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**DEVELOPMENT ADVISORY BOARD (DAB)**  
**Amended Minutes**  
**February 17, 2000**



2000 MAR 14 PM 4:01  
CITY CLERK DEPT.

**Members Present**

Ben Barcon  
Gary L. Coley  
Mike Colletto  
Steven Elssmann  
Robert Frank  
Peter Hemingway  
David Kelly  
Katina Lopez  
Scott Mardian  
Herman Orcutt  
Greg Russell  
Julie Stiak  
Darrell Wilson

**Members Absent**

John Augustine  
Steve Speer

**Staff and Interested Parties**

Kenny Harris, Development Services  
Alan Olson, Development Services  
Larry Litchfield, Development Services  
Manuel Davila, Development Services  
Mark Sipes, Development Services  
John Parks, Development Services  
Ray Acuña, Development Services  
Margaret Wilson, Law Department  
Doug Mastin, Phoenix Fence  
Lalie Melton, Community & Economic Dev.  
John Watson, Phoenix Fire Department  
John Verdugo, Planning Department  
Kristina Fields, Streets Department  
Lanny McMahon, Development Services  
Julie Flakerud, Development Services  
George Ritchie, Development Services  
Carole Fitz, Development Services  
Carole Borrego, Development Services

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Gary Coley, DAB Chairperson, convened the meeting at 3:05 p.m.

**MINUTES OF JANUARY 20, 2000:**

Gary Coley called for changes or comments to the minutes of January 20, 2000. Steve Ellsmann commented on page 17 of the hillside grading waiver and appeal hearing and questioned the outcome of the voice vote. Mr. Ellsmann stated the way the minutes read it appeared as if the Board approved the application for a waiver. Mr. Coley stated that the applicant's request was denied; however, the wording in the minutes did seem to indicate that it was approved. Mr. Coley asked Margaret Wilson, City Attorney, for clarification of the minutes.

Ms. Wilson stated the minutes of the hearing were verbatim and a clarification of the vote needed to be stated in February's minutes. Mr. Coley requested a motion from the Board to clarify that the applicant's motion on the Hillside Grading Waiver hearing was denied. The vote was 11 to 2 in favor of the hearing officer's position.

**MOTION was made by Mike Colletto, seconded by Ben Barcon clarifying the vote on the Hillside Grading Waiver as denied. Motion carried unanimously.**

Mr. Coley asked if there were any other changes to the minutes. Mike Colletto stated that his name did not appear as in attendance and that he was present at the January meeting. With the amendments made, Mr. Coley called a vote for approval of the minutes on the January 20, 2000 meeting.

**MOTION was made by Peter Hemingway, seconded by Ben Barcon to approve the amended meeting minutes of January 20, 2000. Motion carried unanimously.**

**DISCUSSION OF CENSUS 2000:**

Alan Olson explained the importance of Census 2000 as an accurate record of our population that will translate into dollars for City/State operations. The City is asking for help in promoting the Census from all the Boards and Commissions and neighborhood associations. Information brochures were distributed to all attendees.

**NEW BOARD MEMBER INTRODUCTION:**

Mr. Gary Coley advised the Board that Dick Weiland was unable to fulfill his term as a DAB member. Mr. Greg Russell, with Sturgeon Electric Company, will be replacing Mr. Weiland filling one of the Board positions representing contractors.

**DISCUSSION OF DEVELOPMENT SERVICES DEPARTMENT SERVICE ENHANCEMENTS AND PERMITS ON THE WEB:**

Mr. Kenny Harris expressed to the Board that he is extremely proud of all the recent service enhancements made by Development Services. Mr. Harris stated new things were happening in Development Services and he would appreciate the Board's input on the new service enhancements. A short video was shown highlighting DSD's new on-line permitting process and the planned Central Log-In and Customer Assistance Center projects.

**DISCUSSION OF DEVELOPMENT SERVICES DEPARTMENT CENTRALIZED PLANS LOG-IN:**

Mr. Larry Litchfield explained the goals of the Central Log-In Counter and the Customer Assistance Centers. The Central Log-In provides a central location where customers submit information to Development Services for processing and routing to the appropriate review sections. The Customer Assistance Center will provide technical expertise assisting the first-time customer through the process.

Steve Elssmann asked what impact the new Customer Assistance Center would have on Development Services' budget. Larry Litchfield advised that, by combining all of the services in one area, DSD hopes to gain efficiency and that, initially, current staff will be utilized for both the Central Log-In and Customer Assistance Center projects. A request for additional positions for the Customer Assistance Center is being considered in the 2000-2001 budget.

**INTRODUCTION OF A NEW BOARD MEMBER:**

The Chairman introduced Mr. Robert Frank, the newly appointed Board Member representing the Planning Commission.

**DISCUSSION OF PUBLIC MEETING LAW - WHAT CONSTITUTES A MEETING?:**

Margaret Wilson addressed the Board specifically addressing the open meeting law and how it relates to subcommittees. All subcommittees appointed by the Board are subject to open meeting laws, requiring that an agenda be posted and that the meeting be accessible to the public. Summary minutes must include the date, time, and place of the meeting, who was present/absent, a brief description of what was discussed, and any action taken.

**DISCUSSION/POSSIBLE ACTION on Barbed Wire Text Amendments:**

John Parks explained the Barbed Wire Text Amendments. The changes are proposed amendments to the Phoenix Zoning Ordinance. These amendments were initiated by the Planning Commission and have gone for initial review to the Design Review Standards Committee. Development Services Department has developed a draft ordinance based on the input from various City departments; Planning, Neighborhood Services, and the Police Department. Mr. Parks mentioned that the expected timeframe for adoption of this ordinance would be approximately March through May 2000. The amendments are subject to review and input from many areas and will also be presented to the Village Planning Committees. John asked that any Board recommendations be made prior to the Planning Commission meeting in May.

Mr. Parks explained existing City regulations regarding barbed wire. Currently, various regulations are found in multiple Zoning Ordinances, the Phoenix City Code and in Design Review Guidelines. Consolidation of these regulations into the Zoning Ordinance would provide avenues for enforcement, as well as for appeals and public hearings. Revision of the ordinance would also address the issues of barbed wire in residential districts and the application of a time limit for temporary construction site fencing.

Mr. Ben Barcon asked for clarification of the prohibition of barbed wire in residential districts. Mr. Barcon questioned the difference in zoning for residents who own horses. Mr. Parks stated the amendment is trying to prohibit barbed wire within residential zoning districts. If a person lives in the rural S1 or S2, it is permitted; if zoned an R district, barbed wire is prohibited.

Mr. Barcon asked for an explanation of the Design Review Standards Committee and their function. Mr. Parks advised that they are charged with the Design Review Guidelines in Section 507 of the Phoenix Zoning Ordinances. These guidelines are used in the review of subdivisions and site plans. The committee was appointed by the City Council and has been in existence since 1991. It has been instrumental in developing and reviewing design guidelines and makes recommendations to the Planning Commission.

Several board members expressed their concern with various aspects of the amendments and their impact on citizens and builders. Mr. Doug Mastin, President of Phoenix Fence Company, also expressed his reservations about the amendments. Mr. Mastin mentioned that the fence companies have not been brought in to provide input on these issues.

Mr. Parks advised that at this point, the issue is in the advisory stage and can be discussed further. Mr. Steve Elssmann suggested that the Board wait on recommendations from the Village Planning Committees before making any decisions.

Mr. Gary Coley suggested to Mr. Mastin that he submit a list of items to the Board and allow them to review and discuss them. Mr. Coley asked that if the Board had any questions to submit them to Mr. Parks. The Chairman tabled this item for a future meeting.

**SUBCOMMITTEE REPORTS:**

Mr. Gary Coley suggested that the fencing issue fell under the Technical Subcommittee. Mr. Coley asked Mr. Greg Russell to serve on the Technical Subcommittee. Mr. Russell accepted and will serve as Vice-Chairperson.

Julie Stiak stated that the first meeting of the Hillside Subcommittee would be held on March 7, 2000. Herman Orcutt reported that the Fiscal Subcommittee met just prior to the Board meeting and has held a total of two meetings.

**DISCUSSION OF POSSIBLE ACCESSIBILITY REQUIREMENTS FOR SINGLE-FAMILY DWELLINGS:**

Mr. Mike Colletto addressed the Board regarding accessibility to single family dwellings. Mr. Colletto's major concern is access through the front entrance of a home. He stated that the typical tract home has a 4-inch step at the entrance. He would like to see this standard changed, eliminating this step to allow the walkway to flow into the house. If this were changed, those who are handicapped or use a wheelchair would have no need to fight this unnecessary barrier.

Mr. Gary Coley suggested that the Process and Procedures Subcommittee, of which Mr. Colletto is the chairperson, look into this issue and provide feedback to the Board.

**CALL TO THE PUBLIC (NO BOARD DISCUSSION):** None

**ADJOURNMENT:**

**MOTION was made by Dave Kelly, seconded by Darrell Wilson, to adjourn the February 17, 2000 DAB meeting. Motion carried unanimously.**

Session adjourned at 4:40 p.m.

Respectfully submitted:

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Larry Litchfield, PE  
Deputy Director, Building Official

Minutes Prepared by:  
Carole Borrego, Secretary III

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c:	Board Members	Mr. Dolasinski	Ms. Reed
	Mayor Skip Rimsza	Mr. Davila	Mr. Mundy
	Mr. Fairbanks	Ms. McKinley	Mr. Fleming
	City Council Members	Ms. Beckley	Mr. Horn
	Mr. Britton	Mr. Doell	Ms. Wilson
	City Clerk	Mr. Parks	Ms. Fitz
	Mr. Harris	Mr. Mushtaq	
	Mr. Olson	Mr. Thurman	
	Mr. Wendt	Mr. Kienow	
	Mr. Litchfield	Mr. Taschner	
	Mr. Goodhue	Mr. Bunyard	