

**MINUTES OF THE TOWN OF ARGYLE  
PLANNING AND ZONING COMMISSION MEETING  
WEDNESDAY, OCTOBER 16, 2019**

A regular meeting of the Argyle Planning and Zoning Commission was held on Wednesday, October 16, 2019, at 6:00 p.m. at Argyle Town Hall, located at 308 Denton Street, Argyle, Texas. This was an OPEN MEETING, open to the public, subject to the open meeting laws of the State of Texas and, as required by law, was hereby posted on October 11, 2019 at 5:00 PM, at Argyle Town Hall, giving notice of time, date, place, and agenda thereof.

**PLANNING AND ZONING COMMISSION MEMBERS PRESENT:**

Rick Bradford, Chairman  
Richard Spies, Vice-Chairman  
Paul Kula  
Jeff Castellanos  
Gordon Baethge

**PLANNING AND ZONING COMMISSION MEMBERS ABSENT:**

Casey Stewart  
Leona McDade

**STAFF PRESENT:**

David Hawkins, Director of Community Development  
Angie Manglaris, Development Coordinator  
Brenda McDonald, Town Attorney

**REGULAR MEETING AGENDA**

**A. CALL TO ORDER – Chairman**

The regular meeting was called to order at 6:02 p.m. by Chairman Rick Bradford, noting a quorum was present.

**B. PLEDGE OF ALLEGIANCE – American Flag**

**C. PLEDGE OF ALLEGIANCE – Texas Flag - “Honor the Texas Flag; I pledge allegiance to thee Texas, one state, under God, one and indivisible”.**

**D. OPEN FORUM:**

**Pursuant to Section 551.007 of the Texas Government Code, any member of the public has the opportunity to address the Planning and Zoning Commission concerning any matter of public business or any posted agenda item; however, the Act prohibits the Planning and Zoning Commission from deliberating any issues not on the public agenda and such non-agenda issues may be referred to Town staff for research and any future action; all persons addressing are limited to five (5) minutes and subject to council adopted rules and limitations permitted by law.**

Chairman Bradford opened the meeting to public comment. No public comment was received.

## **E. MINUTES**

### **1. Consider approval of the minutes of the Regular Planning and Zoning Commission Meeting of September 3, 2019.**

Mr. Spies motioned to approve the minutes of the Regular Planning and Zoning Commission meeting of September 3, 2019 as presented. Mr. Baethge seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners McDade and Stewart were absent.

## **F. OLD BUSINESS**

### **1. Consider and make a recommendation on a Site Plan (SP-19-007) for Castle Development Argyle, a proposed 7,500 sq. ft. medical office building, being located on the southeast corner of FM 407 and Blue Horizon way, Town of Argyle, Denton County, Texas.**

Mr. Hawkins presented the staff report, explained the Site Plan request and the variances requested to landscaping buffers, interior landscaping and building articulation as part of the application.

Mr. Clay Cristy, P.E., representative of the applicant, addressed the Commission and explained the Site Plan is Phase One of the overall project. Mr. Cristy answered questions from the Commission regarding the maintenance of the entryway features, parking lot configuration and building materials.

Mr. Cristy explained that as the overall site develops there will be additional landscaping features added to the site to meet the requirements of the Waterbrook PD.

Discussion was held and Mr. Spies motioned to recommend approval of the Site Plan as presented with the following conditions:

1. The variance to allow reduced building articulation shall be allowed.
2. The variance request to allow a reduced number of trees within the FM 407 Landscape Buffer shall be allowed.
3. The variance request to allow a reduction in the interior landscaping requirement of 10% of gross parking area shall be allowed.
4. The proposed aluminum paneling on the building shall be an approved material in accordance with the 2012 International Building Code (IBC).

Mr. Kula seconded the motion. The motion carried by a vote of four (4) in favor to one (1) opposed. Mr. Baethge cast the dissenting vote. Commissioners McDade and Stewart were absent.

## **G. NEW BUSINESS**

### **1. Consider and take appropriate action on a Final Plat (FP-19-010) for Argyle Crossing, Phase I, a proposed subdivision on approximately 19.897 acres of land in the G. Cardinas Survey, Abstract No. 216, Denton County, Texas; located in the Town of Argyle's Extra Territorial Jurisdiction (ETJ); and being located to the east of Hwy. 377, south of Frenchtown Road and south of Town Limits of the Town of Argyle.**

Mr. Hawkins presented the staff report and gave an overview of the Final Plat application. Mr. Hawkins explained the proposed Final Plat matched the previously approved Preliminary Plat for the project, apart from three lots being inverted towards Oliver Ct. and the removal of one residential lot.

Mr. Ottis Lee, P.E., a representative of the applicant, addressed the Commission and stated he was available for any questions. Mr. Lee answered questions from the Commission regarding the three lots that were reconfigured and the proposed detention and retention ponds.

Discussion was held and Mr. Castellanos motioned to approve the Final Plat as presented. Mr. Spies seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners McDade and Stewart were absent.

**2. Consider and make a recommendation on a Site Plan Amendment (SP-19-010) for Chris Robinson Real Estate and Lone Star Chemical, regarding a special exception to the Town Development Standards, Section 14.4.11 - Ground and Monument Signs, located at 130 Old Town Blvd., and being located in the Town of Argyle, Denton County, Texas.**

Mr. Hawkins presented the staff report, gave an overview of the Site Plan Amendment and explained the intent of the application was to seek special exception to the Town Development Standards regarding the requirements of monument signs.

Mr. Hawkins answered questions from the Commission regarding the mounting of the monument sign on the concrete island.

Ms. Susan Dawson, representative of the applicant, addressed the Commission and stated the reason for the exceptions request was due to the configuration of the lot and waterline easements.

Discussion was held and Mr. Spies motioned to recommend approval of the Site Plan Amendment as presented with the following conditions:

1. The post and bracket-style sign shall be allowed.
2. The landscaping requirement for monument signs shall be waived.
3. The sign may be located within five feet (5') of the property line.

Mr. Baethge seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners McDade and Stewart were absent.

**3. Consider and make a recommendation on a Site Plan (SP-19-009) for Pilot Knob Estates, regarding a residential subdivision entryway sign, located at the southeast corner of C. Taylor Road and Crawford Road, and being in the Town of Argyle, Denton County, Texas.**

Ms. Manglaris presented the staff report, gave an overview of the Site Plan request, and explained the intent of the site plan request is to seek a new location for the Pilot Knob Estates entry way signage as well as seek special exception to the maximum allowed sign dimensions as stated in the Town Development Standards.

Ms. Manglaris answered questions from the Commission regarding the future roadway plans for C. Taylor and Crawford Road and the size of the current entryway signage.

Discussion was held and Mr. Spies motioned to recommend approval of the Site Plan request with the following conditions:

1. The total area of the monument sign base may be up to 768 sq. ft. in size.
2. The total sign face may be up to 44 sq. ft. in size.

Mr. Castellanos seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners McDade and Stewart were absent.

#### **H. FUTURE AGENDA AND ITEMS OF INTEREST**

##### **1. Discuss possible change to P & Z Commission meeting dates.**

Mr. Hawkins addressed the Commission and explained the new Town Attorney has conflicts with the scheduled Planning and Zoning Commission meeting on the first Tuesday of every month. Mr. Hawkins opened the topic of a possible different meeting date to the Commission for discussion.

The Commission stated they felt the first Thursday of every month would be a preferable alternative meeting time.

Town Staff stated they would investigate moving the Planning and Zoning Commission regular meetings to the first Thursday of every month. Staff stated they would prepare a 2020 meeting calendar to address any potential conflicts with Town Council deadline when a new meeting date day was decided upon.

##### **2. Briefing on recent Town Council action on Community Development agenda items.**

Mr. Hawkins updated the Commission on recent action taken by Town Council on Community Development Agenda items.

##### **3. Project updates.**

Mr. Hawkins reminded the Commission of the joint workshop with Town Council on Tuesday, October 22<sup>nd</sup> for Project Alpha.

Town Staff announced the upcoming Arbor Day event at Unity Park to be held on November 3<sup>rd</sup>.

Town Staff announced the CIAC impact fee study project will be resuming at the November 5, 2019 Planning and Zoning meeting.

Mr. Kula requested that Staff update the Commission on the tree planting location for new residential lots in the Lakes of Argyle.

Mr. Kula requested the Town determine a date by which First Baptist Church will complete their tree mitigation requirements for the Town.

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Mr. Castellanos inquired if the Town needed to investigate ways to track tree mitigation debts to the Town.

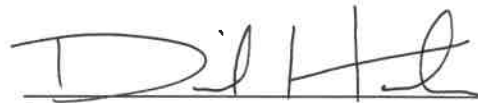
**I. ADJOURNMENT**

With no further business to attend, the meeting was adjourned at 7:03 PM.

**APPROVED THIS THE 5th DAY OF NOVEMBER 2019. WITNESS:**



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Rick Bradford, Chairman



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David Hawkins, AICP  
Director of Community Development