

**CARSON CITY BOARD OF APPEALS FOR UNIFORM BUILDING CODE,
UNIFORM FIRE CODE, AND RELATED CODES
Minutes of the October 27, 1998 Meeting**

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A regular meeting of the Carson City Board of Appeals for Uniform Building Code, Uniform Fire Code, and Related Codes was held at 3:00 p.m., on Wednesday, October 27, 1998 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Gary Barrett
Dean Borges
Tom Card
Casey Jones
Steve Moore

STAFF: Phil M. Herrington, Building Official
Fran Smith, Recording Secretary
(BOA 10/27/98; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Barrett. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

1. **CALL TO ORDER** (1-0002) Chairperson Pro Tem Barrett called the meeting to order at 3:00 p.m.
2. **ADMINISTRATION OF OATH** (1-0003) - None.
3. **DETERMINATION OF A QUORUM** (1-0009) - Roll call was taken; a quorum was present.
4. **CHAIRMAN ELECTION** (1-0084) - Chairperson Pro Tem Barrett opened nominations for Chairperson and Chairperson Pro Tem. Member Jones nominated Gary Barrett for Chairperson. Member Card seconded the nomination and moved that nominations be closed. Member Jones seconded the motion. Motion carried 5-0. Chairperson Barrett opened nominations for Chairperson Pro Tem. Chairperson Barrett nominated Member Jones as Chairperson Pro Tem. Member Borges seconded the nomination and moved to close nominations. Member Jones seconded the motion. Motion carried 5-0.
5. **ACTION ON APPROVAL OF MINUTES FOR JANUARY 28, 1998** (1-0021) - Discussion ensued with regard to whether or not former Chairperson Dwight Millard would need to sign the minutes. Ms. Smith indicated she would check with Clerk-Recorder Glover regarding the proper procedure. Member Jones moved to approve the minutes as submitted. Member Borges seconded the motion. Motion carried 5-0.
6. **STAFF REPORT: ONE STOP SHOP (PERMIT CENTER); NORTHGATE COMPLEX; DEVELOPMENT SERVICES REORGANIZATION** (1-0130) - Mr. Herrington reported that an open house was held on Friday, October 22, 1998, and described the new locations of the Building Department, Carson City Community Transportation, the University of Nevada Cooperative Extension, and the Departments of Engineering, Planning, and Community Development. Within the Building Department is the One Stop Shop, Carson City's central permit center, which is designed to provide builders and developers with one location for review by the Departments of Engineering, Planning, Fire, Building, Utilities and Environmental Health. It is staffed on Tuesdays and Thursdays from 8:30 a.m. to 11:30 a.m. In addition, a One Stop Committee has been formed and is comprised of a developer, a builder, an engineer, an architect, and City staff. A meeting is scheduled for November 10, 1998 to determine any "mid-course corrections" which need to be addressed. Deputy City Manager St. John and Mr. Herrington will be meeting with the One Stop Committee to discuss daily staffing of the One Stop Shop. Mr. Herrington further reported that Deputy City Manager St. John has reorganized the Departments of Utilities, Building, Planning, Environmental Health, and Engineering, under the supervision of the City Manager's Office, and specifically Deputy City Manager St. John. Discussion ensued with regard to Mr. St. John's background and tenure with

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the City. At the request of Chairperson Barrett, Mr. Herrington explained the appeals process for the benefit of the new Board members. He referred the Board members to previously distributed policies and procedures established by the Board of Appeals over the years. Discussion ensued with regard to the elimination of the \$25 appeal fee. Mr. Herrington advised that workshops with the Builders Association will begin after the first of the year to review changes in the 1997 building code. Extensive discussion ensued with regard to the requirements and adoption of the 1997 Building Code, and Chairperson Barrett suggested agendizing discussion of code changes for the next meeting.

7. CONTINUING EDUCATION, RECOGNITION OF BOARD OF APPEALS MEMBERS (1-0538) - Chairperson Barrett advised he had contacted the State Architectural Board, the State Contractor's Board, and the State Board of Registered Professional Engineers with regard to continuing education requirements. At present, the Architectural and Contractor's Boards have no continuing education requirements; however, the Board of Registered Professional Engineers requires 3 CEUs every two years. One CEU is equivalent to 10 hours. Lane Garrison, of the State Board of Registered Professional Engineers, advised that the administrative business of the Board of Appeals does not qualify as continuing education, but the appeals portion, as well as research time, is applicable. Discussion ensued with regard to staff's responsibilities for documenting time, and Chairperson Barrett advised that, according to Mr. Garrison, documentation and submission of CEUs would be the responsibility of the individual Board members.

8. PUBLIC COMMENT (1-0660) - None.

9. NEXT MEETING (1-0665) - Chairperson Barrett cautioned the Board members on the requirements of the Open Meeting Law with regard to quorums as related to social/business gatherings. Mr. Herrington will obtain copies of the Open Meeting Law for the Board members. Chairperson Barrett requested that the next meeting be held before adoption of the code ordinances. Discussion ensued with regard to the regular meetings of the Board, and Mr. Herrington advised that a meeting would be scheduled in January 1999 for review of the draft ordinances for adoption of the Building Code and the Fire Code. Discussion regarding the purview of the Board, and the frequency and purpose of meetings followed.

10. ADJOURNMENT (1-0914) - Member Jones moved to adjourn the meeting. Member Card seconded the motion. Motion carried 5-0.

The Minutes of the October 27, 1998 meeting of the Carson City Board of Appeals for Uniform Building Code, Uniform Fire Code, and Related Codes are so approved this _____ day of October, 1999.

GARY BARRETT, Chairperson