



## MEETING NOTICE

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**TIME:** 9:30 A.M.

**DATE:** October 17, 2012

**PLACE:** County Board Room, 2nd Floor - County Building

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## A G E N D A

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF MINUTES OF PREVIOUS MEETING.
4. MINUTES OF THE EXECUTIVE POLICY BOARD.
5. REPORT OF OFFICERS.
6. REPORT OF THE EXECUTIVE DIRECTOR.
7. CORRESPONDENCE.
8. PUBLIC HEARINGS.
9. COMMITTEE REPORTS.
10. UNFINISHED BUSINESS.
11. NEW BUSINESS.
12. ADJOURNMENT.

**MINUTES OF MEETING**  
**Springfield-Sangamon County Regional Planning Commission**  
**September 19, 2012**

**1. CALL TO ORDER.**

Chairman Eric Hansen called the meeting to order at 9:30 AM.

**2. ROLL CALL.**

Mary Jane Niemann called the roll.

JULY 2011	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2012	FEBRUARY	MARCH	APRIL	MAY	JUNE
X	X	X									
X	X	X									
	X										
	X	X									
X	X	X									
X	X	X									
X		X									
X											
	X	X									
		X									
X		X									

**COMMISSION MEMBERS**

Eric Hansen, Chairman  
 Bill Moss, Vice-Chairman  
 Kenneth Springs, Secretary  
 Mayor Mike Houston – M. Farmer  
 Andy Van Meter – B. McFadden  
 Alderman Sam Cahnman  
 Vacancy (Alderman Doris Turner – July-Aug)  
 Tim Moore – B. Burnett  
 Andy Goleman – C. Stratton  
 Leslie Sgro – M. Stratton  
 Frank Vala – R. Blickensderfer  
 Brian Brewer – F. Squires  
 Dick Ciotti – J. Jacobs  
 Susan White – D. Smith  
 Larry Hamlin  
 Brad Mills  
 Vacancy (city representative)

**Others**

Elliott McKinley

**Staff**

Molly Berns  
 Abby Bybee  
 Jeff Fulgenzi  
 Steve Keenan  
 Mary Jane Niemann  
 Norm Sims  
 Linda Wheeland  
 Joe Zeibert

3. **MINUTES OF MEETING.**

Chairman Eric Hansen asked if there were any additions or corrections to the minutes of the August 15, 2012 Regional Planning Commission meeting. There were none. The minutes were accepted as mailed.

4. **MINUTES OF THE EXECUTIVE POLICY BOARD.**

There was no meeting of the Executive Policy Board.

Chairman Hansen asked members of the Executive Policy Board to check their schedules to determine their availability for a meeting immediately following the October 17 Regional Planning Commission meeting. The purpose of the meeting will be to discuss two changes in the Commission's bylaws suggested by the Executive Director. He asked Executive Policy Board members to let Norm Sims know if they would be available at that time.

Hansen noted that the Executive Policy Board includes three officers of the Regional Planning Commission, the Mayor and County Board Chair or their representatives, the representative of the Sanitary District and the Regional Planning Commission's immediate past chair, Brad Mills.

5. **REPORT OF OFFICERS.**

There was no report of officers.

6. **REPORT OF THE EXECUTIVE DIRECTOR.**

- A. **Executive Policy Board Meeting** – Norm Sims said the SSCRPC's proposed 2013 budget must be approved by the Executive Policy Board before it goes to the County Board. He hopes to have this information available to be reviewed in addition to the two changes in the bylaws at the October 17 Executive Policy Board meeting. If budget information is not ready at that time, a special meeting will have to be held.
- B. **Open Meetings Act Certification** – Sims referred to a memo he sent out recently reminding commission members and their representatives of Open Meetings Act training. According to State law, anyone serving prior to January 1, 2012 has until December 31, 2012 to complete the training. Anyone appointed after January 1, 2012 has 90 days to complete the training. Once you have completed the training on the Attorney General's website, a certificate of completion may be printed out. Sims requested that members / representatives submit two copies of the certificate to the Planning Commission office. He noted that if training is not completed, it is a misdemeanor and service on the Commission may not continue.
- C. **Annual Flood Mailing** – Sims reported that letters and flood information are being assembled as part of the annual flood mailing necessary to maintain Sangamon County's floodplain certification.
- D. **Rural Transit Project** – Sims congratulated Linda Wheeland and the rest of the transportation staff on finishing up the largest part of the rural transit project for the county. A presentation regarding this project will be given at a future Regional Planning Commission meeting. Sims noted that Sangamon County Board Chairman Andy Van Meter, Brian McFadden and the Board were terrific to work with and showed real leadership in putting something in place to help people in unincorporated Sangamon County get to services largely in the city that they normally couldn't get to.

- E. **Annual Parking Survey** – Sims reported that the Annual Downtown Parking Survey has been completed. He noted that contrary to a lot of opinions, there are plenty of parking spots downtown. Copies of the report may be obtained at the Planning Commission office and is available on the SSCRPC's website.
- F. **Leland Grove Comprehensive Plan** – Sims noted that Jeff Fulgenzi and staff have begun working on a comprehensive plan for Leland Grove.
- G. **Citizens Efficiency Commission (CEC)**– Sims stated that the Citizens Efficiency Commission, which the SSCRPC helps staff, recently completed two reports:
- A recommendation regarding tax collection and the role of township collectors; and
  - A report which highlights actions that have been taken or are currently being taken by various municipalities, townships, etc. to be more efficient aside from those suggested by the CEC.
- H. **City of Springfield Land Subdivision Ordinance** – Sims thanked Steve Keenan and Joe Zeibert of the SSCRPC staff for all of their work on the recently revised City Land Subdivision Ordinance. The recently approved revisions add new requirements and put new responsibility on the SSCRPC staff.

7. **CORRESPONDENCE.**

There was no correspondence.

8. **PUBLIC HEARING.**

There was no one who wished to address the Commission.

9. **COMMITTEE REPORTS.**

Joe Zeibert presented the following projects to be reviewed by the Planning Commission this month via a power point presentation.

**Redivision of Lot 701 of Happy Landing Farm, Plat 7, Second Plat**

**Location & Sketch Map**

**Variance of Sec. 153.158(B)(2) – Lot Arrangement**

Description: Pt. SW ¼, Section 12, T15N, R6W (Northeast corner of Wabash Avenue and Mercantile Drive)

**LSC Action:** Recommend approval of the location & sketch map and variance of Sec. 153.158 (B)(2) – Lot Arrangement.

Zeibert reported that this proposed development consists of 4 lots on 6½ acres located at the northeast corner of Wabash Avenue and Mercantile Drive. Access will be provided by an existing access easement that is currently stubbed to the property. A variance request regarding lot arrangement was being requested.

**Stone Creek Subdivision**

**Preliminary Plan**

Description: Pt. SE ¼, SE ¼, Section 2, T15N, R6W (East side of Meadowbrook Road, north of Iles Avenue)

**LSC Action:** Recommend approval of the preliminary plan.

Zeibert stated that this proposed development consists of 61 lots on 19 acres located on the east side of Meadowbrook road, north of Iles Avenue. He noted that single-family is planned to the north and duplex is planned along the southern portion.

*Kenneth Springs moved to concur with the action of the Land Subdivision Committee on the above listed plans. Brad Mills seconded the motion and the roll call vote was unanimous.*

**10. UNFINISHED BUSINESS.**

There was no unfinished business.

**11. NEW BUSINESS.**

There was no new business.

**12. ADJOURNMENT.**

There being no further business, the meeting was adjourned at 9:41 AM.

Respectfully Submitted,



Mary Jane Niemann  
Recording Secretary