

# City of Raymore Unified Development Code

## Section 465.030 Board of Adjustment

### A. Establishment

By authority vested to the City of Raymore, the City Council has established the Board of Adjustment.

### B. Membership *(Amendment 2 – Ordinance 29073 7.27.2009)*

The Board of Adjustment consists of five members and up to three alternate members who are citizens and residents of the City of Raymore, Missouri, and have been appointed by the Mayor with the advice and consent of a majority of the City Council.

### C. Terms *(Amendment 2 – Ordinance 29073 7.27.2009)*

1. The term of each of the members is five years.
2. At its November meeting, or the first meeting after November if no meeting is held in November, the Board must annually elect one of its members to act as Chair, another as Vice-Chair, and another of its members to act as Secretary. The terms are for one year with eligibility for re-election.
3. Alternate members will serve in the order of their appointment in the event a member(s) of the Board of Adjustment is not able to participate in a meeting due to absence or disqualification. If an alternate member begins as a member of the Board for a particular case, they must serve as a member of the Board until the case is concluded, even if the case is continued.
4. All members of the Board will serve without compensation.
5. The City Council may remove any member only for cause stated in writing and after public hearing. The Mayor may, with the advice and consent of a majority of the City Council, remove any member for misconduct or neglect of duty. A member's unexcused absence from three consecutive regular meetings in a 12 month period constitutes neglect of duty.

### D. Vacancies *(Amendment 2 – Ordinance 29073 7.27.2009)*

The Mayor, with the advice and consent of a majority of the City Council, may fill vacancies for the remainder of any vacant term.

### E. Rules of Procedure

The Board of Adjustment has the authority to make rules and regulations for the proper conduct of its business.

### F. Quorum

The presence of three members constitutes a quorum. A concurring vote of four members of the Board is required to reverse any order, requirement, decision or determination of the Development Services Director, or to decide in favor of the applicant on any matter upon which it is required to vote.

### G. Meetings

1. Meetings of the Board will be held at the call of the Chair and at such other times as the Board may determine necessary. The Board must conduct a meeting on all requested appeals or variances within 60 days of submission of a completed application.
2. All meetings of the Board are open to the public.

3. The Chair, or in his/her absence the Acting Chair, may administer oaths and compel the attendance of witnesses.
4. The Board must keep minutes of its proceedings, showing the vote of each member upon each question, as well as any members that are absent. The records of the Commission proceedings and actions must be immediately filed in the office of the City Clerk and these will be a public record.

## **H. Public Hearings**

The Board of Adjustment will hold public hearings according to Section 470.010E.

## **I. Powers and Duties**

The Board of Adjustment has the following powers and duties:

1. unless otherwise specifically stated, to hear and make decisions on variances from the specific terms of this Code; and
2. unless otherwise specifically stated, to hear and decide appeals of decisions of the Development Services Director, or any other official charged with making administrative decisions, interpreting, or enforcing the Unified Development Code.