



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

AGENDA

Wednesday, August 26, 2020, 3:00 pm
Council Chamber, City Hall
275 E. Olive Ave., Burbank, CA 91502
WebEx Meeting

This agenda contains a summary of each item of business which the Board may discuss or act on at this meeting. The agenda packet consisting of the staff reports and all other documentation relating to each item on this agenda are on file in the office of the Building and Safety Division located at 150 N. Third St. and will be posted on the City's website at www.burbankusa.com. Any writings or documents provided to the Board regarding any item on this agenda subsequent to distribution of the agenda packet will be made available for public inspection in the office of Building and Safety Division located at 150 N. Third St. during normal business hours. If you have a question about any matter on the agenda, please call the office of the Building and Safety Division at (818) 238-5220. The facility is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision, or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at (818) 238-5424 voice or (818) 238-5035 TDD with questions or concerns.

NOTICE IS HEREBY GIVEN that a meeting of the Board of Building and Fire Code Appeals will be held by video conference/teleconference on Wednesday, August 26, 2020, at 3:00 P.M., to discuss matters on the attached agenda. This online meeting is held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom which suspends certain requirements of the Ralph M. Brown Act.

Balancing the health risks associated with the Coronavirus (COVID-19), while appreciating the public's right to conduct the people's business in a transparent and open manner during the current State of Emergency, and in the interest of public health and safety, most and possibly all of the Board of Building and Fire Code Appeals Members will participate in the Meeting by teleconference. City facilities are closed to the public until further notice, and the public will not be able to physically attend the Meeting. The City is providing alternatives to in-person attendance for listening and participating in the Board of Building and Fire Code Appeals Meeting via web conference. In lieu of in-person attendance, please click on the following link to access the meeting:

<https://burbankca.webex.com/burbankca/onstage/g.php?MTID=e5f816337401c85ddb91d9dfb261dfa63>

To speak during the Public Comment period during the meeting, use the link above to join the web conference by 3:00 pm. City staff will connect each speaker with the Board Chair when the Public Comment portion of the agenda is announced.

If you experience difficulties connecting, you may also listen to the meeting by calling United States Toll:

+1-408-418-9388. Access Code 146 292 4734

BOARD MEMBERS:

Ernest Dellinger, Chair
Sophia Ngo-Conn, Vice Chair
Steve Baghoomian, Member
Chris Castro, Member
Thomas Smith, Member

AGENDA ITEMS

- A. Call to Order
- B. Roll Call
- C. Board Announcements (Announcements on various topics in addition to any listed)
- D. Public Comment (Five minutes on any matter within the Board’s jurisdiction)
- E. Approval of Minutes for the Meeting of October 10, 2019
- F. Election of officers for the 2020-2021 Term
- G. Introduction of Agenda Items (Board Members may request future agenda items)
- H. Reports to Board
 - 1. Fire Marshal’s Report to Board – General (Fire Marshal, Battalion Chief Mark Hatch)
 - 2. Building Official’s Report to Board – General (Building Official Ron Takiguchi)
 - a. 2019 California Building Code Standards
 - b. Seismic Retrofit
 - 3. Operations During COVID-19 (Carol-Ann Coates, Building Administration Manager)
 - 4. IT Upgrades and Online Tools (Sona Ovayan, Permit Technician)
 - 5. Major Projects Update (Albert Lopez, Senior Plan Check Engineer; Mario Osuna, Senior Plan Check Engineer)
 - 6. Accessory Dwelling Units (Russell Freesland, Senior Plan Check Engineer)
- I. Adjourn