



**Code Appeals Board**

**City of Meadville  
Pennsylvania**

## **CODE APPEALS BOARD**

**Feb. 29, 2024**

**2 P.M.**

**MEADVILLE CITY BUILDING  
COUNCIL CHAMBERS**

### **Minutes**

Members present were Ashley Porter, Robert Frost and Brian MacMurray.

Also present were Gary Johnson, the city's building code official; Lisa Willow, the stenographer; and Keith Gushard, a reporter with the Meadville Tribune.

The meeting was called to order at 2 p.m.

1. Public Comment. There was no public comment.
2. Approve minutes of Dec. 15 Learning Center hearing. Frost moved to approve the minutes as written. MacMurray seconded, and all present voted in favor.
3. Approve minutes of Dec. 15 appeal discussion meeting. Frost moved to approve the minutes as written. MacMurray seconded, and all present voted in favor.
4. Discussion/Action – Procedure for handling appeals.
5. Discussion/Action – Rules of the Board

The Board combined discussion of Items 4 and 5.

Frost asked for clarification on the rental inspection process. Johnson explained the registration and inspection process as outlined in the ordinance. Registration of the bulk of properties has been completed and this information will be provided to Building Inspection



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Underwriters, the third-party company which will be performing the inspections. The inspection report and order to rectify violations would be handed to the property owner or representative at the conclusion of the inspection. The owner would then make a decision on whether to appeal.

MacMurray asked that the application for an appeal be amended to require submittal of the order as well as photographs, if available, so that the Board clearly knows what was ordered and what is being offered as compensatory measures to make a well-informed ruling.

Porter requested some changes to the rules of the board regarding the referenced code sections in the preamble, as well as clarifying application timing under Sections 2.2 and 3.4. He also asked if the Board must permit a delay as requested by an applicant should not all three members of the Board be present, as noted in Section 3.9.

Johnson indicated he would add the items requested by MacMurray and Porter to the respective documents, but the question as to delay is a legal one that should be referred to a solicitor, once named.

The Board also confirmed that the meetings and hearings of the Board would be on the second Wednesday of each month at 3 p.m. as needed.

6. Discussion/Action – Select Board Solicitor. The Board discussed the proposed list of solicitor candidates provided by Johnson, and agreed to ask Jeff Millin, Joe Ferguson or Gary Alizeo for their interest and availability.
7. Adjourn. With no further business, the meeting was adjourned at approximately 3 p.m.