

MINUTES
JEFFERSON COUNTY ZONING BOARD OF APPEALS
SPECIAL MEETING
JANUARY 4, 2005

The Jefferson County Zoning Board of Appeals met on Thursday, January 4, 2005 at 3:00 p.m., in the Jefferson County Meeting Room. Members present were Tiffany Hine, Thomas Trumble, Douglas Rockwell, David Wiegand and Jeff Bresee. Michael Cassell, Assistant Prosecuting Attorney and Rebecca Burns, Executive Secretary were also present.

The meeting was called to order by Ms. Hine at 4:00 p.m.

1. Adopting Rules and Regulations of Procedures. Mr. Bresee noted for the record that each consideration for appeal before the Board is de novo, meaning it is considered brand new or all over again. Mr. Rockwell motioned to adopt the rules of procedure as amended (copy attached with recommended changes in red) to make them effective January 4, 2005 recognizing the appeals that are currently in the pipeline do not have to comply with the time standings but will be governed by the rules of due process according to the appeal procedure adopted (copy of rules with amendments included). Mr. Trumble seconded the motion which carried unanimously.
2. Forms for variances and appeals, etc. Mr. Rockwell motioned to adopt the revised variance request form by changing the title to Board of Zoning Appeals with the form becoming effective January 5, 2005. Mr. Bresee seconded the motion which carried unanimously. The Board by consensus suggested changes to the various other forms and asked that they be redrafted for a later meeting.
3. Staffing. The Board discussed staffing, training, supervision, budget, files, office space, office equipment, priority of work and asked that the matter be docketed for the next meeting for additional discussion if needed.

Mr. Rockwell motioned to adjourn the meeting at 5:38 p.m. Mr. Bresee seconded the motion which carried unanimously.