

Jesse Terrell, Commissioner
Larry Granados, Commissioner
Donald J. Glacy, Commissioner



Jason Kasal, Vice Chairman
Victor Molaschi, Commissioner
Mark McCullough, Commissioner

ROANOKE PLANNING AND ZONING AGENDA
MAY 1, 2023
7:00 PM

500 S. OAK STREET
ROANOKE, TX 76262

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 on March 6, 2023.

D. NEW BUSINESS

1. Consideration and recommendation on a site plan (SP 2023-03) request from Willow Tree Custom Homes for a bed and breakfast establishment on an approximate half acre (.5170) parcel, situated in the O T Roanoke Addition BLK 20, LOT 1R and having an address of 301 N Oak, City of Roanoke, Denton County, Texas. The property is generally located on the West side of N Oak Street, next to Austin Street Plaza.

The Planning and Zoning Commission reserves the right to adjourn into Executive Session during the course of this meeting to discuss any item on the posted agenda as authorized by Chapter 551 of the Texas Government Code.



AGENDA FOR THE PLANNING AND
ZONING COMMISSION

May 1, 2023
Page 2 of 2

E. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, April 27, 2023, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, 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: City Hall Guests



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: 03/06/2023 - P&Z Minutes

MEETING DATE: May 1, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Planning and Zoning Commission meeting held on March 6, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PZMin 03-06-2023

Jesse Terrell, Commissioner
Larry Granados, Commissioner
Donald J. Glacy, Commissioner



Jason Kasal, Vice Chairman
Victor Molaschi, Commissioner
Mark McCullough, Commissioner

ROANOKE PLANNING AND ZONING MINUTES
MARCH 6, 2023
7:00 P.M.
ROANOKE CITY HALL
500 S. OAK STREET
ROANOKE, TEXAS 76262

Present: Chairman Kristie Womack; Vice Chairman Jason Kasal; Commissioners: Mark McCullough, Victor Molaschi, Larry Granados, and Donald J. Glacy, City Planner Kelly Carlson, and P&Z Secretary Sherry Gragg.

Absent: Commissioner Jesse Terrell.

A. CALL TO ORDER

Meeting called to order at 7:00 p.m.

B. PUBLIC INPUT

No one wished to speak.

C. APPROVAL OF THE MINUTES

1. Motion made by Donald J. Glacy second by Larry Granados to approve the minutes from the Special Planning and Zoning Commission meeting held on January 9, 2023.

Motion carried 5-0-1. Chairman Kristie Womack abstained, as she was not present at this meeting.

D. NEW BUSINESS

1. Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 8r, Block 1 of the Bobcat Corners Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Light Commercial District (LC) to Light Commercial District – Specific Use Permit (LC-SUP) to allow a research lab (non-hazardous) use. Property is generally located at 1741 N. Hwy 377, Suite 116. (SUP-2023-01 / Ordinance No. 2023-104)



**MINUTES FOR THE REGULAR
PLANNING AND ZONING COMMISSION
MEETING**

**March 6, 2023
Page 2 of 2**

The public hearing started at 7:02 p.m.

David Kryscio, General Manager of Futurrex, Inc., gave an overview of the company and their proposed project.

The public hearing ended at 7:06 p.m.

2. Motion made by Donald J. Glacy second by Larry Granados to approve, with recommendation that City Council look into ventilation requirements, a Specific Use Permit (SUP 2023-01) request from Sebastian Sobczak, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 8R, Block 1 of the Bobcat Corners Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Light Commercial District (LC) to Light Commercial District – Specific Use Permit (LC-SUP) to allow a research lab (non-hazardous) use. The property is generally located on the West side of US Hwy 377 behind 7-Eleven, and has an address of 1741 N. Hwy 377, Suite 116. (SUP-2023-01 / Ordinance No. 2023-104)
Motion carried unanimously.

E. ADJOURNMENT

Motion made by Donald J. Glacy second by Mark McCullough to adjourn the meeting at 7:14 p.m.
Motion carried unanimously.

Kristie Womack, Chairman

Sherry Gragg, P&Z Secretary



AGENDA ITEM

TO: Planning and Zoning Commission

SUBJECT: Site Plan (SP-2023-03) 301 N Oak, Bed & Breakfast

MEETING DATE: May 1, 2023

DEPARTMENT: Planning

ITEM SUMMARY:

Consideration and recommendation on a site plan (SP 2023-03) request from Willow Tree Custom Homes for a bed and breakfast establishment on an approximate half acre (.5170) parcel, situated in the O T Roanoke Addition BLK 20, LOT 1R and having an address of 301 N Oak, City of Roanoke, Denton County, Texas. The property is generally located on the West side of N Oak Street, next to Austin Street Plaza.

INFORMATION:

Existing conditions:

A two-story building that was originally built in 1904 and refurbished in 2019. The current use of the building is an event center, known as the Old Oak Street Cottage.

Proposal:

A two-story, 5,208 sf building providing six (6) luxury lodging rooms.

The existing building is equipped with a commercial kitchen that will provide meals for guests.

The proposed building is designed to match the architecture and character of the existing building.

Zoning: *Oak Street Corridor-Oak Street Zone* - The use of a bed and breakfast is permitted on Oak Street.

Parking: *Required* - Six (6) spaces (one (1) space per lodging room), *Provided* - Six (6) spaces

Utilites and Drainage: A utility and drainage plan shall be approved by the city's engineering consultant prior to construction.



AGENDA ITEM

STAFF RECOMMENDATION:

Staff recommends approval of the site plan as submitted.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. SP-2023-03 - 301 N. Oak - Site Plan Application
2. Site Plan and preliminary civils



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 Willow Tree Custom Homes (Travis Fr	Address of Applicant 680 N Carroll Ave Suite 100, Southlake, TX 76092		Phone Number 940-300-8820
Legal Interest			
Owner Frances Allen	Address 301 N. Oak Street		Phone Number 817-991-6045
Firm preparing Site Plan Package REDINGER GROUP, LLC & Craig Jacobson (CAJ Designs)	Address P.O. BOX 93206 SOUTHLAKE, TEXAS		Phone Number (817) 253-5727 Email craig.adam.jacobson@gn
Location of Property 301 N. Oak Street	Name of Addition/Subdivision Original Town of Roanoke	Lot / Block Lot 1R, Block 20	Present Zoning Oak Street

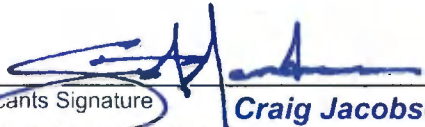
Proposed Site Plan Contains:

LAND USE	NUMBER OF LOTS	ACRES FOR USE
Single Family		
Multi-Family		
Planned Development		
Office		
Retail		
Commercial	1	.5
Industrial		
Flood Plain		

A copy of the final plat or re-plat of the approved subdivision by the City Council showing property boundary lines and dimensions and easements, roadways, rail lines and public right-of-way crossing and adjacent to the subject property should be included.

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

(P&Z two (2) folded copies (24"X36") & an electronic copy (pdf) City Council) Site Plan fee is \$400.00. Fees are subject to change as amended by Ordinance.

Applicants Signature

Craig Jacobson
FOR OFFICE USE ONLY

3.24.2023

Date

Site Plan Fee PAID 4/1/2023 A.S.	P&Z Meeting 04/17/2023	CC Meeting 04/25/2023	File for Record SP- 2023 - 03
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08/23/2019

301 N. OAK STREET
ROANOKE, TEXAS 76262

NARRATIVE:
301 NORTH OAK STREET IS COMPRISED OF AN EXISTING 2,085 SF(+/-) 2 STORY BUILDING THAT WAS REMODELED TO SEVER AS A PRIVATE EVENT FACILITY. THE EXISTING FACILITY WILL SERVE AS A MEETING SPACE, COMMERCIAL KITCHEN FOR BED & BREAKFAST USES AND CATERING FOR PRIVATE EVENTS.

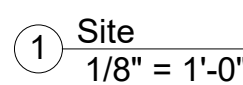
THE PROPOSED 2-STORY STRUCTURE WILL BE BUILT TO MATCH THE EXISTING BUILDING'S ARCHITECTURAL STYLE AND MATERIALS, INCLUDING THE RAISED BRICK PAVEMENT LANDSCAPE BEDS. PARKING FOR THE NEW BUILDING WILL BE ACCESSIBLE VIA THE ALLEYWAY, WITH NO DISRUPTION TO OAK STREET. THE PROPOSED BUILDING WILL INCLUDE A BREAKFAST ROOM, KITCHEN, DINING AREA, LIVING ROOM, TWO BEDROOMS, ONE FULL BATH, BREAKFAST WITH SUPPORTING ROOMS FOR STORAGE AND MAINTENANCE, (4) B&B UNITS, INCLUDING (1) ADA UNIT & RAMP. WILL BE ON THE 1ST LEVEL. (2) UNITS WILL BE ON THE 2ND LEVEL, WITH ACCESS FROM AN INTERNAL STAIRCASE. EACH UNIT WILL HAVE (1) BEDROOM, (1) BATHROOM, (1) LIVING ROOM & COFFEE BAR.

BUILDING HEIGHT: 1ST LEVEL = 15' PLATE HEIGHT + 3'-0" (ELEVATED FROM STREET) = 18'-0"
2ND LEVEL = 10' PLATE HEIGHT + 3'-0" (ELEVATED FROM STREET) = 28'-0"
PEAK OF THE ROOF = 45'-0"

ROOM SCHEDULE				
Department	Level	Number	Name	Area

NEW	1ST LEVEL	101	SUITE A	596 SF
NEW	1ST LEVEL	102	SUITE B	580 SF
NEW	1ST LEVEL	103	SUITE C	509 SF
NEW	1ST LEVEL	104	SUITE D	604 SF
NEW	1ST LEVEL	105	LAUNDRY	112 SF
NEW	1ST LEVEL	106	LOBBY	224 SF
1ST LEVEL: 6				2627 SF

NEW	2ND LEVEL	207	SUITE E	706 SF
NEW	2ND LEVEL	208	LOUNGE	483 SF
NEW	2ND LEVEL	209	SUITE F	645 SF
NEW	2ND LEVEL	210	BONUS	334 SF
NEW	2ND LEVEL	211	STORAGE & CLEANING	413 SF
2ND LEVEL: 5				2581 SF
NEW: 11				5208 SF
Grand total: 23				7293 SF



301 N. Oak Street
Roanoke, TX 76262

THESE PLANS ARE THE PROPERTY OF C-A-J DESIGNS AND ARE NOT TO BE REPRODUCED, TRACED, OR REUSED FOR CONSTRUCTION WITHOUT THE WRITTEN PERMISSION OF C-A-J DESIGNS. THESE PLANS ARE INTENDED TO PROVIDE ALL PROSPECTIVE CONTRACTORS, AND/OR BUILDING MANUFACTURERS THE NECESSARY INFORMATION NEEDED TO DESIGN, BID, AND CONSTRUCT THIS BUILDING. OWNER SHALL VERIFY AND CHECK ALL ASPECTS PRIOR TO ANY CONSTRUCTION. ANY JOBSITE CHANGES WILL VOID DESIGNER'S LIABILITY. DESIGNER'S LIABILITY NOT TO EXCEED FEE PAID FOR PLANS.

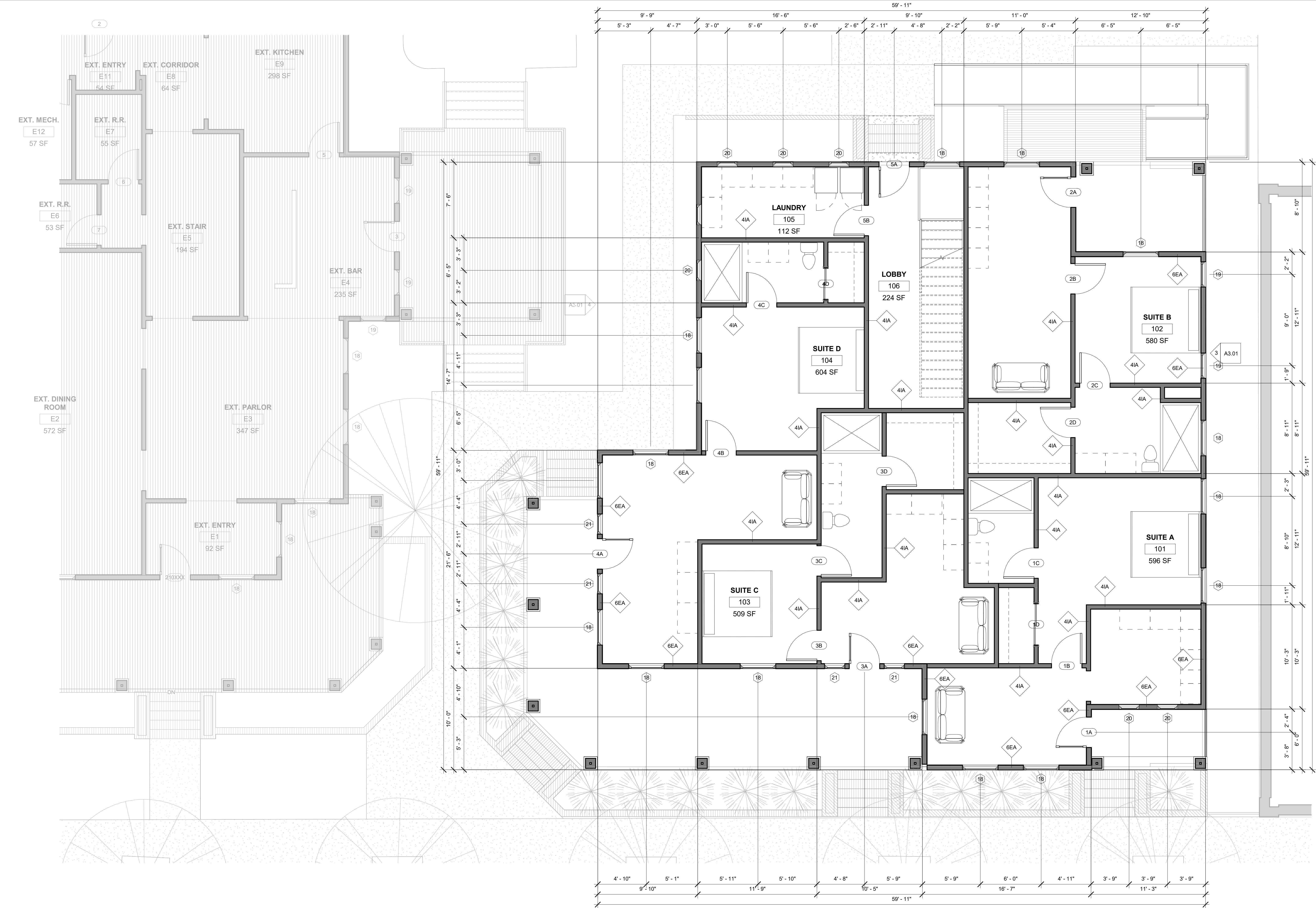
FRANCES ALLEN

301 N. OAK STREET

Overall Site Plan

A1.01

Scale	1/8" = 1'-0"
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C-A-J Designs
2527 Roseville Dr.
Trophy Club, TX 76262

301 N. Oak Street
Roanoke, TX 76262

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No.	Description	Date

FRANCES ALLEN

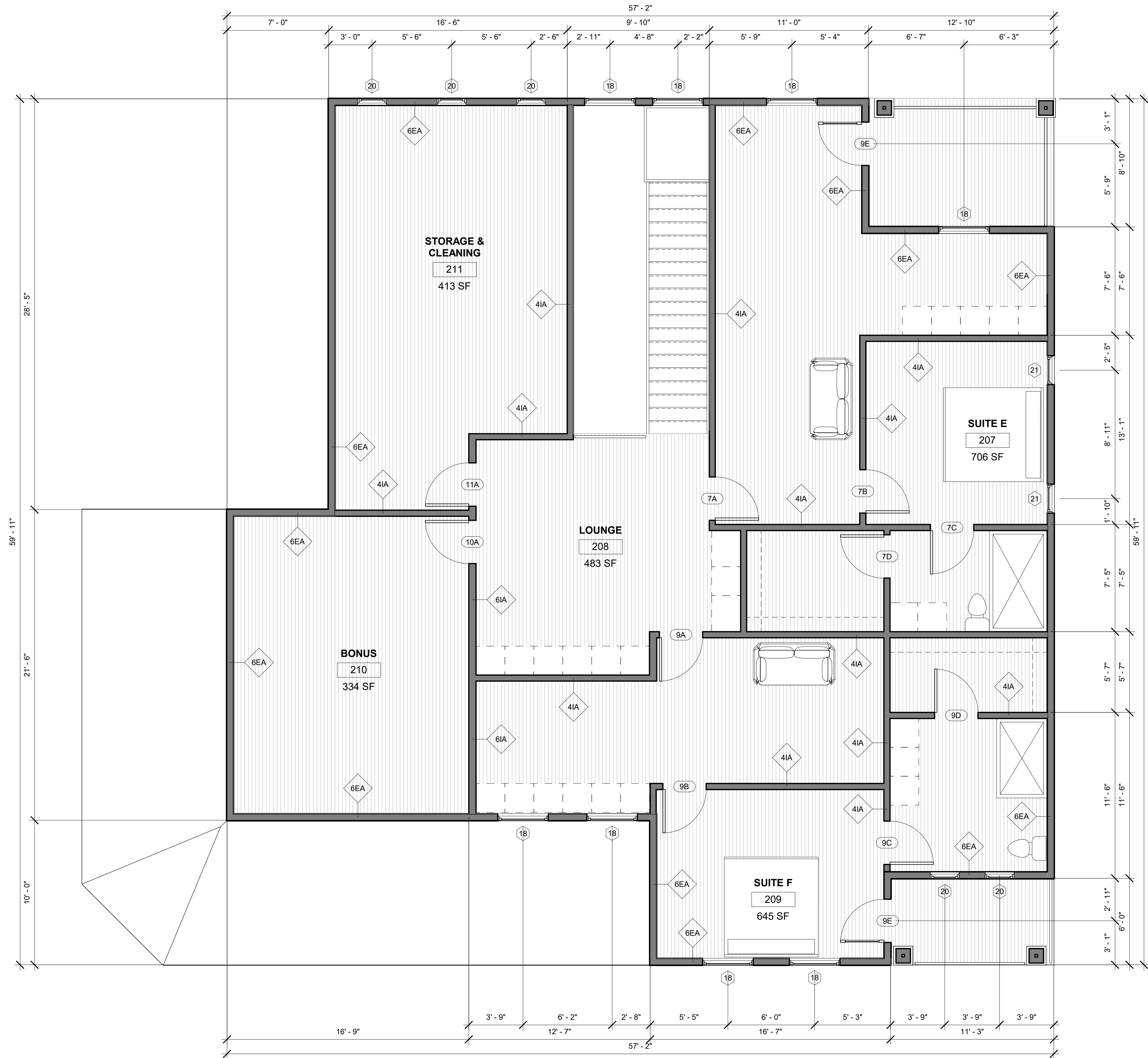
301 N. OAK STREET

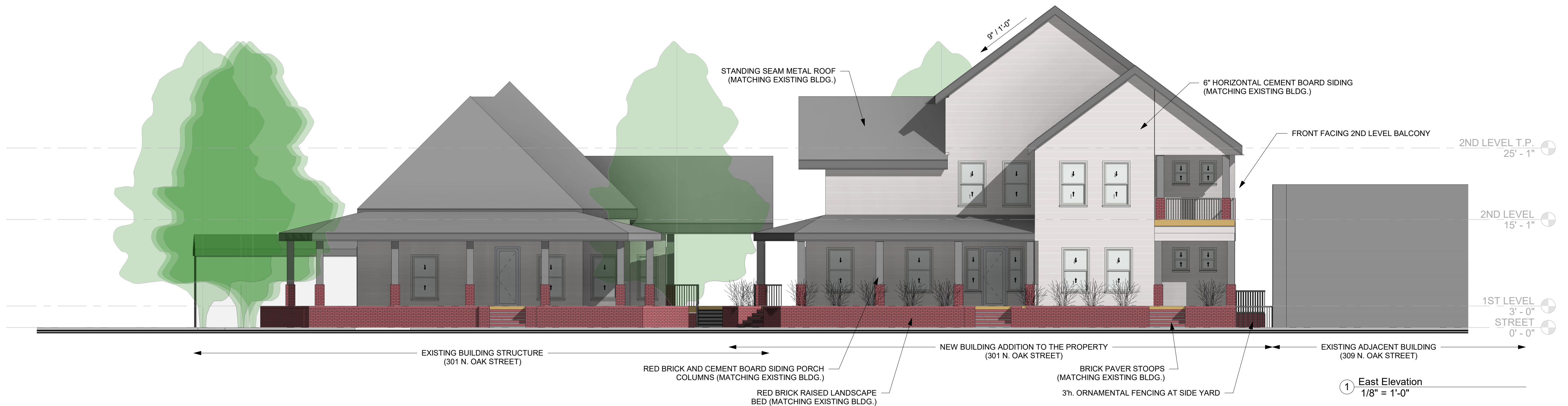
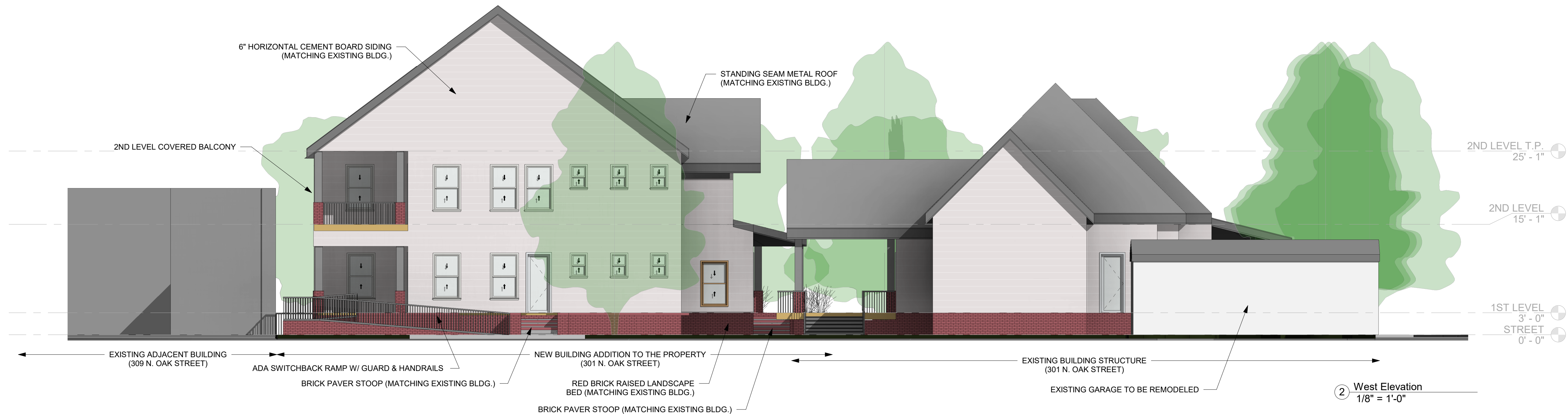
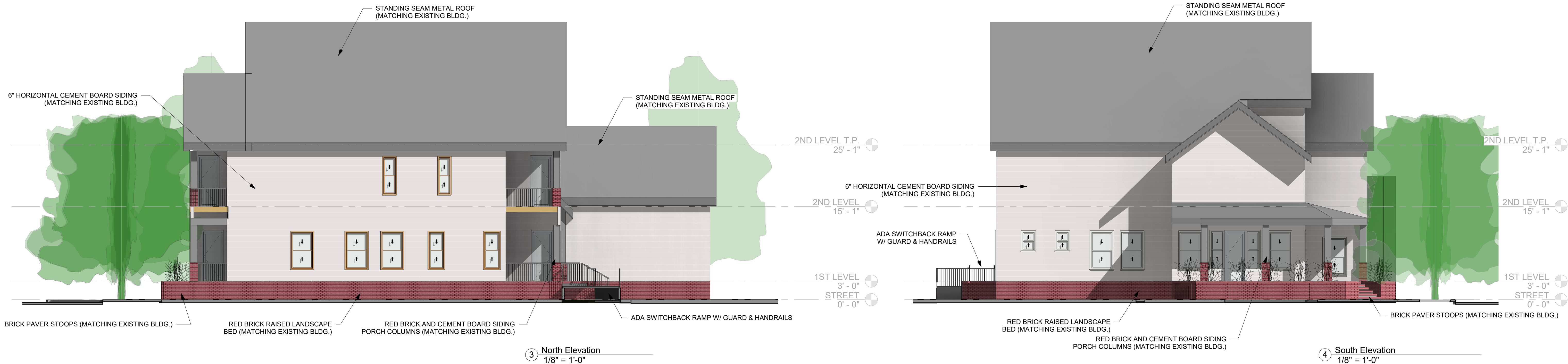
1st Floor Level

Project number 230303
Date 03.03.2023

A2.01

Scale 1/4" = 1'-0"





C-A-J Designs
2527 Roseville Dr.
Trophy Club, TX 76262

301 N. Oak Street
Roanoke, TX 76262

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No.	Description	Date

FRANCES ALLEN

301 N. OAK STREET

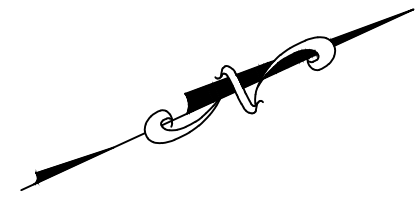
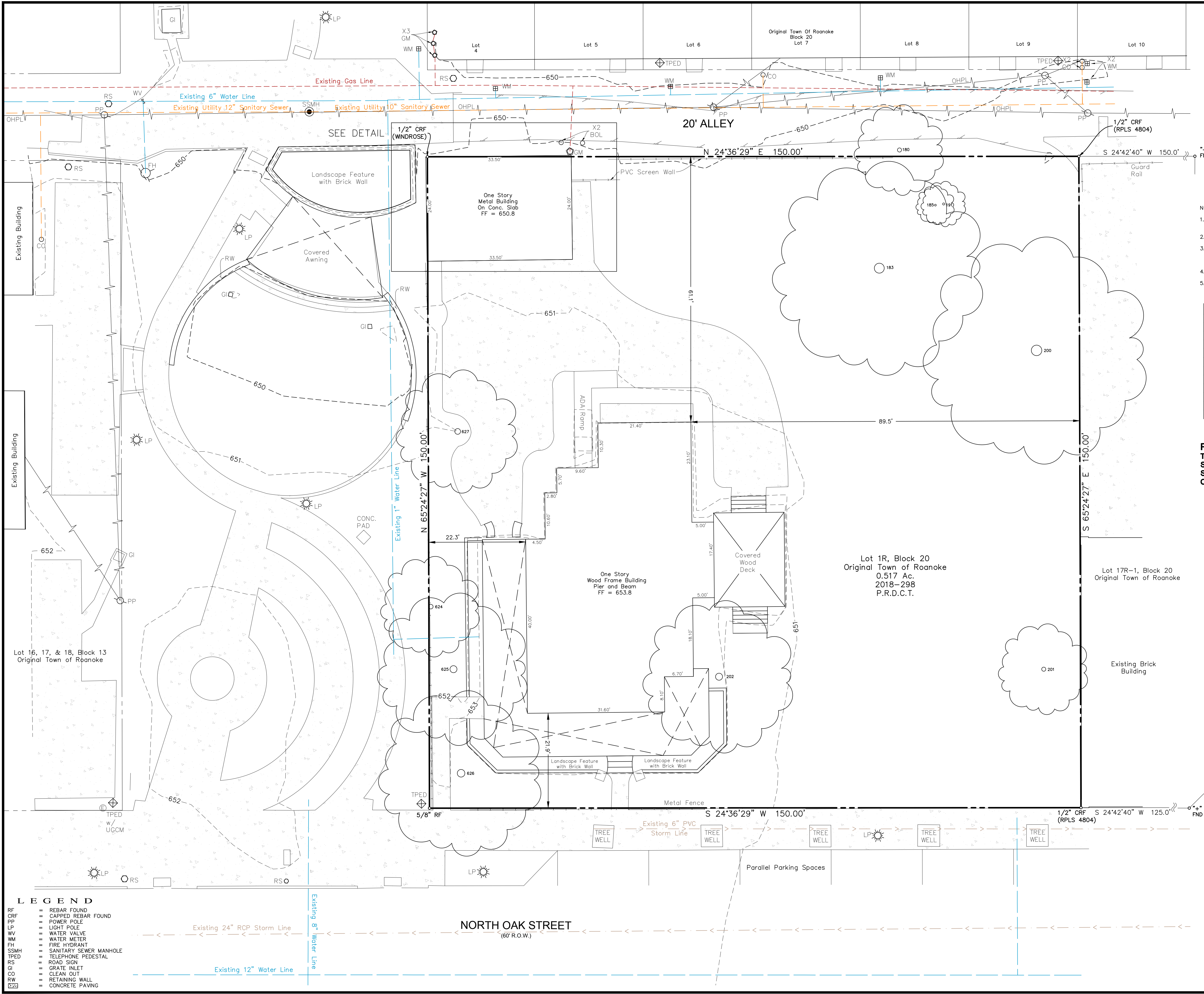
Elevations

Project number 230303
Date 03.03.2023

A3.01

Scale 1/8" = 1'-0"

File: M:\Projects\SPR\SPR12022\SPR12022.dwg, 30' N. Oak St. to S. Hillside Drive, Survey Boundary SPR12022.dwg, EXISTING CONDITIONS
EXHIBIT
Date: 8/3/2022, 8:15 AM, by: J. L. Turner, Scale: 8/3/2022, 8:15 AM, by: J. L. Turner



10 0 10 20 30 Feet
SCALE: 1"=10'

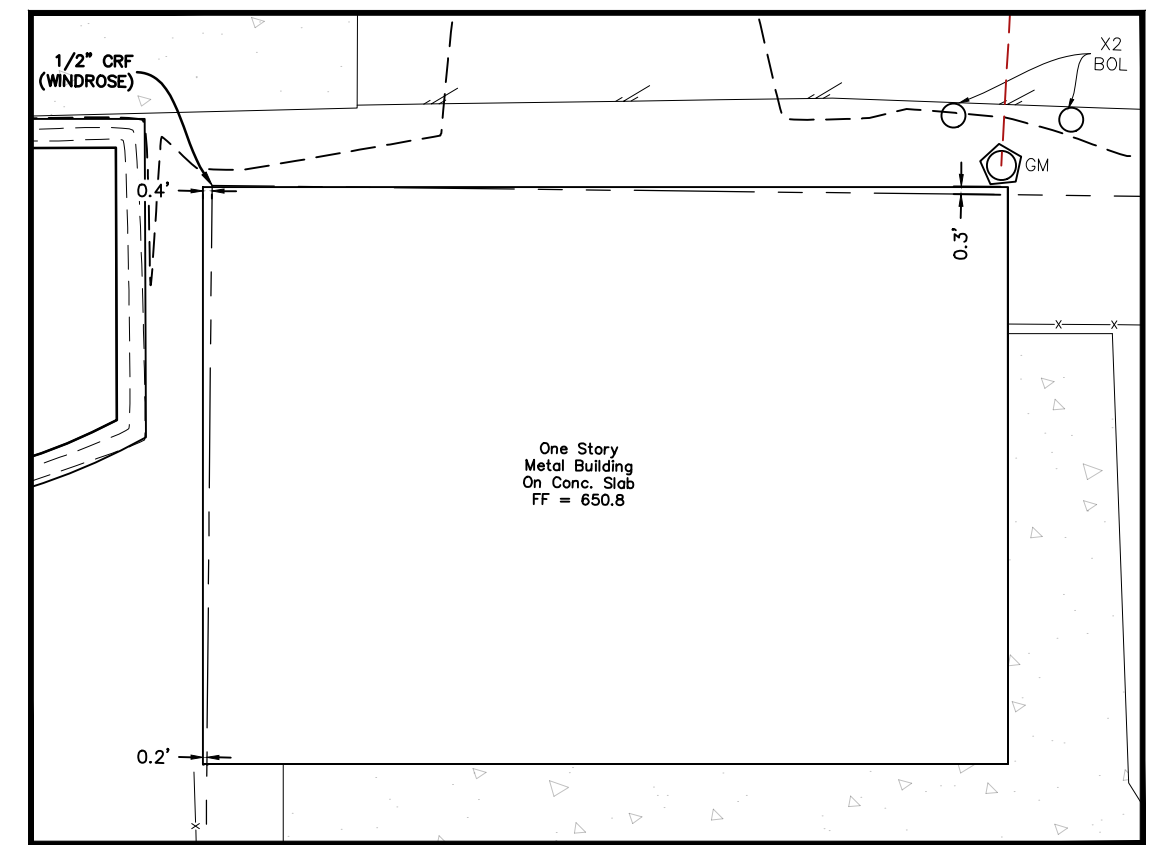
NOTES:

1. Bearings based on Original Town of Roanoke Amending Plat recorded in Document No. 2018-298, Plat Records, Denton, County, Text.
2. This survey was prepared without the benefit of a Title Commitment.
3. Surveyor has made no investigation or independent search for easements of record, restrictive covenants, ownership title evidence, or any other facts that and accurate abstract of title may disclose.
4. No flood zone area analysis has been performed by MCADAMS on the subject property.
5. All underground utilities shown hereon are based upon visible evidence and the Reconstruction Plans for Oak Street, signed January 9, 2009 by Brian C. Haynes of Halff Associates.

TREE TABLE		
TAG	SPECIES	DBH
180	American Elm	14"
183	Hickory	33"
185	Persimmon	6"
191	Persimmon	7"
200	Hickory	35"
201	Hickory	14"
202	Cedar	23.5"
624	Hickory	15.5"
625	Hickory	23.5"
626	Hickory	25.5"
627	Cedar	19"

PRELIMINARY DOCUMENT:
THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
COLE CARPENTER, RPLS 6892 8/3/22

DETAIL NOT TO SCALE



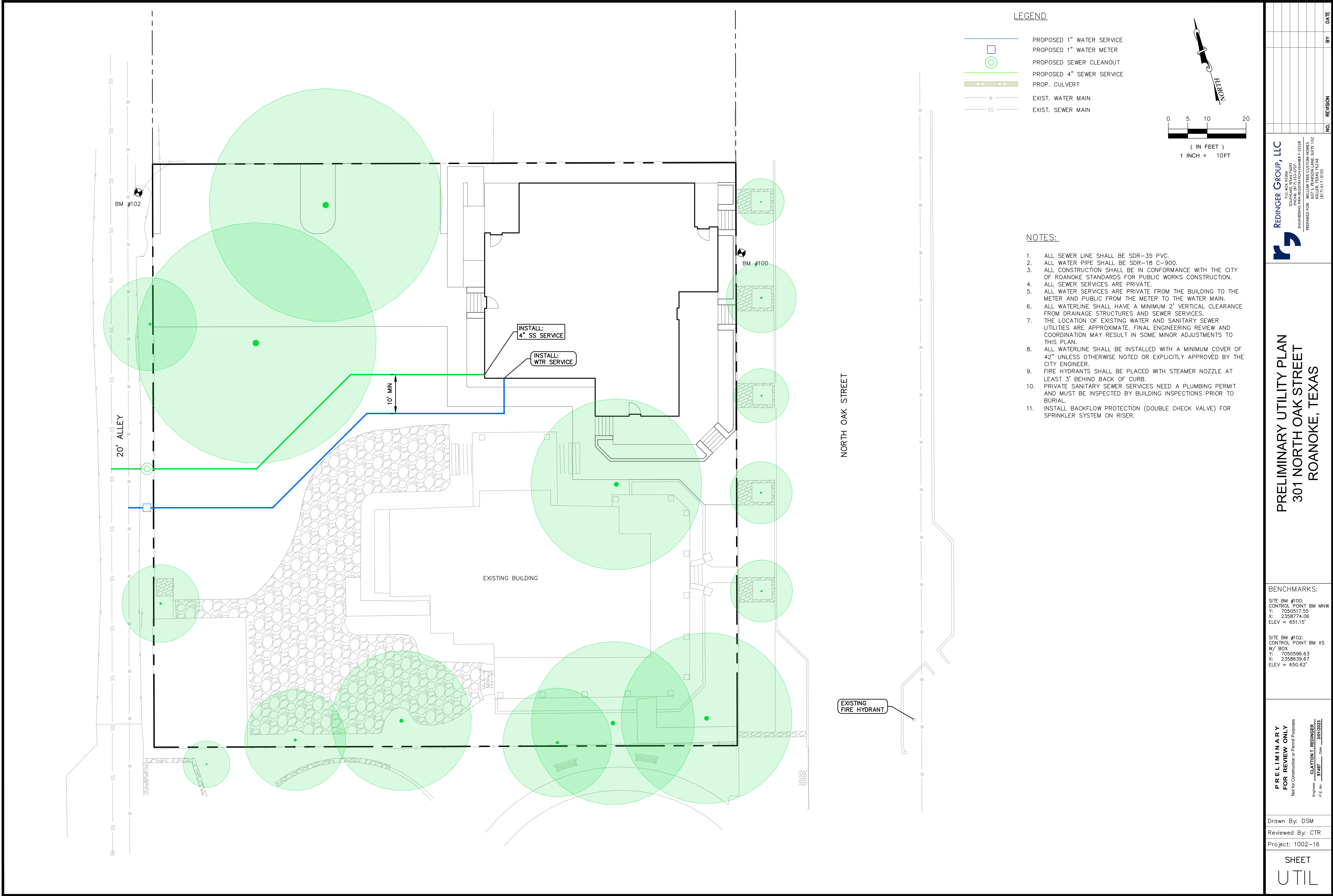
EXISTING CONDITIONS EXHIBIT
Lot 1R, Block 20
Original Town of Roanoke
0.517 Acres

in the
M.E.P. & P.R.R. COMPANY SURVEY, ABSTRACT NO. 79
CITY OF ROANOKE
DENTON COUNTY, TEXAS



The John R. McAdams
Company, Inc.
111 Hillside Drive
Lewisville, Texas 75057
972.436.9712
201 Country View Drive
Roanoke, Texas 76262
840.240.1012
TBPE: 19762 TBPLS: 10184440
www.mcadamsco.com

DRAWN BY: AT DATE: Submit Date SCALE: 1"=10' JOB. No. #####



PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer
CLAYTON T. REDINGER
P.E. No. 87487
Date 3/01/2023

Drawn By: DSM
Reviewed By: CTR
Project: 1002-16

SHEET
UTIL

PRELIMINARY UTILITY PLAN
301 NORTH OAK STREET
ROANOKE, TEXAS

BENCHMARKS:
SITE BM #100:
CONTROL POINT BM MNW
Y: 7050517.55
X: 2358774.06
ELEV = 651.15'

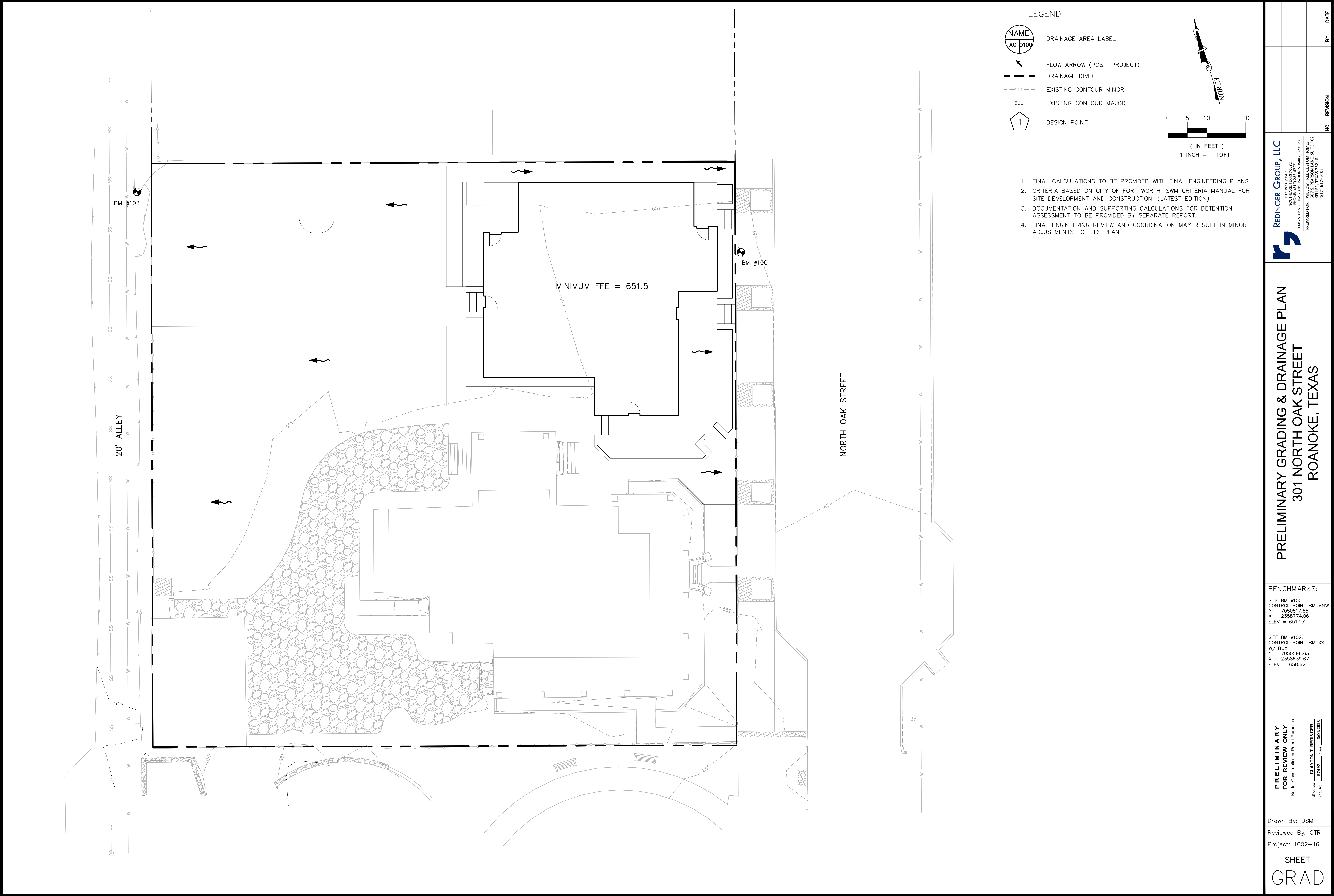
SITE BM #102:
CONTROL POINT BM XS
W/ BOX
Y: 7050596.63
X: 2358639.67
ELEV = 650.62'

REDINGER GROUP, LLC
P.O. BOX 92046
SUITE 102
PHOENIX, ARIZONA 85069
PHONE (817) 233-2277
FAX (817) 233-2278
PREPARED FOR: WILLOW TREE CUSTOM HOMES
ENGINEERING PROJECT: 1002-16, SITE 102
KELLER, TEXAS 76248
(817) 617-9105

NO. REVISION BY DATE

REDINGER GROUP PROJECT No. 5237-01 - SITE PLAN FOR SHANNON BREWING - ROANOKE, TEXAS

Page 14 of 16



LEGEND



DRAINAGE AREA LABEL



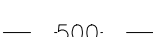
FLOW ARROW (POST-PROJECT)



DRAINAGE DIVIDE



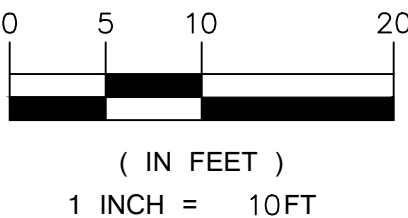
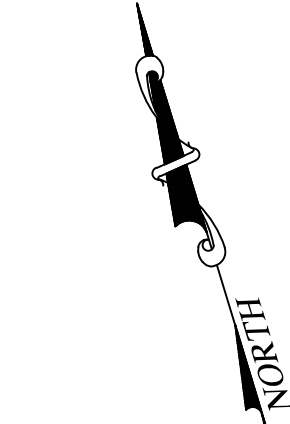
EXISTING CONTOUR MINOR



EXISTING CONTOUR MAJOR



DESIGN POINT



1. FINAL CALCULATIONS TO BE PROVIDED WITH FINAL ENGINEERING PLANS
2. CRITERIA BASED ON CITY OF FORT WORTH ISWM CRITERIA MANUAL FOR SITE DEVELOPMENT AND CONSTRUCTION. (LATEST EDITION)
3. DOCUMENTATION AND SUPPORTING CALCULATIONS FOR DETENTION ASSESSMENT TO BE PROVIDED BY SEPARATE REPORT.
4. FINAL ENGINEERING REVIEW AND COORDINATION MAY RESULT IN MINOR ADJUSTMENTS TO THIS PLAN

PRELIMINARY GRADING & DRAINAGE PLAN
301 NORTH OAK STREET
ROANOKE, TEXAS

BENCHMARKS:

SITE BM #100:
CONTROL POINT BM MNW
Y: 7050517.55
X: 2358774.06
ELEV = 651.15'

SITE BM #102:
CONTROL POINT BM XS
W/ BOX
Y: 7050596.63
X: 2358639.67
ELEV = 650.62'

PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer: CLAYTON T. REDINGER
P.E. No. 97487 Date: 3/01/2023

Drawn By: DSM

Reviewed By: CTR

Project: 1002-16

SHEET
GRAD

REDINGER GROUP, LLC

P.O. BOX 92006
SUITE 100
FORT WORTH, TEXAS 76161-0092
PHONE (817) 253-2277
FAX (817) 253-2278
ENGINEERING PERM REGISTRATION NUMBER F-23328
PREPARED FOR: WILLOW TREE CUSTOM HOMES
10000 WILLOW TREE DRIVE, SUITE 102
KELLER, TEXAS 76248
(817) 617-9105



PLANT SCHEDULE					
SYM.	QTY.	COMMON NAME	SCIENTIFIC NAME	SIZE	SPACING
TREES					
	5	CRAPE MYRTLE	Lagerstroemia indica	15 GAL	AS SHOWN
SHRUBS					
	68	DWARF BURFORD HOLLY	Ilex cornuta 'Dwarf Burford'	7 GAL	2' O.C.
	5	NELLIE R. STEVENS HOLLY	Ilex x 'Nellie R. Stevens'	4-5 GAL	AS SHOWN
	25	TEXAS SAGE COMPACTA	Leucophyllum frutescens	7 GAL	2' O.C.
	28	BOXWOOD	Buxus sempervirens	3 GAL	1' O.C.
	625	ASIAN JASMINE	Trachelospermum asiaticum	1 GAL	8" O.C.

EXISTING TREE LEGEND

TREE TO BE PRESERVED

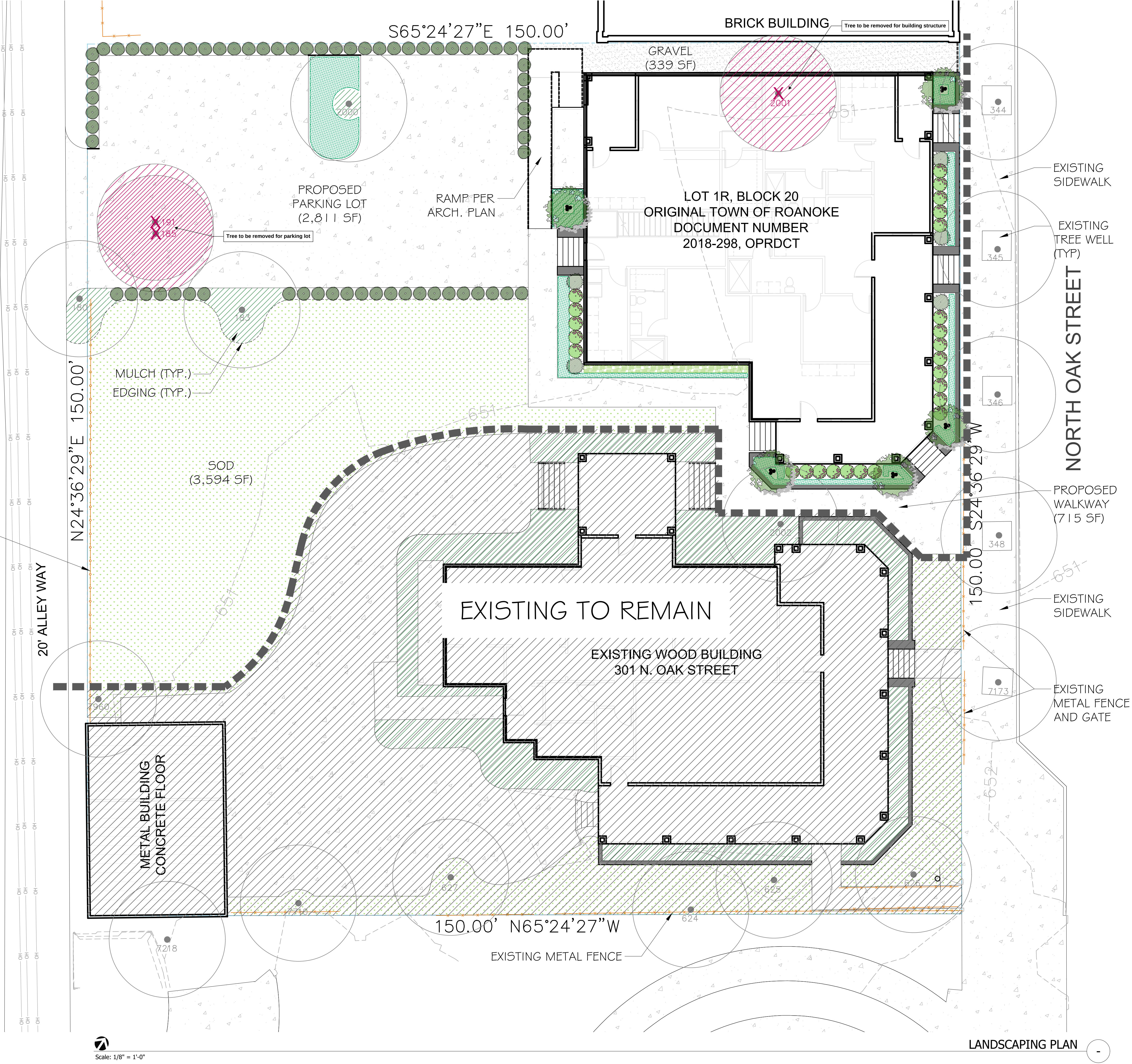
TREE TO BE REMOVED

NOTE: MULCH AROUND ALL EXISTING TREES AS SHOWN ON PLAN

EXISTING TREE TABLE		
TAG	SPECIES	DBH
180	AMERICAN ELM	12"
183	OAK	31"
185	OAK	6"
191	OAK	7"
344	ELM	6"
345	ELM	9"
346	ELM	7"
348	ELM	8"
624	OAK	14"
625	OAK	21"
626	OAK	22"
627	CEDAR	18"
2000	OAK	30"
2001	OAK	12"
2002	CEDAR	22"
7173	ELM	8"
7218	MAGNOLIA	6"
7710	HACKBERRY	13"
7960	HACKBERRY	10"

LANDSCAPE NOTE

IRRIGATION SYSTEM AND RAIN & FREEZE PROTECTION TO BE PROVIDED BY LICENSED IRRIGATOR.



WILLOW TREE

301 N. OAK STREET, ROANOKE, TX 76262

SHEET TITLE

LANDSCAPING PLAN

OWNER
WILLOW TREE

ORIGINAL TOWN OF ROANOKE
BLOCK 20
LOT 1R

PROJECT NUMBER: 23023
ISSUE DATE: 03.03.2023
SHEET SIZE: 24"X36"

BLOUNTDESIGNS