



CITY OF TEXARKANA
PLANNING & ZONING COMMISSION
AGENDA • JUNE 7, 2021

Council Chambers	Regular Meeting	6:00 PM
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220 TEXAS BLVD.
 TEXARKANA, TX 75501

Chairperson	Commissioner	Commissioner
Gene Joyce III	James Larkins	George Merrill
Vice Chairperson	Commissioner	Alternate Commissioner
Dianna Patterson Kinsey	Wanda Northam	Mitch Alexander
Commissioner	Commissioner	Alternate Commissioner
Tom Coleman	Casey Boyette	Brad Bailey

I. CALL TO ORDER

II. AGENDA ITEMS

1. Consider approval of the preliminary and final Plat for Hagler Lane Subdivision located across the street from Liberty Eylau Middle School at the intersection of Hagler Lane and Stipp Lane. Discover Land Now LLC, owner. Jeffrey Wood, MTG Engineers and Surveyors, agent.
 2. Z-21-11 rezoning a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.
 3. S-740 Specific Use Permit to allow the location of a HUD code manufactured home on a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, located at 2617 Findley Street. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.
-

4. Z-21-12 rezoning Lot 1 (proposed Lots 1A and 1B), Block 6 Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek, and Skyline Boulevard from Planned Development-Office (PD-97-3) to Single Family-1. Ron Dawson, owner.
5. S-741 Specific Use Permit to allow a tattoo studio and art gallery on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. Joaquin Hernandez, owner.

III. STAFF UPDATES

IV. CONSIDER APPROVAL OF MINUTES

1. Consider approval of the Planning and Zoning Commission May 3, 2021 meeting minutes.

V. ADJOURNMENT

VI. P&Z AGENDA ITEMS

This open meeting of a governmental entity is subject to the Texas Open Meetings Act (Chapter 551, Government Code). The "Council Chambers" is the room or property where the Planning and Zoning Commission holds this meeting.

Pursuant to Section 46.035(c), Penal Code (unlawful carrying of handgun by license holder), a license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for sign interpretive services are available upon requests received at least 48 hours prior

to the meeting. To make arrangements for these services, please call 903.798.3917, Personnel or (TDD) 1.800.RELAY.TX (1.800.735.2989).

City of Texarkana, Texas

Summary Sheet

Version:

Update Date: 6/4/2021 9:56 AM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator
Consider approval of the preliminary and final Plat for Hagler Lane Subdivision located across the street from Liberty Eylau Middle School at the intersection of Hagler Lane and Stipp Lane. Discover Land Now LLC, owner. Jeffrey Wood,
Subject: MTG Engineers and Surveyors, agent.

Meeting Date: 6/7/2021

Attachments

- a. Memo-PlatReview-HaglerLnSubdivision-June2021 (PDF)

Staff Coordination

Building Code Administration	Mashell Daniel	Department Head Review
Completed	06/04/2021 10:42 AM	
City Manager	Review	Pending

Updates/History of Briefing:

(Insert Date Here):

(Insert Text Here) or Select, Delete this and all text with parentheses and say "NOT APPLICABLE"

Executive Summary and Background Information:**Potential Options:**

- List or "None"
-

Fiscal Implications:

(Insert Text Here)

Staff Recommendation:

(Insert Text Here)

Advisory Board/Committee Review:

(Advisory Board/Committee Name OR say "NONE")

Board/Committee Recommendation:

(Insert Date Here):

City of Texarkana, Texas

(Insert Text Here or say "NOT APPLICABLE")

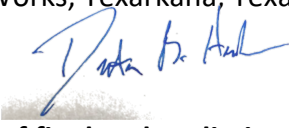
Advisory Board/Committee Meeting Date and Minutes:

(Insert Minutes Here) or Select, Delete this and all text in this area and say "NOT APPLICABLE"

MEMORANDUM

To: Planning and Zoning Commission

From: Dusty Henslee, P.E., CFM
Director of Public Works, Texarkana, Texas

Date: June 3, 2021 

Subject: **Consider approval of final and preliminary plat for Hagler Lane Subdivision**

This is a request by Discover Lane Now LLC, owner and Jeffrey Wood, MTG Engineers and Surveyors, agent to consider approval of the final of preliminary plat for Hagler Lane Subdivision. This is an 11.334 acre trace of land that is being split into 6 lots. This property is currently outside city limits but inside ETJ located across the street from LE Middle School.

Comments are as follows:

1. TxDOT – No Issues
2. CenterPoint Energy – No Issues
3. Sparklight – No response
4. Windstream - No response
5. Electric Companies
 - a. AEP – No issues
 - b. Bowie Cass – No issues
 - c. REA – No response but not in service area
6. TWU - No issues
7. PW/Planning Departments
 - a. Tax certificate of the property for recording purposes from BCAD must be provided showing all taxes have been paid for entire property in order to be recorded at the County Courthouse (Texas State Legislature amendment 12.002 of the Texas Property Code)
 - b. Paper copy and electronic copy via email submitted to Public Works office after recording
8. Fire Department – Outside City jurisdiction, but recommendations are below:

Staff recommends approval of the final and preliminary plat pending any staff and utility changes mentioned above, and pending staff approval of construction plans. Once the final plat is approved, it must be recorded within 121 days or the approval is void.



CITY OF

TEXARKANA
TEXAS

2.1.a

P.O. Box 1967
Texarkana, TX 75504
Phone (903) 798-3900

Application for Subdivision Plat Approval

Type:☒ Preliminary ☒ Final ☐ Replat ☐ Minor ☐ Amended ☐ VacationPurpose of Plat: Subdivide into 6 Lots**Plat Title:** Hagler Lane Subdivision**Current Legal Description:** 11.334 acres in the L. T. King Survey, Abstract 327**Total Acreage:** 11.334 **Number of Lots:** 6 **Zoning:** n/a**Owner/Developer Information:**Name: Discover Land Now LLCAddress: 3009 Greenbrook Dr, Arlington TX 76016Phone: () Fax: () Work E-mail: **Surveyor/Engineer Information:**Name: Jeffrey Wood - MTG Engineers & SurveyorsAddress: 5930 Summerhill Road, Texarkana TX 75503Phone: 903 838-8533 Fax: () Work E-mail: jwood@mtgengineers.com**Applicant/Agent Information:**Name: Jeffrey Wood - MTG Engineers & SurveyorsAddress: 5930 Summerhill Road, Texarkana TX 75503Phone: 903 838-8533 Fax: () Work E-mail: jwood@mtgengineers.com**Required Documents:**

- ☐ 1 Electronic Copy of Plat
- ☐ 1 Fullsize Copy of Plat (24"x36")
- ☐ 1 Halfsize Copy of Plat (11"x17")
- ☐ Most Current Recorded Subdivision Plat for Replat or Amendment

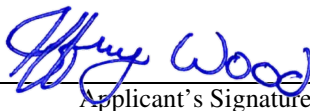
Owners/Applicant Certification

A plat application will not be considered filed pursuant to Section 212.009 of the Texas Local Government Code until all required documents and fees have been submitted and all of the terms and conditions of the City of Texarkana Subdivision Ordinance, including all necessary studies, plans, and supporting information are accepted and approved. All necessary plat checklists and fees must also be turned in with this application.

I certify that the information on this form and the attached plats is true and accurate to the best of my/our knowledge and that all necessary documents have been submitted for approval, and all terms and conditions of the City of Texarkana, Texas Subdivision Ordinance have been met. I understand that the City may reject this application if any information that is submitted is incomplete.

Jeffrey Wood

Applicant's Printed Name



Applicant's Signature

5/14/21

Date

Application Fee: Received by:

Revised

Packet Pg. 7

Attachment: Memo-PlatReview-HaglerLnSubdivision-June2021 (2490 : Consider approval of Final and Prelim Plat for Hagler Lane Subdivision)



CITY OF TEXARKANA TEXAS

P.O. Box 1967
Texarkana, TX 75504
Phone (903) 798-3900

PRELIMINARY PLAT CHECKLIST	
GENERAL INFORMATION / PROJECT DESCRIPTION	
Date, written and graphic scale (100 scale or smaller) and north arrow	☒
Location Map for proposed development	☒
Name and address of (if applicable):	☒
1. Developer	
2. Record Property Owner or Owners	
3. Planners	
4. Engineer	
5. Surveyor	
BOUNDARIES, ACREAGE, AND USES	
Names or designations of all adjoining subdivisions or properties	☒
Any city or extraterritorial lines traversing or on the boundary of the development	☒
Outline of proposed tract (shall stand out compared to other boundary lines)	☒
Total Acreage in development	☒
Existing and Proposed Land Uses and Acreage	☒
Existing and Proposed Zoning	☒
EXISTING FEATURES	
Streets, roads, alleys	☒
Utilities	☒
1. Water	
2. Sewer	
3. Gas	
4. Electric	
5. Cable, Phone, Etc.	
Survey Information	☒
1. Lot Information	
2. Easements	
3. Building Lines	
4. Street Names	
5. Setbacks	
Parks	☒
Drainage Facilities	☒
1. Watercourses (rivers, creeks, ravines, channels, etc.)	
2. Bridges	
3. Culverts	
4. Underground drainage systems	
5. Ponds (Retention/Detention)	
6. FEMA Flood Zones	
Contour Lines (not greater than 3' intervals)	☒

Attachment: Memo-PlatReview-HaglerLnSubdivision-June2021 (2490 : Consider approval of Final and Prelim Plat for Hagler Lane Subdivision)



CITY OF TEXARKANA TEXAS

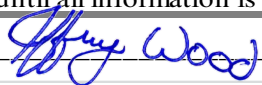
P.O. Box 1967
Texarkana, TX 75504
Phone (903) 798-3900

PROPOSED FEATURES

Streets, roads, alleys	☒
Utilities	☒
1. Water	
2. Sewer	
3. Gas	
4. Electric	
5. Cable, Phone, Etc.	
Survey Information	☒
1. Lot Information	
2. Easements	
3. Building Lines	
4. Street Names	
5. Setbacks	
Parks	☒
Drainage Facilities	☒
1. Watercourses (rivers, creeks, ravines, channels, etc.)	
2. Bridges	
3. Culverts	
4. Underground drainage systems	
5. Ponds (Retention/Detention)	
6. FEMA Flood Zones	
Contour Lines (not greater than 3' intervals)	☒
Registered Professional Land Surveyor Seal	☒

CERTIFICATION STATEMENT

I have reviewed the checklist and submittals for completeness and accuracy. I understand this plat will not be reviewed until all information is included.


5/14/2021

Signature _____ Date _____

Jeffrey Wood _____

Printed Name _____

Attachment: Memo-PlatReview-HaglerLnSubdivision-June2021 (2490 : Consider approval of Final and Prelim Plat for Hagler Lane Subdivision)



CITY OF TEXARKANA TEXAS

P.O. Box 1967
Texarkana, TX 75504
Phone (903) 798-3900

FINAL PLAT CHECKLIST

GENERAL INFORMATION / PROJECT DESCRIPTION

Date, written and graphic scale (100 scale or smaller) and north arrow	☒
Location Map for proposed development	☒
Title and Name of Subdivision	☒
Legal Description and identification of tract being subdivided or resubdivided	☒

1. Legal description shall be referenced to a corner of an original headright survey

SPECIFIC PLAT INFORMATION

Names or designations of all adjoining subdivisions or properties	☒
Adjacent dedicated streets, alleys, and easements	☒
Outline of proposed tract (shall stand out compared to other boundary lines)	☒
Location and designation of all streets, alleys, and other areas with dimensions that are intended for public use	☒
All block, lot and street boundary lines	☒

1. Blocks and lots shall be numbered

2. Building lines and easements are shown

a. Commercial (15')

b. Residential (25')

c. In PUR, building line is not less than 15'

100 Year FEMA Flood Zones	☒
Finish Floor Elevations (lots adjacent to flood zones and drainage facilities)	☒
Shown all necessary dimensions	☒
Supplemental Survey Reference Markers	☒
Certificate of ownership	☒
Certificate of surveyor	☒
Certificate of approval by planning and zoning commission	☒

CERTIFICATION STATEMENT

I have reviewed the checklist and submittals for completeness and accuracy. I understand this plat will not be reviewed until all information is included.

Jeffrey Wood 5/14/2021
Signature Date

Jeffrey Wood

Printed Name

Attachment: Memo-PlatReview-HaglerLnSubdivision-June2021 (2490 : Consider approval of Final and Prelim Plat for Hagler Lane Subdivision)



Property Description
11.334 Acres
Bowie County, Texas

All that certain lot, tract or parcel of land lying and situated in the Southeast Quarter of Section 32, Township 33S, Range 10E, of the Real Property Records, Bowie County, Texas, and being more particularly described as follows:

BEARING: 1/2 inch steel rod, capped with a 1/2 inch steel rod, found for a corner, lying in the East right-of-way line of an asphalt street designated as Slipp Lane, the Southwest corner of the said 11.434 acre tract, lying in the East right-of-way line of the said Slipp Lane, as 0.971 acres in the dead from Clayton H. Nash to Macedonia Elyou, et ux, dated February 18, 2009, recorded in Volume 3222, Page 6541, Page 28 of the Real Property Records, Bowie County, Texas, said corner bears South 01 degrees 39 minutes 54 seconds West a distance of 50.05 to the Southwest corner of Block No. 32 of the said L. T. King Headright Survey.

THENCE North 03 degrees 11 minutes 18 seconds West a distance of 449.93 feet to the Southeast corner of the said 11.434 acre tract, capped with a 1/2 inch steel rod, found for a corner, lying in the East right-of-way line of the said Slipp Lane, and the South right-of-way line of an asphalt road designated as Hagler Lane;

THENCE North 87 degrees 25 minutes 58 seconds East a distance of 1081.88 feet to the Northeast corner of the said 11.434 acre tract, capped with a 1/2 inch steel rod, found for a corner, the Northeast corner of the said 11.434 acre tract, lying in the West line of the said 30.264 acre tract, described as 30.264 acres from Eddie Barrington, et al to Scott Trimble, et ux, dated February 18, 2009, recorded in Volume 3222, Page 6541, Page 28 of the Real Property Records, Bowie County, Texas;

THENCE South 02 degrees 07 minutes 10 seconds East (basis of bearing) a distance of 463.14 feet along the East line of the said 11.434 acre tract (control monument), found for a corner, the Southeast corner of the said 11.434 acre tract, capped with a 1/2 inch steel rod, found for a corner, lying in the West line of the said 30.264 acre tract, described as 30.264 acres from Cheryll D. Parker to Cheryl A. Northcutt, et ux, dated February 18, 2009, recorded in Volume 3222, Page 6541, Page 28 of the Real Property Records, Bowie County, Texas, said corner bears South 02 degrees 07 minutes 10 seconds East a distance of 203.75 feet to a 1 inch steel pipe, found for the Southeast corner of the said 0.9932 acre tract, described as 0.9932 acres from Eddie Barrington, et al to Scott Trimble, et ux, dated February 18, 2009, recorded in Volume 3222, Page 6541, Page 28 of the Real Property Records, Bowie County, Texas;

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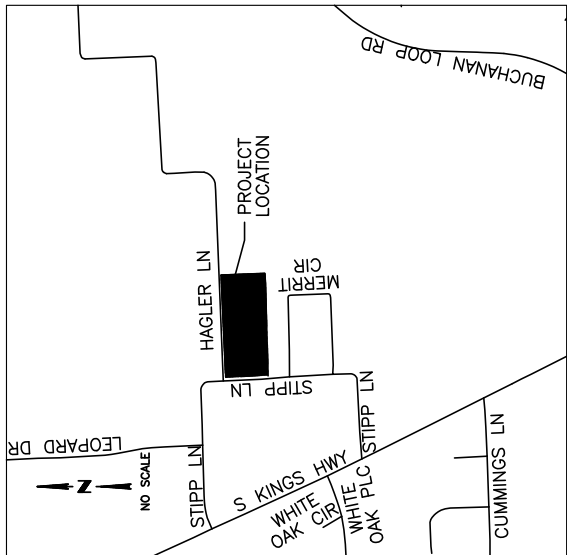
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VICINITY MAP



NOTES:
1) ALL MONUMENTS ARE SET 1/2" STEEL RODS CAPPED MTG 101011-00 UNLESS OTHERWISE INDICATED.
2) PROPOSED USE: LOTS 2-6 RESIDENTIAL

HAGLER LANE
SUBDIVISION
PRELIMINARY PLAT

11.334 ACRES IN THE L. T. KING HEADRIGHT SURVEY, TEXAS
ABSTRACT 327, BOWIE COUNTY, TEXAS
FOR: DISCOVER LAND NOW, LLC

Date	Revision/Description	Project No.	Drawn By	Checked By	Draw Date	Sheet No.
		212697	JW		5/12/2021	
© MTG 2021						TYPE NO. 354
5930 SUMMERHILL RD. TEXAS 75083 P 903.838.8333 F 903.832.4700 www.mtgengineers.com						

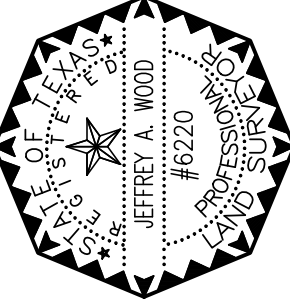
FLOOD STATEMENT:
BY GRAPHIC PLATTING ONLY, THIS PROPERTY IS IN ZONE "X" OF THE FLOOD INSURANCE RATE MAP, EFFECTIVE OCTOBER 19, 2010, AND IS NOT IN A SPECIAL FLOOD HAZARD AREA. NO FIELD SURVEYING WAS CONDUCTED TO DETERMINE THE EXACT LOCATION OF THE PROPERTY. THE FLOOD INSURANCE RATE MAP IS A GENERALIZATION OF THE FLOOD INSURANCE RATE MAP AND SHOULD NOT BE USED TO DETERMINE THE EXACT LOCATION OF THE PROPERTY. THE FLOOD INSURANCE RATE MAP IS A GENERALIZATION OF THE FLOOD INSURANCE RATE MAP AND SHOULD NOT BE USED TO DETERMINE THE EXACT LOCATION OF THE PROPERTY. THE FLOOD INSURANCE RATE MAP IS A GENERALIZATION OF THE FLOOD INSURANCE RATE MAP AND SHOULD NOT BE USED TO DETERMINE THE EXACT LOCATION OF THE PROPERTY.

NOTE: Providing this boundary survey, no attempt has been made to obtain or show data concerning encroachments, easements, depth, location, or location of any utility existing on the surveyed premises, or public owned. Subsurface and environmental conditions were not surveyed or shown. The surveyor is not responsible for the accuracy of any data obtained from other sources, containers or facilities that may affect the use or development of this property. Easement research was not done for this property by the surveyor, nor was a current title policy provided prior to this survey.

The bearings are based on Grid North within the Texas Coordinate System of 1983, of South 02 degrees 07 minutes 10 seconds East. The combined scale factor to go from Surface to Grid is 0.999999914388. The following control monuments were used to establish the basis of bearings:
CONTROL MONUMENT #1
CONTROL MONUMENT #2
E=3316653.8326
E=3316653.9600

CERTIFICATE OF ENGINEER OR SURVEYOR

I, Jeffrey A. Wood, do hereby certify that I am a Registered Professional Land Surveyor in the State of Texas, License No. 11334, and that I am the author of this Preliminary Plat. The boundaries shown on this map are the boundaries of the property as shown on the map, and are not to be construed as a subdivision of the property. The boundaries shown on this map are the boundaries of the property as shown on the map, and are not to be construed as a subdivision of the property. The boundaries shown on this map are the boundaries of the property as shown on the map, and are not to be construed as a subdivision of the property.



Jeffrey A. Wood
Registered Professional Land Surveyor
License No. 11334
Firm Certificate No. 101011-00
Date: May 14, 2021

CERTIFICATE OF DEDICATION BY OWNER

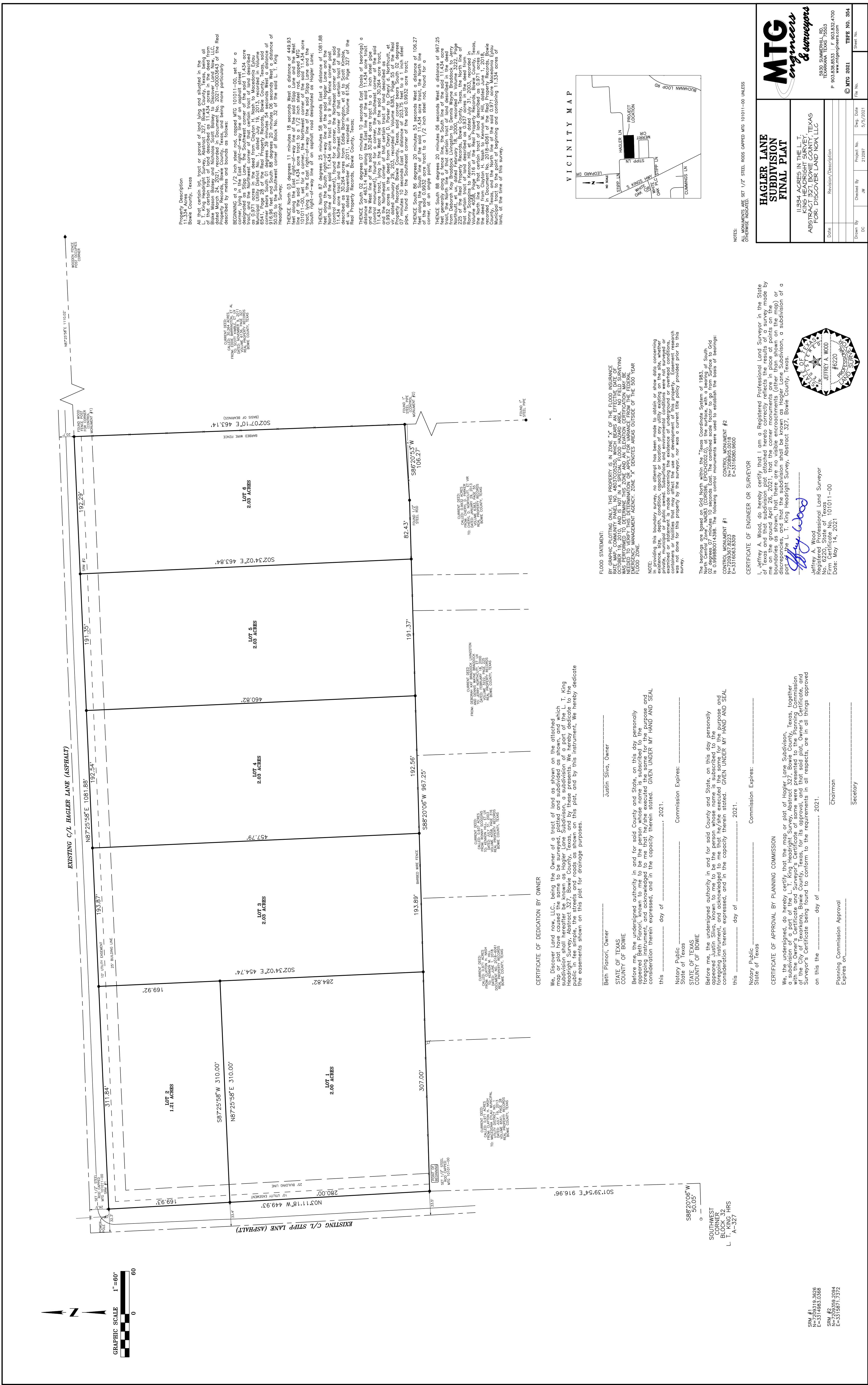
We, Discover Land now, LLC, being the Owner of a tract of land as shown on the attached map or plat have caused the same to be surveyed, platted and subdivided as shown, and which is hereby dedicated to the public in fee simple, the streets and roads as shown on this plat, and by this instrument, We hereby dedicate the easements shown on this plat for drainage purposes.

Beth Planori, Owner
STATE OF TEXAS
COUNTY OF BOWIE
Before me, the undersigned authority in and for said County and State, on this day personally appeared Beth Planori, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed, and in the capacity therein stated.
this _____ day of _____, 2021.

Notary Public
State of Texas
COUNTY OF BOWIE
Commission Expires: _____
Before me, the undersigned authority in and for said County and State, on this day personally appeared Beth Planori, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and consideration therein expressed, and in the capacity therein stated. GIVEN UNDER MY HAND AND SEAL this _____ day of _____, 2021.

Notary Public
State of Texas
Commission Expires: _____
We, the undersigned, do hereby certify that the map or plat of Hagler Lane Subdivision, a subdivision of a part of the L. T. King Headright Survey, Abstract 327, Bowie County, Texas, together with the plat of the L. T. King Headright Survey, Abstract 327, Bowie County, Texas, and the Surveyor's Certificate being found to conform to the requirements in all respects, are in all things approved on this the _____ day of _____, 2021.
Planning Commission Approval
Expires on _____
Chairman
Secretary

SRN #1
N=720319.3626
E=3314963.0386
SRN #2
N=720319.3626
E=3314963.0386



City of Texarkana, Texas

Summary Sheet

Version:

Update Date: 6/4/2021 9:56 AM

Lead Department: Planning and Community Development **Action Officer:** Laura Puckett, Administrative Coordinator
Z-21-11 rezoning a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.

Subject: owners. Mark Sullivan, agent.

Meeting Date: 6/7/2021

Attachments

- a. Z-21-11 Hearing Notice and Application (PDF)
- b. Z-21-11 Maps (PDF)
- c. Z-21-11 Legal Description (PDF)

Staff Coordination

Building Code Administration	Mashell Daniel	Reviewer	Completed
	06/04/2021 10:44 AM		
City Manager	City Manager Review Pending		

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan, agent, to rezone a 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308, located at 2617 Findley Street from Single Family-2 to Single Family-3. The property is currently vacant land. The proposed use is a double wide HUD code manufactured home.

The adjacent zoning is Single Family-2 to the north, east, south, and west. The adjacent land use is residences to the south, north, and east and vacant land to the west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

City of Texarkana, Texas

There are other manufactured homes located in this area. There is Single Family-3 zoning two lots to the east of this tract. HUD code double wide manufactured housing looks like some of the existing frame pier and beam houses in the area. This type housing could also be a revitalization housing alternative to traditional site-built homes. Therefore, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

All notification and application requirements have been met to consider this request

Potential Options:

None

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas) Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired, please contact the Planning Department at (903) 798-3535.

PLANNING & ZONING COMMISSION: Hearing Date: Monday, June 7, 2021 Hearing Time: 6:00 pm

CITY COUNCIL: Hearing Date: Monday, August 9, 2021 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a letter in opposition to or in favor of the proposed change. If a written protest in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the letter must be received and filed before or at the Planning and Zoning Commission Meeting. (The letter can be emailed to lpuckett@txkusa.org).



OWNER: Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan, agent

OWNER'S ADDRESS: 105 Berry Drive, Wake Village, Texas 75501

LOCATION OF REZONING: 2617 Findley Street, Texarkana, Texas 75501

PROPOSED CHANGE: To allow the location of a double wide HUD code manufactured home

ZONING CHANGE FROM: Single Family-2 (SF-2) TO: Single Family-3 (SF-3)

LEGAL DESCRIPTION: A 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308

CASE NUMBER: Z-21-11 DATE MAILED: May 21, 2021

Attachment: Z-21-11 Hearing Notice and Application (2491 : Z-21-11 rezoning at 2617 Findley from SF-2 to SF-3)



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.ci.texarkana.tx.us.org

Receipt No. 00003983 Case Z-21-11 Date May 18, 2021

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property:

Lot: _____ Block: Tract 110 Addition: JW Johnson HRS, A-308
(Or see attached legal description)

Location: 2617 Findley

Present Zoning: SF-2

Proposed Zoning: SF-3

If the Zoning Classification is changed by the Commission, this property will be used as:

To place HUD code manufactured home

Describe the changed conditions occurring since the original zoning which affect your property and justify rezoning:

Mark Sullivan

Attorney or Agent Signature

Mark Sullivan

Print Name

3700 Green Wood Ave

Address

Texarkana, Ark

City, State, Zip

71854

Home Phone & Cell Phone

870) 331-0551

Email Address

Amber Sullivan
Kyra Sullivan

Property Owner Signature

Amber Sullivan
Kyra Sullivan

Print Name

105 Berry Drive

Address

Wake Village, Tx, 75501

City, State, Zip

903-556-1328
469-799-7674

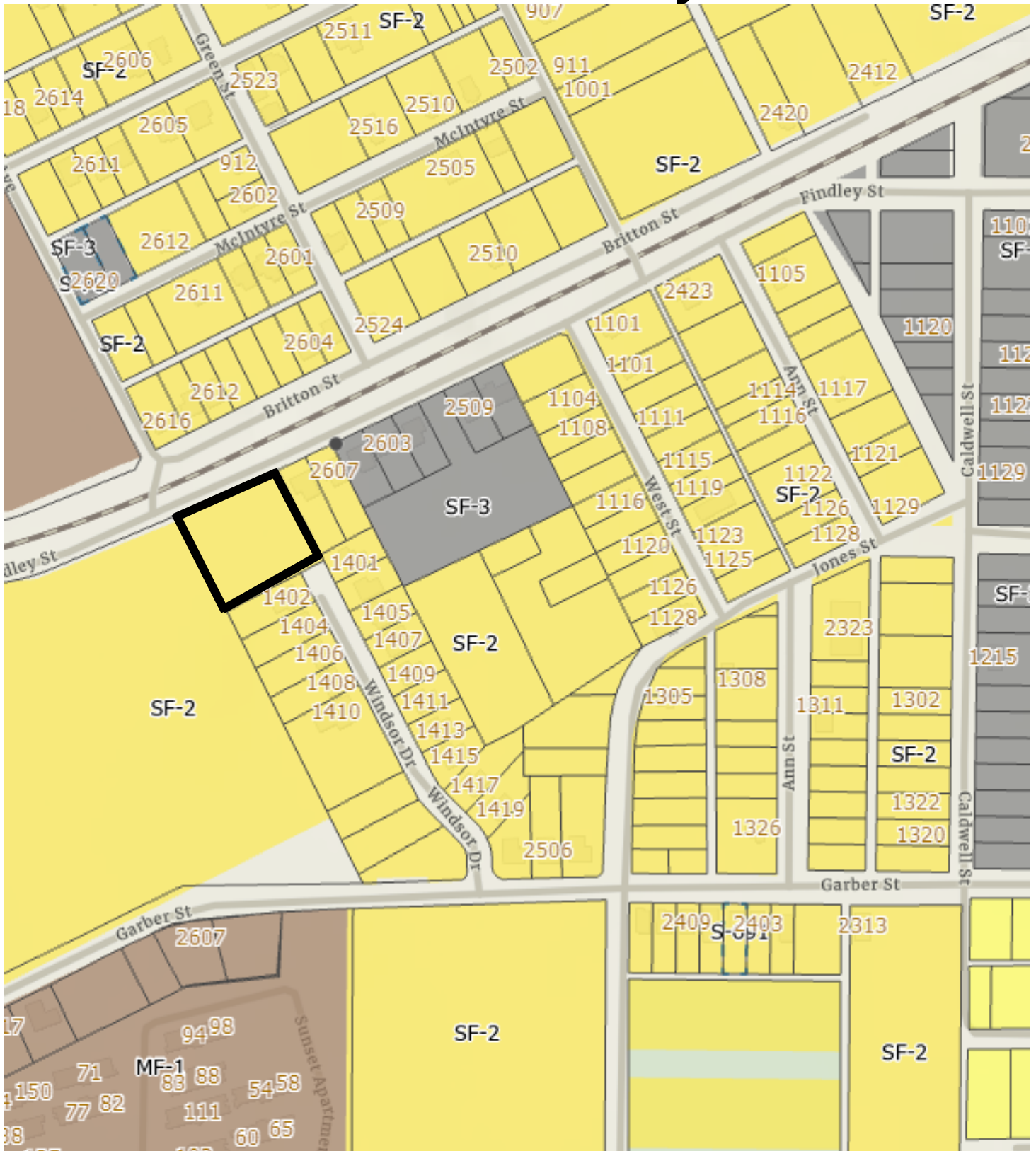
Home Phone & Cell Phone

Amber.sullivan182471@yahoo.com
Kyrasullivan17@yahoo.com

Email Address

BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY

2617 Findley



Attachment: Z-21-11 Maps (2491 : Z-21-11 rezoning at 2617 Findley from SF-2 to SF-3)

2617 Findley



Attachment: Z-21-11 Maps (2491 : Z-21-11 rezoning at 2617 Findley from SF-2 to SF-3)

Z-21-11

SPECIAL WARRANTY DEED

Filed For Record In:
Bowie County, Texas
VELMA MOORE
County Clerk
On: May 15, 2003 at 01:43P

Date: April _____, 2003

Grantor: MARK A. WEISBART, BANKRUPTCY TRUSTEE FOR NORTH TEXAS FUNDING GROUP, INC., Case No. 01-44063, In The United States Bankruptcy Court, Eastern District of Texas, Sherman Division

Grantor's Mailing Address (including county): 5950 Sherry Lane, #222, Dallas, Texas 75225

Grantee: RALPH L. STOKES and DOROTHY STOKES

Grantee's Mailing Address (including county): 1710 W. 9th, Texarkana, Bowie County, Texas 75501

Consideration: Ten and No/100 (\$10.00) Dollars and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confessed,

Property (including any improvements):

TRACT NO. 1:

All that certain tract or parcel of land being a part of a 10-acre tract formerly owned by J. C. Durham and described in a Deed of Trust of record in Volume 164, Page 535 of the Deed Records of Bowie County, Texas and out of the J. W. JOHNSON HEADRIGHT SURVEY, A-308 in Bowie County, Texas and described as follows:

BEGINNING at a point in the N. boundary line of said 10 acre tract, 125 feet from the NE corner of the same 10 acre tract for the point of beginning;
THENCE extending South, parallel to the East boundary line, 210 feet to a stake for corner;
THENCE West 210 feet parallel to the North boundary line of same to a stake for corner;
THENCE Northward 210 feet parallel to the East boundary line;
THENCE East along the North boundary line 210 feet to the Place of Beginning and Containing 1 acre of land.

TRACT NO. 2:

All of Lot Numbered Sixteen (16) in Block Numbered Six (6) of FEINBERG HEIGHTS ADDITION to the City of Texarkana, Bowie County, Texas.

TRACT NO. 3:

Lot Numbered Four (4) in Block Numbered Twenty-Nine (29) of BEVERLY HEIGHTS, an Addition to the City of Texarkana, Bowie County, Texas

Reservations from and Exceptions to Conveyance and Warranty:

"This conveyance is made subject to the following matters, to the extent same are in effect at this time: Any and all restrictions, covenants, conditions, easements and reservations, if any, relating to the hereinabove described property, but only to the extent they are still in effect, shown of record in hereinabove mentioned County and State, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect relating to the hereinabove described property."

Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee

7530

Vol 3985 Page 186

2

Attachment: Z-21-11 Legal Description (2491 : Z-21-11 rezoning at 2617 Findley from SF-2 to SF-3)

City of Texarkana, Texas

Summary Sheet

Version:

Update Date: 6/4/2021 9:56 AM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: S-740 Specific Use Permit to allow the location of a HUD code manufactured home on a 1-acre tract of land (being Tract 110) in the J. W. Johnson HRS, located at 2617 Findley Street. Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners. Mark Sullivan, agent.

Meeting Date: 6/7/2021**Attachments**

- a. S-740 Hearing Notice and Application (PDF)
- b. S-740 Legal Description (PDF)
- c. S-740 Maps (PDF)
- d. S-740 Photos (PDF)
- e. S-740 Floorplans (PDF)

Staff Coordination

Building Code Administration	Mashell Daniel	Department Head Review
Completed	06/04/2021 10:43 AM	
City Manager	Review	Pending

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan, agent, for a Specific Use Permit to allow the location of a double wide HUD code manufactured home as a residence on a 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308, located at 2617 Findley Street. The property is currently vacant land. The proposed use is a double wide HUD code manufactured home.

The adjacent zoning is Single Family-2 to the north, east, south, and west. The adjacent land use is residences to the south, north, and east and vacant land to the west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

City of Texarkana, Texas

Staff recommends for approval of this request with the following stipulations:

1. That one new 2020 or newer double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

All notification and application requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of this request with stipulations

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas) Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired, please contact the Planning Department at (903) 798-3535.

PLANNING & ZONING COMMISSION: Hearing Date: Monday, June 7, 2021 Hearing Time: 6:00 pm

CITY COUNCIL: Hearing Date: Monday, August 9, 2021 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a letter in opposition to or in favor of the proposed change. If a written protest in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the letter must be received and filed before or at the Planning and Zoning Commission Meeting. (The letter can be emailed to lpuckett@txkusa.org).



OWNER: Diamond Sullivan-Wesson, Amber Sullivan, and Cyra Sullivan, owners & Mark Sullivan

OWNER'S ADDRESS: 105 Berry Drive, Wake Village, Texas 75501

LOCATION OF REZONING: 2617 Findley Street, Texarkana, Texas 75501

PROPOSED CHANGE: Specific Use Permit to allow the location of a double wide HUD code manufactured home

LEGAL DESCRIPTION: A 1-acre tract of land (being Tract 110), J. W. Johnson HRS, A-308

CASE NUMBER: S-740

DATE MAILED: May 21, 2021

Attachment: S-740 Hearing Notice and Application (2492 : S-740 SUP for HUD code manufactured home at 2617 Findley)



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.ci.texarkana.tx.us.org

Receipt No. 00003985

Case S-740

Date May 18, 2021

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property.

Lot: _____ Block: Tract 110 Addition: JW Johnson HRS, - A-308
(Or see attached legal description)

Location: 2617 Findley

Present Zoning: SF-2

Requested: Specific Use Permit

The requested Specific Use Permit will be used for the following:

To place HUD code manufactured home

Describe the changed conditions, if any, that have occurred which affects your property and justifies this Specific Use Permit:

Mark Sullivan

Attorney or Agent Signature

3700 Greenwood Ave

Address

Texarkana AR 71854

City, State, Zip

870) 331-0551

Home Phone & Cell Phone

Email address

Kyras Sullivan
Amber Sullivan

Property Owner Signature / U

105 Berry Drive

Address

Wake Village, Tx, 755

City, State, Zip 469-799-7614

903-556-1328

Home Phone & Cell Phone Kyrasullivan18247@yah

ambersullivan18247@yah

Email address

BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY

Attachment: S-740 Hearing Notice and Application (2492 : S-740 SUP for HUD code manufactured home at 2617 Findley)

S-740

SPECIAL WARRANTY DEED

Filed For Record In:
Bowie County, Texas
VELMA MOORE
County Clerk
On: May 15, 2003 at 01:43P

Date: April _____, 2003

Grantor: MARK A. WEISBART, BANKRUPTCY TRUSTEE FOR NORTH TEXAS FUNDING GROUP, INC., Case No. 01-44063, In The United States Bankruptcy Court, Eastern District of Texas, Sherman Division

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BEGINNING at a point in the N. boundary line of said 10 acre tract, 125 feet from the NE corner of the same 10 acre tract for the point of beginning;
THENCE extending South, parallel to the East boundary line, 210 feet to a stake for corner;
THENCE Westerly 210 feet parallel to the North boundary line of same to a stake for corner;
THENCE Northward 210 feet parallel to the East boundary line;
THENCE East along the North boundary line 210 feet to the Place of Beginning and Containing 1 acre of land.

TRACT NO. 2:

All of Lot Numbered Sixteen (16) in Block Numbered Six (6) of FEINBERG HEIGHTS ADDITION to the City of Texarkana, Bowie County, Texas.

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Lot Numbered Four (4) in Block Numbered Twenty-Nine (29) of BEVERLY HEIGHTS, an Addition to the City of Texarkana, Bowie County, Texas

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Grantor, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee

7530

Vol 3985 Page 186

Attachment: S-740 Maps (2492 : S-740 SUP for HUD code manufactured home at2617 Findley)

2617 Findley



Attachment: S-740 Maps (2492 : S-740 SUP for HUD code manufactured home at 2617 Findley)

S-740



Attachment: S-740 Photos (2492 : S-740 SUP for HUD code manufactured home at2617 Findley)

City of Texarkana, Texas

Version:

Update Date: 6/4/2021 9:57 AM

Summary Sheet

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator
Z-21-12 rezoning Lot 1 (proposed Lots 1A and 1B), Block 6 Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek, and Skyline Boulevard from Planned Development-Office (PD-97-3) to
Subject: Single Family-1. Ron Dawson, owner.

Meeting Date: 6/7/2021**Attachments**

- a. Z-21-12 Hearing Notice and Application (PDF)
- b. Z-21-12 Maps (PDF)
- c. Z-21-12 Legal Description (PDF)
- d. Z-21-12 Floorplans Skyline Blvd Lot 1A (PDF)
- e. Z-21-12 Elevations Skyline Blvd Lot 1A (PDF)
- f. Z-21-12 Photo Skyline Blvd Lot 1A (PDF)
- g. Z-21-12 Floorplans Cooks Lane Lot 1B (PDF)
- h. Z-21-12 Elevation Cooks Lane Lot 1B (PDF)

Staff Coordination

Building Code Administration	Mashell Daniel	Department Head Review
Completed	06/04/2021 10:45 AM	
City Manager	Review	Pending

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Ron Dawson, owner to rezone Lot 1 (proposed Lots 1A and 1B), Block 6, Clear Creek Estates First Addition, located at the southwest corner of Cooks Lane, Clear Creek Drive, and Skyline Boulevard from Planned Development-Office (PD-97-3) to Single Family-1. This property is currently vacant land.

The adjacent zoning is Agriculture to the north, Two Family-2 and Single Family-2 to the east, Single Family-2 to the south and Multiple Family-1 to the west. The adjacent land uses are residences to the north, south, and east, and multi-family housing to the west.

This property was recently replatted to split Lot 1 into two large lots (Lot 1A and Lot 1B). That plat has not been recorded as of this date. The applicant is planning to build one single family home on each lot. The applicant is requesting rezoning to Single

City of Texarkana, Texas

Family-1 to be consistent with existing single-family housing in the area. The applicant has submitted sample floor plans (see attached) that shows homes with approximately 2,200 square feet of heated living space.

Since this request to rezone the property to Single Family-1 is more consistent with existing zoning in this area than the current PD-Office zoning, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

All notification and application requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas) Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired, please contact the Planning Department at (903) 798-3535.

PLANNING & ZONING COMMISSION: Hearing Date: Monday, June 7, 2021 Hearing Time: 6:00 pm

CITY COUNCIL: Hearing Date: Monday, August 9, 2021 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a letter in opposition to or in favor of the proposed change. If a written protest in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the letter must be received and filed before or at the Planning and Zoning Commission Meeting. (The letter can be emailed to lpuckett@txkusa.org).



OWNER: Ron Dawson, owner

OWNER'S ADDRESS: 6 Wildoak Circle, Texarkana, Texas 75503

LOCATION OF REZONING: Southwest corner of Clear Creek Drive, Cooks Lane, and Skyline Boulevard, Texarkana, Texas 75501

PROPOSED CHANGE: To change the zoning to a residential zoning district (SF-1) to construct two single family homes to be approximately 2300 sq. ft. of heated space in size

ZONING CHANGE FROM: Planned Development-Office (PD-97-3) TO: Single Family-1 (SF-1)

LEGAL DESCRIPTION: Lot 1 (proposed Lot 1A and Lot 1B), Block 6, Clear Creek Estates First Addition

CASE NUMBER: Z-21-12

DATE MAILED: May 21, 2021



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945
www.ci.texarkana.tx.us.org

Receipt No. 0000 3559 Case Z-21-12 Date 5-13-21

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property:

Lot: 1A & 1B Block: 6 Addition: Clear Creek Estates First Addition
(Or see attached legal description)

Location: Southwest corner of Cooks Lane and Clear Creek Drive

Present Zoning: Office PD-97-3

Proposed Zoning: Single Family-1

If the Zoning Classification is changed by the Commission, this property will be used as:

Single family home

Describe the changed conditions occurring since the original zoning which affect your property and justify rezoning:

This was zoned Planned Development and I would like to zone for single family which is similar to the area

Attorney or Agent Signature

Print Name

Address

City, State, Zip

Home Phone & Cell Phone

Email Address

Property Owner Signature

Print Name

Address

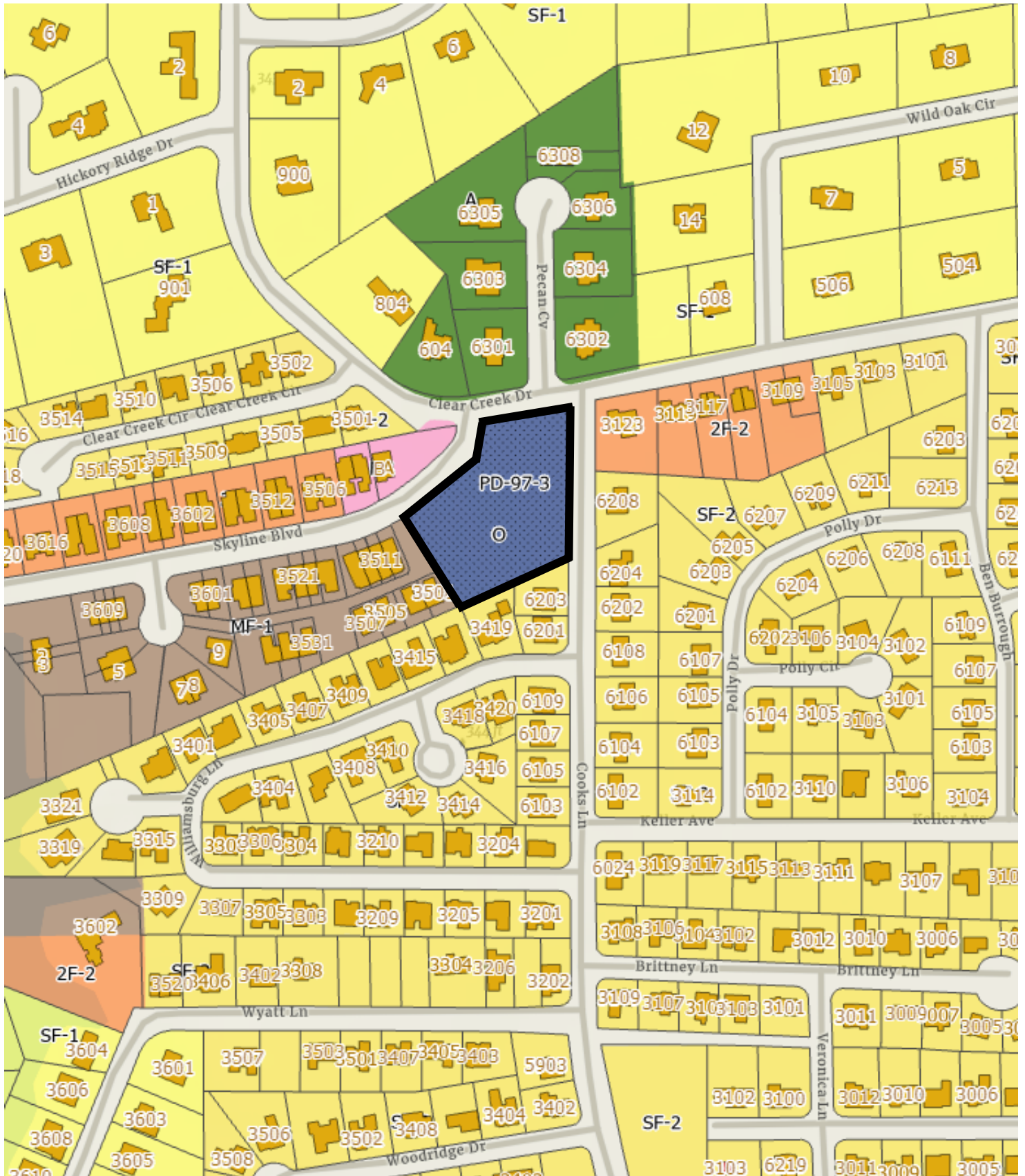
City, State, Zip

Home Phone & Cell Phone

Email Address

BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE A SIGN ON YOUR PROPERTY

Southwest corner of Clear Creek Drive and Cooks Lane Lot 1A & 1B



Attachment: Z-21-12 Maps (2493 : Z-21-12 rezoning Lot 1 Block 6 Skyline, Clear Creek, Cooks Ln, PD-O to SF-1)

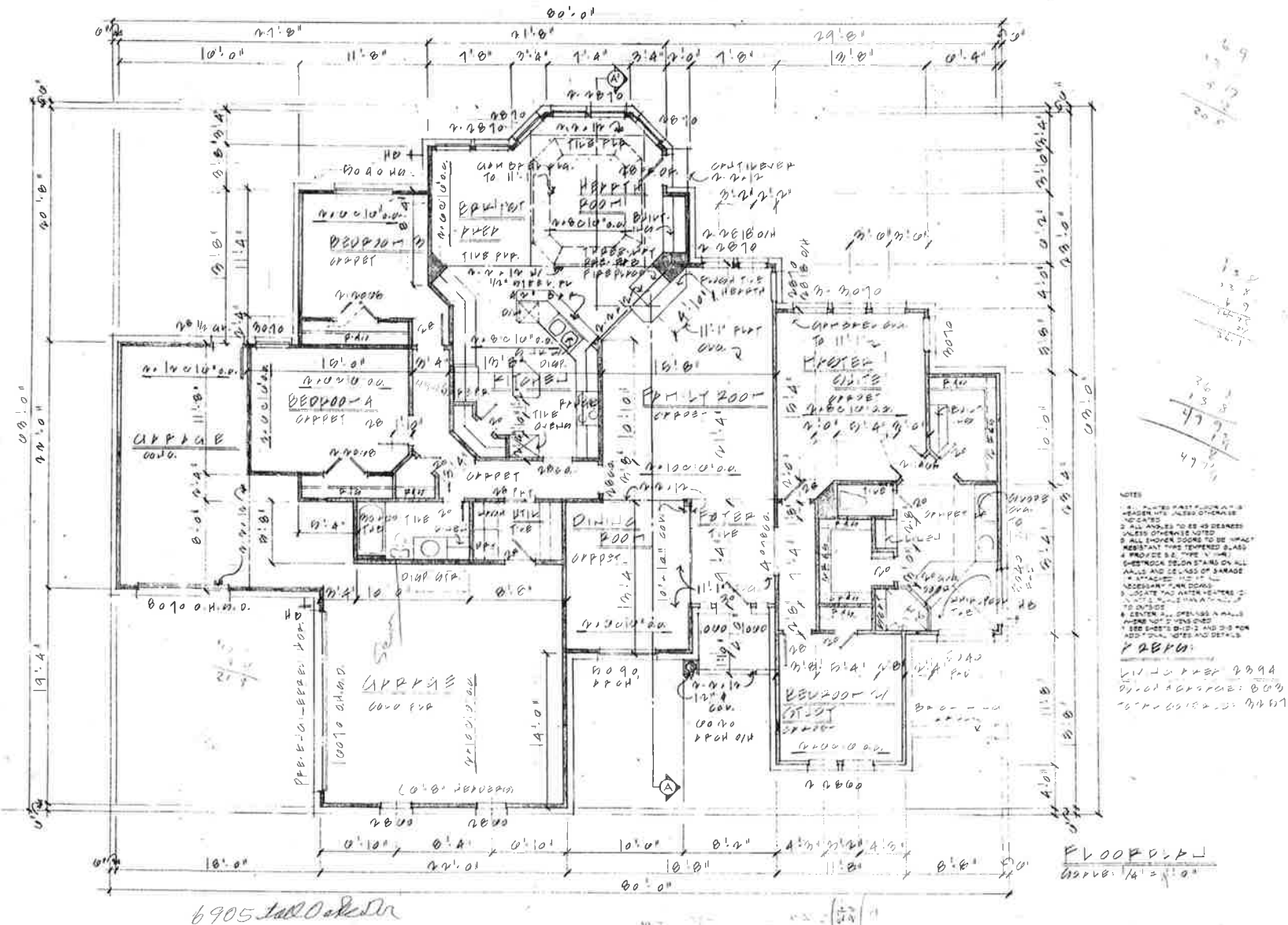
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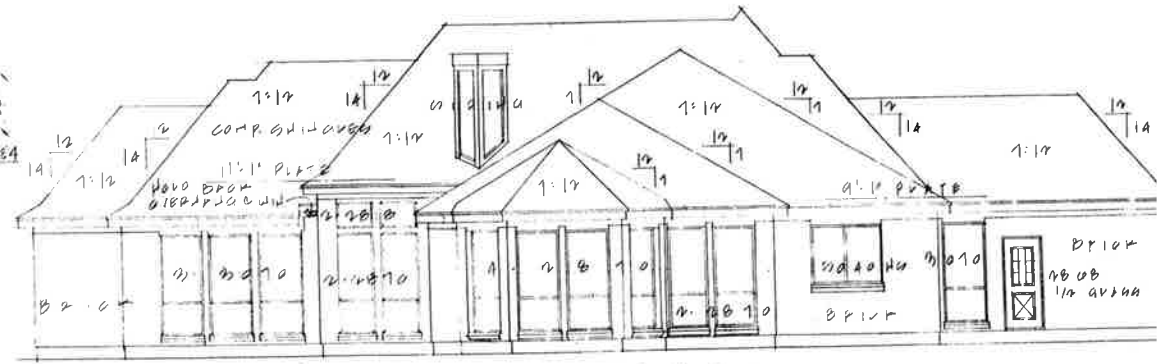
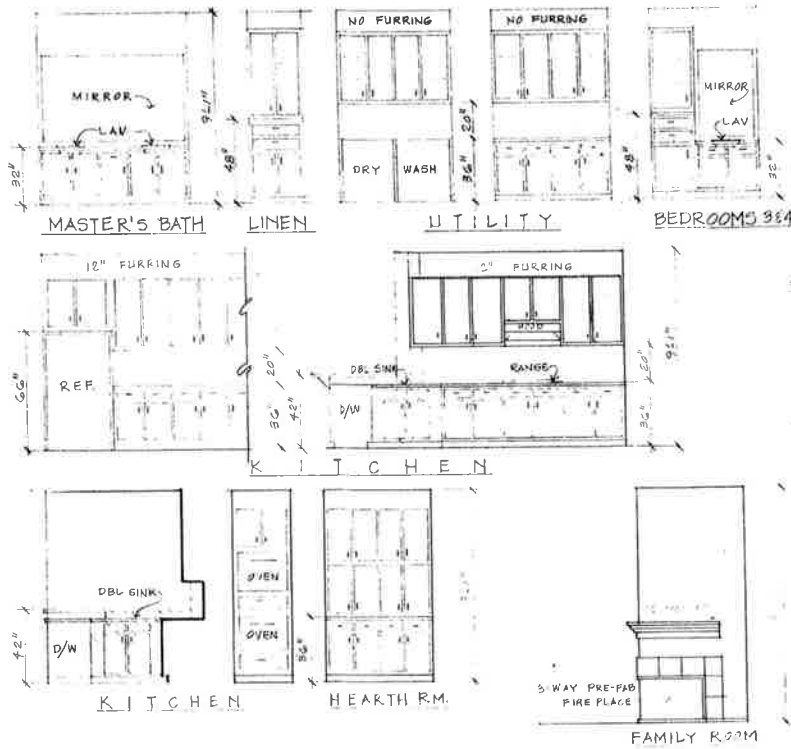
PROPERTY DESCRIPTION

ALL OF LOT NUMBERED ONE (1) IN BLOCK NUMBERED SIX (6) OF CLEAR CREEK ESTATES FIRST ADDITION, AN ADDITION TO THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT OF RECORD IN VOLUME 608, PAGE 405 AND IN PLAT CABINET A, SLEEVE 22, PLAT RECORDS OF BOWIE COUNTY, TEXAS.

Z-21-12

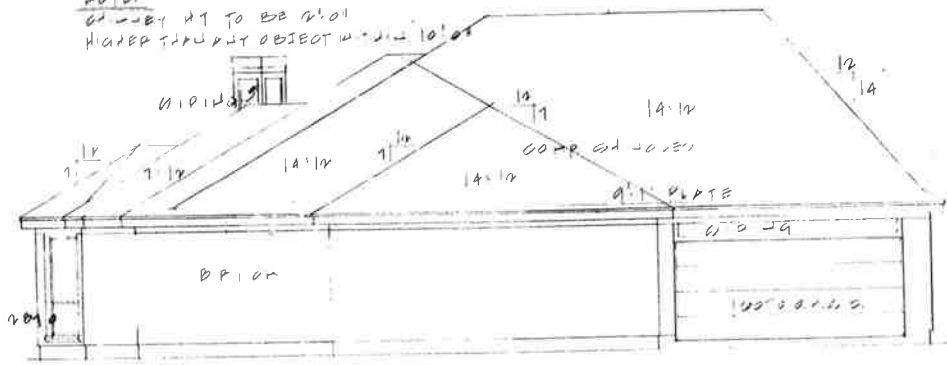
Attachment: Z-21-12 Floorplans Skyline Blvd Lot 1A (2493 : Z-21-12 rezoning Lot 1 Block 6 Skyline, Clear



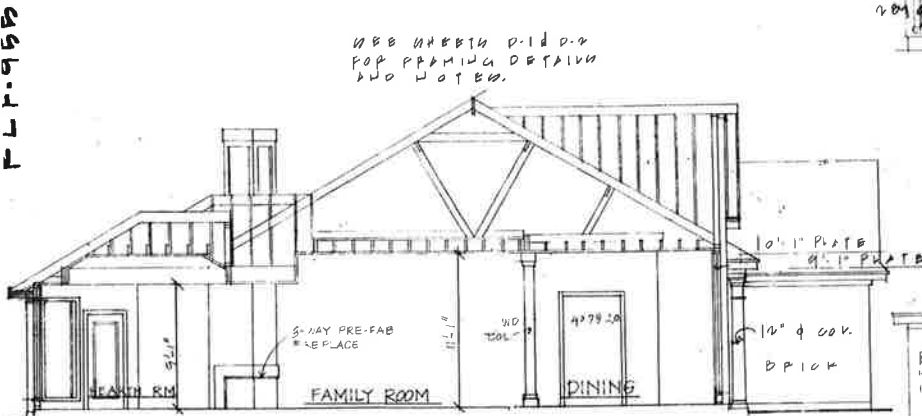


FRONT ELEVATION
OVER 10' = 10'

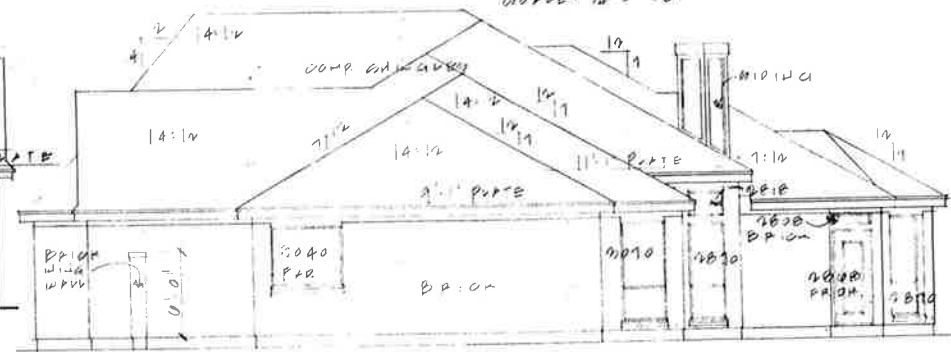
NOTE:
GUTTER AT TO BE 2\"/>



LEFT ELEVATION
OVER 10' = 10'



SECTION @ A-A'
SCALE: 1/4\"/>



RIGHT ELEVATION
OVER 10' = 10'

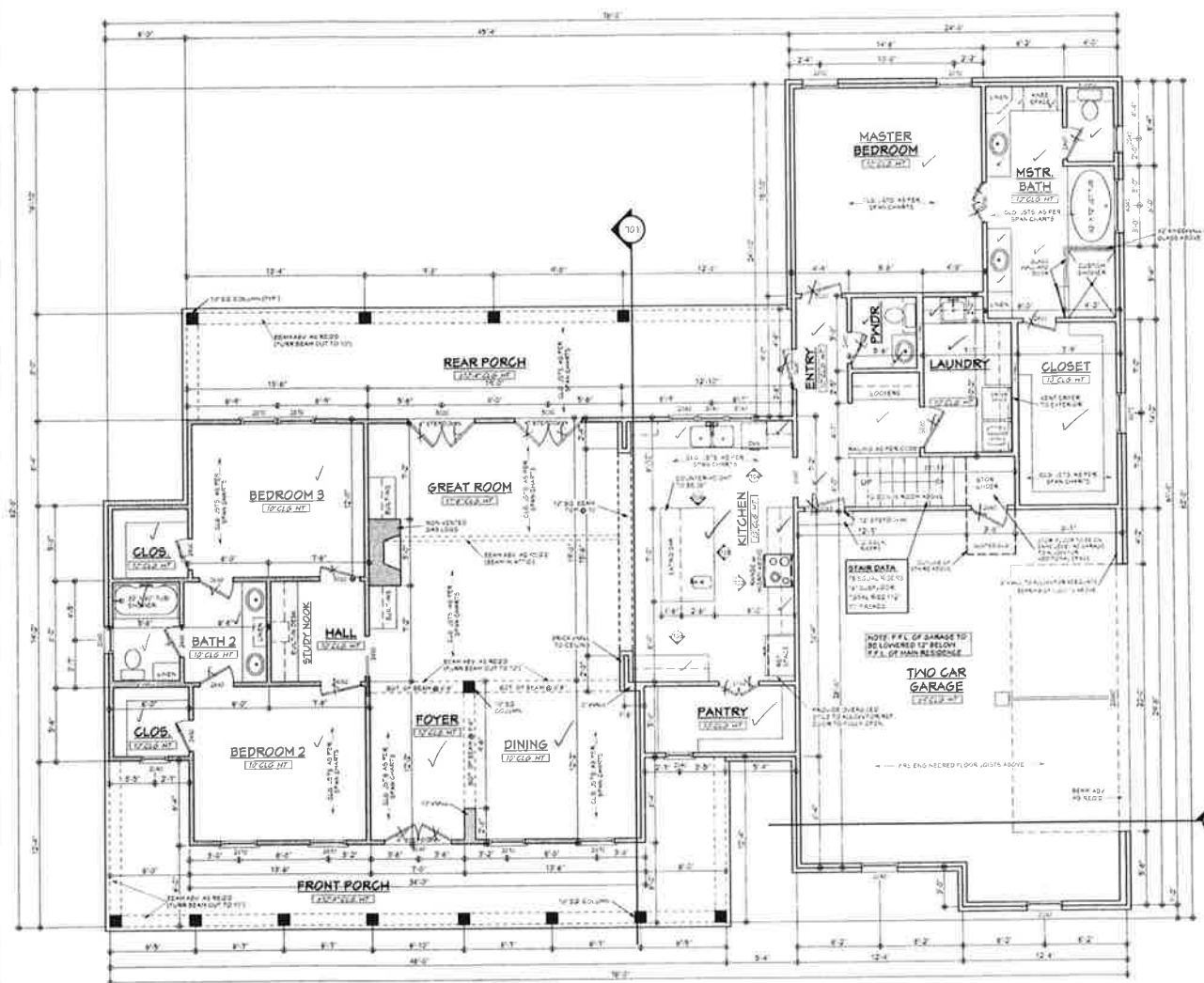
Skyline

2.4.f



K1 F-955

Attachment: Z-21-12 Photo Skyline Blvd Lot 1A (2493 : Z-21-12 rezoning Lot 1 Block 6 Skyline, Clear



NOTES:

- [illegible]

NOTE: CONTRACTOR TO LOCATE HVAC UNITS AND WATER HEATER AT SITE

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

AREA	2252	SF HEATED - FIRST FLOOR
	492	SF UNHEATED - BONUS ROOM
	363	SF UNHEATED - REAR PORCH
	604	SF UNHEATED - GARAGE
	352	SF UNHEATED - FRONT PORCH
	1046	SF UNHEATED - TOTAL
	4170	SF TOTAL UNDER ROOF

Pre-Drawn Plan ID:

BB-2282

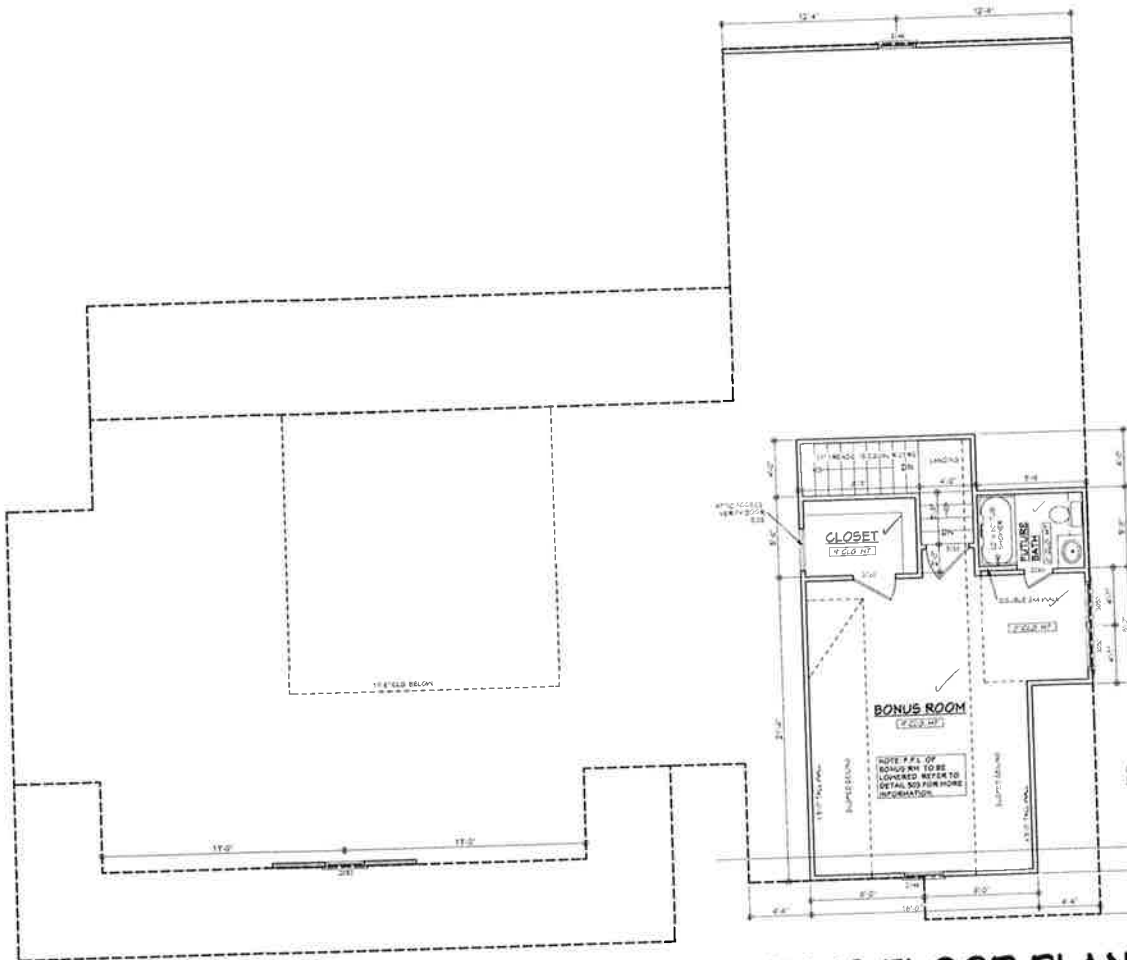
Date: 12.22.16

Drawn By

Project Name:

SHEET NUMBER

3

**NOTES:**

1. ALL DIMENSIONS & SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
2. ALL FINISHES (INTERIOR & EXTERIOR) TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
3. VERIFY ALL DOOR AND WINDOW STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION. MANUFACTURER TO SUPPLY ALL WINDOW OPENING SIZES.
4. CONTRACTOR TO VERIFY ALL CLEARANCES OF ALL DOORS, WINDOWS AND OTHER ITEMS THAT ARE CRITICAL PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO ADAPT PLANS AS REQUIRED TO MEET ALL APPLICABLE CODES AT SITE.
6. ALL BEAMS TO BE SIZED BY A LICENSED STRUCTURAL ENGINEER.
7. PORCHES, BALCONIES OR RAISED FLOOR SURFACES LOCATED MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW AT ANY POINT WITHIN 36 INCHES HORIZONTALLY SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT. OPEN SIDES OF STAIRS WITH A TOTAL RISE OF MORE THAN 30 INCHES ABOVE THE FLOOR OR GRADE BELOW SHALL HAVE GUARDS NOT LESS THAN 36 INCHES IN HEIGHT MEASURED VERTICALLY FROM THE NOSING OF THE TREADS. INSET SCREENING SHALL NOT BE CONSIDERED AS A GUARD.
8. IRC 2015, R312.1.1 & R312.1.2.
9. MISCELLANEOUS APPLIANCES IN ATTICS. ATTICS CONTAINING APPLIANCES SHALL BE PROVIDED WITH AN OPENING AND A CLEAR UNOBSTRUCTED PASSAGEWAY LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE, BUT NOT LESS THAN 30 INCHES HIGH AND 22 INCHES WIDE AND NOT MORE THAN 20 FEET LONG MEASURED ALONG THE CENTERLINE OF THE PASSAGEWAY FROM THE OPENING TO THE APPLIANCE. THE PASSAGEWAY SHALL HAVE CONTINUOUS SOLID FLOORING IN ACCORDANCE WITH CHAPTER 5 NOT LESS THAN 24 INCHES WIDE. A LEVEL SERVICE SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PRESENT ALONG ALL SIDES OF THE APPLIANCE WHERE ACCESS IS REQUIRED. THE CLEAR ACCESS OPENING DIMENSIONS SHALL BE A MINIMUM OF 20 INCHES BY 30 INCHES AND LARGE ENOUGH TO ALLOW REMOVAL OF THE LARGEST APPLIANCE.
10. THE PASSAGEWAY AND LEVEL SERVICE SPACE ARE NOT REQUIRED WHERE THE APPLIANCE CAN BE SERVICED AND REMOVED THROUGH THE REQUIRED OPENING.
11. WHERE THE PASSAGEWAY IS UNOBSTRUCTED AND NOT LESS THAN 6 FEET HIGH AND 22 INCHES WIDE FOR ITS ENTIRE LENGTH, THE PASSAGEWAY SHALL BE NOT MORE THAN 50 FEET LONG.
12. APPLIANCE ACCESS FOR INSPECTION SERVICE, REPAIR AND REPLACEMENT. APPLIANCES SHALL BE ACCESSIBLE FOR INSPECTION, SERVICE, REPAIR AND REPLACEMENT WITHOUT REMOVING PERMANENT CONSTRUCTION. OTHER APPLIANCES, CONNECTED TO THE APPLIANCE BEING INSPECTED, SERVICED, REPAIRED OR REPLACED, OR ANY OTHER PIPING OR DUCTS NOT BE A LEVEL WORKING SPACE AT LEAST 30 INCHES DEEP AND 30 INCHES WIDE SHALL BE PROVIDED IN FRONT OF THE CONTROL SIDE TO SERVICE AN APPLIANCE. INSTALLATION OF ROOM HEATERS SHALL BE PERMITTED WITH AT LEAST AN 18 INCH WORKING SPACE A PLATFORM SHALL NOT BE REQUIRED FOR ROOM HEATERS.
13. MISCELLANEOUS APPLIANCES AND AIR HANDLERS WITHIN COMPARTMENTS OR ALCOVES SHALL HAVE A MINIMUM WORKING SPACE CLEARANCE OF 3 INCHES ALONG THE SIDES, BACK AND TOP WITH A TOTAL WIDTH OF THE ENCLOSING SPACE BEING AT LEAST 12 INCHES WIDER THAN THE FURNACE OR AIR HANDLER. FURNACES HAVING A FIREBOX OPEN TO THE ATMOSPHERE SHALL HAVE AT LEAST A 6 INCH WORKING SPACE ALONG THE FRONT COMBUSTION CHAMBER SIDE. COMBUSTION AIR OPENINGS AT THE REAR OR SIDE OF THE COMPARTMENT SHALL COMPLY WITH THE REQUIREMENTS OF CHAPTER 11.
14. EXCEPTION: THIS SECTION SHALL NOT APPLY TO REPLACEMENT APPLIANCES INSTALLED IN EXISTING COMPARTMENTS AND ALCOVES WHERE THE WORKING SPACE CLEARANCES ARE IN ACCORDANCE WITH THE EQUIPMENT OR APPLIANCE MANUFACTURERS INSTALLATION INSTRUCTIONS.
15. EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL BE OPERATIONAL FROM THE INSIDE OF THE ROOM WITHOUT THE USE OF KEYS, TOOLS OR SPECIAL KNOWLEDGE. WINDOW OPENING CONTROL DEVICES COMPLYING WITH ASTM F 2090 SHALL BE PERMITTED FOR USE ON WINDOWS SERVING AS A REQUIRED EMERGENCY ESCAPE AND RESCUE OPENING. ALL SLEEPING ROOMS TO HAVE AN EXTERIOR ACCESS THROUGH A DOOR OR WINDOW WITH A MINIMUM OF 5.7 SQUARE FEET NET CLEAR OPENING AS PER IRC 2015, R310.2.1. EXCEPTION: GRADE FLOOR OR BELOW GRADE OPENINGS SHALL HAVE A MINIMUM NET CLEAR OPENING OF 5 SQUARE FEET. MAXIMUM SILL HEIGHT TO BE 44 INCHES. MINIMUM NET CLEAR OPENING HEIGHT TO BE 24 INCHES. MINIMUM NET CLEAR OPENING WIDTH TO BE 20 INCHES.
16. ALL RETURN AIR GRILLES ARE TO BE LOCATED TO COMPLY WITH SECTION M1602 OF THE IRC 2015.
17. ALL SQUARE FOOTAGE MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM ACTUAL. CONSTRUCTED RESIDENCE OR BUILDING.
18. FIRE SMOKE ALARM SYSTEM TO BE DESIGNED AND INSTALLED IF REQUIRED BY LOCAL CODES AS PER THE IRC 2015 AND BY A LICENSED PROFESSIONAL IN THE AREA OF CONSTRUCTION.
19. ALL BATHROOM EXHAUST VENTS SHALL BE VENTED DIRECTLY TO THE EXTERIOR OF THE HOME AND NOT INTO THE ATTIC. IRC 2015, M1507.2.

HOUSE PLAN ZONE
Designing Homes
Building Relationships

Website:
www.HFZplans.com
Email:
sales@hprplans.com
Phone:
601.396.3254
Fax:
1.800.574.1367



Pre-Drawn Plan ID:

BB-2282

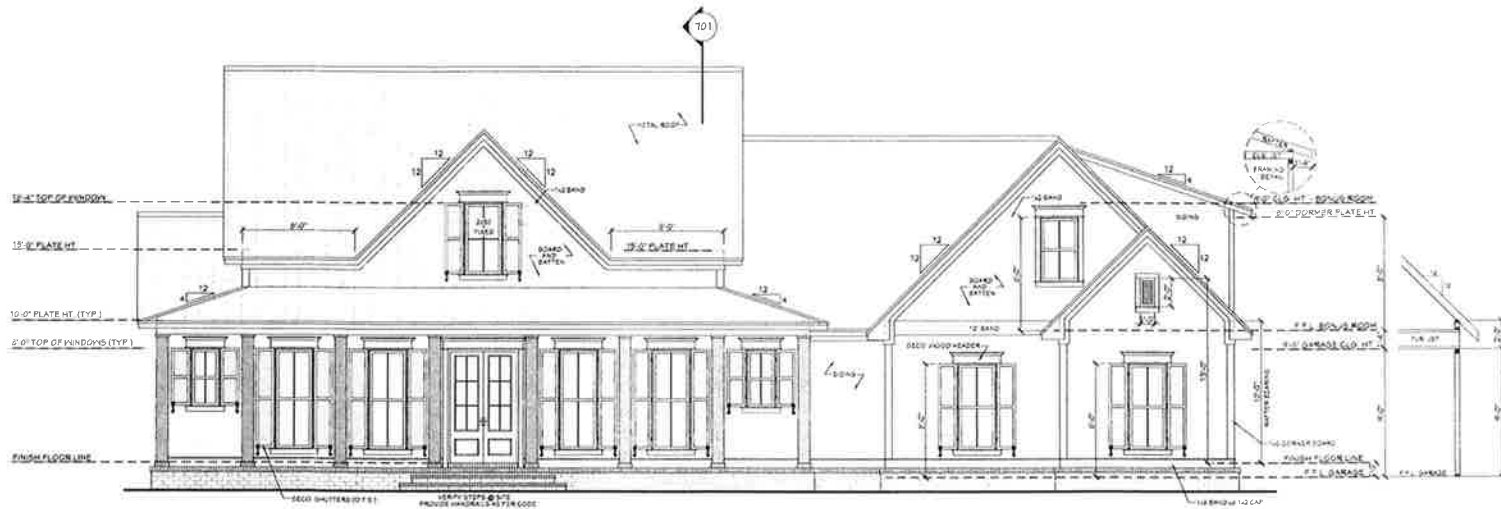
Date: 12.22.16

Drawn By: J.A.B.

Project Name:

SHEET NUMBER

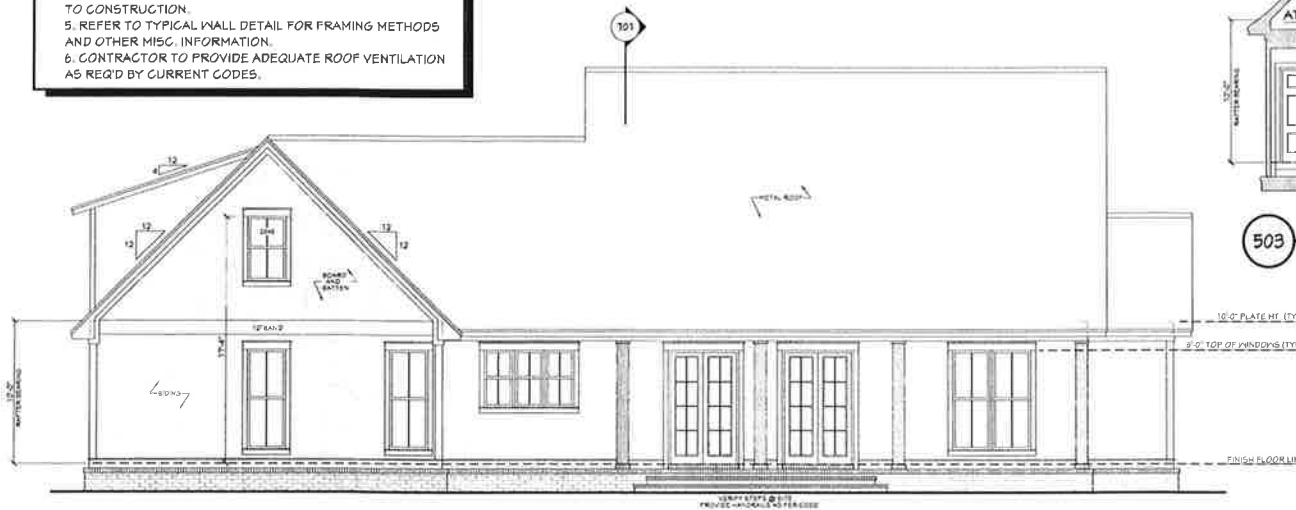
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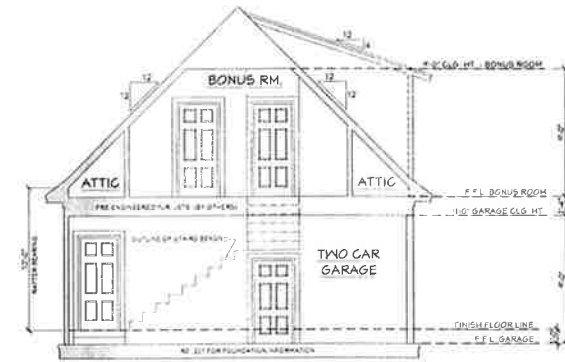
501 **BB-2282 FRONT VIEW**
SCALE: 1/4" = 1'-0"

EXTERIOR ELEVATION NOTES:

1. CONTRACTOR TO VERIFY ALL WINDOW AND DOOR STYLES AND SIZES WITH OWNER PRIOR TO CONSTRUCTION.
2. PROVIDE STEPS AND GUARD RAILS AS PER CODE BASED ON SITE CONDITIONS.
3. GROUND LINES SHOWN FOR REFERENCE ONLY AND VARY DEPENDING ON SITE CONDITIONS.
4. ALL FINISH MATERIALS TO BE VERIFIED WITH OWNER PRIOR TO CONSTRUCTION.
5. REFER TO TYPICAL WALL DETAIL FOR FRAMING METHODS AND OTHER MISC. INFORMATION.
6. CONTRACTOR TO PROVIDE ADEQUATE ROOF VENTILATION AS REQ'D BY CURRENT CODES.



502 **REAR VIEW**
SCALE: 1/4" = 1'-0"



503 **GARAGE SECTION**
SCALE: 1/4" = 1'-0"

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601.336.3254
Fax:
1.800.574.1387



Pre-Drawn Plan ID:

BB-2282

Date:

12.22.16

Drawn By:

J.A.B.

SHEET NUMBER

5

City of Texarkana, Texas

Version:

Update Date: 6/4/2021 9:57 AM

Summary Sheet

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: S-741 Specific Use Permit to allow a tattoo studio and art gallery on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. Joaquin Hernandez, owner.

Meeting Date: 6/7/2021

Attachments

- a. S-741 Hearing Notice and Application (PDF)
- b. S-741 Maps (PDF)
- c. S-741 Legal Description (PDF)

Staff Coordination

City Manager	Vicky Coopwood	Review	Skipped	06/04/2021 10:41 AM
Building Code Administration	Completed	Mashell Daniel	Department Head Review	06/04/2021 10:44 AM

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Joaquin Hernandez, owner, for a Specific Use Permit to allow a tattoo studio and art gallery on the north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition, located at 803 College Drive. This request for a Specific Use Permit is to allow the one additional use of a tattoo studio. Mr. Hernandez has indicated that he plans to utilize this space as an art studio and gallery which will be the primary use of the property. He also plans to do tattooing as a secondary use.

The adjacent zoning is General Retail to the north, south and west, and Single Family-2 to the east. The adjacent land usage is businesses to the north and west, townhomes to the south and a residence to the east.

This property is zoned General Retail. A Specific Use Permit is required to allow the one additional use of a tattoo studio in this zoning district. The application of permanent cosmetics is also considered a tattoo as well as any inked body art. The State of Texas will regulate this business as to licensing and other health related issues. This request meets all city requirements to allow the one additional use of a tattoo studio on this property. It appears that there is adequate parking for this business.

Staff recommends for approval of this request with the following stipulations:

City of Texarkana, Texas

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.
3. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
4. That the sale of tobacco products or drug paraphernalia is prohibited.
5. That the hours of operation be specified.
6. That any remodeling of the current building must meet all city codes and requires licensed contractors.
7. That no painting of the windows or the building with advertisement or graphic art.

All notifications and application requirements have been met to consider this request.

Potential Options:

None

Fiscal Implications:

Not applicable

Staff Recommendation:

Staff recommends approval of this request with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

June 7, 2021

NOTICE OF PUBLIC HEARINGS

Public hearings will be held by the Planning and Zoning Commission and the City Council of the City of Texarkana, Texas at the below stated date and time. The Public Hearings will be held in the Council Chambers, Municipal Building, 220 Texas Blvd, (3rd & Texas) Texarkana, Texas to consider a proposed change in zoning classification as indicated below. According to the Tax Records, you are the owner of property within the area of the proposed change or within 200 feet of that property. THIS IS NOT A SUMMONS TO APPEAR AT THE HEARINGS. If you care to attend, you will be given an opportunity to be heard. If additional information is desired, please contact the Planning Department at (903) 798-3535.

PLANNING & ZONING COMMISSION: Hearing Date: Monday, June 7, 2021 Hearing Time: 6:00 pm

CITY COUNCIL: Hearing Date: Monday, August 9, 2021 Hearing Time: 6:00 pm

- ♦ If they desire, persons concerned with the proposed change can present a letter in opposition to or in favor of the proposed change. If a written protest in opposition to a proposed change contains the signatures of persons who own twenty (20) percent or more of the land within 200 feet of the proposed change, a 3/4th vote of the City Council will be required. In order to be considered, the letter must be received and filed before or at the Planning and Zoning Commission Meeting. (The letter can be emailed to lpuckett@txkusa.org).



OWNER: Joaquin Hernandez, owner

OWNER'S ADDRESS: 601 Brown Drive, Wake Village, Texas 75501

LOCATION OF REZONING: 803 College Drive, Texarkana, Texas 75501

PROPOSED CHANGE: To allow the location of a tattoo studio in a tenant space

LEGAL DESCRIPTION: The north 100' of Lot 3, Block 29, Ghio-Fish Boulevard Addition

CASE NUMBER: S-741 DATE MAILED: May 21, 2021



ZONING APPLICATION

CITY OF TEXARKANA TEXAS

Po Box 1967
220 Texas Blvd
Texarkana TX 75504
(903) 798-3945

www.ci.texarkana.tx.us.org

Receipt No. 00003911 Case S-741 Date 5-18-21

To: The Planning and Zoning Commission
City of Texarkana Texas

Please consider this as my application to amend the Zoning Map of the City of Texarkana, Texas for the following described property.

Lot: 3 Block: 29 Addition: Ghio-Fish Boulevard
(Or see attached legal description)

Location: 803 College Drive Texarkana, TX 75503

Present Zoning: General Retail

Requested: Specific Use Permit

The requested Specific Use Permit will be used for the following: Art / Tattoo
studio

Describe the changed conditions, if any, that have occurred which affects your property and justifies this Specific Use Permit:

New owner of building wanting to open an
art / tattoo studio.

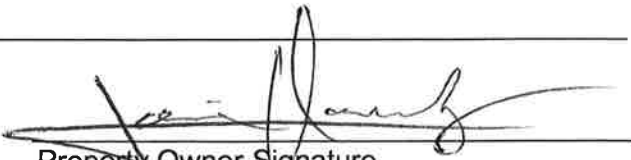
Attorney or Agent Signature

Address

City, State, Zip

Home Phone & Cell Phone

Email address


Property Owner Signature

601 Brown Dr
Address

Wake Village, TX, 75501
City, State, Zip

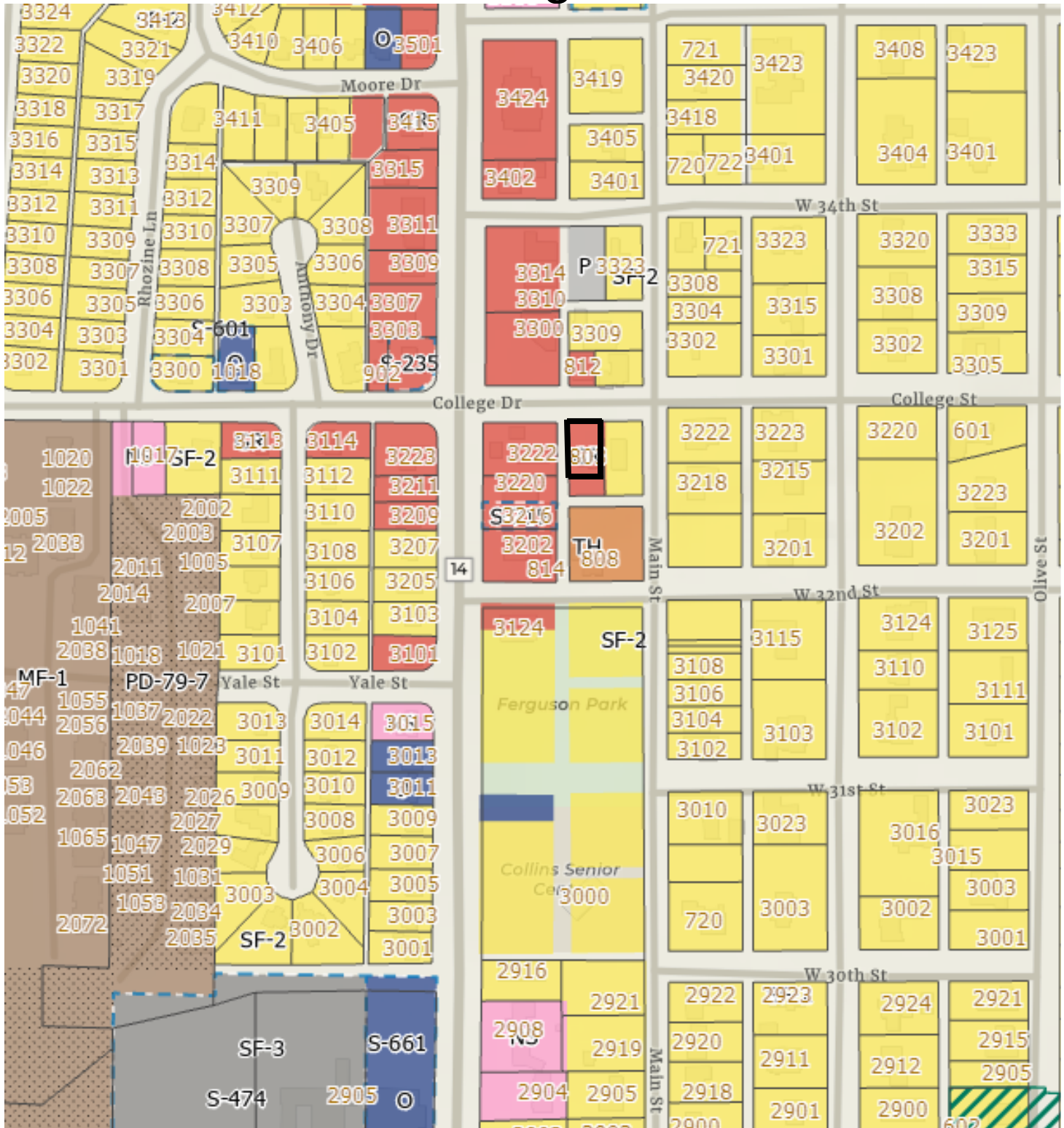
903 336 2721
Home Phone & Cell Phone

sandrus517@gmail.com
Email address

**BY SIGNING THIS APPLICATION, YOU HAVE AGREED TO ALLOW THE CITY TO PLACE
A SIGN ON YOUR PROPERTY.**

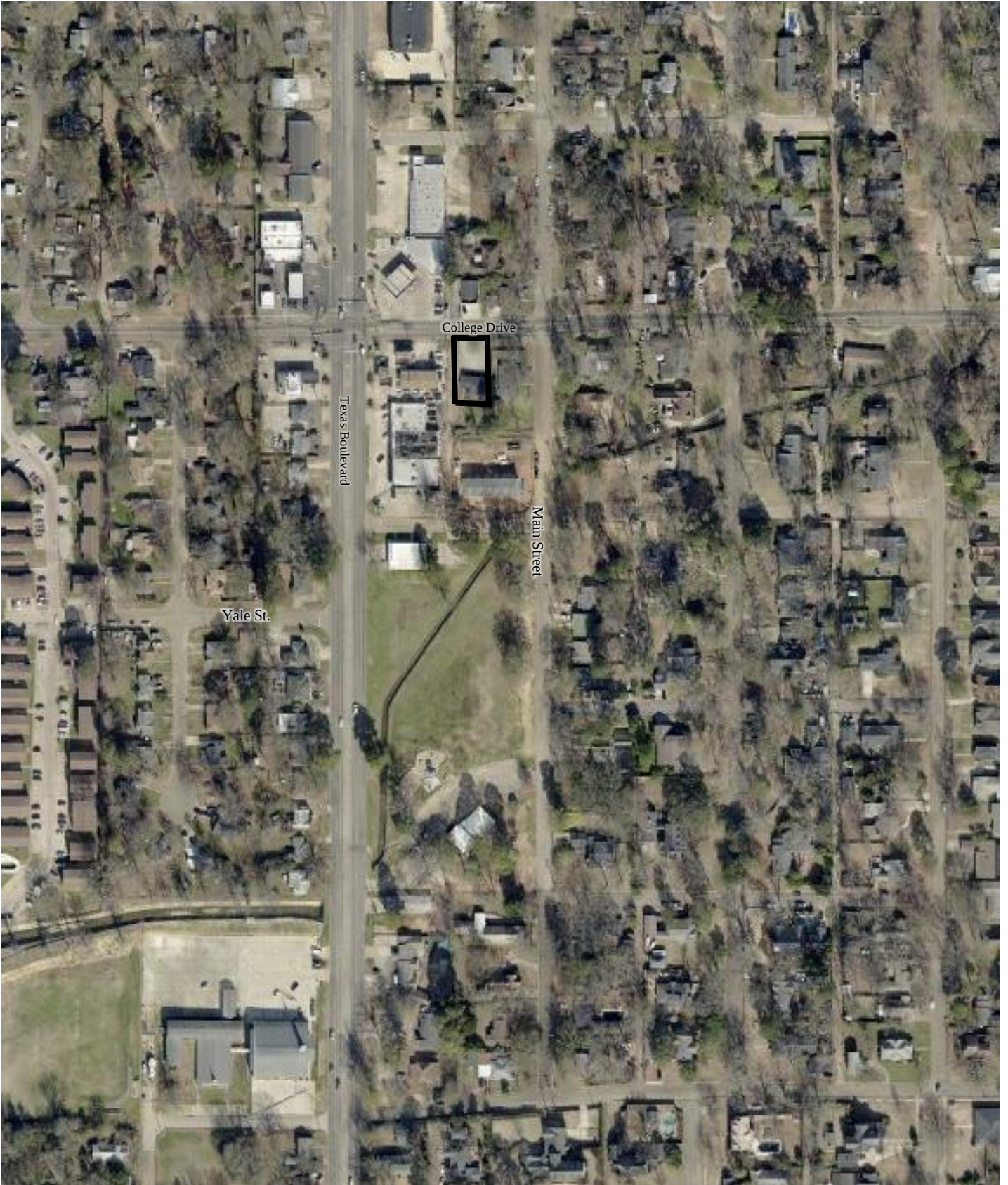
Attachment: S-741 Hearing Notice and Application (2494 : S-741 Specific Use Permit to allow tattooing at 803 College Drive)

803 College Drive



Attachment: S-741 Maps (2494 : S-741 Specific Use Permit to allow tattooing at 803 College Drive)

803 College Drive



Attachment: S-741 Maps (2494 : S-741 Specific Use Permit to allow tattooing at 803 College Drive)

S-741

EXHIBIT "A"

LEGAL DESCRIPTION

File No.: 1176845

The North One hundred feet (N 100 ft.) of Lot Numbered Three (3) in Block Numbered Twenty-nine (29) of GHIO-FISH BOULEVARD ADDITION, an Addition to the City of Texarkana, Bowie County, Texas, according to the map or plat of record in Volume 40, Page 178, Plat Records of Bowie County, Texas.

City of Texarkana, Texas

Summary Sheet

Version:
Update Date: 6/4/2021 10:43 AM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: Consider approval of the Planning and Zoning Commission May 3, 2021 meeting minutes.
Meeting Date: 6/7/2021

Attachments

a. 05.03.2021 P&Z Minutes (PDF)

Staff Coordination

City Manager	Vicky Coopwood	Reviewer	Skipped	06/04/2021 10:42 AM
Building Code Administration		Mashell Daniel	Review	Pending
Building Code Administration		Vicky Coopwood	Review	Skipped
	06/04/2021 10:44 AM			

Updates/History of Briefing:

(Insert Date Here):

(Insert Text Here) or Select, Delete this and all text with parentheses and say "NOT APPLICABLE"

Executive Summary and Background Information:**Potential Options:**

- List or "None"
-

Fiscal Implications:

(Insert Text Here)

Staff Recommendation:

(Insert Text Here)

Advisory Board/Committee Review:

(Advisory Board/Committee Name OR say "NONE")

Board/Committee Recommendation:

City of Texarkana, Texas

(Insert Date Here):

(Insert Text Here or say "NOT APPLICABLE")

Advisory Board/Committee Meeting Date and Minutes:

(Insert Minutes Here) or Select, Delete this and all text in this area and say "NOT APPLICABLE"

**MINUTES
SPECIAL MEETING
PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS
2ND FLOOR, TEXAS MUNICIPAL BUILDING
220 TEXAS BOULEVARD, TEXARKANA, TEXAS
MONDAY, MAY 3, 2021 AT 6:00 P.M.**

The Planning and Zoning Commission of the City of Texarkana, Texas met in a regular session, Monday, May 3, 2021 at 6:00 p.m. with the following members present:

ATTENDING:

Mr. Gene Joyce III, Chairman
Ms. Dianna Kinsey, Vice Chairperson
Mr. Casey Boyette
Dr. Wanda Northam
Mr. James Larkins
Mr. George Merrill

ABSENT:

Mr. Tom Coleman

ALSO ATTENDING:

Ms. Mashell Daniel, Executive Director of Inspections, Code Enforcement & Zoning
Ms. Laura Puckett, Administrative Coordinator

Mr. Joyce called the meeting to order at 6:00 p.m.

Consider approval of Replat of Lot 1, Block 6, Clear Creek Estates First Addition. Ron Dawson, owner.

Ron Dawson appeared and stated that he wanted to split the one large lot into two lots and build a single-family house on each lot. Mr. Dawson advised that the lots have been vacant for years and that single-family homes would be ideal for that location.

Mr. Merrill made a motion to approve this request. Ms. Kinsey seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

Attachment: 05.03.2021 P&Z Minutes (2495 : P&Z Commission May 3, 2021 meeting minutes)

Consider approval of Replat of part of Lots 58 and 59, Flower Acres Addition. Patrick Hill, owner.

Patrick Hill appeared and stated that he previously had the tract of land rezoned for multiple family but has decided to build single family homes on the Kidd Lane portion of the property. The homes would front Kidd Lane.

Mr. Larkins made a motion to approve this request. Mr. Merrill seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

Consider approval of Replat of Lot 1 Marriott Subdivision. Barrie Thomson, owner. Jeffrey Wood, MTG Engineers & Surveyors, agent.

Kayla Wood appeared and stated that the owner of the property would like to split the lot into two separate lots. The lots would be split by the retaining wall that is being placed along the creek side. A restaurant will be built immediately on one lot and the other lot will be prepared for a new building project later. There is an existing driveway on the access road (St. Michael Drive) and there will be a cross access with Cracker Barrel and the drive in the back connecting to the new road in the back.

Ms. Kinsey made a motion to approve this request. Mr. Boyette seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

Z-21-08 rezoning a 1.38-acre tract of land (being Tract 63) in the M. E. P. & P. RWY CO. HRS, A-434, located north of 100 Gazola Street. Single Family-2 to Multiple Family-2. Cody Barling, owner.

Cody Barling presented and advised that he wants to rezone the lot and possibly donate the lot to Mt. Sinai House of Prayer Church for future building projects.

Mr. Boyette made a motion to approve this request. Mr. Larkins seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

Z-21-09 rezoning Lots 11, 12, 13 and 14, Block 3, Green Woods Sunny Slope Addition, located at 3202 Daniels Street. Single Family-2 to Single Family-3. Angelica Archie, owner.

Angelica Archie appeared and advised that she owns the vacant lot at 3202 Daniels and would like to change the zoning to place a HUD code manufactured home on. She advised that there are older homes in the area and other mobile homes in the area.

Mr. Larkins made a motion to approve this request. Mr. Merrill seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

S-738 granting Specific Use Permit to allow the location of a double wide HUD code manufactured home on Lots 11, 12, 13 and 14, Block 3, Green Woods Sunny Slope Addition, located at 3202 Daniels Street. Angelica Archie, owner.

Angelica Archie appeared and advised that she would like to place a 2020 or newer HUD code manufactured home on the property.

Following are the stipulations:

1. That one new 2020 or newer double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

Ms. Kinsey made a motion to approve this request with stipulation. Dr. Northam seconded the motion to approve this request. Members voted unanimously to approve the request with stipulations.

RECOMMENDED FOR APPROVAL

Amendment to PD-20-1 (GR) for site plan approval on a 1.182-acre tract of land being part of Lot 1, Block 1, Marriott Subdivision, located at 3100 St. Michael Drive. Ray Walsh, owner. Yuri Hawley and Richard Reynolds, agents.

Mr. Reynolds and engineer, Ray Blake both appeared for Panda Express to present site plan approval for a restaurant.

The site plan consists the following:

1. The construction of a new 2,300 sq. ft. restaurant building with drive thru.
2. The building façade will consist of EIFS, fiberon, cultured stone wainscoting and accent.

3. The access will be off St. Michael Drive and the proposed private drive off North Cowhorn Creek Loop Road. The applicant should be aware that the St. Michael Drive access will require TXDOT approval.
4. The site plan shows 63 parking spaces with 3 handicapped spaces.
5. Enclosed dumpster area is shown.
6. A pole sign 13' ft. in diameter and 50' tall is shown to be located at the southeast corner of the property along St. Michael Drive. Signage also includes a menu sign, wall signs, and directional signage.

Mr. Merrill made a motion to approve this request. Mr. Boyette seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

Z-21-10 rezoning Lots 19 and 20, Block, 5 Greater Texarkana Addition, located at 605 Ward Avenue. Single Family-2 to Single Family-3. Gregory London, owner.

Mr. London appeared and ask for the zoning change to place a HUD code manufactured home on the lot.

Mr. Boyette made a motion to approve this request. Mr. Larkins seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

S-739 Specific Use Permit to allow the location of a double wide HUD code manufactured home on Lots 19 and 20, Block 5, Greater Texarkana Addition, located at 605 Ward Avenue. Gregory London, owner.

Mr. London asked for the specific use permit to allow him to place a HUD code manufactured on the lot he owns at 605 Ward Street.

The following stipulations are as follows:

1. That one 2017 or newer double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

Dr. Northam made a motion to approve this request. Ms. Kinsey seconded the motion to approve this request. Members voted unanimously to approve the request.

RECOMMENDED FOR APPROVAL

STAFF UPDATES

Consider approval of the April 5, 2021 Planning and Zoning Commission meeting minutes.

Ms. Kinsey made a motion to approve the minutes. Dr. Northam seconded the motion. All members voted unanimously to approve the minutes.

MINUTES RECOMMENDED FOR APPROVAL

There being no further business, the meeting was adjourned.

Gene Joyce, III, Vice Chairperson

Laura Puckett, Administrative Coordinator