

AGENDA
CITY OF TAYLOR, TEXAS
ZONING BOARD OF ADJUSTMENT MEETING
CITY HALL COUNCIL CHAMBERS
400 PORTER STREET
TAYLOR, TX 76574
DECEMBER 2, 2025, 6:00 PM

For Citizens Communication and to speak during the public hearings, please contact the Development Services office at 512-365-3863 prior to 5:30 p.m. on Tuesday, December 2, 2025.

The agenda packet is on the [City of Taylor's website](#).

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

(The Zoning Board of Adjustment welcomes public comment on items not listed on the agenda. However, the Board cannot respond until the item is posted on a future agenda. All public comments are limited to 3 minutes.)

III. CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with a single vote. The Chairman or a Board member may pull any item from the Consent Agenda to discuss and act upon it Individually as part of the Regular Agenda.)

1. Review and approve minutes from the meeting on October 7, 2025. *Courtney Peres*

IV. REGULAR AGENDA

2. **PZ-2025-2615** – Hold a public hearing and consider action regarding a request for a variance from the Land Development Code, Sections 5.10.7 Signage Specifications: Letter Height, for property generally located at 201 Mustang Cove, legally described as Mustang Creek Industrial Park, (Block B, Lot 4 Replat) Block B, Lot 4E, more particularly described by Williamson Central Appraisal District Parcel R496079, Taylor, Williamson County, Texas. *Courtney Peres*
3. **PZ-2025-2615** – Take action regarding a request for a variance from the Land Development Code, Sections 5.10.7 Signage Specifications: Letter Height, for property generally located at 201 Mustang Cove, legally described as Mustang Creek Industrial Park, (Block B, Lot 4 Replat) Block B, Lot 4E, more particularly described by Williamson Central Appraisal District Parcel R496079, Taylor, Williamson County, Texas. *Courtney Peres*

V. ADJOURN

The Board may vote and/or act upon each of the items listed in this Agenda. The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally Justified under the Open Meetings Act.

I certify that the notice of this meeting was posted on November 24, 2025 in the City of Taylor Hall Lobby continuously for three business days before the scheduled date of said meeting. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted by: Preston Gunn, Planner Date: 11/24/2025

MINUTES
CITY OF TAYLOR, TEXAS
ZONING BOARD OF ADJUSTMENT MEETING

October 7, 2025, 6:00 P.M.
City Hall Council Chambers
400 Porter Street, Taylor, TX 76574

PRESENT	ABSENT	STAFF PRESENT
Alex Allrich	Emily Holmes	Preston Gunn, Planner
Nancy Talley	Nora Roy	Carly Pearson, Assistant City Manager
Michael Prillaman		
Craig Eulendorf		

I. CALL TO ORDER AND DECLARE A QUORUM

- *Chair, Nancy Talley, called a quorum at 6:05 PM.*

II. CITIZENS COMMUNICATION

(The Zoning Board of Adjustment welcomes public comments on items not listed on the Agenda. However, the Board cannot respond until an item is posted on a future meeting agenda. Registration forms are available at the sign in table.)

- *Chair, Nancy Talley, asked if any citizens were present to speak. No community members were present to speak.*

III. CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. A Board Member may pull any item from the Consent Agenda in order to discuss and act upon it individually as part of the Regular Agenda.)

- Review and approve minutes from the meeting on May 6, 2025.
- *Board member Michael Prillaman, made a motion to approve the minutes, Board Member, Craig Eulendorf seconded the motion to approve the minutes as presented. Motion passed unanimously (4-0).*

IV. REGULAR AGENDA

- *Michael Prillaman proposed a motion to move item 4 and 5 to be heard prior to items 2 and 3, seconded by Craig Eulendorf. Motion passed unanimously (4-0)*
- 2. **PZ-2025-2580** – Hold a public hearing regarding a request for a variance from the Land Development Code, Sections 5.10.7 Specifications: Height, Letter Height, and Quantity, for property generally located at 3000 N Main St, legally described as Taylor Plaza (Replat No 3), Lot 5, more particularly described by Williamson Central Appraisal District Parcel R665409, Taylor, Williamson County, Texas.
 - *Chair, Nancy Talley, opened the public hearing at 6:18 PM.*
 - *Planner, Preston Gunn, gave a presentation regarding the variance based on the request presented.*
 - *Gina Penney, the applicant, Atlas Sign Industries, was present to make a statement and to answer questions from the Board.*
 - *Chair, Nancy Talley, closed the public hearing at 6:39pm*

3. **PZ-2025-2580** – Take action regarding a request for a variance from the Land Development Code, Sections 5.10.7 Specifications: Height, Letter Height, and Quantity, for property generally located at 3000 N Main St, legally described as Taylor Plaza (Replat No 3), Lot 5, more particularly described by Williamson Central Appraisal District Parcel R665409, Taylor, Williamson County, Texas.
 - *Board Member, Craig Eulensfeld, made a motion to approve the request for the variance. Board member Alex Allrich seconded the motion. Motion passed unanimously (4-0).*

4. **PZ-2025-2578** – Hold a public hearing regarding a request for a variance from the Land Development Code, Section 5.3.7.1 regulating the requirement to have the façade of the Principal Building built parallel to the front property line for property generally located at 128 1st Avenue, legally described as Zella Jones Addition, Block 1, Lot 7, (MH R450798), more particularly described by Williamson Central Appraisal District Parcel R017324, Taylor, Williamson County, Texas.
 - *Chair, Nancy Talley, opened the public hearing at 6:07 PM.*
 - *Planner, Preston Gunn, gave a presentation regarding the variance based on the request presented.*
 - *Jolene McLean, was present to make a statement relating to her own property within the same street.*
 - *Chair, Nancy Talley, closed the public hearing at 6:16 PM.*

5. **PZ-2025-2578** – Take action regarding a request for a variance from the Land Development Code, Section 5.3.7.1 regulating the requirement to have the façade of the Principal Building built parallel to the front property line for property generally located at 128 1st Avenue, legally described as Zella Jones Addition, Block 1, Lot 7, (MH R450798), more particularly described by Williamson Central Appraisal District Parcel R017324, Taylor, Williamson County, Texas.
 - *Board Member, Craig Eulensfeld, made a motion to approve the request for the variance. Board member Alex Allrich seconded the motion. Motion passed unanimously (4-0).*

V. ADJOURN

- *Meeting was adjourned at 6:40 PM.*

Approved by Chair:	
	<i>Nancy Talley, Chair</i>
Date:	
Attest by Administrative Assistant:	
	<i>Courtney Peres, Interim Director of Development Services</i>
Date:	



Zoning Board of Adjustment Meeting **December 2, 2025** Transmittal Letter

Agenda Item Number: 2.

Agenda Title: **PZ-2025-2615 – Hold a public hearing and consider action regarding a request for a variance from the Land Development Code, Sections 5.10.7 Signage Specifications: Letter Height, for property generally located at 201 Mustang Cove, legally described as Mustang Creek Industrial Park, (Block B, Lot 4 Replat) Block B, Lot 4E, more particularly described by Williamson Central Appraisal District Parcel R496079, Taylor, Williamson County, Texas.**

Board Action to be Taken: Hold a Public Hearing

Department Submitted: Development Services Department

Staff Contact: Courtney Peres, Interim Assistant Director

1. PURPOSE / DESCRIPTION

The applicant is requesting a variance from the Land Development Code, Sections 5.10.7 Specifications: Letter Height. They have currently proposed two signs for the site that only consist of lettering attached to the building. One is a 36-inch tall sign facing Carlos G. Parker Boulevard on the western face of the building. The other is a 18-inch tall sign facing the current Ringer Window building on the southern side of the building.

2. STAFF ANALYSIS / BACKGROUND

The Land Development Code (LDC) seeks to avoid signs that confuses or distracts motorists, causes visual clutter which can lead to decline in the community's appearance and the effectiveness of the signs (See 5.10.1 Scope and Purpose LDC).

The primary concern that Staff considers in a sign variance along a busy thoroughfare is whether the request could be distracting to motorists. The applicant states that they seek to adjust our current standards to increase visibility to customers. They believe that an increase in standard letter height is easier to recognize, to read, and is less distracting to motorists.

Staff find that the total area of signs does not exceed the 15% coverage maximum in the code. The proposed Variance will also keep the total height of the sign compliant with the LDC 3-foot height maximums. The request is consistent with 4 of the 4 requirements to determine hardship in the LDC. The proposed signage and request meet none of the state requirements in determining hardship.

3. RECOMMENDATION

No variance shall be granted or imposed unless:

1. 75% of the members of the Board are present to hear the case; and
2. 75% of the Board votes in favor of the request; and
3. The Board finds that the variance meets the requirements of Texas Local Government Code Section 211.009(3) which states:

(a) The board of adjustment may:

(3) Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done;

In exercising its authority under Subsection (a)(3), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship.

City of Taylor LDC Section 2.2.14 – Approval Criteria

In addition to the requirements of Texas Local Government Code Sec. 211.009, the Board shall also find pursuant to Section 2.2.14 of the city's Land Development Code, that the variance also meet ALL the following requirements.

Hardship Determination

When determining if a hardship is present when considering a variance, the Board must find that all four (4) hardships from LDC Sec. 2.2.14 are met and one (1) of the provisions of TLGC Sec. 211.009 are met. Staff have provided rubrics below with their determinations for the Board's consideration.

4. TIMELINE

N/A

5. OTHER OPTIONS

N/A

6. ATTACHMENTS

1. PZ-2025-2615_ Ringer Windows Sign Variance_Staff Report
2. PZ-2025-2615 - Letter of Intent
3. PZ-2025-2615 - Location Map
4. PZ-2025-2615 - Notification Map

City of Taylor
PZ-2025-2615
Sign Variance
Staff Report

Item Details

Subject Property: 201 Mustang Cove

Legal Description: Approximately 2.554 acres of land situated in the Mustang Creek Industrial Park Replat, Block B, Lot 4E, more particularly described by Williamson Central Appraisal District Parcel R496079, Taylor, Williamson County, Texas.

Applicant /Property Owner(s): Georgetown Sign Company/JJFG Holding, LLC

Request: A request to vary from the Land Development Code, Sections 5.10.7 Specifications: Letter Height

Overview of Applicant’s Request & Background

The applicant is requesting a variance from the Land Development Code, Sections 5.10.7 Specifications: Letter Height. They have currently proposed two signs for the site that only consist of lettering attached to the building. One is a 36-inch tall sign facing Carlos G. Parker Boulevard on the western face of the building. The other is a 18-inch tall sign facing the current Ringer Window building on the southern side of the building.

The applicant has proposed the following variance:

5.10.7.7 – Band Signs

	Height (Letter)
Required by Code	18-inches
Proposed	1 Band Sign at 36 inches

The applicant is associated with the ongoing construction of the new industrial business, Ringer Windows, and has requested larger letter size for the proposed sign along the western side of the

building. The applicant believes the larger building would have a disproportionately small sign under standard code. The applicant indicates that the standard customer looking for this industrial location is further away than a typical retail customer would be. As both uses have the same sign standards they are unable to effectively advertise to Carlos G. Parker (the west side of the building).

Location:

The subject property is located within the Mustang Creek Industrial Park. The new Industrial building is located on the east side of Carlos G Parker and South of the rail lines. It is surrounded by other large commercial and small industrial uses.



Physical and Natural Features:

The subject property is currently under construction. The new Ringer Window business building is approximately 44,480 square feet.

Public Notification

As required by the Local Government Code and the City of Taylor Code of Ordinances, all property owners within a 200-foot radius of the subject property were notified of the variance request (5 notices), and a legal notice advertising the public hearing was placed in the Taylor Press on Sunday, November 23, 2025

Staff Analysis

The Land Development Code (LDC) seeks to avoid signs that confuses or distracts motorists, causes visual clutter which can lead to decline in the community’s appearance and the effectiveness of the signs (See 5.10.1 Scope and Purpose LDC).

The primary concern that Staff considers in a sign variance along a busy thoroughfare is whether the request could be distracting to motorists. The applicant states that they seek to adjust our current standards to increase visibility to customers. They believe that an increase in standard letter height is easier to recognize, to read, and is less distracting to motorists.

Staff find that the total area of signs does not exceed the 15% coverage maximum in the code. The proposed Variance will also keep the total height of the sign compliant with the LDC 3-foot height maximums. The request is consistent with 4 of the 4 requirements to determine hardship in the LDC. The proposed signage and request meet none of the state requirements in determining hardship.

Zoning Board of Adjustment Recommendation

No variance shall be granted or imposed unless:

1. 75% of the members of the Board are present to hear the case; and
2. 75% of the Board votes in favor of the request; and
3. The Board finds that the variance meets the requirements of Texas Local Government Code Section 211.009(3) which states:

Texas Local Government Code, Section 211.009. AUTHORITY OF BOARD.

(a) The board of adjustment may:

(3) Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done;

In exercising its authority under Subsection (a)(3), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship.

City of Taylor LDC Section 2.2.14 – Approval Criteria

In addition to the requirements of Texas Local Government Code Sec. 211.009, the Board shall also find pursuant to Section 2.2.14 of the city's Land Development Code, that the variance also meet ALL the following requirements.

Hardship Determination

When determining if a hardship is present when considering a variance, the Board must find that all four (4) hardships from LDC Sec. 2.2.14 are met and one (1) of the provisions of TLGC Sec. 211.009 are met. Staff have provided rubrics below with their determinations for the Board's consideration.

The Zoning Board of Adjustment should base their consideration for approval [Consistent] or denial [Inconsistent] of the request on the following information: **Increased Letter Height**

City Requirements for Determining Hardship Must Meet all 4 of the Below Requirements			
Consistent	Inconsistent	N/A	
<u>X</u>			<p>There are special circumstances or conditions affecting the property involved such that the strict application of the provisions of this LDC would deprive the applicant of the reasonable use of their property;</p> <p><i>Staff finds there are special circumstances or conditions arising from the physical surroundings, shape, or other feature affecting the sign subject to the variance petition. Letter height of 18" is typically clearly visible for 180ft this would not be completely clear to drivers on North Main Street.</i></p>
<u>X</u>			<p>The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;</p> <p><i>Staff finds that the request for larger lettering is necessary for the effectiveness of the sign as there is a significant distance from the façade to Carlos G Parker</i></p>
<u>X</u>			<p>Granting the variance application shall not be detrimental to the public health, safety, or welfare;</p> <p><i>Staff find that granting the variance would is not detrimental to public health, safety, or welfare, or injurious to other property within the area as the easily recognizable signage will reduce distractions on Carlos G Parker.</i></p>
<u>X</u>			<p>The degree of variance requested is the minimum amount necessary to meet the needs of the applicant to satisfy the standards.</p> <p><i>Staff finds that the degree of variance is the minimum amount necessary. The applicant maintains a total signage coverage consistent with Attached Building Sign standards</i></p>

The Zoning Board of Adjustment should base their consideration for approval [Consistent] or denial [Inconsistent] of the request on the following information: **Increased Letter Height**

State Requirements for Determining Hardship Must Meet One of the Below Requirements			
Consistent	Inconsistent	N/A	
	<u>X</u>		<p>The financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code</p> <p><i>Staff finds that the property was valued at \$813,254 and it is unlikely that the cost of compliances reaches the 50% threshold.</i></p>
		<u>X</u>	<p>Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur</p>
	<u>X</u>		<p>Compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement</p> <p><i>Staff finds no conflict within the Land Development Code and the applicant's ability to meet all requirements</i></p>
		<u>X</u>	<p>Compliance would result in the unreasonable encroachment on an adjacent property or easement</p>
		<u>X</u>	<p>The municipality considers the structure to be a nonconforming structure</p>

No variance shall be granted or imposed unless:

4. 75% of the members of the Board are present to hear the case; and
5. 75% of the Board votes in favor of the request; and
6. The Board finds that the variance meets the requirements of Texas Local Government Code Section 211.009(3) which states:

Texas Local Government Code, Section 211.009. AUTHORITY OF BOARD.

(a) The board of adjustment may:

(3) Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done;

Land Development Code 2.2.37 Sign Variance

The Board finds that the variance requests meets or does not meet the requirements of Section 2.2.37 of the Land Development Code which states:

- (1) In determining the sign variance request the ZBA shall consider:
 - a. Special or unique hardship because of the size or shape of the property on which the sign is to be located, or the visibility of the property from public roads.
 - b. Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located.
 - c. Proposed sign location, configuration, design, materials, and colors are harmonious.
 - d. The sign and its supporting structure are in architectural harmony with the surrounding structures.
 - e. Mitigation measures related to the sign in question or other signs on the same premises.
 - f. Demonstrated and documented correlation between the variance and protecting public health and safety.
- (2) The ZBA may decide, based on the evidence presented, that strict compliance with the requirements of this LDC will result in:
 - a. A substantial undue hardship (not for financial gain) to the applicant, or
 - b. The applicant providing sufficient mitigation, or
 - c. An inequity to the applicant without sufficient corresponding benefit to the City and its citizens in accomplishing the objectives of the LDC.

Such findings of the Zoning Board of Adjustment together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Zoning Board of Adjustment meeting at which such variance is granted or imposed. Variances may be granted or imposed only when in harmony with the general purpose and intent of this Ordinance so that public health, safety, and welfare may be secured. Pecuniary hardship to the subdivider, standing alone, shall not be deemed to constitute undue hardship. All variances shall be granted or imposed on a case-by-case basis and no variance shall be construed to serve as a precedence for subsequent variances

Attachments:

- a) Letter of Intent from Applicant, Sign Details, & Plat
- b) Excerpt from Applicant's Submitted Application – Questions 1-7
- c) Location Map
- d) Notice Map

GEORGETOWN

SIGN COMPANY
2522 Shell Rd. Ste D
Georgetown TX 78628
(512) 686-4280

Development Services
City of Taylor
400 Porter St.
Taylor TX76574

Members of the Zoning Board of Adjustments (ZBA),

We respectfully request the approval of a variance from the Land Development Code currently in force for the City of Taylor, specifically Section 5.10.7.7 Band Sign, which specifies that individual letters on a Band Sign may be a maximum of 18" tall. The proposed sign letters in question are designed for installation on a new commercial building in the EC Place Type within Taylor, for the sign to be installed on the West Façade. The variance requested is to allow the proposed letters to be 36" in height. The new building will be 35' in height, much larger than most commercial buildings in Taylor, and not located near/in any residential or historic areas.

Approval Criteria:

(1) Special circumstances:

The new Ringer Windows building is substantially larger than most buildings in Taylor, and one of the first buildings of this size and height. While the 18" maximum height is suitable for the typical building size that is currently and historically represented within Taylor, this size/height is disproportionately small for the 35'-tall west building façade and those who will be able to see it. While the business is a manufacturing business, most visitors to this building are retail consumers. The public who are seeking this property will also be substantially further from the building than typical for other consumer-oriented commercial businesses in Taylor.

(2) Substantial property right of applicant:

The owner wishes to complete his new building with a cohesive design, including proposed channel letter signs which are sized in proportion to the size and structure of the building. Those seeking the location should have clear sight of the business name. Existing customers of Ringer Windows frequently have difficulty finding this location. There is an existing multi-tenant sign near the entrance to Mustang Creek Business Park from Carlos G Parker Boulevard which currently has a small panel for Ringer Windows. This existing free standing sign is scheduled to be removed and replaced with a sign for Mustang Creek Business Park with no reference to the businesses there-in. The owner wishes to have a simple sign on their building which is visible to people approaching the property, congruent with the unique size and height of the building and visible for those retail customers seeking the business.

(3) Public health, safety and welfare:

The proposed increase in the height of the sign will not present any issues which threaten public health, safety or welfare. The illumination generated by the sign will not present inappropriate light pollution and will follow requirements for illumination in LDC Section 5.10.3.1 "Illumination of Signs". The property of the subject building and signs is strictly commercial in nature, with no neighboring residential properties. The size of the proposed sign will result in improved visibility for those seeing the sign from the neighboring Carlos G Parker Blvd, avoiding drivers looking for this building from having to look longer than necessary for clear identification of the building.

(4) Effect on orderly development of property in the area:

The proposed signage for this commercial property is in keeping with the purpose of this property and neighboring properties, which are all within the EC Place Type. The design of the sign is a clean design of simple block letters with white faces, illuminating white at night, but not drawing attention other than to clearly identify the business. The channel letters will be installed on raceways that fully enclose any electrical components, with the raceway painted to match the color of the building façade on which it will be installed.

(5) Mitigation measures already taken

A second sign is also proposed for this building on the Main (south) façade. This sign was originally designed to be 24" tall, but following a careful review of the City Ordinance, we have decreased the proposed sign size for the Main (south) facade to meet the Ordinance-allowed 18" height.

We are happy to respond to any questions you may have, and appreciate your consideration.

Respectfully,



Dr. Michael T. Velling, DBA

President, Georgetown Sign Company

On behalf of Ringer Windows (Applicant/Agent Affidavit submitted with this letter)




PZ-2025-2615

201 Mustang Cove
Sign Variance
Location Map

Approximately 2.6
Acers

Subject Property 

Vicinity Map

Subject Property 



PZ-2025-2615

201 Mustang Cove
Sign Variance
Notification Map

Approximately 2.6
Acers

Notified Properties

200 ft Notification
Radius

Subject Property

Vicinity Map

Subject Property

