

# Memorandum

**REPORT TO:** City Commission

**FROM:** Alex Newby, Deputy City Clerk  
Mike Maas, City Clerk  
Ben Abbey, Chief Building Official

**SUBJECT:** Appointments to the Building Board of Appeals

**MEETING DATE:** March 11, 2025

**AGENDA ITEM TYPE:** Citizen Advisory Board/Commission

**RECOMMENDATION:** **Consider the Motion:** *I move to appoint two members to the Building Board of Appeals to terms ending December 31, 2026 or December 31, 2027.*

-AND-

*I move to appoint \_\_\_\_\_ as Vice-Chair of the Building Board of Appeals.*

-AND-

*I move to adjust the term of \_\_\_\_\_, who was appointed at the January 14th, 2025 Commission meeting, to a term ending December 31st, 2027.*

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:** The Building Board of Appeals has two positions available due to vacancy. **Two terms will end December 31, 2026 and three terms will end December 31, 2027. The five at-large positions are Mayoral appointments.**

The City Clerks' Office posted the notice of positions online and ran a legal ads in the Bozeman Daily Chronicle. Seven applications were received.

The role of Vice-chair will also need to be appointed.

One of the appointees who was appointed to the Board at the January 14th, 2025 Commission meeting to a term ending December 31, 2026 will need their term adjusted to end December 31, 2027.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As determined by Commission.

**FISCAL EFFECTS:** None.

Attachments:

[05-09-23 - CAB Applications - Eugene Graf.pdf](#)

[05-03-24 - CAB Applications - Jon Zemans.pdf](#)

[11-20-24 - CAB Applications - Thomas Kujawa.pdf](#)

[01-07-25 - CAB Applications - Andrew Arena.pdf](#)

Report compiled on: January 8, 2025