

# Reply Form



## Planning and Zoning Commission

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To have your comments presented to the Planning and Zoning Commission, please, return this form to the address at the bottom of this page before **5:00 pm Monday, October 5, 2020**. Replies received after the deadline may not be tallied but will be received by the commission for consideration. For more information, call 940-761-7451

Conditional Use (C 20-16): Request for a conditional use at 3800 Kell Boulevard for the conversion of a commercial structure into an office greater than 1,200 square feet in a Limited Commercial (LC) zoning district.

In Favor     Opposed     No Opinion or Undecided

**Note: Please provide additional written comments in order to help the Planning and Zoning Commission understand your concerns.**

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\_\_\_\_\_  
Signature (owner or authorized representative)

\_\_\_\_\_  
Date

*In the event this case is postponed or this meeting should be rescheduled, and you wish to be notified of this change, please provide us with your phone number and/or email:* \_\_\_\_\_

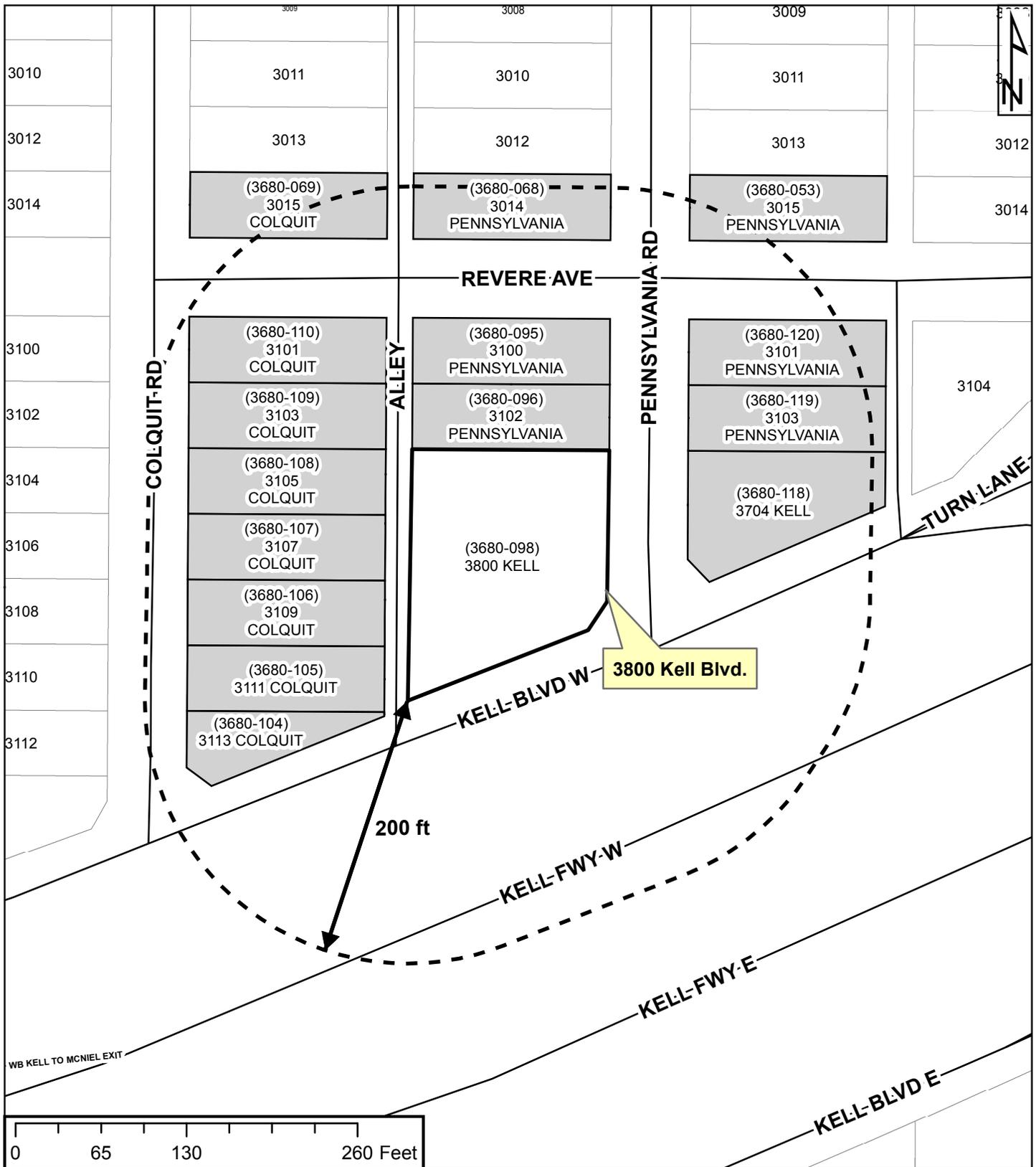
*Please Print Name and Address*

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**MAIL TO:**  
Planning Division  
City of Wichita Falls  
PO Box 1431  
Wichita Falls, TX 76307  
Or **FAX TO:**  
940-761-7419  
Or **EMAIL TO:**  
christal.ashcraft@wichitafallstx.gov



# C 20-16

## 3800 Kell Boulevard

### Notification Map

CITY OF WICHITA FALLS, PLANNING DIVISION  
 MAP PRODUCED BY: Fabian Medellin  
 DATE PRODUCED: September 23, 2020

Disclaimer  
 The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

### Legend

-  Subject Property
-  Notification Buffer
-  Notified Properties
-  Parcels



Department of Development Services  
Planning Division  
1300 7<sup>th</sup> Street, PO Box 1431  
Wichita Falls, TX 76307  
(940) 761-7451  
Fax (940) 761-7419

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## **NOTICE OF PUBLIC HEARING PLANNING AND ZONING COMMISSION**

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The Planning and Zoning Commission will hold a public hearing on **Wednesday, October 14, 2020 at 2:00 p.m.** in the Council Chambers, Memorial Auditorium, 1300 7th Street, Wichita Falls, Texas, to consider the following item:

Conditional Use (C 20-16): Request for a conditional use at 3800 Kell Boulevard for the conversion of a commercial structure into an office greater than 1,200 square feet in a Limited Commercial (LC) zoning district.

Property: 3800 Kell Boulevard

Applicant: American National Bank & Trust, Roy Olsen

A map showing the property is attached, as well as the conditional use process. To have your opinion recorded, please mail, fax (940-761-7419), or email ([christal.ashcraft@wichitafallstx.gov](mailto:christal.ashcraft@wichitafallstx.gov)) the attached "Reply Form" before **5:00 pm Monday, October 5, 2020**. This meeting is open to the public and you are welcome to attend. If you have any questions, please call the Planning Department at 940-761-7451.

Attachments: Reply Form

## CONDITIONAL USE PROCESS

### **What is a Conditional Use?**

The Planning and Zoning Commission reviews applications for certain types of proposed land uses at their monthly scheduled meetings. These uses are called “conditional uses.” Such uses may not be appropriate generally or without certain restrictions or conditions that ensure compatibility with surrounding existing land uses. The Planning and Zoning Commission may establish conditions of approval such as: maximum floor area, hours of operation, permitted activities, building elevation designs, location of parking, need for fencing, and other elements which may be appropriate to ensure compatibility with adjacent land uses.

### **What is the reply form?**

As part of the Conditional Use Process, notification letters and reply forms are sent to property owners who own property within 200 feet of the proposed location. Property owners may send in their reply forms marked “In Favor”, “Opposed” or “Undecided”. The Planning and Zoning Commission seeks to provide a balance between the desire of the applicant to establish a conditional use and the concerns of the neighbors. The reply forms give the Planning and Zoning Commission the opportunity to review the feelings of surrounding property owners. The Planning and Zoning Commission is under no obligation to deny or approve a conditional use based solely on public responses. Therefore, it is important for affected neighbors to state any specific concerns in the comments section of the reply form.

### **Can I attend the Planning and Zoning Commission Meeting?**

Yes. All citizens that have an interest in the proposed project are encouraged to attend the public hearing.

### **How long is a Conditional Use Permit good for?**

If approved, a Conditional Use Permit is valid for one year. The applicant has one year to obtain a building permit and commence construction of the project. The Applicant is not required to renew the Conditional Use Permit once the project is complete.

### **Can the Planning and Zoning Commission’s decision be appealed?**

Yes. A decision of the Planning and Zoning Commission may be appealed to the City Council. An appeal application must be filed with the Planning Division within ten (10) days of the Planning and Zoning Commission’s decision. There is a \$100.00 fee to appeal to the City Council.