

Development and Engineering Advisory Board Meeting
May 6, 2021
2:30pm - 4:30pm
Public Service Center
Meeting held by Microsoft Teams

Board members in attendance: Eric Golemo, Andrew Gunther, Seth Halling, Jaime Howley, Mike Odren, Don Russo, Dan Wisner, Terry Wollam and Jeff Wriston

Board members not in attendance: Nick Flagg,

County Staff: April Furth, Ejaz Khan, Rob Klug, Mitch Nickolds, Shannon Nashif, Dianna Nutt, Oliver Orijako, Ali Safayi, Greg Shafer, Rod Swanson, Melissa Tracy

Public: Gary Vance and Justin

Call to Order: 2:33 pm

Administrative Actions:

- Introductions
- DEAB meeting is being recorded and the audio will be posted on the DEAB website.
- Review / adopt last month's minutes (adopted)
- Review upcoming events: COUNTY COUNCIL Work Sessions every Wednesday; COUNTY COUNCIL hearings first and third Tuesdays
 - Shafer: Council Hearings on the 1st and 3rd Tuesdays are continuing to be virtual.
 - Shafer: Planning Commission, no scheduled May meetings
- DEAB member announcement:
 - None

Development Related Submittals to Traffic Section

Presentation: Klug\Khan

- Uniformity on how the Traffic Plan Submittal is viewed
- Engineers and Applicants are generally not familiar on county guidelines for signing and stripping before submittal.
- T12 is how the signing and stripping should look like.
- T2.0 needs to be submitted. Traffic approval block needs to be included
- Whoever approves the plan it needs to be stamped by the professional engineer and they take the responsibility for the plan
- Signing and stripping should be a legible document.
- If you change a sign on the stripping it needs to reflect what is happening up stream or downstream and just show it isolated.
- Intersection template needs to be on a separate document.

Permit Center Updates

Presentation: Furth

- Reduce submittal time and process with some customer service add in it

- 8 weeks for making your first appointment is now reduced to 2-3 weeks with revision and leans being mostly done the next day. Revisions can go up to 4 days out.
- Live person answering the phones. Getting about 100 call a day.
- By customer request. Limit the wait by car and campus for your appointment. Now you can drop off plans and will get a call the next day after they reviewed it.
- Eliminating drop off time slots. Instead it's a drop of window time slot. 8am-12pm or 8am-2pm.
- Removes late fee charge but still have the no call no show fee.
- They are sending out reminder for appointments 2 days in advanced before the appointment. This helped reduce the no call calls no shows from 25% to 5%.
- Working on what is holding up permits. They are going to start looking at them before they get to submittal. A preview to make sure they have everything they need.
- Reviewing on time and constants on review and submittals trying to work on a balance schedule. This should be taking place in 3 weeks.

Sight Distance Triangle Easements

Presentation: Safayi

- AKS issue with the sight distance easements are resolved, and Permit Services are on the same page
- Sight distance easements require a survey or PE certification. Reason for that not all intersections are flat.
- Memo went to permit services to allow them to be in the easement provided someone certifies it that they are above the 8.5ft, which is code requirement.
- Dealing with driveways in the sight distance. Asked all consultants to address it during final engineering.

Public Comments

- None

Meeting adjourned: 3:27 pm

Meeting minutes prepared by Shannon Nashif

Reviewed by Greg Shafer