

**CITY OF LEBANON  
BOARD OF ADJUSTMENT MEETING  
THURSDAY, APRIL 30, 2026, 5:30 PM  
CITY HALL, STANLEY H. ALLEN COUNCIL CHAMBERS, 401 SOUTH JEFFERSON  
“TENTATIVE AGENDA”**

1. Call to Order, Roll Call, and Declaration of Quorum
2. Approval of Minutes
  - a. April 9, 2026, Regular Meeting
3. Board Action
  - a. Consider re-ratification of the previously approved variance request to construct a 1,200-square-foot accessory structure located at 410 Highway YY
  - b. Consider re-ratification of the previously approved variance request to construct a 1,500-square-foot shop located at 1515 Millcreek Road
  - c. Consider re-ratification of the previously approved variance request for non-conforming lots located at the 500 Block of Chestnut and 300 Block of Lincoln
4. Meeting Rules and Procedures
5. Adjournment

CITY OF LEBANON  
BOARD OF ADJUSTMENT REGULAR MEETING MINUTES  
APRIL 9, 2026

BE IT REMEMBERED that the Board of Adjustment of the City of Lebanon, Missouri, met in Regular Session on April 9, 2026 at 5:30 PM in the Council Chambers at City Hall located at 401 South Jefferson.

CALL TO ORDER, ROLL CALL, AND DECLARATION OF QUORUM

Upon roll call, the following Officers were present: Rick Adams, Ryan Ritchel, Matthew Starnes. Absent: John Sommer, Juliann White.

A quorum was declared.

Staff members and others in attendance: Code Administrator Christina Wagner, Compliance Specialist Kim Schomaker, Office Support Assistant Dana Hicks, City Administrator Troy Schulte, and Deputy City Clerk Melissa Richardson.

APPROVAL OF MINUTES

March 12, 2026, Regular Meeting

Rick Adams moved and Matthew Starnes seconded that the Board approve the minutes as presented. Motion carried as follows: Yea: (3) Rick Adams, Ryan Ritchel, Matthew Starnes; Nay: (0) None; Abstain: (0) None; Absent: (2) John Sommer, Juliann White.

Public Hearing

Matthew Starnes moved and Rick Adams seconded that the Council move out of Regular Session and into Public Hearing. Motion carried as follows: Yea: (3) Rick Adams, Ryan Ritchel, Matthew Starnes; Nay: (0) None; Abstain: (0) None; Absent: (2) John Sommer, Juliann White.

Request for a Variance for a 1,500 sq ft shop located at 1515 Millcreek Rd.

Compliance Specialist Kim Schomaker stated the request was for a variance for a 1,500 sq-ft shop located at 1515 Millcreek Road and the owner, Tom Watkins, shared that he wanted to build a shop.

Request for a Variance for Non-Conforming Lots located at the 500 Block of Chestnut and 300 Block of Lincoln

Compliance Specialist Kim Schomaker explained that this request is being brought back before the Board of Adjustment for approval of a variance for non-conforming lots located in the 500 block of Chestnut and the 300 block of Lincoln. She noted that the Board previously approved the variance at its December 11, 2025, meeting to facilitate a real estate transaction; however, this did not align with the original request from the Planning and Zoning Board.

Rick Adams moved and Matthew Starnes seconded that the Council move out of Public Hearing and back into Regular Session. Motion carried as follows: Yea: (3) Rick Adams, Ryan Ritchel, Matthew Starnes; Nay: (0) None; Abstain: (0) None; Absent: (2) John Sommer, Juliann White.

BOARD ACTION

Election for Chairman

Board of Adjustment Member Rick Adams nominated Ryan Ritchel for Chairperson, Matt Starnes moved, and Adams seconded, to cease nominations. No other nominations were received; therefore, Ryan Ritchel was elected Chairperson by acclamation.

Request for a Variance for a 1,500 sq ft shop located at 1515 Millcreek Rd.

Rick Adams moved, and Matthew Starnes seconded, that the Board approve a variance for a 1,500 sq ft shop located at 1515 Millcreek Road. Motion carried as follows: Yea: (3) Rick Adams, Ryan Ritchel, Matthew Starnes; Nay: (0) None; Abstain: (0) None; Absent: (2) John Sommer, Juliann White.

Request for a Variance for Non-Conforming Lots located at the 500 Block of Chestnut and the 300 Block of Lincoln

Matthew Starnes moved, and Rick Adams seconded, that the Board approve a variance for Non-Conforming Lots located at the 500 Block of Chestnut and 300 Block of Lincoln. Motion carried as follows: Yea: (3) Rick Adams, Ryan Ritchel, Matthew Starnes; Nay: (0) None; Abstain: (0) None; Absent: (2) John Sommer, Juliann White.

Adjournment

Acting Chairperson Ryan Ritchel declared the meeting adjourned at 6:08 pm.

Attest:

\_\_\_\_\_  
Chairman Ryan Ritchel

\_\_\_\_\_  
Planning and Zoning Administration  
Christina Wagner

\_\_\_\_\_  
Minutes Approved



To: Board of Adjustment

Proposed for the Meeting Date of: April 30, 2026

**Staff Informational Sheet**

**Topic:** Consider re-ratification of the previously approved variance request to construct a 1,200-square-foot accessory structure located at 410 Highway YY

**CIP Number:**

**Spent Year To Date:**

**Budget Amount:**

**Funding Source:**

**Subject Matter:**

Approving a Variance Request to construct a 1,200 sq. foot accessory structure located at 410 Highway YY

**Background (problem/explanation):**

This was a variance request to construct a 1,200- square foot accessory structure located at 410 Highway YY and was presented to the Board at the January 8, 2025, meeting. The purposed structure is 1,200-sf and exceeds the 1,000-sf allowable limit.

The variance request was previously considered and approved by the Board of Adjustment with three (3) members present and voting in favor, with no alternate members in attendance. While a quorum was present, it has since been clarified that City Code requires four (4) affirmative votes for approval of applicant matters. Therefore, the prior action did not meet the required voting threshold.

**Staff Recommendation:**

Approve the re-ratification of the Board's prior action to ensure compliance with City Code.

**Submitted By:** Kim Schomaker, Compliance Specialist

**Department:** Planning and Zoning

**Date:** 04/20/2026

**ATTACHMENTS:**

None



To: Board of Adjustment

Proposed for the Meeting Date of: April 30, 2026

**Staff Informational Sheet**

**Topic:** Consider re-ratification of the previously approved variance request to construct a 1,500-square-foot shop located at 1515 Millcreek Road

**CIP Number:**

**Spent Year To Date:**

**Budget Amount:**

**Funding Source:**

**Subject Matter:**

Approving a Variance Request to construct a 1,500-square-foot shop located at 1515 Millcreek Road

**Background (problem/explanation):**

The owner of this variance request was wanting to build a shop in his backyard that exceeds 1,000 sq ft. This variance request was presented to the Board at the April 9, 2026, meeting and approved.

At the April 9, 2026, Board of Adjustment meeting, three (3) members were present and voting in favor, with no alternate members in attendance. While a quorum was present, it has since been clarified that the City Code requires four (4) affirmative votes for approval of applicant matters. Therefore, the prior action did not meet the required voting threshold.

**Staff Recommendation:**

Approve the re-ratification of the Board's prior action to ensure compliance with City Code.

**Submitted By:** Kim Schomaker, Compliance Specialist

**Department:** Planning and Zoning

**Date:** 04/20/2026

**ATTACHMENTS:**

None



To: Board of Adjustment

Proposed for the Meeting Date of: April 30, 2026

**Staff Informational Sheet**

**Topic:** Consider re-ratification of the previously approved variance request for non-conforming lots located at the 500 Block of Chestnut and 300 Block of Lincoln

**CIP Number:**

**Spent Year To Date:**

**Budget Amount:**

**Funding Source:**

**Subject Matter:**

Approving a Variance Request for non-conforming lots located at the 500 Block of Chestnut and 300 Block of Lincoln

**Background (problem/explanation):**

This is a variance for non-conforming lots located in the 500 Block of Chestnut and 300 Block of Lincoln. The variance was approved at the April 9, 2026, meeting.

The April 9, 2026, Board of Adjustment meeting only had three (3) members present and voting in favor, with no alternate members in attendance. While a quorum was present, it has since been clarified that the City Code requires four (4) affirmative votes for approval of applicant matters. Therefore, the prior action did not meet the required voting threshold.

**Staff Recommendation:**

Approve the re-ratification of the Board's prior action to ensure compliance with City Code.

**Submitted By:** Kim Schomaker, Compliance Specialist

**Department:** Planning and Zoning

**Date:** 04/21/2026

**ATTACHMENTS:**

None