

AGENDA

Planning & Zoning  
Commission Meeting  
December 5, 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 November 7, 2016.

**Item 3.** Discuss and take any action necessary on final plat, Lots 1 and 2 Block 1 Merchant Subdivision.

**Item 4.** Chair to close regular meeting and open “Public Hearing” for the following Case:

- A. Case #2016-31, Specific Use Permit for 8.59 AC ABST 322 C Winters, to allow storage rental units.

**Item 5.** Chair to close “Public Hearing” and re-open the regular meeting.

**Item 6.** Discuss and take any action necessary on the following Case:

- A. Case #2016-31, Specific Use Permit for 8.59 AC ABST 322 C Winters, to allow storage rental units.

**Item 7.** City Manager comments.

**Item 8.** 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 9:00 a.m. on December 2, 2016 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 12/2/16 @ 9:00 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 November 7, 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
Paul Gerstner	Commissioner
Carla Walters	Commissioner

Others present: Mike Whaley, City Manager, and Janelle Dolan, City Clerk.

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

Item 2. Motion was made by Commissioner Erickson seconded by Commissioner Walters to approve the minutes from October 3, 2016. Motion carried unanimously.

Item 3. Mr. Whaley, City Manager, addressed the Commissioners and stated the final plat was prepared by Corlett, Probst, & Boyd for BISD for the purpose of constructing a new elementary campus. Mr. Whaley stated the final plat does not conflict with the subdivision ordinance and staff recommends approval.

Motion was made by Commissioner Walters, seconded by Commissioner Erickson to approve the final plat for Lot 1 Block 1 BISD Elementary School Addition (out of the Samuel Anderson Survey, A-3). Motion carried unanimously.

Item 4. Mr. Whaley addressed the Commissioners and stated the site plan was prepared by Bundy, Young, Sims, & Potter on behalf of the BISD. They are requesting approval of the site plan for the new elementary school campus. City Staff has reviewed the site plan as well as preliminary construction details such as, storm drainage, proposed public or private streets or alleys, easements, set back, utilities and so forth. The developer has met our requirements as set forth by the zoning ordinance. Rick Sims, Bundy, Young, Sims, & Potter, was present to answer questions and reviewed the site plan with the Commissioners.

Motion was made by Commissioner Erickson, seconded by Commissioner Gerstner to approve the site plan for the Burkburnett Independent School District Elementary Campus. Motion carried unanimously.

Item 5. Mr. Whaley addressed the Commissioners and stated there has been a change in the organizational chart of the City. Mr. Whaley stated that previously Public Works, Planning & Zoning, and Parks & Recreation were all under one director, the Director of

Public Works. With the new changes, the Planning & Zoning responsibilities have been moved under the Executive Director of Burkburnett Development Corporation. There will now be a Director of Parks & Recreation and a Director of Public Works. This will help divide the job duties more evenly among the directors and improve how all of these departments function.

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

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Tim Cornelius, Chair

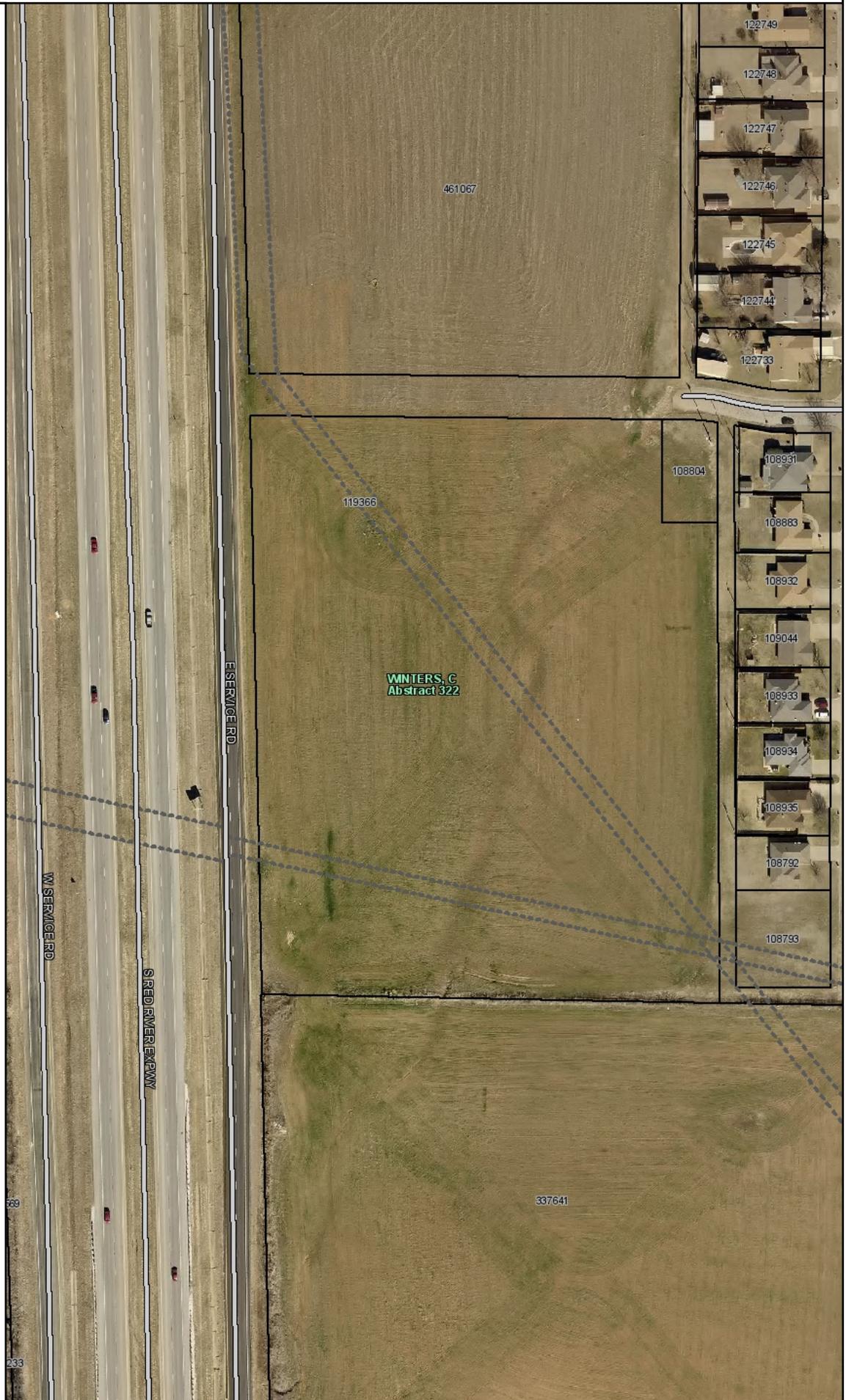
ATTEST:

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Mike Whaley, City Manager

### Local Road Labels

- Local Roads
- Railroad
- Extra-territorial Jurisdiction
- City Limits
- Easements
- WCAD Tax Parcels
- Abstracts



Data displayed were gathered by the City of Burk Burnett for municipal purposes. No guarantee is made regarding suitability for any other use or purpose.





CITY OF BURKBURNETT  
**SPECIFIC USE  
APPLICATION**

OFFICE USE:  
CASE NO. \_\_\_\_\_  
FEE PAID \_\_\_\_\_

Property Address NOT KNOWN

Legal Description \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Subdivision \_\_\_\_\_

Tax Account No. \_\_\_\_\_

Proposed Use SELF STORAGE

Present Use VACANT LAND Zoning \_\_\_\_\_

Property Platted? [ ] Yes [X] No

Applicant's Name WINTERBERRY DEVELOPMENT <sup>NT LLC</sup> Daytime Phone # 469-8556662

Mailing Address 2727 LBJ FREEWAY SUITE 1020  
DALLAS TX Zip 75234

I hereby certify that all information contained herein is true and correct; that I have been informed of the date and time that this request will be considered by the Planning and Zoning Commission; and that all required submissions (see reverse) have been provided.

Applicant's Signature [Signature] DATE 10/26/16

Owner's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Note:

- Application must be submitted with a site plan.
- See reverse side for instructions for site plan submission requirements.

**Permit** (To be completed by the Planning Department .)

A conditional use permit is hereby:

- [ ] Approved  
[ ] Disapproved  
[ ] Conditionally Approved (conditions attached) based on the Planning and Zoning Commission's action on \_\_\_\_\_

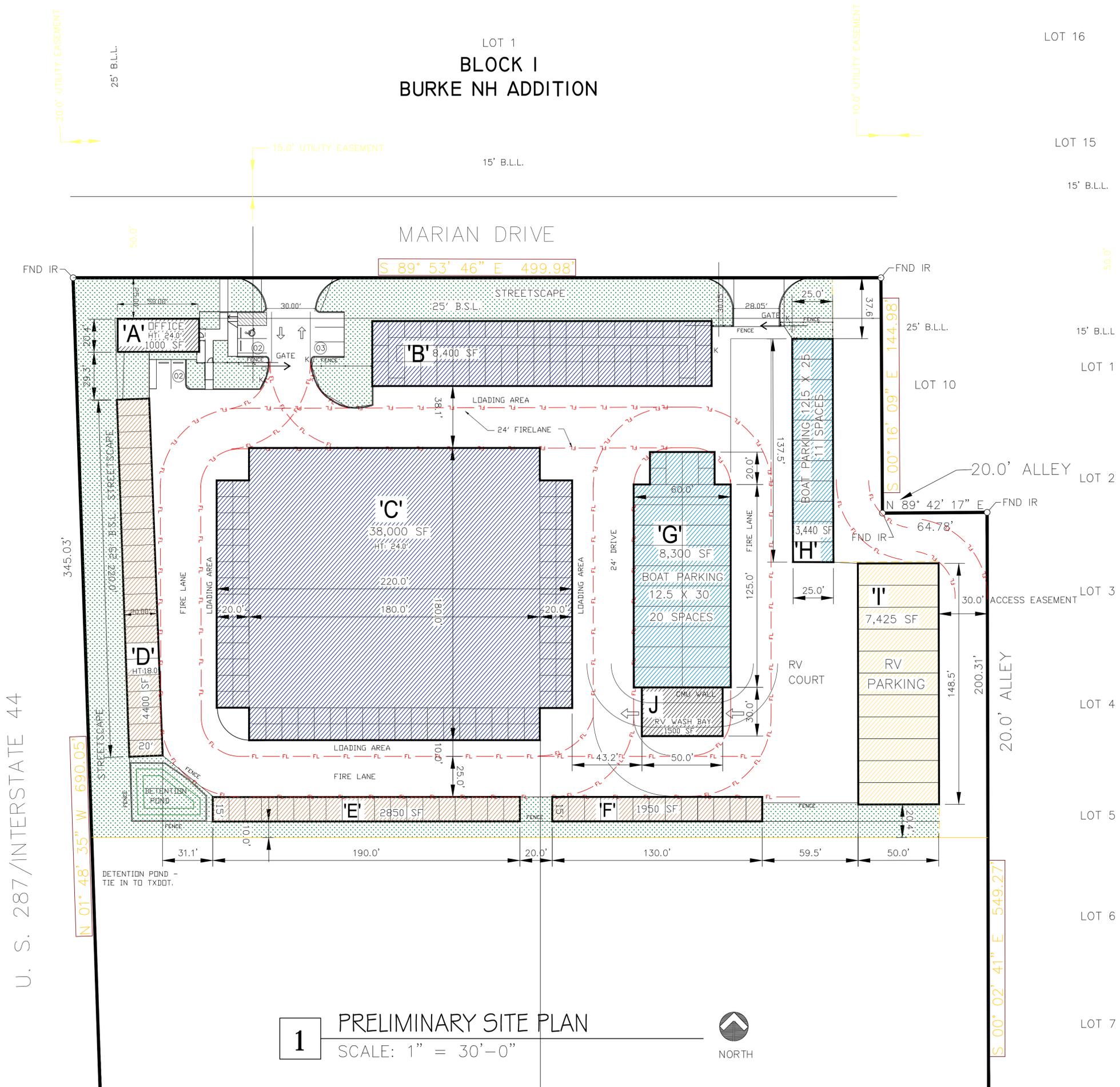
NOTE: A CONDITIONAL USE PERMIT IS VALID FOR 1 YEAR UNLESS A BUILDING PERMIT IS ISSUED AND CONSTRUCTION IS ON GOING.

\_\_\_\_\_  
City Planning Administrator

\_\_\_\_\_  
Date

REVISED 11-29-16

BLDG	AREA
'B'	8,400 SF
'C'	38,000 SF
'D'	4400 SF
'E'	2850 SF
'F'	1950 SF
'G'	8,300 SF
'H'	3,440 SF
'I'	7,425 SF
STORAGE	74,765 SF
'A'	1,000 SF
'J'	1,725 SF
TOTAL	77,490 SF



**1**

PRELIMINARY SITE PLAN  
SCALE: 1" = 30'-0"



**MAULDIN**  
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San Antonio, Texas 210-313-3197  
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PRELIMINARY  
DRAWING - NOT FOR  
CONSTRUCTION OR  
REGULATORY  
APPROVAL  
MICHAEL D. MAULDIN  
TEXAS #16733

Winterberry Development, LLC  
2727 LBJ Freeway Suite 1020  
Dallas, TX 75234

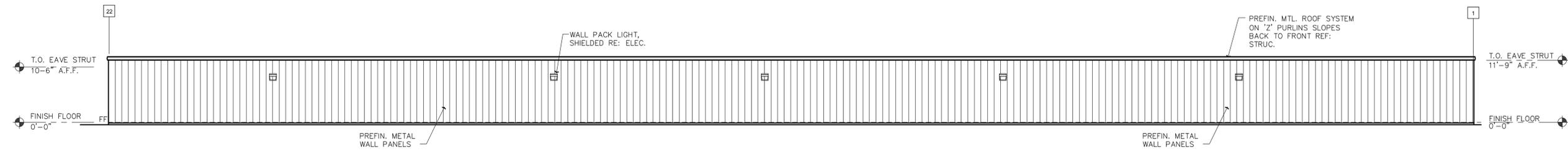
Burkburnett Self Storage  
US287 / IH44 at Marian  
Witchata Falls, Texas

REVISIONS:	NO.	DESCRIPTION	DATE

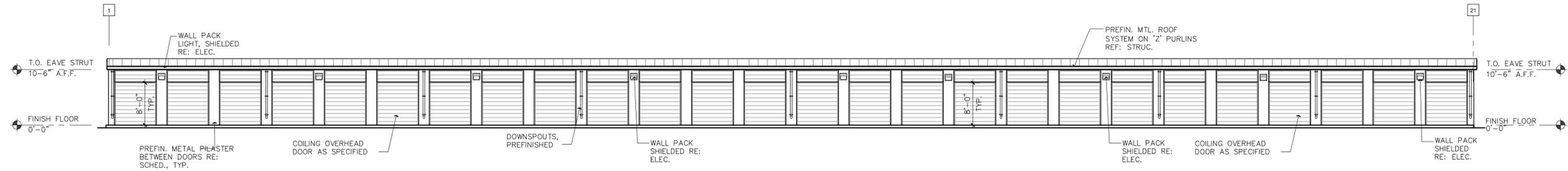
DATE: 11/29/2016

SHEET TITLE:  
ARCHITECTURAL  
SITE PLAN

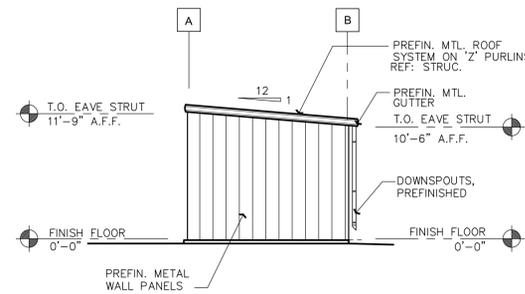
SHEET NUMBER:  
**ASPI**



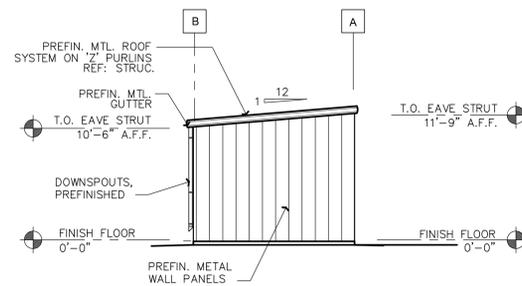
**01 SOUTH ELEVATION - BUILDING "E"**  
SCALE: 1" = 10'-0"



**02 NORTH ELEVATION - BUILDING "E" (FACES BUILDING "B")**  
SCALE: 1" = 10'-0"



**03 EAST ELEVATION - BUILDING "E"**  
SCALE: 1/8" = 1'-0"



**04 WEST ELEVATION - BUILDING "E"**  
SCALE: 1/8" = 1'-0"

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MICHAEL D. MAULDIN  
TEXAS #16733

Winterberry Development, LLC  
2727 LBJ Freeway Suite 1020  
Dallas, TX 75234

Self Storage Development  
9600 Military Parkway  
at N. St. Augustine  
Dallas, Texas

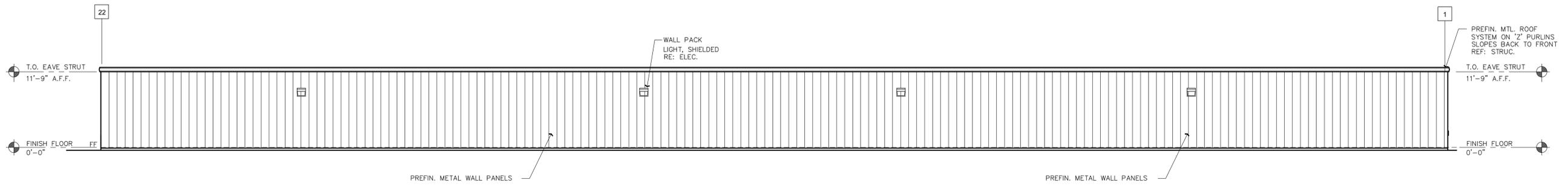
REVISIONS:	NO.	DESCRIPTION	DATE

DATE: 07/14/2016

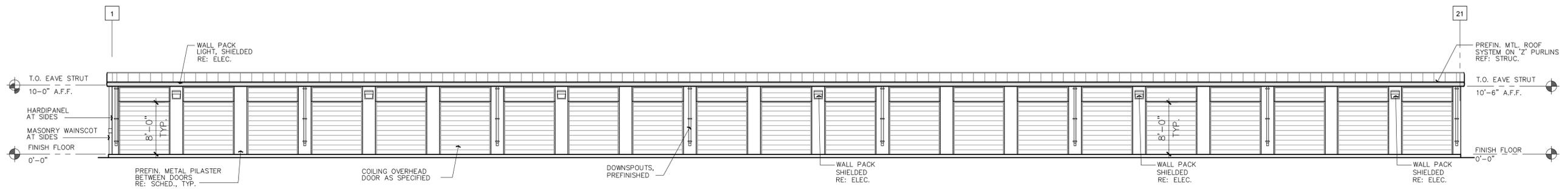
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**BUILDING 'E'**  
ELEVATIONS

SHEET NUMBER:

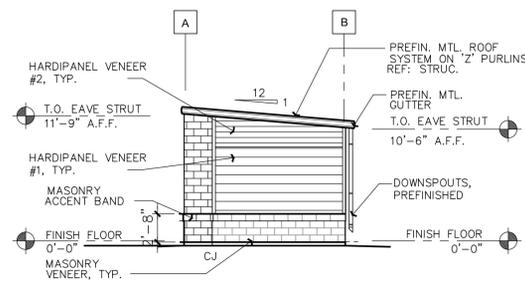
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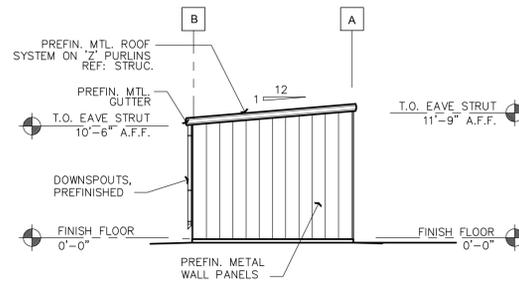
**01 EAST ELEVATION - BUILDING "D"**  
SCALE: 1/8" = 1'-0"



**02 WEST ELEVATION - BUILDING "D" (FACES BUILDING "B")**  
SCALE: 1/8" = 1'-0"



**03 NORTH ELEVATION - BUILDING "D"**  
**(FACES STREET)**  
SCALE: 1/8" = 1'-0"



**04 SOUTH ELEVATION - BUILDING "D"**  
SCALE: 1/8" = 1'-0"

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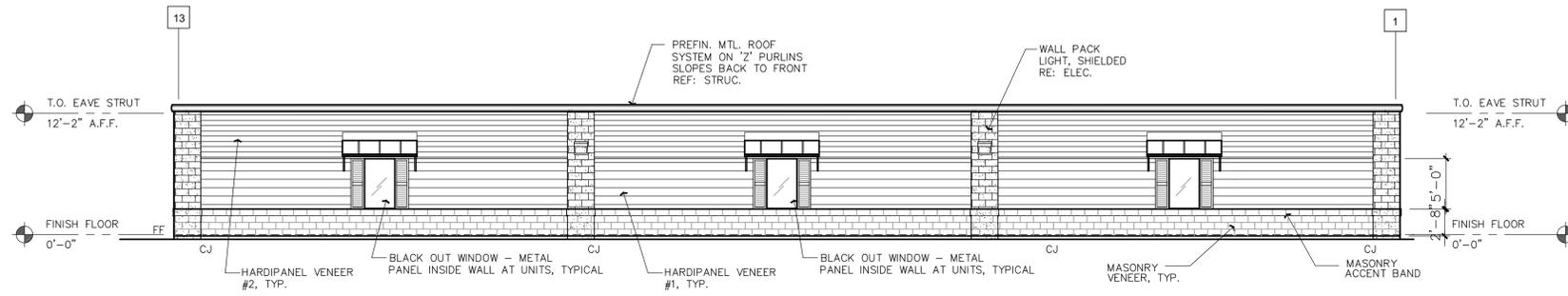
REVISIONS:	NO.	DESCRIPTION	DATE

DATE: 07/14/2016

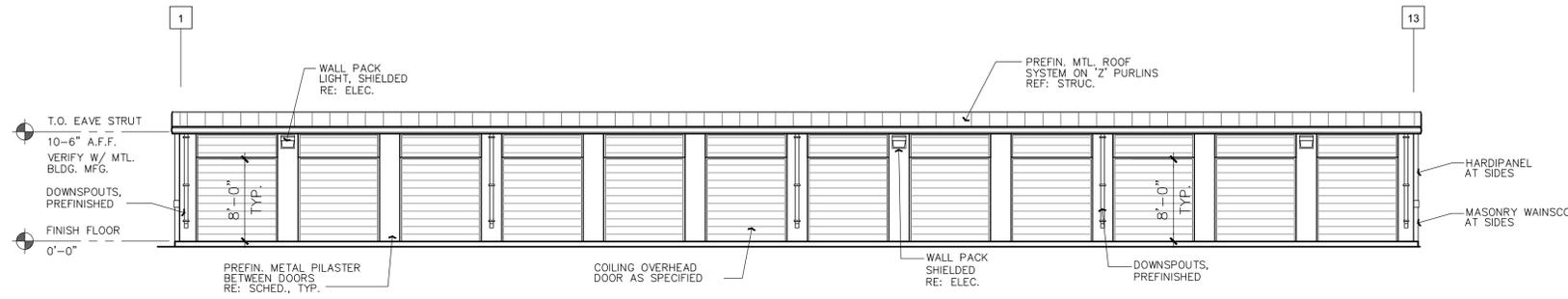
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**BUILDING 'D'**  
**ELEVATIONS**

SHEET NUMBER:

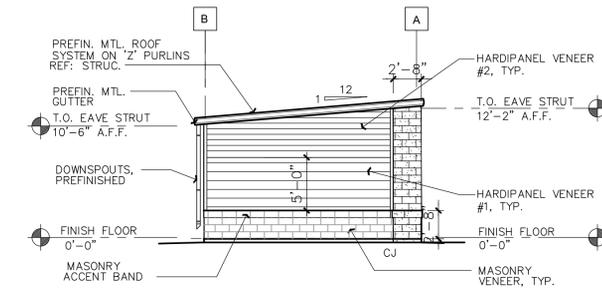
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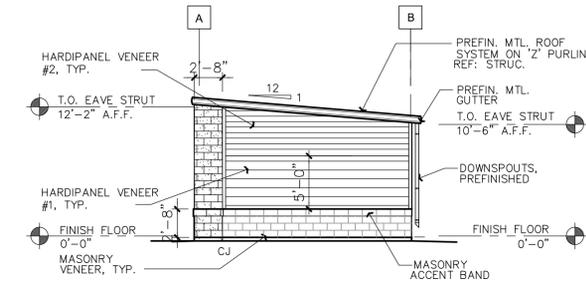
**02 NORTH ELEVATION - BUILDING "C" (FACES PUBLIC STREET)**  
SCALE: 1/8" = 1'-0"



**01 SOUTH ELEVATION - BUILDING "C" (FACES INTERNAL DRIVE)**  
SCALE: 1/8" = 1'-0"



**03 EAST ELEVATION - BUILDING "C"**  
SCALE: 1/8" = 1'-0"



**04 WEST ELEVATION - BUILDING "C" (FACES OFFICE)**  
SCALE: 1/8" = 1'-0"

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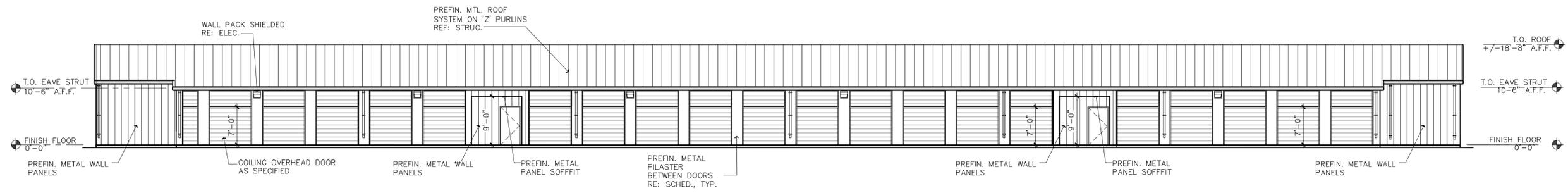
REVISIONS:	NO.	DESCRIPTION	DATE

DATE: 07/14/2016

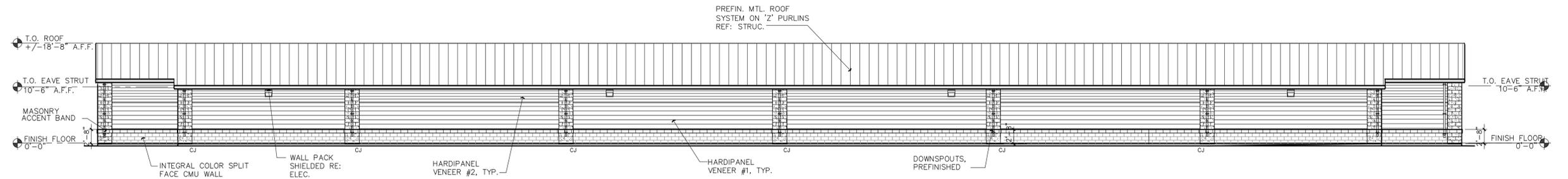
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**BUILDING 'C'  
ELEVATIONS**

SHEET NUMBER:

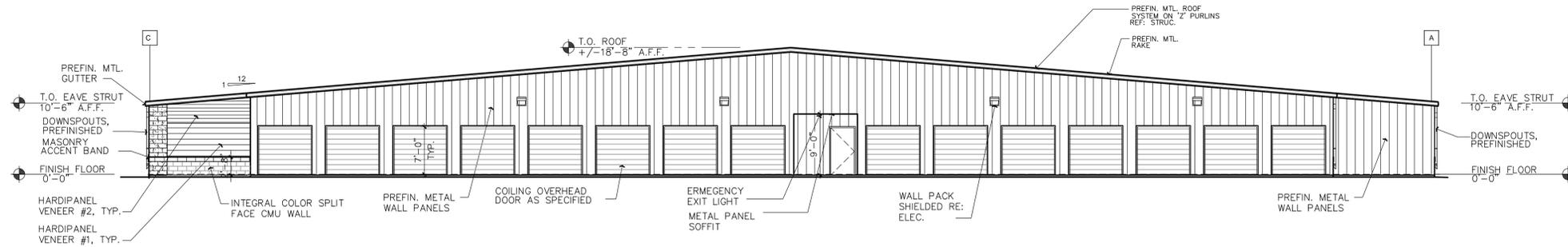
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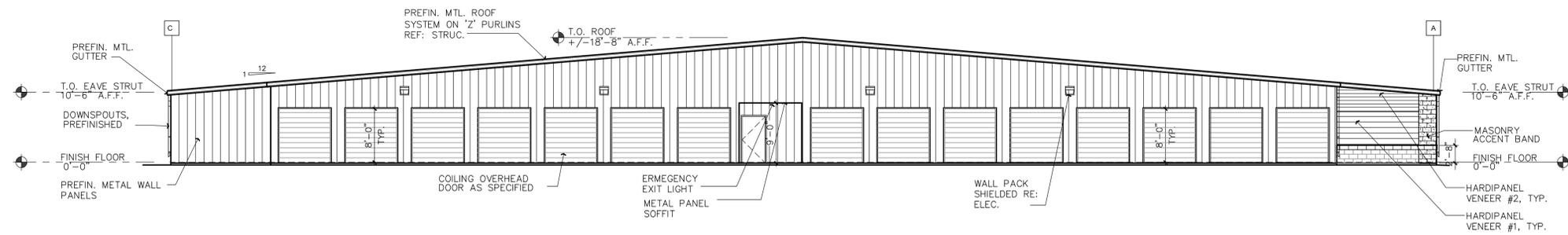
**04 SOUTH ELEVATION - BUILDING "B" (FACES BUILDING "E")**  
SCALE: 1" = 10'-0"



**03 NORTH ELEVATION - BUILDING "B" (FACES BUILDING "A" AND "C")**  
SCALE: 1" = 10'-0"



**02 WEST ELEVATION - BUILDING "B" (FACES BUILDING "F")**  
SCALE: 1" = 10'-0"



**01 EAST ELEVATION - BUILDING "B" (FACES BUILDING "D")**  
SCALE: 1" = 10'-0"

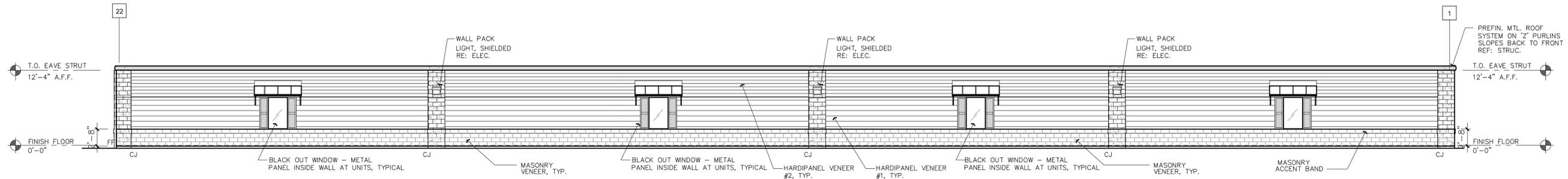
REVISIONS:	NO.	DESCRIPTION	DATE

DATE: 07/14/2016

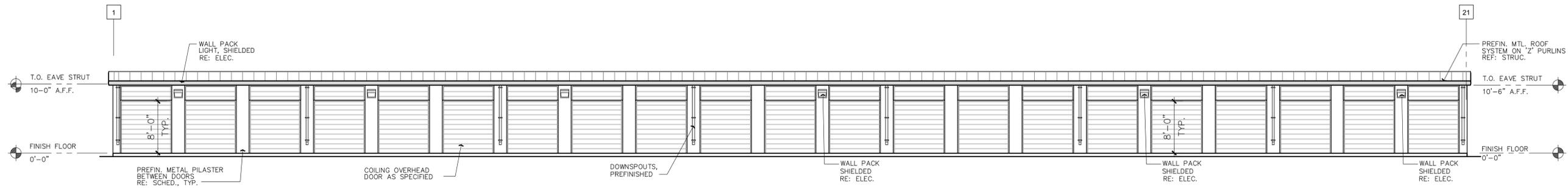
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**BUILDING 'B'  
ELEVATIONS**

SHEET NUMBER:

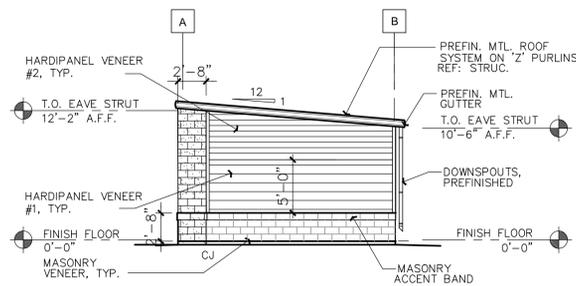
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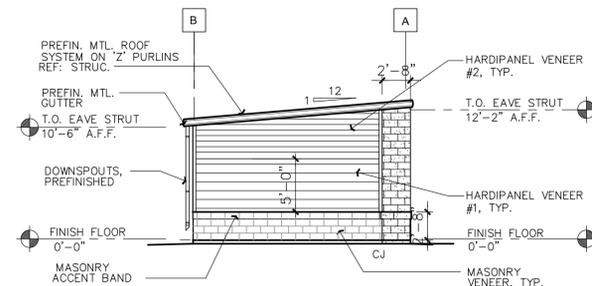
**01 WEST ELEVATION - BUILDING "F" (FACES STREET)**  
SCALE: 1/8" = 1'-0"



**02 EAST ELEVATION - BUILDING "F" (FACES BUILDING "B")**  
SCALE: 1/8" = 1'-0"



**03 SOUTH ELEVATION - BUILDING "F"**  
SCALE: 1/8" = 1'-0"



**04 NORTH ELEVATION - BUILDING "F" (FACES DRIVE)**  
SCALE: 1/8" = 1'-0"

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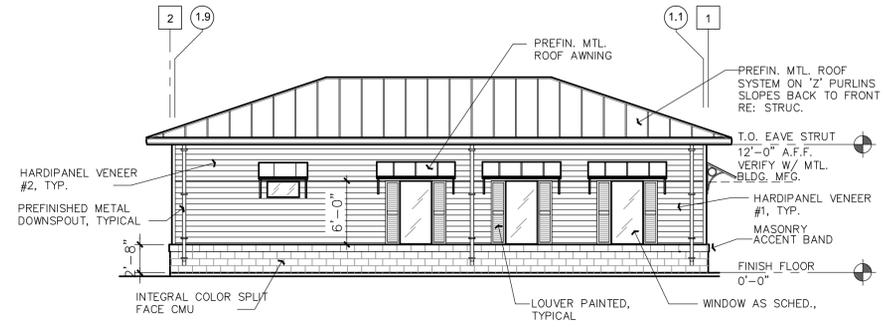
REVISIONS:	NO.	DESCRIPTION	DATE

DATE: 07/14/2016

SHEET TITLE:  
**BUILDING 'F'**  
ELEVATIONS

SHEET NUMBER:

**A2.6**



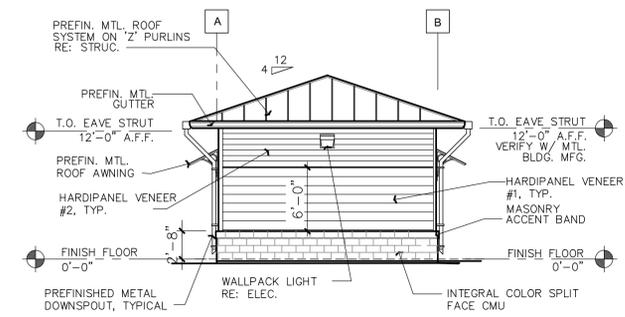
**02 NORTH ELEVATION (FACES PUBLIC STREET)**  
SCALE: 1/8" = 1'-0"



**03 WEST ELEVATION (FACES STREET)**  
SCALE: 1/8" = 1'-0"



**01 SOUTH ELEVATION (FACES INTERNAL DRIVE)**  
SCALE: 1/8" = 1'-0"



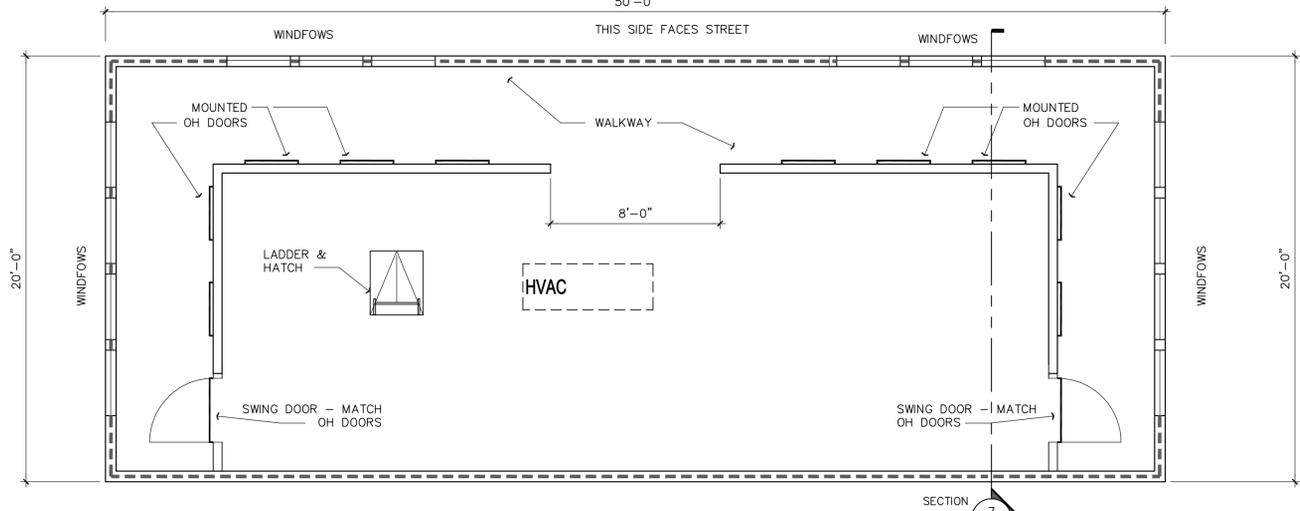
**04 EAST ELEVATION (FACES BUILDING "C")**  
SCALE: 1/8" = 1'-0"

REVISIONS:	NO.	DESCRIPTION	DATE

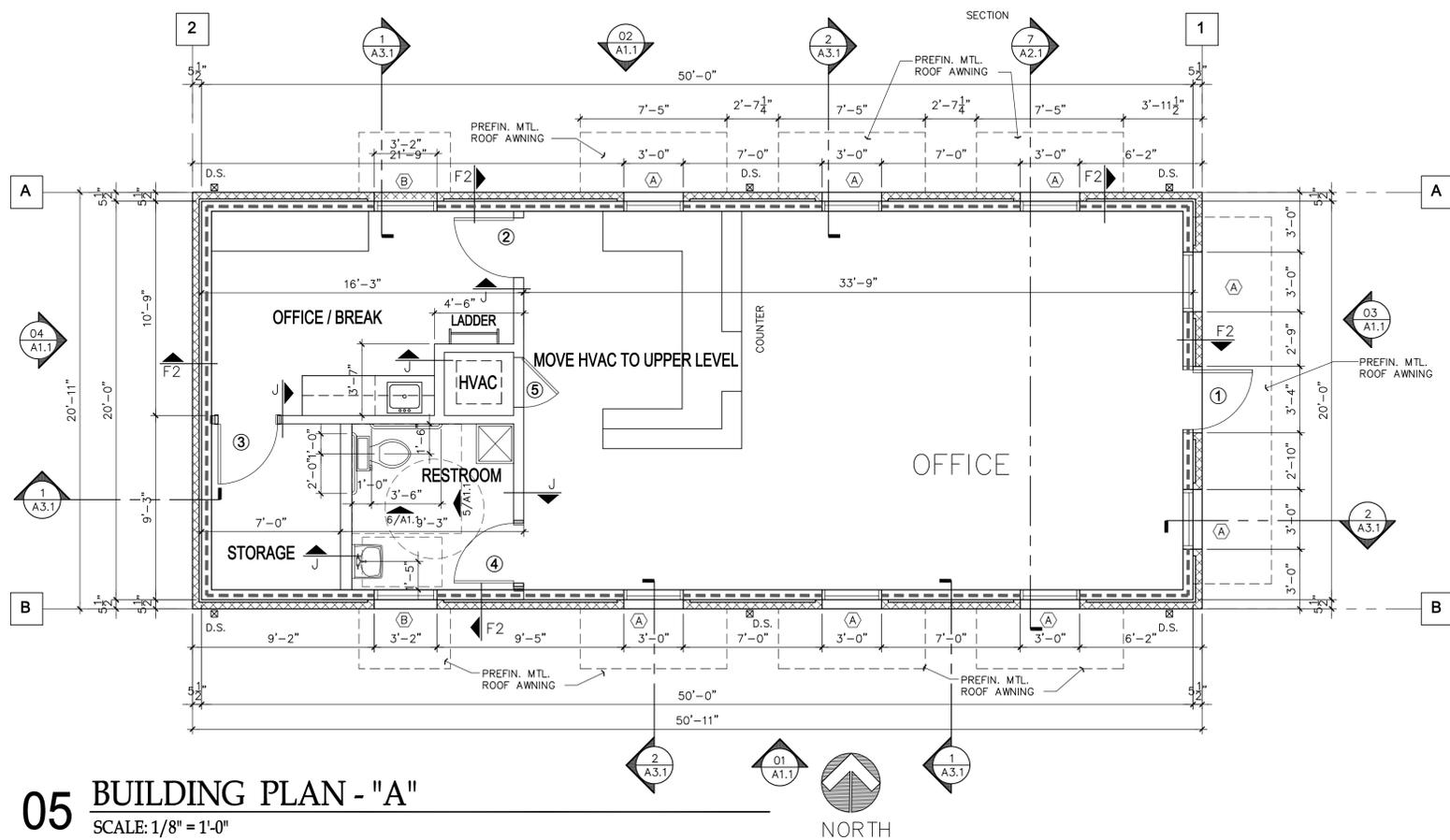
DATE: 07/14/2016

SHEET TITLE:  
**BUILDING 'A' ELEVATIONS**

SHEET NUMBER:  
**A2.1**



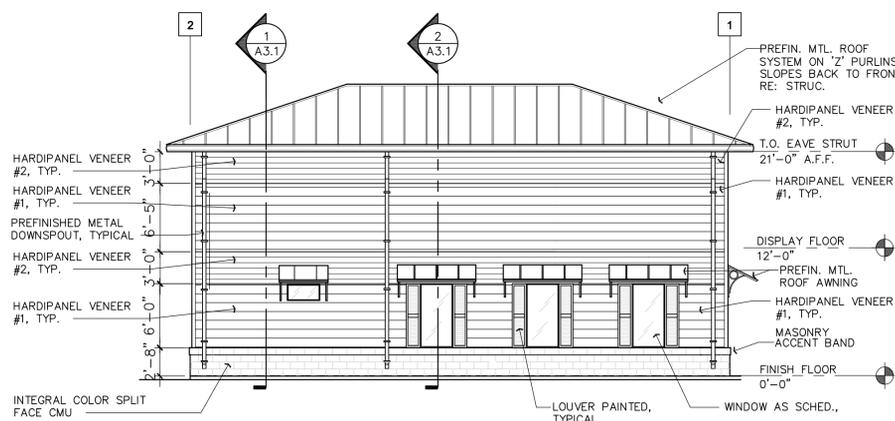
**06 DISPLAY UPPER PLAN - "A"**  
SCALE: 1/8" = 1'-0"



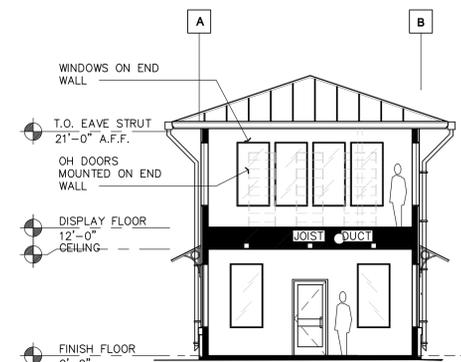
**05 BUILDING PLAN - "A"**  
SCALE: 1/8" = 1'-0"



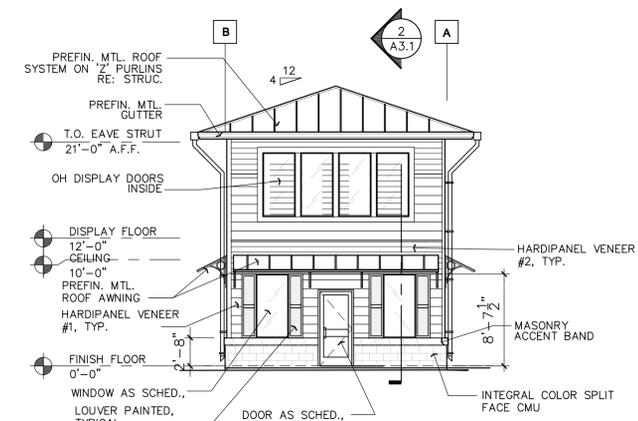
**01 NORTH ELEVATION (FACES PUBLIC STREET)**  
SCALE: 1/8" = 1'-0"



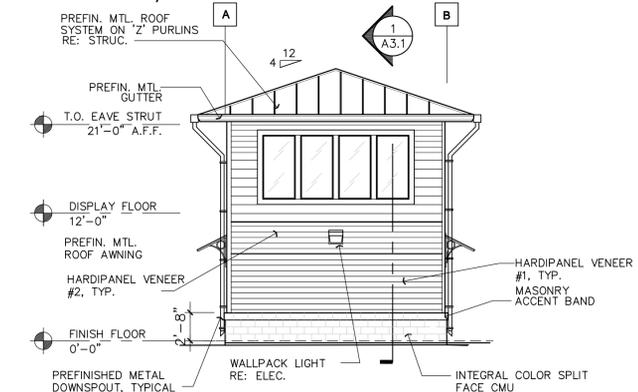
**02 SOUTH ELEVATION (FACES INTERNAL DRIVE)**  
SCALE: 1/8" = 1'-0"



**07 SECTION**  
SCALE: 1/8" = 1'-0"



**03 EAST ELEVATION**  
SCALE: 1/8" = 1'-0"



**04 WEST ELEVATION**  
SCALE: 1/8" = 1'-0"

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PRELIMINARY DRAWING - NOT FOR CONSTRUCTION OR REGULATORY APPROVAL  
MICHAEL D. MAULDIN  
TEXAS #16733

Winterberry Development, LLC  
2727 LBU Freeway Suite 1020  
Dallas, TX 75234

LAKE JUNE SELF STORAGE  
9500 Lake June Road  
Dallas, Texas

REVISIONS:	DATE
NO. DESCRIPTION	

DATE: 09/06/2016

SHEET TITLE:  
**BUILDING 'A' FLOOR PLAN AND ELEVATIONS**

SHEET NUMBER:  
**A1.1**