

Mayor and Council Communication

DATE: 11/11/25

M&C FILE NUMBER: M&C 25-1050

LOG NAME: 06PROPOSED RULES OF PROCEDURE FOR THE BOARD OF ADJUSTMENT

SUBJECT

(ALL) Adopt Rules of Procedure for the Board of Adjustment in Correlation with an Ordinance Amending Chapter 2, "Review Bodies," and Chapter 3, "Board of Adjustment Action," of the Zoning Ordinance.

RECOMMENDATION:

It is recommended that the City Council adopt the attached Rules of Procedure for the Board of Adjustment.

DISCUSSION:

Chapter 211.008 of the Texas Local Government Code requires that the Board of Adjustment adopt rules of procedure with the approval of the governing body. The purpose of this Mayor and Council Communication is to allow the City Council to approve the Board of Adjustment's rules of procedure as required under state law.

The current composition of the Board of Adjustment consists of two panels, Residential and Commercial, which is comprised of 22 regular members. The Board of Adjustment is being restructured and consolidated into one panel and decreasing the total membership of the Board of Adjustment to 11 regular members and 4 alternate members.

Due to the reconstruction and consolidation of the Board of Adjustment, new rules of procedure must be adopted. The new rules of procedure will take effect upon City Council approval.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of the recommendation will have no material effect on City funds.

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Additional Information Contact:

Expedited