

**BUILDING-DEVELOPMENT COMMISSION**  
**Minutes of June 16, 2009 Meeting**

A quorum of the Building-Development Commission (BDC) was present at **3:10 p.m. on Tuesday, June 16, 2009** in Charlotte Conference Room located in the Hal Marshall Service Center, 700 North Tryon Street, Charlotte, North Carolina.

**Present:** Buford Lovett, Wanda Towler, Ed Horne, David Shultz, Danny Phillips, Jon Wood and Trent Haston

**Absent:** Elliot Mann, Harry Sherrill, Jon Morris, Charley Watts, Barry Hanson and William Caulder

**Guest:** Bernice Cutler (Cox & Schepp) and Townsend Collins (UNC-Charlotte, Public Service Fellow-Master of Public Administration Program)

**1. MOTION TO ELECT A TEMPORARY CHAIR**

At 3:10 p.m. on June 16, 2009, seven (7) members of the Building Development Commission were present which represented a simple majority; therefore, the required quorum was in place to conduct the June 16, 2009 BDC Meeting. Due to the fact that no officers were present, Jim Bartl explained that the members could proceed by electing a member to temporarily serve as the Chairperson for the June 16, 2009 BDC Meeting.

*The motion by Danny Phillips (seconded by Ed Horne) to elect David Shultz to temporarily serve as the Chairperson for the June 16, 2009 BDC Meeting passed unanimously.*

**2. APPROVAL OF THE MINUTES**

*The motion by Jon Woods (seconded by Ed Horne) to approve the May 2009 meeting minutes passed unanimously.*

**3. BDC MEMBER ISSUES AND COMMENTS**

Ed Horne and Trent Haston thanked Jim Bartl for attending their respective association meetings to explain the targeted fee increases. It was noted that the proposed fee increases will not impact affordable housing. Mr. Bartl stated that overall, the presentations are well received and he looked forward to speaking to the HBA, PENC and AGC.

Bernice Cutler was introduced to the BDC as Charley Watts' replacement. Ms. Cutler will begin representing the Charlotte Apartment at the July 2009 BDC Meeting. She has been an Architect for 10 years, currently working with Cox & Schepp and she has extensive experience in the following areas:

- Multi-family and apartments
- Accessibility
- Building Information Modeling

No additional comments were offered.

**4. PUBLIC ATTENDEE ISSUES AND COMMENTS**

No comments were offered.

**5. REORGANIZATION UPDATE**

Mr. Bartl stated that the current "once in a lifetime" recession is expected to change the way Mecklenburg County Code Enforcement functions/operates as a business. He noted that any proposal to reorganize must be approved by County Management. The areas being studied are as follows:

- Move Residential Drawing Submittal into the established Commercial Review Process umbrella
- Reorganize field inspections
- Create Code Administrator positions

**5. REORGANIZATION UPDATE... continued**

Mr. Bartl stated that the reorganization effort would be “position neutral”. This means that the new structure would be formed by moving and/or reclassifying existing positions. He stated that the geographic team concept does consider the satellite offices and there are no plans to eliminate the satellite offices because they are a valuable service point for customers and “close proximity” resource for the Town Managers and their staff.

**6. ELECTRONIC PLAN MANAGEMENT CUSTOMER SUPPORT KIOSK**

Townsend Collins provided an overview of the public service announcements and other advertisements done to alert customers to the new Electronic Plan Management tool (EPM). He stated that EPM was the first of several phases that will lead the Department towards Electronic Plan Submittal (EPS). The EPM module essentially automates the OnSchedule Application.

Mr. Collins noted that several firms have already taken advantage of the training and pre-registration process to ensure that they are ready for the July 1, 2009 launch. He asked the BDC members to help spread the word as well as make plans to participate in the upcoming media events. The Customer Support Kiosk will primarily operate in the area formerly known as the “Gate”. Geri Walton stated that the training will be delivered as customers express interest however, they must schedule their session with Townsend Collins. She stated that the training can be easily relocated if the “Gate” area is needed to support plan review services. Ms. Walton will serve as a back-up.

Mr. Bartl added that this effort reflects the Department’s commitment to pay attention to customer uncertainty when new automated tools come online and to make sure that staff is available to assist customers as they become familiar with this new way of doing business.

**7. DEPARTMENT REPORT**

**A. STATISTICAL REPORTS**

**A-1. Permit Revenue**

May - \$689,234 FY09 YTD is \$11,031,516

FY09 Projected in May - \$19,009,263; below projection by \$7,977,747 or 42%

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

May total - \$116,658,624; Fy09 YTD is \$2,432,316,546

FY08 Total at May – \$4,344,626,601; so FY09 total is down \$1.91B or 44% from FY08

**A-3. Permits Issued**

	<b>April</b>	<b>May</b>	<b>3 Month Trend</b>
<b>Residential</b>	3035	3332	2546/2803/3035/3332
<b>Commercial</b>	2110	1938	1533/1583/2110/1938
<b>Other (Fire/Zone)</b>	451	435	421/417/451/435
<b>Total</b>	5596	5705	4500/4803/5596/5705

- For May; residential up 9%; commercial down 8%; total up 2%
- May SF new construction permits: up 34% (174 from 130), for FY09 down 56% (1653 vs. 3790)
- For FY09, total permits down 24% (63,453 vs. 83,126)

**A. STATISTICAL REPORTS... continued**

**A-4. Inspection Activity - Inspections Performed**

Insp. Req.	April	May	Insp. Perf.	April	May	% Change
<b>Bldg.</b>	5164	4543	<b>Bldg.</b>	5063	4502	-11%
<b>Elec.</b>	5171	5042	<b>Elec.</b>	5166	5051	-2.3%
<b>Mech.</b>	2746	2823	<b>Mech.</b>	2744	2818	+2.6%
<b>Plbg.</b>	2470	2318	<b>Plbg.</b>	2477	2313	-6.7%
<b>Total</b>	15,551	14,726	<b>Total</b>	15,450	14,684	-5%

- Inspection requests down 5.3%; inspection performed down 5%; performed = 99.7% of requests
- FY09 YTD inspections performed total 208,838 or 72.4% of FY08 April YTD total (288,535)

**A-4. Inspection Activity - Inspections Response Times**

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	April	May	April	May	April	May	April	May
Bldg.	98.1	98.6	98.5	99.0	99.2	99.5	1.05	1.03
Elec.	98.3	98.1	98.3	98.5	99.3	99.1	1.04	1.05
Mech.	99.5	99.0	99.6	99.1	99.9	99.5	1.01	1.03
Plbg.	99.6	99.3	99.6	99.3	100	99.9	1.01	1.02
Total	98.7	98.6	98.8	98.9	99.5	99.4	1.03	1.03

**A-5. Inspection Failure Rates:**

**OVERALL MONTHLY AV'G @ 86.7%, compared to 87.53 in April**

<b><u>Bldg:</u></b>	April – 82.81%	<b><u>Elec:</u></b>	April – 87.81%
	May – 81.33%		May – 87.14%
<b><u>Mech:</u></b>	April – 88.3%	<b><u>Plbg:</u></b>	April – 93.42%
	May – 87.33%		May – 93.02%

**A. STATISTICAL REPORTS... continued**

**A-6. ONSCHEDULE & CTAC NUMBERS**

CTAC:

- 70 first reviews
- Projects approval rate (pass/fail) - 67%
- CTAC was 36% of OnSchedule first review volume (70/70+123 = 193) = 36%

OnSchedule:

- May, 2008: 169 1<sup>st</sup> review projects; on time/early – 96.3 % all trades, 96.1% B/E/M/P only
- June, 2008: 184 1<sup>st</sup> review projects; on time/early – 92.2 % all trades, 91.5% B/E/M/P only
- July, 2008: 158 1<sup>st</sup> review projects; on time/early – 91.8 % all trades, 91.8% B/E/M/P only
- August, 2008: 165 1<sup>st</sup> review projects; on time/early – 92.4 % all trades, 93.4% B/E/M/P only
- September, 2008: 174 1<sup>st</sup> review projects; on time/early – 89.6 % all trades, 90% B/E/M/P only
- October, 2008: 173 1<sup>st</sup> review projects; on time/early – 95.2% all trades, 95.6% B/E/M/P only
- November, 2008: 134 1<sup>st</sup> review projects; on time/early – 93.4% all trades, 92.9% B/E/M/P only
- December, 2008: 154 1<sup>st</sup> review projects; on time/early – 85.3% all trades, 81.5% B/E/M/P only
- January, 2009: 132 1<sup>st</sup> review projects; on time/early – 92.8% all trades, 91.4% B/E/M/P only
- February, 2009: 142 1<sup>st</sup> review projects; on time/early – 93.2% all trades, 91.7% B/E/M/P only
- March, 2009: 143 1<sup>st</sup> review projects; on time/early – 90% all trades, 89% B/E/M/P only
- April, 2009: 112 1<sup>st</sup> review projects; on time/early – 93.46% all trades, 93.23% B/E/M/P only
- May, 2009: 123 1<sup>st</sup> review projects; on time/early – 92.31% all trades, 89.83% B/E/M/P only

Booking Lead Times

- OnSchedule Projects: **for reporting chart posted on line**, on June 1, showed
  - 1-2 hour projects; at 1 work day booking lead time, across the board
  - 3-4 hour projects; at 2 work days booking lead time, except Environmental Health at 3 work days
  - 5-8 hour projects; at 3-5 work days booking lead time, except building, CMUD and Environmental Health at 6-7 work days
- CTAC-BEMPFp running 2 work days on plan review turn around time, across the board
- Express Review – booking lead time was; 6 work days for small projects, 6 work days for large

**B. UPDATE ON DEPARTMENT INITIATIVES**

**B-1. Target Fee Increase Public Relations Effort**

- Targeted Fee Increase meetings are scheduled with the City and all of the towns except Davidson. The Davidson meeting should be scheduled in two weeks. Additional meetings are planned for HBA, PENC and AGC.
- Follow up questions to: **JNB**

**B-2. Gate Suspension Announcement**

- Checklist revisions were made as noted in May 19 BDC meeting. The Checklist can be found at: <http://www.charmeck.org/Departments/LUESA/CodeEnforcement/Commercial+Building/Gatekeeper+Checklist.htm>
- E-mail notification was sent to all customers on June 10, **reminding of same and referring to site links**
- Follow up questions to: **Willis Horton, Patrick Granson or Rebecca Simcox**

**B. UPDATE ON DEPARTMENT INITIATIVES**

**B-3. National Association of Counties (NACo Award)**

- The National Association of Counties awarded a 2009 Achievement award to Mecklenburg County for the E-Plan Review-NC, our electronic reciprocal residential master plan review program with the City of Raleigh.
- Recognition goes to Tim Taylor and Rob Drennan for leading the project and sorting through the details to make it work, as well as the residential plan review staff who worked diligently to debug it.

**B-4. CPM Comments**

- Joe Weathers reported that two SE Cable proposals were voted down at the June 2009 Building Code Council Meeting.
- Tim Taylor reported an increase in residential plan submittal activities.

No additional comments were offered.

**8. ADJOURNMENT**

The June 16, 2009 Building Development Commission meeting adjourned at 3:59 p.m.

**NOTE:** The next **BDC Meeting** is scheduled for **3:00 p.m. on Tuesday, July 21, 2009** in the Charlotte Conference Room of the Hal Marshall Service Center (first floor).

**Please mark your calendars.**