



City of North Little Rock  
Board of Zoning Adjustment Agenda  
Thursday, January 28, 2021 - 1:30 PM  
City Council Chambers – 300 Main Street, NLR, AR 72114

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**Call to Order** -

**Roll Call and finding of a Quorum** -

**Approval of Minutes** - November 19, 2020

**Public Hearing Items** -

**BOA 2020-26**, A variance is requested from the area provision of Section 4.1.2 to allow a reduction in the minimum separation distance from the primary structure and an accessory structure (swimming pool), located at 900 Valley Creek Point, North Little Rock, AR 72116.

**BOA 2021-01**, A variance is requested from the area provision of Section 4.1.2 to allow a reduction in the minimum separation distance from the primary structure and an accessory structure (a detached garage) located at 4917 Sycamore Street, North Little Rock, AR 72118.

**Public Comment** -

**Administrative** –

- Election of Officers
  - Discussion of Sign Ordinance and the Boards new charge of reviewing variance requests from the Sign Ordinance
  - Discussion of the Variance and Hardship Handout
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- Next Board of Zoning Adjustment Hearing – February 25, 2021
  - Filing Deadline for February 25, 2021 Public Hearing – February 1, 2021

**Adjournment** –

**Reminder** -

- Turn off cell phones
- Board of Adjustment Hearing procedures on back of the Agenda
- Visitors sign-in with both name **and** address

***For the Board to grant a variance the applicant must first establish a hardship. A hardship should not be created by the owner, it should be due to unique circumstances existing on the property. For example, it must be demonstrated a strict enforcement of the Zoning Ordinance would prohibit the development of the property or no reasonable use of the property can be made.***



**NORTH LITTLE ROCK  
BOARD OF ZONING ADJUSTMENT  
HEARING PROCEDURES  
(1/1/2019)**

**Order of the Public Hearing:** The regularly scheduled public hearing is generally held on the last Thursday of each month at 1:30 PM in the City Council Chambers, 300 Main Street, North Little Rock, AR. All meetings are open to the public. Typical hearings begin with roll call and finding of a quorum, approval of the previous meeting minutes, correspondence and staff reports, committee reports, unfinished business, new business, public comment and adjournment.

**Voting:** There are five members of the Board. A quorum consists of three members present. "Robert's Rules of Order" apply unless the Board has outlined alternative procedures. All business must be approved by a minimum of three votes.

**Procedure to allow a person to address or approach the Board:**

1. No person shall address or approach the Board without first being recognized by the Chair.
2. After being recognized, each person shall state their name and address for the record.
3. All questions and remarks shall be addressed through the Chair.
4. All remarks shall be addressed to the Board as a whole and not to any individual Board member.
5. When a group of citizens are present to speak on an item, a spokesperson may be selected by the group to address the Board. If multiple individuals of the group desires to speak, the Chair may limit each presentation to three minutes.
6. No person other than members of the Board and the person having the floor shall be permitted to enter into any discussion, either directly, indirectly or through a Board member, without permission of the Chair.
7. Once the question has been called, no person in the audience shall address the Board on the matter at hand without first securing permission to do so by a majority vote of the Board.
8. At least 24-hours prior to the public hearing, anyone wishing to submit exhibits for the record shall provide staff with copies of the exhibits for each Board member, one copy of the exhibit for staff to place in the permanent file and one copy of the exhibit for the legal department.
9. At least 24-hours prior to the public hearing, anyone wishing to read a statement into the record shall provide staff with a written copy of the statement.