



PLANNING AND ZONING COMMISSION MEETING

City Hall Council Chambers, 298 W. Washington
Wednesday, September 18, 2024 at 5:30 PM

MINUTES

The Planning and Zoning Commission of the City of Stephenville, Texas, convened on Wednesday, September 18, 2024 at 5:30 PM in the City Hall Council Chambers, 298 W. Washington, for the purpose of a Planning and Zoning Commission 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
Tyler Wright
Justin Slawson
Bonnie Terrell
Nick Robinson
Brian Lesley
James Stephenson – Alternate 1

COMMISSIONERS ABSENT: Paul Ashby

OTHERS ATTENDING: Steve Killen, Director of Development Services
Wendy Rangel, Commission Secretary

CALL TO ORDER

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

CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

MINUTES

1. Consider Approval of Minutes from August 21, 2024

MOTION by Brian Lesley, seconded by Tyler Wright, to approve August 21, 2024, Minutes.

MOTION CARRIED unanimously.

2. Consider Approval of Minutes from September 3, 2024

MOTION by Brian Lesley, seconded by Tyler Wright, to approve September 3, 2024, Minutes.

MOTION CARRIED unanimously.

REGULAR AGENDA

3. CASE NO.: PP2024-004

Applicant Chris Taube, Representing SOUTHWESTERN PIGEON ROAD, LLC, is requesting a Preliminary Plat of property located at 315 FM 2303, Parcel R65090 being 3.020 Acres of the A0520 MENELEE JARRETT; and Parcel R22587, being 91.830 Acres of the A0520 of MENELEE JARRETT; HOUSE & BARN, to the City of Stephenville, Erath County, Texas

Development Services Director, Steve Killen provided the report as follows.

The Planning and Zoning Commission recently passed and approved a Plan Development for this property. Staff have provided comments on the Preliminary Plat submission. A Final Plat will be submitted to the Commission upon the completion of the public improvements. Conditional approval is requested of the Preliminary Plat subject to the 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 at FM 2303.
4. Obtain TxDOT approval of TIA and access to FM 2303.
5. The Preliminary Plat must conform 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. All areas within the subdivision to be privately maintained, inclusive of private streets and utilities, must be adequate for the subdivision.
8. All streets shall be designed to allow fire lane access.
9. Fire lanes to remain open at all times.
10. Please add "Not for Recording Purposes" in the Preliminary Plat box.
11. A Title Commitment/Proof of Ownership must be provided and approved by the City Attorney.
12. Final Plat to be recorded after acceptance of improvements and floodplain modeling.
13. Provide adequate Right of Way for FM 2303 and SH 108 – label accordingly.
14. Provide sight clips at access point onto FM 2303.
15. Ensure all required Plat language is provided.
16. Show setbacks as presented on site plan.
17. Show landscape buffer as presented on site plan.
18. Show floodplain as presented on site plan.

Applicant Chris Taube was present to answer the Commissioners questions.

Chairperson Lisa LaTouche opened the Public Hearing at 5:34 PM

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

Chairperson Lisa LaTouche closed the Public Hearing at 5:35 PM

MOTION by Nick Robinson, second by Justin Slawson, to grant conditional approval of a Preliminary Plat for Property Located at 315 FM 2303, Parcel R65090 Being Acres 3.020, A0520 MENELEE JARRETT; and Parcel R22587, Being 91.830 Acres of the A0520 of MENELEE JARRETT; HOUSE & BARN, to the City of Stephenville, Erath County, Texas.

MOTION CARRIED with a vote of 6 to 0. Bonnie Terrell abstained.

4. **CASE NO.: FP2024-001 (PH II)**

Applicant Taylor Kanute, representing Keewaydin Developments, LLC, is requesting approval of a Final Plat for Phase II of the property located at Clark Lane, Parcel R63366, Acres 1.045 of the S2630 TERRACES OF CLARK LANE; PHASE I; BLOCK 85; LOT 1 & 2A (PTS OF) (CITY ADDTION) COMMON AREAS & FUTURE DEVELOPMENT, to the City of Stephenville, Erath County, Texas

Development Services Director, Steve Killen provided the report as follows.

The applicant has submitted a Final Plat which, outside minor revisions, conforms with the Preliminary Plat previously approved by the Commission. Staff recommends the Final Plat be approved subject to the following conditions:

1. Public Improvements be accepted by the City of Stephenville Public Works Department.
2. A maintenance bond be submitted to the City of Stephenville Public Works Department.
3. Provide documentation of the recorded Covenants, Conditions and Restrictions for the development's Homeowner's Association.
4. Ensure Plat includes all required language pertaining to required easements.
5. Label Clark Lane as an existing 50' ROW.
6. Update owner information of adjacent parcels.
7. Confirm limits of proposed retaining wall easement. Approved site plan shows retaining wall extends across lots 14-18.
8. Label Private Street as Private Street and Private Utility Easement.
9. Drainage study may require dedicated drainage easements to be reflected on Final Plat.
10. Final Plat to be recorded upon acceptance of improvements.

Applicant Taylor Kanute was present to answer the Commissioners questions.

Chairperson Lisa LaTouche opened the Public Hearing at 5:37 PM

No one spoke for or against the request.

Chairperson Lisa LaTouche closed the Public Hearing at 5:37 PM

MOTION by Brian Lesley, second by Justin Slawson, to recommend conditional approval to City Council of Final Plat for Phase II of the Property Located at Clark Lane, Parcel R63366, Acres 1.045, S2630 TERRACES OF CLARK LANE; PHASE I; BLOCK 85; LOT 1 & 2A (PTS OF) (CITY ADDTION) COMMON AREAS & FUTURE DEVELOPMENT, of the City of Stephenville, Erath County, Texas

MOTION CARRIED unanimously.

5. **CASE NO.: RZ2024-011**

Applicant Matt Copeland, representing Barefoot Equity Partners, LLC, is requesting a rezone for property located at 961 Clinton St, Being Parcel R32222, S4400 KIGHT SECOND ADDITION, BLOCK 1 & 2, LOT 1B & 11B of the CITY ADDITION, BLOCK 99, LOT 1D; to the City of Stephenville, Erath County, Texas from (R-1) Single Family Residential to (R-2.5) Integrated Housing District

Development Services Director, Steve Killen provided the report as follows.

The applicant is requesting a rezone to construct a triplex unit. R-2.5 zoning includes two-to-four family dwellings as a permitted use with lot dimension requirements being 75'x100'. This parcel meets the minimum lot dimensions for the intended use; therefore, staff recommends the approval of the rezone.

Individual representing applicant Matt Copeland was present to answer any questions.

Chairperson Lisa LaTouche opened the Public Hearing at 5:38 PM

Pam Wager from property address 1040 W. Pecan St. Stephenville, TX. 76401, only requested verification on what the development would be exactly.

Chairperson Lisa LaTouche closed the Public Hearing at 5:40 PM

MOTION by Nick Robinson, second by Bonnie Terrell, to recommend approval of rezone to City Council for property located at 961 Clinton St, being Parcel R32222, S4400 KIGHT SECOND ADDITION, BLOCK 1 & 2, LOT 1B & 11B; CITY ADDITION, BLOCK 99, LOT 1D; to the City of Stephenville, Erath County, Texas from (R-1) Single Family Residential to (R-2.5) Integrated Housing District

MOTION CARRIED unanimously.

6. CASE NO.: RZ2024-012

Applicant David Brumfield, representing GREYHOUSE RENTALS LLC, is requesting a rezone for property located at 727 Frey, being Parcel: R28766 of the S2300 BUTLER ADDITION;, BLOCK 2;, LOT 9A; to the City of Stephenville, Erath County, Texas from (R-1) Single Family Residential to (R-2) One and Two-Family Residential

Development Services Director, Steve Killen provided the report as follows:

The applicant is requesting the rezone to do an addition to the existing home and convert the use of the existing home to a duplex. R-2 zoning includes single-family and two-family dwellings as permitted uses. Duplex style housing will require 75x100 lot dimensions. This lot shows to have approximately 60' of frontage on Frey St. If this rezone is approved, a variance request for a reduced lot width would have to be approved by the Board of Adjustment before the property could be utilized for the intended purpose.

Applicant David Brumfield not present.

Chairperson Lisa LaTouche opened the Public Hearing at 5:44 PM

No one spoke for or against the request.

Chairperson Lisa LaTouche closed the Public Hearing at 5:44 PM

MOTION by Tyler Wright, second by Nick Robinson, to recommend approval of rezone to City Council for property located at 727 Frey, being Parcel: R28766 of the S2300 BUTLER ADDITION;, BLOCK 2;, LOT 9A; to the City of Stephenville, Erath County, Texas from (R-1) Single Family Residential to (R-2) One and Two-Family Residential

MOTION CARRIED unanimously.

ADJOURN

Chairperson Lisa LaTouche adjourned the meeting at 5:45 PM.

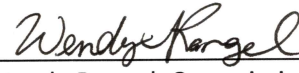
APPROVED:

ATTEST:



Lisa LaTouche

Lisa LaTouche, Chair



Wendy Rangel

Wendy Rangel, Commission Secretary