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**MINUTES**  
**PLANNING AND ZONING COMMISSION**  
**Meeting of February 18, 2014**

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*The Planning and Zoning Commission of the City of Cedar Hill, Texas met on TUESDAY, February 18, 2014 at 6:00 p.m. in T.W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Boulevard Building 100, Cedar Hill, Texas.*

*Planning & Zoning Commissioners present: Chairman Theresa Brooks, Vice-Chairman Bill Strother and Commissioners: Gehrig Saldana, Timothy Hamilton, Michael Deeds and Stephanie Freeman.*

*Planning & Zoning Commissioners absent: Commissioner Lisa Thierry.*

*City Staff members present: Rod Tyler, Director of Planning, Don Gore, Planner and Sharon Davis, Executive Secretary.*

**I. Call the meeting to order**

Chairman Brooks called the meeting to order at 6:02 p.m. declaring it an open meeting in which a quorum was present and the meeting notice was duly posted.

**II. Approve the corrected minutes of the January 7, 2014 regular meeting**

A motion was made by Vice-Chairman Strother to approve the corrected minutes of the January 7, 2014 regular meeting. The motion was seconded by Commissioner Deeds. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners, Hamilton, Freeman, and Deeds.

Abstain: 1 – Commissioner Saldana

Nays: 0

Chairman Brooks declared the motion carried.

**III. Approve the minutes of the February 4, 2014 regular meeting**

A motion was made by Commissioner Deeds to approve the February 4, 2014 regular meeting. The motion was seconded by Vice-Chairman Strother. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners, Hamilton, Freeman, and Deeds.

Abstain: 1 – Commissioner Saldana

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Nays: 0

Chairman Brooks declared the motion carried.

#### **IV. Citizens Forum**

No one spoke

**V. Case No. 2013-29 – Review and consider the Preliminary Plat and Layout Plans** of Lots 1, 2 and 3, Block 1, J. D. Abrams Addition, showing three non-residential lots on 29.37 acres out of Abstract 1134, generally located on the east side of US 67 and south of Lake Ridge Parkway extension, Cedar Hill, TX. Requested by Aaron Wolf on behalf of Viewtech, Inc.

Mr. Gore reported that the applicant is proposing to plat 29.37 acres, zoned "I" Industrial, into (3) three non-residential lots with the necessary easements to develop the subject property for a machine shop and office. The proposed preliminary plat has the necessary infrastructure and public utilities except sewer. The nearest sanitary sewer line is more than 1,000 feet away. The applicant is requesting a variance to this requirement from City Council.

Aaron Wolf, 4205 Beltway Dr., Addison, TX, presented the request stating the property is for J. D. Abrams, a highway construction company. Applicant will be constructing an office and machine shop to repair their own vehicles. Currently, there is no sanitary sewer. Applicant would like to do an aerobic septic system. It would take 6,700 feet to get to the nearest public sewer line. To extend the sewer that far would cost an additional third of the total project cost. There will be 2-5 employees so there would not be a high demand for sewer.

Chairman Brooks asked if the Commission had any questions or comments for the applicant.

Commissioner Deeds asked the applicant about the aerobic system.

Mr. Wolf explained what an aerobic system is and referred to the site plan as to the proposed location. The applicant plans to build on Lot 1, but leave Lots 2 and 3 vacant at this time. He explained there are no plans at this time for sewer on Lots 2 and 3. The metal buildings that are on property will be removed.

Mr. Tyler stated that it sounded like the Commission has some concerns about approving all three lots for development without a plan to provide public sewer to the property. He asked the applicant if they might be willing to consider limiting development on lots 2 and 3 until the lots could be provided sewer; that a note could be added to the Preliminary Plat stating that no development could occur on lots 2 and 3 until sewer was brought to the property.

Mr. Wolf felt his client would not have a problem with putting such a limitation on the property. His clients want to only plat Lot 1 at this time and to plat Lot 2 and 3 in the future.

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Commissioner Deeds moved to recommend approval of Case No. 13-29 to grant a variance for sewer to Lot 1 but not Lots 2 and 3 and subject to a note being placed on the plat that no land development is to occur on Lots 2 and 3 until sewer is brought to the property. The motion was seconded by Vice-Chairman Strother. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother and Commissioners, Hamilton, Saldana, Deeds and Freeman.

Nays: 0

Chairman Brooks declared the motion carried.

**VI. Case No. 2014-03 – Review and consider the Site Plan for Central States Mfg.** on Lot 1B, Blk. B, B & J Industrial Park, located at 660 Grigsby Way. Requested by Robert Boyd on behalf of RBA, Inc.

Mr. Gore reported that the applicant of this item is proposing to construct a 5,000 sq. ft. additional to the warehouse space and 3,000 sq. ft. office finish-out in the existing second floor shell space. The applicant is also proposing 20 additional parking spaces located at the north eastern portion of the property.

Bill Smith, 1395 N. Hwy. 67, Cedar Hill, TX with Tegrus Construction Co., presented the request stating the applicant has a one story office building with a second floor that is not accessible. They want to develop the second story. The plant production area has an existing 5,000 sq. ft. covered extension to the existing building. The applicant wants to add another 5,000 sq. ft. and enclose the entire 10,000 sq. ft. and to paving the driveway, fire lane around the building.

Chairman Brooks asked if the Commission had any questions or comments from the applicant.

Commissioner Deeds asked the applicant if adding pavement would create any run off.

Mr. Smith indicated the runoff, if any, would drain into the existing detention pond which was designed for ultimate conditions.

Commissioner Deeds moved to recommend approval of Case 14-03. The motion was seconded by Commissioner Freeman. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldana, Hamilton, Deeds and Freeman.

Nay: 0

Chairman Brooks declared the motion carried unanimously.

**VII. Case No. 2014-05 – Review and consider the Site Plan for Dr. Dagley Medical Complex,** on proposed Lot 12R, Blk. 3, Wildflower Addition, located at 712 and 718 N.

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Elmer Weaver Freeway. Requested by Randy Gaubert on behalf of Barclay Construction.

Mr. Gore reported that this applicant is proposing to construct a 4,782 sq. ft. pain management facility. The applicant received a variance from the Board of Adjustments for a reduction of two parking spaces and to allow the parking to be in front of the building. The proposed site plan complies with the NS zoning district standards except it is missing (1) one tree. Staff recommends applicant provides a 3" caliper within the street yard.

Lynn Kadleck, 2000 N. Central Expressway, Suite 113, Plano, TX with Kadleck and Associates presented the request stating he would answer any questions.

Commissioner Deeds asked if the egress and ingress will be exclusive from Highway 67 and if the approach would be asphalt or concrete.

Mr. Kadleck stated there will be one driveway approach that comes off the frontage road and it will be concrete.

Commissioner Hamilton moved to recommend approval of Case 14-05 subject to an additional 3" caliper tree being added within the street yard. The motion was seconded by Commissioner Deeds. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldana, Hamilton, Deeds and Freeman.

Nay: 0

Chairman Brooks declared the motion carried unanimously.

**VIII. Case No. 2014-07 – CONDUCT A PUBLIC HEARING and consider a request for a change in zoning FROM SF 8.5 – Single Family Residential – minimum 8,500 sq. ft. lots TO “LR” – Local Retail on 4.1955 acres out of Abstract 304, located at 306 S. Clark Road. Requested by Larry Horner on behalf of the Bread Cedar Hill Food Pantry.**

Mr. Gore reported that the applicant is proposing to rezone approximately 4.1955 acres of land, located approximately 330 feet south of Kenya Street and east of S. Clark Road, from SF-8.5 – Single Family Residential to “LR” – Local Retail. The applicant has indicated the subject property will be used for the “New 2 You” thrift store and the Food Pantry. The Future Land Use Plan, out of the City’s Comprehensive Plan, designates this area for office/retail uses.

Larry Horner, 805 Cobblestone Court, Cedar Hill, TX, presented the request indicated the property is under contract to purchase from Graceland Community Baptist Church. The new building will meet the expanding needs of the food pantry. It will also house the “New 2 You” thrift store.

Chairman Brooks opened the public hearing for anyone wishing to speak in support of this request.

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Mr. Jackson, 432 S. Clark Road was concerned about the storm water and trash that runoff the property into his pond and if there were any plans to address that.

Chairman Brooks indicated that the property will have to go through the platting and site plan process and drainage would be addressed at that time.

Chairman Brooks closed that portion of the public hearing and opened the floor for anyone wishing to speak in opposition.

No one spoke.

Chairman Brooks closed the public hearing and opened the floor for discussion.

Commission Hamilton asked how many families the pantry served.

Mr. Horner stated it serves over 200 families a week.

Commissioner Freeman moved to recommend approval of Case 14-07. The motion was seconded by Commissioner Hamilton. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldana, Hamilton, Deeds and Freeman.

Nay: 0

Chairman Brooks declared the motion carried unanimously.

## **IX. Staff Reports & Discussion Items**

### **1. Continue Discussion on Course of Action on The Comprehensive Plan Review**

Mr. Gore, Planner, asked if there were any comments, concerns or questions besides what was stated in Commissioner Deeds' letter. It was decided that staff would show Commissioner Deeds' suggestions on the draft letter and send it out for the rest of the Commission to review.

Commission will review one more time and have a consensus at the next P&Z meeting.

### **2. Discuss Potential Capital Projects**

Each of the Commissions discussed potential projects they would like to see and decided to select from the list their top five picks. The top five projects were: Road "A", Library/Conference Center, Aquatic Center, Wi-Fi for all commercial areas in the City, bike lane along Beltline from 9<sup>th</sup> Grade Center to Hwy. 67. The full list will be sent to the Commissioners so they could think about it further.

Commission will confirm their Top 5 at the next P&Z meeting.

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### **3. Recent Submittals**

Mr. Gore reviewed the recently submitted cases with the Commission.

### **X. Adjourn**

A motion was made, followed by a second for adjournment. The meeting adjourned at 8:03 p.m.

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Theresa Brooks  
Chairman

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Sharon Davis  
Executive Secretary