

ZONING BOARD OF APPEALS
ADMINISTRATIVE MEMO
July 9, 2026

OFFICE OF THE CITY MANAGER

Subject: Recommendations for ZBA Meeting of July 13, 2026

Item 1 CALL TO ORDER

Item 2 ROLL CALL
Prerogative of the Chair to request the City Clerk to take attendance.

Item 3 ACCEPTANCE OF AGENDA Prerogative of the Zoning Board of Appeals that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Item 4 PUBLIC HEARING
Open the Public Hearing. Receive and place on file all communications pertaining to this request. Request an overview from the City Planner. Hear any comments, first in support of, second in opposition to, the request. Make a motion to close the Public Hearing.

Item 4A VARIANCE REQUEST: 839 COOK ROAD – REAR YARD SETBACK
The applicant, Carolyn Nevi, requests a dimensional variance for the residential lot at 839 Cook Road in order to construct an addition to an existing non-conforming single-unit residence. The proposed addition, however, would encroach into the minimum required rear yard setback.

The subject site is zoned the R-1B, One-Family Residential District and is an interior lot.

The applicant requests the following variance, pursuant to the City's Zoning Ordinance:

Code Section	Ordinance Requirements		Proposed	Requested Variance
Sec. 50-3.1.B	Minimum rear yard setback:	28-feet	23-feet	5-feet

Per Section 50-7.15.I.1, the Zoning Board of Appeals may grant a dimensional variance only upon a finding that compliance with the restrictions governing area, setbacks, frontage, height, bulk, density, or other dimensional provisions would create a practical difficulty. A finding of practical difficulty, based on competent, material, and substantial evidence on the record, shall require the petitioner to demonstrate that all conditions are met.

The City Planner recommends that the Zoning Board of Appeals approve the requested rear yard setback of 23-feet (a 5-foot variance) to Section 50-3.1.B based on the following findings of fact for 839 Cook Road:

1. The subject property is an established, nonconforming lot; strictly following the current R-1B zoning requirements for the rear yard setback would prevent the applicant from functionally expanding the single-unit home.
2. The proposed addition is consistent with the intent of the R-1B One-Family Residential District, which encourages single-unit, detached residential development and is a permitted, by right use.
3. The proposed sunroom addition remains proportional to the overall massing of the home and surrounding residences.
4. Approval of the variance upholds the spirit and intent of the Zoning Ordinance, maintains neighborhood character, and maintains public health and safety.

I concur with the City Planner's recommendation.

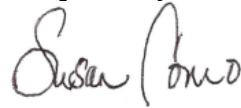
Prerogative of the Zoning Board of Appeals as to action taken.

Item 5 NEW BUSINESS/PUBLIC COMMENT

Item 6 IMMEDIATE CERTIFICATION OF MINUTES Prerogative of the Zoning Board of Appeals to immediately certify tonight's meeting minutes.

Item 7 ADJOURNMENT

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Susan Como".

Susan Como
City Manager