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VILLAGE TREASURER
Bryan A. Vogel

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
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VILLAGE ADMINISTRATOR
Tony Funderburg

PUBLIC WORKS DIRECTOR
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Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

ZONING ADMINISTRATOR
Matt Trout

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

June 8, 2018

NOTICE

MEETING OF THE COMBINED PLANNING AND ZONING BOARD

The Combined Planning and Zoning Board meeting has been scheduled for **Tuesday, June 12, 2018, at 6:00 p.m.**

I. Items to be Reviewed

PLAN COMMISSION:

- A. Old Business
 - 1. Approval of May 8, 2018 Minutes
- B. New Business
 - 1. Request for Extension for Approval of Meadow Pines Subdivision Engineering Plans
 - 2. Scott Mueller Development

BOARD OF APPEALS:

- A. Old Business:
 - 1. Possible Change in Zoning Code Regarding Parking Spaces
 - 2. Donald Bode Amendment of Zoning District
- B. New Business:
- C. General Concerns:
- D. Public Participation
- E. Adjourn

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Combined Planning and Zoning Board
Tuesday, May 8, 2018 at 6:00 p.m.

The meeting of the Combined Planning and Zoning Board was called to order at 6:00 p.m. on Tuesday, May 8, 2018, in the Municipal Center by Chairperson Steve Woodward. Members present were Chairperson Steve Woodward, Dirk Downen, Rita Green, Kevin Groth, Gary Henning, Gary Mack, Lee Smith, Zoning Administrator Matt Trout, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guests present: Gene Crowe, Mike Heap, Jeremy Holtrop, Colene Doughtety, Jamie Hall, B.J. Hall, Don Bode and Jo Bode.

Plan Commission:

A. Old Business:

1. Approval of March 13, 2018 Minutes: Gary Mack motioned to approve the March 13, 2018 minutes and Rita Green seconded the motion. All voting aye, the motion carried.

B. New Business:

1. Michael Braun Request to Rezone Property: Chairperson Woodward read the notice and swore in those individuals wishing to speak. Mr. Braun advised he would like to rezone his property. He currently uses it for agriculture and plans to do so for the next thirty-plus years. It was only rezoned from agriculture to single family residential because the developers who purchased the property planned to put in a subdivision. Rita Green said the surrounding properties are zoned single family residential. Chairperson Woodward advised our comprehensive plans shows it as single family residential. Village Administrator Tony Funderburg told Mr. Braun he owns the land and can keep farming it as long as he wants. Tony confirmed he can have a wire fence as long as it is not charged and not a barbed-wire fence. He cannot be forced to change it to a subdivision. Mr. Braun thinks it is odd that his land is zoned differently and believes there are more restrictions in a single family district. Tony explained when there is an agriculture-zoned parcel backing up to single-family residential, you could have instances where you may have to follow the rules for single-family residential. Tony advised the Village has spent a significant amount of money bring water and sewer to the properties. If the parcel remains single-family residential, the Village could see benefits from investing in the infrastructure. Chairperson Woodward pointed out the special uses allowed in an agriculture district vary from the ones allowed in the single-family residential district. Tony said this board plans for the Village's future. Chairperson Woodward advised everyone in attendance that this board will vote on a recommendation, and that the final decision is made by the Village Board of Trustees.

*Lee Smith motioned to deny Mike Braun's request to rezone his property from single-family residential to agriculture and Gary Mack seconded the motion. **ROLL CALL VOTE:** Lee Smith – yes; Gary Mack – yes; Rita Green – yes; Kevin Groth – no; Steve Woodward – yes. With four yes votes, the motion carries.*

Gary Mack motioned to close the meeting at 7:13 p.m. and Rita Green seconded the motion. All voting yea, the motion carried.

Combined Planning/Zoning Board
Tuesday, May 8, 2018
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Board of Appeals:

A. Old Business: None.

B. New Business:

1. Jeremy Holtrop/Colene Dougherty Area Bulk Variance Request: Chairperson Woodward read the notice and swore in those individuals wishing to speak. Jeremy Holtrop and Colene Dougherty were present to request a variance to reduce the required number of parking spaces from 19 to 14. Mr. Holtrop advised that they are going to offer video gaming and serve beer and wine. The only class of liquor license available would be a tavern, and they are not going to be a tavern. Mr. Holtrop advised he has 1,400 square feet which includes the storage and bathroom areas. The gaming and lounge area which includes the bathroom and hallway is 900 square feet. Chairperson Woodward confirmed with Mr. Holtrop that the drawing submitted is the layout they are requesting. Mr. Holtrop stated their drawing meets the code requirements and further said they do not want to add any additional parking spaces. The restaurant seating requirement in our code is 1 per 4 seats or 1 per 50 square feet whichever is greater. Mr. Holtrop said they don't want to take Pizza Hut spots since they do have seating. The concerns over the parking lot being chaotic because of the layout, cars backing up onto State Street from their parking space, handicapped parking, off-street parking and patrons using Regions parking lot as overflow were voiced. Chairperson Woodward reviewed the standards for variance, and said regarding #4, the plight of the applicant is due to their own making. He also commented that from the village's view, they would rather have a business and not a vacant building. Lee Smith stated he will abstain from voting because he is a trustee of a property in that area. He is in favor of a business, and also commented even if they are a couple short of spaces, that is better than a vacant building. It was suggested talking to area businesses to see if they could help out with the parking. Village Administrator Tony Funderburg feels it may be better to make the interior area smaller. Mr. Holtrop said he can decrease the internal size to meet the parking requirements. Ms. Dougherty confirmed it is basically a gambling parlor and there will not be any food, only beer and wine. Tony's recommendation is if they can scale down the size, they would not have to come back before the board for a variance request. He recommended that Mr. Holtrop pull the request, and meet with himself and the zoning administrator. Both Mr. Holtrop and Ms. Dougherty agreed, they withdrew their request and no action was taken.

Gary Mack motioned to close the meeting at 6:45 p.m. and Rita Green seconded the motion. All voting yea, the motion carried.

2. Donald Bode Request to Discuss Business: Mr. and Mrs. Bode were present to discuss the possibility of operating a welding shop out of an accessory building at their home. Mr. Bode stated it would be a very small shop at approximately 1400 square feet and operate from 7:30 a.m. to 4:30 p.m. He is in the process of building the shed, and most of the work would be done inside the shed. The building permit has already been issued for the accessory building. After looking at the permitted uses in a single-family residential district, Chairperson Woodward said the property across the street from this home is zoned highway business. Looking at the other permitted uses in highway business, this may fit in. That process would entail holding a hearing to add a welding shop to the definitions and also add it as a permitted use. The property would also have to be rezoned. Both hearings could be done in one evening before this board. Mr. Bode will meet with Zoning Administrator Matt Trout and Village Administrator Tony Funderburg on this.

Rita Green wanted to follow up on her question regarding the requirements for the buildings on the highway. Tony stated there has to be masonry on the side of the building if it is next to a road. Rita would like a copy of that part of the code.

C. General Concerns: None.

D. Public Participation: None.

E. Adjourn: *Gary Mack motioned to adjourn the meeting at 7:52 p.m. and Rita Green seconded the motion.* All voting yea, the motion carried.



Julie Polson
Office Manager



May 25, 2018

John Tolan, Public Works Director
Village of Freeburg
14 Southgate Center
Freeburg IL, 62243

RE: Meadow Pines Subdivision

Dear John

Thouvenot, Wade & Moerchen, Inc. (TWM) has received the following submittals from the Village of Freeburg:

- Meadow Pines Subdivision Improvement Plans/Preliminary Plat dated April 30, 2018
- Meadow Pines Subdivision Drainage Report dated April 30, 2018

At the Village of Freeburg's request, TWM has reviewed the above documents.

Based upon our review, we offer the following specific observations, comments, recommendations, or requests for additional information:

Preliminary Plat

1. A properly executed checklist needs to be completed and submitted.
2. Information on existing and proposed utilities as well as streets, sidewalks and curbs are not on the Preliminary Plat.
3. Protective covenants including protection against obstruction of surface water easements need to be provided.
4. Area of land to be dedicated along Wolf Road and Westview Drive not detailed on Plat.
5. Juniper Court is greater than the 500' maximum allowed dead end street length.
6. Text on Lot 22 needs removed and west easement on Lot 52 is not shown.
7. Additional 10' easement along back of lots 25-29 and 52-94 should be added to avoid interference with existing MCI Worldcom Easement.

Engineering Plans

1. A properly executed checklist needs to be completed and submitted.
2. Will entire project be built at once or is phasing proposed. If project is to be phased, an exhibit should be provided indicating the proposed phasing of lots and infrastructure.
3. Code of Ordinances requests scale to be a maximum of 50 scale. Overall plan sheets provided are at a 100 scale
4. Sewer and Water Permits were not included with the submittal.
5. Code requires Sanitary Sewer Pipe and Manhole strengths to be increased if depth of bury is over 8'.
6. Include trench backfill under possible extension of Bozeman Lane between manhole 2-0 and 3-0
7. Indicate Emergency Overland Flow Path on storm sewer plan sheets.
8. Inlets do not appear to be inline with low points shown on profiles.
9. BMP's for erosion control should be included at detention basins and outfalls toward adjacent properties
10. Improvements to Wolf Road and Westview Drive may be required by the Board of Trustees if deemed necessary
11. All sewer and water has been shown in front yards. Code requests utilities to be placed in backyards with street placement permitted in only unusual circumstances.
12. Verification of water supply and residual pressure should be provided. Certification of this information will be required on final plat.
13. Sidewalks should be indicated on the plans to verify there are no conflicts with above ground utilities and sidewalks meet applicable codes and standards.



14. Horizontal curve data should be provided for streets.
15. Storm Sewer Profiles should be provided
16. Details for pavement sections on local and collector roads should be provided and match requirements of Section 34-3-3 of the code of ordinances for pavement types.
17. Street signs should be shown on plans

Drainage Report

1. Information on the two-year storm should be provided per Code of Ordinances
2. Information on downstream pipe between lots 73 and 74 of Timberwolf Estates should be included in analysis to verify capacity.
3. Outfall for East Basin should be inline with Channel to prevent side bank erosion.
4. Outfall for west basin does not appear to line up with existing topography
5. Velocities from storm sewer and detention pipes as well as riprap calculations for determining length and width of proposed riprap area should be provided.
6. Proposed flows from the Northeast are exceeding existing flows.
7. Area on the north east corner of the site is not included in the report.
8. An exhibit showing total proposed areas to ponds and areas to be free released from site should either be provided or indicated more clearly within the report. These areas as well as individually and combined release rates should be shown on a chart for release comparisons. Chart provided in back of report only seems to note the release rates from the pond.
9. Code requires overflow structures on basins to accommodate 100-year 24-hour inflow.
10. An explanation on warnings throughout report should be given. Do these affect the flow amount throughout the system? Since all runoff is shown through pipes, does the program account for pipes that are over capacity during larger storm events and direct total flow to basin?
11. Calculation of the CN number is unclear. Numbers in report indicate 10.5 acres of 1 acre lots, 7.3 acres of grass cover and 16.9 acres of ¼ acre lots. An exhibit showing these areas should be included in report.
12. Storm sewers are to be designed using the rational method per the Code of Ordinances
13. We were unable to locate pavement encroachment data or pipe capacity information on the storm inlets and storm sewer pipes. This information should be provided or indicated more clearly in the report.

Our review was provided within the parameters of our scope of services and standard recommendations, a copy of which is attached.

If you have any questions, please feel free to contact me.

Respectfully,

Thouvenot, Wade & Moerchen, Inc.

Nick Smock, P.E.
Project Manager

CC: File
Encl: None



STANDARD ATTACHMENT TO MUNICIPAL REVIEW LETTER

Scope of Services

TWM's review of the submittals listed on the attached letter was performed within the following limitations and parameters:

- *That our sole purpose was to determine if, from a civil engineering perspective, the project as designed, proposed and presented in the aforementioned documents, is, to the best of our knowledge, in general conformity with the Village's Code of Ordinances.*
- *That we did not review the project for compliance with county, state, federal or any design standards other than those of the Village, and were not requested to do so.*
- *That we did not review the Village's or other regulations in order to advise the Village if the existing codes or regulations are inadequate or in need of modification or amendment, and were not requested to do so.*
- *That plan and document review by the Village does not necessarily include confirmation of design calculations, project approach or every project design element. Therefore, authorization from the Village to proceed with construction of the project does not constitute unconditional acceptance or approval of the submitted plans or documents, particularly if specific aspects are later discovered to not be in compliance with the Village's codes or regulations in effect at the time such authorization was granted.*
- *That responsibility for compliance with the Village's codes and regulations rests solely with the developer and his design engineer. The Village's codes and regulations establish only the minimum municipal requirements for compliance. The developer should therefore rely upon the advice of their design engineer as to whether any conditions on this specific project warrant exceeding those minimum standards.*
- *That neither the Village nor the reviewing engineer therefore accepts responsibility for the project design and/or construction of this development nor any other design consideration or standard utilized in the project.*
- *That the developer and the design engineer are also responsible for meeting or exceeding all county, state, federal, or other applicable codes or standards, both on and off the site.*