

**AN ORDINANCE CREATING THE CITY OF BELLINGHAM BUILDING SERVICES DIVISION ADVISORY BOARD AND ADDING CHAPTER 2.14 TO THE BELLINGHAM MUNICIPAL CODE.**

**WHEREAS**, the Building Services Division of the Fire Department (Division) has significant impact on the development of the City, the safety of its' citizens, and affects the quality of life and cost of living of its citizens; and

**WHEREAS**, the creation of an advisory board with members who are familiar with the practices and standards of design professionals and the construction industries will benefit the City by providing a source of technical expertise and allowing input by those involved with the development of the community; and

**WHEREAS**, the establishment of the Building Services Division Advisory Board will help to build a stronger partnership between the City's Building Services Division and those in the community engaged in the design and construction of buildings and private development projects in accordance with the laws and regulation of the State and City; and

**WHEREAS**, no power shall be vested in this Board other than the power inherent in the articulation of knowledge and experience; and

**WHEREAS**, the Mayor has advised the Council that he will submit nominations to the Board to the Council for confirmation;

**NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:**

A new chapter shall be added to the Bellingham Municipal Code to read as follows:

**2.14 Building Services Division Advisory Board**

**.010 Established**

There is established an advisory board to be known as the Building Services Advisory Board ("Board").

**.020 Membership**

- A.** The Board shall consist of seven members who shall be appointed and removed by the Mayor. Members shall serve without compensation, but may be reimbursed for necessary expenses approved in advance by the Mayor or Fire Chief.

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- B.** The initial term of four in the Board's initial members shall be for two years, and the term of the three other initial members shall be for one year. Subsequent terms of all members shall be for two years. Initial members serving for one year may be reappointed by the Mayor.
- C.** Any vacancy occurring on the Board shall be filled in the same manner as the original appointment, with the replacement serving the remainder of the unexpired term.
- D.** The selection of the members of the Advisory Board shall be at the discretion of the Mayor. Nomination for positions on the Advisory Board shall be made from the following professional/organizations:
1. One member shall be a residential contractor who is a member of the Building Industry Association of Whatcom County,
  2. One member shall be a commercial contractor who is a member of the BIAW, or the Association of General Contractors (AGC),
  3. One member shall be a remodeling contractor who is a member of the Master Remodelers Association of the BIAW,
  4. One member shall be an engineer, architect or building designer who is actively engaged in the profession,
  5. Two members shall be specialty contractors from the mechanical, plumbing, or electrical contracting field who are members of either the Plumbing/Heating/Cooling Contractors Association (PHCC) or the Independent Electrical Contractors Association (IECA), or the National Electrical Contractors Association (NECA),
  6. One member from the public at large.

All contractors shall be actively licensed and engaged in the contracting business. As many of these professions as is feasible should be represented on the Board at all times. If each of these professions is not represented, then the open position shall be filled from one of the other listed professions.

#### **.030 Organization**

- A.** The Board shall annually elect a chairperson and vice-chairperson from among its members. The Board shall adopt its own rules of procedure.
- B.** The Board shall hold at least one regular meeting each quarter. Additional meetings may be held as the Board deems necessary. All meetings of the Board shall be public meetings.
- C.** Written records of meetings and actions of the Board shall be kept. Such records shall

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be public.

**D.** The Building Services Division shall provide appropriate staff support to the Board, as needed for preparing minutes, keeping records, and performing other duties as prescribed by the Division.

**.040 Powers and Duties**

**A.** The Board may review and advise the Mayor and Council regarding the adoption of local code amendments to state mandated and adopted codes.

**B.** The Board may review and advise the Mayor and Council regarding the adoption or modification of permit fees charged by the Division. The Board may review citywide responsibilities and staffing requirements to afford effective, efficient and equitable permit processing, review and issuance and inspection processes.

**C.** The Board may provide technical input and advice on appropriate and necessary capital improvement expenditures for the Division, including industry perspective on technological innovation and customer access in permitting, inspection, and record retention.

**D.** The Board may, upon the request of the Mayor or Council, provide assistance and recommendation to the City Council or the Division on technical matters relating to decisions and recommendations of the City Council which involve City of Bellingham development standards or construction practices.

If such a request is made, the technical matters in question shall be described by the requestor and shall be submitted to the Division, which shall transmit it, together with such additional information as the Division deems appropriate, to the Board not later than three days prior to the public meeting at which the matter will be considered by the Board. The Board shall hold a public meeting to consider the request within fourteen days of the Division's receipt of the request, provided that, except in the case of an emergency, the notice of the meeting shall be sent to the members, participants and anyone else who has requested notice, at least seven days prior to the meeting. The public meeting conducted by the Board shall not be an open record hearing as defined in RCW 36.70B.

The Board may make a recommendation to the City Council or Division regarding some or all of the issues submitted. If the Board makes a recommendation, it shall be submitted to the Division or Council, as appropriate after the public meeting. The Council or Division may adopt, modify or reject such recommendation. If the matter is one that requires a City Council decision, the recommendation of the Board shall be transmitted to the Council along with the recommendation of the Division.

**.050 Effective Dates**

This ordinance shall expire \_\_\_\_\_ unless readopted by the City Council on or before that date.

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PASSED BY COUNCIL this 23RD day of JULY, 2001.

Lisli B Langdon  
Council President

APPROVED BY ME this 26<sup>th</sup> day of July, 2001.

Mark Aguirre  
Mayor

Attest:

Christine Weinberg  
Finance Director

APPROVED AS TO FORM:

Dana Danner  
Office of the City Attorney

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