



**Board of Building Regulations Appeals
Regular Meeting Minutes - Final**

Wednesday, October 18, 2023

4:00 PM

1. CALL TO ORDER AND ROLL CALL

The last elected Chair Cooper called the meeting to order at 4:10 p.m. Present 4 - Chair Cooper, Board Member Coker, Board Member Larson and Board Member Colgrove. Absent 0. Vacancies 3.

2. APPROVAL OF MINUTES

Chair Cooper called for a move to approve the November 16, 2022 meeting minutes as submitted. Board member Coker moved to approve and Board member Colgrove moved as second to approve. Minutes were approved at 4:14 p.m.

Approval of meeting minutes November 16, 2022.

3. STAFF LIAISON REPORT

Liaison report - Chief Building Official Jesse Oswald: Chief Building Official Jesse Oswald introduced the Assistant Chief Building Official Lou Kirk to the Board members. Chief Building Official Oswald advised the members of the Board of Building Regulation and Appeals purpose and spoke about the governing codes as well as Fire appeals.

4. BOARD BUSINESS

4.1 STATEMENT OF PURPOSE

Chair Cooper asked the board to read the Statement of Purpose for BOBRA: The purpose of the Board of Building Regulation Appeals (BOBRA) is to provide the venue as stipulated in Section 18-04.050 of the Santa Rosa City Code to hear and decide appeals of orders, decisions or determinations made by the Building Official or Code Official relative to the application and interpretation of the building codes and ordinances and/or Code notices and orders as adopted by the City.

4.2 Appointment of Chair and Vice Chair

Chair Cooper opened the nominations for Chair. Board member Coker nominated the last elected Chair Cooper as Chair. Board member Lawson second the nomination. There were no objections. Roll call vote to elect Board member Cooper as Chair of the Board of Building Regulations and Appeals.

- 3- Aye - Board member Coker, Board member Lawson and Board member Colgrove.
- 0- Nay
- 1- Abstention - Last elected Chair Cooper. Chair Cooper was elected Chair.

Chair Cooper opened the nominations for Vice Chair. Board member Lawson nominated Board member Coker as Vice-Chair. Board member Colgrove second the nomination. There were no objections. Roll call vote to elect Board member Coker as Vice Chair of the Board of Building Regulations and Appeals.

- 3- Aye - Board member Colgrove, Board Member Lawson and Board member Cooper
- 0- Nay
- 1- Abstention - Board member Coker. Board member Coker was elected Vice Chair.

5. PUBLIC COMMENT

None.

6. ADJOURNMENT

The meeting was adjourned by Chair Cooper at 4: 21 p.m.

Approved on: January 15, 2025

/S/ Krystal Camp, Recording Secretary