

**MINUTES OF THE REGULAR MEETING OF THE COLUMBIA PLAN COMMISSION
OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,
NOVEMBER 13, 2017 IN THE CITY HALL AUDITORIUM**

1. CALL TO ORDER

The Plan Commission meeting of the City of Columbia, Illinois held Monday, November 13, 2017 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, Karin Callis, Amy Mistler, Tony Murphy and Doug Garmer.

Absent: Commissioners Virgil Mueller and Gene Bergmann.

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: Bill Hawn, developer involved with the Walnut Ridge Development, Elmer Schmidt and Jeanne Goacher.

3. APPROVAL OF PLAN COMMISSION MINUTES OF MONDAY, OCTOBER 23, 2017

The minutes of the Monday, October 23, 2017 Plan Commission Meeting were submitted for approval.

A. MOTION:

It was moved by Commissioner Karin Callis and seconded by Commissioner Caren Burggraf to approve the minutes of the Monday, October 23, 2017 Plan Commission Meeting as presented and on file at City Hall. On roll call vote, all Commissioners present voted yes. **MOTION CARRIED.**

(Agenda Item 5.A. Walnut Ridge Revised Annexation Agreements and Conceptual Site Development Plan was discussed prior to 4.A. Discussion Regarding Selecting an Interim Vice-Chair.)

4. NEW BUSINESS

A. Discussion Regarding Selecting an Interim Vice-Chair

Chairman Bill Seibel opened the discussion concerning an appointment of an interim vice-chairman appointment and after a brief discussion the following motion was made.

MOTION:

It was moved by Commissioner Russell Horsley and seconded by Commissioner Caren Burggraf to elect Karen Callis the Interim Vice-Chair. On roll call vote, Chairman Bill Seibel and Commissioners Russell Horsley, Caren Burggraf, Amy Mistler, Tony Murphy and Doug Garmer voted yes, with Commissioner Karen Callis abstaining.

MOTION CARRIED.

5. OLD BUSINESS

A. Walnut Ridge Revised Annexation Agreements and Conceptual Site Development Plan

Chairman Bill Seibel referred to the Walnut Ridge Revised Annexation Agreements and the Conceptual Site Development Plan and opened the discussion by briefly reviewing the background and asking if the Plan Commissioners had any concerns or comments. The discussion included the following:

- specific details to clarify the parcel of property included in the Annexation Agreement for the Annexation and Zoning of a Tract of Property Compromising 7 Acres, More or Less, Which Property is Located North of Palmer and The Quarry Road in Monroe County, Illinois; has no Assigned Address
- suggested aerial image of parcel for property identification
- recent acquisition of property (approximately seven (7) acres) currently owned by Edward and Norman Schaefer included in the above mentioned annexation agreement
- identification and correction of typographical errors in the annexation agreements
- reference and clarification of the legal description “Exhibit B” attachment for the seven (7) acre annexation agreement
- suggestion to amend language in reference to cul-de-sac length on Item #4. Second Amended Annexation Agreement for the Annexation and Zoning of a Tract of Property Comprising 42.56 Acres, More or Less, Which Property is Located on or Near Rueck Road in Monroe County, Illinois North of Palmer Road and the Quarry Road; had no Assigned Address
- current standards of subdivision code will apply during development specifically noting the R-2 minimum lot requirement of twenty-five thousand (25,000) square feet
- questions on the definition of “not substantially deviate from the Conceptual Site Development Plan” (included language in Item #1 of the above mentioned annexation agreement) and a few examples as an explanation being changes such as addition of lots, reconfiguration of roadways and changing of egress and ingress
- including applicable subdivision code sited language concerning Street

Improvements 16.5.3.E.(1) Developments which abut roads that extend beyond the corporate limits of the City

- whether roadway improvement escrow amount (\$58,934.71) under Item #2 is an adequate amount and when the payment is due
- questions and concerns regarding the effective term (Item #3) in annexation agreement being twenty (20) years
- discussion of the procedure for approval for the northern half of the 43-acre tract since the conceptual site development plans shows this land as being vacant. Emily explained that since it would be zoned R-2, it would simply require preliminary platting, improvement plans, and final platting, rather than another amendment of the annexation agreement.

Chairman Seibel opened the discussion for public comments which included questions on when the construction of the development would begin and if all the lots meet R-2 requirements. Mr. Hawn stated the timeline would depend on the length of the approval process, however, he is hoping by the summer of 2018 to begin construction and all lots will meet R-2 requirements.

MOTION:

It was moved by Commissioner Amy Mistler and seconded by Commissioner Tony Murphy to recommend approval of (1.) the Annexation Agreement between the City, Edward Schaefer and Norman Schaefer and Walnut Ridge Development and (2.) the Second Amended Annexation Agreement between the City, R.M. Clark as trustee and Walnut Ridge Development, Inc. (the “Developer”) subject to the following issues to be addressed by the City and the Developer:

- (1.) correction of typographical errors
- (2.) clarify the tax identification number and ownership with the current deed with aerial of seven (7) acres on Exhibit A
- (3.) clarify whether Code Section 16.5.3.E.(1) needs to be addressed
- (4.) timeframe for Item #2 escrow amount per agreement with the City
- (5.) changing Item #4 title from “Variances” reference and negotiate specifics of cul-de-sac length

On roll call vote, Chairman Bill Seibel and Commissioners Russell Horsley, Caren Burggraf, Karin Callis, Amy Mistler, Tony Murphy and Doug Garmer voting yes.

MOTION CARRIED.

6. STAFF REPORTS

- A. Director of Community Development Emily Fultz explained the final draft of the updated subdivision code will be shared in the near future for review. Other topics updated briefly by Emily included: (a) the Home Builders Association request to attend a Plan Commission meeting in the near future to discuss alternate building materials; (b) plan to request a list of the alternative building materials prior to the meeting in preparation of the discussion; and (c) a follow-up to the October 23 Committee meeting annexation discussion allowing a waiver of water and/ or sanitary sewer tap-in fees with a couple property owners expressing interest so far, with the deadline for interest being the end of December.

7. **PUBLIC INPUT**

A. See above comments under Agenda Item 5.A.

8. **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 Russell Horsley to adjourn the Regular Meeting of the Columbia Plan Commission held Monday, November 13, 2017 at 7:34 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

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