



## Tupelo License Commission Minutes

**Date:** 10/6/2022

**Time:** 5:32 PM

**Location:** Third Floor, City Hall

**Call to Order:** Chairman Tony Carroll

**Meeting Adjourned:** 6:29 PM

### In Attendance

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#### LICENSE COMMISSION MEMBERS:

Randy Hanlon, Plumber

Terri Williams, Architect

Richard Rhudy, Electrician

Matt Wiley, Mechanical

Tony Carroll, General Contractor

#### CITY OF TUPELO STAFF:

Tanner Newman, Director of Development Services

Patrick Reagan, Chief Building Inspector

Kelly Elliott, Fire Chief

Michael Montgomery, Fire Marshal

Jennifer Roberson, DDS Office Manager

#### OTHERS PRESENT:

### New Business

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1. **UPDATE TO CODE OF ORDINANCES, CH. 7 – BUILDING AND BUILDING REGULATIONS & CODE OF ORDINANCES, CH. 10 – FIRE PREVENTION AND PROTECTION**
  - a. Tanner Newman, Director of Development Services, opened the discussion and briefly spoke of an incident that resulted in the request to update the Code of Ordinance, Chapter 7 – Buildings & Building Regulations as well as Chapter 10 – Fire Prevention & Protection. Mr. Newman asked for the Fire Chief, Kelly Elliott, and the Fire Marshal, Michael Montgomery, to share their thoughts on making the License Commission the appeals authority for Fire Code issues along with adding a Fire Safety Representative to the License Commission.
  - b. Fire Marshal, Michael Montgomery, thanked the committee for serving and was in agreement to update the Ordinance to make the License Commission the authority for Fire Codes and recommends another member who is familiar with the Life Safety Code.

- c. Fire Chief, Kelly Elliott also agreed and said it makes sense for the License Commission to serve as the appeals authority for Fire Code issues.
- d. Patrick Reagan, Chief Building Inspector, mentioned that when Chapter 7 and Chapter 10 of the Code of Ordinance was adopted, the City did not have a License Commission.
- e. Tony Carroll recommended the License Commission support the proposed updates and asked to take a vote on the changes.
- f. Mr. Newman offered a final overview of the current language and proposed updates to Chapter 7 and Chapter 10 of the Code of Ordinances.
- g. Mr. Newman, Mr. Carroll and the License Commission had a brief discussion about updating the wording on Sec. 7-147 (g) to include that 4 or more Commission Members shall be present to hold a meeting. Mr. Newman is getting with Legal to make those changes.
- h. Richard Rhudy motioned to recommend that the City Council adopt the proposed updates to Chapter 7 and Chapter 10 of the Code of Ordinances. Terri Williams seconded the motion.
- i. The motion passed unanimously.

## **2. DISCUSS UPDATE TO 2021 CODE SERIES**

- a. Patrick Reagan, Chief Building Inspector, recommended that the License Commission begin researching and considering adoption of the 2021 International Building Code series. Each commissioner agreed to begin studying and considering the significant changes between the 2018 and 2021 Code series.
- b. Mr. Reagan asked to revisit the discussion at the next License Commission meeting.

## **3. DISCUSS PROJECTS REQUIRING REGISTERED DESIGN PROFESSIONALS**

- a. Patrick Reagan, Chief Building Inspector, opened the discussion.
- b. Terri Williams agreed to research the topic of when commercial building plans are required to be stamped by a licensed design professional.
- c. Tanner Newman, Director of Development Services, recommended to revisit the discussion at the next License Commission meeting on 1/12/2023.

## **4. OPEN COMMITTEE DISCUSSION**

- a. Tanner Newman asked if anyone had anything else to discuss. With nothing else to discuss, the meeting was adjourned.

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### **Next Meeting**

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**DATE:** 1/12/2023

**TIME:** 5:30 PM

**LOCATION:** Development Department, 3<sup>rd</sup> Floor Conference Room, 71 East Troy St