B. Nomination and Election of Officers

Chairman Seibel reminded the Plan Commission that the nomination and election of officers will be on the next Plan Commission meeting agenda.

9. **MEETING ADJOURNED**

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

**MOTION:**

Motion was made by Commissioner Andrea Yochum and seconded by Commissioner Lauren Nobbe to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, June 10, 2019 at 7:16 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

\*Approved signed copies of the minutes are available in the Clerk's Office.