



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, May 12, 2025

7:00 PM

City Hall

The full video of this meeting is available on the City website here: <https://farmersbranch.legistar.com/Calendar.aspx>

Commissioners Present (7): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Colin Kirby, Commissioner Dan Heard, Alternate Commissioner Scott Noris, and Alternate Commissioner Breeanna Banks

Commissioners Absent (2): Commissioner Pat Trapp and Commissioner Harold Froehlich

City Staff Present: Deputy Director of Planning Sarah Bergman AICP; Lead Planner Brett Manguem AICP; Planner Brian Campbell; Deputy City Manager Jawaria Tareen; City Manager Ben Williamson

A. STUDY SESSION (6:30 PM)

A.1 25-79 Discuss Regular Agenda Items.

Chair Raley called the meeting to order at 6:30 PM.

Chair Raley thanked the Commissioners for their service.

Chair Raley asked for any questions or comments regarding the Regular Agenda and Public Hearing items.

Regarding Item D.1, Ms. Bergman answered questions from the Commissioners regarding: whether Texas state bills HB24 and SB844 would impact the public notification process; whether an email list for project updates exists; whether the proposed amendment affects protest procedures; if staff maintains a record of the number of notifications sent and percentage of responses received related to zoning cases; and the cost of publishing notices in the Dallas Morning News.

Hearing no further questions or comments from the Commissioners, Chair Raley closed the discussion on this agenda item.

A.3 25-80 Discuss Agenda Items for Future Planning and Zoning Commission Consideration.

Ms. Bergman announced the promotion of Mr. Campbell to the position of Planner.

No new items were requested by the Commissioners.

Hearing no further questions or comments from the Commissioners, Chair Raley closed the discussion on this agenda item and adjourned the Study Session at

6:37 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:00 PM.

B. CITIZEN COMMENTS

There were no members of the public wishing to address the Commission.

C. REGULAR AGENDA ITEMS

- C.1 [25-361](#) **Consider approval of the April 14, 2025 Planning and Zoning Commission Meeting Minutes; and take appropriate action.**

A motion was made by Commissioner Heard seconded by Commissioner Kirby, that the Minutes be approved. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Commissioner Kirby, Commissioner Heard, Alternate Commissioner Noris and Alternate Commissioner Banks

D. PUBLIC HEARING

- D.1 [25-ZA-04](#) **Conduct a public hearing and consider the request to amend Article 6, “Administration” of the Comprehensive Zoning Ordinance to increase the required public notification boundary for public hearings related to zoning cases; and take appropriate action.**

Ms. Bergman gave a presentation regarding the proposed amendment.

Ms. Bergman answered questions from Commissioners regarding: the cost of publishing notices in the Dallas Morning News; the reasoning for the proposed 300-foot boundary; typical lot depths; and whether the proposed amendment resulted from concerns from residents regarding commercial development adjacent to residential development.

Hearing no further questions or comments from the Commissioners, Chair Raley opened the public hearing. No one came forward to address this agenda item.

A motion was made by Vice-Chair Miller, seconded by Commissioner Sultzbaugh, that the public hearing be closed.

Vice-Chair Miller commented that he believed staff should also take a proactive approach in notifying the public regarding project updates through digital resources and communication platforms.

Commissioner Kirby asked about the timing of when signs are posted on the affected subject property prior to case consideration.

Hearing no further questions or comments from the Commissioners, Chair Raley requested that the motion to close the public hearing be restated.

A motion was made by Commissioner Kirby, seconded by Commissioner Sultzbaugh, that the public hearing be closed. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Commissioner Kirby, Commissioner Heard, Alternate Commissioner Noris and

Alternate Commissioner Banks

A motion was made by Vice-Chair Miller, seconded by Alternate Commissioner Banks, that this Zoning Amendment be recommended for approval. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Commissioner Kirby, Commissioner Heard, Alternate Commissioner Noris and Alternate Commissioner Banks

Chair Raley asked when this case would be considered by City Council. Ms. Bergman stated at their June 3, 2025 meeting.

E. ADJOURNMENT

Chair Raley adjourned the meeting at 7:10 PM.

Chair

City Administration