

## **BOARDS AND COMMISSION INFORMATION**

### **PLANNING COMMISSION (PC)**

- Meetings held on the fourth Thursday of each month at 7:00 PM or as needed.
- Five-member board serving one year terms.
- Responsibilities:  
To make recommendations to the City Council on rezoning applications, special use permits and changes to the Zoning Ordinance. The recommendations of the Commission are not binding, but rather meant to allow a full discussion and analysis of the development request.

### **ZONING BOARD OF APPEALS (ZBA)**

- Meetings held on the fourth Tuesday of each month at 7:00 PM only as needed.
- Five-member board serving one year terms.
- Responsibilities:  
To hear variance requests from the Zoning Ordinance. Some examples of requests typically heard by the board include requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exceptions and appeals to the interpretation and administration of the Zoning Ordinance.

### **BOARD OF ADJUSTMENTS (BOA)**

- Meetings only as needed.
- Five-member board serving one year terms.
- Responsibilities:  
To receive all applications for appeal of decisions rendered by the Building Official. A simple majority constitutes a quorum. The Board may modify or reverse a decision of the Building Official by an alternative vote of the majority of the full Board of Adjustments.

### **MERIT BOARD (MB)**

- Meetings only as needed.
- Five-member board serving one-year terms
- Responsibilities:  
To hear and determine appeals and complaints respecting the official actions of the executive secretary, to make and report on investigations affecting classified employees, to examine and approve the annual report submitted by the executive secretary.