

CHAPTER 22
“BUILDING CODE REVIEW BOARD”

CREATED: February 28, 2022 (Ordinance 2022-011)

LATEST REVISION: January 9, 2023 (Ordinance 2023-005)

SECTIONS:

22.01 BUILDING CODE REVIEW BOARD

- a) **Creation:** There is hereby created a consolidated Building Code Review Board for the City of DeKalb, referred to hereafter as the “Building Code Review Board”, which Board shall have the function of recommending changes to the City’s then-currently adopted building and mechanical codes, including but not limited to the building code, electrical code, plumbing code, and mechanical code (hereafter “City Building Codes”).
- b) **Membership:** The Building Code Review Board shall consist of five (5) members. Each member shall serve for a two (2) year term and shall be appointed by the Mayor of the City of DeKalb with the advice and consent of the City Council.
1. One member shall be selected as the Chair of the Board by the vote of the remaining members. The Chair shall preside over meetings of the Board and shall exercise the authority of the Chair pursuant to Robert’s Rules of Order and the City Code of Ordinances. The City Manager shall designate a City staff member who shall serve as secretary for the Board and shall take minutes of its meetings.
 2. The Mayor shall strive to appoint members to the Board who possess one or more of the following specializations:
 - i. Licensed Plumber.
 - ii. Licensed Electrician.
 - iii. Licensed Heating, Ventilation, Air Conditioning, Mechanical Device Installer or Designer.
 - iv. Licensed Architect or Structural Engineer.
 - v. Commercial Builder or Remodeler.
 3. All members of the Board shall either reside within the corporate limits of the city of DeKalb or provide their services within the city of DeKalb. All members of the Board shall serve without compensation and may be removed at the discretion of the Mayor.
 4. **Training.** Each member shall be required to complete the Open Meetings Act (OMA) electronic training no later than the 90th day after their appointment (including any reappointment).
 5. **Compensation.** Each member shall serve without compensation.
 6. **Removal.** The Mayor, with a three-fourths (3/4) majority vote of the City Council members then holding office, may remove a member at any Regular City Council meeting.
- c) **Open Meetings:** Meetings of the Board shall be conducted as open meetings of a public body pursuant to applicable law. The Board may establish a regular meeting schedule, subject to modification by the Board from time to time and may schedule such special meetings as shall be required to fulfill its obligations.

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- d) Persons wishing to make public comment during a meeting shall be limited to three (3) minutes.

- e) Advisory Body: The Board shall serve as an advisory body to the City Council and to the Chief Building Official in making recommendations and suggesting policies applicable to the City Building Codes or updates thereto. Any such recommendations shall be adopted by written resolution, and such resolution shall denote the results of the rollcall vote utilized to adopt the same.