

ZONING BOARD OF APPEALS  
ADMINISTRATIVE MEMO  
September 4, 2025

OFFICE OF THE CITY ADMINISTRATOR

**Subject: Recommendations for ZBA Meeting of September 8, 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 MULTI-VARIANCE REQUEST: 2086 RIDGEMONT AVENUE

The Petitioner, Anderson Hughes, is requesting several variances for the residential lot at 2086 Ridgemont Avenue in order to construct a single-family home. The subject site is zoned the R-1E, One-Family Residential District and is a vacant corner lot, located at the northeast corner of Helen Avenue and Ridgemont Avenue.

The following variances are requested:

- Per Section 50-3.1.E (Minimum lot size) – 940 square foot variance
- Per Section 50-3.1.E (Minimum lot width) – 15-foot variance
- Per Section 50-3.1.E (Minimum side yard) – 2-foot variance
- Per Section 50-3.8.A(3) (Side yard abutting a side street) – 7-foot variance
- Per Section 50-3.4 (Minimum size dwellings) – Approval to build on a lot less than 40 feet wide.

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 Sections 50-3.1.E; 50-3.8.A(3); and 50-3.4, based on the following findings of fact:

1. The subject lot is an established, nonconforming corner lot; strictly following the current R-1E zoning requirements for lot size, lot width, and side yard setbacks would prevent the applicant from building a single-unit home, an otherwise permitted, by right use in this district.
2. The proposed home is consistent with the intent of the R-1E One-Family Residential District, which encourages single-unit, detached residential development.
3. The requested variances are the minimum necessary to allow reasonable use of the property and are in character with the surrounding neighborhood, where similar dimensional conditions exist. A lesser variance would not allow for a functional or proportionate building footprint and would not provide adequate relief.
4. The need for relief is not self-created, as the lot is an existing, nonconforming corner lot.
5. All other applicable zoning requirements have been met, 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,



Frank Schulte  
City Administrator