

Minutes of the Board of Adjustment and Appeals of the City of Cherry Hills Village held on

Thursday, March 5, 2015 at 6:30 p.m.

At the Village Center

### **CALL TO ORDER**

Chair Sullivan called the meeting to order at 6:31 p.m.

### **ROLL CALL**

Present at the meeting were the following members of the Board of Adjustment and Appeals: Chair Kerry Sullivan, Councilor Mark Griffin, Board Member Jennifer Allen, Board Member Bill Rapson, and Board Member George Curtis

Present at the meeting were the following staff members: Robert Zuccaro, Community Development Director, City Attorney Linda Michow and Cesarina Dancy, Community Development Clerk.

### **APPROVAL OF MINUTES**

Board Member Rapson made a motion, which was seconded by Chair Sullivan, to accept the December 4, 2014 minutes as written.

The motion passed unanimously.

### **AGENDA ITEMS**

#### *a. Board Training Session*

Mr. Zuccaro stated that Staff has prepared a training session for the Board of Adjustment and Appeals. He also gave background information on the history of variances within the City.

The following items were covered in the training:

- A. Review of the variance application process:
  - Staff communication with applicants prior to application submittal
  - Pre-application meeting requirement
  - Staff review of applications and required submittal materials
  - Pre-hearing conference requirement
  - Staff evaluation and memorandum
  
- B. Review of public hearing stages:
  - Staff presentation
  - Applicant presentation
  - Public comment
  - Board deliberation and decision making
  - When to communicate questions vs. comments
  - Issues with trying to “negotiate” with applicants
  
- C. Making findings of approval or denial:
  - Importance of findings to support Board’s decision for approval or denial

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- Making motions to incorporate findings
- Adopting and amending staff's recommended findings

D. Adopting and enforcing conditions of approval:

- Relating conditions of approval to review criteria
- Enforceability of conditions of approval

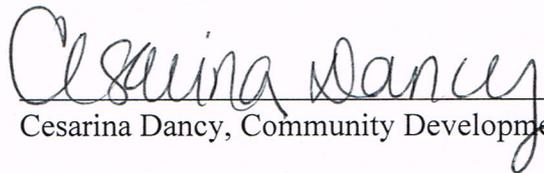
**ADJOURNMENT**

The meeting was adjourned at 8:26 p.m.



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Kerry Sullivan, Chairman



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Cesarina Dancy, Community Development Clerk