

**BUILDING BOARD OF APPEALS**  
**Community Room – Mesa Fire Station 1**  
**360 East First Street**  
**October 19, 2005**

	<b>Board Member:</b>		<b>Board Member:</b>
<b>A</b>	Jeff Decker	<b>A</b>	Bill Benedict
<b>A</b>	Tom Hedges	<b>A</b>	Jennifer Sandstrom
<b>A</b>	Frank Jimenez	<b>A</b>	Sat Guru Singh Khalsa
<b>A</b>	Mike Williams	<b>A</b>	Steve Hether
<b>A</b>	Steve Sheldon		

“A” denotes in attendance

**MEETING MINUTES**

<b>Item No.</b>	<b>Discussion Item</b>
1	<p><b>Welcome</b></p> <p>The Building Board of Appeals meeting was called to order at 4:05 p.m., Wednesday, October 19, 2005, in the Community Room of the Mesa Fire Station by Tom Hedges, Board Chair. A quorum was present. City staff and guests present included:</p> <p><b>City of Mesa Staff Present:</b>            Steve Heather – Deputy Building Safety Director            Bob Horn, Deputy Fire Chief            Robin O'Donnell – Administrative Support Assistant II</p> <p><b>Public:</b>            None</p> <p>Minutes from the September 7, 2005 Building Board of Appeals were approved with one change noted. On second page, bullet point #10, changed from IBC to IRC.</p>
2	<p><b>Appeal of determination by Building Safety Director and Fire Marshall</b>            4348 N. Pinnacle Ridge Circle            BLD2004-05905</p> <p>Mr. Shope withdrew his appeal this morning. The appeal has been struck from the agenda. A letter will be sent to Mr. Shope, signed by Steve Hether and Tom Hedges, acknowledging receipt of Mr. Shope's withdrawal and dropping of appeal.</p>

Item No.	Discussion Item
3	<p><b>Clarification and Review of:</b></p> <ul style="list-style-type: none"> <li>• <b>By-laws regarding voting, abstentions, etc.</b></li> <li>• <b>Open Meeting Laws</b></li> <li>• <b>Procedure regarding notification to applicant of hearing and decision</b></li> </ul> <ul style="list-style-type: none"> <li>• Julie Kriegh, Assistant City Attorney II, was unable to attend the meeting. Open Meeting Laws will be discussed at the next meeting so the Board is made aware of the laws and no violations occur.</li> <li>• Copies of drafts of standardized letters, Building Board of Appeals Procedures and By-Laws were distributed to the Board. The Board reviewed the documents.</li> <li>• Tom Hedges questioned numbers 3 and 4 in By-Laws, which state letters are to be sent regular mail. The Procedures state certified mail. Steve Hether will check with Julie Kriegh regarding this item.</li> <li>• Regarding the draft Building Board of Appeal Hearing letter, Tom Hedges questioned whether the Board Chair or only the Secretary should sign the letter. It was determined the Board Chair does not need to sign and the signature line will be removed from the letter.</li> <li>• It was requested by Tom Hedges that a line for sending Board members pertinent information 10 days prior to the meeting should be added to the Checklist for Appeals.</li> <li>• The Procedures document should be amended to say "Building Safety Director and/or Fire Marshall" in the first and second paragraphs.</li> <li>• Steve Sheldon questioned the meaning of #5 in the Procedures document. Tom Hedges explained the meaning. Bob Horn questioned if a time restraint should be added to this paragraph as to when the applicant needs to submit the argument in writing. Tom Hedges agreed that new material should be received by the Board 10 days prior to the next meeting. Steve Hether will follow up with Julie Kriegh on this matter.</li> <li>• Tom Hedges questioned section E (Decisions) of the By-Laws which state the Board shall render it's decision in writing within sixty (60) days of the final hearing. Should this be changed to 30 days? Verbiage should perhaps be changed under section IV (Motions for Reconsideration) from "next regularly scheduled meeting" to "next regularly scheduled meeting after notification".</li> <li>• Board Chair Tom Hedges motioned to have Steve Hether take these suggested changes back to Julie Kriegh and get clarification and bring back a new draft to the next meeting. Board Member Frank Jiminez seconded the motion.</li> </ul>
4	<p><b>Simplified Schedule of Fees and Charges</b></p> <p>Modifications and changes and being made to the Simplified Fee Schedule. When we have new information, it will be brought to the Board.</p>
5	<p><b>Administrative Items</b></p> <ul style="list-style-type: none"> <li>• There were no items for discussion</li> <li>• Chair Tom Hedges adjourned the meeting at 4:45 p.m.</li> </ul>