



**PUBLIC WORKS COMMISSION**  
Regular Meeting

Date: July 2, 2012

Meeting Called to Order: 5:30 p.m.

Meeting Adjourned: 6:30 p.m.

**Present:** Jo Beth McFadden, Richard Morton, Robert Wells, Mike Riedmuller, Kenneth Brink, Martin Karol

**Staff Present:** Bob Goebel, P.E., Public Works Director; Pam Hutton, P.E., Assistant Director of Public Works; Dan Sailer, P.E., Engineering Manager; Keith Johnston, Plan Review Engineer; Linda Angus, Administrative Supervisor

**Absent:** Bob Washburn, Joe Procopio (Council Rep)

ITEM/SUBJECT	ACTION/BY	DISCUSSION/REPORT
Call to Order		Chair Jo Beth McFadden called the meeting to order. A quorum was present.
Public Comment on Items Not on the Agenda		None
Minutes	Motion made by Commissioner Martin Karol; seconded by Commission Mike Riedmuller	It was motioned, seconded and approved by the Public Works Commission to accept the action minutes of June 4, 2012. Motion carries unanimously.
Approval of the Transportation Design Criteria Manual – Keith Johnston		Keith Johnston, Plan Review Engineer, presented this item to the Commission. This new Transportation Criteria manual has been developed to update the transportation elements in Section II of the Public Works Regulations that was adopted in 1999. In 1999, Public Works and Utilities were one department so it made perfect sense to have all the criteria for utilities and transportation to reside in one manual. But in 2002, Public Works and Utilities split into two departments so it was a little awkward to still have the utilities criteria within the Public Works Regulations. Then in 2006-07, the Utilities Department developed two new manuals, GESC (Grading, Erosion and Sediment Control) and the Stormwater manual and, at the same time, the old content was in the 1999 Public Works Regulations so it resided in two spots except the material in the 1999 regulations was invalid which made it confusing to developers and the like. To add to all this, the needs of the residents, developers and Town staff had since evolved. Residents desired walkable/rideable communities and slower traffic within their neighborhoods while developers wanted to have the opportunity to meet the needs of these residents/communities and also wanted to have more flexibility within the regulations. The Town wanted to be able to accommodate both of these requests. This criteria manual would be used by owners and consultants to design everything within the public right-of-way (streets, sidewalks, street lights, etc.).

		<p>The 1999 Public Works Regulations consisted of three sections:</p> <ul style="list-style-type: none"> <li>• Section I consisted of policy and procedures. This told the developers what was required on the plan sets, what the fees were, variance applications, inspections, and the processes of conveyance and acceptance. These procedures will move into a new manual called the "Development Procedures Manual" which will be backed up by the Municipal Code. Section I of the current Public Works Regulations will be replaced by this new manual. It will be a "how-to" for developers and is being separated because it applies to all the utilities manuals and the transportation criteria manual.</li> <li>• Section II was the design criteria for transportation, water, sanitary sewer, stormwater, etc. This section will be replaced with separate design criteria manuals for transportation, water, sanitary sewer, stormwater and GESC. As mentioned before, the stormwater and GESC manuals have already been adopted and will have some minor changes. The water and sanitary sewer criteria manuals are being developed at this time.</li> <li>• Section III was the construction methodology and materials. This also applies to both utilities and transportation. The content in Section III will remain unchanged at this time but will be renamed and become a stand-alone document. This is scheduled to be revised within the next year or so.</li> </ul> <p>Keith touched on notification and outreach efforts and thanked the Economic Development Council (EDC) for all their hard work in reviewing all the technical manuals. A developer/consultant/Town staff team was organized by the EDC and met twice/month for the last several months to develop the updates and review these manuals. Also, over 100 referrals were sent out to agencies, jurisdictions, and other consultants which allowed a lot of people have had the opportunity to look at the new manuals. The referral period ended on June 21 and staff is currently working through the comments that were received.</p> <p>A public open house was advertised on the website along with invites sent to HOA representatives and the Public Works Commission. Staff also went to a Planning Commission study session in May to get their input.</p> <p>Some of the new criteria that will be included in the new manual include:</p>
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	<p>Motion made by Commissioner Robert Wells; seconded by Commission Martin Karol</p>	<ul style="list-style-type: none"> <li>• Roundabouts will be addressed - Currently, developers are encouraged to put in roundabouts but the new manual will give the Town the opportunity to require these in a new development. A reference guide entitled "Roundabouts Guide" by the Federal Highways Administration will be used to guide the developer in the construction of these.</li> <li>• Neighborhood Traffic Management – Currently there is a "Traffic Calming Policy" that addresses this but instead of having to retrofit these into a completed development, the Town now will work with the developer to make sure these are addressed during the design of the development.</li> <li>• New typical cross sections for local residential, collector (both minor and major), and arterials – The new manual will offer more flexibility with wider sidewalks, narrower roads, etc. Also, bike lanes will be required on all arterials.</li> </ul> <p>This new criteria manual will provide us better operation of our roadways with the safety aspect still being maintained.</p> <p><u>Questions/Comments</u></p> <p><i>Cost of a roundabout vs. signals?</i> The roundabout is more costly initially to be installed but because you don't have the equipment, power and maintenance that is associated with a signal, the overall life cycle of the two is comparable; but the benefits of a roundabout is more consistent throughout.</p> <p><i>Commission questioned the safety aspect of the narrower roadway.</i> Staff responded that in the local residential areas where these roadways would be narrower, it actually will assist in calming traffic. Also, you need to be aware that traffic volumes are lower in those areas.</p> <p><i>When detached walks are installed, who would own the sidewalk?</i> The residents will be responsible for keeping the sidewalks clear of snow and ice as it is now. The Town would maintain the sidewalk as far as taking care of cracks and/or damage done by wear and tear. The residents would also be responsible for the maintenance of any landscaping installed at the back of curb and sidewalk area.</p> <p>Staff is looking at presenting this item to Town Council around September/October 2012.</p> <p>It was motioned, seconded and approved by the Public Works Commission to recommend that the Town Council adopt the Transportation Design Criteria Manual. Motion carries unanimously.</p>
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<p>Projects Update – Bob Goebel</p>		<p>An overview of the current Public Works projects/ programs was provided to the Commission in their packets. Questions/comments from the Commission are listed below:</p> <ul style="list-style-type: none"> <li>• The Town continues to go through the legal process for eminent domain for the N. Meadows Extension project to be able to get temporary access to the property for the drilling of test holes so that soils investigation can be accomplished.</li> <li>• <i>Regarding the crack sealing completed in areas previous to the slurry seal – there was a missed opportunity on Live Oak. In the area where the asphalt meets the curb and gutter; grass/weeds are growing up through the cracks. There will be another opportunity to seal those in the fall when the crack sealing program starts again.</i></li> <li>• <i>Commission wanted to know if staff had come to a conclusion regarding why no bids were received for the Bridge Improvement Program. Staff is still contacting contractors but feel that due to the small scope and late bid date attributed to no bids being received.</i></li> <li>• <i>Commission asked about the status of the Taxi Voucher Program. Staff will present a budget analysis at the Commission meeting next month.</i></li> </ul>
<p>Council Comments – Joe Procopio</p>		<p>Absent</p>
<p>Commission/Staff Comments/ Concerns</p>		<ul style="list-style-type: none"> <li>• Commissioner Morton wanted to remind everyone about the zero tolerance for the ban on fireworks this year due to the high fire danger.</li> <li>• The Commission wanted to thank the Town for the appreciation dinner. The venue and food was wonderful and they appreciated the donations from Rockyard and Bubbles!</li> </ul>
		<ul style="list-style-type: none"> <li>• There being no further business, the meeting was adjourned. Next meeting August 6.</li> </ul>