

DOVER ZONING BOARD OF ADJUSTMENT
SPECIAL MEETING MINUTES
JUNE 2, 1997

MEMBERS PRESENT: Dean Trefethen, Chairman, Bill Colbath, Vice Chairman, Rick Callaghan, John Murphy, Bob Mullan, and Parks Christenbury

ALSO PRESENT: Mayor Charles Reynolds, and Ward 5 City Councilor Howard Williams

Meeting began at ⁶7:00 p.m.

This meeting was called in response to the Zoning Board of Adjustment's memorandum to Mayor Charles Reynolds, and Councilor Howard Williams. The request was for an explanation of the process for the appointment of members to the Zoning Board of Adjustment.

Howard Williams explained the process as follows:

The appointments to the Boards are under the control of the City Charter which is under the power of the City Council. The Zoning Board of Adjustment is the only Board that submits recommendations. These recommendations are submitted to the City Clerk and in turn submitted to the City Council. However, the City Council is not required to look at the recommendations. The City Council would like to see members serve 2 to 3 terms and then move on to other Boards, allowing others to serve. These terms should be staggered 2 per year to make it easier to fill vacancies. It is hopeful that the Board members would have a similar philosophy to the City Council, so that they may work together. Steve Stancel, Department Head, is asked by the City Council for his recommendation in reference to the applicants. The City Council looks at the applicant's participation, attendance and contribution to the meetings in regards to applicants serving another term. This same process applies to alternates as well as regular members. The Board does not have a lot of latitude since they have to adhere to the 5 criteria. Board members are offered training and refresher courses to keep up to date with ordinances.

John Murphy - Feels that alternates should be considered to fill the regular vacancies. It should not be filled by someone who does not have the experience.

Rick Callaghan - Feels that he needs more clarification on the appointment process.

Charles Reynolds - There are 3 people on the Appointment Committee. They screen the applicants for the City Council but have no authority in the appointments.

Rick Callaghan - He read in the Foster's paper that only 1 application was received in regards to filling a vacancy. He asked what happened to his application.

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Howard Williams and Charles Reynolds - Stated that the Council would not necessarily know about all the applications that were received.

John Murphy - Asked (1) what is required of the Board to place an application on file and (2) what happened to Rick's application.

Howard Williams - Rick's application was not found until after the appointment was made. A recommendation is not a requirement of the City Council for an appointment. The City Council, by Charter, sets up the appointments. The Appointment Committee interviews the applicants and makes recommendations.

Bill Colbath - Training is recommended for alternate members however they are not considered for vacancies.

There were no further questions or comments.

Meeting was adjourned at 6:50 p.m.