



Weatherford Planning & Zoning Commission

AGENDA REPORT

Meeting Date: October 12, 2022
Item Number: 2022-595-AR

Staff Contact: Brandon Fross, Planner
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SUBJECT: Hold a PUBLIC HEARING to consider a request for a conditional use permit regarding Community Center use on a 2.599-acre tract of land located at 602 West Water Street, City of Weatherford, Parker County, Texas. CUP2022-0011.

CASE NUMBER CUP2022-0011

GENERAL INFORMATION

Applicant:	Central Texas Opportunities, Inc. dba Cornerstone Community Action Agency
Request Action:	Conditional Use Permit for Community Center use
Project Description:	Cornerstone Community Action Agency
Site Address/Location:	602 West Water Street
Land Area:	2.599 acres
General Plan:	Suburban Living
Existing Zoning:	R1 One-Family Residential
Surrounding Zoning:	
North:	R1 One-Family Residential
South:	R1 One-Family Residential
East:	R1 One-Family Residential
West:	R1 One-Family Residential

BACKGROUND/DISCUSSION

The applicant requests a conditional use permit for the renovation and conversion of the existing structures at 602 West Water Street to expand program services offered to Weatherford and the surrounding community. Head Start has been in operation at the western building of Travis Elementary School, located at 602 West Water Street, since 2009. Cornerstone Community Action Agency has operated Head Start for 3 years, and currently has two (2) Head Start and three (3) Early Head Start classrooms located at the existing facility.

Cornerstone Community Action Agency purchased the entire property at 602 West Water Street with plans to expand the Head Start Program, administration office space, and other social service office space for non-profit entities such as WIC, SNAP, or Early Childhood Intervention. Proposed renovations are shown on the concept plan in 4 phases.

The concept plan and renovation narrative describe in detail the plans for expansion and services to be provided with each phase. Phase 1 incorporates offices for approximately 15 staff members which are currently offsite in another lease location. Phase 2 proposed to expand the Head Start classrooms and facilities which are required for normal operation. This phase will add approximately 26 staff total in addition to the increased number of students. Phase 3 is proposed for a large training facility which may on occasion host approximately 165 individuals. Phase 4 is a conversion of the existing classrooms as office space for lease with an anticipated expectation for 16 staff members.

Staff finds the request for expansion in Phase 1 and 2 are compatible with the purpose and intent of the current structures and R1 zoning district as provided through the Conditional Use Permit Process. Phase 3 expansion for a large training facility will have a significant impact to parking and loading, but those impacts would be addressed through the Site Plan Review and permitting process as defined by development review procedures.

Phase 4 proposed conversion to lease office space may have a significant impact to the surround neighborhood and residential zoning district overall. Office space within the R1 district is not permitted by right or conditional use permit request; additional details of specific users or tenants have not been determined as noted by the application materials. Careful consideration should be taken when approving a conditional use permit request to ensure compatibility with the surrounding properties and characteristics of the neighborhood. Staff concern to the proposed Phase 4 is addressed by condition number seven (7) as recommended by staff.

ALTERNATIVES

1. The Planning & Zoning Commission may recommend approval of the request as proposed.
2. The Planning & Zoning Commission may recommend approval of the request subject to conditions.
3. The Planning & Zoning Commission may recommend denial of the request.

SUGGESTED ACTION/RECOMMENDATION

Staff recommends approval subject to the following conditions.

1. All refuse and services areas shall be subject to current screening requirements as outlined in the Landscape and Tree Manual. Dumpsters shall be kept inside approved enclosures with doors shut. Screening to be completed prior to or concurrently with first phase of construction/expansion.
2. Existing parking lot and loading zones may be utilized for existing use and Phase 1 expansion. All future phases shall be subject to the standards as outlined in Section 12-4-105 of the Title XII Zoning Ordinance.
3. Phase 2 through Phase 4 shall be subject to the Site Plan Review process. Additional parking spaces and on-

site circulation lanes for pick-up and drop-off shall be provided to prevent hazards and traffic congestion within the site and adjoining public streets, subject to approval by the Planning Director and City Engineer. Alternatives to the Planning Director's determination must be approved by the City Council upon a recommendation by the Planning and Zoning Commission.

4. Approval and final inspection of the site plan and all applicable commercial remodel/addition permits is required prior to issuance of a Certificate of Occupancy for each phase.
5. All existing and new signage for the property shall be brought into conformance with current sign regulations as outlined in Section 12-4-101 of the Title XII Zoning Ordinance. Approved sign permit and final site inspection is required prior to issuance of a Certificate of Occupancy.
6. Temporary signs, banners, and other advertisement shall not be allowed or permitted on the property.
7. All buildings on the property shall be limited to the existing use and uses by Cornerstone Community Action Agency. Leasing or subleasing of other buildings is not permitted. If the uses are abandoned, all buildings on the property shall be subject to those uses as listed in Section 12-3-203 of the Title XII Zoning Ordinance.
8. No variance shall be requested or granted for remodeling and operation of the business.
9. Full compliance must be maintained and if a third violation notice is issued within an 18-month period all operations must cease until compliance is met.
10. This conditional use permit will be void if construction has not been started within 8 months of Ordinance approval. Additionally, this conditional use permit will be void if construction has not been completed within 24 months.
11. This conditional use permit will be void if the use is abandoned for more than 180 days after issuance of Certificate of Occupancy.

ATTACHMENTS

- [CCAA Narrative](#)
- [CCAA Site Plan](#)
- [CCAA Traffic Pattern](#)
- [CCAA Letter of Recommendation](#)
- [CCAA Presentation](#)