



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** November 5, 2025  
**PREPARED BY:** Ryan Phipps, Chief  
**DEPARTMENT:** Police

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action for a variance request under Manor Code of Ordinances, Chapter 8, Article 8.03 Sex Offender Residency.

### BACKGROUND/SUMMARY:

The City Secretary's Office received the appeal request on October 14, 2025. Per Ordinance No. 752

**SECTION 3. Request for Variance.** The City Council hereby amends Section 8.03.006 (b) through (d) in their entirety to read as follows:

“(b) A request for a variance from the terms of this article shall be submitted in writing to the Manor Police Department Detective over Sex Offender Registration or their designee and shall include the following information:

- (1) The person's name and address;
- (2) The offense(s) requiring registration on the Database for which the person was convicted;
- (3) Date(s) of conviction(s);
- (4) The specific grounds supporting the person's request for a variance; and
- (5) Any other information requested by the City.

(c) The Chief of Police may grant a variance request based upon the grounds set forth in Section 6. The Chief of Police shall issue a written ruling on a variance request within thirty (30) business days of receiving a completed application. The Chief of Police's ruling may be appealed to the City Council by submitting a written request for appeal to the City Secretary within ten (10) days from the date of the Chief of Police's ruling or the deadline for issuance of a ruling, in the event the Chief of Police does not make a ruling within the required time period. Upon receipt of a written appeal, the City Secretary shall schedule the appeal for the next regularly scheduled City Council meeting for which notice can be lawfully posted.

(d) In addition to the grounds set forth herein, the City Council may grant a variance if it finds that the facts and circumstances demonstrate that the Registrant's temporary or permanent residence within the child safety zone will not be a danger to children. A variance requested under this subsection (d) may be granted by the City Council only. A person who seeks a variance under this section shall apply for a

variance as provided in subsection (b) of this section. Upon receipt of a completed application, the Manor Police Department shall process it and submit it to the City Secretary to schedule. The City Secretary shall schedule the variance request for the next regularly scheduled City Council meeting for which notice can be lawfully posted by the City Secretary. The person requesting the variance shall be notified of the City Council's decision in writing."

**LEGAL REVIEW:** Not Applicable

**FISCAL IMPACT:** No

**FORM 1295 FILED:** Not Applicable

**PRESENTATION:** No

**ATTACHMENTS:** Yes

- Variance Request and Letters of Support
- Chief Phipps Ruling
- Ordinance No. 421 and 752
- Sex Offender Ordinance Disclaimer

**STAFF RECOMMENDATION:**

Staff recommends denial for a variance request under Manor Code of Ordinances, Chapter 8, Article 8.03 Sex Offender Residency for Ms. Stephanie Lilly.

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