

BYLAWS OF THE BOARD OF ADJUSTMENT AND APPEALS OF THE CITY OF AURORA

1. REGULAR BOARD MEETING

The Board shall meet in regular session on the third Tuesday of each month at 6:00 p.m., assuming sufficient cases are on the agenda to be heard. Cases may be limited to no more than five new cases per meeting, unless waived by the Chair. When necessary, a second meeting will be scheduled on the fourth Tuesday of the month.

2. SPECIAL MEETING

A special meeting may be called by the Chair of the Board with concurrence of two regular Board members when he feels the necessity to hear a case at times other than the regular meeting time. Cases of extreme hardship would merit such a hearing.

3. STUDY SESSION

Study sessions may be called by the Chair of the Board when he feels it necessary to study changes in ordinances or other pertinent information regarding the Board's duties.

4. CHAIR

The Chair, or in his/her absence the Vice-Chair, shall take the chair at the hour appointed for the board meeting and shall call the meeting to order. The roll shall then be called by the Chair, who shall enter in the minutes of the meeting the names of members present. The Chair shall be elected at the first regular meeting of the calendar year. In case of a tie, the staff representative will disclose the names of the contestants and another ballot shall be taken. Until one person has received a majority of all members of the Board, successive ballots will be taken.

5. VICE-CHAIR

The Board shall choose one of its members as Vice-Chair, who shall serve as Chair during the absence or disability of the Chair, and in cases of vacancy in the office of chair, pending the selection of a successor. They shall be selected in the same manner as the chair.

6. TEMPORARY CHAIR

In case of the absence of the Chair and Vice-Chair, a temporary Chair will be selected by the members of the Board present at the meeting. The temporary Chair shall proceed to chair the meeting.

7. ELECTION OF OFFICERS

The majority vote of all members of the Board shall be required to elect a Chair and Vice-Chair.

8. ORDER OF BUSINESS

The business of all regular meetings of the Board shall be transacted in the following order unless the Board, by a vote of at least three of the members present, shall suspend the rules and change the order:

1. Call to order - - 6:00 p.m.
2. Roll call of members
3. Approval of minutes
4. Explanation of procedures
5. Public hearing of cases in order number
6. Other business
7. Adjournment

9. PROCEDURE OF MOTIONS

When an application is before the Board, no motion shall be entertained except:

1. To postpone action until a later meeting
2. To postpone action until later in the meeting
3. Vote on the application
4. To adjourn

These motions shall have precedence in the order indicated. Any such motion, and a motion to postpone, shall be put to vote after debate.

10. VOTING

Every motion shall require the affirmative votes of a majority of the quorum of the Board to pass.

11. RECUSAL

No member of the Board should vote on and/or participate in any matter in which they have a financial interest, direct or indirect. Any member of the Board who has a conflict of interest is strongly encouraged to recuse themselves from voting on and/or participating in said matter.

12. LIMITATION OF DEBATE

No member of the Board shall be allowed to speak unless recognized by the Chair. The Chair shall indicate when he feels that nothing is being accomplished by further debate.

13. APPLICATIONS

All applications shall be introduced to the Board in printed or written form on the forms provided by the City.

14. FILING WITH THE ZONING INSPECTION DIVISION

Every application for a variance/waiver to come before the Board for consideration must be filed with the Planning and Business Development Department at least fifteen days prior to the meeting at which it will be heard. Each application filed shall be assigned a Board number by the Planning and Development Services Department prior to being submitted to the Board.

It shall be the duty of the Supervisor of the Planning and Business Development Department to have ready for delivery to each member of the Board meeting, a brief statement setting forth by number and full descriptive title all applications for variances/waivers to come before the Board for consideration at that meeting.

15. REVIEW BY PLANNING AND BUSINESS DEVELOPMENT DEPARTMENT AND CITY ATTORNEY'S OFFICE

All proposed applications shall be reviewed by the Planning and Business Development Department and City Attorney's Office to ensure that they are in correct form.

16. REVIEW BY APPROPRIATE STAFF AND DEPARTMENTS

All applications shall be submitted to APPROPRIATE STAFF for review. The supervisor of the Planning and Business Development Department shall obtain comments from the APPROPRIATE STAFF regarding the requested variances/waivers.

17. FORMAL NOTICE OF DECISION

The applicant shall be given official notice of the Board's decision within 14 days of the hearing.