



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Minutes

### Building Board of Appeals

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Wednesday, April 19, 2017

6:30 PM

Community Room

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#### Regular Meeting, Election of Officers

##### 1. Roll Call

**Present** 5 - Board Member Dinkel, Board Member Houchen, Chairman Mitchell, Board Member Eaby, and Board Member Hubbard

**Absent** 2 - Board Member Manske, and Board Member Flaherty

##### 2. Approval of Agenda

##### 3. Introduction of New Board Member

*New board member not present, but is Donna Flaherty.*

##### 4. Election of Officers

###### a. Election of Chair

*Nomination of David Mitchell by Member Houchen. No other nominations made.*

**A motion was made by Board Member Randy Houchen, seconded by Board Member Jeff Eaby, that David Mitchell be elected Chair. The motion carried unanimously.**

**Aye:** 5 - Board Member Dinkel, Board Member Houchen, Chairman Mitchell, Board Member Eaby and Board Member Hubbard

**Absent:** 2 - Board Member Manske and Board Member Flaherty

###### b. Election of Chair Pro Tem

*Nomination of Randy Houchen by Member Mitchell for Chair Pro Tem. No other nominations made.*

**A motion was made by Chairman David Mitchell, seconded by Board Member Dustin Hubbard, that Randy Houchen be elected Chair Pro Tem. The motion carried unanimously.**

**Aye:** 5 - Board Member Dinkel, Board Member Houchen, Chairman Mitchell, Board Member Eaby and Board Member Hubbard

**Absent:** 2 - Board Member Manske and Board Member Flaherty

##### 5. Minutes to be Approved

- a. [ID# 17-83](#) Certification of the April 20, 2016 Regular Meeting Minutes

**Attachments:** [BBOA Minutes 042016](#)

A motion was made by Board Member Dinkel, seconded by Board Member Houchen, that the meeting minutes from April 20, 2016. The motion carried by a unanimous vote.

## **6. Public Comment**

None

## **7. Staff Comments**

Anastasia Urban, Development Services Manager, reminded the board about the Authorities, Boards, and Commissions Symposium to be held on April 24 for legal training. Discussion of upcoming study session topics presented by Urban and Chair Mitchell.

## **8. Adjourn**

The public is invited to attend all regular meetings or study sessions of the City Council or any City Board or Commission. Please call 303-795-3780 at least forty-eight (48) hours prior to the meeting if you believe you will need special assistance or any reasonable accommodation in order to be in attendance at or participate in any such meeting. For any additional information concerning City meetings, please call the above referenced number.

I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the April 19, 2017, regular meeting of the Littleton Building Board of Appeals. I have also reviewed the video recording for the April 19, 2017 regular meeting of the Littleton Building Board of Appeals and certify that the video recording is a full, complete, and accurate record of the proceedings and there were no malfunctions in the video or audio functions of the recording.



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Anastasia Urban, Recording Secretary