



Tupelo License Commission Minutes

Date: 10/24/2023 **Time:** 5:30 PM **Call to Order:** Tony Carroll **Meeting Adjourned:** 6:04 PM

In Attendance

LICENSE COMMISSION MEMBERS PRESENT:

Tony Carroll, General Contractor Randy Hanlon, Plumber Matt Wiley, Mechanical Engineer
Jay Scruggs, Residential Builder Thomas Walker, Fire Safety Code Richard Rhudy, Electrician

LICENSE COMMISSION MEMBERS NOT PRESENT:

None

CITY OF TUPELO STAFF PRESENT:

Patrick Reagan, Chief Building Inspector Jennifer Roberson, DDS Office Manager
Kristian Skou, Fire Marshall Mark Nowell, Fire Marshal Tyler Scott, Fire Marshal

OTHERS PRESENT:

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

Approval of Minutes

Chairman Tony Carroll asked the Committee to review and approve the minutes of the April 20, 2023 Tupelo License Commission meeting. Thomas Walker made a motion to approve the minutes. Richard Rhudy seconded the motion.

The motion carried with all in favor.

Old Business

1. **ADOPTION OF 2021 INTERNATIONAL CODE COUNCIL (ICC) BUILDING CODE SERIES**
 - a. Tony Carroll opened the discussion and asked if anyone had any information or discussion regarding the code.
 - i. The License Commission Members and others present discussed the difference between the 2021 Code Series and the 2024 Code Series.
 1. Matt Wiley and Kenneth Estes agreed that the Energy Code is the biggest change in the 2021 Code Series.

2. A lot of States and Municipalities are forgoing the 2021 adoption because the 2024 Code Series is supposed to fix a lot of the issues in the 2021 Code Series.
- b. Tony Carroll asked the Tupelo License Commission members if the commission was ready to make a vote on the 2021 Code Series or if the commission needed more time.
 - i. After discussing the issue, the commission members decided to revisit the adoption of the 2021 Code Series at a later date.
 1. Date was set for January 23, 2024 @ 5:30 PM.

New Business

1. GFCI's FOR ISLAND COUNTERTOP SPACES

- a. Patrick Reagan opened the discussion with the Tupelo License Commission members and those present the issue of GFCI's being mandatory for kitchen islands. 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. After a brief discussion, Patrick said he will discuss this with the City Attorney, Ben Logan, and bring the topic back up at the next commission meeting.

2. ROOF INSPECTIONS & ROOF PERMITS

- a. Kenneth Estes opened the discussion of roof inspections and roof permits with the Tupelo License Commission and those present.
 - i. Currently, the City of Tupelo does not require a roof inspection or permit.
 - ii. If the city starts doing roof inspections, then the inspectors will have to climb in the attic and count vents, then climb on the roof to see if the same number of vents can be located. Otherwise, the applicant will have to provide before and after photos of the vents to make sure the vents are not getting covered up.
 - iii. If the city starts doing roof inspections, then the city will become liable.
 - iv. Jay Scruggs said issues like board rot under drip edges could be avoided if the city did roof inspections.
 - v. After a brief discussion, Tony Carroll said he felt like the discussion should be continued at the next commission meeting.

3. EMERGENCY KEY BOX - KNOX RAPID ACCESS SYSTEM

- a. Kristian discussed the city ordinance amendment made in the 2018 code regarding the fire department approved access box (knox box).
 - i. Currently all commercial businesses must install a fire department approved access box (knox box). No stipulations or exemptions.
 - ii. The access box was not enforced until recently, so there is pushback.
 - iii. Kristian would like to change the wording in the code to something along the lines of "you are required to have a knox box if you are electronically monitored, with the exception of businesses that are open 24/7."
 1. Occupancy requirement when a new occupant takes over a building

- iv. Tony asked Kristian to make a motion on how he would like the update to the code to be worded.
 1. Kristian said he would like to discuss this again at the next License Commission meeting in January and present the new wording then.

Open Discussion

1. COMMERCIAL BUILDING APPROVAL REQUIREMENTS

- a. David Jones, Architect for DSJ Creative Designs, LLC, brought up the requirements for having an architect and the issues with not having an architect for projects under 5000 sq ft. Would like to propose that all commercial buildings or public buildings require an architect or engineer be involved.
 - i. Anything under 5000 sq ft does not require an architect.
 - ii. Patrick Reagan said there is a possible proposal at the state level to send the plans to the State of MS Board of Architect to decide if an architect should be involved before issuing any permits.
 - iii. The Tupelo License Commission members and others present briefly discussed this topic and Tony Carroll said he would like to do some research on this topic.

Announcements

Kristian Skou, Fire Marshal, introduced himself and Mark Nowell, Deputy Chief of Administration, to the Tupelo License Commission members.

Next Meeting

DATE: 01/23/2024

TIME: 5:30 PM

LOCATION: Development Department, 3rd Floor Conference Room, 71 East Troy St

Chairman Tony Carroll

Recorded by Jennifer Roberson

Submitted by Tanner Newman