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## **Building Department Appeals Board Minutes**

Friday, December 15, 2017 2:00 p.m.  
3<sup>rd</sup> Floor Conference Room, City Hall

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**Commission Members:** Gary Smith, Dan Littlefield, Ryan Wilson  
Richard Doland (Alternate), Steve Clayton (Alternate)

**I. CALL TO ORDER**

The meeting was called to order at approximately 2:02 p.m.

**II. ROLL CALL**

Present: Gary Smith, Ryan Wilson, Richard Doland, Steve Clayton

Absent: Dan Littlefield

Staff Present: Chris Duguay, Building Official; Pat Swedeen, Building Inspector; Brian Hanson, Municipal Attorney; Tori Fleming, Contract Manager

**III. AGENDA CHANGES**

None.

**IV. APPROVAL OF MINUTES**

None.

**V. PERSONS TO BE HEARD/CORRESPONDENCE**

None.

**VI. REPORTS**

None.

**VII. UNFINISHED BUSINESS**

None.

**VIII. NEW BUSINESS**

**A. Policies and Procedures**

A discussion occurred on the ability to review documents from both the appellant and the building department prior to an appeal meeting.

**M-Clayton/S-Smith made a motion to have a written packet prior to the meeting.  
Motion carried unanimously.**

**IX. ADJOURNMENT**

**Agenda items for the next meeting**

None.

**Seeing no objection, the meeting adjourned at 2:50 p.m.**

Attest:  
Tori Fleming, Contract Manager