



AGENDA

PUBLIC MEETING

**Building Inspection Department Advisory Committee
May 27, 2015 at 11:30 AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Colby Ricks Scott McClure James Ray
Jay Reis Scott Standley
Vice-Chair Chair

NOTICE OF SPECIAL MEETING

Building Inspection Department Advisory committee

I. CALL MEETING TO ORDER:

1. Confirmation of quorum

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s):
 - i. **September 18, 2014**
 - ii. **February 18, 2015**

III. ITEMS FOR DISCUSSION:

1. Fritz to update Board on open meeting laws (as requested by Mayor).
2. Update on Downtown Permit Assistance program.

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

V. UPCOMING MEETINGS/SCHEDULE:

VI. ADJOURN MEETING:

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Wendy Thompson at (208) 735-7238 at least two (2) working days before the meeting.

Si desea esta información en español, llame Leila Sanchez al (208)735-7287



AGENDA
PUBLIC MEETING

Building Inspection Department Advisory Committee
September 18, 2014 at 11:30 AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Roger Laughlin Scott McClure James Ray

Jay Reis Scott Standley
Vice-Chair Chair

Members Present: Scott Standley, Dan Brizee, Sean Kuntz, James Ray, Roger Laughlin, Gary Bond

Members Absent: Darren Hall, Jay Reis, Scott McClure

Staff Present: Mitch Humble, Jarrod Bordi, Raub Owens, Jon Laux, Jon Victor, Stephen Harr, Vern Sanders, Wendy Thompson, Shawn Bariger, Council Liaison

I. CALL MEETING TO ORDER:

1. Scott Standley, Chair, opened meeting at 11:35
2. Mitch introduced the new Building Official, Jarrod Bordi.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): [April 24, 2014](#)

Dan Brizee made a motion to approve the minutes from April 24, 2014. Sean Knutz seconded the motion. The motion passed unanimously.

III. ITEMS FOR DISCUSSION:

1. Review permit application draft for existing installation permit (technical service fee)

Jarrold explained we are trying to implement a technical service permit for existing installations when someone is bidding a job or has questions before a permit is issued so we can meet them onsite to discuss any issues. We have a service fee already built into our fee schedule but we have created an application to start issuing permits. This would give us the opportunity to go out on site where there is no permit or construction being done and have a consultation with the contractor or owner about what they would have to do to get code compliance on the project.

Mitch discussed some background issues and reasoning behind creating this permit. This will give us the right to be on the property and do an assessment as well as help out new businesses and owners. The building owner needs to be the applicant requesting this permit so that we can feel confident about going into a building and giving a good assessment without causing us a problem. We are looking for input from the Board about is this a good or bad idea, fee or no fee, and then make a motion to take this to the council.

The board held discussion, asked questions, and voiced concerns regarding the new permit type. Questions and concerns were addressed by both Jarrod and Mitch.

Gary Bond made motion to approve the draft form of the consultation permit, all commercial requests are one hour minimum, and in addition the owner's signature has to be on the form. Motion Seconded by Sean Knutz. Motion passed unanimously.

2. Monthly billing system for MEP permits

Jarrod explained what the basis is behind having a billing system. Board discussed and asked questions regarding the process for the system. Jarrod and Mitch answered questions and addressed concerns.

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

Mitch reported that as of October 1st new Impact fees will go into effect.

Jarrod introduced the new Mechanical Inspector, Vern Sanders.

V. UPCOMING MEETINGS/SCHEDULE:

Try to get back on schedule which would be November 20th

VI. ADJOURN MEETING:

Scott Standley adjourned the meeting at 12:27pm

Si desea esta información en español, llame Leila Sanchez al (208)735-7287



MINUTES

Building Inspection Department Advisory Committee
February 18, 2015 at 11:30 AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Roger Laughlin Scott McClure James Ray

Jay Reis Scott Standley
Vice-Chair Chair

Members Present: Scott Standley, James Ray, Scott McClure, & Gary Bond

Members Absent: Darren Hall, Dan Brizee, Sean Knutz, Roger Laughlin, & Jay Reis

Staff Present: Mitch Humble, Jarrod Bordi, Raub Owens, Jon Laux, Jon Victor, Stephen Harr, Vern Sanders, Wendy Thompson, Shawn Bariger, Council Liaison

I. CALL MEETING TO ORDER:

1. Scott Standley opened meeting at 11:35, confirmed no quorum

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): **September 18, 2014**
 - i. Due to no quorum minutes could not be approved

III. ITEMS FOR DISCUSSION:

1. Review and discussion on Downtown Permit Assistance proposal

Jarrod reviewed the flyer and boundary map for the new program. Board members discussed their ideas and thoughts about the program. Since there was no quorum for the meeting no action could be taken.

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

V. UPCOMING MEETINGS/SCHEDULE: Try for May 21, 2015

VI. ADJOURN MEETING: Meeting adjourned 12:15

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**City of Twin Falls
Building Department**
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Downtown Permit Assistance Program

GOAL: To serve building/business owners by providing a seamless process in order to obtain their building permit and subsequent Certificate of Occupancy. Provide the help to navigate the entire permit process from start to finish. Provide communication and consistency in the permit process.

PURPOSE: To encourage “downtown” revitalization as outlined in Focus Area 6 of the City’s Strategic Plan (Goal PC1). The building permit process can often be viewed as a stumbling block in the “downtown” area. The sooner business owners open their doors the sooner the opportunity to be successful.

Services offered-

Pre-project research - This service will offer pre-project research for a location provided by the applicant to see if the location will meet their needs. The Downtown Permit Assistance advocate with the City of Twin Falls will be specialized in the International Existing Building Code, city ordinances, etc. Coordination with P&Z and Fire will be included.

Assistance completing the required documents –Business and/or commercial property owners do not know the difference in the applications and the parts of the applications to be submitted. This will eliminate the wasted time and focus on only what is needed.

Single Point of Contact-There is no need for the “downtown” business owner to learn how to navigate our system and remember all of the different departments involved with in a project. Their point of contact will gather all of the information and figure out what it means and how it can impact the business owner. They will also help coordinate with the other pertinent departments.

Problem Solving-This program will provide the opportunity to have someone with expert code knowledge be available to help navigate through the codes to help find solutions. Meetings can be arranged between the small business owner’s design professional and the City to work together to find solutions that work.

Project Eligibility-This program would be offered to all **existing** commercial structures located within the associated boundary map. Projects where new buildings are being constructed within the boundary map would follow the normal permit process for a new building.

Downtown Assistance Program Boundary

Reference Only



Program is for existing structures located within the boundary map.

