



**CITY OF AURORA**  
**BUILDING CODE & CONTRACTOR'S APPEALS & STANDARDS BOARD MEETING**  
**TUESDAY, October 13, 2020, 3:00 P.M.**  
**VIRTUAL MEETING**

**MINUTES:**

**Present:**

Michael Aitken, Chair, Building Code and Contractor's Appeals & Standards Board  
Alecia Peabody, Building Code and Contractor's Appeals & Standards Board  
Scott Berg, Chief Building Official  
Dora Shols, Permit Technician Supervisor

**Absent:**

John Dougherty, Building Code and Contractor's Appeals & Standards Board  
Greg Echols, Building Code and Contractor's Appeals & Standards Board  
Tim Green, Building Code and Contractor's Appeals & Standards Board

**Introduction:**

Michael Aitken called the meeting to order at 3:10 p.m.

**Agenda Item 1 – Approval of January 14, 2020 meeting minutes**

Michael Aitken made a motion to approve the January 14, 2020 meeting minutes. Alecia Peabody seconded the motion. Minutes were approved. Michael will sign and email January 14, 2020 meeting minutes.

**Agenda Item 2 – 2020 Board Meeting dates**

Scott asked if there were any objections to the 2021 meeting dates, January 12<sup>th</sup>, April 13<sup>th</sup>, July 13<sup>th</sup> and October 12<sup>th</sup>. There were no objections to keeping the meeting on the second Tuesday of each quarter.

There were no further questions or comments.

**Agenda Item 3 – COVID response from the Building Division**

Scott updated the Board about Building Division operations since COVID started. Since March there has not been any more than half of staff in the building at one time. About two months ago Aurora transitioned to providing every worker with 2 monitors, laptop, docking station, keyboard and mouse for working remote. This is paid for through the Federal CARES Act. Any department that says they cannot have staff work from home has to justify it to City Manager. Michael asked what percentage Scott had working remote and in the building. Scott explained it varies. He currently goes in once every two weeks and there are staff that also do the same. Call Center, Permit Center and Plans Examiners are now all set up to work from home. The Inspectors have been set up with laptop

and remote access for years and that allows them to not come into the building. Michael asked what the inspector's inspection guidelines in the field were. Scott explained permits that are for occupied homes are being completed by virtual inspections through WebEx. We are not sending inspectors into occupied residential homes. Being able to do this has really helped the smaller contractor from bringing their projects to a halt. All other inspections are left to the inspector's discretion; if the inspector wants the floor or building cleared of occupants, the contractor goes with whatever the inspector feels comfortable with. The homeowner inspections only stopped for just a few days while the Inspection staff came up with virtual inspections. It's a very popular option.

Michael asked what the likelihood of some of these operating procedures staying in place after the Stay-at-Home orders are lifted. Scott said it was very likely keeping virtual inspections in place and conducting virtual reroof inspections.

At the end of November the city of Aurora is working on opening a Customer Service Center with 4 to 5 cubicles that city staff will use to preschedule appointments and meetings when there is no other way business can be accomplished.

There were no further questions or comments.

#### **Agenda Item 4 – 2020 Building Division permit activity**

The Board looked at the workload reports for comparison through the first three quarters and since COVID started. Scott mentioned there was a dip in revenues in May. The number of permits that are coming in every week are 32% higher than before March when we had to shut down. Plan reviews are up 30%, permits are up 40%, and inspections are up 28%. Scott mentioned that we are now on target for revenue collection projections. The biggest problem was when the building was closed to the public, contractors thought Building Division was closed. Scott sent out an email letting contractors know we were still open, and they could continue to apply for permits and submit plans.

Michael went back to the COVID response asking how long was the COVID response? Scott told him it was on a month to month evaluation and this may even be a permanent thing at some level. Scott stated that when he comes into the building it is not the same as it was and is hit and miss who will be in the office. The camaraderie, interaction and discussion does not happen as well when you have to pick up the phone and talk to your peers.

There were no further questions or comments.

#### **Agenda Item 5 – Requests for Modifications**

Scott discussed the modifications. Which were minimal and none were rejected.

There were no further questions or comments.

#### **Agenda Item 6 – 2021 International Codes ready to be published**

Scott stated the city is planning on adopting the 2021 I-Codes as soon as they are published; typically they do not come out until February-March of the year of the edition. It is a 2-step process reviewing what has changed from 2015 to 2018 codes and then from 2018 to 2021. Jose Rodriguez, Plans Examiner Manager, has gotten through 2 of the code books. We will go through the changes and identify things to amend and present it to the Board. One issue is currently in City Code, a homeowner doing particular types of work has one year to finish completing their permit otherwise they are in violation of City Code. However, re-roofing is not included in the listed items they must complete within a year. We are going to propose that any exterior work needs to be done within 6 months and they can ask for one 6-month extension. After that time frame the permit is expired and they can be summoned to court to get a deadline to finish the project.

At this time the only real big change are the provisions for high-rise buildings constructed of heavy timber in the 2021 IBC.

There were no other questions or comments.

**Agenda Item 7 – Other items for discussion**

Scott mentioned In-N-Out Burger will be completed in about a month. It is a race between the one in Colorado Springs and Aurora to see which one is the first to open; it is all predicated with the distribution warehouse being completed and open in Colorado Springs. They want to be open before Thanksgiving.

The Board is planning on conducting a virtual Building Code and Contractor’s Appeals & Standards Board meeting on January 12<sup>th</sup>, 2021.

There were no other questions or comments.

Michael Aitken adjourned the meeting at 3:35 p.m.



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Chair, Michael Aitken

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November 13, 2020

Date