



## PLANNING AND ZONING COMMISSION MEETING

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City Hall Council Chambers, 298 W. Washington  
Wednesday, June 19, 2024 at 5:30 PM

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### MINUTES

The Planning and Zoning Commission of the City of Stephenville, Texas, convened on Wednesday, June 19, 2024, at 5:30 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:

**COMMISSIONERS PRESENT:** Lisa LaTouche, Chairperson  
Brian Lesley, Vice Chair  
Nick Robinson  
Bonnie Terrell  
Paul Ashby  
Tyler Wright  
Justin Slawson – Alternate 1

**COMMISSIONERS ABSENT:** None

**OTHERS ATTENDING:** Steve Killen, Director of Development Services  
Tina Cox, Commission Secretary

### CALL TO ORDER

Chairperson LaTouche called the meeting to order at 5:30 PM.

### CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

### MINUTES

**1. Consider Approval of Minutes – May 15, 2024**

MOTION by Brian Lesley, second by Nick Robinson to approve the minutes for May 15, 2024. MOTION CARRIED by unanimous vote of Commissioners that were present at the May 15, 2024, meeting.

### PUBLIC HEARING

**2. Case No.: RZ2024-008**

Applicant Tres Property Investments, LLC is requesting a rezone of property located at 978 Old Hico Rd, being Parcel R17600, A0196 DUPUY JOHN B, HOUSE: STG & MH SITE, (JR MILLER) to the City of Stephenville, Erath County, Texas from (B-2) Retail & Commercial to (R-3) Multi-family Residential.

Development Services Director, Steve Killen gave the following report: The property has current zoning of Retail and Commercial with Future Land Use being Retail and Commercial. The applicant is requesting the rezone in order to construct apartments. There are numerous R-3 zoned parcels in the vicinity. Director Killen concluded his report by stating that water and sewer would be available on Old Hico Rd. and no additional Right-of-Way dedication would be required.

Developer, Tres Property Investments, was present to answer the Commissioners questions.

Chairperson LaTouche opened the public hearing at 5:32 PM.

No one spoke in favor of or against the rezone request.

Chairperson LaTouche closed the public hearing at 5:33 PM.

MOTION by Nick Robinson, second by Brian Lesley, to recommend to the City Council to approve the rezone of property located at 978 Old Hico Rd, being Parcel R17600, A0196 DUPUY JOHN B, HOUSE: STG & MH SITE, (JR MILLER) to the City of Stephenville, Erath County, Texas from (B-2) Retail & Commercial to (R-3) Multi-Family Residential. MOTION CARRIED by a unanimous vote.

**3. Case No.: RP2024-001**

**Applicant Matthew Price with Price Surveying, acting on behalf of Brian and Kristen Sundberg, is requesting a replat of properties located at 1167 W Frey, Parcel R32264, being Lot 2A; Block 6, and 1165 W Frey, Parcel 32265, being Lot 2B, Blk 6; of the S4400 Kight Second Addition to the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen gave the following report: The applicant is requesting a replat of two parcels into three to allow for future development. R-3 allows for single family construction on lots with dimensions of 50' x100' frontage. If approved by the Commission, no further action will be necessary for recordation. Mr. Killen concluded his report by stating that staff recommends approval of the replat.

Applicant was not present to answer the Commissioners' questions.

Chairperson LaTouche opened the public hearing at 5:35 PM.

No one spoke in favor or against the replat request.

Chairperson LaTouche closed the public hearing at 5:35 PM.

MOTION by Paul Ashby, second by Nick Robinson, to approve the replat of properties located at 1167 W Frey, Parcel R32264, being Lot 2A; Block 6, and 1165 W Frey, Parcel 32265, being Lot 2B, Blk 6; of the S4400 Kight Second Addition to the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**4. Case No.: PP2024-001**

**Applicant Reece Flanagan, representing Theresa Greig with GFL II, LLC, is requesting a preliminary plat of property located at 200 Clark Lane, Parcel R29908, Acres 11.870, S2600 CITY ADDITION;, BLOCK 85;, LOT 1 & 2A (PTS OF), to the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen, briefed the Commission regarding the preliminary plat that was being presented. Mr. Killen stated that the applicant has submitted a Preliminary Plat that has been reviewed by staff. Mr. Flanagan has submitted civil plans that have been reviewed by staff as well. Final steps for approval of the civil plan set include the completion of any remaining review items and approval of the Preliminary Plat. A Final Plat will be submitted to the Commission upon completion and acceptance of public improvements. Director Killen concluded his comments by stating that staff recommends approval of the Preliminary Plat upon completion of the following conditions:

1. The plat must conform to the Subdivision Ordinance upon conclusion of reviews.
2. Structures may not be placed over easements.
3. Site visibility triangles must be provided at entry way to Clark Lane from the private road.
4. Correct Bearings referenced at adjacent property.
5. The Preliminary Plat conforms to design requirements and construction standards as set forth in the Engineering Standards Manual.
6. Additional easements as required for Backflow Preventor Assembly Vaults, Access & Utility Easements, retaining wall easements, Floodplain and others that may be required as identified during the review process.
7. Common areas will require a Homeowner's Association as set forth by ordinance.
8. All areas within the subdivision to be privately maintained, inclusive of private streets and utilities, must be adequate for the subdivision.
9. All streets shall be designed to allow fire lane access.
10. Individually platted townhomes will require separate private water and sewer service. Master taps/meters will be required at public streets with individual meters within private subdivision.
11. Each townhome will be required to have a minimum of two, privately owned parking spaces per lot.
12. Fire lanes are to remain open at all times.
13. Please add "Not for Recording Purposes" in the Preliminary Plat box.
14. A Title Commitment/Proof of Ownership must be provided and approved by the City Attorney.
15. Final Plat to be recorded after acceptance of improvements and floodplain modeling.
16. Provide adequate Right of Way for Clark Lane.
17. Ensure all required Plat language is provided.

Reece Flanagan was present to answer the Commissioners' questions.

Chairperson LaTouche opened the public hearing at 5:39 PM.

No one spoke in favor or against the preliminary plat request.

Chairperson LaTouche closed the public hearing at 5:39 PM.

MOTION by Brian Lesley, second by Justin Slawson, to approve the preliminary plat with conditions of property located at 200 Clark Lane, Parcel R29908, Acres 11.870, S2600 CITY ADDITION,, BLOCK 85,, LOT 1 & 2A (PTS OF), to the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**ADJOURN**

The meeting was adjourned at 5:40 PM.

APPROVED:

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Lisa LaTouche, Chair

ATTEST:

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Tina Cox, Commission Secretary