DEVELOPMENT REVIEW BEST PRACTICES & OVERCOMING ADMINISTRATIVE HURDLES

Jason P. Lietha, P.E.
Vice President/
Madison Office Manager
Ruekert & Mielke, Inc.

Christopher M. Genellie, P.E., CPESC, CPSWQ
Senior Project Engineer
Ruekert & Mielke, Inc.

Ruekert · Mielke

Agenda

Introductions & Welcome	10:00-10:10
Review & Preconstruction Phase	10:10-10:50
Lunch	10:50-11:05
Construction & Post Construction Phases	11:05-11:45
Questions	11:45-12:00

REVIEW FOR PRECONSTRUCTION PHASE

Jason P. Lietha, P.E.
Vice President/Madison Office Manager
Ruekert & Mielke, Inc.

Ruekert · Mielke

Review Process

- Includes:
  - Land usage
  - Zoning
  - Utilities
  - Affects on roads, sewers, fire safety, water supply, etc.

Review Outcome

- Community Growth
  - Responsibility
  - Safety
  - Sustainability

Open Discussion

- What processes work for you?
- Save questions for open discussion at the end of the presentation

Three Major Components

Preconstruction

Construction

Post Construction

PRECONSTRUCTION PHASE

Jason P. Lietha, P.E.
Vice President/Madison Office Manager
Ruekert & Mielke, Inc.

Ruekert · Mielke

Why is Good Practice Important?

- Promotes Consistent, Efficient, and Thorough Review
- Develops Responsible, Sustainable, and Safe Communities

Community Approach

- Competing for Best Economic Development
- Each Community has a Process
  - Large variation of approaches
  - Each community has to tailor the process to them
    - Simple to Complex
      - Online tracking
      - Sign-off approvals
- Structured Process

Meet "The Team"

- City Staff/Consultants
  - Planner
  - Utility Superintendent
  - Public Workers
  - Engineers
  - Attorneys
  - Zoning Administrators
  - Police/Fire Chief
  - Others…?

What Needs Review?

- Building Permits
  - New site construction plans
  - Conditional Use sites
  - Existing site modifications
    - Plan amendments / modifications
- Includes Residential Properties
  - FEMA
  - Erosion control
- Subdivisions
- Commercial / Industrial Sites
- Large Campuses

New Subdivisions

- Subdivision Development
  - Preliminary / Final plats
  - Subdivision plans
  - Storm water management plans
  - Development agreements
  - Letter of credits

Site Plan Approval

- Subdivision Development
  - CSM
  - Grading plans
  - Utility plans
  - Lighting / landscape plans
  - Storm water management plans
  - Development agreements

Preapplication Meetings

- Development Team
  - Key members
    - Consistent, regular appointments
  - Presentation
  - Outlining of the application processes
  - Scheduling
  - Permit requirements
  - All teammates have access to same information

The better informed and prepared the applicant is, the better you can serve them.

Pitfalls

- Applicant Allowances
  - Incomplete applications
  - Control of scheduling
- Incomplete Revision Data
  - Time stamps (including revisions)
- Late Submittals / Quick Turn Arounds
- Realistic vs Idealistic Expectations
  - Why did 3 pages of comments take 5 days?

Pitfalls (cont.)

- No Formal Submittal / Review Schedule
- Lack of Control Over Team
  - Slow response time / no communication schedule
    - “Provide comments by ...”
  - Rogue team members
    - Communicating separately / in a vacuum
    - Contradictory comments
    - Unrealistic / exorbitant requests by applicant

Management: Good Practices

- Point Person
- Accurate, Complete Forms
  - Update as needed
- Good Communication
  - Feedback
  - Direction

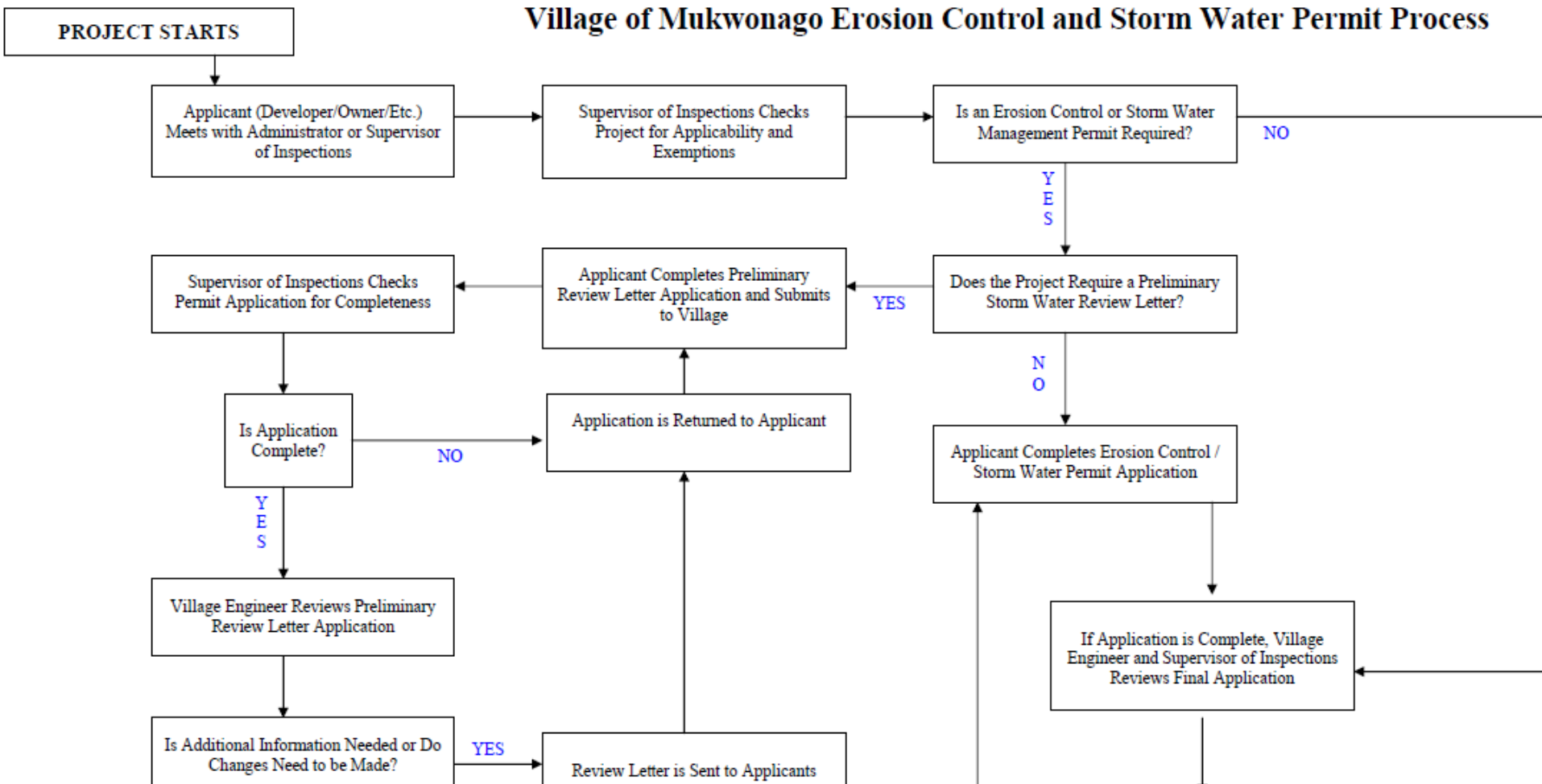
Examples of Good Practices

- Permit Tracking Software
  - Active permit tracking status software

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	May 3 2018
Engineering Review Main Office	Pending	_	N/A
Fire Review	Add'l Info Req'd	William Sullivan	Apr 27 2018
Lighting Review	Approved	Steve Rewey	Apr 25 2018
Metro Review	Approved	Timothy Sobota	Apr 23 2018
Parks/Forestry Review	Approved	Kathleen Kane	May 1 2018
Planning Review	Pending	_	N/A
Zoning Review	Pending	_	N/A

Examples of Good Practices

- “Flow Chart or Diagram”



Examples of Good Practices

- Organization Documents

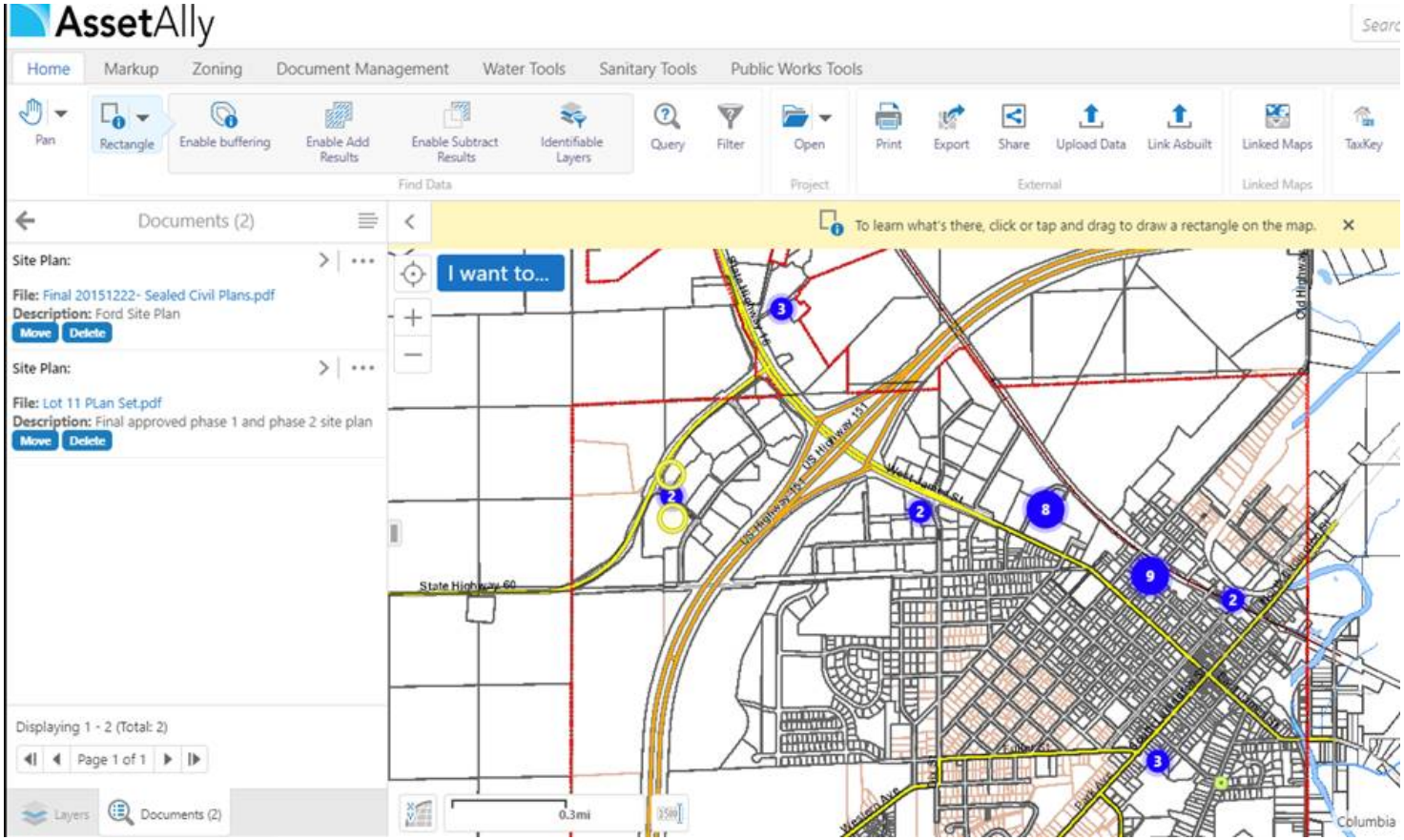
DEVELOPMENT	CARDINAL ESTATES	HIGHLAND RIDGE PHASE 1	HIGHLAND RIDGE CONDOS PHASE 1
PLAT OR CSM NAME	CARDINAL ESTATES PLAT	HIGHLAND RIDGE PLAT	THE COMMONS AT HIGHLAND RIDGE CONDO PLAT
EXISTING DEFERRED ASSESSMENT	NO	NO	NO
DATE DEVELOPMENT AGREEMENT APPROVED	4/3/2006	6/29/2005	12/5/200
FINAL PLAT APPROVAL BY COUNCIL	12/6/2005	11/21/2006	4/3/200
FINAL PLAT RECORDED	10/30/2006	12/2/2005	12/28/200
DATE DEVELOPMENT AGREEMENT RECORDED	N/A		
NUMBER OF LOTS	36	45	
LAND AREA	21.5 AC +/-	20.5 AC +/-	11.25 AC +,
LENGTH OF ROADWAYS	1,930 LF	2,950 LF	1,000 L
ZONING	R-2	R-2	R-
IF PUD - DATE COVENANCE RECORDED	N/A	N/A	
LETTER OF CREDIT ORIGINAL BALANCE	$993,927.25		
DATE OF REDUCTION	2008 (original) 07/01/10 ($100,000)	2006 (original) 10/31/10 ($25,000)	
REDUCED INTERIM BALANCE	$100,000	$25,000	$
	$0 (ALLOWED TO	$0 (ALLOWED TO	$0 (ALLOWED T

How to Manage Historical Information

- A Place to Store Historical Approvals
  - Historical information can help expedite reviews
- Database
- Find a Method that Stands the Test of Time

Examples of Good Practices

- Parcel Based Program (GIS)



Consideration

- Review Materials
  - Keep up-to-date
    - Applications
    - Ordinances
      - Review if not updated recently
      - TMDLs / rainfall updates
    - Standards
      - Technological advances
        - Solar panels
        - Wind turbines
        - Green roofs
        - Low Impact Development / Conservation Development

Technology

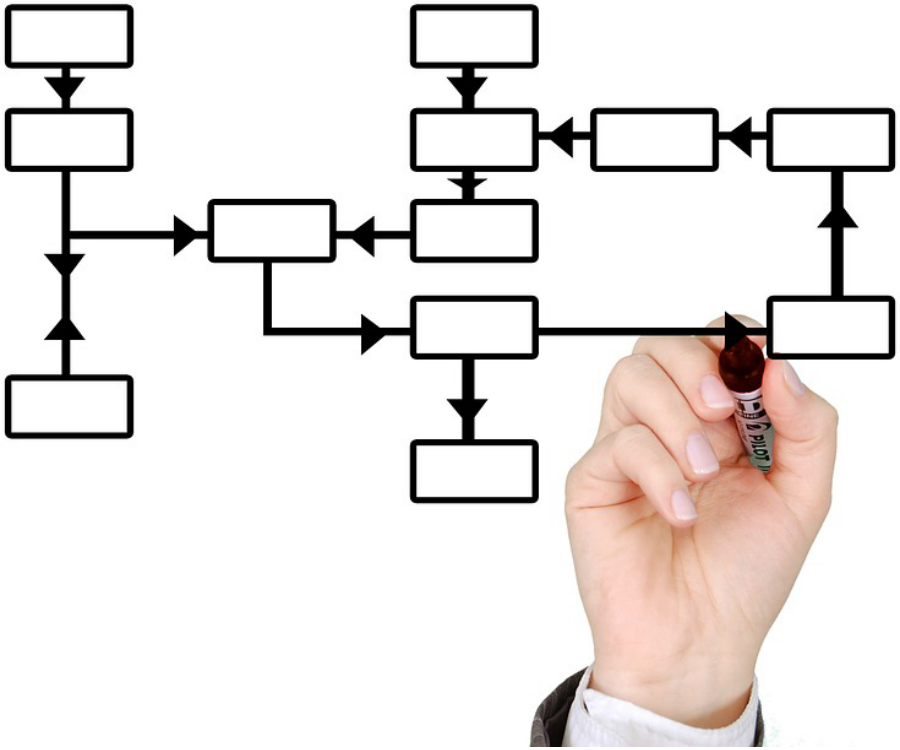
- Keep Up-To-Date with Changes
  - Sustainability standards
  - Planning standards
    - Downtowns
    - Mixed use
    - Parking
  - New floodplain mapping

Consistency

- Checklists
  - Method development
  - Validation
- Reject Applications
  - Improperly submitted
  - Incomplete
- Resubmittals
  - Revision dates
  - Completed
  - Submitted to correct contact

Accessibility

- Website Resources
- Process Definitions
- Online Form and Permit Access
  - Electronic fill-in

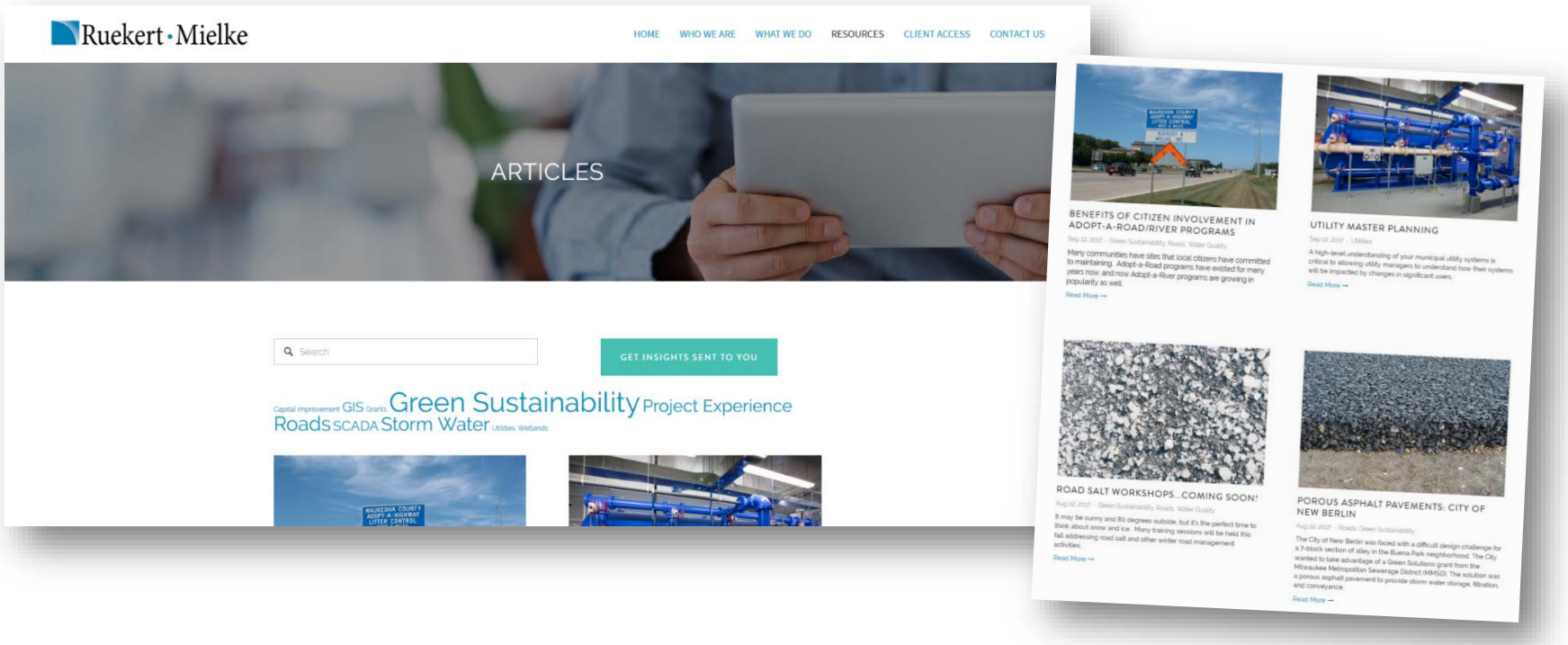


Reviewing Fees

- Fee Structure
  - Up-to-date?
- Outside Consultation / Supplemental Reviews
  - Covered costs?
- Complex Reviews
  - Supplemental fee?
  - Application fee?
- Community Staff
  - Time reimbursable?

Infrastructure Insights to Enhance Your Community

- Learn more from our experts at: **ruekertmielke.com/articles**



CONSTRUCTION PHASE

Christopher M. Genellie, P.E., CPESC, CPSWQ
Senior Project Engineer
Ruekert & Mielke, Inc.

Ruekert · Mielke

Authorization

- Questions to Answer Before Allowing Construction:
  1. Complete list of items to be tackled / approved pre-authorization?
  2. Early start grading?
     - If so, what are necessary steps?
  3. Allow footing / foundation separate from building permits?
  4. Everything consistently and clearly communicated to both the team and applicant?

Authorization (cont.)

- Preconstruction Meeting
  - If applicable
- Review Fees Paid
- Plat / CSM Recorded
- Signed Agreements Returned
  - Storm Water Management Agreement
  - Developers Agreement
- LOC Provided

Permits

- Verify All Permits Are in Place
  - Federal
    - Wetland permits
  - State
    - WDNR sewer
    - WDNR water
    - WDNR storm water
  - Local
    - Work in right-of-way
    - Connection to utilities

Erosion Control

- Determine Responsible Party
  - Periodic site visits
  - Acquire forms (if applicable)
  - Comply with local ordinances.
    - Local Inspections

Examples of Good Practices

- “Electronic inspection software”

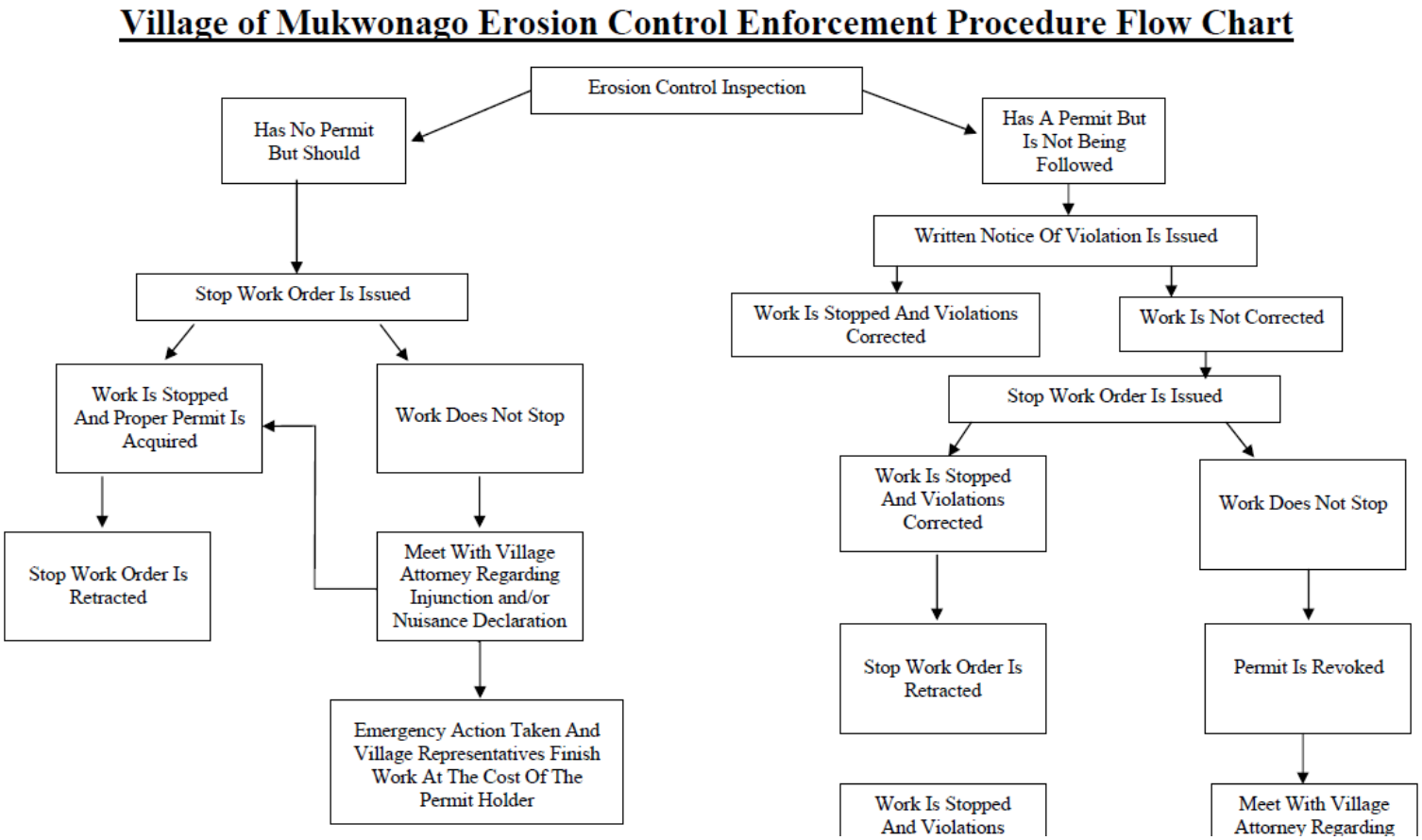
Name: Entrance Protection -- Stone Tracking Pad

Required: Yes **Inspected:** Yes

Status: Inactive **Condition:** N/A

Description: Install and maintain stone tracking pad to eliminate tracking of sediment from construction sites in accordance with WDNR Technical Standard 1057.

Examples of Good Practices



Ruekert · Mielke

DNR

- **Always** Be Prepared for the DNR
  - Beware the DNR audit!
    - Worse than IRS?
  - Create written processes
  - Document everything
  - Inspect, report, enforce, document

Storm Water Construction

- Observation of Grading and Basin Construction
  - Verify proper construction of volumes / elevations
    - Frequently differs from approved plans
      - Revealed by as-built data records
    - Communities may require as-built certification
  - Municipalities may take-over facilities
    - Volume is critical
      - Directly affects life-span

Utility Construction

- Observation of Underground Utilities
  - Ensure proper construction / testing
  - Document any / all changes
    - Common with most projects
  - Obtain records
  - As-built plan requirements
- Residential and Commercial Sites

Administering Letter of Credit

- Wisconsin Act 243
  - "The developer's act"
    - Sets "substantial completion"
    - Identifies max amount of "contingency"
    - Explicitly excludes:
      - Fees charged by the community
      - "Land disturbing activities that are necessary to achieve the desired grade for public improvements"
    - Allowed items:
      - Performance bonds
      - LOC
      - Combinations

Letter of Credit (cont.)

- Responsibilities
  - Reduce
    - Per the Development Agreement
  - Request
    - Lien waivers
  - Review
    - Progress vs. Request
      - Is the request reasonable given the work completed?

POST CONSTRUCTION PHASE

Christopher M. Genellie, P.E., CPESC, CPSWQ
Senior Project Engineer
Ruekert & Mielke, Inc.

Ruekert · Mielke

Occupancy

- Residential / Commercial / Industrial
- Confirm All Provided Requirements
- Avoid Temporary Occupancy
  - Certain circumstances permitted
    - E.g. Weather related

Acceptance

- Subdivision
  - Outlined by Development Agreement
  - What is your formal process?
- Walk-Thru Punchlist
  - Punchlist checklist
  - How do you avoid extraneous punchlist follow-up inspections?

Example

Ruekert/Mielke, Inc
Storm Water Management Plan Review
Standard Review Checklist

Project Name: _____
Submitted by: _____ Submittal #: _____
Date Received: _____ Date Reviewed: _____
Reviewer: _____ R/M Project #: _____

Item	Description	Yes	No	N/A
1.	Verify municipality ordinance and applicability of ordinance to development			
	Some ordinances are located at http://www.municode.com/			
2.	Name, address & telephone number			
	Landowner			
	Developer			
	Project Engineer			
3.	Legal Description			
4.	Verify a Wisconsin Professional Engineer stamped and certified plans and computations			
5.	Pre-Developed Site Plans			
	Site location			
	Verify zoning (City, Village, or Town, & County) of the site			
	Legal property description			
	Location of existing wetlands, isolated natural areas, primary environmental corridors, lakes, streams, channels, and ditches on or adjacent to the site			
	Location of 100-year floodplain limits			
	Well locations in and within 1200 feet of the site			
	Soil types identified			
	Hydrologic soil groups identified			

Example

INSPECTOR SECTION									
No.	Description	Yes		No		N/A	Date	Ini.	Comment
1.	**All inspection reports are complete and properly filed?** (Reports must be submitted daily)								
	Erosion control								
	Roads/curbs/walks								
	Sanitary sewer								
	Storm sewer								
	Water								
No.	Description	Yes		No		N/A			
2.	**All utility test reports are complete and properly filed?**								
	Water main pressure								
	Water main continuity								
	Safe water sample								
	Sanitary air								
	Sanitary mandrel								
	Sanitary TV completed								
No.	Description	Yes		No		N/A			
3.	**All punch lists have been completed?**								
	Interim								
	Final								
No.	Description	Yes		No		N/A			
4.	**All working drawings are complete and properly filed?**								
	Push pins added								
	Lateral information added								
	All elevations added								
No.	Description	Yes		No		N/A			
5.	**All photos have been properly filed?**								
No.	Description	Yes		No		N/A			
6.	**System start-up checklist is complete and properly filed?**								
No.	Description	Yes		No		N/A			

Storm Water Post Construction

- Basins
  - Free of all sediment
  - Corrections match the approved plans
  - Storm water management agreements
    - Properly recorded?
    - Amended by as-built data/certification?
  - Who’s your storm water champion?

Don’t forget the MS4

DNR audits coming to a community near you!

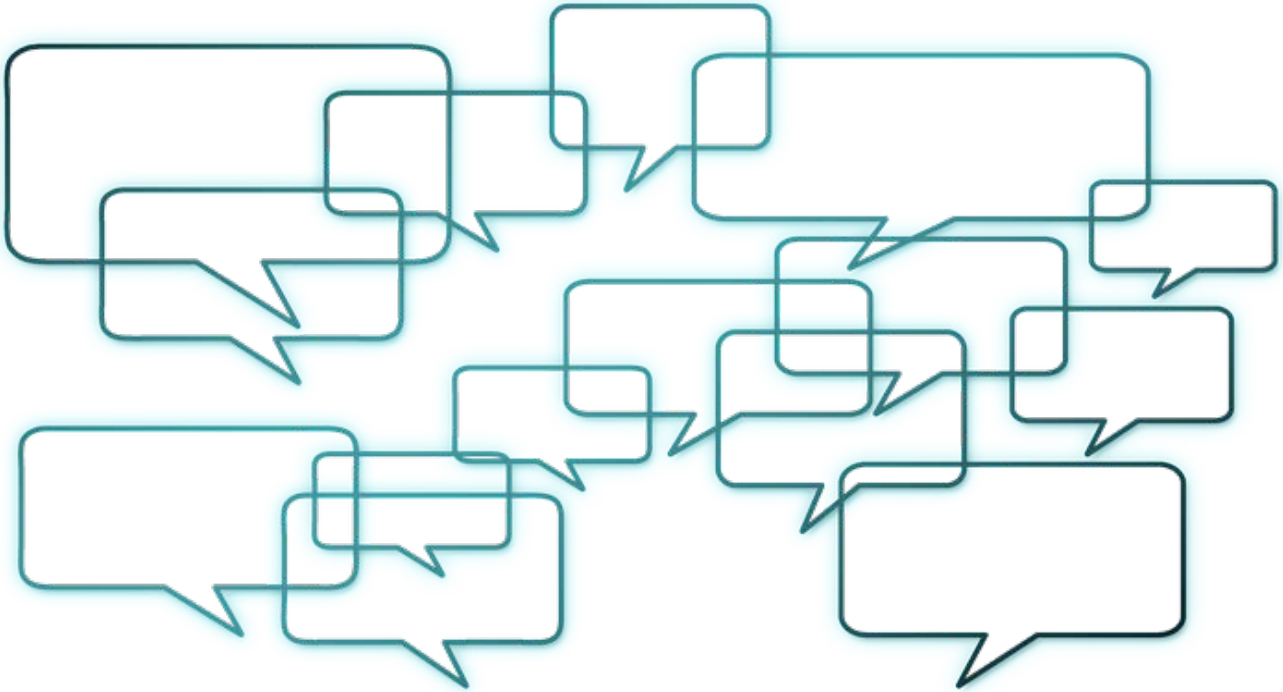
- Municipal Separate Storm Sewer System
  - Review your processes
  - Specifically document the review processes for erosion and storm water permits, including:
    - Development review
    - Construction review
    - Post construction review
  - Are you satisfying the permits’ minimum requirements?

MS4 (cont.)

- Single Family Erosion Control Inspection and Enforcement Process
  - Building inspector responsibilities:
    - Periodic inspections
    - Documentation of inspections
    - Enforcement process/flow chart/check list
    - Documentation of enforcement actions

Open Discussion

- What processes work for you?
- Stories to share?



QUESTIONS?

Jason P. Lietha, P.E.
Vice President/
Madison Office Manager,
Ruekert & Mielke, Inc.

Christopher M. Genellie, P.E., CPESC, CPSWQ
Senior Project Engineer,
Ruekert & Mielke, Inc.

Ruekert · Mielke

Save the Date

May 23, 2018

GIS USER GROUP: Waukesha

R/M Waukesha, Conference Center

May 23, 2018

WEBINAR: Long-Range Capital Improvement Planning

Online

Ruekert · Mielke

Thank You!

We appreciate your feedback.
Watch for the survey.

(Please indicate on survey if you'd like a PDH certificate.)

GIS BLOG

Constant Contact