



LAND SUBDIVISION COMMITTEE MEETING MINUTES
August 3, 2017

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Ethan Hendricks
Lori Cox	Norm Sims
John Harris	
Brad Bixby	Others
Brian Wright	Phil Martin
Steve Hall	Fred Coombe
Trustin Harrison	John Reynolds
Lauren Gibson	
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 **July 6, 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 Lauren Gibson, 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. 2017-04
CENSUS TRACT # 36.04

NAME OF SUBDIVISION: UCB Subdivision – Location and Sketch Map – Redivision of Lot 93 Ginger Creek Subdivision Third Plat

JURISDICTION: City of Springfield

DATE OF MEETING: August 3, 2017

OWNER: United Community Bank

ENGINEER: Martin Engineering

DESCRIPTION: Pt. NE ¼, NE ¼, NW ¼, Sec. 12, T15N, R6W – Northwest Corner of Ginger Creek Drive and Koke Mill Road

2.37 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Steve Hall

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the Location and Sketch Map. He said Illini Bank was bought by UCB. UCB would like to divide off the green space located south of the existing building.

Joe Zeibert, Regional Planning Commission, said that there is a recorded final plat for Lot 93 of Ginger Creek Subdivision which includes a note that prohibits access to Ginger Creek Drive. He said that if access to Ginger Creek Drive was allowed, that note would need to be vacated by the time the UCB Subdivision reaches the final plat stage. He said the easements and the existing easements will need to be differentiated on the plan. He said the development boundary on the Location Map Boundary will need to be corrected.

Lori Cox, CWLP-Water, said the CWLP has adequate water supply to serve this development.

Brad Bixby, CWLP-Electric, stated that CWLP has facilities in the area with the ability to serve this development.

Phil Martin, Martin Engineering, asked why vacating the note restricting access to Ginger Creek Drive on the existing final plan was necessary. Joe Zeibert, Regional Planning Commission, stated that the existing final plat would still be in effect unless it was vacated. Gregg Humphrey, Sangamon County Water Reclamation District, clarified, saying that if there was an existing easement, platting two lots over the easement does not get rid of the easement.

Zeibert asked if access would be allowed to Ginger Creek Drive. T.J. Heavisides, Office of Public Works, said access would be allowed.

T.J. Heavisides made a motion to approve the Location Sketch Map, subject to;

1. Differentiate proposed easements and existing easements; and
2. Correct the Location Map Boundary.

Steve Hall 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: UCB Subdivision – Preliminary Plan – Redivision of Lot 93 Ginger Creek Subdivision Third Plat

JURISDICTION: City of Springfield

DATE OF MEETING: August 3, 2017

OWNER: United Community Bank

ENGINEER: Martin Engineering

DESCRIPTION: Pt. NE ¼, NE ¼, NW ¼, Sec. 12, T15N, R6W – Northwest Corner of Ginger Creek Drive and Koke Mill Road

2.37 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve; Subject to;

BY: T.J. Heavisides

2ND BY: Lauren Gibson

VOTE: Unanimous

Joe Zeibert, Regional Planning Commission, said the dotted area west of the subdivision will need to be keyed in the legend. He said the building on Lot 1 shall be dimensioned and the building disposition identified. He said the size of the water main connecting to Lot 2 shall be provided. Zeibert said the location of fire hydrants shall be identified on the plan and the preliminary covenants shall be provided.

Lori Cox, CWLP-Water, said the size of the water main shall be identified. She said a fire hydrant would be required and that it would be paid for by the developer to serve Lot 2.

T.J. Heavisides, Office of Public Works, said access on Ginger Creek shall be a minimum of 150' from Koke Mill Road centerline. He said for drainage, additional storage may be necessary if determined during the construction plan review phase that the existing sewer does not have adequate capacity. He said the C factor for the combined Lots 1 and 2 cannot exceed 0.8 without additional storage. He said section lines shall be shown.

Phil Martin, Martin Engineering, said the water line was a service line, and not a water main. He said the line ran along Ginger Creek towards the bank, and asked what the size of it was. Lori Cox said that it was 6". She also said that is a distribution main, not a service line.

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

1. Key in the dotted area;

2. Show dimension of building on Lot 1;
3. Include the disposition of building on Lot 1;
4. Identify the size of water main
5. Identify location of fire hydrants;
6. Provide preliminary covenants; and
7. Show section lines.

Lauren Gibson seconded the motion and the vote to approve was unanimous.

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

FILE NO. 1994-17
CENSUS TRACT # 36

NAME OF SUBDIVISION: Mill Creek Estates Phase 2 – Plat 7 – Final Plat
JURISDICTION: City of Springfield
DATE OF MEETING: August 3, 2017
OWNER: INB Trust 01-010 C/O Property Management
Charles Robbins Realtor
ENGINEER: Fehr Graham Engineering
DESCRIPTION: Pt. NW ¼, SW1/4, Sec. 1, T15N, R6W – Located East of
Wilderness Trail and Greenbriar Rd.
13.24 Acres 20 Lots

MOTION TO RECOMMEND: Approve, Subject to;
BY: Gregg Humphrey
2ND BY: T.J. Heavisides
VOTE: Unanimous

Fred Coombe, Fehr-Graham, presented the final plat. He said construction plans were approved in June.

Joe Zeibert, Regional Planning Commission, said interior lot bearings for Lots 710 and 719 shall be provided. He said the bearing for the street centerline north of curve 3 shall be identified. He said preliminary covenants were received, but needed to be reviewed. He asked if Note 9, which identified a 7' side yard, was required by zoning or the subdivision covenants. Coombe stated it was part of the covenants. Zeibert also stated that a letter from the City Engineer approving construction plans was needed.

T.J. Heavisides, Office of Public Works, said the date of completion of fieldwork shall be identified. He said a legal description of the plat with total acreage to nearest 0.001 acre shall be provided and the Point of Beginning & Point of Commencement as per legal description shall be labeled. He said the developer shall provide the owner's written acknowledgement of the Right-of-Way conveyance in fee simple.

Gregg Humphrey made a motion to approve the final plat, subject to;

1. Provide interior lot bearings for Lots 710 and 719;
2. Identify bearing for street centerline north of curve 3;
3. Construction plan approval letter from City Engineer;

4. Add date of completion of fieldwork;
5. Provide legal description of the plat with total acreage to nearest 0.001 acre;
6. Label the Point of Beginning and Point of Commencement as per legal description; and
7. Provide owner's written acknowledgement of the Right-of-Way conveyance in fee simple.

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

**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 – 2nd Addition – Final Plat
JURISDICTION: City of Springfield
DATE OF MEETING: August 3, 2017
 Sallenger Development, LLC
OWNER: **ATTN: Bill Sallenger**
ENGINEER: Martin Engineering
DESCRIPTION: Pt. SE ¼, NE ¼, Sec. 15, T15N, R6W - International Parkway,
 East of Rising Moon Road
 12.278 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve, Subject to;
BY: T.J. Heavisides
2ND BY: Brian Wright
VOTE: Unanimous

Joe Zeibert, Regional Planning Commission, asked what the purpose of the permanent access easement was. Phil Martin, Martin Engineering, said that it was to allow access to Lots 8 and 9. Zeibert asked if that was the sole place of access or if they would be allowed access elsewhere. T.J. Heavisides, Office of Public Works, said that Lot 9 has the option to get access elsewhere. Zeibert said the documents pertaining to the access easement shall be provided. He said the lot numbers in Note 4 need to be corrected. He said subdivision covenants shall be submitted. He said a letter from the City Engineer approving construction plans is needed.

T.J. Heavisides said the plat needed to be signed and sealed. He also said to revise Note 4 to state that Lots 8 and 9 shall not have access to Rising Moon Road.

Brad Bixby, CWLP-Electric, stated that there would be a change in developer costs, due to a change in the plan.

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

1. Ingress/egress document for access easement;
2. Correct Note 4;
3. Provide subdivision covenants;
4. Construction plan approval letter from City Engineer; and
5. Plat signed and sealed by a licensed professional engineer.

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. 2001-14

CENSUS TRACT # 36.03

NAME OF SUBDIVISION: Oak Park Estates – 5th Addition – Lots 67, 68 and 69 - Partial Plat of Easement Vacation

JURISDICTION: City of Springfield

DATE OF MEETING: August 3, 2017

OWNER: Oak Park Estates
ATTN: John Barker

ENGINEER: Martin Engineering

DESCRIPTION: Pt. S ½, NW ¼, Sec. 2, T15N, R6W - North of Winston Drive and Greenbriar Dr

0.075 Acres 5 Lots

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Steve Hall

VOTE: Unanimous

Phil Martin, Martin Engineering, presented the partial plat of easement vacation. He said the owners did not want to cut down trees, but a buyer needed 10' more to close on a deal, so they are removing the trees. He said the swale and pipe would need to be relocated.

Joe Zeibert, Regional Planning Commission, said to key in the dotted area.

T.J. Heavisides, Office of Public Works, said the swale and pipe need to be relocated prior to the vacation. He said the PIN numbers shall be provided and the plat will need to be signed and sealed.

T.J. Heavisides made a motion to approve the partial plat on easement vacation, subject to;

1. Keying in the dotted area;
2. Relocation of the swale and pipe;
3. Add PIN numbers; and
4. Plat signed and sealed by a licensed professional engineer.

Steve Hall seconded the motion, and the vote to approve was unanimous.

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

FILE NO. 1963-02

CENSUS TRACT # 10

NAME OF SUBDIVISION: Pasfield Park West – 7th Addition – Plat of Easement Vacation –
Lots 13 and 14

JURISDICTION: City of Springfield

DATE OF MEETING: August 3, 2017

OWNER: MLR Properties, Inc.
C/O Levi, Ray AND Shoup

ENGINEER: Raynolds, Higginbotham & Associates

DESCRIPTION: Pt. W1/2, NE ¼, and Pt. W ½, SE ¼, Sec. 31, T16N, R5W –
Northeast Corner of Mountcastle Rd. and Monroe St.

0.067 **Acres** 2 **Lots**

MOTION TO RECOMMEND: Approve, Subject to;

BY: T.J. Heavisides

2ND BY: Brian Wright

VOTE: Unanimous

John Raynolds, Raynolds, Higginbotham & Associates, presented the plat of easement vacation. He said that they have talked to CWLP and AT&T about providing other easement locations. He said they would be paying to have the utilities moved.

Joe Zeibert, Regional Planning Commission, asked what utilities are already in the easement. Gregg Humphrey, Sangamon County Water Reclamation District, said that water and AT&T were the only utilities in the easement. Zeibert said the Regional Planning Commission received a letter from AT&T stating the vacation of the easement will need to be approved by AT&T. He said approval of the plan would be contingent on AT&T's approval. He said the bearings on the plat needs to match the bearings in the legal description. He said the legal description of the easement to be vacated was incorrect. He said the Point of Beginning is incorrect and not reflected in the legal description. He said a contact person for the owner shall be provided.

T.J. Heavisides, Office of Public Works, said the southwesterly corner of Lot 14 should be labeled POC. He said the call from POC to POB is missing in the legal description. He said the Point of Beginning & Point of Commencement as per legal description shall be labeled. He said the existing AT&T utility within the easement needs to be removed and relocated, with a new easement platted prior to approval of the plat of vacation.

T.J. Heavisides made a motion to approve the plat of easement vacation, subject to;

1. Obtain written approval from AT&T;
2. Change bearings on plat to match bearings in legal description;
3. Correct the legal description of the easement to be vacated;
4. Provide a contact person for the owner;
5. Label the southwesterly corner of Lot 14 as POC;
6. Add the call from POC to POB in legal description;
7. Label the POC and POB as per legal description; and
8. Existing utilities in the easement need to be removed and relocated with a new easement platted prior to approval of plat of easement vacation.

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