



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, March 10, 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 (9): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Pat Trapp, Commissioner Harold Froehlich, Commissioner Colin Kirby, Commissioner Dan Heard, Alternate Commissioner Scott Noris, and Alternate Commissioner Breeanna Banks

Commissioners Absent (0): None

City Staff Present: Director of Economic Development, Tourism and Planning Perla Tavera; Lead Planner Brett Mangum AICP; Senior Planning Technician Brian Campbell; Code Enforcement Manager Christina Raemhild

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, Mr. Mangum answered questions from the Commissioners regarding: clarification on the proposed outdoor storage; whether the applicant would utilize the existing parking spaces for the outdoor storage; whether any improvements to the site were proposed; whether the outdoor storage would be screened by fencing; and whether the applicant had completed a Traffic Impact Analysis (TIA).

Regarding Item D.2, Mr. Mangum and Ms. Tavera answered questions from the Commissioners regarding: clarification on the number of existing signs; the approval process for signage; whether the requested signage would be for the current occupant of the building or for a planned sublease by the applicant; and whether approval of the request would set a precedent regarding signage approval for the entirety of Planned Development District No. 77 (PD-77).

Regarding Item D.3, Ms. Tavera answered questions from the Commissioners regarding: whether the applicant's request was similar to that of case no. 24-ZA-12 for Ready Spaces; typical Fire Department inspection processes; temporary banner signage; and clarification on screening requirements and outdoor truck

parking.

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

A.2 [25-199](#) Discuss the Focus North Texas 2025 conference.

The Commissioners discussed important takeaways from the conference.

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

A.3 [25-206](#) Receive a report regarding recent zoning and development cases acted upon by City Council.

Mr. Campbell asked the Commissioners for any questions regarding the cases included in the report.

Commissioner Trapp asked whether City Council votes have generally aligned with the Commission recommendations on recent cases. Mr. Campbell said yes.

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

A.4 [25-80](#) Discuss Agenda Items for Future Planning and Zoning Commission Consideration.

Commissioner Froehlich requested a status update on recently approved multifamily projects within the city, including those visited during the recent City Council and Planning and Zoning Commission bus tour.

Commissioner Sultzbach asked whether the Commission should review the city's water conservation measures. In response, Chair Raley mentioned that Eric Mueller with the Public Works Department would be giving a presentation regarding stormwater to the Sustainability Committee and asked if the Commission could receive a similar presentation. Ms. Tavera said staff would ask Mr. Mueller about bringing this presentation before the Commission.

Hearing no further questions or comments from the Commissioners, Chair Raley closed the discussion on this agenda item and adjourned the Study Session at 7:02 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:05 PM.

B. CITIZEN COMMENTS

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

C. REGULAR AGENDA ITEMS

C.1 [25-164](#) Consider approval of the February 10, 2025 Planning and Zoning Commission Meeting Minutes; and take appropriate action.

A motion was made by Commissioner Trapp seconded by Commissioner Froehlich, that the Minutes be approved.

The motion carried by a vote of 7-0.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

C.2 [25-165](#)

Consider approval of the minutes of the February 6, 2025 City Council and Planning and Zoning Commission bus tour; and take appropriate action.

A motion was made by Commissioner Kirby seconded by Commissioner Sultzbaugh, that the Minutes be approved.

The motion carried by a vote of 6-0, with *Commissioner Trapp* abstaining due to his absence from the bus tour.

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

D. PUBLIC HEARING

D.1 [25-SU-03](#)

Conduct a public hearing and consider the request for a Specific Use Permit – Interim Use for outside storage at 1801 Valley View Lane located within the Planned Development District No. 77 (PD-77) zoning district; and take appropriate action.

Mr. Mangum gave a presentation regarding the Specific Use Permit (SUP) request.

Mr. Mangum answered questions from Commissioners regarding: whether the existing property was a flat lot with no fencing; and whether the vehicles would be subject to towing from the Police Department.

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 Trapp, that the public hearing be closed. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

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

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

Chair Raley asked when this case would be considered by City Council. Mr. Mangum said it would be at the April 1, 2025 meeting.

D.2 [25-SP-01](#)

Conduct a public hearing and consider the request for a Detailed Site Plan with Special Exceptions related to signage for the property located at 1801 Valley View Lane within Planned Development District No. 77 (PD-77); and take appropriate action.

Mr. Mangum gave a presentation regarding the proposed signage.

Hearing no 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 Commissioner Kirby, seconded by Commissioner Trapp, that the public hearing be closed. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

A motion was made by Vice-Chair Miller, seconded by Commissioner Froehlich, that this Detailed Site Plan, including the requested Special Exceptions, be recommended for approval. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

Chair Raley stated this case would be considered by City Council at the April 1, 2025 meeting.

D.3 24-SU-04

Conduct a public hearing and consider the request for a Specific Use Permit for a self-storage facility on approximately 5.6 acres located at 4545 Spring Valley Road located within a Light Industrial (LI) zoning district; and take appropriate action.

Ms. Tavera gave a presentation regarding the SUP request.

Mr. John Puente, representing the applicant, 4545 Spring Valley Road, Farmers Branch, was available to answer questions.

Mr. Puente and Ms. Tavera answered questions from Commissioners regarding: the existing banner located on the western façade of the building; whether the applicant had plans for permanent signage; how the applicant regulates truck parking on the property; and why the applicant was requesting a special exception related to screening for the trucks that would be parked outside during nonbusiness hours.

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 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 Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

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

Aye: 6 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, Commissioner Kirby, Commissioner Heard

Nay: 1 - Commissioner Trapp

Chair Raley stated this case would be considered by City Council at the April 1, 2025 meeting.

D. ADJOURNMENT

Chair Raley adjourned the meeting at 7:27 PM.

Chair

City Administration