

# City of Calistoga

## Staff Report

**TO:** BSAAB Chairman and Members

**FROM:** Clif Castle, Building Official

**CC:** Steve Campbell, Fire Chief  
Ken MacNab, Planning and Building Manager

**DATE:** February 24, 2011

**SUBJECT:** Review and Amend Rules of Procedure

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2 **ISSUES:**

3 Given the current economic climate the Planning and Building Department has  
4 substantially reduced the Building Officials working hours and staff is looking for  
5 opportunities to adjust the project workload to accommodate those hours.  
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7 As per Board request and in an effort to streamline permitting processes staff presents  
8 the following proposal to allow the Building or Fire Code Official to administratively  
9 review and approve unreasonable hardship claims.  
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12 **BACKGROUND:**

13 In 2009 the Building Standards Advisory and Appeals Board adopted the Rules of  
14 Procedure.  
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16 **Section V.2 MEETINGS**, the guidelines currently dictate the *Regular meetings of the*  
17 *Board will be held bimonthly at 5:30 p.m. in the Community Center 1307 Washington,*  
18 *unless otherwise determined by the Board or requested by the Building or Fire Code*  
19 *Official.* Staff is requesting consideration to reduce the frequency of those meetings to  
20 quarterly. Item 2 would be revised to read "Regular meetings of the Board will be held  
21 quarterly at 5:30 p.m. in the Community Center, 1307 Washington, unless otherwise  
22 determined by the Board or requested by the Building or Fire Code Official".  
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24 **Section VII. PRESENTATIONS OR APPEAL HEARINGS.** During the regular meeting  
25 of September 30, 2010, by consensus of the Board it was requested that staff prepare a  
26 policy regarding unreasonable hardship claims to allow staff to administratively review  
27 and approve such requests in the future. Staff proposes to insert the following language  
28 related to unreasonable hardship claim appeals:  
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- 30 1. The Building Official is authorized to review and approve unreasonable hardships  
31 that apply to structures that have been determined to be “historical” in nature and  
32 that contribute to the historic quality and character of the city.  
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- 34 2. The applicant is eligible to challenge a determination of the Building or Fire Code  
35 Official regarding unreasonable hardship claims by submitting an appeal application.  
36 Appeal applications requesting the decision be heard by the Building Standards  
37 Advisory and Appeals Board must be submitted within ten (10) business days of the  
38 decision.  
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- 40 3. Resume original language items 1 through 5.g. starting as item 3.

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42 **RECOMMENDATION:**

- 43 • Approve amended language **Section V.2 MEETINGS** adjusting the meeting  
44 schedule to quarterly.  
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- 46 • Approve insertion of additional language to the Building Standards Advisory and  
47 Appeals Board Rules of Procedures, **Section VII. PRESENTATIONS OR APPEAL**  
48 **HEARINGS** authorizing review and approval of unreasonable hardship claim  
49 appeals by the Building or Fire Code Official; and allow for appeal of that decision to  
50 the BSAAB by the applicant if needed.

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54 **ATTACHMENT:**

- 55 1. Rules of Procedures Proposed revision February 24, 2011