

**TOWN OF BLACK MOUNTAIN BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION**

Meeting Date: March 8, 2010

SUBJECT: Establishment of Regular Meeting Schedule for Zoning Board of Adjustment

AGENDA INFORMATION

Agenda Location: Consent Agenda
Item Number: 5-E
Department: Planning & Development Services
Contact: Elizabeth Teague, Planning & Development Services Director
Presenter: Marcy Onieal, Town Manager

BRIEF SUMMARY: The Zoning Board of Adjustment is the only Town board or commission which does not have an established regular meeting schedule. Due to the sporadic nature of business that must come before the board for action, historically the board has preferred to set meetings only as matters arise, however this approach has led to problems with public notification, uneven workload for staff, and inordinate delays in hearing matters that are time sensitive due to difficulty in synchronizing board members' schedules. At the direction of the Board of Aldermen, a regular meeting schedule is being proposed that would establish a regular monthly meeting time for the Board of Adjustment on second Thursdays of each month at 6:00 p.m. in the Board Room of Town Hall. It is proposed that this schedule become effective July 1, 2010, coinciding with the rotation of terms for board members. It is intended that the public be notified of regular meeting cancellations in months when no business comes before the board, and that the board be encouraged to maintain its flexibility in scheduling special called meetings in between regularly scheduled meetings as needed.

MOTION FOR CONSIDERATION: To establish second Thursdays of each month at 6:00 p.m. as the regular meeting schedule for the Zoning Board of Adjustment, effective July 1, 2010.

FUNDING SOURCE: N/A

ATTACHMENTS: N/A

MANAGER'S COMMENTS AND RECOMMENDATIONS: To adopt as presented.