



Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: February 5, 2018

Re: Board of Adjustment Revised Rules of Procedure

Executive Summary

Approval of this request will adopt revised rules of procedure governing the functions of the Board of Adjustment as required by Section 29-6.1(c)(2)(iii)(B) of the Unified Development Code.

Discussion

Following the adoption of the Unified Development Code (UDC) and transfer of responsibility for Board of Adjustment (BOA) matters to the Community Development Department, a review of the existing BOA rules was conducted. As a result of the rule review, revisions are being proposed. The existing BOA rules were adopted independently by the Board in March 2010; however, per Section 29-6.1(c)(iii)(B) of the UDC revised rules must be approved by City Council via ordinance.

The proposed revisions are to ensure the rules are in alignment with overlapping provisions contained within the UDC as well as aligned with other administrative provisions of the Community Development Department (i.e. submission and advertising schedules). Additionally, several revisions were made to reduce redundancy, focus rule attention on the Board's activities, and ensure continued legal compliance.

BOA member reviewed the proposed revisions in two work sessions held in October and November of 2017. At their regularly scheduled January 9, 2018, meeting the Board voted unanimously (5-0) to recommend that the City Council adopt the revised rules and allow them to govern the Board's activities. The revised rules and meeting excerpts are attached for review.

Fiscal Impact

Short-Term Impact: None

Long-Term Impact: None



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Approve the ordinance accepting the revised Board of Adjustment Rules of Procedure.