

**New Castle Planning and Zoning Commission Special Virtual Meeting
Wednesday, February 23, 2022, 7:00 p.m.,**

Virtual Meetings are subject to internet and technical capabilities.

**To join by computer, smart phone or tablet:
<https://us02web.zoom.us/j/7096588400>**

**If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400**

Call to Order

Commission Chair Apostolik called the meeting to order at 7:02 p.m.

Roll Call

Present Chair Apostolik (ZOOM)
Commissioner Bourquin
Commissioner Martinez
Commissioner McDonald
Commissioner Riddile
Commissioner Sass (7:05 p.m.)(ZOOM)
Commissioner Westerlind
Commission Alternate Rittner
Commission Alternate Parks

Absent None

Also present at the meeting were Town Administrator Dave Reynolds, Town Planner Paul Smith, Assistant Town Attorney Haley Carmer, Public Works Director John Wenzel, Deputy Town Clerk Mindy Andis and members of the public.

Meeting Notice

Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting in accordance with Resolution TC 2022-1.

Conflicts of Interest

There were no conflicts of interest.

Citizen Comments on Items NOT on the Agenda

There were no citizen comments.

Item for Consideration

Consider Resolution PZ-2022-01, a Resolution of the New Castle Planning and Zoning Commission Adopting a Policy Regarding Alternate Members of the Commission

Town Planner Paul Smith reviewed the proposed resolution with the commission.

Commissioner Riddile said in "Exhibit A" of the resolution number 3(b) has three scenarios labeled (i) (ii) (ii). The second double i should be (iii).

Planner Smith said that was a correction that will need to be made.

Commissioner Martinez asked if the commission could make amendments to the policy if something came up and the policy needed to be changed.

Planner Smith said yes. He also said that staff will need to be mindful to inform developers that there were alternate members of the commission.

Assistant Town Attorney Haley Carmer said that currently the town code specifically addressed the term for the regular commissioners but there was nothing related to alternates. She said that town council could add the four year term for alternate commissioners when they approve the ordinance to create the alternate seats.

MOTION: Commissioner Riddle made a motion to approve Resolution PZ 2022-01, a Resolution of the New Castle Planning and Zoning Commission Adopting a Policy Regarding Alternate Members of the Commission as amended. Commissioner Westerlind seconded the motion and it passed on a roll call vote: Commissioner Martinez: Yes; Commissioner Bourquin: Yes; Commissioner Westerlind: Yes; Commissioner Sass: Yes; Commissioner Riddile: Yes; Commissioner McDonald: Yes; Chair Apostolik: Yes.

Items for Discussion

Update to the Public Works Manual Regarding Street Design Standards

Public Works Director John Wenzel reviewed the proposed changes to the Public Works Manual which is attached to these minutes as exhibit "A".

Director Wenzel said the Public Works Manual was meant to act as a guide for the uniform design and construction of the Town's infrastructure. The manual identified the minimum standards, specifications, and processes necessary to achieve public safety, functional effectiveness, ease of maintenance, and uniform materials. He said the current Public Works Manual had not been revised since 1998 and much of the information that it contained was not up to date with modern urban design standards. He said there were many sections of the Public

Works Manual that need revision, but his goal for the meeting was to concentrate on the streets "Design Standards", specifically:

- Construction of private streets.
- Residential and Arterial Street cross sections.
- Water and sewer service line standards.
- Visitor parking spaces for multi-family dwellings.
- Sidewalk design standards.
- Snow storage design standards.
- Public improvement warranty standards, performance indicators, and threshold values.

Director Wenzel said in the portion of the manual for "Design Standards" a section would be added:

"Private Street Development shall not be permitted. All newly constructed streets shall meet the Town of New Castle streets design standards."

Director Wenzel said private streets were typically not constructed to stringent engineering standards which means those streets failed quickly. The residents and Homeowners Associations (HOA) do not have the training or the knowledge on how to properly maintain the streets, and by the time action was taken it was very expensive to fix. Director Wenzel said that street maintenance was a fundamental service that municipalities should provide.

Commissioner Riddile asked if there were any other private streets in town other than Walters Lane.

Director Wenzel said there were a number of them in the Lakota Canyon Ranch Development.

Commissioner McDonald said that currently the HOA was responsible for snow plowing and maintenance of those streets. He said it was a concern if something happened to one of the streets because the HOA did not know where they would go to get the money or expertise to make repairs to the streets.

Director Wenzel said that many times there was public pressure for the town to take over a private street and start to maintain it because the HOAs and private residents can't do it. He noted that the developer avoids the expense of building the streets properly, which in turn allows the developer to build more units on the property because they are not required to meet the construction standards for public streets.

Commissioner McDonald asked what a situation would be to allow for a public street.

Director Wenzel said that would be review by town council.

Chair Apostolik suggested putting a definition for what a "Private Street Development" was.

Director Wenzel said he would.

Commissioner Westerlind said he thought private street development should not be excluded but the proposal should come to P&Z for review and for a discussion with town council. He felt the street standards should be met and approved by the Public Works Manual and the commission.

Commissioner Bourquin suggested having some wording in the manual that stated that any deviation from the manual must get approval from the P&Z Commission.

Commissioner Bourquin asked what the current standards were for detached sidewalks or trails along arterial streets.

Director Wenzel said currently there was no standard for that.

Commissioner Bourquin said that should be something to look into because of Castle Valley Boulevard. When Castle Valley Ranch was built out there were existing trails that got a lot of use. The town might want to take that into consideration in the future.

Director Wenzel said he would develop something for cross section for arterial streets which would include separated sidewalks and trails.

Director Wenzel said he wanted to define and have clarity for what was a "Collector Street". Collector streets shall have a minimum right-of-way width ranging from fifty two feet (52') to seventy feet (70') of eighty feet (80'), with a minimum paved portion, measured from flow line to flow line, ranging from twenty six feet (26') to fifty feet (50'), of forty seven feet (47'); Collector street right-of-way size will be determined by the Collector Street Cross Section recommended by the Town Engineer and approved by the Planning Commission.

Director Wenzel said he was suggesting a wider right-of-way for local residential streets shall have a minimum right-of-way of fifty six feet (50') (56'), with a minimum paved portion of thirty-six feet (36'), measured flow line to flow line;

Director Wenzel said the extra six feet would allow for the separated sidewalks. Separated sidewalks are important because it provided snow storage and it also allowed for multiple forms of transportation. People were more likely to get out and they felt safer if there was a separation between the sidewalk and vehicle traffic.

Commissioner Bourquin asked if it would be possible to have some bump outs or pedestrian traffic calming devices in areas. For example having a bump out near a cross walk at a park or along a trail corridor to help shorted the pedestrian

crossing distance.

Director Wenzel said he in the "Alleys and Easements" section he added Alleys in residential subdivisions shall not be permitted. The language is being added to the Public Works manual because it is in the town code. The addition is needed to help the town code and Public Works Manual be consistent with each other.

Commissioner Bourquin said not allowing alleys in residential subdivisions should not be limited.

Director Wenzel said in the "Water Distribution" he added Each lot must be provided with an individual service line. Multiple lots may not share a single water service line. The reason for the addition was to avoid submains or a shared water service. A shared water main meant that two or more owners would share in the cost of repairing the line even if the repair did not affect both or all water services.

Director Wenzel said he added a section for Visitor Parking Spaces. (This may conflict with vested rights)

All multi-family developments on lots fifty (50) feet or more in width shall provide the following number of off-street visitor parking spaces in addition to the parking required for the residents:

2-3 dwellings	1 visitor space
4-6 dwellings	2 visitor spaces
7-10 dwellings	3 visitor spaces
11 + dwellings	1 space for each 3 dwellings

Administrator Reynolds asked Attorney Carmer how this would affect vested rights.

Attorney Carmer said if there were parking provisions in the zoning code relating to a subdivision then it would be an issue. The vested rights have to do with what is in the zoning code because that is specific to the Planned Unit Development (PUD) and its zoning. If, there are parking provisions in the zoning then that is what would control the parking. Otherwise it would apply same as adopting new building code would.

Director Wenzel said the changes to "Sidewalk" Sidewalks are required on both sides of all streets and shall be at least four feet (4') five feet (5') wide for in residential areas streets and five feet (5') to six feet (6') wide for in commercial areas collector streets. Residential areas streets shall generally have the "mountable curb, gutter and detached sidewalks". design on local residential streets. Collector streets shall have vertical curb and gutter and attached and sidewalk detached sidewalks. In residential areas, sub-arterial streets shall have a

~~vertical curb and detached sidewalks at least five feet (5') in width shall be separated from the back of curb by a minimum of four and one-half feet (4½'). Design of streets sidewalks in commercial and industrial areas shall be approved by the Planning Commission.~~

~~When right-of-way, geographic, or topographic limitations prevent sidewalks on both sides of the street, then a single sidewalk shall be provided and shall be at least six feet (6') wide. Pedestrians should be further accommodated by alternate pedestrian pathways.~~

~~Construction of sidewalks shall be to specifications set by the Town Council through their designated representatives.~~

Director Wenzel said he added the section "Snow Storage"

All newly constructed streets shall be designed to accommodate snow storage. Turf areas, without obstructions, may be utilized for this purpose. A minimum functional area equaling thirty percent (30%) of the paved area shall be provided contiguous to the right-of-way. Individual snow storage areas shall not be separated by more than 300 feet.

Director Wenzel said he amended and added the section "Warranty Time"

~~All Public Utility improvements, including water distribution, sanitary sewer collection, street lighting, signage and striping shall have a one (1) year warranty time, beginning on the date of official Town Board Council acceptance. The subdivider/developer shall be responsible for requesting a final inspection of all public the utility improvements at the end of the one-year warranty period. At the subdivider's/developer's request, Town Staff shall make an inspection of the public utility improvements. When the town finds that the public utility improvements meet Town standards, they shall by way of a written letter to the subdivider/developer acknowledge acceptance of the public utility improvements.~~

~~All newly constructed streets, including travel lanes, bike lanes, parking lanes, and sidewalks, shall have a two year performance based warranty. The subdivider/developer shall be responsible for requesting a final inspection of the street improvements at the end of the two-year warranty period. At the subdivider's/developer's request, Town Staff shall make an inspection of the street improvements. When the town finds that the street improvements meet Town standards, performance indicators, and threshold values, they shall by way of a written letter to the subdivider/developer acknowledge acceptance of the street improvements. Warranty work will be required when the threshold limits for a condition parameter has been exceeded and the maximum allowable number of defective was exceeded for one or more condition parameters. The warranty criteria and recommended corrective actions are shown in tables 1 and 2 below.~~

Chair Apostolik asked about having road impact fees for developments to help offset repairs to the roads.

Commissioner Riddile said there currently is a road impact fee in Lakota Canyon Ranch for new construction.

Attorney Carmer said the impact fee came from the Lakota annexation agreement meaning it was a contractual agreement versus a town wide impact fee. The town can look into having a town wide impact fee, however, there was a process that the town would need to go through such as a study that would need to be done in order to set those types of fees. Those fees are tied into the reasonable cost of development and the impact on the streets. If the fee was a tax that would need to go to the voters for approval.

Chair Apostolik said his concern was when the new owners of Lakota Canyon Ranch developed the portion off of Faas Ranch Road with commercial and mixed use. The intersection of Fass Ranch Road and Castle Valley Boulevard will have a lot of heavy truck traffic on the road.

Commissioner Riddile asked if imposing such a fee would affect any owners with vested rights.

Attorney Carmer said it could. She would need to look at the agreement and what the language was in the agreement.

Administrator Reynolds asked Attorney Carmer what the next step was to make the changes to the Public Works Manual.

Attorney Carmer said she was not sure if town council would need to approve the changes with a resolution or if the Public Works Director could make the changes.

Staff Reports

There were no staff reports.

Commission Comments and Reports

Commissioner Riddile said Town Council was extremely impressed with all the work the Planning and Zoning Commission has done over the last few years. There will be a lot of work coming to the commission. Council feels the current commission is one of the best commissions the town has had.

Review Minutes from Previous Meeting

MOTION: Commissioner Riddile made a motion to approve the July 28, 2021 meeting minutes as submitted. Commissioner Westerlind seconded the motion and it passed unanimously.

Review Minutes from Previous Meeting

MOTION: Commissioner Riddile made a motion to approve the August 11, 2021 meeting minutes as submitted. Commissioner McDonald seconded the motion and it passed unanimously.

MOTION: Chair Apostolik made a motion to adjourn the meeting. Commissioner Westerlind seconded the motion and it passed unanimously.

The meeting adjourned at 8:18 p.m.

Respectfully Submitted




Chair Chuck Apostolik


Deputy Town Clerk Mindy Andis, CMC

Design Standards.

The following design standards and regulations shall be used as guidelines for the design and construction of streets. Variations may be approved by the Town only when project Submittals contain sufficient information to substantiate the need for these changes:

- A. The street pattern shall conform to any transportation plan or comprehensive plan adopted by the Town Council and shall afford safe and convenient access to all lots within the subdivision.
- B. Streets shall be designed to join with planned or existing streets:
 - 1. Intersections of streets shall be at right angles unless otherwise approved by the Planning Commission and the Town Engineer.
 - 2. No more than two streets shall intersect at one point.
 - 3. Two local streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least one hundred feet (100').
 - 4. Arterial or collector streets meeting a third street from opposite sides shall meet at the same point, or their centerlines shall be offset at least two hundred feet (200').
 - 5. The Town Engineer may approve exceptions to the provisions of this subsection in extraordinary circumstances where safety is not compromised.
- C. Streets shall have the names of existing streets which are aligned in the Town, or as specified by the Town of New Castle Public Works Manual.
- D. Streets which are extensions of existing or platted streets shall bear the same classification as that assigned to the existing or platted street in any adopted transportation or comprehensive plan, and shall conform to any special standards pertaining to such classifications.
- E. Local residential streets shall be laid out to discourage through traffic, and where a proposed subdivision borders on or includes a street designated arterial, intersections of proposed streets with such arterials shall be held to a minimum. Lots bordering arterial roadways may be either reverse-facing on an interior street within the subdivision, or served by a frontage road.
- F. Streets shall be designed to bear a logical relationship to the existing topography.
- G. Dead-end streets shall not be permitted. A street may end in a permanent cul-de-sac providing that the street is not longer than six hundred sixty feet (660') and that the radius of the turning areas be at least forty-five feet (45') to the curb, and fifty feet (50') to the edge of the right-of-way. Adequate space shall be provided for plowed snow

storage by providing a T-shaped turnaround with a minimum turning radius of fifty feet (50') for a residential development and seventy-five feet (75') for commercial or industrial developments where tractor-trailer trucks will be using the street.

Where a street is designed to connect with a future street, a temporary turn-around shall be provided with a radius equal to that required for a permanent cul-de-sac or of an alternate design approved by the Town Engineer based on the traffic movement generated by the street in question. Such streets terminating in a temporary turn around may exceed the six hundred sixty foot (660') limit specified above if approval by the Town Engineer. If the temporary turn-around is to exist for a period longer than six (6) months, then the subdivider shall pave it and construct a curb and gutter and sidewalks if so directed by the Town Engineer. When the connection is finally made, the subdivider shall be responsible for constructing the turn-around area to fit the normal street design, and the Town shall reassign the excess right-of-way back to the owners of the adjacent property. Surface drainage on the cul-de-sac shall be towards the intersecting street or else a drainage easement shall be provided from the cul-de-sac.

H Private Street Development shall not be permitted. All newly constructed streets shall meet the Town of New Castle streets design standards.

HI. All subdivision streets shall comply with the *"Recommended Right-of-Way Cross-Sections"*, which may be adopted and amended from time to time by resolution of the Town Council. Streets, alleys, rights-of-way, sidewalks and easements shall comply with all federal and state specifications, and, in addition, shall meet the following minimum width standards:

1. Arterial streets shall have a minimum right-of-way of one hundred feet (100'). The minimum paved portion of the street measured from flow line to flow line shall be sixty-four feet (64');
2. Collector streets shall have a minimum right-of-way width ranging from fifty two feet (52') to seventy feet (70')~~of eighty feet (80')~~, with a minimum paved portion, measured from flow line to flow line, ranging from twenty six feet (26') to fifty feet (50'), ~~of forty seven feet (47')~~; Collector street right-of-way size will be determined by the Collector Street Cross Section recommended by the Town Engineer and approved by the Planning Commission.
3. Local residential streets shall have a minimum right-of-way of fifty six feet (50')(56'), with a minimum paved portion of thirty-six feet (36'), measured flow line to flow line;
4. Alleys (where permitted), twenty feet (20');
5. Crosswalk easements, ten feet (10');
6. Drainage easements, ten feet (10'), or larger if so required by the Town

Engineer;

7. Half-streets shall not be permitted, except when required to complete a half-street already in existence;
8. Minimum street gradient for all streets shall be four-tenths of one percent (0.4%). Maximum street gradient shall be eight percent (8%). Streets shall not exceed a gradient of four percent (4%) within one hundred feet (100') of an intersection. Vertical curves shall be used at changes of grade exceeding one percent (1%) and shall be designed to provide a minimum sight distance of two hundred feet (200') except for arterial streets which shall be subject to state and federal standards. To insure adequate sight distance, when street roadway lines deflect more than five degrees, connection shall be made by horizontal curves. Special exceptions to the requirements of this subparagraph may be granted by the Planning Commission and the Town Council;
9. Where a street classified as arterial intersects with any other arterial street, no on-street parking shall be allowed on the arterial street within one hundred feet of the intersection. If the arterial street consists over its general length of only two traffic lanes, then a third lane shall be provided and stripes painted to the specifications of the Town Engineer to enable vehicles to make left turns at such intersections without impeding other traffic;
10. All utilities shall be installed before streets or alleys are surfaced.
11. Subdivision as-builts shall show dedicated rights-of-way;
12. All sewer and water utilities to clearly show:
 - a. Invert in, Invert out, and rim elevation on all manholes,
 - b. Locate all valves, manholes, fire hydrants and/or other utilities with at least two (2) ties from discernible objects,
 - c. Distance and slope between manholes to be noted as offsets to mains from curbs or property lines,
 - d. Dimension existing and/or added water and sewer taps from lot corners or readily discernible objects. Sewer taps shall have additional dimensions from the tap to the downstream manhole,
 - e. All dimensions to be from fixed permanent or readily discernible objects. Where water and sewer taps are located from lot lines, front footage will be noted from fixed and permanent point of origin,
 - f. Depth of the lateral or service line shall be noted at the property line.

Alleys and Easements.

Alleys in residential subdivisions shall not be permitted. Paved alleys may be provided and shall be required unless other provisions are made and approved for service access. Easements for utility purposes shall be required along all sides and real lot lines except those bordering dedicated streets and alleys. Drainage easements shall be designed to accommodate expected runoff and shall comply with the provisions of the Town of New Castle Public Works Manual.

Drainage.

Drainage easements and improvements shall be designed by a registered engineer to accommodate expected run-off as determined by the drainage plan. Improvements shall be installed to specification by the Town Council through their designated representative. All drainage improvements described herein shall be the financial responsibility of the subdivider, subject to provision under the Town of New Castle Public Works Manual.

The rate of runoff from any developed area shall not exceed the historic rate of runoff based on a twenty-five (25) year rainfall event.

The following methods of runoff estimation shall be utilized for determining the rate of runoff from a particular site as applicable:

1. Rational Method: Used for Drainage Basins less than 20 acres in size and for minor system design.
2. SCS TR 55 Methods: Used for drainage basins up to 20 square miles in size. Also used for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.
3. Unit Hydrograph: Used for drainage basins up to 1000 square miles in size. Also used for flood flow determination and design in minor and major systems. Also used to compute flood storage volumes.

General Utilities.

In the event oversized utilities are required, arrangements for reimbursements shall be made, whereby the developer shall be allowed to recover the cost of the utilities that have been provided by him beyond the needs of his development and standard Town specification. The method and time of payment under the reimbursements shall be established in accordance with the current policies of the Town relating to the placement of such oversized utilities.

Water Distribution.

The water main distribution system shall be designed to connect with the Town water system and make water available to each lot in the proposed subdivision. Each lot must be provided with an individual service line. Multiple lots may not share a single water service line. Fire hydrants shall be located to insure protection to each lot, but under no circumstances shall a lot be more than three hundred feet from the nearest hydrant based on front line distance. Design of the system shall be the responsibility of the subdivider with all plans subject to approval of the Town Council through their designated representatives. Installations of the system shall be to Town specifications and at the direction of the Town Council through their designated representatives. Financial responsibility for the water distribution system shall be subject to existing Town regulations and agreement relating thereto between the Town Council and the subdivider, subject to provision of the Town of New Castle Public Works Manual.

Sanitary Sewage Collection.

If the Town is to supply sanitary sewage collection, the sewage collection system shall be designed to connect with the Town system and provide an individual service to each lot in the proposed subdivision. Design of the system shall be the responsibility of the subdivider with all plans subject to the approval of the Town Council through their designated representative. Financial responsibility for the sanitary sewage collection system shall be subject to existing Town regulations and agreements relating thereto between the Town Council and the subdivider, subject to the provisions of the Town of New Castle Public Works Manual.

All Other Utilities.

All utilities, except major power transmission lines, shall be underground, unless specifically exempted by the Town Council, who shall grant such exemption only in cases of extreme difficulty. Facilities necessary and appurtenant to underground facilities or other installation of peripheral overhead electrical transmission and distribution feeder lines, or other installation of either temporary or peripheral overhead communications, distance, trunk, or feeder lines may be above ground.

Visitor Parking Spaces. (This may conflict with vested rights)

All multi-family developments on lots fifty (50) feet or more in width shall provide the following number of off-street visitor parking spaces in addition to the parking required for the residents:

2-3 dwellings

1 visitor space

4-6 dwellings

2 visitor spaces

7-10 dwellings

3 visitor spaces

11 + dwellings

1 space for each 3 dwellings

Sidewalks.

Sidewalks are required on both sides of all streets and shall be at least ~~four feet~~ five feet (4') (5') wide ~~for in residential areas~~ streets and ~~five feet (5') to six feet (6') wide for in commercial areas~~ collector streets. Residential ~~areas~~ streets shall generally have the ~~"mountable curb, gutter and~~ and detached sidewalks" ~~design on local residential streets~~. Collector streets shall have vertical curb and gutter ~~and attached and~~ sidewalk ~~detached sidewalks~~. In residential areas, sub-arterial streets shall have a vertical curb and ~~detached~~ Detached sidewalks at least five feet (5') in width ~~shall be separated from the the back of curb by a minimum of four and one-half feet (4½')~~. Design of ~~streets~~ sidewalks in commercial and industrial areas shall be approved by the Planning Commission.

When right-of-way, geographic, or topographic limitations prevent sidewalks on both sides of the street, then a single sidewalk shall be provided and shall be at least six feet (6') wide. Pedestrians should be further accommodated by alternate pedestrian pathways.

~~Construction of sidewalks shall be to specifications set by the Town Council through their designated representatives.~~

All sidewalks shall be ramped at all street intersections or other pedestrian crossing areas. The design and construction of sidewalk ramps must meet the applicable requirements of the "Americans With Disabilities Act" (ADA).

Signing and Striping Plans.

A complete signing and striping plan shall be submitted as part of the construction drawings. This plan shall include all project streets and intersections and all intersections with existing streets. The design of these improvements shall be in accordance with the MUTCD and shall include all necessary traffic control signage. Street name signs shall be installed at all intersections. The developer will be responsible for their installation.

Bicycle Paths.

Developers, when required, shall install a bicycle path at least six feet (6') in width along the

right-of-way of any sub-arterial street and any arterial street which is not bordered by a frontage road. The initial site of the path along any street shall be determined by the Planning Commission and the Town Engineer. Each developer who extends the path shall keep the path continuous and with as little change in grade as possible. If topography necessitates that the path change from one side of the street to the other, or if the path intersects with another arterial or sub-arterial street, crossways shall be provided. All bicycle paths shall be ramped at intersections. Paths and crossways shall meet construction and design standards set by the Town Council through their designated representatives. Any bike path constructed as part of the New Castle Trail System shall be constructed in accordance with the design requirements of the New Castle Trail System Planning Program.

Street Lighting.

The developer shall install street lights at points designated by the Town or Public Service Company. The poles for such lights shall be metal and the design of both poles and the lights themselves shall meet specifications established by the Town Council through their designated representatives.

Snow Storage

All newly constructed streets shall be designed to accommodate snow storage. Turf areas, without obstructions, may be utilized for this purpose. A minimum functional area equaling thirty percent (30%) of the paved area shall be provided contiguous to the right-of-way. Individual snow storage areas shall not be separated by more than 300 feet.

Project Acceptance Procedure

Initial Submittal

1. Acceptance Request Letter
2. Pre-final "As-built" Drawings
3. Stamped certification letter from design engineer verifying all improvements were built to meet the requirements of the Town of New Castle. Copies of all tests performed shall be included.
4. Support documentation (installation and operation manuals) of those facilities and equipment constructed/installed as part of project.
5. Submittal detailing any and all specific requirements (as listed below) and actions taken to meet these requirements.
 - a) Subdivision Improvement Regulations

- b) Zone District Regulations
- c) Commitments or Requirements made during Public Hearing
- d) Contractual Agreements
- e) Annexation Agreements
- f) Any/All Other

Town Review of Submittals

Response to Initial Submittal shall be given by the Town within thirty(30) days after receiving all required material. This response shall be as listed below:

1. Staff recommendation to the Town Board accepting improvements as is.
2. Staff recommendation to the Town Board accepting improvements under specific conditions. A document of specific conditions shall be included.
3. Letter to the developer listing specific inadequacies in the Submittals or improvements. The developer must resubmit request for project acceptance once these inadequacies have been addressed.

Final Acceptance.

When all requirements of the Project Acceptance Procedure have been met, the developer/owner shall have submitted "final as-builts" as defined herein. The warranty period shall start on the date of official Town Board acceptance. No building permits will be issued until Final Acceptance has been made.

"As-Built" Plans.

These guidelines shall be used by Subdividers, builders and/or others who are required to submit final as-built drawings. The content of these guidelines will be complied with in all cases where applicable, but shall not be construed as being all inclusive.

These are guidelines only and do not in any way relieve Subdividers, builders, contractors and/or others of the responsibility to submit as-built drawings that are accurate and complete in detail.

- A. As-builts shall include detailed and accurate information on all improvements completed as part of a project. Locations, dimensions, elevations, types of material, and all other information needed to provide a comprehensive and complete representation of the final project shall be included. Rights of way and easement lines shall also be

shown.

- B. Pre-final as-builts shall be submitted on completion of all work within a phase of the development, and the final as-built plans shall be received before final acceptance.
- C. Pre-final as-builts will be submitted for review and/or correction. Pre-finals will be four each, blue line.
- D. Final as-builts will be submitted as Autocad or DXF drawings and reproducible mylar and will become property of the Town of New Castle and a part of permanent Town records.
- E. Final "As-Built" drawings shall be submitted before final acceptance of improvements. They shall be stamped "As-Builts" and be signed as such by a Registered Professional Engineer.
- F. **No building permits will be issued until the above steps are completed!**

Warranty Time.

All ~~public~~ Utility improvements, including water distribution, sanitary sewer collection, street lighting, signage and striping shall have a one (1) year warranty time, beginning on the date of official Town ~~Board~~ Council acceptance. The subdivider/developer shall be responsible for requesting a final inspection of ~~all public~~the utility improvements at the end of the one-year warranty period. At the subdivider's/developer's request, Town Staff shall make an inspection of the ~~public~~utility improvements. When the Town finds that the ~~public~~utility improvements meet Town standards, they shall by way of a written letter to the subdivider/developer acknowledge acceptance of the ~~public~~utility improvements.

All newly constructed streets, including travel lanes, bike lanes, parking lanes, and sidewalks, shall have a two year performance based warranty. The subdivider/developer shall be responsible for requesting a final inspection of the street improvements at the end of the two-year warranty period. At the subdivider's/developer's request, Town Staff shall make an inspection of the street improvements. When the Town finds that the street improvements meet Town standards, performance indicators, and threshold values, they shall by way of a written letter to the subdivider/developer acknowledge acceptance of the street improvements. Warranty work will be required when the threshold limits for a condition parameter has been exceeded and the maximum allowable number of defective was exceeded for one or more condition parameters. The warranty criteria and recommended corrective actions are shown in tables 1 and 2 below.

Table 1. Warranty Thresholds and Requirements

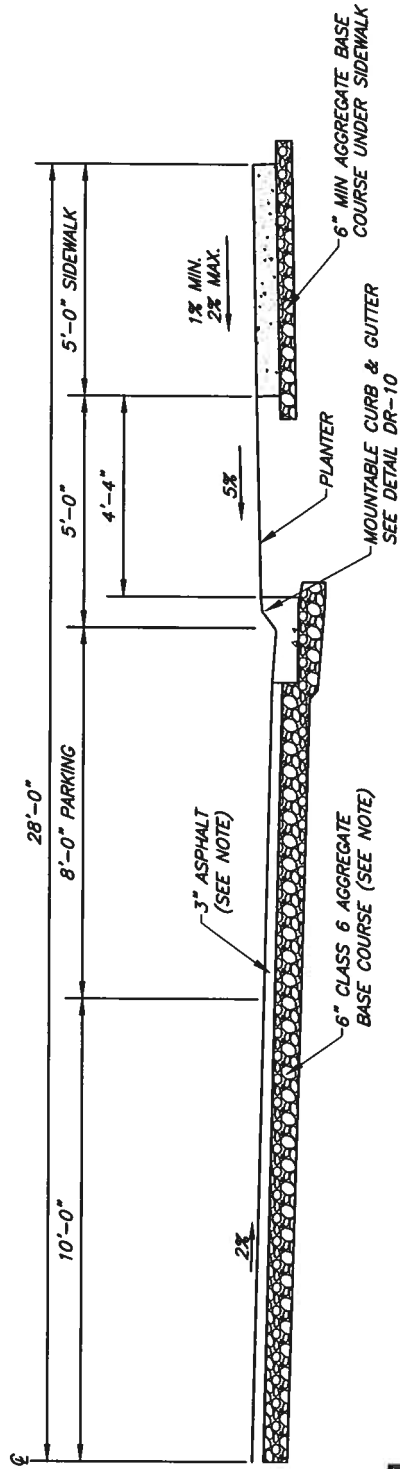
Condition Parameter	Threshold Limits Per Segment (Segment Length = 528 Feet)	Maximum Segment Per Driving Lane Mile
Longitudinal Crack	30% of segment length	1
Longitudinal Joint Crack	10% of segment length	1
De-bonding	5% of segment length	1
Raveling	8% of segment Length	1
Flushing	4% of segment length	1
Rutting	Average rut depth = 1/4 inch	1

Condition Parameter	Threshold Limits Per Segment (Segment Length = 7 Feet)	Maximum Segment Per Driving Lane Mile
Deflection caused by settlement	Maximum deflection depth = 3/8 inch	1

Condition Parameter	Threshold Limits Per Segment (Segment Length = 1 mile)	Maximum Segment Per Driving Lane Mile
Transvers crack	15 Cracks	1

Table 2. Recommended Corrective Actions

Condition Parameter	Recommended Action
Longitudinal Crack	Cut and seal
Longitudinal Joint Crack	Cut and seal
De-bonding	2 inch mill and resurface
Raveling	2 inch mill and resurface
Flushing	2 inch mill and resurface
Rutting	2 inch mill and resurface
Deflection caused by settlement	Sub soil mitigation, full depth mill and resurface
Transvers crack	2 inch mill and resurface

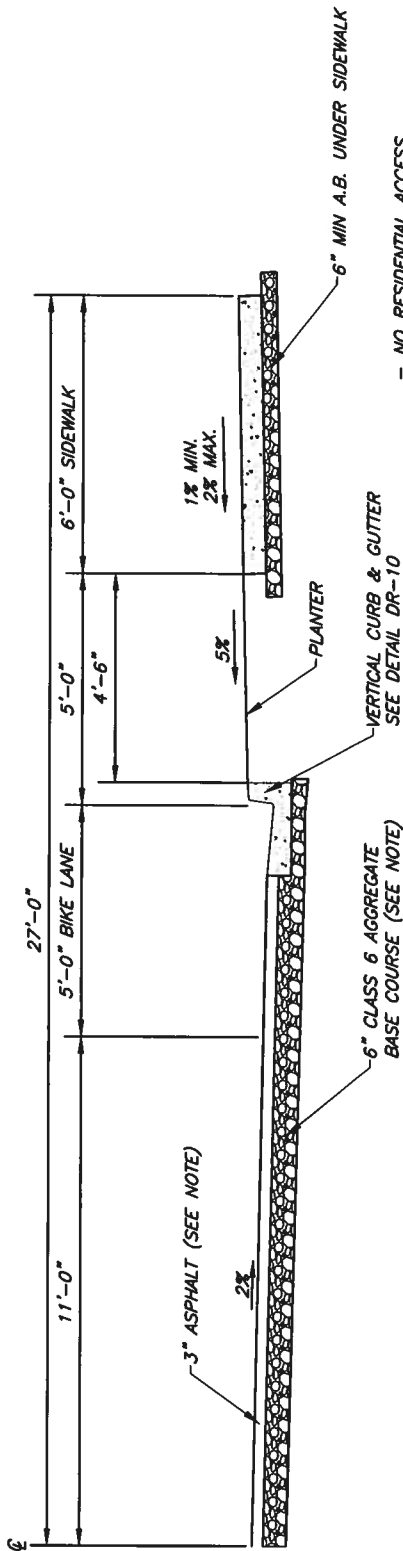


NOTE: ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.

RESIDENTIAL STREET 56'-0" ROW

NOT TO SCALE

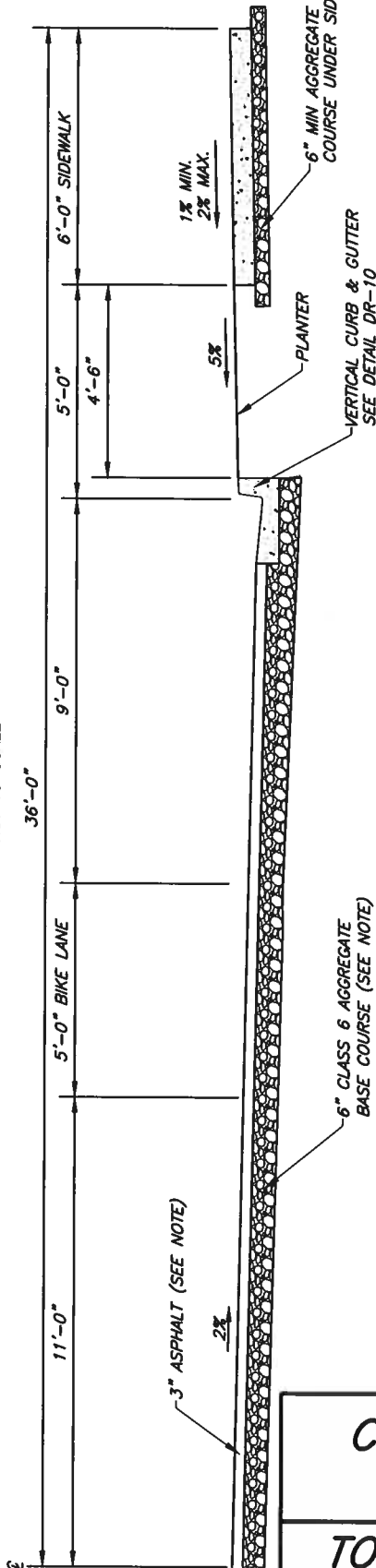
RESIDENTIAL STREET 56'-0" ROW SECTION	
TOWN OF NEW CASTLE	
NOT TO SCALE	DWG: ST-10



- NO RESIDENTIAL ACCESS REAR FACING LOTS ONLY
- WHERE BIKE LANE CONNECTIVITY IS IMPORTANT

**COLLECTOR STREET NO PARKING
WITH BIKE LANE 54'-0" ROW**

NOT TO SCALE



- RESIDENTIAL ACCESS WHERE BIKE LANE CONNECTIVITY IS IMPORTANT

**COLLECTOR STREET WITH PARKING
AND BIKE LANE 72'-0" ROW**

NOT TO SCALE

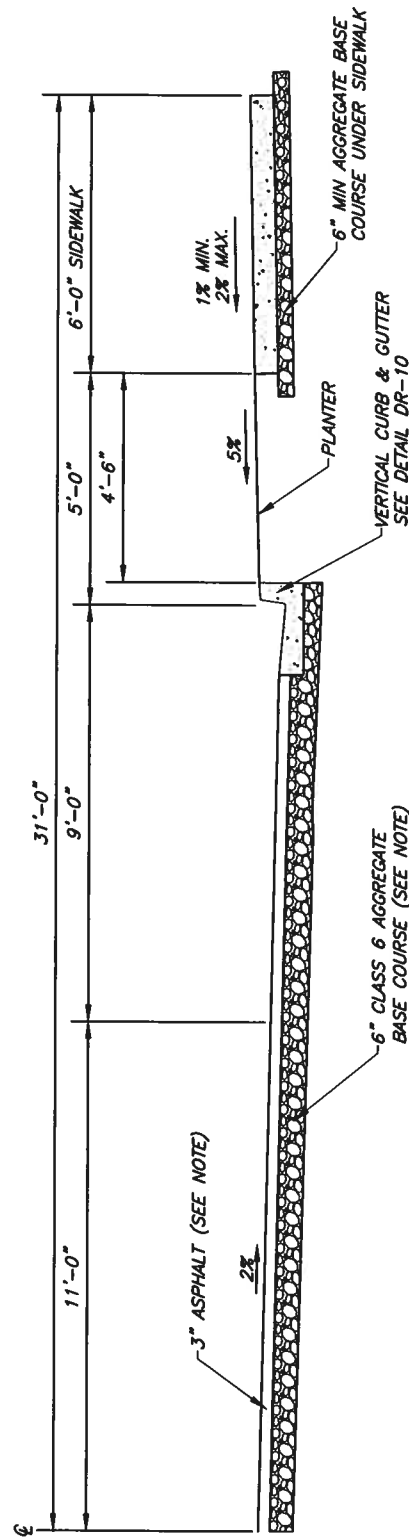
NOTE: ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.

**COLLECTOR STREET
SECTION**

TOWN OF NEW CASTLE

NOT TO SCALE

DWG: ST-20



**COLLECTOR STREET WITH PARKING
AND NO BIKE LANE 62'-0" ROW**

NOT TO SCALE

- RESIDENTIAL ACCESS

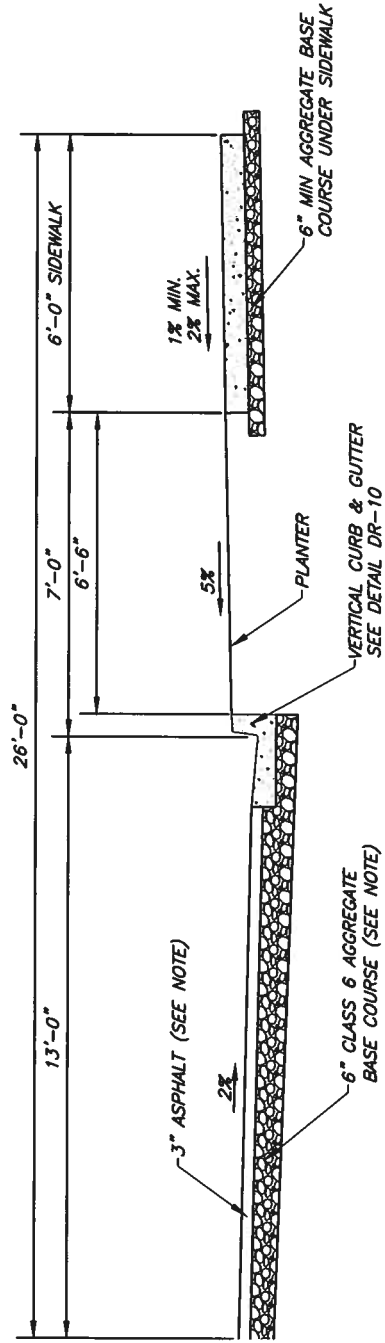
**COLLECTOR STREET NO
BIKE LANE SECTION**

TOWN OF NEW CASTLE

NOT TO SCALE

DWG: ST-30

NOTE: ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.



MINOR COLLECTOR STREET WITH NO PARKING AND NO BIKE LANE 52'-0" ROW

NOT TO SCALE

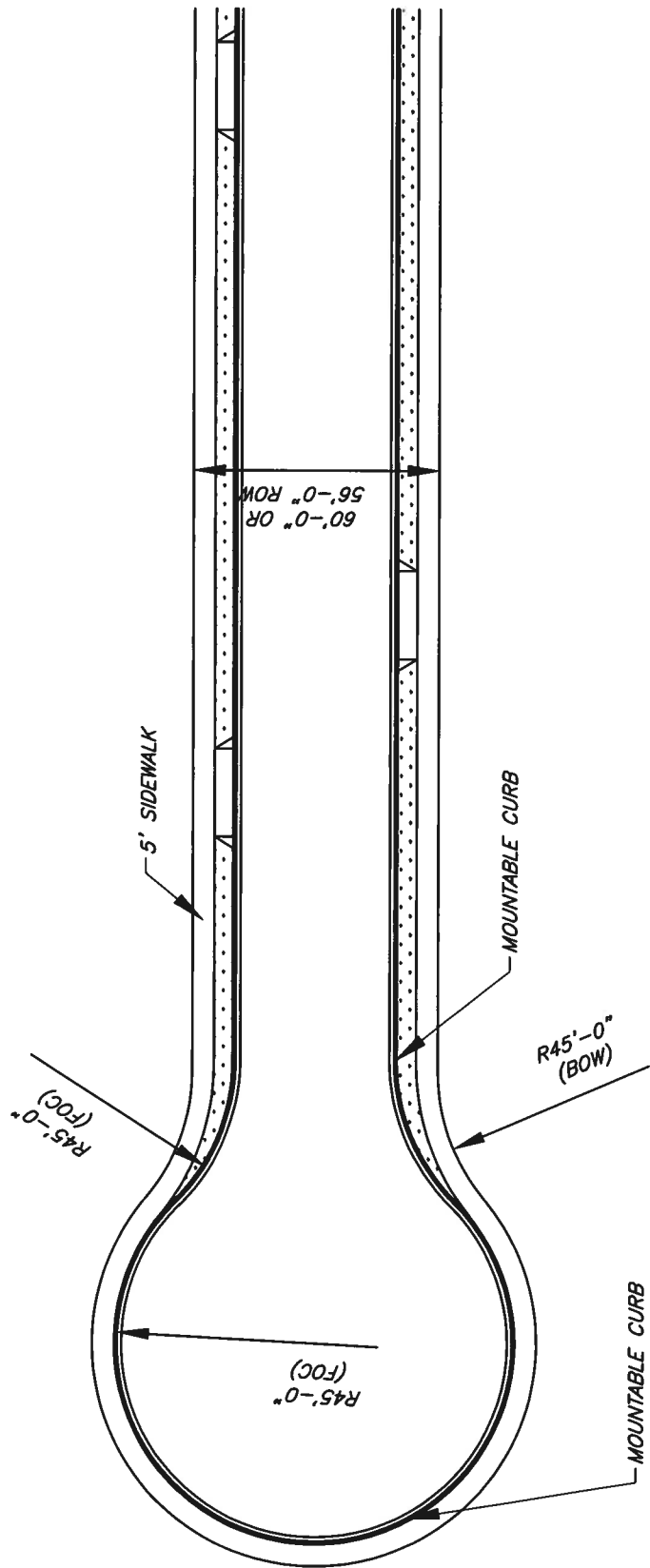
- NO RESIDENTIAL ACCESS

MINOR COLLECTOR STREET NO PARKING AND BIKE LANE SECTION TOWN OF NEW CASTLE

NOT TO SCALE

DWG: ST-40

NOTE: ASPHALT AND BASE DEPTHS IDENTIFIED ARE MINIMUMS. PROVIDE DEPTHS AS DETERMINED BY SOILS REPORT AND ENGINEERS DESIGN BASED UPON PROJECTED TRAFFIC CONDITIONS, LOADING AND SOIL STRENGTHS.



TYPICAL CUL-DE-SAC

NOT TO SCALE

- NOTES:
1. CUL-DE-SACS ONLY ARE ALLOWED ON RESIDENTIAL STREETS.
 2. CUL-DE-SAC CENTER POINT MA BE OFFSET FROM STREET CENTERLINE.
 3. EASEMENTS REQUIRED FOR STREET LIGHTS.

TYPICAL CUL-DE-SAC	
TOWN OF NEW CASTLE	
NOT TO SCALE	DWG: ST-50