



Annual Internal Review

This report covers the time period of 7/1/2024 to 6/30/2025

BOARD OF ADJUSTMENT

The Board's 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:

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); and,
- (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.

Board Actions

The following actions of the Board were taken during the period between July 1, 2024 and June 30, 2025 in support of the Board's mission.

A. Meetings:

Twelve (12) meetings were scheduled for the Board of Adjustment during the reporting period.

1. The Board of Adjustment met eleven (11) times in support of the purposes and duties noted above. One scheduled meetings was cancelled due to lack of quorum.
2. The Board of Adjustment held one (1) special called meeting June 9, 2025 for a Board Member training session.
3. The Board of Adjustment heard zero (0) cases related to airport zoning regulations.
4. At the May 2025 meeting, the current Chair and Vice chair were re-elected
5. Workgroups were formed to address BOA Bylaws and Rules of Procedure changes, Use of Alternates, and, Coordination with City Staff.

B. Variance Cases Heard:

1. The Board heard a total of 35 items related to variance requests from the requirements of 25-2 (Zoning) and 25-10 (Sign Regulations), plus had 25 discussion items (new business items) during the reporting period. That equates to an average total case load of approximately 5 agenda items per month of which 22 were new cases which equates to an average of approximately 2 new cases per month.

Disposition of variance cases:

A. Granted	27
B. Denied	6
C. Withdrawn	2
D. Postponed	23

C. Special Exception Cases Heard:

The Board of Adjustment heard zero (0) Special Exception cases.

D. Interpretation Cases Heard:

The Board of Adjustment heard zero (0) Appeals of an Administrative Action/Interpretation cases.

E. Board of Adjustment Applicant Assistance Program Cases Heard:

The Board of Adjustment heard two (2) cases which utilized the Applicant Assistance Program.

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|--------------------------|---|
| 1. Variance Request | 2 |
| 2. Special Exception | 0 |
| 3. Interpretation Appeal | 0 |

F. Staff Presentations:

City of Austin staff made no presentations (except BOA's own liaison and legal counsel) to the Board in support of the purposes noted in (A) above during this reporting period. Greater involvement and presentations by DSD staff have been requested by BOA, but to date none have taken place.

G. Board Working Groups

The Board of Adjustment had two (0) working groups during this reporting period:

H. Members of the Board

- Board of Adjustment regular members, ten (10); two VACANT positions
- Board of Adjustment alternate members, one (1); two VACANT positions

I. Election of officers

The election of officers was held at the May 12, 2025 meeting. Jessica Cohen was reelected Chair and Melissa Hawthorne was reelected Vice Chair.

1. 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 actions 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 2024-2025 reporting period.

See goals and objectives for the 2024-2025 reporting period below. These were the same goals and objectives for the 2023-2024 reporting period and were met through actions of the Board at their monthly meetings.

4. Boards goals and objectives for the 2024-2025 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