

**BOARD OF ADJUSTMENT OF THE CITY OF CRYSTAL LAKE PARK
RESOLUTION 2012-1**

A RESOLUTION ESTABLISHING A NOTIFICATION POLICY FOR APPLICATIONS BEFORE THE BOARD OF ADJUSTMENT.

WHEREAS, Municipal Code Section 420.030.C requires that the Board of Adjustment provide “due notice to the parties in interest” regarding appeals submitted to the Board of Adjustment; and

WHEREAS, the Municipal Code does not define what constitutes “due notice;” and

WHEREAS, the Board of Adjustment wishes to adopt a policy clarifying the “due notice” requirement; and

WHEREAS, the Revised Missouri Statutes and Municipal Code Section 420.010.B authorize the Board of Adjustment to adopt rules and regulations to assist it in carrying out its duties;

WHEREAS, the Board of Adjustment and City Staff will provide “due notice” in accordance with the policy outlined below; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ADJUSTMENT OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI, AS FOLLOWS:

Section One.

The Board of Adjustment hereby adopts the following Notification Policy:

NOTIFICATION POLICY

The Board of Adjustment finds that the following will satisfy the “due notice to the parties in interest” requirement of Municipal Code Section 420.030.C regarding appeals before the Board of Adjustment:

1. Publishing the Public Hearing Notice in the Countian, or other newspaper of general circulation in the City, at least fifteen (15) days prior to the scheduled public hearing;
2. Publishing the Board of Adjustment Meeting Agenda and Public Hearing Notice on the City’s Web site;
3. Emailing the Board of Adjustment Meeting Agenda and Public Hearing Notice to all residents registered with the City’s email list and, only when they

are not so registered with the City's email list, send notice via registered mail return receipt requested to owners of property located within 185 feet of property lines of the property at issue before the Board of Adjustment;

4. Posting the Board of Adjustment Meeting Agenda and Public Hearing Notice at the city bulletin board; and
5. Posting the Public Hearing Notice on the property at issue in the application to the Board of Adjustment.

Section Two.

This resolution shall be in full force and effect from and after its passage and approval by the Board of Adjustment.

Passed this 28th day of June, 2012.

Presiding Officer

Attest:

Amy Cutrell, City Clerk