

**BUILDING BOARD OF APPEALS MEETING**  
**March 5, 2002; 7:00 AM**  
**City of Mesa Building Safety Division**  
**Development Engineering Conference Room – 2<sup>nd</sup> Floor**  
**55 N. Center Street**  
**Mesa, Arizona 85201**

**Attendees:** "A" denotes in attendance.

	<b>Team Member</b>	<b>Phone:</b>	<b>Fax:</b>
<b>A</b>	James Adair	480-641-1116	480-315-8931
<b>A</b>	Scott Grainger	480-833-2100	480-833-2941
<b>A</b>	Andy Jakubowski	602-778-4425	602-778-4444
<b>A</b>	Bob Johnson	480-964-5627	
<b>A</b>	Eric Latto	480-644-5794	480-644-4900
<b>A</b>	Crystal Pearl	480-644-4919	480-644-4900

**The next meeting is scheduled for Tuesday, April 9, 2002 at 7:30 AM**

**MEETING MINUTES**

<b>Item No:</b>	<b>Discussion Item:</b>	<b>Board Member(s):</b>	<b>Remarks:</b>
<b>03.05.01</b>	<p style="text-align: center;"><b>Introductions</b></p> <ul style="list-style-type: none"> <li>Board members were welcomed and introduced to each other and staff members.</li> </ul>	<b>All</b>	
<b>03.05.02</b>	<p style="text-align: center;"><b>Approval of February 8, 2002 Minutes</b></p> <ul style="list-style-type: none"> <li>Scott Grainger moved to approve the February 8, 2002 meeting minutes. Andy Jakubowski seconded the motion. Minutes were unanimously approved as written.</li> </ul>	<b>All</b>	
<b>03.05.03</b>	<p style="text-align: center;"><b>Previous Issues</b></p> <ul style="list-style-type: none"> <li>The Board agreed to meet at 7:30AM, the second Tuesday of every month. If a Board member is unable to attend a meeting, they will notify staff at least seven (7) days prior to the meeting date.</li> <li>Part of the Board's mission will be case approvals and amendments.</li> <li>Each Board member was given a code of conduct book.</li> <li>Mission overview: review cases prior to adoption, including amendments; review alternate means and methods for all codes; educate the community about what the Board does; render "recommendations"; inform public about opportunity to use the Board and what its function is; facilitate communication between the private and public sector. The Board will prepare a brochure for the Board, post decisions on the website and make them known at the Public Advisory Workshops.</li> <li>Vision overview: innovative means and methods have an opportunity to flourish and encourage new businesses to come to the city; spin creativity in land development for the city; maximize services offered; partner with public and private sectors.</li> <li>Application process steps: <ul style="list-style-type: none"> <li>--determine that AM&amp;M offered is an alternative to the case (building official); notify Board of 'iffy' cases</li> <li>--refer case to the Board (BSD); applicant requests to be heard</li> <li>--complete application and submit to BSD, including the fee</li> <li>--BSD submits request to the Board (with 7-day notice); schedule per monthly meeting docket; schedule for emergency meeting (7-day</li> </ul> </li> </ul>	<b>All</b>	

	<p>notice); seven day notice to Board to review credibility of request  --case is heard; hear applicant; hear BSD; vote; render recommendation  --recommendation is made; applicant is notified of recommendation in writing; city attorney approves and recommendation goes to City Council  --council report is prepared; council approves or rejects  --AM&amp;M accepted and integrated into project; forward to BSD; forward to applicant; finding incorporated on title sheet  --Board files all pertinent paperwork</p> <ul style="list-style-type: none"> <li>• Steps for next meeting:  --review application packet  --does Building Board of Appeals fall under open meeting laws?; working sessions vs. hearings; advertise hearing  --public awareness; schedule into April Development Forum; website</li> </ul>		
<b>03.05.04</b>	<p style="text-align: center;"><b>Adjournment</b></p> <p>Andy Jakubowski moved to adjourn. Bob Johnson seconded the motion. Meeting adjourned at 9:00AM.</p>	<b>All</b>	