

Board of Zoning Appeals Decision-Making Framework

Applicant	Planning Staff	Board of Zoning Appeals	City Council (Only Upon Appeal)
• Seeks a zoning variance, temporary use permit or advisory opinion	 Provides subject matter expertise Advises applicant regarding expectations, process and zoning code Advises BZA regarding code, potential implications, legal threshold and best practices Coordinates input from City departments as appropriate Posts info online 	Chair Runs meeting in orderly fashion Reconciles/summarizes input to provide clear direction to applicant Calls the vote Members Uphold zoning code Consider community vision and context Monitor best practices Set clear expectations for applicant Thoroughly review applications Functions as Board of Building Appeals, as needed	Chair Runs meeting in orderly fashion Summarizes findings Calls the vote Members Preserve Westerville vision Provide clear expectations Are accountable to taxpayers Have holistic view
		Public Hearing (When Applicable)	
	Study & Recommend	Review/Recommend/Decide	Review & Decide