



## Staff Reports Details (With Text)

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**Title:** Building and Fire Code Board of Appeals and Disability Access Board of Appeals Membership

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

**From:** Tiffany Carranza, City Clerk

**Prepared By:** Paulette Cooper, Office Assistant II

### TITLE:

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

### RECOMMENDED ACTION:

1. Reappoint three incumbents, Stanley R. Blough, Gina Biter-Mundt, and John McBroom, to the Building and Fire Code Board of Appeals, with a two-year term expiring September 30, 2021; and appoint two new applicants, Ben Neuman and Sophia Johnson to the Building and Fire Code Board of Appeals, with a three-year term expiring September 30, 2022; and
2. Reappoint three incumbents, Doug A. Weir, serving as a Disability Community member, Gina Biter-Mundt, and John McBroom to the Disability Access Board and of Appeals, with a two-year term expiring September 30, 2021; and appoint two new applicants, James R. Krider, serving as a Disability Community member, and Ben Neuman, to the Disability Access Board of Appeals, with a three-year term expiring September 30, 2022.

### 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 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 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 VACANCIES INCLUDING SPECIAL QUALIFICATIONS

On the Building and Fire Code Board of Appeals, there has been one vacancy due to the resignation of James R. Krider on November 7, 2017 when he was appointed to fill a vacancy on the City Council. Another vacancy was due to resignation of Rick Thornberry on March 23, 2018, who moved out of the area. In addition, there are three vacancies due to the term expirations of incumbents Stanley R. Blough, Gina Biter-Mundt, and John McBroom, effective September 30, 2018.

On the Disability Access Board of Appeals, there has been one vacancy due to the resignation of James R. Krider on November 7, 2017 when he was appointed to fill a vacancy on the City Council. Another vacancy was due to resignation of Kim R. Blackseth on September 30, 2017, who moved out of the area. In addition, there are three vacancies due to the term expirations of incumbents Gina Biter-Mundt, John McBroom, and Doug A. Weir, effective September 30, 2018

## RECRUITMENT PROCESS

On-going recruitment efforts for these Boards have taken place since 2017 and the City Clerk has continuously accepted applications during this time period. The initial recruitment began on July 28, 2017 through August 25, 2017 and the final recruitment was held between May 2, 2019 through May 31, 2019.

Over the last few years, recruitment has not generated much interest and there has not been a pool of applicants until now. The Boards have no regular meetings and meet on an as-needed basis. The City Clerk’s Office would like to ensure the Boards have full membership in order to be prepared if a meeting is called.

Recruitment announcements were published on the City’s website, posted at various locations at City Hall, Human Resources, and the Community Services building, and sent to the Napa County Library, Napa Valley College, Napa Chamber of Commerce, Napa Valley Unified School District, Napa County Board of Supervisors, Napa County Administration, Napa County Hispanic Chamber of Commerce, Napa Valley Coalition of Non-Profit Agencies, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, Leadership Napa Valley and Napa Valley Unified School District Communications Director.

## APPLICATIONS RECEIVED

Five applications for the Building and Fire Code Board of Appeals were received by incumbents, Stanley R. Blough, Gina Biter-Mundt, and John McBroom; and new applicants, Ben Neuman and Sophia Johnson. Gina Biter-Mundt, John McBroom and Ben Neuman have applied as members who concurrently serve on the Disability Access Board of Appeals.

Five applications for the Disability Access Board of Appeals were received by incumbents, Doug A. Weir, Gina Biter-Mundt and John McBroom; and new applicants, Ben Neuman and James R. Krider. Doug A. Weir and James R. Krider are members that meet the physically handicapped person requirements under the California Health and Safety Code Section 19957.5.

#### **NOMINATION COMMITTEE RECOMMENDATIONS**

Vice Mayor Sedgley and Councilmember Gentry, serving as the Council-appointed Nomination Committee, reviewed the applications that were submitted.

The Committee recommends the reappointment of incumbents Stanley R. Blough, Gina Biter-Mundt, and John McBroom, and the appointment of two new applicants, Ben Neuman and Sophia Johnson, to the Building and Fire Code Board of Appeals.

The Committee recommends the reappointment of incumbents, Gina Biter-Mundt, John McBroom and Doug A. Weir, and the appointment of two new applicants, Ben Neuman and James Krider, to the Disability Access Board of Appeals.

Pursuant to Section 4.7.2 of Policy Resolution 10, the City Council may either approve the nominations from the Committee as submitted or take further action to evaluate the applicants in accordance with Sections 4.5 of Policy Resolution 10.

#### **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 - Building and Fire Code Board of Appeals Applications

ATCH 2 - Disability Access Board of Appeals Applications

#### **NOTIFICATION:**

Applicants