



## Meeting Minutes - Draft

### Building Standards Board

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Thursday, April 2, 2026

1:30 PM

3rd Floor Training Room, Development Services

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#### I. Call To Order/Roll Call

Vice Chairman Martinez called the meeting to order at 1:30 pm and a quorum was established to conduct the meeting, with Board Members Pena, Clark, and Ewing absent.

#### II. Public Comment: None.

#### III. Approval of Absences: No absences ( All members present at 1.22.2026 meeting)

#### IV. Approval of Minutes: January 22, 2026

A motion was made by Board Member Hurlburt to approve the minutes as presented by staff. Seconded by Board Member Henderson. The Vote: All Ayes. The motion passed.

#### 1. [26-0497](#) Building Standard Board Meeting Minutes DRAFT 1.22.26

**Attachments:** [1.22.26 BSB MEETING MINUTES-DRAFT](#)

#### V. Discussion and Possible Action: Ordinance to Adopt 2024 International Property Maintenance Code with local amendments.

Tracey Cantu, Assistant Director, presented to the Board the proposed ordinance to adopt the 2024 International Property Maintenance Code with local amendments.

Adoption of the 2024 IPMC is part of DSD's commitment to stay current and consistent with all the 2021 International Codes previously adopted in FY23. Adoption with local amendments will strengthen and clarify existing minimum property maintenance requirements intended to continually ensure the public health, safety, and welfare of our community. The executive summary includes the following:

Chapter 13 Section 21 - Establishes an organization to enforce the property maintenance code; a code official and the building standards board.

Section 103 of the IPMC - Establishes for the enforcement of this IPMC and the codes and standards referenced, which are considered part of the requirements of this code, consists of a Building Standards Board and the office of the Code Compliance Division.

The function of the Code Compliance Division shall be the implementation, administration, and enforcement of the provisions of this code.

Building Standards Board Procedure –

Upon presentation of a complaint by the code official, the board shall hold a hearing upon the complaint... The BSB will render a decision by ordering the repair, vacation, or demolition of any building or structure.

A hearing may be petitioned by a person ordered to take emergency measures and brought before the Building Standards Board for a decision.

An additional purpose of the Building Standards Board is to obtain public comment on the proposed adoption of our amendment to the International Property Maintenance Code.

- The City is currently utilizing the IPMC 2015 edition with local amendments and recommends updating to the 2024 version.
- Over the past three years, Development Services has been reviewing the 2024 IPMC with engaged stakeholder involvement to include the Building Standards Board, Development Task Force, Planning Commission, 21 technical review committee meetings, and over 50 public discussions.
- A total of 95 sections of the 2024 IPMC code have been revised by the ICC or locally amended. Most of the revisions are to improve document formatting and to ensure agreement with existing technical codes.

Vice Chairman Martinez opened for discussion.

Vice Chairman Martinez asked if this was going to change the procedures for the Board. Tracey Cantu said there would be no procedural changes. She did mention the way a complaint can be filed and brought to the board can be submitted by the public for discussion. Since meetings are only bi-monthly it could be possible to have a special meeting be called. Tracey Cantu stated it does not normally happen, but it could.

Vice Chairman Martinez asked if there would any positive points to the amendments and recommendations being made. Tracey Cantu stated that air conditioning is not normally a requirement but now amendments state if you have air conditioning equipment it must be in good working order. Normally Code would not deal with this issue, but revisions have been made for the interpretation of how to deal with ac and ventilation issues.

Board Member Hurlburt made a motion to adopt the 2024 International Property Maintenance Code with local amendments as presented by staff. Board Member Henderson seconded. The Vote: All Aye. Motion passes.

2. [26-0495](#) Draft Ordinance to Adopt 2024 International Property Maintenance Code with local amendments.

**Attachments:** [Draft Ordinance IPMC 2024 Redline BB 3.3.26](#)

**VI. Staff Reports**

Possible mid-year adjustments to the budgets are still ongoing. Tracey Cantu stated to the board that four structures have been demolished by contractors in conjunction with CCPD and Code. The contractors completed the demolitions free of charge to the city. She also stated emergency demo orders have been put on hold. If there is a fire damaged structure, a substandard case will be opened in place and added to the BSB schedule. The department is doing the best it can because of the lack of funding there is.

**VII. Question and Answer Period: None.****VIII. Future Agenda Items: None.****IX. Adjournment**

With no other discussion, Vice Chairman Martinez motioned to adjourn the meeting. Board Member Henderson seconded. The Vote: All Aye. Motion passed and meeting adjourned at 1:58 pm.