

**Minutes of the Special Session
Board of Adjustments
July 23, 2019**

After being posted in accordance with the "*Oklahoma Open Meetings Act*" the Special Session of the **Board of Adjustments** was called to order at **6:05 p.m.** by Chairman Lance Boothe.

Members Present: Barbara Boguski, Sandy Butler, Lance Boothe, Travis Craig
Members Absent: Gilmer Capps

Citizens Comments-None


1. **Discuss and Take Action on proposed meeting structure for hearing any adjustments, variances and appeals.** Boothe went over the proposed agenda format. Case file announcement, open for public comment, petitioner testimony. Chairman opens floor to Board Members to question petitioner and then further discussion. Chairman calls for a motion and a second to vote on each Question 1, 2, 3, and 4. Should a question have a majority of "No" of the members, the process ends, and adjustment, variance or appeal is denied. Butler asked for clarification that each question is voted on. Boothe stated should Question 1 and Question 2 have a majority yes and Question 3 has a majority no, the variance is denied, and you move to the next case. Boguski asked that a definition of "hardship" be available to the Board. Boothe asked the Town Clerk to have the Board provided with the State Statutes definition of "Hardship". Town Clerk reported she will get copies of those, if available to the members. Boguski also noted the term "minimum necessary", the Board can grant a variance that is less than what is requested. Town Clerk asked if the requirement of a survey be provided as part of a property variance or adjustment. Boothe stated yes. Motion by Boothe to approve the proposed agenda format. Second by Butler. Boguski-Yes Butler-Yes Boothe-Yes Craig-Yes Capps-Absent **Motion Carried.**

Board Comments-None

Motion by Boothe to adjourn. Second by Craig.

Boguski YES Butler YES Boothe YES Craig YES Capps Absent **Motion carried.**

Meeting adjourned at 6:34 p.m.



Town Clerk

7/24/19

Date

Chairman

Date