



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



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**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.**



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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.



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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.

  
Quinnie Wright, Chair

ATTEST

  
Surupa Sen, Senior Planner

