

Helen Ward, Commissioner
Lauren Turner, Vice Chairman



Lewis Rice, Chairman

Victor Molaschi, Commissioner
Eric Heimbrecht, Commissioner

**ROANOKE ZONING BOARD OF ADJUSTMENT AGENDA
NOVEMBER 21, 2024
7:00 PM**

**ROANOKE CITY HALL
CITY COUNCIL CHAMBERS – 2ND FLOOR
500 S. OAK STREET
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Zoning Board of Adjustment on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the Zoning Board of Adjustment Special meeting held on December 7, 2023.

D. NEW BUSINESS

1. Consideration and action to nominate and elect a Chairman.
2. Consideration and action to nominate and elect a Vice Chairman.
3. Public hearing to consider a variance request (V-2024-01) from Brett James, seeking relief from the City's Code of Ordinances Section 12.855(a) regarding sign requirements for property located at 1751 N US Highway 377, Suite 100, Lot 7, Block 1 Bobcat Corner's.
4. Consideration and action on a variance request (V-2024-01) from Brett James, seeking relief from the City's Code of Ordinances section 12.855(A) regarding sign requirements for property located at 1751 N US Highway 377, Suite 100, Lot 7, Block 1 Bobcat Corner's.



AGENDA FOR THE ROANOKE
ZONING BOARD OF ADJUSTMENT

November 21, 2024
Page 2 of 2

E. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, November 14, 2024, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRaille IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests



AGENDA ITEM

TO: ZBA Board Members

SUBJECT: 12/07/2024 - ZBA Minutes - Special Meeting

MEETING DATE: November 21, 2024

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the Zoning Board of Adjustment Special meeting held on December 7, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. ZBAMin 12-07-2023 - Special Meeting



Helen Ward, Commissioner
Larry Granados, Commissioner

Abigail Mayer, Chairman

Lewis Rice, Commissioner
Lauren Turner, Vice Chairman

**ROANOKE ZONING BOARD OF
ADJUSTMENT SPECIAL MEETING
MINUTES
DECEMBER 7, 2023
7:00 P.M.**

**ROANOKE CITY HALL
500 S. OAK STREET
ROANOKE, TEXAS 76262**

Present: Chairman Abigail Mayer; Vice Chairman Lauren Turner; Commissioners: Larry Granados, and Lewis Rice; City Planner Kelly Carlson, and Executive Assistant Jeannie Homer.

Absent: Commissioner Helen Ward.

A. CALL TO ORDER

Meeting called to order at 7:00 p.m.

B. PUBLIC INPUT

No one wished to speak.

C. APPROVAL OF THE MINUTES

1. Motion made by Lewis Rice second by Lauren Turner to approve the minutes from the Zoning Board of Adjustment meeting held on August 17, 2023.
Motion carried unanimously.

D. NEW BUSINESS

1. Public hearing to consider a variance request from Binod Aryal, seeking relief from the City's Code of Ordinances Planned Development, PD# 2014-16 Marshall Creek Section B(d)(2)(A)&(B) regarding front yard and side yard setbacks for a property located at 116 Willow Lane, Lot 16A, Block H, Green Acres Estate, Second Section.

Public hearing started at 7:01 p.m.



**MINUTES FOR THE ZONING BOARD OF
ADJUSTMENT MEETING**

**December 7, 2023
Page 2 of 3**

John Williams and Nick Nikbakht made contact with the City of Roanoke to have their input made part of the record.

- John Williams, property owner on Willow Lane, is in favor of granting the variance request.
- Nick Nikbakht, with Kamy Real Property Trust, owners of properties on Ivy Lane and Birch Lane, are in favor of granting the variance request, allowing the relief of setback requirements.

Benjamin Alicea, Celina, Texas, speaking on behalf of Mr. Binod, stated it was explained to staff that the house had been built over the side and front setbacks. Mr. Alicea explained, the house being built next to 116 Willow will be narrower and therefore creating a distance of 10' (ft.) 2" (in.) between the homes. Mr. Alicea further explained the front setback would still allow enough room for vehicles to park in the driveway, having plenty of space, so as not to encroach on the roadway. Mr. Alicea concluded, the permit was approved so the issue should have been caught by the builder, the permitting department, or during the proposal of the project. The issue was not realized until after the home had been built.

Binod Aryal, owner of 116 Willow Lane, stated the mistake was caught during the last days of the structure process.

Public hearing ended at 7:09 p.m.

2. Consideration and recommendation on approval of a variance request (V 2023-04) from Binod Aryal seeking relief from the city's code of ordinances Planned Development, PD# 2014-16 Marshall Creek Section B(d)(2)(A)&(B) regarding front and side yard setbacks for a property located at 116 Willow Lane, Lot 16A, Block H, Green Acres Estate, Second Section.

Motion made by Abigail Mayer second by Lewis Rice to approve the side yard variance, contingent on a foundation inspection on 118 Willow Lane, that will insure 10' (ft.), and to abide by 5' (ft.) on the other side of 118 Willow Lane, and approve the front yard variance as submitted, without reduction of the garage, with the requirement of drainage plans for 116 and 118 Willow Lane, prior to the approval of final inspection on 116 Willow Lane.

Motion carried unanimously.

D. ADJOURNMENT

Motion made by Abigail Mayer second by Lauren Turner to adjourn the meeting at 7:39 p.m.

Motion carried unanimously.



**MINUTES FOR THE ZONING BOARD OF
ADJUSTMENT MEETING**

**December 7, 2023
Page 3 of 3**

_____, Chairman

Jeannie Homer, Executive Assistant



AGENDA ITEM

TO: ZBA Board Members

SUBJECT: 2024 - Nominate & Elect Chairman

MEETING DATE: November 21, 2024

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action to nominate and elect a Chairman.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



AGENDA ITEM

TO: ZBA Board Members

SUBJECT: 2024 - Nominate & Elect Vice Chairman

MEETING DATE: November 21, 2024

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action to nominate and elect a Vice Chairman.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



AGENDA ITEM

TO: ZBA Board Members

SUBJECT: PH Notice - V-2024-01 - 1751 N US HWY 377, Suite 100

MEETING DATE: November 21, 2024

DEPARTMENT: City Secretary

ITEM SUMMARY:

Public hearing to consider a variance request (V-2024-01) from Brett James, seeking relief from the City's Code of Ordinances Section 12.855(a) regarding sign requirements for property located at 1751 N US Highway 377, Suite 100, Lot 7, Block 1 Bobcat Corner's.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PH Notice - V-2024-01 - 1751 N US HWY 377 Suite 100 - Smoothie King



City of Roanoke Notice of Public Hearing Variance Request

NOTICE OF PUBLIC HEARING CITY OF ROANOKE V-2024-01

Roanoke Zoning Board of Adjustment

THE ROANOKE ZONING BOARD OF ADJUSTMENT WILL HOLD A PUBLIC HEARING ON THURSDAY, NOVEMBER 21, 2024, TO CONSIDER A VARIANCE REQUEST FROM BRETT JAMES, SEEKING RELIEF FROM THE CITY'S CODE OF ORDINANCES SECTION 12.855(a) REGARDING SIGN REQUIREMENTS FOR PROPERTY LOCATED AT 1751 N US HIGHWAY 377, SUITE 100, LOT 7, BLOCK 1 BOBCAT CORNER'S. THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS LOCATED AT 500 S OAK STREET, ROANOKE, TEXAS.

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Friday, November 1, 2024, by 5:00 p.m.



April S. Hill, City Secretary

****Persons with disabilities who plan to attend this meeting, who may need auxiliary aids or services are requested to contact April S. Hill, City Secretary, at City Hall, (817) 491-2411 two (2) days prior to the meeting so that appropriate arrangements can be made. BRAILLE IS NOT AVAILABLE.**

-  A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests



AGENDA ITEM

TO: ZBA Board Members

SUBJECT: VARIANCE 2024-01 SIGN REQUIREMENTS 1751 N US HIGHWAY 377, SUITE 100

MEETING DATE: November 21, 2024

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and action on a variance request (V-2024-01) from Brett James, seeking relief from the City's Code of Ordinances section 12.855(A) regarding sign requirements for property located at 1751 N Us Highway 377, Suite 100, Lot 7, Block 1 Bobcat Corner's.

INFORMATION:

This is a multi-tenant building. The applicants are requesting signage on the side of the building. The lot is interior, having only one street frontage.

Sec. 12.855 - Attached Signs.

Attached signs are permitted in business districts in accordance with the provisions of this division. (a) All attached signs must be on-premise signs. All businesses shall be permitted to have one (1) attached sign per public street frontage.

STAFF RECOMMENDATION:

Denial.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. Smoothie King Sign Variance
2. Mockup E - Side View (1)



AGENDA ITEM



CITY OF ROANOKE
500 S. OAK STREET
ROANOKE, TEXAS 76262
(817) 491-2411

Zoning Board of Adjustment Application

Variance ☒

Special Exception ☐

Zoning Board Appeal ☐

Name of Applicant Brett James	Address of Applicant 11621 Reeder Road, Suite 200 Dallas, TX 75229	E-Mail sales@texassignsinc.com
		Phone 972-961-3951
		Mobile Phone 972-961-3951
Name of Business Smoothie King	Type of Business Restaurant	
Property Address 1751 N US Highway 377, Roanoke, TX 76262 Suite 100		Lot / Block / Subdivision

Explanation of
request:

Need to have Side Elevation sign since its a end cap location

For Variance please
state hardship:

we like to request the sign on side elevation as everyone have in city. we are new
business and our franchise requires to have a sign on side elevation with name and drive thru.

Fees: Variance-\$200.00, Special Exception-\$200.00, Zoning Board Appeal-\$100.00. Fees are non-refundable. The Zoning Board of Adjustment meets on the 3rd Thursday of the month, at 7:00 p.m. in the City Hall Council Chamber located at 500 S. Oak Street. You will be notified by e-mail of the date the request will be presented before the ZBA. For a Variance or Special Exception, property owners located within 200 feet will be notified by mail. Electronic drawings and any additional information that needs to be reviewed prior to the meeting must be received with the application.

FOR OFFICE USE ONLY

Date Payment Received PD \$200.00 Rec #746484 10/03/2024 JM	Date of Meeting 11/21/2024	Date Notified 11/06/2024	Item No. V- 2024-01
---	-------------------------------	-----------------------------	------------------------

07/20/2023



972-961-3951
www.texassignsinc.com
11621 Reeder RD, STE 200
Dallas, TX 75229

Client: **SMOOTHIE KING DRIVE THRU**

Address: 1751 N US Highway 377
Roanoke, TX 76262

LANDLORD APPROVAL

The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Texas Signs Inc, and my tenant(s) and any extention, renewals or modification thereof.

X

(Property Owner/Authorized Agent Signature) Date

CLIENT APPROVAL

This drawing is the property of Texas Signs Inc and all rights to its use for reproduction are reserved by Texas Signs Inc.

X

(Property Owner/Authorized Agent Signature) Date

ELECTRICAL NOTES

Power must be provide by customer unless otherwise specified in writing. Access to back side of fascia is required for installation. Each sign location must have

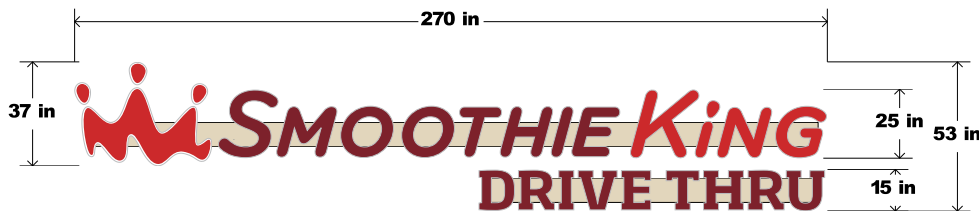
- 1- Primary electrical of 120V.
- 2- J-box installed within 6 feet of sign.

Otherwise, customer is responsible for the power connection to the sign.

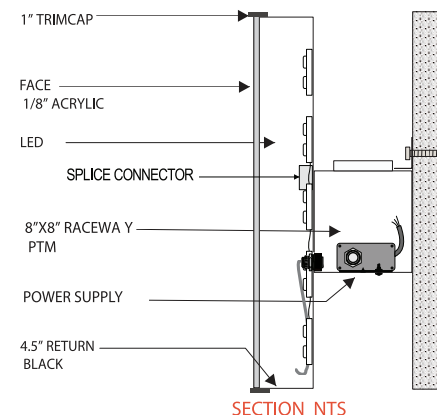


The location of the disconnect switch after installation shall comply Article 600.6 (A)(1) of the National Electrical Code.

SIDE VIEW



INDIVIDUAL LIGHTED CHANNEL LETTERS - LED - ON RACEWAY





972-961-3951
www.texassignsinc.com
11621 Reeder RD, STE 200
Dallas, TX 75229

Client: **SMOOTHIE KING DRIVE THRU**

Address: 1751 N US Highway 377
Roanoke, TX 76262

LANDLORD APPROVAL

The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Texas Signs Inc, and my tenant(s) and any extention, renewals or modification thereof.

X

(Property Owner/Authorized Agent Signature)

Date

CLIENT APPROVAL

This drawing is the property of Texas Signs Inc and all rights to its use for reproduction are reserved by Texas Signs Inc.

X

(Property Owner/Authorized Agent Signature)

Date

ELECTRICAL NOTES

Power must be provide by customer unless otherwise specified in writing. Access to back side of fascia is required for installation. Each sign location must have

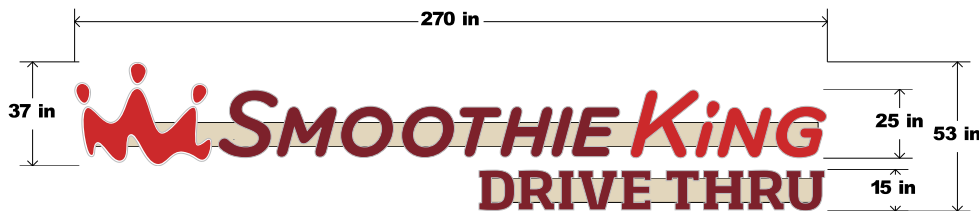
- 1- Primary electrical of 120V.
- 2- J-box installed within 6 feet of sign.

Otherwise, customer is responsible for the power connection to the sign.



The location of the disconnect switch after installation shall comply Article 600.6 (A)(1) of the National Electrical Code.

SIDE VIEW



INDIVIDUAL LIGHTED CHANNEL LETTERS - LED - ON RACEWAY

