



**TOWN OF MILLIKEN
TOWN BOARD
AGENDA MEMORANDUM**

To: Mayor Tokunaga and Town Trustees From: Jonathan Gesick, Building Official Via: Kent Brown, Town Administrator	Meeting Date: Wednesday, March 25 th , 2015
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Agenda Item #	Action:	Discussion: X	Information:
Agenda Title: Discussion on the revision of Chapter 18 to adopt a Board of Appeals, Clarify the violation and abatement process and define a schedule for expired permits.			
Attachments: (1) Chapter 18 Redline			

PURPOSE

- A. To update the Town of Milliken’s Municipal Code and revise certain sections to create a new Board of Appeals that will be appointed by the Board of Trustees to make decisions on building code related issues.
- B. Revise sections of the Municipal Code to create a foundation for dealing with future violation cases and the Abatement of dangerous buildings.
- C. To adopt a new permit expiration schedule, to clean up the Town’s permit records, avoid violations by keeping track of expired permits and notifying the applicant.

BACKGROUND

- A. The current version of Chapter 18 lays all responsibilities on the Board of Trustees to make decisions on building code issues. It has been recommended by the building official, staff and the International Code Council that the Boards of Appeals be a separate board from the Board of Trustees. The new board would be made up of people in the community that are non-employees of the Town that have experience and training in the adopted building codes. The board will consist of a minimum of 3 and maximum of 5 members with two alternate members. The building official will be an ex officio member and shall have no vote upon any matter.
- B. The current version of Chapter 18 again lays all responsibility on the Boards of Trustees to make decisions on violations and abatement issues. The boards of trustees will be a part of the process in hearing evidence and will have input in the matter of dangerous buildings.
- C. The current version of Chapter 18, Section 18-2-30 (7) is confusing and allows a permit to be extended as long as an inspection is completed within 180 days. The new revision will create an expiration date based on the valuation of the work to be done. An extension to the permit may be requested in writing and justifiable cause demonstrated. The purpose would be to create a more accurate expiration date to avoid unnecessary

violations which as of now is the case. There are 112 expired permits that are known to staff. It is not known if the work has been completed without inspection or not.

BUDGET IMPLICATONS

None.

STAFF RECOMMENDATION

SUGGESTED MOTION