



Agenda
Crowley Planning & Zoning Commission
August 25, 2025
Regular Session - 7:00 PM

Crowley City Hall
201 E. Main Street
Crowley TX 76036

Citizens may address the Planning & Zoning Commission by filling out a blue “Citizen Participation” card to discuss any issue that is on the Agenda. Please turn in cards to the board secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).

Regular Session - August 25, 2025 - 7:00 PM

I. Call to Order and Roll Call

II. Invocation and Welcome Visitors

III. Action Items

- A. Discuss and consider approving the minutes from the regular meeting held on August 11, 2025
- B. Discuss and consider approval of a request by the Crowley Independent School District for a waiver from Section 98-6 “Application of regulations” of Chapter 98 “Subdivision” of the city code, which requires a property to be platted before a building permit will be issued

IV. Discussion

V. Public Comment

If you wish to make a public comment or discuss subjects not listed on the Agenda, please fill out a (yellow) Visitor’s Participation card and submit to the board secretary. There will be no formal actions taken on subjects presented during public comments. Please NOTE the Planning & Zoning Commission may NOT address or converse with you regarding a NON-AGENDA ITEM. The public comment period will only allow members of the public to present ideas and information to the Planning & Zoning Commission and staff.

VI. Adjournment

I, the undersigned authority, do hereby certify that this agenda of the Crowley Planning & Zoning Commission meeting to be held on August 25, 2025 at 7:00 PM is a true and correct copy posted on Friday, _____, at _____AM/PM to the city website and at Crowley City Hall, in a place convenient and readily accessible to the public at all times.

Rachel Roberts, Planning & Development Director

The Crowley City Hall is wheelchair accessible, and accessible parking spaces are available. Requests for accommodation must be made 48 hours prior to this meeting. Please contact the City Secretary’s Office at 817-297-2201 ext. 4000 for more information.



City of Crowley, Texas
Planning & Zoning Commission Agenda Report

Presenter: Bhumika Thakore, Rachel Roberts	Meeting Date: August 25, 2025
Department: Community Development	Agenda Item: III.A.
Subject: Discuss and consider approving the minutes from the regular meeting held on August 11, 2025	

Background:

The minutes are attached for your review.

Recommendation:

Staff recommend approval.

Financial Information:

Attachments:

1. 2025_08_11_PZ_Minutes



Minutes
Crowley Planning & Zoning Commission
August 11, 2025
Regular Session - 7:00 PM

Crowley City Hall
201 E. Main Street
Crowley TX 76036

Regular Session – August 11, 2025 - 7:00 PM

I. Call to Order and Roll Call

Chair David Duman called the meeting to order at 7:00 P.M.

	Miki Rayburne (Place 1)
	Kaleb Wade (Place 3)
Commissioners present:	George Allen (Place 4)
	David Duman, Chair (Place 5)
	Jeff Burns (Place 6)
	Lane Beene, Vice-Chair (Place 7)
Commissioners absent:	J. J. Wagner (Place 2)
Staff members present:	Rachel Roberts, Planning & Development Director Bhumika Thakore, Planner
Council members present:	Jim Hirth

II. Invocation and Welcome Visitors

Vice-Chair Beene gave the invocation, and Chair Duman welcomed the visitors.

III. Action Items

A. Discuss and consider approving the minutes from the regular meeting held on July 28, 2025

Vice-Chair Beene motioned to approve the minutes as written, seconded by Commissioner Allen. The motion passed with all in favor, and Commissioners Wade and Rayburne abstained.

B. Appoint a chair of the Planning & Zoning Commission for a term to end July 2026

Commissioner Burns motioned to appoint David Duman as Chair of the Planning & Zoning Commission, with a term ending in July 2026, seconded by Commissioner Allen.

C. Appoint a vice-chair of the Planning & Zoning Commission for a term to end July 2026

Commissioner Burns motioned to appoint Vice Chair Beene as Vice-Chair of the Planning & Zoning Commission, with a term ending in July 2026, seconded by Commissioner Rayburne.

D. Hold a public hearing, discuss, and make a recommendation to the City Council regarding an ordinance requested by The Nehemiah Company to amend Ordinance No. 06-2018-332 (the Karis Planned Development District regulations). The proposed amendment includes revising the lot widths for the 45' and 50' front-entry lots and introducing a new lot width product, including a new housing type referred to as a "4-cluster." Case # ZCA-2025-002

Rachel Roberts, Director of Community Development, presented the case to the Commission. She provided a correction that one of the townhome lot types was not proposed to be removed as staff had initially believed and that only one type of four-cluster lot was proposed, with one type of lot proposed for the front of the cluster and another type proposed for the rear. With that clarification, Ms. Roberts described the proposed new lot types. For the proposed 45- and 50-ft lot width front-entry garage types, Ms. Roberts said the original PD ordinance and the approved development plan provided conceptual illustrations of possible lot configurations. These included a side-drive design, where a narrow driveway runs along the side of the home and widens to accommodate a two-car garage, and a version where the garage is set slightly behind the front facade.

Ms. Roberts then described the four-cluster lot types, noting that the two lots in front would have front- or side-entry garages, and the two in the rear would share what appears to be a driveway but is actually an alley. Those lots would have a one-foot front and side setback on the sides touching the driveway/alley. All other building setbacks for the front and rear lots would be five feet. She didn't have a proposed site plan for Karis but showed the Commission what this lot type looked like in the Viridian neighborhood in Arlington.

Ms. Roberts noted that in neighborhoods like Crescent Springs and Lassiter Ranch—where 20-foot front setbacks exist in certain sections—issues have been observed with vehicles overhanging onto sidewalks. She recommended approval with the requirement that on the 45- and 50-ft lot types, the homes are required to have either the side drive configuration or have the garage set back at least 5 feet behind the primary façade of the home. She said that staff would support the request for the four-clusters if the ordinance included language limiting the one-foot setbacks to only the sides connected to an alley/driveway and if there was a limit on the number of homes permitted, similar to how the number of townhomes is limited. She recommended the townhomes and four-clusters be limited to 25% of the subdivision. She said the developer objected to grouping the townhomes and four-clusters together but was not opposed to a cap.

Public Hearing –

Chair Duman opened the public hearing at and asked for anyone who wished to speak in favor of the request. Liliana Soto, representing the applicant, The Nehemiah Company (address 10168 Shannon Circle, Point, TX) said that both the DFW Metroplex and the broader U.S. housing market are facing challenges in home sales, and they've had in-depth discussions with their builders and marketing advisor to understand how they can better respond to current market conditions. She said that one recurring piece of feedback was strong interest in front-loaded products. She noted that builders specifically requested these, prompting the proposal to introduce 45- and 50-foot front-loaded lots and that the homes offer diversity for future residents—some prefer the ease and larger backyards of front-loaded lots, while others favor alley-loaded options. She said their goal is to provide a balanced mix.

She said regarding the four cluster or “four-pack” units, those were very successful in Viridian, primarily because the alleyways are maintained by the [municipal management] district through a dedicated easement. Ms. Soto added that these homes also tend to be more affordable than traditional townhomes. Unlike townhomes, they are individually maintained and insured by each homeowner, reducing the burden on the HOA.

She told the Commission that they are currently facing major obstacles with the townhome lots, due to inflation, rising insurance premiums, and higher HOA fees. As a result, many townhomes lots in Phase 1 remain undeveloped. She said this new product type was their solution to those challenges and clarified that the lots will only be located on streets that are straight and offer adequate space, and that these designs were not suitable for curved or irregularly shaped lots.

With no one else wanting to speak in favor, Chair Duman asked for those who want to speak in opposition. Jamal Williams, 1012 Bolden Ave, said while he understood the rationale behind the changes, expanding into a new phase with a different product type raised concerns, especially when

existing residents weren't engaged in the process. He said there was no formal presentation of the proposed changes at an HOA meeting and asked for transparency and open dialogue moving forward.

Harry White, 1224 Carnation Dr, said he had concerns about the proposed rezoning and that, given the slowdown in development, it may be premature to introduce a new phase and new housing types. He said that before expanding, there should be a comprehensive review of existing inventory, redevelopment opportunities, and current community needs, and a reassessment would give residents more confidence in the future direction of development.

Larry Dye, 1032 Almond Blossom Cir, said his main concern is the lack of clarity around the final product. He said while they had been shown examples from Viridian, they don't reflect the character of the current Karis community. He said he moved to Karis to avoid the kind of drastic design shift that happened in Rosemary Ridge, where new products disrupted the neighborhood's cohesion.

There being no one else who wished to speak, Chair Duman closed the public hearing at 7:22 P.M.

Commission Discussion:

Chair Duman expressed concerns about reduced setbacks for the four-cluster lots, especially for homes facing the street.

Commissioner Burns noted that the front units have a 16-foot setback, but without a site plan, he couldn't confirm garage placement. He suggested asking Liliana Soto whether adjusting garage requirements could disrupt their current plans, especially if it leads to vehicles overhanging sidewalks.

Vice-Chair Beene acknowledged the innovative affordability of the four-cluster design but questioned whether architectural standards would include elements like brick driveways. He expressed concerns that standards might be lowered in future revisions.

Commissioner Wade raised walkability concerns, noting the absence of dedicated sidewalks would force pedestrians to walk through driveways.

Vice-Chair Beene moved to deny the rezoning request, citing inadequate parking and potential negative impacts on both future and current residents. He stressed the importance of engaging the Karis community early in the planning process and incorporating their input to maintain community trust. Commissioner George Allen seconded the motion. The motion passed with all in favor.

IV. Public Comment

There was no public comment.

V. Adjournment

The meeting adjourned at 7:46 P.M.

David Duman, Planning & Zoning Commission Chair

Date

ATTEST:

Bhumika Thakore, Planner

Date



City of Crowley, Texas Planning & Zoning Commission Agenda Report

Presenter: Rachel Roberts	Meeting Date: August 25, 2025
Department: Community Development	Agenda Item: III.B.
Subject: Discuss and consider approval of a request by the Crowley Independent School District for a waiver from Section 98-6 “Application of regulations” of Chapter 98 “Subdivision” of the city code, which requires a property to be platted before a building permit will be issued	

Background:

BACKGROUND & CURRENT STATUS OF PROPERTY

The Crowley Learning Center is located on the Crowley High School and 9th grade combined campus. This building houses the school district’s alternative education program. The building is being demolished as part of the new high school project, and a detention pond will be constructed in its place. Construction of a new facility was authorized under the 2023 bond package^[1], but until a new building is constructed, the district needs to find a temporary location for the Crowley Learning Center. For that reason, the district will be remodeling the previous administration building located at 512 Peach St. The building was constructed many years ago as an elementary school before the city had platting requirements.

Due to the scope of the remodel, the property would have to be platted before the city could issue a building permit. The subdivision regulations allow for some exemptions, but this project does not fall under the exemptions. As part of platting, the school district would have to install all required public infrastructure such as sidewalks and curb and gutter facilities. Because the school district is only planning to use the building for the Learning Center on a temporary basis, they are requesting the city waive the platting requirement.

^[1] Location to be determined – staff do not know if it will be in Fort Worth or Crowley.

Staff review

Staff support the waiver to allow the remodel to proceed without platting under certain conditions. Staff recommend the waiver be granted on the condition that if any additional remodeling work is done*, if any additions are made to the building, if any new construction is requested, or if any other site work is requested (e.g., expanding or moving the parking areas), the city will require the property to be platted and all required public improvements constructed. The only exception to this would be an upcoming Specific Use permit request by the school district to allow a temporary building to be used as a cafeteria, if that request is approved (the SUP request is scheduled to be considered by the Commission next month). Staff also recommend that if the school district were to cancel plans to build a new learning center or postpone construction past a certain timeframe the waiver would no longer apply, and the property would have to be platted.

*Note: repairs would be allowed without platting as long as they fall under the exemptions in the

subdivision regulations.

ACTION BY THE PLANNING & ZONING COMMISSION

Sample motions are provided below. You are not required to use any of these motions.

Approval: I make a motion to recommend approval of the request for a waiver from Ch. 98-6 for the school district property at 512 Peach St.

Approval with Conditions: I make a motion to recommend approval of the request for a waiver from Ch. 98-6 for the school district property at 512 Peach St with the following conditions [list conditions].

Deny: I make a motion to recommend disapproval of the request for a waiver from Ch. 98-6 for the school district property at 512 Peach St.

Recommendation:

Staff recommend approval of the waiver request with the following conditions.

1. Except for the remodel proposed at this time and previously discussed with city staff, additional building permits will not be granted prior to the property being platted except for permits that fall under the plat exemptions in Section 98-7 of the subdivision regulations.
2. No expansion of the existing site to allow additional parking or other non-structural site improvements shall be permitted without platting unless authorized under Section 98-7.
3. The city will allow a temporary building without platting if the temporary building is authorized by a Specific Use Permit.
4. If a complete building permit application for a new Crowley Learning Center is not submitted for review to the authority having jurisdiction (whether Crowley or Fort Worth) within a short-term timeframe after the date the waiver is granted (timeframe to be determined by the Commission and the City Council), the waiver shall expire, and the school district shall be required to plat the property unless a new waiver is granted.

Financial Information:

Attachments:

1. CISD waiver request
2. Map - 512 Peach St aerial view
3. Sec. 98_6. Application of regulations
4. Sec. 98_7. Exemptions.



CROWLEY
INDEPENDENT SCHOOL DISTRICT

1900 Crowley Pride Drive
Fort Worth, TX 76134
817-297-5800
www.crowleyisdtx.org

July 31, 2025

City of Crowley
Rachel Roberts, Planning and Development Director
201 E. Main Street
Crowley, Texas 76036

Re: Crowley ISD Crowley Learning Center - 512 Peach Street Final Plat Waiver

Ms. Roberts,

Over the past couple of months, Crowley ISD has been working closely with City staff regarding the relocation of the Crowley Learning Center (CLC), currently located east of the Crowley 9th Grade Campus at 1016 FM 1187. As part of the Crowley High School Replacement Project, the existing CLC facilities must be vacated by Summer 2026 to allow for continued construction of the High School campus, including the development of a detention pond (located where the CLC is currently).

At this time, a permanent location for the CLC has not been selected. A new facility is included in the 2023 Bond Program, and the move to the existing building at 512 Peach Street is intended as a temporary solution until the permanent facility is constructed.

Crowley ISD respectfully requests a platting waiver pursuant to Sections 98-6(b) and (c) of the City of Crowley Subdivision Ordinance. This waiver would allow the District to proceed with applying for a building permit to make necessary improvements to the existing building at 512 Peach Street for temporary use by the CLC. The future development plans for the 512 Peach Street site are currently undetermined. Crowley ISD commits to fully complying with all applicable subdivision regulations when the property is permanently developed.

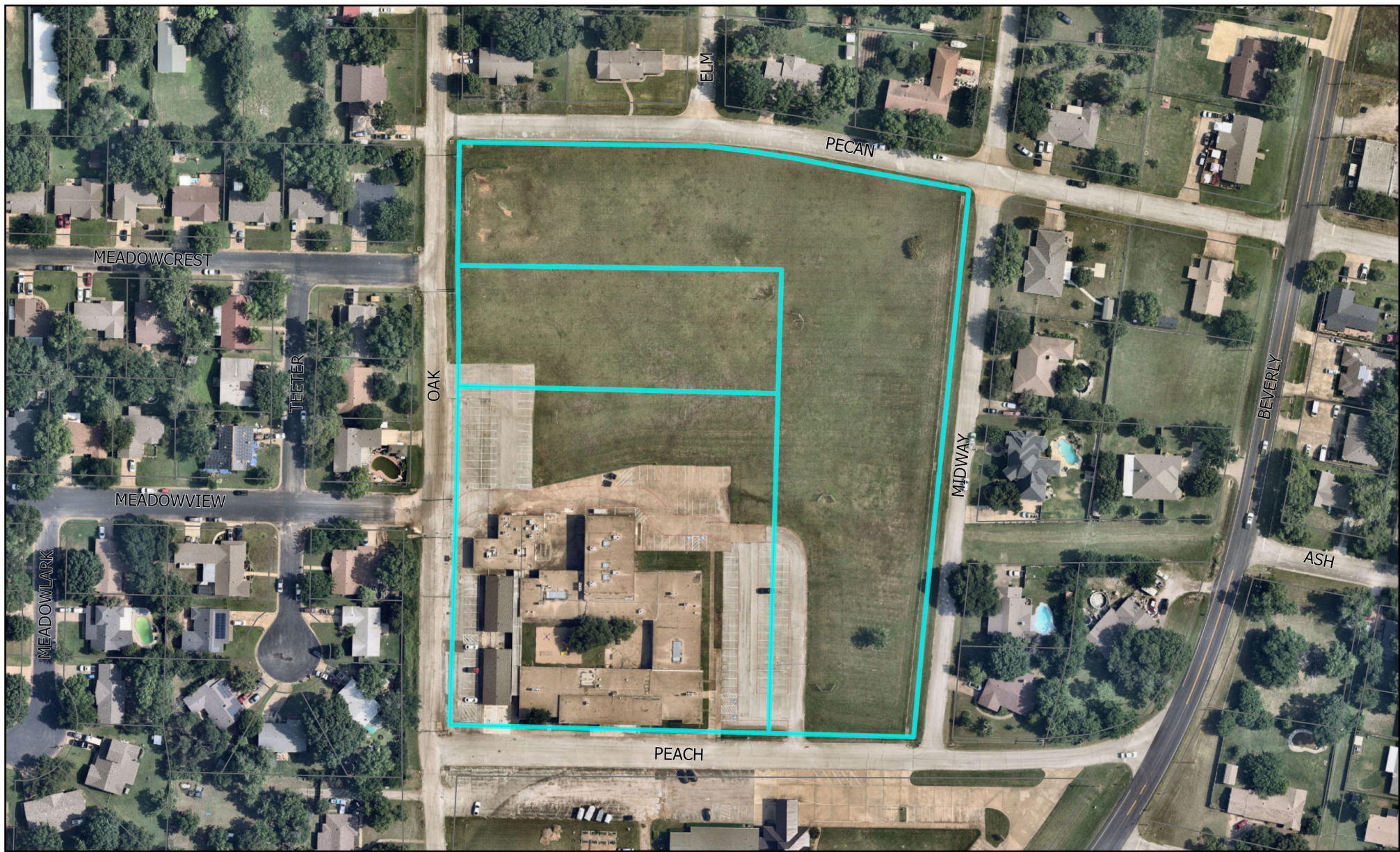
The District has made a commitment to the community to open the new Crowley High School campus by August 2027, which necessitates the relocation of the CLC by Summer 2026.

Thank you for your consideration of this request. Please feel free to contact me should you have any questions or require additional information regarding this waiver or any aspect of the proposed development.

Sincerely,

Dr. Michael McFarland,
Superintendent of Schools for Crowley ISD

Xc: Matt Elgin, Assist. City Manager
Leon Fisher, Chief Financial Officer
Randy Reaves, Chief Operations Officer
Philip C. Varughese, PE, CFM, Associate Principal/Team Leader



512 Peach St
Aerial View

0 150 300 Feet



8/17/2025



DISCLAIMER

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information, should review or consult the primary data and information sources to ascertain the usability of the information.

Sec. 98-6. Application of regulations.

- (a) To carry out the purposes hereinabove stated, it is determined that:
- (1) Land must not be platted until proper provision has been made for adequate public facilities for roadways, drainage, water, wastewater, public utilities, capital improvements, parks, recreation facilities, and rights-of-way for streets;
 - (2) Proposed plats, or subdivisions which do not conform to the policies and regulations shall be disapproved, or, in lieu of disapproval, approved on conformance with conditions;
 - (3) There shall be an essential nexus between the requirement to dedicate rights-of-way and easements and/or to construct public improvements in connection with a new subdivision and the need to offset the impacts on city public facilities systems created by such new development;
 - (4) No lots within a subdivision may be sold until a plat has been considered and acted on by the planning and zoning commission, or approved by the city council, or approved by the appropriate administrative officers, whichever the case may be.
- (b) *Applicability.* The provisions contained in the following sections of these subdivision regulations shall apply to any of the following forms or types of land subdivision and development activity within the city limits:
- (1) In accordance with V.T.C.A., Local Government Code § 212.004, the owner of a tract of land, located within the limits or in the extraterritorial jurisdiction of a municipality, who divides the tract in two or more parts for the purpose of sale, or to lay out a subdivision or building lots or any lots, or streets, alleys, parks or other portions intended for public use or the use of purchasers or owners of lots, shall cause a final plat to be made in accordance with this chapter and with the Local Government Code.
 - (2) All subdivisions of land whether by metes and bounds division or by plat, which were outside the jurisdiction of the city subdivision regulations in Tarrant and Johnson Counties, Texas and which subsequently came within the jurisdiction of the city and its subdivision regulations through annexation.
 - (3) The division of land previously subdivided or platted into tracts, lots, sites or parcels subject to and not in accordance with adopted city subdivision regulations in effect at the time of such subdividing or platting and having occurred on or after January 7, 2022.
 - (4) For development of a single tract of land within the city limits or extraterritorial jurisdiction of the city.
 - (5) The combining of two or more contiguous tracts, lots, sites or parcels for the purpose of creating one or more legal lots except as otherwise provided herein.
 - (6) Every structure hereafter erected or altered shall be located on a lot of record as identified on a final plat for the property.
 - (7) When a building permit is required on property for the following reasons but not limited to:
 - a. New construction; or
 - b. Additions to the building or lot remodel, improve or add accessory structures, the value of which are less than 50 percent of the value of the existing structure; or

[note: this section has clerical errors; it should read

 - c. Moving of a primary structure onto vacant property.
 - (8) For tracts where any public improvements are proposed.
- (c) *Approval required.*

-
- (1) *Subdivision.* Before any plat within the city is recorded with the county clerk, it shall first be approved for conformity with the provisions of this chapter.
 - (2) *Permits.* Unless otherwise grandfathered or exempt by the terms of these subdivision regulations, no building permit, certificate of occupancy, plumbing permit, electrical permit, utility tap or certificate of acceptance for required public improvements shall be issued by the city for any parcel until:
 - a. A plat has been approved in accordance with these regulations;
 - b. All water, wastewater, streets, drainage, electrical, public utilities and park improvements, whether they are public or private, as required by these regulations, have been constructed and accepted by the city in accordance with this chapter, adopted plans, or other applicable regulations; and
 - c. Bonds or security for completion of improvements have been provided in accordance with this chapter.
- (d) *Violations.*
- (1) No transfer of land in the nature of a subdivision as defined herein shall be exempt from the provisions of this chapter unless otherwise specified, even though the instrument or document of transfer may describe land so subdivided by metes and bounds.
 - (2) The filing of any plan or plat with the county clerk without complying with the requirements of this chapter shall be deemed a violation of the provisions of this chapter and is hereby prohibited.
 - (3) The transfer of any land by the delivery of or by the filing of any instrument in the nature of a conveyance without having first complied with the requirements set forth herein shall be deemed a violation of the provisions of this chapter and is hereby prohibited.
- (e) *Coordination with other city plans.*
- (1) Minimum standards for development are contained herein and the Design Criteria Manual; chapter 106, zoning; and chapter 14, buildings and building regulations.
 - (2) Other city plans (comprehensive plan and parks and trails master plan) contain policies designed to achieve an optimum quality of development.
 - (3) Subdivision design should be of a quality to carry out the purpose and spirit of the policies expressed in city plans and the regulations specified in this chapter, and is encouraged to exceed the minimum standards required herein.

(Ord. No. 01-2022-449 , § 1(Exh. A), 1-6-2022)

Sec. 98-7. Exemptions.

The provisions of these subdivision regulations shall not apply to:

- (1) Land legally platted and approved prior to the effective date of these subdivision regulations except as otherwise provided for herein (construction of facilities shall conform to construction standards in effect at the time of construction); or
- (2) Existing cemeteries complying with all state and local laws and regulations (does not apply to new cemeteries or expansion of existing cemeteries); or
- (3) Any conveyance transferring any land or interest in land to or from the state or city; or
- (4) Divisions of land created by order of a court of competent jurisdiction; or
- (5) When a building permit is requested for unplatted or already platted parcels for the following activities:
 - a. Replacement or reconstruction of an existing primary single-family or duplex structure but not to exceed the square footage of the original structure.
 - b. Additions (increase in square footage of structure) to the primary structure but do not exceed more than 50 percent of the gross floor area of the original structure.
 - c. Accessory buildings and/or structures in compliance with current adopted building code.
 - d. Remodeling or repair that does not include electrical work (no expansion of square footage) and in compliance with the current adopted building code.
 - e. Moving a structure off a lot or parcel or for demolition permits.

(Ord. No. 01-2022-449 , § 1(Exh. A), 1-6-2022)