



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**



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

**June 18, 2026
Page 2 of 6**

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



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

**June 18, 2026
Page 3 of 6**

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.



MINUTES FOR THE ZONING BOARD OF
ADJUSTMENT MEETING

June 18, 2026
Page 4 of 6

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.



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

**June 18, 2026
Page 5 of 6**

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



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

**June 18, 2026
Page 6 of 6**

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