

# AGENDA

**City of Bedford  
Regular Meeting of the Planning and Zoning Commission  
Thursday, May 28, 2020  
Bedford City Hall Building A  
2000 Forest Ridge Drive  
Bedford, TX 76021  
Conference Room Building A, Work Session 6:30 p.m.  
Council Chamber, Regular Session 7:00 p.m.**

In accordance with order of the Office of the Governor issued March 16, 2020, the City of Bedford Planning & Zoning Commission meeting will conduct its meeting scheduled at 7:00 p.m. on Thursday, May 28, 2020, at City Hall by video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID19). There will be no public access to the location described above.

The agenda packet and meeting information are posted online at <https://bedfordtx.gov/AgendaCenter/Planning-Zoning-Commission-11>. You may provide written comments on specific agenda items prior to the meeting by filling out the Comment Form at <https://bedfordtx.gov/FormCenter/Economic-Development-7/Planning-and-Zoning-Commission-Meeting-S-54>, emailing [zoning.info@bedfordtx.gov](mailto:zoning.info@bedfordtx.gov) or calling 817-952-2105. You may also use the Comment Form to sign up to speak on specific agenda items during the meeting by phone. You must provide a valid phone number and you will be called during the meeting at the appropriate time. All comments and requests to speak need to be received by 3:00 p.m. the day of the meeting. A recording of the meeting will be made available on the City’s website at <https://bedfordtx.gov/250/City-Council-Meetings-Online> as soon as possible after the meeting.

## WORK SESSION

- Review items to be discussed in regular session.
- Economic Development update on current and proposed residential and commercial development in the City of Bedford:
  - a) Hotels
  - b) Medical Facilities
  - c) Restaurants
  - d) Offices and Retail
  - e) City Status Update

## REGULAR SESSION

### CALL TO ORDER

### INVOCATION

### PLEDGE OF ALLEGIANCE

### APPROVAL OF MINUTES

1. Consider approval of the following Planning and Zoning Commission minutes:
  - a) March 12, 2020 regular meeting.

### PUBLIC HEARINGS

2. Zoning Case PZ-SUP-2020-50009, public hearing and consider a request to rezone Tracts 3 & 3D, Abstract 12, Allen, W R Survey, located at 1525 Bedford Road, Bedford, Texas from Residential 7,500 SF Detached (R75) to Residential 7,500 SF Detached/Specific Use Permit/Primary and Secondary Schools (R75/SUP), specific to 3.2.C(3)a, allowing for The Clubhouse for Special Needs to operate a school. The property is generally located north of Bedford Road and east of Airport Freeway. (PZ-SUP-2020-50009)

### ADJOURNMENT

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window in a display cabinet at the City Hall of the City of Bedford, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, May 22, 2020 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

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**Michael Wells, City Secretary**

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**Date Notice Removed**

(Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in City functions and activities. Auxiliary aids and services or accommodations must be requested in writing to the City Secretary's Office a minimum of seventy-two hours (72) hours prior to the scheduled starting time of the posted meeting. Requests can be delivered in person or mailed to the City Secretary's Office at 2000 Forest Ridge Drive, Bedford, TX 76021, or emailed to [CitySecretary@bedfordtx.gov](mailto:CitySecretary@bedfordtx.gov). Some requests may take longer due to the nature, extent and/or availability of such auxiliary aids, services or accommodations.)



**MAY 14, 2020**

**PLANNING AND ZONING  
COMMISSION MEETING**

**AGENDA ITEM #1**

**APPROVAL OF MINUTES**

**a) March 12, 2020**

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF MARCH 12, 2020**

**DRAFT**

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**CITY OF BEDFORD               §**

**The Planning and Zoning Commission of the City of Bedford, Texas, met in Work Session at 6:30 p.m. and Regular Session at 7:00 p.m. in the Council Chamber of City Hall, 2000 Forest Ridge Drive, Bedford, Texas on the 12<sup>th</sup> day of March, 2020 with the following members present:**

Chairman:

Vice Chairperson:               Michael Davis

Members:                        Lisa McMillan  
  Tom Stroope  
  Bryan Henderson

Constituting a quorum.

Staff present included:

Bill Syblon                            Development Director  
Kristtina Starnes                    Planning & Zoning Assistant

(The following items were considered in accordance with the official agenda posted by February 26, 2020)

**CALL TO ORDER**

Vice Chairman Davis called the Work Session to order at 6:40 p.m.

**WORK SESSION**

The Commission and Staff reviewed and discussed items on the regular agenda.

Vice Chairman Davis adjourned the Work Session at 6:58 p.m.

**REGULAR SESSION**

The Planning and Zoning Commission convened in the Council Chamber at 7:00 p.m. and the Regular Session began.

**CALL TO ORDER**

Vice Chairman Davis called the meeting to order at 7:01 p.m.

**INVOCATION**

Commissioner Stroope gave the invocation.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF MARCH 12, 2020**

**DRAFT**

**APPROVAL OF MINUTES**

- 1. Consider approval of the following Planning and Zoning Commission meeting minutes: February 13, 2020 regular meeting.**

Motion: Commissioner McMillan made a motion to approve the meeting minutes of the February 13, 2020 regular meeting.

Commissioner Henderson seconded the motion and the vote was as follows:

Ayes:	Commissioners McMillan, Stroope, Henderson, and Vice Chairman Davis
Nays:	None
Abstention:	None

Motion approved 4-0-0. Vice Chairman Davis declared the February 13, 2020 meeting minutes approved.

**PUBLIC HEARINGS**

- 2. Zoning Case PZ-SUP-2020-50015, public hearing and consider a request to rezone Lot 1, Block 1, Harwood Oaks Plaza Addition, located at 3225 Harwood Road, Bedford, Texas, from Light Commercial (L) to Light Commercial/Specific Use Permit (L/SUP), specific to Section 3.2.C(7)x, Tobacco Products Store, of the City of Bedford Zoning Ordinance, allowing for Prestige Cigars & Tobacco to operate a cigar shop and lounge. The subject property is generally located east of Martin Drive and north of Harwood Road. (PZ-SUP-2020-50015)**

Jayashree Narayana, Planning Consultant, presented Zoning Case PZ-SUP-2020-50015.

This is a specific use permit case is for Prestige Cigars and Tobacco to expand their business into an adjacent suite. They are currently in Suite E and are requesting to expand into Suite D. The total square footage will be 1,089 square feet.

Commissioner Stroope asked if there are any restrictions from selling tobacco products in close range of a school.

Jayashree Narayana said she is not aware of any restrictions through TABC.

Marish Ahmed, petitioner, 3225 Harwood Road, Suite E, Bedford, Texas.

Ms. Ahmed and her husband are planning to include a coffee bar and a lounge in the second suite if the request is approved. Aside from that, nothing will change with their current operations.

Commissioner Stroope asked if they will be selling any additional retail aside from what they sell now, such as vaping products.

Ms. Ahmed said no. It will be strictly cigars and cigar products. No vaping products will be sold.

Commissioner McMillan asked if they will maintain two separate entrances.

Ms. Ahmed said no, they will only maintain one entrance because it will be easier for them to manage. They will probably close Suite E and use the entrance to Suite D if they are allowed to by the City.

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF MARCH 12, 2020**

**DRAFT**

Vice Chairman Davis opened the public hearing at 7:07 p.m.

Vice Chairman Davis closed the public hearing at 7:07 p.m.

Commissioner Stroope said they should include a no vaping stipulation.

Motion: Commissioner Henderson made a motion to approve zoning case PZ-SUP-2020-50015, with the stipulation that no vaping products will be sold or used on the premises. .

Commissioner McMillan seconded the motion and the vote was as follows:

Ayes: Commissioners McMillan, Stroope, Henderson, and Vice Chairman Davis  
Nays: None  
Abstention: None

Motion approved 4-0-0. Vice Chairman Davis recommended to approve zoning case PZ-SUP-2020-50015.

**ADJOURNMENT**

Motion: Commissioner Stroope made a motion to adjourn.

Commissioner McMillan seconded the motion and the vote was as follows:

Ayes: Commissioners McMillan, Stroope, Henderson, and Vice Chairman Davis  
Nays: None  
Abstention: None

Motion approved 4-0-0. Vice Chairman Davis adjourned the Planning and Zoning Commission meeting at 7:09 p.m.

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**Michael Davis, Vice Chairman  
Planning and Zoning Commission**

**ATTEST:**

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**Kristtina Starnes  
Planning & Zoning Assistant**



**MAY 14, 2020**

**PLANNING AND ZONING  
COMMISSION MEETING**

**AGENDA ITEM #2**

**PUBLIC HEARING**

**ZONING CASE  
PZ-SUP-2020-50009**



**Planning & Zoning Commission Staff Report**

**May 28, 2020**

Case# PZ-SUP-2020-50009

Prepared by: Jay Narayana, AICP

**Request:**

Kent Hopkins with The Clubhouse for Special Needs is requesting to rezone 1525 Bedford Road from “R-7,500” Single-Family Detached Residential District to “R-7,500” Single-Family Detached Residential District/SUP for a School to operate an educational and activity facility for special needs children and adults within a former church building and site (Temple of Praise) at this location.

Applicant	Kent Hopkins
General Location	1525 Bedford Road
Applicable Zoning Ordinance Section	3.2.C (3) a.
Notification Requirements	15-day Legal ad in Ft. Worth Star-Telegram, 05/11/20
Number of Property Owners Notified	86
Action Required	Approval or Denial of the SUP

**Description and Discussion:**

The subject property is located on Bedford Road just south of Forest Ridge Drive. The lot is approximately 2.9 acres and was the site of a former church building and parking lot dating to 1970 according to TAD records.

The Clubhouse for Special Needs was previously located at 1308 Harwood Road adjacent to the US Post Office and the Bedford Boys’ Ranch. This use has had to move from their previous location due to the major improvements currently underway at the Boys’ Ranch. Specifically, the previous location has been incorporated into the new ballfields at the park. Given the niche community need that this facility provides, The Clubhouse is requesting an SUP to move to a nearby location on Bedford Road.

The Clubhouse is considered as an Educational facility that provides on-site learning, after school care, and other activities for both children and adults. The applicant is requesting the adaptive reuse of the existing church facility at this location to temporarily house their current needs while planning for a longer-term expansion on the new site at 1525 Bedford Road. The property is

approximately 3 acres and the future plans for expansion will require review and approvals by the City. The applicant will have to meet the City’s Fire Code and Building Code requirements for the proposed use prior to the issuance of an occupancy certificate.

Minimum Specific Use Permit Conditions (In addition to a Site Plan and a Public Hearing):

- No additional conditions

**Development Review Committee:**

The Development Review Committee met and determined the proposed rezoning could proceed to the Planning and Zoning Commission based on the information submitted.

**Zoning and Site Conditions:**

The subject property is currently zoned L Light Commercial and is currently a multi-tenant commercial building.

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning of Adjacent Property</b>	MF	MF and L	MF	MF
<b>Land Use</b>	Multi-Family Residential	Multi-Family Residential and Neighborhood Commercial	Multi-Family Residential	Multi-Family Residential

**Comprehensive Plan:**

The Comprehensive Plan indicates the site to be Schools and Churches/Semi-Public. Therefore, the proposed SUP would be consistent with the Comprehensive Plan.

**Planning & Zoning Commission Review Options:**

Recommend approval or denial of the rezoning.

**Exhibits:**

1. Application
2. Property Owner Letter
3. Adjoining Property Owner Map
4. SUP Concept Plan Exhibit
5. Property Survey
6. Proposed Floor Plan





# The Clubhouse for Special Needs

May 19<sup>th</sup>, 2020

Planning & Zoning Committee

City of Bedford,

We are asking for rezoning (Specific Use Permit) from a church property to Educational so we may relocate the Clubhouse for Special Needs from our current location at 1308 Harwood Road to 1525 Bedford Road. We sold our existing location, approximately an acre, to the City of Bedford for the development of Boy's Ranch with plans to expand to allow for more occupancy for special needs youth and adults. The new site will be almost three acres with an existing church building of 5,325 sq. ft.

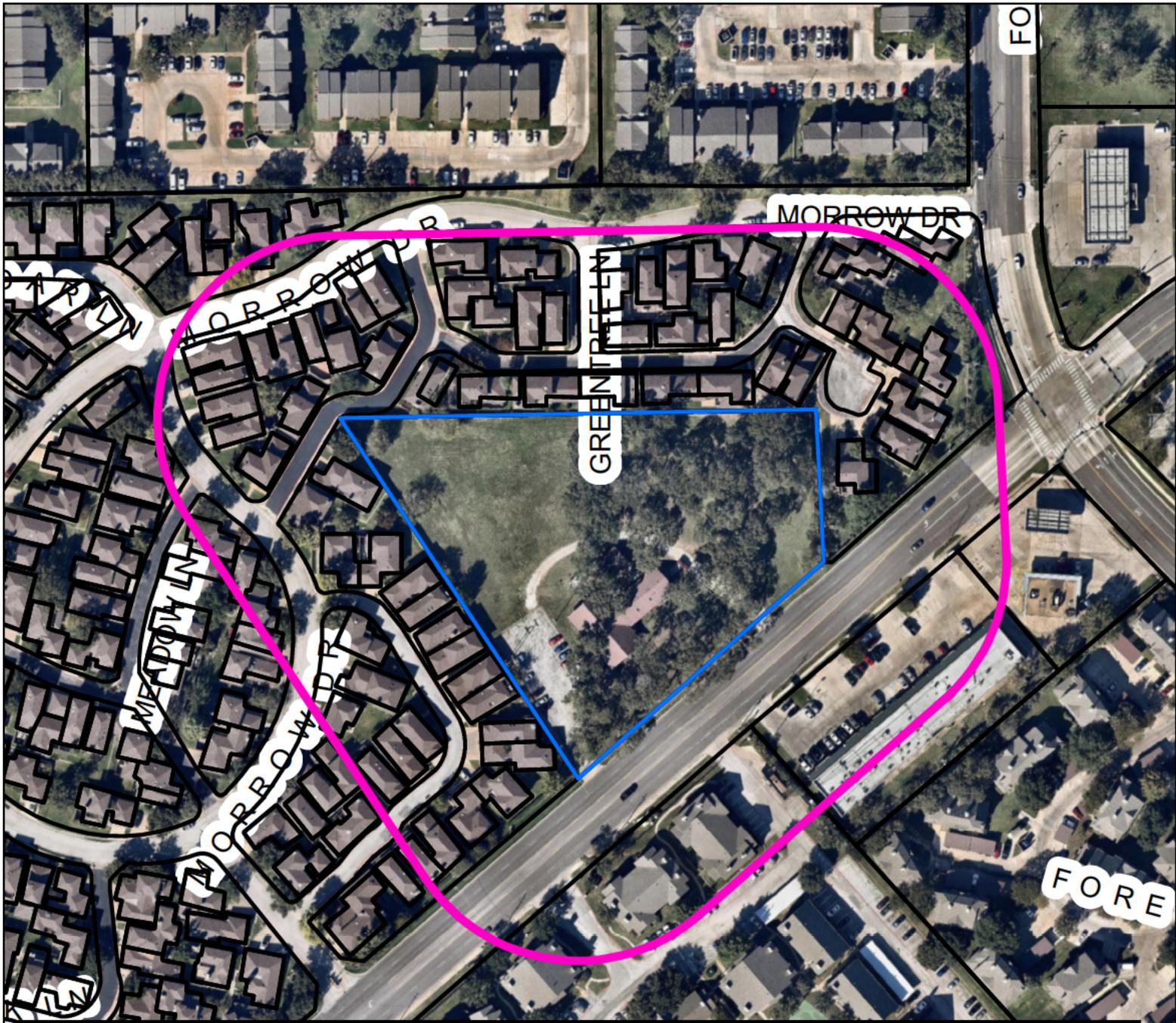
Our plans are to remodel the existing building and install a new driveway to meet code and better meet the needs of our special needs youth. The parking area and grounds will be landscaped to be more attractive. We will be adding on to the existing building when funds permit to accommodate adults and more youth as there is a great need for our services. The increased acreage will provide more space for outdoor activities and sports.

The Clubhouse for Special Needs is an educational establishment with hours from 6 am to 6 pm, and occasional special functions in the evening. Our purpose is not only to train, educate, and care for our members but to provide moral guidance, as well as recreation and being respected.

With all of this in mind we pray that our community and your committee will approve our rezoning.

Kent Hopkins

Chairman of the Board



**Hearing**

**Date: 05-28-20 PZ-SUP-2020-50009**

**Address: 1525 Bedford Road  
Bedford, TX 76021**

**Legal Description:**

**Allen, W R SURVEY  
Tracts 3 & 3D, Abstract 12**



*\* NOTE: This data is to be used for graphical representation only. The accuracy is not to be taken/used as data produced for engineering purposes or by a Registered Professional Land Surveyor for the State of Texas. For this level of detail, supervision and certification of the produced data by a Registered Professional Land Surveyor for the State of Texas would have to be performed. The City of Bedford assumes no responsibility for the accuracy of said data.*



R15

R9

R15

R9

R75

R15

MD3

MF

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R9

R75

L

PUD

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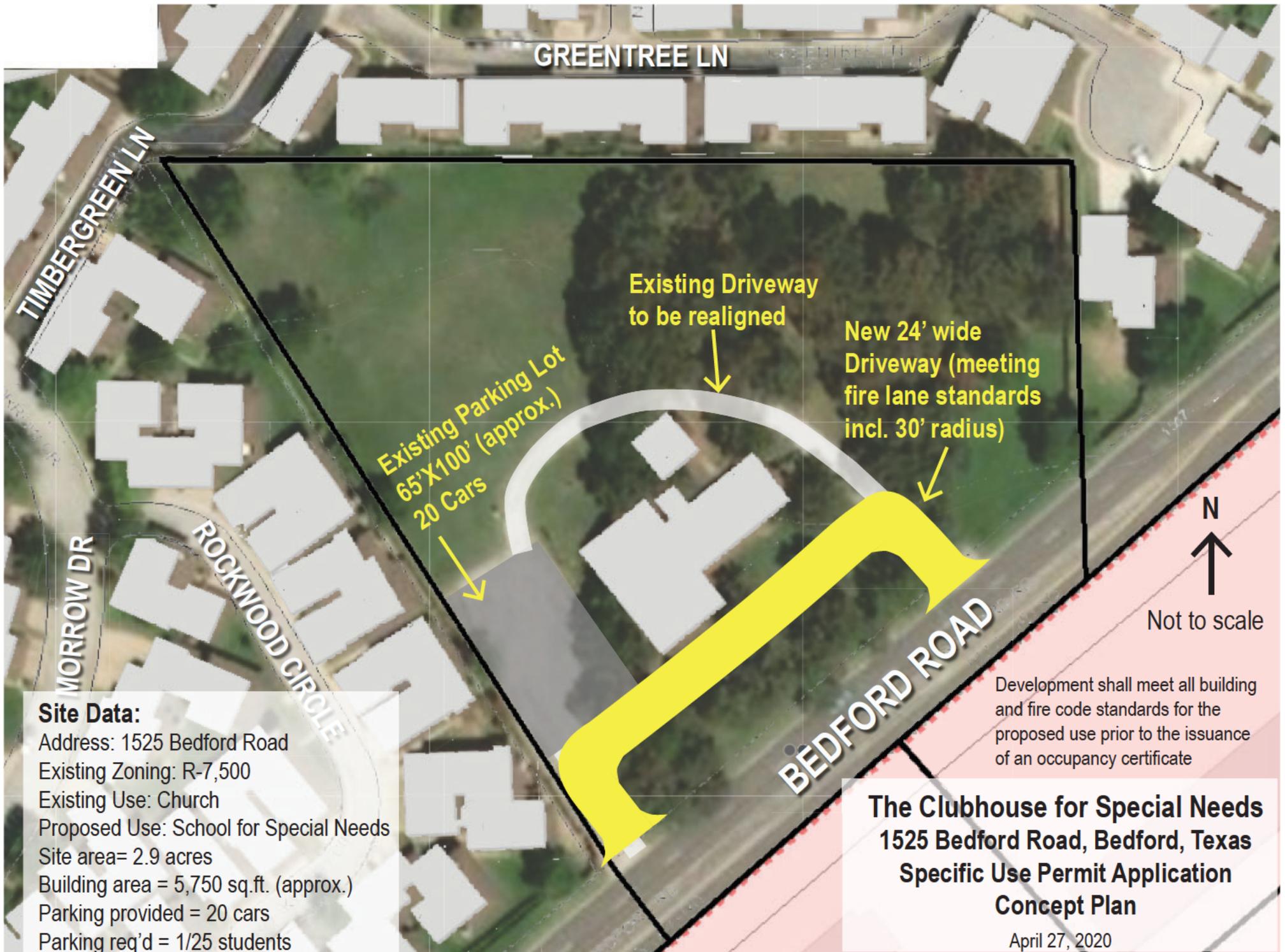
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MD4

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GREENTREE LN

TIMBERGREEN LN

Existing Driveway  
to be realigned

New 24' wide  
Driveway (meeting  
fire lane standards  
incl. 30' radius)

Existing Parking Lot  
65'X100' (approx.)  
20 Cars



Not to scale

Development shall meet all building and fire code standards for the proposed use prior to the issuance of an occupancy certificate

**Site Data:**

Address: 1525 Bedford Road  
Existing Zoning: R-7,500  
Existing Use: Church  
Proposed Use: School for Special Needs  
Site area= 2.9 acres  
Building area = 5,750 sq.ft. (approx.)  
Parking provided = 20 cars  
Parking req'd = 1/25 students

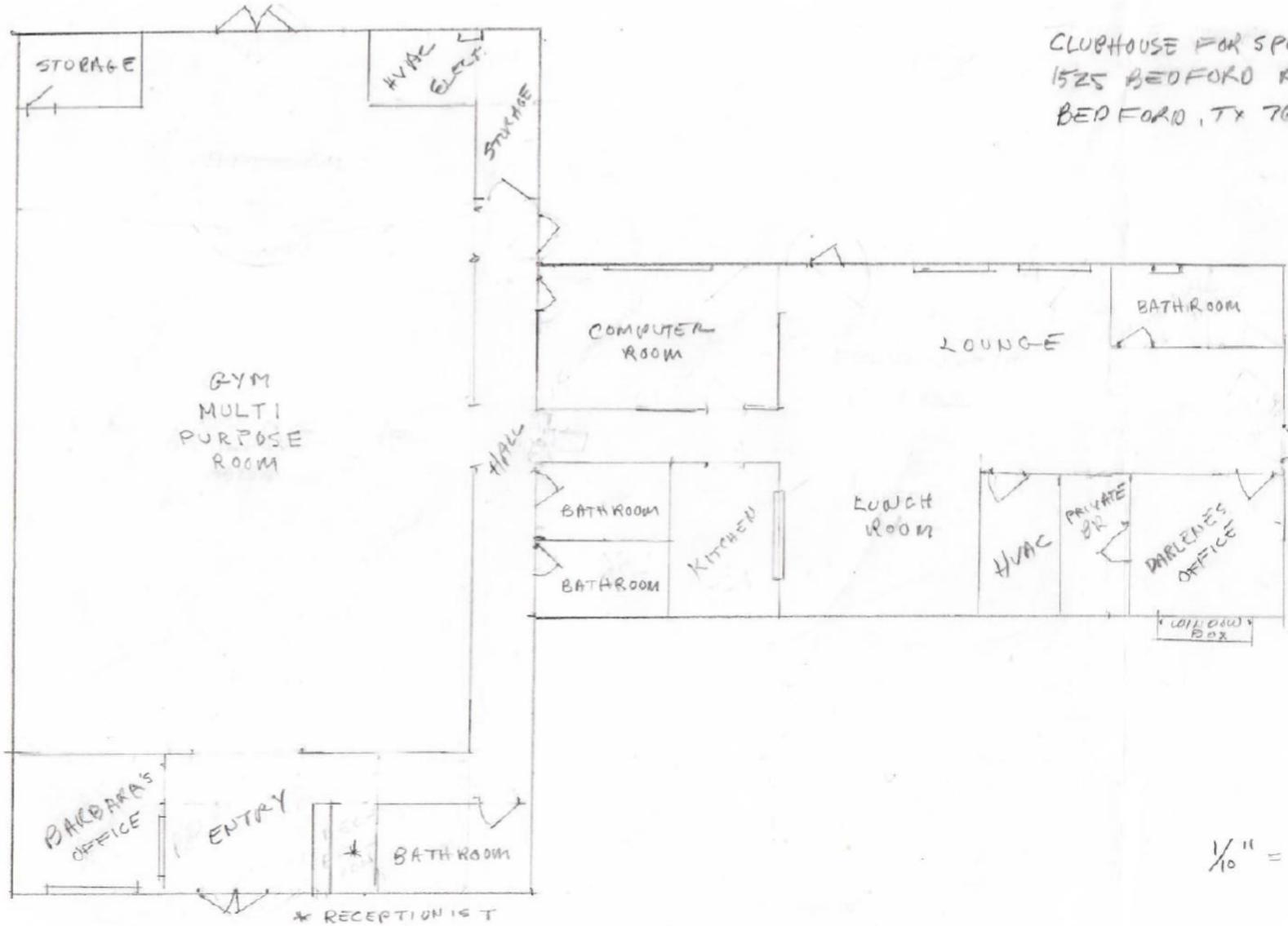
**The Clubhouse for Special Needs**  
**1525 Bedford Road, Bedford, Texas**  
**Specific Use Permit Application**  
**Concept Plan**

April 27, 2020



FLOOR PLAN - UPON COMPLETION

CLUBHOUSE FOR SPECIAL  
1525 BEDFORD ROAD  
BEDFORD, TX 76021



## Kristtina Starnes

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 12, 2020 7:03 AM  
**To:** Bill Syblon; Kristtina Starnes  
**Subject:** Online Form Submittal: Planning and Zoning Commission Meeting Sign Up Form

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

EXTERNAL SENDER

### Planning and Zoning Commission Meeting Sign Up Form

#### City of Bedford Comment Form

*Welcome to the Bedford Planning and Zoning Commission Meeting. Your participation is appreciated. Members of the public who wish to comment on an item listed on the agenda must submit this form to the Economic Development Department no later than 3:00 p.m. the day of the meeting. Members of the public who have signed up to speak will be required to provide a valid phone number so they can be called at the appropriate time during the meeting to make their comments over the phone. Members of the public who only want to provide written comments can express their concerns online by submitting your comments below. Those comments will be read aloud during the appropriate portion of the meeting. Members of the public may also email [bill.syblon@bedfordtx.gov](mailto:bill.syblon@bedfordtx.gov) or call 817.952.2175 for assistance in signing up.*

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Planning and Zoning Commission Meeting Date	5/14/2020
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Speak to the Council:	I do not wish to speak, but do wish to provide written comments.
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Name	Doni Green
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Address	9 Greentree Lane
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City	Bedford
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State	TX
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Zip Code	76021
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Regarding Agenda Item Number	Zoning Case PZ-SUP-2020-50009
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Telephone Number	817-575-7851
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Email Address



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Comments

I understand that the City is considering rezoning Tracts 3 and 3D to allow The Clubhouse for Special Needs to operate a school. I've gone to the Clubhouse's website and understand that it proposes to build a gymnasium at 1525 Bedford Road.

My home is adjacent to the proposed build site, which has been owned by a community church. I've enjoyed the wooded nature of the property and quiet of the church operations. It's been a good neighbor.

I'm not familiar with details of the proposed construction, apart from the limited information I received in the City's Notice of Public Hearing or Clubhouse website. If rezoning is approved, I would hope that the Clubhouse would preserve as many trees as possible and control for noise--particularly outside of normal business hours.

If that's the case, I support the Clubhouse's acquisition of the land. I appreciate its mission of providing persons with intellectual and development disabilities greater opportunities for learning and community engagement and believe it would be a good neighbor.

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Email not displaying correctly? [View it in your browser.](#)