

MINUTES

**PLANNING & ZONING COMMISSION REGULAR MEETING OF SEPTEMBER 1,
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 September 1, 2020 at 7:15 p.m. with a quorum present to-wit:

Commissioners Present:

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

Commissioners Absent:

Angela Murphy
Ernest Casey

City Staff:

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

Call to order:

Chair Aguilar called the meeting to order at 7:15 p.m. on September 1, 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.

Jana Martin, 543 Wilson, spoke in support of item 7.

CONSENT AGENDA:

Chair Aguilar read the consent agenda.

1. **Consider approval of minutes from the Planning and Zoning Commission Regular meeting held on August 4, 2020.**
2. **PS20-13 Consider approval of a final plat for Midpoint Logistics Center 2, Block 1, being 52.254 acres of land located on the west side of Midpoint Drive. The property is addressed as 3501 Midpoint Drive and more particularly described as a tract of land situated in the Smith Elkins Survey Abstract No. 430, City of Lancaster, Dallas County, Texas.**

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to approve the consent agenda. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

PUBLIC HEARING:

3. **Z20-07 Conduct a public hearing and consider a revised Planned Development Site Plan for Planned Development Ordinance No. 26-88 (PD-26-88) on the property addressed as 800 North I-35E. The property is described as Lot 2, Block 1, Oak Creek Homes Addition situated in the Valentine Wampler Survey, Abstract No. 1546, City of Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that in 1988, a Planned Development ordinance was approved to allow uses within the Neighborhood Services District, Retail District, Commercial Highway District and Light Industrial District. The applicant has been continuously operating a manufacturing company for manufactured homes and has increased the size of the building in order to accommodate an increased workforce of 250 employees. The applicant added a 32,500 square feet addition to the east and 5,700 square feet addition to the south of the property. This addition totals to 38,200 square feet. These additions were performed without a permit in August 2019.

The applicant is also requesting to expand the boundary of the PD by adding two unimproved pieces of property to the south and east of the site for temporary storage of the manufactured homes awaiting shipment. According to aerials from 2011, these areas have been used for outside storage for at least 9 years.

The adopted Planned Development allows for a building up to 150,000 square feet. The ordinance also restricts the amount of outside storage of products, materials, or equipment to no more than 20 percent of the lot or tract. The applicant's expansion of the building to a total of 121,250 square feet is in compliance with the Planned Development ordinance. The applicant's request to expand the boundary of the PD to use the unimproved land on the east and south sides of the site for storage is not in compliance with the PD which limits the amount of storage to no more than 20 percent of the approved boundary of the PD. The Lancaster Development Code also prohibits outside storage for any zoning district adjacent to I-35. Staff recommends approval of the 38,200 square feet addition to the existing building. Staff recommends denial of the request to increase the boundary of the PD in order to provide outside storage for the manufactured homes.

Commissioner Walker asked staff what percentage of the property the applicant was requesting to use for storage. Planner Chetuya stated that the proposed percentage was 58%.

Vice Chair Whitfield asked how long the applicant had been using the areas for outdoor storage. Planner Chetuya stated that they had used that space at least since 2011.

Chair Aguilar stated that the applicant built the additions without City knowledge. Planner Chetuya confirmed that the addition was completed in August 2019 and the applicant applied for a permit, but the permit was not issued and inspections were never performed.

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Senior Planner Munnyradzi clarified that staff recommended approval of the expansion because the recently completed expansion falls under the approved square footage from 1988. She stated that staff recommended denial of the PD expansion for outside storage because of the PD's outside storage limitation and the City's Loop 9 and I-35E studies.

Chair Aguilar opened the public hearing.

Dwayne Teeter, applicant, 800 N I-35E, gave a presentation in support of item 3.

Chair Aguilar asked staff if the proposed storage areas were included in the Lancaster Development Code stipulation that no outdoor storage is permitted in zoning districts adjacent to I-35E. Planner Chetuya confirmed that a portion of the zoning district touches I-35E.

Commissioner Prothro asked what percentage of outdoor storage the proposed eastern storage area would be. Joe Hill, 1801 N Hampton Road, Desoto, Texas, stated that both the eastern and southern storage areas were approximately 610,599 square feet and 58% of the total lot. He stated that the eastern area is around 350,000 square feet but that includes areas that would not be used for storage.

Vice Chair Whitfield stated that storage on site is supposed to be short term but the applicant mentioned that FEMA projects may require longer term storage. Mr. Teeter confirmed.

Commissioner Walker asked how often they work on FEMA projects. Mr. Teeter responded that they only work with FEMA when there are disasters like hurricanes.

Commissioner Walker asked how often the overflow needs to be used for FEMA projects. Mr. Teeter responded that the storage area is only used for FEMA every two to three years.

Commissioner Walker asked the applicant if they plan to remove trees on the eastern portion of the lot for additional storage. Mr. Teeter stated that they do not plan on removing any trees.

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to close the public hearing. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

Chair Aguilar stated that business owners and developers should be aware of local ordinances and codes. Chair Aguilar then stated that the eastern portion of the lot may be storage, but she does not recommend the southern portion of the lot for storage.

Commissioner Prothro stated that he does not think the original ordinance should be changed.

Director Coleman stated that the subject property is in the Suburban Mixed-Use designation of the Future Land Use Plan. She stated that the current zoning and future land use designations should be taken into consideration when making decisions.

Vice Chair Whitfield expressed concern about making exceptions and stated that they should abide by the rules of the Planned Development. She stated that if the overflow is only needed every two to three years there is no demand or need for the storage.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to accept staff's recommendation to approve the request for the building expansion and deny the increased PD boundary. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

4. **PS20-15 Conduct a public hearing and consider a residential replat for Placid Meadows Addition. The properties are addressed as 1126, 1116, and 1106 Bayport Drive and are described as being 3.17 acres of land situated in the Peter Hall Survey, Abstract No. 634, City of Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that this is a request for approval of a residential replat to shift the lot lines of Lots 1, 2 and 3 Block E of the Placid Meadows Addition. Lot 1A will be increased, Lot 2A will be decreased and Lot 3A will be decreased. The applicant will be dedicating 27.5 feet of rights-of-way along the east side of Sunny Meadow Road. Staff recommends approval of the replat as presented as it is in conformance with the Subdivision Ordinance.

Vice Chair Whitfield asked if the replat is only shifting lot lines. Planner Chetuya confirmed that the request is to shift lot lines and dedicate rights-of-way.

Chair Aguilar opened the public hearing.

Ariana Paz, applicant, PO Box 411486, Dallas, Texas, stated that the intention for the replat is to build 3 homes that are valued between \$325,000 and \$400,000.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Walker to close the public hearing. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Walker to approve item 4. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

5. **M19-01 Conduct a public hearing and consider a recommendation to amend and updated Chapter 8, Community Character and Design; 2006 Streetscape Master Plan of the 2016 Comprehensive Plan.**

Senior Planner Munyaradzi gave the staff report and stated that Article 14.100, Section 14.209 subsection (b) of the Lancaster Development Code requires the Planning and Zoning Commission to advise the Council and make recommendations concerning the adoption of or amendments to the City's Comprehensive Plan. In 2018–2019 the City Council Strategic Planning Session identified the objective to update the Streetscape Master Plan. The current Streetscape Master Plan was adopted in 2006 and industry standards suggest that Master Plans be updated a minimum of every ten years. The adoption of the 2016 Comprehensive Plan

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Update prioritized the need to update the Streetscape Master Plan to ensure alignment. In August 2018, Halff Associates was selected to update the current Streetscape Master Plan. Halff Associates will make a presentation to the Commission regarding the Streetscape Master Plan Update for the Commission's recommendation and consideration to the City Council. Staff recommends approval of amendments and updates to the 2006 Streetscape Master Plan.

Chair Aguilar opened the public hearing.

Halff Associates, Lenny Hughes and Kendall Howard gave a presentation on the Streetscape Master Plan.

Chair Aguilar asked how many surveys were sent to citizens. Ms. Howard stated that the survey was online and open to anyone. Senior Planner Munyaradzi stated that a consultant arranged a survey for Parks, Open Space and Recreation so all the Master Plan update questions were together.

Chair Aguilar clarified that the recommendations in the Streetscape Master Plan were not only based on the survey responses, but also City Council and other City ideas. Senior Planner Munyaradzi confirmed.

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to close the public hearing. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to approve item 5. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

6. **M20-06 Conduct a public hearing and consider a recommendation to amend and update Chapter 4, Transportation; Master Thoroughfare Plan of the 2016 Comprehensive Plan.**

Senior Planner Munyaradzi gave the staff report and stated that Article 14.100, Section 14.209 subsection (b) of the Lancaster Development Code requires the Planning and Zoning Commission to advise the Council and make recommendations concerning the adoption of or amendments to the City's Comprehensive Plan, Thoroughfare Plan, and Open Space Plan and implementation thereof. In 2018–2019 the City Council Strategic Planning Session identified the objective to update the Master Thoroughfare Plan. The current Master Thoroughfare Plan was adopted in 2006. Industry standards suggest that Master Plans be updated at a minimum of every 10 years. The adoption of the 2016 Comprehensive Plan Update prioritized the need to update the Master Thoroughfare Plan to ensure alignment. In August of 2016, Freese and Nichols was selected to update the current Master Thoroughfare Plan. Freese and Nichols will make a presentation to the Planning and Zoning Commission regarding the Master Thoroughfare Plan update for the Commission's consideration and recommendation to the City Council. Staff recommends approval of amendments and updates to the Master Thoroughfare Plan.

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Chair Aguilar opened the public hearing.

Freese and Nichols Inc, Brian Crooks and Edmund Haas gave a presentation on the Master Thoroughfare Plan.

Chair Aguilar asked if the Bear Creek connection was included on the updated Master Thoroughfare Plan. Mr. Haas confirmed.

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Whitfield to close the public hearing. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Walker to approve item 6. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

ACTION

- 7. **HLPC20-07 Discuss and consider a Certificate of Appropriateness (COA) for the installation of an outdoor storage structure on the property addressed as 543 Wilson Street, Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that the applicant is requesting to install a 10 foot by 10 foot outdoor storage structure composed of smart wood siding on the southwest corner of the subject site. The top two feet of the structure will be visible from Wilson Street. According to the Lancaster Historic Residential Design Regulations states that new outbuildings should be compatible in scale, proportion, spacing, texture, setbacks, height, materials, color and detail to adjacent or nearby buildings.

On July 28th, 2020, the Historic Landmark Preservation Committee recommended approval of the request as presented. Staff concurs with the HLPC's recommendation.

Chair Aguilar asked if the building meets setbacks. Planner Chetuya confirmed.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Walker to approve item 7. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Vice Chair Walker to adjourn. The vote was cast 4 for, 0 against. [Murphy and Casey absent]

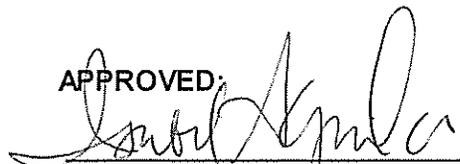
The meeting was adjourned at 9:07 p.m.

ATTEST:



Bester Munyaradzi, Senior Planner

APPROVED:



Isabel Aguilar, Chair