



## **BOARD OF BUILDING AND FIRE CODE APPEALS - CITY OF BURBANK**

### **BOARD MINUTES**

Meeting of Monday, August 28, 2017, at 9:00 am  
Community Room, Community Services Building  
150 N. Third St, Burbank, CA 91502

#### **BOARD MEMBERS PRESENT:**

Ernest Dellinger, Chair  
Sophia Ngo-Conn, Vice Chair  
Jef Vander Borcht

#### **BOARD MEMBERS ABSENT:**

Walt Brennan Jr.  
(Board Member Charles Johnson  
Member Resigned August 22, 2017)

#### **STAFF PRESENT:**

Carol-Ann Coates, Building Administration Manager  
Albert Lopez, Senior Plan Check Engineer  
Steve Briggs, Secretary of the Board/Battalion Chief  
Daniel King, Fire Inspector

\*\*\*\*\*

#### **ITEM A – CALL TO ORDER**

Mr. Dellinger called the meeting to order at 9:04 am.

#### **ITEM B - ROLL CALL:**

Mr. Dellinger, Ms. Ngo-Conn and Mr. Vander Borcht were present. Mr. Brennan was absent.

#### **ITEM C – ANNOUNCEMENTS:**

Congratulations and recognition of Charles Johnson for his over 30 years of service to the City as a Board Member.

#### **ITEM D – PUBLIC COMMENT:**

No members of the public were in attendance.

#### **ITEM E – APPROVAL OF MINUTES FOR THE MEETING OF OCTOBER 5, 2016:**

It was moved by Mr. Vander Borcht, seconded by Ms. Ngo-Conn and carried 3-0 to approve the minutes of October 5, 2016, as submitted.

#### **ITEM F – ELECTION OF OFFICERS FOR THE 2017-2018 TERM**

It was moved by Mr. Vander Borcht, seconded by Ms. Ngo-Conn and carried 3-0 to re-elect Mr. Dellinger as Chair. It was moved by Mr. Vander Borcht, seconded by Mr. Dellinger and carried 3-0 to re-elect Ms. Ngo-Conn as Vice Chair.

**ITEM G INTRODUCTION OF AGENDA ITEMS:**

No Agenda Items were introduced.

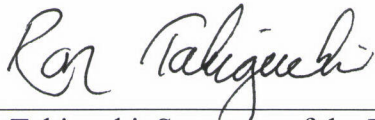
**ITEM H – REPORTS TO THE BOARD:**

1. Building Official recruitment (Building Division)  
Staff updated the Board on status of vacant Building Official position.
  
2. Soft-story Regulations (Building Division)  
In response to a request from the Board at the previous meeting, staff provided an update on soft-story regulations and the voluntary retrofit ordinance.
  
3. Expedited Permit Processing for Electric Vehicle Charging Stations (Building Division)  
Staff gave a report on the proposed Expedited Permit Processing for Electric Vehicle Charging Stations ordinance being presented to Council September 19, 2017, for adoption and asked for the Board's recommendation to Council.

**ITEM I – ADJOURN:**

Mr. Dellinger adjourned the meeting at 10:05 am.

Respectfully submitted,



---

Ron Takiguchi, Secretary of the Board

cec: RT