



# City of Madison

City of Madison  
Madison, WI 53703  
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?*

---

Tuesday, June 18, 2024

1:00 PM

Virtual

---

### CALL TO ORDER / ROLL CALL

James I. Glueck, Chair, called the meeting to order 1:00 PM.

Staff Present: Kyle Bunnow, Cary Olson, Ethan Burrus, Matt Hamilton, Charlie Romines, Jose Maria Donoso

Present: 6 - James I. Glueck; Gail A. Rutkowski; Sean B. Size; Darrel D. Feucht; Louis J. Olson and George C. Hank III

Excused: 1 - Richard A. Riphon

### APPROVAL OF MINUTES

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

### PUBLIC COMMENT

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

There was no public comment.

### DISCLOSURES AND RECUSALS

There were neither disclosures nor recusals.

### PETITION FOR VARIANCE, AREA EXCEPTIONS OR APPEALS

2. [83957](#) 4216 St Clair St  
BLDVAR-2024-09168  
The applicant is seeking a variance from SPS 321.04(2)(d) requiring stairways shall be provided with a minimum headroom clearance of 76 inches measured vertically from a line parallel to the nosing of the treads to the ceiling, soffit or any overhead obstruction directly above that line. alder District 11

A motion was made by George C. Hank III to approve the variance as stated; seconded by Louis J. Olson. The motion passed on a unanimous voice vote.

3. [83958](#) 1821 Jenifer St  
BLDVAR-2024-09709  
The applicant is seeking a variance from 321.06 All habitable rooms, kitchens, hallways, bathrooms, and corridors shall have a ceiling height of at least 7 feet. The existing finished second floor is being remodeled to include an expanded use with the installation of a bathroom. The existing space has a previously approved variance for the stairway to the second floor. Alder District 06.

**A motion was made by George C. Hank III to approve the variance as stated; seconded by Gail A. Rutkowski. The motion passed on a unanimous voice vote.**

### NEW BUSINESS

4. [83589](#) Amending Section 29.22 related to The Building Code of the Madison General Ordinances to adopt by reference Wisconsin Administrative Code § SPS 327.

**A motion was made by Louis J. Olson to recommend approval for adoption to the Common Council; seconded by George C. Hank III. The motion passed on a unanimous voice vote.**

5. [83601](#) Amending Section 27.05 of the Madison General Ordinances to create registration and enforcement systems for Native Tall Grass Lawn Areas and refine other lawn maintenance provisions within the Section.

**A motion was made by Gail A. Rutkowski to recommend approval for adoption to the Common Council; seconded by Darrel D. Feucht. The motion passed on a unanimous voice vote.**

6. [83632](#) Amending Section 10.18 and 1.08(3)(a), and creating Section 27.05(2)(dd) of the Madison General Ordinances to update the City's large item collection and electronic waste recycling ordinances, and to update the bond schedule accordingly.

**A motion was made by George C. Hank III to recommend approval for adoption to the Common Council; seconded by Darrel D. Feucht. The motion passed on a unanimous voice vote with Louis J. Olson abstaining.**

7. [83634](#) Approving the Large Item Collection and Electronic Waste Recycling Policy.

**A motion was made by George C. Hank III to recommend approval for adoption to the Common Council; seconded by Sean B. Size The motion passed on a unanimous voice vote.**

8. [83959](#) Building Board of Appeals Meeting Discussion: Virtual, Hybrid, vs. In-person

**Board discussion about future BBA meetings resulted in the preference for virtual meetings, hybrid, and in-person in that order. Kyle Bunnow and Jim Glueck would make the determination for either hybrid or in-person meetings on a case-by-case basis when that specific need arises.**

9. [08598](#) Communications and Announcements

There were no communications or announcements.

#### ADJOURNMENT

George C. Hank III made a motion to adjourn; seconded by Gail A. Rutkowski.  
The motion passed on a unanimous vote. Adjourned at 2:43 PM