

Town of Trophy Club
Planning & Zoning Commission / Zoning Board of Adjustment
Joint Work Session - Meeting Minutes
July 24, 2025, 6:00 p.m.
1 Trophy Wood Drive, Trophy Club, Texas 76262
EOC Room

CALL TO ORDER

Planning & Zoning Commission Chairperson Biggs called the July 24, 2025, joint work session to order at 6:02 p.m.

Zoning Board of Adjustment Chairperson Bowman called the July 24, 2025, joint work session to order at 6:02 p.m.

PLANNING & ZONING COMMISSIONERS PRESENT

Michael Biggs, Chair
Mike Branum, Vice Chair
Paul Jablonski, Place 2
Reginald Barbarin, Place 4
Terry Kesterson, Place 5
Sean Holmes, Place 6

PLANNING & ZONING COMMISSIONERS ABSENT

Srinath Sadam, Place 1

ZONING BOARD OF ADJUSTMENT MEMBERS PRESENT

Stephen Bowman, Chair
Doug Harper, Place 1
Steven Boedeker, Place 2
Reid Burley, Place 4
Jonathan Poole, Alternate 2
Daniel Parham, Alternate 4

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tamara Smith, Assistant to Town Manager
Tammy Dixon, Town Secretary
Rachel Raggio, Town Attorney's Office
Matt Cox, Director of Community Development
Jackie Ross, Sr. Administrative Assistant

PUBLIC COMMENTS

Sara Miniatas, 248 Oak Hill Dr, expressed concerns about potential impacts from incoming senior group and boarding homes.

Vickie Noblett, 240 Oak Hill Dr, and Collen Boyd, 253 Oak Hill Dr, echoed Ms. Miniatas' comments.

Written comment was submitted by Pat Keefer, Fresh Meadow Dr, via email.

WORK SESSION ITEM

1. Presentation and discussion on potential ordinance improvements for regulating and permitting senior group homes and boarding homes. (Tamara Smith, Assistant to the Town Manager)

Assistant to the Town Manager Tamara Smith gave a presentation on senior and boarding homes, focusing on what state law allows and how the Town can regulate such facilities if they apply to operate in Trophy Club. Her presentation, tied to Council's 2025 Business Goal #5, emphasized the need for proactive regulation aligned with the Town's strategic plan.

Key points included:

Definitions and Legal Framework: Clarified types of facilities (e.g., assisted living, group homes) and state requirements for reasonable accommodations in residential areas, especially for persons with disabilities.

Current Zoning Limitations: These facilities are currently only permitted in the Neighborhood Services District, not residential zones.

Proposed Regulations: Suggested ordinance updates include allowing certain facilities in residential areas with safeguards, requiring registration, annual inspections, occupancy limits, and updates to the Certificate of Occupancy process.

Enforcement and Compliance: While the Town cannot shut down non-compliant homes outright, it can impose local regulations, conduct inspections, and report issues to the state.

Appeals and Oversight: Reasonable accommodation appeals would likely be handled by the Zoning Board of Adjustment.

Members of the Planning & Zoning Commission and Zoning Board of Adjustment raised various questions during the presentation. Their concerns on potential incoming group homes included public health and safety hazards, parking, trash collection, permitting,

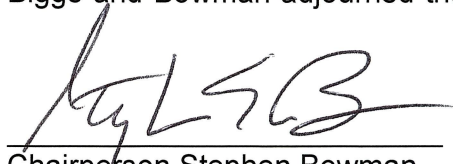
inspections, applicable codes, and compliance with federal, state, and local laws. Town Attorney representative Rachel Raggio and Town staff addressed these inquiries based on current legal guidelines.

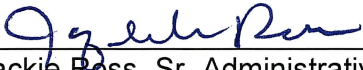
A resident input session is scheduled for August 4 to collect feedback on developing an ordinance regulating incoming senior and group homes.

ADJOURNMENT

There being no further business, Chairpersons Biggs and Bowman adjourned the work session at 7:39 p.m.


Chairperson Michael Biggs
Planning & Zoning Commission


Chairperson Stephen Bowman
Zoning Board of Adjustment


Jackie Ross, Sr. Administrative Assistant
Town of Trophy Club, TX