



Board of Zoning Appeals

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MEMORANDUM

TO: Ald. Michael Murphy
Ald. Terry Witkowski

FROM: Lindsey St. Arnold Bell
Board Secretary / BOZA Administrative Coordinator

DATE: March 17, 2016

SUBJECT: LBAT update – Board of Zoning Appeals

The Board of Zoning Appeals was responsible for the implementation of two recommendations contained in the LBAT final report. Because I am unable to attend today's Steering and Rules Committee meeting, this memo provides a status update regarding those recommendations.

1. **Development of a Limited Use checkbox to track whether a Special Use request stems from an inability to comply with limited-use standards.** This recommendation has been implemented. The functionality has been incorporated into the Land Management System (LMS), which was launched at the end of January.
2. **Explore ways to reduce Special Use caseload.** This recommendation has not yet been fully implemented. In order to reduce time spent by the applicant preparing and submitting renewal applications, BOZA is finalizing the process for online application submittal and anticipates completion within the year. The Board staff continues to recommend longer approval periods (10+ years) for Special Use renewals without complaints or objections, and schedules the majority of these cases on the consent agenda.

Please do not hesitate to contact me if you have any questions about the status of the recommendations.

Sincerely,
Lindsey St. Arnold Bell

