

## **BOARD OF ADJUSTMENT MEETING**

Thursday, April 25, 2013

Campbell Town Hall

6:15 P.M. – 7:30 P.M.

**MEMBERS PRESENT:** Chairman Steve Earp, Michael Solberg, Travis Suiter

**MEMBERS EXCUSED:** None

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Secretary Cassie Hanan

### **CALL TO ORDER**

Chairman Earp called the meeting to order at 6:15 P.M. Let the record show that this meeting was called in full compliance with the requirements of the Wisconsin Open Meetings Law.

**Approval of Minutes 3/28/2013** motion by Suiter to approve, seconded by Solberg. Motion carried unanimously.

### **DISCUSSION ON MEETING PROCEDURES AND BOARD OF ADJUSTMENT HANDBOOK**

Secretary Hanan informed the Board that the Planning & Zoning Commission would no longer be making recommendations on variances under general Town zoning. The Plan Commission will still make recommendations on variances that fall within the shoreland or floodplain districts. Shoreland and floodplain districts and the role that the Board plays in those variances was discussed.

The laws that apply to the zoning board were discussed. Included are state statutes, local ordinances (zoning ordinance), zoning board operating rules, and case law.

Wisconsin Open Meetings law pertaining to email was discussed. Secretary Hanan expressed the importance of not using “reply all” to emails from the office.

Ethical & Procedural Considerations and site visits were the next topics discussed. The Board talked about ways to avoid Ex Parte Communication and the importance of disclosing any ex parte communication.

Next, the Board discussed the hearing checklist, voting procedures, and recording decisions.

The three variance criteria was the next item discussed. The Board talked about the importance of deciding variances based on these criteria. Certiorari review was also discussed.

Finally, the Board discussed conducting an annual self-audit.

Motion by Suiter to adjourn, seconded by Solberg. Motion carried unanimously.