



**BOARD OF BUILDING REGULATION APPEALS  
MEETING MINUTES  
TUESDAY, OCTOBER 11, 2016, 10:00 AM  
ROOM 1, CITY HALL ANNEX, 90 SANTA ROSA AVENUE  
SPECIAL MEETING**

**1. Call to Order and Roll Call**

Acting Chair David Carpenter called the meeting to order at 10:10 a.m. Members present were Vice Chair David Cooper, David Carpenter, Greg Hurd, Dan O'Rourke, and Mark Setterland.

Guest present was Sue Gallagher, City Attorney.

**2. Reading and Approval of Minutes from the May 4, 2016 Special Meeting**

David Cooper motioned to accept the minutes as written. Greg Hurd seconded the motion. The motion passed unanimously.

**3. Election of Officers – Chairman and Vice-Chairman**

Building Official Mark Setterland brought to the Board's attention that the BOBRA's Chair and members must be appointed by the City Council. Therefore, this item is withdrawn from the BOBRA's actions.

Mark will send to the Board members a description of BOBRA for recruitment purposes, and encouraged Board members to invite those individuals who may qualify to apply to be a BOBRA member, for three open vacancies. The Board is especially in need of members who are Mechanical, Plumbing and General Engineers, but are open to any applicants. Interviews by the City Council will likely take place in January or February of 2017. Board members will also take action to send the description of BOBRA and announcing that the Board is seeking recruitment, to these affiliations: AIA, Builders Exchange, AFCE, and others.

**4. Change in Meeting Dates**

Mark Setterland indicated the change of meeting date and time would be made by consensus discussion. The Board came to an agreement that the meetings will be held quarterly, on the fourth Wednesday of the first month of each quarter, beginning at 4:00 p.m. to end no later than 7:00 p.m. The meeting dates in 2017 will be January 25, April 26, July 26, October 25. In addition, the Board will meet on an as-needed basis the last



Wednesday of the other months of the year. A minimum of a one-week notice will be given to Board members if such special meetings are scheduled.

Phone conference meetings are allowed under these circumstances: Addresses of all locations of those participating by phone shall be noted in Public Notice, and the public allowed to attend if they desire, at any of the locations.

Cancelled meetings will be announced at least one-week in advance.

Materials will be provided to Board members at least one-week in advance, via printed material or electronic copies.

#### **5. Statements of Abstention by Board Members**

No action was taken on this item.

#### **6. Appeal Hearings – Notice and Order – Notice to Vacate 626 Acacia Lane, Units A & B**

Continued to a later date due to City Manager directing Board to postpone hearing.

#### **7. Appeal Hearing – Notice and Order – Notice to Vacate 2605 Range Ave., Unit 80**

Continued to a later date, due to Appellants attorney unavailable and in court for another case on this day.

#### **8. Appeal Hearing – Notice and Order – Notice to Vacate 2120 Jennings Ave., Unit 1801**

Continued due to a procedural issue. Postponed pending formal withdrawal, as order was complied with and is complete.

#### **9. Miscellaneous**

**Education:** Greg Hurd motioned to have educational training on the causes and effects of mold at the January 25, 2017 BOBRA meeting. David Carpenter seconded the motion, and it passed unanimously. Mark will arrange the training.

**Summary on appeal cases:** A summary is currently written as a part of the City's Staff Report of each Hearing case. The Board asked that appellants be required to also write a summary for each case. City Attorney Sue Gallagher will develop a standard form for summaries and will ask appellants to complete summary form for each case appealed.



#### **10. Public Appearances**

No public appearances were made.

#### **11. Adjournment**

Mr. Cooper moved to adjourn the meeting and Greg Hurd seconded the motion. The meeting was adjourned by Acting Chair David Carpenter at 11:17 a.m.