

City of Box Elder

Quarterly Contractor Meeting Minutes

October 2, 2025

1. Business Licensing

- Annual contractor license renewals will now be processed **online for the first time this year**.
- Licenses may be renewed through each contractor's online portal.
- Contractors with questions should contact **Mark O'Loughlen**.
- **Reminder:** All contractor licenses **expire at the end of the year**.

2. Engineering

- **Initial Site Inspections:**
 - Elevations and stormwater management standards were discussed.
 - Builders using surveyors to set house elevations (not just corner points) may submit that information through the online portal. Use of a surveyor will eliminate the requirement for an in-person inspection.
- **Stormwater Standards:**
 - Standards are under review, and additional updates will be provided at a future date.
- **Track Outs:**
 - Reviewed the notification process.
 - Emphasis placed on the importance of consistent cleanup and compliance.

3. Planning & Zoning (PZ)

Subdivision Ordinance Revisions

- Final plats will move to **administrative approval**.
- Discussion of a new **10% warranty bond** requirement:
 - Triggers sidewalk installation to reduce long-term gaps in developments.
 - Warranty period begins **at infrastructure acceptance** (streets, water, sewer).
 - Bond release occurs after 2 years, following completion of repairs and installation of sidewalks on undeveloped lots without active building permits.
 - Contractors noted this may require updating builder contracts for lot sales.
 - Clarification: This applies **moving forward only** and is not retroactive.
- Suggestion raised to include an **extension option** to provide flexibility in certain cases.

Zoning Ordinance Revisions

- Introduction of new zoning districts:
 - **Neighborhood Commercial**

- **Rural Residential**
 - **Mixed Use**
 - **Commercial Flex**
- Landscaping requirements were updated to include modifications and additional landscape buffers.
- **Public hearings scheduled:**
 - Both the **Subdivision** and **Zoning Ordinance revisions** will be heard at:
 - Planning Commission – **October 28**
 - City Council – **November 4**

4. General Contractor Questions

- **Plumbing Inspector**
 - City is exploring adding a plumbing inspector (not electrical).
 - Included in the budget proposal; if approved, goal is implementation **January 1, 2026**.
 - Proposed schedule: inspections offered **twice weekly**.
- **Inspection Line & Scheduling**
 - Concerns raised about communication and timing of inspections, especially with concrete work and availability of materials.
 - City will consider a **tag system** (wired to footing/foundation bars) to indicate inspection completion and status, while continuing to provide full emailed reports.
 - **Footing, foundation, and pier inspections:** proposed change to a call-in system, scheduled for next-day (AM/PM). City will only call back if unable to accommodate. This will begin as a **trial**.
- **Video Inspections**
 - Discussed particularly for pier inspections.
 - Will continue to be reviewed and **approved on a case-by-case basis**.

5. Future Contractor Meetings

- Beginning in 2026, contractor meetings will be held **twice per year**:
 - **April and October**
 - Planned for the **first Thursday of the month at 4:30 PM**
 - Location: **Community Center at City Hall**
- **Next meeting scheduled: April 2, 2026**