



AGENDA

Planning and Zoning Commission

Wednesday, October 15, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall

Council Chambers

127 N Collins Rd.

Sunnyvale, TX 75182

A. Call Meeting to Order

B. Public Comment

The Planning and Zoning Commission invites citizens to address the Planning and Zoning Commission on any matter, except items on the agenda and public hearings that are included on the agenda. Comments related to items on the agenda and public hearings will be heard when the specific item/hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Commission, please fill out a Public Comment Card and submit it to a staff member prior to the Public Comment section on the agenda. The Planning and Zoning Commission is not permitted to take any action or discuss any item not listed on the agenda. The Commission may choose to place the item on a future agenda.

C. Consent Agenda Items

All items on the consent agenda are considered routine items and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the consent agenda and discussed separately.

1. Consider and act upon the September 17, 2025, meeting minutes.
[Meeting Minutes September 17, 2025](#)

D. Discussion and Action Items

1. [Discuss and consider approval of a preliminary plat for Lot 1, Block 1, Clay Road Business Park, consisting of 32.47-acres tract of land, within Industrial \(I\) zoning district, located at 101 Clay Road. **Case 1849-PLT/Clay Road Business Park**](#)
[Preliminary Plat](#)
[Map](#)

E. Adjourn

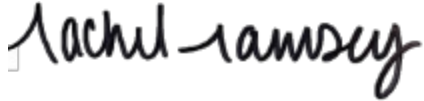
NOTE: The Planning and Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas

Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the Town). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

The Town of Sunnyvale is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Town Secretary at 972-226-7177 at least 48 hours prior to the meeting.

Notice is hereby given that the Sunnyvale Planning and Zoning Commission will conduct its Regular Meeting on Wednesday, October 15, 2025 at the Sunnyvale Town Hall. The public is encouraged to attend the meeting. Email comments may also be submitted to surupa.sen@townofsunnyvale.org by 3 p.m. the day of the meeting. The link to the live stream of the meeting will be posted on Sunnyvale's Facebook page Town of Sunnyvale – Government.

I hereby certify that the foregoing notice was posted at Town Hall, 127 N. Collins Rd., Sunnyvale, Texas and remained so posted continuously for at least three (3) business days preceding the scheduled date of said meeting:



Rachel Ramsey, Director of Administration/Town Secretary

Date Posted: 10/7/2025

Time Posted: 5 p.m.

Date Removed from Bulletin Board: _____

Removed By: _____

Notice of Possible Quorum of Town Council

A quorum of the Town Council may be in attendance. This is not a regularly scheduled meeting of the Town Council. As a governmental body, the Town Council will not deliberate nor take any formal action on any items discussed.



MINUTES

Planning and Zoning Commission

Wednesday, September 17, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall
Council Chambers
127 N Collins Rd.
Sunnyvale, TX 75182

A. Call Meeting to Order

Member Carly Hagen called the meeting to order at 6:00 p.m. with the following Members and Staff present: Member Carly Hagen, Member Troy Childers, Member Lisa Burton, Alternate Member Cheryl Courson, Senior Planner Laura Evans, and Permit Technician Belinda Diaz.

Chairman Jerry Johnson, Vice Chair Kevin Points, Member Bronson Blackson, Member Joshua Parisi, and Alternate Member Andrea Varnai were absent.

B. Public Comment

Member Carly Hagen opened the floor to public comments.

With no one coming forward, she closed the floor to public comments.

C. Consent Agenda Items

1. Consider and act upon the July 16, 2025, meeting minutes.

Member Troy Childers made a motion to approve as presented, Alternate Member Cheryl Courson seconded the motion.

Ayes: Member Carly Hagen, Member Troy Childers, Alternate Member Lisa Burton, and Alternate Member Cheryl Courson

Absent: Chair Jerry Johnson, Vice Chair Kevin Points, Member Bronson Blackson, Member Andrea Varnai, and Member Joshua Parisi

Motion Passed Unanimously 4- 0 on a recorded vote

D. Discussion and Action Items

1. [Town of Sunnyvale receives the 2025 Richard R. Lillie, FAICP Planning Excellence](#)

Award.

Laura Evans, Senior Planner, presented the Commission with the 2025 Richard R. Lillie, FAICP Planning Excellence Award.

2. Training opportunities for elected and appointed officials.

Laura Evans, Senior Planner, discussed the upcoming state planning conference and encouraged members to attend.

3. Discuss and provide an update regarding the Imagine Sunnyvale Comprehensive Plan kick-off events and public engagement.

Laura Evans, Senior Planner, gave an overview of the comprehensive plan process and outcomes so far.

E. Adjourn

Member Troy Childers made a motion to adjourn the meeting at 6:07 p.m., Alternate Member Lisa Burton seconded the motion.

Ayes: Member Carly Hagen, Member Troy Childers, Alternate Member Lisa Burton, and Alternate Member Cheryl Courson

Absent: Chair Jerry Johnson, Vice Chair Kevin Points, Member Bronson Blackson, Member Andrea Varnai, and Member Joshua Parisi

Motion Passed Unanimously 4- 0 on a recorded vote

The undersigned presiding officer certifies that this is a true and correct record of the proceedings.

Attest:

Jerry Johnson, Chairman

Surupa Sen, Director of Planning and Development

Planning and Zoning Commission
AGENDA ITEM REPORT
D.1



To: Planning and Zoning Commission

Subject: Discuss and consider approval of a preliminary plat for Lot 1, Block 1, Clay Road Business Park, consisting of 32.47-acres tract of land, within Industrial (I) zoning district, located at 101 Clay Road. **Case 1849-PLT/Clay Road Business Park**

Meeting: Planning and Zoning Commission - October 15, 2025

Department: Development Services

Staff Contact: Laura Evans

SUGGESTED ACTION:

Staff recommends approval of the Preliminary Plat.

BACKGROUND INFORMATION:

The subject property is a 32.47-acre unplatted tract of land out of the Thomas D. Coates Survey, Abstract Number 881. The site is located at 101 Clay Road, near the southeast intersection on South Collins Road and Clay Road. The property is currently undeveloped and is zoned Industrial (I). Proposed utility and other easements are shown on the preliminary plat.

All details of the plat adhere with the Texas Local Government Code, Town's Unified Development Ordinance (UDO) and engineering design standards.

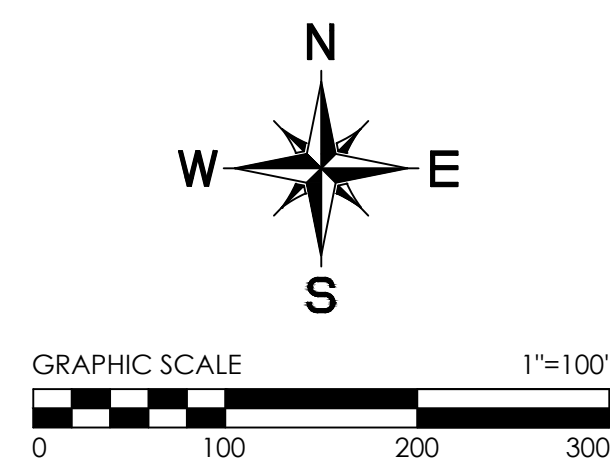
This is a ministerial function of the Town. Plats that meet all Town requirements must be approved.

ATTACHMENTS:

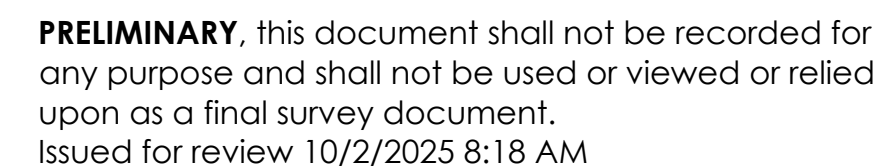
[Preliminary Plat](#)
[Map](#)



VICINITY MAP
N.T.S.



LEGEND	
R.O.W.	RIGHT OF WAY
VOL.	VOLUME
PG.	PAGE
D.R.D.C.T.	DEED RECORDS, DALLAS COUNTY, TEXAS
O.P.R.D.C.T.	OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS
R.F.	REBAR FOUND
R.C.F.	REBAR WITH CAP FOUND
R.C.S.	RBAR WITH CAP SET "GOODWIN & MARSHALL"

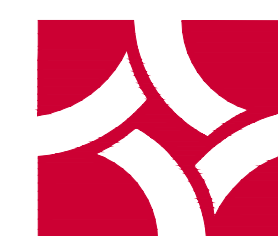


**PRELIMINARY PLAT
OF
CLAY ROAD BUSINESS PARK
LOT 1, BLOCK 1**

BEING
32.466 ACRES
SITUATED IN THE
THOMAS D. COATS SURVEY, ABSTRACT No. 331
TOWN OF SUNNYVALE, DALLAS COUNTY, TEXAS

SHEET 1 of 2

OWNED/DEVELOPED BY:



CAPROCK
PARTNERS

3230 Camp Bowie Blvd, Suite 425
Fort Worth, TX 76107
949-342-8000

PREPARED BY:



GMcivil
Engineering & Surveying
2559 SW Grapevine Pkwy, Grapevine, Texas 76051
817-329-4373
TxEng Firm # F-2944 | TxSurv Firm # 10021700

OWNER'S CERTIFICATION

STATE OF TEXAS:
COUNTY OF DALLAS:

WHEREAS CRP IV CLAY ROAD TX, LLC, a Delaware limited liability company is the owner of a tract of land situated in the Thomas D. Coats Survey, Abstract No. 331, Town of Sunnyvale, Dallas County, Texas, being described in deed recorded in 202400164611, Official Public Records, Dallas County, Texas (OPRDCT), and being more particularly described as follows:

BEGINNING at a 1/2" rebar capped PIBURN found in the southwesterly line of Clay Road (called 100' R.O.W., Parcel 11, Tract 2, Volume 95248, Page 1724, Deed Records, Dallas County, Texas), being the most easterly corner of Tower Convenience Store, Block 1, Lot 1, an addition to the Town of Sunnyvale, Dallas County, Texas as recorded in 20070430803, OPRDCT and the most northerly corner of said CRP IV Clay Road Tx tract:

THENCE along the southwesterly and west line of said Clay Road, as follows:

South 56 degrees 43 minutes 22 seconds East, a distance of 816.33 feet to a 5/8" rebar capped FMI found at the beginning of a non-tangent curve to the right, having a radius of 850.00 feet;

Southeasterly, along said curve, having a central angle of 56 degrees 13 minutes 54 seconds, an arc distance of 834.21 feet (R.O.W. deed 834.14 feet), and a chord that bears South 28 degrees 32 minutes 19 seconds East, 801.14 feet to a 5/8" rebar capped FMI found at the end of said curve;

South 00 degrees 26 minutes 19 seconds East, non-tangent to said curve, a distance of 74.11 feet (R.O.W. deed 74.95 feet) to a 1/2" rebar capped Goodwin & Marshall set at the southeast corner of said CRP IV Clay Road Tx tract, said point lying in the north line of the Second Tract as described in deed to Texas Power & Light Company, recorded in Volume 229, Page 2073, Deed Records, Dallas County, Texas (DRDCT), from which a 5/8" rebar capped FMI found bears South 00 degrees 26 minutes 19 seconds East, 326.00 feet, and a 5/8" rebar capped FMI found bears South 21 degrees 11 seconds East, 0.85 feet;

THENCE North 89 degrees 39 minutes 59 seconds West, along the north line of said Texas Power & Light Company Second Tract and the north line of a Tract 1 as described in deed to Texas Power & Light Company, recorded in Volume 223, Page 557, DRDCT, a distance of 1,913.37 feet to a 1/2" rebar found at the southwest corner of said CRP IV Clay Road Tx tract and the southeast corner of the M.J.M. Enterprises Addition, an addition to the Town of Sunnyvale, Dallas County, Texas as recorded in Volume 2001088, Page 9, OPRDCT;

THENCE North 34 degrees 53 minutes 30 seconds East, departing said Texas Power & Light Company Tract 1, along the easterly line of said M.J.M. Enterprises Addition, the Burris Addition, Block 1, Lot 1, recorded in 200600146984, OPRDCT, the Clark Electric Addition, recorded in Volume 2000172, Page 16, OPRDCT, and the Henard Addition No. 1, recorded in Volume 98144, Page 757, DRDCT, a distance of 537.53 feet (plats 537.43 feet) to a 1/2" rebar found at the northeasterly corner of said Henard Addition No. 1 and the southeasterly corner of The Logan Addition No. 1, recorded in Volume 95247, Page 845, DRDCT;

THENCE North 35 degrees 13 minutes 29 seconds East, along the easterly line of said The Logan Addition No. 1, a distance of 217.03 feet (plat 217.04 feet) to a 1/2" rebar capped PIBURN found at the northeasterly corner of said The Logan Addition No. 1 and the southeasterly corner of a tract of land as described in deed to Thousand Hills Properties, LLC, recorded in 201000195754, OPRDCT;

THENCE North 34 degrees 42 minutes 43 seconds East, along the easterly line of said Thousand Hills Properties tract, a distance of 203.25 feet (deed 203.65 feet) to a 5/8" rebar capped EMI found at the northeasterly corner of said Thousand Hills Properties tract and the southeasterly corner of the Martinez Addition, Block 1, Lot 1, recorded in 200600428474, OPRDCT;

THENCE North 34 degrees 54 minutes 10 seconds East, along the easterly line of said Martinez Addition, Block 1, Lot 1, a distance of 224.70 feet (plat 224.58 feet) to a 1/2" rebar found at the northeasterly corner of said Martinez Addition, Block 1, Lot 1 and the southeasterly corner of aforementioned Tower Convenience Store, Block 1, Lot 1;

THENCE North 34 degrees 50 minutes 04 seconds East, along the easterly line of said Tower Convenience Store, Block 1, Lot 1, a distance of 298.63 feet (plat 298.34 feet) to the POINT OF BEGINNING and containing 1,414,224 square feet or 32.466 acres of land.

MAINTENANCE AGREEMENT FOR DRAINAGE FACILITIES

The Owner of the platted property agrees to perpetually maintain the drainage facilities within the drainage, floodplain and maintenance easements shown on this plat as follows:

The Owner agrees to maintain in good structural condition and repair all drainage pipes, including reinforced concrete pipe (RCP) and other drainage piping material. The Owner agrees to repair any defects in the storm drainage piping system, including leaking pipe joints, deflection of flexible pipe diameter in excess of 5%, pipe structural failure, or other defects that might impair the hydraulic capacity or structural soundness of the drainage system. The Owner agrees to repair any drainage pipe defects within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale.

The Owner agrees to maintain, repair and remove obstructions in the storm drainage inlet and outlet structures, including but not limited to grate inlets, curb inlets, catch basins, Y-inlets, and headwalls. The Owner agrees to repair any defects in the storm drainage inlet or outlet structures and remove obstructions that might impair the hydraulic capacity or structural soundness of the drainage system. The Owner agrees to repair any drainage inlet or outlet structural defects and remove obstructions within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale.

The Owner agrees to maintain and repair concrete channel lining, pilot channels, rock rip rap, gabions or any other channel lining material and to repair any defects in the channel lining material including undermining, excessive cracking and settlement, structural failure, or other defects that might impair the hydraulic capacity or structural soundness of the drainage system. Rock rip rap washed downstream will be replaced as needed to maintain the rock layer thickness as designed. The Owner agrees to repair any defects in the channel lining within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale.

The Owner agrees to maintain and repair channels, ditches and detention or retention ponds and to repair erosion in same by backfilling the eroded area and re-establishing protective vegetation or by armoring the eroded area with gabions, rock rip rap, concrete or other material approved by the Town Engineer. The Owner agrees to repair any eroded areas in the channels, ditches and detention or retention ponds within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale.

Channels, ditches and detention or retention ponds will be inspected monthly by the Owner to determine vegetation removal maintenance. Removal of willows, cottonwoods or other "woody" vegetation from channels, ditches, detention ponds and retention ponds shall be done at least once a year. Ditches, earthen channels and detention or retention ponds shall be mowed as frequently as required to prevent grassy vegetation from exceeding a height of more than one foot.

Channels, ditches, detention or retention ponds, inlet and outlet structures and drainage piping will be inspected for debris, trash and sediment accumulation at least once a year. The accumulated debris, trash or sediment will be removed as needed to insure the designed hydraulic capacity of the drainage system, with sediment accumulations in detention ponds not to exceed 18 inches in depth before removal is required. Trash or debris shall not be allowed to accumulate and shall be removed within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale.

The Owner or a representative agent agrees to inspect all drainage facilities every 365 calendar days to identify any obstructions or structural problems, complete a written inspection report, and take the actions necessary to remove obstructions and repair structural problems within 30 calendar days. The Owner shall ensure a copy of the inspection report is forwarded to the Engineering Division within 10 calendar days of the inspection.

Owner agrees to maintain access to the drainage system within the drainage, floodway and maintenance easements for maintenance and inspection by the Owner, and/or the Town of Sunnyvale.

All references in this maintenance agreement to repairs to be made "within 30 calendar days" shall mean that the Owner shall commence repairs within 30 calendar days after having notice or knowledge of the problem via inspection by the Owner, and/or the Town of Sunnyvale. The Owner shall diligently work to complete such repairs.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That CRP IV CLAY ROAD TX, LLC, a Delaware limited liability company (Owner), acting by and through its duly authorized officer, does hereby adopt this plat, designating the herein above described property as CLAY ROAD BUSINESS PARK, LOT 1, BLOCK 1, an addition to the Town of Sunnyvale, Dallas County, Texas, and does hereby dedicate and convey, in fee simple, to the public use forever, the streets and alleys shown hereon. The easements shown thereon are hereby reserved for the purposes indicated. The easements and fire lanes shall be open to the public, fire and police units, garbage and rubbish collection agencies, and all public and private utilities for each particular use. The maintenance of paving on the utility easements and fire lanes is the responsibility of the property owner. No buildings, fences, trees, shrubs, or other improvements, obstructions, or growths shall be constructed, reconstructed or placed upon, over or across the easements and fire lanes as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same. The Town of Sunnyvale shall have the right to remove and keep removed from fire lanes, all or parts of any building, fences, trees, shrubs or other improvements, obstructions, or growths which in any way endanger or interfere with access of fire units to fire protection facilities or equipment. All, and any public utility shall have the right to remove and keep removed all or parts of any building, fences, trees, shrubs, or other improvements, obstructions or growths which in any way may endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. (Any public utility shall have the right to ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility).

The easement, rights, and privileges granted by this conveyance are exclusive, and owner covenants not to convey any other easement or conflicting rights in the area covered by this grant. The easements shown hereon shall be perpetual. Owner's heirs, personal representatives, successors, and assigns are ash shall be bound to warrant and defend forever the easement and rights conveyed in this instrument against every person lawfully claiming or to claim all or part of the interest in the property.

Water main and wastewater easement shall also include additional area of working space for construction and maintenance of the systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water services on wastewater services from the main to the curb or pavement line, and description of such additional easements herein granted shall be determined by their location as installed.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the Town of Sunnyvale, Texas.

WITNESS MY HAND at _____, _____, this the ____ day of _____, 2025.

CRP IV CLAY ROAD TX, LLC, a Delaware limited liability company

By: _____
Name: _____
Title: _____

STATE OF _____:
COUNTY OF _____:

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 2025.

NOTARY PUBLIC IN AND FOR THE STATE OF _____

SURVEYOR'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

That I, Joel S. Barton, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that I have prepared this plat from an actual and accurate survey of the land and that the corner monuments, angle points and point of curve shown thereon were found and/or properly placed and that this plat correctly represents the survey made by me.

PRELIMINARY, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Issued for review 10/2/2025 8:18 AM

Joel S. Barton
Registered Professional Land Surveyor No. 4914
GMCivil
2559 SW Grapevine Pkwy
Grapevine, Texas 76051
817-329-4373

STATE OF TEXAS:
COUNTY OF TARRANT:

BEFORE ME, the undersigned, a Notary Public in and for said County and State on this day personally appeared Joel S. Barton, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MAY HAND AND SEAL OF OFFICE, this ____ day of _____, 2025.

NOTARY PUBLIC, TARRANT COUNTY, TEXAS

NOTES:

- Bearings and grid coordinates are referenced to Texas State Plane Coordinate System, North Central Zone (4202), North American Datum of 1983 as derived from GPS observation.
- According to the Federal Emergency Management Agency Flood Insurance Rate Map No. 48113C0390K, map revised July 7, 2014, and Map No. 48113C0395K, map revised July 7, 2014, the property platted hereon appears to lie in ZONE X NON-SHADED (Areas determined to be outside the 0.2% annual chance floodplain).
- Selling a portion of this addition by metes and bounds is a violation of town subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates.
- The undersigned Owner does hereby covenant and agree that they shall construct upon the Fire Lane Easements, as dedicated and shown hereon, a hard all-weather surface and that they shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the Owner, and the Owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The police are hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for Fire Department and emergency use.
- Any and all maintenance of access easements, pedestrian access easements, fire lane easements, utility easements, or landscape easements dedicated by this plat is the responsibility of Owner, its' successors, or assigns.
- Any and all maintenance of private drainage system including detention ponds is the responsibility of Owner, its' successors, or assigns.
- Any and all maintenance of common areas and employee amenities is the responsibility of Owner, its' successors, or assigns.
- Development standards of this plat shall comply with platting requirements of the United Development Ordinance.

APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE TOWN OF SUNNYVALE, TEXAS on this the ____ day of _____, 2025.

Chairman, Planning and Zoning Commission

APPROVED BY THE TOWN COUNCIL OF THE TOWN OF SUNNYVALE on this the ____ day of _____, 2025.

Mayor

ATTEST:

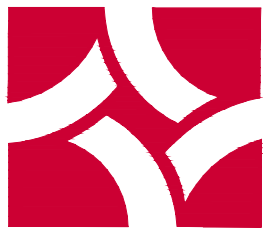
Town Secretary

PRELIMINARY, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Issued for review 10/2/2025 8:18 AM

PRELIMINARY PLAT
OF
CLAY ROAD BUSINESS PARK
LOT 1, BLOCK 1
BEING
32.466 ACRES
SITUATED IN THE
THOMAS D. COATS SURVEY, ABSTRACT No. 331
TOWN OF SUNNYVALE, DALLAS COUNTY, TEXAS
Date: October 2025

SHEET 2 of 2

OWNED/DEVELOPED BY:

 **CAPROCK**
PARTNERS
3230 Camp Bowie Blvd, Suite 425
Fort Worth, TX 76107
949-342-8000

PREPARED BY:

 **GMcivil**
Engineering & Surveying
2559 SW Grapevine Pkwy, Grapevine, Texas 76051
817-329-4373
TxEng Firm # F-2944 | TxSurv Firm # 10021700

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TOWN OF SUNNYVALE

Case 1849 - PLT - Preliminary Plat
101 Clay Road

