

**Building Advisory Board
Yuma City Hall, Conference Room #190
ONE CITY PLAZA, YUMA, ARIZONA
August 5, 2015, 3:00 p.m.**

CALL TO ORDER

Chairman Campbell called meeting to order at 3:02 p.m.

ROLL CALL

Building Advisory members present: Campbell, DeWald, Bowling, Griffin, Collins, Adler

Building Advisory members absent: DeNise, Anthony, Harrington

City Staff: Randall Crist/Building Official; Alan Kircher/Deputy Building Official; Bill Mitchell/Building Inspection Field Supervisor; Kayla Holiman/Fire Marshal; Janice Hornick/Administrative Assistant

MINUTES REVIEW AND APPROVAL:

Move (Bowling/Collins) To approve minutes from March 11, 2015. 6-0 Motion Carried

DISCUSSION: STANDARD OPERATING GUIDELINES FOR IDENTIFYING VACANT OR ABANDONED PROPERTY

Fire Marshal Holiman provided proposed guidelines for placarding vacant or abandoned properties which pose a significant hazard to fire department personnel. The purpose would be to have a visual symbol of the danger posted on the structure. The fire department would supply the placards and post them to the structures with hazards at the front and each entrance.

The Building Official clarified with the Fire Marshall that they had the authority to placard these structures. Fire Marshal Holiman stated that there was an amendment written into the City Ordinance granting the authority having jurisdiction to placard the properties.

Board Chairman Campbell asked the Fire Marshal if she wanted feedback from the Board. She did as well as any questions or concerns they might have. She also wanted the Board to vote on whether or not they approve the guidelines she put together for placarding vacant or abandoned buildings for hazards.

Move (Griffin/Bowling) To recommend using the presented guidelines for placarding vacant or abandoned buildings. 6-0 Motion Carried

ADDITIONAL ITEMS FOR POSSIBLE DISCUSSION:

The Building Official updated the Board on the recent code adoptions saying it went well and the Council voted unanimously to adopt the new codes. They will send a mass email to contractors in the area which will include the amendments as well as a highlight of the major changes.

The City has a new Intergovernmental Agreement (IGA) with the State to conduct inspections for manufactured homes and factory built buildings which the City Council approved. They've had an agreement since 1998 which is renewed every 5 years. The City conducts inspections for the State using the State's rules and the fees are collected by the City. This allows for a timely inspection whereas if the State conducted the inspections, they would likely be scheduled three to four weeks out since they only have two inspectors for the entire State.

The Building Official presented a brief overview of permits issued year to date. He also talked about deferred submittals and how they continue to be a problem. Prior to submittals for deferred items being received by the City, installations are happening and inspections are being requested. This creates a lot of tension in the field when they have to stop a job due to the proper documents not being submitted prior to this happening. He asked that the Board help spread the word to people that they have contact with, that the required paperwork for deferred submittals must be received prior to installation and inspections of those items. Board Member DeWald said that was the fault of the construction manager. The Building Official agreed but said that it still creates a lot of tension in the field when they have to stop a project and they'd rather not have to do that.

Staff Member Kircher talked about the Citizens Access Portal (CAP) and informed the Board that it was up and running. Clients are now able to look at permit activity within the City and apply for permits online. A PDF file may now be uploaded into the file instead of paper copies. The fees can be paid online; the City can review and approve the plans as well as apply the approval stamp online. Once approved, the customer may print copies of the approved plans.

Fire Marshal Holiman said she would like to put an item on agenda for the next meeting to discuss a program called the Compliance Engine. It is a 3rd party website that would help drive compliance for sprinkler systems, hood systems, fire alarms.

The next meeting was set for Wednesday, January 13, 2016 at 3:00 p.m.

ADJOURNMENT

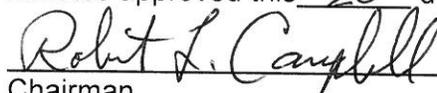
Motion (Adler/Griffin) To adjourn. Meeting adjourned at 4:08 p.m. Motion Carried 6-0

Respectfully Submitted:



Randall Crist, Staff Liaison

Minutes approved this 20th day of JANUARY, ~~2015~~ 2016



Chairman