



Variance Procedures

Variances are limited to those situations where the peculiar physical characteristics of a site make it difficult to develop under standard development regulations. The Planning Commission is limited to granting Variance requests where circumstances of the project site are different from surrounding properties. Typical Variance requests may be for reductions in required setbacks and height requirements.

Applicants must provide evidence through answering the questions below to support FOUR findings in order for the Planning Commission to approve a Variance.

- What are the special circumstances applicable to the property to which the application pertains which do not apply generally to the other properties in the neighborhood?
- Why is the Variance necessary for the preservation and enjoyment of a substantial property right possessed and enjoyed by other properties in the neighborhood?
- Will granting of the Variance contribute to a property development which will be materially detrimental to the public welfare or injurious to the property or improvements in the neighborhood?
- Will the granting of the Variance adversely affect the General Plan or any Precise Plan?

The Variance request is submitted to the Planning Department with project plans, a project description, and with explanations to support the findings



Planning Department reviews the request, determines if the application is complete, and provides a written comment letter to the applicant within 30-days of submittal



If the project plans are complete, the Variance request is reviewed by the Planning Commission at a public hearing



If approved, construction plans may be submitted for building permits if necessary

IF DENIED:



Project applicant may appeal decision to City Council