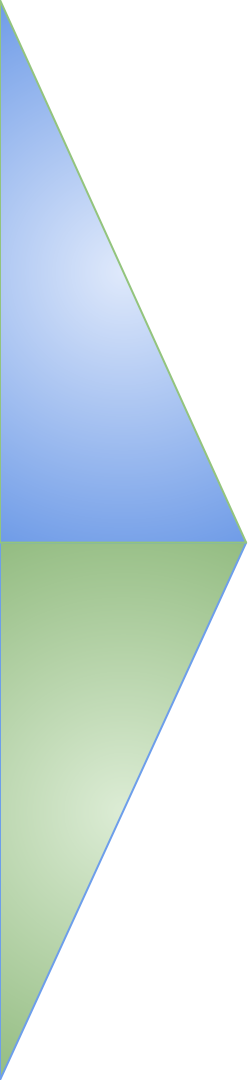


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So you are on the Zoning Board of
Adjustments.....

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Everything you need to know
about the role and responsibility of
the ZBA member (almost).

Municipal Planning Authority

- Overall Authority to protect the Health, Safety, and Welfare
- Zoning Authority (legislative) Chapter 211 LGC
- Subdivision Authority (ministerial) Chapter 212 LGC
- Land Use Authority (planning) Chapter 213 LGC

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Zoning Board of Adjustment is allowed by
Sec 211.008 of the State of Texas Local
Government Code

Created in Wylie by Ordinance in 1962 and
included in 1985 Charter

Generally responsible for deciding:

- Appeals to administrative decisions
- Variance requests from Zoning Ordinance
- Special Exceptions to the Zoning Ordinance
- Make recommendations to Zoning Ordinance based of variances

Appeals to administrative decisions

- Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official
- The board may reverse or affirm, in whole or in part, or modify the administrative official's order
- The concurring vote of 75 percent of the members of the board is necessary

Variance Requests

- a literal enforcement of the Zoning Ordinance would result in unnecessary hardship (not financial)
- spirit of the ordinance is observed
- not contrary to the public interest
- **MUST NOT BE SELF-IMPOSED**
- The concurring vote of 75 percent of the members of the board is necessary

Special Exceptions

- Only when required by the Zoning Ordinance
- Wylie doesn't currently use this provision

Ordinance Amendments

- Generally initiated by City Council or Zoning Board of Adjustments
- Covers only Zoning Ordinance
- Board gives direction to staff, usually as a result of favorable vote for applicant.
- P&Z makes recommendation to City Council

ZBA operates by an adopted Rules and Procedures.

- Written by Board Members
- Approved by City Council
- Updated March 2020

General meeting format

- Chairman calls meeting
- Citizen comments on non-agenda items
- Executive or Work session, as needed
- Consent Items (minutes)
- Public Hearings
- General business
- Adjournment

General item format

- Chairman introduction
- Staff report
- Applicant remarks
- Public hearing
 - Citizen Comment
 - Applicant rebuttal
- Board discussion
- Motion (approve, approve with conditions, disapprove)

Other considerations

- Packet delivery
- Attendance
- Quorums / Open meetings
- Pre-meeting questions
- Open records
- Conflict of Interest

Planning Staff

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