

**MUNICIPALITY OF ANCHORAGE
BOARD OF BUILDING REGULATION EXAMINERS AND APPEALS**

MEETING MINUTES SUMMARY

March 16, 2017

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 6:02 pm. by Chair Bohne.

Board Present	Board Absent	Staff Present	Public Participation
Scott Bohne	Sterling Strait	Ross Noffsinger	
Jonathan Steele	Royal Fields		
Eric Cowling	Don McCann		
Preston McKee	Craig Fredeen		
Keith Sobolesky	John Edwards		
Tyler Loken	Jon Hawkinson		
Troy Feller	CB Brady		

2. **APPROVAL OF AGENDA: Mr. Steele moved to approve the agenda. Mr. Loken SECOND and UNANIMOUSLY APPROVED.**

3. **APPROVAL OF MINUTES:**

- a. Minutes of September 15, 2016. **Mr. Steele moved to approve the minutes. Mr. Cowling second. Unanimously approved with minor edits.**

4. **NEW BUSINESS**

- a. **Elections**

Chair Bohne opened the floor to nominations for Chair. **Mr. Cowling nominated Mr. Bohne. Mr. Steele second the motion. Mr. Bohne accepted the nomination. Unanimously approved.**

Chair Bohne opened the floor for Vice Chair nominations. After a short discussion, **Mr. Cowling nominated Mr. Steele. Mr. McKee second.** Mr. Steele spoke about his term date and respectfully withdrew his name. **Mr. Steele nominated Mr. Loken as Vice Chair. Mr. Feller second. Mr. Loken accepted the nomination. Unanimously approved.**

- b. **Three-Member panel**

Chair Bohne began going down the previous three-member list asking the other board members if they wish to change. All agreed to continue on the panels. It was noted the electrical panel was light on members and that board members have filled in as needed. After a short discussion, Mr. Steele and Mr. Bohne added their name to the electrical panel.

It was suggested the list be sent out to the absent board members asking if they wanted to change or update their panel. Staff agreed to send out the list.

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c. Update and Approval of Appeal forms

Staff is bringing back the Appeal forms to the board; noting the highlighted areas on the appeal form, informing them of what new changes were made, stating only one board member sent in comments when it was emailed out to the full board for review and comment. The board openly discussed the cover letter. Much of the discussion was on whether to limit the amount of documents. It was agreed to update the requirements so the board could see what the final version looks like.

- Include the Three-Member Panel in the Title
- 2a, should stay the same
- ii, should be changed to 2b and say *supporting documents, such as drawings and/or calculations are in addition to the executive summary*
- iii, all wording will stay the same
- iv, by staff will be added to the end of the first sentence: *Time allowed for initial case presentation is limited to 10 minutes by staff*
- *Items b and c will change to c and d.*

Mr. Steele motioned to approve. Mr. Loken second the motion. Unanimously approved.

5. REPORTS

Staff noted the department was really busy this year; the numbers are up at the moment but are not expected to last. The Board asked about review times, inspections and who is the current Chief of inspections; it was noted times are down because we lost a structural plan reviewer to fire plan review and we decided not to fill the position due to the economic outlook so now we are behind in some structural reviews. Inspections are doing fine as this is the low time for them. Currently the Chief of Inspections is Hans Gisler. If there are issues, please bring them to us and we will deal with them.

Mr. Feller spoke on an issue regarding minor field changes. Staff recommended the changes be emailed to the reviewer and they can send it the lead or send it to the Chief and/or maybe even having a meeting to discuss some examples of issues.

Staff thanked the board for volunteering their time.

6. BOARD MEMBER COMMENTS - NONE

9. ADJOURNMENT: Meeting adjourned at 6:55 p.m. **Mr. Steele moved to adjourn. Mr. Loken seconded. Unanimously Approved.**

_____/_____
Scott Bohne, Chair Date
Board of Building Regulation Examiners and Appeals

_____/_____
Ross Noffsinger, P.E. Date
Acting Building Official