



**TO:** Hyun Kim, Interim City Manager  
**FROM:** Nicole Emery, City Clerk  
**COPY:** Infrastructure, Planning, and Sustainability Committee Members; Ramiro Chavez  
**PRESENTER:** Nicole Emery, City Clerk  
**SUBJECT:** Consideration and recommendation of applicants to the Board of Building Appeals  
**DATE:** July 23, 2025

**PRESENTATION TYPE:**  
 Committees, Boards and Commissions Interviews

**SUMMARY:**  
 The Infrastructure, Planning, and Sustainability Committee will interview and may recommend up to four applicants to the full City Council for appointment or reappointment to the Board of Building Appeals. Recruitment efforts for the open seats included distributing a news release and posting on the City’s website, and notifying over fifteen organizations. Below is a list of the applicants:

APPLICANT	COUNCIL DISTRICT	ELIGIBLE POSITION
Cobi Clark	Outside City Limits	Position 2 – General Contractor
Nicholas Grassi (seeking reappointment)	Outside City Limits	Position 3 – Fire Dept. Representative
James Collins (seeking reappointment)	Outside City Limits	Position 5 – Structural Engineer
Michael Tagles (seeking reappointment)	2	Position 6 – Mechanical Engineer

**BACKGROUND:**  
 The Board of Building Appeals (Board) is a quasi-judicial board consisting of seven members with training and experience to pass upon matters pertaining to the Building Code, Residential Code, Existing Building Code, Mechanical Code, Fire Code, Plumbing Code, Waterfront Structures and Marina Code, Minimum Building and Structures Code, and/or Energy Code. Duties of the Board include:

- Review and provide recommendation for approval to Council for new editions, amendments, and proposed changes to the City’s Building, Mechanical, Plumbing, Fire, Dangerous Building, Minimum Housing, and Energy Codes.
- Hold hearings and make decisions on appeals of orders, decisions, or determinations made by the Building Official or Fire Chief relative to the application and interpretation of the Building Code, Mechanical Code, Plumbing Code, Fire Code and Energy Code.
- Hear appeals of orders or decisions made by the Hearing Officer for the Dangerous Building Code or Minimum Housing Code.

**ISSUE:**  
 Positions need to be filled on the Board.

**ALTERNATIVES:**  
 The Board will continue to operate without full membership.

**FISCAL IMPACT:**  
 There is no fiscal impact.

**RECOMMENDATION:**  
 Staff requests the Infrastructure, Planning, and Sustainability Committee recommend the appointment or reappointment of up to four applicants to the Board of Building Appeals, which will be forwarded to the full City Council on August 19, 2025.