

Planning and Zoning Commission Meeting Minutes

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
January 8, 2026
6:00 PM



The meeting was called to order at 6:15 PM.

Present: Christal Johnson, Kyle Kennedy, Candace Stone, Brittney Murray, Nicole Shaw, Marc Hendricks

Staff Present: City Attorney Aliceson Cotton, City Manager Leanne Wilson, Development Manager Shanda Guffee, Administrative Assistant Kacey Hagen

Commissioner Nicole Shaw led the Pledges of Allegiance, and Commissioner Christal Johnson offered the invocation.

Community Announcements: None

Citizen Input: None

Consent Items:

1. Approve minutes of the December 11, 2025 meeting.
2. Approve the request from Commission Member(s) identified in the Staff report as an excused absence from the December 11, 2025 regular meeting.

P&Z Commissioner Kyle Kennedy made a motion to approve the consent items. P&Z Commissioner Nicole Shaw seconded. Motion Passed (6:0). None opposed. (Excused absences: Christal Johnson and Marc Hendricks)

New Business: New items requested for consideration.

3. Consider and make a recommendation to City Council on a Final Plat application for Lot 1, Block 1, AUB Office Addition. The plat proposes a replat of Lot 82, Block 23, Map of the Town of Aubrey, together with an adjacent triangular tract described in

Volume 481, Page 131 of the Deed Records of Denton County, Texas. The property contains approximately 0.557 acres situated within the Dennis Cowan Survey, Abstract No. 304, City of Aubrey, Denton County, Texas. The purpose of the replat is to create a single lot and to dedicate a fire lane easement, water easement, and drainage and detention easement. (*Applicant: SHAP, LLC, 403 S. Main*)

Assistant City Manager Leanne Wilson provided information.

P&Z Commissioner Christal Johnson made a motion to approve the plat with five conditions. P&Z Commissioner Marc Hendricks seconded. Motion Passed (6:0). None opposed.

Conditions:

- 1. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.**
Engineering plans shall be approved by the City Engineer prior to filing the Final Plat. Plans shall be amended to remove outdated information related to a restaurant.
 - 2. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.**
Engineering plans shall be approved by the City Engineer prior to filing the Final Plat. Plans shall be amended to address the contradiction in water tap sizes. Note shall be amended to remove tapping sleeves and shall include tapping saddles.
 - 3. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Engineering plans shall be approved by the City Engineer prior to filing the Final Plat. Plans shall be amended to reference permitting and compliance with TxDOT on long-side service bores.
 - 4. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Engineering plans shall be approved by the City Engineer prior to filing the Final Plat. Backflow devices are required by code for irrigation and commercial water connections.
 - 5. CHAPTER 10; ARTICLE 3 – Plat note shall be added “The maintenance of detention facilities, drainage improvements, and/or easements shown on the plat are the responsibility of the individual property owners and does not constitute acceptance of the same for maintenance purposes by the City of Aubrey, or Denton County.”**
4. Consider and make a recommendation to City Council regarding a Site Plan application for 403 S. Main Street, for office space use within Aubrey city limits. (*Applicant: SHAP, LLC*)

Assistant City Manager Leanne Wilson provided information.

Elliott Bogart, with Triangle Engineers, spoke regarding the berm.

P&Z Commissioner Candace Stone made a motion to approve the Site Plan with eight conditions. P&Z Commissioner Kyle Kennedy seconded. Motion Passed (6:0). None opposed.

Conditions:

- 1. CHAPTER 14; SECTION 23. G.1 (i) — NONRESIDENTIAL LANDSCAPE REQUIREMENTS.** The intent of the nonresidential landscape requirements is for the protection of healthy trees and vegetation and promoting the natural ecological, environmental, and aesthetic qualities of the city. This plan lacks tree preservation. This lot has many existing trees from 8" inches to 32" inches in diameter. The landscape plan shall be amended to include some preservation. The landscape plan shall be approved by the Development Manager prior to issuance of a building permit.
- 2. CHAPTER 14; SECTION 23. A.1 (e) (ii).** Part of the requirements for the "E" buffer zone include berms. The design includes the berm along E. Plum Street for the detention pond, but does not include a berm along S. Main Street. The site plan shall be amended to include the required berm. The site plan shall be approved by the Development Manager prior to issuance of a building permit.
- 3. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Plans shall be amended to remove outdated information related to a restaurant.
- 4. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Plans shall be amended to address the contradiction in water tap sizes. Note shall be amended to remove tapping sleeves and shall include tapping saddles.
- 5. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Plans shall be amended to reference permitting and compliance with TxDOT on long-side service bores.
- 6. CHAPTER 10; ARTICLE 2, SECTION 4.01 — ENGINEERING PLANS.** Backflow devices are required by code for irrigation and commercial water connections.
- 7. CHAPTER 14; SECTION 23. A.1 (e) (ii).** The landscape Plan must be revised to accurately indicate the actual number of parking spaces and tree requirements for Buffer Type F. The landscape plan shall be approved by the Development Manager prior to issuance of a building permit.
- 8. CHAPTER 10; ARTICLE 3, SECTION 6.02 – SIDEWALKS –** A minimum of a five-foot wide sidewalk is required along Main Street from property line to property line. A certificate of occupancy shall not be issued until the sidewalk is installed or funds have been escrowed to the city.

The meeting was adjourned at 6:36 PM.

PASSED and APPROVED by the Planning and Zoning Commission of the City of Aubrey, Texas this 12th day of February, 2026.


Brittney Murray, Commission Chair

ATTEST:


Jenny Hicks, City Secretary

