

**CARSON CITY BOARD OF APPEALS FOR UNIFORM BUILDING CODE,
UNIFORM FIRE CODE, AND RELATED CODES**
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A meeting of the Carson City Board of Appeals for Uniform Building Code, Uniform Fire Code, and Related Codes was scheduled for 4:00 p.m. on Tuesday, April 30, 2002 in the Building Department Conference Room, 2621 Northgate Lane, Suite 6, Carson City, Nevada.

PRESENT: Chairperson Scott Breeding
Vice Chairperson Glen Martel
Gary Barrett
Matthew Davis
Steve Moore

STAFF: Phil Herrington, Chief Building Official
Steve Mihelic, Assistant Fire Chief
Kathleen King, Recording Secretary

NOTE: Unless indicated otherwise, each item was introduced by the Chairperson. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during regular business hours.

1. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF A QUORUM (1-001) - Chairperson Moore called the meeting to order at 4:01 p.m. Roll was called; a quorum was present. Member Barrett arrived at 4:25 p.m.

2. ELECTION OF OFFICERS (1-004) - Chairperson Moore called for nominations for chairperson. Member Martel nominated Vice Chairperson Breeding as chairperson. Member Davis seconded the nomination; nomination carried 4-0. (1-277) Chairperson Breeding requested nominations for vice chairperson. Member Moore nominated Member Martel for vice chairperson. Member Davis seconded the nomination. Member Barrett moved to close nominations. Member Davis seconded the motion. Motion carried 5-0.

3. APPROVAL OF MINUTES - April 30, 2001 (1-015) - Member Moore moved to approve the minutes. Member Davis seconded the motion. Motion carried 3-0-1, Member Martel abstaining.

4. HANDOUT BOARD OF APPEALS MEMBERSHIP AND TERM DISCUSSION (1-034) - Mr. Herrington referred to the membership list included in the agenda materials and pointed out that four of the five members' terms expire in May 2002. He will suggest to the Board of Supervisors that the terms be staggered. He suggested to the Board members that the annual meeting take place in June rather than in April. In response to a question, he discussed his plan to stagger the terms.

5. HANDOUT BOARD OF APPEALS, POLICIES AND PROCEDURES (1-095) - Mr. Herrington referred to the Board of Appeals Policies and Procedures included in the agenda materials, and requested the Board members to review the same.

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6. BUILDING DEPARTMENT PRESENTATION:

6-a. ENTERPRISE FUNDING ACCOUNT; and 6-b. PERMIT CENTER ACTIVITIES

(1-102) - Mr. Herrington advised that the enterprise funding account is doing well, and that the Board of Supervisors is pleased with the financial status of the enterprise fund and the way in which the permit center is conducting business. He provided an overview of the reports included in the agenda materials and responded to questions regarding permit processes in adjacent counties. Vice Chairperson Martel advised that the adjacent counties do not have a comparable process. Discussion took place regarding publicity for the One Stop Shop.

6-c. NEW PERMIT CENTER EMPLOYEES (1-149) - Mr. Herrington advised that two engineering inspectors have been transferred to the permit center from the Engineering Department in order to coordinate off-site and on-site inspections. The service level has been improved as a result. In addition, the permit center has one employee to handle all telephone calls. This has increased the budget but has also increased efficiency. Mr. Herrington responded to questions regarding the number of employees in the Building Department, funding sources, and the history behind converting to an enterprise fund. He advised that the enterprise fund is overseen by a committee comprised of builders. He acknowledged that the permit center is still a function of the City.

6-d. LOT GRADING CERTIFICATION (1-199) - Mr. Herrington referred to the April 22, 2002 letter included in the agenda materials and provided background information with regard to the same. He reviewed the Verification Format attached to the letter. In response to a question, he advised he has not received any comments on the new requirement. In response to an additional question, he advised that the requirement will apply to residential and commercial lots. Mr. Herrington reviewed the process for adopting codes.

7. FUTURE ITEMS FOR NEXT MEETING (1-298) - Mr. Herrington acknowledged that the next meeting is currently scheduled for June 2003.

8. PUBLIC COMMENT (1-339) - None.

9. NEXT MEETING (1-342) - Previously covered.

10. ADJOURNMENT (1-349) - Vice Chairperson Martel moved to adjourn the meeting at 4:30 p.m. Member Moore seconded the motion. Motion carried 5-0.

The Minutes of the April 30, 2002 meeting of the Carson City Board of Appeals for Uniform Building Code, Uniform Fire Code, and Related Codes are so approved this _____ day of June, 2003.

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SCOTT BREEDING, Chair