

STATE OF OREGON
Department of Consumer and Business Services
Building Codes Division

TRI-COUNTY BUILDING INDUSTRY SERVICE BOARD

Regular Meeting Minutes

June 12, 2002

MEMBERS PRESENT:

Judy Bauman, Link Corporation
Sue Blatner, Super Bath Showroom
Jim Chapman, Legend Homes Corporation
Michael Cliburn, Clackamas County
Jim Ferris, Red's Electrical Inc.
Jeffery Grunewald, Tualatin Valley Fire & Rescue
John Lape, John Lape Architects
John Leeper, Washington County
Ronald Murray, Plumbers & Steamfitters
Forrest Soth, City of Beaverton
Rob Yorke, Yorke & Curtis Inc.

MEMBERS ABSENT:

Terry Dieter, Intel Corporation
Ray Kerridge, City of Portland

STAFF PRESENT:

Joanie Stevens-Schwenger, Tri-County Service Center
Manager and Board Secretary
Cindy Smith Tri-County Board Coordinator/Recorder
Mark Long, Building Codes Division

GUESTS PRESENT:

Dave Davies, City of West Linn
Jim Muir, Washington County
Brian Krieg, PacWest Communications
Rashad Henry, PacWest Communications
Clint Hilman, retired City of Gresham

I BOARD BUSINESS

A. Call to Order

Vice Chairman Jeffery Grunewald called the Tri-County Building Industry Service Board to order at 9:30a.m. The meeting was held at the NECA Conference Room at 601 NE Everett Portland, Oregon.

B. Roll Call

Terry Dieter, absent (excused)
Ray Kerridge, absent (excused)

C. Approval of Agenda and Order of Business

Jeffery Grunewald **RULED** the agenda approved as submitted.

D. Approval of the May 8, 2002, Minutes

Jeffery Grunewald **RULED** the minutes approved as submitted.

E. Next Regularly Scheduled Meeting

October 14, 2002

NECA
601 NE Everett
Portland, Oregon

Special Board Meeting and Workshop

September 11, 2002

Discussion of the delivery of building department services in the future.
NECA
601 NE Everett
Portland, Oregon

II. PUBLIC COMMENT-None

III. STAFF REPORTS

A. BCD Update

Mark Long, Manager of Policy and Technical Services Unit, reported on Building Codes projects. He provided the board a list of 52 current BCD tasks, outlining the progress of the various division boards. Mr. Long summarized projects that have a direct impact on the Tri-County Building Industry Service Board, such as House Bill 2660, which affects to the fee adoption process and criteria used to determine whether fees are reasonable and necessary. One fundamental change is that the rule requires that a

jurisdiction follow the fee notification process whenever there is a fee change. Currently, Tri-County jurisdictions are not required to go through this process when certain aspects of a fee methodology, such as a change in the ICBO tables, cause a jurisdiction's fees to change. The new rules will require jurisdictions to always follow the fee notification process, even in such cases.

Mr. Long also addressed HB 3613, which requires that municipalities assume full service programs or parts thereof, and. HB 2153 which requires municipalities to implement a compliance program.

Mr. Long updated the board about Division vacancies and recruitment for assistant chief electrical inspector, and building codes division administrator. He informed that board that the state's building official, Peggy Collins retires in early July and noted her contribution to the division's programs and mission.

Judy Bauman commended Joe Brewer's excellent job with compliance and stated that it was her opinion that Mr. Brewer took a fine leadership roll, that he carried out with courage and conviction. Ms. Bauman said that she was concerned that there was a lack of notice about his resignation, and little information about why he resigned.

Tri-County Update: Joan Stevens-Schwenger gave the quarterly budget report, and explained to the board that the minor label program is expanding to include the state. The statewide program will provide additional revenue to the state electrical and plumbing programs and expand the services provided by the Tri-County Service Center.

Ms. Stevens-Schwenger provided an update on the code forum and the new master builder certification programs. The forums are providing an opportunity for contractors, remodelers, architects and building department personnel event to discuss regional code applications and reach a consensus on acceptable standards of code for the tri-county area. Tri-County is expanding efforts to enlist more community involvement at the code forums. Ms. Stevens-Schwenger announced that the center is now offering Master Builder certification application processing, testing and test evaluation as a service to tri-county contractors.

- B. Public Outreach Committee:** Jim Muir updated the board on the progress of the Public Outreach Committee. Mr. Muir handed out the pitch page crafted by the committee. This handout targets homeowners and includes the logo “Permits Protect” which the committee is using for its public awareness campaign.

Public Service Announcement: Brian Krieg with PacWest Communications premiered a video PSA for the board. The PSA will begin airing on KGW Broadcast June 17, 2002 and will run through August.

- C. Processes and Forms Committee:** Mr. Muir reported on the committee’s efforts to renovate the current permit application forms and to develop a process for over-the counter plan review. Mr. Muir explained to the board that this process would mandate that tri-county jurisdictions offer the service of over the counter plan review with the issuance of a permit, if possible (sometimes other departments must “sign off” on plans before a permit is issued) for a minimum of two hours a week, either by appointment or by offering specific hours.

IV. COMMUNICATIONS

- A.** Ms. Stevens-Schwenger shared the Tri-County news publications: News Splash, News Connect and News Line.
- B.** Ms. Stevens-Schwenger also shared a letter to Tri-County electrical and plumbing minor label customers requesting accurate information and completed log sheets returned to the Service Center.

V. UNFINISHED BUSINESS

The board considered the Hearing Officer’s report on a proposed rule to establish a consistent fee methodology for deferred submittals in the Tri-County region. The notice for this proposed rule was filed with the Secretary of State on March 15, 2002. Mike Cliburn summarized the report noting no public comments were made.

MOTION by Mike Cliburn to approve the hearing officer’s report as submitted

MOTION APPROVED UNANIMOUSLY.

VI. NEW BUSINESS

MOTION by John Lape to approve the Process for Over-the-Counter Plan review, with an amendment to change “existing” to “exiting” in the last bullet point of the process. The implementation date is September 1, 2002.

MOTION APPROVED UNANIMOUSLY.

Motion by Mike Cliburn to approve the updates for the Commercial Checklist. **MOTION APPROVED UNANIMOUSLY.**

VII. ANNOUNCEMENTS:

Tri-County Code Forums

- a. June 20, 2002 Commercial Building Code Forum 4-7 p.m., 15555 SW Bangy Road Lake Oswego, Oregon
- b. July 11, 2002 One and Two Family Structural Code Forum, 4-7 p.m., 20210 SW Teton Tualatin, Oregon
- c. July 25, 2002 Plumbing Code Forum, 4-7 p.m. Clackamas Auditorium 9101 SE Sunnybrook Blvd. Clackamas, Oregon

Committee Meetings

- a. June 26, 2002 Public Outreach , Tri-County Service Center, room 440 9-11 a.m.

VIII. ADJOURNMENT

Vice-Chairman Grunewald adjourned the meeting at (11:00 a.m.).

Respectfully submitted

Cindy Smith
Boards Coordinator/Recorder

Exhibits:

- A. BCD Projects
- B. Rulemaking Hearings Scheduled for June
- C. Tri-County revenues and expenditures
- D. Public Outreach
 - 1. Pitch Page
 - 2. Permitsprotect.info