



CITY OF KYLE
An Equal Opportunity Employer
POSITION DESCRIPTION

#TeamKyle Core Values: Knowledge, Yes-Attitude, Leading Edge and Employee Accountability

Position: ***Board of Adjustment***

GENERAL STATEMENT:

The City of Kyle Board of Adjustment is responsible for hearing and determining appeals regarding the refusal of building permits, appeals resulting from administrative decisions, and can permit an exception to, or variation from, the zoning regulations. The board consists of five members serving two-year terms. The members of the Board of Adjustment are appointed by the Council and serve without compensation. In making appointments to the board, the Council shall seek to ensure broad representation and expertise among the membership.

ROLES AND RESPONSIBILITIES:

It will be the goal and responsibility of the Commission to:

- Address appeals based on error.
- Hear and decide special exceptions.
- Authorize variances.
- Conduct hearings regarding unsafe buildings.
- Act as the Sign Control Board.

Must exemplify the Team Kyle Core Roles as a Volunteer by:

- **Knowledge** – Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.
- **Yes-Attitude** – Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- **Leading Edge** – Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative
- **Employee Accountability** -Actively seeks and gives performance feedback in order to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

COMMISSION TERMS:

The board of adjustment shall consist of five citizens appointed or reappointed by the mayor and confirmed by the city council. Members of the board of adjustment shall be removable for cause by the city council, upon written charges and after a public hearing. Vacancies shall be filled for the unexpired term of the member whose term becomes vacant. The board of adjustment shall elect its own chair, who shall serve for a period of one year or until his successor is elected. The board of adjustment shall also consist of not more than four alternate members who will serve in the absence of one or more regular members when requested to do so by the mayor or city manager. Alternate members shall be appointed in the same manner as regular members; shall serve for the same period as a regular member; and are subject to removal in the same manner as a regular member. Vacancies among the alternate members shall be filled in the same manner as vacancies among the regular members.

BOARD MEMBER QUALIFICATIONS:

An individual shall not be eligible for appointment to a board or commission unless the individual meets the following qualifications on the day prior to the date of appointment: (1) be at least 18 years of age; (2) be a citizen of the United States; (3) have been a resident of the State of Texas for at least 6 consecutive months; (4) and not be delinquent on any indebtedness to the city. An appointee may not be a city employee. Specific residency requirements to serve on each board and commission must be contained in the board or commission bylaws and shall be approved by the city council. If any appointee ceases to possess any of these qualifications, such position to which the appointee was appointed shall, upon such fact being determined by the council, immediately become vacant.

ATTENDANCE:

Unexcused Absences - If a member of a board is absent for three regular consecutive meetings, the regular member office will be considered vacant unless the member is sick or has first obtained a leave of absence from the majority of the Commission members present at a regular meeting. The Commission shall decide whether the member qualifies for three consecutive unexcused absences.