

CITY OF MUSCATINE

APPEAL UNDER THE ZONING ORDINANCE

NOTE: This appeal must be filed within thirty (30) days of the decision or refusal of the Zoning Administrator, from which this appeal is taken.

Board of Adjustment Case No.: \_\_\_\_\_

Filed: \_\_\_\_\_

BOARD OF ADJUSTMENT  
CITY OF MUSCATINE, IOWA

Ladies and Gentlemen:

On \_\_\_\_\_, the undersigned applied for (a building/an occupancy) permit to

Located on Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ Zoning District.

This permit was refused because (this is to be completed by the Zoning Administrator):

The above decision of the Zoning Administrator is hereby appealed on the grounds that

Very truly yours,

\_\_\_\_\_  
APPELLANT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

Fee Paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Notice Sent: \_\_\_\_\_

Approved by Andrew Fangman: \_\_\_\_\_

***Filing fee is \$150.00.***

**APPLICANT, OR REPRESENTATIVE FOR, MUST BE  
PRESENT AT MEETING FOR ACTION TO BE TAKEN.**

**CHECK LIST**

- Request must be submitted two weeks prior to meeting date. Board meets the first Tuesday of each month.
- Letter of explanation for request.
- Site plan.
- Names & addresses of property owners within 200 feet of property lines.

COMMUNITY DEVELOPMENT  
MEMORANDUM

Planning,  
Zoning,  
Building Safety,  
Construction Inspection  
Services,  
Public Health

**To:** Zoning Board of Adjustment Members  
**From:** Andrew Fangman, City Planner  
**Date:** February 4, 2016  
**Re:** Request to Install a Sign Overhanging the Public Right of Way at 331 E. 2<sup>nd</sup> Street

**INTRODUCTION:** Stacy DeLong has applied to install a sign that will overhang public right of way at 331 E. 2<sup>nd</sup> Street.

**BACKGROUND:** Currently there are no sign at 331 E. 2<sup>nd</sup> Street that overhang into the public right of way. As such the provision of City Code Section 10-19-2(H)(7) apply. This section of City Code states: *"Proposals for any new sign, canopy, or awning which will overhang public right-of-ways shall be reviewed by the Zoning Board of Adjustment with a recommendation forwarded to the City Council for their approval or denial."* The Zoning Board of Adjustment is needs to make a motion recommending that City Council either approve or deny this request.

**RECOMMENDATION/RATIONALE:** Staff recommends approval; the proposed sign is in character with the surrounding area and meets all other requirements of City Code.



Figure 1: Rendering of Proposed Sign

53" Scroll Bracket  
2 Sided Sign  
19"x36"

