

**BUILDING-DEVELOPMENT COMMISSION**  
**Minutes of September 16, 2008 Meeting**

Jon Morris opened the Building-Development Commission (BDC) meeting at **2:06 p.m. on Tuesday, September 16, 2008** in Charlotte Conference Room located in the Hal Marshall Service Center, 700 North Tryon Street, Charlotte, North Carolina.

**Present:** Jon Morris, Elliot Mann, Charley Watts, Ed Horne, Harry Sherrill, David Shultz, Danny Phillips, William Caulder, Trent Haston and Barry Hanson

**Absent:** Jon Wood, Wanda Towler and Buford Lovett

**Guest:** Randy Turner (Charlotte Fire Department), David Weekly (City of Charlotte), Nan Peterson (City of Charlotte) and Bill Warren (County Manager's Office)

**1. APPROVAL OF THE MINUTES**

*The motion by David Shultz (seconded by Ed Horne) to approve the August 2008 meeting minutes passed unanimously.*

**2. BDC MEMBER ISSUES AND COMMENTS**

Jon Morris requested an explanation for not allowing power on shell buildings especially when there is a need to show the space to respective tenants. Joe Weathers stated that this is primarily a safety issue. Eddie Prince asked Mr. Morris to submit his request in writing for the Department to review. Mr. Caulder questioned the purpose of submitting a request in writing that is against the Code. Mr. Prince stated that it is always important that the Department reviews all of the details of a request prior to rendering decisions.

No additional comments were offered.

**3. PUBLIC ATTENDEE ISSUES AND COMMENTS**

No comments were offered.

**4. CITY/COUNTY INTERNET PORTAL (Jim Bartl via conference call)**

Jim Bartl provided an update of City and County staff efforts to create a combined website in response to a suggestion from the recent Chamber summits. He reminded them of the agreement to create a single website portal for customer use. He suggested that the BDC members participate in the website's development or provide one (preferably two) names of individuals from their respective areas to participate on the development team. Charley Watts and David Shultz volunteered to participate. Mr. Bartl suggested that representatives from the following areas comprise the remaining seats on the development committee:

- Homebuilders' Association
- Charlotte Chamber
- City Manager's Office
- Subdivision Steering Committee
- North Towns Advisory Board
- Architects/Engineers
- General Contractors
- Mechanical, Electrical or Plumbing Subcontractors

The BDC agreed to provide representatives as requested.

**5. FY08 FINAL BUDGET NUMBERS**

Elliot Mann noted that throughout FY08, the Department faced a significant budget deficit; however, management should be credited for their fiscal responsibility that ended the year with a slight surplus. Mr. Bartl credited the efforts of Ruth McNeil, Anne Bland and the Core Process Managers. He stated that by spending less managing budgeted expenses; the Department ended FY08 with adding a surplus of approximately \$76,000.00 to the Special Fund.

## **6. POSSIBLE CFD REPORTS TO THE BDC**

Randy Turner reported that Jon Leonard and Rob Kinniburgh were not able to attend the September 2008 BDC Meeting. It was agreed that the proposed Charlotte Fire Department Reports to the BDC would be reviewed at the November 2008 BDC Meeting. David Weekly expressed interest in the City components providing similar reports for inclusion in the monthly BDC packets.

## **7. ABANDONED PLANS POLICY UPDATE**

Jim Bartl stated that a meeting was held on September 25, 2008 with A/E representatives from the BDC to address this issue. He stated that the problem is much bigger than originally reported. A six-month study revealed that abandoned plans represent a loss of approximately \$250K to the Department. Mr. Bartl stated that a proposal to address the problem will be submitted to the BDC for consideration at its November 2008 meeting. He noted that the October 2008 meeting has been reserved for Technology Updates along with the Quarterly Reports. The following snapshot was provided for the October 2008 Agenda:

- Homeowner Permits
- Trade Internet Permitting
- Local Government Dashboard
- A/E Contractor/other customer centered dashboards

Mr. Bartl thanked the BDC for agreeing to move the September 2008 meeting to accommodate his participation. He stated that the Department has been committed to participating in the 2008 ICC Hearing for about four (4) months. Jim Bartl exited at 2:34 p.m. EST

## **8. RESIDENTIAL ELECTRONIC PLANS SUBMITTAL (EPS) UPDATE**

Tim Taylor provided an update on the collaboration with the City of Raleigh on the Residential Electronic Plans Submittal Initiative. He stated that at first the team agreed to limit participation in any part of the program to the customers operating in both jurisdictions; however, no limits have been placed on customer participation in the Master Plan Program. Mr. Taylor stated that he is planning a detailed presentation to the Charlotte Homebuilders' Association. There were no additional comments or questions. The BDC received the report as information.

## **9. DECEMBER 2008 MEETING FORMAT**

Jon Morris requested that the BDC consider having a less formal meeting format in December which includes time for social activities. By consensus, the members agreed to the event being planned to take place on December 16, 2008 from 4:00 – 6:00 p.m. at Mr. Morris' residence.

## **10. DEPARTMENT REPORT**

### **A. STATISTICAL REPORTS**

#### **A-1. Permit Revenue**

August Total - \$2,150,605; FY09 YTD is \$3,437,226

FY09 Projected in August - \$3,456,230; below projection by \$19,004 or 1/2% short

#### **A-2. Construction Value of Permits Issued**

August Total - \$500,575,388; FY09 YTD is \$777,439,786

FY08 Total at August – \$914,362,719; so FY09 total is down \$137M or 15% from FY08

**A. STATISTICAL REPORTS**

**A-3. Permits Issued**

	July 08	Aug 08	3 Month Trend
<b>Residential</b>	4077	3406	4037/4226/4077/3406
<b>Commercial</b>	2413	4095	3610/2986/2413/4095
<b>Other (Fire/Zone)</b>	520	503	568/560/520/503
<b>Total</b>	7010	8004	8125/7772/7010/8004

- For August; residential down 16.5%, commercial up 70%; total up 16%

**A-4. Inspection Activity**

**Inspections Performed**

Insp. Req.	July	August	Insp. Perf.	July	August	% Change
<b>Bldg.</b>	8666	7767	<b>Bldg.</b>	8594	7712	-10.03%
<b>Elec.</b>	8029	7925	<b>Elec.</b>	7999	7913	-1.1%
<b>Mech.</b>	5069	4712	<b>Mech.</b>	5067	4696	-7.32%
<b>Plbg.</b>	4286	3958	<b>Plbg.</b>	4280	3952	-6.66%
<b>Total</b>	26,050	24,362	<b>Total</b>	25,940	24,273	-6.43%

- Inspections Performed – down 6.4%; inspection performed were 99.6% of requests

Insp. Resp. Time	On Time %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	July	Aug	July	Aug	July	Aug	July	Aug
Bldg.	98.4	98.8	98.7	99.1	99.4	99.9	1.04	1.03
Elec.	93.0	93.7	94.4	94.4	97.5	99.1	1.16	1.13
Mech.	98.6	99.2	98.9	99.4	99.4	99.9	1.04	1.02
Plbg.	99.2	99.5	99.3	99.5	99.8	99.9	1.02	1.01
<b>Total</b>	96.9	97.3	97.5	97.7	98.9	99.6	1.07	1.06

- Performance slightly up in all trades, compared to July
- All trades above 93% for 1<sup>st</sup> day

## A. STATISTICAL REPORTS

### A-5. Inspection Failure Rates:

**OVERALL MONTHLY AV'G @ 82.81%, down from 83.1% in July**

<b><u>Bldg:</u></b>	July – 79.87%	<b><u>Elec:</u></b>	July – 81.53%
	August – 78.1%		August – 81.25%
<b><u>Mech:</u></b>	July – 84.03%	<b><u>Plbg:</u></b>	July – 89.93%
	August – 84.5%		August – 89.96%

- **Note:** Mechanical and plumbing pass rates are at historic highs

### A-6. ONSCHEDULE & CTAC NUMBERS

#### CTAC:

- 106 first reviews
- Projects approval rate (pass/fail) - 68%
- CTAC was 39% of OnSch first review volume (106/106 + 165 = 271) = 39%

#### OnSchedule:

- August, 07: 165 1<sup>st</sup> review projects; on time/early – 92.1% all trades, 92.5% B/E/M/P only
- Sept., 07: 146 1<sup>st</sup> review projects; on time/early – 91.7% all trades, 93.8% B/E/M/P only
- October 07: 146 1<sup>st</sup> review projects; on time/early – 92.7% all trades, 91.6% B/E/M/P only
- November 07: 174 1<sup>st</sup> review projects; on time/early – 89.1% all trades, 87.8% B/E/M/P only
- December 07: 140 1<sup>st</sup> review projects; on time/early – 92.4% all trades, 93% B/E/M/P only
- January 08: 148 1<sup>st</sup> review projects; on time/early – 94.7% all trades, 94.9% B/E/M/P only
- February 08: 176 1<sup>st</sup> review projects; on time/early – 89.6% all trades, 89.2% B/E/M/P only
- March 08: 176 1<sup>st</sup> review projects; on time/early – 91.4% all trades, 89.9% B/E/M/P only
- April 08: 167 1<sup>st</sup> review projects; on time/early – 92.9 % all trades, 91.3% B/E/M/P only
- May 08: 169 1<sup>st</sup> review projects; on time/early – 96.3 % all trades, 96.1% B/E/M/P only
- June 08: 184 1<sup>st</sup> review projects; on time/early – 92.2 % all trades, 91.5% B/E/M/P only
- July 08: 158 1<sup>st</sup> review projects; on time/early – 91.8 % all trades, 91.8% B/E/M/P only
- August 08: 165 1<sup>st</sup> review projects; on time/early – 92.4 % all trades, 93.4% B/E/M/P only

#### Booking Lead Times

- **OnSchedule Projects: for reporting chart posted on line, on Sept 2 , showed:**
  - 1-2 hour projects - 1 work day booking lead time, across the board
  - 3-4 hour projects - 2-3 work days booking lead time, across the board
  - 5-8 hour projects - 3-7 work days booking lead time, w/city Zoning at 13 work days
- CTAC-BEMPFp running 1-3 work days on plan review turn around time, across the board
- Express Review – booking lead time was 22 work days for small projects and 25 work days for large projects
- NC Rehab Preliminary Review – booking lead time was 1 work day

## B. UPDATE ON DEPARTMENT INITIATIVES

### B-1. CO/CC/TCO Follow-up Work

**Update on Project Permit Master Plan Details (PPMP):** There are 19 official projects currently involved with the program and four new projects in the preliminary stages. Webpage update to include the new mega-project definition is complete.

**B. UPDATE ON DEPARTMENT INITIATIVES (continued)**

**B-1. CO/CC/TCO Follow-up Work (continued)**

**Update on Project Permit Master Plan Details (PPMP):** Staff continues to solicit information from other city agencies to include in a checklist in development. Our intent is to distribute the checklist to the design team at the preliminary meetings to remind them of agency typical requirements and to give contact information for each agency.

**Expired Permits:** Full program implementation is complete. Thursday, October 2, 2008 at 2:00 p.m. staff will meet to evaluate one year progress. We issue about 100 courtesy letters per month to contractors and homeowners with expired permits and handle related customer service calls, as well as resolving any fee issues regarding projects with permits expired for “no work in 12 months”.

**Expungement of Records Project:** We are on schedule to meet our project completion date of December 31, 2008. Testing for plumbing standalone permits continues and in the coming weeks we will expand testing to other permit types focusing on one trade at a time. The goal is deletion of old records by removing the associated relationships in a logical, sequential method in order to not lose critical secondary project objects, e.g. contractor object and/or address object.

**B-2. Commercial Plan Review Strategy Update**

Patrick Granson noted that the last vacant Building Reviewer position was filled and the Interactive Review Program is scheduled to begin on September 2, 2008. The three vacancies remaining are frozen as a part of the FY08 Budget Strategy. Willis Horton noted that there are 2 projects that have been included in the new “Mega” Projects stream. The team members are meeting to ensure that the process for handling these and future projects are sound.

**B-3. CPM Comments**

Joe Weathers provided an overview of the Electrical Amendments that have been passed and those that are currently being reviewed at the 2008 ICC Hearings. He agreed to provide a final report at the conclusion of the hearings.

Annette Albright announced that Residential Permitting is providing training for all of the partners throughout the residential permitting process. The training to utilize the Residential Permits Tracking System will equip everyone with the ability to utilize and deliver information to the customers on the status of the permits. Customers will receive information such as holds and missing information required without having to be transferred to Residential Permitting. This process will be seamless for the customers. All of the Directors have agreed to the training and the last step is to provide and encourage its use.

No additional comments were offered.

**B-4. Other updates and miscellaneous follow up from the August 2008 BDC Meeting  
Residential Code Change Impact:**

Mr. Kelly’s project was permitted using two different generations of the Residential Code, which created an interpretation issue. He is investigating the impact of changing the project's classification to single family in an attempt to obtain compliance with the updated fire sprinkler requirements.

**B-4. Other updates and miscellaneous follow up from the August 2008 BDC Meeting**

**Residential Code Change Impact (continued):**

**BDC Representative to EPCC:**

Jon Wood attended the EPCC meeting on Wednesday, September 10, 2008. He reports that no new issues were discussed and the group discussed mostly administrative issues.

**Development of CFD Reports to the BDC:**

Charlotte Fire Department is working to develop and deliver reports, as discussed previously, for consideration at the November 2008 BDC Meeting. The City of Charlotte participants suggested that they provide similar status reports as a part of the BDC meeting packet as well.

**Status of Director and Senior Project Manager Interview Process:**

- Interviews scheduled for September 23, 2008
- BDC members participating; Jon Morris, Wanda Towler, Will Caulder, Harry Sherrill and Dave Shultz

**11. ADJOURNMENT**

The September 16, 2008 Building Development Commission meeting adjourned at 3:36 p.m.

**NOTE:** The **BDC Orientation** is scheduled for **11:00 a.m. on Monday, October 6, 2008** in the Charlotte Conference Room of the Hal Marshall Service Center (first floor).

The **BDC Work Session** is scheduled for **11:30 a.m. on Wednesday, October 8, 2008** in the Hoffman Conference Room of the Hal Marshall Service Center (basement level).

The next BDC Meeting is scheduled for **3:00 p.m. on Tuesday, October 21, 2008 in the Charlotte Conference Room** of the Hal Marshall Service Center.