



## **Annual Internal Review**

**This report covers the time period of 7/1/2018 to 6/30/2019**

### **BOARD OF ADJUSTMENT**

**The Board/Commission mission statement** (per the City Code, Title 2 Administration) **is:**

#### **Mission Statement**

The Board of Adjustment mission is defined by Article 2-1-111 Board of Adjustment and the Board of Adjustment Bylaws which state:

- A. The purpose of the Board of Adjustment is to:
- (1) Hear and decide requests for a variance from the requirements of Chapter 25-2 (Zoning), except as otherwise provided by the Code; and
  - (2) Hear and decide a request for a special exception under Chapter 25-2 (Zoning); and
  - (3) Hear and decide an appeal of an administrative action under Chapter 25-2 (Zoning);
  - (4) Hear and decide on a request for a variance from the requirements of airport zoning regulations under Section 241.034, Local Government Code; and
  - (5) Perform other duties prescribed by ordinance, such as to hear and decide requests for a variance from the requirements of Chapter 25-10 (Sign Regulations); and
  - (6) Perform other duties prescribed by state law.

## 1. Board Actions

The following actions of the Board were taken during the period between July 1, 2018 and June 30, 2019 in support of the Board's mission.

### A. Meetings:

There were a total of twelve (12) meetings of the board during the reporting period.

1. The Board of Adjustment met twelve (12) times in support of the purposes and duties noted above.
2. The Board of Adjustment met for special called meeting and/or workshop zero (0) times.
3. The Board of Adjustment heard zero (0) cases related to airport zoning regulations.

### B. Variance Cases Heard:

1. The Board heard a total of 109 items related to variance requests from the requirements of 25-2 (Zoning) and 25-10 (Sign Regulations), plus had 74 discussion items (new business items) during the reporting period. That equates to an average total case load of 15 agenda items per month of which 59 were new cases which equates to an average of 5 new cases per month.

2. Disposition of variance cases:

|              |    |
|--------------|----|
| A. Granted   | 43 |
| B. Denied    | 13 |
| C. Withdrawn | 11 |
| D. Postponed | 42 |

### C. Special Exception Cases Heard:

The Board of Adjustment heard one (1) Special Exception cases. One (1) was granted, zero (0) were denied, zero (0) were postponed, and zero (0) were withdrawn.

### D. Interpretation Cases Heard:

The Board of Adjustment heard one (1) Appeals of an Administrative Action/Interpretation cases. Zero (0) cases affirmed staff determination and denied appellant request; zero (0) cases granted appellant request; zero (0) cases were withdrawn; one (1) case was postponed (still pending).

## **E. Staff Presentations:**

City of Austin staff made two (2) presentations (July 2018 and April 2019) to the Board in support of the purposes noted in (A) above during this reporting period.

## **F. Board Working Groups**

The Board of Adjustment had three (3) working groups during this reporting period:

CodeNEXT Work Group – Recommendations were forwarded to Council

BOA Rules Work Group – Adopted in February 11, 2019

BOA Fees Work Group – Resolution will be forwarded to Council (pending)

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

Board of Adjustment regular members, eleven (11)

Board of Adjustment alternate members, two (2)

## **H. Election of officers**

The election of officers was held at the April 8, 2019 meeting. William Burkhardt was elected Chair and Melissa Hawthorne was elected Vice Chair.

The election of officers allows 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 Bylaws which constitute our mission statement.

## **3. Board goals and objectives for the 2018-2019 reporting period**

See goals and objectives for the 2019-2020 reporting period below.

These were the same goals and objectives for the 2018-2019 reporting period and were met through actions of the Board at their monthly meetings, special called meetings and workshops.

## **4. Boards goals and objectives for the 2019-2020 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.

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

**End of the Annual Internal Review**