

DEVELOPMENT CHECKLIST FOR ALL NEW SUBDIVISIONS



DEVELOPMENT CHECKLIST & CRITERIA

The design of our communities has a great impact on the public safety, health and the well-being of our residents. This checklist provides criteria, empirical evidence, and best practices for development in the Village of Harrison. Our goal is to encourage developers and decision makers to use this tool to help guide the development of neighborhoods that promote physical and mental health, encourage community engagement, and improve quality of life for all.

HOW TO USE THE CHECKLIST?

The Development Checklist is organized into six topical categories:

- 1) Active Design
- 2) Connectivity
- 3) Public Safety
- 4) Environmental Health
- 5) Community Cohesion
- 6) Access to Food, Services, and Jobs
- 7) Stormwater, Land use and other development principles
- 8) True Costs of Development

A summary checklist is followed by a more detailed catalogue of the checklist. For each checklist question, projects can assess their performance as follows:

- “COMPLIES COMPLETELY”
- “COMPLIES SOMEWHAT”
- “DOES NOT COMPLY”
- “N/A”

WHO SHOULD USE THE CHECKLIST?

Developers, planning staff, and decision-makers should use the Development Criteria:

- Developers should refer to the checklist as a guide for the design and planning of a project in the early stages, preferably before submitting an application for development review.
- Village Staff/Board can use the checklist to review development proposals and make recommendations to both developers and decision-makers. The checklist can also be used as part of the decision-making process to determine if new subdivision aligns with the Village’s goals.
- The Checklist is required as part of the Village of Harrison’s Land Division Application. Failure to complete and provide the checklist will result in slower processing of the land division application.

SUMMARY CHECKLIST

ACTIVE DESIGN

1. NEIGHBORHOOD AMENITIES. How well does the project support access to neighborhood amenities (e.g., convenience store, dry cleaning, community center, café, etc.) within reasonable walking distance from residential developments?

Complies
Completely

☐

Complies
Somewhat

☐

Does not
comply

☐

N/A

☐

2. PARKS AND OPEN SPACE. How well does the project incorporate a park or open space within reasonable walking distance of all residential development?

☐
☐
☐
☐

3. PEDESTRIAN ENVIRONMENT. How well does the project contribute to creating a safe and comfortable pedestrian environment for residents of all ages?

☐
☐
☐
☐

4. SIDEWALKS. How well does the project create or contribute to a network of sidewalks?

☐
☐
☐
☐

5. FRONTAGE DESIGN. How well does the project incorporate attractive, pedestrian-scale exteriors and massing to encourage walkability for people of all ages?

☐
☐
☐
☐

6. PHYSICAL ACTIVITY. How well does the project incorporate design features to promote the physical activity of all building occupants?

☐
☐
☐
☐

CONNECTIVITY

7. NETWORK. How well does the project leverage public open space, sidewalks, pedestrian amenities, bicycle facilities, and multi-use trails to connect safely and comfortably to surrounding neighborhoods?

☐
☐
☐
☐

8. WALKABILITY. How well does the project enhance walkability by providing a highly-connected street network?

☐
☐
☐
☐

9. BICYCLE CONNECTIVITY. How well does the project provide high levels of bicycle connectivity through a safe, well-marked and complete bicycle network?

☐
☐
☐
☐

PUBLIC SAFETY

10. INJURY PREVENTION. How well does the project foster injury prevention through the use of traffic calming features, such as bulb outs and speed humps, safe pedestrian crossings, and moderate roadway speeds?

Complies
Completely

Complies
Somewhat

Does not
comply

N/A

☐
☐
☐
☐

11. SAFE ACCESS TO SCHOOLS. How well does the project incorporate safe access to schools within a reasonable walking distance?

☐
☐
☐
☐

12. LIGHTING. How well does the project provide adequate neighborhood lighting to prevent crime and increase safety?

☐
☐
☐
☐

13. POLICE PROTECTION. How well does the project fit into surrounding neighborhoods with similar land use to minimize the need to expand police protection services?

☐
☐
☐
☐

14. FIRE PROTECTION. How well does the project minimize the need for additional fire protection or increased response times due to its location within the village?

☐
☐
☐
☐

COMMUNITY COHESION

15. PASSIVE SPACES. How well does the project incorporate spaces that facilitate social engagement?

☐
☐
☐
☐

16. RECREATIONAL SPACES. How well does the project incorporate facilities and access to a variety of recreational opportunities for all users?

☐
☐
☐
☐

17. COMMUNITY SPACES. How well does the project incorporate facilities and access to a multi-purpose community space accessible to the public?

☐
☐
☐
☐

ACCESS TO FOOD, JOBS, AND SERVICES

18. GROCERY. How well does the project integrate access to a full-service grocery store (e.g., sells meat, dairy, fruits and vegetables) within reasonable walking distance of all residents?

Complies
Completely

Complies
Somewhat

Does not
Comply

N/A

☐
☐
☐
☐

19. COMMUNITY GARDEN. How well does the project incorporate space for growing food onsite through community gardens, edible landscaping, or small-scale farming within a reasonable walking distance from residential development?

☐
☐
☐
☐

20. FARMER'S MARKET. How well does the project designate space or provide access to a farmer's market within a reasonable walking distance?

☐
☐
☐
☐

21. JOBS. How well does the project design promote shorter commutes and better access to jobs?

☐
☐
☐
☐

22. CHILDCARE. How well does the project support increased access to affordable and high-quality childcare?

☐
☐
☐
☐

STORMWATER MANAGEMENT

23. Stormwater Management. Has a preliminary design been studied as to how to handle stormwater management and meet Village and DNR requirements?

☐
☐
☐
☐

24. Water Retention Design. Does the project contain the largest amount possible of stormwater on the project site?

☐
☐
☐
☐

25. Stormwater Management Ponds. Are stormwater detention ponds being considered for the project?

☐
☐
☐
☐

TRAFFIC

26. Traffic Study. Has a traffic study been completed to determine the amount of new traffic generated as a result of the project?

☐
☐
☐
☐

27. Traffic Impact. How well does the project minimize the impact of traffic on existing Village streets? ☐ ☐ ☐ ☐

CONFORMANCE TO VILLAGE COMPREHENSIVE PLAN AND RESIDENT FEEDBACK

28.COMPREHENSIVE PLAN CONFORMANCE. Does the project conform to the Village's comprehensive plan? ☐ ☐ ☐ ☐

29.VISION AND RESIDENT PREFERENCES. Does the project align with the village's residents and does not create additional concerns from a local resident standpoint? ☐ ☐ ☐ ☐

OTHER PUBLIC SERVICES IMPACTED

30.PUBLIC WORKS EXPANSION. Does the project require the addition of the public works staffing/additional equipment to address items such as street maintenance and snow plowing? Applicant shall have a discussion with Village Operations Manager ☐ ☐ ☐ ☐

30.INCREASED ADMINISTRATION STAFFING. Does the project require the addition of additional admin staff. The applicant shall contact the Village Manager to determine answer. ☐ ☐ ☐ ☐

31.NEW TRAFFIC/ROAD COSTS. Does the project require new and future road costs for the village's capital improvements program? ☐ ☐ ☐ ☐

REVENUES ANTICIPATED

32.ANNUAL TAX REVENUE CALCULATION: _____ / \$1,000 x \$3.57 = \$_____
Expected Total Assessed Value Annual Tax Revenue

33. Are the Annual Tax Revenues sufficient to cover the additional costs the Village may see as a result of the development project? Yes/No. _____

OTHER NOTES
