



CITY COUNCIL AGENDA REPORT

MEETING DATE: February 7, 2005 **ITEM NUMBER:** Item Number

SUBJECT: APPOINTMENTS TO THE ACCESS, BUILDING, FIRE AND HOUSING BOARD OF APPEAL

DATE: JANUARY 10, 2005

FROM: City Manager's Office/Development Services Dept., Building Division

PRESENTATION BY: DONALD D. LAMM, DEVELOPMENT SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: Carol C. Proctor, City Manager's Office – 714.754.5688
or Burt Morgan, Building Division – 714.754.5615

RECOMMENDATION:

That the City Council make appointments to the newly-restructured Access, Building, Fire and Housing Board of Appeal.

BACKGROUND:

On November 15, 2004, City Council adopted Resolution No. 04-72, consolidating and clarifying the membership composition and requirements for the Access, Building, Fire and Housing Board of Appeal (Board of Appeal). Ordinance No. 04-14, also adopted by City Council, amended Section 5-3 of Title 5, Chapter 1 of the Costa Mesa Municipal Code pertaining to appeals (see Attachment 1). The pertinent changes reduced the Board of Appeal membership to five regular members and two alternates, as well as defined the membership per the State Health and Safety Code. This Code requires that two regular Board members be physically handicapped persons and two regular Board members be experienced in construction.

Staff began the recruitment process for Board members by issuing a press release on November 16, 2004. A second press release was issued on December 17th, extending the deadline to December 30, 2004, for submitting applications. At the end of this recruitment period, eight (8) letters of interest were received (identified as Attachment 2).

ANALYSIS:

It has been approximately 3-1/2 years since this Board has been active. No appeals have been requested during this time frame. Appeals pertaining to access, building, housing and fire codes are not common, but it is important to have an active Board, should an appeal be filed. The Board meets on an as-needed basis when notified by the Building Official or Fire Marshal that an application for an appeal has been received.

ALTERNATIVES CONSIDERED:

None considered for this item.

FISCAL REVIEW:

No fiscal review is required.

LEGAL REVIEW:

No legal review is required.

CONCLUSION:

The City Council needs to select the members to serve on the Board of Appeal in order to begin carrying out tasks and objectives of the Committee.

CAROL C. PROCTOR
Management Analyst

STEVEN E. HAYMAN
Assistant City Manager

DONALD D. LAMM
Deputy City Mgr./Dev Svs Director

JAMES M. ELLIS
Fire Chief

DISTRIBUTION: City Manager
City Attorney
Development Services Director
Fire Chief
Fire Marshal
Building Plans Examiner
City Clerk (2)
Staff (2)
File (2)

ATTACHMENTS: 1 [City Council Resolution No. 04-72 & Ordinance No. 04-14](#)
2 [Letters of Interest](#)