



Honorable Mayor and Members of the Hermosa Beach City Council

ONE APPOINTMENT TO THE BUILDING BOARD OF APPEALS

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council appoint one member to the Building Board of Appeals to fill the remainder of an undefined term.

Executive Summary:

At its April 8, 2025 meeting, the City Council directed the City Clerk to immediately advertise and request applications from interested parties to fill one vacancy on the Building Board of Appeals and return to its May 27, 2025 meeting with applications with the option to make an appointment on the same date. Staff received one application from Scott Hayes (**Attachment 1**) on Thursday, May 15, 2025. Staff recommends City Council review the application and appoint Mr. Hayes to fill the vacancy on the Building Board of Appeals.

Background:

In accordance with Hermosa Beach Municipal Code Chapter 15.04.020, the Building Board of Appeals determines the suitability of alternate materials and methods of construction and provides reasonable interpretations of the Building Code. The Board of Appeals consists of five members, who are qualified by experience and training to pass on matters pertaining to building construction, and who are not employees of the City.

The Board of Appeals shall be appointed by the City Council and shall hold office at its pleasure for undefined terms. The board adopts rules and procedures for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official.

The Board is staffed by the Community Development Department and meets on an as-needed basis in the Council Chambers at 7:00 p.m. on Mondays.

Past Council Actions

Meeting Date	Description	Votes
April 8, 2025	City Council directed the City Clerk to advertise the vacancy through May 15 and report back on May 27 with the submitted applications.	All Ayes (5-0) (Francois, Saemann, Detoy, Jackson, Keegan)

Discussion:

The filing deadline to submit an application was Thursday, May 15, 2025, at 6:00 p.m. Staff received from Scott Hayes on Tuesday, May 15, 2025 (**Attachment 1**). Staff recommends City Council review the application and appoint Mr. Hayes to the Building Board of Appeals, based on his qualifications and as sole applicant to fill the vacancy.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

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.
- **1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.
- **1.3 Priority-based budgeting.** Utilize priority-based budgeting to ensure funding allocations are consistent with the priorities set by the community and City Council.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Attachment:

Scott Hayes Application

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Guillermo Hobelman, Building & Code Enforcement Official

Legal Review: Todd Leishman, Interim City Attorney

Reviewed by: Leo Zalyan, Interim Deputy City Manager

Approved: Joe SanClemente, Interim City Manager / Public Works Director

