Date of Meeting: August 15, 2011

Subject: City of Stillwater Standards

Purpose of Report: Propose design and construction standards for adoption as the City of Stillwater Standards.

Background: On May 16, 2011, staff presented the City Council with a draft set of design and construction standards (reference CC-11-47), proposed for adoption as the “City of Stillwater Standards”, as defined and referenced by the City’s Code.

The draft standards define requirements for design and construction of the following types of infrastructure and improvements:

- General work such as easement clearing and earthwork
- Drinking water treatment and distribution
- Wastewater collection and treatment
- Streets and sidewalks
- Stormwater collection and treatment

Discussion: Staff made the draft standards available for public review and comment. Comments were received for 45 days, plus an additional two weeks at the request of the public, for stormwater related comments. Staff delayed presentation of this report for an additional two weeks to allow those making comments the opportunity to review the comment resolution log and the revised draft of the proposed City of Stillwater Standards.

The standards were available for download on the City’s web site, paper copies were available for review at City Hall and at the Stillwater Public Library and CD copies were available at no cost at City Hall. Staff also attended a series of meetings with the Stillwater Homebuilders Association Builders Relations Committee, where each section of the proposed standards was reviewed and discussed.

Comments were received and addressed by staff. When necessary, staff followed up with the person providing the comment to discuss the issue in greater detail and seek a mutually agreeable resolution. A total of 101 comments were received and addressed. A log of the comments and resolutions are attached to this report.

The proposed standards are for the design and construction of public infrastructure only (and private infrastructure within a public right-of-way) with exceptions as identified in the Land Development Code (LDC), which include the following: Chapter 23, LDC, Article 5 requires street construction, both public and private, to conform to the City’s Comprehensive Plan, Transportation Plan and street standards as adopted; Chapter 23, LDC, Article 15 requires that the City Drainage Standards include all standards contained in the City of Stillwater Standards. The City Drainage Standards apply to both public and private stormwater infrastructure. City standards for private infrastructure on private property are defined by the appropriate state standards and by the City’s adopted construction codes, such as the National Electrical Code and the International Plumbing Code.

A final draft of the proposed City of Stillwater Standards and a resolution for adoption of the proposed standards are provided as an attachment to this report.
**Budget Impact:** No new appropriations or budget amendments are required and year-end balances will not be affected.

**Recommendation:** No action is necessary with this report. Staff recommends that the City Council adopt the proposed standards by approving the resolution on this same agenda.

**Prepared by:** Brandon Neal, P.E., Water Utility Engineer II  
**Reviewed by Engineering Manager:** Bill Millis, P.E., WU Engineering Mgr/Deputy Director  
**Reviewed by Operations Director:** Anthony Daniel, Water Utilities Director  
**Reviewed by Administrative Director:** Dan Blankenship, SUA Director  
**Date of Preparation:** July 20, 2011

Submitted by:

[Signature]

Dan Galloway  
City Manager

**Related Reports:**  
CC-11-47 (introduction of design and construction standards)  
SUA-11-05 (short term solution update)  
Minutes from Joint Special Meeting of the City Council and SUA Board of Trustees, August 12, 2010 (low water pressure problems and emergency action)
Date of Meeting:  February 21, 2013

Subject:  City of Stillwater Standards

Purpose of Report:  To propose revisions to the City of Stillwater Standards.

Background:  On August 15, 2011, the City Council adopted a set of design and construction standards as the “City of Stillwater Standards” (Standards), as defined and referenced by the City Code.

The Standards define requirements for design and construction of the following types of infrastructure and improvements:

- General work such as easement clearing and earthwork
- Drinking water treatment and distribution
- Wastewater collection and treatment
- Streets and sidewalks
- Stormwater collection and treatment

Via the adoption resolution, the City Council directed that after six months of using the standards, staff return with any proposed revisions.

Discussion:  Staff and developers have been using the standards for over a year.  After six months, staff solicited comments from the development community and noted lessons learned from use of the Standards for both capital projects and through development review.  Staff drafted revisions based on those comments and lessons learned.  The draft revisions were made available for public review and comment via the City’s web site and sent directly to individuals whose comments were addressed by the revisions.

A final draft of the Stillwater Standards, with proposed revisions, is attached to this report.  Review of the Standards through their use for both capital and development infrastructure projects, is ongoing.  As comments are generated, additional revisions will be proposed for adoption after evaluation and review are complete.

Budget Impact:  No new appropriations or budget amendments are required and year-end balances will not be affected.

Recommendation:  Staff recommends that the City Council adopt the proposed standards by approving the resolution on this same agenda.

Prepared by:  Brandon Neal, P.E., Water Utility Engineer II
Reviewed by Operations Manager:  Anthony Daniel, Water Utilities Director
Reviewed by Operations Manager:  Paula Dennison, Development Services Director
Reviewed by Administrative Director:  Dan Blankenship, SUA Director
Reviewed by City Attorney's Office:  John E. Dorman, City Attorney
Date of Preparation:  January 11, 2013
Submitted by:

Dan Galloway  
City Manager

Attachments: Proposed revisions  
Related Reports: CC-11-81
Date of Meeting: May 6, 2013

Subject: City of Stillwater Standards

Purpose of Report: To propose changes to the Stillwater Standards.

Background: On August 15, 2011, the City Council adopted a set of design and construction standards as the “City of Stillwater Standards” (Standards), as defined and referenced by the City Code. On February 21, 2013, the City Council adopted revisions to the Standards.

The Standards define requirements for design and construction of the following types of infrastructure and improvements:

- General work such as easement clearing and earthwork
- Drinking water treatment and distribution
- Wastewater collection and treatment
- Streets and sidewalks
- Stormwater collection and treatment

Discussion: With ongoing use of the Standards, staff has drafted a proposed revision based on comments received and lessons learned. The proposed revision was made available for public review and comment via the City’s web site and sent directly to the individuals whose comments the revision would address. The document made available for public review is attached and includes a discussion of the intent and impacts of the proposed revision.

Review of the Standards, through their use for both capital and development infrastructure projects, is ongoing. As comments are generated, additional revisions will be proposed for adoption after evaluation and review are complete.

Budget Impact: No new appropriations or budget amendments are required and year-end balances will not be affected.

Recommendation: No action is necessary with this report. Staff recommends that the City Council adopt the proposed revisions by approving the resolution on this same agenda.

Prepared by: Brandon Neal, P.E., Water Utility Engineer II
Reviewed by Operations Director: Anthony Daniel, Water Utilities Director
Reviewed by Operations Director: Paula J. Dennison, Development Services
Reviewed by Administrative Director: John McClenny, External Services Director
Reviewed by City Attorney’s Office: John E. Doran, City Attorney
Date of Preparation: April 18, 2013

Submitted by:

Dan Galloway
City Manager
Attachments: Stillwater Standards – Proposed Change: Local Street Driving Lanes During Storm Events – March 1st, 2013
Related Reports: CC-11-81, Adoption of the City of Stillwater Standards
CC-13-19, Revisions to the City of Stillwater Standards
Date of Meeting: August 19th, 2013

Subject: City of Stillwater Standards

Purpose of Report: To propose changes to the Stillwater Standards.

Background: On August 15, 2011, the City Council adopted a set of design and construction standards as the “City of Stillwater Standards” (Standards), as defined and referenced by the City Code. On February 21 and May 6, 2013, the City Council adopted revisions to the Standards.

The Standards define requirements for design and construction of the following types of infrastructure and improvements:

- General work such as easement clearing and earthwork
- Drinking water treatment and distribution
- Wastewater collection and treatment
- Streets and sidewalks
- Stormwater collection and treatment

Discussion: With ongoing use of the Standards, staff has drafted proposed revisions based on comments received and from lessons learned. The proposed transportation detail revisions were made available for public review and comment via the City’s web site and sent directly to the individuals whose comments the revision(s) would address. The documents made available for public review are attached and include a discussion of the intent and impacts of the proposed revision. The proposed water meter box lid revisions were not made available for public review in the interest of expediting adoption.

Review of the Standards, through their use for both capital and development infrastructure projects, is ongoing. As comments are generated, additional revisions will be proposed for adoption after evaluation and review are complete.

Budget Impact: No new appropriations or budget amendments are required and year-end balances will not be affected.

Recommendation: No action is necessary with this report. Staff recommends that the City Council adopt the proposed revisions by approving the related resolution on this agenda.

Prepared by: Brandon Neal, P.E., Water Utility Engineer II
Reviewed by Operations Director: Anthony Daniel, Water Utilities Director
Reviewed by Operations Director: Jason Peek, Transportation Director
Reviewed by Operations Director: Paula J. Dennison, Development Services Director
Reviewed by Administrative Director: John McClenny, External Services Director
Reviewed by City Attorney’s Office: John E. Dorman, City Attorney
Date of Preparation: August 8, 2013
Submitted by:

Dan Galloway
City Manager

Attachments:  Stillwater Standards
Proposed Change: Miscellaneous Transportation Details – April 10, 2013

Related Reports:  CC-11-81, Adoption of the City of Stillwater Standards
CC-13-19, Revisions to the City of Stillwater Standards
CC-13-41, Revisions to the City of Stillwater Standards –
            Local Street Driving Lanes During Storm Events