

**MINUTES OF THE TOWN OF ARGYLE  
PLANNING AND ZONING COMMISSION MEETING  
TUESDAY, NOVEMBER 5, 2019**

A regular meeting of the Argyle Planning and Zoning Commission was held on Tuesday, November 5, 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 November 1, 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  
Paul Kula, Vice-Chairman  
Jeff Castellanos  
Casey Stewart  
Leona McDade

**PLANNING AND ZONING COMMISSION MEMBERS ABSENT:**

Gordon Baethge  
Richard Spies

**STAFF PRESENT:**

David Hawkins, Director of Community Development  
Angie Manglaris, Development Coordinator  
Craig Smith, Town Attorney

**REGULAR MEETING AGENDA**

**A. CALL TO ORDER – Chairman**

The regular meeting was called to order at 6:03 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. ELECT A CHAIRMAN and VICE-CHAIRMAN**

**1. Elect a new Chairman.**

Mr. Kula motioned to elect Mr. Rick Bradford as Chairman. Mr. Castellanos seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Baethge and Spies were absent.

**2. Elect a new Vice-Chairman.**

Mr. Castellanos motioned to appoint Mr. Paul Kula as Vice-Chairman. Ms. McDade seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Baethge and Spies were absent.

**E. 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.

**F. MINUTES**

- 1. Consider approval of the minutes of the Regular Planning and Zoning Commission Meeting October 16, 2019.**

Mr. Stewart motioned to approve the minutes of the Regular Planning and Zoning Commission meeting of October 16, 2019 as presented. Mr. Kula seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Baethge and Spies were absent.

**G. OLD BUSINESS**

- 1. None.**

**H. NEW BUSINESS**

- 1. Consider and take appropriate action on a final plat (RP-19-005) for Lots 2R and 3R, Block A, Kagay Addition, being a replat of Lot 2, Block A, Kagay Addition, located on an approximately 12.301-acre tract of land located at 1700 Hickory Hill Road, Town of Argyle, Denton County, Texas.**

Ms. Manglaris presented the staff report and gave an overview of the replat request. Ms. Manglaris explained the replat had not satisfied all requirements of a final plat in regards to fire access and regulations outlined by the Texas Commission on Environment Quality and that Town Staff was forwarding the plat to the Commission for disapproval.

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

- 2. Consider and make a recommendation on a Site Plan Amendment (SP-19-011) for Dry Clean Super Center of Argyle, a proposed remodel to an existing dry-cleaning center to be located at 820 US 377, being legally described as Lot 1, Block 1, Kwik Dry Clean Addition, Town of Argyle, Denton County, Texas.**

Ms. Manglaris presented the staff report, gave an overview of the Site Plan Amendment and explained the intent of the application was to reconfigure the existing Dry Clean Super Center site to accommodate for future right-of-way acquisition as part of the US 377 expansion project.

Discussion was held amongst the Commission regarding the expansion of US 377 and the implications it will have on the Dry Clean Super Center as well as other businesses in Town.

Mr. Stewart motioned to approve the Site Plan Amendment as presented. Mr. Kula seconded the motion. Mr. Kula inquired if the variances requested in the Site Plan Amendment needed to be specifically called out in the motion in order to be approved.

Mr. Smith, Town Attorney, suggested amending the original motion to include the proposed variances. Mr. Stewart amended his original motion and motioned to approve the Site Plan Amendment with the following conditions:

1. The variance request to reduce the buffer yard width from ten feet (10') to nine feet (9') shall be allowed.
2. The variance request to waive the street trees requirement shall be allowed.

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

Mr. Smith informed the Commission they had to also vote on the original motion. The Commission voted on the original motion to approve the Site Plan Amendment as presented. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Spies and Baethge 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 and explained this agenda item was previously considered and recommended for approval by the Commission at their October 16, 2019 meeting. Ms. Manglaris explained that between the Planning and Zoning and Town Council meetings, the applicant and the Homeowner's Association had made major revisions to the proposed monument sign. Due to the significant changes, Town Council sent the application back to the Commission for consideration.

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. Castellanos 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 882 sq. ft. in size.
2. The total sign face may be up to 150 sq. ft. in size.

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

**4. PUBLIC HEARING: Consider and make a recommendation on an Ordinance Amendment (TDS-19-004) regarding Article III, Part 3, Zoning Districts, Article III, Part 5, Development Standards and Article III, Part 6, Interpretation; Preserving Rights; Penalty for Violations; Validity; Effective Date, regarding various amendments to refuse enclosure regulations in the Town Development Standards.**

Ms. Manglaris presented the staff report and explained this was an Ordinance Amendment to the TDS requested by the Planning and Zoning Commission regarding the enclosure of recycling containers. Ms. Manglaris provided the Commission with information from area waste

management companies and municipalities used as benchmarks and provided the Commission with suggested amendments from staff.

Discussion was held and the Commission inquired how this would affect existing businesses that may already have recycling bins on-site. Staff explained existing recycling bin containers on commercial sites would be treated as legal non-conforming uses and would be required to be brought into compliance should the applicant go through the Site Plan Amendment process or otherwise make significant renovations. Until such time, the existing recycling bins would be considered legal.

Chairman Bradford opened the public hearing at 6:37 p.m. No input was received. Chairman Bradford closed the public hearing at 6:37 p.m.

Additional discussion was held, and Mr. Stewart motioned to approve the Ordinance Amendment as presented. Mr. Kula seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Spies and Baethge were absent.

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

Mr. Hawkins provided the Commission with an overview of the staff report regarding alternative P&Z Commission meeting dates. Mr. Hawkins explained that due to legal availability concerns, the meeting date of the P&Z Commission could no longer be on Tuesday evenings. Mr. Hawkins stated at the October 16, 2019 meeting, the Commission indicated to Staff that Thursdays would be the preferred meeting date for the Commission. Mr. Hawkins confirmed that a meeting on the first Thursday of the month would not cause any conflicts with the DRC calendar, public hearing notification and agenda posting requirements.

Discussion was held amongst the Commission regarding the meeting date change and when the change would go into effect. The Commission expressed concern regarding the potential January 2, 2020 meeting due to the holiday season. Additional discussion was held, and Mr. Castellanos motioned to move the Planning and Zoning Commission meetings to the first Thursday of the month starting in February 2020. Mr. Kula seconded the motion. The motion carried unanimously by a vote of five (5) in favor to none (0) opposed. Commissioners Spies and Baethge were absent.

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

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

- **407 BBQ and 407 Gun Club Digital Sign – Approved by TC 10.22.19**
- **Castle Development Site Plan – Approved by TC 10.22.19**
- **130 Old Town Blvd. Monument Sign Exception – Approved by TC 10.22.19**

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

**2. Project updates.**

**- Sign Ordinance Update – Draft Summary of Proposed Changes to TC 11.19.19**

Mr. Hawkins explained Town Council will be discussing the Sign Ordinance Update project at the November 19, 2019 meeting.

Chairman Bradford inquired if the Commission had any topics for discussion next month.

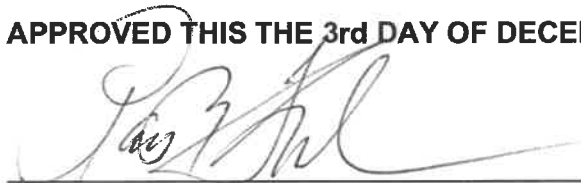
Mr. Kula asked Staff for an update on the tree plantings for the Lakes of Argyle and First Baptist Church.

Mr. Bradford inquired if the Commission would be receiving legal training. Mr. Hawkins confirmed the Town Attorney would be providing legal training at the December 3, 2019 meeting.

**I. ADJOURNMENT**

With no further business to attend, the meeting was adjourned at 6:53 PM.

**APPROVED THIS THE 3rd DAY OF DECEMBER 2019. WITNESS:**



Paul Kula, Vice-Chairman



David Hawkins, AICP  
Director of Community Development

