



CODE SERVICES

a division of the
MANHATTAN FIRE DEPARTMENT

Scott French, Director of Fire Services • Brad Claussen, Building Official

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Housing Appeals Board Minutes

HEARING DATE: July 18, 2018

LOCATION: MFD Lecture Hall

MEMBERS PRESENT: Bill Muir, Mark Bachamp, Allyn Weddle, Eric Neilson

STAFF PRESENT: Rick Berry - Sr. Code/Zoning Officer, Brad Claussen – Assistant Chief, Iris Gilbert – Code Services Officer I

Chairman Muir called the meeting to order at 10:00 AM.

- Members reviewed the minutes from the March 14, 2018 meeting. Allyn Weddle moved and Mark Bachamp seconded the minutes be approved as read. Approved 4-0.
- Rick Berry introduced new staff member Iris Gilbert to the board.
- Assistant Chief Brad Claussen reviewed recent department restructuring and handed out an updated organizational chart.
- Annual Elections of Officers were held:
Mark Bachamp nominated Bill Muir as Chair and the nomination was seconded by Allyn Weddle. No further nominations were made and the vote was 4-0 in favor of Bill Muir as Chair.
Allyn Weddle nominated Mark Bachamp as Vice-Chair and Eric Neilson seconded the nomination. No further nominations were made and the vote was 4-0 in favor of Mark Bachamp as Vice-Chair.
- Assistant Chief Brad Claussen reviewed the proposed timeline for the next code adoption cycle. General discussion occurred.
- Assistant Chief Brad Claussen reviewed the current appeal fee and had a general discussion about the appeal process and scope of appeals. There was a general agreement to look at amending the appeal fee during the next code update cycle.
- Rick Berry mentioned that appeals are scheduled to be heard during the regular meetings on August 8 and September 12, 2018.
- Allyn Weddle moved and Eric Neilson seconded that the meeting be adjourned. Approved 4-0. The meeting was adjourned at 10:45 AM.

Respectfully Submitted,
Rick Berry - Board Secretary

