

BUILDING BOARD OF APPEALS MEETING
February 8, 2002; 2:00 PM
City of Mesa Building Safety Division
Development Engineering Conference Room – 2nd Floor
55 N. Center Street
Mesa, Arizona 85201

Attendees: "A" denotes in attendance.

	Team Member	Phone:	Fax:
A	James Adair	480-641-1116	480-315-8931
A	Scott Grainger	480-833-2100	480-833-2941
A	Andy Jakubowski	602-778-4425	602-778-4444
	Bob Johnson	480-964-5627	
A	Jackie Johnson	480-644-3188	480-644-4900
	Crystal Pearl	480-644-4567	480-644-2416

The next meeting is scheduled for Tuesday, March 5, 2002 at 7:00 AM

MEETING MINUTES

Item No:	Discussion Item:	Board Member(s):	Remarks:
02.08.01	<p style="text-align: center;">Introductions</p> <ul style="list-style-type: none"> An information packet was distributed to all board members, which contained a document about how the Building Board of Appeals operates in the City of San Francisco, a roster with the names, addresses, phone numbers and term dates of board members. Discussed the purpose of the meeting was to allow board members to meet each other and to allow them to establish an application process, meeting process and meeting dates. The board expressed the need to establish regularly scheduled meetings and make the information public, as well as to educate the public on the hearing process. 	All	
02.08.02	<p style="text-align: center;">Mission/Vision of the Board</p> <ul style="list-style-type: none"> In discussing the need for a mission and vision for the board, members felt it was important to establish a process first, which should be based on the City's intent of how the board should function, prior to establishing a mission and vision. The board decided to discuss this issue when all members are present. This item will be discussed at the next board meeting. 	All	
02.08.03	<p style="text-align: center;">Meeting Times</p> <ul style="list-style-type: none"> The board agreed to meet every 2nd Tuesday morning of the month at 7:00 a.m. The next Building Board of Appeals meeting will be held on Tuesday, March 5, 2002 due to Scott Grainger's travel arrangements. The board also agreed to meet every other month when hearings aren't scheduled. In cases of urgent hearing matters, the board will meet within one week of receiving notification that an appeal has been filed and a hearing must be held prior to the regularly scheduled meetings. 	All	

02.08.04	<p style="text-align: center;">Hearing Process</p> <ul style="list-style-type: none"> The board agreed that Hearing Minutes are to be distributed via e-mail no more than 3 days after the hearing date. The board raised questions about how to notify a complainant of the hearing decision. Discussed the feasibility of reconvening to render a decision or whether a written decision should be provided. A question was also raised as to whether or not decisions have to be reviewed by the City Council. This issue will be discussed further at the next meeting. 	All	
02.08.05	<p style="text-align: center;">Application Process</p> <ul style="list-style-type: none"> The board agreed to discuss the application process at the March 5th meeting after they've had an opportunity to review the information from the City of San Francisco provided in the board packet. 	All	
02.08.06	<p style="text-align: center;">Types of Cases to be Reviewed</p> <ul style="list-style-type: none"> A previous legal opinion indicated that only interpretation based cases can be heard by the Building Board of Appeals and that code requirements cannot be changed by the board. The board members disagreed with this premise and stated there is a clause in the Alternate Means and Method Section of the code, which allows the board to interpret the intent of the code. The board members agreed that the Building Code is only a guideline and outlines the minimum requirements. The interpretation is subjective. Board members felt the types of cases to be heard will be determined based on the premise of the board's mission. The board would also like input from Crystal Pearl, City of Mesa Building Safety Director and Certified Building Official, as to the cases they should hear as a governing body. Some discussion took place about hearing cases dealing with Building and Fire Code issues. This topic will also be discussed at the March 5th meeting. 	All	
02.08.07	<p style="text-align: center;">Miscellaneous</p> <ul style="list-style-type: none"> There were no miscellaneous items brought forth by the board. 	All	
02.08.08	<p style="text-align: center;">Next Steps</p> <ul style="list-style-type: none"> The board will review the materials distributed today about the City of San Francisco Building Board of Appeals in preparation for the next meeting. The next meeting will be held at City of Mesa, Building Safety Division, 55 N. Center, 2nd Floor Conference Room. Refreshments will be provided. 	All	

Note: If there are corrections or amendments needed to these minutes, please notify Jackie Johnson within three days of receipt. If no notification, they will stand as they are presently compiled.