

TECHNICAL ADVISORY BOARD (TAB)
Minutes of September 14, 2010 Meeting

Phil Edwards opened the Technical Advisory Board (TAB) meeting at **9:30 a.m. on Tuesday, September 14, 2010.**

Present: Billy Austin, Jeffrey Bame, Steve Daley, Phil Edwards, Thomas Gentry, Richard Grubbs, Donnie Jones, Mark Krouse, Brent Long, Keith Pehl, Heidi Pruess, Rebecca Simcox, Joe Weathers, Will Weaver and Imad Zeitouni

Absent: Stephen Abernathy

1. INTRODUCTIONS

Phil Edwards began the meeting of the Technical Advisory Board (TAB) by asking everyone to introduce themselves and the firm they represent. See above listed attendees.

2. SCOPE DOCUMENTS

The scope of TAB was described in detail. Phil Edwards discussed examples of green and sustainable design means and methods that may be presented to the TAB. When asked about compliance paths, Joe Weathers clarified that all final decisions would be made by the Code Administrators. It was pointed out that it is not an obligation of the TAB members to develop issues to be heard. Issues submitted by interested persons must be project specific and as early in the project's design as possible. Discussion ensued about the ability to exceed the code. It was explained to the TAB that Mecklenburg must go by the minimum code. A requirement to exceed the code would have to go through a legislative process taken to the Board of County Commissioners and if approved; we would create an ordinance. THE TAB could make a recommendation to the Building Development Council to seek legislative authority regarding an issue, as with any other recommendation.

3. PROPOSED SUBMITTAL FORM

Phil explained the TAB Sustainable Design Submission form draft in detail and asked the board for suggestions of expansion to the document. Amendments to the document will include:

- Approved as Noted
- Revise and Resubmit
- Describe problem and solution – this would be a section for the submitter to explain rational of how their design meets code and the reason for their proposal.
- Date of Submittal
- List of Attachments
- Permit # - if the project has already been permitted
- Ruling

4. MEETING PROCEDURES

TAB will meet the third Wednesday of each month from 9:30 a.m. to 11:00 a.m. provided there are sustainable design submissions for review. The TAB agreed that standardized submittals be reviewed on the following schedule:

- 1st Wednesday of each month: submittals distributed by email to all TAB members
- 2nd Wednesday of each month: TAB questions generated will be forwarded to the submitter
- 3rd Wednesday of each month: the TAB will meet on those projects needing additional information/explanation and provide the customer an opportunity for presentation to include their vendors if needed. Each presentation will be limited to 30 minutes. After said presentation; the TAB will make recommendation to the trade Code Administrator to render final decision.

5. WEBSITE INFORMATION

A requirement of the TAB is to maintain a web site. The board discussed items for the web site to include:

- Documents needed for submittal

- TAB members
- Results of proposals
- Meeting minutes

6. TAB MEMBER COMMENTS

No additional comments.

7. ADJOURNMENT

The first meeting of the Technical Advisory Board concluded at 10:36 a.m.