



**LAND SUBDIVISION COMMITTEE MEETING MINUTES
September 8, 2016**

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	
Nate Bottom	
Mike Johnson	
John Harris	
Chris Cole	Others
Brad Bixby	Jeremy Smith
Brian Wright	Steve Walker
Trustin Harrison	
Lauren Gibson	
Ken 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 August 4, 2016 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as submitted.

· **ACTION ITEMS.**

See attached for action item.

· **UNFINISHED BUSINESS AND NEW BUSINESS**

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

· **ADJOURNMENT**

T.J. Heavisides made a motion, seconded by Brian Wright, to adjourn the meeting. The meeting adjourned at 1:43 PM.

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

FILE NO. LS 2016-04

CENSUS TRACT# 20

NAME OF SUBDIVISION: Prairie Eye Center West Addition – Large Scale Development Plan

JURISDICTION: City of Springfield

DATE OF MEETING: September 8, 2016

OWNER: Kane Yeh Family Ltd. Partnership

ENGINEER: Martin Engineering

DESCRIPTION: Lot 65 and Pt. of Lots 63 and 66, Montvale Third Addition and Pt. Lot 72 Montvale Fifth Addition – Pt. NE ¼, Sec. 7, T15N, R5W – Northeast Corner of Montaluma Drive and Montvale Drive

3.03 **Acres** 4 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: T.J. Heavisides

2ND BY: Mike Johnson

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Large Scale Development Plan. He said the plan is an addition to the existing Prairie Eye Center. The addition will contain different uses than what exists within the current facility. Walker said the addition will be located off of Montavista Drive and Montaluma Drive.

Joe Zeibert, Regional Planning Commission, said a legend shall be provided on all sheets. He said the vehicle and pedestrian circulation for the entire site shall be shown. Zeibert said the sidewalk ramps and the width of all sidewalks shall be shown on the plan. He stated that all line types shall be identified in the legend. He said the utility and drainage easement shall be dimensioned. Zeibert said the rectangles east of the handicapped spaces shall be identified. He said all sidewalks shall be shown through the drive approaches. Zeibert stated distances and bearings shall be provided for all boundary lines. He said a loading space shall be identified on the plan if required. He said any storm water detention required onsite shall be identified on the plan. He said the water mains shall be sized on the plans. He stated building setbacks shall be provided. Zeibert asked if the drive that connects Montavista Drive and Montaluma Drive is an existing access easement. Walker said the drive is within a recorded access easement and the document number will be provided on the plan. Zeibert asked if the existing parking lot can be connected with the proposed development. Walker said the buildings will be different uses and the developer does not want the parking lots connected. Zeibert stated that as the buildings will be connected that the parking lots should be connected as well, but would leave it up to the Traffic Engineer. Zeibert asked what would be located between the sidewalk and the building. Walker indicated that the area will be landscaped. Zeibert said all

landscaped areas shall be identified on the plan. Zeibert asked about the future use of Lot 65. Walker said for now they are showing the area shall be sodded and there is potential for that area to developed in the future. Zeibert asked if a traffic analysis will be required. T.J. Heavisides, Office of Public Works, said a traffic analysis will be required.

Mike Johnson, CWLP Water, said the fire hydrant location must be approved by the Springfield Fire Department. He said the existing easement or water main within 10' of the existing and proposed buildings will need to be vacated before the construction plans are approved. He said a new service valve location will be the limits of CWLP ownership and maintenance responsibilities. Johnson asked if the lots will be consolidated or remain separate parcels. Walker said he believes they will remain separate parcels. Johnson said they will likely require two separate shut-off valves as the building will have separate fire and sprinkler services.

T.J. Heavisides, Office of Public Works, said bearings and dimensions along the boundary lines shall be identified. He said the north access should be off of the access easement drive, not off the cul-de-sac. The current configuration creates an unsuitable sign visibility condition. He said the location of the south access is not ideal with the access on the inside of the curve. He stated the location can work, but they will need to ensure that a larger setback area from the access drive remains clear of sign obstructions. He stated this may be further evaluated during Phase 2. Heavisides said existing and proposed easements shall be delineated. He said existing easements must reference the document number. He said the developer will need to identify which sub-basin this development is located in for referencing the detention calculations and the developed curve number will need to be identified. The calculations for the subdivision indicate a range of curve numbers from 81 to 90 for sub-basins A1 through A6. He said verification shall be provided to ensure that no services are needed for the sewer to be vacated. He said the water mains shall be sized and landscaping shall be identified. Heavisides said the plans shall be signed and sealed by a professional engineer. Heavisides addressed Zeibert's comment regarding connection of the parking lots saying they recommend the connection of the lots, but it is not required.

Brad Bixby, CWLP Electric, said CWLP will need to investigate the load profile of the existing building to make sure the new building can share the existing transformer, or if a new transformer is necessary.

T.J. Heavisides made a motion to approve the Large Scale Development, subject to:

1. Provide a legend on all sheets;
2. Show vehicle and pedestrian circulation for the entire site;
3. Identify the width of sidewalks;
4. Show sidewalk ramps;
5. Include all line types in the legend;
6. Identify the width of the utility and drainage easements;
7. Label or clarify the rectangles east of the handicapped striped spaces;
8. Show sidewalks though the drive approach;
9. Include distances and bearings for all boundary lines;
10. Identify loading spaces;
11. Identify storm water detention areas;
12. Identify the size of the water mains;
13. Provide written approval for all access point locations;
14. Show building setbacks;
15. Connect the parking lots of the existing building and new addition;
16. Identify recorded document number for access easement on the plan;
17. Identify the area between the sidewalk and building as a landscaped area;
18. Approval of Traffic Analysis;

19. Relocation of the north access to the access easement drive;
20. Approval of the south access point by the Office of Public Works;
21. Drainage calculation approval by the Office of Public Works;
22. Verification provided to ensure that no sewer services are needed for the area to be vacated;
23. Landscaped areas identified;
24. Plans signed and sealed by a professional engineer; and
25. Fire Hydrant location approved by the Springfield Fire Department.

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. 2001-14

CENSUS TRACT # 36.03

NAME OF SUBDIVISION: Oak Park Estates 4th Addition – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: September 8, 2016

OWNER: Oak Park Estates, LLC

ENGINEER: Martin Engineering Company

DESCRIPTION: Pt. S ½, NW ¼, Sec. 2, T15N, R6W – Winston Drive, north of
Greenbriar Drive

4.435 **Acres** 11 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: T.J. Heavisides

2ND BY: Ken Springs

VOTE: Unanimous

Jeremy Smith, Martin Engineering, presented the Final Plat.

Joe Zeibert, Regional Planning Commission, said a note stating, “All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas, Lot 1003 Oak Park Estates 4th Addition, see Covenants” shall be shown on the plat. Zeibert stated covenants shall be provided. He said curve data for the corner near Lots 63 and 65 shall be provided. He said the contact information for Oak Park Estates, LLC shall be checked and corrected if need be.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed. He said the easements on Lots 56 and 57 shall be revised to provide 7.5’ from the center of the proposed sanitary sewer as noted on the construction plan review. Heavisides said Note 2 shall be revised to include, “...unless otherwise noted.”

John Harris, City Zoning, asked for confirmation that the 4th Addition will be zoned R-1 and the 5th Addition will be zoned R-2. Smith confirmed this.

T.J. Heavisides made a motion to approve the Final Plat, subject to:

1. A note stating, "All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas, Lot 1003 Oak Park Estates 4th Addition, see Covenants.";
2. Covenants;
3. Curve Data for Lots 63 and 65;
4. Correct contact information for Oak Park Estates, LLC;
5. Easements on Lots 56 and 57 are revised to provide 7.5' from the center of the proposed sanitary sewer;
6. Sign and seal the plat; and
7. Note 2 revised to include, "...unless otherwise noted."

Ken 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. 2001-14

CENSUS TRACT # 36.03

NAME OF SUBDIVISION: Oak Park Estates 5th Addition – Final Plat

JURISDICTION: City of Springfield

DATE OF MEETING: September 8, 2016

OWNER: Oak Park Estates, LLC

ENGINEER: Martin Engineering Company

DESCRIPTION: Pt. S ½, NW ¼, Sec. 2, T15N, R6W – Winston Drive, north of
Greenbriar Drive

4.684 **Acres** 11 **Lots**

MOTION TO RECOMMEND: Approve, Subject To;

BY: T.J. Heavisides

2ND BY: Gregg Humphrey

VOTE: Unanimous

Jeremy Smith, Martin Engineering, presented the Final Plat.

Joe Zeibert, Regional Planning Commission, said curve data shall be provided for the curves on Bellevue and Winston. He said a note stating, "All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas, Oak Park Estates 5th Addition, see Covenants" shall be shown on the plat. Zeibert stated covenants shall be provided. He said the contact information for Oak Park Estates, LLC shall be checked and corrected if need be. Zeibert asked what the 15' measurement at the intersection of Bellevue and Winston is. Smith said that measurement will be removed from the plat.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed.

T.J. Heavisides made a motion to approve the Final Plat, subject to:

1. A note stating, "All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas, Oak Park Estates 5th Addition, see Covenants.";
2. Covenants;
3. Curve data for the intersection of Bellevue and Winston;
4. Correct contact information for Oak Park Estates, LLC; and
5. Sign and seal the plat.

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

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

FILE NO. PUD
CENSUS TRACT # 28.02

NAME OF SUBDIVISION: Legacy Pointe Town Center Phase II –
Lots 15 & 16 – Partial Plat of Vacation

JURISDICTION: City of Springfield

DATE OF MEETING: September 8, 2016

OWNER: Legacy Hospitality Group, LLC

ENGINEER: Martin Engineering

DESCRIPTION: Lots 15 and 16 - Partial Plat of Easement Vacation – Pt. SE ¼,
Sec. 17, T15N, R5W – Southwest of Lincolnshire Boulevard and
MacArthur Boulevard

.063 **Acres** 1 **Lot**

MOTION TO RECOMMEND: Approve, Subject To;

BY: T.J. Heavisides

2ND BY: Brian Wright

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Partial Plat of Vacation. He said this is for the area east of Engrained Brewing in Legacy Pointe. He said the easement was provided early in the process and does not currently fall exactly on the pavement and they are moving it to match the pavement. He said the next item on the agenda will re-plate the easement in the correct location.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed.

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

1. Sign and seal the plat.

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.	<u> PUD </u>
CENSUS TRACT #	<u> 28.02 </u>

NAME OF SUBDIVISION: Legacy Pointe Town Center Phase II – Lot 14– Plat of Easement

JURISDICTION: City of Springfield

DATE OF MEETING: September 8, 2016

OWNER: Engrained Brewing Co, LLC

ENGINEER: Martin Engineering

DESCRIPTION: Lot 14 - Plat of Easement – Pt. SE ¼, Sec. 17, T15N, R5W –
Southwest of Lincolnshire Boulevard and MacArthur Boulevard

.063 **Acres** 1 **Lot**

MOTION TO RECOMMEND: Approve, Subject To;

BY: T.J. Heavisides

2ND BY: Ken Springs

VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Plat of Easement.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed. He stated the minimum drive width for the development of 24' shall be maintained and be within the easement.

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

1. Sign and seal the plat; and
2. Confirmation that the minimum 24' drive width is maintained within the easement.

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