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**MINUTES**  
**PLANNING AND ZONING COMMISSION**  
**Meeting of July 7, 2015**

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*The Planning and Zoning Commission of the City of Cedar Hill, Texas met on TUESDAY, July 7, 2015 at 6:00 p.m. in the T.W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Blvd, Bldg. 100, Cedar Hill, TX.*

*Planning & Zoning Commissioners present: Chairman Theresa Brooks, Vice-Chairman Bill Strother, Commissioners: Timothy Hamilton, Michael Deeds, Adriane Martin, and Lisa Thierry*

*Absent: Commissioner Gehrig Saldana*

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

**I. Call the meeting to order**

Chairman Brooks called the meeting to order at 6:07 p.m. declaring it an open meeting in which a quorum was present and the meeting notice was duly posted.

**II. Approve the minutes of the June 16, 2015 regular meeting**

A motion was made by Commissioner Strother and seconded by Commissioner Martin to approve the minutes of the June 16, 2015 regular meeting. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother, Commissioners, Martin, Deeds, Hamilton and Thierry

Nays: 0

Chairman Brooks declared the motion carried.

**III. Citizens Forum**

**IV. Case No. 15-15 - Review and consider the Site Plan of a 19,950 square foot building addition, on Lot 5R, High Meadows Industrial Park, located at 1540 High Meadows Way; requested by David Campbell on behalf of LCD Management Company, Inc. (PepWear).**

Don Gore, Sr. Planner delivered the staff report by stating the applicant was proposing to construct a 19,950 sq. ft. building addition to an existing 32,535 sq. ft. industrial building on 4.82 acres with an additional 11 parking spaces due to the increase in business. He reported that the property was platted and zoned "I" Industrial. Staff recommends approval of the proposed site plan as it complies with the City's plans, policies and ordinances.

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Mr. David Campbell, 3620 Meadow Lake Dr., Alvarado came forward as the applicant to present his request and answer any questions.

Commissioner Deeds asked if the building will be immediately occupied or if it is being built for a need in the future.

Mr. Campbell indicated that it was his understanding that Pepwear would not be hiring new employees immediately, but may start shifting equipment to the new space in anticipation of hiring new employees for the expansion of their sportswear line.

Commissioner Deeds made a motion to recommended approval of Case 15-15. The motion was seconded by Commissioner Hamilton. The vote was as follows:

Ayes: 6 – Chairman Brooks, Vice-Chairman Strother, Commissioners Deeds, Martin, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried unanimously.

The Commission adjourned to reconvene in the 2<sup>nd</sup> Floor Planning and Zoning Conference Room at 6:18 p.m.

## **V. Discuss Notification Procedures**

Don Gore, Sr. Planner reviewed with the Planning and Zoning Commission the required notifications outlined in the Texas Local Government Code and the Cedar Hill Zoning Ordinance. Specifically he reviewed the following:

- Public notification of various public hearings was required to be published in the official local newspaper not less than 15 days before P&Z Meetings and 10 days prior to City Council meetings;
- Agenda of public meetings are posted in glass case in front of the Government Center at least 72 hours prior to the meeting;
- Notice of Public Hearing regarding specific property are to be mailed to owners of Property located within 200' of subject property and that such notice be deposited in the mail not less than 10 days before the public hearing;
- The applicant place a "Notice of Public Hearing" sign on the property not less than 10 days before the public hearing.

Mr. Gore reviewed other ways Staff makes the public aware of issues such as development applications and plan adoptions which includes:

- Notify Me is a subscription to various activities/meetings, etc. that can be email or mobile phone to an individual
- Agenda Center on City Website of all agendas
- City Website home page calendar and planning calendar

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- Development Page on City Website
- Facebook

Commissioner Deeds felt there should be more use of social media.

The Commission suggested the Cedar Hill Public Information Officer could answer various questions about marketing tools used to publicize land use decisions.

#### **VI. Discuss Interim Zoning Plan for Downtown Properties**

This item was tabled until the next P&Z Meeting.

#### **VII. Staff Reports and Discussion Items**

##### **1. Recent Submittals**

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

#### **VIII. Adjourn**

A motion was made, followed by a second for adjournment. The meeting adjourned at 7:32 pm.



Theresa Brooks  
Chairman



Sharon Davis  
Executive Secretary