

AGENDA

Planning & Zoning
Commission Meeting
October 3, 2016
6:00 p.m. - City Hall
501 Sheppard Road
Burkburnett, Texas 76354

Item 1. Call meeting to order.

Item 2. Discuss and take any action necessary on approval of the minutes from August 1, 2016.

Item 3. Chair to close regular meeting and open “Public Hearing” for the following Case:

- A. Case #2016-30, re-zone application for Highland Drive, rezoned as a carport overlay district.

Item 4. Chair to close “Public Hearing” and re-open the regular meeting.

Item 5. Discuss and take any action necessary on the following Case:

- A. Case #2016-30, re-zone application for Highland Drive, rezoned as a carport overlay district.

Item 6. Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do certify that I posted this agenda on the front door of the City Hall facing the outside at 11:20 a.m. on September 30, 2016 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk
Posted 9/30/16 @ 11:20 am

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (940) 569-2263 for further information

MINUTES
PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission of the City of Burkburnett, Texas met in a regular called meeting on August 1, 2016 at 6:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following Commission members were present:

Tim Cornelius	Chairperson
John Erickson	Commissioner
Carla Walters	Commissioner

Others present: Gordon Smith, Director of Public Works and Janelle Dolan, City Clerk.

Item 1. Chairperson Tim Cornelius called the meeting to order.

Item 2. Motion was made by Commissioner Walters seconded by Commissioner Erickson to approve the minutes from June 6, 2016. Motion carried unanimously.

Item 3. Chair Tim Cornelius closed the regular meeting at 6:01 p.m. and opened the Public Hearing for the following Case:

- A. Case #2016-29, re-zone application for the 1100 Blk. of Cheryl Dr., block rezoned as a carport overlay district.

Gordon Smith, Director of Public Works, addressed the Commissioners and stated the application was presented by Rickie Pike owner of property located at 1111 Cheryl Dr. This request is to allow for a carport overlay district to be extended from the 900 block and 1000 Block of Cheryl Dr. to include the 1100 block of Cheryl. All publishing and mail out requirements have been met. The required number of signatures (75%) has been satisfied and ownership has been verified by City staff. 20 out of the 23 total property owners on the block signed the petition. Public Notices as required by the Zoning Ordinance were sent to the proposed district and all properties 200 feet adjacent to the proposed district. Mr. Smith stated staff recommends approval.

The following addressed the Planning and Zoning Commissioners:
Debbie Rhodes, 1116 Lisa

Item 4. Chair Tim Cornelius closed the Public Hearing at 6:14 p.m. and opened the regular meeting.

Item 5. Consider and act upon the following Case:

B. Case #2016-29, re-zone application for the 1100 Blk. of Cheryl Dr., block rezoned as a carport overlay district.

Motion was made by Commissioner Erickson, seconded by Commissioner Walters approve the rezone application for 1100 Blk. of Cheryl Dr. block rezoned as a carport overlay. Motion carried unanimously.

Item 6. There being no further business the meeting was adjourned.

Tim Cornelius, Chair

ATTEST:

Gordon Smith, Director of Public Works



Planning and Zoning Commission Agenda Memo

From: Mike Whaley, City Manager

Date: October 3, 2016

Item: Rezone Application: Carport Overlay District- Highland Dr.

Background

The application was presented by Eddie and Carla Morrow owner of property located at 103 Highland. This request is to allow for a carport overlay district on Highland Dr. to cover all of Highland Dr. All publishing and mail out requirements have been met. Also, the required number of signatures (75%) has been satisfied and ownership has been verified by City Staff. 27 out of the 36 total property owners on the block have signed the petition.

Public Notices as required by the Zoning Ordinance were sent to the proposed district and all properties 200 feet adjacent to the proposed district.

Zoning Ordinance

The request follows the guidelines as set forth by the Zoning Ordinance.

Comprehensive Plan

N/A

Subdivision Ordinance

N/A

Staff Recommendation

Approval

Attachments

Application

Petition

Area map highlighting block to be overlaid

CITY OF BURKBURNETT
REZONING APPLICATION

OFFICE USE:

CASE NO. 2016-30

FEE PAID \$150⁰⁰

PROPERTY ADDRESS: 103 Highland Dr

LEGAL DESCRIPTION: 2 1
LOT (S) BLOCK SECTION SUBDIVISION

AREA IN ACRES _____

PRESENT ZONING CLASSIFICATION _____

PROPOSED ZONING _____

PRESENT USE _____

PROPOSED USE Carport overlay

REASON FOR REQUEST Trees ARE taking the paint off of our vehicles.
Would like to keep the trees. CARPORT overlay

NAME OF APPLICANT Eddie & Carla Morrow

ADDRESS 103 Highland Dr.

PHONE # 569-0700

I hereby certify that all information contained herein is true and correct, and that all required submissions (see reverse) have been submitted.

SIGNATURE OF APPLICANT Eddie Morrow DATE 9/9/16

SIGNATURE OF PROPERTY OWNER Carla Morrow DATE 9/9/16

NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS
Attach PUD application for a Planned Unit Development

COMMIT (To be completed by the Planning Department)

The rezoning request is hereby approved based on Ord. No. _____

The rezoning request is hereby disapproved by City Council on _____

Director of Planning Date _____

City of Burk Burnett



Carpport Overlay District (CP) Request Form

Note: All property owners should verify deed restrictions regarding carports prior to signing

Property Address	Property Legal Description	Property Owner	Contact Number	Signature
115 Highland Dr	Lot 8 BIK 1	Angela Spangler ROY SPANGLER	940 636-0318	Angela Spangler
116 Highland Dr	Lot 28 BIK 1	Peggy Woods	940-867-2234	Peggy Woods
117 Highland Dr	Lot 9 BIK 1	Jerry Ostby	940 569-2357	Jerry Ostby
118 Highland Dr	Lot 27 BIK 1	Jack, Myrna Recer	940 569-0433	Myrna Recer
119 Highland Dr	Lot 10 BIK 1	Michael, Valerie Simmas	940 723-8494	Michael Simmas
121 Highland Dr	Lot 11 BIK 1	Jack, Rita Hedger	940 569 4835	Jack Hedger
122 Highland Dr	Lot 26 BIK 1	Steven, Sherry James	940-569-9761	Sherry James
123 Highland Dr	Lot 12 BIK 1	Tyler Caldwell	405-201-4015	Tyler Caldwell
124 Highland Dr	Lot 25 BIK 1	Robert, Michelle Klusmeyer	940-569-0760	Michelle Klusmeyer
125 Highland Dr	Lot 13 BIK 1	Ernest Grant	940 569-2882	Ernest Grant
128 Highland Dr	Lot 23 BIK 1	Shirley Neal	Shirley Neal	E. J. Drant
130 Highland Dr	Lot 22 BIK 1	Wayne Hughes	940-569-5100	Wayne Hughes
133 Highland Dr	Lot 17 BIK 1 ^{revised}	David Kennedy		Shirley Neal

City of Burk Burnett



Carpport Overlay District (CP) Request Form

Note: All property owners should verify deed restrictions regarding carports prior to signing

Property Address	Property Legal Description	Property Owner	Contact Number	Signature
100 Highland Dr	Lot 36 BIK 1	Michael, fonde Hrazdil	940-782-8095	Michael Hrazdil
101 Highland Dr	Lot 1 BIK 1	Keith, Janet Rickard	940-642-4509	W.K. Rickard
102 Highland Dr	Lot 35 BIK 1	Jeffrey, Mary Ann Rorabauer	940-867-4096	Mary Ann Rorabauer
103 Highland Dr	Lot 2 BIK 1	Eddie & Carla Morrow	940-569-0700	Eddie & Carla Morrow
104 Highland Dr	Lot 34 BIK 1	Jeffery, Alice Davison	940-500-2891	Jeffery A Davison
105 Highland Dr	Lot 3 BIK 1	Jerry, Norma Kemp	940-569-1091	Jerry Kemp
107 Highland Dr	Lot 4 BIK 1	Jose Morales	940-923-5868	Jose Morales
108 Highland Dr	Lot 3a BIK 1	Patricia Burk	940-882-0596	Patricia Burk
109 Highland Dr	Lot 5 BIK 1	Andrew, Amy Garcia	580-618-6678	Andrew Garcia
110 Highland Dr	Lot 31 BIK 1	Mario, Shannon Gonzales	940-642-1297 541-892-4045	Mario Gonzales
112 Highland Dr	Lot 30 BIK 1	Debra Byrd	940-631-2604	Debra Byrd
113 Highland Dr	Lot 7 BIK 1	Jimmie Recer	940-569-0100	Jimmie Recer
114 Highland Dr	Lot 29 BIK 1	Cindy Crain	940-782-2181	Cindy Crain
110				



01/30/2016

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