



**Tuesday, May 26, 2026
Board of Adjustment Meeting**

**Council Chambers
3815 Sachse Road, Building B
6:30 PM**

Board of Adjustment meetings are available live and on-demand (<https://sachsetx.swagit.com/live>).

The City of Sachse reserves the right to reconvene, recess, or realign the meeting, called Executive Session, or order of business at any time prior to adjournment.

As authorized by Section 551.071(2) of the Texas Government Code, these meetings may be convened into closed Executive Session at any time during the meeting for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

A. Regular Meeting

1. Call to Order: The Board of Adjustment of the City of Sachse will hold a regular meeting on Tuesday, May 26, 2026, at 6:30 PM to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
3. Consider and elect a Chairperson, Vice Chairperson, and Secretary for the Board of Adjustment

B. Public Comment

The public is invited to address the Board regarding any topic not already on the agenda for action or public hearing. **Comments regarding any discussion-only items on the agenda shall be addressed during this Public Comment section.** The time limit is three minutes per speaker. A Public Comment Card shall be presented to the acting secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

C. Action Items

Action items are for Board discussion and consideration for action. **The presiding officer will invite comments before the Board votes.** A Public Comment Card shall be given to the acting secretary prior to the start of the meeting.

1. Consider approving the August 20, 2020, meeting minutes.
2. Conduct a public hearing to consider and take action on a variance request to reduce the required rear yard setback from 25' to 17' 3" for a lot located at 3316 Ellington Drive in the Woodbridge Phase 18 Subdivision, further described as Lot 3 Block V, City of Sachse, Collin County, Texas.

D. Adjournment

I, the undersigned authority, do hereby certify that this notice of a public meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall, on May 19, 2026, by 6:30 PM.

Leah K Granger, TRMC, City Secretary

Date removed

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Logan Thatcher, ADA Coordinator, via phone at 972-495-1212, via email at lthatcher@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

A. Regular Meeting

Subject: 3. Consider and elect a Chairperson, Vice Chairperson, and Secretary for the Board of Adjustment

Meeting May 26, 2026 - Board of Adjustment Meeting

Access Public

Type Discussion, Action

Fiscal Impact None

Recommended Action Discuss and elect Commission members to serve as Chairperson, Vice Chairperson, and Secretary.
(Officers may be elected by a single motion or separate motions for each position.)

I move to:

- Elect _____ as the Chairperson of the Board of Adjustment.
- Elect _____ as the Vice Chairperson of the Board of Adjustment.
- Elect _____ as the Secretary of the Board of Adjustment.

Goals

BACKGROUND

Every year, half of the Board members' terms expire and Council appoints or re-appoints members to fill those seats. New and current Board members will have an opportunity to introduce themselves before discussion and voting. Board members may discuss who is interested in being elected to the positions of Chairperson, Vice Chairperson, and Secretary.

POLICY CONSIDERATIONS

Home Rule Charter Section 8.01.(6) directs boards, commissions, or committees to elect officers for the ensuing year following annual appointments.

RECOMMENDATION

Discuss and elect Commission members to serve as Chairperson, Vice Chairperson, and Secretary.
(Officers may be elected by a single motion or separate motions for each position.)

I move to:

- Elect _____ as the Chairperson of the Board of Adjustment.
- Elect _____ as the Vice Chairperson of the Board of Adjustment.
- Elect _____ as the Secretary of the Board of Adjustment.

| |
|--------------------------|
| File Attachments None |
|--------------------------|

C. Action Items

Subject: 1. Consider approving the August 20, 2020, meeting minutes.

Meeting May 26, 2026 - Board of Adjustment Meeting

Access Public

Type Minutes, Action

Fiscal Impact None

Recommended Action Approve the minutes as presented.

Goals

BACKGROUND

Minutes from the August 20, 2020, Zoning Board of Adjustments regular meeting are produced and reviewed for approval.

POLICY CONSIDERATIONS

State law and Sachse's Charter require minutes to be recorded for public meetings.

RECOMMENDATION

Approve the minutes as presented.

File Attachments

1. BoardofAdjustment_Regular_Minutes_08.20.2020-unsigned

**ZONING BOARD OF ADJUSTMENT OF THE CITY OF SACHSE
AUGUST 20, 2020, MEETING MINUTES**

The Zoning Board of Adjustment of the City of Sachse held a regular meeting on Thursday, August 20, 2020, at 5:30 PM. The meeting was held virtually via ZOOM. Those present were: Christopher May, Danny Pitcock, George "Fritz" Steininger, Jim Mathis, Keith Casey, and Noel Hartley.

Those absent were: None.

A. Regular Meeting

1. Call to Order: The Board of Adjustment of the City of Sachse will hold a regular meeting on Thursday, August 20, 2020, at 5:30 PM to consider the following items of business:

Director of Development Services, Matt Robinson, called the meeting to order at 5:30 PM.

2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

Mr. Robinson offered the invocation and Mr. Robinson and Pitcock led the pledges

3. Consider and act on a request by Tony and Julie Morris for a variance to reduce the rear yard setback from 25 feet to 15 feet for the property located at 7624 Courtney Circle.

Mr. Robinson provided an overview of the proposed variance request. Staff provided clarification to questions from the board.

The applicants, Julie Morris and Tony Morris, and the contractor, Danny Turk, provided an overview of the proposed variance request, answered questions, and provided clarification to the Board.

Mr. May made a motion to approve the variance request as requested by the applicant. Mr. Steininger seconded the motion, and it carried 5 – 1, with Mr. Mathis voting against the motion.

4. Adjournment

Director of Development Services, Matt Robinson, adjourned the meeting at 6:01 PM.

ATTEST:

, Chairperson

, Secretary

C. Action Items

Subject: 2. Conduct a public hearing to consider and take action on a variance request to reduce the required rear yard setback from 25' to 17' 3" for a lot located at 3316 Ellington Drive in the Woodbridge Phase 18 Subdivision, further described as Lot 3 Block V, City of Sachse, Collin County, Texas.

Meeting May 26, 2026 - Board of Adjustment Meeting

Access Public

Type Discussion, Action

Fiscal Impact None

Recommended Action Staff recommends denial of the proposed variance request for the following reasons:

- A variance would alter the rear setback for the entire property to 17' 3" allowing for structures inconsistent with surrounding lots;
- An undue hardship does not exist on the property that would prevent the construction of a patio cover; and
- Alternatives exist that would allow for the construction of a patio cover that meets the zoning requirements.

Goals

BACKGROUND

The variance request is to reduce the required rear yard setback for the lot from 25' to 17' 3" for an attached patio addition.

- Applicant/Owner: Adam Colclasure
- Location: 3316 Ellington Drive

| Zoning Requirement – PD-19 (R-10) | Required Standard | Existing / Proposed |
|--|--------------------------|----------------------------|
| Minimum Lot Area | 10,000 sf | 11,959 sf |
| Maximum Lot Coverage | 35% | 4,185 sf |
| Minimum Lot Width | 75' | 80.82' |
| Minimum Lot Depth | 110' | 125' |
| Minimum Front Yard Setback | 20' | 20' |
| Minimum Side Yard Setback | 10' | 10' |
| Minimum Rear Yard Setback | 25' | 25' / 17' 3" |
| Maximum Building Height | 40' | 40' |

The lot complies with all required dimensional standards of the zoning district. There are no unique hardships or site constraints that justify variance approval.

If this variance is approved, the applicant will proceed with a building permit application with full plans to extend the attached patio and bathroom addition to the proposed 17' 3" rear setback line.

POLICY CONSIDERATIONS

In order for the Board of Adjustment to approve a variance request, the Board must find:

- That the variance will not be contrary to the public interest;
- That due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship; and
- That the spirit of the zoning ordinance shall be observed and substantial justice done.

RECOMMENDATION

Staff recommends denial of the proposed variance request for the following reasons:

- A variance would alter the rear setback for the entire property to 17' 3" allowing for structures inconsistent with surrounding lots;
- An undue hardship does not exist on the property that would prevent the construction of a patio cover; and
- Alternatives exist that would allow for the construction of a patio cover that meets the zoning requirements.

File Attachments

1. Presentation_Variance_Request_VAR-2026-0002

VAR-2026-0002

Variance Request

Board of Adjustment

May 26, 2026



Request

Conduct a public hearing to consider and take action on a variance request to reduce the required rear yard setback from 25' to 17' 3" for a lot located at 3316 Ellington Drive in the Woodbridge Phase 18 Subdivision, further described as Lot 3 Block V, City of Sachse, Collin County, Texas.



Project Information

- Variance request to reduce the required rear yard setback for the lot from 25' to 17' 3"
- Applicant/Owner: Adam Colclasure
- Location: 3316 Ellington Drive



Variance – Approval Criteria

In order for the Board of Adjustment to approve a variance request, the Board must find:

- That the variance will not be contrary to the public interest;
- That due to special conditions, a literal enforcement of the provisions of the zoning ordinance will result in unnecessary hardship; and
- That the spirit of the zoning ordinance shall be observed and substantial justice done.



Variations & Hardships

A variance is defined as:

“A modification of the literal provisions of the zoning ordinance granted by the board of adjustment when strict enforcement of the zoning ordinance would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted.”

An undue hardship is not narrowly defined by State law, but it does not include:

- Self-imposed hardship;
- Financial hardship;
- Inability to achieve highest and best use; or
- Objectives of the property owner



Aerial Map

The subject property is located at 3316 Ellington Drive.



Zoning PD-19 (R-10)

Standards:

- Minimum Lot Area – 10,000 sf
- Lot Coverage – Max 35%
- Lot Width – 75'
- Lot Depth – 110'
- Minimum Front Yard Setback – 20'
- Minimum Side Yard Setback – 10'
- Minimum Rear Yard Setback – 25'
- Maximum Building Height – 40'

Existing/Proposed:

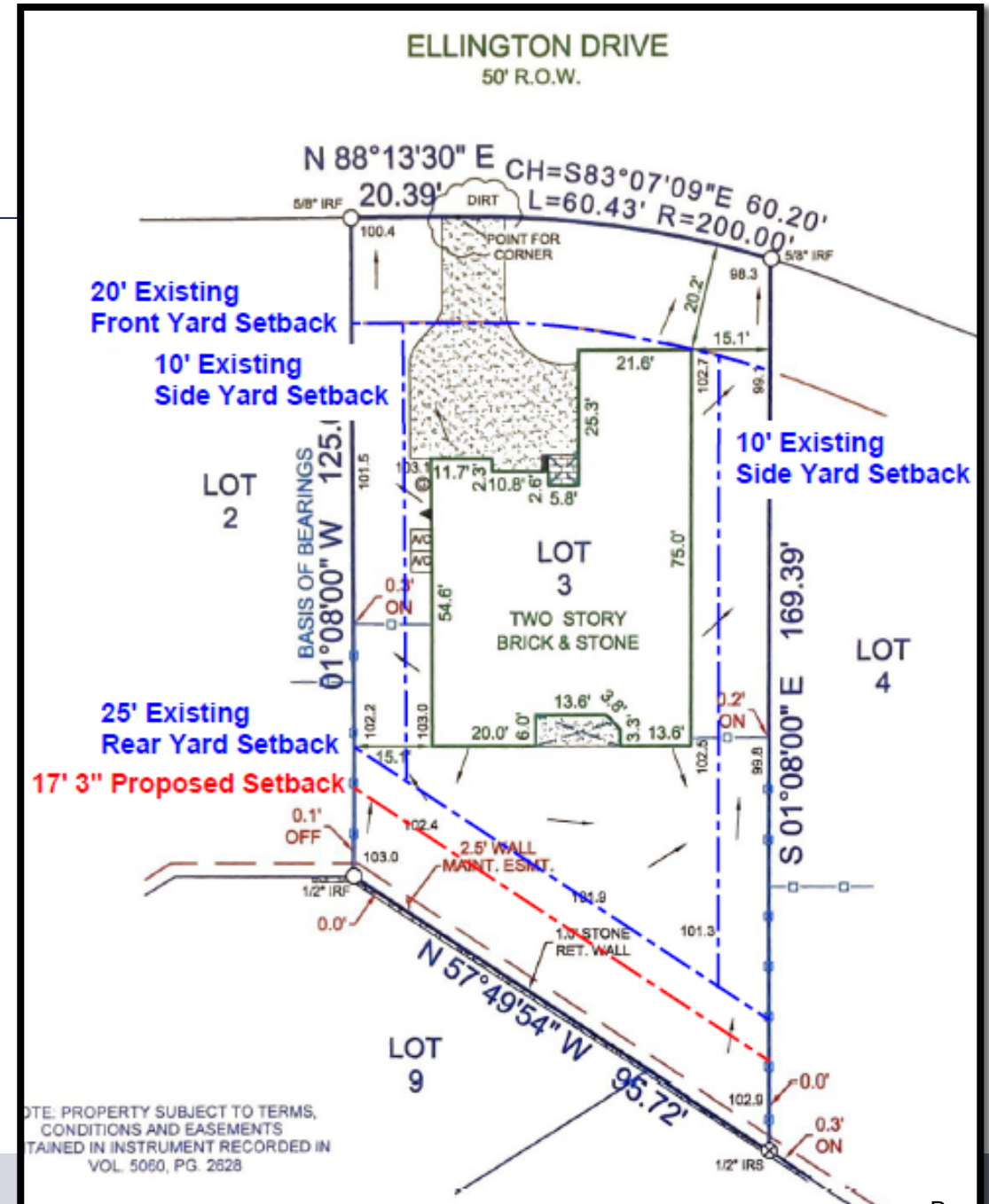
- Lot Area – 11,959 sf
- Lot Coverage – Max 4185 sf
- Lot Width – 80.82'
- Lot Depth – 125'
- Front Yard Setback – 20'
- Side Yard Setback – 10'
- Rear Yard Setback – 25'/17' 3"
- Maximum Building Height – 40'



****Freestanding Structures under 400 sf are not required to meet setback standards of the primary structure****

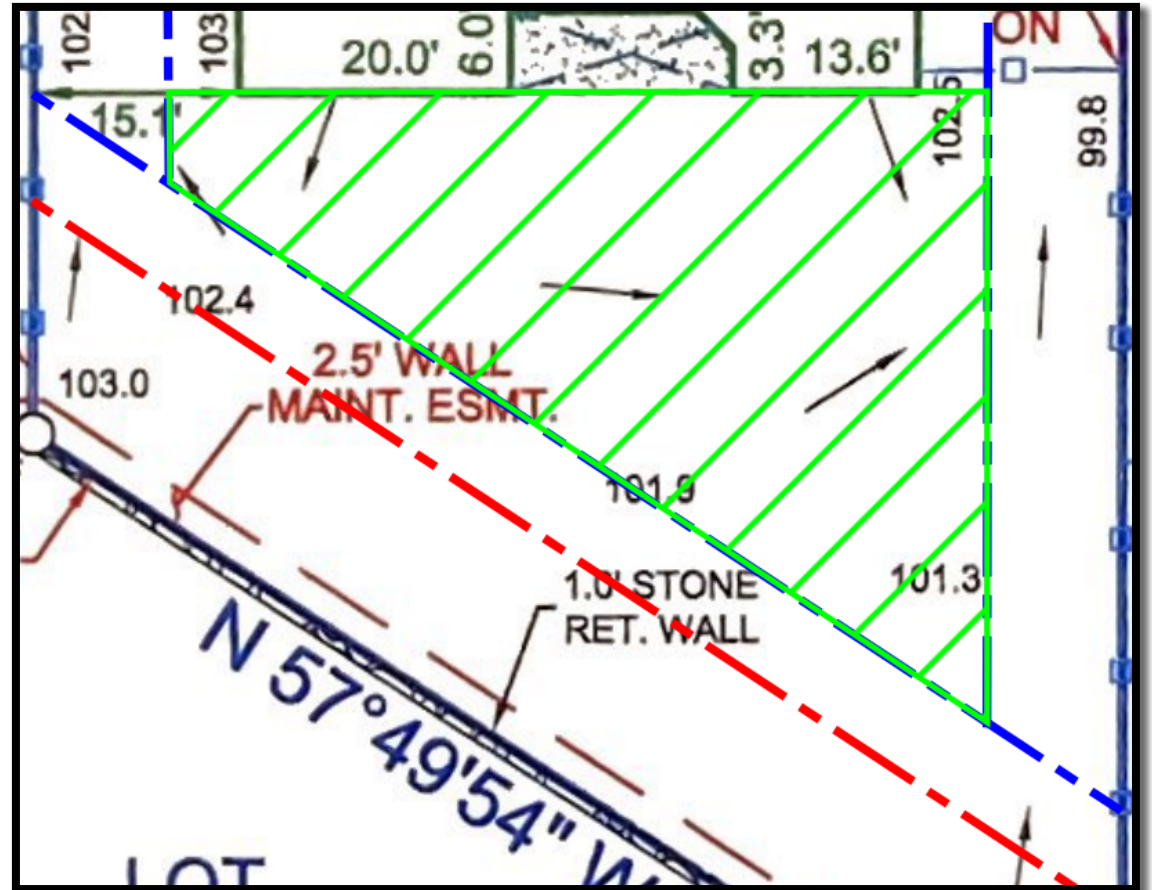
Request

Reduce the rear setback from 25' (shown in blue) to 17' 3" (shown in red) to allow for an attached patio structure.



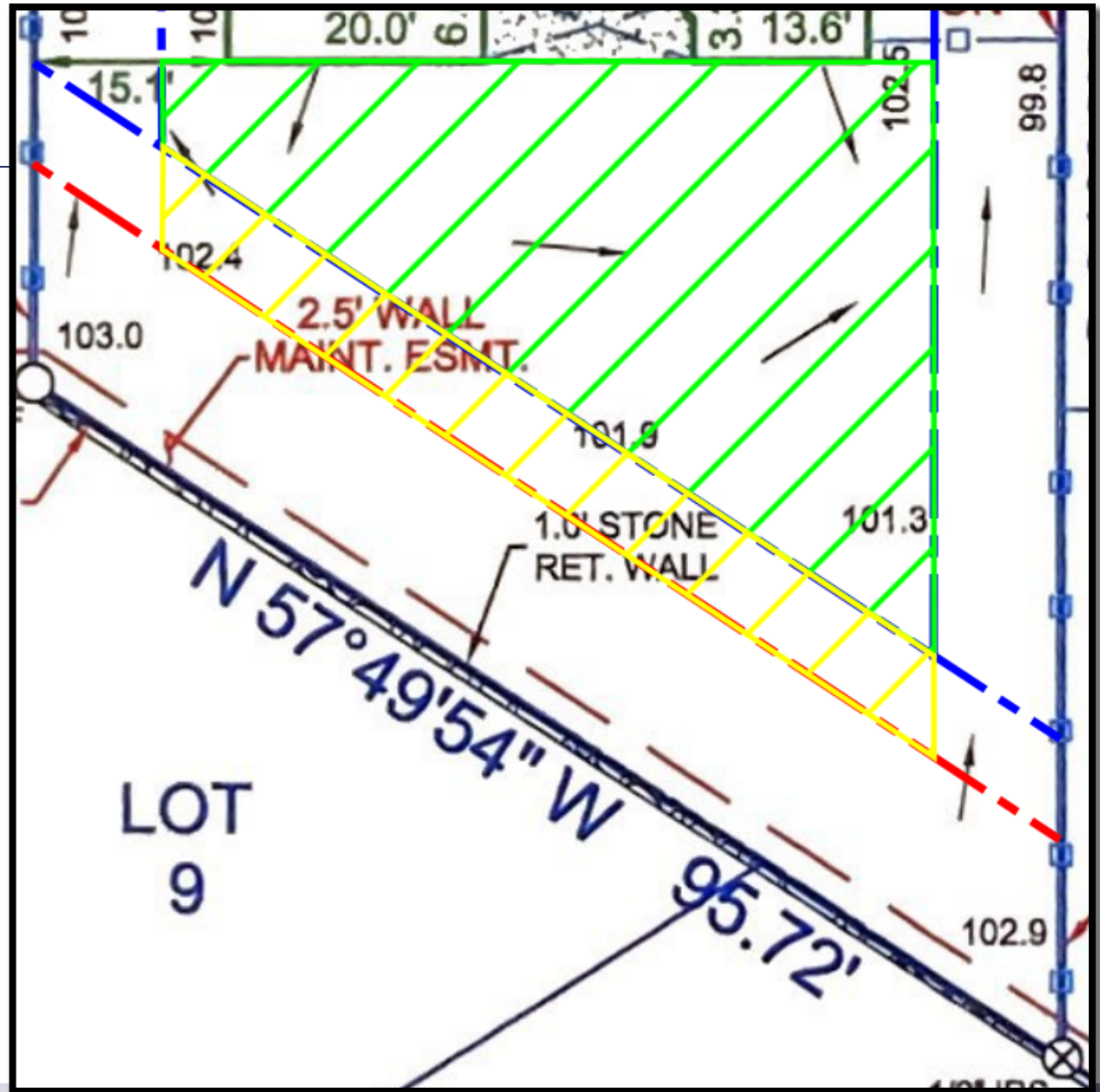
Request Cont.

The area in green to the right is the area that an attached patio meeting all setbacks could be constructed without seeking a variance. This area totals roughly 1600 square feet of usable area. Of the 1600 square feet pictured, roughly 925 square feet could be used and not exceed the maximum allowed lot coverage of 35%.



Request Cont.

The area in **Yellow** to the right is the area that, if the variance is approved, an attached patio meeting all other zoning requirements could be constructed. This area totals roughly 480 square feet in addition to the 1600 square feet of usable area currently allowed.



Staff Recommendation

Staff recommends denial of the proposed variance request for the following reasons:

- A variance would alter the rear setback for the entire property to 17' 3" allowing for structures inconsistent with surrounding lots;
- An undue hardship does not exist on the property that would prevent the construction of a patio cover; and
- Alternatives exist that would allow for the construction of a patio cover that meets the zoning requirements.

