

**CITY OF URBANA  
BUILDING SAFETY CODE BOARD OF APPEALS  
THURSDAY, JULY 11, 2013**

**MEMBERS PRESENT:** Scott Kunkel, Keith Erickson and David Crow

**STAFF PRESENT:** John Schneider and Vivian Petrotte

**OTHERS PRESENT:**

**CALL TO ORDER:**

The meeting was called to order by Scott Kunkel at 4:02 p.m.

**APPROVAL OF MINUTES:**

Scott Kunkel asked for a motion to approve the minutes of the meeting held Thursday, April 22, 2013. Keith Erickson made a correction to page 6 of the minutes to change the smoke detector number from significant to 80. Keith Erickson made the motion to approve the minutes as amended and David Crow seconded the motion. All agreed and the minutes were approved as amended.

**OLD BUSINESS:**

Mr. Kunkel stated that the old business was the review of the draft of the bylaws for the Building Safety Code Board of Appeals. Each member had an opportunity to review the draft. John Schneider said that he has reviewed this with our legal department and that from a legal standpoint they still need more work. Once we get the boards' input, they will still need to be sent back to the legal department for a final review. Mr. Crow asked if there was anything in particular that the legal department was concerned about, outdated, etc. Mr. Schneider said that this board has never had approved bylaws. It has only had proposed bylaws. The adopting ordinance states that the board shall adopt bylaws. It will help with public hearings.

Mr. Kunkel had some suggestions.

- Section 6, paragraph A. Where it states voice vote, roll call vote be utilized for a disposition of a case. Mr. Schneider stated that general business could be a voice vote.
- Section 9, paragraph B (3). Is there anything on there where we would want the full consent of the party owner to have a 3<sup>rd</sup> party make the appeal on the owner's behalf? Would we want something where they would have to get a signed permission from the owner. Mr. Schneider left to get the appeal form. The appeal form identifies the owner. We should change the application to add a line for the owner's signature.
- Section 18 – should be changed to owner or owner's designee or representative.
- Section 19 – paragraph d. The vice chair should be changed to temporary chair. In the next sentence, it should specify that the board secretary shall be the one issuing the final decision to the appellant.

Mr. Kunkel said that it was very good. Liked the structure of the required motion in

support of the appeal. Takes all the ambiguity out of it.

A general discussion followed on the draft bylaws. One point was a person who makes the mandatory motion can still vote no.

Mr. Erickson asked if the bylaws would be put on the website. Mr. Schneider stated that once they were approved, they would be posted on the site.

Mr. Crow made a motion to forward the draft to legal for final review. Mr. Erickson seconded the motion.

Mr. Kunkel asked for a voice vote. All approved to forward this to the legal department.

**NEW BUSINESS:**

There was no new business.

**PUBLIC COMMENT:**

There was no public comment.

**ADJOURNMENT:**

Keith Erickson made a motion to adjourn the meeting. David Crow seconded the motion and the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Vivian Petrotte

BSCBA:vp

Approved on 9/5/13