

PLAN COMMISSION
MEETING MINUTES – June 25 2019

- 1) Call to Order: The meeting was called to order in the Harrison Municipal Building by Chairman Hietpas at 6pm.
- 2) Pledge of Allegiance: The Pledge was recited.
- 3) Roll Call: Members present were: Jim Lincoln, Jim Fochs, Kevin Hietpas, Darlene Bartlein, Pat Hennessey, and Dennis Reed. Buddy Lisowe was excused.

Staff Present: Mark Mommaerts, Planner; Carie Krause, Deputy Clerk - Treasurer

- 4) Public Participation: None.
- 5) Approve Minutes: Motion (Fochs/Reed) to approve the minutes of May 28 2019.
Motion carried 6-0.
- 6) Items for Discussion and Possible Action
 - a) Certified Survey Map – Dercks DeWitt LLC – Dusty Drive: Planner Mommaerts introduced the item stating that the developer of the Kimberly Heights subdivision is proposing a 2-lot Certified Survey Map (CSM). The CSM will combine portions of 3 lots into 2 lots. The lots include Lot 83 & Lot 84 of Kimberly Heights 2 and Lot 20 of Memory Meadows. Lot 83 will be split in half with the northern portion being attached to Lot 20 of Memory Meadows as Lot 1 of this CSM and the southern portion being attached to Lot 84 of Kimberly Heights 2 as Lot 2 of this CSM. The purpose of the CSM is to eliminate Lot 83 which is mostly covered in wetlands.
Motion (Fochs/Bartlein) to approve the Certified Survey Map for Dercks DeWitt LLC.
Motion carried 6-0.
 - b) Certified Survey Map – Village of Harrison – W5904 Frontage Road: Postponed until next meeting.
 - c) Revised Preliminary Plat – Hidden Pines – Harrisville Lane: The developer is proposing a revised preliminary plat for the Hidden Pines subdivision. The revised plat will have 11-lots, not 10-lots, and will have a smaller stormwater pond to cover stormwater needs for just the subdivision rather than a larger pond to cover adjacent areas. These revisions are based on discussions with the Village Board during the development agreement process. No changes to the roadway layout are being proposed.

Staff recommends conditional approval of the 11-lot revised Preliminary Plat for Hidden Pines with the following conditions:

1. A temporary turnaround shall be constructed until the east/west road is extended.
2. All lots shall have a storm sewer lateral provided for sump pump discharge.
3. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction.
4. A Development Agreement shall be executed prior to approval of the final plat.
5. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement.
6. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
7. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
8. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.
9. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
10. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
11. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
12. All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.
13. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff.
14. Multiple benchmark locations shall be established for use during building construction.
15. All environmental corridors shall be clearly identified and setback lines to be indicated.

16. High-back, integral concrete curb shall be utilized rather than the mountable curb.
17. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots.
18. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet.
19. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width.

Motion (Lincoln/Fochs) to approve the Revised Preliminary Plat for Hidden Pines.

Motion carried 6-0.

- d) Final Plat – Hidden Pines – Harrisville Lane: Planner Mommaerts introduced the item stating that the developer submitted a final plat for the Hidden Pines subdivision. The plat will have 11-lots, will have a stormwater pond to cover stormwater needs for the subdivision. The subdivision extends Harrisville Lane to the north. A development agreement has been approved by the Village Board. Staff recommends conditional approval of the 11-lot Final Plat for Hidden Pines with the following conditions:
1. Note #10 under Village Notes shall be removed.
 2. Wetland disturbance permits granted by the appropriate entity(ies) shall be obtained for all wetlands within the areas dedicated to the public and a copy of such permit given to the Village.
 3. A temporary turnaround shall be constructed until the east/west road is extended. (indicated on plans)
 4. All lots shall have a storm sewer lateral provided for sump pump discharge. (indicated on plans)
 5. Final utility, street plans, and stormwater management/erosion control plans shall be reviewed and approved by the Village Engineer and Village staff in writing prior to approval of the Final Plat and prior to utility and street construction. (completed)
 6. A Development Agreement shall be executed prior to approval of the final plat.
 7. A fee-in-lieu of parkland shall be negotiated as part of the Development Agreement. (completed)
 8. An assessment waiver shall be signed prior to the approval of the final plat, if there will be any assessments by Village.
 9. Any proposed street lights shall be installed and upfront costs to be paid by the Developer. The Village will assume long-term maintenance.
 10. All drainageways, drainage easement, and associated infrastructure shall be installed, graded and seeded prior to roadway acceptance.

11. All utilities, including but not limited to, sewer & water, storm sewer, gas, electric, cable, phone, shall be installed prior to roadway acceptance.
12. The Village Board shall accept the roadway prior to issuance of building permits and zoning permits.
13. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
14. All other improvements, including but not limited to, curb & gutter, concrete paving, sidewalks, shall be installed prior to issuance of building permits or zoning permits, unless the Village Board approves a Subdivision Development Agreement to allow for improvements to be installed at a later date.
15. A grading/drainage stormwater management plan and erosion control plan shall be reviewed and approved by the Village engineer and Village staff. (completed)
16. Benchmarks shall be set on all hydrant tag bolts.
17. All environmental corridors shall be clearly identified and setback lines to be indicated. (completed)
18. High-back, integral concrete curb shall be utilized rather than the mountable curb. (indicated on plans)
19. A 12-foot Utility Easement for the Village of Harrison shall be added to the front of all lots. (indicated on plans)
20. All water, sanitary, and storm laterals shall be stubbed into the lot a minimum of 6-feet. (indicated on plans)
21. All Storm Sewer Easements shall be 30-feet in width, all other drainage easement may be 20-feet in width. (indicated on plans)

Motion (Hennessey/Reed) to approve the Final Plat for Hidden Pines with the exemption of Preliminary Plat note #10.

Motion carried 6-0.

7) Items for Discussion

- a) Concept Plan – Mixed Use Development – Amy Avenue: Planner Mommaerts stated that he received a phone call from the developer, they are no longer looking at this, no discussion is needed.
- b) Report: Zoning Permits: 7 single family permits for the month, bringing the year to date to 22.

8) Next Meeting Date: Tentatively July 30 2019 at 6:00pm.

9) Adjourn: Motion (Fochs/Lincoln) to adjourn the meeting at 6:12pm

Motion carried 6-0.

Prepared by: Carie Krause, Deputy Clerk - Treasurer

Dated: June 26, 2019