

Board of Adjustment Meeting Guide

Meeting Procedures:

The Board of Adjustment is considered a quasi-judicial body, appointed by the City Council. After consideration of an item, the Board will render a decision on a request and adopt a Resolution of Findings. The Board's decisions are considered final, appeal of any decision will require a petition to District Court.

Meetings are scheduled for the first and third Wednesdays of the month. Meetings start at 5:30 pm and are held in the Council Chambers at City Hall, unless noted differently in the posted notice.

The Board of Adjustment is charged with reviewing requests for Variances, Permitted Conditional Uses and Appeals. All actions are public hearings.

Decision-Making:

- › The Board of Adjustment consists of five members.
- › Three members are considered a quorum. A quorum of the Board is needed to start the meeting or take action on any item.
- › A majority of the members in attendance will need to vote yes for a motion to pass. A tie vote is considered a denial of the motion.
- › If a Board member needs to recuse themselves for a particular item, a majority of those members still eligible to vote for that item will need to vote yes for the motion to pass, however a quorum is still required to take action on an item.

Public Hearing Procedures:

1. The Chair introduces the item and opens the public hearing.
2. The applicant and/or their consultants will present the project to the Board along with any findings provided by the applicant. Please refer to the presentation section for information to include in your presentation. The Board may have questions for the applicant after their presentation.
3. The Chair will then ask for any public comment from the audience. The applicant or staff may be called up after the public comment period to answer any questions or clarify information for the project. Note: answers to any questions that arise should be directed to the Board, not the audience.
4. City staff will present the staff report for the project.
5. The applicant or staff may be called up after staff's presentation to answer any questions or clarify information for the project.
6. The public hearing is closed.
7. The Board will then deliberate on the item and will render a decision on a request and adopt a Resolution of Findings.