



Annual Internal Review

This report covers the time period of 7/1/2020 to 6/30/2021

Board of Adjustment **(Official Name of Board or Commission)**

The Board/Commission mission statement (per the City Code) is:

Mission Statement

The Board of Adjustment mission is defined by Article 2-1-111 Board of Adjustment and the Board of Adjustment Bylaws which state:

The purpose of the Board of Adjustment is to:

- (1) Hear and decide requests for a variance from the requirements of Chapter 25-2 (Zoning), except as otherwise provided by the Code; and,
- (2) Hear and decide a request for a special exception under Chapter 25-2 (Zoning); and,
- (3) Hear and decide an appeal of an administrative action under Chapter 25-2 (Zoning); and,
- (4) Hear and decide on a request for a variance from the requirements of airport zoning regulations under Section 241.034, Local Government Code; and,
- (5) Perform other duties prescribed by ordinance, such as to hear and decide requests for a variance from the requirements of Chapter 25-10 (Sign Regulations); and,
- (6) Perform other duties prescribed by state law.

1. **Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

Board Actions

The following actions of the Board were taken during the period between July 1, 2020 and June 30, 2021 in support of the Board's mission.

A. Meetings:

Twelve (12) meetings were scheduled for the Board of Adjustment during the reporting period. January 2021 all cases were postponed to February 2021 due to technical issues with videoconferencing. April 2021 meeting was cancelled due to technical difficulties with the notification database. May 2021 all cases were postponed to June 2021 due to lack of board members.

1. The Board of Adjustment met eleven (11) times in support of the purposes and duties noted above. One scheduled meeting was cancelled; All meetings were held via Tele-Conference, due to COVID-19.
2. The Board of Adjustment did not cancel any special called meetings and/or workshops
3. The Board of Adjustment heard zero (0) cases related to airport zoning regulations.
4. At the May 2021 meeting, the Chair resigned and a new Chair was elected.
5. Workgroups were formed to address BOA concerns regarding BOA fees for lower income residents; for Transportation Criteria/Code Recommendations; for recurring Regular BOA Issues that might trigger Code Revision; to review and propose changes to BOA Appeals; and, for Coordination with City Staff.

B. Variance Cases Heard:

1. The Board heard a total of 109 items related to variance requests from the requirements of 25-2 (Zoning) and 25-10 (Sign Regulations), plus had 63 discussion items (new business items) during the reporting period. That equates to an average total case load of approximately 11 agenda items per month of which 45 were new cases which equates to an average of approximately 5 new cases per month.

Year 7/1/2020 – 6/30/2021

2. Disposition of variance cases:

- A. Granted 43
- B. Denied 9
- C. Withdrawn 2
- D. Postponed 49

C. Special Exception Cases Heard:

The Board of Adjustment heard zero (0) Special Exception cases.

D. Interpretation Cases Heard:

The Board of Adjustment heard one (1) Appeals of an Administrative Action/Interpretation cases. The board granted the appellant's appeal.

E. Staff Presentations:

City of Austin staff made one presentations to the Board in support of the purposes noted in (A) above during this reporting period. Greater involvement and presentations by DSD staff have been requested by BOA, but to date only the one has taken place.

F. Board Working Groups

The Board of Adjustment had five (5) working groups during this reporting period:

- Transportation Criteria/Code Recommendations (pending)
- LDC Re-write Work Group – (pending)
- BOA Applicant Assistance Fund Work Group – Resolution was forwarded to Council (approved)
- Guidelines for Postponements (pending)
- Coordination with City Staff (in formation)

G. Members of the Board

- Board of Adjustment regular members, eleven (11)
- Board of Adjustment alternate members, two (2); one Vacant Position

H. Election of officers

The election of officers was held at the May 10, 2021 meeting. Jessica Cohen was elected Chair and Melissa Hawthorne was re-elected Vice Chair.

1. The election of officers allows the Board to meet its obligation for the orderly conduct of its meetings in support of the purposes and duties of the Board.

2. Board's actions comply with the Mission Statement

All official actions of the Board are consistent with the purposes and duties set out in the Board Bylaws which constitute our mission statement.

3. Board goals and objectives for the 2020-2021 reporting period.

See goals and objectives for the 2020-2021 reporting period below. These were

the same goals and objectives for the 2019-2020 reporting period and were met through actions of the Board at their monthly meetings.

4. Boards goals and objectives for the 2021-2022 reporting period

A. Maintain standards for granting variances that meet the findings of fact.

B. Conduct meetings in a fair and impartial manner for all parties.

C. Work with staff as needed with regard to regulatory issues.

D. Make recommendations to the City Council as needed on improving the variance process

E. Provide annual training for new members for processes, procedures, and updates for existing board members as needed; Subjects to be defined by the board.

End of the Annual Internal Review