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**After ZBA Commissioner discussion, motion to vote on modifications to the Rules following the 6-month review of the November 2024 Rules of Procedure made by Chairman. Second by Shiller. Motion carried 5-0; yeas – Charman, MacDonald, Shiller, Soto, and Staley.**

Summary of Proposed Rule Modifications.

**Rule 1.8**, the ZBA email address listed is no longer in service, the rule now directs people to the ZBA's website for contact information instead.

**Rule 1.9**, further clarifies the definition of *ex parte* communication.

**Rule 3.8**, appeals applications do not have proposed findings of fact, removes references to findings of fact and directs applicants to answer all the questions on the ZBA supplied form.

**Rule 3.9**, new rule. Clarifies that for appeals of administrative adjustments, the full record is the record as reviewed by the Zoning Administrator. This replaces current rule regarding incomplete findings, as there are no findings of fact for appeals applications.

**Rule 4.5**, clarifies that the bulk of the application is now the public hearing packet.

**Rule 4.7**, clarifies that no expert witnesses are required unless otherwise specified by the Zoning Ordinance. Since the adoption of the new rules, City Council has created a new use with a requirement for an expert report.

**Rule 4.7.1**, new rule. Requires expert witnesses to disclose when they have an interest in the Applicant or outcome of the application.

**Rule 4.8.1**, adds requirement for cannabis applicants to redact certain personal identity information in their state applications when they submit them to the ZBA.

**Rule 4.10**, codifies the supplemental rule including group living uses, and cannabis production/processing in the required intake meeting.

**Rule 6.4.1**, new rule. governs participation by City Employees.

**Rule 6.7.3**, makes the Interested Party qualification a rebuttable presumption which can be overcome by demonstrating an applicant's property will be substantially affected by the outcome of the ZBA's decision.

**Rule 6.7.6.2**, provides clarification for setting time limits on non-party comment.

**Rule 6.7.6.3**, new rule. Allows for written comment in a manner prescribed by the Secretary.

**Rule 6.8**, clarifies that when an application is placed on the agenda, it signifies that the applicant is ready for a hearing.

**Rule 6.13**, strikes the language limiting subpoena authority to only special use and variation applications.

**Rule 7.3**, includes City Employees in this rule requiring exhibits to be submitted to the ZBA 72 hours in advance of the hearing.

**At 4:22PM, Chairman made a motion to adjourn. Second by Shiller. Motion carried 5-0; yeas – Chairman, MacDonald, Shiller, Soto, and Staley.**

**Adjournment.**