

CITY OF SCANLON

2801 Dewey Ave
Scanlon, MN 55720
218-879-4578 dir., 218-879-4579 fax
cityclerk@cityofscanlon.com

Board of Appeals

Board of Appeals shall consist of the City Council, and two (2) citizens appointed for a term of three (3) years by the Mayor and City Council.

Variance

A variance is a modification or adjustment to the requirements of the zoning ordinance as applied to specific parcel of property.

Variances may be granted only when it:

1. Is consistent with the purpose and intent of the zoning ordinance;
2. Is Consistent with the City's Comprehensive Plan; and
3. Meets the statutory criteria for practical difficulties.

The applicant bears the burden of demonstrating the practical difficulties exist in complying with the zoning ordinance.

For the purposes of granting a variance, "practical difficulties" exist when:

1. The property owner proposes to use the property in a reasonable manner that is not otherwise permitted under the zoning ordinance;
2. The need for the variance is due to circumstances unique to the property and not created by the property owner; and
3. Granting the variance will no alter the essential character of the surrounding neighborhood.

Economic considerations alone do not constitute practical difficulties. The board of appeals shall not grant a variance that permits a use prohibited withing the applicable zoning district. However, the board may impose reasonable conditions directly related to the variance and proportionate to its anticipated impacts in order to protect the public health, safety, and welfare.

Mayor – Ron Stigers
City Clerk/Treasurer – Michelle Houston
City Clerk Assistant – Lori Stigers

Councilors
Scott Boedigheimer
Cody Grashorn
Mary Ann Johnson
Mike Berthiaume

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Variance Application Procedure

Applications for a variance shall be submitted to the City Clerk who will refer the application to the Board of Appeals for consideration.

The application shall include the following information:

1. The name and address of the property owner and applicant.
2. A site plan, drawn to scale showing:
 - a. Existing property boundaries;
 - b. Current zoning classification;
 - c. Existing land uses on the subject property and adjacent properties; and
 - d. Any significant topographical or physical features.
3. A detailed description of the requested variance, including a proposed plot or site plan.
4. The legal description of the property.
5. Any additional information or supporting documentation required by the Board of Appeals.
6. Nonrefundable \$100 filing fee established by Resolution 2026-10

The Board of Appeals shall hold a public meeting on the application within thirty (30) days after a complete application has been filed with the City Clerk. Written notice of the meeting shall be provided to affected property owners as required by the City's zoning ordinance.

Within thirty (30) days following the conclusion of the public meeting, the Board of Appeals shall issue written findings and render a decision approving or denying the variance request.

When approving a variance, the Board may impose reasonable conditions necessary to protect the public interest and ensure compliance with the intent and purpose of the City's Zoning Ordinance.

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