

BUILDING-DEVELOPMENT COMMISSION
Minutes of September 21, 2010 Meeting

Jon Morris opened the Building-Development Commission (BDC) meeting at **3:01 p.m. on Tuesday, September 17, 2010.**

Present: Jon Morris, Ed Horne, Dave Shultz, Buford Lovett, Will Caulder, Kevin Silva, Harry Sherrill, Bernice Cutler and Travis Haston

Absent: Elliot Mann, Jonathan Wood and Zeke Acosta

1. APPROVAL OF THE MINUTES

The motion by Dave Shultz seconded by Buford Lovett to approve the August 17, 2010 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

See #3 below.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS

Discussion ensued in the meeting regarding what the Lead Time chart reflects in the Commercial Plan Review process and how it is being interpreted by AEs. John Koury, with MSA Charlotte, didn't feel the bar graphs on the Lead Time chart was a true representation of Plan Review timelines. Once Jim Bartl reviewed the bar graphs on the Lead Time chart and explained how the chart reads, Mr. Koury agreed with the accuracy of said chart. It was agreed to include this topic as an agenda item in the upcoming Plan Review Task Force meeting (9-30-10) in an effort to: 1) determine how the chart is being used by the AE community and, 2) to include a statement of clarification to the chart. Patrick Granson shared with the group that drawings are accepted for review as early as 10 days prior to their scheduled review date with very few, if any, customers taking advantage of this option.

4. CHARLOTTE SF RESIDENTIAL DESIGN STANDARD

John Howard and Debra Campbell with the Charlotte-Mecklenburg Planning Department gave a presentation on Single Family Residential Design Standards. A proposal will be taken to the City Council for decision in April 2011.

5. REVIEW OF FINAL NUMBERS FOR FY10

Handouts were provided (see attached) on the reconciliation of final numbers for FY10. This included internal overhead allocation and CMGC overhead allocation.

Development & Construction Reg - FY10 Reconciliation 8/5/2010
 Including Internal Overhead Allocation and CMGC Overhead Allocation 9/8/2010

	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY10 Reserve Fund Beginning Balance
Code Enforcement							\$3,014,440
Residential Permitting	74,547	86,960	(3,578)	49,741	(162,016)	116,237	
Document Control	84,873	(25,613)	(307,237)	93,510	(259,438)	56,416	
Building	3,613,525	8,876,001	5,849,333	1,637,078	982,193	1,405,976	
Electrical	(187,206)	102,421	172,601	(592,798)	(1,131,947)	782,578	
Mechanical/Plumbing	(12,058)	128,404	(112,769)	289,585	(1,143,449)	371,956	
Housing	(48,961)	(89,440)	(105,231)	(37,377)	(703,855)	(33,087)	
Commercial Permitting	(834,875)	(193,522)	(1,749,018)	(898,782)	(1,231,327)	460,553	
CP Support	848,083	(3,324,885)	(490,741)	(530,417)	(2,340,321)	(2,132,431)	
Revenue Collection	(71,568)	561,689	(173,444)	24,842	(134,052)	(129,563)	
Zoning-Permits	(42,778)	(1,058,315)		0	0	0	
Northern Satellite Off.-Permit fee funded		0	0	0			
Fire Marshal	9,883	23,204	35,145	40,575	(287,780)	(312,928)	
Code Admin Team						(409,208)	
Inspections - North Team						(1,814,454)	
Inspections - South Team						(1,825,206)	
Plan Review - RTAC/CTAC						(400,723)	
Plan Review - ON SCHEDULE						(577,962)	
Plan Review - MEGA/CMS						(549,231)	
Fund Balance Appropriation					2,845,811	295,000	
Sub-Total	\$3,433,465	\$4,886,504	\$3,115,061	\$75,957	(\$3,566,181)	(\$4,296,077)	(\$1,281,637)
FY10 Appropriations:							
Amount Appropriated for FY11 budget					(295,000)	0	
FY10 - Green Permit Rebate Program Suspended with \$804,158 reverting to Fund Balance					(1,100,000)	804,158	
Adjusted Available Balance - Code Enforcement					(1,395,000)	804,158	(\$477,479)

Development & Construction Reg - FY10 Reconciliation
 Including Internal Overhead Allocation and CMGC Overhead Allocation

8/5/2010
 9/9/2010

	Amended Budget	Actual Revenue (Total) Per Advantage	Actual Expenditures by Unit	Encumbrances	Actual Expenditures plus Encumbrances	Difference Betw. Rev & Exp
3053 Residential Permitting	166,833	265,627	149,390		149,390	116,237
3054 Document Control	337,310	391,205	314,863	19,928	334,789	56,416
3055 Building	1,442,984	2,597,128	1,187,662	3,490	1,191,152	1,405,976
3056 Electrical	1,710,510	2,285,453	1,501,653	1,322	1,502,875	782,578
3058 Mechanical/Plumbing	1,515,073	1,786,546	1,413,310	1,280	1,414,590	371,956
3059 Housing	931,265	906,948	939,311	724	940,035	(33,087)
3060 Commercial Permitting	2,197,055	2,430,149	1,969,516	80	1,969,596	460,553
3061 CP Support	3,940,652	1,006,892	2,527,790	611,533	3,139,323	(2,132,431)
3062 Revenue Collection	360,770	250,956	374,821	5,698	380,519	(129,663)
3087 Northern Satellite Off.-Permit fee funded	66,844	46,805	46,805		46,805	0
3095 Fire Marshal	726,134	455,509	760,111	8,326	768,437	(312,928)
3071 Code Admin Team	378,045		409,208		409,208	(409,208)
3072 Inspections - North Team	1,469,894		1,614,454		1,614,454	(1,614,454)
3073 Inspections - South Team	1,500,386		1,625,206		1,625,206	(1,625,206)
3076 Plan Review - RTAC/CTAC	364,979		400,723		400,723	(400,723)
3077 Plan Review - ON SCHEDULE	738,011		577,962		577,962	(577,962)
3078 Plan Review - MEGA/CMS			549,231		549,231	(549,231)
Fund Balance Appropriation		295,000			0	295,000
Total *	18,614,556	12,718,218	16,361,916	652,379	17,014,295	(4,296,077)

* Amended includes \$1.1 million for GPR Carry-Forward

6. WEB TOOLS FOR CONTRACTORS

Phil Edwards gave a brief tutorial of the web site www.meckpermit.com with regard to interpretations, appeals, consistency, etc. and location of various interpretations found on the site. He also shared ideas on how we can organize interpretation and consistency issues. Code Enforcement continues to strive for a user friendly web site by working with our customers in restructuring the web site to meet their needs.

7. DEPARTMENT STATISTICS AND INITIATIVES REPORT

7.1. Statistics Report

7.1.1. Permit Revenue

August - \$898,073, with Fy11 YTD at 1,752,596

Fy11 projected permit revenue at \$11,328,781, or \$944,065/mo;

- permit fee projection at August 31 = \$1,888,130
- so at August 31, we were \$135,534 or 7.18% below projection

7.1.2. Construction Value of Permits Issued

- August total - \$112,468,412, with YTD amount \$221,511,306
- Fy10 Total at August - \$276,047,835,
- so August is up 3M from July, 2010,
- but YTD figure is down \$35M or 20% from YTD at August, 2009

7.1.3. Permits Issued:

	July	August	3 Month Trend
Residential	3504	3405	3656/4224/3504/3405
Commercial	1827	2134	1690/1837/1827/2134
Other (Fire/Zone)	422	468	503/420/422/468
Total	5753	6007	5766/6547/5753/6007

- Residential down 1%; commercial up 16.8%; total up 4.4%
- Note On SF detached permits

- Issued 153 SF permits in August 2010, down from 188 in July, 2010
- In August 2009, issued 179 SF permits.

7.1.4. Inspection Activity: inspections performed

Insp. Req.	July	Aug	Insp. Perf.	July	Aug	% Change
Bldg.	4491	4394	Bldg.	4452	4360	-2.1%
Elec.	5162	5081	Elec.	5175	5071	-2.1%
Mech.	2849	2980	Mech.	2838	3004	+5.85%
Plbg.	2054	1918	Plbg.	2022	1944	-3.85%
Total	14,556	14,373	Total	14,487	14,379	-0.75%

- In August, Bldg/Elec/Plbg inspections were down 2 to 4%, and Mech was up almost 6%
 - : total inspections requested down 1.25%, total inspections performed down 0.75%
- Inspections performed were 100+% of inspections requested

7.1.4.1 Inspection Activity: inspections response time

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	July	Aug	July	Aug	July	Aug	July	Aug
Bldg.	93.8	96.1	95.1	97.1	97.7	99.2	1.15	1.09
Elec.	86.3	84.7	90.8	88.7	95.2	96.4	1.3	1.31
Mech.	94.0	94.8	95.6	95.4	98.2	98.9	1.14	1.11
Plbg.	97.0	96.4	97.7	96.7	98.8	98.8	1.08	1.09
Total	91.6	91.8	94.0	93.7	97.0	98.1	1.19	1.17

- Up: Building up 2%, Mech up 1% -; Down: Electrical down 1.6%, Plbg down 1/2% +
- Overall, average is still above high end of (85-90%) goal range.

7.1.5. Inspection Pass Rates for August, 2010:

OVERALL MONTHLY AV'G @ 87.04%, compared to 85.74% in July

Bldg: July – 77.87% **Elec:** July – 86.9%
August – 81.36% August – 87.73%

Mech: July – 88.15% **Plbg:** July – 93.23%
August – 87.82% August – 94.03%

- Mixed results, but overall average up a little over 1%;
 - Bldg > 3.5%, Elec > 1% -
 - Mech < 1/2%, and Plbg > 3/4%

7.1.5.1 CFD Inspection Pass Rate for August, 2010

- See handout; shows overall rate of 74.79% for August compared to 72.53% for July.

7.1.6. OnSchedule and CTAC numbers for August, 2010

CTAC:

- 99 first reviews
- Projects approval rate (pass/fail) – 80.2%
- CTAC was 39.1% of OnSch first review volume (99/99+154 =253) = 39.1%

OnSchedule:

- July, 09: 124 1st rev'w projects; on time/early – 95.12% all trades, 94.36% B/E/M/P only
- August, 09: 114 1st rev'w projects; on time/early – 95.27% all trades, 94.27% B/E/M/P only
- Sept, 09: 115 1st rev'w projects; on time/early – 93.17 % all trades, 90.62% B/E/M/P only
- October, 09: 131 1st rev'w projects; on time/early – 95.04% all trades, 93.67% B/E/M/P only
- November, 09: 114 1st rev'w projects; on time/early – 92.07% all trades, 91.09% B/E/M/P only
- December, 09: 106 1st rev'w projects; on time/early – 94.72% all trades, 95.18% B/E/M/P only
- January, 10: 104 1st rev'w projects; on time/early – 93.79% all trades, 93.28% B/E/M/P only
- February, 10: 119 1st rev'w projects; on time/early – 94.49% all trades, 93.3% B/E/M/P only
- March, 10: 161- 1st rev'w projects; on time/early – 97.51% all trades, 97.16% B/E/M/P only
- April, 10: 138- 1st rev'w projects; on time/early – 95.87% all trades, 94.07% B/E/M/P only
- May, 10: 95 - 1st rev'w projects; on time/early – 97.43% all trades, 97.61% B/E/M/P only
- June, 10: 153 - 1st rev'w projects; on time/early – 89.71% all trades, 91.59% B/E/M/P only
- July, 10: 110 - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only
- August, 10: 154 - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only

Booking Lead Times

- OnSchedule Projects: **for reporting chart posted on line**, on August 30, showed
 - 1-2 hour projects; at 1 work day booking lead time, except Meck & City Fire at 2 days
 - 3-4 hour projects; at 2-4 work days booking lead time, except building at 8 days
 - 5-8 hour projects; at 4-5 work days lead time, except Bldg-17 days, and M/P at 10 days
- CTAC plan review turnaround time; 5 work days in County Fire, 3 days in BEMP
- Express Review – booking lead time was; 8 work days for small projects, 11 work days for large

7.2. Status Report on Various Department Initiatives

7.2.1. BDC August Meeting Follow-Up

7.2.1.1. **RDS Local Ordinance Plan Review:** see item 4 of this agenda

7.2.1.2. **Final Review of Inspections Priority List:** complete, as agreed to in August with BDC and in use.

7.2.1.3. **Web Tools for Contractors:** see item 6 of this agenda

7.2.1.4. Fourteen Years of Change Document:

- Changes requested in August meeting incorporated in draft distributed Sept 10.
- If no further comments, will proceed with this text.
- Distribution through: PS&I___, public presentations___, other (BDC suggest)___

7.2.2. Session Law 2010-177 and the Permit Extension Act of 2009

- The Permit Extension Act of 2009 effectively suspended permit expirations for projects active on January 1, 2008, through December 31, 2010
 - Applied to both building permit and site work permits
 - On 1/1/11 a project returned to its 1/1/08 status regarding the timing of permit expiration.
 - Example #1: a project permitted and started on October 1, 2007, would have 3 months after Dec 31, 2010 to gain its first inspection, maintaining permit validity.
 - Example #2: a project permitted on March 31, 2008 but not started, would have 6 months after December 31, 2010 to call for the first inspection, thus maintaining permit validity.
 - Example #3: a project permitted and started on March 31, 2008, would have 12 months after December 31, 2010 to call for the next inspection, thus maintaining permit validity.
- Session Law 2010-177 extending that period to December 31, 2011, but provide an “opt out” provision for local governments.
 - Won’t be an issue until January 1, 2011
 - City of Charlotte has indicated desire to stay in (not “opt out”)
 - Dept is canvassing 6 Towns on same; so far Min Hill and Matthews staying in.

7.2.3 Report on NC Building Code Council

7.2.3.1. Activity in September Regular BCC Meeting

The NC Building Code Council (BCC) met in Raleigh, NC on September 14. The following votes occurred, relevant to the BDC and Department’s work.

- The BCC granted 3 new code change petitions, and denied 2 proposals.
- The BCC held a public hearing on 4 petitions, and will receive comment on these through October 15.
- The BCC took final action on 14 proposed changes;
 - One proposal was withdrawn
 - 4 proposals were denied
 - 8 proposals were accepted
 - The vote on two items was rescinded and will be reconsidered in the December meeting.

7.2.3.2. NC Building Code Family 2012 Adoption Schedule; BCC action as follows

- Approved petitions for new Building, Fire Prevention, Mechanical, Fuel Gas and Plumbing codes.
 - On the 2012 NC Building State Codes approved, the BCC set an effective date of Sept 1, 2011 with a six month transition period following, through March 1, 2012.
- Denied the proposal for a new 2012 NC Energy Conservation Code.
- Failed to reach agreement on a 2012 NC Residential Code, tabling these until the December meeting.
- It merits noting that the BCC failed to bring forward a new Energy Conservation Code and a Residential Code after lengthy and sometimes contentious debate. What happens next on those issues is up in the air.

7.2.3.3. Status of BIM-IPD Code Change Proposal to NC Admin Code

- As previously noted, the BCC heard the petition on June 15, and voted to both accept the petition and create an Ad Hoc Committee to work on the final wording of the code change.
- While this was on the Public Hearing agenda on Sept 14, no testimony was given, except for a brief topic overview by JNB at the BCC chair’s request.
- The BCC/NCDOI has the list of private sector volunteers (4 from Mecklenburg, 6 from Raleigh) to the Ad Hoc Committee and is currently working to setup an initial face-to-face meeting in Greensboro.
- Thereafter, the idea is that most of the rest of the meetings will be conducted electronically, without travel.

7.2.4. Expanding TIP; actually regards Customer Electronic Self Permitting

- Overall this project expands the HIP & TIP gains in customer self permitting, to CTAC and RDS
- We have a rough idea of how we'll combine CTAC electronic plan review with customer self permitting
- Parallel to this, we want to change the Fee Ordinance to recognize the added cost of manual service customers.
 - Tim T is identifying the cost of converting various size CTAC projects from paper to electronic (both plans and supporting documentation).
 - TT, JNB & Ruth will use that as a foundation to sketch out cost recapture options and the related changes in the Fee Ordinance.
 - We'll check that with the County Attorney to assure we don't have any concept flaws.
 - At that point we'll be ready to discuss with the BDC Budget Sub-committee, regarding best way to encourage use of electronic service mediums
- Note: this issue is much larger than CTAC, since our decision will set a framework, which we will likely apply next to all non-electronic submittals in RDS or On Schedule.

7.2.5. Update on Inspections Progress on Team Based Service Delivery

- Brief update from Gary & Jeff on status at September 21.
- Any success stories of which BDC needs to be aware?
- Other:
 - Developing List with contractors association of "Proactive Steps to Expedite Successful Inspections" for electrical discipline
 - Beginning process to expand LCP to address Fire Dept. testing
 - To reduce duplicative efforts Occupancy Placards will be done by Fire Services
 - Testing an approach on which, when we identify a project including special inspections, we suggest that management team reps participates in preconstruction meetings on the front end of a project, to keep our fingers on the pulse of where service demand or project issues is heading.

7.3. Other

7.3.1. Technical Advisory Board

- Held initial meeting on Tuesday, September 14th, 2010 at 9:30 – 11:00; agreed to:
 - Meeting schedule/guidelines; Wed afternoon. week before BDC in the pm
 - Submittal form timeline (2 wks in advance) & review/response criteria (email response before mtg.)
 - Applicant presentation to board (30 min. max), followed by Board discussion/decision on recommendation
 - Website use; posting minutes, Board recommendations, etc

7.3.2. Reminder to BDC; Customer Budget Presentations Available

- Presentations (16+) delivered to 220 +/- customers
- Very good session with Intercon on August 27 and McCulloch-England-Presby Facilities on Sept 20
- Have presentation scheduled with PENC, and offers out SFPE, AIA, NAIOP, Trade Associations, etc
- *Note: this presentation typically gains a very positive response from customers. Would be great if we could get leads suggestions from BDC members, so JNB can invite the Dept in to present.*

7.3.3. Accessibility Code Class at UNCC-SOA

- On October 1st, United Spinal Assoc will give a 4 hour Accessibility Code overview to 5th year students at the School of Architecture.
- Cost for the class is covered by sponsorships from FreemanWhite, Little LS3P, Odell and Perkins+Will.
 - Many thanks
- BDC members are welcome to attend. Class is in Rm 110 of the SOA, 1:30 to 5:30pm.

7.3.4. ICC Codes Forum Coming to Charlotte

- Public hearings on adoption of the 2012 Int'l Energy Conservation Code, will be held at the Charlotte Convention Center, from 1pm Wed Oct 27 thru 12pm on Sunday October 31.
- Opportunity for BCC members and others to see the ICC code adoption process in action.

7.4. Manager/CA Added Comments

- Managers: Wendell__, Willis__, Tim__, Jeff G__, Gary M__, Mark Auten__; Gene__; Patrick__
- Code Administrators; Phil E__, Joe W__, Lon McS__

8. Future BDC Agendas

- October: BDC meeting tentative topics
 - BDC Quarterly Bulletin exercise
 - Quarterly Reports
 - OnSchedule AE Pass Rate update, including
 - AE Pass Rate posting status after 3 months
 - How last of 2008 Proposed Commercial Plan Review changes are working out (interactive, collaborative, team review, conditional permitting, etc.)
 - Status of grouping RTAC-RDS-CTAC
 - Other

9. Adjournment

NOTE: The next **BDC Meeting** is scheduled for **3:00 p.m., Tuesday, October 19th, 2010.** Please mark your calendars.