



**DRAFT MINUTES  
BOARD OF ADJUSTMENT  
WORK STUDY SESSION RETREAT  
AUGUST 8, 2018**

Minutes of the regular hearing of the Board of Adjustment, of the City of Tempe, which was held at the Council Chambers, 31 East Fifth Street, Tempe, Arizona.

**Study Session 5:30 PM**

<b>Present:</b>	<b>Staff:</b>
Chair David Lyon	Chad Weaver, Community Development Director
Vice Chair James Frazey	Ryan Levesque, Deputy Director - Planning
Board Member Richard Watson	Steve Abrahamson, Principal Planner
Board Member Whitney Baker	Lee Jimenez, Senior Planner
Board Member Kevin Cullens	Sarah Adame, Executive Assistant
Board Member John 'Jack' Confer (Alternate)	Blake Schimke, Administrative Assistant
Board Member Albert Dare (Alternate)	

**1) Agenda Packet/Technology Update**

Mr. Ryan Levesque introduced the new iPads the Community Development Department had just received and explained that this is how staff will be creating binders and distributing reports.

**2) Board/Commission Reassignments**

Mr. Levesque stated that there has been some work towards process improvements. They want to reassign some of the roles that the boards and commissions have, one of them being the hearing officer. He stated that the Board of Adjustment could begin to hear Variance cases and the Development Review Commission would hear Use Permits.

Board Member Kevin Cullens asked how they will determine which cases the Board will hear.

Mr. Levesque responded by saying they will be hearing Variances along with the cases they already hear.

### 3) Board of Adjustment Roles and Responsibilities

Mr. Levesque gave a presentation on the responsibilities of the Board and how important it is to understand the approval criteria. He stated that the Board operates as a Quasi-Judicial board and must only discuss matter in a public forum. He expressed how important it was to meet as a quorum. A Quorum is made up as a minimum of 4 members and there must be 4 members in the affirmative.

Mr. Levesque explained that the role of the Board is to strictly evaluate the decision of the Hearing Officer.

Mr. Levesque stated that if there is a conflict of interest, one must recuse themselves. He also stated that when dealing with personal city matters that they are not speaking on behalf of the board.

### 4) Approval Criteria

Mr. Levesque explains how the approval criteria is met, how to vote and how those procedures are ran.

### 5) Future Items for Consideration

Mr. Steve Abrahamson stated that there is no Board of Adjustment meeting in September, rather it is being held on the first week of October.

Hearing adjourned at 6:32 p.m.

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Prepared by: Blake Schimke, Administrative Assistant  
Reviewed by: Steve Abrahamson, Principal Planner

Steve Abrahamson, Principal Planner

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