

CRITERIA / SIGNS

The Cedar Rapids Board of Adjustment meets usually at 3:00 p.m. on the second Monday of each month in the Council Chamber Third Floor, 101 1st Street SE.

The Board consists of five members who are appointed by the Mayor of Cedar Rapids; a quorum for a meeting shall consist of at least three members of the Board. Each case must have three affirmative votes to be approved by the Board of Adjustment.

Order of Business: Roll call, approval of minutes of previous meeting, explanation of makeup of Board/voting procedures/continuation or withdrawal privileges, old business, new business, discussion and disposal of items other than appeals, adjournment.

Upon denial of a building permit, certificate of occupancy, etc. you have the right to file an appeal of the Zoning Administrator's decision or request a Variance from the terms and conditions of Chapter 32 of the Cedar Rapids Municipal Code as provided for in Iowa law.

When your case is called, you will then proceed to the Board table at which time you will have the opportunity to present your case to the Board Members and answer any questions that Board Members may have for you. You will also be able to ask the board any questions you might have concerning your docket. You will be given a decision of the Board of Adjustment regarding your docket.

CRITERIA FOR ACTION ON SIGN VARIANCES:

The Board of Adjustment shall not grant a Variance to the regulations of Chapter 32.06 Signs unless it shall make findings based upon the evidence submitted in each specific case that a special condition or conditions exist to the degree that a literal enforcement of the provisions of the Ordinance will result in an unnecessary hardship, and that granting such variance will not be contrary to the public interest nor the spirit and intent of this Ordinance. Such written findings shall also be made in each case in which it is determined that a literal enforcement of the provisions of this Ordinance will not result in an unnecessary hardship. The following are findings that the Board should consider in determining whether to grant a Variance.

- a. There are special circumstances or conditions such as the existence of buildings, topography, vegetation, sign structures, or other matters on adjacent lots or within the adjacent public right-of-way, that substantially restrict the effectiveness of the sign in question. Such special circumstances or conditions must be peculiar to the particular business or enterprise to which the applicant desires to draw attention, or to the property, and shall not be circumstances or conditions that apply generally to all similar businesses or enterprises; and
- b. The Variance will not weaken the general purpose of Chapter 32.06 Signs nor any other regulations applicable to the zone district in which the sign is located, and
- c. The Variance will not alter the essential character of the district in which the sign is located; and
- d. The Variance will not substantially or permanently impair the appropriate use of adjacent conforming property.

Relief Less Than Requested:

The Board of Adjustment may grant a Variance less than that requested when the record supports the applicant's right to some relief but not to the relief requested.

All forms may be obtained from the Zoning Inspector(s) or from the Secretary to the Board of Adjustment at the Building/Zoning Department. If you have any further questions concerning your Variance request/appeal, please feel free to contact the Inspector, which is handling your docket.