



Honorable Mayor and Members of the Hermosa Beach City Council

**VACANCY ON THE BUILDING BOARD OF APPEALS—AUTHORIZE
ADVERTISEMENT AND SCHEDULE APPLICANT INTERVIEWS**

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council:

1. Direct staff to advertise and solicit applications for one vacancy on the Building Board of Appeals for an undefined term, to serve at the pleasure of the City Council; and
2. Schedule applicant interviews to be held prior to the regular City Council meeting on Tuesday, May 27, 2025, with the option to make an appointment at the same meeting.

Executive Summary:

On December 5, 2024, the Community Development Department received the resignation of Building Board of Appeals member David Garrett (**Attachment 1**). To fill the vacancy, Staff seeks Council direction to initiate the recruitment and appointment process for a new board member, for an undefined term at the discretion of the City Council.

Background:

Per Hermosa Beach Municipal Code Chapter 15.04.020, the Building Board of Appeals is established to hear and decide appeals of decisions, orders, or interpretations made by the Building Official regarding the application and interpretation of the City's adopted Building Codes.

The Board of Appeals consists of five members who must be qualified by training and experience in building construction and may not be City employees. Members are appointed by the City Council and serve at its pleasure for undefined terms. The board adopts its own rules of procedure, issues written findings on appeals, and meets on an as-needed basis—typically on Mondays at 7:00 p.m. in the Council Chambers. The Community Development Department provides staff support.

Discussion:

In accordance with established procedures, staff recommends initiating the application process to fill one vacancy on the Building Board of Appeals. If authorized, the City Clerk will:

- Prepare a public notice to be physically posted and published in the *Easy Reader* on Thursday, April 17, 2025;
- Set the application deadline for Thursday, May 15, 2025, at 6:00 p.m.; and
- Schedule applicant presentations and interviews during a special meeting prior to or during the regular meeting on Tuesday, May 27, 2025.

Environmental Review:

The advertisement and scheduling of applicant interviews is not a “project” subject CEQA” because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, § 15378(a).) In the alternative, it falls within the “common sense” exemption set forth in State CEQA Guidelines section 15061(b)(3), which exempts activity from CEQA where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.”

General Plan Consistency:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.1 Open meetings.** Maintain the community’s trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.
- **1.4: Consensus oriented.** Strive to utilize a consensus-oriented decision-making process.
- **1.7 Diversity of representation.** Strive to reflect a comprehensive cross-section of the community in appointments to Commission and Advisory Committees.

Goal 2. The community is active and engaged in decision-making process.

Policies

- **2.3 Public participation guidelines.** Establish parameters and guidelines to ensure public participation is promoted through diverse methods.
- **2.6 Responsive to community needs.** Continue to be responsive to community inquiries, providing public information and recording feedback from community interactions

Fiscal Impact:

The estimated cost for the *Easy Reader* advertisement is \$200. Sufficient funds are available in the City Clerk’s FY 2024–2025 department budget.

Attachment:

Resignation Letter from David Garrett

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Guillermo Hobelman, Building Official

Concur: Alexis Oropeza, Planning Manager

Noted for Fiscal Impact: Brandon Walker, Administrative Services Director

Legal Review: Patrick Donegan, City Attorney

Reviewed by: Angela Crespi, Deputy City Manager

Approved: Suja Lowenthal, City Manager