



# CITY COUNCIL AGENDA REPORT

**To:** Honorable Mayor and Members of City Council

**Meeting:** December 21, 2020

**Subject:** **FY20 Annual Report for Planning Commission,  
Board of Zoning Appeals, Architectural Review Board, and  
Building and Fire Code Board of Appeals**

On behalf of the City Planning Commission, the City Board of Zoning Appeals, the City Architectural Review Board, and the Building and Fire Code Board of Appeals, we are pleased to provide this Fiscal Year 2020 summary report of their activities and attendance to City Council.

The Commission and Boards were forced to cancel several regular meetings in spring due the pandemic. In May, the Architectural Review Board was the first to resume meetings in a virtual environment. The Planning Commission and Board of Zoning Appeals began meeting again in June. The Commission and Boards have thrived in the online meeting environment and have maintained access for citizens to participate in public hearings.

Respectfully submitted,

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

## PLANNING COMMISSION SUMMARY

Almost every application was forwarded to City Council with a positive recommendation. No applications were denied. One request was withdrawn by the applicant.

### Planning Commission Cases

	Applications	Recommended	Withdrawn
Rezoning or amendments of conditions or development plan	12	12	
Right-of-way vacation	10	9	1
Comprehensive Plan Amendments	1	1	
Code Amendments	2	2	
<b>Total</b>	<b>25</b>	<b>24</b>	<b>1</b>

The Commission met eight times during FY20. Meetings in August and December 2019 were canceled due to no items for consideration. Regular meetings in April and May were cancelled due to the pandemic. Meetings resumed via remote participation in June. During the 12-month period, attendance was excellent.

### Planning Commission Attendance

Karri Atwood	7
Sara Glenn	8
Kit Hale	5
Lora Katz	6
Pamela Smith	6
James Smith	8
Frank Martin	8

In addition to regular meetings, 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 24 applications during FY2020. All were special exception requests.

The Board met seven times during FY20. Meetings in November, January, and February were canceled due to no items for consideration. Regular meetings in April and May were cancelled due to the pandemic. Meetings resumed via remote participation in June. During the 12-month period, attendance was excellent. Five members attended all meetings. Mr. Rutherford did not seek reappointment, and the vacancy was filled by Mr. Varney in January 2020.

### Board of Zoning Appeals Cases

	Applications	Approved	Denied	Withdrawn
Special Exceptions	24	20	0	4
Variances	None			
Appeals	None			

### Board of Zoning Appeals Attendance

Valeria Alphin	6
Antwyne Calloway	7
Marcus Huffman	7
Robert Logan	7
Amanda McGee	7
Bryan Musselwhite	6
Walton Rutherford	3 of 5
Jason Varney	2 of 2

## ARCHITECTURAL REVIEW BOARD SUMMARY

The Architectural Review Board considered 30 applications during FY2020. Below is a summary of the applications and their disposition.

### Architectural Review Board Cases

Applications	Approved	Denied	Withdrawn or continued
30	25	2	3

There were eleven regular meetings. Only one meeting was canceled due the pandemic. The ARB was the first of our boards to use the remote meeting format.

### Architectural Review Board Attendance

John Fulton	3 of 3
Katherine Gutshall	7
Bill Hume	7
Drew Kepley	8
Bill Mason	11
Shawn Swain	9
Kevin Earl	6 of 8

## 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**

Dan Brokaw

Douglas Coffman

Helen M. Favor

Christopher T. Link

Yvonne Johnson

D. Jeffry Parkhill

Corbin Prydwen

Jeffrey S. Shawver

Charles Waters

c: Robert S. Cowell, City Manager  
Christopher Chittum, Planning Commission Agent  
Jillian Papa Moore, Zoning Administrator  
Parviz Moosavi, Architectural Review Board Agent