



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Minutes Building Board of Appeals

Wednesday, April 18, 2018

6:30 PM

Council Chamber, Community Room

Networking / Regular Meeting - Election of Officers / Study Session

Board Networking starts at 6:00 p.m. in the Community Room

Regular Meeting shall begin at 6:30 p.m. in the Council Chamber

Building Board of Appeals Regular Meeting

1. Roll Call

Also Present: Denise Ciernia, Recording Secretary; Bill Tracy, Chief Building Official

Present 4 - Board Member Manske, Chairman Mitchell, Board Member Eaby, and Board Member Hubbard

Absent 2 - Board Member Houchen, and Board Member Flaherty

2. Approval of Agenda

3. Minutes to be Approved

[ID# 18-133](#) Certification of the January 17, 2018 Regular Meeting Minutes

Attachments: [BBOA Minutes 011718](#)

A motion was made by Board Member Manske, seconded by Board Member Eaby, that the item be approved. The motion carried unanimously.

Aye: 4 - Board Member Manske, Chairman Mitchell, Board Member Eaby and Board Member Hubbard

Absent: 2 - Board Member Houchen and Board Member Flaherty

4. Public Comment

Public Comment for General Business or Non-Agenda Related Items

Norman Brown - Thanks for serving on the board.

5. Staff and Board Updates

a. Staff

- b. Chair/Members

6. Elect a Temporary Chair

- a. Appoint Recording Secretary as Temporary Chair

Recording Secretary Denise Ciernia elected as Temporary Chair

7. Adjournment Sine Die

Building Board of Appeals Transitional Meeting

1. Temporary Chair calls the transitional Building Board of Appeals meeting of April 18, 2018 to order

2. Introduction of New Board Member

New Board Member Matt Treinen

Present 5 - Board Member Manske, Chairman Mitchell, Board Member Eaby, Board Member Hubbard, and Board Member Treinen

Absent 2 - Board Member Houchen, and Board Member Flaherty

3. Election of Officers

- a. Election of Chair

Nomination of David Mitchell by Member Manske. No other nominations.

Motion by Member Manske, seconded by Member Eaby to elect Member Mitchell as chair. Motion passed unanimously.

Aye: 5 - Board Member Manske, Chairman Mitchell, Board Member Eaby, Board Member Hubbard and Board Member Treinen

Absent: 2 - Board Member Houchen and Board Member Flaherty

- b. Election of Chair Pro Tem

Nomination of Randy Houchen by Member Mitchell. No other nominations.

Motion by Member Manske, seconded by Member Hubbard to elect Member Houchen as vice chair. Motion passed unanimously

Aye: 5 - Board Member Manske, Chairman Mitchell, Board Member Eaby, Board Member Hubbard and Board Member Treinen

Absent: 2 - Board Member Houchen and Board Member Flaherty

4. Adjourn to Study Session

Study Session to continue in Community Room

Study Session Topics

1. Legal Training by Steve Kemp, City Attorney

City Attorney Steve Kemp was not in attendance tonight. Legal Training will be rescheduled.

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.

I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the April 18, 2018, regular meeting of the Littleton Building Board of Appeals. I have also reviewed the video recording for the April 18, 2018 regular meeting of the Littleton Building Board of Appeals and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.



Denise Ciernia, Recording Secretary