

Pam Fenn, Commissioner
Diana Smith, Commissioner
Donald J. Glacy, Vice Chairman



Eric Heimbrecht, Commissioner
Mark McCullough, Commissioner
VACANT, Commissioner

**ROANOKE PLANNING AND ZONING AGENDA
500 S OAK ST
ROANOKE, TEXAS 76262**

**JUNE 1, 2026
7:00 PM**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Planning and Zoning Commission on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held May 18, 2026.

D. OLD BUSINESS

1. **Consider a motion by Eric Heimbrecht to reconsider and take action** on a Preliminary Plat (PP-2026-01), a request by Sandy Brantley for an approximate 6.168 acres located in the W. Beall Survey, Abstract No. 82, City of Roanoke Texas, Denton County, Texas. The property is generally located at the Northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. (PP-2026-01)
2. **Consider a motion by Eric Heimbrecht to reconsider and take action on** a Site Plan request by Sandy Brantley, on behalf of QuikTrip Corporation, for a Quik Trip to be located on an approximately 6.168-Acre tract located in the W.Beall Survey, Abstract No. 82, City of Roanoke, Denton County, Texas. The property is generally located at the north-east corner of the intersection of US Hwy 377 and Bobcat Blvd. (SP-2026-03).



**AGENDA FOR THE PLANNING AND
ZONING COMMISSION**

**June 1, 2026
Page 2 of 2**

E. NEW BUSINESS

1. **Conduct a training session** for members of the Planning and Zoning Commission to review roles and responsibilities, applicable laws and procedures, zoning and land use principles, ethics requirements, and best practices for public meetings and decision-making.

F. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Tuesday, May 26, 2026, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

Lindsay Rawlinson, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guests

Eric Heimbrecht, Commissioner
E Pam Fenn, Commissioner
VACANT



Diana Smith, Commissioner
Mark McCullough, Commissioner
Donald J. Glacy, Vice Chairman

**MINUTES
PLANNING AND ZONING COMMISSION
MAY 18, 2026
500 S. OAK STREET
ROANOKE, TEXAS 76262
7:00 PM**

Present: Commissioners: Ernie Adams, Mark McCullough, Diana Smith, Eric Heimbrecht, and Pam Fenn, Development Services Manager J.R. Hames, and Executive Assistant Babette Welch.

Absent: Chairman Jason Kasal and Vice Chairman Don Glacy

A. CALL TO ORDER

Meeting was called to order at 7:00 pm

A motion was made by Commissioner Smith and seconded by Commissioner McCullough to appoint Commissioner Heimbrecht as temporary Chairman. Motion passed unanimously.

B. PUBLIC INPUT

Several residents addressed the Commission regarding New Business Items D1 and D2 to oppose allowing a Quik Trip at Northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. The residents noted potential increased traffic, the proximity to homes and an excessive number of gas stations already in the City as reasons for their opposition.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held on May 4, 2026.

Motion made by Commissioner McCullough and seconded by Commissioner Fenn to approve. Motion carried unanimously

D. NEW BUSINESS

1. **Consideration and action** on a Preliminary Plat (PP-2026-01), a request by Sandy Brantley for an approximate 6.168 acres located in the W. Beall Survey, Abstract No. 82, City of Roanoke Texas, Denton County Texas. The property is generally located at the Northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. (PP-2026-01)

Brandon Osmire was in attendance representing the applicant and was available for questions.

Staff provided an overview of the item and recommended approval.

Motion made by Commissioner McCullough and seconded by Commissioner Fenn to approve. Motion failed 2 – 2 with Chairman Smith and Commissioner Heimbrecht opposing.

- 2. Consider and make a recommendation** on a Site Plan request by Sandy Brantley, on behalf of QuikTrip Corporation, for a Quik Trip to be located on an approximately 6.168-Acre tract located in the W.Beall Survey, Abstract No. 82, City of Roanoke, Denton County, Texas. The property is generally located at the northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. (SP-2026-03).

Brandon Osmire was in attendance representing the applicant and was available for questions.

Staff provided an overview of the item and recommended approval.

Motion made by Commissioner McCullough and seconded by Commissioner Fenn to approve. Motion failed 2 – 2 with Chairman Smith and Commissioner Heimbrecht opposing.

- 3. Consider and make a recommendation** on a Site Plan request by Christopher Webb, on behalf of Scout Cold Storage Roanoke, L.P., for an Albertsons Warehouse to be located on a portion of an approximately 128.294 acre parcel on Lot 1, Block 1, Alliance-Gateway Food Lion, an addition to the City of Roanoke, Denton County, Texas. The property is addressed as 743 Henrietta Creek Parkway. (SP-2026-04)

Applicant Christopher Webb and Daniel Barr were in attendance representing Scout Cold Storage and available for questions.

Staff provided an overview of the item and recommended approval.

Motion made by Commissioner Heimbrecht and seconded by Commissioner McCullough to approve. Motion carried unanimously.

4. ADJOURNMENT

Motion made by Commissioner Heimbrecht and seconded by Commissioner Fenn to adjourn the meeting at 7:37 p.m. Motion carried unanimously.

Jason Kasal, Chairman

Babette Welch, Executive Assistant



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: Reconsider and take action on a Preliminary Plat (PP-2026-01)

MEETING DATE: June 1, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Consider a motion by Eric Heimbrecht to reconsider and take action on a Preliminary Plat (PP-2026-01), a request by Sandy Brantley for an approximate 6.168 acres located in the W. Beall Survey, Abstract No. 82, City of Roanoke Texas, Denton County, Texas. The property is generally located at the Northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. (PP-2026-01)

INFORMATION:

The preliminary plat submittal meets all the requirements for the plat review and should be conditionally approved in accordance with City Ordinance Chapter 9, Exhibit A, Section 5:

G.

Processing of Preliminary Information:

1.

The Secretary of the Planning Commission shall collect the prescribed fees for the City and the City Engineer shall check the preliminary data as to its conformity with the existing master plans, major street plans, land use plan, zoning districts and as to whether or not the information heretofore specified has generally been submitted. - **Fees have been paid.**

2.

The City Engineer shall also check the plat and plan for conformity with the standards and specifications contained or referred to herein. — **Engineering letter attached.**

3.

The City Engineer shall return the preliminary data to the City Planning and Zoning Commission Secretary with his suggestions as to modifications, additions or alterations of the proposed preliminary plan for streets, drainage, water and sewer. The secretary shall make these suggestions available to the Commission. If the recommended changes, etc., are



AGENDA ITEM

too extensive, the data may be returned to subdivider for revision prior to consideration by the Commission. - Engineering approval attached.

4.

Within 30 days after the preliminary plat is filed with the City and considered to be administratively complete, the City Planning and Zoning Commission shall conditionally approve or disapprove such plat. The approval process of plats shall be in accordance with Sections 212.009, 212.0091, 212.0093, and 212.0095 of the Texas Local Government Code, as amended. If the Planning and Zoning Commission conditionally approves or disapproves a preliminary plat the Planning and Zoning Commission shall provide the applicant a written statement of the conditions for the conditional approval or the reasons for disapproval. Each condition or reason must include a citation to the law, including a statute or City ordinance, that is the basis for the conditional approval or disapproval, if applicable. After the conditional approval or disapproval of a preliminary plat, the applicant may submit to the Planning and Zoning Commission a written response that satisfies each condition for the conditional approval or remedies each reason for disapproval provided. A Planning and Zoning Commission that receives a written response shall determine whether to approve or disapprove the applicant's previously conditionally approved or disapproved preliminary plat not later than the 15th day after the date the response was submitted.

5.

Conditional approval of a preliminary data by the Commission shall be deemed an expression of approval of the Layout submitted on the preliminary drawings as a guide to the installation of streets, water, sewer and other required improvements and utilities and to the preparation of the final or record plat subject to incorporation of the modifications and exceptions recommended by the Commission. Conditional approval of a preliminary drawing shall not be construed as approval of the final plat. Only the Council can approve the final plat.

6.

Conditional approval of a preliminary drawing shall be effective for two years unless reviewed by the Commission in the light of new or significant information which would necessitate a revision of the preliminary drawing. If the Commission should deem changes in a preliminary drawing as necessary, it shall so inform the Subdivider in writing.

Zoning: Retail

**Proposed Quik Trip Store
Use:**



AGENDA ITEM

Drainage Plan: A drainage plan will be accepted by the engineering consultant prior to construction.

Utility Plan: A utility plan will be accepted by the engineering consultant prior to construction.

STAFF RECOMMENDATION:

Staff recommends approval of PP-2026-01, as it meets all the requirements and all comments per the City and Engineering review have been satisfied.

SPECIAL CONSIDERATION:

Per Texas Local Government Code Section 212.0091 and 212.010 conditional approval of the proposed preliminary plat is appropriate.

Sec. 212.0091. APPROVAL PROCEDURE: CONDITIONAL APPROVAL OR DISAPPROVAL REQUIREMENTS. (a) A municipal authority or governing body that conditionally approves or disapproves a plat under this subchapter shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.

(b) Each condition or reason specified in the written statement:

(1) must:

(A) be directly related to the requirements under this subchapter; and

(B) include a citation to the law, including a statute or municipal ordinance, that is the basis for the conditional approval or disapproval, if applicable; and



AGENDA ITEM

(2) may not be arbitrary.

Sec. 212.010. STANDARDS FOR APPROVAL. (a) The municipal authority responsible for approving plats shall approve a plat if:

(1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

(2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;

(3) a bond required under Section [212.0106](#), if applicable, is filed with the municipality; and

(4) it conforms to any rules adopted under Section [212.002](#).

(b) However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section [212.0105](#), if applicable.

(c) The municipal authority responsible for approving plats may not require the dedication of land within a subdivision for a future street or alley that is:

(1) not intended by the owner of the tract; and

(2) not included, funded, and approved in:

(A) a capital improvement plan adopted by the municipality; or



AGENDA ITEM

(B) a similar plan adopted by a county in which the municipality is located or the state.

(d) A municipal authority responsible for approving plats may not refuse to review a plat or to approve a plat for recordation for failure to identify a corridor, as defined by Section 201.619, Transportation Code, unless the corridor is part of an agreement between the Texas Department of Transportation and a county in which the municipality is located under that section.

(e) If a municipal authority responsible for approving plats fails or refuses to approve a plat that meets the requirements of this subchapter, the owner of the tract that is the subject of the plat may bring an action in a district court in a county in which the tract is located for a writ of mandamus to compel the municipal authority to approve the plat by issuing to the owner applicable approval documentation. The applicant shall recover reasonable attorney's fees and court costs in the action if the applicant prevails. The municipality may recover reasonable attorney's fees and court costs in the action if the municipality prevails and the court finds the action is frivolous.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PP-2026-01
2. PP-2026-01 Engineering/City Review Letter

Re-Plats:

Re-plats require a public hearing notice to be given before the 15th day of the date of the hearing. To meet publication requirements, please add an additional 3 (business) days to have notice published.

Waiver from Section 212.009. Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the accepted application submittal. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be reviewed by City Staff, considered by the Planning & Zoning Commission, and submitted to City Council for approval, a waiver for this section has been provided. If the waiver is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.

30-DAY WAIVER:

I, _____, hereby waive the 30-day review period recognizing that some
PRINT NAME
applications may require additional time due to the level of complexity or because it lacks complete information.

_____ Applicant Signature

NOTE:
The City of Roanoke will make every effort to process applications within a 30-day time frame. Applications that require a public hearing may take additional time to process.

MINOR PLATS

Review Requirements:

One copy of the plat, including supplementary material in pdf format.

Minor Plats:

In accordance with Section 212.0065 of the Texas Local Government Code, as amended, the City delegates to the City Manager, upon a recommendation of the Director of Public Works, the authority to approve minor plats and amendments to minor plats and the authority to approve amending plats under certain conditions.

Please visit the following web site for a complete list of criteria:

http://library.municode.com/HTML/13617/level3/PTIICOOR_CH9SU_CH9EXA.html#PTIICOOR_CH9SU_CH9EXA_S6FIPL

This checklist is provided as a supplement only. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision Regulations and Construction Specifications.

Submission Requirements

- Completed Application Form
- Filing Fee
- Transmittal Letter

- Staff Review
One copy of the plat, including supplementary material in pdf format.

- Planning & Zoning Commission
One copy of the plat, including supplementary material in pdf format. (Plans shall be received two (2) weeks prior to P&Z meeting.)

Meetings are held on the 1st and 3rd Monday at 7:00 p.m. of each month. All additional information must be received one week prior to the meeting date.

- City Council
One (1) electronic copy (PDF) of the complete site package with and revisions made by the Planning & Zoning Commission.

Meetings are held on the 2nd and 4th Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

Plats

- Title block, titled Preliminary or Final Plat, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Name, address, phone and fax numbers of the owner, applicant and engineer or architect.
- North arrow and scale.
- Proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of another subdivision located within the City or within five (5) miles of the current City limits.
- Name of contiguous subdivisions and the name of owners of contiguous parcels of unsubdivided land and an indication of whether or not contiguous properties are platted and filed of record. All shall be shown in dotted lines, letters, and figures.
- Boundary lines of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown and description by metes and bounds shall be supplied separately on 8½ by 11 or 8½ by 14 inch paper.
- Property boundaries with dimensions.
- Zoning districts adjacent to the property.
- Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys **within 300 hundred feet of the property.**
- The location of lots and blocks, including number designations, proposed for inclusion in the first section of development.

- Front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways.

Plat Continued

- Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or contiguous to such boundary.
- Indicate spacing between driveways within the subject property and adjacent properties.
- Dedicated fire lanes if required, access easements, existing and proposed drainage and utility easements.
- Show existing and proposed Waste Water.
- Show existing and proposed Water
- If curved streets are proposed, the radius of the curve on curve data shall be shown.
- Show location of the FEMA 100 year flood plain.
- Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- Preliminary Engineering. (conceptual utility plan)
- Show all existing and proposed sidewalks.
- Show Fire hydrant layout.
- Cite the map projection used (assumed North Central Texas State Plane, NAD 83, FIPS 4202)
- Provide the Northing / Easting values for the POB and one opposite corner.
- Provide the ground-to-grid conversion angle and scale factor for the cited projection.



Plat Application

City of Roanoke 500 S. Oak Street Roanoke, Texas 76262
 Planning Department (817) 491-2411

- Preliminary Plat
 Final Plat
 Re-plat
 Minor/Amended Plat

Date Filed:		File No.	
Name of Applicant Sandy Brantley	Address of Applicant 9800 Hillwood Pkwy, Suite 250 Fort Worth TX 76177	Phone Number & E-Mail [REDACTED]	
Engineer or Land Planner Westwood Jonathan Schindler, PE	Address 9800 Hillwood Pkwy, Suite 250 Fort Worth TX 76177	Phone Number & E-Mail [REDACTED]	
		Fax Number	
Location of Property NEC of Bobcat Blvd and US Hwy 377	Name of Addition/Subdivision QuikTrip Store No. 1898 Addition	Acres 6.168	Lot / Block Lot1/Block 1

Does the proposed subdivision require the abandonment or relocation of any existing streets, alleys or easement?
 Yes No

If "Yes" has an application to secure approval of such abandonment or relocation been made?
 Yes No

Type of Subdivision

- Re-subdivision of existing lot or lots
 Original subdivision of acreage
 Platting of Streets or Alleys
 Correcting error or omission

Proposed Use

- Residential Lots
 Industrial
 Commercial or Retail
 Public or Institutional

Improvements Proposed

- City of Roanoke
 Well
 Other access and left turn lane

Type of Sanitary facilities

- City of Roanoke Sewer
 Septic Tank
 Other _____

Type of Street Surfacing

- City of Roanoke Standards
 Existing paved street
 Other _____

Type of Storm Drainage

- Curb and Gutter
 Storm Sewers
 Other _____

In submitting this application for approval of the above described subdivision, I understand that if said subdivision is within the corporate limits or within the extraterritorial jurisdiction of the City of Roanoke that all improvements installed shall be in conformance with the standards and requirements of the City of Roanoke.

Fees for Preliminary and Final Plat are \$300.00 plus \$10.00 per acre and \$250.00 for a Re-plat, Minor and Amended Plat. Fees are subject to change if amended by Ordinance.

Sandy Brantley
 Applicants Signature

Digitally signed by Sandy Brantley
 DN: cn=US, e=sandy.brantley@westwoodps.com, o=Westwood Professional Services, cn=Sandy Brantley
 Date: 2026.02.23 16:38:17 -0600

02/23/2026
 Date

FOR OFFICE USE ONLY

Preliminary Plat Filing Fee	Final Plat Filing Fee	P&Z Meeting	CC Meeting	File for Record
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May 19, 2026

Ashlie Tolliver
City of Roanoke
500 S. Oak St
Roanoke, TX 76262

RE: QuikTrip No. 1898 NEC of Bobcat & Hwy 377 - Preliminary Plat & Plans Review; 5/7/2026 Submittal

We have reviewed the submitted Preliminary Plat and Engineering Plans for the QuikTrip No. 1898 NEC of Bobcat & Hwy 377 development in the City of Roanoke.

Our comments and questions are as follows:

Preliminary Plat

- TNP 1st Review:** Note 1 on the preliminary plat states Central Zone 4202 and the note at the end of the legal description from the metes and bounds states Central Zone 4203. Verify which Zone is correct and update accordingly.
Westwood Response: Revised as needed.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Note 2 on the preliminary plat states that the metes and bounds were prepared for this parcel "by separate instrument." Revise note to state ...prepared for this parcel "and supplied separately."
Westwood Response: Revised as needed.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(E) of of the City's Code of Ordinance: Preliminary drawings for the proposed subdivision shall be prepared at a scale of not less than 1 inch equals 100 feet. When more than one sheet is necessary to accommodate the entire tract proposed for subdivision, an index map showing the entire subdivision shall be furnished and each portion of the subdivision shall be indicated on the index map. Sheet sizes shall be 22 inches wide by 36 inches long. Sheets shall have a binding margin of not less than 1-½ inches on the left side and margins of not less than ½ inch on the other three sides. Scale is 1"=60', please revise.
Westwood Response: Planner has stated in email plan scale and size are sufficient for this application and review.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(F)(7) of of the City's Code of Ordinance: The location of lots and blocks, including number designations, proposed for inclusion in the first section of development. Please revise to show lot and block numbers.
Westwood Response: Added to plat.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(F)(8) of of the City's Code of Ordinance: Show front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways. Please revise.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.

6. **TNP 1st Review:** Chapter 9, Section 5(F)(9) of of the City’s Code of Ordinance: Location of City limits line, the outer border of the City’s extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. Please revise to show zoning districts and boundaries adjacent to the property.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.
7. **TNP 1st Review:** Chapter 9, Section 5(F)(10) of of the City’s Code of Ordinance: Please relocate the title block to the bottom right, move the engineering logo to the bottom right, put date of preparation rather than date of submittal. Please revise.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.
8. **TNP 1st Review:** In the Legend, revise the sidewalk label to match the label in the plans “S.W.” Also revise the legend to include label and description for M.R.D.C.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.

Site Plan

9. **TNP 1st Review:** Provide fire lane turning radii.
Westwood Response: See Site Plan and Utility plan.
TNP 2nd Review: Comment satisfied.
10. **TNP 1st Review:** Please revise proposed left turn lane on Bobcat Blvd in accordance with storage and deceleration requirements in Roanoke’s Technical Standards.
Westwood Response: Revised driveway spacing and left turn lane dimensions.
TNP 2nd Review: Comment satisfied.

Utility Plan

11. **TNP 1st Review:** Informational: Specify backflow prevention for water line connections.
Westwood Response: Provided.
TNP 2nd Review: Comment satisfied.
12. **TNP 1st Review:** Clarify if an FDC will be provided.
Westwood Response: Provided.
TNP 2nd Review: Comment satisfied.
13. **TNP 1st Review:** Demonstrate fire hydrant spacing does not exceed 300' in industrial, mercantile, and heavily congested residential areas.
Westwood Response: Provided onsite fire hydrant and additional hydrant on highway 377.
TNP 2nd Review: Verify if proposed fire hydrant onsite will be public or private.
Westwood Response: Updated callout to reflect public or private.
TNP 3rd Review: Provide backflow prevention meeting TCEQ requirements for proposed onsite private fire hydrant.
14. **TNP 1st Review:** Provide fire hydrant lead line size in accordance with City requirements.
Westwood Response: Shown on Utility Plan.
TNP 2nd Review: Verify if proposed fire hydrant onsite will be public or private.
Westwood Response: Updated callout to reflect public or private.
TNP 3rd Review: Comment satisfied.

15. **TNP 1st Review:** Informational: Full storm sewer review will be conducted with submission of Civil plans.

Westwood Response: Understood.

TNP 2nd Review: Noted.

Drainage Plans and Calculations

16. **TNP 1st Review:** Offsite drainage areas that flow to the project site have not been delineated. Please include offsite drainage areas for the runoff flowing to the existing culverts under Bobcat Boulevard. Existing culvert capacity may not be used to account for runoff from these areas.

Westwood Response: Offsite drainage calculations now derived from drainage basin calculations or drainage calculations referenced from record drawings. Please see updated DAMs. Calculations and callouts are added on DAMs for reference.

TNP 2nd Review: Please show contours for the new OS-1 drainage area so that the delineation can be confirmed.

Westwood Response:

TNP 3rd Review: Comment satisfied.

17. **TNP 1st Review:** The areas and composite C values shown in the Existing and Ultimate Composite C coefficient tables are inconsistent with the Pre- and Post-Developed Drainage Area Maps. In addition, some impervious/pervious square footage listed on the sheets do not add up to the total drainage area square footage. Please revise areas and C values so that the sheets are consistent with the calculation tables.

Westwood Response: Composite C values have been updated. Drainage Calculations updated and added to DAMs.

TNP 2nd Review: Comment satisfied.

18. **TNP 1st Review:** Flows listed on the Pre- and Post-Developed Drainage Area Maps do not match those calculated on the Preliminary Plat Drainage Calculations tables. Please revise so that the sheets and calculations match.

Westwood Response: All maligned values have been updated on plans.

TNP 2nd Review: Comment satisfied.

19. **TNP 1st Review:** The discharge rates shown in the Pre-/Post-Development Discharge Table on the Drainage Calculations Page for Point 1 do not include the flow rates from Point #2. Runoff from Point 2 will reach Point 1 and should be included at this location. Please update tables to include runoff from Point 2 at Point 1.

Westwood Response: Revised point of interest calculations. Please see updated plans.

TNP 2nd Review: Comment satisfied.

20. **TNP 1st Review:** Runoff at Point 1 increases from Pre- to Post-Development conditions. Please confirm that the existing ditch downstream of the culvert at Point 1 has capacity for the increased flow and calculate the outflow velocity from the existing culvert. If outflow velocity is erosive, please include erosion control measures. Alternatively, if the existing ditch does not have capacity for the increased flow, please provide documentation from the downstream property indicating that the owner understands and accepts the peak discharge increase.

Westwood Response: Revised point of interest calculations. Please see updated plans.

TNP 2nd Review: Comment satisfied. Minor runoff increase is still present, but downstream property is undeveloped and not privately owned.

Westwood Response: Noted.

- 21. TNP 1st Review:** Runoff at Point 3 increases from Pre- to Post-Development conditions. Please confirm that the ditch immediately downstream of Point 3 capacity for the increased flow and calculate the outflow velocity from the proposed culvert at that location. If outflow velocity is erosive, please include erosion control measures.

Westwood Response: TxDOT will require velocities per design standards to limit erosive impacts to the right of way ditches. Design and erosion control measures will be provided as needed during TxDOT permit plan review.

TNP 2nd Review: Noted.

- 22. TNP 1st Review:** Please provide hydraulic calculations for the proposed culvert sizing at the 377/Schooling Road intersection.

Westwood Response: Calculations will be provided during TxDOT permit plan review. The existing 5'x2' RCB culvert at the intersection shows to have more than sufficient capacity for the 10 and 100-year storm event. For preliminary purposes, the proposed culvert is shown as the same size. After final design consideration, plans will be updated as needed.

TNP 2nd Review: Noted.

City of Roanoke Comments are as follows:

Site Plan

- 1. Roanoke Zoning 1st Review:** Section 12.163 – Site Plan Submission Requirements
- Per 12.163(a)(8) Please show the existing zoning and existing/proposed uses on adjacent land.
 - Per 12.163(a) – Please provide proposed building heights and color building façade (elevations) as well proposed attached signage.
 - See 12.167 for items we consider when reviewing and provide updated plans accordingly.

Westwood Response: Plans have been revised to show lot information. Building elevations and sign elevations are included with this submittal. Updated revised plans provided with this submittal.

Roanoke Zoning 2nd Review: Comment satisfied.

- 2. Roanoke Zoning 1st Review:** Site Visibility - Sec. 12.807
- Visual clearance shall be provided in all zoning districts so that no fence, wall, architectural screen, earth mounding, landscaping or other feature obstructs the vision of a motor vehicle driver approaching any street, alley, or driveway intersection. Whenever an intersection of a street(s), alley, and/or driveway occurs, a triangular visibility area shall be created. Landscaping, fences, walls, earthen berms and other features within the triangular visibility area shall be designed so as to provide unobstructed cross-visibility at a level between twenty four inches (24") and eight feet (8') above the ground. The triangular areas are defined as follows:
 - Major street intersection (the intersection of two arterials, Type "B" or above). These areas shall have a triangular visibility area with two (2) sides of each triangle being a minimum of fifty feet (50') in length along the right-of-way lines from the point of the intersection, and the third side being a line connecting the ends of the other two (2) sides (see Illustration 7).

- c. Please indicate all visibility triangles (this includes driveways) on the site plan. Additionally, I believe the monument sign and possibly the air station is located within the visibility triangle. Please relocate if necessary.

Westwood Response: Sight visibility triangles added to site plan.

Roanoke Zoning 2nd Review:

- a. Please revise the visibility triangle at the intersection of Bobcat and 377 to be 50'X50' per 12.807(a)(3). It is measuring at 50X50, so maybe just a mistake in the call out.
- b. Please revise visibility triangle at driveways to be 25'X25' per 12.807(a)(2). Both driveways require a visibility triangle.

Westwood Response: Visibility triangles updated at both driveway entrances to be 25'x25' and 50'x50' at the 377 and Bobcat intersection property corner. Callouts updated as needed.

Roanoke Zoning 3rd Review: Comment satisfied.

3. Roanoke Zoning 1st Review: Setback/Buffer yard Measurements:

- a. Provide distance of fuel canopy and **all improvements** from southern (Bobcat) boundary.
- b. Provide distance of fuel canopy and **all improvements** to western property boundary (377).
- c. Why are there 2 identified landscape buffers reflecting different setbacks along the western boundary, adjacent to 377 (a 25' and 15')?
- d. Sec 12.725(b) – minimum 25-foot landscape buffer adjacent to any arterial right of way (along 377 and Bobcat). Please revise as the southern boundary indicates a 15' setback where 25' applies.

Westwood Response: Dimensions added to plans for canopy and all improvements to boundary lines. Landscape buffer is allowed to transition from 25' to 15' with a 100' transition length between the differing setback widths per code. Callout of transition shown on plans per planning staff's request.

Roanoke Planning 2nd Review: The building setbacks adjacent to Bobcat and 377 is 25-feet from all right-of way, essentially both of these property lines are "front" property lines. The building setback does not reduce after a certain distance like the landscape buffer does. Please revise.

Westwood Response: Building Setback to be 25' updated.

Roanoke Zoning 3rd Review: Comment satisfied.

4. Roanoke Zoning 1st Review: Sidewalk Width/Standards: Please provide the width of all sidewalks on site.

Westwood Response: Widths and standards added to callouts.

Roanoke Zoning 2nd Review: Comment satisfied.

5. Roanoke Zoning 1st Review: Approach: Please remove gravel approach on the western driveway and replace with approach that meets city standards.

Westwood Response: Existing gravel approach label removed from plan.

Roanoke Zoning 2nd Review: Comment satisfied.

6. Roanoke Zoning 1st Review: Parking: Loading Space: 1 loading space is required, may not be located in a fire lane, must be clearly marked. Please revise.

Westwood Response: Loading space included and labeled on site plan.

Roanoke Zoning 2nd Review: Comment satisfied.

7. **Roanoke Zoning 1st Review:** Dumpster & Dumpster Enclosure: Sec 12.771(b&g) – Please revise to reflect compliance with ordinance, provide dimensions. Preferably, the dumpster would be relocated to the rear of the primary building.

Westwood Response: Dumpster has been relocated to be outside of the building setback. Dimension included.

Roanoke Zoning 2nd Review: Comment satisfied.

8. **Roanoke Zoning 1st Review:** Landscaping: Please see comment 4b. Please provide a tree preservation plan or a tree removal plan as well per Chapter 9, Section 11 and 12.163(a)(9).

Westwood Response: No existing protected trees on site. No plan provided.

Roanoke Zoning 2nd Review: Comment satisfied.

9. **Roanoke Zoning 1st Review:** Monument Sign Elevations/Location

- a. See comment 1 and 2.
- b. Overall sign area from grade is approx. 89.21 square feet
- c. Maximum Surface area is 50 sf per side. Please revise.
- d. ECC max is 30%. Please call out the area of ECC portion separately as well as overall area calculations.

Westwood Response: Please revised monument sign elevations for new dimensions.

Roanoke Zoning 2nd Review:

- a. Monument signs have a 10-foot setback from Right-of-Way. I'm measuring approx. 6.5 feet from 377.
- b. Businesses are permitted 1 attached sign per public street frontage (This project has a maximum of 2 attached signs permitted based on street frontage).
- c. Please provide the dimensions of all proposed signs. I'm measuring approx. 343 square feet pf signage, max area allowed per 12.855(b)
- d. Maximum Effective Area. Total effective area of attached signs shall not exceed the following: an attached sign or signs shall not exceed or cover more than fifteen percent (15%) of the façade area of a building face or area of the front of the leasable building space.

Westwood Response: Signage will remain and will be considered at City Council.

Please let me know if you have any questions.

Sincerely,

tnp
teague nall & perkins



Schaeffer Harris, P.E.
Project Manager



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: Reconsider and take action on a Site Plan(SP-2026-03)

MEETING DATE: June 1, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Consider a motion by Eric Heimbrecht to reconsider and take action on a Site Plan request by Sandy Brantley, on behalf of QuikTrip Corporation, for a Quik Trip to be located on an approximately 6.168-Acre tract located in the W.Beall Survey, Abstract No. 82, City of Roanoke, Denton County, Texas. The property is generally located at the north-east corner of the intersection of US Hwy 377 and Bobcat Blvd. (SP-2026-03).

INFORMATION:

Consider a motion by Eric Heimbrecht to reconsider and take action on a Site Plan request by Sandy Brantley, on behalf of QuikTrip Corporation, for a Quik Trip to be located on an approximately 6.168-Acre tract located in the W.Beall Survey, Abstract No. 82, City of Roanoke, Denton County, Texas. The property is generally located at the north-east corner of the intersection of US Hwy 377 and Bobcat Blvd. (SP-2026-03).

STAFF RECOMMENDATION:

Staff recommends approval of the site plan in accordance with City Ordinance Section 12.168(c).

Sandy Brantley, on behalf of Quik Trip Corporation, is requesting approval of a site plan for a Quik Trip Gasoline Station, proposed to be located on a 6.168-Acre tract generally located at the northeast corner of the intersection of US Hwy 377 and Bobcat Blvd. The property is zoned "R" - Retail, and the proposed use is permitted by right and all entitlements are in place for the use. The store is proposed to be 6,445 square feet, and will also have 16 gasoline pump stations.

<u>Development Standard</u>	<u>City Ordinance Requirement</u>	<u>Requirement Met?</u>	<u>Comments</u>
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AGENDA ITEM

Minimum Front Yard Setback	25 Feet	Yes	N/A
Minimum Side Yard Setback	15 Feet	Yes	N/A
Minimum Rear Yard Setback	15 Feet	Yes	N/A
Parking Spaces	Minimum 33	Yes	N/A
Landscape Buffer	25 feet tapered to 15 feet	Yes	N/A
Signs	2 attached, 1 monument	No, proposing 3 attached and 1 monument sign	The City Sign Ordinance needs to be updated. The proposed signage is consistent with the standard and design for this type of use in the area.

SPECIAL CONSIDERATION:

Per Texas Local Government Code 212.009, 212.0091, 212.0093, and 212.0095, a recommendation for approval of the proposed site plan is appropriate. If a the Commission conditionally disapproves the proposed site plan, the Commission will provide the applicant a written statement of the reasons for disapproval and each reason must include a citation to the law, including a statute or City Ordinance, that is the basis for the conditional disapproval.

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. Exhibit
2. QT Site Plan Review Letter



CITY OF ROANOKE
 500 S. OAK STREET
 ROANOKE, TEXAS 76262
 (817) 491-2411

SITE PLAN APPLICATION
 FEE OF \$400.00 IS DUE WITH SUBMITTAL

Name of Applicant Sandy Brantley	Address of Applicant 9800 Hillwood Pkwy, Suite 250 Fort Worth TX 76177	Phone Number and Email [REDACTED]	
Legal Interest Engineering Consultant			
Owner QuikTrip Corporation	Address 8700 Freeport Pkwy, Suite 115, Irving, TX 75063	Phone Number & Email [REDACTED]	
Firm preparing Site Plan Package Westwood Professional Services, Inc.	Address	Phone Number [REDACTED]	
		Email [REDACTED]	
Location of Property NEC of Bobcat Blvd and US Hwy 377	Name of Addition/Subdivision Beall Survey Abstract 82	Lot / Block Tract 1	Present Zoning

Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial	1	
Industrial		
Flood Plain		

A copy of the final plat including public right-of-way crossing and adjacent property to the subject property shall be included.

If the property is subject to a Plan Development a statement showing that the proposed use conforms to the Plan Development.

An electronic copy (pdf) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

Sandy Brantley

Digitally signed by Sandy Brantley
 DN: C=US, E=sandy.brantley@westwoodps.com, O=Westwood
 Professional Services, CN=Sandy Brantley
 Date: 2026.02.17 09:40:35-06'00

Applicants Signature

02/13/2026

Date

FOR OFFICE USE ONLY

Site Plan Fee 400.00	P&Z Meeting 05/18/2026	CC Meeting 05/26/2026	File for Record SP- 2026 - 03
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07/20/2023

City of Roanoke Site Plan Checklist



Submission Requirements

- Completed Application Form/Filing Fee
- Transmittal Letter
- Electronic Copy (PDF)

Print Requirements

- Staff Review
One (1) electronic copy for staff discussion. (Plans shall be received thirty (30) days prior to P&Z meeting.)
- Planning & Zoning Commission
One (1) electronic copy (Plans shall be received thirty (30) days prior to P&Z meeting.)

Meetings are held on the 1st and 3rd Monday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date.

- City Council
One (1) electronic copy (PDF) of the complete site package with revisions recommended by the Planning & Zoning Commission.

Meetings are held on the 2nd and 4th Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

Site Plan

- Title block, titled Site Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Names, addresses, phone numbers and emails of the owner, applicant and engineer or architect.
- North arrow and scale.
- Site Data Table / Scale 1" = 50'
 - Existing Zoning
 - Proposed Use
 - Square footage of each proposed use
 - Building area (gross sq. ft.)
 - Building height
 - Required & Provided parking per each use
 - Proposed lot coverage

Site Plan Continued

- Property boundaries with dimensions.
- Zoning districts adjacent to the property.
- Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys within 300 hundred feet of the property.
- Indicate spacing between driveways within the subject property and adjacent properties.
- Parking layout and driveways, including loading areas, dedicated fire lanes if required, access easements, and parking space dimensions.
- All existing and proposed drainage and utility easements.
- Topography with contour intervals of two (2) feet in 100 feet and minimum finished floor elevations, both referenced to mean sea level datum.
- NA Show location of the FEMA 100 year flood plain.
- Refuse facilities and mechanical equipment, including height, materials, and elevations or proposed screening.
- Lighting facilities, security lighting, screening, and glare shields.
- Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- Preliminary Engineering. (conceptual utility and drainage)
- Show all existing and proposed sidewalks.
- Show Fire hydrant layout.
- Show existing and proposed Water & Waste Water.
- Any additional information as needed.

Building Elevations-Color Facade include any attached (wall-mounted) signage

- North, South, East and West building elevations.
- Proposed building materials that include manufacturer's specifications.
- Building height.
- Percentage of proposed materials.

Landscape Plan

- Title block, titled Landscaping Plan, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Names, addresses, phone numbers and emails of the owner, applicant and landscaping design professional.
- North arrow and scale. (same scale as site plan)
- Property boundaries with dimensions.

Landscape Plan Cont.

Landscape Data Table showing required and provided square footage for each category as follows:

	Required	Provided
Perimeter Landscape	_____	_____
Number of Trees	_____	_____
Interior Landscape	_____	_____
Number of Trees	_____	_____
Non-vehicular Landscape	_____	_____
Number of Trees	_____	_____

Total Site Area devoted to landscape: _____ %

- Plant Table listing the number of each of tree and shrub species, providing scientific and common name and including caliper inches.
- A Plant Legend, if symbols or abbreviations are used.
- Show all areas of landscaped areas and plant materials on plan designated to fulfill interior, perimeter, and non-vehicular landscape requirements.
- Show location of trees to be preserved. **NO EXISTING TREES**
- Show spacing of plant material to be used.
- Show description of maintenance provisions for the Landscape Plan.
- Show proposed and existing sidewalks and utility easements.
- Show irrigation system if applicable.
- Show rain and freeze protection.

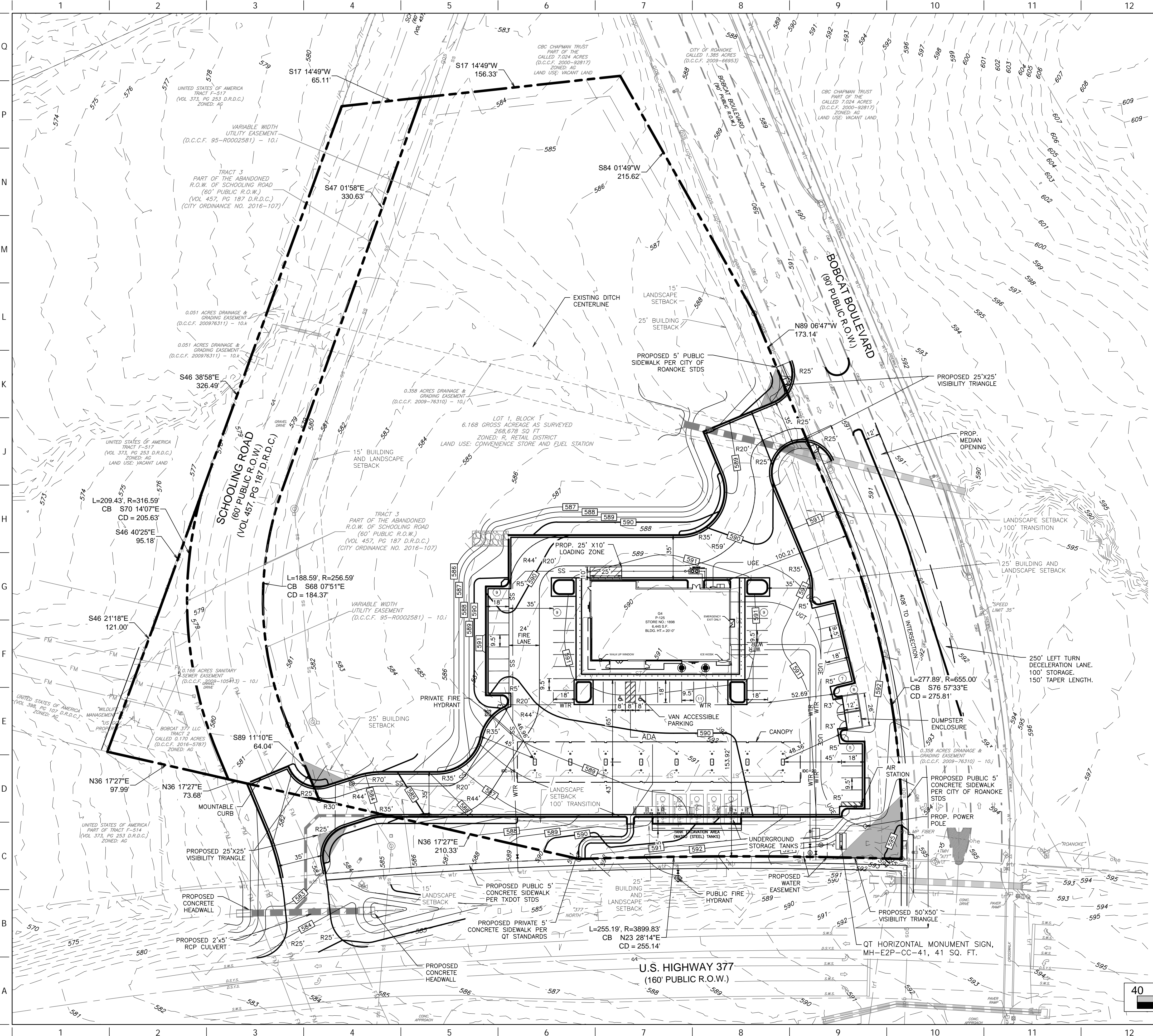
SITE PLAN APPROVAL CONDITIONS FOR RETAIL & OFFICE PROJECTS OUTSIDE INDUSTRIAL AREAS

These conditions and other considerations outlined in the CIVIC report should be considered in the design of a site plan.

- Utility meters shall not be visible except in areas clearly intended as service areas where the public is generally excluded.
- All mechanical equipment including units located on rooftops shall be screened.

This checklist is provided as a supplement only. It is the applicant’s responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision regulations and Construction specifications. Concept plans for Zoning Changes or Specific Use Permits require all items on the checklist (only civils may be excluded).

FILE LOCATION: N:\0069294\08\06 CAD\DWG\Site Design\Site Plan\08-1898_Civil (P-123).dwg TAB NAME: Site (Prelim) USER: SBronley SAVED: 4/29/2026 1:30 PM PLOTTED: 4/29/2026 1:39 PM



SITE LEGEND

- BOUNDARY LINE
- CONCRETE CURB AND GUTTER
- MOUNTABLE CURB W/RADIUS PROTECTOR
- PARKING SPACE INDICATOR
- AREA LIGHT
- MULTIPLE PRODUCT DISPENSER WITH CANOPY COLUMNS AND BOLLARDS
- TRANSFORMER
- FUEL SYSTEM ACCESS MANWAY

SITE DATA TABLE

LOT AREA (SF)(ACRES)	268,678 SF / 6.168 ACRES
EXISTING ZONING	R-RETAIL DISTRICT
PROPOSED USE	CONVENIENCE STORE/FUEL STATION
SQUARE FOOTAGE OF USE (SF)	6,445 SF
BUILDING AREA (SF)	6,445 SF
BUILDING HEIGHT (FT)	21'-5"
REQUIRED PARKING	6,445 SF/200 = 33 SPACES
PROVIDED PARKING	50 SPACES
PROPOSED LOT COVERAGE (%)	43.14%

PRELIMINARY FOR REVIEW ONLY

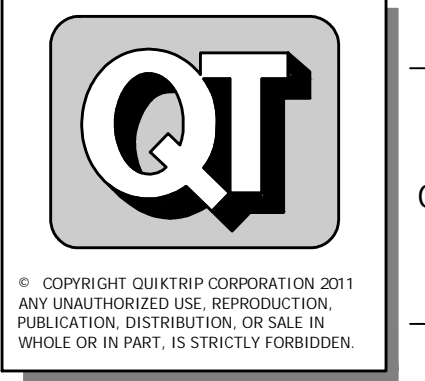
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JONATHAN SCHINDLER 18884 04/20/2026
 PROFESSIONAL ENGINEER

PROJECT NO.: R0069294.03

Westwood
 Westwood Professional Services, Inc.
 9800 HILLWOOD PKWY, SUITE 250
 FORT WORTH, TX 76177
 T: 817.562.3350
 F: 888.937.5150
 westwoodps.com
 TBPELS ENGINEERING FIRM NO. 11756
 TBPELS SURVEYING FIRM NO. 10074301

QuikTrip No. 1898
 NEC OF HIGHWAY 377 AND BOBCAT BLVD
 ROANOKE, TEXAS



PROTOTYPE: P-123
 DIVISION:
 VERSION: 001
 DESIGNED BY: JES
 DRAWN BY: SB
 REVIEWED BY: JES

REV.	DATE	DESCRIPTION

SHEET TITLE:
 SITE PLAN

SHEET NUMBER:
 1

SITE PLAN

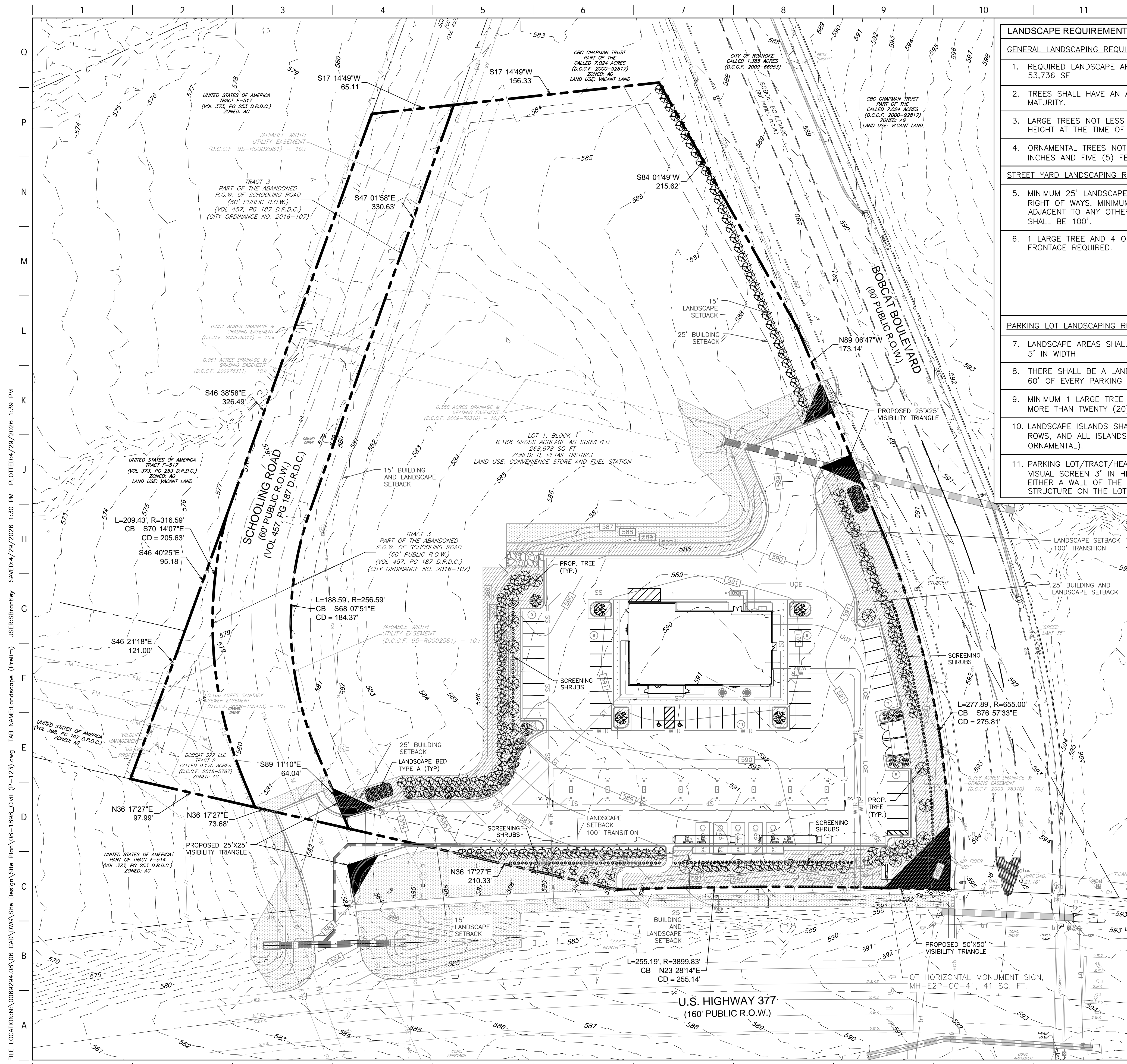
6.168 ACRE TRACT, LOCATED IN THE W. BEALL SURVEY, ABSTRACT 82, IN DENTON COUNTY, TEXAS.

DATE OF PREPARATION: April 29, 2026

OWNER/DEVELOPER:
 BUSINESS NAME: QUIKTRIP CORPORATION
 CONTACT NAME: BRANDON OSTMEYER
 PHONE: 469-583-7591
 EMAIL: BOSTMEYER@QUIKTRIP.COM

ENGINEER/APPLICANT:
 BUSINESS NAME: WESTWOOD
 CONTACT NAME: JONATHAN SCHINDLER, PE
 PHONE: 817-562-3350
 EMAIL: JONATHAN.SCHINDLER@WESTWOODPS.COM





LANDSCAPE REQUIREMENTS	
GENERAL LANDSCAPING REQUIREMENTS	
1. REQUIRED LANDSCAPE AREA : 20% OF LOT AREA = 268,678 SF X 20% = 53,736 SF	157,146 SF OR 58.49% PROVIDED
2. TREES SHALL HAVE AN AVERAGE CROWN SPREAD OF GREATER THAN 15' AT MATURITY.	PROVIDED
3. LARGE TREES NOT LESS THAN THREE (3) CALIPER INCHES AND SEVEN (7) IN HEIGHT AT THE TIME OF PLANTING.	PROVIDED
4. ORNAMENTAL TREES NOT LESS THAN ONE AND ONE-HALF (1.5) CALIPER INCHES AND FIVE (5) FEET IN HEIGHT AT THE TIME OF PLANTING.	PROVIDED
STREET YARD LANDSCAPING REQUIREMENTS:	
5. MINIMUM 25' LANDSCAPE BUFFER SHALL BE INSTALLED ADJACENT TO ARTERIAL RIGHT OF WAYS. MINIMUM 15' LANDSCAPE BUFFER SHALL BE INSTALLED ADJACENT TO ANY OTHER RIGHT OF WAYS. MINIMUM LENGTH OF TRANSITION SHALL BE 100'.	PROVIDED
6. 1 LARGE TREE AND 4 ORNAMENTAL TREES PER 50 LINEAR FEET OF STREET FRONTAGE REQUIRED.	BOBCAT BLVD = 667 LF 14 LARGE TREES PROVIDED 56 ORNAMENTAL TREES PROVIDED US 377 = 456 LF 10 LARGE TREES PROVIDED 40 ORNAMENTAL TREES PROVIDED SCHOOLING RD = 585 LF 12 LARGE TREES PROVIDED 48 ORNAMENTAL TREES PROVIDED
PARKING LOT LANDSCAPING REQUIREMENTS:	
7. LANDSCAPE AREAS SHALL BE A MINIMUM OF FIFTY (50) SQ. FT. AND AT LEAST 5' IN WIDTH.	PROVIDED
8. THERE SHALL BE A LANDSCAPED AREA WITH AT LEAST 1 LARGE TREE WITHIN 60' OF EVERY PARKING SPACE.	PROVIDED
9. MINIMUM 1 LARGE TREE PER TEN (10) PARKING SPACES WITHIN PARKING LOTS MORE THAN TWENTY (20) SPACES.	47 PARKING SPACES >5 LARGE TREES PROVIDED
10. LANDSCAPE ISLANDS SHALL BE LOCATED AT THE TERMINUS OF ALL PARKING ROWS, AND ALL ISLANDS SHALL CONTAIN AT LEAST 1 TREE (LARGE OR ORNAMENTAL).	PROVIDED
11. PARKING LOT/TRACT/HEADLIGHT SCREENS ARE TO FORM A CONTINUOUS, SOLID VISUAL SCREEN 3' IN HEIGHT WITHIN TWO YEARS OF PLANTING AND MAY BE EITHER A WALL OF THE SAME BUILDING MATERIAL AS THE PRINCIPAL STRUCTURE ON THE LOT OR MASONRY OR A LIVING SCREEN.	PROVIDED

Landscape Schedule					
USE	SYMBOL	COMMON NAME	MINIMUM SIZE/ HEIGHT/SPREAD	QUANTITIES	COMMENTS
SHRUBS	○	LOROPETALUM (CHINESE FRINGE FLOWER)	HEIGHT/SPREAD RATIO = 3:2 15" x 10" HT MIN	124	SEE LANDSCAPE PLAN AND ASSOCIATED DETAILS FOR LANDSCAPE BED LOCATIONS AND SHRUB SPACING
	○	NEEDLE POINT HOLLY <i>Ilex Cornuta "Needle Point"</i>	HEIGHT/SPREAD RATIO = 3:2 24" x 16" HT MIN	214	
LARGE TREES	⊗	LIVE OAK <i>Quercus Phellos</i>	3" CALIPER 8' HT	14	SEE LANDSCAPE PLAN AND ASSOCIATED DETAILS FOR TREE PLACEMENT, AND PLANTING SPECIFICATIONS
	⊗	SHUMMARD RED OAK <i>Quercus shumardii (SOUTHERN VARIETY)</i>	3" CALIPER 8' HT	28	CONTRACTOR TO VERIFY TREE TYPE, LOCATION, SIZE, HEIGHT, AND SPREAD WITH REPRESENTATIVE PRIOR TO INSTALLATION
ORNAMENTAL TREES	⊗	WAX MYRTLE <i>Myrica Cerifera</i>	3" CALIPER (TOTAL) 6' HT	144	IRRIGATION SYSTEM WILL BE DESIGN AND INSTALLED FOR THIS PROJECT SITE
MISC	▨	MULCH		619 S.F.	RAIN AND FREEZE PROTECTION WILL BE INSTALLED WHEN REQUIRED
	▨	TIFWAY 419 BERMUDA SOD		28,847 S.F.	
		HYDRO MULCH		24,138 S.F.	

LANDSCAPE DATA TABLE	
LOT AREA (SF)/ACRES	268,678 SF / 6.168 ACRES
PERIMETER LANDSCAPE (SF)	13,225 SF
NUMBER OF TREES	176
INTERIOR LANDSCAPE (SF)	35,008 SF (NEW) / 117,762 SF (EXISTING)
NUMBER OF TREES	10
NON-VEHICULAR LANDSCAPE (SF)	152,770 SF
NUMBER OF TREES	186
TOTAL LANDSCAPE AREA (SF)/%	152,770 SF OR 56.86% PROVIDED

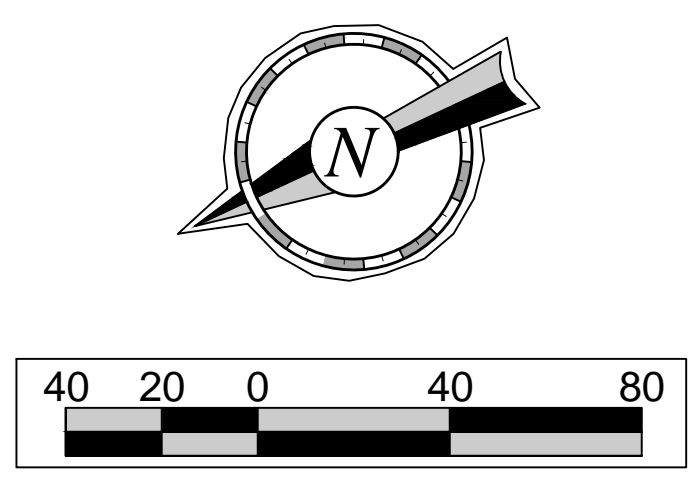
LANDSCAPE PLAN

6.168 ACRE TRACT, LOCATED IN THE W. BEALL SURVEY, ABSTRACT 82, IN DENTON COUNTY, TEXAS.

DATE OF PREPARATION: April 29, 2026

OWNER/DEVELOPER:
BUSINESS NAME: QUIKTRIP CORPORATION
CONTACT NAME: BRANDON OSTMEYER
PHONE: 469-583-7591
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ENGINEER/APPLICANT:
BUSINESS NAME: WESTWOOD
CONTACT NAME: JONATHAN SCHINDLER, PE
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EMAIL: JONATHAN.SCHINDLER@WESTWOODPS.COM



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JONATHAN SCHINDLER 10889 04/29/2026
TYPE OF PRINT NAME REV DATE

PROJECT NO.: R0069294.03

Westwood
Westwood Professional Services, Inc.
8800 HILLWOOD PKWY, SUITE 250
FORT WORTH, TX 76177
T 817.562.3350
F 817.562.3150
westwoods.com

TBPELS ENGINEERING FIRM NO. 11756
TBPELS SURVEYING FIRM NO. 10074301

QuikTrip No. 1898
NEC OF HIGHWAY 377 AND BOBCAT BLVD
ROANOKE, TEXAS

QT

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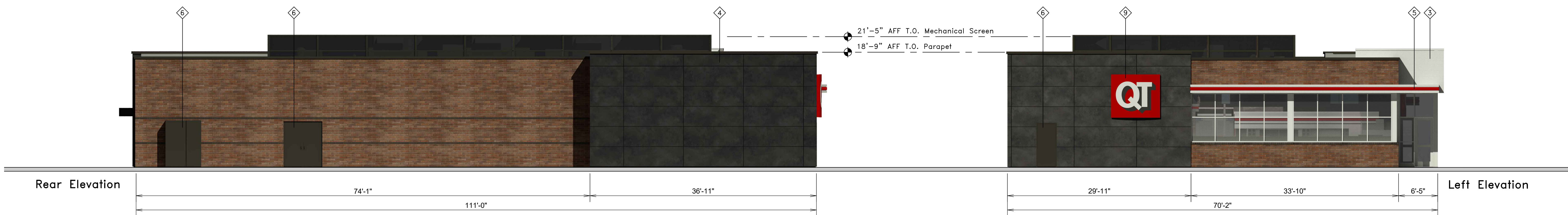
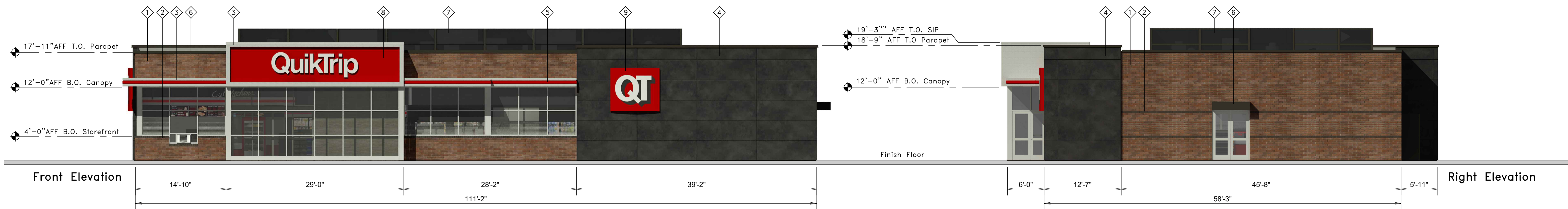
PROTOTYPE: P-123
DIVISION:
VERSION: 001
DESIGNED BY: JES
DRAWN BY: SB
REVIEWED BY: JES

REV	DATE	DESCRIPTION

SHEET TITLE:
PRELIMINARY LANDSCAPE PLAN

SHEET NUMBER:
6

FILE LOCATION: \\N:\066294\08_06_CAD\DWG\Site Design\Site Plan\08-1898-Civil (P-123).dwg TAB NAME: Landscape (Prelim) USER: Bbrantley SAVE: 04/29/2026 1:30 PM PLOTTED: 04/29/2026 1:39 PM



Store #	G4 Building Elevations		Address:	City, State:
Serial #	Scale:	Issue Date:	Drawn By:	Rev/Notes:
	1/8"=1'-0"		JK	

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①	FINISH	MANUFACTURER	SPECIFICATION
1	BRONZESTONE	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
2	MIDNIGHT	INTERSTATE BRICK	ATLAS STRUCTURAL BRICK
3	BRUSHED ALUMINUM	REYNOLDS	FASCIA
4	OSSIDO NERO	CROSSVILLE	STONE PANELS
5	RED POLYCARBONATE	ALLEN INDUSTRIES	ILLUMINATED BAND
6	QT BROWN	SHERWIN-WILLIAMS	METAL PAINT
7	BLACK	ALL COURT FABRICS	POLYPRO 95 MESH
8	CL-60	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE
9	IDB-56	ALLEN INDUSTRIES	ILLUMINATED SIGNAGE

Draft Print

03/30/2026 4:32:00 PM

MH15-E2P-CC-41 Horizontal Monument Sign

- QT Logo
- Two (2) Product LED Gas Price Sign
- 41 Square Feet Sign Area



Item #QT-MH15-E2P-CC-41

Project Information

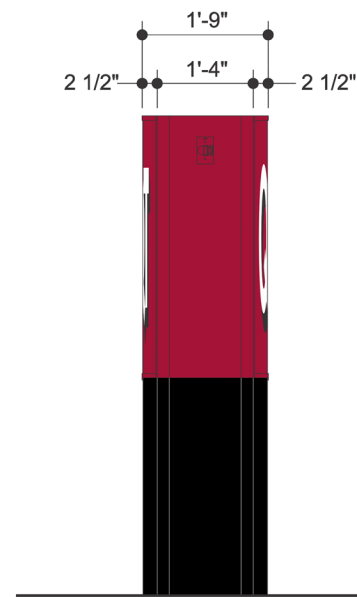
Client
QuikTrip
Location

Notes:

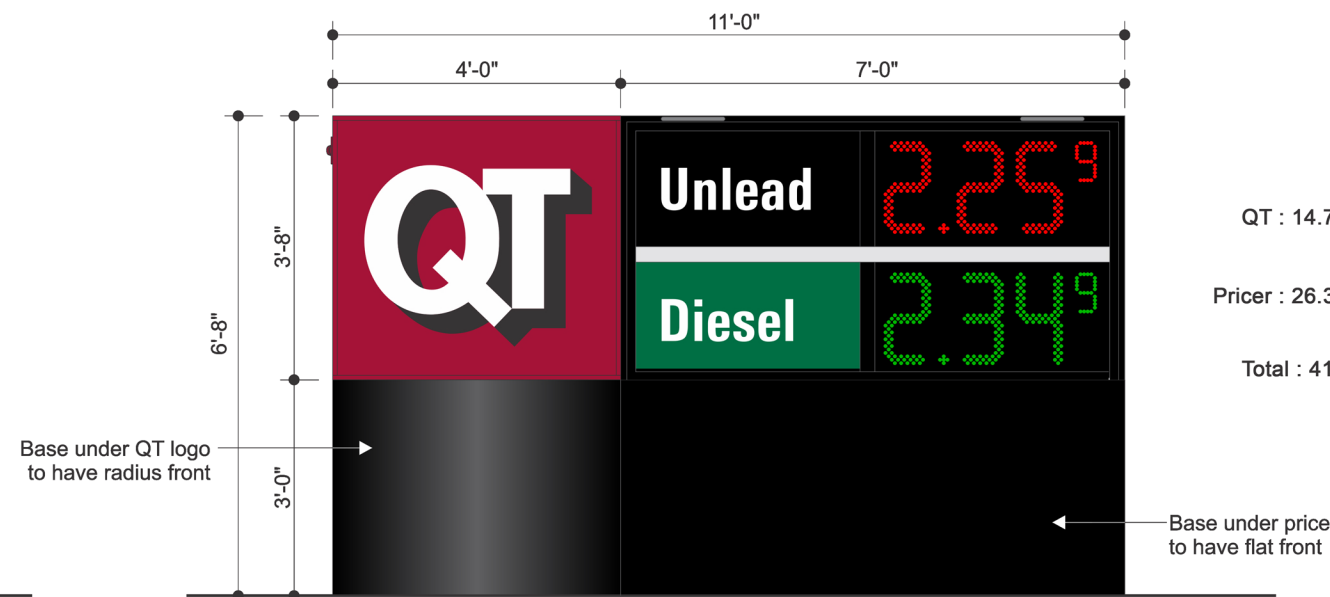
- 1.) Engineering provided by QT.
- 2.) Steel supports provided by sign installer.



Top View



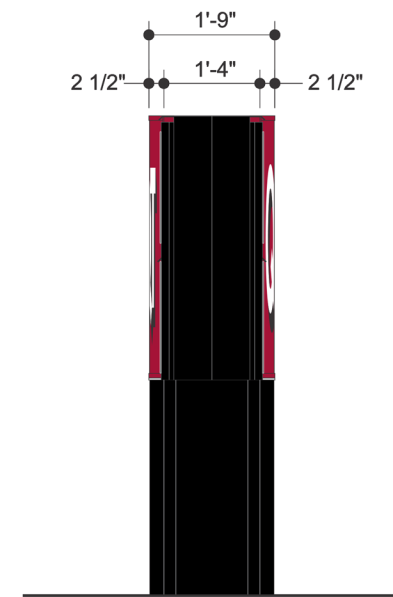
Side Elevation



Front Elevation

Scale: 3/8" = 1'-0"

QT : 14.7 SF Sign Area
Pricer : 26.3 SF Sign Area
Total : 41 SF Sign Area



Side Elevation

Sales **House** Design **CT** Project Manager **James Gentry**

Date / Description

Date	Description
01/24/22	Issue Date
02/01/22	Rev. 1
2	
3	
4	
5	
6	
7	
8	
9	

Notes

-

Store

1898

Declaration

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Color Specifications

All Paint Finishes to be Akzo Nobel

- Opaque Silver
- Translucent White
- Black - Low Gloss
- Matte White (Interior of Sign)
- Match 3M Cardinal Red #3632-53
- Match PMS 349C

Regarding Fabrication Fit & Finish of All QT Signs:

- Visible fabrication seams and welded joints are to be sanded smooth, filled and finished to QT specifications.
- Any visible fasteners are to be countersunk and have painted heads.
- Face retainers must fit flush and have even, minimal seams.
- Any variation from this directive must be brought to the attention of the QT Quality Control Manager without delay.

FILE NUMBER: E212503

Listed Electric Sign Complies with
UL48
E212503 CSA C22.2 No.207

GROUNDING AND BONDING OF THE SIGN.

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

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May 19, 2026

Ashlie Tolliver
City of Roanoke
500 S. Oak St
Roanoke, TX 76262

RE: QuikTrip No. 1898 NEC of Bobcat & Hwy 377 - Preliminary Plat & Plans Review; 5/7/2026 Submittal

We have reviewed the submitted Preliminary Plat and Engineering Plans for the QuikTrip No. 1898 NEC of Bobcat & Hwy 377 development in the City of Roanoke.

Our comments and questions are as follows:

Preliminary Plat

- TNP 1st Review:** Note 1 on the preliminary plat states Central Zone 4202 and the note at the end of the legal description from the metes and bounds states Central Zone 4203. Verify which Zone is correct and update accordingly.
Westwood Response: Revised as needed.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Note 2 on the preliminary plat states that the metes and bounds were prepared for this parcel "by separate instrument." Revise note to state ...prepared for this parcel "and supplied separately."
Westwood Response: Revised as needed.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(E) of of the City's Code of Ordinance: Preliminary drawings for the proposed subdivision shall be prepared at a scale of not less than 1 inch equals 100 feet. When more than one sheet is necessary to accommodate the entire tract proposed for subdivision, an index map showing the entire subdivision shall be furnished and each portion of the subdivision shall be indicated on the index map. Sheet sizes shall be 22 inches wide by 36 inches long. Sheets shall have a binding margin of not less than 1-½ inches on the left side and margins of not less than ½ inch on the other three sides. Scale is 1"=60', please revise.
Westwood Response: Planner has stated in email plan scale and size are sufficient for this application and review.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(F)(7) of of the City's Code of Ordinance: The location of lots and blocks, including number designations, proposed for inclusion in the first section of development. Please revise to show lot and block numbers.
Westwood Response: Added to plat.
TNP 2nd Review: Comment satisfied.
- TNP 1st Review:** Chapter 9, Section 5(F)(8) of of the City's Code of Ordinance: Show front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways. Please revise.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.

6. **TNP 1st Review:** Chapter 9, Section 5(F)(9) of of the City's Code of Ordinance: Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. Please revise to show zoning districts and boundaries adjacent to the property.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.
7. **TNP 1st Review:** Chapter 9, Section 5(F)(10) of of the City's Code of Ordinance: Please relocate the title block to the bottom right, move the engineering logo to the bottom right, put date of preparation rather than date of submittal. Please revise.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.
8. **TNP 1st Review:** In the Legend, revise the sidewalk label to match the label in the plans "S.W." Also revise the legend to include label and description for M.R.D.C.
Westwood Response: Revised.
TNP 2nd Review: Comment satisfied.

Site Plan

9. **TNP 1st Review:** Provide fire lane turning radii.
Westwood Response: See Site Plan and Utility plan.
TNP 2nd Review: Comment satisfied.
10. **TNP 1st Review:** Please revise proposed left turn lane on Bobcat Blvd in accordance with storage and deceleration requirements in Roanoke's Technical Standards.
Westwood Response: Revised driveway spacing and left turn lane dimensions.
TNP 2nd Review: Comment satisfied.

Utility Plan

11. **TNP 1st Review:** Informational: Specify backflow prevention for water line connections.
Westwood Response: Provided.
TNP 2nd Review: Comment satisfied.
12. **TNP 1st Review:** Clarify if an FDC will be provided.
Westwood Response: Provided.
TNP 2nd Review: Comment satisfied.
13. **TNP 1st Review:** Demonstrate fire hydrant spacing does not exceed 300' in industrial, mercantile, and heavily congested residential areas.
Westwood Response: Provided onsite fire hydrant and additional hydrant on highway 377.
TNP 2nd Review: Verify if proposed fire hydrant onsite will be public or private.
Westwood Response: Updated callout to reflect public or private.
TNP 3rd Review: Provide backflow prevention meeting TCEQ requirements for proposed onsite private fire hydrant.
14. **TNP 1st Review:** Provide fire hydrant lead line size in accordance with City requirements.
Westwood Response: Shown on Utility Plan.
TNP 2nd Review: Verify if proposed fire hydrant onsite will be public or private.
Westwood Response: Updated callout to reflect public or private.
TNP 3rd Review: Comment satisfied.

15. **TNP 1st Review:** Informational: Full storm sewer review will be conducted with submission of Civil plans.

Westwood Response: Understood.

TNP 2nd Review: Noted.

Drainage Plans and Calculations

16. **TNP 1st Review:** Offsite drainage areas that flow to the project site have not been delineated. Please include offsite drainage areas for the runoff flowing to the existing culverts under Bobcat Boulevard. Existing culvert capacity may not be used to account for runoff from these areas.

Westwood Response: Offsite drainage calculations now derived from drainage basin calculations or drainage calculations referenced from record drawings. Please see updated DAMs. Calculations and callouts are added on DAMs for reference.

TNP 2nd Review: Please show contours for the new OS-1 drainage area so that the delineation can be confirmed.

Westwood Response:

TNP 3rd Review: Comment satisfied.

17. **TNP 1st Review:** The areas and composite C values shown in the Existing and Ultimate Composite C coefficient tables are inconsistent with the Pre- and Post-Developed Drainage Area Maps. In addition, some impervious/pervious square footage listed on the sheets do not add up to the total drainage area square footage. Please revise areas and C values so that the sheets are consistent with the calculation tables.

Westwood Response: Composite C values have been updated. Drainage Calculations updated and added to DAMs.

TNP 2nd Review: Comment satisfied.

18. **TNP 1st Review:** Flows listed on the Pre- and Post-Developed Drainage Area Maps do not match those calculated on the Preliminary Plat Drainage Calculations tables. Please revise so that the sheets and calculations match.

Westwood Response: All maligned values have been updated on plans.

TNP 2nd Review: Comment satisfied.

19. **TNP 1st Review:** The discharge rates shown in the Pre-/Post-Development Discharge Table on the Drainage Calculations Page for Point 1 do not include the flow rates from Point #2. Runoff from Point 2 will reach Point 1 and should be included at this location. Please update tables to include runoff from Point 2 at Point 1.

Westwood Response: Revised point of interest calculations. Please see updated plans.

TNP 2nd Review: Comment satisfied.

20. **TNP 1st Review:** Runoff at Point 1 increases from Pre- to Post-Development conditions. Please confirm that the existing ditch downstream of the culvert at Point 1 has capacity for the increased flow and calculate the outflow velocity from the existing culvert. If outflow velocity is erosive, please include erosion control measures. Alternatively, if the existing ditch does not have capacity for the increased flow, please provide documentation from the downstream property indicating that the owner understands and accepts the peak discharge increase.

Westwood Response: Revised point of interest calculations. Please see updated plans.

TNP 2nd Review: Comment satisfied. Minor runoff increase is still present, but downstream property is undeveloped and not privately owned.

Westwood Response: Noted.

- 21. TNP 1st Review:** Runoff at Point 3 increases from Pre- to Post-Development conditions. Please confirm that the ditch immediately downstream of Point 3 capacity for the increased flow and calculate the outflow velocity from the proposed culvert at that location. If outflow velocity is erosive, please include erosion control measures.

Westwood Response: TxDOT will require velocities per design standards to limit erosive impacts to the right of way ditches. Design and erosion control measures will be provided as needed during TxDOT permit plan review.

TNP 2nd Review: Noted.

- 22. TNP 1st Review:** Please provide hydraulic calculations for the proposed culvert sizing at the 377/Schooling Road intersection.

Westwood Response: Calculations will be provided during TxDOT permit plan review. The existing 5'x2' RCB culvert at the intersection shows to have more than sufficient capacity for the 10 and 100-year storm event. For preliminary purposes, the proposed culvert is shown as the same size. After final design consideration, plans will be updated as needed.

TNP 2nd Review: Noted.

City of Roanoke Comments are as follows:

Site Plan

- 1. Roanoke Zoning 1st Review:** Section 12.163 – Site Plan Submission Requirements
- Per 12.163(a)(8) Please show the existing zoning and existing/proposed uses on adjacent land.
 - Per 12.163(a) – Please provide proposed building heights and color building façade (elevations) as well proposed attached signage.
 - See 12.167 for items we consider when reviewing and provide updated plans accordingly.

Westwood Response: Plans have been revised to show lot information. Building elevations and sign elevations are included with this submittal. Updated revised plans provided with this submittal.

Roanoke Zoning 2nd Review: Comment satisfied.

- 2. Roanoke Zoning 1st Review:** Site Visibility - Sec. 12.807
- Visual clearance shall be provided in all zoning districts so that no fence, wall, architectural screen, earth mounding, landscaping or other feature obstructs the vision of a motor vehicle driver approaching any street, alley, or driveway intersection. Whenever an intersection of a street(s), alley, and/or driveway occurs, a triangular visibility area shall be created. Landscaping, fences, walls, earthen berms and other features within the triangular visibility area shall be designed so as to provide unobstructed cross-visibility at a level between twenty four inches (24") and eight feet (8') above the ground. The triangular areas are defined as follows:
 - Major street intersection (the intersection of two arterials, Type "B" or above). These areas shall have a triangular visibility area with two (2) sides of each triangle being a minimum of fifty feet (50') in length along the right-of-way lines from the point of the intersection, and the third side being a line connecting the ends of the other two (2) sides (see Illustration 7).

- c. Please indicate all visibility triangles (this includes driveways) on the site plan. Additionally, I believe the monument sign and possibly the air station is located within the visibility triangle. Please relocate if necessary.

Westwood Response: Sight visibility triangles added to site plan.

Roanoke Zoning 2nd Review:

- a. Please revise the visibility triangle at the intersection of Bobcat and 377 to be 50'X50' per 12.807(a)(3). It is measuring at 50X50, so maybe just a mistake in the call out.
- b. Please revise visibility triangle at driveways to be 25'X25' per 12.807(a)(2). Both driveways require a visibility triangle.

Westwood Response: Visibility triangles updated at both driveway entrances to be 25'x25' and 50'x50' at the 377 and Bobcat intersection property corner. Callouts updated as needed.

Roanoke Zoning 3rd Review: Comment satisfied.

3. Roanoke Zoning 1st Review: Setback/Buffer yard Measurements:

- a. Provide distance of fuel canopy and **all improvements** from southern (Bobcat) boundary.
- b. Provide distance of fuel canopy and **all improvements** to western property boundary (377).
- c. Why are there 2 identified landscape buffers reflecting different setbacks along the western boundary, adjacent to 377 (a 25' and 15')?
- d. Sec 12.725(b) – minimum 25-foot landscape buffer adjacent to any arterial right of way (along 377 and Bobcat). Please revise as the southern boundary indicates a 15' setback where 25' applies.

Westwood Response: Dimensions added to plans for canopy and all improvements to boundary lines. Landscape buffer is allowed to transition from 25' to 15' with a 100' transition length between the differing setback widths per code. Callout of transition shown on plans per planning staff's request.

Roanoke Planning 2nd Review: The building setbacks adjacent to Bobcat and 377 is 25-feet from all right-of way, essentially both of these property lines are "front" property lines. The building setback does not reduce after a certain distance like the landscape buffer does. Please revise.

Westwood Response: Building Setback to be 25' updated.

Roanoke Zoning 3rd Review: Comment satisfied.

4. Roanoke Zoning 1st Review: Sidewalk Width/Standards: Please provide the width of all sidewalks on site.

Westwood Response: Widths and standards added to callouts.

Roanoke Zoning 2nd Review: Comment satisfied.

5. Roanoke Zoning 1st Review: Approach: Please remove gravel approach on the western driveway and replace with approach that meets city standards.

Westwood Response: Existing gravel approach label removed from plan.

Roanoke Zoning 2nd Review: Comment satisfied.

6. Roanoke Zoning 1st Review: Parking: Loading Space: 1 loading space is required, may not be located in a fire lane, must be clearly marked. Please revise.

Westwood Response: Loading space included and labeled on site plan.

Roanoke Zoning 2nd Review: Comment satisfied.

7. **Roanoke Zoning 1st Review:** Dumpster & Dumpster Enclosure: Sec 12.771(b&g) – Please revise to reflect compliance with ordinance, provide dimensions. Preferably, the dumpster would be relocated to the rear of the primary building.

Westwood Response: Dumpster has been relocated to be outside of the building setback. Dimension included.

Roanoke Zoning 2nd Review: Comment satisfied.

8. **Roanoke Zoning 1st Review:** Landscaping: Please see comment 4b. Please provide a tree preservation plan or a tree removal plan as well per Chapter 9, Section 11 and 12.163(a)(9).

Westwood Response: No existing protected trees on site. No plan provided.

Roanoke Zoning 2nd Review: Comment satisfied.

9. **Roanoke Zoning 1st Review:** Monument Sign Elevations/Location

- a. See comment 1 and 2.
- b. Overall sign area from grade is approx. 89.21 square feet
- c. Maximum Surface area is 50 sf per side. Please revise.
- d. ECC max is 30%. Please call out the area of ECC portion separately as well as overall area calculations.

Westwood Response: Please revised monument sign elevations for new dimensions.

Roanoke Zoning 2nd Review:

- a. Monument signs have a 10-foot setback from Right-of-Way. I'm measuring approx. 6.5 feet from 377.
- b. Businesses are permitted 1 attached sign per public street frontage (This project has a maximum of 2 attached signs permitted based on street frontage).
- c. Please provide the dimensions of all proposed signs. I'm measuring approx. 343 square feet pf signage, max area allowed per 12.855(b)
- d. Maximum Effective Area. Total effective area of attached signs shall not exceed the following: an attached sign or signs shall not exceed or cover more than fifteen percent (15%) of the façade area of a building face or area of the front of the leasable building space.

Westwood Response: Signage will remain and will be considered at City Council.

Please let me know if you have any questions.

Sincerely,

tnp
teague nall & perkins



Schaeffer Harris, P.E.
Project Manager



AGENDA ITEM

TO:

SUBJECT:

MEETING DATE: June 1, 2026

DEPARTMENT: Planning

ITEM SUMMARY:

Conduct a training session for members of the Planning and Zoning Commission to review roles and responsibilities, applicable laws and procedures, zoning and land use principles, ethics requirements, and best practices for public meetings and decision-making.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None