

DRAFT



OFFICE OF REAL ESTATE ASSESSMENTS
BOARD OF EQUALIZATION AND ASSESSMENT REVIEW

MEETING INFORMATION

DATE: Tuesday, July 07, 2026

TIME: 9:30 am

LOCATION: 100 N. Pitt St, Ste. 325

ATTENDANCE

PRESENT:

Chitlik, David

Capelle, Michele

Van Diepen, Vann

Gorman, Elizabeth

Kindrick, Stephen

ABSENT:

Anderson, Alan

VIRTUAL:

Brock, William

Capelle, Michele

MEETING MINUTES

1. WELCOME AND CALL TO ORDER

- The meeting of the Board of Equalization (BOE) was called to order by Chair David Chitlik at 09:30 AM.
- A quorum of membership was present.

2. ADMINISTRATIVE CHANGES

- a. BOE Secretary Election
(Motion made by David Chitlik to appoint Vann Van Diepen as the 2026-2027 Board Secretary. Motion was seconded by Stephen Kindrick. Motion carried unanimously.)
- b. BOE Chairman Election
(Motion made by Alan Anderson to appoint David Chitlik as the 2026-2027 Board Chairman. Motion was seconded by Gregory Wade. Motion carried unanimously.)
(The following items were received as updates by the BOE)
- c. Member Contact Information Updates
- d. BOE Member Introduction
- e. Vacation Calendars for 2026-2027

3. APPROVALS

- a. Approval of Appeal Hearing Schedule
(Previous year hearing schedule carried forward: Mondays and Wednesdays from 4:00pm to 7:00 pm and Tuesdays from 9:00 am to 1:00 pm.)

- b. Approval of November 2025 Meeting Minutes
(Motion made by David Chitlik to approve the minutes of 2025-2026. Motion was seconded by Van Diepen. Motion carried unanimously.)
- c. Approval of 2025-2026 Appeal of Assessment Form
(Board Members suggested edits to make form easier for citizens to understand. Edits were approved after reviewed by board members post-meeting and later released to the public.)
- d. Approval of 2026-2027 Rules and Procedures for Hearings
(Board Members suggested edits to clarify the verbiage within the rules and procedures. Edits were approved after reviewed by board members post-meeting and later released to the public.)
- e. Approval of Appeal Hearing Withdrawal Requirements (e.g. 48 hours)
(Appeal hearing withdrawal requirements were discussed and modified within the rules and procedures edits.)

4. STAFF CHANGES/PRESENTATIONS

- a. Clerk to the BOE, Staff Changes
- b. Wrap-Up presentation for previous year (Annwyn Milnes)
- c. Kick -Off presentation 2026 (Annwyn Milnes)

5. ADJOURNMENT

- The meeting was adjourned at 10:49 AM.
- The next meeting of the Board of Equalization is TBD.