

MCCOOK CITY COUNCIL

REGULAR MEETING

**Monday, September 22, 2025
5:30 PM - City Council Chambers**

Call to Order and Roll Call.

Open Meetings Act Announcement.

Items

1. Approve the minutes of the October 9, 2024 regular Board of Zoning Adjustment meeting.
2. Public Hearings and Regular Agenda.
 - A. Public Hearing - request for a variance of the rear yard setback requirement from 15' to 5' in the Industrial Light (IL) District, property located at 1804 West "O" Street; applicant: Norton Motor & Electric LLC.
 1. Close Public Hearing.
 - B. Consider request for a variance of the rear yard setback requirement from 15' to 5' in a Industrial Light (IL) District, property located at 1804 West "O" Street; applicant: Norton Motor & Electric LLC; and that the applicant has satisfactorily demonstrated that the variance criteria have been met.
 - C. Elect new officers - Chairperson, Vice-Chairperson, and Secretary.

Adjournment.

CITY MANAGER'S REPORT
SEPTEMBER 22, 2025 BOARD OF ZONING ADJUSTMENT MEETING

ITEM: **1.**

Approve the minutes of the October 9, 2024 Board of Zoning Adjustment meeting.

BACKGROUND:

Receive and approve the minutes.

FISCAL
IMPACT: None.

APPROVALS:



Lea Ann Doak, City Clerk

September 18, 2025

Board of Zoning Adjustment
October 9, 2024
12:00 P.M.

A MEETING OF THE BOARD OF ZONING ADJUSTMENT OF THE CITY OF MCCOOK, NEBRASKA convened in open, regular, and public session at 12:00 o'clock P.M. in the City Council Chambers.

Present: Chair Reitz; Vice Chair Hilker; Board members Larson, Moore, Weber.

Absent: Board member Haney.

City Officials present: City Manager Schneider, City Attorney Mustion, City Clerk Doak, Assistant City Manager Koetter, Building Official Mooney.

Notice of the meeting was given in advance thereof by publication in the McCook Daily Gazette on October 4, 2024, the designated method of giving notice, a copy of the proof of publication being attached to these minutes. Advance notice of the meeting was also given to all members of the Board of Zoning Adjustment. Availability of the agenda was communicated in the advance notice. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Chair Reitz announced that a copy of the Open Meetings Act was posted by the entrance to the Council Chambers and available for public review.

1. Approve the minutes of the April 22, 2024 regular Board of Zoning Adjustment meeting.

Motion to approve the minutes of the April 22, 2024 regular Board of Zoning Adjustment meeting. This motion, made by Larson and seconded by Reitz, passed.

Haney: ABSENT, Reitz: YEA, Hilker: YEA, Larson: YEA, Moore: YEA, Weber: YEA
YEA: 5, NAY: 0, ABSENT: 1

2. Consider request for a variance of the side yard setback requirement for an interior lot from 6' to 3' in a Residential Medium Density (RM) District, property located at 803 West 3rd Street; said variance request, a continuation of the action item taken at the April 22, 2024 Board of Zoning Adjustment meeting whereby the Application in its original form, was denied and an opportunity to expound upon the variance request was granted by the Board of Zoning Adjustment.

Motion to consider request for a variance of the side yard setback requirement for an interior lot from 6' to 3' in a Residential Medium Density (RM) District, property located at 803 West 3rd Street; said variance request, a continuation of the action item taken at the April 22, 2024 Board of Zoning Adjustment meeting whereby the Application in its original form, was denied and an opportunity to expound upon the variance request was granted by the Board of Zoning Adjustment. This motion made by Reitz and seconded by Moore.

City Manager Schneider reviewed the information presented in his City Manager's Report for the meeting, noting that Mr. Nelson has supplemented his original request, and that it is up to the applicants to relay how the variance request complies with Zoning Ordinance Article 25 requirements.

The applicants, Ron Nelson and Sherlyn Hegstad were present to address their request with the Board.

City Attorney Mustion reviewed the questions with the Board that were indicated as no's on the Variance Findings and Determinations at the April 22, 2024 Board of Zoning Adjustment Hearing.

Discussion included what type of structure was being built, is it just a garage, are living quarters included; does the request meet any of the options in #1 of the Findings and Determinations, if all are no then the request cannot be approved; a matter of convenience to the applicant is not one of the options when considering the request; and are there other possible designs and locations for the structure that would allow the applicant to build the structure without the need for a variance.

After discussion, the applicants withdrew their request.

3. Elect new officers - Chairperson, Vice-Chairperson, and Secretary.

Motion to retain the current board; Jerry Reitz as Chairperson, Tammie Hilker as Vice-Chairperson, and to have the city provide a secretary for the meetings. This motion, made by Moore, and seconded by Weber, passed.

Haney: ABSENT, Hilker: YEA, Larson: YEA, Moore: YEA, Reitz: YEA, Weber: YEA
YEA: 5, NAY: 0, ABSENT: 1

Adjournment.

There being no further business to come before the Board, Chair Reitz declared the meeting adjourned at 12:50 P.M.

Lea Ann Doak, City Clerk-Treasurer
Recording Secretary

**CITY MANAGER'S REPORT
SEPTEMBER 22, 2025 BOARD OF ZONING ADJUSTMENT MEETING**

2.A.
Item A Public Hearing – request for a variance of the rear yard setback requirements in a Industrial Light (IL) District (1804 West O Street), from 15 feet to 5 feet; applicant: Norton Motor & Electric.

2.B.
Item B Consider a request for a variance of the rear yard setback requirement in a Industrial Light (IL) District, from 15 feet to 5 feet, property located at 1804 West O Street.

BACKGROUND:

A variance application has been submitted by Norton Motor & Electric. The applicant requests a variance of the rear yard setback requirement from 15 feet to 5 feet in a Industrial Light (IL) District. The applicant would like to build a lean to off of the existing building farthest south on the property at 1804 West O Street.

Staff has reviewed the application in conjunction with the established criteria for variance request. The property is uniquely shaped. The north boundary adjacent to West O Street is wider than the south boundary, with said shape tapering the real property in such a way that available space is more restrictive on the south side of the lot. The other listed criteria do not appear to be addressed by the applicant.

Staff reviewed the property on site. It was noted that there is green space on the east side of the property that could be available for additional development. Staff is unaware if the applicant has considered the green space as a development option.

The applicants have indicated that the property owners to the south and east of the lot are comfortable with the request. Documentation of the neighbors' consent is included.

APPROVALS:



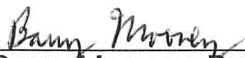
Lea Ann Doak, City Clerk

September 18, 2025



Nathan A. Schneider, City Manager

September 18, 2025



Barry Mooney, Building Inspector

September 18, 2025

EXHIBIT - #1

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NOTICE OF HEARING

REQUEST FOR VARIANCE

NOTICE IS HEREBY GIVEN that the duly appointed Board of Zoning Adjustment of the City of McCook, Nebraska, will hold a public hearing in the McCook City Council Chambers, 505 West "C" Street, at 5:30 P.M. on September 22, 2025.

Said hearing is for the purpose of presenting a request for a variance of the side yard setback requirement from 10' to 5', in the Industrial Light District (IL). APPLICANT AND LAND OWNER: Norton Motor & Electric LLC. LEGAL: Part of Block 5, Second Fair Acres Addition to the City of McCook, Red Willow County, Nebraska. ADDRESS: 1804 West "O" Street, McCook, Nebraska.

ANY AND ALL PERSONS desiring to comment on the above-described request will be given an opportunity to be heard. Please direct all inquiries to Nate Schneider, McCook City Manager at 308-345-2022 ext. 225.

-s- Lea Ann Doak
City Clerk

Publish: September 18, 2025.

EXHIBIT - #2

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VARIANCE APPLICATION

APPLICATION NO. _____ DATE: _____

FEE ATTACHED: _____

APPLICATION COMPLETE: _____ SIGNED: _____

Applicant

1. Applicant's Name: Norton Motor & Electric LLC by Hollie Norton
2. Applicant's Address: 1804 West O St. Phone: 308-345-1223
Email Address: hollie.norton@kcmotor.net
3. Address of Property Affected: 1804 West O St.
4. Legal Description of Property: Second Fair Acres Addition McCook PT BLKS

5. Zoning light industrial Corner Lot? Yes _____ No ☒
6. Applicant's interest in the Property (i.e. owner, tenant), attached proof of ownership:
owner

7. Description of variance requested: (Example: Variance of side lot set back requirement from 5 feet to 3 feet). variance of side lot set back requirement from 10 foot to 5 or 3 foot.

8. Sections of Zoning Ordinance No. 2016-2929 which are affected (to be)
ARTICLE: 16
SECTION: 1607 Height and Area Regulations

EXHIBIT - #3

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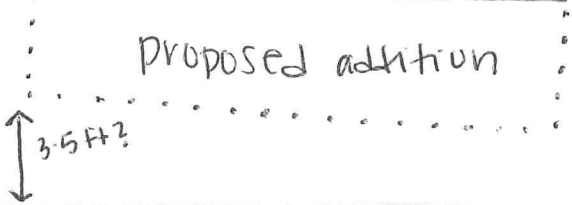
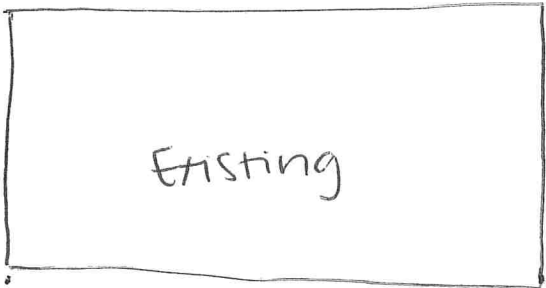
9. Draw the general area of your property and structure (existing and proposed) and adjacent properties and structures. (Not to scale).

N
W E
S

West O St.



Alley



Property line

Richard Webb owner

Steve Oberg owner

APPLICANT DECLARATIONS

1. The following special conditions or circumstances exist on the land which pose an undue hardship on the applicant: (Describe conditions and circumstances.)

The requested variance is necessary due to the existing layout and use of the facility, which limits the feasible placement of the new addition this addition is intended to enhance the overall function and appearance of the property by allowing for more storage of merchandise and supplies that otherwise will require storage outdoors. Outdoor storage is a critical challenge as criminal activity has taken place without resolution by local law enforcement.

2. Please state the minimum variance necessary to permit the proposed construction

3-5 ft from property line

3. Without the granting of this variance the applicant would suffer a hardship not suffered by other properties located in the same zoning district and same vicinity.

☒ Yes ☐ No

4. The granting of the variance will not adversely affect the rights of the adjacent property owners or residents nor will it confer upon the applicant any special privilege denied by the Zoning Ordinance. ☒ Yes ☐ No

(Attach approval certifications from adjacent property owners.)

5. The variance will not adversely affect the public health, safety, morals, order, convenience or welfare. ☒ Yes ☐ No

→ This addition will not negatively impact those surrounding our property. In fact, we believe it will be a benefit to them as well. This addition will provide necessary storage to improve the appearance of our property to comply with city ordinances and give a pleasant aesthetic to those surrounding.

The Applicant must provide proof that the following criteria are met regarding the parcel of property for which the variance is being requested:

1. Referring to the specific parcel of property,
 - a) the parcel of property is exceptionally narrow;
 - b) the parcel of property is exceptionally shallow; or
 - c) the shape of the parcel of property is exceptional.
- OR
- d) the parcel of property has exceptional topographic conditions; or
- e) the parcel of property has other exceptional or extraordinary conditions.
2. Strict application of the zoning ordinance would result in:
 - a. peculiar and exceptional practicable difficulties to the owner; OR
 - b. exceptional and undue hardships on the owner of such property.
3. Such relief may be granted without:
 - a. substantial detriment to the public good; AND
 - b. without substantially impairing the intent and purpose of the ordinance.
4. No variance shall be authorized unless the Board finds:
 - a. strict application of the zoning ordinance would produce undue hardship;
 - b. such hardship is not shared generally by other properties in the same zoning district and the same vicinity;
 - c. authorization of such variance will not be a substantial detriment to adjacent property and the character of the district will not be changed by granting the variance;
 - d. granting the variance is based upon reason of demonstrable and exceptional hardship as distinguished from variation for purposes of convenience, profit, or caprice.
5. No variance shall be authorized if request is:
 - a. of a general and recurring nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the zoning regulations.

Please provide documentation of the above, such as maps, photographs, or other evidence to substantiate your application.

THE BOARD MUST FIND THAT ALL OF THE ABOVE REQUIREMENTS ARE MET BY THE APPLICANT BY A CONCURRING VOTE OF FOUR MEMBERS OF THE BOARD.

ADJACENT PROPERTY OWNER CERTIFICATION

I, Steve Oberg, own the property adjacent to that for which this variance is requested. I hereby certify that I do not have any objection to or reservations about the granting of the variance requested.

SIGNED: Steve I Oberg

ADDRESS: 1802 WEST O STREET

Steve Oberg

ADJACENT PROPERTY OWNER CERTIFICATION

I, Richard B Webb, own the property adjacent to that for which this variance is requested. I hereby certify that I do not have any objection to or reservations about the granting of the variance requested.

SIGNED: Richard B Webb

ADDRESS: 12406 W 17th

Richard Webb

ADJACENT PROPERTY OWNER CERTIFICATION

I, _____, own the property adjacent to that for which this variance is requested. I hereby certify that I do not have any objection to or reservations about the granting of the variance requested.

SIGNED: _____

ADDRESS: _____

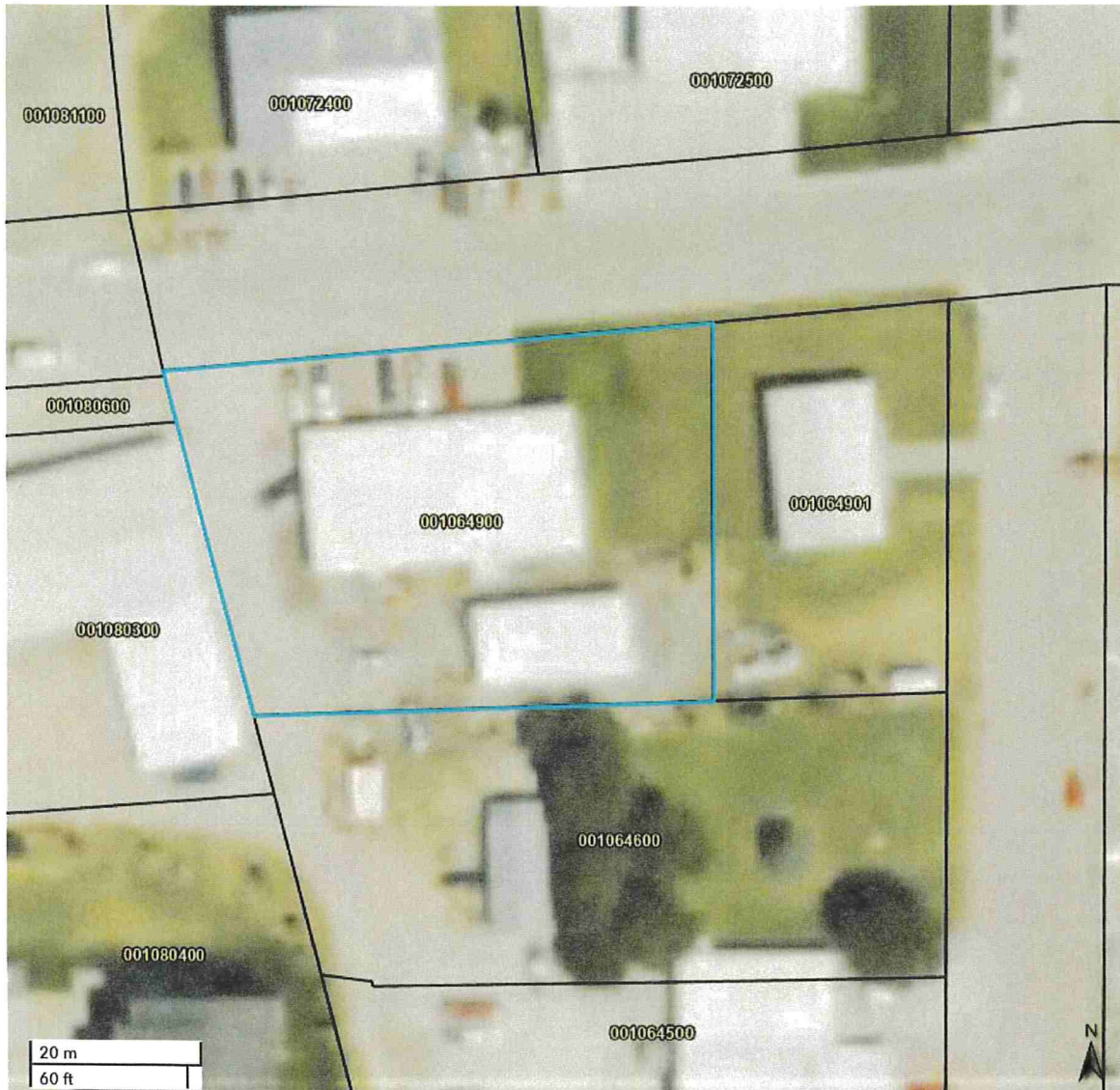


BeaconTM

Red Willow County, NE

1804 W. O St.

Created by: null



- ☐ Parcels
- ☐ Parcel Numbers
- ☐ USA Major Highways
- ☐ Highway
- ☐ Major Road
- ☐ Local Road
- ☐ Railroads
- ☐ County Boundaries
- ☐ Red Willow
- ☐ Surrounding Counties
- ☐ State Outlines

Date created: 9/18/2025
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 **SCHNEIDER**
GEOSPATIAL

EXHIBIT - #5

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**FINDINGS AND DETERMINATIONS OF
MCCOOK BOARD OF ZONING ADJUSTMENT**

DATE: _____

SIGNED: _____
Chairman

VARIANCE CRITERIA

JUSTIFIES VARIANCE

YES

NO

1. Referring to the specific parcel of property,

- a) the parcel of property is exceptionally narrow;
- b) the parcel of property is exceptionally shallow; **or**
- c) the shape of the parcel of property is exceptional.

OR

- d) the parcel of property has exceptional topographic conditions; **or**
- e) the parcel of property has other exceptional or extraordinary conditions.

2. Strict application of the zoning ordinance would result in:

- a) peculiar and exceptional practicable difficulties to the owner; OR
- b) exceptional and undue hardships on the owner of such property.

3. Such relief may be granted without:

- a) substantial detriment to the public good; AND
- b) without substantially impairing the intent and purpose of the ordinance.

4. No variance shall be authorized unless the Board finds:

- a) The strict application of the provisions of the Zoning Ordinance would produce an undue hardship on the applicant.

EXHIBIT - #6

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- | | | |
|--|-------|-------|
| b) Such hardship is not generally shared by other properties in the same zoning district and in the same vicinity. | _____ | _____ |
| c) The granting of such variance will not be of substantial detriment to adjacent property and the character of the district will not be changed. | _____ | _____ |
| d) The variance request is based upon reasons of demonstrable and exceptional hardship as distinguished from convenience, profit or caprice. | _____ | _____ |
| 5. The variance requested is not so general or of re-occurring nature that it might more reasonably be addressed through a change in the Zoning Regulations. | _____ | _____ |
| 6. The applicant has filed a proper and complete application. | _____ | _____ |
| 7. Application for a variance submitted must demonstrate the following: | | |
| A. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not found in the same zoning district and which were not created by an action of the property owner or the applicant; | _____ | _____ |
| B. The reduction of the minimum requirements of this Ordinance which would be necessary to permit the proposed use or construction; | _____ | _____ |
| C. The literal interpretation of the provision of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance; | _____ | _____ |
| D. The granting of the variance will not adversely affect the rights of adjacent property owners or residents nor will it confer upon the applicant any special privilege denied by this Ordinance to other land or structures in the same district; | _____ | _____ |
| E. The variance will not adversely affect the public health, safety, morals, order, convenience or welfare; | _____ | _____ |
| F. The variance requested is the minimum variance that will make possible the reasonable use of the land or structure; | _____ | _____ |
| G. Granting the variance requested will not be opposed to the general spirit and intent of this Ordinance. | _____ | _____ |
| 8. The notice of meeting appeared in the paper and applicants and other parties of interest have been sent written notice of the meeting at which a hearing on the variance request is being considered. | _____ | _____ |

9. The variance requested does not allow a use not permissible under the Zoning Ordinance in the district in which it is presently located.

BOARD OF ZONING ADJUSTMENT DECISION

The McCook Board of Zoning Adjustment hereby determines that the variance should _____ be granted, _____ not be granted, _____ be granted with conditions. Conditions, modifications or safeguards prescribed as a part of the variance approval are as follows: _____

Variance criteria not met are as follows: _____

Dated this _____ day of, _____, 20 ____.

ARTICLE 25

BOARD OF ZONING ADJUSTMENT

Article 25 - Board of Zoning Adjustment

Section 2501. Creation, Members, Meetings, Rules.¹ There is hereby established a Board of Zoning Adjustment. The word BOARD, when used in this Zoning Ordinance, shall be construed to mean the Board of Zoning Adjustment. The Board of Zoning Adjustment is appointed by the City Council and shall consist of five (5) regular members, plus one (1) additional member designated as an alternate who shall attend and serve only when one of the regular members is unable to attend for any reason.

One (1) member only of the City Board of Zoning Adjustment shall be appointed by the City Council from membership of the Planning Commission and the loss of membership on the Planning Commission by such member shall also result in the immediate loss of membership on the Board of Zoning Adjustment and the appointment of another Planning Commissioner to the Board of Zoning Adjustment. One (1) member of the board of adjustment shall reside outside of the corporate boundaries of the City but within its extraterritorial zoning jurisdiction.

The members appointed shall serve for terms of three (3) years and be removable for cause by the City Council upon written charges and after public hearing. Vacancies shall be filled by appointment for the unexpired term.

The Board of Zoning Adjustment shall annually in October elect one of its members as Chairperson, another as Vice-Chairperson, who shall act as Chairperson in the Chairperson's absence, and appoint a Secretary, who may be an officer or an employee of the City. Each shall serve until his or her successor has been selected. The presence of four (4) members of the Board shall be necessary to constitute a quorum.

All meetings of the Board shall be open to the public. Meetings of the Board shall be held at the call of the Chairperson and at such other times as the Board may determine. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, if absent or failing to vote, indicating the fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record. The Board shall adopt from time to time any rules and regulations as it may deem necessary, to carry the appropriate provisions of this Zoning Ordinance into effect and all of its resolutions and order shall be in accordance therewith.

Section 2502. Appeals to Board, Record of Appeal, Hearing and Stays. Appeals to the Board of Zoning Adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer. Such appeal shall be taken within a reasonable time, as provided by the rules of the Board, by filing with the officer from whom the appeal is taken and with the Board of Zoning Adjustment a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.

An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Zoning Adjustment after the notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Zoning Adjustment or by a court of record on application of notice to the officer from whom the appeal is taken and on due cause shown.

¹Revised September 18, 2017 - Ordinance No. 2017-2951

The Board of Zoning Adjustment shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person or by agent or by attorney.

Section 2503. Powers and Jurisdiction Relating to Administrative Review. The Board of Zoning Adjustment shall have the power to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official or agency based on or made in the enforcement of any zoning regulation or any regulation relating to the location or soundness of structures or to interpret any map, except that the authority to hear and decide appeals shall not apply to decisions made under Article 24 of this Ordinance.

Section 2504. Powers and Jurisdiction Relating to Variances. The Board of Zoning Adjustment shall have the power, where by reason of exceptional narrowness, shallowness or shape of a specific piece of property at the time of the enactment of this Ordinance, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulation under this Ordinance would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon the owner of such property, to authorize upon an appeal relating to the property, a variance from such strict application so as to relieve such difficulties or hardship, if such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this Ordinance.

1. No such variance shall be authorized by the Board unless it finds that the strict application of the Ordinance would product undue hardship; such hardship is not shared generally by other properties in the same zoning district and the same vicinity; the authorization of such variance will not be of substantial detriment to adjacent property and the character of the district will not be changed by the granting of the variance; and the granting of such variance is based upon reasons of demonstrable and exceptional hardship as distinguished from variations for purposes of convenience, profit or caprice;
2. No variance shall be authorized unless the Board finds that the condition or situation of the property concerned or the intended use of the property is not of so general or recurring nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to this Ordinance.
3. A variance from the terms of this Ordinance shall not be granted by the Board of Zoning Adjustment unless and until a written application for a variance is submitted demonstrating the following:
 - A. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not found in the same zoning district and which were not created by an action of the property owner or the applicant;
 - B. The reduction of the minimum requirements of this Ordinance which would be necessary to permit the proposed use or construction;
 - C. The literal interpretation of the provision of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
 - D. The granting of the variance will not adversely affect the rights of adjacent property owners or residents nor will it confer upon the applicant any special privilege denied by this Ordinance to other land or structures in the same district;
 - E. The variance will not adversely affect the public health, safety, morals, order, convenience or welfare;

- F. The variance requested is the minimum variance that will make possible the reasonable use of the land or structure;
 - G. Granting the variance requested will not be opposed to the general spirit and intent of this Ordinance.
4. No non-conforming use of neighboring lands, structures or buildings in the same district, and no permitted structures or buildings in other districts shall be considered grounds for the issuance of variance;
 5. Notice of public hearing shall be given as in Section 2502 above; the public hearing shall be held; any party may appear in person, or by agent or by attorney; the Board of Zoning Adjustment shall make findings that the requirements of this section have been met by the applicant for a variance; the Board shall further make a finding that the reasons set forth in the application justify the granting of the variance; the Board shall further make a finding that the reasons set forth in the application justify the granting of the variance; and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure; the Board shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;
 6. In granting any variance, the Board of Zoning Adjustment may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Ordinance and punishable under Section 2702 of this Ordinance;
 7. Under no circumstance shall the Board of Zoning Adjustment grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

Section 2505. Board has Powers of Administrative Officer on Appeals; Reversing Decision of Administrative Officer. In exercising the above-mentioned powers, the Board of Zoning Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision or determination of any such officer, or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance or to affect any variation in this Ordinance.

Section 2506. Appeals to District Court. Any person or person, jointly or severally, aggrieved by any decision of the Board of Zoning Adjustment, may appeal as provided by Section 19-912 Neb. Rev. Stat., 1943.

CITY MANAGER'S REPORT
SEPTEMBER 22, 2025 BOARD OF ZONING ADJUSTMENT MEETING

ITEM: 2.C.

RECOMMENDATION:

Elect new officers - Chairperson, Vice-Chairperson, and Secretary.

BACKGROUND:

As outlined in Article 25 - Board of Zoning Adjustment, Section 2501 (attached for reference), the Board annually in October elects one of its members as Chairperson, another as Vice-Chairperson, who shall act as Chairperson in the Chairperson's absence, and appoint a Secretary, who may be an officer or an employee of the city. Each shall serve until his or her successor has been selected. In years past the Board has approved that the City provide a secretary for the meetings. Currently Jerry serves as the Chairperson and Tammie the Vice-Chairperson.

**FISCAL
IMPACT:**

None.

RECOMMENDATION:

Elect new officers - Chairperson, Vice-Chairperson, and Secretary.

APPROVALS:



Lea Ann Doak, City Clerk-Treasurer

October 7, 2024



Tera Koetter, Assistant City Manager

October 7, 2024



Nathan A. Schneider, City Manager

October 7, 2024

ARTICLE 25

BOARD OF ZONING ADJUSTMENT

Article 25 - Board of Zoning Adjustment

Section 2501. Creation, Members, Meetings, Rules.¹ There is hereby established a Board of Zoning Adjustment. The word BOARD, when used in this Zoning Ordinance, shall be construed to mean the Board of Zoning Adjustment. The Board of Zoning Adjustment is appointed by the City Council and shall consist of five (5) regular members, plus one (1) additional member designated as an alternate who shall attend and serve only when one of the regular members is unable to attend for any reason.

One (1) member only of the City Board of Zoning Adjustment shall be appointed by the City Council from membership of the Planning Commission and the loss of membership on the Planning Commission by such member shall also result in the immediate loss of membership on the Board of Zoning Adjustment and the appointment of another Planning Commissioner to the Board of Zoning Adjustment. One (1) member of the board of adjustment shall reside outside of the corporate boundaries of the City but within its extraterritorial zoning jurisdiction.

The members appointed shall serve for terms of three (3) years and be removable for cause by the City Council upon written charges and after public hearing. Vacancies shall be filled by appointment for the unexpired term.

The Board of Zoning Adjustment shall annually in October elect one of its members as Chairperson, another as Vice-Chairperson, who shall act as Chairperson in the Chairperson's absence, and appoint a Secretary, who may be an officer or an employee of the City. Each shall serve until his or her successor has been selected. The presence of four (4) members of the Board shall be necessary to constitute a quorum.

All meetings of the Board shall be open to the public. Meetings of the Board shall be held at the call of the Chairperson and at such other times as the Board may determine. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, if absent or failing to vote, indicating the fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record. The Board shall adopt from time to time any rules and regulations as it may deem necessary, to carry the appropriate provisions of this Zoning Ordinance into effect and all of its resolutions and order shall be in accordance therewith.

Section 2502. Appeals to Board, Record of Appeal, Hearing and Stays. Appeals to the Board of Zoning Adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the administrative officer. Such appeal shall be taken within a reasonable time, as provided by the rules of the Board, by filing with the officer from whom the appeal is taken and with the Board of Zoning Adjustment a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.

An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Zoning Adjustment after the notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Zoning Adjustment or by a court of record on application of notice to the officer from whom the appeal is taken and on due cause shown.

¹Revised September 18, 2017 - Ordinance No. 2017-2951

The Board of Zoning Adjustment shall fix a reasonable time for the hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person or by agent or by attorney.

Section 2503. Powers and Jurisdiction Relating to Administrative Review. The Board of Zoning Adjustment shall have the power to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official or agency based on or made in the enforcement of any zoning regulation or any regulation relating to the location or soundness of structures or to interpret any map, except that the authority to hear and decide appeals shall not apply to decisions made under Article 24 of this Ordinance.

Section 2504. Powers and Jurisdiction Relating to Variances. The Board of Zoning Adjustment shall have the power, where by reason of exceptional narrowness, shallowness or shape of a specific piece of property at the time of the enactment of this Ordinance, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulation under this Ordinance would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon the owner of such property, to authorize upon an appeal relating to the property, a variance from such strict application so as to relieve such difficulties or hardship, if such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this Ordinance.

1. No such variance shall be authorized by the Board unless it finds that the strict application of the Ordinance would product undue hardship; such hardship is not shared generally by other properties in the same zoning district and the same vicinity; the authorization of such variance will not be of substantial detriment to adjacent property and the character of the district will not be changed by the granting of the variance; and the granting of such variance is based upon reasons of demonstrable and exceptional hardship as distinguished from variations for purposes of convenience, profit or caprice;
2. No variance shall be authorized unless the Board finds that the condition or situation of the property concerned or the intended use of the property is not of so general or recurring nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to this Ordinance.
3. A variance from the terms of this Ordinance shall not be granted by the Board of Zoning Adjustment unless and until a written application for a variance is submitted demonstrating the following:
 - A. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not found in the same zoning district and which were not created by an action of the property owner or the applicant;
 - B. The reduction of the minimum requirements of this Ordinance which would be necessary to permit the proposed use or construction;
 - C. The literal interpretation of the provision of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
 - D. The granting of the variance will not adversely affect the rights of adjacent property owners or residents nor will it confer upon the applicant any special privilege denied by this Ordinance to other land or structures in the same district;
 - E. The variance will not adversely affect the public health, safety, morals, order, convenience or welfare;

- F. The variance requested is the minimum variance that will make possible the reasonable use of the land or structure;
 - G. Granting the variance requested will not be opposed to the general spirit and intent of this Ordinance.
- 4. No non-conforming use of neighboring lands, structures or buildings in the same district, and no permitted structures or buildings in other districts shall be considered grounds for the issuance of variance;
 - 5. Notice of public hearing shall be given as in Section 2502 above; the public hearing shall be held; any party may appear in person, or by agent or by attorney; the Board of Zoning Adjustment shall make findings that the requirements of this section have been met by the applicant for a variance; the Board shall further make a finding that the reasons set forth in the application justify the granting of the variance; the Board shall further make a finding that the reasons set forth in the application justify the granting of the variance; and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure; the Board shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;
 - 6. In granting any variance, the Board of Zoning Adjustment may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Ordinance and punishable under Section 2702 of this Ordinance;
 - 7. Under no circumstance shall the Board of Zoning Adjustment grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

Section 2505. Board has Powers of Administrative Officer on Appeals; Reversing Decision of Administrative Officer. In exercising the above-mentioned powers, the Board of Zoning Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from, and may make such order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

The concurring vote of four (4) members of the Board shall be necessary to reverse any order, requirement, decision or determination of any such officer, or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance or to affect any variation in this Ordinance.

Section 2506. Appeals to District Court. Any person or person, jointly or severally, aggrieved by any decision of the Board of Zoning Adjustment, may appeal as provided by Section 19-912 Neb. Rev. Stat., 1943.