



City of Prescott

Building Safety Advisory & Appeals Board

July 24, 2025 | 9:00 AM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **Building Safety Advisory & Appeals Board** at their meeting to be held **July 24, 2025**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCUSSION & ACTION ITEMS**
 - A. Approval of the March 27, 2019 Meeting Minutes.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the 2024 Code Adoption.
Recommended Action: This item is for discussion only. No formal action will be taken.
4. **UPDATES**
5. **ADJOURNMENT**

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (7) Discussion or consultation with designated representatives of the city to consider its

position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 7/21/25 at 9:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: July 24 Building Safety Advisory & Appeals Board
DATE: July 24, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of the March 27, 2019 Meeting Minutes.

ITEM SUMMARY

This item is for the approval of the March 27, 2019 meeting minutes. Staff recommends approval of the minutes as presented.

BACKGROUND

None.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. March 27, 2019 Meeting Minutes



Advisory and Appeals Board Minutes

**PUBLIC MEETING
WEDNESDAY MARCH 27, 2019
1PM TO 4PM**

**BASEMENT CONF. RM.
201 S. CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1207**

I. CALL TO ORDER - Chairman Meads called the meeting to order at 1:03 pm

II. ATTENDANCE

MEMBERS	STAFF
Robert Betts	Michelle Chavez, Recorder
Constance Cantelme	Paul Macari, Chief Building Official
Richard Yetman	Bryn Stotler, Director of Community Development
Larry Meads (Acting Chair)	Laurel Collins, Plans Examiner/ Building Inspector
George Sheats	COUNCIL
	Steve Sischka

III. REGULAR AGENDA

A. NEW BUSINESS

1. Approve minutes of March 6 meeting:

A motion to accept the minutes of March 6, 2019 was made by Member Sheats, Seconded by Yetman.

Chairman Meads had a change to the language on the 2nd page of the minutes and gave that change to staff.

It was remarked that the seconded action is confusing and asked that the motion refer back to the language change.

A discussion was had regarding the “Prescott Valley” vs. “Prescott” comment and challenges and opportunities from a builder’s point of view. Also discussed was the amount of progress that Prescott has made to improve services and that the City is moving in a positive direction.

On the last page, acting chair Meads asked to change the paragraph regarding Prescott Valley to “has not yet” added the tamper resistant changes and also note a reference to section 90.1A.

The original motion was withdrawn by Member Sheats

A new motion was made by Sheats to approve the March 6, 2019 minutes with recommended changes, motion was seconded by Yetman and it was approved unanimously.

2. Discuss Electrical Code Concerns (Tamper Resistant Receptacles): Acting Chairman Meads handed out proposed motion language that amended paragraphs that keep the language about tamper resistant receptacles mandatory in the code.

Board members and guests discussed the pros and cons of the tamper resistant receptacles and feedback they had received from talking with contractors.

Member Sheats made a motion to approve the language but make tamper resistant receptacles optional.

Board members and staff continued discussion on the recommended language change and making the tamper resistant receptacles optional.

Member Sheats amended his motion to accept the suggested language put forth by the City.

Member Betts seconded the motion. Four board members voted in favor and one voted no (Meads). The motion passed.

3. Discuss Energy Code Concerns (Blower Testing): Staff recommends the blower code testing remain in effect and be done by a third party installer. Contractors do not have a problem doing them, but have an issue with third party certification.

Members, guests and staff discussed the pros and cons of blower testing, current market opinions on the testing, whether it applies to new or existing buildings and how that is determined.

Members also discussed Dielectric Union (DU) and where that was in the code.

Member Sheats motioned to approve the energy efficiency codes as presented. This motion was seconded by Betts. Four members voted for the motion and one voted no (Cantelme). This motion passed.

4. Approval of Prescott 2018 Building Code Updates:

a. International Fuel Gas Code Amendments – Yetman motioned to approve the amendments and remove the last six words and add a period. This motion was seconded by Sheats and approved unanimously.

b. International Residential Code - One and Two Family Dwelling Amendments - Member Contelme made a motion to pass residential code amendments with modification to add single family. Motion was seconded by Sheats and the motion passed unanimously.

c. International Mechanical Code Amendments - A motion to accept the mechanical code amendments was made by Yetman. The motion was seconded by Sheats and passed unanimously.

A discussion occurred regarding the need to comply with bathroom requirements and installing a baby changing station in a unisex bathroom in order to meet code. Members, staff and visitors discussed the pros and cons of installing family friendly bathrooms.

d. International Plumbing Code Amendments – A motion to approve the plumbing code change as presented was made by Sheats, seconded by Yetman and the motion passed unanimously.

e. International Building Code Amendments –

A motion to approve the 2018 International Building Code as presented was made by Cantelme, seconded by Sheats and passed unanimously.

A Discussion occurred regarding fencing height and materials and how other jurisdictions are amending to become in alignment.

f. Administrative Building Code Amendments –

The Advisory and Appeals board membership was revised from nine members to five. The City had a lot of difficulty getting people to come and meet quorum.

Members discussed the fire code advisory and how that relates to the building code and other advisory groups.

Member Yetman made a motion to adopt the administrative building code amendments. That motion was seconded by Betts and passed unanimously.

An announcement was made that on April 10th at Yavapai College the City and YCCA will be hosting the next Lunch and Learn with the Contractor community.

IV. ADJOURNMENT

A motion to adjourn was made by Member Betts, seconded by Member Yetman and approved unanimously.

Meeting adjourned at 3:40pm

Michelle Chavez, Recorder

Larry Meads, Acting Chairman



TO: MAYOR AND CITY COUNCIL
AGENDA: July 24 Building Safety Advisory & Appeals Board
DATE: July 24, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the 2024 Code Adoption.

ITEM SUMMARY

This item is to discuss the updates and adoption of the 2024 codes will bring the City of Prescott up to the latest standards and practices. In addition, we have streamlined our amendments to the codes, resulting in amendments that align with regional best practices and overall regulatory compliance. The 2024 Code editions under consideration are the International Building Code, the International Residential Code, International Plumbing Code, International Mechanical Code, International Existing Building Code, and the International Fuel-Gas Code. The 2023 National Electrical Code is also included. The 2012 International Energy Code will not be updated.

BACKGROUND

The City of Prescott has historically adopted the current editions of the various building codes every six years. The City of Prescott adopted the 2018 codes in June 2019. The various codes are updated and published every three years by the International Code Council. This year's code adoption was a multi-jurisdictional effort to create consistency and uniformity across our region. The following jurisdictions participated: Prescott Valley, Yavapai County, Sedona, Dewey-Humboldt, Cottonwood, and Chino Valley.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

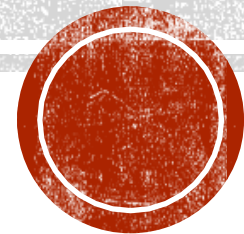
This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. 2024 Code Adoption

CITY OF PRESCOTT

2024 Code Adoption





Study Session

The Process

Goals

Discussion

Presentation - Next Meeting



ADOPTION OF THE 2024 INTERNATIONAL FAMILY OF CODES

- 2024 International Building Code
- 2024 International Existing Building Code
- 2024 International Fuel Gas Code
- 2024 International Mechanical Code
- 2024 International Plumbing Code
- 2024 International Residential Code
- 2023 National Electrical Code



MULTI-JURISDICTIONAL ADOPTION PROCESS

City of Prescott

City of Sedona

City of Cottonwood

Town of Camp Verde

Town of Dewey-Humboldt

Town of Prescott Valley

Yavapai County



STRATEGIC ADOPTION GOAL

Fire and Building worked to Reduce our Amendments to the Model Codes

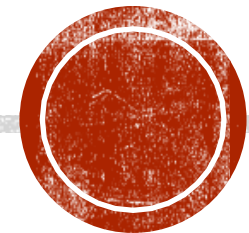
The International Code Council (ICC) Develops the Model Codes through a Governmental Consensus Process.

Adopt the Codes as Minimum Standards.

This Provides Uniformity Across Our Region. Reduces our Liability.

ADOPTION PROCESS

- MULTIPLE JURISDICTIONAL COMMITTEE MEETINGS
- INTERNAL ADVISORY CODE CHANGE REVIEW
- YAVAPAI COUNTY CONTRACTOR'S ASSOCIATION
- COMMUNITY MEETINGS: PUBLIC COMMENT
- BUILDING SAFETY ADVISORY & APPEALS BOARD
- CITY OF PRESCOTT CITY COUNCIL



EXTERNAL COMMITTEE MEETINGS

Eight External Meetings - One Each Month

December 2024

January 2025

February 3, 2025

March 3, 2025

April 14, 2025

May 5, 2025

June 9, 2025

July 7, 2025



Seven Internal Advisory Group Meetings

Building Department

Community Development Operations Team

Fire Department

Existing Amendment Discussion

Proposed Amendment Discussion

INTERNAL ADVISORY GROUP MEETINGS

NEXT STEPS

Community Meetings Hosted by the YCCA to gather Public Comment

- First Meeting – City of Prescott – August 20th
Other Meeting's will be held throughout Yavapai County

City of Prescott Specific Meetings

- Building Safety Advisory & Appeals Board Presentation September 4th
- City Council Study Session – September 23rd
- City Council Voting Session – October 28th
- 2024 Codes become Effective in January 2026 Tentative

SIGNIFICANT AMENDMENTS OF THE IRC

Residential Ground Snow Loads

- 2018 code - 30 lbs/sf²
- 2024 code – Use the ASCE 7 Hazard Tool (<https://ascehazardtool.org>)
- Residential snow loads are based on the specific address as determined by the tool
- Mapped 7 locations in Prescott and they ranged from 30.1 to 47.6 lbs/sf²



SECTION R506 CONCRETE FLOORS

R506.3.3 VAPOR RETARDER

A vapor retarder shall be installed as required and specified by the certified geotechnical engineer and must be identified in the geotechnical soils report required by Section R401.4 of this code.





**SECTION P2503.4
BUILDING
SEWER TESTING**

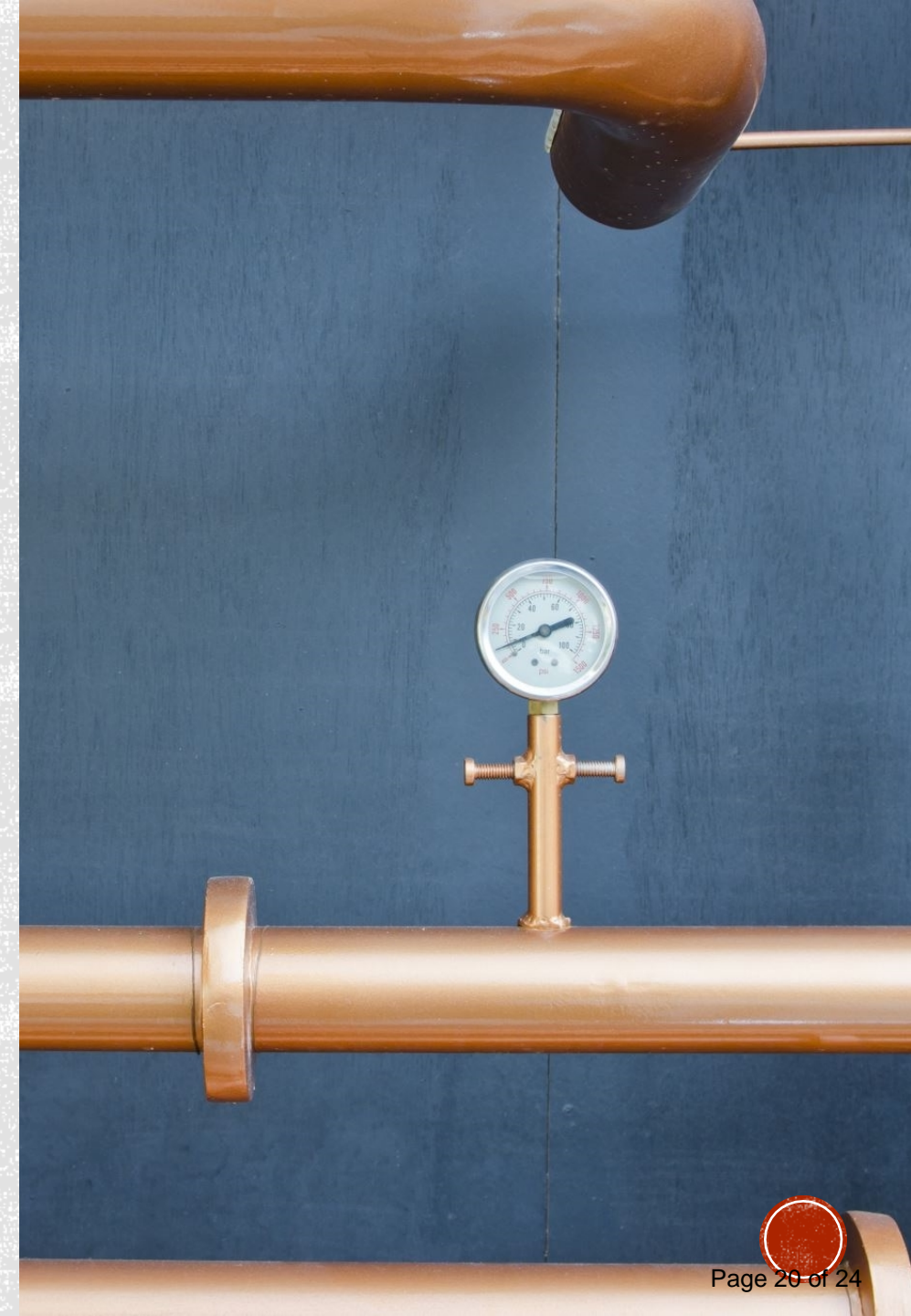
**SECTION P2709.3
SHOWER LINING
TESTING**

ADDITION

SECTION G2408.7 - FUTURE GAS STUBS

The gas stub-out for a future appliance shall be provided with a shut-off valve equipped with a sealed cap and a permanent label shall be affixed to the gas stub-out/shut-off valve that states the maximum allowable BTHU rating of appliance connected to it.

Where a gas stub is located above a combustible deck or under a combustible ceiling/roof future appliances must meet the manufacturers specifications and installation instructions regarding proximity to combustible construction.



EXISTING AMENDMENT

SECTION P2603.5.2 WATER IN ATTICS

All water in attics must be either in a conditioned attic space, or must be in an approved chase with foam, on the conditioned side of the insulation, with a minimum of R-49 insulation over the chase.

Pipe must be pex or equal and must slope to drain to showerhead when not in use; no valve allowed on the showerhead.



NEW AMENDMENT

E3901.4.3 RECEPTACLE OUTLET LOCATION

4. Receptacles are allowed below the countertop at a maximum of 12" below the top of the countertop surface measured to the middle of the box, when the countertop surface overhang does not exceed 1.5 inches.

NEW AMENDMENT

E3902.2

GARAGE AND ACCESSORY BUILDING RECEPTACLES

Exception:

A dedicated 15 to 20-amp Simplex receptacle serving a refrigerator or freezer is not required to be GFCI protected.





QUESTION S?

Thank you!

