

**Meeting Minutes**  
**Monday, October 13, 2025**  
**11:00 AM**

**Call to Order**

City Manager, Justin Strickland, Mayor Pro Tem, Clint Holland, and Planning and Development Director, Shayla Reed, were in attendance. Deputy City Clerk, Stacey Collins, took minutes. Also in attendance was the property owner Glenn Thompson and neighbor Cecilia Uceda.

**Minutes**

**A. April 15, 2025**

Approved, 2-0-1 (Holland Abstained)

**B. July 21, 2025**

Approved, 2-0-1 (Holland Abstained)

**Discussion**

**A. 104 Lanyard Bend, Rear Setback Encroachment**

Reed introduced the administrative variance request. The Applicant is requesting relief in the form of an Administrative Variance from the rear setback requirement [Section 1001] of the R-10 (One-Family Residential), residential zoning district which requires a minimum rear setback depth of 30 feet.

The Applicant purchased the home with an existing deck that encroaches into the required rear setback. The Applicant has initiated an Alteration Permit to complete the renovation of the deck. Before a building permit can be issued, the property must be brought into compliance with all identified nonconformities.

As the stated hardship, the applicant asserts that the encroachment is the result of an error by a previous owner. Based on this claim, the applicant is eligible to request an Administrative Variance.

The applicant began his address to the committee by saying that he had purchased the property, which was built in 1980, originally to live-in, and had begun to do renovations on the leaking roof on the back room, which is "unconditioned", when the City gave him a stop-work order. The room and existing deck were built into the setback by a former owner, and the applicant was under the belief that it was grandfathered in. He also stated that this meeting had been pushed back several months and he is now planning on fixing it to sell.

Uceda, the applicant's backyard neighbor, stood in opposition to this administrative variance, claiming that the large elevated deck, approximately 53' in length, came too close to her property and claims that the applicant now has a "balcony view of her backyard". She believes that there is no hardship as the applicant bought the house "as-is".

The committee began to discuss the request. During the course of the discussion, the fact that a portion of the house itself, which includes a cantilevered window, was built five-feet into the setback. Holland pointed out section 1204, which states that, in reviewing the application, the administrative variance committee shall analyze the application to determine whether granting the request would cause substantial detriment to other property owners in the surrounding area or would impair the purposes of the zoning ordinance. It also states that, if it is found that the request is not in conformance with these requirements or may possibly have an adverse effect on the surrounding area, the administrative variance committee shall deny the appeal in writing, stating the reasons for the denial. Holland also said that, depending on how the committee voted, the applicant has the right to appeal the decision to the full City Council. Holland mentioned that the applicant could "pop the top and go up" to create more space. It was also said that, since this is a raised deck, he could make the deck with a smaller footprint and build steps down to make it a two-story deck. The applicant replied that a ground-level deck would not be feasible. Holland asked what the neighbor could live with and she said that she could live with the window being in the setback.

With no more discussion, Strickland made a motion to approve a five-foot encroachment for the primary structure. Holland seconded. Motion carried unanimously.

Reed made a motion to deny the remaining 7.5-foot encroachment. Holland seconded. Motion carried unanimously.

Holland reiterated to the applicant that had the right to appeal the decision, and the applicant said that he would do that. Reed stated that she would send him the information as to what was needed and that the earliest that the City Council could hear the appeal, due to advertising requirements, is December.

### **Adjourn**

With no more business to come before the committee, Holland made a motion to adjourn. Reed seconded. Motion carried unanimously.

The meeting ended at 11:37 a.m.



Stacey Collins, Deputy City Clerk



Justin Strickland, City Manager