

DEVELOPMENT SERVICES DEPARTMENT
PERMIT & DEVELOPMENT CENTER
Building & Fire Code Board of Appeals
MEETING MINUTES
September 12th, 2024

MEMBERS PRESENT: Matthew Keller, Chairperson
Cheryl Peterson, Vice Chairperson
Steve Terry
Larry James
Dave Dykstra
Bart Caldwell
Tyler Strub
Nick Cerrato
Dave Kriens

MEMBERS ABSENT: Chad Layland
Rush Wyckoff
Erin Bowers
Andrea Ytzen

STAFF PRESENT: Brian Bishop, Building Official
Jonathan Lund, Fire Marshal
Molly Tracy, Assistant City Attorney
Monica Vasquez, Development Services Technician

GUESTS: Alec Davis, Resident
Bensen Hansen, Architect

Meeting was called to order by Chairperson Matt Keller at 3:35pm. Meeting was held in the MSC Board Room.

1) Introductions

Board members, staff, and the public introduced themselves.

2) Old Business

a) Minutes- June 13, 2024, Building and Fire Code Board of Appeals

Steve Terry made a motion to approve the June 13th, 2024, minutes. Nick Cerrato seconded motion. Motion passed unanimously.

3) PDC Staff Report

Building Official, Brian Bishop updated the board on the operations of the Permit and Development Center. Topics included the following.

The Permit and Development Center hired Jay Mattas for Deputy Building Official.

Plan Review Supervisor, Terry Berk announced he will be retiring October 31st, The Development Services will be working on plans for his replacement.

A summary sheet was provided of the fiscal year, July 1st, 2023- June 30th, 2024.

"The Development Services had a total building permit value issue at 517 million so far, in value that was the highest total in 7 years, 3rd highest in record. Fiscal year 16 still being the highest with 724 million. Fiscal year 2025 started on July 1st, so far, we are at 108 million, last year around this time we were at 124 million but there is still a lot under review and more still coming in. 274 million of the 710 million that is under review is the airport terminal and there are several phases to that. We had 767 total new dwelling units permitted, a lot of multi-family units, 184 detached single-family homes and 109 by-attach/ town home units. We issued just a little over 2400 residential building permits, 419 commercial building permits, this included anything from brand new to remodels. We issued 8700 MEP permits, almost 6500 code reviews with building and urban design code reviews on the planning side and about 25,000 inspections conducted."

4) DM Fire Prevention Bureau Report

Fire Marshal, Jonathan Lund, stated there have been no changes in the Fire Prevention Bureau.

5) New Business

a) Single Exit Stairways in Multi-family Buildings update

Brian Bishop, Building Official spoke about the City Manager's office directing to hold off on any single exit revisions until further notice. It is on the national scene and the code hearing development process. Any discussions on single exit stairways will be put on hold until further directed.

Larry James comments: *I appreciate staff's work on the single exit stairway exit, it is an old concept that has come in, I would encourage as it proceeds with discussion, to try and figure out a way to get this to work. There has got to be a way, with new fire suppression systems and things, we could make this happen. I'm disappointed to hear that the city manager's office is pushing back on this for now, but I would encourage staff to continue to look at it and to bring it back to us as soon as possible so that we can have a discussion.*

b) Meeting attendance options

Brian Bishop spoke about a change in State law, there is now an allowance for remote meetings for City Board and Commission members.

Molly Tracy, Assistant City Attorney explains how this new law will work for the Board and Commissions meetings. This board is subject to open meeting requirements of Iowa Code Chapter 21. Effective July 1st of 2024, the Iowa code now says the governmental body shall allow options for electronic meetings. The law removed the requirement of having any reason to not appear in person. If you don't want to attend in person, City staff is required to give you the opportunity to appear by telephone, Zoom, Microsoft Teams, or whatever we have available. If it's a situation where a majority of the board is going to be appearing by a Zoom or an electronic meeting, the public should be provided a link so that they are able to access the meeting. They don't necessarily need to be given the ability to participate in the meeting electronically. Future Building and Fire Code Board of Appeals meeting will all

Ordinance Clean-up

Brian Bishop spoke regarding the building codes that were adopted at the beginning of this year. As City staff has been implementing these new codes there were things missed or maybe didn't work so City staff will be looking at doing an ordinance clean up in the next few months, possibly November. City staff will have some things to bring back to the board for some areas that need corrections.

6) Adjourn

A motion to adjourn was made by Bart Caldwell. Second by Steve Terry. The motion passed with unanimous approval and the meeting adjourned at 3:53pm.

Minutes prepared and submitted by: Monica Vasquez, Development Services Technician