



memorandum

DATE: June 6, 2012

TO: Board of Building and Fire Code Appeals

FROM: John Cheng, Secretary
By: Carol-Ann Coates, Plan Check Engineer

SUBJECT: **Administrative revisions to Burbank Municipal Code**

PURPOSE

This report presents administrative changes to the Burbank Municipal Code (BMC) for the Board's consideration. The revisions are necessary to replace obsolete staff titles and division names with current information and to combine the two existing property maintenance code articles into one.

BACKGROUND

The proposed code changes fall into two categories: text changes and consolidation of two property maintenance articles enforced by Building Division.

1. Text changes.

Within the Community Development Department, Building Division and License and Code Services Division merged at the start of Fiscal Year 2011-2012. As a result of this merger, references to the former Licenses and Code Service Division and License and Code Administrator in the BMC are obsolete as this division name and position no longer exist. References to both of these terms are found throughout the BMC in titles 2, 3, 4, 5, 6, 7, 9, 10 and 11. Many of the references date back to 1987 when those code sections were first adopted in the BMC.

The proposed changes replace references to the License and Code Services Division and the division's former administrator position with the Community Development Department or Community Development Director, respectively. The terms to be replaced include:

License Division
License Department
License and Code Services Division
License and Code Services office
License Superintendent
License Supervisor
Superintendent of the License Division
License and Code Services Director
License and Code Services Administrator

2. Consolidation of property maintenance articles.

The City's property maintenance regulations are contained in two separate articles in Chapter 1 of Title 9. Article 2 includes regulations on dangerous or substandard buildings; Article 3 includes general property maintenance. The articles were previously enforced by two different divisions within the Community Development Department. Since the merging of Building Division and the former License and Code Services Division at the start of FY 2011-2012, enforcement of these two sections is handled by Building division. Staff would like to combine the two articles to reduce redundancies and to organize the code sections so that they more closely correspond to the International Property Maintenance Code, which is adopted by the City once every three years in Article 2 of Title 9, Chapter 1, as the basis of the property maintenance program. The proposed revisions relocate or renumber sections of the BMC, but none would be deleted. In Exhibit A, the reason for the change is provided immediately below each section to be moved from Article 3 to Article 2 or renumbered. The revised Article 3 will be left blank and reserved for future use.

ANALYSIS

Staff believes the proposed changes are necessary to keep the requirements of BMC current for enforcement purposes:

1. The replacement of a staff title and name of a division that no longer exist with the appropriate departmental designations clarifies which City staff and department are responsible for executing affected sections of the BMC.
2. Combining Article 2 and Article 3 into one will organize the property maintenance code sections to more closely correspond to the International Property Maintenance Code, facilitating enforcement and re-adoption during the triennial code adoption process.

FISCAL IMPACT

The proposed code revisions will not have a fiscal impact as the changes are administrative. Anticipated implementation costs are limited to training of staff.

RECOMMENDATIONS

Staff recommends that the Board consider the proposed revisions to the Burbank Municipal Code and provide comments to staff.

LIST OF EXHIBITS:

Exhibit A: Red-marked Article 2 of Title 9, Chapter 1