



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda

### 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**

#### **2. Approval of Agenda**

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

#### **4. Election of Officers**

- a. Election of Chair
- b. Election of Chair Pro Tem

#### **5. Minutes to be Approved**

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

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

#### **6. Public Comment**

#### **7. Staff Comments**

#### **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.



**Staff Communication**

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**File #:** ID# 17-83, **Version:** 1

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Agenda Date: April 19, 2017

Subject:  
Certification of the April 20, 2016 Regular Meeting Minutes

Presented By: Anastasia Urban, Development Services Manager

I hereby certify that the attached Action Minutes are an accurate representation of motions made and action taken at the April 20, 2016 regular meeting of the Littleton Building Board of Appeals. I have also reviewed the video recording for the April 20, 2016 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.

**PROPOSED MOTION:**

I move to approve, based on the recording secretary's certification, the April 20, 2016 action minutes for the April 20, 2016 regular meeting of the Littleton Building Board of Appeals.



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## Meeting Minutes

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#### Election of Officers

##### 1. Roll Call

*Also present: Anastasia Urban, Development Services Manager, and Steven Hinkley, Chief Building Official*

**Present** 7 - Vice Chair Rue, Board Member Dinkel, Board Member Houchen, Board Member Manske, Chairman Mitchell, Board Member Eaby, and Board Member Hubbard

##### 2. Introductions

##### 3. Election of Officers

###### a. Building Board of Appeals Chair

**A motion was made by Board Member Randy Houchen, seconded by Vice Chair Dean Rue, that David Mitchell be nominated and elected as Chair. The motion carried unanimously.**

###### b. Building Board of Appeals Chair Pro Tem

**A motion was made by Chairman David Mitchell, seconded by Board Member Ann Marie Dinkel, that Dean Rue be nominated and elected as Chair Pro Tem. The motion carried unanimously.**

##### 4. Certification of Meeting Minutes

###### a. [ID# 16-74](#) Certification of the November 18, 2015 Meeting Minutes

**Attachments:** [BBoA Minutes Nov 18 2015](#)

**A motion was made that the minutes of the November 18, 2015 meeting be certified with Ann Marie Dinkel's name spelled correctly. The motion carried by a unanimous vote.**

##### 5. Public Comment

None

##### 6. Adjourn

**A motion was made by Board Member Randy Houchen, seconded by Vice Chair Dean Rue, that the meeting be adjourned. The motion carried unanimously.**