



**WORKSESSION AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
MUNICIPAL CENTER  
CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS  
TUESDAY, NOVEMBER 5, 2013 – 6:30 P.M.**



**Chair, Quinnie Wright  
Vice-Chair, Lawrence Prothro**

**Commissioner Genevieve Gregory  
Commissioner Roosevelt Nichols  
Commissioner Tom Barnett**

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As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Lancaster reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

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**6:30 P.M.**

**WORKSESSION AGENDA**

**CALL TO ORDER**

**DISCUSSION**

1. Planning and Zoning Commissioners training.

**ADJOURNMENT**

**ACCESSIBILITY STATEMENT**

The Municipal Building is wheelchair accessible. If you plan to attend the meeting and have a physical impairment, which requires special arrangements or require sign interpretive services, please contact the City Secretary's Office 72 hours prior to the meeting at (972) 218-1310 or TDD 1-800-735-2988. Reasonable accommodations will be made to assist your needs.

**CERTIFICATE**

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall,

November 1, 2013 @ 5:00 am/pm.

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**Surupa Sen, Senior Planner,  
Public Works and Development Services**



**NOTICE OF MEETING AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
MUNICIPAL CENTER  
CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS  
TUESDAY, NOVEMBER 5, 2013 – 7:00 P.M.**



**Chair, Quinnie Wright  
Vice-Chair, Lawrence Prothro**

**Commissioner Genevieve Gregory  
Commissioner Roosevelt Nichols  
Commissioner Tom Barnett**

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**7:00 P.M.**

**AGENDA**

**CALL TO ORDER**

**CITIZENS COMMENTS** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

**CONSENT AGENDA:** Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consideration of the July 2, 2013 Regular Meeting Minutes.
2. Consideration of the August 6, 2013 Regular Meeting Minutes.
3. Consideration of the August 8, 2013 Special Meeting Minutes.
4. Consideration of the September 3, 2013 Regular Meeting Minutes.
5. Consideration of the September 24, 2013 Special Meeting Minutes.
6. Consideration of the October 1, 2013 Regular Meeting Minutes.

**ACTION**

7. **PS13-10** Discuss and consider a Final Plat for Lots 1R, 3R, 4, 5, 6R, 7R, and 9, Block 1, Prologis Park 20/35, situated in Nathan P. Pierce Survey, Abstract No. 1132, an addition to the City of Lancaster, Dallas County, Texas. The property is located between Houston School Road and Cedardale Road.

**ADJOURNMENT**

**ACCESSIBILITY STATEMENT**

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**Surupa Sen, Senior Planner,  
Public Works and Development Services**



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, JULY 2, 2013**



**CALL TO ORDER:**

Chair Wright called the meeting to order at 7:00 p.m. on July 2, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
JAMES MITCHELL - ABSENT  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE ROBINSON - ABSENT  
TOM BARNETT**

**CITY STAFF**

**RONA STRINGFELLOW**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER  
CITY ATTORNEY**

**SURUPA SEN  
JULIE DOSHER**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

There was no citizen comment received.

**CONSENT AGENDA:** Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission member may request one or more items to be removed from the consent agenda for separate discussion and action.

Chair Wright read the consent agenda into the record.

1. Consideration of the January 8, 2013 Regular Meeting Minutes.
2. Consideration of the April 9, 2013 Regular Meeting Minutes.

Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO APPROVE THE CONSENT AGENDA,  
SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0.**

**ACTION**

3. **M13-01** Consider and discuss a request for Sign Exception for proposed Quik Trip fueling station at South-East corner of Houston School Road and IH-20E. Exceptions are



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, JULY 2, 2013**



requested for size of the monument sign, maximum number of pole signs allowed per frontage, and height and size of the pole signs.

Chair Wright introduced the item.

Senior Planner Surupa Sen gave a presentation stating that the applicant is requesting exceptions to the Sign Ordinance (2009-08-20) to allow for the following variations:

- 1. Monument Sign** - City of Lancaster Sign Ordinance (2009-08-20) Section 14.1204.h Monument Signs allows one free standing monument sign for single tenant building use, not to exceed a maximum area of fifty (50) square feet. The proposal is requesting monument sign of eighty nine (89) square feet area, an increase of thirty nine (39) square feet.
- 2. Pole Sign** - City of Lancaster Sign Ordinance (2009-08-20) Section 14.1204.i – Pole Signs allows maximum one (1) pole sign per 600 feet of property frontage. Quik Trip is requesting one pole sign with their 560 square feet frontage facing Interstate 20.
- 3. Pole Sign** - City of Lancaster Sign Ordinance (2009-08-20) Section 14.1204.i – Pole Signs allows maximum thirty (30) feet height from ground level to top of sign structure. Proposed exception is requesting seventy (70) feet tall pole signs, forty (40) feet higher than the maximum height allowed by Ordinance.
- 4. Pole Sign** - City of Lancaster Sign Ordinance (2009-08-20) Section 14.1204.i – Pole Signs allows maximum 225 square feet sign area and the proposal is requesting 301 square feet sign area, an increase of 78 square feet.

Ms. Sen also explained that the Lancaster Planning and Zoning Commission acting ad the Sign Control Board has the final approving authority over Sign Exception requests.

Quik Trip has a unique site condition that requires the taller pole sign. The project site is next to the elevated freeway corridor, which doesn't allow visibility from the freeway via a thirty feet tall sign. This is due to level difference between the freeway and the Quick Trip property. Granting an exception for the proposed Quik Trip pole sign would be consistent with other pole signs along the corridor. Staff recommends approval of the exception request.

Chair Wright asked if there were any questions of staff. None were asked.

Jake Petras, Developer for Quik Trip Corporation, 1120 N. Industrial Blvd., Euless, Texas, stated that the reasons for the request are the hardships of the elevated freeway, the unique ramp on eastbound freeway that limits visibility and for fair competition with the competitor, Exxon, which is across the street.

Chair Wright asked if there were any questions of applicant.

Vice Chair Prothro asked why there is a need to expand the monument sign. Mr. Petras stated that it is important to make sure that the gas prices are visible to traffic. Vice Chair Prothro believes that this will create a "sign war" between Exxon and Quik Trip. Senior Planner Surupa Sen helped to clarify that the applicant isn't asking for a bigger sign, they are asking for a taller sign due the elevated freeway blocking visibility for this site.



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CITY OF LANCASTER, TEXAS  
TUESDAY, JULY 2, 2013**



Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO APPROVE M13-01, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0.**

**PUBLIC HEARING**

4. **Z13-01** Conduct a Public Hearing and consider a rezoning request from PD-MU, Planned Development-Mixed Use to PD-LI – Planned Development-Light Industrial. The property is located at North-West corner of Telephone Road and N Dallas Avenue. The property is approximately 251 acres, described as Tracts 3, 3.2, 4, 5, 5.1, 6, 7, 7.1 of Smith Elkins Survey, Abstract 430, Page 325, City of Lancaster, Dallas County, Texas

Surupa Sen, Senior Planner, stated that staff has requested that this item be removed from the Commissioner's consideration at this time and postponed for a later date. No further actions are requested from the Commissioner's at this time.

Chair Wright entertained a motion to adjourn.

**A MOTION WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER BARNETT TO ADJOURN.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0**

Meeting was adjourned at 7:19 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner



**SPECIAL MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, AUGUST 6, 2013**



**CALL TO ORDER:**

Chair Wright called the meeting to order at 7:00 p.m. on August 6, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
JAMES MITCHELL - ABSENT  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE ROBINSON - ABSENT  
TOM BARNETT**

**CITY STAFF**

**RONA STRINGFELLOW**

**SURUPA SEN  
JULIE DOSHER**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER  
CITY ATTORNEY**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

City Attorney, Julie Doshier clarified that anyone willing to speak may speak during the Citizens Comment section or if they chose to speak on the zoning change and comprehensive plan amendment request they may do so during the Public Hearing as well.

Jeff Melcher, 1520 Golden Grass, spoke against the zoning change request.

**PUBLIC HEARING**

1. **Z13-01** Conduct a Public Hearing and consider a comprehensive plan amendment to Light Industrial (LI) and a rezoning request from PD-MU, Planned Development-Mixed Use to PD-LI – Planned Development-Light Industrial. The property is located at North-West corner of Telephone Road and N Dallas Avenue. The property is approximately 251 acres, described as Tracts 3, 3.2, 4, 5, 5.1, 6, 7, 7.1 of Smith Elkins Survey, Abstract 430, Page 325, City of Lancaster, Dallas County, Texas.

Senior Planner Surupa Sen introduced the item.

Senior Planner Surupa Sen gave a presentation stating that the applicant is requesting a zoning change from Planned Development – Mixed Use (PD-MU) to Planned Development - Light Industrial (PD-LI). The property is located on the northwest corner of Telephone Road and Dallas Avenue. The property contains 251.31 acres of land and is currently undeveloped.

Ms. Sen informed Commission that on Wednesday, July 24, 2013, a notice for this public hearing appeared in the Focus Daily Newspaper. Notifications of this public hearing were mailed to all property owners that are within 200 feet of the subject property on July 24, 2013. Zoning signs were placed on the subject property. Of the one hundred and thirty-four (134) property owner notifications mailed, two (2) responses have been received in favor of



**SPECIAL MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, AUGUST 6, 2013**



this request and two (2) in opposition of this request. This application was postponed at the July 2<sup>nd</sup> Planning and Zoning Commission meeting. The application was scheduled again for July 23<sup>rd</sup> Planning and Zoning Commission meeting that got cancelled. Two public hearings were scheduled and notices were sent out accordingly. During these notice processes, a total of twelve (12) responses were received in favor of this request and thirteen (13) in opposition of this request.

A property owner who does not reside within the 200' notification area had requested a blank copy of the hearing notification and has gathered and submitted to the City 20 opposition responses for the July 2<sup>nd</sup> hearing and 24 opposition responses for the July 23<sup>rd</sup> public hearing.

Ms. Sen presented the application based on the Lancaster Development Code criteria, 1) Consistency with the Comprehensive Plan, 2) Potential Impact on Adjacent Development, 3) Availability of Utilities and Access, 4) Site Conditions, and 5) Timing of Development.

Ms. Sen discussed several aspects of the proposal in detail. The PD Ordinance has prohibited truck access on Telephone Road or Dizzy Dean Road. Enhanced setback, between 70 – 150 feet on the Telephone Road and Dizzy Dean Road side, two staggered rows of street trees, 3'-1' berm have been proposed to mitigate traffic, noise, and visual impact.

Chair Wright asked if there were any questions of staff. None were asked.

Commissioner Barnett enquired who will be maintaining the wood fence. Ms. Sen clarified that the wood fence, masonry fence, landscaping will be maintained by the property owners in perpetuity.

Chair Wright allowed the applicant to present their request to Commission.

Applicant, Mike Anderson, White Property Company explained the hardship they have been experiencing marketing this property for residential development. The main reason is that the property falls under Dallas ISD and prospective home builders are not interested in developing residences within Dallas ISD. The property owners even tried to move this property to Lancaster ISD but the request wasn't approved by state.

Kevin Kessler, 1999 Bryan Street, Jacobs Engineering presented the technical and economic factors related to this project. Job creation was discussed through this project.

Commissioner Prothro asked if the estimated job creation shall be concentrated within Lancaster residents. Applicant clarified that most of these newly created jobs will be for Lancaster residents.

Commissioner Barnett asked regarding the sidewalk along Telephone Road and Dizzy Dean Road. City Attorney Julie Doshier clarified that the Commission can put the recommendation on sidewalks in their motion.



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CITY OF LANCASTER, TEXAS  
TUESDAY, AUGUST 6, 2013**



Chair Wright asked if there were any further questions of applicant or staff. None were asked. Chair Wright opened the public hearing.

- Vic Buchanon, 1243 Margaret Court spoke in favor of the application.

Following Citizens spoke in opposition of the request:

- Nancy Moffett, 2105 N Houston School Road
- Deborah Jackson, 1320 Bumble Bee Drive
- Casandra McCroy, 3133 Crimson Clover
- Chloe Riffin, 1123 Cresthaven Drive
- Thomas Owen, 1072 Bumble Bee
- Gregory Hutchinson, 2921 Paint Brush
- David L. Thomas, 1014 Hollow Oak
- William Purcell, 1020 Badger Run
- Jeff Melcher, 1520 Golden Grass
- Diana Melcher, 1520 Golden Grass
- Tyrone Echols, 1525 Honey Bee
- Frances Jordan, 1035 Mayflower Lane

After the citizens spoke the applicant was allowed for rebuttal.

Chair Wright entertained a motion to close the public hearing.

**VICE CHAIR PROTHRO MADE THE MOTION TO CLOSE THE PUBLIC HEARING, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0.**

Chair Wright asked if there were any further questions of applicant or staff. None were asked.

Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO APPROVE Z13-01, WITH STIPULATIONS THAT THE MASONRY WALL BE BUILT ALONG TELEPHONE ROAD AND DIZZY DEAN ROAD AND SIDEWALK BE BUILT ALONG TELEPHONE ROAD AND DIZZY DEAN ROAD, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0.**



**SPECIAL MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, AUGUST 6, 2013**



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Chair Wright entertained a motion to adjourn.

**A MOTION TO ADJOURN WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER BARNETT TO ADJOURN.**

**AYES: BARNETT, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0**

Meeting was adjourned at 8:35 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
THURSDAY, AUGUST 8, 2013**



**CALL TO ORDER:**

Chair Wright called the meeting to order at 7:00 p.m. on August 8, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
JAMES MITCHELL - ABSENT  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE ROBINSON  
TOM BARNETT**

**CITY STAFF**

**RONA STRINGFELLOW**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER  
CITY ATTORNEY**

**SURUPA SEN  
JULIE DOSHER**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

**ACTION**

1. **PS13-09** Discuss and consider a Final Plat for Lots 2 and 3, Block 1, Southpointe Corporate Center, situated in Silas B Runyon Survey, Abstract No. 1199, an addition to the City of Lancaster, Dallas County, Texas. The property is located at the North-East corner of Southpointe Drive and Corporate Drive.

Senior Planner Surupa Sen gave a presentation stating that the applicant is requesting to final plat approximately 23.72 acres into two lots, located in the Lancaster Warehouse District.

Chair Wright asked if there were any questions of staff.

Vice Chair Prothro asked both staff and applicant if In and Out Distribution Center was going to go on this land for sure.

Brian Satagaj, Half and Associates, 3803 Parkwood Blvd, Suite 800, Frisco, TX 75034, stated that part of the sale with In and Out Distribution Center is contingent on getting the land final platted into the two lots, so that In and Out Burger can purchase the bigger lot.

Chair Wright asked if this plan is in line with the comprehensive plan that is already in place.

Senior Planner Surupa Sen replied that it is in line with the comprehensive plan and zoning.

Commissioner Robinson asked if there are any other prospects to buy this land other than In and Out Burger.



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
THURSDAY, AUGUST 8, 2013**



Senior Planner Surupa Sen stated that as of now, there are no other prospects.

Chair Wright asked if there are any other distribution centers in that area already.

Senior Planner Surupa Sen stated that there is the newly built Kia distribution center to the right of the land.

Managing Director Rona Stringfellow asked to elaborate, stating that the entire site will serve seven buildings in all. All of the buildings being clean, logistic type warehouses instead of the heavy trucking companies.

Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO APPROVE PS13-09, SECONDED BY COMMISSIONER ROBINSON.**

**AYES: BARNETT, PROTHRO, ROBINSON, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4-0.**

Chair Wright entertained a motion to adjourn.

**A MOTION WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER BARNETT TO ADJOURN.**

**AYES: BARNETT, PROTHRO, ROBINSON, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4-0**

Meeting was adjourned at 7:14 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, SEPTEMBER 3, 2013**



**CALL TO ORDER:**

Chair Wright called the meeting to order at 7:00 p.m. on September 3, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
JAMES MITCHELL - ABSENT  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE ROBINSON  
TOM BARNETT - ABSENT**

**CITY STAFF**

**RONA STRINGFELLOW**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER  
CITY ATTORNEY**

**SURUPA SEN  
JULIE DOSHER**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

There was no citizen comments received.

**ACTION**

1. **PS13-08** Discuss and consider a Final Plat for Lots 1, 2, and 3, Block A, Ridge Logistics Center, situated in Smith Elkins Survey, Abstract No. 430, an addition to the City of Lancaster, Dallas County, Texas. The property is located at the North-East corner of N Dallas Avenue and Telephone Road.

Senior Planner Surupa Sen gave a presentation stating that this is a Final Plat application for three lots with a combined land area of approximately 44.08 acres. The property is located on the northeast corner of N Dallas Avenue/SH 342 and Telephone Road. The property is partly within City of Lancaster and City of Dallas with majority of the land being in City of Dallas. The Final Plat under review contains 44.06 acres of Ridge Logistics property that is within the corporate limits of the City of Lancaster. Ridge Logistics Center is under construction within the City of Dallas portion of the property.

Final Plat conforms to the previously approved Preliminary Plat.

Chair Wright asked if there were any questions of staff.

Commissioner Robinson asked if staff knew what is going to be built in this area.

Applicant, Kent Newsome, Ridge Property Trust responded stating that there is a zoning change application for this area currently under review by the City that will re allocate the Neighborhood Services (NS) zoning around Balmorhea Drive. If the zoning change is



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CITY OF LANCASTER, TEXAS  
TUESDAY, SEPTEMBER 3, 2013**



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approved, potentially there will be some retail uses around Balmorhea Drive and rest of the project is Industrial in nature.

With no further discussion, Chair Wright entertained a motion.

**COMMISSIONER ROBINSON MADE THE MOTION TO APPROVE PS13-08, SECONDED BY COMMISSIONER PROTHRO.**

**AYES: PROTHRO, ROBINSON, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0.**

Chair Wright entertained a motion to adjourn.

**A MOTION WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER ROBINSON TO ADJOURN.**

**AYES: PROTHRO, ROBINSON, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 3-0**

Meeting was adjourned at 7:10 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner



**SPECIAL MEETING MINUTES  
PLANNING & ZONING COMMISSION AND  
SIGN CONTROL BOARD  
CITY OF LANCASTER, TEXAS  
TUESDAY, SEPTEMBER 24, 2013**



**CALL TO ORDER:**

Chair Wright called both the meeting to order at 7:00 p.m. on September 24, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
ROOSEVELT NICHOLS  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE GREGORY  
TOM BARNETT**

**CITY STAFF**

**RONA STRINGFELLOW**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER**

**SURUPA SEN**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

Chair Wright invited anyone wishing to speak to come forward state their name and address. She informed that citizens will be allowed to speak on matters included on the agenda. Each speaker will be allowed to speak for three (3) minutes. No citizen comments were received.

Senior Planner, Surupa Sen introduced the next action item on the agenda.

**ACTION**

1. Election of Chair and Vice-Chair for the Planning and Zoning Commission.

As per Lancaster Development Code, after the first meeting in August, the Planning and Zoning Commission should elect a Chair and Vice-Chair.

Chair Wright entertained a motion.

**COMMISSIONER GREGORY MADE A MOTION TO ELECT QUINNIE WRIGHT AS THE CHAIR AND LAWRENCE PROTHRO AS THE VICE-CHAIR FOR THE PLANNING AND ZONING COMMISSION, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, GREGORY, WRIGHT, NICHOLS**

**NAYES:**

**THE MOTION CARRIED 5-0.**



**SPECIAL MEETING MINUTES  
PLANNING & ZONING COMMISSION AND  
SIGN CONTROL BOARD  
CITY OF LANCASTER, TEXAS  
TUESDAY, SEPTEMBER 24, 2013**



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Senior Planner, Surupa Sen introduced the next action item on the agenda.

**ACTION**

1. **M13-02** Consider and discuss a request for Sign Exception for Courtyard at Pleasant Run Shopping center at 3250 W Pleasant Run Road. Exception is requested for the size of the multitenant monument sign.

Planning and Zoning Commission acting as the Lancaster Sign Control Board has the authority to review and approve Sign Exception requests and will be taking action on this request.

Senior Planner, Surupa Sen gave a presentation stating that the applicant is requesting exceptions to the Sign Ordinance (2009-08-20) to allow for a bigger multi-tenant monument sign. The property is located at 3250 W Pleasant Run Road described as Lot 1, Block A, The Courtyard at Pleasant Run, Dallas County, Lancaster, Texas.

City of Lancaster Sign Ordinance (2009-08-20) Section 14.1204.h – Monument Signs allows one free standing multi-tenant monument sign not to exceed a maximum area of seventy-five (75) square feet. The applicant is requesting monument sign of one hundred and forty (140) square feet area, an increase of sixty (60) square feet replacing the existing monument sign. There is an existing multi-tenant monument sign on Pleasant Run Road that the applicant will replace with this bigger sign. This will accommodate the new anchor tenant, LA Fitness without reducing individual panel sizes for other tenants' signs.

Vice-Chair Protho asked if the panels are going to be of same size or the ne anchor tenant will have a bigger panel.

Ms. Sen clarified that as shown on the graphic, each panel will be of same size, and the bigger sign face is being achieved by removing the green wooden border of the existing sign. The overall height and width of the monument sign will remain same.

Chair Wright asked if the sign will be raised as there is visibility issues created from the sign.

Staff clarified that the sign placement is in accordance with the Lancaster Development Code and does not interfere with the traffic visibility triangle for that corner.

Commissioner Nichols asked about the existing Pylon Sign and whether those signs shall be upgraded to match the new monument sign.

Managing Director Rona Stringfellow answered that the shopping center owner and the new tenant are working towards upgrading the shopping center and that's a bigger effort and coordination that is currently on-going.

Applicant Debbie Stellar, 79 E McKinney, Denton, Texas explained the design of the sign was done to kept the total height, width same.



**SPECIAL MEETING MINUTES  
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SIGN CONTROL BOARD  
CITY OF LANCASTER, TEXAS  
TUESDAY, SEPTEMBER 24, 2013**



Chair Wright entertained a motion.

**COMMISSIONER GREGORY MADE A MOTION TO APPROVE M13-02 SIGN EXCEPTION REQUEST, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, GREGORY, WRIGHT, NICHOLS  
NAYES:**

**THE MOTION CARRIED 5-0.**

Chair Wright introduced the next item on the agenda which is a Public Hearing and Action item.

**PUBLIC HEARING AND ACTION**

2. **Z13-03** Conduct a Public Hearing and consider an amendment to the comprehensive plan and the map thereof by designating approximately 44.08 ± acres of land from Retail (R) to Light Industrial (LI); and, to rezone approximately 11.08 ± acres of land from Light Industrial (LI) to Neighborhood Services (NS) and to rezone an additional 11 ± acres from Neighborhood Services (NS) to Light Industrial (LI), such land being a part of approximately 44.08 ± acre tract of land, described as Lots 1, 2 and 3, Block A, of Smith Elkins Survey, Abstract 430, Page 325, City of Lancaster, Dallas County, Texas and generally known as the Ridge Logistics Center located at the North East corner of Telephone Road and N. Dallas Avenue.

Senior Planner, Surupa Sen gave a presentation explaining the rezoning request at the northeast corner of the intersection of Dallas Avenue and Telephone Road. The combined parcels contain 44.078 acres of land. The subject property is currently zoned Light Industrial (LI) towards north side and Neighborhood Services (NS) at the North-East corner of Telephone Road and Dallas avenue. The applicant is requesting a Planned Development (PD) where the NS and LI land use designations will be re-assigned within the 44.08 acres of land area.

The Planning and Zoning Commission conducted and closed the public hearing and directed staff to work with the applicant in reviewing the land use table from Lancaster Development Code (LDC) and prohibit certain land uses not suitable for the area. Commission postponed consideration of the item until October 1, 2013, in order to allow sufficient time to review and discuss this with the applicant.

Ms. Sen presented the application based on the Lancaster Development Code criteria, 1) Consistency with the Comprehensive Plan, 2) Potential Impact on Adjacent Development, 3) Availability of Utilities and Access, 4) Site Conditions, and 5) Timing of Development.

Ms. Sen informed Commission that on Friday, September 6, 2013, a notice for this public hearing appeared in the Focus Daily Newspaper. Notifications of this public hearing were mailed to seventeen (17) property owners that are within 200 feet of the subject property on Friday, September 6, 2013. Zoning signs were placed on the subject property. One property



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owner has responded in favor of this application who owns four lots (100, 110, 120, and 3164 E Telephone Road) within the 200' notification area.

Ms. Sen also elaborated on the four proposed monument signs that are bigger than what is allowed per Lancaster Sign Ordinance. If this zoning is approved, the applicant will receive approval for the bigger monument signs within the Planned Development Ordinance.

Chair Wright asked if there were any questions of staff.

Commissioner Barnett asked why staff does not have any recommendation. He also enquired why again there is a Comprehensive Plan amendment request. There might be undesirable land uses allowed in the frontage of the City if the Light Industrial (LI) zoning is permitted instead of Neighborhood Services (NS).

Commissioner Nichols expressed concern over the project being mostly in Dallas and benefiting Dallas and utility access might not be from Lancaster.

Ms. Sen and applicant, Dan Grant, Kimley Horn and Associates, 12750 Merit Drive, Dallas, Texas, clarified the utility access, land use issues and other questions/concerns.

Commissioner Barnett requested possible impact fee assessments be provided to the Commission. As certain land uses need to be prohibited within this Planned Development, Commission and applicant suggested that the item be tabled till staff and applicant have worked on the land use table from Lancaster Development Code (LDC).

Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO POSTPONE Z13-03 TO OCTOBER 1, 2013 AND RECONSIDER, SECONDED BY COMMISSIONER BARNETT.**

**AYES: BARNETT, PROTHRO, GREGORY, WRIGHT, NICHOLS**

**NAYES:**

**THE MOTION CARRIED 5-0.**

Chair Wright entertained a motion to adjourn the Planning and Zoning Commission and the Sign Control Board meeting.

**A MOTION WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER GREGORY TO ADJOURN.**

**AYES: BARNETT, PROTHRO, GREGORY, WRIGHT, NICHOLS**

**NAYES: NONE**

**THE MOTION CARRIED 5-0**



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Meeting was adjourned at 9:09 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner



**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
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**CALL TO ORDER:**

Chair Wright called the meeting to order at 7:00 p.m. on October 1, 2013.

**COMMISSIONERS**

**QUINNIE WRIGHT, CHAIR  
ROOSEVELT NICHOLS  
LAWRENCE PROTHRO, VICE CHAIR  
GENEVIVE GREGORY  
TOM BARNETT**

**CITY STAFF**

**RONA STRINGFELLOW**

**MANAGING DIRECTOR OF PUBLIC  
WORKS/DEVELOPMENT SERVICES  
SENIOR PLANNER  
CITY ATTORNEY**

**SURUPA SEN  
JULIE DOSHER**

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

Chair Wright invited anyone wishing to speak to come forward state their name and address. She informed that citizens will be allowed to speak on matters included on the agenda. Each speaker will be allowed to speak for three (3) minutes. No citizen comments were received.

Chair Wright introduced the next action item on the agenda.

**ACTION**

1. **Z13-03** Discuss and consider an amendment to the comprehensive plan and the map thereof by designating approximately 44.08 ± acres of land from Retail (R) to Light Industrial (LI); and, to rezone approximately 11.08 ± acres of land from Light Industrial (LI) to Neighborhood Services (NS) and to rezone an additional 11 ± acres from Neighborhood Services (NS) to Light Industrial (LI), such land being a part of approximately 44.08 ± acre tract of land, described as Lots 1, 2 and 3, Block A, of Smith Elkins Survey, Abstract 430, Page 325, City of Lancaster, Dallas County, Texas and generally known as the Ridge Logistics Center located at the North East corner of Telephone Road and N. Dallas Avenue.

Senior Planner Surupa Sen gave a presentation stating that at the September 24, 2013 special meeting Planning and Zoning Commission conducted a public hearing regarding the zoning change and comprehensive plan amendment request. Discussion regarding utility access from Lancaster, potential timing of development for the Neighborhood Services (NS) zoned acreage and certain land uses not suitable for the north east corner of Telephone Road and N Dallas Avenue (that would otherwise be allowed by right under Light Industrial (LI) zoning) were discussed.



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The Planning and Zoning Commission conducted and closed the public hearing and directed staff to work with the applicant in reviewing the land use table from Lancaster Development Code (LDC) and prohibit certain land uses not suitable for the area. Commission postponed consideration of the item until October 1, 2013, in order to allow sufficient time to review and discuss this with the applicant.

Ms. Sen informed Commission that staff has been in communication with the applicant since last Planning and Zoning Commission meeting. She pointed out certain items on staff report has been clarified, for example, applicant had mentioned that the project will connect to Lancaster utilities from N Dallas Avenue for irrigation purposes and if a portion of any building is constructed within the Lancaster City Limits, then depending on toilet and other service locations, utility connections will be made.

Ms. Sen informed that the applicant has indicated no changes shall be made to the "Water of US" adjoining two of the proposed Neighborhood Services (NS) zoned properties to avoid any time consuming and costly Army Core of Engineers review process.

As requested by Commissioner Barnett, staff has provided assessment of possible impact fee collection in future from this project. Detail calculations have been provided as attachments to the staff memo. Ms. Sen stated that assuming 10% of proposed buildings 1, 2 and 5 shall be constructed within Lancaster City Limits; total \$ 249,096.08 can be collected in the forms of roadway, water, and waste-water impact fees.

Lastly Ms. Sen discussed the 10 land uses as discussed with the applicant that shall be prohibited under this Planned Development.

Chair Wright asked if there were any questions of staff.

Commissioner Barnett asked staff to clarify which stipulations were placed on this property when the zoning was originally approved by Council in 2007.

Managing Director Rona Stringfellow answered that the Council required the North-East corner of Telephone Road and Dallas Avenue to remain Neighborhood Services (NS) as the applicants request in 2007 was to rezone the whole property to Light Industrial (LI).

Chair Wright asked if applicant had any comments.

Dan Grant, Kimley Horn and Associates, 12750 Merit Drive, Dallas, Texas, briefly mentioned that the 10 land uses as mentioned by staff has been prohibited within the PD Ordinance.

Commissioner Gregory had a question regarding the Ridge Final Plat that has been included as an attachment. On page 3 of the Plat it stated that the "40' Water Easement to the City Dallas" and Commissioner Gregory asked whether it should be dedicated to the City of Lancaster. Dan Grant clarified the proposed 96" water line that is planned along Telephone Road is a project by City of Dallas and Dallas County Water Utilities and as a result that easement is dedicated to the City of Dallas.



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Chair Wright asked if there is any other discussion or question on this item.

With no further comment/question Chair Wright entertained a motion.

**VICE CHAIR PROTHRO MADE THE MOTION TO APPROVE Z13-03 WITH STIPULATIONS TO PROHIBIT THE LAND USES AS MENTIONED IN THE ORDINANCE, SECONDED BY COMMISSIONER GREGORY.**

**AYES: BARNETT, PROTHRO, GREGORY, WRIGHT  
NAYES: NICHOLS**

**THE MOTION CARRIED 4-1.**

Chair Wright entertained a motion to adjourn.

**A MOTION WAS MADE BY VICE CHAIR PROTHRO AND SECONDED BY COMMISSIONER GREGORY TO ADJOURN.**

**AYES: BARNETT, PROTHRO, ROBINSON, WRIGHT, NICHOLS  
NAYES: NONE**

**THE MOTION CARRIED 5-0**

Meeting was adjourned at 7:15 p.m.

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Quinnie Wright, Chair

**ATTEST**

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Surupa Sen, Senior Planner

**PLANNING & ZONING COMMISSION**  
 Agenda Communication for  
 November 5, 2013

#7

**PS 13-10 Discuss and consider a Final Plat for Lots 1R, 3R, 4, 5, 6R, 7R, and 9, Block 1, Prologis Park 20/35, situated in Nathan P. Pierce Survey, Abstract No. 1132, an addition to the City of Lancaster, Dallas County, Texas. The property is located at the northeast corner of Houston School Road and Cedardale Road.**

**Background**

1. **Location and Size:** The property is located on the northeast corner of Houston School Road and Cedardale Road and is comprised of 222.25 acres of land.
2. **Current Zoning:** The subject property is currently zoned PD-36, Prologis Planned Development with office, commercial and industrial uses.
3. **Adjacent Properties:**  
 North: Interstate Highway 20  
 South: AO, Agricultural Open  
       PD-SF Single-Family Residential (Boardwalk PH 1 & 2)  
 East: SF-2, Single-Family Residential  
 West: CH, Commercial Highway  
       AO, Agricultural Open
4. **Comprehensive Plan Compatibility:** The PD zoning adopted on September 13, 2004 amended the Comprehensive Plan designation on this site. The proposal is consistent with the Comprehensive Plan.
5. **Public Notification:** There is no notification required.
6. **Case History:**

Date	Body	Action
02/10/97	CC	Z96-22 PD 36 Zoning APPROVED
08/17/04	P&Z	Z04-21 Lancaster Business Park - Public Hearing OPENED – Public hearing and consideration CONTINUED TO 08/24/04
08/24/04	P&Z	Z04-21 Lancaster Business Park RECOMMENDED APPROVAL
09/13/04	CC	Z04-21 Lancaster Business Park APPROVED
03/07/06	P&Z	Z06-10 Site Plan Review APPROVED
04/18/06	P&Z	PS06-16 Prologis Park Preliminary Plat APPROVED

**Considerations**

This is a request to Final Plat Lots 1R, 3R, 4, 5, 6R, 7R, and 9, Block 1, of Prologis Park 20/35. The Final Plat conforms to the previously approved Preliminary Plat. The acreage for each lot being final platted is as follows:

Lot 1R	33.34 acres
Lot 3R	19.92 acres
Lot 4	78.52 acres
Lot 5	50.06 acres
Lot 6R	23.19 acres
Lot 7R	14.02 acres
Lot 9	1.84 acres

Five (5) logistics/warehouse buildings have been constructed on this property.

<b>Address</b>	<b>Business</b>	<b>Square Feet</b>	<b>Date Open</b>
1901 Danieldale Road	Prologis	650,000	May 30, 2013
2100 Danieldale Road	UNFI	589,870	September 7, 2013
2200 Danieldale Road	Johnstone Supply, Romark Logistics	155,873	September 20, 2013
2401 Danieldale Road	BMW	282,000	Est. November 2013
2101 Danieldale Road	Quaker Oats/Pepsico	1,224,658	Est. January 2014

The property has access from Houston School Road and Danieldale Road. The final plat meets City of Lancaster Subdivision Ordinance and General Design Manual.

**Options/Alternatives**

1. Approve the plat as presented.
2. Postpone the plat and direct staff.
3. Deny the plat.

**Recommendation**

Staff recommends **approval** of the plat (Option 1).

**Approval Process**

The Planning and Zoning Commission is the final approval authority.

**Attachments**

Final Plat

Planning and Zoning Commission  
Agenda Communication  
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Page 3

**Prepared By and Submitted By:**

Surupa Sen  
Senior Planner, Public Works and Development Services

**Date:** November 5, 2013