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**MINUTES**  
**PLANNING AND ZONING COMMISSION**  
**Meeting of January 18, 2011**

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*The Planning and Zoning Commission of the City of Cedar Hill, Texas met on TUESDAY, January 18, 2011 at 6:00 p.m. in the T.W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Boulevard Building 100, Cedar Hill, Texas.*

*Present: Chairman Theresa Brooks, Vice-Chairman Bill Strother and Commissioners Gehrig Saldaña, Tim Hamilton and Lisa Thierry.*

*Absent: Commissioner Bill Nanry.*

**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 January 4, 2010 regular meeting**

A motion was made by Vice-Chairman Strother to approve the minutes of the January 4, 2011 meeting, as presented. The motion was seconded by Commissioner Thierry. The vote was as follows:

Ayes: 4 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldaña and Thierry.

Nays: 0

Chairman Brooks declared the motion carried.

**III. Citizens Forum**

No one spoke

**IV. Case No. 10-27 – Conduct a Public Hearing** and consider the **Re-Plat** of Lot 1R, Blk. A, Northwood Addition **INTO** Lots 1R-1 & 2, Blk A, Northwood Addition being 110.2156-acres of land out of Abstract 539 generally located approximately 3,700 ft. west of the Clark Rd. and F.M. 1382 intersection, on the south side, more commonly known as 1114 West F. M. 1382. *Requested by Brandon O'Donald of O'Donald Engineering.*

*Dr. Kevin Fagan, Provost of Northwood University, 1114 F.M. 1382, Cedar Hill, TX 75104, stepped forth to express his appreciation to City staff for the time and attention shown to them throughout the development process.*

*Brandon O'Donald of O'Donald Engineering, 8912 Sirocka Drive, Benbrook, TX stepped forth to present this request and answer any questions from the Commission.*

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Chairman Brooks opened the floor for anyone wishing to speak in favor of this request.

No one spoke.

Chairman Brooks closed that portion of the public hearing and opened the floor for anyone wishing to speak in opposition to this request.

No one spoke.

Chairman Brooks closed the public hearing and opened the floor discussion by the Commission.

Chairman Brooks, referring to a comment from the staff report regarding insufficient right-of-way (ROW) for Governor's Way, asked the applicant how they proposed to address this concern. Also there is a concern about the maintenance of the ROW.

Mr. O'Donald stated that there are notations on the plat regarding the ROW and the maintenance of the ROW. He stated that he was under the impression from the City's engineer that the plat notations were sufficient and that no additional documentation was necessary.

Rod Tyler, Director of Planning, stated that a separate set of documents were needed stating that the owners of lot 2 would be responsible for the perpetual maintenance of Governor's Way. Additionally, he asked the applicant to ensure that the name of the private street, either Governor's Way or Governor's Loop, was consistent on all of their documents.

Dr. Fagan stated that they are aware of the ROW issue and will address the matter accordingly.

Chairman Brooks also communicated to the applicant that a letter must be submitted to the City stating that all drainage is privately owned and maintained.

Again, Mr. O'Donald stated that they were under the impression the plat notes were sufficient but if separate documentation is necessary they will provide it.

A motion was made by Vice-Chairman Strother to approve Case No. 10-27, subject to the following: (1) the street name being made consistent throughout the plans; (2) a letter being submitted confirming that all drainage is private and to be maintained by the property owners; and (3) the recording of appropriate private street documents ensuring the perpetual maintenance of the private street. The motion was seconded by Commissioner Thierry. The vote was as follows:

Ayes: 4 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldaña and Thierry.

Nays: 0

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Chairman Brooks declared the motion carried.

- V. Case No. 10-26 – Review and Consider the Site Plan** of a 25,111 sq. ft. student dormitory facility on Lot 2, Block A, Northwood Addition, generally located south and east of Northwood Dr. *Requested by Brandon O’Donald of O’Donald Engineering.*

*Brandon O’Donald of O’Donald Engineering, 8912 Sirocka Drive, Benbrook, TX* stepped forth to present this request and answer any questions from the Commission.

Commissioner Thierry stated that there seems to be a discrepancy with the name of a street noted on the plat and site plan. She asked the application to ensure that the street name is consistent on all documentation.

Mr. O’Donald stated that he would revise the plans accordingly.

A motion was made by Commissioner Thierry to approve Case No. 10-26, subject to the street name being consistent on all documentation. The motion was seconded by Vice-Chairman Strother. The vote was as follows:

Ayes: 4 – Chairman Brooks, Vice-Chairman Strother and Commissioners Saldaña and Thierry.

Nays: 0

Chairman Brooks declared the motion carried.

## **VII Staff Reports & Discussion Items**

1. Discussion of exterior building materials and design

Rod Tyler, Director of Planning, reviewed with the Commission a PowerPoint presentation that he provided to the City Council which outlined some of the needed amendments to the zoning code. This included the IP zoning district allowable uses, exterior construction standards, wind turbines, accessory buildings in non-residential areas, and finally historic preservation.

Additionally, Mr. Tyler stated that he would provide the Commission with copies of the City of Mesquite’s design manual which specifies exterior masonry standards and requirements.

2. Recent Submittals

Don Gore, Planner, reviewed with the Commission the upcoming cases.

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**VIII. Adjourn**

A motion was made, followed by a second for adjournment. The meeting adjourned at 6:29 p.m.

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Theresa Brooks  
Chairman

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Belinda L. Huff  
Development Services Coordinator

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