

ZONING BOARD OF APPEALS
ADMINISTRATIVE MEMO
August 13, 2026

OFFICE OF THE CITY MANAGER

Subject: Recommendations for ZBA Meeting of August 17, 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: 20311 MACK AVENUE – OFF-STREET PARKING REQUIREMENTS
The applicant for a proposed cosmetic surgery and medspa facility at 20311 Mack Avenue has requested a variance from the City's off-street parking requirements. The subject property contains an existing 5,488-square-foot medical office building on an approximately 7,045-square-foot parcel. The site currently provides four (4) dedicated off-street parking spaces, however, 14 total parking spaces are required by the Zoning Ordinance.

The subject property is zoned the C, Community Business District and is located on a corner lot with frontage along both Mack Avenue and Lochmoor Boulevard. The building and site are fully developed, and the applicant is not proposing an expansion of the existing building footprint.

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

Code Section	Ordinance Requirements		Proposed	Requested Variance
Sec. 50-5.3.H	Off-Street Parking: <i>"For medical or dental centers or clinics, and professional offices of doctors, dentists or similar professions, one parking space is required for each 200 square feet of gross floor area."</i>	Based on the square footage of the building: <u>14 off-street parking spaces are required</u>	Four (4) off-street dedicated spaces are provided	Ten (10) off-street parking spaces

Per Section 50-7.15.I.1, the Zoning Board of Appeals may grant a variance only upon a finding that compliance with the restrictions 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 variance of ten (10) off-street parking spaces from Section 50-5.3.H, permitting four (4) dedicated off-street parking spaces where 14 spaces are otherwise required, based on the following findings of fact for 20311 Mack Avenue:**

1. The approximately 7,045-square-foot property is already fully developed with an existing approximately 5,488-square-foot medical office building, leaving insufficient land area to accommodate the ten additional parking spaces required by the Ordinance.
2. The proposed cosmetic surgery and medspa facility represent the reuse of an existing commercial/medical office building for a use consistent with the intent of the C, Community Business District, and the applicant is not proposing to expand the existing building footprint.
3. The parking deficiency results from the existing size, configuration, and development of the property and was not created by the current applicant.
4. A lesser variance would not provide substantial relief because the physical constraints of the site provide little practical opportunity to construct additional off-street parking without substantially altering or removing portions of the existing building.
5. Four (4) dedicated off-street parking spaces will continue to be provided on the subject property, and the City-owned public parking lot directly across Mack Avenue provides an additional nearby parking resource that can help accommodate parking demand within this portion of the commercial corridor.
6. Approval of the variance facilitates the productive reuse and continued occupancy of an existing commercial building, supports reinvestment along the Mack Avenue corridor, and is not anticipated to adversely affect surrounding properties or compromise public health, safety, or welfare.

I concur with the City Planner's recommendation.

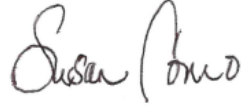
Prerogative of the Zoning Board of Appeals as to action taken.

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". The signature is fluid and cursive, with the first name "Susan" and the last name "Como" clearly distinguishable.

Susan Como
City Manager