

## REPORT TO THE BOARD OF ZONING APPEALS

**DATE:** May 21, 2026

**SUBJECT:** Amendment to the Bylaws of the Board of Zoning Appeals

### **INTRODUCTION:**

- The purpose of this agenda item is for the Board of Zoning Appeals (BZA) to consider an amendment to the Bylaws to change the order of business (see Exhibit 1).
- The only sections of the Bylaws to be changed are Articles V and VII.

### **BACKGROUND:**

- The bylaws of the BZA were last amended in September 21, 2023, to add a public comments section. This was in response to a change in State Law.
- In 2025, the Tennessee Legislature amended the State Laws applicable to all Boards of Zoning Appeals within the State. The proposed changes in Exhibit 1 are intended to address those amendments.
- On May 11, 2026, the Board of Mayor and Aldermen (BMA) adopted Ordinance 2026-01, which amended §151.308 of the Zoning Ordinance (see Exhibit 3) to address the recent changes to State Law.

### **KEY POINTS:**

- The amendments will make sure the language in the Zoning Ordinance and BZA Bylaws as it relates to rules and proceedings of the Board match identically. The changes will codify existing practices of the Development Department staff and BZA.
- Notable changes in response to the changes in State Law include clarification:
  - the BZA can call upon the appointed professional staff in the Development Department to maintain a public record of the Board's proceedings;
  - when the decision of the BZA is considered final;
  - relevant proof provided by all parties will be entered into the public record; and,
  - it is expected statements of reasons for the Board's actions will be made as part of each motion or action, including such findings of fact and statements of material evidence as the Board may deem pertinent. These statements are to be included in the BZA's minutes.

### **ATTACHMENTS:**

[Exhibit 1 - BZA Bylaws Draft Amendments - 4-10-26.pdf](#)

[Exhibit 2 - PC0363 - BZA powers and duties May 2025.pdf](#)

[Exhibit 3 - Excerpt from Ord 2026-01 - Feb 2026.pdf](#)

### **PROPOSED MOTION:**

Amend the Bylaws of the Board of Zoning Appeals as depicted in Exhibit 1.