

TOWN OF PARADISE VALLEY

Board of Adjustment Update


Eric Leibsohn
Board of Adjustment Chair
September 11, 2025



BOARD OF ADJUSTMENT ROLE

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- Board of Adjustment is a Quasi-Judicial Body that:
 - Hears and decides variances from Zoning Ordinance based on specific state mandated criteria
 - Hears and decides appeals from decisions of Zoning Administrator

	COMMUNITY DEVELOPMENT DEPARTMENT VARIANCE CRITERIA
Town of Paradise Valley • 6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3692	
THE FOLLOWING CODE REQUIREMENTS MUST BE MET FOR THE BOARD OF ADJUSTMENT TO GRANT A VARIANCE (BASED UPON STATE STATUTE AND TOWN CODE). PLEASE PROVIDE EVIDENCE TO SATISFY THE CONDITIONS BELOW.	
<ol style="list-style-type: none">1. <i>"That there are special circumstances applicable to the property, which may include circumstances related to the property's size, shape, topography, location, or surroundings; and"</i> (Town Code Section 2-5-3(C)4). 2. <i>"That the special circumstances applicable to the property were not self-imposed or created by the property owner; and"</i> (Town Code Section 2-5-3(C)4). 3. <i>"That the strict application of the Zoning Ordinance will deprive the property of privileges enjoyed by other property of the same classification in the same zoning district"</i> (Town Code Section 2-5-3(C)4).	
<p><i>Please note that the Board of Adjustment cannot grant variances that will make any changes in the uses permitted in any zoning classification or zoning district or that will constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zoning district in which such property is located (Town Code Section 2-5-3(C)4).</i></p>	

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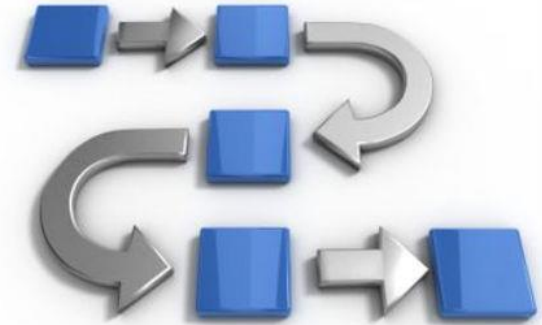
BOARD OF ADJUSTMENT MEMBERS ³

- 7 volunteer members
- Appointed by Town Council
- Serve a staggered three-year term
- Elect Chair each April by majority vote of Board



PROCESS

- 2 to 3 Month Process
- Pre-application Review by Staff
- Application Submittal
 - Staff review to deem complete
 - Noticing in newspaper
 - Posting on site
 - Noticing of property owners within 1,500' radius
- Public Hearing
 - Board may deny, approve as submitted, approve with conditions, or continue



BOA Handbook Adopted February 2, 2023

- Consistent with State Law criteria for variances
- Outlines expectations of members
- Code of conduct
- Chairman's script to clarify Board role for residents attending meetings



QUESTIONS?

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Thank you!



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