



BOARD OF ZONING ADJUSTMENT

ANNUAL REPORT
FISCAL YEAR 2015-16



BOARD OF ZONING ADJUSTMENT

I. PURPOSE

A. **MISSION STATEMENT.** The mission the Board of Zoning Adjustment (BZA) is to review and make recommendations concerning zoning variances, appeals of modifications of standards, and certain other appeals related to Zoning Official and/or Appearance Review Officer determinations, more specifically described as follows:

1. Zoning Variance. The BZA hears and decides zoning variance requests where it is alleged that strict compliance with the Land Development Code will create undue hardship due to special conditions or circumstances peculiar to a specific property.
2. Modification of Standards Appeals. The BZA hears and decides appeals filed concerning Modifications of Standards (an administrative variance granted or denied by the Zoning Official).
3. Other Appeals. The BZA hears and decides appeals where it is alleged that there has been an error in any requirement, order, decision or determination made by the Zoning Official or Appearance Review Official in the enforcement or interpretation of the Land Development Code.

B. **FINAL APPROVAL.** All BZA recommendations must be approved by City Council. Appeals are subject to the City's quasi-judicial hearing process.

II. ADMINISTRATION

A. **STAFF.** The City provides staff support and administration for the Board of Zoning Adjustment. Key staff are as follows:

1. Dean Grandin, AICP, City Planning Division Manager
2. Mark Cechman, AICP, Chief Planner, Zoning Official, and BZA Executive Secretary
3. Alison Brackins, Assistant City Attorney II
4. Ed Petersen, Planning Technician, BZA Recording Secretary

B. **STAFF CHANGES.**

1. None

III. BOARD MEMBERS

A. **NUMBER.** The Board of Zoning Adjustment has nine (9) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.

B. **REQUIREMENTS.** Consistent with Land Development Code (LDC) Section 65.111 – Board Membership and Officers, members of the BZA must be residents of Orlando and shall not at the same time serve as members of the Municipal Planning Board. At least four (4) members shall be chosen from one or more of the following organizations, professions or groups: land planning; architecture; landscape architecture; graphic design or commercial art; urban design; and interior design.



BOARD OF ZONING ADJUSTMENT

C. ATTENDANCE. The annual attendance report is attached.

D. CHAIRMAN. Avery Donaudy
2305 Edgewater Drive, #1508
Orlando, Florida 32804
p. 407.470.1370 · e. adonaudy@workscapes.com

E. VICE CHAIRMAN. Elena Pathak
737 North Hyer Avenue
Orlando, Florida 32803
p. 407.690.8358 · e. elenaraya@aol.com

F. BOARD MEMBERS.

MEMBER	TERM	APPOINTED	TERM EXPIRES	STATUS
Chris Carmody	1	12/14/2015	07/31/2018	Active
Avery Donaudy	2	10/31/2011	07/31/2017	Active
Roberta Fennessy	1	05/09/2016	07/31/2017	Active
Robert High	2	08/05/2013	07/31/2017	Active
Byron Lastrapes	2	11/06/2012	07/31/2017	Active
Elena Pathak	2	09/16/2013	07/13/2017	Active
Guy Sanchez	1	08/15/2016	07/31/2018	Active
Billy Wilson	2	01/27/2014	07/31/2017	Active
Laura Hodges	-	04/22/2013	04/04/2016	Resigned
Desiree Sanchez	-	09/29/2014	06/28/2016	Terminated
Beth Tuura	-	04/20/2015	05/25/2016	Resigned

G. BOARD APPOINTMENTS. During FY 2015-16, three new members, Chris Carmody, Roberta Fennessey, and Guy Sanchez, were appointed by Mayor Dyer and confirmed by City Council. During the reporting period, the BZA received two resignations, members Hodges and Tuura. Also, Board member Desiree Sanchez was terminated due to too many absences.

H. ELECTIONS. On August 23, 2016, Billy Wilson was elected as Chairperson and Elena Pathak was elected Vice Chairperson by a unanimous vote.

I. BOARD MEMBER TRAINING. On January 15, 2016, new member Chris Carmody received a briefing from City Planning Division and Office of Legal Affairs staff regarding board responsibilities and ethics, the Growth Management Plan, the Land Development Code, as well as Florida Sunshine Law. On August 22, 2016, new member Guy Sanchez received the same briefing.



BOARD OF ZONING ADJUSTMENT

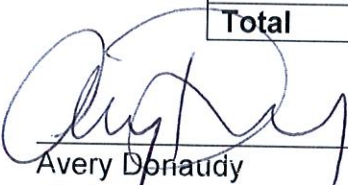
IV. MEETINGS

- A. DAY AND TIME. The Board of Zoning Adjustment met on the fourth Tuesday of each month at 2:00 p.m.
- B. NUMBER. The Board of Zoning Adjustment scheduled twelve (12) meetings in Fiscal Year 2015-16 and held twelve (12) meetings dated: November 24, 2015; December 15, 2015; January 26, 2016; February 23, 2016; March 22, 2016; April 26, 2016; May 24, 2016; June 28, 2016; July 26, 2016; August 23, 2016; and September 27, 2016. Volunteer hours for the BZA for Fiscal Year 2015-16 totaled 94.15 cumulative hours.


V. WORKLOAD

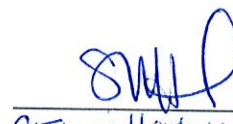
- A. SYNOPSIS. The BZA reviews Variance requests, while City staff (the Zoning Official or his/her designee) reviews applications for Modifications of Development Standards. The total number of Variance request cases reviewed by the BZA was slightly higher in FY2015/16 compared to FY2014/15, representing an increase of approximately 24.6%. The number of Modification of Standards cases reviewed by the Zoning Official and his designees decreased during the review period by 37.2%. Taken together, there was a small 0.1% increase in the total number of cases as compared to FY2014-15.

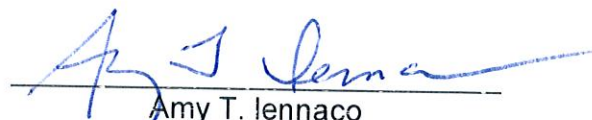
CASE TYPE	FY2012-13	FY2013-14	FY2014-15	FY2015-16	CHANGE (%)
Variances (Zoning & Design)	58	62	65	81	24.6%
Modification of Devel. Standards	42	69	59	43	-37.2%
Total	100	131	124	125	+0.1%


Avery Donatidy
Chairman


Edward Petersen
Recording Secretary


Mark Cechman
Chief Planner


Stephanie Herdovica
Kyle D. Reynolds
Board Coordinator


Amy T. Iennaco
Interim City Clerk



Board of Zoning Adjustment Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 12

Recording Secretary: Ed Petersen

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Carmody, Christopher		NM		X	A	X	X	A	X	A	X	X	12	3	25%	12/14/15	07/31/16
Donaudy, Avery*	X	X	X	X	X	X	X	X	X	X	A	X	12	1	8%	04/22/13	07/31/17
Fennessy, Roberta				NM				X	X	A	X	X	12	0	0%	05/09/16	07/31/16
High, Robert	X	X	X	A	X	A	X	X	A	X	X	X	12	3	25%	12/05/11	07/31/17
Hodges, Laura	X	X	X	X	A	A				R			12	2	17%	01/26/14	07/31/16
Lastropes, Byron	A	X	X	X	A	X	A	X	X	X	X	X	12	3	25%	11/06/12	07/31/17
Pathak, Elena**	X	X	X	X	X	A	X	X	X	X	X	X	12	1	8%	09/06/13	07/31/17
Sanchez, Desiree	X	A	X	X	A	X	X	A			T		12	4	33%	09/29/14	08/01/16
Sanchez, Guy				NM								X	12	0	0%	08/15/16	07/31/18
Tuura, Beth	X	X	X	A	X	X	A	X		R			12	2	17%	04/20/15	07/31/16
Wilson, William	X	X	X	X	X	X	X	X	X	X	X	X	12	0	0%	01/27/14	07/31/16
														0	0%		
Total Meetings Held: 12													(in minutes)				
Duration of Meeting***:	25	98	97	126	117	20	74	82	16	59	64	71					
Total Members Attending:	7	7	8	7	5	6	6	7	6	5	7	8					

Volunteer Hours:	2.92	11.43	12.93	14.70	9.75	2.00	7.40	9.57	1.60	4.92	7.47	9.47	Total YTD Volunteer Hours: 94.15				
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*Chairperson
 **Vice Chairperson
 Quorum = 5
 A=Absent
 X=Attended
 N=No Meeting
 TE=Term Expired
 NM=New Member
 R=Resigned
 T=Terminated