



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Draft BUILDING CODE, FIRE CODE, CONVEYANCE CODE AND LICENSING APPEALS BOARD

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Tuesday, June 17, 2025

1:00 PM

Virtual  
(Madison Municipal Building)  
Suite 013

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The City of Madison is holding the Building Board of Appeals meeting virtually

1. Written Comments: You can send comments on agenda items to [buildingboard@cityofmadison.com](mailto:buildingboard@cityofmadison.com)

2. Register for Public Comment:

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you will need to join the virtual meeting.

3. Watch the Meeting: If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/watchmeetings>.

4. Listen by Phone:

(877) 853-5257 (Toll Free)

Webinar ID: 813 4199 6727

James I. Glueck, Chair, called the meeting to order at 1:04 PM.

Staff Present: Kyle Bunnaw, Ethan Burrus, Matt Hamilton

**Present:** 5 - James I. Glueck; Sean B. Size; Darrel D. Feucht; Louis J. Olson and George C. Hank III

**Excused:** 2 - Gail A. Rutkowski and Richard A. Riphon

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF MINUTES**

A motion was made by George C. Hank III to approve the previous meeting's minutes, seconded by Darrel D. Feucht. The motion passed on a unanimous vote.

## PUBLIC COMMENT

1. [62199](#) Building Board of Appeals Public Comment Period

There were no public comments.

## DISCLOSURES AND RECUSALS

George C Hank III recused himself from item 3, variance for 2219 Monroe St.  
Louis J. Olson recused himself from item 2, variance for 5510 Element Way.

## PETITION FOR VARIANCE, AREA EXCEPTIONS OR APPEALS

2. [88720](#) 5510 Element Way  
BLDVAR-2025-08672  
The property owner is seeking a variance from 2015 IBC 1011.5.4.1 for exterior steps with non-uniform risers at the grade level. Alder District 19.  
  
**A motion was made by George C. Hank III to approve the variance with the amendment that an additional rail be added to the staircase, seconded by Sean B. Size. The motion passed on a unanimous vote.**
3. [88721](#) 2219 Monroe St  
BLDVAR-2025-08669  
The property owner is seeking a variance from 2015 IBC 903.2.3 requiring a sprinkler system for group E occupancies. The applicant is seeking a variance to exempt the area over the existing swimming pool from requiring a sprinkler system. Alder District 13.  
  
**A motion was made by Louis J. Olson to approve the variance with the fire department's recommended stipulation, seconded by Darrel D. Feucht. the motion passed on a unanimous vote.**
4. [88722](#) 1128 Erin St  
BLDVAR-2025-08659  
The property owner is seeking a variance from 2015 IBC 1011.5.2 requiring a minimum tread depth of 11 inches. Alder District 13.  
  
**A motion was made by George C Hank III to refer this item to a future meeting of the Building Board of Appeals, seconded by Louis J. Olson. The motion passed on a unanimous vote.**

## NEW BUSINESS

5. [08598](#) Communications and Announcements

Kyle Bunnow announced a new board member will be put before a council vote, approval is expected. Kyle Bunnow also announced the future composition of the board is being considered, whether it would be better to remain a 9 person board or become a 7 person board.

**ADJOURNMENT**

A motion was made by George C. Hank III to adjourn, seconded by Darrel D. Feucht. the motion passed on a unanimous vote.