LEELANAU COUNTY BOARD OF COMMISSIONERS
Building Safety Committee - Tuesday, February 5, 2019
Tentative minutes.

Proceedings of the meeting are being recorded and are not the official record of the meeting; the formally
approved/accepted written copy of the minutes will be the official record of the meeting.

Meeting called to Order by Committee Chairman William J. Bunek at 9:02 a.m.

The Pledge of Allegiance to the flag of the United States of America was led by
Committee Chairman Bunek followed by a moment of silence. Today’s meeting was
being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay.

Roll Call:  Commissioner William J. Bunek PRESENT
Commissioner Patricia Soutas-Little PRESENT

Administrator Chet Janik, Building Safety Official Paul Hunter and Building Safety
Secretary Amber Weber present.

Approval of Agenda and Late Additions/Deletions:
MOTION BY SOUTAS-LITTLE TO ACCEPT THE AGENDA AS PRESENTED.
SECONDED BY BUNEK.
Discussion – None.
AYES – 2 (SOUTAS-LITTLE, BUNEK)
NO – 0             MOTION CARRIED.

Public Comment:
None.

Action Items
Approval of Minutes:
MOTION BY SOUTAS-LITTLE TO APPROVE THE LEELANAU COUNTY
CONSTRUCTION CODES AUTHORITY COMMITTEE MINUTES OF NOVEMBER
29, 2018. SECONDED BY BUNEK.
Discussion – None
AYES – 2 (SOUTAS-LITTLE, BUNEK)
NO – 0             MOTION CARRIED.

2018 Budget Update:
Building Safety Official Paul Hunter went over the Permit Report as of February 4, 2019,
and the Permit Totals Revenue from 2016, 2017 and 2018 for comparison, all are
available in the Clerk’s office. Commissioner Bunek commented on the noticeable
increase of permits by two to three hundred per year in the last three years.
Commissioner Soutas-Little asked if the permits were more for additions/rebuilding or
for new construction? Building Safety Secretary Amber Weber answered that there is no real way to see the two types of building projects, but that they are close to the same amounts.

Administrator Janik along with Equalization Director Laurie Spencer met with Grand Traverse Realtor Association and noticed that there were a lot of rebuilds and no permits that were pulled. Many homes are listed with “new” bedroom or “redone” kitchen, and in investigating they found that the homeowner never pulled a permit for these additions/remodel. Commissioner Soutas-Little asked what do we do when this happens? Janik responded that not much can be done, only if they are caught. If a buyer has an Inspector inspect the house and something doesn’t pass code, the owner would be responsible for the correction/fix. So someone would have to send a complaint to the Building Safety to inspect.

Building Safety Official Hunter then went over the new design of the applications for building and plumbing permits that were active as of Monday replacing the old multi-page applications. Hunter also informed the Commissioners that there is no change in the pricing at this time, they wanted to redesign the application first to make it more efficient then later may bring the prices to the board with some flat rate options. Commissioner Soutas-Little asked if the fees are based on construction value? Hunter responded that yes it is based on the construction value. Hunter also commented that a fillable form will be available on the Leelanau County Website for builders to complete and send in. Questions ensued from the Commissioners on the builders getting their other permits from the other departments. Hunter responded that with the new online BS&A application process it will make this easier as the other departments will have the ability to see the projects and whether they have completed getting their permit(s).

Hunter went over the new walk-in permit process procedure for the department and the steps that have to be taken. Weber commented that there is some training needed for the inspectors to enter the information so that everyone can help out. Commissioner’s commented that it makes since to have everyone trained in the different processes and that this should reduce the complaints and move smoother.

Revised Personnel Structure — Full-time Permit Technician Position:
Janik informed the Commissioners that this is a work in progress and that we are holding off on hiring anyone as there is some flexibility with training everyone in the different areas/tasks of the department. They having kept Tom Pope as a part-time inspector and to reconstruct the duties of the current work staff they may not need to create another full-time position.

BS&A Software Update:
Janik commented that this committee is the first ones to see this website, as it is not live right now. Weber went into the website to begin walking the Commissioners through it. Weber continued explaining that once contractors are registered, make an
account, and get a “Key”, a combination of letters and numbers, they will have access for all the permits and inspections that have been pulled/completed whether they were approved or not. Janik asked if contractors can apply for permits/inspections in person, then create an account online to see the status of the application/service. Weber responded that yes the permit/inspection will be connected with the contractor so it can be accessed at anytime by the contractor. Weber commented that other departments will have access to seeing the status of a project as they use the same software, BS&A, to ensure the contractors are getting the appropriate permits.

Commissioner Bunek asked if there will be a computer available in the office to apply/create an account? Hunter responded yes there is a computer set up already for use by the public. Hunter also commented that they will be providing a couple of fee seminars for the contractors on how to work the BS&A program.

Janik commented that all projects from 2002 on will be visible for the contractors.

Discussion Items:
None.

Board Member Comment:
Commissioner Soutas-Little commented that the Building Safety Department has done an outstanding job.

Public Comment:
None.

Adjourn:
Meeting adjourned by Committee Chairman William J. Bunek at 10:32 a.m.