



**LAND SUBDIVISION COMMITTEE MEETING MINUTES  
August 7, 2014**

**ATTENDANCE**

<b>Land Subdivision Committee Members</b>	<b>Staff</b>
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom, Vice-Chairman	
Lori Cox	
John Harris	
Dean Graven	<b>Others</b>
Steve Hall	Phil Martin
Brian Wright	Steve Schroll
Paul O'Shea	Joe Kloba
Lori Williams	
Gary Hurley	
Chris Richmond	
Elliott McKinley	
Kenneth Springs	

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the July 3, 2014 Land Subdivision Committee meeting minutes.

Elliott McKinley clarified a statement that he made under the comments section for the Centennial Park Place preliminary plan. He said consideration of accepting any property is subject to the discretion and final decision of the Springfield Park Board of Trustees.

Humphrey asked if there were any additional changes to the July 3, 2014 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as corrected.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

Nate Bottom said they have a planning and subdivision engineer starting on Monday who will eventually be involved in the subdivision process. His name is T.J. Heavisides

and he will send his contact information to all of the developers and engineers.

- **ADJOURNMENT**

Chris Richmond made a motion, seconded by Lori Williams to adjourn the meeting. The meeting adjourned at 1:42 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**    2014-08

**CENSUS TRACT #**    36.03

<b>NAME OF SUBDIVISION:</b>	Pegasus Landing City Minor Subdivision Variance – Section 153.157(L) – Restriction of Access
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	August 7, 2014
<b>OWNER:</b>	Tim Van Fleet
<b>ENGINEER:</b>	Martin Engineering
<b>DESCRIPTION:</b>	Pt. SW ¼, NW ¼, Sec. 25, T15N, R6W – North side of Spaulding Orchard Road, west of Reserve Boulevard
	4.700    Acres        1        Lots
<b>MOTION TO RECOMMEND:</b>	Approve
<b>BY:</b>	Brian Wright
<b>2<sup>ND</sup> BY:</b>	Ken Springs
<b>VOTE:</b>	Unanimous

Phil Martin presented the variance request to allow access to an arterial road.

Joe Zeibert, Regional Planning Commission, said the only item that is being reviewed is the variance request of the Pegasus Landing City Minor Subdivision. Zeibert said the staff will defer to the County Highway Department.

Brian Wright, Sangamon County Highway Department, stated they are in favor of the variance request to allow one access point to Spaulding Orchard Road. Zeibert asked if there would be any restrictions to the location of the access point. Wright said they have received the developer's plans for the proposed access point identified on the western part of the lot.

Brian Wright made a motion to approve the variance of Section 153.157(L) to allow an access point onto Spaulding Orchard Road. Kenneth Springs seconded the motion and the vote to approve was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**    2014-09

**CENSUS TRACT #**    36.03

<b>NAME OF SUBDIVISION:</b>	Resubdivision of Lot 26 Prairie Crossing – Plat 2 – Location and Sketch Map
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	August 7, 2014
<b>OWNER:</b>	Prairie Crossing, LTD. C/O Glen P. Garrison
<b>ENGINEER:</b>	Crawford, Murphy & Tilly, Inc.
<b>DESCRIPTION:</b>	Pt. NW ¼, Sec. 19, T15N, R5W – South side of Chuckwagon Drive, west of Schooner Drive, across from Gander Mountain
	7.6    Acres    2    Lots
<b>MOTION TO RECOMMEND:</b>	Approve, Subject To
<b>BY:</b>	Lori Williams
<b>2<sup>ND</sup> BY:</b>	Kenneth Springs
<b>VOTE:</b>	Unanimous

Steve Schroll presented the location and sketch map. He said the original lot was set up for a large user and now they would like to divide the lot into two pieces.

Joe Zeibert, Regional Planning Commission, said staff recommends approval of the location and sketch map. All essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. Zeibert said the street labeled as Prairie Crossing Dr. on the sketch map is incorrect and needs to be labeled as Chuckwagon Dr. He said a general land legal description that includes the section, township, and range shall be provided on the location and sketch map. Schooner Dr. is misspelled on the location map and needs to be corrected. He said utility lines need to be keyed in and the developer shall provide a written acknowledgement of the plan to upgrade the adjacent roadways. Zeibert asked the engineer if he had an idea on the proposed location of the access points. Schroll stated they are not representing the buyer and don't know the location of the proposed access points.

Gregg Humphrey, Springfield Metro Sanitary District, said a sanitary sewer service line shall be constructed to each lot.

Lori Williams, City Traffic Engineer, said access to Chuckwagon Dr. will have to line up with the Gander Mountain access point or be 150 feet east or west of the existing access points across the street. She said sidewalks shall be installed along Chuckwagon Dr. and Prairie Crossing Dr. is mislabeled on the sketch map.

Lori Williams made a motion to approve the location and sketch map, subject to:

- 1) Correct the sketch map to say Chuckwagon Dr. instead of Prairie Crossing Dr.
- 2) Add a general land legal description to include the section, township, and range.
- 3) Correct the spelling of Schooner Drive on the location map.
- 4) Key in the utility lines.
- 5) Submit a written acknowledgement of plat to upgrade adjacent roadways.
- 6) Identify the proposed access points on the sketch plan.
- 7) Identify the sanitary sewer service lines to each lot.

Kenneth Springs seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**    2014-09

**CENSUS TRACT #**    36.03

<b>NAME OF SUBDIVISION:</b>	Resubdivision of Lot 26 Prairie Crossing – Plat 2 – Preliminary Plan
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	August 7, 2014
<b>OWNER:</b>	Prairie Crossing, LTD. C/O Glen P. Garrison
<b>ENGINEER:</b>	Crawford, Murphy & Tilly, Inc.
<b>DESCRIPTION:</b>	Pt. NW ¼, Sec. 19, T15N, R5W – South side of Chuckwagon Drive, west of Schooner Drive, across from Gander Mountain
	7.6    Acres    2    Lots
<b>MOTION TO RECOMMEND:</b>	Approve, Subject To
<b>BY:</b>	Nate Bottom
<b>2<sup>ND</sup> BY:</b>	Kenneth Springs
<b>VOTE:</b>	Unanimous

Steve Schroll presented the preliminary plan.

Joe Zeibert, Regional Planning, said a general land legal description that includes the section, township, and range needs to be added to the plan. Zeibert asked if a traffic study would be required. Zeibert asked the engineer if the drainage calcs have been submitted. Steve Schroll said the drainage calcs have been submitted. Zeibert said the legend needs to be corrected to reflect the water properly. The hydrants will need to be keyed in and locations clarified. Zeibert said Chuckwagon Dr. needs to be labeled correctly and the ROW width needs to be identified. He said the 20' easement along Chuckwagon Dr. needs to be identified as a drainage and utility easement.

Lori Williams, City Traffic Engineer, said sidewalks shall be installed along Chuckwagon Dr. She said the scale needs to be at a maximum of 1" = 100'. Williams said the access points will need to line up with the access points across the street or meet the offset requirements.

Chris Richmond, Fire Safety, said the location of the proposed hydrants needs to be identified on the plan. Steve Schroll said the location of the existing hydrants has been identified and the legend will be clarified.

Joe Zeibert asked if a traffic study would be required. Lori Williams said a traffic study will not be required.

Nate Bottom made a motion to approve subject to:

- 1) Providing a general land legal description that includes the section, township, and range.
- 2) Correct the legend to reflect the water properly.
- 3) Key in the fire hydrants and clarify the hydrant locations.
- 4) Label Chuckwagon Dr. correctly.
- 5) Label the 20' easement along Chuckwagon as a utility and drainage easement.
- 6) The scale needs to be at a maximum of 1' = 100'

Kenneth Springs seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**    1990-22

**CENSUS TRACT #**    36

**NAME OF SUBDIVISION:**    Prairie Crossing – Plat 1 – Lot 14 – Partial Plat of Easement  
Vacation

**JURISDICTION:**    City

**DATE OF MEETING:**    August 7, 2014

**OWNER:**    Prairie Crossing Limited Partnership  
C/O Lincolnland Development

**ENGINEER:**    Martin Engineering

**DESCRIPTION:**    Pt. NW ¼, Sec. 19, T15N, R5W – North side of Chuckwagon  
Drive, west of Schooner Drive, west of Gander Mountain

0.103    Acres    1    Lots

**MOTION TO RECOMMEND:**    Approve, Subject To:

**BY:**    Nate Bottom

**2<sup>ND</sup> BY:**    Brian Wright

**VOTE:**    Unanimous

Phil Martin presented the partial plat of vacation. He said CarMax is under contract to purchase 4 lots. There is an easement that is located in the middle of these lots that they would like to relocate before they develop.

Joe Zeibert, Regional Planning, said a contact person shall be added to the plan. He said the existing easements need to be dimensioned. Zeibert asked if sign off has been received from AT&T for the easement vacation. Martin said they have an executed authorization work form from AT&T. Nate Bottom, City Engineer, said a letter from AT&T will be required before the plat can obtain the City Engineer's final approval.

Lori Williams, City Traffic Engineer, said the plat will need to be signed and sealed by a professional land surveyor.

Nate Bottom made a motion to approve subject to:

- 1) Adding a contact person.
- 2) Dimension the existing easements.
- 3) Plat will need to be signed and sealed by a professional land surveyor.

Brian Wright seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**     1990-22  

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**CENSUS TRACT #**     36  

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**NAME OF SUBDIVISION:**     Prairie Crossing – Plat 2 – Lot 16 – Plat of Easement  

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**JURISDICTION:**             City  

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**DATE OF MEETING:**         August 7, 2014  

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**OWNER:**                     Prairie Crossing Limited Partnership  
   C/O Lincolnland Development  

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**ENGINEER:**                 Martin Engineering  

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**DESCRIPTION:**             Pt. NW ¼, Sec. 19, T15N, R5W – North side of Chuckwagon  
   Drive, west of Schooner Drive, west of Gander Mountain  

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0.103   Acres         1         Lots  

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**MOTION TO RECOMMEND:**   Approve Subject To  

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**BY:**                             Nate Bottom  

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**2<sup>ND</sup> BY:**                       Chris Richmond  

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**VOTE:**                         Unanimous  

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Phil Martin presented the plat of easement.

Joe Zeibert, Regional Planning, said a contact person needs to be added to the plan. He said the existing easements need to be dimensioned. Zeibert asked if the easement would only be used for utilities. Phil Martin said that is correct.

Nate Bottom, City Engineer, said the plat will need to be signed and sealed by a professional land surveyor.

Nate Bottom made a motion to approve subject to:

1. Adding a contact person.
2. Dimension the existing easements.
3. Plat will need to be signed and sealed by a professional land surveyor.

Chris Richmond seconded the motion and the vote was unanimous.