

**PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM
TUESDAY, JUNE 13, 2023**

**CHAPTER 14
ZONING BOARD OF APPEALS**

CHAPTER TITLES

Creation and Membership

Composition, Officers, and Alternate Members

Compensation

Rules of Procedure

Jurisdiction and Limitations

 Appeals

 Matters Referred

 Non-Use Variances

 Limitations

Standards for the Granting of Variances

 Practical Difficulties

 Presence of Exceptional Conditions

 Extraordinary Location

 Other

 Relationship to Other Lots or Parcels

 Preservation and Enjoyment of Property Rights

 Financial Return

 Substantial Detriment

 Self-Created Problem

 Public Interest

Minimum Variance Necessary

Application Requirements

 Application

 Fee

 Legal Description

 Narrative and Site Plan

 Additional Information

Supplementary Information – Information from Prior Zoning Actions

Submission of Application to the Zoning Board of Appeals

Applicant Representation

Voting Requirements Votes Needed to Authorize a Variance, Appeal, or Other Affirmative Action

Time of Hearing and Notice of Hearing

Conditions on Variance and Other Approvals Conditions

Official Record and Findings of Fact

Decisions of the Board of Appeals – Official Record

 Signature by the Chair

 Effective Date

 Copy of Official Record

Construction Timeframe

**PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM
TUESDAY, JUNE 13, 2023**

Reapplication
Stay of Proceedings
Rehearing
Appeal to the Circuit Court

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

Creation and Membership

There is hereby created a Zoning Board of Appeals, herein referred to as the Board of Appeals, the membership, powers and duties of which are prescribed in this Ordinance.

Composition, Officers and Alternate Members

The Board of Appeals shall consist of seven (7) members appointed by the City Council. Each member shall be appointed for a period of three years, each term to commence on January 1 of the year of appointment. Any vacancies on the board shall be filled by appointment by the City Council for the remainder of the unexpired term. The Board of Appeals shall annually elect its own chairman, vice-chairman, and secretary. Two (2) of the first members shall be appointed for a term of one (1) year, two (2) for a term of two (2) years, and three (3) for a term of three (3) years. Thereafter, each member shall be appointed for a full term of three (3) years. Two (2) alternate members to the Board of Appeals may also be appointed by the City Council. Alternate members shall be appointed for a term of three (3) years. The alternate members of the Board of Appeals may be called as specified herein, to sit as regular members of the Board of Appeals, if a regular member is absent from or unable to attend two or more consecutive meetings of the Board of Appeals, or for a period of more than thirty consecutive days. An alternate member may also be called to serve in the place of a regular member for reasons of conflict of interest. The alternate member having been called to serve on a case shall serve on the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the Board of Appeals. The decision of whether an alternate member shall sit in the absence of a regular member shall be determined by the Chairperson of the Board of Appeals, and if there is no Chairperson, by a majority of the Board of Appeals' members then in attendance at a duly called meeting of the same, and the records maintained by the Board of Appeals shall reflect the attendance and participation of any alternate member.

Compensation

All members of the Board of Appeals, including alternate members, shall serve without compensation as members thereof.

Rules of Procedure

Rules of procedure prescribing the Board of Appeals process for the performance of its authorized powers shall be adopted by the Board of Appeals.

Jurisdiction and Limitations

The Board of Appeals shall have all jurisdiction and powers granted by the Zoning Act, all jurisdiction and powers prescribed in other sections of this Ordinance, and the following specific jurisdiction and powers:

Appeals - To hear and decide appeals from and review any order, requirement, permit, decision or determination made by the Zoning Administrator, Planning Commission, and City Council enforcing the provisions of this Ordinance, except as otherwise provided for. The Board of Appeals may reverse or affirm, wholly or in part, or may modify the order, requirement, permit, decision, or determination as in

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

the Board's opinion ought to be made in the premises, and to that end shall have all the powers of the official from whom the appeal is taken.

Matters Referred - To hear and decide matters referred to the Board of Appeals or upon which the Board of Appeals is required to pass under this Ordinance.

Non-Use Variances - If there are practical difficulties in the way of carrying out the strict letter of the dimensional requirements of this Ordinance applicable to a property, the Board of Appeals shall have power in granting a variance to relax or modify any of the rules or provisions of this Ordinance relating to the construction, structural changes in, equipment, or alteration of buildings or structures, so that the spirit of this Ordinance shall be observed, public safety secured, and substantial justice done

Limitations -The Zoning Board of Appeals shall not have the power to hear and decide upon the following: 1) Variances in the use of land (use variances). 2) Appeals of the decision of the Planning Commission regarding special land uses. 3) Appeals of the decision of the City Council regarding Planned Unit Developments.

Standards for the Granting of Variances

No variance in the provisions or requirements of this Ordinance shall be authorized by the Board of Appeals unless it is found from the evidence that all of the following conditions exist:

Practical Difficulties - That compliance with the Zoning Ordinance would result in practical difficulties to be exceptional, extraordinary or unique circumstances or conditions of the land or parcel such as:

Presence of Exceptional Conditions - Exceptional narrowness of the width or depth of a lot or parcel, or an irregular shape, exceptional natural or topographic features located on the lot or parcel, such as steep slopes, water, existing significant trees or other unique or extreme physical conditions of the land.

Extraordinary Location - Extraordinary location of an existing building or structure that allows no other practical or feasible location for expansion because of exceptional features of the land.

Other - Other exceptional or extraordinary dimensional conditions or characteristics of land, lot or parcel as determined by the Board of Appeals.

Relationship to Other Lots or Parcels - That the unusual circumstances do not generally apply to other lots or parcels in the same manner or to the same extent to other lots or parcels in the same zoning district.

Preservation and Enjoyment of Property Rights - That the variance is necessary for the preservation and enjoyment of a substantial property right.

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

Financial Return - The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

Substantial Detriment - That the granting of the variance will not be of substantial detriment to adjacent and nearby land uses and properties.

Self-Created Problem - That the applicant shall not have created the problem for which the variance is being sought.

Public Interest - That the granting of the variance will not be contrary to the public interest and that the spirit of this Ordinance shall be observed, public safety secured, and substantial justice done for both the applicant and other property owners in the district.

Minimum Variance Necessary

In approving a variance, the Zoning Board of Appeals shall only approve the minimum variance necessary to relieve the practical difficulty.

Application Requirements

Applications for consideration by the Zoning Board of Appeals shall be made by submitting the following materials to the Zoning Administrator at least twenty-one (21) days prior to the meeting at which the application (request) is to be considered:

Application - A completed application form signed by the applicant or his/her agent. Applicants other than the owner of the property must submit written evidence that the owner of the property is aware and approves of the application.

Fee - Payment of a fee which shall be established by the City Council, and which shall be nonrefundable.

Legal Description - A legal description of the property involved in the request.

Narrative and Site Plan - A narrative and, where applicable, a site plan drawn to scale, sufficient to show the nature and extent of the requested variance. For purposes of a variance, the narrative must fully describe how the request complies with the Standards for the Granting of Variances.

Additional Information - Other information as determined by the Board of Appeals to be necessary in order make a determination of findings.

Supplementary Information – Information from Prior Zoning Actions

The Zoning Administrator shall transmit to the Board of Appeals other information and evidence relevant to the requested appeal. This shall include, but is not limited to, prior actions taken by the Zoning Administrator, Planning Commission, or City Council on the matter under consideration for appeal or variance.

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

Submission of Application to the Zoning Board of Appeals

The Zoning Administrator shall take the actions necessary to place the appeal on the agenda of the Zoning Board of Appeals.

Applicant Representation

Appellants for variances or other actions by the Board of Appeals shall be required to appear before the Board or be represented by a party who can speak for and make commitment on behalf of the applicant.

Voting Requirements Votes Needed to Authorize a Variance, Appeal, or Other Affirmative Action

The concurring vote of four (4) members of the Board of Appeals shall be necessary to reverse an order, requirement, decision, or determination of an administrative official or body, or to decide in favor of the applicant a matter upon which the Board of Appeals is required to pass under a provision of this Ordinance, or to effect a variation from the requirements of this Ordinance.

Time of Hearing and Notice of Hearing

The Board of Appeals shall fix a reasonable time for the hearing of an appeal and shall give due notice thereof to the persons to whom real property within three hundred (300) feet of the premises in question shall be assessed, and to the occupants of dwellings within three hundred (300) feet. Notice shall be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment roll. If the tenants name is not known, the term occupant may be used. The notice shall include:

Appeal - Nature of the appeal.

Property Location - Property location, including address and legal description.

Public Hearing Location - Location (address) of the public hearing.

Date and Time of Hearing - Public hearing date and time.

Written Comments - Address and timing for receipt of written comments on the appeal.

Other Information - Other information determined by the city to be relevant to the matter.

Conditions on Variance and Other Approvals Conditions

The Board of Appeals may impose conditions upon an affirmative decision. Conditions shall be:

Designed to protect natural resources; the health, safety, and welfare, as well as the social and economic well-being of those who will use the land use or activity under consideration; the residents and landowners immediately adjacent to the proposed land use or activity; and the city as a whole.

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

Related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.

Necessary to meet the intent and purpose of the zoning regulations.

Related to standards established in the Ordinance for the land use or activity under consideration.

Necessary to ensure compliance with those standards.

Official Record and Findings of Fact

The Board of Appeals shall prepare an official record for all appeals and shall base its decisions on this record. The official record shall include the following:

Records - The relevant administrative records and orders issued relating to the appeal.

Notice - The notice of the appeal.

Information Submittals - Any documents, exhibits, photographs, or written reports as may be submitted to the Board of Appeals for its decision.

Hearing Information - Information received at the public hearing.

Compliance with Standards - Determination of compliance with the provisions of the standards for the granting of a variance, consideration of an appeal, or other matters referred to the Board of Appeals.

Vote, Basis for the Vote, and Conditions - The official vote of the Board of Appeals stating the conclusions of the Board relative to the appeal, the basis for the decision, and any conditions imposed.

Decisions of the Board of Appeals – Official Record

The decision and orders of the Board of Appeals in disposing of the appeal shall be entered in the official record after they have been signed by the Chair of the Zoning Board of Appeals, or, in the absence of the Chair, the Vice Chair. Written notice of the disposition shall be served, whether in person or by mail, upon the parties to the appeal, the Zoning Administrator, and the City Clerk.

Signature by the Chair - The decision and orders of the Board shall be signed by the Chair at the next meeting of the Zoning Board of Appeals, unless the applicant requests, at the meeting when the decision is rendered, that the decision be provided at an earlier date, in which case the decision shall be signed and presented to the applicant within ten (10) business days after the meeting at which the decision is rendered, or by a date requested by the applicant, whichever occurs later.

PRELIMINARY DRAFT ZONING ORDINANCE FOR PUBLIC FORUM

TUESDAY, JUNE 13, 2023

Effective Date - The decision and orders of the Board of Appeals shall become effective upon the recording and signing by the Chair (or, in the absence of the Chair, the Vice Chair) of the official record of the appeal, unless the Board shall find immediate effect is necessary to preserve property or personal rights and shall so certify on the record.

Copy of Official Record - A copy of the official record of the appeal shall be made available to the parties to any appeal upon request and after payment of a reasonable fee, as set by the City Council, sufficient to recover the costs of duplicating this material.

Construction Timeframe

If the Board of Appeals grants a variance to the appellant, the variance shall be exercised (construction commenced and actively continued) within one year from the date of the approval action, unless more time is specifically granted by the Board of Appeals. Failure to exercise the variance within the time frame as specified above shall cause the variance approval to be terminated.

Reapplication

Following denial of any variance, no request for the same variance on the same property may be requested for a period of one (1) year, unless the Zoning Board of Appeals finds that new evidence can be provided, or changes have occurred that could lead to a different result.

Stay of Proceedings

An appeal to the Board of Appeals shall stay all proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Board of Appeals after notice of appeal shall have been filed that by reason of facts stated in the certificate a stay would, in his/her opinion, cause imminent peril to life or property. In such a case, proceedings shall not be stayed otherwise than by a restraining order which may, on due cause shown, be granted by the Board of Appeals or by the Circuit Court on application, after notice to the Zoning Administrator.

Rehearing

The decision of the Board of Appeals shall be final, provided that the Board may, on its own motion or at the request of any interested party, at any time subsequent to a decision on an appeal, grant a rehearing. In such a case, notice of the rehearing shall be made according to the process for an original hearing and the provisions of this Ordinance and shall be treated as a new hearing.

Appeal to the Circuit Court

Any person having an interest affected by a final decision on the appeal shall have the right of appeal to the Circuit Court as provided by the Zoning Act.