

1141.3 Standards for Variances (Practical Difficulty Worksheet)

The Board shall not be authorized to grant a variance for an active use which is otherwise prohibited for the zoning district in which the property is located. The Board shall not grant a variance as authorized in 1141.2 unless it can determine that there are practical difficulties encountered by the applicant in complying with the resolutions, ordinances, regulations, measures and orders of administrative officials or agencies governing zoning, building and housing. This evaluation shall include, but is not limited to, the following criteria:

In order to assist the Board in reviewing the application, please provides detailed responses to the below questions. Attach pictures or additional justification to the application at time of submittal if necessary.

(Standards modified to be in a form of a question for ease of use. Please see section 1141.3 for original wording)

Will the property yield a reasonable return without the variance or can there be beneficial use of the property?

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Is the variance substantial?

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Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment as a result of the variance?

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Will the variance adversely affect the delivery of governmental services?

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Did the property owner purchase the property with knowledge of the resolutions, ordinances, regulations, measures and orders?

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Can the property owner's predicament feasibly be obviated through some method other than variance?

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Will the spirit and the intent behind the resolutions, ordinances, regulations, measures and orders be observed and substantial justice done by granting the variance.

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No single factor listed above shall control, and not all factors shall be applicable in each case. Each case shall be determined on its own facts.

2026 MEETING DATES AND APPLICATION DEADLINES

Meeting Date:	Application Deadline:
January 27, 2026	December 26, 2025
February 24, 2026	January 23, 2026
March 31, 2026	February 20, 2026
April 28, 2026	March 27, 2026
May 26, 2026	April 24, 2026
June 30, 2026	May 22, 2026
July 28, 2026	June 26, 2026
August 25, 2026	July 24, 2026
September 29, 2026	August 21, 2026
October 27, 2026	September 25, 2026
November 24, 2026	October 23, 2026
December 2026 TBD	November 25, 2026
January 26, 2027	December 23, 2026

Dates subject to change

APPLICATION SUBMITTAL INSTRUCTIONS

The fully completed application and all materials below must be submitted on or prior to the due dates as listed above to be considered for the next regularly scheduled meeting. Any missing items will result in application not being scheduled for review at a meeting.

Everything must be submitted through the online permit portal
<https://masonoh.portal.opengov.com/>.

1. Submit a complete sets of drawings (maximum size of 11" x 17") and any additional information necessary explaining the variance request along with the filing fee.
2. Submit a list of the names and addresses of all owners of real property within **300 feet** from *all* property lines of the property for which the variance is being sought, as such names appear on the County Auditor's current tax list or the treasurer's mailing list.
3. Complete the **Practical Difficulties Worksheet** in the online permit portal.
4. The City will schedule the application on the next available meeting agenda. The applicant as well as property owners within the required 300-foot notification area are sent a notification letter of the meeting date ***at least 10 calendar days before the meeting.***