

**Code Update Meeting**  
**November 8, 2021**  
**4:00 – 6:00 p.m.**  
**Memorial Hall**

**Attendees:** Jennifer, Holden, Rachel, Alan, Konrad, Pat, Rick, Darlene, Natalie, Farley, Roy, Karen, Larry, and Denise

**Absent:** Michelle Anthony, Andy Wells

**Ground Rules agreed upon:**

- No interrupting
- Raise hand and be acknowledged by chair before speaking
- Everyone should have a chance to speak and be heard
- Everyone should be prepared for the meetings
- Try to be concise when speaking
- Think of the general welfare of the community
- Stay focused on agenda and stay on topic
- Positive attitude
- Respect and honor each other's differences and opinions

**Expectations of Consultant:**

- Thorough job of researching materials for group to review
- Provide materials to group with plenty of time to review before meetings
- Prioritize accuracy
- Listen to us, we are passionate
- View code through a resiliency and sustainability lens
- Share knowledge and best practices to help determine scope of proposed changes; provide expertise and examples, educate group as part of these conversations
- Provide examples from similar communities of what you are thinking about
- Be consistent with the Master Plan
- Identify areas of conflict and loopholes within the current code
- Consider terminology of international code council; ensure terminology is understandable for average person
- Identify legal issues
- Provide professional opinion to balance personal opinions
- Be organized
- Provide a road map for what we need to accomplish by when in order to be successful and stay on track with schedule
- Acknowledge that group input is valuable
- Provide visuals for those who learn better with graphics, images, etc.
- Increase size of document fonts

## Consultant Expectations of Group

- Have good conversations during meetings – don't know what you don't know yet
- Never provide less than 2 weeks to prepare documents
- Be prepared and voice opinions
- Complete homework in order to be prepared
- Pull in thoughts from ICC and others
- Review documents ahead of time and send any questions needed to complete the assignments to Jennifer, Denise and Larry before the next meeting for additional guidance rather than waiting
- Opinions or larger topics of discussion are best saved for the entire group, but those ideas should still be sent to Jennifer ahead of time to provide an opportunity to research additional topics and bring specific examples for conversations rather than being blindsided during meetings

## Meeting Format and Meeting Dates

- Most prefer in person meetings, but the group acknowledged the importance of a hybrid meeting format that would accommodate any members who needed to attend virtually for occasional meetings
- Decided to meet every other week, twice a month. Next meetings will be held on November 22<sup>nd</sup>, December 6<sup>th</sup>, and December 16<sup>th</sup>. Starting in January, meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month unless decided otherwise
- Natalie volunteered to be the scribe during meetings and take high level notes that include the topics of discussion and any items that the group agreed upon

## Moving Forward

- We will follow pages 37-40 of the Code Assessment Report and tackle each section separately (consultant will send updated outline for reference)
- **November 22 homework –**
  - Read and learn the Code Assessment in detail to understand the initial reorganization provided by the consultant. This document will provide direction for future discussions
  - Review Chapter 1 proposed revisions – consultant will deliver for review Monday 11/15 by end of day
- Bring personal computers and laptops to the next meeting to allow for a hybrid meeting format utilizing the Zoom videoconferencing software
- Will send documents and minutes electronically through One Drive
- Members may request hard copies on a case-by-case basis
- Consultant will provide redlined and reorganized chapters before meetings. Group will discuss additional changes from their perspectives and larger chapters will likely be covered over multiple meetings
- Will reference and modify definitions as the group progresses through the chapters based on topics of discussion
- Goal will be to go through the reorganized code chapter by chapter, then have additional meetings at the end of the process to examine the entire update and the big picture before presenting a draft to the Planning Commission
- Group may bring in guest speakers if helpful. Members should let Denise or Jennifer know if speakers are desired for specific topics

- There will be a “parking lot” category established to collect any topics that may not be well suited for this code update process but are worthy of future discussion

**Discussed how to keep public involved:**

- Denise will ask Alex for a project web page where we can upload all documents and minutes
- Denise will ask Alex if we can have a place on the web page where individuals can leave comments, ask questions, or send in their ideas
- Once we complete the process, additional public outreach will be prioritized
- Surveys or information documents can be created for the public throughout the process. “Question of the Week” or bite sized topics/information for the web page

**We will start every meeting on time and end on time. Please show up a little before 4:00 p.m. and be prepared. Attendance of the meeting is very important.**

**THANK YOU!!!!**