



City of Broken Arrow

Request for Action

File #: 19-834, Version: 1

**Broken Arrow Board of Adjustment
07-08-2019**

To: Chairman and Board Members
From: Development Services Department
Title: Training regarding meeting procedures, authority, roles and responsibilities of Board of Adjustment members, and applicable history, law and procedures

Staff has prepared a training session for Board of Adjustment members. This will be a Power Point presentation that describes the role and responsibility of the Board of Adjustment and will cover the following topics:

- Zoning History
- Legal Basis in Oklahoma
- Appointment
- Powers
- Process
- Application
- Notice Requirements
- Ex Parte Communication
- Public Hearing Process
- Criteria to Approve a variance
- Comprehensive Plan
- Zoning Ordinance Contents
- Zoning Maps

This training session is for information only, no action is required.

Reviewed and approved by: Larry Curtis

