



City of Phoenix

Development Advisory Board Meeting Minutes Thursday, April 19, 2007

DAB Members Present

Haley Balzano
Ben Barcon
Rus Brock
Bernie Deutsch
Carlo Gegan
Herb Hacker
Peter Hemingway

Barbara Koffron
Larry Litchfield
Ben Patton
Kenneth Roth
Alex Reynoso
Paul Scott
Darrell Wilson

DAB Members Absent

Gary Corcoran
Melanie Laboy
Greg Russell

Ex-Officio's Present

Mike Hamblin, Law Department
Chaun Hill, Streets Department
Patrick Ravenstein, NSD
Brad Walldorf, WSD.
Larry Torn, Planning Department

Ex-Officio's Absent

Liz DeMichael, Planning Dept.
Tom Wandire, DSD
Aaron LaRoque, WSD

City of Phoenix Staff

Derek D. Horn, DSD
Deb Richardson, DSD
Joanne Owens, DSD
Kelly Kvetko, DSD
Dennis Murphy, DSD
Jay DeWitt, DSD

Others in Attendance

Stella Froom, DSD
Denise Moore, DSD
Kevin Roche, Fire
Rachel Sussman, DSD
Intern, DSD
Matt Kun, DSD

1. **Call to order**
Barbara Koffron, DAB Chairperson, convened the meeting at 3:05 p.m.
2. Approval of March 22, 2007 minutes and the February 15, 2007 minutes.

Motion was made by Peter Hemingway and seconded by Paul Scott, to approve the March 22, 2007 meeting minutes. **MOTION CARRIED UNANIMOUSLY.**

MOTION was made by Paul Scott and seconded by Alex Reynoso, to approve the February 15, 2007 meeting minutes. **MOTION CARRIED UNANIMOUSLY.**

3. **Call to the Public** (No Board Discussion)
No response from the public
4. **Subcommittee Reports:**
Process and Procedures
Peter Hemingway: The subcommittee met on Friday, April 13th and discussed the Department policy on the release of residential meters and Development Services Department procedures regarding Fact Finding.

Fiscal and Performance
Russ Brock: Nothing to report

Project Simple:

Peter Hemingway: The subcommittee met on Friday, April 13th, and discussed the status of DSD initiatives, such as focus groups and the new Office of Customer Advocacy. Special Project Administrators Jay DeWitt and Dennis Murphy gave a presentation to the subcommittee.

Electronic Plan Review

Paul Scott: The subcommittee met on Friday, April 19th and had a demonstration of the electronic plan review process on a plot plan. It was decided that this subcommittee will meet every two to three months instead of once a month.

Residential Fire Sprinklers:

Ken Roth: Nothing to report

Technical:

Peter Hemingway: Nothing to Report

5. Update, Discussion and Information on **Development Services Department Process Improvements**. Brief presentations were given by Special Project Administrators, Jay DeWitt and Dennis Murphy.

Special Project Administrators, Jay DeWitt and Dennis Murphy coordinated and conducted internal and external focus groups. Jay DeWitt gave a brief update of information regarding the focus groups. These focus groups were comprised of the following:

Internal Focus Groups

Managers (Completed 2/27/07)	Plan Review Staff (Completed 3/5/07)	Field Inspectors (Completed 3/26/07)	City Departments (Completed 4/11/07)
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External Focus Groups

Design Professional (Completed 2/28/07)	Commercial Developers (Completed 3/13/07)	Adaptive Reusers (Completed 3/16/07)	Home Builders (Completed 3/21/07)	Contractors (Completed 4/10/07)	Public Interest Groups (Completed 4/13/07)
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Special Project Administrator, Dennis Murphy gave a brief update on the new **Office of Customer Advocacy**.

- Three of the four positions are filled permanently within this new office.
- The Interim Administrator position is still open for recruitment.
- Office of Customer Advocacy Open House is May 23, 2007.

He also gave a brief update on the ongoing process and improvement efforts of the department:

- **Performance indicators** (or termed as "Dashboard") for the department that primarily focuses on the timeliness of plan reviews both in commercial and residential sections.
- **A Performance report** will be presented to stakeholders and the Development Advisory Board.
- **Website Analysis** of the Department's website is underway to evaluate existing web communications/services and develop and implement recommendations for improvement.
- **Benchmarking Efforts** – Both Dennis Murphy and Jay DeWitt will be meeting with other jurisdictions to study other plan review departments' processes and procedures.

6. Update, Discussion and Information on **Light Rail Project**. Kelly Kvetko gave a brief presentation to the Board. Key notes of the presentation are as follows:

Light Rail Project Status

Construction to be completed by mid 2008	METRO opens 2008	16 miles of rail installed	Construction is near 55% complete	Overall project is 58% complete
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7. Update, Discussion and Information on the **2006 Building Codes**. Derek D. Horn, Deputy Development Services Director, gave a brief update to the Board.

New Codes Adopted on April 11

2006 IBC	2006 IRC	2006 ICCPC
2006 IMC	2006 IEBC	2006 IECC
2006 IFC	2006 UPC	PBCC Administrative Provisions

8. Update, Discussion and Information on the **Attendance & Scheduling of Development Advisory Board Subcommittee meetings**. Barbara Koffron, Chairwoman, began the discussion by addressing the importance of attendance to the Board's meetings and subcommittee meetings. Derek D. Horn, Deputy Development Services Director reiterated Barbara Koffron's remarks and suggested that it may be possible for the subcommittee meetings to meet only as necessary. He then asked Michael Hamblin, Assistant City Attorney and Ex-Officio member to the board, to address the Board on these provisions. Michael Hamblin quoted the City of Phoenix Code provision: §2-168 which states the following:

Sec. 2-168. Meeting; quorum.

A. The Board shall hold one regular meeting a month. Special Board meetings may be called by the Development Services Director, the chair or any three members of the Board.

B. A majority of appointed members of the Board shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present at a Board meeting shall be necessary to take formal action. (Ord. No. G-4175, §§ 1, 2, passed 5-19-1999, eff. 6-18-1999)

Possible action may include the subcommittee meeting on an as needed basis. Barbara Koffron, Chairwoman, suggested subcommittee chairs to discuss this further with her and gave her phone number to board.

9. **Discussion Regarding Future DAB Agenda Items**

Possible future agenda items were discussed:

1. Possible Future Retreat – Suggested by Paul Scott
2. Fiscal & Performance Fee Impacts – Suggested by Russ Brock

10. **Adjournment**

MOTION was made by **Paul Scott**, seconded by **Peter Hemingway**, to adjourn the April 19, 2007 meeting. **MOTION CARRIED UNANIMOUSLY**

Meeting adjourned at 3:53 p.m.

Minutes Prepared by:
Deb Richardson, Secretary III