

STAFF REPORT

Date: December 3, 2025

To: Zoning Board of Adjustment

From: Michele Berry, Senior Planner

Subject: Adopt Rules of Procedure.

BACKGROUND:

Section III.1.4. of the Unified Development Code (UDC) lays out the authority and guidance of the Zoning Board of Adjustment (ZBOA). This section mirrors state statute in requiring that the Zoning Board of Adjustment adopt rules of order that are then approved by the City Council. The Zoning Board of Adjustment has always followed the same procedures and meeting format as the Planning and Zoning Commission, though staff could not identify any formally adopted rules. This item will correct that issue and provide formally adopted rules that may be amended in the future as needed.

ANALYSIS:

If adopted by the ZBOA this evening the rules would go to the City Council for their approval on January 5, 2026 and would be effective after approval.

The 5-page draft document addressed Meeting, Officers, Applications for Hearing, Agendas, Meeting Procedures, Final Disposition and Maintenance of the Rules of Procedure. Most rules reflect the long-standing practices of the board. Several refer to the UDC and applicable state regulations such as the Open Meetings Act. Some address interested parties wishing to speak at items that are not public hearings or not on the agenda. While these occurrences are rare, it is good to have an established procedure. If adopted, then a "Citizen Forum" item will be added to all agendas to set a specific time to allow those comments. The rules also adopt a five-minute limit on speakers and rebuttals by staff or the applicant. The initial presentation by staff or the applicant does not have a time limit.

RECOMMENDATION: That the Zoning Board of Adjustment adopts the draft rules of order as presented.