



**AGENDA**  
**PLANNING AND ZONING COMMISSION**  
**MONDAY,**  
**APRIL 4, 2016**

**Regular Session 7:00 p.m.**  
**Town Council Chambers**  
**1614 South Bowen Road**

REGULAR SESSION 7:00 P.M.  
CALL TO ORDER AND GENERAL COMMENTS  
INVOCATION  
PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Approval of Planning and Zoning Minutes:
  - March 7, 2016

NEW BUSINESS

2. Public hearing, review and consider action on zoning case Z-221, a proposed zoning change as requested by Oakview Capital Partners LLC for the property located at 2210 West Park Row Drive, Lot 3, Block A of the Braum's Addition, Pantego, Tarrant County, Texas. The property is generally located on the south side of West Park Row Drive between Lavern Street and Waggoner Drive.

PLANNING AND ZONING COMMISSION INQUIRY

If a member of the Commission makes a spontaneous inquiry about a subject not on this agenda, then the Planning and Zoning commission or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the Planning and Zoning Commission cannot discuss issues raised or make any decisions on that subject at this time. Issues raised may be referred to Town Staff for research and possible future action.

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, April 1, 2016 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
\_\_\_\_\_  
Jessie Hanks, Planning & Zoning Secretary

*Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the Planning and Zoning Secretary's office at (817) 617-3702.*

Complete Planning & Zoning Commission Agenda and background information are available for review at the Planning and Zoning Secretary's Office or on the Town website [www.townofpantego.com](http://www.townofpantego.com).





## PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

**AGENDA ITEM:** Approval of Planning and Zoning Commission Minutes from the March 7, 2016 meeting.

**DATE:** April 4, 2016

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**PRESENTER:**

Jessie Hanks, Planning and Zoning Secretary

**BACKGROUND:**

Review and Consider action on Planning and Zoning Commission minutes for March 7, 2016.

**RECOMMENDATION:**

Staff recommends approval of the Planning and Zoning Commission Minutes for March 7, 2016 as written.

**ATTACHMENTS:**

Minutes for March 7, 2016 meeting.

Director's Review: _____ City Manager's Review: _____
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**Planning and Zoning Commission  
Minutes March 7, 2016**

**STATE OF TEXAS           §**  
**COUNTY OF TARRANT    §**  
**TOWN OF PANTEGO       §**

The Planning and Zoning Commission of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, Texas on the 7<sup>th</sup> day of March 2016 with the following members present:

<b>Stephen Smith</b>	<b>Chairman</b>
<b>Jason Bergins</b>	<b>Vice Chairman</b>
<b>John Kushma</b>	<b>Board Member</b>
<b>Clifton Cassell</b>	<b>Board Member</b>
<b>Victoria Roemmich</b>	<b>Board Member</b>

Constituting a quorum. The following staff members were present:

<b>Matthew Fielder</b>	<b>City Manager</b>
<b>Dennis Jobe</b>	<b>Community Development Director</b>
<b>Jessie Hanks</b>	<b>Planning &amp; Zoning Secretary</b>

Also in attendance:

<b>Fred Adair</b>	<b>Council Member</b>
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(The following items were considered in accordance with the official agenda posted on the 4<sup>th</sup> day of March 2016.)

**REGULAR SESSION 7:00 P.M.**

**CALL TO ORDER AND GENERAL COMMENTS**

Chairman Smith called the regular session to order at 7:04 p.m.

**PLEDGE OF ALLEGIANCE**

Invocation led by Vice Chairman Bergins which was followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**1. Approval of Planning and Zoning February 1, 2015 Minutes.**

Commissioner Cassell made a motion to approve the minutes as written. Commissioner Bergins seconded the motion.

The vote was as follows:

Ayes: Cassell, Kushma, Bergins, Smith, and Roemmich.

Nays: None.

Abstentions: None.

Chairman Smith declared the motion passed unanimously.

**NEW BUSINESS**

- 1. Public hearing, review and consider action on an ordinance amending the Town of Pantego Municipal Code: Chapter 14 Zoning section 14.02.052 definitions by adding a definition for credit access business and Division 8 commercial and industrial district regulations section 14.02.451 use regulations by adding notes to table 14.02.451 for credit access businesses; contain a**

**Planning and Zoning Commission  
Minutes March 7, 2016**

**savings clause; repealing all ordinances in conflict herewith; and declaring an effective date.**

Chairman Smith read the caption for the record and opened the public hearing at 7:06 p.m.

No one was present to speak for or against the ordinance amendment.

Chairman Smith adjourned the Public Hearing at 7:06 p.m.

Matt Fielder, City Manager, explained a credit access business includes pay day lenders, cash advance lenders, and auto title lenders. Mr. Fielder stated the Town needs this ordinance because the City of Arlington had passed a similar ordinance which is causing these businesses to move to Pantego. He let the Commission know that Council adopted an ordinance regulating these businesses.

The Commission asked if there was a current ordinance regulating the sale of collateral from the auto title loan business. Mr. Fielder confirmed that no used car sells are permitted in the Town.

The Commission inquired if the Town had existing businesses that would be impacted by this ordinance. Mr. Fielder informed them the existing businesses would be grandfathered into this ordinance and explained there is one existing and two that stated they were financial service companies.

The Commission pointed out an editorial mistake in the ordinance "the distance of 1,000 state" but it should say "the distance of 1,000 feet stated."

Mr. Fielder informed the Commission the ordinance does state the current businesses are grandfathered. The Commission asked if the Town currently identifies these types of businesses in the zoning code. Mr. Fielder explained that currently they would fall under financial institutions which can go in a C-2, C-3, C-4, and light industrial.

Commissioner Kushma made a motion to recommend approval of the ordinance amendment with the editorial change. Commissioner Roemmich seconded the motion.

The vote was as follows:

Ayes: Cassell, Kushma, Bergins, Smith, and Roemmich.

Nays: None.

Abstentions: None.

Chairman Smith declared that motion passed unanimously.

- 2. Public hearing, review, and consider action on Zoning Case Z-220, a proposed re-plat as requested by Mercantile Bank for the property at 2401 West Park Row Drive, Lot 3R-1, Block 1 of the Westbury Square Addition, Pantego, Tarrant County, Texas. The property is generally located on the north side of West Park Row Drive between South Bowen Road and Milby Road.**

Chairman Smith read the caption for the record and opened the public hearing at 7:17 p.m.

The following speakers were in support of the Zoning Case Z-220:

Joyce Stanton, town engineer, explained the purpose for the re-plat is to change the fire lane easement. She stated a fire lane easement is not required on a plat but since the Town's Fire Department asked that it be included they complied. The applicant would like to move the fire lane easement from the east side of the property to the west. Mrs. Stanton explained the fire department has reviewed this re-plat and have no issues with this change. She added the drainage has not been addressed at this time because the applicant asked to address it with the commercial building permit process and town staff agreed. She discussed the City of Arlington's drainage study of the canal that runs along the west side of the property.

No one spoke against the Zoning Case Z-220.

Chairman Smith adjourned the Public Hearing at 7:22 p.m.

**Planning and Zoning Commission  
Minutes March 7, 2016**

The Commission inquired on the omittance of the tax certification, the surveyor, street, sidewalk, and utility easements. Mrs. Stanton explained the applicant asked if the information could be submitted with the construction permit since this re-plat was for the sole purpose of moving the fire lanes.

Commissioner Roemmich made a motion to recommend approval of Zoning Case Z-220 as submitted. Commissioner Kushma seconded the motion.

The vote was as follows:

Ayes: Cassell, Kushma, Bergins, Smith, and Roemmich.

Nays: None.

Abstentions: None.

Chairman Smith declared the motion passed unanimously.

**ADJOURNMENT**

Chairman Smith declared the meeting adjourned at 7:26 p.m.

\_\_\_\_\_  
**Stephen Smith, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Jessie Hanks, Planning & Zoning Secretary**



## PLANNING AND ZONING COMMISSION

### AGENDA BACKGROUND

**AGENDA ITEM:** Public hearing, review, and consider action on zoning case Z-221, a proposed zoning change as requested by Oakview Capital Partners LLC for the property at 2210 West Park Row Drive, Lot 3, Block A of the Southern Flair- Braum's Addition, Pantego, Tarrant County, Texas. The property is generally located on the South side of West Park Row Drive between Lavern street and Waggoner Drive.

**DATE:** April 4, 2016

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#### **PRESENTER:**

Dennis Jobe, Community Development Director

#### **BACKGROUND:**

See Community Development Staff Report.

The Notice of Public Hearing was published on March 18, 2016 in the Fort Worth Commercial Recorder, the Town's official newspaper. This notice was also posted on the Town's bulletin board and the Town's website. Owners of property within two hundred (200) feet of the applicant property were given notice via U.S. Mail.

#### **RECOMMENDATION:**

Staff recommends approval of this Zoning Change.

#### **ATTACHMENTS:**

Community Development Staff Report  
Application , Zoning Case Z-221  
Notification Map  
Notification List  
Additional Information

Director's Review: _____ City Manager's Review: _____
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# COMMUNITY DEVELOPMENT STAFF REPORT

**MEETING DATE:** April 4, 2016

**ACTION**

**REQUESTED:** Consider approval and recommendation for Zoning case Z-221 as requested by Oakview Capital Partners, LLC.

**DESCRIPTION:** 2210 West Park Row Drive, Lot 3, Block A of the Braum's Addition, Pantego, Tarrant County, Texas.

**PROPERTY**

**OWNER:** Oak View Capital Partners, LLC

**APPLICANT:** Oak View Capital Partners, LLC

**CURRENT ZONING:** C-2 Commercial District

**SURROUNDING**

**ZONING/LAND USE:** North-C-2 Commercial District  
West- C-3 Commercial District  
East- C-2 Commercial District  
South- R-1 Residential One Family District (Arlington)

**REQUESTED**

**VARIANCES:** No variance has been requested at this time.

**ANALYSIS:** This is a Re-Zoning Case to change the current zone of C-2 to a C-3 to allow for the mini storage to be built upon this lot.

**RECOMMENDED**

**ACTIONS:** The Planning and Zoning Commission has the following options when considering a Re-Zoning Case application;

- Recommend approval as submitted;
- Recommend approval with conditions;
- Table to specific date with clarification of intent and purpose; or
- Recommend denial of application.

**STAFF**

**RECOMMENDATION:** Staff recommends approval of this Re-Zoning Case as submitted.



### APPLICATION FOR A SPECIAL USE PERMIT

**APPLICANT** If applicant is NOT owner of property, Agent Authorization Form must be completed.

Name: OAK VIEW CAPITAL PARTNERS, LLC Date: 2/23/16

Address: 201 HAWKS RIDGE TRAIL  
Street Address

Colleyville Tx 76034  
City State Zip

Phone: 214-460-8442 Email: Drad@oakviewcp.com

Applicant Status:  Owner  Tenant  Purchaser  Other

**PROPERTY DEVELOPMENT INFORMATION**

Address: 33,424 SF of Lot 3 (2210 W PARK ROW)

Legal Description: Braum's  
 Property is subdivided: Addition: Braum's

Lot: PART Lot 3 Block: A

Property is not subdivided: Survey: \_\_\_\_\_

Abstract#: \_\_\_\_\_ Tract: \_\_\_\_\_

Existing Classification: C2 Proposed C3

Developer: <u>OAK VIEW CAPITAL PARTNERS</u>	Agent: _____
Address: <u>201 HAWKS RIDGE TRAIL</u>	Address: _____
City/State/Zip: <u>Colleyville Tx 76034</u>	City/State/Zip: _____
Phone/Fax: <u>214-460-8442</u>	Phone/Fax: _____
Surveyor: <u>Fuller Engineering</u>	Engineer: <u>Hayes Engineering</u>
Address: <u>2411 GARDEN PARK CT</u>	Address: <u>2126 ALPINE RD</u>
City/State/Zip: <u>ARLINGTON TX 76013</u>	City/State/Zip: <u>Longview, TX 75604</u>
Phone/Fax: <u>817-856-2442</u>	Phone/Fax: <u>903-758-2010</u>

Present use of the property: VACANT C2

Proposed use of the property: Self Storage C3

Status of development plans:  None  Site Plans Complete  Building Plans Complete



ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the Town Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

Applicant: \_\_\_\_\_ Date: 2-23-16

State of Texas  
County of Tarrant

Sworn and subscribed before me the undersigned notary public this the 23 day of February 2016.

Jessie Hanks  
Notary Public

Commission Expires:  
Seal:



OFFICE USE ONLY

Application Checklist:

- Complete application form
- Agent Authorization Form (if necessary)
- Application Fee
- Site Plan
- Additional Submittals Information

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked for completeness: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Remarks: \_\_\_\_\_

Set for P&Z: \_\_\_\_\_ Set for Council: \_\_\_\_\_



Agent Authorization Form - to be used if Owner is not Applicant

Date: \_\_\_\_\_

This letter shall serve as authorization for Brad Tidwell <sup>dba Oakview Capital Partners</sup> to file this application for the property described herein.

Owner: Retail Buildings, Inc  
 Address: 3000 W.E. 63<sup>rd</sup> ST  
 City / State / Zip: OKlahoma City, OK 73121-1202  
 Phone / Fax: 405-478-1656 405-475-2411

Recorded in Volume 14065, Page 0556 Tarrant County Deed Records  
 Doc. # D199266616  
 Owner's Signature: *Clair M. Braun* Part of Lot 3 Block A  
 Braum's Addition - Pantego  
 (See Exhibit A)

State of Texas  
 County of Tarrant

Sworn and subscribed before me the undersigned notary public this the 12 day of February 2016.

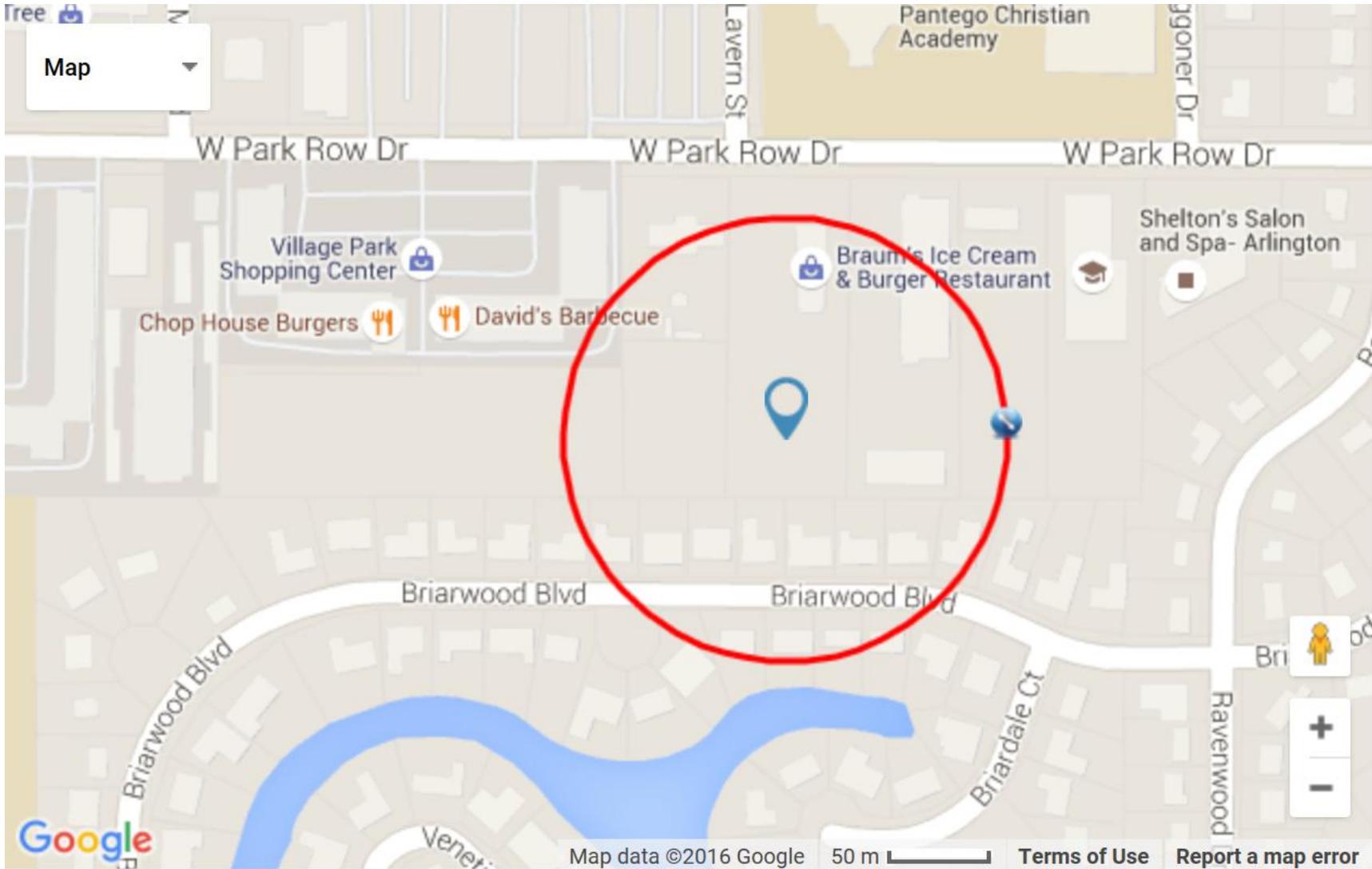
*Melodie Green*  
 Notary Public

Commission Expires: 3-31-16

Seal:

Form 1049/A





Map

W Park Row Dr

W Park Row Dr

W Park Row Dr

Village Park Shopping Center

Chop House Burgers

David's Barbecue

Braun's Ice Cream & Burger Restaurant

Shelton's Salon and Spa - Arlington

Pantego Christian Academy

Briarwood Blvd

Briarwood Blvd

Briarwood Blvd

Briardale Ct

Ravenwood

Google

Map data ©2016 Google

50 m

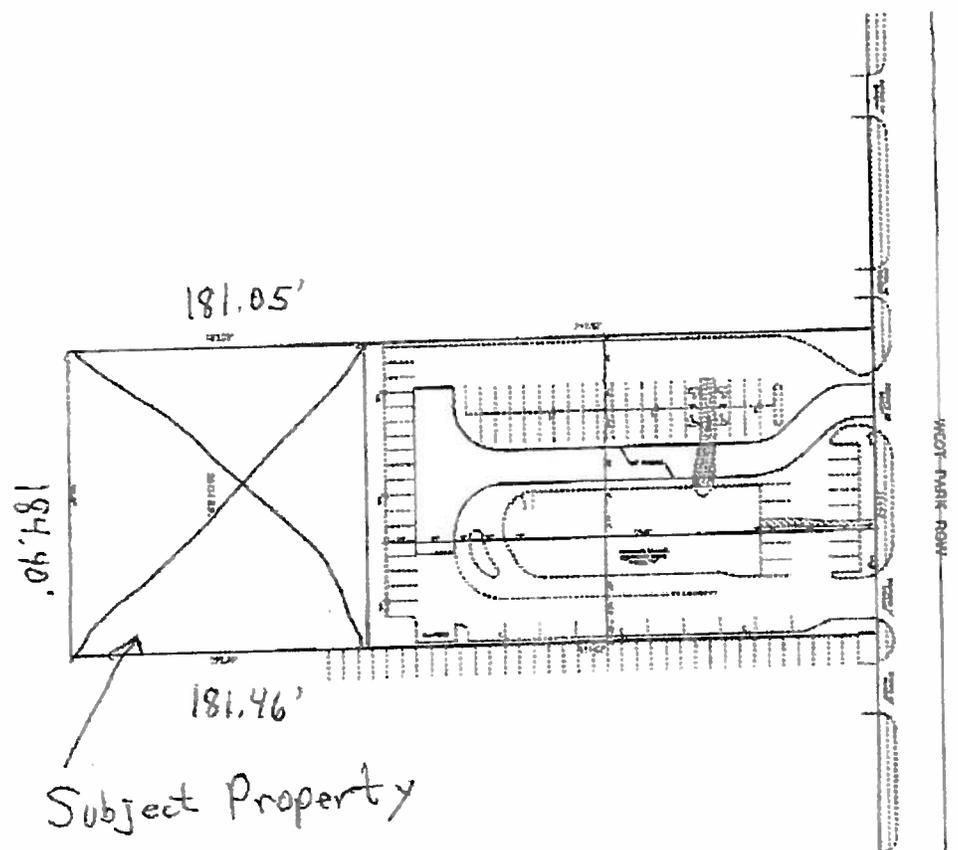
Terms of Use

Report a map error

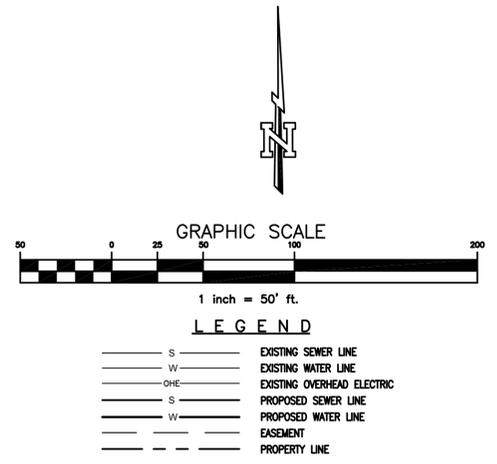
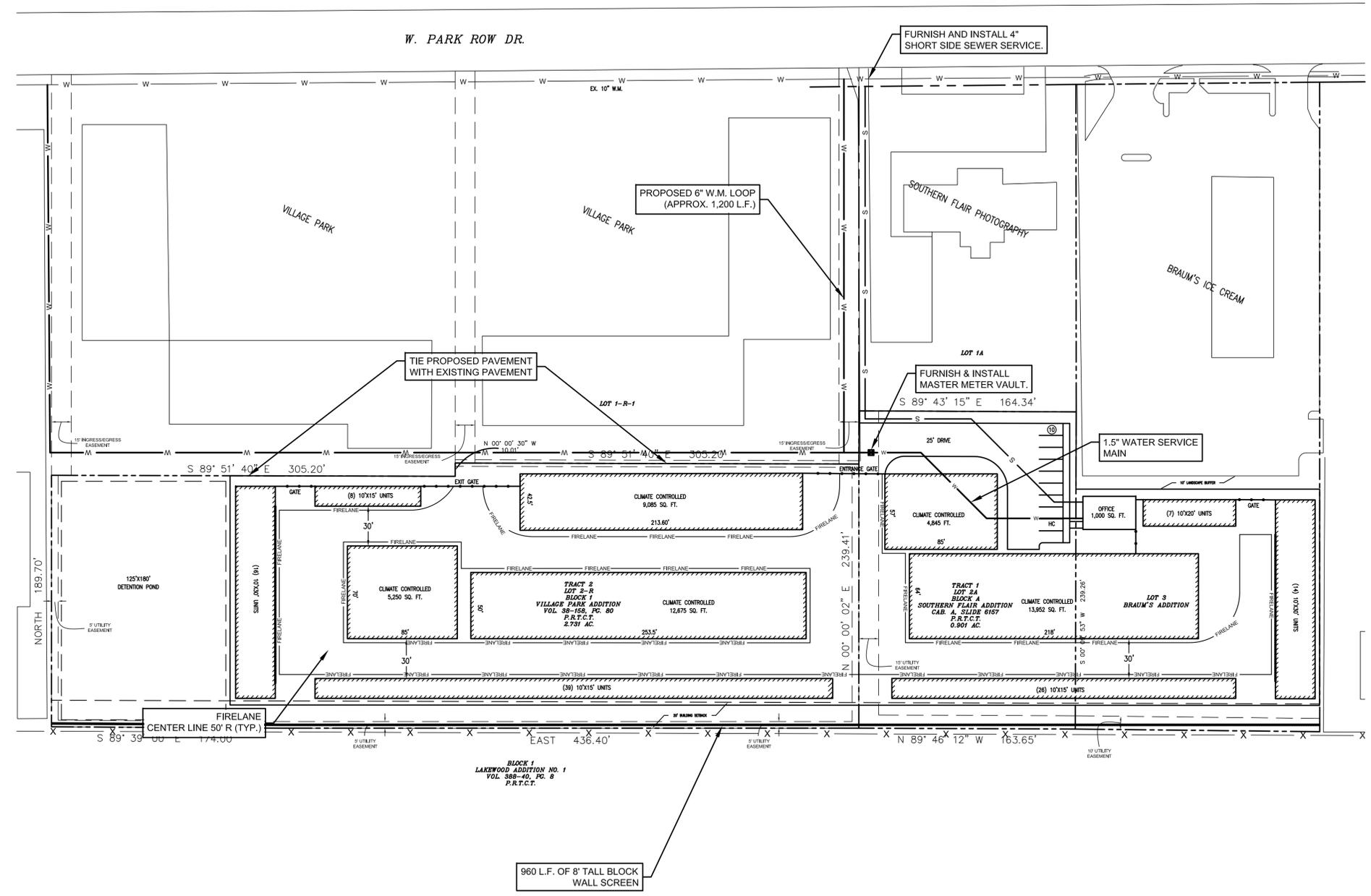
## Notification List Z-221

Name	Address	City	State	Zip Code	Adtl. Address
VILLAGE PARK INVESTMENTS LP	670 ARAPAHO RD	RICHARDSON	TX	75080	
DWAYNE LEE	2214 W PARK ROW DR	PANTEGO	TX	76013	SOUTHERN FLAIR
RETAIL BUILDINGS INC	3000 NE 63RD ST	OKLAHOMA CIT	TX	73121	BRAUM'S
IVESON & LEE PARTNERS LP	325 S MESQUITE ST SUITE 102	ARLINGTON	TX	76010	
AARON & ELLEN HEIDELMEIER	2203 BRIARWOOD BLVD	ARLINGTON	TX	76013	
GERALDINE JOHNSON	2201 BRIARWOOD BLVD	ARLINGTON	TX	76013	
INEZ HUNT	2200 BRIARWOOD BLVD	ARLINGTON	TX	76013	
CASEY SCOTT TERRELL	2113 BRIARWOOD BLVD	ARLINGTON	TX	76013	
BOBBY PARKER LANE	2111 BRIARWOOD BLVD	ARLINGTON	TX	76013	
GEORGE KLEOPFER	2110 BRIARWOOD BLVD	ARLINGTON	TX	76013	
CURRENT OWNER	2109 BRIARWOOD BLVD	ARLINGTON	TX	76013	
KELLY STONE	2108 BRIARWOOD BLVD	ARLINGTON	TX	76013	
SS METROPLEX INVESTMENTS LLC	2021 SHADOW RIDGE DR	ARLINGTON	TX	76006	2107 BRIARWOOD BLVD
THOMAS WILSON	2106 BRIARWOOD BLVD	ARLINGTON	TX	76013	
PETER & NANCY COX	2105 BRIARWOOD BLVD	ARLINGTON	TX	76013	
MARC & LISA LAIMON	2104 BRIARWOOD BLVD	ARLINGTON	TX	76013	
WM & KAREN TAYLOR	2103 BRIARWOOD BLVD	ARLINGTON	TX	76013	
ELIZABETH DRING	2102 BRAIRWOOD BLVD	ARLINGTON	TX	76013	

# Exhibit A



Part of Lot 3, Block A.  
Braum's Addition - Pantego  
Tarrant County, Texas



**SITE DATA**  
 SITE DATA:  
 GROSS/NET SITE AREA 179,030 SF  
 ZONING COMMERCIAL DISTRICT  
 PROPOSED USE STORAGE BUILDING  
 BUILDING DATA:  
 BUILDING HEIGHT 1 STORY  
 BUILDING AREA(GROSS) 66,905 SF

NOTE:  
 1. TYPICAL PARKING SPACE DIMENSIONS 9'x18' UNLESS OTHERWISE SHOWN.  
 2. FIRE LANE SHALL BE MINIMUM 24' WIDE.

**PRELIMINARY**  
 This document is released for the purpose of interim review under the authority of Kyle A. Stephens, P.E. No. 106385 on (01-08-16). It is not to be used for construction.

- GENERAL NOTES**
- EXISTING ZONING: C-3 COMMERCIAL DISTRICT
  - NUMBER OF LOTS: 3
  - SETBACKS: FRONT: 25'  
BACK: 20' (RESIDENTIAL)  
SIDE: N/A
  - BUILDING HEIGHT: 1 STORY
  - MINIMUM LOT SIZE: N/A
  - EROSION CONTROL DURING CONSTRUCTION SHALL BE ACCOMPLISHED PER CITY REQUIREMENTS.
  - MIN. 15' WIDE UTILITY EASEMENTS SHALL BE PROVIDED FOR ALL UTILITIES OUTSIDE OF THE STREET R.O.W.
  - SANITARY SEWER COLLECTION SYSTEM SHALL BE DESIGNED IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS.
  - LONG SIDE AND SHORT SIDE WATER AND SEWER SERVICES WILL BE PROVIDED BY DEVELOPER.
  - DRAINAGE RUNOFF SHALL BE ROUTED TO AN APPROPRIATE DRAINAGE WAY.
  - LOCATION, LOOPING, AND SIZE REQUIREMENTS OF PROPOSED WATER LINES TO BE APPROVED BY THE CITY OF PANTEGO.
  - MECHANICAL EQUIPMENT SHALL BE SCREENED WITH A SCREEN WALL MATCHING THE FACADE OF THE PROPOSED BUILDING.
  - TRASH/RECYCLE RECEPTACLE SHALL BE SCREENED WITH A SCREEN WALL MATCHING THE FACADE OF THE PROPOSED BUILDING.
  - PARKING LOT LIGHTING SHALL BE SHUTTERED CUT-OFF FIXTURES, AIMED AT THE STRUCTURE, AND SHALL BE DESIGNED TO HAVE LIMITED LIGHT POLLUTION TO ADJACENT RESIDENTIAL AREAS.
  - NO OUTSIDE STORAGE, SALES, SERVICE OR REPAIR ACTIVITIES OTHER THAN THE RENTAL OF DEAD STORAGE OF UNITS.
  - THE NET STORM WATER RELEASE FROM THE PROPERTY SHALL BE ZERO.
  - FIRE LANE WILL BE REQUIRED TO BE MARKED AS OUTLINED IN THE FIRE CODE.
  - FIRE HYDRANTS WILL BE REQUIRED TO BE LOCATED IN A UTILITY EASEMENT AND THE FIRE HYDRANTS SHALL MEET THE CITY OF IRVING SPECIFICATIONS AS OUTLINED BY THE WATER DEPARTMENT.
  - THE BUILDING SHALL BE CONSTRUCTED WITH A FIRE SUPPRESSION SPRINKLER SYSTEM.

960 L.F. OF 8' TALL BLOCK WALL SCREEN



Climate Controlled Storage  
W. Park Row Pantego, Texas 76013

 **ROBERT W. KELLY**  
ARCHITECT INC.  
201 S. CALHOUN ST. STE. 125B  
FORT WORTH, TEXAS 76104  
TEL: 817-332-5014 FAX: 817-332-8570