

**BOARD OF ADJUSTMENT
TRAINING SESSION
THURSDAY, JUNE 25, 2020
6:30 P.M.
Conference Room
300 West Crowell Street
Monroe NC**

AGENDA

- Item 1.** **Call to Order.**
- Item 2.** **Training Session on Quasi-Judicial Matters**
- Item 3.** **Other**
- Item 4.** **Next Meeting:** July 23, 2020
- Item 5.** **Adjournment**

Attention: BOARD MEMBERS:
Please call Maryann Brown at 704.282.4527 to confirm your attendance. Thank you!

***cc: Mujeeb Shah-Khan
 Ashley Duncan
 Doug Britt
 Keri Hutchins***



STAFF REPORT

TO: Board of Adjustment Members

DATE: June 25, 2020

FROM: Doug Britt, Senior Planner

PREPARED BY: Keri Mendler, Planner

SUBJECT: Training Session on Quasi-Judicial Matters

SUMMARY STATEMENT

Staff has set up a training session on Quasi-Judicial Matters. Training videos, prepared by The UNC School of Government will be presented at the June 25, 2020 Regular Meeting.

REVIEW

Two short training videos will be shared at the Regular June 25, 2020 Board of Adjustment Meeting. The two videos that will be shared are titled *Evidentiary Hearings* and *Making a Quasi-Judicial Decision*. Below, you will see a description of each training video. The training videos are expected to take one-hour total.

Evidentiary Hearings: This module reviews how local government boards conduct evidentiary hearings as a part of their land development regulations – a necessary step in making quasi-judicial decisions. The concepts outlined include: when an evidentiary hearing is required and why, the purposes of an evidentiary hearing, the roles of various persons at these hearings, actions taken prior to the hearing, conducting the hearing itself, and compiling the record of the hearing.

Making a Quasi-Judicial Decision: This module reviews how local government boards make quasi-judicial decisions as part of their land development regulations. The concepts discussed include: the two key parts of a quasi-judicial decision – determining facts and applying standards, the requirement for impartial decision-makers, use of conditions on approvals, the role of prior decisions in setting precedents, the mechanics of making a decision, and requirements for the decision document.

RECOMMENDATION

Staff recommends each Board of Adjustment member plan to be in attendance at this meeting for this important educational session about Board functions.