



## **PLANNING BOARD SPECIAL MEETING**

Tuesday, December 16, 2025 at 5:30 PM  
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

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### **PUBLIC NOTICE OF MEETING**

#### **AGENDA**

*Planning Board will consider/discuss the following items and take any action deemed necessary.*

#### **MEETING PROCEDURE**

Public notice is hereby given that the Planning Board of the City of Port Lavaca, Texas, will hold a special meeting Tuesday, December 16, 2025 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in the Planning Board packet is subject to change during the meeting]

CITY OF PORT LAVACA is inviting you to a scheduled Zoom meeting.

Topic: Planning Board Special Meeting

Time: Dec 16, 2025 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84957199088?pwd=w1YMwTaTt3FQBxhdLHG2Mj9dvaGvFX.1>

Meeting ID: 849 5719 9088

Passcode: 055292

One tap mobile

+13462487799,,84957199088#,,, \*055292# US (Houston)

Join instructions

<https://us02web.zoom.us/join/84957199088/invitations?signature=gyYiMDNpm-TvtQN9yQfBgWxvy4uCJDh647JNkWjP--w>

**ROLL CALL**

**CALL TO ORDER**

**ACTION ITEMS** - Board will consider/discuss the following items and take any action deemed necessary

1. **Approval of Tuesday, November 25, 2025 Regular Meeting Minutes**
2. **Discuss and consider the request for a variance to the side yard setbacks for the existing residence at 107 Opal Way**
3. **Review the presentation for chapter 1.0, planning Context, and Appendix A, The Existing City by Baxter & Woodman**

#### **COMMENTS FROM THE PUBLIC**

*\* (Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).*

#### **ADJOURN**

#### **CERTIFICATION OF POSTING NOTICE**

This is to certify that the above notice of a regular meeting of The Planning Board of The City of Port Lavaca, scheduled for **Tuesday, December 16, 2025** beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m., **December 10, 2025**.

\_\_\_\_\_/s/ Derrick Smith\_\_\_\_\_

**Derrick Smith**, *Director of Development Services*

#### **ADA NOTICE**

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

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# **COMMUNICATION**

**SUBJECT:** Discuss and consider the request for a variance to the side yard setbacks for the existing residence at 107 Opal Way

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**INFORMATION:**

**CITY OF PORT LAVACA**

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**MEETING:** December 16, 2025 **AGENDA ITEM** \_\_\_\_\_

**DATE:** 12/08/2025

**TO:** PLANNING BOARD

**FROM:** Derrick Smith, DEVELOPMENT SERVICES DIRECTOR

**SUBJECT:** Discuss and consider the request for a variance to the side yard setbacks for the existing residence at 107 Opal Way

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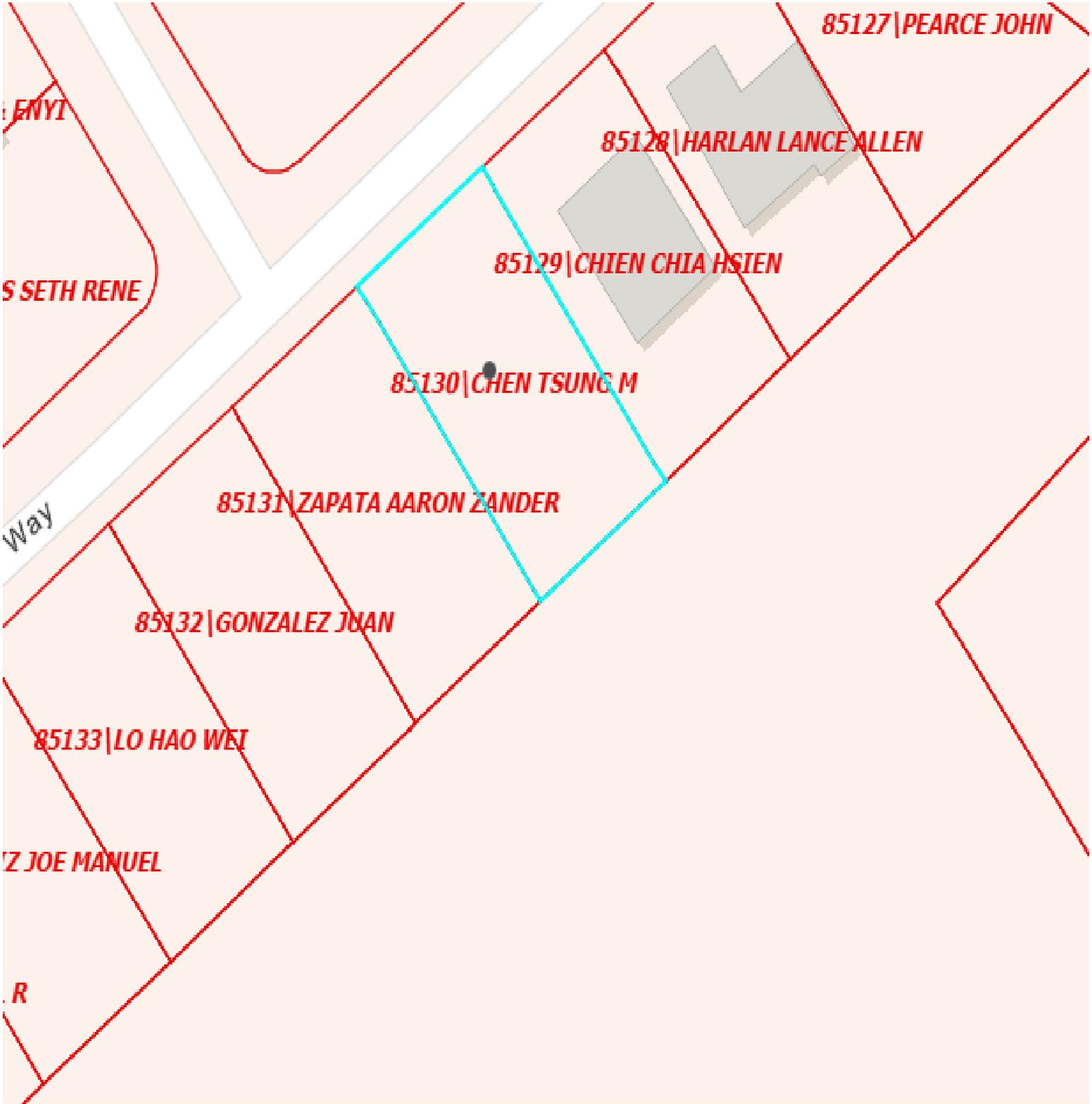
**Chapter 12 – Buildings and Building Regulations**

Sec. 24-24 (d) 3.

*Side setback line. Minimum side setback line shall be five feet from the edge of a utility easement or no less than five feet in cases where no utility easement exists, except on corner lots which require a ten-foot setback on the side street.*

Attachments:

- Variance request
- Calhoun CAD map



CITY OF PORT LAVACA

Property ID: 85130 For Year

2025

Property Details

Account

Property ID:	85130	Geographic ID:	S0123-00020-0009-00
Type:	R	Zoning:	
Property Use:		Condo:	

Location

Situs Address:	107 OPAL WAY PORT LAVACA, TX 77979		
Map ID:	S0123-00020-0009-00	Mapsco:	
Legal Description:	ESTATES OF JADE BAY (PORT LAVACA), BLOCK 2, LOT 9		
Abstract/Subdivision:	S0123		
Neighborhood:	(1260) ESTATES OF JADE BAY		

Owner

Owner ID:	120299
Name:	CHEN TSUNG M
Agent:	
Mailing Address:	WANG SHOUE H 107 OPAL WAY PORT LAVACA, TX 77979
% Ownership:	100.0%
Exemptions:	HS - For privacy reasons not all exemptions are shown online.



City of Port Lavaca  
Request for Variance

**Planning Board Review**  
Date: 12/30/2025  
Time: 5:30 PM  
Location: 202 N Virginia  
St. Port Lavaca, TX 77979  
ZOOM link: TBD

Date: 12-5-2025

Applicant Name: Jeff Downs

Property ID or Address for variance: 107 OPAL Way

Variance being requested:

Reason for request:

See Attached Letter.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: 

Phone No. 361-652-5333

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**CITY OF PORT LAVACA**

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**City of Port Lavaca**  
Development Services / Building Department  
202 N. Virginia  
Port Lavaca, TX 77979

Date: 12/5/2025

**Re: Request Variance - for Existing Residence at 107 Opal Way**

Dear Members,

I am submitting this request as representative for **Fran Chen**, the owner of the residence located at **107 Opal Way, Port Lavaca, Texas**. It was recently confirmed that a portion of the existing structure encroaches into the required each (left & right) **side setback by less than six inches (6")**.

**Background**

The residence is fully constructed, and this minor encroachment was not intentional. Importantly, the **approved site plan, architectural plans, and building permits issued by the City of Port Lavaca 6-9-2022 all showed this encroachment as part of the originally reviewed and authorized design** as the illustration on the plans were difficult to determine. The issue only became apparent during a more detailed review after construction was completed.

At no point was there any intention to disregard City requirements.

**No Negative Impact**

The existing structure:

- Does not interfere with utilities, drainage, or visibility
- Does not create a safety hazard (**Home to the left & Right are approximately 19'6" and 19'4" apart.**)

**Minimum Variance Necessary**

This request represents the minimum relief necessary to bring the property into compliance based on its as-built condition. No further encroachment or construction is proposed.

Thank you for your time and consideration. We respectfully request approval of this variance.

Sincerely,  
**Jeff Downs**  
Phone: 361-652-5333  
Email: jeffd5333@gmail.com

