

# CITY OF COLUMBIA

## TRAINING FOR BOARDS AND COMMISSIONS

### Board of Zoning Appeals

Location: 1136 Washington Street, 2<sup>nd</sup> Floor

Date: December 5, 2019

Time: 11:00AM to 1:00PM

- I. Welcome and staff remarks
- II. 17-112
  - a. Authority of Board
    - i. Special Exception
    - ii. Variance
    - iii. Administrative Appeal
  - b. What falls outside of Board's scope
- III. Meeting format
  - a. Staff's role vs. Board's role
    - i. Timers and public comment
    - ii. Consent Agenda vs. Regular Agenda
  - b. Board discussion
    - i. Getting all members involved
  - c. Motions
    - i. Proper format
- IV. Ethics
  - a. The public
  - b. FOIA
  - c. Recusals
- V. Q&As
  - a. Give Board chance to ask staff and each other questions
- VI. Adjournment
  - a. Goals moving forward