

Pam Fenn, Commissioner
Diana Smith, Commissioner
Donald Glacy, Commissioner



Vacant, Vice Chairman
Ernie Adams, Commissioner
Mark McCullough, Commissioner

**ROANOKE PLANNING AND ZONING AGENDA
OCTOBER 6, 2025
7:00 PM**

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

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Planning and Zoning Commission 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 regular Planning and Zoning Commission meeting held on August 18, 2025.
2. Consideration and action on approval of the minutes from the Planning and Zoning Commission and City Council Joint Workshop held on September 9, 2025.

D. NEW BUSINESS

1. Consideration and recommendation on a Site Plan (SP-2025-07) request from Misty Holloway for a new parking lot to be located on an approximate 128.3 acres of land, being a part of the Alliance Gateway-Food Lion Addition, City of Roanoke Texas, Denton County Texas. The property is generally located at 743 Henrietta Creek Road.
2. Consideration and recommendation on a Site Plan (SP-2025-06) request from Hunter Harrison for a retail, restaurant, and medical commercial



AGENDA FOR THE PLANNING AND ZONING COMMISSION

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development to be located on an approximate 1.276 acres of land, being a part of the PPR Roanoke Addition, City of Roanoke Texas, Denton County Texas. The property is generally located along Highway 377 between Bobcat Boulevard and Marshall Creek Road.

3. Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for the Oak Street Corridor Zoning District, by amending Section 12.492 of the Code of Ordinances entitled "Schedule Of Uses," by amending the "Educational, Public Administration, Health Care and Other Institutional Uses" to provide for a new use entitled "Microschool" as a permitted use within the Oak Street Zone, Neighborhood Transition Zone, Highway 377 Zone, and Civic/Mixed Use Zone; and amending Section 12.500 entitled "Definitions" by adding a definition for "Microschool." (Ordinance No. 2025-112)
4. Consideration and recommendation on a Zoning Ordinance Amendment request from Tammy Dwight-Ministero, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, by amending Chapter 12, Article III, Division 15, of the Code of Ordinances, of the City of Roanoke, Texas, entitled "Oak Street Corridor Zoning District", by amending Section 12.492 of the Code of Ordinances entitled "Schedule of Uses," by amending the "Educational, Public Administration, Health Care and Other Institutional Uses" to provide for a new use entitled "Microschools" that is a permitted use within the Oak Street Zone, Neighborhood Transition Zone, Highway 377 Zone, and Civic/Mixed Use Zone; and amending Section 12.500 entitled "Definitions" by adding a definition for "Microschools." (Ordinance No. 2025-112)

E. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Tuesday, September 30, 2025, 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. **BRILLE IS NOT AVAILABLE.**



**AGENDA FOR THE PLANNING AND
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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: Planning and Zoning Commission

SUBJECT: 08/18/2025 - P&Z Minutes

MEETING DATE: October 6, 2025

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held on August 18, 2025.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PZMin 08-18-2025

Pam Fenn, Commissioner
Diana Smith, Commissioner
Donald Glacy, Commissioner



Ernie Adams, Commissioner
Victor Molaschi, Vice Chairman
Mark McCullough, Commissioner

**ROANOKE PLANNING AND ZONING MINUTES
AUGUST 18, 2025**

**7:00 P.M.
ROANOKE CITY HALL
COMMUNITY ROOM #132 – 1ST FLOOR
500 S. OAK STREET
ROANOKE, TEXAS 76262**

Present: Chairman Jason Kasal; Vice Chairman Victor Molaschi; Commissioners: Ernie Adams, Pam Fenn, and Diana Smith. Development Services Manager J.R. Hames, City Planner Matthew Ellis, and Executive Assistant Babette Welch.

Absent: Commissioners: Mark McCullough and Donald Glacy.

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 Ernie Adams second by Pam Fenn to approve the minutes from the regular Planning and Zoning Commission meeting held on August 4, 2025. Motion carried unanimously.

D. NEW BUSINESS

1. Public hearing to consider a rezoning application for Lot 1R, Block 6, O.T. Roanoke Addition, an addition located within the City of Roanoke, Denton County, Texas, by changing the zoning for said property from Oak Street Corridor Zoning District – Neighborhood Transition Zone to Oak Street Corridor Zoning District – Neighborhood Transition Zone - Specific Use Permit (SUP) to allow Finance, Insurance, and Real Estate Establishment Use. (SUP-2025-03)

This item has been withdrawn at applicant's request.



**MINUTES FOR THE REGULAR
PLANNING AND ZONING COMMISSION
MEETING**

**August 18, 2025
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2. Consideration and recommendation on a Specific Use Permit (SUP-2025-03) request from Aaron Minchew, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 1R, Block 6 of the O T Roanoke Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Oak Street Corridor Zoning District – Neighborhood Transition Zone to Oak Street Corridor Zoning District – Neighborhood Transition Zone - Specific Use Permit (SUP) to allow Finance, Insurance, and Real Estate Establishment Use. The property is generally located at 111 S Pine.

This item has been withdrawn at applicant's request.

3. Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Tract 1, Lot 4R, Block A of the Countryview Business Park Phase II Addition, an addition to the City of Roanoke, Denton County, Texas, and generally located at 125 Country View Drive, Suite 116, by changing the zoning on said tract of land from Retail (R) District To Retail– Specific Use Permit District (R-SUP) to allow an auto upholstery use. (SUP 2025-04 / Ordinance No. 2025-111)

Public hearing started at 7:02 p.m.

No one wished to speak.

Public hearing ended at 7:02 p.m.

4. Motion made by Victor Molaschi second by Ernie Adams to approve a Specific Use Permit (SUP-2025-04) request from John Lam, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 4R, Block A of the Countryview Business Park Phase II Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Retail to Retail – Specific Use Permit to allow an auto upholstery use for 125 Country View Drive, Suite 116. The property is generally located along Country View Drive. (Ordinance No. 2025-111)

Motion carried unanimously.

5. Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for the Oak Street Corridor Zoning District, by amending Section 12.492 Entitled “Schedule of Uses,” by amending the “Educational, Public Administration, Health Care and Other Institutional Uses” to provide for a new use entitled “Learning Pods” as a permitted use within the Oak Street Zone, Highway 377 Zone, and Civic/Mixed Use Zone and not a permitted use within the Neighborhood Transition Zone; and amending Section 12.500 Entitled “Definitions” by adding a definition for “Learning Pods.” (Ordinance No. 2025-112)

Public hearing started at 7:09 p.m.

No one wished to speak.

Public hearing ended at 7:09 p.m.



**MINUTES FOR THE REGULAR
PLANNING AND ZONING COMMISSION
MEETING**

**August 18, 2025
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6. Consideration and recommendation on approval of a Zoning Ordinance Amendment request from Tammy Dwight-Ministero, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, by amending Chapter 12, Article III, Division 15, of the Code of Ordinances, of the City of Roanoke, Texas, entitled "Oak Street Corridor Zoning District", by amending Section 12.492 of the Code of Ordinances entitled "Schedule of Uses," by amending the "Educational, Public Administration, Health Care and Other Institutional Uses" to provide for a new use entitled "Learning Pods" that is a permitted use within the Oak Street Zone, Highway 377 Zone, and Civic/Mixed Use Zone and not a permitted use within the Neighborhood Transition Zone; and amending Section 12.500 entitled "Definitions" by adding a definition for "Learning Pods." (Ordinance No. 2025-112)

Motion made by Victor Molaschi second by Ernie Adams to approve Option B (the "Microschool" option) with a recommendation that City Council assist applicant through various grants available to the city.

Motion carried unanimously.

E. ADJOURNMENT

Motion made by Pam Fenn second by Diana Smith to adjourn the meeting at 8:12 p.m.

Motion carried unanimously.

Jason Kasal, Chairman

Babette Welch, Executive Assistant



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: 09/09/2025 - P&Z and CC Minutes - Joint Workshop

MEETING DATE: October 6, 2025

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the Planning and Zoning Commission and City Council Joint Workshop held on September 9, 2025.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PZMin 09-09-2025 - CC Joint Workshop

Pam Fenn, Commissioner
Diana Smith, Commissioner
Donald Glacy, Commissioner



Jason Kasal, Chairman

Ernie Adams, Commissioner
Victor Molaschi, Commissioner
Mark McCullough, Commissioner

**MINUTES
PLANNING AND ZONING COMMISSION AND
ROANOKE CITY COUNCIL
JOINT WORKSHOP
SEPTEMBER 9, 2025
CITY HALL COUNCIL CHAMBERS
500 S. OAK STREET
7:15 P.M.**

PRESENT PLANNING AND ZONING COMMISSION:

Chairman Jason Kasal; Vice Chairman Victor Molaschi; Commissioners: Mark McCullough, Pam Fenn, Donald Glacy, Diana Smith, and Ernie Adams.

PRESENT CITY COUNCIL:

Mayor Carl E. "Scooter" Gierisch, Jr.; Mayor Pro Tem Holly Gray; Council Members: Brian Darby, Hogan Page, David Brundage, and Bryan Moyers; City Manager Cody Petree, City Secretary April S. Hill, and City Attorney Jeff Moore.

DEPARTMENT STAFF:

Fire Chief Chris Addington, Public Works Director Shawn Wilkinson, Parks and Recreation Director Ray McDonald, Development Services Manager J.R. Hames, City Planner Matthew Ellis, Public Engagement Manager Sandy Pettigrew, and Executive Assistant Babette Welch.

A. CALL CITY COUNCIL TO ORDER

Mayor Gierisch called the joint meeting to order at 7:25 p.m.

Chairman Jason Kasal called the joint meeting for Planning and Zoning Commission to order at 7:25 p.m.

B. PUBLIC INPUT

No one wished to speak.

C. NEW BUSINESS

1. Discussion of amending Ordinance No. 2000-124 of the City of Roanoke, Texas, to allow Townhomes use on approximately 13.798 acres of land consisting of Block 1, Lot 1R5, of the PPR Roanoke Retail Addition. The property is generally located northeast of Marshall Creek Road and US Hwy 377.
Rich Darragh with JPI, 9001 Cypress Waters Blvd., Irving, Texas gave an overview



**MINUTES FOR THE JOINT WORKSHOP
OF THE ROANOKE CITY COUNCIL AND
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of the proposed project.

Councilmember Bryan Moyers asked the developer if street parking be permitted in the community.

Mr. Darragh stated there would be street parking permitted in designated spots.

Councilmember Bryan Moyers asked Fire Chief Chris Addington if the 25' (ft.) fire lane and street parking, allow room to drive the fire trucks through.

Fire Chief Chris Addington asked if there would be parking in front of each residence.

Mr. Darragh stated the only parking allowed is within the driveways, with some designated parking located by the amenity center. There will be on "on street" parking.

Councilmember Bryan Moyers stated he is interested in bringing permanent residents to Roanoke, as opposed to renters. Councilmember Moyers asked if the homes were sold, instead of rented, would this bring in more property tax revenue.

City Manager Cody Petree stated he is not sure how the appraisal district views rental properties and sale properties.

Mr. Darragh stated the assessment would be based on the project cost.

City Manger Cody Petree stated this would be more like the assessments made for multi-family properties.

Mr. Darragh stated that is correct.

Mayor Gierisch asked if there were any intentions to widen Marshall Creek Road.

Mr. Darragh stated they could only widen sections that abut their property.

Vice Chairman Victor Molaschi stated that if the road expansion doesn't give relief in both directions of traffic, it will not solve the problem of more traffic in that area.

Mayor Gierisch stated Howe Road improvements may help, however there is already a lot of traffic backup on Marshall Creek Road and does not think proposed expansion will relieve traffic congestion.

Councilmember Bryan Moyers stated the peak traffic analysis is way off for the morning and evening.

Mayor Pro Tem Holly Gray stated the development for that area has always been intended for retail. Mayor Pro Tem Gray asked the Economic Development Manager Siale Langi if he believes that property can be developed as retail.



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Economic Development Manager Siale Langi stated that in time it will be easier to develop retail in that area.

Mayor Pro Tem Holly Gray stated she does not think this townhome project is the best fit for this property.

Vice Chairman Victor Molaschi stated he was in agreement with Mayor Pro Tem Holly Gray.

Councilmember David Thompson explained how bad the traffic coming out of Briarwyck is currently, and thinks this project will compound the issue.

Councilmember David Brundage stated that the project is located within Ward 3, which he and Councilmember David Thompson reside in, and the project will affect everyone in both direction of Ward 3.

Councilmember Bryan Moyers stated the traffic issues affects all Wards in the city, which this project would increase that issue.

Planning and Zoning Commissioner Mark McCullough stated they are looking for direction from the City Council.

Planning and Zoning Commissioner Diana Smith stated retail would create more traffic than the proposed project.

Commissioner Mark McCullough stated with retail the traffic is more spread out through the day, whereas the traffic will be more condensed at specific times with persons residing in townhomes at that site.

Councilmember David Brundage stated there is retail along that street already, which is a lot different than having over 300 cars at that location.

Commissioner Diana Smith stated that she disagrees.

Planning and Zoning Commissioner Donald Glacy stated he is in agreement with Mayor and City Council and it is a traffic issue for this project.

Planning and Zoning Commissioner Ernie Adams stated he had to abstain from comment, as they are a client of his.

City Manager Cody Petree stated it comes down to highest and best use.

Mayor Gierisch stated although you have reduced the number of units, which are being called "townhome", but they are rental units. Mayor Gierisch stated it would not have any HOA covenants that would govern any parking issues, etc.

Mr. Darragh stated there are some things put into place to avoid those types of issues, including on sight 24/7-hour security.



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Planning and Zoning Commission Chairman Jason Kasal stated he met with the owner and developer and they did not feel it was a “grocery” site, but did spend a lot of time exploring the retail aspect and discussed the possibility of making a multiuse site. Commissioner Kasal stated that if they did a mixture of retail and high-density on the back side of the site, he would be in support of that type of project.

Councilmember David Thompson stated that may be worth exploring, however he believes the townhome project is not a good use of the site.

Councilmember Bryan Moyers stated if they went with multiuse, and asked how many units would be involved. Councilmember Moyers stated this would still be stacking residential on top of retail.

Planning and Zoning Commission Vice Chairman asked what direction does the city want to go for projects for this site, what is the vision.

Mayor Pro Tem Holly Gray stated she they do not know what recommendation or direction is, but this proposed project is not it.

Mayor Gierisch stated they seem to all be in agreement on this. This project has been discussed quite a bit and does not think this project will work for this site.

D. ADJOURNMENT

Motion made by Holly Gray second by Brian Darby to adjourn the joint workshop at 7:58 p.m.

Motion carried unanimously.

Motion made by Diana Smith second by Mark McCullough to adjourn the joint workshop at 7:58 p.m.

Motion carried unanimously.

Jason Kasal, Chairman

April S. Hill, City Secretary



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: SP-2025-07 Texas Building Supply Parking Lot

MEETING DATE: October 6, 2025

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and recommendation on a Site Plan (SP-2025-07) request from Misty Holloway for a new parking lot to be located on an approximate 128.3 acres of land, being a part of the Alliance Gateway-Food Lion Addition, City of Roanoke Texas, Denton County Texas. The property is generally located at 743 Henrietta Creek Road.

INFORMATION:

The proposed use is a new parking lot to serve the existing Texas Building Supply building next to the site.

- **Landscape**- No additional landscaping is required.
- **Drainage**- A drainage plan will be accepted by the engineering consultant prior to construction.
- **Utilities**- A utility plan will be accepted by the engineering consultant prior to construction.
- **Parking**- The parking provided exceeds the required amount, providing additional parking for adjacent users.

STAFF RECOMMENDATION:

Staff recommends approval of this request.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:



AGENDA ITEM

1. SP-2025-07 - Site Plan Application - Texas Building Supply-PAID
2. 2025-08-29 Final Plans - Texas Building Supply Parking



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

SITE PLAN APPLICATION

FEE OF \$400.00 IS DUE WITH SUBMITTAL

Name of Applicant Misty Holloway	Address of Applicant 743 Henrietta Creek, Suite 100, Roanoke, TX 76262		Phone Number and Email 817-701-9160 misty.holloway@texasbuildingsupply.com
Legal Interest			
Owner Texas Building Supply	Address 743 Henrietta Creek, Suite 100, Roanoke, TX 76262		Phone Number & Email 972-484-0406
Firm preparing Site Plan Package Baird, Hampton & Brown	Address 3801 William D Tate Ave, Suite 500, Grapevine, TX 76051		Phone Number 817-251-8550
			Email lafferty@bhbinco.com
Location of Property 743 Henrietta Creek, Suite 100	Name of Addition/Subdivision Alliance Gateway Food Lion	Lot / Block Lot 1 Block 1	Present Zoning BP

Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial		
Industrial	1	128.3
Flood Plain		

A copy of the final plat including public right-of-way crossing and adjacent property to the subject property shall be included.

If the property is subject to a Plan Development a statement showing that the proposed use conforms to the Plan Development.

An electronic copy (pdf) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

Misty Holloway
Applicants Signature

9-2-2025
Date

FOR OFFICE USE ONLY

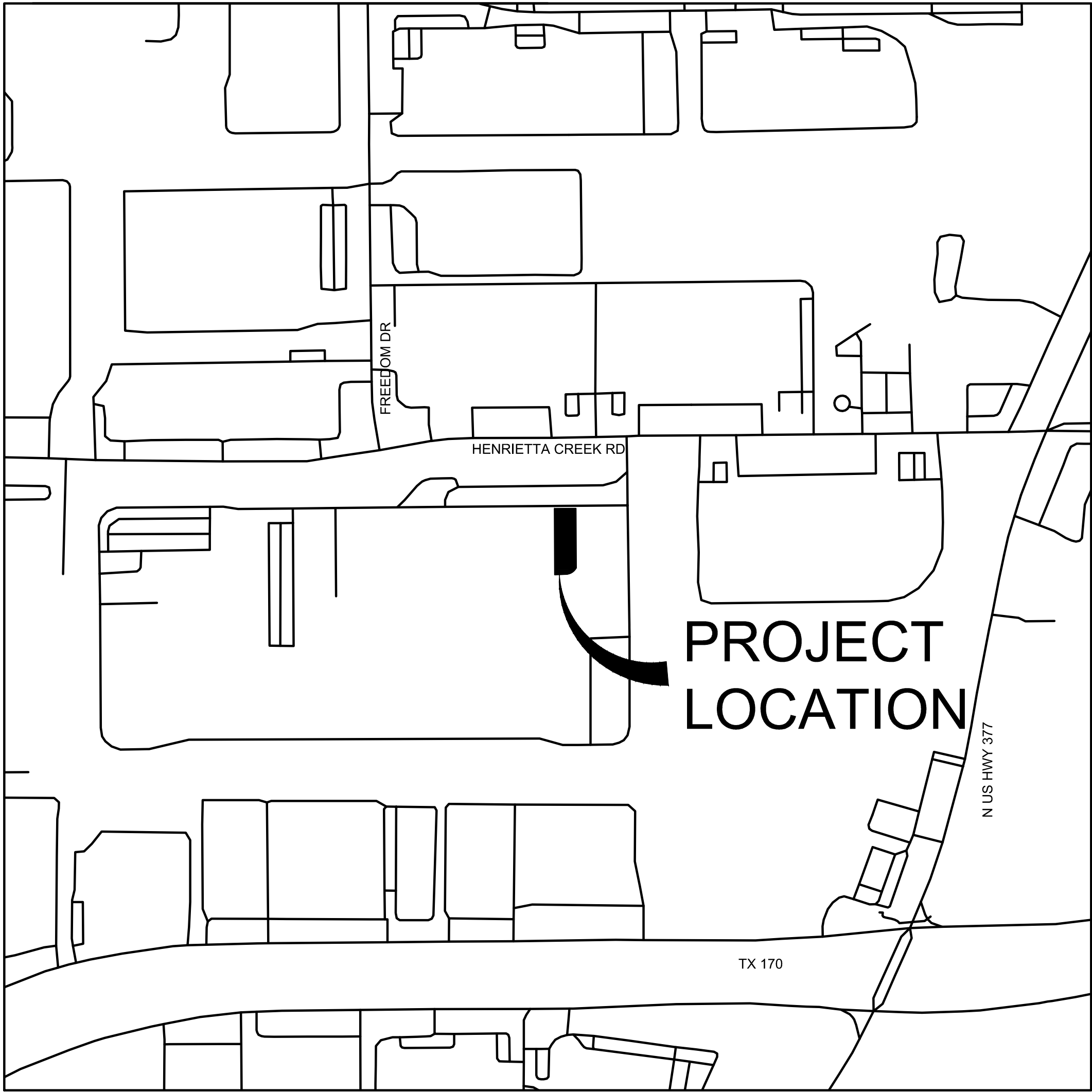
Site Plan Fee PD VS \$400.00 REC #868252 09/03/2025 JM	P&Z Meeting 10/06/2025	CC Meeting 10/14/2025	File for Record SP- 2025 - 07
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07/20/2023

TEXAS BUILDING SUPPLY PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262

SITE/CIVIL PLANS



INDEX OF SHEETS

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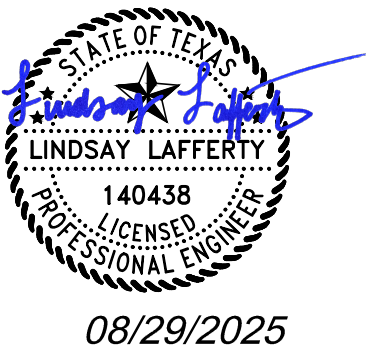


TEXAS BUILDING SUPPLY
13780 BENCHMARK DRIVE
FARMERS BRANCH, TX 75234
CONTACT: MISTY HOLLOWAY
PHONE: 972-484-0406 EXT 540139
EMAIL: Misty.Holloway@texasbuilding supply.com

AUGUST 2025



3801 William D. Tate Ave, Ste 500 Grapevine, TX 76051
mail@bhinc.com • 817.251.8550 • bhinc.com
TBPE Firm #44 • TBPLS FIRM #10011302



8/29/2025 9:30AM E:\0225\729.000 - texas building supply parking\01 design & drafting\02 Civil\729Cover.dwg GENERAL NOTES

OVERALL PROJECT LEGEND

DESCRIPTION	EXISTING	PROPOSED
PROPERTY LINE		NONE
SETBACK		NONE
BUILDING		NONE
EASEMENT		NONE
PROJECT CONTROL POINT		NONE
ASPHALT PAVEMENT		NONE
CONCRETE PAVEMENT		
CONCRETE CURB & GUTTER		
CONCRETE DRIVEWAY PAVEMENT		
SIDEWALK		
GRAVEL		NONE
WIRE FENCE		NONE
GAS LINE		NONE
OVERHEAD ELECTRIC LINE		NONE
WATER LINE		NONE
SANITARY SEWER LINE		NONE
STORM DRAIN LINE		NONE
WATER GATE VALVE		NONE
WATER METER BOX		NONE
FIRE HYDRANT		NONE
SANITARY SEWER MANHOLE		NONE
SANITARY SEWER CLEANOUT		NONE
STORM DRAIN MANHOLE		NONE
STORM DRAIN GRATE INLET		NONE
STORM DRAIN CURB INLET		NONE
ELECTRIC METER		NONE
ELECTRIC RISER		NONE
TELECOMMUNICATIONS MANHOLE		NONE
TELEPHONE PEDESTAL		NONE
LIGHTPOLE		NONE

GENERAL CONSTRUCTION NOTES

- ALL CONSTRUCTION SHALL CONFORM TO THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION AND STANDARD DRAWINGS FOR PUBLIC WORKS CONSTRUCTION (LATEST-EDITIONS) UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING ALL MATERIALS AND LABOR TO CONSTRUCT THE FACILITY AS SHOWN AND DESCRIBED IN THE CONSTRUCTION DOCUMENTS IN ACCORDANCE WITH THE APPROPRIATE APPROVING AUTHORITIES, SPECIFICATIONS, AND REQUIREMENTS. ALL WORK REQUIRED BY THESE PLANS SHALL BE CONDUCTED IN CONFORMANCE WITH CURRENT SAFETY CODES AND STANDARDS WITH JURISDICTION OVER THIS PROJECT.
- THE CONTRACTOR SHALL CONTACT ALL FRANCHISE UTILITY COMPANIES TO HAVE THEM LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL COORDINATE THE EXACT LOCATION AND DEPTH OF ALL FRANCHISE UTILITY SERVICES AND ANY REQUIRED RELOCATION AND/OR EXTENSIONS. EXISTING SERVICES SHOWN ON THE PLANS, IF ANY, ARE CONCEPTUAL.
- THE CONTRACTOR SHALL PROTECT ALL PUBLIC AND PRIVATE UTILITIES IN THE CONSTRUCTION OF THIS PROJECT. ALL MANHOLES, CLEANOUTS, VALVE BOXES, POWER POLES, SIGNS, FIRE HYDRANTS, ETC., MUST BE ADJUSTED TO PROPER GRADE BY THE CONTRACTOR PRIOR TO AND AFTER PLACING OF PERMANENT PAVING. UTILITIES MUST BE MAINTAINED TO PROPER LINE AND GRADE DURING CONSTRUCTION OF THIS PROJECT.
- BRACING OF UTILITY POLES MAY BE REQUIRED BY UTILITY COMPANIES WHEN TRENCHING OR EXCAVATION IS IN CLOSE PROXIMITY TO THE POLES. THE COST OF BRACING POLES WILL BE BORNE BY THE CONTRACTOR. THERE IS NO SEPARATE PAY ITEM FOR THIS WORK; THE COST IS INCIDENTAL TO THE VARIOUS PAY ITEMS FOR THE PROJECT.
- THE LOCATIONS, ELEVATIONS, AND DIMENSIONS OF EXISTING UTILITIES SHOWN ON THE PLANS WERE OBTAINED FROM AVAILABLE RECORDS AND ARE CONSIDERED APPROXIMATE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY LOCATIONS, ELEVATIONS, AND DIMENSIONS OF ADJACENT AND/OR CONFLICTING UTILITIES SUFFICIENTLY IN ADVANCE OF CONSTRUCTION IN ORDER THAT ADJUSTMENTS CAN BE MADE TO PROVIDE ADEQUATE CLEARANCES. THE CONTRACTOR SHALL PRESERVE AND PROTECT PUBLIC UTILITIES AT ALL TIMES DURING CONSTRUCTION. ANY DAMAGE TO UTILITIES RESULTING FROM CONTRACTOR'S OPERATIONS SHALL BE RESTORED AT THE CONTRACTOR'S EXPENSE. THE ENGINEER SHALL BE NOTIFIED WHEN PROPOSED FACILITY GRADES CONFLICT WITH EXISTING UTILITY GRADES.
- THE CONTRACTOR SHALL IMMEDIATELY REPAIR OR REPLACE ANY PHYSICAL DAMAGE TO PRIVATE PROPERTY, INCLUDING, BUT NOT LIMITED TO FENCES, WALLS, PAVEMENT, GRASS, TREES, AND LAWN SPRINKLER OR IRRIGATION SYSTEMS AT NO COST TO THE OWNER. THIS WORK SHALL BE SUBSIDIARY TO THE CONTRACT (UNLESS OTHERWISE NOTED) AND IS NOT A SEPARATE PAY ITEM.
- THE CONTRACTOR SHALL REMOVE SURPLUS MATERIAL FROM THE PROJECT AREA. THIS WORK SHALL BE SUBSIDIARY TO THE CONTRACT AND IS NOT A SEPARATE PAY ITEM.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL HAVE AVAILABLE AT THE JOB SITE AT ALL TIMES A COPY OF ANY REQUIRED CONSTRUCTION PERMITS, EROSION CONTROL PLANS, SWP3 WITH INSPECTION REPORTS, AND THE CONTRACT DOCUMENTS INCLUDING PLANS, SPECIFICATIONS, AND SPECIAL CONDITIONS.
- ANY DISCREPANCIES ON THE DRAWINGS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND ENGINEER BEFORE COMMENCING WORK. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE OWNER AND NOTIFICATION TO THE ENGINEER. NO CONSIDERATION WILL BE GIVEN TO CHANGE ORDERS FOR WHICH THE OWNER AND ENGINEER WERE NOT CONTACTED PRIOR TO CONSTRUCTION OF THE AFFECTED ITEM.
- ALL COPIES OF COMPACTION, CONCRETE AND OTHER REQUIRED TEST RESULTS SHALL BE SENT TO THE ENGINEER, CONTRACTOR AND OWNER DIRECTLY FROM THE TESTING AGENCY.
- ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES, JURISDICTIONAL AGENCIES AND/OR UTILITY SERVICE COMPANIES SHALL BE OBTAINED BY THE CONTRACTOR PRIOR TO PROJECT ACCEPTANCE AND THE FINAL CONNECTION OF SERVICES.
- CONTRACTOR SHALL VERIFY BENCHMARKS AND DATUM PRIOR TO COMMENCING CONSTRUCTION OR STAKING OF IMPROVEMENTS.
- CONTRACTOR SHALL THOROUGHLY CHECK COORDINATION OF CIVIL, LANDSCAPE, AND OTHER PLANS PRIOR TO COMMENCING CONSTRUCTION. OWNER AND ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCY PRIOR TO COMMENCING WITH CONSTRUCTION.
- ALL HORIZONTAL DIMENSIONS GIVEN ARE TO FACE OF CURB AND TO PIPE CENTERLINES UNLESS OTHERWISE NOTED ON PLANS.
- ALL CUT OR FILL SLOPES SHALL BE 4:1 OR FLATTER UNLESS OTHERWISE SHOWN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTROL OF DUST AND DIRT RISING AND SCATTERING IN THE AIR DURING CONSTRUCTION AND SHALL PROVIDE WATER SPRINKLING OR OTHER SUITABLE METHODS OF CONTROL. THE CONTRACTOR SHALL COMPLY WITH ALL GOVERNING REGULATIONS PERTAINING TO ENVIRONMENTAL PROTECTION. THIS WORK SHALL BE SUBSIDIARY TO THE CONTRACT AND IS NOT A SEPARATE PAY ITEM.
- UPON COMPLETION OF CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE THE PROJECT ENGINEER, A COPY OF RECORD DRAWINGS IDENTIFYING ALL DEVIATIONS OR VARIATIONS FROM THE ORIGINAL PLANS.
- CONTRACTOR SHALL GIVE NOTICE TO ALL AFFECTED PARTIES AND ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE AND PUBLIC UTILITIES OR RAILROADS AFFECTED BY HIS OPERATIONS, AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- IT IS THE INTENT OF THE CONTRACT DOCUMENTS TO PROVIDE AN INSTALLATION COMPLETE IN EVERY RESPECT. IF THE CONTRACT DOCUMENTS DO NOT SUFFICIENTLY DESCRIBE THE FINAL PRODUCT, THE CONTRACTOR SHALL BRING SUCH TO THE ATTENTION OF THE ENGINEER. UNLESS OTHERWISE SPECIFIED, IT IS THE CONTRACTOR'S RESPONSIBILITY FOR METHODOLOGY OF CONSTRUCTION TO COMPLETE THE WORK INDICATED OR SPECIFIED. CONTRACTOR IS TO PROVIDE SAME AND PROVIDE MATERIALS AND EQUIPMENT USUALLY FURNISHED WITH SUCH SYSTEMS OR REQUIRED TO COMPLETE THE INSTALLATION, WHETHER SPECIFICALLY MENTIONED OR NOT.
- CONTRACTOR SHALL COMPLY WITH ALL OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STANDARDS AND REGULATIONS, AS WELL AS ANY OTHER APPLICABLE FEDERAL, STATE, OR LOCAL HEALTH AND SAFETY STANDARDS, LAWS, OR REGULATIONS. FAILURE TO COMPLY WITH THE REQUIREMENTS SPECIFIED SHALL BE CONSIDERED JUST AND SUFFICIENT CAUSE FOR OWNER TO STOP WORK.
- CONTRACTOR SHALL COMPLY WITH TEXAS HOUSE BILL 1569, EFFECTIVE SEPTEMBER 1, 1989, TO MAINTAIN A VIABLE TRENCH SAFETY SYSTEM AT ALL TIMES AS WELL AS THE U.S. DEPARTMENT OF LABOR, OSHA, "CONT. SAFETY AND HEALTH REGULATIONS", COL. 29, SUB PART P, AND AMENDMENTS THERETO. SHEETING, SHORING, BRACING, AND OTHER TRENCH SAFETY COSTS SHALL BE SUBSIDIARY TO THE COST CONSTRUCTION (NO EXTRA PAY).

BAIRD, HAMPTON & BROWN

engineering and surveying

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mail@bhbc.com • 817.261.8550 • bhbc.com
TBP&LS Firm #44, #10011300, #10011302, #10194146

TEXAS BUILDING SUPPLY

PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262

GENERAL NOTES

NO.	DESCRIPTION	DATE

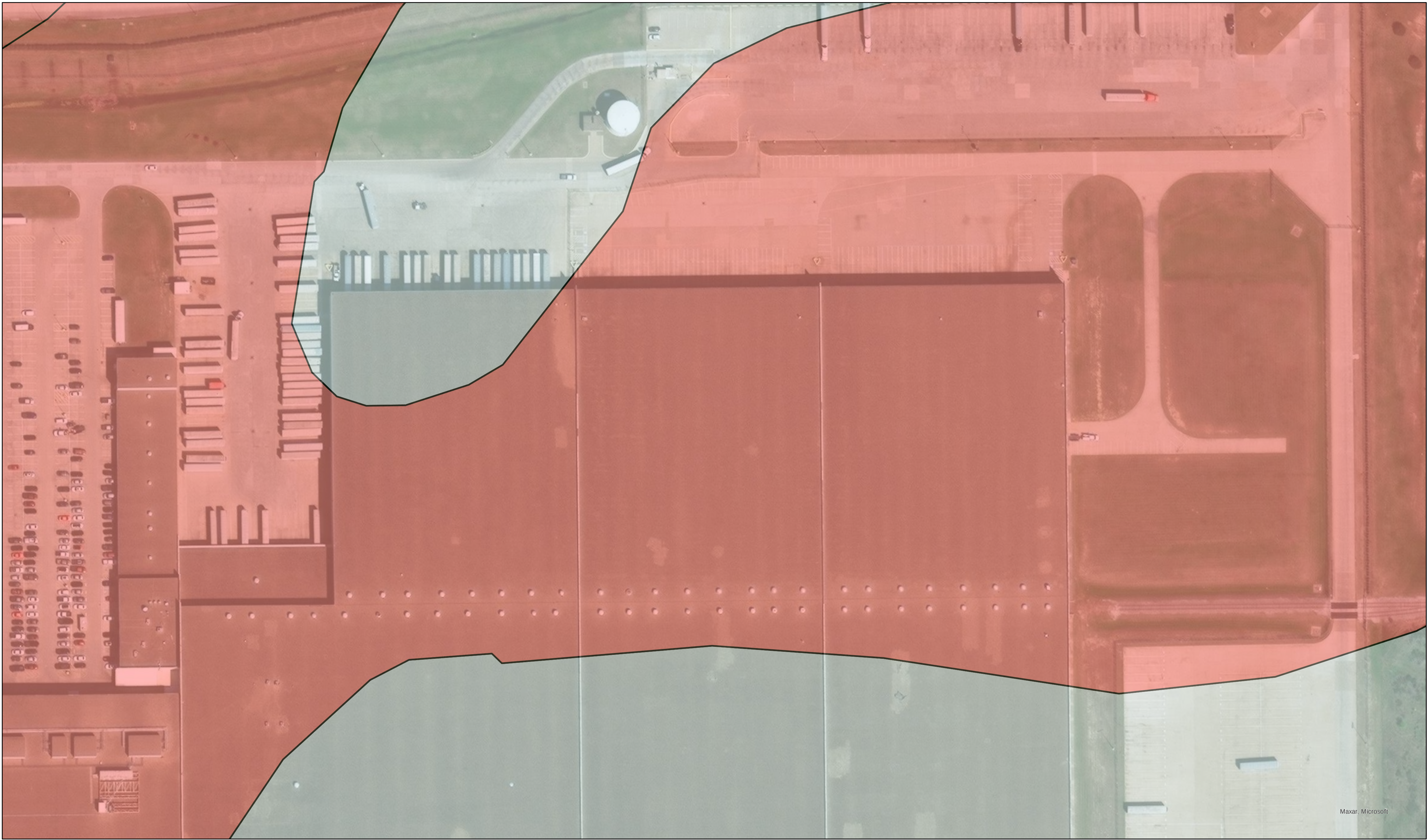


08/29/25

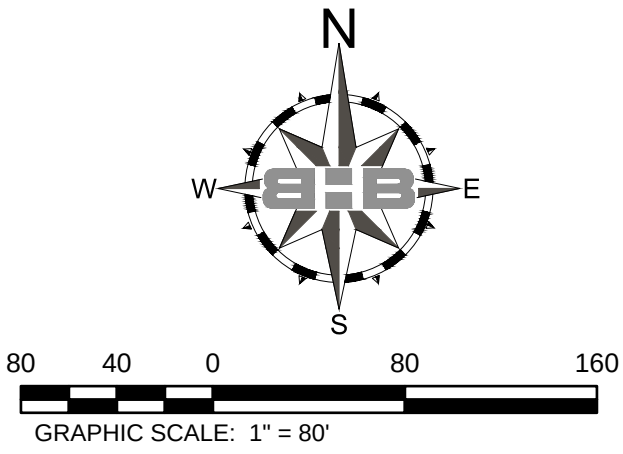
PROJECT NUMBER:	2025.729.000
DATE:	08/29/2025
DESIGN BY:	BK
CHECKED BY:	LL

SHEET

2

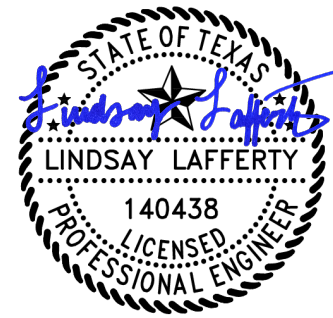


CN COMPUTATIONS				
Basin	C 74	D 84	Total Area (ac)	Composite CN
1	2	3	4	5
A	-	4.12	4.12	84.00
B	-	4.06	4.06	84.00
C	2.84	11.74	14.58	82.05



SOIL TYPE LEGEND

- ☐ C
 - ☐ D



8/29/2025

PROJECT NUMBER: 2025.729.000	
DATE: 8/29/2025	DRAWN BY: BK
DESIGN BY: BK	CHECKED BY: LL

SHEET

3

HYDROLOGIC SOIL GROUP MAP

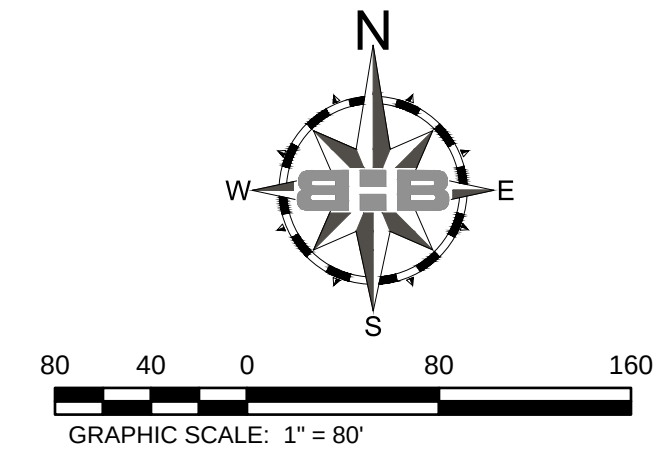
NO.	DESCRIPTION	DATE	

TEXAS BUILDING SUPPLY PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262



engineering and surveying



LAND USE LEGEND

-  BUILDING
 PARKING
 VACANT
 DAM

Drainage Basin	Area (ac)	Flow Length (ft)	Basin Width (ft)	TR-55 PRE DEVELOPMENT & ULTIMATE TIME OF CONCENTRATION																	
				Sheet Flow								Shallow Concentrated				Channelized				Total Tc (min)	Lag (min)
				Length (ft)	n	P2 (in)	Slope %	Time (min)	Length (ft)	Slope %	Equation	Velocity (fps)	Time (min)	Length (ft)	Slope %	Velocity (fps)	Time (min)				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	22	23		
A	4.12	542.20	331.00	100	0.24	3.36	1.32	16.44	256.10	2.21	Unpaved	2.20	1.94	186.10	0.50	2.00	1.55	19.94	11.96		

SCS METHOD PRE DEVELOPMENT RUNOFF TABLE							
Drainage Basin	Total Area	Composite CN	S (in)	I _a (in)	T _c (min)	Lag (min)	% Impervious
1	2	3	4	5		6	7
A	4.12	84.00	1.90	0.38	19.94	11.96	20.55%
B	4.06	84.00	1.90	0.38	10.00	6.00	96.36%
C	14.58	82.05	2.19	0.44	10.00	6.00	96.21%

PRE DEVELOPMENT PERCENT IMPERVIOUS AND RUNOFF COEFFICIENT COMPUTATIONS						
	Industrial/ Building	Parking	Un-improved Areas	Total Area	Percent Impervious	Runoff Coefficient
Basin	0.9 100%	0.9 100%	0.3 0%	(ac)	%	C
1	2	3	4	5	6	7
A	0.01	0.84	3.27	4.12	20.55%	0.42
B	3.30	0.61	0.15	4.06	96.36%	0.88
C	7.67	6.35	0.55	14.58	96.21%	0.88



3/29/2025

PROJECT NUMBER:		2025.729.000	
DATE:	8/29/2025	DRAWN BY:	BK
DESIGN BY:	BK	CHECKED BY:	LL

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4

PRE-DEVELOPMENT
LAND USE MAP

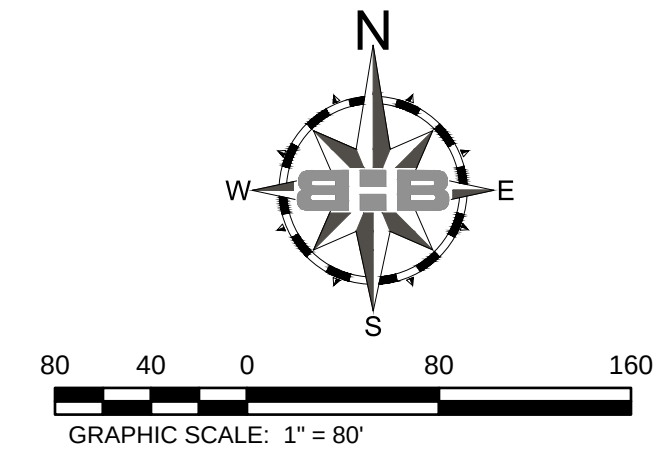
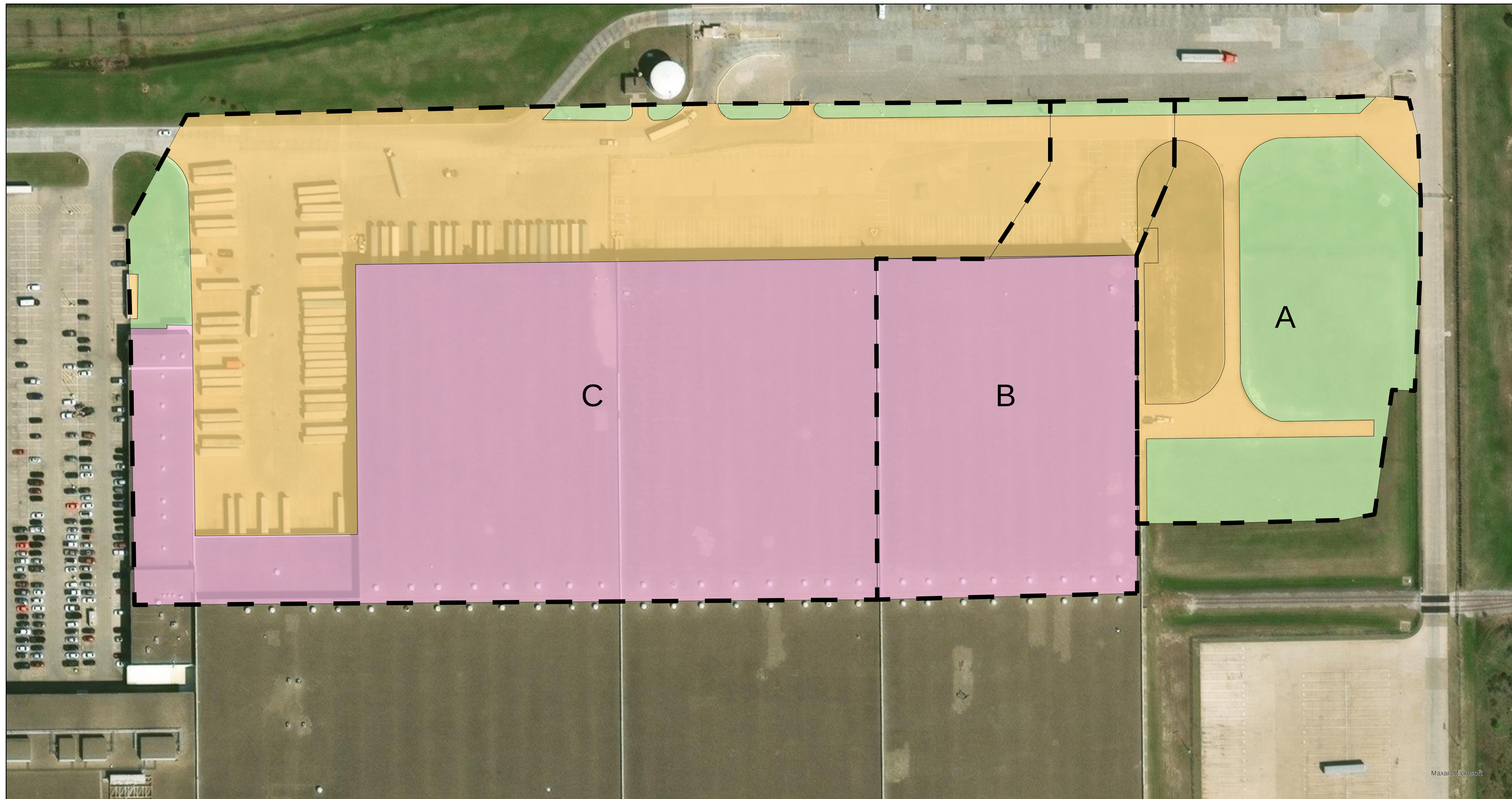
[illegible]

TEXAS BUILDING SUPPLY PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262



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LAND USE LEGEND

-  BUILDING
 PARKING
 VACANT
 DAM

TR-55 POST DEVELOPMENT & ULTIMATE TIME OF CONCENTRATION																			
Drainage Basin	Area (ac)	Flow Length (ft)	Basin Width (ft)	Sheet Flow					Shallow Concentrated					Channelized				Total Tc (min)	Lag (min)
				Length (ft)	P2	Slope %	Time (min)	Length (ft)	Slope %	Equation	Velocity (fps)	Time (min)	Length (ft)	Slope %	Velocity (fps)	Time (min)			
					n												(in)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	22	23
A	4.12	542.20	331.00	100.00	0.011	3.36	1.55	1.31	230.90	2.13	Paved	2.80	1.94	186.10	0.50	2.00	1.55	4.80	2.88

SCS METHOD POST DEVELOPMENT RUNOFF TABLE							
Drainage Basin	Total Area	Composite CN	S (in)	I _a (in)	T _c (min)	Lag (min)	% Impervious
1	2	3	4	5		6	7
A	4.12	84.00	1.90	0.38	10.00	6.00	51.97%
B	4.06	84.00	1.90	0.38	10.00	6.00	98.30%
C	14.58	82.05	2.19	0.44	10.00	6.00	96.21%

POST DEVELOPMENT PERCENT IMPERVIOUS AND RUNOFF COEFFICIENT COMPUTATIONS						
	Industrial/ Building	Parking	Un-improved Areas	Total Area	Percent	Runoff Coefficient
	0.9	0.9	0.3			
Basin	100%	100%	0%	(ac)	%	C
1	2	3	4	5	6	7
A	0.01	1.50	2.61	4.12	36.62%	0.52
B	3.30	0.69	0.07	4.06	98.30%	0.89
C	7.67	6.35	0.55	14.58	96.21%	0.88

POST-DEVELOPMENT LAND USE MAP

[illegible]

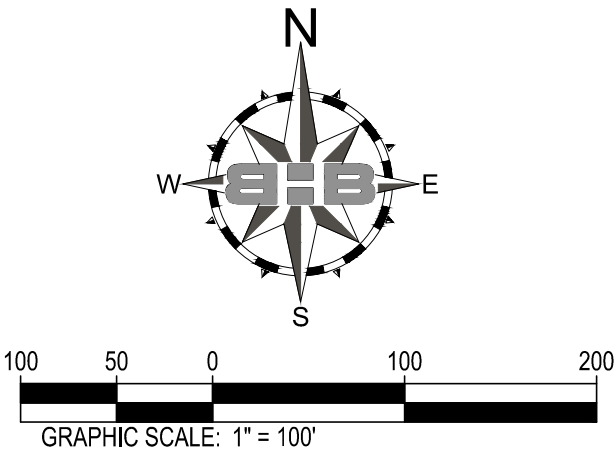
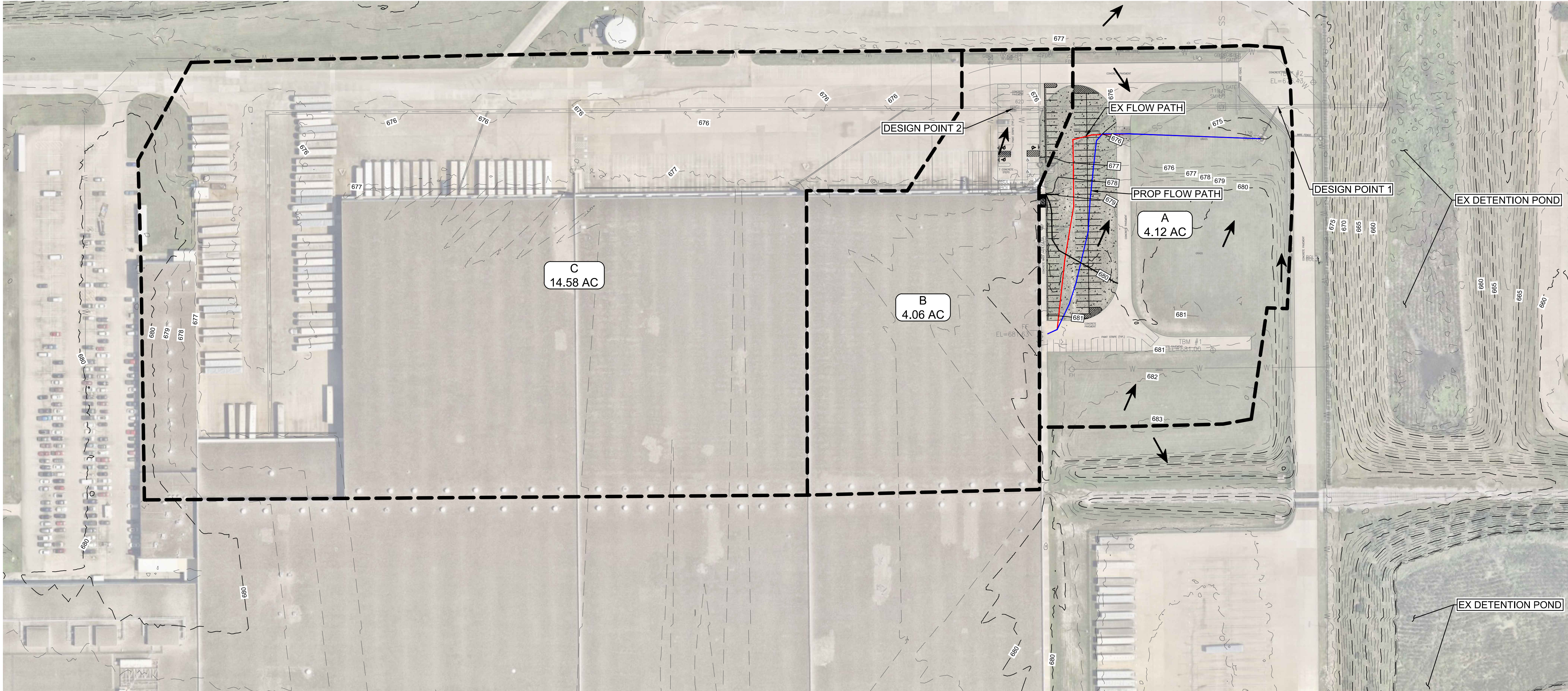
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DATE:	8/29/2025	DRAWN BY:	BK
DESIGN BY:	BK	CHECKED BY:	LL

SHEET

5

8/29/2025 9:32AM E:\02050729.000 - texas building supply parking\01 design & drafting\02 Civil\729DAM.dwg EX DAM (2)



HYDROLOGIC SUMMARY TABLE - PEAK DISCHARGE (cfs)										
Design Point	Pre Development (cfs)			Post Development (cfs)			Pre - Post Difference (cfs)			% Δ
	Q5	Q25	Q100	Q5	Q25	Q100	Q5	Q25	Q100	
DP-1	110.2	154.6	190.9	119.9	167.8	207.0	9.7	13.2	16.1	8.4%
DP-2	100.0	138.9	170.8	100.1	139.0	170.9	0.1	0.1	0.1	0.1%

PROJECT BENCHMARKS

TBM #1
X-CUT ON CONCRETE
N: 7045804.88
E: 2354467.68
ELEVATION: 681.00'

TBM #2
X-CUT ON CONCRETE
N: 7046187.82
E: 2354611.19
ELEVATION: 676.43'

DRAINAGE AREA MAP

NO.	DESCRIPTION	DATE

TEXAS BUILDING SUPPLY
PARKING IMPROVEMENTS
743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262



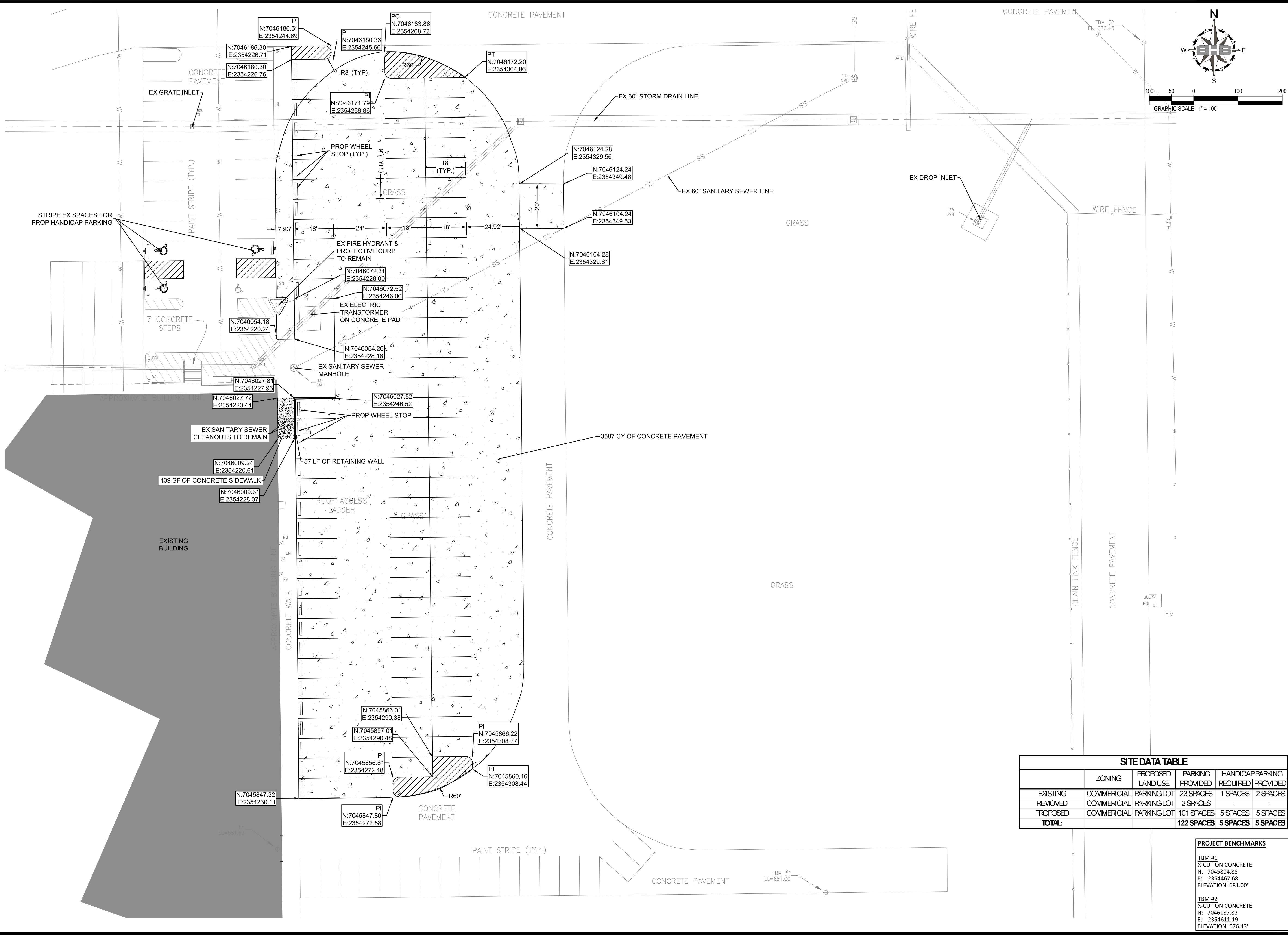
08/29/25

PROJECT NUMBER: 2025.729.000
DATE: 08/29/2025 DRAWN BY: BK
DESIGN BY: BK CHECKED BY: LL

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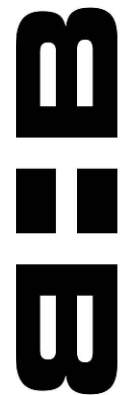
6

8/29/2025 9:31 AM E:\0250729.000 - texas building supply parking\01 design & drafting\02 Civil\729Site.dwg SITE PLAN



SITE DATA TABLE					
	ZONING	PROPOSED LAND USE	PARKING PROVIDED	HANDICAP PARKING REQUIRED	PARKING PROVIDED
EXISTING	COMMERCIAL	PARKING LOT	23 SPACES	1 SPACES	2 SPACES
REMOVED	COMMERCIAL	PARKING LOT	2 SPACES	-	-
PROPOSED	COMMERCIAL	PARKING LOT	101 SPACES	5 SPACES	5 SPACES
TOTAL:			122 SPACES	6 SPACES	5 SPACES

PROJECT BENCHMARKS	
TBM #1	X-CUT ON CONCRETE
N: 7045804.88	
E: 2354467.68	
ELEVATION: 681.00'	
TBM #2	X-CUT ON CONCRETE
N: 7046187.82	
E: 2354611.19	
ELEVATION: 676.43'	



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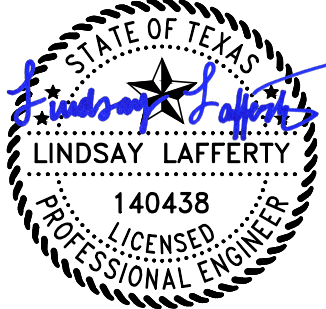
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TBEPLS Firm #44, #10011300, #10011302, #10104146

TEXAS BUILDING SUPPLY

PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262

SITE PLAN			DATE
NO.	DESCRIPTION		



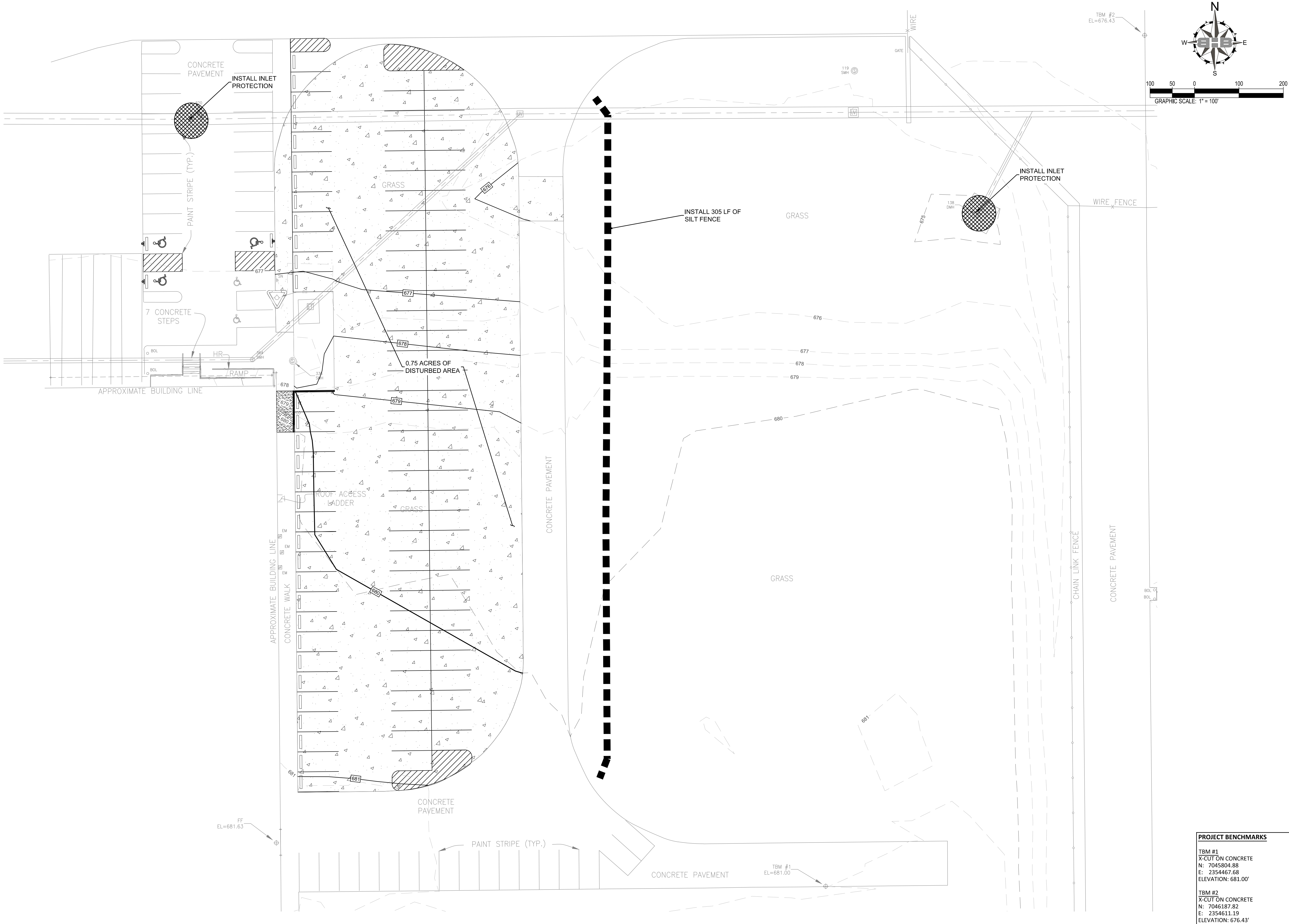
LINDSAY LAFFERTY
140438
LICENSED PROFESSIONAL ENGINEER

08/29/25

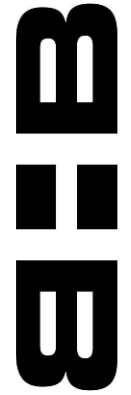
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DATE: 08/29/2025 DRAWN BY: BK
DESIGN BY: LL CHECKED BY: AB

SHEET
7

8/29/2025 9:31 AM E:\0250729.000 - texas building supply parking\01 design & drafting\02 Civil\729ErosionControlPlan.dwg EROSION CONTROL PLAN



PROJECT BENCHMARKS			
TBM #1	X-CUT ON CONCRETE	N: 7045804.88	
		E: 2354467.68	
		ELEVATION: 681.00'	
TBM #2	X-CUT ON CONCRETE	N: 7046187.82	
		E: 2354611.19	
		ELEVATION: 676.43'	



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TEXAS BUILDING SUPPLY
PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262

EROSION CONTROL PLAN			
			DATE
NO.	DESCRIPTION		



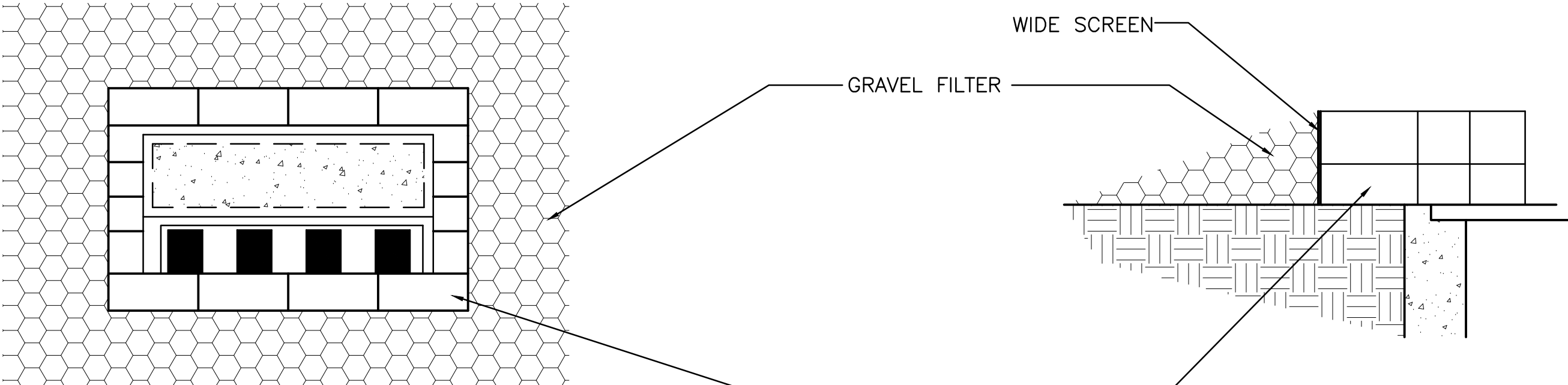
LINDSAY LAFFERTY
140438
LICENSED PROFESSIONAL ENGINEER

08/29/25

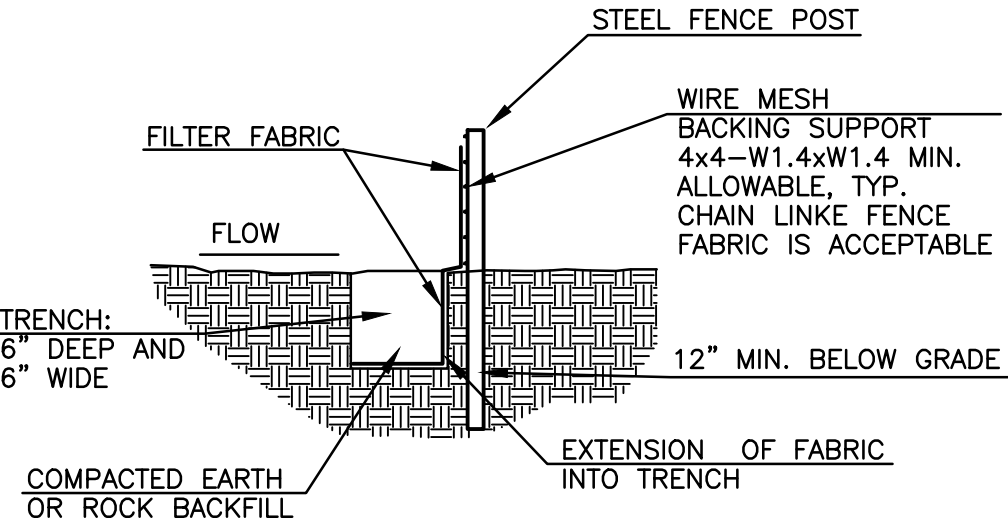
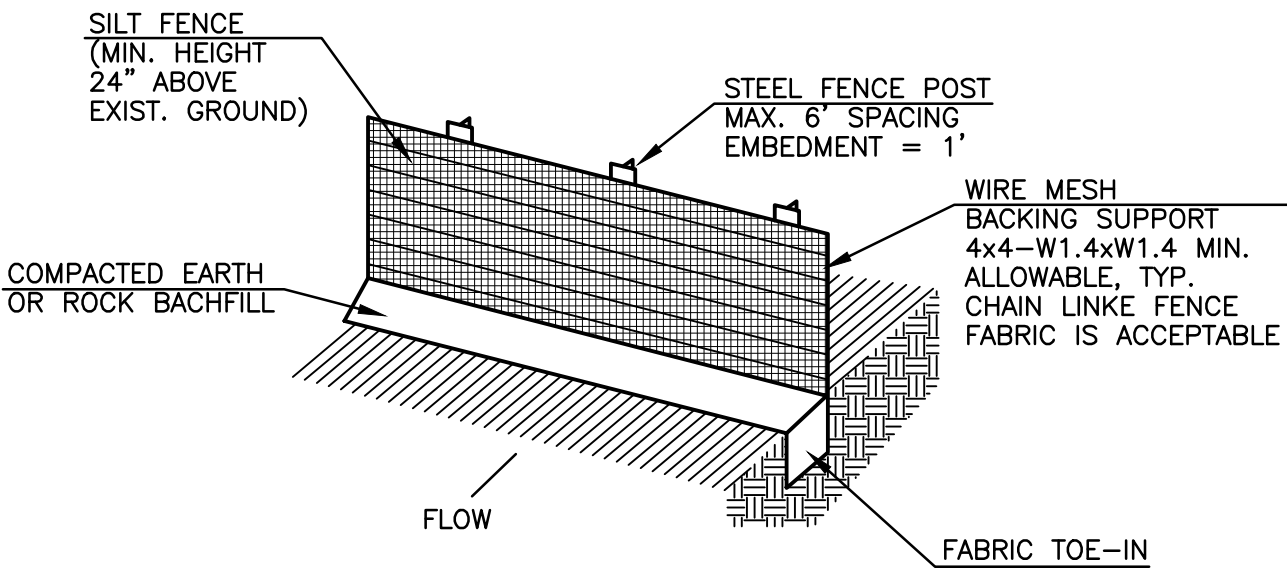
PROJECT NUMBER: 2025.729.000
DATE: 08/29/2025 DRAWN BY: BK
DESIGN BY: LL CHECKED BY: AB

SHEET
9

8/29/2025 9:31 AM E:\2025\729.000 - Texas building supply parking\01 design & drafting\02 Civil\729Details.dwg EROSION CONTROL DETAILS



DROP INLET PROTECTION
N.T.S.



SILT FENCE
N.T.S.

TEXAS BUILDING SUPPLY

PARKING IMPROVEMENTS

743 HENRIETTA CREEK ROAD, SUITE 100
ROANOKE, TX 76262

EROSION CONTROL DETAILS

NO.	DESCRIPTION	DATE



08/29/25

PROJECT NUMBER: 2025.729.000
DATE: 08/29/2025 DRAWN BY: JG
DESIGN BY: LL CHECKED BY: AB

SHEET

10



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: Site Plan (SP-2025-06) AG Roanoke Medtail

MEETING DATE: October 6, 2025

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and recommendation on a Site Plan (SP-2025-06) request from Hunter Harrison for a retail, restaurant, and medical commercial development to be located on an approximate 1.276 acres of land, being a part of the PPR Roanoke Addition, City of Roanoke Texas, Denton County Texas. The property is generally located along Highway 377 between Bobcat Boulevard and Marshall Creek Road.

INFORMATION:

The proposed uses are ten-thousand (10,000) square-feet of retail, medical, and restaurant uses in a one-story building.

- **Landscape**- The plan demonstrates new permanently maintained landscaping.
- **Drainage**- A drainage plan will be accepted by the engineering consultant prior to construction.
- **Utilities**- A utility plan will be accepted by the engineering consultant prior to construction.
- **Parking**- The parking provided meets the required amount for the proposed uses. Required: 57 spaces Provided: 57 spaces

STAFF RECOMMENDATION:

It is the staff's recommendation to approve the site plan and design as submitted.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:



AGENDA ITEM

ATTACHMENTS:

1. Site Plan Application
2. Owner Authorization_Hunter Harrison
3. AG Roanoke Medtail Civil Plans - Overall Site Plan
4. Building Elevations



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

SITE PLAN APPLICATION

FEE OF \$400.00 IS DUE WITH SUBMITTAL

Name of Applicant Hunter Harrison	Address of Applicant 600 N Robinson Ave, Suite 1000 Oklahoma City, OK 73102	Phone Number and Email 972-971-9677
Legal Interest To be - AGTX Roanoke 377 RE Holdings, LLC		
Owner Darrell Lake	Address PO Box 12526 Dallas, TX 75225	Phone Number& Email 817-657-1180
Firm preparing Site Plan Package KIMLEY-HORN	Address 2600 N CENTRAL EXPY, SUITE 400 RICHARDSON, TX 75080	Phone Number (972) 581-9560 Email Ashley.Coalson@kimley-horn.com
Location of Property SH 377, ROANOKE TX 76262	Name of Addition/Subdivision PPR ROANOKE ADDITION	Lot / Block LOT 10, BLOCK 1
		Present Zoning PD 2000-124

Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial	1	1.276
Industrial		
Flood Plain		

A copy of the final plat including public right-of-way crossing and adjacent property to the subject property shall be included.

If the property is subject to a Plan Development a statement showing that the proposed use conforms to the Plan Development.

An electronic copy (pdf) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

Hunter Harrison
Digitally signed by Hunter Harrison
DN: C=US, E=Hunterharrison@ashtongray.com,
CN=Hunter Harrison
Date: 2025.05.27 10:49:59-05'00'

Applicants Signature

FOR OFFICE USE ONLY

Site Plan Fee	P&Z Meeting	CC Meeting	File for Record SP- _____ - _____
---------------	-------------	------------	--------------------------------------

5/27/25

Date

07/20/2023

City of Roanoke Site Plan Checklist



Submission Requirements

- ☐ Completed Application Form/Filing Fee
- ☐ Transmittal Letter
- ☐ Electronic Copy (PDF)

Print Requirements

- ☐ Staff Review
One (1) electronic copy for staff discussion. (Plans shall be received thirty (30) days prior to P&Z meeting.)
- ☐ Planning & Zoning Commission
One (1) electronic copy (Plans shall be received thirty (30) days prior to P&Z meeting.)

Meetings are held on the 1st and 3rd Monday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date.

- ☐ City Council
One (1) electronic copy (PDF) of the complete site package with revisions recommended by the Planning & Zoning Commission.

Meetings are held on the 2nd and 4th Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

Site Plan

- ☐ Title block, titled Site Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- ☐ Names, addresses, phone numbers and emails of the owner, applicant and engineer or architect.
- ☐ North arrow and scale.
- ☐ Site Data Table / Scale 1" = 50'
 - Existing Zoning
 - Proposed Use
 - Square footage of each proposed use
 - Building area (gross sq. ft.)
 - Building height
 - Required & Provided parking per each use
 - Proposed lot coverage

Site Plan Continued

- ☐ Property boundaries with dimensions.
- ☐ Zoning districts adjacent to the property.
- ☐ Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys within 300 hundred feet of the property.
- ☐ Indicate spacing between driveways within the subject property and adjacent properties.
- ☐ Parking layout and driveways, including loading areas, dedicated fire lanes if required, access easements, and parking space dimensions.
- ☐ All existing and proposed drainage and utility easements.
- ☐ Topography with contour intervals of two (2) feet in 100 feet and minimum finished floor elevations, both referenced to mean sea level datum.
- ☐ Show location of the FEMA 100 year flood plain.
- ☐ Refuse facilities and mechanical equipment, including height, materials, and elevations or proposed screening.
- ☐ Lighting facilities, security lighting, screening, and glare shields.
- ☐ Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- ☐ Preliminary Engineering. (conceptual utility and drainage)
- ☐ Show all existing and proposed sidewalks.
- ☐ Show Fire hydrant layout.
- ☐ Show existing and proposed Water & Waste Water.
- ☐ Any additional information as needed.

Building Elevations-Color Facade include any attached (wall-mounted) signage

- ☐ North, South, East and West building elevations.
- ☐ Proposed building materials that include manufacturer's specifications.
- ☐ Building height.
- ☐ Percentage of proposed materials.

Landscape Plan

- ☐ Title block, titled Landscaping Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- ☐ Names, addresses, phone numbers and emails of the owner, applicant and landscaping design proffessional.
- ☐ North arrow and scale. (same scale as site plan)
- ☐ Property boundaries with dimensions.

Landscape Plan Cont.

- ☐ Landscape Data Table showing required and provided square footage for each category as follows:

	Required	Provided
Perimeter Landscape	_____	_____
Number of Trees	_____	_____
Interior Landscape	_____	_____
Number of Trees	_____	_____
Non-vehicular Landscape	_____	_____
Number of Trees	_____	_____

Total Site Area devoted to landscape: _____ %

- ☐ Plant Table listing the number of each of tree and shrub species, providing scientific and common name and including caliper inches.
- ☐ A Plant Legend, if symbols or abbreviations are used.
- ☐ Show all areas of landscaped areas and plant materials on plan designated to fulfill interior, perimeter, and non-vehicular landscape requirements.
- ☐ Show location of trees to be preserved.
- ☐ Show spacing of plant material to be used.
- ☐ Show description of maintenance provisions for the Landscape Plan.
- ☐ Show proposed and existing sidewalks and utility easements.
- ☐ Show irrigation system if applicable.
- ☐ Show rain and freeze protection.

SITE PLAN APPROVAL CONDITIONS FOR RETAIL & OFFICE PROJECTS OUTSIDE INDUSTRIAL AREAS

These conditions and other considerations outlined in the CIVIC report should be considered in the design of a site plan.

- ☐ Utility meters shall not be visible except in areas clearly intended as service areas where the public is generally excluded.
- ☐ All mechanical equipment including units located on rooftops shall be screened.

This checklist is provided as a supplement only. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision regulations and Construction specifications. Concept plans for Zoning Changes or Specific Use Permits require all items on the checklist (only civils may be excluded).

AUTHORIZED AGENT FORM

- The applicant/owner declares that all statements and information submitted with this application are true and correct.
- The owner's signature is certification that he/she is the owner of the subject property and consents to the submission of this application, even if a non-owner applicant submits the request.
- I hereby designate Hunter Harrison (name of project representative) to act in the capacity as agent for filing, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to requests for information and for resolving issues of concern relative to this application.

Signed this 27th day of MAY, 2025

Owner

William Darrell Lake
(Print Name)

[Signature]
(Signature)

STATE OF TEXAS

COUNTY OF DALLAS

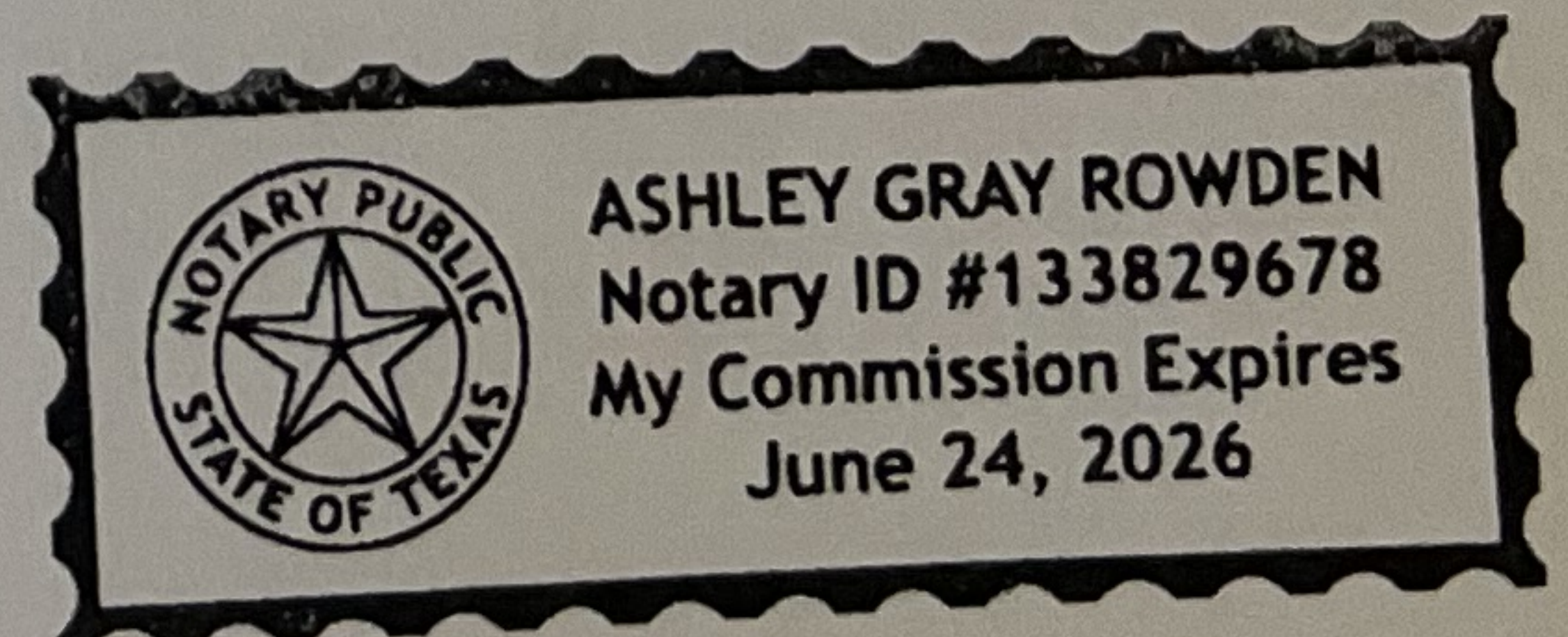
BEFORE ME, a Notary Public, on this day personally appeared William Lake the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the 27th day of

, 20 25.

(NOTARY SEAL)

[Signature]
Notary Signature

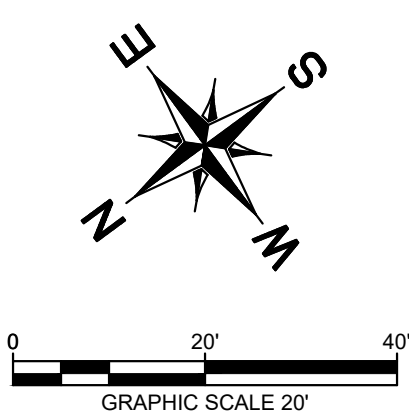


Applicant

Hunter Harrison
(Print Name)

Hunter Harrison
(Signature)

Digitally signed by Hunter Harrison
DN: cn=US, email=hunterharrison@ashitongray.com, cn=Hunter Harrison
Date: 2025.05.21 13:22:34-05'00'



	PROPOSED FIRE LANE
	EXISTING PAVEMENT
	PROPOSED BUILDING
	BARRIER FREE RAMP (BFR)
	ACCESSIBLE PARKING SYMBOL
	NUMBER OF PARKING SPACES
TYP.	TYPICAL
BFR	BARRIER FREE RAMP
SW	SIDEWALK
BL	BUILDING LINE/SETBACK
EX	EXISTING
PROP.	PROPOSED

1. ALL DIMENSIONS ARE TO FACE OF CURB, FACE OF BUILDING, OR PROPERTY LINE UNLESS OTHERWISE NOTED.
2. ALL CURB RADI ARE 3', 5' OR 10' UNLESS OTHERWISE NOTED.
3. CONTRACTOR TO VERIFY T A.S. COMPLIANCE. FOR ANY QUESTIONS CONTACT CIVIL ENGINEER IMMEDIATELY.
4. CONTRACTOR TO VERIFY ENGINEERING PLANS MATCH ARCHITECTURAL PLANS BEFORE CONSTRUCTION STARTING.
5. REFER TO BUILDING ELEVATION PLANS FOR ALL BUILDING SIGNAGE LOCATIONS AND DETAILS (BY OTHERS).
6. ALL FIRE LINES SHALL BE CONSTRUCTED PER CITY OF ROCKFORD SPECIFICATIONS.
7. ALL BARRIER FREE RAMPS SHALL BE CONSTRUCTED IN ACCORDANCE WITH CITY OF ROCKFORD STANDARD DETAILS FOR BARRIER FREE RAMPS.
8. COORDINATES SHOWN FOR BUILDING CORNERS, IN SOME CASES MAY REPRESENT THE BUILDING ENVELOPE PROJECTED BY THE OUTER-MOST BUILDING FACADE. THEY DO NOT ALWAYS REPRESENT THE ACTUAL BUILDING CORNER. CONTRACTOR SHALL REFER TO BUILDING SLAB PLANS FOR SPECIFIC DIMENSIONS AND BUILDING CORNER LOCATIONS.
9. NORTHING/EASTING COORDINATES OF THE BUILDING ARE PROVIDED FOR CONVEYANCE ONLY AND ARE BASED ON INFORMATION PROVIDED BY THE ARCHITECT. AS THE BUILDING MAY HAVE CHANGED AFTER THIS PLAN WAS PREPARED, THE CONTRACTOR IS SPECIFICALLY CAUTIONED TO CHECK THESE COORDINATES CAREFULLY AGAINST THE APPROVED AND CURRENT ARCHITECTURAL PLANS TO ENSURE THEY MATCH BEFORE ANY CONSTRUCTION COMMENCES.

SITE DATA TABLE						
PROPOSED USE	PROPOSED USE/AREA (SF)	REQUIRED PARKING RATIO	REQUIRED PARKING SPACES	PROVIDED PARKING SPACES	EXISTING ZONING	LOT COVERAGE
RETAIL	4,000	1/400	10	57	PD 2000-124	78%
MEDICAL	3,200	1/200	16			
RESTAURANT	3,012	1/100	31			
TOTAL	10,212	-	57	57		

CAUTION!

EXISTING UNDERGROUND UTILITIES IN THE AREA. CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REPAIRS TO EXISTING UTILITIES DUE TO DAMAGE INCURRED DURING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES ON THE PLANS.

BM #1 "X" SET ON THE BACK OF CURB ON THE EAST SIDE OF THE TERMINUS OF THE SOUTHEAST DRIVE OF 1550 N. US HWY. NO. 377, NEAR A DUMPSITER ENCLOSURE. LOCATED APPROX. 254' ± SOUTHEAST OF THE INTERSECTION OF N. US HWY. NO. 377 AND THE MAIN DRIVEWAY TO 1550 N. US HWY. NO. 377.

ELEV. = 626.29'

BM #2 "X" FOUND ON THE BACK OF CURB ON THE WEST SIDE OF THE TERMINUS OF THE NORTHEAST DRIVE OF CARENOW URGENT CARE (1630 N. US HWY. NO. 377). LOCATED APPROX. 95' ± SOUTHEAST OF THE EASTERNMOST BUILDING CORNER OF CARENOW URGENT CARE AND 36' ± SOUTHEAST OF A DUMPSITER ENCLOSURE.

ELEV. = 621.10'

BM #3 "X" SET ON CONCRETE STORM OUTFLOW ON THE NORTH SIDE OF THE MAIN DRIVEWAY ENTRANCE TO 1550 N. US HWY. NO. 377.

ELEV. = 612.21'



Know what's below.
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RICHARDSON, TEXAS 75080
PHONE: 214-617-0535
WWW.KIMLEY-HORN.COM TX F-928



AG ROANOKE MEDTAIL
ROANOKE, TEXAS

DIMENSION CONTROL PLAN

SHEET NUMBER
C2.00

No.	REVISIONS	DATE	BY
-----	-----------	------	----

WWW.KIMLEY-HORN.COM TX F-928

CHECKED BY JCK

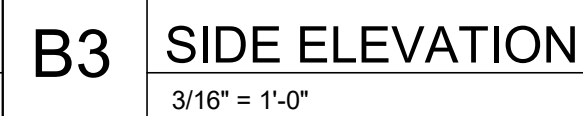
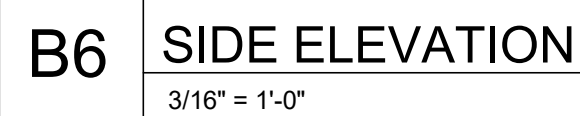
34

IMAGES
 XREFS
 LAST SAVED
 7/31/2025 3:33 PM
 COALSON, ASHLEY 7/31/2025 4:29 PM
 PLOTTED BY
 Y-IRCH, CIVIL 06/4589719 - ROANOKE COMMERCIAL/CAD/PLANS-SHEETS
 DWG PATH
 DIMENSION CONTROL PLAN.DWG. [DIMENSION CONTROL PLAN]
 DWG NAME

1. BRICK CONSTRUCTION TO COMPLY WITH TECHNICAL NOTES 28B FROM THE BRICK INDUSTRY ASSOCIATION
2. PAINT THE BOTTOM OF ALL EXPOSED STEEL OR MASONRY LINTELS TO MATCH ADJACENT MATERIALS
3. 2. ALL BRAKE METAL TO BE 24 GAUGE.
4. ALL SEALANT TO BE NP1 SEALANT WITH COLOR MATCHING ADJACENT MATERIAL (UNO).

5.06	METAL ACCESS LAUNDRY TUBULAR RAIL LOW PARAPET, WITH PLATE-10MM
5.07	SECURITY DOOR, GS TO INTERLOCK
5.08	PREFINISHED BRACKET METAL WRAP AROUND FRAME, COLOR TO MATCH STOREFRONT
7.01	MASONRY EXPANSION JOINT, TO BE SPACED NO MORE THAN 20" O.C. TO BE SPACED NO MORE THAN 40" FROM ALL BUILDING CORNERS, CAULK TO MATCH BRICK COLOR
7.02	PREPARED METAL DOWNSPOUT, TO DRAIN AT GRADE, PROVIDE SPLASH BLOCK LINE OF ROOF BEYOND
7.09	KNOX BOX TO BE INSTALLED 6'-0" AFF (VERIFY LOCATION WITH FIRE MARSHALL AND PROVIDE KEYS TO ALL DOORS)
7.14	HOLLOW METAL DOORS PAINTED BLACK
7.19	EXTERIOR SCENE LIGHT, REF MEP
7.21	EXTERIOR WALL PACT, REF MEP
7.23	SLOPPER WIND PROCTOR HEAD AND DOWNSPOUT, REF PLAN FOR SIZE, DRAIN TO GRADE ON SPLASH BLOCK
7.29	FRONT PARAPET BEYOND
7.31	GAS LINES TO BE ROUTED AROUND PARAPET
7.35	CONTRACTOR TO PROVIDE SIGNAGE ON EXTERIOR OF SPRINKLER ROOM DOOR AS DIRECTED BY LOCAL FIRE MARSHALL
7.38	PAINT UTILITIES, PIPES, AND CONDUIT TO MATCH BUILDING
7.39	HOSE BIBB, REF PLUMBING
7.40	AT LAUNDRY LOCATION, THE BRICK VENEER IS TO HAVE BRICK TIES @16" OC BOTH VERTICALLY AND HORIZONTALLY

MARK	SUPPLIER/ MANUFACTURER	PRODUCT NAME/ NUMBER	COLOR/FINISH	NOTES
EXTERIOR LIGHTING (EL##)				
EL01	ILLUMINATED SIGNAGE	TBD		
EXTERIOR METAL ASSEMBLIES (CP##)				
CP01	BELLEWS STC	PREMANUFACTURED METAL CANOPY	BLACK	FLAT PAN 40-32BL; THICKNESS: .032@. CONNECTED WITH OVERHEAD ROD SYSTEM 70-6000. SUBSTITUTIONS PERMITTED. REVIEW WITH ARCHITECT
CP02	BERRIDGE	PREMANUFACTURED METAL PARAPET CAP	BLACK	AS INDICATED ON DRAWINGS
CP03	BERRIDGE	SCUPPER HEADS AND DOWNSPOUTS	BLACK	AS INDICATED ON DRAWINGS
MASONRY (MA##)				
MA01	RED RIVER BRICK	KING-SIZE BRICK	IVORY	SUBSTITUTIONS ARCHITECT TO SELECT COLOR FROM MANUFACTURER'S STANDARD COLORS
MA02	RED RIVER BRICK	KING-SIZE BRICK	CATAHOUA	SUBSTITUTIONS ARCHITECT TO SELECT COLOR FROM MANUFACTURER'S STANDARD COLORS
STOREFRONT (ST##)				
ST01	KAWNER	ALUMINUM	BLACK ANODIZED	SUBSTITUTIONS PERMITTED. REVIEW WITH ARCHITECT





AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: PH Notice - ORD NO 2025-112 - Microschool

MEETING DATE: October 6, 2025

DEPARTMENT: City Secretary

ITEM SUMMARY:

Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for the Oak Street Corridor Zoning District, by amending Section 12.492 of the Code of Ordinances entitled "Schedule Of Uses," by amending the "Educational, Public Administration, Health Care and Other Institutional Uses" to provide for a new use entitled "Microschool" as a permitted use within the Oak Street Zone, Neighborhood Transition Zone, Highway 377 Zone, and Civic/Mixed Use Zone; and amending Section 12.500 entitled "Definitions" by adding a definition for "Microschool." (Ordinance No. 2025-112)

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PH Notice - Oak Street Zoning - Microschool Use



City of Roanoke Notice of Public Hearing Zoning Amendment

CITY OF ROANOKE NOTICE OF PUBLIC HEARING ZONING AMENDMENT

ROANOKE PLANNING AND ZONING COMMISSION

THE ROANOKE PLANNING AND ZONING COMMISSION WILL HOLD A PUBLIC HEARING ON MONDAY, OCTOBER 6, 2025, TO CONSIDER AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF ROANOKE, TEXAS, FOR THE OAK STREET CORRIDOR ZONING DISTRICT, BY AMENDING SECTION 12.492 OF THE CODE OF ORDINANCES ENTITLED "SCHEDULE OF USES," BY AMENDING THE "EDUCATIONAL, PUBLIC ADMINISTRATION, HEALTH CARE AND OTHER INSTITUTIONAL USES" TO PROVIDE FOR A NEW USE ENTITLED "MICROSCHOOL" AS A PERMITTED USE WITHIN THE OAK STREET ZONE, NEIGHBORHOOD TRANSITION ZONE, HIGHWAY 377 ZONE, AND CIVIC/MIXED USE ZONE; AND AMENDING SECTION 12.500 ENTITLED "DEFINITIONS" BY ADDING A DEFINITION FOR "MICROSCHOOL." THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. AT THE ROANOKE CITY HALL LOCATED AT 500 S OAK STREET, ROANOKE, TEXAS.

ROANOKE CITY COUNCIL

THE ROANOKE CITY COUNCIL WILL HOLD A PUBLIC HEARING ON TUESDAY, OCTOBER 14, 2025, TO CONSIDER AMENDING THE COMPREHENSIVE ZONING ORDINANCE OF THE CITY OF ROANOKE, TEXAS, FOR THE OAK STREET CORRIDOR ZONING DISTRICT, BY AMENDING SECTION 12.492 OF THE CODE OF ORDINANCES ENTITLED "SCHEDULE OF USES," BY AMENDING THE "EDUCATIONAL, PUBLIC ADMINISTRATION, HEALTH CARE AND OTHER INSTITUTIONAL USES" TO PROVIDE FOR A NEW USE ENTITLED "MICROSCHOOL" AS A PERMITTED USE WITHIN THE OAK STREET ZONE, NEIGHBORHOOD TRANSITION ZONE, HIGHWAY 377 ZONE, AND CIVIC/MIXED USE ZONE; AND AMENDING SECTION 12.500 ENTITLED "DEFINITIONS" BY ADDING A DEFINITION FOR "MICROSCHOOL." THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. AT THE ROANOKE CITY HALL 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, September 19, 2025, by 5:00 p.m.

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. **BRILLE 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: City Hall Guests



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: Zoning Ordinance Amendment (ZTA-2025-01) Microschools

MEETING DATE: October 6, 2025

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and recommendation on a Zoning Ordinance Amendment request from Tammy Dwight-Ministero, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, by amending Chapter 12, Article III, Division 15, of the Code of Ordinances, of the City of Roanoke, Texas, entitled "Oak Street Corridor Zoning District", by amending Section 12.492 of the Code of Ordinances entitled "Schedule of Uses," by amending the "Educational, Public Administration, Health Care and Other Institutional Uses" to provide for a new use entitled "Microschools" that is a permitted use within the Oak Street Zone, Neighborhood Transition Zone, Highway 377 Zone, and Civic/Mixed Use Zone; and amending Section 12.500 entitled "Definitions" by adding a definition for "Microschools." (Ordinance No. 2025-112)

INFORMATION:

History

On March 18, 2025, Mrs. Dwight-Ministero reached out to then-City Planner Kelly Carlson about finding a location for a "...microschool/homeschool co-op..." and suggested two locations in the City. Mrs. Carlson returned, stating, "neither of the locations you're considering is suitable for a school." Mrs. Dwight-Ministero replied, stating that they are not technically a school. She then provided a state statute which she argues - and staff agrees - applies to her business, defining it as a learning pod.

Mrs. Dwight-Ministero then reached out to Mrs. Carlson on April 15, suggesting the property at 208 N. Hwy 377 as a location for her learning pod. Mrs. Carlson did not respond because she had left the City. Mrs. Dwight-Ministero followed up on May 16, after now-City Planner Matthew Ellis had started with the City. Mr. Ellis found that the use of learning pods, microschools, nor homeschool co-ops were listed in Section 12.492 Schedule of Uses, and forwarded the question to City Attorney Jeff Moore on May 19. On May 29, Mr. Moore agreed with staff's interpretation that the use was not a school and therefore not listed in the code, meaning it was not allowed. Mr. Ellis informed Mrs. Dwight-Ministero of staff's interpretation and Mr. Moore's concurring



AGENDA ITEM

opinion. Mrs. Dwight-Minitstero filled out and returned the appeal application on May 31.

The Zoning Board of Adjustments unanimously denied the appeal application at their July 17 meeting, encouraging Mrs. Dwight-Minitstero to pursue a zoning text amendment as the appropriate venue to permit her use in the City of Roanoke.

Staff Report

The nature of education is changing in this new information age, as with many aspects of our lives. Especially during and following the COVID pandemic, novel approaches to education have been and are being developed, including microschools. The adoption of the Learning Pod Protection Act by the 87th legislative session shows the state's embracing of these diverse education models. As innovative uses emerge, cities must continue to have conversations about the appropriateness of these uses in their jurisdictions, enabling pioneering business owners to get their start. The application by the appropriately-named BOLD School to allow this use in the City is the first of what staff anticipate will be many novel businesses excited to set up in Roanoke over the next few decades.

In addition to the above context of the education market at large, the use complies with the goals laid out in the Oak Street Corridor Overlay. Schools, libraries, and community halls are all allowed in the same zones which Microschools are proposed to be allowed in. The ordinance adds the Neighborhood Transition Zone as microschools operate very similarly to existing homeschooling occupations, which complies with the goal of the Neighborhood Transition Zone to, "provide for appropriate transitions between the historic residential district and commercial uses along Oak Street."

Summary

City staff believe that this use will serve the residents of Roanoke and surrounding cities well. Based on the goals laid out in the Oak Street Regulating Plan and the shifting landscape of education as recognized by the Texas Legislature, City staff recommends approval of the ordinance.

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:



AGENDA ITEM

ATTACHMENTS:

1. Application
2. ORD NO 2025-112 - Zoning Amendment - Oak Street - Microschools
3. BOLD School – Learning Pod Designation Request
4. NMC BOLD school
5. Bold Roanoke LPPA Letter



CITY OF ROANOKE
500 S. OAK STREET
ROANOKE, TEXAS 76262
(817) 491-2411 FAX (817) 491-2242

ZONING APPLICATION

Applicant/Agent Name BOLD School / Tammy Dwight-Ministero		Home Phone	Mobile Phone 817.908.8222
Address 13511 Bates Aston Rd		City / State Haslet, TX	Zip 76052
Property Owner(s) Ryan Williams		Home Phone	Work Phone
Address, City, State, Zip			
Present Zoning Classification Clinic	Requested Zoning Classification Microschool/ Learning Pod	Acreage/Lot of Requested Zoning Classification Lot 10R-1, Block 13 Old Town Roanoke	

Are any Deed restrictions in place that would prevent this property being used in the manner herein proposed?

☐ Yes ☐ No

If yes, list restrictions _____

Proposed use microschool/ learning pod

Justification for requested zoning change: To update the allowed uses school category to include microschools.

Microschools (aka Learning Pods by TEA) were not recognized school options until 2021 by the LPPA legislation.

I authorize the City of Roanoke to place one change of zoning sign on the subject property to remain in place for the duration of the zoning change process.

Authentisign
Tammy Dwight-Ministero 07/18/25
Applicant Signature and Date

Attach one (1) electronic copy in a pdf format of the Metes & Bounds description of the property and a survey map of the property. Fees for Zoning Request is \$250.00 plus \$10.00 per acre. Fees are subject to change if amended by Ordinance.

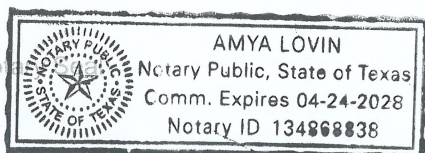
Authorization:

I/We Ryan Williams owner(s) of the above described property do hereby authorize Tammy Dwight-Ministero to act on my/our behalf in making and representing this zoning change application.

[Signature] 7/23/2025
Signature of owner Date

State of Texas
County of Denton

Sworn to and subscribed before me on the 23rd day of July, 2025, by Ryan Williams
(year) (name of owner).



[Signature]
Notary Public's Signature

07/20/2023

ORDINANCE No. 2025-112

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE, BY AMENDING CHAPTER 12, ARTICLE III, DIVISION 15, OF THE CODE OF ORDINANCES, OF THE CITY OF ROANOKE, TEXAS, ENTITLED “OAK STREET CORRIDOR ZONING DISTRICT”, BY AMENDING SECTION 12.492 OF THE CODE OF ORDINANCES ENTITLED “SCHEDULE OF USES,” BY AMENDING THE “EDUCATIONAL, PUBLIC ADMINISTRATION, HEALTH CARE AND OTHER INSTITUTIONAL USES” TO PROVIDE FOR A NEW USE ENTITLED “MICROSCHOOLS” THAT IS A PERMITTED USE WITHIN THE OAK STREET ZONE, NEIGHBORHOOD TRANSITION ZONE HIGHWAY 377 ZONE, AND CIVIC/MIXED USE ZONE; AND AMENDING SECTION 12.500 ENTITLED “DEFINITIONS” BY ADDING A DEFINITION FOR “MICROSCHOOLS”; PROVIDING A PENALTY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 12.124(b) of the Code of Ordinances of the City of Roanoke, Texas, provides as follows, “[f]or requests involving proposed changes to the text of the Zoning Ordinance, notice of the Planning and Zoning Commission hearing shall be accomplished by publishing the purpose, time and place of the public hearing in the official newspaper of the City before the fifteenth (15th) calendar day prior to the date of the public hearing. Changes in the Ordinance text which do not change zoning district boundaries do not require written notification to individual property owners;” and

WHEREAS, Section 12.127(c) of the Code of Ordinances of the City of Roanoke, Texas, provides as follows, “[n]otice of the City Council public hearing for a zoning, rezoning or Zoning Ordinance text amendment request shall be given in the same manner as that for the public hearing before the Planning and Zoning Commission as required in Section 12.124;” and

WHEREAS, the Planning and Zoning Commission and the City Council of the City of Roanoke, Texas, in compliance with the laws of the State of Texas, and the Code of Ordinances of the City of Roanoke, Texas, have given the requisite notices by publication and otherwise, and have held due hearings and afforded a full and fair hearing to all property owners generally and to all persons interested, and the City Council of the City of Roanoke, Texas, is of the opinion and finds that said changes should be granted and that the Zoning Ordinance should be amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS:

Section 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2.

That Chapter 12, Article III, Division 15, Section 12.492, Table 1 – Schedule of Uses of the Code of Ordinances of the City of Roanoke, Texas, by amending the “Educational, Public Administration, Health Care and Other Institutional Uses” to provide for “Microschools” which shall read as follows:

“Sec. 12.492. Schedule of Uses.

Due to the emphasis on urban form over land uses in the Oak Street District, general use categories have been identified by areas. Uses not listed in the following schedule, but are substantially similar, may be permitted upon the approval of the City Manager or his or her designee, subject to appeal to the City Council.

Table 1 – Schedule of Uses

<i>Land Use</i>	<i>Oak Street Zone</i>	<i>Neighborhood Transition Zone</i>	<i>Hwy 377 Zone</i>	<i>Civic/Mixed Use Zone</i>
Educational, Public Administration, Health Care and Other Institutional Uses				
▪ Microschools	P	P	P	P

Section 3.

That Chapter 12, Article III, Division 15, Section 12.500 entitled “Definitions” is amended by adding a new definition entitled “Learning pods” which shall read as follows:

“Microschools’ means a small learning environment under the sponsorship of a private agency or corporation, other than a public or religious agency, which offers a curriculum that is generally equivalent to public elementary and/or secondary schools. Microschools are distinct from private schools in their class sizes.”

Section 4. PENALTY CLAUSE

Any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be guilty of a misdemeanor and upon conviction, shall be fined a sum not to exceed \$2,000.00 for each offense, and each and every violation or day such violation shall continue or exist, shall be deemed a separate offense.

Section 5. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6. REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 7. EFFECTIVE DATE

This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Roanoke, Texas, on this the _____ day of _____, **2025.**

APPROVED:

Carl E. Gierisch, Jr., Mayor

ATTEST:

April S. Hill, City Secretary

APPROVED AS TO FORM:

Jeff Moore, City Attorney

BOLD School – Learning Pod Designation Request

Statutory Definition

Under Tex. Educ. Code § 27.001(2), a “**learning pod**” is defined as:

“a group of children who, based on the voluntary association of the children's parents, meet together at various times and places to participate in or enhance the children's primary or secondary academic studies, including participation in an activity or service provided to the children in exchange for payment.”【Tex. Educ. Code § 27.001(2)】

How BOLD School Meets Each Element

1. Voluntary Association of Parents

- **Parent-Driven Participation:** All families choose to join voluntarily; there are **no attendance mandates or compulsory requirements**.
 - *Example:* Families may take a month off in October or opt out of summer sessions entirely.
 - *Example:* Tuition secures their spot and covers software, hardware, coaches, supplies, and field trips, regardless of attendance.
- **Parent-Led Learning:** Parents set the **pace, schedule, and curriculum**, while BOLD School provides resources, coaching, and accountability support. Families may adjust their plan at any time. Learning components are determined by the family, not by any government or school entity.
 - *Pace:* Families can accelerate (cover 2 years of curriculum) or decelerate (½ year) based on goals.
 - *Schedule:* Multiple tracks with flexible days and times; no fixed attendance requirements.
 - *Curriculum:* Families choose between 2-Hour Learning, other school-provided EdTech tools, or any additional parent-selected curricula.
- **Direct Parent Involvement:** On homeschool days, the parent serves as the primary Learning Coach.
- **Parent Contribution:** Families actively enrich the learning environment by sharing expertise, talents, and skills with students.

Note: “Voluntary” is defined as “proceeding from the will or from one's own choice or consent,” and “association” as “the act of joining together in a relationship or an organization of persons having a common interest.”【Merriam-Webster, “Voluntary” and “Association,” Merriam-Webster.com Dictionary】

BOLD School families freely choose to join together around the shared interest of their faith and children’s education, meeting the statutory requirement of a “voluntary association of parents.”

2. Meet Together at Various Times

BOLD School operates four distinct tracks, each with multiple schedule variations, resulting in **seven different weekly options** (not including the infinite home-based flex schedule times).

- Signature Track: 4-day onsite (Mon–Thurs, 9–3) + Friday parent-selected time (2x per week).
- Tech Stack Track: 4-day onsite (Mon–Thurs, 9–3) + Friday parent-selected time (2x per week).
- Homeschool Track: Partial onsite (Mon–Wed, 12–3; Thurs, 9–3) + flexible Fridays (3x per week).
- 1-Day Options: Thursday, various locations (9–3) + home-based learning rest of week (2x per week).

Note: “Various” is defined as “of an indefinite number greater than one.”【Merriam-Webster, “Various,” Merriam-Webster.com Dictionary】

BOLD School’s multiple tracks, flexible schedules, and home-based learning options meet and exceed the statutory requirement of meeting together at “various times.”

3. ...and Places

BOLD School learning occurs in **multiple locations**, satisfying the requirement to meet in “various places.”

- **Home**: Parent-led instruction for all students.
- **On-site**: Small, mixed-age groups on campus.
- **Offsite**: Regular service projects, field trips, and community-based learning at local businesses, parks, libraries, and churches.

Note: “Place” is defined as “a physical environment or space,” and “various” as “of an indefinite number greater than one.”【Merriam-Webster, “Place” and “Various,” Merriam-Webster.com Dictionary】

With home, onsite, and offsite learning environments, BOLD School clearly meets the statutory requirement of meeting in “various places.”

4. Participate in or Enhance the Children’s Academic Studies

- All tracks include core academic subjects (math, reading, writing, science, and social studies).
- Signature & Tech Stack serve as primary instruction.
- Homeschool Track provides enhancement to parent-led academics.

All BOLD School tracks focus on primary and secondary academics, meeting the statutory requirement of participating in or enhancing academic studies.

5. Activity or Service in Exchange for Payment

- Tuition is paid by parents in exchange for BOLD School’s educational services, resources, and activities, satisfying the “activity or service in exchange for payment” element.

Tuition is a direct exchange for the educational activities and services BOLD School provides, aligning with the statutory requirement.

Conclusion

BOLD School **meets and exceeds** every element of the statutory definition of a *Learning Pod* under Texas SB 1955 and Tex. Educ. Code § 27.001(2).

Implications

BOLD School’s structure aligns closely with the statutory elements outlined in the Learning Pod Protection Act, Texas Education Code § 27 (SB 1955), meaning it falls under the legal definition of a Learning Pod and the protections that accompany it. The legislature did not limit this designation to a specific historical moment; it created a statutory framework to protect parent-directed learning models from unnecessary regulation.

While learning pods gained visibility during COVID, their growth since then reflects a broader parental demand for alternative education models. That natural evolution underscores why the LPPA exists: to safeguard innovative, parent-driven approaches to education from being forced back into traditional systems through local regulation. Because *Learning Pod* is a designation created in statute, compliance must be determined by the language of the law itself—not by perceived intent or assumptions about why it was first enacted. Our goal is simply to ensure alignment with those statutory requirements as written.



July 8, 2025

Ms. Tammy Dwight-Ministero
Founder
BOLD School
Roanoke, Texas

Dear Tammy:

Congratulations on your important educational leadership as an exemplary Texas nonpublic school. BOLD School has served as an essential member of the community of private school options, and also an exemplary model of an educational entity falling within Texas Learning Pod Protection Act as defined within Title II, Chapter 27 of the Texas Education Code, in the greater DFW area for several years.

It has been the National Microschooling Center's honor to have included you as a member for the past two years.

I look forward to visiting your new facility in the coming months, and to working together for the years to come. Please do not hesitate to reach out if there is any way I or the Center can prove helpful to your work.

Sincerely,

Don Soifer
CEO

July 10, 2025

Zoning Appeals Board
City of Roanoke
500 S. Oak Street
Roanoke, Texas 76262

Dear Board,

My name is Daniel Suhr. I am senior legal fellow at the National Microschooling Center, a resource hub for education entrepreneurs and innovative schools. I write alongside my Texas cocounsel, Chad Flores of Flores Law in Houston.

I write in support of The BOLD School, a private school serving students from Fort Worth and the surrounding areas. I am writing to draw your attention to the important rights afforded to The BOLD School and similar educators under the Texas Learning Pod Protection Act, Education Code Title 2, Subtitle E, Ch. 27.

As the Texas Home School Coalition, one of the primary outside supporters of the bill, has explained, the LPPA “was drafted to protect learning pods from being regulated by local governments not only during a pandemic but also on an everyday basis. . . . These protections help ensure the freedom of families to educate their children as they see fit.” THSC, *How the Texas Legislature Addressed Pods and Homeschool Co-ops* (June 7, 2021).

The bill’s title makes clear its purpose: to protect these new, innovative, voluntary private organizations of parents and students banding together outside the traditional school system. *See In the Interest of M.R.*, 975 S.W.2d 51, 54 (4th Ct. of App. 1998) (statute title is “instructive” to its interpretation). That reading is reinforced by the bill’s self-description: “exempting learning pods from certain local government regulations.” S.B. No. 1955. *See* Texas House Research Org., Bill Digest, SB 1955 (2nd reading), May 21, 2021 (same).

The LPPA applies to a “learning pod,” which it defines as “a group of children who, based on the voluntary association of the children’s parents, meet together at various times and places to participate in or enhance the children’s primary or secondary academic studies, including participation in an activity or service provided to the children in exchange for payment.” Educ. Code 27.001(2). That describes The BOLD School, which is a voluntary association of families that serves children (students) for their academic studies in an intimate, microschool environment.

As such, The BOLD School enjoys certain rights under the Act, including:

- An exemption from “any ordinance, rule, regulation, policy, or guideline adopted by a local governmental entity that applies to a school district campus or child-care facility, including any requirements regarding . . . physical accommodations, or building or fire codes.” Educ. Code 27.002(a)(1).
- An exemption “from any ordinance, rule, regulation, policy, or guideline adopted by a local governmental entity that would not apply to the group, building, or facility if it was not associated with or used by a learning pod.” *Id.* at (a)(2).

In this case, The BOLD School fits a “both/and” definition. It is a school: it provides a regular course of instruction substantially equivalent to that of other Texas schools. Indeed, pursuant to the Roanoke zoning ordinance that is at issue here, The BOLD School is a school as it is under the sponsorship of a private agency or corporation, other than a public or religious agency, which offers a curriculum that is generally equivalent to public elementary and/or secondary schools. That it is a microschool serving a small number of students does not render it something other than a school. Yet it is also a “learning pod” as that term is used in the Act: a voluntary association of families coming together for education in an innovative and intimate setting.

As the Appeals Board considers this appeal, I would encourage you to be mindful of the City’s obligations under the Learning Pod Protection Act. We would welcome further conversation with the Board or City Attorney’s office to clarify our understand and the City’s understanding of the LPPA and its application to this appeal if that would be helpful to you. Thank you for your attention to this matter.

Respectfully yours,



Daniel R. Suhr, Senior Legal Fellow
National Microschooling Center
Licensed in Wisconsin

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