



# CITY OF MANSFIELD

1200 E. Broad St.  
Mansfield, TX 76063  
mansfieldtexas.gov

## Meeting Agenda Planning and Zoning Commission

Monday, December 23, 2024

1:00 PM

City Hall Council Chambers

### SPECIAL MEETING

1. **CALL TO ORDER**

2. **OTHER AGENDA ITEMS**

[24-6356](#)

Consideration of a Request to Extend the Resubmittal Date by Thirty (30) Days for Plat Application Case No. SD#24-053: Preliminary Plat of Cipriani, Phases 1 - 5; McAdams Engineering, Engineer, on behalf of Cipriani Island Laguna Azure, LLC, Owner

**Attachments:** [Request for Extension](#)

3. **ADJOURNMENT OF MEETING**

4. **NEXT MEETING DATE: Monday, January 6, 2024**

I certify that the above agenda was posted on the bulletin board next to the main entrance of City Hall on December 20, 2024 prior to 1:00 p.m. in accordance with Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
Clarissa Carrasco, Administrative Assistant II

\* This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX,

\* In deciding a zoning change application, the Planning & Zoning Commission and City Council are required to determine the highest and best use of the property in question. The Commission may recommend and the Council may approve a change in zoning to the category or district requested by the applicant or to any zoning category or district of lesser intensity. Notice is presumed sufficient for every District up to the intensity set forth in the zoning change application.



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## STAFF REPORT

File Number: 24-6356

**Agenda Date:** 12/23/2024

**Version:** 1

**Status:** Consideration

**In Control:** Planning and Zoning Commission

**File Type:** Consideration Item

**Agenda Number:**

### Title

Consideration of a Request to Extend the Resubmittal Date by Thirty (30) Days for Plat Application Case No. SD#24-053: Preliminary Plat of Cipriani, Phases 1 - 5; McAdams Engineering, Engineer, on behalf of Cipriani Island Laguna Azure, LLC, Owner

### Requested Action

To consider the proposed request for an extension.

### Recommendation

The Department of Planning and Development Services recommends approval.

### Description/History

Texas state law mandates that a city must take action on a plat application within 30 days of its receipt. This action requires the plat to be either approved, denied, or approved with conditions by the designated approval authority within that timeframe.

The preliminary plat application for Case No. SD#24-053 was received on December 6, 2024, which means a decision must be made by January 5, 2025. However, due to the number of review comments on this plat, the applicant is unable to make the necessary corrections within the 30-day period. Therefore, the applicant has requested a 30-day extension to allow adequate time for revisions. This extension must be approved by the city.

The request for an extension is now being submitted to the Planning and Zoning Commission for review and approval, as the city's highest authority for plat approval. Please note that the Commission is only considering the request for an extension at this time to comply with state law. The plat application will be brought to the Commission for review at an upcoming meeting.

### Attachments

Request for extension

**From:** [Jay Reissig](#)  
**To:** [Art Wright](#); [Mandy Marmon](#)  
**Cc:** [zach@mciinvest.com](mailto:zach@mciinvest.com); [Randi Rivera](#)  
**Subject:** RE: Review comments for Case No. SD#24-053 Preliminary Plat of Cipriani Phases 1-5  
**Date:** Friday, December 6, 2024 2:21:43 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Art,

Due to the number and nature of these comments, we would like to respectfully request an extension on the revised resubmittal of this plat.

Based on our review, we would like to request that our submittal date be moved to 12/21 at the earliest. If there are specific time frames, or formal requests for extensions please let me know and we will adhere to those.

Thank you,  
Jay Reissig

 Jay Reissig, PE  
Group Manager

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**From:** Art Wright <[art.wright@mansfieldtexas.gov](mailto:art.wright@mansfieldtexas.gov)>  
**Sent:** Thursday, December 5, 2024 4:56 PM  
**To:** Jay Reissig <[jreissig@mcadamsco.com](mailto:jreissig@mcadamsco.com)>; Mandy Marmon <[mmarmon@mcadamsco.com](mailto:mmarmon@mcadamsco.com)>  
**Cc:** [zach@mciinvest.com](mailto:zach@mciinvest.com)  
**Subject:** Review comments for Case No. SD#24-053 Preliminary Plat of Cipriani Phases 1-5

You don't often get email from [art.wright@mansfieldtexas.gov](mailto:art.wright@mansfieldtexas.gov). [Learn why this is important](#)

**CAUTION:** This email is NOT from McAdams. **DO NOT** click links or open attachments unless you verify the sender and content.

Good afternoon, Jay,

Please see the attached review comments for the site plan for Cipriani, Phases 1-5. Let me know if you have any questions.

Regards,

Art Wright, AICP  
Planning Manager/HPO  
City of Mansfield  
1200 E. Broad St.  
Mansfield, TX 76063  
817-276-4226