

Commission on Disability Concerns
Architectural Compliance Committee
Meeting Minutes
Thursday, April 16, 2009
6:00 p.m.
Pyle Adult Center
655 E. Southern Avenue, Tempe, AZ

In attendance: Jacque Olsen (Chair), Dan Olsen, Jose De La Torre, and Janie Shelton

1. Meeting was called to order at 6:00 p.m.
 2. Public comments: None
 3. Minutes from March 19, 2009 meeting were accepted as presented.
 4. Updated Mission Statement—After discussion, there was consent to submit the draft mission statement to the Commission for comment and approval. Jacque will ask Karl to include it as an agenda item for the next Commission meeting (if necessary).
 5. Procedures for architectural compliance complaints—Discussion of last month's presentation by Mike Williams (City of Tempe Development Services) led to the development of the following procedure:
 1. Accept and investigate a complaint. Assign one or more committee members to investigate with a site visit.
 2. Review results of investigation at a subsequent committee meeting and determine validity of the complaint.
 3. If valid, assign a committee member to complete and submit a Building Code Violation Report Form (a Development Services Dept. document) along with any supporting materials such as photographs, drawings or sketches, or investigative reports to Mike Williams in the City of Tempe's Development Services Department.
- Note: Jose will include the above procedure in our updated Mission Statement prior to submission to the Commission for approval.
6. Tempe Marketplace—Jose will submit a Building Code Violation Report Form along with investigative report to Development Services by the end of the April.

7. It was suggested and agreed that we re-open two previous projects that did not end in resolution—Fry's Grocery store at Rural Rd. & Southern Ave. and Broadway Apartments at Mill Ave. & Broadmor. We will re-evaluate these projects at our next meeting.
8. Next meeting date—Thursday, May 21, 2009
9. Meeting adjourned at 6:42 p.m.