



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

PLANNING & ZONING COMMISSION

March 7, 2024

7:00 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to four (4) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email asantos@trophyclub.org.

REGULAR ITEMS

- 1. Case ME-24-001 Mother's Day Festival Banners/Signs Meritorious Exception**
Consider a recommendation to the Town Council on a meritorious exception for special purpose banners/signs for the Mother's Day Art and Garden Festival, to include a request to waive the meritorious exception application fee, to be located at the Trophy Club Town Center, PD-30. (Matt Cox, Community Development Director)
- 2.** Consider approval of the January 4, 2024, Planning and Zoning meeting minutes (A. Santos).
- 3.** Receive updates on previous cases heard by the Commission and active development in Town (M. Cox).

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: March 4, 2024, at 5:00 PM, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Matt Cox
Director of Community Development

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682.237.2900, 48 hours in advance, and reasonable accommodations will be made to assist you.



PLANNING & ZONING COMMISSION COMMUNICATION

MEETING DATE: March 7, 2024

FROM: Matt Cox, Director of Community Development

AGENDA ITEM: **Case ME-24-001 Mother's Day Festival Banners/Signs Meritorious Exception**
Consider a recommendation to the Town Council on a meritorious exception for special purpose banners/signs for the Mother's Day Art and Garden Festival, to include a request to waive the meritorious exception application fee, to be located at the Trophy Club Town Center, PD-30. (Matt Cox, Community Development Director)

BACKGROUND/SUMMARY: The 4th Annual Trophy Club Women's Club Mother's Day Art and Garden Festival is scheduled for May 10, 2024. The organization submitted a meritorious exception application requesting additional banners/signs for the event. The same meritorious exception was applied for and granted in February 2023 as part of the 2023 Trophy Club Women's Club Mother's Day Art and Garden Festival. Section 3.09.065 of the Town's Code of Ordinances allows only one (1) banner/sign, not to exceed fifty (50) square feet, on the special event site. The applicant is requesting banners/signs at multiple locations near the festival and throughout town. Section 3.09.101(b) allows an "interested party to request from the Town Council, upon recommendation by the Planning and Zoning Commission, to hear and fairly consider a meritorious exception". A site plan has been submitted with the application showing the locations of potential banners/signs (Exhibit A). Approval for banners on Northwest Independent School District property has been obtained and attached for reference (Exhibit C). The Trophy Club Women's Club is also requesting that the \$300 meritorious exception fee be waived since the event is organized for the purpose of providing scholarships to Trophy Club students.

Proposed Dimensions for 8 vinyl banners/signs

Mother's Day Festival	HEIGHT	4'
8 banners/signs	WIDTH	7'
	OVERALL SF	28

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

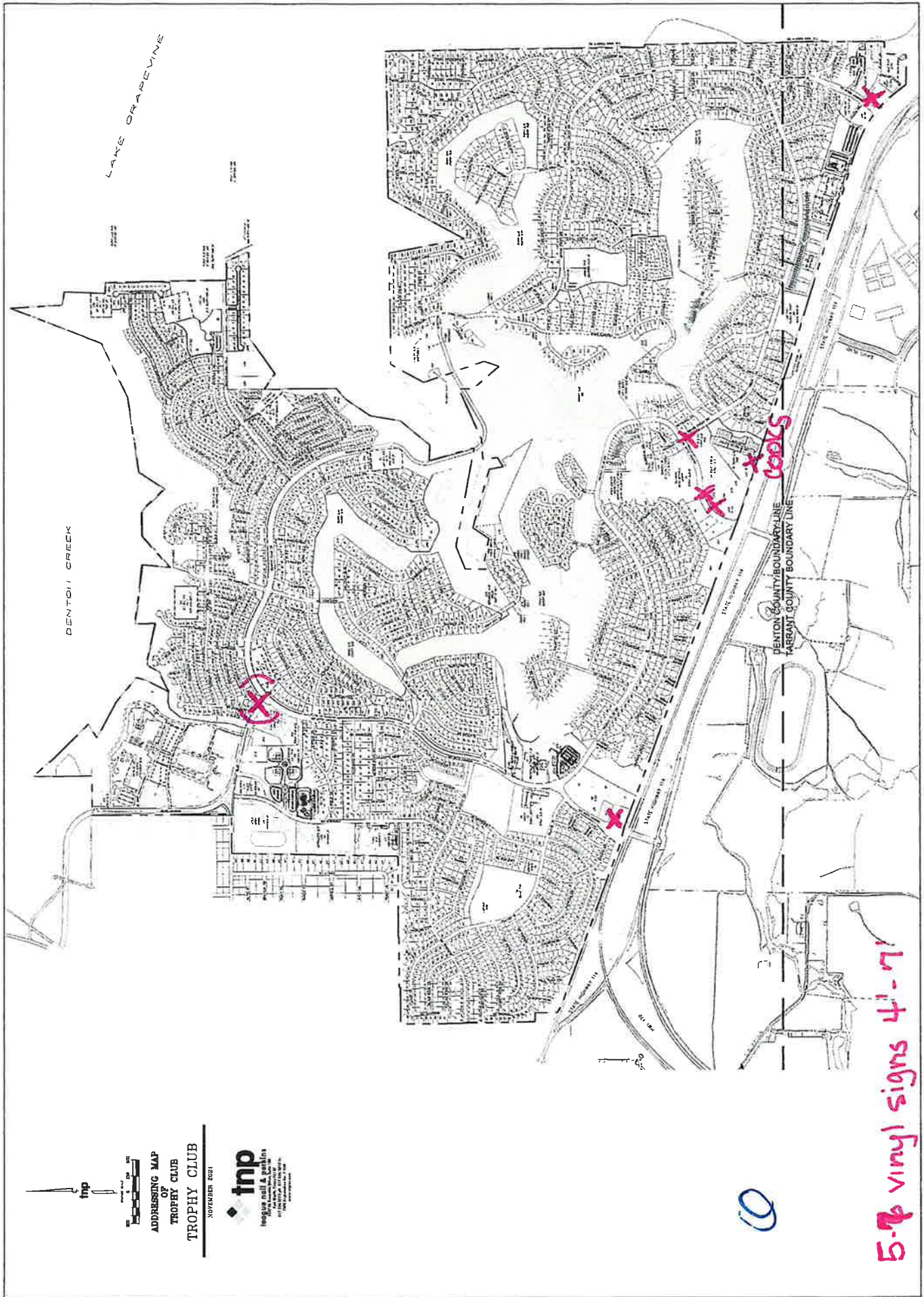
ATTACHMENTS:

1. Exhibit A - Map Locations
2. Exhibit B - ME Application
3. Exhibit C - NWISD Approval Email

ACTIONS/OPTIONS:

Staff recommends that the Planning & Zoning Commission recommend approval to the Town Council on a Meritorious Exception for special purpose banners/signs for the Mother's Day Art and Garden Festival, to include a request to waive the Meritorious Exception application fee, to be located at the Trophy Club Town Center, PD-30.

(X) if possible



Deck Permissions



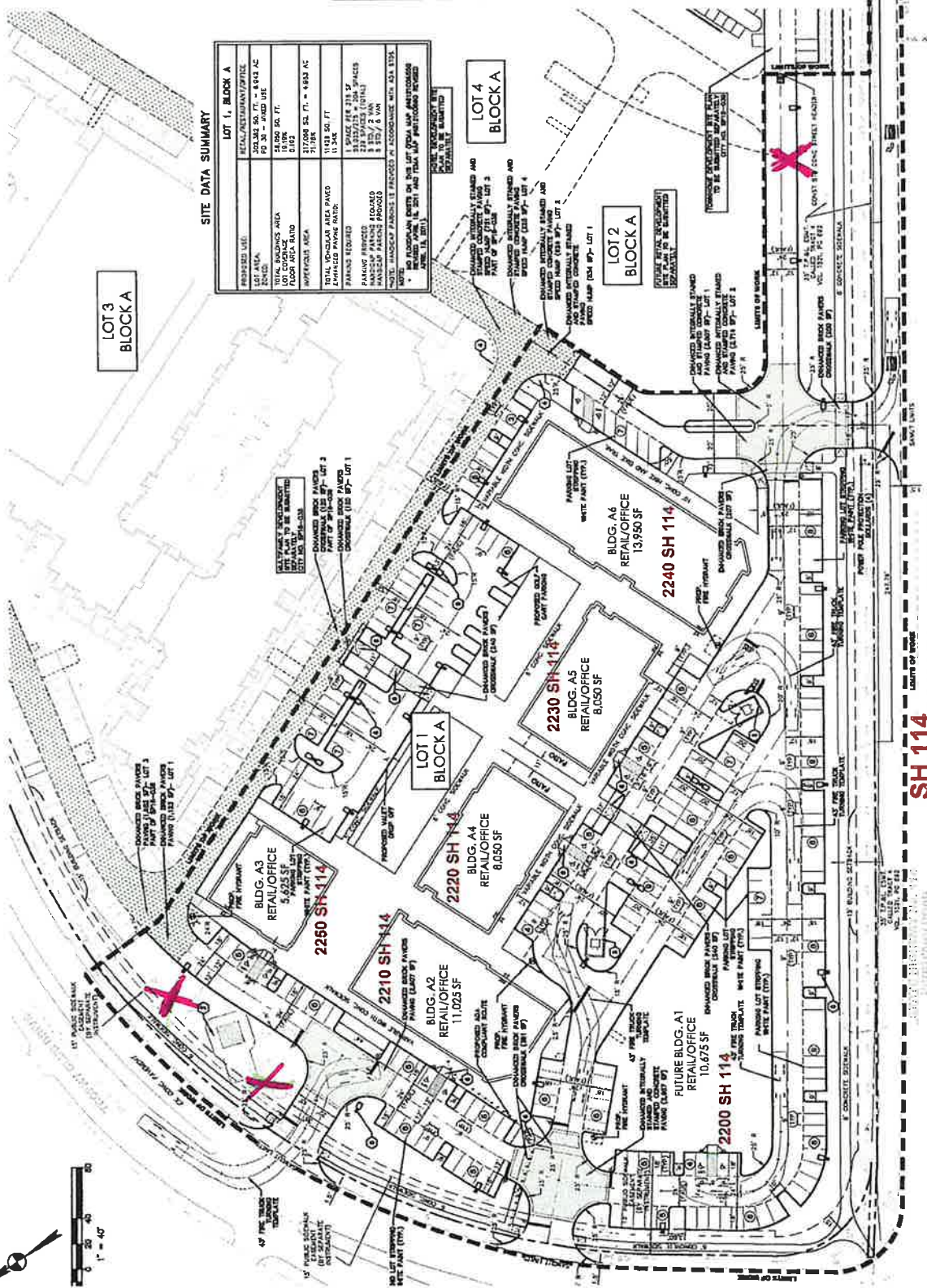
SITE DATA SUMMARY

LOT 1, BLOCK A	
PROMISED USE:	RETAIL/RESIDENTIAL/OFFICE
LOT AREA:	202,343 SQ. FT. = 4.614 AC
FRONTAGE:	PD 50 - IMPROV DED
TOTAL:	28,000 SQ. FT.
TOTAL BALDWIN'S AREA	510
TOTAL BALDWIN'S RATIO	1.000 SQ. FT. = 0.023 AC
APPROXIMATE AREA:	217,000 SQ. FT. = 4.983 AC
	51.18K
TOTAL VOLUMAR AREA PAVTO	1431 SQ. FT
ENHANCED PARKING RATIO:	1.34K
PARKING REQUIRED:	1 SPACE PER 215 SQ. FT.
PARKING PROVIDED:	218 SPACES (1041)
MAXIMUM PARKING REQUIRED:	218 SPACES (1041)
MAXIMUM PARKING PROVIDED:	9.35K / 2.00K
NOTE:	NO BALDWIN'S DEDITS IN LOT TOTAL AS BALDWIN'S DEDITS ARE IN LOT 1 AND THAT ALL BALDWIN'S DEDITS ARE IN LOT 1.

	RESERVED FOR LINE ADDS AND UTILITY EASMENT (SEE CUS FOR SHEET RECAPITULATION)
	RESERVED FOR LINE ADDS AND UTILITY EASMENT (SEE SEPARATE CONTRACT)

PROPOSED LEGEND

	FIRE HYDRANT		LIMITS OF PROPOSED WORK
	WATER VALVE		PROPOSED LARGEST RETAINED WALL
	FIRE DEPARTMENT CONNECTION		PROPOSED LIGHT POLE LOCATION, FOR LIGHTING PLANS
	BASIN/RYAN SIGN/NUMERICAL		
	BASIN/RYAN SIGN/ALPHABET		
	STREET SIGN/NUMERICAL		
	STREET SIGN/ALPHABET		
	ADA ACCESSIBLE ROUTE		

[illegible]

SH114

NOTE:

ENHANCED PAYING
CAPABILITIES (IN SPY)

CONCLUSIONS

FIRE NOTES

- ALL FIRE APPARATUS ACCESS BEARS TO BE CONSTRUCTED TO MEET ADOCS LSI APPLICABLE MODEL REQUIREMENTS

- PROPOSED 15' X 17' X 8' MASONRY DAMPSTER
ENCLOSURE (PACIA MATERIALS FOR THE DAMPSTER
ENCLOSURE TO BE BRICK OR STONE AND TO
CONCRETE, TEXTURE AND PATTERN TO COMPLEMENT
BUILDING PACIA, MATERIALS AND LOOKS AS
PROVIDED TO TOWN WITH SITE PLAN APPLICATION.
- 2 COSTING CLOCK TOWER FOOTPRINT
- 2 BOLLARDS (BRONZE COLOR) AT 5' O.C. REQUIRED
AT ZERO CROSS HEIGHT.
- 2 REFER TO ATTACHED PHOTOGRAPH PLANS FOR
MORE DETAIL ABOUT LIGHT POLE SIZING AND
LOCATIONS
- 2 CONCREMENT SLOPERS (SEE PLAN)

CAUTION II

IS TO CONTACT TEXAS ONE-CALL
1-800-252-6440 OR OTHER UTILITY
AGENCIES AT LEAST 48 HOURS PRIOR TO
ACTIVITIES INVOLVING COMBATING
OR REMEDIATING CONTAMINATION
IN UNDERGROUND STORAGE TANKS
OR THE EXACT LOCATIONS OF UNLATER
AND/OR



TOWN OF TROPHY CLUB
1 TROPHY WOOD DRIVE
TROPHY CLUB, TEXAS 76262
682-237-2917
Permitting@trophyclub.org

MERITORIOUS EXCEPTION APPLICATION

APPEAL LOCATION:

STREET ADDRESS: Trophy Club Town Center
2240 TX-114 Trophy Club TX 76262
ZONING DISTRICT: _____ LOT #: _____ BLOCK: _____

PROPERTY OWNER:

OWNER'S NAME: TC Town Center LP PHONE #: 817-455-6139
ADDRESS: 2240 TX-114 CITY, STATE, ZIP: TC, TX 76262
EMAIL ADDRESS: bhayes@beckventures.com

CHECK ONE:

☐

I will represent this request at the hearing.

☒

I will not represent this request at the hearing. My authorized representative who will represent this request is:

Teryl Flynn

AUTHORIZED REPRESENTATIVE NAME

PHONE NUMBER & EMAIL

COMPLETE THE FOLLOWING IF INFORMATION IS OTHER THAN PROPERTY OWNER APPLICANT:

APPLICANT NAME: Teryl Flynn PHONE #: _____
ADDRESS: 417 Ramsey Trail CITY, STATE, ZIP: TC, TX 76262
EMAIL ADDRESS: _____

IF THE PROPERTY OWNER OF THE SUBJECT PROPERTY IS NOT THE APPLICANT, BY SIGNING BELOW THE OWNER AUTHORIZES THE APPLICANT OR HIS/HER AUTHORIZED DESIGNEE TO MAKE APPLICATION ON THE PROPERTY OWNER'S BEHALF AND TO APPEAL BEFORE THE P&Z AND TOWN COUNCIL:

[Signature]

PROPERTY OWNER'S SIGNATURE

2-29-24

DATE

MERITORIOUS EXCEPTION

PAGE 2

1. DESCRIBE THE EXCEPTION BY LISTING DETAILS, AND IF NECESSARY, USE A SEPARATE SHEET REFERENCING THE PERTINENT SECTION OF THE SIGN ORDINANCE.

Placement of up to 8 4'x7' vinyl banner signs
for Mother's Day Art + Garden Festival
2 weeks in advance

1 @ corner Indian Creek + TC Drive
2 either side of clock tower
1 @ Cooks Childrens on 114 service road

1 @ incoming lane Trophy Lakes Drive + 114 service road
1 @ incoming lane Trophy Wood Drive + 114 service road
1 @ Bobcat + Marshall Creek (see permission form)

3 sets of 6 "flags" along 114 + TC drive 3 days of festival

2. STATE THE GROUNDS FOR THE REQUEST BY DETAILING ANY SPECIAL OR UNIQUE CONDITIONS, WHICH, IN YOUR OPINION JUSTIFY THE REQUEST

Increased Marketing for Festival

Increased awareness of residents + visitors
to drive attendance

3. ATTACH A DETAILED SIGN DIAGRAMS AND A SITE PLAN SHOWING THE LOCATION OF THE SIGN, TO SCALE, AND ANY OTHER DRAWINGS OR INFORMATION NECESSARY TO HELP EXPLAIN THE CASE.

MERITORIOUS EXCEPTION
PAGE 3

I hereby certify that the above statements are true and correct to the best of my knowledge.

Beryl L. Geyron

Applicant's Signature

3/1/2024

Date of Application

State of Texas §
County of Denton §

Subscribed and sworn to me this 1 day of March 2024

Daniel Wilson

Notary Public



(seal)

My Commission Expires: September 20, 2026

Town of Trophy Club
1 Trophy Wood Drive
Trophy Club, Texas 76262
682-237-2900
www.trophyclub.org



Teryl Flynn <teryl.flynn@gmail.com>

RE: Approval for Sign Placed on NISD Property

1 message

McClure, Tim <Tim.McClure@nisdtx.org>

Tue, Feb 20, 2024 at 10:59 AM

To: Teryl Flynn [REDACTED]

Thank you for reaching out. You are certainly welcome to place you sign there again this year. Best of luck on your Mother's Day event!

Thank you,

Tim McClure, AIA

Assistant Superintendent for Facilities

Northwest ISD

Facilities, Planning & Construction

P.O. Box 77070, Fort Worth, TX 76177

817.215.0069



From: Teryl Flynn [REDACTED]
Sent: Tuesday, February 20, 2024 10:04 AM

To: McClure, Tim <Tim.McClure@nisdtx.org>

Subject: Re: Approval for Sign Placed on NISD Property

⚠ CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender [REDACTED] and know the content is safe.

Click the Phish Alert or contact the NISD helpdesk at x81000 (helpdesk@nisdtx.org).

Hello Tim

Can you believe Spring is rolling around again???

We are gearing up for the 2024 Mother's Day Art and Garden Festival, and I wanted to ask if it would be possible to place a banner again at the corner of Marshall Creek and Bobcat. It would go up 2 weeks prior to the Festival (which begins May 10). Last year I placed a copy of your approval letter on the back of the sign so that there would be no problems!

The first week the sign is posted will be during election time in Trophy Club - so I just wanted to make sure we would still be ok posting this banner.

Thank you so very much for your support of the Women's Club!

Teryl

On Mon, Apr 17, 2023 at 9:38 AM McClure, Tim <Tim.McClure@nisdtx.org> wrote:

Teryl,

Thank you again for inviting us to your home and allowing us to present the information on the bond. Per our discussion that evening, Northwest ISD will grant Trophy Club Women's Club the right to place a banner sign on our property at the intersection of Bobcat Blvd. and Marshall Creek Rd. The sign must meet and be approved by the Town of Trophy Club and will be allowed to remain up until 24 hours after the event. If the sign is not removed 24 hours after the event, then NISD will remove the sign and ask that you come pick it up from us.

I have included a map that references the two acceptable locations for the sign to be installed. If you have any questions, please let me know?

Thank you,

Tim McClure, AIA

Assistant Superintendent for Facilities

Northwest ISD

Facilities, Planning & Construction

P.O. Box 77070, Fort Worth, TX 76177

817.215.0069





PLANNING & ZONING COMMISSION COMMUNICATION

MEETING DATE: March 7, 2024

FROM: Matt Cox, Director of Community Development

AGENDA ITEM: Consider approval of the January 4, 2024, Planning and Zoning meeting minutes (A. Santos).

BACKGROUND/SUMMARY: The Planning and Zoning Commission held a meeting on January 4, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Present - P&Z Meeting Minutes from 01.04.2024

ACTIONS/OPTIONS:

Move to approve the January 4, 2024, Planning and Zoning meeting minutes.



Town of Trophy Club

1 Trophy Wood Drive
Trophy Club, Texas 76262

Meeting Minutes

Planning & Zoning Commission

January 4, 2024

7:00 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

Vice-Chairperson Branum called the January 4, 2024, Planning & Zoning Commission to order at 7:00 PM and announced a quorum.

Commissioners Present:

Vice Chairperson Mike Branum
Commissioner Robert Stevens
Commissioner Paul Jablonski
Commissioner Terry Kesterson
Commissioner Rhylan Rowe

Commissioners Absent:

Chairperson Michael Biggs
Commissioner Reginald Barbarin

Staff Present:

Matt Cox Director of Community Development

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.

Chairperson Biggs asked if there were any public requests to speak. No public requests to speak were submitted.

REGULAR SESSION

1. Case FP-24-001 Triple Crown Estates

Consider a recommendation to the Trophy Club Town Council on a request for a Final Plat for Lots 1-6 and 7X, Block A, Triple Crown Estates, consisting of 2.992 acres of land out of the Mary Medlin Survey, Abstract No. 832, located south of Trophy Park Drive, east of Nottingham Court, west of Churchill Downs Lane, Trophy Club, Texas.

Matt Cox presented the staff report and was available for questions.

Vice-Chairperson Branum asked for discussion or a motion. Commissioner Rowe moved to recommend approval, with a second by Commissioner Stevens. Vice-Chairperson Branum called for a vote. The motion passed 4-1 with Commissioner Jablonski the opposing vote.

2. Take appropriate action regarding the November 16, 2023, Planning and Zoning Commission Meeting Minutes.

Vice-Chairperson Branum asked for discussion or a motion. Commissioner Jablonski moved to recommend approval, with a second by Commissioner Rowe. Vice-Chairperson Branum called for a vote. The motion passed unanimously 5-0.

3. Receive Town Planner updates on previous cases heard by Commission and active development in Town.

Matt Cox advised the Commissioners staff about Jersey Mikes are in the process of the final inspections. Advise the Commissioners there is nothing coming to P&Z for the month of February. Vice-Chairperson Branum asked Mr. Cox if there are any changes on PD-30 of new business. Mr. Cox advised the only two (2) new businesses coming in are Jersey Mikes and a sauna.

ADJOURN

Vice-Chairperson Branum asked for a motion to adjourn. Commissioner Rowe moved to recommend approval, with a second by Commissioner Kesterson.

The meeting adjourned at 7:12 PM.

Vice-Chairperson Mike Branum
Planning & Zoning Commission
Town of Trophy Club, TX

Matt Cox, Director of Community Development
Town of Trophy Club, TX



PLANNING & ZONING COMMISSION COMMUNICATION

MEETING DATE: March 7, 2024

FROM:

AGENDA ITEM: Receive updates on previous cases heard by the Commission and active development in Town (M. Cox).

BACKGROUND/SUMMARY:

BOARD REVIEW/CITIZEN FEEDBACK:

FISCAL IMPACT:

LEGAL REVIEW:

ATTACHMENTS:

None

ACTIONS/OPTIONS: