

**HOUSING ADVISORY AND APPEALS BOARD**  
**City and County Building**  
**451 South State Street, Room 118**  
**POLICY MEETING**  
November 9, 2016

Chris Atkin, Marlene Jennings, John Morgan and Jim Schwing attended the on-site inspections to:

338 North 300 West  
1722 West 400 North

Justin Neville was excused.

The following members participated at the panel hearings: Chris Atkin, Marlene Jennings, John Morgan and Jim Schwing – Justin Neville was excused.

Staff members: Orion Goff, Building Services Director; Katherine Lewis, Senior City Attorney; Darby Whipple, Civil Enforcement Manager; Scott Mikkelsen, Housing/Zoning Supervisor; Craig Weinheimer, Legal Investigator and Diana Hansen, Secretary

[1:00:01 PM](#) Jim Schwing, Chair, opened the meeting at 1:00 p.m.

[1:00:11 PM](#) **Construction Permit Fee Waiver - Case Number HAZ2016-02853 @ 322 East 300 South**  
City Council District 4

Amberlie Phillips, Chief Development Officer of YWCA Utah, Dave Melrose, Commercial Project Manager for Auric Solar and Al Hanes, who handles all permitting with Salt Lake City were present.

Ms. Phillips stated the YWCA is the emergency shelter for women and children who are victims of domestic violence as well as supportive housing. It is also the home of the children's YMCA program, drop in child care center, after school program and teen program.

Mr. Melrose commented that Auric Solar was very happy to donate this system to the YWCA.

The fee waiver request is for \$4,118.21 for solar installation, to be waived for multiple units (extremely low income housing); anticipated construction to begin October 10, 2016.

John Morgan motioned to approve the fee waiver. Chris Atkin seconded the motion and the motion passed. Chris Atkin and John Morgan voted in favor of the fee waiver. Marlene Jennings voted against the fee waiver.

[1:05:46 PM](#) **Approval of October 12<sup>th</sup> Minutes**

Marlene Jennings motioned to approve the minutes for October 12, 2016. Chris Atkin seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of approval of the minutes.

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Jim Schwing, Chair

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Diana Hansen, Secretary

**HOUSING ADVISORY AND APPEALS BOARD**  
**City and County Building**  
**451 South State Street, Room 118**  
**Appeals Hearing**  
November 9, 2016

Appeals Hearing of the Housing Advisory and Appeals Board, Salt Lake City, Utah was held on Wednesday, November 9, 2016, in Room 118 of the City and County Building.

Board members present: Chris Atkin, Marlene Jennings, John Morgan and Jim Schwing – Justin Neville was excused.

Staff members present: Orion Goff, Katherine Lewis, Darby Whipple, Scott Mikkelsen, Craig Weinheimer and Diana Hansen

[1:06:24 PM](#) Jim Schwing, Chair, opened the meeting at 1:06 p.m.

[1:06:28 PM](#) **Case Number HAZ2016-02527 @ 338 North 300 West**  
City Council District Three

Jaysalee Haupt, Property Manager, was present, representing the property for BMG Rentals.

**Unit #1**

1. The basement bedroom window is insufficient in dimension and net openable area for emergency egress.

Marlene Jennings motioned to deny the appeal for insufficient dimension and net openable area for emergency egress. John Morgan seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted against the appeal.

2. The same window is excessive in sill height.

Marlene Jennings motioned to approve the appeal for excessive sill height. John Morgan seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of the appeal.

3. The clearance in front of the basement bedroom window is insufficient in front of the net openable area for emergency egress.

Marlene Jennings motioned to deny the appeal for insufficient clearance in front of the net openable area for emergency egress of the basement bedroom window. John Morgan seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted against the appeal.

4. The window dimensions for the basement living room and basement bedroom are insufficient for providing natural light and ventilation.

Marlene Jennings motioned to deny the appeal for insufficient dimension of the windows in the basement living room and basement bedroom to provide natural light and ventilation, but the motion failed for lack of a second. John Morgan motioned to approve the appeal. Chris Atkin seconded the motion and the motion passed. Chris Atkin and John Morgan voted in favor of the appeal. Marlene Jennings voted against the appeal.

5. The headroom of the stairway leading to the basement is insufficient in height.

Chris Atkin motioned to approve the appeal for insufficient headroom height of the stairway leading to the basement. Marlene Jennings seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of the appeal.

## Unit #8

1. The basement is all one room and is currently used for sleeping. Both windows are deficient in dimension and net openable area for emergency egress.

Marlene Jennings motioned to deny the appeal for insufficient dimension and net openable area for emergency egress of both windows. Chris Atkin seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted against the appeal.

2. The sill of the same windows are excessive in height.

John Morgan motioned to approve the appeal for excessive sill height provided a permanent step or ladder is installed under one of the windows. Chris Atkin seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of the appeal.

3. Both windows combined in the main room are insufficient in dimension and net openable area to provide natural light and ventilation.

Marlene Jennings motioned to deny the appeal for insufficient window dimension of both windows combined in the main room to provide natural light and ventilation, but the motion failed for lack of a second. John Morgan motioned to approve the appeal. Chris Atkin seconded the motion and the motion passed. Chris Atkin and John Morgan voted in favor of the appeal. Marlene Jennings voted against the appeal.

4. The headroom in the stairway leading to the basement is insufficient in height.

Chris Atkin motioned to approve the appeal for insufficient headroom height of the stairway leading to the basement. John Morgan seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of the appeal.

### 1:29:17 PM Case Number HAZ2016-02658 @ 1722 West 400 North

City Council District Two

1. Multiple bedroom windows are insufficient in size for emergency egress.

John Morgan motioned to approve the appeal for insufficient window dimension and net openable area for emergency egress of the bedrooms where the windows have been replaced by vertical sliders, provided the width of the windows are not less than 17 inches. Marlene Jennings seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted in favor of the appeal.

2. Access for the hot water heater and furnace is through the wall of the bedroom closet.

John Morgan motioned to deny the appeal for insufficient access to the hot water heater and furnace and suggested the owners consider putting in carbon monoxide detectors. Chris Atkin seconded the motion and the motion passed. Chris Atkin, Marlene Jennings and John Morgan voted against the appeal.

### 1:35:45 PM Open Meeting Law Training

A brief training on The Utah Open and Public Meeting Act was presented by Katherine Lewis, Senior Attorney for Salt Lake City Corporation.

### 1:50:55 PM Proposed Changes to Salt Lake City Code 18.97.030: Options for Mitigating Residential Loss

Marlene Jennings submitted a handout for the board concerning the revisions she is proposing to Salt Lake City Code 18.97.030. She then gave clarification on what she was recommending.

Jim Schwing stated he would like time to read the revisions and revisit it at the next scheduled meeting.

**1:55:54 PM Chair and Vice Chair nominations for 2017**

John Morgan motioned to have the nominations postponed until the next scheduled meeting, when Justin Neville could be in attendance. Marlene Jennings seconded the motion and the motion passed.

**1:56:59 PM** The on-site committee for December 14, 2016 will be: Marlene Jennings, John Morgan and Jim Schwing

**1:57:32 PM** As there wasn't any further business to be brought before the Board, John Morgan motioned to adjourn the meeting at 1:57 p.m. Marlene Jennings seconded the motion and the motion passed. Marlene Jennings, John Morgan and Justin Neville voted in favor of adjournment.

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Jim Schwing, Chair

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Diana Hansen, Secretary