

**MINUTES OF THE CLAYTON COUNTY  
ZONING BOARD OF ADJUSTMENT  
January 16, 2018**

Members Present: Ron Sass, Sandi Coobs, Gale Severson, Melissa Kann, and Jim Smith.

Members Absent: none

**1. Call to order.** Meeting was called to order at 7 p.m.

**2. Approval of the Minutes from September 19, 2017 Zoning Board of Adjustment Meeting.** Sandi noticed under #6 “residence” needed to be “residents”. Gale S. also noted his name is spelled without a “y”. Duly noted. Sandi made a motion to accept the minutes as amended. Gale seconded. Motion Carried.

**3. Election of Officers.** Ron S. turned the chair over to Patti for officer nominations. Sandi moved the board keep the officers as they were with Ron as Chair and her as Vice Chair. Gale made the motion to cease nominations. Jim made the motion with Gale seconded the motion. Motion Carried. Patti returned the Chair to Ron S.

**4. Repeal and Replace Administrative Rules.** Patti explained what changes were being made to the administrative rules, mainly clean up and format. The notable change was not electing a secretary and making that duty fall solely on the zoning administrator. Sandi noticed that under 1.3.2 Vice Chairperson, the word “even” should be “event”. Jim pointed out the numbering system needed correcting under 2.0 Meetings. Gale suggested the word “days” after the number 4 in 3.0 to clarify what the 4 was referring to. There was discussion on voting procedures, abstaining from voting, and quorums. Sandi made the motion to accept the administrative rules with the described changes. Melissa seconded. Motion Carried.

**5. Other Business** There was discussion on getting an article ready for the newspapers ahead of the upcoming construction season clarifying the county zoning and building regulations. Patti said she would get an article put together and ready to be published towards the end of February.

Meeting adjourned at 7:55pm.