

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
CITY CLERK'S OFFICE  
SUBJECT: APPOINTMENTS TO THE BOARD OF BUILDING REGULATIONS  
APPEALS

AGENDA ACTION: APPOINTMENTS

---

RECOMMENDATION

It is recommended by the City Clerk, and by direction from the Mayor, that the Council review applications for the six vacancies on the Board of Building Regulations Appeals.

---

EXECUTIVE SUMMARY

The Council will consider one re-appointment and two appointments to fill three of six vacancies on the Board of Building Regulations Appeals.

BACKGROUND

The Board of Building Regulations Appeals has vacancies due to expired terms as of December 31, 2022.

Position	Incumbent
General Contractor	Vacant
Civil Engineer	Vacant
Architect	Ken Coker
Electrical Engineer	Vacant
Mechanical Engineer	Vacant
Structural Engineer	Vacant

APPOINTMENTS TO THE BOBRA

PAGE 2 OF 4

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Board of Building Regulations Appeals members are appointed by the full Council. Per City Code Section 18-04.050 it is desirable but not required that candidates be active in their field and are qualified by experience and training to pass upon matters pertaining to building construction. All persons interested in serving on City boards, commissions, and committees must submit an application.

The City Clerk's Office conducted a recruitment for applications. The following persons have submitted applications for consideration:

Applicant	Term Length
Ken Coker	4- year
Craig Lawson	2-year
Carl Colgrove	2-year

Ken Coker has served one term on the Board of Building Regulations Appeals and therefore can be considered for a four-year term per City Code Section 18-04.050 (D) Board of Building Regulations Appeals, establishing term lengths.

Craig Lawson and Carl Colgrove have not served on the Board of Building Regulations Appeals, and therefore can serve a two-year term.

The Council's Appointment Policy sets out the following appointment procedures for appointments made by the full Council, specific to incumbents, under Section E:

Council's Appointment Policy:

Section E - Incumbents

1. At the end of the first term, an incumbent board, commission or committee member may, at the discretion of the Council or appointing Council member, be reappointed for an additional term without the need to apply or interview for re-appointment. In lieu of an application, the board, commission, or committee member shall submit to the City Clerk's Office a letter of interest in re-appointment prior to the expiration of the member's first term.
2. Any incumbent interested in re-appointment who has served two or more terms must apply for re-appointment as set forth in Section F.

Section F - Application

“Except as set forth in Section E.1, all persons considered for appointment or re-appointment shall complete an application form. This application form must be received by the City Clerk’s Office at least five (5) days prior to the appointment taking effect.”

Section H.1.a – Appointment Proceed for Board and Commission Members Appointed by the full Council/Review of Applications:

“Subject to review by the Council, the Mayor may establish a procedure for review of applications and selection of applicants for interview, for those board, commission and committee members appointed by the full Council. Such selection and interview may be conducted by a committee of the Council or the full Council.”

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

The City Clerk’s Office has conducted recruitment efforts seeking applicants for expired terms and vacancies on the Board of Building Regulation Appeals through our [srcity.org/boards](http://srcity.org/boards) website, The Press Democrat, LaVoz, and through social media outreach.

ATTACHMENTS

- Attachment 1 - Notice of Availability of Applications
- Attachment 2 - Council Policy 000-06, Appointment to Boards/Commissions/Committees
- Attachment 3 - City Code Section 18-04.050 Board of Building Regulations Appeals

APPOINTMENTS TO THE BOBRA  
PAGE 4 OF 4

PRESENTER

Dina Manis, City Clerk