



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

**ATTENDANCE**

<b>Land Subdivision Committee Members</b>	<b>Staff</b>
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Peter Jordet
Mike Johnson	
Matt McLaughlin	
Elliot McKinley	<b>Others</b>
Jeph Bassett	Hans Distlehorst
Brad Bixby	Pete Wagner
Brian Wright	
Lori Williams	
Steve Hall	
Trustin Harrison	

· **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 November 3, 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 stated there being no old business and no new business, the committee would stand as adjourned until their February meeting. The meeting adjourned at 1:38 PM.

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

**FILE NO.**            2015-10

**CENSUS TRACT #**    27

**NAME OF SUBDIVISION:**    Redivision of Lot 13A of a Redivision of Lots 12, 13, 14 & 15 –  
Park South Subdivision 1st Addition– Location & Sketch Map

**JURISDICTION:**            City of Springfield

**DATE OF MEETING:**       January 7, 2016

**OWNER:**                    P & P Acquisitions LLC  
ATTN: Parham Parastaran

**ENGINEER:**                Fuhrmann Engineering

**DESCRIPTION:**            Pt. SW ¼, Sec. 10, T15N R5W – Corner of Linton Avenue &  
Professional Drive

1    **Acre**    2    **Lots**

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

**BY:**                         Lori Williams

**2<sup>ND</sup> BY:**                    T.J. Heavisides

**VOTE:**                      Unanimous

Joe Zeibert, Regional Planning Commission, stated staff recommends approval of the Location & Sketch Map. He said all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. He said a general land legal description including township, section and range shall be shown on the map. He said existing utility lines expected to serve the area to be subdivided shall be shown. He said the water provider shall be identified as CWLP. He said the existing and proposed zoning shall be included on the map. Zeibert said the roads shown shall be identified as collector or arterial streets. He said the access point for Burger King, across Professional Drive shall be shown and the access point to Professional Drive must meet the street offset requirements of Section 153.157 (b)(3). He stated the existing water connection to Lot 1 shall be shown. Zeibert said if a shared access is utilized a variance of Section 153.158(b)(2) shall be required to allow access though a shared access easement.

Lori Williams, City Traffic Engineer, stated the plat shall identify whether or not the subdivision is located within the floodplain. She said the entire proposed shared access area shall be identified and hatched, and shown as a proposed access easement. She said aerial photos show that vehicles from Car X are being parked on the grass which is not allowed. She said parking areas need to be a paved dustless surface and the division needs to accommodate enough area for Car X to expand the parking area as needed to support peak vehicle staging. Williams said existing features such as parking lots, and roadways shall be shown on the plat. She said it appears with the division of this lot that a couple of zoning violations will be created and those issues will have to be addressed prior to approval of the subdivision. Williams said an access easement shall be obtained to share access to Linton Avenue in between Lots 1 and 2.

Matt McLaughlin, City Building & Zoning Department, said the division is creating a zoning violation for front and rear yard setbacks. He said the owner has filed a zoning petition that will go to the City Council in February.

Zeibert asked if the project would require a variance for shared access. He said the request would have had to been made verbally at the meeting. Humphrey said they must request the variance with the preliminary plan at the next meeting if it is determined a variance is required.

Lori Williams made a motion to approve the Location & Sketch Map, subject to:

1. A general land legal description of the area;
2. Show existing utility lines expected to serve the area to be subdivided;
3. Identify the water provider as CWLP;
4. Include existing and proposed zoning;
5. Identify if the roads shown are collector or arterial streets. (Linton = Arterial / Professional = Collector);
6. Show the access point for the Burger King property across Professional Drive. The access point must meet the requirements of Section 153.157 (b)(3);
7. Show the existing water connection to Lot 1;
8. Identify whether or not the subdivision is located within Floodplain;

9. Identify/hatch the entire proposed shared access area and show as a proposed access easement; and
10. Insert existing features of parking lots, roadway, etc.

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

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

**FILE NO.**            2014-03  
**CENSUS TRACT #**    36.03

**NAME OF SUBDIVISION:**    Elmore Estates City Minor Subdivision – Final Plat

**JURISDICTION:**            City of Springfield

**DATE OF MEETING:**        January 7, 2016

**OWNER:**                    Jon & Susan Elmore

**ENGINEER:**                Sangamon Valley Surveying

**DESCRIPTION:**            Pt. West ½, NE ¼, Sec, 17, T15N R6W – Bunker Hill Road, East of Farmingdale Road, West of Emerson Road

41.842   **Acres**    2    **Lots**

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

**BY:**                         Brian Wright

**2<sup>ND</sup> BY:**                    Mike Johnson

**VOTE:**                      Motion passed - 10 votes to approve the motion, 1 against

Hans Distlehorst, Sangamon Valley Surveying, presented the Final Plat.

Joe Zeibert, Regional Planning Commission, stated existing utility lines and drainage courses shall be shown. He said contours shall be shown. Zeibert said the plat shall identify ½ acre for the septic field on the Final Plat.

Brian Wright, County Highway Department, said 60' of right-of-way to be conveyed is shown on the plat. He stated a note stating there will be no discharge of septic or sump pumps will be allowed into the ditches shall be included on the plat. He said any additional entrances will have to be approved by the Township Road Commissioner. Wright said he would provide the property owner with an obstruction permit for the building in the right-of-way based on the City of Springfield permit. He said the property owner will be required to sign the permit and the

permit will be with the property owner, not the land, so a new owner would be required to obtain a new permit.

Mike Johnson, CWLP Water, said the proposed subdivision is within the Curran-Gardner water district. He said to his knowledge there is no service in the area so no extension would be required. He said the distance between buildings would need to be a minimum of 100'. Johnson asked if the property is being annexed to the City of Springfield. Distlehorst said the property has been pre-annexed to the City.

Gregg Humphrey, SMSD, said the District objects to development without all utilities in place.

T.J. Heavisides, Office of Public Works, said the minimum letter size shall be 0.14 inch. He said the letter type in the legal shall be revised. He stated two monuments must be of stone or reinforced concrete and must be set at the opposite extremities of the property platted. Heavisides said the existing width of Bunker Hill Road shall be labeled. He stated the owner's written acknowledgement of the right-of-way conveyance in fee simple shall be provided. He said there shall be a note on the face of the plat regarding the conveyance of the right-of-way shown on the plat reading, "The right-of-way shown hereon is hereby conveyed to Curran Township as per the owner's acknowledgement." Heavisides said the statement, "This professional service conforms to the current Illinois minimum standards for a boundary survey.", shall be placed near the professional land surveyor seal and signature. He said a professional land surveyor seal, original signature, date of signing, license number, and expiration date shall be included on the plat. Heavisides stated original certificates shall be provided to Public Works.

Steve Hall, County Public Health Department, stated the water table issues from the soils report will need to be addressed when a private sewage system is installed.

Brian Wright made a motion to approve the Final Plat, subject to:

1. Show existing utilities and drainage courses;
2. Show contours;
3. Identify ½ acre for the septic field on the Final Plat;
4. Minimum letter size = 0.14 inch;

5. Revise letter type in legal;
6. Two monuments must be of stone or reinforced concrete and must be set at the opposite extremities of the property platted;
7. Label existing width of Bunker Hill Road;
8. Owner's written acknowledgement of the Right-of-Way conveyance in fee simple;
9. 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 Curran Township as per the Owner's Acknowledgement.";
10. The following statement shall be placed near the professional land surveyor seal and signature: "This professional service conforms to the current Illinois minimum standards for a boundary survey.";
11. Professional land surveyor seal, original signature, date of signing, and license number and expiration date; and
12. Provide original certificates to Public Works.

Mike Johnson seconded the motion and the motion passed with Gregg Humphrey voting no.