



July 1, 2026

To: Dr. Jackie Ramey

RE: Board of Adjustment Process Deadline/Parameters

Dr. Ramey,

The City of Wright City received your email request on July 1, 2026, seeking information on the Board of Adjustment. Your request is set out below in italics with my responses to each in red. Note that to the extent your questions involve legal interpretation or potential remedies, as the City Clerk I am not able to provide legal opinions or advice. You may wish to consult private counsel if you need assistance evaluating options. With that said I will try to assist you the best I can.

1. Does the City have a Board of Adjustment, and who are its current members? When does it meet, and where are its agendas & minutes posted? **Yes, the city has a Board of Adjustment. The Board meets as needed. The current members, agendas and minutes can be found online here: <https://wrightcitymo.gov/government/boards-commissions/board-of-adjustment/> and <https://wrightcitymo.gov/government/agendas-minutes/board-of-adjustment/> .**
2. Was the M-1 use determination for this project made as an administrative/zoning-officer decision? If so, is that decision appealable to the Board of Adjustment under §89.080 RSMo? **The June 11, 2026, action was taken by the Board of Aldermen. I am not aware of a separate formal written determination or report by an administrative/zoning-officer regarding the M-1 classification beyond anything reflected in the publicly available meeting materials and record of proceedings. Our code says that the only decisions or determination that can be appealed to the Board of Adjustment are those made by the Code Official or other official in the enforcement of the Zoning Code.**
3. If an appeal is available, what is the application / notice-of-appeal form, the filing fee, and the filing deadline (and the date it runs from)? **Based on No.2, it appears that there may not be any decision to appeal.**

4. Could you please route this to the correct official (zoning/building official or BOA secretary), or tell me who I should contact directly? **The City Clerk is the correct Official and the email does not need to be re-routed.**

5. May I also have a copy of the Board of Adjustment's rules/bylaws and its most recent minutes? (I'm glad to treat this as part of my records request if that's easier.) **Information related to the Board of Adjustment can be found online here: <https://ecode360.com/28064926#28064926> . Approved minutes can be found here: <https://wrightcitymo.gov/government/agendas-minutes/board-of-adjustment/> . Minutes from the June 4, 2026, meeting have not been uploaded as they have not been reviewed or approved by the Board at a formal meeting.**

If you have any questions regarding this response, please feel free to contact my office.

Regards,

Abbie Ogborn

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