

## Permit Reform Advisory Committee

### Meeting Minutes

Wednesday November 15, 2017

Location: City Hall Conference room 12

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

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

Meeting called to order 4:35 p.m.

### **Public comments**

Ted Lamos local realtor

Shared that it is very difficult to close old permits. Suggestions: clerical step for review that would alleviate the need for a permit, set a \$ threshold before a permit is necessary. Believes that people are not doing work to keep up their properties due to the cumbersome process and expense to permit the project.

### **Discussion**

Advisory Committee suggestion to appoint a Chair and Vice Chair.

Nomination by Bruce Baker for Celia Daly to chair, seconded by Tiki-Jon Archambeau, motion passed

Nomination by Celia Daly for Steve Offenhartz to Vice Chair, seconded by Bruce Baker, motion passed

Kim Sturtevant reviewed Open Meeting Law, as the Advisory board is a public body. Substantive discussions between four or more board members, whether in person or by email, would be considered a meeting. Process discussions, for example setting agendas and meetings dates, are exempt.

Beth Anderson completed overview of the history of the Permit Reform project.

Topic for next meeting discussion:

1. Deeper discussion of aging permits:
  - ) Implications
    - o How do we stop the bleeding
    - o Proactive strategies
    - o Impact on current workloads
  - ) Staff will send some reports out to board members in advance for review
2. Review of topics for future discussions

Next meeting scheduled for December 4 2017 at noon, City Hall conference room 12.

Meeting adjourned 5:40 pm