

ZONING BOARD OF APPEALS  
ADMINISTRATIVE MEMO  
January 29, 2026

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for ZBA Meeting of February 2, 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 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. 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: 809 SHOREHAM ROAD – SIDE YARD SETBACKS

The applicants, Matthew and Jessica Yascolt, are requesting a dimensional variance for the residential lot at 809 Shoreham Road in order to construct an addition to their existing non-conforming, single-family home. The proposed addition would encroach into the minimum required side yard setbacks. The subject site is zoned R-1B, One-Family Residential District, and is an interior lot located west of the intersection of Wedgewood Drive and Shoreham Road.

The following variances are requested:

- Per Section 50-3.1.B(4) (Minimum side yard) – 4’5” variance

Per *Section 50-7.15.1.1* of the Zoning Ordinance, 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 of the five variance criteria are met.

The City Planner recommends that the Zoning Board of Appeals approve the requested total yard setback of 15’5” (a 4’5” variance) to Section 50-3.1.B, based on the following findings of fact:

1. The subject property is an established, nonconforming lot; with the primary dwelling unit located approximately 8 feet from the western property line. Strictly following the current R-1B zoning requirements for side yard setbacks 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 addition will follow the existing western 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 to comply with a previous Zoning Ordinance.
5. All other applicable zoning requirements of the R-1B district are met (or exceeded), including lot coverage, building height, and front 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.

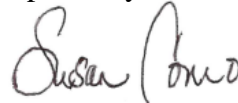
Prerogative of the Zoning Board of Appeals as to action taken.

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,

A handwritten signature in dark ink, appearing to read "Susan Como", written in a cursive style.

Susan Como  
City Manager