



## BOARD OF ADJUSTMENT MEETING

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City Hall Council Chambers, 298 W. Washington, Stephenville, Texas 76401  
Thursday, March 11, 2021 at 4:00 PM

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### MINUTES

The Board of Adjustment of the City of Stephenville, Texas, convened on Thursday, March 11, 2021 at 4:00 PM, in the Council Chambers at City Hall, 298 West Washington Street, for the purpose of a Regular Business Meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Texas Codes Annotated, with the following members present, to wit:

#### **MEMBERS PRESENT:**

Moumin Quazi, Chairperson  
Janette Cochran, Vice Chairperson – Via Videoconference  
Janet Cole – Via Videoconference  
David Baskett  
Darrell Brown

#### **OTHERS ATTENDING:**

Steve Killen, Director of Development Service  
Tina Cox, Board Secretary

### CALL TO ORDER

Dr. Moumin Quazi, called the meeting to order at 4:00 p.m.

### ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

#### **1. Election of Chairperson**

MOTION by David Baskett, second by Janet Cole to elect Moumin Quazi for Chairperson.  
MOTION CARRIED by unanimous vote.

#### **2. Election of Vice-Chairperson**

MOTION by Moumin Quazi to elect David Baskett for Vice-Chairperson. MOTION FAILED due to lack of second.

MOTION by Janet Cole, second by David Baskett, to elect Janette Cochran for Vice-Chairperson.  
MOTION CARRIED unanimously.

### MINUTES

#### **1. Consider Approval of Minutes for February 11, 2021.**

MOTION by Janet Cole, second by Janette Cochran, to approve the minutes. MOTION CARRIED by unanimous vote.

## OATH OF OFFICE

1. Administer Oath of Office to Board of Adjustment Members

Staci King, City Secretary, administered the Oath of Office to Darrell Brown.

## PUBLIC HEARING

### 3. PUBLIC HEARING CASE NO. V2021-003

**Applicant Brian Gaffin with Gaffin Architects representing Erath County, is requesting a variance from the Parking Requirements, Section 154.11(A)(2)(d), for a project to be constructed at Parcels 29239 and 29240, being Lots 1, 2,3 and 4 of Block 14 of the City Addition to the City of Stephenville, Erath County, Texas. These parcels are known at 235 S. Virginia and 280 College, respectively. The variance under consideration is to allow parking spaces in front of the building.**

Steve Killen, Director of Development Services, gave the following report:

Applicant Brian Gaffin with Gaffin Architects representing Erath County, is requesting a variance from the Parking Requirements, Section 154.11(A)(2)(d), for a project to be constructed at Parcels 29239 and 29240, being Lots 1, 2,3 and 4 of Block 14 of the City Addition to the City of Stephenville, Erath County, Texas. These parcels are known at 235 S. Virginia and 280 College, respectively. The variance under consideration is to allow parking spaces in front of the building.

Chairperson Quazi opened the public hearing.

Mr. Gaffin shared that the main purpose of the proposed future project is to consolidate the various Erath County offices in order for the county run more efficiently. The proposed building will house the County Clerk's Office, the County Tax Assessor's Office, the AgriLife Office and the County Health Office. Mr. Gaffin stated that one of the reasons that Erath County is seeking the parking variance is so that way the ADA requirements will be met.

Mr. Gaffin concluded his presentation with providing the new address of 222 E College with an additional entrance on McNeil St. Upon completion of project, the new Erath County office building will be a 25,000 square foot single structure. No one came forward to speak in favor of or opposition to the variance request.

Chairperson Quazi closed the public hearing.

MOTION by David Baskett, second by Darrell Brown, to approve **CASE NO. V2021-003**. MOTION CARRIED by unanimous vote.

### 4. PUBLIC HEARING CASE NO. V2021-003

**Applicant Brian Gaffin with Gaffin Architects representing Erath County, is requesting a variance from the Landscape Requirements, Section 154.13(C)(1), for a project to be constructed at Parcels 29239 and 29240, being Lots 1, 2,3 and 4 of Block 14 of the City Addition to the City of Stephenville, Erath County, Texas. These parcels are known at 235 S. Virginia and 280 College, respectively. The variance under consideration is to reduce the landscaping requirements by 5%.**

Steve Killen, Director of Development Services, gave the following report:

Applicant Brian Gaffin with Architects representing Erath County is requesting a variance from the Landscape Requirements, Section 154.13(C)(1) for a project to be constructed at Parcels 29239 and

29240, being Lots 1, 2,3 and 4 of Block 14 of the City Addition to the City of Stephenville, Erath County, Texas. These parcels are known at 235 S. Virginia and 280 College, respectively.

Mr. Gaffin states the pervious area for landscaping requirements cannot be met under the current site plan. He is therefore requesting a 5% reduction in the landscape requirement. The site, therefore, will have a total landscaping of 10% of the total site in lieu of the required 15%.

Chairperson Quazi opened the public hearing.

Mr. Gaffin shared with the Board that this request is in direct correlation to **CASE NO. V2021-003** with regards to the desires of the county to have the requested parking spaces, sidewalks around the perimeter of the building and to make sure that the safety concerns for the citizens getting out of their vehicles are addressed. Because of these reasons, he feels that Erath County can accommodate the 10% landscaping variance that they are requesting.

Mr. Gaffin stated that he has been challenged by Erath County to contact the local utility companies to ascertain if the utilities can be buried for this project to improve the aesthetics of the city block.

No one came forward to speak in favor of or opposition to the variance request.

Chairperson Quazi closed the public hearing.

MOTION by Janette Cochran, second by Janet Cole, to approve **CASE NO. V2021-004**. MOTION CARRIED by unanimous vote.

#### **ADJOURN**

The meeting was adjourned at 4:41 p.m.

APPROVED:

ATTEST:

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Moumin Quazi, Chair

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Tina Cox, Board Secretary