

## AGENDA

Planning & Zoning  
Commission Meeting  
April 6, 2015  
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 approval of the minutes from December 8, 2014.

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

- A. Case #2015-20 re-zone application for 200 Block of Linden, block rezoned as a carport overlay district.
- B. Case #2015-21, Specific Use Permit for 1007 Sugarbush, to construct an accessory building in the rear for the purpose of providing caretaker service for a family member.

**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 #2015-20 re-zone application for 200 Block of Linden, block rezoned as a carport overlay district.
- B. Case #2015-21, Specific Use Permit for 1007 Sugarbush, to construct an accessory building in the rear for the purpose of providing caretaker service for a family member.

**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 4:15 p.m. on April 3, 2015 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 4/3/2015 @ 4:15 PM

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 meeting on December 8, 2014 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             |
| Aaron King     | Commissioner             |
| Howard Locklin | Commissioner             |
| Carla Walters  | Commissioner             |
| <br>           |                          |
| Gordon Smith   | Director of Public Works |

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

Item 2. Motion was made by Commissioner Walters seconded by Commissioner King to approve the minutes from October 6, 2014. Motion carried unanimously.

Item 3. Chairperson Tim Cornelius, opened the floor for Election of Vice-Chairperson for the ensuing year.

Commissioner Walters nominated Aaron King, seconded by Commissioner Erickson. Motion carried unanimously.

Item 4. Chair Tim Cornelius closed the regular meeting at 6:02 p.m. and opened the Public Hearing for the following Cases:

- A. Case #2014-19 rezone application for 1609 and 1611 Sheppard Rd., from Single Family Residential-6 (SF-6) to Residential Open (R-2).

Gordon Smith, Director of Public Works, stated the application was presented by Everett Davis owner of property located at 1609 and 1611 Sheppard Rd. This request is to rezone the property from SF-6 to R-2. Applicant stated reason for the request is to allow manufactured homes on the lots, due to they have a potential buyer. Public Notices as required by the Zoning Ordinance were sent to the proposed district and all properties 200 feet adjacent to the proposed district. All publishing and mail out requirements have been met. Mr. Smith reported two (2) responses were received. One written response from the Joseph "Brant" Stubblefield owner of 1601 Sheppard Rd. objecting to the zoning change (enclosed letter). Also one telephone response from Fred Morgan owner of 1618 Sheppard Rd. in favor of the request to change the zoning.

The following addressed the Commissioners:  
Everett Davis, 500 Glendale

Item 5. Chair Tim Cornelius closed the Public Hearing at 6:23 p.m. and opened the regular meeting.

Item 6. Consider and act upon the following Cases:

- A. Case #2014-19 rezone application for 1609 and 1611 Sheppard Rd., from Single Family Residential-6 (SF-6) to Residential Open (R-2).

Motion was made by Commissioner Walters, seconded by Commissioner Erickson to deny the rezone application for 1609 and 1611 Sheppard Rd., from Single Family Residential-6 (SF-6) to Residential Open (R-2).

Ayes: Commissioners Cornelius, Erickson and Walters

Nays: Commissioners King and Locklin

Motion carried.

Item 7. There being no further business the meeting was adjourned.

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Tim Cornelius, Chair

ATTEST:

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Gordon Smith, Director of Public Works



## Planning and Zoning Commission Agenda Memo

**From:** Gordon Smith, Director of Public Works

**Date:** April 2, 2015

**Item:** Rezone Application: Carport Overlay District-200 Block of Linden

### Background

An application was presented by Mr. Gil Beaver owner of property located at 208 Linden. This request is to allow for a carport overlay district on the 200 Block of Linden. All publishing and mail out requirements have been met. Also, the required amount of signatures (75%) has been satisfied and ownership has been verified by City staff. 12 out of 12 (100%) total property owners on the block has 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



## **Planning and Zoning Agenda Memo**

**From:** Gordon Smith, Director of Public Works

**Date:** April 2, 2015

**Item:** Discuss and take any action necessary on a Specific Use Provision Application and Site Plan to construct an accessory building for an accessory dwelling at 1007 Sugarbush, Burkburnett Texas.

### **Background**

Sharon Woodruff, Owner of 1007 Sugarbush presented an application request for a Specific Use Provision (SUP) to construct an accessory building for an accessory dwelling at 1007 Sugarbush, Burkburnett Texas. The property is zoned Single Family -6 (SF6) and a Specific Use Provision is required for the accessory dwelling.

The Accessory Dwelling Building is 21 feet x 32 feet (672 sq. ft) of wood frame construction to match existing construction of the main home. Owner stated the accessory dwelling building would be added to the property for elderly mother.

Public Notices have been submitted as required by the Zoning Ordinance.

### **Zoning Ordinance**

SF-6 zoning only allows for one main dwelling per lot and requires Specific Use application for elderly caretaker only no rental apartments allowed.

### **Options**

- Recommend Approval to City Commission the Specific Use Provision Application as presented.
- Recommend Not Approving to City Commission the Specific Use Provision Application as presented.

### **Staff Recommendation**

Staff recommends to Planning and Zoning Board approval

### **Attachments**

- 1) Specific Use Application.
- 2) Proposed Site plan 1007 Sugarbush