

MARCH 31, 2015  
6:00 p.m.  
City of Turlock Yosemite Room  
156 S. Broadway, Turlock, California

MINUTES  
Special Meeting  
Turlock City Council

1. **A. CALL TO ORDER** –Mayor Soiseth called the meeting to order at 6:02 p.m.  
PRESENT: Councilmembers Amy Bublak, Bill DeHart, Matthew Jacob, Steven Nascimento, and Mayor Soiseth.  
ABSENT: None

2. **PUBLIC PARTICIPATION:** None

3. **DECLARATION OF CONFLICTS OF INTEREST AND DISQUALIFICATIONS:** None

4. **CONSENT CALENDAR:**

Mayor Soiseth introduced the Consent Calendar and asked for public comment. No one spoke. Mayor Soiseth closed public comment.

**Action:** Motion by Councilmember Bublak, seconded by Councilmember DeHart, to adopt the consent calendar. Motion carried 5/0 by the following vote:

Councilmember DeHart	Councilmember Nascimento	Councilmember Bublak	Councilmember Jacob	Mayor Soiseth
Yes	Yes	Yes	Yes	Yes

- A.
  1. **Resolution No. 2015-062** Rescinding Resolution No. 2013-186 and adopting a Memorandum of Understanding between the City of Turlock and Turlock Associated Police Officers (TAPO) covering the period August 1, 2014 through July 31, 2017
  2. **Resolution No. 2015-063** Appropriating funds to the City of Turlock Fiscal Year 2014/15 General Fund Budget to reflect the adoption of the Memorandum of Understanding between the City of Turlock and Turlock Associated Police Officers (TAPO)
5. **WORKSHOP: BUILDING DEPARTMENT DISCUSSION** – Council will receive information as related to the Building Department's processes and California's building and safety regulations. The presentation will include discussion related to the various requirements and allowances of the California Building Codes, California's mandates for local government, accessibility, staffing, internal goals and procedures. Further, the Council will consider and discuss the various long-term goals for the Building Department and any other matter that may fall within the jurisdiction of the Building Department.

Chief Building Official Eric Picciano provided an overview of his role and the role of the Building Department.

Mr. Picciano spoke regarding the makeup and structure of state laws and regulations governing the Building Department. He provided information about earthquake protection law, its history, interpretation requirements, and recent upgrade activity in Turlock. Additionally, Mr. Picciano detailed information about the State Historical Building Code history, purpose, and the benefits and disadvantages in obtaining such a designation.

Mr. Picciano spoke regarding mandates for local government including enforcing state laws and Title 24 building standards, filing of local code requirements with the State, permitting fees being for code enforcement and designated purposes only, employing certified personnel, continuing education for personnel, maintaining reasonable plan review turnarounds, maintaining an appeals board, having codes on hand, and maintaining building plans.

Mr. Picciano spoke regarding the Building Department being the host to all interdepartmental, state, county and school impact fees and the City's efforts to explain to consumers exactly what fees they are paying for and which are actually City fees. Council and staff discussion included understanding the fees collected by the City, the need to explain them in a way that is transparent and clear, and potential opportunities to break fees down into subcategories to accomplish this goal.

*Councilmember Nascimento left the meeting at 6:37 p.m.*

Community member and staff discussion included the ability to collect fees to pay for additional City services as Turlock grows. Development Services Director Mike Pitcock provided information about the collection and use of development impact fees for Capital Facilities Fee (CFF) program/projects such as new fire departments and Community Facilities District (CFD) fees that are collected for operating costs in new residential areas. Mr. Picciano provided information about the City's Fee Deferral Program for Capital Facilities and Master Plan fees and noted that the City is unable to defer school and county fees.

Council and staff discussion included fee deferral programs at a residential level, popularity of each of the deferral programs, effectiveness of the program, and emphasis on customer service.

Mr. Picciano spoke regarding plan review turnarounds including their process of triaging plans to ensure major items are completed prior to submission, issuance of the permit immediately in an over the counter transaction if at all possible for HVAC, hot water heaters, electrical upgrades, new services, window replacements and stucco, utilizing a minor permit "5-day" turnaround process for non-structural construction such as kitchen remodels, swimming pools, and patio additions, and use of outside agency contracts for projects where the workload does not allow staff to complete the review in a timely manner and for complex projects that require specialized review.

Highlights provided by Mr. Picciano regarding the issuance of building permits included application requirements and processes for both residential and commercial projects.

Mr. Picciano spoke about accessibility and its key importance related to Building Department activities and considerations. Community member and staff discussion included responsibility information for ADA compliance for sidewalks and related City processes designed to assist the homeowner/property owner in remedying a situation.

Mr. Picciano also provided information regarding state laws, regulations and codes related to accessibility, alternate means and materials, and photo voltaic systems with associated new requirements of over the counter permitting process and related mandates.

Mr. Picciano also provided information about the inspection process, pre-development meetings, online services, non-permitted construction and/or activities such as neighborhood issues and the administrative citation process, department statistics, and future plans for implementation of an electronic plan review/inspection process and an interactive voice response phone system.

Mr. Picciano concluded his presentation by reiterating the main functions of the Building Department being the safety of the “built environment,” a focus on minimum standards and not adding to those standards, and the civil right of accessibility.

Mayor Soiseth asked for public and Council comment. No one spoke.

Mayor Soiseth thanked the Building Department for their efforts in striving to provide great customer service and noted the department’s commitment to meeting, but not exceeding, the Building Code was to his liking.

Mayor Soiseth noted the workshop scheduled for April 7, 2015 to discuss strengthening the relationship between the City and CSU Stanislaus has been canceled to be replaced by a new forum in the fall, and that a special meeting has been scheduled for April 21, 2015 to discuss the Strategic Plan and budget review.

**6. ADJOURNMENT:**

Motion by Councilmember DeHart, seconded by Councilmember Jacob, to adjourn the meeting at 7:46 p.m.

RESPECTFULLY SUBMITTED

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Kellie E. Weaver  
City Clerk