



Zoning & Variance Committee
Practices and Procedures
Stephen Hardwick, Chair
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This document explains the general practices we follow when processing zoning and graphics variances. This is a general explanation, not a formal set of “Rules of Zoning Procedure.” Sometimes, by error or necessity, we may do something differently, but I will always strive to give the applicant the chance to be promptly heard, any interested community members the chance to meaningfully voice their opinion, and Commissioners the information they need to make their final recommendation. Please send any comments to me at hardwick.zoning@gmail.com

1. The Z&V Committee generally meets on the Wednesday 8 days before the CAC meeting.
2. As the chair, I need materials from the city (or a pdf of the application from the applicant) by the weekend 10 days before that.
3. When I get the application, I promptly:
 - a. Email it to the CAC chair and the appropriate commissioner.
 - b. Send an email to the applicant informing them of their meeting time.
 - c. If it's a zoning matter (as opposed to Graphics), I send the applicant the appropriate CAC screening form. I ask that the applicant either email it to me before the Z&V Committee meeting or bring multiple hard copies to the meeting.
 - d. If I think the application will bring unusual public interest, I'll try to promptly send out the application to my zoning email list, post it on the CDF, and put it on the CAC Twitter feed. Someone else puts it in the CAC's web page. If I don't think it will have unusual interest, I'll wait to send these notices until I send out the agenda.
 - e. If the request only seeks a variance to build a residential garage with a height of 21' or less, I usually ask the CAC Chair and the relevant commissioner whether I can tell the applicant he or she does not have to personally appear at the committee and Commission meetings. (Note, all public notice and open meeting rules still apply.)
4. During the cutoff weekend, I write notices to be mailed to the people listed in the application. The notices give the address of the proposed variance, the applicant's name, and the specific requests. The notices include contact information for me and the relevant commissioner and the time and place of the committee's meeting. They also refer people to the CAC's Twitter feed if they want to get a copy of the application directly. Those go in the mail at least one week before the meeting.

5. At least one week before the meeting, I write an agenda that includes hyperlinks to the applications, any supporting material, and the relevant City Code sections. The agenda is emailed to my MailChimp email list. I send a pdf of the agenda to Z&V Committee members and to Commissioners. I also post a link to the emailed agenda on the CAC's Twitter feed, on my public "community" Facebook page, and on the private CDF Facebook page. The CAC posts the pdf on their website and their public Facebook page.
6. At the committee meeting, I let the applicant give a presentation, then committee members can ask questions, then anyone from the public may ask questions or comment. When we vote, committee members may make a brief explanation of their vote for the minutes. Although a majority of committee members can table any application, if an applicant wants an up or down vote, we should do what we can to provide that.
7. After the committee meeting, I circulate draft minutes to committee members, the applicants, and anyone else I think may want to send in corrections. I send the draft minutes to commissioners, as well.
8. I then make a presentation at the CAC meeting and turn the matter over to the CAC Chair.