



**Board of Building Appeals Meeting
December 4, 2017
Minutes**

Chair Radcliff called the meeting to order at 6:01 p.m.

Roll Call:

Board Members Present: Douglas Radcliff (Chair), Chris Teem (Vice-Chair), Board Members Scott Vencill, and Siegfried Guentensberger

Board Members Absent: Kevin McNeill

Staff Members Present: Joseph Montoya, Chief Building Official
Julie Parker, Recording Secretary

Certification of Meeting:

Julie Parker, Recording Secretary, confirmed that notice of this meeting and the agenda had been posted and witnessed in accordance with the requirements of the Open Meetings Law.

Approval of Minutes – September 11, 2017: (6:02 p.m.) Vice Chair Chris Teem moved to approve the minutes as written. The motion was seconded by Board Member Siegfried Guentensberger.

Passed: 4-0

Chief Building Official's Update: (6:04 p.m.) Joseph Montoya, Chief Building Official, provided the following Building Division updates:

1. The Building Division is wrapping up its end of year permitting.
2. Development Services has moved into the Town Hall addition and is now utilizing the new front counter.
3. Overall, building activity is down due to no weather events requiring repair. This year we processed more commercial but fewer residential permits.
4. Contractor Luncheons continue, next lunch is in January.
5. Now looking at 2018 International Codes for adoption, current amendments will be looked at first and then other adoptions will be added.
6. Building Division is hoping to have a draft of adoptions by mid-year 2018 and possibly present code adoptions to Town Council in August and implement in January 2019.

Adjourn: Chair Radcliff adjourned the meeting at 6:08 p.m.

Minutes approved by the Board of Building Appeals on March 5, 2018 by a vote of _____ in favor, _____ opposed, with _____ abstention(s).

Board of Building Appeals