



# City of Farmers Branch

## Meeting Minutes

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

### Planning and Zoning Commission

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Monday, January 13, 2025

7:00 PM

City Hall

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*The full video of this Planning and Zoning Commission meeting is available at the City's YouTube Channel here: [https://farmersbranch.granicus.com/player/clip/891?view\\_id=2&redirect=true](https://farmersbranch.granicus.com/player/clip/891?view_id=2&redirect=true)*

#### Study Session Meeting – 6:30 PM

**Present 17 -** 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, Alternate Commissioner Breeanna Banks, Deputy Director of Planning Sarah Bergman AICP, Senior Planning Technician Brian Campbell, Director of Economic Development, Tourism and Planning Perla Tavera, Director of Community Services Danielle Summers, Code Enforcement Manager Christina Raemhild and City Manager Ben Williamson

#### A. STUDY SESSION

##### A.1 24-170 **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 Public Hearing item D.1, Ms. Bergman answered questions from Commissioners regarding the zoning amendment request, including: clarification on the affected property boundary; whether the zoning would stay with the property pending approval; signage regulations; irrigation requirements related to landscaping; whether the building would be air conditioned; permitting applied for by the applicant; clarification on the definition of self-storage facility related to the request; and contents of the proposed ordinance.

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

##### A.2 25-54 **Introduction of new Planning department staff and update on training opportunities.**

Ms. Bergman introduced Brett Mangum, Lead Planner. Mr. Mangum introduced himself to the Commissioners.

Mr. Campbell provided an update regarding the upcoming Focus North Texas event.

Chair Raley discussed a series of free textbooks related to transportation planning provided by the University of Texas at Arlington (UTA).

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

**A.3 [24-179](#) Discuss Agenda Items for Future Planning and Zoning Commission Consideration.**

No new items were requested by the Commissioners.

Hearing no further questions or comments from the Commissioners, Chair Raley closed the discussion on this agenda item and adjourned the Study Session at 6:44 PM. Staff and the Commissioners reconvened in Council Chambers 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 [24-879](#) Consider approval of the December 9, 2024 Planning and Zoning Commission Minutes; and take appropriate action.**

**A motion was made by Vice-Chair Miller, seconded by Commissioner Froehlich, that the Minutes be approved. The motion carried unanimously.**

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

**D. PUBLIC HEARING**

**D.1 [24-ZA-12](#) Conduct a public hearing and consider the request for zoning amendment for a self-storage facility on approximately 9.72 acres located at 11410 Mathis Avenue within the Planned Development District No. 22 (PD-22) zoning district; and take appropriate action.**

Ms. Bergman gave a presentation regarding the zoning amendment request.

Mr. Daniel Box, representing the applicant, 2728 North Harwood Street, Dallas, was available to answer questions.

Ms. Bergman and Mr. Box answered questions and addressed comments from the Commissioners regarding: when the applicant first began operating out of the subject property location and permits pulled in relation to this; clarification on the types of businesses that would be permitted with the proposed zoning amendment; whether the subject property

had sufficient parking; and occupancy of the existing building.

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 Vice-Chair Miller, seconded by Commissioner Heard, that the public hearing be closed. The motion carried unanimously.**

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

Chair Raley asked for a motion regarding the agenda item.

**A motion was made by Commissioner Kirby, seconded by Commissioner Sultzbaugh, that this Zoning Amendment be recommended for approval. The motion carried by the following vote:**

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

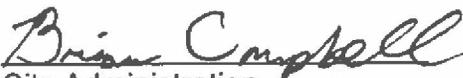
**Nay: 1** - Commissioner Froehlich

Chair Raley asked when this case would be considered by City Council. Ms. Bergman stated it would be at the February 4, 2025 meeting.

**D. ADJOURNMENT**

Being no further business, Chair Raley adjourned the meeting at 7:26 PM.

  
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Chair

  
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City Administration