

## Step 1

### **I MOVE TO convene as the Board of Adjustment\*.**

**\*22.30.060 Board of adjustment.**

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The assembly of the city and borough shall function as the board of adjustment with the authority to:

- A. Consider appeals of variances or conditional use permits.
- B. Hear appeals of administrative approvals or denials.

## Step 2

### **Hearing procedures per SGC 22.30.180 and 22.30.170(B)(2)**

- A. Staff presentation, including submittal of any administrative reports. Members of the hearing body may ask questions of the staff.
- B. Appellant presentation, including submittal of any materials. Members of the hearing body may ask questions of the appellant.
- C. Testimony or comments by the public germane to the matter. Questions directed to the staff or the appellant shall be posed by the chair at its discretion.
- D. Rebuttal, response or clarifying statements by the staff and the appellant.
- E. Appellant response or clarifying statement.
- F. The evidentiary portion of the public hearing shall be closed and the hearing body shall deliberate on the matter before it.

**Step 3**  
**POSSIBLE MOTIONS**

Grant the appeal in whole or in part (overturning the variance):

“**I MOVE TO** grant the appeal filed by Larry Calvin, Kris Calvin, Eric Calvin, Leif Calvin, and Karen Calvin-Woodard of the Planning Commission’s decision made August 3, 2022, regarding case file V 22-14, a request to reduce the front setback from 14’ to 0’ at 1415 Davidoff Street as filed by Sam Smith.”

Deny appeal in whole or in part (upholding the variance):

“**I MOVE TO** deny the appeal filed by Larry Calvin, Kris Calvin, Eric Calvin, Leif Calvin, and Karen Calvin-Woodard of the Planning Commission’s decision made August 3, 2022, regarding case file V 22-14, a request to reduce the front setback from 14’ to 0’ at 1415 Davidoff Street as filed by Sam Smith.”

Remand for further proceedings:

“**I MOVE TO** remand this matter back to the Planning Commission with additional considerations made for:

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**Step 4**

**I MOVE TO** reconvene as the Assembly in regular session.