



Permitting and Inspections Department

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Permit Reform Advisory Committee

Tuesday February 16, 2021
Draft Meeting Minutes

Location: 645 Pine Street/Virtual

Committee Members present: Celia Daly, Steve Lipkin, Steve Offenhartz, Bob Duncan, Tiki-Jon Archambeau
Staff: Bill Ward

Meeting called to order 2:04 p.m.

Motion to change the agenda and strike #7 committee items and approve amended agenda – Tiki-Jon Archambeau, second by Steve Offenhartz. Approval was unanimous.

Motion to approve minutes from December 2019 –by Tiki-Jon Archambeau, second by Steve Offenhartz. Approval was unanimous minutes accepted.

No members of the public in attendance.

Bill Ward gave an update on the Permitting and Inspections Department for 2020. The update included the brief pandemic shut down at the end of March 2020 and the incremental re-opening to our current state of no more than 50% staff occupancy daily. An overview was provided on the year-end staff survey to learn what was working, what needed improvement and steps being taken to address needed improvements. Bill noted that the customer service staff is doing an excellent job at addressing cross divisional concerns for customers in the one stop shop model. The update on inspections is that most permit inspections are now being done remotely due to the pandemic. The software transition is nearing completion with final work needed on migrating historical data into new formatting.

Discussion on electrical permits that were proposed to be eliminated and likely to go to City Council by April. Chapter 8 (building permits) update was review by City Attorney's office and is expected to go to the City Council at the first meeting in March.

The types of building permits that might be eliminated were discussed. Bill Ward will provide a list to panel members for discussion.

The meeting adjourned unexpectedly at 3:05 when the zoom link was broken.

The next meeting has not been scheduled at this time.