



Board of Appeals Agenda

**Grimes Board of Appeals
August 21, 2025 @ 5:00 PM
Grimes Community Center, 410 SE Main Street**

Public Comment: If you would like to address the Board of Appeals during the Public Comment portion of the meeting, please sign up upon entrance to the meeting. Participants must be recognized by the presiding officer and must state their full name and address before addressing the Board of Appeals. The presiding officer will recognize you for 3 minutes of comment, and your microphone will be turned on. Pursuant to §21.4(2) of the Code of Iowa (2019), the City has the right to amend this agenda up until 24 hours before the posted meeting time. For any additional assistance or questions in attending the meeting, please call 515-986-3036. Meetings will be recorded.

GENERAL AGENDA ITEMS

1. Roll Call
2. Approval of Agenda

PUBLIC AGENDA ITEMS

1. Introduction to Board of Appeals
2. Appointment of Chairperson
3. Appointment of Vice Chairperson
4. Updating to the 2024 International Codes Discussion
5. Adjournment

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business –point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board’s ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

3-6 Board of Appeals

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3-6-1 Board Created:

A Board of Appeals is created to accomplish the following purpose:

1. To hear an appeal filed by any property owner adversely affected by a decision, order or determination of the Development Services Director, Building Administrator, Code Enforcement Officer, Fire Chief, Fire Marshal or other Building or Fire Department Representative, relative to the application of Building Codes, Fire Codes, City Ordinances, and any City adopted International Building Code, International Residential Code, International Existing Building Code or International Property Maintenance Code with regard to property maintenance, fire or building code compliance.
2. To formulate and report to the appropriate governing body from time to time recommendations for action by them upon such amendments to the City Ordinances relating to City Building Codes as the public welfare, health and safety may require.

3-6-2 Organization:

The Board of Appeals shall consist of not less than five (5) members who are qualified by experience and training to act on matters pertaining to building construction, property maintenance, hazards of fire or hazardous conditions and who are not employees of the City. Members shall be appointed by the Mayor and approved by City Council for five-year terms. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. Matters relating to the powers and duties of the Appeals Board shall be as provided by any applicable state statutory provisions and the terms of this chapter.

1. Chairperson. The duties of the Chairperson shall be:
 - A. To preside over all meetings of the Board.
 - B. To call special meetings.
 - C. To represent or designate a representative of the Board at public affairs.
 - D. To act as the liaison between the Board and the Council.
2. Vice Chairperson. The duties of the Vice Chairperson shall be:
 - A. To act as the Acting Chairperson in the event that the office of the Chairperson is vacated due to illness, resignation, absence or other cause.
 - B. To perform other duties as assigned at the request of the Chairperson.
3. Secretary. The duties of the Secretary shall be:
 - A. To review and maintain a permanent record of and sign the proceedings of all Appeals Board meetings.
 - B. To be responsible for forwarding copies of all proceedings to the office of the City Clerk.
 - C. To notify Appeals Board members and others entitled to be informed of any special meetings.

D. Perform other duties as assigned at the request of the Chairperson.

The Appeals Board shall be appointed by the Mayor and approved by the Grimes City Council, and shall serve staggered and overlapping terms.

An Appeals Board member shall not vote on an appeal in which that member has a personal, professional or financial interest.

3-6-3 Election of Officers:

1. The officers of the Appeals Board will be a Chairperson, Vice Chairperson and Secretary.
2. The Chairperson, Vice Chairperson and the Secretary will be elected by the Appeals Board at the first meeting in January, nomination having been made from the floor. A majority vote of those present shall constitute an election, providing a quorum is present.
3. Tenure of Office. The tenure of an officer shall be for a period of one (1) year. An officer may be elected for a succeeding year but not more than three (3) years.

3-6-4 Powers and Duties:

Hearing appeals based on claims that the true intent of the City Building Code, City Ordinances or any City adopted International Building Code, International Existing Building Code, International Fire Code, International Residential Code or International Property Maintenance Code have been incorrectly interpreted or that the provisions of those codes or ordinances do not apply to a specified circumstance on appeal.

The Board shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this chapter. Meetings shall be held at the call of the Chairperson, or Acting Chairperson in the absence of a Chairperson, and at such other times as the Board may determine. The Chairperson, or in the Chairperson's absence the Acting Chairperson, may administer oaths. All meetings shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep a record of any appeal hearing and the Appeals Board's written decision on any appeal, all of which shall be of public record and be immediately filed in the office of the City Clerk.

3-6-5 Procedures:

Any person directly affected by a decision, notice or order of the Development Services Director, Building Official, Fire Chief, Fire Marshal, Code Enforcement Officer, or other Building or Fire Department Representative issued under this code shall have the right to appeal to the Board of Appeals, provided that a written application for appeal is filed within ten (10) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of the building code or ordinance has been incorrectly interpreted, the provisions of the building code or ordinance provisions in question do not apply, or the requirements of the building code or ordinance are adequately satisfied by other means. When an appeal is filed with the Board, the appellant shall pay a fee to the Clerk to be credited to the General Fund of the City in accordance to the City fee schedule as adopted by resolution by City Council from time to time.

The Development Service Director shall forthwith transmit to the Appeals Board all papers constituting the record upon which the action appealed from was taken. The Appeals Board shall fix a reasonable time for the hearing on the appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in person, by designee or attorney.

3-6-6 Open Hearing:

Hearings before the Appeals Board shall be open to the public. The appellant, the appellant's representative, the Development Services Director, Building Administrator, Fire Chief, Fire Marshal and/or the Building or Fire Department Official's designee, witnesses of the parties and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of a minimum of three-fifths of the Board membership.

3-6-7 Board Decision:

The Appeals Board shall modify or reverse the decision of the Development Services Director, Building Administrator, Fire Chief, Fire Marshal, Code Enforcement Officer or other Building Department Representative only by a concurring vote of a majority of the total number of appointed Board members. The Development Services Director or Fire Chief shall take immediate action in accordance with the decision of the Board.

3-6-8 Records and Copies:

The decision of the Board shall be recorded with the City Clerk. Copies shall be sent to the Appellant and to the Development Services Director.

3-6-9 Court Review:

The Appellant shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision with the City Clerk.

3-6-10 Stays of Enforcement:

Appeals to the Appeals Board of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is decided by the Appeals Board.

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2025 Building Code Adoption Time Frame

Task	Current Status Significant Changes to the IRC has been analyzed with a summary of the changes	Future Status Complete Review of IBC,IPMC, IFGC, and IEBC	Board of Appeals Hold first Board of Appeals meeting. Discuss the purpose of the board, meeting rules of order, elect board chair/ vice chair, and up coming code changes	Future Status Complete changes to Encode and work with Fire Marshal on Fire Code Changes	Board of Appeals Present to the Board of Appeals the proposed changes.	City Council Set Public Hearing	Board of Appeals Board makes recommendation to City Council on proposed changes	City Council 1st Reading	City Council 2nd Reading	City Council 3rd Reading
Date	7/3/2025	7/31/2025	8/21/2025	8/31/2025	9/18/2025	9/23/2025	10/16/2025	10/28/2025	11/25/2025	12/9/2025
Height	1	-1	1	-1	-1	1	1	-1	1	-1
Data Label	03 Jul	31 Jul	21 Aug	31 Aug	18 Sep	23 Sep	16 Oct	28 Oct	25 Nov	09 Dec

