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MINUTES

**BUILDING AND FIRE CODE OF APPEALS
MONDAY
SEPTEMBER 15, 2025**

**COUNCIL CONFERENCE ROOM
211 WEST ASPEN AVENUE
2:00 P.M.**

1. **CALL TO ORDER**

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Building and Fire Code of Appeals and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant A.R.S. §38-431.03(A)(3).

The meeting was called to order at 2:00 p.m.

2. **ROLL CALL**

NOTE: One or more Commissioners may be in attendance through other technological means.

JACOB CONGER (Present)
KENNETH KRENKE (Present)
DAVID MERRELL (Present)
MITCHELL WALZER (Present)

VACANT
VACANT
VACANT

Staff present: Building Official Amy Tressler, Senior Sustainability Planner Genevieve Pearthree, Housing and Transportat Coordinator Jamie Larson, Wildland Fire Captain Neil Chapman, Zoning Code Manager Tiffany Antol, and Deputy City Cle Georganna Staskey

3. **OPEN CALL TO THE PUBLIC**

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

None.

4. **Member Introductions**

Ms. Pearthree introduced the board and purpose. This board does not meet often and there are new members. Board members, City staff, and Shums Coda staff (who working with the City to support the Building and Fire Code update) introduced themselves and background.

5. **ACTION ITEMS**

A. **Discussion and possible vote on selecting a Chair and Vice Chair**

Board members spoke of the history of who has held the position and who might best fit it currently.

Moved by Mitchell Walzer, seconded by Kenneth Krenke to appoint Jacob Conger as Chair

Vote: 4 - 0 - Unanimously

Board members discussed the history of Vice Chair and who currently is able to fill the role.

Moved by Kenneth Krenke, seconded by Mitchell Walzer to appoint David Merrell as Vice Chair.

Vote: 4 - 0 - Unanimously

6. **DISCUSSION ITEMS**

A. **Building and Fire Code of Appeals Process and Timeline**

Ms. Pearthree provided background information and the timeline. The Building and Fire Code of Appeals process is underway, with amendments being drafted soon. The first Board of Appeals meeting is held on September 15, 2025. Staff will visit several City Commissions in October to present options for advancing code amendments. Three open houses (two in-person, one virtual) are planned, with a possible fourth Board meeting if major changes occur. A Council work session is scheduled for early December, followed by a first read of the amendment for potential code adoption in January 2026, and the code, if adopted, will take effect in February 2026.

B. [Review and Discuss Key Code Changes 2018-2024](#)

Ms. Tressler reviewed the Key Code Changes documentation that was provided to Commissioners and asked if there were any questions on the material. The Board reviewed key 2018–2024 code changes. Vice Chair Merrell discussed updates to snow loads, including site-specific snow loads, shifting from "roof snow loads" to "ultimate snow loads," and potential impacts on construction costs, particularly for engineered structures. He also expressed concerns about the potential for increased construction costs associated with the special review of metal buildings. Chair Conger highlighted new requirements for building commissioning and energy efficiency testing. Ms. Pearthree discussed a future presentation to City Council to seek direction on four potential energy code update options that City staff could explore as part of the larger Building and Fire Code update process, given Flagstaff's adopted climate goals and the large number of appendices in the 2024 International Energy Conservation Code (IECC). The Board discussed EV (electric vehicle) chargers, solar-ready provisions, and net-zero-ready construction. Board members indicated a desire to balance energy efficiency improvements, including potential utility cost savings, with impacts on housing construction costs, and expressed concerns about code changes raising construction costs. Mr. Walzer inquired whether the City is coordinating with the County. Ms. Tressler responded that there is coordination, although alignment is difficult due to differences in size, climate zones, and resources. Mr. Chapman discussed potential updates to the City's Wildland Urban Interface (WUI) code, including staff's review and analysis of requiring a wildfire buffer, and weighing higher construction costs against potential benefits to insurance premiums. Ms. Tressler indicated that staff still need to conduct a legal review of the new codes. Ms. Pearthree discussed the City's upcoming ADU model plans library and how site-specific snow loads may impact the feasibility of model plans. Vice Chair Merrell requested clarification on how code changes will affect remodels.

7. Finalize date for next meeting

Discussion on availability for the next meeting, October 2nd appears to be available. Staff is going to work on confirming this for the Commission.

8. INFORMATIONAL ITEMS TO/FROM BOARD MEMBERS AND STAFF, FUTURE AGENDA ITEM REQUESTS

None.

9. ADJOURNMENT

The meeting was adjourned at 3:19 p.m.

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