

# MVA ZONING COMMITTEE PROCEDURES

The following is intended to describe the Merion Village Association (MVA) process and procedures for the BZA, Council, or Graphics Variances as well as Demolitions within our boundaries. For additional information regarding the South Side Area Commission and its process, please refer to the information available through the Commission website: <https://cbusareacommissions.org/southside/>

While the MVA is aware that each request is important, we also have a responsibility to balance new development and demolitions with the whole of the neighborhood. Please keep in mind all positions are volunteer and that some communications may have to occur outside of business hours. We welcome conversations early in the process and always encourage informal discussions before formal applications are filed with the City.

## FORMAL REVIEWS OF BZA, COUNCIL, OR GRAPHICS VARIANCES

- ✓ Upon receipt of the application from the Commission, the MVA Zoning Chair will coordinate with the applicant and the MVA board to schedule a presentation to the membership within 45 days. Applications must be received at least two weeks (14 days) before a regularly scheduled meeting to be considered for the agenda. Should that month's agenda be full the review could be pushed to the next month or held at a special meeting.
- ✓ Applications will be reviewed by the MVA Zoning Committee for completeness, request appropriateness, and continuity with the surrounding neighborhood. The Zoning Chair shall communicate with the applicant to review additional information and to discuss potential concerns regarding the request.
- ✓ Notification of the request will be provided by the Board to the membership via email no less than seven days before the meeting.
- ✓ As a courtesy, written notification of the request and meeting date will be provided by the Zoning Committee to residents and businesses within 125 feet of the subject property. Additional notifications may be distributed as deemed appropriate for the project.
- ✓ The Applicant shall attend the MVA meeting to present the project to the membership. Failure to appear will result in the request being tabled with notification sent to the Commission.
- ✓ During the meeting, the presentation and question and answer periods will be broken into three sections, followed by the membership vote:
  1. Applicant Presentation (5 minutes): The applicant will be asked to present all rezoning/variance requests to the meeting attendees. The presentation will focus on the requests on which the membership will vote.
  2. Attendee Questions (5 minutes): When the presentation concludes, the floor will be opened to meeting attendees for questions. As questions are asked, the Zoning Chair will compile them into a single document. When all questions have been asked, the applicant will begin the response period, as described below.
  3. Applicant Responses (5 minutes): Following the question period, the applicant will be asked to respond to each question that was asked.

When all questions have been answered, the members present at the meeting will be asked to vote on all rezoning/variance items included in the applicant. The Zoning Chair will provide a completed recommendation form to the MVA Board and Area Commission for the official record.

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## INFORMAL REVIEWS OF BZA, COUNCIL, OR GRAPHICS VARIANCES

- ✓ Informal reviews by the membership of proposed projects are welcomed and encouraged. Informal reviews shall be scheduled no less than 7 days before our regular meeting date by contacting the MVA Zoning Chair listed above or as otherwise scheduled. These reviews are intended to provide feedback on proposed projects and will not be considered as final approval for a project or request.

## DEMOLITIONS

- ✓ Upon receipt from the Commission, applications for demolitions will be reviewed by the MVA Zoning Committee. The Committee chair shall communicate with the applicant to review additional information and to discuss potential concerns regarding the request. Reviews and responses will be handled based on the following:
  - ✓ 60-day waiting period, per code:
    - Primary structures w/o major structural deficiencies or life safety hazards
  - ✓ 14-day waiting period, per code:
    - Secondary structures (garages, sheds, etc.)
    - Any structures that are deemed unsafe for occupancy by the building department, including primary structures
- ✓ The MVA Zoning committee should review all demolition applications for any potential historic designation or legal reason the structure should not be demolished.
- ✓ The MVA Zoning committee should notify the board of the application and the committee recommendation for submittal to the Commission (within the specified timeframe)
  - If no specific reason to deny is found, the recommendation will stay at the Committee and Board level, unless otherwise voted on by the MVA board.
  - If there is a potentially applicable reason for staying the demolition (historic, publicly owned/land bank, etc.) the MVA board will vote on whether to put the question before the membership for a vote.
- ✓ The MVA membership will be notified of a meeting if one occurs within standard timeframes and per bylaws. Notification of the demolition will occur in a timely fashion, typically upon the waiting period elapsing, either via email or at the next monthly meeting.
- ✓ Note: demolitions requested in conjunction with a BZA or Council Variance will be reviewed and included on the membership vote for that project/request.