

**MINUTES
BUILDING BOARD OF APPEALS
January 18, 2018 @ 2:00pm
City Commission Chambers**

CALL TO ORDER

Chair Emig called the meeting to order at 2:05 p.m.

ROLL CALL OF BOARD MEMBERS

Members Present: Richard Emig; Chair, Charles Kiplinger; Vice Chair, Gary Wark, Linda Servis, David Hyde

Members Absent: Lyndia Bruckbauer, Emily Parfet

City Staff: Robert McNutt, Building Official; Karleen Steppenwolf, Recording Secretary

NEW BUSINESS

The Tustin's, regarding 826 Lake St, have obtained a permit for siding. They have started on their requirements to get this property taken care of.

Mr. McNutt stated we have a couple of items to go over, one being the term limits for board members and the other is approval of Building Board of Appeals meeting dates for 2018.

Mr. McNutt went over where the board members stand and the requirements with their term limits. Mr. McNutt stated that the members whose term is over can remain on the board until replaced, if they want, but are not required to.

Mr. Emig is questioning how many terms and the length of the terms required. Mr. McNutt will look into the requirements and get back to the board with his finding.

Mr. McNutt asked the board if they have looked at the meetings dates for this year and if they will work for everyone.

Mr. Hyde, seconded by Mr. Wark moved to approve the 2018 Building Board of Appeals meeting dates as submitted, approved by voice call vote.

Mr. McNutt asked for nominations for Chair and Vice-Chair. Mr. Hyde stated that he is good to continue with the current individuals in those positions and Ms. Servis agreed.

Mr. Hyde, seconded by Mr. Kiplinger moved to approve Mr. Richard Emig to continue as Chair of the Building Board of Appeals, approved by voice call vote.

Mr. Emig, seconded by Mr. Wark moved to approved Mr. David Hyde to continue as Vice-Chair of the Building Board of Appeals, approved by voice call vote.

Mr. Emig wanted to reiterate that the board will always work with a citizen if they have a reasonable plan.

Mr. Wark pointed out how long it takes to get properties to the board. Numerous letters are sent before the property is brought before the board and typically no one is present to represent the property.

Mr. McNutt stated that there is a back log of 3 years and over 100 properties on the demolition list, but there are very limited funds to raze the properties. Mr. McNutt stated that the ownership remains the same on the properties even after they are razed and the cost of the demolition is charged to the owners on their property taxes. Unfortunately, the taxes usually go unpaid and the property will end up at the County level.

Mr. McNutt stated that the County is looking into building affordable, handicap accessible one bedroom housing.

Mr. McNutt met with the City Attorney's office regarding the number of properties the Tustin's own. Because of the issues with the Tustin's and their mannerisms toward the City Inspectors, the inspectors are feeling intimidated and afraid for their safety to write up other properties that the Tustin's own. The City is working on a plan to deal with the others properties and get them in the system.

Mr. McNutt along with Mr. Roger Iveson, Lead Building Inspector, is working to prioritize the properties that need to be razed first. There are several burned out properties and Mr. McNutt is working on having them inspected to make sure all utilities have been turned off. The City Attorney's office has also asked Mr. McNutt to go back through the process/steps and possibly rewrite the policy because of what had happened with Tustin's case. This may include sending out more notices and give longer repair time lines, which would delay another 30 to 60 days before the property could be brought to the board. The cities intent is to bring properties into compliance and not tear the house down. In the situation of a fire Mr. McNutt sends out a letter of sympathy and offering help in process of taken care of the property. As the policy is written it is the homeowner's responsibility to take care of the blighted property whether they have insurance or the means to take care of it. Mr. McNutt also discussed the different certification cycles for the rental properties and how a 52 month certificate can be obtained.

Mr. McNutt stated that we want to keep the city as safe as we can and thanked the board for their service. Mr. Hyde thanked Mr. McNutt for the job that he does for the city.

APPROVAL OF PREVIOUS MINUTES

Mr. Hyde, seconded by Mr. Wark moved to approve the minutes of December 21, 2017 as submitted, approved by voice call vote.

APPROVAL OF AGENDA

Mr. Kiplinger, seconded by Mr. Emig moved to approve the agenda as submitted.

Motion approved by roll call unanimously.

INITIAL HEARINGS

There are no properties to present to the board this month.

ANNOUNCEMENTS

ADJOURNMENT

Mr. Emig moved to adjourn the meeting and was seconded by Mr. Kiplinger.

With a unanimous vote the meeting was adjourned at 2:41pm.

Submitted by: Karleen Steppenwolf Date 6/28/18
BBA Recording Secretary
Karleen Steppenwolf

Reviewed by: Robert McNutt Date 6/28/18
Building Official
Robert McNutt

Approved by: Richard Emig Date 6/28/18
BBA Chair
Richard Emig