



**MINUTES
BOARD OF ADJUSTMENT
COMMUNITY CHAMBERS
20727 E. CIVIC PARKWAY
DECEMBER 4, 2017
6:00 PM**

1. Call to Order and Introductions

The meeting was called to order at 6:00PM.

2. Roll Call

Board Members in Attendance: Braque, Benson, Schuett, and Williams (Board Member Rotier was absent).

3. Public Comment: Members of the public may address the Board on items not on the printed agenda. Please observe the time limit of (3) three minutes.

None.

4. Items for Discussion and Possible Action:

a. Introductions

Each Board member provided a brief introduction to themselves.

b. Approval of the July 18, 2017 Meeting Minutes

Motion to approve July 18, 2017 Meeting Minutes

1st: Schuett

2nd: Williams

Vote: 4-0 (Board Member Rotier was absent for the vote)

c. Conflict of Interest and Open Meeting Law Training (Fredda Bisman, Town Attorney)

Ms. Bisman summarized the definition and purpose of the Open Meeting Law. Ms. Bisman provided a summary of examples of splintering the quorum and possible violations of the Open Meeting Law. Ms. Bisman summarized how Open Meeting Law complaints are investigated and addressed. Ms. Bisman discussed examples of a conflict of interest and reviewed the different forms of conflict of interest. Ms. Bisman reviewed the penalties if a conflict of interest rules are violated.

d. Board of Adjustment Administration (Chair and Vice-Chair Elections)

Motion to approve Allison Brague as Chair:

1st: Schueyy

2nd: Benson

Vote: 4-0 (Board Member Rotier was absent for the vote)

Motion to approve Nichelle Williams as Vice Chair:

1st: Bague

2nd: Schuett

Vote: 4-0 (Board Member Rotier was absent for the vote)

e. **Setting the Next Board of Adjustment Meeting Date**

The Board discussed the proposed bi-annual meeting dates for the 2018 calendar year. The Board also proposed a meeting start time of 5:00PM. The 2018 Board of Adjustment and Meeting dates were set as follows:

- Tuesday June 5, 2018 at 5:00PM
- Monday December 3, 2018 (start time to be determined at the June 5, 2018 meeting).

5. Announcements

Ms. Mertins asked the Board for any recommendations for a future training topic. Board Member Schuett asked for example cases to be presented to the Board of Adjustment as a future training topic.

6. Adjournment

Motion to adjourn at 6:24PM

1st: Schuett

2nd: Williams

Town of Queen Creek Board of Adjustment



Allison Bague, Chairman

ATTEST: 

Sarah Mertins, Senior Planner

I, Sarah Mertins, do hereby certify that, to the best of my knowledge and belief, the forgoing Minutes are a true and correct copy of the Minutes of the December 4, 2017 Meeting of the Queen Creek Board of Adjustment. I further certify that the meeting was duly called and that a quorum was present.



Sarah Mertins, Senior Planner

Passed and approved on June 5, 2018.