

Zoning Board of Adjustment
City of West University Place, Texas

Rules of Procedure



PREFACE

- Section 1. Creation. The Zoning Board of Adjustment (the “Board” or the “ZBA”) is created by Section 5.05 of the City Charter of the City of West University Place, and shall fulfill the duties prescribed by the City Charter, including Sections 5.05 and 5.06, the City’s Zoning Ordinance, including Section 15-102, and Texas Local Government Code Chapter 211, including Sections 211.008-211.011.
- Section 2. The Board. The Board consists of five members and up to four alternate members appointed by City Council.

ARTICLE I
Meetings

- Section 1. Meetings. The Board will hold regular meetings, if needed, at 6:30 P.M. on the fourth Thursday of each month, except the Board will hold the November and December regular meetings on the third Thursday. The Presiding Officer of the Board, two members of the Board, or the City Manager may call special meetings of the Board.
- Section 3. Open Meetings Act. The Recording Secretary will post notice of all meetings of the Board as required by the Texas Open Meetings Act. The notice of the meetings shall describe the matters scheduled for consideration by the Board and may include, but not be limited to, appeals from actions of administrative officials, applications for special exceptions, and applications for variances.
- Section 4. Quorum. A quorum for hearing by the Board shall consist of four (4) members. A lesser number may meet and reschedule, recess or adjourn a meeting or hearing.
- Section 5. Alternates. The Mayor or City Manager may designate the alternate members to serve in the absence of one or more regular members. An alternate member may participate in the discussions and deliberations for each matter heard; however, only the designated alternate(s) may vote on any matter before the board.