Permit Reform Advisory Committee

Meeting Minutes

Wednesday May 2, 2018

Location: City Hall Conference Room 12

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

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

Meeting called to order 12:05 p.m.

Motion to approve agenda - approved

Motion to approve minutes from March 23, 2018 - approved

Discussion:

David White's presentation:

- What requires a Zoning Permit
- What doesn't require a zoning permit
- Administrative Decisions
- Self-Certification which may eliminate the requirement of an inspection by Code Enforcement which would require a sworn statement from the applicant and photographs of the final condition
- A process would have to be developed to do random compliance audits.
- Possible types that could be self-certified
    - Basic Zoning permits (site improvements and new construction in non-design review RL districts)
    - Signs and Awnings
    - Fences
    - Siding and windows
    - Parking

Public comments:

Lani Ravin, UVM – Campus Planning services

- In her experience has found staff at the counter very helpful to guide through the process
- Staff suggestion of self-certification would be helpful for the University, especially in the case of signs that cannot be part of the bigger permit plan, but was separate and to be able to send pictures and self-certify would be very helpful. Signatures on the part of the University are taken very seriously if that could be used as part of the self-certification

Next meeting scheduled for Wednesday June 6, 2018 at noon, City Hall conference room 12.

Meeting adjourned 1:12 pm