

UDO and City Code Amendments for Restructuring of the Design & Construction Manual

Staff Presentation to City Council

June 9, 2020



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Current DCM Structure

- **Legislative portions**
 - Process, applications, permits
 - 19 ordinances from 1992 to 2016
 - Amendments require Council action
- **Administrative portions**
 - Materials, methods, details, design criteria
 - Administrative amendments by staff

Goal for DCM Restructuring

- Separate Legislative and Administrative functions
- Legislative functions → **UDO**
- Administrative functions → **DCM**
- Modernize and update all requirements and procedures
- Retain process for changes to materials, methods and details in DCM, keep design criteria in DCM
- Improve related requirements: security for public improvements and insurance

Process for DCM Restructuring

1. Amend UDO & City Code to incorporate Legislative functions from DCM (process, applications, permits, insurance)
2. Amend DCM to cover only Administrative functions (materials, methods, details, design criteria)

UDO Amendments

- Article 2 – Applications and Procedures
- Article 3 – Permits and Certificates of Occupancy
- Article 7 – Subdivisions
- Article 15 – Rules of Interpretations and Definitions

Items moved to UDO from DCM

- Transferred or copied parts of the following sections from Section 1000 of the Design & Construction Manual (DCM) to various locations in the Unified Development Ordinance (UDO):
 - 1003 – Definitions to Art. 15
 - 1005 – Engineering Submittals to Art. 3
 - 1006 – Oil and Gas Wells and Undermined Areas to Art. 3
 - 1007 – Plan Approval to Art. 3
 - 1008 – Posting of Security for Subdivision Related Public Improvements to Art. 7
 - 1010 – Permits to Art. 3
 - 1011 – Fees to Art. 3
 - 1013 – Damages to Art. 3
 - 1014 – Safety to Art. 3
 - 1015 – Construction Commencement to Art. 3
 - 1016 – Hours of Work, Weekend or Holiday Work to Art. 3
 - 1017 – Traffic Control to Art. 3
 - 1018 – Changes in the Work to Art. 3
 - 1019 – Authority of City to Stop Work to Art. 3
 - 1020 – Work not Meeting Minimum Specifications to Art. 3
 - 1021 – Protection of Existing Facilities to Art. 3
 - 1022 – Site Clean Up to Art. 3
 - 1023 – Restoration of Property to Art. 3
 - 1024 – Record Drawings to Art. 3
 - 1025 – Bonds to Art. 3
 - 1026 – Partial Acceptance of Work to Art. 3
 - 1027 – Substantial Completion and Final Acceptance to Art. 3

Items added to UDO

- Added the following new requirements to various locations in the UDO:
 - Security requirements for plat approval
 - Street classifications, design speeds and ADTs for engineering plans
 - ArcGIS requirements for engineering plans / record drawings
 - Timeframe for site development permit expiration
 - Pre-construction submittals
 - Pre-construction meeting / conferences
 - Site abandonment
 - Letters of authorization from MDNR
 - Video inspections of infrastructure by the City
 - Submittal of engineer's as-built survey notes and inspection records, upon request
- The following are revisions of relative importance:
 - Security requirements for plat approval
 - Further defined design report requirements
 - Revised the wording for notification from the contractor prior to construction commencement (removed 48 hour notice and added pre-construction meeting)
 - Clarified that as-graded plans need to include detention basins
 - Revised the timeframe for completing a Punch List from 90 to 30 days

Other Code Improvements

- Enhanced security for completion of public improvements in UDO Article 7
- Standard Insurance and Indemnification Requirements
 - Unify and streamline all insurance requirements in City Code § 26-211
 - Delegation of authority to Staff to establish insurance requirements, update as needed
- Payments in lieu of sidewalk construction
- Chapter 22.5 process for DCM amendments

One Ordinance

1. Amend UDO
2. Amend Chapter 26 for Standard Insurance and Indemnification Requirements
3. Amend DCM to extract items that move to the UDO/City Code
4. Amend Chapter 22.5