

Permit Reform Advisory Committee

Location: City Hall Conference room 12

Wednesday October 4, 2017

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

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

Meeting called to order 4:04 p.m.

There were no members of the public in attendance, no Public comments

Beth Anderson gave a brief overview of the history of the Permit Reform project.

Discussion of committee goals:

- Sanity check and sounding board on changes to improve the permitting process if changes proposed make sense.
- Feedback and suggestions on how changes will impact public.
- Advocacy with City Council, and with commissions if the change may require changes to City ordinances or State Statutes.

Discussion of recommended changes and implementation plan:

Group began a review and discussion of the implementation plan.

Change the necessity of needing permits for the lower dollar amount changes.

Help people to understand what needs a permit and what does not.

Minimize what level of inspection is needed, what can be considered a lower inspection priority.

Possible changes that are being considered regarding ISD plan review, whether the blocking of time every day or one or two full days.

Suggestion, now that trades inspections are being captured electronically, and property owner/contractor is not getting signed card that there be a process to email those involved that the inspection has been done and that the permit is closed.

Better education for property owner to hold the contractor accountable for closing the permit, many property owners are unaware.

Licensing of contractors are done at the State level, the City is not able to license contractors to do work in Burlington.

Committee members have suggested to meet more frequently early on so that timely assistance and feedback would be able to be provided.

Next meeting will be scheduled later in October, and the rest of the implementation plan will be reviewed.

Meeting adjourned 5:10 pm

