

MINUTES

CALISTOGA BUILDING STANDARDS ADVISORY AND APPEALS BOARD

February 23, 2016

1 **A. ROLL CALL**

2 Board Members present: Chair Paul Coates, Vice Chair Tim Wilkes, Kate Coates,
3 Shelby Valentine, Bill Nance. Absent: Beverly More, Jadd Elkeshen (excused). Staff
4 present: Planning & Building Director Lynn Goldberg; Building Official Rick Walters

5 **B. PUBLIC COMMENTS**

6 None.

7 **C. ADOPTION OF MEETING AGENDA**

8 The meeting agenda of February 23, 2016 was accepted as presented.

9 **D. COMMUNICATIONS/CORRESPONDENCE**

10 None.

11 **E. CONSENT CALENDAR**

12 **1. Minutes for the January 22, 2015 Board meeting**

13 The January 22, 2015 minutes were unanimously adopted as presented.

14 **F. NEW BUSINESS**

15 **1. Election of 2016 Board Officers**

16 On a motion by **Vice Chair Wilkes** and seconded by **Board Member Valentine**,
17 Paul Coates was re-elected Chair of the Board (abstention Coates).

18 On a motion by **Chair Coates** and seconded by **Board Member Nance**, Tim
19 Wilkes was re-elected Vice Chair of the Board (abstention Wilkes).

20 **2. Extensions for Compliance with Seismic Retrofit Regulations:** Consider
21 approving time extensions for compliance with unreinforced masonry seismic
22 upgrade plan submittal deadline

23 **Planning & Building Director Lynn Goldberg** reviewed the seismic retrofit
24 regulations that were adopted by the City Council in 2015, based on the Board's
25 recommendations. Staff has actively been implementing the ordinance, including
26 the posting of warning placards on unreinforced buildings, the recordation of
27 notices advising of the unreinforced status for each of the affected properties,
28 and advisories and reminders to the property owners of the ordinance's
29 requirements. The ordinance requires that a building permit application
30 accompanied by a seismic upgrade plan be submitted to the City by the owners
31 of unreinforced masonry buildings by December 1, 2015. To date, one of the
32 seven buildings has been retrofitted and one retrofit is underway. Five property

33 owners did not meet the December 1st deadline and have requested time
34 extensions to comply with the submittal requirement, ranging from two weeks to
35 three and one-half months. The Board is authorized to extend the period for
36 compliance if sufficient evidence supports the finding that extenuating
37 circumstances justify granting an extension. Staff believes that the requested
38 extensions are justified and recommends that the Board grant them.

39 **Chair Coates** noted for the record that no members of the public were present at
40 the meeting.

41 **Vice Chair Wilkes** supports the extensions but would like to require the submittal
42 to the City of an acknowledgement from the consultant for each of the affected
43 property owners that they are under contract to complete the necessary work,
44 along with regular progress reports from the consultants during the extension
45 periods advising of the plans' status and the anticipated submittal date for the
46 building permit. Chair Coates and Board Members Valentine and Coates
47 concurred with this requirement. Ms. Goldberg offered to send the draft letter
48 advising the property owners of these requirements to the board members for
49 their comments prior to mailing it.

50 In response to Board Member questions about the consequences of failures to
51 follow through on plan submittals or retrofit work, Building Official Walters
52 acknowledged that the City may have to require unreinforced buildings to be
53 vacated because they are unsafe.

54 In response to questions from **Board Member Valentine**, Ms. Goldberg
55 explained that none of the affected buildings are listed on the National Historic
56 Register, although several could be eligible. However, the benefits of seeking
57 listing for these buildings are limited.

58 Board members expressed concern about the ability of the affected property
59 owners to undertake the necessary retrofits and there was general
60 acknowledgement that some buildings may have to be vacated and sold to
61 parties who can afford to do them.

62 A motion by **Board Member Valentine** and seconded by **Vice Chair Wilkes** to
63 adopt BSAAB Resolution 2016-1 approving extensions for compliance with
64 Calistoga Municipal Code Chapter 15.46 was approved unanimously (abstention
65 Nance), with an added condition that each of the affected property owners
66 provide the City with an acknowledgement from their consultant that they are
67 under contract to complete the necessary work, along with regular progress
68 reports from the consultants during the extension periods advising of the plans'
69 status and the anticipated submittal date for the building permit.

70 **G. MATTERS INITIATED BY BOARD MEMBERS**

71 None.

72

73 **H. BUILDING OFFICIAL'S REPORT**

74 The Board concurred with Director Goldberg's recommendation that the Board's
75 regular meeting time be moved to 5:30 pm.

76 **I. ADJOURNMENT**

77 The meeting adjourned at 7:08 pm.

Lynn Goldberg, Planning & Building Director

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