



**LAND SUBDIVISION COMMITTEE MEETING MINUTES
November 7, 2019**

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
T.J. Heavisides	Ethan Hendricks
Dan Crouse	
Mike Johnson	
John Harris	Others
Chris Cole	Joe Gooden
Brad Bixby	Joe Mayer
Casey Pratt	Steve Walker
Trustin Harrison	
Valera Yazell	
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 October 3, 2019 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.
- **PUBLIC COMMENT**
There were no public comments.
- **ADJOURNMENT**
T.J. Heavisides made a motion, seconded by Dan Crouse, 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. 1978-27

CENSUS TRACT # 20

NAME OF SUBDIVISION: Redivision of Lot 2B-4a1 of White Oaks West – Location & Sketch Map and Variance Sec. 153.158(b)(2)

JURISDICTION: City of Springfield

DATE OF MEETING: November 7, 2019

OWNER: Washington Prime Group

ENGINEER: Kimley-Horn/Farnsworth Group

DESCRIPTION: Pt. of the NE 1/4 of Sec. 12, T15N, R6W – Located on the west side of Veterans Parkway between Wabash Avenue and Iles Avenue

24.7 **Acres** 3 **Lots**

MOTION TO RECOMMEND: Location and Sketch Map and Variance Sec. 153.158(b)(2) Approve, Subject To

BY: Dan Crouse

2ND BY: Ken Springs

VOTE: Unanimous

Joe Mayer, Kimley-Horn, presented the Location and Sketch Map and Variance Sec. 153.158(b)(2). He said he is working on behalf of Washington Prime, which owns the property. He said Farnsworth Group is the surveyor that completed many of the other redivisions. He said they were brought on to prepare the plats. He said Washington Prime is looking to sell the outlot to a prospective buyer. He said there are no proposed improvements to the Olive Garden. He said all the infrastructure is already in place to serve the development. He said they acknowledge there were some deficiencies, which is why they applied for the variance regarding the lack of direct access.

Joe Zeibert, Regional Planning Commission said staff recommends approval of the Location and Sketch Map as well as the variance. He said the proposed lots are already currently served by the two existing access points, and there is an established access easement. He said note 2 shall be revised to include the lots being created. He said the location of the sign shall be identified in the sign lot. He said an access easement across the Olive Garden lot for the sign lot shall be identified if one exists. He said if there is not one, it will need to be put in place. He said the existing and proposed use shall be identified. He said the ingress/egress easement shall be clearly identified. He said the water/electric/sewer provider shall be corrected.

Mike Johnson, CWLP-Water, said facilities are in place to serve the proposed lot.

Gregg Humphrey, Sangamon County Water Reclamation District, said the Springfield Metro Sanitary District is now known as the Sangamon County Water Reclamation District.

Dan Crouse, Office of Public Works, said contact information for the owner/subdivider shall be shown on the plat. He said the existing and proposed zoning shall be identified. He said the City of Springfield shall also be listed as a contact for Sanitary Sewer. He said existing utilities shall be shown on the sketch map. He said the existing sanitary sewer that passes through Lot 2B-4a4 shall be shown. He said a portion of the 25' easement for water main, sanitary sewer & gas main is missing along the north side of said lot. He said the missing easement and its document number shall be shown on the plat. He said the fire protection district and school district shall be identified on the plat.

John Harris, Building and Zoning Department, said the parking count shall be provided to ensure it meets the requirements. He said the sign on Lot 2B-4a5 shall be identified.

Dan Crouse made a motion to approve the Location and Sketch Map and Variance Sec. 153.158(b)(2), subject to:

1. Revise Note 2 to include the two lots being created,
2. Identify the location of the sign in the sign lot,
3. Identify an access easement for the sign lot across the Olive Garden lot,
4. Identify the existing and proposed use,
5. Clearly identify the ingress/egress easement,
6. Correct the water/electric/sewer provider,
7. Correct the name of the sanitary district,
8. Provide contact information for the owner/subdivider,
9. Identify the zoning for the subject properties,
10. List the City of Springfield as a contact for Sanitary Sewer
11. Show the existing utilities on the sketch map
12. Show the existing sanitary sewer that passes through Lot 2B-4a4.
13. Show the missing water, sanitary, and gas main easement along the north side of Lot 2B-4a4, and reference its document number,
14. Identify the fire protection district and the school district,
15. Provide the number of parking spaces, and
16. Approval of parking summary for each lot.

Ken Springs seconded the motion, and the vote was unanimous.

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

FILE NO. 2019-27
CENSUS TRACT # 20

NAME OF SUBDIVISION: Redivision of Lot 2B-4a1 of White Oaks West – Preliminary Plan
JURISDICTION: City of Springfield
DATE OF MEETING: November 7, 2019
OWNER: Washington Prime Group
ENGINEER: Kimley-Horn/Farnsworth Group
DESCRIPTION: Pt. of the NE 1/4 of Sec. 12, T15N, R6W – Located on the west side of Veterans Parkway between Wabash Avenue and Iles Avenue
24.7 Acres 3 Lots

MOTION TO RECOMMEND: Approve, Subject To
BY: Dan Crouse
2ND BY: T.J. Heavisides
VOTE: Unanimous

Joe Mayer, Kimley-Horn, presented the Preliminary Plan.

Joe Zeibert, Regional Planning Commission, said the City Council, Mayor and other signature blocks shall be removed. He said all symbols used shall be keyed in. He said the ingress/egress easement shall be clearly identified. He said the ingress/egress easement document shall be provided. He said the water/electric/sewer provider shall be corrected.

Mike Johnson, CWLP-Water, said the 25' utility easement on Lot 2B-4a4 is not shown. He said there is also an 18" transmission main that cuts across Lot 2B-4a5 from east to west. He said the easement for that main shall be shown as well. He said all existing water mains and their sizes, fire hydrants, and any proposed water facilities shall be shown on the plat.

Gregg Humphrey, Sangamon County Water Reclamation District, said the name of the sanitary district shall be corrected. He said all utilities, including sanitary sewer shall be shown on the preliminary plan.

Dan Crouse, Office of Public Works, said contact information for the owner/subdivider shall be shown on the plat. He said the existing and proposed zoning shall be identified. He said the City of Springfield shall also be listed as a contact for Sanitary Sewer. He said existing utilities shall be shown on the sketch map. He said the existing sanitary sewer that passes through Lot 2B-4a4 shall be shown. He said a portion of the 25' easement for water main,

sanitary sewer & gas main is missing along the north side of said lot. He said the missing easement and its document number shall be shown on the plat. He said the total acreage shall be identified. He said the south line of the northeast quarter of section 12 shall be identified. He said the USGS Datum used for elevations and contours shall be identified. He said an updated draft of the subdivision covenants shall be provided.

John Harris, Building and Zoning Department, said the parking count shall be provided to ensure it meets the requirements. He said the sign on Lot 2B-4a5 shall be identified.

Dan Crouse made a motion to approve the Preliminary Plan, subject to:

1. Remove the City Council, Mayor and other signature blocks,
 2. Key in all symbols used,
 3. Clearly identify the ingress/egress easement,
 4. Provide the ingress/egress easement document,
 5. Correct the water/electric/sewer provider,
 6. Show the 25' easement on Lot 2B-4a4, and reference the document number
 7. Show the 18" transmission line and easement that cuts across Lot 2B-4a5,
 8. Show all existing water mains and their sizes, hydrants, and any proposed water facilities,
 9. Correct the sanitary sewer provider,
 10. Show all utilities,
 11. Provide contact information for the Owner/Subdivider,
 12. Identify the zoning for the subject properties,
 13. List the City of Springfield as a contact for Sanitary Sewer,
 14. Provide the total acreage,
 15. Show the south line of the northeast quarter of section 12,
 16. Reference the USGS datum used for establishing contours and elevations,
 17. Provide an updated draft of the subdivision covenants,
 18. Provide the number of parking spaces, and
 19. Identify the location of the sign in the sign lot.
- T.J. Heavisides seconded the motion, and the vote was unanimous.

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

FILE NO. 1975-5
CENSUS TRACT # 29

NAME OF SUBDIVISION: White Oaks Business Park – Partial Plat of Setback Vacation
JURISDICTION: City of Springfield
DATE OF MEETING: November 7, 2019
OWNER: Stephen G. Otten – United Community Bank
ENGINEER: Martin Engineering
DESCRIPTION: Pt. of the NW 1/4 of Sec. 13, T15N, R6W – Located at the southeast corner of Constitution Drive and Cockrell Lane
1.6 Acres 1 Lots

MOTION TO RECOMMEND: Approve, Subject To
BY: Gregg Humphrey
2ND BY: Dan Crouse
VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Partial Plat of Setback Vacation. He said his client is planning storage units on this lot, and the adjacent lot in Constitution Minor Subdivision. He said there is a setback and easement that needs to be vacated. He opened the floor for comments.

Joe Zeibert, Regional Planning Commission, said the plat shall be signed and sealed.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed. He said approval from the association shall be provided if there is one active.

Gregg Humphrey made a motion to approve the Partial Plat of Setback Vacation, subject to:

1. Sign and Seal, and
 2. Provide approval from the association, if one is active.
- Dan Crouse seconded the motion, and the vote was unanimous.

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

FILE NO. 2013-02
CENSUS TRACT # 29

NAME OF SUBDIVISION: Constitution Minor Subdivision – Partial Plat of Easement Vacation
JURISDICTION: City of Springfield
DATE OF MEETING: November 7, 2019
OWNER: Stephen G. Otten – United Community Bank
ENGINEER: Martin Engineering
DESCRIPTION: Pt. of the NW 1/4 of Sec. 13, T15N, R6W – Located on the south side of Constitution Drive to the east of Cockrell Lane
1.1 Acres 1 Lots

MOTION TO RECOMMEND: Approve, Subject To
BY: Ken Springs
2ND BY: T.J. Heavisides
VOTE: Unanimous

Steve Walker, Martin Engineering, presented the Partial Plat of Easement Vacation. He said this easement was platted in the '70s. He said they believe there is nothing in the easement. He opened the floor for comments.

Joe Zeibert, Regional Planning Commission, said the plat shall be signed and sealed. He said sign-off from all utilities and CATV shall be provided.

T.J. Heavisides, Office of Public Works, said the plat shall be signed and sealed. He said sign-off from all utilities shall be provided. He said if anything is located within the easement, they must be relocated prior to vacating the easement. He said approval from the association must be provided if there is one active. Walker asked if all the utility companies get a notice of easement vacations. Heavisides said they are notified, but they make it the responsibility of the party vacating the easement to reach out to the utility companies to get a letter stating they have no utilities in the easement. He said this is in the event that they received the notification and did not get back to us. Walker asked if all the utilities are on the mailing list. Zeibert said they are on the mailing list. He said several of the utilities are currently at the meeting, and to call the remaining companies.

Ken Springs made a motion to approve the Partial Plat of Easement Vacation, subject to:

1. Sign and Seal,

2. Provide verification from all utilities, and
 3. Provide approval from the association, if one is active.
- T. J. Heavisides seconded the motion, and the vote was unanimous.

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