

DANIEL BOARD OF APPEALS MEETING

DANIEL TOWN OFFICE

3500 S HWY 40, Unit A, conference Room

Tuesday, November 4, 2025 at 6 PM

Meeting Minutes

Quorum: Present were BOA members Adam Knight, Stefanie Grady, Ryan Simpson, Jordan Woodbury, and David Hilton.

Also present were Planning Director Eric Bunker and BOA Secretary Merry Duggin to conduct the meeting and record the minutes.

Ms. Duggin brought the meeting to order at 6 PM.

Welcome and swearing in of members

Ms. Duggin welcomed everyone and thanked them for taking the time to attend the training meeting. The last meeting had been held in July of 2023, and she considered this meeting to be a “refresher” of the training that had occurred earlier for the 2023 meeting. She asked them to check the list of members to verify their contact information and assured them that only the office would use this information. Ms. Duggin then requested the 3 members that had not been sworn in to take the oath of office. Ms. Grady, Mr. Simpson, and Mr. Knight recited the oath, witnessed by Ms. Duggin, Deputy Clerk/Recorder of the Town and became sworn members of the BOA.

2. Annual Open and Public Meeting Training

Ms. Duggin supplied each member with a binder of materials to each member. She proceeded to discuss the Open and Public Meeting Act and that this board is subject to the law as the other bodies of the Daniel government are. She especially emphasized that the members should not discuss the issues that would be coming before the Board with anyone, and that if an applicant approached the member, the member should politely decline to discuss the issue. In addition to the OPM legislation, the Board discussed recusal and conflict of interest issues and also issues of GRAMA.

3. Daniel Board of Appeal Bylaws

The binder contained a copy of the BOA bylaws adopted by the Daniel Town Council, and Ms. Duggin read those aloud, inviting questions from the board members. There were none. Ms. Duggin informed the members that if they wished to change the bylaws, it was possible, but the Town Council would need to approve the changes.

4. Election of Chair and Vice Chair for 2025 meetings

Adam Knight moved to nominate David Hilton as Chair and Jordan Woodbury as Vice Chair. The motion was seconded by Ryan Simpson. The motion passed with the following vote: Knight, yes; Grady, yes; Simpson, yes; Hilton, yes; Woodbury, yes.

5. Training materials

The materials in the binder included a welcome sheet which Ms. Duggin suggested that the member read, along with a copy of the Daniel Town Code regarding the appeal procedure. The other materials included were a copy of the Open and Public Meeting Training, the BOA Bylaws in effect. Ms. Duggin requested that if there were any questions from the Board after the meeting, that the member should email the question to the Town office. The response would then be directed to all members of the Board so that everyone would have the same information.

6. Q & A

Adam Knight asked if the Board members would be liable for any actions taken by the Board. The Planning Director and Secretary assured the members that they would not be held liable for serving on the Board and doing their job.

7. Adjourn

Adam Knight moved to adjourn and Ryan Simpson seconded the motion. All members voted in favor: Knight, yes; Grady, yes; Hilton, yes; Woodbury, yes; Simpson, yes.

The meeting adjourned at 6:30 PM.

Merry Duggin,
BOA Secretary