



# City of Farmers Branch

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

## Meeting Minutes

### Planning and Zoning Commission

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Monday, January 8, 2018

7:00 PM

City Hall

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#### Study Session Meeting to be held at 6:00 PM in Study Session Room

**Excused** 1 - Chairman Jason O'Quinn

**Present** 10 - Commissioner Tim Yarbrough, Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Commissioner Jared Sullivan, Commissioner Linda Bertl, Commissioner Giovanni Zavala, Vice Chair Sergio De Los Santos, Andreea D. Udrea Planning Manager, and Brian Campbell Planning Technician

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- 1) Manske Library
- 2) City Hall

Additionally, the agenda packet is available for download from the City's web site at [www.farmersbranchtx.gov](http://www.farmersbranchtx.gov). This download may be accessed from any computer with Internet access, including computers at the Manske Library and in the lobby of City Hall.

Any individual who wishes to speak on an agenda item should fill out a Registration Form for Appearance before the Planning and Zoning Commission (white card located in the back of the Council Chambers) and submit the completed card to City Administration member prior to the start of the meeting.

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

**Excused** 1 - Chairman Jason O'Quinn

**Present** 10 - Commissioner Tim Yarbrough, Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Commissioner Jared Sullivan, Commissioner Linda Bertl, Commissioner Giovanni Zavala, Vice Chair Sergio De Los Santos, Andreea D. Udrea Planning Manager, and Brian Campbell Planning Technician

**A.1 [TMP-2519](#) Discuss Regular Agenda items.**

#### **B. REGULAR AGENDA ITEMS**

**B.1 [TMP-2517](#) Consider approval of the Attendance Matrix for the Planning and Zoning Commission as presented; and take appropriate action.**

**A motion was made by Commissioner Brewer, seconded by Commissioner Moore, that the Attendance Matrix be approved. The motion carried unanimously.**

**Excused:** 1 - Chairman O'Quinn

**Aye:** 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Commissioner Sullivan, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

**B.2**     [TMP-2518](#)

**Consider approval of the December 11, 2017 Planning and Zoning Commission Minutes; and take appropriate action.**

**A motion was made by Commissioner Brewer, seconded by Commissioner Driskill, that the Minutes be approved. The motion carried unanimously.**

**Excused:** 1 - Chairman O'Quinn

**Aye:** 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Commissioner Sullivan, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

**B.3**     [17-SP-15](#)

**Consider a request from JPI Real Estate Acquisition LLC for a Detailed Site Plan for a multifamily community on a 14.96-acre site located at 1900 Knightsbridge Road; and take appropriate action.**

This 14.69-acre site is located 600 feet east of Luna Road and 1,000 feet south of LBJ Freeway at the interior city limit line between the City of Farmers Branch and the City of Dallas. The applicant, JPI Real Estate Acquisition, is proposing to develop a multifamily community consisting of 7 multifamily buildings and an amenity center. The site is zoned Planned Development District No. 88 (PD-88). This Detailed Site Plan represents Phase Two of the applicant's proposed multifamily residential community approved in February 2016 with the adoption of Ordinance No. 3356. The Conceptual Site Plan approved with Ordinance No. 3356 contains 840 dwelling units in 19 buildings on a 30.1-acre site, to be constructed in two phase. Phase One of this development was approved in October 2016 with Resolution No. 2016-090 and consists of 424 dwelling units in 10 buildings on a 14.69-acre site. Phase One is currently under construction.

The Detailed Site Plan presented at this meeting represents Phase Two of this development for the remaining 14.96-acre site located along Crown Drive and the new extension of Knightsbridge Road. Staff recommends approval of this Detailed Site Plan as presented at the meeting.

Mrs. Andreea Udrea, Planning Manager, approached the podium to give a brief presentation on the applicant's proposal. Mrs. Udrea first presented the site plans for both phases superimposed over an aerial of the West Side. Mrs. Udrea explained that the proposed site plan for Phase Two proposes 7 multifamily buildings and 1 amenity center. Mrs. Udrea further pointed out the proposed number of units and density, 416 apartment units with density of 28 dwelling units per acre. The average area of a dwelling unit is proposed to be 919 square feet. The proposed composition of units is

comprised of 64% one-bedroom units, 32% two-bedroom units and 4% three-bedroom units. Mrs. Udrea then explained that the parking ratio proposed is 1.65 parking spaces per unit, which is complying with the ratio stipulated in PD-88. The parking will be a combination of tucked-under garages and tandem parking spaces and surface parking lots. 687 parking spaces will serve the needs of the proposed community. Mrs. Udrea informed the Commission that the applicant was proposing to install 2,300 linear feet of 10-foot and 12-foot wide trails. Mrs. Udrea pointed out that the 12-foot trails would run along the lake to continue the trails proposed by the surrounding communities and to create a continuous trail along the lake. 10-foot trails would run along Crown Road and will connect into the wider network of trails proposed for this area. Mrs. Udrea next presented the elevations, explaining that the applicant was proposing the contemporary industrial style for Phase Two, to soften the transition between the office and industrial park that is bordering the site to the south and the multifamily community that is currently under development in the portion east of Luna Road and north of Crown Drive. Mrs. Udrea stated that all facades visible from public streets would be comprised of 75% masonry with a combination of stone, stucco, and metal panel accents. Mrs. Udrea then emphasized the unique architecture proposed for the amenity center with accent colors and materials. Mrs. Udrea said the applicant is planning to install a monument sign along the main entrance in the community along Knightsbridge Road and one wall sign on the amenity center. The signage will be compatible with the signage approved for Phase One and will comply with the requirements of PD-88. Mrs. Udrea informed the Commission that a Traffic Impact Analysis of Luna Road, south of I-635, was completed by the City in 2016 to study the impact of upcoming multifamily developments along this major thoroughfare. Mrs. Udrea explained that as a result of this analysis, traffic engineers recommended a new traffic light at the intersection of Knightsbridge Road and Luna Road and that the applicant is planning to contribute to the installment of this traffic signal.

Mr. Miller Sylvan, a representative of JPI Real Estate Acquisition, 600 East Las Colinas Boulevard, Irving, Texas, approached the podium to give a brief presentation. Mr. Sylvan explained the applicant's intention to maximize greenspace within the proposed development, presenting the overall network of green spaces and noting that 76 of the apartment units would have ground-level private yards and pointing out the location of the proposed dog park. Mr. Sylvan also pointed the location of the outdoor lawn that would feature fitness equipment and another outdoor space featuring picnic tables and barbecue grills. Mr. Sylvan next touched on the amenities offered with this development, including a swimming pool featuring a swim-up bar and fire pit. Mr. Sylvan went into offering more detail on the facades of the buildings and explained that the amenity center was designed to be have "refurbished industrial building" look and presented additional renderings. Mr. Sylvan concluded his presentation by expressing the applicant's enthusiasm over the potential to work with Farmers Branch on another project.

Vice Chairman De Los Santos opened the floor for questions from the Commissioners.

Commissioner Bertl asked who will maintain the ground-level private lawns. Mr. Sylvan explained that there would be gates for maintenance crews to get in and perform the work to upkeep these lawns. Mr. Sylvan stated that this responsibility rested solely with the management company of the proposed community.

Commissioner Bertl asked if the fire pit Mr. Sylvan pointed out in his presentation was a gas unit. Mr. Sylvan said yes, explaining that the gas would be connected to the gas line and would work on a timer once turned on. Commissioner Bertl then asked if there was glass inside the fire pit unit. Mr. Sylvan said yes.

Commissioner Bertl asked who would run the fitness center. Mr. Sylvan explained that this would be management company and gave some information about classes that would be offered twice or three times a week and would vary in style, including spin and strength training classes.

Referencing the rendering of one of the apartment buildings shown during Mr. Sylvan's presentation, Commissioner Bertl asked if the corner units with the large windows were all one single unit and if they were the three-bedroom units. Mr. Sylvan said they are one single unit but the type will vary. Mr. Sylvan explained that the large window portion of the unit was the living room area. Commissioner Bertl then asked if the balconies were connected into one single balcony. Mr. Sylvan said yes, that this was all one balcony. Commissioner Bertl complimented the quality of the proposal and expressed her appreciation for the corner units with the large windows and balconies.

Commissioner Bertl asked Mr. Sylvan about the expected completion date. Mr. Sylvan said JPI scheduled to break ground for Phase Two this summer and that the development would be complete by November 2019 with the first apartment units being available to rent at that time. Mr. Sylvan said that at the same time, all units of Phase One were expected to be leased and explained that the timeline for completion of both phases was calculated to void overlaps.

Commissioner Bertl thanked Mr. Sylvan for answering her questions and for the inclusion of the dog park within this development.

Commissioner Brewer asked when Mr. Sylvan expected Phase One to be complete. Mr. Sylvan said the first apartment units are scheduled to be available in April. Mr. Sylvan also said that the pre-leasing of the units will begin at the end of February. Commissioner Brewer thanked Mr. Sylvan for the consistency of his presentations of JPI's projects before the Commission, noting that this helps in answering his questions.

Hearing no more questions or comments from the Commissioner, Vice Chairman De Los Santos asked for a motion.

**A motion was made by Commissioner Moore, seconded by Commissioner Yarbrough, that this Site Plan be recommended for approval. The motion carried unanimously.**

**Excused:** 1 - Chairman O'Quinn

**Aye:** 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Commissioner Sullivan, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

## **C. PUBLIC HEARING**

### **C.1 [17-SU-19](#)**

**Conduct a public hearing and consider a request from Clay Hooten for a Specific Use Permit for the construction of a bathroom in an existing detached structure for the property located at 2600 Leta Mae Lane; and take appropriate action.**

The site is a 8,148 square feet residential lot located at the southeast corner of Leta Mae Lane and Ford Road. The site is zoned Planned Development District No. 79

(PD-79), which allows single-family residential uses. The applicant, Clay Hooten, is requesting a Specific Use Permit to add a bathroom in the existing detached garage, located in the backyard, in the southern portion of the lot. The Comprehensive Zoning Ordinance (CZO) dictates that no accessory building shall be furnished with a bathroom without approval of a Specific Use Permit for such use. Staff recommends approval of this Specific Use Permit request as presented.

Mrs. Andreea Udrea, Planning Manager, approached the podium to give a brief presentation over the applicant's proposal. Mrs. Udrea first presented both an aerial of the site and a location. Mrs. Udrea then presented a diagram featuring a survey of the property to the left and a zoom-in of the detached garage to the right. Mrs. Udrea said that the garage measured 24 feet by 30 feet and was designed to accommodate 2 cars. Mrs. Udrea then explained that the garage was partitioned to incorporate the workshop area on the east side of the garage and the remaining space was large enough to accommodate 2 cars. Mrs. Udrea then explained that the applicant was proposing to install a bathroom on the southeast corner of the garage. Mrs. Udrea explained that this bathroom would measure 5.6 feet by 11 feet. Mrs. Udrea said that the workshop area was equipped a sink, gas, water, and heating, ventilation, and air conditioning (HVAC). Mrs. Udrea went on to explain that the bathroom would be furnished with a small shower a toilet, both of which would be connected to additional necessary utilities. Mrs. Udrea then presented existing photos of the garage and explained that no modifications to the exterior of the garage or the home were being proposed with this request. Mrs. Udrea also explained that no additional structures were being proposed with this request. Mrs. Udrea informed the Commission that the applicant stated, in writing, that the proposed bathroom would be for personal use only. Mrs. Udrea then presented existing photos of the home. Mrs. Udrea informed the Commission that as part of the required public notification process, 25 letters of notification were sent out to the surrounding property owners within a 200 feet radius and that 2 signs were placed on the property. Mrs. Udrea said that on January 5th, one letter in support of this request was received by staff.

Mr. Clay Hooten, the applicant, 2600 Leta Mae Lane, Farmers Branch, Texas, approached the podium.

Vice Chairman De Los Santos opened the floor for questions from the Commissioners.

Referencing the diagram of the garage, Commissioner Bertl asked if the wall separating the workshop area from the rest of the garage was a solid wall. Mr. Hooten said yes. Commissioner Bertl asked Mr. Hooten what kind of work he performs in the workshop. Mr. Hooten said he does auto work. Mr. Hooten explained that the garage was built back in 1992 and that he wished to make good use of the space. Mr. Hooten explained that he would like to have a space inside of the garage to clean up after completing his work.

Vice Chairman De Los Santos asked if the entire garage was air-conditioned. Mr. Hooten said no, only the workshop was air-conditioned.

Hearing no more questions or comments from the Commissioners, Vice Chairman De Los Santos opened the public hearing. Hearing no questions or comments from the audience, Vice Chairman De Los Santos closed the public hearing and asked for a motion.

Commissioner Brewer thanked the applicant for wanting to improve his property, noting it is nice to see homeowners doing this. Mr. Hooten stated that the proposed work

would be an improvement of his property and expressed his enthusiasm over living in Farmers Branch. Mr. Hooten thanked the Commission for hearing his request.

Mrs. Udrea informed the Commission that this case would go before City Council on February 6th.

**A motion was made by Commissioner Brewer, seconded by Commissioner Yarbrough, that this Specific Use Permit be recommended for approval. The motion carried unanimously.**

**Excused:** 1 - Chairman O'Quinn

**Aye:** 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Commissioner Sullivan, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

## **C.2**    [17-SU-20](#)

### **Conduct a public hearing and consider a request from Legends Real Estate School for a Specific Use Permit for a trade school located at 14465 Webb Chapel Road; and take appropriate action.**

The site is located within the Webb Chapel Office Center at the southwest corner of Webb Chapel Road and Fyke Road. The site is zoned within the Office (O) zoning district. The applicant, Legends Real Estate School, is proposing to use 2 units of this office center for a real estate school. The Comprehensive Zoning Ordinance (CZO) dictates that business and trade schools require a Specific Use Permit within the Office zoning district. Staff recommends approval of this Specific Use Permit request as presented.

Mrs. Andreea Udrea, Planning Manager, approached the podium to give a brief presentation on the applicant's proposal. Mrs. Udrea first presented an aerial of the office building, highlighting the area where the school is to be located. Mrs. Udrea explained that this office building has a total area of 19,629 square feet. Mrs. Udrea explained that the applicant would be using the existing parking at this site and that staff determined no additional parking was required. Mrs. Udrea next presented a floor plan of the first floor of the building, which highlighted the 2 units to be used for the school. Mrs. Udrea explained that the 2 units: 101 and 101B would be used as classrooms and that the hallway in between in these units would be used as office space. Mrs. Udrea said that each classroom would be approximately 602 square feet and were designed to accommodate a maximum of 20 students. Mrs. Udrea explained that the applicant planned to use the existing common space for the atrium and restrooms. Mrs. Udrea said that entire area leased for the school is approximately 1,500 square feet. Mrs. Udrea then gave details about this school. Mrs. Udrea said it was founded in 1990 and originally located on Midway Road. Mrs. Udrea said the school had been approved by the Texas Real Estate Commission. Mrs. Udrea then gave details on the operation of the school. Mrs. Udrea said that the school teaches pre-license and home inspection courses. Mrs. Udrea said the school would operate Monday thru Thursday from 9:00 AM to 1:00 PM and 6:00 PM to 9:45 PM. Mrs. Udrea also said that 4 times a year, the school would host classes on Saturdays and Sundays from 8:00 AM to 5:00 PM. Mrs. Udrea explained that the faculty would be independent and there would only be 1 to 2 employees for the school. Mrs. Udrea then presented existing photos of the site. Mrs. Udrea pointed out that the landscaping on this site was mature and that staff saw no opportunities for additional landscaping improvements. Mrs. Udrea said that the applicant was not proposing any signage with this request. Mrs. Udrea informed the Commission that 15 letters of notification were sent to the surrounding property owners within a 200 foot radius and that 2 signs were

placed at the site. Mrs. Udrea said that as of January 8th, staff had not received any response in favor or in opposition to this request.

Mr. Charles Kanellis, the applicant, 14465 Webb Chapel Road, Farmers Branch, Texas, approached the podium to give a brief history of the school. Mr. Kanellis informed the Commission that Nanci Hawes originally founded a real estate school called the Nanci Hawes Real Estate School. Mr. Kanellis went on to explain that after Mrs. Hawes was released from her position as administrator for all real estate schools in Texas in 2005, Mrs. Hawes founded Legends Real Estate School. Mr. Kanellis then stated that the school was originally located on Midway Road in Farmers Branch before moving to this location on Webb Chapel Road. Mr. Kanellis concluded by thanking the Commission for hearing his request.

Vice Chairman De Los Santos opened the floor for questions from the Commissioners.

Commissioner Driskill asked if the school taught Salesperson Apprentice Education (SAE) courses. Mr. Kanellis said no. Mr. Kanellis explained that the school used to, but not anymore because the majority of students worked during the day and attended the school at night.

Vice Chairman De Los Santos asked if the floor plan Mrs. Udrea presented was the actual layout for the school. Mr. Kanellis said yes. Vice Chairman De Los Santos then asked about the number of students per class. Mr. Kanellis said that the school averages around 10 students during evening classes and 6 during the day. Mr. Kanellis explained that the school was much busier at the Midway Road location.

Commissioner Bertl commented that she received her real estate licence from the Nanci Hawes Real Estate School and that she was excited to see Mrs. Hawes' work continue through the Legends Real Estate School. Commissioner Bertl thanked Mr. Kanellis for his time as an instructor with the school.

Hearing no more questions or comments from the Commissioners, Vice Chairman De Los Santos opened the public hearing. Hearing no questions or comments from the audience, Vice Chairman De Los Santos closed the public hearing and asked for a motion.

Mrs. Udrea informed the Commission that this would go before City Council on February 6th.

**A motion was made by Commissioner Moore, seconded by Commissioner Driskill, that this Specific Use Permit be recommended for approval. The motion carried unanimously.**

**Excused:** 1 - Chairman O'Quinn

**Aye:** 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Commissioner Sullivan, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

## **E. ADJOURNMENT**

**The Meeting was adjourned at 7:46 PM.**

Farmers Branch City Hall is wheelchair accessible. Access to the building and special parking are available at the main entrance facing William Dodson Parkway. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

### **Certification**

I certify that the above notice of this meeting was posted 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

\_\_\_\_\_  
City Administration

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