

North Little Rock Board of Adjustment

Minutes

March 27, 2014

The meeting of the North Little Rock Board of Adjustment was called to order by Chairman Carl Jackson at 1:30 P.M. in the Planning Office (Conference Room B).

Members Present

Carl Jackson, Chairman
Tom Brown, Vice-Chairman
Steve Sparr
Mike Abele
Andy Hight

Members Absent

None

Staff Present

Robert Voyles, Planning Director
Shawn Spencer, Assistant Director of Planning
Wade Dunlap, City Planner
B.J. Jones, Secretary

Others Present

Paula Jones, City of North Little Rock Legal Dept
Matt Fleming, City of North Little Rock Legal Dept
Dean Simmons, City of North Little Rock Fire Marshal

Approval of Minutes

Mr. Sparr formed a motion to approve minutes from the two previous meetings of the Board; the January regular meeting and the special meeting called in February.

Mr. Brown seconded the motion and there was no dissent.

Old Business

None

New Business

None

Administrative:

Chairman Jackson addressed the Board informing them of a recent City Ordinance No. 8620 that confers power to this Board to consider requests for reasonable accommodation as provided by the Federal Fair Housing Amendments Act and Arkansas Fair Housing laws.

Mr. Voyles explained that an open discussion will be helpful for any questions this Board may have and to begin drafting a check list to instate procedures for any requests that might come before this Board regarding reasonable accommodation.

Mr. Fleming added that a specific case and complaint had necessitated the City reconsidering existing policy. The complaint had been filed with the Arkansas Fair Housing Board, which is tied to the Federal Housing Authority. The City realized there was currently no good process to consider accommodations as mandated by the Fair Housing Act. The goal became setting a procedure in place that did not require City Council involvement. This Board has been assigned the duty to review any reasonable accommodation requests.

Chairman Jackson presented a checklist of considerations based on the Fair Housing Act.

The presented checklist opened a forty five minute discussion of questions covering what criteria needed to be considered and what questions could be asked of the applicant. Also covered were such things as what proof could be required of the applicant to support his/her requests. There was input from the Fire Marshal on requirements they would enforce.

After much discussion, Chairman Jackson summarized that the Board needs to outline a specific process for considering reasonable accommodation and use a checklist of requirements as part of that process.

Mr. Fleming suggested staff would need an application form and offered to assist staff and this Board with criteria for a check list.

PUBLIC COMMENT/ADJOURNMENT:

Mr. Hight moved for the Board to adjourn at 2:25pm. Mr. Sparr seconded the motion. There was no dissent.

PASSED: _____ **RESPECTFULLY SUBMITTED:**

CARL JACKSON, CHAIRMAN

ROBERT VOYLES, DIRECTOR