



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, January 12, 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 (7): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Colin Kirby, Commissioner Pat Trapp, Commissioner Scott Noris, and Alternate Commissioner Breeanna Banks

Commissioners Absent (1): Alternate Commissioner Clint Schumacher

City Staff Present: Director of Community Services Samuel Chavez AICP; Lead Planner Brett Mangum AICP; Planner Brian Campbell AICP; and City Attorney Chris Metcalf

A. STUDY SESSION

A.1 [26-016](#) Discuss Regular Agenda Items.

Chair Raley called the Study Session 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 Regular Agenda item C.1:

- Vice-Chair Miller noted a typo in the minutes in which he was erroneously listed as both present and absent from the meeting.

Regarding Public Hearing item D.1:

- Mr. Campbell stated that, due to the Zoning Board of Adjustments solely having the power to grant variances and not City Council per a conversation the City Attorney, a Zoning Amendment to Planned Development District No. 22 (PD-22) would be required to permit the installation of the fencing within the front yard. Mr. Campbell then stated this agenda item was being pulled from tonight's agenda and would be brought back to the Commission as a Detailed Site Plan with Zoning Amendment request at their next meeting on January 26, 2026, following renotification of this case.

Regarding Public Hearing item D.2:

- Commissioner Trapp asked about required parking for the restaurant. *Mr. Campbell clarified that the parking requirement is based on the square footage of the building and not seating and noted the applicant's plan to repave the northern portion of 2245 Valwood Parkway to provide additional parking.*
- Commissioner Trapp asked if the repaving of 2245 Valwood Parkway was part of the current scope of work for this Specific Use Permit (SUP) request. *Mr. Campbell stated that while he believed yes, he would defer this question to the applicant.*
- Commissioner Trapp asked about the previous use of the subject property. *Mr. Campbell stated it was an office.*
- Vice-Chair Miller asked why the applicant was not being required to replat the property now. *Mr. Campbell and Mr. Chavez explained that currently 2243 Valwood Parkway had more than the number of parking spaces required for the restaurant, but if the applicant chooses to develop the proposed second restaurant then replatting the property would be required in order to capture all parking spaces required for both restaurants and the existing office building located at 2245 Valwood Parkway which would remain. Mr. Campbell noted that while 2243 and 2245 Valwood Parkway were currently one contiguous lot, both were platted separately. Mr. Campbell also noted that the replat would also be necessary in order to move the parking spaces at 2243 Valwood Parkway out of the existing easement to the south.*
- Commissioner Kirby asked whether restaurants were a permitted use within PD-22. *Mr. Campbell explained that while most zoning districts with Light Industrial as the base zoning permitted restaurants by right, PD-22 happened to be one that did not and instead required SUP approval.*
- Commissioner Trapp asked whether the SUP request was for the subject property or for all of PD-22. *Mr. Campbell clarified that the request was just for the subject property.*

Regarding Public Hearing item D.3:

- Mr. Mangum stated that this agenda item was being tabled at the applicant's request and would be brought back to the Commission at their next meeting on January 26, 2026, due to the applicant's desire to run this case concurrently with a separate Zoning Amendment request to add the subject property to the Beer and Wine Sales (BW) Overlay District.
- Vice-Chair Miller asked whether the applicant's requests were the same as the previous ones. *Mr. Mangum said yes.*
- Vice-Chair Miller asked whether staff had received any feedback from City Council regarding the request. *Mr. Mangum said no and in response to further comments by Vice-Chair Miller, he stated that he would defer to the applicant for any questions regarding the applicant's reapplication of this SUP and Zoning Amendment requests.*

A.2 [26-017](#)

Review 2026 Planning and Zoning Commission meeting dates.

Mr. Campbell asked for any questions regarding the meeting calendar.

Commissioner Trapp asked whether the meeting dates were similar to those last year. *Mr. Campbell said yes.*

Commissioner Kirby asked whether an agenda was available for the City Council bus tour? *Mr. Campbell said no.*

Commissioner Kirby asked whether the State of the City address would be broadcast on the City's YouTube channel. *Mr. Campbell stated staff would find out and follow up with the Commissioners on this.*

A.3 [26-018](#) Discuss Agenda Items for Future Planning and Zoning Commission consideration.

Commissioner Kirby asked whether the Comprehensive Zoning Ordinance (CZO) included data center within the use table and definitions. Mr. Chavez stated that staff was currently working on a comprehensive update to the CZO, which included addressing data centers as a use.

Hearing no further questions or comments, Chair Raley closed discussion on this agenda item and adjourned the Study Session at 6:43 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:00 PM.

B. CITIZEN COMMENTS

There was no one wishing to address the Commission, and Chair Raley closed the Citizen Comments portion of the agenda.

C. REGULAR AGENDA ITEMS

C.1 [26-019](#) Consider approval of the December 8, 2025 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 with the correction noted by Vice-Chair Miller. The motion carried by the following vote:

Aye: 5 – Chair Raley, Commissioner Kirby, Commissioner Sultzbaugh, Commissioner Trapp, and Commissioner Noris

Abstain: 1 – Vice-Chair Miller

D. PUBLIC HEARING

D.1 [25-SP-07](#) Conduct a public hearing and consider the request for Detailed Site Plan approval for the installation of fencing, including a variance request to allow said fencing within the front yard on an approximately 2.1-acre property located at 13710 Hutton Drive and located within the Planned Development District No. 22 (PD-22) zoning district; and take appropriate action.

Mr. Campbell stated that staff was pulling this item from tonight's agenda and would be brought back to the Commissioners at their January 26, 2026 meeting as a Detailed Site Plan with Zoning Amendment request.

Chair Raley asked for a motion to withdraw the case.

A motion was made by Vice-Chair Miller, seconded by Commissioner Kirby, that this case be withdrawn. The motion carried unanimously.

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Kirby, Commissioner Sultzbaugh, Commissioner Trapp, and Commissioner Noris

D.2 25-SU-09 Conduct a public hearing and consider the request for a Specific Use Permit (SUP) for a restaurant on an approximately 0.27-acre property located at 2243 Valwood Parkway and located within the Planned Development District No. 22(PD-22) zoning district; and take appropriate action.

Mr. Campbell gave a presentation regarding the SUP request.

Mr. Chris Sitler with Sitler Architecture, the applicant, 3505 Saltillo Lane, Arlington, was available to answer questions.

Vice-Chair Miller asked about the use of the building located at 2245 Valwood Parkway. *Mr. Sitler said it was currently in use as an office for the developer.*

Vice-Chair Miller asked about the location of the proposed additional parking at 2245 Valwood Parkway and whether this was included in the scope of work for this SUP request. *Mr. Sitler stated it would be to rear of the building and yes it would be available when the restaurant opened, with the plan being that employees of the office building would park to the rear of 2245 Valwood Parkway and customers of the restaurant would park in front.*

Hearing no further questions or comments from the Commissioners, Chair Raley opened the public hearing. No one 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 Trapp, that the public hearing be closed. The motion carried unanimously.

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Kirby, Commissioner Sultzbaugh, Commissioner Trapp, and Commissioner Noris

Chair Raley asked for a motion regarding the agenda item.

A motion was made by Commissioner Kirby, seconded by Vice-Chair Miller, that this Specific Use Permit be recommended for approval. The motion carried unanimously.

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Kirby, Commissioner Sultzbaugh, Commissioner Trapp, and Commissioner Noris

Chair Raley asked when this case would go before City Council. Mr. Campbell stated that it would be at their February 18th meeting.

D.2 25-SU-10 Conduct a public hearing and consider the request for a Specific Use Permit (SUP) for a gasoline service station and convenience store on approximately 1.48 acres located at 13601 Midway Road within Planned Development District No. 64 (PD-64); and take appropriate action.

Mr. Mangum stated that this agenda item was being tabled at the applicant's request and would be brought back to the Commission at their next meeting on January 26, 2026, due to the applicant's desire to run this case concurrently with a separate Zoning Amendment request to add the subject property to the Beer and Wine Sales (BW) Overlay District.

Chair Raley asked for a motion to table this case.

A motion was made by Commissioner Trapp, seconded by Commissioner Noris, that this agenda item to be tabled until the January 26, 2026 Planning and Zoning Commission meeting. The motion carried unanimously.

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Kirby, Commissioner Sultzbaugh, Commissioner Trapp, and Commissioner Noris

E. ADJOURNMENT

Chair Raley adjourned the meeting at 7:17 PM.

Chair

City Administration