



City of Farmers Branch

Action Meeting Minutes

Planning and Zoning Commission

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

Monday, September 8, 2025

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 (8): Chair Amber Raley, Vice-Chair Marcus Miller, Commissioner Alden Sultzbaugh, Commissioner Colin Kirby, Commissioner Pat Trapp, Commissioner Scott Noris, Alternate Commissioner Breeanna Banks and Alternate Commissioner Clint Schumacher

Commissioners Absent (1): Commissioner Harold Froehlich

City Staff Present: Deputy Director of Planning Samuel Chavez AICP; Lead Planner Brett Mangum AICP; Planner Brian Campbell AICP; Deputy Director of Community Services Scott Webster; Park Planner Tara Bradley; and City Attorney Ashley White

A. STUDY SESSION

A.1 [25-715](#) 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, Mr. Campbell answered questions and addressed comments from the Commissioners regarding:

- Whether required public notification procedures were followed for this case as referenced in the email received by staff in opposition to the case? *Mr. Campbell affirmed the procedures were followed and clarified that public notification, including the mailing of notification letters to all property owners within 300 feet of the subject property and posting of a zoning notification sign, is to occur ten days prior to the meeting and not 15 as stated in the email.*
- Whether the applicant has been assessed any fine related to the code violations? *Mr. Campbell stated he would check with the Code Enforcement Department and follow up with the Commissioners.*
- Whether the vehicles have sirens? *Only the ambulances featured sirens. The remaining vehicles were paratransit vans with no sirens.*

- Whether the business operated 24 hours a day, seven days a week? Yes.
- The percentage of the vehicle fleet that were ambulances. *Mr. Campbell stated he observed approximately five ambulances onsite during his visit to the subject property.*
- Whether the applicant was authorized to have sirens equipped on the ambulances? *Mr. Campbell stated this question should be deferred to the applicant.*

Regarding Public Hearing Item D.2, Mr. Mangum answered a question from the Commissioners regarding: the situation regarding trash pickup for the subject property? *The dumpsters will be located within the parking structure.*

A.2 [25-716](#)

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 adjourned the Study Session at 6:37 PM. Staff and the Commissioners reconvened in Council Chambers for the Regular Meeting at 7:00 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 [25-530](#)

Consider approval of the August 11, 2025 Planning and Zoning Commission Meeting Minutes; and take appropriate action.

A motion was made by Commissioner Sultzbaugh, seconded by Commissioner Kirby, that the minutes be approved. The motion carried by the following vote:

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

Abstain: 1 – Commissioner Trapp

D. PUBLIC HEARING

D.1 [24-SU-08](#)

Conduct a public hearing and consider the request for a Specific Use Permit (SUP) for outdoor storage on an approximate 2.84-acre property located at 2002 Academy Lane and located within the Planned Development District No. 77 (PD-77) zoning district; and take appropriate action.

Mr. Campbell gave a presentation regarding the proposed SUP request.

Mr. Samuel Bronson III with Priority Care Transit EMS Central, 2002 Academy Lane, Farmers Branch, the applicant was available to answer questions.

Mr. Campbell and Mr. Bronson answered questions from the Commissioners regarding:

- Whether required public notification procedures were followed for this case as referenced in the email received by staff in opposition to the case? *Mr. Campbell affirmed that the procedures were followed and clarified that public notification, including the mailing of notification letters to all property owners within 300 feet of the subject property and posting of a zoning notification sign, is to occur ten days prior to the meeting.*
- In response to the question raised during Study Session regarding whether the applicant has been assessed fines related to the code violations: *Mr. Campbell stated that while the applicant had been summoned to court twice, there existed no documentation on whether fines were assessed, due to those being handled through the court's system and not through Energov which was used by staff.*
- Why is the proposed request considered not fully consistent with the Farmers Branch 2045 Plan? *Mr. Campbell stated the request is considered consistent with the plan from the office aspect, which includes the dispatching of vehicles and administrative office functions. In addition, the use offers opportunities for employment and offers a necessary service for citizens in emergency medical transport. However, the use is not industrial in nature, therefore making the use not entirely consistent with the recommendations of the plan.*
- Did the business operate 24 hours a day, seven days a week? Mr. Bronson said yes.
- Whether any of the vehicles had sirens? *Mr. Bronson stated the ambulances featured sirens but are not deployed due to transportation occurring on a non-emergency basis.*
- Whether the vehicles featured warning systems? *Mr. Bronson said yes, but the system is active only when the vehicles are operated in reverse.*
- Whether the vehicles were maintained onsite? Mr. Bronson said no.
- Why the delay in the applicant filing for the SUP? Mr. Bronson stated *miscommunication with property owner and the building owner regarding the validity of the Certificate of Occupancy.*
- Whether the SUP put a limit on the number of vehicles parked onsite? *Mr. Campbell stated yes, as pending approval, the ordinance would require all vehicles to be parked within the areas indicated on the site plan which would essentially limit the number of vehicles parked onsite to 52.*
- When did the business first begin operating at the subject property? *Mr. Bronson stated in 2015.*
- Regarding vehicle washing, where did the water drain off? *Mr. Bronson stated into the drain located on the property. Mr. Bronson stated that vehicles were not washed every day.*
- Whether the applicant's business generated more in and out traffic versus that of the other tenants? *Mr. Bronson said yes.*

- Whether the applicant was permitted to wash vehicles? *Mr. Campbell stated pending approval, the SUP ordinance would prohibit any activities related to vehicles, including washing.*
- Whether anything could be done to address potential issues regarding noise from the backup warning systems on the vehicles? *Mr. Bronson stated the drivers could pull forward into parking spaces rather than back in.*

Hearing no further questions or comments, Chair Raley opened the public hearing. Seeing no one come 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 Kirby, that the public hearing be closed. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Kirby, Commissioner Trapp, Commissioner Noris and Alternate Commissioner Banks

Chair Raley asked for a motion regarding the agenda item.

A motion was made by Vice-Chair Miller, seconded by Commissioner Kirby, that this Specific Use Permit be recommended for approval. The motion carried by the following vote:

Aye: 4 – Chair Raley, Vice-Chair Miller, Commissioner Kirby, and Alternate Commissioner Banks

Nay: 3 – Commissioner Sultzbaugh, Commissioner Trapp and Commissioner Noris

Chair Raley asked when this case would be considered by City Council. Mr. Campbell stated at their October 8th meeting.

D.1 [25-ZA-05](#)

Conduct a public hearing and consider the request for a zoning amendment for multifamily development on approximately 5.213 acres located at 11775 Mira Lago Boulevard within the Planned Development District No. 81 (PD-81) zoning district; and take appropriate action.

Mr. Mangum gave a presentation regarding the proposed development and stated this case would be considered by City Council at their October 8th meeting.

Mr. Maxwell Fisher with Zone Dev, 2502 Grandview Drive, Richardson, Texas, the applicant, gave a presentation and was available to answer questions.

Mr. Mangum and Mr. Fisher answered questions from the Commissioners regarding:

- How would construction potentially impact the subject property and surrounding area, including whether the portion of LBJ Freeway running adjacent to the site would be shut down? *Mr. Mangum confirmed that all construction work would occur on private property and would not impact LBJ Freeway.*
- Whether the drive connected to dead-in spurs within Dominion Phase I

and whether this drive was considered public or private? *Mr. Mangum said yes and it would be a private street. Mr. Mangum confirmed that the drive would be gated with a Knox box for fire access.*

- The diameter of the proposed park? *Mr. Mangum stated ½ an acre.*
- Would the park feature a playground or other amenities for children? *Mr. Mangum deferred to the applicant to address this question.*
- Whether the applicant was aware of issues of theft within the area surrounding the subject property, including that of catalytic converters and if the applicant had plans to address the matter? *Mr. Fisher stated there were crime prevention techniques that could be implemented.*
- Did the applicant not plan to construct a walking trail within the central area of the property. *Mr. Fisher stated there already existed a walking trail here with a sidewalk for connectivity to the central area. Mr. Fisher confirmed plans to construct a ten-foot sidewalk adjacent to the park.*

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

A motion was made by Commissioner Kirby, seconded by Alternate Commissioner Banks, that the public hearing be closed. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Kirby, Commissioner Trapp, Commissioner Noris and Alternate Commissioner Banks

Chair Raley asked for a motion regarding the agenda item.

A motion was made by Commissioner Trapp, seconded by Vice-Chair Miller, that this Zoning Amendment be recommended for approval. The motion carried unanimously.

Aye: 7 – Chair Raley, Vice-Chair Miller, Commissioner Sultzbaugh, Commissioner Kirby, Commissioner Trapp, Commissioner Noris and Alternate Commissioner Banks

E. ADJOURNMENT

Chair Raley adjourned the meeting at 7:38 PM.

Chair

City Administration