



ITEM SUMMARY

MEETING DATE: July 18, 2022

FROM: Kara Irwin-Ferris, AICP, Development & Neighborhood Services Director

SUBJECT: **Ordinance 2022-17, ZTA-22-10**
Right of Way Permit Process

BACKGROUND

A City-initiated request for a text amendment proposes to add Section 11-6 to create a right of way permit process.

ANALYSIS

Sometimes called a driveway permit, culvert permit or utility permit, a right-of-way permit is required to disturb, excavate, block, obstruct, tamper with, or place any construction or other material on or in a city road, right of way or easement. Typically, any work performed within the City's right-of-way requires an approval from the City to ensure that the work is performed properly and safely and the site is restored to its original or better condition. Although the City has been authorizing right-of-way work, it has done so under a general building permit.

The proposed amendment intent is to clarify the process including the requirements, documentation and approvals needed to obtain a specific right-of-way permit. By outlining the right-of-way permit process in the City's code, it will make the permit process clearer and more concise and ensure the City is protected when work is done by a third party in the City's right-of-way.

FINANCIAL INFORMATION

N/A.

LEGAL

Ordinance 2022-17 was prepared in accordance with all applicable state statutes and City Code Requirements and has been reviewed by the City Attorney.

STAFF RECOMMENDATION

Approval of ZTA-22-10 through the adoption of Ordinance 2022-17.