



## Staff Reports

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**File #:** 833-2017, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Dorothy Roberts, City Clerk

**Prepared By:** Jonathan Sheldon, Deputy City Clerk

**TITLE:**

Building and Fire Code Board of Appeals and Disability Access Board of Appeals Membership

**RECOMMENDED ACTION:**

Approve the recommendation of the Nomination Committee to:

- 1) reappoint incumbents John McBroom and Gina Biter-Mundt to the Building and Fire Code Board of Appeals and to the Disability Access Board of Appeals for a two year term ending April 18, 2019 ; and
- 2) reappoint Doug Weir to the Disability Access Board of Appeals as the member meeting physically handicapped person requirements under California Health and Safety Code Section 19957.5, for a two-year term ending April 18, 2019.

**DISCUSSION:**

**COMPOSITION AND PURPOSE OF THE COMMISSION:**

The Building and Fire Code Board of Appeals is governed by Chapter 15.04.100 of the City of Napa Municipal Code. Any person adversely affected by a determination made by the Chief Building Official or Fire Code Official in administering or enforcing the Building Standards and Regulation Chapter of the Code may appeal the determination to the Building Board of Appeals. The Board consists of five members, each of whom must demonstrate knowledge and experience regarding building, construction, and fire protection. The Commission meets as called and has no regular meetings.

The Disability Access Board of Appeals is governed by Chapter 15.04.110 of the City of Napa Municipal Code and similarly consists of five members. The Board considers appeals from individuals aggrieved by a determination made by the Chief Building Official or Fire Code Official in administering or enforcing the requirements under the Code with respect to *“public accommodations or facilities”*. Three members must serve concurrently on the Building and Fire Code Board of Appeals. Two members must meet the requirements of a physically handicapped person as defined by the California Health and Safety Code Section 19957.5.

Both of the above referenced Appellate Boards meet on *“as called”* or on an as-needed basis. There have been no meetings of either Board in several years.

**NUMBER AND TIMING OF TERM EXPIRATIONS INCLUDING SPECIAL QUALIFICATIONS:**

Terms have expired for two members of the Building and Fire Code Board of Appeals:

1. Gina Biter-Mundt (serving concurrently on the Disability Board), who was initially appointed in 2012; and
2. John McBroom, (serving concurrently on the Disability Board) who was initially appointed in 2009.

Terms have expired for three members on the Disability Board of Appeals:

1. Gina Biter-Mundt;
2. John, McBroom;
3. Doug Weir, who serves as one of the members that meet the qualifications described above under the California Health and Safety Code.

Two new applicants have applied to the Building and Fire Code Board of Appeals (see applications attached).

Councilmember Mott and Vice Mayor Inman, acting in their capacity as the Nomination Committee, recommend reappointment of the incumbents for a full two year term beginning the date of reappointment.

**RECRUITMENT PROCESS:**

The City Clerk began the recruitment process in October of 2016.

**FINANCIAL IMPACTS:**

None

**CEQA:**

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Applications

**NOTIFICATION:**

City of Napa Nomination Committee