



BOARD OF ADJUSTMENT AGENDA

Regular Meeting

Thursday, May 26, 2011, at 7 p.m.

Council Chambers

616 NE 4th Avenue

7:00 p.m.: Open meeting and roll call.

1. Election of Board of Adjustment Chair and Vice Chair for 2011.
2. Introduction of Board of Adjustment Members Robert Guetter and Kris Henriksen.
3. Approval of the minutes from the August 26, 2010, Board of Adjustment meeting.
4. Hearing on an appeal to a utility bill at 1605 and 1623 NW 6th Avenue.

Board of Adjustment Public Hearing Process

1. Board of Adjustment Chair - **Opens** the Hearing.
2. Presentations - Staff and Applicant.
3. **Public Testimony**. Board of Adjustment Chair opens the public testimony portion of the hearing.
 - a. Those supporting the application;
 - b. Those opposed to the application;
 - c. Applicant Rebuttal (The applicant is always provided the last word).
4. The Board of Adjustment Chair **closes the public testimony** portion of the hearing.
5. Board of Adjustment questions staff or applicant.
6. Board Member proposes a motion.
7. Another Board Member **seconds** the motion, and the Chair states the motion to the assembly.
8. Deliberation and discussion of the motion. (NOTE: Discussion must be confined to the motion).
9. If no further discussion, Chair calls for a **vote** on the motion and restates the motion.
10. The Board of Adjustment Chair closes the hearing.