

Pam Fenn, Commissioner  
Diana Smith, Commissioner  
Donald J. Glacy, Vice Chairman



Eric Heimbrecht, Commissioner  
Mark McCullough, Commissioner  
VACANT, Commissioner

**ROANOKE PLANNING AND ZONING AGENDA  
500 S. OAK STREET  
ROANOKE, TEXAS 76262**

**JUNE 15, 2026  
7:00 PM**

**A. CALL TO ORDER**

**B. PUBLIC INPUT**

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

**C. APPROVAL OF THE MINUTES**

1. Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held June 1, 2026.

**D. NEW BUSINESS**

1. **Conduct a public hearing and consider amending** Chapter 12, Article II, Division 3 and Division 4 to increase the number of alternate members for the Planning and Zoning Commission and the Zoning Board of Adjustment (Ordinance No. 2026-126)

**E. ADJOURNMENT**

**CERTIFICATION**

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Monday, June 8, 2026, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.



**AGENDA FOR THE PLANNING AND  
ZONING COMMISSION**

**June 15, 2026  
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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

Eric Heimbrecht, Commissioner  
E Pam Fenn, Commissioner  
VACANT



Diana Smith, Commissioner  
Mark McCullough, Commissioner  
Donald J. Glacy, Vice Chairman

**MINUTES  
PLANNING AND ZONING COMMISSION  
JUNE 1, 2026  
500 S. OAK STREET  
ROANOKE, TEXAS 76262  
7:00 PM**

**Present:** Chairman Jason Kasal, Vice Chairman Don Glacy, Commissioners: Ernie Adams, Mark McCullough, Diana Smith, and Eric Heimbrecht, City Planner Ashlie Tolliver, and Executive Assistant Babette Welch.

**Absent:** Commissioner Pam Fenn

**A. CALL TO ORDER**

Meeting was called to order at 7:00 pm

A motion was made by Commissioner Smith and seconded by Commissioner McCullough to appoint Commissioner Heimbrecht as temporary Chairman. Motion passed unanimously.

**B. PUBLIC INPUT**

None.

**C. APPROVAL OF THE MINUTES**

1. Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held on May 18, 2026.

Motion made by Commissioner McCullough and seconded by Commissioner Heimbrecht to approve. Motion carried unanimously

**D. NEW BUSINESS**

1. **Consider a motion by Eric Heimbrecht to reconsider and take action** on a Preliminary Plat (PP-2026-01), a request by Sandy Brantley for an approximate 6.168 acres located in the W. Beall Survey, Abstract No. 82, City of Roanoke Texas, Denton County, Texas. The property is generally located at the Northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. (PP-2026-01)

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough that the Commission reconsider its action taken on May 18, 2026, regarding the Preliminary Plat PP-2026-01. The purpose of reconsideration is to review a procedural issue. The motion carried unanimously.

Vice-Chairman Glacy confirmed with staff that the Commission has no legal basis to deny approval.

Commissioner Smith confirmed with the applicant that RVs and semi-trucks would not be allowed to park on the property overnight. She also questioned the anticipated management of the store.

Vice-Chairman Glacy made a motion to approve. The motion was seconded by Commissioner McCullough and passed unanimously.

2. **Consider a motion by Eric Heimbrecht to reconsider and take action on a Site Plan request by Sandy Brantley, on behalf of QuikTrip Corporation, for a Quik Trip to be located on an approximately 6.168-Acre tract located in the W.Beall Survey, Abstract No. 82, City of Roanoke, Denton County, Texas. The property is generally located at the north-east corner of the intersection of US Hwy 377 and Bobcat Blvd. (SP-2026-03).**

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough that the Commission reconsider its action taken on May 18, 2026, regarding the Site Plan application SP-2026-03. The purpose of reconsideration is to review a procedural issue. The motion carried unanimously.

#### **E. OLD BUSINESS**

1. **Conduct a training session** for members of the Planning and Zoning Commission to review roles and responsibilities, applicable laws and procedures, zoning and land use principles, ethics requirements, and best practices for public meetings and decision-making.

City Planner Ashlie Tolliver conducted a brief training overview.

#### **1. ADJOURNMENT**

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough to adjourn the meeting at 7:26 p.m. Motion carried unanimously.

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Jason Kasal, Chairman

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Babette Welch, Executive Assistant



## AGENDA ITEM

TO: Planning and Zoning Commissioners

SUBJECT: Amending Chapter 12 to add alternates to boards

MEETING DATE: June 15, 2026

DEPARTMENT: City Secretary

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### **ITEM SUMMARY:**

**Conduct a public hearing and consider amending** Chapter 12, Article II, Division 3 and Division 4 to increase the number of alternate members for the Planning and Zoning Commission and the Zoning Board of Adjustment (Ordinance No. 2026-126)

### **INFORMATION:**

The proposed ordinance amends the City's Code of Ordinances to add alternate members to the Planning and Zoning Commission and the Zoning Board of Adjustment. The addition of alternates is intended to help maintain quorum when regular members are absent, recused, or otherwise unable to participate, thereby reducing meeting cancellations, delays in hearing applications, and disruptions to the development review process.

### **STAFF RECOMMENDATION:**

Staff recommends approval and forwarding the ordinance to the City Council for consideration.

### **SPECIAL CONSIDERATION:**

### **FINANCIAL CONSIDERATION:**

### **ATTACHMENTS:**

1. Ordinance No. 2026-126 adding board alternates

**ORDINANCE NO. 2026-126**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS, AMENDING CHAPTER 12, ARTICLE II, DIVISION 3 AND DIVISION 4 OF THE ROANOKE CODE OF ORDINANCES TO INCREASE THE NUMBER OF ALTERNATE MEMBERS FOR THE PLANNING AND ZONING COMMISSION AND THE ZONING BOARD OF ADJUSTMENT; PROVIDING FOR APPOINTMENTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Roanoke, Texas, finds it in the public interest to ensure continuity, quorum availability, and efficient operation of its appointed boards and commissions; and

**WHEREAS**, the City Council desires to amend its Code of Ordinances to provide additional alternate members for both the Planning and Zoning Commission and the Zoning Board of Adjustment.

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

**SECTION 1.  
FINDINGS INCORPORATED**

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

**SECTION 2.**

Chapter 12, Article II, Division 3, Section 12.76(a), of the Code of Ordinances, City of Roanoke, Texas, entitled "Created; Membership; Officers; Rules & Bylaws" is hereby amended to read as follows:

**"Sec. 12.76. - Created; Membership; Officers; Rules & Bylaws.**

- a) There is created, in accordance with Chapter 211 of the Texas Local Government Code the "Planning and Zoning Commission," hereinafter sometimes referred to as the "Commission," which shall consist of at least seven (7) registered voters of the City of Roanoke. In addition, City Council may appoint two (2) alternate members to the Planning and Zoning Commission. Such alternate members shall be appointed in the same manner as regular members and shall serve at the pleasure of the City Council. Alternates may participate in Commission proceedings only when called upon to serve in the absence or disqualification of a regular member."

### **SECTION 3.**

Chapter 12, Article II, Division 4, Section 12.92, of the Code of Ordinances, City of Roanoke, Texas, entitled "Created" is hereby amended to read as follows:

#### **"Sec. 12.92. - Members; Terms of Office.**

- 1) The Board shall consist of five (5) members and shall operate in accordance with Sections 211.008 through 211.011 of the Texas Local Government Code, as amended.
- 2) The Board may include four (4) alternate members. Such alternate members shall be appointed in the same manner as regular members. Alternates may participate in Board proceedings only when called upon to serve in the absence or disqualification of a regular member.
- 3) The Board shall have the power to make the rules, regulations and bylaws for its own governance, with the approval of City Council, which shall conform as nearly as possible to those rules, regulations and bylaws governing the City Council, and the Board's rules, regulations and bylaws."

### **SECTION 4. SEVERABILITY CLAUSE**

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

### **SECTION 5. REPEALER CLAUSE**

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

**SECTION 6.  
EFFECTIVE DATE**

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

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Roanoke, Texas, on this June 23, 2026.

**APPROVED:**

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Carl E. Gierisch, Jr., Mayor

**ATTEST:**

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Lindsay Rawlinson, City Secretary

**APPROVED AS TO FORM:**

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Jeff Moore, City Attorney