



PLANNING AND ZONING COMMISSION MEETING AGENDA

August 02, 2023 at 7:00 PM

Town Hall - 1941 E. Jeter Road, Bartonville, TX 76226

A. CALL MEETING TO ORDER

B. 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.

D. REGULAR ITEMS

E. PUBLIC HEARINGS AND ACTION ITEMS

- 1.** Public hearing to consider an ordinance amending the Town of Bartonville Code of Ordinances, Chapter 14, Article 14.02, Exhibit "A," Ordinance 361-05, Zoning Ordinance, by amending, Chapter 12, Village Center District (VC), Article 12.2, Uses Permitted, by granting a Conditional Use Permit to allow for the operation of an Event Center use located at 1001 I.T. Neely Road.

F. FUTURE ITEMS

G. ADJOURNMENT

CERTIFICATION

I hereby certify that this Notice of Meeting was posted on the Town Website, and on the bulletin board, at Town Hall of the Town of Bartonville, Texas, a place convenient and readily accessible to the public at all times. Said Notice was posted on the following date and time; and remained posted continuously prior to the scheduled time of said meeting and shall remain posted until meeting is adjourned.

/s/ Andrea Carpenter, Deputy Town Secretary

Posted: July 28, 2023 at 3:30 PM

The Planning and Zoning Commission reserves the right to adjourn into a closed meeting or executive session as authorized by Texas Government Code, Sections 551.001, et seq. (the Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.088 of the Texas Open Meetings Act. Any final action, decision,

or vote on a matter deliberated in a closed meeting will only be taken in an open meeting that is held in compliance with Texas Government Code, Chapter 551.

Agenda Removed from Town of Bartonville Bulletin Board on: _____

By: _____, *Title:* _____



PLANNING AND ZONING COMMUNICATION

DATE	August 2, 2023
FROM:	Thad Chambers, Town Administrator
AGENDA ITEM:	Public hearing to consider an ordinance amending the Town of Bartonville Code of Ordinances, Chapter 14, Article 14.02, Exhibit "A," Ordinance 361-05, Zoning Ordinance, by amending, Chapter 12, Village Center District (VC), Article 12.2, Uses Permitted, by granting a Conditional Use Permit to allow for the operation of an Event Center use located at 1001 I.T. Neely Road.

Applicant: McAdams Co., Marty Bryan

Zoning: Village Center (VC)

Summary: The applicant has applied for a Conditional Use Permit to allow for the operation of an Event Center generally located at 1001 I.T. Neely Road, described as Lot 1R, Block A, Yeti Addition. The Town of Bartonville previously approved a CUP via Ordinance 734-22. However, the applicant wishes to make changes to the previously approved site plan. In accordance with Bartonville Zoning Ordinance (BZO) Section 16.6, no conditionally permitted use shall be enlarged, extended, increased in intensity or relocated unless an application is made for a new conditional use permit in accordance with the procedures set forth in this section. As there is no provision in the BZO for administrative approval of any amendment to the approved CUP, the Town determined that a new CUP application would be required.

An Event Venue/ Banquet Hall is a permitted use by conditional use permit, only, in the Village Center zoning district.

Site Plan

The Site Plan submitted with the CUP application was deemed incomplete. Therefore, a full Site Plan submittal would be required following the approval of a Conditional Use Permit for the property, in accordance with BZO Chapter 3. The Site Plan will require review and approval by the Bartonville Town Council.

Staff Recommendation: Approve with conditions. The following conditions of approval are recommended as written in the current CUP:

Security personnel for all events occurring at the Event Center approved by this Ordinance shall be provided by the owner/operator of the Event Center at no cost to the Town of Bartonville, as follows:

1. One (1) peace officer shall be provided as security for any event containing up to 50 persons in attendance;
2. Two (2) peace officers shall be provided as security for any event containing 51 to 200 persons in attendance;
3. Two (2) peace officers shall be provided as security for any event that utilizes the lawful service of alcoholic beverages to event attendees through the use of two (2) bar areas notwithstanding if the number of persons in attendance is less than 51 persons;
4. Three (3) peace officers shall be provided as security for any event containing in excess of 201 persons in attendance;
5. Coordination and scheduling of peace officers required hereunder shall occur between the Chief of Police of the Bartonville Police Department, or his designee, and the owner/operator of the Event Center in sufficient time ahead of all events to ensure compliance with these conditions;
6. Each peace officer providing security at any event shall be paid a standard hourly rate as agreed upon between the Chief of Police of the Bartonville Police Department and the owner/operator of the Event Center, with a two (2)-hour minimum payment required, and payment to each peace officer shall be made by the owner/operator of the Event Center before the beginning of the event in sufficient monetary amount to pay each peace officer for the minimum payment amount required hereunder, or for the entire event time period, whichever is greater;
7. The term "peace officer" as used herein means a person elected, employed, or appointed as a peace officer under Article 2.12, Texas Code of Criminal Procedure, or other law; and
8. The failure to comply with the above security personnel requirements, including the underpayment of a peace officer, will result in the prohibition/termination of the event until such time as the above security personnel requirements are satisfied.

Attachments:

1. CUP Application
2. Site Plan Application
3. Letter of Intent
4. Concept Plan
5. Rendering
6. Completeness Determination Letter
7. Mailed Notice Letter
8. Mailed Notice List



Town of Bartonville

Application for Conditional Use Permit

Item E1.

All applications must be submitted in accordance with the Submission Schedule attached hereto. Please complete the attached checklist. A site plan application must be submitted with all Conditional Use Permit Applications.

Applicant (Owner or Agent, Specify): McAdams - Doug Powell

Mailing Address: 201 Country View, Rounder, TX 76082

Phone: 469.312.0623 Fax: _____

Email Address*: dipowell@McAdamsco.com
(*This will be the primary method of communication)

Owner's Name(s) if different¹: Marty Bryan

Owner's Address: 913 Hat Creek, Bartonville, TX

Phone: 972-849-5177 Fax: _____

General Location of Property: 1001 W Meely Rd

Current Zoning: Village Center

Legal Description of Property: Yeti Addr, Blk A, Lot 1R
(Attach Complete Metes and Bounds Description)

Use Being Requested (In accordance with Appendix C:Land Use Table, of the Town of Bartonville's Comprehensive Zoning Ordinance): _____

I hereby certify that the information concerning this proposed zoning change is true and correct and that I am the owner of record or the authorized for the owner of the above described property.

Signature of Applicant/Owner

05/30/23

Date

STAFF USE ONLY:	
Date Submitted: _____	Fee Paid: _____
Accepted By: _____	Check No. : _____
P & Z Public Hearing: _____	Metes & Bounds Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Council Public Hearing: _____	Notarized Statement: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

¹ A NOTARIZED statement that authorizes the agent to represent the owner(s) in this matter must be attached to this application.

All applications must contain the required information as specified in the Town of Bartonville's Comprehensive Zoning Ordinance, (Code of Ordinances, Chapter 14, Exhibit "A"), including but not limited to Chapter 16 relating to conditional use permits.

ITEMS TO BE INCLUDED:

✓	Completed Application
✓	Notarized statement signed by each property owner
✓	Tax certificate indicating no taxes are due
✓	Application Fee
✓	Completed Site Plan Application and documentation (to be submitted on a separate form)

APPLICATION REVIEW PROCEDURES

Upon initial submittal, your case will be distributed to the following for review: Bartonville Water Supply Corporation or Argyle Water Supply Corporation (as applicable), the Argyle Volunteer Fire District and the Town Engineer and other members of the Development Review Committee (DRC). The Plan(s) will then be scheduled for a DRC meeting (see attached schedule). At the DRC meeting, each department will furnish a copy of comments/concerns to the applicant. Once the plans are corrected, revisions must be submitted. The revisions will then go before the Planning and Zoning Commission (P&Z) for their review and recommendation. Once the P&Z Commission has made their recommendation, the Town Council will review and take action on the application.

SUBMITTAL REQUIREMENTS FOR DEVELOPMENT REVIEW COMMITTEE (DRC):

**See attached schedule for submittal deadlines.

Upon initial submittal the following is required

1. A set of ten (10) full size plans;
2. One (1) 11" X 17" copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

SUBMITTAL REQUIREMENTS FOR P&Z COMMISSION:

**See attached schedule for submittal deadlines.

Once the DRC has made their recommendation, the following is required on or before the deadline for revisions to the P&Z in accordance with the attached schedule:

1. An additional set of ten (10) full size plans;
2. One (1) 11" X 17" copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

SUBMITTAL REQUIREMENTS FOR TOWN COUNCIL:

**See attached schedule for submittal deadlines.

Once the P&Z Commission has made their recommendation, the following is required on or before the deadline for revisions to the Council in accordance with the attached schedule:

1. An additional set of ten (10) full size plans;
2. One (1) 11" X 17" copy; and
3. A digital copy of the plans in pdf form to be submitted via CD.

EXPIRATION OF CONDITIONAL USE PERMIT

A conditional use permit shall expire if:

1. A building permit for the use has not been approved within one (1) year of the date of approval of the permit;
2. The building permit subsequently expires;
3. The use has been discontinued or abandoned for a period exceeding six (6) months; or
4. A termination date attached to the permit has passed.

CRITERIA FOR APPROVAL

A. Factors - When considering applications for a conditional use permit, the Commission and the Council shall evaluate the impact of the proposed conditional use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at the particular location, and shall consider the extent to which:

1. The proposed use at the specified location is consistent with the policies embodied in the adopted Comprehensive Plan;
2. The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
3. The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhood and includes improvements either on-site or within the public rights-of-way to mitigate development-related adverse impacts, such as traffic, noise, odors, visual nuisances, drainage or other similar adverse effects to adjacent development and neighborhoods;
4. The proposed use does not generate pedestrian and vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;
5. The proposed use incorporates roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development generated traffic on neighborhood streets;
6. The proposed use incorporates features to minimize adverse effects, including visual impacts, of the proposed conditional use on adjacent properties; and
7. The proposed use meets the standards for the zoning district, or to the extent variations from such standards have been requested, that such variations are necessary to render the use compatible with adjoining development and the neighborhood.

B. Conditions - The Commission may recommend and the council may require such modifications in the proposed use and attach such conditions to the conditional use permit as are necessary to mitigate adverse effects of the proposed use and to carry out the spirit and intent of this section. Conditions include but are not limited to matters related to limitation of building size or height, increased open space, increased impervious surface, enhanced loading and parking requirements, additional landscaping and improvements including curbing and pedestrian amenities, vehicular access and parking, placement or orientation of buildings and entryways, buffer yards, landscaping and screening, signage restrictions and design, maintenance of buildings and outdoor areas, duration of the permit and hours of operation.



NOTARY FORM

Town of Bartonville

THE FOLLOWING IS TO BE COMPLETED BY EACH OWNER THAT IS NOT SIGNING THIS APPLICATION.

Dated: 5/30/22

I, Marty Bryan, owner of the Property located at ~~MSADAMMS IT MEELY~~ do hereby certify that I have given my permission to MCADAMS ENGINEERS, to submit this conditional use permit application.

Marty Bryan
Print Name

[Signature]
Signature of Owner

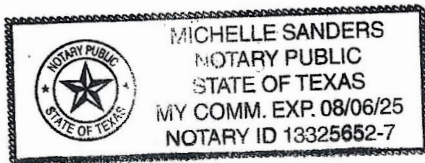
913 HAT CREEK CT. BARTONVILLE
Address TX 76226

972-849-5177
Phone No.

State of Texas §
County of Denton §

Before me, Michelle Sanders, a Notary Public in and for said County and State, on this day personally appeared Marty Bryan known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)



Michelle Sanders
Notary



TOWN OF BARTONVILLE SITE PLAN APPLICATION/SITE PLAN AMENDMENT APPLICATION

1. Applicant:

Name: McAdams/ Doug Powell

Address: 201 Country View Drive

City/State: Roanoke, Texas Zip: 76262

Office #: 469.312.0623 Cell #: _____ Fax #: _____

Email Address: dpowell@mcadamsco.com

2. Property Owner:

Name: Marty Bryan

Address: 913 Hat Creek Court

City/State: Bartonville, Texas Zip: 76226

Office #: 972.849.5177 Cell #: 972.849.5177 Fax #: _____

Email Address: martywbryan@gmail.com

3. Site Location:

Street Address: 1001 IT Neely Rd

Lot, Block, & Subdivision Name: Lot 1R & 2, Block A, Yeti Addition

4. Summarize the proposed development. If necessary, use a separate sheet.

Village Center

5. Present Zoning: VC -Village Center **Present Land Use:** Vacant

Future Land Use Designation: Village Center

6. All applications must contain the required information as specified in the Town of Bartonville's Comprehensive Zoning Ordinance, (Code of Ordinances, Chapter 14, Exhibit "A").

I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND TOWN COUNCIL MEETING

FAILURE TO APPEAR before the Planning and Zoning Commission or Town Council for more than one (1) hearing without an approved delay by the Town Administrator or his/her designee shall constitute sufficient grounds to table or deny the request unless the Town is notified at least 72 hours prior to the hearing.

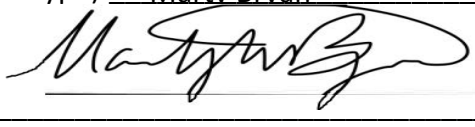
DENIALS BY THE PLANNING AND ZONING COMMISSION shall be forwarded to Town Council, along with the Commission's reasons for denial and will require a ¾ favorable vote of all members of Town Council.

TABLED BY THE PLANNING AND ZONING COMMISSION: The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Applicant Name (print or type): Doug Powell

Applicant signature: 

Owner Name (print or type): Marty Bryan

Owner signature: 

Date Received _____ Date Paid _____ Receipt Number _____



NOTARY FORM

Town of Bartonville

THE FOLLOWING IS TO BE COMPLETED BY EACH OWNER THAT IS NOT SIGNING THIS APPLICATION.

Dated: 5/30/22

I, Marty Bryan, owner of the Property located at ~~MCADAMS IT MEELY~~ do hereby certify that I have given my permission to MCADAMS ENGINEERS, to submit this conditional use permit application.

Marty Bryan
Print Name

[Signature]
Signature of Owner

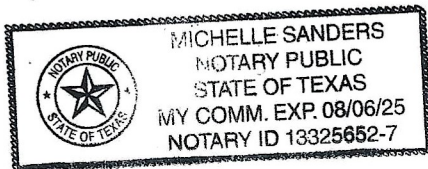
913 HAT CREEK CT. BARTONVILLE
Address TX 76226

972-849-5177
Phone No.

State of Texas §
County of Denton §

Before me, Michelle Sanders, a Notary Public in and for said County and State, on this day personally appeared Marty Bryan known to me to be the person whose name is subscribed to the foregoing certificate, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

(Seal)



Michelle Sanders
Notary

CHAPTER 3. SITE PLANS

3.1 PURPOSE

A. This Section establishes a review process for nonresidential developments. The purpose is to ensure that a development project is in compliance with all applicable Town ordinances and guidelines prior to commencement of construction. (Ordinance 361-05 adopted 3/22/05)

3.2 GENERAL SITE PLAN

A. Approval Process

1. Maximum of Four Steps: The review process shall include up to four (4) steps:
 - a. Pre-application conference;
 - b. Site Plan;
 - c. Approval of other required plans or plats (see the Development Ordinance for platting requirements); and
 - d. Construction of project (after Town approval of all required plans and plats).

2. Site Plan Required

a. A General Site Plan shall be required for development within the AG, RE-5, RE-2, R-1, MH, RLI, RB, VC, GC and P/SP zoning districts and specified in Subsection 3.2 E. below.

b. The approval process for a General Site Plan shall generally be reviewed by the Town Secretary, Town Planner, Town Engineer, recommendation by the Planning and Zoning Commission, and final consideration by the Town Council.

c. General - For the purposes of this Zoning Ordinance, the term "required plan(s)" is intended to refer to any of the plans specified in this Zoning Ordinance, as applicable.

B. Official Submission Date and Completeness of Application: The "official submission date" shall be the date upon which a complete application for approval of a required plan is submitted to the Town Secretary.

1. No application shall be deemed officially submitted until the Town Secretary determines that the application is complete and a fee receipt is issued by the Town.

2. Applications for any required plan must include all required information listed here and all such required information must be submitted in order for a Site Plan application to be considered complete and to be accepted for official submission by the Town.

a. An application for a Site Plan with notarized signatures of the owner or his/her designated representative if the applicant is not the owner of the subject property;

b. Application fee as established on the Town of Bartonville schedule of fees;

c. Verification that all taxes and assessments on the subject property have been paid;

d. Copies of the Site Plan, including all information specified by this Ordinance and the Town of Bartonville's Development Ordinance, on 24" x 36" sheet(s) drawn to a known engineering scale that is large enough to be clearly legible and other required information, the quantity of which shall be determined by the Town Secretary, or his/her designee;

e. General layout for the required public improvements (water, wastewater, grading/storm drainage, streets, water quality, fire lanes and hydrants, screening and landscaping, etc.), the

quantity of which shall be determined by the Town Secretary, or his/her designee;

f. Reduced copies (11" x 17") of the site plan as required by the Town Secretary, or his/her designee;

g. Landscaping and irrigation plans, the quantity of which shall be determined by the Town Secretary, or his/her designee; and

h. Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the Town Secretary, or his/her designee, in order to ensure that the development request is understood.

C. Supplemental Requirements: The Town's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

D. Pre-Application Conference: Prior to formal application for approval of a required site plan, the applicant(s) should consult with the Town's Development Review Committee in order to become familiar with the Town's development regulations and the development process. At the pre-application conference, the developer may be represented by his/her land planner, engineer, surveyor, or other qualified professional.

E. Applicability: Submission and approval of a General Site Plan shall be required for development within the AG, RE-5, RE-2, R-1, MH, RLI, RB, VC, GC and P/SP zoning districts as follows:

1. For any new nonresidential development;
2. For any increase in an existing nonresidential structure that is greater than thirty (30) percent of the existing building square footage; or
3. For that portion of a single-family residential development that contains a private amenity or facility - i.e. recreation center, park, horse stable, etc.

F. Building Permit and Certificate of Occupancy: No building permit shall be issued until a Site Plan, as required, and all other required engineering/construction plans are first approved by the Town. No certificate of occupancy shall be issued until all construction and development conforms to the Site Plan and engineering/construction plans, as approved by the Town.

G. Extent of Area That Should Be Included In a Site Plan: When the overall development project is to be developed in phases, the area included within the Site Plan shall include only the portion of the overall property that is to be developed/constructed.

H. Principles and Standards for Site Plan Review and Evaluation: The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the Town of Bartonville, and to ensure that all developments are, to the best extent possible, constructed according to the Town's codes and ordinances.

The Town Secretary, or his/her designee, shall review the Site Plan for compliance with all applicable Town ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Bartonville; for the promotion of the health, safety, order, efficiency, and economy of the Town; and for the maintenance of property values and the general welfare.

General Site plan review and evaluation by the Town Secretary, or his/her designee, shall be performed with respect to the following:

1. The plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the Town of Bartonville.

2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
3. The relationship of the development to adjacent uses in terms of harmonious design, facade treatment, setbacks, building materials, maintenance of property values, and any possible negative impacts.
4. The provision of a safe and efficient vehicular and pedestrian circulation system.
5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.
6. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.
7. The coordination of streets so as to arrange a convenient system consistent with the Thoroughfare Plan of the Town of Bartonville, as amended.
8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
10. The location, size, accessibility, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
11. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
12. Protection and conservation of watercourses and areas that are subject to flooding.
13. Provision of the adequate capacity of public or private facilities for water, sewer, paved access to and through the development, electricity, storm drainage, and adequate traffic management.
14. Consistency with the Comprehensive Plan of the Town of Bartonville, as amended.
15. In approving a Site Plan, the Town Council may impose additional reasonable conditions necessary to protect the public interest and welfare of the community. When considering an application for site design and use, the Planning and Zoning Commission may recommend and the Town Council may include any or all of the following conditions if they find it necessary to meet the intent and purpose of the standards of this Ordinance:
 - a. Require a maximum increase of up to twenty percent (20%) in the width or required plant materials for perimeter bufferyards in order to ensure compatibility between different land uses.
 - b. Require such modifications in the landscaping plan as will ensure proper screening and aesthetic appearance.
 - c. Require plantings and ground cover to be predominant, not accessory, to other inorganic or dead organic ground cover.
 - d. Require retention of significant physical features of a site. Said significant physical features includes, but are not limited to: existing stands of trees, protected trees as specified by the Town's tree preservation standards, bodies of water, watercourses, floodplains and other flood hazard areas, and other natural features.
 - e. Require the modification or revision of the placement, design or remodeling of structures,

signs, accessory buildings, etc. to be consistent with the standards of this Ordinance.

- f. Specify the type and placement or shielding of lights for outdoor circulation, parking, and security.
- g. Require new developments that produce more than five hundred (500) vehicle trips per day to provide traffic mitigation by means of traffic signals, traffic controls, turning islands, landscaping or any other means necessary to insure the viability, safety, and integrity of existing and proposed thoroughfares, based upon the results of a Traffic Impact Assessment meeting the minimum criteria specified in the Development Ordinance, as amended.
- h. Require pedestrian access, separate pedestrian accessways, sidewalks and protection from rain for pedestrians in new developments.
- i. Require developments to provide access to improved streets and, where possible, provide access to the lower order street rather than a major collector or arterial street as designated on the Thoroughfare Plan, as amended.
- l. Submission Requirements for Site Plan Approval: A Site Plan shall be prepared by a qualified civil engineer, land planner, architect or surveyor, and it shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.). To ensure the submission of adequate information the following information and items shall be submitted with an application for Site Plan approval in addition to any additional specific requirements for the review of Site Plan applications that may be devised and amended from time to time. It shall be the applicant's responsibility to obtain and be familiar with the requirements for Site Plan approval.
 1. A title block within the lower right-hand corner of the concept plan with the proposed name of the project/subdivision;
 2. The name and address of the owner/developer and the land planner, engineer architect or surveyor responsible for the design or survey;
 3. The scale of the drawing (both written and graphic scale) and north arrow;
 4. The date the drawing was prepared;
 5. Total site acreage and the location of the property according to the abstract and survey records of Denton County, Texas;
 6. A vicinity or location map that shows the location of the proposed development within the City (or its ETJ) and in relationship to existing roadways;
 7. The boundary survey limits of the tract and scale distances with north clearly indicated;
 8. The names of adjacent subdivisions (or the name of the owners of record and recording information for adjacent parcels of unplatted land), including parcels on the other sides of roads, creeks, etc.;
 9. The existing uses of the subject property;
 10. The general arrangement of future land uses, including the approximate number of lots and any residential uses anticipated;
 11. A generalized circulation plan for the subject property showing the proposed locations and patterns of motor vehicle and pedestrian traffic. Said circulation plan shall contain arrows indicating traffic flow;
 12. The existing zoning and existing/proposed uses on adjacent land;
 13. The location, width and names of all existing or platted streets or other public ways within or

adjacent to the tract;

14. The location, type, size and recording information for any existing easements located on the subject property or within two hundred (200) feet of the subject property. In the event no existing easements have been dedicated, a note to that effect shall be provided;
15. The location and building footprints of existing buildings located on the property. Existing buildings shall be noted as to those that are to remain and those that are to be removed;
16. Railroad rights-of-way located within two hundred (200) feet of the subject property;
17. Topography, including contours at five-foot intervals, with existing drainage channels or creeks;
18. Any 100-year floodplain as designated on the appropriate Flood Insurance Rate Map (FIRM) located on or within two hundred (200) feet of the subject tract. In the event that a 100-year floodplain is not located on the subject tract or within two hundred (200) feet of the subject tract, a note to that effect must be provided with the reference to appropriate panel number;
19. Any significant natural features such as rock outcroppings, caves, wildlife habitats, etc.;
20. All substantial natural vegetation;
21. Location of Gas/Oil wells or pipelines;
22. Location, type, size, and ownership of all existing water and wastewater lines. Said water and wastewater lines shall include all appurtenances - i.e. valves, hydrants;
23. Location, type, and size of all drainage and other underground structures;
24. Proposed connection to all existing water, wastewater, and drainage systems;
25. Adjacent political subdivisions, corporate limits, and/or school district boundaries;
26. Proposed strategies for tree preservation proposed strategies for tree preservation [sic] in accordance with Section 3.5 [\[Article 3.05\]](#) of the Town's Code of Ordinances (showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction);
27. The layout and width (right-of-way lines) of existing and proposed thoroughfares, collector streets and/or intersections, and a general configuration of proposed streets, lots and blocks, including proposed median openings and left turn lanes on future divided roadways;
28. Existing and planned driveways located within two hundred (200) feet of the subject tract, including those located on the opposite side of divided roadways;
29. A general arrangement of land uses and buildings, including but not limited to:
 - a. Proposed nonresidential and residential densities;
 - b. Building footprints for each proposed structure;
 - c. Building heights;
 - d. Building square footages for each proposed structure. For multi-tenant or multi-purpose buildings, show the square footage for each intended use;
 - e. Building massing and orientation;
 - f. Location of loading/service areas;
 - g. Location of recycling containers, compactors, dumpsters and their enclosures;

- h. Sidewalks and pedestrian walkways;
- i. Parking plan showing the proposed on-site parking stalls with dimensions and driveway aisles with dimensions;
- j. Retention/detention ponds with proposed aesthetic treatments;
- k. Screening walls;
- l. Fences;
- m. Signage;
- n. Fire lanes with dimensions for fire lane aisles and turn-arounds;
- o. A lighting plan for all external lighting demonstrating that the City's lighting standards have been met. Said lighting plan shall include the following:
 - 1. The location and type of all lighting fixtures including the height of all pole lights;
 - 2. A photometric analysis showing the estimated illumination at the property line;
 - 3. The type of illumination fixtures to be utilized;
 - 4. The type and method of shielding proposed;
 - 5. Visibility easements; and
 - 6. Any proposed sites for parks, schools, public facilities, public or private open spaces;
- 29[a]. A landscape plan meeting the Town of Bartonville standards for landscape plans as specified in [Chapter 18](#) of this Ordinance;
- 30. An irrigation plan meeting the Town of Bartonville standards for irrigation plans as specified in [Chapter 18](#) of this Ordinance;
- 31. Building facade (elevation) plans showing the type and color of the exterior materials to be utilized for each building or structure and each screening wall. Said building elevations shall be drawn to a scale of one inch equals twenty feet (1" = 20') or any such scale as designated by the Town Secretary, or his/her designee; and

Provision of the above items shall conform to the principles and standards of this Ordinance and the Comprehensive Plan. To ensure the submission of adequate information, the Town is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the Town Secretary, or his/her designee, shall have the authority to update such requirements for site plan and development review applications. It is the applicant's responsibility to be familiar with, and to comply with, these requirements.

J. Action by Planning and Zoning Commission or Town Council. An application for a site plan shall be considered administratively complete upon the occurrence of all of the following: (1) the Town staff and the Town Engineer have determined that the application for a site plan meets all requirements of applicable Town ordinances so that it may be reviewed by the Planning and Zoning Commission or Town Council; (2) the site plan has been placed on a duly posted agenda for the Planning and Zoning Commission or Town Council; and (3) the Planning and Zoning Commission or Town Council has taken action on the site plan. The Filing Date of a site plan means the date a site plan is considered by the Town to be administratively complete and is heard by either the Planning and Zoning Commission or Town Council.

The Planning and Zoning Commission or Town Council may take one of the following actions: (a) approve the site plan; (b) approve the site plan with conditions; or (c) disapprove the site plan.

In the event the Planning and Zoning Commission or Town Council conditionally approves or disapproves a site plan, the Planning and Zoning Commission or Town Council shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval, in accordance with Section 212.0091 of the Texas Local Government Code, as amended. After the conditional approval or disapproval of a site plan, the applicant may submit a written response that satisfies each condition for the conditional approval or remedies each reason provided for the disapproval, in accordance with Section 212.0093 of the Texas Local Government Code, as amended. In the event the Planning and Zoning Commission or Town Council receives such a response from the applicant, the Planning and Zoning Commission or Town Council shall determine whether to approve or disapprove the applicant's previously conditionally approved or disapproved plan not later than the fifteenth (15th) day after the date the response was submitted, in accordance with Section 212.0095 of the Texas Local Government Code, as amended.

The statutory 30-day time frame for site plan approvals, established by Chapter 212 of the Texas Local Government Code, shall commence on the Filing Date.

Pursuant to Section 212.009(b-2) of the Texas Local Government Code, as amended, upon application in writing by the applicant, the Planning and Zoning Commission or Town Council may approve one (1) Extension of Right to 30-Day Action, such Extension not to exceed 30 additional days.

K. Effect of Review/Approval: The Site Plan shall be considered authorization to proceed with construction of the site provided all other required Town approvals are obtained (such as final plat, engineering plans, etc.).

L. Validity and Lapse of Site Plan Approval:

1. The approved Site Plan shall be valid for a period of two (2) years from the date of Site Plan approval by the Town Council. By the end of the two-year period, the applicant must have completed the next "progress benchmark" as set forth below. If this is not accomplished, then the approved Site Plan shall expire and shall become null and void.

Approved Plan —> Next "Progress Benchmark"

Site Plan <— Engineering release and commencement of construction of public improvements, and application for a building permit for at least one of the buildings on the approved Site Plan within two (2) years following approval of the Site Plan.

2. Extension and Reinstatement Procedure:

a. Prior to the lapse of approval for a Site Plan, the applicant may petition the Town (in writing) to extend the Site Plan approval.

b. Such petition shall be considered by the Town Council, and an extension may be granted by the Town Council at such meeting.

c. If no petition is submitted, then the Site Plan shall be deemed to have expired and shall become null and void. Any new request for Site Plan approval shall be deemed a "new project," and shall be submitted with a new application form, with a new filing fee, and with new plans and materials in accordance with the procedures set forth in this Section. The new request shall also

be reviewed for compliance with the ordinances and regulations in effect at the time the new application is made.

d. In determining whether to grant a request for extension, the Town Council shall take into account the reasons for the lapse, the ability of the property owner to comply with any conditions attached to the original approval, and the extent to which development regulations would apply to the Site Plan at that point in time.

M. Notice: All Site Plan submissions shall be subject to the noticing requirements of [Appendix A.5](#), General Notice Requirements.



LETTER OF INTENT > THE RESERVE

May 31, 2023

Thad Chambers, CPM
Town Administrator
Town of Bartonville
1941 E Jeter Road
Bartonville, TX 7622

RE: The Reserve CUP Amendment

Mr. Chambers,

Please accept this letter, on behalf of Marty Bryan as an explanation of the proposed Conditional Use Permit Amendment. Since the original CUP was approved for the site last year there have been a few alterations to the site plan that was shown. The use of the site remains a proposed event center for weddings and other such events. The capacity of the site has not increased therefore there is no change to the impact of the use as proposed.

The few changes to the site plan include the addition of a chapel building and changes to the parking layout. The chapel has been added to benefit the operational use of the site for weddings. It has been determined that a separate space to hold the ceremony vs. the reception is something that most clients prefer. Again, the addition of the chapel does not increase the number of people that will be attending any one event.

The changes to the parking design -include removing spaces that were in the floodplain and showing spaces the Oncor has allowed within their easement.

We believe that the proposed changes are minimal and will not increase alter the impact the use will have on surrounding properties or lead to an increase in traffic, etc. The changes will actually make the site operate more efficiently and be better utilized by users of the site.

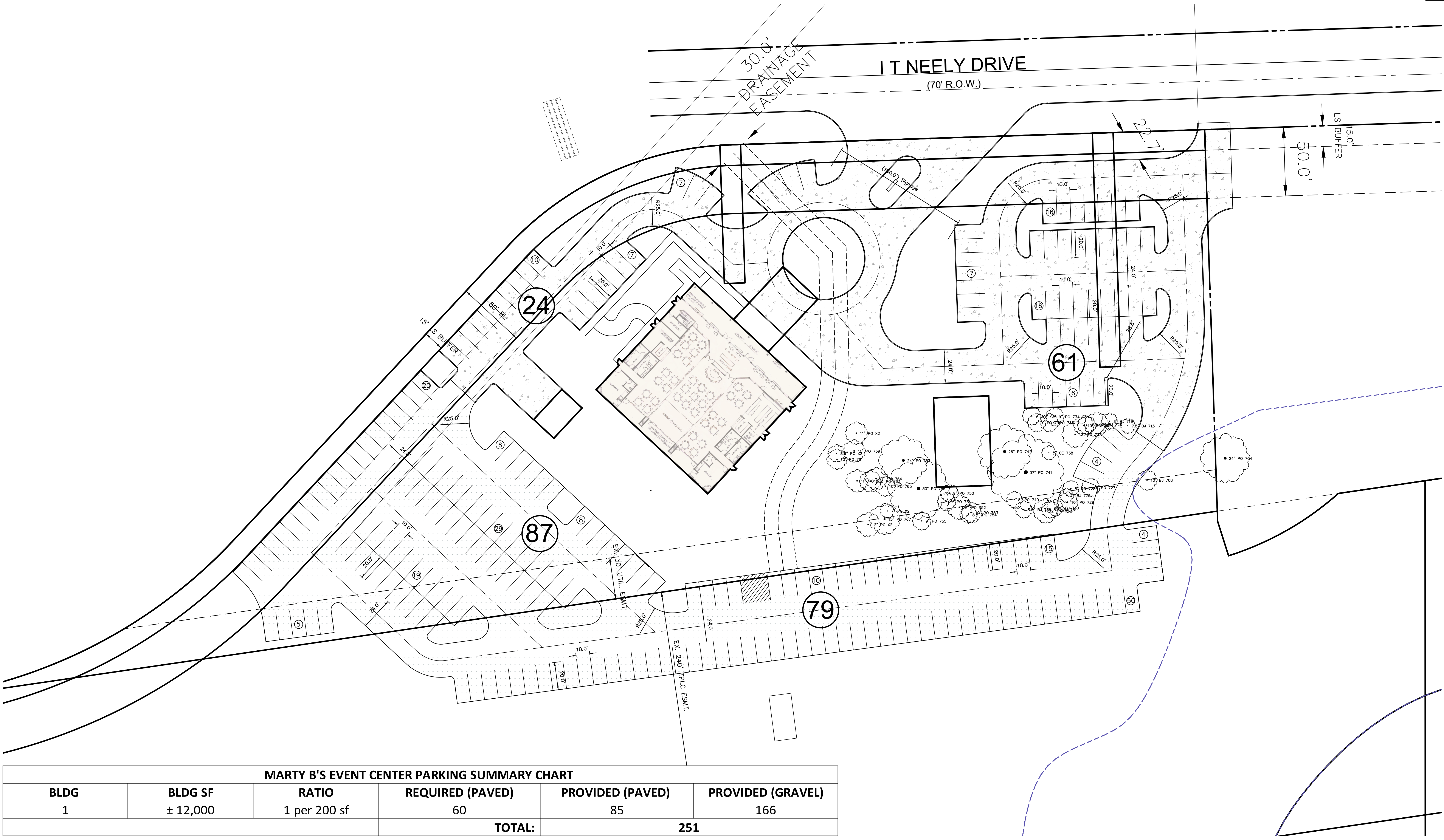
Please do not hesitate to contact us if you have any questions or need any additional information.

Sincerely,

MCADAMS

A handwritten signature in blue ink that reads 'Doug Powell'.

Doug Powell, AICP
Sr. Planner, Planning + Entitlement



MARTY B'S EVENT CENTER PARKING SUMMARY CHART

BLDG	BLDG SF	RATIO	REQUIRED (PAVED)	PROVIDED (PAVED)	PROVIDED (GRAVEL)
1	± 12,000	1 per 200 sf	60	85	166
TOTAL:				251	

THE RESERVE at MARTY B'S
+/- 14.722 AC.

Town of Bartonville
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
940-240-1012
TBP#: 19762 TBP#: 10194440
www.gason.com
www.mcadamsco.com

Scale: 0, 30, 60, 90 Feet
North Arrow
Job No: BFP-21001 Date: June 28, 2023 By: MR
M:\Projects\BFP\BFP22001\04-Production\Planning and LA\Exhibits\Planning\MARTY B's Cara\CAD
MARTY B EVENT CENTER\2023-06-26_MARTY B's at The Reserve Concept Plan.dwg

This concept plan is intended for conceptual developmental use and shall not be interpreted as an official or submitted document. All aerial and map images were attained from best available information. This plan is subject to change.




MARTY B'S EVENT CENTER PARKING SUMMARY CHART

BLDG	BLDG SF	RATIO	REQUIRED (PAVED)	PROVIDED (PAVED)	PROVIDED (GRAVEL)
1	± 12,000	1 per 200 sf	60	85	162
TOTAL:				247	

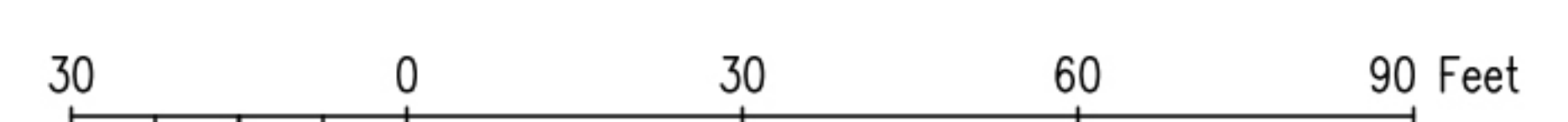


THE RESERVE at MARTY B'S
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Denton County, Texas



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Job No. BFP-21001 Date: June 28, 2023 By: MR
M:\Projects\BFP\BFP2001\04-Production\Planning and LA\Exhibits\Planning\MARTY B's Cara\CAD
MARTY B EVENT CENTER\2023-06-28_MARTY B's at The Reserve Concept Plan.dwg

This concept plan is intended for conceptual developmental use and shall not be interpreted as an official or submitted document. All aerial and map images were attained from best available information. This plan is subject to change.

July 13, 2023

Mr. Thad Chambers
Town Administrator
Town of Bartonville
1941 E Jeter Road
Bartonville, TX 76226

Re: Reserve at Marty B's – CUP-2023-004
Conditional Use Permit Completeness Review

Mr. Chambers:

I have reviewed the application for a Conditional Use Permit for the approximately 8.7-acre property located near the southeast corner of the intersection of FM 407 and I.T. Neely Road. Based on the application submittal requirements in Bartonville Zoning Ordinance (BZO) Sections 3.2.B.2 and 16.8.B.7, this application submittal for a Conditional Use Permit is complete.

This completeness determination is subject to a caveat that the applicable land use review will only be for a Conditional Use Permit, and that the requirements for the standard accompanying Site Plan required in BZO Section 3.2.I have not been met. Therefore, a full Site Plan submittal would be required following the approval of a Conditional Use Permit for the property, in accordance with BZO Chapter 3. The Site Plan will require review and approval by the Bartonville Town Council.

Please let me know if you have any questions.

With regards,



Ryan A. Wells, AICP, CFM
Principal
Ad Terram Consulting, LLC

July 21, 2023

[NAME]
[ADDRESS]
[CITY], [STATE] [ZIP]

Re: Proposed Conditional Use Permit for Event Center

Dear [NAME],

The Planning and Zoning Commission for the Town of Bartonville, Texas will conduct a public hearing at 7:00 p.m. on August 2, 2023, at Bartonville Town Hall, 1941 E. Jeter Road, Bartonville, Texas, to hear public comment and consider recommendations to the Town Council regarding an Ordinance amending the Town of Bartonville Code of Ordinances, Chapter 14, Exhibit "A," Article 14.02, Ordinance 361-05, Zoning Regulations for the Town of Bartonville, to establish a Conditional Use Permit for an event venue use on a 14.72-acre tract or parcel of land situated on Lot 1R, Block A, of the Yeti Addition, in the Town of Bartonville, Denton County, Texas. The subject property is located on the south side of IT Neely Road, approximately 200 feet west of its intersection with FM 407 in Bartonville, Texas. The property address is 1001 IT Neely Road. The applicant is Doug Powell, representing property owner Marty Bryan. The Town of Bartonville file number for this application is CUP-2023-004.

The Town Council will conduct a second Public Hearing at 7:00 p.m. on August 15, 2023, at Bartonville Town Hall, 1941 E. Jeter Road, Bartonville, Texas, to hear public comment and consider the proposed Conditional Use Permit and recommendations of the Planning and Zoning Commission. All interested parties are encouraged to attend.

Sincerely,

Thad Chambers, CPM
Town Administrator
Town of Bartonville

NAME	ADDRESS	CITY	STATE	ZIP
EDUCATION LEADS TO SUCCESS FOUNDATION	2104 CAVALIER WAY	FLOWER MOUND	TX	75022-5588
DENTON COUNTY FRESH WATER SUPPLY DISTRICT NO.6	19 BRIAR HOLLOW LN STE 245	HOUSTON	TX	77027-2858
J WILLIAM & PEARL CLINTON	876 GEORGE ST	LANTANA	TX	76226-6477
AARON & AUDREY HILL	8971 NEWTON ST	LANTANA	TX	76226-6534
RYAN & LESLEY MANTZEL	8951 NEWTON ST	LANTANA	TX	76226-6534
CHARLES & DIANA WEST	8941 NEWTON ST	LANTANA	TX	76226-6534
MONTE C & JEANETTE A MALONE	109 FALLOW CT	LAMPASAS	TX	76550-3713
MARK A & ANNE B MILLER	8921 NEWTON ST	LANTANA	TX	76226-6534
DENTON COUNTY FRESH WATER SUPPLY DIST NO 7 C/O CLAY E CRAWFORD	19 BRIAR HOLLOW LN STE 245	HOUSTON	TX	77027-2858
M.F. HODGE PROPERTIES LLC, 7/11 AD VALOREM TAX DEPT	PO BOX 711	DALLAS	TX	75221-0711
BRYFAM PROPERTIES LLC ATTN: MARTY BRYAN	913 HAT CREEK COURT	BARTONVILLE	TX	76226