

ANNUAL REPORT OF THE NEW CASTLE COUNTY BOARD OF LICENSE,  
INSPECTION AND REVIEW FOR 2017

To: The Hon. Matthew Meyer, County Executive, New Castle County  
The Hon. Karen Hartley-Nagle, Council President, New Castle  
County  
Members, New Castle County Council

From: Toren Williams, Chairperson for the Board of License, Inspection and Review

Dated: April 4, 2018

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\*\*\*\*\* RELEVANT ORDINANCE from the *New Castle County Code*:

Sec. 2.04.001. Annual reports.

All New Castle County Boards, Committees, and Commissions shall be required to submit an annual report to the County Executive and County Council no later than April 1st of each year. The report shall outline the board, committee, or commission's mission, accomplishments of the year, any challenges to the performance of its functions and suggestions for changes for that specific board, commission, or committee.

Sec. 2.04.002. Annual by-law review

All New Castle County Boards, Committees, and Commissions shall annually review and if necessary update its by-laws.

MISSION OF THE BOARD OF LICENSE INSPECTION AND REVIEW:

The Board of License, Inspection and Review (the “Board” or “LIRB”) is an independent board, created by State law, *to wit*, 9 *Del.C.* §1315. The Board is comprised of five [5] members, who serve terms of four [4] years, except for the Chairperson, who serves at the pleasure of the County Executive. The members are appointed by the County Executive, with advice and consent of the County Council. Preference shall be given to appointing members who are qualified as professionals and are members of recognized trade association in the fields of construction engineering, architecture, plumbing, sanitary engineering and the home building and construction industry. The Board holds public hearings whenever an applicant files an appeal of a decision made by a Building Code Official, or more often as need dictates.

ACCOMPLISHMENTS:

From November 6th 2017 through April 1st 2018, the Board has not held any hearings, but did convene to be sworn in. The Board's first public hearing is scheduled for April 25, 2018. The chart below provides dates and activities that have taken place during through April 1, 2018.

Date	Subject Matter
11/6/17	The board was sworn in by Maria Sacco. The board was formally introduced to each other and given basic training.
1/24/18	The Vice-Chair and the Chair attended a Board of Adjustment hearing to get a feel for how it's conducted to better prepare for future LIRB hearings.

ADDITIONAL INFORMATION:

The Board's Rules of Procedure and a sample LIRB application can be located on the Department of Land Use website at the following address:  
<http://www2.nccde.org/landuse/LicenseInspectionReviewBoard/default.aspx>

For any additional information, please contact the Board's counsel, Adam Singer, New Castle County Office of Law, at (302) 395-5139.