



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Planning & Zoning Commission Agenda

Tuesday, March 5, 2024

5:00 PM

Council Chambers

In an effort of transparency, this meeting will be viewable to the public via Live Stream and recorded and available for playback. In an effort of meeting efficiency, any individual wishing to speak during citizen comments or during public hearings must submit a speaker request form and provide to the Recording Secretary. Forms are available online, visit www.westlake-tx.org.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. CITIZEN COMMENTS

D. STAFF/DIRECTOR REPORT AND DEVELOPMENT UPDATE

E. PUBLIC HEARING(S)

E.1. 24-058 Conduct a public hearing and consider recommending approval of a preliminary site evaluation for the Circle T Front 44 Phase One development, containing 16.38 acres, located between State Highway 114/170 and Schwab Way.

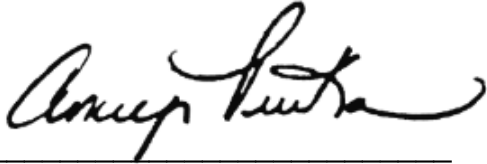
E.2. 24-059 Conduct a public hearing and consider recommending approval of amendments to Ordinance 769, as amended, approving a concept plan for a portion of the PD3-5A zoning district, located between State Highway 114/170 and Schwab Way

F. REGULAR AGENDA ITEM(S)

F.1. 24-060 Consider approving minutes from the February 13, 2024 Planning and Zoning Commission meeting; and take appropriate action

G. ADJOURNMENT

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

A handwritten signature in black ink, appearing to read "Amy M. Piukana", written in a cursive style.

Amy M. Piukana, Town Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Staff Report

File #: 24-058

Agenda Date: 3/5/2024

Agenda #: E.1.

TOWN STAFF REPORT RECCOMENDATIONS

Conduct a public hearing and consider recommending approval of a preliminary site evaluation for the Circle T Front 44 Phase One development, containing 16.38 acres, located between State Highway 114/170 and Schwab Way.

STAFF: Ron Ruthven, Director of Development and Planning

EXPLANATION:

The property owner, Westlake Retail Associates, Ltd., is requesting approval of a preliminary site evaluation (PSE) on 16.38 acres located between SH114/170 and Schwab Way.

The subject property is zoned PD3-5A and is currently undeveloped. The PSE is serves as a companion item to the concept plan request on the agenda.

The PSE is commonly referred to as a “preliminary plat” in other municipalities. The Westlake Code of Ordinances defines a PSE as follows:

“A preliminary site evaluation is required for all major subdivisions prior to the construction of improvements. A preliminary site evaluation shall be labeled "preliminary site evaluation." A preliminary site evaluation is not a preliminary or final plat. It is a development tool for the benefit of the landowner and the town to allow the town and landowner to work together cooperatively. The time limits applicable to plats do not apply to a preliminary site evaluation. Any reference to a "preliminary plat" in the Westlake ordinances shall be understood to mean preliminary site evaluation.”

STAFF RECOMMENDATION:

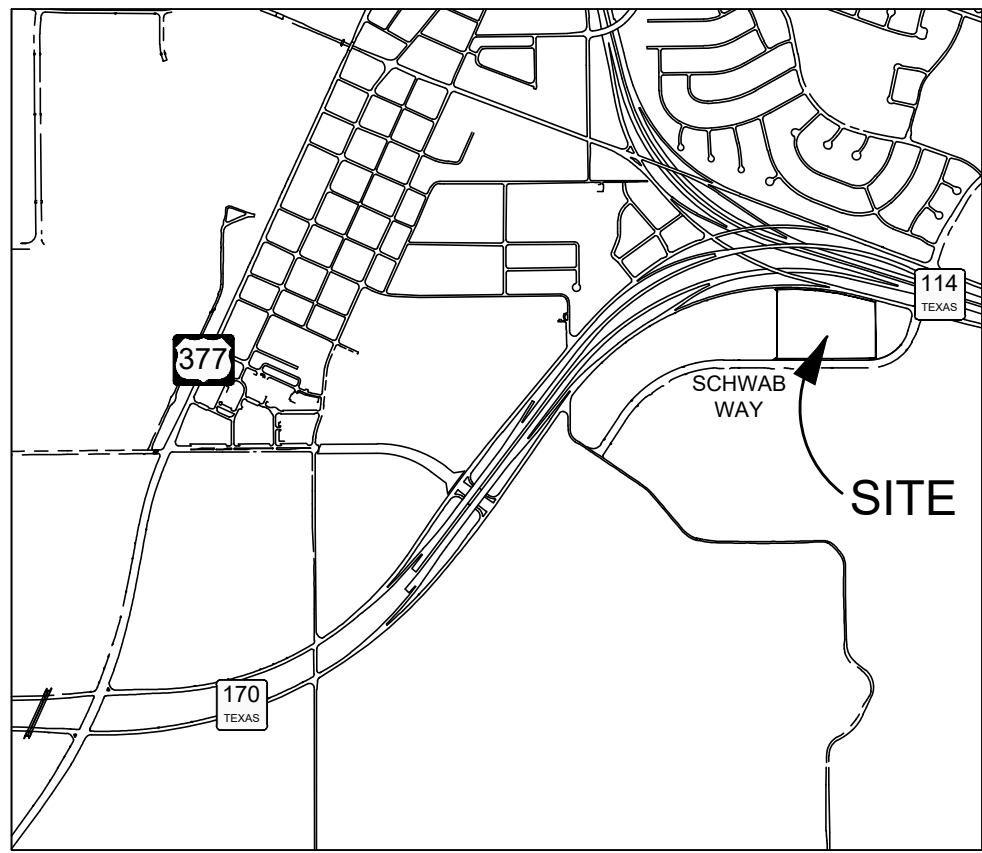
The PSE complies with the concept plan and other ordinance requirements applicable to the subject property. Staff recommends approval as presented.

COMMISSION ACTION/OPTIONS REGARDING PLATS:

- 1) Motion to recommend approval

ATTACHMENTS:

- 1) Preliminary Site Evaluation



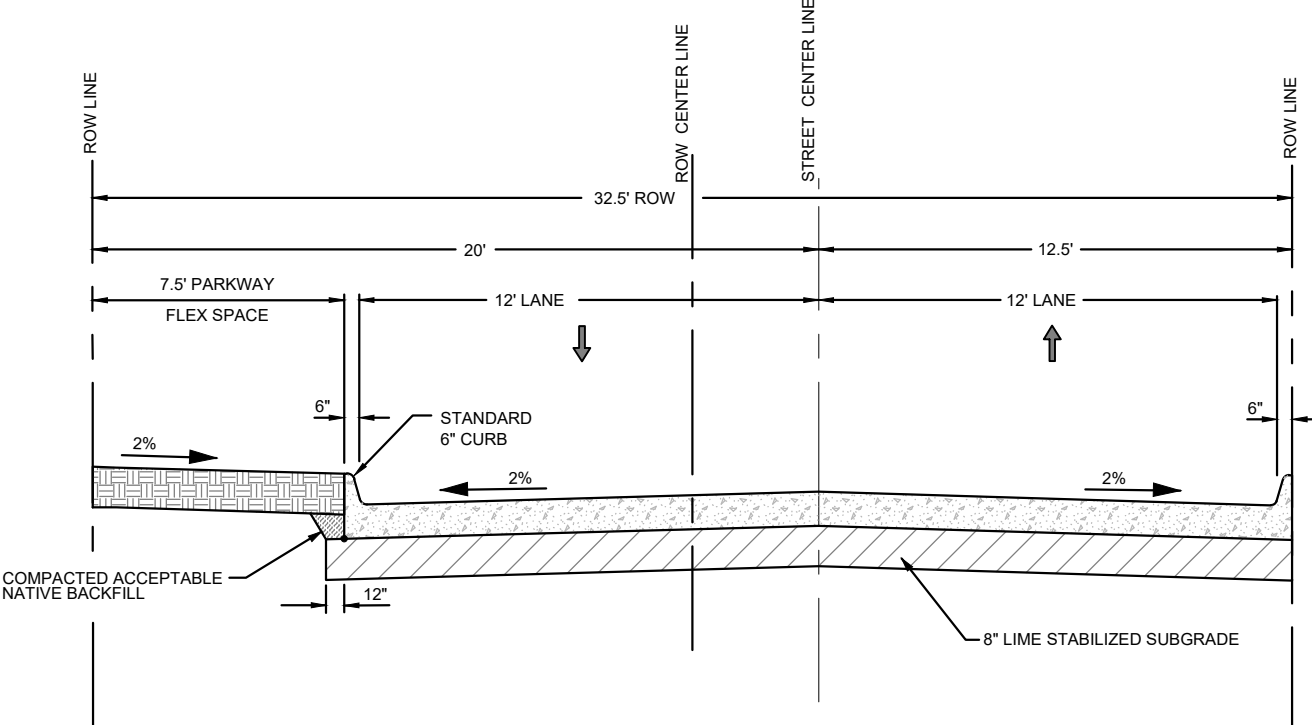
VICINITY MAP
SCALE: 1" = 2,000'



LEGEND

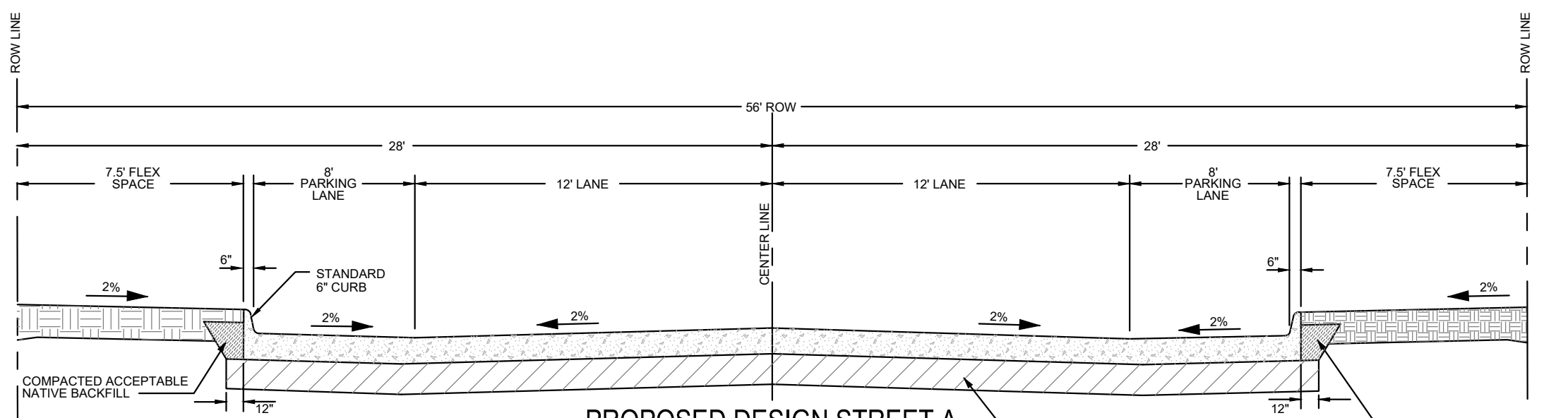
- EXISTING CONTOURS
- EXISTING EASEMENTS
- PROPOSED LOT LINES
- PROPERTY BOUNDARY
- EXISTING RIGHT OF WAY
- APPROX. TOWN LIMIT LINE

LAND USE SUMMARY				
USE	+/- ACRES	+/- SF	LOT/BLOCK #	
MIXED-USE	2.51	109,130	1,1	
MIXED-USE	3.34	145,696	2,1	
MIXED-USE	2.04	88,991	3,1	
MIXED-USE	1.64	71,375	1,2	
MIXED-USE	1.53	66,451	2,2	
MIXED-USE	1.38	60,132	3,2	
MIXED-USE	1.41	61,387	4,2	
RIGHT-OF-WAY	2.53	110,275		
TOTALS	16.38	713,437		



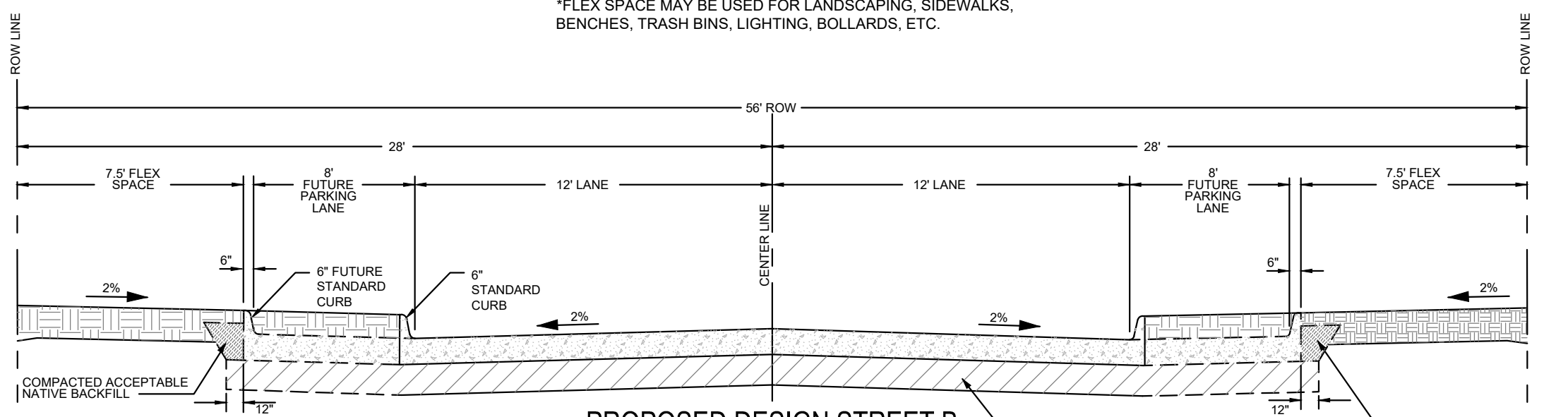
PROPOSED DESIGN
SECTION "B-B"
TYPICAL SECTION W/O PARKING
NTS

*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS,
BENCHES, TRASH BINS, LIGHTING, BOLLARDS, ETC.



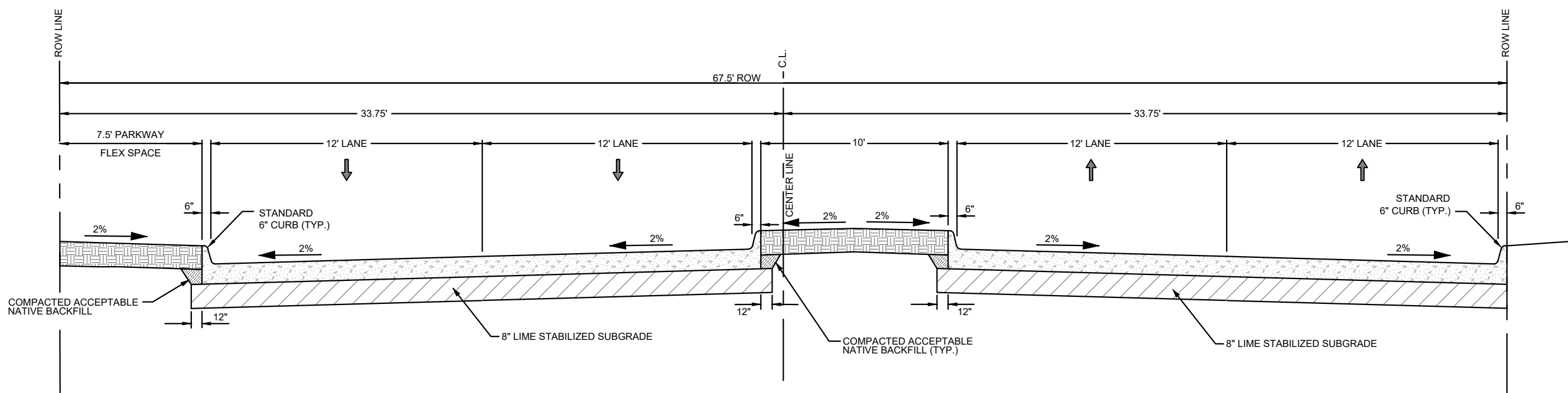
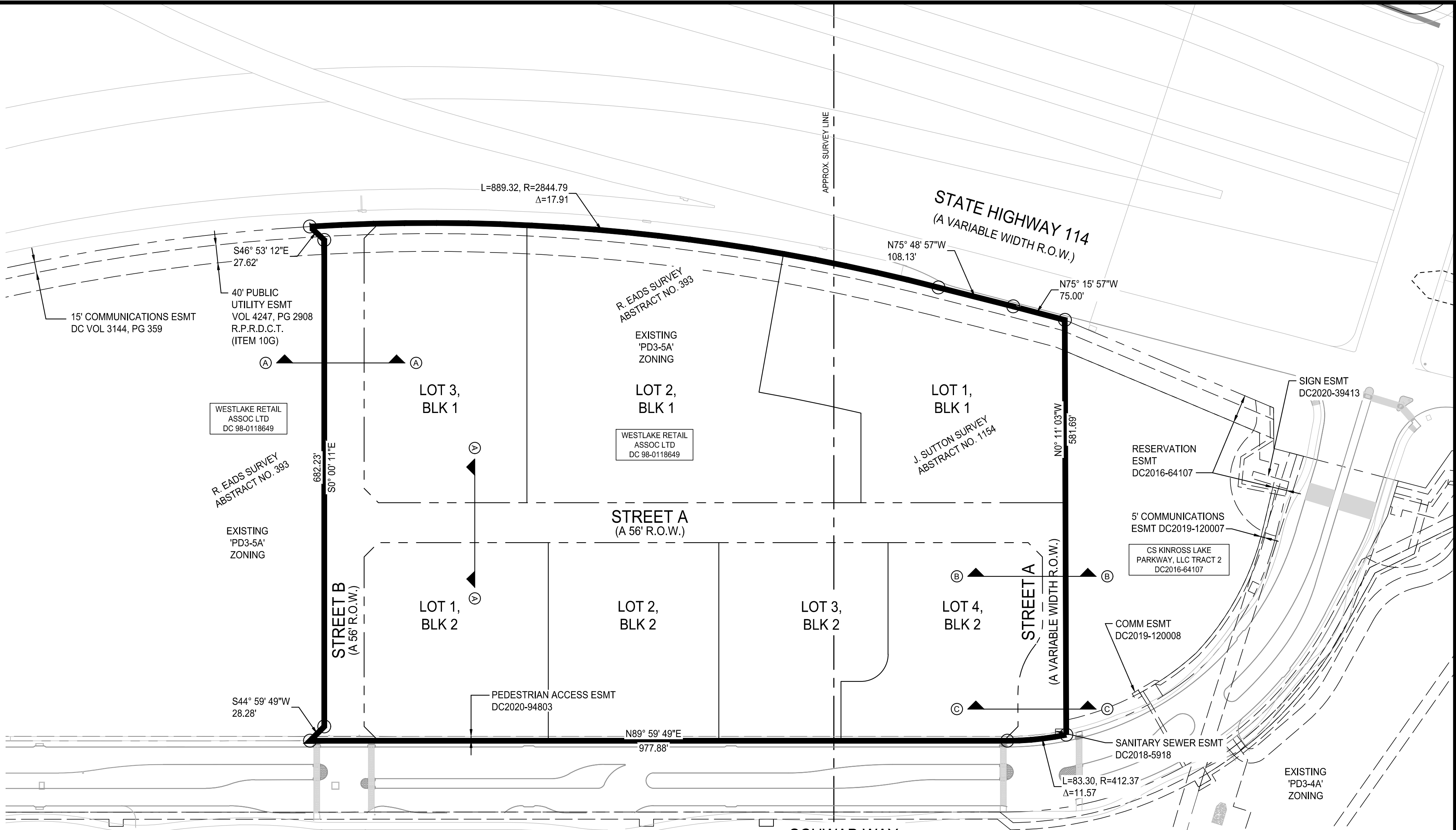
PROPOSED DESIGN STREET A
SECTION "A-A"
TYPICAL SECTION W/ PARKING
NTS

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PROPOSED DESIGN STREET B
SECTION "A-A"
TYPICAL SECTION W/ FUTURE PARKING
NTS

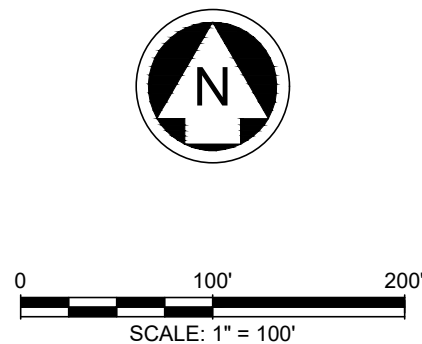
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PROPOSED DESIGN
SECTION "C-C"
TYPICAL SECTION
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*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS,
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PROJECT NO.	0050969.00
FILE PATH	G:\JOB\0050969.00\3_DESIGN\32_ENTITLEMENTS\322_PRELIMINARYPLAT
DRAWN BY	TCG
REVIEWED BY	RM
DATE	JANUARY 2024



OWNER

WESTLAKE RETAIL ASSOC. LTD
9800 HILLWOOD PKWY, STE 300
FORT WORTH, TX 76177
PHONE: 817-224-6060

DEVELOPER

HILLWOOD ALLIANCE SERVICES
9800 HILLWOOD PKWY, STE 300,
FORT WORTH, TX 76177
PHONE: 817-224-6060

PLANNER / ENGINEER/SURVEYOR

Westwood

Phone (817) 562-3350 9800 Hillwood Parkway, Suite 250
Toll Free (888) 937-5150 Fort Worth, TX 76177
westwoodps.com

Westwood Professional Services, Inc.
TSPS FIRM REGISTRATION NO. 117156
TSPS FIRM REGISTRATION NO. 10074301

A PRELIMINARY SITE EVALUATION FOR

CIRCLE T FRONT 44, PHASE 1

CONTAINING LOTS 1-3, BLOCK 1 & LOTS 1-4, BLOCK 2

EXISTING "PD3-5A" ZONING
TOTAL 16.38± GROSS ACRES OF LAND
SITUATED IN THE R. EADS SURVEY ABSTRACT 393 & THE J.
SUTTON SURVEY ABSTRACT 1154
SITUATED IN THE TOWN OF WESTLAKE
DENTON COUNTY, TEXAS



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Staff Report

File #: 24-059

Agenda Date: 3/5/2024

Agenda #: E.2.

TOWN STAFF REPORT RECCOMENDATIONS

Conduct a public hearing and consider recommending approval of amendments to Ordinance 769, as amended, approving a concept plan for a portion of the PD3-5A zoning district, located between State Highway 114/170 and Schwab Way

STAFF: Ron Ruthven, Director of Development and Planning

EXPLANATION:

The property owner, Westlake Retail Associates, Ltd., is requesting approval of a concept plan for 16.38 acres located between SH114/170 and Schwab Way. The subject property is zoned PD3-5A and is currently undeveloped. Ordinance 769, approving the PD3-5A development, requires the approval of a concept plan, development plan and site plan on the property prior to the issuance of building permits.

CONCEPT PLAN PURPOSE:

The purpose of the attached concept plan is to determine the street and lot layout of the future development and to approve the preliminary site evaluation such that detailed engineering design may proceed. The future development plan and site plans for the property will include additional details such as specific land uses, building massing and details, parking locations and landscaping.

The applicant intends to develop a mix of uses in the development that includes office, retail, restaurants and a hotel. Residential uses are not proposed as part of this phase of development and are not shown on the concept plan. A concept plan is normally approved with the initial PD zoning ordinance. However, Ordinance 769 was approved subject to the future approval of a concept plan because the PD3-5A district was created by subdividing the original PD3-5 zoning district to accommodate the Schwab development in the PD3-5B zoning district. Therefore, a concept plan for the PD3-5A zoning district was not ready at that time. The PD3-5A zoning district includes 45.6 acres of land. The proposed concept plan includes only the first phase of development (16.38 acres) in the district.

CONCEPT PLAN DETAILS:

The proposed concept plan shows 7 lots and 3 streets on the first phase of development. The streets and lots conform to zoning and code requirements. The land uses are classified as “mixed-use”. The land uses will be further specified on the development plan. The concept plan addresses only the first phase of the PD3-5A development.

The proposed street layouts conform the to the existing traffic impact analysis for the development, submitted in conjunction with the Schwab Way construction plans.

Attached is a presentation submitted by the applicant that shows the initial development concept. Details

shown on the presentation will be further refined and detailed on future submittals.

STAFF RECOMMENDATION:

The proposed concept plan contains minimal details and is being submitted to satisfy the PD zoning requirements such that a preliminary site evaluation may be submitted. Additional development details will be provided on the upcoming development and site plan submittals. Staff recommends approval.

COMMISSION ACTION/OPTIONS:

- 1) Motion to recommend approval
- 2) Motion to recommend approval with conditions
- 3) Motion to table
- 4) Motion to recommend denial

ATTACHMENTS:

- 1) Front 44 presentation from Applicant
- 2) Proposed concept plan

ADDITIONAL DOCUMENT RESOURCE LINKS:

- 1) Ordinance 769 (PD3-5A zoning district) -
<https://laserfiche.westlake-tx.org/WebLink/DocView.aspx?id=235985&dbid=0&repo=WESTLAKE>



F R O N T

44

A T C I R C L E T

PARKING REQUIRED

HOTEL 165
F+B 287
FITNESS 43
DAYCARE 35

TOTAL 530

REQUIRED WITH 15% SHARED
PARKING REDUCTION **450**

PARKING PROVIDED 502

150 KEY HOTEL
30 ROOMS / LEVEL
5 LEVELS

10K F+B

13K DAYCARE

PLAYGROUND

3,853sf FIT

2,505sf FIT

2,159sf FIT

2,367sf F+B

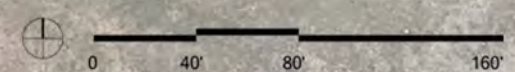
2,247sf F+B

2,237sf F+B

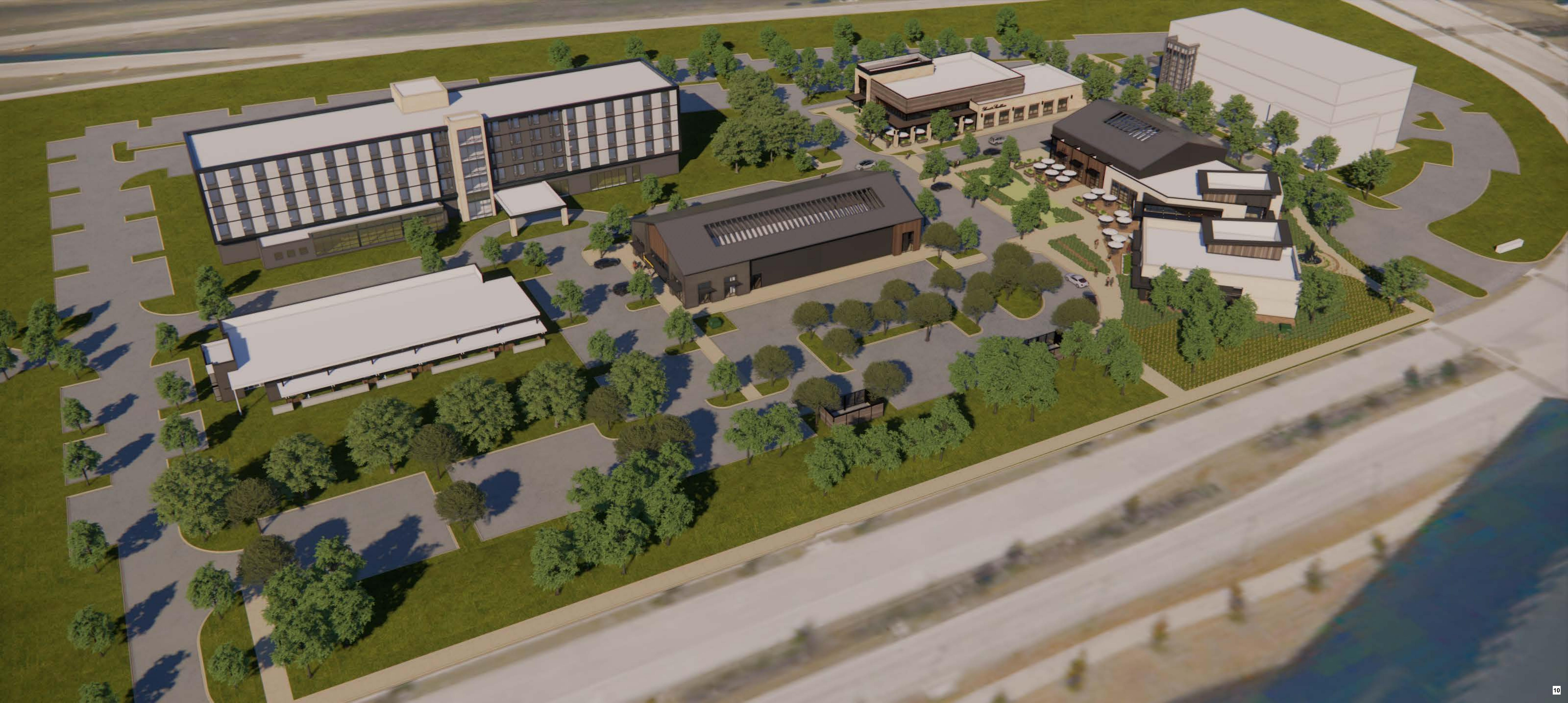
2,226sf F+B

4,795sf F+B

4,800sf F+B





















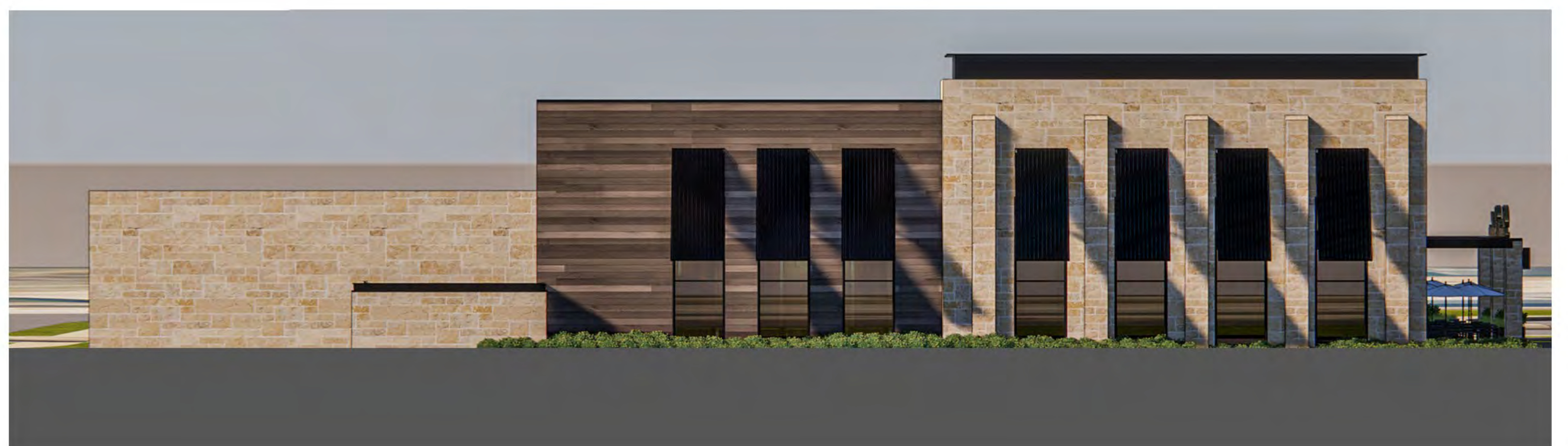


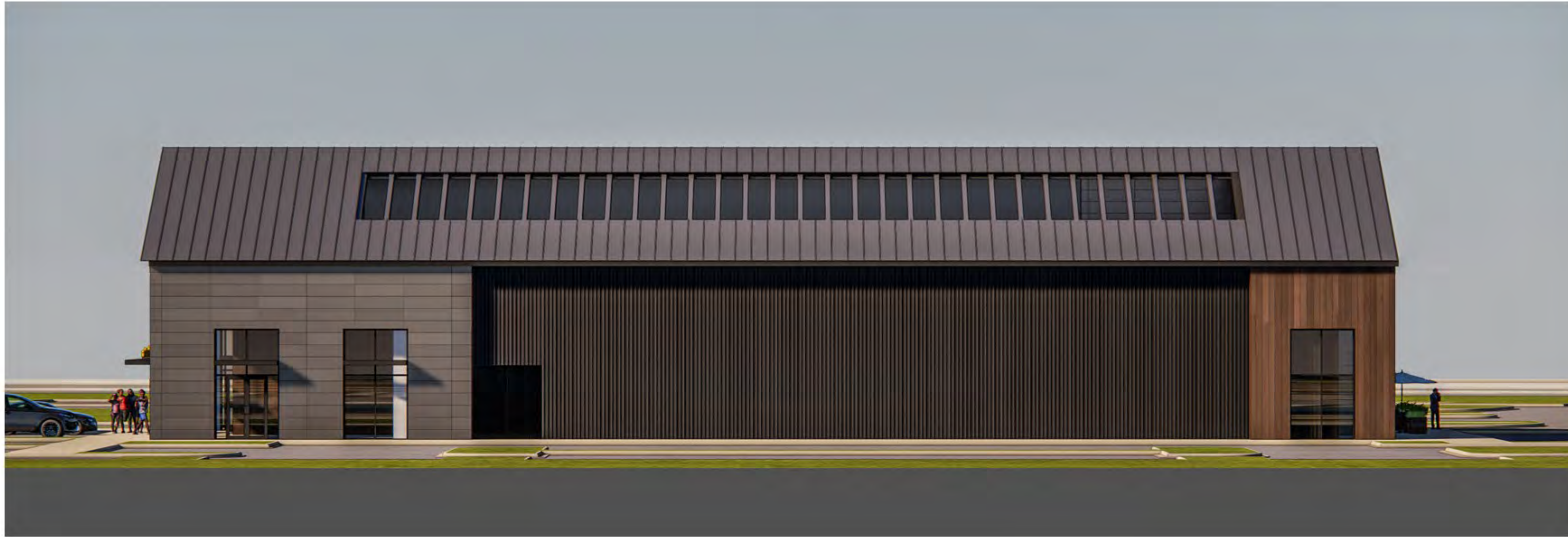






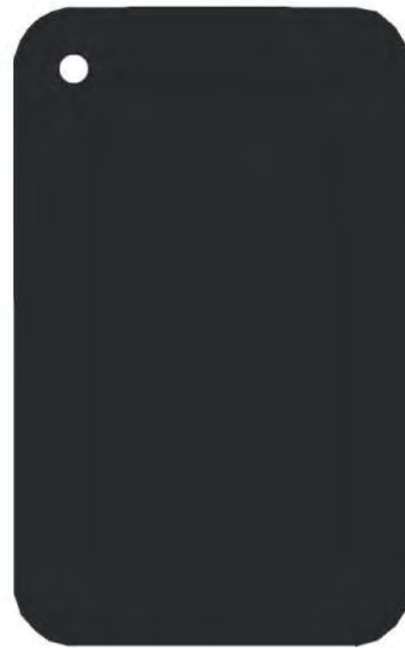








Insulated Metal Panel
Rich Black - Centria



Standing Seam Metal Panel Roof
System - Matte Black
Berridge Manufacturing Company



Black Anodized Aluminum
Storefront - Kawneer



Plaster Stucco
SW 6091 Reliable White



Leuders Limestone Buff
Honed



Woodtone
Fiber Cement Wood

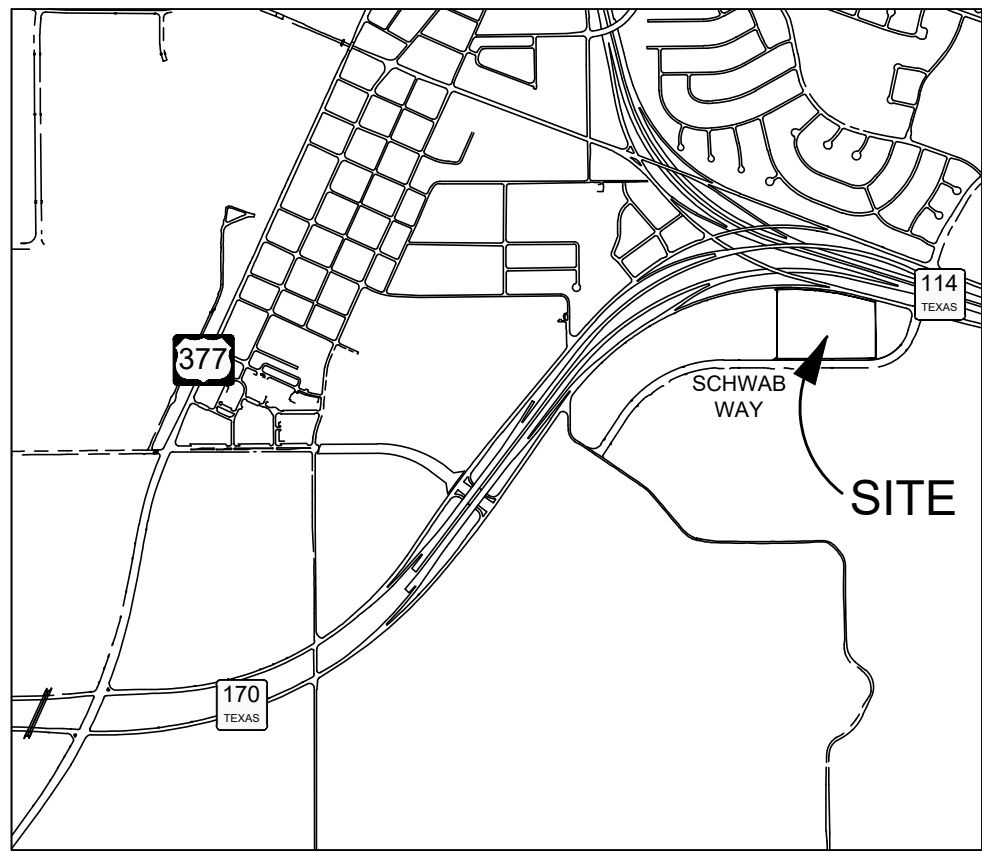
MATERIAL BOARD

Hillwood Front 44

Job #: 23121
Date: 11.10.2023
Drawn by: JJ

Scale: NTS
File Name: 2023 11 10 Material Board.psd





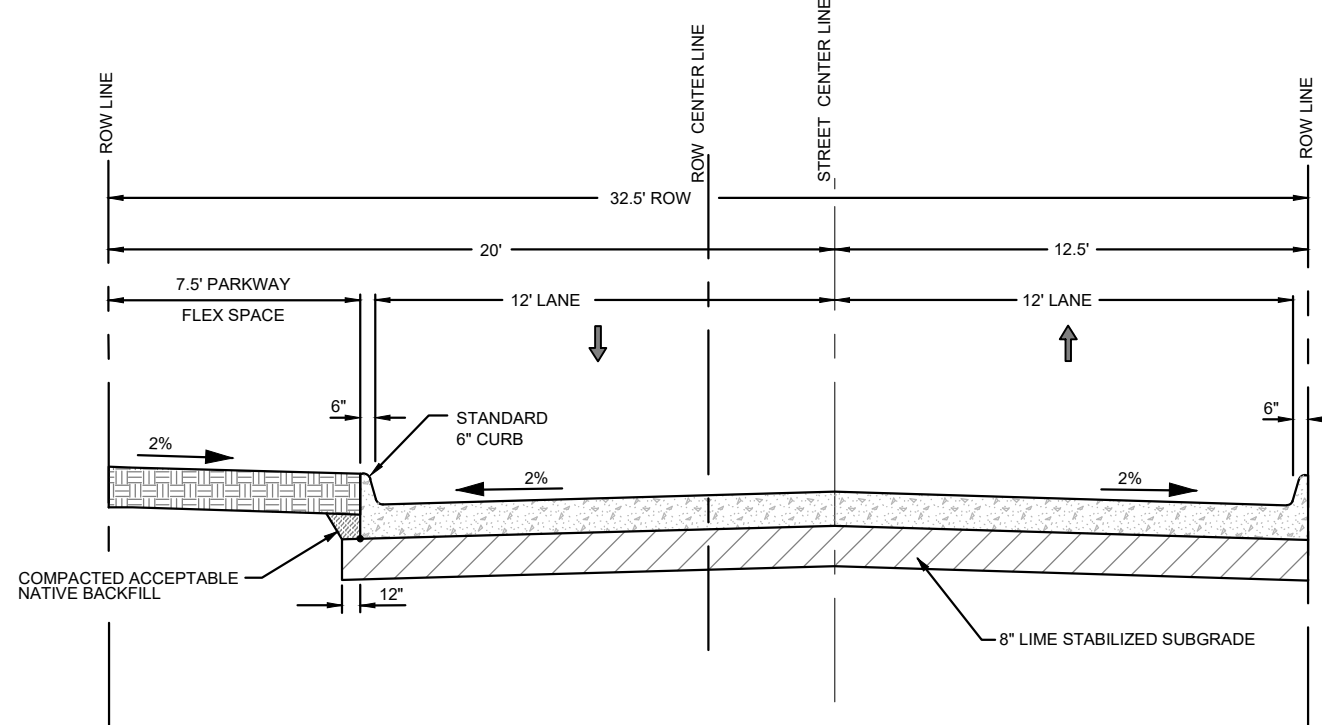
VICINITY MAP
SCALE: 1" = 2,000'



LEGEND

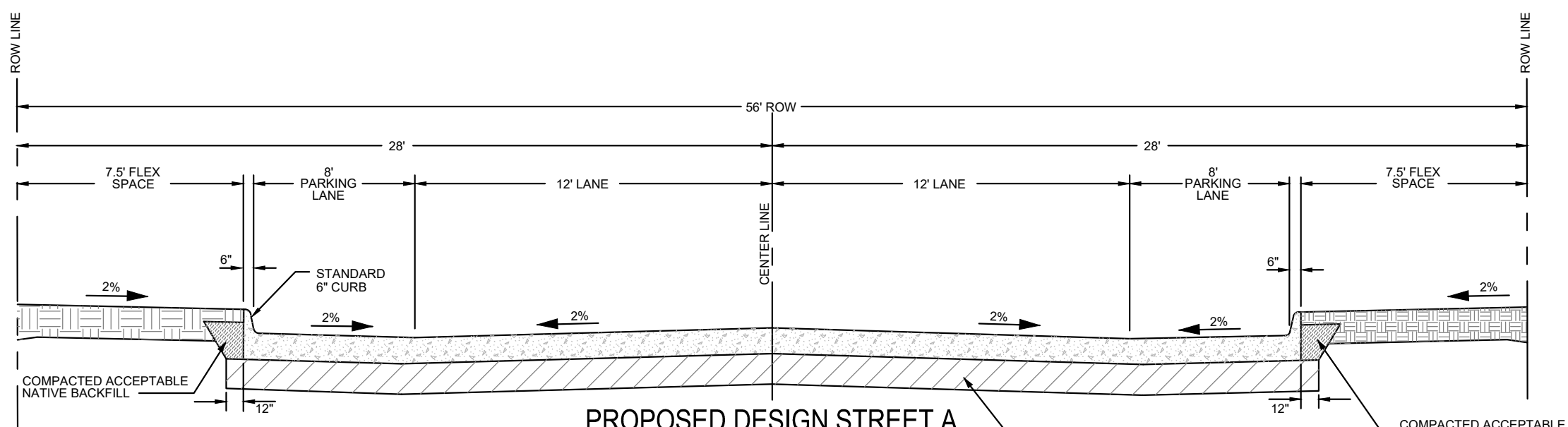
- EXISTING CONTOURS
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- PROPOSED LOT LINES
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LAND USE SUMMARY			
USE	+/- ACRES	+/- SF	LOT/BLOCK #
MIXED-USE	2.50	108,759	1,1
MIXED-USE	3.35	146,027	2,1
MIXED-USE	2.04	88,993	3,1
MIXED-USE	1.64	71,375	1,2
MIXED-USE	1.53	66,451	2,2
MIXED-USE	1.38	60,133	3,2
MIXED-USE	1.41	61,386	4,2
RIGHT-OF-WAY	2.53	110,275	
TOTALS	16.38	713,398	



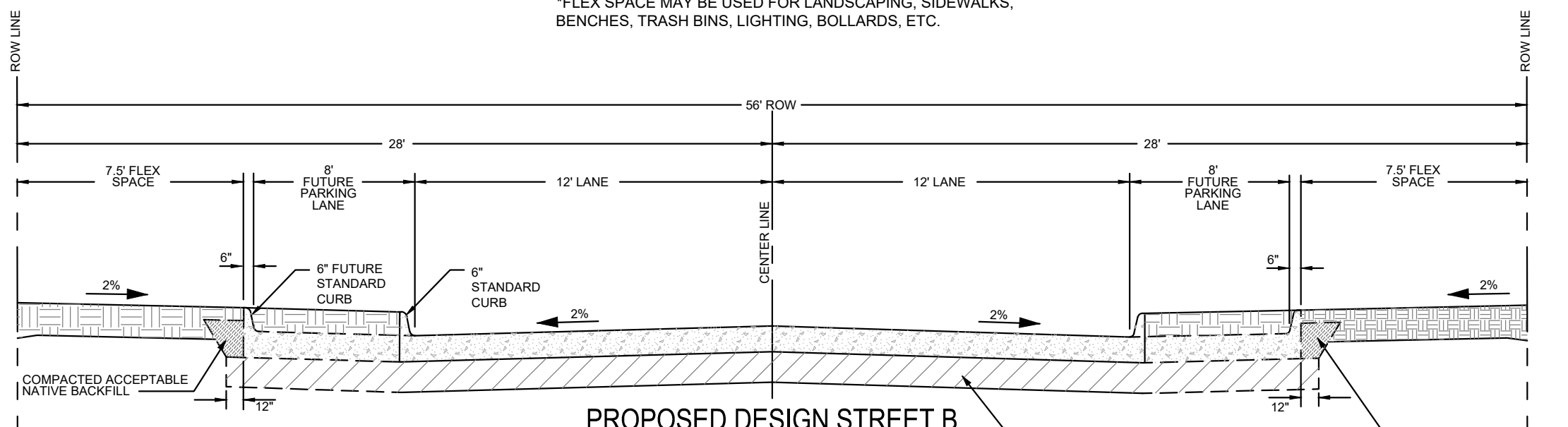
PROPOSED DESIGN
SECTION "B-B"
TYPICAL SECTION W/O PARKING
NTS

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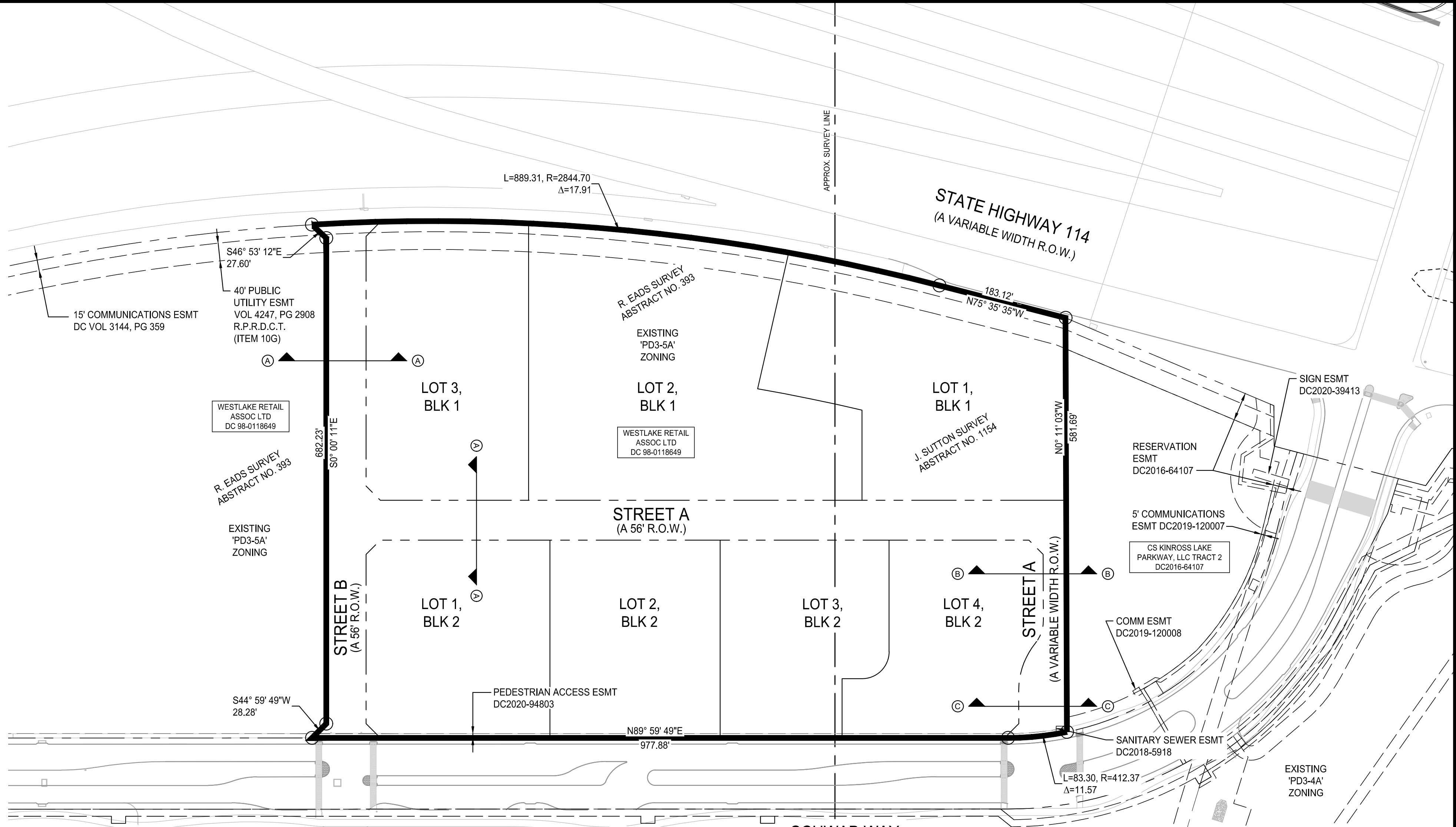
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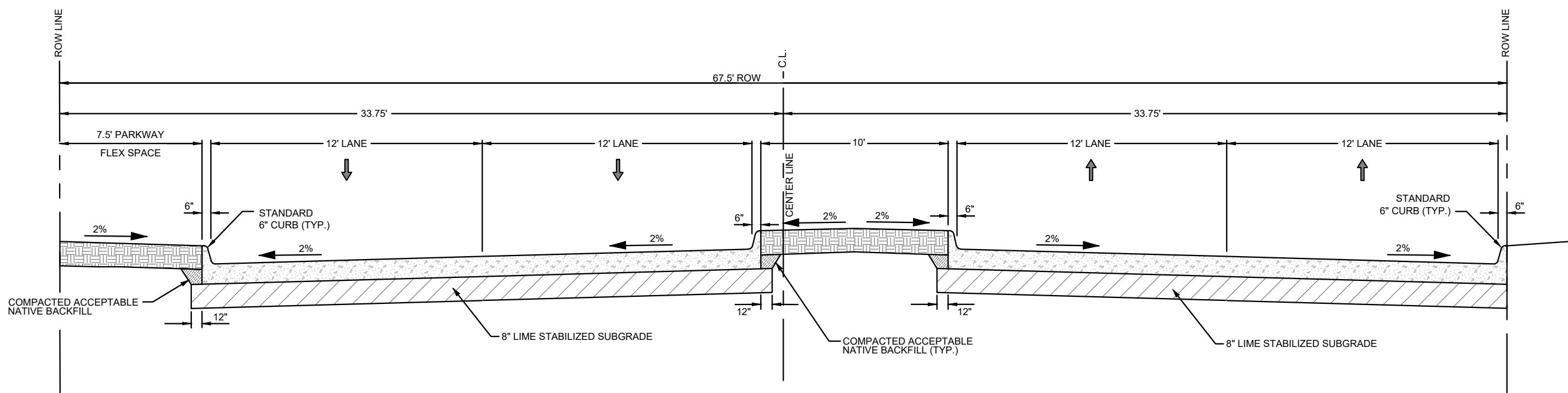


PROPOSED DESIGN STREET B
SECTION "A-A"
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SCHWAB WAY
(A VARIABLE WIDTH R.O.W.)



PROPOSED DESIGN
SECTION "C-C"
TYPICAL SECTION
NTS

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PROJECT NO.	0050969.00
FILE PATH	G:\JOB\0050969.00\3_DESIGN\32_ENTITLEMENTS\322_PRELIMINARYPLAT
DRAWN BY	TCG
REVIEWED BY	RM
DATE	DECEMBER 2023



0 100' 200'
SCALE: 1" = 100'

OWNER

WESTLAKE RETAIL ASSOC. LTD
9800 HILLWOOD PKWY, STE 300
FORT WORTH, TX 76177
PHONE: 817-224-6060

DEVELOPER

HILLWOOD ALLIANCE SERVICES
9800 HILLWOOD PKWY STE 300,
FORT WORTH, TX 76177
PHONE: 817-224-6060

PLANNER / ENGINEER/SURVEYOR



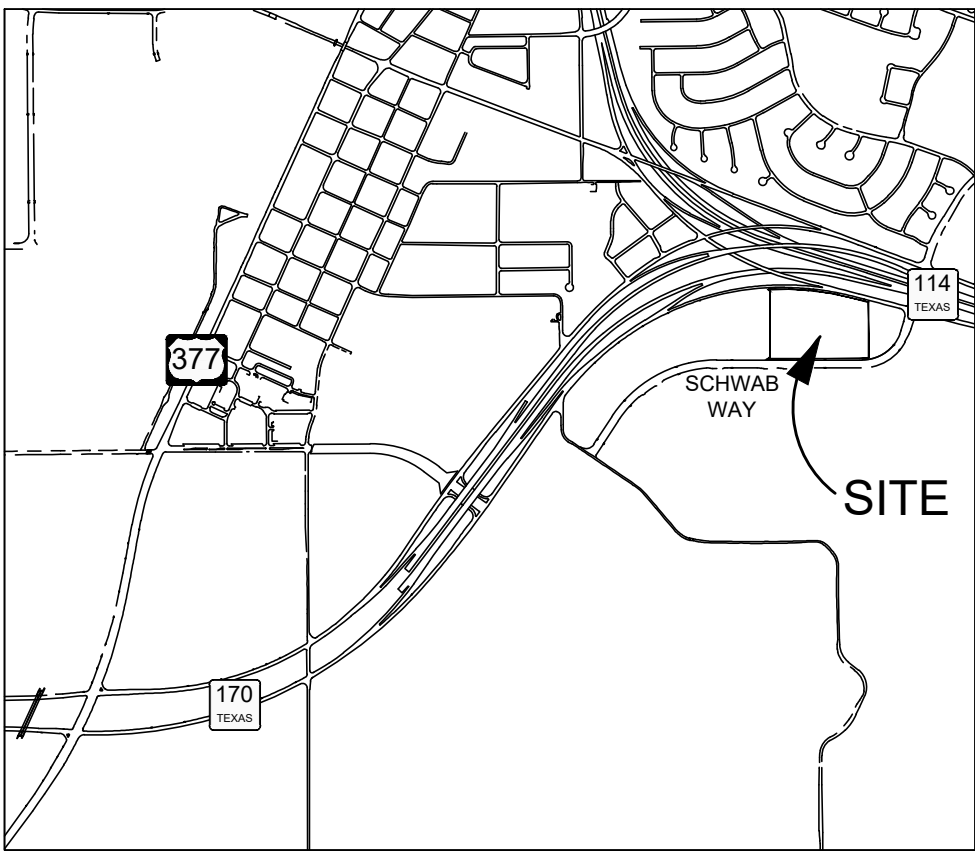
9800 HILLWOOD PARKWAY
SUITE 250
FORT WORTH, TX 76177
PHONE: 817-562-3350

A PRELIMINARY SITE EVALUATION FOR

CIRCLE T FRONT 44, PHASE 1

CONTAINING LOTS 1-3, BLOCK 1 & LOTS 1-4, BLOCK 2

EXISTING "PD3-5A" ZONING
TOTAL 16.38± GROSS ACRES OF LAND
SITUATED IN THE R. EADS SURVEY ABSTRACT 393 & THE J.
SUTTON SURVEY ABSTRACT 1154
SITUATED IN THE TOWN OF WESTLAKE
DENTON COUNTY, TEXAS



VICINITY MAP
SCALE: 1" = 2,000'



- LEGEND**
- PROPERTY BOUNDARY
 - EX W EXISTING WATER LINE
 - EX SS EXISTING SEWER LINE
 - W PROPOSED WATER LINE
 - SS PROPOSED SEWER LINE
 - EXISTING RIGHT OF WAY

PRELIMINARY PLAT APPROVED BY THE TOWN OF WESTLAKE PLANNING AND ZONING COMMISSION FOR THE PREPARATION OF A FINAL PLAT:

CHAIRMAN _____ DATE _____

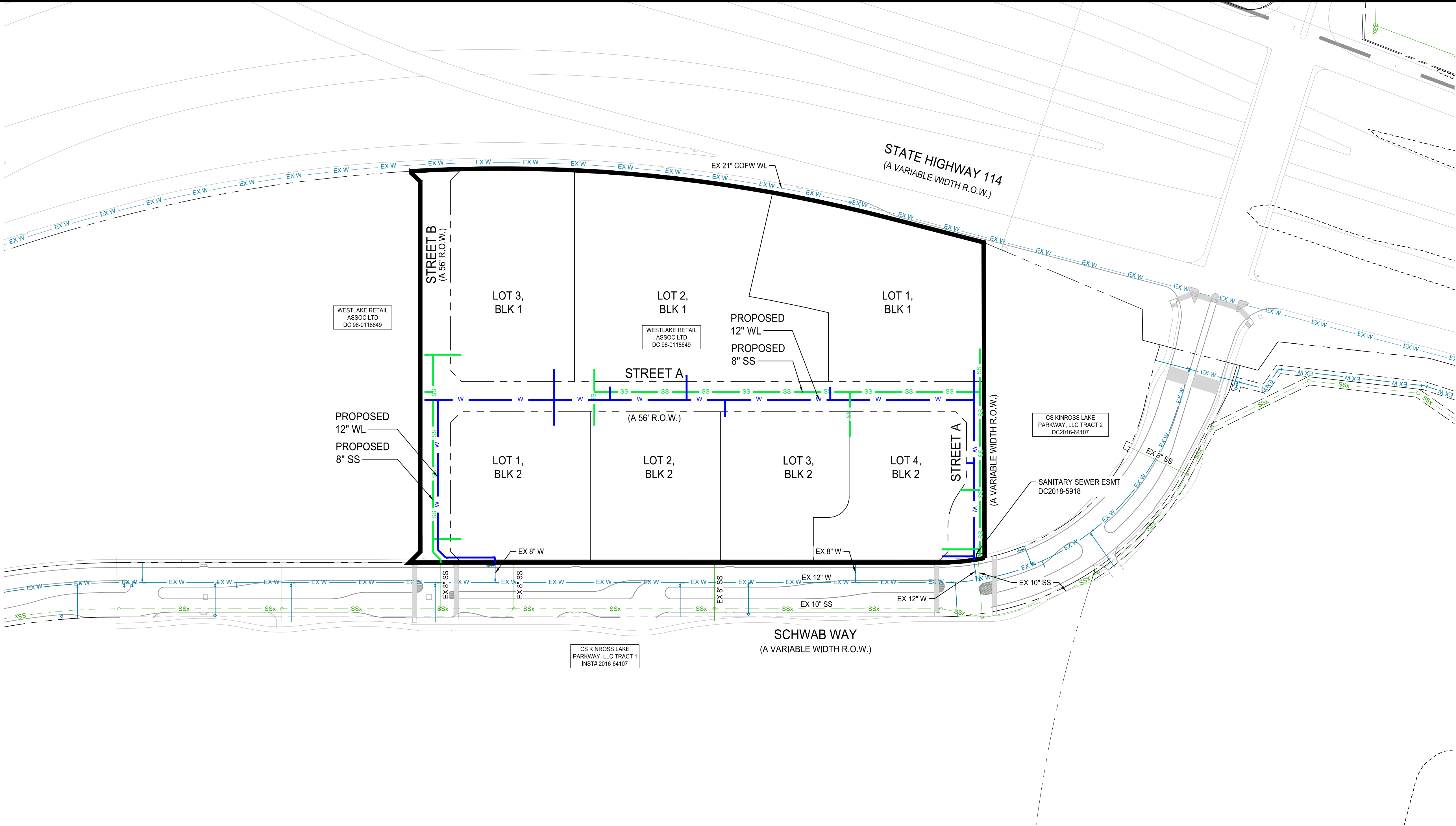
SECRETARY _____ DATE _____

PRELIMINARY PLAT APPROVED BY THE TOWN OF WESTLAKE TOWN COUNCIL FOR THE PREPARATION OF A FINAL PLAT

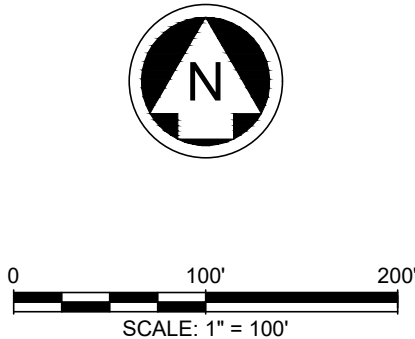
MAYOR _____ DATE _____

SECRETARY _____ DATE _____

NOTES:
1. ALL PROPOSED LATERAL PIPES TO SITES TO BE 8" UNLESS OTHERWISE NOTED.



PROJECT NO.	0050969.00
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DEVELOPER

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FORT WORTH, TX 76177
PHONE: 817-224-6060

PLANNER / ENGINEER/SURVEYOR



9800 HILLWOOD PARKWAY
SUITE 250
FORT WORTH, TX 76177
PHONE: 817-562-3350

A PRELIMINARY WATER & SANITARY SEWER LAYOUT FOR

CIRCLE T FRONT 44, PHASE 1

CONTAINING LOTS 1-3, BLOCK 1 & LOTS 1-4, BLOCK 2

EXISTING "PD3-5A" ZONING
TOTAL 16.38± GROSS ACRES OF LAND
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SITUATED IN THE TOWN OF WESTLAKE
DENTON COUNTY, TEXAS

VICINITY MAP
SCALE: 1" = 2,000'



LEGEND

-

PRELIMINARY PLAT APPROVED BY THE TOWN OF WESTLAKE PLANNING AND ZONING
COMMISSION FOR THE PREPARATION OF A FINAL PLAT:

CHAIRMAN _____ DATE _____

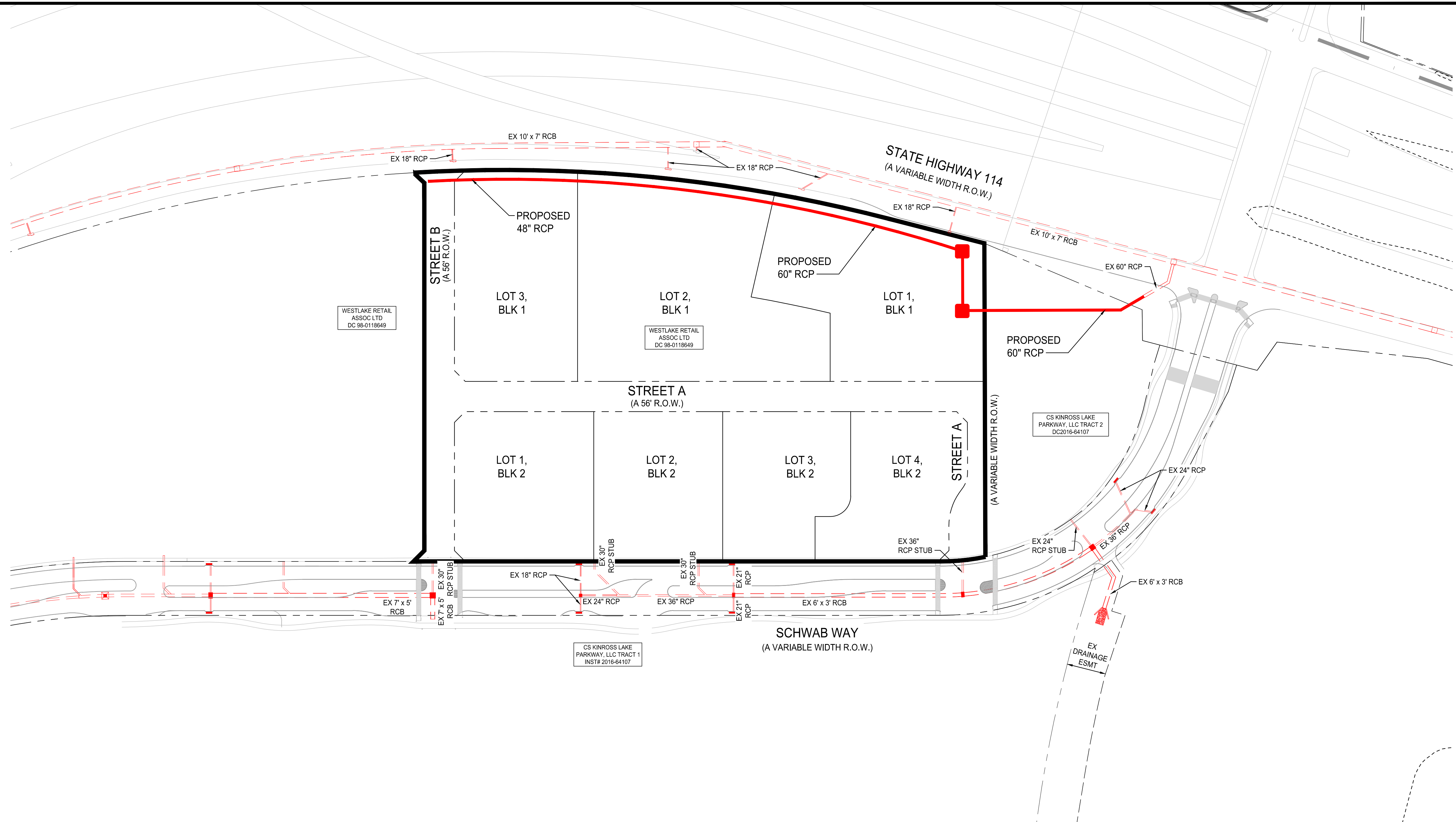
SECRETARY _____ DATE _____

PRELIMINARY PLAT APPROVED BY THE TOWN OF WESTLAKE TOWN COUNCIL FOR THE
PREPARATION OF A FINAL PLAT

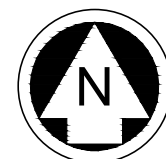
MAYOR

DATE

SECRETARY _____ DATE _____



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PLANNER / ENGINEER/SURVEYOR



9800 HILLWOOD PARKWAY
SUITE 250
FORT WORTH, TX 76177
PHONE: 817-562-3350

A PRELIMINARY DRAINAGE LAYOUT FOR

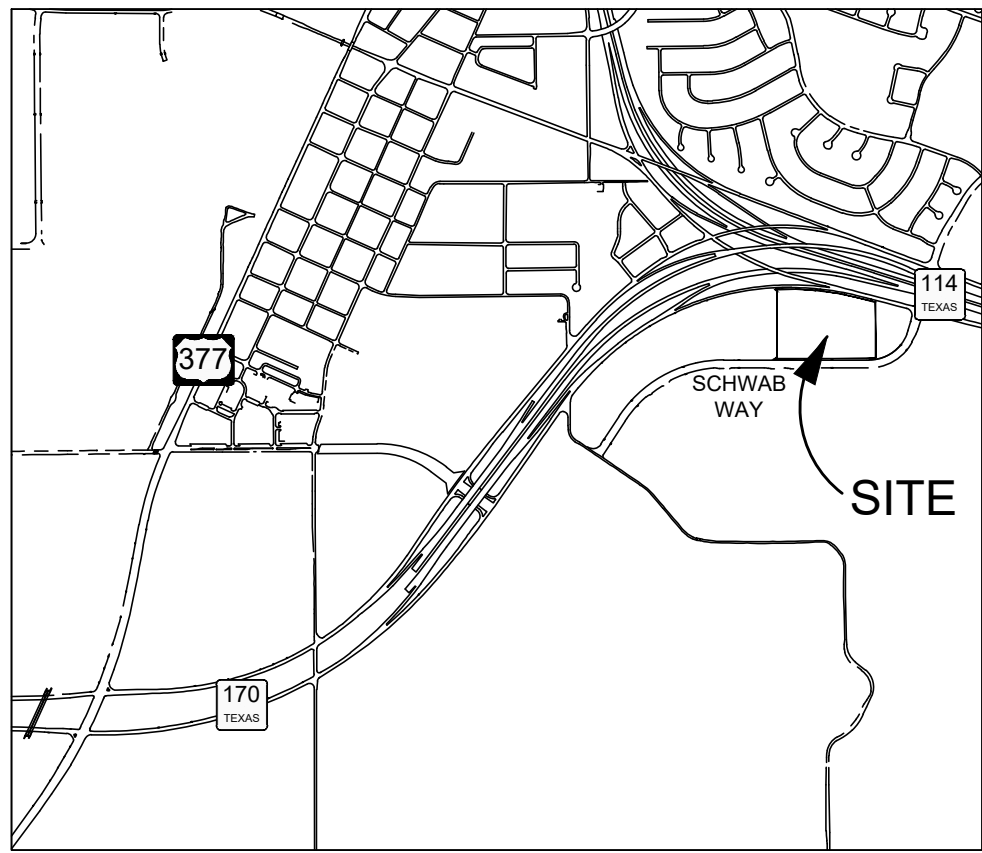
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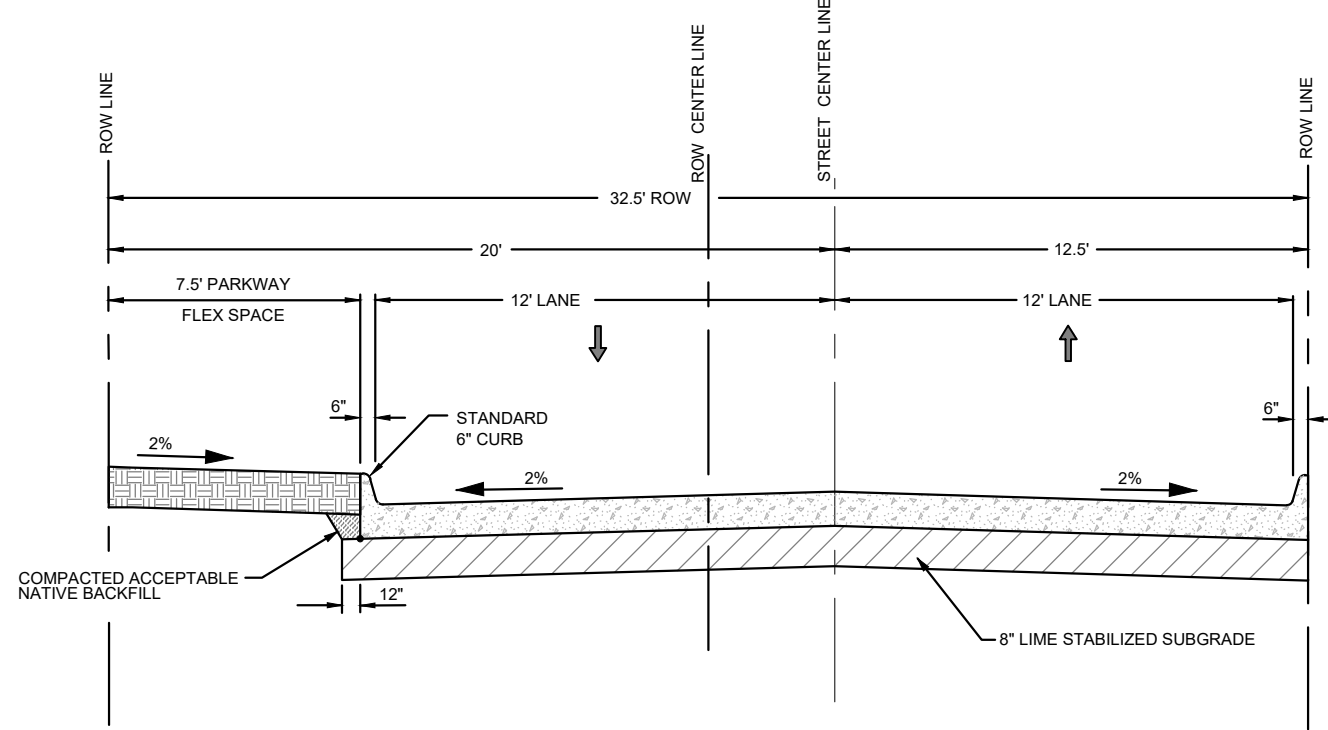
44



VICINITY MAP
SCALE: 1" = 2,000'

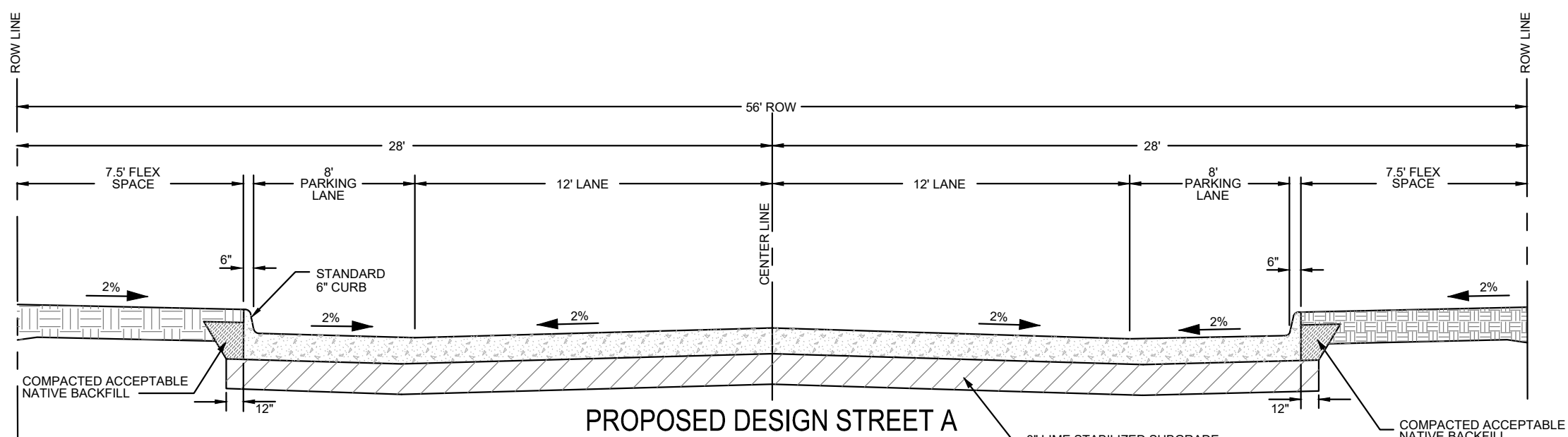


LEGEND	
	EXISTING CONTOURS
	EXISTING EASEMENTS
	PROPOSED LOT LINES
	PROPERTY BOUNDARY
	EXISTING RIGHT OF WAY
	APPROX. TOWN LIMIT LINE



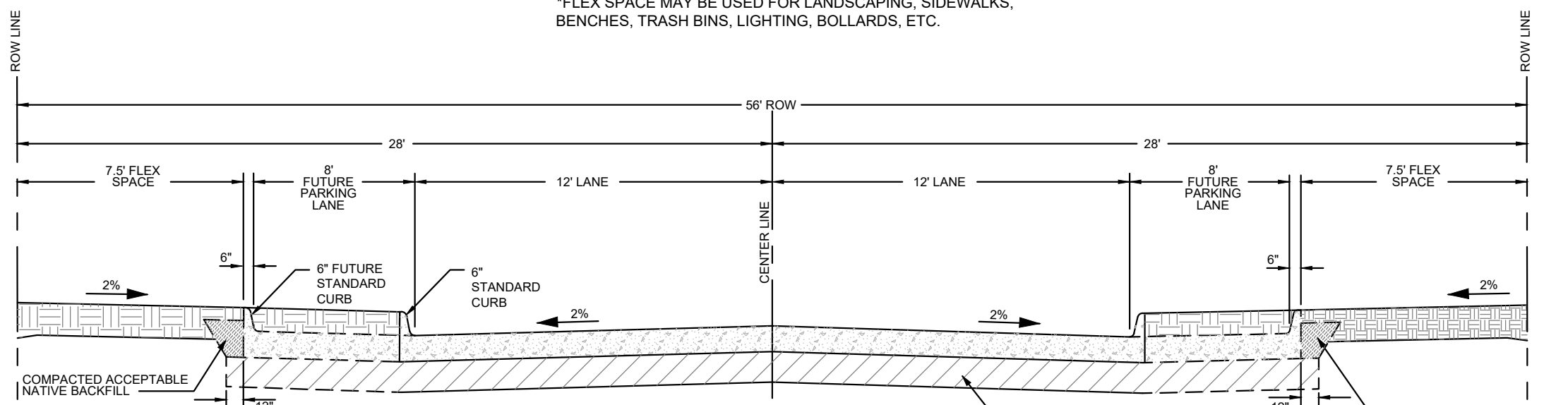
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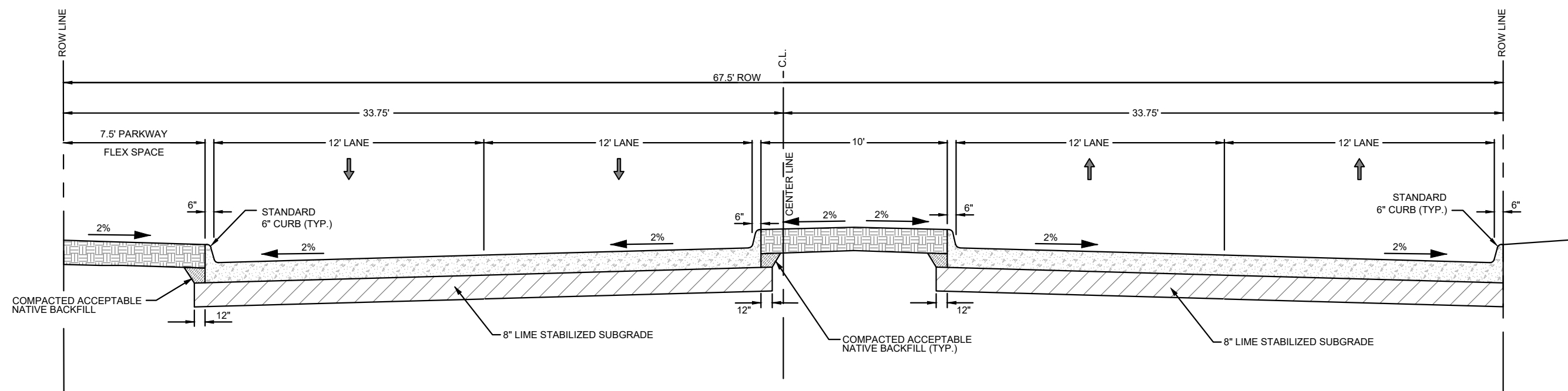
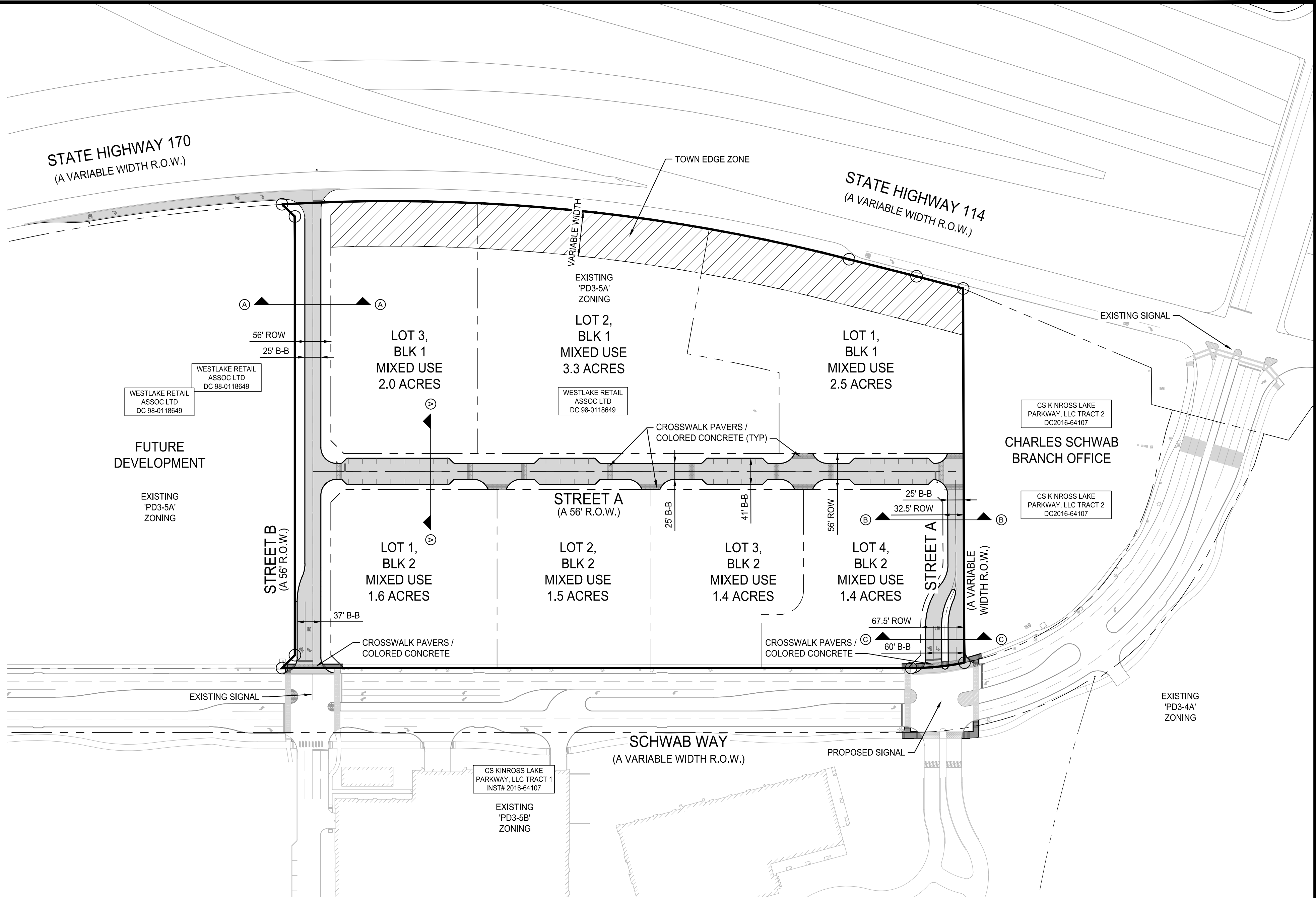
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SECTION "A-A"
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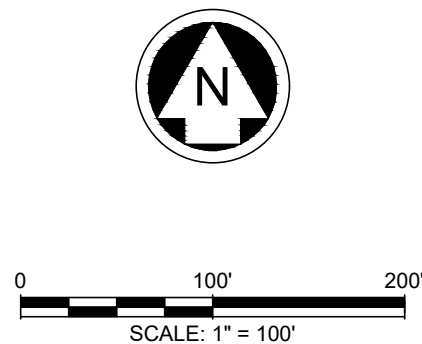
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PROPOSED DESIGN
SECTION "C-C"
TYPICAL SECTION
NTS

*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS,
BENCHES, TRASH BINS, LIGHTING, BOLLARDS, ETC.

PROJECT NO.	0050969.00
FILE PATH	G:\JOB\0050969.00\3_DESIGN\32_ENTITLEMENTS\
DRAWN BY	TCG
REVIEWED BY	RM
DATE	JANUARY 2024



OWNER

WESTLAKE RETAIL ASSOC. LTD
9800 HILLWOOD PKWY, STE 300
FORT WORTH, TX 76177
PHONE: 817-224-6060

DEVELOPER

HILLWOOD ALLIANCE SERVICES
9800 HILLWOOD PKWY, STE 300,
FORT WORTH, TX 76177
PHONE: 817-224-6060

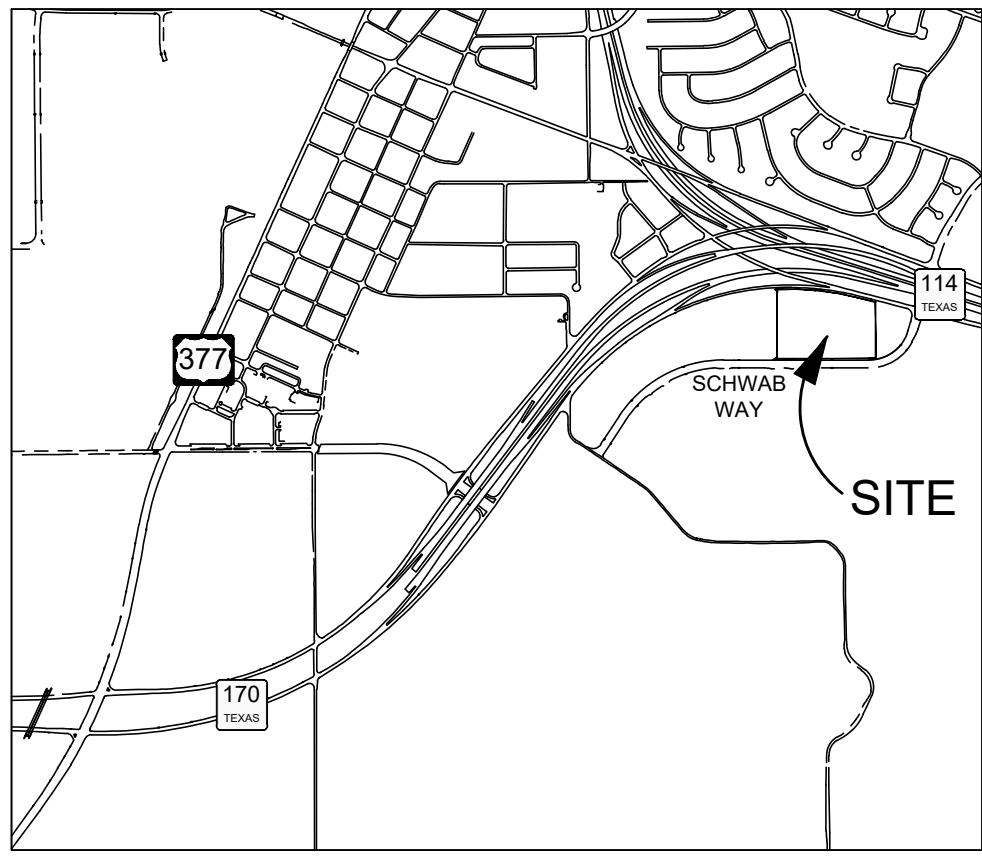
PLANNER / ENGINEER/SURVEYOR

Westwood

Phone (817) 562-3350 9800 Hillwood Parkway, Suite 250
Toll Free (888) 937-5150 Fort Worth, TX 76177
westwoodps.com

Westwood Professional Services, Inc.
TSPS FIRM REGISTRATION NO. 117156
TSPS FIRM REGISTRATION NO. 10074301

CONCEPT PLAN
CIRCLE T RANCH FRONT 44,
PHASE 1

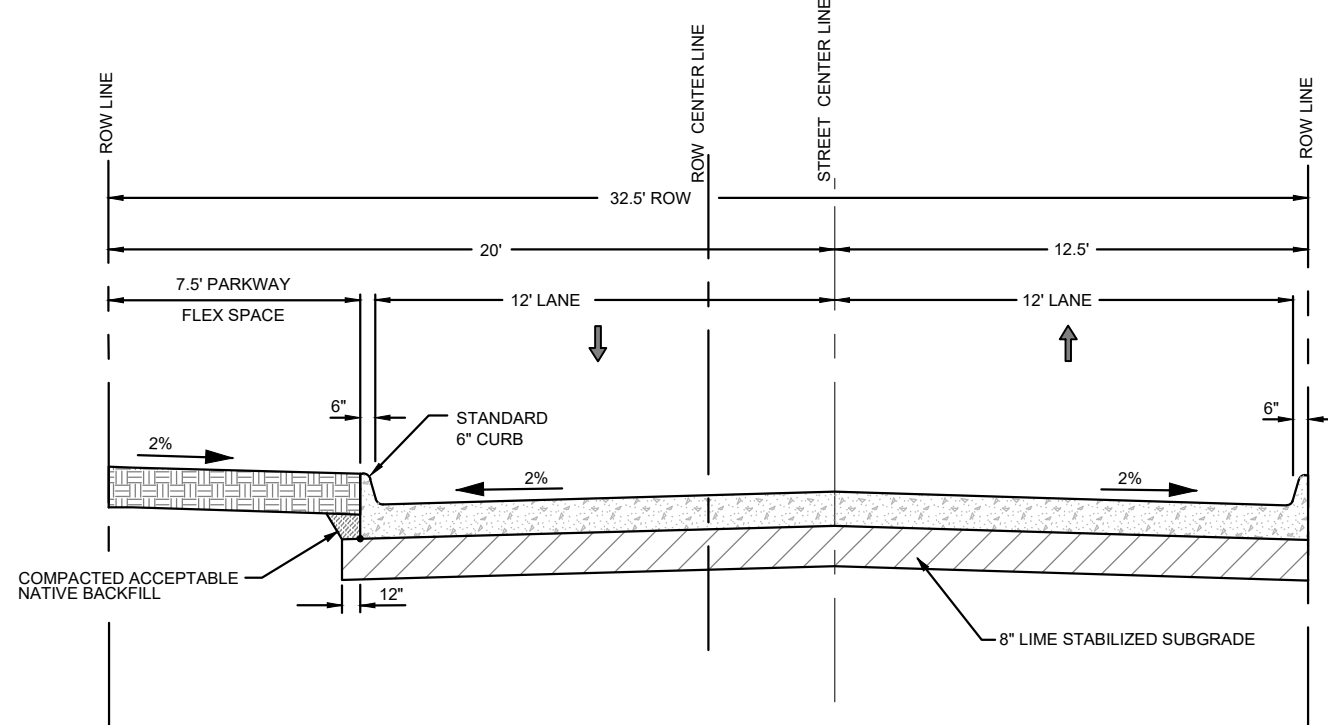


VICINITY MAP
SCALE: 1" = 2,000'



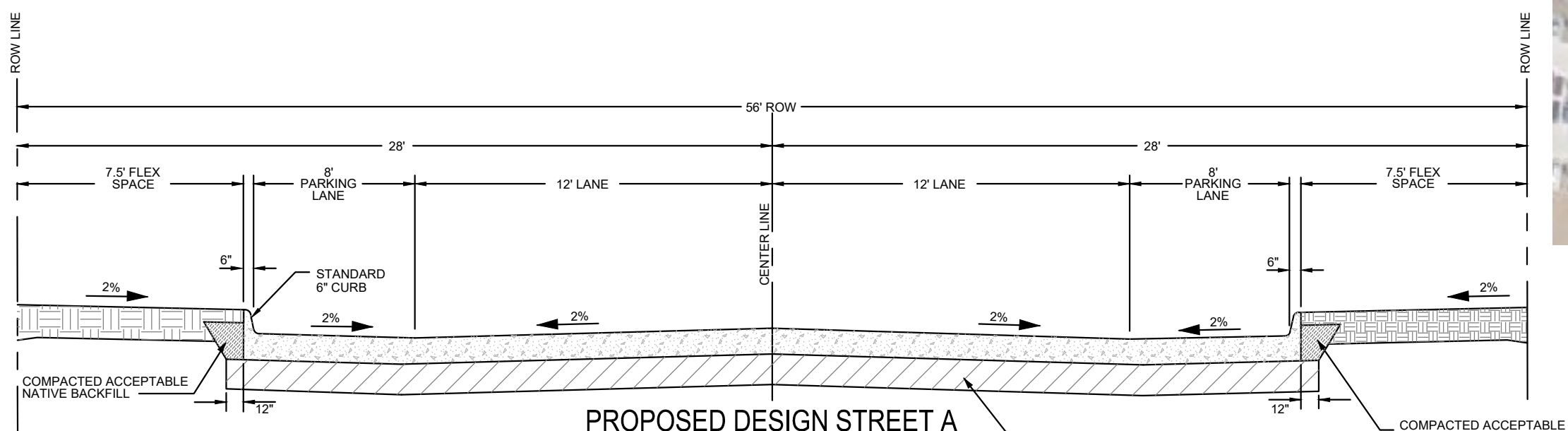
LEGEND

- EXISTING CONTOURS
- EXISTING EASEMENTS
- PROPOSED LOT LINES
- PROPERTY BOUNDARY
- EXISTING RIGHT OF WAY
- APPROX. TOWN LIMIT LINE



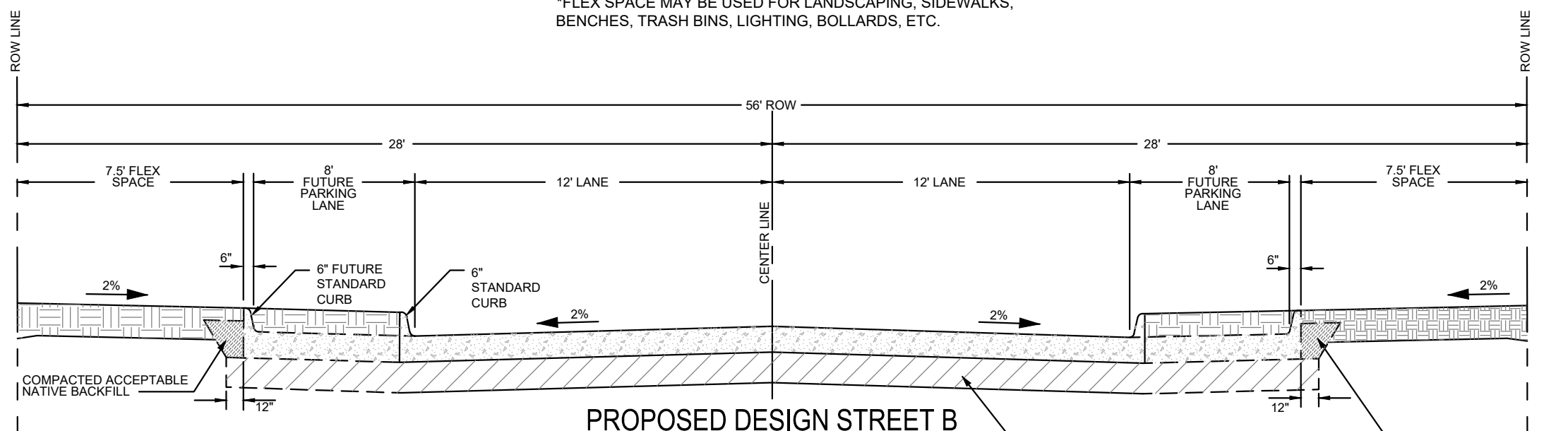
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SECTION "B-B"
TYPICAL SECTION W/O PARKING
NTS

*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS, BENCHES, TRASH BINS, LIGHTING, BOLLARDS, ETC.



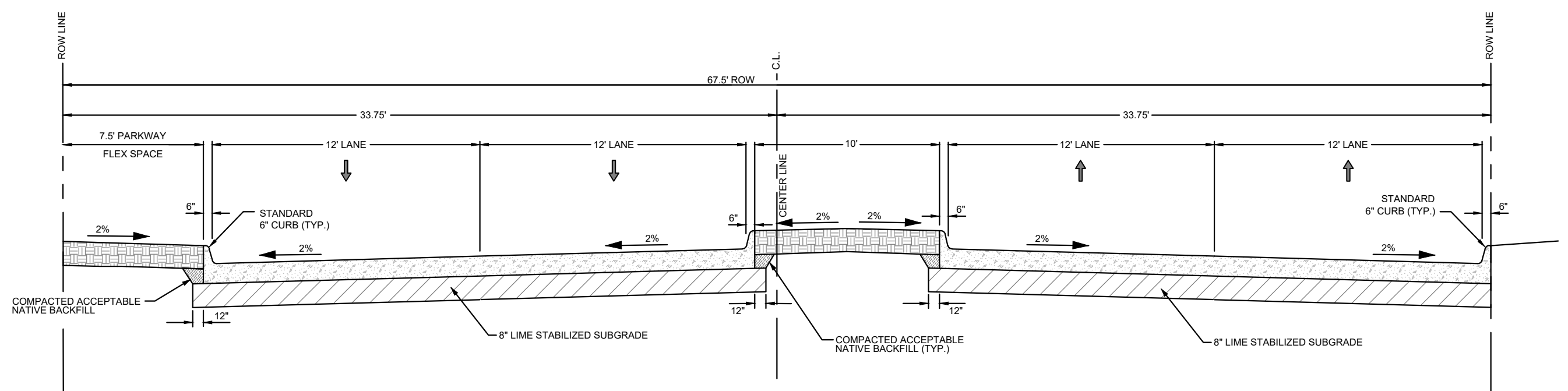
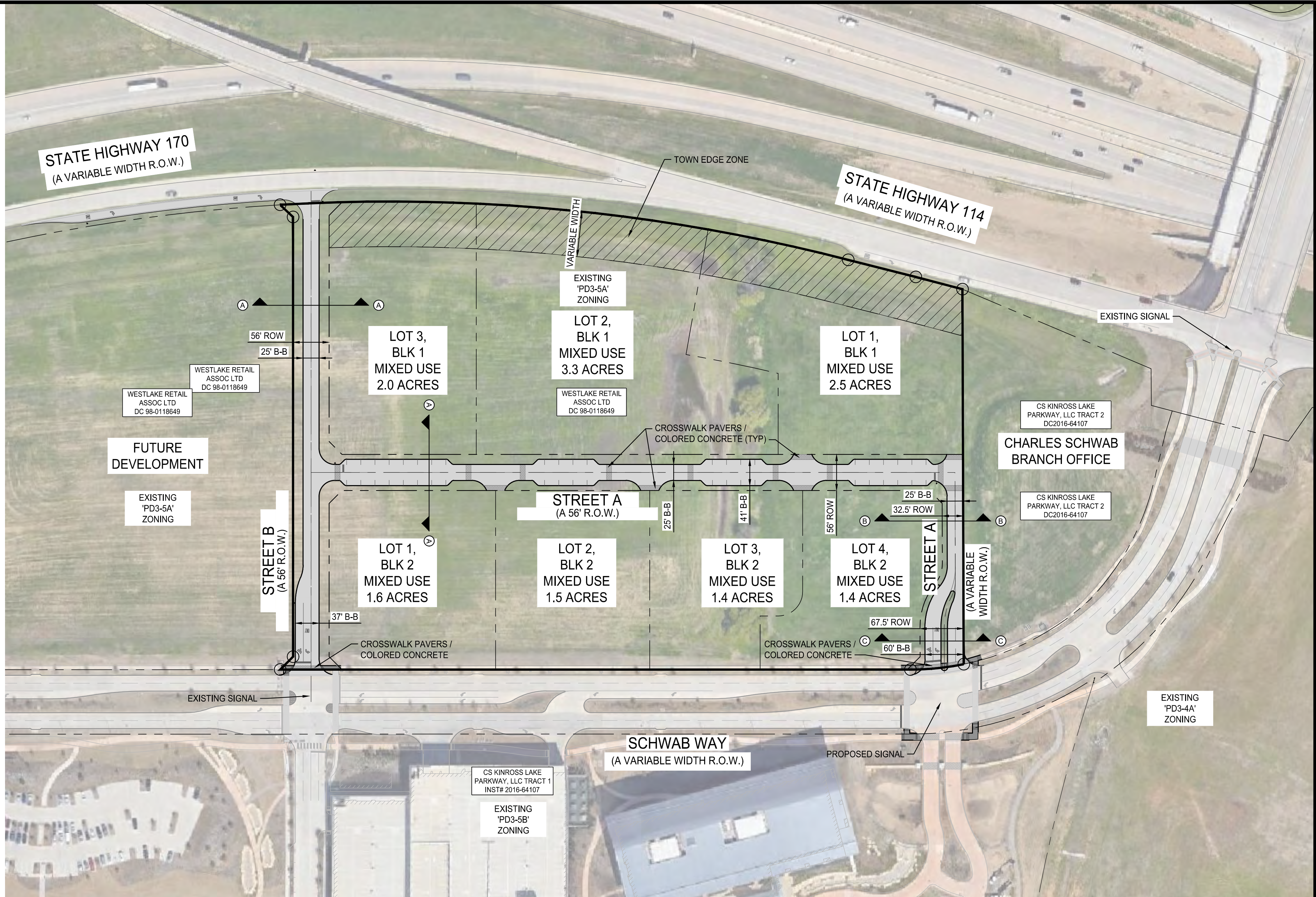
PROPOSED DESIGN STREET A
SECTION "A-A"
TYPICAL SECTION W/ PARKING
NTS

*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS, BENCHES, TRASH BINS, LIGHTING, BOLLARDS, ETC.



PROPOSED DESIGN STREET B
SECTION "A-A"
TYPICAL SECTION W/ FUTURE PARKING
NTS

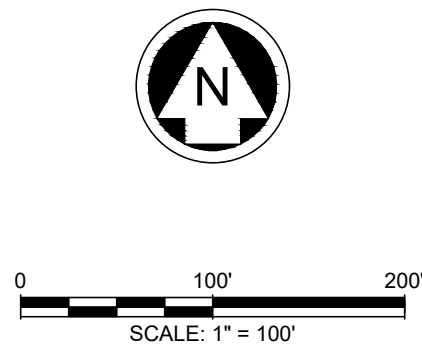
*FLEX SPACE MAY BE USED FOR LANDSCAPING, SIDEWALKS, BENCHES, TRASH BINS, LIGHTING, BOLLARDS, ETC.



PROPOSED DESIGN
SECTION "C-C"
TYPICAL SECTION
NTS

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CONCEPT PLAN
CIRCLE T RANCH FRONT 44,
PHASE 1



Town of Westlake

Staff Report

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

File #: 24-060

Agenda Date: 3/5/2024

Agenda #: F.1.

TOWN STAFF REPORT RECCOMENDATIONS

Consider approving minutes from the February 13, 2024 Planning and Zoning Commission meeting; and take appropriate action

STAFF: Ron Ruthven, Director of Development and Planning

BACKGROUND:

The Planning and Zoning Commission may review the draft minutes for approval.

DISCUSSION:

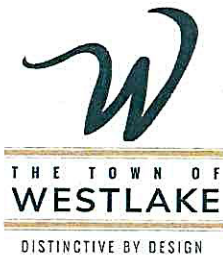
Typically, minutes are reviewed at the next Planning and Zoning Commission meeting for review and approval.

STAFF RECOMMENDATION:

Staff recommends approving the minutes, as presented.

PLANNING AND ZONING ACTION/OPTIONS:

- 1) Motion to recommend approval
- 2) Motion to recommend an amendment with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to recommend denial



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Planning & Zoning Commission Committee Minutes

Tuesday, February 13, 2024

5:00 PM

Council Chambers

PRESENT Chairman Adam Coffey, Vice-Chairman Terry Wilkinson, Commissioners Tammy Reeves, Linda Bjorn, David Ricci, Brooks Remaley, and Nizar Didarali

A. CALL TO ORDER

Chairman Coffey called the meeting to order at 5:00 p.m.

B. PLEDGE OF ALLEGIANCE

Chairman Coffey led the Pledge of Allegiance and Pledge to the Texas Flag.

C. CITIZEN COMMENTS:

No citizen comments.

D. STAFF/DIRECTOR REPORT AND DEVELOPMENT UPDATE

No update to report.

E. PUBLIC HEARING(S)

E.1. 24-037

Conduct a public hearing and consider recommending approval of a preliminary site evaluation for the Circle T North Commercial development, containing 51.32 acres, located north of Parish Lane and west State Highway 170.

Director Ron Ruthven briefed the Commission regarding the item.

Chairman Coffey opened the public hearing. Commissioner Wilkinson motioned to approve. Commissioner Didarali seconded the motion. Motion passed unanimously.

E.2. 24-038

Conduct a public hearing and consider recommending approval of a final plat for Lot 1, Block 1, Circle T North Commercial Addition, located north of Parish Lane and west State Highway 170.

Director Ron Ruthven briefed the Commission regarding this item.

Chairman Coffey opened the public hearing. Commissioner Ricci made a motion to approve. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

F. REGULAR AGENDA ITEM(S)

F.1. 24-039

Consider approving minutes from January 16, 2024, Planning and Zoning Commission meeting; and take appropriate action.

Chairman Coffey asked for a motion to approve the minutes of January 16, 2024, meeting. Commissioner Reeves motioned to approve the minutes. Commissioner Wilkinson seconded the motion. The motion passed unanimously.

G. ADJOURNMENT

Chairman Coffey adjourned the meeting at 5:08 p.m.

Recording Secretary

Adam Coffey, Chairman