

**CAB Minutes**  
**January 27, 2010**

**Roll Call:**

**Board Members Present:** David Eads, Gregg Meisinger, Bruce Meyer, Dan Rodgers, Chris Rosenberger, Jon Rudolph, David Stamps, Garold Smith, and Teri Volk.

**Board Members Absent:** Bill Stenberg

**City Staff Members Present:** Thomas Hawkinson, Building Official

**I. Call to Order**

Vice-Chairman Teri Volk called the meeting to order at 6:01 PM.

**II. Approval of Minutes:**

The motion to approve the minutes of the previous meeting was made by Bruce Meyer and seconded by Garold Smith. The motion passed unanimously.

**III Reports:**

**a. Citizens:** none

**b. Board and Commission Members:**

The appointment, by City Council, of someone to fill the vacancy on the CAB cannot be done until the vacancy on the council has been filled after the election on March 3, 2010. Council will then name member to be liaison the CAB. After the CAB liaison has been named, interviews for the CAB vacancy may be held. The interview committee consists of the CAB Chairperson, Tom Hawkinson and the City Council liaison.

**c. City Staff Thomas Hawkinson:**

Tom Hawkinson noted that the City Boards and Commissions banquet will occur in February at the Mariana Buttes Clubhouse and that the CAB members need to decide which 2 members will represent the CAB.

**d. Contractor Licensing:**

Tom Hawkinson reviewed the charts and asked for comments from the CAB members. He noted that the Contractor License renewal numbers were lower this last year due to the 2 years renewal cycle. Gerald Smith asked that some of the colored backgrounds be made lighter so that the lettering can be seen. Tom stated that this will be done.

**e. FRAC-** No report.

#### **IV. New Business**

##### **a. Election of new CAB officers and liaison to FRAC**

The election of new CAB officers will be held in May, as has been done in the past years. Bruce Meyers asked that since John Prescience, the Chairman, has submitted his resignation, who will act as Chairman. The Vice Chairman will move up to Chairman and the Secretary will act as Chairman, should the acting Chairman be absent. This condition will be true until the new member has been appointed and the new officers are elected.

Tom Hawkins on stated that there has been only one application submitted for the CAB vacancy and asked the Board to mention the vacancy to others. Bruce Meyer noted that he feels an Engineer is needed on the board, since so many of the items brought before the board contain engineering subjects.

##### **b. Update of the evaluation of the Building Permit Process:**

Tom Hawkinson stated that Bob Tipton Consultants are studying ways to make the permit process easier for users.

Five workshops have been scheduled ON Fridays. These will include staff and private sector members to arrive at recommendations to be made to the current process to make the entire process easier for the users. Mr. Tipton will come to a CAB meeting to resent the findings after these public meetings are completed and the results have been finalized. The private sector meetings begin on March 5, 2010. Greg Meisinger asked when the resulting changes will me started. Tom Hawkinson stated that the changes will be incorporated slowly into the system.

#### **V. Old Business:**

##### **a. 2009 CAB Work Program**

###### **1. Review of 2009 International codes subcommittees' progress**

Tom Hawkinson noted that a revised copy of the City of Loveland handbook for Boards and Commissions was included in the last CAB mail packets. He asked all CAB members to read the handbook and be familiar with it.

Tom Hawkins on stated that each code review sub-committee will complete a summary of the revised items. These changes will be brought to the CAB for review and discussion.

Jon Rudolph stated that the Residential IRC review is 90% completed and that the most controversial change is the new requirement for fire sprinklers in all residential construction. To noted that this item will require joint meetings with the CAB and the Fire Department.

Bruce Meyer noted that the new requirement for fire sprinklers in stores where furniture is sold will also need public input.

Tom Hawkins on stated that the revisions will be finalized by staff and that he and Ken will put the items in a form for presentation the CAB. He will try to have this done for the February CAB meeting.

## **2. 2010 CAB/Building Contractor & Use Tax Training**

The use tax training schedule is on the web under the Building Divisions page. Four sessions are scheduled. The classes are the same as last year.

## **3. 2009 Fall CAB/ Contractor Newsletter**

The fall newsletter has been issued. Items are needed for the spring issue of the newsletter. Tom asked Garold to check with John Crescibene on the progress of the CAB article.

## **4. Online Services for Applicants Plan review & inspection**

The online services are still tied into the information in the Phase II update of the software system. This will be completed in June. Tom Hawkinson will provide a definite schedule.

## **5. Comprehensive Master Plan**

The Comprehensive Master Plan is a complete view of how Loveland should be and who will take action to make it happen. The document interfaces with all aspects of local government. The CMP was created in 2003, is updated every 5 years, and presented to Council. The Public Safety Section requires the adoption of all new codes. The City Long Range Planning Department is the driver of the program.

## **6. Other old Business**

Chris Rosenberg stated that at the meeting of Sept.2009, Tom noted that the Building Dept. had started a waiver of building permit fees for owners of residences. He asked for information regarding the results of this action. Tom Hawkins on stated that the city waived the fees for 400 owner occupied residence permits: 104 permit fees were waived and 165 use tax fees were waived. It was a very successful program.

Bruce Meyer noted that at the last CAB meeting, Bill Stenberg asked for a review of the CEFs. Tom Hawkinson stated that the CAB does CEF/SIS reviews annually. Bill was put in touch with the City Finance Office. Tom noted that the review of the fees is part of the Comprehensive Master Plan.

## **VII. Adjournment**

The motion for adjournment was made by Bruce Meyer and seconded by Dan Rodgers. The motion passed unanimously and the meeting adjourned at 6:42 PM.

Respectfully submitted,  
G. Smith,  
Secretary