

**ARTICLE 6**  
**VARIANCES AND ADMINISTRATIVE APPEAL**  
[Amended May 27, 2014 per Ord. 2014-O-03]  
[Amended Oct. 19, 2015 per Ord. 2015-O-21, ZTA-2015-03]

**6.1 Variances**

6.1-1 Purpose. The variance process administered by the *Board of Adjustment* is intended to provide limited relief from the requirements of this Ordinance in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the use of land in a manner otherwise allowed under this Ordinance. It is not intended that variances be granted merely to remove inconveniences or financial burdens that the requirements of this Ordinance may impose on property owners in general or to increase the profitability of a proposed development. Rather, it is intended to provide relief where the requirements of this Ordinance render the land difficult or impossible to use because of some unique physical attribute of the property itself or some other factor unique to the property for which the variance is requested.

6.1-2 Provisions That May Not Be Varied By the Board of Adjustment. In no event shall the *Board of Adjustment* grant a variance:

- (A.) That creates any change in permitted uses within a zoning district.
- (B.) With respect to any conditional use permit or conditional zoning district ordinance adopted pursuant to this Ordinance.
- (C.) Which would modify, alter, change, or suspend the special standards and/or conditions set forth in Article 10 of this Ordinance for a use with additional standards or a conditional use.
- (D.) Which would permit a use or density not otherwise permitted in the district in which the property is located.
- (E.) Which would permit a non-conforming use of land, buildings, or structures.
- (F.) Which would permit the creation of a non-conforming lot.
- (G.) Which would conflict with the North Carolina State Building Code, the North Carolina Fire Prevention Code, or any other codes of the State of North Carolina unless otherwise authorized by laws and/or regulations.

6.1-3 Application. The following process shall be followed in applying for a variance:

- (A.) An application for a variance shall be filed only by the owner of the land affected

by the variance or an agent specifically authorized in writing by the owner to file such application.

- (B.) Before filing the application, the applicant shall meet with the *Planning, Zoning and Subdivision Administrator* to discuss the proposed variance and to become more familiar with the applicable requirements and the variance process.
- (C.) An application for a variance shall be filed with the *Planning, Zoning and Subdivision Administrator* on a form provided by the *Planning, Zoning and Subdivision Administrator* and contain the information and plans required on the application form.
- (D.) The application shall be accompanied by a fee as required by the City of Creedmoor.
- (E.) Once the application is accepted as complete by the *Planning, Zoning and Subdivision Administrator*, the request shall be scheduled for consideration at a public hearing by the *Board of Adjustment*.

6.1-4 Action By The Board of Adjustment. The following action shall be taken by the *Board of Adjustment* upon receipt of the completed application:

- (A.) A public hearing shall be held on the requested variance within thirty-six (36) days of receipt of a complete application.
- (B.) Notice of the hearing shall be given by mail to:
  - (1) the person or entity whose variance application or request is the subject of the hearing;
  - (2) the owner of the property that is subject to the hearing if the owner did not initiate the hearing; and,
  - (3) owners of all parcels of land abutting the parcel of land that is the subject of the hearing and owners of all properties that lie within five-hundred (500) feet of the subject property; and,
  - (4) to any other person who makes a written request for such notice at least ten (10) days prior to the date of the hearing.

Such notices shall be deposited in the mail at least ten (10) days but not more than twenty-five (25) days prior to the date of the hearing.

- (C.) A sign shall be prominently posted on the subject property or an adjacent street or highway right-of-way at least ten (10) but not greater than twenty-five (25) days prior to the date of the hearing.

- (D.) In considering the application, the *Board of Adjustment* shall review the application materials, the staff recommendation, the general purpose and standards set forth in this Article for the granting of variances, and all testimony and evidence received by the Board at the public hearing.
- (E.) The concurring vote of four-fifths (4/5) of the members of the *Board of Adjustment* [i.e., four (4) voting members] shall be necessary to grant a variance. Denial requires only a simple majority. After conducting the public hearing, the *Board of Adjustment* shall:
  - (1.) Grant the request, provided all four findings listed under Standards of Review are individually approved; or
  - (2.) Deny the request based on failure to approve all four findings required under this ordinance.

Any approval or denial of the request shall be accompanied by, in writing, such findings that the variance meets or does not meet each of the standards set forth in subsection 6.1-6 below. For purposes of this section, vacant positions and members of the Board who are disqualified from voting on the hearing decision shall not be considered “Board members” for calculation of the majority if there are no qualified alternate Board members available to take the place of such members.

- 6.1-5 Conditions. Appropriate conditions, which must be reasonably related to the condition or circumstance that results in the need for the variance, may be attached to any approval granted by the *Board of Adjustment*.
- 6.1-6 Standards of Review. The *Board of Adjustment*'s decision shall be based upon competent, material and substantial evidence. All persons providing evidence at the hearing shall be sworn in by either the Chair or the Clerk. The Board of Adjustment shall not grant a variance until it makes each of the following findings:
  - (A.) Unnecessary hardship would result from the strict application of the ordinance. (**NOTE:** It shall not be necessary to demonstrate, in the absence of a variance, that no reasonable use can be made of the property.);
  - (B.) The hardship results from conditions that are peculiar to the property such as location, size or topography. (**NOTE:** Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance.);

- (C.) The hardship did not result from actions taken by the applicant or the property owner. (**NOTE:** The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.); and,
- (D.) The requested variance is consistent with the spirit, purpose and intent of the ordinance; such that public safety is secured and substantial justice is achieved.

6.1-7 Effective Date of Decision. Any decision made by the Board of Adjustment regarding a variance shall be reduced to writing and reflect the Board’s decision on contested facts and their application to the applicable standards. The written decision shall be signed by the Chair and shall be filed with the City Clerk. The effective date of the decision shall be upon the date it is filed with the City Clerk. The decision shall be delivered by the Administrator or his designee via personal delivery, electronic mail or by first class mail to the applicant, property owner and to any person who has submitted a written request for a copy prior to the close of the public hearing on the case. The person making such deliveries shall certify that the deliveries have been made.

Following the effective date of decision of the Board of Adjustment, the following actions may be taken:

- (1.) After the Board of Adjustment approves a variance, the applicant shall follow all appropriate procedures set forth in this ordinance for the receipt of permits, certificates, and other approvals necessary in order to proceed with development.
- (2.) After the denial of the variance request, the applicant may make application for a rehearing in accordance with Board of Adjustment’s bylaws.

6.1-8 Duration. The variance may be issued for a limited duration only. Unless otherwise specified, construction and/or operation shall be commenced within twenty-four (24) months of the date of issuance of a variance, or the variance shall become void.

6.1-9 Appeals. An appeal from any decision of the Board of Adjustment may be made by an aggrieved party and shall be made to the Superior Court of Granville County in the nature of certiorari, pursuant to NCGS 160A-393 (2013). Any such petition to the Superior Court shall be filed by the later of thirty (30) days after the decision becomes effective or after a written copy of the decision is delivered to the applicant, property owner, and to any other person who has submitted a written request for a copy of the decision, prior to the date the decision becomes effective. The Clerk shall send a copy of the written decision to the applicant, property owner, and to any other person who has submitted a written request for a copy of the decision, prior to the date the decision becomes effective. Said decision shall be delivered by personal delivery, electronic mail, or by first class mail. When first class mail is used to deliver the notice, three (3) days shall be

added to the time to file the petition.

## **6.2 Appeals of Administrative Decisions**

6.2-1 Purpose. Appeals to the *Board of Adjustment* from the decisions of the *Planning, Zoning and Subdivision Administrator* of the City of Creedmoor are permitted as provided for in this section.

6.2-2 Decisions that may be appealed. Any final and binding order, requirement, or determination made in writing by an administrative officer charged with enforcing the provisions of this Ordinance may be appealed to the *Board of Adjustment*. Any such decision shall be given to the owner of the property that is subject to the decision and to the party who sought the decision, if different than the property owner. Said notice shall be delivered by personal delivery, electronic mail or by first-class mail. When first class mail is used to deliver the notice, three (3) days shall be added to the time to file the petition.

6.2-3 Parties who may file an appeal. Any person who has standing under NCGS 160A-393(d) or the City of Creedmoor may bring an appeal to the *Board of Adjustment*.

6.2-4 Period to file an appeal. The property owner or other party shall have thirty (30) days from the date of receipt of the decision within which to file an appeal. Any other person or entity with standing to appeal shall have thirty (30) days from receipt from any source of actual or constructive notice of the decision within which to appeal.

6.2-5 Constructive notice. It is presumed that persons with standing to appeal shall have constructive notice of the decision from the date a sign has been posted, such sign containing the words "Zoning Decision" in letters at least six (6) inches high and identifying the means to contact a Creedmoor City official for information about the decision, with said sign being posted for a minimum of ten (10) days. Posting of the sign shall be the responsibility of the landowner or applicant. Posting of signs is not the only form of constructive notice.

6.2-6 Filing of Appeal.

(A.) The appeal shall be filed with the Creedmoor City Clerk on an application form provided by him/her and contain the information as required on the application form.

(B.) The appeal application shall be accompanied by a fee as established by the City of Creedmoor.

(C.) Upon acceptance of the appeal application by the Creedmoor City Clerk the appeal shall be scheduled for consideration by the Board of Adjustment within

thirty-six (36) days of the date of submittal of a complete application. Notwithstanding, the appellant can apply for an expedited hearing to occur within fifteen (15) days of such filing as provided in Subsection D below.

- (D.) The filing of an appeal shall stay enforcement of the action appealed from unless the Planning, Zoning and Subdivision Administrator certifies to the Board of Adjustment after notice of appeal has been filed that because of the facts stated in an affidavit, a stay would cause imminent peril to life and property or because the violation is transitory in nature, a stay would seriously interfere with enforcement of the ordinance. In such case, enforcement proceedings shall not be stayed except by a restraining order granted by the Superior Court of Granville County on notice to the administrative official from whom the appeal is taken, with due cause shown. If enforcement proceedings are not stayed, the appellant may file for an expedited hearing of the appeal to occur within fifteen (15) days after such request is filed.

6.2-7 Action by the Board of Adjustment.

- (A.) Upon receiving the appeal application, the *Board of Adjustment* shall hold a public hearing on the appeal. Notice of the hearing shall be as provided in Section 6.1-4. The person whose decision is being appealed shall transmit to the Board of Adjustment all documents and exhibits constituting the record upon which the action appealed from is being taken. Said information shall also be provided to the applicant and to the owner of the property that is subject to the appeal, if such person(s) is not the applicant.
- (B.) The public hearing shall be conducted in accordance with by-laws of the *Board of Adjustment* and in accordance with the North Carolina General Statutes. All persons providing evidence at the hearing shall be sworn in by either the Chair or the Clerk to the Board. The official who made the decision that is being appealed shall be present at the hearing as a witness. The appellant shall not be limited at the hearing to matters stated in the notice of appeal. If any party or the City would be unduly prejudiced by the presentation of matters not presented in the notice of appeal, the Board shall continue the public hearing.
  - (1) Either at the meeting at which the public hearing has been closed or at a subsequent or continuation meeting to be held within thirty (30) days of the close of the public hearing, the Board of Adjustment shall adopt an order reversing, affirming, wholly or partly, or modifying the contested action. The Board of Adjustment's decision shall be based upon competent, material and substantial evidence.

- (2) The Board of Adjustment shall not reverse or modify the contested action unless it finds that the administrative officer erred in the application or interpretation of the requirements of this Ordinance.
- (3) The Board of Adjustment shall not reverse or modify the contested action unless there is a concurring vote of a majority of the Board's members [i.e., three (3) voting members]. For purposes of this section, vacant positions and members of the Board who are disqualified from voting on the hearing decision shall not be considered "Board members" for calculation of the majority if there are no qualified alternate Board members available to take the place of such members.
- (4) The parties to an appeal may agree to mediation or other forms of alternative dispute resolution.
- (5) Any decision made by the Board of Adjustment regarding an appeal shall be reduced to writing and reflect the Board's decision of contested facts and their application to the applicable standards. The written decision shall be signed by the Chair and shall be filed with the City Clerk. The effective date of the decision shall be upon the date it is filed with the City Clerk. The decision shall be delivered by the Administrator or his designee via personal delivery, electronic mail or by first class mail to the applicant, property owner and to any person who has submitted a written request for a copy prior to the close of the public hearing on the case. The person making such deliveries shall certify that the deliveries have been made.

6.2-8 Effect of reversal or modification. In the event that the *Board of Adjustment* reverses or modifies the contested action, all subsequent actions taken by administrative officers with regard to the subject matter shall be in accordance with the reversal or modification granted by the *Board of Adjustment* unless an appeal is taken on the Board's decision.

6.2-9 Appeal from Board of Adjustment. An appeal from any decision of the *Board of Adjustment* may be made by an aggrieved party and shall be made to the Superior Court of Granville County in the nature of certiorari. Any such petition to the Superior Court shall be filed by the later of thirty (30) days after the decision becomes effective or after a written copy of the decision is delivered to the applicant, property owner, and to any other person who has submitted a written request for a copy of the decision, prior to the date the decision becomes effective. Said decision shall be delivered by personal delivery, electronic mail, or by first class mail. When first class mail is used to deliver the notice, three (3) days shall be added to the time to file the petition.