**Lebanon Plan Commission Minutes 6:30p.m. City Hall June , 2022**

**Commission Members** (Those not in attendance will be underlined)

Crystal Catchings Jane Cotts Wendell Johnson Mike Koebel Jack Mitchell

Robin Schultze Jaxson Smith Brent Wood Kevin Wright

**Meeting Called to Order**: Brent Wood, Chairman

**Audience Members:** Luann Hopper

**1) Approval of minutes**

* **Motion to approve the minutes from May 5, 2022**

**Motion**: Mike Koebel **2nd** Jaxson Smith **Vote:** All in favor

**2) Discussion of procedure for vacating city owned easement properties.**

**Discussion**:

1. 519 Prairie Street- Alley runs from Prairie to Rhoden St. This should be corrected since one of the houses is built over the property line. This needs to be corrected before the house can be sold and te ordinances probably need to be modified for these situations. Once the alley is vacated, the owner would need to apply for a variance since it would be less than 10 ft from the property line. The Plan Commission would support vacating the alley and combining these parcels, but the owners have to carry the water on this.
2. 301 W. Randle- Easement running from W. Randle to McKendree Maintenance Property. This easement has no other access so vacating he property would be possible giving the owner a setback on the east side of the residence. The easement would be divided in half between 301 & 215 W. Randle. The Plan Commission would support this move, but the owners must bear the burden of the leg work, getting any utility easements lined out, and then splitting the “vacation” equally among affected property owners.
3. 426 W. Dee Street-the easement runs from this property to Schuetz St. Property, and the owner wishes to combine two lots divided by the easement into one with the intent of building a garage.

The easement is used by Ameren and a legal release would need to be signed. In addition, other neighbors would be affected by this action. Their approval would also be needed. The Plan Commission is not opposed to this, but there are multiple issues with this request, and the owners are responsible for this. There are buildings over property lines, on or near easements, and three or four property owners to deal with.

**Recommendation**: The City, with legal counsel, needs to develop a process for vacation of property that is functional by developing a check list and application form for required information to include:

* Property address and parcel number
* Survey and overhead photos
* Approval of any utilities involved, including the City
* Impact on neighbors and indication neighbors are aware and willing to work with requestor
* Payment of all legal fees and court documents

**Motion to Adjourn**

* **Motion:**Mike Koebel **2nd:** Jaxson Smith **Vote:** All in favor