

## CONSTRUCTION STANDARDS BOARD MEETING MINUTES

The Construction Standards Board met Thursday, April 14, 2016 at 5:30 p.m. in the City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. Call to order.

Charles Schroeder called the meeting to order at 5:32 p.m.

2. Roll call and confirmation of a quorum of Board members.

Chase McDonald	-Present
Jimmy Crouch	-Present
Bruce Kana	-Present
Charles Schroeder	-Present
Roger Osborn	-Present

3. Citizens' comments.

Newly assigned Board Alternate, Joel Bauman, was present and introduced himself to the Board giving his background. Mr. Bauman presently works for David Weekly Homes here in Bastrop. He will be sworn in at the next meeting.

4. Consideration and approval of the October 1, 2015 meeting minutes.

Bruce Kana made a motion to approve the meeting minutes of October 1, 2015. Jimmy Crouch seconded the motion and the motion passed unanimously.

5. **CSB 16:01** Review, discuss and possible recommendation to the City Manager and City Council relating to the Building Official's workload, staffing constraints and recommendation/needs of the Planning and Development Department.

***CSB 16:03** Review, discuss and possible recommendation of support to increase the existing Planning and Development fees as related to building permit fees.*

*Agenda Items CSB 16:01 and CSB 16:03 were discussed in unison.*

Ted Bowers addressed the Board stating he has been pretty busy the last two years with the Hunter's Crossing Development and all the new commercial businesses coming in. Ted went into detail about residential home inspections and what they entail. Ted stated at this time, the City is using Bureau Veritas for inspections within the new Pecan Park Subdivision and some of the commercial projects they have reviewed. He stated the plans reviewed by Bureau Veritas

include all of the inspection, otherwise the City is charged per inspection. He stated at this time, Bureau Veritas is performing all the inspections for the Pecan Park Subdivision, the Lost Pines Art Center and Elliott Electric and this has helped tremendously.

Melissa McCollum addressed the Board stating the City is currently starting the new budget process for next year and looking at the possibility of hiring another building inspector. Charlie Schroeder asked for calculations of Bureau Veritas invoices for approximately the last six months. Roger Osborn stated he would like the City's fee structure for plumbing repairs and services to stay approximately the same, but could understand an increase in permit fees for new construction projects.

Several discussions were held between Board members and Staff regarding permit fees, inspection fees, timeframe on gas tests and how long they are good for according to Centerpoint Energy. Jimmy Crouch suggested checking with the City of Schulenburg stated they recently performed a study regarding third party inspection services. Melissa stated the Planning Department is checking into a program called "My Permit Now" to possibly be utilized by the City. She stated this would be an online program that could hopefully streamline the City's permitting and inspection process.

Charlie Schroeder asked for a motion of the top three items for budget consideration.

Bruce Kana made a motion to add another staff member in the position of building official/inspector. Seconded by Roger Osborn and the motion passed unanimously.

Jimmy Crouch made a motion for a software purchase of "My Permit Now" or similar software. Seconded by Chase McDonald and the motion passed unanimously.

The third item of increasing permit fees was tabled and scheduled for discussion on Thursday, April 28, 2016.

6. **CSB 16:02** Review, discuss and possible recommendation to City Council to revise and/or amend Chapter 3, Section 3.06.035 of the City's Code of Ordinance related to restaurant grease traps.

Ted Bowers addressed the Board stating he would like to change the current code in reference to restaurant grease traps to now be called grease interceptors and/or separators. He also discussed installed of such to be allowed inside versus the outside of the business.

The Board members requested Staff to come back at the next meeting with those code changes.

7. **CSB 16:03** Review, discuss and possible recommendation of support to increase the existing Planning and Development fees as related to building permit fees.

This agenda item was tabled as stated above under Agenda Item No. 5.

8. Director and Building Official's Report.

Melissa addressed the Board stating the information/update regarding the proposed policy clarifying the meaning of 'connection' of a carport/garage to a home is being reviewed by the City Attorney. Information regarding this topic is forthcoming. Melissa gave a brief update on the North Area Form Based Code stating at the last FBC SWOT analysis Task Force meeting, there were concerns were raised about the current infrastructure on this part of town. Melissa also gave an update on the March meeting of the Comprehensive Task Force stating the committee proposed to City Council to adopt a mission/vision statement for the City's website.

9. Adjourn.

Roger Osborn made a motion to adjourn the meeting. The motion was seconded by Chase McDonald and the meeting adjourned at 7:05 p.m.

*no signature available - minutes approved at the  
april 28, 2016 meeting of the  
Construction Standards Board*

~~Charles Schroeder, Chair~~  
~~Michael Osborn~~