

# BOARD OF ADJUSTMENT (BOA) MEETING

TUESDAY, FEBRUARY 3, 2026 - 5:30 PM

---

LISA HAM, CHAIRPERSON

ROBERT PARKER, VICE-CHAIRPERSON

THOMAS LOTT, BOARD MEMBER

RAYMOND CALLAHAN, BOARD MEMBER

DALE MAUCH, BOARD MEMBER



TOWN OF NORTHLAKE

# I. CALL TO ORDER

FEBRUARY 3, 2026



TOWN OF NORTHLAKE

## 2. BRIEFING – BOARD OF ADJUSTMENT (BOA) TO ACT AS BUILDING AND STANDARDS COMMISSION

---

FEBRUARY 3, 2026



# BACKGROUND

- October 7th BOA Meeting:
  - Briefing on proposed ordinance to create Building and Standards Commission and designate BOA to serve in role
  - Ordinance proposed to revise existing Dangerous Buildings regulations in Article 4.04 of Code of Ordinances to include:
    - Updates necessary to follow State statutes
    - Enhancements to due process and corrections of typographical errors
    - Creation of Building and Standards Commission
      - Related amendment of Section 3.4 of the Unified Development Code (UDC)
      - Designates Board of Adjustment (BOA) to serve as Building and Standards Commission
- October 21st Planning & Zoning Commission Meeting:
  - Considered UDC amendment
  - Held public hearing with no speakers for or against
  - Recommended approval of UDC amendment unanimously

# BACKGROUND (CONT.)

- November 13th Town Council Meeting:
  - Public hearing held with two speakers opposed
  - Item tabled to better evaluate changes which revised existing regulations
    - Mark-up provided to show limited changes from existing code
- December 11th Town Council Meeting:
  - Ordinance approved with amendment to add 30-day notice provision and Fire Marshal/inspector role update
- Concerns about Ordinance mentioned during approval process:
  - Potential abuse or misuse of ordinance
  - Removal of agricultural structures

TOWN OF NORTHLAKE

# 3. PUBLIC INPUT

FEBRUARY 3, 2026



# PUBLIC INPUT

- Residents and guests may address Board on any matter or issues that are not the subject of a public hearing
- No action by law may be taken on the topic
- Presiding officer may impose time limit on this portion of the agenda

TOWN OF NORTHLAKE

# 4. ACTION ITEMS

FEBRUARY 3, 2026

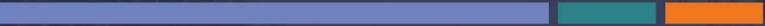


# ACTION ITEMS

- A. Consider approval of December 2, 2025 meeting minutes
- B. Consider ratification of an agreement between the Town of Northlake, Texas, the Northlake Board of Adjustment, and Media Choice, LLC ("Media Choice"), regarding Case # 25-VBOA00005

TOWN OF NORTHLAKE

# 5. EXECUTIVE SESSION



FEBRUARY 3, 2026



# SECTION 551.071 - CONSULTATION WITH ATTORNEY

- The Town Council may convene in an executive session to consult with its attorney to seek advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) When the governmental body seeks the advice of its attorney about: (a) pending or contemplated litigation; or (b) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The Town Council may adjourn into executive session for consultation with the Town Attorney regarding:
  - I. Media Choice, LLC Agreement regarding Case # 25-VBOA00005.

TOWN OF NORTHLAKE

# 6. ADJOURN

FEBRUARY 3, 2026

