



**LAND SUBDIVISION COMMITTEE MEETING MINUTES
January 8, 2015**

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Steve Keenan
Mike Johnson	Peter Jordet
Mike Farmer	
Lori Williams	Others
Brian Wright	Darrel Lynch
Gary Hurley	Bill Sallenger
Elliott McKinley	Bob Dalton
John Harris	Ken Bollin
	Steve Walker
	7 unnamed attendees

- **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 December 4, 2014 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached. Greg Humphrey indicated the following Items were withdrawn from the agenda: Item #1 Caldwell Place Location and Sketch map and Variances, Item # 5 White Oaks Commons Minor Subdivision Plat of Easement Vacation, Item # 6 White Oaks Commons Minor Subdivision Plat of Easement, and Item # 7 Green Certified West Site Development Plan.

- **UNFINISHED BUSINESS AND NEW BUSINESS**

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

- **ADJOURNMENT**

Greg Humphrey stated hearing no new business the committee stands adjourned. The meeting adjourned at 2:04 PM.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

FILE NO. 2014-13

CENSUS TRACT # 36.02

NAME OF SUBDIVISION: 487 North Koke Mill Road City Minor Subdivision – Variance Sec. 153.157(L) – Restriction of Access

JURISDICTION: City

DATE OF MEETING: January 8, 2015

OWNER: Darrell Lynch

ENGINEER:

DESCRIPTION: Pt. SE ¼, Sec. 25, T16N, R6W – West side of Koke Mill Road, north of Briana Drive

3.49 Acres 2 Lots

MOTION TO RECOMMEND: Approve, Subject to

BY: Lori Williams

2ND BY: Brian Wright

VOTE: Unanimous

Darrell Lynch, owner of the property, presented the variance request. He stated he would like to divide off approximately .75 acres from the current 3.5 acre parcel and request an access point to Koke Mill Road for the proposed lot.

Joe Zeibert, Regional Planning Commission, stated the only item being acted on today is the variance request for an access on to Koke Mill Road for the development. He said due to the number of access points currently along Koke Mill road he would defer his safety concerns to Lori Williams the City Traffic Engineer.

Lori Williams, City Traffic Engineer, recommended approval of the variance subject to several comments. She said access to the second lot of this subdivision shall be placed half way in-between the existing access to 487 N. Koke Mill road and the access to the South on the East side of the roadway. Williams said it would be the City's suggestion that the existing access to the property be moved to access Bluff Road. This will help with sight distance issues for the existing entrance due to the curve of Koke Mill Road just north of the entrance.

Greg Humphrey, Springfield Metro Sanitary District, asked if anyone else would like to address the committee on this subject.

Ken Bollin, a neighbor to the South of the property in question, voiced concerns about the land use of the property and the location of the proposed entrance due to safety issues based on a curve in the road and utility pole location. He said if you head around that curve

south on Koke Mill, there is a utility pole just as soon as you hit the straight away and many cars have come around that curve and hit the utility pole.

Humphrey said being a technical committee; the committee would not address the zoning issue but only the variance for access to Koke Mill Road.

Zeibert said the parcel is currently zoned R-3 in the county and would have to be annexed to the City of Springfield. He stated once the property is annexed the entire property would be brought into the City as R-1, but this will be dealt with at a later stage of the process.

Williams restated that the City strongly suggests access to the current property be moved to Bluff Road. She said the City has a spot in mind for access to the second parcel which is not by the curve, and will take the utility pole into consideration.

Lynch questioned why the lots would need to be annexed to the City of Springfield.

Humphrey said in order to receive water and sewer the property would need to be annexed into the City. Zeibert said, according to code, if sewer and water are available to the property they must be hooked up to it. Lynch said his understanding is that his property is currently hooked to sewer as he receives a sewer bill each month. He said when the property was bought it said the existing house was hooked up to Curran Gardner sewer and there is no septic tank on his property. Humphrey said there is no record of the house currently being hooked to sewer and both properties must be hooked to City Sewer. He said Lynch's property is not currently in the sanitary district.

Lori Williams made a motion to approve the variance to allow an access to Koke Mill Rd. subject to the driveway location being approved by the Office of Public Works.

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. 98-16

CENSUS TRACT # 36.03

NAME OF SUBDIVISION: Springfield Technology Park – 1st Addition – Final Plat

JURISDICTION: City

DATE OF MEETING: January 8, 2015

OWNER: W. J. Sallenger, LLC
ATTN: Bill Sallenger

ENGINEER: Martin Engineering Company

DESCRIPTION: Pt. W ½, Sec. 14, T15N, R6W and Pt. E ½, Sec. 15, T15N, R6W – International Parkway, east of Rising Moon Road

44.728 Acres 14 Lots

MOTION TO RECOMMEND: Approve, Subject To

BY: T.J. Heavisides

2ND BY: Lori Williams

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the final plat. He said the only change from the original is that there is an agreed upon substitution for an access easement that went through Lot 4 for the farm south of the tracks that will be recorded. He said the easement will be shown on the final plat.

Joe Zeibert, Regional Planning Commission, asked to make sure all interior bearings are marked clearly for lots 1, 2, and 3. He said bearings should be provided for Lots 5, 6, and the Southeast corner of Lot 4. He said bearings and radii shall be provided for all lines. He said final covenants need to be submitted. He said the section line in the middle of Lot 4 shall be keyed in the legend. Zeibert stated the document number for the existing 15' gas/electric easement shall be identified on the plat. He said the 4th line on the bottom of the POB 1 legal should be verified. Legal says 325.55, plat shows 323.55.

T.J. Heavisides, Office of Public Works, said the access easement across Lot 4 needs to be vacated and signatures by all beneficiaries south of the railroad will be required, and the recording information will need to be noted on the plat. He said the existing access easement across lot 1000 to the railroad right of way line needs to be shown. Heavisides said where bearing, azimuth or coordinate systems are used the basis or proper names of the systems shall be noted on the plat. He said the Planning Commission certificate should be moved to the other sheet. He stated the City Engineer's Certificate should be on a separate 8 ½" by 11" sheet. Heavisides said the Owner & Subdivision information, Engineer & Surveyor information, notes, and surveyor's signature and seal should be move to the other sheet. He said there appears to be a break in the easement line on Lot 2, this needs to be dimensioned from the lot line.

Heavisides stated the coordinate chart should be moved to a separate 8 ½" by 11" sheet and only 1 plat sheet should be needed. He said temporary easements need to be provided for any utilities and drainage to be constructed for this addition that is not within the plat. He said those easements have already been sent to the engineer. The language for the temporary easements shall be such that they will expire when the future addition containing the utility/drainage is platted. He stated security needs to be provided in the amount of 110% of the estimated public improvements.

Bob Dalton, Curran Gardner Water District, addressed the Committee. He wanted to clarify the easements for the water main. He asked Walker if they are doing the easement on the Altorfer site. He asked if it is separate from the other so it would not need to be addressed in the final plat component. Walker said they could put the easements on the final plat for the Tech Park and they would rather show them on this plat rather than the Altorfer plat.

T.J. Heavisides made a motion to approve the final plat, subject to:

1. Providing bearings for lots 1, 2,3,5,6, and the SE corner of Lot 4;
2. Final covenants;
3. Key in the section line in the middle of Lot 4;
4. Show and provide the document number for the existing 15' gas/electric easement;
5. Add bearing and radii for all lines;
6. Correct the discrepancy in the fourth line from the bottom of the POB 1 legal. The legal says 325.55, while the plat show 323.55;
7. The access easement across Lot 4 being vacated then signed off on by all of the beneficiaries south of the railroad. All recorded information shall be noted on the plat;
8. Show the existing access easement across Lot 1000 to railroad right of way line;
9. Where bearing, azimuth or coordinate systems are used; the basis or proper names of the system shall be noted on the plat;
10. Relocate Planning Commission Certificate to other sheet;
11. The City Engineer's Certificate should be on a separate sheet (8 ½ x 11);
12. Move Owner & Subdivision information to other sheet;
13. Move Engineer & Surveyor information to other sheet;
14. Move NOTES to other sheet;
15. Move surveyor's signature and seal to other sheet;
16. There appears to be a break in the easement line on Lot 2, this needs to be dimensioned from the lot line;
17. Relocating the Coordinate Chart to a separate sheet (8 ½ x 11). There should only be one plat sheet;
18. Security needs to be provided in the amount of 110% of the estimated public improvements; and,
19. Identify all water easement on the plat.

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

Greg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

MINUTES OF THE SUBDIVISION COMMITTEE MEETING

	FILE NO.	2014-02
	CENSUS TRACT #	36.03
NAME OF SUBDIVISION:	Altorfer Caterpillar – Large Scale Development Plan – Springfield Technology Park – 1 st Addition – Lot 4	
JURISDICTION:	City	
DATE OF MEETING:	January 8, 2015	
OWNER:	Altorfer, Inc. ATTN: Joe Keen	
ENGINEER:	Martin Engineering Company	
DESCRIPTION:	Pt. W ½, Sec. 14, T15N, R6W and Pt. E ½, Sec. 15, T15N, R6W – International Parkway, east of Rising Moon Road	
	12.181 Acres	1 Lots
MOTION TO RECOMMEND:	Approve, Subject To	
BY:	Lori Williams	
2ND BY:	Gregg Humphrey	
VOTE:	Unanimous	

Steve Walker, Martin Engineering, presented the Large Scale Development Plan.

Joe Zeibert, Regional Planning Commission, said sidewalks need to be shown along Rising Moon Road. He stated vehicular circulation arrows should be shown. He said the loading space should be identified. Zeibert said the sidewalk through the driveway approach should be delineated. He asked if other utilities can be located within the existing 25' gas and electric easement. Walker said he did not think the easement is exclusive, and electric could continue west along the North side of International Parkway and be within the easement. Zeibert said silt fence should be shown around the entire site. He asked if straw bale ditch checks are acceptable for erosion control. T.J. Heavisides confirmed straw bales are not acceptable and wattles or aggregate would need to be used for ditch checks. Zeibert said utility lines should be added to the landscape plan. He requested that the landscaping around the ponds include native plantings. Walker said because of site being for Caterpillar a more industrial look using riprap is preferred. Zeibert stated the Franklin Ground Squirrel may be in the vicinity of the project and the necessary permits will need to be obtained during construction. Walker said a University of Illinois expert had been to the site. Walker said she did not believe it was good habitat for the squirrel and would not be too focused on this project. Walker said instead of a silt fence all the way around the property there is a perimeter swale that will be put in the early phases of the project. He said the swale will direct runoff to the retention pond and sedimentation basins. Zeibert wanted to confirm the swale would go all the way around the site. Walker confirmed this. Lori Williams, City Traffic Engineer, asked if the perimeter was for the whole site or just Lot 4. Walker said it would be for Lot 4 only. He said the silt fence has been strategically placed where they believe it is needed. Zeibert voiced concern about runoff on other parts of the site but deferred to the Office of Public Works. T.J. Heavisides, Office of Public Works, said as long as it

is all going to the ponds and sedimentation basins a silt fence is not necessary around the whole property.

Mike Farmer, Office of Planning and Economic Development, recommended the inclusion of new sidewalks and landscaping on and around the perimeter of the site to screen parking and soften the view of the lot. He asked that the use of native plants in detention and berm areas be considered.

Zeibert shared the Fire Departments comments on the project. He said hydrant bollards need to be 48" clearance rather than 36" clearance. He said the Department asks that bollards be a minimum 6" diameter rather than the standard 4" diameter.

Greg Humphrey, Springfield Metro Sanitary District, said IEPA permits will be required for the service connections. He said a variance had been granted on the required depth of service. Humphrey said an oil and water separator shall be provided for the wash and service bays.

T.J. Heavisides, Office of Public Works, said the grades for sidewalks and ramps must be shown and may be shown on a separate sheet at a larger scale to provide grades for the sidewalk in front of the building. He said the latest edition of the IDOT specs should be referenced on the cover sheet. Heavisides said to include inlet protection for inlet 30 and for the FES at the southwest corner draining the side yard and the swale. He suggested looking at the contours and grades in the Northeast corner of the aggregate parking lot as the contours suggest there may be a flat spot. He suggested looking at the contours and grades for the 609.0' contour on the East side of the lot near the "storage" area as paving lanes and directions could result in a "bird bath."

Lori Williams, City Traffic Engineer, reiterated the access easement through Lot 4 needs to be vacated. She said the number of parking spots versus accessible spots will need to be reviewed. An additional accessible spot is needed if the parking spots total more than 50. On the plan, 53 spaces are shown without the accessible spaces. Walker said the plan would be revised to show a total of fifty spaces, two accessible and forty eight others. She said to show the dimensions for the eastern access point. Williams said the location for the dumpster should be enclosed. John Harris, City Building & Zoning, said new construction dumpsters are required to be enclosed. Walker said the code states dumpsters must be shielded from public view. He said the dumpsters are shielded with privacy link fence on the South and West sides of the dumpsters. Heavisides said this would still mean the dumpsters are visible from Rising Moon Road. Walker said one would have to look through a lot full of equipment to see the dumpsters. Harris said he would clarify the issue with Matt McLaughlin. Zeibert asked if there is a reason for not adding fence on that side. Walker stated the dumpsters are within the outer fence and would be shielded by equipment on the lot. Zeibert said the enclosure has been standard on other projects to date. Walker said the scale of the project may make a difference in this case.

Bob Dalton, Curran Gardner Water District, addressed the Committee. He said he has provided Walker with comments and standards from the District.

Lori Williams made a motion to approve the Large Scale Development Plan, subject to:

1. Showing sidewalks along Rising Moon Road;
2. Addition of vehicular circulation arrows;
3. Identification of the loading space;
4. Delineation of the sidewalk through the driveway approach;
5. Addition of utility lines to the landscape plan;
6. The vacation of an access easement though Lot 4;
7. Review of the number of parking spots versus accessible spots. An additional accessible spot is needed if the parking spots total more than 50. On the plan, 53 spaces are shown without the accessible two spaces;
8. Show dimensions for the eastern access point;
9. Dumpster location should be enclosed;

10. Show grades for sidewalk/ramps. May need to show on a separate sheet at a larger scale to provide grades for sidewalk in front of building;
11. Reference the latest edition of the IDOT specs on the cover sheet; and,
12. Include inlet protection for Inlet 30 and for the FES at the southwest corner draining the side yard swale.

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

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.