

# Request for City Council Action

**Date:** April 5, 2016

<b>Agenda Section:</b> Consent Agenda  <b>No.</b> 5	<b>Originating Department:</b>  City Clerk's Office
<b>Item:</b> Acceptance of Minutes of Boards, Commissions, and Committees  <b>No.</b> 5.4	<b>Approved:</b>

**Background:**

Attached for Council review and acceptance are minutes from the meetings of City Boards, Commissions, and Committees which have recently been sent to the City Clerk's Office.

**Recommended Action:**

The Council is requested to accept the following minutes and place them on file:

Police Pension Board – January 26 and February 16, 2016

Planning Commission – February 10, 2016

Preservation Commission – February 8, 2016

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by \_\_\_\_\_ 2nd by \_\_\_\_\_ to \_\_\_\_\_

**CITY OF CARBONDALE**  
**POLICE PENSION BOARD OF TRUSTEES**  
**MEETING MINUTES for Tuesday, January 26, 2016**

**Call to Order:** Meeting called to order by Mark Goddard at 1:38 p.m.

**Roll Call:** Mark Goddard, Don Priddy, Tony Williams, Paul Echols and Don Ursini (arrived late)

**Members Absent:** None

**Acknowledgment of Guests:** Clair Hayes, Becky Applegate, Jeff Davis and Patrick Donnelly

Patrick Donnelly of Graystone Consulting gave an investment review of the Police Pension fund.

P. Echols moved, D. Priddy seconded, to accept Mr. Donnelly's recommendation to reduce the allocation by half and move that money to cash for future expenses. VOTE: Ayes: M. Goddard, D. Ursini, D. Priddy, T. Williams, and P. Echols. Nays: None. Motion declared carried.

**New Business:**

T. Williams moved, D. Priddy seconded, to approve the 45 minute presentation given by Patrick Donnelly to be approved as training time. All voted aye. Motion carried.

P. Echols moved, T. Williams seconded, to refund Eric Keller his pension contribution of \$12,988.55 and place it into an IRA with American Century Investment. VOTE: Ayes: M. Goddard, D. Ursini, D. Priddy, T. Williams, and P. Echols. Nays: None. Motion declared carried.

T. Williams moved, D. Priddy seconded, to vote new members Zachary Whitecotton (awaiting confirmation with insurance on Tier 1 or Tier 2 participant status) and Scott Ferguson (a Tier 2 participant) into the police pension fund. VOTE: Ayes: M. Goddard, D. Ursini, D. Priddy, T. Williams, and P. Echols. Nays: None. Motion declared carried.

D. Priddy moved, T. Williams seconded, to approve the treasurer's report given by Don Ursini. All voted aye. Motion carried.

**Approval of Minutes:**

P. Echols moved, D. Ursini seconded, to approve the minutes from the meeting held on December 1, 2015. All voted aye. Motion carried.

D. Priddy moved, D. Ursini seconded, to approve the minutes from the meeting held on December 22, 2015. All voted aye. Motion carried.

**Announcements:** None.

**Public Comments:** None.

**Set Next Meeting:** Board meetings will be held on the third (3<sup>rd</sup>) Tuesday of every month at 1:30 p.m. except for Tuesday, October 18, 2016 which will be moved to Friday, October 21, 2016 at 4 p.m. The 4 p.m. time is pending until Attorney Dennis Orsey can check his schedule.

**Adjournment:** D. Priddy moved, P. Echols seconded, to adjourn meeting at 2:50 p.m. All voted aye. Motion carried.

Respectfully Submitted,

Anthony Williams,  
Carbondale Police Pension Board Secretary  
AW/clc



**POLICE PENSION BOARD**  
**February 16, 2016 at 1:30 pm.**  
**Carbondale Civic Center Room 103**  
**Meeting Minutes**

**1. Call to Order**

The City of Carbondale Police Pension Board of Trustees held a meeting on Tuesday, February 16, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue. Mark Goddard called the meeting to order at 1:35 p.m.

**2. Roll Call**

Present: Don Ursini, Paul Echols, Tony Williams and Mark Goddard

Absent: Don Priddy

**3. Acknowledgement of Guests**

Also present were Deputy City Clerk Clair Hayes, Finance Director Jeff Davis, Senior Accountant Becky Applegate (arrived late) and Board Attorney Dennis Orsey (by phone).

**4. Approval of Minutes**

In the January 25, 2016 special meeting minutes D. Orsey noted that a roll call vote should be shown because the board is approving a contract. Also, the motion should be amended to say that D. Orsey be hired as Board Attorney pursuant to the presented contract for legal services.

MOTION: T. Williams moved, D. Ursini seconded, that the minutes from the special meeting held on January 25, 2016 be accepted with corrections and amendments. All voted Aye. No nays. Motion declared carried.

In the January 26, 2016 meeting minutes D. Orsey noted that the tier status of the new members voted into the fund should be shown. It was also noted that a roll call vote should be shown in the meeting minutes for certain items.

MOTION: T. Williams moved, P. Echols seconded that the minutes for the meeting held on January 26, 2016 be tabled until the next meeting for the necessary changes to be made. All voted aye. No nays. Motion declared carried.

**5. Treasurer's Report**

The treasurer's report through January 31, 2016 was given by D. Ursini and B. Applegate.

MOTION: P. Echols moved, T. Williams seconded to accept the treasurer's report. All voted aye. No nays. Motion declared carried.

**6. Investment Report**

None

**7. Unfinished Business**

D. Orsey will review the board rules and regulations and other information pertaining to the board. He will reach out to Scott Hendricks to obtain any and all information regarding the Vaughn case. Scott Hendricks will be the case presenting attorney for the Vaughn case while D. Orsey will represent as the board attorney. Updates on the Vaughn case and any proposed changes to the board rules and regulations will be presented at the next board meeting.

**8. New Business**

**Training requests/training approval for board members**

Several training options were presented for interested board members to attend.

**9. Announcements**

None

**10. Public Comments**

None

**11. Set Next Meeting**

The board will continue to meet the third (3<sup>rd</sup>) Tuesday of every month at 1:30 p.m.

There was discussion about changing the time for the meeting on Tuesday, March 15, 2016 to 4 p.m. Also the meeting for the month of October will be held on Friday, October 21, 2016 at 3 p.m.

MOTION: T. Williams moved, P. Echols seconded to change the time of the next meeting on Tuesday, March 15, 2016 to 4 p.m. and the date and time of the October meeting to Friday, October 21, 2016 at 3 p.m. All voted aye. No nays. Motion declared carried.

**12. Adjournment**

MOTION: P. Echols moved, T. Williams seconded, to adjourn at 2:27 p.m. All voted aye. Motion carried.

Respectfully Submitted,

Anthony Williams  
Carbondale Police Pension Board Secretary  
AW/clc



## MINUTES

**Carbondale Planning Commission  
Wednesday, February 10, 2016  
Room 108, 6:00 p.m.  
City Hall/Civic Center**

Mr. Anz called the meeting to order at 6:05 p.m.

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**Members Present:** Sheffer, Anz, Field, Lilly, Litecky, and Bradshaw (ex-officio)

**Members Absent:** Barke, LeBeau, Love, and Schachel

**Staff Present:** Taylor

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### **1. Approval of Minutes:**

Mr. Sheffer moved, seconded by Ms. Lilly, to approve the minutes for January 13, 2016.

The motion to approve the minutes passed with a unanimous voice vote.

### **2. Citizen Comments or Questions**

There were none

### **3. Report of Officers, Committees, Communications**

There were none

### **4. Public Hearings**

**PC 16-11** – Fox Creek & Associates, LLC, is requesting a Special Use Permit to allow for the construction of three duplexes in the PA, Professional Administrative Office, district for property located at 1100 and 1110 Black Diamond Drive.

Mr. Anz declared Public Hearing PC 16-11 open at 6:06 p.m. and asked Mr. Taylor to read the legal notice.

Mr. Taylor, Planner for the City of Carbondale, read the legal notice.

Mr. Anz asked Mr. Taylor to present the staff report.

Mr. Taylor was sworn in and read parts A and B of the staff report.

Mr. Anz asked if there were any questions from Commission to staff.

Ms. Field asked staff what the nature of the opposition was to the applicant's request.

Mr. Taylor responded that the resident was opposed to the request primarily due to the amount of noise and traffic that was expected.

Mr. Anz asked if the applicant was present and would like to speak.

Rolf Schilling, agent representing Fox Creek and Associates, LLC, came forward to present his case.

Mr Anz asked if the Commissioners had any questions of the applicant.

Ms. Litecky asked what type of barrier was being proposed to provide a buffer between the development and the Woodland Hills Subdivision.

Mr. Schilling stated that the applicant will complete the buffer as required by the City.

Ms. Litecky clarified that the buffer had yet to be designed.

Mr. Schilling stated that that was correct. The applicant is just completing the first step which is the Special Use Permit. The buffer will consist of shrubs and trees but will be designed and submitted with the documents as required by the City of Carbondale. Mr. Shilling stated that the applicant would be open to suggestions from the Commission. Mr. Shilling asked Mr. Taylor if there was a buffer required and what it consisted of with regards to the Sun Valley Apartment Complex.

Mr. Taylor stated that there was a buffer required and he believed it consists of pine trees.

Mr. Anz asked if anyone would like to speak in favor of the application.

There were none

Mr. Anz asked if anyone would like to speak in opposition of the application.

Gregory Veach, 2905 West Striegel Road, came forward in opposition. Mr. Veach gave the Planning Commission a brief history of the property and the continued opposition to multi-family residences from the nearby residences. Mr. Veach stated several points in opposition to the request. 1) The duplexes will cause an increase in the amount of traffic with a possibility that there will be on-street parking; 2) the driveways located on West Striegel Road will cause problems with the Woodland Hills entrance, compounded by the volume and speed of traffic moving through the area (Mr. Veach asked the Planning Commission to place a condition of the Special Use Permit that there only be two duplexes allowed with neither fronting West Streigel Road); 3) Professional Offices are a better alternative to the duplexes; 4) this

area could remain green and be used as a recreational space; 5) the duplexes will increase the amount of storm water runoff (Mr. Veach stated that this should also be a requirement of the Special Use Permit). Mr. Veach also requested that there be open space included with the development.

Mr. Anz asked if anyone else would like to speak in opposition.

Mr. George Kao, 1155 Deer Ridge Place, stated that as a homeowner and a member of the Woodland Hills Homeowner's Association, he would like to express his opposition. Mr. Kao stated that it was the Association's understanding that this was to remain as a green space. He stated the green space would provide a slight buffer to the subdivision and help preserve property values. Mr. Kao asked for the Planning Commission to consider the needs of the nearby homeowners.

Mr. Anz asked if there were questions of those in opposition.

Mr. Sheffer addressed Mr. Kao, stating that the way the PA district is written, there are permitted uses which include more intense uses of lot such as office buildings, dentist offices, and doctor offices. How does the PA district become a better buffer for property owners with these uses than it would be with duplexes?

Mr. Kao stated that the duplexes would be two-story duplexes. The view of the the two-story duplexes will eliminate any semblance of greenspace and it will appear as just an extension of the apartment complex.

Mr. Sheffer and Mr. Anz clarified that the buildings allowed in the PA district can be built to a height of 125' which is much taller than the duplexes proposed. The duplexes, in fact, would be much less intense than the other permitted uses for the district.

Mr. Kao asked what happened to the recreational space required for the Sun Valley apartment complex? It was his understanding that these corner lots would be kept open to meet this requirement. Mr. Kao suggested that it was his belief this was included in the settlement agreement reached between the owners and the City.

Mr. Taylor clarified that the settlement agreement reached between the City of Carbondale and the owners of the Sun Valley development identified areas that could be built with eight-plexes and those areas which must conform to the current PA district regulations. 1100 and 1110 Black Diamond Drive was identified as an area which must conform to current PA district regulations.

Mr. Anz stated that any use permitted in the PA district only requires administrative approval and would not have to come before the Planning Commission.

Mr. Kao and members of the Planning Commission then held a discussion regarding the buffer requirements for the site.

Mr. Anz stated that it is his position that the buffer required by the Carbondale Revised Code is sufficient for the site.

Mr. Anz asked Mr. Taylor to complete the staff report.

Mr. Taylor read parts C and D of the staff report, with a recommendation to approve PC 16-11.

Mr. Anz asked if there were any questions for staff.

Mr. Sheffer asked if the buffer required in the zoning code right now was the same as required when the eight-plexes were originally constructed.

Mr. Wallace, Development Services Director, stepped forward and clarified that the previously required buffer was only required with a width of 10 feet. The current buffer is 15 feet and is more intensive and would require more plantings. The 5 foot screen must provide screening year-round.

Ms. Field asked why Sun Valley decided to place a duplex fronting Streigel.

Mr. Taylor responded that the applicant was attempting to place three duplexes on the property and this was the only feasible way to place three of them comfortably on the lot.

Mr. Sheffer asked if there was plenty of room for the buffer yard.

Mr. Taylor stated that, as proposed, there would be plenty of room for the buffer yard.

Mr. Anz asked if there were any questions from anyone to anyone

Ms. Litecky asked Mr. Schilling if he could clarify the proposed plans and the possible drainage issues on the site.

Mr. Schilling came forward and stated that the buildings are proposed the way they are because of the layout of the property. Mr. Schilling stated that the duplexes will be high-end as those the applicant developed along Beadle Drive. The applicant plans to develop the property in complete accordance with the Carbondale Revised Code.

Mr. Sheffer asked how the drainage will be addressed.

Mr. Schilling stated that the engineering firm hired for the development will design on-site storm water detention as required by the City of Carbondale.

Ms. Litecky asked Mr. Schilling, as a real estate agent how he felt the development of multi-family residences will affect the home values for the neighborhood.

Mr. Schilling stated that while he primarily specializes in commercial real estate, he believes that taxes in the area are a much bigger issue. It seems like the housing market above \$200,000 is suffering.

Mr. Anz asked if there were any further questions from anyone to anyone.

There were none

Mr. Anz declared Public Hearing PC 16-11 closed at 7:31 p.m.

Mr. Sheffer moved, seconded by Ms. Lilly, that the Commission accept as findings of fact parts C and D of the staff report for PC 16-11, the applicant spoke in favor and there two people who spoke in opposition.

The motion passed by a unanimous voice vote.

Mr. Sheffer moved, seconded by Ms. Lilly, that all 7 criteria be accepted as one.

Roll Call Vote:

Yes – 5 (Sheffer, Anz, Field, Lilly, Litecky)

No – 0

Mr. Sheffer moved, seconded by Ms. Lilly, that all 7 criteria have been met.

Roll Call Vote:

Yes – 5 (Sheffer, Anz, Field, Lilly, Litecky)

No – 0

Ms. Lilly moved, seconded by Mr. Sheffer, that the Planning Commission recommend to City Council, approval of PC 16-11.

Roll Call Vote:

Yes – 5 (Sheffer, Anz, Field, Lilly, Litecky)

No – 0

Mr. Taylor announced that the motion to approve PC 16-11 passed and will be on the City Council Agenda for February 23, 2016.

## **5. Old Business**

There were none

## **6. New Business**

### **A. Review of Rules and Procedures**

Mr. Taylor stated that staff had originally planned to provide an overview for the Planning Commission's rules and procedures. However, with the absence of some of

the newer members to the Commission, he would like to push this back to a future meeting.

Ms. Litecky asked if it was possible for the board providing the rules and procedures for the meeting could be placed back up for public display during the Planning Commission meetings.

Mr. Taylor responded that he was not sure why the board had been removed, but he would look into getting that replaced for future meetings.

**B. Recent Planning Efforts**

Mr. Taylor reviewed recent planning efforts and touched on how they correspond with the 2010 Comprehensive Plan. Recent efforts like the Carbondale Downtown Master Plan, the Carbondale Bicycle Master Plan, the revision of the zoning ordinance in 2013, and other supplemental studies are advancing the efforts of the 2010 Comprehensive Plan. Mr. Taylor noted that it is staff's intent to review the progress made on the 2010 Comprehensive Plan periodically.

**C. City Council Agendas from January 12 and January 26, 2016**

Ms. Bradshaw reviewed the City Council meetings as they related to Planning.

**7. Adjournment**

Mr. Anz adjourned the meeting at 7:42 p.m.



**MINUTES**  
**Preservation Commission**  
**Monday, February 8, 2016**  
**City Hall/Civic Center – 7:00 p.m.**

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1. **Roll Call:** Mr. Sigler called the meeting to order at 7:00 p.m.

**Members Present:** Doherty, Ittner, Sigler, Van Awken, Clark, and Benedict

**Members Absent:** Comparato, Parkinson

**Staff Present:** Sergeev

**Guests:** Lee Fronabarger, Jeremy Clow

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2. **Approval of Minutes:** Ms. Ittner moved to accept the minutes, seconded by Ms. Benedict, to approve the minutes of January 11, 2016.

The motion to approve the minutes passed with a unanimous voice vote.

3. **Communication and Reports:**

- a) Educational and Technical Assistance Committee

Ms. Ittner reported the Alumni Association would like to thank the Preservation Commission for scanning the Rip Stokes photos.

- b) Nomination and Hardship Committee

Nothing to Review

- c) Work Plan Committee

Ms. Doherty reported the committee will be meeting to review the work plan next week and will report back at the March meeting.

- d) Certificate of Appropriateness Committee

Nothing to Review

- e) Downtown Advisory Committee Report

Mr. Sigler stated that the Downtown Advisory Committee (DAC) met February 10<sup>th</sup> and the consultants presented the proposed draft of the Downtown Master Plan. The DAC would like to see if the implementation plan is feasible and the consultants are preparing the final draft for review.

Mr. Van Awken attended the meeting and presented a memo from the 2010 Carbondale Preservation Commission stating their support a park located to the east of the Public Safety Building.

4. **Old Business:**

a) Discussion of Founder's Day Celebration 2016

Ms. Ittner discussed having a display for the Carbondale Remembered oral histories project and providing a list of the available oral histories. Ms. Ittner will provide pictures to display.

Mr. Fronabarger requested including a list of the call numbers and titles of the books on Carbondale history available in the Carbondale Public Library to the program.

Mr. Van Awken discussed the music selection he will be playing at the reception. Mr. Van Awken reported he has found many historic pieces available in the Carbondale Public Library.

Mr. Fronabarger reported the music will play prior to the beginning of the program and during the social hour.

Mr. Fronabarger reported he has spoken to the Carbondale Community High School speech department and a student will be portraying one of founders during the reception.

Ms. Sergeev discussed the table decorations for the reception, which will showcase historic photos from the City's archives.

Ms. Ittner mentioned using quilts for table cloths.

Mr. Fronabarger mentioned having a train for the refreshments table.

Ms. Ittner reported she spoke with Bookworm to distribute book marks with a list of Southern Illinois books available in the store.

5. **New Business:**

a) Letter to City Council regarding Historic Park

There was discussion among the commission to determine the pertinent information included in the proposed letter to the City Council.

Mr. Van Awken discussed emphasizing the importance in preserving the history of the site and the involvement of the Preservation Commission in future plans for the site.

Mr. Clow discussed the potential for the site as revenue generator such as a dog park or skate park.

Mr. Van Awken discussed how important it is that the site be preserved and that any future development would need to have reverence to the historic significance of the property.

There was discussion among the commission to have the site designated as a landmark.

It was determined Ms. Sergeev will draft a letter to be reviewed at the March 21<sup>st</sup> meeting.

6. **Comments by the Public, Commission Members or Staff:**

Ms. Ittner discussed the progress on the Memorial Day celebration at Woodlawn Cemetery.

7. **Adjournment:**

Mr. Sigler adjourned the meeting at 8:15 p.m.