

**THE PLANNING AND ZONING COMMISSION OF THE TOWN OF BARTONVILLE MET IN REGULAR SESSION ON THE 6TH DAY OF DECEMBER 2023 AT THE TOWN OF BARTONVILLE TOWN HALL, LOCATED AT 1941 E JETER ROAD, BARTONVILLE, TEXAS WITH THE FOLLOWING COMMISSIONERS PRESENT, CONSTITUTING A QUORUM:**

Gloria McDonald, Chair  
Ralph Arment, Vice Chair  
Brenda Hoyt-Stenovitch, Commissioner  
Don Abernathy, Commissioner  
Larry Hayes, Commissioner  
Pat Adams, Alternate 1  
Rick Lawrence, Alternate 2

*Town Staff Present:*

Thad Chambers, Town Administrator  
Shannon Montgomery, Town Secretary  
Ed Voss, Town Attorney  
Ryan Wells, Town Planning Consultant  
Christopher Cha, Town Engineer

**A. CALL MEETING TO ORDER**

Chair McDonald called the meeting to order at 7:00 pm.

**B. PLEDGE OF ALLEGIANCE**

Chair McDonald led the Pledge of Allegiance.

**C. PUBLIC PARTICIPATION**

*If you wish to address the Commission, please fill out a "Public Meeting Appearance Card" and present it to the Town Administrator, preferably before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Commission for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Commission during the Public Participation portion of the meeting or when the item is considered by the Planning & Zoning Commission.*

There was no public participation.

**D. APPROVAL OF MINUTES**

**1. Discuss and consider the approval of the November 1, 2023, Regular Planning & Zoning Commission Meeting Minutes.**

Motion made by Abernathy, seconded by Commissioner Hoyt-Stenovitch, to approve the November 1, 2023, Regular Planning & Zoning Commission Meeting Minutes as presented.

**VOTE ON THE MOTION**

AYES: McDonald, Arment, Hoyt-Stenovitch, Abernathy, and Hayes

NAYS: None

VOTE: 5/0

**E. REGULAR ITEMS**

*Chair McDonald moved Agenda Item #2 forward:*

- 2. Discuss and make a recommendation regarding a Preliminary Plat for an 81.789-acre tract of land situated in the A.M. Feltus Survey, Abstract Number 1594, and the Daniel Cook Survey, Abstract No. 230, in the Town of Bartonville, Denton County, Texas. The tract of land is located on the north side of E Jeter Road, approximately 2,063 feet north of its intersection with Porter Road, in Bartonville, Texas. The applicant is Mycoskie Associates, Inc., on behalf of Rob Knight.**

Town Administrator Chambers introduced Town Planning Consultant Ryan Wells and Town Engineer Christopher Cha to the Commission.

Town Planning Consultant Wells provided a brief presentation of the subject property and addressed questions from the Commissioners. Wells stated Staff's recommendation is to approve with conditions.

Motion made by Commissioner Arment, seconded by Commissioner Hoyt-Stenovitch, to recommend approval of a Preliminary Plat for an 81.789-acre tract of land situated in the A.M. Feltus Survey, Abstract Number 1594, and the Daniel Cook Survey, Abstract No. 230, in the Town of Bartonville, Denton County, Texas. The tract of land is located on the north side of E Jeter Road, approximately 2,063 feet north of its intersection with Porter Road, in Bartonville, Texas with the following conditions:

1. Prior to recordation of the final plat, the two "Offsite Drainage Easements" depicted on the Preliminary Utility Plan shall be recorded as separate instruments.
2. Prior to recordation of the final plat, all easements to be established via the plat shall be labeled "by this plat."
3. Prior to recordation of the final plat, the front, side, and rear yard setbacks (building lines) shall be set at 50 feet, as established by Chart 4.2 of the Bartonville Zoning Ordinance. These setbacks shall apply to all property lines of each lot, including both portions of Lot 3.
4. Prior to recordation of the final plat, any existing buildings located within a regulatory setback shall be removed or relocated such that no existing buildings are located within any new yard setbacks to be established by the plat.
5. The final plat shall include an approval block as depicted in Section 2.7.c. of the Bartonville Development Ordinance.
6. Prior to submittal of a final plat, the proposed location and design of the on-site septic facilities (OSSF) for each proposed lot shall be approved by the Town of Bartonville, in accordance with Bartonville Development Ordinance Section 2.6.c.
7. A complete engineering/construction plan set shall accompany the final plat application, in accordance with Bartonville Development Ordinance Section 2.7.d.
8. The final plat shall depict a 10-foot-wide utility easement along one side and along the entire length of the private road.

**VOTE ON THE MOTION**

AYES: McDonald, Arment, Hoyt-Stenovitch, Abernathy, and Hayes

NAYS: None

VOTE: 5/0

- 1. Discuss and make a recommendation regarding a Preliminary Plat for a 99.744-acre tract of land situated in the A.R. Loving Survey, Abstract Number 0736A, Tracts 5, 5A, 6, and 7A in the Town of Bartonville, Denton County, Texas. The tract of land is located on the west side of FM 407, directly opposite the intersection of FM 407 and Rayzor Road, in Bartonville, Texas. The applicant is CCM Engineering, on behalf of the Education Leads to Success Foundation.**

Town Administrator Chambers stated that this is an ongoing project where conditions would need to be met.

Town Planning Consultant Wells provided a brief presentation and addressed questions from the Commissioners. Wells stated Staff's recommendation is to approve with conditions.

Motion made by Commissioner Hoyt-Stenovitch, seconded by Commissioner Abernathy, to recommend approval of Preliminary Plat for a 99.744-acre tract of land situated in the A.R. Loving Survey, Abstract Number 0736A, Tracts 5, 5A, 6, and 7A in the Town of Bartonville, Denton County, Texas. The tract of land is located on the west side of FM 407, directly opposite the intersection of FM 407 and Rayzor Road, in Bartonville, Texas, with the following conditions:

1. On the final plat, the fire lane easement shall be a minimum of 24 feet in width and all internal turn radii shall be a minimum of 30 feet.
2. The final plat shall show Driveway #2 and the associated drive aisle, as indicated in the August 10, 2023, Traffic Impact Analysis. The drive aisle may be labeled as "Private Access Road." It is recommended that this also be identified as a fire lane since it will offer direct turning access from FM 407.
3. Driveway #2 shall be served by a left turn bay cut in the median. Prior to construction of any public improvements in the TxDOT right-of-way, a TxDOT construction permit shall be obtained by the applicant.
4. Prior to submittal of a final plat, the proposed location and design of an on-site septic facility (OSSF) shall be approved by the Town of Bartonville, in accordance with Bartonville Development Ordinance Section 2.6.c.
5. Prior to any construction on the site within the Zone AE floodplain or floodway, a Conditional Letter of Map Revision (CLOMR) shall be submitted to and approved by FEMA.
6. The final plat shall contain an additional note under General Notes that reads, "The Zone AE floodplain and floodway shall be maintained and shall remain free of obstructive debris by the property owner, in accordance with the Bartonville Code of Ordinances.
7. A complete engineering/construction plan set shall accompany the final plat application, in accordance with Bartonville Development Ordinance Section 2.7.d.
8. Include as part of the construction plan set a turning exhibit for a WB 50 vehicle.

#### **VOTE ON THE MOTION**

AYES: McDonald, Arment, Hoyt-Stenovitch, Abernathy, and Hayes

NAYS: None

VOTE: 5/0

**F. FUTURE ITEMS**

Discussion only, no action taken.

**G. ADJOURNMENT**

Chair McDonald adjourned the meeting at 8:04 pm.

**APPROVED this the 3rd day of January 2024.**

**APPROVED:**

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Gloria McDonald, Chair

**ATTEST:**

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Shannon Montgomery, TRMC, Town Secretary

DRAFT