

TOWN OF DANBURY

PLANNING & ZONING BOARD/BOARD OF ADJUSTMENT

POWERS and DUTIES OF THE PLANNING BOARD

1. The Board recommends to the Town Council ideas for comprehensive planning, other plans, goals and objectives related to growth and development of the town and extraterritorial jurisdiction (ETJ).
2. Recommends policies, ordinances, development regulations, administrative procedures, and other means of carrying out plans.
3. Recommends pending legislative decisions such as proposed zoning text and map amendments.
4. Other duties as may be requested by the Town Council.

BOARD COMPOSITION AND TERM

1. The Board has five (5) regular members, three from in-town and two from the ETJ.
2. In-town members are appointed by the Town Council and ETJ members are recommended by the Town Council and appointed by County Commissioners.
3. Alternate members may be appointed at the discretion of the Town Council.
4. A Board term is three (3) years with unlimited additional terms if the Town Council chooses to reappoint.
5. A change of residency, e.g., from ETJ to in-town, changes the member's board status from ETJ to in-town as an alternate if no regular seat is available.

BOARD MEETINGS

1. The Board meets as-needed, usually not more than once each quarter.

BOARD OF ADJUSTMENT

The same five Planning Board members and alternates also serve as the Board of Adjustment in a quasi-judicial hearing and decision making role.

POWERS and DUTIES OF THE BOARD OF ADJUSTMENT

1. Appeals from any order, decision, requirement, or interpretation made by the administrator.
2. Application for special-use permit.
3. Application for variance.
4. Interpretations of the zoning map, including disputed lot lines and district boundaries.
5. Any other matter the Board is required to act upon by any other ordinances.

BOARD COMPOSITION AND TERM

1. The BOA doubles as the Planning Board with the same board composition, term length, and residency requirements.

BOARD MEETINGS

2. This Board, in its quasi-judicial capacity, meets as-needed and infrequently.