

**MINUTES**  
**INFRASTRUCTURE REVIEW ADVISORY BOARD**  
**OAK VIEW LIBRARY**  
**November 6, 2013 8:30 a.m.**

**Members and Alternates Present**

Chad Huwe, Jeff Schmitt, Preston Mettler, Steve Van Buskirk, Scott Hofer, Myron Adam, Phil Gundvaldson, Tim Galbraith, Mark Anderson.

**Members and Alternates Absent**

Mark Cotter, Mike Cooper, Bill Kemmis, Mark Vellinga.

**Others Present**

Jason Synders, Todd Anawski, Clayton Jamison, Jeff Dunn, Ryan Johnson, Greg Anderson, Brad Maddox, Kim Buell, Chuck Pint, Brad Ludens, Shannon VerHey, Eric Willadsen, Cindy Monen, Trent Lubbers, Jeff Des Lauriers, Kurt Peppel, Gerald O'Hara, Neil Eichstadt, Kent Johnson.

**October 2, 2013 Meeting Minutes**

A motion to approve was made by Schmitt, seconded by Adam. Roll call yeses – Huwe, Schmitt, Mettler, Hofer, Adam, Galbraith, and Anderson. Noes, none. Motion passed 7-0.

**Business**

**b. Updated Annexation Proposal**

Jeff Schmitt, Chief Planning and Zoning Official, distributed handouts and discussed legal descriptions on annexation applications. It is the responsibility of the applicant and their representatives to submit correct legal descriptions. If the legal descriptions are not correct, they cannot be recorded by the county and have to be taken back to the City Council, which causes delays. If the land is not platted, the legal descriptions can contain many numbers and letters that are easily transposed.

Schmitt also proposed an Ordinance revision to require an additional \$250.00 fee for properties that are not platted, which would make the fee \$500.00 for an annexation application for land that was not platted. If the legal description is not correct, there is additional staff time to take the item back through the City Council.

Huwe suggested the City meet with the counties to discuss if a more thorough review of the legal description could take place before the item is taken to the City Council.

**a. Private/Public Utilities in Private Streets**

Jeff Dunn and Ryan Johnson, Principal Engineers, distributed and discussed a memorandum on concerns the City has with public utilities located in private streets. Historically, the City has allowed this.

The memorandum also included proposed requirements that must be met for the City to allow public utilities in private streets.

After discussion, it was decided that a committee should be formed to address this topic. Jeff and Ryan will lead the committee. Kim Buell and Eric Willadsen agreed to be on the committee and Jeff will reach out to Damien Grable and Pat Schwebach.

**c. Concrete Acceptance Guidelines**

Shannon VerHey, Assistant City Engineer, distributed and discussed a new policy for concrete acceptance and warranty for public improvements. The policy pertains to concrete paving items, curb and gutter, and valley gutters. This version includes less restrictive guidelines and focuses on correcting deficiencies that are going to be a long term maintenance issue for the City.

This policy is supported by the Sioux Falls Contractors Association and was effective November 8, 2013

**d. Right of Way (ROW) Regulation**

Shannon VerHey, Assistant City Engineer, distributed a handout and led the discussion regarding the City's ROW landscaping ordinance, ROW encroachments, and mailboxes. The goal is to form a committee and draft proposed revisions to current ordinances.

After discussion, there were no volunteers for the committee. The City will discuss options to form the committee.

**Adjournment**

A motion to adjourn was made by Schmitt at 10:13 a.m., seconded by Adam. Roll call yeses – Huwe, Schmitt, Mettler, Hofer, Adam, Galbraith, and Anderson. Noes, none. Motion passed 7-0.

The next IRAB meeting is set for December 4, 2013 at 8:30 a.m., at the Oak View Library.

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Maureen Buller  
Secretary

  
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Chad Huwe  
City Engineer