

City of Richwood — TEXAS —

BOARD OF ADJUSTMENTS AGENDA

Monday, November 10, 2025 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood Board of Adjustments will meet Monday, November 10, 2025, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77521 with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
 - [A.](#) Approval of minutes from meeting held June 10, 2024.
- VII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Public hearing and possible action regarding a variance request to allow installation of a fence extending beyond the front of the primary structure toward the street frontage, which is not permitted under current zoning regulations.
- VIII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, to hereby certify that I did, on November 4, 2025 at 5:00 p.m. post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

MINUTES

RICHWOOD BOARD OF ADJUSTMENTS

Monday, June 10, 2024 at 6:00 PM

BE IT KNOWN THAT a City of Richwood Board of Adjustments will meet Monday, June 10, 2024, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called order at 6:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Paul Stallberg, Position 1:	Present
Mike Challenger, Position 2:	Absent
Amanda Reynolds, Position 3:	Absent
William Yearsin, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Police Chief Stephen Mayer; Philip Knop, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. CONSENT AGENDA

A. Approval of minutes from meeting held October 9, 2023.

Motion to approve.

Motion made by Jeremy Fountain, Seconded by William Yearsin.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider an application for a variance to allow an accessory structure (RV carport) to be within the setbacks, as requested by Clinton and Darian Warren.

Kirsten Garcia, City Secretary, presented information on the request and responses from neighbors.

Discussion held on any other ordinance in conflict.

Motion to approve.

Motion made by William Yearsin, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, William Yearsin, Jeremy Fountain

Motion carried.

VIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:08 p.m.

These minutes were read and approved on the 10th day of November 2025.

Chairman

ATTEST:

City Secretary

BEFORE COMPLETING THE FOLLOWING, READ THE NOTICE TO THE ZONING VARIANCE APPLICANTS - PAGE 1

Which exceptional conditions apply to your property that do not generally apply to other properties in your zoning district:

Lack of containment of animals

How do the above conditions prevent reasonable use of your land under the term of the Zoning Ordinance?

Liability, control of perimeter

How will the variance improve your use of the property?

CONTAINMENT of ANIMALS

Are there other properties in your area that have a similar type of improvement?

yes

Will the granting of a variance in the form requested be in harmony with the neighborhood and not contrary to the intent and purpose of the Zoning Ordinance?

yes

Application for Zoning Request

OTHER LAND USE CONSIDERATIONS:

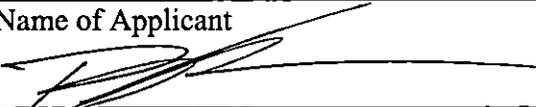
Is the request the least modification possible of the Zoning Ordinance which are in question?
No ___ Yes If yes, explain why the alternative solutions are not feasible:

No OTHER ALTERNATIVE

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge and belief. The work within the request must be carried out within one year of the public hearing or the variance becomes null and void..

I also hereby give permission for the members of the City of Richwood Board of Adjustments and City Staff to access the property in question for the purpose of gathering information to make an informed decision on this variance request.

Burke Pleason
Name of Applicant


Signature of Applicant

10/26/25
Date

IMPORTANT:

A drawing, including all dimensions and structures, must be attached along with the applicable fee, to be considered. Failure to include both will result in automatic denial of application.

SEE ATTACHED Drawing + HOA Approval

Oakwood Shores Property Owners Association, Inc.

September 13, 2024

Burke & Christine Pleason
59 Sunrose Ct
Lake Jackson, TX 77566

**Architectural Submittal for: 31518 Bayou Bend
Account: 44696328**

Dear Burke & Christine Pleason

This letter shall serve as receipt of your application determined in compliance with the architectural review process for the construction and/or placement of the proposed improvement referenced above.

Your application has been reviewed as to conform with the architectural restrictions set forth in the Declaration, such guidelines adopted by the Association, and demonstrate harmony with the external design and location with respect to adjacent structures and the overall community. The Committee's review and conclusions are detailed below:

APPROVAL is granted for the construction of **Fence** per your application subject to compliance with the governing documents of the Association.

This approval is solely granted to the modification specifically requested in the application submitted for **Fence**. Should you choose to incorporate additional modifications to your project, you are required to submit an application with all required supporting documentation.

This approval is not in lieu of any jurisdictional regulations, current or future, which are or may be imposed by any other governmental authority. This is valid for up to six (6) months from the date of this letter.

In the event it is determined that improvement(s) are made without compliance to specific standards provided by the Committee or in contrast to the specifications provided within an application that has been approved, those improvements may be subject to reconstruction and/or the request to remove such improvements. All costs related to the enforcement of this shall be the sole expense of the Owner in violation. The Committee recommends that you retain this correspondence and your request form permanently should a need arise to produce documentation of our communications regarding noted improvement(s).

Should you have any questions, please reach out to our office through your Owner Portal at <https://home.inframark.com>. You can submit a message to this architectural record by selecting Requests, selecting the open architectural request, and clicking in the Send Message field to send your response. Your community support and cooperation is very much appreciated, as is your cooperation toward maintaining property values within your community.

Sincerely,
Oakwood Shores Property Owners Association, Inc.

approval of plans shall not constitute a representation, warranty, or guarantee that such plans and specifications comply with engineering design practices or zoning and building ordinances, or other governmental agency regulations or restrictions. The Committee shall not be responsible for reviewing, nor shall its approval of any plans or design, be deemed approved from the standpoint of structural safety or conformance with building or other codes. By approving such plans and specifications, neither the Committee, the Members thereof, the Association, any Member thereof, their Board of Directors, any Members thereof, or the Declarant assumes any liability or responsibility therefore or for any defect in the construction or improvement from such plans or specifications. As provided in the CC&R's neither the Committee, the Association, the Board of Directors or the Association or any Members thereof, not the Declarant or Developer shall be liable to any Member, Owner, Occupant, or other person or entity for any damage, loss or prejudice suffered or claimed on account of (1) the approval or disapproval of any plans, drawings, or specifications, whether or not defective, or (2) the construction or performance of any work whether or not pursuant to the approved plans, drawings, or specifications.

Public Hearing Notice



The City of Richwood will hold a joint Public Hearing of the City Council and the Board of Adjustments on November 10, 2025, at 6:00 p.m. to consider a request for a zoning variance for the property located at 31518 Bayou Bend. The applicant is requesting approval to install a fence that would extend beyond the closest portion of the residence toward the street frontage, which is not permitted under current zoning regulations.

The Public Hearing will be held at Richwood City Hall, located at 1800 N. Brazosport Boulevard, Richwood, Texas.

All interested persons are invited to attend and be heard.

For additional information, please contact:
Kirsten Garcia, City Secretary
Phone: (979) 265-2082
Email: kgarcia@richwoodtx.gov