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**MINUTES  
PLANNING AND ZONING COMMISSION  
MEETING OF APRIL 21, 2020**

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*The Planning and Zoning Commission of the City of Cedar Hill, Texas conducted a meeting by telephone conference on Tuesday, April 21, 2020 at 6:00 p.m.*

*Planning & Zoning Commissioners Present: Chairperson Michael H. Lewis, Vice-Chairperson Michael Deeds, and Commissioners: Maranda Auzenne, Theresa Brooks, Timothy Hamilton, and Jay Patton*

*Absent: Commissioner Lisa Thierry*

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

**I. Call the Meeting to Order.**

Chairperson Lewis 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 April 7, 2020 regular meeting.**

A motion was made by Commissioner Hamilton and seconded by Vice-Chairperson Deeds to approve the minutes of the April 7, 2020 regular meeting. The vote was as follows:

Ayes:                   6 – Chairperson, Lewis, Vice-Chairperson Deeds, Commissioners Auzenne, Brooks, Hamilton, and Patton

Nays:                   None

Chairperson Lewis declared the motion carried.

**III. Public Comment.**

No one submitted comments online.

**IV. Regular Items:**

1. **Case No. FP-249-2020** – Consider an application for a final plat for the Woodmont Addition, Lot 1, Block 1 on property zoned "I" (Industrial) District located on the northeast side of Potter Drive, north of Cedarview Drive with the approximate address being 1001 Cedarview Drive.

*Applicant: Jeff Elseman, Woodmont Doors*

*Representative: Jay Childs, Dietz Engineering*

*Property Owner: Stan Tidwell, Woodmont Doors*

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Chairperson Lewis noted that a full presentation was included with the agenda. Therefore, Planner Katherine Linares provided a brief summary to the Commission on the request stating that staff recommends approval subject to the following conditions:

1. Include a note – "On October 2, 2018, the Zoning Board of Adjustments granted a variance to the 25-foot minimum front yard requirement along Potter Drive. All other building setbacks shall comply with the Zoning Ordinance at the time of the building permit" (Chapter 20, Section 20-11).
2. Label the perpendicular street "Topper Drive (60' ROW)." (Chapter 20, Section 20-11).
3. Verify which block of the Cedarview Addition was used as a commencement point. Make changes in Paragraph 2 under "Owner's Certificate" if needed. (Chapter 20, Section 20-11).
4. Verify information presented in Paragraph 3 under "Owner's Certificate" based on verification of information in Condition #4. (Chapter 20, Section 20-11).
5. Label the Point of Beginning (POB) on the plat. (Chapter 20, Section 20-11).
6. Change the title block to include "addition to the City of Cedar Hill, Dallas County, Texas" after proposed name of the addition. (Chapter 20, Section 20-11).
7. Edit the "City Approval Statement" to include the signatures of the Planning and Zoning Commission Chairman and Mayor of Cedar Hill. (Chapter 20, Section 20-11).
8. Add "Owner's Dedication" above section that reads "NOW THEREFORE, KNOW..." (Chapter 20, Section 20-11).
9. Label "sanitary sewer easement" for the sewer main segment along the northern property line in addition to the existing 10-foot utility easement, which is inconsistent with the width required by current regulations. Since there is no adjacent right-of-way, provide an additional 10-foot sanitary sewer easement for the existing sanitary sewer main. (Chapter 20, Section 20-11).
10. Per the City's Thoroughfare Plan, Cedarview Drive has a 64'-68' buildout ROW. The existing ROW for Cedarview Drive is labeled as 60 feet. Please show and label an additional 2 feet of ROW dedication. (Chapter 20, Section 20-19).

Chairperson Lewis asked the applicant to address the Commission. Jeff Elseman addressed the Commission.

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

The motion was seconded by Commissioner Brooks.

The vote was as follows:

Ayes: 6 – Chairperson, Lewis, Vice-Chairperson Deeds, Commissioners Auzenne, Brooks, Hamilton, and Patton

Nays: None

Chairperson Lewis declared the motion carried.

## **V. Staff Reports.**

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

Planning Director LaShondra Stringfellow informed the Commission of the current development applications.

2. **Upcoming Meetings**

Ms. Stringfellow informed the Commission on items that could be on upcoming meeting dates.

**VI. Adjourn.**

The meeting adjourned at 6:12 p.m.



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Michael Lewis  
Chairperson



Katherine Cenicola  
Planning Secretary