REGULAR SESSION AGENDA
Planning & Zoning Commission
2:30 PM - Wednesday, October 23, 2019
Weatherford City Hall, City Council Chambers
303 Palo Pinto Street, Weatherford, TX

Gary Balbaugh, Vice Chair
John Hinton, Member
Michael Hoover, Member
Ron Lee, Member
Rachel Pattillo, Member
John Thomas, Member
Matt Ticzkus, Member
Kaleb Kentner, Director of Develop. & Neighborhood Svcs.
Stan Hamrick, City Planner
Tim Lehrbach, Planner
Ed Zellers, City Attorney
Malinda Nowell, TRMC, City Secretary

In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted at the Weatherford City Hall, distributed to the appropriate news media, and posted on the City website at http://www.weatherfordtx.gov within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Weatherford website at www.weatherfordtx.gov/agendas. All meetings of the Weatherford City Council, Municipal Utility Board, and other boards/commissions/committees of the City of Weatherford are open to the public. Public participation and written comments are invited on all open session business items.

The Mayor/Chair requests that all electronic devices be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation. Weatherford City Hall is wheelchair accessible and special parking is available on the south side of the building. If special accommodations are required please contact the City Secretary at 817-598-4202 a minimum of 24 hours in advance.

The City Council, Municipal Utility Board, and other boards/commissions/committees of the City of Weatherford, as allowed, reserve the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by the Texas Government Code: Section 551.071-Consultation with Attorney; 551.072-Deliberations about Real Property; 551.073-Deliberations about Gifts and Donations; 551.074-Personnel Matters; 551.076-Deliberations about Security Devices; 551.086-Certain Public Power Utilities; and 551.087-Economic Development.

Unless a Work Session Agenda, or otherwise indicated, action may be taken on any of the following agenda items.

1. CALL TO ORDER & ANNOUNCEMENT OF A QUORUM

2. WORK SESSION ITEMS

2.a. Review of planning and zoning procedures and new member orientation. (Kaleb Kentner, Director, Development & Neighborhood Services)
3. APPROVAL OF THE MINUTES

3.a. Consider approval of the minutes of the Planning and Zoning Commission meeting held October 9, 2019. (Malinda Nowell, City Secretary)
Suggested Action: Staff recommends approval.
Minutes PZC 10092019.pdf

4. PUBLIC HEARINGS

4.a. Hold a PUBLIC HEARING and consider a request for a zoning district change from AG Agricultural to C1 Commercial at 3111 West Interstate Highway 20, being a total of 2.454 acres in the City of Weatherford, Parker County, Texas. ZCH2019-0020. (Stan Hamrick, City Planner)
Suggested Action: Staff recommends approval.
Location Map.jpg
Staff Report ZCH2019-0020.pdf

5. REGULAR AGENDA ITEMS

5.a. Update regarding November and December meeting schedule. (Kaleb Kentner, Director of Development and Neighborhood Services)

5.b. Consider appointment of chair and vice chair. (Malinda Nowell, City Secretary)
Suggested Action: Commission discussion and vote is requested.

6. FUTURE AGENDA ITEMS

7. CITIZEN COMMENTS ON NON-AGENDA ITEMS

8. ADJOURNMENT

CERTIFICATION
I certify that this Notice of Meeting was posted on _____________________ at _____________ a.m. / p.m. as required by law in accordance with Section 551.042 of the Texas Local Government Code and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the city's website.

Posted By _______________________________  Title _______________________________
Date/Time Removed _______________________

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MINUTES OF THE PLANNING AND ZONING COMMISSION WORK AND REGULAR SESSIONS HELD OCTOBER 9, 2019 IN THE CITY HALL COUNCIL CHAMBERS, 303 PALO PINTO STREET, WEATHERFORD, TEXAS.

CALL TO ORDER & ANNOUNCEMENT OF A QUORUM
Vice Chair Gary Balbaugh called the meeting to order at 2:30 p.m. Present were: Vice Chair Gary Balbaugh, Michael Hoover, John Thomas and Matt Ticzkus. City staff included: Director of Development and Neighborhood Services Kaleb Kentner, Planner Tim Lehrbach, City Attorney Ed Zellers and City Secretary Malinda Nowell. Absent: Ron Lee and Rachel Pattillo. The Commission has one vacancy at this time.

WORK SESSION ITEMS

Update on subdivision regulations and state-mandated changes.
Director of Development and Neighborhood Services Kaleb Kentner presented this item. He stated that the City has been working on updating the subdivision regulations. The City no longer has the ability to table plats due to 30-day constraints set by recent legislation. Staff has 10 days to review the plat for completeness and from the date it is deemed “complete,” the City has 30 days for the PZC to make a recommendation. Each plat will have to be reviewed on an individual basis. Staff will advise and assist the PZC regarding the tight timeline as much as possible so that each plat is presented to Council as timely as possible.

APPROVAL OF THE MINUTES

Consider approval of the minutes of the Planning and Zoning Commission meeting held September 25, 2019.
On the motion of Michael Hoover, second by Matt Ticzkus, the Commission voted to approve the minutes. Motion carried 4 - 0.

PUBLIC HEARINGS

Hold a PUBLIC HEARING and consider a request for a zoning district change from AG Agricultural to C-1 Commercial for Professional Office at 2603 South Main Street, a 2-acre tract of land, City of Weatherford, Parker County, Texas, ZCH2019-0005.
On the motion of John Thomas, second by Michael Hoover, the Commission voted to remove this item from the table. Motion carried 4 - 0.

Planner Tim Lehrbach presented this item. Discussion included different zoning designations in the vicinity of this subject property. Commissioners understood potential pressure for this area to become commercial as well as sensitivity to residential properties in this area. Discussion also included consideration for amending the General Plan with regard to best use in this area.

Vice Chair Gary Balbaugh opened the public hearing at 2:45 p.m. As there were no speakers, Mr. Balbaugh closed the hearing at 2:45 p.m.

Discussion included C1 zoning abutting residential zoning; that this block is zoned AG; that it may be appropriate to revisit zoning designations in this area; the best use for the corridor and that it would likely become commercial in the future; and the Commission's sympathy to nearby residential properties. Discussion also included that the General Plan can be amended by simple vote and recommendation/approval of a resolution by the City Council at a future meeting.
Bob Clark, applicant and owner of the Wagon Yard and Weatherford Auto Sales, spoke. He stated that he bought the property from Ms. Mary Kemp. This subject property has been empty since it was last presented to the Commission. Mr. Clark stated he bought additional adjacent properties. Mr. Clark stated he was not opposed to a buffer between his properties and the residential properties to the east of him. Mr. Clark stated that he does not have any plans at this time and wants to develop his property in line with what Weatherford wants.

On the motion of John Thomas, second by Michael Hoover, the Commission voted to approve this item. Motion carried 4 - 0.

**Hold a PUBLIC HEARING and consider a request for a zoning district change from AG Agricultural to I Industrial for manufacturing at 1808 Barnett Drive, being 2.64 acres, City of Weatherford, Parker County, Texas, ZCH2019-0019.**

Mr. Lehrbach presented this item as well. This item originally came to staff’s attention as a revised occupancy request; however, the change in use triggered the requirement for a zoning change. Mr. Lehrbach stated that the General Plan anticipates this site, as well as others in the I-20 industrial park, being of the Industrial/Manufacturing placetype. Staff recommended approval.

Vice Chair Gary Balbaugh opened the public hearing at 3:00 p.m. As there were no speakers, Mr. Balbaugh closed the public hearing at 3:00 p.m.

On the motion of John Thomas, second by Michael Hoover, the Commission voted to approve this request. Motion carried 4 - 0.

**REGULAR AGENDA ITEMS**

**Consider a request for WAIVERS ONLY from certain requirements of Title XI, Subdivision Ordinance, including Sec. 11-3-1(f)(6)(b), roadway impact adequacy, Sec. 11-3-1(f)(7)(b), intersection adequacy, and Sec. 11-3-10(a), storm water conveyance and detention system design, pertaining to an approved preliminary plat for the Remington Ridge addition, located at 360-396 Kirkpatrick Drive and being 14.2 acres, City of Weatherford, Parker County, Texas. SBD2019-0006.**

Mr. Lehrbach presented this item as well. After discussion, on the motion of John Thomas, second by Gary Balbaugh, the Commission voted to approve this request with the following condition: Kirkpatrick Drive shall be extended to Bethel Road prior to the development of Phase 2. Motion carried 4 - 0.

**Consider a FINAL PLAT for the 56-lot Crown Valley Phase 2, Section 3A addition, and being 18.26 acres between Norman Drive and Crown Valley Drive and adjacent to Crown Valley Phase 2, Section 2, City of Weatherford, Parker County, Texas. SBD2019-0040.**

Mr. Lehrbach presented this item as well. He stated that the improvements are not yet complete but are expected to be completed by the end of the month or within a couple weeks thereafter. Fundamentally, the plat matches with the preliminary plat and meets all of the requirements except those listed as conditions for approval. The conditions for approval are as follows:

- Update approval block to include correct language for a final plat: “Approved by the City of Weatherford for filing at the office of the County Clerk of Parker County, Texas.” Sec. 11-2-5(c)(3)
- Plat note 11 refers to 5-foot utility easement along all front lot lines; in fact, a 15-foot utility easement is provided along all front and street side lot lines. Correct this note for consistency.
- Show two concrete monuments as required. Sec. 11-2-4(i)(2)
- Show the zoning of the subject property and all adjacent properties. Sec. 11-2-4(i)(16)
• Correct the spelling of the word “tract” in the ownership information for the remainder lot.
• All public improvements shall be completed by developer and accepted by the City. Sec. 11-2-5(a)

Vice Chair Balbaugh requested the condition that requires the zoning of the subject and all adjacent properties to be shown on the plat be stricken.

On the motion of Michael Hoover, second by John Thomas, the Commission voted to approve this item with the following conditions:
• Update approval block to include correct language for a final plat: “Approved by the City of Weatherford for filing at the office of the County Clerk of Parker County, Texas.” Sec. 11-2-5(c)(3)
• Plat note 11 refers to 5-foot utility easement along all front lot lines; in fact, a 15-foot utility easement is provided along all front and street side lot lines. Correct this note for consistency.
• Show two concrete monuments as required. Sec. 11-2-4(i)(2)
• Correct the spelling of the word “tract” in the ownership information for the remainder lot.
• All public improvements shall be completed by developer and accepted by the City. Sec. 11-2-5(a)
• Place the name of the east/west street that connects to Norman Drive on the plat per the PZC’s request.

Motion carried 4 - 0.

Consider a FINAL PLAT for the two-lot Lone Oak Apartments Addition Phase 1, located at 1801 Fort Worth Highway and being 20.383 acres, City of Weatherford, Parker County, Texas, SBD2019-0046.

Mr. Lehrbach presented this item as well. After discussion, on the motion of John Thomas, second by Matt Ticzkus, the Commission voted to approve this request with the following condition: prior to plat certification and filing, acceptance of public improvements by the City of Weatherford and TxDOT shall be documented. Sec. 11-2-5(a). Motion carried 4 - 0.

FUTURE AGENDA ITEMS
None

CITIZEN COMMENTS ON NON-AGENDA ITEMS
None

ADJOURNMENT
On the motion of Michael Hoover, second by Matt Ticzkus, the Commission voted to adjourn the meeting at 3:19 p.m. Motion carried 4 - 0.

ATTEST: Gary Balbaugh, Vice Chair

Malinda Nowell, TRMC, City Secretary
Meeting Date: October 23, 2019
Item Number: 2019-1821-AR
Staff Contact: Stan Hamrick, City Planner
Phone: 817-598-4106

SUBJECT:
Hold a PUBLIC HEARING and consider a request for a zoning district change from AG Agricultural to C-1 Commercial at 3111 West Interstate Highway 20, being a total of 2.454 acres in the City of Weatherford, Parker County, Texas. ZCH2019-0020.

BACKGROUND/DISCUSSION
AG Agricultural to C-1 Commercial for general purposes. See attached staff report.

FINANCIAL IMPACT
None.

SUGGESTED ACTION
Staff recommends approval.

ATTACHMENTS
- Location Map.jpg
- Staff Report ZCH2019-0020.pdf
Project Type: Zoning District Change from AG Agricultural to C1 Commercial.

Project Description: The property owner has applied for a zoning change from AG Agricultural to C1 Commercial as a notional response to nearby development and proposed master plans. There are no immediate development plans.

Owner/Applicant: Leslie Blitzer / Zwick Real Estate Advisers

Address Location: 3111 West Interstate Highway 20

Legal Description: A 1.0 acre tract of land out of the H. Good Survey, Abstract No. 536, City of Weatherford, and a 1.454 Acre tract described as Lot 1, Block 1, Diamond Ridge Ranch, an addition to Parker County, Texas.

General Description: General Commercial (currently vacant land)

Request: Zoning district change from AG Agricultural to C-1 Commercial.

Staff Recommendation: Approve

Conditions of Recommendation: None
Project Analysis
Meeting Date: October 23, 2019
Case Subject: ZCH2019-0020

**Project Type:** Zoning District Change from AG Agricultural to C1 Commercial.

**Project Description:** The property owner has applied for a zoning change from AG Agricultural to C1 Commercial as a notional response to nearby development and proposed master plans. There are no immediate development plans.

**Previous Actions:** The area was annexed into the city in 2016. Diamond Ridge Ranch was platted in August 11, 2003.

**Project Context:** The site is comprised of two tracts, one platted and one unplatted. The property is north and adjacent to the Diamond Ridge Ranch residential neighborhood. The easterly portion is a platted lot within the Diamond Ridge Ranch subdivision. The westerly unplatted portion is adjacent to the recently rezoned Dennis Road Mini Storage. Just to the east of the property is Rydbeck Trailer Sales.

**Conformance with General Plan:** The General Plan identifies the tract as Community Commercial to the west and Estate Residential to the east. The neighboring Interstate Highway 20 frontage is completely developed as commercial.

**Conformance with Regulations:** Site is currently undeveloped, and the portion of the tract that is platted was approved at county levels.

**Compatibility Surrounding Land Use and Zoning:** The use and further commercial development at this site can be compatible with the adjacent lot residential development with proper screening. The general use is compatible with existing commercial development along the corridor.

**Criteria to Consider for Approval:** The request is generally compatible with existing uses and the General Plan, considering recent discussion by the Commission.

**Development Standards for C-1 Commercial:**
Setbacks: 25’ Front, 5’ Interior Side; 20’ Street Side; 10’ Rear.

Landscaping: Minimum of 250 sf landscaping with 1 tree and 4 shrubs interior to the lot; Minimum of 2 trees with 8 shrubs along the frontage of the lot; and a landscaped area a minimum of 5’ in depth along the frontage, and off-street parking/loading areas.

Screening: Trash bins, storage areas, and dumpsters must be screened; areas with adjacent residentially zoned property must be screened (currently, adjacent residences are also zoned AG Agricultural, but this requirement may apply upon subsequent zone changes).

Sidewalks: Typically required along newly developed, or substantially redeveloped projects.

Access control: Internal curbing to control vehicular access is required.
**Next Steps in the Process:** If the proposal is approved, eventually the site will need to be platted in its entirety, and building permits will be required.

**Findings:** Staff recommends approval of the zone change from AG to C1 Commercial. Therefore, staff recommends amending the General Plan to apply the Community Commercial place type to the applicant’s properties and recommends further consideration of the most appropriate place type for the remainder of the commercially developed highway frontage to the east.
Meeting Date: October 23, 2019

Item Number: 2019-1828-AR

SUBJECT: Update regarding November and December meeting schedule.

BACKGROUND/DISCUSSION
Due to the Thanksgiving and Christmas holidays falling in the fourth week of the month, and because staff cannot anticipate what, if any, plats may be received, Planning and Zoning will need to meet twice in November and December.

Meetings are scheduled as follows:
November 13, 2:30 p.m.
November 20, 2:30 p.m. (if needed)
December 11, 2:30 p.m.
December 18, 2:30 p.m. (if needed)

FINANCIAL IMPACT
None

SUGGESTED ACTION

ATTACHMENTS
Meeting Date: October 23, 2019
Item Number: 2019-1779-AR

SUBJECT: Consider appointment of chair and vice chair.

BACKGROUND/DISCUSSION
Commission Chair, Dr. Todd Spinks, resigned his seat in September. Vice Chair Gary Balbaugh has been running the Commission meetings since that time. Mr. Balbaugh has advised he has no interest in serving as the Chair and instead would prefer to remain as the Vice Chair.

FINANCIAL IMPACT
None

SUGGESTED ACTION
Commission discussion and vote is requested.

ATTACHMENTS