

## MINUTES OF HOUSING CODE APPEALS BOARD

**DATE:** 3 February 2015  
**TIME:** 4:30 p.m.  
**PLACE:** Housing and Community Development Department

Chairperson Robert Schaub called the meeting to order at 4:30 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Board Members Present: Fred Miller Robert Schaub David Young  
Mary Gotz

Staff Present: Tami Ernster Bob Boge Crenna Brumwell

### **Nominations of Chair and Vice Chair**

Fred Miller motioned to nominate Robert Schaub as Chair. David Young seconded. Motion passed 3-1 with one abstention. Fred Miller motioned to nominate David Young as Vice Chair. Mary Gotz seconded. Motion passed 4-0.

### **Correspondence/Public Input**

There was no correspondence or public input.

### **New Business**

#### **ITEM #1**

Discussion of Appeal Guidelines.

Crenna stated that according to 6-6-8 of the Code of Ordinances, a body may adopt rules and procedures for their meetings. The Board discussed time frames to allow both an appellant and the enforcement agency to speak to an appeal. Fred Miller motioned to allow 20 minutes per building per appellant and enforcement agency with the option to allow an additional 5 minutes at the discretion of the Board and that written document be submitted at least 5 business days in advance of the meeting for Board review per recommendation of the City Attorney. Mary Gotz seconded.

### **Old Business**

There was no old business to discuss.

### **Adjournment**

Fred Miller motioned to adjourn the meeting. David Young seconded. Motion passed 4-0. The meeting was adjourned at 5:10 p.m.

Minutes prepared by:

*Tami Ernster*

Tami Ernster  
Permit Clerk

Respectfully submitted:

*Robert Boge*

Robert Boge  
Housing Inspection Supervisor