

**PUBLIC WORKS ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**May 20, 2013**

**Committee Members Present:** Chairman Mike Collins, Jeff McKenney, Randy Hagens, Debbie Lane, Mike Selby, Brion Sargent, Elaine Kiehnle, Bill Knapp, Charlie Canfield, and John Walsh

**Committee Members Absent:** Alicia Formagus and Steve Hudson

**Council Members Present:** Tommy Stewart

**Staff Present:** Director of Public Works Bud Smallwood, City Engineer Bob Whaling, Community Development Director Robbie Corder, and Administrative Assistant Jodie Ledat

*1. Welcome and Call to Order*

Chairman Collins called the meeting to order at 8:02 am.

*2. Review and approve minutes of the January 14, 2013 meeting*

Chairman Collins called for approval of the January 14, 2013 meeting minutes. Bill Knapp moved to approve the minutes. Charlie Canfield seconded, and the motion was approved unanimously.

*3. Discuss sidewalk and ROW improvements for building permits in excess of \$10,000 in valuation*

Bud Smallwood introduced Robbie Corder, Director of Community Development, to the committee indicating he would discuss the item regarding sidewalk and ROW improvements referred to the committee by the City Council. Robbie Corder reviewed the current code requirements related to permits issued for work in excess of \$10,000.00. These requirements include the repair and / or replacement of defective sidewalk, installation of missing or non-existent sidewalk (when applicable), and the removal of any ROW encroachments. He indicated the code was initially created with the intent that remodels, additions, and new construction would trigger the sidewalk and ROW remediation, but the \$10,000 “trigger” amount is currently being met with many types of permits. Mr. Corder indicated that for some permitted work, for example, roof repair after a hail storm or the installation of a new water heater, the requirement for sidewalk and ROW improvements can be quite burdensome and can be a significant increase on project expense.

Mr. Corder discussed staff recommendations which included removing the appeal process for sidewalk installation and amending the defective sidewalk code to resemble the ROW encroachments code.

Discussion ensued among the committee members. It was determined the committee will recommend the \$10,000 threshold be removed from permits for the Repair / Replace

category / work class, i.e., replace a water heater. The \$10,000 threshold will remain in place as a trigger for sidewalk replacement / installation and for ROW remediation for permits in the following categories / work classes: New Construction, Remodels, Additions, Concrete, and Fences. The committee also recommended removing the appeal process from the code section regarding sidewalk, and to match the code language between the sidewalk and ROW encroachments.

In an effort to keep the meeting within its one hour timeframe, Chairman Collins asked the proposal be emailed to the committee and that votes be made via replies to the email.

#### *4. Update of current Public Works projects*

Bud Smallwood updated the committee on projects 47017 – Mile per Year Tulane, 49260 – Paving and Drainage Miscellaneous Locations, 49210 – University / Boedeker Paving, 47230/47240 – Mile per Year Lomo Alto and Douglas, and 47030 – Mile per Year San Carlos / Potomac and other alleys.

#### *5. Schedule next meeting date: proposed date – Monday, August 19, 2013*

Chairman Collins indicated the August meeting date should probably be re-scheduled to an earlier date in order to address the Council recommendation regarding sidewalk and ROW improvements.

Chairman Collins adjourned the meeting at 9:02 am.

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Michael Collins, Chair  
Public Works Advisory Committee