

MEMORANDUM

To: R. David Laurrell, County Administrator *R. David Laurrell* 1/22 BOS

From: Paul E. Harvey, Community Development Director *PEH*

Subj. AGENDA ITEM – Policy for Coordination between CCUSA, Public Safety and Community Development (10 Minutes)

Date: January 9, 2008

BACKGROUND:

The departments of Public Safety and Community Development, along with the Campbell County Utilities and Service Authority, have overlapping review and approval responsibilities for many new construction projects. There are various procedures that are in place to ensure proper review; however, better coordination between agencies is an ongoing effort. Staff recently worked together to clarify and improve existing policies. We acknowledged that the processes are often complex and that each department is responsible for different areas of code compliance. We believe improvement will occur through better communication and dissemination of information throughout the project review process. We believe the proposed policy will benefit both customers and staff by defining the proper sequence of events, points of contact, minimum thresholds, and other specific details that are often encountered.

DISCUSSION:

The proposed policy is attached for review. It is organized in three sections; extension of public water, public water line design and approval, and development review (general). The procedures for public water line extensions have been in place for approximately one year and seem to have worked well. Those procedures were incorporated into the proposed document unchanged. The section on public water line design and approval was created specifically for the document and combines the interests of CCUSA and the Fire Marshal. The final section on general development review expands on the existing policies and processes involving the Project Evaluation Committee (PEC).

RECOMMENDATION:

The Public Safety Committee and staff recommend the Board adopt the policy as presented.

**Policy for Coordination and Dissemination of Information
Community Development, Public Safety and
Campbell County Utilities and Service Authority
January 2008**

This document is intended to clarify development review and inspection procedures involving coordination between Campbell County Utilities and Service Authority (CCUSA), Campbell County Department of Public Safety and Campbell County Department of Community Development.

Extension of Public Water:

1. Applicant meets with CCUSA
2. Applicant provides letter to CCUSA indicating their desire to extend the system and understanding that the system will be designed and built to CCUSA standards and turned over to CCUSA for operation after acceptance.
3. CCUSA provides cover letter to Director of Community Development
 - *Cover letter identifies the general nature and feasibility of the request and includes a copy of the letter from the Applicant as an attachment.
4. Community Development Director prepares Board agenda item and discusses with applicant (notifies applicant to be present)
 - *Board agenda item identifies Comprehensive Plan and zoning issues
5. Board of Supervisors decides whether to authorize additional planning for the extension.
6. Community Development Director informs CCUSA and Planning Commission of the Board decision.
7. Final (technical) approval of the extension is granted by the Board of Supervisors at a later meeting, either through the rezoning process or separately.

Notes:

Extensions of water and/or sewer mains in existing areas that would not, by the act of construction of said mains, reasonably allow other large uninhabited parcels access, can be addressed through the Board's consent agenda without a staff presentation. Extensions of main lines for new development that could open up large tracts of land to water and/or sewer access would go through the complete procedure above.

The Planning Commission should not recommend, nor should the Board take final action on a rezoning or special use permit request where the extension of the public utility has not been authorized. The applicant may wish to delay his application for public hearing items until the utility extension issues have been decided. Proceeding at a faster pace is at the risk of the applicant and fees will not be refunded if the applicant decides to withdraw a public hearing request for rezoning or special use permit.

Although the Board of Supervisors may grant the applicant approval to proceed, this in and of itself does not grant construction approval nor imply that the Authority will approve the final design and construction.

Public Water Line Design and Approval:

1. Water Pressure –CCUSA wants a minimum of forty-five (45) pounds per square inch (p.s.i.) at the water meter as a general rule, but can accept a forty (40) p.s.i. minimum consistent with the building code. Private booster pumps may be needed.
2. Fire Flow - (for all future building construction in Campbell County) the Statewide Fire Prevention Code (SFPC), Section 508.3, requires the use of an approved method for determining fire flow requirements. Appendix B of the SFPC lists a suggested method and will be used to determine minimum fire flows on all future construction where a connection to CCUSA's water system is possible. The minimum flow required will never be below 750 gpm unless in rare instances a reduction of fire flow requirements for isolated buildings or buildings in rural areas or small communities where full fire flows are impractical (as authorized in Appendix B, Section B103.1 of the SFPC) is granted upon recommendation of the Fire Marshal, Public Safety Director, Community Development Director, Code Official, and Zoning Administrator. Before such reduction is recommended, the local Fire Chief responsible for the area in question will be notified and asked to comment on the proposed reduction. When a water line is added to CCUSA's water system, the minimum flow will never drop below 75% of flow required in Appendix B of the SFPC in the length of the line. A flow test will be required for all connections. The Fire Marshal will be notified of the test and be provided a copy of test documentation prior to final approval.
3. Hydrant Placement - The Fire Marshal must dictate where the hydrants need to go and the spacing for each development. CCUSA prefers them at lot lines and high points in the main. CCUSA may designate hydrant locations in addition to those required by the Fire Marshal.
4. CCUSA and Fire Marshal need two signature blocks each on the plans. The first signature indicates preliminary review and the second indicates approval of the final plans for construction. During the process of getting plans approved, the Engineer will need to distribute at least 3 sets of approved plans to CCUSA; plans must show hydraulic pressures. All parties responsible for reviewing plans will be given two weeks to do so upon receipt. CCUSA will review plans first to insure the hydraulics, line placement etc are even close to requirements. Once CCUSA receives a revised plan (if necessary) they will send it on to the Fire Marshal. The Fire Marshal will review and make comment, then send it back to CCUSA who will send it to the Engineer for final revisions.
5. CCUSA sends Community Development copies of the letter to the Health Department from the Engineer certifying the pressure and flow and a copy of the subsequent approval letter.

Development Review (General):

The Zoning Administrator provides the Fire Marshal and Campbell County Utilities and Service Authority with site plans for all projects requiring Project Evaluation Committee (PEC) review. The current thresholds for review are:

- Commercial or industrial construction greater than 5,000 square feet
- Multi-family developments of greater than 30 units and/or that require new road construction
- New Planned Unit Developments (PUD)
- New Shopping Centers
- New Industrial Parks
- Subdivisions greater than 30 lots and/or any that require new road construction
- New Manufactured Home Parks*
- New Telecommunications Towers and Antennae*
- Changes to plans previously reviewed by the PEC*

*The Zoning Administrator may waive the requirement for the PEC to meet on these projects, and additions to existing projects, when there are no significant issues to discuss. He or she will consult with the other review staff in making that judgment.

The Zoning Administrator is the primary contact for the developer during the site plan/plat approval process. Reviewing agencies provide comments at the PEC meeting and/or through letters to the developer with copy to the Zoning Administrator so he/she is aware of any issues that may affect plan approval. Building permits cannot be issued until there are approved plats/site plans, and approved sources of water and sewer (either a Health Department permit or receipt from CCUSA).

The Building Official reviews building plans and provides a copy to the Fire Marshal if he/she has questions concerning plan compliance with the SFPC. Comments should be provided to the Building Official. Direct contact with the builder/developer should be through the Building Official during the construction phase. Building Inspections will also invite the Fire Marshal to inspections of fire suppression systems and any other inspections he/she deems appropriate. Once the building receives a certificate of occupancy, jurisdiction passes from the Building Official to the Fire Marshal.