



City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900.FAX: (210) 698-3565. bcodes@fairoaksranchtx.org www.fairoaksranchtx.org

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

(1) A complete **Universal Application** form (2 pages), and(2) A complete **Specific Application Form** with all materials listed in the checklist for the specific application.

The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Address/Location: 29105 Noll Road, Fair Oaks Ranch, Texas Acreage: 0.753
 Brief Description of Project: Minor Plat of 0.753 acres
 Is property platted? ☒ No ☐ Yes Subdivision name: Gray Custom Millworks No.
 Recordation #: Parcel(s) Tax ID#: 173330
 Existing Use: Millworks Shop Proposed Use: Millworks Shop
 Current Zoning: Neighborhood Commercial Proposed Zoning: Neighborhood Commercial
 Occupancy Type: Sq. Ft: Bed #: Bath #: Car Garage #:
 Water System ☒ Well ☐ Public Flood Zone: ☐ Yes ☒ No Sewer System: ☒ Septic ☐ Public

PROPERTY OWNER INFORMATION

Owner: D&A Gray Enterprises LLC Contact Name: DAMON GRAY
 Address: 29105 NOLL RD. City/State/ZIP: FAIR OAKS RANCH, TEXAS 78015
 Phone: 210-875-4737 Email: damon@dgcustommillworks.com

APPLICANT INFORMATION

Applicant/Developer: Damon Gray Custom Millworks Contact Name: Damon Gray
 Address: 29105 Noll Road City/State/ZIP: Fair Oaks Ranch, Texas 78015
 Phone: 210-875-3955 Email: damon@dgcustommillworks.com

KEY CONTACT INFORMATION

Name of the Individual: Paul Schroeder Contact Name: Vickrey & Associates, LLC
 Address: 12940 Country Parkway City/State/ZIP: San Antonio, Texas 78216
 Phone: 210-349-3271 E-mail: pschroeder@vickreyllc.com

SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)

Signature: Alisha Gray Date: 09/22/2021
 (Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****

DATE REC'D: 02/07/2022 BY: KGS
 FEES PAID: \$300 APPROVED BY:
 DATE APPROVED:
 APPLICATION/PERMIT NO: EXP DATE:

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

SPECIFIC APPLICATION FORM (S1-S39). Please check the appropriate type below:**Land Use Policy Related**

(Section 3.9 of the UDC)

- ☐ Annexation* - Form S1
☐ Comprehensive Plan Amendment (Text)
☐ Unified Development Code (UDC) Text Amendment
☐ Rezoning/ FLUM amendment* - Form S2
☐ Special Use Permit* - Form S3
☐ Planned Unit Development (PUD)* - Form S4
☐ Development Agreement
☐ Conservation Development Alternative* (CDA) (Section 4.8) - Form S5

Subdivision and Property Development Related

(Section 3.8 of the UDC)

- ☐ Amending Plat* - Form S6
☐ Minor Plat* - Form S7
☐ Development Plat* - Form S8
☐ Concept Plan** - Form S9
☐ Preliminary Plat* - Form S10
☐ Final Plat* - Form S11
☐ Replat* - Form S12
☐ Construction Plans* - Form S13
☐ Vacating Plat
☐ Plat Extension

Site Development Related

(Section 3.9 of the UDC)

- ☐ Vested Rights Verification Letter
☐ Zoning Verification Letter
☐ Written Interpretation of the UDC
☐ Temporary Use Permit* - Form S14
☐ Special Exception* - Form S15
☐ Site Development Permit* (Site Plan Review) - Form S16
☐ Floodplain Development Permit* - Form S17
☐ Stormwater Permit* - Form S18
☐ Certificate of Design Compliance* - Form S19

Appeal of an Administrative Decision

- ☐ Zoning ☐ Others

Variance

- ☐ Policy ☒ Judicial* - Form S20

☐ Sign Special Exception/Appeal to an Administrative Decision☐ Administrative Exception☐ Permit for Repair of Non-Conforming Use/Building☐ Letter of Regulatory Compliance☐ On-Site Sewage Facility Permit (OSSF)☐ Certificate of Occupancy (CO)* - Form S21☐ Relief from Signage Regulations☐ Group Living Operation License* - Form S22☐ Grading/Clearance Permit - Form S23**Building Permits Related****Commercial**

- ☐ New/Remodel/Addition* - Form S24
☐ Fence* - Form S25
☐ Miscellaneous* - Form S26

Residential

- ☐ New Home* - Form S27
☐ Remodel/Addition* - Form S28
☐ Detached Buildings* - Form S29

Others

- ☐ Solar* - Form S30
☐ Swimming Pool* - Form S31
☐ Demolition, Drive or Move
☐ New Lawn/Water* - Form S32
☐ Backflow Device/Irrigation Systems - Form S33
☐ Sign* (Permanent) - Form S34 A
☐ Sign* (Temporary) - Form S34 B
☐ Appeal of Denial of Sign Permit
☐ Master/ Common Signage Plan* - Form S35
☐ Water Heater or Water Softener* - Form S36
☐ Right-of-Way Construction* - Form S37
☐ Flatwork* - Form S38

Inspections

- ☐ Mechanical ☐ Electrical
☐ Plumbing ☐ Building
☐ Others _____

Water- Wastewater Service

- ☐ Connect/ Disconnect Form* - Form S39

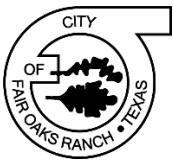
*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

- ☒ Universal Application Form (Form UA).
☒ Items listed in the checklist for the Specific Application Form (Form S#) ¹. (Please make sure the boxes are checked)
☒ Application Processing Fees and other application fees.
☒ Letter of intent explaining the request in detail and reason for the request.
☐ Signed Letter of Authorization required if the application is signed by someone other than the property owner.
☒ Site plan and shapefile drawings (if applicable) for the property
☒ Location map clearly indicating the site in relation to adjacent streets and other landmarks
☒ One (1) copy of proof of ownership (recorded property deed or current year tax statements)
☐ One (1) USB drive containing the general required documents in Adobe PDF format (if required)

¹For items that are duplicated in the specific type of application, only one copy is required.



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S20

SPECIFIC APPLICATION FORM - VARIANCE

Section 3.9 (9) of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ Pre-Application Conference prior to application submittal.
- ☐ Concept plan approval (if required).
- ☒ A completed Universal Application and checklist signed by the owner/s of the property.
- ☒ A title report.
- ☒ Payment of all other applicable fees (see Schedule of Fees).
- ☒ 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the Variance request. If the property is platted, a copy of the plat should be provided.
- ☒ Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- ☒ Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the request is heard at the public hearing.
- ☒ Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- ☒ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.

DAMON GRAY

CUSTOM MILLWORKS

February 7, 2022

Ms. Katie Schweitzer, PE
City of Fair Oaks Ranch
7286 Dietz-Elkhorn
Fair Oaks Ranch, Texas 78015

Re: Gray Custom Millworks
Request for Variance

Dear Ms. Schweitzer,

This submittal is to request a variance to UDC Sec. 68(5) Building Setback and Parking Requirements.

Sincerely,


Damon Gray

From: [Karen Hopper](#)
To: [Lata Krishnarao](#); [Kaitlin Vaughn](#); [Krishna Radhakrishnan](#)
Cc: [Christina Picioccio](#); [Carole Vanzant](#); [Grant Watanabe](#); [Alisha Gray](#); [Paul Schroeder, P.E., RPLS](#)
Subject: RE: FOR Gray Custom Millworks Variance Request Review Comments
Date: Monday, March 07, 2022 4:24:03 PM

Lata,

We concur that these are the variances being requested.

Karen Hopper

Team Secretary II

Vickrey & Associates, LLC

khopper@vickreyllc.com

[210.874.5063](tel:210.874.5063) | Direct

[210.349.3271](tel:210.349.3271) | Office

From: Lata Krishnarao <lkrishnarao@gundacorp.com>
Sent: Monday, March 7, 2022 3:40 PM
To: Karen Hopper <khopper@vickreyllc.com>; Kaitlin Vaughn <kvaughn@espassociates.com>; Krishna Radhakrishnan <KRadhakrishnan@gundacorp.com>
Cc: Christina Picioccio <CPicioccio@fairoaksranchtx.org>; Carole Vanzant <cvanzant@fairoaksranchtx.org>; Grant Watanabe <gwatanabe@fairoaksranchtx.org>; Alisha Gray <Alisha@DGCcustommillworks.com>; Paul Schroeder, P.E., RPLS <pschroeder@vickreyllc.com>
Subject: RE: FOR Gray Custom Millworks Variance Request Review Comments
Importance: High

Karen,

We need a confirmation that the following variances that are explained in the letter are the ones that you are seeking. We need to make sure that the request is advertised correctly to proceed for ZBOA consideration. Please respond ASAP so that the publication deadlines can be met. Thanks.

1. **Variance from the requirements of Section 6.7 (4) c** - Allow access to parking lots directly from the street and not from an aisle or a driveway.
2. **Variance from the requirements of Section 6.7, Table 6.2** - Reduction in the number of parking spaces from 23 spaces to 10 spaces. The current ratio is one space per 500 sq. ft. of usable building area for Light manufacturing/ Warehouse/ Logistics types uses.
3. **Variance from street screening as per Section 7.7 (1)** Allow the three foot (3') ' high street screen that is required along the street to screen the parking area to be removed. If the variance from the requirements of Section 6.7 (4) c is approved, this requirement will not be met.
4. **Variance from the requirements of Section 6.7 (7) b** – Allow reduction in the parking setback from required 3' to none. If the variance from the

requirements of Section 6.7 (4) c is approved, this reduction may be approved by **staff as per Section 6.7 (7) b.**

From: Karen Hopper <khopper@vickreylc.com>
Sent: Tuesday, February 22, 2022 3:01 PM
To: Kaitlin Vaughn <kvaughn@espassociates.com>; Krishna Radhakrishnan <KRadhakrishnan@gundacorp.com>
Cc: Christina Picioccio <CPicioccio@fairoaksranchtx.org>; Lata Krishnarao <lkrishnarao@gundacorp.com>; Carole Vanzant <cvanzant@fairoaksranchtx.org>; Grant Watanabe <gwatanabe@fairoaksranchtx.org>; Alisha Gray <Alisha@DGCcustommillworks.com>; Paul Schroeder, P.E., RPLS <pschroeder@vickreylc.com>
Subject: FOR Gray Custom Millworks Variance Request Review Comments

This email came from outside Gunda Corporation. Please use caution when clicking on hyperlinks and opening attachments as they could be malicious websites or viruses.

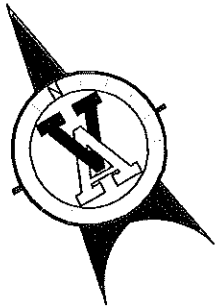
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Afternoon,

Attached please find the response to your review comments dated February 18, 2022.

Karen Hopper
Team Secretary II
Vickrey & Associates, LLC
An ESP Company
12940 Country Parkway
San Antonio, TX 78216
www.vickreylc.com
www.espassociates.com

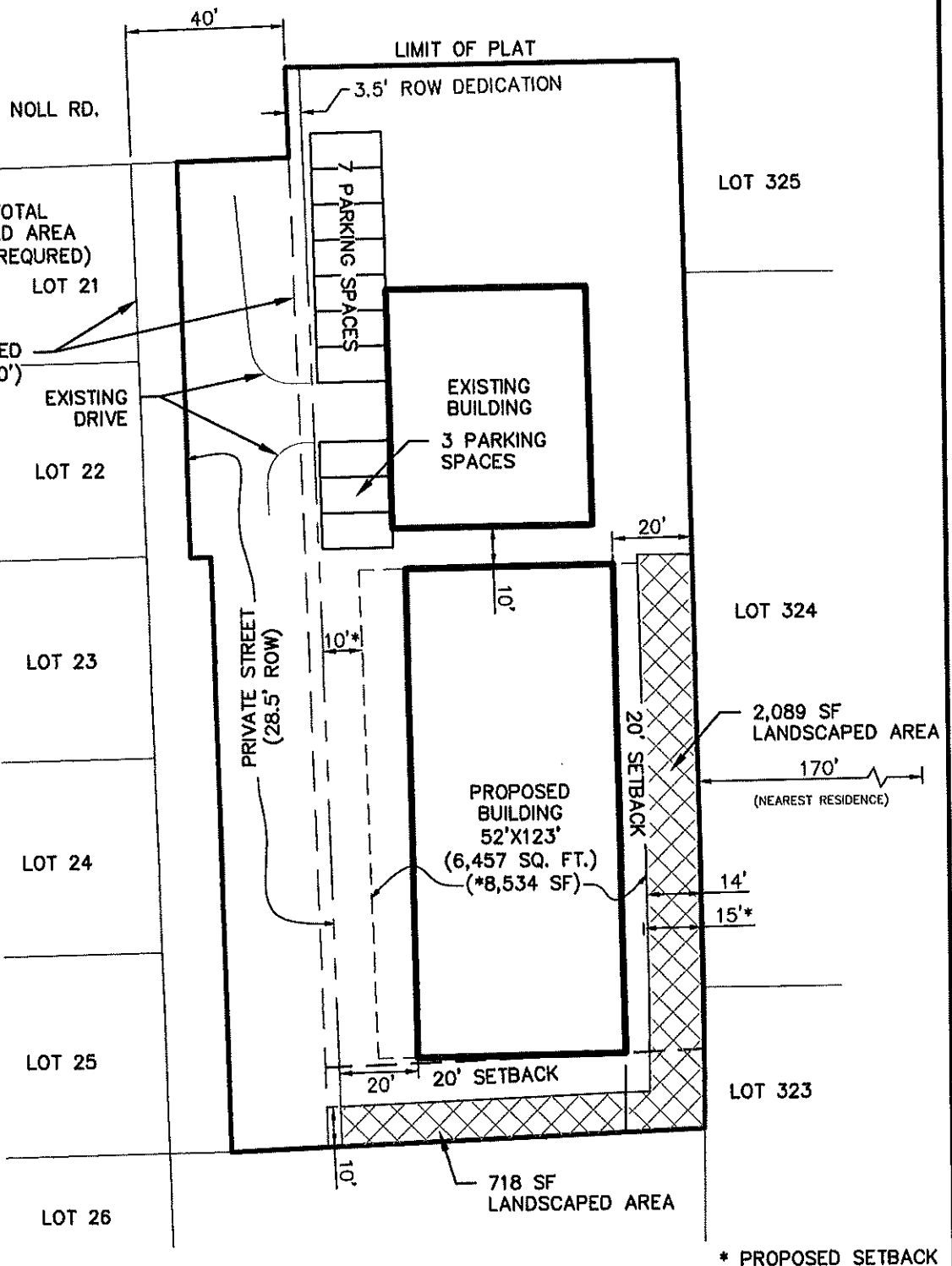
khopper@vickreylc.com
[210.874.5063](tel:210.874.5063) | Direct
[210.349.3271](tel:210.349.3271) | Office



SCALE: 1" = 40'



2,807 SF TOTAL
LANDSCAPED AREA
(2,671 SF REQUIRED)



* PROPOSED SETBACK

THIS DOCUMENT IS
RELEASED FOR THE
PURPOSE OF INTERIM
REVIEW UNDER THE
AUTHORITY OF
PAUL A. SCHROEDER
NUMBER 57564
ON FEBRUARY 4, 2022
IT IS NOT TO BE USED
FOR CONSTRUCTION,
BIDDING, OR PERMIT
PURPOSES.

DAMON CABINETS



VICKREY & ASSOCIATES, LLC.
CONSULTING ENGINEERS

CIVIL • ENVIRONMENTAL • SURVEY

12940 Country Parkway San Antonio, TX 78216

Telephone: (210) 349-3271

Firm Registration No: F-159

ATTACHMENT: EXHIBIT 3 DATE: FEB 4, 2022

VICKREY & ASSOCIATES, LLC
CONSULTING ENGINEERS

February 22, 2022

Katie Schweitzer
City of Fair Oaks Ranch
Public Works
7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

Re: Parking and parking setback variances for Gray Custom Millworks
V&A Project No. 3157.001

Dear Ms. Schweitzer,

This letter is in response to the comments dated February 18, 2022 to Damon Gray for Gray Custom Millworks. The comments and their responses are stated below.

1. *Access to parking lots directly from the street and not from an aisle or a driveway-The proposed parking layout does not appear to meet sufficient room for safe maneuvering. The Unified Development Code requires all parking spaces to open directly upon an aisle or driveway with such width and design to provide safe and efficient access and egress for the vehicle. Is a variance for this being requested? Section 6.7 (4) c. Circulation Routes.*

Response:

The parking shows 28.5 feet of private street to allow vehicles to maneuver in and out of spaces. This private street serves three residences. Due to the low density and slow traffic speed, safety will not be an issue.

2. *Reduction in the number of parking spaces- The current ratio is one space per 500 sq. ft. of usable building area for Light manufacturing/ Warehouse/ Logistics types uses. Provide the total area of the existing building to calculate the variance required.*

Response:

The existing structure is 2,900 S.F. The proposed structure, if a variance is granted, is 8500 S.F. for a total of 11,400 S.F. By ordinance, this requires 23 spaces. The property use is a cabinet shop with 8-10 employees. No retail sales are conducted at this location. Therefore, 10 spaces are adequate for this facility.

3. *Reduction in the parking setback- Clarify if a variance is requested for reduction in the parking setback of 3' from the property line. It is not clear what the proposed setback is. Label the proposed parking setback. This reduction may be approved by staff as per Section 6.7 (7) b.*

Response:

It is proposed that there be no parking setback.



Katie Schweitzer
February 22, 2022
Page 2

4. *Street screening- 3' high street screen is required along the street to screen the parking area. The site plan does not provide room for this. Is a variance being requested for this requirement?*


Response:

It is proposed that there be no street screening. The parking is adjacent to a proposed private street that serves three residences. Therefore, screening should not be necessary.

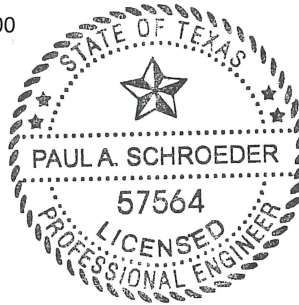
If you have any questions, please contact me.

Sincerely,

VICKREY & ASSOCIATES, LLC
TBPE Registration #159 / TBPLS Registration #10004100


Derek H. Schroeder, PE
Assistant Project Manager

DHS/ksh



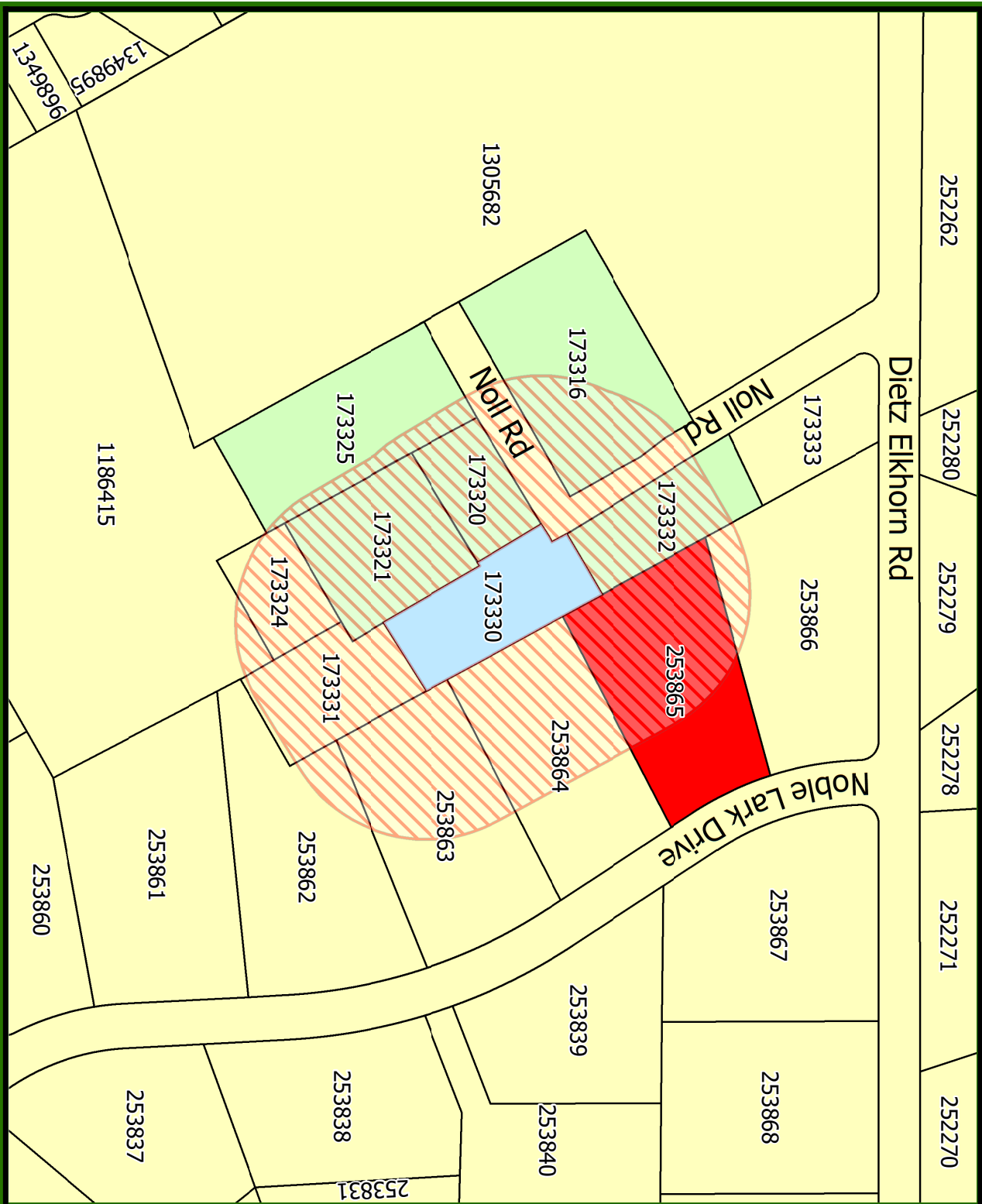





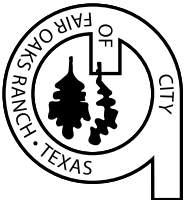


Exhibit
Property Owner
Response
MAP

Gray Custom
Millworks
29105 Noll Rd, Fair Oaks Ranch,

-  Respondent (For)
-  Respondent (Against)
-  Subject Property
-  Notification Area
-  City Limits



March 2022



1" ≈ 200'

Disclaimer – The City of Fair Oaks Ranch (COFOR) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COFOR does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS Data. The GIS data, cartographic products, and associated applications are not legal representations of the depicted data. GIS data is derived from public records that are constantly undergoing revision. Under no circumstances should GIS products be used for final design purposes. COFOR provides this information on an "as is" basis without warranty of any kind, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose, and assumes no responsibility for anyone's use of the information.

Property Owner Comment Form



CITY OF FAIR OAKS RANCH

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015



210-698-0900 (office)

www.fairoaksranchtx.org

210-698-3565 (fax)

(RETURN THIS FORM TO)

City of Fair Oaks Ranch
Engineering Department
7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

RE: (Variance No. ZBOA 2022-01)

This form may be used for the purpose of expressing your opinion on the proposed variance requests. Please complete the form below and return it to the City of Fair Oaks Ranch Engineering Department prior to the Public Hearing date referenced below and in your property owner notification.

The Public Hearing will be held in the City Council Chamber at City Hall located at
7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015 on
Monday, March 28, 2022, at 6:30 p.m.

X I am **FOR** the variance requests as explained on the attached public notice for Variance No. ZBOA 2022-01.

 I am **AGAINST** the variance requests as explained on the attached public notice for Variance No. ZBOA 2022-01.

(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name: William McDowell
Address: 29159 Noll Road
Signature: W. McDowell
Date: 19 Mar 2022

Comments:

Great to see a small business expanding.

Property Owner Comment Form



CITY OF FAIR OAKS RANCH
7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015



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(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name: TODD W. DORN
Address: 29135 NOEL ROAD
Signature: TODD W DORN
Date: March 21, 2022

Comments:

Property Owner Comment Form



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(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name:

Martha Martin

Address:

29155 NOEL ROAD

Signature:

Martha Martin

Date:

March 14, 2022

Comments:

Property Owner Comment Form



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7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015

RE: (Variance No. ZBOA 2022-01)

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(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name: Martha Martin

Address: 29155 NOEL ROAD

Signature: Martha Martin

Date: March 14, 2022

Comments:

Property Owner Comment Form



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(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name:

Katherine B. Padgett

Address:

29050 NOLL ROAD, BOERNE, TX 78015

Signature:

X Katherine B. Padgett

Date:

March 14, 2022

Comments:

Property Owner Comment Form



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(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to the Public Hearing on March 28, 2022

Name: Rezia Olson
Address: 8666 Noble Lark Dr.
Signature: Rezia Olson
Date: 3/23/2022

Comments:
