



BOARD OF BUILDING AND FIRE CODE APPEALS  
City of Burbank

**BOARD MINUTES**

Mike Davis, Chairperson  
Meeting of Wednesday, June 6, 2012  
Police Community Room, Police and Fire Headquarters Facility  
200 N. Third St., Burbank, CA 91502

**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS NOT PRESENT:**

Robert Mills, Member

**ALSO PRESENT:**

John Cheng, Secretary of the Board  
Tom Sloan, Deputy Building Official  
Carol-Ann Coates, Plan Check Engineer  
Collin Ogle, Building Inspector II  
Capt. Frank Walbert, Secretary of the Board  
Jorge Martinez, Deputy Fire Marshal

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Chairperson Charles Johnson called the meeting to order at 3:03 p.m.

**ITEM 1 - ROLL CALL**

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

**ITEM 2 - MINUTES APPROVAL:**

The Minutes for June 6, 2012

Motion by Jef Vander Borght to approve minutes

Second motion by Tim Behunin

Ayes: Vander Borght, Behunin, Johnson, Davis

Motion passed 4-0.

**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 – ELECTION OF OFFICERS FOR 2012-2013 TERM**

Chair nominated: Mike Davis

Motion by Tim Behunin to nominate Mr. Davis

Second motion by Jef Vander Borght

Vice Chair nominated: Jef Vander Borght

Motion by Tim Behunin to nominate Mr. Vander Borght

Second motion by Mike Davis

**ITEM 4B – INFORMATION UPDATES**

Update on proposed administrative revisions to Burbank Municipal Code (BMC) by Building Division staff:

1. Proposal to change references in the BMC to the former License and Code Services Division and Administrator to Community Development Department and Community Development Director as appropriate
2. Proposal to combine two code enforcement Articles in the BMC under the jurisdiction of Building Division into one Article.

Motion by Jef Vander Borght to support implementation of the changes

Second motion by Tim Behunin

Motion passed 4-0

**ITEM 4C – UPDATE ON WOOD ROOF REMOVAL ORDINANCE**

Update by Fire Department staff on the City Council's extension of August 14, 2012, deadline to remove wood shake and wood shingle roof coverings.

**ITEM 5 – ADJOURN:**

Meeting adjourned, 3:48 pm, by Chairperson Davis

Respectfully submitted,

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John Cheng, Secretary of the Board

cec: JC