



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, July 27, 2026

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 (9): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Colin Kirby, Commissioner Pat Trapp, Commissioner Scott Noris, Commissioner Breeanna Banks, Alternate Commissioner David Moore and Alternate Commissioner David Merritt

City Staff Present: Mayor Terry Lynne, City Manager Ben Williamson, Director of Community Services Derek Hull, Planning Manager Tara Bradley; Lead Planner Brett Mangum AICP; Planner Brian Campbell AICP; and City Attorney Chris Metcalf

A. STUDY SESSION

A.1 [26-476](#) Discuss Regular Agenda Items.

Chair Raley called the Study Session to order at 6:45 PM.

Chair Raley thanked the Commissioners for their services.

Chair Raley introduced newly appointed Alternate Commissioners David Moore and David Merritt.

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

Regarding Public Hearing item D.1:

- Chair Raley stated that the applicant submitted a letter to table this agenda item to the August 10, 2026 Planning and Zoning Commission meeting.
- Commissioner Trapp asked about the procedure for how the Commissioners should vote on this item given the applicant's request to table it. *Chair Raley stated that the Commission would proceed as normal, including discussion amongst themselves and receiving comments from the public.*

A.2 [26-477](#) Discuss Agenda Items For Future Planning and Zoning Commission Consideration.

Chair Raley discussed two upcoming training opportunities for the Commissioners: The North Central Texas Council of Governments (NCTCOG)

boards and commissions training event and the American Planning Association (APA) Texas state conference.

Chair Raley asked for any new items from the Commissioners.

Commissioner Kirby requested the following items:

- Research regarding land assessment tools such as Urban Three and how such a tool could be utilized by Planning staff, the Commission and City Council.
- Research regarding shared parking agreements within the City, citing the City of Flower Mound as an example.

Commissioner Banks requested clarification on whether baking and food cottage businesses were allowed as a home occupation, including the selling of such goods from porches.

Ms. Bradley stated staff would bring back information regarding the requested items.

Hearing no further questions or comments on the Commissioners, Chair Raley closed the discussion on this agenda item and adjourned the Study Session at 6:53 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:00 PM.

B. CITIZEN COMMENTS

Chair Raley opened the Regular Meeting at 7:00 PM.

Chair Raley asked if anyone would like to address the Commission on an item not posted on the agenda.

No one came forward to address the Commission and Chair Raley closed the Citizen Comments portion of the agenda.

C. REGULAR AGENDA ITEMS

- C.1 [26-478](#) **Consider approval of the July 13, 2026 Planning and Zoning Commission Meeting Minutes; and take appropriate action.**

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

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

D. PUBLIC HEARING

- D.1 [26--ZA-05](#) **Conduct a public hearing and consider a request to amend Planned Development District No. 18 (PD-18) to allow multifamily and single-family dwelling units on approximately 6.1 acres located at 12150 Medical Parkway; and take appropriate action.**

Chair Raley asked for a motion to reopen the public hearing.

A motion was made by Vice-Chair Miller, seconded by Commissioner Kirby, that the public hearing be reopened. The motion carried unanimously.

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

Chair Raley stated that the applicant submitted a letter to table this agenda item to the August 10, 2026 Planning and Zoning Commission meeting.

Chair Raley asked for any questions from the Commissioners.

Vice-Chair Miller asked for clarification regarding the assessment that the applicant's proposal was not consistent with the Farmers Branch 2045 Plan. *Ms. Bradley stated that PD-18 was adopted prior to plan and while the applicant's proposal was consistent with these requirements, it was not consistent with the plan given the subject property and surrounding area fell under the Regional Commercial designation on the Future Land Use Map.*

Commissioner Kirby asked how staff was keeping track of correspondence received regarding this case, noting that while the Summary of Mailed Notices indicates no responses had been received, the presentation indicated that currently 105 responses have been received. Commissioner Kirby also asked about the deadline for a response to be received for it to be counted during the Planning and Zoning Commission public hearing. *Ms. Bradley stated that notifications were sent to property owners within both 200 and 300 feet of the subject property and that the agenda packet was posted prior to staff receiving correspondence and hence why the Summary of Mailed Notices indicated there were no responses. Ms. Bradley further stated that the Commission has been updated on the responses received and that the 20 percent written protest threshold tigering a required supermajority vote by City Council had not yet been meant.*

Commissioner Kirby asked about the percentage of written protest currently received. *Ms. Bradley stated that it was between two to four percent.*

Commissioner Kirby asked if staff could share any feedback from the community meeting held regarding this project. *Ms. Bradley stated that Planning staff were not present at the meeting.*

Chair Raley asked whether the 20 percent written protest threshold was based on land area of property owners within 200 feet of the subject property. *Ms. Bradley said yes.*

Vice-Chair Miller asked whether the 20 percent threshold had been reached. *Ms. Bradley said no and stated the percentage of written protest currently received stood at about two to four percent.*

Alternate Commissioner Moore recommended staff produce a table indicating the stats being discussed.

Hearing no further questions or comments from the Commissioners, Chair Raley opened the public hearing.

Mr. David Koch, 3243 Brincrest Drive, Farmers Branch asked about the public

notification process for this case.

Mr. Daniel Buenger, 3283 Brincrest Drive, Farmers Branch, and deferred his comments to the August 10, 2026 Planning and Zoning Commission meeting.

Ms. Schalee Sanchez, 121117 Brisbane Avenue, Farmers Branch, spoke in opposition to the proposed development.

Ms. Yadira Cerda, 3205 Damascus Way, Farmers Branch, deferred her comments to the August 10, 2026 Planning and Zoning Commission meeting.

Mr. Kells Koch, 3287 Brincrest Drive, Farmers Branch, deferred his comments to the August 10, 2026 Planning and Zoning Commission meeting.

Mr. Arturo Ortiz, 12123 Brisbane Avenue, expressed concerns regarding removing the age restriction from the proposed development.

Ms. Leslie Osbaldeston, 3151 Brincrest Circle, Farmers Branch, deferred her comments to the August 10, 2026 Planning and Zoning Commission meeting and stated her support for the development.

Mr. Robert Burke, 12250 Brisbane Avenue, Farmers Branch, spoke in opposition to the proposed development.

Mr. Joe Dingman, 13223 Gald Acres Drive, Farmers Branch, spoke in opposition to the proposed development.

Ms. Lucy Gore, 12254 Brisbane Avenue, Farmers Branch, deferred her comments to the August 10, 2026 Planning and Zoning Commission meeting.

No one else came forward to address this agenda item. Chair Raley asked for a motion to close the public hearing.

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

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

Vice-Chair Miller asked how the motion regarding this agenda item should be phrased. Mr. Metcalf stated that the motion would be to table the agenda item to the August 10, 2026 Planning and Zoning Commission meeting.

Chair Raley asked for a motion regarding the agenda item.

A motion was made by Vice-chair Miller, seconded by Commissioner Kirby, that this Zoning Amendment this agenda item be tabled to the August 10, 2026 Planning and Zoning Commission meeting The motion carried unanimously.

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

D. ADJOURNMENT

Chair Amber Raley adjourned the meeting at 7:29 PM.

Chair

City Administration