

**MINUTES**

On June 23, 2021, the Construction Advisory and Appeals Commission met at 4:00 p.m. for a regular meeting in the City Council Chambers on the Third Floor of City Hall.

<b>VOTING MEMBERS</b>	<b>PRESENT</b>	<b>NO. MEETINGS HELD SINCE APPOINTMENT</b>	<b>NO. OF MEETINGS ATTENDED</b>
Jim Banes, Baneco Electric	Yes	6	6
Richard Constancio, Architect	No	6	2
Tom Roller, Coldwell Banker	Yes	6	6
Joel Favela, HVAC Contractor	Yes	6	4
Frank Willburn, Plumbing Contractor	Yes	41	36
George Cumming, Missouri Valley	Yes	6	5
Jeff Bryant, Builder	Yes	18	13
Ryan Huseman	Yes	5	5
Russ Glaze	No	1	0

Also, in attendance were:

Johnny Scholl	Deputy Building Official, City of Amarillo
Courtney White	Attorney I, City of Amarillo
Robert Downing	Building Inspector, City of Amarillo
Jacob Diaz	Fire Marshal, City of Amarillo
Chad Parsons	Assistant Fire Marshal, City of Amarillo
Stephanie Garcia	Administrative Specialist I, City of Amarillo

This meeting of the Construction Advisory and Appeals Commission was called to order by Mr. Frank Willburn, established a quorum at 4:05 p.m.

**ITEM 1: Public Forum**

The Chairman, Mr. Frank Willburn opened the floor for any public comments to speak to any item on the agenda that doesn't have a public hearing. There were no public comments.

**ITEM 2: Minutes**

Approval of Minutes from Regular Meetings held on May 13, 2021. Motion was made by Mr. Bryant, seconded by Mr. Roller and the motion passed with a 7:0 vote.

**ITEM 3: Staff Updates**

Discuss public engagement strategies for continuation of International Code Update Project.

Mr. Willburn begins by asking Mr. Scholl to speak. Mr. Scholl states he wants to start on the 2021 International Codes. Mr. Willburn then asks if anyone has any questions. Mr. Huseman state at the last meeting he had questions regarding time. He now agrees with starting on the 2021 codes. Mr. Favela asks for a vote to make sure everyone agrees. Ms. White states they cannot take a vote as the agenda states it is only a discussion and not a voting item. Mr. Willburn clarifies that there would be a vote later. Mr. Willburn asks Mr. Scholl when he would like the code change to take place. Mr. Scholl state as soon as possible. He states his goal would be January 1, 2022. The commissioners discuss and agree on

having meetings every other week. Mr. Roller asks how many people must be present for a quorum. Ms. Garcia states five. Mr. Roller then asks how many are on the board. Ms. Garcia answers eight. Mr. Willburn asks if 1:00 p.m. works for everyone. Mr. Cumming state the meetings should be from 1:00 p.m. to 4:00 p.m. Mr. Huseman agrees with a three-hour time limit. Mr. Willburn asks what day they should meet. Mr. Banes states Thursday works best because of Condemnation meetings. Mr. Willburn states the commission will meet every other Thursday starting on July 1, 2021. The commissioners state they'd like to start July 8, 2021 instead. Mr. Willburn asks Mr. Scholl if the amendments would be reviewed again and how the process would work. Mr. Scholl states they will be going over the significant changes. He asks the commissioners who would like a set of books and takes their names. The commissioners ask where they will be meeting. Ms. White states they can meet anywhere. Mr. Willburn state they will start with the International Building Code.

**ITEM 4: Adjourn**

The Chairman, Mr. Frank Willburn concluded the meeting. The meeting adjourned at 4:20 p.m. This meeting was recorded, and all comments are on file with the Department of Building Safety.

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Frank Willburn, Chairman

ATTEST:

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Johnny Scholl, Deputy Building Official