



## Tupelo License Commission Minutes

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**Date:** 01/23/2024   **Time:** 5:31 PM   **Call to Order:** Tony Carroll   **Meeting Adjourned:** 6:07 PM

### In Attendance

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#### LICENSE COMMISSION MEMBERS PRESENT:

Tony Carroll, General Contractor   Randy Hanlon, Plumber   Matt Wiley, Mechanical Engineer  
Richard Rhudy, Electrician

#### LICENSE COMMISSION MEMBERS NOT PRESENT:

Thomas Walker, Fire Safety Code   Jay Scruggs, Residential Builder

#### CITY OF TUPELO STAFF PRESENT:

Patrick Reagan, Chief Building Inspector   Tanner Newman, DDS Director  
Mark Nowell, Fire Marshal   Tyler Scott, Fire Marshal   Jennifer Roberson, DDS Office Manager

#### OTHERS PRESENT:

Kenneth Estes, Contractor (Estes Building & Remodeling, LL  
David Jones, Architect (DSJ Creative Designs, PLLC)

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### Approval of Minutes

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Chairman Tony Carroll asked the Committee to review and approve the minutes of the October 24th, 2023 Tupelo License Commission meeting. Matt Wiley made a motion to approve the minutes. Richard Rhudy seconded the motion.

The motion carried with all in favor.

**1. ADOPTION OF THE 2021 OR 2024 INTERNATIONAL CODE COUNCIL (ICC) BUILDING CODE SERIES**

- a. Tony Carroll opened the discussion and said he felt the commission has more time to look at the differences and should hold off on making a decision until the next Tupelo License Commission meeting.
  - i. Mark Nowell, Fire Marshal, said they would be in agreement to hold off from making a decision until the next meeting.
  - ii. Tanner Newman, Director of DDS, said he thinks the commission needs to dig into the different changes between the 2018 Code and the 2021 Code and then dig into the changes between the 2021 Code and the 2024 Code.
- b. Tanner Newman asked the Tupelo License Commission to make a motion that the commission doesn't intend to adopt the 2021 Building Code Series at today's meeting, but to instead study up on the 2024 Building Code Series and revisit the topic at the next Tupelo License Commission meeting.
  - i. Richard Rhudy motioned to hold off on the adoption of the 2021 Building Code Series until the commission has had a chance to study up on the 2024 Building Code Series. Matt Whiley seconded the motion. All were in favor.
  - ii. Date was set for April 23, 2024 @ 5:30 PM.

**2. GFCI's FOR ISLAND COUNTERTOP SPACES**

- a. Tanner Newman opened the discussion with the Tupelo License Commission members and those present regarding the GFCI's being mandatory for kitchen islands.
  - i. Patrick said he would like to follow the 2023 electrical code, where it is an option and if you are going to have an outlet, it is the surface mount.
- b. Tony Carroll asked the License Commission to make a motion to review the 2011 Electrical Code and the 2023 Electrical Code.
  - i. Patrick said we would need to make a decision to adopt either the 2020 Electrical Code or the 2023 Electrical Code.
  - ii. Tanner Newman suggested making a motion to study the differences between the 2011 Electrical Code and the 2020 Electrical Code and the differences between the 2020 Electrical Code and the 2023 Electrical Code. At the next meeting the Tupelo License Commission will review code changes and then decide at that point, a timeline on when to adopt the code.
    - 1. Richard Rhudy made a motion to study the differences between the Electrical Codes (as suggested by Tanner Newman) and discuss at the next Tupelo License Commission meeting. Randy Hanlon seconded the motion. All were in favor.
    - 2. Date was set for April 23, 2024 @ 5:30 PM.

### **3. ROOF INSPECTIONS & ROOF PERMITS**

- a. After a brief discussion, the Tupelo License Commission agreed that they needed more time to study up on the code regarding roof inspections and roof permits. The item was put on the table.

### **4. EMERGENCY KEY BOX - KNOX RAPID ACCESS SYSTEM**

- a. Tanner Newman, Mark Nowell, Tyler Scott, Patrick Reagan, along with the Tupelo License Commission, discussed the current code regarding the Know Box.
- b. Mark Nowell, Fire Marshal, gave the Tupelo License Commission a copy of the amendments they would like made to the code regarding the Knox Box.
  - i. Tanner Newman said he would like the Tupelo License Commission to review the amendments and make a motion to recommend the Council to amend the code regarding the Know Box.
  - ii. Tanner Newman said the request regarding the Knox Box, is to legalize the way the city is already operating, and we would need to submit legal wording to the city's legal team.
    - 1. Mark Nowell said he just wants the code to reflect how it's being enforced.
- c. Mark Nowell said the ordinance currently says that any commercial building in the city of Tupelo must have a key access box.
  - i. Tanner Newman said that with the amendments made to the code, any new construction would require a key access box but existing buildings would not.
- d. Tony Carroll asked if there was a motion to recommend the amendment to the code regarding the Knox Box to the Council.
  - i. Richard Rhudy made a motion. Randy Hanlon seconded the motion. All were in favor.

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## **New Business**

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### **1. ADOPTION OF THE 2023 ELECTRICAL CODE**

- a. The Tupelo License Commission discussed adopting the 2023 Electrical Code after Patrick Reagan brought up the topic.
  - i. Tony Carroll asked for the Tupelo License Commission to make a motion to open the discussion on the 2011 Electrical Code versus the 2023 Electrical Code.
    - 1. Richard Rhudy made a motion. Randy Hanlon seconded the motion. All were in favor.
- b. Tony Carroll and Tanner Newman asked for the Tupelo License Commission to make a motion to study the differences between the 2011 Electrical Code and the 2023 Electrical Code, to review the changes, and discuss a timeline on when to adopt.
  - i. Richard Rhudy made a motion. Randy Hanlon seconded the motion. All were in favor.
  - ii. Date was set for April 23, 2024

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## Open Discussion

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NONE

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## Announcements

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NONE

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## Adjournment

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Chairman Tony Carroll asked the Tupelo License Committee to make a motion to adjourn the meeting. Richard Rhudy made a motion to adjourn the January 23<sup>rd</sup>, 2024 License Commission Meeting. Randy Hanlon seconded the motion.

The motion carried with all in favor.

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## Next Meeting

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**DATE:** 04/23/2024

**TIME:** 5:30 PM

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

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Chairman Tony Carroll

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Recorded by Jennifer Roberson  
Submitted by Tanner Newman