

Subdivision 1502. Zoning Board of Adjustment.

1502.1 There is hereby established a separate Zoning Board of Adjustment for the City of Baxter, which shall consist of at least one (1) member of the Planning Commission and four(4) other Citizens of the City. The member from the Planning Commission shall be deemed to be the representative of the planning agency for purposes of Iowa Laws 329.7, Chapter 414.7.

1502.2 Members shall be appointed by the Mayor, with the consent of a majority of the members of the City Council in January of each year, to serve for three (3) years beginning on the first day of February in the same year; provided that appointments for the first year shall be for a period of one, two, and three years, respectively; so as to provide for the appointment of an equal number of members each year thereafter. Vacancies shall be filled as they occur in the same manner as regular appointments. The members shall elect one of their number as chairman and shall appoint a secretary, who may but need not be a member of the Board.

1502.3 Proceedings of the Board of Adjustment.

1502.31 The Board of Adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Ordinance. Meetings shall be held at the call of the chairman and at such other times as the Board may determine. The chairman or in his absence the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

1502.32 The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be a public record and filed in the office of the Zoning Administrator.

*call
call
vote.
also sign
vote*

1502.33 Hearing; Appeals; Notice.

Appeals to the Board of Adjustment concerning interpretation or administration of this Ordinance may be taken by any person aggrieved or by any officer or bureau of the governing body of the city affected by any decision of the administrative official. Such appeals shall be taken within a reasonable time, not to exceed sixty (60) days or such lesser period as may be provided by the rules of the Board, by filing with the administrative official and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The administrative official shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.