



MEMORANDUM

DATE: July 25, 2005

TO: Planning Commission Sub Committee

FROM: Bogdan
Zoning Administration
DSD

SUBJECT: Zoning Public Notice Forms – Continuing Revision Process
Board of Adjustment Process

On June 13, 2005 staff provided you with the Board of Adjustment (BA) notice forms, the forms next scheduled for revision. The revisions proposed to these particular forms are still under review and will be provided to the Committee shortly. Staff's deadline to complete the zoning forms revision process set for September 2005. To meet this goal, the revision to the BA forms must be completed by no later than mid August, 2005. With that in mind staff has decided to attach the draft BA application packet and brochure for your review and comment. These two items along with the items previously submitted to you, on June 13th, represent all the forms relating to the Board of Adjustment process.

Please remember, it is staff's opinion that the Board of Adjustment forms, documents and brochures are the best candidates for revision for several reasons:

1. The Board process deals with significantly more of the public than any other zoning process (its about equal to the rezoning process.)
2. Of all the "Special Development" processes, the Board of Adjustment is the most complicated for staff to explain and the public to understand.

At your convenience review the attached application packet and brochure. These are the documents staff provides to future applicants for reference purposes. The packets are typically handed out only to potential applicants. The brochures, however, will be posted on the DSD web site, handed out at neighborhood meetings and made available to the public on the first floor DSD zoning counter, 201 North Stone Avenue.

Any comments or suggestions you may have must be mailed, faxed, emailed or hand delivered to staff by no later than: AUGUST 5, 2005.

STAFF CONTACT INFORMATION

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Attachments:

1. Board of Adjustment forms: Application packet.
2. Board of Adjustment forms: Brochure.