



TOWN OF PRESCOTT VALLEY MEETING NOTICE

BUILDING BOARD OF APPEALS AGENDA OCTOBER 14, 2026

Council Chambers/Library Auditorium, 7401 E Skoog Blvd. Prescott Valley, AZ.

Doors open at 3:30pm for the 4:00pm meeting.

MEETING INFORMATION: Pursuant to A.R.S. §38-431.02; Town Code §2-04-010, notice is hereby given to the general public that the Building Board of Appeals will hold a meeting open to the public on October 14, 2026, at 4:00pm located in the Council Chambers/Library Building, 7401 E Skoog Blvd. Prescott Valley, Arizona. Action may be taken by the Board on any item listed on this agenda. Copies of the Agenda and supplementary materials are available on the Town's website at www.prescottvalley-az.gov or the Office of the Town Clerk, 7501 E Skoog Blvd.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION: Pursuant to A.R.S. §§ 38-431.02(I) and 38-431.03(A)(3); Town Code §2-04-030, notice is hereby given to the members of the Building Board of Appeals and the general public that, at this Regular Meeting, the Building Board of Appeals may vote at any time during the meeting to go into Executive Session, which will not be open to the public, for legal advice and discussion with the Town Attorney on any item listed on the attached agenda.

VIEWING AND PARTICIPATION: This meeting may be viewed on [Channel 56](#), [Facebook Live](#), [YouTube](#), or on the [Town's website](#). It is strongly encouraged that anyone wishing to address the Board register their name with the Clerk before the meeting. When recognized, use the podium/microphone, and state your name. Comments are limited to three (3) minutes unless additional time is granted by the Chair [A.R.S. §§9- 462.04(A) & 38-431.01(A)&(H); Town Code §2-02-040(B)].

MEETING PROTOCOL: The Chair or other presiding officer at the meeting may change the order of Agenda items and/or take items on the Agenda in an order they determine is appropriate [A.R.S. §38-431.02(H); Town Code §§2-02-040(B) & 2-04-060].

EMAIL: By 4pm the day before the Building Board of Appeals meeting, email comments to devserv@prescottvalley-az.gov. All emails received by this deadline will be distributed to members of the Board for their review and consideration but will not be read aloud at the meeting. In the email, please identify your name and your comment pertaining to the agenda item [A.R.S. §38-431.01(C)(4)].

Forms to request accommodations pursuant to Section 504/ADA guidelines are available by contacting the Human Resources Department at (928)759-3009 or email HR@prescottvalley-az.gov. Such requests must be submitted twenty-four (24) hours prior to the meeting.



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BUILDING BOARD OF APPEALS AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - a. July 15, 2026, Regular Meeting Minutes Consideration & Possible Action (Approve)
- 4. ANNOUNCEMENTS**
- 5. NEW BUSINESS**
 - a. CAFMA Fire Code and Wildland-Urban Interface (WUI) - Presentation [Darryl Tirpak, Fire Marshal]
- 6. CALL TO THE PUBLIC:** At this time, any member of the public is allowed to address the Building Board of Appeals on any issue within the jurisdiction of the Board. Any person wishing to address the Board must first register their name with the Clerk prior to the commencement of the meeting. Pursuant to the Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Board may respond to criticism made by those who have addressed the Board, and may ask staff to review the matter, or may ask that the matter be placed on a future agenda for further consideration and decision at a later date.
- 7. ADJOURNMENT**



TOWN OF PRESCOTT VALLEY
STAFF REPORT

DATE: 10/14/2026

TO: Building Board of Appeals Regular Meeting

DEPARTMENT: Development Services

SUBJECT: July 15, 2026, Regular Meeting Minutes Consideration & Possible Action
(Approve)

Attachments

Minutes



BUILDING BOARD OF APPEALS
REGULAR MEETING
Council Chambers/Library Auditorium 7401 E. Skoog Blvd. Prescott Valley, Arizona 86314,
at 5:30 p.m.

MEETING MINUTES
July 15, 2026

1. CALL TO ORDER

Chairperson Leithead called the July 15, 2026, public meeting of the Building Board of Appeals to order at 5:30 p.m.

Chairperson Leithead stated that the Building Board of Appeals is an impartial body made up of residents of the Town of Prescott Valley who volunteer their time and efforts and are guided by the state and local rules and regulations.

Chairperson Leithead announced all Town staff present: Woody Lewis, Chief Building Official; Russ Harsh, Senior Plans Examiner; Ivan Legler, Town Attorney; Colleen Black, Administrative Services Manager; Ludin Mercado, Administrative Specialist II; Stacey Bristow, Development Services Director.

2. ROLL CALL

Present: Chairperson Richard Leithead, Vice Chairperson Steve Jarpe, Member Warren Pechin, Member Walter Sprowl, Member Robert Noble

Absent: Member Denise Atwood, Member David Smith

3. ANNOUNCEMENTS: NONE

4. APPROVAL OF MINUTES

4a. Regular Meeting Minutes December 14, 2022

Chairperson Leithead asked for corrections or a motion to approve the meeting minutes.

Member Walter Sprowl made the MOTION, seconded by Member Robert Noble to approve the minutes as written.

Board Members voted as follows:

AYES: Member Warren Pechin, Member Walter Sprowl, Chairperson Richard Leithead, Vice Chairperson Steve Jarpe, Member Robert Noble

NAYS:

ABSENT: Member Denise Atwood, Member David Smith

ABSTAIN:

MOTION Passed with 5 ayes, 0 nays, 2 absent, 0 abstentions.

5. PUBLIC HEARING ITEMS: None

6. ACTION ITEMS:

6a. Upon the request of the Town of Prescott Valley, a public hearing for the purpose of reviewing the proposed adoption of the Town of Prescott Valley Administrative Code; 2024 International Building Code (IBC); 2024 International Residential Code (IRC); 2024 International Mechanical Code (IMC); 2024 International Plumbing Code (IPC); 2023 National Electrical Code (NEC); 2024 International Property Maintenance Code (IPMC); 2024 International Fuel Gas Code (IFGC); 2024 International Swimming Pool and Spa Code; and the 2012 International Energy Conservation Code.

Chairperson Leithead opened the floor to town staff for their presentation.

Russ Harsh, Senior Plans Examiner, presented the code updates in more detail and the purpose for the code update. Mr. Harsh explained that the Town is proposing adoption of the 2024 editions of most applicable building codes, while updating the international Energy Conservation Code from the 2006 edition to the 2012 edition to remain more consistent with surrounding jurisdictions. He stated that building codes established minimum standards intended to protect public health, safety, and general welfare.

Mr. Harsh discussed the anticipated impact of the updated codes on the building industry, noting that industry estimates identified a slight to modest increase in cost when transitioning from the 2018 to 2021 codes and essentially no additional impact from the 2021 to 2024 codes. He noted that the updated energy code may result in some additional requirements, including more stringent insulation

standards, but stated that the changes are not expected to significantly affect builders.

Mr. Harsh highlighted several changes included in the newer codes, including provisions for live/work units, elevated photovoltaic support structures, and the use of intermodal shipping containers as building components. He also discussed updated smoke alarm requirements, including an additional smoke alarm when there is a 24-inch or greater difference between ceiling levels.

Additional changes discussed included requiring vapor barriers when specified in geotechnical reports to address moisture concerns, whole-house surge protection, additional electrical and GFCI requirements, and increased insulation standards. Harsh explained that the energy code update would increase ceiling insulation from R-38 to R-49 and wall insulation from R-13 to R-30, with alternative methods available to meet the wall insulation requirement.

Member Noble raised a question regarding the process for permitting shipping-container-based homes in the Town of Prescott Valley. Mr. Harsh noted that no such projects have been permitted to date. The inquiry addressed whether a builder or homeowner could pursue a shipping container home as a first-time submittal and how difficult the permitting process would be. Member Noble inquired if the permitting would follow the applicable building code requirements with no additional scrutiny beyond standard review and appropriate engineering.

Mr. Harsh explained that permitting shipping container homes would be feasible if applicants comply with the prescriptive standards established in the building code. These standards define the allowable extent of modifications, such as the amount of corrugated metal that may be removed from a container. Staying within those parameters would allow for standard approval. If an applicant exceeds prescriptive limits, for example, removing a larger section than allowed—the project would require structural engineering. Mr. Harsh noted that this approach is consistent with typical code application in residential construction, where engineering is required for nonstandard elements such as long spans, atypical beam materials, or other features outside prescriptive limits. If proposed modifications remain within code-defined minimums and allowable sizes, no issues are anticipated. Exceeding those limits would necessitate engineering review.

Member Noble inquired regarding the placement of a container home within a standard single-family residential subdivision. Mr. Harsh confirmed that such placement would generally be permissible, provided the structure meets IRC requirements applicable to factory-built buildings. He noted that these structures can resemble manufactured homes, and residents sometimes misunderstand their allowance in single-family zones.

Stacey Bristow, Development Director, added that any proposal would undergo a full design-review process. Planning staff would evaluate setbacks, landscaping, and applicable design guidelines. She stated that no container homes have been submitted to date, the Town is actively reviewing and updating its design standards, and the first application would help inform future guideline development.

Mr. Harsh provided code books for reference and asked whether the Board wished to review the proposed changes or had specific questions. Members indicated no major issues stood out.

Mr. Harsh explained the two primary objectives behind the proposed amendments:

- Establish consistency among county jurisdictions to reduce regulatory discrepancies for builders working in multiple areas.
- Maintain certain longstanding local provisions, particularly those addressing clay soils and simplified foundation requirements. Additional items, such as the drinking fountain requirement for small businesses, were also carried forward to reduce unnecessary burdens.

Chairperson Leithead requested clarification regarding reliance on CAFMA's fire code amendments and expressed concerns about cost impacts and the Town's degree of control. Ivan Legler, Town Attorney, explained that CAFMA adopts its own fire code, including amendments, and while the Town enforces the building code, CAFMA retains authority over fire-related requirements such as sprinklers, alarms, and the wildland–urban interface code if adopted in the future.

Staff noted that:

- Prescott Valley does not adopt its own fire code because fire services are provided by CAFMA.
- The Town and CAFMA collaborate through intergovernmental agreements requiring communication and coordination.
- CAFMA has historically been responsive and transparent, publicly posting amendments and presenting changes to the Town Council.
- If future amendments raise concerns or contradictions, staff can bring CAFMA to a meeting for discussion and clarification.

Members shared past experiences with sprinkler requirements, insurance concerns, and cost impacts. Staff acknowledged these concerns and emphasized continued collaboration and communication with CAFMA.

Member Noble asked which changes represented the most significant financial or safety impacts. Mr. Harsh noted incremental improvements, including updated deck standards and continued advancement of electrical safety requirements (e.g., GFCI and AFCI protection). No substantial changes were identified that would materially alter current building practices.

Member Noble sought clarification regarding permit-exempt structures. Woody Lewis, Chief Building Official, explained that prior code provisions exempted accessory structures under 120–144 square feet, while the new code increases the exemption to 200 square feet. While no building permit is required for such structures, a zoning permit remains necessary to ensure compliance with setbacks and placement requirements.

6b. Election of Officers

Chairperson Leithead asked for nominations for Vice Chairperson. Member Sprowl nominated Member Noble, seconded by Member Pechin. With no further nominations Chairperson Leithead asked for a vote.

Members voted as follows:

AYES: Member Pechin, Member Sprowl, Chairperson Leithead, Vice Chairperson Jarpe, Member Noble

NAYS:

ABSENT: Member Atwood, Member Smith

ABSTAIN:

MOTION Passed with 5 ayes, 0 nays, 2 absent, 0 abstentions.

Member Noble was appointed Vice Chairperson effective at the conclusion of this meeting.

7. CALL TO THE PUBLIC:

8. ADJOURNMENT

There was no further public comment related to any item presented during this meeting; therefore, Chairperson Leithead called for a motion for adjournment. Member Pechin made the MOTION, seconded by Member Noble to adjourn.

Members voted as follows:

AYES: Member Pechin, Member Sprowl, Chairperson Leithead, Vice Chairperson Jarpe, Member Noble

NAYS:

ABSENT: Member Atwood, Member Smith

ABSTAIN:

MOTION Passed with 5 ayes, 0 nays, 2 absent, 0 abstentions.

The July 15, 2026, meeting of the Planning and Zoning Commission adjourned at 6:25pm.

Chairperson Leithead

For additional information on this meeting, please visit:
[Building Board of Appeals Meeting - Wednesday, July 15, 2026](#)