

**BOARD OF ADJUSTMENT  
NOVEMBER 18, 2009**

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, NOVEMBER 18, 2009, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A SPECIAL Meeting of the Board of Adjustment of the Town of Clarkdale was held on Wednesday, November 18, 2009, at 6:00 p.m. in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**Board of Adjustment:**

Chairperson	Lee Daniels	Present
Vice Chairperson	Jack VanWye	Present
Board Members	Karen Daniels	Present
	Ted Rabban	Present
	Pete Cure	Present

**Staff:**

Planner II	Normalinda Zuniga
Administrative Assistant II	Vicki McReynolds
Building Inspector	Paul Grasso

**Others in Attendance:** None.

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the Special Meeting Minutes of June 10, 2009. Board Member Van Wye motioned to approve the Special Meeting Minutes of June 10, 2009. Board Member Daniels seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** None.

**AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to FIVE minutes. **There was no public comment.**

**NEW BUSINESS**

**AGENDA ITEM: ELECTIONS: CHAIRPERSON and VICE CHAIRPERSON.**

**Board Member K. Daniels motioned to appoint Lee Daniels as Chairperson. Board Member Van Wye seconded the motion. Lee Daniels accepted the nomination and was elected unanimously. Chairperson Daniels motioned to appoint Jack Van Wye as Vice Chairperson. Board Member K. Daniels seconded the motion. Jack Van Wye accepted the nomination and was elected unanimously.**

**AGENDA ITEM: WELCOME NEW BOARD MEMBERS**

There are two new Board Members on the Board of Adjustment – Ted Rabban and Pete Cure. This is a full five member Board.

**This being discussion only, there were no actions taken.**

**AGENDA ITEM: BOARD OF ADJUSTMENT INFORMATION / ROLE MEMBERS PLAY**

-Staff went over the handouts the Board Member's received in their packets. The importance of adhering to the six "Criteria" outlined in Section 17-2-2 Powers was explained. Other handouts included Section 112, Board of Appeals from the International Building Code-2006 and Legal Aspects of Code Administration pages 52-58.

-Staff explained the types of applications that usually come before the Board, i.e., boundary discrepancies, extension for a non-conforming use, applicant feeling there may be a misinterpretation of the Zoning Code and variance requests. The Zoning Administrator (in the Community Development Department) is Sherry Bailey who is available regarding appeals.

-The Chairperson explained to the new members that the Staff in the Community Development Department provides packets with all the information regarding an application request the week prior to the meeting. This allows Board Members time to review the information, contact staff if necessary and go out to look at the site in question.

**BOARD OF ADJUSTMENT  
NOVEMBER 18, 2009**

-The Verde Valley is trying to put together a Board of Appeals group that would include contractors and inspectors from Camp Verde, Cottonwood, Clarkdale and Sedona. This formation is pending an intergovernmental agreement.

-Staff briefly went over the Open Meeting Laws and email protocol. There will be a yearly Boards and Commissions Open Meeting Law Training Seminar held here on the Town Complex possibly in January. The Board Members will be notified when this takes place.

**This being for discussion only, there were no actions taken.**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Board of Adjustment Meeting Location Change to the Men's Lounge of the Clark Memorial Clubhouse located at 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting. Chairperson Daniels motioned to approve remaining in the Clark Memorial Library, 39 N. Ninth Street for their meetings. Board Member Van Wye seconded the motion. The motion passed unanimously**

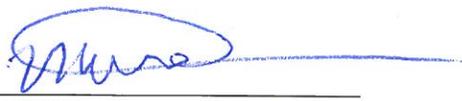
**AGENDA ITEM: FUTURE AGENDA ITEMS: None at this time.**

**AGENDA ITEM: ADJOURNMENT: Board Member Van Wye motioned to adjourn the meeting. Board Member Daniels seconded the motion. The motion passed unanimously. The meeting adjourned at 6:50 p.m.**

**APPROVED BY:**

  
Lee Daniels  
Chairperson

**SUBMITTED BY:**

  
Vicki McReynolds  
Administrative Assistant II