



**NOTICE OF MEETING AGENDA  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
MUNICIPAL CENTER  
CONFERENCE ROOM  
211 N. HENRY STREET, LANCASTER, TEXAS  
TUESDAY, FEBRUARY 7, 2012 – 7:00 P.M.**



**Chair, Mary Jane Colton  
Vice Chair, Quinnie Wright**

**Commissioner Marian Elkins  
Commissioner James Mitchell  
Commissioner Lawrence Prothro**

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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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**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 January 10, 2012 Regular Meeting Minutes.

**DISCUSSION**

2. Capital Improvements Advisory Committee update and discussion.

**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,

\_\_\_\_\_, 2012 @ \_\_\_\_\_ am/pm.

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**Nathaniel Barnett, Senior Planner**

**PLANNING & ZONING COMMISSION**  
Agenda Communication for  
February 7, 2012

**#1**

**CONSIDERATION OF THE JANUARY 10, 2012 MEETING MINUTES.**

Prepared by:

Nathaniel Barnett, Senior Planner





**REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, JANUARY 10, 2012**



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**CALL TO ORDER:**

Chair Colton called the meeting to order at 7:00 p.m. on January 10, 2012.

**COMMISSIONERS**

**MARY JANE COLTON, CHAIR  
QUINNIE WRIGHT, VICE CHAIR  
MARIAN ELKINS  
JAMES MITCHELL – not present  
LAWRENCE PROTHRO**

**CITY STAFF**

**RONA STRINGFELLOW-GOVAN  
NATHANIEL BARNETT  
ALEXIS ALLEN**

**DIRECTOR OF 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)

**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 November 1, 2011 Regular Meeting Minutes.

Chair Colton entertained a motion for the consent agenda.

**COMMISSIONER ELKINS MADE THE MOTION TO APPROVE THE MINUTES FROM NOVEMBER 1<sup>ST</sup>, SECONDED BY VICE CHAIR WRIGHT.**

**AYES: COLTON, ELKINS, PROTHRO, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4-0.**

**PUBLIC HEARING**

2. **M12-01** Conduct a Public Hearing and Consider an ordinance of the City of Lancaster, Texas, amending the Lancaster Development Code by amending Article 14.400, section 14.401 Land Use Table, subsection 2.1.6 Retail & Personal Services, subsection 2.1.7 Commercial & Business Services, and subsection 2.1.8 Auto & Marine-related for the purpose of allowing certain uses to be allowed by right and not require a Specific Use Permit (SUP); amending Article 14.400, section 14.402 b(3) Bed and Breakfast Operation, to allow Bed and Breakfast operations in the Historic Town Square; amending Article 14.500, section 14.505 Industrial Districts, for the purpose of removing



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the requirement for buildings in Industrial zoned areas to have masonry facades wherever they face a public right-of-way.

Senior Planner Nathaniel Barnett gave a presentation regarding the proposed amendments to the Lancaster Development Code (LDC). He outlined each amended and gave the rationale for each proposal. Senior Planner Barnett stated that changing the allowance of uses requiring Specific Use Permits (SUP) to being allowed by right is sensible due to the size of the potential uses and the non-intrusiveness of the particular uses. He also mentioned the allowance of bed and breakfast uses in the Town Square area would bring more tourism and synergy to the square. Regarding the requirement for masonry fronts on buildings in the Light Industrial area, Senior Planner Barnett explained the complexities involved in retrofitting some of these building and the impediments it caused for potential businesses.

Chair Colton opened the public hearing.

**IN FAVOR:**

None

**OPPOSED:**

None

Chair Colton entertained a motion to close the public hearing.

**VICE CHAIR WRIGHT MADE A MOTION TO CLOSE THE PUBLIC HEARING, SECONDED BY COMMISSIONER ELKINS.**

**AYES: COLTON, ELKINS, PROTHRO, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4-0.**

**Discussion of Item 2**

Chair Colton stated she was concerned with the potential of lowering standards in the city. She called several cities to ask what their requirements were for buildings in the light industrial area. Chair Colton did not want us to damage the visual image of the city.

Commissioner Elkins also expressed concern about the quality of development in Lancaster as compared to surrounding cities. She didn't want the city to be compared negatively to others.

Director Rona Stringfellow-Govan stated that the removal of the masonry requirement in industrial areas would be for existing structures. She also stated that Council has directed Staff to look into a Tax Increment Financing (TIF) district for the I-35E corridor to improve the area. Senior Planner Barnett stated that masonry is not the only item that can make a building more attractive but other items such as painting, various building materials and screening would also improve the aesthetic quality of the area.

Vice Chair Wright stated that in other cities she was aware that there were other building



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materials being used for new constructions that were very appealing.

Chair Colton divided the question and entertained a motion on each amended section.

**COMMISSIONER ELKINS MADE A MOTION TO APPROVE THE AMENDMENT FOR ARTICLE 14.400, SECTION 14.401, SECONDED BY VICE CHAIR WRIGHT.**

**AYES: COLTON, ELKINS, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 4-0.**

**VICE CHAIR WRIGHT MADE A MOTION TO APPROVE THE AMENDMENT FOR ARTICLE 14.400, SECTION 14.402, SECONDED BY COMMISSIONER ELKINS.**

**AYES: COLTON, ELKINS, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 4-0.**

**COMMISSIONER ELKINS MADE A MOTION TO APPROVE THE AMENDMENT FOR ARTICLE 14.500, SECTION 14.505 AS APPLIED TO EXISTING BUILDINGS, SECONDED BY VICE CHAIR WRIGHT.**

**AYES: ELKINS, PROTHRO, WRIGHT  
NAYES: COLTON**

**THE MOTION CARRIED 3-1.**

**DISCUSSION**

3. Review of meeting conduct material, work session information, and 2012 meeting schedule.

Senior Planner Barnett gave a brief presentation regarding on the material covered in the recent work session held for the commission. He also mentioned that in the coming year the goal was to get more educational opportunities for the commission. He also stated that each commissioner had been given a copy of the Robert's Rules of Order book for running a meeting and that information that was applicable to the commission had been written and given to each commissioner. Finally Senior Planner Barnett presented a schedule for meetings for the year highlighting that some meetings had been changed due to holidays.

Chair Colton entertained a motion to adjourn.

**A MOTION WAS MADE BY COMMISSIONER ELKINS AND SECONDED BY COMMISSIONER PROTHRO TO ADJOURN.**



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**AYES: COLTON, ELKINS, PROTHRO, WRIGHT  
NAYES: NONE**

**THE MOTION CARRIED 4-0.**

Meeting was adjourned at 7:59 p.m.

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Mary Jane Colton, Chair

**ATTEST**

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Nathaniel Barnett, Senior Planner

**PLANNING & ZONING COMMISSION**  
Agenda Communication for  
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**#2**

Discuss the role of the Capital Improvements Advisory Committee for the Roadway and Water/Wastewater Impact Fee Study Update.

**Background:**

The Planning and Zoning Commission is serving as the Capital Improvements Advisory Committee (CIAC) for the current Roadway and Water/Wastewater Impact Fee Study Update. The role of the advisory committee is to:

1. Advise and assist the political subdivision in adopting land use assumptions
2. Review the capital improvements plan and file written comments
3. Monitor and evaluate implementation of the capital improvements plan
4. File semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee, and
5. Advise the political subdivision of the need to update or revise the land use assumptions, capital improvements plan and impact fee

In December 2011, information was provided to the CIAC to review in preparation of the draft document that will be presented by the consulting firms of Kimley-Horn (Roadway) and Freese and Nichols, Inc (Water/Wastewater) of the updates that have been done to the existing impact fee reports. This discussion item is to determine if the CIAC has any questions or thoughts regarding these reports prior to being presented with the actual report on March 6, 2012.

**Staff Recommendation**

Staff does not have a specific recommendation at this time.

**Prepared and Submitted By:**

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Nathaniel Barnett, Senior Planner

**Date:** \_\_\_\_\_ February 3, 2012 \_\_\_\_\_