

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
JULY 11, 2016 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Monday, July 11, 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 and Tony Murphy.

Absent: Commissioner Gene Bergmann.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, City Administrator Jimmy Morani (arrived at 8:15 P.M.), Building Official Justin Osterhage, Accounting/Clerical Assistants Sandy Garmer and Kelly Mattingly.

Administrative Staff Absent: None.

Guests present: None.

3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, JUNE 27, 2016

The minutes of the Monday, June 27, 2016 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Karin Callis and seconded by Commissioner Russell Horsley to approve the minutes of the Monday, June 27, 2016 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

4. REPORT OF COUNCIL REPORTER

The minutes of the Tuesday, July 5, 2016 City Council Meeting were submitted by Plan Commissioner Karin Callis for approval.

A. **MOTION:**

It was moved by Commissioner Caren Burggraf and seconded by Commissioner Tony Murphy to accept the Tuesday, July 5, 2016 City Council Meeting Report from Plan Commissioner Karin Callis. On roll call vote, all Commissioners present voted yes.

MOTION CARRIED.

5. **ASSIGNMENT OF COUNCIL REPORTER**

- A. City Council Reporter Monday, July 18, 2016 City Council Meeting Plan
Commissioner Russell Horsley.

(Agenda Items were discussed in the following order: 7. C. New Business – Annexation prior to 6. Old Business Items.)

6. **OLD BUSINESS**

- A. Roles and Responsibilities

City Administrator Jimmy Morani opened the discussion by explaining the Plan Commission minutes being transcribed by Accounting/Clerical Assistant Sandy Garner will be completed and reviewed by the staff and distributed in the City Council meeting packet as “Unapproved” are not typically available for the assigned Council Reporter to refer to at the City Council meeting. The “Approved” Plan Commission meeting minutes will be distributed to the City Council members at the subsequent Committee meeting. This discussion was a result of a previous discussion at the July 5 City Council that Plan Commissioner Karin Callis attended without the June 27 Plan Commission minutes available. The following discussion included: (i) the Council Reporter’s role to briefly update the Council on what was discussed at the previous Plan Commission meeting; (ii) the concerns by the Plan Commissioners to report at the City Council meeting without having the Plan Commission minutes to refer to; (iii) the value of the Council Reporters attending the City Council meetings; (iv) the concern if the Council Reporter was absent from the previous Plan Commission meeting; (v) the staff’s ability to assist the Council Reporter in updating the City Council on the previous Plan Commission discussion; and (vi) various ways to share information such as Google accounts.

7. **NEW BUSINESS**

- A. City Website

City Administrator Jimmy Morani updated the Plan Commission by explaining that the city’s website was recently updated and that the Plan Commission’s agendas and minutes will now be included on the city’s website and described where the items are located. Jimmy also asked the Plan Commissioners to let staff know if there is any information on the website that needs to be updated or corrected.

B. Code Updates and Comprehensive Plan

Directory of Community Development Emily Fultz explained this is a follow up discussion from the last Plan Commission meeting in which the Comprehensive Plan mapping, goals and visions were discussed. Emily explained her priority and focus in her new role will begin with subdivision and zoning codes revisions, which will enable the Comprehensive Plan to be easily updated in the future.

C. Annexations

Building Official Justin Osterhage began his discussion by explaining the Annexation Plats distributed in the Plan Commission packet are annexation plats and parcels outside the city limits that are completely surrounded by the city property. Justin reviewed in detail the following annexation plats and parcels: (1.) Annexation Plat of Part of Fractional Section 5 Township 1 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois; (2.) Annexation Plat of Part of Fractional Section 5 and part of U.S. Survey 644, Claim 501 Township 1 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois; (3.) Annexation Plat of Part of U.S. Survey 644, Claim 501 Township 1 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois; (4.) Annexation Plat of Part of Lots 2, 3, 4, 5 & 6 of Charles Mitweide's Subdivision of part of U.S. Survey 733, Claim 2053 Township 1 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois; and (5.) Annexation Plat of Part of Tax Lot 3-C of U.S. Survey 555, Claim 505 Township 1 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois. The Plan Commission members and Justin discussed the following: (a) notification process; (b) parcels discussed potentially annexed as A-1; (c) questions whether utilities are available; and (d) how parcels are currently being utilized. In conclusion, the Plan Commission decided this discussion was a preliminary review and no action is required at this time.

8. STAFF REPORTS

- A. Chairman Seibel commented that the Plan Commission Agenda has been slightly revised. City Administrator Jimmy Morani explained the addition of this section "Staff Reports" which would allow the city staff in attendance to update the Plan Commission on any relevant items.
- B. Building Official Justin Osterhage updated the Plan Commission on property adjacent to Country Crossings which is currently zoned as R-3 parcels (approximately 80 acres) which is a potential development area in the near future. Justin will provide the Plan Commission with the annex agreement and background information in the near future.

9. **PUBLIC INPUT**

A. None to report.

10. **MEETING ADJOURNED**

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

MOTION:

Motion was made by Commissioner Karin Callis and seconded by Commissioner Virgil Mueller to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, July 11, 2016 at 8:51 P.M. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

* Bill Seibel, Chairman

* Amy Mistler, Secretary

* Minutes by Sandy Garmer, Accounting/Clerical Assistant

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