

AGENDA

CITY OF TAYLOR, TEXAS SPECIAL CALLED CITY COUNCIL MEETING CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET

JULY 19, 2022, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

CITIZEN COMMUNICATION

REGULAR AGENDA

1. Discussion regarding the Development Services permitting statistics, processes and regulations.
(Tom Yantis)

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development). I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 p.m. on July 14, 2022 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

In compliance with the ADA the City Hall and Council Chambers is wheelchair accessible. Reasonable accommodations will be provided for persons attending city council meetings in need of special assistance. Please contact the City Clerk at least 24 hours prior to the meeting for special assistance.

Posted By:


Dianna McLean, City Clerk

Date

July 14, 2022



Special City Council Meeting

July 19, 2022

Transmittal Letter

STRATEGIC PILLAR

- ☒ Streets/Infrastructure
- ☒ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 1

Agenda Title: Discussion regarding the Development Services permitting statistics, processes and regulations.

Council Action to be taken: Receive presentation and discuss

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager/ Director
Development Services

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to provide and update to the Council on the status of the Development Services permitting statistics, processes and regulations.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

In October 2021, the City Council approved the updating of the building codes from the 2009 version to the 2018 version (Ordinance 2021 -31). This update was required to comply with State law.

Section 214.212 of the Local Government Act requires municipalities to adopt the 2012 versions of the International Building Code and the International Residential Code as the State's minimum building codes to protect the public health, safety and welfare. For International Organization for Standardization (ISO) and insurance rate purposes, it was recommended that we adopt the 2018 versions of the building codes.

The City Council adopted the following codes with minimal amendments:

- 2018 International Residential Code (no engineering drawings required for foundation repair permits)
- 2018 International Building Code
- 2018 International Fire Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2018 International Existing Building Code
- 2018 International Property Maintenance Code
- 2018 International Swimming Pool and Spa Code and,

- 2020 National Electric Code.

The Development Services Department has experienced significant change in the past 4 years due to rapid increases in permitting volume, staff turnover, and implementation of new ordinances, procedures and processes. This agenda item is intended to update Council on these changes, discuss ongoing community issues with the permitting process and regulations and identify potential changes to address concerns.

2. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• New ordinances and procedures have put us in compliance with State law, improved safety and energy efficiency, maintained or improved our ISO rating and provided greater consistency	• Ongoing community frustrations

4. RECOMMENDATION

Staff recommends that the Council receive the presentation and discuss the permitting processes and regulations.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

1a. Permitting Workshop Presentation

Permitting Workshop

July 19, 2022



Presentation Outline

- State of Development Services in 2018
- What has been done since 2018
- Why are there ongoing community frustrations
- What improvements still need to be made

Where were we in 2018?

- Significant staff turnover (100% between 2018 and 2019)
- Low volume of permits
- Community frustration
 - Unequal treatment
 - Inaccurate or lack of enforcement of ordinances
- Out of date plans and ordinances
 - 2009 building codes
 - 2004 comprehensive plan
 - 2003 sign ordinance
 - 2001 zoning and subdivision ordinances

What have we done since 2018

- Hired new staff & significantly reduced turnover
 - New positions added in 2022 – Planner, 2nd Permit Technician

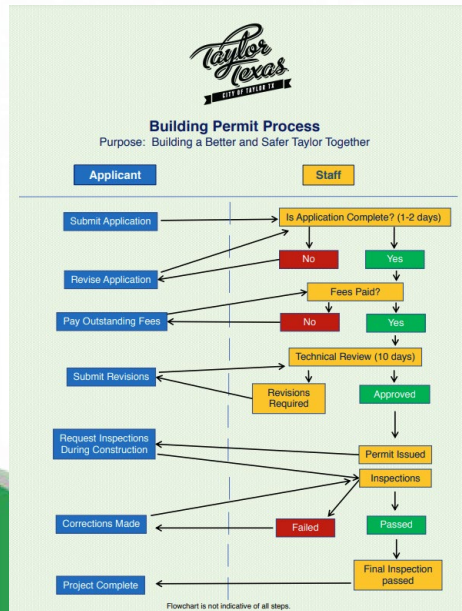
Staff Turnover				
2018	2019	2020	2021	2022
3	6	1	0	0

- Significant increase in permit volume (102% from 2018-2021)

Permits Issued				
2018	2019	2020	2021	2022
675	844	1048	1367	1400 (est.)

What have we done since 2018

- Begun addressing community frustrations
 - Equal treatment
 - Updated materials, web site, bilingual staff
 - More consistent enforcement of ordinances through training, procedures
 - Customized step by step guides emailed to customers, when requested



Customer Help Guide

Permits

Contractor Licensing

Code Enforcement

Planning & Zoning

And More!

On the Go?
Apply for permits, report an issue, and search projects right from your phone.

Checklist for Certificate of Occupancy Permit (for a new tenant or a change of ownership only)

- This checklist is intended as a guide to help you make a complete submission first time and get you a quicker decision on your permit.
- Each permit is different and will require different submittal information.
- The technical review will only begin with a complete submission.
- All applications have to be submitted online at www.myperritnow.org
- Documents need to be uploaded as PDF files.
- If you need assistance making your online application, please call 512.352.3675 or visit City Hall during normal office hours

PROJECT INFORMATION	
GENERAL	Owner, Tenant & Applicant information
Questions	Site location
	Name of proposed business
	Type of business
	Previous business was
	Total floor area (sq. ft.)
	Are you new tenant (yes/no)
	Are you new owner (yes/no)
	Will you be doing any remodeling (yes/no)
	Will you be refacing the sign (yes/no)
	Will any hazardous material be stored inside or outside the building (yes/no)
SCALED PLANS	Scaled proposed floor plan showing how the space will be used (for example, offices, storage, restrooms, seating area for restaurant, kitchen etc.)
	Scaled site plan – if you proposed any changes to the car parking, vehicular access or outside ancillary uses.
SUPPORTING DOCUMENTS	Proof of ownership, if there has been a change of ownership or a signed lease, if the tenant has changed.
	Fee

CONSEJOS DE SEGURIDAD CON RESPECTO A SU PERMISO DE SU INSPECTOR DE CONSTRUCCIÓN

BUILDING SAFETY MONTH

¿Necesito un permiso para el proyecto de mi casa?

Consulte con la Ciudad de Taylor antes de comenzar con proyectos de mejoras para el hogar. Por lo menos se requieren permisos para proyectos de remodelación de la casa, incluyendo pero no limitado a los de electricidad, trabajos mecánicos, estructurales o de plomería. El mejor resultado de obtener un permiso, sería que un inspector revisará el trabajo. Las inspecciones brindan una medida de seguridad para proteger su vida y su propiedad.

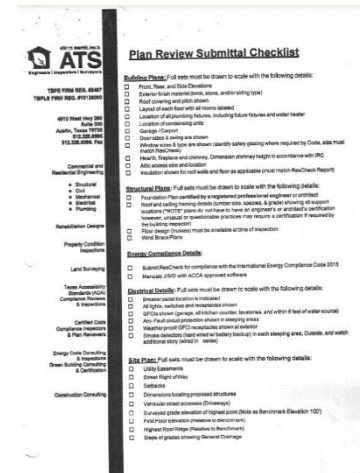
Proyectos que requieren permisos:

- Re-techado
- Instalación de enchufes eléctricos
- Reemplazo de ventanas
- Remodelación de cocinas o baños
- Instalar una piscina, spa o jacuzzi
- Construir una adición, que incluye patio terrazas y pérgolas
- Instalación de electrodomésticos y reemplazos como hornos, calderas, calentadores de agua, chimeneas y calentadores espacios
- Construir una cerca de más de 6 pies altura
- Construcción de una cochera
- Construcción de un cobertizo de almacenamiento de más de 200 pies cuadrados

Si planea hacer mejoras en el hogar, comuníquese con la División de Edificios de la Ciudad de Taylor para averiguar si necesita un permiso.

What have we done since 2018

- Outsourced all plan review to ATS
- Physical alterations to front reception area
- Customer display board



What have we done since 2018

- Implemented major updates to plans and ordinances
 - 2018 building codes adopted in 2021
 - Envision Taylor comprehensive plan adopted in 2021
 - Sign ordinance updates in 2020 and complete re-write underway
 - Engineering manual revisions in 2020 and complete update pending
 - Complete re-write of zoning and subdivision ordinances underway

Engineering Manual
&
Sign Ordinance
Updates

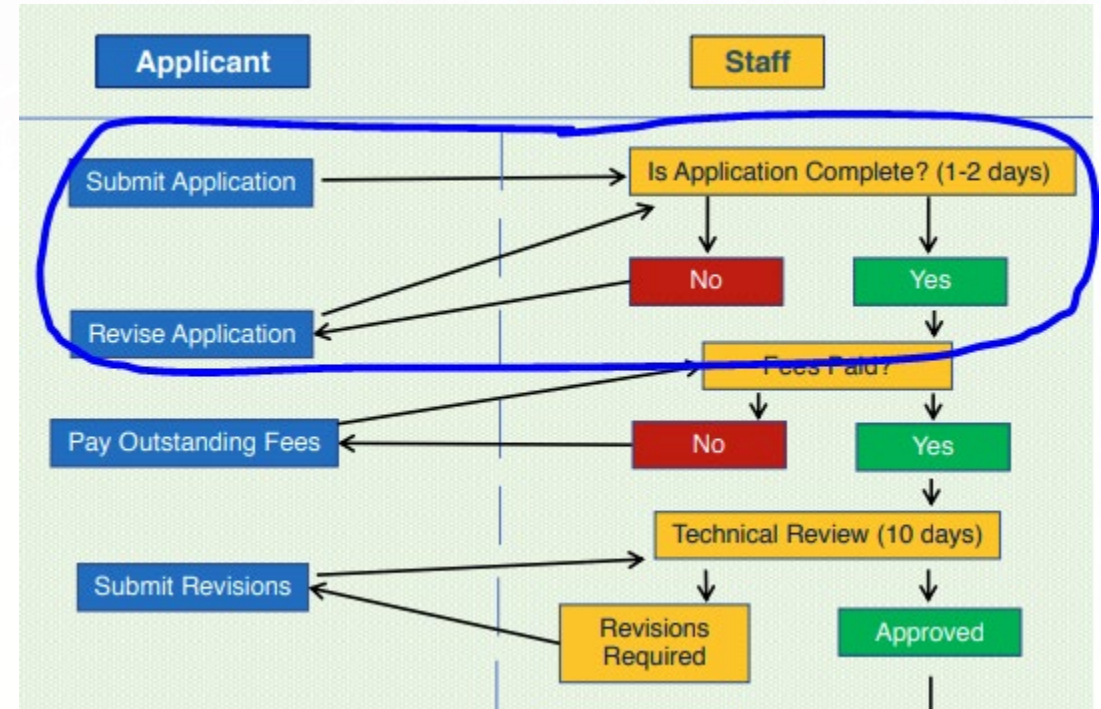


December 2020



Why are there still community frustrations?

- New rules
 - 2018 vs. 2009 codes
- New procedures
 - Require complete applications through online system
- Rules being applied consistently
- Lack of understanding & trust



Why are there still community frustrations?

- Consistent enforcement
 - Significant increase in work without permit cases
 - In 2021, 181 permits required from 258 investigations (179 resolved; 2 court cases remain outstanding)

Work Without Permit Investigations				
2018	2019	2020	2021	2022
18	46	172	258	320 (est.)

- Poor permitting software system

How can staff continue to improve?

- Continue to improve permitting resources and community education
 - Web site information
 - Possibly create how-to videos, etc.
 - Hold regular in-person Q&A sessions
- Continue staff training and certification
 - Both Permit Technicians on path to ICC certification
- Implement better permitting software
- Improve physical space including reception area

How can City Council assist?

- Provide direction on regulations
 - Are there things we need to amend in 2018 codes?
 - Roofing, foundation leveling, etc.
 - Balance - risks/benefits
- Continue to provide funding for staffing/resources
- Direct constituents to available resources

Discussion