



PLANNING AND ZONING COMMISSION JULY 9, 2024

July 09, 2024 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

AGENDA

CALL MEETING TO ORDER

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the Planning and Zoning Commission regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign in sheet and state his/her name and city of residence before speaking. Speakers shall address the Planning and Zoning Commission with civility that is conducive to appropriate public discussion. Speakers can address only the Planning and Zoning Commission and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes of the Planning and Zoning Commission meeting from June 11, 2024.
2. Consider and take appropriate action on discussion of amendment to the Wolfforth Code of Ordinances, Article 14.03 Use Regulations.
3. Consider and take appropriate action on final plat for Aidan Addition (Chelo's).

ADJOURN

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on July 5, 2024 at 5:00 p.m.

/s/ Tara Tomlinson, Director of Development Services



PLANNING AND ZONING COMMISSION JUNE 11, 2024

June 11, 2024 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

MINUTES

CALL MEETING TO ORDER

Kyle Reeves called the meeting to order at 5:37.

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

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No one participated in citizen engagement.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes of the Planning and Zoning Commission meeting from May 14, 2024.

Motion made by Charlotte McDonald, second by Russell Dabbs to approve minutes from May 14, 2024. Motion carried unanimously.

2. Consider and take appropriate action on discussion of new platting process.

Tara Tomlinson reported on new platting process and expectation of the Planning and Zoning Commission. No action taken.

- 3. Consider and take appropriate action on final plat for Harvest Phase 9 Lots 1114-1229 and 1233-1241.

Wes Everett from Betenbough presented Harvest Phase 9 plat to Planning and Zoning Commission.

Motion was made by Michael Adams, second by Charlotte McDonald to recommend approval of Harvest Phase 9 Lots 1114-1229 and 1233-1241 plat. Motion carried unanimously.

- 4. Consider and take appropriate action on a discussion to create a new zoning use category.

Tara Tomlinson and Randy Criswell led a discussion on creating a new zoning use category of Mixed Use to correspond with the City of Wolfforth's Land Use Map.

Motion by Rebekah Peer, second by Michael Adams for city staff to create rough draft for a general mixed use zone for July meeting. Motion carried unanimously.

ADJOURN

Motion by Charlotte McDonald, second by Rebekah Peer to adjourn the meeting at 6:19 pm. Motion carried unanimously.

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on June 7, 2024 at 5:00 p.m.

Kyle Reeves, Chair of Planning and Zoning Commission

ATTEST:

Tara Tomlinson, Director of Development Services



AGENDA ITEM COMMENTARY

MEETING NAME:	Planning and Zoning Commission
MEETING DATE:	July 9, 2024
ITEM TITLE:	Consider and take appropriate action on discussion of amendment to the Wolfforth Code of Ordinances, Article 14.03 Use Regulations.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

In April 2024, the City Council approved a new Future Land Use Map that included a use of Old Town Mixed Use. The current Code of Ordinances does not include this use and the standards that the district must follow. In following the goals of the City's vision, the creation of an "Old Town Mixed Use" district is recommended.

Attached is the proposed Old Town Mixed Use category that includes purpose, allowed uses, a specific use table for this category, and design standards.

EXHIBITS:

1. Proposed Old Town Mixed Use
2. Future Land Use Map

COMMITTEE ACTION/STAFF RECOMMENDATION:

Discuss recommended amendment to the Wolfforth Code of Ordinances, Article 14.03 Use Regulations. Take one of the following actions:

1. Approve changes as recommended and then hold a public hearing.
2. Approve changes with revisions and then hold a public hearing.
3. Cancel Public Hearing and advise staff of future steps.

14.03.XXX- Old Town Mixed-Use District (OTM)

(a) Purpose- The Old Town Mixed-Use District is intended to serve as a mixed-use community commercial center. Mutually supportive office, civic, cultural, entertainment, and residential uses are planned to enhance the viability of this mixed-use community commercial center. Multiple, complementary uses may be mixed vertically with the same building. This form of development is arranged around a connected street and sidewalk network that serves vehicle, pedestrian, and bicycle transportation.

(b) Allowed Uses- Uses in Old Town Mixed-Use District shall be generally pedestrian oriented and encourage pedestrian traffic. Any use or combination of uses otherwise authorized by these zoning regulations is allowed. Uses with drive-through lanes are discouraged in town center, are permitted only by Special Use Permit. If such uses are allowed by approval, the use must be mitigated with special design features during site plan review.

(c) Use table- Old Town Mixed-Use Zoning District

Use	P = Permitted S = Special Use Permit NP = Not Permitted
<i>Commercial Uses</i>	
Retail Sales and Services- excluded are sales geared towards automobile, including gasoline service stations.	P S- if includes drive-through
Banks, Credit Unions, Real Estates Offices, and Property Management services- No drive-throughs	P
Offices for business, professional, and technical uses such as accountants, architects, lawyers, doctors, etc.	P
Food Service uses such as full-service restaurants, cafeterias, and snack bars including café seating within a public or private sidewalk area with no obstruction of pedestrian circulation.	P S-if includes drive-through
Art, antique, and furniture sales (retail or repair; excludes auto sales and services)	P
Farmer's Market	S
Veterinary Clinic (no outdoor facilities for overnight storage of animals)	P
Bed and Breakfast Establishments	S
Full-Service Hotels	S
Outdoor Storage	NP
Any use with on-premise alcohol sales as less than 50% of gross sales revenue	P
Retail Tobacco or smoke shops	NP
Any use with on-premise alcohol sales as more than 50% of gross sales revenue	S
Any use with off-premises alcohol sales at any amount	S

Tasting Rooms	S
Sale of Used Goods	S
<i>Entertainment Uses</i>	
Theaters and Cinemas	P
Museums	P
Fitness, recreational sports, gym, or athletic club	P
Parks, greens, plazas, squares, and playgrounds	P
Amusement, Commercial (indoor)	P
Amusement, Commercial (outdoor)	S
Event Center/Rental Hall	P
<i>Institutional and Civic Uses</i>	
Schools or Universities	NP
Religious institutions	P
Philanthropic Organizations	NP
Civic uses (courthouse, City Hall, and other public offices)	P
Assisted Living	S
Daycare	NP
<i>Residential Uses</i>	
Residential Apartments and/or condominiums	S- for upper floors
Upper floor residential uses	S
Single-family detached dwellings	NP
Townhomes	NP
Duplexes	NP

(d) Design Standards- The following minimum standards shall be required:

- i) Setbacks- Structures will have zero lot lines. Buildings in this zone shall comply with the following:
 - (1) Zero lot lines are those lines situated so that the roof line of a structure can be located on the side lot boundary without any setback required.
 - (2) The minimum rear yard shall be five (5) feet for a single-story structure and fifteen (15) for any multi-story structure.
 - (3) A concrete sidewalk shall be constructed ten (10) feet from curb in a dedicated public right-of-way.
 - (4) The minimum front setback shall be ten (10) feet from sidewalk using concrete or another approved material.
 - (5) Alley walkways shall be placed every 250 (250) feet at minimum that are 20 (20) feet in width.
 - (6) No doors or windows shall be located on any wall located on a zero lot line.
- ii) Parking- All off-street parking requirements will follow the standards set forth in article **14.05.011** and must be located in the rear of the structure.
- iii) Patios- The design of the interior and immediate surroundings of a patio should adhere to the following guidelines:
 - (1) The surface area of an outdoor patio may not exceed the interior floor area of the primary licensed establishment.
 - (2) A fence or vertical barrier may be used to delineate the perimeter of the patio area.
 - (3) Perimeter fences shall not obstruct the line of sight for pedestrians and drivers.

- (4) Patios shall be located in the front setback or on the rooftop.
- iv) Signs- All permissible signage shall be designed and follow the standards set forth in article **14.04.014**.
- v) Outside storage- No outdoor storage, except for refuse disposal, shall be permitted. Refuse disposal areas shall be landscaped or screened from view.
- vi) Live Outdoor Music at Retail Sales and Service- Live outdoor music will be permissible during peak hours (defined as Sunday through Thursday from 12 pm to 10 pm, and Friday, Saturday, and holidays from 12 pm to 12 am. Music performances are not to exceed **ninety-five decibels (95 dB)** (follow Texas Penal Code 42.01 c (2)- 85 or under at property line) at a distance of one hundred (100) meters.
- vii) Live Outdoor Music at Amphitheaters or Outdoor Events- Live outdoor music will be permissible Friday, Saturday, and holidays from the hours of 12 pm to 12 am. A permit must be obtained through the city. Music performances are not to exceed **ninety-five decibels (95 dB)** at a distance of one hundred (100) meters.
- viii) Principal Building Standards-
- (1) Buildings shall be oriented towards the main street.
 - (2) Primary entrances to buildings shall be located on the street along which the building is oriented. At intersections, corner buildings may have their primary entrances oriented at an angle to the intersection. All primary entrances shall be oriented to the public sidewalk for ease of pedestrian access.
 - (3) Building maximum- 3 stories or 45 feet (whichever is less)
 - (4) Building Material- The wall surface for all buildings on sides adjacent to any street or alley walkway other than glass shall be of one hundred percent (100%) masonry material. Seventy-five percent (75%) of overall wall surfaces other than glass shall be of brick, stone, or cast stone. The remaining twenty-five percent (25%) may be stucco, fibrous cement, split-face block, or other masonry material. The use of any other wall surface material may be approved by the City Council at the time of the site plan review.
- ix) Sidewalk Sales- Sidewalk vendors selling goods must obtain a **Sidewalk Vending Permit** (would be new) before conducting vending business activities in the City of Wolfforth. The permits are issued by the Development Department and are valid for one year from the date of issuance and must be **renewed annually** (do we want per event).
- (1) In general, sidewalk vendors must adhere to the following guidelines:
 - (a) Display Sidewalk Vending Permit while conducting vending business activities.
 - (b) Vending activities shall take place on a sidewalk and during approved times as follows: hours imposed on other businesses on the same street block or 8 am to sunset, whichever is less restrictive on non-residential blocks.
 - (c) A Sidewalk Vending Permit does not provide an exclusive right to operate on any sidewalk or portion thereof. Must be in front of primary business.
 - (d) Sidewalk vendors must ensure that the 10-foot area immediately surrounding the vending space is kept clean and free of trash and debris associated with their vending operation. A trash receptacle must be provided for customers and must be large enough to accommodate customer trash.
 - (e) Vending equipment and goods must be attended to at all times by the business owner or employee. Vendors must remove all equipment and goods at the end of each day.
 - (f) Obstructions that would reduce the width of the sidewalk to less than forty-eight (48) inches are prohibited.
 - (g) The public right of way or any area that blocks pedestrians or vehicles is prohibited.

- (h) Vending is prohibited in any public property that does not meet the definition of a sidewalk, including but not limited to any alley, street, street or roadway median, street end or parking lots.

Awnings- 14.08.003 Measurements

Yard exceptions.

(j) Every part of any required yard shall be open and unobstructed, except for the following:

(3) Eaves and awnings on main residential buildings which project a distance of no more than two feet into required yards.

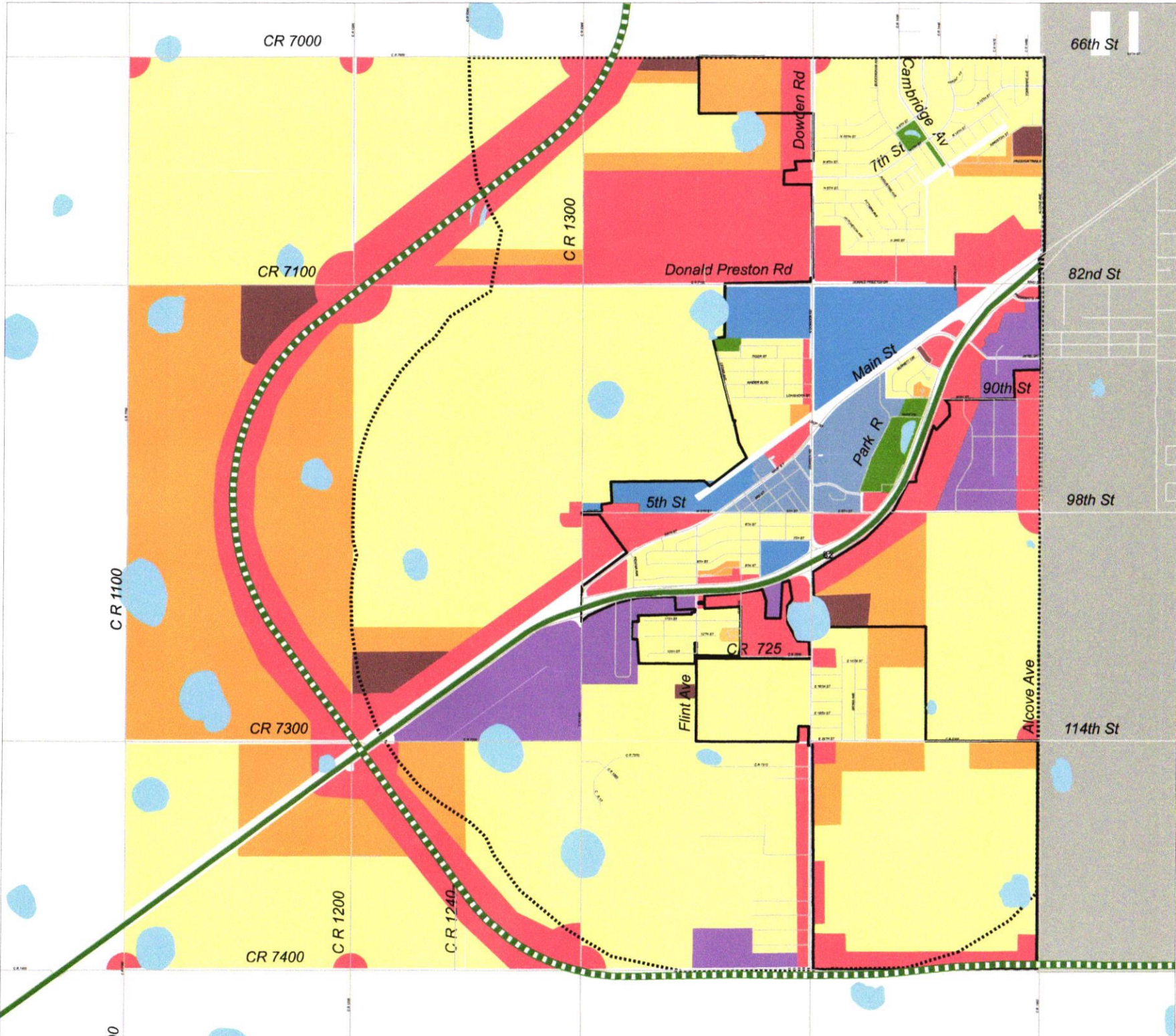
(6) Open and unenclosed porches covered by a roof (but being unencumbered by walls, glazing or rigid screening of any kind) may project into required front or rear yards for a distance not to exceed 6 feet, provided that no supporting structure for such extensions shall be located within the required front or rear yard.



Wolfforth Future Land Use Plan

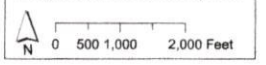
Legend

- Loop 88
- Low Density Residential
- Manufactured Home
- Medium Density Residential
- High Density Residential
- Commercial
- Old Town Mixed Use
- Special Study
- Park/Open Space
- Public/Semi-Public
- Industrial
- Wolfforth City Limits
- Wolfforth ETJ
- Lakes
- Lubbock City Limits



Kimley»Horn

2021 City of Wolfforth
Comprehensive Plan Update



Adopted by City Council on April 10, 2021
Revised April 10, 2021



AGENDA ITEM COMMENTARY

MEETING NAME: Planning and Zoning Commission
MEETING DATE: July 9, 2024
ITEM TITLE: Consider and take appropriate action on final plat for Aidan Addition (Chelo's).
STAFF INITIATOR: Tara Tomlinson, Director of Development Services

BACKGROUND:

The attached plat has been reviewed by staff and third parties and meets the City's ordinances for approval with the attached conditions to address. Per City of WolfForth's Code of Ordinances, approval by Planning and Zoning Commission shows that the plat meets all ordinances.

The attached plat is part of a renovation plan by Chelo's restaurant. In order to obtain a building permit, the first step is platting the land that the current restaurant and future building reside on.

EXHIBITS:

- 1. Final Plat

COMMITTEE ACTION/STAFF RECOMMENDATION:

Staff advises review of Aidan Addition plat and recommends approval to City Council.

FINAL PLAT
Lot 1,
Aidan Addition,
to the City of Wolfforth,
Lubbock County, Texas

SCALE: 1"=50'

- CONTAINS 0.689 ACRES WITHIN THE PLAT LIMITS
- (1) "Heavy lines indicate plat limits."
 - (2) "All streets, alleys, and easements within plat limits are herein dedicated unless noted otherwise."
 - (3) "No building permit shall be issued on any survey certificate that is not in accordance with an approved final plat unless exception is provided by the city council policy or by the city code of ordinances."
 - (4) "All utility service shall be in accordance with the underground utilities policy statement by the city council of the city and the provisions of section 15.08.025 of the city code of ordinances."
 - (5) "Any relocation or revision of existing facilities shall be at the subdivider's expense. Compensation shall be made prior to the recording of this final plat."
 - (6) "All existing or proposed utility services to and on tracts indicated by this plat shall be contained in the public right-of-way and public or private utility easements. Utility service installation requested at a future date and not within an easement indicated by this plat, shall be within a proper utility easement granted by the owner of said property by separate recorded instrument prior to the provision of such service. Such easements shall be at the expense of the entity requesting such installation."
 - (7) "All easements herein granted shall entitle the city or the utility company using such easements to the right to remove, repair or replace any lines, pipes, conduits, or poles within such easements as may be determined by the city or utility company without the city or utility company being responsible or liable for the replacement of improvements, paving, or surfacing of the easement necessitated by such repair, removal, or replacement. Easements designated or intended for vehicular passage (utility and emergency) or pedestrian access shall not be fenced or otherwise obstructed."
 - (8) "Any easements or rights-of-way shown as 'to be dedicated by separate instrument' are shown on the plat for information purposes only. This plat does not dedicate said easements."
 - (9) "Minimum floor elevations shall conform to the requirements of the city drainage design manual and section 3.09.022 of the city code of ordinances."

APPROVED this _____ Day of _____, 20____ by the
City Council of the City of Wolfforth

APPROVED _____ MAYOR

ATTEST _____ SECRETARY

ANY RELOCATION OR REVISION OF EXISTING FACILITIES SHALL BE AT THE DEVELOPER'S EXPENSE. COMPENSATION SHALL BE MADE PRIOR TO RECORDING OF ANY PORTION OF THIS PLAT.

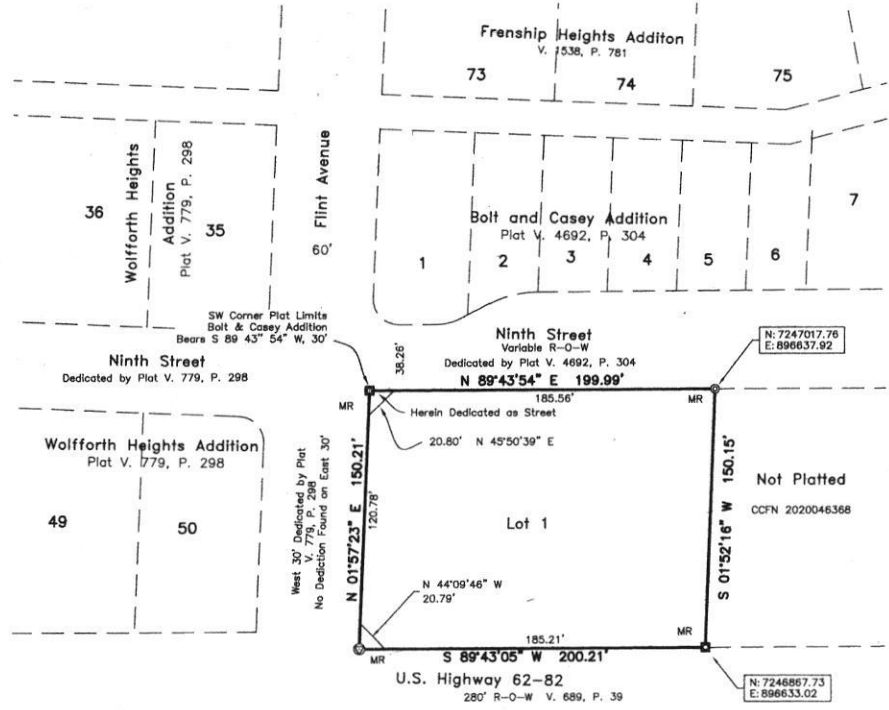
ALL EXISTING OR PROPOSED UTILITY SERVICES TO AND ON TRACTS INDICATED BY THIS PLAT SHALL BE CONTAINED IN THE PUBLIC RIGHT-OF-WAY AND PUBLIC OR PRIVATE UTILITY EASEMENTS. UTILITY SERVICE INSTALLATION REQUESTED AT A FUTURE DATE, AND NOT WITHIN AN EASEMENT INDICATED BY THIS PLAT, SHALL BE WITHIN A PROPER UTILITY EASEMENT GRANTED BY THE OWNER OF SAID PROPERTY BY SEPARATE RECORDED INSTRUMENT PRIOR TO THE PROVISION OF SUCH SERVICE. SUCH EASEMENTS SHALL BE AT THE DEVELOPER'S EXPENSE.

Monuments shown as found on this survey were accepted by this surveyor as controlling evidence due to substantial agreement with Record Documents.

Survey Control: Bearings and coordinates are based on the Texas North Central Zone Coordinate System, NAD 83. Distances are surface distances, U.S. Survey Feet.

BLANKET GARBAGE SERVICE EASEMENT HEREIN GRANTED ON TRACT FOR SERVICE WITHIN THE PLAT LIMITS.

No Abstract of Title or Title Commitment was provided to this surveyor for this proposed plat. Any record research done by this surveyor was made only for the purpose of determining the boundary of this property (and as it may relate to adjoining parcels or right-of-way). Record documents other than those shown on this plat may exist and affect this property. This plat does not constitute or imply a title examination and any such title examinations are not the responsibility of this surveyor.



KNOW ALL MEN BY THESE PRESENTS

That I, JONATHAN MARK GIESZINSKI, Registered Professional Land Surveyor do hereby certify that I prepared this plat from an actual and accurate survey of the land and the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Subdivision Regulations of the City of Wolfforth, Texas.

Jonathan Mark Gieszinski
REGISTERED PROFESSIONAL LAND SURVEYOR, # 4460 LUBBOCK, TEXAS
November 24, 2023

- LEGEND
- ⊠ Fd. 1" Iron Pipe
 - ⊙ Fd. Nail and Washer
 - ⊠ Fd. "X" In Concrete
 - ⊙ Fd. 1/2" Iron Rod with Yellow Cap
 - MR Physical Monument of Record Dignity



	ABACUS ENGINEERING SURVEYING 2737 81st Street LUBBOCK, TEXAS 806-745-7670
	Count on It
	TEXAS SURVEYING FIRM NO. 101153-00 TEXAS ENGINEERING FIRM NO. 4386