

ZONING BOARD OF APPEALS
ADMINISTRATIVE MEMO
November 6, 2025

OFFICE OF THE CITY ADMINISTRATOR

Subject: Recommendations for ZBA Meeting of November 10, 2025

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 THE 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. Hear any comments, first in support of, second in opposition to, the request. Make a motion to close the Public Hearing.

Item 4A VARIANCES REQUEST: 541 ROBERT JOHN ROAD
The Petitioner, Wayne Pratt, is requesting two (2) variances for the residential lot at 541 Robert John Road in order to permit an extension of the existing garage and second floor living area above. The proposed addition would expand the garage to 24 feet in depth and accommodate a second-floor bathroom. The subject site is zoned R-1C, One-Family Residential District, and is an interior lot situated north of N. Rosedale Court and east of Morningside Street.

The following variances are requested:

- Per Section 50-3.1.C(4) (Minimum front yard) – 4-foot variance
- Per Section 50-3.1.C(4) (Minimum side yard) – 10-inch variance on east side

Per *Section 50-7.15.1.1* of the Zoning Ordinance, the Zoning Board of Appeals must find that “practical difficulty” has been demonstrated and make findings regarding the following standards prior to acting on a proposed variance. Additional information brought forward by the Board, the applicant, and/ or during the public hearing should be incorporated into the record prior to the Board making any determination.

The City Planner recommends that the Zoning Board of Appeals approve the requested variances to Section 50-3.1.C(4), based on the following findings of fact:

1. The subject property is an established, nonconforming lot; with the primary dwelling unit located approximately 5 feet from the eastern property line.

Strictly following the current R-1C zoning requirements for side and front yard setbacks would prevent the applicant from substantially expanding the single-unit home, a use permitted by right in this district.

2. The proposed addition is consistent with the intent of the R-1C One-Family Residential District, which encourages single-unit, detached residential development.
3. The proposed addition will follow the existing eastern building line of the home, which results in a more uniform building design.
4. The need for relief is not self-created, as the home was constructed in 1959, in compliance with previous dimensional requirements. The structural support beam in the garage was in place at the time of construction, and it is an impediment for the current owner in being able to use the garage for its intended purpose.
5. All other applicable zoning requirements of the R-1C district are met, including lot coverage, building height, and rear setbacks.
6. Approval of the variances 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,



Frank Schulte
City Administrator