

Mount Vernon Board of Adjustment  
Minutes  
February 6, 2014

Meeting was called to order at 5:04 p.m. by Chairperson Moe Richardson. Those in attendance: Liz Sparks, Pat Charboneau and Gary Ulch. Absent: Lori Boren. Also in attendance: Zoning Administrator, Matt Siders.

1. Approval of Agenda. Motion made by Sparks, seconded by Charboneau to approve agenda. Carried all. Boren absent.
2. Approval of minutes of November 14, 2013. Motion made by Sparks, seconded by Ulch to approve minutes. Carried all. Boren absent.
3. Board member discussion of sample procedures and possible adoption of administrative rules and forms for the Board. Sparks explained that after the last meeting where these items were discussed, she made revisions to the proposed forms based on the discussions of the board. Each member was given a revised copy of the forms to review at the meeting tonight. Board members went over each form and made suggestions for slight changes. Forms discussed were the “Application for Variance”, “Application for Conditional Use Permit” and supporting documents for each form, as well as meeting notes to use by board members during the meetings. The application for a Conditional Use Permit will be used for both Planning & Zoning and Board of Adjustment. Revisions will be made to the forms based on tonight’s discussion and brought back at a future date for further review and final approval.

Meeting adjourned at 6:18 p.m., February 6, 2014.

Respectfully submitted,  
Marsha Dewell  
Administrative Assistant