

accomplishments for the prior year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and identity of commission officers.

**SECTION 12.800: ZONING BOARD OF ADJUSTMENT**

**A. Organization Of Zoning Board of Adjustment.**

There is hereby created a Zoning Board of Adjustment, herein referred to as the Board. In the absence of a Board, the City Council shall serve as the Board. The Board shall be organized, appointed, and function as follows:

The Board shall consist of five (5) members who are residents of the City, each to be appointed by the City Council for a term of two (2) years and removable for cause by the appointing authority upon written charges and after public hearing. The City Council shall designate one (1) member as chairman. Vacancies shall be filled for the unexpired term of any member, whose place becomes vacant for any cause, in the same manner as the original appointment was made. The City Council may appoint two (2) alternate members of the Board who shall serve in the absence of one (1) or more of the regular members when requested to do so by the Chairman of the Board or City Secretary, as the case may be. All cases to be heard by the Board will always be heard by a minimum of seventy-five percent (75%) of the number of regular members. These alternate members, when appointed, shall serve for the same period as the regular members, which is for a term of two (2) years, and any vacancy shall be filled in the same manner, and they shall be subject to removal the same as the regular members.

Each position on the Board shall be given a numerical designation with the designations beginning with the number 1 and ending with the number 5. The terms of the odd-numbered positions (places 1, 3, and 5) shall expire in odd-numbered years and the terms of even-numbered positions (places 2 and 4) shall expire in even-numbered years. Board members may be appointed to successive terms.

Each alternate position on the Board shall be given a numerical designation with the designations beginning with the number 1 and ending with the number 2. The terms of the odd-numbered positions shall expire in odd-numbered years and the terms of even-numbered positions shall expire in even-numbered years. Board alternate members may be appointed to successive terms.

Appointments of members and alternate members of the Board shall be made at the first regular City Council meeting in the month of June of each year. Newly appointed members and alternate members shall be installed at the first regular Board meeting after their appointment. If there is a sitting Board, they shall continue to serve until their replacement is installed.

**B. Operational Procedure.**

- (1) The Board shall adopt rules to govern its proceedings provided, however, that such rules are not inconsistent with this chapter or state law. Meetings of the Board shall be held at the call of the chairman and at such other times as the Board may determine. The Chairman, or in his absence, the acting Chairman, may administer oath and compel the attendance of witnesses.