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**MINUTES  
PLANNING AND ZONING COMMISSION  
MEETING OF OCTOBER 17, 2023**

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The Planning and Zoning Commission of the City of Cedar Hill, Texas met on Tuesday, October 17, 2023 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: Chairperson Lisa Thierry, Vice-Chairperson Jay Patton, and Commissioners Gerald White, Dr. Allen Anderson, Jami McCain, and Gerald Malone

Absent: Commissioner Steven Hendon

City Staff Members Present: Chasidy Benson, Planning Director; Maria Peña, Planning Manager; and Debra Kalsnes, Planning Executive Assistant

**1. Call the Meeting to Order.**

Chairperson Thierry 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.

**2. Approve the minutes of the September 19, 2023 regular meeting.**

A motion was made by Vice-Chairperson Patton and seconded by Commissioner McCain to approve the minutes of the September 19, 2023, regular meeting. The vote was as follows:

Ayes: 6 – Chairperson Thierry, Vice-Chairperson Patton, and Commissioners White, Anderson, McCain, and Malone

Nays: None

Abstain: None

The motion carried.

**3. Citizens Forum/Public Comments.**

There were none.

**4. Public Hearing Items**

**a. Case No. CUP-590-2023** – An application for a Conditional Use Permit (CUP) for a "child care, child day care (business) 12 or more" on property zoned "OT-Res" (Old Town Residential) District, legally described as Original Town Cedar Hill Addition, Lot 1, Block 21,

within the Uptown Overlay, generally located on the northeast corner of North Roberts Road and Hudson Street, with the approximate address being 127 North Roberts Road.

*Applicant: Roslyn Chaney, Future Scholars Primary Learning Center*

*Property Owner: Phyllis Stegner, First United Methodist Church Cedar Hill*

Planning Manager Peña briefed the Commission on the requests. She indicated that staff recommends approval for the "child care, child day care (business) 12 or more" subject to the following conditions:

1. The use is subject to the site plan and floor plan provided.
2. No public right-of-way shall be used as drop-off, pick-up and/or queuing.
3. Any expansion of the use outside of the use designated area or expansion of building(s) per this application, shall require an amendment to this Conditional Use Permit.

Chairperson Thierry asked if there were any questions for staff from the Commissioners. There were none.

Chairperson Thierry asked the applicant to come forward and address the Commission. Pastor Preston Weaver at 9047 Clearwater Dr, Dallas, TX, and Roslyn Chaney with Future Scholars Primary Learning Center at 4527 Queenswood, Grand Prairie, TX, came forward, made a brief statement, and stated they were available to answer questions.

Chairperson Thierry asked the Commission if there were additional questions of staff or the applicant.

The applicant responded to the Commission's question confirming the hours of operation from 5:00 am to 11:00 pm. The applicant stated the unconventional hours allow them to offer child care services for shift workers and first responders

Chairperson Thierry opened the public hearing. She asked if there was anyone wishing to speak in support or opposition of the requests. No one came forward.

Chairperson Thierry closed the public hearing.

Chairperson Thierry asked the Commission if there were additional questions of staff or the applicant. There were none.

Vice-Chairperson Patton made a motion to approve the "child care, child day care (business) 12 or more" subject to the conditions in the staff report.

The motion was seconded by Commissioner Malone.

Ayes: 4 – Chairperson Thierry, Vice-Chairperson Patton, and Commissioners Anderson and Malone

Nays: None

Abstain: Commissioners White and McCain

Chairperson Thierry declared the motions carried and stated that this case would be considered by City Council on October 24, 2023.

#### 4. Regular Items

a. **Case No. FP-589-2023** – Consider an application for a final plat for the Dominguez Addition, Lot 1, Block 1 and a variance to Section 20-22(b), Chapter 20 – Subdivision Regulations on property zoned "SF-E" (Single-Family Residential – 1 acre minimum lot size) District located on the northeast corner of High Drive and Simmons Way with the approximate address being 328 Simmons Way.

Applicants: Luke Keeton, Keeton Surveying Co.

Property Owner: Saily Alcivar and Diego Dominguez

Planning Manager Peña briefed the Commission on the requests. She indicated that staff recommended approval subject to the conditions listed in the staff report.

Chairperson Thierry asked if there were any questions for staff from the Commissioners.

Staff responded to the Commission's question stating that this was a one lot plat with right-of-way dedication to the City and a request for a variance for septic sewer.

Chairperson Thierry asked the applicant to come forward and address the Commission. Diego Dominguez at 1118 San Miguel Dr, Duncanville, TX, came forward, made a brief statement, and stated they were available to answer questions.

Chairperson Thierry asked the Commission if there were additional questions of staff or the applicant. There were none.

Commissioner White made a motion to approve subject to staff's conditions.

The motion was seconded by Commissioner McCain.

Ayes: 6 – Chairperson Thierry, Vice-Chairperson Patton, and Commissioners White, Anderson, McCain, and Malone

Nays: None

Abstain: None

Chairperson Thierry declared the motion carried and stated that this case would be considered by City Council on October 24, 2023.

b. **Case No. FP-592-2023** – Consider an application for a final plat for the Scribner Addition, Lot 1 and 2, Block 1 and a variance to Section 20-22(b), Chapter 20 – Subdivision Regulations on property zoned "RR" (Rural Residential – 2-acre lot minimum) District

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located on the west side of Tar Road, north of Shiloh Road with the approximate address being 5511 Tar Road.

Applicants: David Jett, KAZ Surveying, Inc.

Property Owner: Allen and Jana Scribner

At this point, Commissioner Anderson left the meeting at approximately 6:40 pm.

Planning Manager Peña briefed the Commission on the requests. She indicated that staff recommended approval subject to the conditions listed in the staff report.

Chairperson Thierry asked if there were any questions for staff from the Commissioners.

Staff responded to the Commission's question regarding the location of the fire hydrant to be installed and that the applicant was aware it was at his cost.

Chairperson Thierry asked the applicant to come forward and address the Commission. Alford Scribner at 5511 Tar Road, Cedar Hill, TX, came forward, made a brief statement, and stated he was available to answer questions.

Chairperson Thierry asked the Commission if there were additional questions of staff or the applicant. There were none.

Commissioner White made a motion to approve subject to staff's conditions.

The motion was seconded by Commissioner Malone.

Ayes: 5 – Chairperson Thierry, Vice-Chairperson Patton, and Commissioners White, McCain, and Malone

Nays: None

Abstain: None

Chairperson Thierry declared the motion carried and stated that this case would be considered by City Council on October 24, 2023.

## **6. P&Z Commissioner Training**

### **a. Role of the Commissioner**

Chairperson Thierry requested that the training be continued to the next meeting in light of the fact that two Commissioners were absent. Planning Director Benson agreed.

## **6. Staff Reports.**

Planning Director Benson thanked the Commissioners for their help with Country Day and reminded the Commission of the remaining events in observance of National Planning Month.

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She also informed the Commission that the next meeting would be on November 7<sup>th</sup> and that so far, there were no items for a November 21<sup>st</sup> meeting.

**7. Adjourn.**

Vice-Chairperson Patton made a motion to adjourn and it was seconded by Commissioner McCain.

The meeting adjourned at 6:55 p.m.

Lisa Thierry, Chairperson  
Lisa Thierry  
Chairperson

Debra Kalsnes

Debra Kalsnes  
Planning Executive Assistant