



# City of Farmers Branch

## Meeting Minutes

### Planning and Zoning Commission

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

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Monday, April 22, 2024

7:00 PM

City Hall

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*The full video of this meeting is available at the City's website here:*

[https://farmersbranch.granicus.com/player/clip/810?view\\_id=2&redirect=true](https://farmersbranch.granicus.com/player/clip/810?view_id=2&redirect=true)

#### Study Session Meeting – 6:00 PM

**Present 13 -** Chair Amber Raley, Commissioner Marcus Miller, Commissioner Heidi Porter, Commissioner Alden Sultzbaugh, Commissioner Patrick Trapp, Commissioner Harold Froehlich, Alternate Commissioner Tanner Dorman Deputy Director of Planning Marcos Narvaez, Lead Planner Sarah Bergman AICP, Planner Lily Sutton, Senior Planning Technician Brian Campbell, Deputy Director of Community Services Scott Webster, and Deputy City Manager Jawaria Tareen

#### **A. STUDY SESSION**

Chair Raley opened the Study Session at 6:00 PM.

Chair Raley thanked the Commissioners for their service.

#### **A.1 [24-170](#) Discuss Regular Agenda Items.**

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

The Commissioners discussed the Regular and Public Hearing items.

#### **A.2 [24-316](#) Receive a Presentation on Upcoming Training Opportunities.**

Mr. Campbell gave a presentation regarding two forthcoming training opportunities: the state conference for the Texas Chapter of the American Planning Association (APA) and a training session for Planning and Zoning Commissioners in North Richland Hills hosted by the Midwest Section of the Texas APA.

#### **A.3 [24-317](#) Receive an Update Regarding Planning and Zoning Commission Meeting Minutes Format.**

Mr. Campbell gave a presentation regarding the updated format to the meeting minutes.

#### **A.4 [24-179](#) Discuss agenda items for future Planning and Zoning Commission consideration.**

Commissioner Miller requested an item to discuss the process for addressing new and unlisted uses.

Commissioner Trapp asked whether staff could be more transparent with the Commission about the various development cases and other items.

Hearing no further questions or comments from the Commissioners, Chair Raley closed the discussion on this agenda item and adjourned the Study Session at 6:33 PM. Staff and the Commissioners reconvened in the Study Session room for the Regular Meeting at 7:00 PM.

**B. CITIZEN COMMENTS**

Chair Raley asked if anyone would like to address the Commission on any 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 [24-315](#) **Consider approval of the April 8, 2024 Planning and Zoning Commission Minutes; and take appropriate action.**

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

**Aye: 7** – Chair Raley, Commissioner Miller, Commissioner Porter, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, and Alternate Commissioner Dorman

**D. PUBLIC HEARING**

- D.1 [23-SU-07](#) **(POSTPONED) Conduct a public hearing and consider the request for a Specific Use Permit amendment for an existing residence hotel on approximately 1.98 acres located at 4022 Parkside Center Boulevard within the Planned Development District No. 64 (PD-64) zoning district; and take appropriate action.**

- D.2 [24-ZA-07](#) **Conduct a public hearing and consider the request to amend various sections of the Comprehensive Zoning Ordinance related to development standards and expirations for site plans; and take appropriate action.**

Ms. Bergman gave a presentation regarding the proposed amendment.

After some discussion, 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 Alternate Commissioner Dorman, seconded by Commissioner Porter that the public hearing be closed. The motion**

**carried unanimously.**

**Aye: 7** – Chair Raley, Commissioner Miller, Commissioner Porter, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, and Alternate Commissioner Dorman

Chair Raley asked for a motion regarding the agenda item.

**A motion was made by Commissioner Miller, seconded by Alternate Commissioner Dorman, that this Zoning Amendment be recommended for approval with the condition that Item No. 5 include a stipulation of flexibility in extension provided by the Director of Planning. The motion carried unanimously.**

**Aye: 7** – Chair Raley, Commissioner Miller, Commissioner Porter, Commissioner Sultzbaugh, Commissioner Trapp, Commissioner Froehlich, and Alternate Commissioner Dorman

**E. ADJOURNMENT**

Being no further business, Chair Raley adjourned the meeting at 7:08 PM.

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Chair

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City Administration