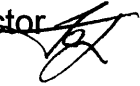


Community Planning and Environmental Services
Building Permits and Inspection Division

MEMORANDUM

DATE: November 30, 1995

TO: Rita Knoll Harris, Boards and Commissions Coordinator

FROM: Felix Lee, Building and Zoning Director 

SUBJECT: Building Review Board 1996 Work Plan

In 1996, staff anticipates the Board will review 15 to 20 license applications that do not precisely meet the qualification criteria specified in the City Code. The Board is empowered to grant variances from such criteria when it determines practical difficulties or an undue hardship would be imposed on the applicant; or, when the Board determines the applicant has specialized training, education, or additional relevant experience.

In their code appellate capacity, the Board is expected to hear one or two appeals from strict application of the building codes or from an interpretation by the Building Official (Building and Zoning Director).

The Board is anticipated to consider disciplinary action against one or two licenses of contractors who have allegedly committed any of specified infractions contained in the contractor regulations.

Given the Board's involvement in and completion of several large code review projects in 1995, a lighter legislative agenda predicted for their 1996 calendar will be an opportunity to work on internal procedures, including developing a written process for license disciplinary hearings, reviewing the Board's authority and mission, reviewing their bylaws, and reviewing a revised contractor license application packet.