

# 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 announcments 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, 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
Wayne Atkins
Vice Chairman
Vice Chairman
Commission Member
Commission Member
Commission Member
Commission Member
Commission Member
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. Andrew Weaver, P&Z Chairman Lynn Jones, Assistant Town Secretary



#### **Building Permit Application Plat Application**

DATE: <del>03 / 14 / 2023</del>

		Type of Application (check the ap	propriate box)	
	□ Preliminary Plat	☐ Minor Plat / Short Fo		🛽 Replat
	□ Final Plat	□ Amended Plan	t	☐ Plat Vacation
		General Description of Request (comp	plete the following)	
	Purpose of Site Plan Application: (Brief de	escription; per "Items Required with Submittal" bel	ow, provide separate letter of e	explanation and justification for application)
		combine all of Lot 1 and a port		
		Subject Property Information: (comp	lete the following)	
		ous,cut roperty manner re-		
200	Kings Road			listance to popular cross street
	(General location, street address	if known; if not known, provide name of street fro	inting property and name and c	listance to nearest cross street/
Kina	s Manor		1R	Α
	(Subdivision	Name)	(Lot #)	(Block #)
2 4 7	3.382) Acres or 147,310	square feet		
3.4 (	3.362) Acres or 147,310	(Area of Property: (gross acreage to nearest	one-tenth of an acre)/	
				N Apres or 147 310 square feet
	AG-2	N/A		2) Acres or 147,310 square feet
	(Existing Zoning)	(Proposed Zoning)	(Area of Prop	erty, gross acreage to nearest one-tenth of an acre
		ed with Submittal: (check the appropriate bo	ves to Indicate Itams submi	tted with application)
		original - signed and notarized)	ves to indicate items sabini	asca with application,
×		electronic file of plat in PDF format)		
×	Application Fee (plat fee + eng			
网		- description and justification for ap	nlication)	
×	Explanation Letter (1 original -	plat applications except plat vacation	on: 1 completed origin	al)
	Plat Checklist (required for dir.)	n Plans (required for preliminary pla	n, 1 completed origin it only: plans shall sho	w nreliminary water, wastewater.
NDA	preliminary Engineering Design	bound sets, 24" x 36" plus electroni	c file of plans in PDF fe	ormat)
	Street, and dramage design, 5	s (required for final for final plat; co	e file of plans in 1 D. J. Intact staff to see if re	quired for other plats: plans shall
NA	show fully anaircored water	wastewater, street, and drainage de	esian: drainage desian	shall include hydraulic
	computations/calculations/st	udies; 3 bound sets of plans & studie	es plus electronic files i	of plans & studies in PDF format;
	compatations/culculations/sta	idies, s bouild sets of plans & studie		

plan size shall be 24" x 36", hydraulic computations/calculations/studies may be 8-1/2" x 11" or 11" x 17")

**PERMIT #** 



Other Supporting Documents or Materials (optional)



#### Building Permit Application Plat Application

DATE: 03/2013

PERMIT #

Check one of the following and complete:  I hereby designate:  Designate analysis project representative)  for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person 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 this application is true and correct.  State of Texas  County of  BEFORE ME, a Notary Public, on this day personally appeared  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  THOMAS RICHARDS  Who are the project representative (if owner designates agent, check appropriate box and complete)  Project Representative (if owner designates agent, check appropriate box and complete)  McKenzie  Designation and/or presentative project representative to this request. The designates agent, check appropriate box and complete)  Commin. Expires 09-20-2026  Notary ID 133972218  Project Representative (if owner designates agent, check appropriate box and complete)  Commin. Expires 09-20-2026  Notary Designation and further certify that all information provided this application and further certify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this  Officiary Public, State of Texas  (Rotary Public, State of Texas)  (Rotary Commission Expires)  Project Representative (if owner designates agent, check appropriate box and complete)  Other (specify):  McKenzie  Designation and further certify that the information provided this application and further certify that all information submitted herein is true and correct.  Other (specifor):  Other (specifor):  Other (specifor):  Other (specifor):  Other (spe	Property Owner 8	& Authorization (sign and notarize)		
I hereby designate:  David Mokenzie (Michanibe Project Expresentative)  (printed hambel project Expresentative)  To act in the capacity as my agen  for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact persor 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 this application is true and correct.  State of Texas  County of  BEFORE ME, a Notary Public, on this day personally appeared under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and furth certify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this  20 Hay of  THOMAS RICHARDS  Notary ID 133972218  Project Representative (if owner designates agent, check appropriate box and complete)  Project Representative (if owner designates agent, check appropriate box and complete)  Purchaser  Project Representative (if owner designates agent, check appropriate box and complete)  Purchaser  Design  Project Representative (if owner designates agent, check appropriate box and complete)  Purchaser  Design  Design  Purchaser  Design  Design  Thomas in the capacity agents agent in the algents. The designated agent is all to act in the capacity to act in the capacity agents agent in the algents. The design agent is all the principal to the above signed (notary public, State of Texas)  Thomas Richards  (Notary Public, State of Texas)  (Notary Public, State of Texa	Check one of	f the following and complete:		
State of Texas County of  BEFORE ME, a Notary Public, on this day personally appeared  under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and furth certify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this  THOMAS RICHARDS Notary Public, State of Texas Comm. Expires 09-20-2026 Notary ID 133972218  Project Representative (if owner designates agent, check appropriate box and complete)  Purchaser Tenant Architect Engineer Surveyor Other(specify):  McKeyrue Design Duild  Odd Control of Texas (Notary Public, State of Texas)	I hereby designate: David Mckenzie M  (printed name of left)  for submittal, processing, representation, and/or presentation	project representative) n of this request. The designated		
BEFORE ME, a Notary Public, on this day personally appeared  under oath, state the following: "I hereby certify that I am the record owner of the 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 furth certify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this  THOMAS RICHARDS Notary Public, State of Texas Comm. Expires 09-20-2026 Notary Public, State of Texas (Notary Public, State of Texas) (Notary Printed Name)  Order (Notary Printed Name)  Order (Notary Commission Expires)  Project Representative (if owner designates agent, check appropriate box and complete)  Purchaser Tenant Architect Engineer Surveyor Other(specify):  McKentie Design Build	this application is true and correct.	0	03/20/2023	provided on
McKenzie Design Build	BEFORE ME, a Notary Public, on this day personally appeared under oath, state the following: "I hereby certify that I am the recertify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this	of MAPUI  The sesignates agent, check appropriate be	er's name) er referenced in this application  A.D., 2023  (Notary Public, State of Texas)  (Notary's Printed Name)  (Notary's Printed Name)  (Notary's Commission Expires)	_
		□ Other(specify):	(Email)	
(Physical Address) (City) (State) (Zip	(Physical Address)	(City)	(State)	(Zip Code)
(Mailing Address) (City) (State) (Zip	(Mailing Address)	(City)	(State)	(Zip Code)
(Contact Name) (Phone) (Fax)  Related Information			(Fax)	

- 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

leight and to print 3/24/23
Letters out 3/22/23
Notice to applicant 3/22/23



### Building Permit Application Plat Application

DATE: 04 / 04 / 2023

		Type of Application (check the a	ppropriate box)	
	□ Preliminary Plat	☐ Minor Plat / Short F	orm Plat	□ Replat
	□ Final Plat	<b>⊗</b> Amended Pl	at	□ Plat Vacation
		General Description of Request (cor	nplete the following)	Land Carte Garage Bashion
		lescription; per "Items Required with Submittal" b		olanation and justification for application)
The p	urpose of this replat is to	amend the lot line between L	ot 1 and Lot 2	
		Subject Property Information: (con	plete the following)	
200 8	2 210 Kings Poad			
200 0	& 210 Kings Road	ss if known; if not known, provide name of street	fronting property and name and dis	tance to nearest cross street)
1210000			1R & 2R	Α
Kings	S Manor (Subdivisio	n Name)	(Lot #)	(Block #)
	11.00000000000000000000000000000000000	-		
6.000	) Acres or 261,363 squa	(Area of Property: (gross acreage to near	est one-tenth of an acre))	
				res or 261,363 square feet
<u>AG-1</u>		N/A		ty, gross acreage to nearest one-tenth of an acre)
	(Existing Zoning)	(Proposed Zoning)	(Alea of Proper	ty, gross acreage to near one and acreating
	Items Regulr	ed with Submittal: (check the appropriate b	oxes to indicate items submitt	ed with application)
×	Plat Application (1 completed	original - signed and notarized)		
×	Plat (4 copies - 24" x 36" plus	electronic file of plat in PDF forma	t)	
	Application Fee (plat fee + en	gineer fees; see fee schedule)	10	
×	Explanation Letter (1 original	<ul> <li>description and justification for a</li> </ul>	ipplication)	n.
	Plat Checklist (required for all	plat applications except plat vacat	rion; 1 completea origina let enlur plans chall show	l) , preliminary water wastewater
NZA	Preliminary Engineering Design	gn Plans (required for preliminary p	iat only; plans snall snow nic file of plans in PDF fol	rmat)
	street, and drainage design;	B bound sets, 24" x 36" plus electrons (required for final for final plat;	contact staff to see if rea	uired for other plats; plans shall
N//A	show fully-engineered water, computations/st	wastewater, street, and drainage tudies; 3 bound sets of plans & study ydraulic computations/calculations	design; drainage design s lies plus electronic files oj	shall include nyaraulic f plans & studies in PDF format;
N#14	Other Supporting Documents			

**PERMIT #** 



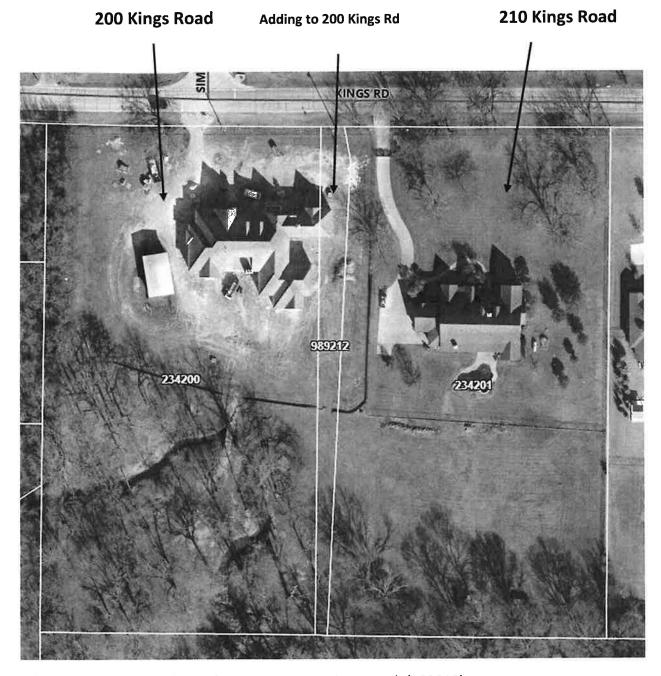
#### Building Permit Application Plat Application

**PERMIT #** 

DATE: / /

BEFORE ME, a Notary Public, on this day personally appeared    KEUIW RHODES	Property Owner & /	Authorization (sign and notarize)		
I hereby designate:	Check one of t	he following and complete:		
for submittal, processing, representation, and/or prequest. 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.	I will represent the project myself;			
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.  It 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.  State of Texas County of Data I am the record owner of the property referenced in this application and further certify that all the property owner name)  BEFORE ME, a Notary Public, on this day personally appeared  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	□ I hereby designate:		to act in the capacity	as my agent
State of Texas County of DEUTON  BEFORE ME, a Notary Public, on this day personally appeared  WEUN LHODES  [graded property owner's name]  [graded property ow	for submittal, processing, representation, and/or presentation of	of this request. The designated age	_	
State of Texas County of DEUTON  BEFORE ME, a Notary Public, on this day personally appeared  WEUND RHODES  the above signed, who under oath, state the following: "I hereby certify that I am the record owner of the 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  REBEKAH MEEKS  Notary Public, State of Texas  Comm. Expires 09-24-2025  Notary Public, State of Texas  (Notary Public, State of Texas)  REBEKAH MEEKS  Notary Public, State of Texas  (Notary Public, State of Texas)  RESEKAH MEEKS  Notary Public, State of Texas  (Notary Public, State of Texas)  RESEKAH MEEKS  Notary Public, State of Texas  (Notary Public, State of Texas)  RESEKAH MEEKS  Notary Public, State of Texas  (Notary Public, State of Texas)  RESEKAH MEEKS  (Notary Public, State of Texas)  (Notary Public, State of Texas)  RESEKAH MEEKS  (Notary Public, State of Texas)  (Notary Public,	I hereby certify that I am the record owner of the property referen	ced in this application and further	certify that the informatio	n provided on
State of Texas County of DEUTON  BEFORE ME, a Notary Public, on this day personally appeared    Separate   Sep	this applicates is true and correct.			
State of Texas County of DEUTON  BEFORE ME, a Notary Public, on this day personally appeared    Separate   Sep	Thomas Rhode	05	APAIL 2	023
BEFORE ME, a Notary Public, on this day personally appeared    County of Deuron	(Property Owner's Signature)	-	(Date)	
(Physical Address) (City) (State) (Zip Code) (Mailing Address) (City) (State) (Zip Code) (Phone) (Fax)	BEFORE ME, a Notary Public, on this day personally appeared under oath, state the following: "I hereby certify that I am the reco certify that all information submitted herein is true and correct."  Sworn to and subscribed before me on this	(Nonnates agent, check appropriate box and	rary Public, State of Texas)  Notary's Printed Name)  tary Commission Expires)	
(Mailing Address) (City) (State) (Zip Code) (Contact Name) (Phone) (Fax)	(Company Name)	<del></del>	(Emall)	
(Mailing Address) (City) (State) (Zip Code) (Contact Name) (Phone) (Fax)				1
(Contact Name) (Phone) (Fax)	(Physical Address)	(City)	(State)	(Zlp Code)
(rax)	(Mailing Address)	(City)	(State)	(Zlp Code)
Related Information	(Contact Name)	(Phone)	(Fax)	
	Rela	ted Information		

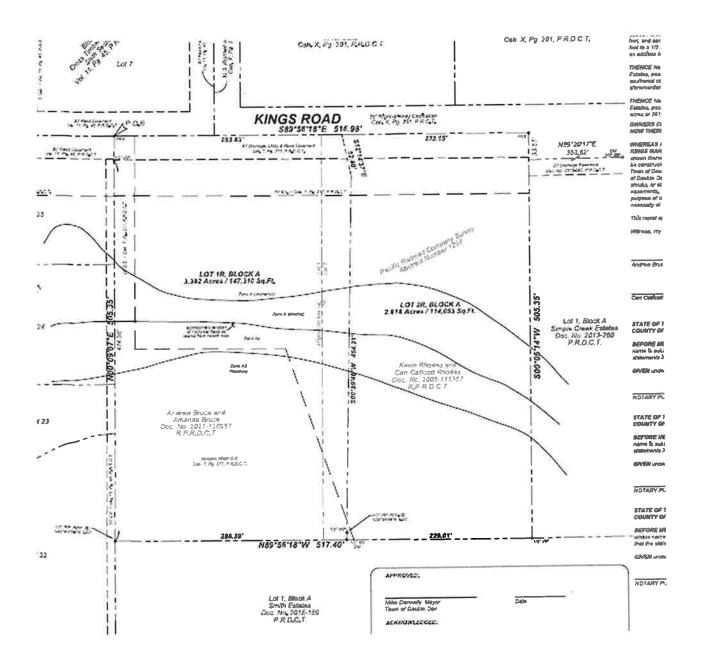
- For platting information & requirements please visit our website for town ordinances under Chapter 10 Subdivision Regulations.
- For site plan information & requirements please visit our website for town ordinances under Chapter 3, Article 3.17 Site Plans



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.

## **Approved Replat**





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