



# Application For Parking Variance

Dallas City Code Section 6.345-6.360

Official Use Only
File No. _____
Date Rec'd _____

Applicant's Name

Organization Name

Complete Mailing Address

Phone

Email

Vehicle License Plate # and State Issued

Reason For Variance Request

Proposed Parking Location

Applicant's Signature

DATE

**Please Return To: City Manager's Office**  
187 SE Court Street  
Dallas, OR 97338  
503-831-3502  
[sam.kaufmann@dallasor.gov](mailto:sam.kaufmann@dallasor.gov)

After a review by the staff, this request will be considered by the city manager. The city manager has the right to attach conditions to any variance he grants.

## **Dallas City Code 6.345 through 6.360:**

### 6.345 Parking Variances.

The city manager, or the city manager's designee, may authorize a variance from the requirements of sections 6.300 to 6.330 if, due to special and unusual circumstances, literal interpretation would cause an undue or unnecessary hardship. In granting a variance, the city manager or the city manager's designee may attach conditions necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purposes of sections 6.300 to 6.330. At the city manager's discretion, the city manager may refer a request for a variance to the council.

### 6.350 Application.

An application for a variance by a vehicle owner or his authorized agent shall be filed with the city manager on prescribed forms.

### 6.353 Appeal.

Any person aggrieved by a decision of the city manager to grant or deny a variance under section 6.345 may appeal such decision to the city council by filing a notice of appeal with the city manager, together with an appeal fee of \$25.

### 6.355 Public Hearing.

In the event of an appeal filed under section 6.253, or if the city manager refers an application for a variance to the council the appeal or variance shall be considered by the council at a public hearing. The hearing shall be held within 30 days after the notice of appeal or application is filed. The manager shall give notice of the hearing in the following manner:

- (1) Notice shall be posted on neighboring property that would be directly affected by the variance and at least four copies posted within the affected area in a prominent and conspicuous place, at least ten days before the hearing. The notice shall be titled "Notice of Public Hearing Affecting this Area," in letters of at least one inch in height.
- (2) By sending notice by mail, not less than ten days before the date of the hearing, to the owners of the property abutting the property involved, as shown on the records of the county assessor. Failure of a person to receive notice specified in these subsections shall not invalidate any procedures in connection with the application for a variance.

### 6.360 Conditions.

No variance shall be granted unless it can be shown that all of the following conditions exist:

- (1) The use authorized by the variance will not create a hazardous condition for vehicular or pedestrian traffic.
- (2) The use authorized by the variance will not cause an unreasonable inconvenience or disturbance to persons residing on neighboring properties.
- (3) Exceptional or extraordinary conditions apply to the applicant in the use of the applicant's vehicle that do not apply generally to others and over which the applicant has no control.
- (4) The variance requested is the minimum variance from the provisions and standards of sections 6.300 to 6.330 which will alleviate the hardship.