



## Pre-Construction Meeting Summary

---

PROJECT: Nelson Meadow Subdivision  
MEETING DATE: September 20, 2006  
TIME: 11:00 A.M.  
LOCATION: Public Works Facility (5101 Walnut Ave)

A summary of the discussion is shown under each item.

### **I. Introductions**

(A sign in sheet is attached.)

### **II. Permit status update**

Final sets of revised Engineering Site Plans are expected to be delivered to Public Works soon, incorporating the revised grading detail in the area of Catchbasin SB3. Payment of fees, donations, and security is required prior to permit issuance. The developer shall submit a fencing plan and construction parking plan per the discussion below. The fence and parking plans shall be reviewed and approved prior to the issuance a site development permit.

### **III. New site management standards**

A handout was given to the developer. Staff summarized several elements of the new standards, including site rules sign, contractor info sign, street sweeping, on-site dumpster, debris management, portable toilet, chain-link fencing and a \$5,000 site management cash bond for the subdivision.

### **IV. Construction schedule and sequence**

Anderson Homes estimated that 3 to 5 months would be needed for mass grading and utility installation. A desired start date has not yet been established. The detention basin must be completed as early in the project as possible. No building permits shall be issued until the basin is functional and approved by the Village.

#### **A. Fence and tree inspection sequencing**

Continuous chain link fencing (6 foot) is required around the entire site. Along the north side of the subdivision the fencing will follow the property line with driven posts. Along Carpenter, the fence shall be driven into the ground located approximately 5 feet from the road edge. South of the detention basin, fence posts shall be driven immediately north of the proposed path edge. Along Jefferson, the fence will be movable along the north right-of-way. The parkway trees along the south side of Jefferson will not be

fenced. Fencing along the west side of the site will generally follow the existing property line except where the Village Forester determines that alternate placement is required to protect right-of-way trees. The engineer will stake the back of curb along Brookbank to aid in the placement of the fencing. Brookbank Road fence crossings may be constructed with movable bases. The fence and tree inspections shall take place prior to the start of construction. The fencing will be in place until the site work is completed. Then the fence will be removed. Individual site fencing will be required as individual houses are constructed.

**B. Soil stabilization plan**

**1. Sequencing**

Lot 8 must be stabilized with sod, established turf, or seed erosion blanket prior to issuance of any building permits in the subdivision.

**2. Erosion control**

Silt fence will surround site. Measures must be taken to prevent problems at silt fence / access openings, particularly during the future individual lots where the access point is on the lower side of the lot. After the substantial completion of public improvements and mass grading (not including topsoil spreading),

**3. Vehicle tracking onto roadways**

When necessary, street sweeping must be completed along Public Roadways to remove sediment.

**4. Lot 8**

The detention facility shall be seeded and stabilized prior to the start of construction of any house. The developer was reminded that the Village Manager's office would review the individual site plan for Lot 8 prior to building permit issuance.

**C. Access and Parking**

All construction parking will be contained within the limits of the construction fencing. Anderson Homes will provide a parking plan prior to construction. The primary construction access route will be Carpenter Street. Brookbank Road may be utilized as an alternate when necessary for phasing of construction. Vehicles utilizing Brookbank Road will travel either (1) directly north to 55<sup>th</sup> Street or (2) north to Blanchard and west to Dunham Rd. To prevent excessive soil from reaching public roadways, haul trucks shall stay on paved roadways and stabilized haul roads to the maximum extent practicable.

**D. Utility service connection schedule and neighborhood impacts**

Any interruptions in utility service will be minimal and the neighbors will be given notice of scheduled interruptions. The Downers Grove Sanitary District does not anticipate a shutdown for this project. The Village anticipates water main shutdowns for existing residents on Jefferson and Brookbank at the time of connection of new water mains to the existing mains. Individual water services will also be shut off for several hours while each existing service is transferred from the old water main to the new water main. The contractor is required to notify affected residents 24 hours in advance.

**E. Inspection scheduling**

Public Works Right of Way Inspector will generally be on site approximately twice a day during active construction to witness utility installation. Trenches shall be inspected by Public Works prior to backfilling.

**V. Neighborhood meeting**

**A. Schedule**

The neighborhood meeting will be scheduled within the next few weeks. The developer will be invited. Developer will provide a planned sequence of construction activities for the meeting.

**B. Discussion of neighbors' questions via e-mail**

The Village Forester will field-determine proposed parkway tree species and locations to achieve the best fit within the constraint of parkway obstructions including street lights and driveways. Relocation of the street lights is not anticipated to create unacceptable excessively dark or light patches. The Lot 4 driveway may be relocated to Nelson Court, but this cannot be confirmed until future building permit issuance. Parkway trees on the south side of Jefferson Avenue should not require tree protection, as no parkway work is anticipated with the possible exception of limited curb replacement. The Village will determine if existing curb sections should be replaced by the Village prior to paving by the contractor. Parking by residents on grass rights-of-way is not permitted.

**VI. Pre-building permit requirements**

Public Improvements shall be substantially completed prior to issuance of a building permit for an individual lot. As-Built Grading Plan and detention calculations will be required prior to building permit issuance. Due to the special type of street lights to be installed, lead time may prevent the lights from being operational prior to the first building permit issuance. The developer anticipates construction of a model on Lot 11. Other requirements include installation of street signs, confirmation of substantial completion by Sanitary District, and IEPA water operating permit issued.

**VII. Final close-out**

When Public Improvements are accepted by the Village of Downers Grove a 2-Year maintenance security (letter of credit) shall be posted by the developer in an amount equal to 20% of the total cost of public improvements. Additional items for acceptance include final as-built survey, as-built detention volume calculations, completion of public improvements including punch-list items, waivers of lien from subcontractors, and certification from licensed engineer that public improvements were completed in substantial conformance to the plans.

**VIII. Open Discussion**

No general comments were made.

**IX. Development Improvement Agreement execution**

The Agreement was signed and forwarded to the Clerk's office for recording