



# PLANNING AND ZONING COMMISSION APRIL 15, 2025

April 15, 2025 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## AGENDA

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### 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 from March 11, 2025.
2. Conduct a Public Hearing on a zoning amendment for the Overlook PDD.
3. Consider and take appropriate action on zoning amendment for the Overlook PDD.
4. Conduct a Public Hearing on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.
5. Consider and take appropriate action on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.

### 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 September 29, 2023 at 5:00 p.m.

/s/ Tara Tomlinson, Director of Development Services



# PLANNING AND ZONING COMMISSION MARCH 11, 2025

March 11, 2025 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## MINUTES

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### CALL MEETING TO ORDER

Kyle Reeves called the meeting to order at 5:33 pm.

### 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.

No one participated in citizen engagement.

### ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes from November 12, 2024.

Motion made by Russell Dabbs, second by Robert Garcia to approve minutes from November 12, 2024. Motion carried unanimously.

2. PUBLIC HEARING: Consider and take appropriate action on an amendment to the Overlook Planned Development District.

The public hearing was opened at 5:34 pm. Jeff Sweat and Robert Wood spoke of plans for development from Overlook Land Group. Public hearing was closed at 5:37 pm.

3. Consider and take appropriate action on an amendment to Overlook Planned Development District.

Motion made by Robert Garcia, second by Russell Dabbs to recommend approval of amendment to Overlook PDD to include 40' lots and a minimum of 4200 square feet. Motion carried unanimously.

4. Consider and take appropriate action on approval of an amendment to The Overlook, Lot 304-334 plat.

Motion made by Robert Garcia, second Jonathan Singer to approve replat of The Overlook, lots 304-334. Motion carried unanimously.

5. PUBLIC HEARING: Consider and take appropriate action on a zoning change from R-1 to C-3 at 469 E Hwy 62-82; BLK AK SEC 25 AB 246 TR NE2A AC: 1.647.

Public hearing was opened at 5:40 pm. No comments were heard from the public. The public hearing closed at 5:41 pm.

6. Consider and take appropriate action on a zoning change from R-1 to C-3 at 469 E Hwy 62-82; BLK AK SEC 25 AB 246 TR NE2A AC: 1.647.

Motion made by Russell Dabbs, second by Robert Garcia to recommend approval of a zoning change for 469 E Hwy 62/82 from R-1 to C-3.

7. Consider and take appropriate action on discussion of an amendment to the Wolfforth Zoning Ordinance 14.03.013 Commercial Use Categories, 14.03.008 Use Table, 14.04.024 Game Room, and 14.08.004 Definitions.

Randy Criswell and Tara Tomlinson gave an update on Lubbock County's adoption of a new game room ordinance. Clarifications were given for the distinction between game rooms and game halls.

8. PUBLIC HEARING: Consider and take appropriate action on an amendment to the Wolfforth Code of Ordinances, 14.03.013 Commercial Use Categories, 14.03.008 Use Table, 14.04.024 Game Room, and 14.08.004 Definitions.

Public hearing was open at 5:59 pm. No comments were heard from the public. The public hearing was closed at 6:00 pm.

9. Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, 14.03.013 Commercial Use Categories, 14.03.008 Use Table, 14.04.024 Game Room, and 14.08.004 Definitions.

Motion made by Jonathan Singer, second by Robert Garcia to recommend approval of amendment to the Wolfforth Code of Ordinances 14.03.013, 14.03.008, 14.04.024, and 14.08.004. Motion passed unanimously.

## **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 March 7, 2025 at 5:00 p.m.

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Kyle Reeves, Chair of Planning and Zoning Commission

ATTEST:

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Tara Tomlinson, Director of Development Services



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Planning and Zoning Commission
<b>MEETING DATE:</b>	April 15, 2025
<b>ITEM TITLE:</b>	Conduct a Public Hearing on a zoning amendment for the Overlook PDD.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### BACKGROUND:

This commentary applies to the next two agenda items:

1. Conduct a public hearing on a zoning amendment for the Overlook PDD.
2. Consider and take appropriate action on a zoning amendment for the Overlook PDD.

The Overlook Land Group is wanting to extend their PDD zone to cover the eastern portion of Overlook from Good Prairie to Alcove. The proposed district would include the same allowable regulations as the original area. The new zone area covers about 163 acres.

### EXHIBITS:

1. Public Hearing Notice
2. Map

### COMMITTEE ACTION/STAFF RECOMMENDATION:

Hold a public hearing.

# NOTICE OF PUBLIC HEARING - CITY OF WOLFFORTH

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on April 15, 2025 at 5:30 pm and City Council will meet April 21, 2025 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Overlook Planned Development District site map to include 163.41 acres. The suggested revision is to expand the zoning area to include from Good Prairie to Alcove between E 11th Street and E 20th Street.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4120, email [city.secretary@wolfforthtx.us](mailto:city.secretary@wolfforthtx.us) for further information.

March 28 2025

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## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Planning and Zoning Commission
<b>MEETING DATE:</b>	April 15, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on zoning amendment for the Overlook PDD.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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**BACKGROUND:**

The previous item was to hold a Public Hearing to receive comments on a zoning amendment for the Overlook PDD.

**EXHIBITS:**

1. Ordinance

**COMMITTEE ACTION/STAFF RECOMMENDATION:**

City staff recommends a recommendation to City Council to approve the zoning amendment for Overlook PDD.

## ORDINANCE NO. 558

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING ORDINANCE NO. 256 CHANGING THE ZONING DESIGNATION FROM R-1 TO PLANNED DEVELOPMENT DISTRICT AS IT PERTAINS TO A 160.319 ACRE TRACT OF LAND IN THE EAST PORTION OF SECTION 24, BLOCK AK, H.E. & W.T. RR. CO. SURVEY ABSTRACT NUMBER 885, LUBBOCK COUNTY, TEXAS (COLLECTIVELY THE “PROPERTY”); AUTHORIZING THE AMENDMENT OF THE OFFICIAL ZONING MAP; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council passed and approved Ordinance No. 256 the City of Wolfforth Zoning Ordinance on August 18, 2003;

WHEREAS, on May 17, 2021, the City Council passed and adopted Ordinance No. 568 creating a Planned Development District (the “PDD”) over 98.57684 acres known as Overlook;

WHEREAS, on November 15, 2021, the City Council passed and approved Ordinance No. 585 annexing 160.319 acres referred to as 160.319-acre tract of land in the east portion of Section 24, Block AK, H.E. & W.T. RR. Co. Survey, Abstract No. 885, Lubbock County, Texas (“Overlook East”);

WHEREAS, upon annexation into the Wolfforth city limits a property is classified as R-1 Single-Family Residential;

WHEREAS, Overlook East is adjacent to Overlook;

WHEREAS, the owner of Overlook East has requested that it be included in the PDD;

WHEREAS, the City published notice and conducted public hearings as required by Chapter 211 of the Texas Local Government Code and the City Code of Ordinances;

WHEREAS, on April 14, 2025, the Planning Commission met and voted 5-0 to recommend approval of the expansion of the Planned Development District to include Overlook East; and

WHEREAS, the City Council finds that the expansion of the Planned Development District is consistent with the existing land use adjacent to Overlook East and that the expansion of such district is in the best interest of the City; **NOW THEREFORE,**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

**Part 1. Enacted.**

THAT the City of Wolfforth Ordinance No. 256 Section 1 is hereby amended to read as follows:

#### SECTION 1:

THAT, Ordinance No. 256, the Zoning Ordinance of the City of Wolfforth, Texas is hereby amended changing the zoning designation for Overlook East, described in Exhibit “A”, from R-1 to Planned Development District. The conditions in the Planned Development District on the Property (the “District”) are as follows:

- a. Row homes and single-family homes will be allowed in the District. Except as set forth in this Ordinance, row home lots will follow the requirements set forth in the Wolfforth Zoning Ordinance for the RH Zoning District. Single family lots will follow the requirements set forth in the Wolfforth Zoning Ordinance for the R1 Zoning District.
- b. Row home lots with a one-story structure will have a 5’ rear setback, a two-story structure will have a 15’ rear setback
- c. Row homes will have a 0’ side set back for interior lots. Separate units must maintain 10’ between structures.
- d. Any lot which fronts on cul-de-sacs will have a 5’ front setback except for the garage which must maintain a 20’ front setback
- e. Corner lots may have a five (5) foot side setback.
- f. Adhere to Site Plan (Exhibit A) for lot variation.

#### **Part 2. Official Zoning Map**

The Director of Planning and Community Development is directed to amend the official zoning map of the City to show the change in the zoning designation set forth herein.

#### **Part 3. Severability.**

If any section, sub-section, clause, phrase or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase or portion shall be deemed to be a separate, distinct and independent provision and such invalidity shall not affect the validity of the remaining portions.

#### **Part 4. Repeal**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**Part 5. Open Meetings**

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code and Chapter 211, Texas Local Government Code.

**Part 6. Effective Date.**

This Ordinance shall be in full force and effect from and after the date of its passage.

**PASSED and ADOPTED** this 21<sup>st</sup> day of April 2025.

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Charles Addington, II, Mayor  
City of Wolfforth, Texas

ATTEST:

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Terri Robinette, City Secretary



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Planning and Zoning Commission
<b>MEETING DATE:</b>	April 15, 2025
<b>ITEM TITLE:</b>	Conduct a Public Hearing on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### BACKGROUND:

This commentary applies to the next two agenda items:

1. Conduct a public hearing on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.
2. Consider and take appropriate action on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.

On February 16, 2004, the land that includes Tract A in Windsor Estates was annexed into the city limits of Wolfforth. According to city ordinances, annexed land automatically defaults to R-1 (Residential Single-Family) zoning.

On September 19, 2022, the City Council approved a plat that designated Tract A, located in the northwest corner of Windsor Estates, as a separate lot. The zoning has remained residential since that time.

Recently, the Wolfforth Land Company submitted a request to rezone Tract A from R-1 (Residential Single-Family) to C-1 (Light Commercial). Their proposed plans for the property include developing a strip center or a convenience store. Alternatively, they may sell the lot as a commercial property or develop it themselves.

C-1 (Light Commercial) zoning permits businesses such as retail stores, restaurants, and professional offices. Because this parcel is adjacent to a residential zone, keeping it within the light commercial classification would help limit business types and prevent more intensive commercial or industrial development.

### EXHIBITS:

1. Public Hearing Notice
2. Application
3. Site Map

### COUNCIL ACTION/STAFF RECOMMENDATION:

Conduct a public hearing.

## PUBLIC NOTICE

The Wolfforth Planning and Zoning Commission will meet on April 15, 2025 at 5:30 pm and the Wolfforth City Council will meet on April 21, 2025 at 6:00 pm in the City Council Chambers, 302 Main Street, Wolfforth, Texas. The Public Hearings are to receive comment regarding a zoning change by the City of Wolfforth from R-1 (Residential) to C-1 (Light Commercial) at Windsor Estates by Preston Manor Tract A. (Located at the intersection of 66<sup>th</sup> Street and Hwy 179)

At said time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120 or email at [city.secretary@wolfforthtx.us](mailto:city.secretary@wolfforthtx.us) for further information.



City of Wolfforth  
PO Box 36 / 302 Main Street  
Wolfforth, TX 79382  
**APPLICATION FOR ZONING CHANGE**

**Checklist of Required Documents: (No incomplete applications will be processed)**

Application ☒  
 Fee ☐  
 Proof of Ownership ☐  
 Survey/Legal Description ☒  
 Site Plan ☐  
 Description of Planned Use ☐

If PDD zoning is requested, please include any variance requests

**Project Information**

Location or Address Windsor Estates at Preston Manor

Lots/Tracts: Tract A

Existing Zoning N/A Requested Zoning C-1

**Representative/Agent Information (if different from owner)**

Firm Name OJD Engineering, LLC

Name Michael J. Adams

Address 328 E. HWY 62 City Wolfforth State TX

Zip 79382 Telephone (806) 791-2300 Email michael.adams@ojdengineering.com

Agent's Signature 

Date 3/26/2025 Printed Name Michael J. Adams

**Owner Information**

Firm Name Wolfforth Land Company, LLC

Address 1020 E. Levee Street, Ste 130 City Dallas State TX

Zip 75207 Telephone (214) 926-0596 Email mmontgomery@trekresources.com

Property's Owners Signature 

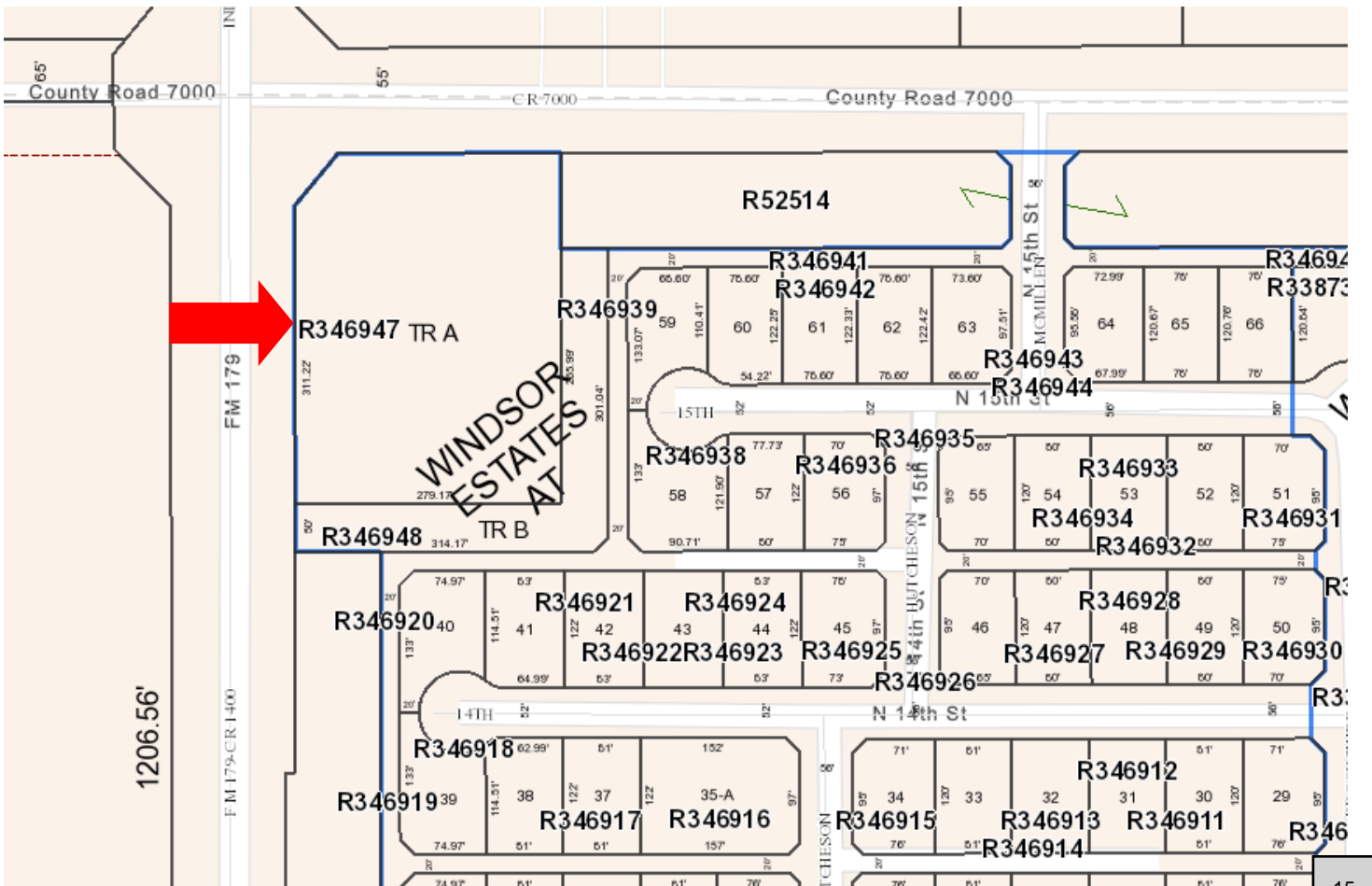
Printed Name Michael E. Montgomery Date 3/26/2025

**For City Use Only**

Zoning Board Date: \_\_\_\_\_ City Council Date: \_\_\_\_\_

Notices Published: \_\_\_\_\_ Notices Mailed: \_\_\_\_\_

For any questions or more information on the Zoning process, please contact the City of Wolfforth Director of Planning and Community Development at (806)855-4159 or email [planning@wolfforthtx.us](mailto:planning@wolfforthtx.us)





## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Planning and Zoning Commission
<b>MEETING DATE:</b>	April 15, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on a zoning change from R-1 to C-1 at Windsor Estates at Preston Manor Tract A.

### EXHIBITS:

1. Ordinance

### COMMITTEE ACTION/STAFF RECOMMENDATION:

City staff recommends a recommendation to City Council to approve the zoning change from R-1 to C-1 for Windsor Estates at Preston Manor Tract A.

## ORDINANCE 2025-XXX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE ZONING MAP AS IT RELATES TO PROPERTY KNOWN AS WINDSOR ESTATES AT PRESTON MANOR TRACT A AC: 2.32, WOLFFORTH, LUBBOCK COUNTY, TEXAS, BY AMENDING THE ZONING DESIGNATION FROM R-1 TO C-1; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Wolfforth established zoning regulations on August 18, 2003;

**WHEREAS**, the Wolfforth Land Company LLC (the “Owners”) own the property known as WINDSOR ESTATES AT PRESTON MANOR TRACT A AC: 2.32, Wolfforth, Lubbock County, Texas (the “Property”);

**WHEREAS**, the Property is currently designated R1 Single-Family Dwelling as the default zoning designation when it was annexed into the City limits;

**WHEREAS**, the Owners have applied for and requested a change to the zoning designation of the Property from R1 to C-1 Light Commercial District;

**WHEREAS**, the C-1 designation is consistent with the Future Land Use Map adopted by the City Council;

**WHEREAS**, after a public hearing, the Planning and Zoning Commission recommended the change in zoning designation for the Property to C-1; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to change the zoning designation of the Property to C-1.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

### **Part 1. Enacted.**

1.01 Zoning Map: THAT the City of Wolfforth Zoning Map is hereby amended as it relates to WINDSOR ESTATES AT PRESTON MANOR TRACT A AC: 2.32, Wolfforth, Texas to C-1 Commercial District which zone change shall hereafter be incorporated into the official map previously adopted by the City. The survey of the Property is attached hereto as Exhibit A.

### **Part 2. Severability.**

If any section, sub-section, clause, phrase, or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section,

sentence, clause, phrase, or portion shall be deemed to be a separate, distinct, and independent provision and such invalidity shall not affect the validity of the remaining portions.

### **Part 3. Repeal**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

### **Part 4. Open Meetings**

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code and Chapter 211, Texas Local Government Code.

### **Part 5. Effective Date.**

This Ordinance shall be in full force and effect from and after the date of its passage.

**PASSED and ADOPTED** this 21<sup>st</sup> day of April 2025.

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Charles Addington, II, Mayor  
City of Wolfforth, Texas

ATTEST:

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Terri Robinette, City Secretary