



**NORTHLAKE PLANNING & ZONING COMMISSION
REGULAR MEETING AGENDA
JULY 16, 2024, AT 5:30 PM
TOWN HALL - COUNCIL CHAMBER ROOM
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226**

1. CALL TO ORDER

- A. Roll Call

2. ANNOUNCEMENTS, BRIEFINGS, & PRESENTATIONS

- A. Briefing - Approved Plats Report
- B. Briefing - Planning & Zoning Commission Training

3. PUBLIC INPUT

This item is available for citizens to address the Planning & Zoning Commission on any issues that are not the subject of a public hearing. The presiding officer may ask the citizen to hold his or her comment on an agenda item until that agenda item is reached. By law, no deliberation or action may be taken on the topic if the topic is not posted on the agenda. The presiding officer reserves the right to impose a time limit on this portion of the agenda.

4. ACTION ITEMS

- A. Consider approval of meeting minutes from June 25, 2024
- B. Consider a recommendation on a preliminary plat of Northlake Acres, a proposed 4-lot commercial development on a 65.74-acre tract of land in the Patrick Rock Survey, Abstract No. 1063, generally located east of Faught Road and approximately 3,700 feet north of FM 407 in the extraterritorial jurisdiction of the Town of Northlake - Case # 23-PLA00036

5. EXECUTIVE SESSION

The Commission will convene in an Executive Session, pursuant to Texas Government Code, annotated, Chapter 551 Subchapter D:

A. Section 551.071 - Consultation with Attorney

The Commission may convene in an executive session to consult with its attorney to seek advice on a legal matter. It provides as follows: A governmental body may not conduct a private consultation with its attorney except: (1) When the governmental body seeks the advice of its attorney about: (a) pending or contemplated litigation; or (b) a settlement offer; or (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of

Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. The Town Council may adjourn into executive session for consultation with the Town Attorney regarding:

- A. Consider a recommendation on a preliminary plat of Northlake Acres, a proposed 4-lot commercial development on a 65.74-acre tract of land in the Patrick Rock Survey, Abstract No. 1063, generally located east of Faught Road and approximately 3,700 feet north of FM 407 in the extraterritorial jurisdiction of the Town of Northlake - Case # 23-PLA00036

6. RECONVENE

The Commission will reconvene into Open Session for possible action resulting from any items posted and legally discussed or deliberated in Executive Session.

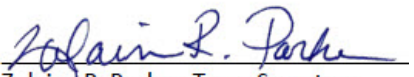
7. ADJOURN

NOTE: The Planning & Zoning Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by Texas Government Code Section 551.071(Consultation with Attorney); Section 551.072 (Deliberations about Real Property); 551.073 (Deliberations about Gifts and Donations); 551.074 (Personnel Matters); 551.076 (Deliberations about Security Devices); 551.087(Economic Development Negotiations).

CERTIFICATION

I, Zolaina R. Parker, Town Secretary, for the Town of Northlake, Texas, hereby certify that the above agenda was posted on the official bulletin board located at Town Hall, 1500 Commons Circle, Suite 300, Northlake, Texas 76226, on July 12, 2024 by 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.




Zolaina R. Parker, Town Secretary

NOTICE: THE TOWN OF NORTHLAKE'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT(ADA). THE TOWN WILL PROVIDE ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED IF REQUESTED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE TOWN SECRETARY'S OFFICE AT 940-242-5702 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD), BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATIONS CAN BE ARRANGED.

NORTHLAKE PLANNING & ZONING COMMISSION COMMUNICATION



DATE: July 16, 2024
REF. DOC.: Unified Development Code (UDC); Engineering Design Manual (EDM)
SUBJECT: Briefing - Approved Plats Report
GOALS/ OBJECTIVES: Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed

BACKGROUND INFORMATION:

- Recent UDC update:
 - Allows for administrative approval of plats
 - Provides that report of approved plats be presented to P&Z
- Following plats approved in June 2024

Florance Road Business Park - Preliminary Plat

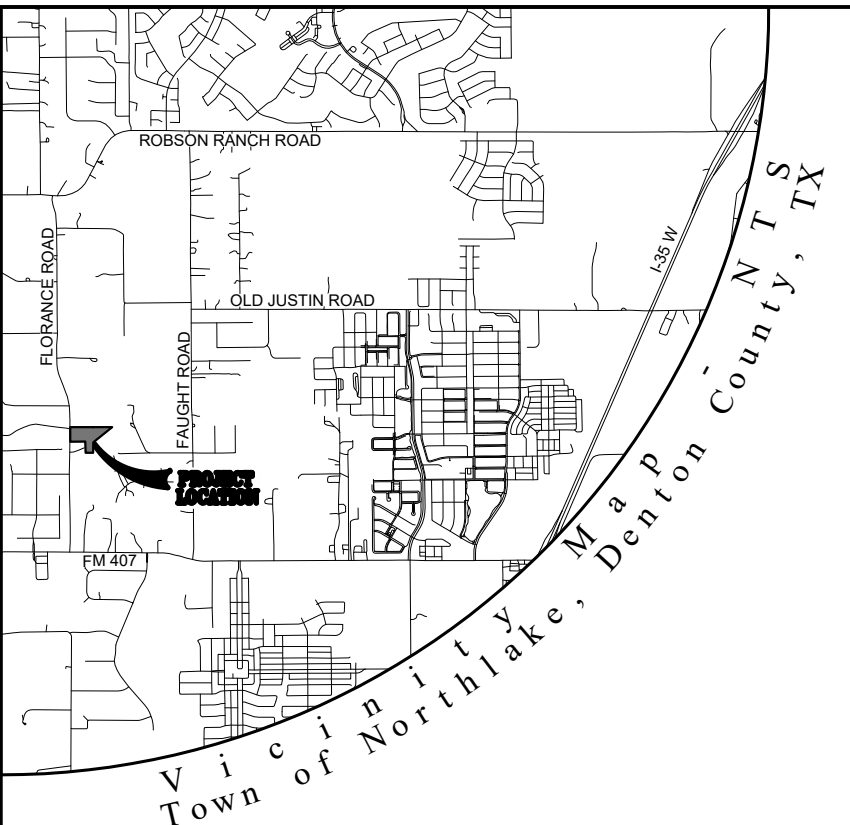
- Site:
- 8.633 acres west of Florence Road approximately 3,000 feet north of FM 407 in extraterritorial jurisdiction (ETJ) of Town of Northlake
- Zoning:
- ETJ - No Zoning / Proposed Commercial/Industrial zoning upon annexation
- Summary:
- 6-lot commercial/light industrial development
 - Development agreement in negotiation to include annexation

The Ridge at Northlake Phase 4 - Final Plat

- Site:
- 76.177 acres approximately 1,500 feet south of Robson Ranch Road at Cleveland-Gibbs Road
- Zoning:
- Mixed-Use Planned Development (MPD)
- Summary:
- 224 single-family residential lots
 - 11 common area/open space lots

P&Z ACTION:

Provide feedback as P&Z deems necessary

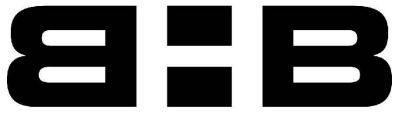


GENERAL NOTES

- BASIS OF BEARING BEING NORTH AMERICAN DATUM OF 1983(2011) EPOCH 2010.00 - TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE USING THE ALLTERRA RTKNET COOPERATIVE NETWORK. DISTANCES SHOWN ARE U.S. SURVEY FEET DISPLAYED IN SURFACE VALUES.
- ALL PROPERTY CORNERS ARE 5/8 INCH CAPPED IRON ROD MARKED 'BHB INC' SET UNLESS OTHERWISE NOTED.
- THIS SURVEY HAS BEEN PREPARED WITHOUT BENEFIT OF A CURRENT COMMITMENT FOR TITLE INSURANCE, ADDITIONAL EASEMENTS OR RESTRICTIONS MAY AFFECT THIS PROPERTY.
- SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE CITY SUBDIVISION ORDINANCE AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
- OPEN AREAS AND DRAINAGE SYSTEM MAINTENANCE IS THE PROPERTY OWNERS ASSOCIATION RESPONSIBILITY.
- WATER SERVICE TO BE PROVIDED BY:
TOWN OF NORTHLAKE
1500 COMMONS CIR, STE 300
NORTHLAKE, TEXAS 76226
PHONE: (940) 648-3290
WEBSITE: [HTTPS://WWW.TOWN.NORTHLAKE.TX.US/289/WATER](https://www.town.northlake.tx.us/289/WATER)
- ELECTRIC SERVICE PROVIDED BY:
COSERV
7701 S STEMMONS
CORNITH, TX 76210
PHONE: (940) 321-7800
WEBSITE: [HTTPS://WWW.COSERV.COM](https://www.coserv.com)
- SEWER SERVICE TO BE PROVIDED BY PRIVATE SEPTIC SYSTEM. SANITARY SEWER TO BE HANDLED BY FACILITIES APPROVED BY THE DENTON COUNTY HEALTH DEPARTMENT.
- NO TELEPHONE SERVICE PROVIDED.
- THE MAINTENANCE OF PAVING, GRADING, AND DRAINAGE IMPROVEMENTS AND/OR EASEMENTS SHOWN ON THIS PLAT ARE THE RESPONSIBILITY OF THE INDIVIDUAL PROPERTY OWNERS AND DOES NOT CONSTITUTE ACCEPTATION OF THE SAME FOR MAINTENANCE PURPOSES BY DENTON COUNTY OF THE TOWN OF NORTHLAKE.
- ALL SURFACE DRAINAGE EASEMENTS, SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, FOUNDATIONS, PLANTING, AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY.
- BLOCKING THE FLOW OF WATER OR CONSTRUCTION IMPROVEMENTS IN THE SURFACE DRAINAGE EASEMENTS, FILLING, OR OBSTRUCTION THE FLOODWAY IS PROHIBITED.
- DENTON COUNTY OR TOWN OF NORTHLAKE WILL NOT BE RESPONSIBLE FOR ANY DAMAGE, PERSONAL INJURY, OR LOSS OF LIFE OR PROPERTY OCCASIONED BY FLOODING OR FLOODING CONDITIONS.
- THE EXISTING CREEKS OR DRAINAGE CHANNELS TRAVERSING ALONG OR ACROSS THE ADDITION WILL REMAIN AS OPEN CHANNELS AND WILL BE MAINTAINED BY THE INDIVIDUAL PROPERTY OWNERS OF THE LOT OR LOTS THAT ARE TRAVERSED BY OR ADJACENT TO THE DRAINAGE COURSES ALONG OR ACROSS THE LOTS.
- NO CONSTRUCTION WITHOUT WRITTEN APPROVAL FROM DENTON COUNTY SHALL BE ALLOWED WITHIN AND IDENTIFIED "FIRM" FLOODPLAIN AREA, AND THEN ONLY AFTER A DETAILED FLOODPLAIN DEVELOPMENT PERMIT INCLUDING ENGINEERING PLANS OR STUDIES TO SHOW THAT NO RISE IN THE BASE FLOOD ELEVATION (BFE) WILL RESULT, THAT NO FLOODING WILL RESULT, THAT NO OBSTRUCTION TO THE NATURAL FLOW OF WATER WILL RESULT, AND SUBJECT TO ALL OWNERS OF THE PROPERTY AFFECTED BY SUCH CONSTRUCTION BECOMING A PARTY TO THE REQUEST. WHERE CONSTRUCTION IS PERMITTED, ALL FINISHED FLOOR ELEVATIONS SHALL BE A MINIMUM OF TWO FEET ABOVE THE 100-YEAR FLOOD ELEVATION.

FLOOD ZONE NOTE

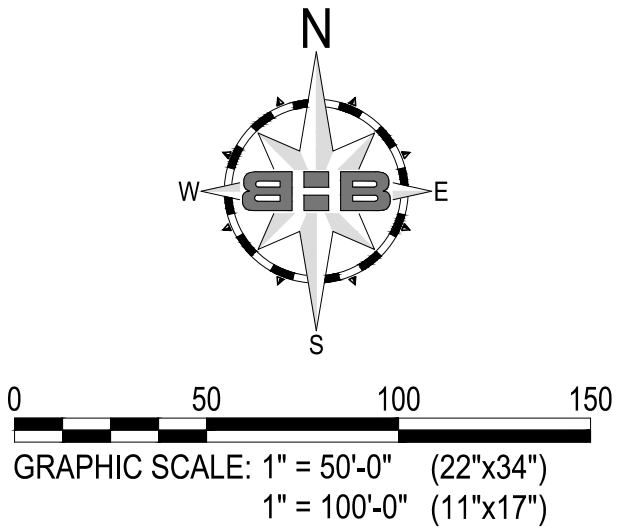
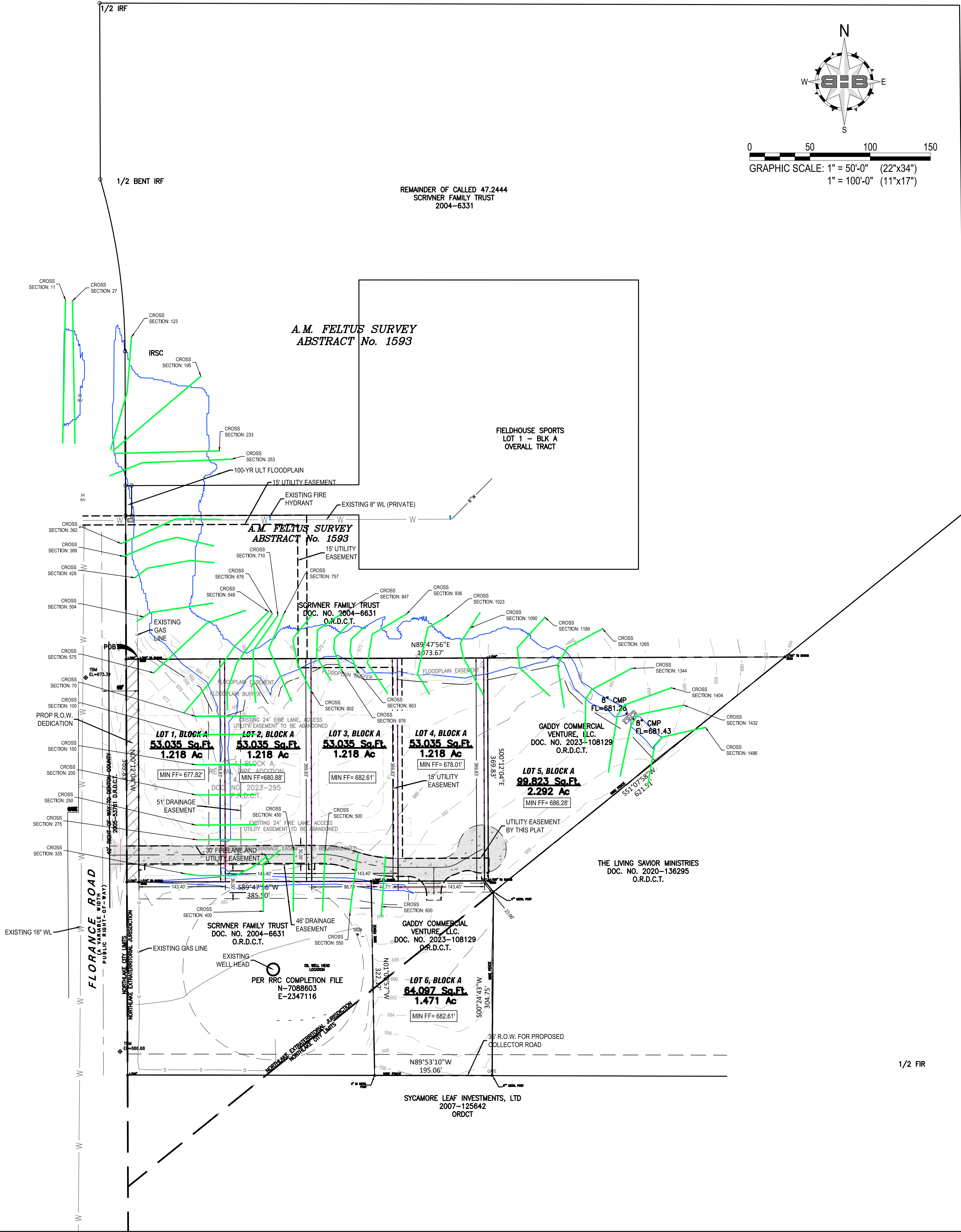
ACCORDING TO GRAPHICAL PLOTTING THE SUBJECT PROPERTY LIES WITHIN ZONE X - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FIRM, FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 48121C0485G, MAP REVISED APRIL 18, 2011.



BAIRD, HAMPTON & BROWN
engineering and surveying

1901 Martin Drive, Suite 100 Weatherford, TX 76086
mail@bhbc.com • 817.596.7575 • bhbc.com
TBPE Firm #44 • TBPLS FIRM #10194146

OWNER/DEVELOPER
GADDY COMMERCIAL VENTURES
11104 CARTWRIGHT DRIVE,
DENTON, TX 76207
BRIAN GADDY
(817) 909-7959



METES & BOUNDS

BEING a tract of land situated in the A.M. Feltus Survey, Abstract Number 1593, Denton County, Texas, and being all of Lot 1, Block A, same being an Revival Fire Addition, an addition to Denton County, according to the plat thereof recorded under Document Number 2023-295, Plat Records, Denton County, Texas, and also being all of a tract of land described to Gaddy Commercial Venture, LLC., as recorded in Document Number 2023-108129, Official Records, Denton County, Texas (O.R.D.C.T.), and being more particularly described by metes and bounds as follows: (Bearings referenced to U.S. State Plane Grid 1983 - Texas Central Zone (4202) NAD83 as established using the AllTerra RTKNet Cooperative Network. Reference frame is NAD83(2011) Epoch 2010.0000. Distances shown are U.S. Survey feet displayed in surface values.):

BEGINNING at a found 1/2-inch capped iron rod marked "TQ Burks 5509" for the northwest corner of said Lot 1, Block A, same being an outer el corner of a remainder tract of land described in deed to Scrivner Family Trust, as recorded in Document Number 2004-6631 (O.R.D.C.T.), and also being on the east right-of-way line of Florance Road (a variable width public right-of-way);

THENCE North 89°47'56" East, with the common line of said Lot 1, Block A, and said Scrivner tract, at 580.00 feet passing a found 1/2-inch iron rod for the northeast corner of said Lot 1, Block A, same being the northwest of aforesaid Gaddy Commercial Venture tract, and now continuing with the common line of said Gaddy Commercial Venture tract and said Scrivner tract for a total distance of 1,073.67 feet to a found 1/2-inch capped iron rod marked "TQ Burks 5509" for the northeast corner of said Gaddy Commercial Venture tract and being on the northwest line of a tract of land described in deed to The Living Savior Ministries, as recorded in Document Number 2020-136295 (O.R.D.C.T.);

THENCE South 51°07'58" West, with the common line of said Gaddy Commercial Venture tract and said Ministries tract, a distance of 621.51 feet to a found 4-inch metal post;

THENCE South 00°24'43" West, continuing with the common line of said Gaddy Commercial Venture tract and said Ministries tract, a distance of 304.75 feet to a found 6-inch metal fence corner post for the southeast corner of said Gaddy Commercial Venture tract, same being the southwest corner of said Ministries tract, and along being on the north line of a tract of land described in deed to Sycamore Leaf Investments, LTD., as recorded in Document Number 2007-125642 (O.R.D.C.T.);

THENCE North 89°53'10" West, with the common line of said Gaddy Commercial Venture tract and said Sycamore Leaf Investments tract, a distance of 195.06 feet to a found 4-inch metal post for the southwest corner of said Gaddy Commercial Venture tract, same being the southeast corner of the aforementioned Scrivner remainder tract;

THENCE North 1°00'57" West, with the common line of said Gaddy Commercial Venture tract and said Scrivner tract, a distance of 322.17 feet to a found 1/2-inch capped iron rod marked "TQ Burks 5509" for the common corner of said Gaddy Commercial Venture tract and said Scrivner remainder tract, and also being on the south line of aforementioned Lot 1, Block A;

THENCE South 89°47'56" West, with the common line of said Lot 1, Block A and said Scrivner tract, a distance of 385.50 feet to a found 1/2-inch capped iron rod marked "TQ Burks 5509" for the southeast corner of said Lot 1, Block A, and being on the east right-of-way line of aforementioned Florance Road;

THENCE North 00°12'14" West, with the common line of said Lot 1, Block A and said east right-of-way line, a distance of 369.83 feet to the **POINT OF BEGINNING** and containing 376,058 square feet or 8.633 acres of land more or less.

ULTIMATE WATER SURFACE ELEVATIONS					
Cross Section	Ultimate		Cross Section	Ultimate	
	WSEL (ft)	Vel (ft/s)		WSEL (ft)	Vel (ft/s)
EXISTING NORTH TRIBUTARY			EXISTING NORTH TRIBUTARY (CONTINUED)		
1486	684.28	3.15	362	662.43	1.06
1432	683.13	3.41	253	661.4	0.54
1404	682.61	3.33	233	661.4	0.49
1344	680.8	4.48	195	661.4	0.48
1265	678.76	4.36	123	661.38	0.9
1189	677.97	2.27	27	656.98	7.01
1090	676.01	3.61	11	656.62	4.6
1023	674.67	1.92	PROPOSED ON-SITE CHANNEL		
936	673.05	3.1	600	680.61	2.7
903	672.45	2.7	550	680.08	2.8
876	671.66	4.19	500	679.10	4.1
847	670.44	2.9	450	678.88	1.8
802.00*	668.96	3.83	400	678.86	0.9
757	667.87	2.42	335	678.77	1.5
710	666.51	4.34	275	675.82	7.8
676	665.89	1.59	250	674.80	5.0
648	665.16	4.6	200	673.91	4.3
575	663.97	2.62	150	672.46	5.9
504	662.67	4.43	100	670.05	6.0
429	662.46	1.1	70	667.68	3.9
389	662.44	1.34			

LEGEND

B.L.....Building Line
CIRF.....Found 1/2-Inch Capped Iron Rod
CIRF(I).....Found 1/2-Inch Capped Iron Rod marked "JBI"
DOC.....Document
D.R.D.C.T.....Deed Records, Denton County, Texas
FD.....Found
IRF.....1/2-Inch Iron Rod Found
IRS.....Set 5/8-Inch Capped Iron Rod marked "BHB INC"
NO.....Number
P.R.D.C.T.....Plat Records, Denton County, Texas

PRELIMINARY PLAT

of
FLORENCE ROAD
BUSINESS PARK

LOTS 1-6, BLOCK A
BEING 8.633 ACRES SITUATED WITHIN
A.M FELTUS SURVEY, ABSTRACT NO. 1593
IN THE TOWN OF NORTHLAKE ETJ, DENTON COUNTY, TEXAS
MARCH 2024

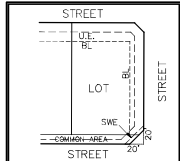
PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

APPROVAL BY THE PLANNING & ZONING COMISSION

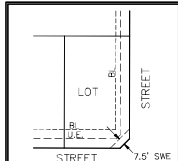
Date _____

Town Manager, Town of Northlake _____

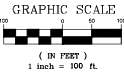
Town Secretary, Town of Northlake _____



TYPICAL SIDEWALK EASEMENT
AT COMMON AREA
(N.T.S.)



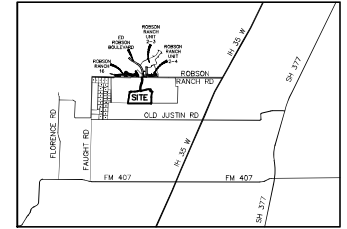
TYPICAL LOT
SIDEWALK EASEMENT
(N.T.S.)



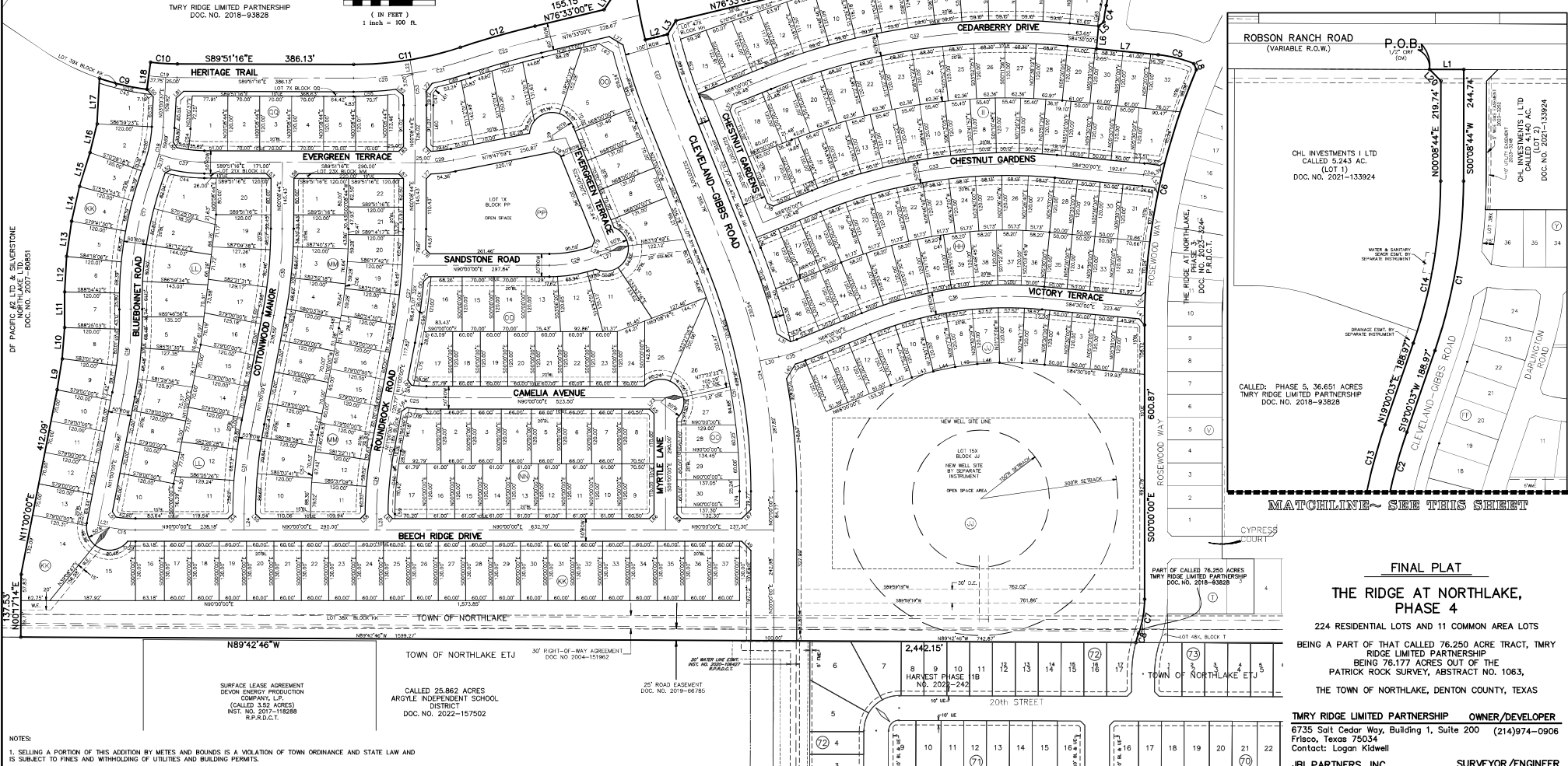
MATCHLINE~ SEE THIS SHEET

LEGEND

- IRON ROD FOUND
- BUILDING LINE
- RIGHT-OF-WAY
- VOLUME
- PAGE
- DOCUMENT NUMBER
- RADIUS
- SEWAGE EASEMENT
- UTILITY EASEMENT
- DRAINAGE EASEMENT
- WALL MAINTENANCE EASEMENT
- NOT TO SCALE
- STREET NAME CHANGE INDICATOR



VICINITY MAP (N.T.S.)



FINAL PLAT

THE RIDGE AT NORTHLAKE,
PHASE 4

224 RESIDENTIAL LOTS AND 11 COMMON AREA LOTS

BEING A PART OF THAT CALLED 76.250 ACRE TRACT, TMRY

THE RIDGE LIMITED PARTNERSHIP

BEING 76.177 ACRES OUT OF THE

PATRICK ROCK SURVEY, ABSTRACT NO. 1063,

THE TOWN OF NORTHLAKE, DENTON COUNTY, TEXAS

TMRY RIDGE LIMITED PARTNERSHIP OWNER/DEVELOPER

6735 Salt Cedar Way, Building 1, Suite 200 (214)974-0906

Frisco, Texas 75034

Contact: Logan Kidwell

JBI PARTNERS, INC. SURVEYOR/ENGINEER

2121 Midway Road, Suite 300 (972)248-7676

Corrollton, Texas 75006

Contact: Daniel Dewey, P.E.

TBPE No. F-438 TBPLS No. 10076000

NOTES

1. SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF TOWN ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND BUILDING PERMITS.
2. ALL CORNERS ARE ONE-HALF INCH IRON ROD WITH YELLOW CAP STAMPED "B" SET UNLESS OTHERWISE NOTED.
3. ACCORDING TO COMMUNITY PANEL NO. 48121005050 AND 48121003650 DATED APRIL 18, 2011 OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM MAP, THIS PROPERTY IS WITHIN UNSHADDED ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 500-YEAR FLOODPLAIN), WHICH IS NOT A SPECIAL FLOOD HAZARD AREA. THIS SITE IS NOT WITHIN AN IDENTIFIED SPECIAL FLOOD HAZARD AREA, THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE, OR RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.

NORTHLAKE PLANNING & ZONING COMMISSION COMMUNICATION



DATE: July 16, 2024
REF. DOC.: Unified Development Code (UDC)
SUBJECT: Briefing - Planning & Zoning Commission Training
GOALS/ Plan Intentionally and Responsibly; 3.3 - Review and revise town plans as needed
OBJECTIVES:

BACKGROUND INFORMATION:

- General training provided to Planning & Zoning Commission (P&Z) at June 25th meeting
 - P&Z basics including establishment, role and powers, and membership
 - Items relevant to all boards such as open meetings act, parliamentary procedure, and ethics
- Town staff will provide further training on specific items P&Z has authority to act on:
 - Comprehensive Plan
 - Zoning
 - Platting

P&Z ACTION:

- Learn relationship and elements of comprehensive plan, zoning, and platting
- Provide feedback as P&Z deems necessary

NORTHLAKE PLANNING & ZONING COMMISSION COMMUNICATION



DATE: July 16, 2024
REF. DOC.: Northlake Home Rule Charter
SUBJECT: Consider approval of meeting minutes from June 25, 2024
**GOALS/
OBJECTIVES:** Invest in Infrastructure; 4.5 - Leverage technology and equipment to deliver services

BACKGROUND INFORMATION:

- Approve Minutes from:
 - June 25, 2024

P&Z ACTION:

Approve Propose Meeting Minutes Draft



**NORTHLAKE PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
TOWN HALL - COUNCIL CHAMBER
1500 COMMONS CIRCLE, SUITE 300, NORTHLAKE, TEXAS 76226
JUNE 25, 2024**

After determining that a quorum was present, the Planning and Zoning Commission convened in a Regular Meeting on June 25, 2024, at 5:30 p.m., in the Town Hall - Council Chambers, 1500 Commons Circle, Suite 300, Northlake, Texas, where the following was discussed and/or considered:

1. CALL TO ORDER

Chairperson King called the meeting to order at 5:30 p.m., roll call was noted as follows:

Linda King	Jana Hall
Chris Amarante	Danny Simpson
Joshua Pezzuto	Saketh Parsa
Robert Keeker	

2. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

A. Briefing - Town Council actions on Planning & Zoning Commission items

The item was presented by Nathan Reddin, Development Service Director, and commentary followed.

There was no consensus as the item was for information purposes only.

B. Briefing - Annual Board Training

The item was presented by Nathan Reddin, Development Service Director, and Zolaina Parker, Town Secretary, and commentary followed.

There was no consensus as the item was for information and training purposes only.

3. PUBLIC INPUT

None

4. ACTION ITEMS

- A. Consider approval of meeting minutes for May 21, 2024

APPROVED

The item was not presented, and no discussion followed.

Commissioner Pezzuto moved to approve the item. Motion seconded by Vice-Chairperson Hall. Motion passed.

AYES (7): Amarante, Hall, Keeker, King, Parsa, Pezzuto, Simpson

NAYS (0): None

ABSENT (0): None

- B. Consider selection of:

i. Chairperson

ii. Vice-Chairperson

Commissioner Amarante moved to appoint Commissioner Pezzuto as Chairperson and Commissioner King as Vice-Chairperson. Motion seconded by Commissioner Keeker. Motion passed.

AYES (7): Amarante, Hall, Keeker, King, Parsa, Pezzuto, Simpson

NAYS (0): None

ABSENT (0): None

- C. Consider approval of a Site Plan of Northlake Crossing West, Lots 1, 3 & 4, a proposed 29,800 square-foot commercial development in three buildings on a 4.03-acre tract of land in the Patrick Rock Survey, Abstract No. 1063, generally located at the southwest corner of Robson Ranch Road and Cleveland-Gibbs Road

APPROVED RECOMMENDATION

The item was presented and discussion followed.

Commissioner Simpson moved to approve the item as presented. Motion seconded by Vice-Chairperson King. Motion carried.

AYES (7): Amarante, Hall, Keeker, King, Parsa, Pezzuto, Simpson

NAYS (0): None

ABSENT (0): None

5. ADJOURN

With no further business, Chairperson Pezzuto adjourned the meeting at 6:09 p.m.

Joshua Pezzuto, Chairperson

Attest:

Zolaina R. Parker, Town Secretary

MINUTES APPROVED ON: _____

NORTHLAKE PLANNING & ZONING COMMISSION COMMUNICATION



DATE: July 16, 2024

REF. DOC.: Unified Development Code (UDC); Engineering Design Manual (EDM); Sec. 212.0101, Texas Local Government Code (TLGC)

SUBJECT: Consider a recommendation on a preliminary plat of Northlake Acres, a proposed 4-lot commercial development on a 65.74-acre tract of land in the Patrick Rock Survey, Abstract No. 1063, generally located east of Faught Road and approximately 3,700 feet north of FM 407 in the extraterritorial jurisdiction of the Town of Northlake - Case # 23-PLA00036

**GOALS/
OBJECTIVES:** Protect the Public; 1.4 - Ensure safe community standards and processes

BACKGROUND INFORMATION:

Applicant/Developer: DFW Northlake Acres, LL

Engineer/Surveyor: Thomas Hoover Engineering

Zoning: Extraterritorial Jurisdiction (ETJ) - No Zoning

Site:

- Proposed 4-lot commercial development
- 65.74-acre tract of land in the Patrick Rock Survey, Abstract No. 1063,
- Generally located east of Faught Road and approximately 3,700 feet north of FM 407 in the extraterritorial jurisdiction of the Town of Northlake

Summary:

- Preliminary Plat application for Northlake Acres
 - 3 commercial lots proposed to be developed in ETJ
 - Water service proposed from private well to be certified as Public Water Supply
 - Sewer service to be handled by on-site sewage facilities (OSSF)
 - New streets/right-of-way dedication per updated Master Thoroughfare Plan

Staff Analysis:

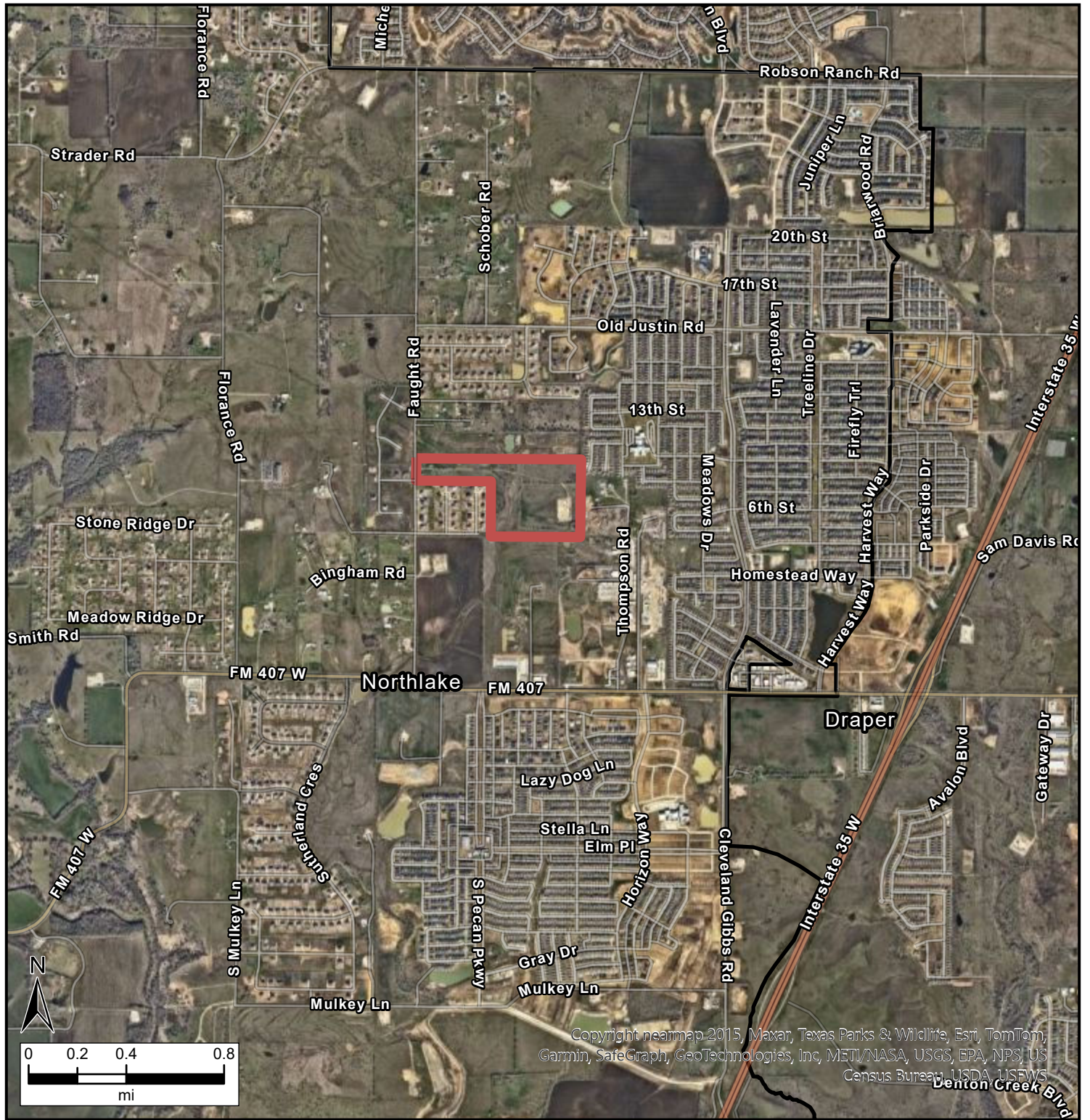
- Applicant submitted final plat application in accordance with requirements of UDC
- However outstanding comments remain related to drainage study approval and evidence of groundwater supply
 - Plat acceptable for conditional approval subject to all remaining comments being addressed as outlined in letter from Town Engineer, Halff, dated July 3, 2024
 - One comment related to Senate Bill 2440 which went into effect on January 1, 2024
 - Amends Sec. 212.0101 of TLGC to require certain plats for subdivision of land include evidence of groundwater supply

- Review comment (Preliminary Plat Comment #11) requested required Certification Form and Plat Attesting Form to demonstrate groundwater supply
- Applicant requests waiver which may be authorized by "municipal authority responsible for approving plats" if:
 - "Based on credible evidence of groundwater availability in the vicinity of the proposed subdivision, the municipal authority determines that sufficient groundwater is available and will continue to be available to the subdivided tract of land; and"
 - "The proposed subdivision divides the tract into not more than 10 parts."
 - Since plat proposes to subdivide tract into 3 lots, a waiver may be considered
 - Applicant has provided letter requesting waiver which includes supporting evidence of groundwater availability for consideration
- Since waiver is requested, plat cannot be administratively approved
 - P&Z to consider recommendation
 - Town Council to consider approval

P&Z ACTION:

- Recommend approval of preliminary plat with condition that all outstanding comments from July 3rd letter to be addressed
- Recommend approval of preliminary plat with condition that all outstanding comments from July 3rd letter to be addressed except that Preliminary Plat Comment #11 be waived based on:
 - Credible evidence that sufficient groundwater is available and will continue to be available to the subdivided tract of land; and
 - The proposed subdivision divides the tract into not more than 10 parts.
- Recommend disapproval of preliminary plat based on outstanding comments from July 3rd letter

Northlake



Legend

- Northlake Boundary
- Green: Band_2 Green: Band_2
- Blue: Band_3 Blue: Band_3
- Red: Band_1 Red: Band_1

Nearmap Reference Layer



Date: 5/22/2024

Northlake



Legend

- Northlake Boundary
- Green: Band_2 Green: Band_2
- Blue: Band_3 Blue: Band_3
- Red: Band_1 Red: Band_1

Nearmap Reference Layer



July 3, 2024
AVO 31647, MA02

Mr. Nathan Reddin
Development Director
The Town of Northlake
1500 Commons Circle
Suite 300
Northlake, Texas 76226

**Re: Northlake Acres – Preliminary Plat
Third Review**

Dear Mr. Reddin,

The Town of Northlake requested Halff review the Northlake Acres Preliminary Plat and supporting documents. The plans prepared by Thomas Hoover Engineering, LLC dated November 3, 2023, were received November 3. We have completed the review and have the following comments:

Preliminary Plat

1. See comments on attached markups and address.
Response: Markups addressed, and "Annotated Responses" have been provided with this submittal.
2. Provide a downstream assessment for the proposed development and roadway improvements in accordance with Section 1.1.3.6 and 1.1.3.7 of the Northlake EDM. The study should demonstrate no adverse impacts to adjacent properties.
Response: Downstream assessment by other provided with this submittal.
2nd Review: See downstream assessment comments provided separately.
Response: Per meeting on 06/07/2024, DSA comments are being addressed under a separate application by BHB, Inc. For the Preliminary Plat, all drainage calculations and structures sizing shown is based on fully developed conditions with a time of concentration of 10 minutes minimum. All information will be verified and revised accordingly to be consistent with the Downstream Assessment at the time of Final Platting and Construction Plans application process.
3rd Review: DSA must be accepted for preliminary platting prior to preliminary plat approval.
3. Evaluate the site and provide a report documenting any Waters of the United States or other regulated bodies present on the site in accordance with Clean Water Act Section 404.
Response: Report by others provided with this submittal.
2nd Review: Addressed.
4. Provide the necessary calculations to demonstrate proposed channel and drainage easement size.
Response: Calculations provided with DSA by others.
2nd Review: See DSA comments provided separately.
5. Dimension rights of way and easements.
Response: Dimensions added as requested.



2nd Review: Addressed.

6. Label all existing easements with recording documentation, existing gas wells, and offset dimensions.

Response: Labels added as requested.

2nd Review: Addressed.

7. Provide gross acreage for all non-resident lots, approximate area of residential, and approximate area of streets, parks and other non-residential uses.

Response: Acreage added as requested.

2nd Review: Addressed.

8. Verify road centerline radii meet minimum requirements in EDM Table II-3.

Response: Centerline radii revised.

2nd Review: Addressed.

9. Verify lot number and other title block information.

Response: Information revised accordingly.

2nd Review: Addressed.

10. General Plat Notes – verify notes apply to this preliminary plat and revised as necessary.

Response: Notes revised accordingly.

2nd Review: Addressed.

11. Improvement Statement 1 indicates water is to be provided by the Town of Northlake. The property will be required to annex into the Town to receive water service.

Response: Water will be provided by private system, improvement statement revised.

2nd Review: Since the subdivision will be supplied by well water, complete Certification Form: Groundwater Availability for Platting (TCEQ-20982) in accordance with 30 TAC Section 230.3(c) and Plat Attesting Form (TCEQ-209893) in accordance with 30 TAC 230.1(c)(2).

Response: It is our understanding that this requirement may be waived if the subdivision is less than 10 parts. Per meeting on 06/07/2024, Nathan R. is verifying this information with the Town Legal Department and will provide further guidance on our options. The estimated water demand is approximately 1800 gpd for full build-out of this site. This estimate is based on 50 connections, 2 employees and 18 gal/day/person. The future buildings are expected to be approximately 4,000-5,000 sf with one restroom each.

3rd Review: The waiver must be approved by the Planning and Zoning Commission and the Town Council.

12. Verify County in all other notes.

Response: Notes revised accordingly.

2nd Review: Utility Easements note refers to Wise County.

Response: Revised as requested.

3rd Review: Addressed.

Grading

13. General comments:

- a. Label existing and proposed contours.

Response: Labels added.

2nd Review: Addressed.

- b. Provide offsite and onsite flow arrows.

Response: Flow arrows added.

2nd Review: Addressed.

- c. Show and label existing and proposed storm drains, culverts, and other storm water infrastructure.

Response: Labels added.

2nd Review: Addressed.

- d. Label existing roads.

Response: Labels added.

2nd Review: Addressed.

- 14. Offsite grading requires an agreement with the adjacent property owner(s). Provide either letter(s) of permission or temporary construction easements.

Response: Grading revised and limited to onsite.

2nd Review: Addressed.

- 15. Coordinate grading with adjacent proposed developments.

Response: Grading is being tied in based on approved plans provided by the Town.

2nd Review: Addressed.

- 16. Show and label any jurisdictional waters.

Response: Labels added.

2nd Review: Addressed.

Drainage

- 17. General comments:

- a. Label existing and proposed contours.

Response: Labels added.

2nd Review: Addressed.

- b. Provide offsite and onsite flow arrows.

Response: Flow arrows provided.

2nd Review: Provide flow arrows in Creek Meadows subdivision.

Response: Flow arrows provided.

3rd Review: Addressed.

- c. Show and label existing and proposed storm water infrastructure.

2nd Review: Addressed.

- d. Label existing roads.

Response: Labels added.

2nd Review: Addressed.

- e. Provide and overall drainage area map showing all contributing areas.

Response: Downstream assessment by others provided with this resubmittal.

2nd Review: See DSA comments provided separately.

Response: Per meeting o 06/07/2024, DSA comments are being addressed under a separate application.

- 18. Offsite flow area is approximately 570 acres. Provide HMS model in accordance with EMD for areas larger than 200 acres. The analysis should include existing, proposed, and ultimate conditions. Analyze proposed channel improvement to account for any loss of valley storage. Use Modified Puls routing.

Response: Downstream Assessment by others provided with this submittal.

2nd Review: See DSA comments provided separately.

Response: Per meeting o 06/07/2024, requested HMS models and analysis is being provided with the DAS application by BHB, Inc.

19. Provide RAS analysis of Denton Creek Tributary 7 for pre and post development conditions. Include proposed road crossings and demonstrate no adverse impacts to adjacent properties through the zone of influence.
Response: Information provided in Downstream Assessment by others with this submittal.
2nd Review: See DSA comments provided separately.
Response: Per meeting o 06/07/2024, requested RAS models and analysis is being provided with the DAS application by BHB, Inc.
20. Provide pre and post development comparisons of water surface elevations and flows.
Response: Information provided in Downstream Assessment by others with this submittal.
2nd Review: See DSA comments provided separately.
Response: Per meeting o 06/07/2024, DSA comments are being addressed under a separate application by BHB, Inc.
21. Provide an existing drainage area map.
Response: Information provided in Downstream Assessment by others with this submittal.
2nd Review: See DSA comments provided separately. Divide area D4 to quantify offsite flow entering the site.
Response: Per meeting o 06/07/2024, DSA comments are being addressed under a separate application by BHB, Inc.
22. Include hydrologic parameter calculations and exhibits.
Response: Information provided in Downstream Assessment by others with this submittal.
2nd Review: See DSA comments provided separately.
Response: Per meeting o 06/07/2024, DSA comments are being addressed under a separate application by BHB, Inc.
23. Provide a preliminary drainage plan for proposed roads.
Response: Preliminary Drainage Plan provided with this submittal.
2nd Review: Provide ditch sections with the calculations.
Response: Ditch section added as requested.
3rd Review: Verify flows and velocities. Provide 1' freeboard. Ditch berm crest should be 10' wide minimum.
24. Provide drainage easements to convey all offsite water through the site. See the attached markups for specific locations.
Response: Drainage easements added as requested.
3rd Review: Addressed.
25. Show and label all existing drainage and floodplain easements.
Response: Easements added as requested.
3rd Review: Coordinate these with the drainage study when it is completed.
26. Provide preliminary culvert sizing for all proposed culverts and ensure culverts convey the design flow.
Response: Preliminary culvert sizes added as requested.
3rd Review: Verify culvert design flows and provide minimum freeboard to top of road.
27. Show the Hawthorne Estates grading on the drainage area map. Delineate the area draining to this property, which is mostly the existing gas easements.
Response: Per our 06/07/2024 meeting, Drainage Basin "B" was revised per Hawthorne Addition Plans.
3rd Review: Addressed. Drainage Basin B is shown according to Hawthorne plans.
28. Use fully developed conditions for sizing of public infrastructure in drainage calculations.



Response: Drainage calculations and sizes revised accordingly.

3rd Review: Addressed.

29. Use 10-minute inlet time for commercial fully developed conditions.

Response: All preliminary drainage calculations revised to 10 TC.

3rd Review: Addressed.

30. Provide ditch calculations for the ditch where Ditch E and D6 merge.

Response: Ditch calculations provided as requested.

3rd Review: Addressed.

The Engineer shall revise the preliminary plat and associated documents in accordance with the comments above and provide a written response that addresses each comment. If you have any questions or need additional information, please do not hesitate to call me at (817) 764-7472.

Sincerely,

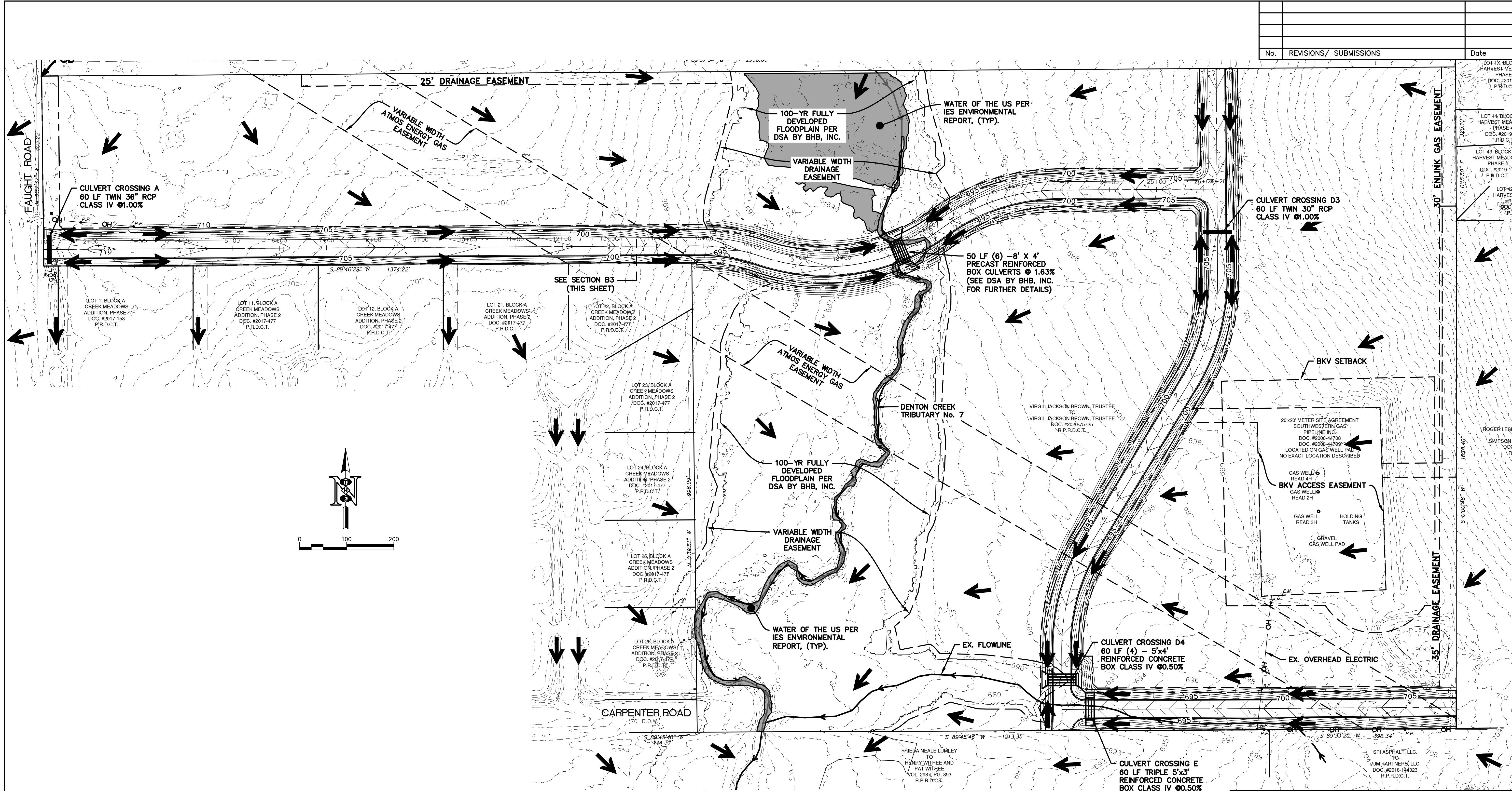
HALFF

A handwritten signature in blue ink, appearing to read "D.W. Haar", with a stylized flourish at the end.

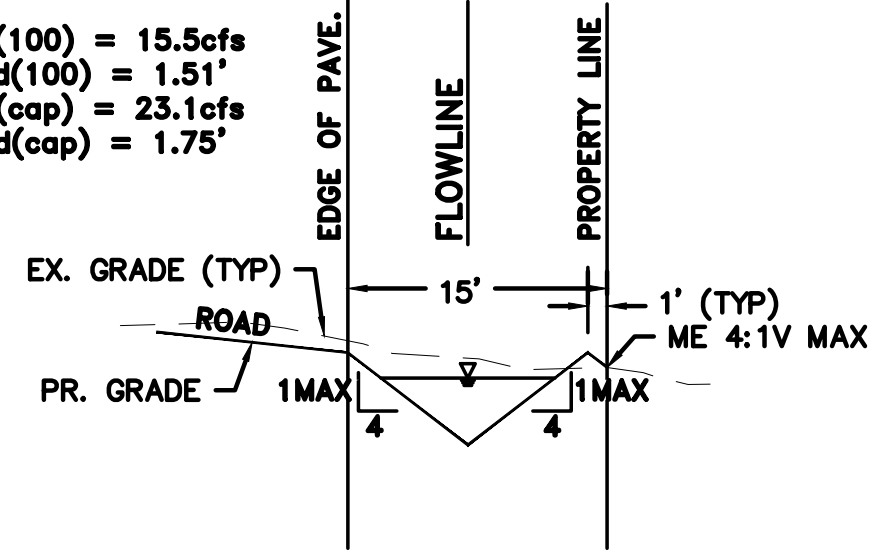
Dennis W. Haar, P.E.

Attachments: Markups

No.	REVISIONS/ SUBMISSIONS	Date



Q(100) = 15.5cfs
d(100) = 1.51'
Q(cap) = 23.1cfs
d(cap) = 1.75'



CROSS-SECTION B3 (TYP)
N.T.S.

PREPARER/ENGINEER
THOMAS HOOVER ENGINEERING, LLC
P.O. BOX 1808
KELLER, TX 76244
817/913-1350 PHONE
CONTACT: THOMAS HOOVER
tom.theng@yahoo.com

PRELIMINARY
FOR INTERIM REVIEW ONLY

By THOMAS L. HOOVER P.E.# 62493
Date 06-10-2024

THOMAS HOOVER ENGINEERING, LLC
NOT FOR CONSTRUCTION, BIDDING, OR PERMIT
PURPOSES

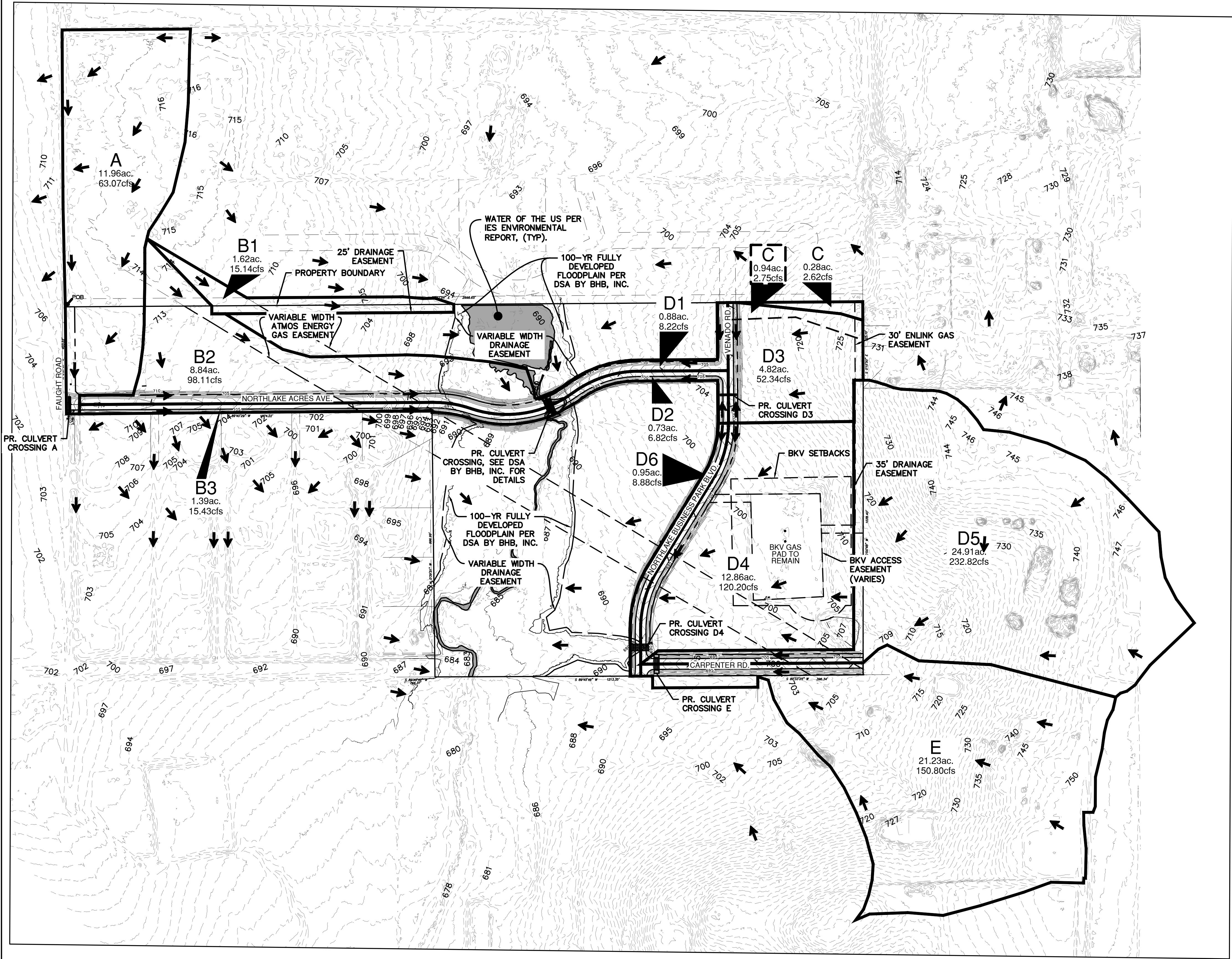
THOMAS HOOVER ENGINEERING, LLC
P.O. BOX 1808
KELLER, TEXAS 76244
(817) 913-1350 PHONE
T.B.P.E. FIRM REGISTRATION NO. 006009

TEXAS BUSINESS PARKS
BEING A PART OF THE
P. ROCK SURVEY, A-1063
DENTON COUNTY, TEXAS.
68.00 ACRES OF LAND

NORTHLAKE ACRES PRELIM. GRADING PLAN

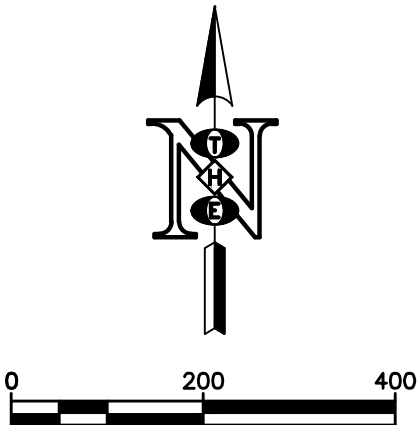
DESIGNED	TLH	SCALE	1" = 100'	SHEET #	02
DRAWN	JAC	DATE	06-10-2024		
CHECKED	TLH				

No.	REVISIONS/ SUBMISSIONS	Date



LEGEND

— PROPOSED DRAINAGE AREA
- - - EXISTING DRAINAGE AREA
- - - EXISTING CONTOUR
— PROPOSED CONTOUR



[E] EXISTING DRAINAGE AREA LABEL
19.61ac.
139.29cfs

E PROPOSED DRAINAGE AREA LABEL
19.61ac.
139.29cfs

DRAINAGE NARRATIVE

TYPICAL EXISTING DRAINAGE PATTERNS WERE MAINTAINED IN PROPOSED CONDITIONS. THIS MAP SHOWS DRAINAGE DIVIDES USED TO REDUCE SHEET FLOW ACROSS PROPERTY LINES AND TO SIZE ONSITE STORM STRUCTURES.

BASIN A IS USED TO SIZE CULVERT CROSSING 'A' AT THE PROPOSED FAUGHT ROAD ACCESS. BASIN B1, B2, D1, D2, D3, D4, D5, D6 AND E ARE USED FOR SIZING PROPOSED ROADSIDE DITCHES AND CULVERT CROSSINGS. RUNOFF FROM THESE BASINS IS INTERCEPTED BY THE PROPOSED ROADSIDE DITCH AND CONVEYED TOWARDS THE EXISTING CREEK FOUND GENERALLY IN THE MIDDLE OF THE SITE. BASIN C WAS REDUCED IN AREA TO KEEP THE PEAK RUNOFF DRAINING NORTH TOWARDS FUTURE HAWTHORNE ESTATES DEVELOPMENT BELOW EXISTING CONDITIONS.

REFER TO DOWNSTREAM ASSESSMENT PERFORMED BY BHB, INC. FOR SUPPLEMENTAL DRAINAGE INFORMATION.

- NOTES**
- OVERALL DRAINAGE DIVIDES BASED ON DOWNSTREAM ASSESSMENT BY BHB, INC.

PREPARER/ENGINEER
THOMAS HOOVER ENGINEERING, LLC
P.O. BOX 1808
KELLER, TX 76244
817/913-1350 PHONE
CONTACT: THOMAS HOOVER
tom.theng@yahoo.com

**PRELIMINARY
FOR INTERIM REVIEW ONLY**

By THOMAS L. HOOVER P.E.# 62493
Date 06-10-2024

THOMAS HOOVER ENGINEERING, LLC
NOT FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES

THOMAS HOOVER ENGINEERING, LLC
P.O. BOX 1808
KELLER, TEXAS 76244
(817) 913-1350 PHONE
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**TEXAS BUSINESS PARKS
BEING A PART OF THE
P. ROCK SURVEY, A-1063
DENTON COUNTY, TEXAS.
68.00 ACRES OF LAND**

PRELIMINARY DRAINAGE PLAN

DESIGNED	TLH	SCALE	
DRAWN	JAC	DATE	
CHECKED	TLH	06-10-2024	

SHEET #
03

June 28, 2024

Nathan Reddin,
Development Director
Town of Northlake
1500 Commons Circle, Suite 300
Northlake, Texas 76226

Re: Since the subdivision will be supplied by well water, complete Certification Form: Groundwater Availability for Platting (TCEQ-20982) in accordance with 30 TAC Section 230.3(c) and Plat Attesting Form (TCEQ-209893) in accordance with 30 TAC 230.1(c)(2)

Dear Nathan,

This letter is to request a waiver from the above-mentioned criteria. I understand that the Town must require groundwater availability certification in the platting application and approval process for subdivisions when groundwater is proposed as the primary source for water supply. It is also my understanding that the Town may waive this requirement per Local Government Code Section 12.0101(1)(B) if the proposed subdivision divides the tract into not more than 10 parts. The intent of the Northlake Acres Plat is to subdivide the existing tract into 3 lots which appears to meet this criterion.

The request of this waiver is not to avoid any water well design or construction requirements. I have contracted Collier Consulting to oversee and verify the water quality, well construction, conduct a 36-hour aquifer pump test, and water plant production disinfection design under the supervision of a Professional Engineer as required by TCEQ for the Public Water Supply Certification.

The estimated future needs for the development are approx. 30gpm, being less than 5% of the allowed production rate as further detailed in the attached correspondence from Collier Consulting. The low anticipated demands should help minimize future drawdowns of the water table which will help to preserve and protect the groundwater resources in the area as is the goal of the North Texas Groundwater Conservation District. Unlike our adjacent location, which we annexed into the city of Northlake, this property will require each tenant to be on at least a 12,000 sqft pad. The number of tenants per acre and therefore the pressure on the system will be very minimal relative to our adjacent property,

It's been a very long process but we are coming to the finish line. We appreciate you guys being willing to work with us on this and the Northlake Business Park project next door and we look forward to our continued relationship with the city.

Thank you for attention to this matter,

TX Business Parks