



AGENDA
PLANNING AND ZONING COMMISSION
MONDAY,
JUNE 6, 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:
 - May 2, 2016

NEW BUSINESS

2. Discuss and consider action on the appointment of Officers to the 2016-2017 P&Z Commission.
3. Discuss and direct staff on July P&Z meeting date.
4. Public Hearing, review, and consider action on zoning case Z-223, a proposed plat as requested by Charlie Price/ Development Corporation of Tarrant County for the property located at 2901 Smith Barry Road, Lots 17 & 18 of the Roosevelt Court addition, Pantego, Tarrant County, Texas. The property is generally located on the north side of Smith Barry Road between Roosevelt Drive and Silverleaf Drive.
5. Public Hearing, review, and consider action on zoning case Z-224, a proposed special use permit as requested by Wayne Hutchinson/ Restoring Faith Ministries to establish a church at 2106 W Pioneer Parkway, Lot 2 of the W.J. Barry addition, Pantego, Tarrant County, Texas. The property is generally located on the south side of Pioneer Parkway between Duluth Drive and Cornerstone Lane.

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, June 3, 2016 at 5:00 p.m., and remained so posted at least 72 hours before said meeting.


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.



PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

AGENDA ITEM: Approval of Planning and Zoning Commission Minutes from the May 2, 2016 meeting.

DATE: June 6, 2016

PRESENTER:

Jessie Hanks, Planning and Zoning Secretary

BACKGROUND:

Review and Consider action on Planning and Zoning Commission minutes for May 2, 2016.

RECOMMENDATION:

Staff recommends approval of the Planning and Zoning Commission Minutes for May 2, 2016 as written.

ATTACHMENTS:

Minutes for May 2, 2016 meeting.

Director's Review: _____ City Manager's Review: _____
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**Planning and Zoning Commission
Minutes May 2, 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 2nd day of May 2016 with the following members present:

Stephen Smith	Chairman
Jason Bergins	Vice Chairman
John Kushma	Board Member
Clifton Cassell	Board Member
Jesse Howell	Board Member

Constituting a quorum. The following staff members were present:

Matthew Fielder	City Manager
Dennis Jobe	Community Development Director
Jessie Hanks	Planning & Zoning Secretary

Also in attendance:

None

(The following items were considered in accordance with the official agenda posted on the 29th day of April 2016.)

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Chairman Smith called the regular session to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

1. Approval of Planning and Zoning April 4, 2016 Minutes.

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

The vote was as follows:

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

Nays: None.

Abstentions: None.

Chairman Smith declared the motion passed unanimously.

NEW BUSINESS

- 2. Public hearing, review and consider action on zoning case Z-222, a proposed special use permit as requested by Godswill Onyebuchi/ Transforming Life Ministries to establish a church at 2102 W Pioneer Parkway, Lot 2 of the W.J. Barry Addition, Pantego, Tarrant County, Texas. The property is generally located on the South side of W Pioneer Parkway between Duluth Drive and Cornerstone Lane.**

**Planning and Zoning Commission
Minutes May 2, 2016**

Chairman Smith read the caption for the record and opened the public hearing at 7:03 p.m.

The following speakers were in support of Zoning Case Z-222:

Godswill Onyebuchi, 4202 Day Lilly Dr, Mansfield, TX 76063, stated he is the pastor of Transforming Life Ministries, which has been in Arlington for 7 years. The building in Pantego offers the church the opportunity to accommodate the children ministry. He informed the Commission of the food pantry the church has twice a month to help anyone in need, regardless if they are members. They are a small church who does not create much noise or traffic. They have a Bible study from 7 p.m. to 8:30 p.m. on Tuesday and 2 worship services on Sunday at 9 a.m. to 10 a.m. and 10 a.m. to 12 p.m. They want to move to Pantego because it would be more convenient for the members and allows for the space needed for the children's ministry.

No one spoke against Zoning Case Z-222.

Chairman Smith adjourned the Public Hearing at 7:07 p.m.

Mr. Onyebuchi addressed the Commissions inquiries and informed them the food pantry is held Sunday after service and the congregation varies between 40 to 60 people. He explained the rate of growth depends on the needs of the people.

There was discussion on the churches previous location, any recent issues in the area and if churches are charged renewal fees on their SUP's. Mr. Fielder stated he is not aware of any issues and by ordinance the Town would charge them a renewal fee. The Commission informed staff previously council had waived the renewal fee for churches and discussed adding a stipulation to waive the renewal fee after the SUP term is up.

Commissioner Kushma made a motion to recommend approval of the special use permit for the church for a 3 year period with the recommendation to waive the renewal application fee. Commissioner Howell seconded the motion.

The vote was as follows:

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

Nayes: None.

Abstentions: None.

Chairman Smith declared that motion passed unanimously.

ADJOURNMENT

Chairman Smith declared the meeting adjourned at 7:14 p.m.

Stephen Smith, Chairman

ATTEST:

Jessie Hanks, Planning & Zoning Secretary



PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

AGENDA ITEM: Discuss and consider action on the appointment of Officers to the 2016-2017 P&Z Commission.

DATE: June 6, 2016

PRESENTER:

Jessie Hanks, Planning and Zoning Secretary

BACKGROUND:

Each year in June, Council appoints the new and/or returning members to the Planning & Zoning Commission. According to Section 1.05.072 Conduct of Business; Officers; Bylaws of the Town of Pantego Code of Ordinances, the Planning and Zoning Commission shall elect a chairman and vice chairman from its memberships each year by July following the appointment of its new members. The Commissioners need to elect their chairman and vice chairman for the 2016-2017 Fiscal Year. Oath of office will be performed prior to the meeting.

RECOMMENDATION:

Staff is at the discretion on the Commission.

ATTACHMENTS:

None.

Director's Review: _____

City Manager's Review: _____



PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

AGENDA ITEM: Discuss and direct staff on July meeting date.

DATE: June 6, 2016

PRESENTER:

Jessie Hanks, Planning and Zoning Secretary

BACKGROUND:

P&Z Meetings are scheduled for the first Monday of every month. Due to the calendar, the July meeting falls on July 4th. The Commission needs to select an alternate date to hold the July meeting. CRB meets July 5th; Council meets July 11th; PEDC meets July 13th. In the event that one of these days is selected, P&Z Commission will meet in the Fire Training Room. In the past, the Commission has chosen to hold the meeting the next day. CRB has agreed to meet in the Fire Training Room if July 5th is selected as the alternate date.

RECOMMENDATION:

Staff is at the discretion of the Commission.

ATTACHMENTS:

None.

Director's Review: _____ City Manager's Review: _____
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PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

AGENDA ITEM: Public Hearing, review, and consider action on zoning case Z-223, a proposed plat as requested by Charlie Price/ Development Corporation of Tarrant County for the property located at 2901 Smith Barry Road, Lots 17 & 18 of the Roosevelt Court addition, Pantego, Tarrant County, Texas. The property is generally located on the north side of Smith Barry Road between Roosevelt Drive and Silverleaf Drive.

DATE: June 6, 2016

PRESENTER:

Dennis Jobe, Community Development Director

BACKGROUND:

The Notice of Public Hearing was published on May 20, 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. Upon the denial of the variance, a second courtesy notice was sent to the owners of property within two hundred (200) feet of the applicant's property informing them this case was withdrawn.

RECOMMENDATION:

Staff has withdrawn this zoning case due to the denial of a variance, which was needed for this case to move forward.

ATTACHMENTS:

None.

Director's Review: _____ City Manager's Review: _____
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PLANNING AND ZONING COMMISSION

AGENDA BACKGROUND

AGENDA ITEM: Public Hearing, review, and consider action on zoning case Z-224, a proposed special use permit as requested by Wayne Hutchinson/ Restoring Faith Ministries to establish a church at 2106 W Pioneer Parkway, Lot 2 of the W.J. Barry addition, Pantego, Tarrant County, Texas. The property is generally located on the south side of Pioneer Parkway between Duluth Drive and Cornerstone Lane.

DATE: June 6, 2016

PRESENTER:

Dennis Jobe, Community Development Director

BACKGROUND:

See Community Development Staff Report.

The Notice of Public Hearing was published on May 20, 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 Special Use Permit.

ATTACHMENTS:

Community Development Staff Report
Application, Zoning Case Z-224
Notification Map
Notification List
Additional Information

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

MEETING DATE: June 6, 2016

ACTION

REQUESTED: Consider approval and recommendation for Zoning case Z-224 as requested by Wayne Hutchinson for Restoring Faith Ministries

DESCRIPTION: 2106 West Pioneer Pkwy, Lot 2 of the W.J. Barry Addition, Pantego, Tarrant County, Texas.

PROPERTY

OWNER: K & S Real Estate Holdings LLC

APPLICANT: Wayne Hutchinson/ Restoring Faith Ministries

CURRENT ZONING: C-4 Commercial District

SURROUNDING

ZONING/LAND USE: North-C-4 Commercial District
West- C-4 Commercial District
East- C-4 Commercial District
South- C-4 Commercial District

REQUESTED

VARIANCES: No variance has been requested at this time.

ANALYSIS:

The Special Use Permit applied for is requesting permission to establish a Church at 2106 W Pioneer Pkwy. The Church expects approximately 10 to 25 people with services held on Sunday from 10 a.m. to noon and Thursday from 7 p.m. to 8 p.m.

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 Special Use Permit as submitted.



APPLICATION FOR A SPECIAL USE PERMIT

APPLICANT

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

Name: Wayne Hutchinson Date: 3/18/16

Address: 6000 Clearwater Dr. Apt 114
Street Address

Arlington TX 76013
City State Zip

Phone: 682-559-9523 Email: gcahu@yahoo.com

Applicant Status: Owner Tenant Purchaser Other

PROPERTY DEVELOPMENT INFORMATION

Address: 2106 W Pioneer PKWY STE 135, Pantego, TX 76013

Legal Description:

Property is subdivided: Addition: W.J. Addition

Lot: 2 Block: _____

Property is not subdivided: Survey: _____

Abstract#: _____ Tract: _____

Existing Classification: _____

Developer: _____	Agent: <u>K+S Real Estate Inc</u>
Address: _____	Address: <u>5609 SMUBIRD</u>
City/State/Zip: _____	City/State/Zip: <u>Dallas, TX 75206</u>
Phone/Fax: _____	Phone/Fax: <u>817-907-2103</u>
Surveyor: _____	Engineer: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____

Present use of the property: None

Proposed use of the property: Church

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: George H. Hanks Date: 3/18/16

State of Texas)
County of Tarrant)

Sworn and subscribed before me the undersigned notary public this the 18th day of March 2016.

Jessie Hanks
Notary Public



Commission Expires: 12-30-19
Seal:

OFFICE USE ONLY

Application Checklist:

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

Application accepted by: J Hanks Date: 3/18/16

Checked for completeness: _____ Fee Paid: \$500 Receipt No.: 74527

Remarks: _____

Set for P&Z: _____ Set for Council: _____



ADDITIONAL SUBMITTAL INFORMATION

- Any final environmental assessment and/or final environmental impact statement that may be required pursuant to state or federal statutes
- Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility
- Copies of studies or analysis upon which alternatives have been considered and evaluated
- Description of present use, assessed value & actual value of the land affected by the proposed facility
- Description of the proposed use, anticipated assessed value and supporting documentation
- Description of any long term plans or master plan for the future use or development of the property
- Description of the applicant's ability to obtain needed easements to serve the proposed use
- Description of the type, feasibility and cost of any proposed mitigation necessary to make the proposed use compatible with current and future land use patterns
- Description of any special construction requirements that may be necessary for any construction or development on the subject property
- If the proposed use will result in a significant increase in traffic, a traffic impact analysis prepared by a certified professional engineer qualified in the field of traffic engineering and forecasting
- A noise management plan detailing the projected noise produced by the proposed use, including, but not limited to, the projected noise volume and duration, and the noise mitigation measures proposed to be implemented

Restoring Faith Ministries

Parking Lot

We have a total 70 parking spaces to accommodate the attendees we have 26 parking spaces in the front and 44 spaces in the back. We have a small congregation max at any given time is 15.

Lights

There is plenty of lighting in the parking lot in the front and back. We also have lighting on the front and side of the building that are comes on automatic.

Sound Control

We are in a business park about 300 – 400 yards away from residents. Our sound is controlled and stays within our facility.

Outside Activities

We have no intensions to do outside activities but if we decide to have them we will have all outside activities will be held at a park.

Traffic control

We wouldn't impact traffic at all the traffic currently flows freely. Vehicles will be able to get in and out freely without holding or hindering traffic.

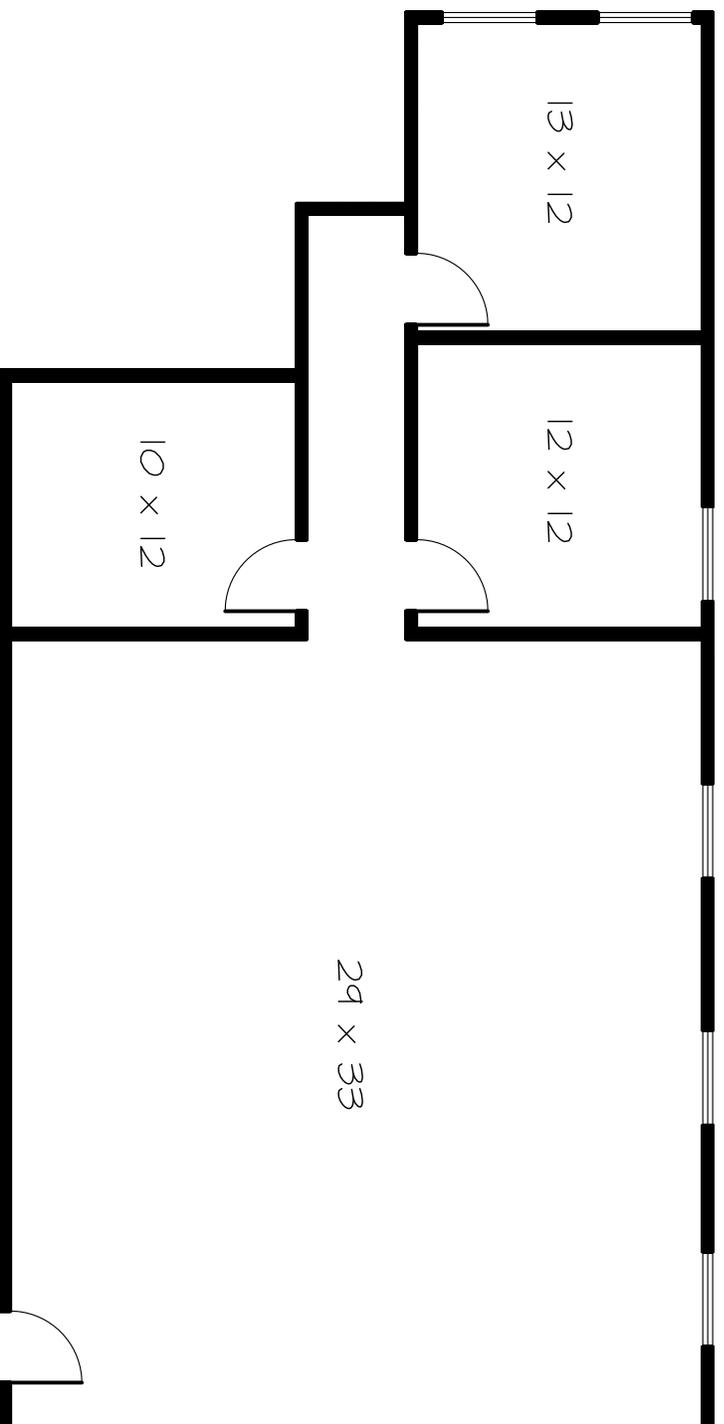
Growth

We currently have about 15 members we anticipate our growth in the next 5 years to maybe grow to 1-2 per year. We are a new ministry and we know that building membership takes time.

Restrooms

Our building has 2 separate commercial restrooms 1 is for the men and the other is for the women with adequate accommodation for 4-5 people at a time.

2106 Suite 135
1759 sf



ALL MEASUREMENTS ARE APPROXIMATE

- NOTES CORRESPONDING TO SCHEDULE "B"**
1. The subject property has been approved for use as a **GENERAL OFFICE** use under the **2011** zoning ordinance.
 2. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 3. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 4. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 5. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.

- GENERAL NOTES**
1. The subject property has been approved for use as a **GENERAL OFFICE** use under the **2011** zoning ordinance.
 2. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 3. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 4. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.
 5. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.

ZONING NOTES

Approved by Tarrant County Board of Commissioners on 12/15/2011. The subject property is located within the **2102-1108 Pioneer Parkway** as shown on the site plan.

APN: 02080789
OWNER: LOU L. PELL
UTILITY EMBL: 101, 388-114, 92, 439

APN: 02080418
OWNER: TOM F. FINCANNON
UTILITY EMBL: 101, 388-114, 92, 439

STATEMENT OF ENCROACHMENTS

VICINITY MAP

BASIS OF BEARINGS

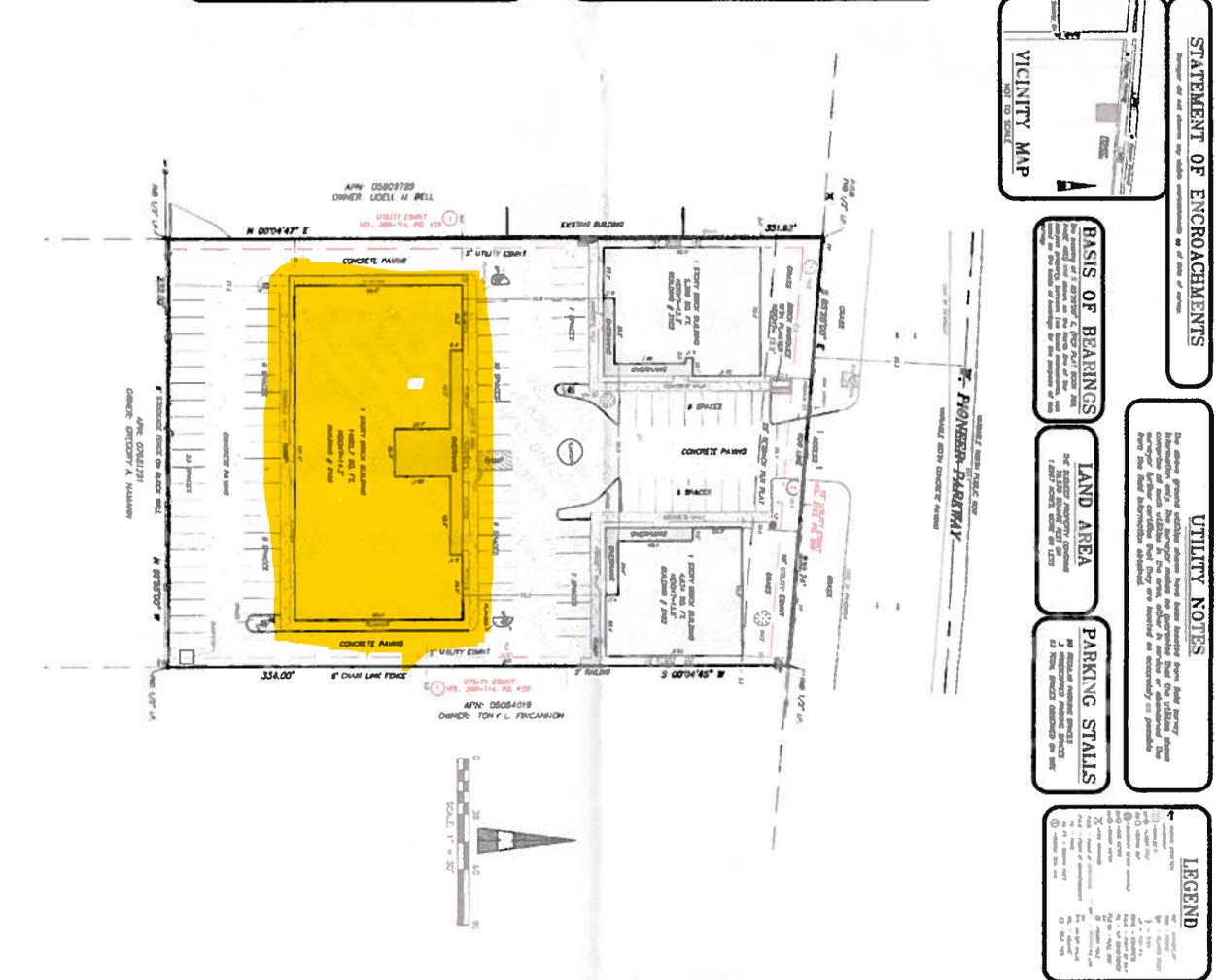
LAND AREA

PARKING STALLS

UTILITY NOTES

LEGEND

LEGAL DESCRIPTION



ALTA/ACSM LAND TITLE SURVEY

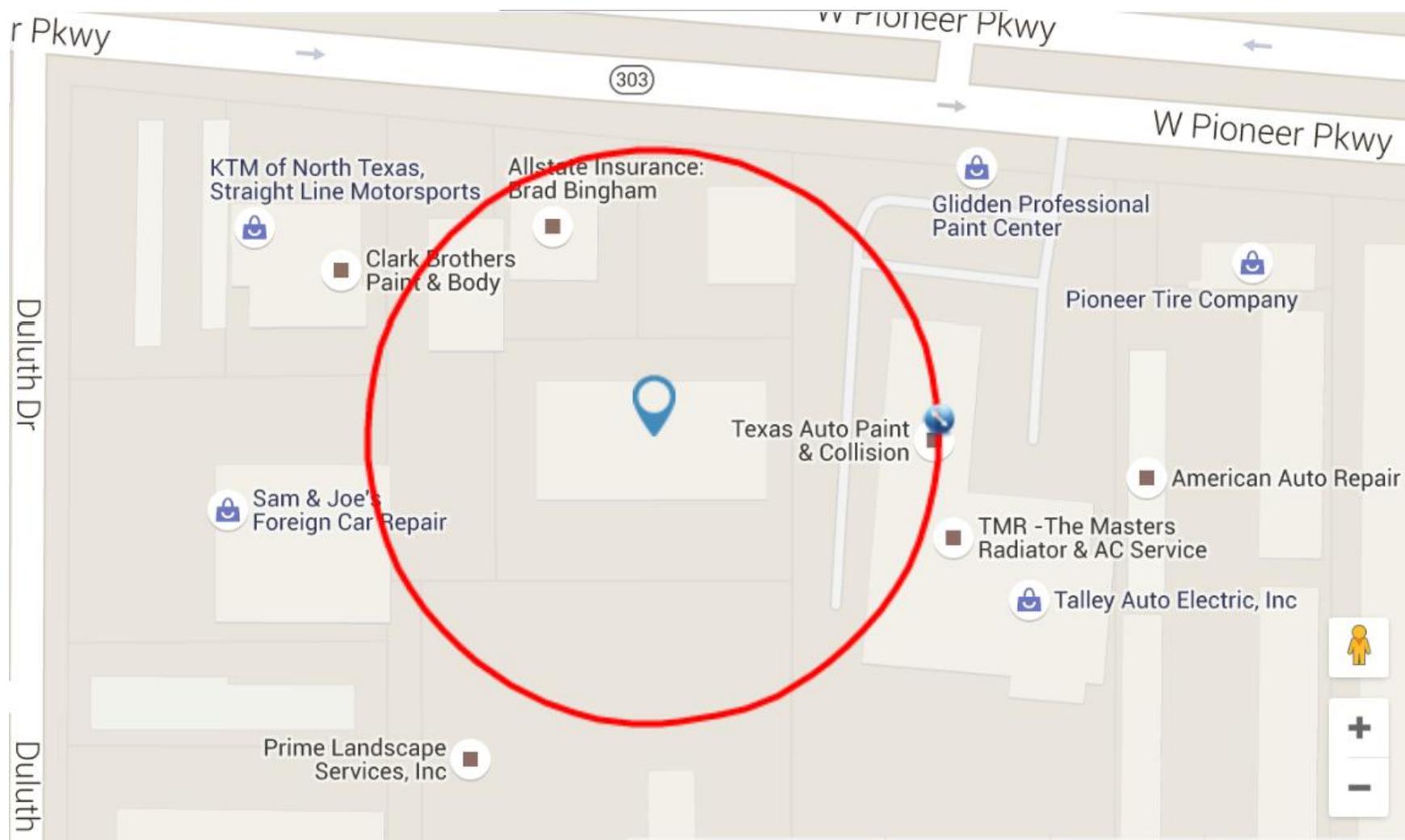
SURVEYOR'S CERTIFICATE

TO ALL WHOM THESE PRESENTS SHALL COME, I, the undersigned, do hereby certify that the above and foregoing is a true and correct copy of the original survey as the same appears in my office, and that the same is a true and correct copy of the original survey as the same appears in my office, and that the same is a true and correct copy of the original survey as the same appears in my office.

DATE OF PLAT OR MAP: 5/29/2011

REDAPIAINS SURVEYING COMPANY

REVISION		SHEET TITLE	
NO.	DATE	1 OF 1	111550
1.	8/2/11		
2.	8/22/11		
3.			
4.			
5.			



Notification List Z-224

Name	Address	City	State	Zip Code	Adtl. Address
K & S REAL ESTATE HOLDINGS LLC	2610 ALLEN ST SPT 5104	DALLAS	TX	75204	303 BUSINESS PARK
TONY FINCANNON	316 TURNER WARNELL RD	MANSFIELD	TX	76063	2100 W PIONEER PKWY
REAL MANAGEMENT SYSTEMS LLC	21 ORINDA WAY #201	ORINDA	CA	94563	2110 W PIONEER PKWY
PIONEER 303 INVENTMENTS LLC	2260 W PIONEER PKWY SUITE C	PANTEGO	TX	76013	
THOMAS & CYNTHIA GROSS	2201 W PIONEER PKWY	PANTEGO	TX	76013	
2101 PIONEER PKRTNERS LP	18935 MONTE VISTA DR	SARATOGA	CA	95070	2103-2105 W PIONEER PKWY