

ZONING

400 Attachment 1

City of Buckner

Schedule 1

Script for Board of Adjustment

[R.O. 2003 Ch. 400, Schedule 1; Ord. No. 658 §1, 4-4-2002]

1. To protect the rights of all parties involved and in order to create an opportunity for everyone to speak their opinions in an orderly fashion, the Buckner Board of Zoning Adjustment follows a specific fact-finding procedure, which is posted for your convenience. Your attention to this procedure is appreciated.
2. We would like to formally open the hearing regarding case number (insert case number or property description and relevant information from the agenda). Have any Board of Zoning Adjustment members had any outside contacts regarding this case? If so, please indicate who you have spoken with and explain the nature of the conversation.
3. Do any Board of Zoning Adjustment members have a conflict of interest in this case?
4. Is the applicant or his/her agent in attendance? Please step forward and state your name. You have ten (10) minutes to present your case. Board of Zoning Adjustment members may request clarification at the end of your presentation.
5. Is there anyone in the audience who would like to comment on this case? You may have five (5) minutes to comment. Please clearly state your name and address before commenting.
6. If there are no further comments, we will now hear the staff report.
7. Does the applicant wish to rebut any statements made in the staff report or in the public comments?
8. Does any member of the public wish to rebut any statements made in the staff report or by the applicant?
9. Does the Board of Zoning Adjustment have any further questions of the applicant or staff?
10. The public comment section of this case is now closed. Acceptance of a non-use or a use variance must be based on the following factors: Section 400.410(A) (3), (4), and (5) of the Buckner Municipal Code.
11. The Chair will entertain a motion on this case.
12. A motion to (repeat motion) with the following conditions (repeat conditions) based on (repeat factors) has been made and seconded. Is there any discussion?
13. Staff, please call the roll. Motion (carries or fails).

BUCKNER CITY CODE

SAMPLE MOTION

I move that we (accept/deny) the special use permit to allow this use subject to the following conditions: Thirty-five (35) parking spaces must be provided, and twelve (12) trees must be planted along the east boundary. This motion is made based on the following findings: conformance with the comprehensive plan, character of the neighborhood, zoning and uses of surrounding land, suitability or utilities for this use, and staff recommendation.