

## Permit Reform Advisory Committee

### Meeting Minutes

Monday December 4, 2017

Location: City Hall Conference room 12

Committee Members: Tiki-Jon Archambeau, Celia Daly, Bruce Baker, Steve Lipkin, Steve Offenhartz , Bob Duncan , Jeremy O'Neill (absent)

Staff Present: Beth Anderson, Norm Baldwin, David White, Bill Ward, Kimberlee Sturtevant, Pat Schmitz, Chapin Spencer

Meeting called to order 12:05 p.m.

Motion to approve minutes from November 15, 2017 with one change, meeting adjourned at 5:40 pm

### **Public comments**

No members of the public present

### **Discussion**

Presentation on aged permits by staff

- ) Norm Baldwin presented current BTVStat Dept metrics for DPW Trades
  - o Open Trades permits (2002 – 2016)
  - o Trades Inspector Strategies to closing aging permits
  
- ) Bill Ward presented Zoning Permit Indeterminate graph.
  - o Permit indeterminate is the term used to describe the status of zoning permits that are passed their original 2-year expiration period and were never issued a certificate of occupancy.
  
- ) Committee discussed the data, the challenges to property owners and development professionals in managing and closing permits, and explore some opportunities to improve the process.

Topics for next meeting:

- ) Non Applicability
- ) Structure to deal with future topics

Next meeting scheduled for Friday, January 26, 2017 at noon, City Hall conference room 12.

Meeting adjourned 1:10 pm