



**NORTHLAKE BOARD OF ADJUSTMENT
REGULAR MEETING AGENDA
JUNE 4, 2024, AT 5:30 PM
TOWN HALL - COUNCIL CHAMBER ROOM
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226**

1. CALL TO ORDER

2. ANNOUNCEMENTS, BRIEFINGS, & PRESENTATIONS

A. Briefing - Annual Board Training

3. PUBLIC INPUT

This item is available for citizens to address the Board of Adjustment on any issues that are not the subject of a public hearing. The presiding officer may ask the citizen to hold his or her comment on an agenda item until that agenda item is reached. By law, no deliberation or action may be taken on the topic if the topic is not posted on the agenda. The presiding officer reserves the right to impose a time limit on this portion of the agenda.

4. ACTION ITEMS

A. Consider selection of:

- i. Chairperson
- ii. Vice-Chairperson

B. Consider approval of minutes from October 10, 2023

C. Consider a request for a variance to Section 10.3 A. of the Unified Development Code (UDC) related to parking space size, on an approximately 16.29-acre site, being Lot 1, Block 25, Chadwick Farms Addition, generally located south of Chadwick Parkway and West of Cleveland Gibbs Road at 15701 Cleveland Gibbs Road, and zoned Rural Residential (RR). St. Peter Church is the owner. McAdams is the applicant/engineer. Case # 24-VBOA00001

- i. Public Hearing
- ii. Consider Approval

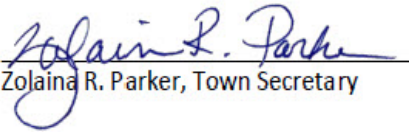
5. ADJOURN

CERTIFICATION

I, Zolaina R. Parker, Town Secretary for the Town of Northlake, Texas, hereby certify that the above agenda was posted on the official bulletin board located at Town Hall, 1500 Commons Circle, Suite 300, Northlake,

Texas 76226, on May 31, 2024, by 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.




Zolaina R. Parker, Town Secretary

NOTICE: THE TOWN OF NORTHLAKE'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT(ADA). THE TOWN WILL PROVIDE ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED IF REQUESTED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE TOWN SECRETARY'S OFFICE AT 940-242-5702 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD), BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.

**NORTHLAKE BOARD OF ADJUSTMENT
BOARD OF DIRECTORS COMMUNICATION**



DATE: June 4, 2024
REF. DOC.: Unified Development Code (UDC); Texas Local Government Code (TLGC)
SUBJECT: Briefing - Annual Board Training
GOALS/ Plan Intentionally and Responsibly; 3.1 - Identify and plan for changes in codes and zoning
OBJECTIVES: that enhance desired development

BACKGROUND INFORMATION:

- Town staff will provide training on basic laws, policies, and procedures relevant to Board of Adjustment (BOA)
 - Training planned annually following new Board appointments
 - Provides orientation for new Board members and refresher for current Board members
- Development Director will provide overview of BOA to include:
 - Authority of BOA
 - BOA membership
 - Powers of BOA
- Town Secretary will present on following topics as they apply to BOA:
 - Public Information Act
 - Open Meetings Act
 - Parliamentary Procedure

BOARD DIRECTION:

- Learn basic laws, policies, and procedures relevant to BOA
- Provide feedback as BOA deems necessary

**NORTHLAKE BOARD OF ADJUSTMENT
BOARD OF DIRECTORS COMMUNICATION**



DATE: June 4, 2024
REF. DOC.: Unified Development Code (UDC)
SUBJECT: Consider selection of:
i. Chairperson
ii. Vice-Chairperson
**GOALS/
OBJECTIVES:** Plan Intentionally and Responsibly; 3.1 - Identify and plan for changes in codes and zoning that enhance desired development

BACKGROUND INFORMATION:

- Chairperson and Vice-Chairperson to be selected from board members
- First item of business at first scheduled Board of Adjustment (BOA) meeting in June or as soon thereafter as practicable
- Chairperson
 - Shall preside over meetings
 - Roberts Rules of Order shall apply
- Vice-Chairperson
 - Assist the Chairperson in directing affairs of BOA
 - Assume duties of Chairperson in their absence

Place	Name	Status
Place 1	Thomas Lott	Returning member
Place 2	Lisa Ham	Returning member (incumbent Vice-Chairperson)
Place 3	Robert Parker	Returning member
Place 4	John Stewart	Returning member
Place 5*	Dale Mauch	New member (appointed May 23, 2024)

*Alex Holmes served as Chairperson in Place 5 until her election to Council.

BOARD DIRECTION:

Appoint Chairperson and Vice-Chairperson

**NORTHLAKE BOARD OF ADJUSTMENT
BOARD OF DIRECTORS COMMUNICATION**



DATE: June 4, 2024
REF. DOC.: Northlake Home Rule Charter
SUBJECT: Consider approval of minutes from October 10, 2023
**GOALS/
OBJECTIVES:** Invest in Infrastructure; 4.5 - Leverage technology and equipment to deliver services

BACKGROUND INFORMATION:

Approval of Minutes from:

- October 10, 2023

BOARD DIRECTION:

Approve minutes draft as presented



BOARD OF ADJUSTMENT MEETING MINUTES
October 10, 2023
Northlake Town Hall
1600 Commons Circle, Police Community Room
Northlake Texas 76226

1. CALL TO ORDER

Chairperson Holmes called the meeting to order at 5:30 pm, with the following quorum present:

Alexandra Holmes	Lisa Ham
Thomas Lott - Absent with Notice	Robert Parker
John Stewart	

2. ANNOUNCEMENTS, BRIEFINGS, AND PRESENTATIONS

A. Briefing – Annual Board Training

The item as presented by Nathan Reddin, Development Services Director, and Zolaina Parker, Town Secretary.

There was no consensus, as the item was for training purposes only.

B. Briefing – Unified Development Code (UDC) amendment proposed to provide for alternate members of the Board of Adjustment (BOA)

The item as presented by Nathan Reddin, Development Services Director, and discussion followed.

The-consensus of the Board was to proceed with proposed amendment and present to Planning & Zoning Commission for recommendation to Town Council.

C. Briefing – Proposed Meeting Schedule

The item as presented by Nathan Reddin, Development Services Director, and commentary followed.

The-consensus of the Board was to proceed with presenting the proposed meeting schedule to Town Council for final approval.

3. PUBLIC INPUT

None.

4. NEW BUSINESS

A. Consider approval of the meeting minutes from June 6, 2023

Member Parker moved to approve the minutes as amended to note the correction made to Member Stewart’s last name. Motion seconded by Member Stewart. Motion carried.

AYES (4): Holmes, Stewart, Parker, Ham
NAYS (0): None
Absent (1): Lott

B. Consider selection of Chairperson and Vice-Chairperson

Member Parker moved to select Member Holmes as Chairperson. Motion seconded by Member Holmes. Motion carried.

AYES (4): Holmes, Stewart, Parker, Ham
NAYS (0): None
Absent (1): Lott

Member Holmes moved to select Member Ham as Vice-Chairperson. Motion seconded by Member Stewart. Motion carried.

AYES (4): Holmes, Stewart, Parker, Ham
NAYS (0): None
Absent (1): Lott

5. ADJOURNMENT

With no further business, Chairperson Holmes adjourned the meeting at 6:19 p.m.

Chairperson

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____

**NORTHLAKE BOARD OF ADJUSTMENT
BOARD OF DIRECTORS COMMUNICATION**



DATE: June 4, 2024
REF. DOC.: Unified Development Code (UDC)
SUBJECT: Consider a request for a variance to Section 10.3 A. of the Unified Development Code (UDC) related to parking space size, on an approximately 16.29-acre site, being Lot 1, Block 25, Chadwick Farms Addition, generally located south of Chadwick Parkway and West of Cleveland Gibbs Road at 15701 Cleveland Gibbs Road, and zoned Rural Residential (RR). St. Peter Church is the owner. McAdams is the applicant/engineer. Case # 24-VBOA00001
i. Public Hearing
ii. Consider Approval
**GOALS/
OBJECTIVES:** Plan Intentionally and Responsibly; 3.1 - Identify and plan for changes in codes and zoning that enhance desired development

BACKGROUND INFORMATION:

Purpose: To hold a public hearing and consider a variance request to Section 10.3 A. of the Unified Development Code (UDC) related to parking space size

Owner: St. Peter Lutheran Church and Preschool

Applicant/Engineer: McAdams

Site: 16.29-acre lot being Lot 1, Block 25, Chadwick Farms Addition, generally located south of Chadwick Parkway and west of Cleveland-Gibbs Road at 15701 Cleveland-Gibbs Road.

Background: St. Peter Church has an existing facility on the site used as both a church and preschool. The church plans to build a 24,168 square-foot building to expand its preschool program and add first through sixth grades. The site was located in the City of Fort Worth at the time of its initial development. It has since been disannexed by Fort Worth and annexed by Northlake. Existing parking spaces are 9' x 18' which met the City of Fort Worth requirements at time of development.

Section 10.3 A. of the UDC requires that "Each standard off-street surface parking space shall measure not less than nine feet (9') by twenty feet (20'), exclusive of access drives and aisles, and shall be of usable shape and condition."

The applicant has provided the attached documentation to explain and justify their request for a variance. The attached Site Plan shows a parking layout with new parking spaces sized 9' x 18' which would require a variance to Section 10.3 A. of the UDC. The applicant's request is to grant a variance allowing all parking spaces on the site to be a minimum of 9' x 18' to match the size of the existing spaces.

Public Hearing: A public hearing is required prior to acting on the variance request. Public hearing notices were mailed to Northlake property owners within 200 feet ten days before the hearing as required. As of May 30, 2024, no written comments for or against the request have been received.

Analysis: Among the powers of the BOA is the authority to grant variances from specific regulations set forth in the UDC, including parking regulations, as may be necessary to

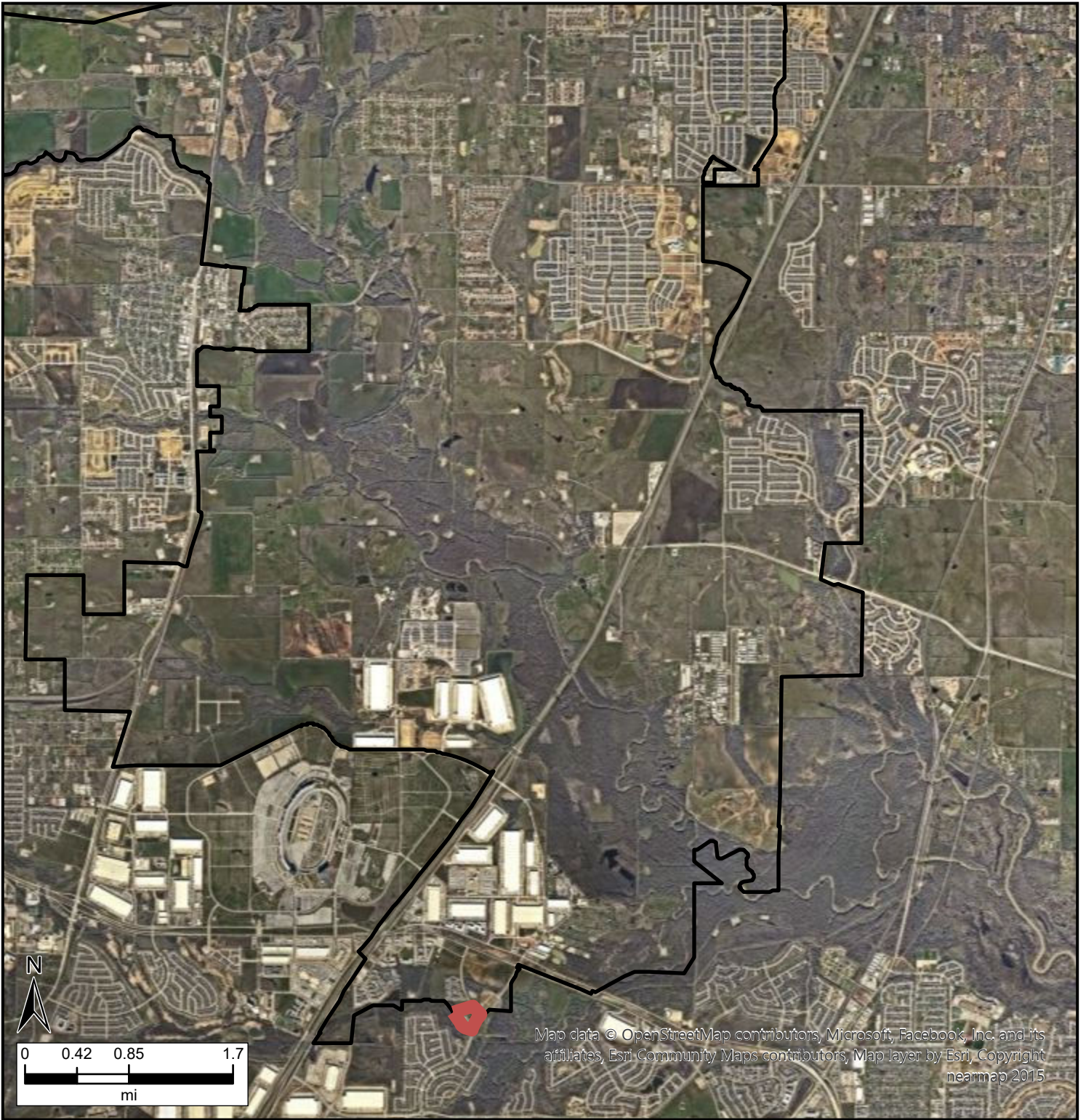
secure appropriate development of a parcel of land which differs from other parcels in the district by being of such restricted area, shape, or slope that it cannot be appropriately developed without such modification. In exercising its power to grant a variance in accordance with the UDC, the BOA shall make findings and show in its minutes:

1. That literal enforcement of the controls will create an unnecessary hardship or practical difficulty in the development of the affected property, and
2. That the situation causing the hardship or difficulty is unique to the affected property and is not self-imposed, and
3. That the relief sought will not injure the permitted use of adjacent conforming property, and
4. That the granting of the variance will be in harmony with the spirit and purposes of this UDC.

BOARD DIRECTION:

- Approve request for variance to Section 10.3 A. for 9' x 18' parking spaces
 - Requires a concurring vote of 4 out of 5 board members
- Approve request with conditions
 - In approving any request, the BOA may designate such conditions in connection therewith in order to secure substantially the objectives of the regulation or provision to which such variance is granted and to provide adequately for the maintenance of the integrity and character of the zoning district in which such permit is granted.
- Deny request
 - A new request with filing of new plans cannot be considered unless:
 - The new plans materially change the nature of the request, or
 - The permitted development of other nearby property in the same zone has been substantially altered or changed by a ruling of the BOA, so as to support an allegation of changed conditions.

Northlake



Northlake



April 8, 2024

Mr. Reddin
Town of Northlake
Board of Adjustments
1700 Commons Circle, Suite 200
Northlake, TX 76226

RE: Variance Request

Dear Mr. Reddin,

St. Peter Lutheran Church is located at the west/southwest corner of Cleveland Gibbs Road and Chadwick Parkway. The existing facility is located on Lot 1, Block 25 of the Chadwick Farms Addition, and totals 16.94 acres. The current facility is used as both a church and preschool.

St. Peter Lutheran Church is proposing to construct a new building on the current site to expand its school program. The expansion will consist of preschool as well as first thru sixth grades. The addition is approximately 24,000 square feet and will provide additional parking for the site's use.

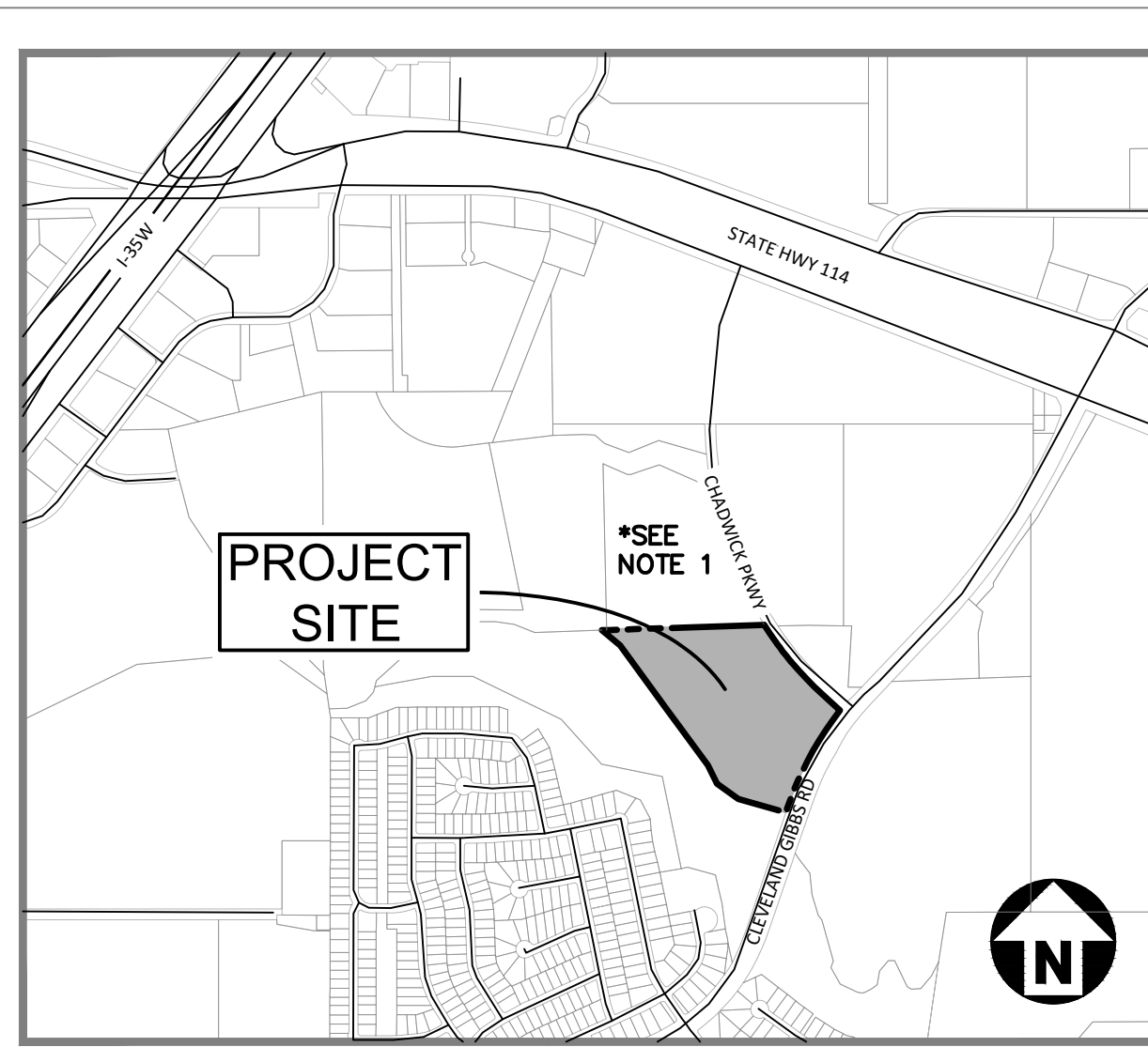
This property was annexed into the Town of Northlake and was zoned as Rural Residential. Schools within this zoning classification are considered non-conforming. St. Peter Lutheran Church is requesting a SUP for the proposed school use which already existed the time of annexation.

St. Peter Church is also requesting a variance for the size of parking stalls in the new parking lot. The current code for the Town of Northlake Code requires 10'x20' parking stalls. The existing site had originally planned on a future expansion during the design of the original building and 9'x18' parking stalls were constructed as required by the design code at that time. 20' long parking stalls would not be possible at the south side of the site. 20' long stalls would extend out into the floodplain and would require additional fill within the floodplain which is not allowed. The new parking lot ties into the north part of the existing lot that consists of 9'x18' parking stalls and associated fire lanes. Using 10'x20' parking stalls would require unusual transitions at the continuation of the fire lanes and would add 8' to the overall width of the parking lot. This increase in width would not allow the proposed building to align with the existing building as originally desired.

Sincerely,
MCADAMS



Darren Andrews PE
Senior Technical Manager



VICINITY MAP

1"=1000'

SITE DATA SUMMARY TABLE	
ZONING	RR-RURAL RESIDENTIAL
PROPOSED USE	SCHOOL
BUILDING AREA (GROSS SQUARE FOOTAGE)	24,168 GSF (SCHOOL ADDITION)
BUILDING HEIGHT (FEET AND INCHES)	31'-0 1/2"
AREA OF IMPERVIOUS SURFACE	Proposed 49836 SF 106 SPACES (EXISTING)
TOTAL PARKING: REQUIRED AND PROVIDED	139 SPACES REQUIRED* 108 SPACES (PROPOSED) Total = 214 SPACES
NUMBER OF HANDICAP PARKING SPACES	5 SPACES (EXISTING) 7 SPACES REQUIRED PER ADA 2 SPACES (PROPOSED)** Total = 7 SPACES (EXISTING)
NUMBER OF DWELLING UNITS AND NUMBER OF BEDROOMS (MULTIFAMILY)	N/A

*Church/Worship: 1 space for each 4 seats (556 Seats total) or 1 space for every 100 square feet of gross floor area, whichever is less (based on maximum design capacity)
** 3 Existing parking spots will be used for ADA parking

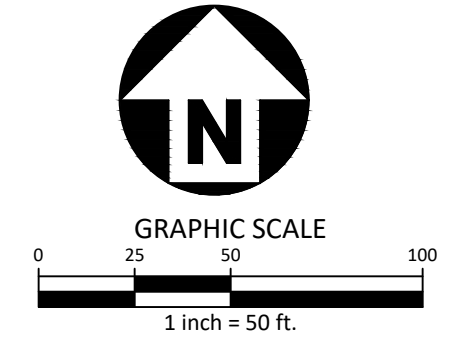
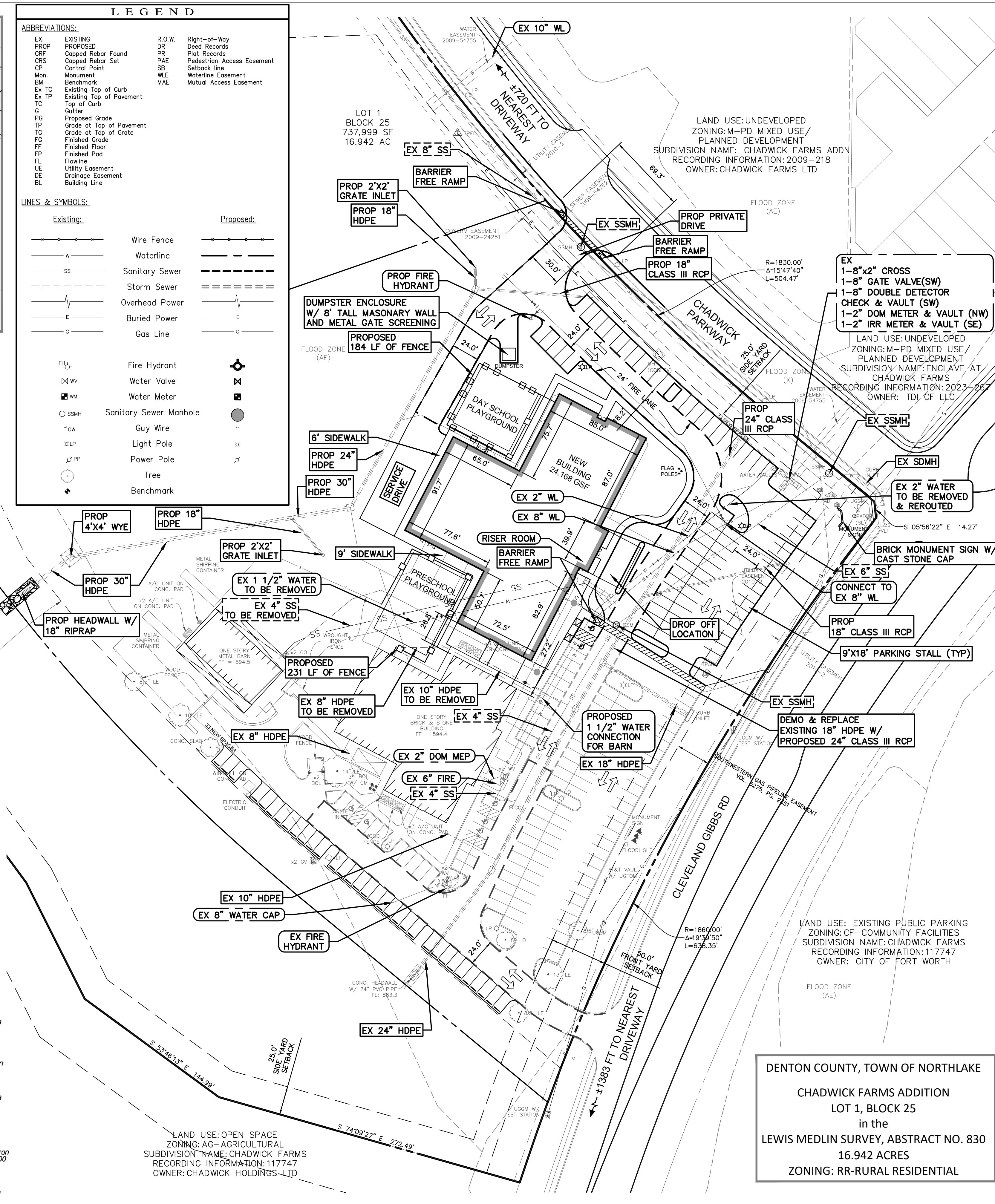
LEGEND

ABBREVIATIONS:

EX	EXISTING	R.O.W.	Right-of-Way
PROP	PROPOSED	DR	Deed Records
CRF	Capped Rebar Found	PR	Plat Records
CRS	Capped Rebar Set	PAE	Pedestrian Access Easement
CP	Control Point	SB	Setback line
Mon.	Monument	WLE	Waterline Easement
BM	Benchmark	MAE	Mutual Access Easement
Ex TC	Existing Top of Curb		
Ex TP	Existing Top of Pavement		
TC	Top of Curb		
G	Gutter		
PG	Proposed Grade		
Gr	Grade at Top of Pavement		
TP	Grade at Top of Grate		
FG	Finished Grade		
FF	Finished Floor		
FP	Finished Pad		
FL	Flowline		
UE	Utility Easement		
DE	Drainage Easement		
BL	Building Line		

LINES & SYMBOLS:

	Existing: Wire Fence		Proposed: Wire Fence
	Existing: Waterline		Proposed: Waterline
	Existing: Sanitary Sewer		Proposed: Sanitary Sewer
	Existing: Storm Sewer		Proposed: Storm Sewer
	Existing: Overhead Power		Proposed: Overhead Power
	Existing: Buried Power		Proposed: Buried Power
	Existing: Gas Line		Proposed: Gas Line
	Fire Hydrant		Water Valve
	Water Meter		Sanitary Sewer Manhole
	Guy Wire		Light Pole
	Power Pole		Tree
	Benchmark		



BENCHMARKS:

TBM - MAG NAIL WITH SHINER SET ON THE NORTH END OF A BRIDGE ON THE WESTERN BACK OF CURB OF CLEVELAND GIBBS ROAD 755'± SOUTH WEST FROM THE INTERSECTION OF CLEVELAND GIBBS ROAD AND CHADWICK PARKWAY AND 81'± SOUTH OF THE SOUTHEAST PROPERTY CORNER OF THE SUBJECT PROPERTY.

NORTHING: 7056085.76
EASTING: 2348096.25
ELEVATION: 596.5'

GENERAL NOTES:

- INFORMATION ON THE ADJACENT PROPERTY TO THE NORTH OF THE SITE:
 - LAND USE: MULTIFAMILY M-PD MIXED USE/ PLANNED DEVELOPMENT
 - SUBDIVISION NAME: CHADWICK FARMS SUBDIVISION
 - RECORDING INFORMATION: 117747
 - OWNER: TIDES ON CHADWICK OWNER LLC
- EXISTING UTILITIES TO REMAIN UNLESS OTHERWISE NOTED. EXISTING UTILITIES ARE TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
- ALL DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- ALL BOUNDARY INFORMATION ARE PER THE FINAL PLAT #2010-2

REQUESTED VARIANCES

- REQUESTING VARIANCES TO USE 9'x18' PARKING STALLS FOR EXPANSION TO MATCH THE EXISTING PARKING STALLS ON SITE.

OWNER

ST. PETER LUTHERAN CHURCH AND PRESCHOOL
15701 CLEVELAND GIBBS RD.
ROANOKE, TX 76262
817.491.2010
SAINT PETER LUTHERAN CHURCH

ENGINEER

DARREN ANDREWS, PE
DANDREWS@MCADAMSCO.COM
PHONE: (972) 436-9712

BEGINNING at a capped 1/2" iron pin set at the intersection of the northwesterly right-of-way line of Cleveland-Gibbs Road (120' R.O.W.) with the easterly line of Lot 9K, Block 16 of Chadwick Farms Addition, an addition to the City of Fort Worth, Denton County, Texas as recorded in Cabinet N, Page 482 of the Plat Records of Denton County, Texas (PRDCT).

THENCE N 11°20'19" W along the easterly line of said Chadwick Farms Addition as recorded in Cabinet N, Page 482 PRDCT, a distance of 495.06 feet to a capped 1/2" iron pin set;

THENCE N 74°42'35" W along the northerly line of said Chadwick Farms Addition as recorded in Cabinet N, Page 482 PRDCT, a distance of 149.23 feet to a capped 1/2" iron pin set;

THENCE S 78°39'41" W along the northerly line of said Chadwick Farms Addition as recorded in Cabinet N, Page 482 PRDCT, a distance of 40.81 feet to a capped 1/2" iron pin set, said capped iron pin also being the southeast corner of Lot 12K, Block 23 of Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT;

THENCE N 11°20'19" W along the easterly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 522.16 feet to a capped 1/2" iron pin set;

THENCE N 78°35'47" W along the northeasterly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 341.96 feet to a capped 1/2" iron pin set;

THENCE N 41°52'03" W along the northeasterly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 335.15 feet to a capped 1/2" iron pin set;

THENCE N 64°03'58" W along the northeasterly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 543.75 feet to a capped 1/2" iron pin set;

THENCE N 90°00'00" W along the northerly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 226.78 feet to a capped 1/2" iron pin set;

THENCE S 79°39'20" W along the northerly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 323.89 feet to a point in Elizabeth Creek;

THENCE N 17°44'41" E departing the northerly line of said Chadwick Farms Addition as recorded in Cabinet X, Page 362 PRDCT, a distance of 38.14 feet to a point in Elizabeth Creek;

THENCE N 49°10'47" E, a distance of 222.30 feet to a point in Elizabeth Creek;

THENCE N 53°24'12" E, a distance of 182.81 feet to a point in Elizabeth Creek;

THENCE N 71°41'10" E, a distance of 217.36 feet to a point in Elizabeth Creek;

THENCE S 89°39'03" E, a distance of 142.00 feet to a point in Elizabeth Creek;

THENCE S 81°49'53" E, a distance of 104.16 feet to a point in Elizabeth Creek;

THENCE S 68°21'28" E, a distance of 120.53 feet to a point in Elizabeth Creek;

THENCE N 88°05'39" E, a distance of 1270.87 feet to a capped 1/2" iron pin set, said capped iron pin also being the Point of Curvature of a non-tangent circular curve to the left having a radius of 1830.00 feet, a central angle of 15°47'40" and being subtended by a chord which bears S 42°30'12" E, 502.87 feet;

THENCE along said curve to the left, a distance of 504.47 feet to a capped 1/2" iron pin set;

THENCE S 50°24'01" E tangent to said curve, a distance of 119.65 feet to a capped 1/2" iron pin set;

THENCE S 05°56'22" E, a distance of 14.27 feet to a capped 1/2" iron pin set, said capped iron pin also being on the said northwesterly right-of-way line of Cleveland-Gibbs Road, said capped iron pin also being the Point of Curvature of a non-tangent circular curve to the left having a radius of 1830.00 feet, a central angle of 15°47'40" and being subtended by a chord which bears S 28°32'08" W, 635.22 feet;

THENCE along the said northwesterly right-of-way line of Cleveland-Gibbs Road and along said curve to the left, a distance of 636.35 feet to a capped 1/2" iron pin set;

THENCE S 18°42'19" W tangent to said curve and along the said northwesterly right-of-way line of Cleveland-Gibbs Road, a distance of 700.18 feet to a capped 1/2" iron pin set, said capped iron pin also being the Point of Curvature of a circular curve to the right having a radius of 990.00 feet, a central angle of 11°56'09" and being subtended by a chord which bears S 24°40'18" W, 202.68 feet;

THENCE along the said northwesterly right-of-way line of Cleveland-Gibbs Road and along said curve to the right, a distance of 206.24 feet to the Point of Beginning and containing 4,775,620 square feet or 40,763 acres of land, more or less.

DENTON COUNTY, TOWN OF NORTHLAKE

CHADWICK FARMS ADDITION
LOT 1, BLOCK 25
in the
LEWIS MEDLIN SURVEY, ABSTRACT NO. 830
16.942 ACRES
ZONING: RR-RURAL RESIDENTIAL

FOR TOWN USE ONLY

PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

McADAMS
The John R. McAdams Company, Inc.
4400 State Highway 121, Suite 800
Lewisville, Texas 75065

phone 972. 436. 9712
fax 972. 436. 9715
TBPE: 19762 TBPLS: 10194440

www.mcadamsco.com

CLIENT

GOFF COMPANIES, LLC
2221 LAKESIDE BLVD. #700
RICHARDSON, TX 75082
(214) 716-5100
TANNER GOFF

**ST. PETER CHURCH
EXPANSION
16.942 AC
CONSTRUCTION DOCUMENTS
15701 CLEVELAND GIBBS RD.
ROANOKE, TEXAS, 76262**

MCADAMS
TBPE: 19762
05/15/2024

REVISIONS

NO.	DATE	DESCRIPTION

PLAN INFORMATION

PROJECT NO.	SPEC23473
FILENAME	SPEC23473-S1.DWG
CHECKED BY	DA
DRAWN BY	KV
SCALE	1" = 50'
DATE	05.15.2024
SHEET	

SITE PLAN

C2.00