



CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT

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**BOARD OF BUILDING AND FIRE CODE APPEALS**

**Jef Vander Borght, Chairperson**  
Meeting of Tuesday, September 20, 2011  
Room 104, Community Services Building  
150 N. Third St., Burbank, CA 91502

**BOARD MEMBERS PRESENT:**

Charles Johnson, Chairperson  
Jef Vander Borght, Member  
Tim Behunin, Member  
Michael Davis, Member

**BOARD MEMBERS NOT PRESENT:**

Robert Mills, Vice-Chairperson

**ALSO PRESENT:**

John Cheng, Secretary of the Board  
Tom Sloan, Deputy Building Official  
Carol-Ann Coates, Plan Check Engineer  
Collin Ogle, Building Inspector II

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**Chairperson Charles Johnson** called the meeting to order at 3:05p.m.

**ITEM 1 - ROLL CALL**

In attendance: Jef Vander Borght, Tim Behunin, Charles Johnson, Michael Davis  
Absent: Robert Mills

**ITEM 2 - MINUTES APPROVAL:**

The Minutes for June 22, 2011  
Motion by Michael Davis to approve minutes  
Second motion by Tim Behunin  
Ayes: Vander Borght, Behunin, Johnson, Davis  
Motion passed.

**ITEM 3 – PUBLIC PARTICIPATION:**

**Chairperson Charles Johnson** closed Oral Communications as no audience members came forward to speak on any of the items.

**ITEM 4A. – Presentation by the Building Division’s ADA Consultant on Current ADA Requirements:**

- The ADA came into existence in 1990.
- 3 years ago certified access specialists became a requirement by the State. A sufficient number of specialists are required to be present for plan check and inspection by 2014.
- People with disabilities are responsible to notify people of their disability.
- There are no exemptions from accessibility requirements except for housing.
- Barriers in existing buildings need to be removed to permit access into and throughout the building.
- A readily achievable barrier removal plan is required for existing buildings and should include a primary entrance, primary path of travel, sanitary facilities, drinking fountains, signs, public telephones and accessible parking.

**ITEM 4B. –Information Updates**

- The Cool Roof Program runs from April to September 30<sup>th</sup>. Two refunds have been issued.
- Letters were sent out to 180 properties with wood roofs regarding the upcoming deadline of the Wood Roof Ordinance.
- License and Code Division merged with the Building Division and there is a new License and Code Manager.

**ITEM 5 – ADJOURN:**

Meeting adjourned, 4:25pm, by Chairperson Charles Johnson

Respectfully submitted,

  
John Cheng, Secretary to the Board