

ZONING BOARD OF ADJUSTMENT

MEETING AGENDA

OCTOBER 13, 2025, 6:00 PM

ZONING BOARD OF ADJUSTMENT REGULAR MEETING

HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

INVOCATION AND PLEDGE

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

1. Consideration and possible action of the minutes from July 14, 2025 meeting.

PUBLIC HEARING ITEMS

2. Conduct a public hearing on a request for a variance from APX ZO Zoning Ordinance Section 6, "14", Town Residential formerly SF-10 to allow a variance from the Lot Coverage of 40% and to allow for a Lot Coverage of 65% for a residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

ACTION ITEMS

3. Consideration and possible action on a request for a variance from APX ZO Zoning Ordinance Section 6, "14", Town Residential formerly SF-10 to allow a variance from the Lot Coverage of 40% and to allow for a Lot Coverage of 65% for a residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the President and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Board or at the call of the President.

INFORMATIONAL ITEMS

ADJOURN

NOTE: The Board reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on October 02, 2025, at 3:00 PM.

Shelley Warner, Secretary

The Historical Church is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.

ZONING BOARD OF ADJUSTMENT

MEETING MINUTES

JULY 14, 2025, 6:00 PM

**ZONING BOARD OF ADJUSTMENT REGULAR MEETING
HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS**

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

There being a quorum Commissioner Miller called the Zoning Board of Adjustment meeting to order at 6:42 P.M.

BOARD MEMBERS PRESENT:

Commissioner, Place 1	Shane Stone
Commissioner, Place 3	Jackie Turner
Commissioner, Place 4	Timothy Skaggs
Commissioner, Place 5	Luke Leissner
Commissioner, Place 6	Jason Miller
Commissioner, Alternate	Charles Wood

BOARD MEMBERS ABSENT:

Commissioner, Place 2	Jon Knabe
Commissioner, Place 7	Vacant

STAFF MEMBERS PRESENT:

Director of Development Services Ramie Hammonds, and Secretary Shelley Warner

INVOCATION AND PLEDGE

Pledge was led by Commissioner Turner.

CITIZENS COMMENTS

No citizens came forward.

CONSENT AGENDA

1. Consideration and possible action of the minutes from February 10, 2025 meeting.

Commissioner Skaggs makes a motion to approve the consent agenda.
Commissioner Wood seconded the motion.

Voting Yea: Commissioner Stone, Commissioner Miller, Commissioner Leissner,
Commissioner Turner, and Commissioner Stone.

The motion passes unanimously.

PUBLIC HEARING ITEMS

2. Conduct a public hearing on a request for a variance from Chapter 14, Section 16.2.A.2 and 16.2.A.3 to allow a variance from the minimum side yard setback of 8 feet and to allow for a minimum side yard setback of 5 feet and from the minimum rear yard setback of 25 feet and to allow for a minimum rear yard setback of 20 feet for residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

Commissioner Miller opens the Public Hearing at 6:50 P.M.

Director Hammonds presented the item noting that 178 notices were mailed. 12 opposed responses and 1 neutral response were received. Staff recommends approval.

Commissioner Miller closes the Public Hearing at 6:50 P.M.

ACTION ITEMS

3. Consideration and possible action on a request for a variance from Chapter 14, 16.2.A.2 and 16.2.A.3 to allow a variance from the minimum side yard setback of 8 feet and to allow for a minimum side yard setback of 5 feet and from the minimum rear yard setback of 25 feet and to allow for a minimum rear yard setback of 20 feet for residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

Commissioner Miller read the item.

Director Hammonds presented the item. Staff recommends approval.

Commissioner Skaggs makes a motion to approve the variance. Commissioner Leissner seconded the motion.

Voting Yea: Commissioner Miller, Commissioner Turner, Commissioner Stone, and Commissioner Wood.

The motion passes unanimously.

FUTURE AGENDA ITEMS

No items were discussed.

INFORMATIONAL ITEMS

Director Hammonds advised the Board that should an August meeting be necessary then it would be held on Tuesday, August 12 instead of Monday, August 11. She will keep the Board informed.

ADJOURN

There being no further items Commissioner Miller adjourns the meeting at 6:52 P.M.



ZONING BOARD OF ADJUSTMENT COMMUNICATION

DATE: February 10, 2025

FROM: Ramie Hammonds, Director of Development Services

AGENDA ITEM: Conduct a public hearing on a request for a variance from APX ZO Zoning Ordinance Section 6, "14", Town Residential formerly SF-10 to allow a variance from the Lot Coverage of 40% and to allow for a Lot Coverage of 65% for a residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

SUMMARY:

- The property is zoned "SF-10" Single Family – 10, now known as Town Residential.
- The applicant is seeking a variance from the Lot Coverage of 40% and to allow for 65% Lot Coverage.
- This will allow for a larger building pad site and a larger home to be built.
- Staff mailed out 169 public hearing notices to owners of properties within 200 feet of the subject property, and at the time of this report, has received no responses.

FISCAL INFORMATION:

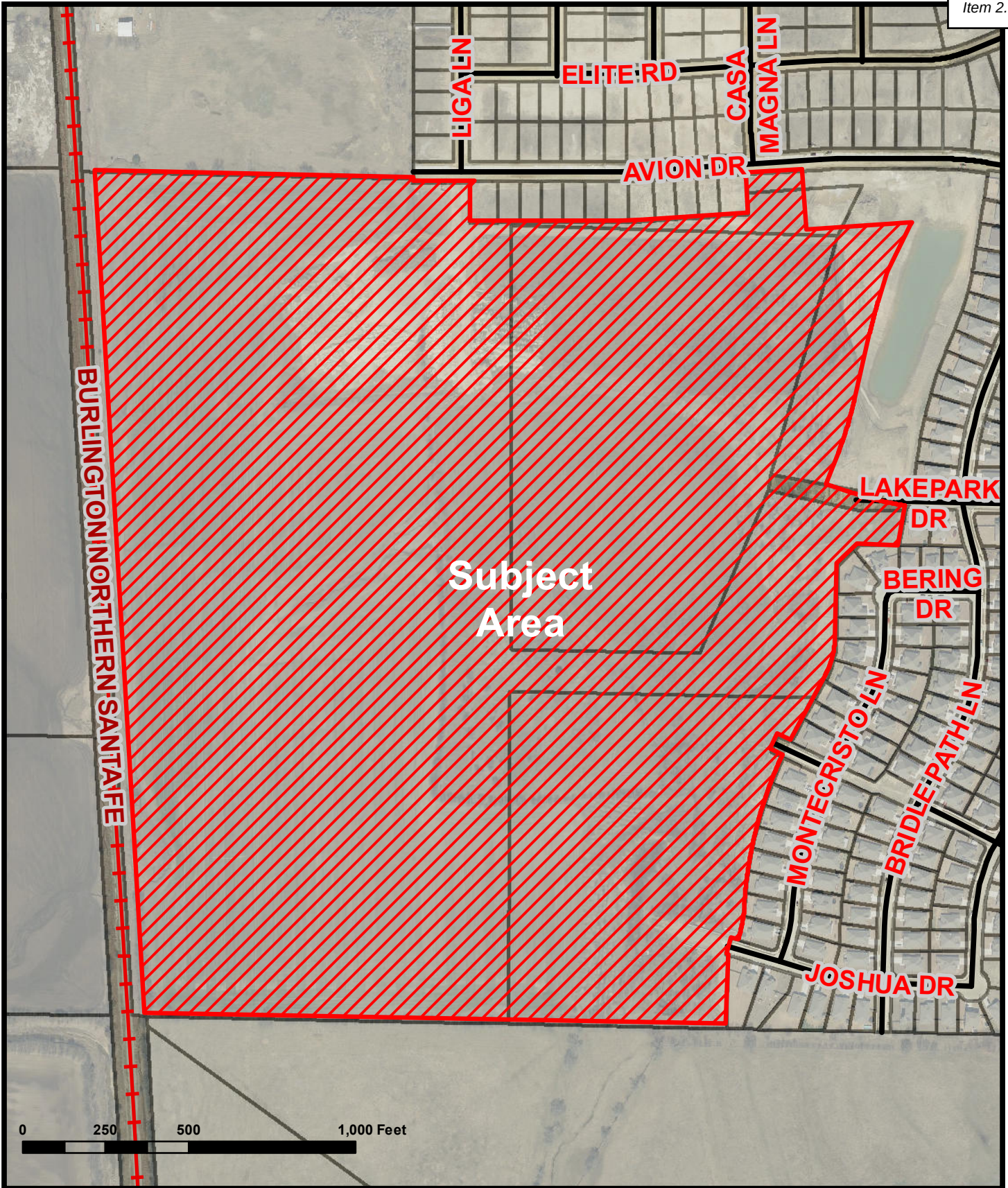
Budgeted: N/A Amount: N/A GL Account: N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

Location Map



SANGER
TEXAS

Project Name: Stephens Town
Crossing Ph 2 - Preliminary Plat
Project: 22SANZON-0061

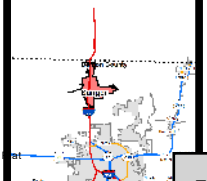


City Limits



Exhibits

DISCLAIMER:
This map was generated by GIS data provided by the Sanger GIS Department. The City of Sanger does not guarantee the correctness or accuracy of any features on this map. These map products are for illustration purposes only and are not suitable for site-specific decision making. GIS data is subject to constant changes, and may not be complete, accurate or current.
Date: 11/20/2022 3:49:43 PM
Doc Name: 22SANZON-0061_STC Phase2 Preliminary Plat





ZONING BOARD OF ADJUSTMENT COMMUNICATION

DATE: October 13, 2025

FROM: Ramie Hammonds, Director of Development Services

AGENDA ITEM: Consideration and possible action on a request for a variance from APX ZO Zoning Ordinance Section 6, "14", Town Residential formerly SF-10 to allow a variance from the Lot Coverage of 40% and to allow for a Lot Coverage of 65% for a residential development generally located on the north side of Chapman Dr, east of Santa Fe Railroad and west of Sanger Circle.

SUMMARY:

- The property is zoned "SF-10" Single Family – 10, now known as Town Residential.
- The applicant is seeking a variance from the Lot Coverage of 40% and to allow for 65% Lot Coverage.
- This will allow for a larger building pad site and a larger home to be built.
- Staff mailed out 169 public hearing notices to owners of properties within 200 feet of the subject property, and at the time of this report, has received no responses.

FISCAL INFORMATION:

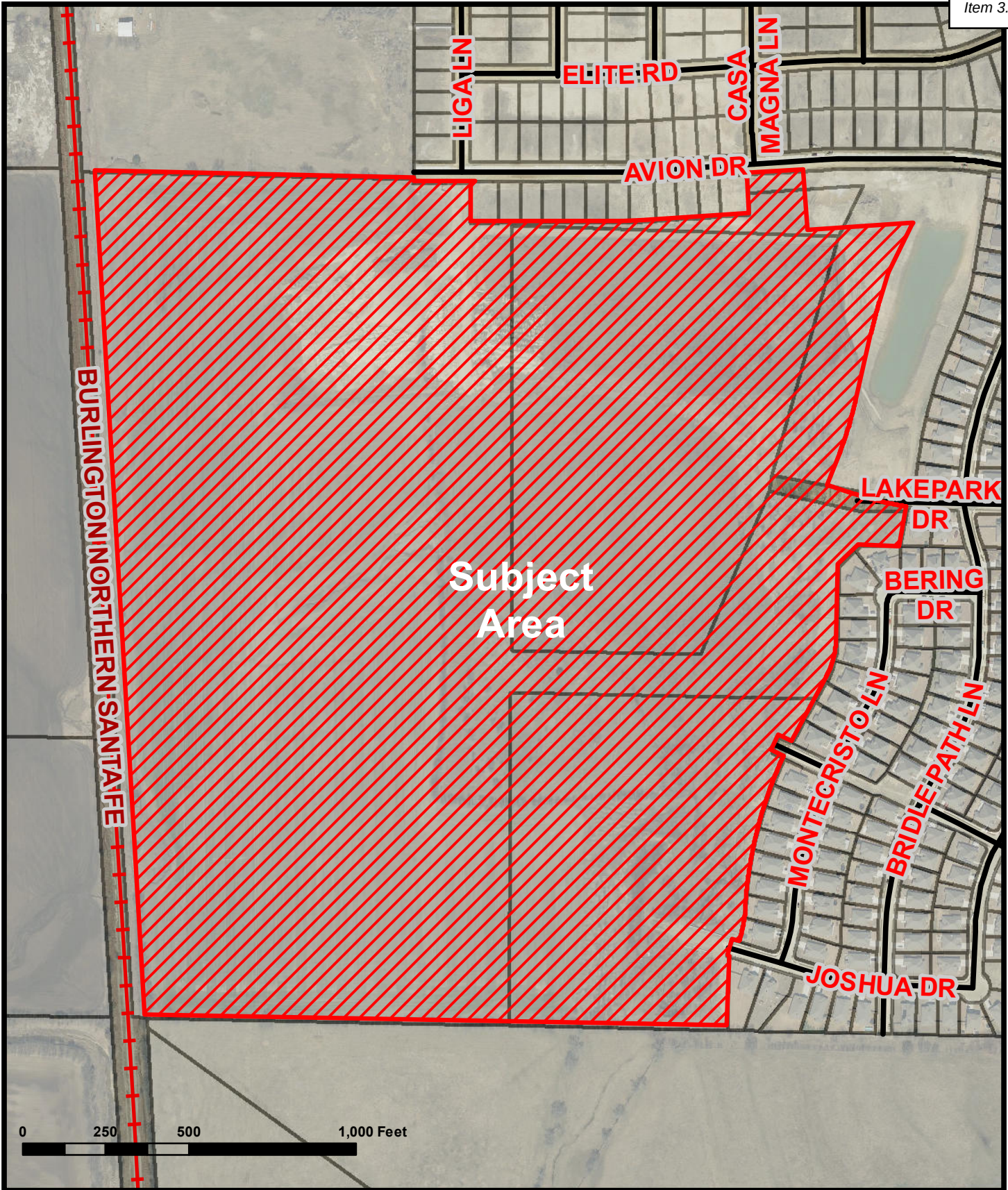
Budgeted: N/A Amount: N/A GL Account: N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends APPROVAL.

ATTACHMENTS:

Location Map
Application
Letter of Intent
Response Form 1 - Opposed



SANGER
TEXAS

Project Name: Stephens Town
Crossing Ph 2 - Preliminary Plat
Project: 22SANZON-0061



City Limits



Exhibits

DISCLAIMER:
This map was generated by GIS data provided by the Sanger GIS Department. The City of Sanger does not guarantee the correctness or accuracy of any features on this map. These map products are for illustration purposes only and are not suitable for site-specific decision making. GIS data is subject to constant changes, and may not be complete, accurate or current.
Date: 11/20/2022 3:49:43 PM
Doc Name: 22SANZON-0061_STC Phase2 Preliminary Plat





201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office)*940-458-4072(fax)*www.sangertexas.org

VARIANCE APPLICATION

Applicant	Owner (if different from applicant)
Name: Austin Reeves	Name: Landry Stewart
Company: JBI Partners, Inc.	Company: Forestar (USA) Real Estate Group, Inc.
Address: 2121 Midway Road, Suite 300	Address: 2221 E. Lamar Blvd. Suite 790
City, State, Zip Carrollton, TX 75006	City, State, Zip Arlington, TX 76006
Phone: 214-282-6790	Phone: 817-470-1849
Fax: N/A	Fax: N/A
Email: areeves@jbipartners.com	Email: Landrystewart@forestar.com

Submittal Checklist

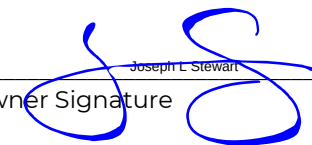
☐	Site Plan Yes.
☐	Letter of Intent Yes.
☐	\$350.00 Application Fee (Check Payable to City of Sanger)

Describe the subject property (address, location, size, etc.):

Approx. 120 acres located to the west of Sanger Circle Phase 4 and Sanger Trails Phase 1, South of Sanger Circle Phase 6B, and east of the BNSF Railroad line. Accessible from Lake Park Drive, Joshua Drive, Liga Lane, and Casa Magna Lane.

Describe the proposed variance (how much, where on the property, for what purpose):

Modify the lot coverage from 40% to 65% for the entire development to allow for a larger product.


Owner Signature

Digitally signed by Joseph L. Stewart
DN: cn=Joseph L. Stewart, o=Sanger Development Services, ou=Sanger Development Services, email=jstewart@sangertexas.org, c=US

08/04/2025

Date



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office)*940-458-4072(fax)*www.sangertexas.org

VARIANCE REQUEST

A variance is permission to vary from the terms of the Zoning Ordinance, permission to construct something the Zoning Ordinance would otherwise prohibit because of unusual circumstances. Variance requests are considered by the Zoning Board of Adjustment following a public hearing. Variances are granted to relieve an unnecessary hardship or practical difficulty. A financial hardship is not justification for a variance.

A variance request must include the contents listed below. The City of Sanger will act on the request through the process described herein.

SUBMITTAL REQUIREMENTS:

- Letter of Intent
- Site Plan
- Application form signed by the owner and describing the property
- Application Fee

APPLICATION FEES: \$350.00

- The application fee covers part of the cost for the city to review and act on the rezoning request, including providing notice of the public hearings as required by law.
- The application fee is non-refundable.

MEETING DATES: The Zoning Board of Adjustment is scheduled to meet on the second Monday of each month, if there is business to be conducted. Meetings with no business are not held. Public hearings require both published and mailed notices to be made prior to the meeting. Application should be submitted about one (1) month prior to the meeting. Consult with City Staff prior to submitting your application for detailed scheduling information.



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office)*940-458-4072(fax)*www.sangertexas.org

VARIANCE REQUEST PROCESS

The process for considering and acting on a request for a Variance to the Zoning Ordinance involves the following steps:

1. Pre-Application Consultation: A pre-application consultation with the city staff is recommended for all proposed variances. Staff can describe the request process and the criteria used by the Board of Adjustment.
2. Application: The completed application, letter of intent, site plan, and application fee should be submitted to the Department of Development Services on or before the deadline.
3. Public Notification: State law and the Zoning Ordinance require the public to be notified of the public hearing to consider the variance. Notice of the public hearing must be published in the newspaper at least fifteen (15) days prior. Notification of the public hearing is also mailed to the owners of the property within 200 feet of the subject property at least ten (10) days prior.
4. Zoning Board of Adjustment: The Zoning Board of Adjustment (BOA) will hold at least one (1) public hearing on the proposed variance. The applicant is expected to address the Board to describe the proposed variance and answer questions. During the public hearing, anyone in attendance may address the Board with comments and questions. City Staff will prepare a report for the Board and possibly make a recommendation to the Board.

After the public hearing, the Board can grant a variance by majority vote of the Board Members. The Board can grant a variance up to the amount noted in the public notifications, but not more than that.

VARIANCE REQUEST CRITERIA

The Zoning Ordinances sets the following criteria for the granting of variances from its strict terms.

In making its determination, the Board of Adjustment shall consider the following factors:

1. that special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same district;
2. that literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
3. that the special conditions and circumstances do not result from the actions of the applicant;
4. that granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district; and
5. no non-conforming use of neighboring lands, structures, or buildings in the same district and no permitted use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

Financial hardship shall not be considered grounds for the issuance of a variance.



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office)*940-458-4072(fax)*www.sangertexas.org

GUIDELINES FOR LETTER OF INTENT

All variance applications should include a Letter of Intent. The Letter of Intent is the applicant's opportunity to describe and justify the proposed variance to the City Staff, the Board of Adjustment, and the public at large. The Board will receive copies of the letter prior to the public hearings.

Recommended content for a Letter of Intent:

- Describe the location of the subject property. The description can include any or all of the following:
 - Physical address
 - Legal description, such as a tract and abstract, or a lot, block, and subdivision
 - Location (southwest corner of This Street and That Road, across the street from Landmark).
- Describe the requested variance, such as a reduction in the minimum required rear yard from 25 feet to 20 feet.
- Describe how the request matches the criteria required for a variance.
- Contact information for the applicant or representative. This can be the owner, the prospective buyer, or someone else designated as point of contact.

GUIDELINES FOR SITE PLAN

All variance applications should include a Site Plan. The Site Plan is the applicant's opportunity to graphically describe the proposed variance to the City Staff, the Board of Adjustment, and the public at large. The Board will receive copies of the site plan prior to the public hearings:

Recommended content for a Site Plan:

- | | |
|---|---|
| • property lines with dimensions | • proposed structures with dimensions and distances labeled |
| • existing building and structures, with distances from property lines and other structures labeled | • required setback lines |
| | • proposed variance with dimensions labeled |

Applicants are also encouraged to submit pictures of the property, pictures of the existing buildings, and/or pictures or drawings of the proposed structures.



July 31, 2025

Ramie Hammonds
City of Sanger – Director of Development Services
201 Bolivar Street PO Box 1729
Sanger, Texas 76266

Letter of Intent – (Variance Application for Willowstone [formerly Stephens Town Crossing])

Ms. Hammonds,

The information for the Letter of Intent can be found below:

Subdividers Name and Address

Landry Stewart
Forestar (USA) Real Estate Group, Inc.
2221 E. Lamar Blvd, Suite 790
Arlington, Texas 76006
Email: LandryStewart@forestar.com
Phone: 817-470-1849

Contact for Applicant

Austin Reeves
JBI Partners, Inc
2121 Midway Road, Suite 300
Carrollton, Texas 75006
Email: areeves@jbipartners.com
Phone: 214-282-6790

Designated Point of Contact For Future Correspondence

Chris Wall
JBI Partners, Inc
2121 Midway Road, Suite 300
Carrollton, Texas 75006
Email: cwall@jbipartners.com
Phone: 903-285-4352

The intent of this application

The intent of this application is to modify the lot coverage from 40% to 65% for the entire development.

Description of the Location, Land area, particulars as to the intended uses of the property and any intended future development on the property.

The project is located northwest of Chapman Drive and Marion Road intersection. It is west of the existing Sanger Circle development and the property can be accessed through Lake Park Drive and Joshua Drive on the east, and Avalon Drive on the north. The land area currently is undeveloped and is proposed to be single-family homes with USF zoning (previously known as SF-8 zoning) to be constructed in 4 Phases.

Request that the variance be reviewed and considered by the appropriate approval body.

We would like to request that the variance be reviewed by the appropriate approval body.

If there are any additional questions, please reach out to me.

Email: areeves@jbipartners.com

Phone: 214-282-6790

Sincerely,

Austin Reeves, PE

July 31, 2025

Ramie Hammonds
City of Sanger – Director of Development Services
201 Bolivar Street PO Box 1729
Sanger, Texas 76266

Letter of Intent – (Variance Application for Willowstone [formerly Stephens Town Crossing])

Ms. Hammonds,

The information for the Letter of Intent can be found below:

Subdividers Name and Address

Landry Stewart
Forestar (USA) Real Estate Group, Inc.
2221 E. Lamar Blvd, Suite 790
Arlington, Texas 76006
Email: LandryStewart@forestar.com
Phone: 817-470-1849

Contact for Applicant

Austin Reeves
JBI Partners, Inc
2121 Midway Road, Suite 300
Carrollton, Texas 75006
Email: areeves@jbipartners.com
Phone: 214-282-6790

Designated Point of Contact For Future Correspondence

Chris Wall
JBI Partners, Inc
2121 Midway Road, Suite 300
Carrollton, Texas 75006
Email: cwall@jbipartners.com
Phone: 903-285-4352

The intent of this application

The intent of this application is to modify the lot coverage from 40% to 65% for the entire development.

Description of the Location, Land area, particulars as to the intended uses of the property and any intended future development on the property.

The project is located northwest of Chapman Drive and Marion Road intersection. It is west of the existing Sanger Circle development and the property can be accessed through Lake Park Drive and Joshua Drive on the east, and Avalon Drive on the north. The land area currently is undeveloped and is proposed to be single-family homes with USF zoning (previously known as SF-8 zoning) to be constructed in 4 Phases.

Request that the variance be reviewed and considered by the appropriate approval body.

We would like to request that the variance be reviewed by the appropriate approval body.

If there are any additional questions, please reach out to me.

Email: areeves@jbipartners.com

Phone: 214-282-6790

Sincerely,

Austin Reeves, PE

Response Form
25SANZON-0038
Willowstone Variance

In order for your opinion to be counted, please complete and mail this form to:

Development Services Department
Attn: Ramie Hammonds
P.O. Box 1729
Sanger, TX 76266

You may also email a copy to:

Email: rhammonds@sangertexas.org

Project No: 25SANZON-0038/Willowstone Variance

Please circle one: In favor of request

Opposed to request

Comments:

Signature

A Ritter

Printed Name

Amanda Ritter

Mailing Address

3902 Montecristo Ln

City, State, Zip

Sanger, Tx 76266

Phone Number

682-240-8184

Email Address

akritter09@gmail.com

Physical Address of Property within 200 feet

3902 Montecristo Ln Sanger, Tx 76266
