



# Building Codes Board of Appeals

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## Minutes

3:00 P.M., THURSDAY, SEPTEMBER 26, 2013

OCONEE COUNTY ADMINISTRATIVE OFFICES, COUNCIL CHAMBERS

**Members Present:** Mr. Steven Smith  
Mr. Matthew Rochester  
Mr. Robert L. Dubose  
Mr. Michael Willimon  
Mr. Harry Tollison

**Staff Present:** Mr. David Stokes, Building Code Official, Director  
Mr. Josh Stephens, Deputy Director

**Media present:** None.

### Item 1. Call to Order

Mr. Stokes called the meeting to order.

### Item 2. Election of Officers

#### *a. Election of Chair*

Mr. Stokes called for nominations for Chair.

Mr. Tollison nominated Mr. Robert L. Dubose. Mr. Willimon seconded the motion. The motion carried unanimously.

#### *b. Election of Vice-Chair*

Mr. Dubose called for nominations for Vice-Chair.

Mr. Willimon nominated Mr. Tollison for Vice-Chair. Mr. Dubose seconded the motion. The motion carried unanimously.

### Item 3. Adoption of Rules and Procedures

The Board was briefed on the Rules and Procedures by Mr. Stokes.

Mr. Dubose motioned to adopt the rules and procedures as presented.

Mr. Willimon seconded the motion. The motion carried unanimously.

Mr. Willimon motioned to amend the Rules and Procedures to accommodate a two week review window allowing staff a maximum of two weeks to review and prepare for a meeting.

Mr Tollison seconded the motion. The motion carried unanimously.

Mr. Stephens discussed items related to ethics procedures including ex parte contact, quorum, etc.

Mr. Dubose suggested that if anyone were to take a site visit, to contact the Chair so that they could have staff accompany Board members on the visit.

**Item 4. Adoption of Appeal Application**

Mr. Stephens laid out the typical appeal procedure timeline.

The Board was briefed on the proposed Appeal Application by Mr. Stokes.

Mr. Dubose motioned to adopt the Appeal Application as presented.

Mr. Tollison seconded the motion. The motion carried unanimously.

**Item 5. Establishment of Monthly Meeting Date (on as needed basis)**

Mr. Stokes proposed having at least one meeting a year. He also mentioned that staff would recommend meeting on the 4<sup>th</sup> Thursday of every month, at 3:00 p.m. when necessary.

**Item 6. Presentation of Orientation Booklet and Related Information**

Discussions were had in general about the orientation booklet and related information.

**Item 5. Old Business**

None.

**Item 6. New Business**

Staff agreed to provide contact information to the Board of all members after the meeting.

**Item 7. Adjourn**

Mr. Willimon moved to adjourn.

Mr. Tollison seconded the motion. The motion carried unanimously.