

MINUTES

PLANNING & ZONING COMMISSION REGULAR MEETING OF OCTOBER 6, 2020

The Planning and Zoning Commission of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on October 6, 2020 at 7:00 p.m. with a quorum present to-wit:

**Commissioners Present:**

Isabel Aguilar, Chair  
Temika Whitfield, Vice Chair  
Lawrence Prothro  
Taryn Walker  
Angela Murphy

**City Staff:**

Vicki Coleman, Director of Development Services  
Emma Chetuya, Planner  
Alexandra Schrader, Planning Technician

**Call to order:**

Chair Aguilar called the meeting to order at 7:00 p.m. on October 6, 2020.

**Public Testimony:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

Ben Reed, 427 South Centre Street, was available to answer questions on item 5.

Erik Dumas, 1400 Everman Parkway, Fort Worth, Texas, was available to answer questions on item 2.

Gilles and Meredith Delaisse, 441 South Dallas Avenue, were available to answer questions on item 6.

**CONSENT AGENDA:**

Chair Aguilar read the consent agenda.

1. Consider approval of minutes from the Planning and Zoning Commission Regular Meeting held on September 1, 2020.
2. PS20-18 Consider approval of a final plat for Wintergreen Village Phase 1 (Lots 1 and 2), being two (2) lots on approximately 1.263 acres on the properties addressed as 1875 (Parcel ID 65046661510200000) and 1901 (as described in Exhibit A) West Wintergreen Road and located south of 1901 West Wintergreen Road. The properties are described as a tract of land situated in the W. Fleming Survey, Abstract No. 466, in the City of Lancaster, Dallas County, Texas.

3. **PS20-19 Consider approval of a preliminary plat for Cold Summit Addition Lot 1 Block 1, being 28.792 acres of land addressed as 4150 North Dallas Avenue. The property is described as being out of the George Floyd Survey, Abstract No. 463 and Smith Elkins Survey, Abstract No. 430, City of Lancaster and City of Dallas, Dallas County, Texas.**

**MOTION:** Vice Chair Whitfield made a motion, seconded by Commissioner Murphy to approve the consent agenda. The vote was cast 5 for, 0 against.

**ACTION**

4. **HLPC20-08 Discuss and consider a Certificate of Appropriateness (COA) to replace the front sidewalk and add a parking pad to the property addressed as 311 East Cedar Street, Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that the applicant is requesting to replace the existing damaged 10 feet by 4 feet front concrete walkway and install a walkway from the proposed parking pad to the back door. The applicant's requests are in compliance with the Lancaster Historic Residential Design Regulations as the proposed walkways will be concrete and appropriate to the historic house. It is recommend the back walkway be concrete in material.

The applicant is also requesting to install a gravel parking surface with a concrete apron on the northeast corner of the lot off State Street. The Lancaster Historic Residential Design Regulations states that "off-street parking at historic houses, including those now with commercial uses, should not be allowed in front or corner side yards. This is important to retain the historic character of a house and that of the neighborhood". The request to install a gravel parking surface on the site is in direct conflict with the Lancaster Historic Residential Design Regulations as it states the importance of retaining the historic character of a house by prohibiting off-street parking in the front or corner side yards. The applicant has the option to install a gravel parking pad with a gravel driveway from Cedar Street.

On August 25 2020, the Historic Landmark Preservation Committee recommended approval of the requests. The HLPC changed the applicant's request from parking pad to driveway. Staff recommends approval of the request to replace the front walkway with concrete and recommends the back walkway be constructed with concrete. Staff recommends denial of the request to install the off-street parking pad as it is in direct conflict with the Lancaster Historic Residential Design Regulations.

Commissioner Prothro asked for clarification on the recommendation. Planner Chetuya clarified that staff recommends approval of the proposed front and back walkways and recommends denial of the proposed parking pad off State Street.

Chair Aguilar asked for clarification of the Historic Landmark Preservation Committee's recommendation. Planner Chetuya clarified that the HLPC recommended approval of the requests and changed the terminology from "parking pad" to "driveway". Planner Chetuya stated that staff recommended denial because the proposal is technically a parking pad.

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Chair Aguilar asked if the HLPC based the change in terminology on a specific regulation. Planner Chetuya stated that the Lancaster Historic Residential Design Regulations states that off-street parking at historic houses should not be allowed in corner or side yards, and the proposal is in a corner side yard.

Commissioner Walker asked staff why there were homes near 311 E Cedar with side corner driveways. Planner Chetuya stated that driveways are permitted in the Historic Overlay District as long as they meet material and code requirements.

Commissioner Walker asked if the proposal could be approved with the new terminology. Planner Chetuya stated that the proposal was the same and only the terminology changed. Planner Chetuya stated that the recommendation made by staff was to construct a driveway from Cedar Street leading to a parking pad at the back of the home.

Commissioner Walker asked if parking pads and driveways were differentiated by what they connect to. Planner Chetuya clarified that driveways lead to a parking space like a garage or parking pad while parking pads are only parking spaces.

Chair Aguilar stated that approval of the request goes against the Lancaster Historic Residential Design Regulations. Planner Chetuya confirmed.

Commissioner Walker stated that the applicant would have to remove trees in order to construct a driveway from Cedar Street as staff recommended and added that the removal of trees would damage the historic nature of the area.

Commissioner Prothro stated that the Planning and Zoning Commission should follow the HLPC's recommendation. Chair Aguilar stated that this request would be an exception to the Lancaster Historic Residential Design Regulations.

Commissioner Prothro stated that parking on the street is dangerous and parking on an unimproved surface is not permitted per city ordinance.

**MOTION:** Commissioner Prothro made a motion, seconded by Commissioner Walker to approve the Historic Landmark Preservation Committee's recommendation for item 4. The vote was cast 3 for, 2 against (Aguilar, Whitfield).

5. **HLPC20-09 Discuss and consider a Certificate of Appropriateness (COA) to rebuild a portion of the home addressed as 427 South Centre Street, Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that this is a request to rebuild the second level of the home. The entire second floor of the home caught fire and was burned but the first floor of the home is still remaining. The applicant is proposing to rebuild the home as it was prior to the fire. The applicant is also proposing to extend the shed roofs on the north and south sides of the home. There will be an added window on each side of the shed roof with added vertical siding to

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match the existing siding as shown. The applicant is also requesting to replace the existing louvers with wood slats on the north and south sides of the home with double pane insulated windows. The opening will remain the same but the material will change. The applicant's requests are in compliance with the Lancaster Historic Residential Design Regulations.

On August 25 2020, the Historic Landmark Preservation Committee recommended approval of the requests as presented. Staff concurs with the HLPC's recommendation.

**MOTION:** Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 5. The vote was cast 5 for, 0 against.

**6. HLPC20-12 Discuss and consider a Certificate of Appropriateness (COA) for the installation of a driveway and front walkway on the property addressed as 441 South Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that the applicant is requesting to install a gravel driveway with concrete edging and a concrete apron extending from Dallas Avenue to behind the existing fence as shown on the attached site plan. The applicant is also proposing to install a concrete front walkway from the proposed driveway to the existing front walkway in front of the house. The proposed driveway will be made of concrete, perpendicular to the street, and placed in such a way that will protect existing trees on site. The front walkway will be made of concrete will connect to the existing walkway on the property. The proposed improvements are in compliance with the Lancaster Historic Residential Design Regulations.

On August 25 2020, the Historic Landmark Preservation Committee recommended approval of the requests as presented. Staff concurs with the HLPC's recommendation.

**MOTION:** Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to approve item 6. The vote was cast 5 for, 0 against.

**MOTION:** Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to adjourn. The vote was cast 5 for, 0 against.

The meeting was adjourned at 7:38 p.m.

**ATTEST:**



Bester Munyaradzi, Senior Planner

**APPROVED:**



Isabel Aguilar, Chair