

Wylie Zoning Board of Adjustments Regular Meeting

July 20, 2026 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

Nominate and motion for Chair

Nominate and motion for Vice-Chair

WORK SESSION

[WS1](#). Discuss ZBoA rules and procedures.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

[A.](#) Consider and act upon the approval of the meeting minutes from the March 23, 2026, Special Called Zoning Board of Adjustments Meeting.

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on July 14, 2026, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.



Wylie Zoning Board of Adjustment

AGENDA REPORT

Department: Planning

Item Number: WS -1

Prepared By: Jasen Haskins, AICP

Case Number: N/A

Subject

Discuss ZBoA rules and procedures.

Discussion

Staff will give a presentation on Zoning Board of Adjustment Rules and Procedures. Q&A will follow.

Welcome to the Zoning Board of Adjustments (ZBA)

Municipal Planning Authority

Overall Authority to protect the Health, Safety, and Welfare of the
City and Citizens



Allowance

- Zoning Board of Adjustment is allowed by Sec 211.008 of the State of Texas Local Government Code

General Decision Responsibilities

- Appeals to administrative decisions
- Variance requests from Zoning Ordinance
- Make recommendation to Zoning Ordinance based on variances
- Special Exceptions to the Zoning Ordinance

Appeals to Administrative Decisions

- Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official
- The board may reverse or affirm, in whole or in part, or modify the administrative official's order
- The concurring vote of 75 percent of the members of the board is necessary

Variance Requests

- Hear and decide an appeal that alleges a special circumstance applies to a property
- In order to grant a variance to the development code the Board shall find that all the following have been satisfied:
 - That there are unique physical circumstances or conditions of the lot, or other exceptional physical condition particular to the affected property;
 - That because of these unique physical circumstances or conditions, the property cannot be reasonably developed or used in compliance with the provisions of the development code;
 - That due to such unique physical circumstances or conditions, the strict application of the development code would create a demonstrated hardship;
 - That the demonstrable hardship is not self-imposed;
 - That the variance if granted will not adversely affect the proposed development or use of adjacent property or neighborhood;
 - That the variance, if granted will not change the character of the zoning district in which the property is located;
 - That the variance, if granted is in keeping with the intent of the development code; and
 - That the variance, if granted will not adversely affect the health, safety or welfare of the citizens of Wylie.
- The concurring vote of 75 percent of the members of the board is necessary
- Variance runs with the property, not the owner.

Ordinance Amendments

- Covers only Zoning Ordinance
- Board gives direction to staff, usually as a result of favorable vote for applicant
- P&Z makes recommendation to City Council

Special Exceptions

- Only when required by the Zoning Ordinance
- Wylie does not currently use this provision

ZBA Operates by Adopted Rules and Procedures

- Written by Board Members
- Approved by City Council
- Updated March 2020

General Meeting Format

- Chairman calls meeting to order
- Citizen Comments on Non-Agenda Items
- Executive or Work Session (as needed)
- Consent Items (minutes)
- Public Hearings
- General Business
- Adjournment

Texting during a meeting may and can constitute as Public Information, please refrain from using personal devices during meetings.

General Item Format

- Chairman Introduction
- Staff Report
- Applicant Remarks
- Public Hearing
 - Citizen Comment
 - Applicant Rebuttal
- Board Discussion
- Motion (approve, approve with conditions, disapprove)

Other Considerations

- Packet Delivery
- Attendance
- Quorums/Open Meetings
- Pre-Meeting Questions
- Open Records
- Conflict of Interest

Planning Staff

Jasen Haskins
Director of Community Services
jasen.haskins@wylietetexas.gov
(972) 516-6324

Kevin Molina
Senior Planner
kevin.molina@wylietetexas.gov
(972) 516-6323

Gabby Fernandez
Administrative Assistant II
gabby.fernandez@wylietetexas.gov
(972) 516- 6321



Zoning Board of Adjustment

AGENDA REPORT

Department: Planning

Item: A

Prepared By: Gabby Fernandez

Subject

Consider and act upon minutes from the March 23, 2026, Special Called Meeting.

Recommendation

Motion to approve Item A as presented.

Discussion

The minutes are attached for your consideration.



Wylie Zoning Board of Adjustments Special Called Meeting

March 23, 2026 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER

Vice-Chair Cole called the meeting to order at 6:00 p.m. In attendance were Vice-Chair Nathan Cole, Board Member Senedu Asfaw, Board Member Freddy A Nana Yodou, Alternate Board Member Meera Gayle, and Board Member Gordon Hikel. Staff present were Director of Community Services Jasen Haskins, Senior Planner Kevin Molina, and Administrative Assistant Gabby Fernandez. Absent was Chair Richard Covington.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

None approached the Board.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Consider and act upon approval of the meeting minutes from the February 16, 2026, Zoning Board of Adjustments meeting.**

BOARD ACTION

A motion was made by Board Member Hikel and seconded by Board Member Gayle to approve the Consent Agenda as presented. A vote was taken and carried 5 – 0.

REGULAR AGENDA

- 1. Hold a Public Hearing to consider and act upon a request by Jarrett Young for a variance to Section 5.1 and Section 5.2 of the Zoning Ordinance to allow for reduced minimum parking requirements for an auto repair shop. Property located at 1604 Martinez Lane. (ZBA 2026-01).**

Vice-Chair Cole opened the public hearing at 6:15 PM. None approached the Board. Vice-Chair Cole closed the public hearing at 6:15 PM.

BOARD ACTION

A motion was made by Vice-Chair Cole and seconded by Board Member Hikel to deny Regular Agenda Item 1 as presented. A vote was taken and carried 4 – 1 with Board Member Asfaw in opposition.

ADJOURNMENT

A motion was made by Board Member Hikel, and seconded by Board Member Gayle, to adjourn the meeting. A vote was taken and carried 5 – 0. Vice-Chair Cole adjourned the meeting at 6:20 PM.

*Richard Covington, Chair***ATTEST**

Gabby Fernandez, Secretary