



**Board of Adjustment Meeting
 January 22, 2019 @ 5:30 pm
 Development Services Large Conference Room
 1415 Melody Lane, Building E
 Bisbee, Arizona 85603**

Action Agenda

The meeting called to order by Paul Esparza at 5:30 PM

Roll Call - Board Members

	Present	Absent	Excused
Melissa Hartman- Vice Chair	X		
Dennis Nelson- Chair	X		
Michael Normand	X		
Vacant			
Vacant			
Thomas Patterson	X		
Peter Von Gundlach	X		
David Smith- Council Liaison to the Board	X		

Staff: Attorney Jana Flagler, Planning Manager Paul Esparza

CALL TO THE PUBLIC –

No one addressed the BOA during the Call to the Public.

Agenda Item 1.

The election of a Chair and Vice Chair from among the members.

The board members introduced themselves and discussed their backgrounds.

A motion was made to appoint Dennis Nelson as Chair.

A motion was made to appoint Melissa Hartman as Vice Chair.

Motion: Move to approve Dennis Nelson as Chair **Action:** Approve

Moved by: Patterson **Seconded by:** Hartman

Vote: Motion passed (**Summary:** Yes = 5, No = 0, Abstain 0)

Yes: Mr. Nelson, Ms. Hartman, Mr. Normand, Mr. Patterson, Mr. Von Gundlach

Motion: Move to approve Melissa Hartman as Vice Chair **Action:** Approve
Moved by: Normand **Seconded by:** Patterson
Vote: Motion passed (**Summary:** Yes = 5, No = 0, Abstain 0)
Yes: Mr. Nelson, Ms. Hartman, Mr. Normand, Mr. Patterson, Mr. Von Gundlach

Chairman Nelson took over the meeting.

Agenda Item 2.

For Discussion and No Action:

Board of Adjustment training regarding hearing procedures.

Jana Flagler introduced herself and explained her role as the attorney representing the city on a pending appeal of a DRB decision.

Ms. Flagler described the BOA appeal process regarding an appeal of a DRB decision. She explained the process that will be followed by the BOA and answered questions of the BOA members.

The BOA asked procedure questions of Ms. Flagler. She explained there are three specific modification requests that should be the focus of the appeal discussion.

The Mayor thanked Ms. Flagler for here guidance to the BOA on this matter.

Chair Nelson made final remarks regarding staff sending out appeal materials to the BOA members.

A motion was made to adjourn the meeting and the vote was unanimous.

Adjournment: The meeting adjourned at 6:16 PM.