



## PLANNING AND ZONING COMMISSION MEETING

City Hall Council Chambers, 298 W. Washington  
Wednesday, November 15, 2023, at 5:30 PM

### MINUTES

The Planning and Zoning Commission of the City of Stephenville, Texas, convened on Wednesday, November 15, 2023, 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  
Justin Allison  
Paul Ashby  
Tyler Wright  
Bonnie Terrell – Alternate 1

**COMMISSIONERS ABSENT:** Mary Beach-McGuire

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

### CALL TO ORDER

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

### MINUTES

- 1. Consider Approval of Minutes – October 18, 2023**  
MOTION by Brian Lesley, second by Paul Ashby to approve the minutes for October 18, 2023. MOTION CARRIED by unanimous vote of Commissioners that were present at the October 18, 2023 meeting.

### PUBLIC HEARING

- 2. Case No.: PD2022-003 – UPDATE**  
**Applicant 2828 Real Estate LLC, pursuant to the requirements set forth by Section 154.08 of the City of Stephenville Zoning Ordinance, is presenting an update and requesting an extension of the development schedule for the Planned Development located at 1300 Pecan Hill Drive, Parcel R50244, being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen briefed the Commission on the case. Mr. Killen reminded the Commission that on May 18, 2022, they met to hear the original case and by a unanimous vote, recommended the City Council approve the rezoning request. Subsequently, on June 7, 2022, the City

Council approved Ordinance No. 2022-O-16, rezoning the property from Single Family Residential District (R-1) to Planned Development District (PD) and per city ordinance, Planned Developments require annual updates be made to the Commission. Mr. Killen stated that according to the updated timeline that was submitted the project is scheduled to be completed by August 2024.

Mr. Haschke was not present to answer the Commissioners questions.

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

No one spoke in favor or against the development plan update request.

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

MOTION by Paul Ashby, second by Brian Lesley, to recommend the City Council approve the modified Development Schedule as presented for the Planned Development located at 1300 Pecan Hill Drive, Parcel R50244, being Lot 1 of S5465 Glasgow Addition of the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**3. Case No.: RZ2023-007**

**Applicant Rhyne Gailey, representing V84 Holdings, LLC, is requesting a rezone of property located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from (Ind) Industrial to (R-3) Multi-Family Residential District.**

Development Services Director, Steve Killen briefed the Commission on the case. Mr. Killen informed the Commission that the property has a current zoning of (IND) Industrial and the Future Land Use for this property is designated as (B-2) Retail and Commercial. The applicant, Rhyne Gailey, is requesting the rezone of the property to (R-3) Multi-Family. Director Killen then answered questions from the Commissioners in regard to utility easements and property access.

Mr. Gailey was present to answer the questions of the Commission.

Chairperson LaTouche opened the public hearing at 5:38 PM.

A letter of support was submitted by Greg Bruner.

No one spoke against the rezone request.

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

MOTION by Brian Lesley, second by Nick Robinson, to recommend approval to the City Council for the rezone of property located at 1900 Groesbeck, Parcel R71065, Acres 5.000, S2600 CITY ADDITION, BLOCK 149, LOT 2 (PT OF) of the City of Stephenville, Erath County, Texas from (Ind) Industrial to (R-3) Multi-Family Residential District. MOTION CARRIED by a unanimous vote.

**4. Case No.: FP2023-005**

**Applicant Ward Rabb, representing Attwood's Distributing LP, is requesting approval of a Final Plat for property located at 1800 N US HWY 281, Parcel R77945, Acres 11.961, A0804 WILLIAMS M R, of the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen briefed the Commission on the case. Mr. Killen reminded the Planning and Zoning Commissioners that a meeting was held in July 2021 and ultimately, the Preliminary Plat for the Development was approved. The Final Plat conforms to the Preliminary Plat and staff is requesting that the Planning and Zoning Commission grant Conditional Approval of the Final Plat pending completion, verified by city staff, of the following items required by the Subdivision Ordinance, Chapter 155:

1. Provide Record Drawings.
2. Execute Stormwater Facility Maintenance Agreement.

Upon completion, the Final Plat will be approved for recordation purposes with the County.

Ward Rabb was present to answer the Commissioners' questions.

Chairperson LaTouche opened the public hearing at 5:40 PM.

No one spoke in favor or against the Final Plat request.

Chairperson LaTouche closed the public hearing at 5:40 PM.

MOTION by Paul Ashby, second by Brian Lesley, to approve the Final Plat with conditions as presented of the property located at 1800 N US HWY 281, Parcel R77945, Acres 11.961, A0804 WILLIAMS M R, of the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**5. Case No.: RP2023-002**

**Applicant Malcolm Kanute of Bosque Clark, LLC is requesting an approval of a replat of the properties located at Prairie Wind (OFF), Parcel R63099, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 2 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63100, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 3 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63101, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 4 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63105, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 5 (W PT OF) of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63113, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 6 (W PT OF) of the City of Stephenville, Erath County, Texas; 0 River North, Parcel R40037, of A0032 BLAIR JOHN of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R14960, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 7 (W PT OF) of the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen briefed the Commission on the case. Mr. Killen informed the Commission that the applicant is requesting the replat of the properties to allow for the construction of single-family homes from previously approved preliminary plat from December 2021. The preliminary plat will become obsolete with the requested replat of multiple properties which would create a total of 10 single-family lots and a remainder lot for a future phase, single-family development. Staff recommends the replat be approved with the following conditions:

1. Provide setbacks.
2. Add signature blocks for City Sec, Development Services and County Clerk.
3. Obtain acceptance on all public improvements; or, pursuant to Ch. 155.5.05 of the Code of Ordinances, enter into an escrow agreement for the completion of public improvements.

Once completed, the replat will be approved by staff for recording purposes.

Taylor Kanute was present to answer the questions of the Commission.

Chairperson LaTouche opened the public hearing at 5:49 PM.

No one spoke in favor of the replat request.

Marshall Lee, 695 Prairie Wind, voiced his concerns.

Chairperson LaTouche closed the public hearing at 5:52 PM.

MOTION by Nick Robinson, second by Brian Lesley, to approve the replat of properties located at Prairie Wind (OFF), Parcel R63099, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 2 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63100, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 3 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63101, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 4 of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63105, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 5 (W PT OF) of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R63113, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 6 (W PT OF) of the City of Stephenville, Erath County, Texas; 0 River North, Parcel R40037, of A0032 BLAIR JOHN of the City of Stephenville, Erath County, Texas; Prairie Wind (OFF), Parcel R14960, of S5640 RIVER NORTH RANCHETTES, BLOCK 1, LOT 7 (W PT OF) of the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**6. Case No.: PP2023-002**

**Applicant Reece Flanagan of Flanagan Land Solutions, representing Joel Allen with Pecan Landing Development, Inc. is requesting a preliminary plat of property located at 0 Forest Lane, Parcel R77510, Acres 36.765, A0515 MOTLEY WILLIAM, of the City of Stephenville, Erath County, Texas. The Applicant is requesting approval of a preliminary plat of 1 lot into 157 lots.**

Development Services Director, Steve Killen gave the following report: The applicant has submitted a Preliminary Plat that has been reviewed by staff. Staff has the following comments in relation to the Preliminary Plat and recommends approval with conditions as noted per the requirements of Chapter 155 and the Planned Development:

1. Common areas are labeled. However, Plat note indicates all common lots are to be dedicated to the city. Common lots will be for the HOA to maintain and not dedicated to the city, with exception to area 1x of Block F, which is to be dedicated to the city. Plat note needs to be corrected.
2. Please provide common access easements along Forest Road for screening wall maintenance.
3. The Park, common area 1x of Block F, shall be dedicated to the City.
4. Provide side setbacks for each lot as approved with the Planned Development.
5. Please add "Not for Recording Purposes" in the Preliminary Plat box.

A Final Plat will be submitted to the Commission upon completion and acceptance of public improvements. Director Killen also noted that Mr. Allen has submitted civil plans that are currently under review.

Joel Allen was present to answer the questions of the Commission.

Chairperson LaTouche opened the public hearing at 5:58 PM.

No one spoke in favor or against the Preliminary Plat request.

Chairperson LaTouche closed the public hearing at 5:58 PM.

MOTION by Tyler Wright, second by Paul Ashby, to approve the Preliminary Plat with conditions for the property located at 0 Forest Lane, Parcel R77510, Acres 36.765, A0515 MOTLEY WILLIAM, of the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**7. Case No.: PP2023-003**

**Applicant Reece Flanagan of Flanagan Land Solutions, representing Troy Kunkel with Cowtown Properties and 598 Westwood LLC, is requesting to amend the Planned Development/Preliminary Plat of properties located at 817 W. Washington, being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, being Parcel R29581 of CITY ADDITION, BLOCK 62; LOTS 4;5;6B (PT, OF 5), 873 W. Washington, being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, and 897 W Washington, being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen briefed the Commission on the case. Mr. Killen reminded the Commission that on August 15, 2021, the applicant presented the Conceptual Plan to the Planning and Zoning Commission for an intended townhome development. The Planning and Zoning Commission made a recommendation to the City Council to approve the Planned Development which occurred December 2021. Subsequently, on March 7, 2023, the City Council approved a modified development schedule. Mr. Killen continued his brief by informing the Commission that staff have been working with the Developer and Project Engineer with plan submittals and additional Right-of-Way dedication is necessary. Consequently, the Developer is requesting to amend his Planned Development by adding parcel R29579 (897 W. Washington). This amendment will allow ROW dedication with additional phases of the PD to be constructed at 897 W. Washington. Overall, no additional units will be constructed and TxDOT access will not be impacted as the entrances/exit remain unchanged. The proposed Preliminary Plat has been reviewed by staff and a Final Plat will be submitted to the Commission upon completion and acceptance of public improvements.

Reece Flanagan was present to answer the questions of the Commission.

Chairperson LaTouche opened the public hearing at 6:05 PM.

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

Chairperson LaTouche closed the public hearing at 6:05 PM.

MOTION by Paul Ashby, second by Brian Lesley, to approve the preliminary plat with conditions for the properties located at 817 W. Washington, being Parcel 29583 of CITY ADDITION, BLOCK 62, LOT 6A;7;14;17; (PT, OF 14), 855 and 865 W. Washington, being Parcel R29581 of CITY ADDITION, BLOCK 62;

LOTS 4;5;6B (PT, OF 5), 873 W. Washington, being Parcel R29580 of CITY ADDITION, BLOCK 62; LOT 3, and 897 W Washington, being Parcel R29579 of CITY ADDITION, BLOCK 62; LOT 2 of the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**8. Case No.: RZ2023-008**

**Applicant Reece Flanagan of Flanagan Land Solutions, representing Troy Kunkel with Cowtown Properties, is requesting a rezone of property located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from (B-2) Retail and Commercial to (PD) Planned Development.**

Development Services Director, Steve Killen gave the following report. The aforementioned property has a current zoning of (B-2) Retail and Commercial and the Future Land Use for the property is designated as Office and Neighborhood. The applicant is requesting a rezone of the property in conjunction with the amended PD for Case No.: PP2023-003. If approved, the parcel will be incorporated into the approved Planned Development and amend City Ordinance No.: 2021-O-42. Mr. Killen concluded his brief by stating that staff supports this rezone request.

Reece Flanagan was present to answer the Commissioners questions.

Chairperson LaTouche opened the public hearing at 6:07 PM.

No one spoke in favor of the rezone request.

A letter of opposition was received from Jana Saucedo.

Chairperson LaTouche closed the public hearing at 6:07 PM.

MOTION by Brian Lesley, second by Nick Robinson, to recommend approval to the City Council for the rezone of property located at 897 W Washington, being Parcel R29579, S2600 CITY ADDITION, BLOCK 62, LOT 2 of the City of Stephenville, Erath County, Texas from (B-2) Retail and Commercial to (PD) Planned Development. MOTION CARRIED by a unanimous vote.

**ADJOURN**

The meeting was adjourned at 6:08 PM.

APPROVED:

ATTEST:

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Lisa LaTouche, Chair

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Jacey Woods, Deputy City Secretary