

PLANNING & ZONING COMMISSION

MEETING AGENDA

JANUARY 12, 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 December 8, 2025 meeting.

PUBLIC HEARING ITEMS

2. Conduct a public hearing on a request for a replat of Bolivar Ranch Estates Blk B Lot 5, being approximately 13.331 acres of land within the City of Sanger's ETJ, generally located on the east side of Chisum Road, approximately 1341 feet north of the intersection of FM 2450 and Chisum Road.
3. Conduct a public hearing on a request for a replat of Kirkland Street Addition Blk A Lot 2-A, being approximately 0.23 acres of land, and A0029A R. BEEBE, TR 187, being approximately 0.114 acres of land within the City of Sanger, generally located on the southwest corner of Kirkland Street and Sims Street.
4. Conduct a public hearing on an amendment to Chapter 8 Offenses and Nuisances, 8.103 Notice to Abate Nuisance, amending the language to include a public hearing before the municipal court and vehicle identification if available on site.

5. Conduct a public hearing on amendments to Apx SR Sign Regulations, Section 4, 5, 6, 7, 9, and 15 of the Code of Ordinances.

ACTION ITEMS

6. Consideration and possible action on a request for a replat of Bolivar Ranch Estates Blk B Lot 5, being approximately 13.331 acres of land within the City of Sanger's ETJ, generally located on the east side of Chisum Road, approximately 1341 feet north of the intersection of FM 2450 and Chisum Road.
7. Consideration and possible action on a request for a replat of Kirkland Street Addition Blk A Lot 2-A, being approximately 0.23 acres of land, and A0029A R. BEEBE, TR 187, being approximately 0.114 acres of land within the City of Sanger, generally located on the southwest corner of Kirkland Street and Sims Street.
8. Consideration and possible action on Ordinance No. 01-07-26 an amendment to Chapter 8 Offenses and Nuisances, 8.103 Notice to Abate Nuisance, amending the language to include a public hearing before the municipal court and vehicle identification if available on site.
9. Consideration and possible action on Ordinance No. 01-05-26 amendments to Apx SR Sign Regulations, Section 4, 5, 6, 7, 9, and 15 of the Code of Ordinances.

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 January 6, 2026, at 11:00 AM.

Shelley Warner, Secretary

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

MEETING MINUTES

DECEMBER 08, 2025, 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	Charles Wood
Commissioner, Place 2	Jon Knabe
Commissioner, Place 3	Stephanie Holzer
Commissioner, Place 4	Timothy Skaggs
Commissioner, Place 6	Jason Miller
Commissioner, Place 7	Randy Rippey

BOARD MEMBERS ABSENT:

Commissioner, Place 5 Luke Leissner

STAFF MEMBERS PRESENT:

Seat Alternate Lisa Cabrera in Commissioner Leissner's absence, Director of Development Services Ramie Hammonds, and Secretary Shelley Warner

INVOCATION AND PLEDGE

Pledge was led by Commissioner Skaggs.

CITIZENS COMMENTS

No citizens came forward.

CONSENT AGENDA

1. Consideration and possible action of the minutes from November 12, 2025 meeting.

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

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

The motion passes unanimously.

PUBLIC HEARING ITEMS

Commissioner Miller opened the Public Hearing Item 2 at 6:02 p.m.

2. Conduct a public hearing on a request for a Specific Use Permit (SUP) for a Temporary Concrete Batching Plant use for Lane Ranch Phase 5, being approximately 26.102 acres of land described as A0029A R. BEEBE, TR 56A and 56B(1) within the City of Sanger and generally located north of McReynolds Rd, approximately 1245 feet east of the intersection of McReynolds Rd and Lake Ridge Dr.

Commissioner Miller read the item.

Director Hammonds presented the item and noted all comments have been met. 8 notices were mailed. 1 opposed response was received. Staff recommends approval.

Commissioner Skaggs and Commissioner Wood asked questions. Commissioner Holzer and Commissioner Cabrera commented. Director Hammonds and the applicant responded.

Commissioner Miller closed the Public Hearing Item 2 at 6:15 p.m.

ACTION ITEMS

3. Consideration and possible action on a request for a Specific Use Permit (SUP) for a Temporary Concrete Batching Plant use for Lane Ranch Phase 5, being approximately 26.102 acres of land described as A0029A R. BEEBE, TR 56A and 56B(1) within the City of Sanger and generally located north of McReynolds Rd, approximately 1245 feet east of the intersection of McReynolds Rd and Lake Ridge Dr.

Commissioner Miller read the item.

Director Hammonds presented the item. Staff recommends approval.

Commissioner Skaggs makes a motion to approve the item. Commissioner Wood seconded the motion.

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

The motion passes unanimously.

4. Consideration and possible action on a Minor Plat of Rangers Elite Field Addition being approximately 9.602 acres of land within the A0792A J. MORTON, TR 53B(PT), within the City of Sanger, generally located on the east side of Keith Dr, approximately 994 feet north of the intersection of Keith Dr and W Chapman.

Commissioner Miller read the item.

Director Hammonds presented the item and noted all comments have been met. Staff recommends denial based on unmet comments.

Commissioner Miller, Commissioner Skaggs, and Commissioner Holzer asked questions. Commissioner Holzer and Commissioner Cabrera commented. Director Hammonds responded.

Commissioner Miller makes a motion to deny the request for a Minor Plat of Rangers Elite Field Addition being approximately 9.602 acres of land within the A0792A J. MORTON, TR 53B(PT). Commissioner Holzer seconded the motion.

Voting Yea: Commissioner Knabe, Commissioner Skaggs, Commissioner Wood, and Commissioner Cabrera.

The motion to deny the consideration passes unanimously.

5. Consideration and possible action on electing officers for the Planning and Zoning Board.

Commissioner Miller read the item.

Commissioner Skaggs nominated Commissioner Miller to be appointed as Chair. Commissioner Rippey seconded the motion.

Voting Yea: Commissioner Holzer, Commissioner Knabe, Commissioner Wood, and Commissioner Cabrera. The motion passes unanimously.

Commissioner Miller nominated Commissioner Skaggs to be appointed as Vice Chair. Commissioner Wood seconded the motion.

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

The motion passes unanimously.

FUTURE AGENDA ITEMS

Commissioner Wood asked questions regarding changing Special Use Permit requirements. Commissioner Skaggs asked additional questions. Commissioner Cabrera made comments. Director Hammonds responded.

INFORMATIONAL ITEMS

Director Hammonds presented informational items to the Board regarding plat procedures.

ADJOURN

There being no further items Commissioner Miller adjourns the meeting at 6:34 P.M.



PLANNING & ZONING COMMISSION COMMUNICATION

Item 2.

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Conduct a public hearing on a request for a replat of Bolivar Ranch Estates Blk B Lot 5, being approximately 13.331 acres of land within the City of Sanger's ETJ, generally located on the east side of Chisum Road, approximately 1341 feet north of the intersection of FM 2450 and Chisum Road.

SUMMARY:

- This development is located in the City of Sanger's ETJ.
- The replat will divide one single lot into 2 separate lots.
- The lot will have access from Chisum Road.
- Staff mailed 14 notices and at the time of this report has not received any responses.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

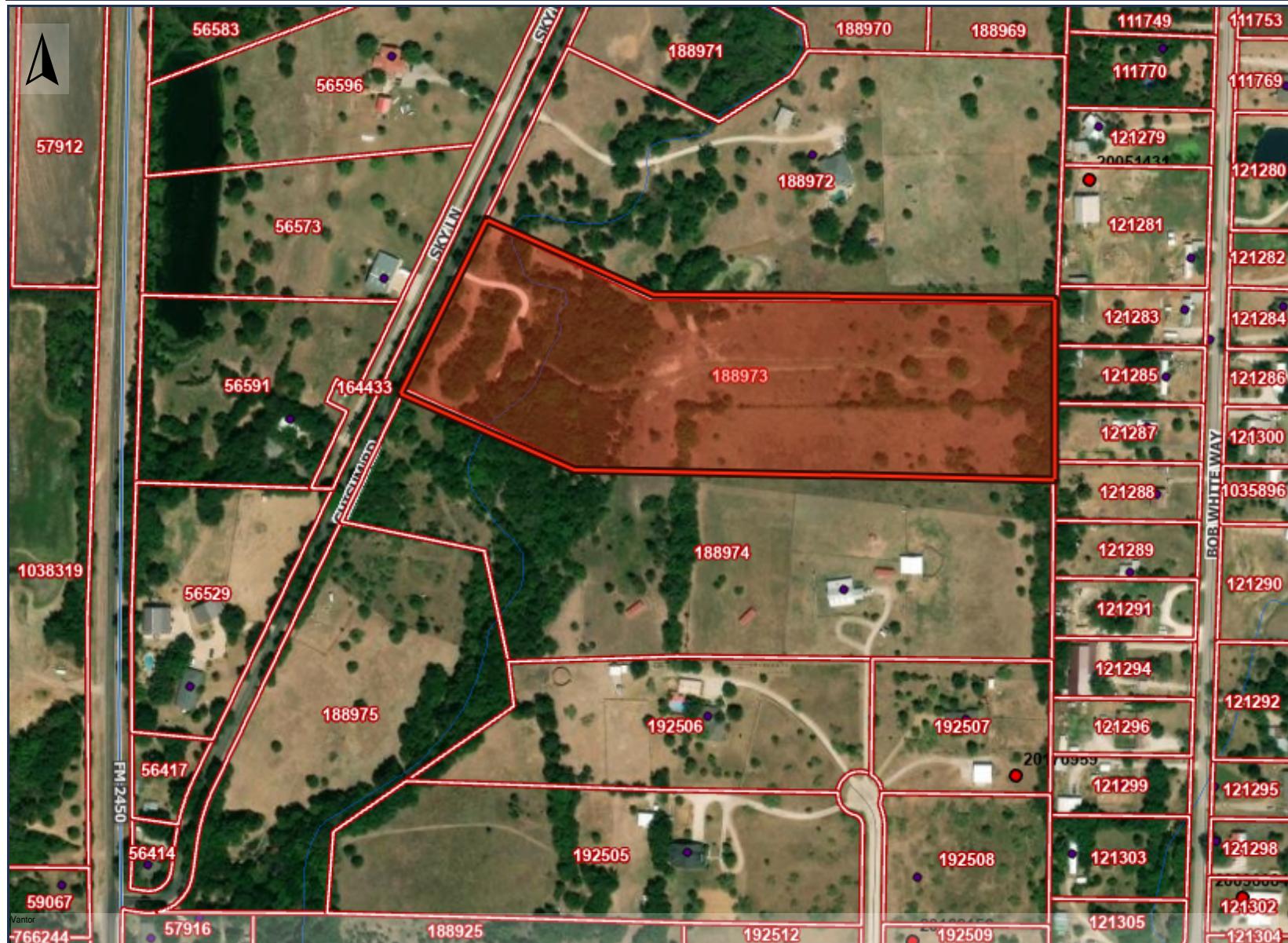
N/A

ATTACHMENTS:

Location Map

Denton County Landmark Map

Item 2.

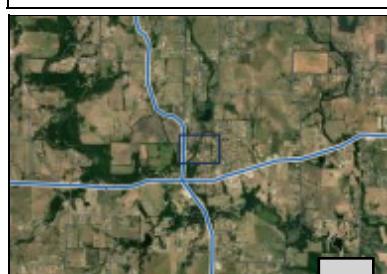


0 350 700 ft

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

12/22/2025 2:52:30 PM

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.





PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Conduct a public hearing on a request for a replat of Kirkland Street Addition Blk A Lot 2-A, being approximately 0.23 acres of land, and A0029A R. BEEBE, TR 187, being approximately 0.114 acres of land within the City of Sanger, generally located on the southwest corner of Kirkland Street and Sims Street.

SUMMARY:

- This development is located in the City of Sanger.
- The replat will take two separate lots and create one single lot.
- The lot will have access from Kirkland Street.
- The plat meets all of the zoning regulations.
- Staff mailed 14 notices and at the time of this report has not received any responses.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

Location Map

Denton County Landmark Map

Item 3.



Legend

DCAD (Property Lines)

Parcels



Planning and Zoning

Planning and Zoning

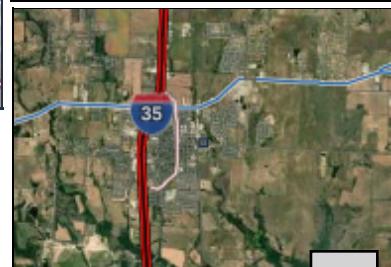


PERMITS



Public Safety

Addresses 911



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.



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12/22/2025 2:55:22 PM



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Conduct a public hearing on an amendment to Chapter 8 Offenses and Nuisances, 8.103 Notice to Abate Nuisance, amending the language to include a public hearing before the municipal court and vehicle identification if available on site.

SUMMARY:

- Chapter 8 Offenses and Nuisances, 8.103.f added.
- The added language requires a public hearing before the municipal court and an order requiring the removal of a vehicle or vehicle part, and must include the correct vehicle description and the correct identification number and license number of the vehicle if the information is available at the site.
- This will allow for code to abate some of the violations that do not get abated by the property owner.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Conduct a public hearing on amendments to Apx SR Sign Regulations, Section 4, 5, 6, 7, 9, and 15 of the Code of Ordinances.

SUMMARY:

- Section 4.
 - Merged "Sign, Digital or Electronic" and "Sign, Light Projecting" into one unified definition: Digital or Electronic Sign (EMC).
 - This eliminates ambiguity by using one umbrella term to ensure all programmable technology is subject to the same strict standards regardless of how it is marketed.
 - Added several definitions related to electronic signs ("Dwell Time," "Nit," and "Transition Time").
- Section 5.
 - Amended the prohibition of LED/Electronic signs in Section 5.A and 5.N to provide for "regulated allowance." This allows schools, banks, and gas stations, for example, to use modern signage while giving the City the legal tools to regulate their operation.
- Section 6.
 - Added Section 6.I to govern the operation of all electronic signs city-wide by requiring messages remain static for 8 seconds with no "live action" video; requiring automatic sensors to lower brightness at night; specifying the level of brightness to mitigate "nuisances;" and requiring signs to go "dark" to prevent frozen bright screens if they malfunction.
- Section 9.
 - Explicitly state that the new exceptions do not apply to the downtown commercial district to protect the historic and architectural character of the area.
- Section 15.
 - Added specific requirements that electronic signs in the FM 455 corridor must be inset in masonry to prevent the appearance of "billboards" or "TV screens" on poles along the thoroughfare.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Consideration and possible action on a request for a replat of Bolivar Ranch Estates Blk B Lot 5, being approximately 13.331 acres of land within the City of Sanger's ETJ, generally located on the east side of Chisum Road, approximately 1341 feet north of the intersection of FM 2450 and Chisum Road.

SUMMARY:

- This development is located in the City of Sanger's ETJ.
- The replat will divide one single lot into 2 separate lots.
- The lot will have access from Chisum Road.
- Staff mailed 14 notices and at the time of this report has not received any responses.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

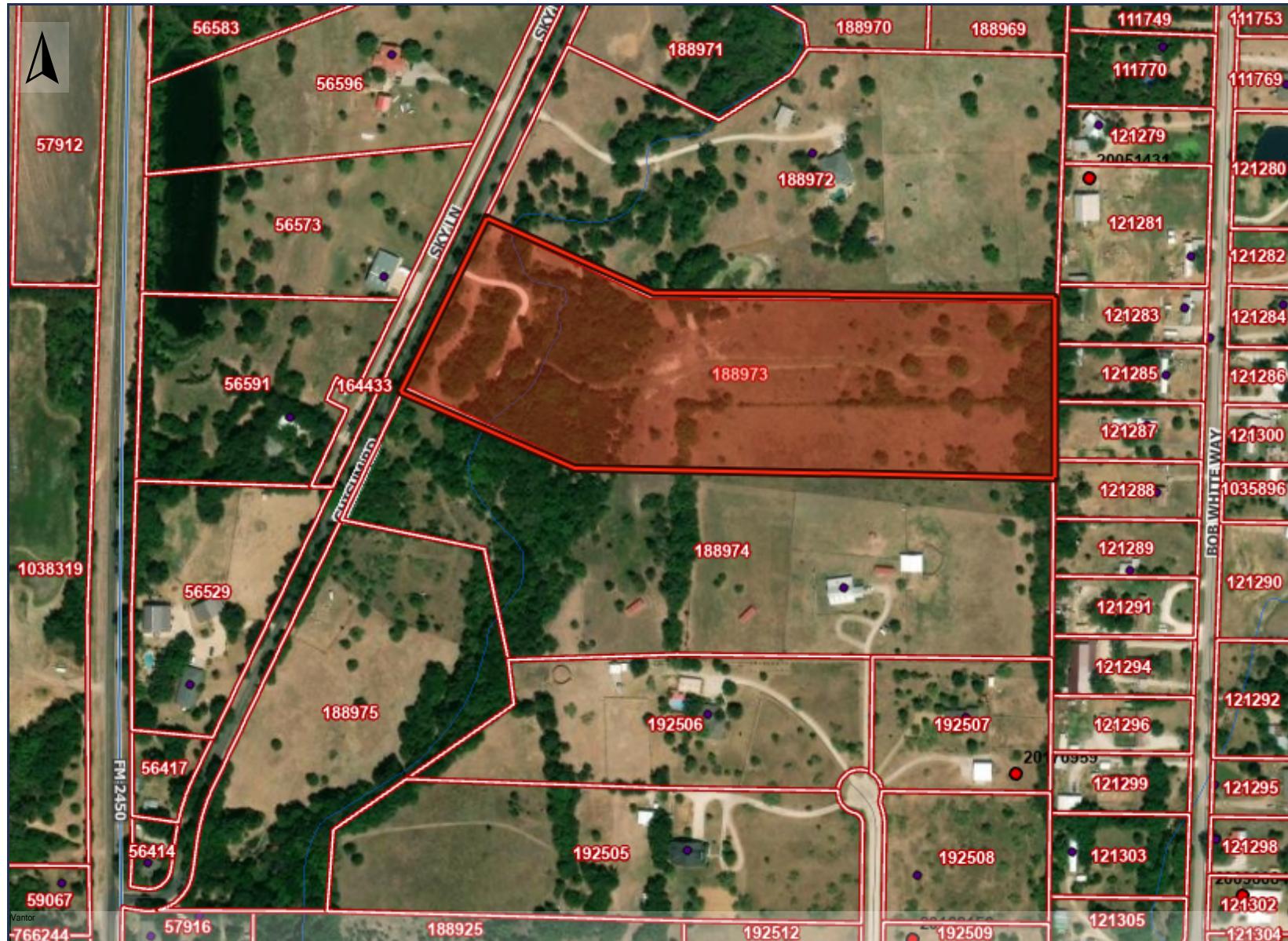
Staff recommends DENIAL on the condition not all comments have been satisfied.

ATTACHMENTS:

Location Map
Replat
Application
Planning Comments
Engineering Comments

Denton County Landmark Map

Item 6.

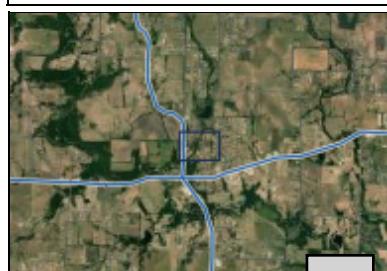


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<https://www.dentoncounty.gov/1147/Geographic-Information-Systems-GIS>

12/22/2025 2:52:30 PM

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15

OWNERS DEDICATION:

WHEREAS DAVID M. PIATT AND DONN M. PIATT ARE THE OWNERS OF ALL THAT CERTAIN TRACT OR PARCEL OF LAND SITUATED IN THE JAMES B.P. JANUARY SURVEY, ABSTRACT NUMBER 658, DENTON COUNTY, TEXAS AND BEING ALL OF LOT 5, BLOCK B OF BOLIVAR RANCH ESTATES AS SHOWN ON THE PLAT THEREOF RECORDED IN CABINET M, PAGE 313 OF THE PLAT RECORDS OF DENTON COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE TRACT DESCRIBED HEREIN AT A 1/2-INCH IRON ROD FOUND FOR CORNER IN THE EAST RIGHT-OF-WAY LINE OF A ROAD UNDER APPARENT PUBLIC USE POSTED AS CHISUM ROAD, AT THE NORTHWEST CORNER OF SAID LOT 5 AND AT THE SOUTHWEST CORNER OF LOT 4, BLOCK B OF SAID SUBDIVISION;

THENCE WITH THE NORTH LINE OF SAID LOT 5 AND SOUTH LINE OF SAID LOT 4, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. SOUTH 65 DEGREES 02 MINUTES 30 SECONDS EAST A DISTANCE OF 384.38 FEET TO A CAPPED IRON ROD FOUND LABELED "1849" FOR CORNER;
2. SOUTH 89 DEGREES 24 MINUTES 19 SECONDS EAST A DISTANCE OF 953.87 FEET TO A 5/8-INCH IRON ROD FOUND FOR CORNER IN THE WEST LINE OF REDWING HEIGHTS SUBDIVISION, PHASE IV AS SHOWN ON THE PLAT THEREOF RECORDED IN CABINET E, PAGE 322 OF SAID PLAT RECORDS, AT THE NORTHEAST CORNER OF SAID LOT 5 AND AT THE SOUTHEAST CORNER OF SAID LOT 4;

THENCE WITH THE EAST LINE OF SAID LOT 5 AND WEST LINE OF SAID REDWING HEIGHTS SUBDIVISION, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. SOUTH 01 DEGREES 33 MINUTES 57 SECONDS WEST A DISTANCE OF 73.12 FEET TO A 1/2-INCH IRON ROD FOUND FOR CORNER;
2. SOUTH 01 DEGREES 58 MINUTES 45 SECONDS WEST A DISTANCE OF 326.58 FEET TO A CAPPED IRON ROD FOUND LABELED "1849" FOR CORNER, AT THE SOUTHEAST CORNER OF SAID LOT 5;

THENCE WITH THE SOUTH LINE OF SAID LOT 5, THE FOLLOWING TWO (2) COURSES AND DISTANCES:

1. NORTH 89 DEGREES 24 MINUTES 00 SECONDS WEST A DISTANCE OF 1104.51 FEET TO A WHITE-CAPPED IRON ROD FOUND FOR CORNER;
2. NORTH 65 DEGREES 02 MINUTES 41 SECONDS WEST A DISTANCE OF 403.83 FEET TO A YELLOW-CAPPED IRON ROD FOUND FOR CORNER IN THE EAST RIGHT-OF-WAY LINE OF SAID CHISUM ROAD, AT THE SOUTHWEST CORNER OF SAID LOT 5;

THENCE NORTH 24 DEGREES 58 MINUTES 57 SECONDS EAST, ALONG THE EAST RIGHT-OF-WAY LINE OF SAID CHISUM ROAD AND WITH THE WEST LINE OF SAID LOT 5, A DISTANCE OF 429.85 FEET TO THE POINT OF BEGINNING AND ENCLOSING 13.31 ACRES OF LAND, MORE OR LESS.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT WE, DAVID M. PIATT AND DONN M. PIATT, DO HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN DESCRIBED PROPERTY AS A REPLAT OF LOT 5, BLOCK B, BOLIVAR RANCH ESTATES, AN ADDITION TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____ DAY OF 2025.

NOTARY PUBLIC, STATE OF TEXAS

DONN M. PIATT

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED DONN M. PIATT, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE ____ DAY OF 2025.

NOTARY PUBLIC, STATE OF TEXAS

SURVEYOR'S CERTIFICATE

STATE OF TEXAS
COUNTY OF DENTON

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

REGISTERED PUBLIC LAND SURVEYOR TEXAS R.P.L.S. NO.4857 DATE



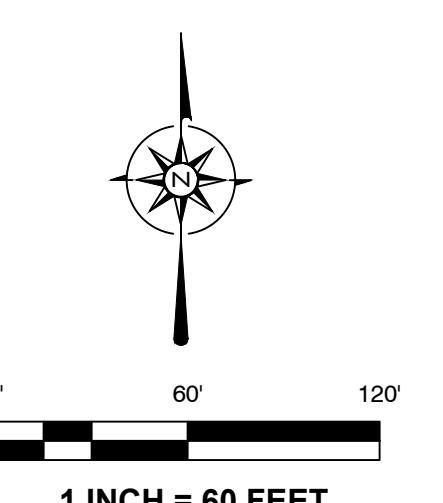
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED J.E. THOMPSON II, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS ____ DAY OF ____ 20 ____.

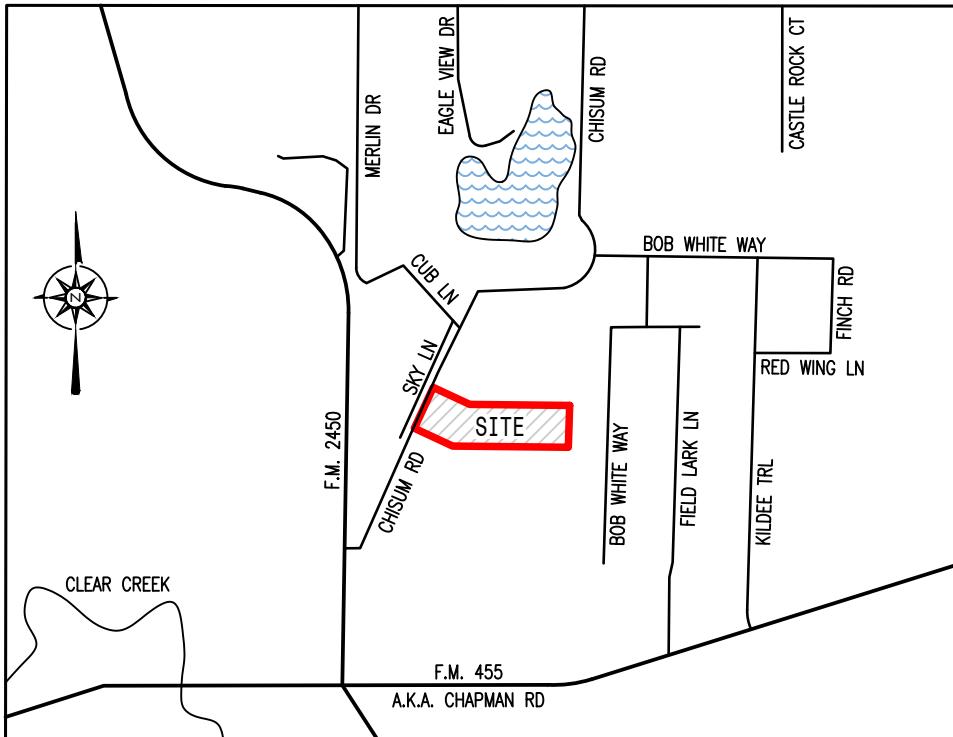
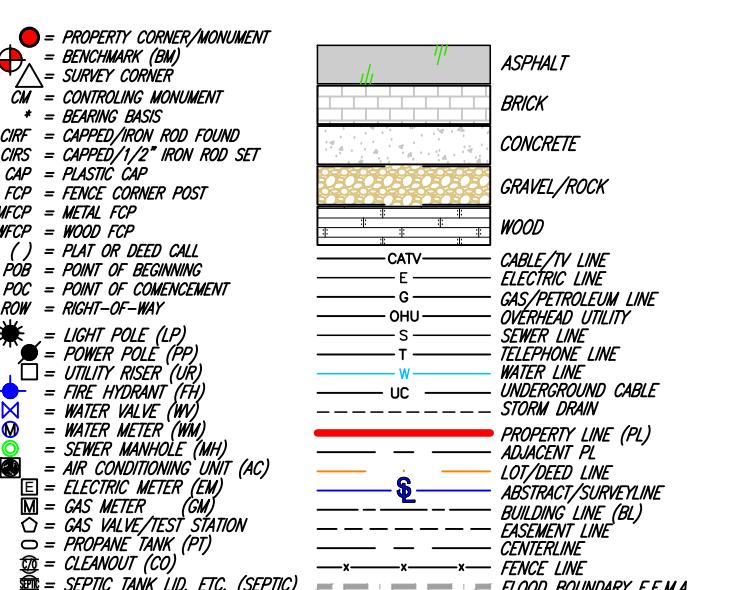
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES _____

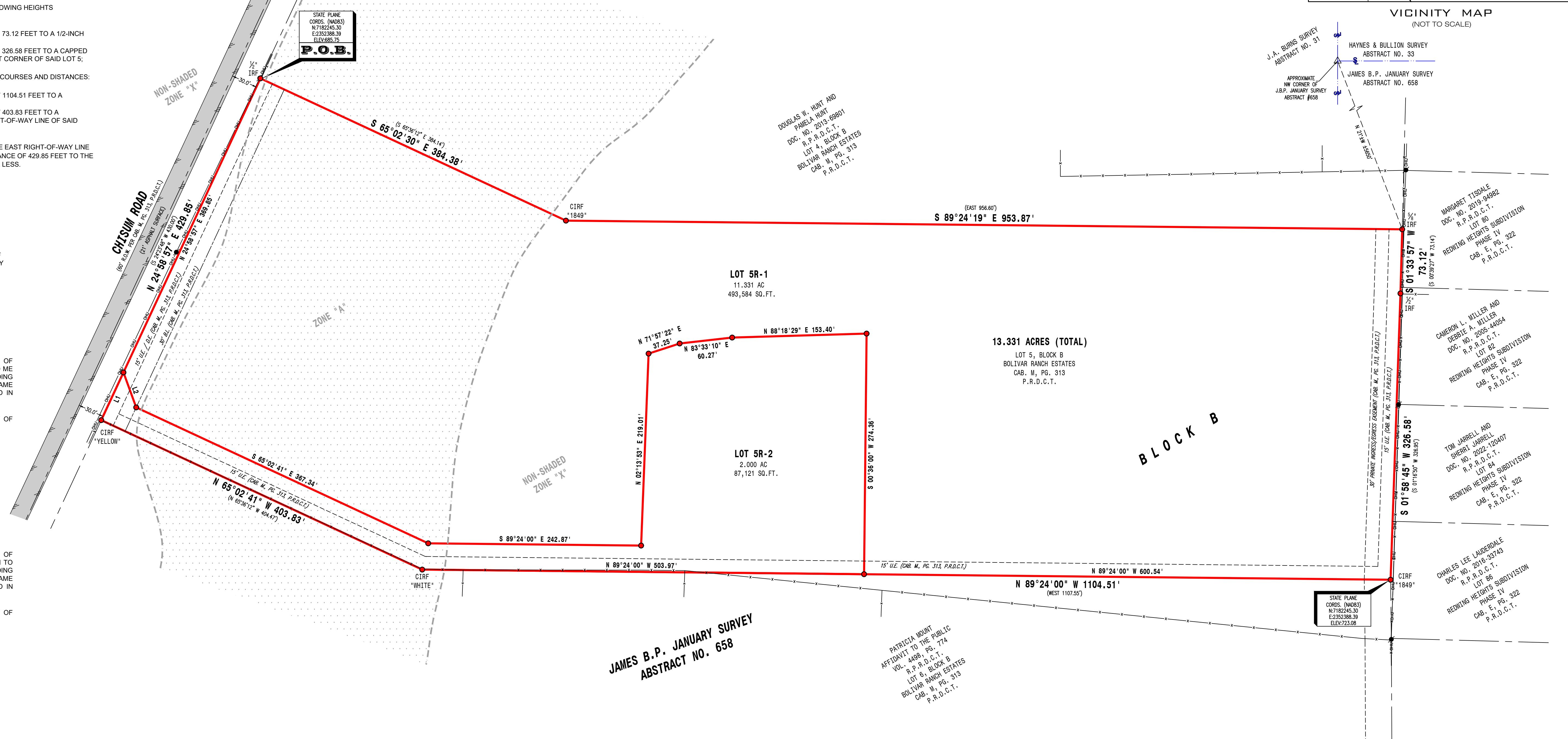
LINE BEARING DISTANCE
L1 N 24°58'57" E 60.00'
L2 S 20°01'52" E 42.42"



LEGEND



VICINITY MAP
(NOT TO SCALE)



JAMES B.P. JANUARY SURVEY
ABSTRACT NO. 658

PATRICIA MOUNT
AFFIDAVIT TO THE PUBLIC
VOL. 4468, PG. 74
R.P.D.C.T.
LOT 6, BLOCK B
BOLIVAR RANCH ESTATES
CAB. M, PG. 313
P.R.D.C.T.

OWNERS
DAVID M. PIATT & DONN M. PIATT
809 GREENWOOD
DENTON, TX 76201
PH. (214) 727-2469
JARTAY@GMAIL.COM

APPROVED AND ACCEPTED
CHAIRMAN, PLANNING & ZONING COMMISSION
CITY OF SANGER, TX
DATE

SURVEYOR
J.E. THOMPSON II
ALL AMERICAN SURVEYING
111 N. DIXON ST.
GAINESVILLE, TX 76240
PH. 940-665-9105

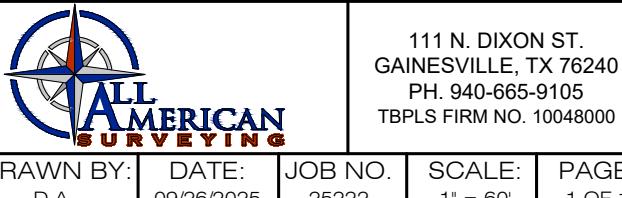
MAYOR
CITY OF SANGER, TX
DATE

UTILITIES
ELECTRIC
COSEV ERGIC
7701 S. STEMMONS FWY
CORINTH, TX 76210
PH. 940-321-7800

CITY SECRETARY
CITY OF SANGER, TX
DATE

REPLAT
OF LOT 5, BLOCK B
BOLIVAR RANCH ESTATES
BEING 13.31 ACRES
IN THE JAMES B.P. JANUARY SURVEY,
ABSTRACT NO. 658
ETJ OF THE CITY OF SANGER
DENTON COUNTY, TEXAS

FOR PRELIMINARY
REVIEW ONLY



111 N. DIXON ST.
GAINESVILLE, TX 76240
PH. 940-665-9105
TBPLS FIRM NO. 10048000

DRAWN BY: D.A. DATE: 09/26/2025 JOB NO: 25222 SCALE: 1" = 60' PAGE: 1 OF 1



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office) 940-458-4072(fax) www.sangertexas.org

SUBDIVISION APPLICATION



Preliminary Plat
Minor Plat



Final Plat/Replat
Amended Plat



Vacating Plat
Conveyance Plat

Applicant

Name: Susan Melton
Company: All American Surveying
Address: 111 N Dixon St
City, State, Zip: Gainesville
Phone: 940 665-9105
Fax:
Email:

Owner (if different from applicant)

Name: David and Donn Piatt
Company:
Address: 809 Greenwood
City, State, Zip: Denton
Phone: 214 727-2469
Fax:
Email:

Submittal Checklist

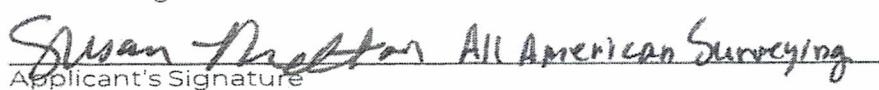
<input type="checkbox"/>	Pre-Application Conference (Date: / /)
<input checked="" type="checkbox"/>	Application Form (Signed by Owner and Applicant)
<input type="checkbox"/>	Letter of Intent
<input type="checkbox"/>	Non-Refundable Application Fee (Check Payable to City of Sanger)
<input checked="" type="checkbox"/>	Applicable Plat Checklist (Completed)
<input type="checkbox"/>	Additional Required Documents/Traffic & Drainage Studies etc.

Supporting Materials (List if provided): _____

R Number(s): _____


Owner's Signature

10/17/2025
Date


Applicant's Signature

10/16/2025
Date



DATE: 11/12/25

1st REVIEW COMMENTS – Replat – Bolivar Ranch Estates

The request is for a Replat of Bolivar Ranch Estates, being approximately 13.331 acres described as Bolivar Ranch Estates Blk B, Lot 5, prepared by All American Surveying, submitted on 12/17/25. Below are the comments that should be addressed before Planning & Zoning approval. Resubmit the revised plat along with a response letter addressing all comments.

Planning

Provide the following;

1. Include Denton County Standard notes.

Informational Comments

1. The property is within the City of Sanger.
2. The Final Plat will be scheduled for Planning and Zoning (P&Z) Commission meeting on Monday, January 12, 2026.



December 23, 2025
AVO 37449.004

Ms. Ramie Hammonds
Development Services Director/Building Official
City of Sanger
201 Bolivar Street
P.O. Box 1729
Sanger, Texas 76266

Re: Bolivar Ranch Estates Replat - Review #1

Dear Ms. Hammonds,

Halff Associates, Inc. was requested by the City of Sanger to review the Replat for Bolivar Ranch Estates. The submittal was prepared by All American Surveying and was received on December 18, 2025.

We have completed our review, and we offer the following replat informational comments:

Replat Comments

1. Please show centerline of existing street. Dimensions from centerline to edges of existing and proposed right-of-way on both sides of the centerline per Ordinance § SO-6B.6.1.iv
2. Please verify the purpose of this plat as it appears that lots 5R-1 and 5R-2 are being combined into one lot of total acreage 13.331 acres

If you have any questions or need additional information, please do not hesitate to call me at (817) 764-7498.

Sincerely,

A handwritten signature in blue ink, appearing to read "Samson Lotigo".

Samson Lotigo, PE
HALFF ASSOCIATES, INC.
Firm No. 0312
Attachments: Plat markups



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Consideration and possible action on a request for a replat of Kirkland Street Addition Blk A Lot 2-A, being approximately 0.23 acres of land, and A0029A R. BEEBE, TR 187, being approximately 0.114 acres of land within the City of Sanger, generally located on the southwest corner of Kirkland Street and Sims Street.

SUMMARY:

- This development is located in the City of Sanger.
- The replat will take two separate lots and create one single lot.
- The lot will have access from Kirkland Street.
- The plat meets all of the zoning regulations.
- Staff mailed 14 notices and at the time of this report has not received any responses.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

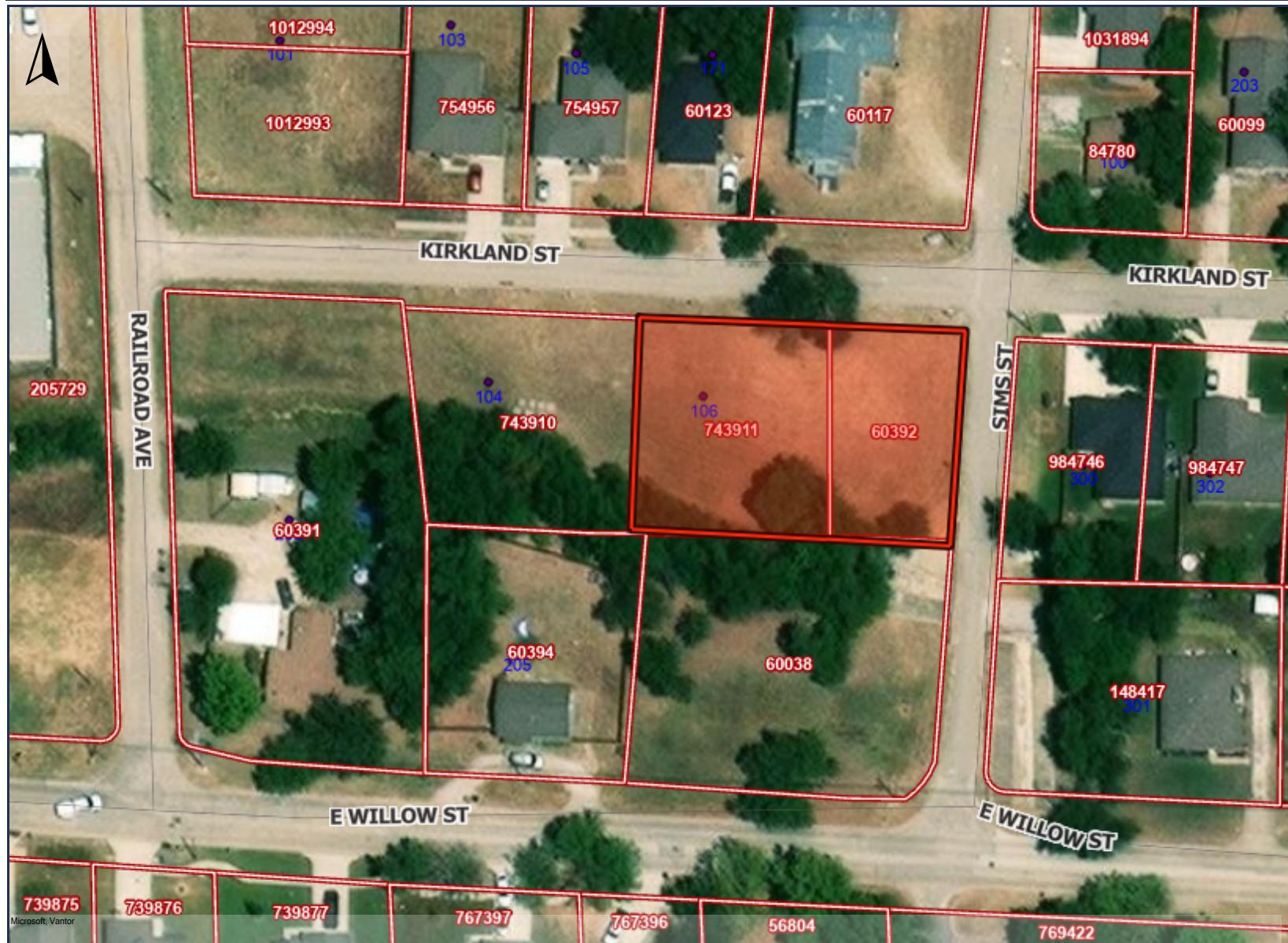
Staff recommends DENIAL on the condition not all comments have been satisfied.

ATTACHMENTS:

Location Map
Replat
Application
Planning Comments
Engineering Comments

Denton County Landmark Map

Item 7.



Legend

DCAD (Property Lines)

Parcels

Planning and Zoning

Planning and Zoning

WATER WELL

PERMITS

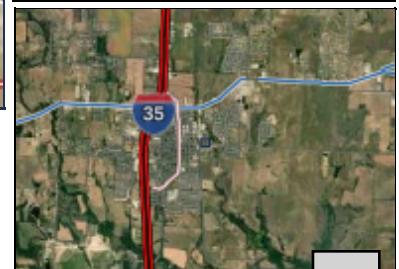
Not Approved

Approved

Public Safety

Addresses 911

*



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.



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

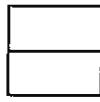
12/22/2025 2:55:22 PM

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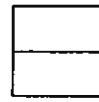
SUBDIVISION APPLICATION



Preliminary Plat
Minor Plat



Final Plat/Replat
Amended Plat



Vacating Plat
Conveyance Plat

Applicant

Name: BRAD HAMILTON
Company: LANDMARK SURVEYORS
Address: 4238 I35 NORTH
City, State, Zip: DENTON, TEXAS 76207
Phone: 940-382-4016
Fax: 940-387-9784
Email: _____

Owner (if different from applicant)

Name: KENT KEY
Company: TRIPLE CROWN PROPERTIES, LLC.
Address: 2421 FORT WORTH DRIVE
City, State, Zip: DENTON, TEXAS 76205
Phone: 940-565-6700
Fax: _____
Email: _____

Submittal Checklist

NA	Pre-Application Conference (Date: / /)
<input checked="" type="checkbox"/>	Application Form (Signed by Owner and Applicant)
<input checked="" type="checkbox"/>	Letter of Intent
<input checked="" type="checkbox"/>	Non-Refundable Application Fee (Check Payable to City of Sanger)
<input checked="" type="checkbox"/>	Applicable Plat Checklist (Completed)
NA	Additional Required Documents/Traffic & Drainage Studies etc.

Supporting Materials (List if provided): _____

R Number(s): 743911 AND 60392

7L-78
Owner's Signature

12-16-2025
Date

BRAD HAMILTON
Applicant's Signature

12-16-2025
Date



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SUBDIVISION PACKET

A Plat subdividing land within the city limits of Sanger or within Sanger Extraterritorial Jurisdiction (ETJ) requires the approval of the City of Sanger. The platting process involves the preparation of one or more plats by the landowner, a review by staff, and consideration by the Planning & Zoning Commission and City Council.

PLAT TYPES: There are seven different types of plats, each with their own function.

- Preliminary Plat – A preliminary plat is required for most subdivisions, particularly those providing for dedication of public right-of-way and construction of public improvements. It is used to determine the layout of the proposed development.
- Final Plat – A final plat will follow a preliminary plat to specify in detail the arrangement of lots, the dedication of public right-of-way, and the provision of public improvements and services.
- Replat – A replat revises an existing plat and is controlling over the preceding plat. A public hearing is required for replat.
- Minor Plat – A minor plat is one creating three lots or fewer, and not requiring the dedication of right-of-way or construction of improvements. Minor plats can be approved with the preparation of a preliminary plat.
- Amended Plat – An amended plat revises a previously platted lot to correct an error or add or modify a feature. Amending plats cannot increase the number of lots.
- Conveyance Plat – A conveyance plat may be used to convey the property or interests therein. It may also be used in lieu of a final plat to record a subdivision or property. A conveyance plat is an interim step in the subdivision of land and shall contain a notation that indicates that no development is intended.
- Vacating Plat – A vacating plat removes/vacates the plat covering a tract of land before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.

SUBMISSION REQUIREMENTS: The submittal requirements for each kind of plat are included in this packet.

SUBMISSION SCHEDULE: Plats must be submitted during regular business hours before the submittal cut- off date for each Planning and Zoning (P&Z) Commission meeting. Before the application is filed, a mandatory completeness check is required. Applications are encouraged to be submitted at least 9 days prior to the submittal cut-off date for completeness check. Plat will be scheduled for P&Z Commission and for City Council according to The Schedule for Planning Applications on the City's website. Staff will provide review comments within 2 weeks of application filing. All corrections must be made prior to the P&Z Commission meeting. If more time is needed for revisions/corrections, the applicant and owner must submit a request in the form of a signed letter a week before the P&Z meeting date. Staff may extend the application review time for up to 25 days upon receipt of the signed letter.



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APPLICATION FEES: The non-refundable application fee covers part of the cost for the city to review and act on the plat application.

- Residential Preliminary or Final Plat / Replat
 - \$600.00 + \$10.00 lot or \$15.00 acre for lot sizes of one acre or more
- Commercial Preliminary or Final Plat / Replat
 - \$700.00 + \$15.00 per acre
- Minor Plat - \$400.00 + \$10.00 per lot, or \$15.00 per acre for lots larger than 1 acre
- Amended Plat - \$400.00 + \$10.00 per lot
- Conveyance Plat - \$400.00 + \$10.00 per lot
- Vacating Plat - \$400.00

SUBDIVISION PROCEDURE

The process for subdividing land involved the following steps:

1. **Pre-Application Conference:** Prior to filing of a plat, the owner must consult with the Director of Development Services, and other City staff concerning compliance with all applicable ordinances and regulations, and the provision of adequate infrastructure and public services. Also, the applicable application review and approval procedure for the plat will be identified.
2. **Completeness Check:** The applicant will provide all required documents and fees along with the signed application and applicable checklist for a completeness check 9 days prior to the submittal cut-off date. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Applications deemed to be incomplete at the time of submittal cut-off date will be returned to the applicant without the application being filed.
3. **Submission:** Upon determination of application completeness, the application will be considered filed with the Development Services Department. The application submittal cut-off date will be considered as the application filing date and as the first day of review of application.
4. **Review:** City Staff will review the plat for compliance with the Subdivision Ordinance and other city requirements, and provide comments within 2 weeks of application submittal. The applicant may need to make changes and revisions to the plat or supporting materials. The applicant must provide additional copies of the plat if requested by staff prior to the P&Z Commission and City Council meetings.



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5. **Planning & Zoning Commission:** The Planning & Zoning Commission will consider the plat at a regular meeting. The meeting date will be determined at the time of application filing. Staff will recommend approval of the project only if all of staff's comments have been addressed prior to P&Z meeting. If the plat is approved, it will be forwarded to the City Council. If the plat is denied, applicant may resubmit a response addressing all of staff's comments prior to City Council meeting date.
6. **City Council:** The City Council will consider the plat at a regular meeting. The meeting date will be determined at the time of application filing. Staff will recommend approval of the project only if all of staff's comments have been addressed prior to City Council meeting. City Council's action will be final. If the plat is denied, staff will provide written statement with specific reasons for disapproval. The applicant may resubmit a response satisfying all reasons for disapproval. Upon resubmittal of the applicant's response, City will have 15 days to either approve or deny the plat. If plat is denied again, the applicant will be required to start a new application. If approved, applicant may schedule a pre-construction meeting with City staff.
7. **Filing for Recordation:** Following approval by the City Council, and construction and acceptance of any required public improvements, the plat will be signed by the P&Z Chairman, Mayor, sealed by the City Secretary, and filed for record with Denton County. A Plat Execution Package containing the following must be provided to the Development Services to file the plat for record with Denton County:
 - a. three (3) full-sized (24"x36") notarized copies of the plat with all signatures (except P&Z Chairman, Mayor and City Secretary), seals, stamps or other validation/certifications of work as applicable in accordance with State law and local requirements, folded to 8.5"x11" with the title block facing outwards;
 - b. recent original certified & sealed tax certificates showing \$0.00 amount due;
 - c. \$150.00 plat filing fee;

Note: Preliminary Plats are not filed for record

Consult the Schedule of Planning Application for submittal dates and corresponding meeting dates of the Planning & Zoning Commission and City Council.

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SUBMITTAL REQUIREMENTS & PROCESS

All plat submittals must include the correct copies of the plat, the completed and signed application form, plat checklist, the application fee, and a Letter of Intent. Some plats may also require additional copies of the plat and/or other supplementary materials. The Pre-Application Conference with city staff will determine the specific submittal requirements for each applicant.

PLAT: The applicant must will submit all items requested on the checklist on to Community Core.

APPLICATION FORM: The application form must be completed and signed by the applicant and the owner(s).

PLAT CHECKLIST: Each item on the applicable plat checklist must be check marked as completed and submitted along with the application form.

APPLICATION FEE: The required application fee must be provided by check made payable to the City of Sanger. If the submittal is complete, the payment will be accepted. If the submittal is incomplete, the check will be returned with the other materials.

LETTER OF INTENT: Each plat submittal must include a Letter of Intent which provides the following:

- The subdivider's name and address
- The contact information of the person(s) preparing the submitted documents
- The designated point of contact for future correspondence
- The intent of the plat application
- A brief description of the location, land area, particulars as to the intended use(s) of the property, and any intended future development on the property
- A request that the plat be reviewed and considered by the appropriate approval body

SUBMITTAL PROCESS: The applicant shall submit the plat application to the online portal Community Core as indicated by the Schedule of Planning Application. A plat application submittal is accepted by the City when the Director of Development Services has certified to the applicant that a complete submittal providing adequate information for a comprehensive review has been received. No plat application will be considered submitted with the city until and unless the prescribed application fees have been paid. All original plat application documents must be submitted to the Department of Development Services through Community Core.



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PRELIMINARY PLAT CHECKLIST

The plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200'). The information to be included and the procedure for submittal are as follows:

- Legal Description (Metes and Bounds) with total acreage
- Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners at two points to the Texas State Plane Coordinate System North Central Zone 1983- 1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- An accurate location of at least two (2) corners of the subdivision with reference to original corners of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- North Arrow
- Scale (both graphic and written) appropriate for the level of detail and not more than two hundred feet to the inch (1" = 200)
- Legend for any symbols used
- Location/Vicinity Map showing the location of the subject property, existing and proposed streets and thoroughfares covering an area at least one thousand feet (1,000') outside the proposed subdivision.
- Title Block with the following information:
 - 1) Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)
 - 2) Name of the proposed development/addition
 - 3) Total number of lots and HOA/Open Space lots
 - 4) Survey name and abstract number
 - 5) Gross acreage
 - 6) Right-of-Way acreage, if dedicated
 - 7) Date of preparation and subsequent revisions
- Block with name(s), address, phone number, and email of preparer, owner, developer, engineer, and/or surveyor
- Existing Features:
 - 1) Location and dimension of all boundary lines (accurate in scale) with dimensions and bearings including lot lines, building lines, and City Limits lines (if any).
 - 2) The location, widths, and names of all existing or platted streets or other public areas, parks, existing permanent structures, land dedicated within or contiguous to the subject property, railroads, rights-of-way, easements, and other important features, such as abstract lines, political subdivision or



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corporation lines, and school district boundaries.

- 3) Existing sewer mains, water mains, drainage culverts or other underground structures within the tract and immediately adjacent thereto with pipe sizes, grades, locations and dimensions indicated.
- 4) Contours with intervals of two feet (2') or less, referred to mean sea level datum. In areas where the terrain is relatively flat, supplementary contours shall be shown so that the average horizontal distance between said lines does not exceed two hundred feet (200').
- 5) Subdivision name of adjacent properties (P.R.D.C.T) or ownership information for adjacent un-platted properties (D.R.D.C.T.) with recording information.
- 6) Location of existing fire hydrants and fire lanes

New Features:

- 1) The layout, names, and widths (from centerline to edge as well as from edge to edge) of the proposed streets, fire lanes, drives, alleys and easements.
- 2) Length and radii of all street segments
- 3) Curve table for all streets, drives, and alleys
- 4) Acreage or square footage of right-of-way dedicated should be shown, including corner clips and deceleration/turn lanes on the plat
- 5) Lot and block numbers (lot number are numbers; and block numbers are letters), square footage, and other description according to the real estate records of the city or county auditor and recorder; also, designation of the proposed uses of land within the subdivision.
- 6) All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owner(s) in the proposed subdivision, together with the purpose or limitations of such reservations.
- 7) The layout, numbers, set-back lines, and approximate dimensions of proposed lots, blocks, parks, etc.
- 8) Location of proposed fire hydrants and fire lanes
- 9) USPS Postmaster approved location of mailboxes (if cluster mailboxes)
- 10) Proposed building lines with square footage and proposed use
- 11) Proposed Parking layout

Table showing the following information:

- 1) Listing of the lots with square footage, and the associated lot widths at the front building line
- 2) Square footage of total building footprint and of each land use (if known)
- 3) Number of required and provided parking spaces
- 4) Required and provided total landscaped area and front yard landscaped area

Existing and proposed FEMA 100-year floodplain boundaries and elevation. Include minimum finished floor elevations (minimum 2 feet above the 100-year elevation) of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A Floodplain reclamation study will be required with Final Plat if necessary.

Submittals for preliminary plats shall include plans, documents, and information



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adequate for the review of the provision of public improvements to the properties involved. This includes but is not limited to streets, water services, wastewater services, franchise utilities, street lighting, and stormwater detention (ex: preliminary drainage plans, preliminary utility plans, floodplain study, traffic impact study etc.).

- Two (2) copies of the typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and widths of sidewalks when not in conformance with standard details.
- Approval Block:
The following notice shall be placed on the face of each preliminary plat by the subdivider:

"Preliminary Plat for Review Purposes Only"

The following certificates shall be placed on the preliminary plat by the subdivider:

Approved for Preparation of Final Plat

City of Sanger, TX
Planning and Zoning

Date



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FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST

- The Plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200').
- The boundary marked with heavy weighted lines with accurate distances and bearings, a mete and bounds description of the boundary (error of closure shall not exceed one (a) in fifty thousand (50,000) for the plat boundary), exact acreage to hundredths, and the exact location and width of all existing or recorded rights-of-way intersecting the boundary or bordering on the tract. One (1) copy of the traverse closure sheet shall be enclosed.
- True bearings and distances to the nearest established street lines, official monuments or subdivision corner, which shall be accurately described on the plat. Municipal, township, county or abstract survey lines shall be accurately tied to the lines of the subdivision by the distances and bearings, where applicable.
- Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners at two points to the Texas State Plane Coordinate System North Central Zone 1983- 1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- An accurate location of at least two (2) corners of the subdivision with reference to original corners of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- Subdivision name of adjacent properties (P.R.D.C.T) or ownership information for adjacent unplatting properties (D.R.D.C.T.) with recording information.
- An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
- If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- The exact layout, including:
 - 1) Street and/or alley names
 - 2) The length of all arcs, radii, internal angles and points of curvature, length and bearing of the tangents
 - 3) All existing and proposed easements for right-of-way, public services, utilities or any other easements and any limitations of the easements
 - 4) Show centerline of existing streets. Dimensions from centerline to edges of existing and proposed right-of-way on both sides of the centerline.



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- 5) All lot number and lines, with accurate dimensions in feet and hundredths, with bearings and angles to street and alley lines to the nearest second
- The accurate location, material, and approximate size of all monuments.
- The accurate outline description of all property which is offered for dedication for public use, such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- A signed and notarized copy of private restriction (if any), that are filed for record in the office of the County Clerk shall be provided with the Final Plat.
- Name and addresses of the owner, subdivider, engineer, and surveyor.
- North point, written and graphic scale, and date.
- 3"x3" recording box at the lower right-hand corner.
- A Title Block with the following information shall be provided on each page:
 - 1) Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)
 - 2) Name of the proposed development/addition/subdivision
 - 3) Total number of lots and HOA/Open Space lots
 - 4) Survey name and abstract number
 - 5) Gross acreage
 - 6) Right-of-Way acreage, if dedicated
 - 7) Date of preparation and subsequent revisions
- Standard Notation to be added on the plat:
 - 1) "All lots comply with the minimum size requirements of the zoning district."
 - 2) "This property may be subject to charges related to impact fees and the applicant should contact the City regarding any applicable fees due."
 - 3) "All common areas, drainage easements, and detention facilities will be owned and maintained by the HOA/POA. Any common area within the City's right-of-way will require a facilities agreement, to be reviewed and approved by the City."
 - 4) "Notice – selling a portion of this addition by metes and bounds is a violation of City ordinance and State Law and is subject to fines and withholding of utilities and building permits."
 - 5) "This plat does not alter or remove existing deed restrictions, if any, on this property."
 - 6) "Minimum finished floor elevations are at least 2 feet above the 100-year flood plain."
 - 7) "The subject property does not lie within a 100 – year floodplain according to Community Panel No. _____, dated _____,"



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of the National Flood Insurance Rate Maps for Denton County, Texas."

- 8) "The purpose of this plat is _____ [state the purpose] _____"
- 9) "Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD '83)"

- The name, address and phone number of all utilities providing service to the development is required. A signature from each provider or a will-serve letter, signifying their ability to provide service to the subdivision is required.
- Location map showing existing and proposed streets and thoroughfares covering an area at least one thousand feet (1000') outside the proposed subdivision.
- One paper copy (24"x36") and one soft copy (pdf) of approved civil/construction plans, along with GIS/CAD files for all approved public improvements on a CD/DVD.
- For Conveyance Plats Only: All conveyance plats must be titled "Conveyance Plat" and carry the following text:

"A conveyance plat is a record of property approved by the City of Sanger for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit may be issued, nor development begin, nor permanent public utility service provided until a final plat is approved, filed of record and public improvements are accepted in accordance with the City of Sanger Code of Ordinances. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the state law."

- Certification by a registered public surveyor or licensed state land surveyor, registered in the State of Texas to the effect that the plat represents a survey made by him or under his direct supervision and that all monuments shown thereon have been verified and exist, and that their location, size, and material are correctly shown. Such surveyor's certificate may be prepared as follows:

*"State of Texas
County of Denton*

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made on the ground under my supervision.

(Engineer or Surveyor's Seal)

*Licensed Professional Engineer OR
Registered Public Land Surveyor Texas R.P.L.S. No. Date"*



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A certificate of ownership and dedication of all streets, alleys, parks, and playgrounds to public use forever, signed and acknowledged before a notary public, by the owner or authorized representative and lien holder of the land, and a complete and accurate description of the land subdivided, and the streets dedicated. Such owner's certificate may be prepared as follows:

*"State of Texas
County of
Denton*

I (we), the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows:

(Metes and Bounds Description of Boundary)

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

THAT _____, acting herein by and through its duly authorized officer, does hereby adopt this plat designating the hereinabove described property as _____ (lot/block/subdivision), an addition to the City of Sanger, Texas, and does hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parks, and watercourses, and to the public use forever easements for sidewalks, storm drainage facilities, utilities and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that he/she shall always maintain all easements and facilities in a state of good repair and functional condition in accordance with City codes and regulations. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed or placed upon, over, or across the easements as shown, except that landscape improvements may be installed, if approved by the City of Sanger. The City of Sanger and public utility entities shall have the right to access and maintain all respective easements without the necessity at any time of procuring permission from anyone.

WITNESS MY HAND this _____ day of _____, 20_____.

*_____, Owner
_____, Title and Company (if applicable)"*

*"State of Texas
County of
Denton*



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(cont.)

Before me, the undersigned authority, on this day personally appeared, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed and, in the capacity, therein stated.

Given under my hand and seal of office this _____ day of __, 20__.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires _____."

- The following certificate shall be included on the plat in a manner that will allow the signatures of the designated officials and the affixing of the City Seal.

"Approved and Accepted

Chairman, Planning & Zoning

Date

Commission e City of Sanger, TX

*Mayor
City of Sanger, TX*

Date

Attested by

*City Secretary
City of Sanger, TX"*

Date



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VACATING PLAT CHECKLIST

- A letter signed by the property owner(s) indicating their consent. If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- Current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s). Original tax certificates shall be required for recording the plat at the County.
- Letter of Intent that should include
 - 1) Existing legal description (subdivision name, lot(s), block(s));
 - 2) Original legal description that will be resumed upon plat vacation;
 - 3) Explain the location of all structures on the property.
 - 4) The contact information of the person(s) preparing the submitted documents
 - 5) The designated point of contact for future correspondence
 - 6) The intent of the plat application
 - 7) A request that the plat be reviewed and considered by the appropriate approval body
- A signed and notarized affidavit filled out completely and accurately by the land owner for the type pf plat that is proposed to be vacated must be included.
- A map(s) showing the location, size, use and arrangement of all buildings/structures showing height in stories and feet, total floor area, total square feet of ground area coverage of existing buildings which will remain, if any, and the location, designation and total area of all usable open space.
- Vicinity Map



DATE: 12/29/25

1st REVIEW COMMENTS – Replat – Kirkland Street Addition

The request is for a Replat of Kirkland Street Addition, being approximately 0.339 acres of the Kirkland Street Addition, Blk A, Lot 2-A, prepared by Landmark Surveyors, LLC., submitted on 12/17/25. Below are the comments that should be addressed before Planning & Zoning approval. Resubmit the revised plat along with a response letter addressing all comments.

Planning

Provide the following;

1. Type in Title Block should be Replat.

Informational Comments

1. The property is within the City of Sanger.
2. The Final Plat will be scheduled for Planning and Zoning (P&Z) Commission meeting on Monday, January 12, 2025.



December 26, 2025
AVO 37449.004

Ms. Ramie Hammonds
Development Services Director/Building Official
City of Sanger
201 Bolivar Street
P.O. Box 1729
Sanger, Texas 76266

Re: Kirkland Street Addition - Review #1

Dear Ms. Hammonds,

Halff Associates, Inc. was requested by the City of Sanger to review the Final Plat for Kirkland Street Addition. The submittal was prepared by Landmark Surveyors, LLC and was received on December 18, 2025.

We have completed our review, and we offer the following comments:

Final Plat Comments

1. Please provide closure report that matches acreage per Ordinance §SO-6B.6.b

If you have any questions or need additional information, please do not hesitate to call me at (817) 764-7498.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Lotigo".

Samson Lotigo, PE
HALFF ASSOCIATES, INC.
Firm No. 0312
Attachments: Plat markups



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Consideration and possible action on Ordinance No. 01-07-26 an amendment to Chapter 8 Offenses and Nuisances, 8.103 Notice to Abate Nuisance, amending the language to include a public hearing before the municipal court and vehicle identification if available on site.

SUMMARY:

- Chapter 8 Offenses and Nuisances, 8.103.f added.
- The added language requires a public hearing before the municipal court and an order requiring the removal of a vehicle or vehicle part, and must include the correct vehicle description and the correct identification number and license number of the vehicle if the information is available at the site.
- This will allow for code to abate some of the violations that do not get abated by the property owner.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends APPROVAL.

ATTACHMENTS:

Ordinance No. 01-07-26

CITY OF SANGER, TEXAS

ORDINANCE 01-07-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANGER, DENTON COUNTY, TEXAS, AMENDING CHAPTER 8 OFFENSES AND NUISANCES, ARTICLE 8.103 NOTICE TO ABATE NUISANCE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A CUMULATIVE CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE IN ACCORDANCE WITH SECTION 1.109 OF THE CODE OF ORDINANCE FOR VIOLATIONS; PROVIDING FOR A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Sanger (the “City”) is a home rule municipality regulated by state law and Charter; and

WHEREAS, the City Council finds it necessary for the public health, safety and welfare that development occur in a controlled and orderly manner; and

WHEREAS, On January 20, 2026 the City Council approved Ordinance 01-07-26 amending Chapter 8 Offenses and Nuisance, Article 8.103; and

WHEREAS, all requests for an amendment to the Code of Ordinances were duly filed with the City of Sanger, Texas, concerning the hereinafter described; and

WHEREAS, the Planning and Zoning Commission on January 12, 2026, duly covered and conducted a public hearing for the purpose of assessing a request for an amendment to the code of ordinances recommending approval for the hereinafter described and

WHEREAS, the City Council finds that the passage of this Ordinance is in the best interest of the citizens of Sanger.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANGER, TEXAS:

SECTION 1. That Chapters 8 Offenses and Nuisances, Article 8.103 are amended as provided below.

Add 8.103.f below;

(f) A public hearing shall be held before the removal of the vehicle or vehicle part as a public nuisance. The hearing shall be held before the municipal court. An order requiring the removal of a vehicle or vehicle part must include a description of the vehicle and the correct identification number and license number of the vehicle if the information is available at the site.

SECTION 2. That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases and words of this Ordinance are severable and, if any word, phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining portions of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional word, phrase, clause, sentence, paragraph, or section.

SECTION 4. That this Ordinance shall be cumulative of all other City Ordinances and all other provisions of other Ordinances adopted by the City which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.

SECTION 5. Any person, firm or corporation who shall violate any of the provisions of this article shall be guilty of a misdemeanor and upon conviction shall be fined in accordance with the general penalty provision found in The Code of Ordinances, Section 1.109 General Penalty for Violations of Code.

SECTION 6. This ordinance will take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such case provides.

PASSED AND APPROVED by the City Council of the City of Sanger, Texas, on this **20th** day of **January**, 2026.

APPROVED:

ATTEST:

Thomas E. Muir, Mayor

Kelly Edwards, City Secretary



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: January 12, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Consideration and possible action on Ordinance No. 01-05-26 amendments to Apx SR Sign Regulations, Section 4, 5, 6, 7, 9, and 15 of the Code of Ordinances.

SUMMARY:

- Section 4.
 - Merged "Sign, Digital or Electronic" and "Sign, Light Projecting" into one unified definition: Digital or Electronic Sign (EMC).
 - This eliminates ambiguity by using one umbrella term to ensure all programmable technology is subject to the same strict standards regardless of how it is marketed.
 - Added several definitions related to electronic signs ("Dwell Time," "Nit," and "Transition Time").
- Section 5.
 - Amended the prohibition of LED/Electronic signs in Section 5.A and 5.N to provide for "regulated allowance." This allows schools, banks, and gas stations, for example, to use modern signage while giving the City the legal tools to regulate their operation.
- Section 6.
 - Added Section 6.I to govern the operation of all electronic signs city-wide by requiring messages remain static for 8 seconds with no "live action" video; requiring automatic sensors to lower brightness at night; specifying the level of brightness to mitigate "nuisances;" and requiring signs to go "dark" to prevent frozen bright screens if they malfunction.
- Section 9.
 - Explicitly state that the new exceptions do not apply to the downtown commercial district to protect the historic and architectural character of the area.
- Section 15.
 - Added specific requirements that electronic signs in the FM 455 corridor must be inset in masonry to prevent the appearance of "billboards" or "TV screens" on poles along the thoroughfare.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends APPROVAL.

ATTACHMENTS:

Ordinance No. 01-05-26

CITY OF SANGER, TEXAS

ORDINANCE 01-05-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANGER, DENTON COUNTY, TEXAS, AMENDING THE CITY OF SANGER CODE OF ORDINANCE, AMENDING APX SR SIGN REGULATIONS, SECTION 4, 5, 6, 7, 9, and 15, PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A CUMULATIVE CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE IN ACCORDANCE WITH SECTION 1.109 OF THE CODE OF ORDINANCE FOR VIOLATIONS; AND PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Sanger (the “City”) is a home rule municipality regulated by state law and Charter; and

WHEREAS, the City Council finds it necessary for the public health, safety and welfare that development occur in a controlled and orderly manner; and

WHEREAS, On January 20, 2026 the City Council approved Ordinance 01-05-26 amending Apx SR Sign Regulations; and

WHEREAS, all requests for a amendment to the Code of Ordinances were duly filed with the City of Sanger, Texas, concerning the hereinafter described; and

WHEREAS, the Planning and Zoning Commission on January 12, 2026, duly covered and conducted public hearing for the purpose of assessing a request for an amendment to the code of ordinances recommending approval for the hereinafter described and

WHEREAS, the City Council finds that the passage of this Ordinance is in the best interest of the citizens of Sanger.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANGER, TEXAS:

SECTION 1. That Apx SR Sign Regulations Building Regulations, is amended as follows;

- Section 4 - Definitions added as follows
 - Dwell Time. The interval of time during which each individual message is static and remains unchanged on a Digital or Electronic Sign.
 - Nit. A unit of measurement of luminance or brightness.
 - Transition Time. The duration of time between the display of tow consecutive static messages on a Digital or Electronic Sign.

Definition amended for Sign, Digital or Electronic as follows;

- Sign, Digital or Electronic (also known as an Electronic Message Center or EMC). A sign, display, or device that changes its message by a programmable electronic process, utilizes digital images or light emitting diode (LED) technology, and is

capable of displaying characters, letters or illustrations. This definition includes any sign that employs electronic variable messages, regardless of the specific technology used (e.g., LED, LCD, or similar).

- Definition removed for Sign, Light Projecting
- Amend Section 5 by adding the following:
 - Amend reference in A from Section 6.F to Section 6.G
 - Add 1. Digital or Electronic Signs are allowed as an exception in the non-residential districts only as provided in Section 6.1.
 - Amend reference in H.2 from Section 9.F to Section 9.E
 - N. Amend to add “except as provided for in Section 6.1”
- Section 6 Add I. see in Exhibit A:
 - I. Standards for Digital or Electronic Signs. In all non-residential zoning districts, Digital or Electronic Signs (EMCs) are permitted as a component of a permanent detached sign, subject to the following:
 - 1. Display Requirements.
 - a. Static Display. Each message must remain static for a minimum Dwell Time of eight (8) seconds.
 - b. Transition. The Transition Time between messages must be instantaneous (two seconds or less).
 - c. Prohibited Motion. No portion of the sign may include flashing, blinking, or scrolling text/images. Video or “live-action” displays are prohibited.
 - 2. Luminance (Brightness) Standards.
 - a. All EMCs must be equipped with an automatic dimming sensor that adjusts the sign’s brightness in direct correlation with ambient light.
 - b. Nighttime. Luminance shall not exceed 0.3 foot-candles above ambient light levels when measured at the distance dictated by the square footage of the sign.
 - c. Daytime. Maximum brightness shall not exceed 5,000 nits.
 - 3. Size Limitation. The electronic portion of the sign shall not exceed 50% of the total allowable sign area as calculated in Section 7.
 - 4. Default/Fail-Safe. In the event of a malfunction, the sign must be programmed to default to a black/un-illuminated screen.
 - 5. District Restrictions. Notwithstanding this section, Digital or Electronic Signs remain prohibited in the Downtown Commercial District as defined in Section 9.B.
- Section 6.2 amend reference from Section 7.G to Section 7.G.1.b and Section 7.G.1.c.
- Section 9.J.9.b amend reference from Section 3.1404 to Section 4 and Section 3.1409.K to Section 9.K
- Section 9.K.1 amend reference from Section 3.1407.J.9 to Section 7.J.9
- Section 9.K.2.a.i amend reference from Section 3.1404 to Section 4
- Section 9.K.2.c amend reference from Section 3.1409.J.8 to Section 9.J.8
- Section 15.C.3.a add the following:
 - iii. Digital or Electronic Signs (EMCs). Where a Digital or Electronic Sign is utilized within the FM 455 Corridor Sign Overlay District:

- (a) It must be integrated into the face of a monument sign.
- (b) The electronic display area must be inset and framed on all four sides by a minimum of six (6) inches of masonry, rock, or stone that matches or is compatible with the primary building located on the same lot as the sign.
- (c) The use of “cabinet-only” or “exposed frame” electronic signs is prohibited.
- (d) The sign must otherwise comply with the operational and brightness standards set forth in Section 6.I.

SECTION 2. That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

SECTION 3. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, phrases and words of this Ordinance are severable and, if any word, phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining portions of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional word, phrase, clause, sentence, paragraph, or section.

SECTION 4. That this Ordinance shall be cumulative of all other City Ordinances and all other provisions of other Ordinances adopted by the City which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.

SECTION 5. Any person, firm or corporation who shall violate any of the provisions of this article shall be guilty of a misdemeanor and upon conviction shall be fined in accordance with the general penalty provision found in The Code of Ordinances, Section 1.109 General Penalty for Violations of Code.

SECTION 6. This ordinance will take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such case provides.

PASSED AND APPROVED by the City Council of the City of Sanger, Texas, on this **20th** day of **January**, 2026

APPROVED:

ATTEST:

Thomas E. Muir, Mayor

Kelly Edwards, City Secretary