
MINUTES
PLANNING AND ZONING COMMISSION
MEETING OF AUGUST 18, 2020

The Planning and Zoning Commission of the City of Cedar Hill, Texas conducted a meeting by telephone conference on Tuesday, August 18, 2020 at 6:00 p.m.

Planning & Zoning Commissioners Present: Vice-Chairperson Michael Deeds, and Commissioners: Maranda Auzenne, Andrea Flores, Lisa Thierry, Timothy Hamilton, and Jay Patton.

City Staff Members Present: Director of Planning, LaShondra Stringfellow; Public Works Director, Tom Johnson; Senior Planner, Maria Peña; Planner, Katherine Linares; and Executive Secretary, Katie Cenicola

I. Call the Meeting to Order.

Vice-Chairperson Deeds 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 minutes of the August 4, 2020 regular meeting.

A motion was made by Commissioner Hamilton and seconded by Commissioner Auzenne to approve the minutes of the August 4, 2020 regular meeting. The vote was as follows:

Ayes: 6 – Vice-Chairperson Deeds, Commissioners Auzenne, Flores, Thierry, Hamilton, and Patton

Nays: None

Vice-Chairperson Deeds declared the motion carried.

III. Public Comment.

No one submitted comments online.

IV. Public Hearing Items:

1. **Case No. FP-271-2020** – Conduct a public hearing and consider an application for a final plat for the Mt. Herman Acres II Addition, Lot 3-AR-1 and Lot 3-AR-2, being a replat of Lot 3-AR, with a variance to Section 20-22(b), Chapter 20 – Subdivision Regulations on property zoned "SF-22" District (Single-Family Residential District – 22,000-square-foot minimum lots) located on the west side of Robin Road, north of Wester Lane with the approximate address being 3 Robin Road.

Representative: Luke Keeton, Keeton Surveying Company

Applicants/Property Owners: Michael and Gina Polley

Senior Planner Maria Peña briefed the Commission on the request. She stated that staff recommends approval subject to the following conditions:

1. Remove the building lines and notations on this plat and include the following note under the "Note" section: "Building setbacks shall comply with the Zoning Ordinance at the time of the building permit." [Chapter 20, Section 20-11(b)].
2. Add property owners' names to adjoining properties and their recording information for reference. [Chapter 20, Section 20-11(b)].
3. Add City approval statement. [Chapter 20, Section 20-11(b)].
4. Connect to the City's sanitary sewer system as required per Chapter 20, Section 20-22(b) of the Subdivision Ordinance or request a variance to allow an on-site septic system.
5. Both lots are labeled as "Lot 3-AR-1" on the plat. Please distinguish which lot is Lot 3-AR-1 and Lot 3-AR-2. [Chapter 20, Section 20-11(b)].
6. Add a signature line for the "Planning & Zoning Commission Chairman of Cedar Hill, TX". [Chapter 20, Section 20-11(b)].
7. Update the current floodplain delineation to accurately show the current limits based on a new drainage study performed by a registered civil engineer and based on the existing topography (contours). Provide a drainage easement wide enough to convey floodplain. Provide finish floor elevations on the Plat to be at least 2 feet above the floodplain water surface elevation. [Manual for General Design Standards, Section 901.3 and Chapter 7, Section 7-11].
8. Provide 10' Drainage and Public Utility Easement on all sides of property lines for each lot. [Chapter 20, Section 20-22].
9. Provide Drainage Easement outside the limits of the 100-year flood plain. [Chapter 20, Section 20-22].

The Commission asked staff questions relative to the justification for an on-site septic system.

Vice-Chairperson Deeds asked the applicant to address the Commission. Michael Polley addressed the Commission.

Vice-Chairperson Deeds opened the public hearing. He asked if there was anyone wishing to speak in support or opposition of this request.

No one spoke in support or opposition.

Vice-Chairperson Deeds closed the public hearing.

Commissioner Hamilton made a motion to recommend approval subject to staff's recommendations.

The motion was seconded by Commissioner Thierry.

The vote was as follows:

Ayes: 6 – Vice-Chairperson Deeds, Commissioners Auzenne, Flores, Thierry, Hamilton, and Patton

Nays: None

Vice-Chairperson Deeds declared the motion carried.

V. Regular Items:

1. **Case No. FP-272-2020** – Consider an application for a final plat for the Mt. Winn Acres Addition, Lot 1, Block 1, with a variance to Section 20-22(b), Chapter 20 – Subdivision Regulations on property zoned "SF-22" District (Single-Family Residential District – minimum 22,000-square-foot lots) located on the west side of Robin Road, south of Mansfield Road with the approximate address being in the 400 – 500 Block of Robin Road.

Representative: Luke Keeton, Keeton Surveying Company
Applicant/Property Owner: Tommy Winn

Senior Planner Maria Peña briefed the Commission on the request. She stated that staff recommends approval subject to the following conditions:

1. Add property owners' names to adjoining properties and their recording information for reference. [Chapter 20, Section 20-11(b)].
2. Connect to the City's sanitary sewer system as required by the Subdivision Ordinance or request a variance in order to Utilize an on-site septic system will be required. [Chapter 20, Section 20-22(b)].
3. Provide a drainage and utility easement along the south east to west property to convey storm water runoff to street ROW or existing drainage way. [Manual for General Design Standards, Section 903.1].
4. Provide a 10' Public Utility and Drainage Easement on all sides of the property. [Chapter 20, Section 20-22].
5. Provide a Drainage Easement outside the limits of the 100-year Flood Plain. [Chapter 20, Section 20-22].
6. Prior to recordation of the plat, pay a park development fee of \$700 and parkland dedication fee in lieu of land dedication of \$500 [total of \$1,200]. [Chapter 20, Section 20-42(c) and Section 20-43(a)].

The Commission asked staff questions relative to the justification for an on-site septic system.

Commissioner Auzenne made a motion to recommend approval subject to staff's recommendations.

The motion was seconded by Commissioner Flores.

The vote was as follows:

Ayes: 6 – Vice-Chairperson Deeds, Commissioners Auzenne, Flores, Thierry, Hamilton, and Patton

Nays: None

Vice-Chairperson Deeds declared the motion carried.

2. **Case No. FP-133-2018R** – Consider a request for a variance to the sidewalk requirement on property zoned "SF-10" (Single-Family Residential – minimum 10,000-square-foot lots) District, generally located on the east side of South Clark Road, north of East Parkerville Road with the approximate address being 708 South Clark Road.

Applicant / Property Owner: Khoa Van Nguyen

Senior Planner Maria Peña briefed the Commission on the request. She stated that Public Works recommends denial.

Commissioners Auzenne and Hamilton asked when the applicant was made aware that they would need to construct a sidewalk.

Ms. Peña indicated Building Inspections informed the applicant during an inspection for the home.

Vice-Chairperson Deeds asked the applicant to address the Commission. Representative Jay Keeney addressed the Commission.

Commissioner Auzenne made a motion to recommend approval of the variance.

The motion was seconded by Commissioner Patton.

The vote was as follows:

Ayes: 6 – Vice-Chairperson Deeds, Commissioners Auzenne, Flores, Thierry, Hamilton, and Patton

Nays: None

Vice-Chairperson Deeds declared the motion carried.

VI. Staff Reports.

- 1. Update on applications in review.**
 - a. 2020**
 - b. 2019**

Ms. Stringfellow informed the Commission regarding ongoing applications.

2. Upcoming Meetings

Ms. Stringfellow informed the Commission regarding upcoming meetings.

VII. Adjourn.

The meeting adjourned at 7:19 p.m.



Michael Deeds
Vice-Chairperson

Katherine Cenicola

Katherine Cenicola
Planning Secretary