



**TOWN OF SHADY SHORES
PLANNING AND ZONING COMMISSION
SPECIAL CALLED MEETING
SEPTEMBER 7, 2023; 6:30 PM
SHADY SHORES COMMUNITY CENTER
101 S. SHADY SHORES ROAD
SHADY SHORES, TX 76208**

AGENDA

TO VIEW THE MEETING LIVE: <https://shadyshorestx.civicclerk.com/>

1. CALL TO ORDER
2. ROLL CALL
Establish a quorum
3. REGULAR BUSINESS
 1. Minutes- Consider and act on approval of the May 11, 2023 meeting minutes
 2. Public Hearing- Conduct a Public Hearing relative to a request made by Gilbert & Leticia Gutierrez for a zoning change of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30). The total acreage is 0.273 and the proposal contains one, single family homesite. The zoning request is to change the lot from R-2000 1/2 to the H-1200-4300 Historical District.
 - A) Staff Report
 - B) Open Public Hearing
 - C) Applicant
 - D) Those in Favor
 - E) Those Opposed
 - F) Rebuttal if Desired
 - G) Close Public Hearing
 3. Action Regarding Public Hearing (Gutierrez Zoning Change Request)- Consider and act on a request made by Gilbert & Leticia Gutierrez for a zoning change of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30). The request is to change the property from R-2000 1/2 to H-1200-4300.
 4. Public Hearing- Conduct a Public Hearing relative to a request made by Gilbert & Leticia Gutierrez for a replat of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30). The total acreage is 0.273 and the proposed replat contains one, single family homesite.
 - A) Staff Report
 - B) Open Public Hearing
 - C) Applicant
 - D) Those in Favor
 - E) Those Opposed

F) Rebuttal if Desired
G) Close Public Hearing

5. Action Regarding Public Hearing (Gutierrez Replat)- Consider and act on a request made by Gilbert & Leticia Gutierrez for a replat of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30).

4. WORKSESSION

1. Conduct a worksession to discuss an ordinance amending the Planned Development zoning classification.

5. FUTURE AGENDA ITEMS

6. ADJOURN

I, _____, _____ of the Town of Shady Shores do hereby certify that the above notice of the Planning and Zoning Commission was posted on the bulletin board at the Community Center, 101 S. Shady Shores Road, Shady Shores, Texas on _____ Day of _____, _____, at _____ .M.

IN ADDITION, A QUORUM OF CITY COUNCIL MEMBERS MAY CHOOSE TO ATTEND THE PLANNING AND ZONING MEETING POSTED ABOVE. THEREFORE, THIS IS NOTICE OF A CITY COUNCIL MEETING AT THE SAME TIME AND PLACE, WITH THE SAME AGENDA AS THE P&Z MEETING. IN THE EVENT A QUORUM OF COUNCIL IS PRESENT AT THE MEETING, NO ACTION OF THE COUNCIL WILL BE TAKEN. THIS NOTICE IS POSTED AT THE TIME STATED ABOVE.

Amber Schuler, Deputy Town Secretary



SHADY SHORES PLANNING AND ZONING COMMISSION
MAY 11, 2023; 6:30 PM
SHADY SHORES COMMUNITY CENTER
101 S. SHADY SHORES ROAD
SHADY SHORES, TX 76208

MINUTES

Josh Juve	Chair	Present
Paul Brown	Vice- Chair	Present
Don Caver	Commissioner	Absent
Nathan Abato	Commissioner	Present
Frank Graham	Commissioner	Present
Michael Young	Commissioner- Alternate	Present
Randal DuPape	Commissioner- Alternate	Present

1. CALL TO ORDER

Chairman Juve called the meeting to order at 6:33 P.M.

2. ROLL CALL

Establish a quorum

Chairman Juve called the roll and established a quorum.

3. REGULAR BUSINESS

1. Consider and act upon approval of the April 13, 2023 meeting minutes.

Commissioner Dupape made a motion to approve the April 13, 2023 minutes. The motion was seconded by Commissioner Abato and the motion was approved unopposed.

2. Consideration and possible action on an ordinance that would allow golf carts and/or slow-moving vehicles on public roads inside town limits.

Police Chief Garner attended the meeting and answered questions from the committee about use of golf cart and other slow-moving vehicles on public street within the town limits. Attorney Shepherd also addressed the committee and answered questions. Commissioner Graham made a motion to deny the ordinance and Commissioner Abato seconded the motion. The motion was approved unopposed.

3. Consideration and possible action of an ordinance regulating the maintenance and beautification of retention/detention ponds, public areas and green spaces.

Town Attorney Jim Shepherd held a discussion with committee members regarding proposed landscape

requirements for retention/detention ponds. Commissioner Abato made a motion to table this item and Commissioner Graham seconded. After further discussion Commissioner Abato withdrew his motion and Commissioner Graham withdrew his second. Commissioner Abato made a motion to approve the proposed ordinance. Commissioner Dupape seconded the motion and the motion passed unopposed.

4. WORKSESSION

1. Strategic Plan- Review the Town of Shady Shores Strategic Plan

Alderman Bill Emsoff and Town Administrator Wendy Withers gave a presentation regarding the Strategic Plan for the Town of Shady Shores.

5. FUTURE AGENDA ITEMS

Future agenda items include working on the Zoning Map and Comprehensive plan and possible ordinance for Planned Developments and Mixed Use.

6. ADJOURN

The meeting was adjourned at 8:22 P.M.

PASSED AND APPROVED THIS THE _____ DAY OF _____, 2023.

APPROVED:

Josh Juve, Chairman

ATTEST:

Amber Schuler, Deputy Town Secretary



AGENDA MEMORANDUM

DATE: September 7, 2023

TO: Planning and Zoning Commission

FROM: municipal.court municipal.court, Municipal Court Administrator/Deputy Town Secretary

SUBJECT: **Public Hearing- Conduct a Public Hearing relative to a request made by Gilbert & Leticia Gutierrez for a zoning change of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30). The total acreage is 0.273 and the proposal contains one, single family homesite. The zoning request is to change the lot from R-2000 1/2 to the H-1200-4300 Historical District.**

A) Staff Report
B) Open Public Hearing
C) Applicant
D) Those in Favor
E) Those Opposed
F) Rebuttal if Desired
G) Close Public Hearing

BACKGROUND/INFORMATION:

A request has been made by Gilbert and Leticia Gutierrez to change the zoning of this property to H-1200-4300. The intention of this change is to demolish the existing structure and build a new residence within the H-1200-4300 zoning requirements. The Historical Zoning option is available in those portions of the Town of Shady Shores designated on the Comprehensive Plan for that Zoning. These lots were developed prior to the incorporation of the town, or since, in small lots in the subdivision averaging 1500 square feet or less; on right of ways or prescriptive easements of less than 20 feet in width. No other vacant or developed areas of Shady Shores are to be rezoned as H-1200-4300. Areas rezoned to H-1200-4300 will be required to replat the existing lot or lots to comply with the new zoning. **Lots located on rights-of-way of less than 20 feet in width will be required to dedicate up to five feet of the lot to the city for additional right-of-way as a part of the zoning and replat required of the property.**

The following conditions must be met by the requestor:

- (b) Building Regulations:Minimum Size: The minimum floor area of the main building shall be one thousand two hundred (1,200) square feet living area, which excludes porches, breezeways, attached garages and caretaker's quarters.
- (c) Area Regulations:
 - (1) Front Yards: There shall be a front yard for every building having a depth of not less than ten (10) feet from the front property line to the face of the building.
 - (2) Rear Yard: There shall be a rear yard for every building which shall have a depth of not less than ten (10) feet measured from the back of the building to the rear property line.
 - (3) Side Yard: There shall be two (2) side yards for each building, one on each side of the building. No side yard shall be less than five (5) feet, measured from the side property line to the side of the building.
 - (4) Corner Lots: The Town's standard corner lot regulations are set forth in the Zoning Ordinance and Subdivision Ordinances shall apply. The owners of existing developed areas designated in the Comprehensive Plan as available for rezoning to the H-1200-4300 zoning may, upon rezoning, have the front and side yard on the corner of not less than 10 feet each. Or, they may request alternative regulations for corner lots based on the limitations of the proposed development on the corner lot, and the available and acquired right-of-way. The City Engineer may review alternative

plans, and refer the applicant to the Zoning Board of Adjustment with his recommendation.

(5) Lot Area: The minimum lot area in the H-1200-4300 district shall be 4300 square feet, excluding Public Rights-of-Way, alleys, and Private streets.

(6) Lot Width: The minimum lot width shall be fifty (50) feet.

(7) Lot Depth: The minimum lot depth shall be thirty (30) feet.

(8) Lot Coverage: The combined area of the main building and accessory buildings shall not cover more than forty (40) percent of the total area of any lot.

(9) Parking: A minimum of two (2) off-street all-weather surfaced parking spaces shall be provided for each residential lot. A carport must be set back not less than ten (10) feet from the front property line. A garage must be set back not less than twenty (20) feet from the front property line.

The Town Engineer has reviewed the proposed documents and recommended approval of this agenda item.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

August 31, 2023

Via: E-Mail

Cindy Aughinbaugh
Town of Shady Shores
101 S. Shady Shores Rd
Shady Shores, Texas 76208

Re: Approval Request for Minor Re-Plat of Lot 29R KEATINGS KOVE ACRES

Honorable Mayor Cindy Aughinbaugh:

This Minor Replat with the date of August 8, 2023 was received from Landmark Surveyors, LLC on behalf of property owner Gilbert Gutierrez. A previous version was reviewed, and minor revisions were requested on July 14, 2023. All those comments have been addressed. The applicant is requesting approval of re-platting Lots 29 and 30 into a single Lot 29R. It is understood the applicant is working to re-zone the property from R-2000 zoning to Historical District zoning.

The proposed Minor Replat for Lot 29R shows 10-foot front and rear yard setbacks and 5-foot side yard setbacks which meet the Historical District Zoning Area Regulations. In this particular location, the eastern position of Lot 29R lies within the approximate location of the 537.00 contour elevation for Lake Lewisville (Flood Zone AE). Consequently, the eastern side yard setback matches this Flood Zone delineation instead of the standard 5-foot side yard setback.

Just to note, the Zoning Exhibit submitted with this re-plat application (attached for reference) had tentatively shown side yard setbacks of 25-feet. Prior to the Re-Zoning Hearing, the setbacks on the Zoning Exhibit should be revised to match the setbacks shown on the re-plat of Lot 29R.

Based on our review of the submitted information by Landmark Surveyors, LLC we recommend the Planning and Zoning Commission and Town consider approving the plat.

Regards,

Binkley & Barfield, Inc.

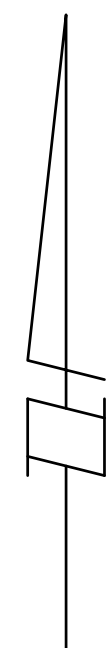


David Francis, PE
Sr Project Manager
dfrancis@binkleybarfield.com

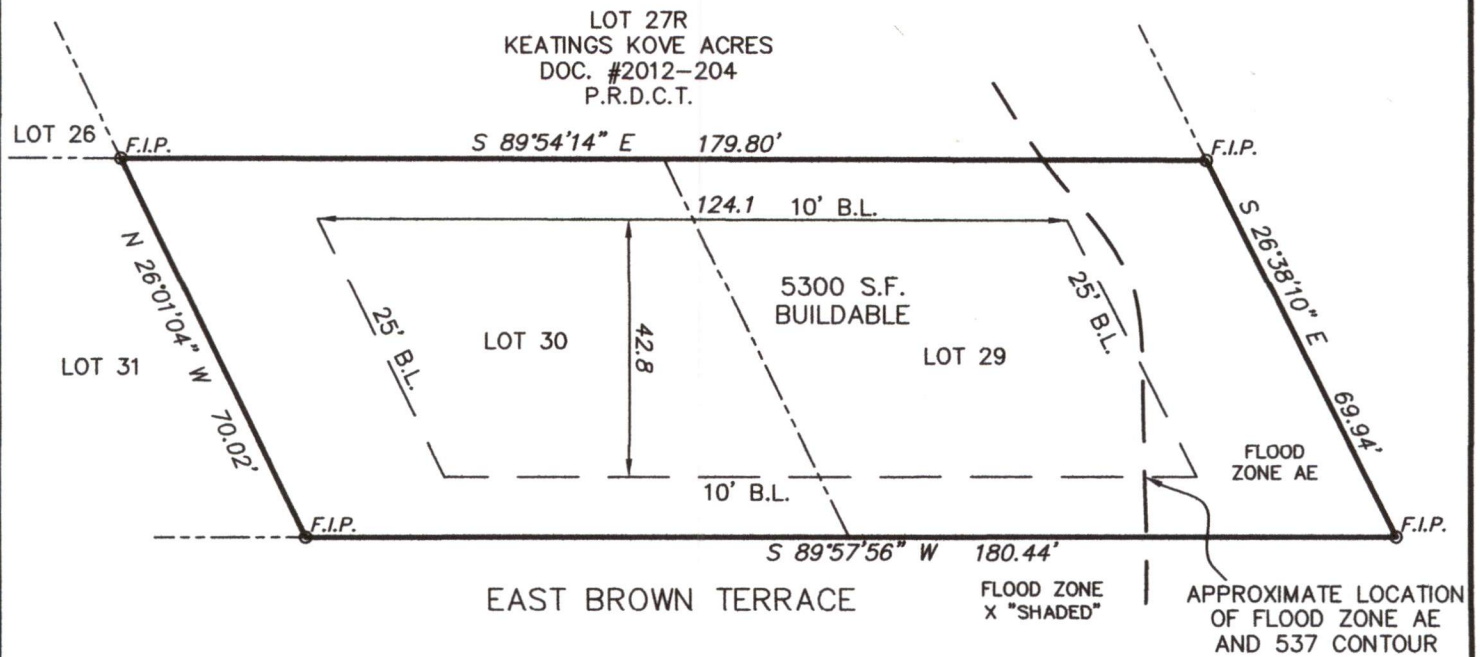
Attachments:

- Minor Plat
- Zoning Exhibit 5/8/23

cc: Amber Schuler, TRMC, CCII, Court Administrator/Deputy Town Secretary
Wendy Withers, TRMC, CMC, CPM, MPA, Town Administrator
James E. Shepherd - Town Attorney



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NOTES:

1. BUILDING SETBACKS SHOWN ARE PROPOSED, PENDING ZONING APPROVAL.
2. LOTS 29 AND 30 WILL BE COMBINED INTO A SINGLE LOT BY AMENDING PLAT, PENDING ZONING APPROVAL OF BUILDING SETBACKS.



ZONING EXHIBIT
104 EAST BROWN TERRACE
LOTS 29 AND 30 OF
KEATINGS KOVE ACRES
TOWN OF SHADY SHORES
DENTON COUNTY, TEXAS

ANDMARK
SURVEYORS, LLC.

TX FIRM REGISTRATION NO. 10098600

4238 I-35 NORTH
 DENTON, TEXAS 76207
 (940) 382-4016
 FAX (940) 387-9784

D.E. = DRAINAGE EASEMENT
 F.I.R. = FOUND IRON ROD
 S.I.R. = SET CAPPED 1/2" RPLS 4561 IRON ROD
 U.E. = UTILITY EASEMENT
 P.U.E. = PUBLIC UTILITY EASEMENT

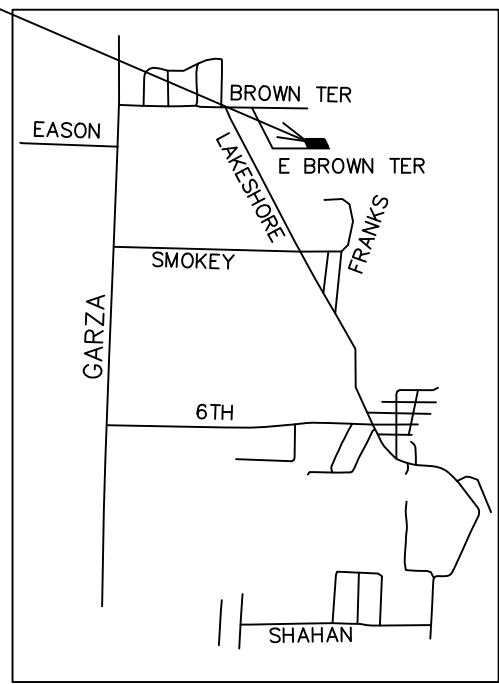
DRAWN BY: BTH

SCALE: 1"=20'

DATE: 08 MAY, 2023

JOB NO: 194812

PROJECT LOCATION



VICINITY MAP
SCALE 1" = 2000'



NOTE: PLAT WAS PREPARED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT, THEREFORE, THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE PROPERTY NOT SHOWN HEREON.

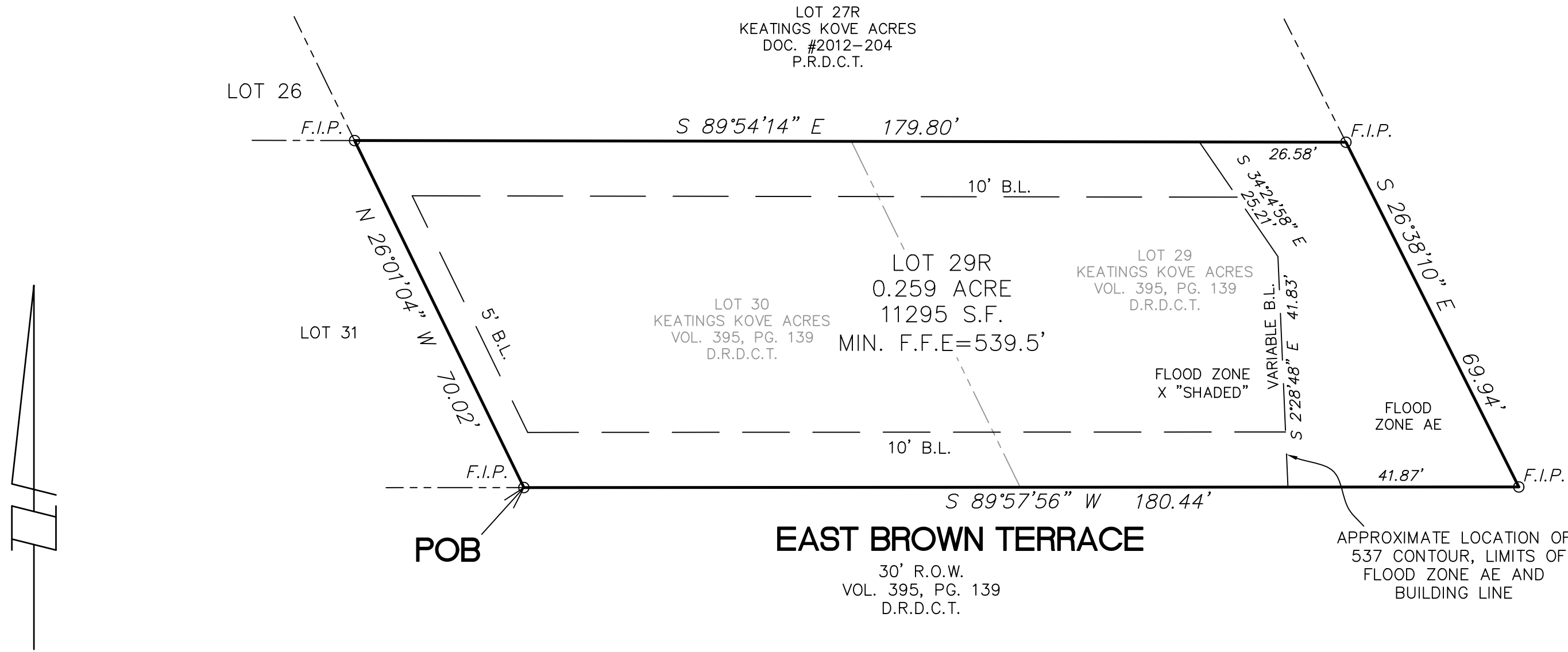
- LEGEND
B.L. = BUILDING LINE
D.E. = DRAINAGE EASEMENT
F.I.R. = FOUND IRON ROD
S.I.R. = SET CAPPED 1/2" RPLS 4561 IRON ROD
P.U.E. = PUBLIC UTILITY EASEMENT
R.P.R.D.C.T. = REAL PROPERTY RECORDS DENTON COUNTY TEXAS
P.R.D.C.T. = PLAT RECORDS DENTON COUNTY TEXAS
POB = PLACE OF BEGINNING
R.O.W. = RIGHT OF WAY
C.F. = CLERK'S FILE
F.F.E. = FINISHED FLOOR ELEVATION
CL = CENTERLINE OF ROAD
--- = PROPERTY LINE
- - - - - = CENTER LINE OF ROAD
--- = EASEMENT LINE
--- = TRACT LINE

MINOR REPLAT
LOT 29R OF KEATINGS KOVE ACRES
BEING A REPLAT OF LOTS 29 AND 30
OF KEATINGS KOVE ACRES
BEING 0.259 ACRE IN THE
BARTLETT EAVES SURVEY A-388
TOWN OF SHADY SHORES
DENTON COUNTY, TEXAS

LANDMARK
SURVEYORS, LLC.
TX FIRM REGISTRATION NO. 10098600

4238 T-35 NORTH
DENTON, TEXAS 76207
(940) 382-4016
FAX (940) 387-9784

DRAWN BY: BTH SCALE: 1"=20' DATE: 29 JUNE, 2023 JOB NO: 236871



OWNER'S CERTIFICATE AND DEDICATION

STATE OF TEXAS
COUNTY OF DENTON, WHEREAS WE, Gilbert Gutierrez and Leticia Gutierrez are the owners of that certain lot, tract, or parcel of land situated in the Bartlett Eaves Survey Abstract Number 388 in the Town of Shady Shores, Denton County, Texas, being all of Lots 29 and 30 of Keatings Kove Acres an addition to the Town of Shady Shores, Denton County, Texas according to the plat thereof recorded in Volume 395, Page 139, Deed Records, Denton County, Texas, and being more particularly described as follows:

BEGINNING at an iron pipe found for corner in the north line of East Brown Terrace, a public roadway having a right-of-way of 30.0 feet, said point being the southeast corner of Lot 31 in said Keatings Kove Acres;

THENCE N 26° 01' 04" W, 70.02 feet with the east line of said Lot 31 to an iron pipe found for corner at the southwest corner of Lot 27R of Keatings Kove Acres an addition to the Town of Shady Shores, Denton County, Texas according to the plat thereof recorded in Document Number 2012-204, Plat Records, Denton County, Texas;

THENCE S 89° 54' 14" E, 179.80 feet with the south line of said Lot 27R to an iron pipe found for corner at the southeast corner of said Lot 27R;

THENCE S 26° 38' 10" E, 69.94 feet to an iron pipe found for corner in said north line of said East Brown Terrace, a public roadway;

THENCE S 89° 57' 56" W, 180.44 feet with said north line of said East Brown Terrace, a public roadway to the PLACE OF BEGINNING and containing 0.259 acre of land.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS THAT WE, the aforesaid do hereby adopt this plat designating the herein above tract as LOT 29R OF KEATINGS KOVE ACRES, BEING A REPLAT OF LOTS 29 AND 30 OF KEATINGS KOVE ACRES, an addition to the Town of Shady Shores, Denton County, Texas, and do hereby dedicate to the public use forever all road and utility easements, drainage easements, and streets as shown hereon. Any public utility, including the Town of Shady Shores shall have the right to move and keep moved all or part of any building, fences, trees, shrubs other growths or improvements which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of the easements shown on the plat. Any public utility including the Town of Shady Shores shall have the right at all times of ingress and egress to and from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

WITNESS MY HAND this ____ day of ____, 2023

GILBERT GUTIERREZ

STATE OF TEXAS
COUNTY OF DENTON:
This instrument was acknowledged before me on ____, 2023 by GILBERT GUTIERREZ.

NOTARY PUBLIC
STATE OF TEXAS

WITNESS MY HAND this ____ day of ____, 2023

LETICIA GUTIERREZ

STATE OF TEXAS
COUNTY OF DENTON:
This instrument was acknowledged before me on ____, 2023 by LETICIA GUTIERREZ

NOTARY PUBLIC
STATE OF TEXAS

RECOMMENDED FOR APPROVAL
Recommended for approval this ____ day of ____, A. D. 2023 by the Planning and Zoning Commission, Town of Shady Shores

Chairperson, Planning and Zoning, Town of Shady Shores

APPROVED
Approved this ____ day of ____, A. D. 2023 by the Town Council, Town of Shady Shores

Mayor, Town of Shady Shores

ATTESTED

Town Secretary

CERTIFICATE OF SURVEYOR

I, the undersigned, a registered professional land surveyor in the State of Texas, do hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

Jerald D. Yensan
Registered Professional Land Surveyor No. 4561

- NOTES:
- The purpose of this Plat is to reduce 2 lots into 1 residential lot.
 - Cross-lot drainage is not permitted.
 - Private plumbing will not be allowed to cross property lines.
 - All private drainage easements are to be maintained by the property owner.
 - Subject property does lie within a special flood hazard area according to the FLOOD INSURANCE RATE MAP for Denton County and Incorporated Areas, Map Number 48121CO391H, dated June 19, 2020. (Subject property lies in Zone AE and Zone X "shaded" approximately as shown.)
 - Basis of Bearing is the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983, as determined from GPS observations.

OWNER/DEVELOPER
GILBERT GUTIERREZ
LETICIA GUTIERREZ
PO BOX 817
LAKE DALLAS, TX 75065
469-243-9823

SURVEYOR
LANDMARK SURVEYORS
4238 I-35 N
DENTON, TEXAS 76207
(940) 382-4016

§ 2.7.001. “H-1200-4300” Historical District regulations.

- (a) Use Regulations: In a H-1200-4300 HISTORICAL DISTRICT, no land shall be used and no building erected or converted to any other use than permitted in ARTICLE 3.2. The Historical district zoning is only available in those portions of the Town of Shady Shores designated on the Comprehensive Plan for that Zoning, which are areas of the Town developed prior to the incorporation of the Town, or since, in small lots in the subdivision averaging 1,500 square feet or less; on right of ways or prescriptive easements of less than 20 feet in width. No other vacant or developed areas of Shady Shores are to be rezoned as H-1200-4300. Areas rezoned to H-1200-4300 will be required to replat the existing lot or lots to comply with the new zoning. Lots located on rights-of-way of less than 20 feet in width will be required to dedicate up to five feet of the lot to the city for additional right-of-way as a part of the zoning and replat required of the property.
- (b) Building Regulations: Minimum Size: The minimum floor area of the main building shall be one thousand two hundred (1,200) square feet living area, which excludes porches, breezeways, attached garages and caretaker's quarters.
- (c) Area Regulations:
- (1) Front Yards: There shall be a front yard for every building having a depth of not less than ten (10) feet from the front property line to the face of the building.
 - (2) Rear Yard: There shall be a rear yard for every building which shall have a depth of not less than ten (10) feet measured from the back of the building to the rear property line.
 - (3) Side Yard: There shall be two (2) side yards for each building, one on each side of the building. No side yard shall be less than five (5) feet, measured from the side property line to the side of the building.
 - (4) Corner Lots: The Town's standard corner lot regulations are set forth in the Zoning Ordinance and Subdivision Ordinances shall apply. The owners of existing developed areas designated in the Comprehensive Plan as available for rezoning to the H-1200-4300 zoning may, upon rezoning, have the front and side yard on the corner of not less than 10 feet each. Or, they may request alternative regulations for corner lots based on the limitations of the proposed development on the corner lot, and the available and acquired right-of-way. The City Engineer may review alternative plans, and refer the applicant to the Zoning Board of Adjustment with his recommendation.
 - (5) Lot Area: The minimum lot area in the H-1200-4300 district shall be 4300 square feet, excluding Public Rights-of-Way, alleys, and Private streets.
 - (6) Lot Width: The minimum lot width shall be fifty (50) feet.
 - (7) Lot Depth: The minimum lot depth shall be thirty (30) feet.
 - (8) Lot Coverage: The combined area of the main building and accessory buildings shall not cover more than forty (40) percent of the total area of any lot.
 - (9) Parking: A minimum of two (2) off-street all-weather surfaced parking spaces shall be provided for each residential lot. A carport must be set back not less than ten (10) feet from the front property line. A garage must be set back not less than twenty (20) feet from the front property line.

(Ordinance 302-06-2017, sec. 2.3.III, adopted 7/10/17)

TOWN OF SHADY SHORES

PLATTING REQUEST PACKET

(UPDATED JULY 2017)



Minor Plat/Replat or Amending Plat Application Checklist

- ✓ Application (completed) with non-refundable fee \$2,000
- ✓ Property Detail from Denton Central Appraisal District Website
- ✓ Aerial Photograph
- ✓ 6-24x36 Paper Copies of Plat and 1 Digital Copy
- ✓ 3 Copies of the Topography and Preliminary Drainage Plan
- ✓ One copy of private deed restrictions, if any as filed in the records of Denton County.
- ✓ Upon approval by Town Council 6 blue lines and two (2) mylars suitable for filing.
- ✓ Certified Tax Statements and Filing Fees (\$75.50)

PLAT APPLICATION

APPLICANT

Name JERALD YENSAN
Company LANDMARK SURVEYORS
Address 4238 I35 NORTH
Town DENTON State TX
Zip 76207 Fax _____
Phone 940-382-4016
E-mail LANDMARKSV@AOL.COM

OWNER (if different from applicant)

Name GILBERT & LETICIA GUTIERREZ
Company _____
Address PO BOX 817
Town LAKE DALLAS State TX
Zip 75065 Fax _____
Phone [REDACTED]
E-mail [REDACTED]

Action Requested (check one – please complete a new application for each action):

- ☐ Minor Plat (new subdivision of 3 or fewer lots with no new infrastructure)
- ☒ Minor Replat (existing subdivision to create 3 or fewer lots with no new infrastructure)
- ☐ Amending Plat (existing subdivision minor amendments and no new lots or infrastructure)
- ☐ Preliminary Plat or Replat (new subdivision of 4 or more lots or new infrastructure)
- ☐ Final Plat (following approval of preliminary plat and installation of new infrastructure)

Property Information:

Street address or location of property: 104 E BROWN TERRACE 30

Legal description: Survey BARTLETT EAVES Abstract 388

Lot 29 AND 30 Block _____ Total Acreage 0.259

Attach a metes and bounds description.

By signing this form, the applicant is acknowledging that:

No hearing will be scheduled nor will any reviews commence until required application fees are received by the town. Fees are non-refundable regardless of outcome of request.

I JERALD YENSAN (printed applicant name) hereby waive by rights to approval through lack of Town action on the above referenced plat application within the time frames set forth in Texas Government Code Section 212.009, and I agree the plat submitted will be approved only by affirmative Town Council action.

APPLICANT SIGNATURE

6-29-2023

DATE

OWNER SIGNATURE

DATE

OFFICE USE ONLY BELOW

PRELIMINARY and MINOR PLATS/REPLATS

- ☐ Letters sent to property owners within 200-foot of subject property 10-days prior to meeting but no more than 20-days prior (P&Z meeting ONLY)

Date Received: _____

Receipt #: _____

Check #: _____

Received by: _____



ZONING BOUNDARY CHANGE APPLICATION FORM **ANNEXATION REQUEST FORM**

1. Requesting:

Permanent Zoning _____
 Re-Zoning _____ x _____ (See Note*)
 Annexation _____

*Note: If requesting re-zoning, please attach a letter stating nature of re-zoning request; i.e. state present zoning district and change to specific zoning district requested.

Applicant/Company Name: Gilbert and Leticia Gutierrez

Company Address: 104 Brown Terrace, Shady Shores Texas 76208

KEATING KOVE ACRES LOT 29(ALL)30(E10')
 (Property Account Number 27089DEN) &
 KEATING KOVE ACRES LOT 30(W80')
 (Property Account Number: 27093DEN)

Company Phone Number: [REDACTED]

Company Email: [REDACTED]

Contact Name: Gilbert Gutierrez

Contact Phone Number: (469)243-9823

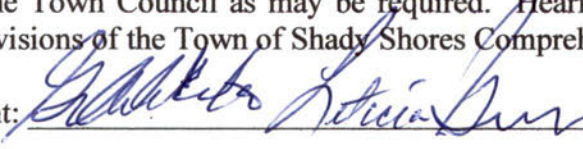
Contact Email: [REDACTED]

2. Description and Location of Property:

- a. Survey and abstract: 104 E BROWN TER 30 SHADY SHORES, TX 76208-7100
ID: 27089 and ID: 27093
- b. Attach metes and bounds description, and photos, (such as Google Earth)
- c. Lot and block: (if applicable)
KEATING KOVE ACRES LOT 29(ALL),30(E10')
- d. Total number of acres: $(80' \times 70) + (80' \times 70) / (43560) = 0.273$
- e. Location further described: Keating Kove Acres
- f. The property is: x all within the Town Limits; _____ all within the ETJ; _____ both
- g. Attach 8 copies of the concept plan and survey that contain:
- h. North point, scale, and date
- i. Name and address of:

- i. Applicant
 - ii. Engineer or surveyor responsible for survey of plat
 - j. Survey and abstract with tract designation
 - k. Location of major and/or secondary thoroughfares located with or adjacent to the property, and proposed access points to property.
 - l. Location of existing or platted streets within and adjacent to the existing property
 - m. Location of all existing rights of way, utility, and/or drainage easements
3. Fees (Non-Refundable): \$ Zoning requests--\$750 for first lot or acre, Plus \$100 per lot or \$500 per acre for each additional lot or acre, whichever is greater.
 All fees are due and payable at the time of application. No hearing will be scheduled nor will any reviews be made until payment of required filing fees has been made. Fees are non-refundable regardless of outcome of request.
***All Zoning Requests, Platting Variance and other Professional Services require the applicant to pay all attorney review and engineering review costs + 10% Administrative Fee**

All the requirements and fees of this application are submitted to the Town of Shady Shores requesting a hearing date for a Public Hearing before the Planning and Zoning Commission and/or the Town Council as may be required. Hearing dates will be scheduled in accordance with provisions of the Town of Shady Shores Comprehensive Zoning Ordinance.

Applicant:  Date: June 12, 2023

Accepted: _____ Date: _____



AGENDA MEMORANDUM

DATE: September 7, 2023

TO: Planning and Zoning Commission

FROM: municipal.court municipal.court, Municipal Court Administrator/Deputy Town Secretary

SUBJECT: **Public Hearing- Conduct a Public Hearing relative to a request made by Gilbert & Leticia Gutierrez for a replat of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30). The total acreage is 0.273 and the proposed replat contains one, single family homesite.**

- A) Staff Report
- B) Open Public Hearing
- C) Applicant
- D) Those in Favor
- E) Those Opposed
- F) Rebuttal if Desired
- G) Close Public Hearing

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

None

REVIEWED BY:



AGENDA MEMORANDUM

DATE: September 7, 2023
TO: Planning and Zoning Commission
FROM: municipal.court municipal.court, Municipal Court Administrator/Deputy Town Secretary
SUBJECT: **Action Regarding Public Hearing (Gutierrez Replat)- Consider and act on a request made by Gilbert & Leticia Gutierrez for a replat of the property legally known as Keating Kove Acres Lot 29 (All), 30 (E10') Keating Kove Acres Lot 30 (W80'), (104 E Brown Terrace 30).**

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

None

REVIEWED BY:



AGENDA MEMORANDUM

DATE: September 7, 2023
TO: Planning and Zoning Commission
FROM: municipal.court municipal.court, Municipal Court Administrator/Deputy Town Secretary
SUBJECT: **Conduct a worksession to discuss an ordinance amending the Planned Development Zoning classification.**

BACKGROUND/INFORMATION:

The Town of Shady Shroes recently adopted a strategic plan for 2023-2025. Goal 6 of that plan was to identify potential revenue-producing resources that may help offset the burden placed on the Shady Shores Property Owner. One task identified was to work to update the comprehensive plan and determine where additional types of zoning may be beneficial while complimenting the lakeside lifestyle. The draft Ordinance proposed updates to the planned development Ordinance and staff has added their comments for your review. Planning and Zoning Commission members are being asked to review the proposed Ordinance and list the pros and cons of each scenario presented. Members should be prepared to discuss and make recommendations to the Town Council at the November meeting.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

None

REVIEWED BY: