

**CITY OF BRIGHTON
ZONING BOARD OF APPEALS
SPECIAL MEETING MINUTES
JULY 10, 2019**

1. Call to Order

Vice-Chair Chaundy called the meeting to order at 7:00 p.m.

2. Roll Call

David Chaundy - Present
Russ Gottschalk – Present
Mike Schutz – Present
Jordan Genso– Present
Caitlyn Perry Dial – Present
Alicia Urbain – Present
Renee Pettengill – Present
Barbara Curtis—Present

Also Present:

Michael Caruso, Community Development Manager
Genal Pratt, Zoning & Code Enforcement Official
Rod Arroyo, Giffels Webster Consultant
Matt Wojciechowski, Giffels Webster Consultant

Audience – None

3. Approval of the July 10, 2019 Special Meeting Agenda

Moved by Board Member Pettengill, seconded by Board Member Urbain, to approve the agenda as presented. The motion passed unanimously.

Call to the Public

Vice-Chair Chaundy closed the meeting and opened the Call to Public at 7:03 pm.
Vice Chair Chaundy closed the Call to Public and re-opened the meeting at 7:03 pm.

Old Business

None

New Business

4. Rod Arroyo conducted a powerpoint presentation training seminar that gave an overview and function of a Zoning Board of Appeals. The presentation contained the following review information:

- Formation of a ZBA
- Roles and Responsibilities
- Zoning Board of Appeals Responsibilities
- Zoning Text & Map Interpretation
- Administrative Appeals
- Ordinance and Map Interpretations
- Other Appeals
- Non-Use Variances
- Use Variances
- Administrative Details of the ZBA
- Meetings
- Noticing Requirements
- Open Meetings Act
- Role of the ZBA Chairperson
- Guidelines for Public Hearings
- Making Motions
- Etiquette & Procedures
- Rules for ZBA Members
- Use of Alternate ZBA Members
- Conflicts of Interest
- E-mail Communication
- Site Visits

5. Staff Update

Community Development Manager Caruso discussed the process to appoint a Board Member to fill the vacant Chair position.

6. Motion to amend the Agenda by adding nominations to fill the vacant Chair position

Moved by Board Member Urbain, seconded by Board Member Perry-Dial, to amend the agenda. The motion passed unanimously.

7. Vice-Chair Chaundy opened the nominations

Board Member Pettengill nominated Board Member Urbain for Chair and Board Member Chaundy for Vice Chair.

8. Motion to appoint Board Member Urbain as the Chair and Board Member Chaundy as Vice-Chair

Moved by Board Member Pettengill, seconded by Board Member Perry-Dial. Motion passed unanimously

9. Call to the Public

Vice-Chair Chaundy closed the meeting and opened the Call to Public at 8:28 pm.
Vice-Chair Chaundy closed the Call to Public and opened the meeting at 8:28 pm.

10. Adjournment

Moved by Board Member Pettengill, seconded by Board Member Schutz, to adjourn the meeting. The motion passed unanimously. Vice-Chair Chaundy closed the meeting at 8:29 p.m.

Respectfully submitted,

Michael Caruso,
Recording Secretary