



## COUNCIL COMMITTEE MEETING

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City Hall Council Chambers, 298 W Washington  
Tuesday, January 21, 2025 at 5:30 PM

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### AGENDA

#### CALL TO ORDER

#### PUBLIC WORKS COMMITTEE

Alan Nix, chair; Gerald Cook, Dean Parr, David Baskett

1. Discuss Habitat for Humanity
2. Review Annual Amendment for WWTP Operations

#### DEVELOPMENT SERVICES COMMITTEE

Gerald Cook, chair; LeAnn Durfey, Maddie Smith, Brandon Greenhaw

3. Consider Proposed Revisions to the B-2, Retail and Commercial Zoning District

#### NOMINATIONS COMMITTEE

Maddie Smith, chair; LeAnn Durfey, Lon Reisman, Alan Nix

4. Consider Nominations for Citizen Boards and Commissions

#### TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, chair; Gerald Cook, Lon Reisman, Brandon Greenhaw

5. Consider Nomination Western Heritage Advisory Board - Ex-Officio Member

#### ADJOURN

*Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.*

***In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.***



# STAFF REPORT

**SUBJECT:** Discussion of B-2 Zoning Permitted and Conditional Uses

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen, Director

## RECOMMENDATION:

On June 18, 2024, the Committee held preliminary discussions regarding this topic and opted to request staff conduct further research. The following options were presented to the Committee on July 16, 2024, for consideration. The Committee, by unanimous vote, opted to take no further action. On August 6, 2024, the Committee reported to the City Council and the recommendation was accepted.

The Development Services Committee revisited this item during the November, 2024 meeting. The Committee directed staff to prepare a draft revision to the land use regulations for the B-2, Retail and Commercial District, that would allow Auto Paint and Body Shop/Repair as a “Conditional Use.”

Should the Committee/City Council wish to proceed with the proposed revisions to the land use regulations the Planning and Zoning Commission will be required to convene for a public hearing and forward a recommendation to the City Council for action.

## ALTERNATIVES

Take no action.

**AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS AMENDING SECTION 154.03 OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF A CONIDITONAL USE PERMIT AND TO REVISE SECTION 154.06.2.C BY ADDING “(7) – AUTO PAINT AND BODY SHOP/REPAIR” AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to revise the definition of a Conditional Use and add “auto paint and body shop/repair” as a conditional use for the B-2, Retail and Commercial District.

**WHEREAS**, the changes were reviewed and \_\_\_\_\_ by the Planning and Zoning Commission on \_\_\_\_\_ DATE.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:**

**SECTION 1.**

The following Section of the Code of Ordinances are hereby revised as follows:

<p><b>Sec. 154.03 – Conditional Use</b></p>	<p><b>Definitions</b></p>	<p>(1) Conditional Use. A use which shall be permitted in a particular district only upon fulfillment of the regulations of the appropriate district and any additional requirements set forth by the City Council, including, but not limited to special yards, lot sizes, open spaces, buffers, fences, walls or screening; requirements for installation and maintenance of landscaping or erosion control measures; requirements for street improvements, regulation of vehicular ingress and egress, and traffic circulation; regulation of signs; regulation of hours or other characteristics of operation; establishment of development schedules or time limits for performance or completion; and such other reasonable conditions as the City Council may deem necessary to insure compatibility with surrounding uses and to preserve the public health, safety, and welfare.</p>
<p><b>Sec. 154.06.2.C – Conditional Use (Special Use Permit Required)</b></p>	<p><b>(7)</b></p>	<p>(7) Auto paint and body shop/repair;</p>

**SECTION 2.**

This ordinance shall be effective upon passage.

**PASSED AND APPROVED** this \_\_\_ day of \_\_\_\_\_, 2025.

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Doug Svien, Mayor

ATTEST:

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Sarah Lockenour, City Secretary

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Reviewed by Jason King, City Manager

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Randy Thomas, City Attorney  
Approved as to form and legality

**LIBRARY ADVISORY BOARD**

Seven-member board. At least five members of the board must be city residents.  
Two members of the Twentieth Century Club shall be appointed by the Club to serve on the board.  
Board members are subject to a three-term limit.

<b>PL#</b>	<b><i>First</i></b>	<b><i>Last</i></b>	<b><i>Nominations</i></b>
1	Jennie	Shafer	
2	Jorge	Moreno	
3	Mike	Jones	
4			Kathleen Goodwin 20th Century Club
5	Katherine	Quinnell	
6	Katherine	Horak Smith	20th Century Club
7	Joe	Garcia	

**MAIN STREET ADVISORY BOARD**

Seven-member board. At least five members must be residents of Stephenville,  
Board members are subject to a three-term limit.

<b>PL#</b>	<b><i>First</i></b>	<b><i>Last</i></b>	<b><i>Nominations</i></b>
1			Carlene Sutton county
2	Scott	Allen	in-city
3	Dr. Aimee	Shouse	in-city
4	Jill	Burk	in-city
5	Joycelyn	Perez	county
6	Rita	Cook	in-city
7			

**TOURISM AND VISITORS BUREAU ADVISORY BOARD**

Seven-member board. All members of the board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. The board shall consist of one representative from retail, one representative from restaurants, one representative from hotel, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.  
Board members are subject to a three-term limit.

<b>PL#</b>	<b><i>First</i></b>	<b><i>Last</i></b>	<b><i>Nominations</i></b>
1			Chelsey Veldhuizen
2	Restaurant	Milo Choate	Caitlin Moyer (2)
3	Retail	Belle Dowell	
4		Kayleigh Caamano	
5	TSU	Terri Hardcastle	
6		Brooke Wells	
7	Hotel	Kimberly Fornes	

**WESTERN HERITAGE ADVISORY BOARD**

Five-member board, with up to three non-voting, ex-officio members, created to advise the City Council on policy matters affecting the Western Heritage programs and events. The members of the Board appointed by the city shall be residents of Erath County.

Board members are subject to a three-term limit.

<i><b>PL #</b></i>	<i><b>First</b></i>	<i><b>Last</b></i>
1	Darla	Doty
2	Jerry	Norris
3	Kari	Haile
4	Angie	Ayers
5	Vanessa	Halford

**Nominations**  
Caitlin Moyer (1)

Ex-Officio

1		
2	Bob	Doty
3		

**PLANNING & ZONING COMMISSION**

<i><b>PL #</b></i>	<i><b>First</b></i>	<i><b>Last</b></i>
1	Tyler	Wright
2	Justin	Slawson
3	Lisa	LaTouche
4	Bonnie	Terrell
5	Nick	Robinson
6	Brian	Lesley
7		
A1	James	Stephenson
A2	Bruce	Delater

Submission information

Form: Application for Citizen Boards and Commissions [1]  
Submitted by Visitor (not verified)  
Mon, 12/02/2024 - 1:13pm  
156.146.250.21

**First Name**

Kathleen

**Last Name**

Goodwin

**Home Address**

[REDACTED]

**City, State, Zip Code**

STEPHENVILLE

**Mailing Address**

[REDACTED]

**City, State, Zip Code**

STEPHENVILLE

**Primary Phone Number**

[REDACTED]

**Alternate Phone Number**

**Email**

[REDACTED]

**Employment Status**

Retired

**Employer**

NA

**Please indicate what board you are applying for. (First Choice)**

-Library Advisory Board

**Please indicate what board you are applying for. (Second Choice)**

**Please indicate what board you are applying for. (Third Choice)**

**Are you currently serving on a board or commission?**

No - New Applicant

**Have you ever attended a Board or Council meeting?**

No

**Availability**

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

Yes

**Are you a property owner within the community?**

Yes

**Do you or a family member own a business within the community?**

No

**Please indicate which category of the local economy that you represent.**

General Public - Defined as those persons having no economic interest other than a normal consumer

**Reason for Applying**

I am a member of the 20th Century Club in Stephenville and believe strongly in our club's support of the public library.

I have been a long time patron of the library and feel it is a major asset to our community.

**Educational Background**

BS in Electrical Engineering from the University of Virginia.

**Occupational Background**

Worked for the Stephenville Public Schools for 23 years on campuses and in the Technology Department.

Worked as an engineer in the nuclear power industry.

**Relevant Experience**

Throughout my career with SISD, I worked extensively with all the District librarians. It was an excellent opportunity learn about how libraries function as well what an important role they play in education.

**Community Involvement**

I am an active member of the 20th Century Club, community garden, and St. Luke's Episcopal Church Thursday lunches for Tarleton students and other members of the community.

**Submit Application**

Kathleen Goodwin

**Date**

Mon, 12/02/2024

**Source URL:**<https://www.stephenvilletx.gov/node/791/submission/11976>

**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>



Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) (1)

Submitted by Visitor (not verified)

Sun, 01/05/2025 - 9:15pm

23.118.79.68

**First Name**

Kennedy

**Last Name**

Voelker

**Home Address**

**City, State, Zip Code**

Stephenville, TX, 76401

**Mailing Address**

**City, State, Zip Code**

**Primary Phone Number**

**Alternate Phone Number**

**Email**

**Employment Status**

Student

**Employer**

Tarleton State University

**Please indicate what board you are applying for. (First Choice)**

-Main Street Advisory Board

**Please indicate what board you are applying for. (Second Choice)**

-Parks and Leisure Advisory Board

**Please indicate what board you are applying for. (Third Choice)**

-Tourism and Visitors Bureau Advisory Board

**Are you currently serving on a board or commission?**

No - New Applicant

**Have you ever attended a Board or Council meeting?**

No

**Availability**

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

No

**Are you a property owner within the community?**

No

**Do you or a family member own a business within the community?**

No

**Please indicate which category of the local economy that you represent.**

General Public - Defined as those persons having no economic interest other than a normal consumer

**Reason for Applying**

I am interested in applying for these boards to take an active role in my community and help make decisions that will help make Stephenville a better place

**Educational Background**

Waterloo High School, Tarleton State University

**Occupational Background**

Hideaway Pizza — Support Member

May 2024 - July 2024. Yukon, OK

Administer sales of food, provide customer service, clean tables & restaurant equipment, and control a cash register. Reason for leaving: Relocation

Hard Eight Pit Barbeque – Server/Line Member

January 2024 - May 2024. Stephenville, TX

Administer sales of alcohol & food, serve customers, clean tables & restaurant equipment, and control a cash register.

Annbriar Golf Course & Smokehouse Restaurant – Server, Bartender, & Beverage Cart Driver

March 2023 - August 2023. Waterloo, IL

Administer sales of alcohol & food, serve customers, clean golf equipment & restaurant equipment, and control a cash register. Reason for leaving: Relocation

Waterloo High School Greenhouse — Greenhouse Employee

August 2022 - May 2023. Waterloo, IL

Maintain care for plants, develop plant knowledge, administer plant sales, and direct greenhouse cleaning & organization

Waterloo Mercantile — Sales Associate

March 2022 - March 2023. Waterloo, IL

Direct unboxing, restocking, and organizing, control a cash register, aid in customer service, and create social media/marketing content

Voelker Contracting — Landscape Assistant

2021-2023. Waterloo, IL

Assist in spreading mulch, brush cleanup, hauling dirt, and snow removal

**Relevant Experience**

Volunteering, community service, networking, sales experience, public speaking

**Community Involvement**

2024 Volunteer for Tarleton State University Roundup

2024 Volunteer for Stephenville Food Pantry

2023 Volunteer for the Monroe County Sheriff's Office and the City of Waterloo  
2023 Volunteer Concession Stand Worker for Waterloo Athletics Booster Club  
2023 Volunteer at VFW Fish Fry  
2022 Volunteer for a Toy Drive at the Waterloo House of Neighborly Service  
2022 Volunteer at Waterloo School District Bulldog Color Run 5K  
2022 Volunteer for Therapy Dog Visits at Garden Place Senior Living  
2021-2022 Volunteer for Food Drives at the Waterloo House of Neighborly Service  
2021 Wreaths Across America Foundation at Jefferson Barracks National Cemetery  
2017-2019 Volunteer at Morrison Talbott Library  
2015-2023 Volunteer at Monroe Actors Stage Company

**Submit Application**

Kennedy Voelker

**Date**

Sun, 01/05/2025

**Source URL:**<https://www.stephenvilletx.gov/node/791/submission/12080>

**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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**Submission information**

Form: [Application for Citizen Boards and Commissions](#) [1]  
Submitted by Visitor (not verified)  
Thu, 11/21/2024 - 1:41pm  
156.146.212.13

**First Name**

Chelsey

**Last Name**

Veldhuizen

**Home Address**

**City, State, Zip Code**

Dublin

**Mailing Address**

**City, State, Zip Code**

**Primary Phone Number**

**Alternate Phone Number**

**Email**

**Employment Status**

Employed Full-Time

**Employer**

Veldhuizen Cheese

**Please indicate what board you are applying for. (First Choice)**

-Tourism and Visitors Bureau Advisory Board

**Please indicate what board you are applying for. (Second Choice)**

**Please indicate what board you are applying for. (Third Choice)**

**Are you currently serving on a board or commission?**

Yes - Seeking Reappointment

**Have you ever attended a Board or Council meeting?**

Yes

**Availability**

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

Yes

**Are you a property owner within the community?**

No

**Do you or a family member own a business within the community?**

Yes

**Please indicate which category of the local economy that you represent.**

Agriculture - Persons or entities associated with the production or processing of plant or animal products

**Reason for Applying**

I have enjoyed serving on the Tourism Advisory board for the last six years. It does help our business to stay informed about what is happening in our community and opens opportunities for us to get involved in promoting tourism in Stephenville.

**Educational Background**

High School, Trade School, Seminary

**Occupational Background**

Sales, Office Administration

**Relevant Experience**

Chair of the Tourism Advisory Board for 6 years

**Community Involvement**

Youth Mentoring

**Submit Application**

Chelsey Veldhuizen

**Date**

Thu, 11/21/2024

**Source URL:**<https://www.stephenvilletx.gov/node/791/submission/11950>

**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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#### Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Tue, 12/31/2024 - 11:41pm

156.146.249.102

#### First Name

Carlene

#### Last Name

Sutton

#### Home Address

#### City, State, Zip Code

76401

#### Mailing Address

#### City, State, Zip Code

76401

#### Primary Phone Number

#### Alternate Phone Number

#### Email

#### Employment Status

Employed Full-Time

#### Employer

Leslie Walker Insurance Agency

#### Please indicate what board you are applying for. (First Choice)

-Main Street Advisory Board

#### Please indicate what board you are applying for. (Second Choice)

-Tourism and Visitors Bureau Advisory Board

#### Please indicate what board you are applying for. (Third Choice)

-Western Heritage Advisory Board

#### Are you currently serving on a board or commission?

No - Not currently serving, have served in the past

**Have you ever attended a Board or Council meeting?**

Yes

**Availability**

- Daytime (8:00am - 5:00pm)
- Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

Yes

**Are you a property owner within the community?**

No

**Do you or a family member own a business within the community?**

No

**Please indicate which category of the local economy that you represent.**

Industry - Corporations, partnerships, sole proprietorships or other legal entities formed for the purpose of making a profit and which produce or manufacture goods or services and which are not small businesses

**Reason for Applying**

Love Stephenville and want to promote stephenville

**Educational Background**

Graduate of Tarleton STATE

**Occupational Background**

Worked & lived in stephenville for over 30 years

**Relevant Experience**

Member of Downtown merchants , past member of Sr Citizen board

**Community Involvement**

Downtown Merchants board. Stephenville Music club officer

**Submit Application**

TX

**Date**

Tue, 12/31/2024

**Source URL:**<https://www.stephenvilletx.gov/node/791/submission/12061>

**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

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Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Wed, 01/01/2025 - 3:56pm

67.21.182.31

**First Name**

Caitlin

**Last Name**

Moyer

**Home Address**

**City, State, Zip Code**

Stephenville

**Mailing Address**

**City, State, Zip Code**

Stephenville

**Primary Phone Number**

**Alternate Phone Number**

**Email**

**Employment Status**

Employed Full-Time

**Employer**

Tarleton

**Please indicate what board you are applying for. (First Choice)**

Advisory Boards

**Please indicate what board you are applying for. (Second Choice)**

-Western Heritage Advisory Board

**Please indicate what board you are applying for. (Third Choice)**

-Tourism and Visitors Bureau Advisory Board

**Are you currently serving on a board or commission?**

No - New Applicant



**Have you ever attended a Board or Council meeting?**

No

**Availability**

Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

Yes

**Are you a property owner within the community?**

Yes

**Do you or a family member own a business within the community?**

Yes

**Please indicate which category of the local economy that you represent.**

Education - Serving in higher education at high school level or beyond

**Reason for Applying**

I grew up on a family owned and operated dairy here in Erath County where I enjoyed raising, showing, and then judging dairy cattle across the state and collegiately across the nation. The county has provided a foundational step in my life, and I would love the opportunity to give back.

**Educational Background**

I am a two-time graduate of Tarleton State University earning both my Bachelor of Business Administration and Masters of Science in Information Systems. I am also working on my doctorate in higher education

**Occupational Background**

I have been employed at Tarleton for 8 years in various capacities. I also own and operate my own small photography business. I have also worked at various non-profit and other large employers in the Stephenville area like Hard-Eight, Prime Metal Buildings, and CTFAC.

**Relevant Experience**

I serve as the media committee chair for the Erath County Jr Livestock show and coordinate the show's jr board members.

**Community Involvement**

More than anything, I love being involved in the community that has provided so much opportunity for me. I am the photographer for Erath County Jr Livestock Show as well as serving on the media committee. I photograph events throughout the year for the city and the youth events for the Cowboy Capital Pro Rodeo Week like the Mutton Bustin, Dummy Ropin', Queen Contest, 5K and Parade.

**Submit Application**

Caitlin

**Date**

Wed, 01/01/2025

**Source URL:**<https://www.stephenvilletx.gov/node/791/submission/12069>

**Links**

[1] <https://www.stephenvilletx.gov/bc/webform/application-citizen-boards-and-commissions-0>

**LIBRARY ADVISORY BOARD**

Seven-member board. At least five members of the board must be city residents.  
 Two members of the Twentieth Century Club shall be appointed by the Club to serve on the board.  
 Board members are subject to a three-term limit.

<b>PL#</b>	<b><i>First</i></b>	<b><i>Last</i></b>	<b><i>Nominations</i></b>
1	Jennie	Shafer	
2	Jorge	Moreno	
3	Mike	Jones	
4			Kathleen Goodwin 20th Century Club
5	Katherine	Quinnell	
6	Katherine	Horak Smith	20th Century Club
7	Joe	Garcia	

**MAIN STREET ADVISORY BOARD**

Seven-member board. At least five members must be residents of Stephenville,  
 Board members are subject to a three-term limit.

<b>PL#</b>	<b><i>First</i></b>	<b><i>Last</i></b>	<b><i>Nominations</i></b>
1			Carlene Sutton county
2	Scott	Allen	in-city
3	Dr. Aimee	Shouse	in-city
4	Jill	Burk	in-city
5	Joycelyn	Perez	county
6	Rita	Cook	in-city
7			

**TOURISM AND VISITORS BUREAU ADVISORY BOARD**

Seven-member board. All members of the board must have a vested interest in the attraction of tourism and visitors to the city of Stephenville. The board shall consist of one representative from retail, one representative from restaurants, one representative from hotel, and one representative from Tarleton State University; all other members shall be chosen at the discretion of the council.  
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1			Chelsey Veldhuizen
2	Restaurant	Milo Choate	Caitlin Moyer (2)
3	Retail	Belle Dowell	
4		Kayleigh Caamano	
5	TSU	Terri Hardcastle	
6		Brooke Wells	
7	Hotel	Kimberly Fornes	

**WESTERN HERITAGE ADVISORY BOARD**

Five-member board, with up to three non-voting, ex-officio members, created to advise the City Council on policy matters affecting the Western Heritage programs and events. The members of the Board appointed by the city shall be residents of Erath County.

Board members are subject to a three-term limit.

<i><b>PL #</b></i>	<i><b>First</b></i>	<i><b>Last</b></i>
1	Darla	Doty
2	Jerry	Norris
3	Kari	Haile
4	Angie	Ayers
5	Vanessa	Halford

**Nominations**  
Caitlin Moyer (1)

Ex-Officio

1		
2	Bob	Doty
3		

**PLANNING & ZONING COMMISSION**

<i><b>PL #</b></i>	<i><b>First</b></i>	<i><b>Last</b></i>
1	Tyler	Wright
2	Justin	Slawson
3	Lisa	LaTouche
4	Bonnie	Terrell
5	Nick	Robinson
6	Brian	Lesley
7		
A1	James	Stephenson
A2	Bruce	Delater

Published on *Stephenville, Texas* (<https://www.stephenvilletx.gov>)

[Home](#) > [Application for Citizen Boards and Commissions](#) > [Webform results](#) > Application for Citizen Boards and Commissions

Submission information

Form: [Application for Citizen Boards and Commissions](#) [1]

Submitted by Visitor (not verified)

Wed, 01/01/2025 - 3:56pm

67.21.182.31

**First Name**

Caitlin

**Last Name**

Moyer

**Home Address**

**City, State, Zip Code**

Stephenville

**Mailing Address**

**City, State, Zip Code**

Stephenville

**Primary Phone Number**

**Alternate Phone Number**

**Email**

**Employment Status**

Employed Full-Time

**Employer**

Tarleton

**Please indicate what board you are applying for. (First Choice)**

Advisory Boards

**Please indicate what board you are applying for. (Second Choice)**

-Western Heritage Advisory Board

**Please indicate what board you are applying for. (Third Choice)**

-Tourism and Visitors Bureau Advisory Board

**Are you currently serving on a board or commission?**

No - New Applicant

**Have you ever attended a Board or Council meeting?**

No

**Availability**

Evening (after 5:00 pm)

**Are you registered to vote in Stephenville?**

Yes

**Are you a property owner within the community?**

Yes

**Do you or a family member own a business within the community?**

Yes

**Please indicate which category of the local economy that you represent.**

Education - Serving in higher education at high school level or beyond

**Reason for Applying**

I grew up on a family owned and operated dairy here in Erath County where I enjoyed raising, showing, and then judging dairy cattle across the state and collegiately across the nation. The county has provided a foundational step in my life, and I would love the opportunity to give back.

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**Relevant Experience**

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**Community Involvement**

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**Submit Application**

Caitlin

**Date**

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