

**ACTIONS TAKEN
BOARD OF ADJUSTMENTS AND APPEALS
Regular Session
TOWN OF CAMP VERDE
CAMP VERDE, AZ 86322
TUESDAY, JANUARY 08, 2013
COUNCIL CHAMBERS
3:00 PM**

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**
March 13, 2012 – Regular Session
 - b. **Set Next Meeting, Date and Time**
As NeededOn a motion by Binick, seconded by Davis, the Consent Agenda was unanimously approved as presented, with the corrections noted.

Board Member Binick pointed out that his name had been misspelled throughout the Minutes of March 13, 2012; corrections will be made accordingly.
5. **Call to the Public for items not on the Agenda**
There was no public input.
6. **Election of Officers.**
On a motion by Gordon, seconded by Binick, the Board unanimously elected Doug Stevens as Chairperson.

On a motion by Davis, seconded by Stevens, the Board unanimously elected Jim Binick as Vice Chairperson.
7. **Question to staff on need to have the Town Attorney or Legal Council available at all Board of Adjustment & Appeals meetings where there are applications for review or approval.** (Requested by Jim Binick)
There was no action taken.
8. **Does staff prepare a findings statement for review or use by the Board of Adjustment & Appeals?** (Requested by Jim Binick)
There was no action taken.
9. **Blank form to be included in the packet checklist for variances.**
(Requested by Jim Binick)
There was no action taken.
10. **Staff Report**
Staff discussed with the members the importance of having future meetings; it was agreed that meetings will be held at least once every quarter; members are encouraged to request items for agendas. Jenkins said that staff would research past actions for sample issues to present to the Board for further in-depth training. There was some discussion regarding the possibility of members attending and observing Board meetings in other communities, adhering to the Open Meeting Laws as required; Owens will research that possibility, There was also discussion on staff's through preparation with the applicant to resolve questions regarding specific Ordinance requirements.
11. **Board Informational Reports**
Binick shared further information from the notes he had made at the December Seminar, including limiting conversations with staff on agenda items, reporting substantive discussions held

at meetings, visiting the particular sites and in what capacity, whether or not State Law does require findings, and the possibility of conducting public study sessions in some instances.

There was a further brief discussion regarding scheduling further meetings.

12. Adjournment

On a motion by Binick, seconded by Davis, the meeting was adjourned at 3:53 p.m.