



Zoning & Variance Committee
Proposed Rules
Stephen Hardwick, Chair
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Mission of the Zoning & Variance Committee: We will give applicants the chance to be promptly heard, community members the chance to meaningfully voice their opinion, and commissioners the information they need to make their final recommendation.

Unless adopted by the Commission, this document explains the general practices the Zoning & Variance Committee follows when processing zoning and graphics variances. Sometimes, by error or necessity, we may do something differently, but we will always strive to advance our mission. Please send any comments to me the Chair at hardwick.zoning@gmail.com.

Organizational Matters

1. The Zoning Committee's mission is to give applicants the chance to be promptly heard, community members the chance to meaningfully voice their opinions, and Commissioners the information they need to make their final recommendation.
2. These Rules shall be interpreted to best accomplish the Committee's mission.
3. At least one week before the meeting at which the Commission votes on proposed new Committee members, the Committee Chair shall send all Commissioners a list of all proposed members with biographical information and an explanation of why the Chair is requesting each person to serve on the committee. At the same time, the Chair shall send the Commissioners all information received from applicants that the Chair is not recommending.
4. At the first meeting after the Commission designates members, the Committee shall designate a Vice Chair and a Secretary. The Vice Chair shall serve as Chair whenever the Chair cannot serve. The Secretary shall take the minutes at the meetings.
5. The Committee Chair shall maintain an email list of all people requesting notice of zoning matters.

Public Notice Procedures

6. Unless the chair announces otherwise at least one week in advance, the Z&V Committee meets on the Wednesday eight days before the CAC meeting.

7. In order to be set for hearing, the chair must receive an application from the city by ten days before a regularly scheduled Committee meeting.
8. When the Chair receives the application, the Chair shall within three business day:
 - a. Email it to the Commission Chair and the commissioner for the district where the property is; and
 - b. Send an email to the applicant and applicant's representative informing them of their meeting date and time. If the application is for a zoning change, the notice to the applicant and applicants representative shall include any appropriate CAC screening form. The applicant shall return the completed screening form to the Chair at least one week before the Committee meeting. Failure to return the screening form shall not preclude the Committee from hearing the application, but Committee members may consider the failure to return the form when deciding whether to recommend approval.
9. If the Committee Chair, Commission Chair or District Commissioner determines that that the application will bring unusual public interest, the Chair shall publicize the application within three business days of making that determination or receiving notification of that determination from the Commission Chair or District Commissioner. Publicity shall be be posting to the Zoning Email List and transmission of information to all Commissioners and to the chair of the Technology Committee or other committee charged with communications for the Commission.
10. If the request only seeks a variance to build a residential garage with a height of 21' or less, the Chair shall ask the Commission Chair and the District Commissioner whether the Chair can tell the applicant that they do not have to personally appear at the Committee and Commission meetings. (Note, all public notice and open meeting rules still apply.)
11. At least a week before the Committee's meeting, the Chair shall mail notices to the people listed in the application. The notices shall include the address of the proposed variance, the applicant's name, and the specific requests. The notices shall also include contact information for the Chair and the relevant commissioner, as well as and the time and place of the committee's meeting.
12. At least one week before the meeting, the Chair shall distribute an agenda that includes hyperlinks to the applications, any supporting material, and the relevant City Code sections. The agenda shall be distributed to the Chair's zoning email list, all Committee Members, all Commissioners, the designated City Liaison, and to any person charged with communications for the Commission.
13. If needed to fulfill the Committee's mission, the Chair can waive any deadline in these rules as long as the Chair promptly gives notice to the Chair of the



Commission. The failure of the Committee to follow its rules on timeliness shall not prohibit the Committee or Commission from hearing or voting on a variance application, but Commissioners and Committee Members may consider the lack of timeliness when casting their votes.

Meeting Procedure and Decisions

14. Variance applications shall be heard as follows:
 - c. The applicant shall give a presentation.
 - d. The District Commissioner may give a report.
 - e. Committee members may ask questions to the applicant or make comments.
 - f. Members of the public may ask questions or comment. At the Chair's discretion, members of the public can ask questions directly to the applicant.
 - g. Committee members may make comments or ask questions to the applicant or any other meeting participant.
 - h. The Chair has discretion to limit the length of comment of any meeting participant.
 - i. When voting, Committee Members may make a brief explanation of their vote for the minutes.
 - j. Although a majority of committee members may table any application, if an applicant wants an up or down vote, motions to table are discouraged.
2. Within five days of a Committee meeting, the Secretary shall transmit draft minutes to all Committee Members, all Commissioners, and applicants. The Secretary shall send final minutes to the Commission Communications Person within five days of the Committee's approval.
15. The Chair shall make a presentation at the Commission meeting explaining the Committee's decision, including any reasons given by dissenting Committee members.