

MINUTES OF BUILDING CODE ADVISORY AND APPEALS BOARD

DATE: June 20, 2022
TIME: 4:30 p.m.
PLACE: Historic Federal Building

The meeting was called to order at 4:30 p.m.

Board Members Present: Tom Townsend C Blaine Schoenhard Corey Valeskey
Dan McNamer

Housing Staff Present: Mike Belmont Ben Pothoff Shane Hoeper
Tami Ernster

Other City Staff Present: Jason Lehman

Adoption of Agenda

C Blaine Schoenhard motioned to adopt the agenda. Corey Valeskey seconded. Motion passed 4-0.

Action Items

Appeals Board Rules

Rules for Board hearings were discussed. Corey Valeskey motioned to adopt the following rules: C Blaine Schoenhard seconded. Motion passed 4-0.

Appeals: Language

“Next on the agenda is Case #(?), an Appeal of the Building Official’s interpretation to (state the request) for (address). The applicant and their agents will be allowed a maximum 20 minutes to present all information related this request. Inspection and Construction Services Staff will then provide their report. Brief rebuttals will then be allowed. The Board will then bring discussion back to the table where the appeal will either be voted on or tabled for additional information.”

Order for Appeals:

1. Appellant’s presentation of the appeal (20-minute time limit, extended time shall be granted if requested by a board member)
2. Public comment.
3. Building Official’s Staff Report and presentation of the appeal (20-minute time limit)
4. Appellant’s rebuttal (10-minute time limit)
5. Building Officials rebuttal (10-minute time limit)
6. Consideration by the Board
7. Vote (all motions are to be made in the affirmative). Votes will be either yes or no.

Exhibits:

Staff report and exhibits to be prepared in electronic and/or hard copy format and provided for distribution to the board and appellant 72 hours prior to the meeting.

Appellant exhibits to be provided in electronic and/or hard copy format and provided for distribution to the board and appellant 72 hours prior to the meeting.

Public Input

There was no public in the gallery so there was no public input.

Items from the Board

There were no items from the Board.

Items from Staff

There were no items from the Staff.

Adjournment

Tom Townsend motioned to adjourn the meeting. C Blaine Schoenhard seconded. Motion passed 4-0. The meeting was adjourned at 4:41 pm.

Minutes prepared by:

Tami Ernster
Permit Clerk

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Michael Belmont', with a stylized flourish at the end.

Michael Belmont
Building Code Official