



# VARIANCE COMMITTEE

## CITY OF BAY CITY

Wednesday, March 24, 2021 at 6:00 PM  
COUNCIL CHAMBERS | 1901 5th Street

---

*Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.*

---

## AGENDA

### CALL TO ORDER

### APPROVAL OF AGENDA

### APPROVAL OF MINUTES

1. Minutes of February 11, 2021 meeting

### REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL:

2. Discuss, consider, and/or approve a variance to Chapter 22 set back requirements at Meadowlawn S/D, Lot 5 & N 1/2 Lot 6, Block 9 (1900 Mary Street). (Maria Monroy)

### ITEMS / COMMENTS FROM BOARD MEMBERS

### PUBLIC COMMENTS

State Law prohibits any deliberation of or decisions regarding items presented in public comments. City Council may only make a statement of specific factual information given in response to the inquiry; recite an existing policy; or request staff places the item on an agenda for a subsequent meeting.

### ADJOURNMENT

### CERTIFICATION OF NOTICE

This is to certify that the above notice of a Variance Committee Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on Friday, March 19, 2021 before 6:00 p.m. Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

### AGENDA NOTICES:

Bay City Variance Committee:

The Bay City Variance Committee serves as an advisory body to City Council and the Mayor. Therefore, although the Bay City Tourism Council does not fall under the purview of the Texas Open Meetings Act, its meetings shall be open to members of the public.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary's Office at 979-245-5311 or email, [jthompson@cityofbaycity.org](mailto:jthompson@cityofbaycity.org) for further information.

---

Jeanna Thompson

*City Secretary*

**CITY OF BAY CITY**  
**MINUTES • FEBRUARY 11, 2021**

**COUNCIL  
CHAMBERS | 1901  
5th Street**

**Variance Committee Meeting**

**5:00 PM**

**1901 5TH STREET  
BAY CITY TX, 77414**



*Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.*

**CALL TO ORDER**

Meeting was called to order at 5:02 pm by Shawna Burkhart.

Members in attendance:

- Jason Childers
- Bill Frontz
- Otis Justice
- Barry Calhoun, Public Works Director
- Tim Riggs, City Building Inspector

Members absent:

- Eli Cortines

Also in attendance:

- Shawna Burkhart, City Manager
- Jeanna Thompson, City Secretary
- Alyssa Dibbern, City Engr Tech

**APPROVAL OF AGENDA**

Motion made by Jason Childers, Seconded by Otis Justice to approve the agenda. Voting Yea: Otis Justice, Eli Cortines, Jason Childers, Bill Frontz. Motion Carried.

**REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL:**

1. **Discuss, consider, and/or approve a variance to Chapter 22 set back requirements at Meadowlawn S/D, Lot 5 & N 1/2 Lot 6, Block 9 (1900 Mary Street). (Maria Monroy)**

Shawn Burkhart presented the variance from Maria "Maggie" Monroy. Ms. Burkhart explained that Ms. Monroy was unable to get instructions from the City do to COVID restrictions. Ms. Monroy is using the structure as a snow cone business. Jason Childers asked about parking and Ms. Monroy stated that were preparing the front but stopped due to restrictions. Otis Justice had concerns regarding other structures and non-compliances at the property.

Committee discussed having the structure moved back or give variance. Mr. Childers stated that we are obligated to put on hold since there has been a complaint from one citizen.

Motion made by Jason Childers to table until a survey of the property was complete and mailers sent to property owners , Seconded by Otis Justice. Voting Yea: Otis Justice, Jason Childers, Bill Frontz. Motion carried and the variance was tabled.

## **ITEMS / COMMENTS FROM BOARD MEMBERS**

### **PUBLIC COMMENTS**

None

### **ADJOURNMENT**

Motion made by Bill Frontz to adjourn, Seconded by Otis Justice. Voting Yea: Otis Justice, Jason Childers, Bill Frontz. Motion carried and the meeting adjourned at 5:32 pm.

**PASSED AND APPROVED**, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
JEANNA THOMPSON  
CITY SECRETARY



**CITY OF BAY CITY  
VARIANCE REQUEST**

1901 5th Street  
Bay City, TX 77414  
(979) 245-5311  
(979) 323-1681 fax

All requests for a variance shall be filed with the City Secretary. Each request shall be accompanied by a \$75.00 filing fee, a drawing/illustration depicting the property affected by the request, and any additional supplemental documentation that you want the Variance Committee to consider. **Incomplete requests will not be accepted.**

Date: 1/26/2020

Name of Requestor (please print): Maria Monroy

Address of Requestor: 2116 Ross Phone Number: 979-330-6930  
Bay City, TX 77414 Email Address: maggie\_77414@yahoo.com

Address of subject property: 1900 Mary Avenue

Legal description of subject property: 1900 Mary Avenue

Section(s) of the City's Code of Ordinances from which the variance is being sought:

- Sec. (a) CH. 22 of the Code of Ordinances
- Sec. \_\_\_\_\_ of the Code of Ordinances
- Sec. \_\_\_\_\_ of the Code of Ordinances

In detail, please state the reason for the request: Building is 13.5 feet from fronting on 9th street. I am asking for variance of 1.5 feet to the 15 foot set back requirement.

The Variance Committee will consider variance requests from the following:

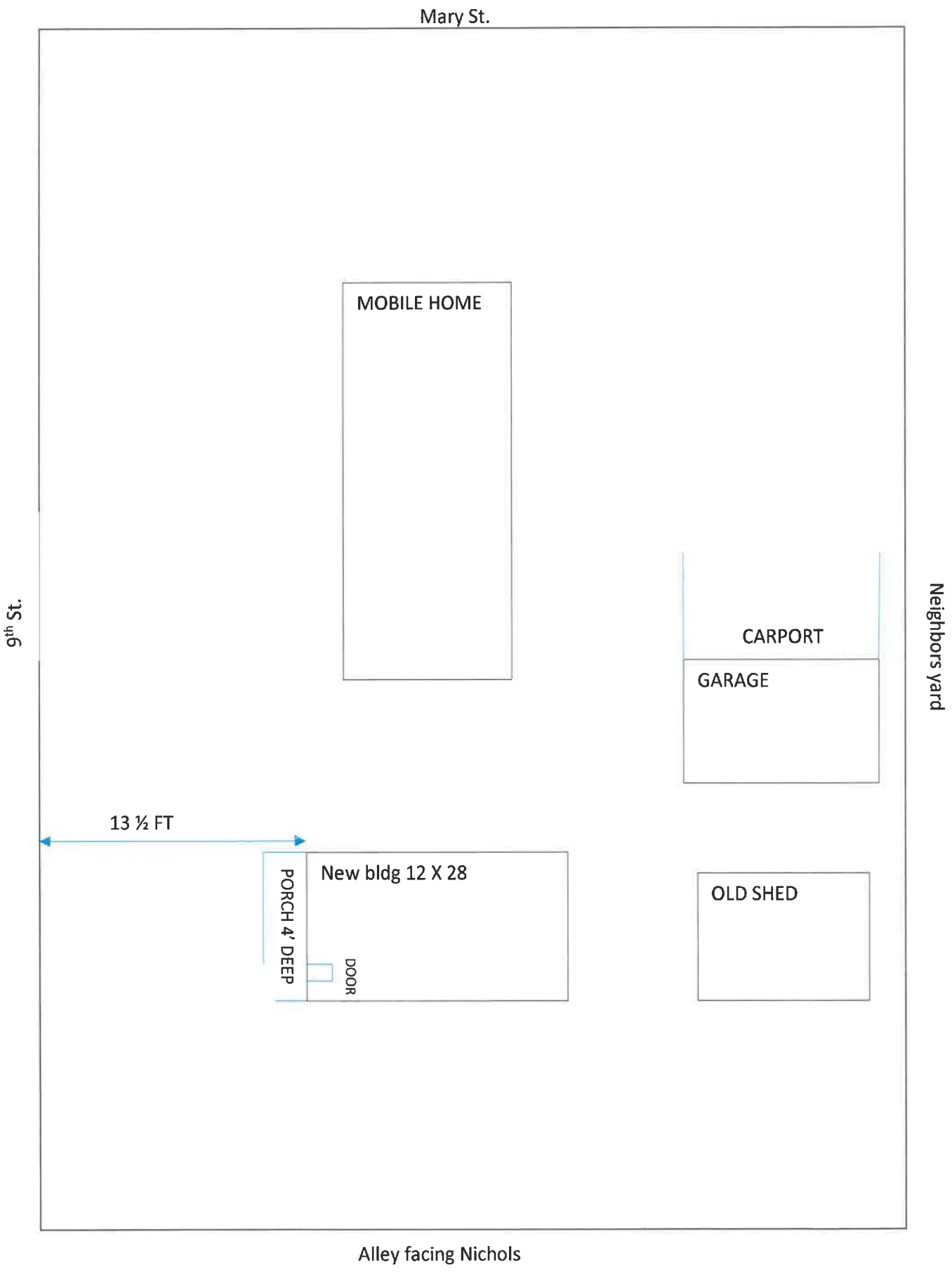
- (a) Ch. 22 (Buildings and Building Regulations)
- (b) Ch. 46 (Flood Damage Prevention)
- (c) Ch. 54 (Mobile Homes, etc.)
- (d) Ch. 78 (Off Street Parking (Angle Parking))
- (e) Ch. 94 (Streets, Sidewalks and Other Public Places)
- (f) Ch. 98, Sec. 98-122 – Subdivision Streets
- (g) Ch. 110, Sec. 110-178 (Traffic and Vehicles (Angle Parking)).

Otherwise, the Planning Commission will consider the variance request.

Decisions of the Variance and Planning Committees shall be filed with the City Secretary's Office and promptly reported to the requestor. All decisions may be appealed to the City Council.

M Monroy

Requestor Signature



Mary St.

9th St.

Neighbors yard

MOBILE HOME

CARPORT  
GARAGE

OLD SHED

13 1/2 FT

New bldg 12 X 28  
PORCH 4' DEEP  
DOOR

Alley facing Nichols



# City Hall Deposit Form

Date: 1/25/21

Customer Name and/or Business Name: Maggie Monroy

Address (if regarding Liens): \_\_\_\_\_

<u>Deposit Category:</u> (Please Circle One)	<u>G/L Code:</u>	<u>Cash Collection Code:</u>
Liens	11-3613	155.0000
Food Truck Permits	11-3510	
Taxi Cab Permits	11-3510	
Other (Please Circle One)	11-3699	
Variance Request		
Candidate Filing Fee for Election		
Open Records Request		

Payment Method: (Please Circle One)      Payment Amount:

Cash      \$75.00

Check

Money Order

Credit Card

CITY OF BAY CITY, TX  
979-245-0035

REC#: 00665317    1/25/2021    4:40 PM  
OPER: DRIVE TERM: 010  
REF#: \_\_\_\_\_  
PAID BY: \_\_\_\_\_

Customer Signature \_\_\_\_\_  
  
[Signature]  
City Secretary Signature

TRAN: MISC. GE    MISC. GENERAL FUND  
MAGGIE MONROY  
11 -3699  
OTHER INCOME      75.00CR

TENDERED:      75.00 CASH  
APPLIED:      75.00-

CHANGE:      0.00