

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION  
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
SEPTEMBER 12, 2016 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, September 12, 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, Gene Bergmann and Tony Murphy.

Absent: None.

Quorum Present.

Administrative Staff Present: Director of Community Development Emily Fultz, Building Official Justin Osterhage and Accounting/Clerical Assistant Sandy Garmer.

Administrative Staff Absent: None.

Guests present: Steve Hancock, potential food truck vendor.

**3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, AUGUST 22, 2016**

The minutes of the Monday, August 22, 2016 Plan Commission Meeting were submitted for approval.

**A. MOTION:**

It was moved by Commissioner Gene Bergmann and seconded by Commissioner Caren Burggraf to approve the minutes of the Monday, August 22, 2016 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes, with Commissioner Amy Mistler and Tony Murphy abstaining. **MOTION CARRIED.**

**4. REPORT OF COUNCIL REPORTER**

Notes from the Tuesday, September 6, 2016 City Council Meeting were submitted by Plan Commissioner Amy Mistler for approval.

A. **MOTION:**

It was moved by Commissioner Karin Callis and seconded by Commissioner Russell Horsley to accept the Tuesday, September 6, 2016 City Council Meeting Report from Plan Commissioner Amy Mistler. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

5. **ASSIGNMENT OF COUNCIL REPORTER**

- A. City Council Reporter Monday, September 19, 2016 City Council Meeting Plan Commissioner Chairman Bill Seibel. **(No longer applicable – see discussion below.)**

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

6. **OLD BUSINESS**

- A. Continued discussion about Plan Commission Council Report attendance at City Council Meetings.

Director of Community Development Emily Fultz opened the discussion concerning the Plan Commission's role of the council reporters attending the City Council meetings. Emily explained City Administrator Jimmy Morani had talked with the Mayor and Council Members which resulted in a suggestion that the Plan Commission Chairman or Plan Commissioner attend a Committee meeting each quarter. The Committee meetings are the same night as the Plan Commission meetings and the start time for the Committee meeting is 7 P.M. The Plan Commission could be added as one of the first agenda items, which would allow the Plan Commissioner to first report to the Committee, then begin their regular meeting at 7:30 P.M. City staff would continue to be a liaison between the Plan Commission and the City Council with staff being able to share more detailed information covered in the previous Council/Committee meetings. City Administrator Jimmy Morani (arrived at 8:53 P.M.) recapped Emily's discussion and summarized it would be more valuable and efficient to attend Committee meetings quarterly with a schedule to be determined in the near future. The consensus of the discussion was to have Plan Commission Chairman or delegated Plan Commissioner to attend a quarterly Committee meeting as suggested, with a reminder to the Plan Commissioners that they are always welcome to attend the Committee and Council meetings.

7. **NEW BUSINESS**

- A. Food Trucks

Director of Community Development Emily Fultz began the discussion by introducing Steve Hancock, explaining the city had received a recent inquiry from Mr. Hancock who is interested in operating a food truck in town. Emily said currently there is no city code that addresses mobile food vendors and the request was discussed at the

August 22, 2016 Committee meeting with Mr. Hancock addressing the Committee members. Emily said it was the consensus of the Committee to take the next step to move forward with Staff preparing a policy on food truck vendors and then to present it to the Plan Commission for discussion. A draft “Section 5.50 Mobile Food Vendors” was distributed to the Plan Commissioners as a result of Emily’s research of other cities’ food truck regulations. Emily reviewed the draft and began the discussion with the “Section 5.50.030 Manner of Operation “Certain Locations Prohibited” Food Trucks and mobile food carts may not locate or operate in within (blank) feet of an existing business selling prepared food for immediate consumption on or off the premises”, explaining the need to decide the distance. Emily has requested a map of the local restaurants be prepared and distributed to the Plan Commission at a future meeting to assist in determining where food truck(s) can be located. A discussion followed with Mr. Hancock responding to the inquiries which included: (a) his location interest being in the local parks (not on Main Street or close to a restaurant); (b) the frequency and anticipated time of operation of his food truck (few weekdays between the hours of 10AM to 2PM; possibly four (4) or five (5) days per month); (c) not planning to conflict with school events or local fundraising events; (d) explanation of type of equipment used to operate; (e) his plans to use “Top Shooters Sports Bar” kitchen as a commissary; and (f) his ultimate goal to own a brick and mortar restaurant in Columbia. The Plan Commission members also briefly discussed: (1) examples of locations specified in other cities that allow food trucks; (2) public health standards and regulations; (3) business license requirement; (4) possible limit to number of allowable food trucks; (5) potential traffic problems associated with food truck location; and (6) positive addition to the city from a tourism standpoint. The consensus of the discussion was to continue pursuing the policy, the public be notified and invited to the next Plan Commission food truck discussion.

## **8. STAFF REPORTS**

### **A. Subdivision Updates - Village of Wernings Phase IV**

Building Official Justin Osterhage addressed the Plan Commission by displaying a corrected final plat of the Village of Wernings Phase IV, outlining and explaining that the common ground was not reflected on the previous plat. Justin explained a new ordinance will be submitted with the correct final plat and no action is required.

### **B. Subdivision Update – County Crossings**

Building Official Justin Osterhage began the discussion with an explanation on the history of the property outlined on the “Conceptual Development Site Plan” which was included in the information distributed in the Plan Commission packet. Justin explained the property was originally part of the Freimuth farmstead (property boundaries located between Route 158, Route 3 and Hill Castle Road) which was annexed with the agreement of the “Conceptual Development Site Plan” and was sold and rezoned to R-3 (One-Family Dwelling Zoned District), and is now currently owned by the First National Bank of Waterloo. The property has since been

subdivided, without the permission of the City of Columbia, however, Monroe County reflects the property as a subdivided parcel. Justin pointed out several concerns which included the following discussion items: (i) the subdivided parcel not recognized by the City; (ii) last three lots in Country Crossing has three (3) lots reserved for water detention and temporary cul de sac turnarounds if the through street continues; (iii) the next development will have to have storm water detention area(s); (iv) the sanitary sewer recoupment agreement still applies to the annexed property that has been subdivided; (v) review and explanation of recoupment agreement schedule; and (vi) future development concerns for accessible water and sewer. Justin concluded the discussion by letting the Plan Commission know the property is currently for sale with several parties interested in purchasing and the discussion was currently for informational purposes with no action required.

**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 Amy Mistler to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, September 12, 2016 at 9:00 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 approved signed minutes and attachments are available in the Clerk's Office**