

# City of Caldwell Development Services

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**This is the official  
publication of the  
following City of Caldwell,  
Idaho Departments:**

- Planning & Zoning
- Building Safety
- Engineering
- Mapping
- Fire Prevention

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# Brick and Mortar

## Caldwell Streamlines Building Permit Process

Over the past several months, the City of Caldwell has been exploring ways to streamline the building permit and development review processes. These measures will provide improved customer service and expand our capacity and productivity internally.

We surveyed several customers who have worked with the City and mapped our existing processes. The work culminated with a proposed “red carpet” process where a development team will work with customers from start to finish (e.g. roundtable to certificate of occupancy), providing easy contact and problem resolution within the team.

Members of the team represent all development service departments. Each would perform or facilitate elements of the development process pertaining to their department and collaborate with the others to prevent redundant effort, requirements, or

inconsistencies. The team’s main goal is to eliminate lost time in order to deliver projects as rapidly as possible.

As this process is implemented, our staff will monitor delivery time and other factors in order to improve service. Implementation will also include technological solutions to hasten and simplify field inspections, customer access, project status, and project tracking.

The “red carpet” proposal was presented to our customers and staff in a February workshop. Comments received during the workshop have been used to modify the proposal in preparation for an April 5<sup>th</sup> workshop with the City Council. The workshop begins at 6:00 p.m. at the Caldwell Police Station.

For more information about our streamlining efforts, please contact Brent Orton at 455-4678 or Anne Marie Skinner at 455-4662.

## Information About this Newsletter

The City of Caldwell is pleased to announce that our development service departments will publish a quarterly newsletter called *Brick and Mortar*. The newsletter will be published during the months of January, April, July, and October.

There is no cost to subscribe to this newsletter. The newsletter will only be distributed through e-mail. If you wish to be placed on the mailing list for this newsletter, please contact Brian Billingsley at 455-4666 or by e-mail at [bbillingsley@ci.caldwell.id.us](mailto:bbillingsley@ci.caldwell.id.us)

## Caldwell DBS Takes a Big Step

In a collaborative effort to help expedite the permitting process, the Caldwell Department of Building Safety (DBS) will now be performing plan reviews and inspections of all Fire Sprinkler Systems, Fire Alarm Systems, and Cooking Hood Fire Extinguishing Systems. This is a big step forward in an effort to create a “one-stop shop” with the permitting process.

In the past, Fire Sprinkler Systems were required to go through the State Fire Marshall’s office for review. Once the review was complete it would then be sent to the Caldwell Fire Department for a cursory review to

ensure all local requirements were being met. This could, at times, delay the process depending on the work load of each department.

Now, all permits for these systems will only require submittal to the Caldwell Department of Building Safety. This will not only increase efficiency with the process, but as well in the field. The Department of Building Safety is pleased to have the opportunity to improve our service to the public. For more information regarding these systems, please contact Adele Adams or Dennis Wilson at 455-3024.



## Caldwell Adopts Pathways & Bike Routes Plan

In January, the Caldwell City Council adopted a Pathways and Bike Routes Master Plan. The Plan sets a course of action to build a network of pathways and bike routes throughout the City and the Area of City Impact. The goal of the Plan is to link our residents to our city parks, public institutions, the Boise River, Lake Lowell, and other areas of commerce.

The Plan designates 19 miles of shared roadways (where bikes and cars can safely share a travel lane), 73 miles of

bicycle lanes on our classified streets, and 36 miles of proposed pathways. The City has established a Pathways and Bike Routes Committee that will make recommendations to the City Council on proposed improvements to our pathways and bike routes system.

You can review the plan on the Planning and Zoning web page: [www.cityofcaldwell.com](http://www.cityofcaldwell.com)

For more information on the Plan, please contact Brian Billingsley at 455-4666.



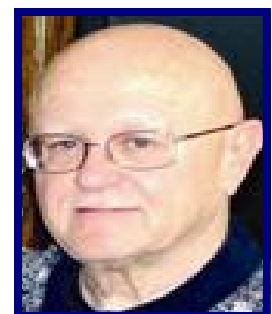
## Larry Osgood Passes Away

The City of Caldwell regrets to announce that Larry Osgood passed away on January 30th. Larry was hired by the Engineering Department as a project engineer in 2005. He was promoted to Interim Public Works Director in March 2008, replacing Gordon Law. Larry served in this capacity for 18 months.

Prior to his employment in Caldwell,

Larry was a partner in the firm Alpha Engineers and he served under Governor Cecil Andrus as the Director of the Division of Public Works for the State of Idaho.

A memorial service will be held for Larry at the Caldwell Train Depot on the afternoon of Saturday, May 1st. Everyone is invited.



## Caldwell to Host MS4 Permit Workshop

The City of Caldwell was recently issued a MS4 (Municipal Separate Storm Sewer System) permit #IDS-028118 by the EPA. This permit allows the City to discharge stormwater and certain non-stormwater discharges to waters of the United States. To comply with this permit, an ordinance is proposed to clarify to the public what will be allowed and the consequences of discharge from

sources that are not allowed.

A workshop will be held on May 12th from 6:00 p.m. to 7:00 p.m. in the Caldwell Police Station's Community Room on allowed non-stormwater discharges and what the ordinance should look like on the non-allowed discharges.

Please contact Lee Van De Bogart at 455-4670 if you have any questions.



## City Hires New Fire Marshal

The Caldwell Fire Department would like to welcome Andrew "Andy" Cater, the City of Caldwell's new Deputy Chief/Fire Marshal. Andy has served eighteen years in the fire service, with a passion for fire prevention and a talent for public service. He previously worked at the Eagle Fire District where he held the position of Division Chief of Fire Prevention. As Division Chief he worked with the City of Eagle on projects which included planned development and fire code enforcement. While serving at Eagle

Fire he developed and managed the Eagle Fire Explorer Program which provided teens the opportunity to learn about fire and emergency medical careers. Andy is a state certified Fire Inspector and is nationally certified as a Fire and Explosion Investigator. He also served as a publicly elected Fire Commissioner in North Ada County Fire District.

Andy is extremely pleased to join our team and looks forward to working with everyone.



## May is Building Safety Month

May is National Building Safety Month. Building Safety Week was expanded to Building Safety Month to increase awareness and to communicate the importance of building safety. Building Safety Week was first celebrated in 1980. During 2009, thirty-one states issued official statements and letters of recognition in support of Building Safety Week.

The month-long campaign is broken down into four focus areas:

Week 1: Energy & Green Building

Week 2: Disaster Safety & Mitigation

Week 3: Fire Awareness & Safety.

Week 4: Backyard Safety

As a reminder, residential building permits are required for all decks except decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4 of the International Residential Code. Please contact Adele Adams in the Building Department (455-4661) if you have any questions.



## Helpful Tips for Re-Roofing a House in the Historic District

Roofing contractors bidding on a job in the Steunenberg Residential Historical District need to ask the home owner to provide a copy of their Certificate of Appropriateness (C of A) before a roofing permit can be issued.

A "C of A" is a document granted by the Historic Preservation Commission (HPC) to a homeowner before construction can commence. The HPC generally checks the roofing material for conformity. Architectural shingles are preferred.

Please refer the homeowner to the Planning & Zoning Department if they are in need a "C of A".

Application process for a "C of A":

- Homeowner submits the "C of A" application and a sample of the roofing material to the Planning & Zoning Department.

- Caldwell Planning & Zoning Department verifies all required information and contacts the HPC Chairperson.
- The HPC Chairperson reviews the application and sample material. If approved, the "C of A" will be issued immediately.
- Planning & Zoning contacts the homeowner to pick up the "C of A".
- The contractor will provide a copy of the "C of A" with the building permit application.

Should the contractor or homeowner have any questions about the process or the parameters of the Historic District, please contact April Cabello at the City of Caldwell Planning & Zoning office (455-4667).



## Guzman Named Employee of the Month

The City of Caldwell recently selected Javier Guzman as Employee of the Month for January 2010.

Javier is employed in the Department of Building Safety, where his duties include performing electrical inspections and some inspections on residential and commercial construction.

Javier also conducts electrical plan reviews on schools and certain large commercial projects. In addition to his regular duties for the city, Javier has also been involved in the city's mentoring program, and has helped the city with certain electrical projects on Indian Creek.

Javier was hired in May of 2008. He is a certified residential and commercial electrical inspector with the International Code Council (ICC).

Javier resides in Caldwell and has been married to his wife Mary Lou for 19 years. They have two children.

He is a great employee, and is always available to help. Javier is bilingual and is willing to help translate for our Spanish speaking customers. He is a great asset to the department. Congratulations Javier!







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We're on the Web!  
[www.cityofcaldwell.com](http://www.cityofcaldwell.com)

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## Elected Officials Information

### *City of Caldwell Mayor*

*Garret Nancolas*

### *City of Caldwell City Council*

<i>Jim Dakan, Seat #1</i>	<i>Rob Oates, Seat #4</i>
<i>Dennis Callsen, Seat #2</i>	<i>Jim Blacker, Seat #5</i>
<i>Rob Hopper, Seat #3</i>	<i>Robert Sobba, Seat #6</i>

## Staff Contact Information

### **Planning & Zoning Staff**

#### **455-3021**

Brian Billingsley, AICP, Planning & Zoning Director

Anne Marie Skinner, Senior Planner & Development Coordinator

April Cabello, Planning Technician

Katie Phillips, Code Enforcement Officer

### **Building Safety Staff**

#### **455-4657**

Brett Clark, CBO, Building Official

Adele Adams, Building Plans Examiner and Inspector

Kevin Hinsdale, Plumbing Inspector

Javier Guzman, Electrical Inspector

Dennis Wilson, Fire Plans Examiner and Inspector

Candy Nichols, Permit Coordinator

Tammy Farwell, Permit Technician

### **Fire Prevention Staff**

#### **455-4700**

Mark Wendelsdorf, Fire Chief

Andy Cater, Deputy Chief/Fire Marshal

Melinda Allgood, Fire Prevention Officer

Meredith Dille, Fire Prevention Secretary

### **Engineering Staff**

#### **455-3006**

Brent Orton, PE, Public Works Director

Lee Van De Bogart, PE, Project Engineer

Ken Frazee, PE, Project Engineer

Tammy Frans, Administrative Assistant

Ricardo Calderon, Associate Engineer

Tim King, Engineering Technician II

Nicole Nicholson, Administrative Secretary

### **Mapping Staff**

#### **455-3006**

Dave Marston, Mapping Superintendent

Karla Baker, Mapping Technician

Angie Hopf, Mapping Technician

Jeff McFrederick, Engineering Technician III

T.J. Frans, Engineering Technician II

Jared Hale, Engineering Technician II

Larry Greenwalt, Engineering Technician I

Jessica Hall, Engineering Technician I