
MINUTES
PLANNING AND ZONING COMMISSION
MEETING OF NOVEMBER 2, 2020

The Planning and Zoning Commission of the City of Cedar Hill, Texas conducted a meeting by telephone conference on Monday, November 2, 2020 at 6:00 p.m.

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

City Staff Members present: Director of Planning, LaShondra Stringfellow; Senior Planner, Maria Peña; Planner, Katherine Linares, and Assistant City Secretary, Katie Cenicola

I. Call the Meeting to Order.

Chairperson Deeds called the meeting to order at 6:00 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 October 20, 2020 regular meeting.

A motion was made by Commissioner White and seconded by Commissioner Hamilton to approve the minutes of the October 20, 2020 regular meeting. The vote was as follows:

Ayes: 7 – Chairperson Deeds, Vice-Chairperson Auzenne, Commissioners Flores, Thierry, Hamilton, Patton, and White

Nays: None

Chairperson Deeds declared the motion carried.

III. Public Comment.

There were no public comments.

IV. Regular Items:

1. **Case No. PP-299-2020** – Consider an application for a preliminary plat for the Shops at the Highlands Addition, Lots 1, 2, and 3 on property zoned "LR" (Local Retail District), legally generally located on the southwest corner of East Belt Line Road and Sims Road.

Applicant: John Gardner, Kirkman Engineering

Property Owner: Johnny Shepperson, Cedar Hill Paradigm JV, LLC

Planner Katherine Linares briefed the Commission on the request. She stated that staff recommends approval subject to the following conditions:

1. Include a note – “Building setbacks shall comply with the Zoning Ordinance at the time of the building permit.” [Chapter 20, Section 20-11(b)]
2. Modify the Title Block to read as “PRELIMINARY PLAT” (all blanks filled in) as provided in comments. [Chapter 20, Section 20-11(b)]
3. Modify the Owner’s Dedication to read as provided in comments. [Chapter 20, Section 20-11(b)]
4. Provide a detention easement that encompasses the proposed detention pond area and add a note pertaining to the maintenance of the detention pond. Additionally, applicant will need to obtain an off-site easement for drainage of the detention lot. In order to obtain such easement, City would like the applicant to consent to design and building materials of the proposed development. [Chapter 20, Section 20-10(b)]
5. Provide and delineate the access easement that are to be located between each proposed lot. [Chapter 20, Section 20-10(b)]
6. Label all proposed water line and private sanitary sewer easements across all proposed lots of the development. [Chapter 20, Section 20-10(b)]
7. Prior to submittal of the final plat, submit and obtain approval for the construction plans associated with public infrastructure required for the subdivision of these three lots. [Chapter 20, Section 20-10(b)]

Chairperson Deeds asked the applicant to address the Commission. John Gardner addressed the Commission.

Vice-Chairperson Auzenne made a motion to recommend approval subject to staff's conditions.

The motion was seconded by Commissioner White.

The vote was as follows:

Ayes: 7 – Chairperson Deeds, Vice-Chairperson Auzenne, Commissioners Flores, Thierry, Hamilton, Patton, and White

Nays: None

Chairperson Deeds declared the motion carried.

2. **Case No. FP-293-2020** – Consider an application for a final plat for the McFarlane Addition, Lot 1, Block A, with variances to Section 20-22(b), Chapter 20 – Subdivision Regulations on property zoned “RR” District (Rural Residential District) located on the south end of Juniper Lane with the approximate address being in the 116 Juniper Lane.

Applicant: Grayson CeBallos, Windrose Land Services

Property Owner: Juanita & Cleve McFarlane & Jordyn & Demarko Grant

Planner Katherine Linares briefed the Commission on the request. She stated that staff recommends approval subject to the following conditions:

1. Include a note - "Building setbacks shall comply with the Zoning Ordinance at the time of the building permit." [Chapter 20, Section 20-11(b)].
2. Modify the Title Block (and fill in the blanks) to read as in the shown comments. [Chapter 20, Section 20-11].
3. This property does not have access to connect to the City's sanitary sewer system as required per Chapter 20, Section 20-22(b) of the Subdivision Ordinance. A variance will need to be requested to the Planning and Zoning Commission to allow not to connect to the City's sanitary sewer system. This process will run con-currently with the Plat. Please note an on-site septic system will be required. Please contact the Building Official for specific requirements. If a variance to the property is approved, place the following note on the property "Public sewer service was not required for the platting of this property into one lot." [Chapter 20, Section 20-22(b)]
4. Prior to recordation of the plat, provide documentation that Sardis will provide water service to this property. Additionally, place the following note on the property: "Connection of the City of Cedar Hill's public water supply was not required for the platting of this property into one lot. In lieu, public water service will be provided by Sardis." [Chapter 20, Section 20-22(c-e)]
5. Place the following note on the plat: Park development fee of \$700 and parkland dedication fee in lieu of land dedication of \$500 shall be rendered prior to the issuance of a building permit. [Chapter 20, Section 20-42(c) and Section 20-43(a)]
6. The volume and page noted on the plat for the ingress/egress easement [referred to as Juniper Lane] is the deed for the land ownership of the parcels for which the easement is located. It is not the document for the ingress/egress easement. Provide the document and note the recording information on the plat. [Chapter 20, Section 20-11(b)(5)c]
7. Provide a right-of-way dedication for the future improvement of the ingress/egress easement into a public street. The right-of-way dedication shall have a minimum width of 25 feet for a length of 200 feet starting at the west property line. [Chapter 20, Sections 20-19 and 20-20]
8. Prior to issuance of a building permit, the property shall provide for fire protection, as approved by the fire chief. [Chapter 20, Section 20-23(c)]

Chairperson Deeds asked the applicant to address the Commission. Property owner Cleve McFarlane addressed the Commission.

Vice-Chairperson Auzenne asked staff about the frequency of variances such as has been requested and long-term prospects for providing the needed facilities. Ms. Holmes indicated that the city would be reviewing the plan for long-term development and the best way to service the surrounding area.

Vice-Chairperson Auzenne made a motion to recommend approval subject to staff's conditions.

The motion was seconded by Commissioner White.

The vote was as follows:

Ayes: 7 – Chairperson Deeds, Vice-Chairperson Auzenne, Commissioners Flores, Thierry, Hamilton, Patton, and White

Nays: None

Chairperson Deeds declared the motion carried.

V. Staff Reports.

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

Planning Director LaShondra Stringfellow informed the Commission regarding ongoing applications.

2. Upcoming Meetings

Ms. Stringfellow informed the Commission regarding upcoming meetings.

VI. Adjourn.

The meeting adjourned at 6:25 p.m.



Michael Deeds
Chairperson



Katherine Cenicola
Assistant City Secretary