

**TOWN OF INTERLACHEN
ZONING BOARD OF ADJUSTMENT
WORKSHOP MINUTES
TUESDAY, MARCH 8, 2022 – 5:00 P.M.
DICKERMAN BUILDING**

CALL TO ORDER:

Chairperson Jasmine Rivera called the meeting to order at 5:00 pm.

ROLL CALL:

Zoning Board of Adjustment members present were Chairperson Jasmine Rivera, Tim Baker, Barbara Cooke and Laura Hafner. Leo Granger arrived late.

BOARD CHAIRPERSON – JASMINE RIVERA

Chairperson Rivera welcomed everyone and turned the meeting over to Attorney George Young.

AGENDAED DISCUSSION:

Discussion and Consideration of Parliamentary Procedures, Government in the Sunshine and Board Conduct.

Attorney Young went over the following:

- 1) The ZBOA is a quasi-judicial board.
- 2) Decisions must be based on evidence.
- 3) Roberts Rules of Order.
- 4) Order of business.
- 5) Motions.
- 6) The Sunshine Law.
- 7) Protection of rights.
- 8) Meetings are to be open to the public.
- 9) Meetings are to be noticed.
- 10) Minutes must be taken at all meetings.
- 11) Board members and members of the public should identify themselves before speaking.
- 12) If a voting conflict occurs the board member must fill out a “Conflict of Interest” form.
- 13) All board members must fill out a financial disclosure form.

ADOURNMENT:

Meeting adjourned at 5:52 pm.