

**DRAFT MINUTES**  
**BOARD OF ADJUSTMENTS AND APPEALS**  
**REGULAR SESSION**  
**TOWN OF CAMP VERDE**  
**473 S MAIN STREET, SUITE 106**  
**TUESDAY, AUGUST 8, 2017 at 3:00 P.M.**  
**COUNCIL CHAMBERS**

1. **Call to Order**

Chairman Binick called the meeting to order at 3:00 p.m.

2. **Roll Call**

Chairman Jim Binick, Vice Chairman B. J. Davis, Board Members Greg Blue, Ben Bassous and Doug Stevens were present. Board Member Bruce George was absent. Community Development Director Carmen Howard stated she received a letter of resignation from Murray Lichty.

**Also Present**

Community Development Director Carmen Howard, Planner Melinda Lee, Town Clerk Judith Morgan and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Chairman Binick led the Pledge.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Board requests.

**a) Approval of the Minutes:**

Regular Session April 4, 2017

**b) Set Next Meeting, Date and Time:**

As needed

**Motion** was made by Board Member Blue to approve the consent agenda. Second was made by Board Member Bassous. **Motion** carried unanimously.

5. **Call to the Public for Items not on the Agenda.**

None

6. **Education: Judith Morgan, Town Clerk, Open Meeting Law Presentation**

Town Clerk Judith Morgan gave a PowerPoint presentation on Open Meeting Law. Topics reviewed were:

- Why there is the Open Meeting Law
- Who must comply
- Mandates
- What constitutes a meeting
- Quorums
- What is legal action
- Socializing
- Do's and don'ts of Board Member Discussions

- Agendas
- Public Rights-Calls to the Public
- Meeting Pitfalls
- Violations
- Resources for training

Board Members were able to ask questions after the presentation. Ms. Morgan stated Open Meeting Laws are to protect the Board, and to allow the public to know what decisions are being made and how they are made. Chairman Binick asked if the other commissions and boards have adopted any policies or ground rules to follow. Ms. Morgan explained the Council has policies and she will send it out to the board to review.

7. **Review of Quarterly Report for April-June 2017**

Board Members did not have questions or comments on the quarterly report.

8. **Board Informational Reports–**

Chairman Binick stated that Murry Lichty has submitted his resignation and thinks he should be recognized for his years of service. Ms. Howard stated she will let Council know and perhaps they would like to put something on the agenda to recognize Mr. Lichty.

9. **Adjournment**

**Motion** to adjourn the meeting was made by Board Member Blue. Second was made by Vice Chairman B. J. Davis. **Motion** passed unanimously. Chairman Binick adjourned the meeting at 3:37 p.m.

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Jim Binick  
Chairman, Board of Adjustment and Appeals

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Carmen Howard  
Community Development Director

\_\_\_\_\_  
Date:

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Board of Adjustments and Appeals of the Town of Camp Verde during the Regular Session of the Board of Adjustments and Appeals of the Town of Camp Verde, Arizona, held on the 8<sup>th</sup> day of August 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Jennifer Shilling, Recording Secretary