



BOARD OF BUILDING AND FIRE CODE APPEALS - CITY OF BURBANK

BOARD MINUTES

Meeting of Tuesday, June 30, 2015, at 3:00 pm
Community Room, Community Services Building
150 N. Third St., Burbank, CA 91502

BOARD MEMBERS PRESENT:

Ernest Dellinger, Chair
Sophia Ngo-Conn, Vice Chair
Walt Brennan Jr., Member
Charles Johnson, Member
Jef Vander Borght, Member

STAFF PRESENT:

Tom Sloan, Secretary of the Board/Assistant Community Development Director
Steve Briggs, Secretary of the Board/Battalion Chief
Jorge Martinez, Deputy Fire Marshal
Mary Riley, Senior Assistant City Attorney
Carol-Ann Coates, Senior Administrative Analyst
Tom Lim, Plan Check Manager
Chris Thompson, Code Enforcement Manager

ITEM A – CALL TO ORDER

Mr. Dellinger called the meeting to order at 3:01 p.m.

ITEM B - ROLL CALL:

All Board Members were present.

ITEM C – PUBLIC COMMENT:

No members of the public were in attendance.

ITEM D – ELECTION OF OFFICERS:

It was moved by Mr. Vander Borght, seconded by Mr. Brennan and carried 5-0 to nominate Mr. Dellinger as Chair. It was moved by Mr. Vander Borght, seconded by Mr. Brennan and carried 5-0 to nominate Ms. Ngo-Conn as Vice Chair.

ITEM E – APPROVAL OF MINUTES FOR THE MEETING OF SEPTEMBER 23, 2014:

It was moved by Mr. Vander Borght, seconded by Mr. Brennan and carried 5-0 to approve the minutes of September 23, 2014.

ITEM F – INTRODUCTION OF AGENDA ITEMS:

No Agenda Items were introduced.

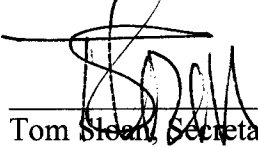
ITEM G – REPORTS TO THE BOARD:

1. Brown Act – Senior Assistant City Attorney Mary Riley gave a presentation on the Brown Act. The 2015 Brown Act Booklets were distributed to the Board Members.
2. Building Official Tom Sloan updated the Board on changes in CDD Administration.
3. Senior Administrative Analyst Carol-Ann Coates gave an update on the Low Impact Development Ordinance.
4. Plan Check Manager Tom Lim gave a report on the Interim Development Control Ordinance.
5. Senior Administrative Analyst Carol-Ann Coates gave a report on Expedited Permitting Procedures for Small Residential Rooftop Solar Systems. It was moved by Mr. Vander Borgh, seconded by Ms. Ngo-Conn and carried 5-0 to recommend adoption of the ordinance to the City Council.

ITEM H – ADJOURN:

It was moved by Mr. Brennan, seconded by Mr. Vander Borgh and carried 5-0 to adjourn the meeting. Mr. Dellinger adjourned the meeting at 3:51 pm.

Respectfully submitted,



Tom Sloan, Secretary of the Board

cec: TS