

## **Annual Internal Review**

### **Board of Adjustment and Sign Review Board**

This report covers the time period of 1/1/12 to 12/31/2012

#### **Mission Statement**

The Board of Adjustment and Sign Review Board (the Board) mission is defined by Article 2. Purposes and Duties of the Bylaws which state:

(A) The purpose of the Board of Adjustment is to:

- (1) hear and decide a request for a variance from the requirements of Chapter 25-2 (Zoning), except as otherwise provided by the Code;
- (2) hear and decide an appeal of an administrative action under Chapter 25-2 (Zoning);
- (3) hear and decide on a request for a variance from the requirements of airport zoning regulations under Section 241.034, Local Government Code; and
- (4) perform other duties prescribed by ordinance or state law.

(B) The purpose of the Sign Review Board is to:

- (1) hear and decide a request for a variance from requirements of Chapter 25-10 (Sign Regulations);
- (2) exercise the power to revoke or suspend a sign registrations under Section 25-10-236 (Revocation and Suspension); and
- (3) advise the Council regarding Chapter 25-10 (Sign Regulations).

#### **1. Board Actions**

The following actions of the Board were taken during the period between January 1, 2012 and December 31, 2012 in support of the Boards mission

##### **A. Meetings:**

There were a total of 14 meetings of the board during the reporting period.

1. The Board of Adjustment met with the Sign Review Board in "joint" sessions eleven (11) times in support of purposes and duties (A) (1) and (B) (1) noted above.
2. The Board of Adjustment met without the Sign Review Board in "regular" session one (1) time in support of the purposes and duties (A) (1) noted above. At these meeting there were no sign review cases on the agenda.

3. The Board of Adjustment met for special called sessions two (2) times in support of purposes and duties (A) (2) noted above.
4. The Board of Adjustment did not hear any cases related to airport zoning regulations, (A) (3) noted above.

**B. Variance Cases Heard:**

1. The Board heard a total of 147 cases during the reporting period, an average case load of almost 12 new cases per month. The Sign Review Board heard 17 cases during this period.
2. The disposition of these cases were
 

	B. of A.	SRB
a. Cases where variances were granted,	110	12
b. Cases where variances were denied,	25	5
c. Cases that were withdrawn,	12	
d. Cases that were postponed till after this reporting period,	6	

**C. Special Exception Cases Heard**

The City Council enacted the Special Exception Ordinance during this period. The Board of Adjustment heard 9 cases of which 8 were granted and 1 was denied.

**D. Interpretation Cases Heard:**

There was one (1) appeal of an Administrative action that was heard by the Board in support of purposes and duties (A) (2).

**E. Staff Presentations:**

City of Austin staff made no presentations to the Board in support of the purposes and duties (A) (4) noted above during this period.

**F. Board working groups:**

A working group was convened to discuss Board procedures and requirements and make recommendations to the full board. This process is on-going and supports the purposes and duties of the board in clarifying variance application form and submittals requirements.

A working group was convened to review the definition of a "Bedroom" as it relates to duplex regulations and make a recommendation to the full board on this interpretation case in support of (A) (2) noted above.

Both of these working groups did not constitute a quorum of the Board and were not subject to the open meetings rules.

#### **G. Members of the Board**

The joint Board of Adjustment and Sign Review Board had the following members at the start of the reporting period

Board of Adjustment permanent members, seven (7)

Board of Adjustment alternatives, two (2)

Sign Review Board permanent members, one (1)

Sign Review Board alternate, none (0)

During the reporting period one permanent member left the Board and a new member was appointed by Council to complete the Board seven permanent positions.

In addition one alternate was appointed for the Board of Adjustment.

These appointments allow for the Board to meet its obligations for quorum at our meetings which supports the purposes and duties of the Board.

#### **H. Election of officers**

The election of permanent officers was held at the October 10, 2011 meeting,

The election of permanent officers allows for the Board to meet its obligation for the orderly conduct of the Boards meetings in support of the purposes and duties of the Board.

### **2. Boards actions comply with the Mission Statement**

All official actions of the Board are consistent with the purposes and duties set out in the Boards Bylaws which constitute our mission statement.

### **3. Boards goals and objectives for the 2012 reporting period**

All goals and objective of the 2012 reporting period were met except the objective "A." Finalize working group recommendation on application submittal materials required. This is an ongoing process which has yet to be completed.

### **4. Boards goals and objective for the 2013 reporting period**

- A. Finalize working group recommendation on application submittal materials required.
- B. Maintain standards for granting variance that meet the findings of fact.
- C. Conduct meeting in a fair and impartial manner for all parties.
- D. Work with staff as needed with regard to regulatory issues.
- E. Make recommendations to the City Council on improving the variance process.

End of Annual Internal Review