

AGENDA

TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, March 4, 2015 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a Meeting and Municipal Code workshop open to the public on Wednesday, March 4, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

TOWN COUNCIL WORKSHOP

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER

** One or two Councilmembers may attend by telephone*

3. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE

A. Chapter 7 – Building Codes

B. Chapter 5 – Boards, Commissions, and Committees

5. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this _____ day of February, 2015, at _____ p.m. in accordance with the statement filed by the Tusayan Town Council

Signature of person posting the agenda

ITEM NO. 3A

TUSAYAN BUILDING VALUATION DATA

January 1, 2015

TYPE OF CONSTRUCTION

VALUE PER SQ. FT.

Single Family Dwelling	\$81.43
Additions	\$81.43
Garages	\$29.40
Carports	\$24.20
Remodel	\$36.30
Ramada	\$24.20

SPECIAL FEES

Re-inspection Fee	\$94.00 hour with one hour minimum
Special Inspection / Special Reports.	\$47.00 permit fee plus \$47.00/hour with one hour minimum plus \$.54/mile, additionally \$47.00 per hour fee for report writing
Plan Revisions & Re-redline	\$47.00 hour with one-half hour minimum
Manufactured Home Permit / Construction and	\$230.00 includes \$20 for electric service, \$10 for propane, if applicable.
Park Model Permit	\$120.00, this includes Mechanical, Electrical and Plumbing.

BUILDING PERMIT FEES

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$500.00	\$26.62
\$501.00 to \$2,000.00	\$26.62 for the first \$500.00 plus \$3.32 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.42 for the first \$2,000.00 plus \$14.83 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$417.51 for the first \$25,000.00 plus \$10.65 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$683.76 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,058.76 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,358.76 for the first \$500,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,933.76 for the first \$1,000,000.00 plus \$3.63 for each additional \$1,000.00 or fraction thereof

PLAN CHECK FEES AS PERCENTAGE OF BUILDING PERMIT FEE

Residential construction less than 3,000 sq. ft.	50%
Garage, remodel, addition, deck	50%
Residential construction more than 3,000 sq. ft.	65%
Commercial/industrial	65%

PLUMBING, ELECTRICAL AND MECHANICAL FEES

PLUMBING

ELECTRICAL

MECHANICAL

\$33.00 permit fee plus

\$33.00 permit fee plus

\$30.00 permit fee plus

Bathtub/shower	\$ 5.50
Lavatory	5.50
Kitchen Sink	5.50
Utility Sink	5.50
Water Closet	5.50
Clothes Washer	5.50
Dish washer	5.50
Garbage Disposal	5.50
Water Heater	5.50
Gas Pipe System	11.00
Water Line	11.00
Urinal	5.50
Solar Panel (Ht Water)	11.00
Fire Sprinkler	2.20
Disposal System	22.00
Floor Drain	5.50
Back Flow/Device	11.00
Jacuzzi	5.50
Check Value	11.00
Pumps	5.50
Grease Trap	5.50
Interceptor	5.50
Water Tank	11.00
Drink Fountains	5.50
Rain Water System	5.50
Lawn Sprinkler, per 10 sprinklers	5.50
Grinder	11.00
Bar Sink	5.50
Bidet	5.50
Emitter Heads	.28
Expansion Tank	5.50
Fuel Storage Tank	11.00
Hose Bibs	5.50
Laundry Sink	5.50
LP Gas Tank	11.00
Mop Sink	5.50
Rv/MH Sewer Line	5.50
Sump Pump	5.50
Trap Primer	5.50
Under Ground LP Tank < 500 Gal.	27.50
Under Ground LP Tank > 500 Gal.	27.50
Vegetable Sink	5.50

Service	\$ 22.00
Sub Panel	11.00
Temp. Power Pole	11.00
Circuits	5.50
Motors	5.50
Storage Battery	5.50
Solar Photovoltaic per pan.	5.50
Emergency System	5.50
Fire Alarm System	5.50
Communication System	5.50
Electric Signs	5.50
Generator	13.20
Inverter	11.00
Rv/MH Pedestal	5.50
Wind Generator	13.20
Baseboard Heat Circuit	5.50

Furnace	\$ 13.20
Furnace > 100,000 BTU	16.50
Air Handler	13.20
A/C Unit	13.20
Condenser	13.20
Heat Pump	13.20
Unit Heater	13.20
Evaporator Cool	8.80
Boiler	22.00
Boiler > 15 hp	27.50
Wood Stove	13.20
Ex. Fan	6.60
Range Hood	8.80
Dryer Vent	6.60
Fire Dampers	8.80
Incinerator	13.20
Heat Pipe	13.20
B.B.Q.	13.20
Kilns	13.20
Compressors	13.20
Makeup Air Heat	13.20
Heat Exchanger	13.20
Fireplace	13.20
Duct	6.60
Gas Stove	13.20
Fire Pit	13.20
Commercial Ducts	13.20
Commercial Range Hood	13.20
Commercial Compressor	13.20
Fireplace Insert	13.20
Fuel Dispenser	11.00
In-floor Heat Pipe	13.20
Pellet Stove	13.20
Sauna	8.80
Smoke Damper	8.80
Spray Booth	13.20
Vacuum System	8.80
Wall Heater	13.20

BOARD OF SUPERVISORS

Clerk of the Board

219 East Cherry Avenue

Flagstaff, AZ 86001-4695

Official Records of Coconino County 3695720
Patty Hansen - Recorder 07/01/2014 03:04 PM Pgs: 10
COCONINO COUNTY BOARD OF SUPERVISOR GA \$9.50



ORDINANCE 2014 - 07

AN ORDINANCE OF THE COCONINO COUNTY, ARIZONA
BOARD OF SUPERVISORS ADOPTING THE
INTERNATIONAL BUILDING CODE
INTERNATIONAL RESIDENTIAL CODE
INTERNATIONAL MECHANICAL CODE
INTERNATIONAL FUEL GAS CODE
INTERNATIONAL PLUMBING CODE
INTERNATIONAL ENERGY CONSERVATION CODE
INTERNATIONAL EXISTING BUILDING CODE
AND THE NATIONAL ELECTRICAL CODE

AN ORDINANCE, ADOPTED PURSUANT TO A.R.S. 11-861, REGULATING THE
QUALITY, TYPE OF MATERIAL, AND WORKMANSHIP OF ALL ASPECTS OF
CONSTRUCTION OF BUILDINGS OR STRUCTURES, PROVIDING FOR THE
ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFORE, PROVIDING
PENALTIES FOR VIOLATIONS, AND ESTABLISHING A BUILDING AND SAFETY
ADVISORY BOARD.

SECTION 1. The Board of Supervisors hereby adopts, by reference, the following Codes:
2012 Editions, published by the International Code Council,

INTERNATIONAL BUILDING CODE
INTERNATIONAL RESIDENTIAL CODE
INTERNATIONAL MECHANICAL CODE
INTERNATIONAL FUEL GAS CODE
INTERNATIONAL PLUMBING CODE
INTERNATIONAL ENERGY CONSERVATION CODE
INTERNATIONAL EXISTING BUILDING CODE

AND

The 2011 Edition, of the NATIONAL ELECTRICAL CODE, published by the National Fire
Protection Agency

Amendments are listed in Section 10 below. Three copies of the codes are on file with the Clerk
of the Board of Supervisors.

SECTION 2. Ordinance No. 2007-12 adopting the 2006 edition of the International Building
Code and other related codes and the 2005 National Electrical Code are hereby repealed.

SECTION 3. These codes shall apply to the unincorporated area of Coconino County excluding
State and Federal Lands, including but not limited to Indian Reservations unless an
Intergovernmental Agreement (IGA) exists for Building Code Enforcement.

SECTION 4. This ordinance and the building codes shall be administered by the Coconino County Department of Community Development. The administrator shall be the Building Official.

SECTION 5. It shall be unlawful to erect, construct, reconstruct, alter, move, demolish, convert, or use any building or structure covered by the Ordinance contrary to or in violation of any provisions of these codes. Any person, firm, or corporation violating any of the provisions of these codes may be assessed civil penalties of up to \$1,500 per day, per violation, or prosecuted for a class 2 misdemeanor, pursuant to A.R.S. 11-866.

SECTION 6. If any section, subsection, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional, such decision shall not affect the validity of the remainder of the Ordinance. The Board of Supervisors hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, or phrase irrespective of the fact that any one or more section, subsection, sentence or phrase is declared invalid or unconstitutional.

SECTION 7. Pursuant to A.R.S. 11-862, there shall be a Building and Safety Advisory Board to determine the suitability of alternative materials and construction, to permit interpretations of the provisions of the code, and to hear appeals and grant waivers to the codes. There shall be at least one member from each of the following categories: licensed architect, professional engineer, licensed general contractor, representative of the electrical, plumbing or mechanical trade, and representative of the public. The Building Official shall serve as non-voting ex-officio member and shall act as secretary.

SECTION 8. This Ordinance does not supersede any other applicable adopted code or ordinance. Where any provision of the Building Code conflicts with any other applicable code or ordinance, the more restrictive shall apply.

SECTION 9. The Board of Supervisors shall, in a separate action, establish fees for building permits and inspections.

SECTION 10. The Board of Supervisors hereby adopts the following amendments to the International Building Code and related codes:

PART I: 2012 INTERNATIONAL BUILDING CODE AMENDMENTS

1. 105.2 Work exempt from permit

Add #14. One-story detached agricultural hoop greenhouse; shipping containers used for storage. A greenhouse is a structure for horticulture (growing plants for food and flowers) it is mainly a glazed or translucent structure such as a hoop green house. Additionally, these structures shall have a maximum wall height of eight (8) feet and a maximum overall building height of fifteen (15) feet. All property setbacks, lot coverage limitations, and distances between buildings shall be complied with; accessory structures greater than 3,000 square feet in area may have additional zoning requirements.

2. 107.2.2 Fire protection system shop drawings
Add the following text: Plans for sprinkler system installations shall be approved by a Certified Third Party Sprinkler Approval Agency and the Third Party shall approve the installation at the Rough Trades Inspection, and at the Final Inspection before the Certificate of Occupancy is issued.
3. (New) Section 303.7., to create a new Occupancy Group entitled Group A, Division 7, Land Art. Adopted by reference; copies are available at the office of the Clerk of the Board of Supervisors and the Department of Community Development.
4. Add 310.1.2. DWELLING UNITS - MINIMUM SIZED DWELLING UNITS
The minimum size for a single family dwelling unit shall be larger than two hundred (200) square feet in floor area, not including attached garages, decks, or porches.
5. 903.2, adding the following: Plans for sprinkler system installations shall be approved by a Certified Third Party Sprinkler Approval Agency and the Third Party shall approve the installation at the Rough Trades Inspection, and at the Final Inspection before the Certificate of Occupancy is issued.

903.2.8, deleting the text of the provision, and adding the following: When Automatic Fire Sprinkler Systems are installed in Townhouses, One and Two Family Dwelling Units and associated residential accessory structures, plans for the sprinkler system installation shall be approved by a Certified Third Party Sprinkler Approval Agency and the Third Party shall approve the installation at the Rough Trades Inspection, and at the Final Inspection before the Certificate of Occupancy is issued.

6. Add 908.7.2 Carbon Monoxide Alarms. Combination carbon monoxide alarms and smoke detectors are prohibited. Carbon monoxide alarms shall be installed within 24 inches of the finish floor.
7. Chapter 11 Accessibility
1101.1. Delete the text of the section and replace with the following language: "The provisions of this chapter and ARS Section 41-1492 through 41-1492-12 shall control the design and construction of facilities for accessibility for disabled persons."

1101.2. Delete the text of the Section and replace with the following language: "Buildings and facilities shall be designed and constructed to be accessible in accordance with this code, ICC A117.1, and in accordance with the provisions of the State of Arizona General Administrative Rules R-10-3-401 through R-10-3-404, whichever standard provides the greater degree of accessibility. This dual-reference provision shall apply in all cases where ICC A117.1 is referenced in this chapter."
8. Add 1505.1.1. No Class C materials are allowed.

9. Add 1604.1.1 Free standing structures. Any free standing structure, generally classified as a Group U Occupancy, including but not limited to towers, antennas, sign structures, walls, fences, silos, and columns when the total height is taller than twelve (12) feet shall be engineered and the plans sealed by the appropriate Arizona Registered Engineer. The engineering shall be inclusive for the foundation, connections, supports, anchors and the structure itself. These structures that are six (6) feet or less in total height do not require a Building Permit. These structures that are taller than six (6) feet and less than twelve (12) feet shall be designed by approved national designed standards or as determined by the Building Official.
10. 1608.2 Ground snow loads. Delete the text of the section and replace with the following language: Snow Loads for roof design shall be required as a non-reducible live load on the roof. When the Ground Snow Load is used to determine a roof snow live load then use the Ground Snow Load values contained herein. In no case shall the roof live load be less than the live loads listed in this section.

Minimum Roof Snow Live Loads and minimum Ground Snow Loads are listed for the following areas:

- A. Fifty (50) pounds per square foot live load;
Ground Snow Load seventy one (75) pounds per square foot.
 1. Hart Prairie
 2. Kendrick Park
 3. Jacob Lake and the North Rim
 4. Any building site at an elevation of 8000 feet or more above sea level.
- B. Forty (40) pounds per square foot live load;
Ground Snow Load fifty seven (60) pounds per square foot.
 1. Areas surrounding Flagstaff
 2. Doney Park
 3. Valle
 4. Areas surrounding Tusayan
 5. Parks
 6. Areas surrounding Williams
 7. Clear Creek Pines
 8. Starlight Pines
 9. Happy Jack
 10. Forest Lakes
 11. Mormon Lake
 12. Kachina Village
 13. Mountaineer
 14. Pinewood
- C. Thirty (30) pounds per square foot live load;
Ground Snow load forty three (45) pounds per square foot.
 1. Cameron

2. Tuba city
 3. Areas between Twin Arrows and Winslow
 4. Oak Creek Canyon
 5. Areas surrounding Ash Fork and Seligman
 6. Areas surrounding Fredonia
 7. Alpine Ranchos and Leupp
- D. Twenty (20) pounds per square foot live load;
Ground Snow Load twenty nine (30) pounds per square foot.
1. Greenhaven
 2. Marble Canyon
11. (New) 1804.7. Fill material. Add a new Section: Fill material for slab floors in excess of four (4) feet in depth shall be on engineered fill and sustained by a soils report for verification of compaction. Engineered fill and soils reports shall also be required for exterior and interior bearing footings and foundations which do not extend into the undisturbed soil. Fill material which is used in slab floor construction shall be limited to 3/8 inch or less dirty cinder, "ABC" (aggregate base course), or native material when approved by the Building Inspector.
12. 1808.1.1 (Foundations) General, add the following text: Concrete footings shall be a minimum 8" deep by 16" wide.
13. Amend Chapter 23, section 2308 Conventional Light frame Construction by adopting the: WESTERN LUMBER SPAN TABLES FOR FLOOR AND CEILING JOIST AND ROOF RAFTERS (Current Version Published): by Deleting Floor Joist Span: 2308.8 (1), 2308.8 (2). Deleting Ceiling and Rafter Span: 2308.10.2 (1), 2308.10.2 (2), 2308.10.3 (1), 2308.10.3 (2), 2308.10. (3), 2308.10.3 (4), 2308.10.3 (5), 2308.10.3 (6).
And adding sections 2308.10.2.1 and 2308.10.3.1, with the Western Lumber Span Tables for Floors and Ceilings Joist and Roof Rafters (Version 572/2612/Rev.7-04/2500M

PART II: 2012 INTERNATIONAL RESIDENTIAL CODE AMENDMENTS

1. R102.5 Appendices, add the following paragraph:
The following appendices are hereby adopted
Appendix F Radon Control Methods
2. Add R105.1.1 PARK MODEL AND TRAVEL TRAILER RECREATIONAL VEHICLES (RV) Whenever a Park Model, travel trailer, or recreational vehicle is installed as a dwelling unit as part of a permanent home-site when approved by Conditional Use or when installed in a Recreational Vehicle Park and having substantial improvements such as additions or when installed in a floodplain, a Manufactured Home Permit shall be required. Additions to the Park Model, travel trailer, or recreational vehicle shall also require a Building Permit.
3. 105.2 Work exempt from permit

Add #11 One-story detached agricultural hoop greenhouse; shipping containers used for storage. A greenhouse is a structure for horticulture (growing plants for food and flowers) it is mainly a glazed or translucent structure such as a hoop green house. Additionally, these structures shall have a maximum wall height of eight (8) feet and a maximum overall building height of fifteen (15) feet. All property setbacks, lot coverage limitations, and distances between buildings shall be complied with; accessory structures greater than 3,000 square feet in area may have additional zoning requirements

4. R202 Definitions, Add: DWELLING UNITS - MINIMUM SIZED DWELLING UNITS
The minimum size for a single family dwelling unit shall be larger than two hundred (200) square feet in floor area, not including attached garages, decks, or porches.
5. Table R301.2.(1) Complete the Table with the following values:

Ground snow load.....	see (amended) IBC Sec 1608.2
Wind design (speed).....	90 mph, 3 second gust
Seismic Design Category.....	C
Weathering.....	moderate
Frost depth.....	30"
Exception: 24" in Oak Creek Canyon/Sedona, Marble Canyon, Greenhaven, Tuba City	
Termites.....	moderate to heavy
Winter design temperature.....	4 degrees
Air freezing index.....	1013
Mean annual temperature.....	55 degrees
6. Add 315.5 Carbon Monoxide Alarms. Combination carbon monoxide alarms and smoke detectors are prohibited. Carbon monoxide alarms shall be installed within 24 inches of the finish floor.
7. Add R403.1.1 Detached Accessory Structures
Detached accessory structures of light frame construction such as storage sheds in residential zones for private use, sized 400 (400) square feet or less may be set on pressure treated skids and shall be anchored with approved methods
8. R313 Automatic Fire Sprinkler Systems, Delete R313.2, and replace with the following:
R313.2 Design and Installation. Automatic residential fire sprinkler systems shall be designed and installed in accordance with Section P2409 or NFPA 13D. Plans for the sprinkler system installation shall be approved by a Certified Third Party Sprinkler Approval Agency and the Third Party shall approve the installation at the Rough Trades Inspection, and at the Final Inspection before the Certificate of Occupancy is issued
9. R314.4 (Smoke Alarms) Power Source
R314.4, delete exception #1
10. R403.1.1 (Footings) Minimum Size, revise the text as follows: Minimum sizes for concrete and masonry footings shall be as set forth in R403.1 and Table R403.1(1). The footing

width, W, shall be based on the load-bearing value of the soil in accordance with Table R401.4.1, except that minimum 16" width is required in all conditions. Spread footings shall be at least 6 8 inches in thickness. No other changes

11. Add R404.1.1.2 Foundation Reinforcing and design

A minimum of two (2) No. 4 rebar shall be installed within the bottom three (3) inches of each footing and one (1) No. 4 rebar shall be installed within the top three (3) inches of each stem-wall.

Any C.M.U stem-wall or masonry wall shall have one (1) No. 4 rebar vertical at four feet on center, at each corner, at all beam pockets, and at each side of openings.

The minimum width for piers and columns shall be twelve (12) inches.

Engineered steel structures sized one thousand (1000) square feet or larger shall have the design and plans stamped by an engineer licensed in the State of Arizona for the structure and foundation. Structures less than 1000 square feet may also be require to comply with this section based on the complexity of the design.

12. Amend Chapter 23, section 2308 Conventional Light frame Construction by adopting the: WESTERN LUMBER SPAN TABLES FOR FLOOR AND CEILING JOIST AND ROOF RAFTERS (Current Version Published): by Deleting Floor Joist Span: 2308.8 (1), 2308.8 (2). Deleting Ceiling and Rafter Span: 2308.10.2 (1), 2308.10.2 (2), 2308.10.3 (1), 2308.10.3 (2), 2308.10. (3), 2308.10.3 (4), 2308.10.3 (5), 2308.10.3 (6).

And adding sections 2308.10.2.1 and 2308.10.3.1, with the Western Lumber Span Tables for Floors and Ceilings Joist and Roof Rafters (Version 572/2612/Rev.7-04/2500M

13. R702.2. Vapor retarders, delete the reference to climate zone 5.

14. Add R902.1.1. Roof covering materials. Class A and B roofing required by this section shall be tested in accordance with UL 790, ASTM D2898, or ASTM E108. In Coconino County No Class C materials are allowed.

15. M1306.1 Appliance Clearance. Appliances shall be installed with the clearances from unprotected combustible materials as indicated on the appliance label and in the manufacturer's installation instructions. Add: In the absence of a minimum woodstove clearance a minimum of 36 inches to combustibles when unprotected is required.

16. Delete the text of the section, and replace with the following: P2603.5.1: Exterior sewer lines shall have a minimum of twelve (12) inches of cover where the sewer line extends out below grade through the foundation wall to the point of connection to the sewage disposal system.

17. (New) E3601.2.1 (Number of Services), Add a new Section: Electric service permits and the approval of such equipment will not be allowed on vacant land with the exception of electric equipment for the service of a well and in commercial zones when approved by the Building

Official. Electric services are only allowed to be placed on structures with a permanent foundation of an area of two hundred (200) square feet or larger.

18. (New)E3601.2.2 Add a new Section: Only one (1) electric service is allowed for any parcel of land zoned AR (Agricultural Residential), General (10 acre minimum parcel size), RS (Residential Single Family Dwelling), RR (Rural Residential) and PRD (Planned Residential Development), which are zones for Single Family Dwellings only. Upon approval of the Building Official and where deemed necessary due to site conditions, a second electric service may be authorized for an accessory structure.
19. (New)E3601.2.3 Add a new Section, Temporary Services: Temporary power electric service permits are allowed in conjunction with building permits for new construction. Not including Manufactured Housing. These services shall supply a minimum load of at least one (1) or more fifteen (15) or twenty (20) amperes, one hundred twenty (120) volt duplex receptacles that are a weather resistant GFCI protected device in a weather-proof "in service enclosure" for construction purposes. The services shall meet all installation requirements of the electric utility supplier. The electric service shall be rated one hundred (100) amperes minimum. Approval of temporary power will be given only after the issuance of a building permit.

PART III: 2012 INTERNATIONAL PLUMBING CODE AMENDMENTS

1. Delete the text of the section, and replace with the following: 305.4.1: Exterior sewer lines shall have a minimum of twelve (12) inches of cover where the sewer line extends out below grade through the foundation wall to the point of connection to the sewage disposal system.

PART IV: 2012 INTERNATIONAL ENERGY CONSERVATION CODE

1. Table R402.1.1 Insulation and fenestration Requirements by Components. Footnote d. R-5 shall be added to the required slab edge R-values for heated slabs. (delete the following) ~~Insulation depth shall be the depth of the footing or 2 feet, whichever is less in Climate Zones 1 through 3 for heated slabs.~~ (add): A thermal break is required where any slab meets the exterior foundation wall. Insulation shall extend from the slab to a minimum depth of 12 inches below adjacent grade, with a minimum of two feet.
Add: Footnote j: The R-value of 20 under the column "Wood frame Wall R-Value" will be allowed to be substituted with an R-value of 19 until such time that availability of the R-20 is market available.
Add: Footnote k: Passive solar design will be allowed to be designed with less restrictive requirements, subject to approval by the building official.

2. Table C301.1 and Table R301.1 designate Coconino County into Climate Zone 5B add:

The following areas are classified as Climate Zone 6B: Hart Prairie, Kendrick Park, Jacob Lake and the North Rim, and any building site at an elevation of 8000 feet or more above sea level.

The following areas are classified as Climate Zone 4B: Cameron, Tuba City, Areas between Twin Arrows and Winslow, Oak Creek Canyon, Areas surrounding Ash Fork and Seligman, Areas surrounding Fredonia, Alpine Ranchos and Leupp.

The following areas are classified as Climate Zone 3B: Greenhaven, Marble Canyon

2. R402.4.1.2. Change the text to read: The building or dwelling unit shall may be tested and verified as having an air leakage rate of not exceeding 5 air changes per hour in climate zones 1 and 2, and 3 air changes per hour in climate zones 3 through 8.

PART V: 2012 INTERNATIONAL FIRE CODE

The International Fire Code is not adopted. However, the following Articles are adopted as amendments to the International Building Code:

Chapter 23	Motor Fuel-Dispensing and Repair Garages
Chapter 31	Tents, Canopies and other Membrane Structures
Chapter 57	Flammable and Combustible Liquids
Chapter 61	Liquefied Petroleum Gases

PART VI: ROAD STANDARDS

See also Coconino County Ordinance 95-01 adopted January 3, 1995.

Amend IBC Chapter 33 by adding 3301.3 to read as follows:

3301.3 Fire Protection Access Roads

1. For new land divisions where the resulting parcels are 2 ½ acres or smaller and where the access easement exceeds one-hundred fifty (150) feet in length, an all-weather road at least twenty (20) feet in unobstructed width must be constructed on the property being split. The road must be constructed prior to initiation of combustible material on the building site.

An all-weather road is defined as a road capable of carrying a forty-two thousand (42,000) pound vehicle. In a "typical" rural area, this is a built-up or raised roadbed constructed with material bladed from the side ditches, with six (6) inches of ABC (aggregate base coarse).

2. For new land divisions where the resulting parcels are over 2 ½ acres and less than 10 acres, an all-weather road at least sixteen (16) feet in width must be constructed. The road must be constructed prior to initiation of combustible material on the building site.
3. Easements less than one-hundred fifty (150) feet in length, measured from the nearest road to the farthest point of the house, are defined as driveways. The standards for driveways are minimum ten (10) feet width, minimum thirteen (13) feet six (6) inches vertical clearance, and maximum fifteen (15) percent slope.
4. Bridges on private easements or on driveways exceeding one-hundred fifty (150) feet in length must be engineered to carry a forty-two thousand (42,000) pound load.

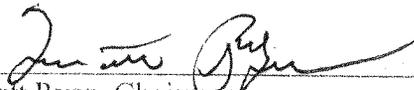
5. For parcels where topography or physical obstruction prevents road standards from being met and prevents any possible access by fire equipment (such as a railroad pass or an exceptionally steep grade), either the house shall be sprinklered or a document shall be recorded indicated a potential inability for firefighting apparatus to reach the site.

SECTION 11. This ordinance shall be in effect 30 days from this date of final approval.

PASSED and ADOPTED this 17 day of June 2014 by the Coconino County Board of Supervisors by the following roll call vote:

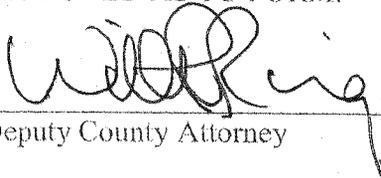
AYES: 5 NOES: 0 ABSTENTIONS: 0 ABSENT: 0

COCONINO COUNTY BOARD OF SUPERVISORS



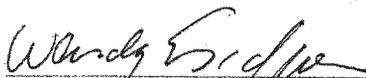
Matt Ryan, Chairman

APPROVED AS TO FORM:



Deputy County Attorney

ATTEST:



Wendy Escoffier, Clerk of the Board

ITEM NO. 3B

CHAPTER 5
BOARDS, COMMISSIONS AND COMMITTEES

Article 1 Composition of Boards and Commissions
Article 2 Committees

Article 1

- 5.1.1 Membership**
- 5.1.2 Organization**
- 5.1.3 Meetings**
- 5.1.4 General Duties and Requirements**

Section 5.1.1 Membership

- A. Membership and Organization. Each board and commission shall be made up of five members appointed by the Council in accordance with the procedures contained in subsection B of this article. The organization of boards and commissions shall include a chairperson, and vice-chairperson who are elected from the membership in accordance with Article 4-2.
- B. Selection of New Members. Prior to the expiration of terms for board and commission members, the Town Clerk may call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause. If a member holding a position relocates outside of the Town limits for which the residency requirement has not been waived, other than within 90 days from the end of the appointed term, he or she shall resign from the board or commission.
- C. Terms of Members. All members are appointed to boards and commissions to four (4) year terms that begin on January 1 of the year such appointment is made with members serving a partial year during the first year of membership if appointment is not effective January 1. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year.
- D. Removal. Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings, or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Comment [BS1]: Am I supposed to review that Article?

Comment [BS2]: Is "excessive lack of attendance" meant to be missing three consecutive meetings or more than half of all meetings? Or is that a different reason for removal? I think you should delete the reference to excessive lack of attendance and allow the next two clauses to define when a person may be removed.

Comment [BS3]: What is a municipal year? Calendar year?

5.1.2 Organization

First Meeting. Each board and commission, during its first meeting of the month of January of each calendar year, shall:

1. Elect a Chairperson. The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. Elect a Vice-Chairperson. The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.
3. Set the Regular Meeting Schedule. The Council shall establish regular meeting dates and times and regular meeting place by resolution in January of each year for each Board of Commission. Commissions and Boards may schedule special meetings and work sessions subject to approval of the Town Manager.

A. Duties of Officers/Members.

The duties and powers of the various officers and members of the boards and commissions are as follows:

1. Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the full membership of the board or commission. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, the chairperson shall adhere to such Roberts Rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the Town Manager or the Town Manager's designee to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee, will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.
2. Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

Comment [BS4]: If the term "Commissions" includes the P&Z and if the term Board includes the Board of Adjustment, I don't think the Manager should have approval rights regarding meeting schedule.

Comment [WJS5]: Is quarterly reporting sufficient?

Comment [WJS6]: Same question.

Section 5.1.3 Meetings

A. Agendas and Minutes. Each board and commission's **SUPPORTING DEPARTMENT** shall **provide for the posting of agendas and the preparation and approval of minutes for all meetings.** The following minimums shall apply to agendas and minutes:

Comment [WJS7]: Why is this in CAPS?

1. Agendas. Agendas shall be physically posted at the designated posting location(s) a minimum of twenty-four hours in advance of all regular, special, and work sessions meetings of the board or commission.

a. Format. The order of the agenda items may be arranged according to the format approved by the board or commission and additional items may be added.

The agenda format shall include at least the following:

1. Name of board or commission
2. Date, time, and place of meeting with a statement that the meeting place is handicapped accessible
3. Call to order
4. Roll call
5. Discussion and possible action on the following items
6. Consent agenda
7. Approval of the minutes
8. Call to the public
9. New business
10. Set next meeting, time and date
11. Adjournment

b. Call to the Public. **The "Call to the Public" item shall allow for public input on items either on the agenda or other items that may reasonably affect the board or commission.** The board or commission may call for non-agenda item input at this time if appropriate input is allowed during all discussion items. The open meeting law prohibits the board or commission from discussing or making decisions on non-agenda items, however, the board or commission may choose to delegate Town staff to handle the issue or place the item for discussion on a future agenda, may set the item for a future agenda and individual board or commission members may respond to criticism.

Comment [WJS8]: A call to the public is not mandatory. Do you want to make this mandatory?

c. **Special or Work Sessions.** The board or commission may, upon majority vote **and approval of the Town Manager** set a special meeting or work session. In addition, if determined necessary by the affected department head, a special meeting or work session may be called upon discussion with the chairperson.

d. Agenda Packets. Upon completion of agenda posting and preparation of attachments to the agenda, copies of the agenda and any attachments shall be made available to the members of the board or commission. **Copies of the complete agenda packets** shall be placed in the front reception area of Town Hall for disbursement to interested members of the public a minimum of twenty-four hours in advance of the meeting.

Comment [WJS9]: The Open Meeting Law only requires the agenda to be available 24 hours in advance. Sometimes you may run out of time to have the entire packet available.

e. Agenda Items. The Town Manager or designee, depending upon the format of the board or commission, shall determine the content of the agenda discussion items. If determined prudent for the board or commission, the chairperson may set the agenda with concurrence from the Town Manager or Town Manager's designee. Such procedures are determined necessary to ensure that the business of the board or commission is conducted in a timely manner. Should a member wish to place an item on the agenda, the member may request such at the next regular meeting of the board or Commission. In the case of conflicts, items may be brought to the board or commission for a vote to consider whether or not the item should be agendized. In the case of the planning and zoning commission and the board of adjustments and appeals, all current applications which require review of the board or commission must be agendized in accordance with state law and may not be removed from the agenda until a vote on the matter has occurred.

2. Minutes. The Town Manager will provide for secretarial/recording services for the board or commissions. DIGITAL recording of work sessions is preferred, but if not possible, detailed minutes shall be taken by hand by the secretary or recording secretary assigned by the department head. The following procedures shall be followed:

Comment [WJS10]: Why caps?

a. Approval. Minutes of the previous meeting(s) shall be presented at the most reasonable date following the meeting, usually the next meeting of the board or commission. Such minutes shall be reviewed and approved by a majority vote of the board or commission.

b. Filing. Upon approval of minutes, the signed original shall be provided to the Town Clerk who shall maintain copies for public review.

c. Content. Minutes shall contain, at minimum, the date, time, and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all legal actions proposed, discussed, or taken, and the names of members that propose each motion. The minutes shall also include the names of persons as given, making statements or presenting materials to the public body and a reference to the legal action about which they made statements or presented material. If a roll call vote is conducted, the name and vote of all members shall be listed. The minutes shall be as complete as possible with emphasis on discussion to determine the reason(s) for the board or commission's action on an item.

B. Voting Procedures, Quorums and Abstentions. The action of any board or commission shall be taken by a vote of the membership. Voting procedures shall be in accordance with Robert's Rules of Order to the extent practicable and shall include the minimum:

1. Motion. A member of the board or commission only may make a motion, and such motion shall only take place after the introduction of an agenda item. If an agenda item is listed as a public hearing, such motion shall not take place until the public hearing has been called and closed.

2. Second. A motion must receive a second from a member of the board or commission. Once a second is received, additional discussion may take place on the item before the vote is taken. If a motion is not seconded, the motion dies.

3. Voting. The chairperson shall call for a vote upon completion of a motion, second, and any discussion. Such vote shall consist of votes in favor, votes in opposition, or abstentions. For a motion to pass, a minimum of three votes shall be in favor of the motion. If less than three votes are received in favor, the motion is then considered to be a vote of denial of the motion. Items may be tabled or referred to a later agenda if it is determined, by majority vote, that such decision would best be rendered upon receiving more information or if requested by the applicant. Tabled or delaying of agenda items should be based upon a definitive time frame and reason. Such should only be considered when necessary or if the applicant is absent or requests a delay.

Comment [WJS11]: This means that if you have a quorum of three, to pass anything, all three must vote affirmatively. Is that your intent?

4. Quorum. A majority of the membership of the board or commission is considered a quorum. If a quorum is present, the meeting shall commence and voting may occur. An affirmative vote shall be unanimous if only a quorum of members are present.

Comment [WJS12]: What happens if a property owner has appealed a decision of the Zoning Administrator to the Board of Adjustment. Why should the Board of Adjustment table the item if the applicant fails to show.

5. Abstentions/Conflict of Interest. If a member of a board or commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A member may abstain from voting on an item even if a conflict of interest is not present; however, this is not a preferred action.

Comment [WJS13]: Some cities and towns count an abstention as an affirmative vote. That is a good idea; otherwise, someone could cause a no vote just by abstaining. If they want to vote no and if they don't have a conflict, why not make them vote?

Section 5.1.4 General Duties and Requirements

All boards and commissions are established by a separate document that conveys the specific duties and powers of the group. The following general duties and requirements apply to all members of boards and commissions.

- A. The board or commission must operate under the statutory requirements of the Arizona Revised Statutes. Upon appointment to a board or commission, such member shall obtain information regarding the open meeting law and shall become familiar and abide by all statutory requirements. All members of a board or commission are to be provided with copies of this chapter upon appointment and shall become familiar with the duties and requirements of this chapter and other ordinances, resolutions, or information affecting the board or commission and the general subject matter/department which they discuss.
- B. Actions of a board or commission are recommendations only, and final action shall be taken by the Council upon items involving financial matters or other items affecting the duties of the staff or creation of new rules and regulations in accordance with state law. The decisions of the board of adjustments and appeals are final unless appealed to superior court.
- C. A subcommittee of members of the board or commission may meet to discuss special projects as long as such subcommittee is less than a majority of members, such special subcommittee may be assigned only from the membership and shall not be construed to allow for appointment of non-members to any special committee or group unless approved by the Council in advance of such action.

Comment [WJS14]: The zoning code allows the P&Z Commission to make final decisions on a limited basis (e.g., temporary use permits and conditional use permits). I think the power of the P&Z Commission to make final decisions is very limited, but this clause is not consistent with the Zoning Code.

Comment [WJS15]: A subcommittee is still subject to the Open Meeting Law. I would delete this section.

- D. Members of boards and commissions are hereby encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include an advisory capacity to them. The purpose of this chapter is not to encumber each of the boards and commissions with specific duties and responsibilities as to interfere with the opportunity for expression of imagination and creativity. Rather, it is the intent of this chapter to assure the orderly and timely conduct of the business of boards and commissions. Structured activity, procedures, and policies are needed to ensure that the work of the board or commission is worthwhile, productive, and successful.
- E. A board or commission may vote to consider a request for scheduling a joint work session with the Council. Such request may be made in writing after approval of the board or commission and shall include a description of the reason(s) for the meeting. Such request shall then be presented to the Town Manager for consideration of the Council. The Council may also request joint work sessions with any board or commission and may set any items for discussion at such meeting.
- F. All powers and authorities of the Town are reserved to the Mayor and Council, except to the extent that they are specifically delegated to various members of the staff or board or commission by the Mayor and Council or by statute. Boards and commissions serve in an advisory capacity. Notwithstanding such reservation, the following powers and authorities are delegated to the boards or commissions:
1. Each board or commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance or statute. They shall have the power and authority to issue reports and to discuss such reports with the Town Manager and the Council and to hold any necessary public forums required to assist them in the development of any such reports. Said public forums may include discussion with the press, discussions with the public in general, special meetings and public hearings. In no case, however, shall a board or commission have the power or authority to enter into a contract or to obligate the Town to expend funds. Any such contract or obligation of funds shall be undertaken by request submitted to the Town Manager. Such request shall be responded to, in writing, either positively or negatively within a reasonable time frame from receipt of such request by the Town Manager.
 2. Executive sessions, as may be allowed pursuant to ARS 38-431.03, as may be amended, to discuss legal matters or property acquisition, shall be requested by the chairman and scheduled jointly with the Council.

Article 2 Committees

Section 5.2.1 Ad hoc Committees

The Council may appoint temporary *ad hoc* committees for limited purposes. All committees are required to follow the procedures for meetings as set forth in Article 5.1. A quorum for all *ad hoc* committees will consist of a majority of members present at any meeting.

Comment [WJS16]: Why would every board or commission e-session be a joint session with Council?