



## BOARD OF ADJUSTMENT

City Hall Council Chambers, 298 W. Washington  
Thursday, August 08, 2024 at 4:00 PM

### MINUTES

The Board of Adjustment of the City of Stephenville, Texas, convened on Thursday, August 08, 2024 at 4:00 PM, in the City Hall Council Chambers, 298 W. Washington, for the purpose of a Board of Adjustment 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:

**COMMISSIONERS PRESENT:** Moumin Quazi, Chairperson  
JJ Conway  
Robert Nimmo  
Tina Virgin  
Mary Beach-McGuire (Arrived at 4:04 PM)

**COMMISSIONERS ABSENT:** None

**OTHERS ATTENDING:** Steve Killen, Director of Development Services  
Jacey Wood, Deputy City Secretary

#### CALL TO ORDER

Chairman Quazi called the Board of Adjustment meeting to order at 4:00 PM.

#### CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

#### MINUTES

1. Consider Approval of June 13, 2024 Minutes

MOTION by JJ Conway, seconded by Robert Nimmo, to approve minutes as presented. MOTION CARRIED unanimously.

#### PUBLIC HEARING

2. Case No.: SE2024-001

Applicant Chris Brooks With Erath County Emergency Management, Representing Erath County Annex II Tax Office, is Requesting a Special Exception From Section 154.74.E.12, Related to 500' Buffer Radius

**to Install a Radio Tower on a Non-Residential Zoned Parcel, for Property Located at 320 W College, Being Parcel R29285, S2600 City Addition,; Block 24,; Lots 1, 3, 4, Tax Office of The City Of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Chairman Quazi opened the public hearing at 4:07 PM.

The following spoke in favor of:

City Manager, Jason King

Erath County Judge, Brandon Huckabee

Erath County Emergency Management Coordinator, Chris Brooks

The following spoke in opposition of:

Tom Schouten, 802 Prairie Wind.

Steve Killen read a letter of opposition, received via email, from Jacob Smitheal.

Chairman Quazi closed the public hearing at 4:31 PM.

MOTION by JJ Conway, second by Mary Beach-McGuire to approve Case No.: SE2024-001 as presented. MOTION CARRIED unanimously.

**3. Case No.: SE2024-002**

**Applicant Chris Brooks With Erath County Emergency Management, Representing Erath County Annex II Tax Office, is Requesting a Special Exception From Section 154.74.E.2 Related to Radio Tower Height Requirements for Property Located at 320 W College, Being Parcel R29285, S2600 CITY ADDITION,; BLOCK 24,; LOTS 1, 3, 4, TAX OFFICE of The City Of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Chairman Quazi opened the public hearing at 4:33 PM.

The following spoke in favor of:

City Manager, Jason King

Erath County Judge, Brandon Huckabee

Erath County Emergency Management Coordinator, Chris Brooks

No one spoke in opposition to Case No.: SE2024-002 at this time.

Steve Killen reminded the Commissioners about the letter of opposition from Jacob Smitheal.

Chairman Quazi closed the public hearing at 4:34 PM.

MOTION by Robert Nimmo, second by Tina Virgin, to approve Case No.: SE2024-002 as presented. MOTION CARRIED unanimously.

**4. Case No.: SE2024-003**

**Applicant Chris Brooks with Erath County Emergency Management, Representing Erath County Annex II Tax Office, is Requesting a Special Exception From Section 154.74.E.4, Related to Radio Tower Setback Requirements For Property Located at 320 W College, Being Parcel R29285, S2600 CITY ADDITION,; BLOCK 24,; LOTS 1, 3, 4, TAX OFFICE of The City Of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Letter of opposition was received via email from Jacob Smitheal.

Chairman Quazi opened the public hearing at 4:35 PM.

The following spoke in favor of:

Erath County Emergency Management Coordinator, Chris Brooks

No one spoke in opposition to Case No.: SE2024-003 at this time.

Steve Killen reminded the Commissioners about the letter of opposition from Jacob Smitheal.

Chairman Quazi closed the public hearing at 4:39 PM.

MOTION by Mary Beach-McGuire, second by Robert Nimmo, to approve Case No.: SE2024-003 as presented. MOTION CARRIED unanimously.

**5. Case No.: V2024-016**

**Applicant Jay Emory is Requesting a Hearing Pursuant to Section 154.21.3.C – Variance for the Construction of a Carport for Property Located at 2190 Woodland, Parcel R29015, Being BLOCK E; LOT 10 of the S2500 Chamberlin Addition, City Of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Mr. Emory is requesting a variance for the construction of a carport that will encroach into the 12' minimum depth from the edge of the main building that is a R-1 zoning district, Single Family Residential requirement. If approved, the 12 ft. requirement will be reduced to 5 foot in order for the applicant to have access between buildings. The applicant is also requesting a 4 ft. side setback variance which if approved, will reduce that setback to 1 foot.

Chairman Quazi opened the public hearing at 4:44 PM.

The following spoke in favor of:

Applicant Jay Emory

Letters of support were received from the following:

Penny Elliott of 1841 West Overhill Drive

Betty Everett

Chairman Quazi closed the public hearing at 4:46 PM.

MOTION by Mary Beach-McGuire, second by Tina Virgin, to approve Case No.: V2024-016 as presented. MOTION CARRIED unanimously.

**6. Case No.: V2024-018**

**Applicant Joseph Borges Representing CJW Partners, LLC is Requesting a Variance from Section Sec.154.12-37 – Variance from Sign Regulations for Property Located at 200 W Washington, Parcel R29202, Being BLOCK 7; LOT H of The S2600 City Addition of The City Of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Mr. Borges is requesting variances from the sign ordinance to place an additional projection sign on the property. This building is the former Rexall Drugstore. The existing sign will remain in place. The drawing and subsequent email submitted by Signs Express Plus indicate the sign will be 7' in diameter. It is unknown at this time how many additional feet will be added from the materials used to attach the sign to the building.

Chairman Quazi opened the public hearing at 4:50 PM.

The following spoke in favor of:

Applicant Joseph Borges of 120 Heritage Way

Lance Battenfield of 200 West Washington Street

No one spoke in opposition of Case No.: V2024-018

Chairman Quazi closed the public hearing at 5:02 PM.

MOTION by Robert Nimmo, second by JJ Conway, to approve Case No.: V2024-018 as presented.

MOTION CARRIED unanimously.

**7. Case No.: V2024-019**

**Applicant Carol Gibson is Requesting a Variance from Section 154.05.3.D(3) "Minimum Lot Width" for Property Located at 210 Davis, Being Parcel R32654 of S5200 MCALISTER SECOND, Block 5, Lots 16 & 17 of The City of Stephenville, Erath County, Texas**

Steve Killen, Director of Development Services, presented this item to the commission.

Ms. Gibson has recently purchased Lot 16 of parcel R32654 and is requesting a 4.46-foot variance relating to the lot width of 75' in order to build a single-family residential structure. The survey that has been submitted shows that the newly acquired lot is platted at approximately 70.54' of frontage along Davis. The current land use regulation requires 75' of frontage. The single-family home on lot 17 is currently 4.98 feet from the common boundary of lot 16 and 17. If approved, the new home constructed on Lot 16 will be required to meet the setbacks required of R-1 zoning.

Chairman Quazi opened the public hearing at 5:06 PM.

The following spoke in favor of:

Applicant Carol Gibson

No one spoke in opposition of Case No.: V2024-019.

Chairman Quazi closed the public hearing at 5:08 PM.

MOTION by Robert Nimmo, second by Mary Beach-McGuire, to approve Case No.: V2024-019 as presented. MOTION CARRIED unanimously.

**8. Case No.: V2024-020**

**Applicant Dylan Davis is Requesting a Variance from Section Sec.154.12-50 – Variance from Sign Regulations for Property Located at 899 W Washington, Parcel R29577, Being BLOCK 62; LOT 1 of The S2600 City Addition of The City Of Stephenville, Erath County, Texas.**

Steve Killen, Director of Development Services, presented this item to the commission.

Ms. Davis is requesting a variance from the sign ordinance. The applicant is requesting a seven-foot variance to place a monument sign three feet off the property line. Monument signs are categorized as Free-Standing Signs and are required to be 10 feet from the property line.

Chairman Quazi opened the public hearing at 5:11 PM.

The following spoke in favor of:

Applicant Dylan Davis

No one spoke in opposition of Case No.: V2024-020

Chairman Quazi closed the public hearing at 5:16 PM.

MOTION by JJ Conway, second by Robert Nimmo, to approve Case No.: V2024-020 as presented.  
MOTION CARRIED unanimously.

**ADJOURN**

Chairman Quazi adjourned the Board of Adjustment meeting at 5:18 PM.

APPROVED:

ATTEST:

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Moumin Quazi, Chair

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Jacey Wood, Deputy City Secretary

*In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.*