



Town Of Double Oak
Planning And Zoning Commission Meeting Agenda
Double Oak Town Hall
April 11, 2023 7:00 PM

Call to order
Roll Call
Establish a quorum
Opening announcements and comments – a quorum of council members may be present at this meeting

2. Citizens Comments
3. Consideration and action on the minutes of February 15, 2023
4. Swearing in of Planning and Zoning Commission Members
5. Public hearing on a request from David McKenzie and Kevin Rhodes to replat 200 Kings Road, Kings Manor Block A Lot 1 and Kings Manor Block A Lot 2 (W PT) into one lot and 210 Kings Road..
 - i. Opening of public hearing
 - ii. Closing of public hearing
6. Consideration and action by the Planning and Zoning Commission on agenda item 5 for recommendation to the town council
7. Comments
8. Adjourn

As authorized by section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for the purpose of seeking confidential legal advice from the town attorney on any agenda item listed herein

Posted this 7th day of April 2023 at 1:00 p.m.

Lynn Jones

Lynn Jones, Assistant Town Secretary

PUBLIC PARTICIPATION If you wish to address the Planning and Zoning Commission, please sign the sign in sheet before the meeting begins. Citizens wishing to address the Planning and Zoning Commission for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may address the Planning and Zoning Commission during the Citizen Comments portion of the meeting or when the item is considered by the Planning and Zoning Commission.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior meeting. Please contact the town secretary's office at 972.539.9464 or fax 972.539.9613 for additional information.

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Planning and Zoning Commission met at 7:00 p.m. February 15, 2023 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Andrew Weaver	Chairman
Wayne Atkins	Vice Chairman
Gary Goodman	Commission Member
Donna Gilliam	Commission Member
Laura Meilinger	Commission Member
Edward Mehlhaff	Commission Member
Cassandra Shimp	Alternate Commission Member

constituting a quorum. Commission member Bonnie Morrow and Alternate Commission Member Dan McCormick and Thomas Meyer were absent. Assistant Town Secretary Lynn Jones was also present. Cassandra Shimp sat at the dais with the Commission in place of Bonnie Morrow.

Chairman Weaver called the meeting to order at 7:00 p.m.

2. Citizens Comments

No one signed up to speak.

3. Consideration and action on the minutes of May 25, 2022

Motion Goodman, second Atkins to approve the May 25, 2022 minutes.

AYE: Shimp, Meilinger, Atkins, Weaver, Gilliam, Mehlhaff, Goodman

NAY: None

ABSTAIN: None

Motion Carried

4. Swearing in of Planning and Zoning Commission Members

Assistant Town Secretary gave the Oath of Office to the Planning and Zoning Commission members that were renewing their terms.

5. Consideration and action on selection of a Chairperson for the Planning and Zoning Commission

Motion Mehlhaff, second by Atkins to nominate Mr. Weaver to be the Chairperson.

AYE: Goodman, Atkins, Gilliam, Mehlhaff, Shimp, Meilinger

NAY: None

ABSTAIN: Weaver

Motion Carried

6. Consideration and action on selection of a Vice Chairperson for the Planning and Zoning Commission

Motion Mehlhaff, second Goodman to nominate Mr. Atkins to be the Vice Chairperson

AYE: Weaver, Goodman, Gilliam, Mehlhaff, Shimp, Meilinger

NAY: None

ABSTAIN: Atkins

Motion Carried

7. Public hearing on a request from Laura Anderson to replat 535 Kings Road into two lots.

The public hearing was opened at 7:07 p.m.

No one spoke.

The public hearing was closed at 7:08 p.m.

8. Consideration and action by the Planning and Zoning Commission on agenda item 7 for recommendation to the town council.

The members of the Commission requested staff to talk to the Town Engineer and verify that the Town Ordinances are being met as far as the setback from the new replat property line and the frontage footage required for the new lot.

Motion Atkins, second Mehlhaff to recommend to the Town Council approval of the replat at 535 Kings Road into two lots.

AYE: Meilinger, Goodman, Gilliam, Atkins, Mehlhaff, Shimp, Weaver

NAY: None

ABSTAIN: None

Motion Carried

9. Comments

There were no comments.

10. Adjourn

With no further business to come before the Planning and Zoning Commission, the meeting was adjourned at 7:20 p.m.

Lynn Jones, Assistant Town Secretary

Andrew Weaver, P&Z Chairman



TOWN OF DOUBLE OAK
320 Waketon Road
Double Oak, Texas 75077
P: 972-539-9464 F: 972-539-9613
permits@doubleoak.texas.gov

PERMIT #

**Building Permit Application
Plat Application**

DATE: ~~03/14/2023~~
03/20/2023

- ☐ Preliminary Plat
☐ Final Plat

Type of Application (check the appropriate box)

- ☐ Minor Plat / Short Form Plat
☐ Amended Plat

- ☒ Replat
☐ Plat Vacation

General Description of Request (complete the following)

Purpose of Site Plan Application: (Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)

The purpose of this replat is to combine all of Lot 1 and a portion of Lot 2 into one lot.

Subject Property Information: (complete the following)

200 Kings Road

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

Kings Manor

(Subdivision Name)

1R

(Lot #)

A

(Block #)

3.4 (3.382) Acres or 147,310 square feet

(Area of Property: (gross acreage to nearest one-tenth of an acre))

AG-2

(Existing Zoning)

N/A

(Proposed Zoning)

3.4 (3.382) Acres or 147,310 square feet

(Area of Property, gross acreage to nearest one-tenth of an acre)

Items Required with Submittal: (check the appropriate boxes to indicate items submitted with application)

- ☒ Plat Application (1 completed original - signed and notarized)
☒ Plat (4 copies - 24" x 36" plus electronic file of plat in PDF format)
☒ Application Fee (plat fee + engineer fees; see fee schedule)
☒ Explanation Letter (1 original - description and justification for application)
☐ Plat Checklist (required for all plat applications except plat vacation; 1 completed original)
☒ Preliminary Engineering Design Plans (required for preliminary plat only; plans shall show preliminary water, wastewater, street, and drainage design; 3 bound sets, 24" x 36" plus electronic file of plans in PDF format)
☒ Engineering Construction Plans (required for final for final plat; contact staff to see if required for other plats; plans shall show fully-engineered water, wastewater, street, and drainage design; drainage design shall include hydraulic computations/calculations/studies; 3 bound sets of plans & studies plus electronic files of plans & studies in PDF format; plan size shall be 24" x 36", hydraulic computations/calculations/studies may be 8-1/2" x 11" or 11" x 17")
☒ Other Supporting Documents or Materials (optional)



PLEASE COMPLETE THE INFORMATION REQUIRED FOR THE PERMIT REQUESTED

Visit <https://www.doubleoak.texas.gov> for ordinance information.



TOWN OF DOUBLE OAK
320 Waketon Road
Double Oak, Texas 75077
P: 972-539-9464 F: 972-539-9613
permits@doubleoak.texas.gov

Building Permit Application Plat Application

PERMIT #

DATE: 03 / 20 / 2023

Property Owner & Authorization (sign and notarize)

Check one of the following and complete:

☐ I will represent the project myself;

☒ I hereby designate: David McKenzie (McKenzie Design Build) to act in the capacity as my agent

(printed name of project representative)

for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.

[Signature]
 (Property Owner's Signature)

03/20/2023

(Date)

State of Texas

County of DENTON

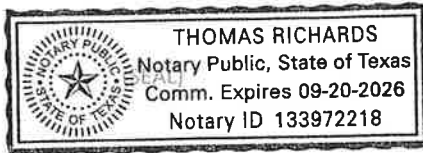
BEFORE ME, a Notary Public, on this day personally appeared

Andrew Bruce / Amanda Bruce
 (printed property owner's name)

the above signed, who,

under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."

Sworn to and subscribed before me on this 20th day of MARCH, A.D., 2023



[Signature]
 (Notary Public, State of Texas)

Thomas Richards
 (Notary's Printed Name)

09-20-2026
 (Notary Commission Expires)

Project Representative (if owner designates agent, check appropriate box and complete)

☐ Purchaser ☐ Tenant ☐ Architect ☒ Engineer ☐ Surveyor ☐ Other (specify):

McKenzie Design Build
 (Company Name)

(Email)

(Physical Address)

(City)

(State)

(Zip Code)

(Mailing Address)

(City)

(State)

(Zip Code)

(Contact Name)

(Phone)

(Fax)

Related Information

- For platting information & requirements please visit our website for town ordinances under Chapter 10 Subdivision Regulations.
- For site plan information & requirements please visit our website for town ordinances under Chapter 3, Article 3.17 Site Plans

legged ad to print 3/24/23
 letters out 3/22/23
 Notice to applicant 3/22/23

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DATE: 04 / 04 / 2023

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☐ Final Plat

- Type of Application (check the appropriate box)
☐ Minor Plat / Short Form Plat
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- ☐ Replat
☐ Plat Vacation

General Description of Request (complete the following)

Purpose of Site Plan Application: (Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)

The purpose of this replat is to amend the lot line between Lot 1 and Lot 2

Subject Property Information: (complete the following)

200 & 210 Kings Road

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

Kings Manor

(Subdivision Name)

1R & 2R

(Lot #)

A

(Block #)

6.000 Acres or 261,363 square feet

(Area of Property: (gross acreage to nearest one-tenth of an acre))

AG-1

(Existing Zoning)

N/A

(Proposed Zoning)

6.000 Acres or 261,363 square feet

(Area of Property, gross acreage to nearest one-tenth of an acre)

Items Required with Submittal: (check the appropriate boxes to indicate items submitted with application)

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☒ Other Supporting Documents or Materials (optional)



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Building Permit Application Plat Application

PERMIT #

DATE: / /

Property Owner & Authorization (sign and notarize)

Check one of the following and complete:

☒ I will represent the project myself;

☐ I hereby designate: _____ to act in the capacity as my agent
(printed name of project representative)
 for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.

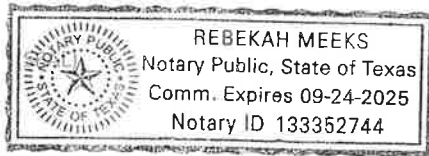
Kevin Rhodes
(Property Owner's Signature)

05 APRIL 2023
(Date)

State of Texas
 County of DEUTON

BEFORE ME, a Notary Public, on this day personally appeared KEVIN RHODES the above signed, who,
(printed property owner's name)
 under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."

Sworn to and subscribed before me on this 05 day of APRIL, A.D., 2023.



Rebekah Meeks
(Notary Public, State of Texas)

REBEKAH MEEKS
(Notary's Printed Name)

09.24.2025
(Notary Commission Expires)

Project Representative (if owner designates agent, check appropriate box and complete)

☐ Purchaser ☐ Tenant ☐ Architect ☐ Engineer ☐ Surveyor ☐ Other(specify): _____

(Company Name) (Email)

(Physical Address) (City) (State) (Zip Code)

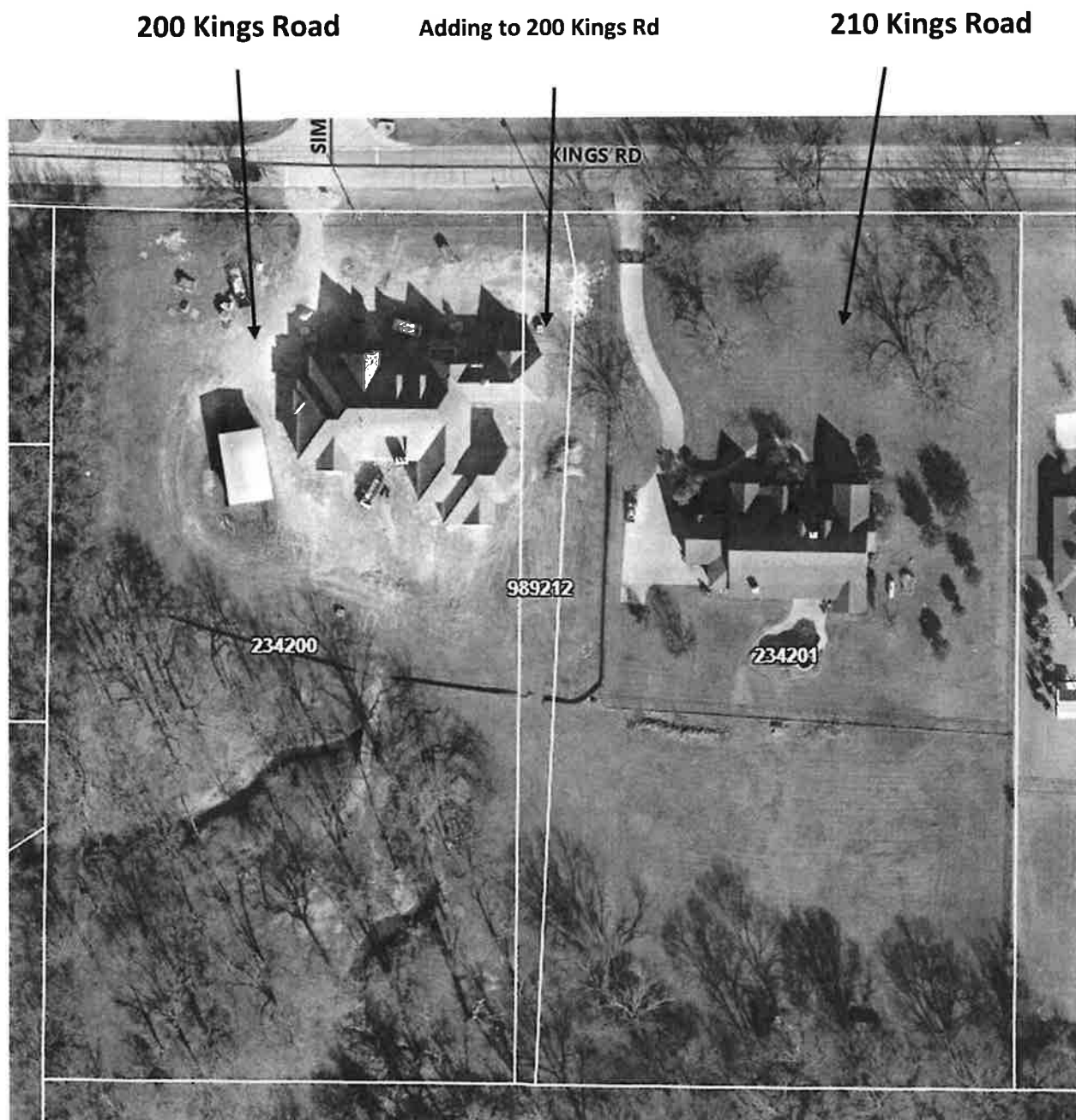
(Mailing Address) (City) (State) (Zip Code)

(Contact Name) (Phone) (Fax)

Related Information

- For platting information & requirements please visit our website for town ordinances under Chapter 10 Subdivision Regulations.
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Rec 8/5/23 YS



210 Kings Road sold 0.38 ac of property to 200 Kings Road. (989212)

The replat is platting 234200 and 989212 into one lot and replatting 210 Kings Road because his metes and bounds changed when selling the property to 200 Kings Road.

[illegible]



April 6, 2023
AVO 037946.3

Ms. Eileen Kennedy
Town of Double Oak
320 Waketon Road
Double Oak, TX 75077

RE: Replat of Lot 1 (200 Kings Road) and Lot 2 (210 Kings Road) Block A

Dear Ms. Kennedy:

Halff Associates, Inc. was requested by the Town of Double Oak to provide a review of the replat for Lot 1 and Lot 2 of Block A on Kings Road. The intention of this re-plat is to combine Lot 1 and a portion of Lot 2 to conform to town regulations. The replat was prepared by B&D Surveying, Inc. and has a time stamp of April 5, 2023.

We have not additional comments on the proposed replat.

Please let me know if you have any questions.

Sincerely,

HALFF ASSOCIATES, INC.

Steven D. Templer, PE
Senior Project Manager

C: Lynn Jones – Assistant Town Secretary
Attachments: N/A