

AD HOC PERMITTING PROCESS REVIEW COMMITTEE
THURSDAY April 26, 2018
LOWER LEVEL CONFERENCE ROOM CITY HALL – 1:00 P.M.
MINUTES

This meeting was called to order by Councilmember Brackett at 1:05 p.m., Thursday, April 26, 2018.

Those present included: Councilmembers Brackett, Brockert, Saucedo and Muscatine Chamber of Commerce President Greg Jenkins.

There was no Communication from citizens.

Mr. Brackett gave a review of the Ad-Hoc Permitting Process Review Committee adopted by City Council on March 8, 2018.

Mr. Brackett stated any findings of personnel concerns would need to be addressed to City Administrator Gregg Mandsager, not the committee.

Next on the Agenda was discussion on stated goals and how to proceed.

The committee agreed that a list of questions would be made to be addressed by Community Development Director Dave Gobin at a later meeting. The list of questions would include:

- Clarification on what determines if a site plan review is needed for a project
- Do site reviews include a list of building supplies and are they reviewed by an engineer
- Explanation on how the flow chart is used for issuance of permits
- Explanation of how the permit money is used

Next on the agenda was discussion on how many permits to review, what type of permits to review, and how to choose the permits for review. The following is a list of suggestions:

- Obtain a spread sheet for past three years of permits and pick permits randomly
- Randomly pick permits from the top permit requestors – Residential & Commercial
- Randomly pick permits from high cost projects – Residential & Commercial

Next on Agenda was discussion on how to proceed with the survey process and contacting the selected homeowners/contractors. The committee discussed various ways of communications including; mailing letters, setting up meetings and follow up phone calls.

Councilmember Saucedo suggested inviting Community Development Director Dave Gobin to a following meeting to go through the entire permit process from the perspective of the inspectors. He also suggested inviting Contractors/homeowners to a following meeting to get their perspective on the permit process.

Councilmember Saucedo questioned if Muscatine adopting the IBC has created more work for staff members.

Councilmember Brockert stated that following a project currently in progress, would be a good way to get insight into how the process works, and suggested MUSCO.

Councilmember Saucedo stated he would like to see a comparison on Muscatine's Fee schedule with other cities schedules.

Councilmember Brackett stated he would meet with Mr. Gobin to get the information requested prior to next meeting for the committee to review.

Next meeting set for May 17th, 2018 at 12:00 p.m.

Meeting Adjourned at 2:00 P.M.

ATTEST:

Diana Broderson, Mayor

Gregg Mandsager, City Administrator