

**WOODLAND PARK BOARD OF REVIEW
MEETING MINUTES
City Hall Council Chambers
Regular Meeting on August 20, 2020
3:30 PM**

Due to the COVID-19 pandemic, this meeting was a hybrid in-person and virtual electronic meeting. A Zoom® link for participation was posted on the front-page of the City website. Public input in the form of written comment submitted in advance of the meeting was strongly encouraged and accommodation for public comment in real time at the meeting was made.

- I. CALL TO ORDER AND ROLL CALL:** Chairman Mac McVicker was physically present, and called the meeting to order at approximately 3:38 p.m. Also physically present were Vice-Chair Derrick Carpenter, and Alternate Jeff Smith. Board members Jeff Cahill and Jim Olsen attended via Zoom® virtual video. Alternate member Matt Cockroft was absent. The City’s Planning & Building Technician David Burgess was physically present, and the Pikes Peak Regional Building Department (PPRBD) Construction Inspector Timothy Steinwinder attended via Zoom®.
- II. PLEDGE OF ALLEGIANCE:** Chairman McVicker led the Pledge of Allegiance.
- III. ELECTION OF OFFICERS:** Derrick Carpenter nominated Mac McVicker for Chairman, and Jeff Smith seconded. Mac McVicker was elected unopposed to Chairman of the Board of Review. Since there is a vacancy for a Regular Member, and with Jeff Smith’s consent, Chairman McVicker motioned that Jeff Smith be moved to the open Regular Member position, and Derrick Carpenter seconded. Motion passed unopposed. Derrick Carpenter nominated Jeff Smith for Vice-Chair, and Chairman McVicker seconded. Jeff Smith was elected unopposed to the Vice-Chair position. These positions are valid until December 31, 2020.
- NOTES:
- a) Jim Olsen’s votes could not be registered, due to lack of audio from him. This was remedied by Mr. Olsen prior to the case hearing.
- b) It was determined by Staff after adjournment that Jeff Smith would be required to be appointed to the Board as a Regular Member by the City Council. This appointment took place on October 1, 2020.
- IV. APPROVAL OF MEETING MINUTES – OCTOBER 17, 2019:** It was moved by Derrick Carpenter and seconded by Jeff Smith to approve the minutes as presented. The motion to approve the minutes passed unanimously. Jeff Cahill noted that the issued Agenda had the wrong year noted (2020), although the date on the actual meeting minutes were correct.
- V. CONSENT ITEMS:** None.
- VI. COMPLAINTS:** None.
- VII. VARIANCE OR APPEAL HEARINGS:**
- A. VAR2020-02(B)** – 2600 Vista Glen Court, PPRBD Permit #M33030 – Jeff Smith, Member and Contractor’s License holder with Master Roofing Co., LLC requests a variance to the 2015 IRC Section R905.1 to allow for an exception of installation of metal roofing eave closure.

Jeff Smith recused himself from the hearing, since he is the case applicant. After brief discussion, it was determined that the reference code section should be “R905.10 Metal roof panels”. Mr.

Steinwinder stated that the code references manufacturer's installation instructions regarding the foam eave closure.

Mr. Smith stated that the instructions are 47 pages in length. They show where the eave closure is to be installed, if the contractor chooses to install them. There is no notations in these instructions as to whether they are recommended or required. He discussed this with the manufacturer's representative, Bill Daniel of Metal Sales Manufacturing Corporation. Mr. Daniel explained that the eave closure is not specified in the instructions as recommended or required, because its use is optional. Mr. Smith stated he does not install these in Teller County. He said that small wildlife will chew and remove them, and when this does not happen, normal seasonal temperature expansion and contraction causes them to eventually fall out on their own. These pieces then get into the roof gutters, plugging the gutters and downspouts. For this reason, he stopped installing these components 15 years ago. He has never had any issue by not installing them, and this is the first time he has failed an inspection for not installing them, including all the metal roofs he has installed in Teller County and El Paso County.

Mr. Burgess stated that he had earlier distributed a letter to the Board from the Teller County Community Development Services Division, and suggested Chairman McVicker read the letter into the record, since some of the meeting's participants were not physically present to receive the letter. Chairman McVicker read the letter, dated August 20, 2020. The letter states that Teller County enforces minimum code requirements and defers to the manufacturer's installation instructions for all products. If the foam closures are not required or recommended by the manufacturer, they are not required by Teller County. The letter was signed by Roger K. Campbell, Building Official.

Chairman McVicker said that he checked with Summit County, which has a higher average elevation than Teller County. This is the county that the towns of Frisco and Breckenridge are located. They do not require the closures. Mr. Smith stated he has installed metal roofing in Summit County without any inspection issues. Chairman McVicker said that he went to the manufacturer's website, and that he could not find where the closures are required.

Jeff Cahill stated he understood why Mr. Smith does not install them, given the problem with the small wildlife. He also understands that the roof deck is still protected with the required underlayment, and that he does not see the need for this ancillary closure.

Jim Olsen asked what the opposition is to using the closures. Mr. Smith reiterated the nuisance it creates. Mr. Olsen added that as someone who sells this type of metal roofing product, he rarely has requests for this component.

Chairman McVicker asked Tim Steinwinder what caused this to be an issue for this particular roofing permit. Mr. Steinwinder explained that he is the PPRBD Construction Inspector for this area. PPRBD has dedicated roofing inspectors, and that the roofing inspector assigned to this project was the individual who made this finding. He said that he personally does roof inspections occasionally, and that he would have not made the same call. He is mostly concerned with proper underlayment protecting the wood panels. He does not believe the closure is necessary in this case. He asked if anyone spoke with the Tom Nolan, the PPRBD Senior Roofing Inspector, since there are occasions that Mr. Nolan can administratively resolve roofing matters. Mr. Smith said he did discuss this with Mr. Nolan, without resolve. Mr. Steinwinder stated that as the PPRBD representative for this case, he has no objection to not installing the closure. Mr. Burgess asked Mr. Steinwinder to follow up with PPRBD administrators so that there is clear direction on these closures in the future, which Mr. Steinwinder agreed to do.

MOTION: Made by Jeff Cahill that the Board of Review approve the variance request as discussed. Seconded by Jim Olsen. Motion passed unanimously.

VIII. UNFINISHED BUSINESS: None.

IX. NEW BUSINESS: None.

X. DISCUSSION OR COMMENT: Mr. Burgess noted that he had distributed the Planning and Building Department monthly report for July, and that despite the ramifications of the COVID pandemic, the City is on track to meet or exceed last year's overall numbers. Chairman McVicker welcomed Mr. Steinwinder as the latest PPRBD Construction Inspector assigned to the City.

XI. ADJOURNMENT: Chairman McVicker adjourned the meeting at approximately 4:10 p.m. by unanimous voice consent.

Recorded by:



David J. Burgess, Planning & Building Technician

Approved this 15th day of April, 2021



Mac McVicker, Chair