



# **INFORMATION MEMORANDUM**

TO: Mayor and City Council

THROUGH: Ben Williamson, City Manager

FROM: Perla Tavera, Director of Economic Development, Tourism, & Planning

DATE: October 8, 2024

SUBJECT: Conduct a public hearing and consider adopting Ordinance No. 3891 for a private school (primary and secondary) development on approximately 2.79-acres located at 4000 McEwen Road within the Planned Development District No. 90 (PD-90) zoning district; and take appropriate action.

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## **Summary:**

The applicant, Andrew Jones, Jones Commercial Interiors, requests to amend Planned Development District No. 90 (PD-90) for a new private school development. The applicant proposes to convert two existing two-story office buildings located at 4000 McEwen Road for use as a new private elementary and middle school. Modifications to the existing parking lot and site landscaping are also proposed.

The subject property includes 2.79 acres of land bounded by McEwen Road to the north, Alpha Road to the west, and Blue Lake Circle to the east. Currently, private schools are not permitted to use this property. As a result, the applicant proposes to amend PD-90 to add “School (Private Primary or Secondary)” as a permitted use on the subject property, adopt a conceptual site plan, and allow for deviations from specific PD standards.

## **Adjacent Zoning Districts and Land Uses:**

<b>Direction</b>	<b>Zoning District</b>	<b>Land Use</b>
<b>North</b>	Planned Development District No. 90 (PD-90)	Multi-tenant office
<b>East</b>	Planned Development District No. 1 (PD-1)	Hotel (Double Tree)

<b>South</b>	Planned Development District No. 1 (PD-1)	Multi-tenant office
<b>West</b>	Planned Development District No. 20 (PD-20)	Dallas College (Brookhaven)

**Existing Zoning:**

The existing PD-90 zoning regulations were adopted in August 2007 with Ordinance No. 2921. This district was established primarily for residential, office, and retail service uses. The Conceptual Master Plan adopted within PD-90 outlines development for each tract of land. The subject property is identified as Tract 1 on this master plan. The proposed private school use is not currently permitted by right anywhere within the PD-90 zoning district.

**Proposed Amendment:**

The applicant proposes to renovate the existing office buildings (originally constructed in 1980) to accommodate the proposed private school use. Improvements to the existing surface parking lot are proposed, including the removal of certain parking areas to provide for increased landscaping and green space. No changes to the exterior of the two existing buildings are proposed. A six-foot, wrought iron fence is proposed along the perimeter of the site with gates to provide additional safety for the students, faculty, and visitors. A description of the proposed school and operations as provided by the applicant is included as an attachment to this report.

**Access and Parking:**

The minimum parking requirement for a private school use within the Comprehensive Zoning Ordinance (CZO) is one space per classroom plus an additional one space per every four auditorium seats. The applicant is proposing a total of 28 classrooms and anticipates a future 150-seat auditorium, requiring a minimum of 66 parking spaces. The site currently has 143 surface parking spaces. However, the applicant is proposing to remove portions of existing paving areas to provide for increased landscaping, resulting in 69 remaining parking spaces.

Multiple driveway access points exist along Alpha Road, Blue Lake Circle, and McEwen Road to provide vehicular access to the site. To provide for adequate queuing space for drop-off and pick-up times, the applicant proposes a one-way flow of traffic with double-stacked lanes, accommodating up to 52 cars on site at a time. Additional staff and visitor parking spaces will be available along the eastern side of the property.

<b>PD-90 Requirement</b>	<b>Total Required</b>	<b>Total Proposed</b>	<b>Complies?</b>
1 space per classroom; 1 space per 4 auditorium seats	66	69 (surface parking)	Yes

**Landscaping:**

The landscape plan provided for this development exceeds the minimum requirements of PD-90, as summarized below. The applicant proposes to preserve 52 existing trees and install new trees throughout the site, including Live Oak, Shumard Oak, Pin Oak, Japanese Maple, and Crepe

Myrtle. In addition, the applicant proposes to increase the amount of landscapes area on site to provide two additional play areas totaling approximately 21,000 square feet (sf).

<b>PD-90 Requirement</b>	<b>Total Required</b>	<b>Total New Landscaping</b>	<b>Complies?</b>
10% of total site	12,145.3 sf	49,754 sf	Yes

**Fencing:**

Fences are regulated under Chapter 22, Article VIII of the Farmers Branch Code of Ordinances. This section prohibits fencing from being constructed between a building façade and adjacent rights-of-way. Given that the site has frontage on three public streets, the applicant is requesting a special exception from this requirement to provide security fencing along the north, east, and western property lines, as depicted on the conceptual site plan.

**Comprehensive Plan Recommendation:**

The Farmers Branch 2045 Plan designates the subject site as “Mixed Use” on the Future Land Use Map. This designation recommends medium-to-high-density residential uses, office, commercial, light industry and small manufacturing, civic, parks and open space. The educational use and proposed site modifications are consistent with the Comprehensive Plan.

**Public Response:**

Notice of this public hearing was posted in the Dallas Morning News on September 13, 2024. Additionally, on August 30, 2024, 10 zoning notification letters were mailed to the surrounding property owners, including Carrollton-Farmers Branch and Dallas Independent School Districts. Two zoning notification signs were placed on the site the same day. As of the writing of this report, no written correspondence has been received by the city.

**Recommendation:**

On September, 9, 2024, the Planning & Zoning Commission unanimously recommended approval of this request.