



**NOTICE OF MEETING AGENDA
PLANNING & ZONING COMMISSION
CITY OF LANCASTER, TEXAS
MUNICIPAL CENTER
CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS
TUESDAY, OCTOBER 2, 2012 – 7:00 P.M.**



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

**Commissioner Marian Elkins
Commissioner James Mitchell
Commissioner Genevieve Robinson**

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.

7:00 P.M. AGENDA

CALL TO ORDER

ELECTION OF A CHAIR AND VICE CHAIR

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 August 7, 2012 Regular Meeting Minutes.

ACTION

2. **M12-07** Discuss and Consider Annual Appointments to the City of Lancaster Historic Landmark Preservation Committee (HLPC).

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.

Nathaniel Barnett, Senior Planner

PLANNING & ZONING COMMISSION
Agenda Communication for
October 2, 2012

#1

CONSIDERATION OF THE AUGUST 7, 2012 MEETING MINUTES

Prepared by:

Nathaniel Barnett, Senior Planner



REGULAR MEETING MINUTES
PLANNING & ZONING COMMISSION
CITY OF LANCASTER, TEXAS
TUESDAY, AUGUST 7, 2012



CALL TO ORDER:

Vice Chair Wright called the meeting to order at 7:00 p.m. on August 7, 2012.

COMMISSIONERS

MARY JANE COLTON, CHAIR - absent
QUINNIE WRIGHT, VICE CHAIR
MARIAN ELKINS
JAMES MITCHELL - absent
LAWRENCE PROTHRO

CITY STAFF

RONA STRINGFELLOW-GOVAN

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

NATHANIEL BARNETT
JULIE PANDYA

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 10, 2012 Regular Meeting Minutes.

Vice Chair Wright entertained a motion for the consent agenda.

COMMISSIONER ELKINS MADE THE MOTION TO APPROVE THE MINUTES FROM JULY 10TH, SECONDED BY COMMISSIONER PROTHRO.

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

THE MOTION CARRIED 3-0.

PUBLIC HEARING

2. **M12-06** Conduct a Public Hearing and consider a Proposed Tornado Recovery Overlay District for the properties impacted by the April 3, 2012 tornado regarding special development requirements for redevelopment of totally or partially-damaged single family homes located in tornado-stricken areas.

Senior Planner Nathaniel Barnett gave the Staff presentation. He explained that the item was at P&Z again due to the requirement to notify all property owners in the affected communities and 200' surrounding them. Senior Planner Barnett detailed the background of



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PLANNING & ZONING COMMISSION
CITY OF LANCASTER, TEXAS
TUESDAY, AUGUST 7, 2012**



the item with reference to the storm damage that occurred due to the tornado on April 3rd. He showed photos of some properties that were damaged by the storm with different levels of severity. Senior Planner Barnett showed maps of the affected areas that also detailed the level of damage properties received.

Senior Planner Barnett then began discussing the Lancaster Development Code (LDC) requirements for building homes in the city. He stated that there is a minimum home size of 1,750 square feet when building a new home. This LDC requirement was put in place in 2006 when the ordinance was amended. Many of the affected homes were built prior to 2006 and thus did not meet minimum size criteria as they averaged 1300 to 1700 square feet per Dallas Central Appraisal District records. The proposal is to allow home owners to build their original home back even if it is less than the minimum size requirement without having to go before a special board to get approval. Senior Planner Barnett also mentioned that some homes encroached into the side yard setback of 5' and 10' for properties in SF-6 and SF-4/SF-5 zoning, respectively. This ordinance would allow them to set the home in its original foundation. He also mentioned that 1394 property owner notices were sent and 40 were returned in favor and 3 in opposition. There was also one phone call in opposition but the other phone calls were seeking information about the proposal. This concluded the staff report.

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

Vice Chair Wright opened the public hearing.

IN FAVOR:

None

OPPOSED:

Levine Norman, 1204 Payne Drive, Lancaster, asked if this meant there would be assistance with rebuilding the homes or what was being proposed. City Attorney Julie Pandya explained that the city was proposing to allow home owners to build their homes that were destroyed in the April 3rd tornado back to the size they existed before the storm and not have to meet the minimum size requirements of the Lancaster Development Code as it exists today. Also being proposed was homes that did not meet the minimum side yard setback would be allowed to be replaced on their original foundation and not have to be moved further off the property line.

Mr. Norman asked if the house was smaller than the minimum size required now, that it could not be built back. Senior Planner Barnett stated that it could be built back to a lesser square footage than is required now. If the home was 1500 square foot before the storm, it could be built back to 1500 square feet now and not have to meet the 1750 square foot minimum of today's standards.

Vice Chair Wright entertained a motion to close the public hearing.

**COMMISSIONER PROTHRO MADE THE MOTION TO CLOSE THE PUBLIC HEARING,
SECONDED BY COMMISSIONER ELKINS.**



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

THE MOTION CARRIED 3-0.

Discussion of the Item:
None.

Vice Chair Wright entertained a motion for the public hearing item.

A MOTION WAS MADE BY COMMISSIONER PROTHRO TO RECOMMEND APPROVAL OF THE TORNADO RECOVERY OVERLAY DISTRICT, AND SECONDED BY COMMISSIONER ELKINS.

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

THE MOTION CARRIED 3-0.

3. **Z12-04** Conduct a Public Hearing and consider a Rezoning request from CH (Commercial Highway) to LI (Light Industrial), Generally Located approximately 540+ feet south of the intersection of Kirkland Road and Meadowlark Lane. The properties are addressed as 1451, 1455, and 1459 Meadowlark Lane and are approximately 3.35 acres of land in total. The legal description of the property is lots 20, 21, and 22, Block 1, Stillmeadow Acres Addition, City of Lancaster, Dallas County, Texas.

Senior Planner Nathaniel Barnett gave the Staff presentation speaking of the re-zone request from Commercial Highway to Light Industrial for a mini-warehouse use and truck rental use. Mini-warehouse is allowed in CH with a specific use permit (SUP) but truck rental is not an allowed use in CH. However, both uses are allowed by right in LI. Senior Planner Barnett showed aerial pictures of the property as well as pictures of the subject property and surrounding properties. He gave information about the zoning and future land use plan for the area. He submitted the conceptual plan that the applicant had presented Staff after the report had been written. Senior Planner Barnett discussed the existing trees that surrounded the subject property around the perimeter. Of the 8 property owner notices that were sent, 2 were returned in favor and 1 opposed. Although Staff did not support the request initially, after the applicant submitted a conceptual plan for the use and properties, Staff changed their recommendation to support the zoning change.

Commissioner Prothro asked if the property allowed commercial activity currently. Senior Planner Barnett stated that the property is currently zoned commercial highway and does allow commercial activity. However one of the uses being proposed by the applicant is not allowed, thus the change would allow the use. Commissioner Prothro asked if there would be a requirement to buffer the property from the residences. Senior Planner Barnett stated that per the Lancaster Development Code it would be necessary to screen the property from the residential uses. Commissioner Prothro asked would they also have to place some type



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of permanent screening where the trees exist today to prevent clear-cutting of the trees and the alleviation of the buffer. Senior Planner Barnett stated the screening is only from the residential uses and not the industrial uses. Permanent screening would be required where adjacent to or across from residential uses.

Commissioner Elkins asked if the trucks would be screened or would they sit out in the open. Senior Planner Barnett stated they could be screened as well, typically they are screened by the buildings but there are plenty of trees and natural screening that exists on the property already.

The applicant, Joe Rust 440 Gingerbread Lane, Waxahachie, Tx, gave a brief presentation about the proposal and stated that the current zoning is light industrial to the south and west of the property and that there are a lot of trees in existence currently. He stated that if they did the truck rental, the trees would serve as a natural barrier. He asked if there were any questions.

Commissioner Elkins asked if the property could be accessed from two points. Mr. Rust stated that the proposal was to allow access from I-35 and Meadowlark Lane. Commissioner Elkins asked if the trees would obscure the views of people accessing the property. Mr. Rust stated that there would not be any views obscured by the trees, they are there to serve as screening only.

Commissioner Prothro asked if the drainage of the property would be affected. Senior Planner Barnett stated the City Engineer had viewed the plans and determined that the drainage would not be negatively impacted.

Vice Chair Wright opened the public hearing.

IN FAVOR:

None

OPPOSED:

None

Vice Chair Wright entertained a motion to close the public hearing.

**COMMISSIONER ELKINS MADE THE MOTION TO CLOSE THE PUBLIC HEARING,
SECONDED BY COMMISSIONER PROTHRO.**

AYES: ELKINS, PROTHRO, WRIGHT

NAYES: NONE

THE MOTION CARRIED 3-0.

Discussion of the Item:

None



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Vice Chair Wright entertained a motion for the public hearing item.

A MOTION WAS MADE BY COMMISSIONER PROTHRO TO RECOMMEND APPROVAL OF THE RE-ZONING PROPOSAL FROM COMMERCIAL HIGHWAY TO LIGHT INDUSTRIAL, AND SECONDED BY COMMISSIONER ELKINS.

AYES: ELKINS, PROTHRO, WRIGHT

NAYES: NONE

THE MOTION CARRIED 3-0.

Vice Chair Wright entertained a motion to adjourn.

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

AYES: ELKINS, PROTHRO, WRIGHT

NAYES: NONE

THE MOTION CARRIED 3-0.

Meeting was adjourned at 7:35 p.m.

Quinnie Wright, Vice Chair

ATTEST

Nathaniel Barnett, Senior Planner

PLANNING & ZONING COMMISSION
Agenda Communication for
October 2, 2012

#2

M12-07 Discuss and Consider Annual Appointments to the City of Lancaster Historic Landmark Preservation Committee.

Considerations

In preparation for annual appointments to City boards and commissions, applications were solicited through the City's website, a message printed on water bills, in the weekly e-mail blast for four weeks, a letter sent to the Civic Leadership Academy graduates inviting their application, and a message in the public service announcements at the Library. The applications of those interested in filling positions on the Historic Landmark Preservation Committee are brought to the Planning and Zoning Commission to allow them to fill vacancies for this board. This is done in the same manner that City Council fills vacancies on other boards. The only difference is that the City Council conducts interviews prior to making their appointments. Any member the P&Z appoints must be confirmed by the City Council prior to the person becoming an official appointment to the committee.

Three positions are to be appointed this year, two regular members and the alternate. Of the current members, one regular member and the alternate submitted applications for re-appointment. The other current member does not wish to be reappointed. The City Secretary received 12 applications from citizens wishing to fill open positions for the various Boards and Commissions. Each applicant listed their top three choices. Of those received, no one selected the HLPC as one of their choices.

The Planning and Zoning Commission has several options. They are listed below:

1. Reappoint members whose terms are expiring.
2. Appoint the alternate to fill a regular position.
3. Delay some appointments until a future P&Z meeting.
4. Leave any regular position or alternate position unfilled at this time.

Staff does not make a recommendation on these items. The following table depicts those HLPC members whose terms have expired and those who desire reappointment.

Historic Committee	Landmark	Preservation	Term Expires	Member name	Desires Reappointment		Notes
					Yes	No	
			2012	Dee Hinkle	✓		
			2012	Patricia Siegfroid-Giles (Alternate)	✓		
			2012	Carolyn Miller		✓	

Attachments

- Applications (alphabetical order)

Prepared and Submitted By:

Nathaniel Barnett
Senior Planner, Development Services

Date: September 28, 2012



Boards and Commissions 2012



Dear Board or Commission member:

Our records indicate your current appointment will expire in July 2012. Please complete the information below to indicate if you are interested in being reappointed.

DEE HINKLE
(Name)

Historic Landmark Preservation
(Board or Commission)

Desire reappointment

Do not wish to be reappointed

(Please complete the enclosed application and return with this form to the address below or via fax.)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Dee Hinkle
Signature

July 30, 2012
Date

Deadline is July 30, 2012.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:
Angie Arenas, Assistant City Secretary
City of Lancaster
211 N. Henry St.
P.O. Box 940
Lancaster, TX 75146

Fax form and application to: (972) 275-0915

For Office Use Only

Received by: AA

Date: 7.30.12



City of Lancaster, Texas
Boards and Commissions
Application



Name: DEE HINKLE Date: 7-30-12
 Address: 105 E. Fifth St. Zip: 75146
 Home Phone: 214-978-9476 Work/Cell Phone: 972-227-7662
 Email Address: dthinkle105@gmail.com Length of residency: 10 years
 Occupation: conference & event coordinator

Please list the Boards/Commissions/Corporations you wish to serve on in order of preference.

1. Historic Landmark Preservation
2. _____
3. _____

Have you ever served as a member of any Lancaster boards, commissions, or committees?

YES NO

List any particular qualifications you feel would be beneficial to serving on any particular board or commission. You may also attach additional sheets as well as a resume.

SEE ATTACHED LETTER & RESUME

To be an effective member of a Board or Commission, you must be willing to attend and participate in all scheduled meetings.

For consideration during the annual appointment process, please submit your application by August 13, 2012.

Applications are always welcome as vacancies may occur throughout the year.

Signature Dee Hinkle Date July 30, 2012

Please return your completed application to the City Secretary's Office at 211 N. Henry St., or mail to P. O. Box 940, Lancaster, TX 75146 or fax to 972-218-1399.

Received by: _____	Office Use Only Date: _____
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Political Campaigns
Event Coordination
Public Relations
Graphic Design
Marketing

July 30, 2012

Planning & Zoning Board Commissioners
and City Council Members
City of Lancaster
211 N. Henry St.
P.O. Box 940
Lancaster, TX 75146

Dear Commissioners & Council Members;

I have served on the Historic Landmark Preservation Board since 2004 and was Chairman of the committee for the past four years.

I have lived in historic districts since my childhood; Winnetka Heights in Oak Cliff, Guthrie, Oklahoma, and River Oaks in Houston. I remodeled three historic homes including my home in Lancaster, and am familiar with the challenges home owners face when remodeling a home in a historic district.

In addition to my formal education, I have attended numerous seminars and conferences regarding historic preservation totaling over 86 hours and am a member of the National Alliance of Preservation Commissions. I appreciate your consideration of my reappointment to Lancaster's Historic Landmark Preservation Committee.

Sincerely,

Dee Hinkle

Dee Hinkle

105 East Fifth • Lancaster, Texas • 75146
(214) 938-9478
dhinkle105@gmail.com

Innovative, versatile manager with a broad range of experience in publishing including advertising, marketing, sales, and public relations. Superior organizational and leadership skills with a knack for training and motivating personnel. Proven creative and administrative record in both new and established companies.

Competencies

- Established track record in trouble-shooting inefficient departments while developing more efficient protocols and production schedules.
- Developed office management systems for new publishing company, including employee incentives and training and, as second in command, supervised office staff of 30 production artists, salespeople and administrative staff. Instrumental in increasing annual sales volume from \$450,000 to \$1 million in 3 years.
- Marketing events and sales publications for the north-central Texas sales office of National Geographic/Hampton-Brown School Publishing company including creating brochures, invitations, training booklets and Flyers.
- Implemented advertising campaigns from original concept, through concept and design involving art direction, typography, and printing for a variety of companies.

Accomplishments

- Coordinated marketing and commercial sales department for an advertising publishing company, involving targeting market areas, expanding existing markets, developing new product lines, coordinating systems and procedures, and managing all facets of the in house sales department.
- Coordinated the editorial, photography and advertising sales for major Chamber of Commerce publications as a Publication Coordinator/Sales Executive for one of the country's leading Chamber publication companies.
- Directed new sales department, closing jobs ahead of projected profit margins and recording overall monthly profits.
- Campaign Manager for the Re-Election of Lancaster's Past Mayor Joe Tillotson, School Board Member Marjorie King, and Past City Council members Carol Strain-Burk, and Susan Anderson.
- Took a leadership role on the Mills Branch Initiative Task Force. Initiated meetings with City Council, neighborhood groups and community leaders. Facilitated citizens attendance and speaking in support of this project at Planning and Zoning Commissioners, and City Council meetings.
- Coordinator of Lancaster's Second Saturday on The Town Square, a monthly event featuring specialty foods, entertainment, and 30-40 craft vendors. Responsible for all aspects of this event booking entertainment. Working with and reserving vendor space, advertising, and public relations.
- Event Committee Chairman for the Southern Dallas County Summit on Building Sustainable Communities. Appointed the sub committee chairpersons and coordinated with them all aspects of this event. I was specifically responsible for the daytime portion of the conference.
- One of three Show Managers of the Cat Fanciers' Association International Show, held in Fort Worth, Texas in 1995. Our committee was responsible for locating and reserving the show facilities, hospitality for twelve judges, twenty four stewards, twelve ring clerks, two master clerks, fifty vendors, and show personnel of twenty two volunteers. This included scheduling hotels, meals, local entertainment, advertising, public relations, show entries, and gate for a three day event.
- Coordinated and managed the largest Cat Fanciers' Association Show in the Gulf Shore Region (a ten state region) in 1997. This show won the prestigious Cat Fanciers' Association Show Of The Year Award.

Dee Hinkle

105 East Fifth • Lancaster, Texas • 75146
(214) 938-9478
dhinkle105@gmail.com

Experience

- 2004-present Learning Links Tx, The north central Texas sales representative for National Geographic Learning | Cengage Learning
Conference & Event Coordinator
Coordinating ordering of all samples and display materials needed for conferences, presentations, sales, and trainings. Set up conference display and training rooms. Designed and produced flyers, brochures, special event invitations, handouts, and programs.
- 1999-2003 Village Profile Publications, Inc., Elgin, Illinois
Publication Coordinator
- 1998-1999 Lawton Publications, Inc., Seattle, Washington
Sales Executive
- 1995-1998 Mosher-Adams, Inc., Oklahoma City, Oklahoma
Director of In House Sales
- 1993-1995 Liberty Marketing Company, Arlington, Texas
Vice President
- 1989-1993 Multi Marketing Corporation, Arlington, Texas
Project Coordinator
- 1986-1989 Hiatus to raise family
- 1982-1986 Catalog Associates, Fort Worth, Texas
Co-Owner and President
As co-owner of a marketing and catalog publishing company; entered competitive markets with marketing programs for clients that included Wells Boot Center, Cutter Bill's Western Store, Westmore Manufacturing, Lisa Trucking Lines, M. L. Leddy's, "B" Bears, Larry's Shoe Store, and Maximum Security Co.
- 1970-1982 Ryon's Western Retail and Manufacturing, Fort Worth, Texas
Advertising Director
Managed advertising department and interfaced with five department heads for medium sized retail and manufacturing mail order company with a \$3 million sales volume, and 100 employees. Primary responsibility included concept, design, and production of four annual product catalogs, as well as all local and national advertising.

Skills

- Proficient in Microsoft Excel creating formulas that can be used in spread sheets inventory control, and data logs.
- Proficient in Microsoft Word and Publisher creating ads, flyers, brochures, training booklets, etc.
- Proficient in Microsoft Power Point creating product presentations and training sessions.
- Skilled in creating vector graphics used in print and web site.

Education

- Texas Christian University, Fort Worth, Texas.
- South Texas Junior College, Houston, Texas
- Vernon Court Junior College, Newport, Rhode Island

Dee Hinkle

105 East Fifth • Lancaster, Texas • 75146
(214) 938-9478
dhinkle105@gmail.com

Affiliations/Honors

- Committee Member City of Lancaster:
Historic Landmark Preservation Board (2004-2011, elected Chairman 2008, 2009, 2010 & 2011)
- Lancaster Historical Society: Vice President (2006-2009)
- The City of Lancaster 4-B Board of Directors Member (2001-2003)
- Operation Clean Sweep Southern Dallas County-Board of Directors, Vice-Chairman (2001-04)
- Ambassador of the Year 2001 DeSoto Chamber of Commerce
- Graduate of Leadership Southwest
- Past member of Lancaster and Desoto Chambers of Commerce
- Advertising Club of Fort Worth: Winner of three "Addy" awards
- Fort Worth Photography Club: Winner of awards for print and slide photographs
- Japanese Bobtail Breeder's Society: Lifetime Breeder Achievement Award
- Fort Worth Cat Club, treasurer; Lone Star Cat Club, treasurer.

References

Furnished Upon Request



Boards and Commissions 2012



Dear Board or Commission member:

Our records indicate your current appointment will expire in July 2012. Please complete the information below to indicate if you are interested in being reappointed.

Patricia Siegfried-Giles
(Name)

Historic Landmark Preservation Comm.
(Board or Commission)

Desire reappointment

Do not wish to be reappointed

(Please complete the enclosed application and return with this form to the address below or via fax.)

If you wish to apply for a different board, please indicate name of board or commission on the enclosed application with this form and return it to the address below or via fax.

Patricia Siegfried-Giles
Signature

July 16, 2012
Date

Deadline is July 30, 2012.

For more information, please call (972) 218-1310. Thank you for your service to the City of Lancaster.

Please mail form and application to:

Angie Arenas, Assistant City Secretary
City of Lancaster
211 N. Henry St.
P.O. Box 940
Lancaster, TX 75146

Fax form and application to:

(972) 275-0915

For Office Use Only

Received by: _____

Date: 7.19.12