

## Chapter 2.21 HOUSING ADVISORY AND APPEALS BOARD

### 2.21.010 Creation and membership.

- A. The city creates a housing advisory and appeals board ("HAAB").
- B. HAAB shall be comprised of ten members, appointed by the mayor, with the advice and consent of the city council from among the qualified electors of the city in a manner providing balanced geographical, professional, neighborhood and community representation.
- C. HAAB shall annually elect a chair and a vice-chair each of whom shall serve for a term not to exceed two years. The chair or vice-chair may not be elected to serve consecutive terms in the same office. The secretary of HAAB shall be designated by the building official.
- D. HAAB members may serve a maximum of two consecutive terms of from one to four years each, to be determined by the mayor. Subject to the processes of Section [2.21.010B](#), or its successor, the mayor shall appoint a new HAAB member to fill any vacancy that might arise. If such appointment is for less than one year, the partial term shall not be included in the determination of any person's eligibility to serve two consecutive full terms.
- E. The expiration of terms shall be staggered with no more than three terms expiring in any one year. Expiration of terms shall be on December 31st. (Ord. 84-96 ? 1 (part), 1996; Ord. 55-95 ? 2 (part), 1995)

### 2.21.020 Powers and authority.

HAAB shall have the power and authority to:

- A. Interpret the provisions of Chapter 18.50;
- B. Hear and decide appeals as specified in Chapter 18.50;
- C. Modify the impact of specific provisions of Chapter 18.50, where strict compliance with the provisions is economically or structurally impracticable and any approved alternative substantially accomplishes the purpose and intent of the requirement deviated from;
- D. Conduct housing impact and landscape hearings pursuant to Chapter [18.64](#);
- E. Recommend new procedures to the building official and new ordinances regarding housing to the city council; and
- F. Conduct abatement hearings pursuant to [Chapter 18.48](#). (Ord. 55-95 ? 2 (part), 1995)

### 2.21.030 Policies and procedures.

HAAB shall adopt policies and procedures for the conduct of its meetings, the processing of

applications, and for any other purposes considered necessary for its proper functioning. (Ord. 55-95 ? 2 (part), 1995)

### **2.21.040 HAAB panels.**

Unless otherwise determined appropriate by the chair, HAAB may exercise any of its responsibilities under Chapter 18.50 in panels of five voting members appointed by the chair. (Ord. 55-95 ? 2 (part), 1995)

### **2.21.050 Record of proceedings.**

The proceedings of each meeting of HAAB and any panel of HAAB and all public hearings shall be recorded on audio equipment. Records of confidential executive sessions shall be kept in compliance with the Government Records Access and Management Act. The audio recording of each meeting shall be kept for a minimum of six months. Upon the written request of any interested person, such audio recording shall be kept for a reasonable period of time beyond the six-month period, as determined by HAAB. Copies of the tapes of such proceedings may be provided, if required, at the expense of the requesting party. HAAB shall keep written minutes of its proceedings and records of all its examinations and official actions. (Ord. 84-96 ? 1 (part), 1996; Ord. 55-95 ? 2 (part), 1995)

### **2.21.060 Quorum and vote.**

- A. No business of the full HAAB shall be conducted at a meeting without at least a quorum of six voting members. No action of a HAAB panel shall be taken without the presence of four of the five members of the panel.
- B. All actions of the full HAAB shall be represented by a vote of the membership. A simple majority of the voting members present at a full HAAB meeting at which a quorum is present, or at least three members of a HAAB panel, shall be required for any action taken.
- C. Any decision by a HAAB panel shall be effective immediately.
- D. A decision of the full HAAB shall become effective upon approval of the minutes. By a two-thirds vote of the members present, HAAB may make any decision effective immediately upon adoption. (Ord. 55-95 ? 2 (part), 1995)

### **2.21.070 Conflicts of interest.**

No member of HAAB shall participate in or be present at the hearing or disposition of any matter in which that member has any conflict of interest prohibited by Chapter 2.44 of this code. HAAB may, by majority vote of the members present, allow a member who would otherwise be required to leave due to a conflict, to be present if required by special or unusual circumstances. (Ord. 55-95 ? 2 (part), 1995)

### **2.21.080 Removal of a member.**

Any member of HAAB may be removed by the mayor for violation of Title [18](#) or any policies and procedures adopted by HAAB following receipt by the mayor of a written complaint filed

against the member. If requested by the member, the mayor shall provide the member with a public hearing conducted by a hearing officer appointed by the mayor. (Ord. 55-95 ? 2, 1995)