MONTH/YEAR
CITY PLANNING COMMISSION/
BOARD OF ADJUSTMENT
STAFF REPORT

MONDAY – MONTH DATE, 20xx – TIME P.M.

CITY XXX BOARD OF ADJUSTMENT

ISSUE #1 CONDITIONAL USE/VARIANCE

Applicant: Name *(from application)*

Owner: Name (*from application – can be combined if applicant is owner*)

Property Description:
- Address *(from application)*; and/or
- legal description (*from application or mapnet site*).

Request: Literally what they want to do (*from the application*).

Action Item – Section for reference in ordinance –
For a Conditional Use: list the use they are applying for as it reads in the ordinance under the correct district and the number (*from zoning ordinance*)
For a Variance: list the rule they are asking to break and the Section Number (*from zoning ordinance*)

Zoning Designation: Zoning District (*from Zoning Map*)

Orientation map here – (from mapnet site)

History: *(from past permits/minutes or property history – omit if no records on file)*
1. Any past permits (if any – especially if related; it's ok to say "no past permits on record.")

Specifics of Request:
1. For Conditional Use: any unique features to this or neighboring property, size and number of buildings, size and location of parking, driveways, signs, etc. (try to describe in bullet points what it will look like *based on information in the application or in discussion with applicant*.)
2. For Variances: Describe what is being built, how MUCH of a variance is being asked for, and what is the hardship the applicant is claiming. (*from info in the application or in discussion with applicant.*

Ordinance and History of Similar Requests:
1. For Conditional Uses: list how/if the applicant is addressing general or specific rules/considerations in ordinance about the Conditional Use (*from application and conditional use section of ordinance*); and past approvals/denials of similar requests
2. For Variances: List specific rule, ie: Minimum setback is 25' in [this] district; history of Board on similar requests/what might be similar about this to previous approvals/denials. (*from application, variance section of ordinance, similar past variances IN THE SAME DISTRICT.*)

Recommendation:
1. List any recommended conditions IF APPROVED. (*based on requirements of ordinance and input on applicable rules/policies by Board or applicant.*)