



Board of Adjustment
Regular Meeting

Thursday, August 14, 2025, 4:00 PM
City Hall Council Chambers
298 W Washington
Stephenville, Texas 76401

AGENDA

CALL TO ORDER

CITIZENS GENERAL DISCUSSION

APPROVAL OF MINUTES

1. **Consider Approval of Minutes from July 30th, 2025.**

REGULAR AGENDA

2. **Application No.: V 9062**

Applicant Alan Foster is requesting a variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 2050 Crestridge Dr., Parcel R28948, being BLOCK A; LOT 28 & 29 (PTS OF) of the S2500 Chamberlin Addition of the City of Stephenville, Erath County, Texas.

3. **Public Hearing**

Application No.: V 9062

4. **Application No.: V 9062**

Consider approval of variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 2050 Crestridge Dr., Parcel R28948, being BLOCK A; LOT 28 & 29 (PTS OF) of the S2500 Chamberlin Addition of the City of Stephenville, Erath County, Texas

ADJOURN

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.



BOARD OF ADJUSTMENT

MEETING MINUTES
REGULAR MEETING
JULY 30, 2025

CALL TO ORDER

The Board of Adjustment of the City of Stephenville, Texas, convened on Wednesday, July 30, 2025, in the City Hall Council Chambers, 298 West Washington Street, for the purpose of a Specially Called Board of Adjustment 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:

Board Members Present:

Dr. Moumin Quazi, Chairperson
Robert Nimmo
Mary Beach McGuire
Tina Virgin

Board Members Absent:

JJ Conway

Others Attending:

Steve Killen, Director of Development Services
Jan Strahan, Commission Secretary

Chairman Quazi called the meeting to order at 4:00pm

CITIZENS GENERAL DISCUSSION

No discussion at this meeting.

The members voted to take a 5-minute recess. The meeting recessed at 4:00pm and then reconvened at 4:05pm.

APPROVAL OF MINUTES

1. **Consider Approval of Minutes from May 8, 2025**

MOTION by Tina Virgin, second by Mary Beach McGuire, to approve the Minutes from May 8th, 2025. MOTION CARRIED by unanimous vote.

REGULAR AGENDA

2. **Application No.: V 8893**

Applicant Walter Latham is requesting a Variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 1630 Overhill, Parcel R29067, being BLOCK H; LOT 14 of the S2500 Chamberlin Addition of the City of Stephenville, Erath County, Texas.

Steve Killen, Director of Development Services, gave the following report:

Mr. Latham is requesting a variance for the construction of a carport over the property driveway. The driveway approach is on Rose Dr. If approved, the side setback will be reduced to 0' feet based on GIS imagery and the possibility that the carport could encroach the city Right-of-Way. Staff recommend if approved, the Board grant conditional approval, with the condition that the carport not extend into the City ROW. By GIS mapping, the home is roughly 15' from the property line without the addition of the carport.

3. **Public Hearing**

Application No.: V 8893

Chairman Quazi opened the public hearing at 4:17pm.

Applicant Walter Latham was present to give an overview of his request and to answer questions.

No one came forward to speak for or against the variance request.

Letter of Opposition was received by Gene and Karen Pearcey

Chairman Quazi closed the public hearing at 4:18pm.

4. **Consider Approval of Variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 1630 Overhill, Parcel R29067, being BLOCK H; LOT 14 of the S2500 Chamberlin Addition of the City of Stephenville, Erath County, Texas.**

MOTION by Mary Beach McGuire, second by Tina Virgin to approve Application No.: V 8893 as presented.

AYES: Mary Beach McGuire, Tina Virgin, Robert Nimmo

NOES: Dr. Moumin Quazi

MOTION FAILED

5. **Application No.: V 8826**

Applicant Danny Phillips, representing Mr. Richard D Coan, is requesting a Variance from Section 154.06.3.D(A)(5)(6)(7)(b) Minimum Depth of front, rear and side setback:15 feet for property located at 575 College, Parcel R30092, being Block 112, Lot 6 of the S2600 CITY ADDITION, City of Stephenville, Erath County, Texas.

Director of Development Services, Steve Killen gave the following report:

Mr. Danny Phillips, representing Richard D. Coan, is requesting a variance from Section 154.06.3.D.A.5, 154.06.3.D.A.6 and 154.06.3.D.A.7.b, relating to the minimum setback requirements for the Front, Rear and Corner Lot, respectively, for property known as 575 College, Parcel R30092, being Blk 112, Lot 6 of City Addition. A total of 3 variances have been requested, reducing the setbacks from 25' to 15". Each request must be acted on separately.

6. **Public Hearing**

Application No. V 8826

Chairman Quazi opened the public hearing at 4:31pm.

Applicant Danny Phillips was present to give an overview of his project and to answer questions.

No one came forward to speak for or against the variance request.

Chairman Quazi closed the public hearing at 4:31pm.

7. **Consider Approval of Variance from Section 154.06.3.D(A)(5)(6)(7)(b) Minimum Depth of front, rear and side setback:15 feet for property located at 575 College, Parcel R30092, being Block 112, Lot 6 of the S2600 CITY ADDITION, City of Stephenville, Erath County, Texas.**

MOTION by Mary Beach McGuire, second by Robert Nimmo to approve the Variance of the Minimum Depth of the Front Setback: 15feet. MOTION CARRIED unanimously.

MOTION by Robert Nimmo, second by Mary Beach McGuire to approve the Variance of the Minimum Depth of the Rear Setback: 15feet. MOTION CARRIED unanimously.

MOTION by Tina Virgin, second by Robert Nimmo to approve the Variance of the Minimum Depth of the Side Setback: 15feet. MOTION CARRIED unanimously.

8. **Application No.: V 9004**

Applicant Nancy Barnhart is requesting a variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 906 Park St, Parcel R29984, being BLOCK 94; LOT 3 of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas

Director of Development Services, Steve Killen gave the following report:

Ms. Barnhart is requesting a variance for the construction of a 14x20 carport “inside the 25’ setback approximately 7’ from the road.” If approved, the carport would extend into the city Right-of-Way. Staff recommends if approved, the Board grant conditional approval, with the condition that the carport not extend into the ROW. By GIS mapping, the home is roughly 15’ from the property line without the addition of the carport. The property line is approximately 10’ from the curb.

9. **Public Hearing**

Application No.: V 9004

Chairman Quazi opened the public hearing at 4:48pm.

Applicant Nancy Barnhart was present to give an overview of the project and to answer questions.

No one came forward to speak for or against the variance request.

Chairman Quazi closed the public hearing at 4:48pm.

10. **Consider Approval of variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 906 Park St, Parcel R29984, being BLOCK 94; LOT 3 of the S2600 CITY ADDITION of the City of Stephenville, Erath County, Texas.**

MOTION by Mary Beach McGuire, second by Tina Virgin to approve the variance for the Construction of a Carport, not extending past the property line. MOTION CARRIED unanimously.

ADJOURN

Chairman Quazi adjourned the Board of Adjustment meeting at 4:50pm.

APPROVED:

Moumin Quazi, Chair

ATTEST:

Jan Strahan, Commission Secretary

Board of Adjustment STAFF REPORT



SUBJECT: Application No.: V 9062

Applicant Alan Foster is requesting a variance from Section 154.21.3.C – Variance for the Construction of a Carport, for property located at 2050 Crestridge, Parcel R28948, being BLOCK A; LOT 28 and 29 (Pts Of) of the S2500 Chamberlin Addition of the City of Stephenville, Erath County, Texas.

MEETING: Board of Adjustment – August 14, 2025

DEPARTMENT: Development Services

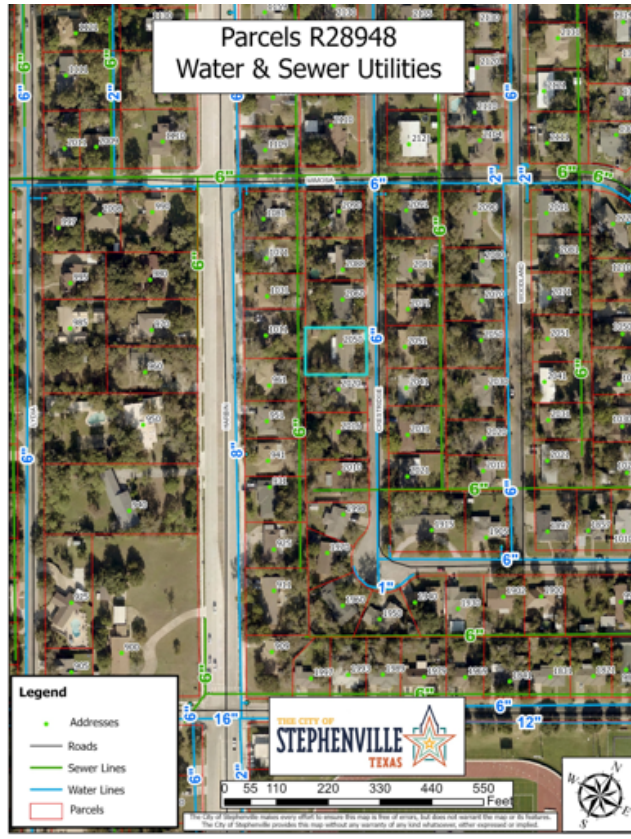
STAFF CONTACT: Steve Killen

BACKGROUND:

Mr. Foster is requesting a variance for the construction of a 22x24 carport over the property driveway. The driveway approach is on Crestridge. Based on the information provided by the applicant, the carport will be 24' deep, stopping approximately 17' from the edge of pavement according to the dimensions provided in the sketch. GIS mapping shows that Crestridge currently has 43' Right-of-Way (50' required) and consequently, any future development would require additional Right-of-Way dedication of approximately 3.5'. The front face of the home is roughly 29' from the property line (reducing to roughly 25' with the additional ROW dedication). The roof edge of the garage is approximately 31' to the existing property line. Considering the additional ROW dedication for future development, a 24' deep carport would be approximately 4' short of the property line assuming it abuts the garage roof line. Exact dimensions cannot be determined without a survey. If a variance is approved, constructing the carport without a survey could result in a Right-of-Way encroachment in the event that ROW dedication is required in the future.







ZONING REQUIREMENTS:

5.3. D Height, Area, Yard and Lot Coverage Requirements.

- (9) Accessory buildings:
 - (a) Maximum accessory buildings coverage of rear yard: 30%.
 - (b) Maximum number of accessory buildings: two.
 - (c) Minimum depth of side setback: five feet.
 - (d) Minimum depth of rear setback: five feet.
 - (e) Minimum depth from the edge of the main building: 12 feet.

Section 154.21.3.C

Variance for the Construction of a Carport

- (1) Granting a Variance without a Public Hearing:
 - a. Upon receipt of an application to construct a carport, the city manager or his designee shall determine the following:
 - i. The carport is compatible with the existing home and other homes in the neighborhood.
 - ii. The carport is within the minimum setbacks.
 - iii. The carport is no larger than 25 feet in width by 30 feet in length.
 - b. If the above criteria are met, the city manager or his designee will mail notice of the proposed carport to every property owner within 200 feet of the property. The letter must include the procedure and time limits for protest.
 - c. Within 14 days from the date of the notification letter, a petition with signatures from 35% of the property owners within the notification area must be returned to the city manager or his designee or the special exception is considered granted without a hearing before the board of adjustment.
- (2) Granting a Variance with a Public Hearing:
 - a. If the criteria listed above are not met, or if a petition is filed with the city manager or his designee as described above, a public hearing will be scheduled by the board of adjustment to determine if a variance will be granted.
 - b. Notice of a public hearing to allow the construction of a carport shall be mailed to every property owner within 200 feet of the property for which the special exception is requested at least ten days prior to the meeting date.
 - c. Notice of the public hearing shall be published in the newspaper of record at least ten days prior to the meeting date.
 - d. The concurring vote of 75% of the members of the board will be required to grant the special exception.
- (3) The city manager or his designee shall issue to the applicant appropriate documentation showing the grant of the special exception. Such documentation and grant may contain restrictions, use limitations, building requirements, and other matters determined to be appropriate and/or necessary to meet the terms of this section.

ALTERNATIVES:

- 1. Approve the Variance Request
- 2. Deny the Variance Request