

TOPEKA DREAMS NEIGHBORHOOD IMPROVEMENT INITIATIVES PROGRAM

CITY OF TOPEKA & AGENCY STAFF PROJECT RESPONSIBILITY MATRIX

TYPES OF NEIGHBORHOOD DREAMS PROJECTS	DIVISION	TITLE	CURRENT STAFF	OTHER CITY DEPARTMENTS (NOT PLANNING OR PUBLIC WORKS) / OTHER AGENCIES
Curb & gutter replacement (repair/replacement (no brick or stone resetting unless replacing brick street))	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Alley Pavement repair/replacement (DREAMS 1 & 2 only) no gravel alleys with DREAMS funding	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Utilities	Utilities Director	Sylvia Davis	
Alley approaches (DREAMS 3 funding allowed)	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Street Mill and overlay	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Brick Streets	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
Traffic Calming/Safety measures	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Pedestrian signals and crosswalks	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	

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Tree Planting	Forestry	Forestry Manager	Travis Tenbrink	
	Development Services	Permit Section Manager	Fran Hug	
	Utilities	Utilities Director	Sylvia Davis	
Fire Hydrant (Cleaning/Painting)	Utilities	Utilities Director	Sylvia Davis	
Driveway Culvert & Drainage/Ditch Maintenance	Utilities	Utilities Director	Sylvia Davis	
	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Sidewalks (new/replacement)	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
	Neighborhood Planning (if replacing bricks)	Neighborhood Planner	Bryson Risley	
ADA Ramps	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
	Diversity Equity & Inclusion Office	Diversity Equity & Inclusion Officer	Ernestor De La Rosa	

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Crosswalks	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Murals	Public Works/ Engineering	Public Works Director	Braxton Copley	City Legal
Residential Entrance/ Placemaking signage/markers/monuments	Public Works/ Engineering	Public Works Director	Braxton Copley	City Legal
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
Neighborhood Banners/flags	Public Works/ Engineering	Public Works Director	Braxton Copley	City Legal
	Development Services	Permit Section Manager	Fran Hug	
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
Parks/Playgrounds	Development Services	Permit Section Manager	Fran Hug	Shawnee County Parks and Recreation
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
	Diversity Equity & Inclusion Office (If ADA related)	Diversity Equity & Inclusion Officer	Ernestor De La Rosa	
Public Community/Recreation/School structural/grounds improvements	Development Services	Permit Section Manager	Fran Hug	Owner Entity
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
	Diversity Equity & Inclusion Office (If ADA related)	Diversity Equity & Inclusion Officer	Ernestor De La Rosa	

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Lighting/Solar Lighting (Right-of-Way only / no midblock lighting in residential areas)	Public Works/ Engineering	Public Works Director	Braxton Copley	
	Development Services	Permit Section Manager	Fran Hug	
Bus station terminals /Shelters/ Benches	Development Services	Permit Section Manager	Fran Hug	Topeka Metropolitan Transit Authority
	Neighborhood Planning	Neighborhood Planner	Bryson Risley	
	Diversity Equity & Inclusion Office	Diversity Equity & Inclusion Officer	Ernestor De La Rosa	

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PROJECT GUIDELINES, REQUIREMENTS & SAMPLE COSTS			
TYPES OF NEIGHBORHOOD DREAMS PROJECTS	CITY PROJECT GUIDELINES	REQUIREMENTS, CODES, POLICIES (LOCAL, STATE, FEDERAL)	SAMPLE COSTS
Curb & gutter replacement (repair/replacement (no brick or stone resetting unless replacing brick street))	<p>PW NOTE: We strongly recommend NOT resetting brick or stone curbing as its very labor intensive which drives the cost up quickly. This uses a significant amount of limited funding for the labor.</p> <p>Consistency with adopted Neighborhood Plans (Comp Plan).</p>	<p>City of Topeka Brick Street, Alley and Sidewalk Policy.</p> <p>Complete Streets Design Guidelines</p> <p>Joint City-County Technical Specifications</p> <p>T.M.C 5.63.030 License Required</p>	<p>Curb removal and replacement costs ~ \$50 linear foot for standard concrete curb.</p> <p>If inlets need to be replaced: Small inlets - \$5,000+/ea. Large inlets (Type I) - \$10,000+/ea.</p>
Alley Pavement repair/replacement (DREAMS 1 & 2 only) no gravel alleys with DREAMS funding	<p>Consistency with adopted Neighborhood Plans (Comp Plan).</p>	<p>City of Topeka Brick Street, Alley and Sidewalk Policy.</p> <p>Complete Streets Design Guidelines</p> <p>Joint City-County Technical Specifications</p>	<p>See alley approaches below for additional costs.</p>
Alley approaches (DREAMS 3 funding allowed)	<p>Consistency with adopted Neighborhood Plans (Comp Plan).</p>	<p>Joint City-County Technical Specifications</p> <p>Complete Streets Design Guidelines</p> <p>T.M.C 5.63.030 License Required</p>	<p>Alley Approaches – upgrading from gravel to concrete or removing damaged entrance approaches costs ~ \$7,500 - \$9,000.</p>
Street Mill and overlay	<p>Consistency with adopted Neighborhood Plans (Comp Plan).</p>	<p>Joint City-County Technical Specifications</p> <p>Complete Streets Design Guidelines</p> <p>T.M.C 5.63.030 License Required</p>	

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Brick Streets	Consistency with adopted Neighborhood Plans (Comp Plan) .	City of Topeka Brick Street, Alley and Sidewalk Policy . Complete Streets Design Guidelines Joint City-County Technical Specifications	
Traffic Calming/Safety measures	Consistency with adopted Neighborhood Plans (Comp Plan) .	Joint City-County Technical Specifications Complete Streets Design Guidelines T.M.C 5.63.030 License Required	
Pedestrian signals and crosswalks	Consistency with adopted Neighborhood Plans (Comp Plan) .	Joint City-County Technical Specifications Complete Streets Design Guidelines T.M.C 5.63.030 License Required	
Tree Planting	Consistency with adopted Neighborhood Plans (Comp Plan) .	Joint City-County Technical Specifications T.M.C 5.63.030 License Required	
Fire Hydrant (Cleaning/Painting)		Joint City-County Technical Specifications	Hydrant =\$6,000
Driveway Culvert & Drainage/Ditch Maintenance		Joint City-County Technical Specifications T.M.C 5.63.030 License Required	Paint Storm structure lids, install driveway culverts, small stormwater DCP or BMP20' CMP for driveway culverts \$600 for 15" x 20' of galvanized steel culvert + installation=\$1,200Stormwater drainage improvement=\$100,000Stormwater pipe under street60' x \$200 per foot=\$12,000

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Sidewalks (new/replacement)	Consistency with adopted Neighborhood Plans (Comp Plan) .	City of Topeka Brick Street, Alley and Sidewalk Policy . Complete Streets Design Guidelines Joint City-County Technical Specifications T.M.C 5.63.030 License Required	Replacing damaged sidewalk ~ \$10 - \$12 a square foot. If 5' wide ~ \$50 - \$60 per linear foot. 70' lot length ~ \$3,500. New sidewalk 500' block length ~ \$25,000 one side.
ADA Ramps		Complete Streets Design Guidelines Joint City-County Technical Specifications T.M.C 5.63.030 License Required 2010 ADA Standards for Accessible Design	ADA Ramps – depending on slope of the ground ~ \$2,500 to \$3,000 each.
Crosswalks		Complete Streets Design Guidelines Joint City-County Technical Specifications T.M.C 5.63.030 License Required	

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Murals	<p>All beautification projects must be installed within the geographical boundaries of the applying NIA neighborhood as approved by the City of Topeka. Independent contractor partnerships (ArtsConnect, Bloomerang, etc.) All final designs and locations must be approved by both the NIA and the City of Topeka. All work must be original. Cost for necessary permits for easements, street light pole use, encroachment, signage, scaffolding, alley/sidewalk or street closures, etc. must be included in project budget estimates. Contract and material cost may vary depending on artist and size of project. NIA will be responsible for acquiring funding for further maintenance, repairs, liability insurance, etc. required during and after the project installation. The City of Topeka may remove beautification pieces if not maintained or if necessary due to other local, state, federal and/or public safety requirements. Check for consistency with the Topeka Sign Code (Planning).</p> <p>If Mural is to be placed on a Levee wall, the project will require approval by the United States Corps of Engineers</p>	Topeka Sign Code - TMC 18.10.	

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Residential Entrance/ Placemaking signage/markers/monuments	<p>All beautification projects must be installed within the geographical boundaries of the applying NIA neighborhood as approved by the City of Topeka. Independent contractor partnerships (ArtsConnect, Bloomerang, etc.) All final designs and locations must be approved by both the NIA and the City of Topeka. All work must be original. Cost for necessary permits for easements, street light pole use, encroachment, signage, scaffolding, alley/sidewalk or street closures, etc. must be included in project budget estimates. Contract and material cost may vary depending on artist and size of project. NIA will be responsible for acquiring funding for further maintenance, repairs, liability insurance, etc. required during and after the project installation. The City of Topeka may remove beautification pieces if not maintained or if necessary due to other local, state, federal and/or public safety requirements.</p> <p>Check for consistency with the Topeka Sign Code and neighborhood sign policy (Planning).</p>	<p>Topeka Sign Code - TMC 18.10.</p> <p>Neighborhood Signs Policy (not sure of name - not finalized at this point either).</p>	

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Neighborhood Banners/flags	<p>All beautification projects must be installed within the geographical boundaries of the applying NIA neighborhood as approved by the City of Topeka. Independent contractor partnerships (ArtsConnect, Bloomerang, etc.) All final designs and locations must be approved by both the NIA and the City of Topeka. All work must be original. Cost for necessary permits for easements, street light pole use, encroachment, signage, scaffolding, alley/sidewalk or street closures, etc. must be included in project budget estimates. Contract and material cost may vary depending on artist and size of project. NIA will be responsible for acquiring funding for further maintenance, repairs, liability insurance, etc. required during and after the project installation. The City of Topeka may remove beautification pieces if not maintained or if necessary due to other local, state, federal and/or public safety requirements.</p> <p>Check for consistency with the Topeka Sign Code and neighborhood sign policy (Planning).</p>	<p>Topeka Sign Code - TMC 18.10.</p> <p>Neighborhood Signs Policy (not sure of name - not finalized at this point either).</p>	

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Parks/Playgrounds	<p>must be within the geographical boundaries of the NIA neighborhood as approved by the City of Topeka. Can be partnership projects with other non-profit and local entities. Prior to project approval, the NIA must have a letter of project approval from the partnering entity's representative that has approving authority. The NIA, partnership entity, and the City of Topeka must enter into a contracted agreement for the project. All final designs and locations must be approved by both the NIA, the partnership entity and the City of Topeka. Cost for necessary permits related to construction, installation, and local, state, and federal requirements must be included in project budget estimates. Contract and material cost may vary depending on project. Partnering entity agrees to be responsible for all further maintenance, repairs, liability insurance, etc. required during and after the project installation. Consistency with adopted Neighborhood Plans (Comp Plan).</p> <p>City of Topeka Site Planning/Landscaping may be required.</p> <p>Pre-Application Meeting needed for these projects.</p>	<p>TMC 18.235 Landscape Requirements</p> <p>TMC 18.260 Site Plan Regulations.</p> <p>Joint City-County Technical Specifications</p> <p>T.M.C 5.63.030 License Required</p> <p>2010 ADA Standards for Accessible Design</p> <p>Other Parks & Recreation Regulations/Specs</p>	

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Public Community/Recreation/School structural/grounds improvements	<p>must be within the geographical boundaries of the NIA neighborhood as approved by the City of Topeka. Can be partnership projects with other non-profit and local entities. Prior to project approval, the NIA must have a letter of project approval from the partnering entity's representative that has approving authority. The NIA, partnership entity, and the City of Topeka must enter into a contracted agreement for the project. All final designs and locations must be approved by both the NIA, the partnership entity and the City of Topeka. Cost for necessary permits related to construction, installation, and local, state, and federal requirements must be included in project budget estimates. Contract and material cost may vary depending on project. Partnering entity agrees to be responsible for all further maintenance, repairs, liability insurance, etc. required during and after the project installation.</p> <p>Consistency with adopted Neighborhood Plans (Comp Plan) and Zoning compliance.</p> <p>City of Topeka Site Planning/Landscaping may be required.</p> <p>Pre-Application Meeting needed for these projects.</p>	<p>TMC 18.235 Landscape Requirements</p> <p>TMC 18.260 Site Plan Regulations.</p> <p>Joint City-County Technical Specifications</p> <p>T.M.C 5.63.030 License Required</p> <p>2010 ADA Standards for Accessible Design</p> <p>Other Parks & Recreation Regulations/Specs</p> <p>Other Topeka Public Schools Regulations/Specs</p>	

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Lighting/Solar Lighting (Right-of-Way only / no midblock light in residential areas)		Complete Streets Design Guidelines TMC 18.45.100 Streetlights Joint City-County Technical Specifications T.M.C 5.63.030 License Required	
Bus station terminals /Shelters/ Benches	<p>Must be within the geographical boundaries of the NIA neighborhood as approved by the City of Topeka. Can be partnership projects with other non-profit and local entities. Before project approval, the NIA must have a letter of project approval from the partnering entity's representative that has approving authority. The NIA, partnership entity, and the City of Topeka must enter into a contracted agreement for the project. All final designs and locations must be approved by both the NIA, the partnership entity, and the City of Topeka. Project budget estimates must include costs for necessary permits related to construction, installation, and local, state, and federal requirements. Contract and material costs may vary depending on the project. The partnering entity agrees to be responsible for all further maintenance, repairs, liability insurance, etc. required during and after the project installation. Pre-Application Meeting needed for these projects for possible site plan approval</p>	<p>Topeka Metro Requirements.</p> TMC 18.260 Site Plan Regulations Joint City-County Technical Specifications T.M.C 5.63.030 License Required 2010 ADA Standards for Accessible Design Complete Streets Design Guidelines	