

Mount Vernon Board of Adjustment  
Minutes  
November 12, 2013

Meeting was called to order at 5:09 p.m. by Liz Sparks, acting Chairperson. Those in attendance: Lori Boren, Pat Charboneau, Gary Ulch, and Liz Sparks. Moe Richardson arrived at 5:14 p.m. Also in attendance: Zoning Administrator, Matt Siders.

1. Approval of Agenda. Motion made by Boren, seconded by Charboneau to approve agenda. Carried all. Richardson absent.
2. Approval of minutes of September 12, 2013. Motion made by Boren, seconded by Ulch to approve minutes. Carried all. Richardson absent.
3. Board member discussion of sample procedures and possible adoption of administrative rules and forms for the Board. There was board member discussion of the sample application form for a variance request and application form for a conditional use permit. Numerous suggested revisions to the forms were made. Liz Sparks was designated to give those revisions back to City Attorney, Bob Hatala, and work with him on getting revised forms done and sent back out for the board members to review. Board members also discussed the criteria that the board uses for analyzing and determining requests for conditional use permits. The board tentatively agreed to meet again to review the revised application for conditional use permit and application for variance request on Thursday, January 23, 2014 at 5:00 p.m. The Board asked Zoning Administrator Matt Siders to communicate with the Planning and Zoning Commission that the Board of Adjustment wants to have an application for conditional use permit used when applying to the board and since a conditional use permit request needs to be taken to the Planning and Zoning Commission first, would they be interested in having the same form used for taking the request to the commission. Siders will do this and let Board of Adjustment know if Planning and Zoning would like to coordinate with them on that.

Meeting adjourned at 6:52 p.m., November 12, 2013.

Respectfully submitted,  
Marsha Dewell  
Administrative Assistant