

BOARD OF ADJUSTMENT CHAIRPERSON'S SCRIPT

Chair:

- I hereby call the [**Month, Day, Year**] meeting of the Town of Paradise Valley Board of Adjustment to order and welcome you all!
- I am Hope Ozer, Chair of the Board
- Board members, please introduce yourselves.
- Staff liaison [Mr. Zuganelis], please introduce the staff members present.

Chair:

- The Board of Adjustment is a quasi-judicial body that rules on variances to the Paradise Valley zoning ordinance. We are governed by Arizona State Statute defining under what circumstances we are empowered to provide those variances from the provisions of the Zoning Ordinance.
- Rulings and previous rulings of this Board do not set precedence. Each request is reviewed on its own merits and each decision of the Board is based on the specifics of the property and the requested variance.
- For the benefit of those in attendance, here is an overview of how we will proceed:
 - When the case is called, Town staff will make a presentation with questions from the board.
 - Next, you as the applicant or your representative will present with questions from the board.
 - I will then **OPEN the public hearing** and ask for those who wish to speak in favor of the application, followed by those who wish to speak in opposition to the application.
 - I will then **CLOSE the public hearing**.
 - The board will deliberate, proceed to a motion, and vote.
- When you approach the podium, please speak into the microphone and state your name and Town or City of residence.
- Board decisions may be appealed to the Superior Court of the State of Arizona within 30 days of a decision made by the Board.
- You are free to remain in the chambers after the ruling if you wish. We will by no means be insulted if you choose to leave. We will then move onto the next order of business.