

Frankfort-Franklin County Board of Zoning Adjustment Bylaws

The Frankfort-Franklin County Board of Zoning Adjustment, in order to carry out the general powers conferred upon it by the Kentucky Revised Statutes, the City of Frankfort Zoning Ordinance and Franklin County Zoning Ordinance, does hereby adopt the following bylaws to govern its proceedings. These bylaws shall supersede any previously enacted bylaws.

Article I Name of Organization

The name of this organization shall be the “Frankfort-Franklin County Board of Zoning Adjustment.”

Article II Authorization

The authorization for the establishment for the Frankfort-Franklin County Board of Zoning Adjustment is set forth under Chapter 100 of the Kentucky Revised Statutes (K.R.S.) and amendments and supplements thereto.

Article III Membership/Officers

Section 3.1 The Board shall consist of seven (7) citizen members, not more than two (2) of whom may be members of the Frankfort-Franklin County Planning Commission. Appointment and/or removal to the Board shall be in accordance with K.R.S. Chapter 100.

Section 3.2 The Board shall elect a Chairman and Vice-Chairman to serve for a period of one year. The election shall be held in January of each year.

Section 3.3 The Chairman shall preside at all meetings and hearings of the Board.

Section 3.4 The Vice-Chairman shall assume the duties of the Chairman in his absence.

Section 3.5 The City of Frankfort and the Franklin County Planning Departments shall send out all notices required by these rules of procedure and K.R.S. Chapter 100. The City and County Planning Departments shall keep on file a record of each case within their respective jurisdiction which comes before the Board. The City of Frankfort Planning Department shall maintain the official minutes of the Board’s proceedings.

Section 3.6 Officers of the Frankfort-Franklin County Board of Zoning Adjustment may assign official duties to the City and County Planning staffs.

Section 3.7 Reimbursement for meetings attended by Board members shall be paid annually in January for the preceding year at a rate of twenty-five dollars (\$50.00) per meeting, not to exceed three hundred dollars (\$600.00) per year.

Section 3.8 Notice of meetings shall conform to the provisions of Chapter 424 of the Kentucky Revised Statutes.

Article IV Disqualification/Conflict of Interest

Section 4.1 No members of the Board shall represent any party in any proceeding before the Board.

Section 4.2 If, for any reason, a member of the Board is unable to make a fair and impartial decision upon any item to be considered by the Board, he/she shall disqualify himself/herself (rather than abstain) and take no part in the proceedings of the Board with respect to that item. Upon disqualifying himself/herself, such member shall leave the meeting room and be marked as absent in the official minutes during the discussion of an action on this particular item and shall not be counted as part of the quorum.

Article V Meetings

Section 5.1 The regular meeting of the Frankfort-Franklin County Board of Adjustment to conduct business and hear cases docketed before the Board shall be held on the first Tuesday of each month. This meeting may be cancelled if no cases or pending business is scheduled for a particular month. Meetings of the Board shall be conducted in accordance with Kentucky Revised Statutes, Chapter 100.

Section 5.2 The Chairman may call special meetings as necessary, provided that at least seven (7) days notice of such meeting is given each member and that public notice is given as required by K.R.S. Chapter 100.

Section 5.3 A quorum shall consist of four (4) members.

Section 5.4 The order of business at all regular meetings of the Board shall be as follows:

- a) Roll Call
- b) Approval of Minutes
- c) Hearing Procedure
- d) Old Business
- e) New Business
- f) Audience Recognition

- g) Committee or Officers' Reports
- h) Staff Business
- i) Adjourn

Section 5.5 No additional public notice shall be required for a case which the Board defers until the next regularly scheduled meeting.

Section 5.6 All meetings of the Board shall be open to the public, and the records of the Board shall be open for public inspection. The Board may conduct closed meetings as provided for in K.R.S. 61.810—
Exceptions to Open Meetings.

Section 5.7 Unless Specified otherwise herein, *Robert's Rules of Order* shall govern the meetings of the Board.

Article VI Bylaws

These bylaws may be amended as required by a simple majority vote by quorum of the Board.

Chairman

Date of Adoption

