



INFORMATION MEMORANDUM

TO: Mayor and City Council

THROUGH: Ben Williamson, City Manager

FROM: Sarah Bergman, Deputy Director of Planning

CC: Jawaria Tareen, Deputy City Manager
Perla Tavera, Director of Economic Development, Tourism, & Planning

DATE: April 1, 2025

SUBJECT: Conduct a public hearing and consider adopting Ordinance No. 3920 granting a specific use permit for a self-storage facility on approximately 5.6 acres addressed as 4545 Spring Valley Road within the Light Industrial (LI) zoning district; and take appropriate action.

Summary:

The subject property includes approximately 5.6 acres of land at the northwest corner of Spring Valley Road and Welch Road. The site is currently zoned "LI" Light Industrial District, and it is developed with an existing warehouse building constructed in 1976 and associated surface parking lot. The applicant requests approval of a Specific Use Permit (SUP) to permit operation of a self-storage facility known as "CubeWork."

This development operates as a shared warehousing facility primarily for small-scale commercial and e-commerce businesses. Individual storage units of varying sizes are available for rent, providing flexibility based on the needs of each subtenant. Shared office space is also available within the facility. This use is categorized as a "self-storage facility," which requires the approval of a SUP. No exterior building modifications or site changes are proposed with this request other than an area of outside storage for overnight vehicle parking.

Adjacent Zoning Districts and Land Uses:

Direction	Zoning District	Land Use
North	Light Industrial District (LI)	Warehouse
East	Light Industrial District (LI)	Warehouse (across Welch Road)
South	Light Industrial District (LI)	Warehouse (across Spring Valley Road)
West	Light Industrial District (LI)	Warehouse

Proposed Development:

The existing warehouse building on site has a total area of 114,500 square feet (sf). The building is further subdivided into office and coworking space (totaling 7,327 sf) and individual storage units available for rent (totaling 107,173 sf). Internal storage units range in size from 300 sf to several thousand sf, and are accessed from shared, internal corridors within the building. The definition of self-storage facility in the Comprehensive Zoning Ordinance (CZO) is listed below, which does not distinguish between storage of personal or commercial property.

Self-Storage Facility - Individualized storage units which are leased to the general public and are located within an encompassing, totally enclosed building structure; having common use of utilities, loading/unloading doors; personnel doors; and to which there is no access available to an individual storage unit except by common corridors within the encompassing building structure.

If approved, operations within the facility would be limited to the following uses: Storage Warehouse, Alcohol Sales (Wholesale), and Office (Professional and Administrative). Retail or on-premise sale of alcohol would be prohibited, as this use allows for storage and distribution to off-site retailers only.

Due to the short-term and flexible nature of the building leases, the Certificate of Occupancy (CO) for this development would be issued to a primary certificate holder (CubeWork) rather than individual subtenants. This process aligns with procedures for similar shared warehousing facilities in surrounding cities. All subtenants must comply with all adopted zoning, building, fire, and life safety codes and annual inspections.

Access and Parking:

The subject property is accessed via five existing driveways - two along Spring Valley Road and three along Welch Road. A total of 150 existing parking spaces are located on site, exceeding the minimum required for this development. The CZO requires one space per 400 sf of office use and one space per 2,000 sf of warehouse and distribution use, resulting in a total parking demand of 73 spaces for this use.

Outside Storage:

Of the 150 total parking spaces on site, the applicant proposes to reserve 14 spaces for overnight parking of moving trucks associated with a tenant of the building (Wildcat Movers). The overnight storage of vehicles is considered “open storage” by the CZO, and is allowed in Light Industrial districts subject to certain conditions:

- ✓ Open storage shall be permitted as an accessory use to a main use which is located in a building.
- ✓ The open storage shall not exceed 15% of the total gross square foot of the building.
- ✓ Open storage shall be located on the rear one-half of the lot.
- ✓ No open storage shall be located in front of the main building.
- ✓ No open storage may be used for a wrecking, junk or salvage yard prior to approval of an SUP.
- × All open storage areas shall be screened from view of the public by a masonry wall not less than six feet nor greater than eight feet in height, and shrubs, trees or other landscaping as approved by the Director.
- × Items stored in an authorized open storage area shall not extend above the required screening fence or wall.

The proposed open storage area meets these location and area requirements, but a screening wall has not been provided. The applicant proposes to deviate from the CZO requirement by allowing the overnight parking of vehicles without screening as part of this request.

Code Violation History:

CubeWork is the current tenant of the building on the subject property. In January 2023, a Certificate of Occupancy (CO) was issued to CubeWork for warehouse use. This application described operations as a traditional single-tenant warehouse rather than a multi-tenant self-storage facility, and therefore the CO was approved and issued.

In May 2024, an inspection by the Fire Department revealed that building modifications were completed without approved permits, and that the building was operating as a self-storage facility. As a result, a Code Enforcement case was opened and enforcement action began. Staff informed CubeWork of the requirement to obtain a SUP for this use, and the previous CO for warehouse use was revoked in July 2024.

A completed application for a Specific Use Permit (SUP) was submitted to the Planning Department in October 2024, requiring additional rounds of review and resubmittal to ensure the submitted plans met criteria for consideration by the Planning & Zoning Commission and City Council. Zoning approval is a first step needed for this development to move towards compliance, but all outstanding building, fire, and code violations must be addressed through proper permitting and inspection.

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 proposed land use is consistent with the Comprehensive Plan and provides a flexible warehousing option for small businesses and a growing e-commerce market.

Public Response:

Notice of this public hearing was posted in the Dallas Morning News on March 14, 2025. On February 27, 2025, 14 zoning notification letters were mailed to the surrounding property owners and Carrollton-Farmers Branch and Dallas Independent School Districts. A zoning notification sign was posted on the site on the same day. As of the writing of this report, no written correspondence has been received by the City related to this request.

Recommendation:

On March 10, 2025, the Planning & Zoning Commission considered this request and recommended approval by a vote of six (6) in favor and one (1) opposed.