



## TOWN OF WHITE SPRINGS

### “On the Banks of the Suwannee River”

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The Town of White Springs seeks qualified candidates to serve on the town’s Board of Adjustments for review of special exceptions, variances and appeals of zoning decisions by the Land Development Regulation Administrator (The Town Manager) and the Zoning Board.

The town requires the selection of 5 members and 2 alternates. The Candidate does not need to be a resident of White Springs. Please see the next page for additional information on the formation of the board and the board’s duties.

#### **How to Apply:**

Provide a letter to Town Hall, the Town Manager or a Town Council Member of less than 1 page in length with the following information:

1. Name
2. Address
3. If you are a resident of White Springs
4. Affirmation that you have not been deprived of your civil rights
5. Introduction of Yourself
6. Why you want to join the Board of Adjustments

#### **Deadlines:**

Please submit your application before close of business on July 31<sup>st</sup>. Town Hall is located at 10363 Bridge Street, White Springs FL 32096.

Selection will be held during the regular meeting on August 11<sup>th</sup> at 6:30pm. Please come to the meeting if you would like to address the Town Council before selections are made.

## **Formation: Town Charter Section 8**

The formation of the Board of Adjustment is set by Section 8 of the town charter:

The qualified persons do not have to be residents of the Town of White Springs. If necessary for the Board of Adjustment and Appeals only, established in compliance with the Southern Building Code, the Town Council may by a 4/5 vote of its members, nominate qualified non-residents to serve. The Town Council shall, by a majority vote, appoint members and alternates to boards and committees from those nominated.

## **Duties: Town Charter Section 8.02 Board of Adjustment**

The Board of Adjustment's duties are enumerated through out the Land Development Regulations with an overview in the Town Charter, Section 8.02. The duties listed in the Town Charter include:

- (a) General. There shall be a Board of Adjustment and the Board shall provide standards and procedures to hear and determine special exceptions, appeals from administrative decision, petitions for variances in the case of peculiar and unusual circumstances which would prevent the reasonable use of land and such other matters as may be required by the Town Council or by law.
- (b) Membership. The Board of Adjustment shall consist of five (5) members and two (2) alternate members. Each member shall be appointed by nominations from the Town Council with the approval of a majority of the Town Council. The board members shall elect a chairman from among its five members by majority vote.
- (c) Eligibility. Members of the board shall hold no employment with the Town nor hold any other appointed or elected position within the Town.
- (d) Appeal of Matters. The Board of Adjustment shall make a recommendation concerning all matters brought before it occurring within the Town Limits of White Springs. Said recommendation shall be submitted to the Town Council for final approval. If the petitioner is dissatisfied with the recommendation rendered by the Board of Adjustment, said petitioner may appeal to the Town Council prior to the Town Council's decision. The Town Council, by a majority vote, may approve or override the recommendations submitted by the board. The Town Council's decision shall become final

The duties of the Board of Adjustment are placed in context within the Land Development Regulations and center around three primary functions:

1. The Appeal of decisions made by the Land Development Regulations Administrator and Zoning Board
2. The review of special exceptions with recommendation to the Town Council.
3. The review of variances with recommendation to the Town Council

Articles 12 provides the most consolidated view of the duties and procedures of the board of Adjustments.