



**LAND SUBDIVISION COMMITTEE MEETING MINUTES
July 7, 2016**

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom	Peter Jordet
Mike Johnson	
John Harris	Others
Chris Cole	Steve Walker
Brad Bixby	Phil Martin
Brian Wright	Betsy Dollar
Trustin Harrison	Chris Richmond
Lauren Gibson	Don Walton

· **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 **May 5, 2016** Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as submitted.

· **ACTION ITEMS**

See attached

· **UNFINISHED BUSINESS AND NEW BUSINESS**

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

· **ADJOURNMENT**

Nate Bottom made a motion, seconded by Brian Wright, to adjourn the meeting. The meeting adjourned at 1:44 PM.

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

FILE NO. 2016-02

CENSUS TRACT # 9

NAME OF SUBDIVISION: Springfield Art Association – Large Scale Development Plan

JURISDICTION: City

DATE OF MEETING: July 7, 2016

OWNER: Springfield Art Association

ENGINEER: Martin Engineering Company

DESCRIPTION: Pt. SE 1/4, Sec. 11, T15N, R6W – North of Yucan Drive, between
Meadowbrook Road and Mercantile Drive

2.986 Acres 1 Lot

MOTION TO RECOMMEND: Approve, Subject To;

BY: Nate Bottom

2ND BY: Mike Johnson

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the Large Scale Development Plan. He stated he was also joined by Don Walton, Walton & Associates, the architect for the project. Martin stated they are building a new building to house ceramics, glass, and jewelry studios.

Joe Zeibert, Regional Planning Commission, said the site detail numbers shall be corrected to include number 4. He said the required parking along with the provided parking shall be shown. Zeibert stated the width of the sidewalks on 4th and 5th streets shall be shown. He said the fire hydrants shall be keyed in. He said pavement sections for existing drives and alleys shall be included. Zeibert stated sidewalk connections from the buildings to the public sidewalks along 4th and 5th streets shall be shown. He said all property owned shall be shown. Martin asked if the hook denoting the piece sufficed. Zeibert said the entire piece shall be shown. Zeibert said all buildings to be removed shall be shown. He said the sign in the yard shall be keyed in. He said parking is shown in the front yard setback and that it appeared that it could potentially be moved to the south and out of the setback. He asked if a loading space would be required. John Harris, City Zoning, said loading is required only if the building is above 10,000 square feet. Martin confirmed the building is smaller than 10,000 square feet.

Mike Johnson, CWLP Water, stated the general location of the fire hydrant has been approved but it may need to be moved slightly depending on where the fire department connections are.

Gregg Humphrey, SMSD, stated detention shall be provided for the total developed project and shall be approved by SMSD for discharge in to the combined sewer system.

Nate Bottom, City Engineer, said the font size shall be no smaller than 10 point. He said drainage calculations submitted will need to be approved by the City as well as by SMSD. He said storm sewer shall be shown throughout the site and that cleanouts and trench drains are referenced, but no storm sewers are shown. He stated all the drive approaches will need to be concrete. Bottom stated sidewalks through the drive approaches need to be joint delineated and meet ADA requirements. He stated the setback line along the alley is not shown 15' from the property line. He said the sanitary and gas lines shown going to the building appear to be shown as existing and believes they should be shown as proposed lines. Bottom stated the handicap spaces need to be the closest to the main entrances for the proposed and existing building and that the handicap symbols appear to be upside down. He said the text calling out the depressed curb for the existing access to be removed shall be removed from the site plan and barrier curb shown. He said on sheet 1 the alley right-of-way shall be shown as it currently exists and the right-of-way on sheets 1 and 2 should match. He said if the right-of-way has not been vacated yet it shall be shown as proposed on sheet 2. He said a public sidewalk connection is needed. Bottom stated security is required for public sidewalks, approaches and curbs, storm water detention systems, and erosion control systems before a building permit may be issued. He said recently vacated and dedicated right-of-way for the alleys shall be shown, as what is proposed does not appear to be what was dedicated. He said all entrances shall be concrete in the public right-of way. He said sidewalks shall be delineated through the access points. Bottom stated labeling from the demo plans needs to be removed from sheet 2 if in conflict with the proposed elements. He said all entrances that are removed and not replaced shall be graded and depressed curb, also gutter shall be replaced with B6.18 concrete curb and gutter. Bottom stated there shall be three accessible parking spaces for 51-75 total parking spaces. He said the required parking for the entire property per the zoning requirement versus what is provided shall be shown. He said the number of site details in the legend needed to be checked. He stated the parking lot shall be dimensioned.

John Harris, City Zoning, stated the plan will need to meet the requirements of section 155.480 – Landscape, Screening, and Lighting. He stated the plan will need to meet the requirements of section 155.480(i) – Transitional Buffer Yard landscaping. Harris stated the plan will need to meet the requirements of Section 155.480(j) – Screening.

Brad Bixby, CWLP Electric, stated there is some electric that needs to be relocated and that the engineer has been in contact with their office about the needed relocation.

Martin asked if they are being required to move three parking spaces out of the front yard setback along 4th Street. Zeibert stated the requirement would depend on the Zoning Departments' interpretation, but as there is space to the south it is being suggested they move the parking spots. Harris stated the parking spaces may remain in the setback because they already exist and are legal non-conforming.

Nate Bottom made a motion to approve the Large Scale Development Plan, subject to;

1. Correct the site detail numbers to include number 4;
2. Show the required parking along with the provided parking;
3. Show the width of the sidewalks on 4th and 5th streets;
4. Key in the fire hydrants;
5. Show pavement sections for existing drives and alleys;
6. Show connections from the public sidewalks on 4th and 5th streets to the buildings;
7. Show all property controlled by the owner;
8. Key in or mark the signs;
9. Show all buildings to be removed;
10. The font size shall be no smaller than 10 point;
11. Drainage calculations;
12. Show the storm sewer throughout the site;
13. All drive approaches shown to be concrete;
14. Sidewalks through approaches joint delineated and meet ADA requirements;
15. The setback line along the alley shown 15' from the property line;
16. The sanitary and gas lines shown going to the building shown as proposed lines;

17. The handicap spaces shown closest to the main entrances for the proposed and existing buildings;
18. Handicap symbols shown in the correct direction in the stall;
19. The text calling out "depressed curb" for the existing access to be removed shall be removed from the site plan and barrier curb shown;
20. Identify/show landscaping;
21. On sheet 1, show the alley ROW as it currently exists;
22. ROW on sheets 1 and 2 matches;
23. ROW on sheet 2 should be shown as proposed if not already vacated;
24. 3 accessible parking spaces are needed for 51 to 75 total parking spaces;
25. Show the recently vacated and dedicated right of way for the alleys and confirm what has been dedicated;
26. Entrances in the public right-of-way are concrete;
27. Sidewalks delineated though the access points;
28. Labeling from the demo plans removed from Sheet 2 if in conflict with the proposed elements;
29. All entrances removed and not replaced shall be graded and depressed curb and gutter shall be replaced with B6;18 concrete curb and gutter;
30. Dimension parking lot;
31. Requirements of Section 155.480 – Landscape, Screening and Lighting;
32. Requirements of Section 155.480(i) – Transitional Buffer Yard Landscaping; and,
33. Requirements of Section 155.480(j) – Screening.

Mike Johnson seconded the motion and the vote to approve was unanimous.

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

FILE NO. 2015-04

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: Cobblestone Estates 26th Addition – Final Plat

JURISDICTION: City

DATE OF MEETING: July 7, 2016

OWNER: Springfield Art Association

ENGINEER: Martin Engineering Company

DESCRIPTION: Pt. SE 1/4, Sec. 11, T15N, R6W – North of Yucan Drive, between
Meadowbrook Road and Mercantile Drive

10.795 **Acres** 7 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: Nate Bottom

2ND BY: Gregg Humphrey

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Final Plat.

Joe Zeibert, Regional Planning Commission, stated a contact person shall be included for the Cobblestone Development Corporation. He said the label for Lot 3 is shown twice and shall be shown once. He said a Site Development Plan will be required for Lot 1 and Lot 2 as it is dependent on a shared access easement. Zeibert said covenants for the 26th Addition shall be provided and address maintenance of the shared access easement.

Nate Bottom, City Engineer, stated sidewalks shall be constructed on the perimeter of the subdivision within 2 years. He said security is required in the amount of \$6.75 per square foot of sidewalk, times 110%, and shall be required prior to the execution of the Final Plat. Construction plans are required for the sidewalks and shall be approved before execution of the Final Plat. He stated a note shall be included on the plat stating prior to obtaining the building permits for Lots 1 and 2 an approved Site Development Plan shall be required for the shared access easement. He said a statement shall be added to the end of note 6 stating the location of the access easement is to be approved with the Site Development Plan. Bottom stated existing easements and reference document numbers for each shall be shown. He said all owners shall be listed and phone numbers provided. He said curve data shall be provided for Meadowbrook Road. Bottom said the plat shall be signed and sealed.

Walker said he would like to confirm that the access easement will be removed from Lot 1 and a note stating the location will be approved with the Site Development Plan. Bottom confirmed that was correct.

Walker stated there is a 30' easement shown along Mercantile Drive that he thought was existing, but no longer believes it is. He said there is a force main easement along Yucan Drive and from the documents he's seen it is only along Yucan Drive and does not turn and follow Mercantile Drive. Gregg Humphrey, SMSD, said the force main continues west to Archer Elevator Road. Walker stated he would like to reduce the 30' easement along Mercantile Drive to 15' unless the 30' is needed by a utility. Humphrey asked if there is a gravity main running north in that area. Walker said the main is behind the curb and would be within the 15' easement. Bottom asked Walker to confirm the location. Walker said it is approximately 2' behind the curb. Humphrey stated it is approximately 5.5' deep, and an 18' trunk line that goes through Cobblestone. Brad Bixby, CWLP Electric, stated if the electric lines are within the 15' easement they are okay with the change to the easement width. Mike Johnson, CWLP Water, said he believes their lines are within the existing right-of-way but they may have some hydrants that go out, and he would check on their location. Johnson said if they are within the proposed 15' easement they would not have an issue with the change.

Walker requested that he be allowed to move the lot line between Lot 1 and Lot 2 to be perpendicular to Meadowbrook Road to accommodate his client's development plans. Walker said the line would be slightly dropping down to the south.

Nate Bottom made a motion to approve subject to;

1. Edit to the Lot line between Lot 1 and Lot 2;
2. Reduction of easement along Mercantile Drive to 15';
3. Label Lot 3 once;
4. Covenants;
5. Construction Plans;
6. Note on the plat that prior to obtaining a building permit for Lots 1 and 2, an approved Site Development Plan shall be required for the shared access easement;
7. Add at the end of Note 6 "... Location of access easement to be approved with the Site Development Plan.";
8. Show the existing easements and reference document numbers;
9. List all owners and provide phone numbers;
10. Provide curve data for Meadowbrook Road; and,
11. Plat signed and sealed.

Gregg Humphrey seconded the motion and the vote to approve was unanimous.