

BOARD OF BUILDING APPEALS

Friday, May 24, 2013

REGULAR MEETING

MINUTES

2:05 p.m.: Present: Board Members Charles Adamo, John Page, and Robert Miller
Staff: Legal Counsel James Underwood and Chief Deputy Clerk of the Board Glenda Tracy

ELECTION OF CHAIR

By motion made, seconded (Adamo/Page), and unanimously carried, the Board of Building Appeals members elected Robert (Bob) Miller as the Chairman for 2013.

ELECTION OF VICE-CHAIR

By motion made, seconded (Page/Adamo), and unanimously carried, the Board of Building Appeals members elected Charles (Charlie) Adamo as the Chairman for 2013.

PUBLIC COMMENT PERIOD - OPEN TIME

There was no one present to request to speak during Open Time.

RECEIVE CORRESPONDENCE

Correspondence of McNeill Law Offices, dated February 4, 2012.

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DISCUSS AND CONSIDER HEARING PROCEDURES

Legal Counsel James Underwood explained the Code sections by which the Board of Building Appeals (BBA) was designed and the rules for conduct of investigations and hearing appeals. All meetings must be performed in compliance with the Brown Act. The members of the Board of Building Appeals have been appointed and are members of various categories, knowledgeable in the construction trade. Mr. Underwood explained the procedures that are to be followed at hearings and the responsibility of the Board of Building Appeals to confirm, modify, or reverse the decisions made by the Building Department.

Mr. Underwood provided two samples of hearing procedures to be considered for use to modify for developing hearing procedures for the Board of Building Appeals. These sample procedures included the Shasta County Board of Employee Appeals and the City of Redding Administrative Hearings Board procedures.


By motion made, seconded (Adamo/Page), and unanimously carried, the Board of Building Appeals members adopted procedures, consistent with the sample Board of Employee Appeals sample procedures, as amended to reflect Board of Building Appeals proceedings and other changes clarifications recommended by legal counsel.

CLOSED SESSION

Mr. Underwood explained that no Closed Session items are available for discussion.

By motion made, seconded (Page/Adamo), and unanimously carried, the Board of Building Appeals members adjourned.

3:15 p.m.: The Board of Building Appeals adjourned.



Robert Miller
Chairman

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Building Appeals

By Glenda K. Tracy
Glenda K. Tracy
Chief Deputy Clerk of the Board