



CITY OF
SOUTHLAKE
Department of Planning & Development Services

STAFF REPORT

May 1, 2015

CASE NO: ZA15-033

PROJECT: Final Plat for Lots 2 and 3, Block A, Zelda Offices

**EXECUTIVE
SUMMARY:**

Spry Surveyors, Inc. is requesting approval of a Final Plat for Lots 2 and 3, Block A, Zelda Offices for the development of two office buildings on approximately 1.82 acres located at 803 E. Southlake Blvd., Southlake, Texas. SPIN Neighborhood # 9.

**REQUEST
DETAILS:**

The applicant is requesting approval of a Final Plat for Lots 2 and 3 of the Zelda Offices development for the purpose of building the recently approved office building on Lot 2 (*Planning Case ZA14-129*), platting the remaining tract to Lot 3 and dedicating right-of-way for the future Zena Rucker Road. The filing of this plat would create an approximately 0.738 acre lot (Lot 2) and a 0.953 acre lot (Lot 3).

The proposed final plat is consistent with the Zoning Change and Concept/Site Plan (*Planning Case ZA14-129*) and the Preliminary Plat (*Planning Case ZA14-130*) which were approved by City Council on March 3, 2015.

A variance was approved to the "street frontage" requirement of Section 8.01 of the Subdivision Ordinance No. 483, as amended with the initial preliminary plat for Lot 1 under city case number ZA12-107. Lot 2 is proposed to be provided access through a common access easement and Lot 3 (*to remain undeveloped at this time*) is proposed to be provided access through a common access easement until such time Zena Rucker Road is completed.

ACTION NEEDED: Consider Final Plat Approval Request

ATTACHMENTS:

- (A) Background Information
- (B) Vicinity Map
- (C) [Plans and Support Information](#)
- (D) Plat Review Summary No. 1, dated May 1, 2015
- (E) Full Size Plans (*for Commission and Council Members Only*)

STAFF CONTACT: Lorrie Fletcher (817) 748-8069

BACKGROUND INFORMATION

OWNER: Zelda, LLC

APPLICANT: Spry Surveyors Inc.

ADDRESS: 803 E. Southlake Blvd.

DESCRIPTION: Tract 3A, Obediah W. Knight, Survey, Abstract No. 899

LAND USE CATEGORY: Office Commercial

CURRENT ZONING: "S-P-2" Generalized Site Plan District

HISTORY: The property was annexed into the City of Southlake in 1956.

City Council approved a zoning change and site plan, and preliminary plat for Lot 1, February 5, 2013. (ZA12-093 and ZA12-107)

The Planning and Zoning Commission approved a final plat March 7, 2013. (ZA13-025)

A Final Plat was filed for Lot 1, June 20, 2013.

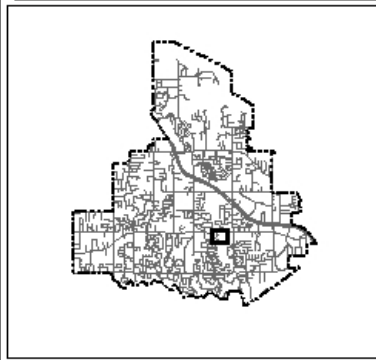
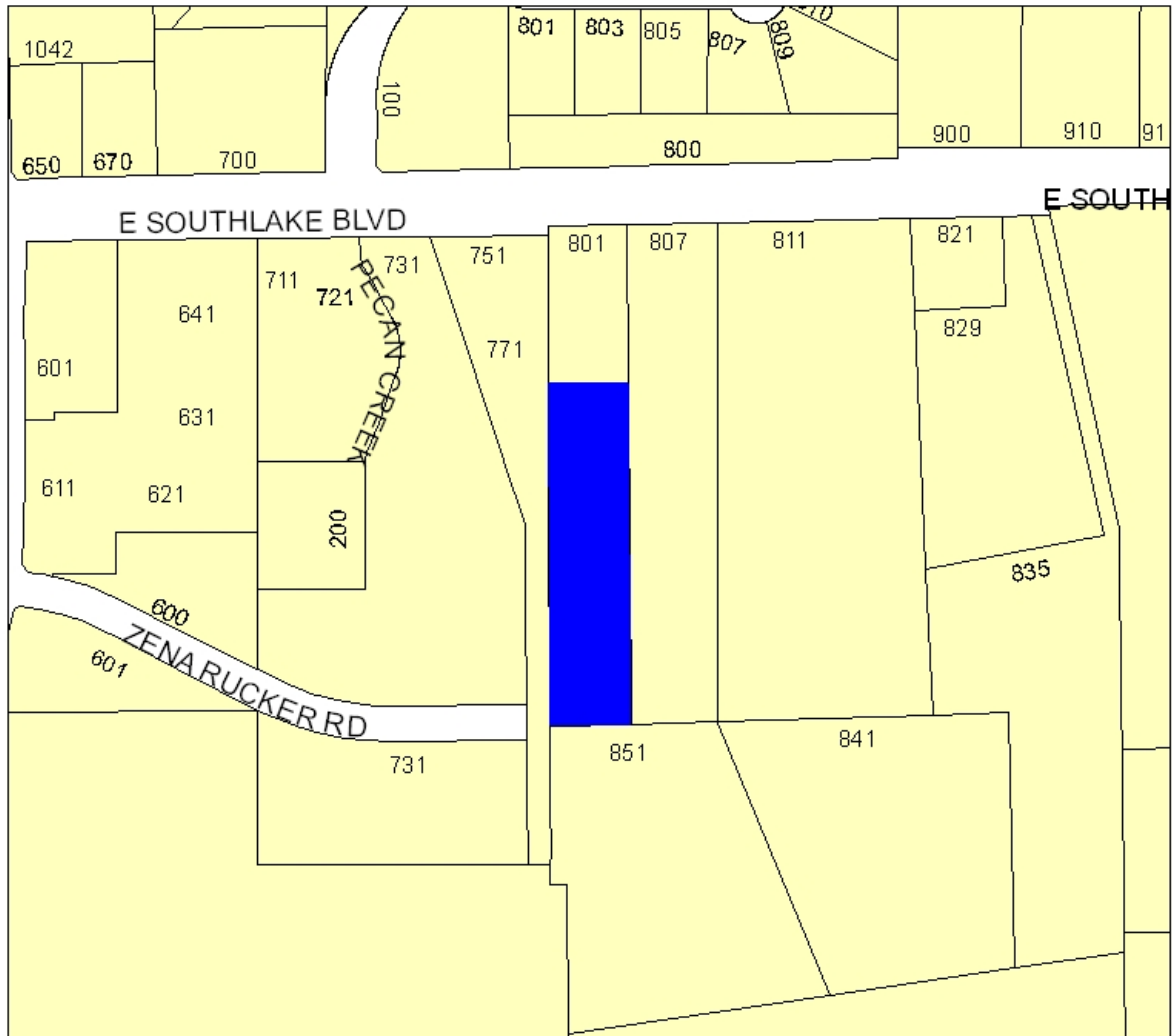
A Zoning Change and Site/Concept Plan was approved by City Council on March 3, 2015 under Planning Case ZA14-129.

A Preliminary Plat for Lots 2 and 3 was approved by City Council on March 3, 2015 under Planning Case ZA14-130.

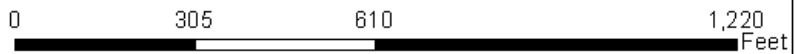
STAFF COMMENTS: Attached is Plat Review Summary No. 1, dated May 1, 2015.

Vicinity Map

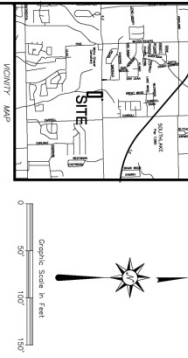
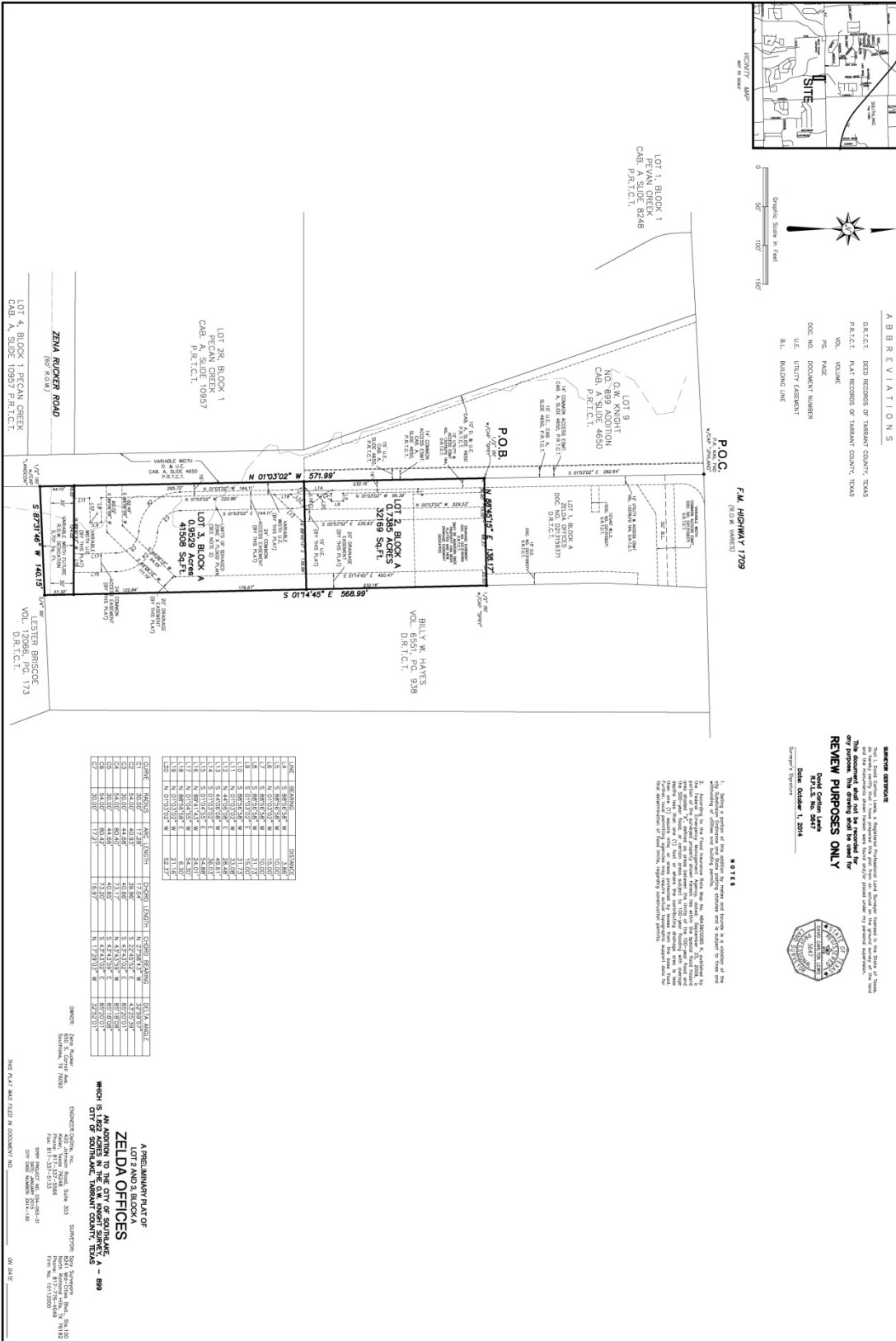
Zelda Offices - Lots 2 & 3



ZA15-033
Final Plat



APPROVED PRELIMINARY PLAT



ABBREVIATIONS

DACT. DEED RECORDS OF TARRANT COUNTY, TEXAS
 PLAT RECORDS OF TARRANT COUNTY, TEXAS

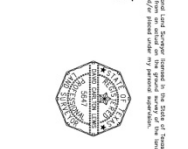
PL. PLAT
 VOL. VOLUME
 DOC. NO. DOCUMENT NUMBER
 L.C. LUTHER FACIMENT
 B.L. BUILDING LINE

P.O.C.
 F.M. HIGHWAY 709
 (SECTION 10, TARRANT COUNTY, TEXAS)

P.O.B.
 BILLY W. HANES
 VOL. DIST. 339

REVIEW PURPOSES ONLY

DATE: OCTOBER 1, 2014



NOTES

1. Being a portion of the original plat, the same shall be subject to the same conditions and restrictions as the original plat.
2. The plat is subject to the provisions of the Texas Subdivision Act, Chapter 208, Texas Property Code, and the rules and regulations of the Texas Department of Transportation.
3. The plat is subject to the provisions of the Texas Subdivision Act, Chapter 208, Texas Property Code, and the rules and regulations of the Texas Department of Transportation.
4. The plat is subject to the provisions of the Texas Subdivision Act, Chapter 208, Texas Property Code, and the rules and regulations of the Texas Department of Transportation.

CHUNK	AREA (SQ. FEET)	PERCENTAGE	CHUNK	AREA (SQ. FEET)	PERCENTAGE
1	10,000	10.00%	1	10,000	10.00%
2	20,000	20.00%	2	20,000	20.00%
3	30,000	30.00%	3	30,000	30.00%
4	40,000	40.00%	4	40,000	40.00%
5	50,000	50.00%	5	50,000	50.00%
6	60,000	60.00%	6	60,000	60.00%
7	70,000	70.00%	7	70,000	70.00%
8	80,000	80.00%	8	80,000	80.00%
9	90,000	90.00%	9	90,000	90.00%
10	1,000,000	100.00%	10	1,000,000	100.00%

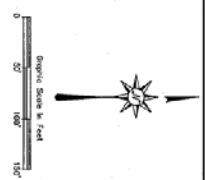
A PRELIMINARY PLAT OF
LOT 2 AND 3 BLOCK A
ZELDA OFFICES
IN ADDITION TO THE CITY OF SOUTHLAKE
CITY OF SOUTHLAKE, TARRANT COUNTY, TEXAS

OWNER: Zeta Rogers
 4010 Zeta Rogers
 Southlake, Texas 75086

ENGINEER: Zeta Rogers, Inc.
 4010 Zeta Rogers, Suite 303
 Southlake, Texas 75086
 Phone: 817-523-1133
 Fax: 817-523-1133
 E-mail: zeta@zetarogers.com

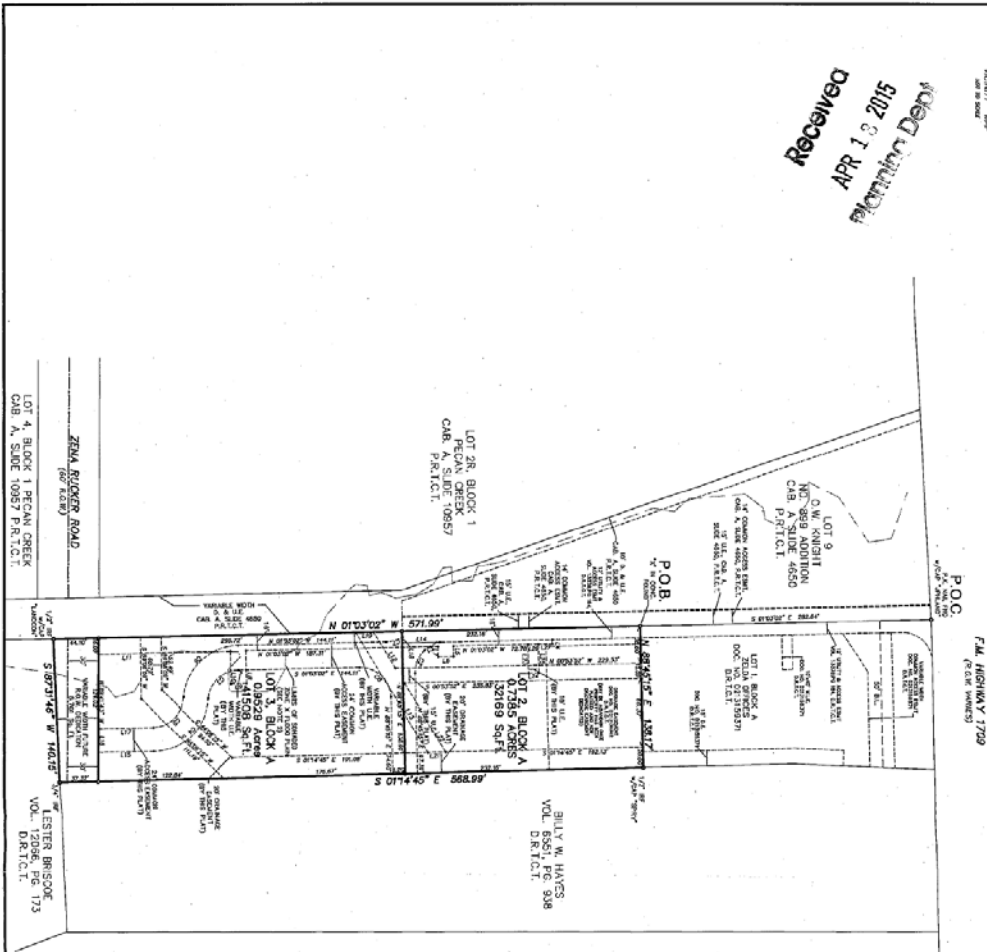
DATE: _____

Received
APR 13 2015
Planning Dept



ABBREVIATIONS

- PAZLIC: PLAT RECORDS OF HANCOCK COUNTY, TEXAS
- P.O.B.: PLAT RECORDS OF HANCOCK COUNTY, TEXAS
- CO.: COUNTY
- PC: PLAT
- DOC. NO.: DOCUMENT NUMBER
- U.E.: UTILITY EVIDENCE
- S.L.: BUILDING LINE



OWNER	ACRES	PRICE ACQUIRED	DEED	PLAT	BLOCK	SECTION	COUNTY	STATE
LOT 26, BLOCK 1, PECAN CREEK P.L.C.I.	1.0000	\$1,000,000	12/15/12	1	26	1	HOUSTON	TX
LOT 28, BLOCK 1, PECAN CREEK P.L.C.I.	1.0000	\$1,000,000	12/15/12	1	28	1	HOUSTON	TX

OWNER	ACRES	PRICE ACQUIRED	DEED	PLAT	BLOCK	SECTION	COUNTY	STATE
LOT 1, BLOCK A, ZELA RIDGER ROAD P.L.C.I.	1.0000	\$1,000,000	12/15/12	1	1	1	HOUSTON	TX
LOT 2, BLOCK A, ZELA RIDGER ROAD P.L.C.I.	1.0000	\$1,000,000	12/15/12	1	2	1	HOUSTON	TX
LOT 3, BLOCK A, ZELA RIDGER ROAD P.L.C.I.	1.0000	\$1,000,000	12/15/12	1	3	1	HOUSTON	TX

APPROVED BY THE
PLANNING AND ZONING COMMISSION

DATE: _____

BY: _____
Chairman

BY: _____
P. E. Z. Secretary

APPROVED BY THE CITY COUNCIL

DATE: _____

BY: _____
Mayor

BY: _____
City Secretary

NOTICE

Public Hearing Notice: A Public Hearing will be held on the 14th day of April, 2015, at the City of Houston, Texas, at the Planning and Zoning Commission, to receive comments and input from the public regarding the proposed plat for Lot 26 and Lot 28, Block 1, Pecan Creek P.L.C.I., and surrounding lots. The hearing will be held at 9:00 AM in the City Council Chambers, 1500 Texas Avenue, Houston, Texas 77001. The hearing is open to the public and any interested party may appear and speak at the hearing. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act. The hearing will be held at the address and time stated above. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act. The hearing will be held at the address and time stated above. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act.

NOTICE

Public Hearing Notice: A Public Hearing will be held on the 14th day of April, 2015, at the City of Houston, Texas, at the Planning and Zoning Commission, to receive comments and input from the public regarding the proposed plat for Lot 1, Lot 2, and Lot 3, Block A, Zela Ridger Road P.L.C.I. The hearing will be held at 9:00 AM in the City Council Chambers, 1500 Texas Avenue, Houston, Texas 77001. The hearing is open to the public and any interested party may appear and speak at the hearing. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act. The hearing will be held at the address and time stated above. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act.

NOTICE

Public Hearing Notice: A Public Hearing will be held on the 14th day of April, 2015, at the City of Houston, Texas, at the Planning and Zoning Commission, to receive comments and input from the public regarding the proposed plat for Lot 4, Block 1, Pecan Creek P.L.C.I. The hearing will be held at 9:00 AM in the City Council Chambers, 1500 Texas Avenue, Houston, Texas 77001. The hearing is open to the public and any interested party may appear and speak at the hearing. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act. The hearing will be held at the address and time stated above. The hearing is held in accordance with the provisions of the Texas Planning and Zoning Act.

PLAT REVIEW SUMMARY

Case No.: ZA15-033

Review No.: One

Date of Review: 05/01/2015

Project Name: Final Plat Lots 2 and 3, Block A, Zelda Offices

APPLICANT: Blake Architects

Skip Blake

1202 S. White Chapel Blvd.

Southlake, TX 76092

Phone: (817) 488-9397

Email: blakearch@verizon.net

OWNER: Zelda, LLC

Jacqueline Craft / Zena Rucker

650 S. Carroll Avenue

Southlake, TX 76092

Phone: 817-481-1185

Email: jacquelinecraft@gmail.com

CITY STAFF HAS REVIEWED THE ABOVE REFERENCED PROJECT RECEIVED BY THE CITY ON 04/13/15 AND WE OFFER THE FOLLOWING STIPULATIONS. THESE STIPULATIONS ARE HEREBY MADE CONDITIONS OF SITE PLAN APPROVAL UNLESS SPECIFICALLY AMENDED BY THE CITY COUNCIL. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER CLARIFICATION, PLEASE CONTACT THE APPROPRIATE STAFF MEMBER.

Planning Review

Lorrie Fletcher

Planner I

Phone: (817) 748-8069

Email: lfletcher@ci.southlake.tx.us

1. A 60 foot wide 2 lane collector street (Zena Rucker Road) is required on the south boundary of the property according to the City's Master Thoroughfare Plan and must be configured such that the centerline can meet the existing termini to the east and west.
2. Provide cross access for both drives to the east. **City Council 1st reading motion.**
3. The common access easement dedicated for future Lot 3 will require filing by separate instrument, if not zoned and platted prior to this project requesting a building permit.
4. Applicant will be required to process a drainage easement abandonment on Lot 2 for the existing drainage easement shown.
5. Label existing easements on the property. It appears there is a 16-foot common access easement labeled only as 16-feet along the west property boundary adjacent to Lot 9.
6. Remove the City Council approval block from the face of the plat.
7. Ensure the metes and bounds description is correct on the Owners Dedication.
8. Although easements are required along the perimeter of the property, staff recommends adding utility easements only where adjacent property is un-platted or platted showing a 5' U.E., provide a 5' U.E. along the property line; if adjacent property is platted and shows no easement, provide a 10' U.E. along the interior of the property line. The intent is to only place easements where necessary for City utilities or franchise utilities.
9. Provide easements in accordance with approved construction plans.
10. The following must be added to the Notes on the face of the plat:

- a. *Compliance with the provisions of the City's Storm Drainage Policy does not relieve a person of the responsibility of complying with all other applicable laws, including, but not limited to, Section 11.086, Texas Water Code.*
-

Public Works/Engineering Review

Alex Ayala, P.E.
Civil Engineer
Phone: (817) 748-8274
E-mail: aayala@ci.southlake.tx.us

GENERAL COMMENTS:

1. **This review is preliminary. Additional requirements may be necessary with the review of civil construction plans.**
 2. A drainage easement may be acquired to accommodate a future culvert at the creek crossing (BB-9) with the future Zena Rucker Road alignment.
 3. Preliminary utility plan layout is not consistent with site plan provided by Blake Architects. Verify and update preliminary utility plan.
- * A Traffic Impact Analysis Threshold Worksheet was not provided for build out of this development (to include future Lot 3 construction).
 - * Use the City of Southlake GPS monuments whenever possible. Monument locations can be found in the City of Southlake website:
<http://www.cityofsouthlake.com/index.aspx?NID=266>

EASEMENTS:

- * Easements shall be 15' minimum and located on one lot – not centered on the property line. A 20' easement is required if both storm sewer and sanitary sewer will be located within the easement.
- * Water and sanitary sewer cannot cross property lines without being in an easement or right of way. All waterlines, sanitary sewer and storm sewer in easements or right of ways must be constructed to City standards.

SANITARY SEWER AND WATER COMMENTS:

- * All water line stubs must have 2 joints past the valve with a 2" blow-off per the City's details.
- * Sanitary sewer and water lines cannot cross property lines without being in an easement or right of way.
- * Sanitary sewer and water lines in easements or right of way shall be constructed to City standards.
- * The size of the water service tap must match the size of the meter. There are no reducers allowed before the meter on the public side. A one inch meter must have a one inch tap, etc.
- * Water meters and fire hydrants shall be located in an easement or right of way.

- * Fire lines shall be separate from service lines.

DRAINAGE COMMENTS:

1. Documentation supporting and certifying that detention is not necessary has been submitted, reviewed and accepted by the Public Works Department on August 12, 2014. The 3 acre development contributes less than 10% of the runoff to the existing 236.2 acre watershed. The actual contribution to the watershed is 1.27% much less than the 10% threshold per NCTCOG iSWM Manual.
 2. Limits of 100- year floodplain shall be shown and contained within a dedicated drainage easement. The development contains an area on Lot 3, Block A which is in a zoned X flood plain.
 3. Clearly label all private and public storm lines.
- * Storm sewers collecting runoff from public streets shall be RCP and constructed to City standards. The proposed flume will not be allowed.
 - * Property drains into a Critical Drainage Structure #23 and requires a fee to be paid prior to beginning construction (\$309.83/Acre).
 - * Discharge of post development runoff must have no adverse impact on downstream properties and meet the provisions of Ordinance No. 605.

INFORMATIONAL COMMENTS:

- * Submit 5 sets of 22"x34" civil construction plans and a completed Construction Plan Checklist directly to the Public Works Administration Department for review. Please allow 15 business days for review. The plans shall conform to the most recent construction plan checklist, standard details and general notes which are located on the City's website:
<http://www.cityofsouthlake.com/PublicWorks/engineeringdesign.asp>
- * Submit with Civil Construction Plans a Storm Water Pollution Prevention Plan which outlines pre-construction, construction and post-construction erosion control measures.
- * A right of way permit shall be obtained from the Public Works Operations Department (817) 748-8082 to connect to the City's sewer, water or storm sewer system.
- * A Developer Agreement shall be required for this development and may need to be approved by the City Council prior to any construction of public infrastructure. Construction plans for these improvements must be acceptable to Public Works prior to placing the Developer's Agreement on the City Council agenda for consideration.
- * Any hazardous waste being discharged must be pretreated per Ordinance No. 836.

*=Denotes informational comment.

Fire Department Review

Kelly Clements
Assistant Fire Marshal
Phone: (817) 748-8671

E-mail: kclements@ci.southlake.tx.us

GENERAL COMMENTS:

1. Fire apparatus access needs to be an all-weather surface, asphalt or concrete, a minimum of 24 feet wide with 6 inch red striping that contains 4 inch white lettering that states "FIRE LANE NO PARKING" every 25 feet, and able to support the imposed loads of fire apparatus. (A minimum of 80,000 pounds GVW)
2. Streets or access fire lanes that will be dead-end until the next phase of construction need to be provided with an approved turn-around for fire apparatus if the dead-end is more than 150 feet long.

INFORMATIONAL COMMENTS:

All commercial buildings are required to have Knox Box rapid entry systems installed. Boxes can be ordered at www.knoxbox.com or contact the Fire Marshal's Office.

General Informational Comments:

- * A 60 foot wide 2 lane collector street (Zena Rucker Road) is required on the south boundary of the property according to the City's Master Thoroughfare Plan and must be configured such that the centerline can meet the existing termini to the east and west.
- * All plats filed must have an original signed and stamped Tax Certificate submitted with it from each taxing unit with jurisdiction of the real property, indicating that no delinquent taxes are owed and that taxes for the current year have been paid. After September 1st, a certificate showing that the taxes for that year are paid, but that the taxes for the upcoming year have yet to be calculated is required. (House Bills 1563 & 3101). A copy of this information may be obtained from the Tarrant County Tax Assessor/Collector's Office located at 100 E. Weatherford St. in Ft. Worth (across from the old red courthouse). There is a service charge of \$10 per account for this certificate. For more information contact the Assessor/Collector's office at 817-212-6847.
- * Please submit a revised pdf "check print" prior to submitting the blackline mylar and paper copy with original signatures.
- * All lots must front on a street. *A variance was approved for this requirement under Planning Case ZA14-130.*
- * A Developers Agreement is required prior to construction of any public infrastructure. The Developer's Agreement for this addition should consider streets, drainage, park dedication requirements and fees, off-site sewer extensions, off-site drainage and utility easements and impact fees.