



SPECIAL CALLED BUILDING CODES COMMITTEE

MONDAY, JUNE 14, 2021 | 6:00 PM

The Committee will meet in the Mauldin City
Hall at 5 East Butler Road in the Upstairs
Conference Room

Please note that members of the public are encouraged to participate remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meetingminutesagendas/> to access the meeting via audio and videoconferencing.

**CITY OF MAULDIN
SPECIAL CALLED BUILDING CODES COMMITTEE
AGENDA JUNE 14, 2021, 6:00 PM
CITY HALL - UPSTAIRS CONFERENCE ROOM
5 E. BUTLER ROAD**

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| 1. <u>Call to Order</u> | Chairwoman Kuzniar |
| 2. <u>New Business</u> | Chairwoman Kuzniar |
| a. Motion to enter into Executive Session for a personnel matter regarding the BDS department as allowed by State Statute Section 30-4-70 (a)(1) [Pages 3-18] | |
| b. Possible action on items discussed in Executive Session | |
| 3. <u>Public Comment</u> | Chairwoman Kuzniar |
| 4. <u>Committee Concerns</u> | Chairwoman Kuzniar |
| 5. <u>Adjournment</u> | Chairwoman Kuzniar |

BUILDING CODES COMMITTEE

AGENDA ITEM

MEETING DATE: June 14, 2021

AGENDA ITEM: 2a

TO: Building Codes Committee

FROM: Business & Development Services Director, David C. Dyrhaug

SUBJECT: Vacancies on Boards and Commissions

Board of Appeals

On the Zoning Board of Appeals, there are **4** open seats for appointment or re-appointment. This includes two seats that remain vacant from last year plus two expiring terms (Joe Sentelle and Michael Corley). Mr. Joe Sentelle has applied for re-appointment. (Mr. Michael Corley has moved out of the City.)

To date, the City Clerk, Ms. Cindy Miller, has received the following applications for the Board of Appeals:

- Joe Sentelle (re-appointment)
- William Parks

Planning Commission

On the Planning Commission, there are **2** open seats for appointment or re-appointment. Both of these seats are for expiring terms (Kaitlyn Woolard and Raj Reddy). Ms. Kaitlyn Woolard has applied for re-appointment.

To date, the City Clerk, Ms. Cindy Miller, has received the following applications for the Planning Commission:

- Kaitlyn Woolard (re-appointment)
- Charles Barefoot

City Appointment Procedures

The next step in the City of Mauldin's policy for appointing citizens to either the Board of Appeals or the Planning Commission is for the Building Codes Committee to interview applicants. After interviewing candidates, the Building Codes Committee may decide, by majority vote, to recommend a specific candidate(s) to the City Council for appointment to the appropriate board or commission.

ATTACHMENTS

City of Mauldin Appointment Procedures Policy

City of Mauldin Policy and Procedure Manual

Title: Appointment to Boards and Commissions

Department: Policy Number 2020-____

Effective Date: December 21, 2020

1.0 PURPOSE STATEMENT

To establish uniform and consistent procedures for appointing membership on the Mauldin Planning Commission and the Mauldin Building & Zoning Board of Appeals. To enhance the qualifications and professionalism of the Planning Commission and the Board of Appeals and select candidates adequately qualified.

2.0 BOARDS AND COMMISSIONS AFFECTED

2.1. Mauldin Planning Commission.

2.2. Mauldin Building & Zoning Board of Appeals.

3.0 PLANNING COMMISSION QUALIFICATIONS

The following qualifications shall be considered in the appointment of members to the Planning Commission.

3.1. At least 18 years of age or older.

3.2. A registered voter.

3.3. Resident of the City for at least 12 months.

3.4. Familiarity with the City's comprehensive plan, other special purpose plans, and other land use and land development policies.

3.5. Familiarity with the City's development and zoning ordinances and regulations.

3.6. The City strongly desires candidates with experience and/or education in the following professional fields: civil engineering, urban design, planning, landscape architecture, natural resource management, land development, demography, and related fields.

3.7. Secondary consideration may be given to candidates with experience in architecture, real estate, building construction, law, geography, and related fields.

3.8. Ability to make recommendations and decisions based upon adopted plans, ordinances, and established policies, and not upon personal values.

- 3.9. Ability to listen to opposing views and exercise objectivity.
- 3.10. Ability to speak and participate in discussions in a public meeting environment.
- 3.11. A member of the Planning Commission may not sit on the Building & Zoning Board of Appeals.

4.0 BUILDING & ZONING BOARD OF APPEALS QUALIFICATIONS

The following qualifications shall be considered in the appointment of members to the Building & Zoning Board of Appeals.

- 4.1. At least 18 years of age or older.
- 4.2. A registered voter.
- 4.3. Resident of the city for at least 12 months.
- 4.4. Familiarity with the legal and quasi-judicial responsibilities of the board of appeals.
- 4.5. Familiarity with the City's development and zoning ordinances and regulations and building codes.
- 4.6. The City strongly desires candidates with experience and/or education in the following professional fields: law, architecture, building construction, planning, real estate, and related fields.
- 4.7. Secondary consideration may be given to candidates with experience in civil engineering, historic preservation, banking, land development, natural resource management, and related fields.
- 4.8. Ability to make decisions based upon adopted laws and ordinances and required findings of fact, and not upon personal values.
- 4.9. Ability to listen to opposing views and exercise objectivity.
- 4.10. Ability to speak and participate in discussions in a public meeting environment.
- 4.11. A member of the Building & Zoning Board of Appeals may not sit on the Planning Commission.

5.0 APPOINTMENT PROCEDURE

The appointment of members to the Planning Commission or the Building & Zoning Board of Appeals shall proceed as follows.

- 5.1. **Advertisement.** Upon the opening of a seat, or the anticipated opening of

a seat, the City Clerk will advertise that the City is accepting applications for appointment to the appropriate board or commission. This advertisement will be listed on the City website and other City social media platforms for a minimum of two weeks. The City Clerk may also consider other appropriate and effective methods of advertisement as necessary.

- 5.2. **Applications.** Interested applicants must submit completed applications to the City Clerk by the deadline advertised, if any. Applications may still be accepted after the deadline, but priority in scheduling interviews and considering candidates will be given to applicants who meet the deadline requirements.
- 5.3. **Applicant Interviews.** Interviewing of the applicants will be conducted by the Building Codes Committee at their next public meeting. Interested City Council members and appropriate City staff, such as the City Administrator, the Director of Business & Development Services, the Human Resources Director, and/or the City Attorney, may attend interviews.
- 5.4. **Recommendation.** After interviewing candidates, the Building Codes Committee may decide, by majority vote, to recommend a specific candidate to the City Council to be appointed to the appropriate board or commission.
- 5.5. **Appointment.** Upon receiving a recommendation for appointment to a board or commission, the City Council will consider and vote on the recommendation provided by the Building Codes Committee. If approved by majority vote of the City Council, that applicant will be appointed to the appropriate board or commission.
- 5.6. **Process Summary.** The following flow chart is provided as summary of the appointment procedure.



6.0 INTERVIEW QUESTIONS

The following interview questions are provided as an example of the types of questions that may be asked during the applicant interview with Building Codes Committee. The Building Codes Committee is not required or obligated to ask these questions in any