



Annual Internal Review

This report covers the time period of 7/1/2016 to 6/30/2017

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 July 1, 2016 and June 30, 2017 in support of the Board's mission.

A. Meetings:

There were a total of thirteen (13) meetings of the board during the reporting period.

1. The Board of Adjustment met twelve (12) times in support of the purposes and duties (A) (1) noted above.
2. The Board of Adjustment met for special called sessions two (2) times in support of purposes and duties (A) (2) noted above.
3. The Board of Adjustment heard (0) cases related to airport zoning regulations, (A) (3) noted above.

B. Variance Cases Heard:

1. The Board heard a total of 181 case items, plus 50 discussion items (new business items) during the reporting period, an average total case load of 19 agenda items per month. Of these, 94 were new cases, with an average of 8 new cases per month.

2. The disposition of the case items:	<u>BOA</u>
A. Granted	57
B. Denied	24
C. Withdrawn	13
D. Postponed	87

C. Special Exception Cases Heard:

The Board of Adjustment heard sixteen (16) Special Exception agenda items, of which sixteen (16) were granted, zero (0) were denied, three (3) were postponed, zero (0) was withdrawn.

D. Interpretation Cases Heard:

There were five (5) 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; 1 case was granted appellant's request; 1 case was withdrawn

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

CodeNEXT 1st draft comments from the board working group April 2017-June 2017.

G. Members of the Board

Board of Adjustment permanent members, eleven (11)

Board of Adjustment alternate members, three (3)

H. Election of officers

The election of permanent officers was held at the April 11, 2016 meeting and will have the election of permanent officers on July 10, 2017.

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 2016-2017 reporting period

All goals and objective of the 2016-2017 reporting period were met.

4. Boards goals and objectives for the 2016-2017 reporting period

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

B. Conduct meetings in a fair and impartial manner for all parties.

C. Work with staff as needed with regard to regulatory issues.

D. Make recommendations to the City Council as needed on improving the variance process.

End of the Annual Internal Review