

## Staff Report

**Subject:** Variance (Third District)  
**Author:** Chelsie Fernald, Planning Manager  
**Department:** Development Services  
**Meeting Date:** May 20, 2025

**Item Description:** **Caitlynn Cavallo** requests a **variance** from ordinance Section 5.1.4, to allow for a decrease in the required minimum setbacks for AR-1. Located at 120 Frances Street. **[Map# 235A Parcel# 45]**

### Executive Summary/Background

- Pursuant to Appendix C-Zoning Ordinance, Article VII-Planning Board, Section 7.1.8, variances may only be granted if the following findings are made:  
*That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness, of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not to circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located; and*  
*That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.*
- The applicant requests a variance to decrease the required setbacks in the AR-1 zoning district due to the unusual shape of the parcel.
- The current AR-1 setbacks are:  
Front – 50 feet  
Rear – 50 feet  
Side – 25 feet
- This parcel is currently a vacant non-conforming lot, totaling .69 acres.
- The applicant would like to request a variance of 10 feet in the front and 15 feet to the rear property line.

### Determination

Staff has reviewed the application, and is complete.

**Department Review:** Development Services

**FUNDING:** N/A

**Attachments:** 1. Variance Application 2. Aerial Photograph 3. Deed