

<b>Title:</b> Administrative Policy Board of Adjustment	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 19
	<b>Effective Date</b> April 4, 2017
<b>Policy Custodian</b> Planning and Zoning Division and Board of County Commissioners	<b>Adoption/Revision Date</b> April 4, 2017

**Adopting Resolution(s):** CC17-105

**References (Statutes /Resos/Policies):** C.R.S. § 30-28-117 and § 30-28-118;  
Jefferson County Zoning Resolution

**Purpose:** To establish the Board of Adjustment, specify its membership and terms, define its responsibilities.

**Policy:** Board of Adjustment

A. Establishment

The Board of Adjustment (BOA) was appointed by the Jefferson County Board of County Commissioners (BCC) to act in accordance with the authority established in the Colorado Revised Statutes.

B. Authority and Responsibilities

1. The BOA shall act in accordance with Sections 30-28-117 and 30-28-118, C.R.S., as authorized by the BCC in the Jefferson County Zoning Resolution and Land Development Regulation, pursuant to the BOA Policy and Bylaws, and as otherwise authorized by law.

2. Meetings

- a. All regular meetings of the BOA shall be held at times set in accordance with the BOA Bylaws and applicable law.
- b. A quorum of the BOA shall be four (4) members. No official business of the BOA shall be conducted without a quorum present.
- c. The BOA may adopt bylaws governing any aspect of its meetings, and actions not inconsistent with this policy or other law including Federal, State or other county policy, law, or regulation.

3. Staff

There shall be a staff secretary to the BOA who shall be responsible for attesting to all resolutions approved by the BOA. The staff secretary shall be appointed and removed by the Director of the Planning and Zoning Division.

4. Remuneration

All members of the BOA shall be compensated for scheduled meetings and documented field trips at a rate to be established by the BCC.

C. Membership

1. Composition

The BCC has established, through appointments, a BOA consisting of up to five (5) regular members and two (2) associate members pursuant to Section 30-28-117, C.R.S., as amended. All members shall be residents of Jefferson County at the time of their appointment and for the duration of their tenure, unless otherwise approved by the BCC.

2. Terms

a. The term of appointed regular members shall be three (3) years and that of associate members shall be one (1) year or until their respective successors have been appointed, but the terms of office shall be staggered by making appointments so that at least one member will expire each year.

b. Members shall be subject to reappointment by the BCC upon application for renewal in accordance with the Board and Commission Appointments Policy. Should a delay occur during the reappointment process, members shall have voting rights until the reappointment is either granted or denied.

c. Each member shall serve until his or her term expires, membership is terminated by written resignation, is terminated because of two (2) consecutive unexcused absences in twelve (12) consecutive months, or is revoked by the BCC.

d. Members may be removed by the BCC with or without cause prior to the expiration of their term.

3. Conflict of Interest

A member of the BOA shall avoid conflicts of interest, actual or perceived, by not: 1) voting on matters under consideration by the BOA a) regarding the provision of services by such member (or an entity that such members represents); or b) that would provide direct financial benefit to such member or the immediate family of such member; or 2) engaging in any other activity determined by the County Attorney to be a conflict of interest.

4. Vacancies

Vacancies shall be filled for the unexpired term in the same manner as in the case of original appointments in accordance with the Board and Commission Appointments Policy.