

## Permit Reform Advisory Committee

### Meeting Minutes

Thursday November 1, 2018

Location: Fletcher Free Library Community Room

Committee Members: Celia Daly, Steve Lipkin, Steve Offenhardt, Bob Duncan, Bruce Baker, Tiki-Jon Archambeau, Jeremy O'Neill (absent)

Staff Present: Brian Lowe, Norm Baldwin, Chapin Spencer (absent), David White, Bill Ward, Kimberlee Sturtevant, Pat Schmitz

Meeting called to order 12:07 p.m.

Motion to accepted agenda – Agenda accepted

Motion to approve minutes from Oct. 4, 2018, one correction noted Norm Baldwin was absent, minutes accepted with this correction

#### Discussion:

Reports from the Public works commission meeting, Tiki-Jon Archambeau & Brian reported the feedback was generally positive, possibly a difference in the name. Brian indicates that staff have also been engaged in the naming of the group. Planning Commission, generally positive feedback sees the value of the move, wanting to understanding how the Planning commission will be affected by this. Believe that they will remain a strong and necessary link with the permitting and inspection dept. Bruce Baker reported that there was a sense that there would be a lot more support from the planning commission if there was a citizens commission that over saw this department as well as the Planning/Cedo department would benefit from one as well.

Timeline – currently still on pace to bring a resolution to City Council in early December that will give the authority to begin renovations at Pine Street, an RFQ for architects to look at Pine Street, this closes November 7<sup>th</sup>, hopefully engage an architect shortly thereafter. Then engage staff on what the renovations should be on an operations perspective.

Discussion followed regarding the process of what happens when a homeowner comes to the one stop permit shop what is the process and what is the vision for customer service to the homeowner. David White, benefit that the permit tech will review the permit and assist the home owner as to the process they need to go.

Bill Ward – this is the first initial step, everything is not going to be fixed on day one. This will have people working side by side that will be cross trained and a unified message will be sent out, and there will be a lot of natural learning from day one.

Preliminary discussion of management structure has been started, reviews of job descriptions will still be necessary.

Discussion of public oversight committee, benefits of creating a new one or maintaining the relationships with the current committee's on the issues that pertain to them the same as now.

Next Steps –

- Brian Lowe will be working with Committee Chair Celia Daly to draft of a formal report of what the Advisory committee conceptual memo with committee’s concerns regarding “orphaned” Zoning staff and conditional support to the plan that will be presented to City Council, will share at next meeting.
- Functional organization chart for the proposed Zoning/Cedo combination.

Public comments:

Claire Forbes, UVM – Campus Planning services

Generally UVM is excited on streamlining the process and willing to stay engaged.

Next meeting scheduled for Thursday November 29, 2018 at noon, 645 Pine Street, Front Conference room.

Meeting adjourned 1:14 pm