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**MINUTES  
PLANNING AND ZONING COMMISSION  
MEETING OF NOVEMBER 7, 2023**

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*The Planning and Zoning Commission of the City of Cedar Hill, Texas met on Tuesday, November 7, 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, Steven Hendon, Dr. Allena Anderson, Jami McCain, and Gerald Malone*

*Absent: None*

*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 October 17, 2023 regular meeting.**

A motion was made by Commissioner White and seconded by Vice-Chairperson Patton to approve the minutes of the October 17, 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: Commissioner Hendon (absent)

The motion carried.

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

There were none.

**4. Regular Items**

- a. Case No. FP-595-2023** – Consider an application for a final plat (replat) for the Potter Addition, Lot 1 and 2, Block 1 on property zoned "OT-Res" (Old Town Residential) Sub-District located on the west side of North Potter Street, at the terminus of Harrington Street with the approximate address being 204 and 134 North Potter Street.
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*Applicants: Luke Keeton, Keeton Surveying Company*  
*Property Owner: Reed, Gary R & Frances Revocable Trust*

Planning Manager Peña briefed the Commission on the request. 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. There were none.

Chairperson Thierry asked the applicant to come forward and address the Commission. Gary Reed at 132 N Potter St., Cedar Hill, TX, came forward, made a brief statement, and stated he was available to answer questions.

Planning Director Benson informed the applicant that the Commission does not have the authority to waive the park and land dedication fee.

Chairperson Thierry asked the Commission if there were 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 Hendon.

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

Nays: None

Abstain: Commissioner McCain (property within 200 feet)

Chairperson Thierry declared the motion carried and stated that this case would be considered by City Council on November 14, 2023.

- b. Case No. SP-596-2023** – Consider an application for a site plan (SP-596-2023) on property zoned "OT-Corr" (Old Town Corridor) District within the Uptown Overlay District and located on the north side of West Belt Line Road, west of Meadow Ridge Drive with the approximate address being 1111 West Belt Line Road.

*Applicant/Property Owner: Stephanie Reese, The Reese Corp*

Planning Manager Peña briefed the Commission on the request. 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. There were none.

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Chairperson Thierry asked the applicant to come forward and address the Commission. Stephanie Reese at 1120 Hampel Road, Palmer, TX, came forward, made a brief statement, and stated she was available to answer questions.

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

Planning Director Benson responded to the applicant's question regarding the ability for City Council to waive the park and land dedication fees and the process for rezoning the property from Uptown Overlay-Old Town Corridor.

The applicant responded to the Commission's questions that she and her husband would be residing on the second floor of the building, confirmed that she is the Edward Jones agent, and that she has owned the property since June.

Staff responded to the Commission's question regarding the parking requirement to include the garage.

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

The motion was seconded by Commissioner White.

Ayes: 7 – Chairperson Thierry, Vice-Chairperson Patton, and Commissioners White, Hendon, 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 November 14, 2023.

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

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

Planning Director Benson presented to the Commission the role of a Commissioner of the Planning and Zoning Commission.

## **6. Staff Reports.**

Planning Director Benson informed the Commission that there would be no meeting on November 21, 2023, and that the next meeting would be on December 5, 2023.

**7. Adjourn.**

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

The meeting adjourned at 7:32 p.m.



Lisa Thierry  
Chairperson



Debra Kalsnes  
Planning Executive Assistant

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