



City of Farmers Branch

City Hall
13000 Wm. Dodson Pkwy
Farmers Branch, TX 75234

Meeting Minutes

Planning and Zoning Commission

Monday, April 25, 2016

7:00 PM

City Hall

Study Session Meeting to be held at 6:00 PM in Study Session Room

Hard copies of the full Planning and Zoning Commission agenda packet are accessible the Friday prior to every regularly scheduled meeting at the following locations:

- 1) Manske Library
- 2) City Hall

Additionally, the agenda packet is available for download from the City's web site at www.farmersbranchtx.gov. This download may be accessed from any computer with Internet access, including computers at the Manske Library and in the lobby of City Hall.

Any individual who wishes to speak on an agenda item should fill out a Registration Form for Appearance before the Planning and Zoning Commission (white card located in the back of the Council Chambers) and submit the completed card to City Administration member prior to the start of the meeting.

A. STUDY SESSION

Absent 2 - Commissioner David Honnoll, and Commissioner Jason O'Quinn

Present 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Nancy Hardie, Commissioner Chris Brewer, and Commissioner Tim Yarbrough

Staff 3 - Andy Gillies Director of Community Services, Andreea D. Udrea Planner II, and Kenecia Brown Administrative Assistant I

A.1 [TMP-1713](#) **Discuss regular agenda items.**

A.2 [TMP-1719](#) **Discuss City Board & Commission Attendance Policy.**

A.3 [TMP-1720](#) **Receive update on Eastside Plan.**

B. REGULAR AGENDA ITEMS

Chairperson Hardie called the meeting to order at 7:02 pm.

B.1 [TMP-1714](#)**Consider approval of the April 25, 2016 Planning and Zoning Commission minutes and take appropriate action.**

A motion was made by Commissioner Blackson, seconded by Commissioner De Los Santos, that the Minutes be approved. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

B.2 [TMP-1715](#)**Consider approval of the Attendance Matrix for the Planning and Zoning Commission as presented and take appropriate action.**

A motion was made by Commissioner Brewer, seconded by Commissioner Blackson, that the Attendance Matrix be approved. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

C. **PUBLIC HEARING****C.1** [16-SP-03](#)**Consider a request from RDZ Developers, LLC for a Detailed Site Plan for a warehouse and office building located at 2424 Richland Avenue; and take appropriate action.**

Andreea Udrea, Planner II, gave a brief presentation stating that the undeveloped site (approximately .380 acre) is located at the southwest corner of Richland Ave. and Bee St. Located within the general business sub-district of PD-70, the site is surrounded by residential, light industrial and commercial uses. The applicant is proposing to build a new headquarters for their residential and commercial air conditioning and heating business, Air Rey Services. The proposed site plan includes a 1-story building (approximately 6,591 sq. ft.) composed of a warehouse and office space, a 4 ft. wide sidewalk, an 8 ft. high masonry wall, and 2 driveways. The proposed conceptual site elevations will include 90% masonry materials with a combination of brick, wood siding, stucco, and metal accents. The proposed landscape plan is composed of 32% of the site, to include natural open space, 8 additional Western Soapberry trees, and a combination of shrubbery, holly, and Texas sage. The applicant estimates that employee and visitor parking will be minimal as the business is focused on accommodating staff. Currently, only 8 parking spaces (including 1 ADA parking space) are requested, which meet the parking ratio requirements for PD-70. Additionally, the applicant proposed to install a wall sign above the main entry of the office building in accordance with the City's sign ordinance. 22 notification letters were mailed to surrounding properties within 200 ft. of the proposed site; no letters of opposition were received.

This detailed site plan includes 1 special exception. PD-70 specifies that a maximum lot coverage for any area in this PD shall not exceed 60%. However, due to the building requirements for the applicant's business and the size of the lot, this proposed site plan coverage area is 67%, which slightly exceeds the allowable percentage. Staff finds no problem with this overage and recommends support of this special exception.

The architect, Ms. Margine Biswas (5908 Woodwind Dr., Plano, TX), approached the podium and gave a brief presentation on the detailed building design. Ms. Vanina Vega (10420 Plano Rd., Dallas, TX) gave a brief presentation on business operations, equipment, and storage needs.

Chairperson Hardie asked if anyone from the public would like to make a presentation or ask any questions regarding this agenda item; being none, Chairperson Hardie closed the public hearing.

Commissioner Blackson asked if trucks will be parking inside or outside of the warehouse at night. Mr. Rodrigo Rodriguez stated that the trucks will be parked inside the warehouse to prevent theft and burglary.

Commissioner Reed asked how parking requirements will be managed as the business grows, noting that the proposed office space accommodates 14 employees though only 8 employees are on staff. Ms. Margine Biswas stated that the business also employs a sales staff that will use the office space on a limited basis. Commissioner Reed stated that the parking does not appear to adequately support their employees and the office space is possibly too large. Ms. Vega advised that the sales staff only uses the office to handle contracts and will spend the majority of their work day in the field with clientele. Mr. Andy Gillies, Community Services Director, stated that the parking ratio for the proposed property is in compliance with PD-70. Commissioner Reed asked for the computation details for the parking ratio. Mrs. Udrea stated that PD-70 requires 1 parking space per 600 sq. ft. Commissioner Blackson asked if there are any on-street parking provisions for Richland St. and Bee St. Mrs. Udrea stated there are none, though on-street parking typically does not count towards the parking ratio.

Commissioner Blackson asked when construction is anticipated to begin. The applicant, Mr. Rodriguez stated that construction will begin as soon as the building permit is approved.

Commissioner De Los Santos asked about the requirements for trash removal. Mrs. Udrea stated that the applicant will use the screened in dumpster located along Richland Rd.

Chairperson Hardie asked if any Commissioners had questions comments regarding this case; there being none, Chairperson Hardie asked for a motion.

A motion was made by Commissioner Blackson, seconded by Commissioner Yarbrough, that this Detailed Site Plan be recommended for approval. The

motion carried by the following vote:

Nay: 1 - Commissioner Jamie Reed

Aye: 6 - Commissioner Sergio De Los Santos, Vice Chairman Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

C.2 [16-SU-04](#)

Consider a request from Yossi Ohayon for a Specific Use Permit for a conference center (commercial indoor amusement facility) located at 4445 Sigma Rd and take appropriate action.

Andrea Udrea, Planner II, gave a brief presentation stating that the approximately 1.97 acre site is located east of Midway Rd. in the Light Industrial zoning district. The site is bordered by existing warehouses that accommodate office, retail, and commercial uses for indoor amusement. Within the Light Industrial zoning district, a conference center (which is considered indoor commercial amusement) requires a specific use permit. Onsite is an existing 1-story, concrete building (approx. 30,622 sq. ft.) that is divided into two suites. The applicant, who also owns the Culinary Arts building (4241 Sigma Rd.) located to the east of the proposed site, is requesting to develop the property into a conference center and warehouse office. Within the western suite, the applicant is proposing to operate a conference center (approx. 18,000 sq. ft.), which requires a specific use permit. For the eastern suite, the applicant will continue to utilize the warehouse office space. The proposed floor plan for the western suite includes a main conference room, 2 meeting rooms, reception area, lobby, storage rooms, offices, and a preparation area. The proposed landscape plan includes the improvement of the existing island along Sigma Rd., new landscape strips in front of the building, 7 new birch trees, and a combination of shrubs and perennials. The applicant is also proposing to resurface and restripe the parking lot and increase the number of parking spaces from 109 to 228, which will meet the parking requirements for general assembly use.

Currently, no cooking area or outdoor seating have been proposed. All food preparation will be provided by a catering service and existing outdoor space will be modified to accommodate a single storage unit and dumpster that are screened in by a 6 ft. and 8 ft. masonry wall. The applicant is proposing to develop a conference center that will accommodate a maximum of 180 persons at one time. Onsite security staff and personnel will be in operation during business hours. The facility will operate Monday - Friday from 7:00am - 5:30pm and from 7am - 11pm on Saturdays and Sundays. 10 notification letters were mailed to surrounding properties within 200 ft. of the site; no letters of opposition were received.

Mrs. Vivienne Morgan (1917 McGregor Dr., Plano, TX), business partner, approached the podium and gave a brief presentation on the specialty services, accomplishments, and future business plan.

Mr. Larry Robbins, (4300 Sigma Rd.) Capstone Commercial representative, approached the podium to speak in favor of the proposed specific use permit; noting that Farmers Branch needs more business owners that are willing to invest in revitalizing the East Side of the City in hopes of attracting new residents and

commercial growth.

Chairperson Hardie asked if anyone in the public audience had questions or comments regarding this case; being none, Chairperson Hardie closed the public hearing.

Commissioner Blackson asked if the property will have a sprinkler system. Mr. Ohayon states that the property will have a sprinkler system. Commissioner Blackson asked if the property will acquire a beer and wine sales permit. Mr. Ohayon (1917 McGregor Dr., Plano, TX) stated that the business will not apply for a beer and wine permit since all hired catering services are required to retain an alcohol license. Commissioner Blackson asked when the applicant anticipates to be open for business. Mr. Ohayon stated that renovations will begin as soon as the specific use permit and building permit are approved.

Chairperson Hardie asked if any Commissioners had questions or comments regarding this case; there being none, Chairperson Hardie asked for a motion.

A motion was made by Commissioner Blackson, seconded by Commissioner Reed, that this Specific Use Permit be recommended for approval. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

D. ADJOURNMENT

Farmers Branch City Hall is wheelchair accessible. Access to the building and special parking are available at the main entrance facing William Dodson Parkway. Persons with disabilities planing to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

Certification

I certify that the above notice of this meeting was posted on the bulletin board at City Hall on Thursday, April 21, 2016 by Kenecia Brown.


Chairperson


City Administration