



BOARD OF ADJUSTMENT REGULAR MEETING

Council Chambers/Library Auditorium
7401 E. Skoog Blvd. Prescott Valley, Arizona 86314, at 5:30 p.m.

MEETING MINUTES **September 28, 2026**

1. CALL TO ORDER

Chairperson Carson called the September 28, 2026, public meeting of the Board of Adjustment to order at 5:30 p.m.

Chairperson Carson stated that the Board of Adjustment is an impartial body made up of residents of the Town of Prescott Valley who volunteer their time and efforts and are guided by state and local rules and regulations.

Chairperson Carson advised the applicant, Mr. Scott, that there was not a full board present and that the applicant has a right to request that the item be deferred to a future date when a five-member board is present. Chairperson Carson explained that there is a quorum present but there are currently only three members on the board with two vacancies and asked Mr. Scott if he wished to proceed.

Mr. Legler, Town Attorney, clarified that there were currently two vacancies on the Board and discussed the potential timeframe for filling those vacancies and the potential consequences for deferring until a full board was available.

Mr. Scott, stated that he would like to defer partly because there was not a full five-member board and partly because he was attending in person on behalf of his sister with her having technical problems joining via Teams. Mr. Scott stated that he elected to defer the item with the understanding that if he defers and the timeframe for filling the vacancies is taking quite some time, he has the option to reschedule and come back and present to the smaller board.

Chairperson Carson acknowledged all Town employees present: Chris Norlock, Planner II; Colleen Black, Administrative Services Manager; Stacey Bristow, Development Services Director; and Ivan Legler, Deputy Town Attorney.

2. ROLL CALL

Present: Chairperson Michael Carson, Vice-Chair Dana Shaffer, Member John Burton

Absent: NONE

3. CALL TO THE PUBLIC: NONE

4. ANNOUNCEMENTS: NONE

5. APPROVAL OF MINUTES

5a. February 23, 2026, regular meeting minutes.

Chairperson Carson asked if there were any corrections to the February 23, 2026, regular meeting minutes. None were made.

Chairperson Carson asked for a motion to approve the meeting minutes. Vice-Chair Dana Shaffer made the MOTION, seconded by Member John Burton, to approve the February 23, 2026, regular meeting minutes.

AYES: Chairperson Michael Carson, Vice-Chair Dana Shaffer, Member John Burton

NAYS:

ABSENT:

ABSTAIN:

MOTION Passed with 3 ayes, 0 nays, 0 absent, 0 abstain

6. PUBLIC HEARING ITEMS: NONE

7. ACTION ITEMS: DEFERRED

8. ADJOURNMENT

With the action item for the night being deferred, Chairperson Carson called for a motion to adjourn.

Vice-Chair Dana Shaffer made the MOTION, seconded by Member John Burton, to adjourn.

The September 28, 2026, meeting of the Board of Adjustment adjourned at 5:38 p.m.

Chairperson Michael Carson

For more information on this meeting, please visit:
[Board of Adjustment Regular Meeting - Monday, September 28, 2026](#)