



# **INFORMATION MEMORANDUM**

TO: Mayor and City Council  
FROM: Charles S. Cox  
City Manager  
DATE: April 11, 2018  
SUBJECT: Ordinance 3497 – Specific Use Permit for Vehicle Repair (Paint and Body) located at 3117 Garden Brook Drive

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## **Existing Conditions:**

The subject property is a 0.894-acre site located on the northern side of Garden Brook Drive, approximately 500 feet west of Webb Chapel Road. The site is surrounded by warehouse buildings on all sides.

## **Zoning / Requested Use:**

The subject property is fully developed. The subject site contains a single story concrete building with approximately 24,605 square feet. The building is divided into four suites (3115, 3117, 3119, and 3121). Each suite is approximately 6,200 square feet in area. The applicant, Eddie Vasquez / Zapata Auto is currently leasing suite number 3115 for his vehicle maintenance business, and is proposing to expand into suite number 3117, to add vehicle repair (i.e. paint and body repair) to his business. The other two suites (3119 and 3121) are currently used as warehouse and office space by another business.

The property is located within the Light Industrial zoning district. The Comprehensive Zoning Ordinance (CZO) requires that all vehicle repair uses must obtain a Specific Use Permit (SUP).

According to the Comprehensive Zoning Ordinance, vehicle maintenance means routine preventive maintenance to vehicles, limited service to such activities as the following: replacement of batteries, diagnostic services, lube services, filter changing, replacement of brakes, performing state inspections and making minor repairs to pass said inspections, glass repair, upholstery, paintless dent repairs, and minor installation of accessories such as car alarms, radios, window tinting, pin striping and similar accessories.

According to the Comprehensive Zoning Ordinance, vehicle repair means a general repair or reconditioning of a vehicle and its parts including: drivetrain, HVAC systems and electrical systems, alignment of brakes, paint and body shop, part repair and engine rebuild, undercoating, muffler and exhaust, custom shop.

Should this request be approved, the adopting Ordinance shall limit the vehicle repair use to the paint and body operations only, in addition to the vehicle maintenance operations which are allowed by the zoning.

**Site Design:**

The applicant is proposing to remodel a portion of suite number 3117 (approximately 1,752 square feet) and add a customer waiting area, office and storage rooms, a staff break room and a paint booth. A manufactured paint booth (approximately 13 feet by 25 feet) will be purchased by the applicant and installed inside the suite. The paint booth will be fully enclosed and have a separate ventilation system. The installation and operation will comply with City's Building Code and Fire Code and with the Texas Commission on Environmental Quality standards.

The rest of the suite (approximately 4,448 square feet) will have an open floor plan configuration and will be used for vehicle repair and maintenance operations.

No expansion of the existing building is proposed with this request.

**Operation:**

The applicant shall conduct his vehicle maintenance and repair business completely inside the building. The operation is set up to allow for eight cars to be serviced at once. All vehicles that are being serviced are stored inside the building at all times. A portion of the parking lot is used for temporary parking of the vehicles that are being serviced.

The business operating hours are Monday through Friday, 8:00 am to 6:00 pm. The total number of employees is eight, working in shifts.

The applicant is not requesting any outdoor operation space, storage or display with this Specific Use Permit request.

**Parking:**

The property currently has 24 parking spaces located in front of the building along Garden Brook Drive to serve the entire building. 12 parking spaces are allocated for suites 3115 and 3117. According to the current combination of uses and overall operation and parking needs of the businesses located within the entire building, staff has determined that the parking is sufficient.

**Landscaping:**

No landscaped open space is provided on the property. The landscaped islands in front of the property are located within Garden Brook Drive street right-of-way. Three large canopy trees are planted in the front landscape islands. No additional landscaping is proposed with this request.

**Signage:**

Two small wall signs are located on the suite number 3115 façade. The applicant is not proposing any additional signage.

**Public Response:**

Thirteen (13) notification letters were mailed to the surrounding property owners on March 15, 2018. One zoning notification sign was placed onsite. A public notice ad was placed in the Dallas Morning News on March 30, 2018. As of April 11, 2018, no written correspondence has been submitted to the City.

**Recommendation:**

On March 26, 2018 the Planning & Zoning Commission voted to recommend approval of this Specific Use Permit as outlined in Ordinance No. 3497. The vote was unanimous.

**Possible Council Action:**

1. Motion to adopt Ordinance No. 3497.
2. Motion to adopt Ordinance No. 3497 with the following modification(s)...
3. Motion to deny Ordinance No. 3497.
4. Motion to continue discussion at the next meeting.