

# **Technical Advisory Committee**

## **Meeting Minutes**

**Held via the ZOOM Meeting App due to Covid-19 restrictions**  
**March 4, 2021**

### **Call to Order**

**MEMBERS PRESENT:** Planning Director Ryan Crum, Town Engineer Mark Witsman, Public Works Commissioner Ron Crider, Vernon Township Fire Marshall Mark Elder, Plant Operator Steve Gipson, and Police Paul Casey.

Members Absent: Mike Cousins, Building Inspector

**OTHERS PRESENT:** Planning & Building Administrative Assistant Jennifer Pack

### **Approval of Minutes**

Motion made by Ron Crider to approve the minutes from the February meeting as presented. Seconded by Steve Gipson. Motion passed unanimously.

### **Project Reviews**

#### ***BridgeNorth Homes Concept Plan***

Mr. Crum presented the concept plan for the proposed BridgeNorth development. He stated that it still needs to go before the Plan Commission for rezoning approval, but Staff wants to start bringing plans up earlier to catch any red flag issues.

Chief Casey asked what is planned for the south side of the property. Mr. Crum stated that it would be an emergency access road only.

#### ***Breedlove Dobbs HVAC Development Plan***

Chief Casey had concerns about the narrowness of the road. Mr. Witsman noted that we would not widen the road to the south because of the railroad but stated that with the right of way given the road could be widened at some future date.

Chief Casey asked if the developer is aware of current and future issues. Mr. Crum said they are aware and that Staff has told them that access to 600 could be cut off at a future date with access only through Depot St.

Mr. Witsman said that he sent out his comments to Bill Kimberly. Mr. Witsman highlighted a few issues he has:

- 1) Town standards are not included on the plans.
- 2) Needs a plan profile for the main extension
- 3) Concerns with how the lateral is routed, specifically wants to eliminate the three 90's
- 4) Need a drainage report
- 5) Grading plan does not show any proposed contours. Wants it to show that it is tying into the inlet to the rear.

Mr. Kimberly asked about design standards for subsurface under drains in the swails.

Ron Crider had no comments.

Steve Gipson said that Mr. Witsman addressed his concern regarding the number of 90's in the lateral. Mr. Gipson stated that Town standards would not allow that.

Mark Elder did not have any comments.

Ryan Crum stated that he sent his comments a few minutes prior but does not believe there was anything to comment on.

Mr. Kimberly stated he was not aware he needed to do a drainage report at this stage. He was still gathering information about the tile, but that he is working on the report.

Mr. Crum asked Mr. Witsman if was okay to move toward the Plan Commission stage without the drainage report. Mr. Witsman said that it would be fine.

#### ***Villages at Brookside, Sections 14 & 15 Development Plan & Secondary Plat***

Chief Casey did not have any comments.

Mr. Witsman noted that he sent his comments. Noted that a common area and right-of-way with a previous section was not platted. He asked that gets done. Brett Huff stated that it would be done within the next week, Mr. Witsman noted that the BridgeNorth concept plan shows how they will connect to VBS and it needs to be done.

Mr. Witsman also noted:

- 1) Streetlights are too far apart and more need to be added
- 2) Mr. Witsman and Mr. Crider are concerned with the easements on the south property line. He noted that there is a tree conservation easement, a force main easement and a drainage easement. Most of those home will not have a backyard they can put a fence around. The concern is how to keep the residents informed when they purchase about what they can or cannot do. Mr. Witsman asked if a note could be put on the plot plans to notify the homeowners. Gary Carpenter noted that they could make contact the creator of the plot plans to make it happen.
- 3) Tree conservation easement overlaps with the force main easement. After a discussion, it was decided to reduce the tree conservation easement to 10 ft and add language noting that the Town can do need work.

Mr. Crider said that Mr. Witsman addressed his comments.

Mr. Gipson and Mr. Elder had no comments.

Mr. Crum stated that he is still working on his letter, but his comments are all standard comments that don't need addressed at TAC.

#### ***Leo's Market & Eatery Development Plan & Secondary Plat***

Chief Casey, Mr. Crider, Mr. Gipson, and Mr. Elder did not have any comments.

Mr. Witsman noted some details that conflict with town standards.

- 1) Include and reference town standards
- 2) Castings should be pulled out and apply to Town standards.
- 3) Along the North and East property line – should be a dual force main
- 4) Add note to air release structures to raise castings and set a pavement elevation
- 5) Offsite storm sewer (Structure #10) – there is a low area where the casting is and should be made a beehive to better drain the sport
- 6) Entrance plans for 600 W show a deceleration land that is shorter than what is allowed.

Mr. Crum noted that he sent his letter before the meeting started. Noting specific to note in the meeting.

Mr. Witsman noted that the access for the proposed fire station would be through an access easement on this site. He and Mr. Crum noted that the access needs to be shown.

Mr. Witsman, Keith, and Greg discussed the crossings and signal light for the crosswalk.

Mr. Crum asked if there is any benefit to include the fire station lot being described on the plat or is it a problem. After a discussion with Keith and Greg, Mr. Crum agreed to leave it off.

## **Announcements**

Next meeting April 1, 2021 if needed.

## **Adjournment**

There being no further business, meeting was adjourned.