



CITY OF AURORA
BUILDING CODE & CONTRACTOR'S APPEALS & STANDARDS BOARD MEETING
Tuesday April 11, 2023, 3:00 P.M.
OAK CONFERENCE ROOM, 2ND FLOOR AMC

MINUTES:

Present:

Scott Berg, Chief Building Official
Alecia Peabody, Building Code and Contractor's Appeals & Standards Board
John Lichtner, Building Code and Contractor's Appeals & Standards Board
Lupe Loewe, Administrative Specialist
Tod Kuntzelman, Process Improvement Manager

Absent:

Greg Echols, Building Code and Contractor's Appeals & Standards Board
Michael Aitken, Chair, Building Code and Contractor's Appeals & Standards Board

Introduction:

John Lichtner called the meeting to order at 3:22 p.m. due to waiting for a quorum.

1. Agenda Item 1 – Tod Kuntzelman, Process Improvement Manager

Mr. Tod Kuntzelman works for Laura Perry, the Deputy City Manager (DCM), and is the Development Process Improvement Manager for the development review work groups which are Building Division, Planning, the Office of Development Assistance, and a small portion of Aurora Water. Recently there was a reorganization with DCM Batchelor as the interim City Manager. Beginning in April, Planning and all development was put under one DCM, Laura Perry, who will be spreading the work across to other city managers. It is important to understand the purpose which is to provide excellent customer service.

There is an updated development-wide Mission statement which is to deliver quality, on-time, and customer focused services, with an emphasis on livability, job creation, economic growth, and responsible planning, engineering, and construction.

The Red Tape Committee, an Ad-Hoc committee lasted about one year, and this committee had reached out to customers and developers to receive feedback on issues such as development slowdowns, lack of predictability, and late reviews. These issues did not apply to Building reviews which have historically always met timelines. The issues have been with civil plans, site plans and with drainage reviews. There is an importance to interact with customers or contractors.

Four work groups have been created to focus on performance with management and leadership creating a culture and a new culture for customer service, to focus on improvements and technology, to do better at documenting processes and to have more cross-departmental training.

There is a development review governance committee, which is all directors and executives in organizations that lead the worker groups. They are to guide staff to put these implementations and have a consolidated voice on how to make these improvements.

Within the Public Works group is the civil review, traffic, Real Property, the Engineering group of Real Property, and the development work group. A new Deputy Director of Public Works Development has been hired to rebuild Public Works processes involved in development review.

Other items mentioned were that TCO extension fees are no longer administered for single-family permits, and that digital mylars will be used so everything is done electronically. There will be continual improvements with guidance procedures and reference manuals for building code. Permit cross training with Real Property for consolidated intakes and approvals is being conducted and there is a need to manage people to expectations, with work being done on time and predictability. Civil engineering timelines have not been looked at since 2000, and review time frames need to be updated due to newer technology and evaluate timelines and clocks, based on scope and size. There was a first-time ever, across-developmental staff meeting conducted and all in Public Works, Engineering, and anyone who works in development and planning was invited.

Tod said it has been a long journey to get here and it seems to be working. Hopeful that it will build out and develop programs and refine them. Also, the civil plan intake has been moved to Darcy and her group.

There were no further questions or comments.

2. Agenda Item 2 – 1st Quarter Building Activity recap

Scott stated that according to the March activity report, there has been a continued drop-off in permits for single-family homes. There were 58 issued in January, 80 in February, and 96 for March. To keep up with a 10-year average, there should be about 111 a month. The 5-year average is 140 a month. Overall, the drop between the first quarter of last year versus the first quarter of this year is a 51% drop for single-family and across all areas. Not a whole lot of decline in the number of inspections. The important part is revenue, which is 7 percent lower than last year and is not too bad, not too dire.

There was a question about backlog and what is approved. Scott said that there are 109 single family permits that are approved but not yet issued and fees have not yet been paid. Also, 109 is a pretty low number and there are none for April yet. The revenue needed is about \$1.2 M a month and we are \$3.5 M in the first quarter and there are lots of multi-family permits being issued.

There were no further questions or comments.

3. Agenda Item 3 – Requests for Modifications

- Bowlero – 23901 E Orchard Road. Bowling alley in Southlands. They requested a change in occupancy, and it was approved.
- The Residence Adult Daycare Center - 10101 E Colfax Avenue. They requested to modify a 2-hour wall and take out the spaces not occupiable. This was approved.
- FX Lumber guard – Alternative Material. They requested to use a new product fire resistant spray for the basement. This is a new product that has not been approved. This was denied.

There were no further questions or comments.

4. Agenda Item 4 – Effective date of 2021 International Codes

After May 1, part of the state’s energy conservation requirements are that new construction be solar ready code if building codes are updated after July 1. Aurora has moved to the 2021 International Codes including the IECC as of May 1st so this would not apply to us. It was in last year’s house bill 22-1362 where they want to electrify everything to reduce greenhouse gas emissions. In the new homes under the solar ready model code there will have to be an outlet in the garage for electric vehicle chargers, one in the panel for a solar system, and one each next to the water heater and furnace. The requirement after July 1 is to adopt this model electric solar ready code and applies to commercial, including 40% of roof must be solar ready.

Next deadline is July 1, 2026, for latest energy code adoption.

There were no further questions or comments.

5. Agenda Item 5- Miscellaneous updates:

- City Manager retirement on Friday. Jason Batchelor is the interim deputy city manager and will probably be until next year.
- Civil Plan Intake is now being handled in the Permit Center. There were two staff members on the 3rd floor handling civil plan intake but this task will now be handled by Darcy’s group in the Permit Center. The documents will go through the portal and be overseen by Darcy. She will be training other supervisors and this procedure will have one point of entry.
- Upgrade to Amanda 7. The upgrade to Amanda 7 is underway and they pulled the plug on Accela. They are working now on a technical server and other things to get the system ready to go, they also will implement some changes and migrate data.

6. Other items for discussion?

There were no further questions or comments.

Next Meeting: The next meeting will be in person at the AMC on July 11, 2023.

Meeting adjourned the meeting at 4:04 p.m.

Chair, Michael Aitken

Date