



**FINAL MINUTES
TOWN OF CAMP VERDE
BOARD OF ADJUSTMENTS & APPEALS
473 MAIN STREET, SUITE 106, CAMP VERDE, AZ 86322
TUESDAY, MARCH 12, 2024, AT 3:00 PM
REGULAR SESSION**

Zoom Meeting Link:

<https://us06web.zoom.us/j/86451839231?pwd=1S0cjp7d0h0UIneGC1klbHXioQ3aAn.1>
Meeting ID: 864 5183 9231 **Passcode:** 573754 **Dial In:** 1-669-444-9171

1. **Call to Order** Planner I Cliff Bryson called the meeting to order at 3:03 PM.
2. **Roll Call** – Tanner McDonald, Jeremy Brady (Absent), Rodney Corbin, Stephen Magoon, Doug Fasteen
3. **Pledge of Allegiance**
Commissioner Corbin led the Pledge of Allegiance.
4. **Election of Officers** – Per Article 4-2 of the Town Code, each board and commission, during its first meeting of the month of January, shall elect a Chairperson and Vice Chairperson and confirm the Meeting Schedule set by Council Resolution. **Staff Resource:** John Knight, Community Development Director

On a **motion** by Board Member Corbin, seconded by Board Member McDonald, the Board **moved** to elect Stephen Magoon as the Chairman of the Town of Camp Verde Board of Adjustments and Appeals.

Roll Call Vote:

Jeremy Brady: Absent
Rodney Corbin: Aye
Chairman Magoon: Aye
Vice Chairman McDonald: Aye
Doug Fasteen: Aye

Motion Carried 4-0.

On a **motion** by Chairman Magoon, seconded by Board Member Corbin, the Board **moved** to elect Tanner McDonald as the Vice Chairman of the Town of Camp Verde Board of Adjustments and Appeals.

Roll Call Vote:

Jeremy Brady: Absent
Rodney Corbin: Aye
Chairman Magoon: Aye
Vice Chairman McDonald: Aye
Doug Fasteen: Aye

Motion Carried 4-0.

5. **Welcome new Members** - Stephen Magoon and Doug Fasteen

Stephen Magoon and Doug Fasteen introduced themselves.

6. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item at the request of a Board member.

- a. **Approval of Minutes** – August 22, 2023
- b. **Set Next Meeting Date** – April 9, 2024 (no items currently scheduled)

On a **motion** by Board Member Corbin, seconded by Chairman Magoon, the board **moved** to approve the next meeting date.

Roll Call Vote:

Jeremy Brady: Absent
Rodney Corbin: Aye
Chairman Magoon: Aye
Vice Chairman McDonald: Aye
Doug Fasteen: Aye

Motion Carried 4-0.

Approval of the August 22, 2023, minutes will be tabled until the next meeting. Director Knight would submit a copy of the August 22, 2023, meeting minutes to the Board of Adjustments and Appeals members via email.

7. Training Session =

Using a PowerPoint Presentation, Community Development Director Knight gave a Presentation on the Roles, Responsibilities, and Best Practices of the Board of Adjustments and Appeals Members. This presentation was put together by Town Attorney Trish Stuhan.

The presentation included:

- Part I: Overview of Rules and Responsibilities
 - Within Part I, many State Laws were discussed.
- Part II: Board Roles - Serving on a Public Body
 - Introduction to Open Meeting Law
 - Core Concepts of the Open Meeting Law
 - Open Meeting Law; Pitfalls
 - Open Meeting Law Pitfalls and Social Media
 - Conflicts of Interest
- Part III: Best Practices - Rules of Procedure, Decorum and Final Takeaways
 - Best Practices; Serving on a Public Body
 - Best Practices; Other Considerations

During the Presentation, Board Members took time to ask Director Knight questions.

Board Member Brady arrived at 3:20 PM.

8. Adjournment

Chairman Magoon adjourned the meeting at 3:58.



Chairman Stephen Magoon



Planner 1 Cliff Bryson

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of

the Board of Adjustment and Appeals of the Town of Camp Verde, Arizona during the Special Session held on the 12th day of March 2024. I further certify that the meeting was duly called and held and that a quorum was present.
Dated this 12th day of March 2024

 Mary Frewin
Mary Frewin, Recording Secretary

