

**MINUTES  
REGULAR SESSION  
BOARD OF ADJUSTMENTS AND APPEALS  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, MARCH 9, 2010  
3:00 PM**

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 Roddan, Board Members Bullard Sr., Stevens, Bullard Jr., and Bonham;  
Member Reddell was absent.  
  
**Also Present:** Asst. Planner Jenna Owens, Mayor Bob Burnside, Councilor Jackie Baker, Code Enforcement Officer Robert Foreman, and Recording Secretary Margaret Harper.
  
- 3. Pledge of Allegiance**  
The Pledge was led by Bullard, Jr.
  
- 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. Set Next Meeting, Date and Time**  
As Needed
  - b. Approval of Minutes**  
June 23, 2009 Special Session  
On a motion by Bullard, Sr., seconded by Stevens, 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. Election of Officers**  
On a motion by Bullard, Sr., seconded by Stevens, the Board unanimously elected Al Roddan to continue as Chairman.  
  
On a motion by Bullard, Jr., seconded by Bullard, Sr., the Board unanimously elected Doug Stevens as Vice Chairman.
  
- 7. Introduction of new Board Member Mr. Wes Bonham.**  
Chairman Roddan introduced Wes Bonham as the new member of the Board. Roddan reminded everyone that there still remains one vacancy on the Board and that applicants for that position will be welcomed. Roddan thanked Bonham for joining the group.

**8. Discussion of purpose and responsibilities of the Board of Adjustment and Appeals.**

Roddan explained that the Board members try to review the purpose and responsibilities of the Board about once a year to refresh their understanding of their job is, as well as the history of the establishment of the Board of Adjustments and Appeals.

Asst. Planner Jenna Owens gave a comprehensive Power Point presentation outlining the responsibilities of the Board, the establishment by Town Code, and the two separate functions of the Board of Adjustments and Appeals. The Board hears and makes decisions on appeals from decisions of the Community Development Director, and hears and decides on appeals for variances from the Zoning Ordinance requirements. Owens reviewed in detail how those hearings are scheduled and conducted, as well as the limitations of Board powers. It was also noted that decisions of the Board may be appealed to the Superior Court if the applicant disagrees with the Board's ruling. During and following the presentation, there were comments and questions from Mayor Burnside and Councilor Baker, and input from Code Enforcement Officer Foreman on the role of the building official and strict interpretation of the Building Code. The discussion and questions served to further clarify for the Board members what their responsibilities and powers are, and above all, decisions based on findings of fact Owens reminded everyone that her office is always available to them for answers to any questions that may arise in connection with upcoming hearings.

**9. Staff Report**

Owens had no particular report; however, she advised the Board that they may have an appeal coming before them, although no further details are available at this time. Owens added that the members are encouraged to familiarize themselves with the functions of Planning & Zoning, General Plan Amendments, Zoning Map Changes, for example, and the various processes followed. The more Boards and Commissions know about each other, the better they all function. Owens cautioned the members to always be aware of the Open Meeting Laws with no more than two members meeting with her at one time.

**10. Board Informational Reports:**

There were no Board informational reports; Chairperson Roddan thanked Mayor Burnside and Councilor Baker for their attendance and input at the meeting.

**11. Adjournment**

On a motion by Bullard, Sr., seconded by Stevens, the meeting was adjourned at 4:01 p.m.

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Al Roddan, Chairperson

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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 9<sup>th</sup> day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Margaret Harper, Recording Secretary