

Helen Ward, Commissioner
Kristie Womack, Vice Chairman



Lewis Rice, Commissioner
Hector Ojeah, Commissioner

**ROANOKE ZONING BOARD OF ADJUSTMENT AGENDA
JULY 16, 2026
7:00 PM**

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

A. CALL TO ORDER

B. ADMINISTRATION OF OATH OF OFFICE OF NEWLY APPOINTED DIRECTORS

1. Consideration and action to nominate and elect a Chair.
2. Consideration and action to nominate and elect a Vice Chair.

C. 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.

D. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Zoning Board of Adjustment meeting held June 18, 2026.

E. OLD BUSINESS

1. **Continuance of V-2026-05C from June 18 2026, a request 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:**



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

F. NEW BUSINESS

1. **Conduct a training session** for members of the Zoning Board of Adjustment 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.

G. ADJOURNMENT

CERTIFICATION

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

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



Zoning Board of Adjustment **AGENDA ITEM**

TO: ZBA Board of Directors

SUBJECT: Election of a Chair

MEETING DATE: July 16, 2026

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action to nominate and elect a Chair.

INFORMATION:

In accordance with Chapter 8, Section 8.1507 of the City of Roanoke Code of Ordinances:

(a) Unless otherwise provided by state law, City's Home Rule Charter, ordinance, bylaws, or certificate of formation, each board shall elect annually from its members a chairperson and a vice-chairperson... Elections shall occur at the first meeting of each board following the start of new terms.

(b) Chairperson. The chairperson shall preside over meetings. Motions may not be made by the chairperson. The chairperson shall be entitled to vote upon each motion. In the event of the absence of the chairperson and vice-chairperson, the members constituting the quorum shall elect for that meeting a member to preside as acting chairperson and assume those duties.

(c) Vice-chairperson. The vice-chairperson shall assist the chairperson in directing the affairs of the board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



Zoning Board of Adjustment **AGENDA ITEM**



Zoning Board of Adjustment **AGENDA ITEM**

TO: ZBA Board of Directors

SUBJECT: Election of Vice Chair

MEETING DATE: July 16, 2026

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action to nominate and elect a Vice Chair.

INFORMATION:

In accordance with Chapter 8, Section 8.1507 of the City of Roanoke Code of Ordinances:

(a) Unless otherwise provided by state law, City's Home Rule Charter, ordinance, bylaws, or certificate of formation, each board shall elect annually from its members a chairperson and a vice-chairperson... Elections shall occur at the first meeting of each board following the start of new terms.

(b) Chairperson. The chairperson shall preside over meetings. Motions may not be made by the chairperson. The chairperson shall be entitled to vote upon each motion. In the event of the absence of the chairperson and vice-chairperson, the members constituting the quorum shall elect for that meeting a member to preside as acting chairperson and assume those duties.

(c) Vice-chairperson. The vice-chairperson shall assist the chairperson in directing the affairs of the board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:



Zoning Board of Adjustment **AGENDA ITEM**

None



Helen Ward, Commissioner
Kristie Womack, Vice Chairman

Victor Molaschi, Chairman

Lewis Rice, Commissioner
Eric Heimbrecht, Commissioner

**ROANOKE ZONING BOARD OF
ADJUSTMENT REGULAR MEETING
MINUTES
JUNE 18, 2026
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 Ashlie Tolliver, 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. Consideration and action on approval of the minutes from the regular Zoning Board of Adjustment meeting held November 20, 2025.

Motion made by Commissioner Heimbrecht, seconded by Commissioner Ward to approve the minutes from the Zoning Board of Adjustment regular meeting held on November 20, 2025.

Motion carried unanimously.

D. NEW BUSINESS

Staff received a special request to address item number 5 first as the applicant was attending by phone.

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**



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yard setback requirement, to allow a reduced side yard setback on a single-family residential property addressed as 1808 Collington Drive.(V-2026-06)

Public hearing started at 7:01 p.m.

Staff gave an overview of the item. The applicant was available by phone and gave a more detailed overview of the request. Commissioner Womack questioned the height of the proposed shed. The applicant confirmed the shed is 8 feet high and is the same height as the fence. Commissioner Lewis asked if there would be any fire code violations. Staff advised that the applicant would have to meet all other City codes. Chairman Molaschi questioned if the shed would be anchored to the ground. The applicant confirmed that the shed would not be on a foundation and would be removable.

Public hearing ended at 7:06 p.m.

Motion made by Commissioner Heimbrecht and seconded by Commissioner Ward to approve 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).

The motion failed with a vote of 3 – 2 with Vice Chairman Womack and Commissioner Rice opposing.

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).

Public hearing started at 7:10 p.m.

Staff provided an overview of the item. The applicant was available to answer questions. Commissioner Ward confirmed that the applicant is planning to build 2 single-family homes. Staff advised the board that she received an email from a neighbor within the 200 foot notification area in support of the applicant. Jonathan Ackman of 1309 Pine Ridge Rd. requested clarification from staff regarding lot requirements.

Public hearing ended at 7:18 p.m.

Motion made by Vice Chairman Womack and seconded by Commissioner Heimbrecht to approve 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



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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).

The motion passed unanimously.

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

Public hearing started at 7:18 p.m.

Staff gave an overview of the item. Jackie Hernandez represented the applicant and was available to answer questions.

Commissioner Ward questioned the hardship and the need for additional signs. The applicant explained the need for visibility for customers not familiar with Roanoke. Commissioner Ward submitted that the building isn't visible to traffic on the surrounding roadways, therefore there is no hardship.

Keith Grimm from 609 Meadow Ln. questioned if the signs would be lit. Staff clarified that City ordinance requirements state that the lighting source shall not be directly visible from a residential property. The applicant would have to apply for an additional variance to have the signs lit. The current request is for attached signs only. Mr. Grimm advised that he is not as opposed to the signs if they're not illuminated, but believes that the City has historically been too lax with requirements for signs. He also questioned the hardship stating that most customers don't choose a hotel by driving by. Normally, they would make a reservation and then follow directions to the hotel.

Vice Chairman Womack confirmed with staff that the illuminated signs would be facing Cinemark and Dallas Drive.

Jose Prado from 629 Reed St. was in agreement with previous speakers that there does not seem to be a hardship.

Public hearing ended at 7:34

Motion made by Commissioner Ward and seconded by Commissioner Heimbrecht to deny 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).

The motion passed 4-0-1. Commissioner Rice recused himself.



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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).

Public hearing started at 7:35

Staff gave an overview of the item. Jackie Hernandez represented the applicant and was available to answer questions. Ms. Hernandez reported that the applicant's priorities were signs E01 and E04.

Angie Grimm from 609 Meadow reiterated her husband's comments regarding the lack of a hardship and no need for signs that can't be seen from the surrounding roadways.

Mr. Prada from 629 Reed agreed there was no hardship and no needs for so many signs.

Public hearing ended at 7:45

A motion was made by Vice Chairman Womack and seconded by Commissioner Heimbrecht to approve signs E01 and E02 only, and deny E03, E04, E05 and E06.

The motion failed 2-2-1 with Chairman Molaschi and Commissioner Ward opposing and Commissioner Rice recused.

A motion was made by Commissioner Ward and seconded by Commissioner Heimbrecht to approve E01 only.

The motion passed 4-0-1 with Commissioner Rice recusing himself.

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)

Public hearing started at 7:50

Staff gave an overview of the item and recommended that the Board vote on each variance separately. The applicant was present for questions.



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Gary Allen from 302 Inez lives directly behind the property in question. He addressed the Board suggesting the ordinances in place are for safety and should remain in place.

The applicant went through the history of her business and assured the Board that she already has buy in from neighboring businesses regarding emergency relocation.

Commissioner Ward questioned if there was actually a hardship. Commissioner Heimbrecht mentioned that the hardship was a lack of good day care in the area. He also questioned whether or not the Fire Department was on board with this change. Staff advised that the applicant would still be required to meet all other code including fire.

Kathy Palmer from 40 Cypress Ct. in Trophy Club claimed that the hardship is the extreme need for good quality day care in 76262. As the owner of the building, she also hopes that the property will be used to serve the community.

Vice Chairman Womack confirmed with the business owner that she is moving her entire business to the new location.

Public hearing ended at 8:18.

Regarding Variance A – A motion was made by Vice Chairman Womack and seconded by Commissioner Rice to deny V-2026-05A - 12.930(e)(5): To allow a day care center use within 300 feet of gasoline pumps/underground storage tanks.

The motion failed 3 – 2 with Chairman Molaschi and Commissioner Heimbrecht opposing.

Regarding Variance B – A motion was made by Commissioner Ward and seconded by Vice Chairman Womack to approve V-2026-05B - 12.403(b)(4): To allow a reduced rear yard setback.

The motion passed unanimously.

Regarding Variance C – A motion was made by Commissioner Ward and seconded by Vice Chairman Womack to continue V-2026-05C - 12.930(e)(2): To allow reduced outdoor play space for a day care center use for research until July 16

Motion passed 4 – 1 with Commissioner Heimbrecht opposing.

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)

Public hearing started at 8:46



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Staff gave an overview of the item. The applicant was present and available for questions. He explained that they need a sign on the end of the building to get the attention of drivers on Hwy 377. The hardship is the loss of business. Currently, the business doesn't become visible to drivers on Hwy 377 until they are right in front of it. At that point, it is too late for drivers to turn into the shopping area.

Public hearing ended at 9:03.

Motion made by Commissioner Ward and seconded by Vice Chairman Womack to approve 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).

The motion passed unanimously.

E. ADJOURNMENT

Motion made by Vice Chairman Womack, second by Commissioner Heimbrecht to adjourn the meeting at 9:04 p.m.

The motion carried unanimously.

Babette Welch, Executive Assistant

Victor Molaschi, Chairman



Zoning Board of Adjustment **AGENDA ITEM**

TO: ZBA Board of Directors

SUBJECT: Continuance of V-2026-05C

MEETING DATE: July 16, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Continuance of V-2026-05C from June 18 2026, a request 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-2026-05C - 12.930(e)(2): To allow reduced outdoor play space for a day care center use. (V-2026-5C)

INFORMATION:

Previous Action

On June 18, 2026, the Zoning Board of Adjustment held a public hearing to consider 3 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) - **The Board denied this request.**

V-2026-05B - 12.403(b)(4): To allow a reduced rear yard setback. (V-2026-5B). **The Board approved this request.**

V-2026-05C - 12.930(e)(2): To allow reduced outdoor play space for a day care center use. (V-2026-5C). **This request was continued so that staff could further research the ordinance.**

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

Staff was able to determine that the supplemental requirements for day care center uses were established in 2009. Staff was able to confirm that no state legislation has been passed which supersedes this ordinance and, therefore, the Board of Adjustment is able to consider this request as originally presented.



Zoning Board of Adjustment **AGENDA ITEM**

Zoning History

The property is zoned Retail.

Adjacent Zoning

Direction	Zoning District	Use
North	SF-7	Residential
East	Retail	Professional Office
South	Oak Street Corridor - Neighborhood Transition Zone	Residential
West	Retail	Gas Station

Variance Request Details/Staff Analysis

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”.

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.



Zoning Board of Adjustment AGENDA ITEM

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.

The public hearing for this request was held on June 18, 2026, and, at the recommendation of the City Staff, the case was continued to the July 16, 2026, Meeting.

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. 07.16.26 Presentation
2. V-2026-05 Exhibit
3. Section 12.930 - Special Regulations - Day Care Centers
4. Zoning Ord. Section 12.96 - Variances
5. ZBA Worksheet



ZONING BOARD OF ADJUSTMENT JULY 16, 2026

V-2026-05: Application/Map

Property Address:	205 & 207 E. Byron Nelson Blvd
Owner:	Blue Legacy Pool Service LLC & PharmLiving LLC
Applicant:	Brandi Nelson
Zoning:	Retail



V-2026-05: Request Details

- A. Variance** to allow a daycare center use within 300 feet of gasoline pumps/underground storage tanks.

<u>Minimum distance per ordinance:</u>	300 feet
<u>Requested distance:</u>	Approximately 31 feet

- B. Variance** to allow a reduced rear yard setback.

<u>Minimum rear yard setback:</u>	100 feet due to adjacency to residential zoning
<u>Requested rear yard setback:</u>	48 feet

- C. Variance** to allow a reduced outdoor play area for a day care center use.

<u>Required minimum outdoor play area:</u>	65 square feet per child or 11,700 square feet based on number of students (180 enrolled)
<u>Requested outdoor play area:</u>	Approximately 32 square feet per child or 5,779 square feet

V-2026-05: Lot History

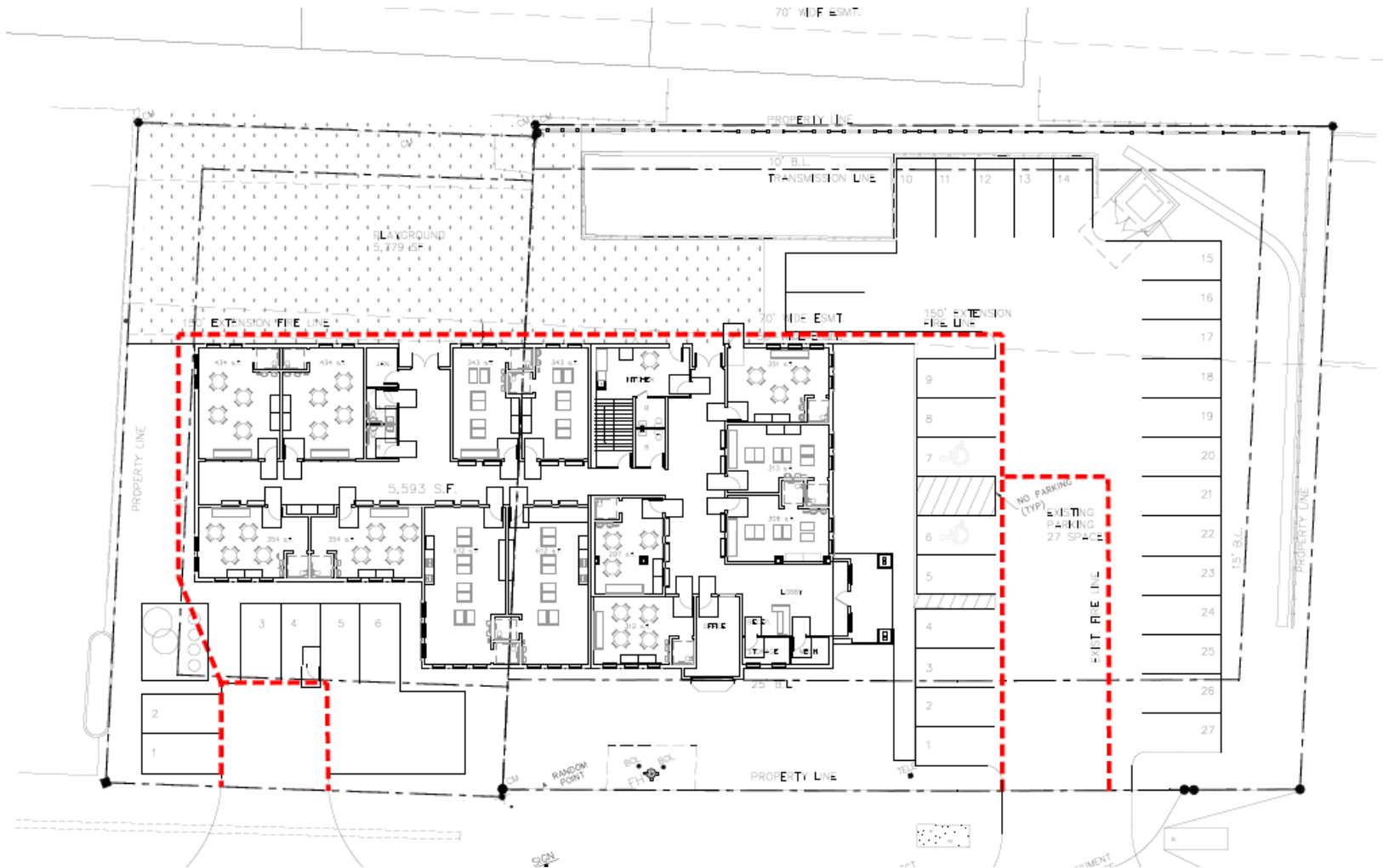
Platting History:

- 207 E. Byron Nelson Blvd (.6232 Acres) – Platted in 2007, legally described as Lot 29R, Howe Addition. There is an existing 4,212 square foot, 2-story structure, that was constructed in 2011.
- 205 E. Byron Nelson Blvd (.31 Acres) – Unplatted, the previous structure was demolished between 2020-2022.

Adjacent Zoning:

<u>Direction</u>	<u>Zoning</u>	<u>Use</u>
North	SF-7	Residential
East	Retail	Chiropractic Clinic
South	Oak Street Corridor – Neighborhood Transition Zone	Residential
West	Retail	Gas Station

V-2026-05: Site Plan

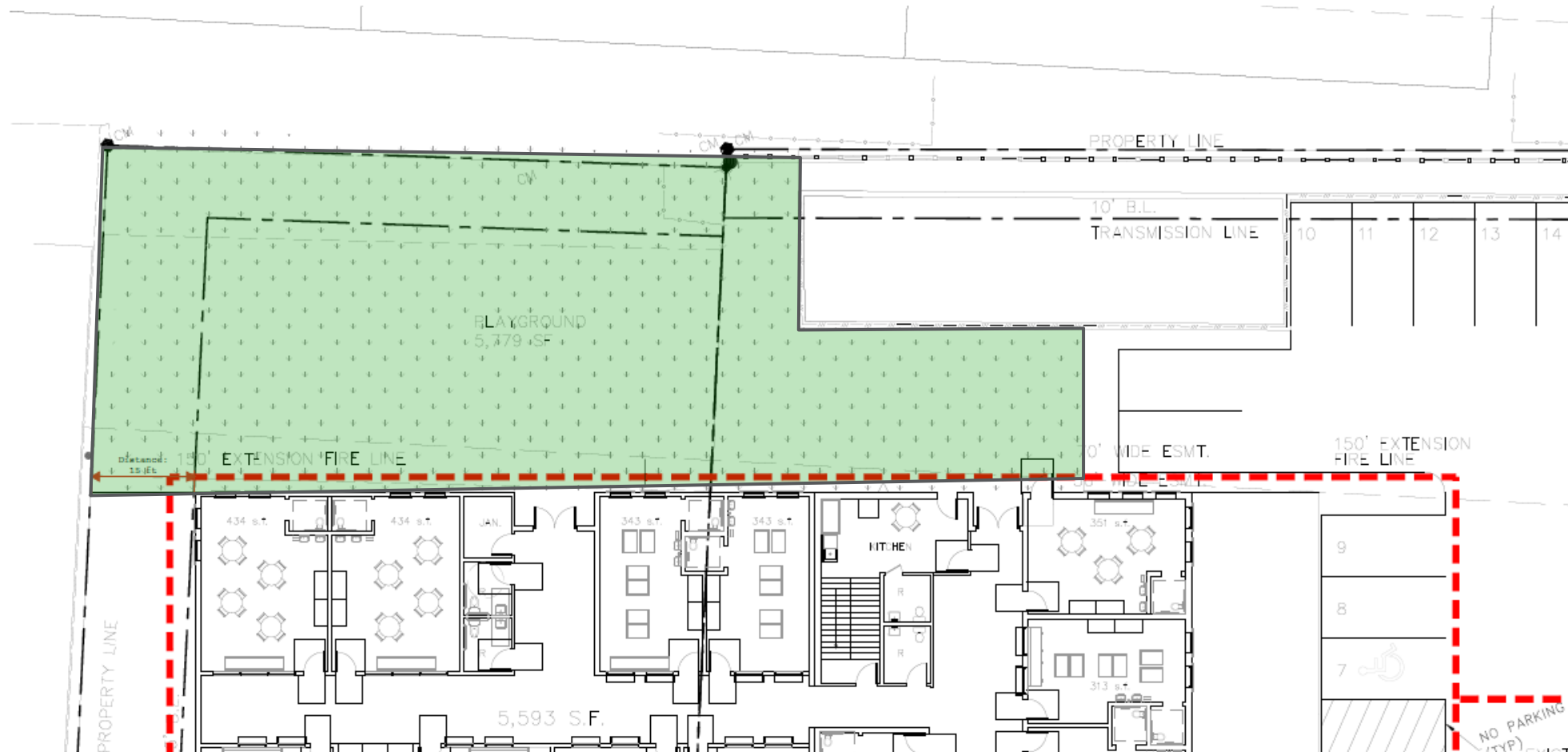


V-2026-05: Variance C Details

- **Previous Action:** The Board held a public hearing on June 18, 2026. The case was continued to allow Staff time to perform additional research.
- The state requires a minimum of 80 square feet per child using the area at one time.
 - The proposed area would allow for 72 children to utilize the play area at one time based on state criteria.
- The state also requires the outdoor activity area to equal at least 25% of the indoor facility area.
 - The proposed indoor facility area is 5,593 square feet. In this case, the state would require at least 1,398 square feet to be designated as outdoor activity area.
- The City Zoning Ordinance requirement is a supplemental criteria that all day care centers must meet. The city requirement does not consider the number of students that may utilize the area at one time, only the total number of students enrolled.

V-2026-05: Variance C Details

Site Plan Showing Proposed Outdoor Area (Green Shaded)



V-2026-05: Variance C Ordinance Regulation

Zoning Ordinance Section 12.930(e)(2) states:

“Outdoor play space shall be provided at a rate of sixty-five (65) square feet per child, base upon the maximum design capacity. The required outdoor play space shall have no dimension of less than thirty feet (30’). This requirement may be waived by the Planning & Zoning Commission and/or City Council if the day care is provides for less than four (4) hours per day for each child.”

Note: This criteria requires a variance because of the hours of operation.

V-2026-05 : Board of Adjustment Action

12.96(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) That 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.

V-2026-05: Board of Adjustment Action

12.96(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 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 of the Comprehensive Zoning Ordinance.

V-2026-05: Board of Adjustment Action

12.96(3) Findings of Undue Hardship

(B) In order to grant a variance, the Board may make findings that an undue hardship exists, using the following criteria:

- i. That the financial costs of compliance is greater than 50% of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City.
- ii. Compliance would result in a loss to the lot on which the structure is located of at least 25% 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 non conforming structure.

12.96(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.



Zoning Board of Adjustment Application

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

☒ Variance	☐ Special Exception	☐ Zoning Appeal
Property Information		
Address of premises affected: <u>207 E. Byron Nelson Blvd.</u>		
Lot/Tract: <u>29R</u>	Block/Abstract: <u></u>	Lot Size: <u>62</u>
Legal Description - Addition/Survey: <u></u>		
Property Owner Information		
Owner Name: <u>Pharmliving LLC</u>		
Address: <u>40 Cypress St., Trophy Club, TX 76262</u>		
Phone: <u></u>	Email: <u></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 <u></u> 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></u>	Email: <u></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

☒ Variance	☐ Special Exception	☐ Zoning Appeal
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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

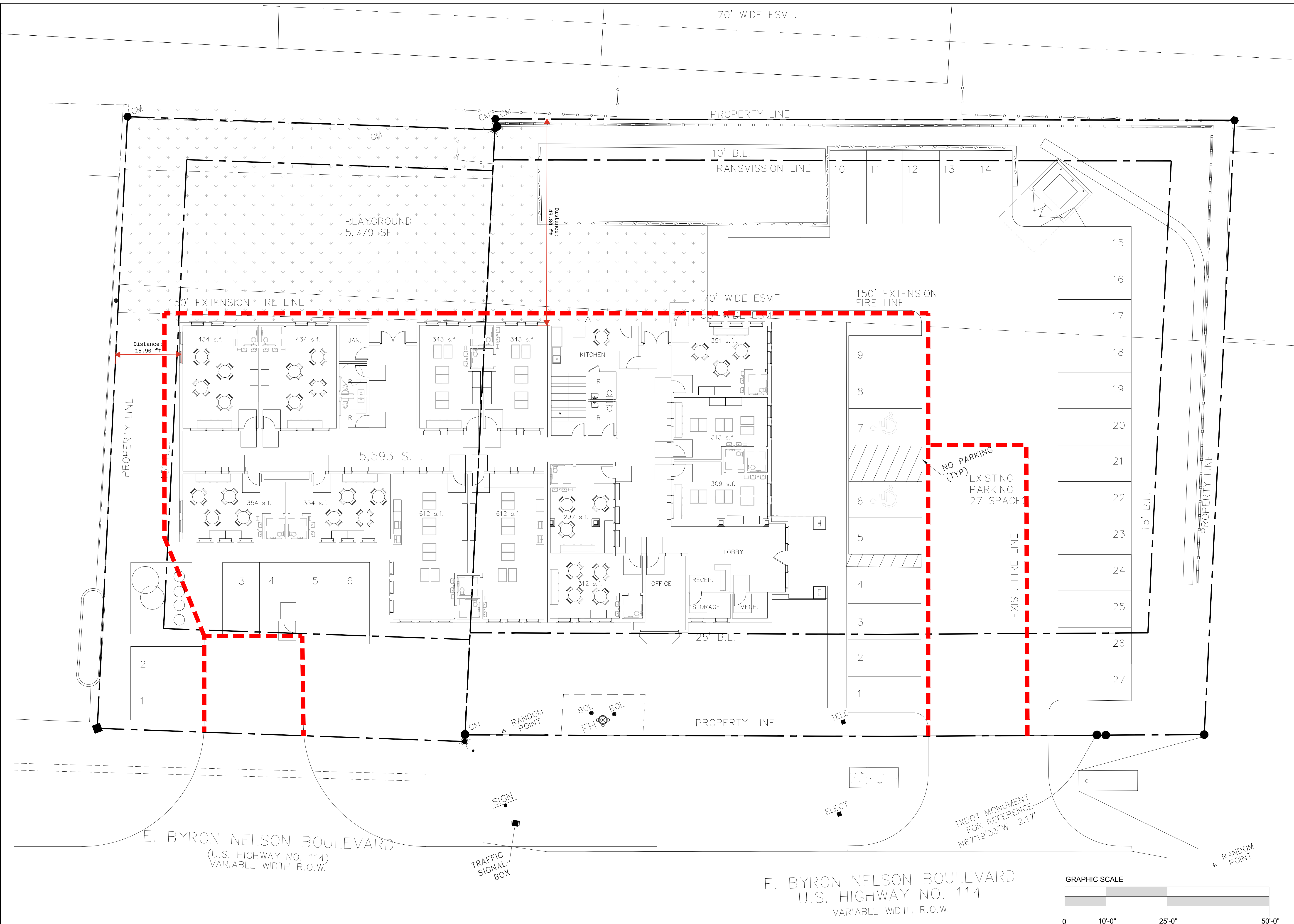
I certify that the information provided is true and correct to the best of my knowledge and belief, and that I, or my authorized representative, will present this case in a public hearing before the Zoning Board of Adjustment, unless I withdraw the request prior to the public notice. I understand that 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



PROJECT NAME:

A Mother's Love Childcare
Brandy Nelson, BEd, BA
Owner/Director
817- 567-3550

PROJECT ADDRESS:

207 BYRON NELSON BLVD, ROANOKE,
TX 76262

FLOOR PLAN LAYOUT

NOT PERMIT FOR CONSTRUCTION

04/24/2026

A2-00

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

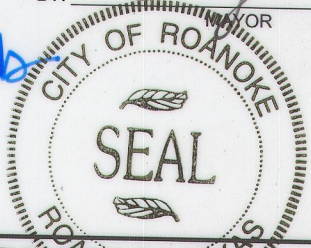
ATTEST: Kelly Edwards
SECRETARY

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 THE CITY COUNCIL.

DATED THIS 14th DAY OF August 2007. BY: Cesar

ATTEST: Kelly Edwards
SECRETARY



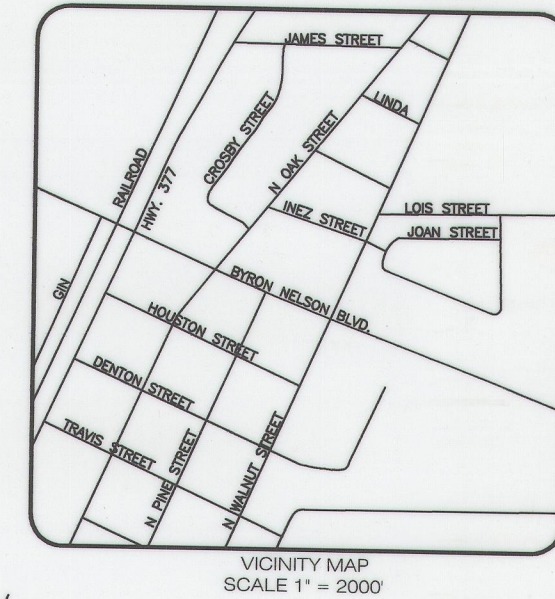
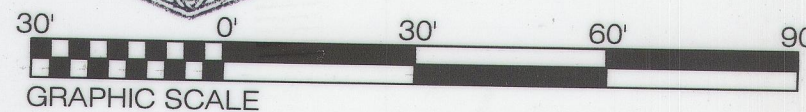
OWNERS:
B-29 INVESTMENTS
P.O. BOX 170
GAINESVILLE, TEXAS 76241-0170
(940)-665-1892
JOHN SCHMITZ (PRESIDENT)
P.O. BOX 170
GAINESVILLE, TEXAS 76241-0170
(940)-665-1892
STEVE SCHMITZ
P.O. BOX 170
GAINESVILLE, TEXAS 76241-0170
(940)-665-1892

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.



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
 - = FINISHED FLOOR ELEVATION
 - = METAL FCP
 - = WOOD FCP
 - = PLAT OR DEED CALL
 - = POINT OF BEGINNING
 - = POINT OF COMMENCEMENT
 - = RIGHT-OF-WAY
 - = COMMUNICATION EASEMENT
 - = DRAINAGE EASEMENT
 - = ELECTRIC EASEMENT
 - = UTILITY EASEMENT
 - = WATERLINE EASEMENT
 - = PUBLIC UTILITY EASEMENT
 - = BURIED CABLE MARKER
 - = BURIED PIPELINE MARKER
 - = OVERHEAD ELECTRIC
- BOUNDARY LINES = ————
DEED/LOT LINES = ————
FENCE LINES = ————
SURVEY LINES = ————
APO = A PART OF

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

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

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'

ERRORS: THE CLIENT OR CLIENT'S REPRESENTATIVES MUST HAVE 48 HOURS FROM THE DATE THE SURVEY WAS ISSUED TO CHANGE ANY MISTAKES OR ANY ERRORS ON THE SURVEY REPORT. AFTER THIS TIME HAS EXPIRED, ALL PARTIES INVOLVED MUST ACCEPT THE SURVEY AS ISSUED.

CabX pz 907

Sec. 12.930. - Day Care Centers.

- (a) Site plan approval by the Planning and Zoning Commission and City Council shall be required for all day care center sites, whether or not an SUP is required.
- (b) Day care centers are a permitted use by right if operated by an organized church and within the building complex of said church. However, operation of day care facilities requires site plan approval and issuance of a Certificate of Occupancy for day care.
- (c) Day care centers located within any residential district, except MF-12, shall be required to plat in multiples of the minimum lot/tract size (width and depth) of the district requirements, such that the site could reasonably be later subdivided into conforming residential lot/tracts.
- (d) Day care centers are permitted in non-residential districts only when:
 - (1) The day care center is platted on an individual lot/tract; or
 - (2) The day care center is in a multi-occupant building with direct access to the exterior of the building. Direct access must be provided to the outdoor play space, and the outdoor play space must be immediately adjacent and not separated from the day care center; or
 - (3) The day care center is located in an office structure or similar single-user structure with no direct access to the exterior of the building other than doorways connecting to outdoor play space, as per building code requirements; or
 - (4) The day care center is an accessory use which provides a service to employees, customers or patrons of the principal use. A two-square-foot identification sign may be provided; or
 - (5) The day care center is in an accessory building located on the same lot/tract as the main building and provides a service to employees, customers or patrons of the main building. A two-square-foot identification sign may be provided.
- (e) All day care centers shall comply with the following standards:
 - (1) All passenger drop-off areas and outdoor play space shall be located so as to avoid conflict with vehicular traffic. Adequate walkways shall be provided.
 - (2) Outdoor play space shall be provided at a rate of sixty-five (65) square feet per child, based upon the maximum design capacity. The required outdoor play space shall have no dimension of less than thirty feet (30'). This requirement may be waived by the Planning & Zoning Commission and/or City Council if the day care is provided for less than four (4) hours per day for each child.
 - (3) No day care center shall be part of a one- or two-family dwelling.
 - (4) A day care center shall abut and derive its primary access from a street with a pavement width of thirty-six feet (36') or greater, and shall have direct access to a median opening on a median-divided roadway (existing or planned).
 - (5) No portion of a day care center site shall be located within three hundred feet (300') of gasoline pumps or underground fuel storage tanks, or any other storage area/facility for explosive materials.
 - (6) All other aspects of a day care center site shall conform to regulations and/or guidelines established by the Texas Department of Human Resources and/or the Texas Department of Protective and Regulatory Services.

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)

ZBA: July 26, 2026 Board Member Worksheet

V - 2026 - 05 C - To allow reduced outdoor play space area for a daycare.

Findings of Undue Hardship - Criteria

In order to grant a variance, the Board **must** make findings that an undue hardship exists using the following criteria:

Criteria Standard	Yes	No
Does literal enforcement of this ordinance create an unnecessary hardship or practical difficulty in the development of the subject property?		
The situation causing the hardship is not self-imposed nor generally affects all or most properties in the same zoning district.		
The relief sought will not injure permitted uses on adjacent conforming properties		
Granting the variance will be in harmony with the spirit and purpose of the zoning ordinance.		

In order to grant a variance, the Board **may** use the following criteria to make findings that an undue hardship exists.

Criteria Standard	Yes	No
The financial cost of compliance is greater than 50% of the appraised value of the structure based on Denton County Appraisal District Data.		
Compliance with ordinance requirements would result in a loss to the lot on which the structure is located of at least 25% of the area on which development may physically occur.		
Compliance would result in the structure not being in compliance with a requirement of City Code of Ordinances, Building Code or other requirement.		
Compliance would result in the unreasonable encroachment on an adjacent property or easement; or		
The City considers the structure to be non-conforming.		



Zoning Board of Adjustment **AGENDA ITEM**

TO: ZBA Board of Directors

SUBJECT: Training Session

MEETING DATE: July 16, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Conduct a training session for members of the Zoning Board of Adjustment 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.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None