



Meeting Minutes  
 Regular Meeting of the  
 Oak Point Planning & Zoning Commission  
 Tuesday, June 1, 2021  
 6:00 P.M.  
 Oak Point City Hall  
 100 Naylor Road  
 Oak Point, Texas 75068

**1. Call to Order, Roll Call, and Announce a Quorum is Present**

Vice Chairperson Collins called the meeting to order at 6:03 p.m. with the following roll call:

Neil Collins	Vice Chairperson	Present
Barney Carrington	Commissioner	Present
Brent Coleman	Commissioner	Present
David Garb	Commissioner	Absent
Bill Gusick	Commissioner	Present
Jeff Stafford	Commissioner	Present
Debbie Peterman	Alternate	Absent
Richard Shine	Alternate	Present

**City staff present:**

Stephen Ashley	City Manager
Joni Vaughn	City Secretary

**City Council present:**

Dena Meek	Mayor
John Lusk	Mayor Pro Tem
Scott Dufford	Deputy Mayor Pro Tem
Dave Klewicki	Council Member

**2. Pledge of Allegiance and Pledge to the Texas Flag**

Vice Chairperson Collins led the Pledge of Allegiance and Pledge to the Texas Flag.

**3. Public Comment**

No one came forward to speak.

**4. Consider and act upon minutes from the April 6, 2021 regular meeting of the Planning & Zoning Commission.**

Motion to approve the minutes of the April 6, 2021 regular meeting was made by Commissioner Stafford; motion seconded by Commissioner Carrington.

**Motion Passed 5-0**

**5. Consider and act upon a request from Little Elm ISD to place a temporary modular building at 401 Shahan Prairie Road, Oak Point, Texas subject to the submitted site plan.**

City Manager Ashley explained the agenda item and answered questions.  
 Robert Howman, Glenn Engineering, answered questions about the project.  
 Rod Reeves, LEISD, answered questions about the project.

Commissioner Stafford made a motion to approve a request from Little Elm Independent School District to place a temporary modular building at 401 Shahan Prairie Road, Oak Point, Texas subject to the submitted site plan; motion seconded by Commissioner Gusick.

**Motion Passed 5-0**

the proposed non-residential facility from the adjacent single family residential zoning district to the south; motion seconded by Commissioner Garb.

**Motion Passed 5-0**

- 6. **Consider and act upon a request to recommend a preliminary plat for The Estates at Windsor Springs; Lots 8, 9, 10 in the Trailwood Subdivision, 114.429 acres of land situated in the B. Eaves Survey, Abstract 388, City of Oak Point, Denton County, Texas, for the development and construction of 65 residential lots and 1 HOA lot. (Lilly Tract).**

Mayor Meek recused herself and left the room while this item was discussed.

City Planner Coker explained the project and his report and answered questions. Dean Cardwell, with Boler Engineering, answered questions.

Commissioner Stafford made a motion to recommend approval of a preliminary plat for The Estates at Windsor Springs; Lots 8, 9, 10 in the Trailwood Subdivision, 114.429 acres of land situated in the B. Eaves Survey, Abstract 388, City of Oak Point, Denton County, Texas, for the development and construction of 65 residential lots and 1 HOA lot with the conditions recommended in the Staff Report by City Planner Michael Coker and City Engineer Allison Engineering Group; motion seconded by Commissioner Garb.

**Motion Passed 5-0**

- 7. **Future Agenda Items**

Discussion of the City’s Code of Ordinances regarding Special Use Permits.

**Capital Improvement Advisory Committee Agenda Items**

- 8. **Consider and act upon selection of a Chairperson and Vice Chairperson.**

Motion to table this item until the next meeting of the Capital Improvement Advisory Committee was made by Commissioner Stafford; motion seconded by Commissioner Carrington.

**Motion Passed 5-0**

- 9. **Presentation by Edmund Haas and Jim Keith of Freese and Nichols, Inc. to discuss Roadway and Drainage Impact Fees, Ten-Year Growth Rates for impact fee Land Use Assumptions, and preliminary roadway capital improvements plan, and take any necessary action.**

Presentation was made explaining road impact fees and questions were answered by the representatives of Freese and Nichols, Inc.

- 10. **Discussion regarding Land Use Assumption Ten Year growth rates and other related material for the potential imposition of impact fees in the city.**

No discussion.

- 11. **Adjourn**

Motion to adjourn was made by Commissioner Stafford; motion seconded by Commissioner Carrington.

**Motion Passed 5-0**

Vice-Chairperson Collins adjourned the meeting at 9:02 p.m.

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Neil Collins, Vice-Chairperson

ATTEST:

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Joni Vaughn, City Secretary