



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council

Meeting: September 5, 2023

Subject: **FY23 Annual Report: Planning Commission,
Board of Zoning Appeals, Architectural Review Board, and
Building and Fire Code Board of Appeals**

On behalf of the Planning Commission, the Board of Zoning Appeals, Architectural Review Board, and the Building and Fire Code Board of Appeals we are pleased to provide this Fiscal Year 2023 summary report of their activities and attendance to City Council.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tina M. Carr".

Tina M. Carr
Secretary to the Planning Commission
Acting Secretary to the Board of Zoning Appeals
Acting Secretary to the Architectural Review Board
Secretary to the Building and Fire Code Board of Appeals

PLANNING COMMISSION SUMMARY

The Planning Commission considered 19 applications during FY2023.

Planning Commission – July 1, 2022 through June 30, 2023				
	Applications	Recommended	Did not recommend	Withdrawn by applicant
Rezoning or amendments of conditions or development plan	13	13		
Right-of-way vacation	5	3		2
Comprehensive Plan Amendments	1	1		
Total	19	17	0	2

The Commission met ten times during FY23. Meetings in July 2022 and February 2023 were canceled because there were no items for consideration. Mr. Hale did not seek reappointment, and the vacancy was filled by Mr. Berry in January 2023.

Board Member	Attendance
Karri Atwood	5 of 10
Kevin Berry	5 of 5
Sarah Glenn	8 of 10
Kit Hale	3 of 3
Frank Martin	9 of 10
Pamela Smith	7 of 10
James Smith	9 of 10
Scott Terry-Cabbler	10 of 10

In addition, the Planning Commission holds work sessions on the Friday prior to their regular meeting to review applications to be considered in the following month and to discuss any last-minute changes to the items for the next meeting.

BOARD OF ZONING APPEALS SUMMARY

The Board of Zoning Appeals considered 16 applications during FY2023. All were special exceptions.

Board of Zoning Appeals – July 1, 2022 through June 30, 2023				
	Applications	Approved	Denied	Withdrawn
Special Exceptions	16	14	1	1
Variances				
Appeals				
Total	16	14	1	0

The Board met eight times during FY23. Meetings in October, February, March, and June were canceled because there were no items for consideration. Ms. Brown did not seek reappointment, and the vacancy was filled by Mr. Miller in January 2023.

Board Member	Attendance
Meg Dorsey	5 of 8
Amanda McGee	8 of 8
Christopher Miller	3 of 3
Bryan Musselwhite	6 of 8
Andrew Raduly	5 of 8
Jason Varney	7 of 8
Betty Jean Wolfe	5 of 8
Tracy Brown	0 of 2

ARCHITECTURAL REVIEW BOARD SUMMARY

The Architectural Review Board considered 52 applications during FY2023. Below is a summary of the applications and their disposition.

Architectural Review Board – July 1, 2022 through June 30, 2023				
	Applications	Approved	Denied	Withdrawn
Certificates of Appropriateness	52	41	6	5
Total	52	41	6	5

The Board met twelve times during FY23. Mr. Earl did not seek reappointment, and vacancies were filled by Ms. Kronau in October 2022 and Lori Baker-Lloyd in May 2023.

Board Member	Attendance
Husain Alam	12 of 12
Lori Baker-Lloyd	1 of 2
Byron Dickson	11 of 12
Kevin Earl	4 of 4
Stephen Feather	10 of 12
Drew Kepley	10 of 12
Kate Kronau	7 of 8
Bill Mason	12 of 12

BUILDING AND FIRE CODE BOARD OF APPEALS SUMMARY

No appeals were filed, so the Building and Fire Code Board of Appeals had no activity during the fiscal year.

Building and Fire Code Board of Appeals Membership
Douglas Coffman
Helen M. Favor
John Hustutler
Christopher T. Link
Yvonne Johnson
Jeffrey S. Shawver
Anthony Smith
Robert Pilkington

- c: Robert S. Cowell, City Manager
Chris Chittum, AICP, CNU-A, Executive Director of Community Development and Placemaking
Katharine Gray, AIA, AICP, Leed AP, Planning Commission Agent
Phillip Moore, AICP, CZA, MBA, Board of Zoning Appeals Agent
Parviz Moosavi, Architectural Review Board Agent