



Helen Ward, Commissioner
Kristie Womack, Vice Chairman

Victor Molaschi, Chairman

Lewis Rice, Commissioner
Eric Heimbrecht, Commissioner

**ROANOKE ZONING BOARD OF ADJUSTMENT AGENDA
MAY 21, 2026
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 regular Zoning Board of Adjustment meeting held November 20, 2025.

D. NEW BUSINESS

1. **Hold a public hearing and consider a variance request** by Curtis Young, on behalf of WillowTree LLC, seeking relief from the City's Code of Ordinances Section 12.263(a)(3) which requires that lots zoned SF-7 have a minimum average lot depth of 120-feet. The applicant is requesting a variance to allow a property addressed as 212 N. Walnut Street to be subdivided into two lots, with each lot having a depth of 98.54 feet. (V-2026-01 & V-2026-02).
2. **Hold a public hearing and consider a variance request** by True Sign Experts, on behalf of Roanoke Lodging Duo LLC, seeking relief from the City's Code of Ordinances Section 12.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a



**AGENDA FOR THE ROANOKE
ZONING BOARD OF ADJUSTMENT**

**May 21, 2026
Page 2 of 3**

variance to allow 3 attached signs at a property addressed as 704 Dallas Drive (V-2026-03).

3. **Hold a public hearing and consider a variance request** by True Sign Experts, on behalf of Roanoke Lodging LLC, seeking relief from the City's Code of Ordinances Section 12.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a variance to allow 6 attached signs at a property addressed as 700 Dallas Drive (V-2026-04).

4. **Hold a public hearing and consider three variance requests by** Brandi Nelson, on behalf of Blue Legacy Pool Service LLC & PharmLiving LLC, for properties addressed as 205 & 207 E. Byron Nelson Blvd, seeking relief from the City's Code of Ordinances Sections:

V-2026-05A - 12.930(e)(5): To allow a day care center use within 300 feet of gasoline pumps/underground storage tanks. (V-2026-05A)

V-2026-05B - 12.403(b)(4): To allow a reduced rear yard setback. (V-2026-5B)

V-2026-05C - 12.930(e)(2): To allow reduced outdoor play space for a day care center use. (V-2026-5C)

5. **Hold a public hearing and consider a variance request by** Chris Kirchem, seeking relief from the City's Code of Ordinances Section 12.263(b)(2) regarding the minimum side yard setback requirement, to allow a reduced side yard setback on a single-family residential property addressed as 1808 Collington Drive.(V-2026-06)

6. **Hold a public hearing and consider a variance request by** Doreen Gatobu, on behalf of Roanoke Neighborhood Shops on 377, by Slate, LLC, seeking relief from the City's Code of Ordinances Section 2.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a variance to allow an additional attached sign at the property addressed as 1751 N. US Hwy 377. (V-2026-07)

E. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Friday, May 15, 2026, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.



AGENDA FOR THE ROANOKE
ZONING BOARD OF ADJUSTMENT

May 21, 2026
Page 3 of 3

Lindsay Rawlinson, 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: COR-Guests



Helen Ward, Commissioner
Kristie Womack, Vice Chairman

Victor Molaschi, Chairman

Lewis Rice, Commissioner
Eric Heimbrecht, Commissioner

**ROANOKE ZONING BOARD OF
ADJUSTMENT REGULAR MEETING
MINUTES
NOVEMBER 20, 2025
7:00 P.M.**

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

Present: Chairman Victor Molaschi; Commissioners: Kristie Womack, Helen Ward, Eric Heimbrecht, and Lewis Rice; City Planner Matthew Ellis, and Executive Assistant Babette Welch.

Absent: _____

A. CALL TO ORDER

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

B. PUBLIC INPUT

No public input.

C. APPROVAL OF THE MINUTES

1. Motion made by Helen Ward, second by Eric Heimbrecht to approve the minutes from the Zoning Board of Adjustment regular meeting held on July 17, 2025.

Motion carried unanimously.

D. NEW BUSINESS

1. Public hearing to consider a Variance Request (V-2025-05) from Vikram Jangam, seeking relief from the City's Code of Ordinances Section 12.498(A)(3)(F) regarding the amount of transparency required on the street level for property located at 307 S. Oak Street, Lot 2, Block 1 OTD Roanoke.

Public hearing started at 7:01 p.m.



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

**November 20, 2025
Page 2 of 2**

Architect for project addressed the Board regarding the difficulty in complying with the 50% transparency requirements.

Owner at property at 301 S. Oak addressed the Board supporting the applicant.

Public hearing ended at 7:06 p.m.

City Planner Matthew Ellis addressed the board and was available for questions.

1. Motion made by Kristie Womack, second by Helen Ward to approve a Variance Request (V-2025-05) from Vikram Jangam, seeking relief from the City's Code of Ordinances Section 12.498(A)(3)(F) regarding the amount of transparency required on the street level for property located at 307 S. Oak Street, Lot 2, Block 1 OTD Roanoke.

Motion carried unanimously.

E. ADJOURNMENT

Motion made by Helen Ward, second by Eric Heimbrect to adjourn the meeting at 7:10 p.m.

Motion carried unanimously.

Victor Molaschi, Chairman

Babette Welch, Executive Assistant



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Variance request by Curtis Young

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider a variance request by Curtis Young, on behalf of WillowTree LLC, seeking relief from the City's Code of Ordinances Section 12.263(a)(3) which requires that lots zoned SF-7 have a minimum average lot depth of 120-feet. The applicant is requesting a variance to allow a property addressed as 212 N. Walnut Street to be subdivided into two lots, with each lot having a depth of 98.54 feet. (V-2026-01 & V-2026-02).

INFORMATION:

Request Details

The applicant is requesting a variance to subdivide an existing platted lot into 2 lots that do not meet the minimum lot depth requirement for the Single-Family 7 Zoning District Development Standards.

Platting History

The property was originally platted as Lot 6 and Lot 7, Block 16, Old Town Roanoke Addition. The lots were originally platted as north-south oriented lots, with both lots being approximately 50 feet wide and the front of the property being adjacent to Austin Street. The lot area when the properties were originally platted was approximately 7,000 square feet. In 2024, the two lots were combined and the alley to the south was abandoned, resulting in 1 lot, identified as 6A, and being approximately 14,300 square feet, this replat was done by another owner. The current owner, WillowTree LLC purchased the property in 2025, and they are requesting a variance to subdivide the property back into 2 lots, but proposing the lots be oriented east-west with the front yards being adjacent to North Walnut Street.

The 2024 plat shows that the original lots identified as Lot 6 & Lot 7 on the original plat were combined to form Lot 6A. The 2024 plat also contained a lot identified as Lot 5A, that lot is **not** part of this request. There are other lots in the area that have been replatted, such as Lots 2R, 3R and 4R, but the details of those replats should not be



Zoning Board of Adjustment **AGENDA ITEM**

considered when determining if a variance should be granted, as those lots are not adjacent to the subject property and do not have any relation to the criteria of findings for undue hardship.

Ordinance Requirements

The SF-7 zoning district has the following development standards for lot dimensions per Zoning Ordinance Section 12.263(a).

| Development Minimum Standard | Required | Proposed Lot(s) Meets Requirements |
|------------------------------|-------------------|------------------------------------|
| Minimum Lot Area: | 7,200 Square Feet | Yes |
| Minimum Lot Width: | 60 feet | Yes |
| Minimum Lot Depth: | 120 Feet | Does NOT meet. |

Facts of the Case:

When the property was replatted in 2024, it did not meet the minimum lot depth requirement for the zoning district. The owner at the time of the replat should have had to request a variance at that time as the created lot did not meet the required development standards for lot width. If the lots had never been replatted in 2024, they could be developed based on their original platted lot lines as a non-conforming legal lot of record. Essentially, the request is still consistent with the dimensions of the lots as they were originally platted, but does change the orientation from a north-south facing orientation to an east-west orientation.

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

SPECIAL CONSIDERATION:

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.



Zoning Board of Adjustment **AGENDA ITEM**

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-01 & V-2026-02 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

Address of premises affected: 212 N Walnut St., Roanoke, TX 76262
 Lot/Tract: 6A Block/Abstract: Block 16 Lot Size: 15,035 s.f.
 Legal Description - Addition/Survey: Original Town of Roanoke, Block 16, Lot 6A

Property Owner Information

Owner Name: WillowTree, LLC
 Address: 680 N. Carroll Ave, STE 100, Southlake, TX 76092
 Phone: (817) 617-9105 Email: [REDACTED]

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section 12.263 of the City of Roanoke Code of Ordinances.

Signature: Curtis Young Digitally signed by Curtis Young
DN: cn=Curtis Young, o=Sage Group, Inc., ou, email=cyoung@sage-dfw.com, c=US
Date: 2026.03.27 15:19:29 -0500 Date: 3/27/26

Applicant/Agent Information

Applicant/Agent Name: Curtis Young
 Address: 1130 N. Carroll Ave., STE 200, Southlake, TX 76092
 Phone: 817-424-2626 Email: [REDACTED]

Detailed Description of Request:
 Asking for a variance to the minimum lot depth requirement for SF-7 zoning, to 99', to allow for a subdivision of this property into two lots, which will otherwise meet all the requirements of the existing SF-7 zoning.

Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature: Curtis Young Digitally signed by Curtis Young
DN: cn=Curtis Young, o=Sage Group, Inc., ou, email=cyoung@sage-dfw.com, c=US
Date: 2026.03.27 15:25:23 -0500 Date: 3/27/26

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com



Planner:

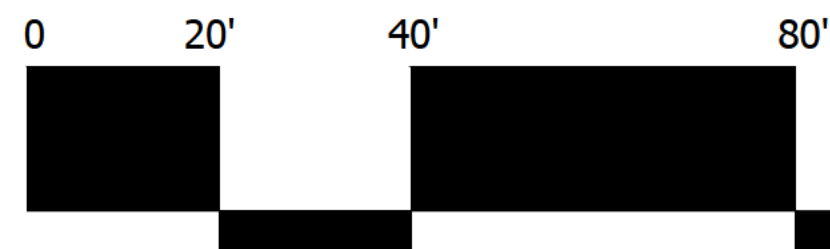


SAGE GROUP, INC.
 Master Planning
 Urban Design
 Architecture
 Landscape Architecture
 1130 N. Carroll Ave., Ste. 200
 Southlake, Texas 76092
 Curtis Young
 TEL. 817-424-2626

16 FEB 26



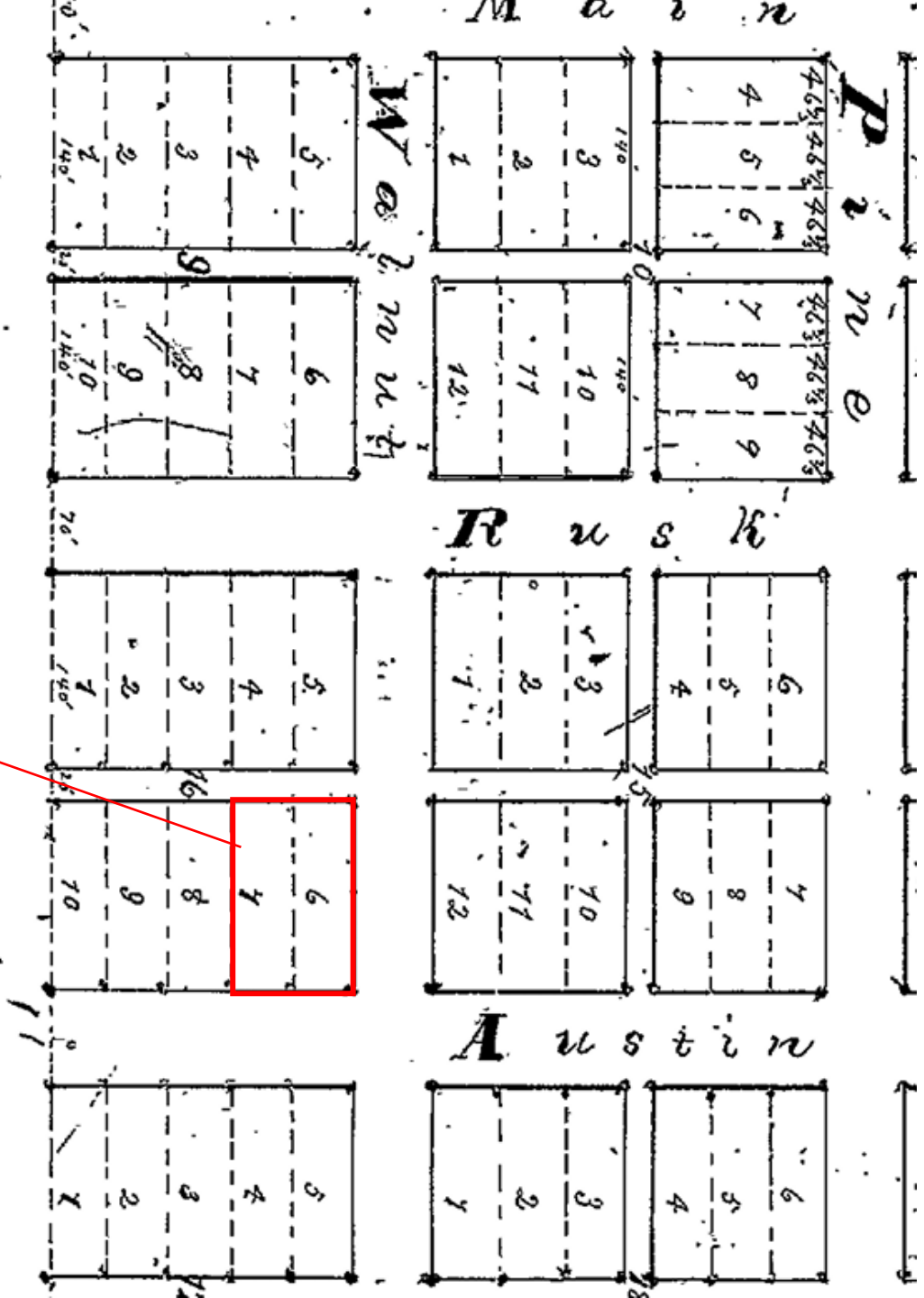
1" = 20'



Concept Plan

212 N Walnut St

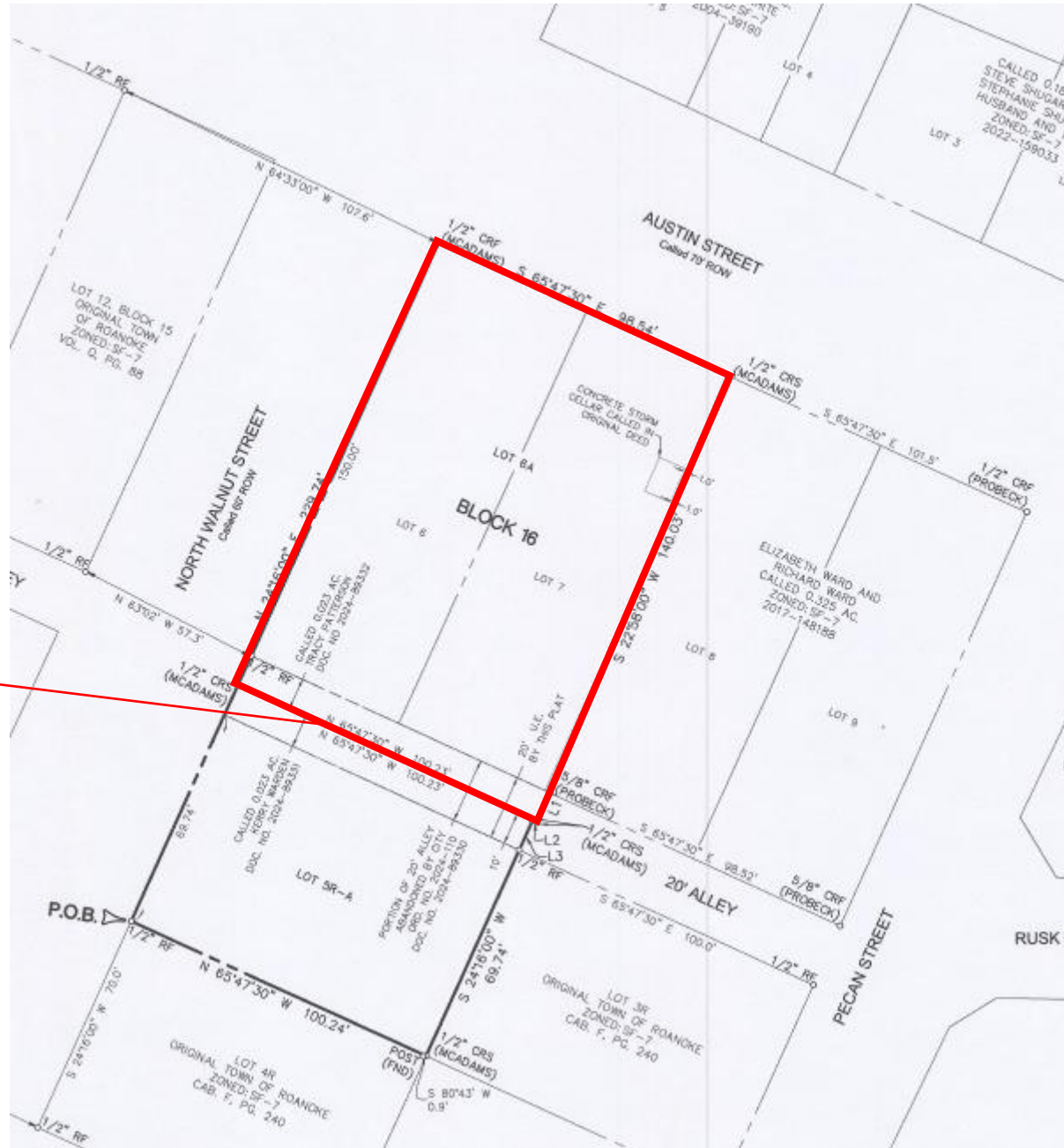
Roanoke, Denton County, Texas



Lots as originally
platted in 1881.

2024 Replat – Previous Owner

The lot outlined in red was replatted in order to combine Lots 6 & 7 from 2 lots into 1 large lot. A portion of alley was also abandoned and combined with the resulting Lot 6A. Lot 5R-A is not part of this variance request



V-2026-01 & V-2026-02 – Proposed Concept of Proposed Replat

This is the proposed configuration of the lots in order to subdivide the existing lot into 2 lots. The applicant is requesting a variance to the lot depth requirement so they can subdivide the existing lot which was created in 2024 back into 2 lots, similar in dimension to the dimensions how the original lots were platted, just a different orientation. This is a concept, but if the request is approved, the resulting lots would have 98.54 feet of depth.



Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with Section 12.99 of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Variance request by True Sign Experts

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider a variance request by True Sign Experts, on behalf of Roanoke Lodging Duo LLC, seeking relief from the City's Code of Ordinances Section 12.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a variance to allow 3 attached signs at a property addressed as 704 Dallas Drive (V-2026-03).

INFORMATION:

Request Details

The applicant is requesting a variance to allow a total of 3 attached signs on a hotel located at 704 Dallas Drive, where ordinance section 12.855(A) allows a maximum of 1 attached sign for this business.

Applicable City Ordinance Section 12.855 - Attached Signs

Per Section 12.855(A), business are permitted to have 1 attached sign per public street frontage.

Platting History

The subject property was platted in 2022 as Lot 2, Block A, of the Roanoke Lodging Additon. The lot is a 2.150 acre tract with frontage along Dallas Drive.

Zoning History

May 2015 — Ordinance No. 2015-108 rezoned the subject property from Single Family 7 (SF-7) & Light Commercial (LC) to Retail.

July 2022 — Ordinance No. 2022-115 rezoned the subject property from Retail (R) to Office (O).

October 2022 — Ordinance No. 2022-131 granted a Specific Use Permit to allow for Limited Service Hotel Use.



Zoning Board of Adjustment **AGENDA ITEM**

Adjacent Zoning/Uses

| Direction | Zoning District | Use |
|-----------|--------------------------|----------|
| North | Retail & Single Family 7 | Church |
| East | Planned Development | Cinemark |
| South | Planned Development | Cinemark |
| West | Office with SUP | Hotel |

Facts of the Case

The site plan was approved in October 2022. The site plan did not provide any proposed attached signage, but did indicate the proposed location for the monument sign. The subject property has frontage on one public street. As a result of the street frontage, per ordinance, they would be permitted to have 1 attached sign. The ordinance does not specify that the permitted attached sign must be located on the facade facing the public street frontage, so the city does not require that sign to be on a specific facade, as long as all other development standards must be met. To the east of Dallas Drive, there is an access easement, but that is not a public street. The monument sign and 1 attached sign are permitted by right.

This property has been issued 2 building permits for signs — the monument sign (identified on site plan exhibit as E04), and 1 attached sign (identified on the site plan as E01). A building permit application has been submitted for 2 additional attached signs, identified on the site plan exhibit as signs E02 and E03. The building permits for the 2 additional signs will only be issued if the variance request is approved. If the request is approved, the signs will be required to meet all other city standards — including lighting standards.



Zoning Board of Adjustment **AGENDA ITEM**

Proposed Sign Details

Sign E02

Sign E02 is proposed to be a 10 feet 7 inch X 18 feet 6 inch (130.2 sq ft area) illuminated sign, and would be located on the east facade of the property. This facade faces the access easement to the east of the property.

If approved, the total attached sign area would not exceed the maximum effective area permitted for the building (a cumulative maximum of 2,023 square feet).



Zoning Board of Adjustment **AGENDA ITEM**

Sign E03

Sign E03 is proposed to be a 90 feet X 3 feet 10 inches (88.5 square feet), illuminated sign, and would be located on the northern facade of the property, facing Dallas Drive.

The property located across Dallas Drive is zoned mostly retail, but there is a property zoned SF-7 within the Main Street Overlay that is used as a church.

If approved, the total attached sign area would not exceed the maximum effective area permitted for the building (a cumulative maximum of 2,023 square feet).

The sign would not be allowed to be illuminated per 12.853(C) and 12.853(C)(1) which regulate sign lighting in residential areas:

12.853(C): Residential Area Nuisance. No sign or lighting permitted under these regulations shall be



Zoning Board of Adjustment **AGENDA ITEM**

authorized whereby such sign or lighting by reason of placement, lack of shielding, noise generation or character of operation would be adverse to the normal sensibilities of a person residing on adjacent property or would interfere with the reasonable use, enjoyment or right of privacy on their property.

12.853(C)(1): The source of lighting shall not be directly visible from the adjacent residential property and light shall be shielded to prevent such exposure;

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

SPECIAL CONSIDERATION:



Zoning Board of Adjustment **AGENDA ITEM**

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-03 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

Address of premises affected: 704 Dallas Drive, Roanoke, Texas 76262

Lot/Tract: _____ Block/Abstract: _____ Lot Size: _____

Legal Description - Addition/Survey: _____

Property Owner Information

Owner Name: Roanoke Lodging Duo, LLC

Address: 3501 Olympus Blvd, Ste 340, Coppell, Texas 75019

Phone: 469.327.1000

Email: [REDACTED]

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.

Signature:

Date: 3.30.26

Applicant/Agent Information

Applicant/Agent Name: True Sign Experts

Address: 36417 Richard Frey rd Waller Tx 77484

Phone: 469-328-9253

Email: [REDACTED]

Detailed Description of Request:
Requesting additional signage

Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature:

Date: 3.30.26

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

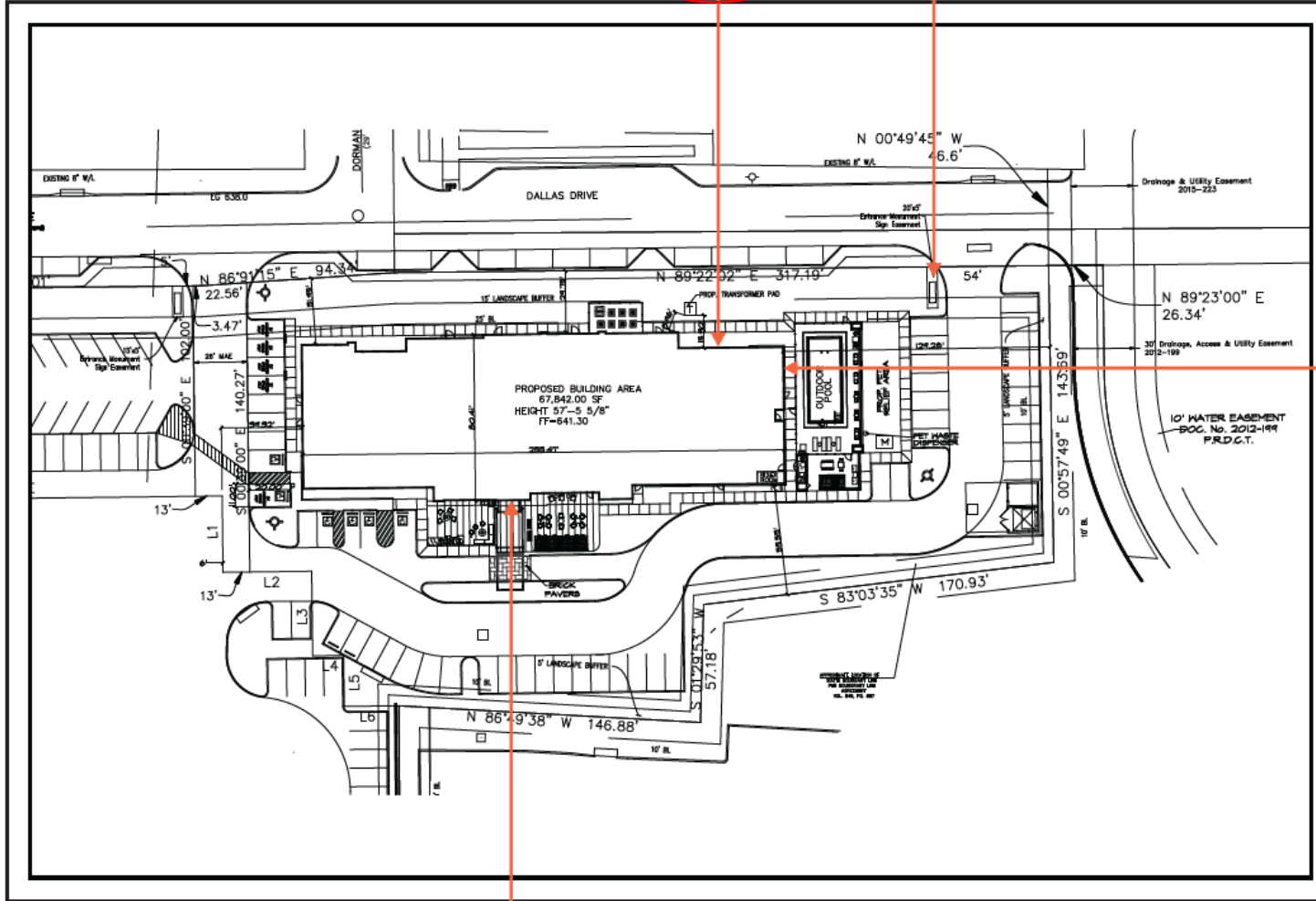
Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com

The circled sign numbers are the signs requiring a variance.

E03

E04

Monument Sign – Allowed by Right, has received a permit.



E02

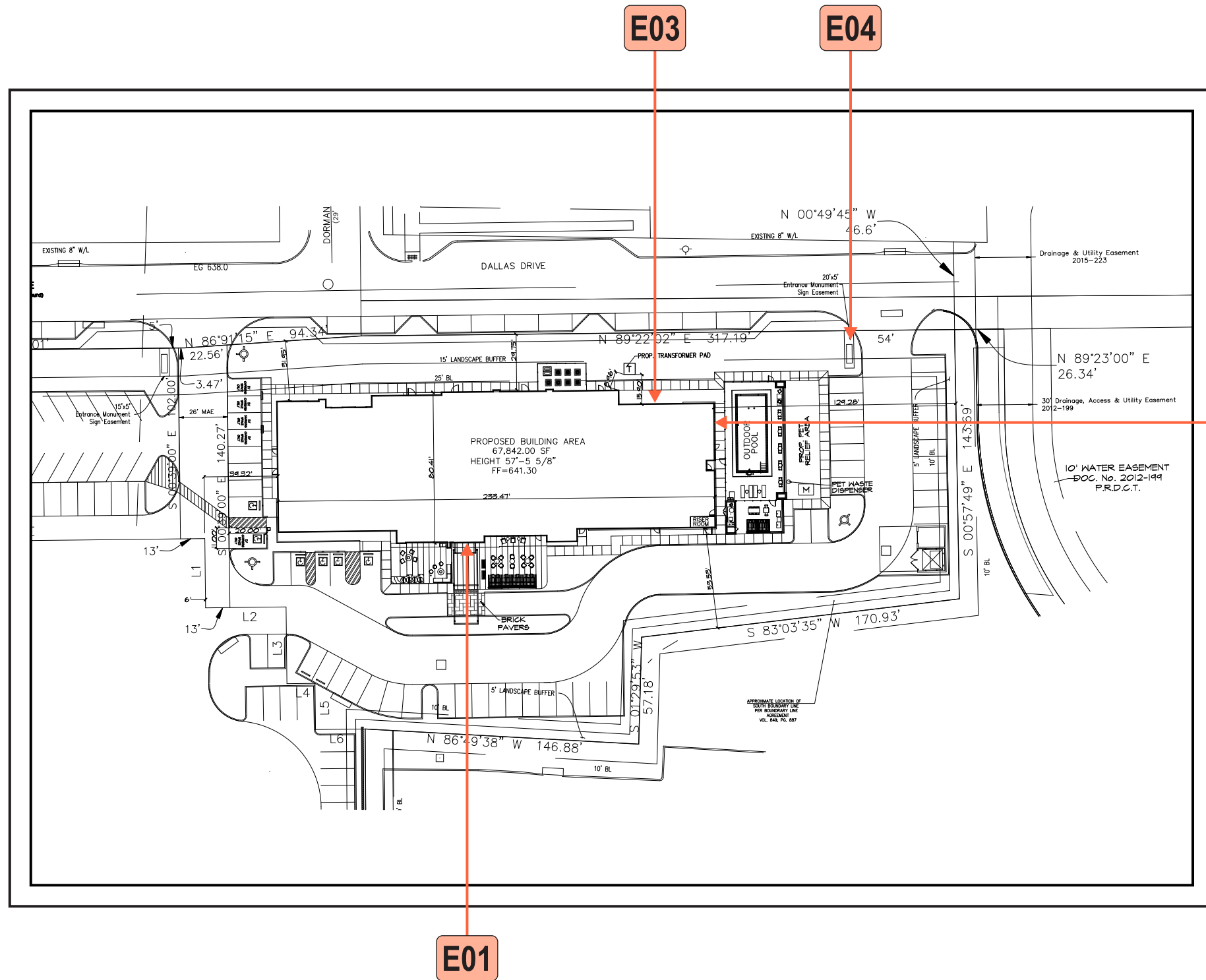
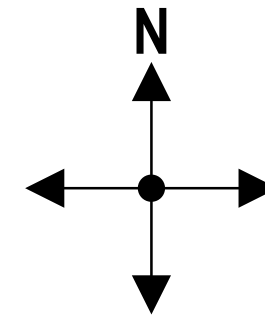
E01

Has received a building permit – this is the attached sign allowed by right.

SITE PLAN

NTS - Not to Scale

FOR SALES USE ONLY



| | | |
|------------|----------------|--------------------------|
| E01 | H2S-CL-BN-42 | Face Lit Channel Letters |
| E02 | H2S-CL-BN-42 | Face Lit Channel Letters |
| E03 | H2S-CL-L-BN-24 | Face Lit Channel Letters |
| E04 | H2S-M-30 | D/F Illum. Monument Sign |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Updated site plan & sign summary
 Updated site plan & sign summary

Updated signs position

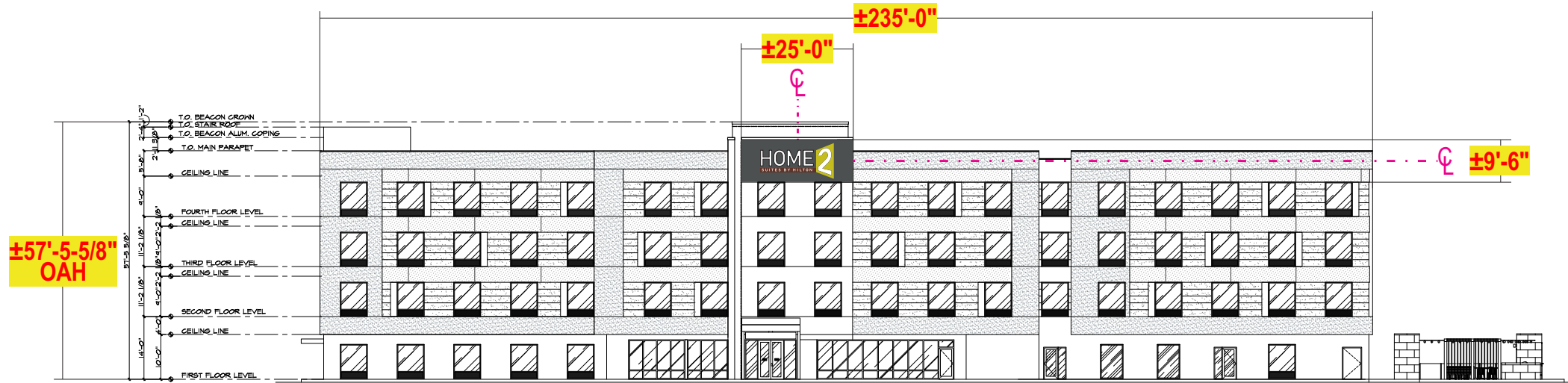
E01 PROPOSED FRONT ELEVATION

Scale: 3/32"=1'-0"

| | |
|-------------------|-------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 130.2 |



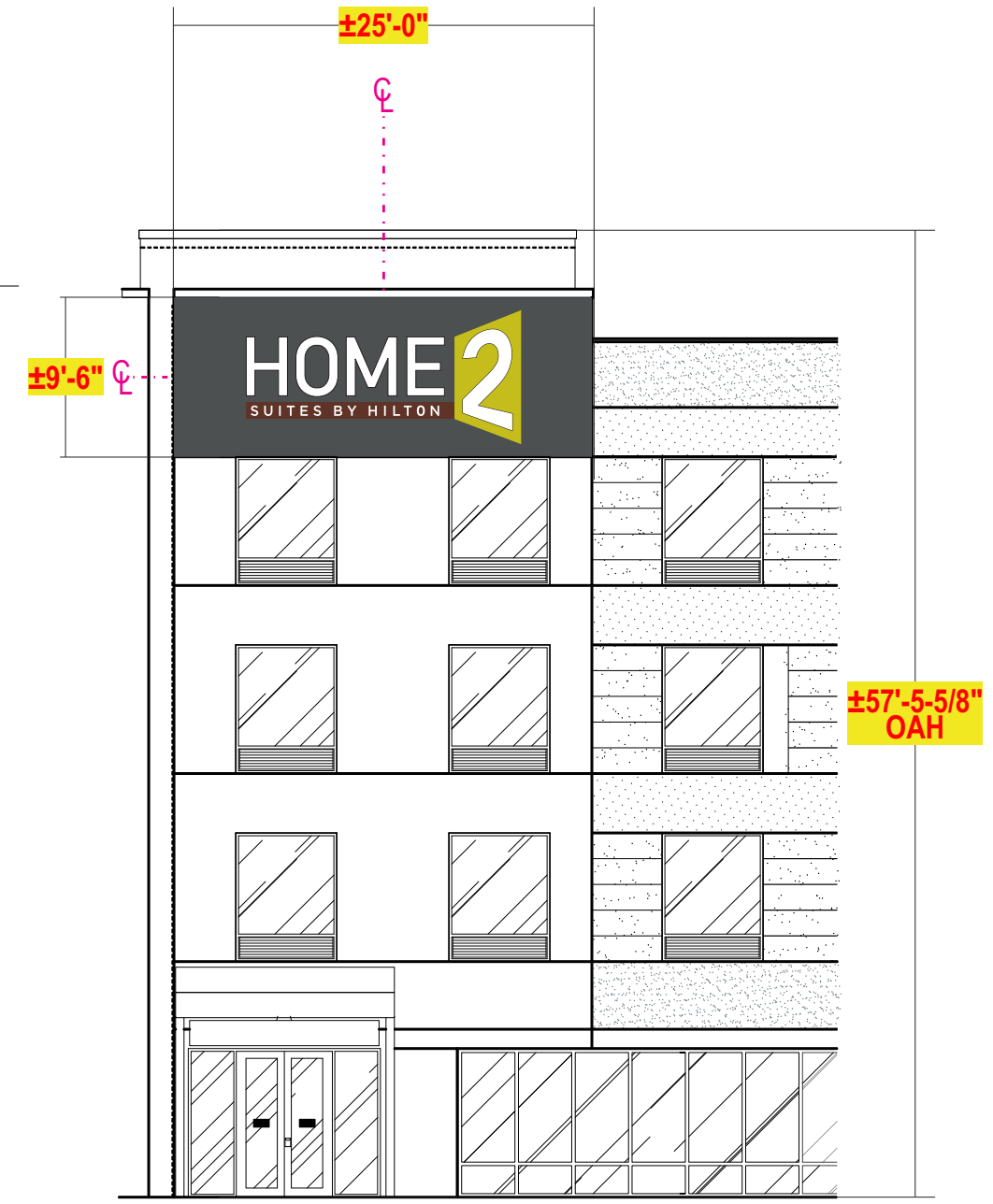
FOR SALES USE ONLY



FULL ELEVATION

Scale: 1/32"=1'-0"

E01 is the attached sign that is allowed without a variance.



ENLARGE VIEW

COLOR PALETTE

| | |
|--|---|
| | <p>WALL COLOR NIGHTFALL 1596 BENJAMIN MOORE</p> |
|--|---|

Paint finish to be satin unless otherwise specified

Removed lighting
Revised size of channel letter to 42"
Updated paint scope

E02

PROPOSED RIGHT ELEVATION

Scale: 3/32"=1'-0"

E02 - East Elevation - Requires Variance.

| | |
|-------------------|-------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 130.2 |

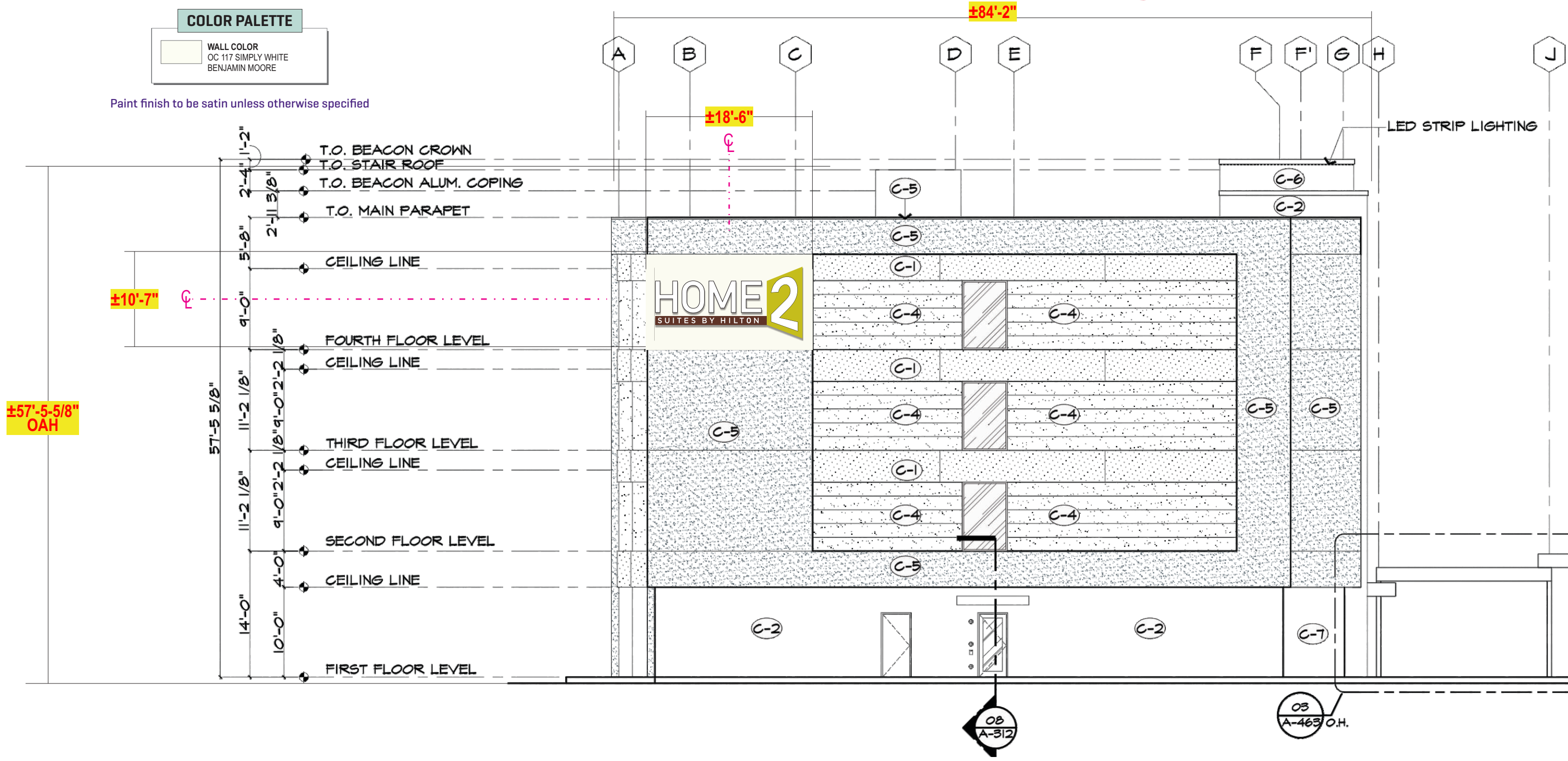


FOR SALES USE ONLY

COLOR PALETTE

WALL COLOR
OC 117 SIMPLY WHITE
BENJAMIN MOORE

Paint finish to be satin unless otherwise specified



Removed lighting
Revised size of channel letter to 42"
Updated paint scope

Updated elevation

E03

PROPOSED REAR ELEVATION

Scale: 1/16"=1'-0"

E03 - Faces Dallas Drive - Requires Variance

| | |
|-------------------|------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 88.5 |



FOR SALES USE ONLY

COLOR PALETTE

| | |
|--|---|
| | WALL COLOR OC 117 SIMPLY WHITE BENJAMIN MOORE |
|--|---|

Paint finish to be satin unless otherwise specified



Added elevation page & removed lighting

Updated paint scope
Changed elevation

E01

FACE LIT CHANNEL LETTERS

Scale: 3/8"=1'-0"

E02

H2S-CL-BN-42

130.2 square feet



FOR SALES USE ONLY



- 5" Deep Face Lit Channel Letters w/ Remote Power Supplies
- 5" Deep Routed Tagline Cabinet w/ Remote Power Supplies
- 5" Deep Panaflex Cabinet w/ Remote Power Supplies

All materials & colors to match Hilton requirements & approved manufacturing drawings

All illuminated signage require the client's electrician to furnish and install a complete photocell and/or time clock To allow signs to operate at designated intervals. However, Signs shall never operate on a 24/7 basis

Install:

- Thru bolted using all thread into blocking as required;
- 12" standard length of threaded rod will be supplied unless otherwise noted;
- 3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:

- TOTAL (2) TWO CHANNEL LETTERS SETS REQUIRED;
- (1) ONE FOR FRONT ELEVATION & (1) ONE FOR RIGHT ELEVATION

ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

SIMULATED NIGHT VIEW



Added artwork & removed cove lighting
Revised size of E01 & E02 channel letter to 42"

E03

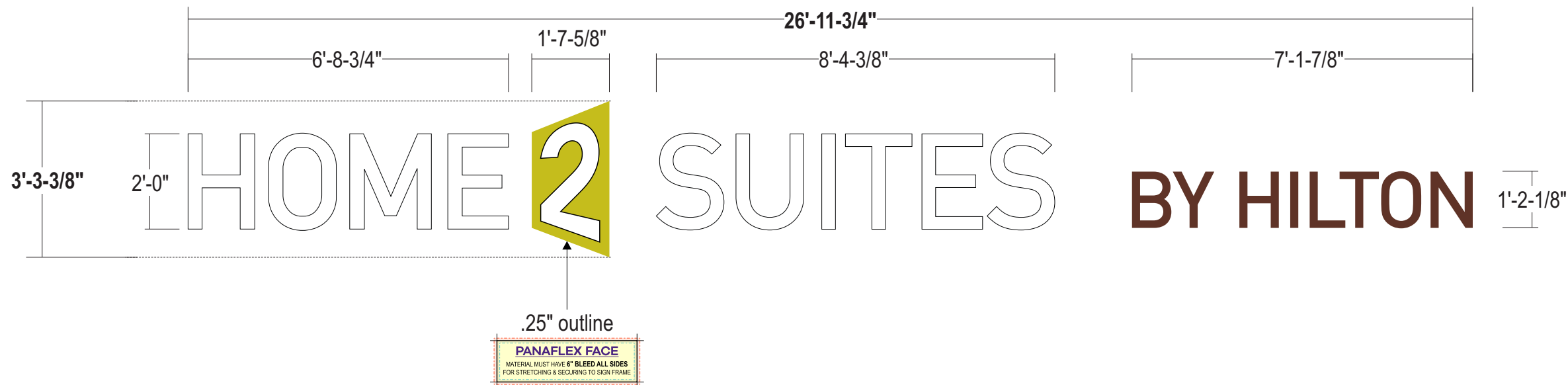
FACE LIT CHANNEL LETTERS

Scale: 3/8"=1'-0"

H2S-CL-L-BN-24

88.5 square feet

FOR SALES USE ONLY



5" Deep Face Lit Channel Letters w/ Remote Power Supplies

5" Deep Panaflex Cabinet w/ Remote Power Supplies

All materials & colors to match Hilton requirements & approved manufacturing drawings

All illuminated signage require the client's electrician to furnish and install a complete photocell and/or time clock to allow signs to operate at designated intervals. However, Signs shall never operate on a 24/7 basis

Wall Material:

Unknown at this time

Install:

Thru bolted using all thread into blocking as required;
12" standard length of threaded rod will be supplied unless otherwise noted;
3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:

(1) ONE CHANNEL LETTERSET REQUIRED

ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

SIMULATED NIGHT VIEW



Added artwork & removed cove lighting
Revised size of E01 & E02 channel letter to 42"

Revised size and layout

E04

D/F ILLUMINATED MONUMENT SIGN

Scale: 1/2"=1'-0"

H2S-M-30

29.5 square feet



FOR SALES USE ONLY

SIMULATED NIGHT VIEW



SHOP DRAWING NEEDS REVISION to SECTION SHOP DRAWING # HIL0182A for manufacturing details

Shops should be generic and utilize two poles as outlined by Hilton

E04 - Monument allowed by right.

ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

1'-6" Deep Illuminated Monument

All materials & colors to match Hilton requirements & approved manufacturing drawings

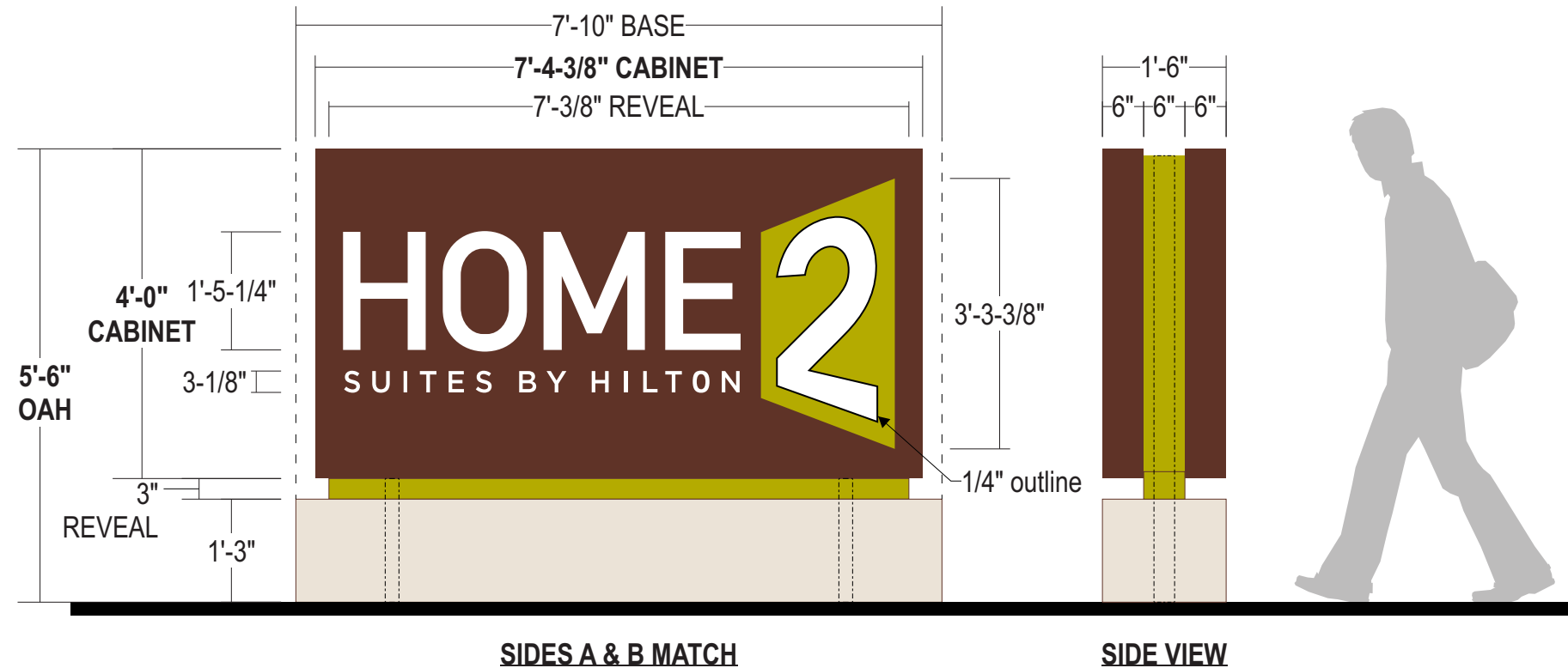
All illuminated signage require the client's electrician to Furnish and install a complete photocell and/or time clock To allow signs to operate at designated intervals. However, Signs shall never operate on a 24/7 basis

Install:

Installation to match city & engineering requirements

Quantity:

(1) ONE D/F ILLUMINATED MONUMENT SIGN REQUIRED



Removed E05

OWNER'S CERTIFICATE AND DEDICATION

DEDICATION STATEMENT

STATE OF TEXAS :
 COUNTY OF DENTON :
 NOW KNOW ALL MEN BY THESE PRESENTS, THAT WE, OLDENWOOD INVESTMENT GROUP, LLC, are the owners of all that certain lot, tract or parcel of land situated in the Richard Eads Survey, Abstract Number 393, the Memphis, El Paso and Pacific Railroad Company Survey, Abstract Number 923 and the John Bacon Survey, Abstract Number 1565, City of Roanoke, Denton County, Texas, and being part of that certain called 39.75 acre tract of land described as SEVENTH TRACT in deed in favor of Nelson Bunker Hunt, recorded in Volume 571, Page 246 of the Deed Records of Denton County, Texas, and being all of that certain called 1.327 acre tract of land described in deed in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2007-121021 of the Real Property Records of Denton County, Texas, and being all of that certain called 1.899 acre tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96794 of the Real Property Records of Denton County, Texas, and being all of that certain called 0.231 acre tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96795 of the Real Property Records of Denton County, Texas, and being all of that certain tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96796 of the Real Property Records of Denton County, Texas, and being more particularly described as follows:

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That we, OLDENWOOD INVESTMENT GROUP, LLC do hereby adopt this plat designating the herein above described property as Roanoke Lodging Addition, an addition to the City of Roanoke and do hereby dedicate to the public use forever the streets and alleys shown hereon and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips and public utility shall at all times have the right of ingress and egress to and from upon the said easement strips for the purpose of constructing, reconstructing, inspecting, and patrolling, without the necessity of any license of procuring the permission of anyone. This plat approved subject to all pitting ordinances, rules, regulations, and resolutions of the City of Roanoke, Texas.

WITNESS MY HAND this _____ day of _____, 2022.
 Authorized Representative
 STATE OF TEXAS :
 COUNTY OF DENTON :

Before me, the undersigned authority, a Notary Public in and for said County and State on this date personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and considerations therein expressed.

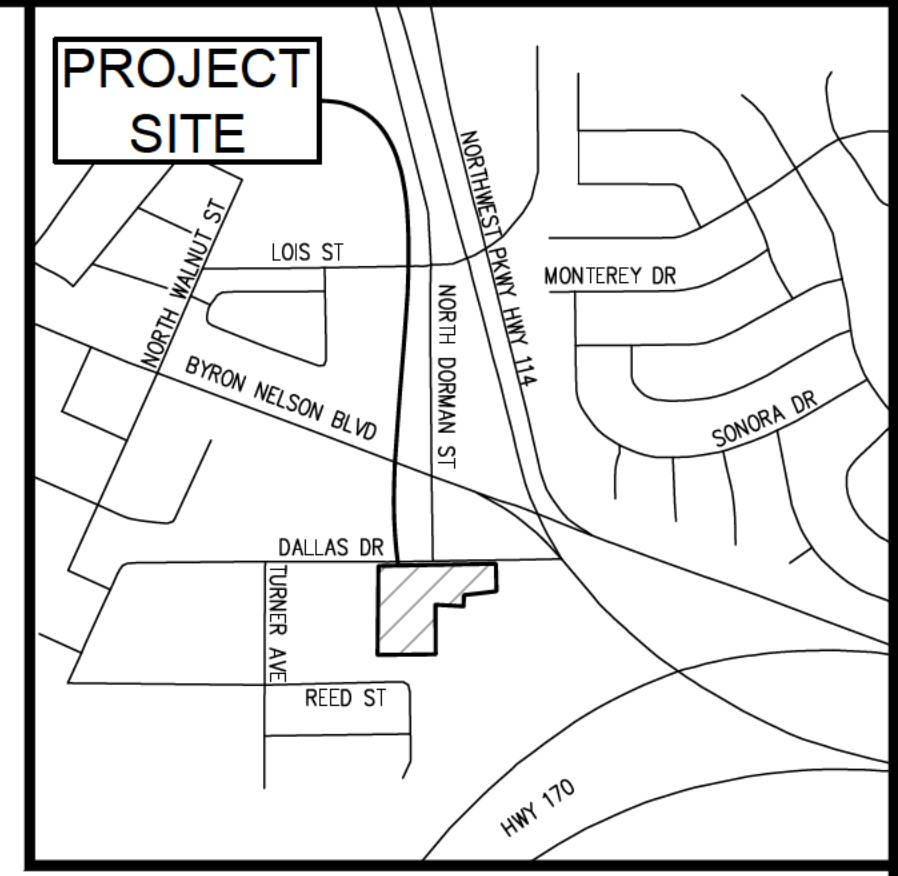
Given under my hand and seal of office this _____ day of _____, 2022.
 Notary Public in and for the State of Texas

My commission expires the _____ day of _____, _____.

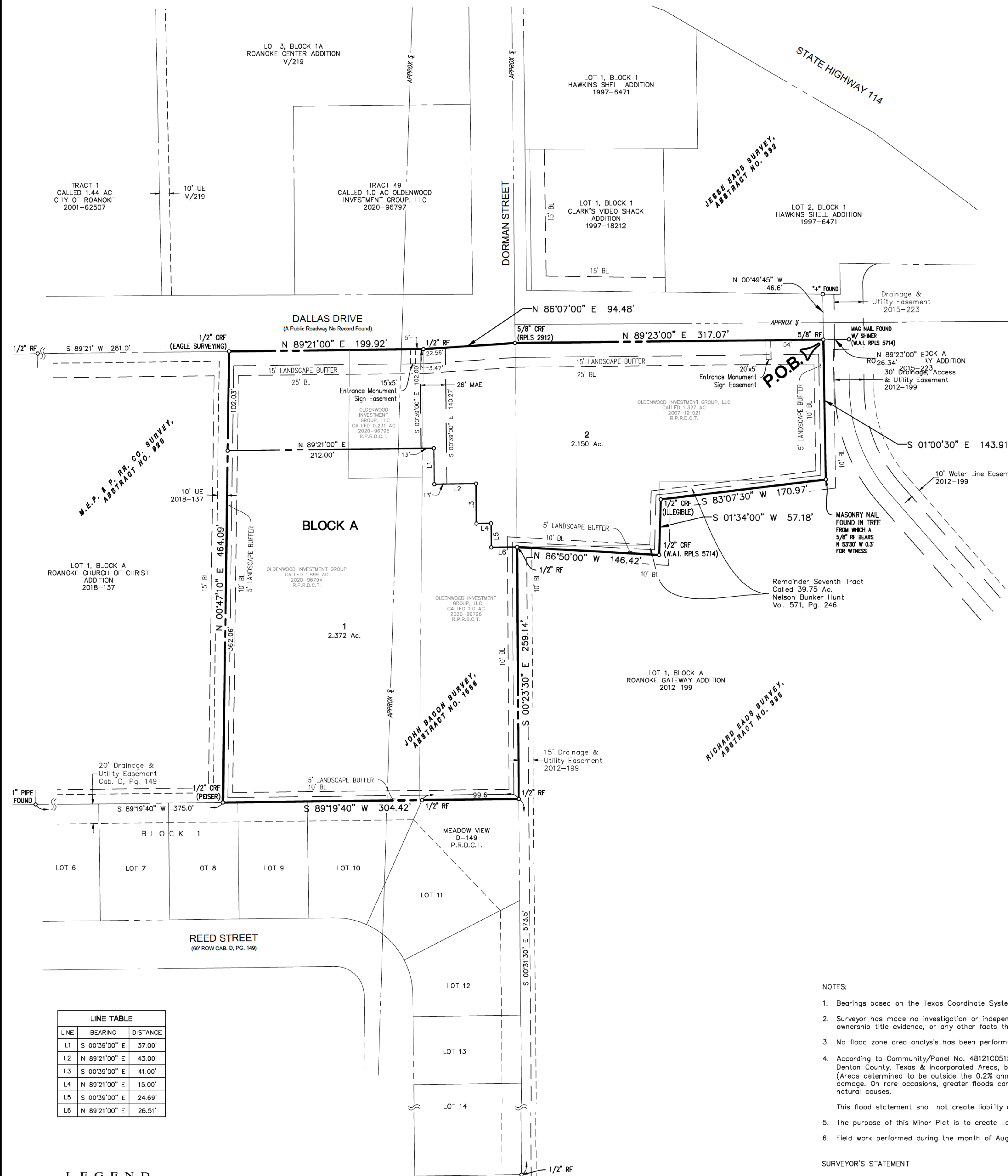
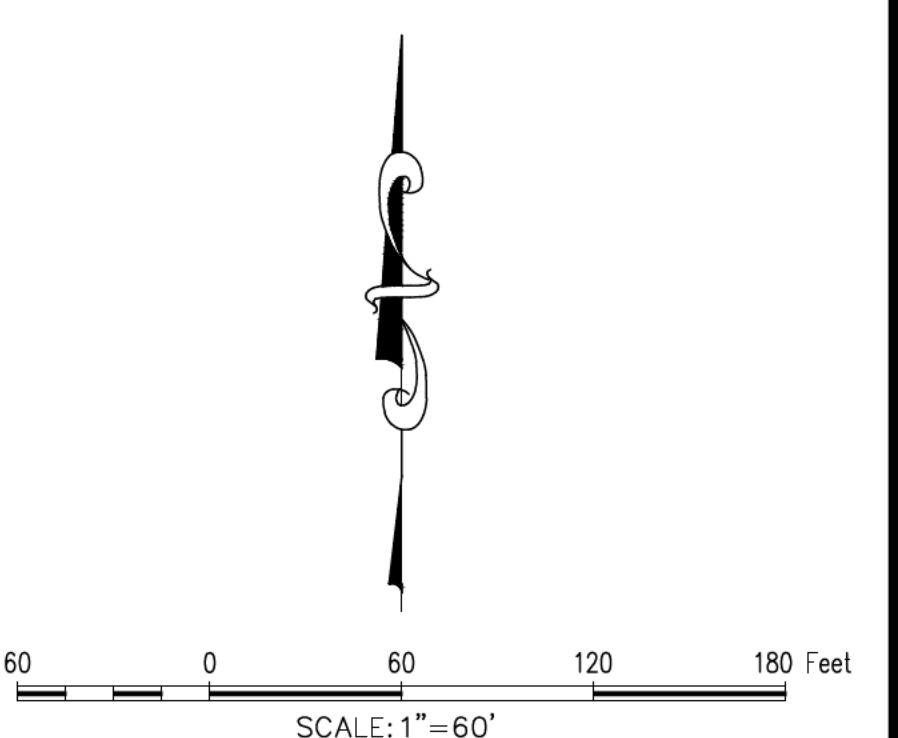
APPROVAL OF THE CITY OF ROANOKE, TEXAS
 This Minor Plat or Amending Plat was submitted to and considered by the City of Roanoke, Texas and hereby approved pursuant to Section 212.0065 and 212.016 of the Local Texas Government Code as amended.

Dated on this the _____ day of _____, 2022.
 BY: Cody Petree, Interim City Manager Date

ATTEST: April S. Hill, City Secretary Date



VICINITY MAP 1" = 1000'



BEGINNING at a 5/8" rebar found on the south line of Dallas Drive (a public roadway, no record found) at the northeast corner of said 1.327 acre tract, being the most northerly northwest corner of Lot 1, Block A, Roanoke Gateway Addition, on addition to the City of Roanoke, Denton County, Texas, according to the plat thereof recorded in Document Number 2012-199 of the Plat Records of Denton County, Texas, and being the southwest corner of that certain called 0.293 acre tract of land described in City of Roanoke Ordinance No. 2014-132, recorded in instrument Number 2015-5745 of the Real Property Records of Denton County, Texas, from which a magnetic nail with shiner (W.A.I. RPLS 5714) found at the northeast corner of said Lot 1 and the northwest corner of Lot 9, Block A of said Roanoke Gateway Addition bears N 89°23'00" E, 26.34 feet, and from said 5/8" rebar found, a 4" found in concrete at the northeast corner of said 0.293 acre tract bears N 00°49'45" W, 46.6 feet;
 THENCE S 01°00'30" E, 143.91 feet with the common line between said 1.327 acre tract and said Lot 1, Roanoke Gateway Addition to a masonry nail found in a tree stump at the most easterly southeast corner of said 1.327 acre tract, from which a 5/8" rebar found for witness bears N 53°30' W, 0.3 feet;
 THENCE S 83°07'30" W, 170.97 feet continuing with the common line between said 1.327 acre tract and said Lot 1, Roanoke Gateway Addition to a 1/2" capped rebar found (cap is illegible);
 THENCE S 01°34'00" W, 57.18 feet continuing with the common line between said 1.327 acre tract and said Lot 1, Roanoke Gateway Addition to a 1/2" capped rebar found (W.A.I. RPLS 5714) at the most southerly southeast corner of said 1.327 acre tract;
 THENCE N 86°50'00" W, 146.42 feet continuing with the common line between said 1.327 acre tract and said Lot 1, Roanoke Gateway Addition to a 1/2" rebar found at the southwest corner of said 1.327 acre tract and the most westerly northwest corner of said Lot 1, Roanoke Gateway Addition, and being on the east line of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796;
 THENCE S 00°23'30" E, 259.14 feet with the east line of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796 and the west line of said Lot 1, Roanoke Gateway Addition to a 1/2" rebar found at the southeast corner of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796, and being the northeast corner of Lot 11, Meadow View, on addition to the City of Roanoke, Denton County, Texas, according to the plat thereof recorded in Cabinet D, Page 149 of the Plat Records of Denton County, Texas, from which a 1/2" rebar found at the southwest corner of Lot 9, Block A of said Roanoke Gateway Addition bears S 00°31'30" E, 573.5 feet;
 THENCE S 89°19'40" W, with the south line of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796 and the north line of said Meadow View, passing at 99.6 feet a 1/2" rebar found at the northwest corner of said Lot 11, Meadow View and the northeast corner of Lot 10, Block 1, Meadow View, continuing a total distance of 304.42 feet to a 1/2" capped rebar found (PEISER) at the southwest corner of said 1.899 acre tract, being the southeast corner of Lot 1, Block A, Roanoke Church of Christ Addition, on addition to the City of Roanoke, Denton County, Texas, according to the plat thereof recorded in Document Number 2018-137 of the Plat Records of Denton County, Texas, from which a 1" pipe found at the southwest corner of that certain called 1.0 acre tract of land described in deed in favor of Nicholas A. Cruse and Shannon K. Cruse, recorded in Document Number 2015-114479 of the Real Property Records of Denton County, Texas, bears S 89°19'40" W, 375.0 feet;
 THENCE N 00°47'10" E, 464.09 feet with the east line of said 1.899 acre tract and the west line of said Lot 1, Roanoke Church of Christ Addition to a 1/2" capped rebar found (EAGLE SURVEYING) on the south line of said Dallas Drive at the northwest corner of said 1.899 acre tract and the northeast corner of said Lot 1, Roanoke Church of Christ Addition, from which a 1/2" rebar found at the northwest corner of said Roanoke Church of Christ Addition and the northeast corner of said 1.0 acre Cruse tract bears S 89°21' W, 281.0 feet;
 THENCE N 89°21'00" E, with the south line of said Dallas Drive and the north line of said 1.899 acre tract, passing at 124 feet the most northerly northeast corner thereof, being the northwest corner of said 0.231 acre tract, continuing with the north line thereof a total distance of 199.92 feet to a 1/2" rebar found at the northeast corner of said 0.231 acre tract and the northwest corner of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796;
 THENCE N 86°07'00" E, 94.48 feet continuing with the south line of said Dallas Drive and the north line of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796 to a 5/8" capped rebar found (RPLS 2912) at the northeast corner of said Oldenwood Investment Group, LLC tract in Document Number 2020-96796 and the northwest corner of said 1.899 acre tract;
 THENCE N 89°23'00" E, 317.07 feet continuing with the south line of said Dallas Drive and the north line of said 1.899 acre tract to the POINT OF BEGINNING and containing approximately 4.521 acres of land.

- NOTES:
- Bearings based on the Texas Coordinate System, North Central Zone (4202), NAD '83.
 - Surveyor has made no investigation or independent search for easement of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate abstract of title may disclose.
 - No flood zone area analysis has been performed by MCADAMS on the subject property.
 - According to Community/Panel No. 48121C0515 G, effective April 18, 2011, of the FLOOD INSURANCE RATE MAP for Denton County, Texas & Incorporated Areas, by graphic plotting only, this property appears to be within Flood Zone "X" (Areas determined to be outside the 0.2% annual chance floodplain), thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes.
 This flood statement shall not create liability on the part of the surveyor.
 - The purpose of this Minor Plat is to create Lots 1 and 2 of the Roanoke Lodging Addition.
 - Field work performed during the month of August, 2022.

SURVEYOR'S STATEMENT
 I, Mark Paine, a Registered Professional Land Surveyor in the State of Texas, have prepared this plat of the above property from an actual survey on the ground, and this plat represents that survey made by me or under my supervision.
 PRELIMINARY DOCUMENT:
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
 Mark Paine, RPLS
 Texas Registration No. 5078

| LINE | BEARING | DISTANCE |
|------|---------------|----------|
| L1 | S 00°39'00" E | 37.00' |
| L2 | N 89°21'00" E | 43.00' |
| L3 | S 00°39'00" E | 41.00' |
| L4 | N 89°21'00" E | 15.00' |
| L5 | S 00°39'00" E | 24.69' |
| L6 | N 89°21'00" E | 26.51' |

- LEGEND
 P.O.B. = POINT OF BEGINNING
 RF = REBAR FOUND
 CRS = CAPPED REBAR SET
 CRF = CAPPED REBAR FOUND
 PRDCT = PLAT RECORDS, DENTON COUNTY, TEXAS
 RPRDCT = REAL PROPERTY RECORDS DENTON COUNTY, TEXAS
 BL = BUILDING LINE
 UE = UTILITY EASEMENT
 MAE = MUTUAL ACCESS EASEMENT
 SSE = SANITARY SEWER EASEMENT
 WLE = WATER LINE EASEMENT

FINAL PLAT
 Lot 1 & 2, Block 1
 ROANOKE LODGING ADDITION
 4.521 Acres

in the
 RICHARD EADS SURVEY, ABSTRACT NO. 393
 MEMPHIS, EL PASO AND PACIFIC RAILROAD COMPANY
 SURVEY, ABSTRACT NO. 923
 JOHN BACON SURVEY, ABSTRACT NO. 1565
 CITY OF ROANOKE
 DENTON COUNTY, TEXAS



The John R. McAdams Company, Inc.
 111 Hillside Drive
 Lewisville, Texas 75057
 972.436.9712
 201 Country View Drive
 Roanoke, Texas 75282
 940.240.1012
 TBP#: 19762 TBPLS: 10194440
 www.mcadamsco.com

DRAWN BY: AT DATE: 08/24/2022 SCALE: 1"=60' JOB. No. SPEC21071

OWNER
 Oldenwood Investment Group, LLC
 3301 Westover CT
 Grapevine, Texas 76051
 Ph: (817) 481-8212
 Contact: Gerald Boyle

DEVELOPER
 Icon Lodging
 8961 Cypress Waters Blvd Suite 180
 Coppell, Texas 76019
 Ph: (469) 327-1000
 Contact: Nick Patel

File: M:\Projects\SP21\SPEC 2022\SPEC21071_204_Bldg_Oldenwood-Investment\Survey\Draw\SPEC21071.FP
 Plotted: 10/17/2022 2:24 PM by Alan Brown. Scale: 1/2"=60' 3.43 Plot by Starline

Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with Section 12.99 of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Variance request by True Sign Experts

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider a variance request by True Sign Experts, on behalf of Roanoke Lodging LLC, seeking relief from the City's Code of Ordinances Section 12.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a variance to allow 6 attached signs at a property addressed as 700 Dallas Drive (V-2026-04).

INFORMATION:

Request Details

The applicant is requesting a variance to allow a total of 6 attached signs on a hotel located at 700 Dallas Drive, where ordinance section 12.855(A) allows 1 sign per street frontage per business. As this property has no street frontage, no attached signs are permitted by right.

Applicable City Ordinance Section 12.855 - Attached Signs

Per Section 12.855(A), businesses are permitted to have 1 attached sign per public street frontage.

Platting History

The subject property was platted in 2022 as Lot 1, Block A, of the Roanoke Lodging Additon. The lot is a 2.372 acre tract with access to Dallas Drive via a Mutual Access Easement. The subject property technically has no street frontage.

Zoning History

May 2015 — Ordinance No. 2015-108 rezoned the subject property from Single Family 7 (SF-7) & Light Commercial (LC) to Retail.

July 2022 — Ordinance No. 2022-115 rezoned the subject property from Retail (R) to Office (O).

October 2022 — Ordinance No. 2022-131 granted a Specific Use Permit to allow for Limited Service Hotel Use.



Zoning Board of Adjustment **AGENDA ITEM**

Adjacent Zoning Districts/Uses

| Direction | Zoning District | Use |
|------------------|--|--------------------------|
| North | Office - Specific Use Permit | Hotel |
| East | Office - Specific Use Permit & Planned Development | Hotel & Cinemark |
| South | Single-Family-7 | Residential |
| West | Single-Family-7 within Main Street Overlay | Roanoke Church of Christ |

Facts of the Case

The site plan was approved in October 2022. The site plan did not provide any proposed attached signage, but did indicate the proposed location for the monument sign, which is although the monument sign would technically be located off-premises, there is a monument sign easement indicated on the plat so a monument sign would be permitted by right. The subject property does not have frontage on a public street, as there is a mutual access easement providing access to the subject property from Dallas Drive. The ordinance indicates that all businesses shall be permitted to have one attached sign per public street frontage, which, based on the plat would result in zero attached signs being permitted.

The site plan provided as part of the variance application indicates that they are requesting a variance to allow a total of 6 attached signs where based on strict interpretation of the ordinance language, none would be permitted. The cumulative total area of signage proposed is 1,047.49 square feet with the proposed channel letters



Zoning Board of Adjustment **AGENDA ITEM**

being 342 square feet of that total.

Proposed Sign Details

E01 Sign E01 is proposed to be a 23 feet 7 inch X 8 feet 5 inch (198.49 sq ft area overall, 57.1 sf for illuminated letters) attached sign with illuminated channel letters and would be located on the center of the east facade of the building, above the main entrance to the hotel.

The sign would be facing a commercially developed property which is zoned Planned Development and the use is the Cinema property.

E02 Sign E02 is proposed to be a 25 foot 2 inch X 6 foot 11 inch (174 sq ft overall, 57.1 sf for illuminated letters), attached sign with illuminated channel letters, and would be located on the northern most portion of the eastern facade.

The sign would be facing a commercially developed property which is zoned Office-SUP and the use is a hotel.

E03 Sign E03 is proposed to be a 23 foot 4 inch X 6 foot 11 inch (161 sq ft overall, 57.1 sf for illuminated letters), attached sign with illuminated channel letters, and would be located on the southern most portion of the eastern facade.

The sign would be facing a commercially developed property which is zoned Office-SUP and the Planned Development and the use is the Cinema property.



Zoning Board of Adjustment **AGENDA ITEM**

E04 Sign E04 is proposed to be a 25 foot 2 inch X 6 foot 11 inch (174 sq ft overall, 57.1 sf for channel letters), attached sign proposed with illuminated channel letters, and is proposed to be the only sign on the southern facade.

The adjacent property is SF-7, and the use is single-family homes. The sign is located approximately 50 feet above grade on the building wall.

Section 12.853(C) states:

No sign or lighting permitted under these regulations shall be authorized whereby such sign or lighting by reason of placement, lack of shielding, noise generation or character of operation would be adverse to the normal sensibilities of a person residing on adjacent property or would interfere with the reasonable use, enjoyment or right of privacy on his their property.

Section 12.853(C)(1) states that the source of sign lighting shall not be directly visible from the adjacent residential property and light shall be shielded to prevent such exposure.

If the variance request is approved, the sign will not be permitted to be illuminated.

E05 Sign E05 is proposed to be a 25 foot 2 inch X 6 foot 11 inch (174 sq ft overall, 57.1 sf for channel letters), attached sign is proposed with illuminated channel lettersn, and would be located on the northern most portion of the western facade.

The sign would be facing a property that is zoned SF-7 within the main street overlay and is used as a church.

Section 12.853(C) applies to this sign in regards to lighting, and if the variance request is approved, the



Zoning Board of Adjustment **AGENDA ITEM**

sign will not be permitted to be illuminated.

E06 Sign E06 is proposed to be a 24 foot X 6 foot 11 inch (166sq ft overall, 57.1 sf for channel letters), attached sign is proposed with illuminated channel letters and would be located on the southern most portion of the western facade.

The sign would be facing a property that is zoned SF-7 within the main street overlay and is used as a church.

Section 12.853(C) applies to this sign in regards to lighting, and if the variance request is approved, the sign will not be permitted to be illuminated.

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

SPECIAL CONSIDERATION:

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-04 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

Address of premises affected: 700 Dallas Dr Roanoke, TX 76262

Lot/Tract: _____ Block/Abstract: _____ Lot Size: _____

Legal Description - Addition/Survey: _____

Property Owner Information

Owner Name: Roanoke Lodging, LLC

Address: 3501 Olympus Blvd, Ste 340, Coppell, Texas 75019

Phone: 469.327.1000 Email: _____

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.

Signature: [Signature] Date: 3/30/26

Applicant/Agent Information

Applicant/Agent Name: True Sign Experts / Jozzer Antrig

Address: 36417 Richard Frey rd Waller TX 77484

Phone: 409-328-9253 Email: _____

Detailed Description of Request:
are requesting additional signage

Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature: [Signature] Date: 3/30/26

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

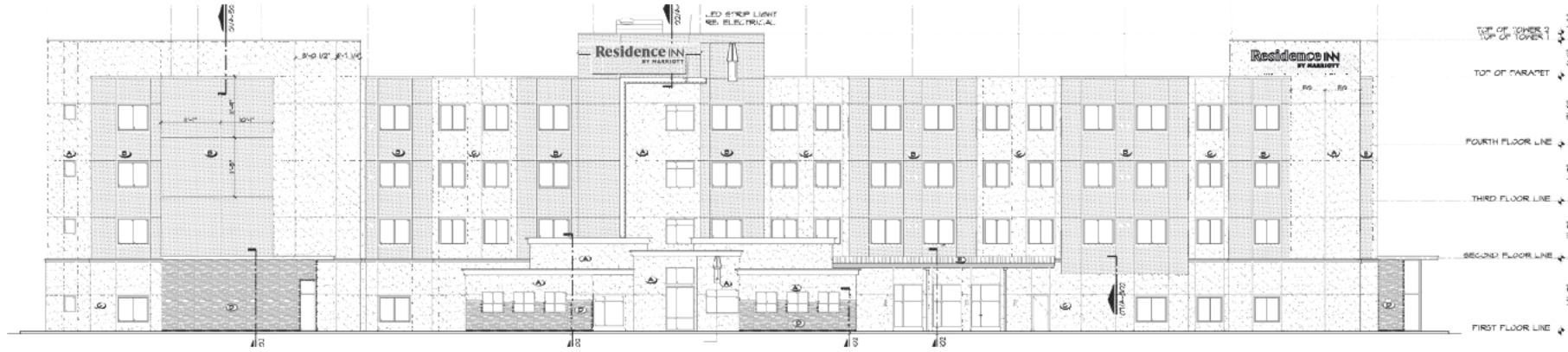
Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com

PROPOSED FRONT ELEVATION

RI-CL-24-S-GW-Right / RI-CL-24-S-WW-Right

East Facade

| | |
|-------------------|------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 57.1 |



FULL ELEVATION

ALL SIGN SIZES HAVE BEEN CALCULATED OFF ARCHITECTURAL PRINTS AS SHOWN



Scale: 1/16"=1'-0"

Stratus
 onestratus.com
 8959 Tyler Boulevard
 Mentor, Ohio 44060
 888.503.1569

CLIENT:
Residence INN
 BY MARRIOTT

ADDRESS:
 700 DALLAS DRIVE
 ROANOAKE, TX 76262

PAGE NO.:
4

ORDER NUMBER:
 1237731

SITE NUMBER:
 30037

ELECTRONIC FILE NAME:
 G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
 85890

PROJECT MANAGER:
 ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | Updated part numbers | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | Revised Artwork | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

PROPOSED RIGHT ELEVATION

East Facade

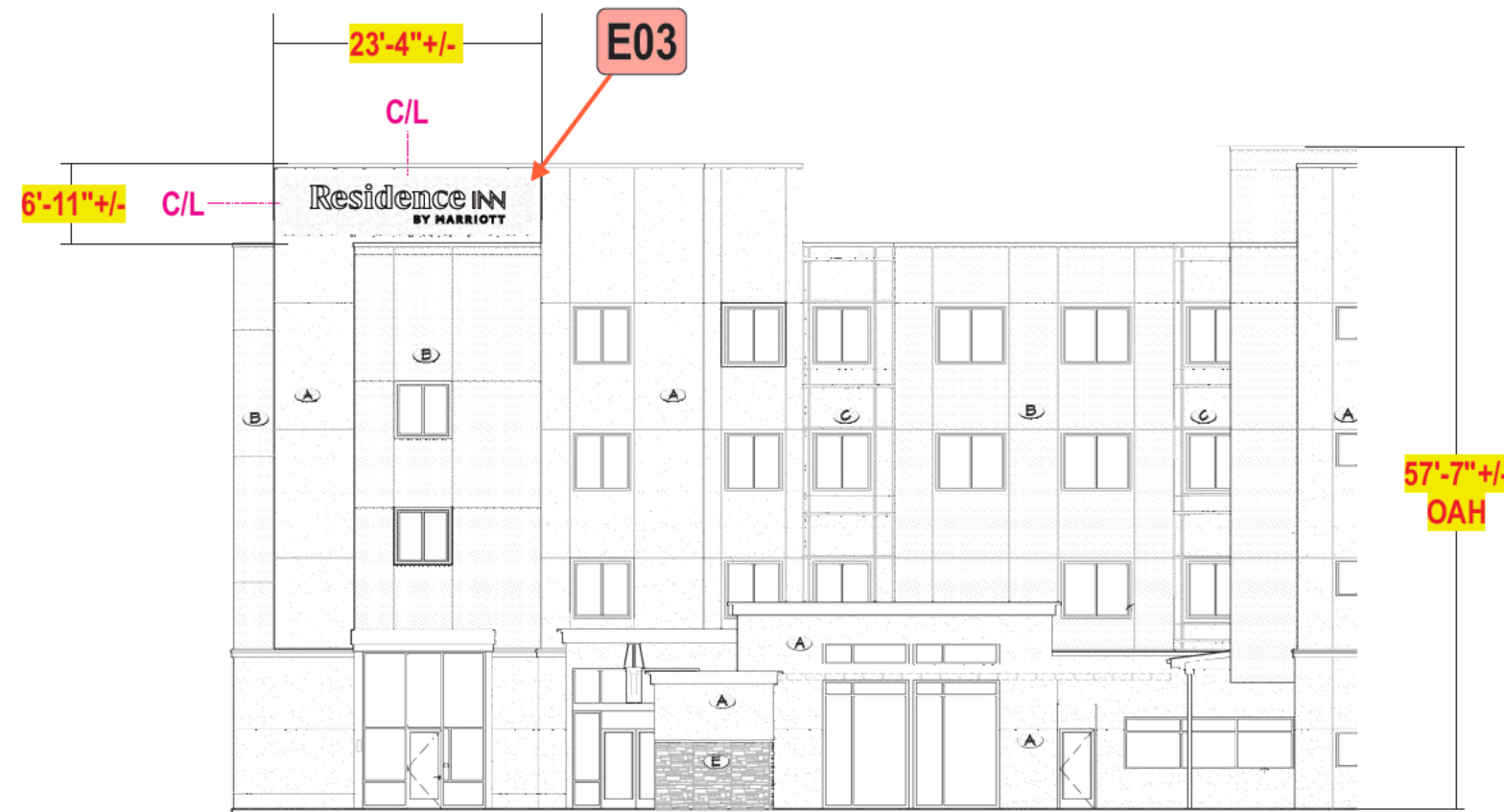
RI-CL-24-S-WW-Right

| | |
|-------------------|------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 57.1 |



FULL ELEVATION

ALL SIGN SIZES HAVE BEEN CALCULATED OFF ARCHITECTURAL PRINTS AS SHOWN



Scale: 1/16"=1'-0"

Stratus

onstratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
Residence INN
BY MARRIOTT

ADDRESS:
700 DALLAS DRIVE
ROANOAKE, TX 76262

PAGE NO.:
5

ORDER NUMBER:
1237731

SITE NUMBER:
30037

ELECTRONIC FILE NAME:
G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
85890

PROJECT MANAGER:
ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | Updated part numbers | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | Revised Artwork | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

PROPOSED LEFT ELEVATION

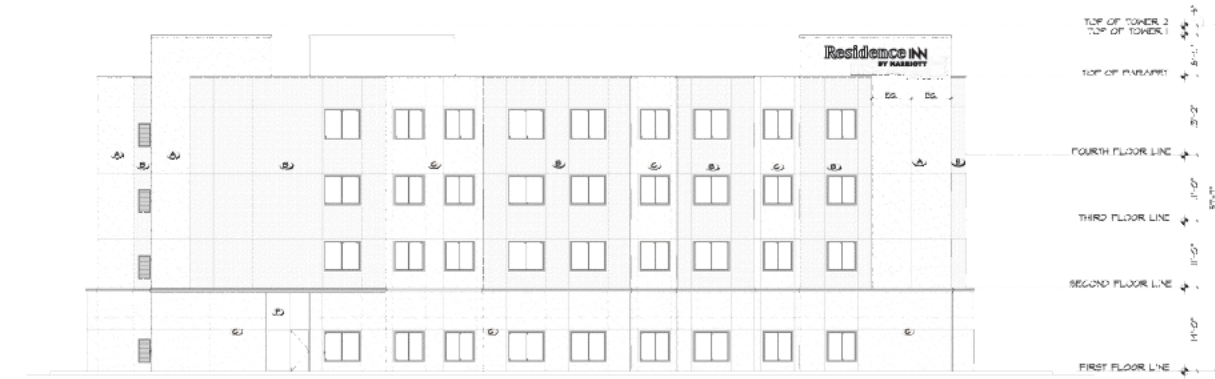
Southern Facade

RI-CL-24-S-WW-Right

| | |
|-------------------|------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 57.1 |



ALL SIGN SIZES HAVE BEEN CALCULATED OFF ARCHITECTURAL PRINTS AS SHOWN



FULL ELEVATION



Scale: 1/16"=1'-0"

Stratus

onstratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
Residence INN
BY MARRIOTT

ADDRESS:
700 DALLAS DRIVE
ROANOAKE, TX 76262

PAGE NO.:
6

ORDER NUMBER:
1237731

SITE NUMBER:
30037

ELECTRONIC FILE NAME:
G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
85890

PROJECT MANAGER:
ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | Updated part numbers | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | Revised Artwork | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

PROPOSED REAR ELEVATION

RI-CL-24-S-WW-Right

Scale: 1/16"=1'-0" Western Facade

| | |
|-------------------|------|
| EXISTING SIGN SF: | - |
| PROPOSED SIGN SF: | 57.1 |



FULL ELEVATION

ALL SIGN SIZES HAVE BEEN CALCULATED OFF ARCHITECTURAL PRINTS AS SHOWN



Stratus

onstratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
Residence INN
BY MARRIOTT

ADDRESS:
700 DALLAS DRIVE
ROANOAKE, TX 76262

PAGE NO.:
7

ORDER NUMBER:
1237731

SITE NUMBER:
30037

ELECTRONIC FILE NAME:
G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
85890

PROJECT MANAGER:
ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | Updated part numbers | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | Revised Artwork | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

E01 FACE LIT CHANNEL LETTERS
Scale: 1/2"=1'-0"

RI-CL-24-S-GW-Right
57.1 square feet



Channel Letter Specifications:

Construction:
.050" aluminum channel letter with .063" with aluminum backs/
1.5-2.0mm aluminum channel letter cases
3" deep returns

Face Material:
3/16" 2447 white acrylic/3-4mm 30% translucent opal acrylic
or 3/16" Plaskolite 2406 white acrylic

Decoration:
Digitally printed dual-color film to match Pantone® 425 C Gray/
digital print in Pantone® 425 C gray onto 3M Dual-Color 3635-210
White perforation vinyl film, double layer liquid lacquering

Trim Cap:
1" painted to match Pantone® 425 C Gray/factory painted trim
cap to match Pantone® 425 C Gray

Illumination:
GE 7100K White LED's as required
or Sloan Prism 24 6500K White LED's as required

Remote Power Supplies

Exterior Finish:
Paint to match Pantone® 425 C Gray/ powder coating RAL7012, satin finish

Interior Finish:
Paint reflective white/powder coating RAL9003, glossy finish

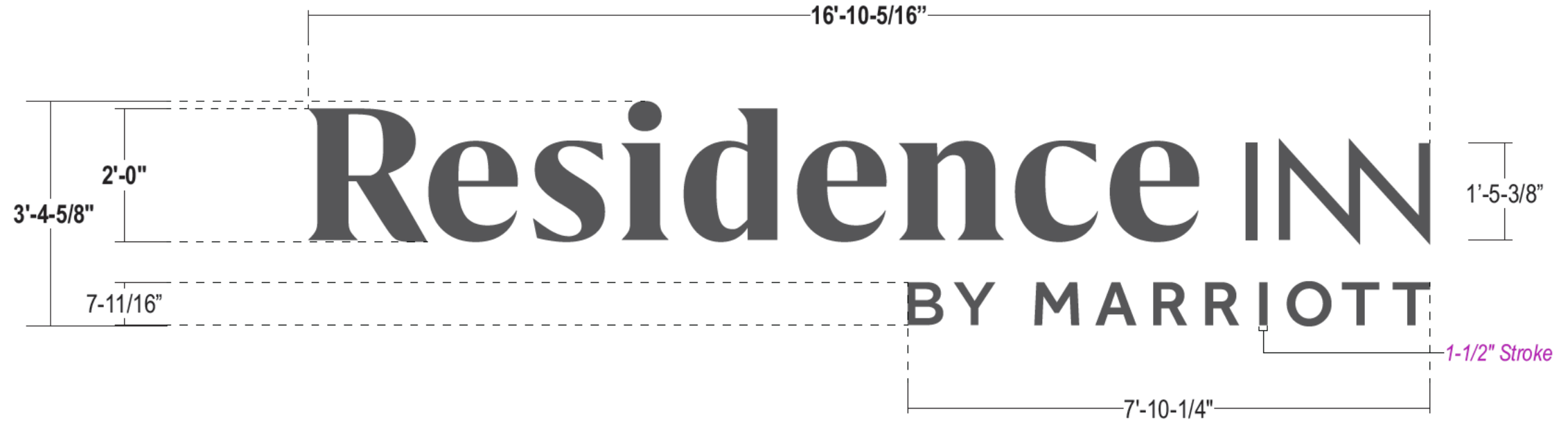
**For Channel Letters smaller than 24", the "By Marriott" size will be the same as the 24" set.*

Wall Material, Install & Quantity:

Wall Material:
Not available at time of survey

Install:
Thru bolted using all thread into blocking as required;
12" standard length of threaded rod will be supplied unless otherwise noted;
3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:
(1) ONE SET REQUIRED FOR FRONT ELEVATION



COLOR PALETTE

- 3M 3635-210 White Dual-Color Film w/ Pantone 425 Gray Digital Print
- Pantone 425 Gray RAL7012 Gray

ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

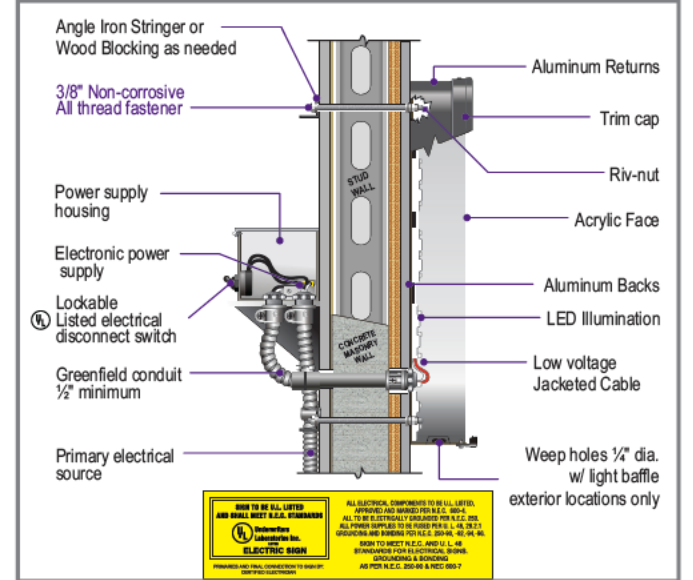
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

SIMULATED NIGHT VIEW



FACE LIT LED | REMOTE, FLUSH | GENERIC INSTALL



Stratus

onestratus.com
8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT:
Residence INN
BY MARRIOTT

ADDRESS:
700 DALLAS DRIVE
ROANOAKE, TX 76262

PAGE NO.:
8

ORDER NUMBER:
1237731

SITE NUMBER:
30037

ELECTRONIC FILE NAME:
G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
85890

PROJECT MANAGER:
ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | Updated part numbers | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

E02 FACE LIT CHANNEL LETTERS

RI-CL-24-S-WW-Right

Scale: 1/2"=1'-0"

57.1 square feet

E03

E04 E05 E06



Channel Letter Specifications:

Construction:
 .050" aluminum channel letter with .063" with aluminum backs/
 1.5-2.0mm aluminum channel letter cases
 3" deep returns

Face Material:
 3/16" 7328 white acrylic
 3-4mm 30% translucent opal acrylic
** For trimless letters, 7/16" 7328 white acrylic to be used*

Trim Cap:
 1" painted to match Pantone® 425 C Gray/factory painted trim cap to match Pantone® 425 C Gray

Illumination:
 GE 7100K White LED's as required
 or Sloan Prism 24 6500K White LED's as required

Remote Power Supplies

Exterior Finish:
 Paint to match Pantone® 425 C Gray/ powder coating RAL7012, satin finish

Interior Finish:
 Paint reflective white/powder coating RAL9003, glossy finish

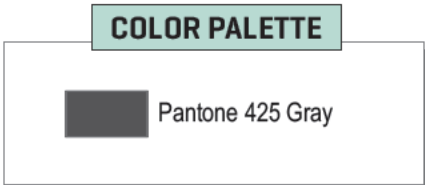
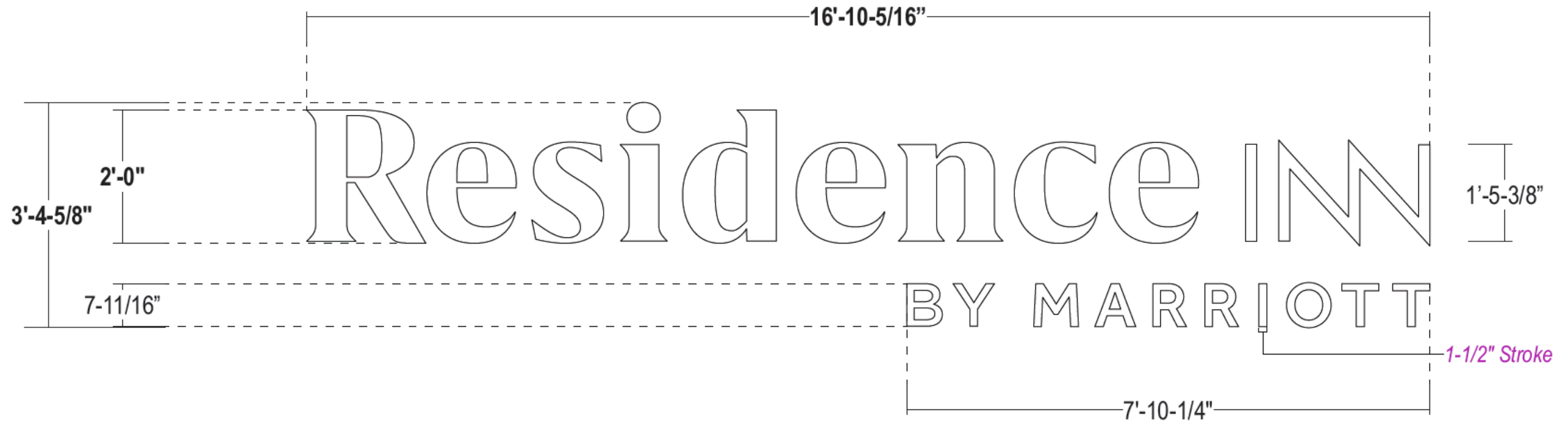
**For Channel Letters smaller than 24", the "By Marriott" size will be the same as the 24" set.*

Wall Material, Install & Quantity:

Wall Material:
 Not available at time of survey

Install:
 Thru bolted using all thread into blocking as required;
 12" standard length of threaded rod will be supplied unless otherwise noted;
 3/8" threaded rod into blocking or Stratus approved equivalent;

Quantity:
TOTAL (5) FIVE SETS REQUIRED (1) ONE FOR FRONT ELEVATION, (1) ONE FOR RIGHT ELEVATION, (1) ONE FOR LEFT ELEVATION & (2) TWO FOR REAR ELEVATION



Paint finish to be satin unless otherwise specified

ALL SIGNS TO COMPLY WITH UL 48 AND WILL BE MARKED AS SUCH WITH APPROPRIATE LABORATORY LABELS.

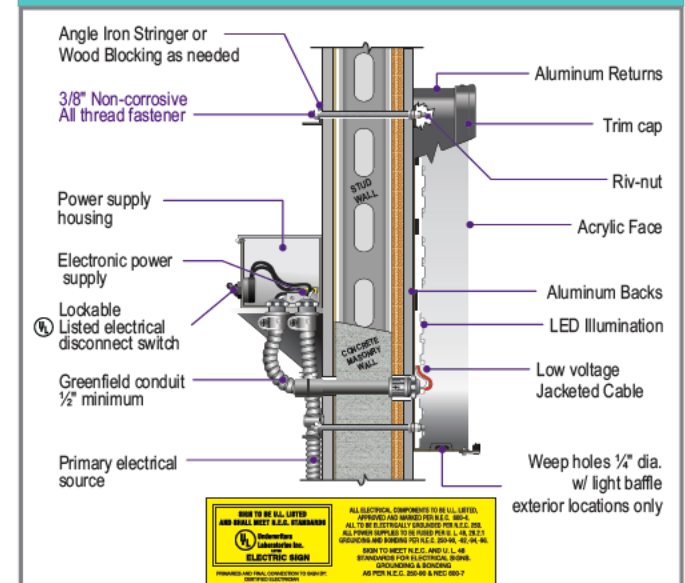
THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.6(A) (1) OF THE NATIONAL ELECTRIC CODE.

SIMULATED NIGHT VIEW



FACE LIT LED | REMOTE, FLUSH | GENERIC INSTALL



Stratus

onestratus.com
 8959 Tyler Boulevard
 Mentor, Ohio 44060
 888.503.1569

CLIENT:
Residence INN BY MARRIOTT

ADDRESS:
 700 DALLAS DRIVE
 ROANOAKE, TX 76262

PAGE NO.:
9

ORDER NUMBER:
 1237731

SITE NUMBER:
 30037

ELECTRONIC FILE NAME:
 G:\ACCOUNTS\MARRIOTT\RESIDENCE INN\2024\TX\Residence Inn_Roanoake_Sales\Residence Inn_Roanoake_Sales R6

PROJECT NUMBER:
 85890

PROJECT MANAGER:
 ANTHONY MOLINA

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|----------|--------|---------------|---|-------|-------|-------------|-------------|
| Original | 481964 | 06/24/24 Z-KA | | | | | |
| Rev 1 | 482787 | 06/26/24 Z-SH | | | | | |
| Rev 2 | 483113 | 06/27/24 DS | | | | | |
| Rev 3 | 519306 | 03/11/25 Z-KE | | | | | |
| Rev 4 | 519710 | 03/13/25 Z-AV | Revised Artwork | | | | |
| Rev 5 | 524289 | 04/04/25 BLB | Changed letter sets overall size to 24" | | | | |
| Rev 6 | 579022 | 02/12/26 Z-AI | | | | | |

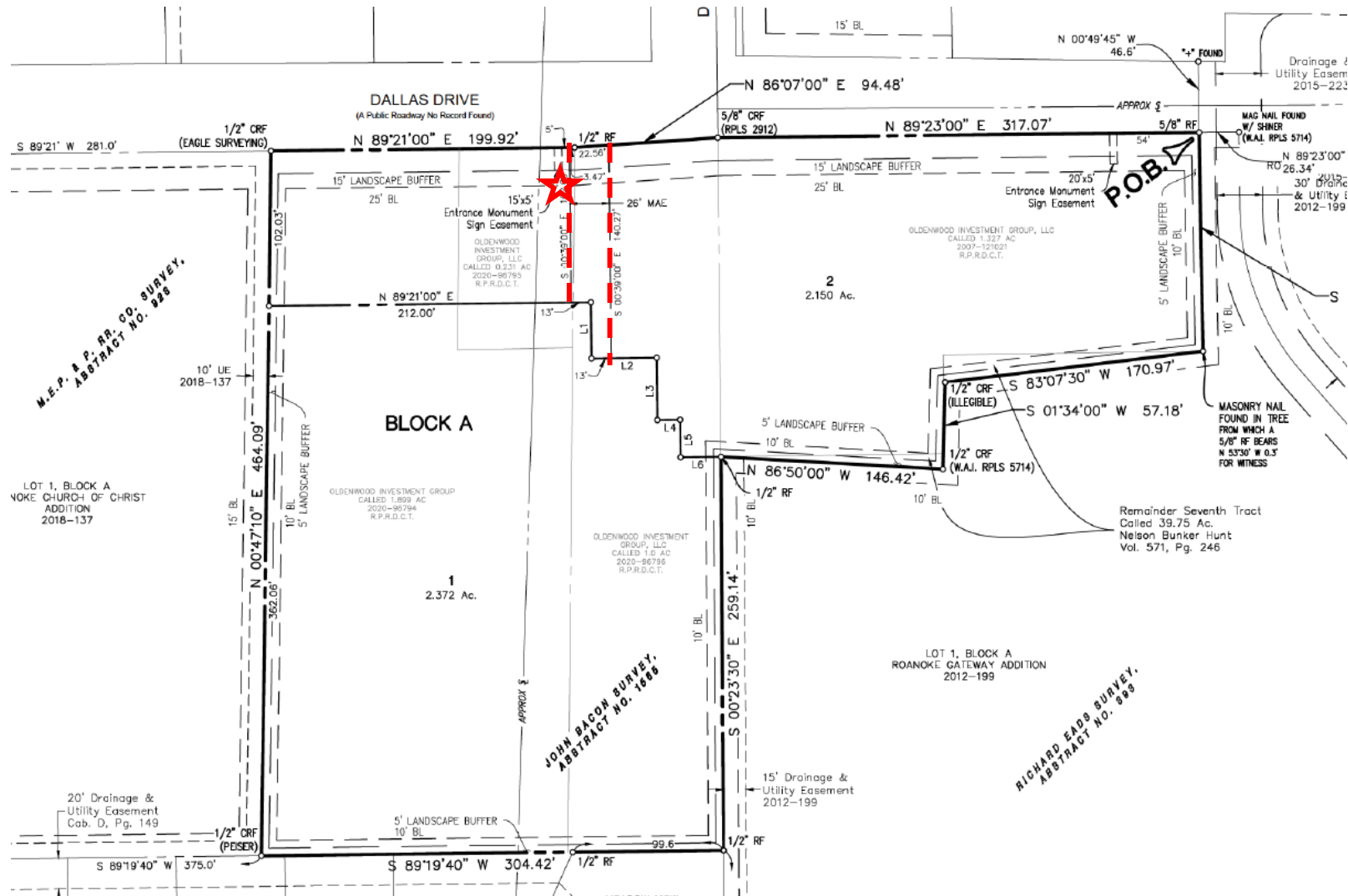
PRINTS ARE THE EXCLUSIVE PROPERTY OF STRATUS. THIS MATERIAL SHALL NOT BE USED, DUPLICATED, OR OTHERWISE REPRODUCED WITHOUT THE PRIOR WRITTEN CONSENT OF STRATUS.

Plat of Property – Staff Markup



Location of Monument Sign Easement

--- Location of Mutual Access Easement



OWNER'S CERTIFICATE AND DEDICATION

DEDICATION STATEMENT

STATE OF TEXAS :
 COUNTY OF DENTON :
 NOW HEREBY, KNOW ALL MEN BY THESE PRESENTS, THAT WE, OLDENWOOD INVESTMENT GROUP, LLC, are the owners of all that certain lot, tract or parcel of land situated in the Richard Eads Survey, Abstract Number 393, the Memphis, El Paso and Pacific Railroad Company Survey, Abstract Number 923 and the John Bacon Survey, Abstract Number 1565, City of Roanoke, Denton County, Texas, and being part of that certain called 39.75 acre tract of land described as SEVENTH TRACT in deed in favor of Nelson Bunker Hunt, recorded in Volume 571, Page 246 of the Deed Records of Denton County, Texas, and being all of that certain called 1.327 acre tract of land described in deed in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2007-121021 of the Real Property Records of Denton County, Texas, and being all of that certain called 1.899 acre tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96794 of the Real Property Records of Denton County, Texas, and being all of that certain called 0.231 acre tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96795 of the Real Property Records of Denton County, Texas, and being all of that certain tract of land described in Correction Instrument in favor of Oldenwood Investments Group, LLC, recorded in Document Number 2020-96796 of the Real Property Records of Denton County, Texas, and being more particularly described as follows:

NOW HEREBY, KNOW ALL MEN BY THESE PRESENTS: That we, OLDENWOOD INVESTMENT GROUP, LLC do hereby adopt this plat designating the herein above described property as Roanoke Lodging Addition, an addition to the City of Roanoke and do hereby dedicate to the public use forever the streets and alleys shown hereon and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips and public utility shall at all times have the right of ingress and egress to and from upon the said easement strips for the purpose of constructing, reconstructing, inspecting, and patrolling, without the necessity of any license or procuring the permission of anyone. This plat approved subject to all pitting ordinances, rules, regulations, and resolutions of the City of Roanoke, Texas.

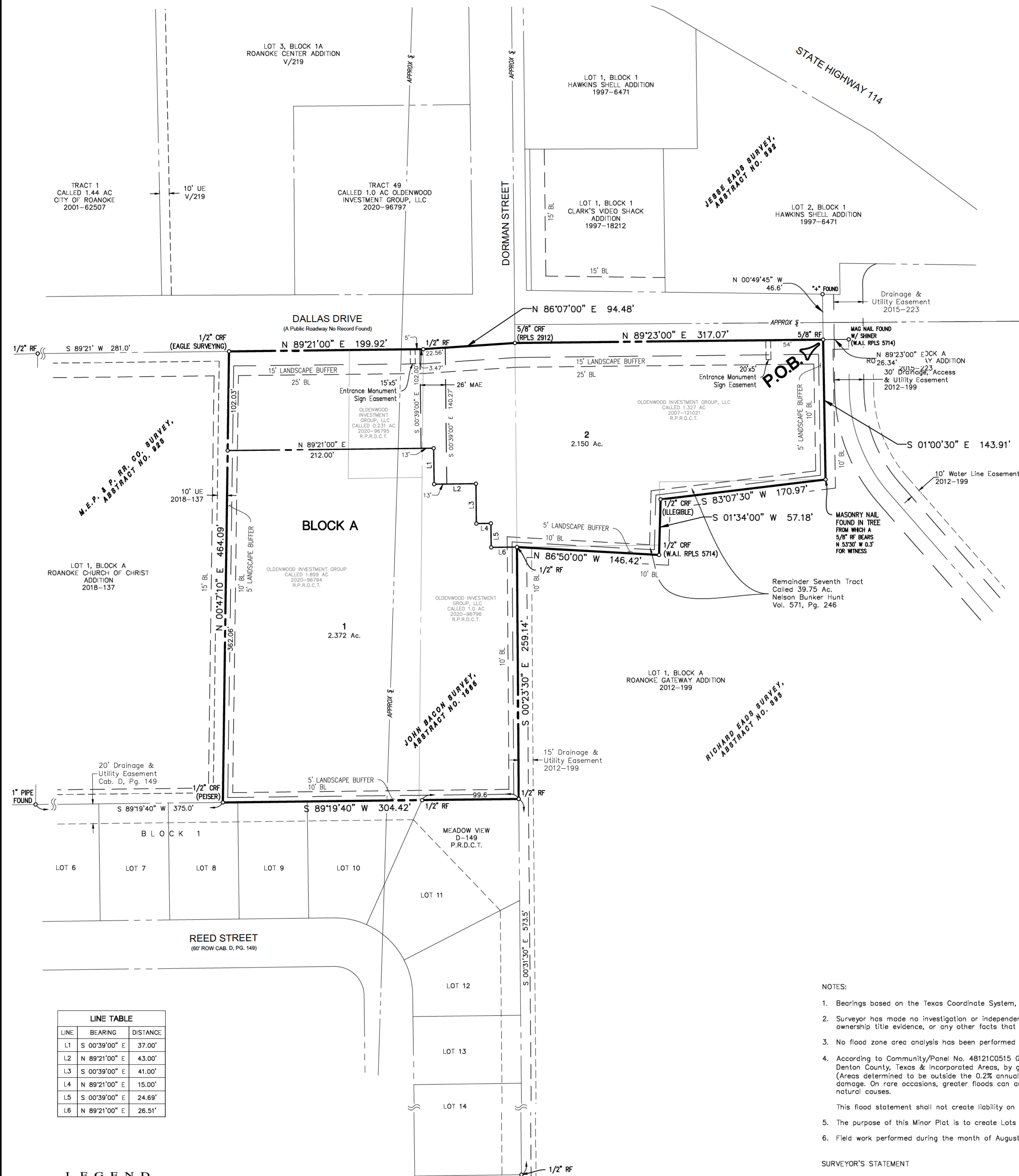
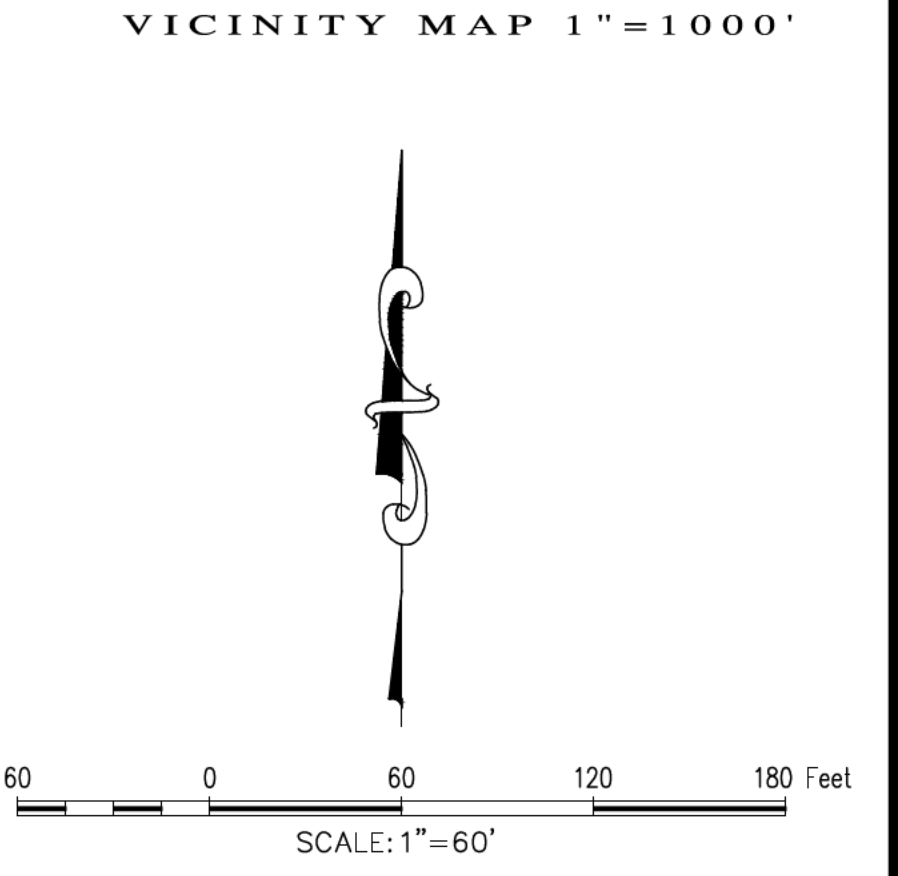
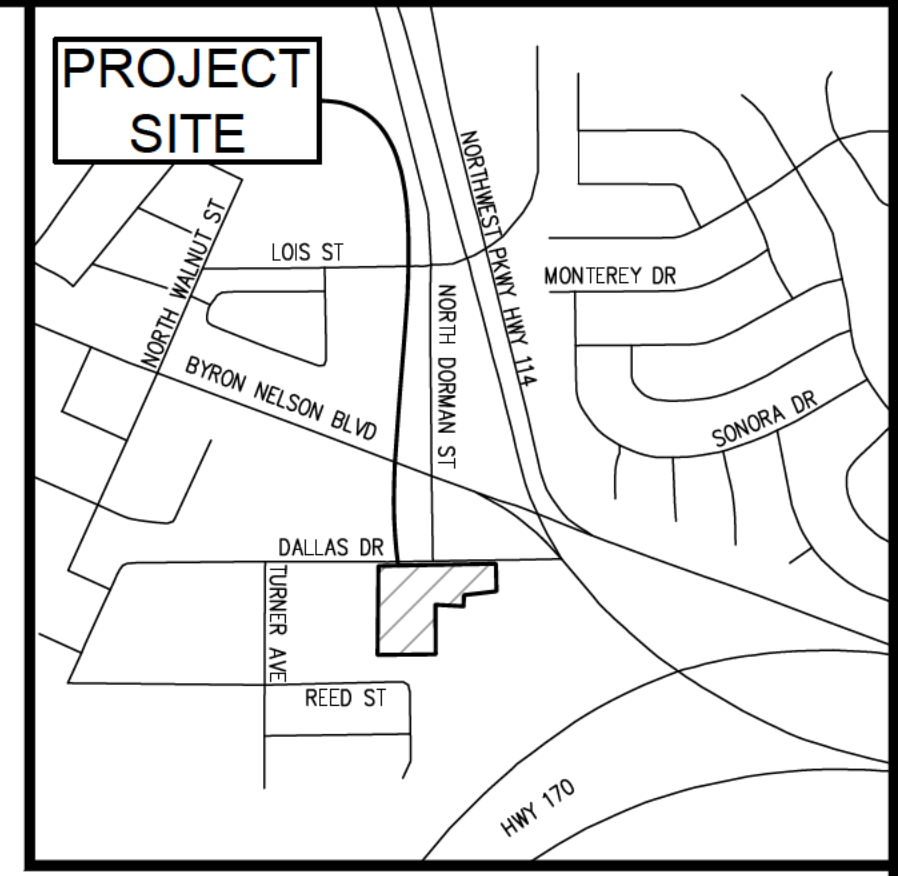
WITNESS MY HAND this _____ day of _____, 2022.
 Authorized Representative
 STATE OF TEXAS :
 COUNTY OF DENTON :

Before me, the undersigned authority, a Notary Public in and for said County and State on this date personally appeared _____ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office this _____ day of _____, 2022.
 Notary Public in and for the State of Texas
 My commission expires the _____ day of _____, _____.

APPROVAL OF THE CITY OF ROANOKE, TEXAS
 This Minor Plat or Amending Plat was submitted to and considered by the City of Roanoke, Texas and hereby approved pursuant to Section 212.0065 and 212.016 of the Local Texas Government Code as amended.

Dated on this the _____ day of _____, 2022.
 BY: Cody Petree, Interim City Manager Date
 ATTEST: April S. Hill, City Secretary Date



| LINE | BEARING | DISTANCE |
|------|---------------|----------|
| L1 | S 00°39'00" E | 37.00' |
| L2 | N 89°21'00" E | 43.00' |
| L3 | S 00°39'00" E | 41.00' |
| L4 | N 89°21'00" E | 15.00' |
| L5 | S 00°39'00" E | 24.69' |
| L6 | N 89°21'00" E | 26.51' |

LEGEND
 P.O.B. = POINT OF BEGINNING
 RF = REBAR FOUND
 CRS = CAPPED REBAR SET
 CRF = CAPPED REBAR FOUND
 PRDCT = PLAT RECORDS, DENTON COUNTY, TEXAS
 RPRDCT = REAL PROPERTY RECORDS DENTON COUNTY, TEXAS
 BL = BUILDING LINE
 UE = UTILITY EASEMENT
 MAE = MUTUAL ACCESS EASEMENT
 SSE = SANITARY SEWER EASEMENT
 WLE = WATER LINE EASEMENT

NOTES:
 1. Bearings based on the Texas Coordinate System, North Central Zone (4202), NAD '83.
 2. Surveyor has made no investigation or independent search for easement of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate abstract of title may disclose.
 3. No flood zone area analysis has been performed by MCADAMS on the subject property.
 4. According to Community/Panel No. 48121C0515 G, effective April 18, 2011, of the FLOOD INSURANCE RATE MAP for Denton County, Texas & Incorporated Areas, by graphic plotting only, this property appears to be within Flood Zone "X" (Areas determined to be outside the 0.2% annual chance floodplain), thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes.
 This flood statement shall not create liability on the part of the surveyor.
 5. The purpose of this Minor Plat is to create Lots 1 and 2 of the Roanoke Lodging Addition.
 6. Field work performed during the month of August, 2022.

SURVEYOR'S STATEMENT
 I, Mark Paine, a Registered Professional Land Surveyor in the State of Texas, have prepared this plat of the above property from an actual survey on the ground, and this plat represents that survey made by me or under my supervision.
PRELIMINARY DOCUMENT:
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
 Mark Paine, RPLS
 Texas Registration No. 5078

FINAL PLAT
 Lot 1 & 2, Block 1
 ROANOKE LODGING ADDITION
 4.521 Acres

in the
 RICHARD EADS SURVEY, ABSTRACT NO. 393
 MEMPHIS, EL PASO AND PACIFIC RAILROAD COMPANY
 SURVEY, ABSTRACT NO. 923
 JOHN BACON SURVEY, ABSTRACT NO. 1565
 CITY OF ROANOKE
 DENTON COUNTY, TEXAS

The John R. McAdams Company, Inc.
 111 Hillside Drive
 Lewisville, Texas 75057
 972.436.9712
 201 Country View Drive
 Roanoke, Texas 75252
 940.240.1012
 TBP#: 19762 TBP#: 10194440
 www.mcadamsco.com

DRAWN BY: AT DATE: 08/24/2022 SCALE: 1"=60' JOB. No. SPEC21071

OWNER
 Oldenwood Investment Group, LLC
 3301 Westover CT
 Grapevine, Texas 76051
 Ph: (817) 481-8212
 Contact: Gerald Boyle

DEVELOPER
 Icon Lodging
 8961 Cypress Waters Blvd Suite 180
 Coppell, Texas 76019
 Ph: (469) 327-1000
 Contact: Nick Patel

Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with [Section 12.99](#) of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Three variance requests by Brandi Nelson

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider three variance requests by Brandi Nelson, on behalf of Blue Legacy Pool Service LLC & PharmLiving LLC, for properties addressed as 205 & 207 E. Byron Nelson Blvd, seeking relief from the City's Code of Ordinances Sections:

V-2026-05A - 12.930(e)(5): To allow a day care center use within 300 feet of gasoline pumps/underground storage tanks. (V-2026-05A)

V-2026-05B - 12.403(b)(4): To allow a reduced rear yard setback. (V-2026-5B)

V-2026-05C - 12.930(e)(2): To allow reduced outdoor play space for a day care center use. (V-2026-5C)

INFORMATION:

Application Introduction

Case number V-2026-05 involves 3 variance requests. The applicant is seeking variances prior to finalizing purchasing the properties addressed as 205 & 207 E. Byron Nelson. If the variance requests are approved, the property will need to be replatted and a site plan must be approved by Planning & Zoning Commission and City Council prior to the issuance of any permits.

Platting/Lot Conditions

207 E. Byron Nelson Blvd (.6232 Acres) – Platted in 2007, legally described as Lot 29R, Howe Addition. The existing 4,212 square foot, 2-story, structure was built in approximately 2011.



Zoning Board of Adjustment **AGENDA ITEM**

205 E. Byron Nelson Blvd (.31 Acres) – Unplatted property, the previous structure was demolished between 2020-2022.

There are two easements located on the property, both are located on the northern portion of the lot and extend across the width of the property.

Zoning History

The property is zoned Retail.

Adjacent Zoning

| Direction | Zoning District | Use |
|------------------|--|---------------------|
| North | SF-7 | Residential |
| East | Retail | Chiropractic Clinic |
| South | Oak Street Corridor – Neighborhood Transition Zone | Residential |
| West | Retail | Gas Station |

Variance Request Details/Staff Analysis

Variance A

Variance A is related to Zoning Ordinance Section 12.930 – Special Regulations for Day Care Centers. The applicant is seeking the variance in order to expand the existing building located at 207 E. Byron Nelson Blvd for use as a day care center. The property located at 201 E. Byron Nelson Boulevard contains an existing gas station. Per

Ordinance Section 12.930(e)(5) – “No portion of a day care center site shall be located within 300 feet of gasoline pumps or underground fuel storage tanks, or any other storage area/facility for explosive materials.”

The site plan concept provided by the applicant with the variance application indicates that the western wall of the new building would be located approximately 15 feet from the western property line on 205 E. Byron Nelson Blvd. The fuel storage tanks located



Zoning Board of Adjustment **AGENDA ITEM**

at 201 E. Byron Nelson are located approximately 32 feet from the common property line. The edge of the fuel pump canopy is approximately 16 feet from the common property line. The proposed daycare building would be located approximately 30 feet from the edge of the fuel canopy and approximately 47 feet from the fuel tank storage ground access.

The distance regulation is a supplemental regulation that the city has implemented, but it is not a state requirement.

Variance B

Variance B is related to Zoning Ordinance Section 12.403(b)(2) which states that lots with a Retail zoning designation that have a rear yard adjacent to a residential district shall have a minimum rear yard setback of 100 feet and the setback shall be open space with heavy landscaping.

The subject properties, if considered as if they are one platted lot, have a depth of approximately 150 feet. The zoning district has a minimum front yard setback of 25 feet. The existing structure that is currently located on the property addressed as 207 E. Byron Nelson has a front yard setback of approximately 28 feet from the front property line, and has an existing rear yard setback of approximately 48 feet. Due to the dimensions of the lot, if both the minimum 25-foot front yard setback and minimum 100-foot rear yard setback were to be met, the resulting building would have a depth of 25 feet. The proposed building could not be located less than 48 feet from the rear property line because of two easements located in the rear of the property that extend across the width of the property.

Due to the lot constraints, regardless of the proposed development, meeting the rear yard setback requirement would be extremely difficult.

Variance C

Variance C is related to a Special Regulation for Day Care Center Uses. Zoning Ordinance Section 12.930(e)(2) states:

“Outdoor play space shall be provided at a rate of 65 square feet per child, based upon the maximum design capacity. The required outdoor play space shall have no dimension of less than 30 feet. This requirement may be waived by the Planning & Zoning Commission and/or City Council if the day care is provided for less than four hours per day for each child”.



Zoning Board of Adjustment **AGENDA ITEM**

A variance must be sought because the day care operates more than 4 hours per day. The applicant currently has roughly 180 students. Based on the ordinance requirements, the minimum outdoor play space required would be 11,700 square feet. The site plan indicates that 5,779 square feet of playground area would be provided. The property has an area of approximately 40,650 square feet.

The proposed project would be required to have a minimum of 23 parking spaces, which equates to approximately 3,726 square feet of the property being dedicated for parking, and is required to provide appropriate fire lane access.

The State of Texas requirement for outdoor space is a minimum of 80 square feet of outdoor activity space per each child using the outdoor area at one time. The proposed outdoor activity area would allow for a maximum of 72 children to utilize the outdoor space at any given time based on state requirements.

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

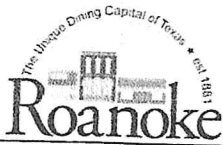
SPECIAL CONSIDERATION:

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-05 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
| Property Information | | |
| Address of premises affected: <u>Home</u> <u>207 E. Byron Nelson Blvd.</u> | | |
| Lot/Tract: <u>29R</u> | Block/Abstract: <u>1</u> | Lot Size: <u>62</u> |
| Legal Description - Addition/Survey: | | |
| Property Owner Information | | |
| Owner Name: <u>Pharmliving LLC</u> | | |
| Address: <u>40 Cypress St., Trophy Club, TX 76262</u> | | |
| Phone: <u>[REDACTED]</u> | Email: <u>[REDACTED]</u> | |
| I, the undersigned owner or authorized agent of the above described property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances. | | |
| Signature: <u>[Signature]</u> | Date: <u>4-24-2026</u> | |
| Applicant/Agent Information | | |
| Applicant/Agent Name: <u>Brandi Nelson/ A Mother's Love Childcare LLC</u> | | |
| Address: <u>820 N HWY 377 Roanoke, TX, 76262</u> | | |
| Phone: <u>[REDACTED]</u> | Email: <u>[REDACTED]</u> | |
| Detailed Description of Request: | | |
| 1- Allowing a daycare within 300 ft of a gas station 3- Reduce the amount of outdoor sq footage play space to match childcare licensing 2- Allow a reduced rear setback | | |
| Acknowledgement | | |
| I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property. | | |
| Signature: <u>[Signature]</u> | Date: <u>4-24-2026</u> | |

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

Address of premises affected: _____

Lot/Tract: _____ Block/Abstract: _____ Lot Size: _____

Legal Description - Addition/Survey: _____

Property Owner Information

Owner Name: Chris Butley - Blue Legacy Pools

Address: 205 Byron Nelson Blvd, Roanoke, TX 76262

Phone: [REDACTED] Email: [REDACTED]

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.

Signature: Date: 4/23/26

Applicant/Agent Information

Applicant/Agent Name: Brandi Nelson/ A Mother's Love Childcare LLC

Address: 820 N HWY 377 Roanoke, TX, 76262

Phone: [REDACTED] Email: [REDACTED]

Detailed Description of Request:

1- Allowing a daycare within 300 ft of a gas station 3- Reduce the amount of outdoor sq footage play space to match childcare licensing

2- Allow a reduced rear setback

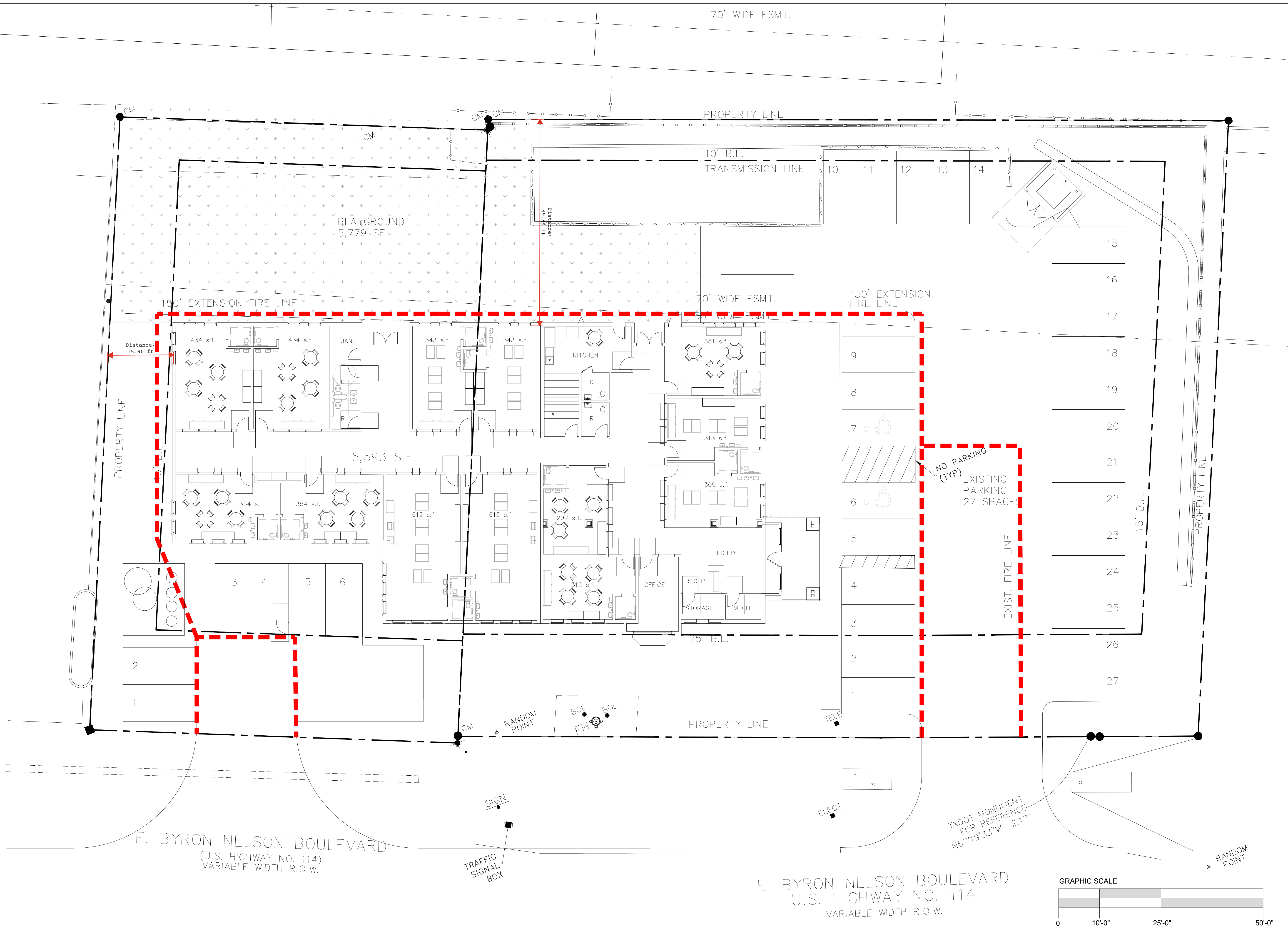
Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature: Date: 4/23/26

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com



FLOOR PLAN LAYOUT

NOT PERMIT FOR CONSTRUCTION

04/24/2026

A2-00

01 FLOOR PLAN LAYOUT
SCALE: 3/32" = 1'-0"

Approximate distance of underground fuel tank to property line.



DEDICATION

WHEREAS, B-29 INVESTMENTS L.L.C., THROUGH ITS DULY SWORN REPRESENTATIVE STEVE SCHMITZ, IS THE OWNER OF ALL THAT CERTAIN TRACT OF LAND SITUATED IN THE M.E.P. & P. RAILROAD SURVEY, ABSTRACT NUMBER 923, DENTON COUNTY, TEXAS, AND BEING A RETRACEMENT SURVEY OF ALL OF A TRACT OF LAND DESCRIBED IN THE DEED TO BRICE R. BONNER, JR., RECORDED IN VOLUME 1156, PAGE 229 OF THE DEED RECORDS OF DENTON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE TRACT BEING DESCRIBED HEREIN AT A 1/2" CAPPED IRON ROD SET FOR CORNER IN THE NORTH RIGHT-OF-WAY LINE OF U.S. HIGHWAY #114 ALSO KNOWN AS BYRON NELSON BOULEVARD, AND AT THE SOUTHWEST CORNER OF A TRACT OF LAND DESCRIBED IN THE DEED TO MENDEZ, LTD., RECORDED IN VOLUME 2788, PAGE 290 OF SAID DEED RECORDS;

THENCE NORTH 69 DEGREES 19 MINUTES 19 SECONDS WEST WITH THE NORTH RIGHT-OF-WAY LINE OF SAID HIGHWAY A DISTANCE OF 24.09 FEET TO A 1/2" CAPPED IRON ROD SET FOR CORNER;

THENCE ALONG THE NORTH RIGHT-OF-WAY LINE OF SAID HIGHWAY WITH A CURVE TO THE RIGHT HAVING A RADIUS OF 11409.16 FEET AND AN ARC LENGTH OF 156.90 FEET AND THE CHORD BEARS NORTH 68 DEGREES 55 MINUTES 41 SECONDS WEST A DISTANCE OF 156.90 FEET TO A 1/2" CAPPED IRON ROD FOUND FOR CORNER AT THE SOUTHEAST CORNER OF A TRACT OF LAND DESCRIBED IN THE DEED TO JACK E. CHASTEEN RECORDED IN INSTRUMENT NUMBER 05-119431 OF THE REAL PROPERTY RECORDS OF DENTON COUNTY, TEXAS;

THENCE NORTH 23 DEGREES 49 MINUTES 48 SECONDS EAST ALONG THE EAST LINE OF SAID CHASTEEN TRACT A DISTANCE OF 150.92 FEET TO A 1/2" CAPPED IRON ROD FOUND FOR CORNER;

THENCE SOUTH 68 DEGREES 53 MINUTES 57 SECONDS EAST A DISTANCE OF 180.98 FEET TO A 1/2" CAPPED IRON ROD FOUND FOR CORNER AT THE NORTHWEST CORNER OF SAID MENDEZ TRACT;

THENCE SOUTH 23 DEGREES 49 MINUTES 48 SECONDS WEST ALONG THE WEST LINE OF SAID MENDEZ TRACT A DISTANCE OF 150.66 FEET TO THE PLACE OF BEGINNING AND ENCLOSING 0.627 OF AN ACRE OF LAND MORE OR LESS.

I, J.E. THOMPSON II, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED FROM AN ACTUAL SURVEY ON THE GROUND AND THAT ALL CORNERS ARE SET WITH 1/2" CAPPED IRON RODS OR FOUND AS INDICATED.

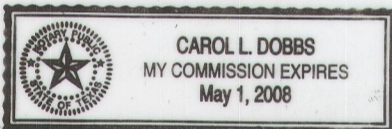
J.E. Thompson
J.E. THOMPSON II R.P.L.S.
TEXAS REGISTRATION NO. 4857

KNOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS THAT, B-29 INVESTMENTS L.L.C., DO ADOPT THIS PLAT DESIGNATING THE HEREIN DESCRIBED PROPERTY AS REPLT OF LOT 29R OF HENRY HOWE SUBDIVISION IN ROANOKE, DENTON COUNTY, TEXAS AND DO HEREBY DEDICATE TO THE PUBLIC USE FOREVER, THE STREETS RIGHTS-OF-WAY AND PUBLIC EASEMENTS SHOWN HEREON AND DO HEREBY SWEAR OR AFFIRM THAT ACCORDING TO DENTON COUNTY WEBSITE AND THE CITY OF ROANOKE, THE PROPERTY SHOWN HEREON IS WITHIN THE CITY OF ROANOKE'S CITY LIMITS.

REPRESENTATIVE FOR B-29 INVESTMENTS, L.P.
STEVE SCHMITZ

STATE OF TEXAS
BEFORE ME, THE UNDERSIGNED NOTARY IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED STEVE SCHMITZ KNOWN TO ME TO BE THE PERSON, WHOSE NAME IS SUBSCRIBED TO THE FORGOING INSTRUMENT AND ACKNOWLEDGE TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE THIS 30th DAY OF August, 2007.
NOTARY PUBLIC IN THE STATE OF TEXAS.
MY COMMISSION EXPIRES



COUNTY REQUIRED GENERAL NOTES:

- 1) WATER SERVICE TO BE PROVIDED BY THE CITY OF ROANOKE.
- 2) SANITARY SEWER TO BE PROVIDED BY THE CITY OF ROANOKE.
- 3) ELECTRIC SERVICE TO BE PROVIDED BY TXU ENERGY.
- 4) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF TITLE WORK.
- 5) NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IN LIEU OF A PLAT, PRIOR TO PLATTING, IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- 6) FLOOD STATEMENT: I HAVE EXAMINED THE F.E.M.A. FLOOD INSURANCE RATE MAP FOR DENTON COUNTY, TEXAS, COMMUNITY NUMBER 48121C, EFFECTIVE DATE 3-30-1998 AND THAT MAP INDICATES THAT THIS PROPERTY IS WITHIN "NON-SHADED ZONE X" DEFINED AS "AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN" AS SHOWN IN PANEL 0515 F OF SAID MAP. THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE, ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS FLOOD STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

NOTE: BEARING BASIS ARE DERIVED FROM GPS OBSERVATIONS. TEXAS NORTH CENTRAL NAD 83.

NOTE: VERTICAL DATUM BASED ON NAVD 88.

NOTE: THE ACCURACY OF THIS SURVEY MEETS OR EXCEEDS THE STATE OF TEXAS MINIMUM STANDARDS.

APPROVAL OF THE PLANNING AND ZONING COMMISSION OF THE CITY

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROANOKE, TEXAS, AND IS HEREBY RECOMMENDED BY SUCH COMMISSION TO THE CITY COUNCIL FOR ITS CONSIDERATION FOR APPROVAL.

DATED THIS 14th DAY OF Aug. 2007. BY: Lewis Rice
CHAIRMAN

ATTEST: Kelley Edwards
SECRETARY

APPROVAL OF THE CITY COUNCIL OF THE CITY

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS, AND IS HEREBY APPROVED BY 30th CITY COUNCIL.

DATED THIS 14th DAY OF August, 2007. BY: Cezar

ATTEST: Kelley Edwards
SECRETARY



ERRORS: THE CLIENT OR CLIENT'S REPRESENTATIVES SHALL HAVE 45 DAYS FROM THE DATE THE SURVEY WAS ISSUED TO CHANGE ANY MISPLACED BELIEFS OR ANY ERRORS ON THE SURVEY REPORT. AFTER THIS TIME HAS EXPIRED ALL PARTIES INVOLVED MUST ACCEPT THE SURVEY AS ISSUED.

| Course | Bearing | Distance |
|--------|---|---|
| C1 | Rad: 11409.16' Tan: 78.45' Chd: N 68°55'41" W | Arc: 156.90' CA: 0°47'17" 156.90' |

UTILITY PROVIDERS

WATER
CITY OF ROANOKE
108 SOUTH OAK STREET
ROANOKE, TX 76262
817-491-2411

ELECTRIC
TXU ENERGY
3100 GARRISON ROAD
CORINTH, TX 76201
940-497-7550

TELEPHONE
AT&T



REPLAT OF LOT 29R OF HENRY HOWE SUBDIVISION

REPLAT OF A PART OF LOT 29 OF THE HENRY HOWE SUBDIVISION BEING 0.627 OF AN ACRE IN THE M.E.P. & P. RAILROAD SURVEY ABSTRACT NO. #923, IN THE E.T.J. OF THE CITY OF ROANOKE, DENTON COUNTY, TEXAS.

GRAPHIC SCALE

All American Surveying
PHONE: 940-665-9105
FAX: 940-665-9106
114-B W. MAIN STREET
GAINESVILLE, TX 76240
JOB# 060365-1.dwg

LEGEND

- = MONUMENT LABELS
- = UTILITY POLE (PP)
- ⊕ = UTILITY RISER/TRANSFORMER (UR)
- ⊕ = FIRE HYDRANT (FH)
- ⊕ = WATER VALVE (WV)
- ⊕ = WATER METER (WM)
- ⊕ = SEWER MANHOLE (MH)
- ⊕ = GAS METER (GM)
- ⊕ = SURVEY CORNER
- △ = CONTROLLING MONUMENT
- * = BEARING BASIS
- FF = FINISHED FLOOR ELEVATION
- MFCP = METAL FCP
- WFCP = WOOD FCP
- () = PLAT OR DEED CALL
- POB = POINT OF BEGINNING
- POC = POINT OF COMMENCEMENT
- ROW = RIGHT-OF-WAY
- CE = COMMUNICATION EASEMENT
- DE = DRAINAGE EASEMENT
- EE = ELECTRIC EASEMENT
- UE = UTILITY EASEMENT
- WE = WATERLINE EASEMENT
- PUE = PUBLIC UTILITY EASEMENT
- BCM = BURIED CABLE MARKER
- BPM = BURIED PIPELINE MARKER
- OHE = OVERHEAD ELECTRIC

BOUNDARY LINES = ————

DEED/LOT LINES = ————

FENCE LINES = ———— X ————

SURVEY LINES = ————

APO = A PART OF

Filed for Record in:
Denton County
On: Aug 20, 2007 at 02:04P
As a
Plat
Document Number: 100194
Amount 43.00
Receipt Number - 414072
By:
Jane Morris

CabX p3 907

Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with Section 12.99 of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Variance request by Chris Kirchem

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider a variance request by Chris Kirchem, seeking relief from the City's Code of Ordinances Section 12.263(b)(2) regarding the minimum side yard setback requirement, to allow a reduced side yard setback on a single-family residential property addressed as 1808 Collington Drive.(V-2026-06)

INFORMATION:

Application Introduction

Case number V-2026-06 is a request for a variance to Zoning Ordinance Section 12.263(b)(2) which requires that lots zoned Single-Family-7 (SF-7) have a minimum side yard setback of 7.5 feet. The applicant is requesting a variance to allow a one-foot (1 ft) side yard setback along the northern property line in order to place a shed in that area.

| | |
|------------------------------------|----------|
| Minimum Required Side Yard Setback | 7.5 feet |
| Requested Side Yard Setback | 1 foot |

Platting/Lot Conditions

1808 Collington Drive – Legally described as Lot 50, Block 2, Parks of Hillsborough Phase

2. Platted in 2000.

Zoning History

The property is zoned Single-Family 7

Adjacent Zoning



Zoning Board of Adjustment **AGENDA ITEM**

All adjacent properties are zoned Single-Family 7.

Variance Request Details/Staff Analysis

The property has frontage along Collington Drive and Schooling Road. There is a 30-foot utility easement located in the back yard. Per Zoning Ordinance Section 12.751(a)(2) states:

“Accessory structures shall be separated from the main building and side and rear property lines by a minimum of five feet (5'). No accessory structure/use shall be located within any easement.”

The proposed site plan indicates that the shed would be placed 1 foot from the northern property line and 2 feet from the main building. Due to the utility easement, the only potential place to locate the shed is in the side yard.

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

SPECIAL CONSIDERATION:

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-06 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

| | | |
|--|-------------------|-----------------------|
| Address of premises affected: 1808 Collington Drive | | |
| Lot/Tract: 50 | Block/Abstract: 2 | Lot Size: 0.1653 acre |
| Legal Description - Addition/Survey: THE PARKS OF HILLSBOROUGH PH 2 BLK 2 LOT 50 | | |

Property Owner Information

| | |
|--|--------------------------------|
| Owner Name: C. Kirchem | |
| Address: P.O. Box 146, Roanoke, TX 76262 | |
| Phone: | Email: chris_commish@yahoo.com |

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.

Signature: *Chris Kirchem*

Date: 04/27/2026

Applicant/Agent Information

| | |
|--|-------------------|
| Applicant/Agent Name: C. Kirchem | |
| Address: P.O. Box 146, Roanoke, TX 76262 | |
| Phone: | Email: [REDACTED] |

Detailed Description of Request:

I am located in a hardship easement regarding putting in a 'Tuff Shed'. From the backyard fence line there is a 30 foot easement and the sides are 5 foot easements which puts the potential shed in the middle of the backyard (evesore to homeowner and neighbors). I am proposina mv sidevard behind mv 8 foot fenceline /

Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature: *Chris Kirchem*

Date: 04/27/2026

| FOR OFFICE USE ONLY | | | |
|------------------------|---------------------------------------|----------------|-----------------------|
| Date Payment Received: | Date of Public Hearing: 05/21/2026 | Date Notified: | Item No. V-2026-06 |

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com

APPLICANT REPRESENTATIVE

Check one of the following:

I will represent the application myself; or

I hereby designate _____ (name of project representative) to act in the capacity as the agent for filing, processing, representation, and/or presentation of this permit and/or development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

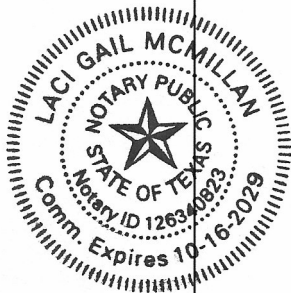
I hereby certify that the above-named owner is the rightful owner of the Property. I am either the owner of the property identified on the application or a representative (point of contact) of the company who is authorized to act on behalf of the owner. I further certify that the information provided herein and in the application for the development/ permit is true and correct. By signing below, I agree that the City of Roanoke is authorized and permitted to provide information contained within this application to the public.

Owner's Signature: Chris Kirchen Date: 4/27/2020

Signature of Representative: _____ Date: _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared (_____), known to me to be the same person whose name is subscribed to the foreign instrument, and acknowledged to me that s/he executed the same for the purpose and considerations therein expressed.

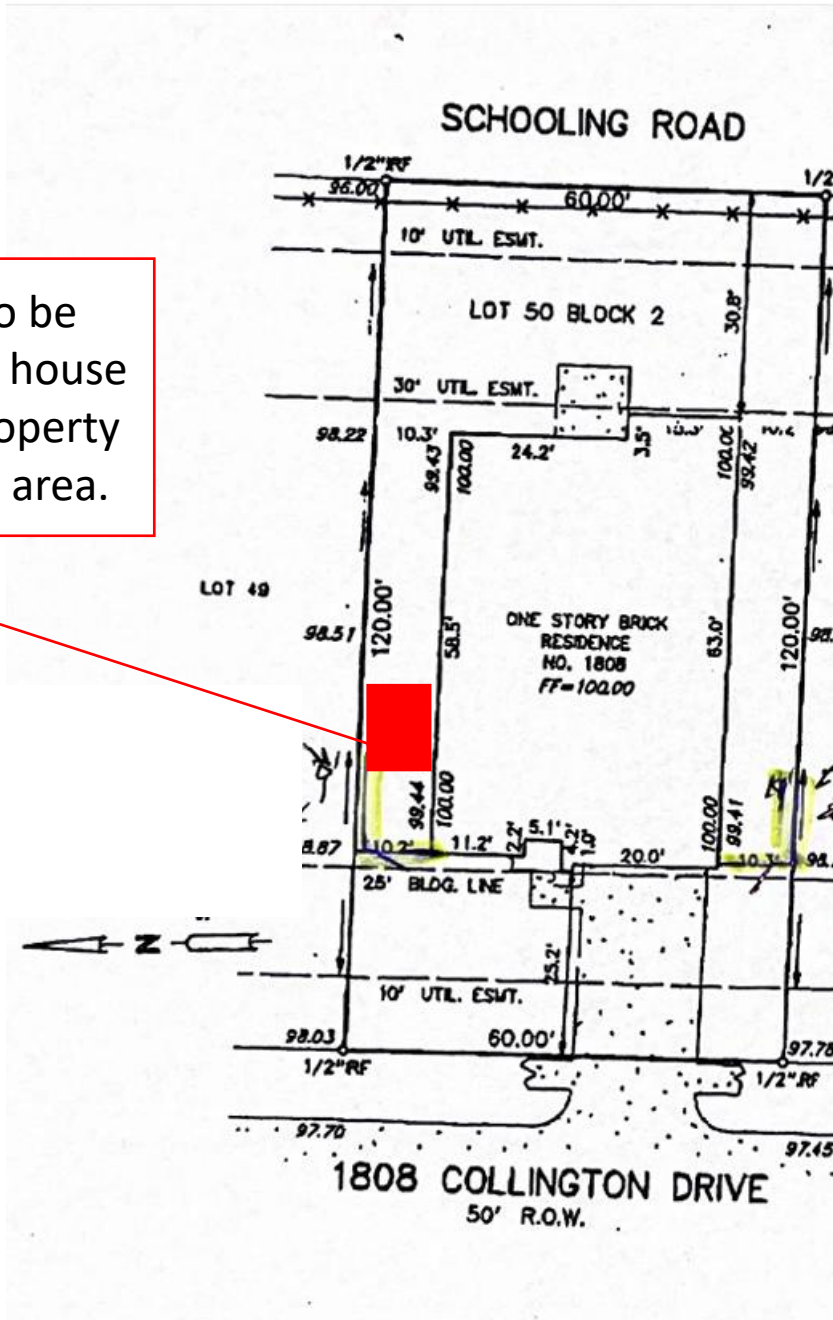
Given under my hand and seal of office this 27 day of April, 2020



Laci McMullan

Notary Public, in and for the State of Texas

Proposed shed to be located 2 feet from house and 1 foot from property line in this general area.



Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with Section 12.99 of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)



Zoning Board of Adjustment **AGENDA ITEM**

TO: Zoning Board of Adjustment

SUBJECT: Variance request by Doreen Gatobu

MEETING DATE: May 21, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Hold a public hearing and consider a variance request by Doreen Gatobu, on behalf of Roanoke Neighborhood Shops on 377, by Slate, LLC, seeking relief from the City's Code of Ordinances Section 2.855(A) regarding the number of attached signs permitted per business. The applicant is requesting a variance to allow an additional attached sign at the property addressed as 1751 N. US Hwy 377. (V-2026-07)

INFORMATION:

Request Details

The applicant is requesting a variance to allow a total of 2 attached signs on a business located at 1751 N. US Hwy 377 where ordinance section 12.855(A) allows a maximum of 1 attached sign for this business.

Applicable City Ordinance Section 12.855 - Attached Signs

Per Section 12.855(A), businesses are permitted to have 1 attached sign per public street frontage.

Platting History

The subject property was platted in 2015 as Lot 7, Block 1, Bobcat Corner's Addition.

Zoning History

The property is zoned Planned Development 2010-112. The Planned Development refers to the base-zoning standards for signage.

Adjacent Zoning/Uses



Zoning Board of Adjustment **AGENDA ITEM**

| Direction | Zoning District | Use |
|-----------|------------------------|---------------|
| North | Agricultural | Vacant |
| East | Retail and Agriculture | Vacant |
| South | Business Park | Cinemark |
| West | Public | City Property |

Facts of the Case

The subject property contains a shell retail building. The tenant located in Suite 170, Shotz Liquor has applied for a variance to permit a total of 2 attached signs. The business has road frontage along 1 public road, US Hwy 377. Per the Zoning Ordinance, the business is permitted to have 1 attached sign.

The proposed sign would be located on the northern façade of the building. The provided sign plans indicate that the applicant is proposing an illuminated attached sign that would measure approximately 17 feet 4 inches X 3 feet 2 inches for an approximate area of 54.89 square feet. The property has an existing attached, illuminated sign on the eastern façade of the building, facing US Hwy 377. This sign measures approximately 12 feet 6 inches X 4 feet with an area of 50 square feet.

The maximum allowable sign area for all attached signs on a business is 15% of the front façade of the leasable space, which in this case is a maximum of 90 square feet. The area of the existing sign and the proposed sign would result in a total sign area of 104.89 square feet, which would exceed the maximum allowed by 14.89 square feet.

STAFF RECOMMENDATION:

Staff does not provide a recommendation in Board of Adjustment hearings, as the Board must determine if the findings of undue hardship are met. The applicant has the burden of proving their hardship.

SPECIAL CONSIDERATION:



Zoning Board of Adjustment **AGENDA ITEM**

In order to grant a variance, the Board must make findings that an undue hardship exists using a specific set of criteria as listed in Zoning Ordinance Section 12.96, which is attached.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. V-2026-07 Exhibit
2. Zoning Ord. Section 12.96 - Variances



Zoning Board of Adjustment Application

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Variance | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Zoning Appeal |
|--|--|--|

Property Information

Address of premises affected: 1751 N US HWY 377, #170, ROANOKE, 76262

Lot/Tract: 7 Block/Abstract: 1 Lot Size:

Legal Description - Addition/Survey: Bobcat Corners Block 1 Lot 7

Property Owner Information

Owner Name: Roanoke Neighborhood Shops on 377 By Slate, LLC

Address: 17130 Dallas Parkway Dallas, TX 75248

Phone: [REDACTED] Email: [REDACTED]

I, the undersigned owner or authorized agent of the above described real property, located in the City of Roanoke, Texas, hereby make application request for a special exception/variance/appeal from Section _____ of the City of Roanoke Code of Ordinances.

Signature: Keri R... Date:

Applicant/Agent Information

Applicant/Agent Name: Dolreen Gatobu

Address: 1013 Wimberly Ln, Northlake, TX 76262

Phone: [REDACTED] Email: [REDACTED]

Detailed Description of Request:
Approval for a side elevation sign. Unit #170 is uniquely situated as an end-cap along a high-volume traffic corridor which limits visibility. This creates both practical hardship and traffic safety concern.

Acknowledgement

I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that at least four (4) affirmative votes must be cast in order to receive approval of a request. I further understand that no appeal to the Board for the same or a related variance or special exception on the same piece of property shall be allowed for a period of six (6) months following an unfavorable ruling by the Board unless other property in the immediate vicinity has, within the six-month waiting period, been changed or acted upon by the Board or the City Council so as to alter the facts and conditions upon which the previous unfavorable Board action was based. Such changes of circumstances shall permit the re-hearing of a variance or special exception request by the Board, but such circumstances shall in no way have any force in law to compel the Board, after a hearing on the matter, to grant a subsequent variance or special exception request. Any subsequent variance or special exception request shall be considered entirely on its own merits and on the specific circumstances related to the subject property.

Signature: _____ Date: _____

| FOR OFFICE USE ONLY | | | |
|------------------------|-------------------------|----------------|----------|
| Date Payment Received: | Date of Public Hearing: | Date Notified: | Item No. |
| | | | |

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com

Request for Variance – Side Elevation Sign Installation

Shotz Liquor – Roanoke
1751 N US HWY 377, Suite #170, Roanoke, TX 76262

Dear Members of the Zoning Board of Adjustment,

I respectfully request approval for a side elevation sign at my business located along Highway 377 in Roanoke.

The subject property is uniquely situated as an end-cap space along a high-volume traffic corridor. While the storefront technically faces the roadway, the building orientation and traffic flow significantly limit advance visibility. Motorists typically become aware of the business only after passing the entrance, leaving insufficient reaction time to safely slow, turn, or access the site.

This condition creates both practical hardship and traffic-safety concerns not shared by many other properties in the area. A side elevation sign would improve sightlines, allow safer driver decision-making, and enhance wayfinding without altering the commercial character of the corridor.

Several neighboring businesses utilize side-mounted signage for roadway visibility, establishing a consistent precedent along Highway 377.

At the time of the original development and permitting process, I was unaware that a separate variance request was required for side elevation signage. Had this been known, it would have been submitted concurrently.

After approximately one year of operating at this location, it has become clear that current signage limitations materially impact customer access and business sustainability, particularly given increased competition and market conditions.

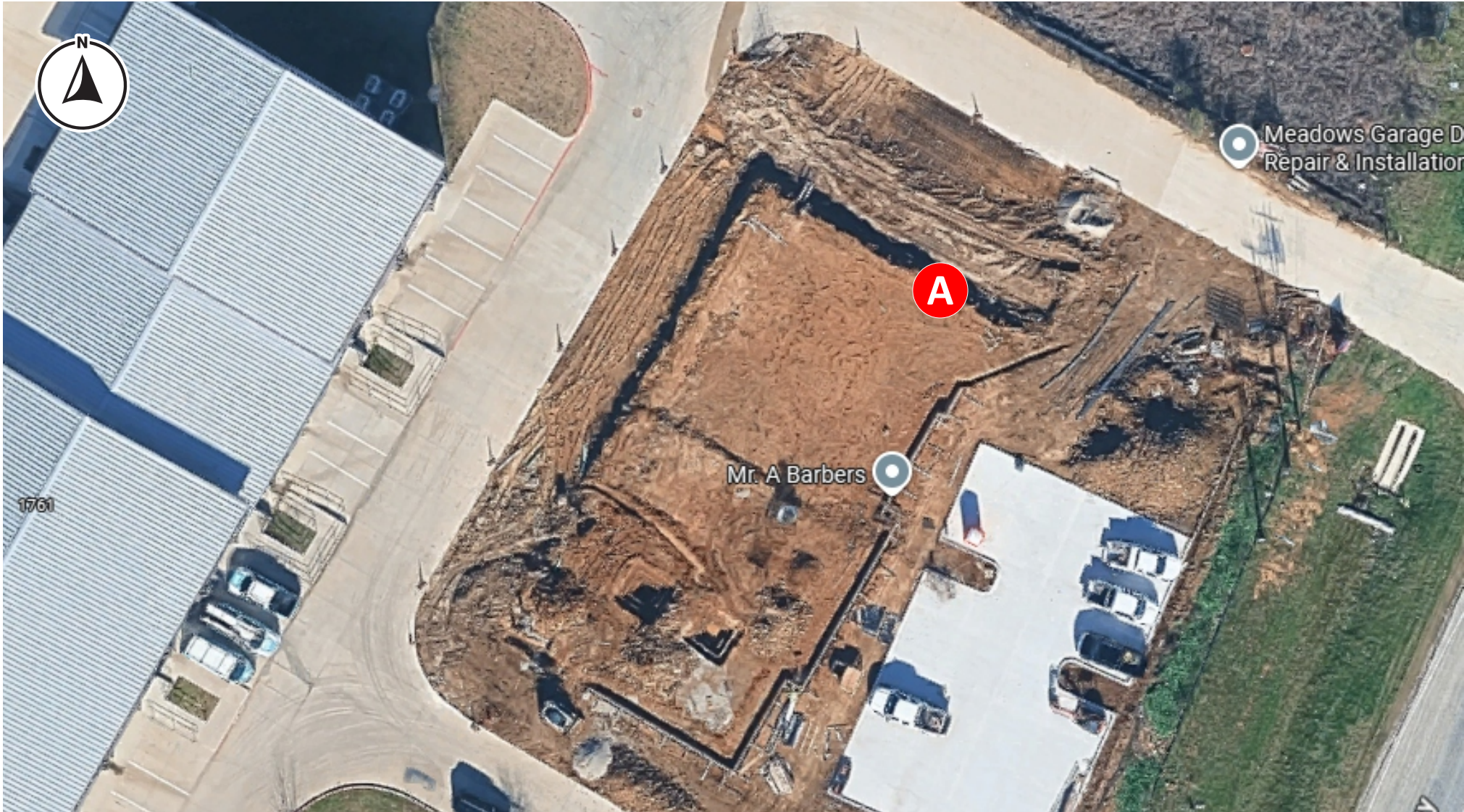
This request represents a reasonable accommodation based on:

- Unique site orientation and visibility limitations
- Traffic safety and advance sightline concerns
- Improved wayfinding for motorists
- Consistency with surrounding commercial signage
- Minimum variance necessary to relieve hardship

Approval would promote safer traffic behavior, equitable visibility, and continued economic activity without adverse impact.

Respectfully submitted,

Dolreen Gatobu (January 28, 2026)
Owner, Shotz Liquor – Roanoke
Ph: 478-284-5728
Email: shotzliquorroanoke@gmail.com



SITE MAP

NOT TO SCALE



A LISTED SIGN COMPANY
 Texas Sign Contractors License: TSC1491434
 Registered by The Texas Department of
 Licensing and Regulation, TX 07111 1-800-933-9332
 P.O. Box 10337 Austin, TX 78711 1-800-933-9332

| | | | |
|---|---|--|----------------|
| LANDLORD APPROVAL | CLIENT APPROVAL | Client: Shotz Liquor | Date: 11/20/25 |
| The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Giant Sign Co. and my tenant(s) and any extension, renewals, or modifications thereof. | This drawing is the property of Giant Sign and all rights to its use for reproduction are reserved by Giant Sign. | Address: 1751 N US Hwy 377, Roanoke, TX 76262 | |
| | | Revision notes: | |
| Salesman: Mike Phone: (972) 247-4404 Email: andy@GiantSign.com | | | |

x _____ Date _____
 (Property Owner/Authorized Agent Signature)

x _____ Date _____
 (Client Signature)

Electrical Notes

Power must be provided 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.



SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S).
 INSTALL IN ACCORDANCE WITH ARTICLE 600 OF NATIONAL ELECTRIC CODES

The location of the disconnect switch after installation shall comply with Article 600.3(A)(1) of the National Electrical Code.

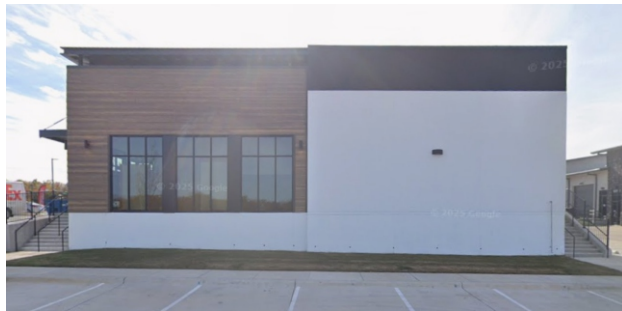
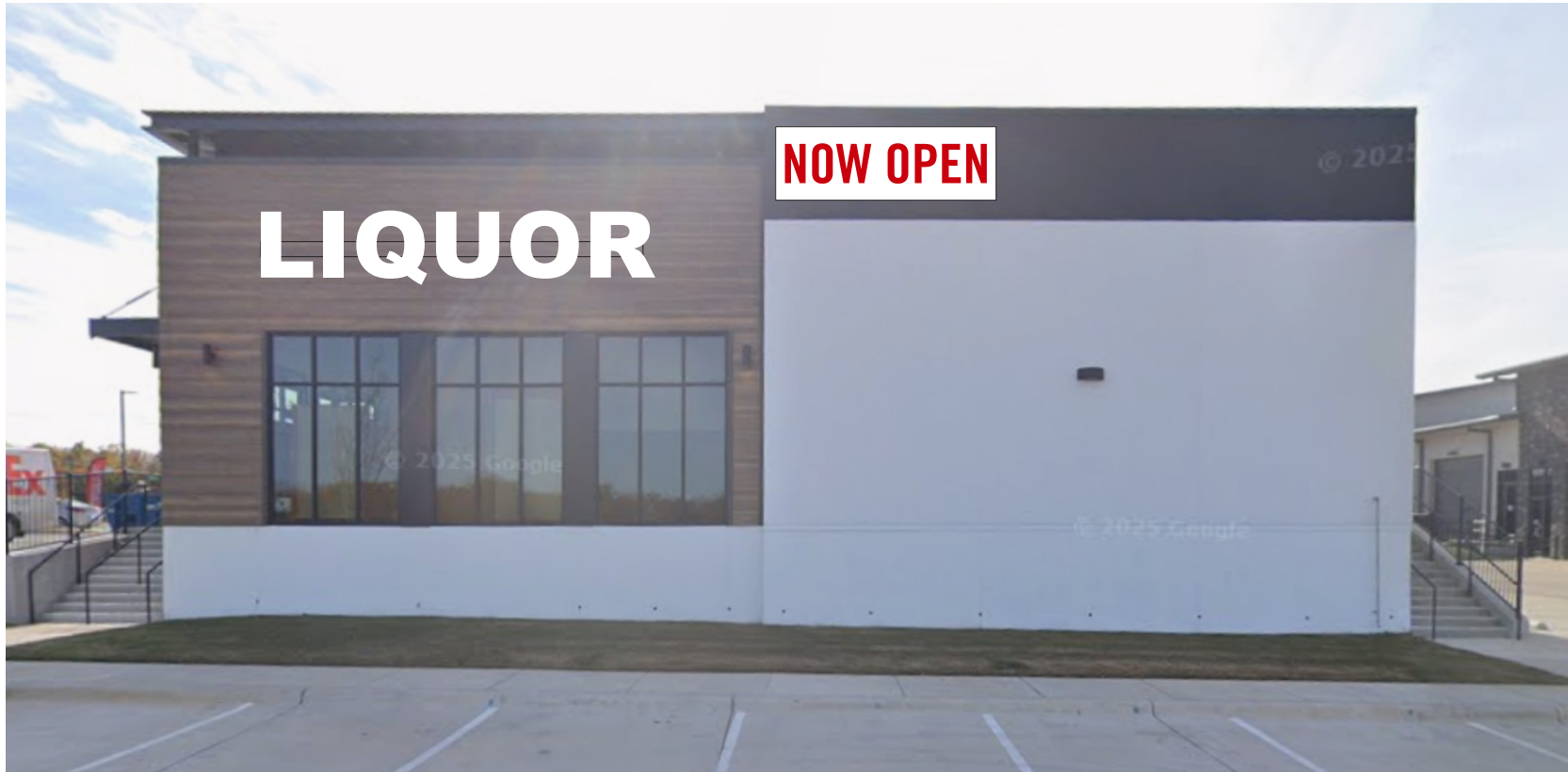
NORTH ELEVATION

55'-3"

209"

SCALE: 1/8"=1'

39.5"
22'-7"
15'-0"



EXISTING CONDITIONS



LANDLORD APPROVAL

The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Giant Sign Co. and my tenant(s) and any extension, renewals, or modifications thereof.

x _____
(Property Owner/Authorized Agent Signature) Date

CLIENT APPROVAL

This drawing is the property of Giant Sign and all rights to its use for reproduction are reserved by Giant Sign.

x _____
(Client Signature) Date

Client: Shotz Liquor Date: 11/20/25

Address:
1751 N US Hwy 377, Roanoke, TX 76262

Revision notes:

Salesman: Mike
Phone: (972) 247-4404
Email: andy@GiantSign.com

Electrical Notes

- Power must be provided 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.

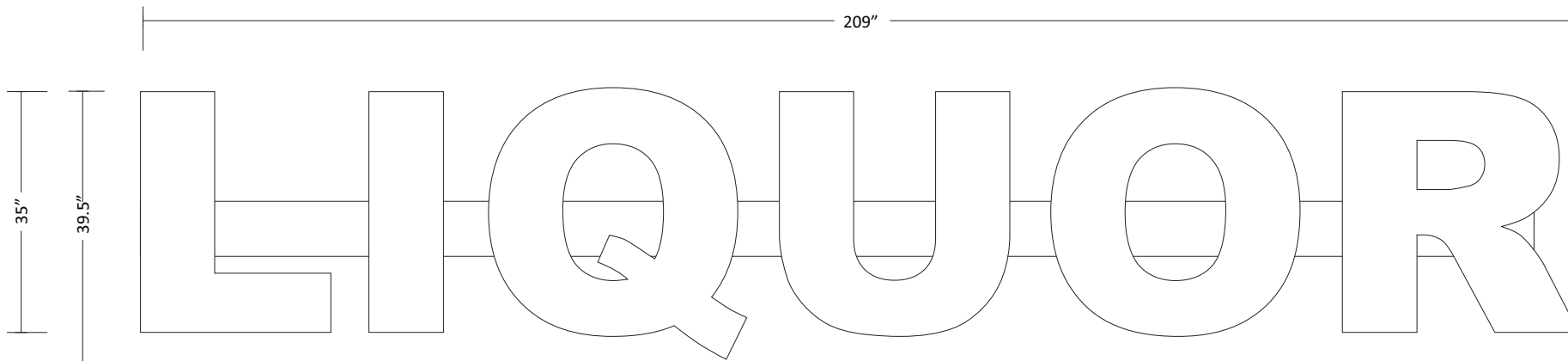


SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S). INSTALL IN ACCORDANCE WITH ARTICLE 600 OF NATIONAL ELECTRIC CODES

The location of the disconnect switch after installation shall comply with Article 600.3(A)(1) of the National Electrical Code.



A LISTED SIGN COMPANY
Texas Sign Contractors License: TSC0148104
Registered by The Texas Department of
Licensing and Regulation
P.O. Box 10317 Austin, TX 78711 1-800-933-8302

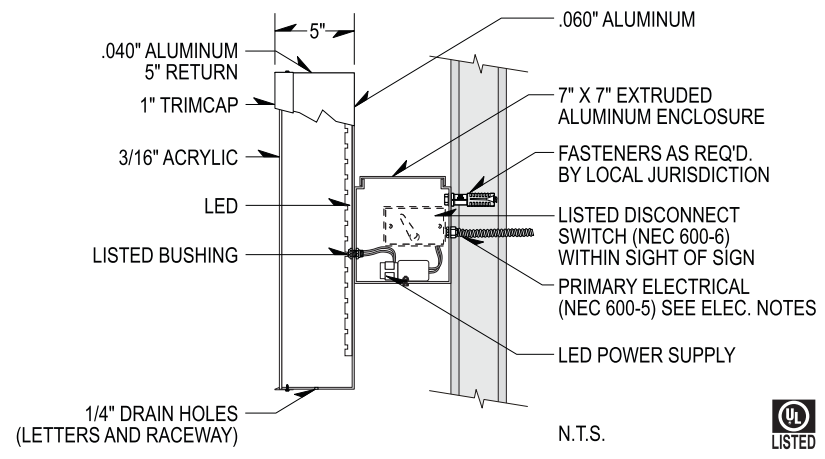


A CHANNEL LETTERS ON A RACEWAY **SCALE: 1/2"=1'**
MOUNTING: RACEWAY **57.3 SQ. FT.**
QTY. 1

SCOPE OF WORK:
 MANUFACTURE & INSTALL (1) SET OF FRONT LIT CHANNEL LETTERS DIRECTLY MOUNTED TO FACADE.

- 3/16" ACRYLIC FACES
- 1" TRIMCAP - BLACK
- ALUM RETURNS - BLACK
- ALUM BACKS - WHITE
- ORACAL VINYL OVERLAYS
- 12V LED MODULES W/ PWR SUPPLIES
- ALUM RACEWAY - PTM FACADE

- COLORS:**
- ALUM RETURNS / TRIM CAP
 - FACES
 - RACEWAY PTM THE FACADE



| | | |
|---|---|--|
| LANDLORD APPROVAL | CLIENT APPROVAL | Client: Shott Liquor |
| The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Giant Sign Co. and my tenant(s) and any extension, renewals, or modifications thereof. | This drawing is the property of Giant Sign and all rights to its use for reproduction are reserved by Giant Sign. | Date: 11/20/25 |
| x _____ (Property Owner/Authorized Agent Signature) | x _____ (Client Signature) | Address: 1751 N US Hwy 377, Roanoke, TX 76262 |
| Date _____ | Date _____ | Revision notes: |
| | | Salesman: Mike Phone: (972) 247-4404 Email: andy@GiantSign.com |

Electrical Notes

Power must be provided 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.

SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S). INSTALL IN ACCORDANCE WITH ARTICLE 600 OF NATIONAL ELECTRIC CODES

The location of the disconnect switch after installation shall comply with Article 600.3(A)(1) of the National Electrical Code.

APPROVED

By Kelly Carlson at 4:01 pm, Oct 14, 2024

Existing Sign

RECEIVED

By Jessica Mulcahy at 3:53 pm, Oct 14, 2024

2

150"

SIMUI ATFD NIGHT VIEW

18'-0"
48"
11'-7"



EXISTING CONDITIONS

NORTH ELEVATION

SCALE: 3/16"=1'

UL LISTED SIGN COMPANY



Texas Sign Contractors License: TSCL#18434
Regulated by The Texas Department of
Licensing and Regulation
P.O. Box 12157 Austin, TX 78711 1-800-803-9202

LANDLORD APPROVAL

The undersigned consents to the installations and maintenance of this sign on my property in accordance with the agreement between Giant Sign Co. and my tenant(s) and any extension, renewals, or modifications thereof.

X _____
(Property Owner/Authorized Agent Signature)

Date

CLIENT APPROVAL

This drawing is the property of Giant Sign and all rights to its use for reproduction are reserved by Giant Sign.

X _____
(Client Signature)

Date

Client: Shots Liquor Store Date: 10/9/24

Address:
1751 N US Hwy 377, Roanoke, TX 76262 #170

Revision notes:

Salesman: Mike
Phone: (972) 247-4404
Email: andy@GiantSign.com

Electrical Notes

Power must be provided 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.



SIGN(S) TO BE MANUFACTURED TO U.L. SPECIFICATIONS AND WILL BEAR THE U.L. LABEL(S). INSTALL IN ACCORDANCE WITH ARTICLE 600 OF NATIONAL ELECTRIC CODES

The location of the disconnect switch after installation shall comply with Article 600.3(A)(1) of the National Electrical Code.

Sec. 12.96. - Variances.

- (1) The Board may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance with the terms of this chapter. For example, if the subject property substantially differs from other similarly zoned land parcels by being of such restricted area, shape or slope so that it cannot reasonably be developed in the same manner as other similarly zoned land parcels, then a variance of the building setback, lot/tract width or depth, or parking requirements may be granted. In granting a variance, the Board shall prescribe only conditions that it deems necessary for, or desirable to, the public interest. In making the findings herein below required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work within the proposed use, and the probable effect such variance will have upon traffic conditions and upon the public health, safety, convenience and welfare of the community.
- (2) *Conditions Required for Variance.* No variance shall be granted without providing public notice and holding a public hearing on the variance request in accordance with [Section 12.99](#) of this chapter and the Board shall make findings:
- (A) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;
 - (B) The circumstances or conditions are not economic hardships created by the property owner;
 - (C) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
 - (D) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property within the area; and
 - (E) That the granting of the variance will not have an adverse effect on surrounding properties, preventing the use and enjoyment of other land within the area in accordance with the provisions of this chapter. Such findings of the Board, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and that substantial justice may be done.
- (3) *Findings of Undue Hardship.*
- (A) In order to grant a variance, the Board must make findings that an undue hardship exists, using the following criteria:
 - (i) That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property;
 - (ii) That the situation causing the hardship or difficulty is neither self-imposed nor generally affecting all or most properties in the same zoning district;
 - (iii) That the relief sought will not injure the permitted use of adjacent conforming property; and
 - (iv) That the granting of a variance will be in harmony with the spirit and purpose of the [Section].
 - (B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:
 - (i) The financial cost of compliance is greater than fifty (50) percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Section 26.01, Tax Code;
 - (ii) Compliance would result in a loss to the lot on which the structure is located of at least twenty-five (25) percent of the area on which development may physically occur;
 - (iii) Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, building code, or other requirement;
 - (iv) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
 - (v) The City considers the structure to be a nonconforming structure.
- (4) A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely upon economic gain or loss, nor shall it permit any person the privilege of developing a parcel of land not permitted by this chapter on other parcels of land in the particular zoning district. No variance may be granted which results in undue hardship upon another parcel of land.

(Ord. No. 2021-125, § 2, adopted 10/26/2021)