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## **Annual Internal Review**

**This report covers the time period of 1/1/2015 to 12/31/2015**

### **BOARD OF ADJUSTMENT**

**The Board/Commission mission statement (per the City Code) is:**

#### **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 registration 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, 2015 and December 31, 2015 in support of the Board's mission.

**A. Meetings:**

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

1. The Board of Adjustment met with the Sign Review Board in "joint" sessions twelve (9) 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 zero (3) times in support of the purposes and duties (A) (1) noted above.
3. The Board of Adjustment met for special called sessions six (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 327 agenda items during the reporting period, an average case load of 27 agenda items per month. Of these, 171, were new cases, with an average of 14 new cases per month. The Sign Review Board heard 15 agenda items during the reporting period, 12 new cases.

2. The disposition of the agenda items:	<u>BOA</u>	<u>SRB</u>
A. Granted	142	9
B. Denied	17	2
C. Withdrawn	17	1
D. Postponed	136	3

**C. Special Exception Cases Heard:**

The Board of Adjustment heard twenty six (26) Special Exception agenda items, of which nineteen (19) were granted, zero (0) were denied, six (6) were postponed, one (1) was withdrawn.

**D. Interpretation Cases Heard:**

There were seven (7) Appeals of an Administrative Action/Interpretation cases that were heard by the Board in support of purposes and duties (A) (2). Of these appeals, 3 cases affirmed staff's determination and denied appellant's request; 2 cases granted appellant's request; 1 case was withdrawn; 1 case 1/2 request of the request affirmed staff's determination and 1/2 of the request granted appellant's request.

#### **E. Staff Presentations:**

City of Austin staff made eight (8) presentations to the Board in support of the purposes and duties (A) (2) and (4) noted above during this period during.

#### **F. Board Working Groups**

No working groups were convened in 2015.

#### **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 alternate members, two (2)

Sign Review Board permanent members, one (1)

Sign Review Board alternates, none (0)

In March the Sign Review Board (SRB) was dissolved.

In July 2015 the board changed to eleven (11) permanent board members  
ten (10) were appointed,  
one (1) permanent vacant,  
two (2) alternates vacant

During the reporting period one permanent member resigned the Board and one new member was appointed by Council in June 2015 to complete the Board's seven (11) permanent positions.

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

The election of permanent officers was held at the October 12, 2015 meeting.

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

### **2. Board's action comply with the Mission Statement**

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

### **3. Board's goals and objective for the 2015 reporting period**

All goals and objective of the 2014 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 objectives for the 2015 reporting period**

A. Finalize Citizen Guideline to the Board, including updating application submittal materials requirement.

B. Maintain standards for granting variances that meet the findings of fact.

C. Conduct meetings 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 as needed on improving the variance process.

**End of the Annual Internal Review**

