

RULES OF PROCEDURE FOR THE OPERATION OF THE HENDERSON CITY BOARD OF ZONING ADJUSTMENT

Amended and Approved May 8, 2013

ARTICLE I – OFFICIAL ACTION

Section 1 – No official action will be taken by the Board of Zoning Adjustment on any item at any meeting that is not open to the public.

ARTICLE II – AGENDA PREPARATION

Section 1 – Agendas for regular meetings shall be prepared by designated Code Enforcement staff, who shall serve as Executive Secretary to the Board of Zoning Adjustment. The agenda shall be prepared with the assistance and advice of the Chairman of the Board of Zoning Adjustment and the administrative officers of the City.

Section 2 – The official copy of the agenda shall be prepared not less than five (5) days prior to the regular meeting date and shall be circulated to every member of the Board so as to be received not less than three days prior to the regular meeting date.

Section 3 – The agenda shall be made up of the following items:

1. Any item which any person has requested in writing that the Board consider under the terms of the Zoning Ordinance.
2. Any item specifically held over from previous meetings of the Board.
3. An item previously considered which shall come up for review.

Section 4 – Agendas for Special Called Meetings. The agenda for special called meetings shall be created and circulated to the membership of the Board not less than two (2) days prior to the meeting date. Only the following types of items will be considered at special called meetings:

1. The specific items contained on the special called meeting agenda circulated to the members of the Board.
2. Items for discussion only and on which no official action is proposed to be taken.

ARTICLE III – APPLICATION FOR APPEALS TO THE BOARD

Section 1 – Any appeal to the Board of Zoning Adjustment may be taken by any person, firm or corporation aggrieved, or by any governmental officer, department, board or bureau affected by a decision of the Zoning Administrator based in whole or in part upon the provisions of this Zoning Ordinance. Such appeal shall be taken by filing with the Board of Zoning Adjustment a notice of appeal, specifying the grounds thereof. Said notice of appeal shall be filed within thirty (30) days from the date upon which the notice of refusal of zoning permit or notice of refusal of certificate of occupancy is mailed by the Zoning Administrator, and failure to file notice of appeal within thirty (30) days shall constitute a waiver of the right to appeal. The Zoning Administrator shall transmit to the Board all papers constituting the record upon which the action appeal was taken. The Board shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the

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same within a reasonable time. Upon the hearing any person or party may appeal in person or by agent or attorney.

APPROVED AND ADOPTED BY THE HENDERSON CITY BOARD OF ZONING ADJUSTMENT



Chairman

May 8, 2013

Date