



BOARD OF ADJUSTMENT MEMORANDUM

TO: Board of Adjustment

FROM: Matthew R. Schmitz, MPA – City Manager

DATE OF MEETING: May 7, 2024

ITEM TITLE: Variance Requirements

BACKGROUND:

City Staff asked the City Attorney to prepare a memorandum outlining the variance review process to provide information to the Board of Adjustment as you work to perform your duties.

The memo is attached, as well as some information from Iowa State University Extension and Outreach Community and Economic Development regarding Variances.

RECOMMENDATION:

Staff has no recommendation for this item, only to provide information to the Board of Adjustment members.