



**LAND SUBDIVISION COMMITTEE MEETING MINUTES**  
**April 6, 2017**

**ATTENDANCE**

<b>Land Subdivision Committee Members</b>	<b>Staff</b>
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Peter Jordet
Lori Cox	
John Harris	
Elliot McKinley	<b>Others</b>
Chris Cole	Adam Ehrman
Brad Bixby	Roger Kanerva
Brian Wright	Tyler Walker
Andy Bodine	Courtney Joyner
Steve Hall	Molly Berns
Trustin Harrison	Gordon Gates
Lauren Gibson	Pat Rexroad
Dean Graven	

· **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 March 3, 2017, 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**

T.J. Heavisides made a motion, seconded by Andy Bodine, to adjourn the meeting. The meeting adjourned at 2:06 PM.

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

**FILE NO.**            2017-02

**CENSUS TRACT #**    36.04

**NAME OF SUBDIVISION:**    Cobblestone Storage – Large Scale Development – Lot 2 of  
Redivision of Lots 1 & 2 of Cobblestone Estates 25th Addition

**JURISDICTION:**            City

**DATE OF MEETING:**        April 6, 2017

**OWNER:**                    Courtney K. Joyner

**ENGINEER:**                Martin Engineering

**DESCRIPTION:**            Pt. SE ¼ Sec. 11, T15N, R6W – North side of Yucan Drive,  
Between Archer Elevator Road and South Meadowbrook Road

2.68    Acres    1    Lot

**MOTION TO RECOMMEND:** Approve, Subject to;

**BY:**                         T.J. Heavisides

**2<sup>ND</sup> BY:**                    Dean Graven

**VOTE:**                      Unanimous

Steve Walker, Martin Engineering, presented the large scale development plan. He said they are proposed to be constructed on the east portion of Lot 2 of the subdivision, just west of where the new cobblestone apartments are being constructed

Joe Zeibert, Regional Planning Commission stated all lines and symbols should be included in a key on each page. He stated the yard setbacks shall be dimensioned. Zeibert asked if there will be any outdoor signs for the storage units. Walker stated there are no plans for any outdoor signs. Zeibert said silt fence shall be shown around the entire site. He asked if there will be any fencing around the storage units. Walker said there will not be a fence around the site. Zeibert asked what is planned for the west half of Lot 2. Walker stated there are no current plans for the west half of the lot and for the time being it will be seeded and maintained. Walker and Zeibert confirmed any future development on the west half of the lot will require a large scale development plan. Zeibert asked if the dotted area that is an east/west drive will be an access easement. Walker said it will be an easement and that it should be covered in the covenants by a blanket easement for the subdivision. Zeibert said if it is not covered, then the easement will need to be platted before the construction plans are approved.

Lori Cox, CWLP-Water, said the current hydrant location is adequate. She said they are only able to serve Lot 2 through one water line and it may be in the developers interest to extend the line past the shared driveway now to avoid tearing up the drive and to reduce costs in the future.

T.J. Heavisides, Office of Public Works, asked if there is any electric that will serve the site. Walker said two of the buildings will have electric and they will bring power from the transformer at the apartments to serve it. Heavisides said the electric shall be shown in an easement. He said the storm drainage on the east side of the property shall be within an easement. He said storm sewer and inlets shall be added to the legend. He stated all symbols and line types shall be keyed into the legend. Heavisides stated all landscape areas shall be identified. He said if there is a drainage easement on Lot 2A it shall be identified.

John Harris, City Zoning Department, stated it appears the sidewalk and drive lane along the east property line goes through a transitional buffer yard and this encroachment will require zoning relief, per section 155.480(i)(3). He stated a photometric plan and landscape plan will be due at the time of building permit application. Harris stated the east property line transitional buffer yard needs to be screened and landscaped per section 155.480(i)(5) & (j). Walker stated the developer has applied for minor variance of the transitional buffer yard.

Chris Cole, Springfield Fire Department, stated they concur with the comments made by CWLP-Water.

Brad Bixby, CWLP-Electric, said he had met with the engineer and confirmed the electric feed will come from the apartments and will be within an easement. Zeibert asked if that easement will need to be done with these plans or the construction plans. Bixby said it can be done with the construction plans. Heavisides said if the electric easement will be done with the construction plans it should be shown as a proposed easement on the current plan, and then recorded before the construction plans are completed.

T.J. Heavisides made a motion to approve the large scale plan, subject to;

1. All lines and symbols in a key on each page;
2. Dimension the yard setbacks;
3. Silt fence shown around the entire site;
4. Proposed easement for electric shown;
5. Easement for storm drainage on the east side of the property shown;
6. Add storm sewer and inlets to the legend;
7. Identify landscape areas;
8. Identify the drainage easement on Lot 2A, if any;
9. Zoning relief for the drive lane and sidewalk encroaching on the required transitional buffer yard.

Dean Graven seconded the motion and the vote to approve was unanimous.

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

**FILE NO.**            2017-04

**CENSUS TRACT #**    36.04

**NAME OF SUBDIVISION:**    Pleasant Park Apartments – Large Scale Development – Lot 5  
Wabash Commercial Park

**JURISDICTION:**            City

**DATE OF MEETING:**        April 6, 2017

**OWNER:**                     Courtney K. Joyner

**ENGINEER:**                 Martin Engineering

**DESCRIPTION:**             Pt. NW ¼, Sec. 14, T15N, R6W – South of Wabash Avenue on  
the corner of Ash Grove Drive and Hamlin Parkway

15.056   **Acres**    1    **Lot**

**MOTION TO RECOMMEND:** Approve, Subject to;

**BY:**                             Gregg Humphrey

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

**VOTE:**                         Unanimous

Steve Walker, Martin Engineering, presented the large scale development plan. He said this is the first phase of a large scale plan on Lot 5 of Wabash Commercial Park.

Joe Zeibert, Regional Planning Commission, said all line types shall be keyed in and a legend shall be provided on all pages. He said the sidewalk through the center of Lot 5 shall be connected. Walker stated the sidewalks on the back of the garages are for people to access their parking spots and there will be a door every 12' accessing the sidewalk. He said the driveway between the garages is 35' wide and they would like to add a sidewalk between the garages on the edge of the access easement instead of behind. Zeibert asked if this will result in a continuous walkway from east to west. Walker confirmed it will. Zeibert said a parking summary shall be provided for each phase to confirm parking requirements are met for each phase. Zeibert said striped crosswalks shall be shown connecting all sidewalks through parking lots and drive lanes. Zeibert said approximate dimensions for each building type shall be provided. He said yard setbacks shall be shown. He said sidewalk construction south of the office building will need to be included in phase 1 to provide pedestrian access. Zeibert asked if the traffic study has been approved. Walker said they have submitted their study to IDOT but have not heard anything from them. T.J. Heavisides, Office of Public Works, said they have not received confirmation of approval from IDOT. Zeibert said approval of a traffic study is required at this stage of the large scale process. Walker asked if it needs to be approved by the City or IDOT, and they do not believe IDOT has jurisdiction over the study for this project. Heavisides said the City does not have an issue with the traffic going to Hamlin Parkway or Ash Grove

Drive, but IDOT controls access at Wabash Avenue and does have jurisdiction to review and approve the study. Heavisides said IDOT approval of the traffic study will be a subject to for the plan. Zeibert asked what is proposed for the north portion of the lot and if there will be any structures. Courtney Joyner, property developer, said it will be amenities for the apartments such as a dog park, maybe a covered picnic area, or jogging path. Zeibert said any structures or paths will need to be shown on the plan as required in ordinance. Joyner asked why it needs to be shown if it is not required by the ordinance. Heavisides said if it is going to be a park area it can be shown as such on the plan. Zeibert reiterated any structures for the development will need to be shown per the ordinance requirement. Joyner asked if a sidewalk fall under the definition of a structure. Zeibert said he believes all sidewalks will need to be ADA compliant. Heavisides said he does not believe a sidewalk fall under the definition of a structure. Joyner stated through their research the path does not need to be ADA complaint and can be wood chips or a similar material. Zeibert asked if any landscape areas will be provided in the parking area or islands, and if so they shall be identified. Walker stated there will be landscape areas in the parking islands. Zeibert stated concerns have been raised by the school district regarding bus access to the property. Walker said they met with the Superintendent today and they will provide templates for bus circulation through the property and adjust things if necessary. Zeibert said an acceptable route will be added as a subject to for the plan. Brian Wright, Sangamon County Highway Department, asked if radius returns are shown through the parking lot. Heavisides said they are not shown though the lot, but those along with turning movements will need to be shown. Walker said those can be provided. Zeibert said a draft of the document for the easement connecting Ash Grove Drive shall be provided and the document shall ensure the easement will be kept free and clear.

Lori Cox, CWLP-Water, said the fire hydrant on Ash Grove Drive is shown both before and after the new turnaround. She said the hydrant to the east has been relocated to the west and shall be removed. She said they would like to keep a hydrant at the turnaround and at the time of the road extension the fire hydrant will be reset. She said the proposed water main shall be within a 20' water main easement and the easement may be a separate document. She said in summary, the existing hydrants shall be corrected and a fire hydrant shall be added to the proposed extension at the turnaround.

T.J. Heavisides, Office of Public Works, said they will need a draft of the document for the proposed access easement, and the easement will need to be recorded before the development. He said if the phasing is changed it will need to be reflected on the plan and it will need to show which part of the easement will be built in which phase. Joyner stated he is a contract purchaser of the property therefore he will not be able to record any documents before they close on the property, and he would like to be able to get a building permit first. Heavisides said that can be done, but a certificate of occupancy will not be issued until the easement is recorded. Walker said he and Heavisides had discussed splitting Phase 1 into two separate phases, east and west. He said they believe they can put together a better development by phasing the Ash Grove Drive access because with other phases behind it being built there would be large machinery, water mains and storm sewers crossing the easement that could cause issues. Zeibert said as long as that phasing works with the bus circulation they will defer to the traffic engineer. Heavisides said they will need to look at the phasing to ensure there would be an adequate turnaround or other access that will work.

Andy Bodine, City Traffic Engineer, said the loading spaces shall be identified on the plan. He said the drainage culvert for the drive lane will need to be sized for the 100 year runoff for the upstream developments, or shall be shown to allow over flow without impacting the upstream drainage or the onsite structures or vehicles. He said phasing limit lines shall be shown in the legend to clarify phases.

John Harris, City Zoning Department, said the property is zoned B-2 which does not allow apartments, however a petition has been filed requesting the property be rezoned to R-5B

with variances regarding loading spaces. He said the Planning and Zoning Commission hearing will take place on April 19 with a City Council Hearing on May 16. He said a landscape and luminaire plan will be due at the time of the building permit application. Harris said a portion of the area identified as "pool" is shown in the 30' front yard setback. Walker said that will be a patio and will not be a portion of the pool. Harris asked if it will have a fence around it. Joyner said there will be a fence but it will not be in the setback. Harris said only a 4' and 50% open fence will be allowed in the front yard, and any fence will need to meet all zoning requirements. Harris said the height of units shall be verified and the maximum height for R-5B is 35'. He said the existing zoning shown on page one should be B-2.

Brad Bixby, CWLP-Electric, said the phasing for the development will be important because they will need to provide electric off a pole that is in phase 2 and the electric layout will need to be coordinated with CWLP-Electric.

Steve Walker said in addition to the comments made the developer would like to adjust some of the parking space sizes and locations. He said the plan currently shows more parking than is necessary and the parking requirement will still be met after the adjustments.

Roger Kanerva, Cobblestone Homeowners Association, said in the Cobblestone Apartments that were done by the same developer a parking requirement of two spaces per unit was applied. He asked how the Building and Zoning Department counts spaces versus garage parking spots, and will this be similar to the parking requirement for the cobblestone apartments. Harris said R-5B zoning requires 1.5 parking spaces per dwelling unit which is exceeded for the development being discussed today. He said for the cobblestone apartments the ground is zoned S-3 which has no parking requirement, and in their zoning they were required to have 2 spaces per unit for that particular development.

Adam Ehrman, Superintendent New Berlin School District, said he brought some concerns to the developer and commission today and yesterday and wanted to ensure those are on record. He said he does have concerns about the busing being able to access the site, and pick up points being provided that are safe and accessible for students.

Heavisides said if the phasing is changed, it will likely be sent out again for review and they will need to ensure the bus and fire truck movements can be made. Heavisides said because of this it may be advantageous to build the entire access way at one time.

Gregg Humphrey made a motion to approve the large scale development plan, subject to;

1. All line types keyed in and include a legend on all pages;
2. Striped crosswalks connecting all sidewalks;
3. Parking summary for each phase;
4. Approximate dimensions of each building type;
5. Yard setbacks shown;
6. Sidewalk construction south of the office building included in Phase 1;
7. Approval of the traffic study by IDOT;
8. Draft document for the Ash Grove Drive access easement;
9. Phasing limits line in the legend to clarify phases;
10. Identify the loading spaces on the plan;
11. Show 20' water main easement for the proposed water main;
12. Fire hydrant added at the entrance of Ash Grove Drive.
13. Removal of existing hydrant shown near the eastern lot line, it is no longer there;
14. Approval of requested zoning;
15. Radius returns shown through the parking lot;
16. Approval of a route for school bus access;

17. Phasing approval of Ash Grove Drive easement by the Office of Public Works; and
18. Identify the parking islands to be landscaped.

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

Zeibert stated the plan is recommended for approval with subject to's, including zoning. He said the plan may not move forward until the zoning has been approved. Humphrey asked if this is standard procedure for zoning. Zeibert deferred to the City for procedure. Heavisides said it is standard.

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

**FILE NO.**            1994-09

**CENSUS TRACT #**    36.03

**NAME OF SUBDIVISION:** Panther Creek West – Final Plat 6th Addition

**JURISDICTION:** City

**DATE OF MEETING:** April 6, 2017

**OWNER:** Dowson Farms Inc.  
C/O Darrel Thoma

**ENGINEER:** Martin Engineering

**DESCRIPTION:** Pt. NW ¼ & SW ¼, SW ¼, Sec. 24, T15N, R6W – South of  
Cockrell Lane and Foxhall Lane

12.731 **Acres**    31 **Lots**

**MOTION TO RECOMMEND:** Approve, Subject to;

**BY:** T.J. Heavisides

**2<sup>ND</sup> BY:** Andy Bodine

**VOTE:** Motion passed with Dean Graven voting against

Steve Walker, Martin Engineering, presented the final plat. He said it is a 31 lot phase of the Panther Creek West subdivision.

Joe Zeibert, Regional Planning Commission, said a copy of the final covenants shall be provided. He said a note shall be included stating “All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas , Panther Creek West 6th Addition, see Covenants.” Zeibert asked what the purpose of Lot 1012 is. Walker said it is a detention area and extension of Lot 1004 to the east. Zeibert said that shall be noted on the plat.

T.J. Heavisides, Office of Public Works, said the plat numbers for Panther Creek West shall be corrected, plat 3 is currently shown as plat 1. He stated the plat shall be signed and sealed. He said the development shall meet the requirements of Section 153.145.1(c) with regards to the adjacent substandard roadway fee.

John Harris, City Zoning Department, said the note on the plat referencing plat 1 shall be changed to plat 3, which is the adjacent addition.

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

1. Final Covenants;
2. Note stating: "All lot owners shall participate in the Homeowners Association for maintenance and up keep of the open space and detention areas , Panther Creek West 6th Addition, see Covenants.";
3. Note the use of Lot 1012; and
4. Correct discrepancies in references of plat's 1 and 3.
5. Plat signed and sealed.

Andy Bodine seconded the motion passed with Dean Graven voting against.

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

**FILE NO.**            1998-16

**CENSUS TRACT #**    36.04

**NAME OF SUBDIVISION:** Springfield Technology Park – Revised Preliminary Plan -  
Variance Request Sec. 153.157(i) Cul-de-sac length – Variance  
Request Section 153.158(b)(2) Through Lot

**JURISDICTION:** City

**DATE OF MEETING:** April 6, 2017

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

**ENGINEER:** Martin Engineering

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

61.86   **Acres**    9    **Lots**

**MOTION TO RECOMMEND:** Approve, Subject to;

**BY:** Dean Graven

**2<sup>ND</sup> BY:** Elliott McKinley

**VOTE:** Unanimous

Steve Walker, Martin Engineering, presented the revised preliminary plan and variance requests. He said they are eliminating the north/south road between Rising Moon Road and International Parkway, and combining several proposed small lots into larger lots.

Joe Zeibert, Regional Planning Commission, said if the variances are approved, per section 153.157(i) an interim turnaround with a radius sufficient to accommodate emergency vehicles shall be provided. He said in place of a turnaround, staff would support an easement through Lot 8 connecting Rising Moon Road to the existing entrance on International Parkway. He said they will defer to the traffic engineer and fire safety to approve an appropriate turnaround. Walker said they would like to use the existing stub street for a turnaround. T.J. Heavisides, Office of Public Works, said they and fire safety have discussed the turnaround and the existing stub street is acceptable. Chris Cole, Springfield Fire Department, said they have reviewed the location with the Fire Marshall and the turnaround is acceptable.

Andy Bodine ,Office of Public Works, said the existing zoning jurisdiction shall be updated from County to City. He said the survey datum shall be identified. He said sewer lines shall be shown. Bodine recommended contours and storm sewer be placed on a separate sheet for clarity. He said easement widths shall be identified. He said line work shall be cleaned up and all line types and symbols shall be included in a legend. Bodine said if covenants are updated a copy shall be provided to review. He stated they have no comments on the variance requests.

Johns Harris, City Zoning Department, said the zoning shown as County I-1 should be

City I-1.

T.J. Heavisides made a motion to approve a variance of Section 153.157(i) Cul-de-sac length. Dean Graven seconded the motion and the vote to approve was unanimous.

T.J. Heavisides made a motion to approve a variance of Section 153.158(b)(2) Through Lot. Dean Graven seconded the motion and the vote to approve was unanimous.

Dean Graven made a motion to approve the revised preliminary plan, subject to;

1. Zoning jurisdiction corrected;
2. Identify the survey datum;
3. Show sewer lines;
4. Clean up line work and key all line types and symbols into the legend;
5. Identify Easement widths; and
6. Updates to covenants, if applicable.

Elliott McKinley seconded the motion and the vote to approve was unanimous.

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

**FILE NO.**            2017-03

**CENSUS TRACT #**    29

**NAME OF SUBDIVISION:**    Storage Facility Constitution Drive – Large Scale Development –  
Lots 49-57 Parkway Pointe 3<sup>rd</sup> Addition

**JURISDICTION:**            City

**DATE OF MEETING:**        April 6, 2017

**OWNER:**                    Ram Innovations, LLC

**ENGINEER:**                Martin Engineering

**DESCRIPTION:**            Pt. E ½, Sec. 13, T15N, R6W – South of Constitution Drive,  
Between Freedom Drive and Liberty Drive

8.24    **Acres**    9        **Lots**

**MOTION TO RECOMMEND:** Approve, Subject to;

**BY:**                         T.J. Heavisides

**2<sup>ND</sup> BY:**                   Brad Bixby

**VOTE:**                     Unanimous

Tyler Walker, Martin Engineering, presented the large scale development plan. He said it is a storage unit development on Lots 49-57 of Parkway Pointe 3<sup>rd</sup> Addition.

Joe Zeibert, Regional Planning Commission, said traffic circulation shall be shown for the center drive lane. He said the office shall be labeled on sheet two. He stated all line types shall be shown in a legend on each sheet. Zeibert stated a pedestrian connection from the public sidewalk to the office building shall be provided. Zeibert asked what the 87.5' dimension in the west corner of page three is. Walker said it is an existing storm sewer easement. Zeibert said that easement shall be labeled. Zeibert asked if there will be any signage for the storage units. Walker said there will likely be signage, maybe near the entrance closest to the office. Zeibert said the location of any proposed signage shall be shown on the plan.

Lori Cox, CWLP-Water, said proposed changes to fire hydrant locations will need to be approved by the fire department.

T.J. Heavisides, Office of Public Works, asked for clarification of the development name. Pat Rexroad, Ram Innovations, said it will be called Liberty Storage. Heavisides said the title shall be included on the plan. He said the minimum font size for all text must be 10 point. He said the right-of-way lines shall be shown on both sides of the street. Heavisides stated additional right-of-way needs to be conveyed where the sidewalk is shown crossing on to private property. He said the right-of-way shall be conveyed, or sidewalk reconstructed to be

within the right-of-way. He said a public sidewalk connection shall be provided to the office building. He stated the location of outdoor signs shall be shown, and because the sign is shown does not necessarily mean the owner is committed to building the sign.

John Harris, City Zoning Department, said a landscape and photometric plan will be due with the permit submittal. He stated the property is zoned B-1 which does not allow for open storage of boats, campers, or trailers.

Chris Cole, Springfield Fire Department, said the location of fire hydrants has been discussed with the engineer and the new locations shall be shown on the plan.

Brad Bixby, CWLP-Electric, said the location of the existing transformer feeding the office building is acceptable. He said the transformer may need to be upgraded to serve the needs of the site. He said the developer will need to submit a commercial service application which shall include loading information for the site.

Steve Walker, Martin Engineering, asked if it would be possible to grant a sidewalk easement for the portion of sidewalk outside of the right-of-way instead of dedicating the right-of-way. Heavisides said they would like the sidewalk to be in the right-of-way. He said he will check with the City Engineer and City Surveyor but currently the walk will need to be within the right-of-way.

T.J. Heavisides made a motion to approve the large scale development plan, subject to;

1. Traffic circulation for the center drive lane shown;
2. Label the office on sheet 2;
3. Line types and legend on all sheets;
4. Label 87.5' dimension in the west corner of page 3;
5. Pedestrian connection from the public sidewalk to the office building;
6. Location of any proposed signage;
7. Update title of plan to "Liberty Storage";
8. Minimum font size 10 point;
9. Sidewalk shown within the right-of-way;
10. Right-of-way shown on both sides of street; and
11. Location of fire hydrants.

Brad Bixby seconded the motion and the vote to approve was unanimous.