

**CHESTERTON ADVISORY PLAN COMMISSION**  
**MARCH 18, 2021**  
**6:30 P.M.**

The meeting was called to order at 6:30 P.M. Present were members T. Kopko, S. Darnell, C. Hammar, D. Marchetti, J. Kowalski, J. Trout and president F. Owens. Town Engineer M. O'Dell, Town Manager D. Cincoski and Town Liaison K. Nevers were in attendance. Attorney C. Parkinson was present as legal advisor. The pledge of allegiance was recited.

**APPROVAL OF MINUTES**

Member J. Kowalski moved approval of the minutes from February 18, 2021 seconded by member T. Kopko and passed by unanimous voice vote.

**COMMENTS FROM THE PUBLIC- None**

**PRELIMINARY HEARINGS**

**Lake Erie Land Company, Coffee Creek Center Planned Unit Development 1<sup>st</sup> Addition, Phase B Lots 13 through 19 Primary Plat.** Attorney Kevin Warren was present as representation for the petitioner. He was accompanied by Keith Sharpe, Project Manager for Lake Erie Land Company and Scott Civanich from the Duneland Group. Attorney K. Warren told the board Lake Erie Land is looking to get Lots 13 through 19 in the Coffee Creek Center, Planned Unit Development, 1<sup>st</sup> Addition Phase B platted. They are looking to offer shovel ready lots. The proposed plat would move the development south of the project the board had approved in the later part of 2020. He respectfully requested the board to consider setting this item for public hearing at the April 15, 2021 meeting.

Town Engineer M. O'Dell said he is working closely with Scott Civanich from the Duneland Group to go through the hydraulics with their design. They will continue to go back and forth with comments and minor revisions. He found no reason not to set this item for public hearing at the April meeting.

Member J. Kowalski commented that he was happy to see LEL moving forward with the Coffee Creek development process. He wondered if there would be future amendments to the development.

Attorney K. Warren said they hoped that there would be future petitions to continue platting Coffee Creek Center. He told the board that much of the work they are doing right now is to get lots shovel ready. The progress is driven by the market and client interest. He said they would continue to give this board a heads up as things move forward.

Project Manager for LEL, Keith Sharpe commented that it would be great to move ahead and plat every road that they think is necessary. When you have a client driven project, sometimes

**CHESTERTON PLAN COMMISSION**  
**MARCH 18, 2021**  
**PAGE 2**

you end up with roads that have to be vacated because they don't suit the clients needs. They are moving forward very conscious of where roads will go.

Town Engineer M. O'Dell commented that it's better to come back and amend the PUD for a specific lot verses a platted area. He said it helps in the tracking of everything and it makes it easier to research.

Project Manager K. Sharpe said it's much easier to amend a lot for a client and not an entire addition or phase.

President F. Owens clarified that the entrance for Lot 15 would be at the intersection.

Town Engineer M. O'Dell said yes. That would be something they would talk about now that the revised drawings have been received. You can't subdivide Lot 15. They are considering a four way stop.

Member S. Darnell moved to set this item for public hearing at the April 15, 2021 meeting seconded by member D. Marchetti and passed by unanimous voice vote.

**CONCEPT REVIEW- None**

**PUBLIC HEARINGS- None**

**OLD BUSINESS- None**

**NEW BUSINESS**

**Olsen Farms, LLC, Easton Park Phase I, sidewalk Guarantee** Kathryn Harris was present as representative for Olsen Farms, LLC. She told the board their current sidewalk guarantee is going to mature on May 15, 2021. She distributed a spread sheet certified by Torrenga Engineering, Inc. with a breakdown of the public and private sidewalks. The spread sheet included both completed and remaining work. She respectfully requested the board to consider granting an extension and a reduction in the bond amount to \$84,180.80.

Attorney C. Parkinson clarified that a sidewalk guarantee is for a term of four years plus 6-month to completion. In the past bonds have been extended as well as reduced. He advised the board that they could agree to an extension, call the bond or require the sidewalks be installed in the next few months. If the board agrees to extend the bond the question would be for how long.

Town Engineer M. O'Dell expressed concern about extending the sidewalk guarantee past 24 months.

**CHESTERTON PLAN COMMISSION**  
**MARCH 18, 2021**  
**PAGE 3**

Attorney C. Parkinson told the board there isn't a formal petition to extend the sidewalk guarantee. Mrs. K. Harris was just looking for some guidance from the board. She felt that the completion of Phase I looked to be on track for completion anywhere from 18 to 24 months.

Town Engineer M. O'Dell said he would feel comfortable with an 18-month extension which would actually give them 24 months.

There was no action necessary by the board. This item would remain on the agenda until next month when the petitioner would submit their formal request.

Member J. Kowalski asked for an update on the Olthof Homes subdivision off of 1050.

Town Engineer M. O'Dell told the board there are currently 6 homes with temporary occupancy permits. He has given the developer until the beginning of May to install driveways because of the weather. Additionally, he estimated that they had released about 14 building permits there.

**MISCELLANEOUS BUSINESS**

Town Engineer M. O'Dell said that over the winter the department had gone through three binders which contain old bonds and letters of credits which the clerk's office receipts. Some of these items date back to the year 1997 and forward. He was interested in compiling a list of these items that potentially would need to be formally released by the commission.

Attorney C. Parkinson said some of these are maintenance guarantees so no formal action would be required but it would provide a track through the minutes and make sure they were formally released. This item would appear on the April agenda.

**ADJOURNMENT**

There being no further business before the board member T. Kopko moved adjournment seconded by member C. Hammar and passed by unanimous voice vote. The meeting adjourned at 6:57 P.M.

Respectfully submitted,

Gail A. Murawski, Secretary

Approved:

F. Owens, President