



**MINUTES
BOARD OF ADJUSTMENT
VIRTUAL MEETING
JANUARY 11, 2021
5:00 PM**

All Town Board & Commission meetings continue to be attended electronically by the Commission, Staff and the public. Following the recommendations from the CDC to help slow the spread of COVID-19, the January 11, 2021 Board of Adjustment meeting will be held electronically. Members of the public may access and listen to the meeting online at <https://www.queencreek.org/town-hall/town-council/watch-town-council-meetings> and following the instructions on that webpage.

1. Call to Order

The meeting was called to order at 5:02PM.

2. Roll Call

Board Members in attendance: Bague, Schuett, Rotier, Bartes, and Payne

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. Approval of the July 2, 2019 Meeting Minutes

Motion to approved July 2, 2019 Minutes:

1st: Roteir

2nd: Bartes

Vote: 5-0 (unanimous)

- b. Conflict of Interest and Open Meetings Law, and Roles and Responsibilities (Mitesh Patel, Town Attorney)

Mitesh Patel, Town Attorney with Dickinson Wright, provided a summary of the roles and responsibilities of the Board of adjustment, Open Meeting Law, and Conflict of Interest

- c. Roles and Responsibilities of the Board of Adjustment (Mallory Ress, Planner I)

Mallory Ress, Planner I, provided a summary of the roles and responsibilities of the Board of Adjustment including organization, power and duties, etiquette, and findings of fact for variance requests. Additionally, Ms. Ress reviewed case examples of variance requests.

d. Introductions (Erik Swanson, Planning Administrator)

Erik Swanson, Planning Administrator, introduced the Board of Adjustment to himself, members of Staff, and the Town Attorney with Dickinson Wright.

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

Board Member Bague Nominated Ed Payne as Vice Chair.

Motion to approve Ed Payne as Vice Chair:

1st: Bague

2nd: Schuett

Vote: 5-0 (unanimous)

Board Member Rotier nominated Allison Bague as Chair.

Motion to approve Allison Bague as Chair:

1st: Rotier

2nd: Bartes

Vote: 5-0 (unanimous)

f. Setting the 2021 Board of Adjustment Bi-Annual Meeting Dates

The Board set the tentative 2021 Bi-Annual Board of Adjustment Meeting Dates.

5. Announcements

None.

6. Adjournment

Motion to adjourn at 6:07PM:

1st: Payne

2nd: Rotier

Vote: 5-0 (unanimous)