

**Board of Adjustment Work Session Minutes
October 10, 2017
City Council Chambers - Columbia City Hall**

ATTENDANCE:

Commission Members Present: Carroz, Clithero, Hammen, John, Waters

Commission Members Absent: None

Staff: Caldera, Zenner

Guest: None

ADJUSTMENTS TO AGENDA: None

TOPICS DISCUSSED – New Business:

- **Proposed Revisions to Board Rules of Procedure**

Mr. Zenner introduced the topic and indicated that the changes proposed in the Board Rules were primarily a result of the need to align application deadlines and filing periods with those of the Planning and Zoning Commission. This alignment was necessary to ensure a single application deadline could be achieved and application processing was streamlined. Mr. Zenner noted that there were several other changes made to ensure that particular provisions within the rules were in proper alignment with the text of the Unified Development Code (UDC), references to the Clerk or Clerk's Office were removed and replaced with Community Development, secretary was replaced with Liaison, and application submission standards were updated. Additionally, Mr. Zenner noted the application forms had been removed from the document. Mr. Caldera indicated that such removal was appropriate given the occasional need for amendments to such forms and if they were codified in the Rules amendments to them would require a legislative action by Council.

Following his overview of the document and the proposed changes, the Board had general discussion regarding the proposed changes. It was recommended that changes be made to the wording contained in the "General" category by eliminating the use of "he/she" and replacing it with "any person/entity". Additionally the text at the end of the section was revised to better express who a citizen may ask should they have questions about the Rules.

Concern was expressed that a significant amount of the public guidance currently in the Rules was proposed to be removed. Mr. Zenner explained that much of the text removed was expressed elsewhere within the UDC and was not needed within the Rules that govern how the Board is to operate. Specifically, the issue of variances was discussed. Mr. Zenner pointed out the criteria for evaluating variances was listed in Article 6 of the UDC and really was somewhat duplicative to explain that process in the Rules again. After limited discussion the Board agreed to remove the stricken language.

As the work session progressed it was observed that there appeared to be similar language repeated in multiple sections of the Rules. It was suggested that this duplication should be eliminated. Mr. Caldera inquired as to how the Board would like him to approach that effort. He explained that he had comments regarding the Rules that he had not shared with Mr. Zenner and that there would likely be final editing of the revised document once the Board was finished with its recommendations. Mr. Caldera suggested that he could incorporate his recommended "law" changes with the changes proposed by Mr. Zenner and the Board to create a final working draft. This final draft would be distributed with the agenda for the November 14 meeting.

Board members agreed that this would be a better use of their work session time. They also agreed that they would need more time to discuss the changes than 1 hour prior to the next regular meeting. Mr. Zenner noted that he'd have to find out if there was space available, but did not see an issue from staff's perspective meeting at 5 or 5:30 till 7 pm.

Board members agreed that meeting at 5 pm would be best. Several commented that they'd be eating dinner with they discussed the changes.

- **Variance and Appeal Staff Reporting**

Due to limited time this item was not fully discussed and will be addressed at the next scheduled work session to be held before the November 14 meeting.

ACTION(S) TAKEN: It was determined that the Board would meet in work session on November 14 at 5 pm in the Council Chambers to complete its discussion of the revised rules of procedure.

Meeting adjourned approximately 6:55 p.m.