

TUPELO LICENSE COMMISSION MINUTES

November 15, 2021

5:00 P.M.

Members Present: Tony Carroll, Randy Hanlon, Richard Rhudy, and Matt Wiley

Members Not Present: Jay Scruggs

Others Present: Tanner Newman, Director of Development Services, and Patrick Reagan, City of Tupelo Building Inspector

CALL TO ORDER

Finding that a quorum was present, Temporary Chairman Randy Hanlon called the meeting to order. Tanner Newman took roll.

ELECTION OF CHAIRMAN

Randy Hanlon, acting as Temporary Chairman, asked for nominations for the position of License Commission Chairman. Commissioner Rhudy nominated Commissioner Carroll to serve as Chairman of the License Commission for a four year term. Commissioner Hanlon seconded the nomination. The vote electing Commissioner Carroll as License Commission Chairman was unanimous in favor.

ELECTION OF VICE-CHAIRMAN

The commission discussed electing a Vice-Chairman. It was agreed that a Vice-Chairman would be elected at a later date.

COMMISSION OVERVIEW

Tanner Newman and Patrick Reagan offered the Commissioners a general overview of the role and responsibilities of the License Commission. Tanner Newman provided the Commissioners with a copy of Chapter 7, Article 10, Sec. 7-147 of the Tupelo Code of Ordinances which outlines the purpose of the License Commission. Patrick Reagan provided the Commissioners with a copy of the License Review Procedure and a copy of the application to request a hearing before the License Commission. The Commissioners agreed to hold meetings of the License Commission on an as-needed basis.

DOMESTIC COOKING EXHAUST EQUIPMENT

Patrick Reagan presented the Commission with a request from the administration to update the Residential Code of the City of Tupelo to require domestic cooking exhaust equipment, such as range hoods or other adequate ventilation, in all new residential units.

The Commission discussed the matter and several commissioners voiced that they were under the belief that range hoods were already required in all residential units. Patrick Reagan explained that a member of the city's building division recently discovered that domestic


cooking exhaust equipment, such as range hoods, are not explicitly required under the city's current Residential Code. He explained that while vent hoods are not required, terms exist in the Residential Code that outlines standards that must be met when domestic cooking exhaust equipment is provided. The current Building Code requires cooking exhaust equipment, such as vent hoods, in all commercial units but not residential units. The Commissioners discussed the request and agreed that the matter must be corrected.

Commissioner Rhudy moved, seconded by Commissioner Carroll, to update the City of Tupelo's Residential Code by adding the appropriate language that would require Domestic Cooking Exhaust Equipment in compliance with Section M1503 of International Residential Code, 2018 edition, all residential units. The vote was unanimous in favor.

12 and 14 Gauge Wire Discussion

Patrick Reagan shared with the Commission that an electrician licensed with the City of Tupelo asked that the Commission consider relaxing the Electrical Code to allow the use of 14-gauge wire. 14-gauge wire is smaller than 12-gauge wire. Under the city's current Electrical Code, 12-gauge is the smallest wire allowed with the exception of under-counter lights. The Commissioners discussed the request but took no action.

With no further business to discuss, the meeting was adjourned on a motion by Commissioner Rhudy, seconded by Commissioner Carroll.


Chairman Tony Carroll


Submitted by Tanner Newman



City of Tupelo

Department of Development Services

MAYOR
Todd Jordan

CITY COUNCIL

Chad Mims
Ward One

Lynn Bryan
Ward Two

Travis Beard
Ward Three

Nettie Davis
Ward Four

Buddy Palmer
Ward Five

Janet Gaston
Ward Six

Rosie Jones
Ward Seven

LICENSE REVIEW PROCEDURE

Any contractor licensed by the City of Tupelo will be brought before the License Commission for review if any of the following occur.

1. The Building Official has received three (3) complaints regarding construction performed. These complaints must be received in the form of a letter and be signed by the party making the complaint. The complaint must be in regard to initial construction of warranty work within the first year.
2. The inspectors of the Building Department have noted three (3) violations of the adopted construction codes that are deemed serious in nature by the Building Official. Upon the repetition of a code violation by a licensed contractor, the Building Department will send a letter to the contractor stating that a future violation of the type will lead to his appearance before the License Commission for review.
3. A licensed contractor has violated one of the construction codes and has either refused to make the corrections or has missed a deadline for making the corrections and, as a result, a citation for appearance in Municipal Court and/or his bond has been called for making payment for another contractor to make the requirement corrections.

REQUEST FOR HEARING BEFORE THE LICENSE COMMISSION

Instructions to the Applicant

1. Complete the below section completely.
2. Return to the License Commission, Building Department, City Hall Building, 2nd Floor, or mail to same at P. O. Box 1485, Tupelo, MS 38802
3. Requests must be received within 30 days of the Notice.

Failure to appeal within the time specified will constitute a waiver of rights to an administrative hearing.

Please TYPE or PRINT legibly

Subject Address: _____

Appellant's (your) Name: _____

State your legal interest in this property:

State the specific order or section being appealed:

State the reason(s) you feel this appeal is justified:

Use an additional sheet of paper if necessary

Signature of Appellant: _____ Date: _____

Your Mailing Address: _____

****You will be notified at least 15 days prior to the hearing****
Hearing shall not be more than 60 days after the receipt of this request