

DEVELOPMENT ADVISORY FORUM
April 12th, 2006 - 7:30 to 9:00 AM
Meeting Minutes

Item #	Discussion Item:
4.12.06.I	<p><u>Welcome:</u> Terry Williams</p> <p>Terry welcomed the group to the quarterly meeting. He advised the group that a survey would be forthcoming (end of 2006), which would query the development community on the effectiveness of the City's Development Advisory Forum including frequency and developers' input. He also introduced Michelle Zeig, new Building Safety Division Management Assistant I. Michelle will support the Division's Permit Services and Technology areas.</p>
4.12.06.II	<p><u>Storm & Dust Presentation:</u> Greg Edwards</p> <p>Greg Edwards, City of Mesa - Environmental Programs gave a presentation on stormwater and dust control. The presentation highlighted permit requirements, processes, and useful resources. The permit requirements for projects one acre or more include a notice of intent certificate, a storm water pollution prevention plan (SWPPP), and a notice of termination. The City of Mesa and the County inspect development sites due to their propensity to produce PM-10 (particulate matter – ten microns). Maricopa County does not current meet federal PM-10 standards, and potential consequences could be reduced federal transportation funding. City of Mesa, Environmental Programs performs inspections and provides training and/or presentation to interested organizations; their hotline is (480) 644-3599. Some common problems are unprotected catch basins, insufficient water to prevent PM-10, and track out.</p> <p>Questions/Comments: Does the "track out" apply to both public and private streets? Yes. Track out begins once the debris enters the street not across the development property.</p>
4.12.06.III	<p><u>2006 Code Analysis Update:</u> Steve Hether</p> <p>Building Safety Division staff has initiated a review of the International Code Council (ICC) family of codes (except the International Fire Code – IFC). A handout was provided, which delineates timelines and the process components. At the end of the review, staff will recommend to City Council whether or not the City should adopt the new, 2006 Code. This review will be easier than the analysis conducted in 2004, which was complicated by the simultaneous review of the ICC Codes and the National Fire Protection Agency (NFPA) 5000, and the comparison between the Uniform Building Code (UBC) and the ICC Codes. Another reason for the simplicity is the analysis only requires the staff to review the changes from 2003 to 2006, and to review the City local amendments for necessity and applicability. Lastly, development community representatives were encouraged to volunteer and participate; those unable to participate may send ideas or suggestions to Steve Hether via email at Steve.Hether@cityofmesa.org.</p> <p>Questions/Comments: Will the analysis allow the City of Mesa to weed out code oddities like the mop sink and drinking fountain requirements in small business occupancies? Yes. The 2006 Code includes many of these changes, but if not, staff will definitely review and amend code requirements that do not meet the City's and the development community's needs.</p> <p>Another consideration should be the elimination of the hi/lo drinking fountain requirement in small business occupancies.</p>

<p>4.12.06.IV</p>	<p><u>Sidewalk Design Standard Change: Mitch Foy</u></p> <p>Mitch Foy, City of Mesa – Transit, gave a presentation on the sidewalk design change. Effective March 1, 2006, the City of Mesa, Engineering Division changed the sidewalk design requirement for arterial and collector streets from five (5) feet to six (6) feet. This change mimics other valley cities, and is an attempt to recapture the pedestrian environment.</p> <p>Questions/Comments: Does the change alter right-of-way requirements or easements? No. It reduces the landscaping requirement.</p> <p>Does the new detail change the driveway approach? No.</p> <p>Does the new detail promote “meandering” sidewalks? No, actually the City prefers linear sidewalks, which are more pedestrian friendly.</p>
<p>4.12.06.V</p>	<p><u>Fire Prevention Fee Update: Bob Horn</u></p> <p>Bob provided a preliminary update on the Fire Prevention fees, which are being discussed to mitigate budgetary issues and to attempt cost recovery for Fire Prevention services. Fire Prevention staff will be meeting with the City Manager to discuss options such as, a fee for Fire Safety annual inspections, fees for re-inspections, and an operational permit. The fees are nominal in nature, and should not adversely affect local business operations. Hazardous occupancies and institutional permits may carry a larger fee under the proposal.</p>
<p>4.12.06.VI</p>	<p><u>Fire Lane Detail Revision: Bob Horn</u></p> <p>The Fire Prevention Division is proposing a change to the Fire Lane Signage, a handout was provided. Historically, the City has had problems with application and enforcement due to signage problems. The proposal would remove signs as a requirement, and utilize red curb painting instead.</p> <p>Questions/Comments: If approved, what is the timeline? If and when approved, the change would be effective in thirty days.</p> <p>Will the change be retroactive? No. Existing projects would be “grandfathered in”, and changed when signs were replaced or when the site was improved or remodeled.</p> <p>Will there be a requirement to mark “begin Fire zone” and “end fire zone”? No, this is not a requirement that has been in place for quite some time.</p> <p>Will this also apply to Fire Lanes during construction? The Fire Prevention Division is drafting a detail for this use, but it is not completed.</p> <p><u>Other Fire Prevention Information</u> AutoCAD drawing submissions: the Fire Prevention Division is introducing an ordinance at the 4/17/06 City Council meeting, which will require commercial projects to submit electronic drawings for Fire Department (FD) use. This requirement will allow the FD to utilize the electronic drawings to update their building files. If the drawings are not submitted electronically, there is a digitizing fee of \$200/page. The public hearing is scheduled for 5/1/06, and if approved, the changes would be effective 45 days later.</p>

<p>4.12.06.VII</p>	<p><u>Planning Division Miscellaneous: John Wesley</u></p> <p>1. Zoning Code Update The Planning Division has initiated the process of updating the Zoning Code. Interested firms were interviewed, and the Division will recommend selection of one shortly. Each one of the firms included a citizen participation process in its proposal, which was an element the Division sought.</p> <p>Questions/Comments: Is the City and this update looking to move towards a more urban or rural look? The City and the Planning Division believe a little of both, flexibility will be applied to ensure both options are considered when applicable.</p> <p>What is the timeframe required for the code update? Twelve-eighteen months is the standard, and the Division is hopeful that it can be accomplish in eighteen.</p> <p>2. Condo Conversions Residential and commercial condo conversion has been simplified. The Planned Area development (PAD) overlay requirement has been removed.</p> <p>3. Site Plan Review The proposed ordinance amendment to allow site plans approved by the Planning and Zoning Board to no longer require City Council approvals is on hold at the Council level. We will advise the development community when it's reconsidered on the Council agenda.</p> <p>4. Process Review The Planning Division continues to evaluate its processes for any way to improve. The Division has initiated the process of conducting internal and external focus groups. This is a Development Services Department effort that involves the entire land development process. The Division has been quite successful at meeting its turnaround times, of the 209 applications received, 192 have been on time. The few misses have normally been returned to the applicant one day after promised.</p> <p>Questions and Comments: Is there a way for the applicants to get all of the information from the Impact Study, some applicants are not getting the "stills" with the final Impact Fee study, which causes delays. John Wesley will look into this.</p> <p>Pre-submittals appointments for PPRT are taking four to five weeks, is there a way to reduce this? This is dependent upon the number of applications.</p> <p><u>Other Planning Division Information</u> Freeway landmark signs resolution will be discussed at the 4/17/06 City Council meeting.</p>
<p>4.12.06.VIII</p>	<p><u>Screening of Applications: Laura Hyneman</u></p> <p>Laura discussed the screening of applications for pre-submittals, planning & zoning board, and design-review board. Historically, the Planning Division screened applications after they were accepted and when information was missing, staff would call applicants to request information. More detailed checklists have been developed to assist applicants as they prepare submissions. The checklists are evaluated on a regular basis for relevant information.</p> <p>Questions and Comments: Has anything been improved to troubleshoot solid waste problems? After receiving approval through the public boards, applicants are experiencing difficulty in plan review with solid waste requirements. Applicants delivering the Development Impact Summary Sheet to plan reviewers are being challenged. Laura will attempt to verify the disconnect.</p>

	<p>The Building Safety and the Planning Divisions are adding Tidemark's, Planning Modular to the computer system, which should enhance coordination of preliminary development information.</p> <p>Applicants are hand carrying Planning & Zoning and Design Review Boards' approvals to Building Safety and Planning, and the Screeners are not accepting these approvals. Civil and Planning are the two Screeners making these decisions.</p>
4.12.06.IX	<p><u>Open Discussion:</u></p> <p>A request was made to post the most current ICC construction cost table on the City's website for use.</p> <p>Utilizing the revised fee schedule is not as easy as anticipated. One example of a single project producing four separate permits did not allow the customer the necessity of pre-calculating his fees prior to arriving at the counter.</p> <p>One customer lauded the reduction of the expedited fees from 100% down to 50%, "it was a nice surprise".</p>
The next Development Advisory Forum is scheduled for July 12th, 2006.	