

**TOWN OF WINDHAM, CONNECTICUT
AN ORDINANCE ESTABLISHING THE MEMBERSHIP COMPOSITION OF THE
BUILDING CODE BOARD OF APPEALS**

WHEREAS, Article VII, Section VII-10(5) of the Charter of the Town of Windham and Section 29-266(a) of the Connecticut General Statutes require the Town to establish a Building Code Board of Appeals; and

WHEREAS, Section 113.2 of the 2022 Connecticut State Building Code mandates that the Building Code Board of Appeals shall consist of five (5) members, one (1) of whom shall be appointed from the general public and four (4) of whom shall have a minimum of five (5) years of experience in building design, building construction, or supervision of building construction;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WINDHAM:

Section 1. Establishment

There is hereby established the **Windham Building Code Board of Appeals**, in accordance with the requirements of the Town Charter, the Connecticut General Statutes, and the Connecticut State Building Code.

Section 2. Membership Composition

The Board shall be composed of five (5) members, as follows:

- One (1) member appointed from the general public; and
- Four (4) members each having a minimum of five (5) years of experience in building design, building construction, or supervision of building construction.
- Board members need not be residents of Windham, Connecticut.

Section 3. Chairperson

Pursuant to Section 113.2.2 of the Connecticut State Building Code, the members of the Board shall, on an annual basis, select from among themselves one (1) member to serve as **Chairperson**.

Section 4. Responsibilities

B. Powers and Duties

The Building Board of Appeals shall have all powers and responsibilities conferred upon such boards by the Connecticut General Statutes and the State Building Code, including but not limited to:

1. Hearing and deciding appeals by any person aggrieved by a decision, order, requirement, or refusal made by the Building Official concerning the enforcement or interpretation of the State Building Code, including matters related to construction methods or materials and written orders issued pursuant to Connecticut General Statutes § 29-261(c), in accordance with the procedures set forth in § 29-266.

C. Further Appeals

A person aggrieved by a decision of the Building Board of Appeals may appeal to the Codes and Standards Committee within the time and in the manner provided by law. A person aggrieved by a decision of the Codes and Standards Committee may further appeal to the Superior Court as provided in § 29-266(d) of the Connecticut General Statutes.

D. Rules of Procedure

The Board shall adopt such reasonable rules of procedure as may be necessary to carry out its responsibilities, consistent with the requirements of state law and the State Building Code.

Section 5. Effective Date

This ordinance shall take effect ten (10) days after publication in accordance with Section IX-5 of the Town Charter.

Adopted by the Town Council of the Town of Windham, Connecticut, on the 17 day of June, 2025.

Introduced By: Michael Desaulniers

Date: June 17, 2025

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