

**From:** [Hope Ozer](#)  
**To:** [Lisa Collins](#)  
**Subject:** Board of Adjustment Rules of Procedure  
**Date:** Friday, May 27, 2022 4:22:44 PM  
**Attachments:** [Board of Adjustment Script 5272022.docx](#)  
[Appendix B - Variance Hearing Procedure 2022-04-26.docx](#)  
[B of A Code of Conduct 5272022.docx](#)

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Dear Lisa,

It was a pleasure meeting with you and John Gaylord to help fine-tune the Rules of Procedure for the Board of Adjustment. John has a unique ability to synthesize information. I believe we made great progress in removing redundancies and making the document far more clear.

Having served on this board for 35 years, and once again serving as its chair, there are certain practices/documents that I believe would be prudent to incorporate going forward. I've taken the liberty of drafting, and with your input fine-tuning the following, which are attached:

- **Board of Adjustment Script:** A guide for current and future chairs to orient applicants and attendees at the hearing
- **Appendix B – Variance Hearing Procedure:** A procedural road map to be utilized by Board Members on each case being addressed Simply updated from the previous version. [My tech skills were challenged and I was having some formatting issues in section IV which will be addressed]
- **B of A Code of Conduct:** As rulings by this board may be appealed to the Superior Court, it is prudent that there be an appropriate Code of Conduct for members.

I would appreciate it if you would review these drafts and pass them along to Council for their approval. As we have our next B f A meeting on June 1, time is of the essence.

Have a fabulous Memorial Day weekend.

Thanks!

Warm regards,  
Hope

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