

PLANNING & ZONING COMMISSION

MEETING AGENDA

AUGUST 10, 2026, 6:00 PM



PLANNING & ZONING COMMISSION REGULAR MEETING

HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

INVOCATION AND PLEDGE

CITIZENS COMMENTS

This is an opportunity for citizens to address the Commission on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Commission with regard to matters on the agenda will be received at the time the item is considered. The Commission is not allowed to converse, deliberate or take action on any matter presented during citizen input.

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Commissioner to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

1. Consideration and possible action of the minutes from July 13, 2025 meeting.

PUBLIC HEARING ITEMS

2. Conduct a public hearing on a request for a zoning change from Agriculture (A) to Light Industrial (LI) of approximately 83.95 Acres of Land located at the corner of the intersection of Metz Road and County Road 200.

ACTION ITEMS

3. Conduct a public hearing on a request for a zoning change from Agriculture (A) to Light Industrial (LI) of approximately 83.95 Acres of Land located at the corner of the intersection of Metz Road and County Road 200.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chairman and Commissioners to bring forward items they wish to discuss at a future meeting, A Commissioner may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Commission or at the call of the Chairman.

INFORMATIONAL ITEMS

ADJOURN

NOTE: The Commission reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 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 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on August 04, 2026, at 4:00 PM.

Lydianna Biggs, Planning Technician

The Historical Church is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: August 10, 2026

FROM: Shelley Warner, Administrative Assistant

AGENDA ITEM: Consideration and possible action of the minutes from July 13, 2025 meeting.

SUMMARY:

N/A

FISCAL INFORMATION:

Budgeted: N/A

Amount: N/A

GL Account: N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

Minutes from July 13, 2025

PLANNING & ZONING COMMISSION

MEETING MINUTES

JULY 13, 2026, 6:00 PM

**PLANNING & ZONING COMMISSION REGULAR MEETING
HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS**

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

There being a quorum Commissioner Miller called the Planning and Zoning meeting to order at 6:00 P.M.

BOARD MEMBERS PRESENT:

Commissioner, Place 1	Lisa Cabrera
Commissioner, Place 2	Jon Knabe
Commissioner, Place 3	Stephanie Holzer
Commissioner, Place 4	Timothy Skaggs
Commissioner, Place 5	Luke Leissner
Commissioner, Place 6	Jason Miller
Commissioner, Place 7	Randy Rippey

BOARD MEMBERS ABSENT:

None

STAFF MEMBERS PRESENT:

Director Ramie Hammonds, Planning Technician Lydianna Biggs, and Secretary Shelley Warner

INVOCATION AND PLEDGE

Pledge was led by Commissioner Holzer.

CITIZENS COMMENTS

No citizens came forward.

CONSENT AGENDA

1. Consideration and possible action of the minutes from June 08, 2026 meeting.

Commissioner Miller read the item.

Commissioner Skaggs makes a motion to approve the consent agenda. Commissioner Leissner seconded the motion.

Voting Yea: Commissioner Holzer, Commissioner Miller, Commissioner Knabe, Commissioner Cabrera, and Commissioner Rippey.

The motion passes unanimously.

PUBLIC HEARING ITEMS

2. Conduct a public hearing on a request for a Specific Use Permit (SUP) for a Sports Field for approximately 9.602 acres of land described as Rangers Elite Fields Addition, Blk A, Lot 1, within the City of Sanger and generally located approximately 490 Feet South West of the Intersection of FM 455 and Union Hill Road.

Commissioner Miller opened the Public Hearing at 6:01 p.m.

Commissioner Miller read the item.

Director Hammonds presented the item. Five (5) notices were mailed. One (1) verbal response in opposition was received. Staff recommends approval.

Commissioner Rippey, Commissioner Skaggs, and Commissioner Holzer asked questions. Director Hammonds responded.

Commissioner Miller closed the Public Hearing at 6:07 p.m.

ACTION ITEMS

3. Consideration and action on a request for a Specific Use Permit (SUP) for a Sports Field for approximately 9.602 acres of land described as Rangers Elite Fields Addition, Blk A, Lot 1, within the City of Sanger and generally located approximately 490 Feet South West of the Intersection of FM 455 and Union Hill Road.

Commissioner Miller read the item.

Director Hammonds presented the item. Five (5) notices were mailed. One (1) verbal response in opposition was received. Staff recommends approval.

Commissioner Rippey, Commissioner Skaggs, and Commissioner Holzer asked questions. Director Hammonds responded.

Commissioner Miller makes a motion to approve the request for a Specific Use Permit (SUP) for a Sports Field for approximately 9.602 acres of land described as Rangers Elite Fields Addition, Blk A, Lot 1 with a 5-year limit to reapply should they continue to operate. Commissioner Cabrera seconded the motion.

Voting Yea: Commissioner Knabe, Commissioner Holzer, and Commissioner Skaggs.

The motion passes unanimously.

FUTURE AGENDA ITEMS

No items were discussed.

INFORMATIONAL ITEMS

No items were discussed.

ADJOURN

There being no further items Commissioner Miller adjourns the meeting at 6:11 P.M.



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: August 10, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Conduct a public hearing on a request for a zoning change from Agriculture (A) to Light Industrial (LI) of approximately 83.95 Acres of Land located at the corner of the intersection of Metz Road and County Road 200.

SUMMARY:

- The applicant is requesting to rezone his property from Agriculture (A) to Industrial.
- The development consists of approximately 83.95 Acres of Land.
- The rezoning request does meet Sanger's Future Land Use Map.
- The rezoning request is for Industrial Development and Industrial Use.
- Staff mailed out 8 public hearing notices to owners of properties within 200 feet of the subject property, and at the time of this report, only one response was sent back in favor of the rezone.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

Location Map



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office) www.sangertexas.org

ZONING CHANGE/SUP APPLICATION



Zoning Change



Specific Use Permit

Applicant	Owner (if different from applicant)
Name: Jeff Landon	Name: Dr. Edward Wolski
Company: Kimley-Horn	Company: N/A
Address: 4800 Overton Plaza, Suite 440	Address: 3109 Triple Crown Ct.
City, State, Zip Fort Worth, Texas 76109	City, State, Zip Denton, Texas 76202
Phone: 817-900-8530	Phone:
Fax:	Fax:
Email: Jeff.Landon@Kimley-Horn.com	Email: drwolski@live.com

Submittal Checklist

☒	Site Plan (for Specific Use Permits Only)
☒	Letter of Intent
☒	Application Fee (Check Payable to City of Sanger)

I certify that I am the legal owner of the above referenced property and that to the best of my knowledge this is a true description of the property upon which I have requested the above checked action. I designate the applicant listed as my representative.

Describe the subject property (address, location, size, etc.):

83.95 acres located 800' south of the intersection of CR 200 and CR 256 in the City of Sanger.
Maps address of 200 Country Pl Ln, Valley View, TX 76272

Describe the proposed zoning change or Specific Use Permit (SUP):

Currently Ag zoning. Proposed to be rezoned to I-Industrial District, in conformance with the City's Future Land Use Plan

Owner Signature

7-15-2026

Date

Applicant Signature

7/8/2026

Date

Office Use

Fee
Date

City of Sanger
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Sanger, TX 76266
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ZONING CHANGE/SUP APPLICATION

A request for rezoning is a proposed amendment to the Official Zoning Map. The zoning district boundaries on the Official Zoning Map can be amended through the adoption of an ordinance by the City Council. A request to rezone property must include the contents listed below. The City of Sanger will act on the request through the process described herein.

SUBMITTAL REQUIREMENTS:

- Letter of Intent
- Site Plan (required for Specific Use Permits only)
- Application form signed by the owner and describing the property
- Application Fee

APPLICATION FEES: The application fee covers part of the cost for the city to review and act on the rezoning request, including providing notice of the public hearings as required by law. The application fee is non-refundable.

- Zoning Change
 - Up to 5 acres: \$250.00
 - 5+ acres to 25 acres: \$400.00
 - 25+ acres to 50 acres: \$600.00
 - 50+ acres: \$800.00
- Specific Use Permit
 - Flat \$250.00

SUBMITTAL DEADLINES: The deadline for zoning application is 26 days prior to the Planning & Zoning Commission meeting. This provides adequate time to publish and mail the required notices for the public hearings. Meeting dates and deadlines are sometimes adjusted for holidays. Consult the published schedule and city staff for more information.



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ZONING CHANGE REQUEST PROCESS

The process for considering and acting on a request for an amendment to the Official Zoning Map involved the following steps:

1. Pre-Application Consultation: A pre-application consultation with the city staff is recommended for all proposed map amendments. Staff can describe the review process and the criteria used for considering proposed map amendments.
2. Application: The completed application, letter of intent, description of the property, and application fee should be submitted to the Department of Development Services on or before the deadline.
3. Public Notification: State law and the Zoning Ordinance require the public to be notified of the public hearings that the Planning & Zoning Commission and the City Council will conduct on the proposed rezoning. Notice of the public hearing must be published in the newspaper at least fifteen (15) days prior. Notification of the public hearing is also mailed to the owners of the property within 200 feet of the proposed rezoning at least ten (10) days prior.
4. Planning & Zoning Commission: The Planning & Zoning Commission will hold at least one (1) public hearing on the proposed rezoning. The applicant is expected to address the Commission to describe the proposed rezoning and answer questions. During the public hearing, anyone in attendance may address the Commission with comments and questions. City Staff will prepare a report for the Commission and possibly make a recommendation to the Commission. After the public hearing, the Commission will prepare a report making a recommendation to the City Council.
5. City Council: The City Council will hold a separate public hearing on the proposed rezoning. The applicant is expected to address the Council to describe the proposed rezoning and answer questions. During the public hearing, anyone in attendance may address the Council with comments and questions. The City Council can approve the proposed rezoning by adopting an ordinance.

SPECIFIC USE PERMIT REQUEST PROCESS

The process for considering and acting on a request for a Specific Use Permit is identical to the process for a zoning change. A site plan is required to be submitted along with the application and letter of intent.



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ZONING CHANGE REQUEST CRITERIA

The Zoning Ordinance sets the following criteria for the consideration of changes to the Official Zoning Map.

In making its determination, the Planning & Zoning Commission shall consider the following factors:

1. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
2. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers and other utilities to the area and shall note the findings.
3. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unsuitable for development.
4. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
5. The manner in which other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved, and whether such designation for other areas should also be modified.
6. Any other factors which will substantially affect the public health, safety, morals, or general welfare.

If the Planning & Zoning Commission recommends denial of the proposed amendment to the Official Zoning Map, a $\frac{3}{4}$ majority vote of the City Council is required to approve it (four (4) votes to approve from the five (5) City Council members).

A request that has been denied may be resubmitted at any time, unless it is denied with prejudice, triggering a one (1) year waiting period.

A $\frac{3}{4}$ favorable vote of the City Council can also be required if the proposed change is properly protested by the owner(s) of twenty percent (20%) of the area to be changed or the area within 200 feet of the proposed change.



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SPECIFIC USE PERMIT CRITERIA

In recommending that a Specific Use Permit for the premises under consideration be granted, the Planning & Zoning Commission shall determine that such uses are harmonious and adaptable to building structures and uses of adjacent property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of access to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, heights of structures, and compatibility of buildings.

In granting a Specific Use Permit, the City Council may impose conditions which shall be complied with by the owner guarantee before a certificate of occupancy may be issued by the building inspector for use of the building on such property pursuant to such Specific Use Permit; and such conditions precedent to the granting of the certificate of occupancy.

No Specific Use Permit shall be granted unless the applicant, owner, and grantee of the Specific Use Permit shall be willing to accept and agree to be bound by and comply with the written requirements of the Specific Use Permit, as attached to the site plan drawing (or drawings) and approved by the Planning & Zoning Commission and City Council. No public hearing is necessary for site plan approval.

The Board of Adjustment shall not have jurisdiction to hear, review, reverse or modify any decision, determination or ruling with respect to the granting, extension, revocation, modification to any other action taken relating to such specific use permit.

Whenever regulations or restrictions imposed by this ordinance are either more or less restrictive than regulations imposed by any governmental authority through legislation, rule, or regulation, the regulations, rules or restrictions which are more restrictive or impose higher standards or requirements shall govern. Regardless of any other provision of this ordinance, no land shall be used and no structure erected or maintained in violation of any State or Federal pollution control or environmental protection law or regulation.



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GUIDELINES FOR LETTER OF INTENT

All rezoning applications should include a Letter of Intent. The Letter of Intent is the applicant's opportunity to describe and justify the proposed zoning change to the City Staff, the Planning & Zoning Commission, the City Council, and the public at large. The Commission and Council will receive copies of the letter prior to the public hearings.

Recommended content for a Letter of Intent:

- Describe the area proposed for rezoning. The description can include any or all of the following:
 - Metes and bounds description, such as a survey
 - Legal description, such as a tract and abstract, or a lot, block, and subdivision
 - Physical address
 - Location (southwest corner of This Street and That Road, across the street from Landmark)
 - Denton Central Appraisal District reference numbers
 - Acreage or square footage of property
 - If only a portion of tract, lot, or property is requested for rezoning, a detailed description of the portion is required.
- Identify the current zoning district the property is within
- Identify the zoning district the applicant is requesting for the property
- Describe the current physical condition of the property, such as existing buildings, parking lots, trees, or unusual features
- Describe the reason(s) why the applicant is requesting a rezoning. Review the criteria the city will use to review requested rezoning's.
- Contact information for the applicant or representative. This can be the owner, the prospective buyer, or someone else designated as point of contact.

GUIDELINES FOR SITE PLAN OF SPECIFIC USE PERMIT REQUESTS

An application for Specific Use Permit (SUP) shall be accompanied by a site plan drawn to scale and showing the general arrangements of the project, together with essential requirements such as:

- | | |
|---|--|
| • off-street parking facilities | • means of ingress and egress to public streets |
| • location and construction of signs | • the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two (200) hundred feet. |
| • size, height, construction materials and locations of buildings, and uses to be permitted | |
| • visual screening such as walls, landscaping, and fences | |

The Planning & Zoning Commission or City Council may require information, operating data, and expert evaluation concerning the location and function and characteristics of any building or use proposed.



July 15, 2026
City of Sanger
Planning & Zoning Commission and City Council
201 Bolivar Street
Sanger, TX 76266

RE: *Letter of Intent – Zoning Change Application*

To the City of Sanger Planning & Zoning Commission and City Council:

This letter serves as the Letter of Intent for a proposed zoning map amendment on the property described above, comprising approximately 87.541 acres located at the southeast corner of the intersection of Metz Road and County Road 200. The site boundary is further described in the metes and bounds submitted with this Letter.

Current Zoning and Condition: The property is currently zoned Agricultural (A) and is undeveloped, vacant land with a single-family residence and accessory buildings for agricultural use.

Requested Zoning: The applicant requests the property be rezoned from Agricultural (A) to Industrial to allow for industrial use of the site.

Justification: The requested industrial designation is consistent with the City of Sanger Future Land Use Map, which identifies this property for industrial use. The proposed rezoning supports the City's planned growth pattern for the area and represents an appropriate transition from the property's current undeveloped agricultural state to a use consistent with adopted city planning policy.

The applicant respectfully requests favorable consideration of this rezoning request. Please contact the undersigned with any questions or requests for additional information.

Sincerely,

Jeff Landon, P.E. (TX)

LEGAL DESCRIPTION**ZONING EXHIBIT**

BEING a 83.9533 acre (3,657,007 square foot) tract of land situated in the H. C. Adams Survey, Abstract No. 14, Edward Bradley Survey, Abstract No. 1705, B.B.B. & C. RR Co. Survey, Abstract No. 199, City of Sanger, Cooke and Denton County, Texas; said tract being a portion of a called 274.54 acre tract of land described in Special Warranty Deed to Edward F. Wolski, recorded in Volume 2150, Page 653 of the Deed Records of Cooke County, Texas and Instrument No. 2017-106111 of the Official Public Records of Denton County, Texas, said tract being more particularly described as follows:

BEGINNING at a 5/8-inch iron rod found for the southeast corner of a called 616.52 acre tract of land described in Special Warranty Deed to H-E-B, LP, recorded in Volume 2762, Page 271, Official Public Records, Cooke County, Texas, said iron rod being in the centerline of County Road No. 200 (an apparent public right-of-way, no deed found);

THENCE South 00°42'52" East, over and across said 274.54 acre tract, a distance of 2,390.88 feet to a point for corner in the north line of "Tract 1" described in Special Warranty Deed to Paage, LTD., recorded in Instrument No. 2015-143384, Official Public Records, Denton County, Texas;

THENCE South 89°51'25" West, with said north line of "Tract 1", a distance of 1,133.50 feet to the northwest corner of said "Tract 1" and the east line of a called 48.00 acre tract of land described in Special Warranty Deed to Brian Lee Hoehn and Philip Lee Hoehn, recorded in Instrument No. 2016-111364, Official Public Records, Denton County, Texas;

THENCE North 00°26'26" West, along the said east line of the 48.00 acre tract, a distance of 199.93 feet to a point for corner;

THENCE North 66°36'35" West, continuing along the said east line of said 48.00 acre tract, a distance of 520.10 feet to the most northerly northeast corner of said 48.00 acre tract, from which a 5/8-inch iron rod with yellow plastic cap stamped "TRAVERSE LS" bears North 88°09'06" East, a distance of 0.93 feet;

THENCE North 00°20'18" East, departing the north line of said 48.00 acre tract, a distance of 1,976.32 feet to a point for corner in the south line of said 616.52 acre tract and said centerline of County Road No. 200;

THENCE North 89°36'16" East, along said south line of the 616.52 acre tract and said centerline of County Road No. 200, a distance of 1,570.94 feet to the **POINT OF BEGINNING** and containing 3,657,007 square feet or 83.9533 acres of land, more or less.

NOTES

Bearing system based on the Texas Coordinate System of 1983 (2011 adjustment), North Central Zone (4202).

A survey plat of even survey date herewith accompanies this metes and bounds description.

The undersigned, Registered Professional Land Surveyor, hereby certifies that the foregoing description accurately sets out the metes and bounds of the easement tract.



MICHAEL CLEO BILLINGSLEY
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6558
801 CHERRY STREET,
UNIT 11 SUITE 1300
FORT WORTH, TEXAS 76102
PH. 817-335-6511
michael.billingsley@kimley-horn.com



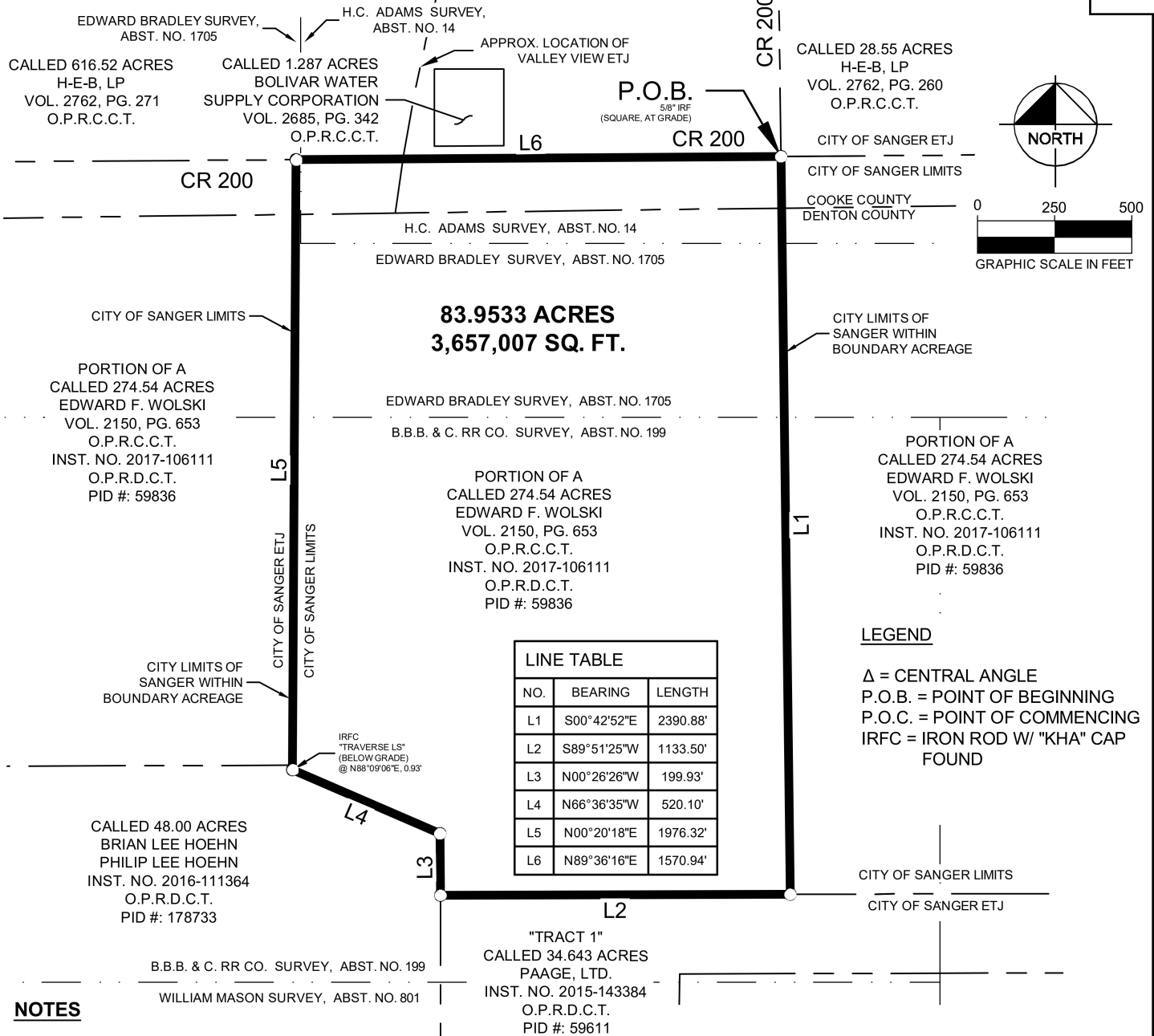
ZONING EXHIBIT
H.C. ADAMS SURVEY,
ABSTRACT NO. 14, EDWARD
BRADLEY SURVEY, ABSTRACT NO.
1705, B.B.B. & C. RR CO. SURVEY,
ABSTRACT NO. 199
CITY OF SANGER,
DENTON & COOKE COUNTY, TEXAS

Kimley»Horn

801 Cherry Street, Unit 11, # 1300
Fort Worth, Texas 76102 FIRM # 10194040

Tel. No. (817) 335-6511
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	SDH	MCB	5/28/2026	060056500	1 of 15



MICHAEL CLEO BILLINGSLEY
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6558
801 CHERRY STREET,
UNIT 11 SUITE 1300
FORT WORTH, TEXAS 76102
PH. 817-335-6511
michael.billingsley@kimley-horn.com



ZONING EXHIBIT
H.C. ADAMS SURVEY,
ABSTRACT NO. 14, EDWARD
BRADLEY SURVEY, ABSTRACT NO.
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Kimley»Horn

801 Cherry Street, Unit 11, # 1300
Fort Worth, Texas 76102

FIRM # 10194040

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Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 500'	SDH	MCB	5/28/2026	060056500	2 of 2

Response Form

26SANZON-0013

Part of Property ID: 59813 and Part of Property ID: 59798

In order for your opinion to be counted, please complete and mail this form to:

Development Services Department
Attn: Ramie Hammonds
P.O. Box 1729
Sanger, TX 76266

You may also email a copy to:

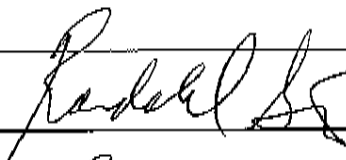
Email: rhammonds@sangertexas.org

Project No: 26SANZON-0013/ Part of Property ID: 59813 and Part of Property ID:59798

Please circle one: ☒ In favor of request ☐ Opposed to request

Comments:

Signature



Printed Name

RANDALL SMITH

Mailing Address

5428 LAKE VICTORIA

City, State, Zip

FLOWER MOUND, TX 75022

Phone Number

972-333-4258

Email Address

RASMITH76@VERIZON.NET

Physical Address of Property within 200 feet

59783 + # 59608 - I-35



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: August 10, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM:

Consideration and action on a request for Rezoning from Agriculture (A) to Light Industrial (LI) of approximately 83.95 Acres of Land described as part of A0199A B.B.B. & C. RR CO., TR 1 and A0199A B.B.B. & C. RR CO., TR 2 Generally Located at the South East Corner of Metz Road and County Road 200.

SUMMARY:

- The rezone request does fit Sanger's Future Land Map Use.
- The rezone request is for Industrial Development and Industrial Use.
- Staff mailed 8 notices and, at the time of this report, has received 1 response in favor of the rezone.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends APPROVAL.

ATTACHMENTS:

Location Map
Application
Letter of Intent
Survey



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ZONING CHANGE/SUP APPLICATION



Zoning Change



Specific Use Permit

Applicant	Owner (if different from applicant)
Name: Jeff Landon	Name: Dr. Edward Wolski
Company: Kimley-Horn	Company: N/A
Address: 4800 Overton Plaza, Suite 440	Address: 3109 Triple Crown Ct.
City, State, Zip Fort Worth, Texas 76109	City, State, Zip Denton, Texas 76202
Phone: 817-900-8530	Phone:
Fax:	Fax:
Email: Jeff.Landon@Kimley-Horn.com	Email: drwolski@live.com

Submittal Checklist

☒	Site Plan (for Specific Use Permits Only)
☒	Letter of Intent
☒	Application Fee (Check Payable to City of Sanger)

I certify that I am the legal owner of the above referenced property and that to the best of my knowledge this is a true description of the property upon which I have requested the above checked action. I designate the applicant listed as my representative.

Describe the subject property (address, location, size, etc.):

83.95 acres located 800' south of the intersection of CR 200 and CR 256 in the City of Sanger.
Maps address of 200 Country Pl Ln, Valley View, TX 76272

Describe the proposed zoning change or Specific Use Permit (SUP):

Currently Ag zoning. Proposed to be rezoned to I-Industrial District, in conformance with the City's Future Land Use Plan

Owner Signature

7-15-2026

Date

Applicant Signature

7/8/2026

Date

Office Use

Fee
Date

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SUBMITTAL REQUIREMENTS:

- Letter of Intent
- Site Plan (required for Specific Use Permits only)
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APPLICATION FEES: The application fee covers part of the cost for the city to review and act on the rezoning request, including providing notice of the public hearings as required by law. The application fee is non-refundable.

- Zoning Change
 - Up to 5 acres: \$250.00
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- Specific Use Permit
 - Flat \$250.00

SUBMITTAL DEADLINES: The deadline for zoning application is 26 days prior to the Planning & Zoning Commission meeting. This provides adequate time to publish and mail the required notices for the public hearings. Meeting dates and deadlines are sometimes adjusted for holidays. Consult the published schedule and city staff for more information.



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ZONING CHANGE REQUEST PROCESS

The process for considering and acting on a request for an amendment to the Official Zoning Map involved the following steps:

1. **Pre-Application Consultation:** A pre-application consultation with the city staff is recommended for all proposed map amendments. Staff can describe the review process and the criteria used for considering proposed map amendments.
2. **Application:** The completed application, letter of intent, description of the property, and application fee should be submitted to the Department of Development Services on or before the deadline.
3. **Public Notification:** State law and the Zoning Ordinance require the public to be notified of the public hearings that the Planning & Zoning Commission and the City Council will conduct on the proposed rezoning. Notice of the public hearing must be published in the newspaper at least fifteen (15) days prior. Notification of the public hearing is also mailed to the owners of the property within 200 feet of the proposed rezoning at least ten (10) days prior.
4. **Planning & Zoning Commission:** The Planning & Zoning Commission will hold at least one (1) public hearing on the proposed rezoning. The applicant is expected to address the Commission to describe the proposed rezoning and answer questions. During the public hearing, anyone in attendance may address the Commission with comments and questions. City Staff will prepare a report for the Commission and possibly make a recommendation to the Commission. After the public hearing, the Commission will prepare a report making a recommendation to the City Council.
5. **City Council:** The City Council will hold a separate public hearing on the proposed rezoning. The applicant is expected to address the Council to describe the proposed rezoning and answer questions. During the public hearing, anyone in attendance may address the Council with comments and questions. The City Council can approve the proposed rezoning by adopting an ordinance.

SPECIFIC USE PERMIT REQUEST PROCESS

The process for considering and acting on a request for a Specific Use Permit is identical to the process for a zoning change. A site plan is required to be submitted along with the application and letter of intent.



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ZONING CHANGE REQUEST CRITERIA

The Zoning Ordinance sets the following criteria for the consideration of changes to the Official Zoning Map.

In making its determination, the Planning & Zoning Commission shall consider the following factors:

1. Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
2. Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers and other utilities to the area and shall note the findings.
3. The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unsuitable for development.
4. The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
5. The manner in which other areas designated for similar development will be, or are likely to be, affected if the proposed amendment is approved, and whether such designation for other areas should also be modified.
6. Any other factors which will substantially affect the public health, safety, morals, or general welfare.

If the Planning & Zoning Commission recommends denial of the proposed amendment to the Official Zoning Map, a $\frac{3}{4}$ majority vote of the City Council is required to approve it (four (4) votes to approve from the five (5) City Council members).

A request that has been denied may be resubmitted at any time, unless it is denied with prejudice, triggering a one (1) year waiting period.

A $\frac{3}{4}$ favorable vote of the City Council can also be required if the proposed change is properly protested by the owner(s) of twenty percent (20%) of the area to be changed or the area within 200 feet of the proposed change.



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SPECIFIC USE PERMIT CRITERIA

In recommending that a Specific Use Permit for the premises under consideration be granted, the Planning & Zoning Commission shall determine that such uses are harmonious and adaptable to building structures and uses of adjacent property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys and sidewalks, means of access to public streets, provisions for drainage, adequate off-street parking, protective screening and open space, heights of structures, and compatibility of buildings.

In granting a Specific Use Permit, the City Council may impose conditions which shall be complied with by the owner guarantee before a certificate of occupancy may be issued by the building inspector for use of the building on such property pursuant to such Specific Use Permit; and such conditions precedent to the granting of the certificate of occupancy.

No Specific Use Permit shall be granted unless the applicant, owner, and grantee of the Specific Use Permit shall be willing to accept and agree to be bound by and comply with the written requirements of the Specific Use Permit, as attached to the site plan drawing (or drawings) and approved by the Planning & Zoning Commission and City Council. No public hearing is necessary for site plan approval.

The Board of Adjustment shall not have jurisdiction to hear, review, reverse or modify any decision, determination or ruling with respect to the granting, extension, revocation, modification to any other action taken relating to such specific use permit.

Whenever regulations or restrictions imposed by this ordinance are either more or less restrictive than regulations imposed by any governmental authority through legislation, rule, or regulation, the regulations, rules or restrictions which are more restrictive or impose higher standards or requirements shall govern. Regardless of any other provision of this ordinance, no land shall be used and no structure erected or maintained in violation of any State or Federal pollution control or environmental protection law or regulation.



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GUIDELINES FOR LETTER OF INTENT

All rezoning applications should include a Letter of Intent. The Letter of Intent is the applicant's opportunity to describe and justify the proposed zoning change to the City Staff, the Planning & Zoning Commission, the City Council, and the public at large. The Commission and Council will receive copies of the letter prior to the public hearings.

Recommended content for a Letter of Intent:

- Describe the area proposed for rezoning. The description can include any or all of the following:
 - Metes and bounds description, such as a survey
 - Legal description, such as a tract and abstract, or a lot, block, and subdivision
 - Physical address
 - Location (southwest corner of This Street and That Road, across the street from Landmark)
 - Denton Central Appraisal District reference numbers
 - Acreage or square footage of property
 - If only a portion of tract, lot, or property is requested for rezoning, a detailed description of the portion is required.
- Identify the current zoning district the property is within
- Identify the zoning district the applicant is requesting for the property
- Describe the current physical condition of the property, such as existing buildings, parking lots, trees, or unusual features
- Describe the reason(s) why the applicant is requesting a rezoning. Review the criteria the city will use to review requested rezoning's.
- Contact information for the applicant or representative. This can be the owner, the prospective buyer, or someone else designated as point of contact.

GUIDELINES FOR SITE PLAN OF SPECIFIC USE PERMIT REQUESTS

An application for Specific Use Permit (SUP) shall be accompanied by a site plan drawn to scale and showing the general arrangements of the project, together with essential requirements such as:

- | | |
|---|--|
| • off-street parking facilities | • means of ingress and egress to public streets |
| • location and construction of signs | • the relationship of the intended use to all existing properties and land uses in all directions to a minimum distance of two (200) hundred feet. |
| • size, height, construction materials and locations of buildings, and uses to be permitted | |
| • visual screening such as walls, landscaping, and fences | |

The Planning & Zoning Commission or City Council may require information, operating data, and expert evaluation concerning the location and function and characteristics of any building or use proposed.

Part of Property ID: 59813 and Part of Property ID: 59798

Item 3.

Legend

DCAD (Property Lines)

Parcels



Planning and Zoning

Planning and Zoning



WATER WELL



PERMITS

Public Safety

Public Safety



Lakes and Streams

Streams



0 450 900 ft

<https://www.dentoncounty.gov/1147/Geographic-Information-Systems-GIS>

7/21/2026 11:39:01 AM

Notes:

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Denton County does not guarantee the correctness or accuracy of any features on this product and assumes no responsibility in connection therewith. This product may be revised at any time without notification to any user.





July 15, 2026
City of Sanger
Planning & Zoning Commission and City Council
201 Bolivar Street
Sanger, TX 76266

RE: *Letter of Intent – Zoning Change Application*

To the City of Sanger Planning & Zoning Commission and City Council:

This letter serves as the Letter of Intent for a proposed zoning map amendment on the property described above, comprising approximately 87.541 acres located at the southeast corner of the intersection of Metz Road and County Road 200. The site boundary is further described in the metes and bounds submitted with this Letter.

Current Zoning and Condition: The property is currently zoned Agricultural (A) and is undeveloped, vacant land with a single-family residence and accessory buildings for agricultural use.

Requested Zoning: The applicant requests the property be rezoned from Agricultural (A) to Industrial to allow for industrial use of the site.

Justification: The requested industrial designation is consistent with the City of Sanger Future Land Use Map, which identifies this property for industrial use. The proposed rezoning supports the City's planned growth pattern for the area and represents an appropriate transition from the property's current undeveloped agricultural state to a use consistent with adopted city planning policy.

The applicant respectfully requests favorable consideration of this rezoning request. Please contact the undersigned with any questions or requests for additional information.

Sincerely,

Jeff Landon, P.E. (TX)