



## PLANNING AND ZONING COMMISSION MEETING

City Hall Council Chambers, 298 W. Washington  
Wednesday, July 17, 2024 at 5:30 PM

### MINUTES

The Planning and Zoning Commission of the City of Stephenville, Texas, convened on Wednesday, July 17, 2024, 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  
Bonnie Terrell  
Paul Ashby  
Tyler Wright  
Justin Slawson – Alternate 1

**COMMISSIONERS ABSENT:** None

**OTHERS ATTENDING:** Steve Killen, Director of Development Services  
Tina Cox, Commission Secretary

#### CALL TO ORDER

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

#### CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

#### MINUTES

**1. Consider Approval of Minutes – June 19, 2024**

MOTION by Brian Lesley, second by Nick Robinson, to approve the minutes for June 19, 2024. MOTION CARRIED by unanimous vote of Commissioners that were present at the June 19, 2024, meeting.

#### PUBLIC HEARING

**2. Case No.: PP2024-002**

Applicant Ryan Spears with GMcivil, representing SID Partners, LLC, is requesting a preliminary plat of property located on N US 281, Parcel R26347. This property is approximately 10 acres located North of 1350 N US HWY 281 and South of 1800 N US HWY 281, being part of A0804 WILLIAMS MR; to the City of Stephenville, Erath County, Texas.

Development Services Director, Steve Killen, briefed the Commission regarding the preliminary plat that was being presented. Mr. Killen stated that the applicant has submitted a Preliminary Plat and civil plans that have been reviewed by staff. Final steps for approval of the civil plan-set include the completion of any remaining review items and approval of the Preliminary Plat. A Final Plat will be submitted to the Commission upon completion and acceptance of public improvements. Director Killen concluded his comments by stating that staff recommends approval of the Preliminary Plat upon completion of the following conditions:

1. The plat must conform to the Subdivision Ordinance upon conclusion of reviews.
2. Completion of the Utilities Acceptance Form.
3. Structures may not be placed over easements.
4. The Preliminary Plat must conform to design requirements and construction standards as set forth in the Engineering Standards Manual.
5. 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.
6. A Title Commitment/Proof of Ownership must be provided and approved by the City Attorney.
7. Final Plat to be recorded after acceptance of improvements and floodplain modeling.
8. Ensure all required Plat language is provided.

Developer, Ryan Spears with GMcivil, was present to answer the Commissioners questions.

Chairperson LaTouche opened the public hearing at 5:34 PM.

No one spoke in favor of or against the rezone request.

Chairperson LaTouche closed the public hearing at 5:34 PM.

MOTION by Brian Lesley, second by Nick Robinson, to approve the preliminary plat with conditions of property located at N US 281, Parcel R26347. This property is approximately 10 acres located North of 1350 N US HWY 281 and South of 1800 N US HWY 281, being part of A0804 WILLIAMS MR; to the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**3. Case No.: PP2024-003**

**Applicant Marissa Volk with Kimley-Horn, representing Oncor Electric Delivery Company requesting a preliminary plat of property located at 2450 W Lingleville Rd, Parcel R78331, Acres 10.011, A0520 MENELEE JARRETT;, to the City of Stephenville, Erath County, Texas.**

Development Services Director, Steve Killen, briefed the Commission regarding the preliminary plat that was being presented. Mr. Killen stated that the applicant submitted a Preliminary Plat and civil plans that have been reviewed by staff. Final steps for approval of the civil plan-set include the completion of any remaining review items and approval of the Preliminary Plat. A Final Plat will be submitted to the Commission upon completion and acceptance of public improvements. Director Killen concluded his comments by stating that staff recommends approval of the Preliminary Plat upon completion of the following conditions:

1. Please title as "Preliminary Plat - Not for Recording Purposes."
2. The Preliminary Plat must conform to design requirements and construction standards as set forth in the Engineering Standards Manual.
3. The plat must conform to the Subdivision Ordinance upon conclusion of reviews.

4. Structures may not be placed over easements.
5. 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.
6. Fire lanes must remain open.
7. Final Plat to be recorded after acceptance of improvements and floodplain modeling.
8. Ensure all required Plat language is provided.

Developer, Marissa Volk with Kimley-Horn was present to answer the Commissioners questions.

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

No one spoke in favor of or against the rezone request.

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

MOTION by Nick Robinson, second by Brian Lesley, to approve the preliminary plat with conditions of property located at 2450 W Lingleville Rd, Parcel R78331, Acres 10.011, A0520 MENELEE JARRETT; to the City of Stephenville, Erath County, Texas. MOTION CARRIED by a unanimous vote.

**4. Case No.: RZ2024-009**

**Applicant Zane Cole is requesting a rezone of property located at 185 W Park, being Parcel R31466, S3500 FREY FIRST ADDITION, BLOCK 35;, LOT 7;8, of 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 gave the following report: The property has current zoning of Single-Family Residential with Future Land Use being Retail and Commercial. The applicant is requesting a rezone to construct an additional single-family home. R-2.5 zoning includes single-family homes as permitted use with lot dimension requirements being 50'x60'.

Developer, Zane Cole, was present to answer the Commissioners questions.

Chairperson LaTouche opened the public hearing at 5:41 PM.

Sara Mize, 150 W Hurbert St., spoke against the rezone request.

No one spoke in favor of the rezone request.

Chairperson LaTouche closed the public hearing at 5:45 PM.

MOTION by Nick Robinson, second by Bonnie Terrell, to recommend to the City Council to approve the rezone of property located at 185 W Park, being Parcel R31466, S3500 FREY FIRST ADDITION, BLOCK 35;, LOT 7;8, of the City of Stephenville, Erath County, Texas from (R-1) Single Family Residential to (R-2.5) Integrated Housing District. MOTION failed to receive a two-thirds majority vote. Case was forwarded to City Council with no recommendation.

AYES: Justin Slawson, Bonnie Terrell, Lisa LaTouche, Nick Robinson

NOES: Tyler Wright, Brian Lesley, Paul Ashby

5. Case No.: PD2024-001

**Applicant Southwestern Pigeon Rd, LLC, is requesting a rezone of 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 from (R-1) Single Family Residential and To Be Determined to (PD) Planned Development. The applicant will present the Development Plan.**

Development Services Director, Steve Killen gave the following report: City Council annexed the 91.83 acres of the property on May 7, 2024, with the 3.02 acres currently zoned within the city. On May 15, 2024, a Conceptual Plan was presented to the Planning and Zoning Commission for the 94.8-acre property. The applicant returned to the Planning and Zoning Commission on July 17, 2024, requesting approval of the Development Plan and assignment of zoning to Planned Development.

Mr. Killen continued by informing the Commission that water, sewer, and drainage plans have been submitted and staff comments were provided on June 28. The site plan has been reviewed by Development Services, Public Works and Fire as well. In response to comments received from the Conceptual Plan presentation, certain modifications have been made including increasing side and rear yard setbacks to 30' (requirement is 10' and 20", respectively). Landscape buffering will also be provided and storage building heights have been reduced. Director Killen did note that the site plan references Short-Term rentals, which are currently not regulated by the City of Stephenville

Development Services Director Killen concluded that a TIA has been conducted and a TXDOT driveway application is in progress.

John Allender with Architexas was present to answer the Commissioners' questions.

Chairperson LaTouche opened the public hearing at 6:13 PM.

Judy Addison, 381 FM 2303, spoke and wrote a letter in opposition to the rezone request.

Karen Dickerson, 2537 FM 108, spoke in opposition to the rezone request.

Casey Hammond, 909 FM 2303, spoke in opposition to the rezone request.

Kim Winfrey, 615 FM 2303, spoke in opposition to the rezone request.

Southwestern Pigeon, owner of the property spoke in favor of the rezone request.

Chairperson LaTouche closed the public hearing at 6:29 PM.

Commissioner Bonnie Terrell recused herself from voting on case.

MOTION by Nick Robinson, second by Paul Ashby, to recommend to the City Council to approve the rezone of 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 from (R-1) Single Family Residential and To Be Determined to (PD) Planned Development. MOTION failed to receive a two-thirds vote. Case was forwarded to City Council with no recommendation.

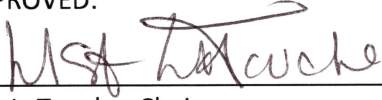
AYES: Lisa LaTouche, Nick Robinson

NOES: Tyler Wright, Justin Slawson, Brian Lesley, Paul Ashby

**ADJOURN**

The meeting was adjourned at 6:39 PM.

APPROVED:



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Lisa LaTouche, Chair

ATTEST:



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Steve Killen, Development Services Director