



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, February 23, 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 (6): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Pat Trapp, Commissioner Scott Noris, Alternate Commissioner Breeanna Banks, and Alternate Commissioner Clint Schumacher

Commissioners Absent (1): Commissioner Colin Kirby

City Staff Present: Police Chief Kevin McCoy; Deputy Director of Community Services Scott Webster; Planning Manager Tara Bradley; Planner Brian Campbell AICP; and City Attorney Chris Metcalf

A. STUDY SESSION

A.1 [26-151](#) 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.2:

- Commissioner Trapp asked why this plat required approval of the Commission. *Mr. Campbell explained it was due to the considerable amount of civil work required and easements to be dedicated given the proposed office and warehouse development would be built from the ground up.*

Regarding Public Hearing item D.1:

- Vice-Chair Miller asked how many garage conversions were still outstanding. *Mr. Webster stated that roughly 60 percent of these conversions had been permitted and inspected.*
- Commissioner Noris asked about staff's efforts to encourage resident participation in the program. *Mr. Webster stated that such efforts included public outreach and flyers.*
- Commissioner Trapp asked prior to what date was amnesty applicable.

Mr. Webster stated it was July 2024.

- Commissioner Trapp asked whether this ordinance was extending the application date and confirmation that the ordinance would not give residents the opportunity to illegally covert their garages. *Mr. Webster stated yes to both.*
- Commissioner Noris asked about the age and shape of the homes affected by the program. *Mr. Webster stated that there had been no staff correspondence regarding the shape of these homes and that homeowners are informed of avenues for fixing issues during the inspection process.*
- Commissioner Sultzbaugh asked why the program deadline was being extended 6 months per the proposed ordinance. *Mr. Webster stated that staff believed this would be enough time to bring all remaining homes into compliance.*
- Commissioner Sultzbaugh asked whether there would be any changes in communication strategies related to the program. *Mr. Webster stated that staff would implement more verbal communication in addition to utilizing the City's social media platforms.*
- Commissioner Sultzbaugh asked, pending approval of the ordinance, if 95 percent of homes were brought into compliance by the deadline would the deadline be extended again. *Mr. Webster stated that the deadline in the ordinance would be final.*

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

A.2 [26-152](#) Discuss Agenda Items for Future Planning and Zoning Commission consideration.

No items were requested by the Commissioners.

Hearing no further questions or comments, Chair Raley closed discussion on this agenda item and adjourned the Study Session at 6:46 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:03 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 [26-150](#) Consider approval of the February 9, 2026 Planning and Zoning Commission Meeting Minutes; and take appropriate action.

A motion was made by Commissioner Trapp, seconded by Alternate Commissioner Banks, that the minutes be approved. The motion carried unanimously.

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

- C.2 25-PL-07 Consider the request for final plat approval of FB 35 Design Center Subdivision, Lots 1 & 2, Block A located at 12197 Denton Drive; and take appropriate action.**

Mr. Campbell gave a presentation regarding the proposed final plat.

Hearing no questions or comments from the Commissioners, Chair Raley asked for a motion regarding the item.

A motion was made by Vice-Chair Miller, seconded by Commissioner Trapp, that this Final Plat be approved. The motion carried unanimously.

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

D. PUBLIC HEARING

- D.1 26-ZA-02 Conduct a public hearing and consider amending the Comprehensive Zoning Ordinance of the City of Farmers Branch, Texas, by amending subsection K, “Additional Parking Requirements”, of Section 4.3 “Parking and Loading” by amending subsections (a) (2), (b) and (i) of Paragraph 5, “Amnesty Program Permit” to extend the Garage Conversion Amnesty program to July 31, 2026; and take appropriate action.**

Mr. Webster gave a presentation regarding the proposed amendment.

Commissioner Noris asked whether staff had been inclined to reach out to Ace Hardware or other local retail home improvement stores regarding incentives related to the garage conversion program. *Mr. Webster stated that while staff would take this under consideration, the stores would need to reach out to staff.*

Alternate Commissioner Banks asked whether the program was addressing illegal conversions. *Mr. Webster stated yes.*

Alternate Commissioner Banks asked whether a garage would need to be inspected again if it passed inspection the first time. *Mr. Webster stated no.*

Alternate Commissioner Banks asked whether the primary reason for the garage inspections was to make sure they were safe. *Mr. Webster stated yes.*

Hearing no further questions or comments from the Commissioners, Chair Raley opened the public hearing. No one came forward to address this agenda item, and Chair Raley asked for a motion to close the public hearing.

A motion was made by Vice-Chair Miller, seconded by Commissioner Trapp, that the public hearing be closed. The motion carried unanimously.

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

Chair Raley asked for a motion regarding the item.

A motion was made by Commissioner Trapp, seconded by Commissioner

Sultzbaugh, that this Zoning Amendment be recommended for approval. The motion carried unanimously.

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

Chair Raley asked when this case would be considered by City Council, and Mr. Webster stated it would be at their March 17, 2026 meeting.

E. ADJOURNMENT

Chair Raley adjourned the meeting at 7:13 PM.

Chair

City Administration