

COCHISE COUNTY BUILDING CODE ADVISORY AND APPEALS BOARD
DRAFT - MINUTES
Tuesday, August 15, 2017
ANNUAL MEETING at 3:00 p.m.

The annual meeting of the Cochise County Building Code Advisory and Appeals Board was called to order at 3:05 p.m. by Chair Mike Rutherford at the Cochise County Complex, 1415 Melody Lane, Building E; Bisbee, Arizona in the Planning & Zoning Large Conference Room. Chairman Mike Rutherford called for the roll, and the following members indicated their presence: Phillip Isaacson, Ray Klumb, and Ed Shiver. Members absent from the meeting were Jim Olander, Mike Hemesath and Kim Mulhern. Staff members present included Michael Izzo, Paul Esparza, and Randy McCoy. Board Chair Michael Rutherford advised with four members in attendance a quorum was present.

Mr. Rutherford called for review and approval of the minutes from the previous meeting. Mr. Rutherford advised to change minutes to reflect having only one item 4 and change the following item numbers to sequential order. Mr. Klumb moved to approve the minutes with the suggested changes, and Mr. Isaacson seconded. The motion was passed unanimously.

NEW BUSINESS

Item 1-Election of Officers

Mr. Rutherford asked for a current list of members. The Chair position currently held by Mr. Rutherford is up for re-election. Mr. Rutherford asked if anyone would be interested in replacing him as chair. They all declined and Mr. Klumb made a motion to retain Mr. Rutherford as Chair. The motion was seconded by Mr. Isaacson and passed unanimously.

Item 2 –Swear in Ed Shriver, Reappoint Two Existing Members, and Consider Replacement of Mike Hemesath

Chair Mike Rutherford asked if there was an oath of office. Mr. Izzo advised there was not. Mr. Rutherford asked if there was a secretary to keep minutes. Mr. Izzo said staff should not be on as a member due to conflict of interest. Mr. Rutherford felt a member should not be secretary. Mr. Rutherford also noted the Vice Chair position needed to be filled. Mr. Isaacson nominated Mr. Klumb. No other nominations were brought forward so Mr. Isaacson made a motion to appoint Mr. Klumb as Vice Chair. Mr. Shiver seconded the motion and it passed unanimously.

Mr. Rutherford swore in Mr. Shiver and explained the open meeting laws. Mr. Rutherford had copies of the open meeting laws and bylaws provided to Mr. Shriver. While going over the bylaws it was brought up, in regards to previous discussion of secretary that the secretary position is to be held by the current Building Official. Mr. Izzo was then named secretary by the Chair, Mr. Rutherford, to keep in line with the bylaws.

The two members to be reappointed for 3 years were Ray Klumb and Jim Olander. Mr. Isaacson made a motion to reappoint them, Mr. Shiver seconded and the motion passed unanimously. Discussion was then brought up for a replacement for Mr. Hemesath. After

discussing requirements for the position, it was decided it needs to be an engineer preferably in the county but not on staff with the county. The preferences were not mandatory and it was decided to discuss amending the bylaws at the next meeting to include specific requirements. Deliberations took place on any candidates for the open position. It was decided to be shelved until a recommendation for candidacy could be brought forward.

Item 3 –Update Fee Schedule

Mr. Rutherford asked Mr. Izzo about the update on where the county was with the fee schedule since it has been two years since first proposed. Mr. Izzo replied there was a work session with the BOS on 7/25/17 and there is a follow-up work session scheduled on 8/22/17. Mr. Izzo explained the BOS asked for several options for the proposed fees. Discussion ensued as to whether a small increase would be better than none or rather have it all at once instead of raising the fees every year. Mr. Klumb made a motion to recommend to the BOS to update to \$91.50 per sq ft. and a plan review rate of 65%. Mr. Shiver seconded and the motion passed unanimously.

Item 4 –Update on Opt Out

Mr. Izzo had a work session with the BOS in May. The BOS advised Mr. Izzo to come up with options for not getting rid of the OPT OUT completely and to bring it back in September. The BCAAB was in agreement that they would like to see it be done away with completely. There was also discussion on the ISO audits that had been done. Mr. Izzo had brought the Opt Out issue before the Planning Commission. They are willing to back the recommendation from the BCAAB. Mr. Isaacson made a motion to get rid of the OPT OUT in its entirety. Mr. Klumb seconded it.

Discussion ensued that it has been three or four years that this keeps being brought up. Mr. Izzo has been directed to keep bringing before the BOS by the BCAAB until they get rid of the Opt Out. The motion passed unanimously.

Item 5 – Update On Commercial Permit Process

Mr. Esparza discussed the need to meet state statues on time limitation requirements. Also was discussed administrative review and substantial review. It was advised that the process has been revised to ask only the questions we need to get the process going. Mr. Isaacson discussed a major project that took about 2yrs and how the permit process changed several times during that time. He made mention that once the final submittal took place it was a fluid process. The question was raised if there should be a difference between what is needed for a current business doing an addition, a change of use, and a brand new business. Mr. Izzo advised we can

only do so much without feedback from the contractors doing the work. No action was needed this was just an update.

Item 6/7 –Electronic Plan Review/ Remote Inspections

Mr. Izzo discussed the benefits to using electronic plan review and remote inspections and how they work hand in hand. Mr. Izzo advised remote inspections cannot be done without electronic plan review however electronic plan reviews can be performed without remote inspections. The problem was raised as to how to get feedback from contractors without investing in the needed equipment as there are no funds set aside in the budget at this time for the needed equipment. Mr. Izzo also expressed an interest on feedback regarding what uses drones could be used for in addition to tower inspections and roof inspections.

Item 8 –County Handouts

Mr. Izzo gave several handouts for different types of projects and discussed ways to get them to be used more to encourage better plans being submitted by the public. Also discussed were roof mounted projects such as solar panels and HVAC systems. Mr. Izzo asked for feedback on the handouts. Tiny homes were brought up in regards to the flier handed out on them. Since the state does not regulate tiny homes. Mr. Izzo asked for feedback on regulations the county has in place regarding tiny homes. Suggestions were given regarding the hand out topics.

Last Comments-

Mr. Rutherford stated the term for the Engineer position of the BCAAB should be up in 2019 to keep the balance of when terms are up. The terms are offset to allow some each year instead of them being all up for reappointment at once.

Call To Building Official-

Everything was already discussed in the meeting topics

Call To Public-

No public in attendance to bring forth any issues.

Adjournment-

Mr. Rutherford called for adjournment at 4:34pm