

MINUTES DRAFT
BOARD OF ADJUSTMENTS AND APPEALS
Regular Session
TOWN OF CAMP VERDE
TUESDAY, MARCH 12, 2013
3:00 PM
COUNCIL CHAMBERS

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
The meeting was called to order at 3:00 p.m.
2. **Roll Call**
Chairperson Doug Stevens, Board Members Jim Binick, B.J. Davis, Brad Gordon, Al Buchanan and Murray Lichty were present; Board Member Mike Hough was absent.

Also Present: Community Development Director Mike Jenkins, Building Official Robert Foreman, Asst. Planner Jenna Owens, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Chairperson Stevens.
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 the Board so requests.
 - a. **Approval of Minutes**
January 08, 2013 – Regular Session
 - b. **Set Next Meeting, Date and Time**
As NeededOn a motion by Gordon, seconded by Davis, the Consent Agenda was unanimously approved as presented.
5. **Call to the Public for items not on the Agenda**
There was no public input.
6. **Presentation, Questions & Answers for the Town of Camp Verde Town Attorney.**
There was no action taken.

Bill Sims, the Town Attorney for Camp Verde, participated in the meeting via teleconference. Responding to questions that had been raised by the members, Sims gave a detailed review of the duties, responsibilities and authority of the Boards of Adjustment and Appeals. Sims noted that the Board is a quasi-judicial body, addressed due process of law and the right of an appellant to a fair hearing, and commented on the importance of avoiding ex parte actions or discussions once a hearing has commenced. During a roundtable discussion with the members and staff, Sims outlined answers regarding rules of conduct, site visits, discussions with Town staff or applicants, and personal liability, citing specific examples for further clarification. Sims consistently emphasized free and open communication between staff, Boards and applicants.
7. **Review of Variance form Draft**
Staff was directed to bring back a revised draft variance checklist at the May meeting based on requested changes as discussed.

Owens referred to the draft variance checklist provided by Binick, and the draft checklist that she had prepared from that document. Owens suggested that the members review

the material, after which an agenda item could be scheduled for further review, discussion and approval of a variance checklist. After a brief discussion, it was agreed that this item and any suggested changes would be further considered at the May meeting.

8. Staff Report

There was no Staff Report.

9. Board Informational Reports:

Binick said he would like to know if there would be an opportunity to attend a Board of Adjustment meeting being held by another community. *Owens said she will research the issue; Binick added that he would also check with other communities and will share that information with staff.*

10. Adjournment

On a motion by Davis, seconded by Lichty, the meeting was adjourned at 4:27 p.m.

Doug Stevens, Chairperson

Planning & Zoning Division

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 held on the 12th day of March 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Margaret Harper, Recording Secretary