



Meeting Minutes

Board of Adjustment

Wednesday, January 13, 2016

5:30 PM

Goodyear Municipal Center
14455 W. Van Buren St., Conf Rm GMC-D-EcDev
Goodyear, AZ 85338

1. CALL TO ORDER

The Board Meeting was called to order at 5:32 p.m.

2. ROLL CALL

Present 5 - Chairman Nancy Burton, Boardmember Estelle Beswick, Boardmember Gerald Schroeder, Boardmember Thomas Neith, and Boardmember Robert Garcia

Staff Present: City Clerk Maureen Scott, Development Services Director Christopher Baker, and Planning Manager Katie Wilken

3. INTRODUCTION OF STAFF AND BOARD MEMBERS

Staff and Board members were introduced.

4. ELECTION OF OFFICERS

Conduct election of Chairman and Vice Chairman for the upcoming year.

MOTION by Boardmember Burton, SECONDED by Boardmember Beswick, to APPOINT Boardmember Neith as Chairman of the Board of Adjustment. The motion carried by the following vote:

Ayes 5 - Chairman Burton, Boardmember Beswick, Boardmember Schroeder, Boardmember Neith, and Boardmember Garcia

MOTION by Boardmember Garcia, SECONDED by Boardmember Burton, to APPOINT Boardmember Schroeder as Vice Chairman. The motion carried by the following vote:

Ayes 5 - Chairman Burton, Boardmember Beswick, Boardmember Schroeder, Boardmember Neith, and Boardmember Garcia

5. APPROVE MINUTES

[MINUTES](#)
[03-2016](#)

Approve draft minutes of the Board of Adjustment held on February 25, 2014.

MOTION by Boardmember Burton, SECONDED by Boardmember Schroeder, to APPROVE the February 25, 2014 minutes. The motion carried by the following vote:

Ayes 5 - Chairman Burton, Boardmember Beswick, Boardmember Schroeder, Boardmember Neith, and Boardmember Garcia

6. CITIZENS COMMENTS/ APPEARANCES FROM THE FLOOR

None.

7. NEW BUSINESS

7.1. OPEN MEETING LAW AND ETHICS TRAINING

Maureen Scott, City Clerk, gave Open Meeting Law and Ethics Training.

Scott said per the Ethics Handbook, adopted by Council in 2009, all employees, Council and volunteers must take Ethics training each year. She reviewed who still needed to review the Ethics Handbook.

Scott also gave Open Meeting Law Training to the Board. She reviewed how to hold a public meeting, Quorum Postings, agendas and minutes. She also reviewed e-mail usage when in contact with their fellow board members.

7.2. PROVIDE TRAINING ON THE PURPOSE, ROLES, AND DUTIES OF THE BOARD OF ADJUSTMENT

Katie Wilken, Planning Manager, gave an overview of the Board of Adjustment. The Board of Adjustment is a decision-making or quasi-judicial, body created by the City Council to hear variances and appeals from the Zoning Ordinance. It only meets as necessary to hear cases that have been filed. The Board of Adjustment primarily hears requests for variances from the Zoning Ordinance standards. In order to grant a variance, the board must find that it meets certain conditions. These include:

- *Existence of a special circumstance tied to the property
- *The property owner didn't create these circumstances
- *Without the variance, the property will be denied same privileges as other property
- *The variance will not be detrimental to surrounding property
- *The variance does not grant special privileges

Wilken shared examples of variances. When a variance request does come to the Board, information will be provided with staff's recommendation. The Board will vote to approve or disapprove the variance. The majority vote will decide the outcome.

Wilken also reviewed possible conflict of interest disclosures. When a board member has a

possible conflict of interest with the variance being presented, the board member should disclose how it impacts the issue. Conflict of Interests could include the following:

*Having a financial tie to the property (ex.: a lease)

*Immediate families are involved

*If board member receives a notice pertaining to the property

8 INFORMATION ITEMS

None.

9. ADJOURNMENT

There being no further business to discuss, Chairman Neith adjourned the Board meeting at 6:19 p.m.

Respectfully Submitted by:

Maureen Scott, City Clerk

Chairman

Date _____