



LAND SUBDIVISION COMMITTEE MEETING MINUTES
August 6, 2015

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Peter Jordet
Mike Johnson	
Matt McLaughlin	
Elliot McKinley	Others
Jeph Bassett	Don DeFrates
Brad Bixby	Steve Walker
Brian Wright	Courtney Joyner
Lori Williams	Hans Distlehorst
Trustin Harrison	Joe Miller
Ken Springs	Rick Borus
Dean Graven	Dale Fagg
	Jim Lobmaster

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 2, 2015 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

ACTION ITEMS

See attached

UNFINISHED BUSINESS AND NEW BUSINESS

There was no unfinished business. There was no new business.

ADJOURNMENT

Gregg Humphrey asked for a motion to adjourn. Lori Williams motioned to adjourn the meeting, seconded by T.J. Heavisides. The meeting adjourned at 2:00 PM.

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

FILE NO. 2015-02

CENSUS TRACT # 3

NAME OF SUBDIVISION: Capital Storage – Browning Road – Large Scale Development

JURISDICTION: City of Springfield

DATE OF MEETING: August 6, 2015

OWNER: Capital Storage, ATTN: Carol Grigiski

ENGINEER: Greene & Bradford

DESCRIPTION: Lot 1 of Murray/Burke Minor Subdivision - Sec. 16, T16N, R5W -
North of Veterans Parkway, East of J. David Jones Parkway,
South of Browning Road

7.04 **Acres** 1 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: Dean Graven

2ND BY: Brian Wright

VOTE: Unanimous

Don DeFrates, Greene & Bradford, presented the large scale development plan. He said it is a resubmittal of a large scale plan approved, subject to; at a previous meeting. He said this revised plan has moved the storm sewer along Browning Road and moved a block of buildings 10 feet. He said the project is at 500 Browning Road and will be 8 buildings of storage.

Joe Zeibert, Regional Planning Commission, said the dashed line on the west side of the property shall be identified. He said he believed there was an easement in the area along with the transitional buffer yard. Zeibert said the legend shall be included on all plan sheets. He said the developer will need to check with the City to see if a floodplain development permit will be required for landscaping in the floodplain. Zeibert said at least one additional marker shall be shown to identify the floodplain peaks and valleys. Zeibert asked if there will be a dumpster on-site. DeFrates said there will not be a dumpster. Zeibert asked about the use of building H. DeFrates directed him to Sheet 4, Note 6 of the plan and said the use is storage and the water is for landscape and maintenance only. Zeibert asked if a sanitary sewer extension will be required. Gregg Humphrey, SMSD, said an extension will not be required for the stated use. Zeibert said access point location and written approval of the location for road access by the governmental entity, the County Highway Department, will be required. Zeibert said a letter will be required withdrawing the previously approved plan.

Zeibert asked if the sidewalk easement will go to the City. DeFrates said it is a City subdivision and a County road, and asked which body would like the easement. T.J.

Heavisides, Office of Public Works, said they will defer to the County because it is a County road and they will have the right-of-way. Zeibert asked if the sidewalk would be in an easement or the right-of-way. Heavisides said it should be in the right-of-way. DeFrates said the contours do not allow a sidewalk to be built in the right-of-way so an easement for the sidewalk is shown on the plan. Brian Wright, County Highway Department, asked if this will be the only piece of sidewalk on Browning Road. DeFrates said it will be. Wright said the Department is opposed to sidewalks at this time, and until there are logical termini on the east and west ends of the property. Lori Williams, City Traffic Engineer, said the sidewalks must start at some point along the road and the City supports sidewalk for this plan. Wright restated the Department is opposed to the sidewalk. Zeibert said because a variance has not been requested sidewalk will be required and jurisdiction of the easement will have to be figured out. DeFrates said he would work with parties to come to a conclusion on jurisdiction.

Ken Springs, Citizen Member, asked how far Building H is set back from the detention pond. DeFrates said it is between 10' and 15'. Springs asked if there is anything in code concerning setbacks from a detention pond. DeFrates said there is not. DeFrates said the high water mark for the pond is shown on Sheet 3 and is farther from the building than the edge of the pond.

T.J. Heavisides, Office of Public Works, said he had previously given comments on the building phase 2 during review of the last iteration of the plan. He said the city will defer to the County concerning work and permits within the right-of-way.

Lori Williams, City Traffic Engineer, said the outdoor sign location may pose a site obstruction for vehicles exiting, and a separate permit will be required for any outdoor signage.

Brad Bixby, CWLP Electric, said the electric service location will need to be approved by CWLP Electric.

DeFrates said he spoke to IDNR and there would be no permit required for planting trees in the floodplain. He said a permit will be required if fill brought in to plant the trees.

Dean Graven motioned to approve the Large Scale Development Plan, subject to;

1. Identify the dashed line of the west side of the property;
2. Written approval of the location of access from the County Highway Department;
3. Include the legend on all sheets;
4. Identify additional floodplain markers; and
5. A letter withdrawing the previously approved plan.

Brian Wright seconded the motion and the vote to approve was unanimous.

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

FILE NO. 2015-03

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: Hedley Woods Apartments – Large Scale Development Plan

JURISDICTION: City of Springfield

DATE OF MEETING: August 6, 2015

OWNER: Courtney Joyner

ENGINEER: Martin Engineering

DESCRIPTION: Lots 209-212 Happy Landing Farm Plat 2 – Pt. NW ¼, Sec. 12,
T15N, R6W - North of Hedley Road, West of Koke Mill Road, East
of Happy Landing Drive

3.79 **Acres** 4 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: Gregg Humphrey

2ND BY: Lori Williams

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the large scale development plan. He said the project is an 8 building, 64 unit apartment complex on Hedley Road.

Joe Zeibert, Regional Planning Commission, said a legend shall be provided on all plan sheets. He said the 10' utility easement on the east side of Lot 209 shall be dimensioned. He said the location of existing streets, curb cuts, watercourses, buildings, and other features within 200' of the site shall be included. He said all landscape areas shall be shown. He asked if there will be landscaping around the perimeter of the site. Walker said there will be landscaping there. Zeibert asked what landscaping will be between the buildings. Walker said there will be grass in those areas. Zeibert said all areas to be seeded or sodded shall be identified. He said the spelling of Yucan Drive shall be corrected. Zeibert said the size of the proposed water mains shall be identified, specifically the stubs coming off the main line. Zeibert said written approval of the location of the access by the governmental entity with road jurisdiction shall be required. Zeibert asked what types of garages will be built. Walker said they will be structured garages that will alternate north and south side entrances. Zeibert asked if recreational amenities such as picnic tables or playground equipment will be provided. Walker said none are planned at this time. Zeibert encouraged the inclusion of some recreational amenities.

Mike Johnson, CWLP Water, said the water main shall be within a 20' wide easement with a minimum separation of 10' from all permanent structures. He said it appears that the 10' separation may be encroached on and it will need to be adjusted to the east. He said hydrant

locations shall be approved by the Springfield Fire Department and protected with a curb or bollards. He said CWLP will require at least one additional hydrant near the roadway, and the rest of the locations will be determined by the Fire Department. He said metering arrangements shall be discussed and approved by the CWLP Water Department.

Gregg Humphrey, SMSD, said the overall owner of the property along Hedley Road will be required to sign an agreement allocating a portion of their Sewer Population Equivalents to the Hedley Woods Apartments developer to facilitate construction of the project.

T.J. Heavisides, Office of Public Works, said adequate detention calculations for the proposed development shall be provided. He said it must be ensured that the drainage path from the north is maintained and flow is not further restricted or affected. Heavisides said landscape areas shall be shown, and it appears additional landscaping is needed in the front yard. He said if this development is part of a larger phased plan, phasing of the separate plans shall be shown. He said the plan shall be signed and sealed by a Licensed Professional Engineer in Illinois.

Lori Williams, City Traffic Engineer, said the sign shown in the utility easement may be an issue because it looks like it is over a sanitary sewer line. Walker said the sign is an existing sign for Happy Landing Subdivision and the position was approved previously during the subdivision process.

John Harris, City Building & Zoning Department, asked what the square footage is for an 8, two bedroom building. He said if it is over 10,000 square feet an off street loading space may be required. He asked what the height of the buildings will be. He said concerning landscaping, a transitional buffer yard applies to the north and west property lines.

Jeph Bassett, Springfield Fire Department, said he concurs with the comments of CWLP Water.

Brad Bixby, CWLP Electric, said transformer locations will need to be approved. He said he believes all the conduit is provided by the developer.

Zeibert asked what the size of the buildings will be. Courtney Joyner, developer, said it will be approximately 8,000 square feet. Harris said by their calculations a loading area will not be required.

Humphrey asked if anyone would care to comment on the large scale development plan.

Dale Fagg, resident of Happy Landing Subdivision, shared his concern about the proximity of the development to a school. He said while he understands it is possible to guarantee the technical requirements of the development he believes it creates unnecessary risk for children to have temporary housing of this density so close to a school and playground. He said as a resident of the subdivision he knows there are other rentals in the subdivision, but those are annual leases and density is less than what the proposed development is, and he is concerned this is not the proper location for a development of this density.

Rick Borus, President of the Happy Landing Subdivision Association, said he has spoken with the developer and their board and has several concerns about the development. He said there is a concern about parking on Hedley Road and asked if the City may be able to install "No Parking" signs at some points along the road. Williams said the City can evaluate the need for those signs. Borus said there is a concern from the homeowners about storm sewer runoff to the Happy Landing detention pond and the association would like to be supplied with the drainage calculations to make sure the drainage is acceptable and will not flood the homes near the pond. Heavisides said detention calculations have been requested and he will check

with the City Engineer to see if the calculations are public information. Joyner said he is willing to share the calculations with the Homeowners Association and they may have access to them when they are completed. Borus said there is also concern from some of the homeowners about visibility on the west side of the proposed development and the effect of possibly having to trim the trees along the property line. Joyner said they can discuss that process and said additional landscaping will be added to that area. Borus asked if the landscaping plans are submitted with the building permits. Heavisides said they are. Borus asked if it would be possible for the Association to comment on those plans. Zeibert said a large scale development is a two phase process, the first phase being review by the Land Subdivision Committee. He said after review by Committee it is sent to City Council for final approval. He explained the Committee's role is to perform a site suitability analysis to make sure all utilities are available and the area is suitable for development. He said the second phase is construction documents and the building permit that go to the City Engineer for review. Borus asked if that would be something that they would have to work out with the developer. Zeibert said yes, they would. Heavisides said the development would have to meet the requirements of the City's landscape ordinance. Borus said he understands the schools are asked to comment on developments and asked if there had been any comments from them on the plans. Zeibert said the school district was included in the group who are asked to comment on the development and no comments were received from the district.

Jim Lobmaster, resident of Happy Landing Subdivision, said he has concerns about the density of the development. He said 160,000 square feet with a possibility of 256 residents seems very dense and may create some issues with there being only one entrance and one exit to the property. He said he hopes there will be some kind of fence on the west side of the property to help alleviate light pollution from the development, especially concerning car lights shining in the bedroom windows of adjacent homeowners, as the bedrooms of the homes face the parking lots. He asked about the size of the trash cans and if there is sufficient capacity to deal with the trash created by the development. He asked if there is sufficient handicapped parking provided. Williams said the development exceeds the ADA requirements for handicapped parking. She said the requirement is for every 100 spaces, 5 spaces are required. She said for this development 6 are required by the ADA and 8 are provided. Lobmaster reiterated concern about the parking on Hedley Road, and said there is also concern about parking on Happy Landing Road and the potential for driveways and mailboxes being blocked. He said his main concern with the development is the density.

Gregg Humphrey moved to approve the large scale development plan, subject to;

1. A legend is provided on all plan sheets;
2. Dimension the existing 10' utility easement on the east side of Lot 209;
3. Include the location of existing streets, curb cuts, water courses, buildings, and other features within 200' of the site;
4. Show all landscape areas;
5. Show all areas to be seeded or sodded;
6. Correct the spelling of Yucan Drive;
7. Include the size of proposed water mains;
8. Written approval of the location of the access by the governmental entity with road jurisdiction;
9. The water main is within a 20' wide easement with a minimum separation of 10' from all permanent structures;
10. Hydrant locations as approved by the Springfield Fire Department;
11. Hydrants protected with a curb or bollards;
12. An additional hydrant added near the entrance;
13. An agreement signed by the overall owner of the property along Hedley road allocating a portion of the Sewer Population Equivalents to Hedley Woods Apartments developer;
14. Plan is signed and sealed by a Licensed Professional Engineer in Illinois;

15. Drainage calculations; and
16. If the development is part of a larger phased plan, phasing of separate plans shall be shown.

Lori Williams seconded the motion and the vote to approve was unanimous.

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

FILE NO. 2015-06

CENSUS TRACT # 25

NAME OF SUBDIVISION: Patriot Plaza City Minor Subdivision – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: August 6, 2015

OWNER: Patriot Plaza, LLC, ATTN: Larry Sapp

ENGINEER: Crawford, Murphy & Tilly

DESCRIPTION: Pt. SE 1/4 , Sec. 11, T15N, R5W – West of Taylor Avenue, North
of Stevenson Drive

10.736 **Acres** 3 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: Ken Springs

2ND BY: T.J. Heavisides

VOTE: Unanimous

Joe Miller, Crawford, Murphy & Tilly, presented the final plat. He said this is a final plat for a location map approved in July. He said the filing fee has been submitted to the Regional Planning Commission.

Joe Zeibert, Regional Planning Commission, said the signature block shall be corrected to reflect the requirements for a minor subdivision final plat per Section 153.178 (d)(2). He said location of all present property lines, section lines, streets, building, and watercourses within the area and within 100' of the property line shall be shown. Zeibert asked if there are any existing access easement agreements, and if any access easements will need to be platted. T.J. Heavisides, Office of Public Works, said there are existing easements. Miller said currently they are not shown on the plat. Heavisides said they shall be shown on the plat, and if it is a blanket easement that should be noted, with recorded document number on the plat. Zeibert said if there are any covenants for the subdivision, they shall be provided. He said there is a 10' utility easement that is shown being relocated. He asked how the easement was platted. Miller said it was on the previous final plat and they are going to vacate that and re-plate in the new location. Zeibert said if the easement was platted through the subdivision process, it must be vacated through a partial plat of vacation. Heavisides said the new easement location shall be shown on this final plat, and then the old easement can be vacated later.

T.J. Heavisides, Office of Public Works, said security is needed for all public improvements including detention areas, and erosion control items. He said improvements will need to be constructed prior to or concurrent with any individual lot developments. He said

easements for the detention area and storm sewers across each lot shall be shown. He said the plat shall be signed and sealed.

Brad Bixby, CWLP Electric, said CWLP has existing facilities in that area and he has discussed the easement vacation and re-platting with the engineer, and CWLP is okay with easement being moved. Zeibert said he is unsure if the easement was platted through the subdivision process, and if the easement is between the property owner and CWLP, relocation can be worked out between them. Zeibert said he would confirm what the process will need to be.

Mike Johnson, CWLP Water, said they have a 20' water main easement across the north side of Lot 1. He said even though the Walgreens property is not part of the subdivision, the easement crosses their property and meets the right-of-way. He said the easement all the way to the right-of-way shall be shown.

Ken Springs made a motion to approve the final plat, subject to;

1. Correct the signature block to reflect the requirements of Sec. 153.178 (d)(2);
2. Include the location of all present property lines, section lines, streets, buildings, and watercourses within the area and within 100' of the property line;
3. Covenants;
4. Access easements shown, or recorded blanket easement document number provided on the plat;
5. Plat is signed and sealed; and
6. 20' water main easement on the north side of Lot 1 is shown to the right-of-way.

T.J. Heavisides seconded the motion and the vote to approve was unanimous.

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

FILE NO. 2014-05

CENSUS TRACT # 2.02

NAME OF SUBDIVISION: Zinn City Minor Subdivision – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: August 6, 2015

OWNER: Gemini Homes, LLC, ATTN: Phil Zinn

SURVEYOR: Sangamon Valley Surveying

DESCRIPTION: Pt. SE 1/4, Sec. 29, T16N, R5W – Northeast Corner of North
Amos Avenue & Columbia Avenue

0.414 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: Lori Williams

2ND BY: Ken Springs

VOTE: Unanimous

Hans Distlehorst, Sangamon Valley Surveying, presented the final plat.

Joe Zeibert, Regional Planning Commission, said the signature block shall be corrected to reflect the requirements for a minor subdivision final plat per Section 153.178(d)(2). He said easements shall be identified on the plat. He said all buildings shall be shown on the plat.

Gregg Humphrey, SMSD, said the 8" sanitary sewer at Guemes Court shall be extended to a point 5' west of the east lot line of the west lot and separate, independent service lines shall be constructed for each lot. He said as an alternative, the sanitary sewer service for the east lot may tap the existing sewer on Guemes Court and the west lot may tap the sanitary sewer on Amos Avenue. He said the property will be allowed a sewer usage density of 7 Population Equivalents. He said storm sewer shown on the south side of the property connects to a combined sewer interceptor and storm water detention shall be required for any connection to the system.

Lori Williams, City Traffic Engineer, said the date of completion of fieldwork shall be included on the plat. She said the legend shall include all symbols and abbreviations used on the plat, specifically an unidentified short dashed line. She said coordinates shall be displayed for each boundary corner, to 4 decimal places. Illinois State Plane Coordinates NAD 83, West Zone preferred. She said a legal description shall be provided for review. She said the point of beginning and point of commencement shall be labeled per the legal description. She said widths of adjoining streets shall be shown. Williams said a note shall be included referring to

covenants if the setbacks are different from those of the appropriate zoning district. She said an owner's certificate shall be provided for review. Williams said a note on the face of the plat shall be included regarding the conveyance of the right-of-way to state, "The Right-of-Way shown hereon is hereby conveyed to City of Springfield as per the Owner's Acknowledgement." She said the plat shall include a professional land surveyor seal, original signature, and date of signing.

Lori Williams made a motion to approve the final plat, subject to;

1. Correct the signature block to reflect the requirements of Sec. 153.178 (d)(2);
2. All easements are identified on the plat;
3. All buildings are shown on the plat;
4. The 8" sanitary sewer at Guemes Court shown to be extended to a point 5' west of the east lot line of the west lot;
5. Date of completion of fieldwork;
6. Legend for all symbols and abbreviations used on the plat;
7. Coordinates Displayed for each boundary corner, to 4 decimal places. Illinois State Plane Coordinates NAD 83, West Zone preferred;
8. Provide legal description for review;
9. Label point of beginning and point of commencement as per legal description;
10. Show widths of adjoining streets;
11. A note referring to covenants if the setbacks are different from those of the appropriate zoning district;
12. Provide Owner's Certificate for review;
13. Note on the face of plat regarding the conveyance of the right-of-way show on the plat. "The Right-of-Way shown hereon is hereby conveyed to City of Springfield as per the Owner's Acknowledgement."; and
14. Professional land surveyor seal, original signature, date of signing.

Ken Springs seconded the motion and the vote to approve was unanimous.