

BOARD OF ADJUSTMENT

Official Publication of the City of Del City



Information Guide



Authority & Composition

Authority:

The Board of Adjustment is established under the authority of Section A-810 of the City of Del City Municipal Code and 11 O.S. 1991 Sections 44-101 et seq.

Composition:

The Board consists of five (5) members, who must be residents of the city. Board members are nominated by the Mayor and appointed by the City Council. Each member serves a three (3) year term, except when appointed to fill a vacancy. At least two (2) members must also be members of the Planning Commission.

Officers

Each year, the Commission elects a Chairman, a Vice-Chairman, and a Secretary. The City Manager and the City Planner serve as ex-officio members of the Board of Adjustment, with the City Planner acting as the staff liaison.

Duties

By City Ordinance, the Board of Adjustment has the following duties:

- Reverse or Affirm, wholly or partly, or modify any order, requirement, decision or determination made by an administrative official in the enforcement of the Planning and Zoning Ordinance, the Building Code, Sign Ordinance, Licensing Ordinance; and all other adopted codes and ordinances;
- Hear and decide if appeals if it alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of the Planning and Zoning Ordinance;
- Hear and decide Special Exceptions to the Planning and Zoning Ordinance to allow a use, or a specifically designated element associated with a use, which is not permitted by a right in a particular district because of potential adverse effect, but which if controlled in the particular instance as to its relationship to the neighborhood & to the general welfare, may be permitted by the BOA
- Authorize in specific cases a variance from the terms, standards, and criteria that pertain to an allowed use category within a zoning district

Meetings

All meetings of the Board of Adjustment are held in compliance with the Oklahoma Open Meeting Act regulations.

Dates, times, and places for Regular Meetings are set by the Board each year.

Special Meetings can be called by the Mayor, the Chairman, or any three Commissioners.

The traditional meeting time for the Board of Adjustment has been the second Monday of each month, subject to variations for holidays and special occurrences.

Meetings are held in the City Council Chambers at 6:00 p.m.

Frequently Asked Questions

1. What is the Board of Adjustment?

- The Board of Adjustment is a city board that considers due process hearings, serves as a relief valve that can allow for the use of property that is not otherwise permitted under the property's specific zoning category.

2. How are the members selected?

- Members are nominated by the Mayor and appointed by the City Council. Members serve three (3) year terms, unless appointed to fill a vacancy. Members must be residents of the City.

3. What are the duties of the Board of Adjustment?

- The Board of Adjustment hears and makes rulings on appeals, variances for the code, special exceptions and other due process issues.



Contact Information:

Community Development:

- Director 405-670-7315

Community Center:

- Coordinator 405-671-2868

General Inquiries and Zoning:

- City Planner 405-670-7312

Permits and Inspections:

- Permit Technician
405-670-7314

- Housing Inspector:
405-670-7370

Code Enforcement

- Hotline & Supervisor
405-670-7379

Administration:

- City Manager 405-670-7300

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