



**DRAFT - MINUTES OF THE REGULAR MEETING OF
CHARLOTTE-DESOTO BUILDING INDUSTRY OVERSIGHT COMMITTEE**

Charlotte County Community Development, BCS Conference Room
18400 Murdock Circle
Port Charlotte, Florida 33948

June 24, 2016

This was the regular monthly meeting of the Charlotte-Desoto Building Industry Oversight Committee.

Committee Members Present:

Peter Cocco

Committee Members Present:

Kevin Koch

County Staff Present:

Shaun Cullinan
Don Jascomb
Kelly Shoemaker

County Staff Present:

Maggie Horton
Michelle Roman
Commissioner Truex

Visitors Attending:

Donna Barrett
Pat Lewis

1. CALL TO ORDER:

Kevin Koch, President CDBIA, AA Disaster Restoration called the meeting to order at 8:06 a.m.

2. ROLL CALL:

Sign-in

3. APPROVAL OF MINUTES:

Due to the lack of a quorum, the May 27, 2016 BIOC minutes were not approved and will be placed on the July 22, 2016 regular meeting agenda for approval.

4. CHAIRMAN'S COMMENTS:

Kevin Koch – None at this time.

5. NEW BUSINESS:

Shaun Cullinan – Claire Jubb and Ben Bailey are attending the Association of State Floodplain Managers Conference (ASFPM) in Michigan this week and were unable to attend today's BIOC meeting.

Shaun Cullinan – From the Community Development side, we are streamlining our site plan and building processes and will be going digital by 2018 for building permit submittals and reviews; we are also looking at transitioning site plan review and submittal. Comprehensive Plan and Code change roundtable meetings are currently scheduled for Signage and Transfer Density Units (TDU's).

6. OLD BUSINESS:

a. Accela:

Shaun Cullinan – To accommodate the next phase in Accela, we will be upgrading the phone system. This improvement will help us with the digital submittals. The purchase of "Civic Voice" has been approved to further our community outreach, allowing us to receive comments from the public. Our Facebook page is currently being prepared to go live.

Donna Barrett – Regarding the public comment, how will this differ from other current public comment avenues?

Shaun Cullinan – We will be able to post a document, allowing the public to comment directly to that item.

Donna Barrett - Will it be integrated with the website?

Shaun Cullinan – I believe so.

Pat Lewis - Who will be processing this information and will it increase workload?

Shaun Cullinan – We will have to monitor the comments and prepare changes based on the feedback. This will allow us to receive comments from those people who are not able to attend a meeting, supplying us with increased input. Right now, we have a survey online for sign code review.

b. Financials:

Michelle Roman – For the month of May, revenues totaled almost \$376,000. Expenditures were a little over \$212,000 resulting in a profit of \$163,000. Year to date for FY16 revenues total \$2.8 million while expenditures total \$2.2 million, resulting in an overall profit of \$550,000. This brings the reserves balance to \$3.2 million.

Donna Barrett – For the record, Geoff Lorah sent an email with the following comments as to financials. “I believe, I understand the transfer between the equipment under \$1000 for each account and the equipment over \$1000/under \$5000 for each account. The \$8,855.00 spent from March was reallocated to May and May actually had \$735.00 of new expense for the equipment under \$1000 for each account. Other than this item, the rest of May’s activity looked reasonable to me.”

Michelle Roman – I will check into it.

c. Permitting:

Don Jascomb – Single family permits have continued at the same pace, up 34% over last year and we are up 26% for the month of May. Commercial is catching up, we have seen an increase in applications over the past 6 weeks.

Shaun Cullinan – We have some good projects in the works which include Wawa, Zaxbys and Seven Eleven; with Med Express looking to go in as well.

Donna Barnett – Are we still planning on breaking out Babcock permit information on the report?

Shaun Cullinan – Currently, with Babcock we have the Discovery Center, Boathouse and Restaurant. Their first phase - 1A, which is approximately 120 units, is going to the BCC next Tuesday for approval and Phase - 1B1, which is four sections, 256 acres and approximately 298 units was submitted on Monday.

d. Staffing:

Maggie Horton – We are interviewing for the Zoning Tech position next week and still have a few positions listed, including a new position for an Environmental Code Officer.

Shaun Cullinan - The Plans Examiner position is still listed. Buddy Braselton has retired and Maryann Franks is our interim Site Plan Review Coordinator.

e. General Discussion:

Donna Barrett – Is the delay on certain types of permits still an issue?

Peter Coccaro – Yes

Pat Lewis – You really can't prioritize, you have to do them in the order in which they are requested. There will be issues that come up but the rest of the permits should be done in the order in which they are given.

Donna Barrett – Do we stop taking permits if a hurricane is imminent?

Shaun Cullinan – No. I don't believe so.

Peter Coccaro - For a pool cage, your builders risk is not in effect, it's strictly on the pool contractor or the home owner. If the final has passed, it is no longer on the contractor, otherwise it is.

7. PUBLIC COMMENTS:

None

8. NEXT MEETING:

Friday, July 22, 2016 @ 8:00 a.m.

Meeting adjourned at 8:28 a.m.

Meeting recorded and transcribed by Beth Scott.



Kevin Koch,
Chairman

Minutes of the Building Industry Oversight Committee Meeting
Approved this 22nd day of July 2016.