



CITY OF TEXARKANA
PLANNING & ZONING COMMISSION
AGENDA • DECEMBER 3, 2018

Council Chambers	Regular Meeting	12:00 PM
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220 TEXAS BLVD.
 TEXARKANA, TX 75501

Chairman	Commissioner	
Gene Joyce III	James Larkins	Commissioner
Vice Chairman	Commissioner	Casey Boyette
Dianna Patterson Kinsey	Wanda Northam	Alternate Commissioner
Commissioner	Commissioner	George Merrill
Tom Coleman	Jay Davis	

I. CALL TO ORDER

II. AGENDA ITEMS

1. Consider Replat of Lot 1C, Waggoner Creek Crossing Two. Waggoner Creek Crossing LP, owner. MTG Engineers & Surveyors, agent.
 2. Consider preliminary and final plat for Classic Auto East. Gregg Orr, owner. MTG Engineers & Surveyors, agent.
 3. Consider Replat No. 2, Cowhorn Plaza II. Christus Ark-La-Tex Health, owner. MTG Engineers & Surveyors, agent.
 4. Consider amending the Land Development Code of the City of Texarkana, Texas for the following: Section 140-111(d) in the UPDD Guidelines to add the additional use of "mini warehouses with retail and/or office uses fronting on Richmond Road". Jasper Stover, applicant. Jim Brower, agent. Consider amending and/or updating Sections 140-111(d) and 140-111(e) in the UPDD Guidelines. City of Texarkana, Texas, applicant.
-

5. Consider amending Section 100-6 "Certificate of Occupancy" in the Land Development Code of the City of Texarkana, Texas. City of Texarkana, Texas, applicant.

III. STAFF UPDATES

IV. CONSIDER APPROVAL OF MINUTES

1. Consider approval of November 5, 2018 Planning and Zoning Commission Minutes

V. ADJOURNMENT

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

Briefing SheetVersion:
Update Date: 11/30/2018 11:23 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Subject: Consider Replat of Lot 1C, Waggoner Creek Crossing Two. Waggoner Creek
Crossing LP, owner. MTG Engineers & Surveyors, agent.

Updates/History of Briefing:

Please see attachments

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

-
-

Fiscal Implications:**Staff Recommendation:****Advisory Board/Committee Review:**

Planning and Zoning Commission

Board/Committee Recommendation:

T

Advisory Board/Committee Meeting Date and Minutes:**Attachments**

- Memo & applic. for Waggoner Creek Crossing II (PDF)
- Proposed plat (PDF)
- Goals and Perspectives (DOCX)

Memorandum

City of Texarkana, Texas

TO: Planning and Zoning Members

FROM: Dusty Henslee, P.E., CFM, Director of Public Works  11-29-18

SUBJECT: Consider approval of Replat of Lot 1C Waggoner Creek Crossing Two

This is a request by Waggoner Creek Crossing LP, owner, and MTG Engineers and Surveyors, agent, to consider the approval of Replat of Lot 1C Waggoner Creek Crossing Two. This replat will split Lot 1C into 2 lots. This property is located along West Park Boulevard. Copies of the proposed plats are attached all the correspondence as well from the utility companies.

Comments are as follows:

1. Texas Department of Transportation – No issues
2. Reliant/Arkla Gas –No issues
3. Cable One – No issues
4. Windstream Communications- No response
5. Electric company –
AEP - No issues.
Bowie Cass – Not in service area
REA – Not in service area
6. TWU- Texarkana Water and Sewer Service – No issues. See memo
7. Public Works/ Planning -
1. A tax certificate of the property for recording purposes from the BCAD must be provided showing all taxes on this proposed plat have been paid in order to be recorded at the County Courthouse. (Texas State Legislature amendment 12.002 of the Texas Property Code)
2. Mylar copy after recording to public works department and via electronic media.
3. Any restrictive covenants affected? Add note to plat
8. Fire Department – No issues

Staff recommends approval of the replat pending any staff and utility changes mentioned above. Once the final plat is approved, it must be recorded at Bowie County within 121 days after approval by the Commission or approval is void.



CITY OF

TEXARKANA

TEXAS

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

REPLAT 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 previous recorded subdivision	
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'	
Surveyor Note explaining purpose of Replat	☒
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.	
 Signature	11/16/18 Date
Jeffrey Wood Printed Name	

Revised: 12/21/2015



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Signature	Date
<u>Jeffrey Wood</u>	<u>11/16/18</u>
Printed Name	

Revised: 12/21/2015



City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☐ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive City Image ☐ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

(Insert Text Here/or say "NONE")

Resource Impact:Staff time required if item is approved: [Select One By Clicking Here](#)**Other Potential Impacts:**

List or say "NONE APPLICABLE"

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☐ None Required	☐

Other:

City of Texarkana, Texas

Briefing SheetVersion:
Update Date: 11/30/2018 11:23 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Subject: Consider preliminary and final plat for Classic Auto East. Gregg Orr, owner.
MTG Engineers & Surveyors, agent.

Updates/History of Briefing:

See attachments

Executive Summary and Background Information:**Potential Options:****Fiscal Implications:****Staff Recommendation:****Advisory Board/Committee Review:**

Planning and Zoning Commission

Board/Committee Recommendation:**Advisory Board/Committee Meeting Date and Minutes:****Attachments**

- a. Goals and Perspectives (DOCX)
- b. Memo & applic. for Classic Auto East (PDF)
- c. Proposed plat (PDF)

City of Texarkana, Texas

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Perspectives and Goals Additional Comments:

(Insert Text Here/or say "NONE")

Resource Impact:Staff time required if item is approved: [Select One By Clicking Here](#)**Other Potential Impacts:**

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☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☐ None Required	☐

Other:

Attachment: Goals and Perspectives (1989 : Classic Auto Park East Plat)

Memorandum

City of Texarkana, Texas

TO: Planning and Zoning Members

FROM: Dusty Henslee, P.E., CFM, Director of Public Works  11-29-18

SUBJECT: Consider approval of preliminary and final plat for Classic Auto Park East

This is a request by Gregg Orr, owner, and MTG Engineers and Surveyors, agent, to consider the preliminary and final plat for Classic Auto Park East. This subdivision is located Mall Drive next to the Orr corporate office. Copies of the proposed plats are attached as well all the correspondence from the utility companies.

Comments are as follows:

1. Texas Department of Transportation – No issues
2. Reliant/Arkla Gas –No issues
3. Cable One – **No issues**
4. Windstream Communications- No response
5. Electric company –
 - AEP - **Requests extension of 15' utility easement and building line extension along both sides of Kenwood Extension**
 - Bowie Cass – Not in service area
 - REA – Not in service area
6. TWU- Texarkana Water and Sewer Service – No issues. See TWU Memo
7. Public Works/ Planning -
 1. A tax certificate of the property for recording purposes from the BCAD must be provided showing all taxes on this proposed plat have been paid in order to be recorded at the County Courthouse. (Texas State Legislature amendment 12.002 of the Texas Property Code)
 2. Mylar copy after recording to public works department and via electronic media.
 3. **Since a portion of the utility easement is being abandoned, you need to label boundary calls of easement being abandoned.**
 4. **Hatch ROW and Water/Sewer Easement that are being abandoned.**
 5. **On the 15' water and sewer easement on s end of Kenwood, since only portion is being abandoned, need to label calls (see mark up)**
 6. **Show ROW width on Kenwood**
8. Fire Department – No issues. See Fire memo.

Staff recommends approval of the preliminary and final plat pending any department of utility changes mentioned above. Once the final plat is approved, it must be recorded at Bowie County within 121 days after approval by the Commission or approval is void.

Attachment: Memo & applic. for Classic Auto East (1989 : Classic Auto Park East Plat)



CITY OF

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P.O. Box 1967
 Texarkana, TX 75504
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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.	
Signature <i>Jeffrey Wood</i>	Date <i>11/16/18</i>
Printed Name <i>Jeffrey Wood</i>	

Attachment: Memo & applic. for Classic Auto East (1989 : Classic Auto Park East Plat)

Revised: 12/21/2015



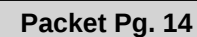
CITY OF TEXARKANA TEXAS

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Signature <u>Jeffrey Wood</u>	Date <u>11/16/18</u>
Printed Name <u>Jeffrey Wood</u>	

Attachment: Memo & applic. for Classic Auto East (1989 : Classic Auto Park East Plat)

Revised: 12/21/2015



City of Texarkana, Texas

Briefing SheetVersion:
Update Date: 11/30/2018 11:30 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Subject: Consider Replat No. 2, Cowhorn Plaza II. Christus Ark-La-Tex Health, owner.
MTG Engineers & Surveyors, agent.

Updates/History of Briefing:

See attachments.

Executive Summary and Background Information:**Potential Options:****Fiscal Implications:****Staff Recommendation:****Advisory Board/Committee Review:**

Planning and Zoning Commission

Board/Committee Recommendation:**Advisory Board/Committee Meeting Date and Minutes:****Attachments**

- a. Goals and Perspectives (DOCX)
- b. Memo & applic. for Waggoner Creek Crossing II (PDF)
- c. Memo & applic. Cowhorn Plaza II (PDF)
- d. Proposed plats (PDF)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community
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Perspectives and Goals Additional Comments:

(Insert Text Here/or say "NONE")

Resource Impact:

Staff time required if item is approved: [Select One By Clicking Here](#)

Other Potential Impacts:

List or say "NONE APPLICABLE"

Public Information Plan:

☐ Newspaper Notice (Required by Statute)	☐ Public Hearing (Required by Statute)
☐ Public Forum/Input Session	☐ Press Release
☐ E-News Distribution	☐ Website Notice
☐ Social Media (Twitter, Facebook, etc.)	☐ Special Mailing
☐ Flyers Posted	☐ Banners Posted
☐ Survey	☐ Automated Phone Call
☐ None Required	☐

Other:

Memorandum

City of Texarkana, Texas

TO: Planning and Zoning Members

FROM: Dusty Henslee, P.E., CFM, Director of Public Works  11-29-18

SUBJECT: Consider approval of Replat of Lot 1C Waggoner Creek Crossing Two

This is a request by Waggoner Creek Crossing LP, owner, and MTG Engineers and Surveyors, agent, to consider the approval of Replat of Lot 1C Waggoner Creek Crossing Two. This replat will split Lot 1C into 2 lots. This property is located along West Park Boulevard. Copies of the proposed plats are attached all the correspondence as well from the utility companies.

Comments are as follows:

1. Texas Department of Transportation – No issues
2. Reliant/Arkla Gas – No issues
3. Cable One – No issues
4. Windstream Communications- No response
5. Electric company –
AEP - No issues.
Bowie Cass – Not in service area
REA – Not in service area
6. TWU- Texarkana Water and Sewer Service – No issues. See memo
7. Public Works/ Planning -
1. A tax certificate of the property for recording purposes from the BCAD must be provided showing all taxes on this proposed plat have been paid in order to be recorded at the County Courthouse. (Texas State Legislature amendment 12.002 of the Texas Property Code)
2. Mylar copy after recording to public works department and via electronic media.
3. Any restrictive covenants affected? Add note to plat
8. Fire Department – No issues

Staff recommends approval of the replat pending any staff and utility changes mentioned above. Once the final plat is approved, it must be recorded at Bowie County within 121 days after approval by the Commission or approval is void.

Attachment: Memo & applic. for Waggoner Creek Crossing II (1990 : Replat of Lot 2, Cowhorn Plaza II)



CITY OF

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 Texarkana, TX 75504
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REPLAT 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 previous recorded subdivision	
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'	
Surveyor Note explaining purpose of Replat	☒
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.	
Signature	Date
<u>Jeffrey Wood</u>	<u>11/16/18</u>
Printed Name	

Attachment: Memo & applic. for Waggoner Creek Crossing II (1990 : Replat of Lot 2, Cowhorn Plaza II)

Revised: 12/21/2015



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Attachment: Memo & applic. for Waggoner Creek Crossing II (1990 : Replat of Lot 2, Cowhorn Plaza II)

Revised: 12/21/2015

Memorandum

City of Texarkana, Texas

TO: Planning and Zoning Members

FROM: Dusty Henslee, P.E., CFM, Director of Public Works  11-29-18

SUBJECT: Consider approval of Replat No. 2 Cowhorn Plaza II

This is a request by Christus Ark-La-Tex Health, owner, and MTG Engineers and Surveyors, agent, to consider the approval of Replat No. 2 Cowhorn Plaza II. This replat will combine lots and update floodplain. This property is located along Galleria Oaks and Christus Drive. Copies of the proposed plats are attached all the correspondence as well from the utility companies.

Comments are as follows:

1. Texas Department of Transportation – No issues
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 2. Mylar copy after recording to public works department and via electronic media.
 3. What is purpose of Lot 1A? Why is drainage easement being abandoned?
 4. Any restrictive covenants affected? Add note to plat
8. Fire Department – No issues

Staff recommends approval of the replat pending any staff and utility changes mentioned above. Once the final plat is approved, it must be recorded at Bowie County within 121 days after approval by the Commission or approval is void.

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Attachment: Memo & applic. Cowhorn Plaza II (1990 : Replat of Lot 2, Cowhorn Plaza II)

Revised: 12/21/2015



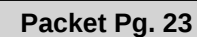
CITY OF TEXARKANA TEXAS

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

REPLAT 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 previous recorded subdivision	
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'	
Surveyor Note explaining purpose of Replat	☒
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.	
Signature <i>Jeffrey Wood</i>	Date <i>11/16/18</i>
Printed Name <i>Jeffrey Wood</i>	

Attachment: Memo & applic. Cowhorn Plaza II (1990 : Replat of Lot 2, Cowhorn Plaza II)

Revised: 12/21/2015



TEX-Henslee, Dustin

From: TEX-Henslee, Dustin
Sent: Friday, November 16, 2018 1:25 PM
To: 'dwiley@aep.com'; Jeffrey Graham; 'Poplin, Steven'; Chris Jackson; 'diane.engelkes@centerpointenergy.com'; Brandon Brooks; Ronnie Watkins; Rick Syphers; TTFD-Steele, Kenneth; TWU-Smith, Gary; TWU-Phillips, JD; 'Greg D. Russell {greg@bcec.com}'; 'todc@bcec.com'; 'Zachary S Pinalto'; TWU-Rogers, Terri; 'Edwardo J Manzanares'; 'paul.wong@txdot.gov'; Jeff Tollett (jtollett@swrea.com); TWU-Rogers, Terri
Cc: TEX-BJrk, Debbie; Tex-Orr, David
Subject: Plat Review for December 2018 P & Z-Replat No. 2 Cowhorn Plaza II
Attachments: Replat No. 2 Cowhorn Plaza II Plat Submittal.pdf

All,

The City of Texarkana, Texas has received a request for consideration of the above attached plat at the **December 3, 2018 P&Z Meeting**. Please see the attached memo.

Please review and provide any comments to me via email (dustin.henslee@txkusa.org) by **Wednesday, November 28, 2018** if you have any questions or comments then please let me know.

Thanks,

***Dusty Henslee, P.E., CFM
Director of Public Works
City of Texarkana, Texas***
Office: (903)-798-3953
Cell: (903)-908-1808
Fax: (903) 792-6419

Email communications through this office may be subject to Texas Public Records laws and may be shared with others.

City of Texarkana, Texas

Version:

Update Date: 11/30/2018 10:19 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Consider amending the Land Development Code of the City of Texarkana, Texas for the following: Section 140-111(d) in the UPDD Guidelines to add the additional use of "mini warehouses with retail and/or office uses fronting on Richmond Road". Jasper Stover, applicant. Jim Brower, agent. Consider amending and/or updating Sections 140-111(d) and 140-111(e) in the UPDD Guidelines. City of Texarkana, Texas, applicant.

Subject: Guidelines. City of Texarkana, Texas, applicant.

Briefing: 12/3/2018 **Public Hearing:** 1/14/2019 **Council Vote:** 1/28/2019

Item Schedule

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Mr. Jim Brower presented a request at last month's Planning and Zoning Commission to amend Section 140-111(d) "Use Regulations" (10) "Area 8" Richmond Road Mixed Use Development" in the UPDD to add the new use of "mini-warehouses" That request was tabled. Since that meeting, Mr. Brower notified staff that he plans to use the front office building for the mini-warehouse development as leasing and retail sales space for shipping and storage supplies as well as for mailboxes and FedEx, UPS and USPS pickup. See attached email from Mr. Brower.

Staff has discussed Mr. Brower's new proposed use and determined that if the only structure fronting on Richmond Road is for office and retail use, staff would recommend for approval of the additional use of "mini-warehouses" in Area 8. This would ensure that the mini-warehouse development would be located behind the office/retail building that would front on Richmond Road.

Once again, Mr. Brower should be aware that if this request is approved, all requirements from the UPDD Guidelines must be followed. Some of these requirements are architectural façade, fencing/screening materials and landscape requirements. Examples of these standards are: 1) a brick, stone, rock marble and/or granite façade shall be used in at least 50% of the exterior walls of the development, and 2) fencing materials shall be limited to or a combination of the following: stone, brick, decorative split faced block masonry, decorative concrete or other masonry material.

In addition, a site plan approval process will be required for any new structure built in the UPDD. This site plan will be reviewed by the Director of Community Development and Planning, the Planning and Zoning Commission Chairman, and two citizens of Ward Five who reside in the Texarkana, Texas city limits. Again, all properties constructed in the UPDD must adhere to the UPDD development standards.

City of Texarkana, Texas

Also, at last month's meeting, it was discussed by the P & Z Commission members that a 5-year review was due for the UPDD and suggested that a workshop be held. Since then, staff has reviewed the UPDD guidelines and presented proposed updates. Per results from the workshop meeting, the following changes are recommended:

SEC. 140-111. UPDD University Planned Development District

- (d) *Use regulations.* A church or chapel is allowed in all areas.
- (3) Retail and Mixed Uses:
 - a. School, public;
 - b. Bank, credit union, or financial services;
 - c. Food and beverage store (no package stores);
 - d. Restaurant or eateries (no drive-thru service allowed east of bridge) roof top/patio/outside seating allowed (only along Bringle Lake frontage);
 - e. Office use;
 - f. Mixed uses with ground floor retail, personal services and/or offices, upper floor condominiums;
 - g. Brownstone condominiums;
 - h. Department stores;
 - i. Dry cleaner stores with cleaning facilities outside the UPDD;
 - j. Civic, cultural, and community facilities;
 - k. Medical clinic (~~7,500 square feet maximum~~);
 - l. Coffee, bakery or confectionary shop;
 - m. Retail and shops under 10,000 square feet of gross leasable floor area; and
 - n. Single-family homes (~~site-built~~ ~~site-built~~ homes, not modular or industrial/manufactured homes).
- (6) Single-Family Residential: Single-family homes (one unit per lot, only ~~site-built~~ ~~site-built~~ homes no modular or industrial/manufactured homes).
- (7) Mixed Use Residential (no apartments, townhomes or duplexes allowed):
 - a. Brownstone townhome/condominiums; and
 - b. Single-family homes (one unit per lot, only ~~site-built~~ ~~site-built~~ homes no modular or industrial/manufactured homes).
- (8) Office and Residential Uses:
 - a. Office use;
 - b. Single-family homes (one unit per lot, only ~~site-built~~ ~~site-built~~ homes no modular or industrial/manufactured homes); and
 - c. Brownstone townhomes/condominiums.
- (10) Richmond Road Mixed Use Development: All that is allowed in ~~Campus~~ Retail and Mixed-Use, plus:
 - a. Fast food eateries;
 - b. Gas stations;

City of Texarkana, Texas

- c. Townhomes (no duplexes, triplexes or apartments);
- d. Day care facility ~~neighborhood health center; and~~
- e. **Neighborhood health center;**
- f. Landscape maintenance business with outdoor display sales and equipment;
- g. Application of permanent cosmetics;
- h. **Mini-warehouse development with retail and/or office uses fronting on Richmond Road;**
 - i. **Garden shop and plant sales;**
 - j. **Veterinarian (office only);**
 - k. **Barber and beauty shop; and**
 - l. **Day spa.**

140-111(e) Building design.

(8) *Site plan approval process.*

(i) *Review.* The UPDD will be reviewed by the planning and zoning commission and the city council for amendments **no sooner than annually but not less than every five (5) years thereafter.**

Potential Options:

“None”

Fiscal Implications:

None

Staff Recommendation:

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

Advisory Board/Committee Meeting Date and Minutes:

December 3, 2018

Attachments

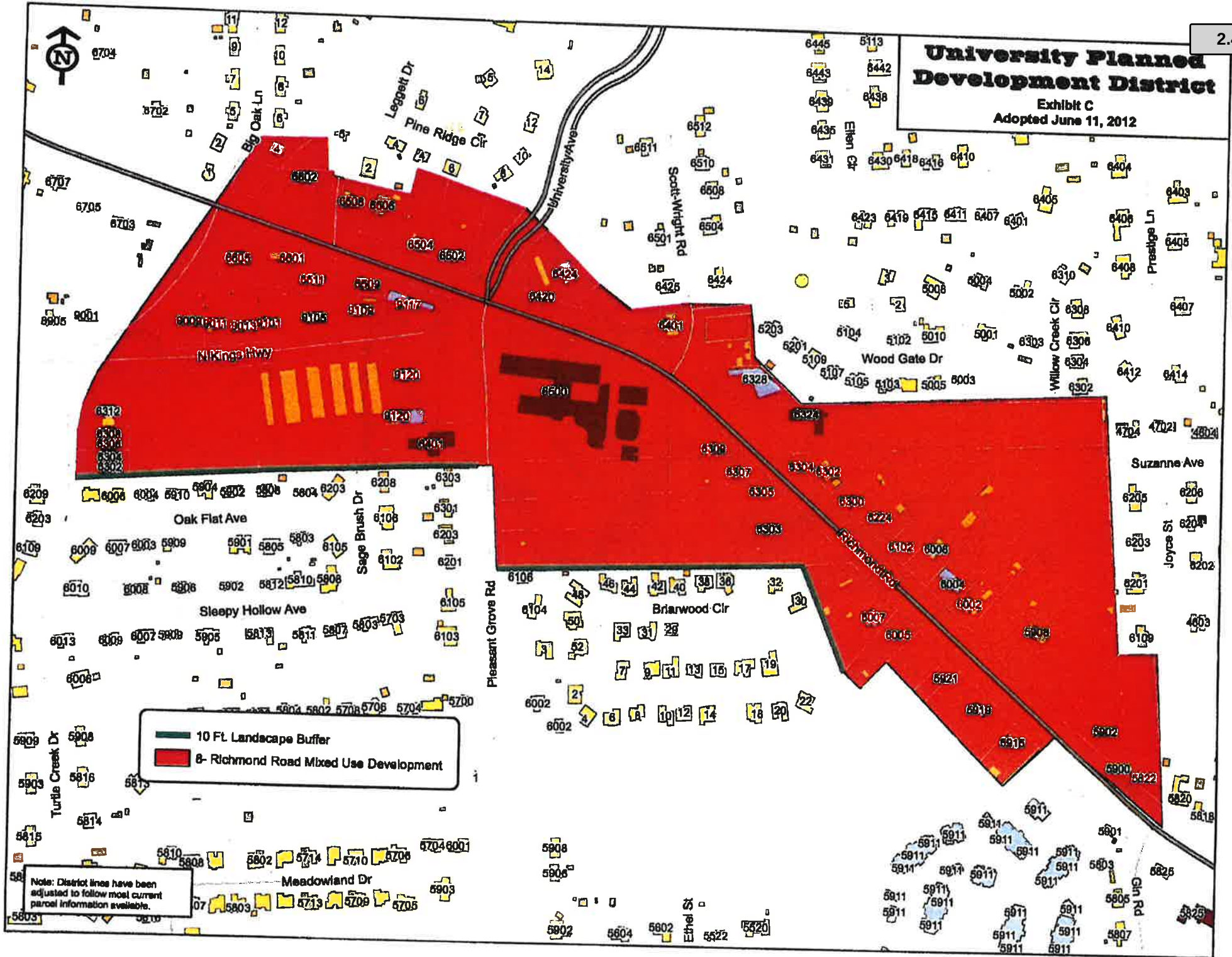
- a. Map of Area 8 (PDF)
- b. Copy of application to amend UPDD Guidelines from. Mr. Brower (PDF)
- c. Copy of Mr. Brower's email (PDF)
- d. Maps for proposed mini-warehouses in UPDD (PDF)

Staff Coordination

City of Texarkana, Texas

Planning and Community Development	David Orr	Department Head Review
Pending		
Planning & Zoning Commission	Debbie Burk	Meeting Pending
12/03/2018 12:00 PM		

Meeting History





APPLICATION TO AMEND UPDD

CITY OF TEXARKANA TEXAS

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

Receipt No. 001446.73

Date 10/4/18

To: The Planning and Zoning Commission & City Council
City of Texarkana Texas

Please consider this as my application to request an amendment to the University Planned Development Guidelines (UPDD) of the City of Texarkana, Texas for the following described property:

Area 4 acres

Lot: _____ Block: _____ Addition: _____
(Or see attached legal description) SEE ATTACHED LEGAL

Address: 6300 Richmond RD.

Type of Amendment: To use regulations

UPDD District property is located in: Area

Proposed use (if applicable) mini-warehouse development

Attorney or Agent Signature

21 Summer Ln.

Address

TEXARKANA, TX 75503

City, State, Zip

903-2782227

Home Phone & Cell Phone

TEXARCON @ CABLEONE.NET

Email address

Property Owner Signature

7 Knott Pine St.

Address

TEXARKANA, TX 75503

City, State, Zip

903 277 8450

Home Phone & Cell Phone

JASPERSTOVER @ CABLEONE.NET

Email address

Attachment: Copy of application to amend UPDD Guidelines from. Mr. Brower (1991 : Amendment to UPDD guidelines)

TEX-Burk, Debbie

From: texacon@cablone.net
Sent: Thursday, November 15, 2018 10:19 AM
To: Tex-Orr, David
Cc: jimbo; jasper; TEX-Burk, Debbie
Subject: Item 6 on P & Z Mtg 11/5
Attachments: Owner.vcf

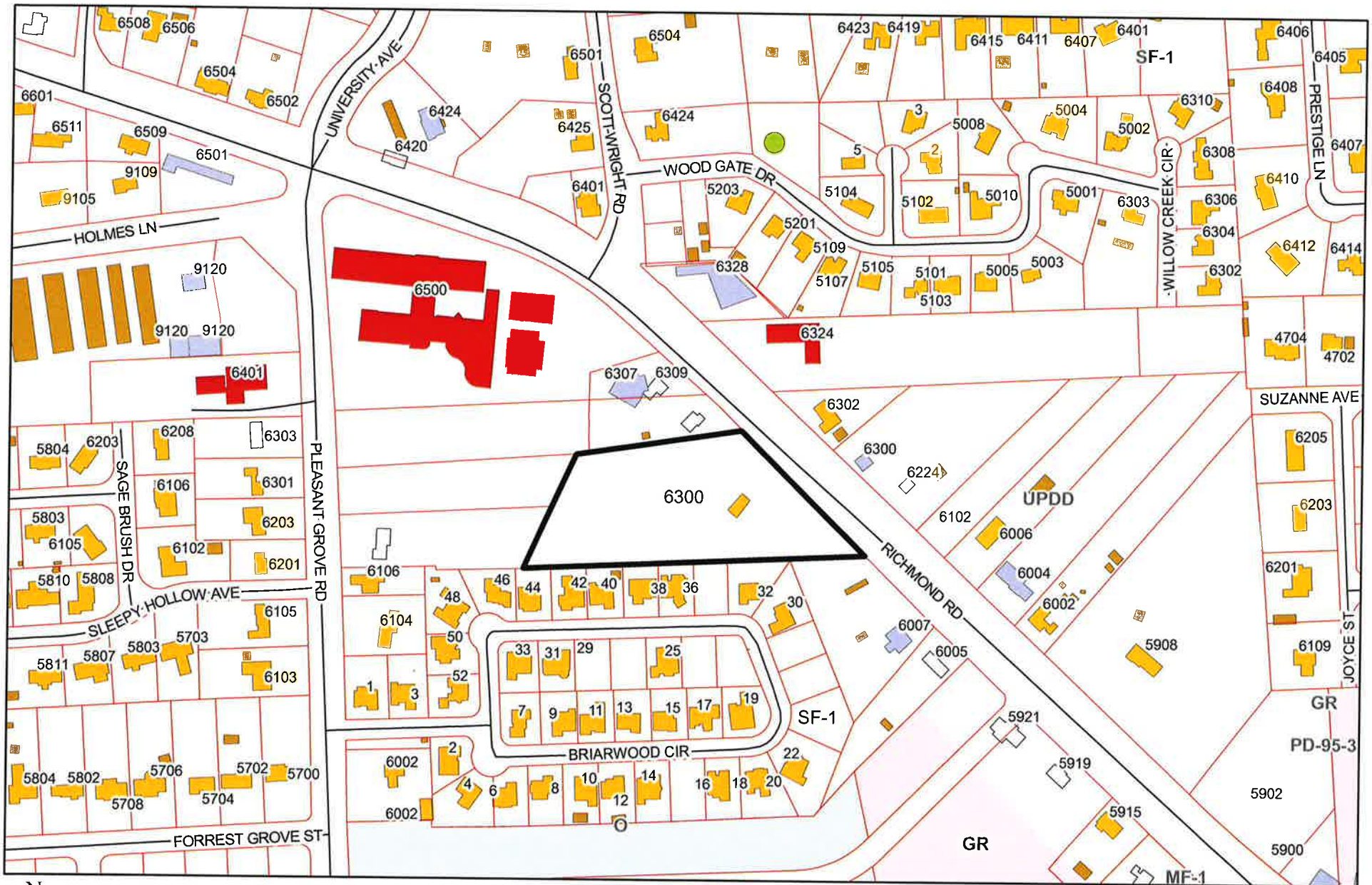
We have decided to use the office building as leasing office and retail sales of shipping and storage supplies. We are planning to add Mail boxes as well. Fedex and UPS pickup and USPS pickup.

THANKS, JIM BROWER
903-2782227
TEXARKANA CONCRETE CONSTRUCTION, INC.

Attachment: Copy of Mr. Brower's email (1991 : Amendment to UPDD guidelines)

6300 Richmond Rd. Planning and Community Development

2.4.d



N
1:4,000



Untitled Map

Write a description for your map.

Legend

2.4.d

-  Blockbuster Express
-  North Forty
-  Pleasant Grove Elementary Sch

Attachment: Maps for proposed mini-warehouses in UPDD (1991 : Amendment to UPDD guidelines)

Google Earth

© 2018 Google

500 ft

Packet Pg. 33



6300 Richmond Rd. Planning and Community Development

2.4.d



City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 11/30/2018 11:42 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Consider amending Section 100-6 "Certificate of Occupancy" in the Land
Subject: Development Code of the City of Texarkana, Texas. City of Texarkana, Texas,
applicant.

Briefing: 12/3/2018 **Public Hearing:** 1/14/2019 **Council Vote:** 1/28/2019

Item Schedule

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

The City's Code of Ordinances requires a Certificate of Occupancy ("CO") for use of a building and requires a new application for a CO upon a change of occupancy from one conforming use to another conforming use or from one nonconforming use to another nonconforming use.

City staff recommends adding a new section to the Land Development Code, Section 100-6. – "Certificate of Occupancy," that would add more detail when a CO is needed, when an application of a new CO is needed, the zoning of the property, information required for obtaining a CO, information to be contained on a CO, applicable fees, and circumstances authorizing suspension or revocation of a CO.

The proposed new section is as follows:

Sec. 100-6. - Certificate of Occupancy.

- (a) *Use or occupancy; changes.* A building, structure, or land shall not be used or operated, and a change in the existing use or occupancy of a building, structure, land, or a portion thereof shall not be made, until the Chief Building Official has issued a certificate of occupancy as provided herein.
- (b) *Application required.* An applicant for a certificate of occupancy must complete and submit an application promulgated by the City. Approval, if any, of the requested use or occupancy, or change in the existing use or occupancy, as applicable, shall be based on the applicant's representations as to the use of the building, structure, or land, and the provisions of this Code pertaining to the building, structure, or land.
- (c) *Issuance of certificate.* A certificate of occupancy will issue after all necessary inspections have been conducted by the City and after the Chief Building Official approves the issuance; provided, however, that issuance shall not be construed as either authorizing or approving any unlawful condition or use of the building, structure, or land which violates any

City of Texarkana, Texas

applicable provision of the Code, City ordinances, state law or regulations. The certificate of occupancy shall contain the following information:

- (1) The address of the location of the building, structure, or land;
 - (2) The name of the occupier or user of the building, structure, or land;
 - (3) A statement as to the applicable zoning and approved use of the building, structure, or land;
 - (4) The allowable and approved maximum occupant load for uses; and
 - (5) Any other information deemed necessary by the City.
- (d) *Posting requirement.* The certificate of occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Chief Building Official or designee. Misplacing or losing the certificate shall not constitute a defense to prosecution.
- (e) *Temporary occupancy.* The Chief Building Official may issue a temporary certificate of occupancy before the completion of the entire work covered by any applicable permit, provided that such temporary areas can be occupied safely. The Chief Building Official shall set a time period during which the temporary certificate of occupancy is valid.
- (f) *Revocation.* The Chief Building Official may suspend or revoke a certificate of occupancy in the event:
- (1) the certificate was issued in error or on the basis of incorrect information;
 - (2) the certificate was issued to an address different from the location posted;
 - (3) the certificate was issued to an occupier or user different from the current occupier or user;
 - (4) of an undisclosed or unapproved use or occupancy of the building, structure, land, or any part thereof; or
 - (5) of an undisclosed or unapproved addition to the building or structure, or any part thereof;
 - (6) of an undisclosed or unapproved change in use or occupancy of the building, structure, land, or any part thereof; or
 - (7) the condition of the building, structure, land, or any portion thereof violates any applicable Code provision, City ordinance, state law, or regulation.
- (g) *Fee.* An applicant for a certificate of occupancy shall pay a fee at the time of submitting the application. The fee shall be in an amount as established by the city council from time to time and is on file in the city secretary's office or city website.
- (h) *Replacement certificate; fee.* The applicant or designee may secure a lost or misplaced certificate of occupancy upon request accompanied by payment of a replacement fee. The fee shall be in an amount as established by the city council from time to time and is on file in the city secretary's office or city website.
- (i) *Violation.* It shall be unlawful and a violation of this section for any person to fail to comply with the requirements of this section.
- (j) *Exemption.* Except as otherwise provided in this Code, "Dwelling, one-family" and "Dwelling, two-family" as defined by section 140-23 are exempted from the requirements of this section.
- (k) *Cumulative provisions.* This section is cumulative of other provisions in the Code relating to the same subject.

Potential Options:

Fiscal Implications:

City of Texarkana, Texas

Staff Recommendation:

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

Advisory Board/Committee Meeting Date and Minutes:

Attachments

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Pending		
Planning & Zoning Commission	Debbie Burk	Meeting Pending
12/03/2018 12:00 PM		

Meeting History

City of Texarkana, Texas

Summary Sheet

Version:
Update Date: 11/29/2018 3:54 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk
Subject: Consider approval of November 5, 2018 Planning and Zoning Commission Minutes
Meeting Date: 12/3/2018

Attachments

a. 11-5-18 Minutes (PDF)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Pending		
Planning & Zoning Commission	Debbie Burk	Meeting Pending
12/03/2018 12:00 PM		

Staff Commentary**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")

City of Texarkana, Texas**Board/Committee Recommendation:**

(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
REGULAR MEETING
PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS
2ND FLOOR, TEXAS MUNICIPAL BUILDING
220 TEXAS BOULEVARD, TEXARKANA, TEXAS
MONDAY, NOVEMBER 5, 2018
6:00 P.M.**

The Planning and Zoning Commission of the City of Texarkana, Texas met in their regular session, Monday, November 5, 2018 at 6:00 p.m. in the Council Chambers, 2nd floor, Municipal Building, 220 Texas Boulevard, Texarkana, Texas with the following members present:

ATTENDING:

Mr. Gene Joyce, III
Mr. Tom Coleman
Mr. Jay Davis
Ms. Dianna Patterson Kinsey
Mr. James Larkins
Dr. Wanda Northam
Mr. George Merrill

ABSENT:

Mr. Casey Boyette

ALSO ATTENDING:

Mr. David Orr, Director of Planning and Community Development
Ms. Debbie Burk, Zoning Administrator

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

Official notices of the meeting had previously been mailed to all property owners within 200 feet of the property on which the requests had been filed.

Consider preliminary and final plat of Haven Homes Subdivision. House of Refuge Church, owner. MTG Engineering and Surveyors, agent.

Mr. David Williams, MTG Engineering and Surveyors, explained that the purpose of this replat is to create two large lots.

Mr. Larkins made a motion to approve the request. Ms. Kinsey seconded the motion. Members voted unanimously for approval of the motion.

RECOMMENED FOR APPROVAL

Z-18-13: A 1.13 acre tract of land located in the Thomas Price HRS, A-466, located at 3303 New Boston Road. Single Family-2 to General Retail. Virgilio Martinez, applicant.

Mr. Miguel Martinez, son of the applicant and owner, explained that this request is to allow a used automobile dealership at this location.

Mr. Gene Joyce pointed out that there are other planned development properties located in this immediate area.

Mr. David Orr explained that a planned development designation would require a site plan approval process.

Mrs. Betty Sharp, 3305 New Boston Road, presented letters to the Commission from two residential owners in the area. She explained that they did not oppose this type use but were very concerned about not wanting the disruptive presence of a business similar to Wet Willie's Car Wash located just west of this property. Ms. Sharp voiced concerns about lighting and screening. She asked about the possibility of keeping several of the larger pecan trees located on the property.

Mr. Martinez stated that they are a small business that would have approximately 20-30 vehicles with a small office and repair shop.

Mr. Coleman stated that if a planned development designation is placed on the property, Ms. Sharp's concerns about lighting and screening can be addressed.

Mr. Joyce asked Mr. Martinez if he and his father would be willing to amend their application to include the planned development designation. They both agreed to this.

Mr. Coleman made a motion to approve the rezoning to Planned Development-General Retail with the typical stipulations, those being:

1. Any outdoor lighting is to be shielded away from adjacent residential properties.
2. A new substantial 8' screening fence is to be constructed along the east, west and south property lines where adjacent to residential zoned properties.
3. No CEVMS signage allowed.
4. If this use ever ceases to exist at this location, the City may revoke the Specific Use Permit.

Mr. Davis seconded the motion. Members voted unanimously for approval with stipulations.

RECOMMENDED FOR APPROVAL

S-698: Specific Use Permit to allow outdoor automobile sales on a 1.13 acre tract of land located in the Thomas Price HRS, A-466, located at 3303 New Boston Road. Virgilio Martinez, applicant.

This request is for the specific use permit to allow automobile sales at this location.

Mr. Davis made a motion to approve the specific use permit with the same stipulations as listed in the zoning case, those being:

1. Any outdoor lighting is to be shielded away from adjacent residential properties.

2. A new substantial 8' screening fence is to be constructed along the east, west and south property lines where adjacent to residential zoned properties.
3. No CEVMS signage allowed.
4. If this use ever ceases to exist at this location, the City may revoke the Specific Use Permit.

Mr. Larkins seconded the motion. Members voted unanimously for approval with stipulations.

RECOMMENDED FOR APPROVAL

S-699: Specific Use Permit to allow a tattoo studio on a 3.18 acre tract of land in the Willis Oldham HRS, A-117, located at 4501 State Line Avenue (tenant space 120). Hayco Realty, LTD, applicant. Brian A. Harris, agent.

Mr. Brian Harris explained that this request is to allow a tattoo studio in a tenant space in a shopping center at 4501 State Line Avenue. He stated that a tattoo studio had previously been in this same tenant space.

Ms. Burk stated that after that tattoo shop closed, the City had revoked the specific use permit.

Dr. Northam expressed concern about the location of a tattoo studio in this shopping center.

Mr. Joyce asked the applicant about his proposed working hours.

Mr. Harris stated that the hours of operation will be from 9:00 a.m. to 10:00 p.m. but added that he mostly works by appointment.

Mr. Coleman made a motion to approve the request with staff stipulations and the added stipulation of hours of operation. Those stipulations are as follows:

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. Any remodeling of the current building must meet all city codes and requires licensed contractors.
6. No painting of the windows or the building with advertisement or graphic art.
7. No loitering allowed.
8. The hours of operation will be 9 a.m. to 10 p.m. Monday thru Saturday.

Ms. Kinsey seconded the motion. Mr. Davis, Mr. Larkins and Mr. Merrill voted in favor of the motion. Dr. Northam voted against it. There being a majority vote, the motion carried

RECOMMENDED FOR APPROVAL

Z-18-14: A 0.748 acre tract of land located in the George Brinlee HRS, A-18, located at 4602 McKnight Road. Single Family-2 to Office. Teresa Liepman, applicant.

Ms. Liepman explained that she has been a realtor for approximately fifteen years. She stated that her business has outgrown its current location and she is now requesting to renovate the existing residence at 4602 McKnight Road to be used as her new office. She added that she planned to put up a sign at this new location.

Mr. Orr stated that typical office signs are 6' x 8' monument style signs.

Mr. Davis stated that he was abstaining from voting on this item.

Dr. Northam made a motion to approve the request. Mr. Coleman seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

Amendment to Section 140-111(d) "Use Regulations" (10) "Richmond Road Mixed Use Development" of the Zoning Ordinance pertaining to the University Planned Development District (UPDD) Guidelines to allow the additional use of mini-warehouses. Jasper Stover, applicant. Jim Brower, agent.

Mr. Stover and Mr. Brower were both present at the meeting.

Mr. Joyce stated that he would need to abstain from voting on this item.

Mr. Brower explained that he wants to purchase the property at 6300 Richmond Road and develop it with mini-warehouses. He added that front of the office structure will be brick with wrought iron and brick fencing. He stated that this property has been vacant for many years,

Mr. Orr explained that this property is in the City's University's Planned Development District (UPDD). He added that mini-warehouses currently are not an allowed use in this district. He stated that it is staff's opinion that this type use is not consistent with the current uses listed in Area 8 along Richmond Road.

Mr. Coleman pointed out that there has been very little construction or movement in this area of Richmond Road. He stated that he was not against this type use.

Dr. Northam stated that this section of Richmond Road was intended to be the main access corridor to the university and added that she is concerned about allowing this type use.

After more discussion, Mr. Davis made a motion to table the request. Ms. Kinsey seconded the motion. Members voted unanimously for approval.

TABLED

Staff Updates

Mr. Orr stated that the APA award for the Comp Plan and the Planning Excellence award were going to be presented at the November 26th City Council meeting. He welcomed commission members to attend this meeting.

Consider approval of October 1, 2018 Minutes

Ms. Kinsey made a motion to approve the minutes. Mr. Larkins seconded the motion. Members voted unanimously for approval.

RECOMMENDED FOR APPROVAL

There being no further business, the meeting was adjourned.

Gene Joyce, III, Chairman

Debbie Burk, Secretary

Attachment: 11-5-18 Minutes (1993 : 11-5-18 Minutes)