

DEPARTMENT: Public Works\Building By: M. Edwards & E. Johnson Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes  No )

Approve the transfer of technical review and approval responsibility for driveway encroachment permits for County roads and Zone of Benefit roads back to the Public Works Department. Administrative processing for permits will continue to be coordinated at the Building Department Counter, so that the one-stop permit process will not be disrupted. No customer delays are expected. Building will collect fees and send the permits for processing to Public Works, restoring the technical review and approval functions that Public Works performed until 3 years ago. For the past three years, the Building Department has retained Resource Conservation District personnel to perform this function. The current RCD contract anticipates that his service will not continue. With return of responsibility to Public Works, there will be in-house expertise and sensitivity to issues affecting the quality of County roads and Zone of Benefit roads, without impairing service to the public.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

As part of the "one-stop-shop" permitting process, the Board directed that this function be transferred to the Building Department, approximately 3 years ago.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

- 1. Do not adopt this resolution; and require the Building Department to continue to perform this function. Hiring of staff or other arrangements with the RCD will be necessary

COSTS: ( x ) Not Applicable  
A. Budgeted current FY> \$ \_\_\_\_\_  
B. Total anticipated Costs> \$ \_\_\_\_\_  
C. Required additional funding> \$ \_\_\_\_\_  
D. Internal transfers> \$ \_\_\_\_\_

COSTS: ( ) 4/5th Vote Required  
A. Unanticipated revenues> \$ \_\_\_\_\_  
B. Reserve for contingencies> \$ \_\_\_\_\_  
C. Source description: > \_\_\_\_\_

Balance in Reserve Contingencies, If Approved:  
\$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

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**CLERK'S USE ONLY**

Res. No.: 99-55 Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved  Denied

Minute Order Attached  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

MARGIE WILLIAMS, Clerk of the Board

By: \_\_\_\_\_

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted for Comment
- Returned for Further Action

Comment:  \_\_\_\_\_