



Special Planning Commission Meeting  
March 30, 2017  
5:00 p.m. Meeting

PRESENT: Gregg Bowen, Mayor Cegelka, Eric Johnson, Tim Hauptert, Anthony DeCarlo, Engineer Mike Henry, Law Director Mark Marong

## **NEW BUSINESS:**

### **REQUEST FOR APPROVAL OF A TREE CLEARING PERMIT FOR PERMANENT PARCEL NO. 991-22-102 LOCATED ON DIAMOND PARKWAY BY GEIS COMPANIES.**

Engineer Mike Henry reported; a request was submitted for tree clearing per Ordinance Chapter 1165.02 of the Village Code. Mike recommended the Planning Commission include some requirements. (Memo attached)

Mayor Cegelka confirmed with the Engineer; because of the deadline that is in place to clear trees due to the Indiana Bat issue, the only window to clear these trees is today and tomorrow. Mike Henry confirmed that if the reason the trees were being cleared was because of the bat issue, the trees would have to be down by tomorrow at midnight. Mayor Cegelka stated; Geis is prepared to start clearing tonight, with an extension of time. Mark Marong stated; section 509.09 (c) states the Mayor has the authority to extend work hours.

Matt Webber with Geis Companies was in attendance. Matt stated; timing is critical with this issue. If there is a formal application or letter that needs to be drafted to the Mayor for extended work hours one will be provided. In regards to the items the Engineer recommended, there is no issue with any of them. Some of the items will have to happen simultaneously rather than prior to the start of construction. He assured the Board all of the items will be addressed tomorrow, but will be in process of construction due to the timing. Mike Henry asked if they will be starting this evening. Matt stated; he is not sure if work will start this evening due to the time of night and lighting. Mike Henry stated; he would like a preconstruction video done so there is no question if there is or was any damage done to any area not under construction. Matt stated; the reason for the fast pace of this project is they have a tenant that is ready to move forward quickly for this site and should have plans quickly for the entire project. Mark Marong requested the Engineer add anything else the Village needs to safeguard against given the special nature of this request for the last minute submittal. Mike stated; along the southeast corner of the property there appears to have a stream and asked if it would be protected. Matt Webber stated; there will be a crew out tomorrow identifying the area. The areas to the east and south are at the top of the bank and any streams are down below that. Mike stated; the motion should state this does not include official approval of the site plan as submitted, that this is only for schematic purposes for site clearing. Eric Johnson questioned if the contractor gave any timeframe that the trees will be down. Matt Webber stated; they will be down tomorrow with the extended hours. Mark Marong stated; the Village Code, section 509.05 B states work can take place 7am to 7pm. The Mayor noted he would like to be notified if any time beyond what is granted is needed in case he needs to grant additional time. Tim Hauptert questioned; what happens if the project cannot be finished. Matt stated the intention is to get the project done tomorrow, given the amount of equipment the contractor has on site and given extended work hours.

Mayor Cegelka questioned if the 10 acre site next to Swagelok has a contract on it with Geis Companies yet. Matt stated; the phone call he received was to get ready to move and start moving dirt. Mark Marong questioned Mike Henry what needs to occur before the first tree is dropped. Mike needs the preconstruction video and a silt fence needs to be installed along the creek. Mike requested a current wetland delineation as part of the site plan approval. Matt stated; both will happen

tomorrow. Mike stated; if they do start tonight to start at the western side away from where the silt fence is to be installed.

The Mayor recommended if Planning Commission approves for construction to start tonight, to decide what the time they can work until this evening and needs written authorization first.

**Motion by Eric Johnson seconded by Tim Hauptert to approve a Tree Clearing Permit for PPN No. 991-22-102, predicated on the recommendations from the Engineer (attached), if work will be done past 7pm written authorization must be given from the Mayor, and no work is to be completed on the southeast corner of the property until the silt fence in installed. This motion does not include official approval of the site plan.**

**Yeas— Bowen, Cegelka, DeCarlo, Hauptert, Johnson  
5 yeas – 0 nays**

**Motion carried**

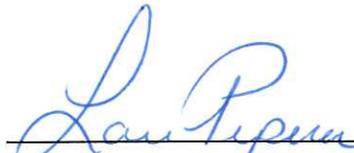
Mayor Cegelka stated; Engineering inspection will be on the property the whole time the project is going on.

There being no further business to come before the Planning Commission, motion by Eric Johnson seconded by Tim Hauptert to adjourn the meeting. Vote on the motion to adjourn was all yeas and no nays.

The meeting was adjourned at 5:27 p.m.



Planning Commission



Planning Commission Secretary-Lori A. Pepera

# MEMO

**TO: Glenwillow Planning Commission**

**FROM: Michael Henry – Village Engineer**

**DATE: March 30, 2017**

**PROJECT NUMBER: 17021**

**REGARDING: Diamond Parkway Tree Clearing Permit – East of Fastener Tool & Supply (PPNO – 991-22-102)**

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The above referenced project is required to come before planning for a permit as required per the Village Ordinance Chapter 1165.02. In consideration of approval, it would be recommended the Planning Commission include the following requirements:

1. Prior to the start of work, a preconstruction video of the public right of way shall be submitted to the Village. The limits of the preconstruction video should include Diamond Parkway from Victory Parkway to the end of the cul-de-sac both sides of the street – pavement, curbs, aprons, trees, inlets, tree lawn, etc.
2. All contractors affiliated with the tree clearing/hauling need to be registered with the building department to perform work prior to the commencement of the operation.
3. Section 1165.06(c)(1) requires a performance guarantee be put into place by the Planning Commission for the operation.
4. The owner shall put into place a damage deposit (\$4,000) prior to the mobilization of equipment.
5. The owner shall supply an engineering plan review (\$5,000) and inspection (\$5,000) deposit with the Village prior to the start of work.
6. No grubbing of the stumps, excavation or embankment will be permitted within the site. Silt fence shall be installed along the perimeter of the clearing limits parallel to the contours and delineating a twenty-five foot set back from the creek along the eastern side of the property.
7. All trees cut shall be removed from the site including limbs, branches and logs prior to completion of the work.
8. A construction entrance shall be installed in the location trucks and equipment enter the public right of way and concrete street. After completion of the work the entrance shall be removed and restored to its original condition. A street sweeper shall be readily available to assure the street is clean and free of debris. Inlet protection should be installed to protect the existing catch basins within the site drainage area.
9. Clearing limits and property lines shall be staked to confirm limits of clearing shown on the submitted plan.



10. Currently per section 509.09 (b) permits equipment operation Monday – Friday 7 am – 7 pm, Saturday 8 am – 4 pm and No operation is permitted Sunday and legal holidays. If you plan to work beyond those hours please refer to section 509.09 (c) and coordinate accordingly.

