



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Michael Mallinoff, City Manager

Date: February 4, 2025

Subject: O-4-25: City Citation Process and Appeals to the Building Board of Appeals

Purpose of legislation

The purpose of this legislation is to clarify the City's citation process; explain the Building Board of Appeals review process; update procedures for filing and reviewing appeals; and general Building Board of Appeals responsibilities.

Impact of legislation on staffing

The Building Board of Appeals meets infrequently and has heard only six cases between January 1, 2021 and December 31, 2024. The Bill creates the option for applicants to petition the director for a reconsideration. Should the director receive such a request, the director would be required to hold a hearing within 30 days and render a decision. There is a potential this will increase staff time—that is, applicants who might feel aggrieved by a decision might opt to petition for reconsideration. On the other hand, a decision on reconsideration might eliminate the need to file an appeal to the Building Board of Appeals.

The impact on staffing therefore is not clear. However we can estimate that if two hearings for reconsideration were heard per year, the City would incur an annual cost of roughly \$1,600 assuming two hours by the director in preparation, conducting the hearing, and rendering a written decision, four hours for preparation and attendance by senior staff, and three hours by administrative staff. No other part of the Bill is anticipated to have a measurable fiscal impact.

Prepared by Christopher Jakubiak, City Planning Director and Victoria Buckland, Assistant City Manager